SPAUG
Stanford
Palo Alto
Users Group

PRinT SCreen

**The Newsletter of
Stanford/Palo Alto PC Users Group**

C·O·N·T·E·N·T·S

The President's Piece

PLEDGE NIGHT

For those of you who didn't make it to the pledges dinner at the beginning of the month, too bad. There was lots of food and a good time was had by all. I want to take this opportunity to thank everyone who came and offered their time and energy to the club. The spirit of energy and willingness shown by everyone was very inspiring. There are still opportunities for all the rest of you to get in on this. But don't wait too long, these openings won't last long. Some exciting ideas came out of the meeting that followed the food. We're going to be putting a lot of energy into finding a new location, setting up new SIGs, reviving the Disk-of-the-Month, and looking for advertising for the newsletter.

As far as finding a new meeting location is concerned, we will be setting a move date at the next planning meeting. This will give us a date to work towards. We have lot's of issues to discuss around this move, such as whether to be a non-profit or for-profit organization. The reason to decide is for tax purposes. There are other issues to decide, and I'll keep you abreast in the coming months.

TIME TO MOVE

Well, I'll try again. I just know that there have to be members out there who have contacts in the companies they work for. We will be moving soon and all the help we can get will be greatly appreciated. We need the names of all the people that you know who might be able to assist us in locating a suitable venue for both our monthly meetings and our SIGs. They don't have to be the same place, but it would be nice. It would be so much more convenient to have a single address for all of our activities. So rummage through your memory banks and call me with those names. I'm expecting one name per member.

MICHELANGELO?

So, did anybody encounter the dreaded virus? Did anyone even find it on their system? At the next meeting I'll take an informal poll just for general enlightenment. If you found it anywhere, and are not planning to attend in March, please call me and tell me your experience. If there's enough interest, we could have a "virus" night. Maybe invite Norton, McAfee and Central Point to tell us how this whole madness works. Should be very interesting!

PRESIDENCY

I'm planning to run again for the presidency. After much consideration I realized that I could do it with some help from the board members. So, if elected, you'll be seeing an occasional new face writing this column. I think fresh perspectives will do us all a lot of good.

Paul Staley

THE ELECTION

As the appointed election officer, I present the following procedure necessary for the general membership to vote (one vote per each membership) for the offices of President, Vice-President, and Treasurer. Our constitution which has been approved by Stanford University, and by which we are bound, stipulates these three offices to be filled via voting during the April general meeting by the general membership. All other positions are appointive.

Nominations for the three offices will close at the March general meeting. Before the meeting I will accept additional nominations by signed letter addressed to:

> Don Baird,
> 3785 Farm Hill Blvd.
> Redwood City, CA 94061.

Please contact any choices for nomination beforehand to better determine whether they will accept. Absentee ballots will accompany the May newsletter. Persons not attending the April general meeting must act fast to get their ballot back to my address in time for it to be counted.

A nominee for President or Vice-President may be a regular (Stanford student or faculty) or associate (all others) member. The nominee for Treasurer must be a regular member and a currently registered Stanford student.

Don Baird

DUES CLUES

Beginning April 1st 1992 membership dues are $10 for students and $35 for everyone else. A return envelope is enclosed in your copy of the newsletter beginning a month before your dues are due. You may check your mailing label for the renewal date and send a check to SPAUG by mail or give your payment to the Membership manager at the general meeting. The month following payment, a new membership card will be enclosed in your newsletter.

Nancy Helmy

Quicken SIG Meeting

At the first SIG meeting, Paul Staley opened the meeting by discussing the general purpose of the SIG. Floyd Kessler was appointed to lead the SIG. The attendees voted to hold the meeting on the 3rd Tuesday of each month from 7:30 P.M.-9:30 P.M. at Intuit's headquarters, 155 Linfield Drive, Menlo Park. Greg Marek, Assistant Marketing Manager for Intuit will attend each meeting. He will arrange for representatives from various areas of the company to give presentations to the SIG at the monthly meetings.

Barbara Doherty

THE BBS IN PRINT

BOB BOTTINI

Bob is the BBS Sysop

(415) 321-4497

THE NEW BULLETIN BOARD NUMBER

Great Programs are now becoming available on our BBS. Here I will preview three vitally important programs which, I believe, EVERYONE should download and install on their computer.

Well last Friday, thanks to a lot of publicity, Michelangelo's birthday came and went without any great disaster. But this Friday, the 13th, we will be visited by the Jerusalem Virus. We will henceforth be visited every "Friday the 13th" by the Jerusalem Virus. Have you prepared yourself for this invasion? Then there is Stoned.....etc

We have on our BBS File section labeled VIRUS three excellent programs that have been downloaded by Tony Allen and myself from the McAfee BBS. These files have been carefully loaded onto the BBS and are available to you at this time. These files are:

VSHLD86B.ZIP
CLEAN86B.ZIP
SCAN86B.ZIP.

As of this writing these are the latest files available from McAfee. These three files should be downloaded and installed. I will briefly describe each file and tell you what they do.

The most important and useful file I believe to be the VSHLD86B.ZIP file because is a shell. This program will screen everything that comes into your computer and this can be loaded high in DOS 5.0 and DR DOS 6.0, and will sit in the background screening everything. It will alert you of the presence of a known virus as well as prevent you from booting any disk or program that will introduce a virus into your system. This is the first and best line of protection you can have. Put VSHIELD into your AUTOEXEC.BAT file. I have created a sub-directory called VIRUS on my C: drive and therefore the first line of my AUTOEXEC.BAT file reads:

C:\VIRUS\VSHIELD.EXE /LH /WINDOWS

The /LH switch is for loadhigh and this allows VSHIELD to run in the background using only 416 bytes of conventional memory. The /WINDOWS switch is to allow the VSHIELD and Windows to co-exist. It is a very easy relationship.

CLEAN86B.ZIP is the program that you use to clean a virus out of your system when it is found. VSHIELD will find and point out the virus. CLEAN will remove the virus and restore your files (IF POSSIBLE).

You will find listed in CLEAN most all of the known virus. You will find clean very easy to use.

SCAN86B.ZIP is both a scanning and a validating program. This program is complex and takes CARE to use successfully. It is an excellent program. There is a program that comes with each of the three zipped programs, VSHLD86B.ZIP, CLEAN86B.ZIP and SCAN86B.ZIP, called VALIDATE. This program will assign a number and attach it to each file.

SCAN86B.ZIP (Viruscan), also do this as it scans your files. The problems lies with those files such as SETVER and other EXE files that will not function properly if altered in this manner. Please read the documentation that comes with SCAN86B.ZIP and VALIDATE to understand fully the use of this third utility, SCAN86B.ZIP.

The two files that you most certainly should use are VSHLD86B.ZIP and CLEAN86B.ZIP. SCAN86B.ZIP should be used with understanding and care. It should be understood that these programs are the essentials to be used for protection from the virus world. As you peruse the Virus section of the FILES you will see more McAfee files that could be of use to you. To my mind the McAfee Anti-Virus programs are the best.

These files are shareware, which means that you can 'try before you buy' - great idea. If, as should be the case, you find that you are using them on a regular basis, please consider registering. The forms and prices are included in the files when you unzip them.

Most of you will already have Paul Katz'PKUNZIP, for decompressing these files. However, if you do need a copy, the latest one is on the BBS.

A BIG WELCOME TO THE FOLLOWING NEW MEMBERS		AND THANKS TO RENEWING MEMBERS	
Don Campbell	Belmont	David Baerncopf	Menlo Park
Adam Chamberlain	San Jose	Becky Altman	Cupertino
Allan Colby	Portola Valley	RickAltman	Cupertino
Christine Cook	San Francisco	Mike Ardley	Palo Alto
Richard Cook	San Francisco	Jan Buxton	Milpitas
Jason Hollister	San Jose	Marc Cohen	Los Altos
Hal Kafka	Santa Clara	Denise Delange	Sunnyvale
Mildred Kohn	Los Altos	Gustav Haas	Redwood City
David Morris	Mountain View	Laddie Hughes	Palo Alto
Barbara Quigley	San Jose	Ronald Seltzer	Palo Alto
Philip Senart	Palo Alto	Kent Tekrony	San Carlos
Donald Wen	San Francisco	Dirk VanDerLinden	Palo Alto
Sunny Zhang	Palo Alto	John Watson	Menlo Park
		Ronald Winter	Burlingame

LapLink Pro 4.0
(Experience Shows)

MIKE VAN WAAS

In the February issue, when I reviewed File Shuttle Xpress software as a way to do high-speed file transfer between two PCs, I referred to LapLink Pro as the product which defined this type of software. At Comdex I was made an offer I couldn't refuse and eventually ordered a copy of LapLink Pro 4.0. I received it late last month, and after using File Shuttle Xpress for a while, this was like coming home to Mother.

LapLink has been around a while, coming of age with and because of the boom in laptop and notebook PCs, and the experience shows. While it has the same blazingly fast speed as File Shuttle Xpress (FSX), Travelling Software has added considerably better software around this basic functionality. Everything you could want in a file transfer package is here (well, almost) and nicely offered. It also passed the magic test of good software: I could usefully exploit it at some depth without opening the manual. Installation is straight-forward, and their README.TXT file earns extra credit for being refreshingly honest and clear about the few quirks you'll find in the product. It even includes a long section on operations under Windows 3.0.

When connected to a remote PC - more on how below - your screen is split into two sides. The left side lists files on the machine connected to the keyboard, the right side on the "linked" machine. The optional "tree-view" splits each side so the top quadrant show the directory structure of each drive, while a small lower window shows the file names. I found this much more useful than the default "file listings only" display, although the tree-view limits the full set menu choices otherwise available. Pull-down menus are across the top,

accessible by the "Alt" key; intuitively designated "short-cut keys" let you by-pass the menus; basic mouse operations are supported; and a discrete reminder that "F2" initiates the actual copy process is on-screen whenever copying is possible. Their manual - which I eventually did read - is a model of clarity and completeness, written in a style that is both friendly and informative without ever talking down to you.

If the two machines are physically close to each other, you can connect them over either serial or parallel cables (or both, if you're as adventurous as I was). You get both with the package, and in a major advance from previous versions, the cables are now light and flexible enough you don't swear five ways to Sunday when you have to carry them around. While they don't beat the "Rocket Socket" of FSX for convenience, they're not too bad. New to LapLink Pro 4.0 is the ability to do a "link" over a modem connection. I'm still meditating on the possibilities of this feature, particularly for remote user support - it's very powerful. Anyway, if you connect through a serial connection (modem or direct cable)

> Travelling Software has elegant simplicity down cold. And a bunch of downright sexy features.

LapLink can install a core copy of itself on the remote PC over the connection. Thus with a serial connection, you don't need to do a disk-based install on the second PC (as in FSX, for instance); one install on one machine and you're set.

Beyond the direct marking of files or whole directories for transfer, you can also select by full file name or wildcards, or by dates, tell it whether to include lower-level directories when copying; and indicate how to handle "read-only" files. LapLink also has a native "synchronize directories" function which will do the mutual copying back and

forth so that in the end two directories on each machine exactly match. This is a common operation if you do a lot of work on a portable PC away from your desktop, and it's a nice touch to have included it. Unfortunately, "synchronize" is one of the functions unavailable if you're in "tree-view" - with no indication either in the manual or in the on-line "help" facility why this menu choice is blocked out. LapLink also includes a "batch" facility to record a particular sequence of copies or other commands for again later replay. It also politely checks to see if there is enough room on the destination drive for all the files you've marked, and on the source machine, gives a nice "gas gauge" of the copying progress. All in all, this software takes extraordinary care of you; you're never at a loss about what to do next or how to do it. Travelling Software has elegant simplicity down cold. And a bunch of downright sexy features.

I've noted you have a split screen once you connect to a second PC: one half to each PC. An extremely impressive feature of this product is that you can do any operation on either machine from either size of the link. That's right - one keyboard fits all. Copy, move, rename, view or delete a file; create, rename or delete a directory; view a file (ASCII only, no hex display option); mark and move files: it doesn't make any difference which side you're on, you can do it from either machine and in either direction. In default operation mode, the remote PC's on-screen directory doesn't update itself during transfer if you're in tree-view but will in file-view. Directory updates will automatically happen when you move around in the changed directory, however. Even on a single PC, LapLink Pro makes a decent file manager: nothing like Xtree, but it will get you through the night.

And yes, file transfer is fast, fast, fast. Up to 115,200 baud over a direct-connection serial link, 9600 baud over a modem, and with a direct parallel it will go to the limit of the data throughput rate of your hard disk. This is basically

the same speed as FSX, but having spent so many years with floppies and modems, it's incredibly fast. And, like FSX, you can transfer files of any size - assuming room on the destination disk and don't have to sweat matching disk sizes and densities between two machines, or awkwardly splitting a 5-meg data file over multiple disks to re-assemble later.

Bugs and complaints? Of course!. I bemoan the fact that in "tree display" mode, all you see in the lower quadrant is file names - no sizes, dates, or times. And why they've crippled some menu choices when in tree-view that are available in file-view is baffling and annoying. It would be nice to do a remote install over a parallel cable, though I appreciate the raw technical difficulties here. There's no estimate of transfer time available - an odd omission considering LapLink knows both size of files and transfer rates. As noted in their README.TXT file, LapLink might affect the clock speed on one or the other PC (as can FSX, by the way). You're not immediately told when the linked machine exits LapLink, which can cause problems for the orphaned PC. LapLink's MKDIR clone ignores path specifications: you can only create directories within the directory you're in at the time. Marking directories for transfer can also be a bit confusing. Several times I found myself moving the wrong subdirectories, or moving them to the wrong subdirectories after marking source and destination in the common way. And at the picayune level on exiting LapLink with a monochrome screen you're left with a huge block of a blinking cursor rather than the normal, discrete underline.

Are any of these serious? No, not really. The product is solid. It's friendly, fast, and feature-rich. If anyone wants my File Shuttle Xpress, just give me a call; even with the more awkward cables, LapLink has it beaten cold for everything this user needs!

LapLink Pro 4.0, from Travelling Software. List price: $170; Fry's price: $109; mail order: $89 (CompuClassics).

How Fast is Fast Enough?

RICK ALTMAN

As computing enters the graphical Windows 3.0 age, many of the rules about hardware and software are being rewritten. Chief among these is the issue of just how much muscle your system needs.

New versions of software are becoming so beefed up that they should be tested for steroids. The executable file that starts PageMaker 4.0 is 1.3 Mb. Corel Draw requires 8 Mb, unless you install the clip art also—then the number rises to over 15. The fact that these new software programs cry out for a 386 machine is accepted by virtually all Windows users, but many users feel that that edict doesn't go far enough. A standard medium-speed 386 might not be up to the task of driving new Windows 3.0 software. I recently recommended that a friend switch to a 386 machine to run Windows 3.0 and PageMaker 4.0, because her AT wouldn't be fast enough. She bought a 386 SX, we loaded everything onto it, and ran the software. Then I sheepishly told here that she might want to get a faster 386, because this one might not be fast enough.

How fast is fast? More importantly, how do you achieve fast? I recently completed an overhaul of my system, in pursuit of determining just how much hardware muscle I needed to run Windows software acceptably, and which particular components have the most impact on performance. My results might surprise you—they surprised me.

My system began as a 386-20, with a 100 Mb hard drive and 4 Mb of memory. It ended up as a 386-33, with a 150 Mb hard drive and 8 Mb of memory. My display adaptor and monitor remained a constant. I had expected that the jump from a 20 MHz board to a 33 would be noticeable and dramatic; it was the former, not the latter. I had expected the move to a bigger and faster hard drive to be significant; it was. I had expected the increase in memory to return a slight increase in performance; it didn't—its return was exceptional.

No. 1: Memory, the Key to Happiness

Without a doubt, the most significant component in my upgrade was the move to 8 Mb of RAM. It was also the cheapest, what with 1M SIMs dipping well below $50 each. I am convinced that insufficient memory is the leading cause of software crashes and erratic behavior, and among the guilty parties are software developers who understate minimum requirements. Ventura Publisher, for instance, cites 2 Mb of RAM as the minimum requirement for running the Windows version. Regular users of the product know that to be a joke.

These monsters need elbow room in a big way, and the more you give them the happier they are. Increased speed of a computer is only significant if it translates into a similar increase in your productivity. Barring outright incompetence on your part, or choosing crummy software, the biggest deterrent to productivity is software that crashes and systems that lock up.

Therefore, my advice is the same to everyone, regardless of their software choices or the type of documents they produce: make sure you get a motherboard that can accommodate at least 8 Mb of RAM and fill it to capacity. There is just no sense in skimping in this very critical area, especially when memory costs are so low as to be almost trivial. Sufficient reserves of memory also make possible the second most important component.

No. 2: A Cache of Memory for Your Hard Drive

How ironic that the second most important component costs between zero and 50 dollars. With 8 Mb of memory, you can afford to devote a full 1 Mb to disk caching, the magical operation that substantially reduces disk drive activity. If your system can read data from memory instead of from the comparatively slow magnetic medium of your hard drive, you are in for enormous time-savings. The larger the cache, the more data can be stored in RAM. Desktop publishing applications stand to gain considerably from disk caching, as there are many tasks that require repeated trips to the hard drive to retrieve massive amounts of code. Screen fonts, dialog box overlay files, printer drivers, help files, templates, style sheets—these program parts are continuously being called into action. The larger your cache, the more of their code stays in memory.

Many of today's shell, menu, and swiss-army-knife type programs come bundled with disk cache software, and perhaps the most highly touted cache of all, HyperDisk, is available as shareware. Even if you go with Microsoft's low-end SMARTDRV, you're way ahead of the game. The more you can buffer the activity of your hard drive, the more you reduce the importance of Component No. 3...   *continued*

No. 3: THE HARD DRIVE

Disk caching notwithstanding, data makes its journey into memory from one source—your hard drive (unless you only work off of floppies, in which case you are beyond help). Disk drive speeds are several orders of magnitude below memory speed, and the best you can do is soften the blow with the fastest hard drive you can afford.

It's practically a given that you're going to need close to 100 Mb of capacity, maybe more. In addition, you should keep your eye on two other numbers: access time and data transfer rate, the first measured in milliseconds (smaller numbers being better) and the second measured in kilobytes of data per second (larger numbers being better). Access times should be no higher than 20. Investing in a hard drive with access times in the low teens will result in real and noticeable improvements in system performance.

While you can cache 1 Mb or so of data, Windows and the software running thereunder routinely throw around megabytes of data as if they were juggling balls. The faster the data come off of the hard drive, the better.

No. 4: THE SPEED OF THE PROCESSOR

Much to my surprise, the clock speed of the 386 board resulted in the smallest improvement. Don't get me wrong—a 33 MHz machine is definitely faster than a similar 16, 20, or a 25 MHz machine, and the differential cost is small enough to tempt many users who are on the fence about which and how many components to upgrade. But upgrading the motherboard and leaving memory count at 2 or 4 Mb, or upgrading the board but leaving your 38 Ms hard drive in the system is not the right call. A 16 MHz 386 with 8 Mb will routinely outperform a 33 MHz 4 Mb uncached system.

Things have changed since the entré of Windows 3.0. It used to be that adding a turbo board or a replacement motherboard was the best thing you could do. Memory was an afterthought. Today, it is the most precious resource of all, and should be first on your list of upgrade items.

I have little doubt that as I contemplate my next move, I will look seriously at replacing the 1 Mb SIMs on my board, increasing to 16 Mb of RAM and dedicating 4 Mb of RAM to a disk cache. Sounds like overkill? Not anymore.

Rick will be at the March General Meeting to show us the best way of upgrading our hardware. To suit our software.

THE LIFESAVER
THE FOLEY SAFETY DISK

If, God forbid, you were struck down by the fashionable Michelangelo virus on March 6th then you know that the first thing it did was destroy the boot sector of your hard disk. Then, if you didn't switch off immediately, it carried on merrily writing garbage over the File Allocation Table and the data area. If you did hit the big red switch straight away then the Safety Disk, from Foley Hi-Tech Systems, would have saved the day.

What David Foley has done is write a program that makes a copy of all the vital areas of your computer. It then creates a recovery diskette that has all the information on it to get you up and running when, either your CMOS gives up the ghost (the battery fails), or your hard disk decides to take the day off.

There are other programs that will do some of the things that Safety Disk does but none of them do it all. Norton Utilities will back up your Boot record, Partition Tables and CMOS configuration. The public domain program CMOSGET/CMOSPUT on one of our Disks-of-the-Month does CMOS save and restore. And, of course, you **always** save your AUTOEXEC.BAT and CONFIG.SYS files when you, or some domineering program, make changes to them. And naturally, everyone has an emergency bootable floppy disk (for the A: drive) with enough utilities on it - like an editor and chkdsk etc. - to recover when disaster strikes. Of course!

One of the nicest things about this program is that it's so simple. There are some people able to reconstruct their Partition Table with a sector editor, and most of us could reconstruct our Config.Sys. But this program does the lot, and you don't need to be able to read a core dump to use it. It's the recovery disk for everyone.

This is a program that should really be in everyone's library. I know for sure that our president would have been more than grateful for it last month, when something mysterious destroyed his partition table. He may have recovered, but his hard disk didn't - it had to be re-formatted.

Safety Disk even comes with a blank, formatted diskette (in both sizes) to use as a recovery diskette. It is bright red.

TONY ALLEN

RENAMING MANY FILES

Writing programs is a process sometimes strewn with unusual dilemmas requiring tricky solutions where there is no-one to turn to but oneself.

In the following instance, it seemed a pussycat matter to rename 3000 files ranging from H0001.HST - H3000.HST, to H0000001.HST - H0003000.HST by just adding 3 zeros after the H through use of wild-cards in the RENAME command. Carefully reading how the RENAME command works, it becomes apparent that this cannot be done at all for DOS's below 5.0, though 5.0 tries hard but really messes up the order. The RENAME command in Norton, PCTools, among some other touted utilities also failed and behaved just like the early DOS command.

Fiddling with batch file loops, etc. didn't help either. Finally, I redirected the file DIR listing to a file and edited it to just one long column of file names. Mistakenly, I felt it should then be easy to create two identical columns; modify the first to have RENAME before each file name, and the second to have each file name contain the additional 3 zeros. A word processor could do this via cut & paste, but 3000 files is a bunch and too tedious for my tastes. My daughter Mary saved the day by suggesting QUATTRO.

Proceeding accordingly by importing the original file name listing into QUATTRO as a column; copying it to make a following verbatim column; using QUATTRO to make the modifications to the two columns as indicated above; then exporting the results to become a gargantuan batch file that could happily grind away as RENAME H####.HST H000####.HST in the file name directory to produce file names that can now range to 9999999 instead of to just 9999.

DON BAIRD

Maximizer Advanced

Release 2.1

SOL LEDERMAN

PRODUCT OVERVIEW

Maximizer Advanced is a feature-packed contact management program, useful to individuals like myself who have lots of personal contacts and especially useful to business people who need to track communications with clients and prospective clients. I began my "contact management" career with a plastic rolodex card holder. Later I moved up to "Books, Cards, and Letters", a computerized rolodex-like program for the PC. Now I use Maximizer for its ability to not only track names and addresses but also to keep complete track of my transactions with people.

Maximizer's has no limit on the volume of data stored. The amount of free space on your hard disk is the only limit. You can group or categorize clients in any way that is meaningful to you. Maximizer truly allows you to improve your control of time nd resources with its time management, hotlist, personal accounting and other features.

You can easily create reports such as client lists with addresses and telephone numbers, and to-do lists with summaries of planned activities. You can create form letters within Maximizer or import text from other word processors.

Maximizer has a number of advanced features. You can customize data entry screens, create macros, customize reports and do complex searches. Network support is available in their LAN version.

Perhaps the best thing about Maximizer is that it allows you to easily track many details of your communications such as calls made, letters sent, appointments made, and follow-up actions promised. As the manual states. "It remembers your Client's history even if you can't!"

FEATURES OVERVIEW.

Maximizer is a menu-driven program. Its functionality is accessible through five main menu headings. Following is an overview of the features contained within the five main menus.

Clients / Contacts. This menu provides access to client or contact records. Maximizer works with "Active Lists" which is a list of some subset of the full set of records. If you have hundreds of records as I do it is very convenient to choose among them and select a small set to be placed in your active list. From the active list you gain access to records of individuals or organizations and you can create new records.

Hotlist /Today. Maximizer allows you to create a "to do" list involving your clients. The list can be for events of today or for a range of dates.

Letter Maintenance. Maximizer manages form letters for you, allowing you to create and edit letters with its built-in editor and it allows you to to print letters to selected contacts.

Personal Records. This menu provides access to appointment book features. Here we have a calendar, day-at-a-glance, and features that let you track expenses.

Utilities. Maximizer allows you to tag records with keywords which help you to categorize your contacts. For example, you can categorize contacts by their level of income or the industry they're in. The submenu "Description Set-Up" allows you to manage these descriptive labels. Other features available through the "Utilities" menu are "File Backup/Restore", "Import/Export", "Printer Maintenance" (Maximizer supports over 100 different printers), "System Defaults" and "User Defaults/Security."

WHAT MAXIMIZER DOES WELL

Installation. Maximizer comes on both 5.25" and 3.5" floppies. Installation is very simple. One minor gripe: the diskettes are not write-protected. They should be.

Ease of Use. The program is easy to navigate. Maximizer is menu-driven. You don't have to remember where things are - things are easy to find. Ease of use is supported by good context-sensitive help, a well-indexed manual that is clear and comprehensive and a very helpful Quick Reference Card.

Helpful Documentation. The User's Guide is well organized and easy to read and comprehend. The Guide first shows you how to quickly get up and running, if you'd like to test drive the program before reading the documentation, then tells you how to get help (both on-line and by telephone), and then introduces the product and its features. The next chapter guides you through a tutorial and shows you how to customize the program. The next two chapters cover basic use and advanced features. The appendix discusses other topics not well suited for the body of the manual.

Integrated Functionality. It's very nice to learn one user interfaace and to have integrated access to a telephone and address book, calendar, to-do list and more without having to switch programs. This is especially important since Maximizer is not a Windows application, although it runs fine in a DOS Window.

Performance. Speed is very reasonable, although I have no other like programs to compare it to. Finding information was quick and search results were accurate. I did not run into any bugs although I did not run the program specifically to try to break it. Maximizer's use of color was pleasant and appropriate.

WHAT IT DOESN'T DO SO WELL

My major objection to Maximizer is that it is not a Windows application. This is a personal complaint. I appreciate the ability to have multiple windows open simultaneously and to organize windows as I please. Also, I prefer to have all program features accessible through a Windows-like menu system. Nonetheless, Maximizer does a fine job once you learn its menu system. At first I found the paradigm, or "philosophy" a little difficult to figure out, perhaps because I do not deal with Client Lists, Hotlists and other items on a daily basis. For example, it took me a while to understand why Maximizer has Active Lists and how I could access information about contacts that I entered in previous sessions. This is not really a gripe about the program but a recommendation that users read the documentation to understand the "world" that Maximizer operates in.
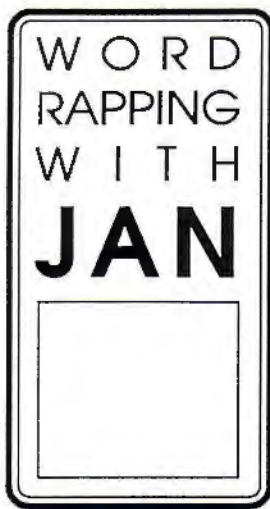
CONCLUSION

I like Maximizer. The program is comprehensive, bug-free at my novice level of use, speedy enough, and well-documented. I do recommend that you check out other programs and compare features before making a purchase. In particular, check out "PackRat" by Polaris which runs under Windows if you're a Windows fan. Maximizer does delivers what it promises. Good job, guys!

```
W O R D
RAPPING
W I T H
JAN
```

JAN ALTMAN

Jan is the Vice-President of SPAUG and a Microsoft Certified Trainer. Send your comments on Windows applications to:

3655 Pruneridge Avenue, No. 135
Santa Clara, CA 95051,
[408] 243-5955.

Note to Readers: Two months ago, I lamented to you all my apparent inability to ever win a game of Golf, from Microsoft's Entertainment Pack I. (It became rather depressing to look at my record and see the "Games" amount increase, while "Wins" remained at 0.) Well, I am now happy to announce that I have discovered a foolproof method to overcome this inability for myself, or for anyone else. And it's surprisingly simple.

I launched Notepad, and opened the file ENTPACK.INI in the Windows directory. Under the [**Golf**] section, I changed the second number from 0 to 2. I then saved the file, closed Notepad, and started up Golf. Now, when I check my record, 2 wins have been registered! (So I'm a cheater, but at least I'm modest.)

Q

Many of my Excel spreadsheets have a footer running across the page. Is there a way to make this more automatic, or do I have to set the footer every time I want one?

A

You're in luck. Though it's not commonly known, Excel does have a way to make certain things automatic. And this is one of them.

Create a new worksheet window and set your footer (or header) exactly as you like it using the File Page Setup box. Make sure to leave the worksheet itself blank. When you're ready, go to File Save, Options, and specify a File Format of Template. Give the spreadsheet a generic name, such as FOOTER. Make sure to save it in the directory XLSTART under the EXCEL directory.

The next time you go to File New, your choices will be Worksheet, Chart, Macro Sheet, and Footer. Double-click Footer (instead of the usual Worksheet) and you'll be given a new spreadsheet window with the footer in place.

Anything found in the special XLSTART directory (worksheets, charts, macro sheets, templates, etc.) will be opened upon launching Excel.

Q

Every time I see someone do a product demonstration using Windows, they seem to switch from one application to another with lightning speed. How is this done? Do they use special macros designed for just this purpose?

A

They're probably using a simple keyboard shortcut and the Windows Task List. Whenever you're in the Windows environment, you can press Ctrl/Esc to bring up the Task List, a list of all currently-running applications (Windows or DOS). The common way to switch to another application is to select it and choose Switch To, or merely double-click its name.

Once you've switched to a certain application, its name is placed first on the Task List. The application you just left is placed second, and so on. This order is important in setting up usage of the Alt/Tab keyboard shortcut. The Alt/Tab keys toggle between the first two applications on the Task List (i.e. the two most recently used). Anytime in Windows, you can press Alt/Tab to jump to whichever program you last used. As you can imagine, this is a very handy shortcut when giving product demos.

Quick note: In Program Manager Help, the following descriptions are given for these two similar keyboard shortcuts:

"Alt/Tab   Switches to the next application window, restoring applications that are running as icons."

"Alt/Esc   Switches to the next application window or minimized icon, including full-screen programs."

These descriptions don't tell the whole truth. Alt/Tab switches between the first two programs on the Task List, restoring minimized icons if necessary. Alt/Esc switches between *all* currently-running programs, going down the Task List in order, and does not restore those that are minimized.

Q

Is there a way to find out what changes were made to a Word for Windows document since the last save?

A

There is a way if you've been making backup copies. To automatically create backup copies of documents every time you save, go to Tools Options, Save, and turn on Always Create Backup Copy. (You can reach this same dialog box through File Save As, Options.) If this option is on when you save, Word creates a copy of your document with a BAK extension, before writing it over with the new version.

At any time, you can then compare these DOC and BAK versions with each other. Open the BAK version of the file in Word, and choose Tools Compare Versions. (Remember that only files with DOC extensions are shown in the File Open box, so you need to change the File Name field to *.* or *.BAK.) In the dialog box that comes up, select the DOC file.

At this point, Word compares the two versions, character for character. When it finds a difference, it places a vertical bar to the left and underlines any changed paragraphs. In long documents, you can easily search for these marked changes. Select Tools Revision Marks, and Search. You can keep using Search to find all the changes within the document. (Unfortunately, Word doesn't mark specific text that has changed within marked paragraphs. If a paragraph has been marked, you must find the change within it yourself.) When reviewing the changes, you might want to open the DOC file in a separate window, arrange the two on the screen, and study them side by side. When you're done, close the BAK file, and don't save changes. Though Word has filled it with revision markings, the DOC file remains the way you left it (and that's really the one you care about).

Quicken Version 5

FLOYD S. KESSLER

I've been using Quicken since Version 3.0. Initially I was looking for a simple accounting program for my wife's business that would produce invoices from the accounts receivable.

MONEY TALKS, DacEasy Light, Managing Your Money and my own spreadsheet setup (I graduated from Supercalc on an Osborne to a 386 PC and found software designed to do the job) didn't help much. I really dislike accounting, as such, so when I discovered QUICKEN with it's easy familiar check book entry I was delighted.

The major Quicken improvements since version 3.0 are that version 4.0 added investments tracking capability and 5.0 added the mouse. It still won't prepare an invoice but it does everything else so great, and it's so easy to use. that I can put up with that deficiency.

Installation is simple and you are able to set options including the two I like best:

Billminder - (I postdate my checks and write them when the bills arrive) and am never late with a payment (except on purpose)

Backup - I keep a backup disk in the drive all the time and Quicken won't let me exit until the deed is done. These are the only records that I can't afford to lose!

If you request help (from the main menu during file and account setup) after entering the requested data, a set of "Assistant" screens guides you through the process actually making data entries for you on the required screens. Once accounts are established, going to an account register and entering data is INTUITive (sorry, but does QUICKEN mean quick entry?). Newcomers can even get an automated tour (or a 60 minute tutorial using the manual) by choosing #6 at the Main Menu.

The most obvious and appreciated new feature is the addition of mouse support. Navigation through the normal input tasks is even faster now although with some pull down menus (when a split transaction screen is open) you must resort to the keyboard to access them (e.g. Category/ Class lists). Also now when you navigate through the menus a description of the choices appears at the bottom of the screen.

The tutorials and the excellent help index, with it's related subject references, eliminate (almost) the necessity to use the manual once you gain familiarity with the program.

In addition to the standard calculator there's a Loan calculator that lets you play "what if" when you enter the principal, rate, etc. Quicken calculates the loan payment (principal and interest portions) and will produce an approximate loan payment schedule which can be printed. It can serve as an excellent planning tool as well, and provides a screen for entering amortization information.

If you let Quicken memorize the payment transaction, all calculations are automatically performed when you pay your mortgage and enter the transaction in the register. The new budgeting feature is magnitudes better than before. It will scan any month(s) you assign and automatically produce a budget on the reports screen and allows you to change any

> **Quicken now supports PostScript printing; also, for those with a laser printer, you can now feed it wallet-size checks.**

amounts you don't agree with. It certainly beats version 4 which required detailed entry for each category item.

Using QuickZoom you can click on an amount in a report and Quicken takes you back to the register transactions that created the item. While this feature works in Transaction, Cash Flow and Summary reports, its use is not available in all reports. The reports generator is even better, with more customizing options.

There are new layout and edit options and, unlike previous versions, you don't have to leave the report screen to make changes. You can collapse or expand to show or hide information for instance, if you wish to show cents or not. You can specify more than one printer (I find this useful for printing in 80 column (printer 1) or compressed (printer 2) depending on how wide my report is.

One feature that I hope shows up in the next version is the capability to annotate a report by adding an explanatory note at the bottom of the page. Quicken now supports PostScript printing; also, for those with a laser printer, you can now feed it wallet-size checks.

Quicken can be used to set up tax items so that they will end up in the correct place on the form if you use the likes of TurboTax and other similar programs.

There are minor improvements in the investment section in the way of two new transaction types. I wish though, that there were room to enter five decimal places for number of shares instead of three (as my investment reports show).

It's impossible to comment on all of the changes to Quicken for version 5, but there's very little not to like. What it does, it does very well indeed. What it doesn't do I'm not sure that I need. Although, if you could print an invoice.......

I do have one complaint those new garish screen colors (bilious green and upchuck purple) must go. The old screen colors were not very adventurous but they were reasonable. It's time to add some class to DOS Quicken, it shouldn't take second rank to the Windows version.

AFTER THE SIDEWALK FAIR

More items for this SPAUG fund-raising idea. It worked out well last month and will be continued as long as there is a response from our membership. Don't forget if you have any surplus stuff this is an excellent cause. The prices are right as well.

You may order any item from Beverly Altman [415] 329-8252, and it can be brought to the meeting or you may arrange to pick it up.

CATEGORY	ITEM	DESCRIPTION	SPAUG PRICE	STORE PRICE*
Software	BORLAND C++ 3.0 and Application Frameworks 3.0	Complete professional development kit, weighing in at 19lbs.	350	500+
Software	QUICKEN New Windows Version	Manages all your finances	12.50	30.99
Software	RESOURCE WORKSHOP	A designing and compiling resource for applications running under Windows 3.0	20.00	99.00
Software	TYPE DIRECTOR Version 1 Premier Collection by Hewlett Packard	LaserJet Font Management Program with 12 typefaces	25.00	125.00
Software	APORIA 1.4 (New, not shrink-wrapped)	File Manager for Microsoft Windows 3.0	15.00	??
Software	TRADING POST by LaserTools	Post Script Printer Manager	15.00	??
Software	Ventura Control! V 1.0	Utilitias for Ventura Publisher	15.00	??
Software	PrintCache 2.2 by LaserTools (New, not shrink-wrapped)	A printer spooler (very popular)	35.00	129.00
Hardware	BAR CODE SCANNER by Intermec	A 1620A Laser Scanner	100.00	1450.00
Book	MICROCOMPUTER EXPERIMENTATION WITH THE IBM PC	Experimental training for sciantists or engineers with emphasis on controller design and interfacing.	10.00	31.95
Book	HANDS-ON VENTURA C.J. Wallia (1989)	2.0 A Self-Teaching Guide and Reference Manual	8.00	26.00
Book	CLIPPER 5	A developer's guide to "The ultimate dBase compiler" (1300 pages! with disk)	15.00	44.95
Game	DIE HARD by ActiVision		8.00	25.00
Game	PIPE DREAM by Lucasfilm		8.00	25.00

* The current discount price - where available.

CLASSIFIED ADVERTS

Overloaded with used 3½" diskettes? I've got tons of 5¼s. Let's swap.

Call Jan at:
[408] 243 5955

Club member, computer generalist seeks part-time, consulting/training/installation work. 15 years broad hardware/software experience. Excellent people skills. Passionate about customer support. All leads appreciated.

Please contact:
SOL LEDERMAN
[415] 941-1845

FOR SALE

XT clone; 2 Floppy drives; 10Mb Hard disk; 640K memory; Amdek screen with Hercules card; Mouse; Daisywheel printer (Diablo 630 emulation)
$240 or best offer
Please contact:
SHIRLEY MANDERS
[415] 341-4052

TELL US A STORY

Why did you buy your computer? What's your favorite program? And why? When was the last time you felt like throwing the damn thing through the nearest window? Why? Everybody's got a story to tell. So, tell us yours and we'll print it here. How about your computer wish list? What about that free software you won? Did it do what it claimed it could? We need fresh input from some fresh voices. It doesn't have to be fancy or long, just real. Tell us your story.

THE SPAUG RESOURCE CENTER

OFFICERS

President	Paul Staley	[415] 493-1864
Vice President	Jan Altman	[408] 243-5955
Treasurer & ASSU Representative	Alex McMillan	[415] 322-4543

MANAGERS

Bulletin Board (SPARC) Sysop	Bob Bottini	[415] 369-2086
Financial Manager	Bev Altman	[415] 329-8252
Librarian - Public Domain Software	Les Weil	[415] 321-5541
Newsletter Editor (PRinT SCreen)	Tony Allen	[408] 739-2953
Resource Centre Manager	Rich Madden	[408] 253 2075

SPAUG members are encouraged to make themselves available to other members to answer questions about hardware or software. Your area may be general or specialized. If you are willing to have your name added to this list, please contact the Resource Center Manager, Rich Madden at [408] 253-2075.

SOFTWARE

Accounting	Larry Mehl	[415] 329-6037
Lotus 1-2-3	Larry Mehl	[415] 329-6037
Quicken	Floyd Kessler	[415] 322-7780
Windows Products	Jan Altman	[408] 243-5955
R:Base	Larry Mehl	[415] 326-6037

LANGUAGES

C	John Watson	[415] 325-7632
Fortran	John Watson	[415] 325-7632
Pascal	John Watson	[415] 325-7632
Smalltalk	John Watson	[415] 325-7632
QuickBasic	Don Baird	[415] 365-6822

CLUB EVENTS IN APRIL
... and one in March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				2	3	4
5	6	7	8	9	10	11
12	13		15	16	17	18
19	20		22	23	24	25
26	27	28		30	31	

March 17 Third Tuesday - *QUICKEN SIG*
7:30pm Floyd Kessler, [415] 493-7780

Greg Marek will demonstrate Quicken 5 for DOS and its interface with several tax preparation programs such as Turbo Tax and Tax Cut. After the demonstration there will be a general Quicken question and answer session.

Location - Intuit, 155 Linfield Drive, Menlo Park

April 21 Third Tuesday - *QUICKEN SIG*
7:30pm Floyd Kessler, [415] 493-7780
Location - Intuit, 155 Linfield Drive, Menlo Park

April 1 First Wednesday - *PLANNING/PLEDGES MEETING*
7:30pm Beverly Altman, [415] 329-8252 or
Paul Staley, [415] 493-1864

April 7 *WORD FOR WINDOWS - At a New Location*
7:30pm The SIG meets on the first Tuesday of each month. The group is led by Jan Altman, a Certified Trainer in Word for Windows. For more information about the new location, please call Jan at [408] 243-5955.

AT A NEW LOCATION

April 29 Last Wednesday - *GENERAL MEETING*
7:30pm Turing Auditorium, Polya Hall, Stanford University

THE MARCH PRESENTATION

Last Wednesday: March 25th, 7:30pm at Turing Auditorium

HOW FAST IS FAST?

Getting optimum performance from your hardware

Rick Altman will show us the best way of upgrading our computer. What strategy is the correct one for the applications that you use.

❑ How to get the best use of memory.

❑ Which motherboard route to go?

❑ Getting the best picture.

❑ Do you need a math co-processor?

P.o.Box 3738 Stanford, CA 94309

The Stanford/Palo Alto PC Users Group

SPAUG

THE MARCH PRESENTATION

Last Wednesday: March 25th, 7:30pm at Turing Auditorium

HOW FAST IS FAST?

Getting optimum performance from your hardware

Rick Altman will show us the best way of upgrading our computer. Which strategy is the correct one for the applications that you use.

- ❏ How to get the best use of memory.
- ❏ Which motherboard route to go?
- ❏ Getting the best picture.
- ❏ Do you need a math co-processor?