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The ACSS
Newsletter

University of Minnesota
Twin Cities
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Communications

The Electronic Postmaster on UX and VX

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The Electronic Postmaster (EP) is a recently installed ACSS utility that provides electronic mail addresses in response to your specific requests. The EP also supplies information about mainframe computers or the name of a contact person who can help you with electronic mail services. EP also can give you general help on using its commands.

The Electronic Postmaster gives users inside and outside the University a means to use electronic mail to find electronic mail addresses of people at our University. The EP maintains a data base file that contains information about each user. In addition to user information, the EP maintains information about all "hosts" (mainframe computers) that have users in the data base. You can request information about a specific host or all hosts that the EP knows about.

Getting Help to Use Electronic Postmaster

You request information by sending mail to the user named **Postmaster** on any system that runs the EP.

The next article in this *Newsletter* tells you more about using the Electronic Postmaster. There are several other ways to get information on using the Electronic Postmaster facility:

- Type **`help`** on UX and select the **`postmaster`** option from the menu.
- Type **`type acss$writeup:postmaster`** on VX to display a long on-line document at your terminal. (This document contains approximately the same text as the next article.)
- Mail the message HELP to **postmaster** on UX or VX, as explained in the following article.
- See the ACSS Brief on the Electronic Postmaster.

We have installed the EP on a trial basis and are initially building the data base from among the organizations within Information Systems (ACSS, HSCS, SPCS, and coordinate campus computing services). The EP is now installed on VX and UX. Administrators of other systems who wish to add names of individuals or hosts to the data base should contact Linda Gray at 626-1321.

In This Issue . . .

We describe several new **text analysis packages** on the VAX VX, all with on-line documentation.

In the Consulting Corner, we tell you how to **run large statistics jobs more efficiently** on the VX.

We also offer **free documentation for the CYBER NV**, provide our new schedule of **winter quarter short courses**, and give you our **holiday hours** for December and January.

Help Page

HELP-LINES

Mainframe (CA,NV,UX,VX):

626-5592	8 am to 5 pm weekdays

Artificial Intelligence:

625-8332	3 to 4 pm weekdays

Data Base:

626-1887	10 to 11 am weekdays

Microcomputer:

626-4276	9 am to noon & 1:30 to 4 pm, Monday,Tuesday, Friday; 9 am to 4 pm, Wednesday and Thursday

Statistics:

626-1887	1 to 3 pm weekdays

Text Analysis:

625-8332	3 to 4 pm weekdays

Text Processing:

625-1391	10 to noon, Tuesday, Wednesday, Thursday

CONSULTING

Walk-In

East Bank:

128C Lind Hall; 10 am to 4 pm, weekdays;
7 to 9 pm Wednesday

West Bank:

140 Blegen Hall; noon to 3 pm, Tuesday;
10 am to 12:45 pm, Wednesday;
2:15 to 3 pm, Thursday

Microcomputer:

125 Shepherd Lab; 9 am to noon and 1:30 to 4 pm, Monday, Tuesday, Friday;
9 am to 4 pm Wednesday and Thursday

By Electronic Mail

Consulting is now available via the mail facility on all ACSS systems (the CA, NV, VX, and UX). Send mail to user name CONSULT for questions after hours and for low-priority questions that are not critical to your immediate computing work. Replies will be sent to your account through the mail facility on your system.

Instructional Computing Consultant

Department instructors may call 626-0200 for assistance in choosing ACSS systems (CYBER/NOS, CYBER/VE, ENCORE/UNIX, VAX/VMS), software, and for answers to any other inquiries on using computers for instructional computing.

COMPUTING INFORMATION CENTER

128A Lind Hall, 625-7397, YZE6075@UMNACCA or MAD@UMNACVX

Computing account and grant applications available for CYBER, ENCORE, and VAX computers.

Short course enrollment. Short course schedules and class descriptions available.

Assistance in ordering vendor documentation. Vendor documentation is not always available in the University bookstores and may be ordered directly from the company.

Complete documentation collection. Reference copies of vendor and all other documentation for ACSS software.

Free ACSS documentation. General information, and mainframe and microcomputer information available.

Computing Newsletters. Subscribe to the *ACSS Newsletter* and the ACSS *Microcomputer Newsletter.* Newsletters from other computing centers are also available for reference.

Using the Electronic Postmaster

Linda Gray and Steven Brehe

The Electronic Postmaster (EP) on the ENCORE UX and the VAX VX provides information about electronic mail users and mail facilities at the University of Minnesota.

The EP can help you use electronic mail in a number of ways:

- The EP can provide the electronic mail address of a specific user at the University of Minnesota.
- The EP can give you information about a *host* computer (e.g., a mainframe used to send and receive electronic mail messages).
- The EP can help you get in touch with a contact person for electronic mail services.
- The EP also provides help on using EP commands.

Similarly, you can make it easier for people to send mail to you by supplying the EP with information about yourself. When you insert your name in EP's data base file, the EP requires your login name, host computer, and full name. We request that you include department, position/college, work address, and work telephone number. Your home address and home telephone number are not necessary, but you can include them if you like.

To get information from the EP, or give the EP information about yourself, you have to send an electronic mail message to the user name **Postmaster** on a host system that has the EP installed.

When you request information from the EP, you send it a mail message that contains the necessary commands. When you send the EP information about yourself, your message must be in a specific format. These commands and formats are explained later in this document.

While maintaining all this information, the EP provides information about all hosts that have users in the data base. You can request information about a specific host or all hosts known to the EP.

What You Have To Know

This article assumes that you know the basics of using electronic mail on the UX or the VX.

For information about UX mail, see the free ACSS Brief, *Using MAIL on the ENCORE.*

For information about VX mail, see the free ACSS Brief, *Using Mail on the VAX.* The VX also has an on-line document about electronic mail: See ACSS$WRITEUP:MAIL.

All Briefs are free and available at the ACSS Computing Information Center, 128A Lind Hall (625-7397).

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Requesting Information

You can request information from the EP data base by mailing the request to the user named **Postmaster** on an ACSS system that has the EP installed (currently the ENCORE UX or VAX VX system). Using EP's commands, you can make your request the SUBJECT of the mail message, or make the commands the text of the mail message. The commands (or requests) available are:

TELLME ABOUT

TELLME HOSTS

TELLME CONTACTS or

HELP

You can make multiple requests by putting several lines in the mail message.

The TELLME command: When you include this command in a message to **Postmaster**, you'll get a main message in reply that tells you about a user, a host, or someone you can contact about electronic mail services. The **TELLME** command's formats are:

TELLME ABOUT *username*

TELLME HOSTS

TELLME CONTACTS

TELLME {which defaults to **TELLME ABOUT**}

Let's look at each of these formats:

The TELLME ABOUT command: The **TELLME ABOUT** command will get you information about a user.

If you know the full name of a person, provide only the first and last names to get information for the person.

If you only know the login name, provide it to get information for the person.

If you only know the first or last name, provide it—in response, you'll get information on *all* people with that first or last name.

The **TELLME ABOUT** command can be abbreviated to just **TELLME**.

The various formats for **TELLME ABOUT** are:

TELLME ABOUT Ronald Reagan	{full name}
TELLME ABOUT rreagan	{login name}
TELLME ABOUT Ronald	{first name}
TELLME ABOUT Reagan	{last name}

If you send a mail message to **Postmaster** requesting information for the login name **SOC** (**TELLME ABOUT SOC**), you'll get the following response:

```
Mail: SOC@UX.ACSS.UMN.EDU          Socrates M. Hypothetical
ACSS                               1234 Hemlock Ln.
System Daemon                      Gadfly, Mn. 55369
Room 200, 2520 Broadway Dr.        Home phone: (612)-123-1234
Lauderdale, Mn. 55113              Work phone: (612)-678-6789
```

This response contains information in the following format:

SOC's mail address	His full name
His work department	His home address
His title (or U. college)	Home address continued
His work address	His home phone number
Work address continued	His work number

The TELLME HOSTS command: In response to the command **TELLME HOSTS**, EP provides the names of all host computer systems that have information stored in the data base.

The TELLME CONTACTS command: The command **TELLME CONTACTS** gets you information that will help you contact someone who may be able to give you some help. This includes an electronic mail address and a telephone number.

The HELP command: The **HELP** command will provide basic information on how to use the Electronic Postmaster facility. If you provide another command after it, information on that command will be provided. Examples: **HELP, HELP TELLME, HELP TELLME HOSTS.**

Changes to the Data Base

It is possible to add to, change, or delete information you've put into the EP data base. To make the change, you're required to:

a) be logged in under the login name to be changed/added to/deleted.

b) mail a message to **Postmaster** in the required format requesting the change.

Adding information: To add your login name to the EP's data base, mail a message that starts with the word **ADD** on a line by itself (or in the subject of the message). You need to mail the message under the login name that you want to add to the EP's data base. Please specify the following information in this order:

Required:
Your current login ID.
Full name of your machine.
Your real name.

Requested:
Your work department.
Your work telephone number.
The mailing address at work.
Your title, or college attending.

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Optional:
Your home telephone number.
Your home mailing address.

The machine name must be the full name of your computer as specified in the University host tables, in proper domain format. Mailing addresses may be up to three lines long. Telephone numbers should include area code. Limits on other entries are described later.

EP expects entries from you in the format of the following example:

```
SOC@ux.acss.umn.edu:Socrates M. Hypothetical:ACSS :6126786789:Room
200,2520 Broadway Drive,Lauderdale Mn. 55113:System
Daemon:6121231234:1234 Hemlock Ln.,Gadfly Mn. 55369
```

As you can see in the example above, each "field," or piece of information, is separated by a colon. If you leave a field blank, put a space between two colons, like this— : :

In addresses, use commas as shown above to separate street address from city.

Because the EP uses colons to separate "fields," as shown above, the colon is a "reserved" character—do *not* use colons within a field or for any other purpose in your messages to the EP. Similarly, use commas only to separate lines within addresses.

Deleting information: To delete your login name (and associated information) from the EP data base, mail a message that begins with the word **DELETE** on a line by itself (or put the word **DELETE** as the subject of the message). On the following line, specify the login name you're deleting and the associated full name (i.e., your name) on the same line.

Mail the message under the login name that you want deleted.

The login name must be of this format

***login*@*host*.umn.edu**

Replace ***login*** with the login name you're deleting and ***host*** with the full name of your computer as specified in the University host tables, in proper domain format. (For example, **ux.acss** for the ACSS UNIX UX machine or **vx.acss** for the ACSS VAX VX.)

An example: To delete information associated with the login name **SOC**, you could use this form of the **DELETE** command:

```
DELETE
SOC@vx.acss.umn.edu Socrates Hypothetical
```

Changing information: To change your entry in the data base, mail a message that starts with the word **CHANGE** on a line by itself (or with **CHANGE** as the subject of the message). You need to mail the message from the login name associated with the entry you are changing. Please specify the information as described in the section on adding information.

Comments

It is possible for a user to send comments to the **Postmaster**. To send a comment, send a MAIL message that begins with the word **COMMENT** on a line by itself (or put only the word **COMMENT** in the subject field). The rest of the message is forwarded to the ACSS staff person in charge of the Electronic Postmaster.

Limits in Data Base Information

The colon character is reserved. Use the comma to separate "lines" in your work or home address (i.e., between the street address and the city). Login names should not start with a minus (or hyphen) character.

Field	Maximum Characters
login@machine	32 (including the @ character)
Full Name	32
Work Department	20
Work Telephone	10 (no parenthesis or hyphens)
Work Address	128 in no more than three lines
Position/College	40
Home Telephone	10 (no parenthesis or hyphens)
Home Address	128 in no more than three lines

Other Limits and Features

Due to various limitations in electronic mail, your mail message should contain only printable characters, with lines less than 80 characters long.

If you use a command that the EP does not recognize, the EP will respond as if it received a **HELP** command.

You can use several other words in your message that the EP will recognize as requests for information. For example, EP understands the following messages:

```
Who is SOC?
CONTACTS
HOSTS
Who are your contacts?
What is ux?
Give me information about user SOC
```

The text of a message sent by the Electronic Postmaster is limited to 1024 80-character lines.

Conclusion

If you have any suggestions for improving the Electronic Postmaster, or any complaints, please feel free to send comments to Postmaster as explained in this article.

Text Analysis Programs on VX

Tom Rindflesch
VX and BITNET: TCR@UMNACVX

Our text analysis programs, LTTRCNT, TEXTAL, and WRDSTAT, which formerly ran only on the CYBER CA, are now also available on the VAX VX. LTTRCNT counts letters in a text, while WRDSTAT counts words. TEXTAL retrieves strings from a text which match patterns you specify. Since the GENCORD concordance program is already on the VAX VX, you can now take advantage of all our text analysis programs on both the CYBER CA and the VAX VX. We published a short description of each of these programs in the October issue of this *Newsletter*.

To use any of these programs on the VAX VX you first need to let the system know where to find the program. (This only needs to be done once per login session.) This is done by typing

```
$ TEXT_ANALYSIS
```

You then type the name of the program you wish to use, such as

```
$ LTTRCNT
```

On-line VX documentation is available as

ACSS$WRITEUP:LTTRCNT for LTTRCNT

ACSS$WRITEUP:TEXTAL for TEXTAL

ACSS$WRITEUP:WRDSTAT for WRDSTAT

For example, the command

```
$ PRINT/NAME=site*bin/CHAR=PSTD  ACSS$WRITEUP:WRDSTAT
```

will print the writeup for **WRDSTAT** and send it to the site and bin you specify. If you have any questions, call Tom Rindflesch at (612) 625-8332.

Running Large Statistics Jobs on VX

Bruce Center, Lillian Bianchi, and Deb Felt

Question: How can I run my large SPSSx jobs on the VAX VX more efficiently?

Answer: We have set up a queue on the VAX VX that is specifically designed to handle jobs requiring large amounts of memory. This is particularly useful for large packages such as SAS, SPSS^x, and MACSYMA. It will also free up your terminal so that you can continue working while your job executes in the background. Our preliminary tests have shown that using the LARGE$BATCH queue reduces your costs for large jobs.

To take advantage of the LARGE$BATCH queue, you must submit your job, rather than run it interactively. The form of the **SUBMIT** command is:

```
$ SUBMIT /NOTIFY /QUEUE=LARGE$BATCH /qualifiers  filename.ext
```

There is a 30-minute default CPU time limit on the LARGE$BATCH queue. To override this queue, use the **/CPUTIME** qualifier on the **SUBMIT** command. Use this qualifier cautiously. See **HELP SUBMIT** or the on-line Writeup on the VX that gives you more information about submitting and controlling batch jobs, about **SUBMIT** qualifiers, and about VX queues in general. The Writeup is called ACSS$WRITEUP:BATCH. The command

```
$ PRINT /NAME=site*bin /CHAR=PSTD ACSS$WRITEUP:BATCH
```

will print this Writeup and send it to the site and bin you specify.

Jobs submitted to the LARGE$BATCH queue will run at a lower priority than interactive jobs, so you can expect your job to take a little longer to finish. However, these jobs are allocated a very large amount of physical memory. This reduces the amount of paging your process must do to execute the image, which in turn reduces the amount of CPU time your job requires, so your job will run more efficiently (i.e., less expensively).

A lower rate may apply to jobs submitted to the LARGE$BATCH queue during the low-rate time or jobs that have been submitted using the **/After** qualifier and specifying a time during the low-rate hours, provided these jobs complete during the low-rate hours. The low-rate hours are Monday through Friday between 8:00 p.m. and 4:00 a.m. and during the weekend operation hours.

The LARGE$BATCH queue is not limited to statistical packages. Any large program that uses substantial amounts of memory, or uses memory inefficiently, could run more efficiently using the LARGE$BATCH queue.

Examples

Suppose you have a large SAS job set up on the file **BIGJOB.SAS.** Instead of typing

```
$ SAS BIGJOB.SAS
```

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and sitting impatiently at your terminal waiting for the job to finish, you would instead set up a file (say, **BIGJOB.SUB)** containing the single line:

```
$ SAS BIGJOB.SAS
```

Then you would type:

```
$ SUBMIT /NOTIFY /QUEUE=LARGE$BATCH  BIGJOB.SUB
```

The VX will notify you when your job is complete. In the meantime, you are free to use your terminal for useful work, while SAS churns away in the background. The SAS output will be written to the file **BIGJOB.LIS**, and the SAS logfile to the file **BIGJOB.LOG**, just as it always is.

Similarly, if you have a large SPSS[x] job (say, **MONSTER.SPS**), then you would create the one-line file **MONSTER.SUB**. This file would contain the following line:

```
$ SPSSX /OUTPUT=MONSTER.LIS  MONSTER.SPS
```

Then submit the file to the LARGE$BATCH queue–

```
$ SUBMIT /NOTIFY /QUEUE=LARGE$BATCH  MONSTER.SUB
```

–and MONSTER will gobble SBUs in the background, while you continue to work. The VAX will notify you when the job is finished, and the output will be, as expected, in the file named **MONSTER.LIS.**

Now suppose all the files are on your subdirectory **HUGE**. Then **MONSTER.SUB** would be a two-line file:

```
$ SET  DEFAULT  [.HUGE]
$ SPSSX /OUTPUT=MONSTER.LIS  MONSTER.SPS
```

The **SUBMIT** command would be identical:

```
$ SUBMIT /NOTIFY /QUEUE=LARGE$BATCH  MONSTER.SUB
```

Using VX Writeups: Make It Easier

Marisa Riviere
BITNET: Marisa@UMNACVX

As our VAX VX users know, when you want to display a VX Writeup at your terminal, you have to type the command

```
$ type acss$writeup:writeupname
```

You replace ***writeupname*** with the name of the specific Writeup.

If you look at Writeups often, you can make reading them more convenient by defining a new command for your account. You can do this by including the following line in your login file, which, in this example, defines the new command **LIST**:

```
list :=="type/page acss$writeup:'"
```

Please note the syntax in this definition of **LIST**. There are no spaces between the single quotation mark and the last quotation mark. The **/PAGE** qualifier of the **TYPE** command in your login file will make the output on your terminal stop for each screen. (Instead of using **LIST**, you can use the definition format shown above to define *any* command of your choice, even one as short as a single letter.)

Having defined this new command, you can use it to display a Writeup at your terminal. Simply type this command—

```
$ list writeupname
```

—replacing ***writeupname*** with the name of the Writeup. The Writeup will be displayed at your terminal one screen at a time. Press RETURN to see the next screen.

We published a list of most VX Writeups, with brief descriptions, in the October issue of this *Newsletter*. To see a current list of VX Writeups, type the command

```
$ dir ACSS$WRITEUP
```

For more information about using VX Writeups, type

```
$ morehelp writeups
```

DECNet Name Change for VX

Marisa Riviere
VX and BITNET: Marisa@UMNACVX

Approximately one year ago we started to run a limited version of DECNet on VX to support the testing of some network-oriented software. At the end of last summer we implemented a full version of DECNet, which allows us to communicate with a few other VMS computers (nodes) on campus using the same protocol.

Since the number of DECNet nodes may be increasing rapidly with connections to other institutions and the acquisition of Micro VAXes by several departments, the consensus among the VMS system managers of the existing nodes on the Twin Cities campus is that we should pursue an organized scheme for naming conventions and address assignments.

We all agree that the names of our nodes should be more representative than the initial nicknames under which we introduced them for "in-house" testing purposes. We also agree to utilize a DECNet area code for the University that, should we decide in the future to link to a larger network, will be (we hope) more suitable for the change than the one we use now.

The DECNet name of VX will be changed, on December 31, 1987, from VX to **UMACVX**. (Please note that this name is *not* the same as the VX BITNET address.) How will this change affect you? If you are not a DECNet user (and most users are not), you may only notice the change on the return address of electronic mail sent to your by other VX users. The `From:` will show the new name, UMACVX, instead of VX. We will let you know with on-line notes if we discover other things that may affect you.

If you are a system manager of a VMS system on campus, it is quite likely that you are working with us in this change. If that is not the case, you may want to change your routing tables on December 31. Please contact me via electronic mail for more information, for the assignment of the new address and, incidentally, to be included on the mailing list of the VMS Managers group for announcements and meetings.

COST Program Now Available on VX

Alan Kaufman

COST is now available on VX. COST will tell you the cumulative costs of a current job, writing this information to sys$output. The current billing rate at the time of the inquiry is used. Type **HELP COST** for more information.

Holiday, New Year's, MLK Day Hours

In observance of the holidays, ACSS systems—the CYBER CA, the VAX VX, the ENCORE UX, and the CYBER NV—will run in unattended mode from 1 p.m. Thursday, December 24, until 6 a.m. Saturday, December 26. Normal operations on all systems will resume at 6 a.m. Saturday, December 26.

In observance of New Year's, ACSS systems will run in unattended mode from 5 p.m. Thursday, December 31, until 6 a.m. Saturday, January 2. Normal operations on all systems will resume at 6 a.m. Saturday, January 2.

It is unlikely that any tape requests or printing will be processed during the holiday and New Year's hours.

ACSS systems will operate during its normal hours during Martin Luther King Day, Monday, January 18, a University holiday.

Any changes in the January 18 hours will be reported in the January issue of this *Newsletter* and will also be announced in system notes.

HELP-Lines

All ACSS HELP-lines and other consulting services will be closed on December 24, 25, and 28, and on January 1 and 18.

Public Labs

ACSS Public Labs will also be closed at times during the holidays.

Folwell Hall 14 will be closed December 24 through 28, and December 31 through January 2.

Lind Hall 306B will be closed December 24 through 28, and December 31 through January 1.

Physics 130 will be closed December 24 through 28, and December 31 through January 3.

Walter Library 9 will close December 24 at 4 pm and will be closed all day December 25. This lab will also close December 31 at 4 pm and all day January 1.

All these labs—except Physics 130—will be open on Martin Luther King Day. On that day, January 18, Physics 130 will be closed.

Call for the holiday hours of other campus labs—see the back of your micro access card for phone numbers.

If you have questions or comments regarding ACSS lab hours, contact our lab manager, Jerry Larson, at 14 Folwell, or call 625-7850.

Fortran User Libraries to be Moved

Michael Frisch
VX and BITNET: MJFRISCH@UMNACVX
CA: MJFRISCH

On December 20, we are moving the following user libraries from one part of the CYBER CA system to another:

BSPLINE	-	B-spline interpolation and approximation
GRAFLIB	-	PLOTPAC, MNCORE, Calcomp plotting
GRG2	-	Constrained nonlinear optimization
MIN5LIB	-	MINOS 5.0 constrained nonlinear optimization
YSMPLIB	-	Yale sparse matrix package

One effect of the move is that if you are using any of these libraries along with other Fortran libraries, you might have to revise your loader commands. (You only need to do this if you get the message `TOO MANY GLOBAL LIBRARIES.`) Please contact me at 625-5830 for details.

A second effect is that if you are using the **OLD** or **NEW** command along with **FETCH** commands involving these libraries, the **FETCH** commands must be entered after the **OLD** or **NEW** command. (This is because the **OLD** or **NEW** comand clears all local files and this includes any of these library files that were previously **FETCH**'d.)

Printing PVI Graphics on the Xerox Printer

Michele Lewis
VX and BITNET: GRAPHICS@UMNACVX

Some users of the PVI graphics software (PicSure, Grafmaker, DI-3000, and the Contour System) are receiving an error message when sending graphics files to the Xerox laser printer. The error message on the Xerox output is

```
The IMAGE file is not properly formatted for the Xerox LPS
Image dimensions exceed page width/height in pixels.
```

The solution to this error is to create the Xerox graphics file at 300.0 pixels per unit. Be sure to include the .0 in the pixel specification, otherwise the device driver will ignore your input and default to 100.0 pixels per unit.

If you have any questions or problems concerning Xerox graphics, please call me at 626-0314.

ACSS Short Course Schedule

Winter 1988

Mainframe Courses

The following courses are *free*. To register call 625-7397.
Some classes have size limitations: Register early.

Introductory

Introduction to VMS Operating System	Jan 4-13	MWF	2:15-4 pm
Introduction to UNIX Operating System	Jan 5-21	TTh	2:15-4 pm
Introduction to Computing	Jan 11-22	MWF	3:15-5 pm
Introduction to NOS 2 Operating System	Jan 25-Feb 5	MWF	3:30-5:15 pm
Electronic Mail (VAX, BITNET)	Jan 26-28	TTh	3:15-5 pm
Introduction to NOS/VE Operating System	Jan 27-Feb 3	WF	2:15-4 pm

Elective

Using SAS (Statistics)	Feb 1-5	MWF	3:30-5 pm
Beginning *C* Programming	Feb 9-25	TTh	4:15-5:45 pm
Using SPSS* (Statistics)	Feb 16-25	TTh	3:30-5 pm
INGRES (Data Base Mgmt)	Feb 22-26	MWF	2:15-4 pm
Intermediate *C* Language	Feb 29-Mar 11	MWF	3:15-5 pm

Microcomputer Courses

The following IBM and IBM-compatible courses are limited to 10 people.
Fees: 1) U of M students, 2) U. staff/faculty, 3) Non-University persons.

				(1) (2) (3)
Introduction to Microcomputers: MS-DOS				
section 1	Jan 12-14	TWTh	1:30-3:30 pm	$40,$50,$80
section 2	Feb 9-10-11	TWTh	10 am-noon	$40,$50,$80
section 3	Feb 29-Mar 4	MWF	10 am-noon	$40,$50,$80
Introduction to WordPerfect*				
section 1	Jan 20-21	WTh	1:30-3:30 pm	$25,$35,$60
section 2	Feb 16-18	TTh	10 am-noon	$25,$35,$60
section 3	Mar 8-10	TTh	1:30-3:30 pm	$25,$35,$60
Managing Your Hard Disk				
section 1	Feb 2-4	TTh	1:30-3:30 pm	$40,$50,$80
section 2	Mar 1-2	TW	1:30-3:30 pm	$40,$50,$80
Beginning Lotus 1-2-3				
section 1	Jan 13	W	9:30-noon	$25,$35,$60
section 2	Mar 3	Th	1:30-4 pm	$25,$35,$60
Intermediate Lotus 1-2-3	Mar 14	M	1:30-4 pm	$25,$35,$60

* A WordPerfect workbook is available at the Minnesota Book Center Electronics Desk for $10.

Introduction to dBase III				
section 1	Jan 26-28	TWTh	1:30-3:30 pm	$40,$50,$80
section 2	Feb 22-26	MWF	10 am-noon	$40,$50,$80
Programming in dBase III	Feb 9-11	TTh	1:30-4 pm	$40,$50,$80

These Apple Macintosh courses are **hands-on** courses in the lab. Limited to 10.
* Feel free to attend a Fundamentals session before taking other Macintosh courses, if you have not used a Macintosh before.

Macintosh Fundamentals (Limited 10 people.)				
section 1	Jan 6	W	12:15-1:00 pm	FREE
section 2	Jan 19	T	12:15-1:00 pm	FREE
section 3	Feb 12	F	12:15-1:00 pm	FREE
Introduction to MS Word				
section 1	Jan 12-14	TTh	9:30-noon	$35,$45,$85
section 2	Feb 8-10	MW	1:30-4 pm	$35,$45,$85
section 3	Mar 8-10	TTh	9:30-noon	$35,$45,$85
Intermediate MS Word	Feb 23-25	TTh	1:30-4 pm	$35,$45,$85
Introduction to Excel				
section 1	Feb 1-3	MW	1:30-4 pm	$25,$35,$60
section 2	Mar 1-3	TTh	9:30-noon	$25,$35,$60
Intermediate Excel	Mar 16	W	1:30-4 pm	$25,$35,$60
Introduction to Desktop Publishing: PageMaker	Feb 26	F	1:30-4 pm	$25,$35,$60
Developing Applications Using Pascal	Feb 15-17	MTW	1:30-3:30 pm	$25,$35,$60
Using Hyper Card	Feb 22-24	MW	1:30-3:30 pm	$25,$35,$60
Using HyperTalk (HyperCard's Programming Environment)	Mar 15-17	TTh	9:30-11:30 am	$25,$35,$60

The following Macintosh class is demonstration only! **No hands-on.**

Preparing A Dissertation on the Macintosh	Mar 9	W	9:30-noon	$15,$25,NA

The following new microcomputer courses are free demonstrations.

Microcomputer/Mainframe Communications	Jan 29	F	9:30-11:30 am	FREE
Object Pascal and Macintosh Applications	Feb 5	F	9:30-noon	FREE

ACSS Short Course Information

Prerequisites: Some short courses have prerequisites, and are designed to build on knowledge we assume you already have. Without this knowledge you may not be able to keep up with the instructor's presentation. This prior knowledge is *your* responsibility; the instructor will not be able to review material from previous classes. For example: If you have not used a Macintosh before, we suggest that you attend a session of "Macintosh Fundamentals" before taking any other Macintosh class.

Limits: All microcomputer classes and many mainframe classes have limits to class size. Please try to register early to be sure of getting a place. If you decide to cancel from a class, please do so as soon as possible, so that we may make the space available to others. See **Registration**, below, for further details.

Registration: Registration is located at ACSS Computing Information Center, 128A Lind Hall. (Hours: 8:00 am to 4:30 p.m., Monday through Friday.). Fees must accompany registration. Mail registrations will be accepted. Deadline for registering is 4:00 p.m. on the last working day before the class begins. Please call and give us your name if you plan to attend a free class so we know how many to expect. Also, please call to cancel if you decide later not to attend. We reserve the right to cancel a course if registration is insufficient. For registration information call 625-7397.

Fees: Fees following microcomputer courses above are for 1) University students, 2) staff and faculty, and 3) non-University persons. Course fees may be paid by cash or check, or *include* a signed University journal voucher with registration information. Fees must be paid at the time of registration. *No refunds* will be made after the class has begun. A penalty–reduction of the refund–will be assessed if you withdraw from a class within three days of the beginning of that class.

NOS News

CYBER CA Upgrade to NOS 2.5.3

Dave Bianchi
BITNET: DJB@UMNACVX
CA,NV,UX,VX: djb

On December 20, we will upgrade our CYBER CA operating system to NOS 2.5.3-688. Users will notice relatively few changes in the new operating system. For more details on the upgrade see the on-line document WRITEUP,NOS688.

NOS/VE News

CYBER NV Upgrade to NOS/VE 1.2.3 L688

Dave Bianchi
BITNET: DJB@UMNACVX
CA,NV,UX,VX: djb

On December 20, we will upgrade our CYBER NV operating system to NOS/VE 1.2.3 L688. See the NV WRITEUP NOSVE688 for more information.

Briefs for the CYBER NV

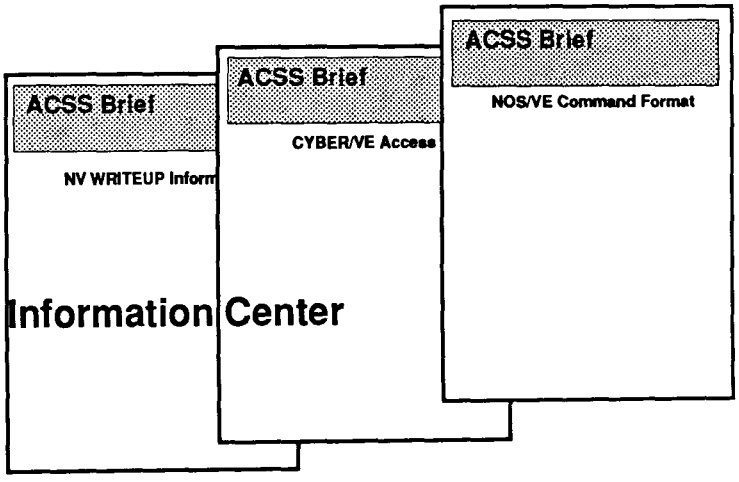
Paula Goblirsch
VX and BITNET: PMG@UMNACVX
Internet: pmg@vx.acss.umn.edu

Seven Briefs are available for the CYBER NV system:

CYBER/VE Access	Explains how to open an account; how to log on the system; how to change your password; how to log out. Also lists ACSS resources and services.
NOS/VE Command Format	Explains the NOS/VE command format.
NOS/VE On-line Documentation	Shows how to use EXPLAIN, the CDC on-line documentation facility.
NV WRITEUP Information	Shows how to use WRITEUP, the ACSS on-line documentation facility.
Using the EDIT_FILE Editor	Explains how to start an editing session, summarizes the editing and programmable function keys on a VT100 terminal. We are preparing Briefs for Z19 and Z29 terminals.
Getting Output from the CYBER NV	Lists printer defaults and capabilities; discusses the PRINT command and its options.
NOS/VE Equivalents to NOS Commands	Lists NOS 2 commands and their NOS/VE equivalents.

These Briefs are available from ACSS's Computing Information Center, 128A Lind Hall, or by calling ACSS Technical Publications at 626-1093.

Available in the Computing Information Center



Phones/Hours/Labs

ACSS PHONE NUMBERS

Administrative Office: 626-1600

HELP-Line 626-5592

Access:	
CYBER (CA)	626-1620
CYBER (NV)	626-1622
ENCORE (UX)	626-1681
VAX (VX)	626-1641
RJE (2400 baud)	626-1656
RJE (4800 baud)	626-1663
Accounts:	
CYBER, ENCORE, VAX	625-1511
Computer Hours (recorded message)	626-1819
Computing Information Center	625-7397
Contract Services	625-2303
East Bank I/O, 128B Lind Hall	625-5082
Engineering Services	627-4357
Equipment Maintenance/Repair	627-4357
Graphics Software	626-5592
Information, Lauderdale	626-1600
Lauderdale Computer Room	626-0550
Lauderdale Services	626-1838
Magnetic Tape Librarian	626-1838
Math and Statistics Packages	625-5830
Micro Information	626-4276
Newsletter Subscription	625-7397
Permanent File Restoration	626-0595
Project Assist	626-1090
Public Labs (Managed by ACSS)	
170 Anderson Hall	624-6526
90 Blegen Hall	624-1387
14 Folwell Hall	625-4896
306B Lind Hall	625-9032
130 Physics	625-6820
9 Walter Library	626-1899
Lab Manager (14 Folwell Hall)	625-7850
Publications Information	626-1093
Short Course Registration	625-7397
Shuttle Bus Service	625-9525
System Status (recorded message)	626-1819

PUBLIC LABS TWIN CITIES CAMPUS

Location	Batch	Interactive	Micro
East Bank			
ApH 204			X
Arch 148			X
CenH		X	
ComH		X	
DiehlH 207, 270		X	
EddyH Annex 54			X
EltH 121, 124	P	X	
FolH 14, 14a	P	X	X
FronH		X	
LindH 26		X	
LindH 128B	P	X	
LindH 306B			X
MechE 308		X	
MoosT 8-425			X
Nich 109			X
Phys 130		X	X
PioH		X	
SanH		X	
TerrH		X	
VinH 4		X	
VinH 203			X
WaLib 9		X	X
West Bank			
AndH 170	P		X
BlegH 90			X
BlegH 140	P	X	
MdbH		X	
OMWL 2	P	X	
St. Paul			
BaH		X	
CentLib B50			X
ClaOff 125E	P	X	
ClaOff B22			X
McNH 69			X

P means Printer only.
For more information see WRITEUP,LABS.

SYSTEM OPERATING HOURS

	CYBER (CA), ENCORE (UX), VAX (VX)	CYBER (NV)	Low Rate
M-F	7 am - 4 am	7 am - 1 am	8 pm - 4 am, 7 am - 8 am
Sat	4 am - 9 pm	7 am - 10 pm	all operating hours
Sun	6 pm - 4 am	6 pm - 1 am	all operating hours

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Acting Director: *Michael M. Skow*
Editors: *Steven Brehe, Paula Goblirsch*

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The **ACSS**
Newsletter

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University of Minnesota
2520 Broadway Drive
Lauderdale, Minnesota 55113

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