

OTTAWA



PC NEWS

The Newsletter of the Ottawa PC Users' Group (OPCUG)



Opening Windows

## Windows 95 hints and tips

by Chris Taylor

This is the third of a series of articles making it easier to migrate to Windows 95. This month we'll look at making using Windows 95 more convenient.

### Tame unruly folders

When you open folders in Windows 95, they default to being unsorted, don't have the toolbar turned on, and the icons are not be automatically arranged to fit the window. Not nice! To solve this, open a folder, select **View | Arrange**, and choose the arrangement you prefer (by name, size, etc). Select **View | Arrange | Auto Arrange** to have the icons automatically arranged to fit the available space. Select **View | Toolbar** to turn on the toolbar. Hold down the Ctrl key while closing this folder. The new setting is then the default for anytime you open a new folder.

### Finding your desktop

The desktop is a handy place to store documents and shortcuts to programs, but when you open a lot of applications it can be a pain to try to get back to your desktop to open yet another. While you can right click the Taskbar and select **Minimize All Windows**, this can be inconvenient. To make

things easier, just open a folder, turn on the toolbar (**View | Toolbar**), and select the list box at the left of the toolbar. Go to the top and select **Desktop**. Minimize this window and forget about it. Anytime you want to access your desktop, just click on **Desktop** on the Taskbar. If you don't close the folder before exiting Windows, it will be re-opened every time you start Windows.

Another way of being able to quickly access your Desktop is to open Explorer and navigate to the Desktop folder (under your Windows directory). Drag that folder to your Start button. Then you can just click on the Start button (or press Ctrl-Esc) and select Desktop. A folder view opens.

### Send To...a program!

Right-click on any object in Explorer or on the desktop and the shortcut menu includes **Send To**. The places you can send the object include your floppy drives as well as the Briefcase (if you installed this option). You can add other destinations by creating shortcuts to folders or applications in the **Send To** folder in the Windows folder. Open Explorer and find the destination folder or application you want to add to **Send To**. In the left pane, navigate to the **Send To** folder under

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the Windows directory. Make sure not to click on any of the folders in the left pane or the right pane will change to the contents of the folder you click on. When you can see the **Send To** folder, right-click on the folder or application in the right pane and drag it to the **Send To** folder. Drop it and choose **Create Shortcut(s) Here** from the menu that appears. I find it very handy to have a shortcut to my favourite editor (Text Pad— TXP32131. ZIP in the Windows Word processing

*Continued on page 2*

file area) in the **Send To** folder. This allows me to edit any file, regardless of the extension easily and quickly.

## Stop autostarting

When you insert an audio CD into your CD-ROM drive, Windows 95 automatically loads CDPLAYER and begins playing your CD. Windows 95-aware program CD-ROMs will start their programs when the CD is inserted. There are a couple of work-arounds if you don't like these actions. The most straightforward method is to hold down the shift key while inserting the CD-ROM.

You can also disable auto play completely. Right-click on **My Computer** and choose **Properties**. Click on the **Device Manager** tab, open the **CD-ROM** branch, and select the entry for your CD-ROM drive. Click on **Properties** and choose the **Settings** tab. Turn off the **Auto in-**

**sert notification** setting. If you want only to prevent Audio CDs from playing automatically, load Explorer and choose **View | Options**. Click on the **File Types** tab and scroll down to **Audio CD**. Select it and click on **Edit**. Click on the **Play** action and click on **Edit**. By default it is set to run CDPLAYER.EXE with the parameter **/play**. If you remove the entire line, nothing will happen when you insert an audio CD. If you omit just the **/play** parameter, when you insert an audio CD, CDPLAYER will load but will not start playing the CD.

## Record your hardware configuration

Before making changes to the hardware on your Windows 95 computer, it is a very good idea to record the current state of affairs. Right-click on **My Computer** and choose **Properties**. Choose the **Device Manager** tab. Click on **Print** and choose **All Devices**

**and System Summary**. Then, if something goes wrong in the reconfiguration, you have a better shot at trouble-shooting it or at least returning to your old configuration.

## Save a tree

Sometimes the best "printer" is no printer at all. There are times when I want a semi-permanent output from some program but I don't want to waste any paper. If it is text, the answer is easy. Install the Text-only printer driver and set it to output to a disk file. Click on **Start | Settings | Printers**. Double-click on **Add Printer**. From the Wizard, choose **Generic | Generic / Text Only**. For the port, choose **File:**. You can rename this "printer" to something like "Text only to File" if you want. When the Wizard asks if you want this to be the default printer, choose the **No** radio button. From the Printers folder, right click on the new printer and choose **Properties**. Click on the **Paper** tab and in the **Paper Source** section, choose **Continuous - No Page Break**. Now, any time you want a plain text output to a disk file, simply choose this "printer". When you tell the application to print, a dialog box pops up asking you for a filename to save the output.



# Using the Internet in Your Job Search\*

reviewed by Jean Stalker  
bi860@freenet.carleton.ca

**T**he authors are a professor of communications at the University of California and an employment specialist with the California Employment Development Department. The book is intended for job seekers, employers, teachers and career counselors.

It runs the full gamut from buying a computer and a modem through using the Internet tools; living with Internet etiquette and social mores, designing an electronic resume; searching on-line for employ-

ment opportunities; sitting for interviews (electronic, telephone and face-to-face) and even keeping a job once you have found one. There is a special chapter for employers who want to recruit through the Internet and another one for students.

The book is well designed for reading or scanning, with large, clear print, judicious use of open space, and lots of big, black titles. Chapters are flagged on the outside edges of the pages. Job searches via the following services are illustrated with a sequence of screen

dumps, very reassuring to the neophyte.

\* CompuServe \* America On-Line \* Academe this Week (via Gopher) \* Online Career Centre (via Gopher) \* Arizona State University (via Gopher) (sample of a University service) \* Online Opportunities Will this book help you if you live in Canada? The principles and the tools are pretty much universal; the prices (alas) are strictly American, as are a few of the 800 numbers. Cyberspace knows no boundaries; Economics has not yet caught up! Several Canadian job-related newsgroups



\* by Fred E. Jandt and Mary B. Nemnich, jobnet@aol.com, Published 1995 by Jist Works, Inc., Indianapolis IN 4602-3431 ISBN 1-56370-173-1

*Continued on page 5*

Coming up

# Tim Taylor's PC



by Julie Dustin

If Tim "The Toolman" Taylor had a PC, what would he want? More power? More speed? Readers, you can now do that monkey sound that he does.....argh-argh-argh-argh! On January 9, you will be hearing about the newest products from two companies, Western Digital Corporation and Intel Corporation.

**Western Digital**, based in Irvine, California (a land of few snowbanks and no snowblowers) has products Tim might be interested in. Western Digital will be discussing the technologies behind their hard drives. These technologies include:

- **PRML** (partial response maximum likelihood). This method encodes and decodes information differently to allow data to be packed more densely.
- **MR** (magneto-resistive) technology. Smaller heads are being manufactured allowing closer proximity between each head. It allows the tightly-packed data to be read more efficiently and quickly.
- **Tripad** technology. This new technique allows heads to be mounted in a way that reduces the distance between the heads and the media.

Steven Rich, Senior Field Applications Engineer for Western, says, "All these new developments have allowed us to have hard disk drives with capacities of over 1 gigabyte (GB). The current maximum of an IDE drive is 1.6 GB. We promise to ship drives with over 2 GB capacities next year."

"As one of largest manufacturers of hard drives, we are expanding our SCSI line of products. Currently, we do produce SCSI controllers and plan to produce SCSI drives by next year," Rich added. Rich will also be fielding general questions about drives on January 9. And like Santa, he promises a sackful of presents so you'd better be good, or at least be there.

Our second presenter, Jon Coxworth, is the architecture manager of Canada for **Intel** Corporation.

He will focus on what's happening inside the cover covering both the new Intel chip set (the companion components to the much-talked-about Pentium chips) and fill us in on memory issues we've probably not thought about before. Their chip set, the 82430SX (formerly known as Triton), promises better PCI performance and bus master IDE. This means better multimedia performance according to Rich Heslip, a field application engineer with Intel. He says, "We also want to let people know more about DRAM and cache memory. DRAM (dynamic random access memory) can be discussed in terms of page mode DRAM, EDO (Extended Data Out) and synchronous DRAM." Cache memory comes in many flavours such as asynchronous, synchronous and pipeline burst — pipeline burst memory's cost is close to that of asynchronous but performs at levels near synchronous mode. As Helsip explains, "There are certain combinations that make sense and some that don't. We want people make better, more cost-effective decisions when purchasing memory."

Coxworth will also discuss the CPU roadmap according to Intel's vision. "We have new CPUs shipping early next year. Our Pentium Pro (known as P6) is still the fastest integer processor on the planet. Within 10 years, we will be looking at producing gigahertz-speed processors with 100 million transistors."

See you in the new year.

## Calendar *(subject to change)*

**General Meeting Location:** Sir Robert Borden HS  
131 Greenbank Road

**General Meeting Time:** 7:30 p.m. to 10 p.m.

Date	Topic
Tuesday, 12 January	See this page
Tuesday, 13 February	Lotus
Tuesday, 19 March	To be announced

# IRC network—a beginner's journey

by Peter Locke

**W**hat is this IRC acronym all about? It sounds like a branch of the American tax system. It stands for Internet Relay Chat Network, and allows most people connected to the Internet to exchange ideas by typing messages in real time. The exchange can also be done by audio and video, but the most popular, and easiest to get started with, is the text method. Audio requires a little more in resources, and video requires a lot more. This article is written by a beginner to outline the basics in getting started. Hopefully it will spur some interest, and get some of you internavts into another addictive area on the Internet, besides basic web surfing.

## IRC application

I had heard of IRC but did not really understand what it was about. Then David Curling, (our illustrious I-SIG coordinator), announced he was setting up an IRC conference for December 1st., 1995. A few days before the conference I decided to attempt to get ready in time to participate. I knew nothing about IRC, or what I required for software. I had to get some information quickly in order to set up, try out the software, and have an idea of what I was doing. I vaguely remembered seeing something on IRC at my ISP web site. I went to the infoweb site, and ran a search on IRC. I tracked down a help page which explained what I needed, and recommended a winsock compliant IRC program called WSIRC v 2.00 by Caesar M. Samsi. I used the version for Windows 3.1.

The program came in a typical compressed format, wsirc20.zip, which contained the software, and once installed, several very helpful text files explaining how to get set up, and what IRC was all about. The most informative of these text files is called IRC primer, and is in Windows Write format, installed with its own icon along with the WSIRC programs. The install program provides you with both a shareware, and a free-ware version of WSIRC Classic, which is the text version of the winsock client software. The readme files explain the configuration of the program in detail, so I will leave that out of this article.

## Lagged out

When you start up an IRC program it must connect you to the network of IRC servers. This can sometimes be a problem because the servers get very heavy use, and are frequently too busy to allow your connection. You then must try other servers until you can get a connection. I do not understand how the servers are set up, and initially thought you had to be on the same server as another user to whom you wished to chat. This did not appear to be the case as while I was connected, I noticed other users would change servers to get a more responsive connection. The reason for this desire of a better connection, is something called "lag". This is the delay between the time you send your typed message, and when it shows up on other users' monitors. If you are "seriously lagged", then it could be several minutes before your message

shows on fellow chat members' screens. This can be very confusing, but like other aspects of the Internet, it takes some practice to learn the IRC environment.

In order to start chatting, or observing a discussion, you must join a channel. The number of available channels, and variation in topics for discussion, are similar to the newsgroups. The safest ones to try out initially, are aimed at newcomers. Look for these: #newbie, #new2irc, #newbies, #irc-club, #irc-help, #irc-newbies, #irchelp, #newircers.

## Nicknames

When setting up your IRC program, you may have seen references to a "nickname". This is a 9-character name that you will be known by on each channel you join. It can be changed at any time. A server may not allow you to use a nickname if it is already in use.

When you start to type your messages to add your comments to the chat on a particular channel, you will discover that it is best to keep your sentences concise, to keep in time with the conversation.

## Some resources for IRC

- Newsgroup: alt.irc
- Software, complete with reviews: <http://cwsapps.texas.net/irc.html>
- David Curling's web site references: <http://www.synapse.net/~loday/PMForum>, and then the [Conference Room] for some IRC WWW Sites which supply FAQ's and a tutorial.

Happy chatting



# Members helping members

by Jean Stalker

**T**uesday, December 14 saw the inaugural meeting of the "Internet Forum", an open session designed to promote easy and comfortable exchange of information among Internet enthusiasts. The Forum is the brain-child of I-SIG Coordinator David Curling.

Members had been informed in advance that there would be no agenda; anyone might open any question he/she wished. There was a near "sell-out" crowd. Participants ranged from novices to master navigators, and questions from trivial to highly technical. There was a productive discussion, which was cut off promptly at 10:00 p.m. (The discussion resumes on Tuesday, January 9 1996, after the OPCUG meeting.)

## Portable documents and the WWW

Internet enthusiasts braved a howling blizzard on December 14 to hear Bert Schopf of Blackbird PCD (also coordinator of the DTP SIG) discuss Adobe Acrobat.

Adobe Acrobat is a tool for delivering on-line documents that are as

visually pleasing as hard copy, and which can be read from a wide range of different platforms. Acrobat also supports the electronic circulation of draft documents for review by providing easy portability and a vehicle for gathering comments without permitting changes to the documents themselves.

The key to these products is the PDF (Portable Document Format). PDF is an open standard for electronic documents, much as PostScript is the standard page-description language. Documents that meet the PDF standard can be produced in various other software packages, as well as the Adobe products. There are three Adobe Acrobat products: Exchange, Reader, and Distiller

## Acrobat Exchange

With Acrobat Exchange (about \$150), you can create, link, view, navigate, annotate, and print PDF documents. Exchange can also create a handy scrollable window of thumbnail images of your pages. Comments on documents under development can be applied as electronic "sticky notes", without changing the document itself.

## Acrobat Reader

Acrobat Reader (no charge) allows users to view and print any PDF document, as well as the annotations and links. The OPCUG News is available on the PUB in Adobe Acrobat format, and an Acrobat Reader is available there as a down-loadable file.

## Acrobat Distiller

Acrobat Distiller (about \$600) converts PostScript print files from almost any application into PDF, and, in the process, removes much excess baggage and delivers a leaner file.

Further information on the Adobe products is available on: <http://www.adobe.com/>

It was suggested that the interests of the Desk Top Publishing SIG and the Internet SIG are converging in some respects, and that further exchanges could be of value to both.



## Using the Internet...

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are listed, and many of the other services carry Canadian positions. The authors neglect to mention our NCF FreeNet, which is the second largest community network in the world and an economic equalizer for impoverished job seekers. They do discuss the Cleveland Freenet and several smaller sites which specialize in library services. The emphasis of the book is, understandably, American, but there is, nevertheless, much that is of value outside the U.S. The book suffers from the main flaw of all Internet books. Even though it was published this year, it is already a bit

out of date. The fastest modem does 14.4 bps. The tools and sites discussed are predominantly pre-WWW. There is not much said about job-related web sites and there is no sample web search equivalent to those presented for Gopher and the commercial services. The authors note that some of the addresses may be obsolete, and, no doubt, fresh new opportunities have sprung into being since they closed their files.

Some parts of the book will be more durable than others. The chapter about electronic resumes is great, and the advice about interviews would be helpful to anyone,

regardless of how he/she made the vital connection.

The authors certainly realize that they are shooting at a moving target; it is to be hoped that they will update this useful volume from time to time as the electronic universe unfolds.

The reviewer's copy is available at the Nepean Public Library, where you can consult it at your convenience. Better yet, reward the authors for their valuable work by buying a copy! The U.S. price is \$16.95.



# Ozone Filter?

by Harald Freise

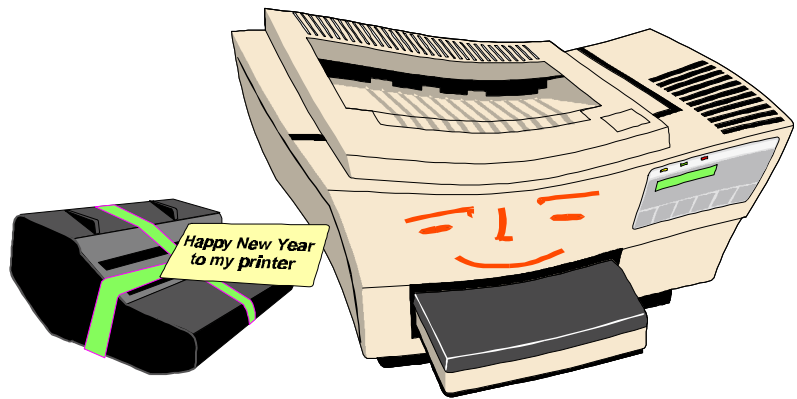
**R**emanufactured toner cartridges (RTC) have certainly come a long way from the sleezy “drill & fill” operations of days past. Any company that has been in the market for any length of time now takes great care in rebuilding a cartridge adding any new parts that it requires. Drums can be reconditioned, bearings replaced, wipers changed as necessary. Some even have found ways of making certain cartridges more reliable. It is now possible to build a brand new cartridge from scratch using the parts available from 3rd party suppliers.

## Recycled parts

Some remanufacturers say that the EPS/SX cartridge is the most popular, with the HP series IV second and gaining rapidly. With the cost of a RTC being less than half the cost of a new OEM unit there is a strong financial incentive to recycle your cartridge. Questions always arise as to the quality of a RTC. If you look at a brand new factory toner cartridge box you may notice that right there on the label reads “may contain new or recycled parts.” Indeed the industry has embraced the recycling of toner cartridge components.

## Quality

As to what constitutes a good cartridge, Fidel Guzman of Bytown Laser Charge Service says it is a “combination of a quality image drum, developer roller, toner and workman-



ship.” A cartridge intended solely for graphic professionals, capable of rendering very large dense black areas may not be suitable for those who produce text only. Those dense graphic blacks may fill in the letter “o” or merge accents to their respective letters or give you a permanent bold character attribute. A range of greys and a solid black with the ability of rendering the best resolution that your printer can produce is the goal of every remanufacturer. Costs for the more popular models are around \$50.00, which seems to be standard for the local purveyors.

## Standards

In 1990 the Canadian Government Standards Board (CGSB) set a standard for RTCs. It stipulates that the cartridge has to meet or exceed OEM cartridges in performance and yield. The standards are very specific in certain issues and lax on others. All applicants and complying companies premises are to be audited once a year with two cartridges being also tested for compliance with the standards. Non-compliant companies are dropped from the National Master Standing Offer (NMSO) for the subsequent

year. Look for CGSB compliance numbers on packaging, as most remanufacturers post their certification numbers. Eventually quality wins out as the customer decides who stays in business.

## Ozone and you

The Danish Technology Institute tested about 200 offices with copiers and laser printers and discovered that internal ozone filters often clog and stop working after about a year. This results in unhealthy amounts of ozone gas being emitted which can cause respiratory ailments, nausea and headaches. A similar study in the UK found that office workers who share space with these machines are often exposed to ten times the amount of ozone that is considered safe. Ozone is an oxidant which leaves deposits within the laser printer, impeding its efficiency. An ozone filter costs about \$12.00 and can easily be changed in most machines. Most companies will do this when an annual cleaning (highly recommended) is done.

## Your vendor

To get a good cartridge, it is important to establish a good relationship with your vendor.

Michael Hall-Jones, of 2M Laser Supply Inc., said it is like "finding a good mechanic for your car. Once you've found a good one, stay with 'em." The vendor has the ability to see what is happening in your laser printer. Parts are being replaced based on this experience and your cartridges will be returned to you accordingly.

### Tips and tricks:

- Always use labels designed specifically for laser printers.
- Never use a sheet of labels twice.
- Use the printer in a well ventilated, temperature moderated area.

- Have your printer cleaned at least once a year.
- Change the ozone filter once a year or every 30-50,000 copies (whichever comes first).
- Black streaks down the right edge of the page? - Clean the corona wire (see instructions in your manual).
- Toner low message - Rock the cartridge back and forth gently. Redistribution of toner may yield 50-100 extra pages.
- When buying a laser printer, check out the cost of consumables and factor those into the price as well.
- Avery labels will pay for printer repairs if their products cause da-

mage while being used correctly as per their instructions.

- Fan paper properly before placing in paper tray. Remaining paper should stay wrapped until ready for use.
- Excessive static? - Inexpensive anti-static spray can be made of 30% solution of anti-static fabric softener and water. Use sparingly with a sprayer around printer and paper storage.

Sources: Bytown Laser Charge Service, 33-5470 Canotek Rd., Gloucester - 749-8344

2M Laser Supply Inc., 425 Gloucester Ave., Ottawa 235-7576  
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## Club news

### December's winners

by Mark Cayer

The Ottawa PC Users' Group thanks Corel for donating these door prizes at the December general meeting.

#### Corel Home CD titles

A copy of one of the following Corel Home CD titles: Adventures with Edison, Green Bear, Arcade Mania, Red Rhino, Marilyn, Blue Tortoise, Nikolai's Trains, NN'nN Toy Makers, or Wild Board Games was won by: Darryl Baker, John Bond,

Brenda Campbell, David Curling, Harald Freise, Ross Gunn, Harold McClemens, David McCurdy, John Olson, Yvon Pelland, Andre Poirier, David Reeves, Chris & Michael Taylor, Bob Walker, David York, and Van Zhao.

#### Corel Art Show Book

William Schlarb and Randy Widdup each won a copy of the Corel Art Show Book.

#### Corel Photo Paint 6

Won by William Switzer.

#### Corel Print House

Won by Mark Cayer (Hey, thats me!).

#### Corel Xara

Won by Brian Wollenschlager.

#### Corel Draw 6

Won by Stephen Hickey.

And of course all you early birds snapped up those free Corel Key rings!!

Many thanks to Corel and to our presenters.

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### Executive Re-elected by Acclamation!

by Doug Poulter

As at close of nominations, I had received no nominations other than for the incumbent executive. All incumbents are thus re-elected by acclamation!

As a former executive member, I know the executive is always looking for volunteers. If you think that maybe you'd like to help out but want to test the waters before jumping in with both feet, leave a message for

our Membership Chairman, Mark Cayer. He'll add your expression of interest to the membership list, which is referenced by the rest of the executive looking for volunteers.

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## Ottawa PC News

Ottawa PC News is the newsletter of the Ottawa PC Users' Group (OPCUG), and is published monthly except in July. The opinions expressed in this newsletter may not necessarily represent the views of the club or its members. Deadline for submissions is the last day of the month prior to publication.

### Group Meetings

OPCUG normally meets on the second Tuesday in the month, except in July at Sir Robert Borden HS, 131 Greenbank Road, Nepean.

Meeting times are 7:30 p.m. to 10 p.m.

### Fees

Membership: \$25 per year.

Disk-of-the Month: \$25 for either 5.25-in or 3.5-inch diskettes (10 diskettes).

### Mailing Address

3 Thatcher St., Nepean, Ontario, K2G 1S6  
Telephone answering machine 723-1329

### Bulletin board—the PUB (BBS)

Up to 28.8 kbps v.34 228-0665 (6 lines)

### Chairman

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### Beginners' Corner

To be announced

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### Fox SIG coordinator

Andrew Ross MacNeill (voice/fax) 596-3313

### Internet SIG coordinator

David Curling 731-5381

curlingd@loday.com

### OS/2 SIG Coordinator

Jocelyn Doire (Mr.) Please contact via PUB

### Paradox SIG coordinator

Larry Chop 236-8761 (days)

### Windows SIG coordinator

Philip Baker 247-9555



## Internet SIG

# January meeting of the I-SIG

The Regional Municipality of Ottawa-Carleton (RMOC) is developing internal and external Web servers to deliver information about the responsibilities and operations of the RMOC. Data will be stored and available on-line through Adobe Acrobat.

Paul Mahood, (Manager, Network Services, RMOC) and Keri Dunning (Project Engineer, Ottawa-Carleton Research Institute) will recount the history leading up to this project and the way in which concepts evolved and decisions taken with respect to hardware, Internet service provider (ISP), server OS and software, as well as the operational procedures that were developed to support the system.

This will be a very interesting case study in the development of an information system.

- Speakers

Paul Mahood, RMOC & Keri Dunning, OCRI

- Topic

The Internal and External RMOC Information Systems

- Date & Time

January 11, 1996

7:30 p.m.—9:00 p.m.

- Where

RMOC Headquarters, 111 Lisgar Street, Ottawa

For further information, contact:

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or 731-5381