MEMBERS NOTICE BOARD

Peter and Dorothy Woollerton receiving their certificate of dedication for the many years of service to IWPCUG.

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MEMBERSHIP RENEWALS

Please be advised that the **February edition** of **Hot Key** will be the last copy sent to you if your membership is not renewed by the end of February 2002. Please forward your cheque, payable to IWPCUG, for £12 to:-

John Atkin, The Membership Secretary, IWPCUG, 2 Westview, Hulverstone, Newport, IOW, PO30 4EH. Telephone - 740036

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We're on the Web
http://www.iwpcug.org

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The views and opinions expressed here are those of the contributors alone. No responsibility can be accepted with respect to advice or suggestions made in this journal.
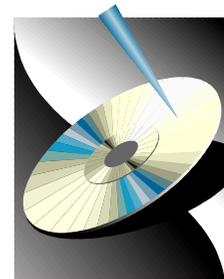
Club members pictured at our 'Annual Christmas Party' at The Riverside Centre

It was an auspicious occasion at the Riverside Centre, when we said farewell to our long running members, Peter and Dorothy Woollerton, who have retired from the IWPCUG. However, Peter has mentioned that is it not the last we shall see of him, as he will pop into an occasional meeting to maintain his knowledge of computer work. Dorothy has been a faithful and committed member, supervising the refreshments, ensuring that sufficient quantities of coffee and biscuits were available for our IWPCUG members to enjoy during the usual half time break at the Riverside meetings. It was with pleasure that the Committee presented to Peter and Dorothy a certificate of dedication and a 'thank you' bunch of flowers with a special 'commemoration vase', in appreciation for their loyalty and enthusiasm throughout the many years of service to IWPCUG. Both Peter and Dorothy will be missed but we wish them all the very best in their retirement from IWPCUG.

FUTURE MEETINGS

16th January	PDA's (Personal Digital Asst.)	Dennis Linzmaier
6th February	**A.G.M.** followed by **Questions and Answers**	
20th February	Linux Update	Bob Groom
6th March	Corel Draw and Corel Knockout **(To be held in the Main Function Hall)**	Ian Capon
20th March	Building a Computer	Dennis Parkes
3rd April	Net Meetings & Instant Message Systems	Dennis Linzmaier
17th April	Spreadsheets	David Broughton
1st May	World Wide Disability E-Mail Groups/ Computability	Pat Davidson
15th May	File Formats	Dennis Linzmaier

Peter and Dorothy's farewell retirement from the Computer Club

This is shown in the following diagram

(adapted from what you get in the clipboard when you press "Print Screen").
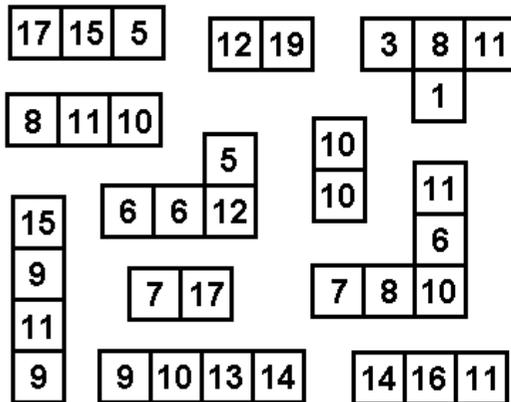

New members George Bowen, Arthur Johnson, Ian Symon and Philip Walkley with Denny in the centre

PRIZE PUZZLE CORNER
JANUARY 2002
by David Broughton

Can you rearrange the above 11 tiles to form a 6 x 6 square? The numbers in each row and column must add up to 61.

Note: the tiles do not need any change in orientation to make them fit together. Send your finished diagram to me, David Broughton (see page 3 for details) to arrive by Wednesday, 6th February 2002.

If you would like a digital copy of the pieces so that you can print and cut them out, download the file PUZ0201.GIF from the "Downloadable Binaries" section of the club web site. It's only 5344 bytes and will be on your computer in a GIFfy!

ANSWER TO THE NOVEMBER PUZZLE

The November puzzle was a large rectangular grid of numbers that you had to navigate your way through to maximise your total score. You could do it the easy way using the computer program ATOB or you could do it by tracing your route manually. Most people used the computer program.

I received many answers but this was one of those problems where the winner was the competitor with the highest score (rather than a random draw). Both the Woollertons did it: Peter with 852 and Dorothy with 912. Peter Wreford managed to get 1364, but the winner was Clem Robertson with 1416. I later discovered that Dennis Linzmaier also got the same figure -- sorry about that Denny. Rosemary West did very well with 1452 but decided to withdraw from the competition as she won the prize last month. I myself found a route that gave 1458.

ISLE OF WIGHT PC USER GROUP
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☎

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EDITORIAL_____

Another New Year usually heralds new things and we look forward to the changes and challenges that lie ahead of us. With the AGM around the corner, it is expected that we shall see a new Committee with new faces and look forward to fresh ideas and a new impetus to bring our Club a renewed vigour and strength.

I have been experimenting with Linux again in the form of Mandrake 8.1 but find the usual incompatibility with my hardware. After using Partition Magic 6.0 to create a Linux partition of 3.2Gb, being the Primary and Active partition as the first section on my second Maxtor hard drive and a swap space of 125Mb, I then activated my SCSI CDROM to boot up the Linux CD, which I created in Nero 5.5 from an ISO image provided by Personal Computer World on their DVD cover disk. However after selecting the correct language, keyboard and mouse, the installation faltered on where to install the operating system and gave a message which read "An error occurred. No valid devices were found on which to create new file systems. Please check your hardware for the cause of this problem". I can only presume that my Promise Ultra 133 TX2 controller card is not recognised by Mandrake and unable to find the correct hard drive where I have partitioned Mandrake 8.1. I did try to install Mandrake by reverting back to my previous hardware installation by discarding the Promise controller card and connecting my IDE cables directly to the motherboard. Mandrake did install but when I converted back to using the Promise controller card Mandrake couldn't run because of another problem. The message was "hda: no disk in drive - mount : error 19 mounting ext 2 flags kernel panic. No init found. Try passing init - option to kernel", which is completely hieroglyphics to me. I think I will stick to Windows XP and leave Linux to the experts.

If you are thinking of posting your digital photos on the Internet for family and friends to see and enjoy, there is a useful free service at PhotoIsland (**www.photoisland.com**).
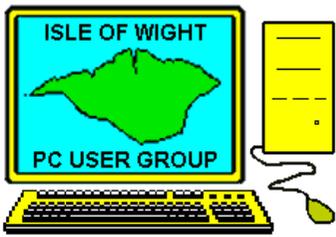
The Isle of Wight PC User Group
welcomes all owners and users of IBM Compatible Personal Computers.

It is a group which seeks to exchange ideas and seek new information.
Our meetings are informal **on the first and third Wednesdays of each month at The Riverside Centre, Newport, 7.30 - 9.30 pm.**

The first Wednesday has usually a formal talk whilst the third Wednesday is more informal, geared to the new user and aims to help out members with specific problems.

Membership is £12 per year.

Visitors are welcome.

This journal, **"HOTKEY",** is produced every month.

 If you would like to know more about us, either come along to one of our meetings or contact one of our Committee Members on one of the numbers on page 3.

DriverGuide.Com Your Guide to Finding Device Drivers
by By Jim Karsjens—NOCCC, , kincjim@aol.com

Let's face it, finding the right device driver can be a tedious, time consuming, and often impossible task! The Driver Guide was created to make finding driver updates a whole lot easier. It has a massive database of drivers and resources that is by far the largest and most comprehensive on the Web. Here is what The Driver Guide will do for you:

• Provides an easy step-by-step process for finding and installing drivers. Offers a huge searchable database of drivers, manufacturer information, and links.

• Provides discussion boards that give members the opportunity to interact with others with their hardware type, and learn from their experiences (very useful!).

• Offers a drivers found area where members can upload new and hard to find drivers for others to download. Provides a driver request board where members can make requests for specific drivers.

• Includes resources for Windows, Mac, Unix/Linux, and other platforms. Provides links to helpful tutorials, valuable utilities, and other resources. Offers a great collection of old, out of date, and hard to find drivers.

Membership is absolutely FREE! Members are given lifetime access to their site. Go to **www.driverguide.com**. They will e-mail you access instructions immediately after completing the registration.

NEW E-MAIL LIST

January 2002 sees the launch of the NEW PC Users e-group. The old IWPCUG e-group ran into trouble when its moderator became unable to manage the group because of loss of password. It still exists but if you can't add or remove members it rapidly becomes of limited use and of course loses confidentiality as expired members continue to have access to it. It therefore became necessary to create a new one. To learn more about the iwpcusers group, please visit:-

http://groups.yahoo.com/group/iwpcusers

All but about 10 members of the IW PC User Group have e-mail addresses and by now these will have received invitations to join. If you have not received an invitation then it is possible that you have not informed the database manager, John Atkins, of your e-mail address. John's e-mail address is **kermit1940@btinternet.com**

If you would like to join then send e-mail to **iwpcusers-subscribe@yahoogroups.com** and you should then receive an invitation.

It is important to achieve a full complement of members on the official e-group because this can then become a valid way of informing members of fast breaking news and information, from club meetings to new viruses and hot tips. We also intend to publish the minutes on the e-group as a way of keeping members better informed of how your club is being managed.

The e-group will eventually have several moderators so that there will be no chance of loosing control again. This will also make the management of the e-group more democratic. At the moment the e-group is moderated by Roger Skidmore **rogerskid@lineone.net** but we will add at least two more moderators soon.

Roger

VIRUS TIP

Some viruses propagate by sending copies of themselves to everyone in your address book. If you add a new address and put !000 (zeros) as the name and "wormalert" as the email address, and insist on adding it - even though it tells you it is an invalid address - any worm which propagates via the address book will find the first address invalid and go no further.

This is of course no substitute for a proper virus programme - I use Norton Anti Virus which is easy to install and easy to update every 14 days.

Roger Skidmore

HUMOUR

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of the Isle of Wight PC User Group will be held on Wednesday, 6th February 2002 at The Riverside Centre, Newport starting at 7.30 pm.

Nominations are invited for the posts of Chairperson, Secretary, Treasurer, Membership Secretary and other Committee members. These should be sent to the Acting Secretary, David Broughton, Westwards, Hulverstone, Newport, IW, PO30 4EH or you may e-mail them to david@ddina.demon.co.uk. Please ensure that the persons you nominate are willing to stand. A seconder is not necessary at this stage.

AGENDA

1. To approve the minutes of the AGM held on 7 February 2001
(Copies of these minutes are available on the club's website. Members without an Internet connection may request a copy from any member who has.)

2. To Receive reports from the Chairman, Treasurer and Membership Secretary.

3. To elect a new Chairman, Secretary, Treasurer and Membership Secretary.

4. To elect up to eight other persons to serve on the Committee.

5. To set the annual subscription rate.

6. To appoint an Auditor.

7. Any Other Business concerning the management and activities of the Club.

TIP

Zoom In and Out

If you use a Microsoft IntelliMouse or other mouse with a wheel button, hold down the Ctrl key as you rotate the wheel button forward or backwards and you will zoom in or out of the current Office document, by 10% for each click. This works in Excel, Word, PowerPoint, Publisher and PhotoDraw and in some other Windows programs including Internet Explorer.

Our thanks to Computer Buyer Magazine for this tip

SEARCH ENGINES

Following on from Dennis Linzmaier's recent talk on "Search Engines", here are the most popular search engines:-

? **Google - www.google.com**   Has a database of approx. 1 billion Web pages and continues to grow. Its automated Web crawlers - software robots or 'bots' that roam the Web collecting new pages - constantly infuse the database with more information, including details of Web sites that haven't been actively submitted to Google.

? **Yahoo! - http://uk.yahoo.com**   Directory and search engine combined - approx. 1 million sites listed. Because Yahoo! functions primarily as a directory, you can look for information by category.

? **Vivisimo - http://vivisimo.com**   Metasearch engine - queries 12 engines at a time with options to include a range of news specific sites too.

? **Northern Light - www.northernlight.com**   Search engine with database covering 300 million Web pages and over 25 million articles. It organises search results by topic and groups related information in folders, which makes sorting easier.

? **Moreover - www.moreover.com**   News specific search engine with a database of 2,400 sources worldwide, which are condensed into various categories, appearing 15 minutes after publication at source.

? **Xrefer - www.xrefer.com**   Search engine spanning the texts of over 50 major reference works. If you need a definition, a quote, a biography of an artist, musician or scientist, Xrefer probably has the answer and will find it for you in seconds from a huge array of standard reference works.

? **Lycos - www.lycos.co.uk**   Directory powered by Open Directory, the popularity rated DirectHit database and the FAST database. Lycos is a UK-oriented, shopping based directory and is a great way to purchase goods online, including books, CDs, toys, mobile phones and games.

? **Alta Vista - www.altavista.com**   Search engine and directory with over 350 million pages indexed and has specific search categories, namely those dedicated to finding MP3 downloads, images and video clips.

? **Ask Jeeves - www.askjeeves.co.uk**   Directory and metasearch engine, which asks you to phrase your questions in order to obtain the answer to your query.

? **Web Ferret - www.ferretsoft.com**   WebFerret queries large Web Search Engines to find quickly and efficiently whatever it is that you are looking for on the World Wide Web. WebFerret will query all configured search engines simultaneously, while discarding any duplicate results. Results that are returned (often within a second or two) can be acted upon immediately.

Our thanks to Computer Buyer Magazine for the extracts

TIP

IMPORT PDF FILES INTO WORD

Microsoft Word has no filter to enable you to Import Adobe Acrobat PDF (portable document format) files. However, as long as the document layout isn't complicated, it is usually possible to get the text into Word in a format that will allow it to be edited.

First, open the PDF file in Acrobat Reader (version 4.0 or later). If the document is more than one page long, click on **View**, **Continuous**. Now go to the Edit menu and select all followed by copy, then open a new document in Microsoft Word and go to Edit menu to paste. You now have the text of the PDF file in Word, ready for editing.

To copy graphics from a PDF file, click and hold the text selection button on the tool-bar, then move the pointer to the graphics selection tool button when it appears. When the pointer changes to a crosshair, drag a rectangle round the image to be copied, then from the Edit menu copy. You can paste the image into Word or a graphics editor using Edit, paste.

Note that some documents have security protection to prevent you from copying text or graphics. To check the security settings for a PDF file click Acrobat's File menu and select Document Info, Security.

Our thanks to PC Advisor Magazin e for this article

addendum/erratum to my "Backup" article from last month?
by Roger Skidmore

Before using XCOPY to copy the whole of Drive C: to the backup hard disk it is best first to format the backup/recipient hard disk. This way you don't retain unnecessary files from last time, and also don't leave old files behind which might confuse Windows. Right click on Drive D: (or whichever is your backup drive) and then format with system files. Then do the XCOPY routine.

IWPCUG Library
Bill Barker is looking for a successor to be custodian of the PC User Group library. The present library is catalogued and listed on the group's website, so whoever takes over won't have a lot to do, but will have the whole library at their fingertips! Please contact Bill on 867570

FINDING PEOPLE ON THE INTERNET
By Roger Brown

Since first going on to the Internet about five years ago I have increasingly used it for finding old friends and other people. I have had a number of successes. There are now several sites set up which link to old schools, universities, colleges etc. and these are a good place to try first. **Friendsunited.com** is probably the largest UK site at present. **OldSchoolMates.co.uk** also has school links but has fewer names on it. There are also sites dedicated to other countries e.g. **Alumni.net** and you will need to use a search engine to hunt down one if you went to school abroad.

Some of my successes have come from using various search engines directly. My favourites are Google and Ask Jeeves. If you are not familiar with these sites you will find that they work in very different ways. Google is very word specific and if you include words in inverted commas it will search for that specific word or set of words. Ask Jeeves on the other hand allows you to ask a question such as, 'Where can I find information on old school friends?' It is intuitive (or at least appears to be) and searches similar questions and answers and comes up with a list of suggestions. Amazingly it usually offers some excellent results.

I have spent hours trying to find people. I give two examples. I had a friend called Geoff H*****. I typed his name into Google, in inverted commas, and it came up with a CV for a professor Geoff H*****, including a photo. I took one look at the picture and immediately recognized my old friend. I was able to contact him and we have been e-mailing each other for several months now. We hope to meet up in the New Year. Another friend Jock S****** disappeared and nobody knew where he went to. His father was a Test Pilot for Handley Page and this was the beginning of my search. I found many sites for HP and tried in vain to track down a link to the surname of my friend. I found three people who purported to be experts on HP and I e-mailed each one. Unfortunately I had three messages to say that the addresses were unknown. This will not deter me, as I shall try again in a month or two. So much information is being added daily that sooner or later I will find the necessary link.

Sites such as Yahoo have people search facilities and these too can be useful although mainly US linked. I have friends and family in the US and have managed to find e-mail addresses for some using this facility.

Make sure that you keep a note of sites you have found useful either by putting them into your favourites folder or with a written note. I, being a 'belt and braces person', do both!

There are also directories you can get that list all the people on the electoral roll in the UK. Try 192.com. You will need to register. These too can be a good starting point. Try looking at individual places (towns or cities) if you know roughly where people live(d).

It is very satisfying when you find someone and make contact. For 36 years of my life I was a teacher and I have traced numerous old pupils and discovered the interesting lives they are now leading. I would never have known what they are doing now without the internet. Good luck with your hunting!

rbrown@wight365.net

CyberTerroism
**A Practical Guide to
Protecting Your Computer**
By Cathy Grammer-Margolin

With all the unheard of things happening, you are more at risk with your electronic resources than ever. The security people are forecasting more viruses, more Trojan Horses and other electronic mayhem. And the source may just be the kid next door with too much time on his hands wanting to wreck more mayhem in this uncertain time.

Develop a Strategy
In order to protect your computer in these uncertain times, you need to develop a strategy for your computer. That means another four letter word- PLAN . First off ask yourself these questions:
What is my computer used for? E-mail, Writing, Work, Genealogy ?
What is most important if I lost it? What could I not recreate?

Backup
If your computer is important, you should backup! And regularly! There are two Types of Information:
Data files and **Systems files/ Programs.**
Data files change much more often and should be backed up accordingly. I use C drive for my programs and D drive for all my data, making it much easier to backup my data since it is segregated and visible.
Since hard drives are so cheap these days, they have become the backup of choice for home systems. One way to do this is removable Mobile Racks, known as Caddies. This is a removable unit that fits in an open drive bay, an IDE hard drive fits in it and it can be easily removed from the front of your computer. Caddies costs about £15 for the entire unit. I

then use Laplink to backup all my drives from my original first hard disk to my removable second hard drive. I then use my CD-RW drive to backup any Data that has changed during the week (so I have versions in case of a virus or human error). Also do not forget to backup your Email files and address book..

1. AOL users:
In the AOL folder, everything is in the folder called "Organize" - back up entire directory backs up the favourite places, email and the address book
In the AOL folder, "Download" folder is usually where the Downloaded files go. You may want to try Powertools Pro to create an exportable/printable address book. PowerTools software creates an Access database, which can then be exported to other email programs..

2. Outlook Users:
It is usually called outlook.pst - look in the C:\Windows folder for it. It has mail, address book, calendar, etc.

3. Outlook Express
(using Windows 98) The file called inbox.dbx, etc. is usually found at C:\Windows \Application Data\Identities\ weird name(?) \Microsoft\Outlook Express\ and files like inbox.dbx, etc.

4. Netscape Users:
Anything under: C:\Program Files\Netscape \users\YourScreenName 8 Orange Bytes Computer Talk Bookmark.htm is your bookmark (favourites file) \Mail\inbox is your inbox \Mail\sent is the mail you have sent

5. Internet Explorer Users
C:\Windows\Favourites is where all your Favourite places are stored.

6. Eudora
In the Eudora folder (usually). Back up each of these files in another drive, a backup hard drive, a removable drive, or even on a CD-ROM. Having to re-create your Address book or Favourite places is not a fun thing to do, so Back up these files up often!

Defragmentation
Defragmentation of your hard drive is optimising how data is stored on your hard disk and prevents lost clusters. I recommend
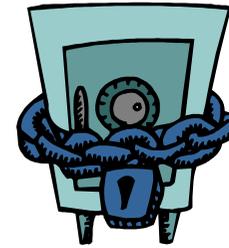
doing this at least weekly. My favorite program for this is **Vopt** by Golden Bow Software

UPS
UPS is Uninterruptible Power Supply (UPS) which gracefully lets your computer shut down when there is a power outage and protects it from power spikes/surges . Get a UPS with software to do this. Also be aware that it will take either a Serial port (not modem or mouse) or a USB port. If you don't want UPS, at least put Surge protectors on all computer/TV, etc. including the modem line.

Virus Checking
Pick a virus checker and keep it up to date for software and the most current virus definitions. Don't forget to include the Recycle bin in your virus checking, since the latest viruses now put things there. Update the virus checker WEEKLY!

Personal Firewall
Just so you know, WinXP's built-in firewall does not attempt to manage or restrict outbound connections at all. It appears to be a useful firewall for hiding the machine from the Internet (it has "stealth mode" unsolicited packet handling), but you will still need to use a good third-party personal firewall if you wish to manage and control outbound connections from your system. Crucial as it is to protect yourself from malicious hackers outside, those bad guys represent only half of the threat. The internet has proven to be an extremely fertile transportation medium for all manner of nasty Trojan horse programs, rapidly proliferating viruses, and privacy invading commercial spyware. As a result, it is no longer true that all of the potential

problems reside outside the computer. Your Internet connection flows both ways . . . so must your security.

Steve Gibson
Steve Gibson recommends the Zone Alarm (they have a free downloadable version that is excellent) as a personal firewall for even dial up and cable/DSL users to protect your computer from intrusions and software that "phones home". Check who can get into your computer at Steve Gibson's site:

www.grc.com

Physical firewall
Use a physical Firewall such as the Linksys cable/DSL Router (see **grc.com** for more discussion) to help share your Internet connection with your other computers. Also make certain to use Zone Alarm in addition to a physical firewall.

Common Sense
When using your computer use common sense. Recommendations for E-mail:

? Do NOT open ANY.exe files
? Be careful of ANY attachment
? Consider changing to a Non-Outlook email reader (prime target for hacking)

Recommendation for Websites
Be careful where you put your credit card or personal info. Many websites MUST have an e-mail account but you know they will sell your name for spam, so I use a Hotmail (hotmail.com) email account for sites like that. That way my normal e-mail box is not trashed with spam. When on a website that wants your credit card, make certain that the lock is LOCKED before entering your credit card details. This is usually in the lower left hand corner of the browser (Internet Explorer or Netscape). Also do not send credit card info via e-mail.
Remember, if you would not do it outside the Internet, you probably should not do it via the Internet (i.e. give out checking account, social security number etc.).

So use Common Sense and BE SAFE!!!