ISLE OF WIGHT PC USER GROUP

HOT KEY

New Year Edition 2006

The Riverside Photo by M.Shepherd

In This Issue   Pages

The Isle of Wight PC User Group WELCOMES all owners and users of IBM compatible Personal computers.

It is a group which seeks to exchange ideas and new information.   Our meetings are held on the *first* Wednesday of each month at **The Riverside Centre, Newport** from **7.30 to 9.30pm**
Visitors are welcome.   **Membership is £6 per annum**
A charge of £1 is made per meeting which includes tea or coffee during the break.

If you would like to know more about us, you are most welcome to come along to one of our meetings, or you can contact one of our Committee Members listed on page 3.

❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋
❋   The Club Website address is: **http://www.iwpcug.org**   ❋
❋   We also have an e-group discussion area :-   ❋
❋   Yahoo iwpcusers: **iwpcusers@yahoogroups.com**   ❋
❋   See page 6 for how to join   ❋
❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋❋

FORTHCOMING EVENTS

Unless otherwise stated, meetings are held at the Riverside Centre in Newport starting at 7.30p.m. Some of the following are provisional. Keep a watch here and on the website for updates.

Date	Subject	Presenter
4th January	Open Office/ Desktop Publishing	Bob Groom
1st February	Annual General Meeting	
1st March	Introduction to Databases	TBA

Suggestions for new events, speakers or topics are always welcome. Please contact any Committee member or the Editor with your ideas. If necessary we may be able to find a speaker to match your subject.

Honorary President   Sir Norman Echlin

Chairman: David Groom

Vice-Chairman: Cliff Maidment

Treasurer: Bob Groom

Secretary: Andy King

Membership Secretary & Database Secretary: Ray Boote
.

Hotkey Editor: N. Peter Lovely

Committee Member: David Broughton

Committee Member: Robert Wilcock

Committee Member: Roger Skidmore

Disability Resources Co-ordinator: Helen Edom

Note: Contact details have been removed prior to publishing on the internet

EDITORIAL

I hope you all had an enjoyable and pleasant Christmas. With 2005 receding into history, it is time to wish all our readers a better, or even better 2006. Prosperous we hope, peaceful would be nice, but most of all happy. Surely it is time we came to terms with all the technology, smarter mobile phones, more inclusive programming, clever but intrusive security devices and all manner of labour-saving machinery. Much is good, some merely commercial and all dressed to look enticing. Taking stock of what we have and what we need, balancing this against what we can afford and how it will affect those around us is never easy. Setting the parameters is even harder. I have no answers. I would, however suggest that we include saliently the simple joy that is created and emanated by whatever course we take.

I find it hard to include much of the new software in this "happiness" category.

COMPUTER SWALLOWED GRANDMA

The computer swallowed grandma. Yes, honestly its true.
She pressed 'control' and 'enter' and disappeared from view.

It devoured her completely, the thought just makes me squirm.
She must have caught a virus, or been eaten by a worm!

I've searched through the recycle bin and files of every kind;
I've even used the internet, but nothing did I find.

In desperation, I asked Jeeves my searches to refine.
The reply from him was negative, not a thing was found 'online'.

So, if inside your 'Inbox', my Grandma you should see,
Please 'Copy', 'Scan' and 'Paste' her and send her back to me!

Chairmans Report

Another year has drawn to a close; our next meeting will be the AGM.

Computing wise, 2005 seemed to be the "year of broadband", with more and more people, club members included, accessing the internet this way. It is a continuing disappointment to us that we are not able to have an internet connection at the Riverside Centre, as this would allow us to widen the range of subjects for our monthly talks.

Later this year Microsoft promises to launch its' new operating system, Windows Vista, though given its past ability to deliver operating systems on schedule we will have to wait and see. Considering the minimum system requirements include a 3Ghz processor it will be interesting to see how many people upgrade.

May I wish you all a happy New Year in 2006, and I hope to see as many of you as possible at our monthly meetings.   David Groom, Chairman.

NOTICE OF AGM

  Notice is hereby given that the **Annual General Meeting** of the Isle of Wight PC User Group will be held on Wednesday 1st February 2006 at 7:30 PM at The Riverside Centre, Newport. Nominations are requested for the positions of: Chairperson, Treasurer, Secretary, Membership Secretary, and for up to eight other committee members. Please send your nominations to the Secretary, Andy King. Seconders are not necessary at this stage.

AGENDA

1. Approve the minutes of the previous AGM, held on 2nd February 2005, (copies available from http://www.iwpcug.org/secure/agmmin05.htm)
2. Matters arising from the minutes.
3. Receive reports:
   3.1 Chairman
   3.2 Treasurer, including approval of the Club Accounts
   3.3 Secretary
   3.4 Membership Secretary
   3.5 Other activities: Computability, HotKey, Library, Cover Disk, Website, E-group, Marketing, Riverside Liaison
4. Elect a new Chairperson, Treasurer, Secretary, and Membership Secretary.
5. Elect other new Committee members (up to a maximum of eight persons).
6. Set the Annual Subscription.
7. Appoint an Independent Examiner.
8. General discussion on the management of the club.
9. Any Other Business.

Free Sky Download Service

Sky has launched its TV download service which is available at no extra cost to some existing customers (Customers who already subscribe to Sky Sports 1, Sky Sports 2 or Sky Movies.)

Report on EGM held on December 7th 2006

At the EGM held on 7 December to consider changes to the Club's Constitution all the resolutions set out in the last issue of HotKey were passed unopposed. In addition the members present proposed two further changes, one to clarify the cheque signing arrangements, and one to specifically allow members to opt out from having their details passed to other members, and these were also passed.

David Groom, Chairman.

Paying Subscriptions Using an On-line Bank Account

Subscriptions are required to be paid please before the end of February.
Members may, if they wish, pay their subscriptions (£6 for 2006) directly into the club's HSBC Bank Account:
The necessary information for this is:-
Sort code: 40-39-17
Account number: 71096869
Account Name: Isle of Wight PC User Group
Please make sure you give your own name as reference.
NB
If you choose to pay this way, please also e-mail to the membership secretary, Ray Boote, ray.boote@ic24.net . It is important to understand that payments made directly to HSBC are not seen by the Treasurer perhaps for a further six weeks, so if you don't inform the Membership Secretary it may be some time before your membership is recorded in the Club database. New members are required to fill in an application form, available from Ray Boote and from the web site at www.iwpcug.org/docs/memfrm.htm .

If you wish to rejoin by sending a cheque, please send it to the Membership Secretary (Ray Boote, VARNA, East Hill Road, Ryde, IW, PO33 1LL).
Direct payments must be made to the Membership Secretary, not to the Treasurer,

Minutes of the 1st December 2005 Computability Meeting

Members present

Roger Skidmore, John (Buzz) Austin, Cliff Maidment and Helen Edom

Minutes of last meeting

Minutes of the meeting on September 29th 2005 were approved.

Finance

Three recent donations have brought total funds up to £216.

Clients

Thirteen new clients have been helped since the last meeting, mostly by being given systems but also with advice and, in one case, restoration of an existing system.   Three clients had mental disabilities and ten had physical disabilities. We received an enquiry from a hospital consultant who hoped to get funds for computers for a rehabilitation ward. Equipment was offered instead, but not accepted.

Instead of delivering computers, Roger is asking each client's own helper to pick up equipment and set it up for the client. Buzz pointed out that although this helps resources it makes it difficult to check if the client is genuine.   .

Equipment

The PCs from Liz Earle have been received. Some of these and most of the thirteen computers from Medina House have already been distributed to clients. Stonham Housing Association is now unable to lend its garage. The monitors offered by Invaluable Gap Ltd haven't yet been received.

Other organisations

The Isle of Wight Blind Society have purchased new premises at Millbrook House in Carisbrooke. They requested six computers capable of running Guide, which is a similar program to Outlook Express for visually impaired users. They were asked to check the requirements of the program so we can see if we have computers with sufficient capacity; this kind of software usually has high requirements.   Buzz suggested that a less demanding Linux version might meet their needs.

Action: Buzz to investigate a suitable Linux program.

Roger has been looking for charitable organisations that might help with Computability. Island Volunteers has problems finding new premises at present, so not thought promising. Roger is to meet with David Chapman of the Ryde Development Trust to discuss whether Computability could be incorporated into a larger body. There was much discussion about the probability of volunteers being hampered by extra administration. Buzz was strongly concerned about this.

Keytools have kept us updated with their (expensive) product range. Some organisations seem to be MIA. Roger is keeping track of AbilityNet via their disabil-

Continued from last page

work to Computability in the Midlands.

Action: Everyone to visit the Computability website more often.

Internal promotion

The answer to Peter Lovely's request to publish a summary of Computability business in Hotkey was an enthusiastic "Yes!".

Action: Helen to write up minutes in time for next publication date and ensure all committee members have copies before their next meeting.

Administration

Action: Helen to make sure all agendas include a correspondence section.

Next meeting

23rd February 2006 at 3pm

Am I growing old?

Just a line to say I'm living, that I'm not among the dead;
Though I'm getting more forgetful, mighty mixed up in the head!
I'm used to my arthritis, to my dentures I'm resigned,
I can cope with my bifocals but, ye gods, I miss my mind!

Sometimes I can't remember when I'm standing by the stair,
Should I ascend for something? Or just come down from there?
Beside the 'fridge I'm thinking, my mind is full of doubt
Did I just put some food away, or should I take it out?

It's not my turn to write I think, I hope you won't be sore
I really can't be certain that I've not done this before
So remember that I love you and I wish that you lived near
But now it's time to send this off and say "goodbye", my dear.
PS
When I stood beside the mail box….oh boy, was my face red…..
Instead of posting this to you, I opened it instead!!!

Google Earth Update

I'm not sure if everyone would have come across Google Earth, which is a free program, downloadable from
http://earth.google.com/download-earth.html
The imagery was updated on December 2nd and now the resolution is very detailed. It allows you to see individual cars and items of garden furniture. On broadband the images download very quickly.   D.G.

Note: I find this stunning especially as it is
worldwide.   ED.

Prize Puzzle for January 2006   PRIME JOURNEY

This month's puzzle is a good exercise in using a spreadsheet.   **PRIME JOURNEY**

A man travels a prime number of miles in a prime number of minutes at an average speed of 31 miles per hour (which is another prime number).

Now that is not possible if all the figures are exact. Additional information is that the figure for the miles travelled is exact and the number of minutes is also exact, and both are prime numbers. The figure for the average speed, however, is a rounded number; i.e. the actual speed has been rounded to the nearest whole number, which is 31.

What is the smallest number of miles for the length of the journey?

Please send your answer to me, David Broughton (see page 3 for addresses) to arrive not later than Wednesday 1st February 2006, to be entered into the prize draw.

Answers to the October Puzzle 2005.

I recieved only two answers to this puzzle; both were of of 32 areas (counting the start and finish areas). Because there was not at least three competitors, no draw took place this month. The two members who responded were John Stafford and John Moxon. Thank you.

Internet broadband news.

Now that more than 70% of Internet users have moved to Broadband it is thought that this will not increase significantly; instead the competition will be between providers vying to entice users to change to their brand. The probable merger between *Virgin* and the *NTL group* will considerably affect this market, it is thought. If the merger goes ahead it will create a company of some nine million customers, possibly under the *Virgin* banner.   (ADSL News)

THINGS I HAVE LEARNT ABOUT WINDOWS ADDRESS BOOK

I use Windows Address Book (WAB) on my Windows 98 main computer and on my lap top running Windows XP Home Edition. This article is about some strange things that I have discovered. First of all, let us sort out the terminology.

A CONTACT is a person or organisation that you have in your WAB. You can store lots of information about contacts, not just their email addresses, though that is the main purpose that I use it for because then it is very convenient when sending emails to avoid typing, and maybe mistyping, people's email addresses. I use the word "contact" here to mean "person".

You might think a FOLDER is like a folder that holds files but it isn't. It is just a storage area for your contacts so that they can be collected together in categories. For example, I have folders named FAMILY, SIBLINGS and FRIENDS to mention just three out of many. You don't have to use folders. If you don't then all your contacts will be in "Main Identity's Contacts" assuming that you are known to your computer as "Main Identity" but that brings us to our next definition.

An IDENTITY is a name that can be one of many that is known to your computer as the person "logged in" at any one time. By default, it is "Main Identity" according to WAB (I'm sure my computers know me as "David" but nevertheless, WAB insists on "Main Identity"). You can set up other identities and change to them by clicking on "File/Switch Identity..", which is useful if you want other members of your family to have their own contacts, which brings me to the next definition.

SHARED CONTACTS is another category where you can place contacts that are to be shared with other identities; that is, other persons in your family who have access to your computer.

A GROUP is another kind of folder but it has a different icon and is used differently. You can create a group by clicking "New/New group.." and giving it a name. If you are in a chess club, for example, you can then place copies of all the members of the club in a group named Chess. Then, when you wish to send an email to everyone in that group, click on the To icon on the email form and then click the group name in the address book. The email will then be sent to everyone in that group. You can do a similar thing, however, using folders because you can select one person from a folder named Chess and then press Ctrl-A to select all the

members of the chess club.

What you have to know about groups is that the contacts in a group are copies of contacts elsewhere in your address book; but not just copies. If you think of the process of making a "copy" as making a duplicate like a photocopier you would be wrong. What is copied is a reference to the contact in the address book database. What this means is that if you amend the contact's telephone number, for example, by selecting it from its usual palace in a folder and selecting Properties, the telephone number of that person in the group will also change. You could call it a "dynamic copy", meaning that it remains a copy of the original even after the original is changed.

If you delete a contact from a group, that contact will only be removed from the group, not the folder where the other copy resides. However, should you delete the contact from its folder, it will be eliminated from the group as well.

Suppose, like me, you have two folders with overlapping sets of persons. In my case the two folders are FAMILY and SIBLINGS. I have two brothers and two sisters in SIBLINGS, but these are also FAMILY. How can I get them in both folders? The short answer is that you cannot because when you drag and drop contacts, it is usually like a Move operation, not a copy operation. However, you can copy a contact to the clip board and then into another folder. To do this, right click the contact you want to copy and select "Copy" from the menu. Then highlight the folder where you want the copy to be placed and right click again to use Paste and then OK.

Unfortunately, this will make an independent copy, unlike contacts in a group, so amending one will not change the other.

It *is* possible to have a person in two folders at the same time that are actually the same database entry so that changing one version will automatically change the other. Although I have been able to do this on many occasions, it has been more by accident than intention so I cannot pass on any procedure. If anyone can tell me a reliable way of doing this I would be most interested. I know it is possible because one of sisters is in both SIBLINGS and FAMILY and changing the details of one changes the other copy. But I don't know how I did it!

In summary there are three kinds of operation:

11

1. A MOVE operation, which means it disappears from where it was and reappears in the folder where you dragged and dropped it.

2. Simple COPY where the copy of the contact's details are placed in the destination folder. This can be done reliably through the clip board and both copies remain independent (i.e. if you amend one, the other remains unchanged).

3. A DYNAMIC COPY which isn't a copy in the ordinary sense because there is only one object that is referenced. It looks like an independent copy but it isn't and its not easy to tell the difference. Changing one changes the other dynamically. The difference between this operation and putting together a Group of contacts is that if you delete someone from the group, the original contact is left intact whereas with this dynamic copy operation, deleting one will delete the other. This is the operation that I cannot reproduce, yet I know it is possible.

Duplicates with different email addresses.

Quite often, contacts will change their e-mail address but you want to keep their old address for a while, or they may have more than one e-mail address for use in different circumstances. Because you cannot see the e-mail address directly when you select a name from the address book, I append a note in brackets after the forename like "Dina (f2s)" to show the difference. You can amend the details of entries by right clicking a contact and selecting "Properties".

When you "open" a folder by clicking it, all the contacts are listed in the right hand pane. You can change the format of this listing and order it in several ways. The main list is the names and this can be ordered ascending or descending on the surname or the forename. There is a cycle of four clicks on the header bar that will take you through the four options.

EXPORTING and IMPORTING the Address Book

Some time ago I published in Hot Key an article with a procedure for transferring the address book from Win 98 to Win XP. When I wanted to do this again I consulted my own article, only to discover that it did not work!! I can now add an addendum to the article that will clear up the problem but I have been asked to reproduce the original anyway for those who missed it or need to be reminded. So here is the original:

EXPERIENCES IN MOVING THE WINDOWS ADDRESS BOOK

Having bought a laptop computer running Windows XP Home Edition, I wanted to transfer my Windows address book to it from my main computer running Windows 98SE.

My first thought was the obvious one of using the Export and Import facilities. The Export item appears under the File menu of the Address Book and when you click on this you have a choice of formats. I chose the obvious one of Windows Address Book (WAB).

On importing to the laptop I discovered to my horror that all my email contacts were in the same category -- none of my folders had been preserved. Sorting everyone into their specific folders was not a job I looked forward to so I decided to try a different method. Why not copy the WAB file directly? It might not be in a compatible format but I would take that risk.

The idea was easier to think up than to do! Where is the WAB file? Buried deeply down a long path that is different in Win98 from WinXP. The path in Win98 was found to be \WINDOWS\Application Data\Microsoft\Address Book\ and the file name was David Broughton.wab. In WinXP the path was longer, beginning with \Documents and Settings\David\ in place of \WINDOWS\ and the file name was David.wab.

Navigating using Windows Explorer was not easy because some of the directories are Hidden or System. For example, in XP, the directory "Microsoft" is System and "Application Data" is Hidden. I had to use the DOS command prompt to navigate to the required directory. I suppose an experienced Windows user might be able to navigate through the maze with its obstacles as I did using DOS.

The result was worth the effort, however, because after copying the WAB file from my main computer to the correct directory on the laptop and renaming it to correspond with its original name I got back all the address folders with everyone in their correct folder as they were on the Win98 computer. So it appears that the WAB files for Win98 and XP are compatible.

But it took some considerable effort. I wonder what is the official, proper, way to transfer the address book? I suspect there must exist a much easier method. Comments are invited. [13]

David Broughton (still fighting Windows)

End of original article.

The reason why this did not work when I did it a second time was because the Windows Address Book is only stored in the place mentioned in the article if it is not shared. Somehow, my laptop settings had changed. There is an option under Tools/Options in Windows XP about data sharing. The top selection had somehow become selected. The lower option is the correct one to make the above procedure work.

IMPORTING A LIST OF EMAIL ADDRESSES OF MEMBERS.

From time to time I have been asked to produce a list of club members with their email addresses in a format suitable for importing to the Windows Address Book. I can do this again if there is a request. All I need is an up-to-date membership database from the Membership Secretary. I construct a CSV file from the database which is suitable for importing to the WAB. This is sent round as an attachment to everyone on the e-group (currently 46 members) with a list of instructions on how to do it. (Attachments aren't normally permitted on the e-group but this feature can be temporarily switched off.)

BACKING UP OUTLOOK EXPRESS EMAILS

I'm told that quite a lot of people don't keep their e-mails and so the problem of backing them up does not arise. Others probably keep just the important ones for a short period and then delete them. But there must be people like me who think they should keep records of all e-mail correspondence. If so, you have a problem.

Individual e-mails can be backed up as a single file by using "File/Save As.." on a highlighted e-mail. This produces a file of type EML. But that is not a practical solution for all of one's e-mails.

Backing up or archiving e-mails is a problem because e-mails are not stored in Outlook Express (OE) as files. They are stored in things called folders which are not folders (WAB has folders which are not folders as well, but the two kinds are not the same). OE "folders" are files of type DBX which contain multiple e-mails. You can make a copy of all your DBX files on a backup medium if you want to but this is not very satisfactory for a very good reason. The purpose of a backup is to make avail-

able data that you might need again. How would you do this? Copying back a DBX file to where OE stored it will wipe out all your new emails currently stored in that folder. That is no good.

I'll tell you how I do it. I have an OE "folder" called LOOKBACK that I created in OE (creating such a file in any other way will not work). Every now and again, after making sure that OE is not running, I copy my DBX files (the bigger ones) to a backup medium and rename them with a numerical file extension (I have a program that does this for me automatically). The point of this is that each successive backup does not overwrite the previous. Remember that "folders" in OE are really files containing many e-mails.

After backing up my e-mails in this way I start up OE and prune out all e-mails of more than two months old. This is necessary because otherwise the files would grow and grow without limit. I then compact the folders (File/Folder/Compact All Folders). This cleans out the space that was used for the older e-mails.

Sooner or later the time comes when I want to see what Aunt Mary actually said last year in one of her e-mails. It is on the backup disk but where, and how do I get it? Well, all the DBX files have a name and a date as well as a serial number as the file name extension. If I know the approximate date of Aunt Mary's e-mail I can select an appropriate DBX file. One must make sure OE is not running. I then copy the file to LOOK-BACK.DBX. This will overwrite the previous set of e-mails in that folder but that doesn't matter as it is being used as a temporary storage area.

Now I start up OE and look in LOOKBACK. All the e-mails are there that were present on the date of the backup file.

The above method that I use is made easier by relocating the folder (the REAL folder) where OE stores its "folders". You can change this quite easily by clicking on Tools/Options/Maintenance and finding "Store Folder..." about two-thirds the way down the window. Click on this and supply a new location that is easier to navigate to.

Perhaps others more knowledgeable than I might like to describe their own method of backing up and restoring (don't forget the restoring bit) their e-mails, either as a Hot Key article or on the e-group.

David Broughton

David Broughton giving
his talk on October 5th
The subject was
  "Excel and Databases"

The Christmas Quiz
Chaired by David Groom
This followed the Extraordinary General Meeting
On December 7th.

Cover Disk

This months cover disk includes a number of freeware games.

Also included on the disk is the final version of Open Office 2, which is the subject of this months' talk.

Lastly we have included a number of other utilities, further details of which are on the disk.