

Print Screen

The Newsletter of Stanford/Palo Alto PC User's Group

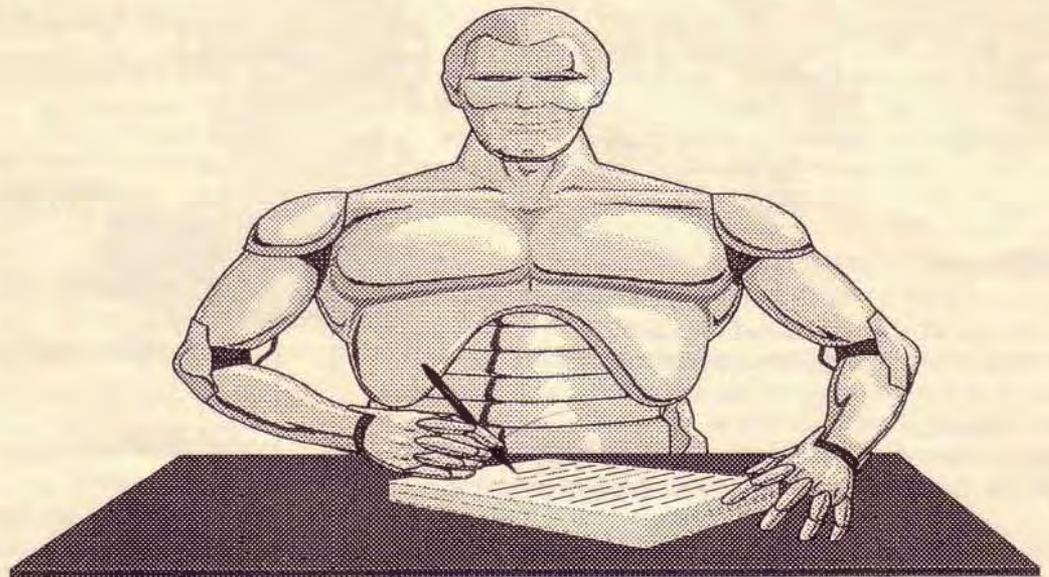
C•O•N•T•E•N•T•S

President's Piece	2
Adobe Photoshop for Windows	3
Say HELLO to Hypertext	4
WordPerfect TIPS	5
What they don't tell you to avoid.	6
Can a PC Multitask?	6
CyberSpeak	7
What do these filenames mean?	9
Using a modem with call waiting.	10
Warranty and Peace	11
Graphics Anonymous	12
The 2012 Stealth Computer	13
Please don't try this at home.	14
Resource Center	15

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NUMBER 11

NOVEMBER 1994



Teknowledge Corp. presents M.4
an expert system
Wednesday, November 29th
7:30pm at Varian, Bldg. 7 Auditorium

President's Piece

Nancy Helmy... has boldly stepped forward to accept the PrintScreen Editor's position for 1995. She needs your continued support to make this newsletter a successful effort. Please contribute. To my '94 PrintScreen staff, I salute you and give a tremendous thank you. I could not have gone to press without your dedicated and continued efforts.

Uncle "D"'s Directory... has moved to the fore front of electronic bulletin boards for the next incarnation of the SPAUG BBS. Their telephone number is 415 364 3001. Please call the board and review it for services and files which meet your needs. The service and file requests by members have far exceeded the financial and time capabilities of our club. Expansion of the BBS requires that we find a service provider to meet these increasing needs at an affordable rate. Please post your suggestions on our BBS for all members to review.

IBM... at the October meeting showed their ThinkPad notebook "Tomorrow's notebook technology is here today." A modular system with software upgradeable chips. Larry Weinberg suggested we buy one to present Disk of the Month. Shall we pass the hat to get the \$5000 for the CD-ROM version? Let's get a LCD panel and public address system, too. OS/2 WARP "Now it's easier to do more" looked good. I liked the part about it "recognizes and utilizes all available memory." No third party program needed to get all of high memory to work efficiently. From software to mugs, they gave away goodies for twenty minutes. I hope one of the members who won an OS/2 package will give us a review.

Jim Dinkey... advised me he is planning his next club presentation. Thank you for your continued participation. The Club needs this type of high energy to remain exciting.

Larry Turpen... won the Borland "network active" Office auction with his high bid. Good luck on installing your home network!

Articles for PrintScreen... continue to arrive from members who if I knew their names I would acknowledge their contribution. We really need these on disk in an ASCII or Word for Windows file format to make them useful. The retyping is a barrier to publication.

Guest Presentations... are a group effort. Please continue your inside tips on the hot products you want to see presented at the General Meeting.

Club Newsletter scanning... is an idea I had to bring the full text and graphics of other club's newsletters to our members. The files will be in TIFF format. These files could be downloaded from our BBS. A graphics viewer would display the file. Are you interested?

Teknowledge... one of the early leaders in the AI industry, developed one of the first expert system shells for PCs. Dubbed M.1, the shell was known for its wide range of capabilities. Cimflex Teknowledge has cut M.4 from the same mold, keeping pace with today's needs for system integration, embeddability, and flexibility.

December... a month when we do not have a Planning Meeting, General Meeting, or PrintScreen.

See you on November 30th.....*Brian*



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Adobe Photoshop for Windows

Adobe Customer Spotlight
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Cocchiarella Design

In the late 1980s, after almost ten years as a commercial photographer, Nino Cocchiarella took a job as manager of a small photography studio in Evansville, Indiana. After a couple of years, the demand for commercial photography declined rapidly and Cocchiarella began to take a close look at combining his experience with computers with his fine arts and photography background. Starting with almost nothing in 1991, Cocchiarella dove into computer graphics on an old IBM PC and quickly developed an expertise for this type of work. Adobe Photoshop software was the catalyst that helped take his career successfully in this new direction.

With the long-term dream of doing what was, at the time, only within the realm of Scitex systems, Cocchiarella was one of the first to start doing four-color image work in Windows on the PC. "Until I began using Adobe Photoshop, it was difficult to do color work on a PC," he says. "Even the early beta versions of Adobe Photoshop were far superior to anything else I had seen for Windows."

Adobe Photoshop for Windows Enters the Picture

Hearing that Adobe was developing a Windows version of its digital image processing program, Cocchiarella obtained a pre-release (beta) version. "Adobe wanted feedback on what prepress and photography shops needed, and I wanted the product as soon as possible. We had many conversations, and suggestions that I made started showing up in subsequent releases."

Today, Cocchiarella specializes in digital image manipulation. He is recognized especially for his shadowing and shading skills, not surprising in light of his background in photography.

"I typically use Adobe Photoshop for any job that needs image processing and graphics," he says. "I really like what you can do with soft shadows and opacity. Although you can do some of the same things with other programs, you can't do as many things, or in such a well-integrated workspace. Whatever other software I might use, I still run the final product through Adobe Photoshop to create grayscale or CMYK TIFF files."

Cocchiarella favorably compares Adobe Photoshop for Windows with much costlier workstations and image editing software. "It definitely does what the big systems do," he says. "And doing more things yourself can save a lot of money. Using page layout software as well, I can send a page out for printing without extra stripping costs."

Meeting Tight Deadlines

Cocchiarella recently designed some bank credit cards that were supposed to be a single shot, scan and outline. It quickly became apparent that the project was more complicated—but the deadline couldn't be extended. He had to recreate the appearance of credit card text, make it look embossed and drop the card onto a marble background that had a drop shadow.

Cocchiarella photographed the blank cards and then had a high-resolution CMYK scan made. Next, he outlined the cards using the Adobe Photoshop Pen tool, made that path a mask and deleted the background. He duplicated the mask on a new channel and created a soft drop-shadow to use with the final composite image. He created text in Adobe Illustrator software.

Creating another channel in the Adobe Photoshop file, Cocchiarella flowed text in from the Adobe Illustrator file and duplicated that channel into another to make a backup of the plain text. After blurring and embossing the text, and adding the embossed channel with an inverted copy of the plain text channel into yet another channel, Cocchiarella had all the masks he needed to create realistic 3D text on the credit cards. Using those channels as masks with the Adobe Photoshop Levels function, he created embossed text on the credit cards. "I can't imagine doing that job with any other software," says Cocchiarella. "I need a professional-caliber program to handle professional jobs. Adobe Photoshop software helps me meet client specifications and tight deadlines."

Improving the Best

"I like the fact that each release delivers important new features," says Cocchiarella. "Like the Layers feature in version 3.0, which lets you create composite images and still retain all the original image data, without loading the hard drive with lots of extra files. Then when a client demands a change, you can make it on the fly. And it's great that you can rasterize Adobe Illustrator work into separate layers that can be turned on or off, resized and moved around independently of the background image. That makes the two programs much more valuable to use together."

"Adobe Photoshop is continuing to evolve, to keep pace with the professional printing and commercial art environments," he says. "That's important for those of us who make our living using it on a daily basis. Adobe listens to us and gives us what we need to work smarter and faster."

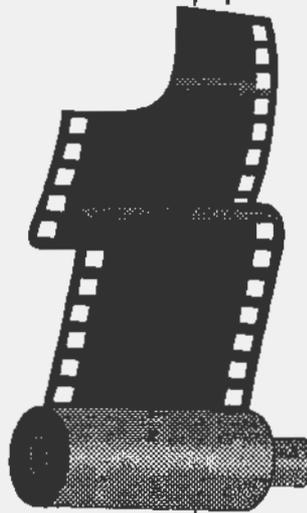
Cocchiarella Design Systems at-a-glance

Hardware

American Megatrends EISA 486/66 MHz with 64 MB of RAM
American Megatrends EISA fast SCSI II caching controller with 4 MB cache
Matrox GA 64 bit video card
Fujitsu 1 gigabyte hard drive
Fujitsu 128 MO optical drive
SyQuest 44 MB removable drive
WACOM 12 x 12 UD tablet
Screen DT-S1015A1 drum scanner
Unimax 840 scanner

Key Software

Adobe Illustrator
Fractal Design Painter
QuarkXPress



SAY HELLO TO HYPERTEXT

by Luther M. Maddy

Word Perfect Magazine

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The Advanced column is intended for readers who already have a working knowledge of WordPerfect. Due to space limitations and the nature of the articles, exact keystrokes are not generally provided.

It's your first day at a new job. Instead of receiving a bulky employee handbook, the personnel manager gives you a disk and instructions for retrieving the handbook into WordPerfect. After starting WP6.0, you retrieve the handbook and see a screen. Intrigued, you begin clicking around and exploring the available options your company offers. Creating menus like this in a WordPerfect document used to require considerable macro expertise and time. Now, with WP6.0's Hypertext feature, anyone can easily add menus to a document. In this article, you'll learn how to use the Hypertext feature to create a simple menu system.

WHAT IS HYPERTEXT?

Hypertext is a new 6.0 feature that lets you create links in your documents. These links can move you to specific places in your documents, execute macros or move you to places within entirely different documents. Whether you use 6.0 with or without a mouse, in Text Mode or Graphics Mode you can create document-automating menus with Hypertext in any WordPerfect document.

GETTING STARTED

Before you add hypertext links to a document, you must have the documents and macros already created. For this example, we'll add a main menu to an employee handbook containing chapters for several topics, such as benefits, sick leave and vacations. The options on the menu will take you to the chapter or a separate document that explains the topic selected.

Begin by retrieving the document you want to add the menu to. Now, create a new page at the top of this document for the menu and type the title at the top of this page, such as *Employee Handbook*. If you're using Graphics Mode, you can change the font, size and color to make the title stand out.

The next step is to decide which options you want on the menu. The options in Figure 1 include Benefits, Sick Leave, Travel, Vacations and Employee Directory.

Place the cursor where you want the options to appear. For example, to center the options, press (Enter) a couple of times, then press Center (Shift+F6). Type the options for your menu after the title. If your menu has many options, you can place them in columns by tabbing between each item. After typing the options, type an instruction line at the bottom of the screen, such as *Move cursor to topic and press Enter*.

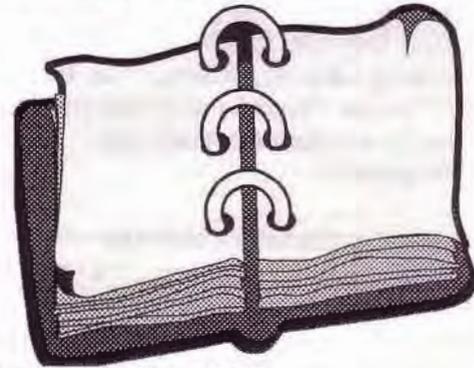
CREATING BOOKMARKS

For most of the topics to become menu options, you must link them to a chapter in the handbook. Other topics, such as the Employee Directory option, might be linked to an entirely different document. Then, when you select a menu item, WordPerfect moves to that section.

To link menu items to document sections, you'll use the Bookmark feature. Bookmarks mark the places in the document you want to jump to when you select the corresponding menu option. To create a bookmark, move the cursor to the page in the document where you want to jump to when a menu item is selected, such as the first page of the chapter on Benefits. When WP jumps to this page, the bookmark is positioned in the *middle* of the screen, not the top.

For example, if you insert the bookmark at the top of the page, when you later jump to this bookmark the beginning of the chapter will appear in the middle of the screen. If you want the chapter to start at the top of the screen instead, place the bookmark approximately 12 lines down from the section title. The number of lines will depend on the size of the font that you are using.

After moving your cursor where you want the bookmark, press Mark Text (Alt+F5), (5) Bookmark, (3) Create. Type the name for your bookmark, such as *Benefits*, and press (Enter). Now repeat this process and insert bookmarks for the other sections of the document that correspond to the menu options you entered earlier. Remember to place the bookmarks several lines down from the top of the page whenever possible.



LINKING THE BOOKMARKS

After placing bookmarks in each section, you're ready to link them to the menu items with the Hypertext feature. Return to the menu at the top of the document. Move to the beginning of the first menu option, such as Benefits, and use Block (F12) to block the item. Press Mark Text (Alt+F5), (6) Hypertext, (1) Create Link. In the **Create Hypertext Link** dialog box, select the hypertext action to take when this menu option is chosen. You can have Hypertext jump to a bookmark within the current document or to another document. You can even have a macro run when the menu option is selected.

To link to a bookmark in the same document, press (1) Go To Bookmark. Press List (F5) to display a list of bookmarks in the document. Press (Down Arrow) until the desired bookmark such as Benefits, is highlighted, then press (Enter).

If you want to link to a different document, press (2) Go to Other Document. Press List (F5), (Enter) and select the desired document. If you want to jump to a specific bookmark in this document, press List (F5) to display a list of bookmarks in the document. You aren't required to select a bookmark. When this type of link is selected, the current document is closed, and (he new document is opened in the same screen.

The third option is to link to a macro. To do this, with the menu item selected, press (3) Run Macro from the **Create Hypertext Link** dialog box, then press List (F5), (Enter) and select the desired macro to play when the link is selected.

Tips

WordPerfect Magazine

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ADDRESS BOOK HEADINGS (6.0)

WPWin 6.0 has a fantastic new feature called Address Book, which lets you easily insert names, addresses and so on in templates. The only thing I don't like is that names are alphabetized by first name in the Address Book dialog box—I prefer that the names be listed by last name. In addition, if the same person appears twice for example, one address for home and one for work, it's impossible to tell which entry is which from the dialog box.

Here's a solution for this problem. When you want to create a new entry in the Address Book, play the ADRSBOOK.WCM shipping macro. Then choose Add from the Address Book dialog box. In the Name: text box, instead of entering the name as *John Jones*, enter *Jones, John* or *Jones, John - home* or however you want it to appear in the list of names. Finish entering the information and save the record by choosing OK.

Now select the name you just added and choose Edit. In the Name: text box, change the name to read as it should when used in a letter, such as *John Jones*. Choose OK. The list box in the Address Book dialog box still displays what was originally entered, for example, *Jones, John - home* but when the information is inserted in the document, the name is inserted as you changed it.

Once you've added a name, editing the name in the Address Book doesn't change what appears in the list box—only how it appears when viewed or what's inserted in the document. The list box continues to display what was first entered in the Name: text box when the record was created.

Note: This works only with the ADRSBOOK.WCM macro. If you add or edit an address book item either using the Address Book feature or when filling in a template, the list box updates to display the current contents of the Name: text box.

—Irving Pikscher
Evergreen Park, IL

LARGE BUTTON BAR (6.0)

After buying a 17-inch monitor, I increased my screen resolution to 1024 x 768 for improved document editing. Unfortunately, when I did this the buttons on my Button Bar became extremely small. However, I found you can easily increase the size of the buttons by changing the font used for the Button Bar.

Right-click the Button Bar and choose Preferences, then choose options to display the Button Bar Options dialog box. Select the desired font in the Font Face: list box and the desired size in the Font Size: list box. The Button Bar immediately reflects the changes you've made. Choose OK, then Close. The width of the Button Bar expands to accommodate the new font size.

I've also found that changing a button's text to uppercase letters usually makes the font more readable. To do this, right-click the Button Bar, choose Edit and double-click a specific button. Insert

the desired text in the Button Text: text box and choose OK twice.

Positioning the Button Bar vertically on the left or right side of the screen also permits more vertical editing space, as well as allowing more buttons on the screen. To change the position, just position the mouse pointer over the Button Bar until it changes to a hand, then click and drag the Button Bar to the new location.

—Howard M. Collett
Orem, UT

PRINTING DOCUMENTS WITHOUT OPENING (5.2/6.0)

The Q&A in the March 1994 issue (p. 12) on printing files without opening them was basically correct.

However, you neglected to mention a very useful alternative—the Document on Disk option available in the Print dialog box.

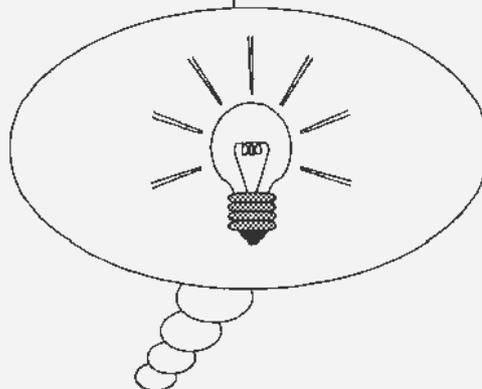
To use this feature in either 5.2 or 6.0, follow these steps:

- Choose File, Print.
- Select Document on Disk in the Print dialog box.
- Choose Print.
- Type the name (and path if needed) of the file you want to print in the Filename: text box. You can also use the file folder button to the right of the text box to select the file (and view it in 5.2).

- Make any other selections, such as indicating which pages you want printed.
- Choose Print to print the file.

I use this feature all the time for just the purpose mentioned in the Q&A—printing a copy of something when I don't want to actually open the file. This is a very useful alternative.

—Jeff Solomon-Hess
Cleveland, OH



DUPLICATE LABELS (5.2/6.0)

You can create a page of duplicate labels (Figure 2) in many ways. The quickest and easiest way I've found to do this in any version of WordPerfect is with the Header feature. Here are the steps for WPWin 5.2 or 6.0:

- First, select the desired labels paper size. In 6.0, choose Layout, Labels, select the desired labels and choose Select. In 5.2, choose Layout, Page, Paper Size, select the labels paper size (if you don't have one you'll need to create it) and choose Select.

- The next step is to create a header. In 6.0, choose Layout, Header/Footer, Create. In 5.2, choose Layout, Page, Headers, Create.

- Choose Layout, Margins and type 0" in the Left: and Right: text boxes (the amount may change to reflect your printer's minimum margins). Choose OK.

- Select the desired font, justification and other settings for the address, then type the name and address for the label. If you want to use a graphic, insert it as you normally would. Choose Close when you're finished.

- Now press (Ctrl+Enter) until you have as many pages as there are labels on one sheet. If you're using 5.2, choose File, Print Preview to see your labels.

You're now ready to print the labels or save the file for future use.

—Natalie Fleming
Orem UT

What They Don't Tell You To Avoid. -Tape Drive Tragedies-

by George Margolin
SVCS Journal
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Did you know that the Colorado, Irwin and the new Iomega tape drives, that use the 3M type of Quick 40 and Quick 80 tapes, contain a problem waiting to happen? One day you will discover that the tape didn't stop at the end! You will find it unwound from the spool leaving you unable to do anything about it. What happens if it is your one and only backup tape?

The (Data Cartridge) DC2000 and DC2120 use tape that is not connected to the hubs. It's loosely wrapped around the hub. This is to prevent it from becoming pulled taut and stretched, which would make it prone to read/write errors. The drive manufacturers should inform their customers of a simple method to keep the tape from being stripped off the spool. But they don't.

Near the ends of the tape are holes or clear spots. These clear spots let in a little light which is reflected off a small mirror in the tape drive. The light falling on a small photo sensor signals the tape drive controller to stop the tape. Thus the tape slows down and stops, preventing the tape from failing or tearing off the hub. The problem is that the tape coating is not welded to the base of the tape. It has a tendency to flake. These little bits of

metallic oxide dandruff mix with normal dust and the mirror eventually gets dirty. When the mirror is unable to reflect the light passing through the holes in the end of the tape, the sensor doesn't get the message to stop. The result is that the tape flies off the end of the spool and your data is lost.

If this happens, you might have success with the following: Using a tiny screw driver, carefully open the cartridge and neatly wind the tape back onto the spool. Reassemble the cartridge, cross your fingers, and hope all works perfectly. Obviously, prevention would be a better medicine. What you should develop a habit of doing is cleaning the mirror regularly. You could purchase canned air from a camera store. Open the door of the tape drive and shine a flash light into it. When you locate the little mirror, blow air onto it to get the dust off.

Another method is to clean the mirror with foam swabs that camera stores sell. You might also be able to get them from stores that sell ladies makeup supplies. Using the foam swabs, dampened with Isopropyl alcohol, gently clean the mirror in the tape drive. This should be done every two or three months, depending upon how dirty the air in your work area is. If there are smokers present, you should do it more often.

Do not use Q-tips or cotton swabs as a substitute for the foam swabs. They leave a residue of lint and cotton fibers on anything they touch, creating a bigger mess.

Can a PC Multi-Task?

David and Kelly Angell
CPCUG Offline, Conway AR via Blue Chip News

There seems to be a great deal of confusion about whether a PC can do multi-tasking. This issue has further been complicated with Microsoft claiming Windows can do multi-tasking, and IBM saying that OS/2 does what Windows only claims to. What has made the issue so confusing are the improper use of terms. The most commonly used (abused) terms are: preemptive multi-tasking, multi-threading, and multi-processing.

In a preemptively multi-tasking environment, each application is assigned its own region of system memory. The operating system's scheduler allows the application to execute for a certain period of time before it interrupts the application and allows another task to execute.

Multi-threading is the process of breaking an application into individual tasks that can execute concurrently. Multi-processing complements multi-threading by distributing threads across multiple processors. For example, if you had a multi-threaded word processor, the operating system might assign the application's main thread to one CPU and the spell checking thread to a different CPU. If you don't have multiple processors, the threads are executed the same as individual applications in preemptive multi-tasking.

The solution to this confusion would be if the vendors used a standard term that has existed for decades -- task sharing. It's what is actually being done on PCs. A good definition of this would be to take a task and break it down into various parts, then share the system's resources to perform the required functions of the parts. In preemptive multi-tasking, the task would be the various applications and the resources would be the CPU time. In multi-threading and multi-processing the tasks are threads and the resources are the multiple CPUs.

The only operating systems (shells) that currently offer support for multiple processors are Windows NT, UNIX, and Solaris. Windows NT is limited to simultaneous Windows 3.1 applications. (When the number of applications exceeds the number of processors, Windows NT will begin time slicing the applications.) UNIX is limited to certain versions, with each version being specific to a particular model or system. OS/2 does not offer support for multiple processors, but is planning to in the near future. No further information on Solaris was available.

The only PCs that can do multi-processing are the ALR Pro Visa DMP 4/66D (\$9400), Haupaage Tetra 133 (\$6000), and Vtek Platinum (\$4000). All use two DX2/66 Intel chips. The Haupaage can offer a dual Pentium for under \$10,000. NCR 3455 (\$12,000) is intended as a server for large networks and can have up to six Pentiums.

Note: Some sound and video may be sub-processed, which further confuses the issue. This simply means that a second CPU, capable of doing only sound or video, has been added to take over the processing of that function.

To conclude this, let me repeat the quote I started with: "No Computer which relies on a single monolithic central processing unit can do true multi-tasking."



CYBERSPEAK

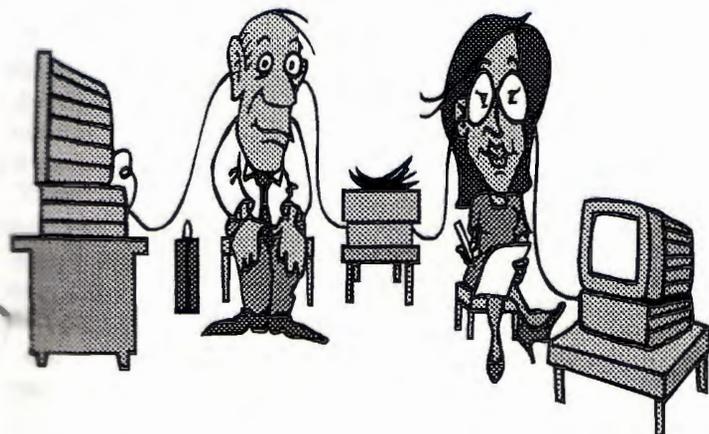
by Valerie H. Thompson
WORDPERFECT FOR WINDOWS
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WHEN YOU SEND E-MAIL TO A local bulletin board system or to a colleague a world away, certain courtesies should always be observed. Beginning an e-mail message with a statement like: "Sir, with reference to your recent crass and ignorant, not to mention tasteless comments on cows ..." is guaranteed to draw a heated response.

Calling people who belong to certain professions "sharks" can also stir things up. I recently observed a hot debate over the need for lawyers when negotiating a book deal. The debate became absurd as a lawyer responded to a well-known American writer by accusing him of the impossible: defending the indefensible. That effectively ended the exchange.

"Flame" is a noun often used to describe a heated situation on an electronic bulletin board service or electronic forum. It's sometimes employed as a verb: "I hope I'm not flaming here, but who do you think you are? Do you know what naive means? What makes you think you can be the judge of ..." Some opening gambits are sure to start a fire online. Maybe it's something in the air—perhaps there's more oxygen in cyberspace.

An apparently innocent query, statement or message by one member of a forum might be considered offensive by another. In rare cases, entire professions, sexes, races, religions, political persuasions and weight groups send insulting e-mail missives to each other. When short people take on the religious right and are in turn attacked by yuppie psychologists, things can really get going.



Some of these back-and-forth "threads" can run up to 40 or 50 messages until a savvy sysop (forum manager) drops in to douse the flames. These disputes are often triggered by a simple misunderstanding or by someone jumping to conclusions.

Using capital letters from time to time in an e-mail message can add emphasis to a word to help you make a point. All-cap words are about all you have in this arsenal; other textual hints like italics aren't allowed. Even the lowly quotation mark is unavailable. Here's an example:

Dear Customer Service: I was extremely embarrassed when the fax machine that I bought from your company went into Hell-mode and started sending THREE copies of every fax I sent. This was EMBARRASSING to say the least. Can you please tell me why this is happening and what you are going to DO about it?

Using capitals consistently throughout a message is considered yelling—this is, of course, impolite. Besides, words in all caps are difficult to read.

Body language, facial expressions, gestures, tone and breathing are important elements of non-verbal communication. E-mail leans more to this model, rather than to formal written communication. Paradoxically, you must be able to write well to have good communication in cyberspace. People are more casual with e-mail. They seldom correct their grammatical errors and typos before exposing their thoughts to the world. They treat e-mail more as a note scribbled on a paper napkin than as a missive inscribed on high-quality paper and sent via the postal service. (By the way, mail sent in this manner is called "snail mail.")

Acronyms help to clarify the meaning of sometimes ambivalent statements. As I lurk about the various cybercommunities, certain notations seem to predominate. Some of my favorites include:

- IMHO.- In my humble opinion
- ROTFL - Rolling on the floor laughing
- BTW - By the way
- MEOW - Catty or spiteful grin, usually accompanying a statement that could be considered offensive or antagonistic. It means "I'm smiling when I say this."

So when you hit the on-ramp to the information highway, remember your manners. You never know when there might be a cypercop over the next cyberhill.

SELECT WITH THE KEYBOARD (5.2/6.0)

Selecting small amounts of text is easily done with the keyboard. Just hold down the (Shift) key while you press the arrow keys. The selection extends as you move the arrow keys. You can also select a word at a time by holding down (Shift) and pressing (Ctrl+Right Arrow) or (Ctrl+Left Arrow).

—Jeanette Burke
Washington, DC

5.2 SUPPLEMENTARY DICTIONARY IN 6.0 (6.0)

The company I work for recently upgraded to WPWin 6.0. In the process, I discovered an easy way to still use the supplementary Speller dictionary I used in WPWin 5.2. In 6.0, I just opened my old supplementary Speller dictionary file, since it's a text file.

If you're running WPWin from your hard drive, the 5.2 supplementary dictionary is called WP{WP}US.SUP and is found in the shared code directory, usually C:\WPC. For network users, the file is listed in the common WPC directory as WPxxx}US.SUP, where xxx is the users initials.

Note: Network WPWin users should contact their system administrator for help locating the supplementary dictionary and copying this file to a safe location before opening it.

After opening the supplementary dictionary in 6.0, I spell-checked it by choosing Tools, Speller, Start. Then, when Speller stopped on a word, I chose Add to add it to my new 6.0 Speller dictionary. It sure saved me a lot of time not having to re-enter all those names and specialized words into my new Speller dictionary.

—H. John Beardsley
Minneapolis, MN

GRAPHIC ON DISK (5.2/6.0)

I love working in WPWin. The fonts are dazzling, the tables are impressive and the graphics are wonderful. However, all of these wonderful features make for large, disk-gobbling documents. One way to shrink the size of a document is to use the Graphic on Disk option.

When a graphic is placed in a document, it becomes a part of the document itself. If you use the Graphic on Disk option, the graphic is *linked* to the document instead of *saved* with the document. When the document is retrieved, the graphic is also retrieved. This saves file space.

To change a graphic saved in your 6.0 document to an Image on Disk, right-click over the graphic. Choose Content from the QuickMenu, then from the Content: pop-up menu, choose Image on Disk. If you're using 5.2, right-click over the graphic and choose Edit. In the Figure Editor, choose File, Graphic on Disk.

In both 5.2 and 6.0, you're next asked to save the graphic. This lets WPWin know where to locate the graphic when you later open the document. You can save the graphic with a different name or in a different directory if you want. Once you've typed the desired filename and directory for the graphic, choose OK in 6.0 or choose Save in 5.2. In 5.2, choose File, Close to exit the Figure Editor.

Note: The Graphic on Disk option won't work if you try to print the document from someone else's computer, unless the graphic is in the same directory.

—Vi Probert
Broomfield, CO

BINDING WIDTH (5.2/6.0)

I often create documents that are copied double-sided and are bound along the left edge. I usually need a slightly larger margin on the edge where the pages are bound, so that the binding doesn't interfere with any of the text.

The problem is that on odd-numbered pages the left margin should be larger, while even numbered pages need the *right* margin to be bigger, since the pages are copied on the back side of the pages. Rather than spend hours manually changing the margins on each page, I let WPWin do the work for me with the Binding Width feature.

To use this feature in 6.0, choose Layout, Page, Binding/Duplex. In the Binding Width group box, select the side that the document will be bound on. If you select Left, the odd-numbered pages will have a large left margin, and the even-numbered pages will have a large right margin. On the other hand, if you select Right, the odd-numbered pages will have a large *right* margin and vice versa.

In the Amount: text box, type the amount of the binding, such as 0.5". Choose the appropriate Duplexing: option and choose OK when you're finished. WPWin adjusts the text accordingly.

If you're using 5.2, change the binding width when you're ready to print the document. Choose File, Print. In the Binding Offset: text box, type the amount to adjust the text and choose Print when you're ready.

Note: In 5.2, WPWin reduces the margin opposite the binding by the amount of the binding offset. For example, if you have a 1" left and right margin and use a binding offset of 0.5", the right margin on odd-numbered pages is reduced to 0.5". (It's the same with the left margin on even-numbered pages.)

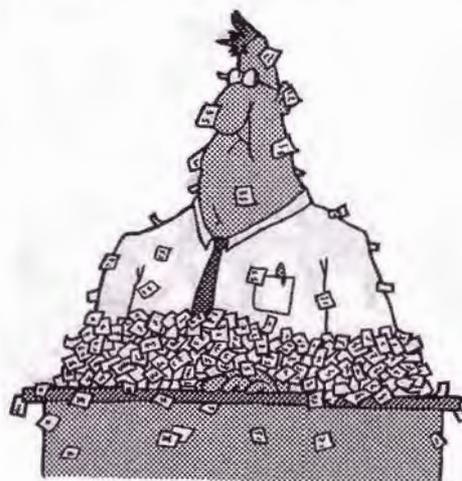
—Shawn R. Evans
New Haven, CT

TABLE SORTING (5.2/6.0)

I often use the Tables feature with Sort to sort table rows. My tables usually fit on one page and incorporate an initial row at the top that labels the various columns (Figure 3). However, when I sort the table, the heading row usually gets sorted with the remainder of the rows, unless I remember to select the rows

before sorting.

I discovered a way to *not* have the heading row sorted with the other rows. You can do this by making it a header row, even if the table doesn't span more than one page. If a row is designated as a header row and is the first row in a table, WP won't sort it with the other rows.



To designate a table row (or rows) as header rows in 6.0, place the insertion point in that row. Then choose Table, Format. Select Row, then select Header Row and choose OK.

If you're using 5.2, choose Layout, Tables, options. In the Header Rows: text box, type the number of header rows and choose OK.

—Clyde Oldham
Tuscaloosa, AL

DOT LEADER CHARACTER (6.0)

WPWin 6.0 makes it easy to insert a row of dot leaders. You can set dot leader tabs or quickly have dot leaders extend to the right margin of the page by pressing (Alt+F7) twice.

If you don't like using the period for the dot leader, you can easily change it. To do this, choose Layout, Line, Tab Set. Using your mouse, select the period in the Dot Leader Character: text box, then type the new character. If you want to use a WP special character, press (Ctrl+W), select the desired character and choose Insert and Close.

If you want more than one space used between the characters, insert that number in the Spaces Between Characters: text box. Choose OK when you're finished. From this point on in your document, when you insert a dot leader tab or use (Alt+F7) twice to insert dot leaders to the right margin, your new character and spacing between characters is used. Figure 4 shows several examples of different dot leader characters.

—Hannah Oakley
Lafayette, LA

TOP TIP

POP-UP CALENDAR (6.0)

In WPWin 6.0, it's easy to pop up a calendar for just about any month in the past or future. This useful feature is hidden in the QuickFinder dialog box (Figure 1). Choose File, QuickFinder, then click either of the calendar icons in the Data Range group box. A handy calendar for the current month appears with today's date boxed. You can then click the single arrowheads at the top of the calendar to move to the previous or next month or click the double arrowheads to see the same month in the previous or next year.

You can also move the box around the current date by using the arrow keys (instead of the mouse). When you switch to different months or years, the day of the month that is currently selected remains selected. Try this: click the left single arrow until January is displayed. Then use the arrow keys to put a box around the first day. Now click the right double arrow to see what day of the week this holiday falls on in the coming years.

—Peter S. Young
Mill Valley, CA



WHAT DO THESE FILENAMES MEAN?

Orange Bytes, newsletter of The North Orange County
Computer Club.
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EPS (Encapsulated PostScript) is an advance in the device-independent PostScript graphics' language, which supports grayscale and color images; scales, rotates them, and prints them on a wide variety of devices from 300 dpi laser printers up to 2,400 dpi image setters. An advantage of the "encapsulated" version is that it permits you to place an EPS image file in graphics-oriented applications like *Ventura Publisher* or *PageMaker* and see it on the screen, which was not possible with non-encapsulated PostScript.

CGM (Computer Graphics Metafile) is a line (vector) form and probably will give you the best resolution if you can use it on a line-art image. The files are smaller so they will display and print out faster.

PCX (PC Paintbrush Format) is a universally accepted bitmapped format for MS-DOS computers and most scanners can save in this format. There is a grayscale version.

TIF (Tagged Image Format) is also bitmapped and used by most scanners. It allows the image to be digitized at the high resolution of 300 dpi to match the capability of laser printers. They can be quite large compared with PCX files, so that compressed versions are available. Grayscale variations are also used. *Ventura Publisher*, by the way, will first convert both PCX and TIF files to its standard bitmapped IMG format when accepting one of these formats.

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Using a Modem with Call Waiting

by John Crowley, IBMPCUG
Boston Computer Society

In this age of high tech communication, we all are familiar with the call waiting feature available through the telephone company. However, when using your modem on a line supported by this feature, a problem arises. An incoming telephone call can interfere with, and disable, your connection.

This frustrating event can be avoided by temporarily disabling the call waiting feature. This is accomplished by dialing *70, waiting for a dial tone, and then dialing your number. An incoming caller will receive a busy tone, and your connection will never know the difference. When you hang up, call waiting will automatically be reactivated.

I use BitCom communication software, and my phone record for calling the IBM PC Users' Group BBS looks like this: "*70,964-7329*." The comma is a one-second pause to allow some time to get a dial tone. Your software may use a different character, so check your manual. You may need a longer pause, in which case you can add additional commas. You will have to experiment to see what minimum pause works for you.

In the future, if you use the computer on a line not supported by call waiting, you must remove the *70 prefix from the phone record, otherwise the modem will not connect. You could be very confused as to why the phone works and the modem does not. Good luck!

HYPertext from page 4

If you're using Graphics Mode and want the text to appear as a button (Figure 1), press (5) Button. Otherwise, WP will use highlighted text and format the text bolded and underlined. You can use highlighted text in either Text Mode (Figure 2) or Graphics Mode. Press Exit (F7) to complete the link. You should now see the Benefits option highlighted in the menu. Now move to the beginning of the next menu option, block this text and repeat the above steps to link this text with the appropriate bookmark.

CHANGING THE LINK APPEARANCE

As mentioned above, the default format for highlighted text is bolded and underlined. Since menu options need to stand out dramatically from normal text, you should change the highlighted style. To do this, place your cursor at the top of the document and press Mark Text (Alt+F5), (6) Hypertext, (8) Edit Hypertext style. You'll see the hypertext style codes. As with other paired styles, the codes above the comment box turn on the

highlighting features, and the codes below the comment box turn off the features.

You can insert any formatting codes you like here. For example, to use double underlining instead of normal underlining, press (Right Arrow) to highlight the [Und on] code and press (Delete). Now insert a double underlining code by pressing Block (F12), (Right Arrow). Then press Font (Ctrl+F8), (3) Appearance, (3) Double Underline and (Enter). Finally, press Exit (F7) twice.

ACTIVATING HYPERTEXT

Before the links in your document will work automatically, you must activate Hypertext. To do this, press Mark Text (Alt+F5), (6) Hypertext, (9) Hypertext is Active. Press Exit (F7) to leave this menu.

Your menu is now complete. If you're using button menu options, select them by moving the mouse pointer over the button and clicking. You can also use the arrow keys to move to the button and press (Enter). However, the cursor disappears when you move it inside a button.

If you're using highlighted text, select the menu options by moving the cursor anywhere in the highlighted text and pressing (Enter). You can also use the mouse and click anywhere in the text.

Note: If Hypertext is *not* active, you can still activate a link by moving the cursor anywhere in the link and pressing Mark Text (Alt+F5), (6) Hypertext, (4) Jump/Run.

After selecting a menu option, WordPerfect jumps to the bookmark or document linked to that menu option or plays the appropriate macro. To return from the jump, press Mark Text, (Alt+F5), (6) Hypertext, (5) Return from Jump. You can also create additional links to return to a bookmark at the main menu.

Note: If you're using Graphics Mode buttons, at times the buttons might not display when you jump or return to a screen. To have the buttons display, rewrite the screen by pressing Screen (Ctrl+F3) twice.

If you ever need to edit or delete a hypertext link, just place the cursor anywhere in the link, press Mark Text (Alt+F5), (6) Hypertext, then (2) Edit Link or (3) Delete Link(s).

Using Hypertext allows you to add impressive, easy-to-use menus to any document. With the added ability to link a hypertext menu option to another document or to a macro, you're only limited by your imagination.

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WARRANTY AND PEACE

by Richard Montanari
WORDPERFECT for WINDOWS MAGAZINE
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IT WAS THE EARLY 1990s AND YOU COULDN'T swing a dead schnauzer at a strip mall without stuffing it up the floppy drive of a Packard Bell 286/12 with a 40MB hard drive.

With price my guide and a chromosomal distrust for all things mail order, I decided to buy my new computer at an appliance store. I stepped into the cool-blue showroom and immediately noticed a fellow in superstore dress fatigues: short-sleeved white shirt, striped tie, navy-blue knit slacks and a name tag that identified him as "Dennis." He was trying to wrestle a dehumidifier back into its box.

"Excuse me," I began, "could you answer a couple of computer questions for me?"

Dennis glanced up. For a moment, he looked as if I'd asked him for directions to Cuba or the mathematical underpinnings of the big bang theory. Eventually, understanding dawned: I was a *customer*! "Oh, you want *Carlisle*," he said, offering an earnest, picket-fence grin. "He's sales, see? I'm service."

"Thanks, Dennis."

"Betcha," he replied and went back to his chore.

The minute Carlisle was finished with an elderly couple who decided to pass on the \$97 toaster oven, the veteran salesman swooped over to me. After giving me the full benefit of his computer expertise, he explained the extended-service contract. Like all service contracts, it sounded too good to be true.

"And that's over the counter?" I asked.

"Yep."

"And, if it quits working right and you *don't* have this precise model in an unopened box, and I don't mean one that's been opened but has been carefully taped up to *look* like an unopened box, I can exchange it for a computer of equal or greater value?"

"Absolutely."

"Monitor included?"

"Yep."

"For two years?"

"Yep."

"No questions asked?"

"Nope." He waved the pen beneath my nose. "That's, if we can't fix the problem here. Within, you know, a *reasonable* amount of time."

"What do you consider *reasonable* around these parts?"

"Couple of hours, I reckon."

"You'll put that in writing?"

"Betcha."

I looked over at Dennis in the service department. It was 40 minutes into the project, and he was still trying to get the styrofoam around the dehumidifier. I signed.

My first service call came seven months later. The hard drive was frozen, and I had no intention of thawing it out. By now 286/12s were no longer in stock. That meant I was going to get a 386SX/16 in exchange if Dennis couldn't fix it.

"Hey, Carlisle," I said to my dear old friend. "How's it going?"

Carlisle fixed me with a long, calculating stare.

"Having some problems with your ... uh ..."

"Computer," I said.

I could hear his sales machinery shut down as he rolled his eyes and reached for a three-carbon return form. "Have it with you?"

"Betcha," I said. "Will Dennis have time to look at it now?"

"Uh, Dennis is no longer with us."

"So that means ..."

"A 386 for you," Carlisle said, resignedly, writing up the ticket, a true gentleman in defeat.

"Do you want to know what's wrong with the old one?"

Carlisle stopped writing and looked at me over the tops of his bifocals, a thousand miseries in his salesman's eyes.

"Is it broken?" he asked.

"Yep."

"Did you break it intentionally?"

"Nope."

"Good enough for me."

My warranty finally expired yesterday. I decided not to renew it. I mean, after a total of four service calls and, coincidentally, four upgrades, I feel I have the ultimate system now.



GRAPHICS ANONYMOUS

BY NICHOLAS J. BOZOVSKY
WORDPERFECT THE MAGAZINE
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This month, *WordPerfect Magazine* visited the world-renowned Institute for Computer Deficiencies and Disabilities in Norfolk, Virginia.

At the large, white complex built on 40 acres of sprawling farmland, we visited the west wing, where WordPerfect abusers are treated.

Our subject, Joe Smith, is a 30-year-old technical writer currently on extended leave from his position. Joe is being treated at the institute for an infirmity known as Unnatural Dependency on Graphics (UDG). WP: Mr. Smith, how long have you been here at the institute?

Joe: Well, it's going on two weeks now. I'm part of a comprehensive eight-week rehabilitation program that will hopefully cure me of my ... addiction.

WP: How did it all start?

Joe: I'd been a technical writer for some time before I discovered graphics. Prior to that, my documentation manuals had been mostly text. Nothing fancy—just lots and lots of text.

One day, while I was typing a document in WordPerfect 5.1, a fellow employee came up to me and started talking about graphics. He told me how incorporating them into my work could really enhance a document.

WP: Can you elaborate for our readers?

Joe: As I said, this friend at work introduced me to graphics, told me just to try some of them. He said that they wouldn't hurt me, wouldn't make me dependent (nervous laugh).

I started slowly and cautiously, importing some graphics included in a *PicturePak* package that had been lying around the office. My *first* graphics were simple: a man sitting at a computer terminal, an arrow pointing upward. You know, still nothing flashy. I was very careful about this new thing I had found.

WP: How did your use of graphics begin to escalate?

Joe: It's funny, you never really believe you're "hooked." You always tell others around you that you

can stop at any time. It's a life of denial ... you're just living a lie after a while.

"Just one more graphic," you tell yourself. Just one more and your document will be perfect. *Just one more ...* (puts head in hands).

WP: Uh, Mr. Smith? Your use of graphics? How did it increase?

Joe: Sorry. I sometimes get carried away. Well, after I used graphics in that first manual, my manager came to me and complimented me on the way it looked. He was so impressed with its appearance that he suggested I continue to incorporate graphics in my work.

The next several months are something of a blur. You name the graphics package, and I imported graphics from it: *DrawPerfect*, *Freelance Plus*, *Harvard Graphics*, *Macintosh Paint* . . . and on and on.

Then the graphics began to take on lives of their own: everything from businessmen shaking hands to portraits of the globe to giant dollar signs. After a while, the graphics had nothing to do with the content of the manuals. They were just there for the sake of being there. *(Long silence in which subject simply*

stares out the window.)

My days at work were spent accessing the Graphics Text Editor and View Document features of WordPerfect. The actual documentation became secondary. I longed to

see *my* graphics in all of their creative splendor. All day long I'd press Graphics (Alt-F9), Figure or Text Box, Edit. I would sit there at my terminal, my eyes transfixed on the images before me.

WP: Mr. Smith, when did you realize you had a problem?

Joe: I guess it was the day I submitted a manual for review that had no text. Simply 48 pages of graphics. No title pages, no words. Only *my* graphics, bold and beautiful, filling up lonely white spaces of paper.

The interview was terminated at this point. The institute expert who sat in on our meeting began to notice a glazed look, common to UDG patients, in the eyes of the subject. Mr. Smith was immediately returned to his terminal-free room, where he was scheduled to browse through such graphics-deficient works as *The Wall Street Journal* and *The New York Times*.

I LONGED TO SEE *my*
GRAPHICS IN ALL OF
THEIR CREATIVE
SPLENDOR

THE 2012 STEALTH COMPUTER

by John Leonardson

WORDPERFECT FOR WINDOWS MAGAZINE

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MY JOB IS GREAT! I GET TO test the latest notebook computers and *get paid* for it. This little beauty from GUIs-R-Us incorporates the latest technology. It weighs only 12 ounces, thanks to the helium-chamber battery unit. Occasionally the back end floats up a bit, but adjusting the anti-flux weight button eliminates this problem.

The screen, of course, uses the latest double-helix crystal color array. Every color works fine except for a certain shade of blue. As you remember, IBM sued several years ago and proved in court that using this blue was a trademark infringement. Now all computers use a virtual blue.

I recently tested the computer on an airplane trip. Since computers are officially *discouraged* from use during flight, I tested the new Stealth feature right away. The steward-person came up from behind and asked if I wanted some coffee. Sure enough, the unit's detection feature automatically sensed her approach and cloaked itself. I ordered the coffee, and she never knew I had my trusty 2012 computer hard at work before her nose.

Later in the flight I was working on a report using my favorite word processor, WordPerfect 9.1. Since they had not cured the cold yet, I pulled a tissue from one side of the 2012. It stored .4 Tissue Bytes (TB) in a variety of colors. The tissue felt soft and normal. My coffee had cooled off, which allowed me to test the new Coffee Cup Units (CCU) feature. A small electrode pulled from the unit's side had the coffee piping hot in seconds. The manufacturer claims that the 2012 has 12 CCUs built in.

Since mice and trackballs became obsolete a couple of years ago, I was anxious to test the new generation of GUIs, now called GEIs, which stands for Graphic Eye Interface. WordPerfect incorporates this technology. All the menus float down with an easy double-blink. A single-blink activates the features, including the Common-Sense checker. Oops. The checker just warned me that not everyone knows what a GUI is. All the icons and menus used to be the interface between us and DOS. Some of you may not remember DOS, but it was once

on all computers back when people had to type in commands.

Years ago, I had to worry about where to plug in my notebook modem. Now everyone merely sends an enhanced infrared signal to the nearest satellite relay station. My report was due soon, so I sent the final copy from 50,000 feet up. A minute later, the 2012 signaled that the report had been received.

Now that I'm back home, I'll put this notebook through its final paces. Let's look at the old 8.1 version of WordPerfect. The Thought-Complete feature works with 90 percent accuracy. It learns my thought patterns and completes my words automatically, then makes a stab at finishing my sentences for me. It's uncanny! It has several styles you can select: business, general prose, fiction, poetic academic, bureaucratic and legal. Using the poetic mode, I dashed off an anniversary poem for my wife in half an hour.

The automatic save works great with the 2012. Every 20 minutes it saves the document—then hourly sends all updated files back to my home-based computer.

WordPerfect also indexes all my files for me, which completes a trend that started back in the 1990s. This works well, because the average desktop hard drive is about 100 gigabytes (billions of bytes) now. Even this little 2012 packs in a hefty 5 gig.

My only complaint is that the 2012 acts a little slow. It seems to practically crank along due to the relatively slow 320Mhz processor. GUIs-R-Us promises the next computer will speed up and come in designer colors. Why not order a 2012 and give it a try?



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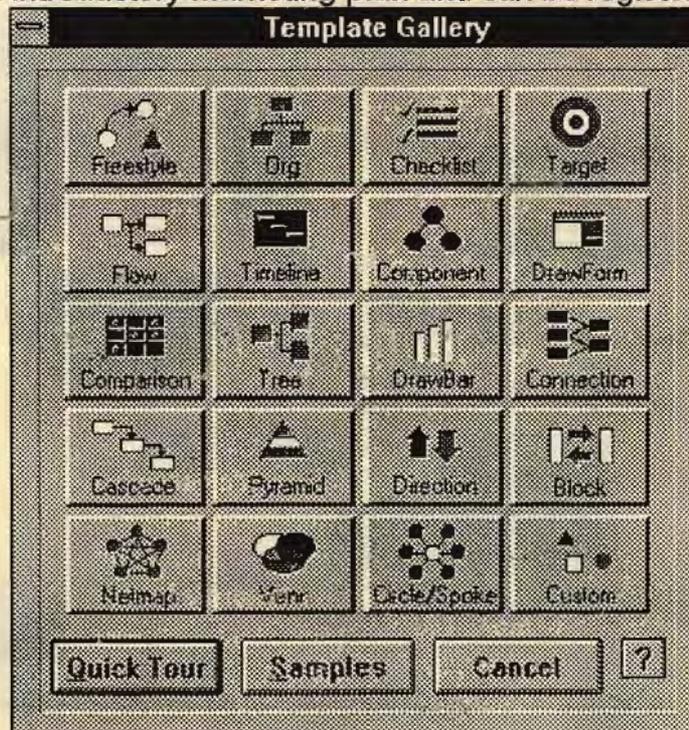
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November Disk of the Month ABC Snapgraphics

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