



THE WYSIWYG



October 1996

Volume 8, Issue 8

STERLING HEIGHTS COMPUTER CLUB

PO Box 385

Sterling Heights, MI 48311-0385

\$3.00

TUESDAY OCT 1

Main Meeting.

7:30PM

SHCC Member Mike Greenen will be presenting Time and Chaos, a personal information manager (PIM) to the club.

Recruit a new club member and get 3 additional months of membership for free.

IN THIS ISSUE:

From the President	1
Election Announcement	1
About SHCC	2
Resource People	2
SIG Meetings	3
SHCC Business	4
Welcome New Members	4
Ask the Expert	5
Windows Tips	5
Norton Antivirus Review	6
Vendor Press Releases	10
Other Computer Clubs	11
SHCC Oct. Schedule	12

From the President's Office

by Rick Schummer

Each month I write this column. Some months the words flow from my head to the keyboard, other months I have to struggle to come up with a topic. This month was one of the months I struggled until I received an Email with the announcement that the Boston Computer Society has closed up shop. This is the worlds largest computer user group with over 18,000 members from around the globe. They had over 100 chapters around the Boston area alone. Just think of this as 100 SHCC type groups, many of them larger, in the Detroit Metro area. I am aware of a dozen or so groups (only a few dedicated to PCs), many smaller than the SHCC, a couple larger, but no where near 100 groups. So why am I writing about this? Please read on.

In the announcement the BCS declared "Mission Accomplished!". This means that they felt the job of assisting people with learning computer technology has been finished. **Pretty bold statement!** I think user groups still will serve this purpose for a long time. Last time I checked there were more

than 250 million people living in the USA. There are not nearly that many using computers, and many that are using PCs are not comfortable with them. More and more households are purchasing PCs and more and more businesses are leveraging PCs by employees to run day-to-day operations. User groups are not just a place to learn how to use a computer, but more importantly a place to improve your *utilization* of the computer. I know

(Continued on page 9)

like it!

Hopefully I will see everyone at the October meeting!

Election Announcement

By Rick Schummer

It is time to re-elect our officers. Here is the process, the jobs, and responsibilities:

The nomination process is fairly simple. You can nominate yourself or have another person nominate you for one or more of the offices. All the offices (president, vice-president, secretary, and treasurer)

(Continued on page 9)

Guests and visitors are welcome. People may attend any of three consecutive club meetings before deciding to become a member or not. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to residents of Sterling Heights. Meetings are on the first Tuesday of the month, except for July and August. There is a monthly drawing for door prizes at the end of the meeting.

Special Interest Groups:

MS-DOS (Main)	IBM compatibles
Communications	Computers communicating with other computers
Power user	Advance users discuss various topics
Novice	Those starting out

Resource People:

DOS	Jerry Carson	548-0331
Excel	Mike Greenen	979-8717
Family Tree	Rick Schummer	997-1451
FoxPro	Rick Schummer	997-1451
Hardware	Jerry Carson	548-0331
Lotus 123	Mike Greenen	979-8717
MS Publisher	Rick Kucejko	870-6180
PCFile	Don VanSyckel	731-9232
Professional Write	Mike Greenen	979-8717
Spreadsheets	Rick Schummer	997-1451
Word for Windows	Rick Schummer	997-1451
WordPerfect	Jim McNeil	978-3953

SHCC Coordinators:

BBS info	Jerry Carson	548-0331
Com. SIG	Craig Hibbard	795-3928
Door prize	Paul Anderson	979-2280
Greeting table	Lindell Beck	939-4278
Joke	?	
Newsletter editor	?	
Newsletter publ.	Rick Kucejko	879-6180
	rick@vesuvian.com	
Novice SIG	Ellen Geering	468-3528
Power Users SIG	Ed LeBioda	264-1632
Resource person	Tom Grish	826-8449
Vendor Press Rel.	Jim Waldrop	731-6481

SHCC Officers:

President	Rick Schummer	997-1451
	CIS:70254,1643	
Vice President	Craig Hibbard	795-3928
	chibbard@rust.net	
Treasurer	Dick Morawski	573-9648
	RMorawski@aol.com	
Secretary	Don VanSyckel	731-9232
	vansycke@gdls.com	

DUES: \$25/YEAR

Four Month Meeting Schedule:

OCTOBER 1996

- 1 - SHCC - Member Mike Greenen will present Personal Information Manager
- 7 - APPLE P.I.E.. meeting
- 8 - SHCC officer's meeting
- 9 - DMUG meeting
- 13 - SEMCO meeting
- 14 - Communications SIG
- 14 - CUE 80 meeting
- 15 - Novice SIG
- 21 - MCUG meeting
- 22 - Power Users' SIG
- 30 - SCUG meeting

- 2 - APPLE P.I.E.. meeting
- 3 - SHCC - TBD
- 8 - SEMCO meeting
- 9 - Communications SIG
- 9 - CUE 80 meeting
- 10 - SHCC officer's meeting
- 11 - DMUG meeting
- 16 - MCUG meeting
- 17 - Novice SIG
- 31 - Power Users' SIG

JANUARY 1997

- 6 - APPLE P.I.E.. meeting
- 7 - SHCC - TBD
- 8 - DMUG meeting
- 14- SHCC officer's meeting
- 12 - SEMCO meeting
- 13 - Communications SIG
- 13 - CUE 80 meeting
- 21 - Novice SIG
- 20 - MCUG meeting
- 28 - Power Users' SIG
- 29 - SCUG meeting

NOVEMBER 1996

- 4 - APPLE P.I.E.. meeting
- 5 - SHCC - TBD
- 10 - SEMCO meeting
- 11 - Communications SIG
- 11 - CUE 80 meeting
- 12 - SHCC officer's meeting
- 13 - DMUG meeting
- 18 - MCUG meeting
- 19 - Novice SIG
- 26 - Power Users' SIG
- 27 - SCUG meeting

DECEMBER 1996

For more information on other area computer clubs, see page 11.

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to :
 WYSIWYG Publisher
 5069 Fedora
 Troy, MI 48098
 OR at the e-mail addresses: rick@vesuvian.com

Unless stated otherwise, all materials contained in this newsletter are copyrighted by the Sterling Heights Computer Club. License is hereby granted to other clubs (non-profit) to reprint with credit.

Sig Meetings

Novice Sig



The next meeting is scheduled for October 15, 1996. Mike Greenen will

continue the discussions on the Windows operating system. Windows 95 and Windows 3.x will be compared. There will also be Q&A time.

For the September meeting, Mike Greenen brought in his computer, and installed Windows 95. The seven novices present at the meeting stayed late discussing computer issues and having a good time.

The Novice group is looking for a few good members to chair future open Q&A sessions. Please see Ellen Geering if you are willing to help out in teaching the novice users for a meeting.

For more information about the SIG, please call Ellen Geering (her number is on page 2).

The Novice SIG meets on the third Tuesday of the month at 7:30PM at Oakbrook Elementary in the Resource Room. Oakbrook is located on the northeast corner of Metro Parkway and Dodge Park Road. Heritage Junior High is on the corner and Oakbrook is behind it.

From Dodge Park Road, turn onto Danforth (east). Turn right onto Greenway. Greenway takes a bend to the left. Turn right onto Ashby.

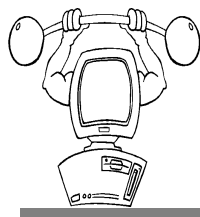
Ashby ends in Oakbrook's parking lot.

From Metro Parkway East, go north on Dodge Park Road and follow the instructions above.

From Metro Parkway West, go north on Barrington, just after you pass the Edison Corridor between Schoenherr and Dodge Park Roads. Turn left onto Greenway. Turn left



Power User Sig



The next meeting of the Power User SIG is October 22, 1996.

Each month the members of the Power User SIG help each other out with some tough questions and topics. For more information about the SIG, please call Ed LeBioda (his number is on page 2).

Meetings are held in the Meeting Rooms at Mt. Clemens General Hospital. These meetings are the fourth Tuesday at 7:30PM.

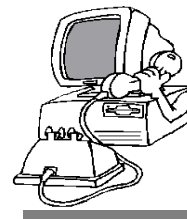
Mt. Clemens General Hospital is at 1000 Harrington Blvd., Mount Clemens, MI. Go on 16 Mile Road

to Grosebeck Road. Then:

- Turn North on Grosebeck Road
- Go about one mile to Harrington Blvd. (this is at a traffic light)
- Turn right (East) on Harrington
- Go East about two city blocks
- You should see the hospital
- Park in lot west of hospital



Communications Sig



There will be no planned meeting of the Communications SIG in October.

Craig is looking for a new meeting location with better internet access. The intent is to be able to get online more easily at future meetings.

The Communication SIG meetings were held on the second Monday of each month at 7:30 PM at Lamphere High School.

The basic purpose of the SIG is to help educate members about how they can make use of their computer's ability to communicate with other computers.

If you have any questions call or e-mail Craig Hibbard. (His address is



SHCC Emergency Shutdown

The Sterling Heights Computer Club will utilize radio station WWJ - 950 on the AM dial to notify members that a meeting is canceled because of bad weather or for other reasons. The announcement will happen along with the school closings and other events. Please remember to listen to the radio when there is bad weather.

SHCC Business

Resource People

If you have some knowledge about a program or specific piece of hardware that could be of help to other club members, please consider volunteering to be a Resource Person. Page 2 has a list of the present people and software or hardware supported. If your expertise is not listed, please contact the WYSIWYG editor (Rick Kucejko - address and numbers on page 2), to add your



Presenters Wanted

The officers are always looking for people to come forward and make a presentation at one of our upcoming meetings. We will give you plenty of time to prepare.

If there is some software you have been using and think others may be interested as well, or there is a computer topic you would like to present to other members, please call or email Rick Schummer. Making presentations is not that difficult. The hour goes by before you know it and there is always enough material to cover in a software package that the hour is easy to fill.

As always, if there is a topic you are interested in or a package you would like demonstrated, please see any of the officers. They are always interested in what the members would like to see. Keeping the members excited and interested in the presentations is

probably the most difficult part running this group. And don't worry about being volunteered to make the presentation (Rick might try, but never forces anyone to make presentations, although he



New "Ask the Expert" Found

Ask and you shall receive is an old saying that came through in a big way this month. Not only did we find someone to step up to be the editor for the monthly "Ask the Expert" column, but we got one of the **big** experts to take it over. I am very happy to announce that Jerry Carson will be editing this column in future months. Thanks Jerry!



Member Classified Ads

None this month. Send any classifieds to the WYSIWYG Publisher at the club's PO Box, or to the address on page 2 of the



Door Prizes

The SHCC offers door prizes at regularly scheduled club meetings. Door prizes were unknown at press time.

September's door prize winners circle included:

WordPerfect 6 Upgrade Book, donated by Egghead Software, won by **Robert Frederick**

Computer Dictionary, donated by Microsoft Mindshare, won by **Keith Chase**

Lyben Shirt, donated by Lyben Computers, won by **Dr. Martin Brown**

PQ Shirt, donated by Power Quest, won by **Jamie Smith**

StereoIllusions, donated anonymously, won by **Jerry**



Technical Bits

"Ask The Experts"

by Jerry Carson

Please send questions to "Ask the Experts" at the club's PO address, or e-mail your question directly to Jerry Carson at: jcarson@misgate.mcgh.org

Q: My soundcard is set up to use IRQ 5, but the book that came with my system says that IRQ 5 is reserved for LPT2. Which is correct? (And what's an IRQ anyway?)

A: IRQ stands for Interrupt ReQuest line. Many devices need an IRQ line to get the computer's attention when it needs servicing. Your PC has 16 lines, many of which are reserved. My machine has the following IRQs used:

- 1) Keyboard
- 2) ISA Bus
- 3) Serial Port 2
- 4) Serial Port 1
- 5) Reserved for LPT2
- 6) Floppy Disk Drive
- 7) Parallel port 1
- 8) Free
- 9) Free
- 10) Sound Card
- 11) Free
- 12) Free
- 13) Free
- 14) IDE Hard Disk
- 15) Free

Since most users don't have two printers, many devices try to use IRQ 5 assuming it is free. This can cause problems if more than one

device is trying to use the same IRQ. That's where PnP (Plug and Play) BIOS and operating systems come in. They ask each device (providing it's PnP compatible) how many IRQs they need and which ones it can use and tries to assign it one that is free. Usually this works well.

Back to your question... If you don't have anything using IRQ 5 (like a second printer) then you can go ahead and use it for your sound card. If you have a second printer (or something else on that IRQ) or think you might get a second printer, then change the IRQ to one that is free and your sound card supports. Good luck!



Normally it takes 3 to 5 hours a month (give or take a few hours) ~~outside of the meetings.~~ The president's job might take a little more, but remember that delegation can lower the burden. If you have any questions concerning the duties, feel free to give me a call.

Windows Tips

By Rick Schummer

Microsoft has an information packed electronic newsletter called WinNews. This newsletter is filled with information on Windows 95 and related news releases. It is available to those with email capabilities and is a "free" subscription (depending on on-line connect charges for Internet access). See the February

newsletter for instructions to subscribe to WinNews:

WinNews is published twice a month, on the first and third Monday of each month. Special editions of WinNews may also be sent out occasionally. If you are unhappy with this or have another reason not to receive it after sampling it there are ways to unsubscribe to this service listed in WinNews.

Here are some Q&As and a few tips from the September issues of WinNews:

BUILD CONFIDENCE WITH YOUR OLD FRIEND PROGMAN

A great tool you can give to the timid or stubborn Windows 3.x user is the old interface's Program Manager. You can either find the [boot] section of the \WINDOWS \SYSTEM.INI and change the

```
shell=Explorer.exe
line to
shell=Progman.exe
```

or you can tell users to choose Run from the Start menu, then type progman and press [enter]. Don't worry about the availability of progman preventing users from migrating to Windows 95. As long as you keep reminding them of all the good features of the new interface, such as long file names, they'll find it difficult to resist occasionally pressing the little Start



Norton AntiVirus v2.0 for Windows95

by Rick Schummer

button that stays so temptingly in the bottom-left corner of the screen.

These tips originally appeared in the Windows 95 Professional, a monthly publication from the Cobb Group. To get a free issue of Windows 95 Professional, go to: www.cobb.com/w9p/freevufu.htm

Viruses are cruel, vindictive, and destructive programs that are written by the Darth Vaders of the computer programming industry. Fortunately companies like Symantec have created programs like *Norton AntiVirus v2.0 for Windows 95* to protect computer users from these destructive, evil viruses. According to the documentation included with this program there are over 8000 known computer viruses. I am reviewing this package because I feel it is important for members to understand what anti-virus software is all about and because the nice people at Symantec User Group Relations were kind enough to pass a copy to the club for review.

First of all you might be asking, "what is Rick talking about, these 'evil viruses'?", can my computer get sick and possibly die? Well yes it can, but not like humans. A virus is not contagious through the air, but is a program that transfers itself via diskette, through a network, Email, or downloaded from a Bulletin Board System, online service, or the Internet. This program attaches itself to your computer's boot sector, another

executable file, or any document that can execute macros or programs. These viruses can do anything from nothing to reformatting your hard drive, destroying all your programs and data files. Many will display something on your monitor letting you know an attack has been made, others are silent killers. Each of the known viruses come with a "virus signature", a string of characters that uniquely identifies the virus or the strain of the virus. Most of the viruses are irritating, many humorous, all of them are created to bother computer users.

So how can you protect yourself? First of all, practice safe computing. Know where the diskettes you place in your drive came from. It is rare that vendor diskettes have viruses on them, but it has happened in the past. Make sure the BBSs, online services, and Internet sites you frequently download files from are reputable and have pre-scanned all files they make available for download. In general if you practice these policies your PC will not get infected, but in life there are no guarantees, therefore it is a good idea to by some form of anti-virus software.

Anti-virus software scans the files on your hard drive and in memory to see if it can find the "virus signature" of all **known** viruses. Please take note of "known". There is no way this software can possibly know about viruses being created in the future (although

Norton has a cool feature to help with this as well discussed later in the review).

Norton AntiVirus has been rated one the top virus packages on the market. It was cited as the top product in the detection and repair of the Word Macro viruses in an independent study. The Word Macro viruses are Microsoft Word macros that can be executed while opening a document or template file. These macros execute and can do destructive things like save all document files in a different format to reformatting your hard drive. Symantec claims there are more than 15 million users of this product. Even though I am reviewing the Windows 95 version, Norton AntiVirus is available for DOS, Windows 3.11, Netware, Windows NT, and Macintosh.

The System Requirements for the Windows 95 version is:

IBM PC or 100% compatible
Windows 95 (not NT with this version)
Intel 80386 (80486DX or higher recommended)
4 MB of RAM (8 MB recommended)
12 MB hard disk required

The software license is per user and allows users to load it to one computer at work and one computer at home which is a nice benefit if your company buys this software to protect the company's assets. The product comes with a 60 day money-back guarantee.

The installation was pretty easy and uneventful. This was good since the install allows you to scan your system for existing viruses. The installation is much like the built in Windows 95 wizards. The package comes with installation instructions and a quick start guide to get you moving without a lot of reading. The important thing with installation for me is that you can override the default directory location, although it did load some files into a common location which I did not get to designate.

AntiVirus loads during the Win95 boot up process and also scans floppies when you shut down. Fortunately neither of these additional steps really takes that long so you won't see a significant change in these times.

Features

The most important feature to me are the continuous protection provided by the scanning of my computer's memory, boot records, hard disks, diskettes, and CDs (yes, CDs can have viruses, but you cannot place a virus on a CD unless you have one of the new CD writers). The scanning is very fast. It will even scan compressed files (.ZIP, .LHA, & .LHZ) which is very important since you can detect viruses in files downloaded before uncompressing them. If any viruses are found you can either repair the file or delete the file if there is no known fix for the found virus. This feature can be run in the background continuously (Auto-protect) or manually by running AntiVirus (NAVW.EXE). The background checking did not

appear to impact system performance which was positive.

There are numerous options on what files to scan, 30 pages of the manual are devoted to customizing AntiVirus. For the most part I accepted the defaults.

There are really three parts to the scanning process. The first is Start-up protection. This is where AntiVirus scans the machine during the boot. The AutoProtect mode runs as a Virtual Device (Windows 95 VxD) which is like a background program. This is loaded when Windows 95 starts. It serves several purposes. First it checks programs when they are executed. Second it monitors the computer for unknown viruses with a patent-pending technology exclusive to Symantec. Thirdly it prevent viruses from infecting the computer when files are copied or installed on the PC. The last piece of scanning process is the manually executed scans initiated by the user via running Norton AntiVirus from the Windows 95 menu.

The Repair Wizard is something I did not try out since I did not have a virus. From what the documentation states it looks pretty impressive. This is the second most important feature behind detection. If your anti-virus software only finds the virus it is only doing half the job. Once a virus is detected you run the Repair Wizard to fix the infected file(s). This painless wizard (read online assistant) steps you through the repair process. There are even steps documented if the file cannot be repaired.

Creating a set of rescue disks is a must in case you have a problem booting your PC because of a virus. This set of rescue disks will help repair the files affected by the virus if possible and get you up and running again. If a virus is detected at boot time it might not be possible to get to the program to detect and repair the files affected. This set of rescue diskettes can be created during installation or some time later.

Other customization features include determining risk level, managing exclusions, customizing alerts, general scanning options, customizing startup and auto-protection options, and inoculation options.

The product is Windows 95 compliant which may not sound important but is. This means that the product supports long filenames, Universal Naming Conventions (UNC), has been certified to run in Windows 95, and meets the user interface design rules accepted by the industry. This means the product is easier to use and learn as well since it works like other Window 95 products. It also means that it complies with the requirement of including an uninstaller which is very nice if you find that this product is not what you wanted. I also like the uninstall option for products I use occasionally and don't want to permanently take up precious hard drive space.

Documentation

The documentation is very thorough. I found answers to all my questions either in the user

manual or the online help. The right-click (or alternate mouse button for politically correct fans) menu typically has the “what’s this?” help which is a nice shortcut to the help by pointing to the option on the screen. This is a fairly new concept in Windows software and will be something more common in packages developed in the near future.

There is a lengthy discussion on viruses, what they are, what they target, different types, different technologies, and how to keep current on protecting your PC against them.

I also liked the credits which named the individuals who helped with the development, support, project management, documentation, engineering and research. As a fellow software developer it is nice to see credit given to the team that made this product work as advertised.

Technical Support

Technical Support is available for 90 days after you first call, not after you register. This is called StandardCare. This is excellent as long as you don’t need support right away. Therefore it is better than the typical 90 day policy which starts when you buy and register the product. There is also PriorityCare 800 (charged per incident), PremiumCare 800 (charged per year), and PriorityCare 900 (charged per minute or per incident basis) for those who are outside of the initial 90 days support.

Live Updates

One thing I have disliked about other anti-virus products I have used in the past is they get old quick. New viruses are made everyday. No software can detect viruses that it does not know about it. These other packages I have used typically were obsolete the day I loaded them. In fact one package was even kind enough to tell me it was old and I should get an updated version. The Norton AntiVirus is architected in a smart way. The Symantec AntiVirus Research Center (SARC) has a dedicated team to find new viruses, research, develop new technologies, and eliminate the threat created by new viruses. You can download protection (and repair logic) from Symantec against newly developed virus that have been found. These updates are available from several sources for free or you can subscribe to a diskette for \$40 a year. This is great, if I am really afraid of the next killer virus being imported from the Internet, I could download the updates monthly. The new virus definitions (used by AntiVirus to detect viruses) are available from the Symantec BBS, Symantec FTP and web sites, CompuServe, America Online and the Microsoft Network. This feature alone convinced me that it is the best package of its kind.

One “bugger”

Norton included their own scheduler. I use System Agent from Microsoft Plus! that already automates jobs I want to run. Since Norton included their own by default I was stuck using two schedulers. This is a tremendous resource waster and I wish AntiVirus would have detected this

and offered to schedule the scanning process using System Agent. Some of you may be saying or asking “Why should Norton use Microsoft’s scheduler?”. To this I say Microsoft and Symantec worked very closely on Windows 95 and the Norton products are nearly seamless because of this “partnership”. Since they worked so closely I wish they would have included this functionality. For those who are not using System Agent, AntiVirus includes a nice scheduler that will automate computer scans for viruses.

Conclusion

More information on Norton AntiVirus and other Symantec products is available on the web at <http://www.symantec.com> including test results of the independent study that showed this product rated number one.

I found this product very usable and stable. I have not been attacked with a virus (knock on silicon) since I installed the program to prove the worth of the product from a production environment, but can tell you I have been hit with the Word Macro Concept virus at work from documents passed along in Email and it is not much fun. I am very thankful that companies like Symantec have created these products to repair the damage that these viruses can cause.

The product surpassed my expectations which were high based



From the President

(Continued from page 1)

a lot about computers, but each day I learn how to better use my computer to make my life easier. I have access to unlimited information that allows me to make daily decisions. It is impossible to evaluate all the new programs that I could use. I love having the ability to call my SHCC friends to get help when I am stuck. It also gives me great pleasure when I help out others as well. This is why I joined a computer club and why I remain a member.

Other local user groups have closed up shop or are considering this very process. Has this time come? Have user groups served their purpose? Have computers become so easy to use that users don't see the need to hang out with others to learn more about the machines they have bought? Are people approaching maximum utilization with these powerful machines?

I think not! Reality has a funny way of proving me wrong sometimes. To be honest with you, these very questions have crossed my mind several times in the last year. I feel that the evolution of computer groups has entered into a new era. Change or die. The PC environment has changed and so will we if we are to continue as a viable organization over the long haul. The officers are discussing these changes at each of the officer meetings. Some of these changes are already taking place in the newsletter (content and layout), in our meetings, and in the direction of the group. If you feel we need to

be doing something else, please speak up now! Your input is critical.

Many of the BCS chapters have already declared that they will spin off and become user groups on their own. This is a positive. Many of the groups will close down which is very sad. The BCS also reported that it lost \$187,000 which is a tremendous amount of money. Maybe the organization collapsed under its own weight. As companies get large they feel the same type of pressure and get a bit difficult to manage. Hopefully the smaller groups will pick up the pieces and will survive.

Rest in Peace BCS, live long and prosper SHCC and other groups



Election Announcement

(Continued from page 1)

are elected for a one year term starting in January and completing in December. Nominations are taken in October and just before the elections in November. You must be a member to be nominated.

The elections are held at the regular meeting closest to November 1st, as stated in our constitution. This year the elections will be on November 5, 1996. The easy way to remember this is that we hold our elections on the same night as the local and national elections are held. Only members of the SHCC can vote or be on the ballot. The elections are held during the business portion of the meeting. The person with the most votes in each office is the

winner.

The jobs of each office are flexible. Some are defined, some change from office to office depending on the officers capabilities and availability.

In reality the president makes sure the meeting topics are set, the speakers are prepared, writes thank you notes to presenters and door prize contributors, runs the regular club and officer meetings, publishes the minutes to the officer meetings, takes phone calls from potential members and sends information to them, audits the monthly treasurer report and membership databases, and tracks door prizes. The WYSIWYG column is optional, but a great forum to pass along information to the members. The president also makes sure that the different coordinators are appointed and do their jobs. The president enforces the constitution and Club's policies. The president also does whatever things cannot be done by anyone else. The key to this job is delegation. The more the president delegates the less he has to do.

The vice president has the catch all job. So far to date the vice-president has not had to step in for the president, and there have not been any state funerals that they have had to attend. This is an important job. They person must be flexible and be prepared to run the regular and officer meetings if the president cannot attend. This officer usually picks up a project or two during the year to lift the burden from other officers.

The secretary maintains the

membership database which is tracked in PC-File. The secretary also puts together "New Member Packets" and gives them to newly joined members, and members who renew. These packets are already printed, some assembly required! The secretary audits the treasurer report to make sure that the membership money collected matches the membership count in the database, print the mailing labels for WYSIWYG mailing and several reports such as a membership list and attendance sheet. Copies are made for all officers as needed. The secretary makes sure that sign-in table materials needed at each regular meeting are there before the meeting, and before people start showing up.

The treasurer maintains records of all the money taken in and paid out from the Club's checking account. The SHCC currently uses Quicken to track the funds and generate reports for the officers. The treasurer also audits the membership counts. The treasurer makes reports to the officers at the officers meeting and four times a year to the Club's membership. All the receipts are collected and maintained by the treasurer.

All the officers attend the officer meeting which takes place on the second Tuesday of the month. Starts at 7:30pm, time and date are flexible to liking of all officers.

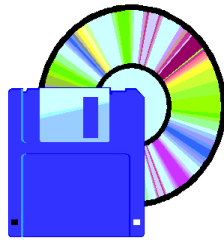
I hope everyone considers this invitation, this call to service. It is some work, and it is a lot of fun.



Vendor Press Releases

by Jim Waldrop

This monthly column lists new vendor announcements and specials available to club members. If you are a club member, this feature alone can save you much more than the cost of your



club dues.

NOTE: When contacting any of the companies listed in these press release summaries, always mention that you are a member of the Sterling Heights Computer Club and that the telephone number etc. was printed in our newsletter.

NOTE: See James Waldrop for Caire Corp.

1-800-535-7226 ext.590

Fax 408-354-2743

OmniPage Pro 7.0 for Windows 95 - optical character recognition (OCR) software. New features include: 1. An expanded AutoOCR Toolbar, which adds a "Save As" button that allows the user to save output text in a variety of word processing, spreadsheet, and other text-based formats. 2. A "Load from Exchange" option to open faxes from the Exchange Inbox. 3. "OCR and Check" option that automatically launches the "Check Recognition" feature to verify the output text immediately after

recognition is complete.

The "OCR Wizard" guides the user through the entire OCR process. The "Installation Wizard" assists the user in the installation of the software and scanning peripherals. "Thumbnail Representations" of document images open the OmniPage Pro to increase the manageability of multipage OCR jobs. Advanced Windows 95 Help includes Hover Help, ToolTips, and Tip of the Day.

OmniPage Pro is a native Windows 95 based application and provides both a 32-bit OCR engine and application interface.

User group special price \$99.00 for the retail, and \$69.00 for the upgrade version, plus tax where applicable. Shipping and handling is an additional \$9.95.

CyberMedia, Inc.

User Group Manager Binh Ly

1-310-581-4700 x222

Fax 1-310-581-4720

First Aid 95 Deluxe can:

1. Fix Applications by fixing configuration and setup problems with Windows 3.1 and Windows 95 applications.
2. Fix Multimedia by repairing mismatched driver and setup problems with most popular sound cards and CD-ROMs.
3. Fix On-Line/Network Access problems with on-line service applications, Novell Netware, Windows for Workgroups, and Windows 95.
4. Clean Windows by checking INI

files and Windows 95 Registry for invalid entries and repairing them.

5. Crash Proof PC by intercepting crashes and GPFs before your work is lost, and lets you recover from them.

6. Trim Applications and letting you recover disk space by safely removing and archiving unused features of supported applications.

7. Recover From Catastrophes by automatically creating and storing snapshots of your PC'S configuration changes to let you roll-back to

previous working versions quickly and easily.

8. Revive your PC when it won't boot up by creating an Emergency Disk that restores your PC if your CMOS battery dies or other key files get corrupted.

9. Get CyberHelp via the Internet by automatically connecting you to vendor WEB sites on the Internet to get tips and help, and to download the latest bug fixes and driver updates for your PC.

10. Keep Itself Up-to-date through the Internet with software updates and new knowledge modules.

There is a free club copy being requested for evaluation. See one of the officers if you want to evaluate and write a review of the software.

SciTech International, Inc.

Software for Science is a **free** 68-page color catalog of scientific and technical software which includes descriptions of more than 1,800 products for DOS, Macintosh, Windows and Unix. It includes articles about scientific and

technical problems, and helpful hints and advice on finding the best software to get the job done. The company has more than 3,500 different products and provides an electronic version of the catalog on the Internet.

Call 1-800-622-3345, 1-312-486-9191, fax 1-312-486-9234 or send an e-mail message to info@scitechint.com to get a copy. The URL is <http://www.scitechint.com>. Ask James Waldrop to see the catalog.

Shortcut Software

1-800-521-9414

Fax 1-310-459-5621

E-Mail:

74777.3441@compuserve.com

On CompuServe:

GO SHORTCUT

In your word processor, change text instantly from lower case to UPPER CASE to Word Capitalization with a single keystroke. In Windows 95, instantly minimize all programs on the desktop by typing Ctrl+Esc followed by Alt+M from any program. Anywhere in Windows, modify the effect of "drag and drop" by simultaneously holding down the Shift, Ctrl, or Alt key while using the mouse.

The latest major Windows and Windows 95 programs have hundreds of handy keyboard and mouse shortcuts like these, including many new and revised ones. To make good use of them,

☺ ☺ ☺ ☺ ☺

Other Computer Clubs:

Apple P.I.E.

Time: 1st working Monday 7:00PM
Place: Jefferson Middle School, 29700 Rockwood Street, St. Clair Shores
Reciprocating: Yes

Cue 80

Time: 2nd Monday, 7:30PM
Place: Intermediate School District Admin. Bldg; Range Road; Marysville (I-94 East to Exit #266; keep to right on exit ramp to Gratiot Avenue; 1/8 mile to stop light, Range Road; turn left; 1/2 mile to I.S.D.; left into complex, first building on right)
Reciprocating: Yes

Detroit Computer Users Group

Time: 2nd Wednesday, 7:00PM
Place: The church on Mound Road 1/4 mile south of St. Annes
Reciprocating: No response

MI Computer Users Group

Time: 3rd Monday, 7:00PM
Place: Lutheran HS East, 20100 Kelly Road, Harper Woods; (South of 8 Mi Rd., east side of Kelly); 585-2050
Reciprocating: No

Sarnia Computer Users Group

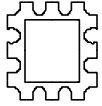
Time: Last Wednesday, 7:30PM
Place: St. Bartholomew Anglican Church; 718 Cathcart Blvd.; Sarnia; 519/542-3227
Reciprocating: Yes

South Eastern Michigan Computer Organization (SEMCO)

Time: 2nd Sunday 1:00PM
Place: Dodge Hall; Oakland University; 810/398-7560
Reciprocating: Yes



**STERLING HEIGHTS
COMPUTER CLUB**
PO Box 385
Sterling Heights, MI 48311-0385

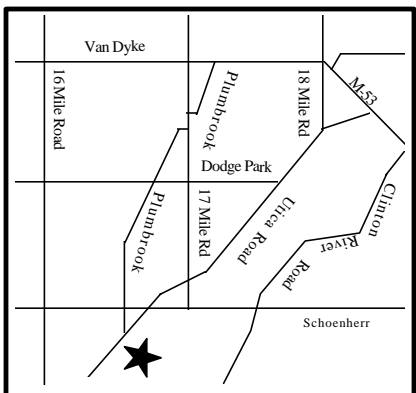


OCTOBER AT SHCC:

TUESDAY OCT 1
Main Meeting.
7:30PM at
Carpattia Club.

38000 Utica Road,
Sterling Heights

SHCC Member Mike Greenen
will be presenting Time and
Chaos, a personal
information manager (PIM)
to the club.



SIGS

MONDAY OCTOBER 7
Communications SIG. Not meeting this month.

TUESDAY OCTOBER 15
Novice SIG. 7:30PM at Oakbrook Elementary School.

TUESDAY OCTOBER 22
Power User SIG. 7:30PM at Mount Clemens General Hospital

FUTURE MEETINGS:

NOVEMBER :
TBD

DECEMBER:
TBD