

Print Screen

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

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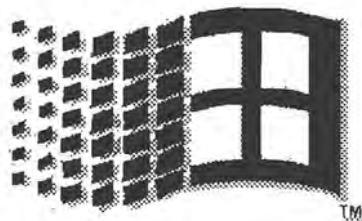
THIS MONTH

Wednesday, May 25, 1994

7:30 p.m. at Varian, Blbg. 7 Auditorium

MICROSOFT CORP. Presents:

Windows Technology, DOS Upgrades, CD-ROM titles, MS Office, and MORE.



The President's Piece

Thank you.

The newly elected Club officers thank you for your confidence in voting us back for another year. We are striving for the same quantum leaps in information exchange in '94 that we experienced last year. Our goal is for members to remember the General meetings with a smile and a nod that it was time well spent. A fond memory and a forward looking anticipation. A sense that we have created a unique experience. Viva la SPAUG!

The April General Meeting was an incredible energy flow. I've never seen so many products and prizes given away at one time. Borland was very generous in their breadth of products given out at the meeting. Paul Dodds really is a superb personality and major asset to the Borland Sales team. It was definitely a benchmark evening.

I would also like to thank Jim Dinky for his presentation of the DeLorme Street Atlas CD-ROM. Always the controversial figure, he played a "Happy Birthday" tune to his wife on the harmonica before his presentation. He then proceeded to "Wow" us with a mapping program that takes the pain out of re-folding a map. This program is available from Charlie Wiener (408) 255-1081 for \$89.

This is great stuff. I wish we had it on video. A lending library of moments that clicked, to replay forever.

A Committee has been formed to help members with their General Meeting Show & Tell Presentations. The Varian 486 PC and auditorium lighting systems are far too complex for quick mastery in front of 70 people. We have volunteers who can run the house lights and handle the announcements while your 2MB .EXE file is loading. The Presentation Committee is here to get you straight off the tee, past the sand traps and onto green. We just need to have, in advance of the meeting, your show outline. A quick review should suffice to find the rough spots from which the Implementations Sub-Committee can suggest a correction or alternative action.

The Software Review Committee of Jan Altman and Larry Weinberg have completed their application forms. Please contact them to obtain review software. Jan at (408) 243-5955 and Larry at (415) 969-229.

To date the reviewers are:

REQUESTER	PROGRAM

Ron Nichola	Quicken Win3
Larry Mehl	After Dark 2.0
Catherine Haynes	Quark Win3
Barry Smith	WinFax 4.0

The BBS Maintenance Committee put in overtime this month to get the newly acquired Toshiba 3401B CD-ROM drive installed on the board. The caddy gently cradles the CICA Windows disk with 4000+ programs for your downloading pleasure. There are 30 new file directories and the "ALLFILES.LST" has been updated. The Disk-of-the-Month for May is a complete listing of the CD-ROM. The file is about 250k in size.

FYI my phone number listed in the Resource Center is my office. I'm there 9am to 6pm M-F. Usually. My staff will take a message if I'm gone. This seems to cut down on the telephone tag we play with my home number.

A Thank You goes out to New Member Catherine Haynes for volunteering to help with the Print Screen production duties.

For the Electronic Bulletin Board (SPAUG BBS) users, check out the Electronic Connection tips for moving your files via Pacific Bell.

By request, the August General meeting has been designated "Members Presentation Night". This night is reserved for members to share their treasures with the rest of us. No commercial guest will play the hall on this evening. The Varian 486 PC and CD-ROM are available for your presentation. Please submit your outline to me so I can schedule the party.

See you on the 25th.....Brian

Do You Have Dirty Windows?

Jack Rosenfeld

Boca Bits, Boca Raton, Florida

Micro Helps Uninstaller2

Uninstaller finds application fingerprints. I would like to introduce to you a product from Micro Help that I'm sure is destined to become one of the standards of the computer world. Briefly it is software for Windows that when used properly will help you remove an application from the Windows environment and delete all references to that application. It removes all fingerprints, that is all the places where the program or application has touched your system. These include references in WIN.INI, changes to SYSTEM.INI application INI files, data files with extensions listed in WIN.INI, and other places where programs install themselves. Uninstaller uninstalls any unwanted application whether new or existing, easily and completely. When you run an installation program, that program copies several files to your system, makes changes to your configuration files, and sometimes adds its own files. If you later decide to remove an application you have several things to consider. It is assumed that you know how to use DOS or a file management program to delete the files and directories. After deleting a program in Windows you would normally assume that the

program and all its traces are gone. Some users often think that by deleting the icon of the application that the program has been erased. Wrong! Deleting an icon merely removes the icon. The application is left on your hard drive in one or more subdirectories. Using the Uninstaller program will analyze your system and offer to delete the icons, files, directories, and all the files you don't need now that the program is being taken off your drive. With the push of a button you can use the Cleanup of Already Removed Applications, Quick Backup Restoration, and a few other programs included with the program. The Uninstaller2 is a joy to use and the learning curve is not too great. There are a few cautionary procedures you should follow. When given a choice of whether to back up when deleting an application or not, you should definitely back up. It seems that when deleting WIN.INI or SYSTEM.INI files, you may delete a file that was put there by the program you're deleting, but another application may be dependent on that file for its proper operation. All in all, it's a great tool to use to save disk space and it will surely make your Windows run faster not having to peruse all the unnecessary files.

Uninstaller2 is manufactured by Micro Help, Inc., 4359 Shallowford Industrial Parkway, Marietta, Ga. 30066
(404) 516-0898

PATH

The DOS command that leads the way.

PATH provides a path, Sexy eh? It's a list of directory names. When you type a program name DOS looks in the current directory for that program. If it's not there then DOS skips along the PATH (checking out each directory listed) looking for your program. That's why it is important to be sure that C:\DOS is listed in your PATH. You don't want to have to be in the DOS directory every time you use a DOS command! PATH is also useful if you have a program set up to use data files in the current directory. Just make sure the program's directory is in the PATH, go to the data directory of your choice and invoke the program. **HINT:** Most PC setups are not complex enough to warrant a new PATH with every program change. If the number of programs you use regularly is five or less just "set it and forget it" by placing a PATH line in your AUTOEXEC.BAT [remember to include C:\ and C:\DOS].

DOS versions: 2,3,4,5,6 Internal

To create a minimal PATH: **PATH C:\;C:\DOS** [notice the semicolon between directory names]

To show the current PATH: **PATH** To cancel the current PATH: **PATH:** For help with PATH: **HELP PATH**

VERIFY

Here's another of those handy little commands that makes a nice addition to your AUTOEXEC.BAT file.

VERIFY tells DOS, "Do a double-check after disk writes. Make sure that the information transfer went perfectly." Putting VERIFY in your AUTOEXEC file gives it that ever popular set it and forget its quality. **HINT:** It's important to know that the VERIFY command is not activated until you turn it on. That is, the DOS default is for Verify to be OFF!. It must be turned on via the command line or a BATCH file. VERIFY is anonymous and invisible, so when in doubt type VERIFY ON to make sure.

DOS versions: 2, 3, 4, 5, 6

To place VERIFY in your AUTOEXEC.BAT file add the following line: **VERIFY ON**

To turn VERIFY on anytime: **VERIFY ON**

To turn VERIFY off [speeds up transfers slightly]: **VERIFY OFF**

To get help with VERIFY: **HELP VERIFY**

Dreamware or CAD For the Rest of Us by Dick Harding

Have you ever dreamed of having a house on a remote tropical island? Or in the mountains? Or by some pristine lake that is peaceful and has beautiful sunsets? Well it has been my dream to build a house on a beautiful tropical island in the Caribbean for a long time.

About three years ago I bought Autosketch to design my dream house and it was a disaster. After a lot of work it looked like a five-year-old had drawn it with a crayon. I mentioned this to a friend of mine as I showed him my results. I said there must be a better way to design a house. He said "I've been thinking of developing some software to do that". The result of that Silicon Valley type conversation is Chief Architect which is now in version 2.1 soon to be followed by version 3.0.

You've heard of shareware and vaporware, well Chief Architect is dreamware. This is the easiest CAD software on the market to learn and use. In fact a friend of mine is teaching his eight-year-old how to use the professional version of Chief Architect. The reason it is so simple to use is that it takes a completely different approach to CAD software.

Chief Architect was developed using Borland's C++ for Windows 3.1 incorporating Object Oriented Programming techniques. The result is you don't draw lines. You draw walls and drop intelligent objects like windows and doors into the walls. You then click on one button and the 2D floor plan is turned into a 3D view which you can walk through almost like Virtual Reality. Any changes you make to windows, cabinets and doors, etc. in the 3D mode are automatically updated in the 2D mode. Outside auto-dimension lines - one click. Electrical outlets placed in a room - one click. A complete Materials List - one click.

The reason I call it dreamware is because it allows you to focus on your dream instead of getting hung-up on the technicalities of the drawing package. In fact it is so much fun to use that you get absorbed in the development process much the way you do in some computer games. This is one of the best examples I've seen yet of the advantages of object oriented programming.

Architects have told me that Chief Architect "blows the doors off" \$3500 CAD packages. Builders have told me that what would normally take them 10 hours to draw by hand or in Autocad can be drawn in Chief Architect in 2 hours plus you get solid 3D included. In fact the program was designed for professionals to design a house in front of the client. The package can generate a dxf file so floor plans can be uploaded into Autocad. Builders have told me that Chief Architect which is priced at \$595 can pay for itself in the first drawing.

Another exciting feature is that there are two versions of the software being sold. The professional version and a consumer version which is being sold through Broderbund at stores like

Egghead for \$60. The \$60 version called "3D Home Architect" doesn't have all the features that the professional version has. The \$60 version will only print out on a maximum size of 11" X 14" paper. In the \$60 version you can't change the thickness of the walls from the standard 2, 4, 6, 8 or 12" walls, etc. But drawings drawn in "3D Home Architect" are upwardly compatible with the professional version. Chief Architect can print off on any device that can be plugged into Windows 3.1 including plotters. In fact to get a full scale 1/4" to the foot drawing in Chief Architect you don't need a plotter. You can print the 1/4" to the foot drawing or any other scale drawing off on a laser printer and glue the pages together before you copy the drawing on a blueprint copier.



Version 3.0 of Chief Architect will do roofs and outside views with all 4 floors attached. I've been told that Version 3.0 will be double the cost of the current version and will have a copy protection device installed. Owners of Version 2.0 will be able to upgrade to Version 3.0 for \$99.

California had one of its worst years in history for building houses last year but over 90,000 were built in 1993. Most people think of a CAD system like this for building new homes but it can also be used for remodeling your current home. Who can figure out what a 2D drawing is going to look like after it gets built? With this software you can visualize it in seconds. It's really fun to change windows, doors, cabinets and furniture in 3D mode and see it update all the other windows on the screen.

You don't want to build a house? How about a dog house? Or a doll house? Or arranging the furniture for a party or a wedding reception? Chief Architect can be used to design anything from a dog house to an office layout. Lawyers can use it to reconstruct a crime scene or insurance companies can use it to describe adjustments needed to qualify for earthquake insurance. Do you have a floor plan prominently displayed in your home with well marked exits in case of fire or earthquake? If you work at home some counties require you to provide a floor plan of even your bedroom, if that's where your computer is, in order for you to get a business permit. You can turn a 3D view into a meta file and import it into a word processor just like we've done in this article.

They say the difference between a neurotic and a psychotic is that neurotics dream of castles in the sky and psychotics live in them. With Virtual Reality like software like this you can build those castles without leaving your computer chair. Maybe psychiatrists could use this software? Nah! Just us dreamers. Dick Harding is a computer consultant specializing in database design and development. He is a Chief Architect dealer. He can be reached at Compucon Inc. (415) 322-9645.

MSD: Microsoft Diagnostics

Martha J. Long
PC Report



Hidden away with no documentation and little help in the on line help facility is an executable diagnostic program named MSD. MSD is the command to start the Microsoft Diagnostics program, which provides detailed information about your computer. This program can be found in both the DOS and windows directories, but since it is a DOS program, it should be run from the DOS prompt.

When running MSD, there are a handful of switches that can be used. They are:

- MSD /B, which displays MSD in black-and-white instead of color. This switch is recommended when your monitor does not correctly display the program in color.
- MSD /I is used if hardware problems have been detected or the program does not run properly.
- MSD /F filename prompts for a name, company, address, country, phone number, and comments: then writes a complete report to the filename specified.
- MSD /P filename writes a complete report to the filename specified without prompting for information.
- MSD /S filename writes a summary report to the filename specified without prompting for information.

When MSD is invoked (in DOS 6.0), a screen display identifies it as Microsoft Diagnostics, Version 2.01; copyright information and a paragraph explaining that the Microsoft Diagnostics is designed to assist Microsoft Product Support personnel in obtaining technical information about your computer. There is a thank you for using Microsoft products and a message flashes near the bottom of the screen to tell you that MSD is examining your system.

Once the information has been gathered, MSD displays a menu bar at the top of the screen and an informational screen providing an overall summary. The menu bar has three titled pull-down menus: File, Utilities, and Help

The informational screen displays thirteen titled boxes, and to the right of each a summary of information about your computer, by selecting each box you can get more detail.

The Pull-down Menus

The File Menu

The first pull-down menu, File, offers the following choices:

- Find file--search for a particular file name, starting at the designated drive. There are two boxes which allow for the search to include all sub-directories and drives by placing an X in the boxes displayed.
- Print report -- create a detailed report by placing an X in the boxes to select the information you want reported. For example, some of the choices are: System Summary, Computer, Memory, IRQ Status, and Device Drivers.

The option to select a file from a numbered list containing choices such as AUTOEXEC.BAT, CONFIG.SYS, SYSTEM.INI, and WIN.INI, to display the contents of the files.

You can select a file to view by either pressing the number next to the filename or by clicking the mouse. The contents are displayed with a vertical scroll bar on the right.

- Exit -- exit from MSD. You can also exit by pressing the [F3] key.

The Utilities Menu

The second pull-down menu, Utilities, offers a number of options, separated into two sections. In the first section are:

- Memory Block--display Allocated Memory and Memory Map which each have vertical scroll bars on the right to display the memory information.

Memory Browsers-- display an area Browse Memory and a Memory Map. Each has a vertical scroll bar on the right to display memory information.

- Insert Command--display a Comma screen with CONFIG.SYS and AUTOEXEC.BAT files.

- Test printer--display a dialog box : printer type, test type and printer port.

The second section offers the option Black and White, which changes the monitor from color to black and white.

The Help Menu

The third pull-down menu, Help, display About, in which the dialog box about MSD, the Version number, and Copyright information.

The Primary MSD Screen

The thirteen informational boxes present on the main screen display a wealth of information about the computer. They are:

- Computer offers information such Name: BIOS Manufacturer, Version Category, ID Bytes, Date and Data Segment, Processor and Math Coprocessor ; keyboard; Bus Type DMA Control and Cascaded IRQ2.

- Memory shows available memory, RAM, ROM, Conventional, Extended, and XMS memory information.

- Video lists Adapter Type, Manufacturer, Model, Display type, Video Mode, Number of Columns and Rows, Video BIOS Version and Date VESA Support Installed and Secondary adapter.

- Network detects the network the computer is on, if any.

- OS Version displays information such as Operating System, internal Revision, OEM and User Serial Numbers, OEM Version String, DOS Location, Boot Drive, Path to Program, and it includes section for Environment Strings.

- Mouse displays information on the Hardware Driver Manufacturer, Type, File Type, and Version: Mouse IRQ, COM Port and Address: Number of Mouse Buttons, Horizontal and Vertical Sensitivity, Mouse-to-Cursor Ratio, Threshold Speed, and Mouse Language.

- Other Adapters detects Games and Joystick adapters.

- Disk Drives displays the Drives, Type, free space, and total size of the hard disk. It lists SHARE, if it is installed, and LASTDRIVE.

- LPT Ports lists the Ports, their Addresses, Status, and Errors.

- COM Ports lists information such as the Address, Baud Rate, Parity, Data Bits, Stop Bits, Carrier Detect, Ring Indicator, Data Set Ready, Clear to Send, and UART Chip Used for the COM Ports.

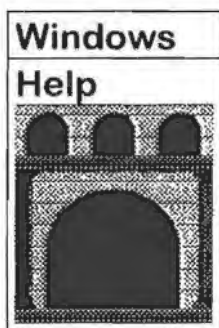
- IRQ Status lists information for the sixteen IRQs, the Address of each, a Description, if it has been Detected, and what it is Handled By.

- TSR Programs lists the Program Name, Address, Size, and Command Line Parameters of the various programs

- Device Drivers lists the Device, Filename, Units, Header, and Attributes of the drivers.

Quickest Way to Max a Window

Everyone uses the Maximize and Restore buttons (one of which is at the far right end of every windows title bar) to enlarge an application to full screen or restore it to a window. It doesn't say so in the Windows manual, but you can get the same effect by double-clicking anywhere within the Title Bar itself. It's a bigger target, and you'll run less risk of hitting the Minimize Button by mistake.



Copy Screens to the Clipboard

Want to copy what's on your screen to the Clipboard? Easy: press <Print Screen>. To copy only the active window to the Clipboard, press ALT <Print Screen>.

Edit System Files Fast

If you need to change your WIN.INI, CONFIG.SYS or AUTOEXEC.BAT files, try a terrific time saver called SysEdit. Go to the Program Manager, select "File Run", type SYSEDIT, and press ENTER. A simple text editor surrounding four overlapping windows that respectively contain SYSTEM.INI, WIN.INI, CONFIG.SYS, and AUTOEXEC.BAT will pop up. You can jump quickly from window to window, inspect the files, and make changes. When you are done just close SysEdit and answer the prompts to save your changes.

Copy Text from Windows to DOS

If you still run a cherished DOS application under Windows, you'll like this tip. First, highlight the text in any Windows application and copy it to the clipboard (usually with CTRL INSERT or "Edit Copy" from the Application's Menu). Now, switch to your DOS application, Press ALT <Spacebar> to put the DOS application in a window and display its menu, and select "Edit Paste." Finally, if you want your DOS application to run full screen again, press ALT ENTER.

Using the Task List

The Task List provides an easy way to move between applications and a quick readout of what's loaded. To display it press CTRL ESC or double-click anywhere on the desktop.

Quick Program Switching

Press the ALT and the TAB keys to toggle between the two most recently used programs but it can also cycle through every active program on your desktop. Just hold down ALT and press the TAB key repeatedly. If you start from a full-screen DOS program you'll see a menu bar with an application title (such as "Word") at the top of the blank screen. If you start from a window application you'll see the highlight move from window

Title Bar to Icon name. When the desired program's Title Bar or Icon is highlighted release the ALT key and the program will pop into view.

Watch Those System Resources

Ever discover that you can't open any more windows, even though you've got memory to spare? Windows provides a way to see if you're pushing the limit. Open the Program Manager's Help Menu and select "About program manager." Along with the usual copyright information, you'll see the current mode (real, standard, or enhanced), the amount of free memory, and the percentage of free system resources. This last indicator, the most important, shows the percentage of unused space in a small but vital segment of memory where Windows does its house-keeping. When "Free System Resources" falls below 15 percent, you can't open another window, no matter how much RAM you have. If you're a power user who runs up against this limit, try reducing the number of program groups in the Program Manager and avoid keeping multiple documents open in applications. A little of your housekeeping will help Windows do its own job more effectively.

Menu Openers

Windows with a keyboard? Sometimes it's faster instead of opening menus or choosing options by using the mouse. Press and release ALT and type the under-lined letter of the menu followed by the underlined letter of the option.

No More Windows Inside Windows

Windows doesn't remind you that you're still under Windows, when you've shelled out to DOS so it's possible to forget and type WIN rather than EXIT to return to Windows—which runs Windows inside of Windows. Talk about a memory drain! To prevent this create a batch file that reminds you to type EXIT at the DOS prompt to get back to Windows Program Manager. Open the Notepad and type these two lines:

```
PROMPT Type Exit to return to Windows. $$ $P$G
C:\COMMAND.COM.
```

Save the file as DOS.Bat in the \Windows\ directory. Return to the Program Manager, open the Main program group, highlight the DOS prompt icon, and select "File Properties," in the dialog box that appears, delete Command.Com from the Command Line field, and enter: C:\Windows\DOS.Bat in its place.

For Sale by SPAUG

One Irwin SX Series External Tape Backup System Capacity from 40 to 120MB using extended length tape and adaptive data compression. An adaptor board and Central Point Backup software v.6 are included. Best offer.

Please contact Brian at 415) 952-5632

Run Applications Minimized

If you need to start up an application, but don't want it to become the active window right away, you can keep it minimized (as an icon) until you need it. Hold down SHIFT while double-clicking on the application's Program Manager icon, and a duplicate icon will appear on the desktop--minimized and ready for action.

Use Windows to Speed Up DOS

Want to give your DOS programs an extra boost? Load *Windows*, open the Control Panel, double click the Keyboard icon, and set the "key Repeat Rate" to "Fast." Exit *Windows*, load your DOS program and watch your cursor fly. You can scroll, delete, and perform other cursor operations at warp speed. The secret? When you crank up *Windows* keyboard rate, the information is often passed on to DOS when you exit. This trick doesn't work with every system or application, but it beats buying a cursor speedup program.

Finding Windows Hidden Icons

When you add *non-Windows* applications to a Program Manager group, you're offered a choice of eight generic icons. But other icons are also available, if you know where to find them.

Highlight the application icon you want to change, choose "File Properties," and select "Change Icon." in the resulting Select Icon window, replace the default "Progman.Exe" in the File Name field with any of the following: Control.Exe, Setup.Exe, Winfile.Exe, Swapfile.Exe, or SysEdit.Exe. Then click "View Next" to flip through the icons hidden in that file. You can also find an icon built into the EXE file of each *Windows* accessory (Calendar.Exe, Calc.Exe, Cardfile.Exe, Notepad, PBrush.Exe, and so on). When you find the icon you want, click "OK."

You can add third-party icons in the same fashion. Check the public file area of *CompuServe's Windows* forum for homemade icons (mostly drawn with *Icondraw*, a shareware program, also found there), or commercial collections, such as *IconPak!* available from Software Workshop in Orem, Utah.

Free Up Disk Space

If disk space is tight delete or archive unnecessary or seldom-used files. For example you can print out all TXT files such as 3270.TXT or WININI.TXT (help files) for future reference and then delete them. You can delete all your BAK files and if you don't have any data files open all your TMP files (use the File Manager's File Search command to find them). If you don't care about changing the background of *Windows* desktop find the Wall-paper file names under the Control Panel's Desktop dialog box and delete them. If space is still a premium delete applications and help files you never use, such as Calendar.Exe and Calendar.Hlp. This way you can reclaim up to one megabyte of disk space.

Autoload Apps and Data Files

Did you know you can have *Windows* applications and their data files automatically loaded when you start *Windows*? Here's how. Open the Notepad and load WIN.INI from your \Windows directory. At the 'run=' line, enter the drive, path, and name (including extension) of the data file you wish to load. (You can list more than one program or data file, but be sure to put only one space between them). For example, to start up Excel with a worksheet called ANNUAL from the \REPORTS directory, type C:\REPORTS\ANNUAL.XLS.

Save WIN.INI and exit. Next time you fire up *Windows*, the application or file you're after will be up and running. Note that with Excel and other *Windows* applications, you don't need to include the program file name (in this case Excel.Exe)--the data file's extension cues *Windows* to start the associated program. This file extension association works with all *Windows* Main programs and Accessories, plus a number of Microsoft applications. Check the { Extensions } section of WIN.INI for a complete list.

Skip Windows' Startup Screen

Sick of *Windows*' startup screen? Next time you load *Windows*, do it with WIN : (note the space before the colon), and you'll be on the desktop that much quicker. If you use a batch file to start *Windows*, or if you add parameters, tack a space and a colon to the end of the "WIN" command line.

Dragging Files with the File Manager

When you drag files between directory windows in the File Manager, *Windows* will either copy or move the files, depending on whether or not you hold down ALT or CTRL, and on whether the destination is on the same or a different drive. If you find this confusing, you're not alone--but watching the screen carefully can help you remember which key performs which action.

When you select a file and drag it to its destination, don't release the left mouse button. Instead, while holding down the button, press and release CTRL and then ALT. Watch the file's icon in its source window. If you release the button while the icon is missing, you'll move the file to its new directory. If you release the button while the icon is visible, you'll copy the file and preserve the original.

The file transfer won't occur until you release the mouse button, so you can press and release ALT and CTRL in turn until you're sure which command you want *Windows* to carry out. If you decide not to copy or move a file, just drag the mouse pointer to a spot that isn't inside a directory window, and then release the button.

Quick Custom Objects

If you like a custom environment, this may be the best *Windows* tip ever. First, open the Program Manager, choose "File, New, Program Group, OK" to create a new program group, enter a

description of WORK GROUP (or something more imaginative), and select OK. Next determine which files are your workhorses: for example, EXPENSES.XLS from your Excel directory, a Notepad file called TODO.TXT from your \WINDOWS' directory, and WEEKLY.DOC from your *Word for Windows*'

Now open the File Manager and size and position it so you see as much of the tree as possible, while keeping Work Group open and visible. Open the appropriate directories to locate your vital files, and drag those files into Work Group. They instantly turn into icons with their file name underneath. Double click on any of these WorkGroup icons, and the file loads itself into its application, just as if you were in the File Manager. (If you wish, you can also move or copy the icons of frequently used programs into Work Group, for easy access.)

You must size and position Work Group the way you want it, and save your settings when you leave Windows. The next time you boot up you'll have a customized screen that just won't quit.

Trim Down WIN.INI

You may already know how to delete an application icon in Windows, just highlight the icon and press the TAB key. But even if you delete its program files, there's information about it lurking in WIN.INI, which slows down Windows' startup.

To get rid of this excess information, fire up the notepad and load WIN.INI. Before you do anything else, save a backup copy using a different name. Then scroll through the file looking for the name of the program you deleted, which will be surrounded by brackets. Highlight the name and everything below it up to the next entry in brackets. Press the TAB key, save the file as WIN.INI, and you're done.

Keep File Manager Windows Under Control

One of the annoying things about the File Manager is that a new window appears at every turn. Double-click on a directory in the tree, you get a window. Double-click on a directory name in that window, you get another window.

Double-click on another directory name, and you get yet another window. Soon, there are enough overlapping windows to drive anyone crazy. To keep your sanity, hold down (CTRL SHIFT) when you select a directory, and the resulting directory window will REPLACE the previous one.

You can't replace the initial directory tree with a directory window, but you'll still keep directory from piling up.

Ask Windows About Your Printer

When you set up Windows' for a specific printer, or if you just want to know more about the one you're using, Windows' Help may offer generous advice. Open the Main Program Group, Double-click on "Control Panel," and Double-click "Printers " If you want to know about a printer that isn't already installed, you must choose "Add Printer", highlight the printer's name in the

list, click "install," and actually copy the printer driver from disk. Highlight the name of an installed printer, select "Configure," and choose "Setup" from the resulting Printers - Configure dialog box, which summons the final dialog box bearing the name of the printer you're configuring. Click on the Help button, and you'll get a wealth of information. For the LaserJet for example, Help offers screen after screen of specific instructions regarding font cartridges, graphics resolution, printer memory, downloading soft fonts, and more.

Switch Modes Fast

Want to switch between real and enhanced modes? If you need to use programs that aren't *Windows 3.0* compliant, check out this easy method.

First, create a new program group in the Program Manager and name it REALMODE WINDOWS. Then, in the File Manager, bring up the \WINDOWS' directory, find WIN.COM, and drag it into the Real Mode *Windows*' group. Climb around the directory tree and drag other programs you want to run in real mode into the Real Mode *Windows*' group.

Start *Windows* in enhanced mode as usual. When you need to switch to real mode, just double click on the WIN.COM icon in the Real Mode *Windows* group. This, loads a copy of Windows and runs it in real mode, and it keeps your real mode applications ready for action. You can easily toggle between real and enhanced mode by pressing CTRL ESC.

Record with Keystrokes

When you use the macro recorder in the Accessories group, be careful to record your commands using keystrokes instead of the mouse. Because the recorder saves mouse actions relative to the screen instead of to the active window, commands recorded with the mouse won't always work.

Searching with the File Manager

Can't find your file? Few people know that the File Manager has a great search utility. To use it, just select 'File Search' and type in the name (with extension) of the file you're looking for. The search command accepts wild cards, so you can search for, say, all the files that start with "Jan" by entering JAN*.* in the "Search For" text box. You can search just the current directory or the entire disk. The files appear in a "Search Results" window.

A Better Calculator

The Windows' calculator can be useful in a pinch, but it's pretty toy like. Or is it? Many people never bother to pop down the Calculator's View menu, which gives you a choice of Standard or Scientific modes. Click on the latter, and you get a calculator twice the size, with a wide range of statistical and trigonometric functions.

Display Only the Files You Need

Want to trim down the File Manager's file listings? That's a simple task to do with this handy tip. From the View menu, select "Include." A dialog box will appear on the screen with Directories, Programs, Documents, and Other Files already selected. Clear the check boxes for any of these items, and the associated files won't appear next time you open a file window. Turn off Programs, for example, and none of the BAT, COM, and EXE files will appear. For further filtering of files, you can enter a specific extension in the dialog box's name field, such as *.PCX. Check "Set System Default" to make your preferences apply universally. If you want to filter files by these parameters the next time that you run the File Manager, just check "Save setting" when you exit.

JOHN W. McPHERRIN

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RESUME REFERRAL SERVICE

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This service is free to SPAUG members. Dick shares your resume with local companies who are looking for new employees. For info, call Dick at the number above.

OLE and Windows 3.1

by Charles Kelly Capital PC User Group

THIS ARTICLE WILL DISCUSS Object Linking and Embedding (OLE) following the OLE 1.0 specification. Although the OLE 2.0 specification has been published, we have yet to see many applications that have successfully implemented it. We should start seeing some soon, but the new specification is proving very difficult for developers to write to.

OLE can be thought of as "smart cut and paste." The first step in understanding OLE is to define what an object, in this usage, is. An object contains either a copy of the actual data from the

source application (embedding), or a "pointer" to the data in the source document (linking). An object can be text, graphics, charts, or a package that represents the information. Of course an object can be either linked or embedded.

Linking an object lets you copy information from one document and paste it into another without actually making a physical copy of the data. Rather, the link points to the original file where the information was created, the source document. To edit a linked object, you need to have a path to the original source file from which the link was created.

Embedding is the process of incorporating a stand-alone object into an OLE client's document. All information normally stored in a file that was created by an OLE server is stored in the file created by the OLE client application. This allows multiple components of a compound document to be stored in a single file. To edit an embedded object, you do not need to have the original source file, just the application that created the object.

When you click on an embedded object, the OLE server application will launch and the object itself will load into the source application's workspace. OLE 2.0 will greatly change this process by supplying in situ editing of embedded objects.

In the preceding, I referred to the OLE server and the OLE client. The OLE server is the source application which produces and edits the object. If an Excel chart is embedded within a Word document, then Excel is the OLE-server (or the source). The OLE client (or the destination) is the application that is receiving and storing the object. If an Excel chart is embedded within a Word document, Word is the OLE client. The OLE client may also be called the host.

Most, but not all, major Windows applications fully support OLE, both client and server. Some applications may only support half of the specification. In any case the application must register itself properly with Windows.

Windows 3.1 keeps registration information in a file called REG.DAT. Please do not attempt to manually edit this file unless you are absolutely sure of what you are doing and have backed up the file. Reinstalling is the safest way to correct missing or damaged registration information.

An easy way to verify that OLE is working is by embedding a paint brush graphic (which only acts as an OLE server) into Write (which only acts as an OLE client). You can do this by copying the paintbrush graphic then pasting it (embedding it) into Write. I would suggest using these two mini-apps to verify any suspected OLE problems. If you suspect problems with the OLE client application, use Write to check it out. Use paintbrush to check out OLE: server problems. One final tip here. Do not attempt to resize the icon representing the OLE data. Editing the icon can damage the link.



JUNE EVENTS

JUNE 23 Beginners SIG. 3rd Thursday 7:00 PM Lead By Sol Lederman. See Mailing Party Announcement Below For Directions.

JUNE 23 PRinTScreen Mailing Party 3rd Thursday 7:30 PM Call Jim Bailey (415) 494-0631 For More Information And To Verify The Time And Date. **Directions:** Come One Mile South On El Camino From Pagemill (In Palo Alto) And Turn Right On Los Robles. Go 0.4 Miles To 804 Los Robles.



101 Essential Tips for Excel by Jan Altman

Switch between two applications without using the Windows Task List

When you're toggling repeatedly between Excel and another application, the Task List becomes a bothersome middle step.

Use the Alt-Tab shortcut.

1. While in Excel, press Ctrl-Esc.
2. Double-click the name of the other application.
3. Press Alt-Tab to switch between the two.

The Alt-Tab shortcut toggles between the two most recently visited applications running under Windows. The first two steps above were necessary to place Excel and the other application at the top of the list

If you hold down Alt while repeatedly pressing Tab, Windows cycles through all currently running applications.

The May General Meeting includes a Software Raffle

Borland Object Vision
 Links 386 - Pro
 Pebble Beach Golf Links - Championship Course
 1 Fonts for Business
 S/2 Programming - book
 Business Writing with Ami Pro - book
 Windows 3 Companion - book

Electronic Connection

Uploading a File to the SPAUG BBS

1. At the Main Menu select (F) for the Files Menu
2. At the Files Menu select (U)pload
3. Follow the prompts
3. Route your upload to Area 1 (That is a subdirectory called "Uploads")
4. Select a file transfer protocol (Zmodem etc.)
5. Type the file name
6. Input a description and key words
7. "Ready to receive your file" then a garbage line
8. Follow your Communication Program procedures to upload your file
9. Use the same transfer protocol as selected in line 4 (Zmodem etc.)
10. "File Complete" press enter
11. Scanning/testing - WildCat will scan your file for a virus
12. Passing the test, "Upload Successful"

Electronic Connection

Attaching a File to a SPAUG BBS Message

1. At the Main Menu select (M) for the Message Menu
2. (J)oin the conference of your choice.
3. (E)nter a new message
3. Answer the prompts until a full screen window appears with line numbers
4. Type your message
5. Press Esc
6. Note the Command Line options
7. Select A[t]tach
8. Answer (Y)es to attach a file
9. Type the file name
10. Choose a Transfer protocol (Zmodem etc.)
11. Upload the file with the same protocol you just chose
12. "Message attachment upload successful"
13. Transfer complete - Press (S)ave
14. Message #xxx saved

SPAUG POSITIONS AND COMMITTEES

TITLE	DESCRIPTION
PRESIDENT	Prepare agendas and preside over Planning Meetings and General Meetings coordinate efforts of all committees chairpersons & officers.
VICE-PRESIDENT	Assist President and preside in President's absence. Serve as member of the board.
TREASURER	Handle finances. Pay bills. Prepare financial statements.
ADVERTISING COM.	Solicits ads for PrintScreen, handles revenues.
BUDGET COMMITTEE	Prepare annual budget: Oversee budget guidelines.
BULLETIN BD COMMITTEE	Maintain BB. Update and catalog files. Prepare bulletins and SIG info.
BULLETIN BOARD SYSTEM FOLLOW UP COMMITTEE	Follow up on prospective members who sign onto the BBS.
DISK OF MONTH	Select and prepare disks. Make copies of disks for meetings. Give or arrange for demos.
DRAWING COM	Conduct drawings at meetings coordinate prizes. Coordinate prizes with reviewer, etc.
ELECTION OFFICER	Arrange statements for Newsletter conduct election count votes.
FINANCIAL MGR.	Deposit money. Pay bills. Work on budget.
MAIL	Pick up mail twice a month and distribute.
MEMBERSHIP COMMITTEE	Maintain database and process members.
PRINTSCREEN COMMITTEE	Edit & publish PrintScreen: compile info and articles.
PRINTSCREEN MAILING	Print mailing labels: prepare and mail PrintScreen.
PROGRAM COMMITTEE	Plan and organize speakers etc.
PUBLICITY COMMITTEE	Update listings in news and computer publications.
RESOURCE CENTER	Compile & maintain a list of SPAUG experts.
SECRETARY	1) Take minutes at Planning Meetings 2) Write thank you letters to speakers and contributors 3) Write description of next month's presentation for publication in PrintScreen
SIG COMMITTEE	Help organize new SIGs.
SOFTWARE REVIEW COMMITTEE	Solicit review software and make review assignments.
TELEPHONE COMMITTEE	Update announcements for event and membership information (remotely). Monitor line or messages and respond or refer.

Please Welcome

the following new members

Catherine Haynes

Oscar Taylor

Thanks to renewing members

Hal Kafka

Barbara Quigley

THE SPAUG RESOURCE CENTER

OFFICERS

President	Brian Christopher	[415] 952-5632
Vice President	Cookie Cook	[415] 282-0474
Mascot	Jan Altman	[408] 243-5955
Treasurer	Bev Altman	[415] 329-8252

MANAGERS

Bulletin Board SYSOP	Brian Christopher	[415] 952-5632
PRint SScreen Editor	Brian Christopher	[415] 952-5632
Review Software	Jan Altman	[408] 243-5955

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
Paradox	Quinn Wildman	[408] 335-7892
dBase/FoxPro	Dick Harding	[415] 322-9645
CD-ROM	Charlie Wiener	[408] 225-1081

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
Telecommunications	Larry Mehl	[415] 326-6037

CLUB INFORMATION

Meetings	Cookie Cook
	[415] 282-0474
	Brian Christopher
	[415] 952-5632

SPAUG is looking for persons that are capable of reviewing (life with) "Borland Office" on a Network or Lan. Please contact Brian Christopher at (415) 952-5632 for more information.

Membership	Beverly Altman
\$35 per year	[415] 329-8252

(Next Month -- **Caere Corp., Scanning & OCR**
JUNE 25th 1994)

Bulletin Board	[415] 321-4497
9600 bps 8-N-1	

DISK of the MONTH FOR MAY

An Index of the Center for Interpretive Computing Applications (CICA)
MS Windows files archived from the Internet.

Newsletter	Brian Christopher
	[415] 952-5632

YOU ARE ALL INVITED TO ATTEND SPAUG'S THIRD ANNUAL PLEDGES DINNER MEETING JUNE 1, 1994 AT 6:00 PM

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? and make new acquaintances. We will be successful pot-luck "commitment-raising" the Planning Meeting on Wednesday, June 1st. luck dinner item and your pledge to become more information or to RSVP, please call



Now is your chance to mingle having a repeat of last year's dinner immediately preceding All you need to bring is a pot-involved in SPAUG. For Beverly at 329-8252.

SPAUG Software Review Program

A Print Screen By-Line is in Your Future!

Here's a chance to give your two cents on the software program of your choice! You request the software, we get it for you (or try our utmost), and you write the review!

Here's how it works:

- 1) You request a software package in writing, using the form below. Send the written request on to Jan.
- 2) We contact the manufacturer for your review copy.
- 3) We deliver the software to you, but keep the registration card.
- 4) Within two months time, you write and submit the review to the PrintScreen editor with the manufacturer's name and address at the end of the review.

See below for some tips on writing.

- 5) We print your review in Print Screen (making sure to spell your name right), and forward a copy to the manufacturer.
- 6) We give you the registration card, and *you* keep the software!

Tips on writing: We really and truly want your honest opinion! SPAUG members appreciate an impartial look at a prospective software buy. You're welcome to offer both compliments and complaints. Tell us the scoop about installation and documentation. Spill the beans on ease of use, intuitiveness, and functionality. If it's an upgrade, give us the lowdown on new features and other changes. Was on-line help effective, or did you have to call on-line support? Were they helpful? You can even throw in how fun it was, and whether your three-year old liked playing with the box. Length is no issue, we just want you to have fun!



Name & version no. of program requested: _____

Manufacturer name: _____ Phone: _____
(specify 800 #, if possible)

Manufacturer city and state : _____

DOS or Windows? _____ Diskette size requested: _____

Your name: _____ Phone: _____

Your address: _____

Your DOS version: _____ Windows version: _____

Please send to: Jan Altman, 3655 Pruneridge Avenue, No. 135, Santa Clara,
CA 95051

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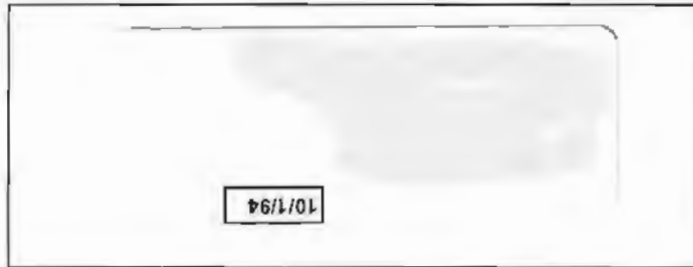
DOS or Windows? _____ Diskette size requested: _____

Your name: _____ Phone: _____

Your address: _____

Your DOS version: _____ Windows version: _____

Please send to: Jan Altman, 3655 Pruneridge Avenue, No. 135, Santa Clara,
CA 95051



10/1/94



The Stanford/Palo Alto
PC User Group
P.O. Box 3738
Stanford, CA 94309

**SPAUG MEETINGS ARE HELD ON THE LAST WEDNESDAY OF EVERY MONTH
AT 7:30 P.M. IN THE AUDITORIUM OF VARIAN ASSOCIATES, 3075 HANSON WAY,
BUILDING 7, PALO ALTO. ON SITE PARKING IS AVAILABLE.**

**MAY
MEETING
PRESENTS**

MICROSOFT

