

# PrintScreen

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### WHAT ARE OUR OPTIONS?

#### SOME POINTS OF DISCUSSION FOR EACH OPTION

##### 1. Dissolve the group and do nothing.

Our current constitution calls for our group to dissolve if there are fewer than five members willing to do the work of the group. In that case, the assets of the group are to be auctioned off and the funds assigned to ASSU (and not us!).

##### 2. Reform the group as a loose association.

The Homebrew Club, for example, was a loose organization in the early '80's. The advantage was no bureaucracy. The disadvantage for today is that in a loose association there is no legal entity protecting individuals from liability.

##### 3. Reform the group as a corporation for profit.

A corporation provides individuals protection from the liabilities of the group. The disadvantage of a for-profit corporation is that there is an annual minimum California tax of \$800 — whether or not there is profit.

##### 4. Reform the group as a nonprofit corporation.

The nonprofit corporation is the chosen legal form for many computer user groups. The corporate entity protects the individual from group liability. The nonprofit status is the most desirable tax status, providing advantages for the group and for the individual. The Board recommends reforming as a nonprofit corporation.

SEE PAGE 3



# CLUB NEWS

YOUR CLUB NEEDS YOU



BE AN ACTIVE SUPPORTER

SPAUG would like to thank:

**PRACTICAL PERIPHERALS, INC.**

of Westlake Village, CA for their most generous help with a V32/42 modem for our BBS

**OCTAVE SYSTEMS** of Campbell for helping us with the hard drive for our BBS

## GOING MY WAY?

Member Matt Lehmann would appreciate a lift to the General Meeting on 28 October. He can meet at the Foothills/280 junction. Anyone who can oblige, please give Matt a call on [415] 968-3655.

# The President's Piece

## WE'RE ON THE MOVE

For those of you who do not yet know, we have been denied status on campus as a student organization. It was really only a matter of time before this came to pass, and now, here it is. The club has been on campus for nine years and, for the most part, we have enjoyed good a relationship with Stanford. Their position now is that we no longer fit the description of a student organization, having too few students, and too many non-students. It all happened, very suddenly, the day after our last meeting. Briefly, Beverly had a table set up (legally) on the Stanford campus as part of one of the OSA activities. The director of OSA saw her, pulled out our constitution and decided on the spot that it was illegal, and that we would have to leave campus permanently.

There are many points that we could use to defend our status on campus, however, it hardly seems worth the effort to stay where we are most decidedly not wanted. Besides, at this point in our history we don't truly fulfill the spirit of the law as far as student organizations are concerned. Leaving Stanford and striking out on our own will free us financially from their control, while saving us the \$125 in rent that we were paying every month. It will also remove the cloud that we've been operating under — namely, not being sure of our status on campus. Now we know! We'll also be free to organize ourselves as we see fit.

In response to Stanford's actions, the board of directors has been busy in several key areas. First, we have secured a new meeting place at Varian. We've also begun the long decision process concerning our future legal and financial status. The details of this process are changing almost daily, but we will keep you informed as much as possible via PRinT SCreen and the BBS. It is important that we move ahead with our changes as quickly as possible. As anyone who has ever dealt with State and Federal agencies will attest, they are not known for their speed and efficiency. So, in order to complete this lengthy process in a reasonable amount of time, we need to begin now. For this reason it is vital for all members to be at the next meeting. In October we will be discussing our options (*see opposite*). As you will see, we don't actually have all that many choices. The meeting itself will proceed as follows — we'll have the presentation first, followed by the drawing. Then we'll begin our discussion. Please, please, in the interest of saving time at the meeting, take the time now to read the Q&A section that Nancy Helmy has prepared for us. You'll find your basic questions answered there.

The board has been discussing this whole issue for some time now, and our recommendation is that we incorporate as a non-profit organization. This will

provide a legal shell under which we can continue to perform all the day-to-day functions of the club. Our name will not change. Your membership will go on uninterrupted. Annual dues will remain the same. While the club will be bearing some additional expenses during this period, we will minimize these costs wherever possible. We expect this to be a smooth transition, however, we recognize that there will be some "bumps" along the way. You will be kept informed of progress via PRinT SCreen and the BBS. Use the BBS for questions and comments. (If you are still unable to access the BBS call Henry Hollwedel at 415 591-8509 for assistance.) We encourage your support and continuing participation in the club; we look upon this move as an opportunity for growth and increased flexibility in the future.

## VARIAN ASSOCIATES

We are very fortunate to have found a new meeting location at Varian in Palo Alto. Mike Stout, the IS manager for them, has worked hard to make us feel welcome there and to make our move to their facility as smooth as possible. I'd like to take this opportunity to thank Mike for his assistance and support. We look forward to seeing Mike and his fellow Varian employees at our meetings. The auditorium is located at 3075 Hansen Way in Palo Alto, also known as Building 7. It's very near the corner of Page Mill and El Camino. *Check the map on page 5 for detailed instructions.*

The room seats 143 and has excellent systems for projection and for sound. Our first meeting there will be in November, at our regular time. Since we're going to be moving our meetings there, I thought it would be a good idea to give you some background on the company and tell you a little of their history.

Varian was one of the original inhabitants of the Stanford Industrial Park. It is now an international electronics company that designs, manufactures and markets high-tech products. A short list of their products includes microwave and X-ray tubes for various industries, analytical instruments, medical equipment and semiconductor fabrication equipment. They manufacture all over the U.S., as well as in seven countries. Varian employs approximately 9,000 persons.

## PLANNING MEETING

**November 4 (1st Wednesday) at 7:30pm**

*The location*

**1670 Oak Avenue, Menlo Park**

Help us to make decisions about the club. All members are welcome. You don't have to be a club officer to get your views heard.



# QUESTIONS & ANSWERS

## Q. WHAT'S GOING ON?

- A. The University has let us know that notwithstanding the fact that we have met the minimum requirements for a student organization over the past several years, they believe our group does not exist in the true spirit of a student organization; that is, the bulk of our membership does not consist of students. We have been informed orally that we will not be eligible to re-register under the auspices of the Associated Students of Stanford University.

## Q. WHY SHOULD WE LEAVE?

- A. Last year the Stanford Mac Users Group fought a similar ruling to no avail. Their membership was made up of more students than ours. Over the years, the Board has discussed the pros and cons of being associated with the University. In the end, the Board is inclined to agree that it is true our group does not live up to the idea and definition of a student organization. Moreover, the freedoms we will gain outweigh the benefits and prestige of association with Stanford.

## Q. WHAT ARE OUR OPTIONS? WHAT ARE SOME POINTS OF DISCUSSION FOR EACH OPTION

- A. 1. Dissolve the group and do nothing.

Our current constitution calls for our group to dissolve if there are fewer than five members willing to do the work of the group. In that case, the assets of the group are to be auctioned off and the funds assigned to ASSU (and not us!).

- A. 2. Reform the group as a loose association.

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- A. 3. Reform the group as a corporation for profit.

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## Q. WHERE WILL WE MEET?

- A. The Board has surveyed meeting places in the area and are pleased to announce that Varian Corp. has invited us to meet regularly at their headquarters in Palo Alto at no cost. The facilities are equal to those of Turing Auditorium with similar equipment. Varian will take care of insurance and provide security. It might be possible to continue meeting in Turing Auditorium. The Board has not yet looked into this possibility because the cost is around \$125 per meeting for Turing and the Board is inclined to move to Varian where the auditorium is free.

## Q. WHAT ARE THE COSTS OF TRANSITION?

- A. There are governmental fees associated with incorporation in the State of California and for application for nonprofit status with the Internal Revenue Service. We estimate these to be around \$500. Our costs in dollars are kept to these fees as we have group members who are willing to donate their time to prepare and submit the required forms. These members include a CPA, an attorney, and others.

We believe other dollar costs will be minimal. However, if costs exceed our treasury, there is the possibility of a special assessment to members. The Board anticipates sponsoring a special fund-raiser rather than resorting to a special assessment if the situation arises.

## Q. WHAT IS OUR CURRENT FINANCIAL STATUS?

- A. As of early October, our balance sheet shows a positive cash balance of approximately \$2000. We believe that we will be able to use the funds deposited with the University to establish a new group.

## Q. WHAT ABOUT MY DUES?

- A. The Board recommends carrying over current membership dues and renewal dates into a new organization. All current members will be members in good standing in the new group.

## Q. WHO WILL LEAD THE GROUP?

- A. The Board recommends maintaining the offices as presently constituted, with the exception of Beverly Altman, whom the Board recommends elevating from Financial Manager to Treasurer.

Bylaws will be prepared during the course of incorporation. Any changes from the current constitution can be discussed and included in a new document. It's anticipated that the issue of election of officers will be addressed in this document.

## Q. HOW LONG WILL THE TRANSITION TAKE?

- A. In practical terms, the group should continue to meet and function normally in a new meeting place. The process of incorporating and qualifying for nonprofit status will likely take several months to several years to complete.

## Q. WHAT CAN I DO TO HELP?

- A. The Board recognizes this as a watershed event. Your input in reorganizing is needed and encouraged. We have an opportunity to restructure in new ways and directions and your ideas and offers to help are essential if we are to succeed. There are many issues to be examined and jobs to be filled. A users group succeeds to the extent individuals participate over and above payment of dues.

## Q. HOW WILL WE BE KEPT CURRENT ON THE TRANSITION?

- A. The Board expects to keep members up to date by means of the newsletter and the bulletin board. The best ways to communicate with each other and with Board members is via telephone and the BBS. Non-private messages are preferred on the bulletin board.

**Nancy Helmy**

## 'BYE FOR NOW!

The future holds some very interesting possibilities for the Club. The move to Varian is a positive step and can only improve the facilities that we have to offer our members. I regret that I shall not be here to see the developments. After more than two years, and 26 issues, I am afraid that I am relinquishing the editorship of PRinT SScreen. For family reasons I am having to return to England.

I hope to be able to produce the next issue, but we will need a new editor for the one in January (there being a blank month in December). What I consider to be the best arrangement is that a small group, perhaps two or three, get together to share out the different parts.

The actual production can be done in either a word processor, or in a desktop publishing environment, which means using Windows. I use Word for Windows or Ami-Pro for text editing (or Word 5.0 if I don't want to power up Windows) and PageMaker for the layout. I've set up templates where necessary, and simply flow the text in. Graphic bits are done in CorelDRAW! or Paintbrush. I use these because I happen to have them, though you can use pretty much anything these days. One nice thing about the Windows interface is that most programs, even if they don't run under it, can usually export to it. SPAUG will, of course, supply any necessary programs.

You get a lot of help from other members. Nancy Helmy downloads an amazing amount of relevant stuff from BBSs. Jan Altman and Bob Bottini always come up with neat articles. And you get regular input from other Club members. All-in-all it's a fun thing and it takes up only as much time as you want it to. Anyone who feels that they would like to help (not necessarily by taking on the whole job) get in touch with Paul. I will be more than happy to explain the system that I use, and pass on any tips.

On a more personal note, I'm extremely sorry to be leaving and I'll miss the club, its meetings, and especially its members. I've met some really nice people who have been extraordinary helpful and I hope that I've been able to repay some of this. I intend to contribute the occasional article to PRinT SScreen from the other side of the Atlantic — maybe I'll even modem them over! A few of the other things that I'll miss:

Incredibly cheap computers/drives/memory etc.,  
Lincoln Continental Mk IVs,  
Going to the supermarket at 2am,  
Three live football games on Sunday's TV,  
Petrol(!) at c\$1.20 a gallon (it's over \$4 in UK),  
Free local phone calls,  
The amazing weather (but at least I get to see some rain!).

*"So long, it's been good to know you,"*  
— and some day I hope to be back.

*Tomy*

## A DIFFERENT "UNRECOVERABLE ERROR"

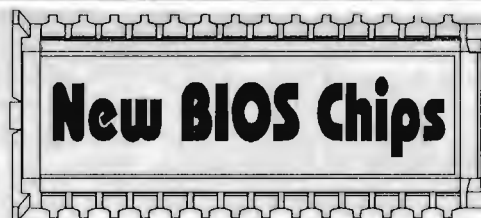
I had a SuperStor problem that was triggered by Norton Desktop for DOS. I tried to make an A: to A: copy using Norton Desktop. Since the dialog allowed this I thought it would act like Diskcopy. When the utility started copying without asking for a target disk I aborted. Next I got the error message "WRITE PROTECTED C DRIVE". I couldn't edit, write to, or re-install any file or program on my C: drive. I tried to correct the error with Chkdsk and Norton Disk Doctor without success.

Norton tech support said it was an SuperStor problem. I called Novell/DRDOS (800 #, unlimited tech support) and got their usual excellent assistance. Indeed it was an unrecoverable SuperStor error and the error message was to advise people to backup their drive (if they had not already done so) before re-formatting. I couldn't find anything written about this, nor could Tony Allen with whom I discussed this matter.

Since I was well backed up, the re-formatting and re-installation went well. I'm still a great fan of Novell, DRDOS and SuperStor and I like many of the features of Norton Desktop; I just won't try any more A: to A: copies.

There were several satisfying things about this situation. The most satisfying was recovery was fast and easy. The other was the performance of a shareware program I was evaluating, but rejected because of cost. I opted for Norton because I got many other features I wanted, in addition to its back up utility, for only slightly more money; \$50 for Norton (at the Sidewalk Faire) versus \$35 for Point and Shoot. P&S is a fine back up program (though with no tape support) and did everything I asked of it. However, I think it was priced some years ago when commercial software utilities cost a lot more than they do now.

**Larry Weinberg**



Both American Megatrends Inc. and Award Software Inc. have recently announced new BIOS chips with built in virus protection capabilities. Installation is automatic at boot up time, and, if anything should attempt to access the boot sector or the hard disk partition, a warning message appears.

Customization is available from the BIOS setup menu and the protection can be disabled if required. The feature is compatible with most operating systems, and virus protection programs (remember not all viruses home in on the boot sector or the drive partition table).

A neat thing about the AMI Hi-Flex chip is that it will auto-detect IDE drives. This means no longer needing to know the drive parameters for the CMOS setup. A major plus for when the motherboard battery fails and loses the setup data. Without knowing the full details I would expect this auto-detection to apply only to more recent IDE drives, some of the early ones being pretty non-standard.

If you are considering a new computer, it would make sense to have one of these new BIOSs installed, and, generally speaking, your existing BIOS can be upgraded with little difficulty. However, I advise checking with your supplier with regard to compatibility. I use Smart Micro Technologies, of Westlake Village, who are both knowledgeable and helpful. The chips can be installed by any competent computer dealer or repair shop, or yourself, if you are moderately skilled.

**Tony Allen**

Have you ever heard of a Sol computer? I bought one in 1975 at the suggestion of my friend William. He also told me to buy an IBM Selectric II typewriter which, after an interface was installed, I used a printer. The Sol had one disk drive which used single sided, single density disks. My word processing program was Electric Pencil.

The Sol would often crash and I would want to smash it and give it up. I would call William or Letty, another computer using friend, for advice, trying to describe what was on the screen so they could advise me over the phone, since they lived in Walnut Creek.

After a number of expensive upgrades of the Sol to two double sided, double density disk drives, my husband insisted that I had undergone enough frustration, and encouraged me to buy a standard computer. I bought what was then a hot item, a "portable" (25 pound) Compaq, with a large color monitor and an Epson FX-85 printer. After a while William installed a hard drive and, more recently, a friend installed an internal modem which I use only to access the computers at the Stanford libraries.

Electric Pencil was reluctantly abandoned years ago for WordStar, which I dearly love. Although the time may have come when perhaps I should give it up for the more modern WordPerfect. I used SuperCalc until the pressure of fashion caused me to buy Lotus 1-2-3. I am also an aficionado of Multi-

# MY STORY

Mildred Kohn

Lingual Scholar because I play at writing in Hebrew, and would some day like to use its Greek and Arabic capabilities.

I have spent many happy hours at computer lectures at "Little House", the Menlo Park senior center. I've even had one hands-on class in Macintosh, despite Matt Lehmann's derisive remarks about its users.

My daughter is involved in paralegal training, and informed me that most law

offices in the East, where she lives, use WordPerfect. "You learn it, Mom, and teach it to me." So I enrolled in the Mountain View Adult School, took a few lessons, bought two copies of the good self-teaching textbook, and sent one to my daughter. I loaned her my Toshiba 1000LE laptop and she is writing her homework with WordPerfect.

It's time for me to get a new computer with greater capabilities, but I am very comfortable with my old equipment. I now have an Epson 3250 printer which is better than the old Epson. However, although the page looks better than the old printer, the ink is easily smudged and gives the impression of being a carbon rather than an original.

I would like my new computer to have more space so I could have more word processing programs and, of course, a built-in monitor. I would like a better printer too. I would also like to learn how to use my modem for electronic mail, etc., and not be limited to just calling the Stanford libraries.

## LOGGING ON TO THE BBS

Set up the modem.

Dial the number [415] 321-4497.

Type in your name, all on one line is OK.

Type in your password — initially the last four digits of your phone number. (You can change this in the Main Menu - Y(our) settings.)

Have a download/upload directory and set up your comms program to recognize it. This is my ProComm Directory:

```
K:\
├── PCP
│   ├── DWNLD
│   └── UNZIP
└── UPLD
```

## Bargain Time

From the folks who started it all (and made a \$2.8 billion loss this quarter).

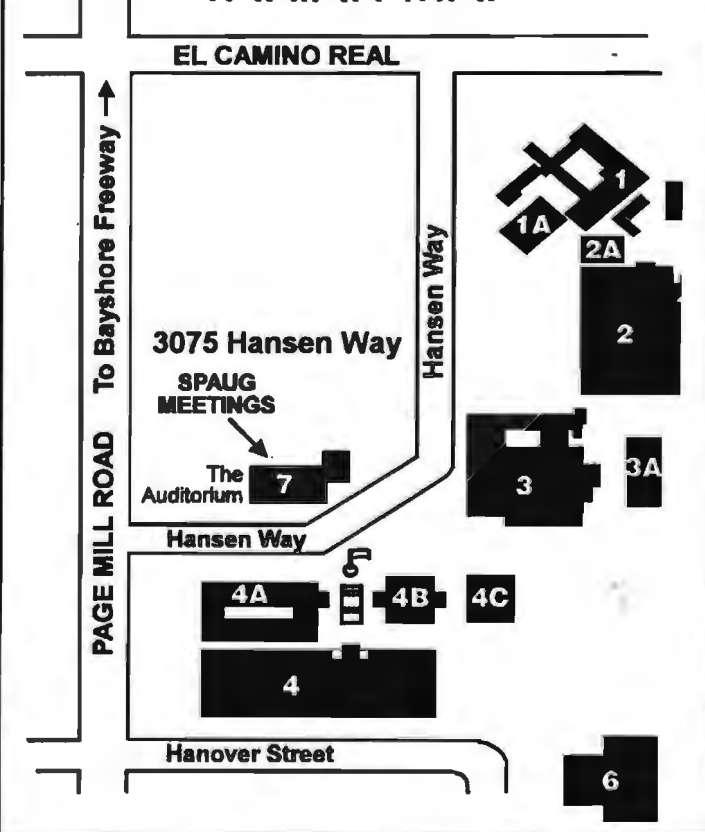
The IBM Business Products Catalogue Fall/Winter 1992 edition.

Part No.	Description	10-20	30-40	60-90	100+
6023450	5.25-inch Diskette 20 slipcase	\$4.40	\$4.05	\$3.80	\$3.65

\*Order in multiples of 10

Ten DSDD disks for \$44 a box! I guess they're trying to recoup.

## VARIAN MAP





# USER GROUP ARTICLES ON THE SPAUG BBS

Nancy Helmy

You may have noticed on the cover of PPrint SScreen the addition of a logo denoting our membership in APCUG, the Association of PC User Groups. One of the support functions of the organization is the GlobalNet bulletin board. There are a number of user groups who generously upload the texts of their news-

letters to the APCUG bulletin board for the benefit of other member groups. A few of these articles have been reprinted in our newsletter. This month I scanned all the latest newsletters available on-line and extracted many of the text articles for uploading to SPAUG's bulletin board, a list of which follows.

486-50RV.RLP	3767	80486 computer. Hardware review
ALPHA4.TXT	948	Using Alpha Four. Book review.
ANDREW.TXT	16719	4 articles - Miami UG on aftermath of hurricane Andrew.
ASCIIEDS.TXT	15679	DOS 5 Edit vs. QEdit.
BACKUP.TXT	2607	How to Back Up Your PC. Book review.
BAT4DOS.RLP	20477	Batch file processing with 4DOS.
BITMAP09.ART	2650	Bit-mapped and vector-based imaging.
BUTTON09.ART	2737	Humor. Button slogans seen at computer conventions.
CHIPS.SEP	5085	Purchasing memory chips.
COUPON09.ART	3095	Vision, a new electronic marketing system.
CRINGE09.ART	10039	Why UNIX won't be king of OS's.
CUSTWIN.TXT	1558	Customizing Windows 3.1. Book review.
DATA9209.TXT	19799	Paradox. Tips and good bibliography.
DESIGNER.RLP	6783	Micrografx Designer v3.1. Software review.
DESKVIEW.TXT	5977	Desqview386. Software review.
DOS207.TXT	1131	Reprint on how to make B:=A: and boot from it.
DTPWPWIN.TXT	1096	Look Your Best with WordPerfect for Windows. Book review.
GEOBASE.RLP	2859	GeoDex. A GeoWorks database. Software review.
HARDDR.V.RLP	10965	Tips on hard drive replacement.
LABELS.SEP	2689	Printing a single label on laser printer.
MEMMGMT.TXT	1144	Memory Management for All of Us. Book review.
MENUBATS.RLP	8178	A batch file menu system for a 486 with 4 drives.
OS22.SEP	13262	Tips on installing OS/2.
PAGEMKR4.TXT	8026	PageMaker version 4.0. Software review.
PRINTQ09.ART	1710	PrintQ5 - a print spooler. Software review.
QMODEM5.SEP	6771	QModem v5. Review of new commercial version.
QWIKRPT.TXT	3870	QwikReports db's report generator for Windows.
SHARE.TXT	3671	Windows shareware.
SMARTDRV.SEP	4205	Windows SmartDrive disk cache. Program review.
TAPE--09.ART	5835	Tape drives. Installation and use for backup.
TELEBOOK.TXT	1567	Dvorak's Guide to PC Telecommunications [2nd edition]. Book review
TURING.TXT	4126	Short biography of Alan Turing.
VOODOO .TXT	3929	Voodoo WordPerfect for Windows. Book review.
WINDRW3.TXT	1410	Draw3 for Windows. Software review.
WINP9209.TXT	15885	Windows programming with Borland's C++ 3.1. Software review.
WS70B.RLP	2114	WordStar version 7.0B. Software review.

Acknowledgement and thanks is made here to the user groups who contributed some very good articles this month: Chicago Computer Society; FROG Computer Society, Rochester, NY; Monterey Bay Users Group; Miami PC User Group; Milwaukee Area IBM PCUG; and Northwest Arkansas MUG.

Please note that the newsletter articles on SPAUG's BBS are not in the Files section but in the Messages section. The pertinent message is headed APCUG ARTICLES. A file attached to the message is named ARTICLES.ZIP and contains all the files listed above. To download and read the articles, enter the Message Menu, give the command R(ead), and enter the message number, 84. At the end of the message, a com-

mand line menu is displayed; enter D(ownload) and proceed, matching download protocols between the BBS and your comms program.

There are two or three ways to read the articles. You can unzip all the articles, view from the zipfile to the console with page pause, or view selected articles. These commands are:

1. pkunzip articles
2. pkunzip -cm articles
3. pkunzip -cm articles andrew.doc chips.sep voodoo.txt

I would appreciate some feedback if you download and find these articles useful.

# PRODUCTIVITY UNDER WINDOWS

**Rick Altman**

*Here are some musings about Windows productivity tools both big and small. With a few that cost nothing at all.*

## Excel 4.0

Microsoft's continues to make improvements on a program that few users thought needed any. One magazine even went so far as to call it the single greatest product under Windows. Hyperbole aside, its combinations of number crunching, charting, and formatting prowess make it both a valuable asset and a joy to use. I couldn't find any general accounting package that was streamlined and flexible enough for my needs, so, with the Excel macro reference close at hand, I developed my own accounting package. Now all of my client billing and invoicing is automated with Excel, right down to the automatic addressing and printing of the envelopes.

Furthermore, I find myself making up uses for Excel. With the recent purchase of a car, I decided to track my fuel efficiency. Before I knew it, there I was in Excel creating a to record my miles per gallon.

With the use of TrueType fonts, Excel prints at high speed, and with a wide choice of fonts, to virtually any printer. Practically speaking, if it involves numbers, Excel 4.0 can do it.

## hDC Power Apps

The one Windows utility that I couldn't do without? That's easy--hDC Power Keyboard, one of three programs bundled into the popular hDC Power Apps suite. As I have said many times, I prefer to use the keyboard instead of the mouse for all operating system work, like launching applications and switching to and from them. If I could use the keyboard for everything except actual placement of images on a page, I would be a happy Windows camper. This philosophy has driven my continuing affinity for DESQview, the non-graphical multi-tasking, multi-windowing platform. And when I first began using Windows, I yearned for my DESQview macros that quickly switched between my most often-used programs.

Specifically, I point to two shortcomings with the Windows approach to handling applications: 1) You must return to Program Manager to launch an application, instead of

being able to launch one from within another; and 2) there is no system-wide macro capability, except for Recorder, which is a poor excuse for whatever it is supposed to be.

Power Launcher and Power Keyboard answer both shortcomings. Power Launcher attaches itself to the Control Bar, which every program running under Windows has, even DOS programs running in small windows. From that Control Bar, you can access a user-designed menu giving you access to literally any program you could launch under Windows. I no longer have to trot over to Program Manager to launch a program, and that alone is an enormous time-savings and convenience.

Furthermore, Power Keyboard gives me the kind of keystroke control over my system that I crave. With it, I can create program-specific or system-wide macros that perform complex tasks. For instance:

From Program Manager, where most of the function keys serve no purpose whatsoever, I have programmed my most frequently-used applications into the function keys:

- F1 - Word for Windows
- F2 - CorelDraw
- F3 - Ventura Publisher
- F4 - PageMaker
- F5 - Excel
- F6 - CompuServe
- F7 - Works for Windows
- F8 - Harvard Graphics
- F9 - Norton Commander
- F10 - System Editor

With these function keys, it doesn't matter which group my mouse pointer is in--all I do is press the appropriate function key and my desired program starts right up.

System-wide macros prove equally valuable. I frequently use fax software to receive incoming faxes, but I don't always keep it loaded into memory. When my fax line rings and I want the software to answer it, I press Ctrl-Alt-X (a keystroke not used by any of my programs). When Power Keyboard sees that keystroke, it knows to launch my fax software, from any point under Windows. And, when I have a seminar scheduled, I want to be able to reach my registration list quickly, so Ctrl-Alt-S starts a macro which does the following:

1. Starts my database software and opens the right file.
2. Switches to Query mode
3. Prompts me for a name to check.

Finally, I have told Power Keyboard to switch the positions of my colon and semi-colon in all applications, as I use colons far more often. Power Apps is like a narcotic, and I'm definitely addicted to it.

## The Startup Group

Windows 3.1 users have a much easier time than ever before when it comes to designating programs that should be started automatically. Before 3.1, you had to edit WIN.INI in one of two places; now there is the Startup Group. Any icon that gets placed in Startup is automatically launched each time Windows is started. If I wanted my fax software to always be in memory, I could easily achieve this by copying its icon into Startup.

## Run Minimized

Under 3.1, any program can be automatically launched as an icon with the click of one simple button. Under File Properties, click on Run Minimized--that's it. To continue the fax example, my software operates unattended, so it is best for me to minimize it instead of allowing it to take up space on my desktop. So not only could I put it in my Startup Group, making it launch automatically, I could also instruct it to be automatically launched as an icon.

## Quick Maintenance

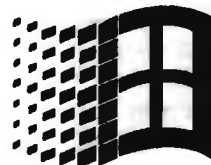
I'm a tyrant when it comes to Windows housekeeping, and it's especially important these days, what with arrogant software installation programs that create new groups just to house their icons. Therefore, I'm constantly shifting things around and rearranging my desktop. It used to be that in order to make the change permanent, I would have to:

1. Fix everything up.
2. Quit Windows and check the Save Desktop button
3. Return to Windows
4. Remember to uncheck the Save Desktop button my next time out.

Under 3.1, it's much simpler, thanks to an undocumented method of saving the desktop without quitting Windows. Regardless of the status of the Save Settings on Exit field, you can save your desktop from Program Manager by doing the following:

1. Press and hold the Shift key.
2. Exit Windows, either through the File menu or with the Alt-F4 keystroke.

You won't actually exit Windows. In fact, all you'll see is the hourglass for a brief moment. But in that moment, Windows writes your desktop settings to the various GRP and INI files, recording them as your new default desktop design.



# HOW A COMPUTER BOOTS UP

By Dr. DOS

DOS consists of an input/output system, a command processor and several utilities. The utilities are individual program files found on your DOS disk. While part of DOS, these files are not needed often enough to make it necessary or practical to keep them in the computer's RAM all the time. Since these are not resident, they are called transient commands. Sometimes these utilities are also called external commands.

The command processor is also a file you see on the disk, but once read into the computer's memory, it usually resides there. Some programs provide their own command processor, and there are times when the command processor will be overwritten by a program and have to be reloaded when the program stops.

The input/output system consists of two files and a ROM chip. While the two files are on your disk, and are loaded into memory when the computer starts, they are normally hidden from your view and not available for changing.

The most primitive parts of a computer and of DOS have two parts:

## 1. BIOS (Basic Input/Output System)

These are the fundamental routines that control the keyboard, video display and other peripherals. The BIOS is comprised of a ROM chip on the computer's main circuit board and the file IO.SYS (or IBMBIO.COM), one of the two hidden files on your disk.

## 2. Operating system

This is the main file-handling system for the computer. Actually, two systems exist: one for disk-based files and one for non-disk peripheral devices. They are in hidden file MSDOS.SYS (or IBMDOS.COM). The two systems are necessary because non-disk peripherals demand their data as strings of characters, while disks move information in large groups, known as blocks.

The third major component of DOS is the command processor (the file COMMAND.COM on your disk) and it performs three major tasks:

It handles critical interrupts ... that is,

COMMAND.COM takes care of all demands for attention by parts of the computer. The user typing the Control-Break program break command is an example of an interrupt.

It handles critical errors ... that is, COMMAND.COM takes care of problems. For example, if you leave the disk drive door open during a disk operation COMMAND.COM is responsible for the error message you will see.

It performs end-of-program housekeeping ... that is, COMMAND.COM takes care of making the computer's memory available for other programs and reloading parts of itself if the program wrote over them.

COMMAND.COM also places the C> prompt on the screen and interprets any command(s) you might type. In short, the command processor tells the rest of DOS what to do.

The process of starting a computer is given a special name: booting. As you can see from the process described below when you start a computer it literally picks itself up by its bootstraps, thus resulting in this otherwise strange term.

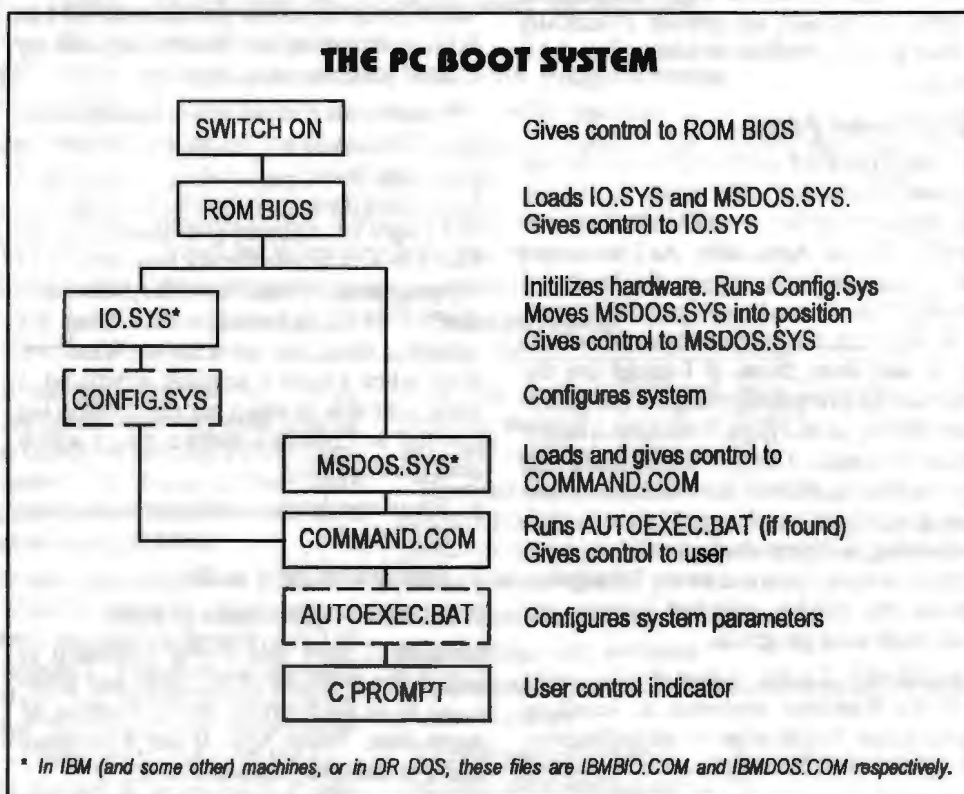
When you turn on the power the computer first checks its memory and some other components. After this, the first disk drive (A:) will begin to spin and the boot process will commence. If a bootable disk is in that drive it will be used, otherwise the hard disk will be used for booting. The sequence is as follows:

1. ROM BIOS loads Track 0, Sector 0 of the disk. This sector contains a short program that can read the rest of the input/output system.
2. The bootstrap loader read in step 1 loads the files IO.SYS and MSDOS.SYS (or IBMBIO.COM and IBMDOS.COM) and then turns control over to IO.SYS.
3. IO.SYS initializes the hardware of the computer, runs the file CONFIG.SYS (if found on the disk) and then moves MSDOS.SYS into its proper location in RAM and turns control over to it.
4. MSDOS.SYS loads COMMAND.COM and turns control over to it. COMMAND.COM runs the file AUTOEXEC.BAT (if found) and then command is given to you.

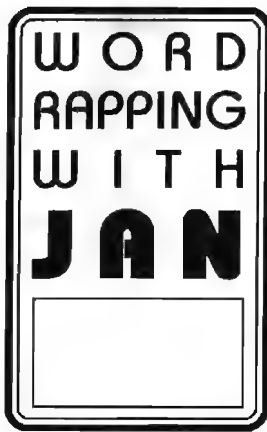
When control comes to you, you will be presented with the command line prompt showing which drive is the default (the drive on which DOS will look for a program if no drive specification is given with the filename). C> indicates that drive C (the hard disk) is the default drive, A> means it is the floppy.

*Reprinted from Beginner's Corner by Dr. Dos in PC Register, the newsletter of ETPCUG.*

*This article was downloaded by Nancy Helmy.*







J A N  
A L T M A N

#### SPECIAL:

ALL OF MY FAVORITE TIPS & TRICKS FOR EXCEL AND WINWORD HAVE BEEN COMPILED INTO TWO SEPARATE COLLECTIONS, AND ARE NOW AVAILABLE. IF YOU WOULD LIKE TO RECEIVE ONE, PLEASE SEND \$5 TO ME AT THE ADDRESS BELOW.

SPECIFY IF YOU WOULD LIKE EXCEL 3 OR WINWORD 2.

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.

**Q:** Does Excel 4 have a toolbar button for getting into print preview?

**A:** If you're using the standard toolbar, you've already got one without knowing it. Excel 4 comes with certain "paired tools." These pairs have a reciprocal relationship that you can use to your advantage.

When you click a tool, you perform its action. If that tool has a pair, you can hold down Shift while clicking to perform its pair's action. (The tool face changes when you do this.) By displaying one tool, you actually reap the benefits of two.

Print and print preview are paired tools. Hold down Shift while clicking the print button (found on the standard toolbar) and you'll enter print preview. Though you can add a separate print preview button to the toolbar, it's not necessary.

(P.S. Enlarge font and shrink font the big and small "A"s on the same toolbar are another common pair.)

**Q:** Is there a way to find a particular Word for Windows document on my hard disk if I can't remember what I named it, but I know what's inside?

**A:** Yes, you can search for text in unopened documents from within Word. It's part of the Find File feature.

Go to File Find File, and click Search. In the Path field, specify the directory (or directories) that contain files you'd like to search. (If there are many, you can click Edit Path to help you make up the list.) To search through all directories on an entire drive, choose the drive letter from the Drives field. You can change the File Name or Type if you like, but you'll probably want the default choice of Word documents (\*.DOC).

Once you've set the file types and directories, enter the string itself in the field Any Text. (You can use the DOS special characters "\*" and "?" as wildcards.) Once you specify Start Search, Word will look through every file in the specified directories that match the file type, and search for the Any Text string. Matching files that contain the string are listed in the Find File box that appears when the search is done.

**Q:** I've done this before in another spreadsheet program, but I can't find a way to do it in Excel. I have a table of data that contains a row of values and a row of percentages. I would like to create a simple chart that plots the values, and places the percentages as labels on top of each data point. None of the chart types seems to be able to do this.

**A:** This question intrigued me so much that I called Microsoft to find an answer. To my pleasant

surprise, I found there was a way. And it's easy to do.

Select the values on your worksheet that you'd like to plot. Don't include the percentages in your selection. Press F11 to create a simple column chart. You can change to any other chart type that you prefer. If the chart type you've chosen contains data point labels already (as does column chart #7, for example), skip to the next paragraph you don't need to do this next step. If it doesn't, you'll need to add some manually. Click on the data series, and select Chart Attach Text. Specify data point number 1, and click OK. The value of the data point will appear surrounded by white handles above the marker. Do the same for the other data points in the series.

Now that the data points have values attached, they need to be changed to percentages. Select the first one (white handles will appear), and type an equal sign. Switch to the worksheet window, and click on the percentage value you'd like to appear with this data point. Press Enter and the link is complete. Change each data point label in the same way.

A warning: make sure you choose your chart type *before* you add the data point labels. Changing chart types may make you lose your formatting.

#### A BIG WELCOME TO THE FOLLOWING NEW MEMBERS

Tom Day	Mountain View
K. Peter Dyer	Milpitas
Shirley Lambolet	Foster City
Betty Lee	Stanford
Jon Lindsay	Stanford
Bob Moberg	Palo Alto
Thomas Morgan	Campbell
Jim Patton	Mountain View
Jerome Teixeira	Palo Alto

#### AND THANKS TO RENEWING MEMBERS

Becky Altman	Cupertino
Rick Altman	Cupertino
Don Baird	Redwood City
Bob Bottini	Redwood City
Nancy Helmy	Palo Alto
Matt Lehmann	Cupertino
Ron Nicholas	Los Altos
Jim Perry	Belmont
Bob Phillips	Los Altos
Martin Rosenblum	Los Altos
Camille Worley	Portola Valley

# THE SPAUG FUNDRAISER

There were some really great bargains at the Sidewalk Faire and here are some more. All items are reduced this month. Are there computer users on your shopping lists? To purchase any of these items call Beverly Altman at (415) 329-8252 and it will be brought to the next meeting or you can arrange to pick it up.

## SEPTEMBER SIDEWALK SALE SOLID SUCCESS

CONGRATULATIONS to September's Random Drawing Winners:

Beverly Altman, Brian Christopher, Paul Conwell, Ira Gold, Shirley Lambert, Rich Madden, Burns Searfoss, and Garry Teixeira.

THANKS TO VENDORS who contributed to the success of the Sidewalk Sale: 800-Software, Computer Currents, Connecting Point, Egghead Software, IDG Books, Intuit, PowerUp!, Printer's Inc., Stacey's Books.

THANKS TO MEMBERS who donated their "leftovers" from the Sidewalk Sale. A hard drive with card and cables, a monitor, and a number of items of software are on their way to STUDENTS.

The main donee of these items was the English Department at San Jose State University.

NANCY HELMY



TYPE	ITEM	DESCRIPTION	SPAUG PRICE	STREET PRICE*
Software	NORTON ANTIVIRUS For Windows and DOS	Comprehensive Virus Defense Detects over 1000 Viruses!	36.00	99.00
Software	NORTON BACKUP v1.2 For DOS	Simultaneous Backup of Multiple Drives Flexible and fast; Award winner	40.00	**
Software	NORTON BACKUP v1.2 For DOS and Windows	Automatic schedule for Windows backups. Restores from damaged diskettes.	32.00	**
Software	THE NORTON EDITOR Version 2.0	Simple, Easy-to-Use Text Editor Pull-Down Menus; Search and Replace	28.00	90.00
Software	THE NORTON EDITOR Version 1.0	Created to meet the needs of programmers Written entirely in Assembly language; fast	20.00	**
Software	JUST WRITE 1.0 by Symantec	Fast & Easy Windows Word Processing WYSIWYG, Spell Check, Thesaurus etc.	30.00	199.00
Software	THE BUDGET EXPRESS 1.1 by Symantec	Goal Tracking, "what if", Instant Summary Views, etc. for Lotus 1-2-3	28.00	**
Software	DESIGNER v2.0 by Micrografx	A top rated drawing and technical illustration program for Windows.	90.00	309.00**
Software	ALLSAFE by XTree	An integrated security program, including password protection, keyboard locking, etc	30.00	89.95
Software	COMPUTER CHECK ORDERING KIT		10.00	39.95
Software	hDC FileApps (for Windows)	Undelete, encrypt, view, search, share, transfer.	12.00	49.00
Software	FileFX (for Windows)	Enhanced File Management Windows Utilities	20.00	--
Software	FORMWORX for Windows by Power Up!	An excellent forms processing program.	40.00	199.99
Software	JUST WRITE	Fast, easy word processor	40.00	199.99
Software	LAPLINK PRO	File Transfer Tool	50.00	104.95
Software	MENUWORKS SECURITY	Complete data protection	28.00	99.99
Software	ON TIMES for Windows	A calendar and list mgr.	40.00	99.99
Software	QUICKMENU III	Program Manager	8.00	25.00
Software	SYMANTEC GAME PACK	Fun for Windows: Jacks, Hangman Pick Up Sticks, Code Breaker, etc	20.00	49.95
Software	SQZI PLUS by Symantec, for Lotus	Spreadsheet File Utility System; compress spreadsheet files by up to 95%.	20.00	**
Software	TRADING POST by LaserTools	A PostScript printer manager (PCWorld Best Buy)	10.00	79.00
Software	VIRTUAL MONITORS	Desktop expansion for Windows	12.00	39.99
Book	CYBERPUNK	True stories of outlaws and hackers on the computer frontier	5.00	12.00
Book	EXCEL 4 (for Windows-1992)	A Self-Teaching Guide	9.50	19.95
Book	MICROCUMPUTER EXPERIMENTATION		4.00	31.95
Book	MICROSOFT WORKS	Quick Reference Guide	3.50	7.95
Book	PC SECRETS	InfoWorld's PC tool book with 2 disks	18.00	39.95
Book	PHENOMENAL PC GAMES	15 Games and 1 Disk	10.00	24.95
Book	WORDPERFECT for Windows (1992)	"Business Publishing Power"	26.95	9.60

\* The current discount price - where available. \*\* Not the latest version - larger reduction

## CLASSIFIED ADS

Classified ads of a non-commercial nature are free to all members. The rates for commercial ones are:

Business card \$10  
Quarter page \$60  
Half page \$100  
Full page \$170

For further details contact:  
Beverly Altman [415] 329-8252  
or Tony Allen [408] 739-2953

(415) 494-0631

JAMES "JIM" BAILEY

### JIM'S MOBILE TOYOTA REPAIR

804 LOS ROBLES AVENUE  
PALO ALTO, CA 94306

PAGER 858-5895



# 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 Gary Seath [408] 247 2288  
 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 Center Manager Rich Madden [408] 253 2075

## SOFTWARE

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 Lotus 1-2-3 Larry Mehl [415] 329-6037  
 Quicken Floyd Kessler [415] 493-7780  
 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

*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.*

# CLUB EVENTS IN NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 4 First Wednesday - *PLANNING MEETING*

7:30pm Beverly Altman, [415] 329-8252 or  
 Paul Staley, [415] 493-1864

## November 10 Second Tuesday - *WORD FOR WINDOWS SIG*

7:30pm We meet at Oakridge Apartments Rec. Room, 3655 Pruneridge Ave. Santa Clara: just west of Lawrence.  
*Topic: IMPORTING & POSITIONING GRAPHICS*  
 The group is led by Jan Altman, a Certified Trainer in Word for Windows. For more information, please call Jan at [408] 243-5955.

## November 17 Third Tuesday - *QUICKEN SIG*

7:30pm Floyd Kessler, [415] 493-7780



## NEW LOCATION



The new location is 1830 E. Embarcadero Road, Palo Alto. Take the Embarcadero East exit off 101/Bayshore or come straight up Embarcadero Road from Palo Alto. Pass the frontage road heading for the bay. Pass Mings and 2 auto dealers on the right. Then turn right into the HARBOR complex find #1830 on the left. For the latest meeting information see the notice on the Bulletin Board System..

## November 25 Last Wednesday - *GENERAL MEETING*

7:30pm Varian, Building 7, 3075 Hansen Way, Palo Alto  
*See the Map on Page 5*

## THE OCTOBER PRESENTATION

*Last Wednesday: October 28 at 7:30pm  
 in the Turing Auditorium*

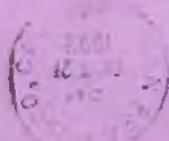
# "COMPUTERS & MUSIC"

Been Chopin around for something interesting to do? Instead of going to the Mahler something, Waltz on by on Wednesday, October 28 to hear about what's new in the world of computers and music from Passport Designs, makers of MIDI software. You'll see how musicians write, arrange, and play using their PCs, and you'll be serenaded by professionals. Today's computers can perform an amazing Liszt of musical feats with no treble at all. And it takes no brains or Brahms to learn the software; even a child could Handel it. (Remember that even the great Shakespeare once said, "Etude, Brutus?") See you there!





10/01/93



## CLUB INFORMATION

Meetings	Paul Staley [415] 493-1864
Membership	Beverly Altman [415] 329-8252 \$35/year (Students \$10)
Bulletin Board	[415] 321-4497
Newsletter	Tony Allen [408] 739-2953

P.O. Box 3738 Stanford, CA 94309



The Stanford/Palo Alto  
PC Users Group

## THE OCTOBER PRESENTATION

*Last Wednesday: October 28 7:30pm at Turing Auditorium*

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