

THE PRINTER

Chesapeake PC Users Group, Inc.

PRESIDENT'S CORNER



And we will start a series of “mini” demonstrations with an.....

April Wow!

We will continue to have mini-demonstrations in April.

1. A short presentation from Fran Damratowski on the use of various CD-ROM label making technologies.

2. Rodger Alspach giving an overview of **Belarc Advisor**. The **Belarc Advisor** builds a detailed profile of your installed software and hardware, missing **Microsoft** hotfixes, anti-virus status, CIS (Center for Internet Security) benchmarks, and displays the results in your Web browser.

3. Mike DeLucia will finally get to demonstrate the **iTunes** software to download “Podcasts”.

4. On January 30, **Microsoft** launched the **Vista** operating system to the general public. As a member of the users group, you know we have already had a demonstration and are planning to have a group project to build a **Vista** Ready system. But to go into a little more in depth, with the O/S, and show a couple of other features.

DIY Vista Computer build, date change

Due to a last minute schedule conflict, the date for the computer build will be moved to the weekend of May 5-6, 2007. Please adjust your calendars accordingly.

Two-fer May??

As circumstances have worked out, we will have two Main meetings in May! At the **May 2** meeting, Jen Clausen from Smart Computing will come out all the way from the mid-west to discuss Smart Computing publications. This is an excellent presentation and I hope that we have a big turn out. *I'm sure she will have many give items to give away and discuss how their publication functions.*

The following week, **May 9**, Gabe Goldberg from **APCUG** (the Association of PC Users Groups) will be at the meeting discussing some of the benefits from **APCUG** and other topics for senior computer users. We are a member of **APCUG** (there is a link on the home page and notice the symbol on the front of this newsletter). *Gabe will be bringing freebies, too!*

Early meeting in June

The meeting for June will take place on the 6th. This is due to the school closing. But don't worry, there will be plenty of great things to see at this meeting. A few people will be showing off the PCs they built in the May workshop.

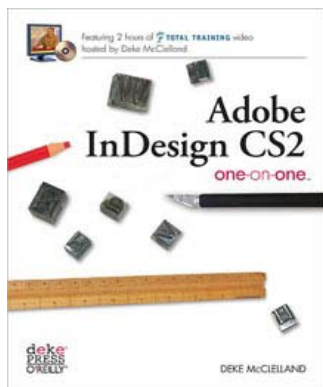
Back in session in September

By popular demand, Michael Alloy will demonstrate how to rip music from your CDs. Many people have asked how this is best accomplished, and on September 12, Michael will show you how.

I hope you can make it to as many meetings as possible as we have many great topics coming up!



Making the Switch - cont'd



InDesign CS2 One on One by Deke McClelland. This is a text-oriented book and handles the finer points of *InDesign* features and methods.

Together, they are my reference library for *InDesign*. (Both O'Reilly books are also available for less through Amazon.com.)

Like someone who has stopped smoking, I have stopped using *PageMaker*, and I am eager to tell the story to anyone who will listen!

Editor: I would like to express my thanks to Linda for not only letting me reprint her article, but also for her inspiration to me and hopefully others, to abandon old and antiquated software and embrace the future. With any luck and some free time, starting with the September issue, I too will have completely stopped using *Pagemaker*!



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File Extensions

by

Fran Damratowski

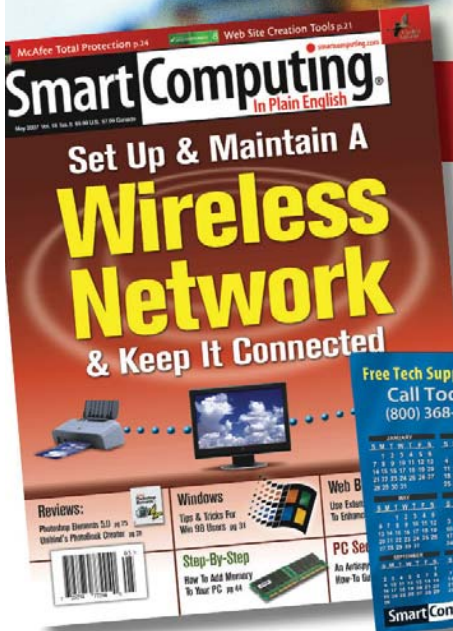
Have you ever wondered what the three alphanumeric extension at the end of a file name mean? (MS-DOS required filename limited to eight characters for the base or root name and three characters for the extension. Windows 95 and above, no longer have that limitation.) The three or more letters or numbers are a way for the computer user, software, and operating system to differentiate between and identify the program used to create a file (document, spreadsheet, database, etc.). We are all familiar with .exe for an executable file, .txt for a text document, and .pdf for a PDF file. There are many other file extensions. The same file extension may be used for more than one program. There is no standard or organization for creating file extensions.

Here is a sampling of the B list of some of the extensions and the file types they represent.

- .b!k:** Flight Simulator scenery file
- .b&w:** Atari Black and White Graphics, Atari Black and White Graphics
- .b1s:** BookSmith
- .b3d:** BDE Multipath Movie Digital Viewer, 3D builder
- .b8:** Piclab raw graphic file
- .bad:** Unknown Apple II file, Oracle BAD file.
- .bag:** AOL 6 Organizer, AOL instant messenger buddy list, Emperor: Battle for Dune Archive, Infinity game engine
- .bak:** backup
- .ban:** Sierra Print Artist banner, Creatacard banner project
- .band:** GarageBand song
- .bar:** Age of Mythology
- .bas:** basic
- .bat:** batch
- .bbm:** Deluxe Paint image file
- .bcc:** C++ File/Makefile, Calendar Creator 8 Collection, Turbo Pascal DOS file
- .bch:** dBASE application generator batch process object
- .bck:** backup
- .bckp:** Ad-Aware quarantine file
- .bcm:** Compaq Easy Access keyboard driver, Works communications file
- .bco:** Bitstream Fontware
- .bdc:** West Point Bridge Designer
- .bex:** British National Bibliography file
- .bez:** Bitstream fontware
- .bfn:** Brother Embroidery software font
- .bg:** Lotus agenda file
- .bgb:** Chat background graphic
- .bib:** bibliography
- .bhf:** pcAnywhere host file
- .bif:** GroupWise initialization file, binary information file
- .bin:** binary file; macbinary
- .biz:** Creatacard Business CardpProject, PrintMaster Gold Document
- .bks:** Windows 2000 scheduled backup script, Works spreadsheet backup
- .blb:** DreamWorks resource archive
- .bmf:** Corel Flow Image File
- .bmj:** Help Bookmark
- .bmp:** bitmap (bit-mapped graphics)
- .bmp24:** bitmap graphic
- .bnk:** SimCity game file
- .boo:** book
- .borland:** C Makefile
- .brx:** browse index found on multimedia CD-ROMs.
- .bsn:** MIDI File
- .btm:** 4NT batch file
- .bw:** black and white image file

If your file extensions are hidden see the March issue of *The Printer* for instructions related to making them visible.

Don't Miss
Smart Computing!



The plain-English computing resource you've been looking for!

Goodie bags for everyone.
Plus great door prizes!

Presentation Highlights

- FREE Computer Support
- 5 Magazines For The Price Of 1!
- Plain-English Writing Style
- Searchable Article Archive
- My Personal Library
- Q&A Board
- Online Tech Support Center

For Info Call:
410.544.8706

www.chesapeakepcusersgroup.org
Chesapeake PC User Group

Wednesday, May 2nd, 7:00 PM

Severn River Middle School (Large Group Room)
241 Peninsula Farm Rd., Arnold, MD



www.SmartComputing.com

from the Secretary's Desk

Minutes of CHPCUG Board meeting on March 21, 2006

Attendees: The Mikes Young, DeLucia & Regimenti, Fran Damratowski,
Kris Johnson and Karl Richmond

OLD BUSINESS:

April 11th Main Meeting: Mini presentations: Mike D. on Podcast, Rodger A. on Belarc Advisor, Fran D on Lightscribe & Mike R on Vista.

TWO MAIN MEETINGS IN MAY

May 2nd presented *SmartComputing*, lots of freebies!

May 9th presented by Gabe Goldberg from APCUG (Association of PC User Groups) on web resources for Seniors. Gabe is bringing freebies too!

June 6th Meeting: **Only meeting for the month!** There will be a demonstration of some of the computers constructed at the May 5&6 workshop and then a potpourri of miscellaneous information.

September 12th Meeting: Michael Alloy will demonstrate music ripping.

SIG's:

Technology: Demonstration of a **FREE** Hard Drive Cleaning utility that locates duplicate files on your system.

Computer Refurbishing: Fran reported that 27 computers have been built so far this year with man hours amounting to 482.75. She asked the treasurer to supply a breakdown of CRSIG monthly costs so that she can apply for grants.

Mid-Shore CUG – Lee reports that it is thriving & picked up a couple of new members including a writer for the *Star Democrat*.

Do-It-Yourself Computer –

NEW DATE - May 5 & 6 at CRSIG facility in Crownsville. Project is on schedule with about 10

people interested. The cost is still hovering at around \$1500 for the system and an additional cost of \$349 for TechNet Direct subscription. Attendees should bring their own tools & lunch!

Treasurer's Report:

The club continues to be solvent. The Treasurer will work with Fran on getting her the type of detailed reports required for the various grant applications

NEW BUSINESS:

Mike Young suggested that the BoD meetings be adjourned until late August. (Motioned, Seconded, & Approved)

Mike Young reported on a Community Donations Project sponsored by Food Lion and the Westfield Mall. He will find out the particulars about the program and report back to the board. (*See page 6 for Food Lion info*)

ChPCUG had already made its CFC application to the National Capitol Region for 2007.

Mike Regimenti has agreed to teach some Vista Classes next season. The first class may be in **FALL 2007** if sufficient participation can be found. The board unanimously agreed to purchase a Sony laptop with Vista installed for use in conducting the classes.

Mike also mentioned that if there seems to be interest in a FALL class, a BoD meeting will have to be called prior to late August to arrange for advertising and class materials.

Meeting adjourned at 8:35 PM.

Kris Johnson, Secretary
5

Food Lion Helps Non-Profit Organizations

What is LionShop & Share?

LionShop & Share is the easiest, most convenient way to raise money for your local not-for-profit organization. Each time you shop at **Food Lion** and use your **MVP** card, a portion of your total grocery purchase will be donated to the school, church or other local not-for-profit organization you have selected. **Food Lion** knows it is important to be involved in the local communities in which it serves, and **Lion Shop & Share** is our way of helping you help your community grow and prosper.

Who can participate in Lion Shop & Share?

LionShop & Share is generally open to all local not-for-profit organizations. **Food Lion** reserves the right to refuse participation by certain organizations such as political parties and affiliated political action committees and groups.

Please remember, a **Food Lion** donation does not mean **Food Lion** necessarily endorses the activities of a specific organization.

How can I get my Not-For-Profit organization signed up?

The organization must be a not-for-profit and have a 501C-3 tax ID number to participate in the **LionShop & Share** program. To sign up the not-for-profit organization, use the New Organization Registration Form.

(An organization must have at least 25 MVP cards linked in order to participate.)

Tips for Success

1. Tell your members to register their **MVP** cards at www.foodlion.com or call 1-704-633-8250 extension 3810.

2. Include a concise message about the program in every newsletter or bulletin. For example, "Register your **MVP** Card with the **LionShop & Share** program at www.foodlion.com to help raise money for our organization."
3. Include the **LionShop & Share** program as part of any fund raising efforts- letters, emails, posters, etc.
4. Post simple signs at member events and gatherings.

Where Can I Find a Food Lion?

Food Lion Store 1315
3261 Solomons Island
Rd., Edgewater, MD, 21037
Phone: (410) 956-6498

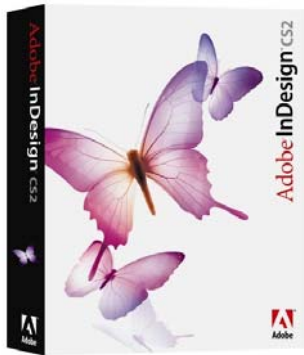
Food Lion Store 2523
466 Ritchie Hwy, Severna Park, MD, 21146
Phone: (410) 315-7631

Food Lion Store 1668
350 Mountain Road, Pasadena, MD, 21122
Phone: (410) 255-4626

Food Lion Store 1313
300 Thompson Creek Mall
D, Stevensville, MD, 21666
Phone: (410) 643-9687

Food Lion Store 1543
121 North Crain Hwy, Glen
Burnie, MD, 21061
Phone: (410) 863-4957

**There is a store locator on the website:
www.foodlion.com**



Making the Switch

by

Linda Gonso

ORCOPUG Editor/Webmaster

Okay. I did it!

Then, I can move onto new challenges for which solutions haven't been found!

I switched to *InDesign* from *PageMaker*.

I resisted change over a period of time for several reasons. First, it was faster and easier to remain with a familiar program. Second, the so-called "Quark killer" in its first version was lacking features that I relied on each and every time I created a publication. Third, it would not import existing *PageMaker* documents and convert them to the new format. Fourth, the benefits of using *InDesign* for layouts weren't clear and I wasn't so sure it was worth learning the program.

Not that I didn't dip my toe into the water a few times over the past couple of years. I purchased the full version, and then upgraded. But, I couldn't bring myself to make the switchover.

Other APCUG editors have asked me about using *InDesign* and probably propelled me toward finally switching.

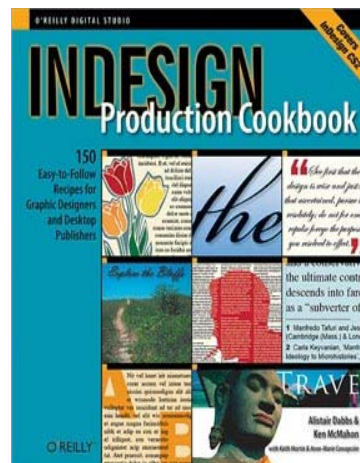
The motivator for making the jump was that I won a full version of *IDCS2* for our website entry at SWUG 2006. And, I discovered the newsletter could now be converted, almost intact. Some items didn't transfer, but weren't labor-intensive to fix.

Once into *InDesign*, I realized that even with *PageMaker* experience, there was a steep learning curve. Or, maybe a steep familiarizing curve. It was like moving into a new home. So many strange things and in so many places. Plus, *CS2* has many *Photoshop*-like features, which were totally lacking in *PageMaker*. So, stumbling onto problems and having to stop to look up solutions has taken more effort and time than I imagined it would. The good thing is that I only need to do much of this once.

Speaking of solutions, *InDesign* has provided some good ones for *PageMaker* shortcomings. The entire path name for files is in the recently used list. Spreads (two-page layouts) appear in a palette in a continuous scroll similar to *Acrobat*. A contextual options strip can be anchored at the top of the window which allows formatting changes at a glance. Gradients and drop shadows can be applied, as well as clipping paths.

So far, I'm only disappointed in not being able to alphabetize swatches and the crazy color picker.

Although many people will not use *InDesign* as a desktop publishing program for home use, preferring something easier and cheaper, some will make the changeover as I did. My advice is to take things slow. Be prepared to spend some time figuring things out and hunting around in the program and books for answers.



And, I recommend a beauty of a book from O'Reilly Books. The *InDesign Production Cookbook* is a graphical help book I use a lot. If there is something I want to do and don't know how, I look through that book and there are illustrations of the steps I need to take without

my laboriously reading through text and trying to translate instructions into action. I can't recommend this book enough. A second book that I use is

cont'd on Page 2

Diskeeper 2007 Pro Premier

Enhancing File System Performance - Automatically

by

Verne Perry, PCC Member, Hayward, California

<http://www.pcc.org>

VerneP(at)aol.com

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

First off, I'm not very impressed by the recent release of Windows Vista, primarily because I vainly hoped that with this Windows version, Microsoft would finally solve its file system problems. It didn't. So on my Windows machines, I'll continue to have to worry about the eventual sluggishness that results from the file fragmentation that occurs just with use of the machine. Between home and the office I maintain 8 XP machines, and one Windows 98 machine, that acts as a server, and to keep all of these machines running smoothly I spend a lot of time routinely defragging them. I found long ago that using Windows Defragger was an extremely slow process, and over the years developed a maintenance routine which involved using windows checkdisk to check the disks on boot-up along with using a freeware program called SpeeDefrag 4.1, which would then defrag the disks prior to any drivers or startup programs being loaded. But the process is not automatic, and often my procrastination in actually starting the process resulted in the machine getting so defragged that there was a noticeable performance drag. So I was happy to receive a copy of Diskeeper 2007 Pro Premiere to evaluate.

The Diskeeper promotional materials said that this version introduced a major new feature called "InvisiTasking", a proprietary feature that transparently runs in the background and that this "on the fly" defragmentation used "very close to zero" resources and was invisible. Indeed, InvisiTasking was described as being the "essence" of the product. Moreover, Diskeeper's older "I-FAAST" (Intelligent File Access Acceleration Sequencing Technology) file system performance technology which is designed to benchmark hard disk volumes for their performance characteristics and

continually monitor them to determine which files are requested most often, was integrated with the operation of the "InvisiTasking" product. For safety, Diskeeper 2007 moves a file only when it is absolutely certain that no data will be lost using a "Movefile" application programming interface (API) jointly developed with Microsoft. Although manual defragmentation with Diskeeper is still possible, it is not the way the product is now intended to be used.

I decided to test Diskeeper on my home XP machine, because it's the one that has the highest rate of defragmentation, due to my frequent installation and uninstallation of various test programs. That machine also has a Linux partition which I wanted to use as a "curve ball" thrown into my testing. Other than the "curve ball" Linux partition, the machine's other hard disk partitions were formatted in NTFS, for which "InvisiTasking" and "I-FAAST" technologies were optimally designed.

The first thing that Diskeeper did when I installed it was to analyze all of the Windows hard disk volumes. I was pleased that it skipped the "curve ball" Linux volume, since I wouldn't want Diskeeper dealing with that volume anyway. It also reported that my C:\ drive was heavily fragmented, which I expected. However, I was surprised that the analysis included a report generated by the FRAGSHIELD feature of the program, advising that the drive's Master File Table (MFT) was using 86% of the total MFT size and was likely to become fragmented. Despite having previously tested a fair number of defragmentation programs (both commercial and freeware) I had never before seen such a test or option to optimize the MFT. Windows

cont'd on Page 9

XP initially establishes the size of the MFT, but as more files are placed on the disk the MFT may fill up, and when XP increases the size of the MFT to accommodate the needed additional indexing, the increase usually results in a fragmented MFT. Because the MFT is an index of all the files on the disks (working in much the same way that phone book stores phone numbers), a fragmented MFT will cause a disproportionate amount of file performance degradation. So I decided to follow Diskeeper's recommendation to increase size of the MFT to correct this problem, as well as to do a boot-time defrag of the increased MFT and the windows pagefile. I also decided to thoroughly test the "on the fly" "essence" of the new version by setting all my drive volumes for automatic defragmentation.

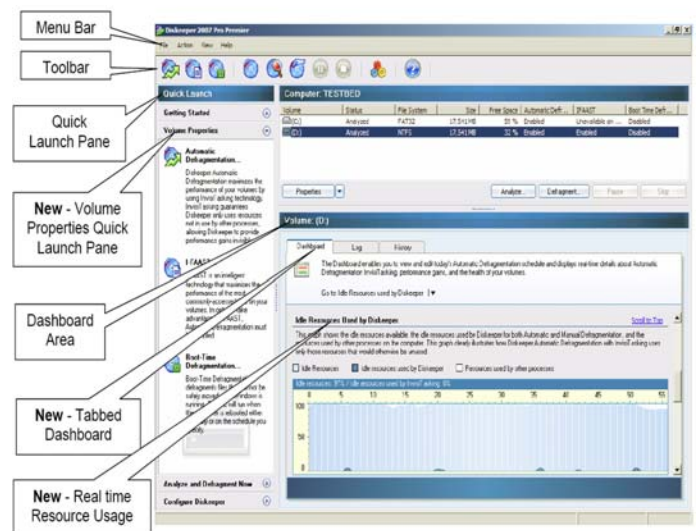
Despite my initial skepticism about an "on the fly" defragger, my experience with Diskeeper was very positive. Immediately after completing the initial set up I decided to put the "on the fly" features to an immediate test. In my experience, playing a fast paced first person shooter game is an excellent way to test the drag imposed by a program running in the background, so after the initial setup I immediately fired up Unreal Tournament 2004 for a two hour test session. I noticed a drag for nearly the whole session, but in the three weeks since that initial test, I have played the same game and also done other things, trying to detect a drag from Diskeeper's "on the fly" defragmentation. Since that initial session, I have detected no drag whatsoever. On the other hand, I have noticed that my machine is running much smoother, faster, and otherwise free from any symptoms of fragmentation. Finally, I ran the Analyze feature on all my hard disk partitions, and found that in the three week period there was essentially no new fragmentation.

I also tested Diskeeper on an external USB drive formatted with NTFS. Diskeeper was able to analyze and defrag the drive. Although the analysis indicated that the external drive's MFT needed to be increased, I knew that would be impossible because

there is no practical way to perform a boot time defrag on such an external drive.

I'd say that as long as Windows continues to use the NTFS file system, which requires periodic de-fragmentation, I would highly recommend Diskeeper 2007 Pro Premiere, which is priced at \$99.99. You can do your own test by downloading a free 30-day full trial version from the Diskeeper.com web site. Installation requires an XP or 2000 operating system and at least 11 MB of disk space. There is also a Pro version for \$49.99 (which does not have the integrated I-FAAST feature, but does have the FRAGSHIELD) and the Home version which does not have either the I-FAAST or the FRAGSHIELD feature). As for Vista, existing Diskeeper 2007 customers can go to the web site to receive a free link to download a Vista-only version, and new customers can purchase the Vista-only version.

One solution is for the business world to go to an Operating System that doesn't have these archaic file system problems. How about something called Linux?



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Burning Pictures On a CD

by

Dave Gerber, Vice President of the Sarasota PCUG

Do you have about a hundred gazillion pictures on your PC eating up hard disk space? If you have a CD-R, CD-RW, DVD-R, DVD+R, DVD-RW, or DVD+RW drive, burning those pictures onto a CD, where they'll last for decades, is very easy. A CD certainly lasts longer than your hard drive, providing you don't gum it up with one of those sticky CD labels.

Burning pictures couldn't be simpler:

Make sure that your CD-R, CD-RW, DVD-R, or DVD-RW drive is installed and working.

Start Windows Explorer. (Just choose, say, Start, My Pictures or Start, My Computer.)

Navigate to the pictures you want to burn. If you're in a picture or photo album folder, Copy to CD appears in the Picture Tasks list.

Select the picture(s) you want to burn; then click Copy to CD in the Picture Tasks list. If Copy to CD doesn't appear in the list, right-click one of the selected files (or folders) and choose Send To, CD Drive. A small CD icon appears in the notification area, next to the clock.

Keep moving around Windows, gathering pictures that you want to burn. In spite of what the Picture Task list and right-click menu say, Windows actually copies the files you select to a staging area -- a place on your hard drive that holds files temporarily, before you burn them to CD.

When you're done gathering files, choose Start, My Computer, your CD burner drive (whichever drive letter that is). Windows shows you the contents of the CD's staging area.

Put a recordable CD in your CD burner and click Write These Files to CD. The CD Writing Wizard appears.

Type the name you want to be burned on the CD; then click Next. If you've chosen too much data -- too many pictures -- the wizard alerts you.

If you have too many pictures selected, don't do anything with the wizard. Instead, go back to the staging area and start deleting files or folders (right-click and choose Delete) until you're under the size limit. Don't worry -- you aren't deleting the pictures. You're just removing them from the staging area. Unfortunately, neither the wizard nor Windows offers a handy list of folder sizes or suggestions for what to trim. What you can do is right-click a folder, choose Properties, and see the folder's size.

When you think that you've deleted enough files or folders, go back to the wizard, click Retry Writing the Files to CD Now, and then click Next.

If you still have too many pictures selected, you get the warning again. Sooner or later, you have your picture collection trimmed down to the point where it can fit on the CD. At that point, the wizard starts writing files to the CD. Depending on the speed of your burner, it can take 20 minutes or more to burn a full CD.

When the wizard finishes, click Finish. The wizard removes all the files from the staging area.

Immediately try looking at the pictures on the CD.

Chances are very good that they're in excellent shape. Oh, and don't forget to label the CD with a Sharpie marker.

Editor: Attend Fran's upcoming demonstration of the Lightscribe CD Labeling technology.

EXCEL TIPS from ACPUG

Adding Text to an AutoShape

by
Dave Gerber

Most people know that you can add textboxes to your worksheet, but don't realize that you can actually add text to any AutoShape. Just follow these steps:

Using the Drawing toolbar, add your AutoShape as you normally would.

Right-click the new AutoShape. Excel displays a Context menu.

Choose Add Text from the Context menu. An insertion point appears within the body of the AutoShape.

Type your desired text.

Click somewhere outside the boundaries of the AutoShape, such as within a cell of the worksheet.

If you later re-size your AutoShape, then the text within it is reformatted to fit the new dimensions of the shape. (This behavior is the same that occurs if you re-size a textbox that contains text.)

Retrieve information from a Web page by creating a Web query

by
Sue Crane, Big Bear Computer Club, CA

To create a Web query, from the Data menu, rest your mouse on <Get External Data>, then click <New Web Query..>.

In the New WEB Query Window chose either <Browse Web..> to search for the Web address you want or type in the Web address.

While still in the New Web Query Window, decide what information you want. You can get all the information, only the tables on the page, or you can choose the tables you want.

In the third section of the New Web Query Window, decide how much formatting you want to keep. Choose None, Rich Text or Full HTML Formatting. Click OK.

The Returning External Data Window will open. Choose the cell location where you want to put the data.

Click OK and, in your spreadsheet, you will see the Web site address and the words "Getting data..." Wait a second or two and the info that was on the Web page will be in your Excel spreadsheet.

Moving Formulas From One Sheet to Another

by
Yomar Cleary, Big Bear Computer Club, CA

Microsoft Excel let's you convert formula cells to values with a couple of mouse clicks. For example, suppose you want to copy your formula to a new worksheet in Excel or even Microsoft Word, to do so, follow these steps:

1. Select the range of formulas
2. Right-click, choose Copy
3. Click on the location or worksheet where you want the values placed
4. Open the Edit menu, choose Paste Special, choose Values, click OK

The values are now pasted in the new location.

**The Next Regular Meeting will be at
The Severn River Middle School**

Wednesday, April 11th 2007

**Meeting will be held in the
large meeting room.**

**It starts at 7:00 P.M. with club business
and a short discussion period.**

There will be three mini presentations:

Belarc Advisor

CD Labeling with Lightscribe

“Podcasting”

and a little more

Windows Vista

**Members and their friends are welcome to
come, ask questions and become enlightened.**

How to Find: Severn River Middle School

SRMS is close to the Arnold, MD campus of the Anne Arundel Community College. From Annapolis and parts south, take Rte 2 (Ritchie Highway) north about 3 miles from the intersection of Rt. 50, **turn right on College Parkway**. At the first light, turn left on Peninsula Farm Road. (Of course, if you are coming from points North, you would turn left on to College Parkway) about a half-mile down the road the large SRMS school building, set back off a large two level parking lot, will be visible on your right. Park here and go to the main entrance. Signs will be posted to direct you to the **Large Group Room** where we will be meeting.

How to find: The Technology SIG, A ChPCUG Special Interest Group**

Meets the 1st Wednesday of each month at 7:00 P.M.

The meetings are held at the SRMS in the Library.



Chesapeake PC Users Group

1783 Forest Drive #285

Annapolis, MD 21401

FIRST CLASS

INSIDE THIS VERY ISSUE!

President's Corner

File Extensions “B”

Burn Your Pix on CD

Excel Tips

Diskeeper 2007

Food Lion

... and a little more!

Note: *The date above your name on the mailing label is the expiration date of your membership. Contact the Membership Chairman (page 2, column 2) to update.*

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