

*General Meeting Minutes
May 28, 1997*

Members and guests were welcomed to our May meeting. There were 33 members along with 3 guests.

Officers and administrator for the SPAUG 96/97 season were individually introduced along with an acknowledgment for their past efforts on behalf of all of the members. If nominated, all of these officers agreed to serve for another year. Members present were offered the opportunity to nominate new officers. There were no new nominations. A motion was made to nominate and elect the incumbent officers and administrators by acclamation. That motion was seconded and approved.

Jan Altman as promised returned to do her latest Tip & Tricks presentation, this time on Excel. There may have some members who don't use the Excel spreadsheet application on a regular basis but you would not have known it from the rapt attention paid to every tip and trick Jan offered that made Excel fairly jump off the screen. It was another presentation you would not have wanted to miss.

Robert Mitchell demonstrated two DOM programs. One shareware program that seemed most interesting allowed you to view the content of your hard disk using a pie chart that very graphically offered a clear view of how many unnecessary programs one collects over time.

There were a number of good applications that were raffled off, including the latest Symantec (Delrina) Winfax suite.

The next meeting was announced for June 25, to be held at EPRI. ☺

Planning Meeting - June 4, 1997

Present: Bob Mitchell, President; Walter Varner, Accountant; Kendric Smith, Webmaster; Beverly Altman, Director at Large; Robert Mitchell, DOM Manager; Mildred Kohn, Secretary; Ted Murdoch, Member; LaVonne Murdoch, Guest.

Bob Mitchell had culled the suggested meeting times for the SIGs. Both will have first meetings

at his home at 7:30 p.m. Other times and locations can be negotiated at the first meeting. The Win95 SIG will meet the second Monday of the month. July 14 is the date of the first meeting. The Internet meetings will take place the first Tuesday of the month, so July 8 is the date of the first meeting. President Bob Mitchell's home is at 1516 Whipple, Redwood City. His phone number is 415-368-9530.

We discussed the possibility of purchasing some training tapes to be used in the SIGs and perhaps, if they are interesting enough, to be used in an emergency at a general meeting when the guest speaker doesn't show up.

Referring to the article on Info-Zip in the May PrintScreen, Ted Murdoch said that he has been unable to find clear instructions about unzipping files. When the experts present rushed to tell how easy it is and listed the steps, it became obvious that experts automatically perform the preliminary steps and fail to communicate them to the learner. Ted challenged the group to come up with a complete list of instructions which would assure success to the uninitiated. A promise was made that such instructions would appear in PrintScreen soon.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Mildred Kohn ☺

*Mildred Kohn - "Only Word 97
Can Read Word 97"*

There was an article in the San Francisco Chronicle not too long ago stating the above. I had no reason to think about it until I appended an article to my e-mail letter to Brian Christopher, our newsletter editor, and to my son (the professor), and received protests that the appended material was not readable. Then I recalled another thing I had heard: "Word 97 is not backward compatible." Before I understood what was going on, I told this to my son. I made my peace with Brian by selecting and copying the file and pasting it in the e-mail document. Apparently the Word 97 document in the e-mail letter is not a problem for Word 6 while the

appended material is.

I now differ with the "Word 97 is not backward compatible" statement because one can save a file in an earlier version of Word, just as one can save it in WordPerfect, text only, Macintosh Word and others. However, in the case of Word and the PC, this means tailoring your file to the recipient's needs even if you both are using Word. ☺

Kendric Smith - "Unzipping A File"

This article will discuss only the DOS-based program, PKUNZIP.EXE

1. **CREATE AN EMPTY SUBDIRECTORY.** I use File Manager (under File select Create Directory). I have several empty subdirectories on my hard disk for unzipping stuff and copying stuff from disk to disk. I call them COPY1, COPY2, etc. If you only UnZip files, you can call them UNZIP1, UNZIP2, etc. [Below I will use COPY#, where # is any number that you choose.]

2. Keep a copy of PKUNZIP.EXE in the root directory (C:\) of your hard drive.

3. If you are downloading a zipped file from the Internet, send the file to one of your empty COPY# subdirectories.

4. If you want to unzip a file (e.g., FILE.ZIP) from a Disk of the Month disk, copy it from the distribution disk to one of your empty COPY# subdirectories.

5. Using File Manager, copy PKUNZIP.EXE to the COPY# subdirectory containing the zipped file.

6. **UNZIP THE FILE UNDER DOS.** Switch to DOS, and go to the COPY# subdirectory, type: CD\COPY#.

Now type: PKUNZIP FILE.ZIP

All of the unzipped files will be in one unique subdirectory, in case you want to trash them later. If you want to keep this program, you can "move" all of the files with File Manager to a new subdirectory with a unique name.

7. If you have unzipped a big program with a SETUP.EXE file, then when you run SETUP.EXE it will ask you which subdirectory you want to finally put all of the files in. After the setup is complete, you can trash the residual files in your COPY# subdirectory.

8. **SELF-EXTRACTING ZIPPED FILES.** If you have a self-extracting zipped file (e.g., FILE.EXE), then copy it to an *EMPTY* COPY# subdirectory, and at the DOS prompt, type FILE.EXE and it will unzip. ☺

Bev Altman - "The Laugh Track"

A Simple Glossary of Computer Terminology

DISK-SPACE: in the back of your computer is a small plastic pouch that fills with air whenever you turn your machine on. Anything you type on the screen is pumped into the plastic envelope. If you type too much, the envelope bursts open and oxygenates your hard drive.

MEMORY: two small antennae are wedged somewhere inside your keyboard. These antennae constantly sift obscure bandwidths until they establish a connection with a post office (a different post office is designated each day by the Internet to ensure security). There are two kinds of memory: virtual memory and magnetic memory. Virtual memory refers to numbers in your hard-drive that aren't really there at all. Magnetic memory refers to the spools of chromium-oxide tape that store phone numbers.

RAM: an acronym for "Regulated Automatic Mediator." This is a device, shaped somewhat like a tuning fork, that helps align a computer's internal gyroscopes.

DISK-DRIVE: This is a small capsule that emits ultrasound. The resultant harmonics within the hard-drive help create a tolerable atmosphere for the alphanumeric floating inside the memory.

Continued in July

MODEM: a modem is a gelatin-based protein derivative that fuels the hard-drive. It can be purchased via Home Shopping Network and

Questions and Answers

The SPAUG Web Page
 available at
<http://www.mediacity.com/~spaug>
 sponsored by
MediaCity
 500 Logue Ave
 Mtn View, CA 94043
 (415) 321-6800
 PPP/T1/Frame Relay/ISDN

Computer Radio

Leo Laporte
 on Computers
 Saturday
 10am - 1pm
 KSFO 560 AM

Gina Smith
 Sunday 10am - 1pm
 KPIX 95.7 FM

Gina Smith
 Sunday 10am - 1pm
 KPIX 1550 AM

Contacts

Bob Mitchell
tvbob1@aol.com
 President (415) 368-9530
 Arlan Kertz
akertz@seiler.com
 Vice President (415) 368-9346
 Walter Varner
walt2222@aol.com
 Accountant (408) 739-3488
 Mildred Kohn
mildredk@aol.com
 Secretary (415) 949-1833
 Beverly Altman
bevaltman@aol.com
 Membership (\$35 annual dues)
 Director at Large (415) 329-8252
 Kendrick Smith
kendric@aol.com
 WebMaster (415) 493-7210
 Brian Christopher
brianc@mediacity.com
 Newsletter (415) 952-5632

Listsver

spaug-list@mediacity.com

Any member on the spaug-list can send messages to all other members on the list automatically by sending e-mail to this address. This list is intended for announcements of interest to all SPAUG members. Please avoid excessive or trivial announcements, since they tend to annoy some members, especially those paying for connect time. Additions or corrections can be sent to: **spaug@mediacity.com**

Corel Draw
 @ General Meeting
 June 25th, 7:30PM
 at EPRI,
 3412 Hillview Ave.
 Palo Alto



| Name | Area Of Expertise | Phone | Hours | E-Mail |
|-----------------|--|--------------|-----------|----------------------------|
| Jim Bailey | DOS , Quick Books | 415 494 -631 | 9AM - 9PM | NA |
| Jim Dinkey | Win NT (Installation) | 415 493 9307 | 9AM - 9PM | dinkey @ix.netcom.com |
| Bill Goldmacker | DOS | 415 691 0911 | 6PM - 9PM | gold@svpal.org |
| Clyde Lerner | Netscape, Word/Win, Lotus Notes, Ascend/Win, Franklin Planner | 415 484 2593 | 6PM - 9PM | clerner@ub.com |
| Bill McElhinney | Quicken, Dazzle, Plug In, Word Express, Daytimer, Sidekick | 415 325 9808 | 9AM - 9PM | Mcels@aol.com |
| John Sleeman | Fortran | 415 326 5603 | 9AM - 8PM | sleeman-j @shs-stanford |
| Walt Varner | All PC areas: Software and Hardware incl. Win 95 | 408 739 3488 | 9AM - 9PM | walt2222@aol.com |

Computer Television

| | | | |
|-------------------------|-------------------------|---------------------|--------------------|
| New Media News | Monday through Saturday | 6:30 PM & 10:30 PM | Bay-TV |
| Internet | Sundays | 10:30 AM | MEU |
| Users | Sundays & Wednesdays | 6:30 PM | MEU |
| C/Net Central | Saturday | 6:30 PM | Channel 5 |
| Computers | Sun, Mon, Wed, Sat | 8:00 PM | MEU |
| Computer Man | Sunday | 12:30 AM | Channel 4 |
| Computer Chronicles | Mondays | 6:00 PM | KCSM CH 60 |
| Computer Connection | Saturdays | 12:00 N and 1:00 AM | CNN |
| Log on TV | Saturdays | 7:30 - 8:00 PM | Channel 7 - KGO TV |
| Managing Comm.App. | Thursdays | 12:00 N to 2:00 PM | MEU |
| Silicon Valley Business | Sundays | 10:00 PM | KICU CH 36 |
| The Site | Monday thru Friday | 7:00 & 11:00 PM | MSNBC |
| The Site | Monday thru Friday | 2:00 & 5:00 AM | MSNBC |
| TV Com | Sunday | 6:00 - 6:30 PM | Channel 7 - KGO TV |

**Membership Application in the Stanford / Palo Alto Users Group for PC
\$35 annual dues payable to SPAUG**

Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Home: _____ Work: _____ Fax: _____
E-Mail: _____
New Member: _____ Renewal: _____
Special Interest Group: _____

The above information is for SPAUG use only.

Mail to: The Stanford / Palo Alto Users Group, PO Box 3738, Stanford, CA 94309-3738
Questions? Call Beverly Altman (415) 329-8252 or Bob Mitchell (415) 368-9530