

SCUG



REPORT

Sarnia Computer User's Group

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March 2006

Digital Photography

The next meeting of this SIG will be April 5, 7 P.M.

Pierre Houle
Group Leader
digitalsig@scug.ca

Genealogy Group

The next meeting will be April 25, 7 p.m.

Val Conway
Group Leader
genealogy@scug.ca

Windows Computer

Next meeting will be April 20, 7 p.m.

Pierre Houle
Group Leader
windows@scug.ca

Linux Computer

Next meeting will be April 11, 7 pm

Rick Elnor
Group Leader
linux@scug.ca

General Meeting

Next meeting is on April 26, Mar 29, 7 p.m.

We welcome all guests. Come out learn and have fun.

For Club Information:
Email: president@scug.ca

Check out the SCUG website:
www.scug.ca

For more meeting info
see the back page of this newsletter.

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NEXT MONTH



Helge Buddenborg, manager of Carmen's foto source, is a SCUG favourite. His talks on photography includes the latest gadgets in digital photography. At our General Meeting next month he will be here once again to demonstrate the fine points of storing your pictures and videos on CDs and DVDs. Of course our famous Q&A session will follow. So, bring along your tough questions.

Reprint Policy

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**PRESIDENT'S
PERSPECTIVE**
by Dorothy Alexander



It's March! Can spring be far away? Soon the crocus, tulips, and daffodils will be showing up in our gardens offering us a photo opportunity.

Most SCUG members have digital cameras and software to manipulate our photos. Whether we aim to be come another Picasso or a master photographer, such as Kirsch, we do not accept a digital photo in its true form. We tweak it one way, crop it, enlarge it, shrink it, or even remove one of the people in it. Technology is indeed grand.

At our March General Meeting we are fortunate to have as our presenter Mr. Robert MacDonald of the Corel Corporation. Corel provides the public with many programs, such as: Corel Draw and Paint Shop. These programs are used for photo touch-ups in graphics; they are used to make personal cards, stationery, and posters. Corel also offers Word Perfect for our documents; as well they have an interesting program called Corel Ventura 10 that transforms long computer documents into a highly formatted publication. No doubt there are many more software programs I have not mentioned.

Come out and join us March 29th. to see what Corel offers that will definitely make your computer more enjoyable for you. Bring a friend with you. I am sure everyone will find it a very enjoyable evening.

Editor's Korner

Send Letters to: editor@scug.ca

SCUG is reaching out into the community.



Greg West - Editor

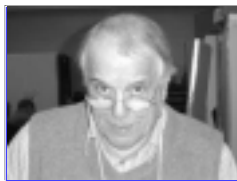
No, we are not seeking help or funding. Actually, some SCUG members are quite involved as volunteers within our local community dedicate their time and their special skills volunteers, helping groups and individuals within many segments of Sarnia.

Of course some of the services include computer related assistance to those who otherwise would not function without this much appreciated help. Work such as helping with the setting up and operating websites, to wireless systems setups and security, these members are to be commended. There are many other members within SCUG who volunteer their time and skills in a multitude area of expertise. But skills aside, there are those members who simply volunteer their time just to help those in need.

APCUG has an award each year for computer clubs who go the extra mile in assisting their community. We too, here at SCUG, would like to recognize these members.

If you are a member, or know of any member who goes the "extra mile", please drop me a line. SCUG would like to demonstrate some of the volunteer work our members do outside of SCUG.

Please email names of those members to: editor@scug.ca



Your Secretary's Notes

by Tom Deeprise
secretary@scug.ca

SCUG Executive Meeting
Feb. 28th, 2006
at St. James' Church.
Iain and Greg sent their regrets.

1. Approval Of Previous Minutes: Accepted as written

2. Membership Input: Jim reported that, as of Feb. 28th, membership stood at 135 (94 Members & 41 Associates) with seven Members & one Associate renewing, plus four current Guests. The meeting attendance for the Computer Nerds presentation was sixty very interested and appreciative Members and Guests. On the Newsletter, it was decided that a 110 would be appropriate for the Mar. GM.

3. Vice President's Input: A slight complication in re-routing cabling has occurred with the likely installation of Hi-Speed, by the church, that we would also enjoy using. More discussion needed with the Wardens. The sub-group tasked with up-dating the Constitution has completed the first draft and it was previously circulated to the Exec. for perusal and comment. See later under New Business

4. Secretary's Input: The meeting hall at St. James is now on Hi-Speed Wireless, but is having teething troubles. The recent glitches in the accommodations were discussed with the Church Secretary and we will endeavor to avoid any further clashes with other users and the church calendar.

5. Treasurer's Input: Ed's current Financial Report for Feb. was approved. Costs of extra installation costs for both the St. James router system and additional DoM disks, labels and ink were discussed and approved.

6. Software Librarian's Input: Pierre reported 45 disks given out at Feb. GM including \$1 in sales. DOM for this month is still to be decided.

7. Newsletter Editor's Input: The quality of NL was much improved due to its trip to London for printing.

8. Program Coordinator's Input: Norm reports that we have thirteen reviews at various stages with three completed.

9. Public Relations Input: Iain -Compuprizes For March- Assuming a door prize by our presenter we will add a 50/50 draw plus Total Uninstall. We have enough prizes to last to the season's end with a Wireless Router, USB SD Readers Wireless keyboard and mouse and more Total Uninstall programs in hand.

10. Webmaster's Input: Iain reported that the SCUG Website was extremely busy in January and February averaging 226/day, with worldwide enquiries.

11. Meeting Program: February: Dan Kranz and Aaron Weir of Computer Nerds made a most enjoyable presentation on automated hand writing to type and the MS Media system with a very positive feedback from members. March: Robert MacDonald of Corel is a go for this month. April: Helge Buddenborg of Carmen's on Slides and Negatives to computer storage. May: Wendy Warner, Head of Computers at Northern, on WORD and some Excel June: Staples with new technology from the Las Vegas Computer Show Ideas for the future: Computers in the medical field, for instance, in Personal Insulin Control; using Quicken etc.; the latest AskSam; how do you prepare a DOM; making rubber stamps using the computer. Some of these could be combined as mini-presentations Neither Visa nor Microsoft has taken up our invitations. Either too far or too small a group!

12. Old Business -Cupboard inventory- completed and presented by Dorothy and Ed. -A copy of the apology from Future Shop will be e-mailed to the membership by Jim.

13. New Business -We will not go to Hobby Fest- very low returns for considerable effort -In future, we will answer software companies advertising their wares with a form letter; this will explain that we are only interested in reviewing a free example of their product and we will be happy to give them a copy of the review. - Constitution Update. The draft was accepted after a couple of changes. Copies will be e-mailed to all Members with comments to be recorded in a specific spot on the SCUG Website: www.scug.ca/con_rev/

Next Executive meeting will be Monday, April 3rd 2006

Remember that it is volunteers who help make SCUG the great club it is - SCUG needs your help with the upcoming Executive Election. Please give some thought to helping your club by volunteering to run for a position. We need you to help ensure SCUG continues for many years to come. Throw your hat in the ring and have some fun.



Free Program of the Month

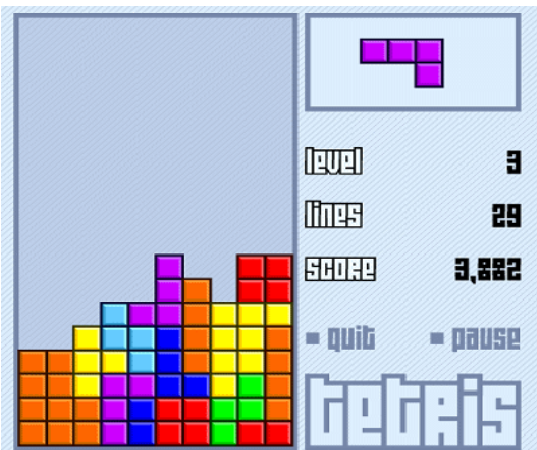


This month I thought I would select a couple of games.

The first one is a free Yahtzee clone called Tim's Yahtzee. For those of you who don't know what yahtzee is, you roll five dice and make up a poker hand. Points are given for each hand in order of difficulty. If you can make one of each hand, you can win.

The second game is called Tetris. There are many variations of this game, but the object is to arrange various shaped blocks in a complete row with no spaces. When the row is filled, points are awarded and the row disappears.

Both of these are mindless fun, so enjoy, and improve your eye-hand co-ordination and keyboard skills at the same time.



Windows SIG

Twenty five members attended the March Windows SIG. Pierre led the meeting with a selection of Windows tips, including: customizing the "send to" menu; using the "system configuration utility" to eliminate unwanted startup programs; using "Scanreg" to backup and restore the registry in Windows 98; setting up keyboard shortcuts to start programs instantly, among others.. This was followed by a Q and A session in which many questions were asked, and some were even answered.

For more complete information about this meeting, check out the website under Windows Notes.

The next Windows SIG meeting will be Thursday, April 20th, at Grace United Church, corner of Indian and Cathcart, 7:00 P.M.. Iain will show us how to set up a wireless network, and there will be the usual Q and A. Come out and bring a friend!

Digital Photography SIG


The March Digital SIG was well attended, with Fred and his wife Joyce showing us an inspiring visual history of his fascination with photography. This included a large number of award winning photographs.

April's meeting will be Wednesday, April 5th, 7:00 P.M., at St. James Church, 140 N. Lansdown. It will feature Pierre demonstrating a modified version of the GIMP. There is a free program which modifies the menu structure of GIMP to mimic Photoshop. Also, Fred Abma will give a demonstration of different types of inkjet paper.

Hope to see you there!

SCUG ELECTION COMING SOON

Please give some thought to helping out your club by volunteering for a position on the SCUG Executive. Learn first-hand how the club works, join in on the decision making, and bring your ideas to the table. Oh yes and there is help...you will have lots of support in your new position. All you have to do is contact an Executive member or Dan Bilger and Bill Colotelo for info.



Linux SIG

Rick Elnor
linux@scug.ca

No Report This Month - Rick will be back next month.
Linux News

Many computer users who switch from Windows to Linux find the learning curve somewhat difficult. The Rochester Democrat says it is not all that hard to make the switch: "Think of it as being like buying a new car. You still know how to drive; you just have to learn where the controls are. Similarly, when you learn Linux, you still know how to use your computer, you just have to learn where the menus are."

Did you know Google uses Linux and "has deployed its applications on 15,000 computers that handle an index of more than 3 billion documents and more than 150 million daily searches." (infoworld.com) Google gets queries "on a daily basis, [Google] get[s] queries from Antarctica." (President and co-founder Sergey Brin) Brin also points out that "I think Linux has really enabled Google to grow to create a cost-effective computing platform."

Genealogy SIG

Val Conway
genealogy@scug.ca



The February meeting of the Genealogy SIG was held a week early on Tuesday Feb 21 instead of the last Tuesday of the month due to a conflict with a church function.

Thanks to Jim LaPointe our Membership Secretary all members were notified of the change.

Kathy Witheridge chaired the meeting in my absence. I'm sure everyone enjoyed a look at Ancestry.com which is a subscription site with lots of great features.

This month's Genealogy SIG meeting was held on Tuesday, March 28 (day before the General Meeting) at St. James the Apostle Church, 140 Lansdowne North, at Athlone from 7:00 p.m. to 9:00 p.m.

Topic: Research Tools: Pen & Paper - Photocopier - Scanner - Camera.

There is a place for all of these and a way to record your searches that works best for you. Come and learn a few of my tricks and share yours.

Our next Genealogy meeting will be scheduled for April 25. The topic will be announced on the web site and in the reminder e-mail sent to those who have signed up.

If you don't get the reminders and wish to be added to the list please contact me at genealogy@scug.ca.



Don't forget your SCUG 50/50 Draw tickets.



SCUG Compuprize Winners



Quicktax	Wilf Coulter
Laplink PC Mover	Anna Harrington
Donated by Laplink Software	
Laplink PC Everywhere	Bill Coombs
Donated by Laplink Software	
Total Uninstall	Chesley Colwell
Donated by Paul Witheridge	
50/50 Draw	Jack Beggs



BULLET PROBLEM?

In Word documents we have all come across a most annoying problem: the continuous bullets. You are writing a great document and then comes the list. So, the most common marker for list items is the "Bullet". They make the points stand out very nice, but they are a pain to work with. You put in the first bullet, typed or pasted in the text, then you hit the enter button to make another button for the next point, and so on.

But what if you want to insert a space under a few bulleted points and the continue on with the bullets...what do you do. I know that I have done it the most difficult ways imaginable. No more...

Steve Bass, of PCWorld has found the magic solution:

"I love the idea, but I can't stand using Word's list feature. You know the one--start a line with a number or bullet point and every time you hit Enter, the next line becomes part of the list.

The problem is that I often want to stick in a couple of blank lines. I finally figured out how to do that: press Shift-Enter after a list item, and you get a blank line. Yep, it's that simple. When you're ready to continue the numbered or bulleted list, hit Enter" (PCW Mar. 06).

Turn a Folder into a Toolbar

1. Make a folder on the desktop. Call it anything you like, for example, Folder Toolbar.
2. Bring the mouse pointer over the folder and hold the left mouse button down. Drag the folder to the edge of the screen. Eureka - the folder turns into a toolbar!
3. Notice that the folder stays on your desktop. Anything that you drag to the toolbar appears in the folder and anything you drag to the folder appears on the toolbar.
4. If you want to make the toolbar go away, just right click the toolbar and click the Close toolbar command.

How to Make a Folder Private on a Windows XP Home Computer

Do you share your Windows XP Home computer with other users? If so, you might want to make a folder private so that other users on that computer can't access the contents of your folder. If you've formatted your disk using NTFS (which you should always do unless you're dual booting with another OS and want to be able to access the files with that OS), you can lock up that folder so that only you can get to it. Here's how:

1. Right click the folder that you wanted to make private.
2. On the Sharing tab of the folder, put a checkmark in the Make this folder private checkbox.
3. Click Apply. If you do not have a password on your account, you will see a Sharing dialog box that asks if you want to assign a password to your account. You must assign a password to your account if you want to make your folder private. Click Yes.
4. Type in your new password and then confirm it. Click the Create Password button. Close the Password window.
5. Click OK on the folder's Properties dialog box.

When another user logs onto the computer, that user will not be able to access the contents of your private folder.

Editor's Note: *The foregoing two tips are compliments of Computer Tips Newsletter.*

Look What's New At Google - Numrange Search

Google explains this amazing new shopping tool:

Want to set a price range for your DVD player search? Or only look at digital cameras with certain resolutions? Google's Numrange search enables you to pull up relevant results that fall between any two numbers you choose.

For example, if you're looking for information about DVD players between \$250 and \$350, use Numrange search by specifying the prices and putting two periods between them, as shown below.

DVD player \$250..350
3..6 megapixels digital camera
1950..1960 Willie Mays

www.google.com/whatsnew

A SCUG Review



AKVIS Enhancer 3.0

From AKVIS LLC
By Bill Colotelo
Member of SCUG

www.akvis.com for Windows and Macintosh
4.18 MB Download
10 Day free Trial, \$69 US E-Mail of Company-
support@akvis.com System Requirements For Win-
dows Pentium III (and more), RAM at least 256 MB,
15 MB of free space on the hard disk.

For Macintosh: Mac OS X 10.4 (Tiger), PowerPC G3
and above.

General Description: Rather than trying to explain what AKVIS Enhancer does or tries to do, I have included the Company's explanation as provided in their web site. I believe this explanation is far better than anything that I could state: "AKVIS Enhancer is an image enhancement software for revealing details on a picture. Enhancer allows detecting details from underexposed, overexposed and mid tone areas of a photo. The tool is useful in cases when a photo lacks detail.

For example, when a picture has been taken with the background overexposed and consequently the foreground is hardly discernible, which is especially annoying when you take a picture of a person; or when a photo lacks dramatic effect due to vagueness of the scene. If you try to reveal details in highlighted or over-shadowed areas using exposure correction (for example, Levels) you run the risk of spoiling the parts of the image that you want to leave unchanged.

The idea behind Enhancer is entirely different. AKVIS Enhancer brings out details by intensifying color transition. It means that Enhancer strengthens the difference between adjacent pixels having different color gradations and therefore allows revealing not only details in the shadow but even details in the overexposed and mid tone areas. Earlier it was possible (and such image enhancement programs exist) to achieve the same result by manipulating with 2-4 shots of the same scene.

AKVIS Enhancer does it all out of one shot thanks to the advanced algorithm of photo correction. AKVIS Enhancer is useful not only for correction of family and art photos, but can be effective as well in technical use. Publishers of technical literature can apply Enhancer to

show equipment illustrations in detail; doctors can use Enhancer to increase the level of detail on roentgenograms, etc. AKVIS Enhancer is a plug-in. It integrates into your image processing programs adding new features. The plug-in is compatible with Adobe Photoshop, Photoshop Elements, Corel Photo-Paint, etc"

My Experience: I had some problems downloading the software and I asked for assistance from the company. They were most cooperative and I quickly was able to get the software up and running. (It was finger trouble on my part). As stated above, the program attaches to another program such as Photoshop or Corel and the only identifier is the word "Enhance" which appears in the tool bar after you open the host program.

As any novice photographer, I have a number of pictures that fall in the category of "when a picture has been taken with the background overexposed and consequently the foreground is hardly discernible." I used Enhancer on a number of these pictures and, YES, it did make a noticeable difference. It was easy to use, it was quick and I liked the results.

The question I would
have to ask-
why spend \$69

I did another test with the same pictures. I went to Picasa 2 and used its feature "I'm Feeling Lucky" (under View and Edit) to see if there was a difference. I really could not tell if there was a difference. Maybe for some photos there would be but I could not tell from the photos I used. The question I would have to ask-why spend \$69 when I can get the same or nearly the same results by using Picasa, which I can get free?

Conclusion: As for anything pro for the program, it does the things that the web site states the program is to do, the company is helpful when I asked for help and the program does load easily. I really do not have anything negative about the program itself.

My comments here is that I doubt anyone who is familiar with Paint Shop Pro 6 or 7 or the CS version would want to use Enhancer when they have far more significant tools at their disposal to enhance a picture.

One last comment. As I stated above, I would rather use Picasa 2, which I can download for free from the web rather than pay \$69 for AKVIS Enhancer 3.



TIP

Did you know...

"11,231 Canadians [were] victimized by identity theft last year"
(Globe and Mail, March 25, 2006)

A SCUG Review**PeerMe**

by Rick Elnor
SCUG Linux SIG Leader

Version: 0.9.21-RC36-Build 334
PeerMe, Inc. Website: www.peerme.com
Tech Support: www.peerme.com/support.php
and support@peerme.com
Price: Free

Minimum System Requirements:

Pentium(i586) or better x86 based processor Windows 2000 or XP (Home or Professional)
128 MB RAM
5MB free hard drive space
56KB modem or faster Internet connection (although I recommend a high speed connection) Sound card, speakers and a microphone or a headset with an integrated microphone

Introduction

Most Internet users think of on-line communication as E-Mail or Instant Messaging. Although these are valid methods of on-line human interaction there has been a new wave of desktop applications in recent years challenging the way we think about Internet communication. These applications utilize recent advancements in data transmission methods allowing us as end-users to experience voice chat over the Internet, also known as Voice over Internet Protocol (VoIP).

There are many VoIP clients and networks to choose from, some are free and some charge a fee. Each solution is implemented in its own way with its own set of features. One of these solutions and the application in which I am reviewing in this writing is PeerMe.

Ease of Use

PeerMe is extremely easy to use and is geared towards

your average computer user. Installation was a breeze, it contained easy to follow prompts and straight forward text. The menus and functions contained within the program are labeled clearly and concisely with an emphases on User Interface (UI) simplicity. The downside however is that some of these features such as the link to it's games website named ".boonty" need an external browser to view. This can be frustrating if you click the "feature" while working on something important in your browser as it will navigate away from said activity.

Features

PeerMe is what I refer to as a "bare-bones" VoIP application. This program gives the user the ability to make and receive calls, search for contacts, text chat, and file transfer. This is an extremely small feature set for such a program. With that in mind lets take a look at each feature.

Send/Receive Voice Calls: Both send and receive voice quality was excellent while using a higher end sound card. While testing the software package on a system which contained a onboard sound card the sound quality drooped noticeably.

Search for/Add Contacts: The Search for Contacts feature uses the PeerMe website to find contacts which you can add to your contact list. This feature uses an external web browser as discussed previously and should really be coded directly into the program. Adding contacts is straight forward and only requires that you know the contacts PeerMe ID. You simply type in the name, add a optional message, click "ok" and wait for the contact to accept.

Text Chat: The text chat in PeerMe really disappointed me. There were some obvious oversights when the developers coded this function. The chat does not allow web links and outputs text incorrectly when using the Windows "copy/paste" function. The fact that the PeerMe developers didn't filter certain text characters implicates that there are probably other more serious issues with the program.

File Transfer: The file transfer uses a direct IP to IP connection and was stable. It provided decent speeds. It worked well overall.

Looks and Appeal

The User Interface of this program is big and bulky by default with no obvious reason. Without manually modifying the size of the window it was extremely hard to

Continued on page 9.

Continued from page 8 - PeerMe

multi task. This interface although easy to navigate was dull and unappealing. There was no flow to the UI design and what felt like no thought put into the visual appeal of said interface.

Conclusion

When I considered the amount of high quality VoIP client software available already for free it made me wonder why another company would enter such a crowded market.

Now that I have tested this product I am baffled as to the answer to the above question but also why a company such as PeerMe Inc. would release such a poorly designed and tested program even if it is in beta.

Not only did this product lack many major features which its competitors included, an example being voice conferencing but it also implemented its base features horribly.

This program gets points for the excellent voice quality when using high quality sound hardware and the file transfer feature.

Beyond that it is my belief that PeerMe Inc. made a mistake by releasing this program and needs to go back to the drawing board.

I do not recommend the use of this software.

If you want to try free VoIP desktop software, try Skype, Yahoo Voice or Google Talk. I guarantee a better experience.

Reviewer: Rick Elnor

Score: 1 and 1/2 stars

Related Link:<http://www.peerme.com>



Real multi-tasking at its best.

SCUG THANKS THE NERDS



Dan Kranz and Aaron Weir

Last month SCUG members were treated to a great session by two members of the Nerds On Site. The Nerds On Site provide services for Business, Home and Home Office, Self Help, and Web Design.

They are an International company covering North America, Mexico, Bolivia, South Africa, United Kingdom, Germany, and Australia.

One question that must be asked when discussing computer repairs and services these days is how much is the service. According to the Nerds they state: "We do not have an hourly rate. We charge for the solution and not the time it takes to deliver it. Before we get to work we will provide a list of possible solutions and a range of pricing. You'll never have to worry about how long something 'should' take or the fact that that a struggling computer technician could end up billing you more when on the clock."

For complete details about the Nerds On Site you can check them out at: www.nerdsonsite.ca

Once again we thank the Nerds for coming out to SCUG's General Meeting to speak with SCUG members.



TIP

Did you just buy a new computer and want to transfer your data from the old one? Are you worried about leaving the old hard drive in that old computer? You should be. How about trying this:
 "There are several programs that let you transfer files and applications to a new computer. There are other programs that let you erase the contents of an old drive by shredding the data to the point where no one can reconstruct it. But another way out is to simply remove the hard drive from the old computer and plug it into a new one" (Bob and Joy Schwabach, ITBusiness.ca).

Do a clean sweep of your computer How to safely remove software and files from your PC

By Marc Saltzman

www.microsoft.com/athome/moredone/cleansweep.aspx mindshar@microsoft.com

Like many mothers, Andrea Grace will sit down at her PC to check e-mail, only to find that her kids, Jason, 8, and Rachel, 10, have installed some new programs. "Between those CD-ROM games found in cereal boxes and downloaded Neopets, there are now icons all over the place," says Grace. "And of course they don't play half the games. If I ran out of space I wouldn't know how to delete them," she admits.

Grace isn't alone—it's not uncommon to fill space on a hard drive with games, productivity programs, or files, such as music, digital photos, and video clips. Some technology analysts believe that we use less than 10 percent of the programs installed on our computer.

So, considering you're likely to do some spring cleaning in the coming months by removing old and unwanted clutter from your closets and garage, why not tidy up your computer as well?

While deleting programs is relatively easy, many novice computer users believe they can be removed by simply deleting their icon on the desktop. This does not work as it's only a shortcut to the real program, which consists of many files. And keep in mind that you can do damage to your PC's performance by deleting an entire program folder that you don't think you need from your hard drive.

The following is a look at how to safely—and easily—remove old or unused programs from your Microsoft Windows XP-based computer. Much of the advice is also applicable to older versions of Windows.

Decide which programs to purge The first step is to decide which programs you no longer need. Try to keep only the programs you use regularly as it's easy to become a digital packrat. If it helps, make a list of programs you want to keep and others you can do away with.

Has it been a year since your child touched that action game? Chances are you still have the original CDs anyway (should you want to reinstall it in the future), so

perhaps it's time to wipe it off the hard drive.

Have your music tastes changed since you went through that Country & Western "stage" in 2002? You can easily delete downloaded MP3 files—or at least burn them to a CD to free up space on your PC.

If you're unsure about a program that's on your hard drive, you can always do a search at your favorite search engine (e.g., MSN Search) to see what it is. For example, if you don't plan on buying a camcorder, remove any preinstalled video-editing software that may have come bundled on your PC.

Ready, set, "Start" The easiest way to remove a program from your hard drive is to look for an uninstall or remove option from within its program group. You will find this by clicking the Start menu, then All Programs (or Program Files), and then choosing the program you want to uninstall.

Once inside this program group, you will usually see an icon to launch the program, a ReadMe file (documentation that tells you how to use the program), and, for our purposes, an option that enables you to remove or uninstall the program. Click this and follow the onscreen wizard to safely remove the program from your PC. You may be asked to reboot your computer. Only click to do so once you've saved everything that's open at that time.

Quick tip: If you want to free up even more room on your hard drive, go to My Computer or Windows Explorer and right-click on the letter associated with your hard drive (usually C:). Click Properties, then click Disk Cleanup. Check off the desired boxes and it will tell you how much space it can free up.

When uninstalling a program, you may also get a message that says the program can remove a file that may be shared by another program. To be safe, keep these suggested files on your PC (they shouldn't take up much room on your hard drive, anyway). Similarly, when you uninstall a game, the program may ask if you want to keep saved game files (i.e. a bookmark of your progress). If you think that you will reinstall and play this game again, you can choose to keep these files.

Sometimes the program group may be the company's name. Move your mouse over the name and it will reveal which program(s) are inside.

Quick tip: If you download a .zip or .exe file from the Web and then install the program to the hard drive, you can delete the original file once it's successfully installed.

Continued on page 11.

Continued from page 10 - Clean Sweep
Keep in mind that your PC automatically creates restore points while you're using your computer. That way, if you accidentally delete a program that you want to keep, you can revert your PC back to an earlier time. To do so, click the Start menu, then All Programs (or Program Files), then Accessories, and then System Tools. Click System Restore and the program will guide you through the steps.

Take "Control" Some programs do not give you the option to uninstall them from a program group. No problem. You'll need to go to the Start menu, select Control Panel, and then Add or Remove Programs.

It may take a few seconds for this page to load but once it is finished, it will display a long alphabetical list of installed programs. Once you see the name of a program you no longer want on your hard drive, click it, then click the tab to the right of it, which will say Remove or Change/Remove, and follow the prompts. A progress bar will show you how long it will take to safely remove the program. When it's finished, you will see the list once again.

Go through the list, but leave those programs that you are unsure of. Remember-you may use Microsoft Word all the time so do not uninstall Microsoft Office as Word is part of it. Some programs may not be familiar to you, but are required for another to run-a rule of thumb is to ignore it, especially if it doesn't take up too much space on your hard drive (you will see how many megabytes on the right-hand side of the program name). If the program is spyware or adware (such as SuperShopper Toolbar), then you may want to leave this for your spyware/adware program to sniff out and safely remove. Two good free programs are Ad-Aware and SpyBot, both of which are available at Download.com. You can also download the free new Microsoft Windows AntiSpyware (Beta).

Quick tip: This article focuses on uninstalling entire programs, but it's even easier to delete individual files. Once you're inside My Computer or Windows Explorer, simply highlight the files you no longer want on your hard drive and tap the delete button or right-click and select Delete. This will send all unwanted files to the Recycle Bin for safekeeping-until you're sure that you no longer want them.

Article written by Marc Saltzman and adapted from an original piece from Microsoft Home Magazine.

There is no restriction against any non-profit group using this article as long as it is kept in context with

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E-MAIL...OVERUSED, ABUSED & INVALUABLE

By G.A. "Andy" Marken
President Marken Communications Inc.
Andy@markencom.com

"I predict that by 2010, 100 percent of network traffic will be packetized. None of it will be voice because we will be too mad at each other from sending flame e-mails." Vint Cerf, executive vice president of MCI and one of the founders of the Internet.

It's true.

Emotions don't travel well in the written form.

A smile, a wink of the eye, a smirk, a furled brow...is fine for face-to-face communications but they are completely missing when you use the killer application of the Internet...e-mail.

Despite the hype and global business promises of the World Wide Web, the most used, most useful and most misused Internet tool is e-mail.

E-mail is faster than conventional postal delivery and as dependable. Shortly after you hit the Send button your "target audience" usually receives the information.

Postmaster General Martin Runyon recently predicted that the giant quasi-government enterprise lost about \$1.4 billion in 1998, more than \$2.5 billion in 2000 and nearly \$4.5 billion in 2004, due in no small part to the increasing use of Internet e-mail. According to the USPS nearly 60 percent of business and personal correspondence already bypasses the postal service over the Internet.

E-mail has taken off so rapidly in business that when an e-mail server, network or Internet provider's connection goes down people wonder how they can get in touch with someone. They also wonder how long before they can get to their incoming mail.

Or as one person commented recently, "If someone I need to get in touch with doesn't have an e-mail address I probably don't need to talk to him."

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Continued from page 11 - Email Abused

But like any valuable business tool people often don't understand how to use it properly or quickly find ways to abuse its use. In fact the Electronic Messaging Association estimates that over 184 million users sent over 35.8 trillion e-mail messages last year.

With the increasing use of push technology, the application of spam junkmail and the growing use of single key-stroke e-mail mailing lists, each of us have to be concerned that we will dull the value of this important communications tool.

E-Mail Don'ts Don't use e-mail emotionally. We've been criticized a few times when a tongue-in-cheek comment didn't quite come across in an e-mail. Since e-mail lacks the immediate feedback and verbal nuances of the spoken word don't use it when you are joking or are angry. Rather than a flamemail response, talk to the person face to face or at least over the phone.

E-mail should be avoided in a supervisor-subordinate or customer/vendor "issues" discussions.

Verbal communications gives the benefit of immediate feedback. Both parties can understand how the message is being received either by the listener's facial expressions or the tone of their voice.

Avoid the automobile cocoon syndrome. Just as some people tend to become more aggressive with their driving because they are anonymous and remote behind the wheel, the same can happen with e-mail. Increasingly there are news items about "interesting" e-mail being received with remarks people would never say in person.

Don't spam. Spamming or sending an announcement in a shotgun manner is not only discourteous to people inside and outside your organization but it is an insult to them.

We use an active database of about 4,000 e-mail addresses. Some are used only once a month. On the other hand certain individuals addresses (key customers, regular suppliers, remote office workers) are used daily and weekly.

When we develop a conference or status report it may go to as few as three-four people. When it's an announcement for a client it may go to 200-300 people around the globe. But each time the specific person is individually selected to receive the message. I don't read spammed messages so why should I expect someone else to read mine just because I'm too lazy to individual-

ize the mailing?

Besides, if recent legislative interest is any indication there may be stiff penalties levied for people who insist on "direct mailing" their announcements to the global Internet community.

Use the bulletproof Internet e-mail test. If you aren't willing to have the e-mail printed in tomorrow's paper or you wouldn't make the same comments in public...don't write them. That includes off-color jokes, sexist or racist language or anything that can be construed as contributing to a hostile environment.

E-mail messages are about as private as if they were posted in your favorite restaurant. If you are sending company private information and want to protect your message from accidentally going to the wrong person or being intercepted by someone, you can encrypt your e-mail. Encryption makes the message unreadable until the recipient decrypts it. But use encryption sparingly. Unless you are only working on top-secret projects and programs there's no reason to over-secure everything you send across the Internet.

Think before you use the Send button. You've seen TV episodes where people accidentally sent a love letter meant for a particular person to their entire mailing list. There have been news reports of department heads sending staff salary data to everyone on the organization's distribution list. Product launch plans and company business plans have been accidentally sent to editors and reporters.

These are disasters.

But to a lesser degree each of us has sent an e-mail to someone only to discover "immediately" after it left that it didn't have the attachments you mentioned. Or the attachments were sent in a form that couldn't be read by the intended recipient. Your only recourse is to apologize and resend the message/attachments.

Speaking of attachments, the general rule should be that unless the recipient knows what you are sending don't send it.

People we interviewed for this article hate it when they open a "general delivery" e-mail and the attachment automatically copies to their hard drive. It's a waste of time to leave one storage area to open another, open the file and then determine the information that was sent is a waste of time and should be simply trashed.

Worse yet most are gun-shy about receiving "strange"
Continued on page 13.

Continued from page 12 - Emails Abused attachments. The reason? It's an easy way to transmit viruses that can destroy a few files or an entire hard drive of information.

Safe computing practice says that whenever you receive an attachment with an .EXE, .BAT or .COM extension you should run anti-virus software against it before you open the file. It's great in theory and it works...unfortunately few of us practice safe computing.

Since there are so many different e-mail and word or presentation packages around it is also difficult to make certain the recipient has the same software (and version) you do so they can open and view the attachment. You're better off simply pasting the message into the body of your e-mail correspondence as ASCII text. It won't look as pretty but both parties can be assured the message is received.

Practice good netiquette and don't send spoof e-mails. Spoofed messages are those that are sent with false header information that disguises the sender. If you're not proud enough of your work or your company perhaps you should find a new career or a new company.

E-Mail Do's

Use e-mail whenever possible. From a management perspective it's significantly less expensive than sending the average business letter. And as we noted before it is faster...almost instantaneous.

In addition to personalizing who is receiving your announcement, be descriptive in the subject area of your e-mail. Putting something bland or non-descriptive in the subject area makes it very easy for the person to quickly hit the delete button or file it for "later review." Instead, make the subject informative, inviting and sometimes even intriguing.

Many people today receive 100 and more e-mail announcements. They don't have the time or desire -- and we would suspect the inclination -- to wade through every e-mail to find the one or two bits of information they need. Think of their e-mail screen as a billboard and you have less than five seconds to capture their attention.

If you're sending an e-mail format it properly and even though it is somewhat of a relaxed way to communicate write using good English. There's no excuse for poor writing.

Regardless of which e-mail program you use or whether it's for internal, external or combination usage you should

thoroughly train your staff in the ins and outs, dos and don'ts, capabilities and faults and the company's general guidelines, policies and procedures before everyone is e-mail enabled. For security and HR purposes, some firms have established a program of monitoring and reviewing e-mail. If your firm has such a policy make certain everyone clearly understands the policy, the reasons for the policy and the ramifications of inappropriate e-mail conduct.

The Web may get all the glory but it's e-mail that gets results when it's used properly. The Internet and e-mail are excellent tools for responding to and working with all of your organization's stakeholders including customers, dealers, employees, investors, security analysts, suppliers and special interest groups.

Or as someone recently said, "The Internet should really be viewed as communications on steroids. It's the ultimate one-on-one communications tool."

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TIP

Brower Problems: "A woman broke off her five-year engagement after a security flaw the Firefox browser on their shared PC led her to discover her fiance had been frequenting dating Web sites. Soon thereafter, a man reported that the e-mail filter in Thunderbird had been trashing messages from his girlfriend, who was on an 18-month overseas assignment and took the fact that he wasn't replying to mean he was, um, swapping files with someone else" (IT Business.ca)

SCUG Book Reviewers Wanted

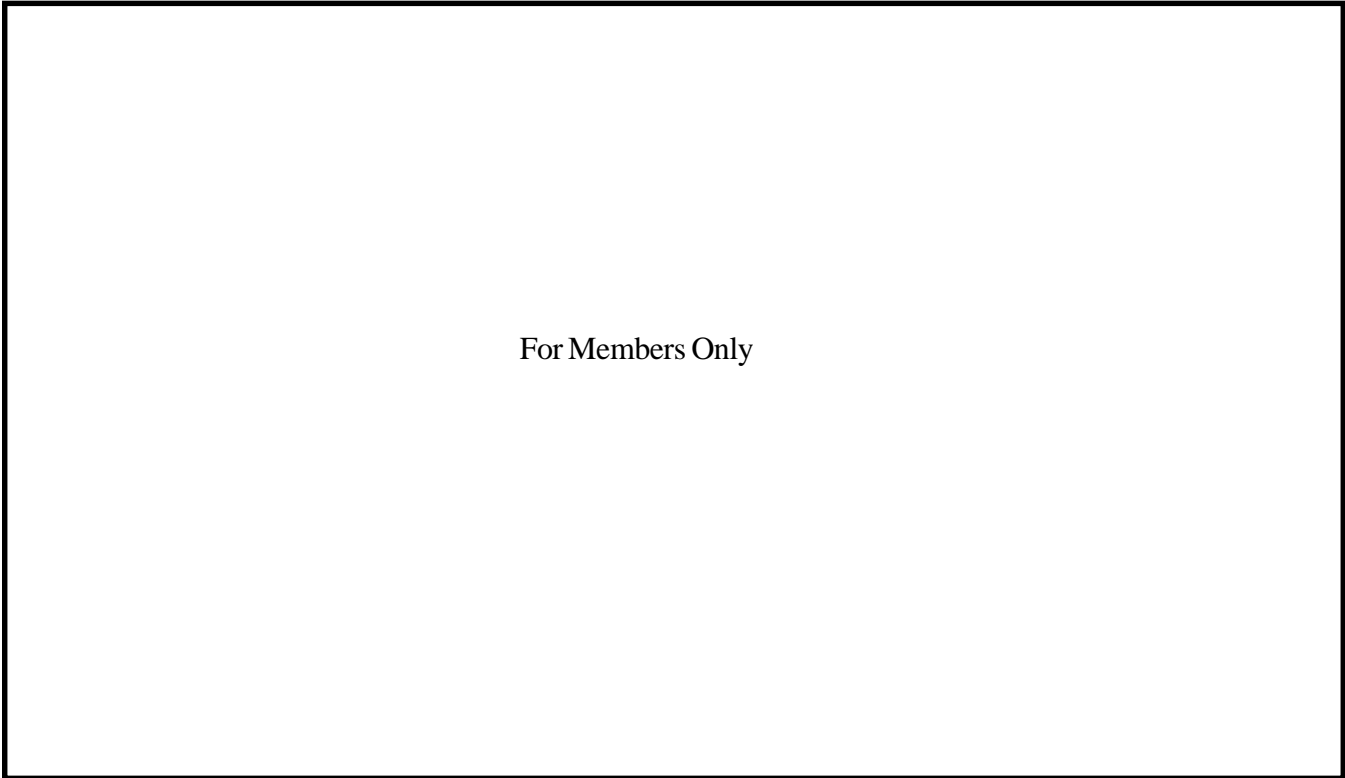
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NOTE: Some of these programs are Shareware that come with a trial period, after which, they must be registered and paid for if you like them and decide to keep them on your machine.

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Last Wednesday of the month
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 7:30 p.m. call to order

Meeting Schedule:
 see the last page of this paper!

WANTED

Digital Projector for use with laptop.
 For use at non-profit groups in Sarnia

Please Email: editor@scug.ca

SCUG MEETINGS 2006
 Guests are Welcome to Visit
www.scug.ca

MEETING LOCATIONS

- * **Executive and Digital** - St James Church-140 Lansdowne North
- * **Windows - PC** - Grace United Church, 990 Cathcart
- * **General Meeting** - St. Bartholomews Church, 718 Cathcart
- * **Genealogy Meeting** - St James Church-140 Lansdowne North
- * **Linux Group** - St James Church-140 Lansdowne North

SCUG MEETING SCHEDULE

Executive	Digital Photo	Windows-PC	General	Genealogy	Linux
Apr 3	Apr 5	Apr 20	Apr 26	Apr 25	Apr 11
May 1	May 3	May 18	May 31	May 30	May 9
Jun 5	Jun 7	Jun 15	Jun 28	Jun 27	Jun 13

SCUG ELECTIONS COMING SOON

If you want to help out on the SCUG Executive please contact anyone in the Executive. You can also contact two past Executive members who have volunteered to assist in the Election process:

Dan Bilger: pinguyca@yahoo.ca
 Bill Colotelo: bcolotelo@cogeco.ca
 SCUG email address are found on page 1.

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