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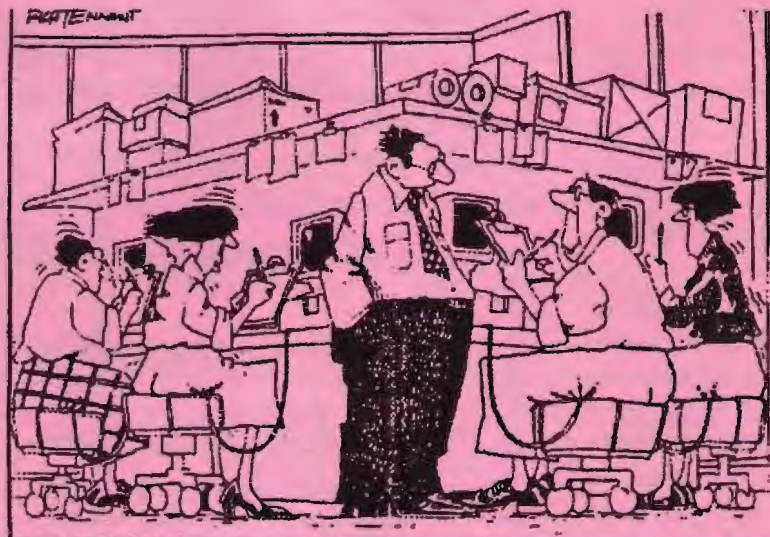
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"Oh those? They're seat cushion mice; bounce once to access a file, twice to file away -- keeps the hands free and helps firm the buttocks."

CLUB NEWS

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

THE PRESIDENT'S P I E C E

ELECTIONS

Geez! Haven't we had enough of elections already? It seems the presidential elections have been going on for a couple of years now. Luckily, ours will be mercifully shorter.

This month's meeting will be the first night that the floor will be open for nominations. The offices that are available are President, Vice-President and Treasurer. If you have any political inclinations, now's your chance!

An interesting idea that came up during the last planning meeting was to consider having a multiple presidency. By that I mean that the office of president would be occupied by more than one person. This would be similar to the way that many local governments are set up. The major benefit of this setup is, that while there is one person in charge at a time, there are two to share the responsibilities and duties.

This is especially pertinent to our situation. We run on volunteer energy. And many of our board members work full time, in addition to having family responsibilities. Consequently, many things

don't get done that would be of great benefit to the club, or worse yet, many things are only half done.

This month we will be proposing an addendum to our constitution that will allow this idea as an option for the office of the presidency. The complete text of the addendum will be published in the March newsletter and voted on at the general meeting on March 31. As always, your feedback is welcome.

FOOD!

Our second annual volunteers potluck dinner will be held on March 3 at Beverly Altman's house. This is the best opportunity of the year to get involved in the running and direction of the club. Elsewhere in this newsletter you'll find a list of positions in the club and what they entail. Many of these posts are unfilled at this point and are crying out to be energized.

We also have fun! Weather permitting, we can eat outside and play a few rounds of table tennis. Plus you can find out if your fellow club members have a life beyond the glow of their monitors.

Please contact myself or Beverly and we can fill you in on the details.

Paul Staley

WELCOME TO THE FOLLOWING NEW MEMBERS

Craig Burleigh
Judd Murkland
Lou Kavansu
Vernon Price
Nakagawa Susumu
Galvin Craig

Maurice Green
Parker Robinson
Martha Mayen
Christopher Randall
Barbara Valley

Jamal Kothia
Isa Cocallas
Tim Null
Bob Sanders
Martin Waldron

Berit Liband
Mark Goldberg
Tim Null
Robert Strand
Robert Williams

AND THANKS TO RENEWING MEMBERS

Doug Fong
Lou Paponis
Henry Hollwedel

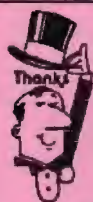
Sidney Gunther
Martin Packard
Bill McElhinney

Jim Moore
Donald Wen
David Ross

Arthur Naman
Jon Wexler

GOING MY WAY?

Member Matt Lehmann would greatly appreciate a lift to the General Meeting at Varian on February 24th. He can meet at the Foothills/280 junction. Anyone who can oblige, please give Matt a call on [415]968-3655.



BIG THANKS

Aldora Lee

for your guidance and assistance writing our
Articles of Incorporation

**March 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.

SPAUG Member Information

(1) Individual Member:

An Individual Member can vote in elections, is eligible for all club privileges, and if 18 years of age can hold elective office. Dues are based on one full membership.

(2) Student/Concessional Member:

A Student/Concessional Member is a fulltime student, an employee of a sponsoring corporation, or a person who enrolls during a SPAUG membership drive. A Student/Concessional Member has the same rights and privileges as an Individual Member. Dues are based on a reduced rate not to exceed a reduction of half the dues of an Individual Member.

(3) Family Membership:

A Family Membership consists of two or more members of an immediate family. A Family Membership has one vote. One person in a Family Membership, if at least 18 years of age, can hold elective office. Members of a Family Membership receive one newsletter. Dues are based on an increased rate over that of an individual member, not to exceed one and one-half times the dues of an Individual Member.

(4) Corporate Sponsor: An organization may be recognized as a member for donations, monies and/or services contributed to SPAUG. An employee or member of a Corporate Sponsor's organization may join SPAUG as a Student/Concessional Member. A Corporate Sponsor is not limited to one year's membership. A Corporate Sponsor is not a voting Member.

A Direct Line to the White House



For the first time in the history of our country, the President of the United States can be reached electronically.

If you are on CompuServe, President Clinton may be reached at mail I.D. 75300,3115

If you are on InterNet, he may be reached at mail I.D. 75300,3115@CompuServe.Com

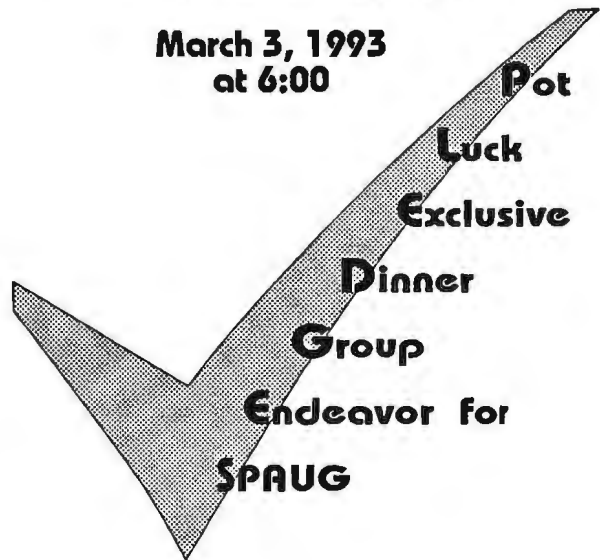
He also may be reached on America On-Line.

Editor's Note: It may be possible to receive News Briefings and other official announcements using the above mail I.D.s. To do so, include your request in your message to the Prez.

Also, when we called, there was a response from the White House acknowledging our message and to say that they were still working on this communication link with the public. Let us know if you get through.

YOU'RE ALL INVITED TO ATTEND SPAUG'S SECOND ANNUAL PLEDGES DINNER MEETING

March 3, 1993
at 6:00



Have you ever wondered about the person sitting at the other end of the meeting hall but have never had the opportunity to find out? Now is your chance to mingle and make new acquaintances. We will be having a repeat of last year's successful pot-luck "commitment-raising" dinner immediately preceding the Planning Meeting on Wednesday, March 3. All you need to bring is a pot luck dinner item and your pledge to become involved in SPAUG.

It is a great opportunity for our new members to mingle and also have some input in the direction they would like to see our club move, and for our many other members who have a stake in improving SPAUG and "are always planning to do something about it". It is also an opportunity to make new user-friendly acquaintances. The descriptions of club functions in the column on pages 5-6 are only a sample of where you may fit in. If you have ideas of how you would like to participate, that's great. If not, that's fine, too. Your willingness to find a niche for yourself is all that's necessary.

The event will be at Beverly Altman's, 1670 Oak Avenue, in Menlo Park. The dinner will be at 6:00 (perhaps earlier for setup) and the meeting will start at 7:30.

For more information or to RSVP, call Beverly at 329-8252.

UserFriendly Help

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.

WINDOWS

JENNIFER&QUINNWILDMAN

Supplying optional parameters in PIF Files

To set up parameters for DOS applications, such as memory utilization and keyboard shortcuts, you run the PIF (Program Information file) editor. If your

DOS application has command line arguments that you would like to be prompted for when you run it, enter a ? in the optional parameters line. This will cause a dialog box prompting you for parameters to appear on the screen each time you execute the PIF file.

A good example of where I find this useful in my daily work is sending messages to other users over a Novell network. This is done with the SEND command. In the PIF editor, all I need to do is enter SEND as the Program Filename and enter ? in optional parameters. Then, when I run my PIF file, I'll get a prompt, and I can enter my message such as "Red Honda in back parking lot with lights on" to everyone.

Double Clicking in File Manager (Short, but sweet!)

Now and again, while stumbling around in Windows, I find something that is really handy. Here's another "goof" that turned out to be useful.

Double clicking on files in the File Manager will open them, but... Did you know that if you double click on a disk drive icon in the file manager, that a new window appears for that drive?

It does!

DOS

QUINN WILDMAN

Searching for Files in DOS

When searching for a file, many people might use the File Finder that comes with Norton Utilities. However, those of us who do not have Norton Utilities can still search for files using the "Attrib" command in DOS.

To do so, first go to the drive which you'd like to search on and then go to the directory which you'd like to search from (and below). Now type:

ATTRIB [filename] /S

This will give you a list of all files that match what you are searching for.

Reassigning Your 'A' Drive

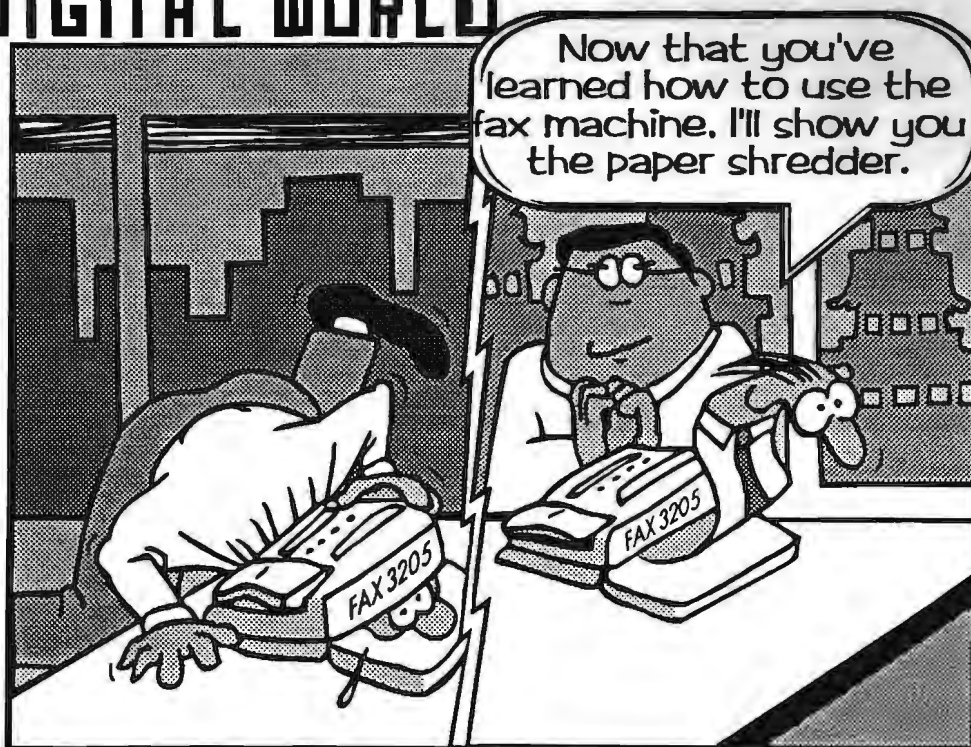
Some software programs insist upon installing from drive A. What do you do if you have 3.5 in disks, and your 3.5 in drive is drive B? Use the DOS Assign command. The following line will tell DOS to read your B drive whenever a request comes to read your A drive, and allow you to install your software.

Assign A=B

To reassign your drives to their original configuration enter:

Assign

Analog Man in a DIGITAL WORLD



The little joys of on-the-job training are limited only by your imagination!

Press Any Key for **SPAUG HELP** Nancy Helmy

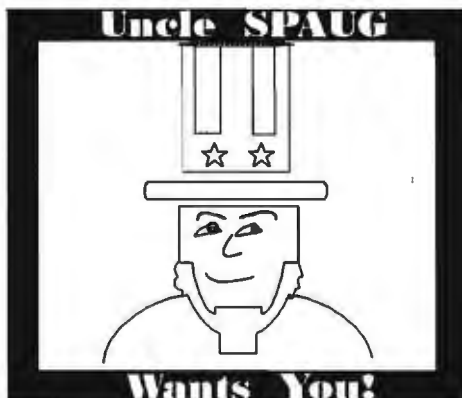
In the "What can I do to help?" department, here's a rundown on most of SPAUG's functions and a guess at the time involved for a job. The main purpose for these summaries is to allow you to pick a volunteer area of interest.

There are hi-tech and lo-tech jobs. All put you in the satisfying position of being a participating member. There might be a job you can do well and easily. Another job might be used as a learning tool.

The term of your commitment is pretty much up to you. With the exception of fixed terms for the elected officers, most any of the jobs could be taken on for a few or several months.

Another purpose is to get enough volunteers so that a few members are not stuck doing all the work of the group — "volunteer quicksand."

Many of the functions are currently being accomplished, but many await willing hands. Almost all could use additional assistance. Check out any area of interest. The functions are not necessarily organized in the manner they will be in the future. The list includes most basic functions, but you can certainly suggest something else—it might be just the ticket. (One example might be volunteering to tape the main presentation so it can be written up for the newsletter.)



SPECIAL EVENTS -

- Elections - annual
- Special Events - shows/expos, social events, etc.

APCUG REPRESENTATIVE - (3 hours per month)

- Log onto Globalnet BBS regularly to scan for general info.
- Report to planning meeting/membership as appropriate.
- Attend APCUG regional meeting in area.

BULLETIN BOARD SYSOP **+ ASST SYSOPS -**

BBS 415-321-4497 (3 hours per week)

- Maintain file, message and other areas of BBS.
- Upload and catalog files.
- Coordinate efforts of Assistant Sysops.

BUDGET COMMITTEE - (2 hours per month)

- Prepare annual budget.
- Oversee expenditures to see that budget guidelines are being met.
- Conduct annual asset inventory.

DISK OF THE MONTH **COMMITTEE -** (4 hours per month)

- Prepare or solicit from membership a Disk of the Month for presentation at Gen. Mtg. (DOM consists of shareware or PD programs or utilities and may be obtained from any source.)
- Duplicate 20 disks.
- Upload disk to BBS.

MAILPERSON - (1 hour per week)

- Pick up mail weekly at PO Box on Stanford campus.
- Sort and distribute mail at Planning Meeting.

MESSAGE LINE MANAGER - **415-321-4498 -** (3 hours per month)

- Update announcements for event and membership information.
- Monitor line for messages and respond or refer. (All phone functions can be

accessed remotely.)

MEMBERSHIP MANAGER - (5 hours per month)

- Receive dues and turn over to Treasurer.
- Maintain membership database.
- Distribute monthly member lists to Newsletter Editor,
- Newsletter Distribution, and BBS Sysop.

NEWSLETTER EDITOR - (6 hours per month)

- Receive/prepare/select and edit newsletter articles.
- Oversee production and distribution of newsletter.

PRODUCTION:

- Layout newsletter and print for mailing.
- Prepare and upload ASCII text to BBS.

DISTRIBUTION:

- Print mailing labels.
- Sort, stamp, and mail newsletters.

PROGRAM COMMITTEE - (3 hours per month)

- Arrange speakers for General Meeting presentations.
- Coordinate speakers' hardware needs.
- Prepare quarterly speaker schedule.
- Distribute monthly program schedule to Newsletter Editor,
- BBS Sysop, Secretary, and Message Line Manager.

PUBLICITY COMMITTEE - (3 hours per month)

- Update listings in news and computer publications.
- Prepare flyers for distribution for special events.

RESOURCE CENTER MANAGER - (1 hour per month)

- Promote Resource Center among membership.
- Maintain list or database of Resource Center members, and list of officers and managers.
- Provide Newsletter Editor with updates.

Editor's Piece

Jennifer Wildman
PRinTScreen Editor

So many products and so little time!

Wow! I have just returned from the Windows-OS/2 Show at the San Jose Convention Center. After I picked my jaw up from the floor (where it had dropped when I entered the room,) I quite enjoyed it, though at first I was so overwhelmed that I had to walk through the whole thing one time without stopping to ask any questions!

My main interest being multi-media and desktop publishing software, I then headed straight to Microsoft, Media-Vision, Adobe and several other colorful displays. I asked about CDROM Drives, video editors, sound cards, display drivers, photo image enhancers, and the list went on. But trying to get a grasp of so many new and spectacular things at one time made my head spin, so I looked for some familiar faces at our SPAUG booth.

Not to be outdone, our booth looked terrific! Our gracious sponsor **Computers at Large** of Saratoga had laid out several neat looking CD's and had some great technical advice on what CD Rom Drive might be appropriate for my work situation. **Heizer Software** and **Sony** were also among our sponsors.

And then there was Jan who put so much time and effort into overseeing the booth setup and getting our sponsors. Cookie, Paul and Rich also spearheaded the staffing of the booth on different days. Rick Altman made up a few flyers for us and Bev was there as our "financial advisor" and supporter who manned the booth all day Wednesday. There are so many others who helped. I'm sorry if I've left you out, but we do appreciate your help.

Were you there? I hope you stopped by to lend your support. We got several new members and some of our continuing members came by to say hello.

Did you see something at Windows-OS/2 that particularly interested you? Did you win some free software? Are you willing to share with us some of the new things you learned? I need all the input I can get. Please use the BBS, call me, or talk to me in person about what you would like to see in this newsletter. Being a relatively new PC-User, I can only try to second guess you. (And believe me I am not very good at that!) I was "wowed" by the show and now I want you to be "wowed" by the newsletter. But I need your help!

I am also very interested in sharing Desktop Publishing/Multi-Media secrets, perhaps through a dialogue on the BBS, or some kind of technical networking. Any callers? I know you're out there.

Windows-OS/2 and other business aside, it was an exciting month for me. We got a new Lexmark color printer and several image enhancer and graphic library programs including Image Pal, Halo Desktop Imager, and Aldus Photostyler at my work. I am also learning to use a Mikrotek Scanmaker; mostly I am learning how to hook it up...Yikes! And a color brochure we have been working on for months has finally seen the printer's ink.

Will wonders never cease?!

Jennifer

SPAUG HELP!
continued from page 5

SECRETARY -

(6 hours per month)

- Prepare Minutes of Planning Meetings and distribute to Group Board for approval by Planning Committee.
- Write description of main presentation at General Meeting for publication in the newsletter.
- Write letters of thanks to speakers and contributors.

SIG LEADERS -

(3 hours per month)

- Promote and organize a Special Interest Group.

SOFTWARE REVIEW MANAGER -

(10 hours total)

- Solicit review software and make review assignments.

REVIEWERS:

- Review software and write review for newsletter.

TREASURER -

Elected Officer - Member Board of Directors

(3 hours per week for one year)

- Deposit monies and process requests for reimbursement.
- Prepare monthly financial report.
- Work with Budget Committee on preparation of annual budget and oversight.

VICE PRESIDENT -

Elected Officer - Member Board of Directors

(3 hours per week for one year)

- Preside in President's absence at General Meeting and Planning Meeting.
- Coordinate SIGs.
- Assist President and carry out special projects.

PRESIDENT -

Elected Officer - Member Board of Directors

(6 hours per week for one year)

- Prepare agendas and preside over Planning and Gen. Mtgs.
- Coordinate efforts of all committees, chairpersons, managers, officers and the volunteer program.
- Act as sounding board for members' views.

YOUR CLUB NEEDS YOU



BE AN
ACTIVE
SUPPORTER

Paul Staley, Our Prez, is spearheading this volunteer program. Please contact him by phone, BBS or in person. He'll answer questions, discuss, clarify and in general, receive you with open arms.

Love Connection



Reprinted from **TEMPLE AREA
PC CLUB**, 1992

In the past this (Temple Area PC Club) newsletter has reported many interesting and creative ways in which the computer has been used. A few years ago a marriage took place between two people who had met and corresponded on the Tarpley's bulletin board. There have been articles about how computer crimes have been committed and how the computer has been used to solve crimes. Other articles informed you about people who have become seriously addicted to the computer and about a group that uses the computer to communicate with the dead. Last month you read an article that explained how computer technology and the free flow of information contributed to the fall of Communism in the Soviet Union. The story I am about to tell you could have been taken directly from the pages of a romance novel or possibly you could have found it on the silver screen straight out of Hollywood. As a critic you might think it to be an unlikely story, preposterous, or just fantasy but nevertheless a novel idea...lite comedy. But, whatever you think,...you will be secretly encouraging the two main characters and imagining a perfect union in their relationship. The names have been changed for obvious reasons or maybe just to protect the guilty.

It all began at a Central Texas

Hotel (CTH) with a simple message through the reservation system that said, "Have a nice day. Signed, Buttercup." There was nothing unusual about this message, not even the fact that it was sent from a hotel in the same chain located in Central New York (CNH). It is a common occurrence for one hotel to send a greeting to another hotel through the computerized reservation system. What is unusual is the special relationship which has been growing and developing between two people as a result of the computer connection.

Bob, an employee of CTH, returned an answer to Buttercup's message, an employee (CNH), and thereby started a computer assisted romance which is still very seriously in progress. During an eleven day period messages zipped back and forth via satellite between Bob and Buttercup at a feverish pace. In fact, in this short period of time there were over 300 messages exchanged. But alas... the messages over the reservation system had to be terminatedButtercup's boss expressed his strong objection to using the system for courting, you know, like cease and desist or fire.(HumbugKill Joy.) Romance though is a momentous force which when in full forward motion provides a hazard equal to stepping in front of a Mac truck. Bob, not willing to give up the quest for life after bachelorhood, sent Buttercup a single rose and followed it up with a call to a New York radio station. He requested that they dedicate a song to Buttercup. The radio station was intrigued by the story of how these two became acquainted and had not yet seen each other or even heard each others' voice. (They didn't even know each other's real name). The radio station arranged for the two of them to talk to each other on a conference call....and wouldn't you know it... this conference call

was aired live to the listening audience in New York. The two romancers now know each others name and phone number and stay in contact by US postal slowvice and too frequently by telephone. The latest development in the pursuit of this romance is the production of a video tape by Bob in which he talks about himself, shows his Hummel collection, and introduces his parents. The parents are interviewed and both take the opportunity to extol the virtues of their good and worthy son. The video ends in a Millie Vanilly sort of way with Bob lip sinking a song to Buttercup. How will Buttercup react to this video? The answer, for those of you who are experts in romance, is easy. She's going to love it.

This is the end of this article and this episode but only the beginning of the romance and only time will tell if there will be another chapter. No matter how this relationship turns out, their chances of becoming acquainted would have been slim to nothing without the good ole computer and a satellite link.

Where love leads, no one knows for sure... but questions and wild imaginations will linger in the minds of the thousands who now know this story. Will Buttercup ever escape from New York to find everlasting happiness in the arms of Bob in the wide open prairies of Texas? Has fate made a guaranteed reservation in Bob's future for two at the inn or is it just a six o'clock hold? Will Bob and Buttercup waste away into their old age dreaming of what could have been, as did Evangeline and her lost love? Will this story make it to Hollywood for filming the movie "Cow-boy Bob and the Bronx Buttercup"? Stay tuned to this newsletter for further developments.....if there are any. (You know the way of romance.)

Ed. Thanks to Nancy Helmy for uploading this great article on the BBS!

WORD RAPPING

With
**JAN
ALTMAN**

NEWS FROM THE SHOW

Once again, SPAUG's appearance at San Jose's annual Windows/OS2 Show was an occasion to celebrate! For the third year in a row, we ran a booth full-time and talked with passers-by about the wonders of belonging to SPAUG.

Traditionally, the week before the show is a frantic and stressful experience. This year was no exception. But with the help of other devoted members (to whom I am truly grateful), we all shared in the preparation. One of the first and most important tasks was to find a sponsor to share our booth. Lou Brossard put us in touch with Charlie Wiener of Computers at Large, and there began a great relationship. We gave Charlie and his gang half of our booth to set up their collection of CD-rom drives and titles, and they were constantly crowded with people. In fact, it looks like they'll be with us again next year. Warmfelt thanks to both Lou and Charlie!

SPAUG's half of the booth involved contributions by many friendly helpers. Jennifer Wildman, in her first month with the club, not only put her debut edition of PRinTScreen out in time for the show, but she also made signs and other booth paraphernalia. Quite a hectic introduction, but she passed with flying colors.

While Rich Madden was making diskettes to sell, he, Cookie, and President Paul were doing phone duty setting up sponsors and booth personnel. Helping me set up the booth the night before were Rick Altman, who kindly donated his portable for the show, and Larry Turpin, who swung by Sony Corp. on the way and picked up a loaner monitor. And Bob Phillips ran some urgent, last-minute errands for us. We are all indebted to those who helped. Your willingness was much appreciated.

By the first morning of the show, we were ready and raring to go. SPAUG's booth had lots of friendly, smiling faces, eager to talk about the benefits of joining. Those smiling faces included: Cookie and Christine Cook; Beverly Altman, who also helped with booth design (I always said you should be an interior decorator!); Floyd Kessler; Jack Kahoun; Henry Hollwedel; Bob Bottini; Jim Powell; and Rich Madden. Thanks to their efforts, we now have 20 happy new members! And we had by far the friendliest booth on the floor.

Everyone I talked with agreed that this year's show was slower than last. There were less attendees, and less exhibitors. I got a chance to walk around a little each day, and noticed some big-name companies conspicuously absent: Lotus, Borland, Sony, and Aldus, to name a few. But the ones who were there were having a *grand* time. People were really in the mood for fun and games this year; screen savers and noise effects drew the biggest crowds. After Dark introduced its new Star Trek screen saver: characters from the original series walk across the screen and spout now-famous lines. (These are actual sound bites taken from the original tapes.) It was fun to walk around the floor, hearing the theme music and "Live long and prosper"! Attendees were also mobbing to see the Matinee screen saver (clips of your favorite movie idols), and wacky sound effects from Aristosoft.

The best demo on the floor was being given by WordPerfect. It was funny, well-presented, and got the audience in an upbeat mood. I give them an A+ for presentation style. (I also ironically won a copy of the program! Looks like I'll be learning one more word processor soon...)

Lastly, I want to express our gratitude to Miller Freeman, the show's new owners, who made it possible for us to be there. This was their first year putting it on, and they did a *dynamite* job. We noticed many improvements, including an Exhibitor's Lounge right on the show floor. Their friendly staff kept things running smoothly the entire time. We appreciate their generosity.

Hats off to all those who pitched in!! It was great to have help in preparing, help in running the booth, and help in taking it down. We also welcomed the sponsorship of Computers at Large and Heizer Software (we passed out literature about their award-winning tax software), and loan of equipment from Sony.

For all those who didn't make it, you missed a really fun time. But we'll for sure see you next year!

Editor's Note: While Jan was busy thanking everyone for all of their hard work, she forgot one important person: HERSELF!

Thanks Jan!

We couldn't have done it without you. Who says your not an organized Vice President?! You did an outstanding job organizing our booth.

The Perfect Word

By Barbara Hunter

Understanding Styles

This article deals with Style files: how to save Styles as a file, how to retrieve Styles from a file, how to designate a Style file as your Style "library," and how to update the Styles in a document.

CREATING A STYLE FILE

As you may know, the Styles you create in a document "belong" to that document. When you retrieve the document again, the Styles that were in the document when it was saved will still be there.

But in order to place the same Styles into another document, you must first save the Styles as a file. To do this, first press {Style} ({Ctrl/F8}), which will display the list of Styles in the document. Type S or 6, which will produce the prompt: "Filename:". Type a valid DOS filename, and press {Enter}. The Style file is now available to be retrieved into another document.

RETRIEVING A STYLE FILE

To retrieve a Style file, press {Style} ({Ctrl/F8}), then type R or 7, which will again produce the prompt "Filename:". Type the name of the Style file you want to retrieve, and press {Enter}.

If there is already a Style in your document having the same name as a Style in the file being retrieved, the prompt will appear: "Style(s) already exist. Replace? No (Yes)". If you type N or {Enter}, only those Styles whose names are not already in your document will be retrieved; if you type Y, the Styles that have the same names as those in the file being retrieved will be overwritten. In either case, any Style whose name is not in the file being retrieved will not be affected.

Thus, you can retrieve a style file into a document that also has other styles, and you can retrieve more than one Style file into the same document.

As a matter of convenience, you might like to have a separate Style file for each type of document you create; for example, one for letters, one for memos, one for reports, one for procedures, etc. You can then retrieve the Style file you need when you start to type a particular kind of document.

CREATING A STYLE LIBRARY

One of the features of WordPerfect's Setup is the ability to specify one of your Style files as a Style "library." Each time you create a new document, all the Styles in the file designated as your Style library will already be in the document, ready to be accessed immediately. To designate a Style file as your Style library, press {Setup} ({Shift/F1}), then L or 6 ("Location of Files"), and S or 5 ("Style Files Library Filename"). Type the full pathname of the style file and press {Enter}.

It may be tempting to create a single Style file and designate it as your Style library. Then, all your Styles will be immediately accessible when you need them. But unless your PC has a hard disk with an enormous amount of available storage, this may not be a particularly good idea.

For example, as a test I created a Style file containing 30 small Styles. I then created a document, typed absolutely nothing in it, and saved it.

At this point (empty), the document already occupied over 10K of space. After deleting all the styles, the same empty document occupied on 1.4K. In addition, the larger the document, the more Style 'burden' it carries.

If you wish, you can delete the Styles you don't need in the document and thus decrease that burden. However, there is one rather odd characteristic of a Style library: You cannot delete all the Styles; you must leave at least one Style in the document. If you delete all the Styles, the entire Style library will reappear like a reprise of "Nightmare on Elm Street." The selection "Update" applies only to the Style library. If you specify this, all the Styles in the Style library will be placed in the document, and all Styles having the same name as a Style in the Style library will be automatically overwritten.

SOME CREATIVE USES OF STYLE FILES

The possibilities of Style files (and of Styles themselves) are endless, and only your own needs and your own creative input will determine how valuable they are to you. Here are a couple of simple applications of Style files:

Preliminary vs. Final Version of a Document

You can create a Style file containing the various conditions you need for the preliminary versions of a document; for example, a Style for line spacing, one for the font used in each level of heading, one for the font of the main text, etc. Instead, of creating each of these elements in the document, insert each one from a Style.

Next, create another Style file containing those same conditions as you need them for the final version of the document. Give each of the Styles the same name as the corresponding Style in the file used for the preliminary version. Now, when you're ready to produce the final version of the document, all you have to do is retrieve the Style file for the final version. You will be prompted: "Style(s) already exist. Replace? No (Yes)". Type Y, and the document is now updated to the conditions you want in the final form.

A No-Pain, No-Strain Table of Contents

Creating a Table of Contents can be something of a nuisance. Each heading must be blocked, and the Table of Contents level must be specified. But using Styles can eliminate the entire process.

Just create a paired Style that contains the Table of Contents instruction for each level of heading, including the Level specification, in the Style On codes. Inclusion of the End code in the Style Off codes is optional, since a paired Style automatically ends whatever is started.

You can also place anything else you want in the Style On codes, such as font specifications. Name each Style clearly (for example; "Heading1," "Heading2," etc.). Save these Styles in a file, so they will be available when needed.

Before beginning work on a document that will require these Table of Contents instructions, retrieve the Style file. Now, each time a heading is to be typed, first bring in the Style for that heading. The cursor will now be between the Style On code and the Style Off code, ready for you to type the text. After typing the heading text, press Right Arrow to move past the Style Off code.

When you're ready to create the Table of Contents, all the work is done, and the Table of Contents is ready to be generated, along with Index and other lists.

(The above article was reprinted from the November 1991 issue of Pixels, the Newsletter of the P.A. Employees Computer Club...ed)

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.

DISK OF THE MONTH

Some things are worth repeating!

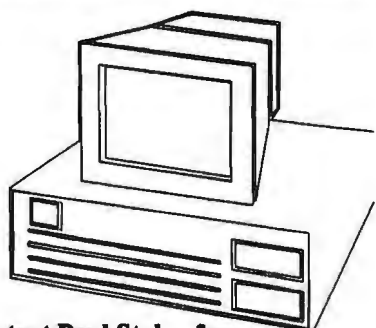
This month we are featuring ProCom, one of the most common shareware telecommunications applications. (Try saying that three times fast!) and a really cool Windows Zip application for those of us who are too lazy to leave Windows when to use PKZIP.

Thanks to Brian for finding these great applications!

SPAUG SPECIAL OFFER

Computer For Sale
386/20

70 mb hard drive 4mb RAM
VGA Card Keyboard
Only \$600



Contact Paul Staley for
More Details

TYPE	ITEM	DESCRIPTION	SPAUG 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 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/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	QUIKMENU 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 Wadman (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	[408] 253-9799
Vice President	Jan Altman	[408] 243-5955
Treasurer	Bev Altman	[415] 329-8252

MANAGERS

Bulletin Board (SPARC) Sysop	Henry Hollwedel	[415] 591 8509
PRinT SScreen 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 FEBRUARY

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						

February 3 First Wednesday - PLANNING MEETING

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

February 9 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.

T.B.A. QUICKEN SIG

Floyd Kessler, [415] 493-7780

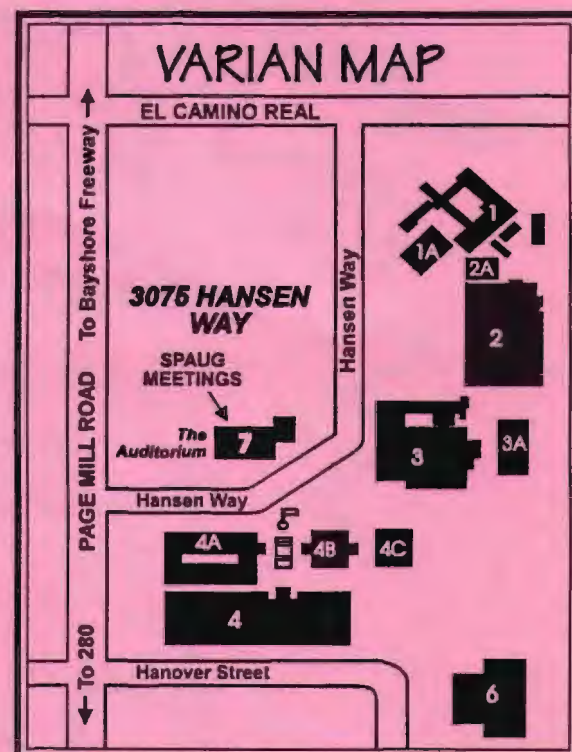
The new location is 1830 E. Embarcadero Road, Palo Alto. Take the Embarcadero East exit off 101/Bayshore or come straight up Embarcadero Road from Palo Alto. Pass the frontage road heading for the bay. Pass Mings and 2 auto dealers on the right. Then turn right into the HARBOR complex find #1830 on the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

For the latest meeting information see the notice on the Bulletin Board System..

February 24 Last Wednesday — GENERAL MEETING

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

OUR NEW LOCATION





AT VARIAN

7:30 PM

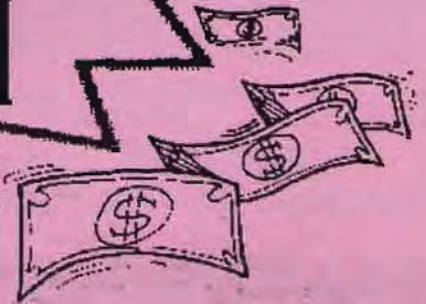
FEBRUARY 24, 1993

Do your taxes the electronic way!
Save time! Save money!

PC TAX PROGRAMS.

FEBRUARY'S PRESENTATION WILL BE ABOUT

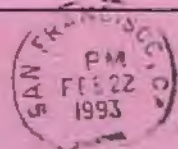
IT'S TAX TIME



The Stanford/Palo Alto
PC User Group



P.O. Box 3738
Stanford, CA 94309



CLUB INFORMATION

Meetings	Paul Staley (408)253-9799
Membership	Beverly Altman [415] 329-8252 \$35 per year
Bulletin Board Newsletter	[415] 321-4497 Jennifer Wildman [408] 335-7892

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

