

The Voice
of FCZIG
April 2007
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Meeting 7.30 pm 3rd at
New Canaan Historical
Society
13 Oenoke Ridge

In accordance with the club bylaws, at the April meeting nominations will be received for positions in the club, and the elections will be held at the May meeting.

Notably, Dick Booth will NOT be standing again for President.

BOILERPLATE

"The Voice of FCUG" is the monthly newsletter of the Fairfield County Computer Users Group, Inc., a registered non-profit organization dedicated to helping members use their PC computers. Non-commercial and non-profit users are free to copy or quote material herein; proper credit and sending a copy of the publication to the Editor would be appreciated.

Members can exchange ideas and opinions through this newsletter, at a monthly meeting held the first Tuesday of most months, at occasional SIG programs, and on a bulletin board reached from the Club Internet Web-site at www.fcug.org.

Meetings and SIG groups are open to the public. Membership costs \$30/Yr, prorated. For information and payment contact

Ed Congleton, Treasurer: 203-966-4854,
251 Weed Street, New Canaan, CT. 06840

To submit articles or letters for The Voice send an e-mail message to thevoice@fcug.org, hopefully with article attached, or mail paper, or even a diskette in ASCII, Word, or WordPerfect format to:

The Voice, 280 Main Street, Westport, CT 06880

The Editor's Desk

A three-week break abroad has cut into both the March and April issues. The former was unprecedentedly early; this one is smaller than usual and probably will end up a being bit later.



On this general subject, a strange thing happened for the first time: two copies of the March issue were returned because their mailing labels had fallen off! So if you didn't receive one, let me know at one of the two addresses just above (e- or snail-mail) and I will send them out again.

There was some slight damage to both; if your copy arrives mangled, please let me know as well. We don't want to keep members in the dark, nor send them incomplete material.



Program for 3rd April 2007

- Call to order.Fearless Leader – Dick Booth 7:30**
- Novice topic: Controlling Spam – Roger Giler. 7:40**
Roger will discuss one aspect of controlling the onslaught of email Spam using a free built-in tool of Windows.
- Q and A: Guide – Jim Sullivan 8:00**
- Epicurean Break . . .Chefs du Soir –
Jane Wiese & Charlotte Cooper 8:20**
- Main topic: Blogging – Jackie Lightfield 8:30**
Everything you want to know about Blogging, and then some. Jackie runs a local Web log, largely about Norwalk politics, at www.yourct.com.
- Adjournment. 10:00**

LOOKIN' FOR A RIDE?



If anybody who wants to attend meetings has a transport problem, please mention it and together we will look for a solution. You can also contact Membership Chairman Lynn Bloom (lennyb2@optonline.net, or 203-380-9306). She can tell you who lives near you, or might pass by on their way.

Questions and Answers

Chuck Davis

From the September 2006 issue of "Bits, PCs and Macs", the journal of the Sun City Anthem Computer Club of Henderson, NV

Question: When I print web pages, the right-hand side is cut off. Is there a way to prevent this?

Answer: There are three possibilities. You decide which you will use.

1. Set the printer margins to their minimum, normally .25 inches.
2. Set your printer to Landscape mode.
3. If you use Internet Explorer, you can also download a small program that will reduce any Web page to fit the paper.

<http://www.visiontech.ltd.uk/software/>

Follow the instructions. (It's the third one down the page)

Question: I understand that the new anti-piracy tool from Microsoft pings the company's servers each time a PC is booted up. It seems that the company should be shut down for this. Do any other's do this?

Answer: Whole bunches. Including MusicMatch every time you use the program, Ad-aware, PestPatrol, Spy Sweeper, and most other anti-spyware programs. Add to that list Quicktime, Nero, and RealNetworks.

If you want to shut somebody down, try the pirates that have forced Microsoft to take these actions. Shut down the people that write the viruses, Trojans, malware and SPAM.

Question: I (Chuck Davis) am going to be instructing several folks on the ins and outs of maintenance work on the Community Web site. I intend to use PowerPoint for the presentation of ideas, but wish to have the Web site available for instant demonstration. PowerPoint uses the whole screen, how can I show both on the screen at one time?

Answer: I want to thank Terri Case, a member of our Computer Club's Board of Directors for the answer. With help at the Thursday morning Computer Talk session, I found out how to toggle from the PowerPoint presentation to the web site. However, that didn't provide a way to see them side-by-side.

These are Terri's steps to set up the show:

1. Choose Set Up Show from the Slide Show drop-down menu.
2. In Show type, click on Browsed by an individual (window)
3. Under Performance, select Slide show resolution, at say 800x600
4. Click OK
5. Choose View the Show from the Slide Show drop-down menu.

Note: The scrolling will work differently. Right arrow on the keyboard will display the next slide; the left arrow will show the previous one.

Question: The other day I returned to my computer after a few hours and it had just frozen. I was only able to shut it off by holding the on/off button for about 10 seconds. I opened the Task Manager, but couldn't do anything as my mouse was inoperable. It seems that the usual keyboard shortcuts were also disabled. How can one shut down orderly when this occurs using the keyboard only?

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Answer: This question was asked and answered at Thursday morning's Computer Talk session by Club President Bernie Thompson. He opened Task Manager and the keyboard short cuts didn't have the letters underscored to indicate the keyboard shortcuts as shown below; File, Options, View, Windows, Shut Down, Help. As soon as he clicked the Alt key on the keyboard, the keyboard shortcuts became available. At this point Alt+u would cause the computer to start the shut down process.

Question: I am trying to upload a newsletter using list builder. I use MS Publisher to format a newsletter and have compressed the images. The size of the newsletter [is] more than 250K. How do I reduce the size to upload?

Answer: Your Publisher newsletter is actually quite small. The monthly club newsletter, "Bits, PCs & Macs", ranges from 9,946KB in March of this year to 13,252KB in the May 2006 issue.

Of more importance to your readers is the fact that they may not have MS Publisher installed. It would then be impossible for them to view all of your hard work.

I recommend that you convert your newsletter to a PDF (Portable Document Format) file. The March and May issues were reduced to 524 and 1,469KB in size as PDFs.

If you don't want to buy the expensive Adobe Acrobat program, there are two free programs. I normally use Adobe Acrobat, but I have both of these free ones installed:

PrimoPDF from: <http://www.primopdf.com>

Win2PDF from: <http://www.win2pdf.com>

On the assumption that this doesn't satisfy your requirements, you may wish to change tactics a bit. Read this:

<http://www.microsoftfrontpage.com/usingfp/newsletters/>

If money is a crunch and you don't want to buy FrontPage, try the free open source program called NVU: <http://www.nvu.com>.

I send HTML newsletters created in the manner described in that Microsoft web page to over 1,500 subscribers. See past issues at:

http://www.anthemwebs.com/communitynews.htm#Previous_issues

Send one page: There is another possibility that you may want to investigate as it may appeal to you even more if your newsletter is only one page. When you send a single page as an e-mail message, the recipient doesn't need to have Publisher to view the message as the page is converted to a .BMP image. If the recipient wishes to save the page, they may simply right click on the page and save it to their hard drive. The page that you choose will appear in the body of the e-mail message.




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Choose "Send E-mail" from the File drop-down menu, then "Send This Page as Message" (see the image above.)

Question: I am using MS Word 2003. Is there a way that I can easily enter a symbol for the Windows logo?

Answer: Hold down the Alt key and press 0255 on the numeric key pad and you will get: Ÿ. Select the Ÿ and apply the Wingdings font. You might want to increase the size so that it becomes more legible. For example:

This is the 12 point font for this text, and this is the logo
in the same size: 

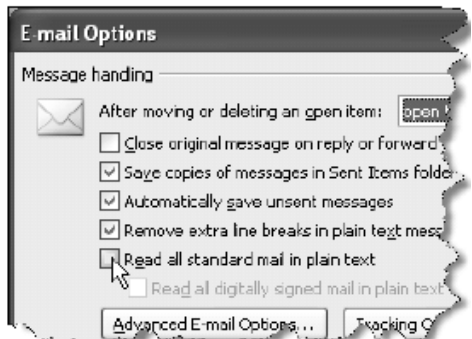
Wingding size 18: 

The image below shows the selection of the Wingdings font using OpenOffice.org Writer, the open source free alternative to Microsoft Office Word.



Question: I receive an e-mail newsletter that is all text with images as attachments, but others in my neighborhood have subscribed to the same newsletter. On their computers, using Outlook Express, the newsletter has all of the photos and flyers included. I use Microsoft Office Outlook. Do I have to change e-mail programs to receive this newsletter as they do, or is there some setting that I have been unable to find? Can you unravel this for me?

Answer: In Office Outlook select "Options" from the Tools drop down menu, click on the Preferences tab, and then click on [the] "E-mail Options" button [and] uncheck "Read all messages in plain text." Then click OK, and OK. For those of you that may be using Outlook Express, the procedure is slightly different. Tools, Options, click the Read tab and uncheck "Read all messages in plain text." Then click OK.



Question: On my new laptop with XP Home with a 160GB hard drive and SP2 already installed, there is a folder inside the WINDOWS directory. The folder

is called \$hf_mig\$. Inside it are a bunch of folders, one for each of the updates that were preinstalled. Are these the actual update files? Do I need to keep them? Do I need to keep the \$hf_mig\$ folder? Should I save them to a CD?

Answer: They are actual update files. Keep them. Keep the folder. You don't need to save them to a CD.

If you should have to start over, it is better to let Windows Update do the job without your meddling! Leave the folder alone! They are placed in that folder to enable later updates to find the correct version of possible prerequisite updates. I ask if you have performed a Windows Update and installed all critical updates? If not, do so at your earliest convenience.

Once again, other than uninstalling programs and other "new computer" operations (described beginning on page 5 of <http://www.myscacc.org/Newsletters/0603News.pdf>) I ask you to leave well enough alone. Trying to delete a few files is counterproductive and invites visits from your Club's "house call" volunteers. In the days of 2GB hard drives, it was a necessary practice to scrounge for every bit of space.

Question: I can't find a backup program on my new computer with Windows XP Home edition. Where is it?

Answer: Buy a third-party backup program or download and install the Windows XP backup program `ntbackup.msi`. Window XP Home users can download the program from this location: <http://www.myscacc.org/Forms/ntbackup.msi>.

Backup your "My Documents" folder to some device other than your hard drive! The device should be at least as large as your hard drive. This will enable monthly complete backup and weekly incremental backup processes. Happiness is a recent backup! Especially when something (hard drive, program, or human) does something wrong.

Question: I am using OpenOffice.org 2.0 Calc. how can I print multiple selected areas of a spreadsheet at one time?

Answer: You will have to open a new Calc spreadsheet, copy and paste each area into the new spreadsheet and then print the result. This technique will work just as well in MS Office Excel.

Question: I have applied Microsoft Office Updates. I would like to remove one that I feel is giving me problems. Can you point me in the right direction?

Answer: Bad news! Microsoft does not support the removal of Office updates. To remove installed updates, you need to uninstall Office from your computer and then reinstall it.

Question: I have been thinking about creating another partition with just one volume on it and put the page file in that volume. Can I, or does it have to be a primary partition?

Answer: Please don't! It can hurt the performance on your computer. The same number of seek and read/write commands will still be executed. You may have heard someone say that they did that on their computer and it improved performance. You may find some performance gains by placing the page files on a second hard drive (not partition) that is seldom used. With Windows XP's exemplary management of the page files, I strongly urge you to look to something that will truly improve your performance. For instance, if you are running with inadequate RAM memory for the type of processing you are performing, you would probably see a substantial performance boost by doubling the memory now

installed.

Question: I deleted a couple of files from a read-write CD. Later, I thought of one that I would like to have back, but I can't find it in the Recycle Bin. None of the deleted files from the CD were there. What happened to them?

Answer: Those files are history! Only files deleted from local hard drives are placed in the Recycle Bin.

Question: I spend a lot of time trying to create various formulae for Office Excel. Is there some source for examples of common formulae?

Answer: Microsoft has provided a rather extensive list by category at this site:

<http://office.microsoft.com/en-us/assistance/HP052001271033.aspx>

Click on the titles for the actual instructions on how to use each sample.

Question: After your lecture the last week titled "Considerations in buying a Computer," I have decided to throw in the towel on my PC running Windows 2000 and buy an Apple iMac, but still have some nagging reservations. How will I move my extensive e-mail files from my current PC to the iMac?

Answer: As you know, I don't use an Apple computer, but I have done some research after I received your question. First Microsoft MVPs have provided this web page to assist you into moving from Outlook to the Entourage component of MS Office 2004. This program will be on your iMac (you will have to activate and pay for it): http://www.entourage.mvps.org/cross_platform/win_mac.html

Read the entire page and then the first link on that page will take you to Dave Riches web site where he provides detailed instructions:

<http://www.riches.com.au/articles/export-outlook-entourage.htm>

Note that while he directly addresses your Windows 2000 machine, he discusses the use of Mozilla Mail. That program has been superseded by Thunderbird. Thunderbird can be found at <http://www.mozilla.com/thunderbird/>. Consider this: if you are not particularly in need of Entourage and the expensive Office product, Thunderbird can also be installed on the iMac and is free. Also free is OpenOffice.org which is roughly equivalent to MS Office and is also free!

<http://www.openoffice.org/>

Among the things to consider if you install OpenOffice, is the lack of "warranty" support, [and] lack of formal classes offered by your Computer Club. I have been informed that some classes will be offered beginning in September. These should be on the calendar now. *[Ed.Note: Sadly, that is not FCUG information!]*

Question: Can you recommend a good registry cleaner?

Answer: By "good", I assume that you are referring to one that won't render your operating system inoperable. With that assumption, I have to answer that there is none that I would recommend. Finally, I have never seen any documented evidence that an automated registry cleaner has done any real good. I have never found documented evidence that the use of these products will improve a Windows XP based computer's performance or stability. There is ample evidence posted on the Newsgroups that address issues with Window XP that point to the contrary. The only thing you need to safely clean your registry is knowledge and Regedit.exe which is a component of the Windows system. If you lack the knowledge and experience to maintain your registry by yourself, then you also lack the knowledge and experience to safely configure and use any automated registry cleaner, no matter how safe the product's vendors claim it to be. There is documented evidence that at least one registry cleaner, found over "a hundred allegedly orphaned registry entries and dozens of purportedly suspicious files" on a newly set up computer that had yet to be connected to the Internet!

(I contacted the individual that asked this question and asked what problem

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she was having that made her believe that it would be fixed by running a registry cleaner? The answer was that her son's computer had slowed down. He had executed a "free" online registry scanner and it found 1,100 errors and unused entries. You bet! They wanted to sell a \$29.95 product to "help out". I suggested that her son download and install two free anti-spyware programs and run them. A few days later, she called and said that he had removed over 800 spyware programs. This solved the problem and his registry remained intact.)

Question: How do I send an Outlook 2003 distribution list to another party?

Answer: Open Outlook, open a new message, then click on Contacts—shorten the contacts window by dragging the side. Position the message alongside the shortened Window, then drag the distribution list to the text area of your message. It will become an attachment.

Question: I have read and heard that I should backup my data. I have never wanted to ask a dumb question in a meeting. What does backup mean?

Answer: That's not a dumb question! Backing up in "computer talk" relates to the copying of data for the purpose of having an additional copy of an original. During Spanish Colonial days, all requests by Colonial authorities of the Crown seated in Spain were copied by hand. The scribe certified that each copy was a true copy. These were then dispatched on different ships, in the hope that one would actually make the voyage safely, even though others may have gone down with the ship. If your computer hard drive fails, your data has just "gone down with the ship."

A copy of that data on a second hard drive can then be copied to your new hard drive. This is known as "data recovery" or "restore". My practice is to backup the entire My Documents folder and all of its contents. The data is (backed up) copied to a second hard drive. Alternatively, you could use a variety of media:

- Internal and external hard drives. These will provide the fastest backup. In my opinion, they will be the easiest to use when it is time to restore only a portion of your lost data. Incremental backups are easily made. Incremental infers that only the changed files are placed on the media.
- Large capacity USB flash memory drives
- CD disks (hold up to 650 MB.)

I suggest that you make a full backup once a month, with incremental backups on a weekly basis.

There are many backup programs available. If you are using Windows XP you have already paid for a good one.

Window XP Professional: Go to Start, All Programs, Backup and follow directions.

Windows XP Home edition will have to install the backup program from your installation disk or you may download it from

<http://www.myscacc.org/Forms/ntbackup.msi>

Question: I have tried to follow the steps that you presented in the March 2006 edition of the Club's Newsletter [Ed.Note: See the Voice for October 2006] regarding the steps to clean up a new computer. I can't seem to uninstall the MacAfee product that was installed by the manufacturer, as the error is that it can't be uninstalled because the virus scan is running. I can't shut it off. I don't want to pay the price for the small amount of time that I am on the Internet. How can I successfully uninstall this product?

Answer: Boot up (turn on) in Safe Mode and uninstall at that point.

You are probably asking yourself how do I start in Safe Mode? This is done by repeatedly pressing the F8 Function key while the computer is starting up. You will eventually see a weird black-looking screen that asks how you want to start the computer. Use the up and down arrows on your keyboard to highlight Safe Mode

then press the Enter key on the keyboard. Now things really get weird. You will be asked if you really want to start in Safe Mode. Answer Yes. Another warning, yes you want to start in Safe Mode. Once you are past all of this Windows will open. Now go to Add/Remove Programs and remove the MacAfee program. Then restart the computer. After it has restarted install the AVG antivirus before connecting to the Internet. Then Turn on the Windows Firewall (Start | Control Panel | Windows Firewall)

Question: I use MS Office Outlook for my e-mail. I have set up Outlook to communicate with other e-mail accounts. But, I can't seem to connect to my Yahoo e-mail account. I'm missing something here, can you help?

Answer: Without knowing the type of Yahoo account, I can only assume that you have a free account and that is why you can't connect. For further information, see:

<http://help.yahoo.com/help/us/mail/pop/pop-02.html>

Question: I'm having trouble with Office Outlook. I have a large (6 GB) Outlook PST file. I am trying to copy it to an external 80 GB hard drive with 70 GB free space to install in a new computer. I keep getting error messages saying that it has insufficient memory! How can I solve this problem?

Answer: It's not an Outlook problem. All external hard drives are formatted FAT32 by default. The maximum file size on a FAT32 formatted drive is 4GB. You can convert the drive to NTFS and then copy your PST file to it. Remember, this conversion is irreversible and you would limit your drive to future use by computers with Windows XP installed.

Question: My Internet Explorer icon has disappeared. It happened after I had downloaded and installed WinAce on the Computer. I have since uninstalled it, but the Icon is still missing. Can you help restore the icon?

Answer: Naturally, there are a couple of ways to do this.

1. Go to Start, then All Programs and then right click on the Internet Explorer icon and name, click on Send To and follow by clicking on Desktop (create shortcut).
2. This second method is a bit more involved, but you may find it more useful (in case you hadn't noticed a couple of others were also missing).
 - a. Right click on a blank spot on your desktop
 - b. Click on Properties in the menu that opens
 - c. Click on the Desktop tab.
 - d. Click on the Customize Desktop button
 - e. Click on the General tab.
 - f. Make your selections
 - g. Click OK & OK!

Question: I have bought a new computer. I would like to move my Firefox Bookmarks to the new installation of Firefox. How do I go about this?

Answer: The process for Firefox is referred to as Profile Backup. Once backed up, you move the backup files to your new computer and "restore" the profile. For detailed instructions see the knowledge base article here:

http://kb.mozillazine.org/Profile_backup

Tid Bytes



CHARLOTTE Cooper reports that Microsoft has added an extra five years' support for Windows XP. This extends service on XP through April 2014. Security patches will be free, but Microsoft will charge for customer assistance. Let's hope by then you will be so experienced you won't need much help. . .

THE European Union came out with a report recently in which they concluded that, despite Redmond claims to the contrary, Open Source systems are cheaper to use than MS ones. Yes, they said, there would be a training cost for shifting, but this would be a one-time thing, and the costs of the software and the updates are so much less that the change-over is worth it. The Inquirer went on

“In fact the only downside the report found was that the use of Open Sauce [sic.] software makes staff feel undervalued because they think their organisation uses cheap software. This problem can be overcome with proper training and lots of reassuring hugs, the report says. Well ... actually, we made the last bit up.”

THERE'S a site called Isohunt which might bear watching if you are interested in music – and if you can find it. The Inquirer reported its ISP shut it down when the Music Industry threatened a lawsuit. But Isohunted was said to be sure it will be back. Going to take a look. . .

AND the founders of Skype (and, before that, Kazaa) are opening a new one called Joost, which sounds like competition for YouTube. Lots of little video and sound snippets floating around now; remember when all you could find were tiny WAVElets to make door-shutting noises and such?

IT has also been reported that the NSA is examining Vista closely to see how secure it really will be. This, of course, has the Pair o' Noids worried that Vista will contain back-doors so that the Powers That Be can spy on Vista users' activities any time they want. Seems doubtful; as the Register said:

“Many hundreds of people have been working on Vista and techies, being techies, can't keep anything hush hush, so I am sure if this was the case we would have heard.”

THE phrase “Down Under” took on a whole new meaning the other day when police in Melbourne arrested a young man who was walking around town holding a video recorder, the camera for which was mounted on his shoe, so that, strategically placed, he could spy up ladies' skirts. Hardly worth it, surely? Guess he'd stand out in a crowd. Remember the Monty Python Show's Ministry of Silly Walks?

NEW technical break-through coming from Seagate: a 2½-inch hard drive, the Savvio 15K, spinning at 15000 rpm (that's a 3 Gbps transfer rate) and with a mean time between failures of 1.6 million hours. I may watch for it coming out, but I don't think I will check out the failure time. . .

THE EDITOR went to England for three weeks, and picked up a copy of the U.K. Version of Computer Shopper. One of the main articles tested a string of anti-virus programs. The front-cover heading read "The Great Anti-Virus Rip-off! Free software beats market leaders in the UK's biggest ever lab test." (The Labs had actually attacked the candidates with real viruses and spyware culled recently from the Internet.) But when I turned to the article itself, I couldn't find quite that clear a result. Top marks went to Kapersky Lab's Anti-Virus 6 and Steganos AntiVirus 2007 – marked as the Best Buy. Of course, it turned out the latter is almost exactly the same as the former – just a little cheaper! It was marked 'Not yet compatible with Windows Vista', as if that would worry the majority of club members, I suspect. But free – no. The best free one was Grisoft's AVG Anti-Virus Free 7.5, but it was marked 'Below-average virus detection', which does not sound as though it would be beating market leaders?

Each candidate was given an individual column of comment and ratings – too much to include, if it had been legal anyway. But here is a quick summary of the percentages of viruses and spyware detected in the tests. Note how badly the old stalwarts (Symantec, McAfee, Trend Micro) show up:

	Email	Web	Both
Kapersky Anti-Virus 6	90.8	47.5	72.6
Steganos AntiVirus 2007	90.4	44.8	71.2
Eset NOD32 2.7	76.5	45.9	63.6
F-Secure Anti-Virus 2007	78.1	42.6	63.1
Grisoft AVG 7.5 (FREE)	66.9	48.6	59.2
Panda AntiVirus 2007	89.2	10.9	56.2
BullGuard 7	72.9	31.1	55.3
Symantec Norton AV 2007	74.5	27.9	54.8
Softwin BitDefender AV 10	68.1	33.9	53.7
McAfee VirusScan+ 2007	75.3	16.4	50.5
Trend Micro PC-cillin 2007	64.9	16.4	44.5
Alwil Avast! 4.7 (FREE)	59.8	22.4	44.0

Maybe the U.S. edition has reproduced the same tests; I must visit my local bookstore and do a little browsing. But I didn't know there were so many anti-infection programs available. . .

---ooOoo---

How Does Windows Handle USB Devices?

Dave Gerber

One subject that often comes up is how Windows handles USB (Universal Serial Bus) devices and what you can do when USB devices don't work as you expect. First, let's talk about the two versions of USB that you'll probably encounter.

USB 1.1: these were the first widely-available devices and usually ran at a speed of 1.5 Mb/sec. They were meant to replace old-fashioned serial and parallel (printer) connections that ran at only a fraction of the speed and could connect only one device at a time. While this speed was OK for slow devices like mice and keyboards, it wasn't useful for transferring large amounts of data, like from digital video cameras. For faster speeds, you needed SCSI or FireWire (IEEE1394) connections. Since these were used mostly on the Mac, you often needed an add-in card for your computer to use them, which is one of the inconveniences that USB was supposed to alleviate.

USB 2.0: typically runs at the much higher speed of 480 Mb/sec, which is faster than the original FireWire standard and much faster than SCSI. This is more appropriate for large data transfer, such as to external hard drives, and necessary to connect CD or DVD burners. However, some people still prefer FireWire for devices like video cameras, because FireWire is really a network that allows devices to be more interactive.

So how do you know which USB you have? If your computer was made some time in the last few years, chances are its USB ports are version 2.0, which are backwards-compatible with 1.1 devices. One way you can tell which version your computer has is to look at the Device Manager in Windows XP:

- Press Windows Key + Break to open Device Manager (or click the Start button, then right-click My Computer and select Properties).
- Click the Hardware tab, then click Device Manager.
- At the bottom of the list, click the plus sign next to Universal Serial Bus controllers.

If your computer is equipped with USB 1.1, you'll see a device or two called a Host Controller or Open Host Controller. If your computer is equipped with USB 2.0, you'll see a device or two called an Enhanced Host Controller or USB 2.0 Controller.

Any USB device you buy will have the regular USB trident logo and any high-speed USB device will have the red, white and blue high-speed logo. If you connect a high-speed USB device to a low-speed USB port on your computer, Windows will probably give you a message that the device can run faster if you connect it to a high-speed port. A USB 2.0 internal expansion card costs about \$20 and a USB 2.0 notebook adapter (fits in the PC Card slot) costs about \$40.

The most common problem people have is when they connect a USB flash drive (sometimes called a thumb drive) to a computer and the computer doesn't recognize it. First, let me say that these are great devices. Connect one to your computer and it works like a removable hard drive.

When you connect a USB device to a computer running Windows XP, the computer will detect it immediately. When that device is a USB drive, you'll probably see a message on the taskbar that Windows detected a new device,

followed by a dialog box that asks if you want to open the drive to see its contents, play a movie, or other choices. Windows will also assign a drive letter to the device. But sometimes you won't get this dialog box, and when you open My Computer manually (Windows Key + E), you won't see the device listed. That means there's a drive letter conflict.

Here's how you fix it:

- Select Start/Control Panel, then double-click Administrative Tools. (You may also have Administrative Tools directly on the Start menu.)
- Double-click Computer Management.
- On the left side of the Computer Management console, select Disk Management.
- On the right side, you should see a device listed as a removable drive, probably with the same letter as another drive you're already using.
- Right-click the white bar where it shows the letter, then select Change Drive Letter and Paths.
- Select the letter, then click the Change button.
- Pick a letter not already in use from the list, then click OK.
- Click OK on the warning message, then click OK again. (I assign U: to all USB flash drives, since I never use more than one flash drive at a time.)
- Close the Computer Management console. When you go back into My Computer, you should see the USB drive with the new letter.

Another common problem is running out of ports. When USB started being implemented, the idea was that you would daisy-chain the devices together. So computer manufacturers would put in only two ports (always in the back) and only one port on laptops. For a variety of reasons, the daisy-chain idea never caught on, and computers made today typically have four ports in the back and two in the front, for quick access.

If you run out of ports, you can fix the problem — as with so many others — by applying cash. Buy an external USB hub for anywhere from \$10 to \$40, depending on size, number of ports and power. A hub will split a single USB port into several more. The better ones have their own power supply, so your devices don't have to rely on the computer for powering the USB connection. When there isn't enough power to go around for all the devices, they can go off-line.

This brings me to the last problem I'll mention: USB devices going off-line because of reasons unrelated to power shortage. This was fairly common when you had many devices connected using USB 1.1 in versions of Windows older than 2000, where the devices had to supply their own software to get USB to work. (Native USB drivers were first included with 2000, then made more robust in XP — and Vista, presumably). If this happens, simply unplug all the USB devices, then plug them back in one-by-one. If any are daisy-chained together, connect the parent devices before connecting the child devices.

Dan gerber is Program Chair, Sarasota, FL.

The Editorial Committee of the Association of Personal Computer User Groups (APCUG), brings this article to you.

---ooOoo---



THE WAY WE WERE – APRIL 1987

PRESIDENT: Robert Jackson
VICE PRESIDENT: Herman Parks
SECRETARY: Patricia Brinson
TREASURER: Aaron Bisberg
EDITOR: Alan Abrahamson
TBBS SYSTEM: 203/.....

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Reproductions Inc. Norwalk CT.*

Shareware of the Month – Alan B. Abrahamson. Express Calc on two floppies, and Express Graph (on one? The count is not given.)

The Comm_line – Dick Carricato. Four-plus pages on the hardware used in asynchronous communication, with diagrams.

Fabulous Quotes. One hits the eye, at least in part:

“The world is all gates,” -- Ralph Waldo Emerson. Even then? (!!!)

Serendipity 14 – Lucien R. Greif. A six-line BASIC program which turns your modem off, followed by a three-line batch file.

Fabulous Quotes. Another dozen or so.

A Little BAT Getter – George Saladino. Five pages on batch files, with examples.

Fabulous Quotes. More!

Bill's Bumbings No15 – Bill Hart. Two pages, with Pascal program listing for drawing crude random landscapes.

More TBBS Tidbits – John Krause. Two pages of Bulletin Board gossip.

April's Agenda – Herman D. Parks.

“Herman Parks thinks that databases are very useful ... for handling ... listing problems, but ... doesn't like to use a ... conventional database ... program for such chores.

“The solution? Use a spreadsheet ... instead. ... The talk will feature two of FCUG's shareware offerings, FILE EXPRESS and EXPRESS CALC ...

“John Krause, TBBS Sysop, will present an on-line demonstration and tutorial of the Club-operated TBBS Bulletin Board System. ... “

Do you use one space or two spaces at the end of a sentence?

June Hall

Editor, Windows on the Rockies User Group, Colorado

Like most people, I was taught to use two spaces at the end of a sentence when using a typewriter. But when I started editing the company newsletter in the 1980s, I was taught to use one space. If you type the question at www.google.com, the websites are numerous and contain contradictory answers, replies, and opinions.

Original typewriters had monospaced fonts, with characters that are evenly spaced. A "W" takes up as much room as an "I." Thus, around skinny letters there was more space than around wide letters. To clear everything up, it was decided that an extra space should be added after a sentence to make it easier to see where one sentence ended and the next began.

In the early days two spaces were also used in published material, but then along came the lead-casting Linotype machine. The linotype used wedges for spaces and rectangles for letters. After filling the line as close as possible, the operator would pull a handle, and the wedges would be forced upward, expanding (and thereby justifying) the line of type, which would then be cast in lead. If the operator typed two spaces in a row, you had two wedges next to each other, and that tended to gum up the operation. So only one space was used.

On Woody's Watch (www.woodyswatch.com), Woody told us about all the mail—friendly mail, angry mail, congratulatory mail, why-don't-you-check-your-facts mail, my-teacher-taught-me-this mail—he received after making a somewhat tongue-in-cheek remark about "cleaning up after people who inevitably type two spaces after every period." Woody ended by stating if you want to sell what you write, use one period because that's the way the industry works nowadays.

A copy editor at The University of Chicago (Chicago Manual of Style) thinks, "In our efficient, modern world, there is not room for two spaces at the end of a sentence."

Publishers want single spaces after periods. Most desktop publishers believe desktop publishing (electronic type-setting) should follow the commercial publishers' rule, "One space at the end of a sentence."

Two spaces can cause problems with line breaks in certain programs. Web pages use only one space between sentences. HTML is set up to display only one space no matter how many are typed. A browser, like Netscape Navigator or Internet Explorer, will only display one.

Some people using word processing state, "those of us who use word processing software are no longer typists but typographers. While our typewriter keyboards limited our capabilities in creating text, our word processors allow us to do what professional typesetters have been doing for centuries. Consequently, many of the rules we learned as typists do not apply in the world of word processing."

The majority of people who never do desktop publishing have no reason to change from using two spaces. Even some publishers prefer using two spaces in their personal correspondence and notes.

After getting used to using only one space at the end of a sentence in writing for published material, I use one space for everything—most everything. I have to watch myself if I type a letter for my husband as he wants two spaces. One of the first things I do when I receive an article for a newsletter is to go to Edit/Replace

and put in two spaces to be replaced by one space.

I liked the website with the info below:

Should sentences be separated by one space or two spaces?

Yes.

----ooOoo----

Save Time Typing

**How to Record and Email Your Voice
Using Common Windows Tools**

Bill Koelzer

We have all experienced a case of "misconstrued" email. Sometimes what we mean to say just doesn't come out right when it's in black and white. Clients occasionally need to hear empathy or urgency in our voice to understand the complete message. One solution to this is a phone call. BUT, what happens when you are up late at night or very early in the morning? It could be rude to call -- so follow these steps to make a quick & easy sound recording:

1. Buy and hook up a microphone (never buy one costing less than \$15 to \$20) You can also use your microphone later, with your existing Windows phone dialer, to call people without ever leaving the computer.
2. Go to your Windows Volume control. To bring forth your Volume Control Window, go here: Start> Programs> Accessories> Entertainment> Volume Control. Uncheck the MUTE box.
3. Now you have to RECORD your message. So, to visually bring up your sound recorder window, go here: Start> Programs> Accessories> Entertainment> Sound Recorder. Leave your sound recorder on the screen.
4. Get your mic plugged into your computer and have it in hand. Most mics use a USB port.
5. Blow on the mic softly, tap it lightly, to make sure it is live.
6. Take a deep breath and click on the Red ball on the sound recorder to start recording.
7. Say what you say. Remember to modulate your voice up and down so that your sunny personality shines through; if you are a dour, sullen, brooding person, NEVER send a sound recording to anyone, ever!
8. Note that even 30 seconds of recording can become a file that takes a long time for your recipient to download unless they are on broadband. So don't dawdle. Talk faster than normal. When you are done speaking, hit the rectangle shape on the sound recorder to stop.
9. Play the recording back by clicking on the arrow that is shaped much like this: >
10. Then, if you are satisfied with the recording, Go to FILE on the sound recorder and do a SAVE AS... (If you are not satisfied, repeat steps 6, 7 and 8.)
11. Name it something...HiKristi, SurpriseHello-Mike, etc. and then save it in a folder on your hard drive. Note, Before saving it, you might want to create a new Folder for all your sound files. That makes them easy to find later. How about : "C:\Sounds"?

12. Open your email program and click on "Create Message" (in Outlook Express) so that you are looking at an empty email message box, the way it looks before you type anything into it.
13. At the top of that window, click on INSERT, then on the dropdown menu, click on File Attachment. A window saying "File Attachment" will open up.
14. Browse to the folder that you created in which to save sound files, say it was "C:\sounds", and find the sound document that you just made. Highlight it, then double click on it. Or else highlight it and click on the "Attach" button on that same window. Now your voice message is attached and ready to send.
15. Address the email and write your message. Since this will be a new experience for your recipients, be sure to tell them to turn up their sound, then double click on the attachment that you have included. Tell them that when they do, they will hear your voice.
16. Send that email as you usually do. When you are all done, go back and mute your mic on the volume controls and exit both the volume control and the sound recorder.

Easy, huh?

Now start surprising your clients and friends with something that sets YOU apart from others. A tailor-made, upbeat, happy if not joyous, sound recording.

About the Author: Bill Koelzer is a Web marketing consultant for realty-related corporations. He is co-author, with Barbara Cox, Ph.D., of the Prentice-Hall books, " Internet Marketing in Real Estate " and " Internet Marketing ". Koelzer is also webmaster of Orange County Real Estate - Search MLS , among the most-awarded known Realtor® sites. Contact info: www.koelzer.com or e-mail him at Bill@Koelzer.com

---ooOoo---

RSS Fe eds

Greg Lenihan

Editor, Pikes Peak Computer Application Society, CO

I believe I am an information junkie. I get more e-mail and subscribe to more newsletters than I can read. And yet I'm still searching for more. A few months ago, around the time of the presidential election, I discovered the world of Blogs (or Weblogs). These are online journals where authors post opinions and commentary and often link to the articles they are discussing. These often track back to more Blogs, and more authors worth reading, and before you know it, you can spend a good deal more time than you can afford searching for obscure opinions and facts.

After collecting a number of these sites as favorites in my browser, it became difficult to keep up with them every day. There are all kinds of subjects to choose from, but my favorites are news sites, political sites, and especially technology sites. Most of these sites had icons which I knew had something to do with "feeds," so I decided to find out how to obtain the reader software necessary to subscribe to these feeds (or "channels").

RSS stands for Really Simple Syndication or Rich Site Summary. RSS is a text-based format (XML, actually) that contains various tagged items like a title, summary, and a link to a URL. Instead of you having to continually go from site to

site to see if there have been updates posted, these sites are able to “feed” their updates to you. All you need is a news reader or what is called an RSS “aggregator.” This is a program that collects and organizes these feeds periodically so you can read them when you want. Then you can subscribe to these sites and automatically get these new postings. It's like creating favorites or bookmarks, except you don't have to continually go there. They come to you.

I started by going to http://reviews.cnet.com/4520-10088_7-5143460.html to read reviews and to gather recommendations. I found more options and more reviews of readers at http://email.about.com/cs/rssfeedreaders/tp/top_rss_windows.htm. There are many different readers; some free, some not, with different goals. Some are standalone, others work with Internet Explorer, and one worked with Outlook. But the one that caught my eye was free and did not require a software installation. Bloglines (<http://www.bloglines.com>) is Web-based, which means I can access it from any computer with an Internet connection. I could be at home, at work, on the road, and I could still get my info fix. The signup was quick at the Bloglines.com site. I was just asked for a username (e-mail address), password, time zone, and language. A confirmation message is then sent to your e-mail account. You simply click on a link they provide, and you're confirmed. In addition, the site posts the top Blogs people enjoy, and with the click of a button you can subscribe. Of course, you are not limited to their selections. Any Blog or site with an RSS feed can be added to your aggregator. That is how you can use those XLM icons. If you click on one you'll see a lot of tagged text, much like HTML. But it supplies the link that enables you to subscribe by pasting this link into your aggregator.

Once you have your aggregator and get it running, all that is left is to find sites or Blogs whose content you are interested in. The site where you obtain your aggregator will probably offer you a number to choose from. To get an idea of what is out there, go to <http://www.blogstreet.com/search.html> and see the number of topics to pick from. I frequently subscribe to something that looks interesting and if it is not what I expected, it only takes a matter of seconds to unsubscribe. But actually right now, I have more feeds than I have time to read.

----ooOoo----

**In accordance with the club bylaws, at the April meeting nominations will be received for positions in the club, and the elections will be held at the May meeting.
Notably, Dick Booth will NOT be standing again for President.**

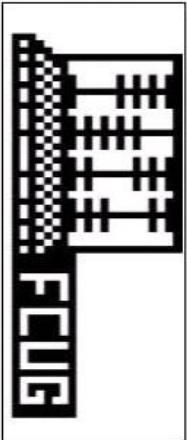
THE VOICE OF FCUG

**Journal of the Fairfield County Computer
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The VOICE of FCUG

**% 280 Main Street
Westport, CT 06880**

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