

\$3

Volume 28, Issue 2



mini'app'les newsletter

the minnesota apple computer users' group, inc.

F E B R U A R Y 2 0 0 5						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 OS X 7:00	2 6:30	3	4	5
6	7 7:00	8 7:00	9 7:00	10	11	12 Annual Meeting
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Q&A 7:00					

1 OS X

OS X SIG
The Foundation
1621 Hennepin Avenue South
Minneapolis, MN 55403
Craig Arko 612-379-0174

2

AppleWorks SIG
Penn Lake Library
8800 Penn Ave S, Bloomington
John Hunkins, Sr. 651-457-8949
hunkins@mac.com.

7

Board of Directors
mini'app'les members welcome
New Brighton Family Center
400 10th St..N.W. New Brighton
Tom Gates 612-789-1713

8

VectorWorks SIG
Comp-USA Store
4220 West 78th Street,
Bloomington, MN 55435
Charles Radloff 952 941 1667

9

Microsoft Word SIG
Eagles lodge
9152 Old Cedar Ave Bloomington
Tom Ostertag, D 612-951-5520 E
651-488-9979

12 Annual Meeting

Annual Meeting
Southdale Library
7001 York Ave. S.
Les Anderson 651-735-3953.
See page 8

17

Macintosh Consultants SIG
Embers 7:00 AM
7525 Wayzata Blvd
St. Louis Park
Bob Demeules, 763-559-1124

24

FileMaker Pro SIG
Megaclean
769 Kasota Ave S.E.
Minneapolis MN 55414
Steve Wilmes 651-458-1513

28 Q&A

Macintosh Novice SIG (Q&A) Questions & Answers
Merriam Park Library
1831 Marshall Avenue St. Paul
Richard Becker, 612-870-0659



mini'app'les

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

Board of Directors:

President	Tom Gates 612-789-1713 tgates@isd.net
Vice President	Bert Persson 612-861-9578 skallgang@yahoo.com
Secretary	Jim Nye 763-753-3899 nyej@lycos.com
Treasurer	Don Walz 651-426-5602
Marketing Director	Greg Buchner 952-883-0195 gbuchner@mn.rr.com
Publications Director	John Pruski 952-938-2818 johnpruski@aol.com
SIG Director	Dave Peck 651-423-4672 huntn@charter.net.
Director at Large	Les Anderson 651-735-3953 anderslc@usfamily.net
Membership	Erik Knopp
Apple II	Owen Aaland

Introduction – This is the Newsletter of mini'app'les, the Minnesota Apple Computer Users' Group, Inc., a Minnesota non-profit club. The whole newsletter is copyrighted © by mini'app'les. Articles may be reproduced in other non-profit User Groups' publications except where specifically copyrighted by the author. (Permission to reproduce these articles must be given by the author.) Please include the source when reprinting.

Questions – Please direct questions to an appropriate board member. Users with technical questions should refer to the Members Helping Members section.

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.

Advertisers – For information, see Newsletter Ad Rates box within this issue.

Newsletter Contributions – Please send contributions directly to our Post Office, Box 796, Hopkins, MN 55343, or tostertag@usfamily.net

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

Editor/Publisher: Tom Ostertag 651-488-9979

Newsletter Layout: John Pruski 952-938-2818, Bert Persson 612-861-9578

mini'app'les BBS – Internet only access

mini'app'les WWW site: <http://www.miniapples.org>

mini'app'les e-mail: miniapples@mac.com



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 represent the opinions, statements, positions, or views of Apple Computer Inc., or any other computer manufacturer. Instead of placing a trademark symbol at every occurrence of a trade-marked name, we state that we are using the names only in an editorial manner, to the benefit of the trademark owner, with no intention of infringement of the trademark.

CHANGE OF ADDRESS

Moving? Going to be away from home and leaving a forwarding address with the Post Office? Please send us a Change of Address when you are informing others. By using a moment of your time and a few cents to drop us a card, you save the club some money and you get your newsletter delivered promptly to your new address. If you don't inform us, the Post Office puts your newsletter in the trash (they don't forward third class mail) and charges the club for informing us of your new address. Change of Address should be sent to the club's mailing address: mini'app'les, Attn: Membership Director, Box 796, Hopkins, MN 55343.

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March 2005 Preview

Here is the tentative calendar of our Special Interest Group (SIG) meetings for March 2005. Please pencil these events on your calendar. As always, when doubtful of a SIG date, time, or location, confirm with one of the following:

- At www.miniapples.org
- The cognizant SIG Leader

Tuesday	March	1	OS X SIG
Wednesday	March	2	AppleWorks nee ClarisWorks SIG
Monday	March	7	Board of Directors meeting
Tuesday	March	8	VectorWorks SIG
Wednesday	March	9	Microsoft Word SIG
Thursday	March	17	Macintosh Consultants
Thursday	March	24	FileMaker Pro SIG
Monday	March	28	Macintosh Novice (Q&A)SIG

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 (or an e-mail) away. Please call only during the appropriate times, if you are a member, and own the software in question.

Apple II / IIGS Software & Hardware	1, 5, 7	1. Les Anderson	651-735-3953	DEW
AppleWorks / ClarisWorks-Draw	6, 7, 8	2. Mike Carlson	218-387-2257	D
Classic Macs		3. Eric Jacobson	651-645-6264	D
Cross-Platform File Transfer	5	4. Nick Ludwig	612-593-7410	DEW
FileMaker Pro		5. Tom Ostertag	651-488-9979	EW
FirstClass		6. Owen Strand	763-427-2868	D
iMacs	12,	7. Bruce Thompson	763-546-1088	EW
iPhoto / iTunes / iMovie		8. Pam Lienke	651-457-6026	EW
Mac OS Classic	7, 12	9. Tom Lufkin	651-698-6523	EW
Mac OS X		10. Gary Eckhardt	952-944-5446	EW
MacWrite Pro	11	11. R. J. Erhardt	651-730-9004	DEW
Microsoft Excel	2, 5, 13,	12. Richard Becker	612-870-0659	EW
Microsoft Word	5,	13. Ardie Predweshny	612 978-9774	DEW
MYOB	13	14. Charles Radloff	952-941-1667	D
Networks		D: Days, generally 9 a.m. to 5 p.m.		
New Users	1, 9, 12	E: Evenings, generally 5 p.m. to 9 p.m.		
PhotoShop	3, 10	W: Weekends, generally 1 p.m. to 9 p.m.		
PowerBooks / iBooks	12,			
Power Macs				
Quicken	2, 13			
QuickBooks and QuickBooks Pro	13			
WordPerfect	4			
VectorWorks	14			

Please call at reasonable hours, and ask if it is a convenient time for them. By the way, many of these volunteers can also be contacted on our BBS. We appreciate your cooperation.

If you would like to be a Members Helping Member volunteer, please send an e-mail message to John Pruski on our BBS, or call him at 952-938-2818, with your name, telephone number, contact hours, and the software or hardware areas you are willing to help others.

Newsletter Ad Rates

1/12 page	2.25" Width x 2.5" Height.	\$5
1/6 page	2.5" Width x 5" Height	\$10
1/3 page	2.5" Width x 10" Height Vert or 5.5 H.	\$20
1/2 page	7.5" Width x 5" Height (save 5%)	\$30
2/3 page	5" Width x 10" Height (save 7%)	\$40
Full page	7-1/2" Width x 10" Height (save 15%)	\$60
Outside back cover	7-1/2" Width x 7-1/2" Height	\$50
Inside back cover	7-1/2" Width x 10" Height	\$60

All ads must be prepaid and submitted on electronic media. Ads of \$20 and under must run for a minimum of three months.

mini'app'les will accept all ads for publication that do not affect our nonprofit status, or the postal regulations dealing with our nonprofit mailing rates. Examples of ads that will be rejected are; but not limited to, ads that:

1. endorse a political candidate or cause
2. attack a person or cause
3. are in "bad taste" (x rated or similar)
4. expound or demean a religion or practice.

Ads should be for a product or service. Because of our nonprofit mailing rates we must limit ads that are not related to computers.

Mail inquiries to: PO Box 796, Hopkins, MN, 55343
Phone inquiries to: John Pruski, 952-938-2818

Miniapples Directors Meeting November 1, 2004

Submitted By Jim Nye

Present -Les Anderson, Greg Buchner, Tom Gates, Jim Nye, Bert Persson, John Pruski, Don Walz

Approval of Agenda: approved agenda with modifications which included, under unfinished business, Hamfest report, annual meeting, auction, novice meeting; under new business, Annual Meeting Planning and SIG positions.

Treasurers Report: Treasurer Walz reported all bills have been paid . Handed out balance sheet for August 1-31, 2004. Motion made to accept Treasurers report, seconded, passed.

Les Anderson asked if savings have been moved out of CD investments. Treasurer Walz reported money is no longer in CD's. Treasurer will look to see if it is worthwhile to invest in CD's. Les suggested putting saving in ING Investment Company which acts as a saving account and gives 2.2% interest.

OFFICERS AND COORDINATORS REPORTS.

President Gates- has been contacted about donations for the auction. Equipment being offered for the sale includes a G3 computer with a tower, scanner, professional printer (large size) and other equipment. Arrangements being made to have it picked up. Also, Macmania is offering equipment for the auction.

Vice President Persson- reported on attending Hamfest. A number of imac's were sold at very cheap prices. Several buyers of imac's showed inter-

est in joining the club.

Secretary Nye- contacted the Anoka Technical College about meeting rooms to hold joint SIG meetings. Was told that the college rents the facility and makes no exception for nonprofit public service organizations. Auditorium rents for \$450 and class rooms for \$230 a meeting.

Marketing Director Greg Buchner- is sending information about club activities to the Pioneer Press.

Publication Director John Pruski- money is needed to advertise the auction. Last auction expenditures amounted to over \$300 for ads in the St. Paul Pioneer Press and Mpls. Tribune.

Postage for mailing out the newsletter is good for another 4 months.

Past President Anderson- is looking into a by law change to have newly elected President take over Club Presidency on the next meeting following the election.

UNFINISHED BUSINESS

Auction- Washburn Library has been reserved for Saturday December 4, 2004. Les Anderson will contact Lisa Huston about being the auctioneer again. A receipt can be given out as a form letter for tax purposes noting that a donation has been given. The donor is responsible to declare the value of the donation.

Novice Work Shop- the workshop will be held at 900 am- 300 pm at the St. Charles School on November 13,

2004.

NEW BUSINESS

Annual Meeting- club is looking at the 2nd week in February to hold the meeting. Bert Persson has inquired at the Southdale Library and was told that the room can not be reserved until December 1 and then is available only if there are no conflict with library events. Bert will try to get the room . Greg Buchner also noted that it may be possible to get the meeting room in the fourth floor of the Mall of America.

SIG Director- Dave Peck's position of SIG Director is coming open due to job restraints. The club will need to advertise for a candidate for the position. (the SIG Director may also be appointed as an interim measure)

Multimedia-Photoshop SIG- probably will be vacant until a new projector is purchased. Les Anderson will make an inquiry to Brian Bantz about the money from NAUGSAW as a possible source of funds for the purchase of the projector.

Auction- a motion was made to authorize John Pruski to spend a reasonable amount of money to advertise the auction. motion made , seconded, passed. (\$300 was budgeted for this expense, although cost of ads are expected to be some what higher).

MEETING ADJOURNED-next meeting December 6, 2004 , 7 pm , New Brighton Family Services Center

Bylaws of Minnesota Apple Computer Users' Group, Inc.

A. PURPOSE

1. The purpose of the organization is to promote the dissemination of information concerning the use of Apple Computers and products related thereto, and to share the knowledge of members at large concerning their talents and information pertaining to computers in general.

B. MEMBERSHIP

1. Members of mini'app'les are required to pay annual dues, which will be due on the anniversary of the month they joined.
2. The actual amount of dues will be set by the board. A application fee may be charged at the discretion of the board.
3. Annual dues must be received by anniversary date or membership shall be terminated.
4. Membership rights will be extended to the immediate household upon receipt of dues from the household.
5. Each membership shall have the right to cast one vote.
6. Membership will not be denied because of race, creed, color, sex, or national origin.
7. Members are expected to abide by these bylaws.
8. Benefits of membership shall include:
 - A subscription to the mini'app'les newsletter.

C. NAME OF ORGANIZATION

1. The name of the organization is Minnesota Apple Computer Users' Group, Inc. hereafter called "mini'app'les."
 - Eligibility to purchase mini'app'les software.
 - Eligibility to participate in mini'app'les sanctioned activities.

D. LEADERSHIP

1. The officers of mini'app'les, shall consist of the following positions:
 - a. President
 - b. Past President
 - c. Vice President
 - d. Secretary
 - e. Treasurer
 - f. Publications Director
 - g. Interest Group Director
 - h. Marketing Director

These eight officers are the governing board of the mini'app'les and all mini'app'les business will be conducted by this board.

2. Except for the Past President, officers are elected for term of one year. The term runs from May 1 to April 30. The office of Past President will automatically be given to the retiring President. If a President is elected for sequential terms, the incumbent Past President will remain in office. If Past President resigns or relinquishes office, the President shall appoint a Director at Large to complete Past President term and duties.
3. If an officer resigns or relinquishes office, the President shall appoint a replacement in a timely manner subject to board approval.
4. If the President resigns or is unable to perform the duties of the office; the Vice President shall assume those duties.
5. In the absence of the President and Vice President the officers may appoint an acting President.
6. Board members may be removed from office by a two-thirds majority vote of the board. A recall election shall be held within 60 days of presentation of an impeachment petition bearing the verified signatures of at least five percent of the membership.
7. The President, Vice President, or Secretary may call a general membership meeting. Membership shall be notified of time, place, and purpose of meeting through the mini'app'les newsletter or a special mailing.
8. Election of Officers.
 - a. Nominations will be made by a nominating committee.
 - b. Further nominations from members will be accepted at a general membership meeting to be held in February.
 - c. The subsequent list of nominees with such statements as they may wish to make pursuant to their candidacy shall appear in the April newsletter.
 - d. The election will be by means of a written ballot as published in the April newsletter. Ballots will be accepted at mini'app'les meetings or by mail. All ballots must be received by April 28th. A simple majority of those voting is necessary for election. Results of this election shall be published in the newsletter not more than 60 days following the election.
9. Board members must be paid up members of the mini'app'les. If a board member's membership lapses, they have effectively resigned from the board of directors, and the board shall so notify them and make record in the minutes.
10. No member or membership may hold more than one board position or vote except as noted in bylaws.

E. LEADERSHIP RESPONSIBILITIES

1. General Duties. The duties of the elected officers are in general to:
 - Promote the purpose and membership of mini'app'les.
 - Administer the bylaws of the mini'app'les.
 - Assure the financial well-being of the mini'app'les.
 - Attend and report at each board meeting.
 - Carry out decisions of the board in a timely manner.
 - Appoint staff and committees as necessary, subject to board approval.
 - Communicate to the board the needs of appointed staff and membership in general.
2. Duties of the President. The President will:
 - Provide leadership and direction to the general membership and to the board of directors.
 - Prepare an agenda for each board meeting.
 - Chair mini'app'les board and general membership meetings at which business is conducted.
 - Assign duties to board and staff members.
 - Establish goals to be reached during the term in office.
3. Duties of the Vice President. The Vice President will:
 - Assist the President with the duties of that office and in the absence of the president, assume the duties of that office.
 - Organize the program, facilities and equipment for general membership meetings including meetings for nominations or voting by membership.
 - Coordinate participation in events, such as trade shows and seminars.
4. Duties of the Treasurer. The Treasurer will:
 - Maintain the mini'app'les financial records and records of mini'app'les assets.
 - Prepare a written financial report to include income, disbursements, current account balances and assets, at each board meeting. This report will be included in the minutes.
 - Prepare an annual budget.
 - Be cognizant of and act upon requirements of the IRS and Minnesota State Department of Revenue in a timely and efficient manner.
 - Administer the collection of all monies due the mini'app'les.

- Establish and maintain bank accounts in the name of the mini'app'les.
- Deposit all monies in the mini'app'les bank account(s) in a timely and efficient manner.
- Pay all bills and demands as authorized by the board.
- 5. Duties of the Secretary The Secretary will:
 - Record in a permanent form the minutes of all board and general membership meetings at which business is conducted.
 - Record the results of elections.
 - Archive and maintain all mini'app'les records other than those kept by the Treasurer.
 - Keep a mini'app'les calendar.
 - Assist the President and Vice President in correspondence as required.
- 6. Duties of the Past President. The Past President will:
 - Provide continuity in the leadership of the mini'app'les.
 - Assist the President with the duties of that office.
 - Provide historical references for decision making process.
- 7. Duties of the Publications Director. The Publications Director will:
 - Oversee publication of the newsletter.
 - Appoint with consent of the board:
 - Newsletter Editor and assistants
 - Advertising Coordinator
- 8. Marketing Director. The Marketing Director will:
 - Oversee the maintenance and processing of membership records and materials
 - Promote membership
- 9. Duties of the Interest Group Director. The Interest Group Director will:
 - Oversee all matters related to the development and maintenance of Special Interest and Community Interest groups
 - Encourage and assist in the formation of new interest groups
 - Act as spokesperson to the board for group representatives

F. FINANCIAL

1. The mini'app'les will maintain an account(s) at a local financial institution. Such accounts shall bear interest as the law allows.
2. The Signatories on the account(s) shall be:
 - President
 - Vice President
 - Treasurer
3. One signature will be required to disburse funds from the account(s).
4. The authorization of expenditures will be accomplished by the board approving an annual budget that covers the mini'app'les budget year. The budget year shall run from August 1 to July 31. Those expenditures not budgeted items, or budgeted items which exceed the budgeted amount by more than \$25.00 will require majority approval of the board.
5. Proper verification of expenditures will be required before the funds will be disbursed.
6. In the event of dissolution of the corporation, the entire net assets remaining after payment of any or all liabilities and obligations of the corporation shall be disbursed in a manner agreeable to a majority of the board members at a specially convened open board meeting and consistent with IRS and State regulations. Notice of this meeting shall be made known to all mini'app'les members through the newsletter or a special mailing 30 days in advance of the meeting.
7. A Surety Bond shall be obtained, naming the above signatories as principals.

G. BOARD MEETINGS

1. The business of the mini'app'les will be conducted at board meetings, except for general membership meetings or voting by the general membership.
2. The Board of Directors shall meet at least every other month at a place and time designated by the mini'app'les president.
3. A quorum shall consist of 4 or more officers and no business shall be transacted if a quorum is not present.
4. Notice of board meetings shall be published 30 days in advance of all regularly scheduled board meetings.
5. In emergency situations, officers may agree to meet at any time, but all business transacted will be subject to reconsideration at the next regularly scheduled board meeting. Minutes of the emergency meetings shall be made publicly available in the next issue of the mini'app'les newsletter and/or at the request of any member.
6. The board of directors may designate three or more of its members to constitute an executive committee. To the extent determined by the board, the executive committee has the authority of the board in the management of the business of mini'app'les. The executive committee shall act only in the interval between board meetings and at all times shall be subject to the control and direction of the board. Any activity shall be reported to board at next meeting.
7. Minutes of the board meetings will be made available no later than 60 days following that meeting.
8. All meeting of the board will be open to the general membership of the mini'app'les.
9. All members are encouraged to bring issues to the board. This shall be done by submitting agenda items in writing to the president in advance of the board meeting.
10. Decisions will be made by a simple majority of the board members present, the President voting only in the case of a tie.
11. At least once per year, the board will examine these bylaws for needed changes following the procedure set forth in section H.

H. BYLAWS

1. Requests for changes in the bylaws will be made in the mini'app'les newsletter at least four months prior to the election of officers.
2. The board will act on this request and on other items pursuant to changes in the bylaws at a board meeting at least three months prior to the election of officers.
3. Changes to the bylaws suggested by the board will be published in the mini'app'les newsletter.
4. The ratification will be by means of a written ballot as published in the mini'app'les newsletter. Ballots will be accepted at mini'app'les meetings or by mail. All ballots must be received by the 28th of the month in which vote is taken. A two-thirds majority of those voting is necessary for ratification of the changes to bylaws.
5. Changes to these bylaws become effective the first day of month following publication of notice of ratification in the newsletter. Such notice shall appear not more than 60 days after the closing date for receiving ballots.

I. MISCELLANEOUS

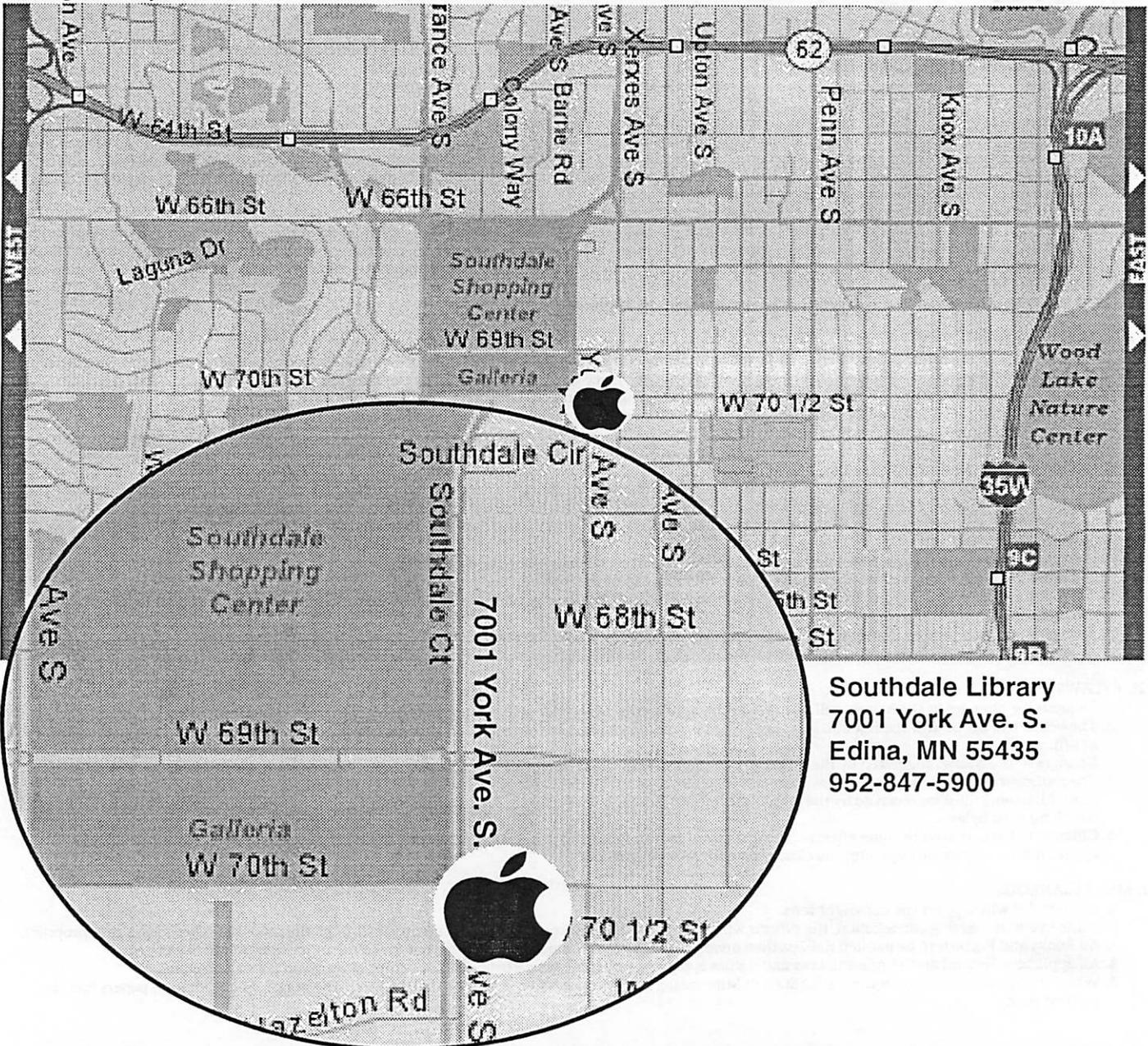
1. mini'app'les will support the copyright laws.
2. In the event of meeting cancellation, the officers will make every effort to contact the local members through the media or other means as appropriate.
3. All Books and Records to be audited not less than once per year by a committee of members, not including officers, appointed by board.
4. All applicable Federal and Minnesota laws and statutes apply and supersede where bylaws do not comply with said laws and statutes.
5. Where a physical address is required (i.e.) State of Minnesota), the Treasurer's home address shall be used. The nonprofit corporation papers must be re-filed yearly.

Annual Meeting Saturday February 12

Submitted by John Pruski

Our annual membership meeting will be held at the Southdale Library, 7001 York Ave. S. Edina, Minnesota 55435 (See map below) on Saturday February 12th. The schedule for our Annual Meeting is; we plan to start setting up the meeting at 10 A.M. and at that time refreshments will be available. This year we have the pleasure to have Duke Zurek who is the Apple MN Market Manager, he will give a presentation about Apple products and their stores at 11:30 A.M. In the Twin Cities there are three Apple stores located at The Mall of America 952.854.4870, Southdale 952.920.8260, and Rosedale 651.639.0316. Following his presentation we will take nominations for Officers to the Board of Directors for the next year. All officer positions are up for election. They are; President, Vice President, Secretary, Treasurer, Marketing Director, Publication Director, and SIG Director. Some officers may seek reelection, but other candidates are welcome. If you would like to run for an office but are unable to attend please contact any board member. This is your opportunity to have your voice heard, and help support your user group. See the board members listed on page 2. By this time we should be ready for lunch so we will provide some food and refreshments. Following lunch we will listen to Leroy Lind who is the President and owner of Lind Electronics, Inc. I'm sure he can give us some good ideas on how to treat our Powerbook batteries. Lind Electronics, Inc. is well known to many of us who own Powerbooks as a supplier of batteries, chargers and various peripherals. Lind Electronics, Inc 952.927.6303

We hope to see you there.





mini'app'les

The Minnesota Apple Computer Users' Group, Inc.
P.O. Box 796, Hopkins, MN 55343-0796

Membership Application, & Renewal Form

Name: _____

Company (if mailed to): _____

Address: _____

City, State, Zip: _____

Phone # (Home): _____

Phone # (Work): _____

Phone # (cel-phone): _____

Occupation (if Applicable): _____

Membership ID # (if Renewal): _____

e-mail: _____

Check if OK to contact you by e-mail.

Check if this is a change of address notice.

Check if you are interested in volunteer opportunities.

Check if you want your name added to Members Helping Members List.

Check if you want your name withheld from commercial and other non-club mailing lists.

Check if you were referred by a club member (if so give members name).

New Members & Renewing Members

Specify your level of support:

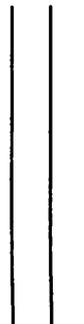
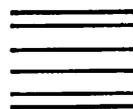
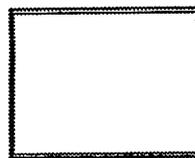
- \$25.00 One Year
- \$45.00 Two Year
- \$60.00 Three Year
- \$15.00 Student One Year* (must be a full-time student at an accredited institution)
- \$100.00 Corporate One Year

Please Make
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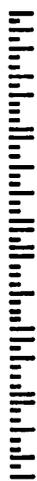
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Thank You for your support!

Last Fold - Seal with Tape



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Hopkins, MN 55343-0796



3rd fold

1st fold

2nd fold

Dear mini'app'les
Please direct this to the:
 Membership Director
 Software Director
 Other _____

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