

# OTTAWA PC NEWS

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

## Tips and tricks

## Protect your files

by Harald Freise

*back-up* (bàk'lùp') noun

1.a. A reserve or substitute. b. Computer Science. A copy of a program or file that is stored separately from the original.

2.a. Support or backing. b. Music. A background accompaniment, as for a performer.

3. An overflow or accumulation caused by clogging or by a stoppage: a backup in the sink; a backup of traffic at the drawbridge.

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Having run into inordinate number of failed hard disks this past while I saw various reactions to the event that will plague us all sooner or later. The three stages of data loss are Denial (it's not really all gone...), Rage (...\*@#\*^# hard disk) and finally, Acceptance that the data is gone forever. All gone, unless you've recently backed your data up. The data we create with our machines is the most important use of a computer. With more and more individuals working from

non-networked PCs; the responsibility for backing up data falls to that individual. The same methods should be employed in any event.

To make the chore simpler create a separate directory for your data and perhaps organize it via the application that creates the files it intends to store (see figure). Insure that the working directory for individual programs points to this directory. This directory is the most important directory to back up.

Ask yourself "How much time can I afford to completely recreate the data I have created?" and you will have a good idea of the frequency period required for doing a backup. Most medium sized networks I have worked on do a full backup at least once a week and incremental backups nightly (if not more frequently, depending on the paranoia of the system admin.) A full backup includes every file on the machine including system files. An incremental backup means only those files that have been added or changed from the previous version.

A lot of Network backups now include the user's workstation hard drive. If you figure that

## INSIDE

### Tips and tricks

*Protect your files*..... 1

*Adjust your monitor's brightness*..... 3

### Ottawa Paradox User's Group (OPUG)

*Review of April's meeting* ..... 2

### Coming up

*Mystery Product*..... 3

### Club news

*Prize winners* ..... 4

*Ontario Computer Fairs* ..... 5

*The OPCUG "yellow pages" survey*.... 5

*The OPCUG OS/2 SIG*..... back page

there is over \$10,000 tied up in that user, for the machine, training & support, and that individual is responsible for contributing to the organization then there are probably worthwhile files on that machine. Don't forget those laptops wandering around your organization with, perhaps, some fairly critical data on their hard disks.

Make at least three copies of your data. Test the backup to see if you can restore each backup. It was very embarrassing for me once, to try and restore a backup after having installed a bleeding edge system at a clients site, and have it fail (long story; but had a happy ending.) Have at least one re-

*Continued on page 2*

cent complete backup set off site in case the building burns, falls down or something.

Backing up system and application files makes a lot of sense. Time is money and the faster you can get your machines up and running the faster you will be productive. If you have a stable software setup, configured just the way you like it and it doesn't change much, make a backup to save you a lot of time and aggravation.

Create a disaster recovery plan and include backups in that

plan. Ask yourself "what would you need to do to become productive again?" Include regularly testing your backups in that plan, and see that it is done.

Be careful to educate other users that have access to your system. I'd take a fair guess that over 70% of all data loss is user induced (what did DEL C:\ \*.\* Y/N mean anyway?) Make sure that those users have the proper knowledge by educating them so that you won't become prone to end-user error.

With the advent of larger and cheaper hard drives the amount of data stored can be significantly larger. Backups can be done on diskettes but consider a tape drive. Tape drives are a LOT easier and considering the amount that you have already invested in your machinery; a small additional amount indeed. The rule is that "All hard drives will fail." It is just a matter of "WHEN!" Think about it.

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## Ottawa Paradox User's Group (OPUG)

# Review of April's meeting

by Nick Potter

**T**he April meeting of the Ottawa Paradox Users Group was held on April 5th at the Inly Systems store.

The main topic was a comparison of two third party Paradox for Windows documentation tools: ezDOC 2.0 (from Woll2Woll Software) and ObjectSpy 2.0 (from Kallista). Larry Chop demonstrated both packages, which were roughly equivalent in functionality. These tools are used to document Paradox for Windows applications, producing many different reports including database table structure, data model diagrams, object tree diagrams and ObjectPAL

source code. Demo versions of ezDOC and ObjectSpy (and some other Paradox add-ons) have recently been uploaded to the PUB.

A draw was held for a full copy of ezDialogs, another Paradox add-on from Woll2Woll Software. Ed Pedro was the lucky winner.

On another topic, Steve Finer, who until recently was Borland's Ottawa rep, attended the meeting to announce plans for a new Ottawa user group for Delphi, the new development software from Borland.

In open discussion about possible subjects for future SIG meetings, there was interest in seeing demos of Paradox for

Windows applications developed by SIG members. We expect to see a demonstration of a PdoxWin app at the next SIG meeting on Wednesday, May 3rd. Check the Paradox SIG message area on the PUB closer to the date for details.

The Ottawa Paradox Users Group meets at 7:00 PM on the first Wednesday of each month at the Inly Systems store, 1221A Cyrville Rd in Gloucester (a couple of blocks to the East of St. Laurent Shopping Centre). Everyone is welcome to attend.

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# Mystery Product

by Julie Dustin

Jean Montminy, Senior Systems Engineer from Lotus Development Corporation, will be presenting at the next OPCUG meeting. Jean promises a big surprise, a soon-to-be released product showing. Even I don't know what it is and yes, it was a little tough to write this article because of the cover-up.

In addition to the Ottawa premiere showing of the Mystery Product, she will give a brief non-technical presentation on Lotus Notes Suite. This group of products includes Lotus 1-2-3, Freelance, AmiPro, Approach, Organizer, and Screencam. Screencam is a screen-capture product which can record mouse movements and voice instructions. It can be used to provide instructions and coaching for a user. Lotus Notes includes 18 built-in applications and workgroup applications that allow people located in different parts of the

## 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, 25 April	See this page
Tuesday, 23 May	Corel
June	To be announced

SIG meeting	Date and time	Topic	Location
Internet	May 11 June 8 7:30 pm	Absolute Beginner's Guide to the Internet	RMOC, 111 Lisgar St., Ottawa
OPUG	May 3 7:00 pm	Paradox for Windows p review	Inly Systems store, 1221A Cyrville Rd.

world to work with the same document. It also includes a newswire services hook which dials out and loads the paper (you don't have to wander out in the street in your bathrobe anymore). It also includes a customer suggestion database. This new product records customer calls and creates thank

you letters [*this sounds a product that Lotus built for its own use and realized how useful it might be to others:ed*].

Jean has done excellent presentations for our group in the past. It's worth the drive!

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## Tips and tricks

# Adjust your monitor's brightness and contrast

by Harald Freise

After selling and installing a small seven-node workgroup, several users complained that after a few hours working at their new 17" displays, their eyes hurt. What I had forgotten to do was to help the users properly ad-

just their monitors. What they were used to looking at was a predominantly black screen with either green or amber text. Now, using Windows, their screens were significantly brighter with a whole whack more colours. Looking at today's monitors could be likened to having a flashlight

shining in your eyes. They're brighter and sharper than ever before. There is an easy monitor adjustment that will get the best performance out of your monitor and without causing undue eyestrain. It is a three step process.

*Continued on page 4*

## Prize winners

by Mark Cayer

**A**part from the Cisco Systems keychains (which everybody got), the prizes and the lucky club members who won them at the March meeting were:

### **From The Great Canadian Theatre Company:**

2 tickets to a performance of CHEAP SHOTS on MAY 1st:

David Kwan

2 tickets each to a dress rehearsal of the same show:

Graham Gibb  
Michael Hagarty  
Donald Kemp

### **From Silver Publishing, a copy of the Cadman Starter Kit/Guide and software to:**

John Archibald  
Peter Chapman  
David Curling  
Norm Dafoe (again!!)

Stephen Leung  
Craig Milne  
Michel Perron  
Nick Potter  
Richard Shepherd  
Henry Sims

### **From Cisco Systems**

Set of Cisco Books:

Jackson Hibler  
Earl Johnson  
Neil MacLennan  
Roy McKenzie  
Darcy Whyte

Cisco CDs:

Christopher Brett  
Court Harkness  
Elizabeth Kipp  
Howard Macumber  
Richard McGrath  
Frank Sisson  
Willem Van Dijk  
Jean Vaumoron

Cisco "Beer" Mug:

Alan Black  
David Clark  
Piet de Lepper  
John Keys  
Kim Lauzon  
Jean-Pierre Legault

Joe Martyniuk  
Cisco "Gym" Bag:

Jim Forbes  
Chris Taylor

...and finally, the ever popular Cisco Systems Screwdriver!!

Edward Busby  
Brenda Campbell  
Larry Chambers  
Hal Chaplin  
Brendan Clarke  
Jacob Dick

David Dunkerley  
Alan German  
Hans Hageraats  
Peter Hartmann  
Theodore Havrot

James Kuhns  
Joseph Laberge  
Al Lagasse  
G.W. Leir

Ian MacLaine  
Keith Martinsen  
Barry Matthews

Richard Renaud  
Douglas Terry  
Hans Van Den Berg

That's it. Gee doesn't leave much newsletter room for articles does it ?

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### **Monitor** *continued from page 3*

1. Let the monitor warm up. A half hour, or so, should have the entire unit at its normal operating temperature. If you make adjustments when the monitor is cold, they might change after warming up.

2. Set black to be a "true" black. Using the brightness control (often depicted by a "sun" symbol) and using a screen with a large known black area, turn the control up and down until the

black area starts to get lighter or becomes visible (some monitors can't do this.) Slowly turn back the control until a "true" black is achieved on your monitor (no visible illumination of the black area.) This should be done under the lighting conditions that you normally use your computer in. A lot of people have their brightness control turned all the way up thinking that brighter is better. Brighter, in this sense, means washing out the vibrant colours

your monitor is capable of producing and probably shortening its life as well.

3. Adjust the contrast. Once a "true" black is adjusted (in step #2), use the contrast control (usually the half solid circle symbol) to adjust the image contrast until the brightness of the screen is the way you like it. Three simple, no cost, steps to get optimal performance out of your monitor. Try it, it works.

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## Ontario Computer Fairs

by Willem Vandijk

The information for the Ontario Computer Fairs is as follows.

- Place: Nepean Sportsplex, 1701 Woodroffe Ave.
- Date: April 29 and 30, 1995
- Time: 11:00 am to 4:00 pm
- Cost: \$6, or \$5 with the use of the coupon

The following seminars are being presented on both days:

- 11:30 am: Buying a computer for the 1990's, by Harald Friese, Ottawa PC User group

- 2:20 pm: Introduction to the Internet, by Kevin Kenny, MAGI Data Consulting
- 1:00 pm: OS/2 Warp, by Arlynn Poczynek, IBM
- 1:40 pm: What is computer networking?, by Ken McKinlay, Ottawa Netware Users Group
- 2:20 pm: Internet publishing, by Mark Bell, MONITOR Computer Publication

We (the OPCUG) will be located about half way at the left side wall, where we will have a mock-up of the BBS for demonstration purpose.

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**ONTARIO  
COMPUTER  
FAIRS**

**\$1.00 Off  
regular  
Admission  
Price**

**April  
29 and 30**

Nepean Sportsplex  
1701 Woodroffe Ave

**Ottawa PC  
Users' Group**

This coupon MAY be photo-copied

## The OPCUG "yellow pages" survey

by David Polich

What do you, the OCPUG members, think of the idea of having a "yellow pages" type of listing, to which you could turn when you are having problems with a program, a piece of hardware, or even get a leaky tap fixed.

Such a listing could provide a handy reference of what readily-available help can be found from within the ranks of the OCPUG membership.

On behalf of the OCPUG Executive, entitle all messages "yellow pages" and address them to DAVID POLICH on the PUB.

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This coupon MAY be photo-copied

## 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 last 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 both 5.25 in. and 3.5 in. diskettes (10 diskettes)

### Mailing Address

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

### Bulletin board—the PUB (BBS)

Up to 14.4 kbps v.32bis 228-0665 (6 lines)

### Chairman

Harald Freise 828-3411

### Treasurer

Tony Frith 995-4727

### Secretary

David Reeves 723-9658

### Membership Chairman

Mark Cayer 224-8031

### Software Librarian

Jorgen Rasmussen 821-3040  
Judy Tomlin (assistant) 821-3040

### BBS Sysop

Chris Taylor 723-1329

### Newsletter Editor

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Julie Dustin (assistant) 823-1552

### Public relations

Larry Chambers 823-3913

### Facilities

Bob Walker 489-2084

### Beginners' Corner

TBA

### DTP SIG Coordinator

Bert Schopf 838-3492

### Fox SIG Coordinator

Andrew Ross MacNeill (voice/fax) 596-3313

### Internet SIG Coordinator

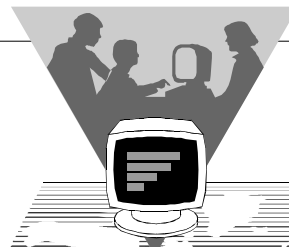
David Curling 731-5381  
david.curling@bbs.synapse.net

### Paradox SIG Coordinator

Larry Chop 236-8761 (days)

### Windows SIG Coordinator

Philip Baker 247-9555



## INTERNET SIG

WHO: All Internet enthusiasts

WHAT: World-wide connectivity

WHERE: RMOC building, 111 Lisgar St., Ottawa

WHEN: 2nd Thursday of the month, 7:30 p.m.

WHY: To learn, share, explore the world

NOTICES + INFO EXCHANGE: Check the Internet conference on The PUB, and by e-mail

UPCOMING EVENTS: Absolute Beginner sessions continue, May 11 and June 8

SIG COORDINATOR: David Curling, 731.5381, david.curling@bbs.synapse.net

## Club news

# The OPCUG OS/2 SIG

by David Polich

The introduction of OS/2 WARP last Oct, has at last brought the world of 16 and 32 bit multitasking to your computer. All without having to give up your favourite DOS and WIN programs.

Present OS/2 users and all you undecided's are invited to contact DAVE POLICH on the PUB to express your interest in starting an OPCUG OS/2 SIG. You will find WARP a different and interesting challenge, and don't forget...WARP does Internet too!

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