



WE DO WINDOWS  
**THE WINDOW**  
 COME DO WINDOWS WITH US



**CADDO-BOSSIER  
 WINDOWS  
 USER GROUP**

Shreveport – Bossier City  
 Louisiana

[www.shreveport.com/cbwug](http://www.shreveport.com/cbwug)

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Caddo-Bossier Windows User Group Newsletter

April, 1999

**CADDO-BOSSIER WINDOWS  
 USERS GROUP Meeting March  
 11, 1999**

*By Bernie Conradi*

Our meeting started with the usual short business meeting and introduction of our guest, **Joel Rea** of **M & M Communications**. Glenda gave an update on the status of our request to the IRS for non-profit designation for the club. Our question and answer sessions started out with a question from Darryl about a floppy disk that he could not get to work on either a Windows or an NT machine. Mark talked about the length of time a floppy will last versus the length of time a CD from a CD-R will last. Jack Burke brought an article from PC Magazine about a shareware program called "WinBoost98" which he downloaded from one of the many shareware sites. He said it does many more tasks than TweakUI can do. He recommended everyone give it a try. It is free to try out and if you like it, the cost to register is \$15.00. Mark suggested setting up a database in Access or some other kind of data base program to keep track of your backup tapes and when you last backed up your computer. He also suggested a database to keep track of all of your software and the serial numbers to go with each. Sounds like a good idea. How many times have you wanted to reload a program and went looking for

the serial number to get the program to load? We were also reminded that if you are running Windows 98, you should use the update feature to keep your operating system up to date, particularly the ones that have to do with the Year 2000, and there are some. There were numerous suggestions on what to do if you are going to upgrade to Windows 98. Jack Burke stated that through his experience (the hard way), the cleaner you can make Windows 95 prior to upgrading the better upgrade you are going to get, and everyone agreed. Here are some web sites that may help you if your are looking for hardware or driver information, they are: [www.drivershq.com](http://www.drivershq.com); [www.sysopt.com](http://www.sysopt.com); [www.windrivers.com](http://www.windrivers.com); and one for the web browser Opera is [www.operasoftware.com](http://www.operasoftware.com). Mark also suggested Alta Vista as a good search engine when looking for information about hardware and drivers. Joel Rea demonstrated QNX, a web browser that will fit on a floppy disk and does not use the Windows Operating System to run it. The web address is [www.QNX.com](http://www.QNX.com). This program would be very useful if you could not get Windows to load and needed to get on the Internet, since the program can be booted from a floppy disk. Darryl Strange won our door prize, which was a box of floppy disks.

Bernie Conradi, President CBWUG



**OUR NEXT MEETING**

7 p.m.

Thursday, April 8, 1999

Minogue, Marshall, and Associates  
 819 Shreveport-Barksdale Hwy  
 Shreveport, Louisiana

**DOOR PRIZES**

*Glenda Conradi*

We like to give away door prizes at each meeting when we possibly can. Some of us have been taking advantage of rebate offers and donating items to the club to be given away. Have "Like new" computer items and current software that can be registered that you no longer want? Great for door prizes! If you have other "not exactly new" items you want to pass on we can put them out as give aways. Please give items to Glenda. Thanks

**Microtek Image Deck**

*Jay Graff*

I've wanted a scanner for a long time, but have not been able to get one for a couple of reasons. First, I did not have the physical room it took for a scanner. (anyone that has been to my house can attest to that.) Secondly, all of the slots in my computer were being used by one device or another. So when I saw this one advertised, it seemed just like



*Continued from Page 1*

what I had been looking for. This is a stand alone scanner that comes with an onboard floppy drive and an onboard zip disk. The ad stated "unpack it, plug it in and start scanning" and that is pretty much the way it is. There is not much in the way of documentation, and all operations are performed by way of the control panel on the front of the unit. It has a default maximum resolution of 600 dpi for B&W and 300 dpi for color. You choose the resolution, the compression, the mode (BW/Color) as well as all other functions via the control panel. You also choose whether to save to floppy or zip disk. Anyone with a scanner already knows that the higher the resolution and the lower the compression equals the bigger the file. Once you decide how you want your scan to save, it's simply a matter of pressing SCAN. All scans are saved as JPG's for color and PCX for black and white. After your scan is done, you put the disk (or zip disk) in the appropriate drive and call up any image editing program. From within your program, you can do any cropping and editing necessary to finish your picture. One disadvantage this has over an installed scanner is that you have no control over any editing functions BEFORE you scan. One review said that a negative was that it has no way to hook it to a computer, but to me that was and still is a plus. It's kind of pricey for a scanner, especially when you consider how little they cost nowadays, but the performance with other scanners, plus the inclusion of the disk drives make it well worth the price. I am still in the process of playing with it, but from what I've seen, I really like it. BTW, the picture of the scanner is a scanned one. Now, all I need are some things to scan.

## GETTING A SUCCESSFUL WINDOWS 98 INSTALLATION

*Jack Burke*

I upgraded to Windows 98 just after the operating system came on the market in July 1998. Since that time I have uninstalled Windows 98 twice and reinstalled the system from scratch. The reason I uninstalled was because of problems which I was having with the new system and my unhappiness with those system irregularities. After doing much research, I traced my problems to unintentional errors I made in the initial installation process. I would like to share some of my thoughts with you with the hopes that you can have a smoother transition.

All of the experts seem to agree that the best installation is a 'clean install' where you essentially start from scratch with the operating system and all of your applications. I determined early that this was impractical for me and most other neophyte users. So, if you are going to install Windows 98 over Windows 95, then you must prepare your system fully before you insert the installation disk.

The following is the step-by-step guide which I used during my final, fully successful installation. This is a timely process so be sure to free up several hours. I might add that many of my suggestions came from Windows Magazine, July 1998 which had a wonderful article entitled "The Essential Upgrade Guide." First, backup all of your important data files which you cannot afford to lose. Ensure that you have a Win 95 startup disk in case you have problems later. Uninstall any anti-virus programs; this is a crucial step! Remove any utilities (for example, Norton Utilities) and all other nonessential applications which contain no data files (for example, games). Remember to reboot your system after each application is uninstalled; this is another very important step. Uninstall Internet Explorer since the latest version is included on the Windows 98 disk; also, clear out all of your temp files, newsgroup cache, and any outdated

backup files. After all of this is done, run Scan Disk then System Defragmentation and lastly, Reboot.

After all of the preinstallation steps are complete, you are almost there and ready to convert to Windows 98. The last step, and probably the most crucial is to close all programs which are running in the background. You do this by simultaneously pushing the Ctrl-Alt-Delete keys and you will see a window pop up on your screen. Hit End Task for each item that you see except for Explorer and Systray. After you hit End Task, wait 15 seconds to see if a second window appears, where you have to hit End Task again; this occurs on several items. Now you are ready for your installation; take a deep breath, insert the disk, and away you go on a successful conversion.

There are a few other comments which I would like to make about the Pre installation process. These do not apply to all people but they are very important for those where they are applicable. I will simply list the two items: (1) Remove stacker disk compression (2) Consider converting to FAT 32 prior to the installation. And, after Windows 98 installation, add back your applications one-by-one with a reboot after each installation. When all is said-and-done, do one final Scan Disk and System Defragmentation to clean up and optimize your system.

I am exceptionally pleased with Windows 98 and am very happy with the operating system.

When I look at Windows 95 now, it seems like a dinosaur! Most of the advantages of Windows 98 are not readily apparent to the user until you start using the system on a daily basis. Then you begin to fully appreciate the new operating system and are very thankful for the changes and conveniences which are now available to you. It definitely provides a smoother, safer, and more stable environment. One last point, the key to any successful installation is the preparation.

*Continued on Page 3*

*Continued From Page 2*

Think before you install; these general guidelines can similarly be used when installing your other applications; disable antivirus programs, scan disk, defragment, then close all programs running in the background prior to the installation.

Good Luck!

## Arts and Letters Express 6.0 Review

*Glenda Conradi*



Arts and Letters Express 6.0 is a computer graphic, vector based drawing and editing program developed by Computer Support Corporation in Dallas, Texas. The package included Arts & Letters Express 6.0, Arts & Letters Premier Clips clip art CD, Arts & Letters Picture Perfect 6.0 a raster format image editing program, as well as an Arts & Letters 6.0 User's Guide and an Arts & Letters Picture Perfect 6.0 User's Guide.

The installation of Arts & Letters Express 6.0 proved to be quick and simple. Although the program should run on a computer with a 386 SX operating system, 486 or above is recommended. You will need a minimum of a 2X CD-ROM drive (4X recommended), 4 MB of RAM (8 MB recommended) and Windows 3.1 or greater. You may run the program from the CD-ROM or install it on your hard drive, which will require a minimum of 13 MB of fixed-disk space. Keep in mind that programs run from a CD-ROM run slower than installed programs.

Tutorials are included for beginner, in-

termediate and advanced operations of the Arts & Letters Express 6.0 program. The tutorials, which are accessed through the Help Menu, proved to be very useful. By following the exercises you are introduced to the programs various tools and functions.

You may drag and drop clip art from the Clip Art Manager located in the Draw Menu. This clip art is loaded on the hard drive and always available. Clip art from clip art packages may be used or you may create your own clip art with the tools that are provided in the program. Text may be added to your page or integrated into your designs. Binding text to the shape of a freeform object allows the words to flow around the outline of the shape. Colors, fills and a variety of effects may also be applied to closed shapes. Extruding objects and text gives a 3-D effect. The Warp/Perspective option lets you change the shape of objects and text to predefined shapes and by dragging point handles on the warped object, you will be able to reshape it to your own specifications.

In Arts & Letters Picture Perfect you can fine tune your digital images by resizing, adjusting brightness/contrast, highlights, hue/saturation/luminance, colors and sharpness, resize it and save it in a variety of file formats. There are many other options available that let you edit and apply various effects to your image. In the Help Menu, under Content, Picture Perfect provides definitions of terms used in the program and instructions for many of its functions.

Plan to spend a little time with these programs to discover all their features and you should be able to produce

some very nice results.

## The Melissa Virus

*Wayne Ebert*

The Melissa Virus spreads via infected e-mail and attacks computers loaded with Microsoft's Word 97 or Word 2000 programs. Infected documents are sent as attachments to e-mail that often bear a header: "Subject: Important Message From" and the name of the person whose computer relayed the virus. The body of the message says "Here is that document you ask for.... don't show it to anyone else :>)." If the computer user opens an infected Word format document, the virus propagates itself by reading the user's e-mail address book and sending an infected message to the first 50 entries. The virus apparently causes no direct damage to a computer's memory or programs. However, the virus can send so much unwanted e-mail that it crashes mail servers, computers that distribute e-mail. The following is a list of sites in which you may find more information on viruses, and obtain access to a downloadable fix/patch for the Melissa virus. I repeat this information in case I made a typo (or two) in the original e-mail I sent on this.

Go to <http://www.anchordesk.com/a/adt0329ba/3233> to obtain full instructions and links to the assembled survival kit to protect you and your company. Another informative site at <http://www.anchordesk.com/a/adt0329sr/3234> provides a What to DO \*RIGHT NOW\* if your infected, your computer is infected that is!. Next, <http://www.microsoft.com/security/bulletins/ma99002.asp> for the fix/patch. Then to Carnegie Mellon University's Computer Emergency Response Team (CERT) for additional help and downloading their fix/patch at <http://www.cert.org/advisories/CA-99-04-Melissa-Macro-Virus.html> This, in my opinion, is one of the best data bases on viruses. Take some time and explore what is available. For Your Information: I have installed the fix/patch (Wd97SP.EXE) on this computer. I did not find a virus in any of the e-mails with Word formatted documents.

### C-B WUG UP DATE

The Caddo-Bossier Windows User Group is now listed as a non profit organization with the IRS. We have opened a checking account with Minden Bank & Trust.

### GetRight

Jay Graff

How many times have you tried to download a file while connected to a slow or sluggish server? If you want to find out what I'm talking about, try downloading a DAT file from McAfee. Microsoft is the same. The more traffic on that site, the less responsive it will be. (Regardless of how fast your modem is or what speed you connect at.) Frequently, it will be so slow that it just stops responding altogether. When this happens, you get cut off and so does your download. The only way to overcome this is to reconnect and keep trying, or gamble and connect when the site is less busy. Until now, that is. I discovered this really neat shareware program called GETRIGHT. Basically, what it does is provide for when you get cut off and resume the download when you reconnect.

The setup program is quite comprehensive. I have mine setup to search for mirror sites. This means that if for some reason the site you are getting the file from becomes unavailable, it will find others with the same program. I also have it configured to run an anti-virus program after each download. Recently, I was downloading a DAT file and got cut off four times. No problem, GETRIGHT resumed where I left off and got the file for me. It doesn't necessarily go any quicker, but at least you know that you can get the complete file without fear of having to start all over.

There are some limitations to the program. Some sites do not support resuming, but you get a message telling you so. I don't know what happens when you get cut off since I haven't been yet \* **KNOCKING LOUDLY ON WOOD** \*

One other problem I encountered involves some programs that download, then install right away. The only one I've seen is Windows Update, although there may be others.

Windows Update wants to take total control of the process, the result being that if you save it with GETRIGHT, the file will not work when you try to execute it. Since you can configure the program to work with any browser you have, the way I got around this problem was to tell it not to work with IE and when I was done, put it back the way it was.

There are probably many more features that the program has that I haven't mentioned, but you can explore it for yourself. As I said, the program is shareware, but if you decide to register, the cost is nominal. (I believe \$15). It is well worth the price

when you stop to consider how many times you wind up having your downloads interrupted.

It is available at many of the Shareware sites, such as TUCOWS, Sharware.com, etc. Or you can find it directly at its own site, [www.getright.com](http://www.getright.com). Either way, you owe it to yourself to investigate and try this neat little program.

Happy downloading.

### Year 2000 (Y2K) Tips

Wayne Ebert

Year 2000 will present some problems for the 45 million "chips" that are installed in a wide variety of equipment, appliances, toys and what have you. Let's not get too excited, there is only so much you can do to fix a small percentage of the "problems" you may encounter. You can make this as large or as small a project as you desire, so lets look at three areas of concern. Though there may be some scattered localized areas where outages and problems may occur the odds are very good that your basic utilities – power, heat, telephone, and so on – will be working. You would plan for this as you would any other natural or man-made disaster. Stock up on disaster supplies lasting for a week. Items to have on hand include nonperishable foods, stored water and an ample supply of prescription and nonprescription medications regularly used. Have a battery-powered radio or television to get information on local emergency shelters. Be prepared to relocate to a shelter for warmth and protection during a prolonged power outage. Portable generators are not to be connected to your home's electrical system unless approved by the local emergency services providers. If power fails, have extra blankets, coats, hats and gloves to keep warm. Never use open flames or charcoal grills indoors. Make sure indoors heating devices are approved and listed with the Underwriters Laboratories. Don't use candles for emergency lighting, have flashlights and extra batteries on hand. Examine your smoke alarms and security system. If hardwired to your home's electrical system (most new homes are), check them for a battery backup system. Fill your vehicle's gas tank before December 31. Have some extra cash on hand, withdraw in small amounts well in advance of 31 December and keep in a safe place should there be problems with electronic transactions, ATM or credit card processing. Have paper copies of recent bank statements, ATM transactions, security accounts, and receipts for monthly bills. Back up important computer data files

to keep in a safe place. For Web Sites to obtain more detailed information. One of the better addresses is <http://www.redcross.org/disaster/safety/y2k.html>. However you use the above, make a shopping list of items to purchase each month to spread out the cost.

Your family and your house are covered above, next is your computer and the information it contains. If your PC is more than a year old or if you use date-sensitive software such as a home finance application, Y2K could have an impact. Microsoft says all versions of Money are compliant (See [www.microsoft.com/y2k](http://www.microsoft.com/y2k)). If you use Quicken, that may present some problems. Back up, Back up, and Back up. DOS versions of Quicken before 5.0 do not support years after 1999—you must upgrade. Quicken for Windows 5 or 6 or Quicken 98 release 1, 2, or 3 cannot perform any online banking after December 31, 1999. Currently only Quicken 98 has a free update, but updates for earlier versions have not been finalized. Quicken 99 indicates it is Y2K compliant. (See [www.intuit.com/support/year2000.html](http://www.intuit.com/support/year2000.html)) Home finance applications have priority, in my opinion, and were cover first as checking you PC is relatively easy and inexpensive thanks to a number of shareware and free Y2K utilities for testing and fixing noncompliant systems. You'll need to test your PC—the Drive Operating System--clock and BIOS, software, and data files. A list of BIOS fix utilities is available at address [www.pcmag.com/pctech/download/swcol.y2k.htm](http://www.pcmag.com/pctech/download/swcol.y2k.htm) should that be needed. If Windows 95 or 98 are your operating system, you can use PC Magazine's online year 2000 compliance test to check whether your system's BIOS and clock are compliant. This online service is available at <http://cgi.zdnet.com/zdy2k/y2k.pl>. Simply stated the easiest fix for noncompliant off-the-shelf software is to replace or upgrade it. There are patches and fixes for Windows 95, 98 and NT available. Check which applies at [www.microsoft.com/Y2K](http://www.microsoft.com/Y2K) for details. These preparations are general, in case problems arise later this year. Don't be surprised—be prepared.

Wayne D. Ebert, C-B WUG VP.

### MISTEAKS

Some Of you may have found some mistakes in this Newsletter. There is a reason for this; Some people are always looking for them and in an effort to please every one, we included some.