UNIVERSITY OF MINNESOTA

Computer and Information Services Newsletter

This newsletter is an information resource for the University of Minnesota. Volume 4, Number 10

April 1995

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Higher Education K–12 Connection a satellite broadcast (page 198)

Virtual Library

Using the Resources of Local Libraries

Nancy K. Herther, University Libraries

- [?] Need a journal that isn't in the University collections?
- [?] Want to read a top-selling novel over the weekend?
- [?] Hoping to get some good VCR movies for the weekend?
- [?] Want to listen to today's top audio CDs at home?
- [?] Want to sign up your child for a story telling program?

Anyone at the University is entitled to use any of the public libraries in the metropolitan Twin Cities area. The University Libraries have made this a bit easier by putting the on-line catalogs of the various public libraries on our Gopher/LUMINA menu system.

What's Involved?

As shown in Figures 1 and 2, once you are in Gopher, select

```
Libraries
```

then select

```
Library Systems in the Twin Cities
```

Each system will have its own sets of commands, features and screen layouts.

Figure 1: Select
Library Systems in the Twin Cities

```
   Libraries

   University of Minnesota Libraries
   Electronic Books
   Electronic Journal collection from CICnet
   Government Information
   Government Information
   Library Catalogs via Z39.50
   Library Card Catalogs via Telnet
→  Library Systems in the Twin Cities
   Library of Congress Records
   MINITEX Veronica service
   Newspapers, Magazines, and Newsletters
   Reference Works
```

Figure 2: Currently Available Library Catalogs

```
Library Systems in the Twin Cities

Anoka County Public Library
Augsburg College Library
Bethel College Library
Carleton College Library
College of Saint Catherine Library
Concordia College Library
Dakota County Public Library
Hamline Law Library
Hamline University Library
Hennepin County Public Library
Ireland Theological Library
Macalaster College Library
Minneapolis Public Library
Ramsey County Public Library
Scott County Public Library
St. Paul Public Library
University of St. Thomas Library
Washington County Public Library
```

Library Systems in the Twin Cities

Many of the libraries are dial-up options at this time — they are not on the Internet yet — and so access to the databases will be dependent on available ports into the library's computers. Each system will have its own sets of commands, features and screen layouts. All are menu-driven and quite easy to use.

I have noticed that some are difficult to get into during regular working hours, and many are also busy during the early evening hours. Remember, you are 'competing' with school and public users from across the Twin Cities and many of the libraries don't have the resources to invest in adequate ports to handle their busiest times.

You can also dial-up using a regular modem connection, if you wish. Each library in the metro area has handouts describing their on-line systems; you can call them for more information.

Variety and Function

Any of these catalogs will tell you what materials are available through their on-line catalogs. Each library will have its own policies on exactly *what* is cataloged. Some libraries, for example, do not catalog all of their materials (such as paperbacks); so if you don't see something in the catalog, be sure to call them and ask. They should also be able to indicate whether or not the material is currently checked out (just as you can do with our collections here at the University).

However, from there things get quite interesting! Most public libraries will give you additional information on a variety of topics — for example all will give you information on library locations, hours and services. Circulation and special services will also be available.

Special children's or adult programming is also listed so that you can find out quickly if there will be any special films, story hours, public meetings or other events at your library of choice.

The Ramsey County Library on-line system has a feature that I found very interesting. You can send reference questions to the library staff via the on-line system, and the answers will be posted on a bulletin board portion of the system so that everyone has a chance to see what's hot or get helpful information. For example, information on help getting your taxes done, 800 numbers to check on product recalls or information on the O.J. Simpson trial.

Checking It Out

Many of these systems will also allow you to check your personal library records, allowing you to see how many books or other materials are currently checked out to your account, letting you renew materials that you want to keep longer, etc.

If you run into any problems using these systems — and certainly if you see any discrepancies in your records — be sure to contact that library to get things straightened out. Each library system in the Twin Cities has its own policies on which materials can be checked out, who has access to what materials, length of loan periods, etc. This isn't something that the University Libraries can mediate for you.

Who Can Use This?

Anyone — here in the Twin Cities or around the world — can use these databases, just as anyone can use the MNCAT catalog to the University of Minnesota collections. There may be — just as we have in LUMINA — certain information or databases from other libraries that are restricted in some way.

Do you have a public library card? Call your local public library to get details on what you might need to bring for identification. Anyone currently living in the metropolitan area is qualified to get a public library card; you don't have to be a citizen or a permanent resident in order to get these cards. Of course, anyone — with or without a card — is entitled to use these libraries. However, without a valid public library card, you may not be able to check out materials and take them home with you.

The University Libraries work with other libraries in the Twin Cities area to guarantee that the University community and the public are able to get at the information they need.

We Cooperate

Public libraries play an important role in our society: gathering sources of general information, recreational and educational materials; providing meeting space for civic and cultural events; special programming for their communities.

They also provide an important networking role for the University community. The University Libraries work with other libraries in the Twin Cities area to guarantee that both the University community and the public are able to get at the information they need. The University Libraries rely on the public libraries to meet many of the general and recreational needs of the community and these libraries depend on the University to meet the more challenging, research-oriented needs that the public may have. We don't compete, we cooperate.

So, next time you want to check out "The Lion King" for the kids, get Grisham's latest thriller, or just check out some periodical that isn't held at the University Libraries, give these library catalogs a try!

For More Information

For more information on these catalogs, please check LUMINA, contact your local library or feel free to contact me, Nancy Herther, Manager, Integrated Information Center, 7 Walter Library, East Bank, 624-2020; Internet: nherther@iic.lib.umn.edu.

Library Classes

Science & Engineering Resources on the Internet

Walter Library's Science and Engineering Reference section is offering Internet training for its patrons.

1. Internet Basics: Using Common Tools and Navigators: a 1.5 hour class offered three times: for DOS on April 4, 1:30-3 pm and April 11 (faculty only), 9:30-11 am, and for Macintosh on May 10, 1:30-3 pm.

2. Advanced Internet: Science & Engineering Resources: a1.5 hour class offered three times: for DOS on April 18, 9:30-11 am and April 26 (faculty only), 1:30-3 pm, and for Macintosh on May 17, 1:30-3 pm.

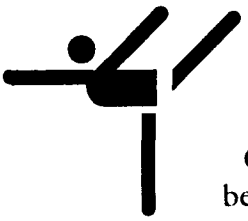
3. Web Publishing Basics: Content & Design Issues: a 1.5 hour classes offered twice: for DOS on May 2, 9:30-11 am and for Macintosh on May 3, 1:30-3 pm.

Advance registration is required. For more information about these classes, telephone 624-3535 or send E-mail to

k-alst@vm1.spcs.umn.edu

Microcomputer Price & Comparison Lists

on Gopher in PDF Format



Product description and comparison handouts as well as the computer price lists for products sold through the Book Center's Computer Store have been available electronically via Gopher for a long time.

Acrobat PDF Format

Now these documents are also available as PDF (Portable Document Format) documents. To view or print them in that format you need Adobe's free Acrobat Reader software. (The Acrobat family of products were the subject of several articles in our March 1995 newsletter.)

Where are They?

To find these documents you can follow the paths listed below from the University's *Home Gopher* location. If you have not "picked up" the free Reader software, we've made it easy for you to obtain it; you'll find the Mac and Windows versions in the "Electronic Inventory" section. Follow either of these Gopher paths:

Computer Information
U of MN Microcomputer Prices
Acrobat

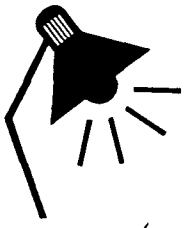
U of MN Bookstores Electronic Inventory
Computer_Pricelists_in_PDF

These exact locations may change. We are experimenting with the best way of making this price and product information available to you.

Working Smarter

Using Word 6's Style and Template Options

Word 6: Styles and Templates



If you want to "work smarter" and let your computer software do more work for you, try using Microsoft Word's styles and templates. The next time you create a document, instead of applying formats (such as bold, italic, and font size changes) directly, use Word's built-in styles or create your own styles. Using styles makes it much easier to maintain consistent formatting throughout a document and to change formatting later on. If you are creating a series of similar documents, use Word's templates. Templates already contain their own styles. Microsoft Word 6.0's styles and templates for Macintosh and Windows are nearly identical.

What Are Templates?

A template is a blueprint for documents of a particular type, such as letters, memos, or brochures. Word's templates have preset formatting information and contain built-in paragraph and character styles.

If you performed a complete installation of Microsoft Word 6.0, all of the templates are available. These include brochure, directory, fax cover sheet, letter, manual, manuscript, memo, presentation, press release, report, resume, and thesis. If you did a typical installation on a Mac, you have access to the letter, memo, and fax cover sheet templates. (To have access to all templates, you must run Setup again.)

What Are Styles?

A style is a group of character and paragraph formats identified by a name, such as Title, Heading, Body Text, or List. You can format a section of text with both a paragraph and a character style.

Character and Paragraph Styles

Types of character formats include font, font size, and font style. Types of paragraph formats include indentation, line spacing, paragraph spacing, tabs, and borders. (A paragraph is an amount of text or graphics followed by a paragraph marker (¶). Note: a paragraph marker on a blank line is also a paragraph.)

Word provides a set of standard styles for all documents. The particular styles that are provided are determined by the template on which you base your document. Some examples of the names and appearance of typical Styles are listed in Figure 1.

Using Templates and Styles

Let's create a series of brochures. We'll use templates and styles to make our job easier. Our first step is to select *New* from Word 6's File menu. This brings up the New dialog box which shows a list of templates we can choose from.

If you click on *OK* without choosing a style, Word will base your document on the *Normal* template and apply the Normal style to all new text that you type into it.

What's the Normal Style?

The Normal style is 12 point, single spaced, flush left. On the Mac the font is Times; under Windows the font is Times New Roman.

Figure 1: Paragraph Style Examples

Title Normal + Font: Helvetica, 20 pt, Bold, Centered, Space Before: 12 pt After 3 pt
Heading 1 Normal + Font: Helvetica, 14 pt, Bold, Space Before: 12 pt After 3 pt, Keep With Next
Body Text Times, 12 pt + Space After 6 pt
1. List Number Normal + Indent: Hanging 0.25", Auto Numbering

An Example: Creating a Brochure

We'll choose the *Brochure 1* template from the list. When our new document opens up it is based on that template, and the *Body Text* style is selected. The *Body Text* style in this sample is 10 point, single-spaced, flush left, Space After 8 pt. On the Mac the font is Times; under Windows the font is Times New Roman. Any text we type in will have those characteristics. We can also apply other styles from the Brochure 1 template to our text.

The "Space After 8 pt." is a Paragraph option. You can use it instead of separating each paragraph with the blank space you get when you use the Return key twice. This option gives you greater control over how much space separates paragraphs in your document.

Applying Standard Styles

There are two ways to apply styles in Word. You can use the *Style* command from the Format menu or you can use the *Style box* on the Formatting Toolbar. Using the Formatting Toolbar option is quicker, but the Style command lets you preview options before applying them.

The Formatting Toolbar

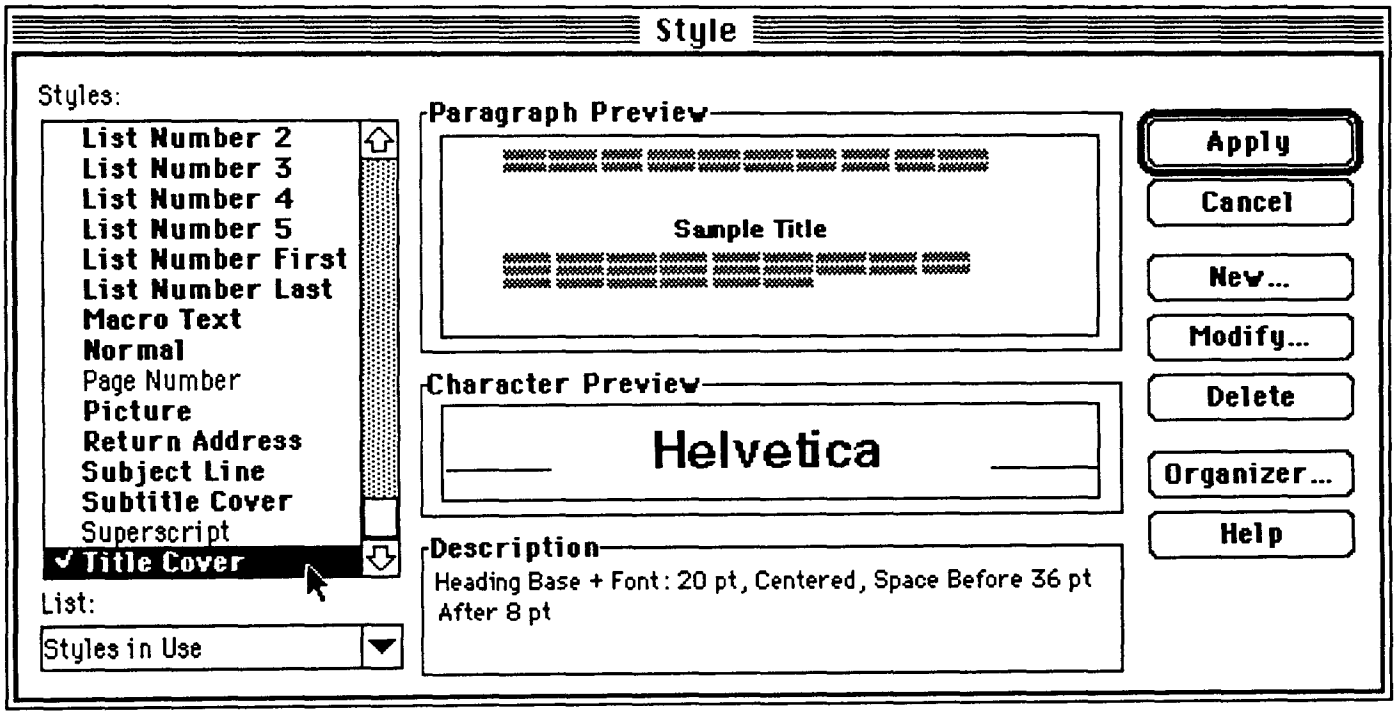
The Style box on the Formatting Toolbar initially lists some commonly used built-in styles as well as any styles that are created, modified, or used in the document. Paragraph styles are boldface. Character styles are in plain text. If the style you want is not displayed in the list, hold down the Shift key while clicking on the ▼ beside the Style box.

Select the paragraph or character style you want to apply to your text. When you release the mouse button, the selected style will be displayed in the Styles box. Whatever text you type in will automatically be formatted in that style.

The Style Command

If you choose the *Style* command from the Format menu, Word will bring up the Style dialog box; Figure 2 shows an example of this dialog box. In the Style dialog box, Word lists all the styles currently available to you. Select the style you want by clicking once on it. As shown in Figure 2, you can preview the paragraph and character formatting. The *Description* section gives you additional information about

Figure 2: Style Dialog Box from the Format Menu



the style you've selected. When you have made your choice, click on the *Apply* button.

Some of the standard styles you may want to use in your brochure might include: title cover, subtitle cover, heading (levels 1-9), or list (bulleted or numbered, levels 1-5).

Modifying Styles

Once you have applied styles to your document, it is easy to make changes to the formatting. Rather than tediously selecting each section of text and changing its format, you can change the description of the style that has been applied to the text. For example, you might want to change the *Body Text* style from 10 points to 10.5 points or change the spacing between paragraphs. Once you modify a style, all of the text in your document that has that style applied to it will automatically be updated.

You can use the Formatting Toolbar or the Style command to modify styles.

Using the Style Command

Choose *Style* from the Format menu, and select the name of style you want to modify.

Modify Heading 1

For our example we'll select *Heading 1* and click on the *Modify* button. Note: if the style you want is not listed, you can select another category from the *List* box, shown in the lower left corner of Figure 2.

In the *Modify Style* dialog box, click on the *Format* button. (On the Mac hold the mouse button down while you click on the Format button.) Your "format" options include Font, Paragraph, Tabs, Border, and more.

For our example, we'll choose the Paragraph option so we can change the "Spacing Before and After" options. Once we've made our spacing selections and clicked on all the OK buttons, the magic begins. All text formatted with the Heading 1 style is updated throughout our document.

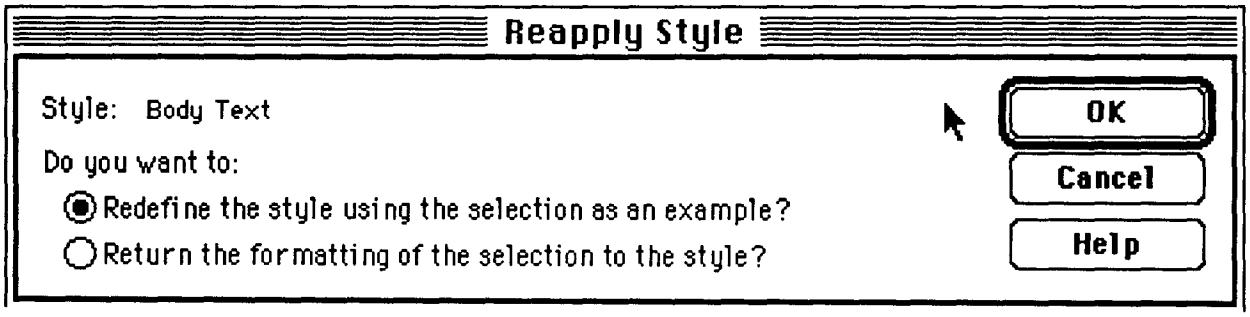
Using the Formatting Toolbar

You can get the same results from using the Formatting Toolbar; only the steps are different. For our next example, we'll choose a paragraph with the *Body Text* style applied to it.

To use the Style box on the Formatting Toolbar to modify a style, you must first select a paragraph formatted with the style you want to modify. Then you manually make changes; for example, change the font size of the text from 10 to 10.5 point.

When you've made your selections, click in the Styles text box and press [↵Return] (Mac) or [↵Enter] (Windows). As shown in Figure 3, Word will respond by displaying the *Reapply Style* dialog box. If you respond *OK* to redefining the style, Word will automatically reformat all text that has that style applied to it; in our example that style is called Body Text.

Figure 3: Result of Using Formatting Toolbar



The based on option is a powerful way to easily change the look of many paragraph styles.

The Based On Option

The based on option is a powerful way to easily change the look of many paragraph styles. In most documents, related text elements, like headings and lists, share many format options, such as font, font size, alignment, and paragraph spacing. When you use this option, you can quickly update the formats shared by a group of styles by modifying the style on which those styles are based.

Using the Style Command

For our next example we'll use the *Subtitle Cover* style. Use the *Format/Style* menu to select the Subtitle Cover style and click on the *Modify* button.

From the *Based On* section of the Modify Style dialog box, you'll find that the style is currently based on the *Title Cover* style. For our example we'll select *Heading 1* from the list (to replace Title Cover), and click on the *OK* button.

Style for "Following Paragraph"

In a typical document, headings are followed by body text. This pattern is often true of other parts of a document. When you press Return (on a Mac) or Enter (under Windows) to end a paragraph, Word can apply a paragraph style that you specify to the next or "following paragraph."

For example, in the Brochure 1 template, a paragraph formatted with the Heading 1 style is preset to be followed by text formatted with the Body Text style.

The Modify Style and New Style dialog boxes have sections called *Style for Following Paragraph* that you can use to make appropriate selections.

Creating New Styles

If you know exactly what paragraph and character formats you want to add to your document, but none of the standard formats are close enough to modify, you can create a completely new style. To do this you select the formats you want and give that particular group of formats a style name.

There are two ways you can do this:

1. Select a paragraph and apply character and paragraph formatting until it looks the way you want. Then you can use the Style command or the Formatting Toolbar to give the style a name.
2. If you are familiar enough with character and paragraph formatting options to know what the results of applying them will be, you can use the Style command to create a new style and assign formatting to it. Then apply this new style to text in your document.

Using the Formatting Toolbar

To create a paragraph style with the Formatting Toolbar, select a paragraph and format it. For our example we'll select some text for a subheading and make it: 14 pt, bold, Space Before 12 pt, Space After 6 pt. When we've made all our selections we:

- click in the Style text box on the Formatting Toolbar
- type in a name, such as *Subhead 1*
- press Return (on a Mac) or Enter (under Windows)

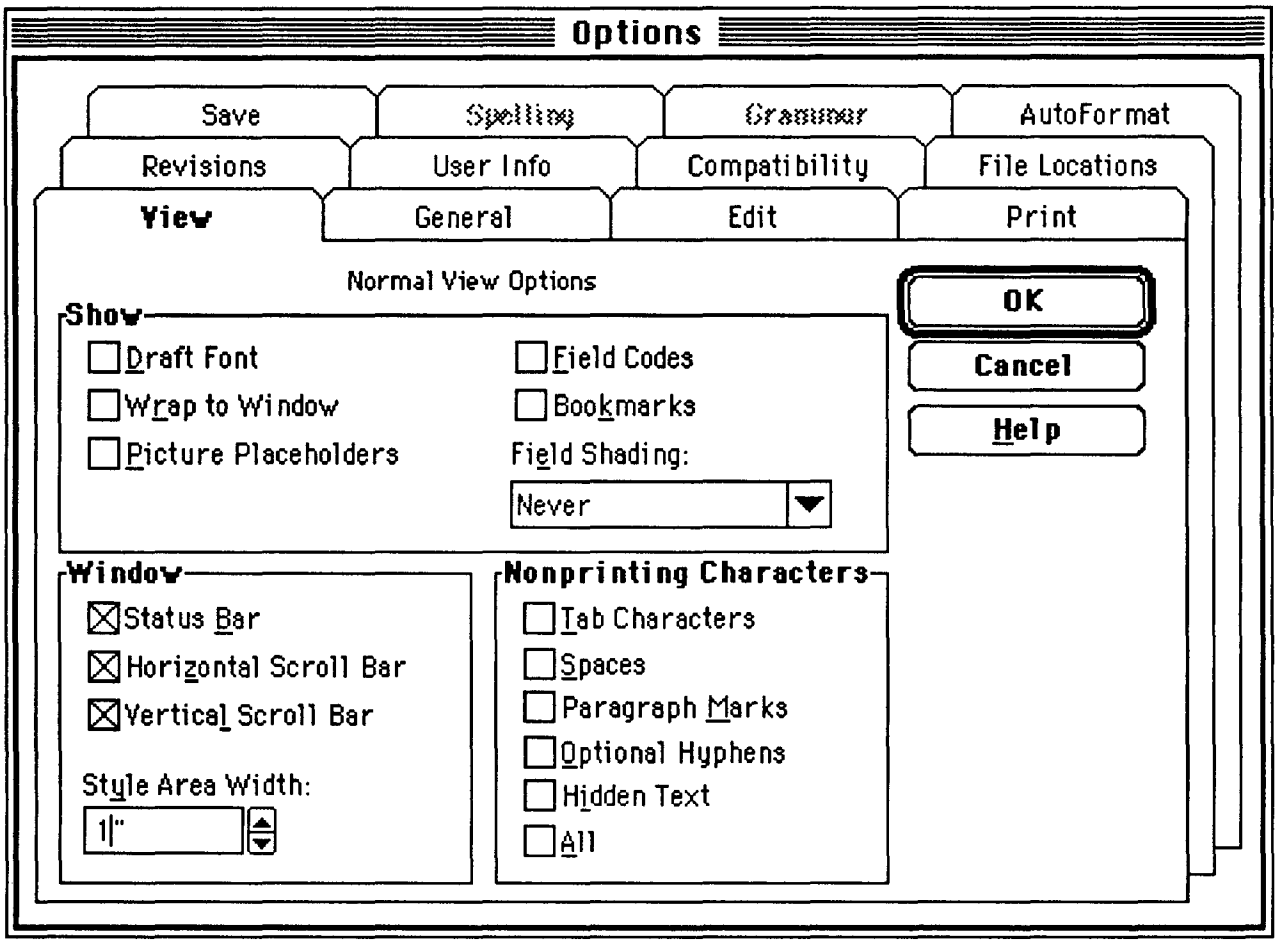
Word automatically assigns your new style to the Style drop-down list.

Using the Style Command

You can do the same thing with the Style command; only the steps are different.

To create a new style with the Style command, begin by clicking on the *New* button. This brings up the *New Style* dialog box, which lets you perform many functions, such as name the style and select format options.

Figure 4: Managing Styles with View Option



What Happens If You Delete a Style?

If you delete a paragraph style that you created, Word will apply the Normal style to all paragraphs formatted with that style. If you delete a character style that you created, Word removes the character style formats from any text formatted with that style. If you delete a built-in style, you can make that style available again by selecting *All Styles* in the *List* box.

You have several options for deleting styles. To delete individual styles, click on the *Delete* button in the Style dialog box. To delete multiple styles, begin by clicking on the *Organizer* button in that same box.

Managing Styles

To see the paragraph styles that have been applied to an entire document, you can display the style names to the left of the document window. You can only do this in the *Normal* and *Outline* views.

Select the View Tab

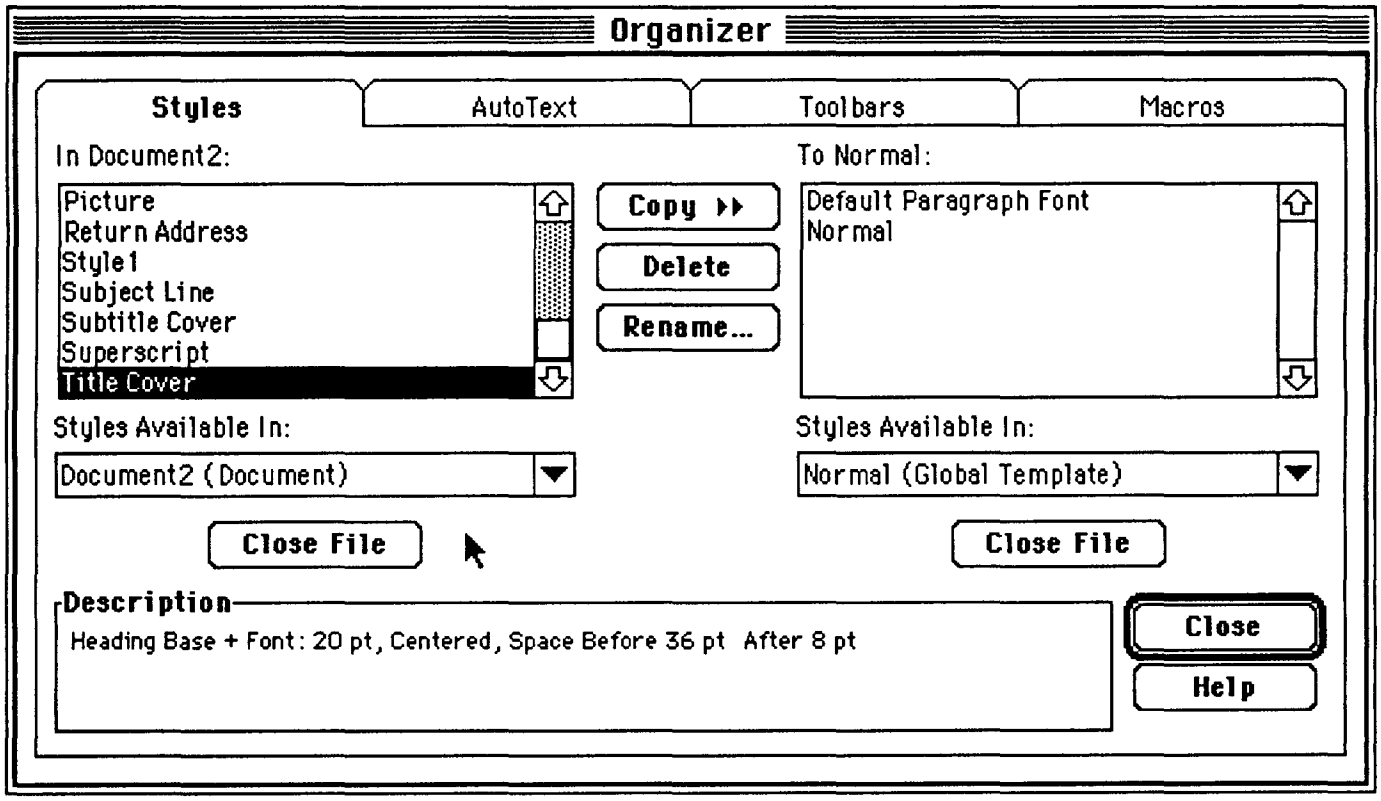
To do this, choose *Options* from the *Tools* menu and select the *View* tab from the Options dialog box, as shown in Figure 4. In the *Style Area Width* text box (in the lower left hand corner) specify a value greater than zero. When 0 (zero) is selected, the style names are hidden.

Once you've selected a "Style Area Width," Word displays the style names alongside the document's text. You can manually adjust the view area by dragging the style area boundary line.

Help and Print Options

To get detailed information about the formatting applied to a particular paragraph, click once on the *Help* button on the Formatting toolbar and point to a paragraph and click. This will bring up a box showing you the character and paragraph formatting applied to that text.

Figure 5: You Can Copy Styles Between Documents



Word 6's *Print* dialog box has a option that lets you print a list of the styles in your document.

Copying Styles From Another Document

You can copy styles from one document or template to another; this is smarter than creating or modifying the same style twice. To copy styles begin by clicking on the *Organizer* button in the Style dialog box.

Close File and Open File Buttons

As shown in Figure 5, Word displays two styles lists. The styles used in the active document (or its attached template) are listed on the left. Styles used in the Normal document template are listed on the right.

Click on the *Close File* button below each list. These buttons then change to *Open File* buttons.

Use the *Open File* button on the left to open the file you want to copy the styles from. Use the right *Open File* button to open the file you want to copy the styles to.

Then select the styles you want to copy and click on the *Copy* button. You can use the *Rename* button if you want to change a style name. If you modify the styles that you've imported, the changes only affect the current document.

Caution

If the imported style sheet contains styles with the same names as styles in the target document, the imported style overwrites the definition of the current style.

Style Conflicts

Has this happened to you? When you copy text from one document and paste it in to another, the text's format changes.

These are the rules: if the style names attached (applied) to the text you copied also exist in the document into which it is copied, the text takes on the style's formatting in the second document.

On the other hand, if the styles applied to copied text don't exist in the document into which you paste the text, the styles are added to that document. And the text keeps its original formatting.

Copy Carefully

To avoid copying paragraph styles to a document, select only the text in the paragraph you want to copy—not the paragraph mark. When you paste this text into another document, the text assumes the formatting of the paragraph into which you paste it.

Saving a Document as a Template

Now we are done with our first brochure. We created it with the Brochure 1 template, entered text, applied standard styles, modified those styles, and created new styles. We had planned to create series of brochures using the same format. The easiest way to do this is to save our first brochure as a "document" template.

This is easy to do. Choose *Save As* from the File menu. In the *Save Current Document as* box, type an appropriate name, such as Brochure Template. In the *Save File as Type* section, choose *Document Template.*

This step makes creating our next brochure much easier. To create our next brochure, we simply open the Brochure Template, replace the boilerplate text with new text and use the *Save As* command to name it and save the file type as a Word document.

Is there an Easier Way to Use Styles?

If you are in a hurry, you have a simple document, or you want to quickly change a document's overall appearance, you can use the AutoFormat or Style Gallery commands.

AutoFormat

After you have typed a document, you can have Word format it automatically by choosing *AutoFormat* from the Format menu. Even if you've already formatted some of the text, the AutoFormat command can quickly complete the formatting, providing uniform formatting throughout the document. Any styles that you have already used to format the document will be preserved unless you allow Word to change them.

If you are in a hurry, you have a simple document, or you want to quickly change a document's overall appearance, you can use the AutoFormat or Style Gallery commands.

To format the entire document, position the insertion point anywhere in the document. To format part of a document, select the text you want to format. Next select *AutoFormat* from the Format menu. This brings up the AutoFormat dialog box.

Before Word formats your text, you may want to specify the options you want applied by clicking on the *Options* button. This takes you to the *AutoFormat* tab of the Options dialog box. By default, all options are selected. Choose the options you want Word to use and click on OK. Word analyzes the document and determines the characteristics of the text, then applies appropriate styles from the Normal template (or another if you have selected one).

Word will then display the AutoFormat dialog box. You can review and accept or reject the changes one by one, or scroll through the document and select the specific changes you want to review.

If you want to format text automatically without the opportunity to reject any changes, use the *AutoFormat* button; it's on the Standard Toolbar under the Table menu.

After using either technique, you can use the *Undo* button on the Standard Toolbar to undo all of the changes.

The Style Gallery

After you have applied styles to your document, either directly or with AutoFormat, you can use the Style Gallery option to preview and change the document's overall appearance. To do this choose *Style Gallery* from the *Format* menu. The Style Gallery dialog box (Figure 6) shows you how a document will look if it is formatted with particular template styles.

If you double-click on a name from the *Template* list, Word will copy the styles in that template to your document and close the Style Gallery dialog box.

If you haven't formatted your document first, the Style Gallery command will copy the styles from the template you choose to your document, but won't change the formatting until you apply the new styles.

After you have applied styles to your document, you can use the *Style Gallery* command to preview and change the document's overall appearance.

How Can I Learn More About Styles?

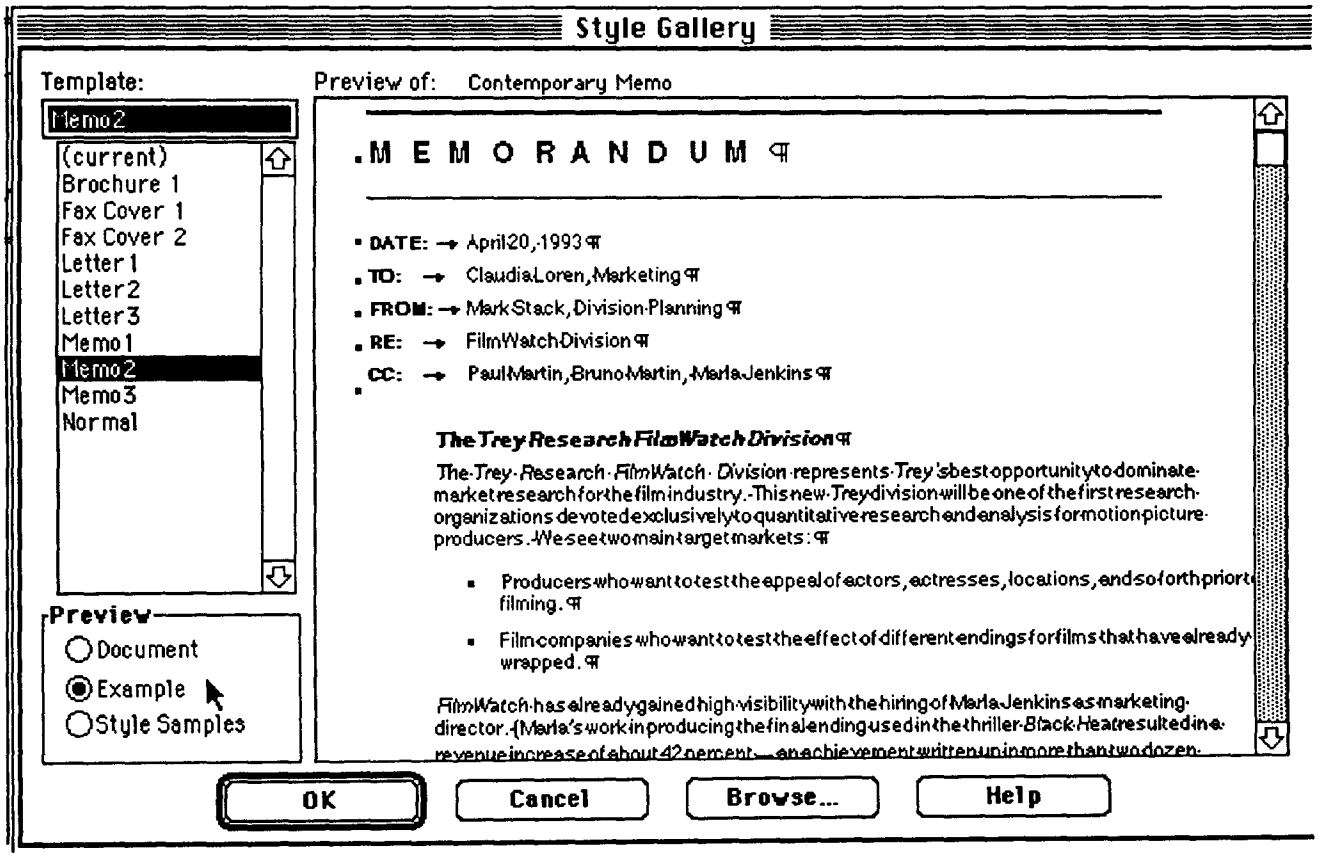
We offer short courses on Microsoft Word for Macintosh and Windows on a quarterly basis.

To register for *Intermediate Word: Styles* for Macintosh or Windows, you must have mastered the skills taught in *Introduction to Word* and *Intermediate Word: Paragraph Formatting*. If you are using a Macintosh, you must also have mastered the skills taught in *Macintosh Fundamentals*. If you are using Windows, you must have mastered the skills taught in *Mouse Techniques* and *Introduction to Windows*.

To find out more about current course offerings or how to register, look up the Computer and Information Services Short Course Bulletin in Gopher:

Computer Information
Computer & Information Services Short Courses

Figure 6: A "Preview Example" from the Style Gallery Dialog Box.



Bargains on the Mac Information Server

Teleport Gold II Modem ⌐ System 7.5 Update ⌐ Word 5 & 6 Converters ⌐ LaserWriter Pro Upgrade

Mac Information Server via Gopher

Gopher access to the University of Minnesota's Mac Information Server is an experimental service; it is available only for Gopher clients on the University's Twin Cities Campus. From the Home Gopher follow this path: Computer Information\ Macintosh Information Servers\ University of Minnesota Mac Information Server\ Information.

Access must be restricted because the server contains items that may only be distributed to the University of Minnesota under terms of a site license. These restrictions means that you need a valid University account to access the server; entry via the public access gopher client running on consultant.micro.umn.edu is disallowed.

▼ Software Upgrade: Global Village Teleport Gold II Modem

Packaged with the PowerMac 6115CD

At press time we obtained a software upgrade for the Global Village Teleport Gold II modem. The Teleport Gold II modem is included in the PowerMac 6115CD package available through the Computer Store. This upgrade is especially important for MacSLIP users who want to use the 14,400 bits per second (bps or "baud" rate) capability of that modem.

Installing the upgrade is easy; the "updater" replaces the driver for the Teleport Gold II modem. Without the upgrade this modem cannot communicate with the University's SLIP modem pool at 14,400 bps. (Without this patch MacSLIP users at the University must set the *MacSLIP/Configure* options to 9600 for speed and unselect these flow control options: RTS/DTR and CTS.) Once the upgrade is installed we recommend that MacSLIP users set the *Configure/Speed* option to 38,400.

Obtaining the Upgrade

We can distribute this upgrade at no cost to the University community; others can obtain Upgrade 2.5 for about $25 from Global Village. By the time you read this the upgrade will be available on the Mac Information server.

Is Your MacSLIP Up-to-Date?

The latest version of the *MacSLIP Network Kit* includes MacSLIP 2.0.6 and MacTCP 2.0.6; it also includes the Global Village Teleport Gold II modem in its Modem list. (This modem selection works with or without the upgrade.) If you do not find that option on the drop down *Modem* list, you can sign for and pick up a new copy of the MacSLIP software in any Microcomputer HelpLine. Alternatively, the adventurous can use the "edit modems" option to customize the Global Village Teleport modem selection to use this initialization string:

```
AT &F1 N0 S37=0
```

▼ System 7.5 Update 1.0

Apple recently released a free update to its Mac OS (operating system). We encourage System 7.5 users to obtain this update. Installation is easy; the Installer will automatically determine what software your model of Macintosh needs. Beginning in April 1995 the update will be included on computer systems that Apple sells.

Some enhancements delivered by the System 7.5 update include "improved handling of low memory situations, faster File Sharing,ability to turn off the computer using the keyboard Power On key."

Hardware Specific Enhancements

Power Macintosh

Native QuickDraw speeds up operations such as scrolling, image filtering, and pattern and text

drawing. The updated Serial Driver fixes a potential crash problem.

PowerMacintosh
(including those with the Power Mac upgrade card), Centris 660AV, Quadra 660AV, and Quadra 840AV
Updated video software prevents scrambled video when the computer starts up.

Performa 630 series, PowerBook 150,Quadra 630, and LC 630 (models with internal IDE hard disks)
The update fixes a problem that prevents the internal IDE disk from appearing on the desktop. The problem occurs when the internal IDE disk is the selected startup disk, but the computer is started up from an external hard disk by holding down the <Command <Shift <Option <Delete keys during startup.

PowerBook Duo docks
Pressing the eject button automatically launches items in the Shutdown Items folder and shuts down the computer. No dialog box appears.

PowerBook 500 models
Improves trackpad performance.

PowerBook 150
The update extends battery life by reducing power requirements during sleep mode. It also fixes a potential system freeze problem that occurs when you use the internal modem several times without restarting the computer.

Obtaining the Update

The update is available on the Mac Information Server in the directory listed below. To copy it you need four 1.44MB disks. The readme file that accompanies the update includes more detailed information about the software, including information about the LaserWriter 8 printer drivers.

System Updates, Drivers, etc.
Other System Updates
System 7.5 Update (1.0)

The update will also be posted on the following Apple Internet sites: Apple Computer Higher Education gopher server; ftp.support.apple.com; ftp.info.apple.com. The update will be posted as two separate folders within the Apple Software Updates folder; one section for the System 7.5 Update and another for the QuickDraw GX 1.1 software.

▼ Word 5 and Word 6 Converters

Those whose use or must exchange documents with Microsoft Word 5 and Word 6 users will probably be interested in the converters discussed here.

Obtaining the Converters

Converters for Microsoft Word 5 and Word 6 are on the Mac Information Server. Below are two paths you can take to access the Word 5 and Word 6 converters.

From the Menu's Chooser select:
Macintosh Information server
Applications
Software Updates
Word 5.x Converters
Word 6.0 Converters

Or, follow this path from the Home Gopher : Computer Information\Macintosh Information Servers\University of Minnesota Mac Information Server\Information\Applications\Software Updates

Those whose use or must exchange documents with Microsoft Word 5 and Word 6 users will probably be interested in the converters discussed here.

Word 5.x Converter

A free converter which allows Microsoft Word 5.x for the Mac to read files created by Word 6.0 for the Mac, Windows, and Windows NT is available. The converter does not support *saving* files into Word 6 format; and, of course, formatting features in Word 6 that do not exist in Word 5 will not be retained in the conversion. The *Update Read Me* document that accompanies the converter discusses other limitations that may arise when converting Word 6 documents into Word 5.x format.

Once the converter was installed, we were able to double click on Word 6 documents and have Word 5 open them. When we used the *File/Open* menu, the Word 6 documents were listed once we selected *All Files* as the *List Files of Type* option.

Installing the Word 5 Converter

These instructions are part of the *ReadMe Before Installation* file that accompanies the converters.

1. Quit Microsoft Word.
2. Copy the file *Word 6.0 for Windows&Macintosh* to your *Word Commands* folder.
3. Move the file "Word 6.0 for Windows/ Macintosh" to the trash, if it exists. (Note: the difference between this file name and the file you just copied is the & symbol.)

When you restart Word, the converter will be properly installed.

Word 6 Converters

If you're missing some converters this "package" may help; it has converters for these formats:

- MacWrite II
- Word for MS-DOS(version 3.0 - 6.0
- Word for Windows version 1.x (only required for export)
- Works for the Macintosh versions 2.0–3.0
- WordPerfect for the Macintosh versions 2.x–3.x

More information about the supplied converters and filters is included in the on-line document that is installed with the converters.

Installing the Word 6 Converters

These instructions are part of the *ReadMe Before Installation* document that accompanies the converters.

1. Quit Microsoft Word
2. Copy all convertor files to your *Word Extensions* folder; most people will find this folder inside their Word 6 folder.

When you restart Word, the converter will be properly installed.

▼ LaserWriter Pro Software Upgrade

An Energy Saving Upgrade

This upgrade provides energy savings capability to the LaserWriter Pro 600 and 630 printers. Apple developed the upgrade to meet the requirements of the Environmental Protection Agency's Energy Star program.

What Does It Do?

The upgrade "allows users to set the sleep mode on a LaserWriter Pro printer. The sleep mode is the period of time a printer waits (when not printing) before going to sleep. In sleep mode, the LaserWriter Pro printer use approximately 70% less power than when in normal idle mode."

Obtaining the Software

The software is on the Mac Information server. To obtain it, follow this path:

Sys Updates, Drivers, Etc.
Printers and Fonts
Laser Printer Software
LaserWriter* Pro Energy Star %

The software is also available via anonymous FTP from ftp.support.apple.com and from the University's Home Gopher menu by following this path:

Computer Information\Apple Computer World Wide Tech Support.

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. During Spring, Winter, and Fall quarters the Computer Store is open • Monday-Friday 8:30-6:00 • Saturday 10-4.

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. 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.

Free E-mail Updates

To get product and price change bulletins for the products sold through the Computer Store sent to you electronically, subscribe to the *Bookstore prices* list by sending E-mail to:

`request@boombox.micro.umn.edu`

Use Gopher for 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

▼ IBM Price Drops

In March IBM dropped the prices on most of their desktop computers and servers. Table 1 includes samples of some of the new prices.

Table 1: Sample Price Changes

Model/ Part No.	CPU	Speed MHz	RAM MB	Hard Disk MB	New Price
These configurations do not come with a monitor.					
PC 330: 64 bit SVGA, VESA & ISA, Energy Star					
6571L4G	DX2	66	8	365	$1365
PC 330: 64 bit SVGA, PCI & ISA, Energy Star					
6573L5F	DX2	66	8	540	1535
Performance Series Desktop: 256K cache					
6482X4F	DX4	100MHz	8	364	1705
Performance Series – Multimedia: 2X CD-ROM					
6482LPF	486DX2	66	8	364	1845

Hardware Tidbit: PCI Local Bus

The PCI (Peripheral Component Interconnect) is a high-performance local bus that was developed by more than 150 companies, including IBM and Apple. Bandwidth devouring peripherals, such as video and graphics components, can run into bottlenecks when data is transferred between the computer and the components. The PCI is designed to eliminate these bottlenecks.

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

▼ IBM DOS 7

Below are excerpts from IBM's press release about PC DOS 7. The full announcement was mailed to *Microcomputer News* subscribers; more information about this electronic bulletin service is available on the back page of this newsletter.

PC DOS 7 frees up about 40K of conventional memory; it also frees up disk space because it comes with Stacker compression software.

> PC DOS 7 includes...an extensive on-line help system; and exclusive features designed for mobile users, such as file synchronization, docking capabilities and the latest support from Phoenix Technologies for PCMCIA cards. PC DOS 7 is IBM's 14th release of industry-standard DOS...PC DOS 7 is the best upgrade choice for MS-DOS users who want to enhance their DOS and DOS/Windows environments without taking the step to a 32-bit operating system....PC DOS 7 provides users with as much as 40KB more conventional memory than DOS version 6.x. This means there's more memory available for Windows, games and memory-hungry applications....IBM also has integrated Stacker 4.0 for DOS and Windows into PC DOS 7...Stacker 4.0 provides more available disk space than other technologies, and users can easily upgrade to PC DOS 7 from MS-DOS DoubleSpace and DriveSpace, IBM SuperStor/DS and earlier Stacker versions without decompressing existing files...PC DOS 7 upgrades any DOS version 3.3 and higher and is supported on all IBM and IBM-compatible PCs.

Obtaining the Software

You can purchase the IBM DOS 7 upgrade for $45 from the Computer Store. The software comes on 3.5-inch disks.

PC DOS 7 upgrades any DOS version 3.3 and higher and is supported on all IBM and IBM-compatible PCs.

▼ IBM Software

In March we received the information below about a change in the software that IBM is bundling with their systems. The change applies to systems such as the PC 300 models that ship with 8MB of RAM.

> **New Offerings: Select-a-System**
> Select-a-System {is a}...set-up process that gives customers both OS/2 Warp and DOS/Windows on their PC at no increase in price.
>
> Select-a-System, which will come standard on most IBM desktop and mobile PCs beginning this month, allows customers to quickly and easily select the operating environment they want to use by simply clicking an icon. Customers can even switch back and forth between the two environments.
>
> Select-a-System will come standard on all IBM ThinkPad, Aptiva, PC 300 and PC 700 models that ship with 8MB of memory.

You can read the full announcement in the Gopher section shown in the URL in Figure 1.

Figure 1: IBM New Flashes

```
<URL:GOPHER://isaac.engr.washington.edu:70/00/ibm/ccrinfo/>
```

Using Technology to Assist Public Schools

A Satellite Broadcast ⁂ Higher Education/K-12 Connection

You're Invited

The Office of Academic Computing and Information Technologies has sponsored several satellite broadcasts. The broadcast sessions are free and open to the public. The next session is April 27 at 2:30 pm; all broadcasts are held in the Bell Museum Auditorium (on the University's Minneapolis Campus).

April 27, noon–2:30, Bell Museum

Higher Education/K-12 Connection: Using Technology to Assist Public Schools

Public education is in transition. Public leaders and educational leaders alike believe that education must be restructured if it is to remain the cultural and economic foundation of a prosperous democracy into the next century. But there are more exhortations to restructure the public schools than prescriptions for doing so.

Perhaps the most promising vehicles for change are the same computer and video networks and technologies that are driving the industrial economy into the knowledge economy along the "information superhighway."

But higher education, federal and state governments, and the private sector will have to work together with the public schools if the emerging National Information Infrastructure is to become a learning infrastructure that enables the public schools to improve learning outcomes while serving as a primary socializing force for the nation's children. This broadcast will explore the possibilities from a variety of perspectives.

Public education is in transition.

More Information

For additional information, background materials, or disability accommodations, please contact the Office of Academic Computing and Information Technologies at the University of Minnesota at (612) 626-9816.

These broadcasts are a cooperative venture. The Office of Academic Computing and Information Technologies is sponsoring several broadcasts offered by the Institute for Academic Technology (IAT), a non-profit partnership between IBM and the University of North Carolina at Chapel Hill on behalf of education.

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) 99B Coffey Hall walk-in consulting hours may vary	624-6235	M—F ..... 9-11 am, 2-4 pm
☐ MEDLINE (MinnesotaMEDLINE on NVE)	626-8366	M—F ..... 9 am to 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 (incl MEDLINE), 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
_FolH 5-4896 _Lind 6-0856 _McN 4-5367 _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
Faculty Resource Center (for appointment) 5-1300
Gopher Hotel (server set up for a fee) 5-2303
Kodak Printer Service 6-1661
St. Paul Computing Services, 50 CofH 4-7788
Accounts: VM1 (IBM/CMS) 4-7788
Tape Librarian 4-3482
Statistics Services 4-6235
Software Services (contract programming) 5-2303
Supercomputer Center Help, 3030 SCC 6-0808
Telecommunications, 30 TelecomB
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 and Associate Provost Academic Affairs

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@MACHINE.NAME.UMN.EDU
AIS SecureID V.32 ..... 626-1061 ☎
300/1200/2400 ..... 6-7770 ☎
tn3270 & Telnet _____ ADMIN.AIS.UMN.EDU ○
EPX, NVE (includes MEDLINE), 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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City _____ State _____ Zip _____

University of Minnesota Affiliation. Please check one box.

Department ❑ Faculty ❑ Staff ❑ Student ❑ Alumni ❑ Other ❑

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Free E-mail Services (also see *Book Center News*)

❑ We receive notices of software and hardware fixes, seminars, helpful hints, and various computer related items from many sources. This information may be of immediate importance or interest to the University community. To make this information available in a timely manner, we periodically send out E-mail "news" bulletins. To subscribe to *Microcomputer News*, send E-mail to: news-request@boombox.micro.umn.edu

❑ To keep up-to-date on the growth of Internet Gopher servers, send a subscribe request via E-mail to gopher-announce-request@boombox.micro.umn.edu

Computer and Information Services Newsletter

University of Minnesota
Distributed Computing Services
Room 190, Shepherd Labs
100 Union Street SE
Minneapolis, MN 55455-0421

Computing and Information Services

The University of Minnesota is committed to the policy that all persons should have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

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Distributed Computing Services
Mary Kelleher, Editor, cisnews@maroon.tc.umn.edu
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