

# The NCTCUG Journal

www.nctcug.org

August/September 2007

Volume 30 Issue 5

## The Part of Backup Nobody Mentions

By Vinny La Bash, Member of the Sarasota Personal Computer Users Group, Inc., Florida vlabash(at)comcast.net <http://www.spcug.org>

There are dozens if not hundreds of ways to backup your data, but we're not going to talk about that. We're going to discuss the most important part of doing a backup, the part that is hardly ever mentioned. Do you believe that your backup is a sound copy of your data? Would you be at ease if all your files suddenly disappeared from your computer, and all you had was your backup to restore them?

If your confidence fizzled to zero, what's the problem?

You may have developed the most sophisticated and comprehensive backup scheme the computer world has ever seen, but you won't ever know if it's any good unless you test it. Without a valid method of testing, you can have no confidence in your backups. There are many things that can go wrong with a backup, some beyond your control, some not.

Perhaps one day you were in too much of a hurry, and you made a backup of one folder instead of your entire system as you planned. Hmm, no wonder that backup completed so fast.

Your backup disk got exposed to a magnetic field and scrambled all your data.

The CD containing your data was left in the car, and excessive heat warped the media, making it unreadable.

You encrypted your backup and lost the password to restore it.

You upgraded your backup software, and now it can't read your old backups.

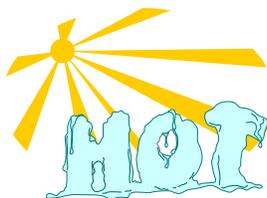
Your new upgraded backup software program becomes corrupted, and you can't make a new backup or restore an old one.

Your new backup program has a great innovative file compression scheme. However, it turns out that it compresses better than anyone expected.

*(Continued on page 15)*



# inside



XP Disk Maintenance Tools .....	page 2
Internet Addressing .....	page 3
Can't Play Online Videos — Here's What To Do .....	page 5
Review: CyberLink DVD Suite 5 Standard .....	page 6
How I Find My "Deleted" Emails .....	page 8
Internet Services — Email And The Web .....	page 9
Exploring Windows Explorer .....	page 11
Club News & APCUG Member Offers .....	page 13
Review: The Tornado .....	page 14

**Club Annual Meeting And Election Notice .....page 13**

## XP Disk Maintenance Tools

By Dick Maybach, Member of the Brookdale Computer User Group, New Jersey <http://www.bcug.com/> N2nd(at)att.net

Windows disk operations have improved greatly over the years to the extent that we seldom have problems with XP. However, XP does include tools to inform you about your disks, to improve their operation, and, if needed, to repair the data on them.

For general information on your drives, use the *Disk Management* tool – right-click on *My Computer*; select *Manage*; and select *Disk Management* (under *Storage*). You will see a table showing the properties of all your partitions as well as a graphical summary. Select a volume in the table or on the graphic, click on the *Action* menu item, and then click on *All Tasks* to see a list of the actions you can perform. Be careful, as some of these are drastic and irreversible, e.g., format and delete the volume.

If you suspect that a hard disk is corrupted, double-click on *My Computer*, right-click on the desired drive, select *Properties*, select the *Tools* tab, click the *Check Now...* button in the *Error-checking* section, and click the *Start* button. This will run an updated version of the old *chkdsk*. Don't select either of the options. If you do find problems, run the program again, but before you click *Start*, select *Automatically fix file system errors*. You may have to reboot for the operation to complete. Also, be aware that this may result in the loss of some files. If there still errors, run the program again, but select both options. (You can also run this program from the command line; type "`chkdsk /?`" in a *Command*

*Prompt* window to see the options. I prefer the command-line version, because it's more informative.)

With time, Windows collects many unneeded temporary files. To clean these up, double-click on *My Computer*, right click on the desired disk, select *Properties*, and click the *Disk Cleanup* button under the *General* tab. Windows will take a few minutes to analyze your disk, and then will display a list of actions and how much space each will recover. You can single-click on each name to see its description. I select everything except the last two (*Compress old files* and *Catalog files for the Content Indexer*). Clicking the *More Options* tab shows other ways to recover space by removing Windows components, removing installed programs, or deleting old system restore points. Under the *General* tab, you will see two check boxes, *Compress drive to save space* and *Allow Indexing Service to index this drive for fast file searching*. By default, the first is not checked and the second is; don't change these. Large disks are very cheap, and if you are running low on space, a much better solution is to install a second disk and keep your user data on it. Compression adds complexity, and I've seen it cause serious problems.

With use, a disk gradually becomes fragmented. That is; long files are broken into parts and scattered over the disk. You can correct much (but usually not all) of this with XP's disk defragmenter. Double-click on *My Computer*; right-click on the desired drive; select *Properties*; select the *Tools* tab; click on the *Defragment now...* button in the *Defragmentation* area; and click the *Analyze* button. Usually, you will be told that there is no need to defragment the volume. If so, take the advice. If you do decide to defragment the disk, bear in mind that there is a small risk of destroying its contents, since many files will be

(Continued on page 3)



## Internet Addressing

By Hilton Kaufman, a Member of the Chicago Computer Society  
[www.ccs.org](http://www.ccs.org) [hmkaufman\(at\)earthlink.net](mailto:hmkaufman@earthlink.net)

Obtained from APCUG with the author's permission for publication by APCUG member groups.

(This is the third article in a series explaining the Internet. The previous articles provided a general overview and explained how the system is hooked together.)

Each individual or computer on the Internet has an individual and unique address in the system. Part of this address might reflect how messages to and from this address are routed, but it is possible to buy or rent what is known as a domain name. Within the system, everything is routed by numbers, but there are tables available to many servers that translate the easier for mere humans to understand names to the proper routing numbers.

There is a regular hierarchy to how these names work and are assigned. Generally if you control a domain name, you can control the individual names

under it. There are individuals who only use one individual name under a domain name. This might be done to advertise a company or service. An ISP might have thousands of names under its domain.

An international agency, called ICANN, that is subject to control by the U.S. Department of Commerce if it gets out of line, assigns the high level domains, such as .com. There are between 100 and 150 of these high level domain names. An authority for each of these high level names registers the specific domain names. Every nation-state has its own high level name, such as .de for Germany (Deutschland). Some are general or for certain types of users, such as .com and .edu.

(Continued on page 4)

---

(Continued from page 2)

deleted and rewritten – a power failure could be catastrophic. Before you defrag a disk, run `chkdsk` or, even better, back it up.

A little-known command-line utility is *fsutil*. To run this first open a *Command Prompt* window (found in the *Accessories* group), then type “`fsutil`” to produce a list of `fsutil` commands. Usually, you will have to stack up several `fsutil` commands to do anything useful. For example, typing “`fsutil dirty query c:`” will show you whether you need to run `chkdsk` on C:. It can be worthwhile to explore the other features this command, being careful of course that you don't make any changes to your file system.

The *recover* command will make undamaged portions of a damaged file readable. For example, to recover the damaged file `c:\n2nd\junk`, open a *Command Prompt* window and type “`recover c:\n2nd\junk`”. Like most command-line programs, you should be careful when using *recover*.

A very powerful command-line program is *debug*, but you can do a lot of damage with it if you are not an expert; I recommend that you avoid it. If you are curious, type “`debug /?`” in a *Command Prompt* window to find out more about what it can do.

The NTFS file system is superior to the older FAT32 one. If you are still using FAT32, seriously consider converting it to the NTFS format. For example, to convert your C: drive to NTFS, open a *Command Prompt* window and type “`convert c: /fs:ntfs`”. There are two caveats: (1) the conversion is not reversible unless you buy third-party software, and (2) if you dual-boot both XP and an earlier version Windows on the same PC, the old version can't read NTFS volumes.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

(Continued from page 3)

ICANN also arranges for several high level servers in different locations to have the master list for the system. I believe that there are currently seven of these servers. If one is lost or compromised, the others can still function and quickly correct the data on the other ones. Much of this information is also fed down the line to other name translation servers on a regular basis.

The rules as to how a domain will be issued under a specific high level varies with the issuing authority. They may contract the administration out to a service, such as VeriSign, that does this for a profit. Sometimes the rules are strict and might require an actual presence, type of entity and/or citizenship to use a domain name with a particular national high level name. In other cases, it may simply be whether or not one is willing to pay the required fee. The small pacific island nation of Tuvalu covers much of its government expenses by selling .tv domain names through VeriSign. Tuvalu is not even mentioned in the online advertisement for .tv domain names.

Specific names work a bit different for e-mail than for the World Wide Web. Typically an individual will have an e-mail address, but not a uniform resource locator (URL) for the Web. The e-mail format is a bit easier to explain, so I'll start with it.

In an e-mail address, the individual name is to the left of an at "@" symbol, which separates the two parts of the name. Immediately after the @, the



specific part of the domain name follows. A dot, or period, separates this from the high level domain name. An example might be something like Joe.Individual@example.com. There may or may not be dots and capitals in the individual part of the name. There is always at least one dot in the domain name.

The individual web site services that go through the consumer ISPs as a free feature are a bit weird looking. Any business would probably have and use its own domain name. With web sites the domain name comes first, followed by a slash and then the individual part of the name. You can control the specific page naming from whatever level you are able to work. It will probably not have names of individuals. It may or may not start with www. If it is directly at the domain name level, it might default to a specific page name, such as index. A technical requirement of the web sort of requires that http:// appear before the actual URL. The frequently seen www is not required. Letters such as htm or htm, to indicate how the site is coded, are at the end. An example might be http://example.com/index.htm. ■

*(The remaining two articles explore services available over the Internet. The first will cover e-mail and the World Wide Web. The second lists many of the less known services that are available to those who might be interested.)*

*Hilton Kaufman serves as the technical support person for the procedures writing unit of an Illinois state agency, where higher level technical support personnel are concerned with the details of Internet connections and services. As such, he uses the software provided to him to create forms, convert documents into PDFs, advise members of his unit as to how to use the available software, and similar tasks. For his home computer, he can go all out and get a powerful machine that allows him to do things like playing games and surf the web without getting in trouble. He has prepared a number of articles aimed at novice users on the basics of standard computer programs.*

**This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).**

## Can't Play Online Videos—Here's What To Do

By Sandy Berger, CompuKISS [www.compukiss.com](http://www.compukiss.com) [sandy\(at\)compukiss.com](mailto:sandy(at)compukiss.com)

Obtained from APCUG with the author's permission for publication by APCUG member groups.

Recently I was installing some software at a local business when one of the workers approached me with a problem. She could not play a video on her computer even though co-workers could play it on their computers. The same problem appeared a few days later when I was troubleshooting some computer equipment for a local church and the Pastor could not view a news video on his computer. Since this seems to be happening all over my town, I thought it would make a good topic for a column. So here's the scoop.

Generally, each video you find on the Web will play only using the software that it was formatted for. If you try to play a video and you don't have the proper software, you won't be able to view the video. The area where the video would normally appear will be blank, usually showing either a gray or black square. However, on or near the blank video screen you will see a link that will lead you to the website where you can download the necessary software.

Many of the online news services are now using software called Flash for their videos. To view a Flash video, you need software by Adobe called Flash Player. Just click on the link to get to the proper place on the Adobe website to download the software. If there is no link available, you can access the download by clicking on the "Get Adobe Flash-Player" button on the front page of the Adobe website at [www.adobe.com](http://www.adobe.com). It's a free program and it will provide additional functionality to your computer, so don't hesitate to download it.

To get the player, click on the Download or Download Now button. You may have to scroll down the page to see the button, and you may have to agree to their policy. In most cases, the software will download and install automatically. (If it does not install automatically there will be step-by-step instructions for installation.)

One thing that the website may not tell you is that you may have to restart your computer for the new video software to be fully integrated with the com-

puter. So if the software seems to have downloaded and installed, but you still don't see the video, close all the open windows and programs, and restart the computer.

While many online videos use the Flash software that I just talked about, others may use Windows Media Player, Real Media, or a program called QuickTime. If you are using a Windows computer, you will have Windows Media Player already installed. It comes with the Windows operating system.

The Real Player is a free program that can be found at [www.real.com](http://www.real.com). The QuickTime Player is a free program from Apple that can be downloaded at [www.quicktime.com](http://www.quicktime.com). Even though it is an Apple program, it runs on Windows computers as well as on Macs. Both of these pieces of software are downloaded in a manner similar to that of the FlashPlayer.

Be aware that both RealPlayer and QuickTime will offer you an advanced version that you can purchase for a fee. Although you may want to purchase these programs in the future, it is perfectly alright to start with the free versions. The additional features in the paid versions will give you the ability to handle advanced video functionality, but everything you need to play online videos is included in the free versions.

You can download these video software programs as the need for them arises. Or if you like you can download all of these programs before you need them so you will be able to play almost all of the videos on the Web. These programs do not interfere with each other and will simply stay on your computer until they are needed.

Now you're all set to watch all the videos on the Web. *Enjoy!*

**This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).**

## Review of CyberLink DVD Suite 5.0 Standard

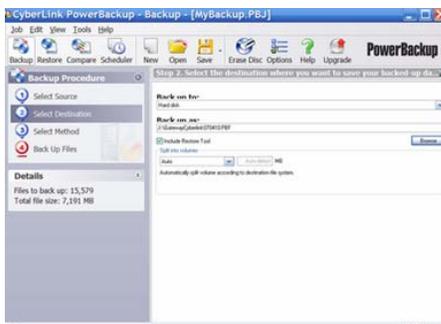
By Terry Currier, President, WINNERS - WINdows usERS, CA  
<http://www.windowsusers.org> Winnersug(at)aol.com

Obtained from APCUG with the author's permission for publication by APCUG member groups.

A do-all suite of products. It has 11 CyberLink programs put together into one suite so you can backup, burn, play movies, and music.

**PowerDVD 7** (Express) is really the best way to watch a movie on your PC. I have been using it since version 4. Watching it on a PC gives the viewer greater control than just watching it play on a DVD player connected to a TV. The viewer has more speed options: Forward and reverse speeds are 1/2X, 1X, 2X, 3X, 4X, 8X, 16X, 32X. You can bookmark a scene to jump to it quickly. If you have several bookmarks, pressing the F2 key takes you to the next bookmark, or use the right-click popup menu. With PowerDVD you can also capture (snapshot) what is showing on the screen. I use that feature to capture images of home movies and print them onto printable DVDs. **Note:** my version came with PowerDVD 6, the latest version now includes PowerDVD 7.

**PowerBackup 2.5** lets you backup you data easily. I backed up 7.1GB to an external USB hard drive in 26 minutes, including verifying. You can also backup to a Blu-ray Disc, or any type DVD. It lets you schedule automatic backups and you can do full, incremental, or differential backups. Filtering is available to include or exclude files (such as .doc files.) You can also password protect archives. When you do a backup it offers a Restore Tool that integrates the restoration application and your data, and saves the resulting file as an executable (.exe) file. So if the computer crashes you can restore your data on a computer that does not have the PowerBackup program installed.



**PhotoNow!** is a photo correction program which allows the user to resize, crop, remove red eye, and do some special effects on photos. It can also touch up color hue, brightness, and make a color picture monochrome.

**MediaShow 3** helps you create photo slideshows and is fairly easy to do, with manual or auto playback of the show. Within MediaShow you can fix photos and apply image effects with PhotoNow!. You can add background music or record audio directly to narrate the slides. One nice feature is that you can have it saved as a Screen Saver (.SCR), allowing you to save the file as a desktop screen saver. You can also save a slideshow as an EXE file, allowing playback on any computer.

**PowerDVD Copy** lets you duplicate non-CSS encrypted DVDs. It will auto-shrink 8.5 GB of video to fit onto a standard 4.7 GB DVD. There is a preview window to view your chapters and select to copy all, or some.

**Power2Go 5.5** is the disc burning module, whether it be data or music. Burn data onto Blu-ray Discs, HD DVDs, DVDs and CDs and you can rip CDs to create MP3, or WMA files as well as convert between file formats. I had a problem with this at first, shutting down when I tried to get information about the album, but CyberLink had a patch for it and I had no troubles after that. Which leads us into -



**LabelPrint 2** helps you create labels, covers and jewel-case inlays. It can import photo files for the labels, or even etch images directly onto LightScribe discs. Two things I really liked was the ability to import MP3 song titles and playlist information to put on the label. The second thing which was great for me was it worked with my Epson printer to print the label directly onto the CD.

**InstantBurn 5** gives the user the ability to use a CD, Blu-ray Disc, HD DVD or DVD like a super large floppy disc. Using drag and drop you can easily create an audio CD, Video DVD, or data disc. You can also copy files from one disc to another.

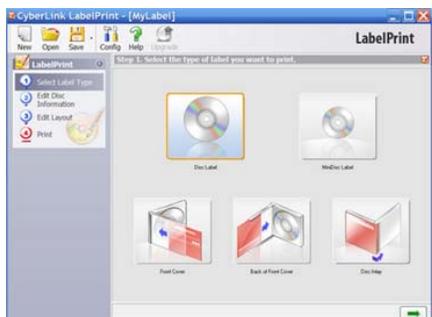
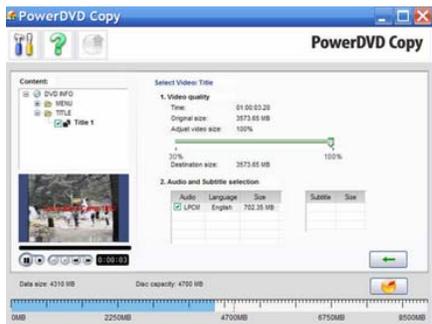
**PowerProducer 4** allows you to record high-definition video content directly from a camcorder to disc. Bringing video into the program you can edit by cutting it to a desired length or splitting it into chapters. Working with a video you can edit, cut, rearrange and merge to get exactly what you want. You can add photos to create a slideshow within the video, and add background music to a video clip. PowerProducer will do just about everything you need, but if you want to do more, click on the Advanced Editing button and it takes you to -

**PowerDirector 5** (SEP version) is the big brother of PowerProducer. It can do everything PowerProducer does, but the editing is easier. It also has what they call Magic Fix to stabilize shaky videos and sharpen picture focus. Magic Style helps create movies with pre-designed templates automatically. It will put in effects, transitions, and create the movie using your timeline. Just pick a template, preview it, and apply the one you want. **Note:** the Standard version of CyberLink DVD Suite does not come with a full working version of PowerDirector. You have to purchase the Pro version to get it. I have the full version of PowerDirector 5 which also has more features such as the ability to put in Picture-in-Picture.

**CyberLink Utilities** lets you create a image of a disc onto your hard drive and then burn it onto another disc.

**Conclusion**

This is a great selection of programs for a good price \$49.95 for the Standard, but I highly recommend you opt for the Pro version for \$89.95 which includes PowerDirector. The only downside is on the PowerDVD and PowerDirector they include lite versions (SEP), but these will do just about everything you could want to do. <http://www.cyberlink.com/>



This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).



## How I Find My “Deleted” Emails

By Tom Thiel, President, Lake-Sumter Computer Society  
[www.lscs.us](http://www.lscs.us) [tthiel5\(at\)Comcast.net](mailto:tthiel5@Comcast.net)

**Obtained from APCUG with the author’s permission  
for publication by APCUG member groups.**

Old Emails are one of my most frequent retrievals from my backed-up files.

My current rate of email accumulation is about 20-30 a day. I’ve forced myself to maintain my accumulated emails in my Inbox and Sent Emails folders to a maximum of not more than 1,000 each. So periodically I just arbitrarily “lope off” the oldest one-half to one month or so of emails. I try to manage some of these by placing them into other folders but that isn’t very effective for me.

What this procedure means is that frequently I find myself wishing I still had that old “deleted” email. (The latest one was the Acoustica email sending us Spin it Again software.)

How do I retrieve that email after I’ve “deleted” it from my Inbox or Sent Items? Here is how I do it with Internet Explorer 6.

Sometime ago I found out where IE stores my emails. What I did then was to move the place where my emails are stored by default to a folder named “Toms emails” in my “My Documents” folder. (How to do this is briefly outlined in the addendum at the end of this article.)

My basic backup procedure is to frequently, at least once a week but usually more frequently, and usually daily with very active folders, copy the contents of my My Documents folder to an external USB connected 300 GB Maxtor drive and to other similar portable USB drives (a 100 GB SimpleTec, and a 40 GB Pocketec hard drive) that are stored away from my computer.

When I do this of course I am backing up the current contents of all my emails at the moment the My Documents backup is performed. (Actually, any true backup procedure will work.)

So, when I want one of those old emails that had been arbitrarily “loped” off the tail end, I do the following:

Open Outlook Express and set it to Work Offline so that new emails are not loaded in with old ones (only needed if you are continuously on-line). You may set IE to Work Offline as follows: With IE open select File, and then check Work Offline. No new emails can come in under this mode.

Now close OE.

With Windows Explorer I find the folder “Toms emails” in My Documents and rename it to “Toms emails Today”

Then I try to guess what backup might have the particular email I’m looking for from among the various backups I have on the external USB drives.

With Windows Explorer I find the folder “Toms emails” on that external backup copy.

Then I Copy that folder and Paste it into my current My Documents folder.

I now see two email folders in My Documents; “Toms emails” which just was Pasted from the backup copy and the folder “Toms emails Today” which had been renamed earlier.

Next I open IE again.

It asks me “Do you want to work online?”

Be sure to say NO!

I then try to locate the desired email; sometimes I use IE’s Find capability to do this. Hopefully, I have guessed correctly and I find the desired email the first guess.

I open it and then copy it to my Desktop by choosing File and then Save As and Save To Desktop.

Now I close IE and with Windows Explorer find the folder “Toms emails”, the one I just loaded from the backup, and from which I retrieved the desired email, and I delete it.

## Internet Services – E-mail And The Web

By Hilton Kaufman, Member Of The Chicago Computer Society, Illinois  
www.ccs.org hmkaufman(at)earthlink.net

Obtained from APCUG with the author's permission for publication by APCUG member groups.

*(This is the fourth article in a series of articles explaining the Internet. Previous articles provided a general overview of the Internet, explained how the system is hooked together, and provided some idea as to how the messages are routed to the right place.)*

The Internet is a network of networks used to transmit messages, which might be web pages. Somehow things arrive at where they are supposed to go. It is the services that go over these networks that make the Internet useful. The two best known services today are e-mail and the World Wide Web.

Different Internet connections work in different ways. If your computer can get to the Internet, it will most likely have a piece of software known as a browser. The browser helps make the connection to the Web and translate a bunch of code into what

looks like a web page. It is possible to work without a browser, if you know a bunch of Unix commands and do not want anything fancy.

The best known browser is Internet Explorer. It comes with most PCs today. Macs from Apple come with a browser called Safari. A PC might also come with a browser called Netscape. A computer that I bought a few months ago has both Internet Explorer and Netscape. There are other browsers that you can purchase or download, such as Opera, that are reputed to work better. I find that Internet Explorer works fine for me.

The http:// of a web address might not have to be typed into the browser and tells the Internet that you want something on the World Wide Web. Letters,

*(Continued on page 10)*

*(Continued from page 8)*

Next I rename "Toms emails Today" back to "Toms emails"

Then I open IE and say Yes I want to Work Online.

I find the email that I had copied to my desktop and double-click on it to open in IE. I can then save it back into my current emails and do whatever I wanted to do with it.

And that what I do to find that old "deleted" email! Of course it only works for so long as you maintain those backup copies – in my case about six months.

**Addendum:** How you may change the default location where your e-mails are stored in Outlook Express.

In OE, first select the Tools menu, and then Options tab. On the pop-up screen, click the Maintenance tab, then click the Sore Folder button.

Outlook Express will show you where it is currently keeping your e-mail files.

You may then select Change and a Browse window will appear where you may chose to indicate the new place you wish to store your emails.

**This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).**



(Continued from page 9)

such as htm at the end of address indicates that the site follows a standard type of coding. Most browsers will assume you want the Web unless you enter something different and automatically insert this coding. It is not necessary to type in some of the stuff at the very end of the address. Usually browsers are not used to get to other Internet services.

The World Wide Web is a way to find and send pages of information. People, businesses, schools, government agencies and others establish their presence and put up sites with whatever they want. Some are reliable and some are pure junk or worse. Many ISPs will allow subscribers to put up personal web pages, that are usually pretty identifiable as personal pages.

Colleges, universities, and government agencies will usually maintain websites as part of their mission. These tend to be pretty reliable sources of information. Stores and other business are usually advertising what they sell and are good in their way. There are also spoof pages that may look like the real thing or go to places such as porno sites. Much of the information on the Web is advertisement supported. The World Wide Web is a wild place with some good stuff and some horrible things.

There is so much out on the Web that special services known as search engines are used to find information. At one time, there were a number of these engines, each with its own quirks. A few years ago, one called Ask Jeeves was considered pretty good. Now most people use either Google or Yahoo. Microsoft is also

pushing one that they have, but it has not yet grown as popular as the others. You type in a word or two and some hits appear. If you are lucky, the first hit gives you what you want. On the other hand, you may get thousands of hits, with none looking very likely.



In addition to the browser, some software also usually resides on a computer to allow for special features of Web sites. These are things such as Flash, QuickTime, and Adobe Reader. They might allow for movements on the page, video clips, stable or locked pages of text and graphics, and similar things.

E-mail is a message system that holds items on a central server until requested. If you want, this server could be in your house, but is usually at an ISP or similar location. A computer being used as a server must remain on constantly. Anything sent to you, is held on this server until you request it. You send messages in the other direction by using someone's e-mail address. Those message will go to the server for that person.

If someone is online, a message might reach the intended party in seconds. If the person is not online, it can sit on the server indefinitely. A message and response can take under a minute if both parties are available.

One can use a mail reader, or client in Tech-speak, to receive, read, respond to, and send e-mail messages. Usually, a mail reader will accept all messages on the server. Another way to get the messages is go to a special web site and select the ones that are wanted. If you get 30 messages, 20 of them might a type of junk known as spam. You can open the 10 that you want and delete the 20 that you do not without them ever being on your machine. With the web site method, messages can be retrieved from the server from any computer, even in a foreign country.

The most common e-mail reader is probably Outlook Express from Microsoft. It comes with the operating system on a PC or a download of Internet Explorer. I even used it when I had a Mac a couple years ago. There are others that are fancier and do some things that Outlook Express does not do.

Hilton Kaufman serves as the technical support person for the procedures writing unit of an Illinois state agency, where higher level technical support personnel are concerned with the details of Internet connections and services. As such, he uses the software provided to him to create forms, convert documents into PDFs, advise members of his unit as to how to use the available software, and similar tasks. For his home computer, he can go all out and get a powerful machine that allows him to do things like playing games and surf the web without getting in trouble. He has prepared a number of articles aimed at novice users on the basics of standard computer programs.

**This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).**

## Exploring Windows Explorer

By Jim Sanders, Editor, The Orange Bytes, North Orange County Computer Club, California  
[www.noccc.org](http://www.noccc.org) editor(at)noccc.org

Obtained from APCUG with the author's permission for publication by APCUG member groups.

Everyone using Windows XP uses Windows Explorer all the time. Some use it in what I consider the true form. Some, because you use it under the title of My Computer. And all of us when we are using Internet Explorer, because Windows Explorer is an integral part of Internet Explorer. I continue to be surprised at how many people do not know that you can right click on the start button and go directly to Windows Explorer. I prefer that to the My Computer path because it brings up Windows Explorer with the left hand pane of the window displaying the tree structure of the files. It surprises me that many people who use the My Computer path don't know that they can bring up the tree pane by clicking on the folder button in the taskbar.

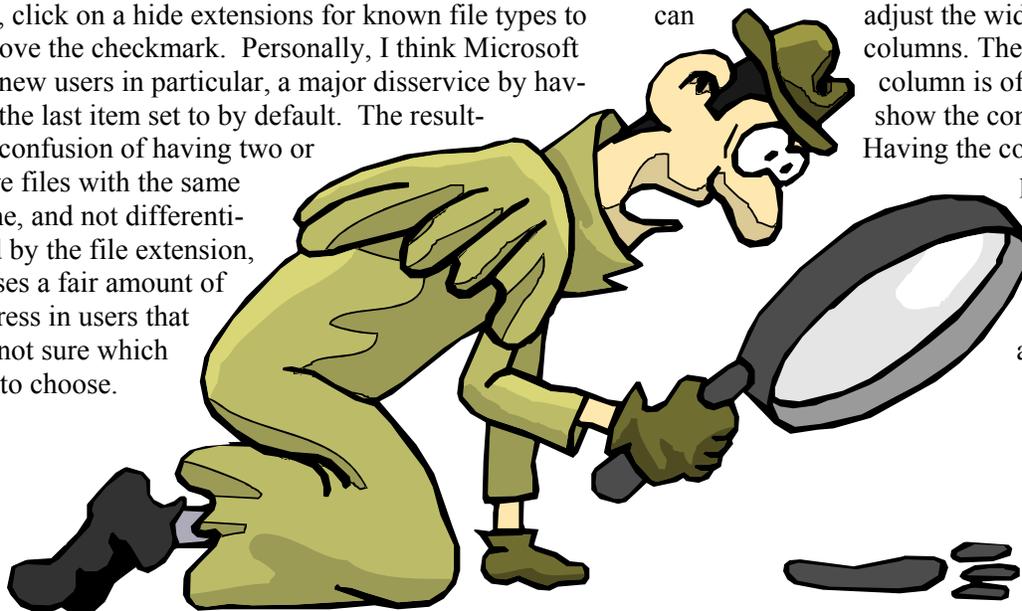
Something that is almost sad, is how many people live with the default settings of Windows Explorer. One of the first things that I do with a new installation of Windows XP, is to open Windows Explorer, go to the view menu and click on details. The next step is to open the tools menu, and click on folder options. When the folder options window opens, click on the view tab. Then click on display the full path in the title bar to place a checkmark in the box, click on show hidden files and folders to put the bullet on that line, click on a hide extensions for known file types to remove the checkmark. Personally, I think Microsoft did new users in particular, a major disservice by having the last item set to by default. The resulting confusion of having two or more files with the same name, and not differentiated by the file extension, causes a fair amount of distress in users that are not sure which file to choose.

I like to see the protected operating system files but you may be more comfortable leaving them hidden. The last item is to check is show control panel in my computer. Then click on apply, wait for it to finish, then click on apply to all holders, then click on OK and you're done.

As a result of the above actions the right hand window pane will now have four columns, name, size, height, and date modified. The sort will be set to alphabetical by name, numbers and special characters first, then A to Z. If you want the sort to be Z to A, click on name at the top of the name column. If you want the sort to be by size, click on size at the top of the size column and Windows Explorer will sort the folder by file size, smallest file first. To reverse the order, and place the largest file at the top of the list, click on size again. The same procedure works with the type column and the date modified column. There is a faint divider bar between each of the columns located in the horizontal bar where the names of the columns are located. One of the easiest ones to find is one space to the right of the column heading Size. If you move the mouse cursor to that area you should see a double headed arrow appear. If you then click and hold the left mouse button, you can

adjust the width of the edge of the columns. The width of the name column is often too narrow to show the complete file name. Having the complete path displayed in the address bar, is often useful when you need to copy and paste that path into other applications.

(Continued on page 12)



*(Continued from page 11)*

When you have a lot of files in a folder, there is a navigation shortcut in the name column that too few people seem to know about. When you first open a folder, the display will show any other folders (or what should really be called subdirectories) within that folder followed by files, starting with the letter A. If you need to get to a file that starts with a letter T, you might have to scroll through several hundred files to get there. There is a faster way. Click on the first file in the folder to highlight it, then type the first letter of the file that you wish to find. In this example the display would immediately jump to the first file that starts with the letter T. If you know what you are searching for, and can type quickly, you can follow the first letter with the second letter of the name and it will take you to that point instead.

I think initially setting all folders on a hard disk to the detail view is the best starting point and is best suited for the majority of folders. Windows XP allows you to customize the view of each and every folder and will remember what settings you assigned to a given folder. For instance, for folders that contain photos it is often more useful if the thumbnail view, or the film strip view, is chosen so that you can see what each picture actually is. The advantage of the thumbnail view is that you can find images quicker than in the filmstrip view. The advantage of the filmstrip view is that you get a line of thumbnails across the bottom of the pane and a larger view of which ever thumbnail is highlighted. There are also mouse click arrow's that allow you to view the next or previous image. Don't forget that you can right click on any of the thumbnails and bring up a whole new menu of things that you can do with the image.

Everybody should learn how to do file housekeeping on their computer disk. Being able to move files from one folder to another, to copy files from one folder to another, to create new folders, and several other functions along those lines can help you keep your data organized. It should be noted that most of these functions can be accomplished in more than one fashion. For instance, if you wished to copy a file from folder A to folder B, you would first select the file by left clicking on it which will cause it to be highlighted. You could then open the edit menu by

clicking on edit, then click on copy, then click on the destination folder, then click on paste in the edit menu, a copy of the file will appear in that folder. Alternately, you could use some of the keyboard shortcuts. You could highlight the file, press and hold down the Ctrl key and then tap the C. key. This will copy the file to the temporary holding bin called clipboard. You would then highlight the destination folder, press and hold down the control key, then tap the V. key which will paste the file from the clipboard to the folder you highlighted. Another method is called drag and drop. In this method you move the mouse cursor over the file you wish to copy, left click and hold the mouse button, move the mouse to drag a ghost image of the file over the top of the destination folder and then release the left mouse button. There are many more features to cover but this is all the room I have for now. We will do more later.

**This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).**



## APCUG Member Offers

As a benefit of its membership in APCUG, your group is receiving this discount offer. APCUG does not endorse any company offering discounts, but makes these offers available as a service to its members. Please forward the discount information on to your members as a benefit of belonging to your group.

**Tiger Direct, through its parent company Global Computer, is offering all APCUG member user groups discount pricing on all products they carry (and that is a lot).** This program will provide similar discounts that vendors normally provide their corporate accounts. All products includes everything on their web site, in their catalogs, and special orders. Most items will have a varied % off but all items will be lower than advertised. In other words software, hardware, peripherals, printers, servers, all may have a slightly different discount rate as do brands such as HP, EPSON, LENOVO, IBM, etc. This discount includes all major brands, including their own Global and Tiger Direct Systemax custom computers as well as printer ink and toners, peripherals of all kinds, and media.

The web site is: <http://www.globalcomputer.com>

To get the UG discount, your members should call Clay Bennett, Senior Manager, Global Computer, and identify themselves as belonging to your user group which is a member of APCUG. Please have the item number and description to give Clay, as well as quantity and a credit card for payment.

Clay may be reached at 866 310 1947.

Regards,  
Judy Taylour, Chair  
Member Services



**Washington Area User Group Partners  
Working Together For Our Members  
NCTCUG.ORG WACUG.ORG  
CPCUG.ORG**

**For more information see:  
<http://www.nctcug.org/waugp.html>**

## Club News

### Former Member's Passing Jim Ross

It is with sadness that we note the passing of Jim Ross, a stalwart of the group in the '80s. A death notice appeared in the Sunday June 3, 2007 Washington Post, page C11.

Jim was a professor at the Virginia Theological Seminary in Alexandria, and hosted a number of (NC)TCUG meetings on campus. Hard to believe it's been 22 years since I took over editing the group's /TCUG Newsletter /from Jim with the Jun/July 1985 issue.

I've always remembered the title of the article Jim wrote for that issue - "To and Fro with My CoCo". Jim was a big fan of the Radio Shack Color Computer, and wrote a series of articles about it, after retiring from the editor's job. As I recall, he also became an expert on Microsoft's Flight Simulator program when he moved into the MSDOS world.

Paul Howard  
Treasurer & Program Chair, NCTCUG

### Club Election Notice

**The NCTCUG Annual Meeting and election of officers and board members will be at the October meeting — October 3, 2007, 7 p.m. at Carlin Hall.**

**Anyone interested in running for office, please contact any board member. All officers and four board positions are to be voted on.**

## The Tornado – A Review

By Sharon Walbran, Editor, The Digital Viking, Twin Cities PCUG, MN  
[www.tcpc.org](http://www.tcpc.org) [SQWalbran\(at\)yahoo.com](mailto:SQWalbran(at)yahoo.com)

Obtained from APCUG with the author's permission  
 for publication by APCUG member groups.

Transferring files to a new computer is a task that's become common with people replacing their computers every few years or so. A product that can make the transfer of files and settings less painful is "The Tornado" from Data Drive Thru, available online at [www.datadrivethru.com](http://www.datadrivethru.com)

The lightweight device which fits in the palm of your hand houses two USB cables. One cable is connected to the old computer; the other USB cable is connected to the new computer. No software needs to be installed if the computer running the software has Windows XP installed. When the USB cables are connected, built-in software automatically starts up, displaying a split screen with the folders and files on the old computer in one half of the screen and the folders and files from the other computer in the other half of the screen. Copying files from one computer to the other involves dragging the files from one half of the screen to the destination folder in the other half. The computer you are using for the transfer is identified as "This Computer"; the other as "Other Computer."

Transfer of files can be made from computers running versions of Windows back to Windows 98. If both computers are running Windows 98, the company provides drivers for Windows 98. What makes this device particularly attractive is the speed of transfer. The company claims a transfer rate of 25 MB per second and my experience confirms the speed.

The span when the USB cables are fully extended is just 4 feet, but that can be expanded by using a USB extension cable. However, as a result of the limited range, the device works best when computers are placed in close proximity to each other.

No mention is made on Data Drive Thru's website as to whether this is one of the transfer devices approved by Microsoft for transfer of files and settings from Windows XP computers to computers running Microsoft Vista.

The current price is about \$60 but discounts have sometimes been offered to user groups. The company also offers the Eraser product which is touted as removing all data from a hard drive

This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).

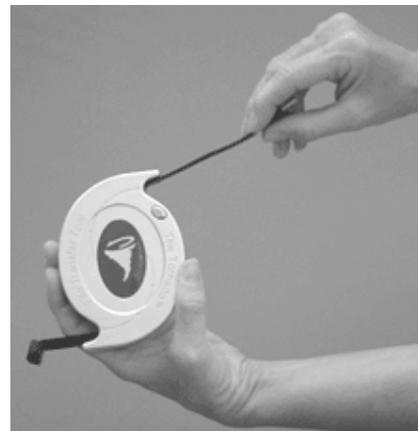


### Washington Area Computer User Group

WACUG Meetings will be held on **June 16 & July 21, 2007** from 12:30 to 3:30 pm . at the Fairfax County Government Center, 2000 Government Center Parkway, Fairfax, VA .  
 Topics: June 16th Meeting - PC Clinic and Simultaneous Learning Session

You do not need to be a member to attend. For more information on WAC meetings and events, call the WAC AnswerLine (voice) at (703) 370-7649. Also see WAC's Web Site at

<http://www.wacug.org/>



You upgrade your Windows Operating System and your backup software no longer works. (Rare, but it happens).

Let's stop here before you get too depressed to make another backup. What's important is to understand that a great many things can go wrong even with the best backup methods.

The only true test of your backup is to do a restore and see if it works. Does this mean you have to erase all your files, and then run a restore from your backup media? No. Fortunately, there are less chancy ways of verifying your backup data.

One thing you can do is install a second hard drive and restore your data files to the second disk. If your original disk has enough capacity, you can partition it into at least two sections, and restore into one of the new partitions. Hard drives have become almost dirt cheap, so this is not particularly expensive.

Another thing you can do is make at least three backups and store them in three different locations for safety. Keep one copy at home, but in a different room than your computer. Store a second copy at your office or a friend's house, and do the same for him or her. The third copy could be in a safe deposit box or similar secure location.

If you feel that such measures are not necessary, ask yourself if you are ready to perform the ultimate test. Would you feel totally at ease erasing your hard disk today and restoring it from your backups? If not, then think again.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

## NCTCUG Information

NCTCUG, Post Office Box 949, Arlington VA 22216

Club Information call: 301-577-7899

Web Site: [www.nctcug.org](http://www.nctcug.org)

### Officers and Directors

All officer terms expire 2007

President	Jim Rhodes	703-931-7854
1st VP	Ron Schmidt	301-577-7899
2nd VP	Roger Fujii	703-426-5917
Treasurer	Paul Howard	703-860-9246
Secretary	Roger Arnold	301-946-7770

Director: term expires

Bill Walsh	2008	703-241-8141
Mel Mikosinski	2008	703-978-9158
John Keys	2008	703-451-0896
Nick Wenri	2008	703-759-3938
Fred Cook	2007	703-815-1423
JJ Davies	2007	703-379-9222
Sy Fishbein	2007	703-536-5894
Dean Mires	2007	301-931-2400

### Article Submissions

Articles, helpful hints, and other items of interest to readers of the NCTCUG Journal are always welcome and will be published as soon as possible after submission. Priority is given to members' contributions. Items may be submitted via modem to the BBS or on diskette. Submissions to the BBS should be uploaded to the Newsletter Conference and a message left for the Editor. Files should be straight ASCII, unformatted, with C/R only at end of paragraphs; no indents for paragraphs should be used. Preferred format for diskettes is MS-DOS 3 1/2 720k or 1.44Mb. Diskettes in other formats may be submitted but there will be a considerable delay in processing. If absolutely necessary, items may be submitted in hardcopy only but these will also meet with delay.

### Membership Policy

The National Capital Tandy Computer Users Group, Inc. is a non-profit [501(c)(3)] organization founded in 1978 to educate users of all Tandy computers and MS-DOS compatible computers. Membership dues are \$25.00 (U.S. Funds) per year, with a \$5 surcharge for international mail. Membership in NCTCUG includes membership in all SIGs, access to the BBS and software libraries, and subscription to the Journal published 8 times per year. Applications may be obtained at any club meeting, by downloading from the BBS, by calling one of the officers or board members, or by writing to the club. A sample newsletter, membership application and related information may be obtained by enclosing \$1 and mailing your request to Jim Rhodes, 201 S. Kensington Street, Arlington VA 22204.

### Advertisement Policy

Members' advertisements: Ads are accepted from members for non-commercial purposes at no charge. Copy should be sent to the Editor in the same format as article submissions. Commercial Advertisements: Ads are accepted from commercial advertisers at the rate of \$40 per full page, per appearance, with discounts for multiple insertions. Smaller ads are priced accordingly. Payment for ads must be made in advance of appearance. Advertisers must supply a permanent address and telephone number to the editor.

### Reprint Policy

Permission to reprint articles from the NCTCUG Journal is given to school, personal computer club, and nonprofit organization publications, provided that: (a) NCTCUG Inc. receives a copy of the publication; (b) credit is given to the NCTCUG Journal as the source; (c) the original author is given full credit; and (d) the article author has not expressly copyrighted the article. Recognition is one means of compensating our valued contributors

### Newsletter Staff

Editor  
Blair Jones 202-362-7344  
[bjones44@bellatlantic.net](mailto:bjones44@bellatlantic.net)  
Exchange Newsletter Editor  
Ron Schmidt 301-577-7899

### COMPUCENTER BBS

Is no longer in operation. It has been replaced by the 'compucenter' mailing list at <http://groups.yahoo.com/>

<http://groups.yahoo.com/group/compucenter/>

### If you are moving

Please send your change of address to the club PO box as soon as possible to avoid missing issues.

*Thank You!*

# Exploring Google

By Blair Jones, NCTCUG Editor

Check out Google's About page at <http://www.google.com/intl/en/about.html> to see what they have that you may not know about.

Want to try blogging? see <https://www.blogger.com/start>

How about being brave & trying out some of their in-development stuff — <http://labs.google.com/> — where you can also see a list of "labs graduates" (how many of them did you already know about?)

Just a few ideas for those lazy summer days!

## August/September 2007

1st Wed. (8/1, 9/5)  
7 p.m. General Meeting

4th Wed (8/22, 9/26)  
7 p.m. Internet SIG

3rd Monday (9/17, none in August)  
7 p.m. Board of Directors



All meetings are at **Carlin Hall**, 5711 S. 4th St., Arlington VA: East off of Carlin Springs Rd, just south of Arlington Blvd/Route 50.

NCTCUG, Inc.  
P.O. Box 949  
Arlington VA 22216

# First Class

---

