

# Computer and Information Services Newsletter

This newsletter is an information resource for the University of Minnesota.

Volume 5, Number 2

## August 1995



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Addressing & Mailing's  
Cheshire labels are recyclable.



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- Education–The DO-IT (Disabilities, Opportunities, Internetworking, Technology) Program
- Government–The Utah Library Network Initiative
- Health–The Information Network for Public Health Officials
- Arts and Entertainment–HotWired

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## The National Information Infrastructure (NII) Awards

### Six Awards, Six Categories

In July the six winners of the 1995 NII awards were announced. You can learn more about the winners and other finalists by visiting the NII Award’s Web page at

<http://www.gii-awards.com/>

Here are excerpts from the NII Award’s press release:

The National Information Infrastructure Awards today announced the winners in its first annual awards program recognizing the best of the information superhighway. Chosen from a field of more than 550 entries, the six national winners were recognized for their projects in the categories of arts and entertainment, business, community, education, government and health.

The winning projects allow public health officials to track outbreaks of infectious diseases, rural library users to tap into national data bases, and give families of Alzheimer patients a link to 24-hour support and clinical experts. Through the Internet, disabled students



are pursuing scientific careers; more than 5,000 businesses recycle waste materials, and over 200,000 readers access one of the vibrant, interactive magazines in cyberspace.

NII Award winners are:

- Business—The National Materials Exchange Network
- Community—The Alzheimer's Disease Support Center on the Cleveland Free-Net
- Education—The DO-IT (Disabilities, Opportunities, Internetworking, Technology) Program
- Government—The Utah Library Network Initiative
- Health—The Information Network for Public Health Officials
- Arts and Entertainment—HotWired.

The NII Awards were founded as part of a public education program to accelerate the development and use of the information infrastructure.

“The winners of the NII Awards represent real-life benefits delivered through the NII and give us an encouraging look at what is possible in the future,” said Vice President Al Gore. “These examples will help all Americans understand the promise and potential of the information superhighway. And, as others continue to create exciting innovations of

their own, our lives will be enriched for generations to come.”

Among association and community sponsors are the American Medical Association, the Corporation for Public Broadcasting, the League of Women Voters, the National Education Association, the Morino Institute and the National League of Cities, Electronic Learning, Info World, Network World, Inter@ctive Week and Variety are among the NII Awards media sponsors. Corporate sponsors of the NII Awards are US WEST, AT&T, Intel, IBM, Lotus Development, Price Waterhouse, BellSouth, Sun Microsystems, Alcatel, United States Postal Service, Fujitsu, General Instrument, Hewlett-Packard, Texas Instruments and UUNET Technologies. The NII Awards were created and organized by Access Media Inc. of Santa Monica, California.

### The 1996 Awards

For information on how to participate in the 1996 awards visit this Web page:

<http://www.gii-awards.com/how.htm>



### NII Award Winners!

▼ The National Materials Exchange Network (NMEN) recycles unwanted industrial materials/waste. First used, January 1993; 3,292 users.

Users electronically list and locate materials for reuse and recycling from throughout North America and represent: Manufacturers, Governments, Waste Management & Recycling Companies, Utilities, Petroleum & Chemical Companies, Laboratories, Construction & Engineering, Ser-

vice Companies, Military & Defense, Material Brokers, Schools, Public Interest Groups, Environmental Consultants, Agriculture, Health Organizations, Distributors, and Non-profit Organizations.

▼ The Alzheimer's Disease Support Center on the Cleveland Free-Net. First used, August 1989; 120 users.

Cleveland area families, professionals, and others caring for persons with Alzheimer's disease or related dementias

(ADRD) use personal computers or terminals and a host computer to share information and support. Users' ages range from teens through the eighties; about 75% are female and about 40% are spouses of persons with ADRD.

▼ DO-IT. First used, 10/01/92; 50,000 users.

Approximately 100 Scholars, Mentors, and staff are consistently involved. Most have disabilities. Scholars participate from five states; Mentors are located

# WordPerfect 6.1 for Windows

*Working Smarter, Using Tables*

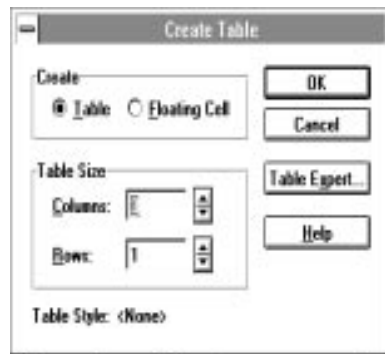


You can use tables to create reports, forms, calendars, side-by-side columns and more. Tables are similar to spreadsheets; you can even do some mathematical calculations in them. This article will introduce you to tables and

use steps for creating a calendar for September as our table example. Table 1 is an example of a WordPerfect table.

Like spreadsheets, tables are made up of rows and columns which intersect to form cells, and you enter text into cells. Columns are identified by letters. Rows are identified by numbers. Cells are referenced by both the column letter and row number, i.e. the cell at the intersection of column B and row 2 is called B2. The cell reference is shown in the left side of WordPerfect's status line.

## Creating a Table



To create a new table, simply specify the number of rows and columns the table will have. You can do this via the *Table* menu or *Powerbar*. If you use the *Table* menu, you will see the dialog box shown

here (Figure 1). When you've entered the number of columns and rows you want in your table, click the OK button. To create a table from the Powerbar, locate the Table button. When you press the mouse down on this button, you can then drag across the appropriate number of columns and rows for your table.



around the world. In addition, thousands of individuals have access to DO-IT discussion lists, Gopher services, Web home page, videotapes, publications, presentations, and other project resources.

▼ Utah Library Network Initiative. First used, May 1993; used by about 85% of Utah's population.

Any citizen with access to network connected public libraries

▼ Information Network for Public Health Office. First used, March 1993; 1,700 users.

The principal users are public health professionals, including physicians, community health and program directors, epidemiologists, disease/injury/disability program staff, and top state health leadership. Additional users will include staff in community health centers, hospitals, managed care and other health care provider organizations.

▼ HotWired. First used, October 1994; 110,886 verified members as of 02/27/95. For individuals with Web access who seek: a vibrant journalistic sensibility in reportage; creative original fiction; lively real-time chats; a threaded hypermedia conferencing environment.

*NII Award Winners' story begins on page 1.*



Don't worry about designating an exact number of columns or rows. WordPerfect allows you to easily add or delete both. This topic will be covered in more depth later in this article.

### Do it Yourself

Start a September calendar by creating a table with 7 columns and 7 rows.

### Entering and Editing Text

While entering text into a table is the same as entering it into any other part of a WordPerfect document, moving the cursor is slightly different. Table 1 has a list of table movement keys.

You enter text into a table the same way you enter it into a document; that is, position the cursor where you want to begin typing, and type the text. Example 1 shows a sample table. In cell C2 (where we typed "4"), we used the **Return** key to insert a blank line so we could put the "Labor Day" notation on a separate line.

### Formatting a Table

Formatting allows you to emphasize specific information in your table. The formatting of a table includes everything from the font used for text to adding lines and shading to cells. Formats can be applied to text within a cell, individual cells, columns and rows.

Formatting text within a cell is done the same as if it were not in a table. Simply select the text and set the format. The format is set for the text only. You can

**Table 1: How to Move the Cursor within a Table**

To Move Cursor	Press these Keys
one cell to the right	<b>Alt</b> <b>→</b> or <b>Tab</b>
one cell to the left	<b>Alt</b> <b>←</b> or <b>Shift</b> <b>Tab</b>
down one	<b>Alt</b> <b>↓</b>
up one cell	<b>Alt</b> <b>↑</b>
insert an indent	<b>F7</b>

remove or change it by reselecting and adjusting or by removing the format code using Reveal Codes.

Instead of selecting specific text to format, you can format a cell, row, or column. Doing this ensures that all text entered into that part of the table is formatted the same. When you look at the table using Reveal Codes, you will notice that the normal format codes (such as BOLD, UND, etc.) are not added to the table as they had been when you applied formatting to text.

### Selecting Cells, Rows, and Columns

Before you can format a cell, row or column you must select it.

To select a cell, move the mouse pointer to the left edge of the cell. As the mouse pointer moves toward the edge it turns into an arrow pointing to the left (**←**). Once it points left, click the mouse button and the cell will be selected.

To select a column, move the mouse pointer toward the top edge of a cell in the column. When the mouse pointer turns into an arrow pointing up (**↑**), double-click the mouse button. Once selected, you

**Example 1: Use Tables to Create Calendars**

Sept ember	1995					
Sunday	Monday	Tues day	Wednes day	Thurs day	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

can apply character, line or paragraph formatting in the same way you would to text. To select an entire row, double-click the mouse button instead of single clicking.

**Borders and Shading**

You can apply borders and shading to cells, rows and columns. To do this, select the cell, row or column. Then either select *Lines/Fill* from the *Table* menu or click the Line/Fill button in the button bar. Both will bring up the Lines/Fill dialog box from which you may choose the type of lines and shading to use.

You can select how the options you select are applied: to individual cells, the entire selected area, or the table. If you choose *selection*, the terms *Left*, *Right*, *Top* and *Bottom* refer to the outside edges of the entire selected area, not the individual cells that comprise the area.

**Changing the Number of Rows and Columns**

WordPerfect allows you to add rows and columns to tables you've already created. Rows can be added before (above) or after (below) the currently selected cell or row. Columns can be added before (left) or after (right) the current cell or column. To add a row or column, place the cursor in a cell in a row that will be adjacent to the new one and select *Insert* from the *Table* menu. The resulting *Columns/Rows* dialog box lets you "insert" before or after and specify the number you want to insert. The default number is 1.

You can delete rows or columns in several ways. One option is to place your cursor in a cell in the row or column you wish to delete. Then select *Delete* from

the *Table* menu. The resulting dialog box lets you specify how many rows or columns to delete and whether to delete the row or column or just the contents of the cells.

You can also highlight the specific rows or columns to be deleted before selecting the *Delete* dialog box.

**Joining and Splitting Cells**

Sometimes you may not need all of the cells in a particular row, as shown in Example 2. Or you may need to add a partial row or column or just a single cell. WordPerfect allows you to split and join cells within a table. Splitting a cell allows you to divide a cell into two or more cells. Joining allows you to merge two or more cells into one cell.

You cannot randomly select cells to join. The cells you wish to join must form a rectangular shape when selected. Once selected, choose *Join* from the *Table* menu. If you select *cell*, the cells will be merged to form one cell the size of the area you selected.

To split a cell, simply select it and choose *Split* from the *Table* menu. You will then be prompted to specify how to split the cell, into columns or rows.

**Conclusion**

WordPerfect's built-in help has more information about the different ways you can use tables in your documents. You can also use the Table Expert to automatically do such things as format tables, calculate mathematical formulas, and insert graphics.

**Example 2: Enhanced Table**

September 1995						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# Computer and Information Services Newsletter

## Index to Volume 4, July 1994 to June 1995

### ▼ Volumes 1-4 Are on Gopher

All issues of the Computer and Information Services Newsletter are available electronically via Internet Gopher. You will find plain text (ASCII) and Acrobat (PDF/portable document format) versions. To find them follow this path:

Computer Information  
Computer & Information Services Newsletter

Most computer users have software that can read the plain text versions of the newsletter; Minuet/Gopher and TurboGopher are examples of programs that can immediately read the ASCII versions. To view, navigate, or print the Acrobat versions, you must obtain special software, such as Acrobat Reader. Free versions of this "reader" software are available for Macs, Windows, IBM/MS-DOS, and Unix. Acrobat Exchange users can also read PDF documents. Only Macintosh Acrobat Exchange users who have installed the free Acrobat InternetLink plug-in can follow the hypertext links that are inserted in the PDF versions of the newsletter.

Newsletter subscriptions are free but are mailed only within the U.S.

### Titles & Topics

### Date

To identify articles from the Virtual Library column, we used the ♥ symbol; the ♦ symbol designates a Computer Store News items.

<b>A</b> Quick Peek: Student Access System on Internet Gopher .....	Nov 94
Academic Index: a Good Place to Start Your Research ♥ .....	Jan 95
Acrobat Exchange & Distiller .....	Mar 95
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Apple System Update 3.0 (Bargain) .....	Sep 94
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**Authorware is a flexible and complex program that will allow audio, video and bitmapped components to be used in an interactive environment. (December)**

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### Back-to-School Specials

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 Engineering Services ..... Oct 94



**If you lost the address you need to use to unsubscribe from an electronic mailing list, what do you do? Our June article discusses several options. (June)**



**FAQs and other**  
 Frequently Asked Questions ..... Jul 94  
 Find it Faster, Use Minnesota's Veronica ..... Aug 94  
 Finding FAQs and other  
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**FAQs are a way to help keep on-line discussions stimulating and to provide newcomers and old-timers with a common base of knowledge. (July)**



Finding Lists' Addresses ..... Jun 95  
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**Veronica is software that helps you harvest information from Gopher servers around the world. The University's MINITEX gives preferential service to folks with Internet addresses within the state of Minnesota. (August)**



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**HyperText documents are interactive and give the reader or viewer special control over what they access. (March)**

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**Many Web browsers include the ability to understand network protocols such as FTP and Gopher. Many also understand file formats used for graphics, such as GIF and JPEG. (May)**

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Tin: Using Tin to Read USENET News ..... Jan 95  
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**You can use Internet Gopher software to view course and grade information that is available in the online Student Access System. (February)**

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Try These Web Sites: a Correction ..... Jun 95  
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**U-R-L stands for Uniform Resource Locator. URLs are in increasingly popular naming scheme that includes the location and method of obtains items or directories on the Internet. (January)**

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Use InternetLink for Internet-Aware  
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 Using Tin to Read USENET News ..... Jan 95

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**If the country uses a line frequency other than 60Hz, then all AC-powered devices attached to your computer system (monitors, hard disks, and so on) must be “frequency independent.” (September)**

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We'll Back You Up: Central System News ..... Aug 94  
 Word 5 and Word 6 Converters (Bargain) ..... Apr 95  
 Word 6: Using Styles and Templates ..... Apr 95

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**Using styles makes it much easier to maintain consistent formatting throughout a document and to change formatting later on. (April)**

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Word 6: Using Tables ..... May 95  
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**Thunderstorm Reminders**

When thunderstorms show up in your neighborhood, take precautions • unplug the modem's phone line • use the save command frequently • create a back up of important documents and software on a separate disk or other back up system— it's always unwise to have only one copy of important computerized information.

## Computer Store: 625-3854

You can charge your purchases on your MasterCard, Visa, and Discover accounts.

### ▼ Computer Discount Program



The discount program is available not only to departments but also to students and staff, subject to the eligibility rules of the program. The Computer Store is located in the East Bank Book Store in Williamson Hall.

### 7-Day Protection

Your purchase price is protected for 7 days from the time you receive your product. If the price drops during that time, you can bring in your receipt for a refund for the difference. The Computer Store offers a one-week money back guarantee on hardware and on any software whose seal has not been broken. Of course, you must present your sales receipt; a few other common sense restrictions also apply.

### 24-hour Service

Use Gopher to search the Computer Store's database to find out part numbers, prices, and product availability. "Electronic ordering" options are also available by following these paths:

University of Minnesota Campus  
Information\Department and College  
Information\Minnesota BookCenter Electronic  
Desk

Computer Information\U of M Microcomputer  
Prices\BookCenter Electronic Desk

Some product information is also available on the Minnesota Bookstores' Web site at this URL:

<http://www.bookstore.micro.umn.edu/>

### ▼ Back to School Specials:



We want to make it even more economically feasible for you to invest in your own computer system. To help meet this goal we worked with several major com-

puter and software manufacturers to offer you special promotions on selected items.

The offerings will change during the three month promotions period. Below are samples of specials you can take advantage of now.

#### IBM Desktop

- IBM 300 Series: all three configurations come with 8 megs of RAM, a 540MB hard drive, an IBM keyboard, an IBM mouse as well as DOS, Windows, and OS/2 Warp. None of these packages come with a monitor or a modem.
- \$1225: the PC330 8/540 is a space saving desktop powered by Intel's DX2-66MHz processor
- \$1490: the PC350/8540 is powered by Intel's DX4-100MHz processor.
- \$1715: the PC350P Pentium 8/540 comes with the P54C-75MHz processor.

#### Lexmark Printers

- \$279: the Execjet IIc inkjet printer provides 300 dpi color and 600 dpi black and white.
- \$1375: the Optra R 1200 dpi laser printer is fully networkable to a Mac or PC—add a localtalk or Ethernet card.



Individuals must add 7% sales tax to all Computer Store prices. Departments do not pay sales tax.

# Free Help: Computing & Information Technologies

University of Minnesota Accounts

Phone

Help Line Hours

## Distributed Systems: Microcomputers, Workstations, LANs

Software, hardware, peripherals, local area networks ..... 626-4276 ..... M—F ..... 9 am to 4 pm  
 East Bank ..... 152 Shepherd Labs ..... above ..... above ..... above  
 West Bank ..... 93 Blegen ..... above ..... above ..... 1 pm to 4 pm  
 St. Paul ..... 58 Biological Sciences Center ..... above ..... above ..... 1 pm to 4 pm

## Central Systems

These systems require a user name and password, which you get when you open an account.

Qualified users can apply for grants to cover some computing related costs.

EPX (Unix), NVE (NOS/VE), UZ (Ultrix), VX and VZ (VMS) ..... 626-8366 ..... M—F ..... 9 am to 4 pm  
 VM1 (IBM/CMS) 90 Coffey Hall walk-in consulting ..... 624-6235 ..... M—F ..... 9-11 am, 2-4 pm

## E-mail and Internet

Call for help using your University account ..... 626-7676 ..... M—F ..... 9 am to 4 pm  
 Forgot your password? Staff: call 626-8366. Students: go to any Computer Facility – e.g., 14 Folwell, 26 Lind, 305 McNeal, HHH 50. Troubleshooting: if Maroon or Gold are down, you'll hear a status report at 626-1819.  
 LUMINA: call if you have trouble connecting ..... 626-7676 ..... M—F ..... 9 am to 4 pm

## General Information

### Computer Store

Williamson Hall Book Center ..... 625-3854  
 (inventory and prices also available on Internet Gopher)

### University Computing & Information Services


Administrative Information Svcs. (AIS) Help desk ... 4-0555  
 Biomedical Graphics, various locations ..... 6-3939  
 Central Computing Services, 100 LaudCF ..... 6-1600  
     Accounts: EPX, NVE), UZ, VX, VZ ..... 6-8366  
     Data Entry ..... 6-8351  
     Statistics Services ..... 5-2303  
     System Status ..... 6-1819  
     Tape Librarian ..... 6-1838  
 Computer Facilities (also call individual facilities) .. 5-1300  
     \_FoIH 5-4896 \_Lind 6-0856 \_McN4-5367 \_HHH 4-6526 +more  
 Disability and Computing Services, voice/TTY ..... 6-0365  
 Distributed Computing Services, 190 Shep Labs .... 5-1300  
 Engineering Services, 103 LaudCF ..... 5-1595  
     Equipment Repair and Warranties ..... 5-1595  
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 Gopher Hotel (server set up for a fee) ..... 5-2303  
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     Networking Services Information ..... 6-7800  
     Networking Services Repair ..... 5-0006  
 Training, Course Registration, 190 ShepLab ..... 5-1300  
 U Libraries, Integrated Information Center ..... 4-2020  
 University Networking Services, 130 Lind ..... 5-8888



### Associate Vice President for Academic Affairs and Information Technologies

Donald R. Riley, Professor ..... 626-9816

## Access Information


SLIP: 2400/14,400 ..... 626-1920  
 SLIP: ADI-100 and ITE (with MKO) ..... 3-0291

 Terminal settings for these systems are 8-1-N (8 data bits, 1 stop bit, no parity) unless otherwise noted. The number you dial may depend on the modem's bps or baud rate.  
 Internet addresses.  
 Dial-in Server: 626-0300, -1200, -2400, -4800, -9600  
 At 9600 Telecomm supports V.32 and MNP level 5 error correction.  
 On campus ADI-100 and ITE setups use 626-2400.



LUMINA: 300/1200/2400 ..... 625-6009   
     V.32 ..... 4-7539 

Telnet & tn3270 \_\_\_\_ PUBINFO.AIS.UMN.EDU



E-mail and Internet Service and Servers, Twin Cities  
     MAROON.TC.UMN.EDU GOLD.TC.UMN.EDU



Gopher, alternate access (log in as gopher)  
     300, 1200, 2400, 9600 ..... see Dial-in Server   
     \_\_\_\_\_CONSULTANT.MICRO.UMN.EDU

Consulting via E-mail: low priority Central System ques  
     Format \_\_\_\_CONSULT@HOST.UNIT.UMN.EDU

AIS SecureID V.32 ..... 626-1061   
     300/1200/2400 ..... 6-7770   
     tn3270 & Telnet \_\_\_\_ ADMIN.AIS.UMN.EDU

EPX, NVE, UZ, VX, VZ  
     300, 1200, 2400, 9600 ..... see Dial-in Server   
     EPX or UZ or VX or VZ or NVE.CIS.UMN.EDU

EPX, NVE: 300/1200/2400 ..... 625-1445   
     up to 19.2 campus data phone ..... 3-2400 

VM1 (IBM/CMS) at 7-1-even  
     9600 ..... 624-3668   
     1200/2400 & <19.2 campus data phone ..4-4220   
     \_\_\_\_\_VM1.SPCS.UMN.EDU

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