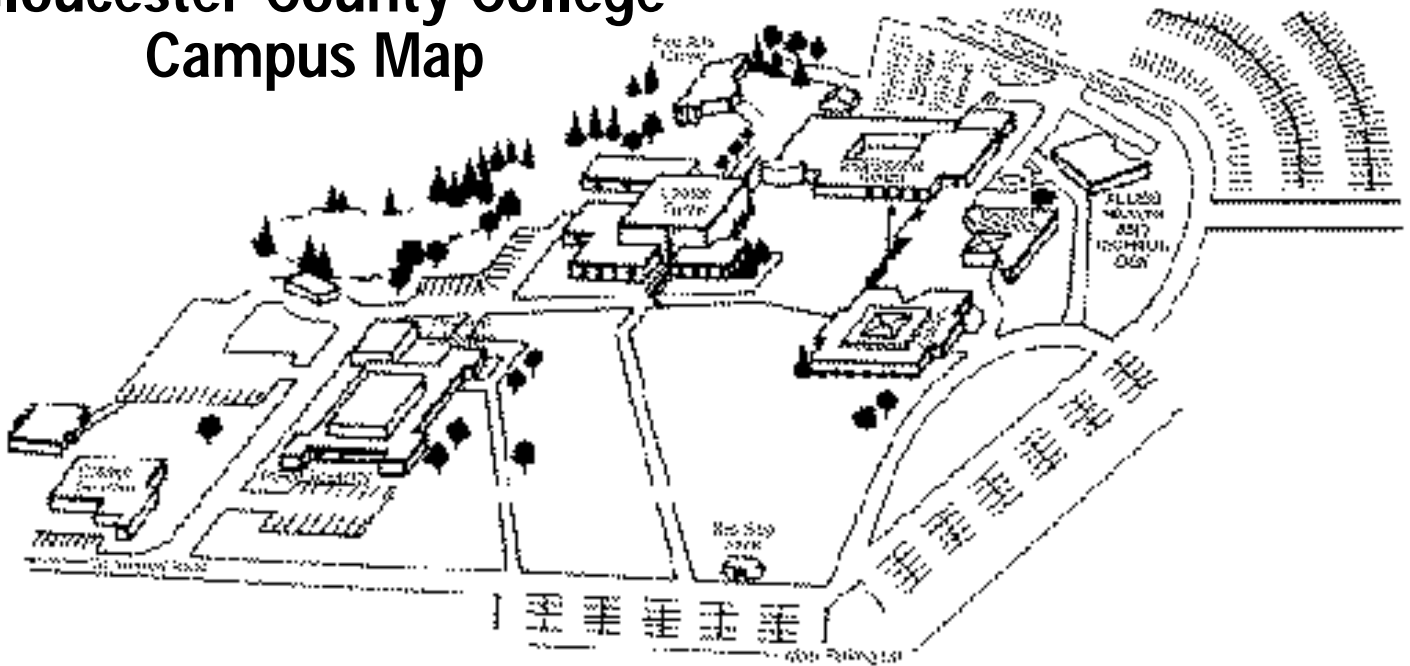


# Gloucester County College Campus Map



**MUG General Meetings** are held in the Auditorium, Room 500, of the Allied Health and Technology Building at 7:30 pm on the last Wednesday of each month. In the event the last Wednesday precedes a holiday, the meeting is held a week earlier. Executive Committee Meetings are held on the first Wednesday at 7:30 pm in the Lounge adjacent to Room 502.

## MugShots

February, 2001

Mac Users Group of Southern New Jersey  
Gloucester County College  
Liberal Arts Department  
1400 Tanyard Road  
Sewell, NJ 08080-9518  
Phone: 856-468-5000 ext. 6445

**NEXT GENERAL MEETING**

**WEDNESDAY,  
MARCH 28, 2000  
7:30 P.M.**

**BE THERE OR MISS OUT!**

# MugShots

Volume IX

Issue #2

FEBRUARY, 2001

## Apple Unveils New iMacs with CD-RW Drives & iTunes

### Rip, Mix, Burn Your Own Custom Music CDs

Apple introduced a new line of iMacs at the Tokyo MacWorld Expo last week. With CD-RW drives and iTunes, Apple's "jukebox" software lets users create and manage their own music library and burn their own custom audio CDs. PowerPC G3 processors running at up to 600 MHz, up to 40 GB hard drives, FireWire® ports and iMovie\* software adorn all systems in the new iMac family, which comes in two new patterns, Blue Dalmatian and Flower Power, and the two most popular iMac colors, Indigo and Graphite.

"iMac has evolved into an entertainment center, where you can create desktop movies, manage your digital music library and burn custom music CDs," said Steve Jobs. "iMovie and iTunes are so easy to learn and use, even your parents can use them."

iTunes has been downloaded more than 750,000 times since its debut in January. It lets users import songs from their favorite CDs into their iMac and compress them into the popular MP3 format, organize their music using searching, browsing, and play list features. Users can watch visualizations on their computer screen and create custom music CDs with the new iMac's CD-RW drive.

All iMac models come preinstalled with Apple's iMovie 2, the latest version of the easy-to-use consumer digital video editing software. Two FireWire ports are available for easy connection to a variety of high-speed peripherals such as digital camcorders and digital cameras. Movies can be saved back to the camcorder, copied to videotape or posted to the user's website using iTools, Apple's suite of free Internet services.

Every iMac comes standard with Apple's optical mouse and full-size Apple Pro Keyboard, and is AirPort-ready. AirPort, Apple's wireless networking solution, provides totally untethered Internet access at speeds up to 11 megabits per second.

iMac's other great features include near-silent operation, reducing noise levels to half that of

competitive systems; ATI RAGE 128 Pro accelerators for outstanding graphics; built-in 10/100BASE-T Ethernet for easy DSL and cable modem access and an all-digital sound system designed in collaboration with Harman Kardon.

#### **Pricing and Availability**

The new iMac models are available on The Apple Store ([www.apple.com](http://www.apple.com)) and through Apple Authorized Resellers in three standard configurations:

- iMac, available in Indigo, features a 400 MHz PowerPC G3 processor and contains 64MB of PC100 SDRAM, 512K backside cache, a 10GB Ultra ATA hard disk, a slot loading CD-ROM drive, ATI RAGE 128 Pro with 8MB of SDRAM, a built-in 56K V.90 modem, two FireWire ports and two USB ports, VGA video mirroring and is AirPort ready for a suggested retail price of \$899 (US).
- iMac, available in Indigo, Blue Dalmatian and Flower Power, features a 500 MHz PowerPC G3 processor and contains 64MB of PC100 SDRAM, 256K on-chip backside cache, a 20GB Ultra ATA hard disk, a slot-loading CD-

*Continued on page 6*



*Flower-Power iMac revealed at MacWorld Tokyo.*

<b>MARCH 2001 CALENDAR</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	EXECUTIVE COMMITTEE MEETING 7:30 P.M. 21	22	23	24
25	26	27	GENERAL MEETING 7:30 P.M. GCC AHT RM. 500 28	29	30	31

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## Executive Committee

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Secretary . . . . . Carole Dadino

Treasurer . . . . . Mark Teodoro

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## From the Editor

## Mugsnidge Mutterings

O hboyohboyohboyohboy—the Mac is back, with another big bang at the MacWorld Tokyo Expo. New iMacs—faster, more powerful, and, dare I say—prettier? Your editor seized upon the idea to print them in living color on the pages of this issue, and maybe duplicate it that way. We'll see how it works out.



The real news of the Expo is that Mac prices are coming down, and the popularity of the Mac is still growing. Several articles in this issue illustrate that point, thanks to our old Apple buddy Dave Marra, who e-mails goodies around to interested parties like me.

Lots of good stuff in this issue, including articles by a close friend of MUGSNJ, Bill Achuff, and our own secretary Carole Dadino. Carole did a thoroughgoing review of Microsoft Office 2000.

I keep promising myself that I'm going to get into iMovies and iTunes and all that good stuff, but my plate is pretty full as it is. I bought the music notation program "Finale" for my wife to use, and so far have not even had the time to get it set up properly. It's supposed to notate music as you play it on a MIDI keyboard, but so far I have not had an afternoon or evening to get it started.

I want to bid a warm welcome to our new officers:

Bob Buell, our new El Presidente, has been a long-time loyal member of MUGSNJ. Bob is a particularly versatile computer user, having experience on PC, Mac and Linux platforms. He's well-versed in Graphic Arts applications as well, having previously led a Special Interest Group (SIG) in Desktop Publishing.

Marion Majkszak (sp?), the new VP, has been around the Graphic Arts Lab for years and has gone on to employment in Personnel at the College, retaining his membership in MUGSNJ.

Carole Dadino has been a loyal secretary for some time now, and her organizational and journalistic contributions are always much appreciated.

Mark Teodoro continues to make himself available to our group as well as to the Graphic Arts Lab, and will continue as Treasurer.

Dan Shockley has occasionally lent his knowledge to the Q-and-A sessions at our meetings, and with Bob Buell, will be co-webmaster.

Gordon Beckhart is back from his New England retreat and will take over Hospitality responsibilities, hospitable sort that he is, and will be ably assisted by long-time member Cesar Muniz.

Walt Vennell and Carole Dadino will be taking care of Public Relations, and Don McGinnis will lend his expertise to lead the Q-and-A session.

Past President Jacki Moore will continue as User Group Liaison, with networking duties tying us to events with other user group activities, schmoozer that she is.

I hope I haven't missed anyone. I know that the Program Chair is still open, and will require someone with contacts and coordination talents to recruit individuals, members and non-members, to share their experiences in the computer world as topics for our meetings. Bill Achuff's article on page 7 spells it out very thoroughly. Vendors will not be coming to meetings in the future. They will depend on group members to demo their software and hardware at meetings. It ain't practical for the corporate entities to do it otherwise.

So...it looks to be an exciting year. The officers are excited, Apple is excited, I'm excited, so let's hang together, bring in new members, and show off in front of our friendly group members with our special unique talents and abilities. That's what makes meetings interesting. We all have something that most people don't know about us. Come and share it with us at one of our meetings.

If you have a friend who is not a member, and has a unique hobby or talent, bring them to a meeting to share it with us.

If you bought a neat piece of software that you really like, bring it and install it on one of the computers at the College and show us how it works. We'll love you for it.



## Should You Switch to a Mac?

# A Growing Number of Small Firms Are Ditching Their PCs. Here's Why.

by Laurie Joan Aron - *Fortune Small Business*, February 1, 2001

<<http://www.fsb.com/fortunesb/articles/0,2227,1195,00.html>>

Max Killen is a renegade\*of sorts. The chief technical officer of market research firm Killen & Associates in Palo Alto, Ca., went against the status quo when he replaced his company's aging PCs with Apple Computer Macintoshes. Why? Macs are easier to use, cheaper to maintain and way less vulnerable to viruses than PCs. "We can't afford a staff of technicians to support PC users," he says.

Sure, many small companies never think of trying Macs and others have ditched them altogether for the more ubiquitous PC. Yet a growing number of Mac loyalists are standing by their sleek machines. It's not because Macs are hip looking, or even that they have superior graphic, audio, video and multimedia features. It's because Macs make economic sense.

Jonathan Hirshon, principal of Horizon Communications, found out the hard way about the high costs of PCs. After his database management software supplier stopped supporting the Mac version, Hirshon abandoned his company's network of eight Macs. "Our total MIS cost used to be about \$500 a year with the Macs," he says. "Now, with Windows 98 on PCs, it's over \$15,000 per year."

Macs give small business owners an added bonus: higher resale values than PCs. That means that Macs are better long-term investments. "A PC needs to be depreciated over three years, where a Mac could be depreciated over five years," says Bruce Fuller, technical support coordinator for Consul Risk Management, Inc., headquartered in Delft, the Netherlands.

Although some PC holdouts believe Mac users have to make sacrifices to work in the PC-dominated world, J.W. Arnold, a principal with PRDC, a public relations agency in Washington, D.C., says that's simply not the case. "As for naysayers who argue that Macs are not compatible with the PC platform, this is far from the truth," he says. In reality, Macs can open most PC files. And Mac users can make it easier for PC users to

open Mac files, if they tag on a ".doc" at the end their file names. Mac users can even make it look as though they're using PCs with Insignia Solutions' SoftWindows. This software makes Mac files indistinguishable from PC files.

Small business owners can also take heart that the popular iMac and the G3 and G4 series sparked a resurgence in software for Macs. "Mac software has started to get better and more varied," says Gordon Sell, a publicist in Flemington, N.J. "Quicken first abandoned the Mac for Quick Books, then changed its mind. Office 2001 for the Mac is said to be a jump ahead of the PC version."

Macs aren't for everyone though. Mike Clifford, who runs his own public relations firm in New York City, says he replaced his company's 12 Macs with 15 Dell PCs to make his dot-com clients, who tend prefer PCs, happy. "It was part of their due diligence," he says. Even so, switching to PCs has helped Clifford save money with more efficient billing. As he puts it: "I like PCs."

Unfortunately, many of Clifford's prospective employees want to work for a Mac based company. And so the computer battle rages on.

## New iMacs *(continued from page 1)*

RW drive, ATI RAGE 128 Ultra with 16MB of SDRAM, a built-in 56K V.90 modem, two FireWire ports and two USB ports, VGA video mirroring and is AirPort ready for a suggested retail price of \$1,199 (US).

- iMac Special Edition, available in Graphite, Blue Dalmatian and Flower Power, features a 600 MHz PowerPC G3 processor and contains 128MB of PC100 SDRAM, 256K on-chip backside cache, a 40GB Ultra ATA hard disk, a slot-loading CD-RW drive, ATI RAGE 128 Ultra with 16MB of SDRAM, a built-in 56K V.90 modem, two FireWire ports and two USB ports, VGA video mirroring and is AirPort ready for a suggested retail price of \$1,499 (US).

## The New Cube

# Apple Introduces New Power G4 Cube With CD-RW & iTunes

**I**n another surprise from MacWorld Tokyo, Apple introduced a new Power Mac G4 Cube with a slot-loading CD-RW drive and iTunes. The new G4 Cube lets users make digital movies, create and manage their own music library, and burn their own custom audio CDs.

The Power Mac G4 Cube's slot-loading CD-RW drive is located on top for easy access, and a pair of Apple designed Harman Kardon speakers are included for great sound when using Apple's iTunes music "jukebox" software. The Power Mac G4 Cube now comes standard with 128MB RAM, up from 64MB in previous models.

The G4 Cube comes preinstalled with Apple's iMovie\* 2, the latest version of the world's most popular, easy-to-use consumer digital video editing software, and offers two FireWire® ports for easy connection to a variety of high-speed peripherals such as digital camcorders and digital cameras. Movies can be saved back to the camcorder, copied to videotape or posted to a user's own website using iTools, Apple's suite of free Internet services.

The G4 Cube uses a revolutionary cooling design that does not require a fan, so it runs in virtual silence. The Cube's entire electronics assembly can be easily lifted out of its enclosure within seconds, providing access to every major component and allowing the easy addition of memory or an optional AirPort\* card. AirPort, Apple's revolutionary wireless networking solution, provides totally untethered Internet access at speeds up to 11 megabits per second.

Apple also announced that its 22-inch flat-panel Apple Cinema Display\* is now immediately available for \$2,999, down from an original price of \$3,999. The largest all-digital LCD flat panel display ever brought to market offers a pure digital interface, an extra wide viewing angle and support for true 16.7 million saturated colors.

Apple's family of displays are the perfect complement to the new G4 Cube,

and also include the 17 inch (16 inch viewable) Apple Studio Display\* CRT, and the 15 inch Apple Studio Display flat panel. All three Apple displays have a two-port powered USB hub for convenient connection to desktop USB devices; and each utilizes the Apple Display Connector, an innovative new cable and connector that carries analog and digital video signals, USB data and display power over a single cable and connector.

### **Pricing and Availability**

Available from Apple retail outlets for a suggested retail price of \$1,599, the new Power Mac G4 Cube includes a 450 MHz PowerPC G4 processor with Velocity Engine, 128MB of memory, 20GB of storage, a slot-loading CD-RW drive on top for easy access, two FireWire and two USB ports, 10/100BASE-T Ethernet and a 56K V.90 modem.

Build-to-order options available on The Apple Store ([www.apple.com](http://www.apple.com)) include 500 MHz PowerPC G4 processors, memory up to 1.5GB, NVIDIA GeForce2 MX with 32MB of SDRAM or ATI RADEON with 32MB of DDR RAM, up to 60GB ATA/66 hard disk drive, a slot-loading DVD-ROM drive, AirPort Card and AirPort Base Station, and Harman Kardon SoundSticks speakers and subwoofer.

Apple's 22-inch Apple Cinema Display flat panel is priced at a suggested retail price of \$2,999, while the 17-inch (16-inch viewable) Apple Studio Display CRT has a suggested retail price of \$499, and the 15 inch Apple Studio Display flat panel is \$799. All are available through The Apple Store ([www.apple.com](http://www.apple.com)) and Apple Authorized Resellers.



*Indigo, FlowerPower and Dalmatian iMacs took center stage at MacWorld Expo in Tokyo, with the newly upgraded G4*

## An Achuff Explanation

# On Vendors, Presentations and User Group Members...

User groups have changed and the marketplace has changed as well. These changes, both similar and dissimilar have taken place over the same time period but for different reasons. I'll come straight to my point—user groups will have to do a better job of taking care of themselves, and group members OTHER than the “Diligent Dozen” will need to become more participatory.

Fewer and fewer vendors feel motivated much less feel obliged or compelled to visit user groups. They have not ABANDONED us, but their business model HAS changed. It is costly for companies to send representatives to visit user groups. Unless there is a local VAR or regional rep available, the cost of sending someone to do a presentation could EASILY be over \$1,000. Can groups justify such an expenditure on their behalf? Not unless they can put over a hundred people in the audience, and the rep can sell product. Today, vendors prefer to reach their target “consumer” audiences—including user group members—en masse, on the Internet or at trade shows.

I am finding that vendors are still quite willing to support groups but not in the manner whereto the groups have become accustomed. They'll still send product but because of the changes I mentioned earlier, vendors are showing less interest in demanding written reviews and more interest in promoting GROUP presentations.

What's missing? The vendor's presenter.

Soon, if not already, at a user group near you, more members will be challenged to do their own product or process demonstrations. No question—I see it as a challenge more than an opportunity. Public speaking is a frightening task for many, and it's especially unsettling if you are not absolutely confident about what you have to say. Stating an opinion is not as difficult as is stating and supporting a fact particularly when the fact is in question. And demos are notoriously problematic, even for the best.

I don't have to motivate the Diligent Dozen, but other members...think about

doing this: Volunteer to assist someone who is more knowledgeable than you are and do a tag team demonstration. Share the work and share the limelight. Assemble the literature and handouts. Develop a Q & A. Prepare a slide show or run it while your presentation partner does the speaking. Show us something you learned while researching for your presentation—just one or two things. Play with one another; you can have fun while still being informative.

One of the best MEMBER presentations I ever witnessed was at MacBUS in the early 90s. Phil Ahr, the group president, moderated a shootout between two, confident and capable pros. They were using identically configured computers, but one member was using PageMaker and the other was using QuarkXPress. Both were given the same task to perform—layout a newsletter, and the audience watched a war game unfold on two projection screens. It was a WAR, it was a GAME, and it was noisy as each “combatant” raced to finish his or her work before the other. Supporters cheered their favorite and tossed barbs at the opposition; it was FANTASTIC!

You would NEVER get Quark and Aldus [who published PageMaker at the time] in the same room simultaneously dueling it out side by side. But in the real world we DO make side by side comparisons and the work we do is generally not scripted. You can produce for yourselves something it's doubtful anyone outside your group can provide.

David Pogue is a great presenter because he engages the audience. He has mastered a skill that almost anyone can learn—not master necessarily, but learn. The Schuylkill Expressway is not the Daytona Motor Speedway, but driving on it is a challenge most of us have learned to cope with.

I predict that if more members do not accept the reality that they must become more self-sufficient and ALL pitch in to help, the Diligent Dozen who remain from the early days will eventually tire, and RETire from action.

**Bill Achuff Sez:**

## CD-Rs, CD-RWs, Zips, Jaz: Which Should I Use for What?

**In a message dated 1/22/01 12:06:35 PM, suru7@home.com writes**

<< I recently purchased the highly recommended QueFire CD-RW external drive for my iMac running 9.0.4. The included software for Mac was Adaptec Toast 4.1.2. I am having difficulty using this for the simple purpose of storing my photographs in an organized fashion within a reasonable time after I take them (multi session use). I can't delete, name or organize files on the CD. The drive documentation suggested that to use the Quefire drive like a floppy drive I would need DirectCD ( for which the Windows version along with Windows CD Creator were on the Adaptec disc along with Toast for MAC).

After researching DirectCD by phone and online it appears that I can get the program for Mac if I purchase CD Creator from Adaptec for \$69.00 (after rebate). Is this a joke or what?

Please let me know whether I have any other option to meet my needs besides investing the additional amount or returning the drive and starting over? (with another make CD-RW or a Zip)

Thanks in advance for your advice. . . .  
Susan Gisser >>

### **Bill Achuff replies**

First, let's get more focused.

The Que! FireWire CD-RWs are excellent. Adaptec Toast Deluxe 4.1.2 is also very good; it is used more than any other CD burning utility. If you have the OEM version of Toast and not the Deluxe version then you do not have access to all of Toast's features, but you probably have enough.

Finally, your iMac running OS 9.0.4 and Toast 4.1.2 is a sound combination.

That said, it appears to me that you are expecting more than you should from the configuration that you have. If you read the Toast manual you will learn that there are ways to burn CDs which are more efficient and/or more practical than others—burning in ISO 9660 with multi-sessions for example. Toast Deluxe comes with PhotoRelay, but there are numerous third-

party applications which permit anyone to catalog, organize, and preview their digital photos BEFORE burning.

A CD is NOT a practical substitute for a floppy, a Zip, or a SuperDisk; neither is a CD-RW. Both are intended PRIMARILY for archival storage although with multi-session you need not fill the entire disk at one time. The CD, once filled [650-700 MB] is read only—the CD-RW can be erased, completely, and refilled as if it were new.

[I'll not confuse the issue by introducing Apple's forthcoming DVD-R/CD-RW SuperDrive and how using it, or something LIKE it, will change the ways we do some things now.]

Yes, you can burn directly to a CD but the process is so tedious and so impractical very few people do it. If you want to store a large quantity of photos [or files] on removable media and you want to retain the ability to work with those photos—adding, sorting, and deleting photos on the fly while working in a Finder-like environment then you should be using DVD-RAM. It's a hybrid CD-RW technology with storage capacity of 2.6 GB to 9.4 GB. Que! has a new FireWire DVD-RAM drive selling for just over \$700, the media costs from \$30 to \$70.

Returning to your questions, no, it's not a joke. If you want to do what you want to do with the hardware you now have you'll have to purchase the necessary software. Perhaps you should upgrade to Toast Deluxe rather than purchase DirectCD?

Your last paragraph speaks volumes; had I spoken to you before you made your purchase we'd not be having this discussion. Here are my recommendations for anyone who is contemplating the use of new technology be it CD burning, digital photography or digital video, assembling audio files, doing Web design, whatever. Read as much as you can about your new interest so you'll understand, at the very least, the terminology. Determine what you need to do, then consider what you'd

*Continued on page 10*

By Chris Breen

# MacWorld Tips

## Better Sounding iTunes Audio Discs

**Intermediate**

If you use iTunes to import music from audio CDs and then burn those tracks to a CD-R (if you're making a compilation disc, for example) make sure that you import those tracks via iTunes AIFF encoder. Unlike iTunes' MP3 encoder, the AIFF encoder doesn't compress the audio tracks when importing files (an action that degrades audio quality).

To select the AIFF encoder, select iTunes Advanced tab and choose AIFF Encoder from the Import Using pop-up menu.

Bear in mind that because the audio files are not compressed when imported with the AIFF encoder, those files will take up a fair amount of space on your hard drive. A 74-minute audio CD typically holds about 640MB.

## Disc Burner Without iTunes

**Intermediate**

If you try to create an audio CD with Disc Burner and receive this error:

"The format 'Audio CD' can not be used because the formatting application could not be found."

—you need to download a copy of iTunes. Without iTunes installed, Disc Burner can't create an audio CD.

## iTunes Not Tuneful on DVD Player

**Intermediate**

If you've created an audio CD with iTunes and it won't play on a stand-alone DVD player, Apple recommends that:

1. You make sure that you record to CD-R media rather than CD-RW media. CD-RW discs won't play back on DVD players (and most consumer CD players as well).

2. Check your DVD player's manual to see if it's capable of playing CD-R discs. Not all DVD players can.

3. Try a different-colored disc. If green discs don't work for you, try one with a silver or gold tint.

## Function Keys With ADB Keyboard

**Intermediate**

Once upon a time, the Function Key option that allowed you to launch applications by pressing keyboard F-keys worked only with USB keyboards. This is no longer the case. Under Mac OS 9.1, I can now launch applications with my old ADB keyboard on a Blue & White Power Mac G3.

To bring this capability to your Mac, just select Keyboard from the Control Panels submenu and then press the Function Keys button that appears in the resulting window. To assign applications to F-keys, just drag applications to the various slots in the Hot Function Keys window.

## Mac OS 9.1 and NuBus Macs

**Intermediate**

The downloadable upgrade to OS 9.1 will not work on NuBus Macs (including the Mac 6100, 7100, 8100 series, the 8115, and Workgroup Servers 6150, 8150, and 9150). If you wish to run Mac OS 9.1 on these Macs you must install it from a Mac OS 9.1 CD-ROM.

## OS 9.1 and Multiple Users

**Intermediate**

Under Mac OS 9.0.4, users running with Limited Finder or Panels access might find that pressing a function key causes the Mac to lock up. Upgrading to Mac OS 9.1 fixes this problem.

## OS 9.1 Quirks and Fixes: Epson Help Printing

**Intermediate**

Under Mac OS 9.0.x, when you attempt to print material displayed by the Help Viewer on some Epson printers, an error message occurs or Help Viewer unceremoniously quits. Installing OS 9.1 fixes this problem.

*Editor's Note: My apologies for all the "Intermediate" Tips in this issue. It seems that Chris Breen is homing in on OS 9, etc.*

Member's Review

# Microsoft Office 2001:

**R**eviewing Microsoft Office 2001 involved familiarizing myself with four applications I have never used before. Armed with "Office 2000 For Dummies Quick Reference", (I live for shortcuts) I installed the software on my new PowerBook G3/400 and prayed for a miracle since a Manual was not included with the package.

## ENTOURAGE

My first project was to check out Entourage. Upon opening it, I was presented with a window that was somewhat familiar as the icons and tags were similar to Outlook Express. Following the easy instructions, a click of the Mouse instantly copied all my e-mail addresses from Eudora, my backup e-mail app, to Outlook Express. Since I haven't yet connected my PowerBook to my ISP, I practiced several minutes with many of the features and felt at ease experimenting. Although I haven't had the opportunity to try it out, I was impressed with a feature that will allow me to copy a photo into an address which will give more of a personal touch when writing to friends and family I don't see that often.

A "Click" on the Calendar Icon and I was introduced to the simplest way to keep track of reminders without installing a "reminders" software program or scripting in another application. After entering several appointments, a pleasant "ding-a ling" brought up a note I had just entered for that day.

The calendar page was large enough to show the following month's reminders I had just entered. As I scrolled through the months displayed above the calendar page, the dates of my later entries were highlighted in bold print. Another Entourage Calendar feature I will certainly use is the ability to link existing files pertaining to the reminder so I don't have search for them.

I am sure I have missed features that I don't see a personal need for at this time, but time will tell. The only downside is networking. From what I understand, I

will not be able to network Entourage with my main computer so when traveling, it will be necessary to copy updated data from my main computer to a Zip disc and then to my PowerBook.

## WORD

Never having used Microsoft Word in any form, I had no idea what to expect. Opening my Word Alias (I like to keep an alias of my most frequently used applications on my desktop) I was presented with a window titled "Project Gallery". With just a click, you can select from numerous Categories such as templates for Newsletters, Labels, Presentations, Letters/Envelopes, etc. You also can customize any template or create your own from scratch. Graphics and Text can be saved on the Clipboard, displayed and then retrieved when needed in other applications. An entire text document in Word can be cut and pasted, piece-by-piece, into a presentation layout created in Power Point or Excel. As I am writing this review in Word, I am continually made aware of spelling and grammar errors plus double spacing. The "Define Word" window is great for those times when you want to be sure you're using the correct word.

It took a little more time than expected to familiarize myself with the Formatting Palette because of the overwhelming options offered. I was especially impressed with "Word Art" as I currently have to utilize TypeStyler or Illustrator to customize a word or line of type. There is a variety of Clip Art available for sprucing up documents and there are several Click and Type features found in Word that eliminate having to continually return to the Formatting Palette.

Addresses can be easily retrieved from Entourage for letters and envelopes. Mail or Data Merge, although complicated at first, can be accomplished by following the directions. Using the addresses on MUGSNJ's membership list, I used the Mail Merge Helper to walk me through the process of merging the names with a

# She Loves It! Hey, Carole!

form letter. It took a few tries, but now that I "aced" it it certainly will come in handy when I send out mailings to the 2,500+ customers in our business database. Most of the other features are similar to those found in Quark XPress, the Desktop Publication application I've been using for over 10 years. At this point I am seriously considering creating future documents in Word instead of Quark Xpress.

## EXCEL

How did I manage to copy MUGSNJ's Membership list from FileMaker Pro, where it was set up, to Excel? Easy! With Excel's Import Wizard, I just followed the directions, selected the "Address" field and clicked "OK".

Selecting Excel Workbook from the Project Gallery opens the Workbook Grid that allows you to create spreadsheets with the help of the List Manager palette. The numerous tools and step-by-step directions offer you the convenience of converting the data your typing to lists with column headers, which can be formatted to spread sheets.

As time permits, I hope to familiarize myself with the numerous features Microsoft offers in Excel such as charting, inventories, formulas, etc.

## POWER POINT

Working for an Advertising Agency over 25 years ago, I am familiar with the process of creating art boards, which were photographed for 35mm slides. The procedure often required a layout and design artist (me), an illustrator, calligrapher, editor, copywriter and photographer. Materials included an inventory of background paper in hundreds of colors, sheets of black and white press-on type in various styles and sizes, acetate overlays, poster board, paint, brushes, etc., etc.etc. If the client wasn't happy, it was back to the drawing board for everyone. With even with a slight change, it was next to impossible to salvage the original art board. What a difference a few decades, com-

puters and great software make.

PowerPoint has a variety of templates to choose from for each slide layout and a vast palette of design tools. For presentations, colors are unlimited. You can import text, photos or graphics from the Clipboard or your Clip Art file. A fantastic feature is the ability to create animation and, using QuickTime, run your presentation on a PC or a web page along with narration and/or music.

If you or your client wishes to change a word or a graphic, no problem. Just bring up the slide, make the change and you're in business. Text and tables can be created in PowerPoint or imported from Word or Excel, which is a great advantage if you plan to print out documents to go along with your presentation.

## SUMMARY

I find Office 2001 user friendly with just about every feature you need for home or office documents, presentations, e-mail, Internet access, reminders, and DataBase programs. I would highly recommend it to anyone.

Carole Dadino, Secretary, MUGSNJ

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*Editor's Note: Congratulations, Carole, on one of the most thorough Member-written reviews I have had the privilege of entering in this newsletter. I must confess that I am a time-hardened Microsoft hater; I have used older versions of Word and Excel, only to have them crash my system or hold on to formatting so completely that I had to retype text to get it properly formatted in a desktop publishing program (Quark XPress?). But as the Sinatra song goes, "But that was long ago..." and things change (upgrade) with time.*

*The bone I pick with them at this point is why they fail to include Access in the Office Suite for Macintosh. The programming genius behind the Suite (the current version) communicates that this should be a possibility. So, Mr. Billy, where is it? Competition loves a good close race, and Access for Macintosh would give Microsoft and Mac users quite a lift. Whaddya say?*

From the G4 ListServe

## FireWire, SCSI or ATA? Candid Comments from Users of All Three

Current FireWire drives are actually IDE drives with converters. No native speed benefit there. Add to that the traditional freakishness of SCSI, along with new issue (new on Macs, seen it for years on pc) of deploying that SCSI on a system that doesn't natively understand it, while I am still using it, its only until I can buy a new FireWire or USB burner to replace my venerable 2x Sony.

The current batch of firewire drives out there are just rehashed IDE devices. For the most part, it seems that won't change unless the potential of Firewire is put to use a little more, as ICs and drivers get better.

Don't get a USB burner. A Zip650 wouldn't reliably burn at 4x, but was OK at 2x, which is hard to deal with once you're used to faster rates.

Comments in other threads on drive setups make me wonder if I've something wrong here.

Using ATTO Technologies Express Pro Tools to benchmark drives, I get these sustained read/write results:

- Native 40 GB Maxtor — 15 MB/35 MB
- External 20 GB Firewire — 14 MB/13 MB
- Internal 4 GB UW SCSI on an Initio Miles 9100 UW card — 7 MB/7 MB

Maybe the SCSI drive is older or isn't there faster SCSI, UW2? The Miles card supports 40 MBs.

Seems like the native ATA drive, or additional ones, would be the drive of choice for recording.

I (the writer) do about 8 hours of digital video and audio editing a day, and I have been on a quest to find stable, LARGE, f-a-s-t, file storage that doesn't cost as much as my workstation. If you've ever done digital video you know how fast full-frame video can bring a computer to it's knees. My G4 came with a large and quite nice ATA drive and at first it seemed very capable, but once I started rendering animations, and the drive started to fill, it was all over. Out came my UW2 setup and no more problems, even when just a couple hundred megs from being completely full.

I have HardDisk Toolkit, and I've tested a lot of drives. There can be HUGE variances between drives even when they run the same SCSI standard. Many ATA drives will give you good numbers out of the box, but fill them up and then test them and those numbers fall hard. SCSI, unlike ATA gear, can handle multiple I/O transactions at once, and doesn't slow nearly a badly when reaching capacity. This becomes really important when you are doing non-linear editing, where the drive is running around grabbing frames from a ton of different files. It can process more than one and it stays sharp as it gets full.

The bad comparison comes with the 4GB UW. The technology built into a 40GB Maxtor is far more mature than what you get in your average 4GB SCSI drive, even if it is UW. A more modern 18or 36GB UW or especially a UW2 will show a very different picture, especially if you move the test file size to several times that of the buffer, which is much more realistic. Those "burst" numbers that the manufacturers publish are a load of you know what in real use anyway.

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### Bill Achuff sez:

*Continued from page 7*

like to do. Determine how much money you have to spend and how much time you can trade in lieu of dollars. Ask others who are doing what you think you'd like to do for advice; "cream will rise to the surface."

I'm taking a blind leap because I don't know what your photo collection consists of or exactly which Que! burner you have, but here goes.

Cheapest solution: Organize your photos BEFORE you burn them. CDs, if purchased wisely, cost less than fifty cents. NBD.

Moderate cost solution: Purchase a good photo collection organizer and an external FireWire HD. Move all your photos to the HD and if your collection is sizable you can gradually assemble "meaningful" collections of photos which are organized, and cataloged. Then burn the collections to CDs, and make at least one duplicate.



# Membership Application

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Regular (\$20) | <input type="checkbox"/> GCC Staff (\$10) | <input type="checkbox"/> Student/Collegiate (\$10) |
| <input type="checkbox"/> Family (\$25)  | <input type="checkbox"/> Renewal (\$____) | <input type="checkbox"/> GCC Student (Free)        |
| <input type="checkbox"/> Senior (\$15)  |   | <input type="checkbox"/> Corporate/Institutional*  |

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Send mailings to:  Home Address  Employer Address

How did you learn about MUGSNJ? \_\_\_\_\_

At which user level would you classify yourself?  Beginner  Intermediate  Advanced

Computers owned \_\_\_\_\_ Computers used \_\_\_\_\_

Current OS \_\_\_\_\_ Other software experience \_\_\_\_\_

Special interests:  Desktop Pub./Graphics  Video  Communications  Beginner Mtgs.

Other \_\_\_\_\_

I'll help with these positions:  Membership  Newsletter  Program  Hospitality

## MEMBERSHIP BENEFITS

- Hardware and software assistance
- Info on the latest software and upgrades
- "MUGSHOTS" newsletter available at meetings
- Notices of Macintosh events
- Special interest groups (SIGs)
- Meet great people!

\*NOTE: Corporate/Institutional memberships are granted by approval of the Executive Committee of MUGSNJ, and are based on the number of memberships requested by the corporation/institution as well as its non-profit status.