

# Philadelphia Bits & Bytes

Official Newsletter of the Computer Education Society of Philadelphia

April 1998

Volume 17 Issue 4

\$1.50 US

## **WANTED** *TCF Volunteers* *Saturday, April 18* *Sunday, April 19*

The annual Trenton Computer Festival is upon us. We still need your commitment to help at this event. This is the main fund-raiser for our club. The proceeds we receive pays for; the equipment we are currently using in our workshops, advertising our workshops in local newspapers, registration of our Internet Domain Name and many other incidentals down to the refreshments served at the business meetings. Without these additional funds, we would be forced to raise membership dues. The cost of this newsletter alone averages around \$10 to \$11 annually per member. Keep in mind that your dues are currently only \$12. This does not leave us much to play with if we rely on membership dues alone.

YOU NEED YOUR HELP. If you are available on April 18 or April 19 and want to volunteer, contact Steve Short A.S.A.P., (see page 2). You can also register to volunteer via the CESOP Web Site at [www.cesop.org](http://www.cesop.org). There are some excellent benefits for volunteers: free parking in the flea market, \$12 expense reimbursement which can be applied to your membership dues, free admission to the show and lunch. All we ask is 4 hours of your time.

**April 8, 1998** is our next Business meeting. Some of the things to be discussed are: Finishing touches for TCF and the project for soliciting equipment for donation to needy area organizations.

The meeting starts at 7:30 PM and as always, coffee will be available.

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## **Secretary's Summary**

21 March, 1998

by John Membrino

Well, every one who reads the Newsletter knows that March is the meeting in which we all pitch in and prepare the envelopes to be sent to the vendors signed up for the TCF Flea Market. So there was no "business" conducted. What did happen was an affirmation of the old saying, "Many hands make light work". We had a great turnout of members to help and all went swimmingly.

I thought those members who didn't make our first "Computer Solutions" session on March 21st might be interested in what we did that day. For instance, we opened up Ron Fretz's computer and after several tests and component substitutions, we determined that his failure to boot his computer was a faulty CD drive.

Steve Short had his computer all apart to install a new 6 gig hard drive. That was the easy part. The best part of the day was spent transferring all his files on the original 2 gig drive to the new one AND MAKING IT THE BOOT DRIVE, C: He now boasts 8 gigs of storage space!

We weren't so lucky finding Heinz Wendt's intermittent boot up problem. His computer

continues to work OK, but it appears to only boot up properly when it is warmed-up.

Heinz brought a friend with him who did a yeoman's job of helping new member, John Campbellone get his dual operating system (Windows 95 and Windows NT) working properly plus setting him up to access the Internet properly. (Continued on page 3)

## **Officers**

### **President**

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### **Treasurer**

Lee Le'Mon  
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### **Newsletter**

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### **Donation & Equipment**

Richard Williams

### **Library**

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## **Special Interest Groups (SIGs)**

### **C / C++**

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### **CP/M & Z-System**

Alex Bodner  
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### **CAD**

Murray Goldstein  
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### **Educational**

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### **Games**

Michele O'Steen

### **Hardware**

George Deffendall  
610-376-5043

### **Windows 3.1**

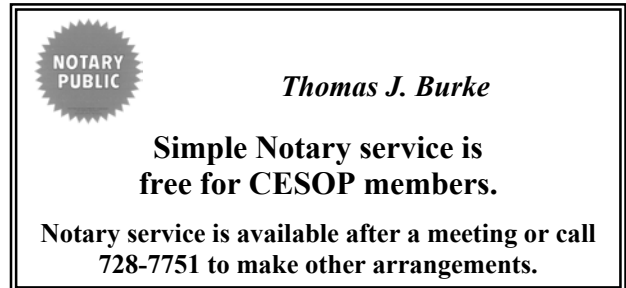
Roy Kalbs  
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### **Windows 95**

Chuck Houdeshel  
choude@hotmail.com

### **Word Processing & DTP**

Don Fehlinger  
609-547-7201



The Computer Education Society of Philadelphia, Inc. holds its monthly business meetings on the second Wednesday of each month in the parish hall of St Asaph's Episcopal Church of Bala Cynwood, PA. The meeting is called to order at 7:30 p.m. The church is located one block north of City Avenue (US 1) at the corner of Conshohocken State Road (PA route 23) & St Asaph's Rd.

CESOP is formed exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") (or corresponding provision of any future United States Internal Revenue Law), and particularly to: engage in the exchange of ideas, techniques and information for the broader and more effective use of computer hardware and software; promote the general pursuit of knowledge and education in computer hardware and software generally; sponsor meetings, seminars, lectures, and workshops to share knowledge, experiences, and discussion of computer topics of interest to members and the general public; publish and distribute a periodic newsletter containing computer information and news...

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## Secretary's Summary continued from page 1

As you may know, the Captain of the 7th Police District, who allows us the use of the facility for these sessions, and also the club's Workshops, has donated several computer components to the club. As an appreciative gesture, Tom Burke pieced together and tested a working computer from the group of components to return to the Captain for his use. It should well outperform the 8088 he's had to use until now.

As for me, I learned what was causing the appearance of an error message when I tried to open my MS-“Outlook “ email messaging program while my “Internet Explorer” browser was open and on line. Working with Steve on his hard disk addition was also an education in itself.

So, that's the kind of thing we do at these “Computer Solutions” sessions. We had a great start and I hope, now that members get a feel for what we do, we'll get even more of our members to join in the fun.

See you all in May.

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## Windows 95 Tips

### Adding a Shortcut to your Quick Launch Toolbar

Hey, IE 4.0 users! Wish you could place your favorite shortcuts in the Quick Launch toolbar button after you install IE 4.0)? Go right ahead. Click and drag any shortcut, file, or folder icon over to the Quick Launch toolbar, place it between any two icons, and a vertical black line will appear to let you know where the shortcut will land. Slide over to exactly where you want the shortcut to go (the line will move with you), drop it, and there's your new Quick Launch button.

To remove an item from the Quick Launch toolbar, right-click it and select Delete. (Note: In case you were wondering, the contents of the Quick Launch toolbar mirror those of the :\WINDOWS\Application Data\Microsoft\Internet Explorer\Quick Launch



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- Static IP addresses are available for an additional \$5.00 per month.
- "Unlimited usage" is not the same as a dedicated account. For details, see our terms of service.

**For further information call (215) 489-2850 or visit  
or web site at <http://www.pil.net>**

folder, where X is the drive on which Windows 95 is installed.)

### Back-up Your Address Book

Do you rely on your PC for everything, to the point where the only address book you have is the one in your e-mail program? If your system crashes, not only will you be really upset, but also you won't be able to call anyone to tell them about it! Back up your address book regularly.

In an Explorer or My Computer window, find your address book and take note of its location. (For example, if you use Outlook Express, this file is C:\Program Files\Outlook Express\Wab.exe. With a disk in your floppy drive, right-mouse click on the file, select Send To, and then choose 3 ½" Floppy (A). (Or if you prefer, copy the file to your disk in some other way.) If you ever need to restore this file, just copy it from the disk back to its original location (in this case, the Windows folder).



**Ask Ravi**  
by Ravi Moonsammy  
Vol 4/98

Hello everyone and welcome to this month's article. I hope everybody is getting ready for TCF this year, don't forget to volunteer your time to help out the club. Now on to business:

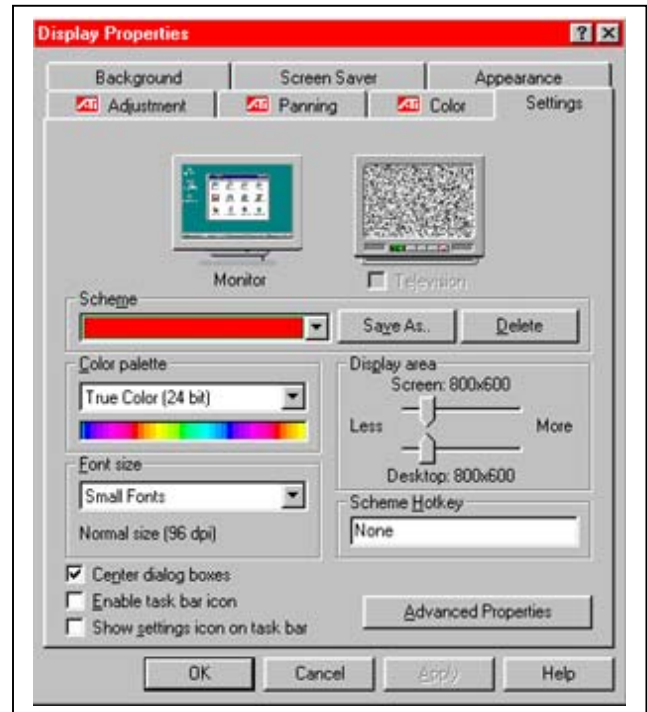
**Q 1:** In Windows 95 why does my hard drive sound like it's going crazy at times? Sometimes when I'm working, the drive starts running and the light stays on for what seems to be a very long time.

**A 1:** It could be that you don't have enough free hard drive space for Windows 95's swap file. The cheapest and quickest solution is to free up some hard drive space. Check your hard drive free space in Windows Explorer by right clicking on the hard drive icon. Then click on "PROPERTIES", you'll see a pie chart representing your hard drive and the data on it. It will also show you how much free space is left on that drive. The rule of thumb is that you should have twice the hard drive space available as you have memory. In other words if you have 16 Megabytes of RAM then you should have 32 Megabytes of hard drive space left at a minimum. Personally I wouldn't recommend having less than 3 times the RAM available. Again that means, 16 Megs RAM = 48 Megs Hard drive space. Of course the more free space on your drive the more Windows likes it.

**Q 2:** How do I change the resolution of my monitor in Windows 95?

**A 2:** Right click on the desktop, not on an icon or the toolbar, just an empty part of the desktop. Then click on "PROPERTIES". A window similar to the picture on the left will pop up. Click on the tab labeled settings. The slider arrow labeled "Screen" slides left and right, as you click and drag that arrow you will see the picture of the monitor change in proportion. Adjust it to the size your video card supports. When you are finished click on OK. The computer might

ask you to restart, just click OK and let it restart Windows. That's it.



I look forward to receiving your questions. As always, my e-mail address on the WWW is [ravim@webspans.net](mailto:ravim@webspans.net) or I can be reached via the CESOP web site, [www.cesop.org](http://www.cesop.org)

See you next issue.....

**Visit CESOP on the Internet at**

**<http://www.cesop.org>**

**You can sign-up to volunteer to help us in the Flea Market at TCF '98 on April 18 & 19 right online at the CESOP Web Site**

## President's Report

by Tom Burke

First, don't forget about TCF. CESOP needs your help. To volunteer, contact Steve Short.

Enclosed with this issue is the 1998/99-membership application. Everyone who wishes to become a member or renew their current membership must complete a new membership application and return it to us with your dues. (Please do NOT send cash through the mail). Those of you who will be volunteering to help us a TCF may submit your application to us at that time. TCF volunteers may apply their expense reimbursement of \$12 towards their annual membership.

Your membership expiration date appears on the mailing label. Membership is open to anyone 14 years old and over and meets the requirements for membership.

The CESOP web site has been redesigned. All those who informed me that when accessing our web site you were unable to view the information or were disconnected, please try it again and let me know if the problem has been eliminated. The URL for CESOP is [www.cesop.org](http://www.cesop.org)

The Workshops for April have been cancelled. This is due to the Easter / Passover holiday on April 11 and TCF on April 18. The Workshops will resume in May.

On behalf of Lee, Steve, John, and myself, I want to thank all those who assisted at the March meeting.

I hope to see everyone in April

### **CANCELLATION NOTICE**

**The General CESOP Workshop**

**scheduled for**

**Saturday**

**April 11, 1998**

**IS CANCELLED**

**due to the Easter / Passover holiday**

**The Computer Solutions Workshop**

**scheduled for**

**April 18, 1998**

**IS CANCELLED**

**Due to TCF**

**The Workshops will resume in May**

### **Trenton Computer Festival 1998**

**April 18 & 19**

**Mercer County Community College**

**West Windsor, New Jersey 08690**

**Saturday: Show Hours; 10 AM - 6 PM**

**Sunday: Show Hours; 10 AM - 4 PM.**

**<http://www.dorsai.org/fair/>**

## Tips for MS Excel

Here's a little tip on how to add column titles to all the pages in your workbook.

1. Choose File + Page Setup.
2. Click the Sheet tab.
3. Click the button next to the "Rows to Repeat at Top" box and select the row on your worksheet containing your column titles (if your sheet has a title OVER your column titles, you may want to select that row, too.)
4. Press Enter.
5. Click Print.

The rows you selected appear at the top of every printed page.

## Tips on MS Word

Here's a tip on how you can display only PART of a picture once you insert it into a Word 97 document. What you want to do is CROP and here is how to do it:

1. Click on the picture you'd like to crop (the Picture toolbar appears).
2. In the Picture toolbar, click the Crop button.
3. With the mouse, drag any of the "handles" (little squares) toward the center of the picture.

Instead of resizing the picture, Word "crops" away as you drag, leaving you with less--

## Submitting Articles to Philadelphia Bits & Bytes

Articles may be submitted in any of the following ways:

1. internet e-mail sent to [tjburke@voicenet.com](mailto:tjburke@voicenet.com)
2. on 3.5" diskette mailed to Philadelphia Bits & Bytes Editor 1312 Brighton Street Philadelphia, PA 19111

The required format is electronic, IBM compatible in either plain ASCII text or MS Word 6.0 or better. Do not use any justification or margins. Single space between lines and double space between paragraphs. Paragraphs should not be indented. Lists or table entries should be separated by indenting or tabs... do not use spaces. Drawings or artwork not in digital form should be in black ink suitable for scanning.

Please include the article name, your name and phone number, (with area code).

### Deadlines

All articles submitted for publication in Philadelphia Bits & Bytes must be in our hands by the third Wednesday of the month preceding the issue month you request.

Example: articles for the June issue must be submitted by the third Wednesday in May.

### Advertising in Philadelphia Bits & Bytes

Commercial Advertising is available at the following rates:

Full Page	6" x 9"	\$40.00	
Half page	3" x 9"	\$25.00	6" x 4.5"
Quarter page	3"x 2.25"	\$15.00	1.5" x 9"

Column inch 1.5: x 1" \$2.00

All ads must be camera ready and be in black in on white paper.

Payment must be received in advance for all commercial advertising. Make checks payable to the *Computer Education Society of Philadelphia*.

### Non-commercial & Personal Advertisements

CESOP members may submit a non-commercial or personal ad to be published in Philadelphia Bits & Bytes *free of charge*.

All non-commercial or personal ads must follow the same format and submitted as outlined previously for submitting articles. Feel free to contact the editor for further information.

### Deadlines

All advertisements submitted for publication in Philadelphia Bits & Bytes must be in our hands by the second Wednesday of the month preceding the issue month you request. Example: articles for the June issue must be submitted by the second Wednesday in May.

### About Philadelphia Bits & Bytes

Philadelphia Bits & Bytes is the official newsletter of the Computer Education Society of Philadelphia, users' group open to users of all types of personal computers. This current issue was prepared using Microsoft Word 7.0.

The Computer Education Society of Philadelphia is a non-profit corporation under the guidelines of 501-C-3 of the IRS code.

*The next CESOP business meeting will be*

*Coffee is always available*



*Wednesday, April 8, 1998.*

*The meeting will start at 7:30 PM sharp!*

**Reminder: All Workshops usually scheduled during the month of April are CANCELLED**

# Computer Education Society of Philadelphia

## 1998/99 Membership Application

- New Member   - Membership Renewal   - Information Change

**PLEASE PRINT**

Date- \_\_\_\_\_

Last Name - \_\_\_\_\_ First Name - \_\_\_\_\_ Initial - \_\_\_\_\_

Address - \_\_\_\_\_ Apt # \_\_\_\_\_

City- \_\_\_\_\_ State- \_\_\_\_\_ Zip Code- \_\_\_\_\_

Phone #- \_\_\_\_\_ Fax #- \_\_\_\_\_  
*Please include your Area Code*                      *Please include your Area Code*

Phone #- \_\_\_\_\_ Ext.- \_\_\_\_\_ E-mail address- \_\_\_\_\_  
*Please include your Area Code*

Age- \_\_\_\_\_ (*Applicants must be at least 14 years old*)    Date of birth- \_\_\_\_/\_\_\_\_/\_\_\_\_    - Male - Female

Special Interests- \_\_\_\_\_

Computer & Equipment- \_\_\_\_\_

Operating System-  Windows 95    Windows 3.1    MSDOS    OS2    Windows NT    Macintosh OS

Other \_\_\_\_\_

*Please contact me. I am interested in helping with the following*     Workshops    Presentations    Newsletter    Trenton Computer Festival  
 One on one help to other members    Other \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Signature of parent or legal guardian for applicants under the age 18 \_\_\_\_\_

Membership dues are \$12.00 per year. New members dues are prorated based on the CESOP membership year, May 1 to April 30. Prorated dues for new members are as follows:

If you apply before the 5 <sup>th</sup> day of	May - \$12	June - \$11	July - \$10	August - \$9
	September - \$8	October - \$7	November - \$6	December - \$5
	January - \$16 *	February - \$15 *	March - \$14 *	April - \$13 *
	* These dues are prorated to include membership through the April 30 of the year following your new application			

Make checks payable to:    **Computer Education Society of Philadelphia**

Mail it to:                      **CESOP Membership**  
**PO Box 632**  
**Berwyn, PA 19312**

For further information call  
215-728-7751 from 9am to 5pm  
717-786-7934 evenings



The Computer Education Society of Philadelphia  
Members helping members

Trenton Computer Festival  
23rd Anniversary  
Saturday & Sunday, April 18-19, 1998  
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