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mini´app´les

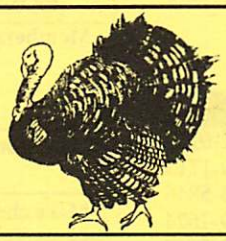
newsletter

Vol. 13
No. 11

The Minnesota Apple Computer User's Group, Inc.

NOVEMBER 90

Calendar of Events

M	T	W	T	F
HAPPY THANKSGIVING 			**Mac Main Meeting** 1 Hennepin Southdale Library 6:30 / 7:00 pm - Mike Carlson 866-3441, David Stovall 474-8015 --- **Apple II DTP SIG** 7:00 PM - Bill Warner 644-0658 Murray Jr. High School, St. Paul	2
5	6	**Apple // Main Meeting** 7 North Regional Library, 1315 Lowrey Ave North – 7:00pm Subject: Art and Magic of Word Processing Speaker: Lee Reynolds Tom Ostertag 488-9979	**mini'app'les Board Meeting** 8 Lexington Branch Library University & Lexington Aves. St. Paul, MN - 7:00 pm David Laden 488-6774	9
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Fourth Dimension™ SIG 19 Hennepin Southdale Library Ian Abel 824-8602	**MacCAD/E SIG** 20 Bill Langer 937-9240 Heath/Zenith Computer Hopkins - 7:00 pm --- **Microsoft® Works™ SIG*** Highland Park Library Ken Edd 631-3679	**Apple IIGS SIG** 21 First Tech , 2640 Hennepin, Mpls. Mark Evans 377-9000 --- **New Richmond Mac CIG** Wisc. Indianhead Technical Coll. John Hackbarth 715-246-6561	22	23
HyperCard™ SIG 26 Hagen Office Equipment -7:00 pm Mike Carlson 866-3441 --- **Mac Novice User SIG** Tom Lufkin 698-6523	**Mac Programmer SIG*** 27 Gervaise Kimm 379-1836 Murray Jr. High, St. Paul -7:00	**Mac Desktop Publishing SIG** 28 First Tech , 2640 Hennepin, Mpls. - 7:00 pm Bob Grant - 228-9637	**AppleWorks© SIG** 29 Murray Jr. High, 2200 Buford St. Paul - 7:00 pm Subject: Using Mail Merge Dick Marchiafava - 572-9305	30

Notes:

CIG - Community Interest Group
SIG - Special Interest Group

* Denotes a change in time or location.
Coordinators – Please Call Dick Aura (941-1198) by the 1st Friday in order to have your meeting listed correctly.

THE CALENDAR FOR DECEMBER IS ON PAGE 4

mini'app'les

The Minnesota Apple Computer Users' Group, Inc.
P.O. Box 796, Hopkins, MN 55343

Board Members:

Officers		
President	*David E. Laden* 675 West Wheelock Pkwy, St. Paul, MN 55117	488-6774
Past-President	*Dick Marchiafava* 7099 N. E. Hickory Drive Fridley, MN 55432	572-9305
Vice-President	*Tom Lufkin* 2078 Highland Parkway St. Paul, MN 55116	698-6523
Secretary	*Randy Dop* 4128 Meadowlark Lane Eagan, MN 55122	452-0425
Treasurer	*J. Edward Wheeler* P.O. Box 796 Hopkins, MN 55343	881-5928

Directors		
Publications	Dave Undlin	432-0913
Software	Tom Gates	789-1713
Operations & Resource	Dick Peterson	473-5846
SIG: Macs	Jim Horswill	379-7624
SIG: Apples	Tom Michals	452-5667
Membership	*Open*	

Coordinators		
Beginners' Consultant	Earl Benser	884-2148
Shows & Conventions	*Open*	
Dakota County	Tom Michals	452-5667
Northwest Branch	Jere Kauffman	535-6745

Apple II Users	Tom Ostertag	488-9979
Apple IIGS SIG	Dick Peterson	473-5846
AppleWorks SIG	Dick Marchiafava	572-9305
Apple II DTP	Bill Warner	644-0658
Beginner's Basic SIG	Tom Alexander	698-8633
Languages/Tech SIG	Wesley Johnson	636-1826
Tech. Adviser (hdwre)	Roger Flint	771-2868

Mac Users	David Stovall (eves)	474-8015
	Mike Carlson (days)	866-3441
Excel SIG	M. Nightingale	545-9380
Mac Programming SIG	Ian Abel	824-8602
HyperCard SIG	Mike Carlson	866-3441
CAD & Engin. SIG	Bill Langer	937-9240
4th Dimension SIG	Ian Abel	824-8602
Mac Novice SIG	Tom Lufkin	698-6523
Smalltalk SIG	Martin McClure	227-9348
DeskTop Pub. SIG	Bob Grant	228-9637
MicroSoft Works SIG	Ken Edd	631-3679
North Shore Mac Users	Jim Ringquist	(218) 387-2234
New Richmond Mac U.	John Hackbarth	(715) 246-6561

Software Director's Staff		
Apple // DOM Editor	Tom Gates	789-1713
MaceDOM Editor/Prod	Bob Fellows	
CP/M	*Open*	

Liaison Contacts (Contact with non-Mini'app'les SIGs)		
Genealogy	Melvyn Magree	559-1108
Medical	Stewart Haight	644-1838
CP/M	Jim Rosenow	(414) 261-2536
PACER Center	Roslie Becker	827-2966

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Questions – Please direct questions to an appropriate board member. Technical questions should be directed to the Technical Director.

Membership – Mini'app'les
attn: Membership Coordinator
PO Box 796
Hopkins MN 55343

All members receive a subscription to the newsletter and all club benefits. New members receive a package of member lists and software catalogs.

eDOMs		At Meetings	Mail Order
Members:	5 1/4" eDOMs	$3.00	Add
	5 1/4" System	$1.00	$1
	3 1/2" Apple/Mac eDOMs	$5.00	per
	3 1/2" System	$3.00	disk,
Non-Members:	5 1/4" eDOMs	$6.00	Max
	3 1/2" Apple/Mac eDOMs	$10.00	$4.00

Make checks payable to: Mini'app'les

Mail to Mini'app'les: Attn: eDOM Sales
PO Box 796, Hopkins, MN 55343

Dealers – Mini'app'les does not endorse specific dealers. The club promotes distribution of information which may help members identify best buys and service. The club itself does not participate in bulk purchases of media, software, hardware and publications. Members may organize such activities on behalf of other members.

Newsletter Contributions – Please send contributions directly to the Newsletter Editor, Linda Bryan, 1752 Gulden Place, Maplewood, MN 55109 or upload to BBS. You can also reach Linda at 777-7037 after 4:00 pm.

Deadline for publication for December newsletter is November 1st. An article will be printed when space permits and if, in the opinion of the Newsletter Editor, it constitutes suitable material for publication.

Meeting Dates – Please phone calendar announcements to: Dick Aura 941-1198.

Mini'app'les BBS – 892-3317 8 data 1 stop 0 parity 24 hours

Mini'app'les Voice Mail – 627-0956 (Receive info on upcoming meetings and leave messages) – 24 hours. Thanks to Tom Gates.

Advertising – Direct inquiries to:
Sharon Gondek
Mini'app'les Advertising Coordinator
PO Box 4023
St. Paul, MN 55104

Newsletter Publication Staff

Publications Director	Dave Undlin	432-0913
Editor	Linda Bryan	777-7037
Graphics Consultant	Nancy McClure	227-9348
Calendar	Dick Aura	941-1198
Assistant Editor	Tom Lufkin	698-6523
Contributing Editor	Tom Gates	789-1713
Contributing Editor	Steve George	935-5775
Contributing Editor	Jim Horswill	379-7624
Contributing Editor	Dick Marchiafava	572-9305
Contributing Editor	Dan Buchler	435-3075
Contributing Editor	Jason Mooney	627-0956
Contributing Editor	Ken Edd	631-3679
Production Manager	Cindy Reever	934-7500
Business Manager	J. Edward Wheeler	881-5928

Circulation this issue: 1000

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The Fine Print

The Mini'app'les newsletter is an independent publication not affiliated, sponsored, or sanctioned by Apple Computer, Inc. or any other computer manufacturer. The opinions, statements, positions,and views herein are those of the author(s) or editor and are not intended to be the opinions, statements, positions or views of Apple Computer Inc., or any other computer manufacturer. Apple®, the Apple® , Apple IIGS®, AppleTalk®, AppleWorks®, Macintosh®, ImageWriter®, LaserWriter®, are registered trademarks of Apple Computer, Inc. LaserShare™, Finder™, MultiFinder™ and HyperCard™ are trademarks of Apple Computer, Inc. PostScript® is a registered trademark of Adobe Inc. Times® and Helvetica® are registered trademarks of LinoType Co.

Yes . . .

I'd like to join!

Please accept my –

mini'app'les MEMBERSHIP APPLICATION.

Please Print or Type:

1. Name _____

_____

Address _____

City _____ State_____ Zip_____

Res. phone_____ Bus. _____

Renew ID#_____ Exp. Date_____

2. **Please enroll me as a mini'app'les member.**

☐ Regular [1st year]	$20.00	☐ Educational	$50.00
☐ Renew [one year]	$15.00	☐ Corporate	$100.00
☐ Foreign	$30.00	☐ Donation	$_____ (tax deductable)
☐ Sustaining	$25.00		

3. **Please tell us your special interests:**

Which personal computer do you use?

- ☐ Apple II
- ☐ Apple II +
- ☐ Apple IIe
- ☐ Apple IIc
- ☐ Apple IIGS
- ☐ Macintosh Plus
- ☐ Macintosh SE
- ☐ Macintosh II
- ☐ Macintosh SE/30
- ☐ Macintosh IIcx/IIci
- ☐ Laser - Other

Area of Interest?

- ☐ Business Application
- ☐ Home Application
- ☐ Educational Application
- ☐ Desktop Publishing
- ☐ Other_____

Do you own or use?

- ☐ Printer
- ☐ Laser Printer
- ☐ Modem
- ☐ Other_____

☐ Sponsored by: _____

☐ Check if interested in volunteer opportunities.
Special Area_____

☐ Check if you do not wish to receive non-club promotional mailings.

You'll receive your new member's kit in 3 to 6 weeks.
Make checks payable & mail to:

mini'app'les
PO Box 796
Hopkins, MN 55343

DECEMBER 1990

Apple // Main Meeting	Wed. December 5	North Regional Library	Note 11
Mac Main Meeting	Thur. December 6	Hennepin Southdale Library	Notes 4 & 14
Apple II DTP SIG	Thur. December 6	Murray Jr. High School, St. Paul	Note 19
Mac Computer Art & Design SIG	Mon. December 10	Mnpls. College of Art & Design, Computer Lab, Rm. 325	Note 7
Dakota County SIG	Wed. December 12	Metcalf Jr. High, Cedar Ave. & County Rd. 30 Burnsville	Note 16
Board Meeting	Thur. December 13	Lexington Branch Library, St. Paul	Members welcome – Note 1
Fourth Dimension™ SIG	Mon. December 17	Hennepin Southdale Library	Note 2
Microsoft® Works™ SIG	Tues. December 18	Highland Branch Library, St. Paul	Note 13
MacCAD/E SIG	Tues. December 18	Heath/Zenith Computers, Hopkins	Note 8
Macintosh Programmer SIG	Tues. December 18	Hennepin Southdale Library	Note 18
Apple IIGS SIG	Wed. December 19	First Tech Computer, 2640 Hennepin	Note 12
New Richmond CIG	Wed. December 19	Wisconsin Indianhead Technical College	Note 17
AppleWorks© SIG	Thur. December 20	Murray Jr. High, 2200 Buford, St. Paul	Note 10
North Shore CIG	Thur. December 20	Bethlehem Lutheran Church, Grand Marais	Note 15
HyperCard™ SIG		**NO MEETING**	Note 4
Mac Novice SIG		**NO MEETING**	Note 9
Mac Desktop Publishing SIG	Wed. December 26	First Tech Computer, 2640 Hennepin	Note 3

1. Dave Laden	488-6774	5. Wesley Johnson	636-1826	9. Tom Lufkin	698-6523	13. Ken Edd	631-3679
2. Ian Abel	824-8602	6. Jere Kauffman	535-6745	10. Dick Marchiafava	572-9305	14. David Stovall	474-8015
3. Bob Grant	228-9637	7. Joy Kopp	440-5436	11. Tom Ostertag	488-9979	15. Jim Ringquist	(218) 387-2234
4. Mike Carlson	866-3441	8. Bill Langer	937-9240	12. Mark Evans	377-9000	16. Tom Michals	452-5667
						17. John Hackbarth	(715) 246-6561
						18. Gervaise Kimm	379-1836
						19. Bill Warner	644-0658

Coordinators – Please Call Dick Aura (941-1198) by the 1st Friday of the month preceding the issue month in order to have your meeting listed correctly.

Members Helping Members

Need Help? Have a question the manual doesn't answer? Members Helping Members is a group of volunteers who have generously agreed to help. They are just a phone call away. Please: only call if you are a Member, own the software in question, and only within the specified days/hours listed at the bottom.

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Beagle Buddy	9
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Dollars & $ense	1
DB Master	7
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Laser 3.5 drives	1
PublishIt!	
ProTERM	1
Talk Is Cheap	3
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TO Graph	2
TO SideSpread	1
TO QuickSpell	1
TO SpreadTools	1
TO Thesaurus	1
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If you would like to be a "Members Helping Members" volunteer, please post your name, phone number, area(s) and convenient contact time(s) to Dave Undlin on the BBS or call the voice mail number – 627-0956.

1. Lloyd Nelson	423-3112	E	6. Dan Buchler	435-3075	E	12. Timothy Shea	739-3764	E
2. Tom Ostertag	488-9979	E	7. Ann Bell	544-4505	E	13. John Hackbarth	715-246-6561	D
3. Tom Gates	789-1713	EW	8. Fritz Lott	377-3032	E	14. Jim Horswill	379-7624	DEW
4. Tom Edwards	478-2300	D	9. Dick Marchiafava	572-9305	DE	15. Tom Michals	452-5667	
	927-6790	E	10. Randy Dop	452-0425	EW	16. Arnie Kroll	433 -3517	E
5. Earl Benser	884-2148	EW	11. Ed Spitler	432-0103	D	17. Michael Foote	507-645-6710	
						18. Richard Becker	870-0659	EW
						19. Timothy Kunau	737-4957	D
						20. Steve Peterson	922-9219	EW

D-days (generally 9a-5p), E-evenings (gen. 5p-9p), W-weekends (gen. 1p-9p).
In any case, call at reasonable hours and ask if this is a convenient time for them. We appreciate your cooperation.

Minutes of the Board Meeting

September 13, 1990
St. Paul Public Library - Lexington Branch

Board Members in attendance:
David Laden, Tom Lufkin, Randy Dop, J.E. Wheeler, Tom Gates, Dick Peterson, Jim Horswill, David Undlin, Jason Mooney, Dick Marchiafava. Excused: Tom Michals.

Members in attendance:
Steve George.

The meeting was called to order by President Laden at 7:05 P.M. The meeting agenda was distributed and reviewed. Motion by Wheeler to accept agenda. Second by Dop. Carried.

The minutes of the August 9 Board Meeting were submitted by Dop. Motion by Lufkin to approve August 9 minutes. Second by Horswill. Carried.

Agenda Item 2.1 - President's Report
David Laden provided a written report which consisted of a summary of Mini'app'les mission and purpose. David reviewed some of the responses that were given by the directors. David also provided a sheet that contained a summary of the correspondence that was made with the IRS and attorneys concerning the penalties assessed against Mini'app'les.

Agenda Item 2.2 - Vice President's Report
No report this month.

Agenda Item 2.3 - Secretary's Report
Randy Dop reported that all free eDOM coupons for articles published through the August 1990 newsletter. Randy will attempt to send out coupons on a quarterly basis.

Agenda Item 2.4 - Treasurer's Report
Report for July 1990 submitted by Wheeler.

INCOME			
	Membership Dues	660.00	
	Savings Account Interest	6.84	
	eDOM Sales	197.00	
	Newsletter advertising	90.00	1063.84
EXPENSES			
	e-DOM Cost of Goods Sold	29.26	
	Office supplies	78.12	
	Telephone	129.05	
	Postage, shipping	30.40	
	Printing, publications	1109.66	
	Bank service charge	16.42	1392.91
MONTH LOSS			329.07
Checking Account Balance			269.62
TCF Inv Mgt Acct			3175.11

Agenda Item 2.5 - Membership Director's Report
No report this month.

Agenda Item 2.6 - Executive Committee Report
Randy Dop provided notes from the Executive Committee Meeting that was held September 11, 1990.

Agenda Item 2.7 - Publications Committee Report
David Undlin reported on a number of subjects including: the local Apple office has purchased the back cover of the October newsletter, Jim Horswill has volunteered to get information off of AppleLink for the newsletter, David is still looking for the club's PageMaker software disks and books, David suggested that it might be time to find a person that would help coordinate volunteers, there was interest from a local dealer in purchasing advertising on the BBS, Linda is not receiving information from SIG leaders on their meetings,

Linda has received information concerning the MECC conference coming up in November, Sharon Gondek needs newsletters for current and potential customers, David received a copy of an Apple user group newsletter that was done using HyperCard. [Ed. note: This newsletter from the MUG News Service (MNS) is now available for download from our bbs, the Mini'Info'Net.]

Agenda Item 2.8 - Software Director Report
No report this month.

Agenda Item 2.9 - Resource Director Report
Dick Peterson reported that the ImageWriter printer head does not need to be replaced at the present time.

Agenda Item 2.10 - Interest Group Directors' Reports
Jim Horswill reported that the New Richmond group is not currently functioning. John Hackbarth is no longer interested in heading up the group. There is interest in starting a Mac group at the Oakdale Team Electronics. A group of people in Fergus Falls might be interested in joining with Mini'app'les. There is a group from Black River Falls that has expressed an interest in joining up with Mini'app'les.

Dick Marchiafava reported on a problem with the meeting location for the AppleWorks meeting. Dick will be reapply for permission to meet at the current location.

Motion by Marchiafava to accept the Directors' reports. Second by Undlin. Carried.

Board Minutes GOTO next page

Board Minutes continued from previous page

OLD BUSINESS

Agenda Item 3.1 - CD ROM Drive
The CD ROM drive has finally arrived! Tom Gates reported that he has made seventeen new disks for the Apple II series. The Beagle Brothers classic programs are also on the CD ROM. Tom will provide Dick Peterson with serial number information.

Agenda Item 3.2 - General Membership Meeting - February 1991
Tom Lufkin reported that he is in the process of contacting the Apple Corporate office in California to obtain a speaker for the general membership meeting.

Agenda Item 3.3 - Swap Meet
The swap meet is scheduled for Saturday, October 13, 1990 from 10:00 AM to 2:00 PM at Apache Plaza. Motion by Horswill to charge vendors $25.00 per table at the Swap Meet. Second by Undlin. Carried.

Agenda Item 3.4 - Formation of Nominating Committee
The committee currently consists of Tom Ostertag, Bill Foreman, and Cindy Reever. The board would like to have one or two additional people to serve on the committee. Tabled.

Agenda Item 3.5 - Applications/permits for use of Facilities
Tabled.

Agenda Item 3.6 - Contacting Dan Buchler concerning Mini'app'les materials
David Undlin will contact Dan Buchler.

NEW BUSINESS

Agenda Item 4.1 - Brainstorming session on Membership/Promotion
Tabled.

Agenda Item 4.2 - Resignation of Gary Kjellberg
Motion by Wheeler to accept Gary Kjellberg's resignation from Membership Director's staff and appoint Steve George as replacement through the end of the year. Second by Dop. Carried.

Agenda Item 4.3 - Resignation of Jason Mooney as Membership Director
Motion by Lufkin to accept with regret the resignation of Jason Mooney as Membership Director. A note of thanks was given to Jason for his contributions to Mini'app'les. Second by Dop. Carried.

Agenda Item 4.4 - LaserWriter Recommendation
Dick Peterson reported that the LaserWriter was in better shape than previously reported. The I/O board would need to be replaced at a cost of approximately $800. The printer does not need to be rebuilt as previously thought. Motion by Peterson to replace the I/O board in the LaserWriter for a cost not to exceed $800.00. Second by Horswill. Carried. Motion by Horswill to sell the LaserWriter through public advertising for $1350 and if not successful, offer the LaserWriter to members at the Swap Meet with a minimum sealed bid of $1100. Second by Marchiafava. Carried.

The meeting adjourned at 9:00 P.M.
Respectfully submitted by Randy L. Dop
September 13, 1990

Voice Mail
627-0956
Communicate with your Club...
even if you don't have a modem.

Announcements

Apple II Main Meeting

by Tom Ostertag

Okay all you Key Krunchers and Mouse Mashers... the Apple II meeting was at the North Regional Library on Fremont and Lowry and did we have a good time. *John Hyde* was there to give us a demo of some of the latest software, in this case two **Carmen Sandiego** programs enhanced for the IIGS and **Banner Mania,** all from Broderbund. The graphics in all of the programs were startling and John did a great job of demoing the programs.

At the end of his presentation, he gave away the Banner Mania program (two disks) to *Tia Cegla* and *Bill Job.* Both were happy to be the recipients of such a great program. John also made a few introductory remarks that are not appropriate for publication, but keep your ear to the Apple tree and see what drops. (How's that for mixing metaphors?) If you weren't there, you'll just have to suffer and bear it in silence. (Probably ours, not yours...)

Tom Gates also had a few words for the group. He mentioned that the latest ProDOS System disk (3.2) was released (ProDOS ver. 1.9 and Basic System 1.4.1) and is available in the Club's collection. Tom also mentioned that he has thirteen (That's right, thirteen...) 3.5" disks full of fonts for the GS, sone as large as 72 point. So for all you font-aholics... Tom says that he had several disks of Mac Graphics that had been converted to SHR for the GS.

Lee Reynolds mentioned that the group would be meeting at North Regional for the next two months, but will probably change in January to a suburban library because its too hard to find a coffee shop in the present area. (Not really, the meeting room is too noisy...) She said that she is also ready for next month's presentation on word processing. Lee will primarily use **AppleWorks GS** for her demo, but *Dick Peterson* said that he was willing to lend her his copy of **Word Perfect** for the GS.

The meeting adjourned to Byerly's Restaurant on 100 and Golden Valley Road for banana cream pie (on special) and hot fudge sundaes.

Soooo...that's it for this month. Come on out next month and join in with the rest of the crew. See you there...—*Tom*

Upcoming Meetings (North Regional Library, 1315 Lowry Avenue North, Minneapolis—corner of Emerson and Lowry)

November 7: *Lee Reynolds* will talk about the "Art and Magic of Word Processing" and will show several word processors. Come and watch her put that truculent text through its paces.

December 5: *Fred Evens* will present the perennial favorite at this time of the year: Games, Games, Games. Come and see what great games have been developed for the Apple II platform this year.

AppleWorks SIG

by Dick Marchiafava

Schedule for future meetings:
November 29: (5th Thursday) Using Mail Merge
December 20: (3rd Thursday) Spreadsheet Template Development
January 24: **ReportWriter;** Using AppleWorks relationally

AppleWorks SIG meetings are the fourth Thursday of each month (exceptions noted) starting at 7:00 pm. Meetings are at Murray Jr. High School, 2200 Buford, St. Paul. Enter the school on the west side which is on Grantham Avenue.

Call me if you need information on meetings (612) 572-9305.—*Dick*

MCAD SIG (Mac Computer Art and Design)

November 12—Understanding PostScript and PostScript Programming. Presenter: Fritz Lott, freelance PostScript programmer. Fritz will share his work in PostScript programming and define this software technology. A discussion on when and how to incorporate this type of service into your page layout work will be the focus of the presentation.

Meetings start promptly at 6:45. Meetings are held at the Computer Lab, Room 325, Minneapolis College of Art and Design, 26th and Stevens, Minneapolis.
—*Joy Kopp*

Mac HyperCard SIG

Meetings have no preset topic. Come to learn about HyperCard. Fourth Monday of the month, Hagen Office Equipment, 801 West 77 1/2 St., Richfield.

Mac DTP SIG

The DTP SIG meets on the fourth Wednesday at First Tech, 2640 Hennepin, 7:00 pm.

Mac Programmers SIG

Jeff Brown (646-2478 work) has taken over the leadership of this SIG. SIG meetings are at 7:00 Murray JHS, 2200 Buford, St. Paul, Room 21 (note new site) on the fourth Tuesday.

***Announcements** GOTO next page*

***Announcements** continued from previous page*

Mac Microsoft Works SIG

by Ken Edd

As you probably know, the Works meeting time and place have changed—we are no longer meeting at the Washburn Community Library in South Minneapolis on the second Tuesday of the month, but at the Highland Park Library in St. Paul on the third Tuesday of the month.

The format of the meetings will also change a little. I plan to have actual topics of discussion (!) for some of the meetings. For the November meeting, I will be discussing Works' word processing module and its strengths and weaknesses.

Dakota County CIG

by Tom Michals

There have been two months of no meetings in Dakota County. In those two months five people have joined. Since January 90 nearly two dozen have joined. I finally have gotten a committee together to decide future meetings. We are planning a November meeting. After November, the meetings are to be held in the Burnsville HS computer labs (pending insurance questions and reservations with the High School) on the second Wednesday of each month.

Currently we are expecting the November meeting to be at either Metcalf JHS or Burnsville. Everyone attending may have to sign a waiver unless insurance questions are cleared. The November meeting committee preferred two meetings in one, a Mac and an Apple session. The committee will present an intro to **AppleWorks** unbiased vanilla novice type and no add-on software—at least not yet. Also a Mac session, preferrably kinda hi-tech. The November meeting for Mac will have a demo of **HyperCard** and a user-written replacement for the Finder.

December through March meetings plan ongoing AppleWorks and AppleWorks GS sessions plus **Mac Excel, MacInTax,** and **Apple KFS-TAX** sessions. The committees will meet again in early November to plan Nov 14th meetings and Dec meeting. I have room for more help on the committees and there is always the Oakdale hopes for meetings. I have spoken with Earl Benser and community educations in Burnsville, Eagan and Rosemount-Apple Valley. We would like to do classes on Basic, Hypercard, Intro to the MAC and the various Appleworks version short classe. I will be pursuing this as winter quarter approaches.

—Tom Michals

Mac Finale Group Available

Interested mini'app'les members are invited by the Finale user group to attend their meetings. **Finale** is by Minneapolis-based Coda software. Denise Dreher (822-1102) is our contact person. The Minnesota Composers Forum (228-1407) will take Finale user group calls—ask for Fritz.

The group has met since April. Representatives from Coda sometimes attend and take notes. Meeting dates will vary.

Quark XPress Group

The next meeting of the Twin Cities Quark XPress Users Group is 7:30 pm Tuesday, November 27 at the world-famous Lowertown Business Center, 245 E. 6th Street, St. Paul MN in the Skyway Room. The agenda for the meeting is as follows:

- Announcement of news, bugs, and workarounds
- "Quick Quark Questions," in which members share problems and discoveries
- A case study of a Quark XPress document—a four-color brochure with many placed graphics—and its techniques.
- The "Feature of the Month": learning and sharing about color trapping and its quirks.

—Bob Grant and Jim Horswill

(Ed note: Although the Quark XPress group is not affiliated with Mini' app' les, we know that some of our readers appreciate occasional reports and meeting announcement from this group.)

Midwest Electronic Graphic Arts Show (MEGA)

November 6 9:00-8:00, November 7 9:00-6:00, Earl Brown Heritage Center, 6155 Earl Brown Drive, Brooklyn Center Admission free, but you must register at the door. Limited seminar seating—first come, first served.

Tuesday

9:00-10:00 Doug Rowan,3M
"How to Break the Digital Bottleneck"

10:30-11:30 Ron Rivers, Linotype
"The Evolution of LinoColor"

1:30 to 2:30 Edward Chruscibl, Optronics
"Trends and Issues That Are Reshaping the Industry"

3:00-4:00 Rick Borstein, Quark
"The Five Crucial Elements for Success in Electronic Color Publishing"

Wednesday

9:00-10:00 Bennet Rudomen, Eastman Kodak
"The Gateway into the Future of Electronic Publishing"

***Announcements** GOTO next page*

Washington Apple Pi Initiates Member Mentorship Program

by Manny Devera, WAP, via AppleLink

(Editor note: Only through an increase in membership and member participation can the mini' app' les user group remain the major Apple/Mac user group in the Twin Cities, and remain a financially viable organization. When this article was submitted, I said Hoorah! Here' s an example of an active, vital organization to inspire us. WAP knows how to make itself attractive to new members and to keep long-time members from becoming blase. This article is run in the hope that it can inspire dialog among members and move our Board to create a viable membership recruitment policy soon. If you think I' m editorializing, you' re right!—Editor).

Washington Apple Pi is beginning a formal mentoring program called MAPP. This stand for Mentor and Protege Program. We are interested in how other user groups are implementing similar programs which may be called by other names.

Definition and Purpose

The word "mentor" comes from the name of an ancient Greek teacher who was responsible for his student's moral, physical, and mental development. He was the friend to whom Odysseus, when departing for Troy, gave the charge of his household. He was a wise and trusted counselor. In the same context, we think that mentoring is relevant today since there is a need for us to share our knowledge, experience, and values with less experienced Pi members and interested associates. We owe it to our members and the Apple/Macintosh community to invest our time for their growth and social development. Each of us can be a mentor. We all have experience to give if we have the heart, the spirit, and the caring attitude to share Apple/Macintosh experiences. Mentoring is simply giving your knowledge to other people. In turn, the protege can develop and become a sharing participant and experienced member who will someday impart the knowledge that he has gained to a new Pi member.

The Program

We will have new members (less than one year in WAP) paired with more experienced volunteer Pi members. The Mentor/Protege relationship is being established by:

a. special interest
b. geographical location/residence
c. profession/work experience
d. random selection

Benefits to Participants

Mentor/Protege participants can enjoy the following benefits:

a. One free Pi disk.
b. Opportunity to preview/evaluate software.
c. Attend Quarterly Social Hour and guest presentation (Nov 90)
d. Attend Mentor / Protege Reception at Washington MacWorld (April 91)

Some Ideas

Some suggested activities for mentor and proteges are:

a. Provide welcome orientation to Washington Apple Pi
b. Attend and meet at Pi Meetings
c. Software assistance/training/telephone support
d. Attend socials.
e. Meet quarterly on informal basis.
f. Have dinner/lunches together.
g. Advise protege of progress.
h. Make occasional phone contact.
i. Attend computer shows together.
j. Encourage volunteerism.
k. Introduce protege at Pi meetings.
l. Visit Pi office together for orientation and meet staff.
m. Introduce to key Pi member and other volunteers.

Please send info to Manny Devera at user group address UG0352 or phone (703) 325-4994. Appreciate your ideas and suggestions on what works and what doesn't. Thanks.
—Manny.

from AppleLink: User Group Bulletin Board, User Group Resource Folder, From User Groups: News, contributed by Jim Horswill.

***Announcements** continued from previous page*

10:30-11:30 Jim Klauber, Hell Graphics Systems
"How to Get the Best from Both Worlds: Achieving 'Just Right' Color by Integrating Desktop Publishing and Color Electronic Prepress"
1:30-2:30 Phil Oenning, Adobe
Producing Color Separations on Desktop"
3:00-4:00 Aldus
"How Did He Do That?"

Sponsored by T.K. GRAY (781-4874) and Z*tic (371-7000)

contributed by Maridee Ennis

Software News from Your Software Director

by Tom Gates - Software Director

System Software

Although it appears that the software has been out a while, we have just received the Macintosh Communications Toolbox version 1.0.1 from Apple through our software license. I don't have any more information on the disk at this time. Maybe someone else out there that is familiar with it can drop me a note that can be included in the next newsletter.

On the Apple II side, we've just received ProDOS 8 System Disk version 3.2. This replaces version 3.1 that has been shipping with Apple //e and //cPlus machines since 1988.

Here is the information on the disk from the stat sheet I received with the package:

System Disk Files-

File name	Description	Status
ProDOS 8 v1.9	ProDOS Operating System	new
BASIC.System v1.4.1	BASIC Interface to AppleSoft	new
Launcher.System	Program Launcher application	v3.1
FastCopy.System	Apple // Copy program	v3.1
Copy.Me	Read Me file	v3.1
Settings	Information file for Sysutils	v3.1
SysUtil.System	P8 System Utilities	v3.1
Util.0	System Utility module	v3.1
Util.1	System Utility module	v3.1
Util.2	System Utility module	v3.1

Change History-

ProDOS 8 Version 1.9:

1) Bug Fix: "Program too large" error message was not being called correctly
2) Bug Fix: A problem with loading programs larger than 38K was fixed
3) Enhancement: A second version of the Quit call handler has been added to the operating system. This version is only installed on an enhanced //e (with an 80-column card installed) or on newer machines. The original version of the quit code is installed on machines that don't have the necessary hardware to support the new code. The new code offers the user a "mini program selector" in place of the old style prompt: Enter Prefix/Pathname upon quitting programs.

BASIC.System Version 1.4.1:

1) Bug Fix: BSAVE routine. When BSAVEing files, the system was not clearing the previous contents of the high byte of the Mark/EOF parameter block prior to setting the file's EOF. This was causing an invalid EOF under some circumstances.

Double Vision Anyone?

I have received a letter from Apple Computer offering an addition to our current software license. This is the MacApp Sample Program **DoubleVision**. It provides a unique example of MacApp programming for scientific developers written in Object Pascal using MacApp 2.0, the new Palette Manager and offscreen graphics world. This is distributed in source code form. If there is enough interest we can add this to our current software license. Please call me at the number listed here in the newsletter.

Demo Software & Specials

You seem to have enjoyed the opportunity to preview software programs thru the use of DEMO disks. I'm happy to announce DEMO software from the following companies:

- Paragon Concepts, Inc.
  NISUS - The Amazing Word Processor
  A 1-disk demo - Macintosh
- Informix Software, Inc.
  WingZ™ - Test Flight
  A 2-disk demo - Macintosh
- Fifth Generation Systems, Inc.
  Fastback II
  A 1-disk demo - Macintosh

Also available is a special offer order form for Mini'app'les members allowing you to order Fastback II for $75.60, a 60% (or $113.40) savings from the full price of $189.

Voice Mail for All Members and the Public

Remember the **mini'app'les** hotline 627-0956.

The number is a 24-hour voice line with a two-week calander of meetings. Should anything special come up on short notice, it will be there as special announcements. The phone number is for members and the public to call. It will be listed in the ***Computer User's*** User Group section in the **mini'app'les** listing.

The format of the messages is:

1—General greeting and what **mini'app'les** is;
2—Any special announcements;
3—Two-week calendar of meetings.

Dialing from a touchtone phone is helpful.

You can leave a message yourself of up to three minutes in length (or call three times and leave a total of nine minutes of messages). Anything goes. Questions, comments, ads, flames, etc. are all handled and/or passed to appropriate persons to handle.

(Material from a BBS posting by Tom Gates)

MacApp 2.0 Software and Training Available to User Groups and Developers

from the July/August 1990 issue of **Quick Connect** *©1990 Apple Computer, Inc.*

APDA™, the Apple Programmers and Developers Association, recently announced that the following development tools are now shipping. Remember that APDA products are available to User Group members in three ways: to individuals who are members of APDA; through Developer Tools Express; or through a User Group membership in APDA. For details contact APDA at 800/282-2732; AppleLink(R): APDA.

MacApp

MacApp is an object-oriented programming library that implements the standard features of most Macintosh application programs.

• **MacApp 2.0 APDA Product #M7022/D $275.00**

MacApp 2.0 software includes the MacApp class library, MacApp interfaces and sample programs in both Object Pascal and C++, and tools such as Mouser (the MacApp source-code browser) and ViewEdit (a graphical window and dialog-box design tool). Includes all software and the on-line Class and Method Reference both on diskettes and on a single CD-ROM; also includes extensive documentation including MacApp 2.0 General Reference, Introduction to MacApp 2.0 and Object-Oriented Programming, MacApp 2.0 Tutorial, MacApp 2.0 Cookbook, and release notes.

• **MacApp 2.0 Update APDA Product #M0025LL/D $120.00**

(Available only to previous purchasers of MacApp)

MacApp 2.0 Update includes all software and the Class and Method Reference on diskettes, the General Reference, and release notes.

• **MacApp 2.0 Update on CD-ROM APDA Product #M0742LL/A $80.00**

(Available only to previous purchasers of MacApp)

Update on CD-ROM includes all software and the Class and Method Reference on a single CD-ROM, General Reference, and release notes.

Introduction to MacApp 2.0 and Object-Oriented Programming, MacApp 2.0 Tutorial, and MacApp 2.0 Cookbook are available separately for update customers.

Site licensing arrangements are available. For details, contact Apple Computer Software Licensing at 408/974-4667.

Apple Developer University also offers a five-day MacApp and Object-Oriented Programming course (C++ and Pascal versions). with hands-on instruction. For details, call 408-974-6215; AppleLink: DEVUNIV.

from The Apple User Group Connection, Apple Computer, Inc., 20525 Mariani Avenue, MS: 36/AA, Cupertino, CA 95014. Via AppleLink, submitted by Jim Horswill.

Letter to the Editor

To the editor-

I read Dan Buchler's October article on selecting a laser printer with interest, since I am also shopping for one. I agree with all the facts he presented. However, there is an additional fact he didn't consider that makes me come down on the side of the Apple Personal LaserWriter NT.

Apple advertises that this printer's ROMs (the chips that contain the PostScript interpreter and built in fonts) are on pluggable SIMMs. This implies to me (although Apple does not state it) that this printer will be able to be upgraded in the future, at least for the new TrueType font technology and maybe for the upcoming PostScript version 2.

There will be, no doubt, cartridges available for HP printers to do the same job, and it remains to be seen whether Apple's price for a couple of SIMMs will be less than the price for a whole new cartridge for the HP. Nevertheless, the Personal LaserWriter NT seems to me to offer a smoother upgrade path in the ever dynamic laser printer market.

—WayneMarsh

Current Apple System Software Available Through Mini'app'les

Software	Version	Date	Format
Apple II, II+, //c, //e			
DOS 3.3 System Master	n/a	09/10/85	5.25"
Apple II System Disk	3.2	07/16/90	5.25"/3.5"
ProDOS 8	1.9	07/16/90	5.25"/3.5"
Apple IIGS			
GS/OS System Disk	5.0.2	09/18/89	3.5"
GS/OS System Tools	5.0.2	09/18/89	3.5"
Macintosh			
System Tools	6.0.4	nn/nn/89	3.5"
Printing Tools	6.0.4	nn/nn/89	3.5"
Utilities 1	6.0.4	nn/nn/89	3.5"
Utilities 2	6.0.4	nn/nn/89	3.5"
HyperCard & Stacks	1.2.5	09/07/89	3.5"
HyperCard Ideas	1.2.5	09/07/89	3.5"
HyperCard Help	1.2.5	09/07/89	3.5"
ImageWriter LQ Disk 1	2.0	07/18/88	3.5"
ImageWriter II/LQ AppleTalk	2.0	07/18/88	3.5"
Communications Toolbox	1.0.1	03/20/90	3.5"
32-Bit QuickDraw			3.5"
LaserWriter	6.0		3.5"

Apple System Software disk prices are as follows:

3.5" System disks $3.00 each.

5.25" System disks $1.00 each.

Notes:
- The Macintosh System Tools and Utilities disks are available only as a set of 4 disks.
- To qualify for HyperCard software upgrade purchases, members must present proof of ownership of HyperCard in the form of the HyperCard start-up disk or a Macintosh CPU sales receipt dated August 11, 1987 or after.
- The Hypercard upgrade is available only as a set of 3 disks.
- GS/OS System Disk and System Tools are available only as a set of 2 disks.
- ProDOS requires 64K of memory on the Apple II and II+.

Swap Meet: The Club Puts on a Bash!

by Emmeline Grangerford

People were standing three-deep at the display tables looking for treasures by the time I got to the mini'app'les Swap Meet at Apache Plaza Mall at 10:00 on Saturday, October 13. Board members were still scurrying to find additional tables for last-minute arrivals with items to sell. By the time everything was set up, I counted two dozen members and one store who had come to display their wares. Their tables held software packages, cables, printers, paper, keyboards, mice, track balls, games, chips, cards, scanners, monitors, disks, books, manuals, floppy drives, hard drives, a Mac, a Commodore with games, a Decwriter terminal and even an oscilloscope. And all of it at a fraction of the normal retail price.

As a member, I have to say a big thank-you to the people who worked to pull this event off. It's been a loing time since we held a swap meet and even longer since I've been able to attend.

Budget Computer heaped their table with an assortment of Apple programs and accessories. *Dennis Paulson* was giving away demo programs to anyone who was interested. It seems there was something to interest everyone.

But where were our women members? The great majority attending the Swap Meet were men. Women have to be tough to take on this macho group. Besides, my buddies *Cindy, Meridee, Nanette, Teri,* and *Sharon* (and some other gals I want to become buddies with) knew this was the place to be on that gorgeous fall Saturday. And *no* roomful of ten-year-member male miniapplers is gonna intimidate them.

Many of the attendees picked up a Newsletter to take home with them. Let's hope that our swap meet attracted some new members. *Tom Lufkin* and *Jim Horswell* (who looks great in a suit) attended the main display and gave everybody a pep talk about the club and what we do.

Tom Gates spent a lot of time copying and selling eDOMs. Most of the day *Earl Benser* had a line of people waiting for advice on just about everything. Everybody with questions got an answer except *Otis Olson* and his questions about the Lisa.

Dave Undlin was engrossed by the sounds and graphics of the Apple GS demonstration at the mini'app'le desk. There were always people standing around with him watching the show and listening to the sounds.

You meet a few kooks, er, ah *afficionados* at an event like this. Personally, I cannot bear to have my computer make noises, but I met a Mac user who revels in the Mac audio system. When he turns on his computer, Jack Nicholson's Batman voice says "It's time to go to work." When deleting a file, Oscar the Grouch of Sesame Street sings "I love trash." If a reboot is needed, the Mac makes a familiar sound, the flush of a toilet. He said he particularly likes the sexy Vanna White "Good-by" as he powers down his system in the evening. I ask you, has he crossed the line from the ranks of Mac owners who *use* their systems and those who *love* their systems? Or is this a symptom of a greater illness: computer addiction? insanity? a deteriorating personal relationship?

As I was leaving at 1:45 pm, I noticed that the member who was selling a historic Decwriter terminal/printer had packed up and left. The only unresolved question I have is about the Decwriter: Did I miss a great bargain?

Upgrade Tidbits for Apple Users

Central Point Software is now shipping version 9.1 of **Copy II+.** Version 9.1 is a maintenance release that fixes bugs in version 9.0. Registered owners of version 9.0 can update to 9.1 at no charge by requesting the update from Central Point Software at (503) 690-8090.

Roger Wagner Publishing, Inc. has announced the availablity of the latest release of **HyperStudio,** version 2.1. The significant addition in version 2.1 is a "run-time" version of HyperStudio that allows for the creation of "User Disks" of stacks. Other related new products were also announced, such as a clip-art and clip-sound disk and an XCMD library package. The XCMD package gives HyperStudio stacks control of printers, modems and Apple's CDROM drive. The new version of HyperStudio is available at no charge to registered HyperStudio owners. For more information, contact Roger Wagner Publishing, Inc., at 1050 Pioneer Way, Suite P, El Cajon, CA 92020, (619) 442-0522.

In addition to HyperStudio 2.1, Roger Wagner Publishing, Inc. has also announced HyperStudio add-ons that assist the disabled computer user: XCMDs (Extended Commands) that allow easier selection of card buttons and automatically scroll text fields without requiring use of the mouse. These new XCMDs are available at no charge through online services such as America Online, CompuServe and GEnie or for a nominal $10 handling charge through Roger Wagner Publishing, Inc.

Press releases contributed by Tom Gates.

Viruses and Other Problems

A Readme for Apple and Mac Owners

by Dan Levine

Does your system hang up inexplicably? How about bomb outs and system errors? The culprit might be a lot of different things... Glitches for a large part, but it could be the vanguard for further problems. Shut off and restart all the equipment and it will probably work correctly. If problems persist even after restarting, does it go down at the same place as before? This is indicative of a problem with the program "in control." Perhaps the application itself is corrupted or one of its support programs/inits is missing or damaged. Try replacing them with known good versions. (This problem is even more widespread if you use copies of copies, etc.)

Assorted Mechanical Troubles

If the failure occurs every time you attempt to load a particular document, and if other documents created under the same application *do* load, then it would indicate only that particular document has the problem.

If several documents can't be loaded it could be a problem with the loading routines of the application. If the problem is confined to only one data disk, then it is likely the directory on that disk is damaged. Of course if the data disk is the problem, it's no big deal because you just get your backup disk and...what?...no backup? Oh-oh.

Good news. In many cases the data can be rescued. Files, disks, even entire hard drives. Once you identify the problem, you can determine if it's easier to just redo the document and attempt to reinitialize the disk (the disk may fail to format, indicating the disk itself is faulty) or because of the importance of the data, have it rescued.

And remember! Initializing or formatting over a disk will eliminate everything that is there. If you were ever copying disks and copied the blank disk over the original, you've probably learned that it is a good idea to "write protect" the original before making the copy. (Hint. Hint.)

If you're the victim of an accidental format or if you ever need a file or disk rescued, it is best if you don't write anything to the disk after you notice a problem, as that reduces the likelihood that the info can be retrieved.

Does your Macintosh seem to start up slower? The more memory you have, the longer it will take to start up because of the built in memory test. (On Macs up to the Plus, hold the mouse button down to bypass the test. This doesn't work for other Macs.)

Sometimes a marginal power supply that just can't supply enough amperage to adequately run the system can cause the system to have a variety of problems.

RFI and EMI shielding in the computer and drives is much better, but you still could create problems with strong signals. It is not advised to use a cordless phone while operating your computer. Many people do this without experiencing problems, but just be aware.

Sound Master for the Macintosh is neat, but it is real easy to use too much reserved memory and cause a variety of problems.

If you had to restart without properly closing and shutting down, it's likely the next power up will be slower because the "Desktop" will have to be reconstructed. The Apple II GS tour and System disks are notorious for the "UNABLE TO LOAD PRODOS" message; it means the operating system is gonzo and is time to recopy the disk from your backup. (In fact all tour disks get damaged easily.)

Bombs, errors, hangups, slow booting and just plain sluggishness can alone and in combination be the result of multiple system folders, missing or conflicting inits/cdevs, faulty system and/or finder programs, ROM or RAM problems, incorrect control panel settings, a fragmented hard drive or even a virus.

Viruses, Worms, and Trojan Horses

Viruses can cause any number of problems. The whole topic is widely feared and little understood by most people.

Viruses are a subset of software that either inadvertently or with intent creates a situation that ranges from a gag to a nuisance to an irritant to outright destruction of other software and/or data. To date, I know of no destructive software that can create an actual hardware problem. (For example, software that holds a hard drive actuator arm out over the platter and then instructs the rotating motor to power down. When the head crashes, it's time to replace the hard drive assembly.)

Viruses "attach" themselves to applications and occupy critical memory and disk space and spread throughout the system programs at very low levels. When infected software is passed around via disk or BBS, the risk of an outbreak is magnified. College campuses are among the most troubled areas. Any computer setup that has various users sharing software should have some sort of *current* virus protection. Detecting a virus is easier than ever and is a lot more desirable than having to deal with an infection. (Personally, I use **SAM 2.0** for detection and **Disinfectant 1.7** for treatment. I swear by Disinfectant. It's never let me down and it's still freeware.)*(Editor's note: as of early October, 1990, you should be using* ***Disinfectant 2.2!****)*

Similar to a virus is a "worm." Viruses and worms differ in that worms do not attach themselves to programs nor spread via sharing software. They spread within a single computer or over a network. (The most remembered worm disabled

Problems *GOTO page 16*

Apple IIgs and Mac Share a Hard Disk? Yes!

by Lewis Stephens

I recently had occasion to try something that is not in any book published by Apple or any third party developer that I an aware of. That is to try and finally accomplish the installation of two different computers, with different operating systems on one hard drive. And do this without setting up a network.

Well, this all started when I got up Christmas day to find a big surprise under the tree. Lo and behold, Santa had brought me a new Mac II! Actually, it wasn't that big of a surprise since I wrote the check for the thing myself, but since it was to be my one and only Christmas present, my wife wouldn't let me have it before Christmas Day.

I had saved for this machine for about a year and when a local dealer put it on sale right before the holidays, I knew the time was near. I only had one small problem. I didn't have enough money to get a new Mac II and a hard drive at the same time. Now anyone who has used a Mac at all understands that it is nearly impossible to use this machine without a hard drive. The only solution to this problem would be to take the CMS 60 meg drive off the Apple IIgs.

Since I had been using the Apple IIgs with a hard drive for about eighteen months and I was admittedly a trifle spoiled, this wasn't really going to be a long term solution at all. I just couldn't go back to using only the 3.5-inch drives with the IIgs. My time at least *seems* more valuable than that! I had to find a better solution and still stay within some type of budget.

The solution actually came from an old thread on CompuServe. There had been some talk about a year ago on MAUG [Micronetworked Apple User Group] about hooking up two computers at one time to a SCSI (Small Computer Standard Interface—"scuzzy") hard drive. This seemed to be the answer for me. The question was, how to do it?

I set out on my search for answers to my question by calling a couple of local Apple dealers. The answers from the dealers ranged from "It can't be done," to "It's possible, but we don't know how." After failing at this, I tried CMS. I was told by customer support that while it was indeed possible to use two systems at the same time, but it wasn't a practice that CMS supports. They did tell me that it could only be done with a CMS SCSI interface card. As luck would have it, that was the type of card I was using.

The CMS card handles partitioning a little differently from the Apple SCSI card. With the CMS card you can set up either one or two volumes or partitions on your ProDOS hard disk. The partitions are sized, using a series of jumper connections on the interface card. This is different from the Apple SCSI card, which uses only software partitioning. The Apple card can be used with the GS/OS Advanced Disk Utilities to give you more than two partitions on each hard drive although the extra volumes will only be accessible while operating under GS/OS in the native or 16-bit mode.

While the Apple approach may be easier for some to handle, it does have its drawbacks. With the Apple card you cannot set the starting point for your first ProDOS volume at any point other than Block 0 on the drive. The CMS SCSI card will allow you to set the starting point of the first ProDOS volume at any point on your SCSI hard drive from 5 to 200 megabytes in 5-megabyte increments.

The way that the partitioning works with the CMS card requires the Apple II to use the second partition since the standard Macintosh software, like Apple's SCSI card partitioning software, can only start to read the drive from Block 0. This is necessary to give a definite starting point for a second computer to access the hard drive. This brings us to the jumper settings that I had to use to get the two systems to work together.

The first thing I had to do was format the drive for the Mac. This meant I needed to make a good backup of my Apple IIgs hard drive contents. I chose Apple's own **Backup II** software for this.

The reasons for choosing Backup II over my normal choice, which is Glen Bredon's **Prosel Backup**, were twofold. Backup II has the ability to back up one size volume and restore to an entirely different-size volume and its has been released into the public domain, so I didn't have to buy any new software. *[Public domain? This was news to me, so I emailed the question to Matt Deatherage at Apple's Developer Technical Service via Usenet. His reply: "Backup II is *NOT* in the public domain, although it is considered part of the System Software and those who own Apple II computers may use it as they would ProDOS." -C.Ed]*

In this instance, Backup II was the best way to get the software from the 30-meg partition to the 20-meg partition I was going to try to build on the co-owned drive.

After I had formatted the drive for the Mac, the next step was to set up the CMS SCSI interface card for the task ahead. Actually it is simpler than it might seem although the number of jumpers on this card might strike fear in the faint of heart.

The set-up instructions are in the front of the manual that came with the CMS card. They don't tell you that you can use two different computer operating systems, but they do describe the functions of the different jumper settings fairly well.

This is a credit to CMS; they do provide you with the basic tools and information you need to do the job, as opposed to some vendors who assume that you won't have the need to know. It is a pleasure to get well-written documentation.

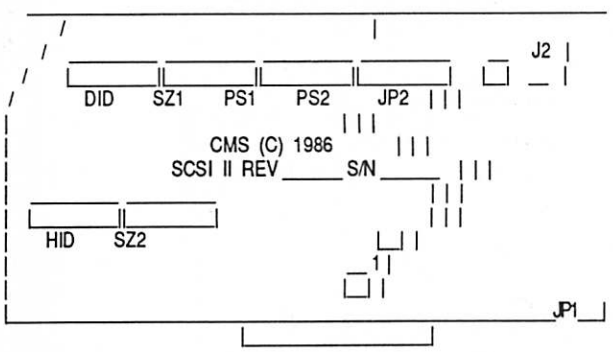
After checking and finding that my 60-meg hard drive was

actually about 65 megs, I decided that I would set the partitions or volumes for the two computers as follows:

Macintosh	45 megabytes
Apple IIgs	20 megabytes

At this point it was necessary to find out a little more about the SCSI protocols. The Small Computer Standard Interface will allow you to connect eight devices to the bus at once. These may be any variety or type of device, such as hard drives, tape backup drives, laser printers, scanners, etc. The two most important things for the consumer to lookout for are that the maximum cable length on the bus must not exceed 20 feet (end to end) and that each device must have its own individual SCSI ID number. This is the home address of everything that is attached to the SCSI bus. Unlike your typical family of peripherals for the Apple II, SCSI devices aren't that friendly and everyone must have their own individual address. It also helps to know a little about SCSI hierarchy. The bus uses a prioritized access scheme based on device IDs. There can only be 8 devices on a SCSI bus and the priority is from 0-7, with seven having the highest priority and 0 having the lowest.

Since Apple sets all Macintosh computers at the factory with a SCSI ID of 7 (seven), you must choose a different ID for your Apple II. This also means that you can't hook up more than one Mac to the SCSI bus, while you could hook up more than one Apple II, as long as you gave each one a different ID number.



The first set of jumpers that you should set on your card is the block marked **DID**, or Device ID. This will let the Apple II know the address or ID of the SCSI hard drive. The CMS SD 60 megabyte hard drive came with an ID of 6, so I decided to leave it at that. You can reset it to any other number between 0 and 6 and not have any problems. The next ID down the list would be a SCSI ID of 5 and that is what I chose for the Apple IIgs in this installation. You need to set the CMS card up like you are going to use two partitions for the Apple II whether you do this or not. This will keep you from having what I call a 'phantom drive' appear at startup time. You set the jumpers on **DID** pins 2,3,4,5,7,&8. This has set the CMS card to an ID of 6. Pins 2 and 3 are used to set the ID of drive 1 to an ID of 6. Pins 4 and 5 set the hard drive to enable both read and write functions. Pins 7 and 8 set the invisible second drive to an ID 6, also. The boot device for the Apple II in this instance will be the drive configured by pins 1,3,&4.

The second set of jumpers to be set will be marked **SZ1** or Size 1. These jumpers will tell ProDOS or GS/OS the size of drive number one of your ProDOS partition. I set the jumpers on **SZ1** on pins 1, 2, and 5. This set the size of drive 1 (one) to 20 megabytes.

The next set of jumpers to address is **SZ2**. These jumpers will set the size of your second ProDOS drive or partition. You can at this time decide to partition the drive into more than one usable drive or use it as I did with just the one ProDOS volume. The drive could have been split into something like two 10 meg drives as easily as the one 20 meg volume. I set the jumpers on **SZ2** on pins 1, 2, and 5. This is the same as for **SZ1**, you will notice.

The forth set of jumpers I needed to set up was **PS1** or the starting point for drive number 1 for my IIgs. These are the pins that make the entire setup work. The Apple card doesn't have this feature and without it I know of no way to share the system and have both machines boot from the hard drive. I chose to start my ProDOS volume from the 45 megabyte point of the hard drive and set the **PS1** jumpers on pins 1, 3, and 4 to accomplish this. Again I would like to point out that these are numbers that I felt were right for me and using the manual that comes with your CMS SCSI card, you can adjust these values to your own needs.

The next set of jumpers on the card are the **PS2** jumpers. For me these were easy, since I didn't want a second drive, I left all the pins empty.

The next set of jumpers to take care of would be the block marked **HID** or Host ID. These tell the system the address or ID of your Apple IIgs on the SCSI bus. Since I had decided to give the GS a SCSI ID of 5, I set the **HID** jumpers on pins 1 and 3.

At this point you can reinstall the CMS card in your GS and prepare to initialize the hard drive with the Macintosh. The Mac will be the first to be set up and initialized.

I had to do a "hard format" with my CMS Macintosh Utility Software to get the Mac to even recognize the drive. This software should be available from either your local dealer or from CMS via customer support or the CMS BBS.

Another note about the SCSI bus is in order at this point.

Share Drive *GOTO next page*

Share Drive *continued from page 13*

After I started this venture, I found that all devices on a SCSI bus must be turned on in order for any of them to function. This means that you will have to turn on your Mac while you use the GS and vice-versa.

After you have formatted the hard drive for the Macintosh, you can then start up the CMS Apple II Utility Disk and proceed to format the upper 20 megs of the drive for ProDOS. You will first select the Filer and initialize the drive for ProDOS. It is at this point that you name your ProDOS volume(s).

After that is accomplished, you can start setting up your Macintosh and ProDOS volume(s) in the manner that you desire.

A caveat would probably be in order at this point. I did notice that the speed and access time on both systems seemed to be slower. That has probably got something to do with the amount of overhead that the bus is seeing as well as the incompatible skew rates of the Apple IIgs and the Macintosh II.

The SCSI bus takes care of any collision of access problems with its priority scheme, so you can use both systems at the same time without the fear of losing any data. The way I have mine configured here, the GS will step back and wait for the Mac to complete its use of the drive before it starts or completes any read or write routine.

This same solution can also be used when trying to use two or more Apple IIe's at the same time. With the IIe's or perhaps two IIgs's, the only thing to be aware of is that the ID numbers of both machines must be different. There should be no other problems and there should be no degradation of speed or performance.

I used this system for about two weeks, with a single failure, before finding a remarkable deal on a Rodime 20+ for the GS. If you have a Mac and an Apple II, drive sharing would seem to be an excellent solution for anyone who might need to put off the purchase of a second hard drive or maybe for the user with a larger hard drive that he feels he would like to share without going to the expense of a network like AppleShare.

from Apple Barrel, 11/89, Houston Area Apple Users Group (HAAUG) via Steve George, Mini' app' les Contributing Editor

Meet Your Fellow Members on the Club BBS

Mini'Info'Net
892-3317
8 data, 1 stop, 0 parity
24 Hours

Problems *continued from previous page*

thousands of college and government UNIX computers during a single day a few years ago.)

A "Trojan horse" is also not a true virus and can be even more destructive. It usually masquerades as a useful or entertaining program while it does something undesirable in the background. For some reason, topics like the "Sexy Ladies" HyperCard stack gets people interested in checking them out and while you're watching, your hard drive is getting erased.

Viruses attack Macintosh 3.5" disks as well as hard drives, but on the Apple IIGS they affect only hard drives to my knowledge. To date I know of no worms or Trojan Horses that affect the IIGS—only the Macintosh. It won't take much for someone to change that in the future though.

At this point in time, worms and Trojan horses are not detected by anti-viral programs.

In conclusion, problem solving may require the assistance of your support location. They should be willing to help you learn more about your system. Some problems can be solved over the phone, but others may need to go into the shop. A word of caution; if you don't know what you are doing, do it carefully. If necessary, don't hesitate to call your fiendly...er...friendly service technician.

via AppleLink, contributed by Jim Horswill

To Our Advertisers

Remember that the next issue is our December holiday-season issue.
Planning on a special ad?
Ads for the December issue will be taken until November 8 by Sharon Gondek, 644-7418.

SIG Directors
Board Members
Other Contributors

Deadline for contributions to the December Newsletter: November 1. Contact Linda Bryan at 777-7037 if you cannot meet your deadline.

The AppleWorks Advisor

A Column for Users of AppleWorks

by Dick Marchiafava Copyright 1990. Publication by permission only.

Page Numbering Bug/Problem

"My students are required to complete an **AppleWorks** exercise where the first page of a multiple-paged document printing begins with number'67.' When they set the page header with the Print Option "PN" equal to 67 and print their work, all pages end up being numbered 67." —Charlotte McEwen, Hastings, NE

Working with page numbering, headers and footers seems to be an aspect of AppleWorks poorly documented and tricky. What you have here is not a bug!

McEwen Example:

———Top Margin: 1.0 inches
———Bottom Margin: 1.0 inches
———Left Margin: 0.5 inches
———Right Margin: 0.5 inches
———Page Header
———Page Number: 67 Study Packet Page ^
———Page Header End

Using the Example file, I was able to replicate the problem described. I have found some quirky behavior regarding page number printing in the past, but could not recall what was involved. I discussed this problem with a resource person. Together we were able to determine that the:

———Page Number: 67

had to be placed above the

———Page Header .

That got the page numbers to print incrementally.

However, the header and page number did not print on the first page, but the second page was correctly number 68, and the numbers after that were in proper incremental sequence.

To have the header on the first page, with page number 67, it was necessary to move the page number, header etc., above all the page format commands seen at the top of the page in the Zoom mode.

Suggested fix Example

———Page Number: 67
———Page Header Study Packet Page ^
———Page Header End
———Top Margin: 1.0 inches
———Bottom Margin: 1.0 inches
———Left Margin: 0.5 inches
———Right Margin: 0.5 inches

This works. The pages will print with the correct numbers.

Likes QuickSpell Dictionary

"I have been using AppleWorks 3.0 for over a year. On version 2.1 I had installed the **TimeOut QuickSpell.** When I checked a document, the checker gave me an unlimited number of suggestions. Often, because my spelling is so bad, it would be the fifth or tenth suggestion that would be correct.

"The version 3.0 only gives me one or two suggested spellings and often tells me there is no word it can suggest. That leaves me no option but to get a dictionary and find the spelling there.

"Is there a patch to make the version 3.0 speller behave like the QuickSpell on version 2.1?"—Lawrence F. Bauer, Muttentown, NY

The TimeOut QuickSpell program was modified and added to AppleWorks 3.0 by Beagle Bros. QuickSpell, like AppleWorks, is a modestly powered, easy to use program. With that design, there are limitations. The QuickSpell checker is capable of finding simple errors such as one or two characters wrong, or character transposition.

The speller in AppleWorks 3.0 is a bit more powerful than QuickSpell. With QuickSpell, the correct spelling of a word could be well down the list of suggestions. Many users objected to this. The built-in speller offers a short list of suggestions with a higher probability of having the correct word. However, it is still a modest performer. There is a sacrifice of power for the convenience of a built-in spelling checker.

You could use an external spelling checker. External spellers have more power than the built-in checker.

If you want to have a spelling checker built into AppleWorks that works like QuickSpell, install QuickSpell! Although it seemed superfluous, QuickSpell was updated to work with AppleWorks 3.0.

To install QuickSpell in AppleWorks 3.0, use a file utility to delete the MAIN.DICTIONARY file (395 blocks) from your working AppleWorks disk(s). Copy the files TO.QUICKSPELL (35 blocks) and MAIN.DICTIONARY (335 blocks) to the location you prefer: TimeOut application disk, etc. If you are using a hard disk, it would not be necessary to delete 395 block dictionary file from AppleWorks. Copy your CUSTOM.DICTIONARY file to the same location, if necessary.

Use the TimeOut Utilities to configure QuickSpell, as you would have done before. You will now have the same spelling checker operation you had before!

The extensive lists of suggested spellings QuickSpell offers can function as a "dictionary lookup."

The Hidden ^Apple

"If you press Control-A (in the word processor) you get a caret on screen that looks like a printer command. If the cursor is placed on this caret, the message "Apple" appears. What does it do?"

I understand programmers sometimes hide small surprises. Congratulations! I believe that you have found an Easter Egg. I have never encountered this before. Your question set me to wondering what other things were accessible from the keyboard with the Control key. I found:

AppleWorks Advisor *GOTO next page*

AppleWorks Advisor Continued from previous page

Control-H is Backspace
Control-I is Horizontal Tab
Control-J is Line Feed (moves cursor down 1 line at same position)
Control-K is Vertical Tab
Control-M is Carriage Return
Control-G is Bell

These functions will be no surprise to many users. They are part of the standard ASCII interpretation of these key combinations. There are several more Control combinations available. AppleWorks 3.0 intercepts several of these, reinterpreting them. Many word processors use the Control key ASCII interpretations to get the functions assigned.

TimeOut TeleComm Update

Beagle Bros has released an update to **TimeOut TeleComm,** version 1.2. This is described as a maintenance update, to fix bugs. I have not yet seen the Beagle Buddy update of this communication program. However, I will surely welcome this update, as users are complaining about problems with version 1.1

The following is extracted from a product release from Beagle Bros-

BEAGLE BROS ANNOUNCES TIMEOUT TELECOMM™ VERSION 1.2

SAN DEIGO, CA — Beagle Bros, Inc has announced a new version of TimeOut TeleComm. TeleComm has been upgraded to version 1.2 and several new features have been implemented.

- New configuration options
- New support for control characters in script commands
- New **VersaCard** hardware driver added
- Added redial key
- Compatible with the **AE Expander** for AppleWorks 2.x users
- Allows longer phone numbers up to 80 characters
- Improved text capture-to-disk function
- Improved memory management on 128K systems
- Improved error checking

In order to receive a new TeleComm disk and manual, users should send $10.00 plus their old disk and original manual cover (no photocopies please) to the Beagle Bros address below.

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121

Telecomm is a Beagle Bros TimeOut application that allows users to interface AppleWorks with their modem. TeleComm provides telecommunications features such as automatic dialing and log-in scripts, a 4000 line review buffer, Xmodem file transfers with Binary II support and terminal emulation capability. TimeOut TeleComm's suggested retail price is $69.95 and will be shipping on October 15, 1990.

I have no indication if or when this update will be available from Beagle Buddies. In any case, Beagle Buddies cannot provide manual updates. With the description of added features, it would seem that this is more than a "maintenance" release.

TimeOut Outliner

Beagle Bros procured Randy Brandt's **Outline 3.0** program, earlier marketed by J.E.M. Software. The program has been renamed **"Outliner."**

To Be Released: SuperForms

A new pup expected in the Beagle Bros TimeOut kennel has been announced. **TimeOut SuperForms** works with SuperFonts to create forms in AppleWorks. SuperForms has the necessary drawing tools to let the user make custom forms which can be printed with SuperFonts.

The following is extracted from the TimeOut SuperForms™ Specification Sheet:

Design custom forms inside AppleWorks

TimeOut SuperForms lets you create custom school and business forms right inside AppleWorks 3.0 SuperForms lets you design your form right on the Double Hi-Res graphics screen, so you know what your form will look like in print. Quickly design answer sheets, attendance reports, grade cards, invoices, order forms, and more. When you're done designing your form, SuperForms translates the form you've drawn into a word processor file that TimeOut SuperFonts prints out for you.

Several line and box styles to choose from

You can paint lines and boxes in a variety of line box styles to styles and thicknesses, with automatic line crossing and cornering. Or choose from dozens of special grid and line characters to produce original form designs. Vertical and horizontal lines, corners, checkboxes and other special symbols are printed using special line and graphic fonts included with SuperForms. With the narrow column characters available, you can even design custom account paper.

Add in distinctive graphics

SuperForms lets you paste **PrintShop,** Hi-Res and Double Hi-Res graphics into your forms for custom designs and logos. You can also use proportional fonts for attractive titling and headings.

AppleWorks Advisor GOTO next page

Publish It! 2 and RamWorks

Tips and Techniques for Apple Users

by Jim Pendarvis

I have just received **Publish It! version 2.** One of its significant features is that it is supposed to work with expanded memory cards, including **RamWorks.** And it does. However, according to the manual, it cannot recognize this type of Ramdisk, so it simply overwrites it and takes all of the memory for itself. In other words, you lose whatever was there and that is not good. This is exactly the type of situation that can and should be avoided by professional programmers.

Fortunately for RamWorks users, you can patch Publish It! 2 to work with expanded memory and keep your Ramdisk. That is the good news; the bad news is that users may have to experiment to make it work with their system. But here is an explanation of how it works and how I did it for my system.

After bloading Dtp.System at $2000, the location of the code that searches for RamWorks memory banks is at $4AB9. What it is intended to do is set up a "bank table" starting at $68A0. This first byte ($68A0) is the total number of banks. It is followed by a list of available bank numbers and will end in $FF. The $FF is the end of table marker. This is outlined in the RamWorks manual and the actual Publish It! 2 code is quite similar to that in the manual.

I know how many banks are on my card (1.5 megabytes has 24 banks). Since I use a 960k Ramdisk, there had to be 576k available for outside use. This is equal to 9 64k banks and that is the number to be put into $68A0.

The hard part is determining which banks are available for use. Applied Engineering refers to this as locking out banks. If you have used their partition program to lock out banks, then you can bload Prodrive at $2000 and check what is in locations $2003, $2004, and $2005. The values in these locations determine how banks are locked out from the Ramdisk. They work in 512k blocks so that if your card contains 1 megabyte, then you only need to be concerned with $2003 and $2004. For larger cards, just keep going. This is also sort of explained in the RamWorks manual.

For my card, the values were $01, $00, and $FF. This means that bank 0 on the main card and all of the banks on the 512k expander card were available. The $00 means that all of those banks are in use with the Ramdisk. The RamWorks manual explains the formula for calculating these values.

All that is left is to set up your own bank table in Publish It! 2. This is how mine works:

```
4AB9- A9 09      LDA #$09       ;loads # of banks in accumulator
4ABB- 8D A0 68   STA $68A0      ;  (9) and stores it in $68A0
4ABE- A9 00      LDA #$00       ;stores bank zero
4AC0- 8D A1 68   STA $68A1      ;  in $68A1
4AC3- A9 10      LDA #$10       ;first # of banks $10 thru $17
4AC5- 8D B0 68   STA $68B0      ;store for loop
4AC8- A2 00      LDX #$00       ;determines location in table
4ACA- 9D A2 68   STA $68A2,X    ;store banks in table
4CCD- E8         INX            ;counter
4CCE- EE BO 68   INC $68B0      ;next bank #
4AD1- AD B0 68   LDA $68B0      ;get #
4AD4- C9 18      CMP #$18       ;last bank    1
4AD6- D0 F2      BNE $4ACA      ;loop back if not zero
4AD8- A9 FF      LDA #$FF       ;load end of table marker
4ADA- 8D B0 68   STA $68B0      ;store marker
4ADD- 60         RTS            ;all done
```

When I run Publish It! 2 the table will look like this: 09,00,10,11,12,13,14,15,16,17,FF

Once Dtp.System has been bloaded, you can use the monitor to type your numbers in the indicated locations (addresses) and then bsave Dtp.System.

Change the $09 in $4ABA to your number of banks.

The $00 in $4ABF ensures that bank 0 is available.

What happens next is highly dependent on individual systems. As presented here, banks 16 ($10) thru 23 ($17) are stored in the table. As long as yours are contiguous, you can use this loop. The number of the first bank goes in $4AC4. But remember that you have already used bank 0, so do not start with it here.

If you have fewer or a greater number of banks, then change the $18 in $4AD5 to equal the number of banks plus 1.

The end of table position here is $68B0. This will also change if the number of banks changes. Start with $68A1 and count the number of banks, then add 1 for your end of table location. Substitute this value for $68B0.

It may not be elegant but it works. There should be enough information here to adapt any RamWorks system. So not be afraid to experiment. After all, that is how I figured this out in the first place, but remember to use a disposable copy. Good Luck!

from Washington Apple Pi (WAP) Journal 8/89
via Steve George, Mini' app' les Contributing Editor

AppleWorks Advisor *Continued from previous page*

Fill it in with other AppleWorks Data

The FormFill option lets you fill in the forms you design with data from a data base, spreadsheet or word processor file. You can use this feature to create personalized calendars and to-do lists, or any form you need to merge AppleWorks data with.

Operating System: ProDOS

Required Software: AppleWorks 3.0 and TimeOut SuperFonts

Price: $69.95 (suggested list)

AppleWorks questions and tips are welcome. Send to: 7099 Hickory Drive N.E., Fridley, MN 55432. Include address and phone number. Or call 612-572-9305, no collect calls. On GEnie I am: TIMEOUT. *Dick*

Mac Beginners: What is the System Folder?

by James Horswill © 1990

There are certain words and phrases that I am forced to use repeatedly when I write about the Macintosh. One in particular seems to crop up regularly, and that is the term, "System folder." Many novice Mac users are confused about what the System folder is, and what they should, and should not, put there.

The System folder differs from other folders in that it is the only one that contains a System *file*. The System file, and the information stored in the ROMs, or read only memory, are the "brains" of the Macintosh. Consequently, when you start, or "boot up," your Mac, the first thing it does is look for a disk with a System file. Such a disk is called a *startup disk*, and you can't boot your Mac without one.

Two Systems Means Trouble

There are rare circumstances in which someone might wish to have more than one System file on a disk. A programmer might wish to determine how software runs under different versions of the System, for example. Unless you fit one of these rare cases, however, it is important that you have one, *and only one*, System file per startup disk. If you have more than one you may give the Mac a kind of multiple personality, and serious problems could arise.

It's easy to accidentally transfer a System file to your startup disk when you're copying a new application to it. Some distribution disks have System files on them when they come from the publisher. If you simply drag the icon of the distribution disk onto that of your startup disk, you will copy any System file that may be there. To avoid this possibility, always double click on the new disk to open its window, then drag the individual icons for the application and its ancillary files onto your startup disk, leaving behind the System folder.

It's also good practice to use Find File occasionally to search your startup disk for extra System files. (If you aren't familiar with Find File, see "What is Find File" on pages 26 and 27 of the September 1990 issue of the *Newsletter*). When I tutor a novice user, one of the first things I do is search his or her startup disk for extra System files. You'd be surprised how often I find them. I found three on one occasion.

The Finder and MultiFinder

The System folder should normally contain one, and only one, Finder. I say normally, because there are circumstances in which even a novice may wish to prepare a startup disk that lacks a Finder. If you don't have a hard drive, it can be difficult to fit a System folder, application and data on two floppies. The Finder I'm using, version 6.0.5, takes up 107 K. Leaving it off a floppy would save a good deal of space. The trick is to use Set Startup from the Special menu to tell your Mac to open your application, rather than the Finder, at startup. Of course, with this arrangement, you will only be able to run that one application.

MultiFinder allows you to have more than one application open at once. It's not necessary to keep it in your System folder—you can place it on the Desktop. Any time you want to run it, you hold down the command and option keys and double click on its icon. Unfortunately, you can't switch back to the Finder from MultiFinder in this way. It is generally impractical to run MultiFinder with less than two megs of RAM, however, so if you have a one meg machine, you don't really need MultiFinder on your startup disk at all. You can trash it.

Ancillary Files Your System Folder Needs

There are many ancillary files that most System folders should contain. Many of them are *inits*, small programs that are loaded into memory when the Mac is booted or initialized (hence the name). All the files I discuss here are part of System Software 6.0.5. If you are running an older version of System Software, or an early Mac, you may not need some of these files.

Control Panel

A normal System folder contains many files called control devices, or cdevs. You gain access to each of them through the Control Panel. I have discussed some of them at greater length in "What is the Control Panel," on pages 16 and 17 of the July 1990 issue of the *Newsletter*.

General, Keyboard, Sound, Startup Device

The General file allows you to control aspects of the Mac interface such as the desktop pattern and the rate at which the insertion point blinks. The Keyboard cdev lets you set the rate at which the keys repeat and how long they wait before doing so. The Sound file allows you to choose the Mac's alert beep and set its loudness, while the Startup Device lets you set which drive will be used to boot the Mac.

Map, CloseView

There are other cdevs that you may or may not wish to install. The Map gives you a map of the world and allows you to determine the time of day in various cities around the world. It also gives you their latitude and longitude, and you can add cities to the list.

CloseView is intended primarily for the vision impaired, but it can be of value to fully sighted people as well. It allows you to magnify the current view of your document. It toggles on and off with a command-option-O, (the letter, not the

numeral), and you can adjust the magnification by issuing command-option-X and hitting the up and down arrows. It gives you a kind of "fat bits" view in any application.

Easy Access: Sticky Keys and Mouse View

Easy Access is also intended primarily for the disabled, and, like CloseView, it can be useful to non-disabled users. It's not a cdev, however, so it doesn't appear in the Control panel. It has two parts: Sticky Keys and Mouse Keys.

The Macintosh interface frequently requires the user to hold down two or more keys at once. Command-P for printing is a good example. Persons using a pointing device would find this extremely difficult, so Apple has provided Sticky Keys. It toggles on and off when you hit the shift key five times in succession. Once you have invoked Sticky Keys, you can issue a command like command-P by pressing the command and P keys in succession, rather than simultaneously. This can be handy if you're talking on the phone, and haven't really mastered balancing the receiver on your shoulder. It allows you to use the keyboard easily with one hand. Double clicking on modifier keys locks them on.

Mouse Keys is intended for people who cannot use the mouse. It allows the user to move the cursor and click on objects by hitting keys on the numeric keyboard. It toggles on and off when you hold down the command and shift keys and hit the clear key on the numeric keypad. If you invoke Sticky Keys first, you can hit these keys in succession. Using Mouse Keys, you have a kind of "nudge" command in any program, because, using this feature, you can move any object one pixel at a time.

Clipboard, Scrapbook, Monitors, PrintMonitor, DAHandler, Key Layout

Your System folder should almost certainly contain the Scrapbook and Clipboard files. You can have more than one Scrapbook file as long as only one is named "Scrapbook File." To access one of the others, simply change its name to "Scrapbook File." Of course, you can't have more than one with that name "loose" in your System folder

If you have an external monitor, you should have the Monitors cdev installed in your System folder. It gives you control over the way in which information is displayed on screen. If you use MultiFinder to to do background printing to a LaserWriter, you need PrintMonitor. It allows you to control the way in which documents are printed. If you don't have a laser printer or an external monitor, you can trash these two files.

If you're a MultiFinder user, you will want to put DA Handler in your System folder. It allows you to have several DAs open, independent of any applications you may be running. If you don't install it, you will be forced to hold down the option key every time you open a DA. If you don't run MultiFinder, trash DAHandler and MultiFinder.

You must have Key Layout in your System folder or you will be unable to use Key Caps, the DA that shows you all those hidden characters on the keyboard.

Application-Specific Inits and Cdevs

Finally, many applications require that you place additional inits and cdevs in your System folder. They also may create their own files and place them there. For example, Microsoft Word is notorious for creating a multitude of "temporary" files, and it sometimes fails to delete them, so they accumulate in the System folder like dust bunnies under a bed. Feel free to trash them once you've closed Word.

Remember *The Blob?* It kept expanding until it seemed large enough to engulf Steve McQueen's home town. (Judging from the inhabitants, that would have been no great loss). As time passes, and you add inits and cdevs and special dictionaries, your System folder will start behaving like that amorphous mass. It will keep getting larger and larger until you feel that it will devour your entire hard drive. Don't despair. Look upon its porcine proportions with pride. Just tell yourself that it's clear evidence that you have become a power user.

Microsoft Word: Formatting with Styles

*from **Microsoft Word News Roundup**, © 1990 Microsoft Corporation*

Any time you want one document to look like another or you want certain elements of a single document to look alike, you can use the Styles command to minimize your formatting time and create that consistent look. If you already use Styles, read on to find out about the simplest way to work with them and to learn about some more advanced uses. And if you haven't used the Styles command in Microsoft Word version 4.0, you will want to find out how even the simplest use of this feature can benefit you.

Why use style sheets?

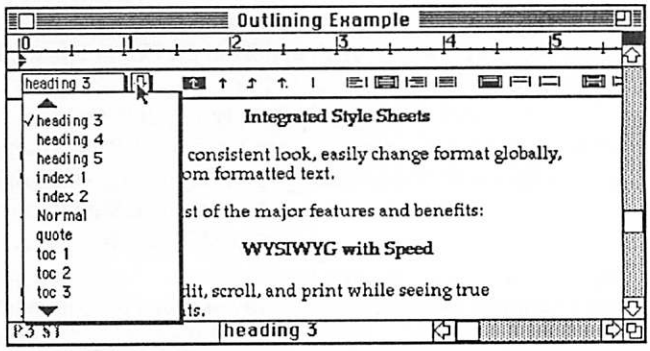
- You want to create professional-looking documents, but aren't willing to sacrifice precious time formatting text.
- Your organization likes to use a standard look for correspondence.
- You write instruction manuals, reports, or other long documents and want to keep a consistent look for specific types of text such as headings, notes, and quotes.
- You repeatedly create the same type of document (e.g. a memo, a bulleted list, or a newsletter), and each time the format is the same.

What are styles and style sheets?

A *style* is a set of instructions that define the appearance of text. You can define your own styles for use in text formatting. When you apply a style to selected text, the *entire paragraph* will take on the style. If you choose to redefine that style, the change is reflected in every paragraph where the style has been applied. A style definition can include fonts, tabs, formatting such as bold or underline, positioning instructions, and more—in short, any command applied from the ruler or from the Character, Paragraph, or Position selections on the Format menu.

The list of styles for a particular document is called a *style sheet*. Each new file you open in Word 4.0 contains a style sheet. We call this the default style sheet. Initially, its only visible entry will be the Normal style, which Word automatically applies to the text you type. Word also gives you 33 predefined entries that help you format such items as footnotes, a table of contents, headers, print merge instructions, etc. A style will go into effect as soon as you add one of those elements to your document.

Style sheets put formatting at your fingertips because you only have to invest the time once to create a set of text formats that look sharp and work well together. Once you have perfected the look you want for a particular document, you can use those styles throughout the given file or in any document. And if you decide to change the look slightly, you just have to change one style definition and the text will change throughout your document.



Working with styles

How do you create, apply, and redefine styles and then share them with other documents? It's easy. In Word 4.0 styles have become accessible through the ruler. This means that you can create, apply, and redefine styles by simply using the mouse to point and click and then typing a name. (You can also create and change style definitions using the Define Styles command on the Format menu, but we strongly suggest using the ruler method as it is considerably more intuitive.)

The easiest way to create a style is to assign the definition by example. Format one paragraph of text as you normally do, using the ruler and the Character, Paragraph, and Position dialog boxes. Select the text to be formatted. If you don't have the ruler showing, choose Format Show Ruler. At the lower left of the ruler, you will see a box with an arrow next to it. Unless you have defined and applied your own styles already, the name in the box should be Normal. To assign a style name to the selected text format, you simply click on this box to highlight it, type a name, and press return. Word will prompt you to verify that you would like to define a style based on your current selection. As soon as you click Define, you have defined a style.

Now that you have created a style, you can use it in your document with just one mouse click. Remember that even though style definitions contain character formatting, styles are *paragraph*-based, so when you apply a style to one word or sentence, the whole paragraph takes on the format. To apply a style, place your insertion point anywhere in the paragraph you want to format. Then click on the arrow next to the style box on the ruler, and move the mouse to point to and highlight the desired style name. When you let go of the mouse, you've applied the style.

Changing a style definition is just as simple. Simply select any text that's in that style and change the formatting as desired. You can always tell which style has been applied to the selected text because the name will appear in the style box on the ruler and in the status bar at the bottom of your Word window. Once the selected text has been revised, you just click in the style box to highlight it and press return. An automatic prompt lets you specify that you want to redefine the named style based on your text selection.

One step beyond

Now let's take a look at what you can do with styles once you've mastered the basics. You can:

Goal: Alter Word's default font so that you don't have to manually change it from 12-point New York each time you create a new document.

Method: Redefine the Normal style to your desired text format. Choose Define Styles from the format menu, select Normal, and click on Set Default.

Goal: Command that one style automatically follow another. If you are using one style has been defined, Word automatically switches to that second style when you press return.

Method: To define that style B should follow style A, choose Define Styles from the format menu and highlight style A. Double click in the box marked Next Style to highlight it (it should currently specify style A) and type style B. Click Define.

Goal: Base one style on another so that you only have to change the definition of the first to influence a change in the second.

Method: To base style B on style A, apply style A to your text first, add the formatting desired for style B, and then define that style by example.

Goal: Reuse style sheets again and again for new documents because a document's style sheet is automatically saved along with the file.

Method 1: Cut the text out of the document for which the style sheet was created and save the empty document under a new name. Each time you want to use the styles, open this blank document in place of choosing File New.

OR

Method 2: Choose Define Styles from the Format menu. With the dialog box visible, choose File Open. Select the name of the file containing the style sheet to use.

Goal: Add styles you use often to the default style sheet so that you have access to them every time you create a new document in Word.

Method: Open the document containing the style you would like to add to Word's default style sheet. Choose Define Styles from the Format menu, highlight the style, and click on Set Default.

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A Giant Thank You

To Steve George for printing out the labels for the newsletters. The type is large and readable and they have headers like:

**** WELCOME NEW MEMBER ****
**** ADVERTISER ISSUE ****
**** COMPLIMENTARY ISSUE ****
**** THANK YOU FOR RENEWING ****

Now Software Acquires Rights to Publish Boomerang

Now Software, developer and publisher of **Now Utilities** and **Screen Locker,** today announced an exclusive publishing and distribution agreement with Zeta Soft for the popular shareware program **Boomerang.** The agreement represents another major step in Now Software's strategy of offering a new category of system enhancement utilities—collections that concentrate on programs that let users customize the Macintosh, making it even more powerful, accessible, and fun.

Boomerang, widely regarded as one of the most successful shareware products, makes it easier for Macintosh users to navigate and search in the standard Open and Save dialogs within any application. Boomerang is a file and folder management utility that automatically remembers the files and folders last opened or saved, providing instant access to them. It can be configured to always show specific files and folders, let users create new folders, and find specific files from within the standard file dialogs.

Kin Seto, former head of Evangelism at Apple Computer and currently Executive Vice-President of the Weilynne Group, concurs. "Boomerang is by far the best file management utility on the Mac. Even in shareware form it earned a perfect five mouse rating from MacUser they'll have to come up with a new scale to rate the commercial version. The changes Now Software is making reflect some of the best examples I've seen of extending the Macintosh interface in a way that truly adds functionality and still remains aesthetically consistent."

Utility Collections Represents Growing Product Category

"Shareware seems to be the most fertile breeding ground for hot utility software," claims Chuck Bagwell, General Manager of Ingram Micro D's Macintosh division. "Symantec was very successful in taking MacZap commercial in the form of SUM, and it quickly became one of our top sellers. After reviewing the overhaul Now Software is giving to the already successful Boomerang, I have to believe they'll do extremely well with it."

Now Software is the first company to sell a collection of system enhancement utilities for the Macintosh. System enhancement utilities are additions made to a computer that help users overcome the limitations of the Macintosh operating system or applications.

System enhancement utilities differ from hard disk utilities in that they provide everything users need to get the most from their software, while hard disk utilities provide users everything they need to get the most from their hard disk.

Super Boomerang to be Included in Now Utilities

The new version of Boomerang will be called **Super Boomerang** and will be included in a future release of Now Utilities. In addition to all the features of the shareware version, Super Boomerang features a "Direct Open" option that adds a submenu of frequently used files to the Open... command in the File menu. When a user selects a file from the Open command, the open dialog is bypassed altogether, directly opening the file. It also features one of the fastest Find File functions on the Macintosh; although, its most exciting enhancement may well be its completely new interface.

Rebecca Ehlinger, Now Utilities product manager, stated that all registered Boomerang owners—including corporate site licensees—will get a free upgrade to the commercial version when it is available, along with a special offer to purchase the rest of the Now Utilities collection at a discount. Registered Now Utilities customers will be able to receive Super Boomerang as part of their regular upgrade package.

Now Software is located at 520 S.W. Harrison Street, Suite 435, Portland, Oregon, USA, 97201 and can be reached by telephone at (800) 327-3611 or by facsimile at (503) 274-0670.

Press Release via DTP Exchange BBS, submitted by Emmeline Grangerford.

Spell Checkers for Microsoft Works™ on the Macintosh

by Ken Edd

Questions about Works 2.0's spell checker are frequent at the Works meetings. Users seem to think that the checker supplied with Works lacks something as a spell checker, and want to know what they can do to make it work easier and with less trouble. There is only one answer I can give anyone who is having trouble with the spell checker supplied with Works: *Rip it out of your computer. Drive a stake of wolfsbane through its black, evil heart. Take it out to the deep woods by the dark of the moon, and bury it face down. Bury it deep. Put a great flat rock over the grave to keep it there. Put lots of rocks over it!* (There, there, that's better, I get all upset just thinking about it, but that's a story for another time, children.) Then go out and find a better spell-checker.

The spell checker I use and recommend with Works is **WorksPlus Spell™**, from Lundeen and Associates. Tim Lundeen of Lundeen and Associates wrote most of the software code for Works, and left software "hooks" for this spell checker in the program. Once started, the spell checker installs itself into Works, and runs seamlessly with the rest of the program. The Format menu and the Spell menus get new items added to them, but apart from that, the program is visually the same.

Operationally, however, it is a substantial change. WorksPlus Spell adds not only an excellent spell checker, but adds intelligent hyphenation and a glossary. This thing is quick! The original works spell checker is s-l-o-w, taking at least 30 seconds to check even the simplest documents. I once ran it on a simple three-line address, and it took 45 seconds! The same address run under WorksPlus Spell took only three seconds to check (everything was correctly spelled.)

WorksPlus Spell offers four choices when it comes to an unknown word: **Add**, **Ignore**, **Skip**, or **Change**. **Add** adds the word to the main dictionary, **Ignore** adds the word to a special dictionary attached to the document, and **Skip** will ignore the word once without adding to any dictionary. The dictionary of ignored words will stay with the document as long as it lives, and renaming the document using the File/ Save As... menu command will transfer the ignored words to the new document. Choosing **Change** will, of course, change the word to the one chosen, and WorksPlus Spell is a very good guesser, easily recognizing transposed letters, my special bane.

It also has very good hyphenation, and its default settings won't hyphenate a word if it would mean less than three letters in the word fragment in either the upper or lower line. It won't hyphenate a word across a page break, and it also won't hyphenate the last word in a paragraph. All hyphens added by WorksPlus Spell are "soft," *i.e.* not permanent, and will change as you add or delete text. You may also have spell checking live (as you type), but having both spelling and hyphenation live will use so much memory that it will occasionally run a 1-megabyte Mac out of memory.

There is a Glossary function that will automatically replace 255 short abbreviations with up to 255 characters of text. For example, I have one that replaces "sye" (*Sincerely Yours, Etc.*)with "Thank you for your kind attention to this matter, and I look forward to your positive reply at your earliest convenience. Sincerely Yours, Kenneth R. Edd" The glossary will only take letter combinations that are not in the main dictionary, and conversely, will not add words to the main dictionary that are already glossary combinations. Date, day, time and carriage returns can also be embedded in the glossary entries.

In all, it's an excellent choice of speller for the Works user, and at a street price of about $60, a pretty fair bargain.

Microlytics Offers Electronic Random House Encyclopedia for Macintosh and MS-DOS Computers

Microlytics Inc., a division of SelecTronics Inc., has introduced the electronic edition of The Random House Encyclopedia™, a comprehensive reference tool available for Apple Macintosh and IBM PC compatible computers. The program is based on The Random House Encyclopedia, a proven best-seller with over 200,000 copies sold.

Created under a licensing agreement with Random House Inc., the software program combines the latest in electronic information retrieval technology with a best-selling reference source. It contains a treasure of information with over 20,000 entries on all major areas of knowledge. Users can quickly and simply retrieve information on any given topic as well as related facts.

According to Mike Weiner, president of Microlytics, "We selected The Random House Encyclopedia because it has a wide selection of well-written and concise information, including a superior representation of technical and scientific entries."

The program is broken down into nine categories: Geography, History, Philosophy/ Religion/Mythology, Social Science, the Arts, Science, Sports & Leisure, and Law and Government. Each category is broken down into subcategories and articles.

For example, a user can access Sports & Leisure, then scroll to Sports. Here, users can find hundreds of subcategories from Henry Louis "Hank" Aaron to Paddle Tennis to Babe Didrikson Zaharias.

Information in the Random House Encyclopedia may be accessed via the Graphic view, the Outline view, and Reverse Dictionary view in the Macintosh version; and through the Outline and Reverse Dictionary views in the MS-DOS version.

The Outline view lists information vertically, while the Graphic view shows data in a series of boxes. Each view can be scrolled through and expanded. Clicking on any item opens a new level of structure. Bookmarks can be inserted so that important entries may be recalled instantly.

The third view functions as a Reverse Dictionary, and lets the user search The Random House Encyclopedia by calling up a date, topic, phrase or string of words. Simply type in "Bill of Rights" and the program returns twenty-four entries, including "Patrick Henry " and the "Glorious Revolution." This feature uses a powerful reverse dictionary technology called "Word Nerd," originally developed at the Xerox Palo Alto Research Center (PARC) and licensed to Microlytics. All views of the electronic edition of The Random House Encyclopedia are linked, so that users may move quickly from one view to another without losing their place.

When searches are performed, The Random House Encyclopedia gives expanded information on topics relative to the given entry; thus encouraging users to explore areas they may not have originally thought of researching.

For instance, when gathering data for a paper on religion, the user could check under the subcategory religion to find "Ten Commandments," or by typing "Ten Commandments" in the Reverse Dictionary, the program will instantly return all information relative to the topic, including references to "Moses" and "Cecil B. DeMille."

As a research tool, The Random House Encyclopedia acts as a reliable source of information for business professionals, researchers, students, and writers depending on accurate information.

Additional features of The Random House Encyclopedia include a Help feature, which assists in understanding search capabilities; and Copy and Paste commands (in the Macintosh version), and Select Copy (in the DOS version), which send designated data to the user's clipboard or file for later use.

The Random House Encyclopedia is part of the INFODESK™ series of reference products, a line of compatible software-based reference works. Because all products in the INFODESK series are compatible, users can swap reference products within the program . A Random House Encyclopedia user can purchase additional databases, such as **Inside Information™**, and access it from within The Random House Encyclopedia program.

Microlytics plans to release other information-oriented databases as part of the INFODESK series, including the popular Elements of Style writing guide.

The Random House Encyclopedia is available as a pop-up utility for IBM PC compatibles (with 512K RAM and DOS 3.0 or higher), and as a desk accessory for Apple Macintosh computers (with 1 Mb or more, and System 6.0 or higher). Both programs will ship October 1990 at a suggested retail price of $119.00.

Microlytics, Inc. Two Tobey Village Office Park Pittsford, NY 14534 Phone: 716-248-9150 Fax: 716-248-3868 AppleLink: D2915

press release via DTP Exchange BBS, contributed by Linda Bryan

Kinko's Academic Courseware Exchange Becomes Intellimation Library for the Macintosh

via AppleLink

College faculty and grade school teachers who are creating instructional software to run on Macintosh computers can now take advantage of a new publishing and distribution service geared to provide strong development and marketing support. Apple Computer, Inc. has selected Intellimation, of Santa Barbara, California, to take over and expand the former Kinko's Academic Courseware Exchange.

"We selected Intellimation after reviewing more than thirty companies nationwide because we felt they could take the bold step that was needed," said Bernard R. Gifford, Apple's vice president of education. "Intellimation will establish a new publishing model for educator-developed software, moving it well beyond distribution, the primary role of the former service. They will combine the disciplines of academic publishing—with its close attention to content and value—with a thorough understanding of the possibilities and benefits of technology. Intellimation is particularly well-suited to establish this service because the company has from the beginning focused on using technology in education rather than on the printed word."

Intellimation will publish the Intellimation Library for the Macintosh—resources by educators, for educators. The Library will include a variety of software, from stand-alone programs to interactive multimedia with complete curriculum integration materials. The Library will also be wide-ranging, from a set of tutorials to accompany a basic college biology textbook to an interactive HyperCard®-based American history program that accesses images stored on videodiscs.

Also included will be software designed to work with commercial programs, such as classroom exercises designed to work with a music composition program, and written materials about using Macintosh technology and software in education.

Although initially the Library will consist mostly of materials for college courses, Intellimation will expand the service to include instructional software for primary and secondary grades.

Intellimation will also expand distribution beyond the United States to other countries and will eventually include software developed by educators from countries around the world.

"Our mission at Intellimation is to provide new technology resources for educators that can make a significant difference in their instruction," said Ron Boehm, Intellimation president. "The Intellimation Library for the Macintosh will be an important part of that mission. We'll provide an editor's guiding hand to assure quality and bring educators' projects to completion and to market. This is important because, although educators are producing wonderful programs for the Macintosh, few want to take on publishing and distribution—or possibly even the 'finishing' that makes materials broadly useful."

"In higher education, faculty development has reached explosive proportions—largely because of HyperCard and other easy-to-use Macintosh authoring tools," said Burt Cummings, Apple's director of higher education marketing. "This software grows out of first-hand teaching experience and subject knowledge, so it has special value.

But at the same time, users are becoming more sophisticated and demanding. They expect more from educational software—more polished pieces with closer curriculum integration—and finding the best stuff in a discipline can be like finding a needle in a haystack. This is where Intellimation steps in.

Intellimation plans to work closely with educators on content and instructional design. "We're working with experienced faculty developers from several institutions for a range of review services—initially focussing on technical integrity, interface design and documentation review, and soon involving more stringent content review," said Becky Snyder, Intellimation project director. "Then we'll follow through with strong marketing support. We'll facilitate communication among educators doing similar work, provide guidance on topics such as the most appropriate multimedia format for a particular application, and—of course—participate in forums, distribute information widely, and generally do all we can to make the materials we publish readily available."

Intellimation was founded in 1987 to develop multimedia materials. It is a subsidiary of ABC-CLIO, a 37-year-old educational publisher. The company is best-known as marketer and distributor of the Annenberg/CPB Audio and Video Collection—a series of college-level course materials that incorporate video, audio and print, including titles such as The Brain and The Mechanical Universe. In 1989, the company established a Center for Learning Media—a learning lab used for development and research, as well as educator and student training. In February 1990, Intellimation took over the former Kinko's Academic Courseware Exchange program on an interim basis. With this announcement, the arrangement is now permanent.

Information about publishing or obtaining materials available from the Intellimation Library for the Macintosh is available by calling 1-800-3-INTELL. The first Intellimation Library for the Macintosh catalog will be available in the fall of 1990.

press release contributed by Jason Mooney

HyperCard: Speeding Up Your Scripts

*by Sandy Melnik, from **AHUG Windoid #10** via AppleLink*

Users frequently ask what they can do to tighten up their **HyperCard** scripts and make them run faster; here are a few pointers that will help make your scripts faster:

- Compact frequently. I can't overemphasize this one. Not only is compaction a good practice for keeping your stack in working order, but it also removes free space from stacks; free space is the biggest enemy of speed. Many users add scripts that automatically compact the stack upon closing it, or ask the user if it's okay to compact the stack.
- You don't have to "go to" a card to get information from it; you may refer to data on another card like this:

```
put card field 7 of card "Preferences" into hatSize
```

- If you do "go to" another card or stack in your script, processing as you go along, lock the screen, recent, and messages, i.e.,:

```
set lockScreen to true
set lockMessages to true
set lockRecent to true
```

Of course, if you want open/close messages to execute, then you'll need to leave lockMessages set to false. At the minimum, lock the screen. Not only will it speed up your script dramatically, but it'll keep users from watching stacks and cards flip by magically, which might confuse them.

- It's not always necessary to "get" something. Following are equivalents of some popular "get" statements and the alternatives: [see chart below]
- Many repetitive scripts can be compiled using **CompileIt!** from Heizer software, frequently resulting in enormous increases in speed. With CompileIt! many of your more time-consuming scripts can be turned into XCMDs and XFCNs.

Apple HyperCard User Group (AHUG)
MS/77E
20525 Mariani Ave.
Cupertino, CA 95014
Our AppleLink is: UG.AHUG

"Get" statement	Alternatives
get the date, put it into todayDate	put the date into todayDate
get the short name of card 7 oldName	put the short name of card 7 into put it into oldName
get background button 3, put it into buttonToClick	put background button 3 into buttonToClick

Submitted by Jim Horswill

To: All Members

From: Your Newsletter editor

I cannot thank our contributors enough! This is an exciting issue becaus eit contains such a variety of material.

Everyone, please remember that your contributions to the Newsletter are important. Despit the great material I am getting, I still need more. I am especially finding that I need short pieces to use between longer articles. A single tip, anecdote, or insight—these are just as useful to our readers as the long articles. Also, please remember that you don't have to be an expert to write for the Newsletter. No matter how much of a novice you are, there's another novice who knows less than you do. That's the person who needs your insights.

Now for the cranky part: The hardest material for me to deal with is the "just use what you want, Linda" kind of submission. Despite my big hopes of being a rewriter of your stuff, I'm finding that some submissions just require too much reworking.

A few guidelines:

- Sign your material *in the article.*
- Give it a headline that explains what the article is about and what machine it is for.
- If it is not original material, be very clear about where it comes from by typing *in the article* your sources.
- If there is any chance that I will not understand something about the handling of the article, don't wait for me to phone you. Take care of the piece before you submit it—write out the unclear parts.
- Don't expect me to open up archived material to retrieve an old article, such as a meeting schedule. Resubmit it in its entirety.
- Remember that you're writing for people who are trying to learn. Don't forget to explain your terminology.

And finally, please meet your deadlines. I can't come close to meeting mine if you're still submitting material as I compose the pages.

Thanks.

Linda

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Balloons Software

NUMBER SQUARES

1	2	3	4	5
6	7	8	10	15
11	12	13		9
16	17	18	14	20
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Number Squares is a disk of fifteen fun logic puzzles. The special appeal of these puzzles is that they can be played at an easy, medium, or difficult skill level. That means that kindergarten children can enjoyably play the easier puzzles, while high school students can still be challenged by the difficult puzzles.

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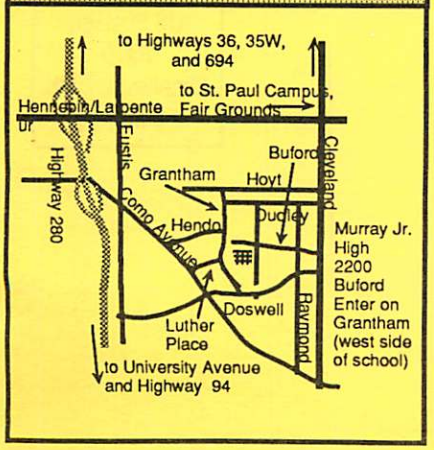

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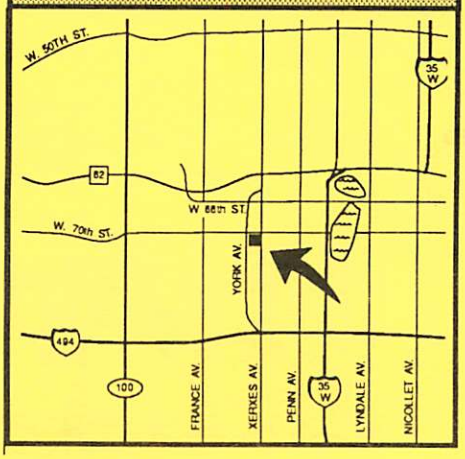

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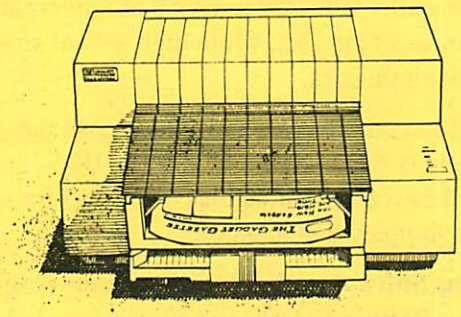

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