



John Atkin and Andy King pictured at the "Spreadsheets" meeting at Riverside Centre

Recently David Broughton enlightened our members on the intricacies of "Spreadsheets" and illustrated on the big monitor how this useful feature operates. David's talk was very informative and easy to follow and questions were fielded as David gave his presentation. It was indicated that Spreadsheets can be very helpful in organising one's bank or building society balance sheet and David showed how he compiled a spreadsheet to enable him to keep a clear record of his telephone account, where he was using B.T. and another telephone company. There are various programmes available to produce spreadsheets, but David was using Microsoft Works on a laptop computer. It was illuminating to see how a spreadsheet can be programmed to feature the exact date and time in animated form as David worked on the spreadsheet. A very interesting evening, which the members seemed to enjoy, for which we thank you David.

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FUTURE MEETINGS

4th April	Microsoft Power Point	Doug Rankine
18th April	EJAY Music Sampling	Andy King
2nd May	Website Design	Alan Anthony
16th May	Developments in Computer Graphics	Bob Groom
6th June	Back to Basics	Dennis Linzmaier
20th June	Colossus & The Secret War	Albert Bareham
4th July	Using CD Rewriter & Software	Doug Rankine
18th July	World Online	To be announced
1st August	Video Editing	Dennis Linzmaier
15th August	Barbecue at Denny's Place	20 Queens Road Sandown



Dennis Lambeth is our newly elected "New Members Co-ordinator"

ISLE OF WIGHT PC USERGROUP- COMMITTEE MEMBERS

3

Honorary President:

Sir Norman Echlin,

**Chairman:**

Dennis Linzmaier,

Vice Chairman/Show Organiser:

David Broughton,

Treasurer:

Bob Groom,

Secretary:

Christine Jenkins

Membership Secretary:

Douglas Rankin

Refreshments:

Dorothy Wolletron

Hot Key Editor:

Brian Sexton

Hot Key Distribution:

Maggie Butler

Meetings Reception:

John Atkin

Committee Member:

Ian Capon

Committee Member:

Marilyn Barrett

New Members Co-ordinator:

Dennis Lambeth

Computabilty Representative:

Cliff Maidment

Disability Resources Co-ordinator:

Helen Edom

EDITORIAL



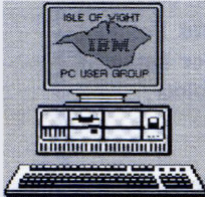
By the time that you read this article I shall be in sunny South Africa, visiting my son, his wife and two children (ages 5yrs. and 2yrs.), whom I will be seeing for the first time, since leaving South Africa in July 1992. I will be away for the duration of April and will be back on the Isle of Wight on the 1st May. In the meantime Denny has kindly volunteered to produce the May edition of Hot Key, for which I am grateful. Thanks Denny for all you do for our Club and for the recent presentation on "Hardware Upgrades", which was enjoyed by all.

The following one liners were brought to my attention by Doug Rankine and are listed to bring a little humour your way.

- ◆ COFFEE.EXE Missing - Insert Cup and Press Any Key
- ◆ Computers are not intelligent; they only think they are.
- ◆ My software never has bugs; it just develops random features.
- ◆ >>>>>-----The information went data way ----->
- ◆ Definition of an Upgrade: Take old bugs out, put new ones in.
- ◆ BREAKFAST.COM Halted...Cereal Port Not Responding
- ◆ The name is Baud , James Baud.

Thanks to Andrew Wise on the Internet for these one liners

 ★
 ★ **INTERNET EXPLORER version 6.0 beta now available** ★
 ★
 ★ Download IE 6.0 from Download.com - <http://download.cnet.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.

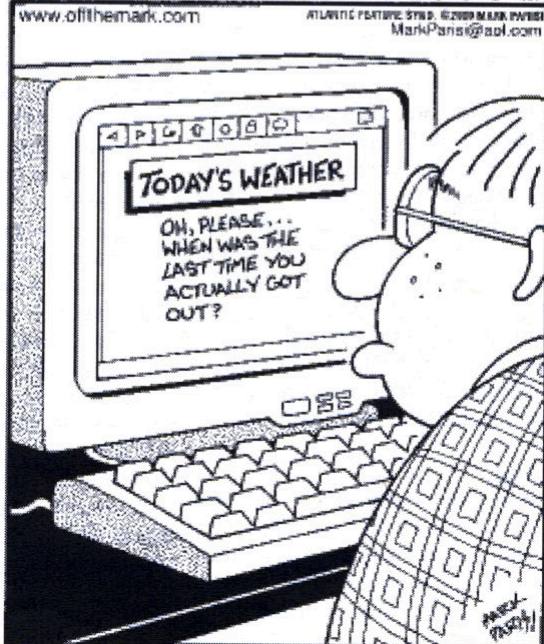
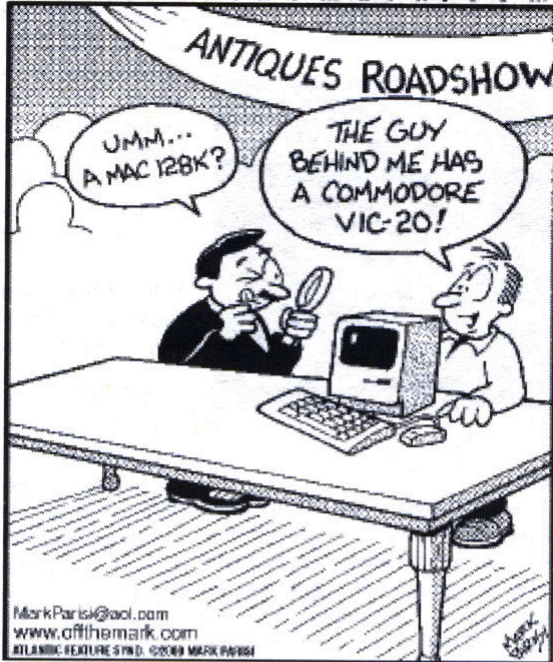
Membership is £12 per year.

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.

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BACKING UP YOUR COMPUTER



Why Bother?

Backing up your computer is the last thing that you should ever bother about! Why? Because there are so many other interesting things to do, like playing games or exploring the powerful potential of your computer to put every address in the world on a database, and anyway the chances of it breaking down are zilch! After all, didn't you choose it well!

Philosophy

That's the philosophy that most people new to computing adopt when they first start using a computer. There are so many other, more interesting things to learn, that backing up data is the last item on their agenda. And so it should be! Backing up a computer is the most boring, complicated thing that one will ever do in computing and most of the data will never be needed anyway as it is full of botch ups, faulty entries, poor calculations and a terrible, illogical mess of information, which only shows off the wildness of one's mind, the complete lack of discipline, poor memory and terrible co-ordination. Who wants to leave a record of that for someone else to see!

Important Data.

After a while, the information becomes important. A lot of time and effort has been spent on setting up databases, or contact lists, or email systems and to lose it means to lose weeks, or even months of hard slog. I have

been there! If you keep your household accounts on your computer, losing it all doesn't really matter, but if it's a business account with a register of customers, orders, invoices and tax records it can be a different matter. Also, the insurance company doesn't assure you for lost data if your hard disk crashes, it only looks after the hardware. It can also cost a lot of money and be a waste of valuable time to go to a specialist who might be able to regurgitate it for you.

What is backing up?

Backing up is merely copying information on your computer from its hard disk and which may be valuable to you, mainly data which you wish to keep, and storing it in another place. Sometimes it might be on your hard disk, such as a temporary file you are working on, at other times if it is more important, you will need to store it elsewhere. The rule is, the more important the data is, the further away from your computer you should store it. Fires don't only consume computers, they burn down houses too. There are a variety of places and methods by which it can be stored. Another hard disk on your computer, on another computer via a network, there are even places on the Internet where you can store some of your valuable information, like:-

www.xdrive.com

or even in the files area of the club's email list website. Most people store their information on a floppy disk, or if they have one, on a cdrom, by using their cdread/writer. What you use for storage and how you use it is limited by the size of the storage and its speed. In modern computers, it is very difficult to store information on a 1.44 megabyte floppy disk, but a compact disk will take up to 740 megabytes and is very fast, compared with many other methods. A zip drive can be used too, but nowadays this is a very uneconomical way of backing up data, as the zip disks only store 100 megabytes or so and they cost up to £10 each, whilst a cd only costs 50 p or so. There are also special floppy disks which can store up to 8 megabytes or so, but they need special drives too. Norton Ghost is a piece of software which can copy your hard disk, creating a sort of mirror image of it. You never knew that there were ghosts in

computing, did you? One learns something new every day!

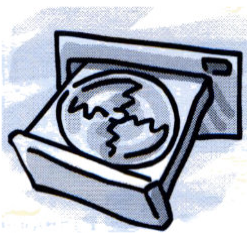
When should I back up?

Theoretically every time you change the data on your computer! However, the key answer here, is regularly. The more time you leave between back ups, the more data will be lost if your hard disk crashes. Some people back up after a file has changed and have automatic systems to do this, others back up at the end of a session. You should also back up when you are installing or deleting software. The chances of anything going wrong are minimal I know, especially with Windows 98 and ME, but you never know! It is always best to play safe. You can also back up new information at the end of the day, the week or month. It is up to you to decide how important your data is, just remember that you can't turn to anyone else if your computer crashes and ask them to remind you what was in there! Mum only knows so much and though she may know the inner workings of your mind, the likelihood of her knowing what happens in the theory of probability is next to nothing.

What should I back up?

There is no need to back up software, as you can usually get this from the disks you already have. Though sometimes it is an idea to put that small amount of software which you have downloaded from the Internet, into your back up system, then it makes it easier to find and restore if something does go wrong. It is the data, the contact names and addresses, the money in the accounts, the spreadsheets or databases you may have set up, the file systems you may have created in your email software. Or all those loving stories from a budding novelist, or your latest Nobel Prize winning research. Don't forget too, all those Internet accounts with Internet Service Providers, for instance, and their telephone connections. There is nothing worse than trying to get onto the Internet, not knowing your pop 3.s from your smtps. The family photographs, which you have digitalised through using your scanner, edited and worked on until they have become a piece of art and is now the pride and joy of the slide show you have set up in Power Point. All that music you may have

downloaded for free from the likes of Napster, now that it is to either vanish or cost an arm and a leg. That's the sort of stuff you want to save.



Good Housekeeping.

It is a good idea to make full use of the facilities that Bill Gates offers in the Windows Operating System. On the desktop you will find My Documents, use this for storing your data, in whatever form you have it. Put all those types of data I have mentioned previously into little files and store them in appropriately named sub-folders. Then it will be so much easier to back it up, particularly to a cd. You will be able to take the folder My Documents and put it straight on to a cd, or if you have organised it properly, take any subfolders and files and do it. Of course, don't forget to put the name and date of backing up on the media you are using. There is nothing worse than looking through mountains of cd.s or floppy disks with no name only to never find the latest back up. If the My Documents folder contains too much data for the media you are using to back it up, you can always zip it up with Winzip, or you can split it in half and use two cd.s to store it. You should then take your backed up data to a safe place (a place which you will remember when it is necessary to do so) and leave it there until you next require it. Restoring the information will then be a lot easier. You can store information which you regularly update on a disk, which is re-writable, or you can arrange to store really important information on a read only disk. You can also back up your software in this way, making a copy of the original and then storing the original somewhere safe. A cd has a shelf storage life of at least 60 years, providing it doesn't get burned, or lost!

So, there you are, that wasn't too difficult was it?

Duggz the buggz.

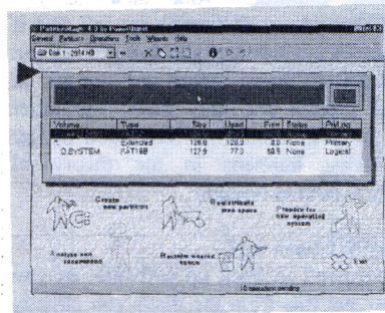
PARTITIONING YOUR HARD DISK

Using Partition Magic



Partitioning a hard disk means dividing it up into smaller chunks. Each chunk then looks as though it's a separate hard disk because it gets its own drive letter and it can also get a name like Photos, Backups and so on. This is an excellent way of managing a large disk - the separate drives encourage you to keep your files reasonably tidy and you will at least know where to start looking for any given file.

STEP 1 - The computer we're looking at has a hard disk, which is say 10Gb. It has a primary partition Called Hard Disk (the C: drive) and a partition called system (the D: drive). It also has an extra bit, without a name, that you wouldn't normally get to see with My Computer or Windows Explorer. We're going to make an extra partition on the C: drive. The first task is to mark out the chunk of disk that is to become a new partition. Click on the big green button labelled C: to select the C: drive, as we'll take some of this to become a partition for photos.



STEP 2 - Now, click on the Operations menu and select the first option, Resize/Move to give enough space to a photo partition or maybe you would like to add a completely new partition for holding backups of important files. You may still have only one hard disk but feel the need to partition it, to tidy it up and reclaim some lost space.

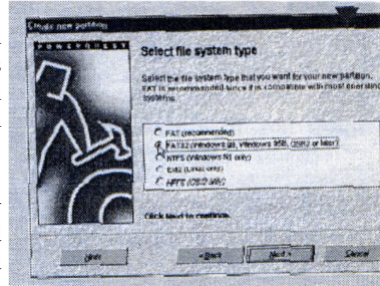
STEP 3 - The next thing is to set up the size for the new partition - you can do this by moving the slider bar to the left or simply by typing in the amount. We'll make the new partition approximately 2Gb by moving the slider to the left. This reduces the size of the main C: partition accordingly. Next click on OK and then click on the Apply button, back at the main screen.

STEP 4 - These changes cause Partition Magic to go into MS-DOS, do some work and then reboot into Windows. Just click on OK and all this will happen automatically.

STEP 5 - When Windows has restarted and you run Partition Magic again, you will see that you have a new, nameless section on your hard disk, which is of a type called Free Space. We will now turn this section into a partition. This is a simple matter of clicking on the Create New Partition workman, which will then create the partition with the help of a wizard.

STEP 6 - When the wizard starts, it will point out to you that by making a new partition you will have an extra drive letter and, in consequence, your existing drive letters may change. The wizard also offers the help of the Drive Mapper program to iron out any difficulties this may cause. Click on the Next button to proceed. Now select the hard disk where you want to create a partition. In this case, it's easy, as there's only one available - make sure it's highlighted, then click on Next.

STEP 7 - Now, select the file type for the new partition - Windows 95 users will be safe selecting FAT, but this computer is already using FAT32, so we'll stick with that for the new partition. Click next to select it, then click on Next.



STEP8 - The next stage is setting the size for the New partition - we already set up the size when we Created the Free Space in Step 3. This is offered Automatically, so all you need to do is click on Next.

After that, the new partition needs a label - we will call it Photos, so type this in and click on Next.

STEP 9 - Partition Magic now summarises the changes that will be made, confirming the partition size, name and file type. If it's all okay, click on Finish. An Info box pops up, reiterating that drive letters will change- if, for instance, you have a CD-ROM drive called E:, this will change to F: and any shortcuts referring to the CD--ROM drive will be out of date. The Drive Mapper program will make all the necessary updates for you - click on Yes for it to run.

STEP 10 - Partition Magic does its work and then reboots. Drive Mapper runs when Windows restarts - you will need to click on OK to make the necessary changes. Finally, you can run Partition Magic again to see your layout, including the new drive E:, called Photos or Backup.

Our thanks to ComputerActive Magazine for this tutorial

NOTE: Don't forget to back up your hard drives before using PartitionMagic.

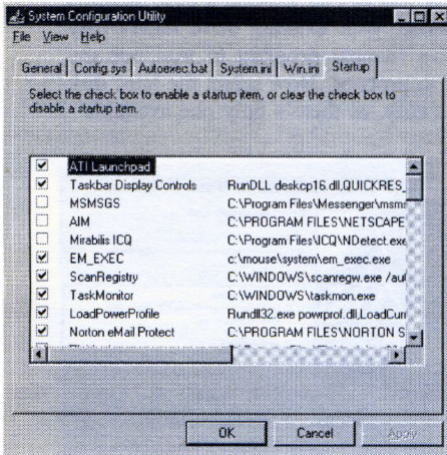
While PartitionMagic has been thoroughly tested, power failures, operating system bugs, and hardware design bugs can put your data at risk.

BEFORE USING ANY UTILITY THAT MAKES SUCH EXTENSIVE CHANGES TO YOUR HARD DISK, YOU SHOULD BACK UP YOUR DATA!

BACKING UP with Drive Image

Drive Image is a fast, inexpensive and complete hard-disk imaging solution. Drive Image uses SmartSector imaging to create an exact image of a hard disk or partition. With Drive Image, you can create and restore a compressed image file of an entire hard drive or individual partitions of a hard disk. The latest version, 4.0, has CD-R and CD-RW support, an improved Drive Image File Editor and has support for Windows Me.

Both Partition Magic 6.0 and Drive Image 4.0 are available from www.powerquest.com



It seems that every program you install these days wants to run something at start-up. Some are essential to your hardware or software, but many are nothing more than **resource hogs** clogging up the swapfile or (worse) consuming endless CPU cycles before, during and after login. To remove all those non-essential start-ups (and re-enable them should they turn out to be essential to you after all) Windows 98/Me has an excellent tool for this job. The **System Configuration Utility (MSCONFIG.EXE)** has a Start-up tab which can be used to temporarily enable or disable all your start-up items quickly and efficiently. To access this facility go to **Start/Run** and type **msconfig**.

Which Programs Can Be Disabled?

At the very minimum, Windows will quite happily run with no start-up options whatsoever. However, depending on your configuration there may be one or two programs which are necessary for certain hardware and software to function correctly.

If you use **Power Management** you'll find two entries for **LoadPowerProfiles** in the registry. These should not be removed. The reason for having two entries is simple: one is run prior to logon, the other after logon. This makes sense if you bear in mind that with a manual logon it's possible that a user may logoff, leaving the logon prompt on the screen indefinitely. If no

power profile is present, this could lead to burn-in (although today's monitors are less susceptible to this). Over an extended period it is best to allow the hard-drives to power-down. Likewise with the CPU, if **Standby** is available, plus any other peripherals that conform to the ACPI standard.

The **System Tray (SYSTRAY.EXE)** is a program which provides three very specific services that run from the **System Tray** itself. The three services are: Battery Meter, PC Card Status and Volume Control. Most items in the **System Tray** (next to the clock on the Taskbar) can be removed by simply selecting and opening the System Tray icon (either by a right- or left-click). Usually there are options to disable the item at start-up on the icon's pop-up menu. The RealPlayer SmartStart is one such example (it checks for updates to itself). If you right-click the **System Tray** icon, you should find an option to Disable SmartStart. If no option exists on the icon menu, open up the main application itself and look for start-up options there.

Task Scheduler seems to cause many people problems. The confusion is understandable when you realise that the cause has nothing at all to do with **Task Scheduler** itself, but has everything to do with the Critical Update Notification. Its function is to check the Windows Update site

If you're unsure what services or programs are required for your system to function normally, use CTRL+ALT+DEL to end tasks one by one and test the effect. Do not end the Explorer task - being the shell, this is required at all times.

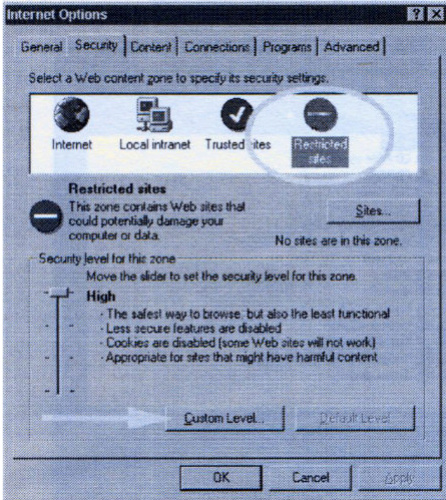
Items to keep in msconfig

StateMgr PC Health ScanRegistry
SystemTray TaskMonitor Tweak UI

http://www.pcf Forrest.freemove.co.uk/streamlining_startups.htm

For more information on what the programs are that are loaded when the system starts up go to:-

<http://ww2.whidbey.net/djdenham/Uncheck.htm>



Tip - Your current Internet Explorer settings for the Restricted Sites security zone could expose your PC to intrusion. It is recommended that you disable all scripting, ActiveX controls and cookies for the Restricted Sites zone.

IE's Restricted Sites zone is used for web sites to which you want to give the least possible access while you browse.

Important. The Restricted Sites zone settings are not the same as IE's security settings for the Internet and Trusted Sites zones. Those set general browsing security and let you designate sites that you trust.

It is useful to use the Restricted Sites zone for your email program, since HTML or script content sent through an email message is a prime way that attackers can plant viruses or other malicious code on your system. You will only get the maximum protection if you change the Restricted Sites zone.

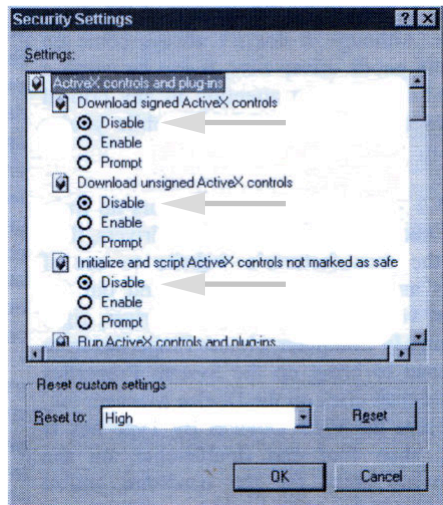
By default, Internet Explorer allows scripting and signed ActiveX controls to be used in the Restricted Sites zone without your being given an opportunity to stop the

actions. **It is recommended that you either disable them completely or be prompted to accept (or block) the action.**

Note: The only drawback to disabling these features is that some HTML—enabled email greeting cards will not run properly if scripting is disabled. However, given the increased risk of email viruses and other malicious code, it's probably wise to choose security over convenience. If you change your settings to "prompt" (instead of "disable"), you'll still be able to run scripting by clicking OK on the security dialog when you read the mail.

Manual Fix

1. Start Internet Explorer
2. Select **Tools/Internet Options** from the menu and click the Security tab.
3. Click the **Restricted Sites** icon (make sure the Internet, Local Internet or Trusted Sites icons are *not* selected)



UPDATING YOUR DRIVERS

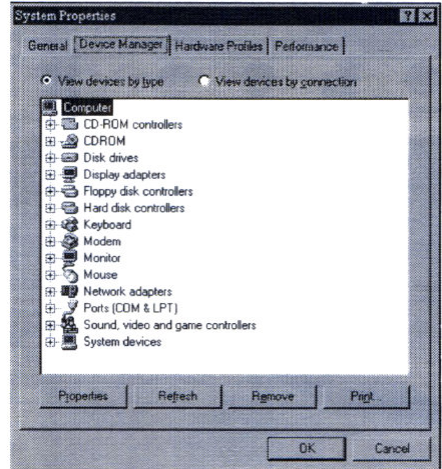


If you update the various drivers for your hardware you will find that the performance of your PC will improve and ensure that the software that runs your hardware is bang up-to-date.

The driver software is a special piece of software that is written by hardware manufacturers to tell Windows how to use and make the most of their pieces of kit. As the manufacturers refine their technology and continue to try it out on different set-ups, they often produce new drivers that can get hardware working even more efficiently. Keeping your drivers up to date is especially important for performance-orientated hardware. Graphics cards, sound cards and printers can be enhanced by using the latest driver.

STEP 1- The easiest way to set about getting your drivers up to date is to use the Windows Update feature in the Start menu of Windows 98/Me. Although it doesn't always come up with the goods driver-wise, it can be worth a try and it will draw attention to any critical updates that you should install while you're about it.

STEP 2 - If Windows Update bears no fruit, you'll need to check your current drivers, then visit the manufacturer's website to see if there's an updated version. To find out the current version of your existing driver, right click on My Computer, choose Properties from the menu to bring up the System Properties box and then click on the Device Manager tab. Make sure the View Devices By Type box is ticked, then find and double-click on the appropriate entry for the hardware you're checking. If the version number of the driver isn't shown in the Device manager, click on its entry and hit the Properties button. Click the Driver tab in the box that appears. This may



show you the version but if not, just note down the date instead.

STEP 3 - Now you need to visit the manufacturer's website to see if there are more recent drivers available. Often the manufacturer's website will be based around the name (such as www.epson.co.uk). Once you're at the home page, drivers can usually be found under the Drivers, Support or Download categories. Once you have found the right driver, see if there's a newer version than the one you already have. If so, download the driver by saving the file to your C:\Temp folder or to your desktop and from there unpack the file if it is zipped. You can then remove the existing driver by following the instructions in Step 2, but clicking the Remove button. You'll be prompted to restart your computer once you've done this.

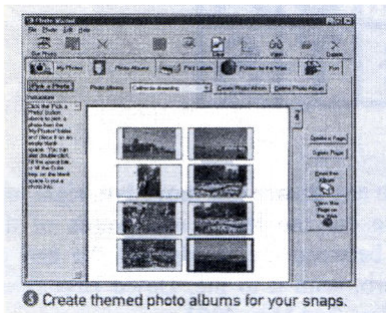
STEP 4 - Once the computer has restarted, Windows will prompt for the location of the drivers if it can't find them. Navigate to them in the usual way with the Browse button and click OK. You'll need to restart the computer again to finish the process.

PHOTO WIZARD



This special utility, Photo Wizard, enables you to import pictures from digital cameras, scanners or other sources. Once they are on your hard drive, you can manipulate your photos in lots of ways - from resizing or retouching specks and scratches to special effects such as removing "red-eye".

When you have finished adjusting your pics, you can print them or arrange them into



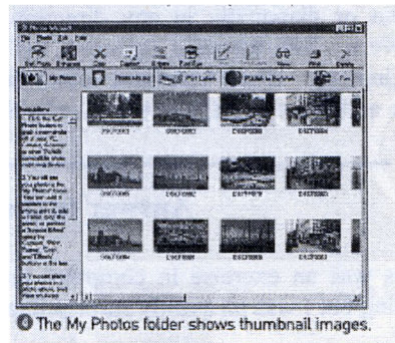
albums. You can even put them onto the web for family and friends to see. They don't have to manually download the image files to view them, as they can simply browse your pictures on the Internet. But your family snaps needn't stay in digital form: you can insert them into greetings cards, calendars or home-made newsletters using the templates included. For a more personal touch you can add your own captions and text.

To import a photo from a camera, first click the "Get Photo" button, select "Open a photo from a scanner, digital camera or other image capture device" and a list of devices will appear. Using Quick Scan, you can simply grab an image from the scanner (or the last photo from the camera) and follow the on-screen instructions.

If you want to work with an existing file, click "Open a photo in an image file" and press "Next" to display the folder and the list, then select the required file. Click "Next" and enter a title for your photo. If you want to open some more images, click "Get another photo", then "Next". Once you have opened all the photos you need, click "Finish". Thumbnail images of your photos will be stored in the My Photos folder of the main window. Click any image to see the picture full size.

You can edit photos then print them on paper or Avery labels. By clicking the "Photo Albums" button, you can also organise them into themes.

You don't even need your own site to post pics on the web! Click the "Publish to the web" to transfer all your photos to the: www.photocountry.com web site.



You will get 15Mb of web space for free. To let friends know where they can view your pictures, just email them a link.

Best of all, this program, Photo Wizard is free! You can obtain a copy of the software and more information from:-

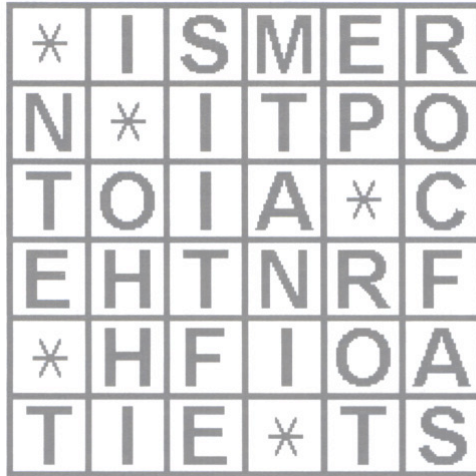
<http://www.americansys.com>

Our thanks to Computer Buyer Magazine



PRIZE PUZZLE FOR APRIL 2001

by David Broughton



The diagram above contains a proverb. Start in any square and move left, right, up, down or diagonally in any direction to trace out the letters and words of the proverb. The asterisks represent the spaces between the words (not the end or beginning). When you have found the proverb, send it to me, David Broughton (see addresses on page 3) to arrive by Wednesday, 2nd May 2001.

Answer to the February Puzzle

This was an exercise in computer programming that I had a few doubts about setting but I was pleasantly surprised to get a good number of entries.

Peter Wreford did the problem in 22 on/off operations, whilst John Bownas, Rosemary West, Colin Boon and Clem Robertson managed it in 20. I was all prepared for a random draw among the 20's solvers when I received an e-mail from Dennis Linzmaier with a solution in 19. As this was one of those problems where the winner is the one who gets the minimum of some feature, Denny got the £5 prize in the form of a wine token. I'm convinced that a solution in 18 is not possible, so that was a very good effort by all.

Interesting Sites on the INTERNET



<http://easytips.com>

AXCEL216's MAX SPEED

Tricks · Secrets · Bugs · Fixes - <http://members.aol.com/axcel216/>



Huge selection of links, including FAQ's and Tips & Tricks on computer technology.

<http://activewin.com/>

PUREPERFORMANCE

Windows 95/98/Me Tips - <http://pureperformance.com/>



David Broughton presenting a talk on "Spreadsheets" at Riverside Centre

MEMBERS NOTICE BOARD

**This Board is FREE to members
Please use it!**



FOR SALE

Internet Ready Computer
P75 with 16Mb RAM, 500Mb Hard drive,
14"monitor, 56k internal modem plus
Win95/manual/licence
£155 (incl. Vat)

Extras

Sound Cards - £12.50
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Extra 16Mb RAM- £16

Contact: Dennis Parkes
Tel.

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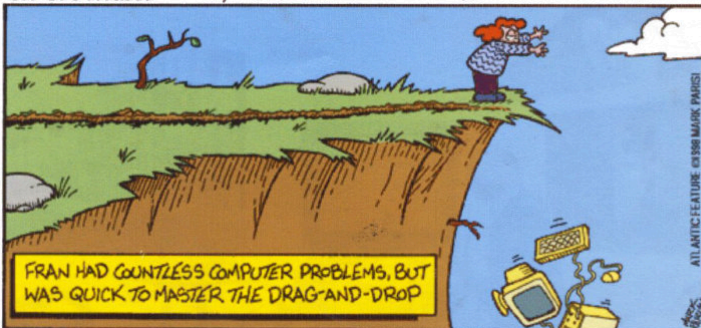
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