SPAUG *Print Screen*

November

Bob Mitchell - "Words from the Prez"

It hasn't happened for quite some time but as you may know by now the EPRI Conference Center will be tied up on the date we have scheduled our meeting in November. At this writing we are deciding between two meeting locations, Little House in Menlo Park and the Palo Alto Senior Center. Roche which is next door to EPRI would be available but it would require that we obtain an insurance policy with an annual rate of about $900.00. We have been very fortunate to have had the EPRI facilities available to us as often as we did. Thank you Tom Passell.

We are coming very close to obtaining our own equipment for projecting our PC images on a screen. This will be very handy for the general meetings as the main source or as a backup in the event the house system has a problem. It also will be available for any and all of our SIGS.

We are very pleased to see so many renewals lately, and particularly those who for one reason or another cannot make too many of the meetings but choose to continue to support the club if only for continuing their subscription to Print Screen. Thanks to Brian Christopher who always manages to locate and publish articles that obviously appeal to our membership. We also welcome a number of new members who have recently joined the group.

We won't have a meeting in December but will be meeting again January 28 in the new year. If we don't see you at the November meeting, speaking for all of the officers of SPAUG, we wish you a wonderful and joyous holiday season to each and every SPAUG member and their families. ✻

General Meeting Minutes
October 29, 1997

Members and guests were welcomed to our October meeting. There were 24 members along with 2 guests.

A demonstration of System Commander was presented by V Communications. Barbara Harris offered background information on V Communications and Connor O'Morris demonstrated what System Commander can provide to an individual a foolproof way to switch between operating systems without danger of the frequent problems that one might normally expect. He also demonstrated a pre-market version of System Commander Deluxe which will also include the ability to partition one's hard drive in simple and. convenient steps that obviate the necessity to remove data prior to partitioning. Bill Davis and Ernie Morales of V Communications were also in attendance and made themselves available to answer various questions.

Random Access followed with a number of questions on various problems that were encountered by members.

Robert Mitchell demonstrated a number of programs that were on the October DOM disk.

Following the mid-break, Bob Mitchell thanked Walt Varner for agreeing to take over the Win 95 SIG. Walt announced the date of the next meeting as Nov 13th. Jim Dinkey confirmed that the Internet SIG has had its last meeting.

The next SPAUG general meeting was announced

for November 19, at 7:3 PM. The meeting is being held a week earlier than usual because of the Thanksgiving holiday the next week. It was also announced that the meeting would not take place at EPRI because of other activities and some equipment renovations that will be taking place in the EPRI conference center. Information on the location of the next meeting would be made available in the issue of Print Screen that precedes the meeting.

The raffle included a number of software programs that were donated by Lamont Shadowens and another copy of Norton Utilities donated by Symantec.

The meeting closed at approximately 9:30 PM. ✍

Planning Meeting Minutes
October 5, 1997

Present: Bob Mitchell: President, Beverly Altman: Director at Large, Brian Christopher: PrintScreen Editor, Robert Mitchell: DOM administer, Kendric Smith: Webmaster, Walter Varner: Treasurer

The meeting was called to order at the home of Beverly Altman at 7:30 PM.

LAST GENERAL MEETING: The Last general meeting in October was discussed. There were 24 members in attendance plus 2 guests. Beverly Altman reported there were 9 membership renewals and 2 new members. There were 10 DOM disks sold or selected as raffle prizes. The group as a whole-expressed their gratitude to Lamont Shadowens for contributing a number of software applications that were offered as prizes and in some cases sold to SPAUG members.

FUTURE GENERAL MEETINGS: The potential location for the November 19th general meeting was discussed. Because of EPRI commitments to their conference room, it is necessary to find an alternate location for this November meeting. There were two other locations mentioned, Roche Bioscience and Peninsula Volunteers Little House which are both available. The Roche location would require a certificate of

insurance which would have to be purchased for the year at a cost of $900.00. There was also the possibility of the Palo Alto Senior Center. A decision would be made by the end of the week.The next meeting after November will be January 28, 1998. As in the past, there will be no meeting in December. It was also agreed that while there is interest in another pot luck get together, we would consider it for after the holidays.

FINANCIAL: Treasurer Walt Varner reported on the current SPAUG financial status. The number of renewals, the addition of new members, and thanks to Brian Christopher for the reduction in costs for PrintScreen, we have reached a balance that may allow us to consider the purchase of our own equipment. This may become necessary if we cannot remain at EPRI in the new year. Tom Passell our sponsor for EPRI has retired and there is a very good likelihood we will have to select another location that may not have the projection equipment we need to display a computer screen.

The next planning meeting was scheduled for January 7, 1998 ✍

Robert J. Mitchell
"Resume Maker Deluxe"

Resume Maker Deluxe is designed to provide the user with a professionally designed resume with information that is tailored to fit the specific needs of a variety of professions. It also includes sections on career planning, job hunting, job interviews and so you can keep track of those interviews, a contact manager.

In the resume section the user will create resumes using a question and answer format that guides one through the different steps of writing a resume. Following usual questions that include name, address and previous employers various sample profiles are offered that may be used to fit specific objectives and type of working experience that will best describe objectives.and maximize that experience. There are several different types of resumes the candidate can select depending on the type of job that he or she is seeking and the one that will best describe the candidate in a favorable way. Those types

include Chronological ,Functional, Performance and focused resumes. Using the information entered, the application will generate cover letters, a broadcast letter and thank you letters. After the Resume and Cover Letter is completed the resume can be posted on some the most popular Resume Sites or banks that companies use to obtain job candidates.

Taking full advantage of multimedia, the interview section offers typical questions the job applicant may be asked and suggests how the questions should be answered. Using audio and full action video it suggests what to say or not say in the job interview that could influence the interviewer in making his or her selection of candidates.

The career planning section offers educational requirements in various fields of employment. Based on the interests that you have previously indicated, suggestions are made on fields in which you might be the most successful.

The job hunting section deals with companies to target and how to organize your schedule and material prior to the all important interview. The contact manager provides a means of establishing that organization. There is also a section on benefit information. It describes typical benefit information that you will want to cover in your interview and how to present it.

The visual interface which acts as the opening menu contains a picture of a recruiters office with common objects found in an office that hot links the user to the various services.

Considering all of the various features this program offers, Resume Maker Deluxe offers an enormous service to a job applicant in obtaining a job with a minimum of creative input by that candidate. This program and programs similar to this is certainly the way any computer literate person will want to approach job seeking in the future. ✒

★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★
★ **November General Meeting** ★
★ **Peninsula Little House** ★
★ **800 Middle Ave** ★
★ **Menlo Park, CA** ★
★ **7:00 pm** ★
★ **November 19, 1997** ★
★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★

Bob Mitchell
"America Online - Viruses"

The following was downloaded from America Online (AOL). It may be of interest to you whether or not you are a subscriber to AOL.

Knowing How Viruses Are NOT Spread is as Important as Knowing How They Are.

Fact: There is a fraudulent e-mail letter circulating to members describing how a cookie in the AOL version 4.0 software reads information from your computer's hard drive. This letter is a hoax. To read more about the hoax, see the U.S. Department of Energy's CIAC Internet Hoaxes Web site.

Fact: Attached files can contain viruses! If you don't know who sent the e-mail, don't download the attached file! Attached files may also contain Trojan Horse programs that may compromise the security of your AOL account, contain objectionable graphics, or damage computer files. No matter how enticing the file may appear, you put yourself and your computer at risk when you download a file from an unknown source, even if it appears to be an official AOL communication. If you receive any suspicious files, forward them immediately to screen name TOSFiles.

Fact: You will NEVER get a virus from reading your e-mail or participating in an Instant Message conversation. Dangerous viruses are, instead, spread by infected e-mail attachments that you accidentally download. In other words, it's the file ATTACHED to an e-mail message that may be infected with a virus. But it's not unleashed until you DOWNLOAD it.

Fact: New viruses and Trojan Horse programs are created frequently. Protect your computer files by getting the latest anti-virus software and updates in the AOL Computer Protection Center.

AOL has created the Computer Protection Center to help you learn more about viruses. For more information, you can also go to Keyword: Reach Out! Zone. Need help? Go to Keyword: I Need Help

Questions and Answers

The SPAUG Web Page

available at

http://www.mediacity.com/~spaug

sponsored by

MediaCity
500 Logue Ave
Mtn View, CA 94043
(650) 321-6800

PPP/T1/Frame Relay/ISDN

General Meeting
Nov. 19th, 7:00PM
at Little House,
800 Middle Ave.
Menlo Park

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**

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Jim Dinkey	Win NT (Installation)	650 493 9307	9AM - 9PM	dinkey @ix.netcom.com
Bill Goldmacker	DOS	650 691 0911	6PM - 9PM	gold@svpal.org
Clyde Lerner	Netscape, Quicken, Eudora, Word, Excel, Ascend	650 494 2593	9AM - 9PM	Veg4Life@ClydeL.com
Bill McElhinney	Quicken, Dazzle, Plug In, Word Expess, Daytimer, Sidekick	650 325 9808	9AM - 9PM	Mcels@aol.com
John Sleeman	Fortran	650 326 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

(Continued from page 3)
Here are some things to look out for:

* Don't Take E-mail from Strangers: Here's a simple rule: If you don't know the sender, don't download the attachment -- no matter how interesting it may appear to be.

* Take Control of Your FlashSessions: FlashSessions are a great way to retrieve your e-mail at any hour day or night so you can read it offline at your convenience. But while you're automatically retrieving that mail, you may also be downloading files that are attached to it! To make sure you don't download a file from a stranger during a Flashsession, be sure to leave the box next to "and attached files" unchecked when you set up your flashsession. You can download the files later after you've had a chance to see who the mail is from.

* Watch the Net: Exercise caution if you download files from the Internet (either via the World Wide Web or FTP). Look for a statement at the site saying that its files have been checked by an anti-virus program. Downloading from a legitimate site that checks its files for viruses is likely to be safe. If the files haven't been checked, or if you're not sure, then either download the file to a floppy disk and check it with your own anti-virus software or don't download from that site at all.

* Check your Floppies: Another way viruses spread is by infecting floppy disks. If you bring work home from the office, you could bring a virus home, too. Scan all your floppies to make sure they're safe. (You might also consider e-mailing files to yourself at home instead of bringing them via floppy disk.)

* Back it Up: The best way to protect the data on your computer is to back it up on a regular basis. There are lots of great back-up options available these days, from tape cartridges to special high capacity disks. If a virus slips through your defenses, a back-up will let you replace files destroyed by the infection.

* Stay Current: Because new viruses are being created all the time, you've got to keep your anti-virus software up to date. Look for updates containing information on new viruses from the software's publisher. If you are already using the Dr. Solomon's Anti-Virus or FindVirus software available in the AOL Computer Protection Center, be sure to check back about every two weeks for updates to a small driver file. AOL and Dr. Solomon's update the driver file as new viruses and Trojan Horse programs are detected.

And now the commercial.....

As a special benefit to its members, AOL has teamed up with Dr. Solomon's to make their award-winning Anti-Virus software available to their members, right on AOL. The Dr. Solomon's product has been specifically developed to detect many of the known Trojan Horse programs. You can download this software for free by going to Tools and Solutions (click on the blue text to go right to Tools and Solutions!), in the AOL Computer Protection Center. You'll also have the chance to purchase the complete version of Dr. Solomon's Anti-Virus.

Get Automatic Satisfaction With Word 97 *

The more functions your word processor performs automatically, the faster you finish your work. Word 97, the latest version of the venerable word processing program, is full of nifty automation tricks and shortcuts--but they're not always easy to find. Try these hints to make sure Word 97 earns its keep.

I Started, Now You Finish

Are there certain phrases or words you find yourself typing over and over during the course of a day? To cut down on retyping, just tell Word 97 to automatically complete phrases as you start typing them. Go to the Insert menu and choose AutoText, then click the keyboard icon. When the AutoCorrect dialog box appears, click the AutoText tab and go to the "Enter AutoText Entries Here:" field. Type in the word or phrase you want Word 97 to recognize and automatically complete as you type. Click the Add button. Make as many entries as you like, then click OK to close the box. Now, when you start typing a word or phrase Word 97 recognizes, a small text box appears. When it does, press Enter and AutoText completes the

rest of the word or phrase.

You Cast a (Mis)Spell On Me

There are certain letter combinations that automatically flow from your fingertips when you're typing--and others that, no matter how hard you try, are nigh on impossible to master. To catch errors you repeat consistently, enable AutoCorrect's Replace Text As You Type feature. Word 97 keeps a running list of commonly misspelled and mistyped words and corrects them automatically as you type. This eliminates having to go back and fix mistakes, and saves time on spell-checking as well.

Just go to the Tools menu and choose AutoCorrect. Check the "Replace text as you type" box. You can add words that don't appear on Word's default autocorrect list. To do this, type the misspelled word in the "Replace:" text field and its correct spelling in the "With:" text field. Word adds the word to the list.

Under the AutoCorrect tab, you can also tell Word to capitalize the first letter of a sentence and the names of days, and to correct double capitals or the accidental use of the Caps Lock key.

AutoFormat That Page

Word has a great feature called AutoFormat that you can customize to tell Word what to format automatically as you type. Choose Tools, AutoCorrect and then click the "AutoFormat As You Type" tab. Next, select the features you want Word to format automatically, such as bulleting lists or fraction characters. After you make all your selections, click OK.

Creative Document Browsing

Have you tried Word 97's Browse button yet? If not, check it out. It's the small button between the two double-arrow buttons at the bottom of the vertical scroll bar. Click this button and the Select Browse Object menu appears with 12 browse button icons: Go To, Find, Edit, Heading, Graphic, Table, Field, Endnote, Footnote, Comment, Section, and Page (Page is the default). Click a button to assign it to the double-arrow up and down buttons. For example, click on the Browse by Heading button, and then every time you click on the up and down buttons you'll move to the previous or next heading.

Replace and Count

Here's a useful little trick. To count topic headings that all have the same style, simply count the occurrences of the style--provided that style isn't used for anything else. Choose Edit, Replace. When the Replace dialog box opens, click More. Under the Replace section, click the Format button, then choose Style. Choose the style you want to count and click OK.

Now place the cursor in the Replace With text field and repeat the steps above; be sure to choose the same style. Next, click Replace All and Word replaces the style with itself, leaving the document intact, and reports the number of replacements it made. This number represents how many times that style occurs in the document, and therefore how many headings, sections, or other elements are set off by that style.

* by Jim Pile
edited by Lisa Moskowitz
PC World Comm, Nov. 97 ⌐

Powerful Pain Relief: Tips for Windows 95 *

One of our favorite downloads is the PowerToys kit for Windows 95. The tools, created by Microsoft's own development team, add great shortcuts that didn't make it into Windows 95. Here we'll show you some of the least used and most helpful PowerToys. If you don't have the kit, you can get it at **http://www.microsoft.com /windows95/info/powertoys.htm**

A Little Help From an .Inf

Recently we received a reader request to find the help screens that appeared during PowerToys installation. To access the informational dialog box for the Find Extensions or Send To Extensions PowerToys, right-click the findx.inf or sendtox.inf file (in your Power folder, or wherever you've placed them) and choose Open. To access the help that appeared for Tweak UI, open Tweak UI, click the Tips button on the Mouse tab, and double-click About Tweak UI (or choose from the other help options there).

Catch a CabView

Files with the .CAB extension, or cabinet files,

contain pieces of one or more files. You'll find lots of them on the Windows 95 installation CD or floppies, and there may even be some on your system. (Open Find, type *.CAB on the Named line, and click Find Now to locate them.) Normally, you'd need to use the DOS utility extract.exe to view the contents of these files or extract their contents. But with the CabView (CABFILE Viewer) PowerToy installed, you can do all of this without going anywhere near DOS. Just double-click a CAB file to display its contents folder-style. To extract one of the files inside, right-click the name and choose Extract.

Extending Find Extensions

After installing the Find Extensions PowerToy, you'll see four new items on your Find menu. Click Start, choose Find, and you'll see that On the Internet, In the Knowledge Base, Address, and E-mail Message have been added to the menu. Find X gives you the option of adding any shortcuts you want to your Find menu. Just right-click the Start button, choose Open, double-click Find, and you'll see the Find folder, where you can add or delete shortcuts. For more information on the Find Extensions PowerToy, double-click Add/Remove Programs in the Control Panel, double-click Find Extensions, and click Help.

XMouse Trap

Normally when you want to select a window, you move your mouse pointer to the window on which you focus and click. But XMouse takes the click out of selecting. Turn XMouse on, and the focus follows your mouse: Just move your pointer over a window, and watch as it's selected automatically. (You'll be able to tell by the change in the title bar.) Turning XMouse on and off can be a little tricky. To turn it on, double-click the XMouse icon in the PowerToys folder. To turn it off, open the Control Panel and double-click the XMouse icon (it only appears if XMouse has been turned on); in the resulting dialog box, click Remove. (Tip: After you turn it off, the Xmouse icon in Control Panel disappears.)

Telephony Location Selector

This toy is designed for people who use the telephone dialer application from several locations and lets you change your dialing location on the fly. To turn it on, double-click the Tapitna.exe icon and you'll see a telephone-with-hand icon on the Taskbar. Right-mouse click on this icon to access your dialing properties or start the Phone Dialer; left-click the icon to choose a dialing location.

*TipWorld staff
edited by Paul Heltzel Sept. 97
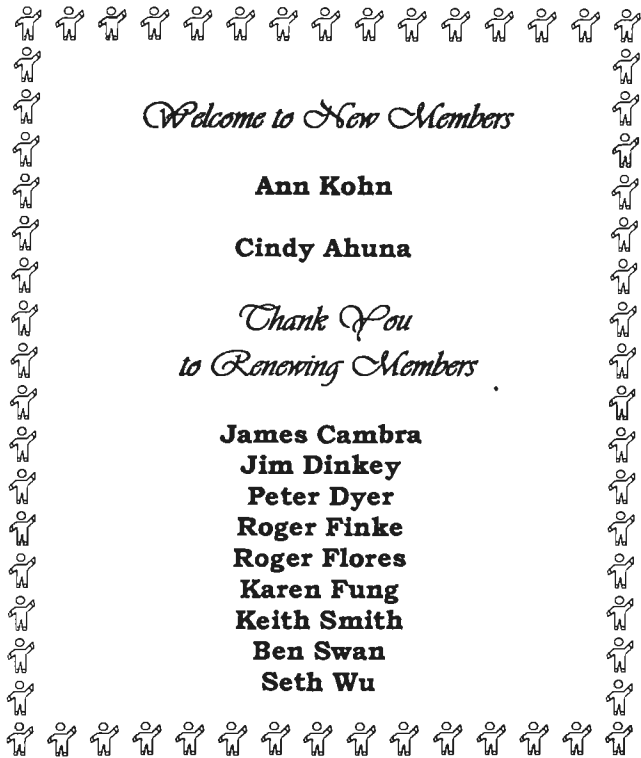
Welcome to New Members

Ann Kohn

Cindy Ahuna

Thank You to Renewing Members

James Cambra
Jim Dinkey
Peter Dyer
Roger Finke
Roger Flores
Karen Fung
Keith Smith
Ben Swan
Seth Wu

CD-R Disc Troubles with DVD-ROM Drives*

In case you haven't heard the news, some of the first-generation DVD-ROM drives (still on store shelves) have compatibility problems with the greenish tint CD-Recordable discs (used in desktop publishing, PhotoCDs, and other arenas). If you've tried unsuccessfully to access a CD-R disc in a new DVD-ROM drive, it's likely that your DVD-ROM drive has this problem. Unfortunately, there is no fix, as new laser heads are required to solve the problem. If possible, re-attach your old CD-ROM drive (so that you have both the DVD-ROM drive and CD-ROM drive installed) to get to your data.

*Bugnet/TipWorld

Freeware for Win 95

More Properties
http://www6.zdnet.com/cgi-bin/
texis/swlib/hotfiles/
more20.zip - 159KB
This program lets you easily change hidden Windows 95 settings, so you can customize many aspects of Windows 95 that you'd ordinarily have a hard time finding. These properties include many of the Explorer, Desktop, System Properties, and Startup options. (One feature, which lets you edit your Add/Remove Programs list, makes this free program especially valuable.)

Freecard 1.0
http://www.pcww.com/
frc100.zip - 420KB
Freecard lets you create multimedia greeting cards with customized animation graphics, text, music and sound. Greeting cards are made into Windows executable files. (Each card is a single .EXE file.) They expand, play, and clean up automatically on target PCs. A recorder is provided for recording sound for use in the cards. *Freecard* is powered by the *Slim Show* multimedia engine. The FREECARD program is freeware. The package itself as well as the greeting cards made by it can all be freely distributed.System requirements: IBM PC or compatible computer running Windows 3.1x or Windows 95. Sound card is needed for hearing the audio part.

FTBAB
http://www.lss.com.au/lsswindows.htm
FTBAB, short for Favourites To Bookmarks And Back, is a freeware utility that lets you convert Internet Explorer Favourites into Navigator Bookmarks, and vice versa. It is useful if you are constantly switching from one browser to another, as the two giants continually leap-frog each other in the battle for domination of the Internet.

Arlan Kertz - "SPAUG 501(c)"

This is to remind you that SPAUG is a non profit organiztion registered with the IRS under Internal Revenue Code 501(c)(3). In this regard, your dues (except for $12 for the newsletter) are deductible. Also, any addtional cash and or other non-business assets donated to SPAUG are also deductible.

Membership Application in the Stanford / Palo Alto Users Group for PC
$35 annual dues payable to SPAUG

Name: Address:

City: State: Zip:

Home: Work: Fax::

E-Mail:

New Member: Renewal:

Special Interest Group:

The above information is for SPAUG use only.

Mail to: The Stanford / Palo Alto Users Group, PO Box 3738, Stanford, CA 94309-3738
Questions? Call Beverly Altman (650) 329-8252 or Bob Mitchell (650) 368-9530

Tips for Moving From Office95 to Office 97 *

So you're thinking about upgrading to Office 97, but you're still not sure you're ready to give up Office 95 entirely. Plus, you've heard about the compatibility problems between Word 95 and 97. Just follow these tips for a smooth suite transition.

Dueling Start Menus
When you upgrade from Office 95 to Office 97, your old files will be overwritten and Office 95 will no longer appear in the Start menu. This is because the two programs create items using the same names. If you want to keep Office 95 in the Start menu when you install Office 97, just copy the folder and rename it. To do this, open My Computer and select the C:\ drive. Locate the MSOffice folder (it's most likely on the hard drive or in the Program Files folder), right-click it, and select copy. Now open the Windows folder and then the Start Menu folder. Move the mouse to an open space, right-click again, and select paste. A copy of Office will appear. Right-click it, select Rename, and type a new name into the highlighted box. Your new copy of the MSOffice folder will now be listed in your Start menu.

Cleaning House
When you're ready to give up the security of having both versions on your system, you'll need to get rid of the older version. All you have to do is put the Office 97 CD into the CD-ROM drive and open it. Click Valupack, Offclean. When the folder opens, double-click Offcln97.EXE to launch it. Follow the wizard to uninstall the old version.

Can't We All Just Get Along?
Just because you're up and running on Office 97 doesn't mean everybody else is. Unfortunately, that makes for a few compatibility problems, the most common being that previous versions of Word won't read Word 97 files. To get around this, you can save your Word 97 files in Rich Text Format (RTF), which allows older versions of Word (and most other Windows word processors) to read your files.

To save your files in RTF, select File, Save As and choose Rich Text Format in the File Save As Type list box. The only drawback to saving documents as .RTF files is that you'll lose most Word 97 formatting features in the process. A better way to ensure true readability for your documents is to convert them. You can download Word 6 Converter for Word 97 by clicking the link on your right.

Set It and Forget It
You can instruct Word 97 to save all documents in RTF so you won't have to make the selection each time you save a file. To do this choose Tools, Options. When the Options dialog box opens, click the Save tab. In this page you'll see a list box labeled Save Word Files As:. Click the down arrow at the right side of the box to expand the list and then select Rich Text Format (*.RTF) from the list. Click OK to close the dialog box. Now all of your files will automatically save in RTF.

See for Yourself
If you're frequently on the receiving end of RTF files, you may want to tweak the File/Open dialog box to look for RTF in addition to DOC files. Here's how: Select Tools, Macro, type FileOpen into the Macro Name box. Click Create. Delete the two lines you see there and paste the following:
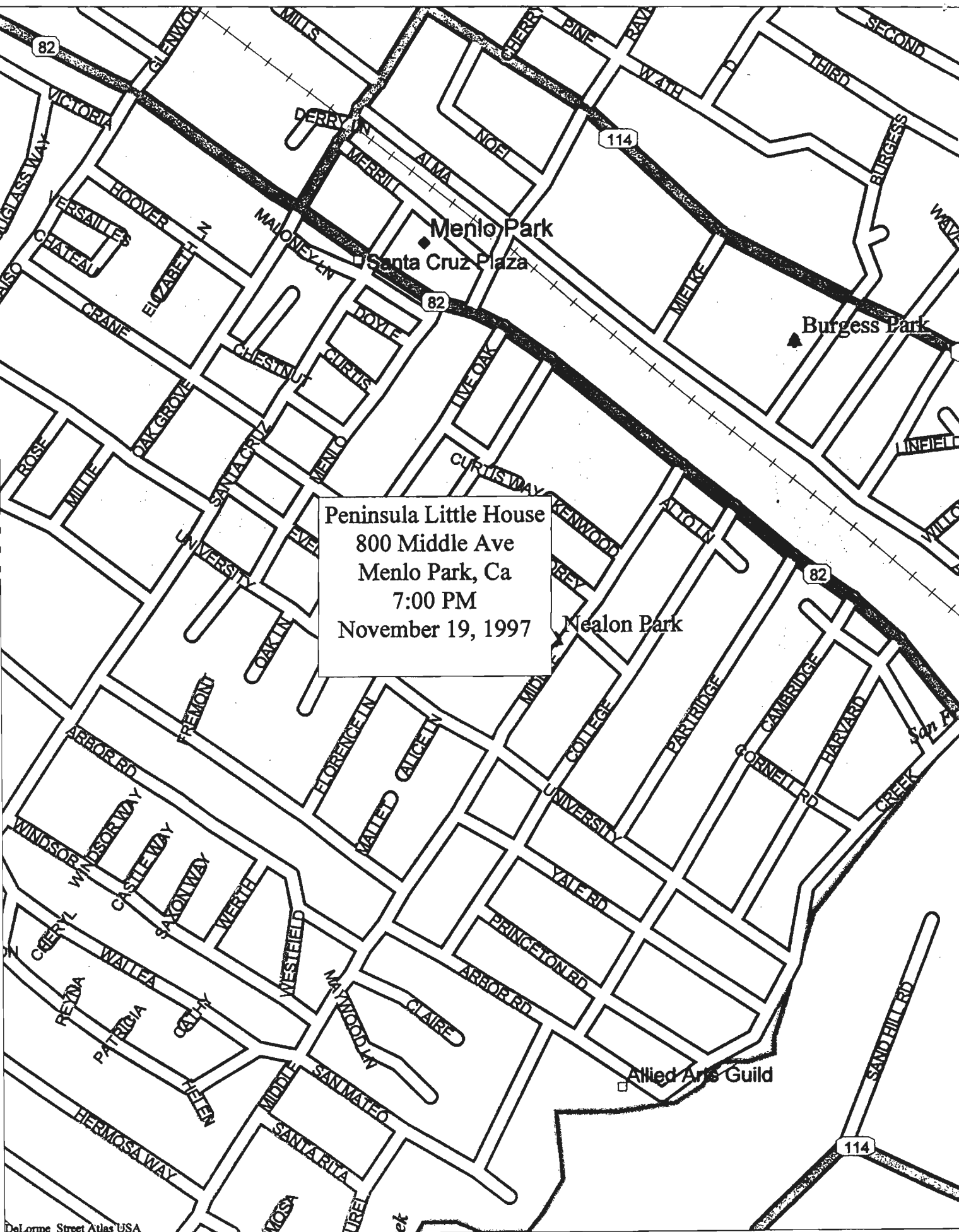
```
Sub MAIN
Dim dlg As FileOpen
GetCurValues dlg
dlg.Name = "*.rtf;*.doc"
On Error Goto OhNo
Dialog dlg
FileOpen dlg
OhNo:
End Sub
```

Press Ctrl+W and select Yes to save the macro.

*TipWorld staff
edited by Lisa Moskowitz, Sept.97
PC World Communications.

Season Greetings

In December, SPAUG does not have a General Meeting, Planning Meeting or publish PrintScreen.

Menlo Park

■ Santa Cruz Plaza

🌲 Burgess Park

Peninsula Little House
800 Middle Ave
Menlo Park, Ca
7:00 PM
November 19, 1997

Nealon Park

▢ Allied Arts Guild

DeLorme Street Atlas USA