







\$3

Volume 29, Issue 8




mini'app'les newsletter

the minnesota apple computer users' group, inc.

| AUGUST 2006 | | | | | | |
|-------------|---|---|---|---|-----|--|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | 1 | 2  6:30 | 3 | 4 | 5 |
| 6 | 7  7:00 | 8  7:00 | 9 | 10 | 11 | 12  Annual Picnic! |
| 13 | 14 | 15 | 16 | 17  | 18 | 19 |
| 20 | 21 | 22 | 23 | 24  | 25 | 26 |
| 27 | 28 Q&A 7:00 | 29 | 30 | 31 | | |

2 

AppleWorks SIG
Augsburg Library 6:30 PM
7100 Nicollet Ave S, Richfield
John Hunkins, Sr. 651-457-8949
hunkins@mac.com.

7 

Board of Directors
mini'app'les members welcome
Merriam Park Library
1831 Marshall Avenue St. Paul
Tom Gates 612-789-1713

8 

VectorWorks SIG
CJR Office
7805 Telegraph Road Suite 220
Charles Radloff 952 941 1667

12 

Annual Picnic!

Annual Picnic
For time & Location
See information on page 5

17 

Macintosh Consultants SIG
Perkins 7:00 AM
6920 Wayzata Blvd
Golden Valley
Bob Demeules, 763-559-1124

24 

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

28 **Q&A**

Macintosh Q & A SIG
Questions & Answers
Merriam Park Library
1831 Marshall Avenue St. Paul
Les Anderson 651-735-3953



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 | Harry Lienke |
| Treasurer | Don Walz 651-426-5602 |
| Marketing Director | Chuck Hauge 612-963-5064 Chaz@CPHSolutions.com |
| Publications Director | John Pruski 952-938-2818 johnpruski@aol.com |
| SIG Director | Kevin Strysik 651-489-4691 Strysik@mac.com |
| 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, if 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.

Table of Contents

| | |
|--|-------|
| September 2006 Preview | 3 |
| Members Helping Members | 4 |
| Picnic in Minnehaha Park | 5 |
| Plain Talk About Recordable DVD | 5 |
| E-MAIL...OVERUSED, ABUSED & INVALUABLE | 6 |
| Miniapples Bulletin Board | 8-16 |
| Membership Application | 17-18 |

September 2006 Preview

Here is the tentative calendar of our Special Interest Group (SIG) meetings for September 2006. 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 | September 5 | OS X SIG |
| Wednesday | September 6 | AppleWorks SIG |
| Tuesday | September 12 | VectorWorks SIG |
| Wednesday | September 13 | Microsoft Word SIG |
| Tuesday | September ? | Mac Main SIG |
| Monday | September 25 | Mac 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 |
| AppleWorks / ClarisWorks-Draw | 6, 7, 8 |
| Classic Macs | |
| Cross-Platform File Transfer | 5 |
| FileMaker Pro | |
| FirstClass | |
| iMacs | 12, |
| iPhoto / iTunes / iMovie | |
| Mac OS Classic | 7, 12 |
| Mac OS X | |
| MacWrite Pro | 11 |
| Microsoft Excel | 2, 5, 13, |
| Microsoft Word | 5, |
| MYOB | 13 |
| Networks | 15 |
| New Users | 1, 9, 12 |
| PhotoShop | 3, 10 |
| PowerBooks / iBooks | 12, |
| Power Macs | |
| Quicken | 2, 13 |
| QuickBooks and QuickBooks Pro | 13 |
| WordPerfect | 4 |
| VectorWorks | 14 |

| | | |
|----------------------|--------------|-----|
| 1. Les Anderson | 651-735-3953 | DEW |
| 2. Mike Carlson | 218-387-2257 | D |
| 3. Eric Jacobson | 651-645-6264 | D |
| 4. Nick Ludwig | 612-593-7410 | DEW |
| 5. Tom Ostertag | 651-488-9979 | EW |
| 6. Owen Strand | 763-427-2868 | D |
| 7. Bruce Thompson | 763-546-1088 | EW |
| 8. Pam Lienke | 651-457-6026 | EW |
| 9. Tom Lufkin | 651-698-6523 | EW |
| 10. Gary Eckhardt | 952-944-5446 | EW |
| 11. R. J. Erhardt | 651-730-9004 | DEW |
| 12. Richard Becker | 612-870-0659 | EW |
| 13. Ardie Predweshny | 612 978-9774 | DEW |
| 14. Charles Radloff | 952-941-1667 | D |
| 15. Chuck Hauge | 612-963-5064 | DEW |

D: Days, generally 9 a.m. to 5 p.m.
 E: Evenings, generally 5 p.m. to 9 p.m.
 W: Weekends, generally 1 p.m. to 9 p.m.

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

Picnic in Minnehaha Park

Submitted by Bert Persson

A number of years ago, Miniapples used to have a picnic at Minnehaha Park. This used to be an annual event where we would get together and share a chocolate treat or dish. This tradition later evolved into an event where each person and or the club would provide refreshments and corn on the cob. At times there would also be BBQ ribs available for purchase.

This old picnic tradition was eventually phased out because of lack of interest or that people are busy with other things in their daily lives. If there is any interest in having a picnic at Minnehaha Park by the picnic Pavilion on Saturday August 12 starting at 1 P.M. please contact me either by e-mail at skallgang@yahoo.com or call 612-861-9578.

Grills at the park are available on a first come first serve basis and there are a lot of people using the park on a Saturday. This would be a late summer get together where all our members could get to know each other and have some fun in the sun. If enough people are interested, maybe the club could provide some refreshments.

Plain Talk About Recordable DVD

Submitted by S. I. Foderick

G.A. "Andy" Marken
President, Marken Communications Inc.

A Quick History

While the capacity of hard disks increased a hundred fold, CD-ROM has remained at 650/700MB capacity for more than 10 years. When the removable storage industry began to address the growing requirements of business, industry and entertainment in 1996, their objectives were to establish a family of single best DVD formats and promote broad acceptance of DVD products across entertainment, consumer electronics and IT industries.

Hollywood wanted a storage solution that would deliver: High picture quality, better than laser disc 5.1 channel high-quality sound 135 minutes (2+ hours) of recording 3-5 language capabilities plus subtitles Multi-aspect ratio Copy protection Parental lock features Low drive, media cost

The computer industry wanted a solution that would deliver: Unified format for AV & PC Backward CD read compatibility Write-once (WORM) and rewritable compatibility Single file system for all content, disc types Random-access, high reliability No mandatory cartridge High on-line capacity High performance for both sequential, nonsequential data Future capacity expandability Low cost

Formats Like the different flavors of CDs, there are six official DVD Forum variations or books: DVD-ROM -- a high-capacity data storage medium

DVD-Video -- a digital storage medium for feature-length motion pictures
DVD-Audio -- an audio-only storage format similar to CD-Audio
DVD-R -- two write-once, read-many storage formats similar to CD-R. One for professional authoring applications and one for general consumer applications
DVD-RW -- sequentially rewritable
DVD for content development
DVD-RAM -- random-access rewritable DVD

A third rewritable format, DVD+RW, has been proposed by Philips, HP and others.

All DVD media formats share common parameters for use in a wide range of personal, professional, home and business systems and applications.

General Format Discussion

DVD-R - Today, there are two DVD-R categories - authoring and general use. The first category of DVD-R - authoring -- was designed to meet the needs of professional content developers and software producers. The general category DVD-R was developed for business and consumer applications - data archiving and one-time video recording. While both authoring and general media can be read by all DVD drives - DVD-ROM, DVD-Video, DVD-RW, DVD-RAM and DVD-Video; technical differences make it impossible to write to DVD-R authoring media using a general DVD-R system. Specification differences are:

DVD-RW - DVD-RW is officially referred to as a "re-recordable" format but is commonly called a "rewritable" format. The general-purpose media

contains protection technology that prevents copying of CSS-protected discs. DVD-RW media is a sequential read/write media. Scheduled for release by mid-2001, it can also be used for home video recording and streaming computer back-up applications. DVD-RW discs can be overwritten 1,000 times and have a data storage life of 30-50 years. As of December 2000, 39 firms - hardware, media and software producers - supported the technology. Leading manufacturers include Pioneer, Sony, Mitsubishi Chemical, Sharp, Yamaha, LG Electronics and Samsung. A number of next-generation DVD-ROM drives and DVD players will support DVD-RW media.

DVD-RAM -- DVD-RAM (DVD Random Access Memory) is the official DVD Forum-approved rewritable format. DVD-RAM provides 4.7 GB per side storage capacity and uses phase-change technology for recording. Data on the media can be accessed in the same fashion as a hard drive and discs can be overwritten 100,000 times. Today, the technology has more than 100 supporters including Toshiba, Hitachi, Panasonic, LG Electronics, Samsung, Acer, IBM, Compaq, LaCie and others. The 4.7GB single-sided disc is available as a bare disc or with a removable cartridge for reading by a growing number of shipping DVD-ROM readers, DVD players, and DVD-R recorders. Using DVD Forum standard lossless video editing technology, individual 2kB data blocks can be replaced with a high degree of accuracy.

DVD+RW -- Scheduled to be introduced this year, DVD+RW is an alternative rewritable product backed by

HP, Philips, Ricoh, Sony and Mitsubishi Chemical. It will have a capacity of 4.7GB per side and should be suitable for real-time video recording and random data recording. When available, the DVD + RW media will look like DVD Forum standard

media. The media will not require a cartridge, but a caddy is recommended for "extreme environments" - such as dust, dirt, or handling -- that can damage data. All physical parameters comply with DVD specifications. Using Philips' unique DVD+RW video

format, video will be encoded with a variable bit-rate (VBR) and lossless linking so that individual 32kB data blocks can be replaced.

E-MAIL...OVERUSED, ABUSED & INVALUABLE

Submitted by S. I. Foderick

G.A. "Andy" Marken President Marken Communications Inc.

"I predict that by 2010, 100 percent of network traffic will be packetized. None of it will be voice because we will be too mad at each other from sending flame e-mails." Vint Cerf, executive vice president of MCI and one of the founders of the Internet.

It's true.

Emotions don't travel well in the written form.

A smile, a wink of the eye, a smirk, a furled brow...is fine for face-to-face communications but they are completely missing when you use the killer application of the Internet...e-mail.

Despite the hype and global business promises of the World Wide Web, the most used, most useful and most misused Internet tool is e-mail.

E-mail is faster than conventional postal delivery and as dependable. Shortly after you hit the Send button your "target audience" usually receives the information.

Postmaster General Martin Runyon recently predicted that the giant quasi-government enterprise lost about \$1.4 billion in 1998, more than \$2.5 billion in 2000 and nearly \$4.5 billion in 2004, due in no small part to the increasing use of Internet e-mail. According to the USPS nearly 60 percent of business and personal correspondence already bypasses the postal service over the Internet.

E-mail has taken off so rapidly in business that when an e-mail server, network or Internet provider's connection goes down people wonder how they can get in touch with someone. They also wonder how long before

they can get to their incoming mail.

Or as one person commented recently, "If someone I need to get in touch with doesn't have an e-mail address I probably don't need to talk to him."

But like any valuable business tool people often don't understand how to use it properly or quickly find ways to abuse its use. In fact the Electronic Messaging Association estimates that over 184 million users sent over 35.8 trillion e-mail messages last year.

With the increasing use of push technology, the application of spam junkmail and the growing use of single keystroke e-mail mailing lists, each of us have to be concerned that we will dull the value of this important communications tool.

E-Mail Don'ts

Don't use e-mail emotionally. We've been criticized a few times when a tongue-in-cheek comment didn't quite come across in an e-mail. Since e-mail lacks the immediate feedback and verbal nuances of the spoken word don't use it when you are joking or are angry. Rather than a flamemail response, talk to the person face to face or at least over the phone.

E-mail should be avoided in a supervisor-subordinate or customer/vendor "issues" discussions.

Verbal communications gives the benefit of immediate feedback. Both parties can understand how the message is being received either by the listener's facial expressions or the tone of their voice.

Avoid the automobile cocoon syndrome. Just as some people tend to become more aggressive with their driving because they are anonymous and remote behind the wheel, the same can happen with e-mail. Increasingly there are news items

about "interesting" e-mail being received with remarks people would never say in person.

Don't spam. Spamming or sending an announcement in a shotgun manner is not only discourteous to people inside and outside your organization but it is an insult to them.

We use an active database of about 4,000 e-mail addresses. Some are used only once a month. On the other hand certain individuals addresses (key customers, regular suppliers, remote office workers) are used daily and weekly.

When we develop a conference or status report it may go to as few as three-four people. When it's an announcement for a client it may go to 200-300 people around the globe. But each time the specific person is individually selected to receive the message. I don't read spammed messages so why should I expect someone else to read mine just because I'm too lazy to individualize the mailing?

Besides, if recent legislative interest is any indication there may be stiff penalties levied for people who insist on "direct mailing" their announcements to the global Internet community.

Use the bulletproof Internet e-mail test. If you aren't willing to have the e-mail printed in tomorrow's paper or you wouldn't make the same comments in public...don't write them. That includes off-color jokes, sexist or racist language or anything that can be construed as contributing to a hostile environment. E-mail messages are about as private as if they were posted in your favorite restaurant.

If you are sending company private information and want to protect your message from accidentally going to the wrong person or being intercepted by someone, you can encrypt your e-

mail. Encryption makes the message unreadable until the recipient decrypts it. But use encryption sparingly. Unless you are only working on top-secret projects and programs there's no reason to over-secure everything you send across the Internet.

Think before you use the Send button. You've seen TV episodes where people accidentally sent a love letter meant for a particular person to their entire mailing list. There have been news reports of department heads sending staff salary data to everyone on the organization's distribution list. Product launch plans and company business plans have been accidentally sent to editors and reporters.

These are disasters.

But to a lesser degree each of us has sent an e-mail to someone only to discover "immediately" after it left that it didn't have the attachments you mentioned. Or the attachments were sent in a form that couldn't be read by the intended recipient. Your only recourse is to apologize and resend the message/attachments.

Speaking of attachments, the general rule should be that unless the recipient knows what you are sending don't send it.

People we interviewed for this article hate it when they open a "general delivery" e-mail and the attachment automatically copies to their hard drive. It's a waste of time to leave one storage area to open another, open the file and then determine the information that was sent is a waste of time and should be simply trashed.

Worse yet most are gun-shy about receiving "strange" attachments. The reason? It's an easy way to transmit viruses that can destroy a few files or an entire hard drive of information.

Safe computing practice says that whenever you receive an attachment with an .EXE, .BAT or .COM extension you should run anti-virus software against it before you open the file. It's great in theory and it works...unfortunately few of us practice safe computing.

Since there are so many different e-mail and word or presentation packages around it is also difficult to make certain the recipient has the same software (and version) you do so they can open and view the attachment. You're better off simply pasting the message into the body of your e-mail correspondence as ASCII text. It won't look as pretty but both parties can be assured the message is received.

Practice good netiquette and don't send spoof e-mails. Spoofed messages are those that are sent with false header information that disguises the sender. If you're not proud enough of your work or your company perhaps you should find a new career or a new company.

E-Mail Do's

Use e-mail whenever possible. From a management perspective it's significantly less expensive than sending the average business letter. And as we noted before it is faster...almost instantaneous.

In addition to personalizing who is receiving your announcement, be descriptive in the subject area of your e-mail. Putting something bland or non-descriptive in the subject area makes it very easy for the person to quickly hit the delete button or file it for "later review." Instead, make the subject informative, inviting and sometimes even intriguing.

Many people today receive 100 and more e-mail announcements. They don't have the time or desire -- and we would suspect the inclination -- to wade through every e-mail to find the one or two bits of information they need. Think of their e-mail screen as a billboard and you have less than five seconds to capture their attention.

If you're sending an e-mail format it properly and even though it is somewhat of a relaxed way to communicate write using good English. There's no excuse for poor writing.

Regardless of which e-mail program you use or whether it's for internal, external or combination usage you should thoroughly train your staff in the ins and outs, dos and don'ts, capabilities and faults and the company's general guidelines, policies and procedures before everyone is e-mail enabled. For security and HR purposes, some firms have established a program of monitoring and reviewing e-mail. If your firm has such a policy make certain everyone clearly understands the policy, the reasons for the policy and the ramifications of inappropriate e-mail conduct.

The Web may get all the glory but it's e-mail that gets results when it's used properly. The Internet and e-mail are excellent tools for responding to and working with all of your organization's stakeholders including customers, dealers, employees, investors, security analysts, suppliers and special interest groups.

Or as someone recently said, "The Internet should really be viewed as communications on steroids. It's the ultimate one-on-one communications tool."

Miniapples Bulletin Board

This article is reprinted from the miniapples web page www.miniapples.org essentially as written by Dave Peck.

Submitted by Bert Persson

If you are a Miniapples member not using the Miniapples Bulletin Board, you are missing out on a tremendous asset for Mac troubleshooting and socializing with other Miniapples Members. After the Special Interest Group (SIG) meetings, the BBS is the second most important benefit of Miniapples membership. The BBS's strength is the collaborative nature of the beast, vs individual e-mails among a group. It serves as a reliable, no advertising, bannerless, no risk of bots (getting your e-mail address for spammers) means of communicating with other members.

If you have any kind of a Mac related question, but don't want to wait for a monthly meeting, or you don't have the time to go to a meeting, this is the fastest, easiest way to ask a question and get an answer. Its collaborative nature means it gains strength and value as more members participate.

The BBS can be accessed with just a web browser, via the internet. The Bulletin Board is powered by First Class software. Many of our members prefer installing the First Class application on their computers. The First Class application provides more capabilities than with just browser access.

Guests (nonmembers or members who have not signed up) can sign on as Guests to see message lists and how subjects are organized- just enough to get a feel for what is being discussed. But no individual messages can be read until your a member and signed up.

If you can hardly wait to sign on, please check the appropriate box below. Hope to see you soon!
BBS Guest Sign-On

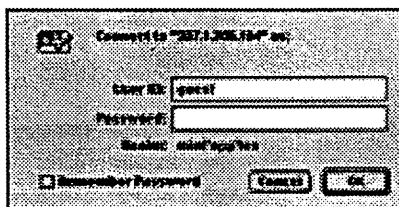
Using Internet Explorer as your browser

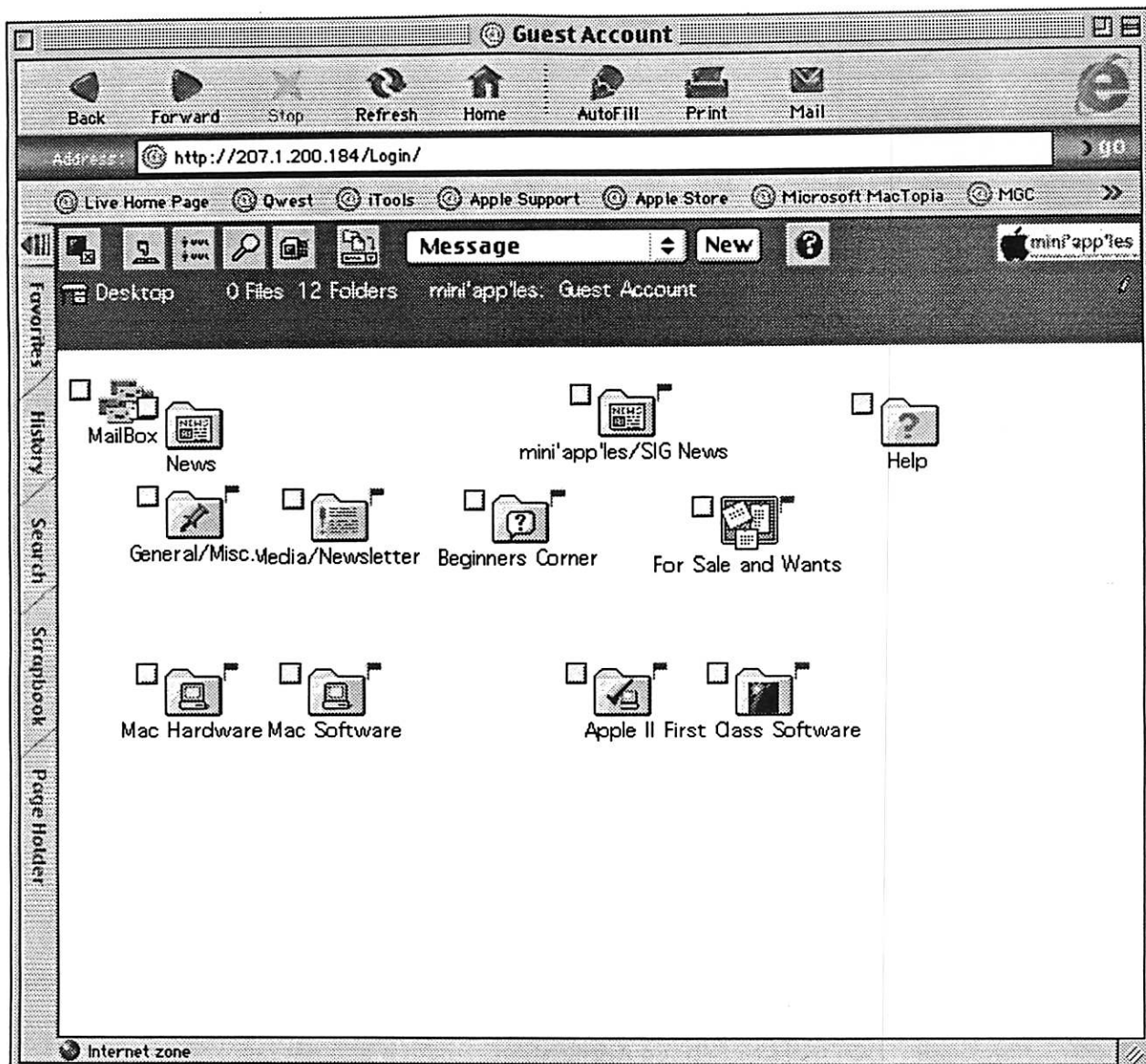
Guests may sign onto the Miniapples First Class* Bulletin Board to see what it's all about. The First Class* desktop is made up of folders, each representing a specific area of interest. However Guest Sign On is so restrictive, you may not find it worth the effort. The Guest Sign On page does show a graphic of the First Class desktop. Click on a folder and a list of messages will appear. But unfortunately as a guest, messages can't be read. You can remedy this by becoming a member !

Once a folder is opened, use your browsers "back" button to return to the top level of the First Class desktop.

When ready to sign on as a guest, click the Bulletin Board. A window will appear asking for "User Name" and "Password".

User Name- guest
Password- leave blank





As a member, the Miniapples First Class Bulletin Board can be accessed directly with a web browser (like this guest sign-on). Or Miniapples will show you how to download a free client copy of the First Class software that can be installed on your computer. You can also download a free client copy of First Class software from www.centrinity.com for your Mac or PC. Client access is faster, includes more options, and is easier to navigate than by using a web browser.



First Class Sign-up

The Miniapples First Class BBS (FC BBS) is intended for Miniapples Members. (Updated Feb. 2006) by Dave Peck .

It's easy for members to register and sign on. This article is divided into three parts. Access the FC BBS via your web browser. No software installation is required! Install the FC Client Application on your computer and access the BBS through the FC Client directly.

For First Class there are two ways to go- Web Browser access or FC Client Application access. It's your choice. Web browser access is easier. But installing and configuring the client software is easy and more capabilities are available. Novices may want to access the BBS with their browser until they get comfortable with the FC environment.

New Members- who intend to use Web Browser access only (accessing the Bulletin Board with your Web Browser- Safari or Explorer) should go straight to the Web Registration form and submit. In a few days try the browser sign-on as described in Part 1. If you can't access the bbs after a few days, contact miniapples@mac.com or a club member for help.

Instead of Web Browser access, you want to install the First Class Client Application, go to Part 2 . You can register yourself using the First Class Application.

Part 1- Access the Miniapples First Class BBS with a Browser

Accessing the Miniapples First Class BBS with a Browser is easy. But you can't register yourself with just a Browser. If you used the old TCI First Class BBS, try signing on with your old User ID and your member number as the password. New members- use your name and member number (as printed on the mailing label of your newsletter) for your UserID and password, respectively. Follow these steps to sign on:

Enter Your Name And Password

Enter username for mini'app'les at 207.1.200.184:

Name: dpeck

Password: ●●●●●●●●●●

Cancel OK

Log in- Attempt to Log In to the Miniapples First Class BBS at <http://miniapples.swconsulting.com/login/>

Fill in your User ID and Password. If your registered, the First Class desktop will appear. If not registered, access will be denied.

If you are not registered, and you desire Web Browser access only, continue with the Web Browser Only Registration.

Tip for Web Access- When accessing First Class with a Web Browser, make sure you log off when your finished. Don't just leave. Otherwise your session stays active and ties up one of the session slots until you run out of time (currently 45 min.).

Web Browser Only Registration

Your a new member or you've attempted to sign in to the Miniapples First Class BBS and you received a message saying: Authorization Failed. Either you don't have your correct UserID/Password or you are not registered. If you intend to access the Miniapples First Class BBS with a Web Browser *only*, Miniapples First Class Administrators will have to setup your account. This is accomplished by filling out the Registration Form and submitting it. Comments are optional. Don't forget to type a desired User ID/Password. After a day or two, you will be registered. Sign in to <http://miniapples.swconsulting.com/login/> for First Class Web Browser access.

Note: You must have an active internet connection to submit this form. This info goes to miniapples@mac.com, our miniapples e-mail address. When sending, the only confirmation is a pop up window saying "the form is being submitted via e-mail". After the e-mail is sent, the data fields do not clear .

If you intend to install the First Class Client Application on your computer, do not submit this form. The First Class Client Application, allows registration directly with the BBS.

Miniapples First Class Registration Form
For Miniapples Member Use Only

For Web Browser *only* access

First Name:

Comments:

Middle Initial:

Miniapples Member Number:

Last Name:

Telephone:

Address: Address 2:

Member Number is assigned.

Request your user ID (below) and Password for accessing the Miniapples Bulletin Board

City:

User ID:

State:

Password:

ZIP:

E-mail Address:



FirstClass® Client

Part 2- Installing the First Class Client *

These steps install the First Class Client Application on your computer. Ignore this section if you intend to access the Miniapples First Class BBS with a Web Browser only.

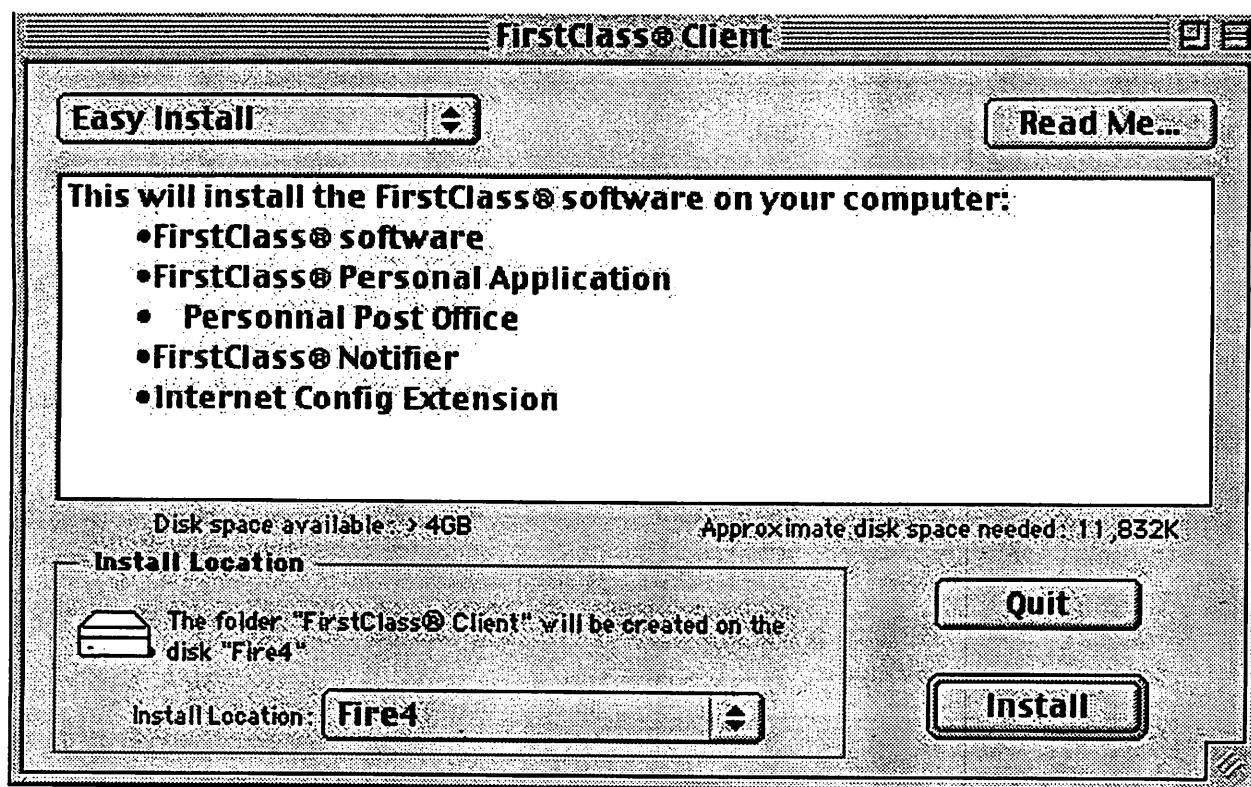
This section may look complicated, but it's not. The only steps required are to select TCP/IP as the connection method, and enter the IP address, your User ID and Password. Then connect. That's basically it.

Step 1 Download files - There are two Choices here.

The easiest choice is to download the First Class file from Mini apple's iTools Web Page <http://homepage.mac.com/miniapples/>. Click on the Public mini'app'les File link on the top of the page and follow the instructions to download. The Mac OS9 self-extracting download comes mostly preconfigured. Simply place the contents of this file on your hard drive and launch First Class. No install process is required. But you will have to enter data into the Service Setup page. See the included Read-Me. The Mac OSX version will have to be configured. This version of First Class should be made available in the future on new member cds. First Class v7 can also be downloaded directly from www.centrinity.com

Step 2 *MacOS9/OSX First Class Setup . These instructions show how to set up First Class. . Upon completion of the download, the First Class installer may launch itself. If it does not, find the file labeled First Class Client and double click it to launch.

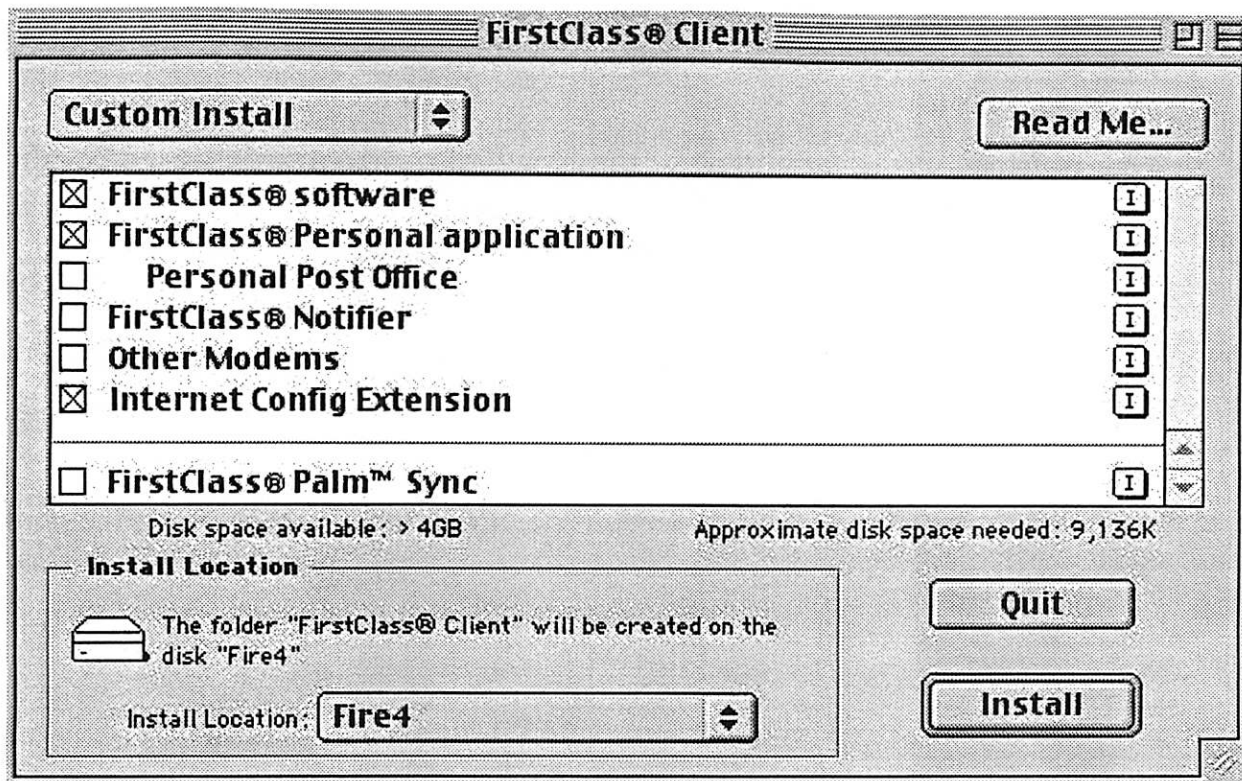
*If installing the OSX version, if the Setup Screen does not automatically appear, from the drop-down menu, select Collaborate -> home.fc setup to configure. Screens may appear different in the OSX version , but the Service Setup Settings will be the same as outlined in this article.



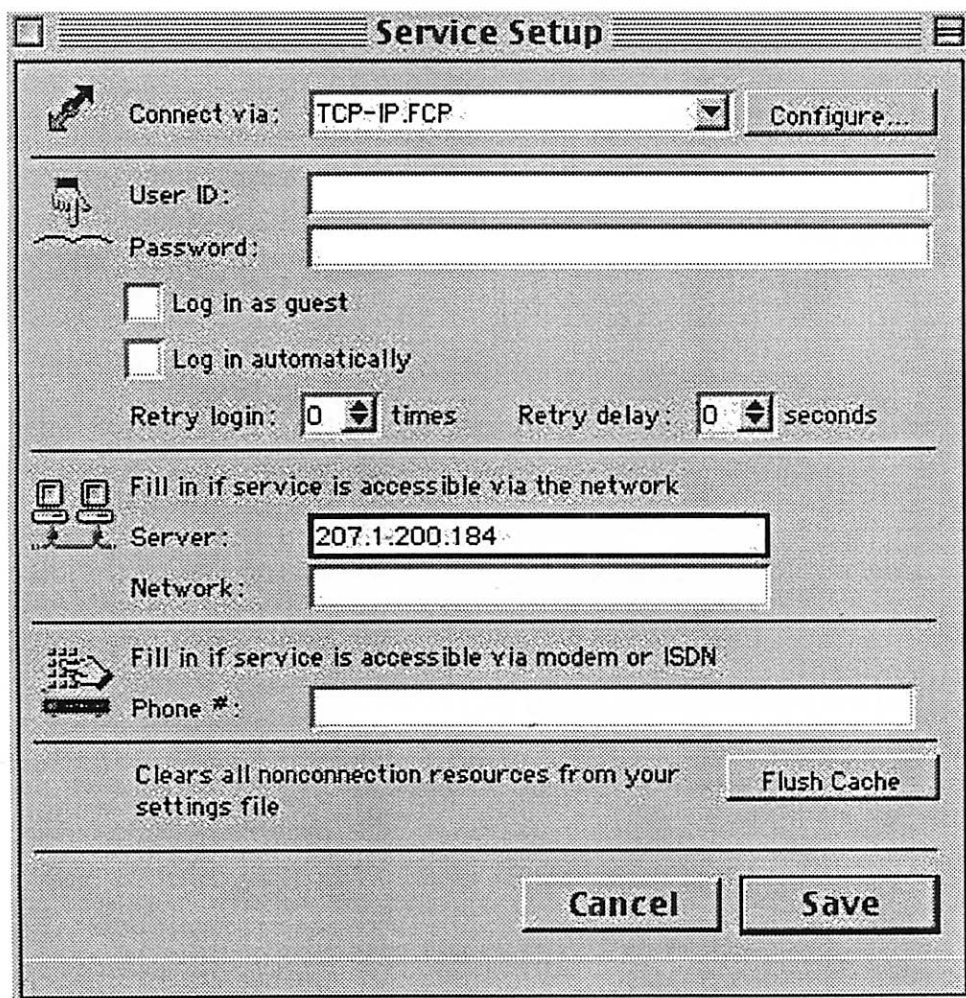
Easy Install- This screen should appear:

Select custom install and deselect the Personal Post Office and First Class notifier options. Click the Install Button .

Service Setup- The First Class Client Application will launch and this window should appear.



Make sure Connect via: TCP/IP is selected.



Type in your requested User ID and Password.

Note: If you used the old TCI FC BBS, try your old UserID and use your member number as the Password. New members should use their name and miniapples member number (as printed on the Miniapples newsletter) for the User ID/Password, respectively. If these don't work, you can create a new account by typing in a new User ID and Password.

If you desire, check the Log In Automatically Box and make selections on how many times you want to try to connect.

In the Server Box, type in: miniapples.swconsulting.com

Note: This graphic has not been updated. It shows the old IP address for miniapples. In the place of 207.1.200.184, type in: miniapples.swconsulting.com

Ignore the Network Box and Phone Number boxes.

Hit the Save Button.

Login Window will appear.

Under Address, it should say: home.fc.

The Server window should say: miniapples.swconsulting.com

Select Register User (not Guest).

The User ID and password you previously typed should appear. Although the password will be little black dots.

Make sure you have an active internet connection and click the Login Button.

The Autoregistration Window appears and asks for name, address and contact info. When finished, click the Register button.

You should get a message saying something like "you are registered". The FC desktop should

The screenshot shows a classic Mac OS-style window titled "Login". At the top, there's a title bar with the word "Login" and standard window controls. Below the title bar, there are two rows of input fields. The first row has "Address:" followed by a text box containing "home.fc" and a "Browse..." button. The second row has "Server:" followed by a text box containing "207.1.200.184" and a "Setup..." button. Below these is a section for "Log in as:" with two radio buttons: "Guest" (unselected) and "Registered user" (selected). To the left of this section is a small icon of a star in a square. Below the radio buttons are two more input fields: "User ID:" with a text box containing "dpeck" and a "Save" button, and "Password:" with a text box filled with black dots. At the bottom of the window, there are three buttons: "Work Offline", "Cancel", and "Login".

appear. Our setup may allow you to post messages immediately but if you can't, wait a day and try again. You will be registered. If you can't post messages after a day or two, contact our FC Administrators by sending e-mail to: miniapples@mac.com . I told you it was easy!

Autoregistration

Autoregistration Form

First name:
 Middle initials:
 Last name:
 Telephone:
 Fax:
 Company:
 Street:
 City/Town:
 State/Province:
 Country:
 ZIP/Postal code:

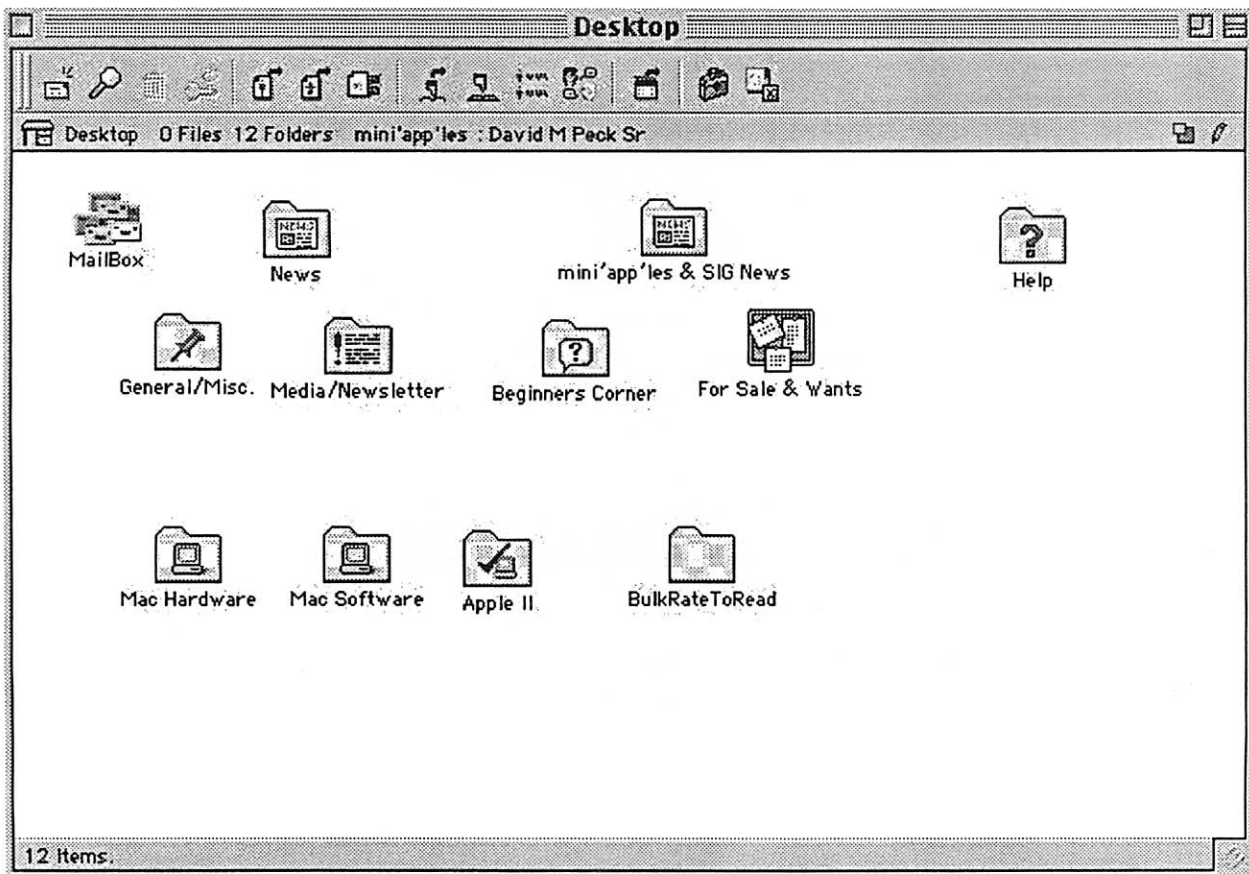
Comments:

Requested:

User ID:

Password:

Welcome to FirstClass. Please complete all the fields on this form, then click Register. Thank you.





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: _____ |
| <input type="checkbox"/> Check if OK to contact you by e-mail. |
| <input type="checkbox"/> Check if this is a change of address notice. |
| <input type="checkbox"/> Check if you are interested in volunteer opportunities. |
| <input type="checkbox"/> Check if you want your name added to Members Helping Members List. |
| <input type="checkbox"/> Check if you want your name withheld from commercial and other non-club mailing lists. |
| <input type="checkbox"/> 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

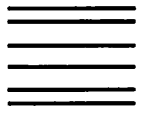
Please Make
Your Checks Payable to:
mini'app'les

Please address
Your Payment to:
mini'app'les
P.O. Box 796
Hopkins, MN 55343-0796

Thank You for your support!

Last Fold - Seal with Tape

Three horizontal lines for an address label.



mini'app'les
P.O. Box 796
Hopkins, MN 55343-0796



3rd fold

1st fold

2nd fold

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

Searching for **MAC-FRIENDLY**
INTERNET  **SERVICE?**

Serving Mac users since 1994

CALL THE EXPERTS AT NETALLIANCE

- DSL
- ISDN
- VPN
- JUNK EMAIL FILTERING
- HOSTING SOLUTIONS

952-252-9210 • 952-252-9219 (FAX)
 INFO@NETALLIANCE.NET • WWW.NETALLIANCE.NET

MHC Computing
 Macintosh™ Consulting
 Individual & Group Training
 Computer Problem Assistance

Mike Carlson
 (218) 387-2257 (Grand Marais, MN)

mhcncv@boreal.org
 FileMaker®
 Solutions Alliance Member

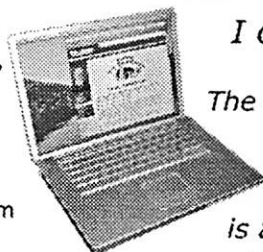


Dennis Sweet, Realtor®
 Mobile: (612) 414-9012
 Office: (612) 821-4286
 Fax: (612) 827-0373
 Email:
 DennisSweet@EdinaRealty.Com

Edina Realty
 New Minneapolis Parkway Office
 5318 Lyndale Ave S.
 Minneapolis, MN 55419

Are you on "Safari",
 looking for a new home?

I can help!



The best search engine for Twin Cities Real Estate is available on my Website:

DennisSweet.EdinaRealty.Com

USFamily.Net

Internet Services

Premium Twin Cities Internet Service for business and personal use. All digital all the time. ISDN or 56k are no extra charge!

*Unlimited Access.
 No busy signals.
 Only*

\$8.25

Per month



www.usfamily.net Info@usfamily.net

1st month free!

*WWW, e-mail, etc.
 Any speed. No ads.
 No gimmicks. No risk.
 Simple setup.
 Friendly support.
 Over 2 year of excellent local service.*

Call now!

(763)

521-0401

Benefits of your mini'app'les membership include:

A one year subscription to our monthly Newsletter

A free account on the mini'app'les BBS (60 minutes/day)

Communicate with other mini'app'les members plus get up to date information on mini'app'les events and meetings. Get assistance from other members.

Eligibility for frequent drawings of free equipment, software, and books.

Just a few of the many items given away free in the past include: Connectix QuickCam, Quickeys, Books from Peachpit Press , MacSoft Games & Software, T-shirts and software including Apple OS 10

Periodic special User Group discount offers on equipment and software.

In the past, Apple, Hayes, Brøderbund, and APC Power Protection (Business Security Products), among others, have offered mini'app'les members significant discounts.

Plus, you're supporting all of mini'app'les' special interest group (SIG) meetings that you can attend each month.

***It's easy to recoup your cost of membership
with the above benefits.***



Box 796
Hopkins, MN 55343
ADDRESS SERVICE REQUESTED

MS
9/2/82
- 200 + 1

Non-Profit Org.
U.S. Postage
PAID
St. Paul, MN
Permit 2537



mini'app'les membership card

EXPIRES: Life ID# 160

DAN B BUCHLER
2601 WOODS TRL
BURNSVILLE MN 55337