

# PrintScreen

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***DON'T FORGET***

THE JANUARY MEETING WILL BE  
AT  
**VARIAN**  
SEE THE MAP ON PAGE 11





# CLUB NEWS

# THE PRESIDENT'S P I E C E

**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

**YOUR CLUB NEEDS YOU**



**BE AN ACTIVE SUPPORTER**

## **GOING MY WAY?**

Member Matt Lehmann would greatly appreciate a lift to the General Meeting at Varian on 27 January. He can meet at the Foothills/280 junction. Anyone who can oblige, please give Matt a call on [415]968-3655.

## **The Year In Review and What's to Come**

Well, here it is, a new year already. So much happened last year, and we have so much more to look forward to in the coming year. Probably the most important thing for the club this year is to follow up on all the energy and interest generated by our move to Varian last year. We've stepped out on our own in a big way, we'll be incorporated sometime this year (hopefully) and as a result we'll have more freedom to do more things than before.

## **Pledge Potluck**

Last March we had a very successful (and fun) potluck dinner at Beverly's for all members who were interested in being more involved with the club. We'll be doing it again this March, so make your plans now to attend. It's a great way to meet others in the club and to feel like you're making a real contribution.

## **Elections**

Along this same line, elections are coming up very soon. The three electable offices will be up for grabs again, President, Vice-President and Treasurer. It feels to me like a good time for some fresh blood in these posts. All it takes is a desire to do the job, experience is secondary. Give this some serious thought. It would be great to have two or three contenders for each office!



## **A Big Thank You**

**to those who helped with our Articles of Incorporation**

Paul Staley Arlan Kertz Larry Mehl Nancy Helmy

## **Equipment for Varian**

Beverly and Dave Altman have very graciously agreed to donate one of their computers to the club. It's a 386-20 and will work out well as the computer that we use at our general meetings. Cookie is going to put it in a mini-tower, if the board will fit. Do you have any parts/boards that might be a sensible addition to this unit? Right off the bat we're going to need a video card, so if you can help, call Cookie.

There isn't much to report on the incorporation at this point. We're waiting for the slow wheels of the various bureaucracies to start turning in our direction. We'll keep you informed as we go along.

*Paul Staley*

## **WELCOME TO THE FOLLOWING NEW MEMBERS**

Bob Hoffman Joel Sarch

## **AND THANKS TO RENEWING MEMBERS**

Brian Christopher Rober Cronin  
Alicia Boyd

## **PLANNING MEETING**

**February 3rd (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.

# Windows-OS/2

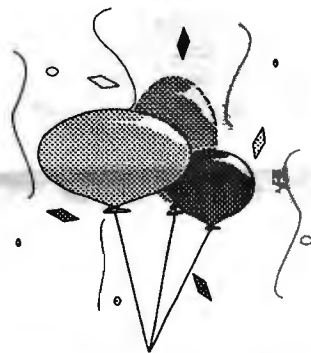
## C O N F E R E N C E

**January 20, 21, 22, 1993**

**Wednesday and Thursday - 10:00-5:00 and Friday 10:00-5:30**

This year's Windows-OS/2 is happening NOW at the San Jose Convention Center. SPAUG has a booth which we are pleased to share with "Computers at Large" of Saratoga which specializes in CD-Rom Drives. We are also sponsored by Heizer Software of Pleasant Hill and Sejin America of Sunnyvale.

**Hope to see as many members as possible at our booth!**



## Welcome to Jennifer!

The Club is excited to welcome Jennifer Wildman as the new Printscreen editor. This being Jennifer's inaugural issue, we look forward to a long and happy relationship.

## GETTING LOGGED ON, etc.

A short logon script for automatically logging onto the BBS follows and can be edited to suit—if you use any ProComm communications program.

It's recommended to change your initial password after you log onto the BBS for the first time. This is done on the Main menu by selecting (Y)our Settings, and selecting option (1) for changing the password. Enter a new password and exit. After logging off the board, re-edit the logon script to reflect your new password.

```
;SPARC BBS - Automatic log-on for PROCOMM PLUS
NAME PW:                ;Log-on, Name and Password
TRANSMIT ^^M            ;Carriage return
WAITFOR "first name?"
TRANSMIT "NANCY HELMY"   ;Your name
TRANSMIT ^^M
WAITFOR "password"
TRANSMIT "1911"          ;Your BBS password (initially
the last 4
TRANSMIT ^^M            ;digits of your phone number)
```

To find the articles uploaded to the BBS from other user group

newsletters, enter the Message menu, (S)can, S(u)bject, type ARTICLES, (S)tart. This will give you the message numbers to which the articles are attached. To read a message and then download the attached article, (R)ead, type the message number, (D)ownload, and type the filename of the attached article. Match download protocols between the BBS and your comm program.

If you don't want articles cluttering up your hard disk, use a method for viewing that allows you to read inside the zipped file without permanently unzipping. A command that accomplishes this is PKUNZIP -cm ZIPFILENAME.

Drafts of SPAUG's Articles of Incorporation and Bylaws are available on the BBS. These can be searched on the Message menu by the same method as above, using Bylaws and Incorporation for the two S(u)bjects. A new (T)hread feature works too, as a (R)ead option. (D)ownload the drafts as above.

Incidentally, Bob Bottini is currently logging on each morning to see that the board is not "hung." Dialing a couple of times may be necessary to get connected. Line noise seems to be an intermittent problem for some. If the board disconnects without your logging off, redial in a moment or two. These are a few "work arounds" until operational reliability is resolved.

**Nancy Helmy**



### User to User

Now is your chance to share your "Tricks of the Trade" with other users. If you have any tips using DOS or Windows programs, please contribute by sending them, in writing, to Jennifer via the BBS, fax or in person at our next meeting.

### QUICKEN

LARRY WEINBERG

#### Overcoming Memo Byte Limits

Quicken has a 32 byte limit for memos. This can be overcome in accounts that accept a split transaction -- "Bank" and "Other Assets" accounts. I've found this trick convenient for recording information such as warranty and home finance information.

For example, if you have an Other Asset account called HOME make an entry called Finance Information. Then call up a SPLIT transaction screen and enter the following information on successive lines in the MEMO field:

1.Dte Bght: 5:Lndr: 9.Mort Rate:  
2.Pur Price: 6.Phne No: 10:Lndr:  
3.Mort Amt: 7.Re-fi Dte: 11.Phne No:  
4.Mort Rate: 8.Mort Amt:

Each line will accept 32 bytes, but keep as many as possible to 14 bytes or less because this is the number which shows in reports.

The CATAGORY field can either be left blank or an internal transfer entry made ([Home]), depending on your preference. The difference is in the appearance of a transaction report. Financial data is not affected because the DOLLAR amounts are zero.

Retrieval is easy- use the account register or a transaction report with SPLITS.

## WINDOWS

JENNIFER & QUINN WILDMAN

As "veterans" of the Macintosh, and new users of Windows, there are a few things we have found extremely helpful. These simple tips have saved us time and energy!

#### Creating a Sysedit Program Item In Program Manager

Sysedit is an application that comes with Windows that allows the user to edit AUTOEXEC.BAT, CONFIG.SYS, WIN.INI and SYSTEM.INI. You can create an icon for it in the Program Manager by taking the following steps.

1. File| New
2. Click OK for a new Program Item
3. Enter "SYSEDIT" in the command line entry.
4. Click OK

I have found this to be extremely helpful, especially while on the phone to a hurried tech support person!

#### Switching Between Applications

There are at least three quick ways to alternate between applications in Windows.

1. Click on the application window (simple, but true)
2. Press Alt-Tab to get your last application or hold down the Alt key and hit the Tab key repeatedly to switch between running applications.
3. Using the Task List Dialog Box by either pressing Ctrl-Escape or (my favorite) double clicking on an unused portion of the desktop.

#### Dragging and Dropping in Program Manager and File Manager

In Program Manager when you drag an icon or in File manager when you drag a file within the same drive, the file or program icon is *moved*. To make a *copy* of the program icon or file in that instance, hold down the Ctrl key while dragging the item.

In File Manager, when you drag a file between drives, the file is *copied*. To *move* the file instead, hold down the Alt key while dragging the file.

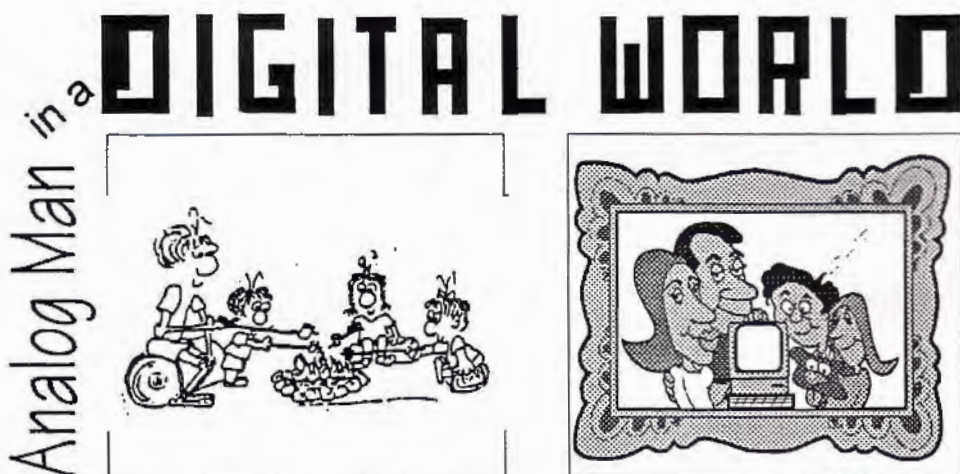
Off hand, I don't know of any other applications that work this way, but I'm sure there are some. Try this in your favorite application. It should work the same there as well.

#### Selecting Files Using the Shift and Control Keys

Most people know that while in the File Manager and many others programs, you can use the Shift key to select a group of items one after the other. But can you also select some items and skip some before selecting others? You bet...By using the Ctrl key while selecting, you can choose items in the list whether they are in continuous order or not.

#### Personalizing a Screen Saver

In the Desktop Section of the Control Panel, you can choose the Screen Saver called "Marquee". By selecting "Setup" and then overwriting the text "Windows 3.1", then typing your message, then formatting the text to your favorite font, size, position, style, and color, you can send greetings via monitor to yourself or others. My favorite is "Get back to work, Jennifer!"



It is man's natural instinct to stare at brightly glowing objects.



A contact manager is fundamentally a database of names and addresses to which information can be attached, and then manipulated. Computers are very good at keeping ordered records, and a program that can massage these to show information in the required format, as well as providing up to date contact reminders, goes a long way towards keeping client relationships on an even keel. Maximizer for Windows is such a program. It is Richmond Technologies' new version of its popular DOS program and it takes full advantage of the Windows graphical interface.

### Installation

Maximizer comes as compressed files on two high density diskettes (both sizes are supplied) and it's one of the simplest programs I've ever put on my hard drive. From within Windows you simply type Setup and the whole procedure is choice-automatic. The installation program calculates the free space on the drive, lets you choose where and what to install, and gracefully does its job. You can even change drives between the two disks. There is a visual indication of how the installation is proceeding and you have an exit door for an emergency abort. By Windows standards Maximixer is very mean with resources. Program files take up 2.5MB the optional spell checker is 350K, the thesaurus 545K. There is also a 145K tutorial.

### Organization

One big difference between Maximizer and other contact managers is that it is list-driven and the others are report-driven. These lists of clients can be organized in any way to show relevant data. They can then be cloned, filtered, subdivided as separate reusable lists.

As opposed to providing a fixed number of user defined fields, data in Maximizer can be organized in an unlimited number of relational categories which can be searched to extract special client information. This is extremely useful for isolating particular targets, perhaps for a mailing, or phone/fax contact. These categories can contain information in various formats: numerical, date, text and tabular. All categories can be later amended, or combined in any way when the number of contacts increases.

Maximizer allows you to set up a client either as an individual or a company - which makes sense because the two categories are not always interchangeable. The dialog boxes are a little different with regard to the relevant fields, but the information is similarly organized.

# Maximizer for WINDOWS

version 1.0

Product Review by Tony Allen

Like the DOS version, Maximizer for Windows is based on Novell's Btrieve database engine, which makes it fast and very reliable. (It holds records in memory which makes searches almost instantaneous.) Btrieve is a two-tiered database which, in Maximizer, means you can have an unlimited number of Company Clients or Individual Clients in the "top" layer. Each client can have unlimited Categories, Documents, Notes, and Appointments attached to it. In the "bottom" layer is an unlimited number of Contacts attached to any Client. Each Contact can also have can have unlimited Categories, Documents, Notes, and Appointments attached to it.

For those familiar with the DOS version of Maximizer you will find that all your data will convert in a straightforward manner. Improvements include: a better selection of labels, improved and expanded reports, simpler printing of envelopes. Some of these benefits are, naturally, a function of Windows peripheral handling, but it is good to see a program taking full advantage of them.

Making use of Windows drag and drop feature is one of Maximizer's strong points. For example: click on the relevant Client/Contact while holding down the Alt key, drag the cursor into the Hotlist window. The Task dialog box comes up complete with the correct name and date, simply add a description of the task, and it's done.

In the DOS version you are allowed to change the field labels for Client/Contacts, but you can't do this in the Windows version. However, you can set up any number of your own categories.

There are function name changes i.e. the Diary is now called the Journal, but as the functions work in basically the same way, there is no relearning to be done. There is no integrated calculator - use the ones that come with Windows.

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*One big difference between Maximizer and other contact managers is that it is list-driven and the others are report-driven. These lists of clients can be organized in any way to show relevant data. They can then be cloned, filtered, subdivided as separate reusable lists.*

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### Hotlist

This is a multi-functional segment of the program. It has pop-up lists and tables for easy viewing of things to be done. These can be sorted by task, priority, date, time, client, or completion status. Auto dialing of any on-screen client list can be accomplished from the Hotlist. At the end of each call, results can be entered into pop-up dialog boxes - 'Successful', 'Left Message', 'No Answer', etc. These call results are automatically logged in the relevant client's notes. Reports of the session (including call length statistics) can be generated and printed. The client notes can later be searched to see which people were not contacted. Anything in the Hotlist that remains incomplete is automatically carried forward to the next day.

### Scheduling

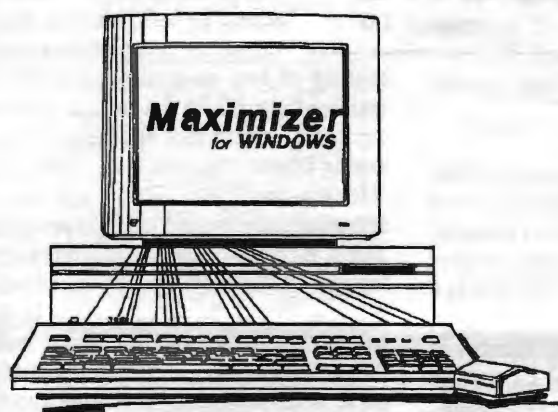
An important component of any contact manager program is the appointments calendar. In Maximizer you can keep track of your appointment schedule in a variety of ways. Maximizer can show four views: day, week, month, two-month and any view can be scheduled. Color coding helps to define blocks of time and any potential timing conflicts are indicated. An unlimited number of appointments can be set up, each with a priority and a duration, and they can all be printed out by simply checking a box in the Detailed Report option. The carry-over facility is extremely useful for those extra busy days.

### Importing/Exporting

Like all databases the information has to be input in the correct format. Because of Maximizer's flexibility it is important to decide in advance how you want to set up any new database that you are importing. The actual data can be imported (and exported) in one of three ways: comma delimited, comma separated, and tab separated. However, because of Maximizer's structure as a two-tiered database, it will not import both Clients and Contacts in the same pass. So two passes through the import file must be made. While this may sound complicated, in practice it is really quite simple - once the structure has been decided upon.

Graphics, such as logos or signatures, can be brought into the editor, via the clipboard, in the form of BMP files.

(Continued on page 7)



## Maximizer Continued From page 5

### Other functions

Maximizer is set up as a DDE (Dynamic Data Exchange) server for three Windows word processors: Ami Pro, Microsoft Word, and WordPerfect. Using the manually updated cold-link type of DDE.

As well as auto-dialing with the click of a button, Maximizer has some nice automated faxing features. If you happen to have WinFax Pro or Eclipse, Maximizer will add the client's name and fax number to the document, dial the phone line, transmit the document and log it in the client file.

Integrated into Maximizer is a full featured word processor with spell checking, thesaurus, and mail merge.

On-line help is available, *not*, unfortunately, from the F1 key, but by selecting the Contents from the Help menu. However, once on screen, the information is comprehensive.

Finally when backing up, Maximizer automatically compresses data by around 80%. This is a nice touch.

### Summary

If you are happy with the DOS version of Maximizer this version is not a reason for migrating to Windows. However, if you are already using Windows on your system this is a major program improvement in functionality and convenience. A definite upgrade must.

### Details

The retail price of Maximizer (version 1.0) for Windows is \$249. Club members can order it direct from Richmond at a special price of \$149. The upgrade from the DOS version is \$79.

Richmond Technologies & Software Inc.  
Suite 420, 6400 Roberts Street  
Burnaby, BC, Canada  
V5G 4C9  
Phone (604) 299-2121  
Fax (604) 299-6743

# editor's piece

Jennifer Wildman  
PRinTScreen Editor

*In case you are curious, this piece was written by your new PRinTScreen editor, recruited by Jan Altman over the telephone last November.*

*But how did an innocent bystander succumb to such a position of (ahem) distinction, you ask? The following is the real story...*

"I am a teacher, **NOT** a computer person." I protested, but to no avail. I married a software technician who insisted my life would be much easier if I would use a computer!

For the next two years, my experience on the computer was limited to the worksheets I created for my students under the watchful eye of my husband, Quinn. (Until this year I was a teacher for deaf junior high school students in Fremont.) But the computer industry changed all that when Quinn was adopted by Borland during their acquisition of Ashton Tate. Quinn and I readily jumped at the opportunity to move to the Santa Cruz mountains and the city of Felton.

Over the next six months I drove to Fremont dutifully, but in the end the 100 mile daily commute was a good reason for me leave my job and start looking for closer employment, teaching or otherwise. With any job difficult to find in this economic climate, I was fortunate to be hired by a former boss Virginia Barnes (who also happens to be a SPAUG member). I now work at the reservations office for Montecito Sequoia Lodge. I know that both my boss and I are surprised that my job is very computer oriented. (Who Me?!)

After a rough start, (It took me three days to install Windows.) I have become a desktop publisher. My life, since August has been full of technical jargon and colorful designs. (My daydreams look like a desktop; if I sit still too long I create screensavers in my head! Honest!)

And the best part is, "I am a computer person." I love learning the thousands of new things I learn every day. After creating several fliers and helping to create a four color brochure, I am humbled and excited about learning the millions of other things my computer can do. I was especially excited to learn that somewhere there are multi-media products like video and animation just waiting for me. I can't wait to find some classes about these amazing computer feats.

And that's how I arrived here: I called Jan at the Express Train, looking for a teacher of CorelDraw. I found one and was talked into... well, I volunteered to edit the PRinTScreen.

And so now you will find me with a stack of trade magazines and software manuals, wading through an enormous amount of technical information of which I do not yet fully understand. Or I'll be pecking away at this very newsletter, trying to make heads or tails of this so far wonderfully assembled publication. (Special thanks to Tony Allen for setting up this issue and showing me the ropes.)

I'll be looking for new ideas for articles and would love to hear from you. We are also looking for a brave and generous individual to do the mailings of the PRinTScreen... Don't be shy!

Thanks for reading!

Jennifer





# APPROACH NEW DATABASE IS APPROACHABLE

**Product Review**  
by Amy Bellinger

(Reprinted from the newsletter of the  
Golden Triangle PC Club, Nov 1992)

(Reprinted from Hard-Copy: The Journal  
of the Chicago Computer Society, 1992)

*Editor's Note: Approach was demonstrated at a club  
meeting a few months ago, however this review  
provided some additional insight into the product that  
I thought was interesting.*

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**Author Information:** Amy Bellinger runs Windows. She also runs a homebased business called Think Research that conducts surveys for magazines and public relations agencies. She just joined the Chicago Computer Society in May.

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If you already know that Approach won the Comdex award for the best new software at the spring show, you expect to like it. The new relational database for Windows turns out to be very approachable, just like the Redwood City, CA-based company wanted it to be. It's also packed with all the features most any non-programmer needs — and it's pretty, just as a designed-for-Windows product ought to be.

I won a copy of the package in a business card drawing following a demo of the product at a Windows SIG meeting, and was thrilled at the prospect of having an alternative to Paradox for making labels from mailing lists.

I'll describe a simple application that I used Approach on as an illustration of a few of its capabilities.

## **Application: Mailing Labels**

I'm conducting a survey of companies on telecommuting practices for Home Office Computing magazine, and bought a list of personnel people from Dun Bradstreet, which came in ASCII fields.

Approach ported the data right in without a problem and walked me via a series of menus through the processes of formatting labels and a personalized letter inviting the respondents to participate. The label formats are based on standard Avery sizes, but I found no difficulty in converting to 3M laser labels (which, by the way, I get cheap at Arvey Paper). The word processing won't stand on its head or cook eggs, but works quite well for a simple letter.

The only fault I found with the menu system probably will be overcome with greater familiarity. I could never figure out which menu to go to for a given operation. For example, "style," to me, means things like changing fonts. To Approach, it also includes the important process of formatting fields, and other functions.

## **Connectivity**

Approach works directly with dBase, Paradox and Oracle SQL data and can exchange information with Lotus and Excel in addition to ACSII text. It also supports graphics formats including PCX, TIFF, EPSF, BMP and .wmf.

## **Fields and Functions**

Eight types of fields, such as date, calculated, and boolean, are available, and speeded up entry can be facilitated via custom-designed check boxes and automatic fill provisions. You can go nuts with 14 operators and 80 functions if you remember your trig.

## **Aesthetics and Versatile Templates**

According to the Approach people, there has been more interest in the product on the part of computer consultants than they anticipated. It's easy to see why when you dig into the templates. For example, there's a template all set up for a contact management system, complete with buttons to click to send letters or faxes, or look at a complete information form on the contact.

I can see consultants taking advantage of the already- beautifully laid-out template, personalizing them to the company, adding a button or two and really wowing a small business client.

Approach will let you create buttons that activate macros, but the product is not ObjectVision, nor does it pretend to be. It is first and foremost a database for the people — including everybody who pokes data into a computer, and does a good job in that mission.

# The Best Of WORD Rapping By JAN ALTMAN

*Jan's column gets a new look as she shares her favorite tips for Windows, Excel and Word for Windows.*

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

**A** You're in luck. Though it's not commonly known, Excel does have a way to make certain things automatic. And this is one of them. Create a new worksheet window and set your footer (or header) exactly as you like it using the File Page Setup box. Make sure to leave the worksheet itself blank. When you're ready, go to File Save, and under Save File as Type, specify Template. Give the spreadsheet a name you'll remember easily, such as FOOTER. Lastly, it must be saved in the directory XLSTART under the EXCEL directory. The next time you go to File New, you will see the name of your new template listed. Double-click this name, and you'll be given a new spreadsheet window with the footer in place. Anything found in the special XLSTART directory (worksheets, charts, macro sheets, templates, etc.) will be automatically opened upon launching Excel.

**Q** I would like to be able to understand the long, complicated formula I see in the formula bar when I click on data in an Excel chart. Is it something I can manipulate and use to my advantage?

**A** You bet! Once you understand each "series formula," you can edit it to your heart's content. Here's all you need to know.

Each separate piece of data on your chart is called a data point. One or more related data points make up a data series. Here's an example: Let's say your worksheet has three columns of data labelled "Jan," "Feb," and "Mar," and you have three rows of numbers underneath labelled "Income," "Outgo," and "What's Left." The resulting chart will be laid out as follows: The category axis (also called the horizontal or X axis) will include the categories "Jan," "Feb," and "Mar." Each category will have three columns, or data points, above it. The first data point of each month makes up the Income data series. The second data point of each month makes up the Outgo data series, and so on. (The Chart Add Legend command will label them for you.) The value axis (also called the vertical or Y axis) displays the appropriate range of values used to plot each data point.

Following this example, I entered the month names in B1:D1, and the Income, Outgo, and What's Left labels in A2:A4. The data resides in cells B2:D4. When I chart the data in A1:D4, Excel creates one formula per data series. By clicking on any point in the first data series, the entire series becomes selected, and this appears in the formula bar:

```
=SERIES(BUDGET92!$A$2,
BUDGET92!$B$1:$D$1,
BUDGET92!$B$2:$D$2,1)
```

The formula is read as follows:  
=SERIES function name  
BUDGET92!\$A\$2 name of data series (the label "Income")  
BUDGET92!\$B\$1:\$D\$1 category names ("Jan" "Feb" and "Mar")  
BUDGET92!\$B\$2:\$D\$2 values for this data series (the three values for the Income series)  
1 plot order (Income is the first data series)

The first three arguments (name, category, and values) are always preceded with the worksheet name and an exclamation. And that's it! Like any other part of your worksheet, you can go in and edit this formula to change the way your chart is plotted.

**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** 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



## WORD RAPPING

continued

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.

### 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 Ave.,  
No. 135  
Santa Clara, CA 95051,  
[408] 243-5955.

## THE TECHNICAL SUPPORT SYNDROME

Below are some real live technical support questions.

Caller: Which key is the any key?

.....

Caller: How do I remove these minus signs from in front of my numbers?

Technician: Are they negative numbers?

Caller: Yes.

Technician: How about multiplying by negative one?

Caller: OK!

.....

Technician: ... Make sure you close the door after inserting the disk.

Caller: Why do I need to do that?

Technician: Just do it.

Caller: OK. <Step, Step, Step, Slam>

Technican: OK, now close the *disk drive* door!



## BBS SYMBOLS

Jamie Gannon

Many fights were started because people didn't see or know what the symbol :-) or <G> meant. If you don't know what these mean, then this article is for you. When talking on the BBS, you sometimes don't really get to show emotion or what you are really trying to express, or you use BBS shorthand which can be confusing to some. Here are some commonly-used BBSTalk Acronyms and their translations.

BTW:	By The Way
IMHO:	In My Humble Opinion
RSN	Real soon now
RTFM:	Read the Flippin' Manual
FWIW:	For What It's Worth
GMTA:	Great Minds Think Alike
JIC:	Just In Case
OIC:	Oh, I see!
OTOH:	On The Other Hand
TTYL:	Talk To You Later
L8r:	Later

<G>:	Grin
<SG>:	Sheepish Grin
<ROFL>:	Rolling On The Floor, Laughing
<LOL>:	Laughing Out Loud
<G,D,&R>:	Grinning, Ducking, and Running

Here are the emotions made out of ASCII symbols that look like faces or objects if you tilt your head to the left.

:-)	A Smile
;-)	A Wink
:-B	Goofy or Bucked Tooth Smile
:-)##	Smile with a Beard
@:-)##	Smile with a Beard and Turban
:-)<   /	Smile with Striped Necktie
:-b	Smile while sticking your tongue out
B-)	Smile with glasses, or Smiling Batman
:*)	Smile with Moustache
8-)	Wide-Eyed Smile
:-(	Frown
>:-(	"I'm angry"
:o	"Ohhhhhh,noooo!"
#>--	A rose given to someone you winked at
@=	Mushroom Cloud
<:>=	A Turkey head??

Ok, that's it for this issue. So, next time you read a message, first check out the emotion the person left behind, before jumping down his throat, but, if they didn't use one of the above symbols, then, do all the jumping you want. But, before you do, ask him or her what the symbol meant. Might be a new one you can add to your BBS vocabulary.

# THE SPAUG FUNDRAISER

There were some really great bargains at the Sidewalk Faire and here are some more. 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.

## WANTED

A newsletter courier and mailer. We're taking applications now to fill these posts. If you feel you have the background and experience to meet our needs, then talk to me and you will be considered for one of the openings. The pay is great and you'll be the first to see the newsletter each month. *Don't wait too long, call me now!*

**Paul Staley**

## DISK OF THE MONTH

### C.I. Link

C.I. Link, a communications program, will download files from the BBS at the touch of a button and recognize the protocol so you don't have to!

Rich Madden has kindly found this disk of the month. It is a Cedar Island Communications Program called C.I. Link. From Rich's description it is "everything you always wanted" in Bulletin Board Software. It is similar to other communication programs like ProComPlus, with a simplified downloading process to make your life easier.

TYPE	ITEM	DESCRIPTION	SPAUG STORE PRICE	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 Version1.0	Created to meet the needs of programmers Written entirely in Assembly language; fast	20.00	**
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 Micrografix	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/View/Search/Share/Transfer, etc.	12.00	49.00
Software	FileF/X (for Windows)	Enhanced file management 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	SQZ! 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	MICROCOMPUTER EXPERIMENTATION		4.00	31.95
Book	MICROSOFT WORKS	Quick Reference Guide	3.50	7.95
Book	WINN ROCHE HARDWARE BIBLE	Complete reference for all hardware	12.00	29.95
Book	PC POWER!	Boosting Your PC's Performance	10.00	26.95
Book	WINDOWS 3.1 SECRETS	InfoWorld's Super Windows book with 3 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 Jennifer Wildman (408)335-7892

(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]941-5872
Vice President	Jan Altman	[408]243-5955
Treasurer	Bev Altman	[415]329-8252

## MANAGERS

Bulletin Board (SPARC) Sysop	Henry Hollwedel	[415]591-8509
PRinTScreen Editor	Jennifer Wildman	[408]335-7892
Resource Center	Rich Madden	[408]253-2075

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

## SOFTWARE

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

## CLUB EVENTS IN JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					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

### January 6 First Wednesday - *PLANNING MEETING*

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

### January 12 Second Tuesday - *WORD FOR WINDOWS SIG*

7:30pm We meet at Oakridge Appartments 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.

### January 19 Third Tuesday - *QUICKEN SIG*

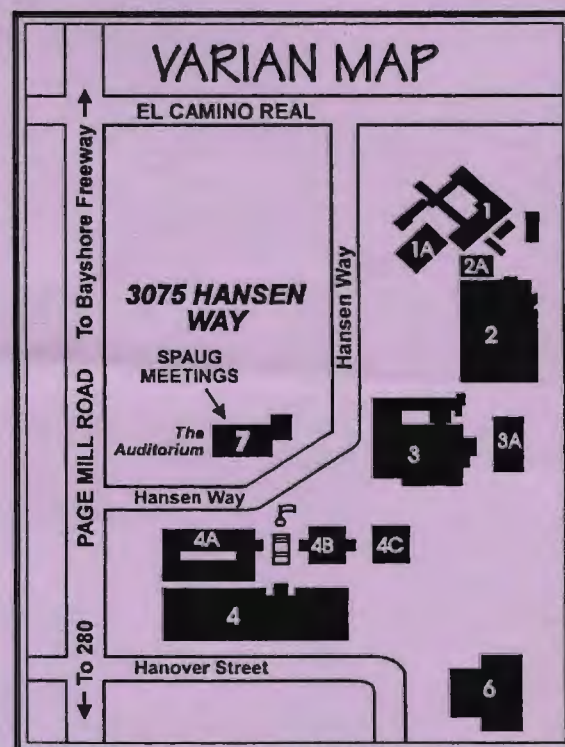
7:30pm Floyd Kessler, [415] 493-7780

The new location is 1830 E. Embarcadero Road, Palo Alto. Take the Emabarcadero 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..

### January 27 Last Wednesday — *GENERAL MEETING*

7.30pm Building 7 at Varian, 3075 Hansen Way, Palo Alto.  
*See the adjacent map for directions.*

## OUR NEW LOCATION







Your membership expiration date is on the mailing label.  
Please renew promptly, using the enclosed envelope.

## CLUB INFORMATION

Meetings	Paul Staley [415] 941-5872
Membership	Beverly Altman [415] 329-8252 \$35 per year
Bulletin Board Newsletter	[415] 321-4497 Jennifer Wildman [408] 335-7892



P.O. Box 3738  
Stanford, CA 94309



The Stanford/Palo Alto  
PC User Group

**SNEAK PREVIEW**

## THE JANUARY PRESENTATION

### Paradox for Windows

Paul Dodds of Borland will introduce  
soon-to-be-released

Paradox for Windows, version 1.0.

Relational database power made easy!

**See the "Para-Ducks" in Action:**

*Last Wednesday, January 27 7:30pm  
at VARIAN, 3075 Hansen Way, Palo Alto*

**SNEAK PREVIEW**

1-800-352-6323  
BORLAND