

PrintScreen

Vol. XIV

October 1996

No. 10

Newsletter of Stanford / Palo Alto Users Group for PC

A Non-Profit / Educational Organization

General Meeting

October 30th 7:30PM @ EPRI

New MediaCity Explored!!



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Screwdriver
Awards**
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Words from the Prez

Bob Mitchell

A word of apology for the initial failure to activate the overhead projector at our last general meeting causing a general delay in the start of the meeting and the main presentation. With the help of a number of members and the suggestions made by them we were able to make it operative. Please don't ask what finally made it work. We have no idea. It just started working. The delay resulted in the cancelation of a number of scheduled activities. The good news is that we were able to allow Jan Altman the opportunity to present her full program on Tips and Tricks for Microsoft Word for Windows. As we would expect, Jan remained unruffled by the problems and presented one of the most interesting and informative programs we have had. Her presentation saved what might have been a disastrous meeting.

We did have a look at the selections made by a number of members in the Fantasy Portfolio however an update on who was the current leader was not seen because of a phone problem and a lack of time. It will take place at the next meeting. All members are encouraged to participate.

We are still looking for input on potential guest speakers and/or subjects you would like to see covered in future meetings. One suggestion was recently made that there may be some members who would prefer to submit questions in advance of Random Access to be discussed by the group. This may have a tendency to speed things up and would certainly then be better heard (and understood) by all members. We could also print some unanswered questions in PrintScreen for any member to answer, including those who may not be in attendance at the meeting.

Please check the Web Page as we get closer to the next meeting for an announcement of our



guest speaker. We hope to see the attendance continue to improve at that meeting. To you members who have not been attending lately, you have been missing some very good presentations. Try it. You'll like it. ☒

Construction SIG

Walt Varner

The group met on Saturday September 14, at Nat Landis' home in Woodside to work on assembling the club's computer. Attending were Cal Worley, John Sleeman, Doug Fong, Kieth Smith, Russell Smith, Laddy Hughes, Mildred Kohn and Walt Varner as well as the host, Nat Landis. In the four-hour session the mother-board, video card, hard drive, floppy drive and power supply were installed and activated.

The next meeting is scheduled for Saturday, October 26 at 1 P.M. At this meeting it is expected that the computer will be completely finished with the addition of the CD-ROM drive and modem and application software. ☒

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SPAUG Staff Meeting

October 2, 1996

The meeting came to order at Beverly Altman's house at 7:30 p.m. Present were:

Beverly Altman, Director at Large
Brian Christopher, Newsletter Editor
Mildred Kohn, Secretary
Clyde Lerner, Member
John McFall, Member
Bob Mitchell, President
Walter Varner, Accountant

The complications regarding an initial problem with the equipment at the last General Meeting

presenters who often have something to sell, and have a tendency to understandably devote more time to "sell" at the sacrifice of demo time. Suggestions from the membership for other speakers are requested. In line with this presentation, Brian Christopher indicated he will be running a series of Word Tips in PrintScreen starting with the October issue. He will also be including Excel Tips which will also run as a similar series in the PrintScreen.

Those of us who had signed up for Fantasy Investments were given the statistics of our gains and losses (as we will at each General Meeting) by the Prez, who not only gave us Fantasy Money (\$10,000) to invest, but also waived his Fantasy Stockbroker's Fees. Other



were discussed by Bob Mitchell. It was indicated that In the future, Bob Mitchell or another person from SPAUG will arrive early, around 4:30 to check out the equipment with Dan Burke, the audio/visual person from EPRI. It was also suggested that in the next meeting all members be reminded that the facilities we now have are there by the grace of the executives of EPRI and that as much as we might be frustrated at an equipment failure, if our presence causes the EPRI personnel any problems it is far too easy for our hosts to suggest that we go elsewhere. All agreed that we certainly did not want this to happen, but should nevertheless come up with alternate location that we might have available.

Jan Altman's presentation at the last meeting on Word 6 tips and tricks was highly praised. Since she wasn't selling anything, she gave us a talk full of rich content unlike some other

members will be encouraged to sign up and join the fun.

A suggestion was made that more members be encouraged to sign up for the "Members Helping Members" list? It was pointed out that in a sense that is what much of our club purpose is all about—everyone makes progress to a higher level assisted by fellow members who have more know-how.

In view of the fact that MediaCity has moved to Mountain View the next issue of PrintScreen will include the new address. It was suggested that Brian include a listing for the 2-hour Gina Smith radio show with our PrintScreen TV listings.

It was reported that almost 20 of us appeared at the Red Lobster for dinner before the last meeting. In spite of some communication

problems which caused a delay in being served for those who had to leave early. The good news is that the charges were minuscule, not the \$10 which we expected. A reminder of the pre-meeting dinner will be sent by e-mail in addition to appearing in PrintScreen.

The computer a group of our members is building with some purchased parts and donations of parts by Jim Bailey, Jim Dinkey and Walter Varner is up and working. We expect to have a modem and a CD-ROM installed later. The date of this installation will be announced by Walter Varner in the next PrintScreen along with a report on the first meeting of the "construction crew" at the home of Nat Landis, whom we thank warmly for his hospitality. A suggestion was made that this computer will be offered to club members for sale and the profit turned over to the club should this be agreeable to all who made contributions. This would then provide us with a larger base to build another PC that would be a more powerful unit. We will extend an invitation to all those who wish to observe or help with the last installation.

Walter Varner submitted the club's financial report. Our bank account is reduced over that of last month probably because of a difference in the number of memberships that were up for renewal. It was recommended that a record be made of renewal dates by the month so that we can roughly anticipate income on a monthly basis.

The next General Meeting as announced earlier remains Oct. 30, with the next Planning Meeting to follow on Nov. 6. The November meeting is expected to be on the 3rd Wednesday, Nov. 20 to avoid Thanksgiving week. It was decided that as has been our tradition there will be no meeting in December. A suggestion was offered to hold a holiday potluck party. Mildred Kohn offered her home in Los Altos as a possible location. Members will be asked for their enthusiastic input.

Respectfully submitted,
Mildred Kohn, Secretary ☒

The ROYAL ORDER
the SCREWDRIVER
awarded Certificates of
mpletion to the
owing persons who are
w dangerous in that
y can not only open up
PC but they might even
some good with it.



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has
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the
a
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Further, the Award
nifies the effort to learn about the internal
hardware structure of a PC and to benefit the
Club by assembling a PC
from the cast-off parts that have fallen out of
other PCs; said PC to be used to:

sig

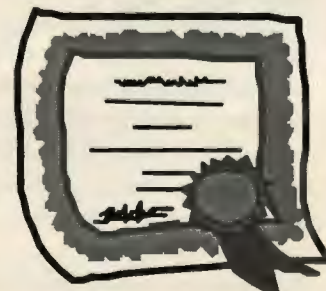
- o Provide a PC that can be preloaded with tested DOM demonstrations.
- o Provide the video projector with an input signal that is sufficient to drive the color projector electronics into saturation.
- o Provide a Club Member with a platform to preload a demo.
- o Provide a platform for comparison studies.

The members that completed are:

Jim Bailey, Frank Campbell, Brian Christopher
Doug Fong, Laddie Hughes, Mildred Kohn
Maynard Kuljian, Nat Landes, Clyde Lerner
John McFall, John McPherrin, Larry Mehl
Bob Mitchell, Donna Philpott
Delbert Philpott, John Sleeman, Russell Smith
Walter Varner, Vernon Wastman, Cal Worley,
Keith Smith, Phil Harsh, Roger Finke
Bill Goldmacker. Karen Fung

Congratulations
to all.

Jim Dinkey



General Meeting Minutes

Bob Mitchell - September 18, 1996

Attendance for this meeting totaled 30 members and 4 guests.

As the official instructor of the PC Builders SIG, Jim Dinkey issued a special "Royal Order of the Screwdriver" certificates to each member who attended some, if not all of the PV SIG meetings. He announced that another meeting will be held Saturday, September 21 for a final assembly in a cabinet and final tests.

Lamont Shadowens made an announcement regarding his need for someone to run his computer room.

The main presentation was conducted by Jan Altman, who as most of the members know was a former member and officer with SPAUG and now is a consultant with a number of organizations, specializing in Microsoft Word and Excel. There was somewhat of a delay due to an initial failure of a cable connection between the laptop PC and the overhead projection system. After a time the problem was corrected and Jan presented tips and tricks on the use of Word for Windows that generated a number of oohh's and aahh's from those present. A summary of her tips and tricks was distributed to all of the members present. It was a particularly informative presentation that all of the members who use Word regularly will find most useful.

A raffle was held for a number of prizes which were donated by Jan Altman. The winners are listed elsewhere in this issue of PrintScreen.

The date of the next General Meeting was announced as Wednesday October 30. The next planning meeting was indicated as Wednesday October 2. (This was changed later to Tuesday, October 1) The meeting ended at approximately 9:45. ☒



Thank you to the following New and Renewing Members

September:

New Member:

Jim Cambra

Renewals:

*Dick Harding
Nat Landes*

October:

New Members:

*Daniel McCaskill
Bob McCulloch*

Renewals:

*Allan Holzman
Russell Smith
Ben Swan
Walter Varner
Carroll Worley
Seth Wu*

Listserver

spaug-list@mediacity.com

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

Additions or corrections can be sent to:

spaug@mediacity.com

Inside MS Word

Baarns Publishing



How do I insert special symbols into my document?

Word provides the Symbol command to enable users to insert a variety of special characters while editing documents. The Symbol dialog box stays open on screen while editing a document. This provides greater flexibility while inserting and editing special characters. To insert a special symbol:

1. Move the cursor to where you want to insert the symbol
2. From the menu bar, select Insert - Symbol
3. Click on the Symbols tab
4. Use the drop down arrow next to Fonts to select the desired font
5. Click on the character you want to insert
6. Click on the Insert button, or using your mouse, double click on the selected character and it will automatically be inserted

Shortcuts: Here are some keyboard shortcuts for the most widely used symbols:

- Copyright - Alt + Ctrl + C - (c)
- Registered - Alt + Ctrl + R - (r)
- Trademark - Alt + Ctrl + T - (tm)

What are some shortcuts for selecting text?

Most of the editing that you do in documents requires selecting text. Selecting text means that you highlight part of a document so that it can be modified, added to, or deleted. The F8 key, otherwise known as the ExtendSelection key, can be used in various ways to select parts of a document. By pressing the F8 key once, you turn on the ExtendSelection option. The EXT will be displayed on the status bar at the bottom of your screen. When the EXT is turned on, you may select text by moving the Cursor up, down, to the right, and to the left.

Pressing the F8 key several times will allow you to extend the selection the following ways:

- 1 Press - Begin selection
- 2 Presses - Select word
- 3 Presses - Select sentence
- 4 Presses - Select paragraph
- 5 Presses - Select current section
- 6 Presses - Select whole document (if multiselection)

When the EXT is turned on, Shift + F8 reverses the above process. For example, if a paragraph is selected, Shift + F8 will reduce the selection area to a sentence.

Note: You may also toggle the EXT mode on and off by double clicking EXT on the Status bar. You cannot, however, use the Status bar EXT as a substitute for multiple presses of the F8 key or the Shift + F8 functions.

To cancel the EXT mode, press the Esc key.

Can I print a list of my custom keyboard assignments?

In order to expedite your work, Word allows you to create custom keyboard assignments for functions you use frequently. In the event that you have customized quite a few keyboard assignments, it may be handy to have a reference sheet of all your keyboard shortcuts.

You may easily print a list:

1. From the menu bar, select File - Print
2. In the Print What drop down list, choose Key Assignments
3. Click OK

Word will then print a list of customized keyboard assignments for the Normal template as well as the current attached supplementary template.

What is the quickest way to find out all the different text formatting in a single document?

When editing a Word document, it may be necessary for you to know the text format used on this page. Word offers several different ways for you to find out the format of this particular text. However, most of them require that you repeatedly return to the Format menu and display the Paragraph



Formatting box. This may become too time consuming. The quickest way to find out the text format is to :

1. Place the insertion point next to the first word of the paragraph you want to inquire about
2. Press Shift+F1
3. The mouse pointer will now appear as a question mark (similar to the Help icon located on the toolbar)
4. Click on the first letter of the text whose formatting you want to know about
5. Word will display a Paragraph Formatting box that includes information on the text's paragraph and font formatting. Pretty cool!!!
6. To return to the regular mouse pointer, simply press Esc

What are some shortcuts I can use in formatting my document?

Word offers a variety of tools for formatting characters. One of these tools is the keyboard shortcut. When applied, these shortcuts will definitely save you time. The following shortcuts deal with changing fonts:

- To change the font itself choose Ctrl+Shift+F
- To change the font size choose Ctrl+Shift+P
- To increase the font choose Ctrl+Shift+>
- To decrease the font size choose Ctrl+Shift+<
- To increase the font size by 1 point choose Ctrl+]
- To decrease the font size by 1 point choose Ctrl+[
- To change the case of letters choose Shift+F3,
- To format all your letters as capitals choose Ctrl+Shift+A

A great little short cut tip is the Shift F3 toggle.

Select a word, or set the cursor just in the word, and by pressing Shift F3, it will cycle through ALL CAPS, Proper, and lower case. this can be done highlighting an entire sentence as well. These keyboard shortcuts are a great way to navigate through a document or

spreadsheet.

Are there any keyboard shortcuts for drawing tools?

The drawing tools in Microsoft Word allow you to create elements such as a circle, square, freehand, text etc. and assemble them the way you like. There are many keyboard shortcuts for drawing tools that will help you use the tools more effectively. Some of these shortcuts are:

- To override the Snap of Grid feature, hold down Alt as you draw the object
- To return a graphic to its original size and shape after cropping, hold down Ctrl and double click the graphic
- To draw several objects of the same kind without having to click the button each time, double click the button to keep it active
- To create a rectangle, arc, or ellipse, center at a specific point by clicking the appropriate button, and then hold down Ctrl as you drag the object with your mouse.
- To create a perfect square or circle from a specific point, click the Rectangle or Ellipse
- button, and then hold down Shift+Ctrl, while dragging the mouse to create the appropriate shape
- To draw a vertical, horizontal, or 45-degree line, hold down Shift as you drag the line. (To maintain the line keep holding the Shift key)

Continued in November PrintScreen



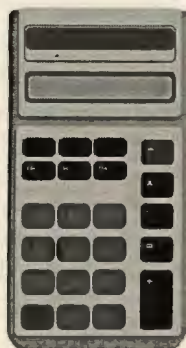
"Guilty? Do you realize what that will do to my résumé?"

Inside MS Excel

Baarns Publishing

How do I activate and deactivate the Fill Handle feature?

Worksheets at times require a text series of months or days (January, February, March or Sunday, Monday, Tuesday) or a numeric series (1, 2, 3 or 1993, 1994, 1995). The fill handle enables you to enter a series of text or numbers automatically. The fill handle is the small black square in the bottom-right corner of the active cell or range.



To activate or deactivate this feature:

1. From the menu bar choose Tools - Options - Edit tab
2. Click (or un-click) the Allow Cell Drag and Drop box

To enter a text series:

1. Select the first cell of the range you want to use and enter the initial value
2. For a numeric series, enter the first two values and then select both cells
3. Place the mouse pointer over the fill handle; it will change to a plus sign (+)
4. Drag the mouse pointer until the gray border encompasses the range you want to fill
5. Release the mouse pointer; the range will be filled with the series.

What is a good shortcut to justify text across rows?

When entering descriptive text into cells in successive rows, we need to judge when the next word will not fit in the available display width and move on to the next row, right? Wrong! Use Excel's Edit->Fill->Justify feature. Here are the steps:

1. Enter the text any which way you want in one or more rows
2. Highlight the cells in one or more rows across the display width you wish to use up

3. Under the Edit menu, choose Fill->Justify

Now watch Excel do the hard work for you.

If you highlight cells in two rows and five columns (with the text entered in the leftmost cells), if the text will not fit in two lines of display, Excel will display the following warning message: Text will extend beyond the selected range. Press OK and the text will be automatically wrapped and fit in as many rows as are needed but within the five columns.

What are some shortcuts for entering formulas?

When entering cell references in a formula, press the function key {F4} to cycle through the four combinations of absolute and relative references.

An example will show this is a simple and useful tool. Suppose you are entering the following formula in cell \$E\$5:

= E\$1 (\$B\$5+\$D5) / C5

If you start typing the equals sign and then use the mouse or keyboard to point to a cell, Excel inserts a relative reference. For instance, the first reference will be inserted as E1. If you press {F4} repeatedly, Excel will change the reference to \$E\$4, E\$4, \$E\$4 and back to E4. You can highlight any part of an existing formula and use this shortcut to adjust references.

What are some common keyboard shortcuts? Some of the most useful keyboard shortcuts used are the select, cut, copy and paste functions. In addition to the Edit menu and the Right mouse click, these keyboard shortcuts can often make your work much easier.

Start by selecting an area. Then use

- Ctrl-A to select the entire page.
- Ctrl-S to save an open file.
- Ctrl-P to send a file to the printer.
- Ctrl-Z for edit undo.
- Ctrl-X to cut the selected area.
- Ctrl-C to copy the selected area.



- Ctrl-V to paste the selected information to the new location.
- Ctrl-B for making text bold.
- Ctrl-I for making text italic.

Remember, these shortcuts work in many Microsoft Applications and are often faster than using your mouse.

What are some of the basic Excel keyboard shortcuts?

The standard way of changing Excel's font attributes is from the menu bar, Format - Cells or from the Formatting Toolbar. Excel provides a number of keyboard shortcuts you can use to select font attributes.

You can Right-click and choose Format Cells from the shortcut menu

- Ctrl+2 or Ctrl+B Toggles the Bold style on or off
- Ctrl+3 or Ctrl+I Toggles the Italic style on or off
- Ctrl+4 or Ctrl+U Toggles the Underline style on or off

The standard way to open/close a file is by clicking on File - Open or File - Close. The standard way to maximize or minimize a window is by clicking on the boxes in the upper right hand corner of the screen.

Here are some keyboard shortcuts:

- Ctrl+F12 Display's the File Open dialog box
- Ctrl+F4 Closes a file, prompting you to save if necessary
- Ctrl+F9 Minimizes the Window
- Ctrl+F10 Maximizes a Window

How does the Replace Feature work?

Making changes that effect your entire worksheet are easy using Excel's Replace feature. From the menu bar, choose Edit - Replace. Excel displays the Replace dialog box. Enter what you want to replace in the Find What edit box. Enter the replacement text in the Replace with edit box. For a case-sensitive search, activate the Match Case check box.

If you want your search text to match the entire cell's contents, select the Find Entire Cells Only check box.

To replace every instance of the text in the Find What box, click on the Replace All button. To replace only selected matches, choose Find Next and, when you find a match you want to replace, click on the Replace button.

Shortcut: Use Ctrl+H to display the Replace dialog box quickly.

How does the Repeat feature work?

If you need to repeat a command or dialog box command, Excel's Repeat feature enables you to redo an action quickly. To use Repeat, from the menu bar choose Edit - Repeat. The command will reflect the operation you're trying to repeat.

Shortcut: Press F4 to activate Repeat without accessing a menu or Click on the Repeat tool in the Standard toolbar.

How do I use the Undo Feature?

Occasionally a mistake is made when you are editing or erasing worksheet data. Excel has an Undo Feature that enables you to recover from making mistakes. Please note that only your most recent change is stored in Excel's memory. If you make a mistake and then make further changes to the worksheet, you won't be able to undo the error.

To use Undo, from the menu bar choose Edit - Undo. The command will reflect the operation you're trying to reverse.

Shortcut: Use Ctrl+Z to activate Undo without accessing a menu or Click on the Undo tool in the Standard toolbar.

Continued in November PrintScreen



"Can you settle a bet, Wellman? Herb says 53% of all statistics are meaningless and I say it's 56%."



The Baarns Utilities

<http://www.baarns.com>
Ph: (818) 837-1441



Get Your Work Done Faster in Microsoft Excel

The Baarns Utilities is a collection of tools designed to increase your productivity when you are using Microsoft Excel. Our design goals included making your everyday Microsoft Excel activities easier while creating tools that could give you power-user status without the power-user learning curve. In some cases, the Utilities aren't even available to power-users unless they are willing to write in the C or C++ computer programming languages.

Who Should Use the Utilities

These Utilities will appeal to both the novice and the power-user. The novice will be able to create custom time-saving documents (templates) and handle dozens of operations that formerly took additional knowledge and/or time spent working through the manuals.

Power-users will find the Utilities possess a simple interface and powerful tools that both enhance their work, and at the same time demonstrate the depth they expect from a set of tools they use to craft spreadsheets for themselves and others.

Product Details:

Product Name The Baarns Utilities
Product Number 50-2005
Requirements Excel 5.0c or Excel 7
Price \$29.95★ for a limited time
★ Regularly \$69.95
Please call for shipping options and sales tax for CA residents.

Product Features:

Baarns 3-D Borders

Give your spreadsheets depth, polish, and a professional look with Baarns 3D Borders.

Any selected range will be transformed into a raised or pushed-in embossed look instantly. Options include colors, range extension and border thickness.

Baarns AutoSave

Automatically saves your documents at specified intervals and/or after you perform a specific number of cell entries. Additionally, it can create and keep up to nine incremental backup copies of your files. We've added the Cleanup... button which accesses the new feature Baarns Delete to help you get rid of extra back-up files created by AutoSave. The AutoSave dialog box now shows you your current extended Backup Version Settings. The new Save Now tool on the toolbar saves your file now and takes advantage of the AutoSave utility.

Baarns Case Master

Quickly and easily changes the text case on selected cells to UPPER, lower, Proper text or a Sentence format with the first letter of the cell capitalized. Also trims leading and trailing spaces and removes unprintable characters in one easy step.

Baarns Clock

Displays a clock in its own window while Microsoft Excel is running. The clock displays 12 hour or 24 hour (military) times, with or without the date, and can be moved anywhere on your desktop.

Baarns Delete

Deletes up to 100 files in one step. Greatly improves Microsoft Excel's FILE-DELETE, which allows you delete only one file at a time. Use in conjunction with Baarns AutoSave to delete extended backup files created by AutoSave.

Baarns Express Math

Allows you to change a table of numbers quickly by a specific amount. Add, subtract, divide, multiply or compute a percentage of a table or group of numbers. For example, increase all the prices in a two page price list by 8.7% in one simple operation.



Baarns File Express

Quickly find "favorite" files by organizing them in descriptive groups. Now you don't have to search your drive for files you work on regularly. Group them in File Express and open them in one step.

Baarns New

Lists all your custom templates with long descriptive names, allows you to open new documents and create or modify templates giving them enhanced 31 character names.

Baarns Object Aligner

Align objects like macro buttons instantly with Baarns Object Aligner. It will automatically align selected objects (like macro buttons) for you. Align left, align right, align top, or align bottom. Space objects vertically or horizontally, even size them all the same.

Baarns Object Properties

Baarns Object Properties will give you complete control over objects on a worksheet or dialog sheet. No more going to several places to set all your defaults for macro buttons. Now you can do it all in one place. Select an object and mark it visible, to be printed or protected. Nudge it to the left, right, up or down. Position it to move or size with cells as you desire. I'll bet you never knew what you could do with an object!

Baarns Open

Allows you to open your files based on your starting document size preferences in Baarns Startup.

Baarns Pasted Date & Time

Inserts the date and/or time into your Microsoft Excel document as a number (for calculations), text or an updating formula. Keep track of billing dates, client work or remind yourself when a file was worked on last.

Baarns Path Manager

Set up custom paths for finding or saving files. Now FILE-OPEN and FILE-SAVE can consistently and easily be directed to your desired destination. Path names can be descriptive enough that you won't have to

think twice about where your file is going to or coming from. Once you've set up your descriptive Path name (e.g. January 94 forecasts), you'll never have to wade through multiple layers of sub directories (C:\Windows\etc.\etc.\etc.\etc....) to get to those files that you often use.

Baarns Print Cleanser

Remove Print Areas, Print Titles, and/or Page Breaks quickly and easily. Now hide or show automatic page breaks with one click.

Baarns Print Special

Allows you to print areas other than your currently defined Print Area. This includes the current selection, current print area, selected pages of your workbook or selected workbooks. In other words, just about any way you want. After printing the specified range your previous Print Area is restored.

Baarns Reminders

Set multiple reminders to pop up at certain times. Reminders can be set to display at specific times (e.g., 5:30 PM on 1/5/95) or a specific number of minutes/hours from now.

Baarns Save As Icon

Saves the current document and creates an icon in Program Manager that automatically starts Microsoft Excel and loads a specific document. Your new icon can be placed in any current program group or you can create a new one without ever leaving Microsoft Excel.

Baarns Set Standard Font

Set your own standard font on the current document and, optionally, for all future documents as your own customized Book1.

Baarns Startup

Start Microsoft Excel the way you want to see it. Control how your first document is displayed and its size when opened. Change the title bar in Microsoft Excel to whatever you want and set up your initial startup path.

Baarns Sticky Notes

Creates "Post-it" type notes on your spreadsheets. Useful for creating annotations for bosses, co-workers or just to remind



yourself of the reasons behind a group of numbers.

Baarns Template Wizard

Create templates quickly and easily from both existing and new documents. Allows you to assign longer descriptions (31 characters) to ease the opening of the templates in the future. Makes it easy to replace Microsoft Excel's standard templates with copies of your own custom versions.

Baarns Text-O-Matic

Add or delete text to the front or back of selected cells. Saves time when adding duplicate information to many cells at one time. Also trim leading and trailing spaces and remove unprintable characters in one easy step.

Baarns Timer

Run a simple timer in the background and find intervals between events with ease.

Baarns Utilities Options

Allows you to control The Baarns Utilities menu and toolbar displays. Also controls the loading of specific Utilities on startup. We now let you control when The Baarns Utilities will load: on startup, or they can be loaded later, if and when you click on one of our tools.

Baarns Worksheet Express

Baarns Worksheet Express lets you send part of a workbook through Microsoft Mail. Developed for an international client to strip formulas and send one or more sheet tabs of any large workbook through inter-office EMail. Saves resources by only sending the information necessary. Can also be used to send multiple sheets to a new workbook.

Baarns Zoom

Magnifies or reduces your document quickly and easily. Drag a scroll bar or use one of the built-in presets. Preview your new Zoom level before closing the dialog box.

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What is Majordomo?

<http://www.math.psu.edu/barr/majordomo-faq.html>



**Major
gold**

Condensed for PrintScreen

Majordomo is a program which automates the management of Internet mailing lists. Commands are sent to Majordomo via electronic mail to handle all aspects of list maintenance. Once a list is set up, virtually all operations can be performed remotely, requiring no intervention upon the postmaster of the list site.

majordomo - n: a person who speaks, makes arrangements, or takes charge for another. From latin "major domus" - "master of the house".

Majordomo is written in Perl (at least 4.036). It should also work under at least Perl 5.001a. It will not work with Perl 5.001!!! It has reportedly worked with Perl 5.000 on some but not all platforms. It is recommended that you use the latest release of Perl that you can get, which can be found at <http://www.perl.com/perl/>.

Majordomo controls a list of addresses for some mail transport system (like sendmail or smail) to handle. Majordomo itself performs no mail delivery (though it has scripts to format and archive messages).

Here's a short list of some of the features of Majordomo.

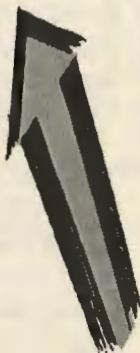
- Supports various types of lists, including moderated ones.
- List options can be set easily through a configuration file, editable remotely.
- Supports archival and remote retrieval of messages.
- Supports digests.
- Written in Perl, - easily customizable and expandable.
- Modular in design.
- Includes support for FTPMAIL. ☒



What Is USENET?

<http://www.tezcat.com/~abbyfg/faq/what-is-usenet.html>

I am not the original author of this document, nor do I maintain it. You can find this posted regularly, with updates, in the newsgroup news.answers and available for anonymous FTP from rtfm.mit.edu. This document is provided here in this form for the convenience of Tezcat users, and for whoever happens to drop by and take a look.



Archive-name: usenet/what-is/part1
Original-from: chip@tct.com (Chip Salzenberg)
Comment: edited until 5/93 by spaf@cs.purdue.edu (Gene Spafford)
Last-change: 22 Nov 1995 by netannounce@deshaw.com (Mark Moraes)
Changes-posted-to: news.misc,news.admin.misc,news.answers

An Approximate Description

Usenet is a world-wide distributed discussion system. It consists of a set of "newsgroups" with names that are classified hierarchically by subject. "Articles" or "messages" are "posted" to these newsgroups by people on computers with the appropriate software -- these articles are then broadcast to other interconnected computer systems via a wide variety of networks. Some newsgroups are "moderated"; in these newsgroups, the articles are first sent to a moderator for approval before appearing in the newsgroup. Usenet is available on a wide variety of computer systems and networks, but the bulk of modern Usenet traffic is transported over either the Internet or UUCP.

Why Is USENET So Hard To Define?

The first thing to understand about Usenet is that it is widely misunderstood. Every day on Usenet, the "blind men and the elephant" phenomenon is evident, in spades. In my

opinion, more flame wars arise because of a lack of understanding of the nature of Usenet than from any other source. And consider that such flame wars arise, of necessity, among people who are on Usenet. Imagine, then, how poorly understood Usenet must be by those outside!

Any essay on the nature of Usenet cannot ignore the erroneous impressions held by many Usenet users. Therefore, this article will treat falsehoods first. Keep reading for truth. (Beauty, alas, is outside the scope of this article.)

What USENET Is Not

1. Usenet is not an organization.

No person or group has authority over Usenet as a whole. No one controls who gets a news feed, which articles are propagated where, who can post articles, or anything else. There is no "Usenet Incorporated," nor is there a "Usenet User's Group." You're on your own.

Granted, there are various activities organized by means of Usenet newsgroups. The newsgroup creation process is one such activity. But it would be a mistake to equate Usenet with the organized activities it makes possible. If they were to stop tomorrow, Usenet would go on without them.

2. Usenet is not a democracy.

Since there is no person or group in charge of Usenet as a whole -- i.e. there is no Usenet "government" -- it follows that Usenet cannot be a democracy, autocracy, or any other kind of "-acy." (But see "The Camel's Nose?" below.)

3. Usenet is not fair.

After all, who shall decide what's fair? For that matter, if someone is behaving unfairly, who's going to stop him? Neither you nor I, that's certain.



4. Usenet is not a right.

Some people misunderstand their local right of "freedom of speech" to mean that they have a legal right to use others' computers to say what they wish in whatever way they wish, and the owners of said computers have no right to stop them. Those people are wrong. Freedom of speech also means freedom not to speak. If I choose not to use my computer to aid your speech, that is my right. Freedom of the press belongs to those who own one.

5. Usenet is not a public utility.

Some Usenet sites are publicly funded or subsidized. Most of them, by plain count, are not. There is no government monopoly on Usenet, and little or no government control.

6. Usenet is not an academic network.

It is no surprise that many Usenet sites are universities, research labs or other academic institutions. Usenet originated with a link between two universities, and the exchange of ideas and information is what such institutions are all about. But the passage of years has changed Usenet's character. Today, by plain count, most Usenet sites are commercial entities.

7. Usenet is not an advertising medium.

Because of Usenet's roots in academia, and because Usenet depends so heavily on cooperation (sometimes among competitors), custom dictates that advertising be kept to a minimum. It is tolerated if it is infrequent, informative, and low-hype.

The "comp.newprod" newsgroup is NOT an exception to this rule: product announcements are screened by a moderator in an attempt to keep the hype-to-information ratio in check.

If you must engage in flackery for your company, use the "biz" hierarchy, which is explicitly "advertising-allowed", and which (like all of Usenet) is carried only by those sites that want it.

8. Usenet is not the Internet.

The Internet is a wide-ranging network, parts of which are subsidized by various governments. It carries many kinds of traffic, of which Usenet is only one. And the Internet is only one of the various networks carrying Usenet traffic.

9. Usenet is not a UUCP network.

UUCP is a protocol (actually a "protocol suite," but that's a technical quibble) for sending data over point-to-point connections, typically using dialup modems. Sites use UUCP to carry many kinds of traffic, of which Usenet is only one. And UUCP is only one of the various transports carrying Usenet traffic.

10. Usenet is not a United States network.

It is true that Usenet originated in the United States, and the fastest growth in Usenet sites has been there. Nowadays, however, Usenet extends worldwide.

The heaviest concentrations of Usenet sites outside the U.S. seem to be in Canada, Europe, Australia and Japan.

Keep Usenet's worldwide nature in mind when you post articles. Even those who can read your language may have a culture wildly different from yours. When your words are read, they might not mean what you think they mean.

11. Usenet is not a UNIX network.

Don't assume that everyone is using "rn" on a UNIX machine. Among the systems used to read and post to Usenet are Vaxen running VMS, IBM mainframes, Amigas, Macintoshes and MS-DOS PCs.

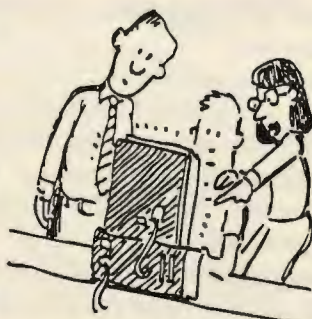
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Computers**

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10:00 AM to 1:00 PM



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

We sincerely appreciate the SPAUG members listed above who have offered their time on behalf of other SPAUG members. If there are others who would also like to be of occasional help to other members, please contact Bob Mitchell and your name will be added to this list of esteemed members

Joe Belfiore - The Interview

Microsoft TechNet
condensed for
PrintScreen



Joe Belfiore is the Lead Program Manager on the Windows 95 user interface team responsible for the overall design of the user interface of Windows 95, including the shell and applets.

Continued from September PrintScreen

Those are the learning obstacles that novices have. What we've done with Windows 95 is solve those problems without alienating Windows 3.1 users. It's not hard to just design something that is easy for novices. What is hard to do is design something that is easy for novices but keeps everyone with you. What we did was design the user interface so that there is a progressive disclosure of tasks and features (that a novice would want) that they can get to without bumping into the learning obstacles. The key here is the Start menu and Taskbar. You can single click the Start button and you get a simple short list of the tasks you probably want to do. The Taskbar itself sort of saves you from having to know all the rules about window management. All you have to do is click on a button to go back to any window. These are really the key to making Windows 95 a great platform for people who are just learning how to use a PC or a windows environment.

TechNet: How does Windows 95 make it easier to use for the intermediate Windows user?

Joe: Well, intermediate Windows 3.1 users have a few problems today. There is too much middle management in Windows 3.1. All those intermediate people know how to use the Program Manager. That knowledge doesn't help them manage files. It doesn't help them deal with printers. So if they have a problem with a printer, it's a support call because they don't know how to transfer their knowledge from one place to another. What we did in Windows 95 to solve that problem was to design a single user interface where you always


deal with objects through folders or the Explorer. Once you do that you know how to deal with printers and with file management and with getting to things on the network. So a little bit of knowledge really goes a long way. What we find is intermediate Windows 3.1 users who didn't do file management before, who wouldn't even try to get their printers working, now can do all that stuff in Windows 95. It's not really a new feature, but we made it accessible to them by making the design easy enough to use and consistent enough that they would already know how to do it. Really the key is consistency across lots of different things, so that you can use your knowledge for many different tasks.

TechNet: You can either optimize for performance of this great new operating system or make it extremely easy for existing "intermediate" Windows 3.1 users. How did that balance work out?

Joe: Our top priority is that the transition above all has to be smooth for Windows 3.1 users. In fact if you look at the statistics from all usability testing, we have focused more than half of our usability testing on intermediate Windows 3.1 users. Fortunately, making an operating system easy to learn is kind of a one-shot deal. If you're making it easy to learn, then it's easy to learn for everyone. While it's been tricky to balance this, I think that is what is great about the design, that if you're a Windows 3.1 user and you move to Windows 95, it'll take you 1/2 hour to be pretty comfortable in the environment. If you're a new user, then you'll get up to speed really quickly.

TechNet: What was the most important consideration for Windows 3.1 users? Making it easy to find the capabilities you're used to?

Joe: The key thing we had to do was preserve all the lower level interactions that Windows 3.1 users know how to do and make them very natural. What that means is you still select things and choose commands from the menu bar. You can still double click on icons, you can still drag and drop things, you can still Cut, Copy and Paste. You can still move windows by dragging the Title bar. There is still a minimize command. You can still



double-click the upper left corner of a window and close it. All the things that Windows 3.1 users are used to are largely still there. So the basic parameters for the operating system really haven't changed at all.

The question is how you organize the tasks that people want to do so that the tasks are easy to find: starting in Program Manager, getting to documents, finding things you've lost, maybe re-ordering or reorganizing your hard disk. So how do you use the paradigm that people already know to make those tasks really easy? It's really more of an organization of tasks than it is changing the basic paradigm that people know how to perform in an operating system. We haven't changed any of the basic activities that a Windows 3.1 user has learned. The picture on the button may be different, but the button does the same thing. Actually that's a very important thing to remember. It's really not that different.

TechNet: The remaining group is advanced users. Are there still features that are hard for advanced users to find?

Joe: I think the key thing advanced users are looking for is a way to increase their efficiency. Mostly the things that make advanced users happy are the things that let them do things in one step that used to take a bunch of steps. In Windows 95 there are a ton of efficiency improvements like that. Two examples are the plus and minus expand control in the Explorer (which will make you a lot more efficient at browsing around than the File Manager ever did), and the ALT+TAB window that now shows you what is coming up and what you just passed. In addition, the Windows 95 interface can be far more customized than the Windows 3.1 interface, so for shortcuts and customizing menu commands you can create an environment that is custom-tailored to the things that you do and the way you like to work, so you can be super-efficient.

TechNet: Do you have any idea how many people you talked to during the whole development cycle?

Joe: Yes. Our usability testing has had over 600 users. What that means is over 600 people have actually come into the building and sat in

front of a PC running Windows 95 and done 2 hours of tasks on it and then answered questionnaires giving us feedback. And that usability testing has included comparative tests where we've had people try more than one platform and tell us how they compare them. It's included tests where we focus on particular components like Help or the Explorer, or shortcuts, and it's included tests to where we've done the generic "How well do you learn how to use Windows 95 doing the things that you do?" So that has been over 600 people.

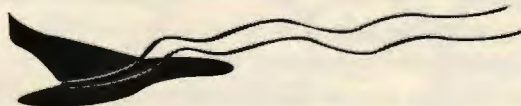
We worked with 12 educators. We went on-site to about 10 companies and worked with 3 or 4 users in each company where we actually installed it in their environment and let them use it for their everyday work. We would come back after a week or two and find out what they think to get a longer term sense of how it works. Then our Beta has been around 40,000 people and we have interactive conversations with those folks. We hear their feedback, we ask them what they think. We try to get them to direct us to the problems that need to be solved as we go along.


Training

TechNet: Many of our subscribers will be implementing the transition to Windows 95 for large numbers of users in their companies. What can they do to make that transition easier? What should be part of their training courses on Windows 95?

Joe: We know that upgrading a lot of users who aren't experienced is a major concern for MIS and support folks, so it's something we've invested a lot of time and energy in and we really want this to be easy for them. And the Usability Sciences study represents us being finished in our work to make a Windows 95 upgrade easy. We commissioned this study because we wanted to know objectively how hard it will be for typical Windows 3.1 users to move to Windows 95. And the answer is that in two hours they have it and they can perform more efficiently with it.

Continued in November PrintScreen





More on the Internet



Bob Mitchell

An earlier PRINTSCREEN contained some very basic information about the Internet and Internet Service Providers. It was an edited version of an article in Microsoft's Mindshare program that they distribute to User Groups. They also included a glossary of Internet terms, a portion of which we are reprinting here. Pay particular attention to all of the wonderful acronyms and remember to use them frequently in your everyday conversation. You will really impress people and convince them you are some savvy computer professional. They may not have a clue on what you are talking about but they will nod their head knowingly anyway and you will feel very good about yourself.

An Internet Glossary

Address

Code by which the Internet identifies you. The format is username@hostname, where username is your username, login name, or account number, hostname is the name of the computer or Internet provider you use. The host name may be a few words strung together with periods.

America OnLine

A public Internet provider. If you have an account on America OnLine, username@aol.com is your Internet address, where "username" is your America OnLine account name.

Anonymous FTP

A way to use the FTP program to log on to another computer to copy files when you don't have an account on the other computer. When you log on, enter anonymous as the username and your address as the password. This gives you access to publicly-available files.

Archie

A system that helps you locate files located anywhere on the Internet. After Archie locates the file, you can use FTP to get it. Archie is both a program and a system of server

computers that contain indexes of files.

Bandwidth

How much "stuff" you can send through a connection. Usually measured in bits-per-second. A full page of English text is about 16,000 bits. A fast modem can move about 15,000 bits in one second. Full-motion full-screen video would require roughly 10,000,000 bits-per-second, depending on compression.

BBS

Bulletin Board System. A computerized meeting and announcement system that allows people to carry on discussions, upload and download files, and make announcements without being connected to the computer at the same time. There are several thousands (millions?) of BBS's around the world. Most BBS are very small and run on a single IBM® clone PC with one or two phone lines.

Browser

A client program (software) that is used to search through information provided by a specific type of server. (see also: Client, URL, WWW)

Chatting

Talking in real-time to other network users from any and all parts of the world.

Client

A software program that is used to contact and obtain data from a Server software program on another computer, often across a great distance. Each Client program is designed to work with one or more types of Server programs.

.com

When these letters appear at the end of an address, they indicate that the host computer is run by a company rather than a university or government agency. It also means that the host computer is most likely located in the United States

CompuServe

An on-line information provider (sometimes abbreviated as CIS) that gives some Internet access. If your CompuServe



account number is 7123,456 your Internet address will be 7123.456@compuserve.com. Notice that the comma in the CompuServe address becomes a period in the Internet address.

Cyberspace

A virtual universe of computers, programs and data.

Delphi®

An on-line information provider that includes access to Internet services. If you have an account on Delphi, your Internet address is username@delphi.com where username is your Delphi account name.

Domain Name

The unique name that identifies an Internet site. A given machine may have more than one domain name but a given domain name points to only one machine. It is also possible for a domain name to exist but not be connected to an actual machine. This is often done so that a group or business can have an Internet e-mail address without having to establish a real Internet site. In these cases, an Internet Service Provider's machine must handle the mail on behalf of the listed domain name. (see also: IP Number)

.edu

When these letters appear in the last part of an address (info@mit.edu), they indicate that the host computer is run by an educational institution. It also means that the host computer is most likely located in the United States.

E-mail

Electronic Mail. Messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses by use of a Mailing List. (see also: Listserv, Mailist)

File-transfer protocol (FTP)

A method of transferring one or more files from one computer to another on a network or phone line.

Firewall

A filter for messages. A system that has a firewall lets only certain kinds of messages in and out from the rest of the Internet. If an organization wants to exchange mail with the Internet, but does not want other Internet members "telnetting in" and reading those files, its connection to the Internet can be protected using a firewall.

Gateway

A computer that connects one network with another when the two networks use different protocols. The UUNET computer connects the UUCP network with the Internet, providing a way for mail messages to move between the two networks.

GENie

An on-line service run by General Electric. If you have an account on GENie and your mail name is ABC, your Internet address is ABC@genie.gies.com.

GIF

Graphic Interchange Format. The file format commonly used to distribute graphics files on the Internet.

Gopher

A system that lets you find information by using menus. To use Gopher, you usually Telnet to a Gopher server and begin browsing the menus.

HTTP

Hypertext Transfer Protocol. The method by which World Wide Web pages are transferred over the network.

Host

A computer on the Internet that you may be able to log on to. You can use FTP to get files from a host computer, and use other programs (such as Telnet) to make use of the host computer.

Continued in November PrintScreen



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Computer Connection	Saturdays	12:00 N and 1:00AM	CNN
Managing Comm.App.	Thursdays	12:00 N to 2:00 PM	MEU
Silicon Valley Business	Sundays	10:00 PM	KICU CH 36
Silicon Valley Business	Mondays	6:00 PM	KICU CH 36
The Site	Monday thru Friday	7:00 & 11:00 PM	MSNBC
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