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Computer and Information Services Newsletter

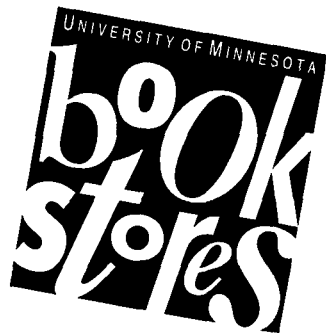
This newsletter is an information resource for the University of Minnesota.

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▽ Features

Protect Your Software from the Microsoft Word Macro Virus	1
F-PROT: Virus Protection for Windows and DOS	4
What About Macs?	6
Obtaining Software from Our IBM and Mac Information Servers	7
Microsoft Site	7
February 1st Calendar Error	14
Good Times Virus Hoax	3
For University Departments	
CUFSRDB Expense Summary Report on the Web	8
Virtual Library	
Searching for Articles on Current Topics & Issues	9
PF & F Function Keys	13



▽ Computer Store News

Apple Rebate Offers	14
---------------------------	----

Protect Your Software from the Microsoft Word Macro Virus



If you use Word 6.0 for Windows 3.1, Word 6.0.1 for the Macintosh, Word 6.0 for Windows NT, or Word for Windows 95, you should obtain an update from Microsoft that provides protection from a virus known as the prank or macro virus. The virus is a nuisance, not vicious. It does not harm the files on your disks.

Below are excerpts from the document that accompanies the software; we recommend that you read the entire document.

The software is available on our IBM and Macintosh Information Servers; a separate article goes into detail about obtaining the software from the information servers.

Q: What is the Word prank macro?

A: Microsoft® Word is a target of a virus-like macro which distributes itself through documents created in Word 6.0 for Windows® 3.1, Word 6.0.1 for the Macintosh®, Word 6.0 for Windows NT™ and Word for Windows 95. This macro does not affect earlier versions of Word for Windows or Word for the Macintosh.



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After you open a document containing the macro, documents you save will contain copies of it. Once installed, the macro only lets you save documents as templates. The macro does not otherwise affect the contents of documents, but it will replicate and distribute itself through Word documents.

Q: How serious is the prank macro and what is the worst thing that could happen?

A: The macro does not cause data loss or any other serious system corruption, but is an annoyance. However, if your system is affected, the File "Save As" command in Word will cause your documents to be saved as templates. These templates will contain the macro.

Q: How do I get rid of this macro?

A: Microsoft has developed a scanning tool that will scan all of your documents and remove the macro. It will also prevent re-installation of the macro.

Q: How do I know whether or not I have been affected?

A: The first time you open a document containing the macro you will see a dialog box that only contains the number "1" and an "OK" button. You can also verify whether or not the macro is installed by selecting the "Macro" command from the "Tools" menu — if the list contains the following macros

AAAZAO and AAZFS

it has been installed.

Q: Can I prevent getting this macro?

A: There are two methods to prevent getting the prank macro. You can install the scanning tool and it will prevent you from getting the macro in the future. You can also disable the mechanism that allows the macro to install itself by holding down the shift key when opening a template or document.

Q: Will a box of Word or Office that I buy in the store contain it?

A: The prank macro does not exist in any version of Word or Office that you would buy in a store. You can only get it by opening a Word document or template that already contains the macro.

Q: When I try to save the Scan Tool document by choosing "Save As" from the File menu, I can only save it as a template. Does that mean the Scan Tool document contains the prank macros?

A: No. The Scan Tool document is actually a Word template that stores the macros that scan and clean your Word installation and documents. It is normal Word behavior to offer only the template option in the Save As dialog box when your current document is actually a template.

Installing the Scan Tool "Fix" Is Easy

This document contains cleanup macros that do the following:

- a) Remove prank macros from Normal template
- b) Install a protective macro preventing the installation of the prank macro
- c) Offer the option of scanning the hard drive for documents containing the prank macros
- d) Detect documents affected by the prank macros

Simply open this document to begin the scanning process.

Note: The scanning process may take an extended amount of time depending on the size of your hard drive and the number of documents and templates the process has to scan. Also, Word may prompt you at various times when the document it is trying to open contains a link to a data source {which} requires a password, or contains the prank macros.

Close all other documents before opening the Scan Tool document. When the *CleanAll* portion of the SCAN tool runs, it opens and closes all eligible documents. SCAN may close documents that are currently opened. To ensure you do not lose any work, close all other documents before opening SCAN Tool document or running CleanAll.

Word for Windows 95

- During the first cycle of the CleanAll macro, you will not see the dialog box showing the current status of the search.
- It is recommend{ed} that the "Start, Documents Menu" be cleared prior to running the macro. This is done by right mouse clicking on {the} task bar, choosing "Properties," selecting the Start Menu Programs tab, choosing the "Clear" button.
- If you have any shortcuts to documents in your "Start, Documents Menu," the macro will follow them to their origin, which can

cause problems if you no longer have access to them (e.g. file has been deleted, network share that the file resides on is no longer available, etc.).

Word for the Macintosh

In Word for the Macintosh, the Directory box in the Batch Macro Cleanup dialog box shows Macintosh HD as the default. If your hard disk has a different name, you'll need to remove the "Macintosh HD" text and type the name of your hard disk instead.

Read What Others Say

You'll find a collection of other information on the Word virus at this Web site:

<http://csrc.ncsl.nist.gov/first/resources/word.html>



Good Times Virus Hoax



Periodically we still hear about the Good Times E-mail virus.

You may, too. There is no such virus but the rumor is long lived enough to have its own FAQ (frequently asked questions). You can access the FAQ at the Web URL shown in Figure 1.

What's the Story?

To answer that question we'll quote from the FAQ maintained by Les Jones.

The story is that a virus called Good Times is being carried

by email. Just reading a message with "Good Times" in the subject line will erase your hard drive, or even destroy your computer's processor. Needless to say, it's a hoax, but a lot of people believed it.

The original message ended with instructions to "Forward this to all your friends," and many people did just that. Warnings about Good Times have been widely distributed on mailing lists, Usenet

newsgroups, and message boards.

The original hoax started in early December, 1994...In mid-April, a new version of the hoax that mentioned a (long since retracted) FCC report began circulating. Worried that Good Times would never go away, I decided to write the FAQ and a separate report that chronicles the hoax's history.



Figure 1: Good Virus Hoax FAQ

<http://www-mcb.ucdavis.edu/info/virus.html>



F-PROT

Virus Protection for Windows and DOS

Upgrade to Version 2.21

About Viruses



Generally viruses are just an annoyance. Computer viruses are like human viruses, except they are much more aggressive opportunists. They infect and irritate. Their main objective is to multiply, and they generate symptoms along the way. Symptoms can be anything from writing a simple statement on your monitor, slowing down your system, or erasing a hard disk.

Most viruses infect system files and program files. This means the documents you create probably will not be damaged by an infection. (Some Microsoft Word 6 documents are an exception; Word users should read our virus article elsewhere in this newsletter.) Viruses come from all over the world. Potentially, any microcomputer, workstation, or mainframe is vulnerable to a virus attack.

Most computer problems are not related to viruses. If your computer begins to act strangely, we strongly recommend that you check the standard problem areas before looking for a virus.

About F-PROT

F-PROT, from Data Fellows, is software for IBM-compatibles. F-PROT.EXE will scan for, and optionally remove, viruses. If you run F-PROT from a floppy disk, you can lock the disk and keep F-PROT free from infection. The drawback is speed; running software from a floppy disk is much slower than using a hard disk. To use F-PROT you can simply type the command

F-PROT

Once the program's self-test ascertains that it has not been infected, it presents you with several options, including Scan and Quit. To search for viruses, select the Scan option. The document called

read_me.doc

contains more basic information about the F-PROT shareware package.

You can copy F-PROT from our IBM Information Server. Instructions for acquiring the software are covered in the "Obtaining Software" article elsewhere in this newsletter.

It's Shareware

The F-PROT software is "free of charge for any individual using it on his/her personally owned computer, which is not used for a commercial purpose."

F-PROT is not free to institutions. If, after evaluating the software, a department decides to continue using it, they should contact the vendor and pay for the software. Licensing documentation is included with the software, and pricing information is in the file called order.doc. That document states: "The customer is not expected to keep accurate count of the number of computers which the software is installed on, only to provide a reasonable estimate."

The University does not have a site license for F-PROT. We distribute it, complying with the requirements in the file called distrib.doc.

VIRSTOP

The F-PROT shareware package includes a module called VIRSTOP that can be loaded to check continuously for virus attacks to software stored on your hard drive. It does not check for viruses automatically when you insert a floppy disk into your machine.

VIRSTOP will not allow a program to execute if it suspects that program is infected. A note of caution: "VIRSTOP does not detect the same number of viruses as F-PROT." The document called

virstop.doc

contains more tips for using VIRSTOP as part of your first aid kit.

To get VIRSTOP to automatically check your programs, you must add a line to your AUTOEXEC.BAT or CONFIG.SYS file. Data Fellows recommends that you load VIRSTOP from your CONFIG.SYS file. The exact line you must add depends on your computer setup. Here are two typical examples:

```
DEVICE=C:\F-PROT\VIRSTOP.EXE
```

If you are using DOS 5 (or 6), you can use

```
DEVICEHIGH=C:\F-PROT\VIRSTOP.EXE
```

Unless you specify a drive, VIRSTOP assumes you want to check the c: drive.

If you use any memory managers, such as 386MAX, HIMEM or QEMM, they must be loaded before VIRSTOP is loaded, so be careful where you insert the VIRSTOP line. If you're using Novell Netware or other software that takes over "load and execute" functions, you'll want to read the relevant tips in the virstop.doc file.

VIRSTOP Incompatibility

Automatic scanning software, such as VIRSTOP, usually gets in the way when you want to install new software. Many programs warn you to turn off virus detection software before you begin to install them. One way to turn off VIRSTOP is to add the remark

```
REM
```

statement to the line that activates it, for example

```
REM DEVICE=C:\F-PROT\VIRSTOP.EXE
```

VIRSTOP Note for Windows 95 Users

This notation is from the file called virstop.doc:

VIRSTOP is not designed to be run under Windows '95, and will only work partially in that environment - it is not able to check boot sectors on access....(Note that the Win '95 version of VIRSTOP does not have those problems)

VIRSTOP is not designed to be run under Windows '95.

It's ZIPPed

Initially the F-PROT package is condensed into one file; the current version is called

```
fp-221.zip
```

To expand (unarchive) it, use the PKUNZIP program. The "zip" software is available at the top (root) level of the IBM Information Server.

To install F-PROT onto your c: drive into a directory called f-prot, you can type the following DOS commands at the DOS prompt.

```
c:
cd \
md f-prot
cd f-prot
copy a:*. *
pkunzip fp-221
```

The above instructions assume you're installing F-PROT from a floppy disk that is in drive a: (the copy a:*. * line).

More F-PROT Information

You can get more information about F-PROT at the Data Fellows Web site, which is mirrored in the USA at this URL

```
http://www.DataFellows.com
```

That site includes these sections:

- Computer virus information*
An on-line virus database

The database covers virus names from A-204 and Adolf to Zherkov and ZZ as well as names such as 16580 and 60_boots.

This section also points to other sources of computer virus information on the Internet.

☐ *F-PROT Professional*
The Anti-Virus and Data Security Toolkit

F-PROT Professional is a commercial version of the F-PROT shareware software. The professional package includes additional tools. In this section you'll find information about tools for Windows, Windows 95, and OS/2.



Keep Current, Keep Safe

Since new viruses keep emerging, you should use the most recent versions of virus combating programs. We provide updates to popular shareware on our Macintosh and IBM Information Servers.

You also can periodically check the VIRUS-L FAQ (frequently asked questions). It is available from

several sources, including the Web (http) and the FTP sites listed below:

<http://www.datafellows.com/v1-faq.htm>
<ftp://cert.org/pub/virus-1/FAQ.virus-1>

Write-Protect Floppy Disks

The VIRUS-L FAQ answers questions such as:

Q: Will a write-protect tab on a floppy disk stop viruses?

A: In general, yes. The write-protection on IBM PC (and compatible) and Macintosh floppy disk drives is implemented in hardware, not software, so viruses cannot infect a diskette when the write-protection mechanism is functioning properly.

But remember:

- (a) A computer may have a faulty write-protect system (this happens!) - you can test it by trying to copy a file to the diskette when it is presumably write-protected.
- (b) Someone may have removed the tab for awhile, allowing a virus on.
- (c) The files may have been infected before the disk was protected.



What About Macs?

Disinfectant 3.6

You can copy Disinfectant 3.6, popular Macintosh virus detection and removal software, from the Mac Information Server.

Disinfectant is free and is provided by Northwestern University. The VIRUS-L computer virus FAQ (frequently

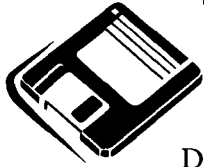
asked questions) makes this statement about Disinfectant:

The best source of information available on Apple Macintosh viruses is the on-line documentation provided with the freeware Disinfectant program by John Norstad.

How to obtain the software is covered in the "Obtaining Software" article elsewhere in this newsletter.


Mac users may also want to read the *Keep Current, Keep Safe* section of the F-PROT article.

Obtaining Software from Our Mac & IBM Information Servers



This issue mentions several programs that are available from our Information Servers: the Word macro virus software, F-PROT for IBMs, Disinfectant for Macs, and tn3270 for Macs. We recommend that you have one 3.5-inch disk for each piece of software that you want to copy.

Macintosh

The Macintosh Information Server is connected to the campus-wide network. It can be accessed from any Mac connected to the network by clicking on the user name *Guest*. To see the server's name, select *Chooser* from the  menu. Then select *AppleShare* and *MicroCenter* from the *AppleTalk Zones* section.

You can also access the server via TurboGopher. The host name, Gopher URL, and Home Gopher is shown below:

```
mac-info.micro.umn.edu
GOPHER://mac-info.micro.umn.edu:70/
```

Computer Information

Macintosh Information Servers
University of Minnesota Mac Info Server
Information

The number of simultaneous Gopher users is restricted; access is also restricted to computers with IP addresses from the University of Minnesota.

For virus protection and tn3270 software look respectively in these sections:

Virus Software
Internet Applications

IBM and Windows

The IBM Information Server is connected to the campus-wide network. The software is on the Public drive called p:/

We also provide anonymous FTP access to this server. To access it connect to the machine named

```
bingo2.micro.umn.edu
```

Since most information, except the readme documents, is in binary format, make sure you "get" (transfer) the files in binary mode rather than in text mode.

This server is running Novell's Netware. If you are also on a Novell network, you may be able to access the server. To determine if you can, type

```
slist
```

If you see the server named

```
micro_info
```

you can log in as user guest and access all the software available on the p: drive.

Look for the Word virus software named scan831.doc in this directory:

```
p:\virus\word\
```

Look for the F-PROT software in this directory

```
p:\virus\f-prot
```



▼ Microsoft

The Word virus software is also available from Microsoft's anonymous ftp site at

```
ftp.microsoft.com
Softlib/mslfiles
```

The MSL files are text files, zipped files (pkzip) or self-extracting files and can only be obtained by their Filenames. Mac files are converted to BinHex format.

Below are the files' names. The Macintosh name ends in .hqx; the Windows name ends in .exe.

```
mw1222.hqx
wd1215.exe
```

CUFSRDB Expense Summary on the Web

A Service for University Departments
Available on the AIS IDEA Home Page

World Wide Web Access



You can now view a CUFSRDB Expense Summary report for sponsored accounts from the CUFSRDB database via the World Wide Web.

This report is a simplified version of an expense budget summary for a specific Fund/Area/Org. The summary page shows inception to date expenses and unobligated budget balances in Object code order. Detailed transactions for an Object code are also available.

When's the Data Updated

The data in this report is refreshed the last working day of each week with the current data in CUFS.

Note: the data in this report will only be as current as the data in CUFS; thus if the data was not entered into CUFS during the week, the refresh of this report will not include the data either.

Who Can Access It?

To access this report, you must have access to the World Wide Web and the CUFSRDB database.

How to Obtain Access

You can obtain access to the CUFSRDB database by completing a request for a user ID and password (contact FSS Security, Darlene Anton 624-8394) and forwarding it via campus mail to:

Financial Systems Support Security Officer
1300 S. 2nd Street, Suite 294
Minneapolis MN 55455

To View the Report

The Web address is:

<http://notes.ais.umn.edu>

Click on the *CUFS Expense Summary* report.

Enter IDEA user ID
IDEA Password
Fund number for which you want information
Area number for which you want information
Org number for which you want information

Click on *continue*

Click on *Click here to retrieve your results*

The results will be summarized on your screen by Object code. (Note: the results can also be downloaded by clicking on the second option: *click here to retrieve your results in an ASCII comma-delimited format.*)

You will need a Web Browser that is capable of handling Tables, such as Netscape 1.1 or Mosaic 2.0, to view this Report.

Detailed Transactions

To view the detailed transactions for an Object, *click* on the Object code.

Note: you can view detailed transactions for only *one* Object code at a time.

Questions? 624-0555

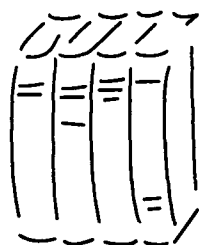
For questions on viewing this report or for information on accessing the BASIS (AIS) home page, contact the BASIS Customer Assistance Center, 624-0555. (Submitted by BASIS & Training Services/cc)



Searching for Articles on Current Topics & Issues

Nancy K. Herther, Manager, Integrated Information Center of the University Libraries

Select Indexes



Using LUMINA and selecting INDEXES you will find a wide variety of databases available for free searching by current University students, staff and faculty.

Recently I was asked by a faculty member to help him find recent information on producing his own multimedia CD-ROMs. Since this involves a wide variety of issues – from the economics of publishing to how CD-ROMs are made to the various elements of multimedia design – I decided to try one of the multidisciplinary databases.

All the databases in Figure 1 offer information on a wide range of subjects and from a broad variety of resource materials. They are all excellent starting points for research on topics that cross disciplinary boundaries.

By typing the brief coded name for the database at the left, such as

ACAD

you can access any of these databases. The contents of each are also briefly described here. For this research we chose Academic Index because it contains not only citations and abstracts but in many cases the full-text of the articles (generally minus any charts, picture captions, etc.). One-stop shopping for busy researchers!

ACAD: Expanded Academic Index

When you type in ACAD you are given two choices, depending on the nature of the research that you have:

- ACAD Expanded Academic Index ASAP, 1992-date
- ACADB Expanded Academic Index Backfile, 1980-1991

If you only want recent information, ACAD is the best place to begin – and may give you all the information that you need. If you want background information or you are covering a topic/subject that dates prior to 1992, you will want to search both.

Academic Index is owned by the Information Access Company, a major database producer in the library and information marketplace. This database is one which the University negotiated a contract for, with the participation of the various MINITEX libraries in this region. It provides access to general magazine and trade literature as well as a wide variety of journals and technical publications. It is best used when you need general information, background information for analysis of impact or trends or other general purposes. If you need ‘hard core’ business, engineering or other information, you will also want to check other, more specialized databases that we offer through LUMINA.

Figure 1: Sample Databases

ACAD	Academic Index (journals and magazines, some full-text), 1980-date
CCON	Current Contents (contents and abstracts of current scholarly journals)
DSA	Dissertation Abstracts (North American doctoral theses), 1861-date
GPI	Government Periodicals Index (175 federal govt. journals), 1993-date
IIN	Inside Information (contents information for 10,000 current journals)
LEGI	LEGI-SLATE (federal legislation and regulations)
MAGS	Magazine Index Plus (popular magazines, some full text), 1980-date
NEWAB	Newspaper Abstracts (25 national and regional newspapers), 1989-date

Subjects covered by the Expanded Academic Index vary from astronomy to religion, from law to sociology, psychology to humanities, current events to history, general sciences to humanities.

Basic Searching Options

You can search the database by subject heading or keyword – much like you do when using the MNCAT database in LUMINA for cataloging information from the University Libraries.

Each screen highlights the options or function keys that are currently being used. To display a selected citation, simply press the <ENTER> key. Figure 2 gives you some basic information on your search options for this database.

Expanded Academic ASAP offers two basic ways to search the database: Subject Guide and Key Word. (Figure 3)

Subject Guide allows you to browse listings of subjects, personal names, or companies that include the word(s) you type, e.g., rap music, censorship or

Figure 2: Academic Index - Some Important Commands and Function Keys

To return to previous line or select previous citation	{F7}
To advance to next line or select next citation	{F8}
To return to previous page in a citation list or text	{F11}
To advance to next page in a citation list or text	{F12}
To choose the previous option from the bottom left of the screen	{F5}
To choose the next option from the bottom left of the screen	{F6}
To access help while using InfoTrace {hlp}	

Enter XQ to return to main LUMINA menu
 Enter BQ to return to ACADEMIC menu
 Enter BAC to return to MULTIDISCIPLINARY DATABASES menu

Figure 3: Expanded Academic ASAP

InfoTrac EF | Expanded Academic ASAP Start a Search

EasyTrac provides two simple ways to search: Subject Guide and Key Word. Try the Subject Guide first.

-----+
 | Enter word(s) for SUBJECT GUIDE and press Enter. |
 +-----+

Subject Guide Browse listings of subjects, personal names, or companies that include the word(s) you type, e.g., rap music, censorship or Boris Yeltsin.

Key Word Search Search for article references by combining words or phrases from titles, authors or subjects, e.g., family values AND Dan Quayle.

F8 Search using key words | F4 Exit to database list
 | F1 Help F10 PowerTrac (advanced search)

Boris Yeltsin. Key Word Search – Search for article references by combining words or phrases from titles, authors or subjects, e.g., family values AND Dan Quayle.

Try the Subject Guide

First, trying *multimedia* in the subject guide we get a list of subjects containing this word that we can consult. This is useful if you know the first word of a product, company or organization name (for example) but are uncertain of the full correct title. In this case we retrieve many interesting options, many of which are company names (Figure 4).

The Subject Guide appears after successful subject searches, but not after key word searches. The Subject Guide lists all EasyTrac subject headings containing your entry, along with the number of citations found for each heading. The subject headings that appear when you perform a subject search may include the names of companies and people mentioned in articles.

After you select a subject heading, press <Enter> to obtain a list of the citations associated with it.

Searching by Keyword

Multimedia is such a broad term, we decide to limit our search to keywords using the phrase “multimedia production.” Using the keyword option we retrieve a listing of brief citations (Figure 5).

Using this, we can choose one of the citations to look at and will get a citation and abstract. If full-text is available, you can view this as well. Figure 6 gives you a sample record, minus the full-text. As you can see, we have been able to find useful information on a very timely topic from a wide variety of publications.

Academic Index is an excellent database for general research, that short research paper, or to use like an encyclopedia to search for detailed information at your desktop on some popular topic or research term.

Figure 4: Search the Subject Guide

InfoTrac EF	Expanded Academic ASAP	Subject Guide
+-----+ Subjects containing the words: multimedia +-----+ Rec.'s +		
Multimedia		1
Multimedia Broadcasting Co.		6
Multimedia Cablevision Inc.		10
Multimedia Classrooms Inc.		1
Multimedia Communications Group		1
Multimedia Communications Inc.		1
Multimedia Design Corp.		8
Multimedia Entertainment Inc.		43
(14) subdivisions		
Multimedia Entertainment Inc. the Talk Channel		1
Multimedia Games Inc.		1
Multimedia Group Inc.		1
Multimedia Inc.		46
(10) subdivisions		
Multimedia Labs Inc.		1

Figure 5: A Display of Citations on "Multimedia Production"

InfoTrac EF	Expanded Academic ASAP	Brief Citations
Key Words: multimedia production		
1 of 13		
1	A guide to multimedia production staffing. Judson Rosebush. CD-ROM Professional, July 1995 v8 n7 p32(8). Elec. Coll.: .A17379310. Press Enter for abstract and text.	
2	Taking multimedia to new heights. (teaching students to handle multimedia production projects) Leslie Gross. NEA Today Dec 1994 v13 n5 p17(1). Mag. Coll.: 77K1772. Elec. Coll.: A16494220. - Abstract and Text Available -	
3	Information middleman. (Creative Multimedia) (Company Profile) (Company Profile) Jeff Sengstack. CD-ROM Professional Sept-Oct 1994 v7 n5 p59(9). Elec. Coll.: A15822424. - Abstract and Text Available -	
4	The holographic medium: a profile of Hyperbole Studio. (includes related articles on the games 'The Madness of	
Display	Narrow Explore	F4 Return to subject list B Backfile
		F12 Page Down
Display full record	F1 Help	F2 Start Over N/A Mark

Figure 6: Sample Record in Expanded Academic ASAP

InfoTrac EF	Expanded Academic ASAP	Full Records
Key Words: multimedia production		
1 of 13		
Source: CD-ROM Professional, July 1995 v8 n7 p32(8).		
Title: A guide to multimedia production staffing.		
Author: Judson Rosebush		
Abstract: The staffing needs of a multimedia production company will be dependent on a number of factors, including the type of work to be produced and the condition of the multimedia market. Some of the key individuals necessary for the production of a multimedia title include a producer, an editor-in-chief and a director. Other employees working on a title can include writers, proofreaders and graphic artists.		
Subjects: Multimedia software - Product development Computer software industry - Personnel management		
SIC code: 7372		
Display	Narrow Explore	F4 Brief citation display B Backfile
		+ Next F12. Page Down
Display brief citations	F1 Help	F2 Start Over N/A Mark

Macintosh tn3270 Terminal Emulation Software Function Key Menu

Function Keys								
PF1	PF2	PF3	Enter	Clear	PF13	PF14	PF15	
PF4	PF5	PF6	PA1	PA2	PF16	PF17	PF18	
PF7	PF8	PF9	Erase EOF	Insert Mode	PF19	PF20	PF21	
PF10	PF11	PF12	Delete Char	Cursor Select	PF22	PF23	PF24	

Don't Stop Here

Be sure to check MNCAT in LUMINA to see if the publications cited in this or other databases are owned by the Libraries. If so you can stop in yourself or order copies to be made for you and delivered to your office address from LUMINA to U – call 626-2260 for more information. If we don't own something, we can get it for you through our Interlibrary Loan services (check with any campus library for details).

Academic Index is only one multidisiplinary database available for you to use. LUMINA also includes many very important research databases covering technologies and products. Take a few minutes to look through the LUMINA menus. I think you'll be surprised at the variety and depth of resources that the Libraries has brought to your office or home!

And don't forget the Libraries. We have CD-ROM databases and other critical information available throughout campus beyond these databases to help you with your research. Check them out!



Nancy K. Herther is Manager of the Integrated Information Center of the University Libraries. She can be reached at room 7 Walter Library, East Bank; 624-2020; Internet: nherther@iic.lib.umn.edu

PF & F Function Keys

The database discussed in the Virtual Library column's "Searching for Articles on Current Topics & Issues" uses F (or PF) keys, which are absent from most Macintosh keyboards.

To access these keys you can use the pulldown Function Key menu in the tn3270 terminal emulation program. The Microcomputer HelpLine distributes this software.

Once it's on your hard disk you can access it through the Libraries menu in TurboGopher; you can also use it directly by clicking on the tn3270 icon.

The software is available on the Mac Information Server. To reach it follow the path shown below. (For more detailed information on getting a copy of the software, read the "Obtaining Software" article elsewhere in this newsletter.)

Information/Internet Applications
/TN3270/Sample Settings

tn3270 software is also available for IBMs; you'll find it on the IBM Information Server.

Computer Store: 625-3854

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

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

★ Apple Rebate Offers

- buy a PowerMac 7200 and any 17" or 20" Apple display and ★ save \$200
- buy a PowerMac 7200 and an Apple LaserWriter Select 360, LaserWriter 16/600PS or Color LaserWriter 12/600PS printer and ★ save \$200
- buy a PowerMac 7200 and any 17" or 20" Apple display and an Apple LaserWriter Select 360, LaserWriter 16/600PS, or a Color LaserWriter 12/600PS printer and ★ save \$500

Qualifying PowerMac 7200 Configurations

The keyboard and display are sold separately.

- 7200/75 8/500 CD \$1400
- 7200/90 8/500CD \$1530

- buy any PowerBook notebook or subnotebook computer and any of these Apple printers – StyleWriter 1200, Portable Color StyleWriter 2200, Color StyleWriter 2400, Personal LaserWriter 300, LaserWriter 4/500PS, LaserWriter Select 360, LaserWriter 16/600PS, Color LaserWriter 12/600PS – and ★ save \$150

- buy the Performa 6214 when you purchase any of these Apple printers – Apple StyleWriter 1200, Color StyleWriters 2200 and 2400, Personal LaserWriter 300, LaserWriter 4/600PS, LaserWriter Select 360, LaserWriter 16/1600PS, or Color LaserWriter 12/600PS – and ★ save \$150

Purchase Date Restrictions and More

Qualifying Apple Power Payback products must be purchased on the same day!

- ★ between January 6, 1996 and March 17, 1996 for the PowerMac 7200 and PowerBook offers
- ★ between January 27, 1996 and March 17, 1996 for the Performa offer

To receive the rebate, you must send in a completed mail-in rebate coupon and the original sales receipt. Each qualifying order will receive a coupon when the equipment is purchased. (Coupons are also available at the Computer Store.) The sales receipt must be dated. Your rebate check should arrive 6-8 weeks later. ■

February 1st Calendar Error

The January issue of the Computer and Information Services Newsletter has a one-page 1996 calendar. It's wrong. February 1st begins on a Thursday not on a Tuesday. The other dates, including University Holiday information, are OK. I apologize for any inconvenience, Mary Kelleher, Editor.

Holiday Calendar: 1996-1997

You can access the 1996-97 Holiday Calendar from the Human Resources Policy Information's Web site. It's in the *Non Academic Policies* section; here is the URL:

<http://www.fpd.finop.umn.edu/4/HRCContents.HTML>

Campus Calendars: 1995-1997

You'll find Academic Year calendars for the Twin Cities campus at this Web site (.HTM is correct):

<http://www.umn.edu/registrar/CALENDAR.HTM>

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: Basis

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 in person to Microcomputer Facilities in Blegen 455 (6-7778), Central Libr B50 (4-3269), COB 17 or 135 (6-1252, 4-9226), Eddy Hall 54 (5-0314), Elliott 121 (4-0866), Folwell 14 (5-4896), HHH 50 (4-6526), Lind 26 (6-0856), McNeal 305 (4-5367), Walter Libr 9 (6-1899).

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, VM1 6-8366
 Data Entry 6-8351
 System Status 6-1819
 Tape Librarian 6-1838
 Computer Facilities (also call individual facilities) .. 5-1300
 Classroom Facilities varies
 Digital Media Center
 Development Suite for Faculty, 15 Walter Libr. 5-5055
 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
 Gopher Hotel (server set up for a fee) 5-2303
 Kodak Printer Service 6-1661
 St. Paul Computing Ser, VM1 Accounts, 50 CofH ... 4-7788
 Software Services (contract programming) 5-2303
 Statistical Support
 SAS 4-3330
 SPSS, BMDP, Minitab on VAX or EPX 6-8366
 Supercomputer Center Help, 3030 SCC 6-0808
 Telecommunications, 30 TelecomB
 Networking Services Information 6-7800
 Networking Services Repair 5-0006
 Training Library, Reservations, 190 ShepLab 5-1300
 Course Registration, 190 ShepLab 5-1300
 U Libraries, Integrated Information Center 4-2020
 University Networking Services, 130 Lind 5-8888
 Workstation Support Group, 98/99 Coffey varies
 IBM AIX, HPUX, IRIX, SOLARIS, SUNOS 4-7486

Associate Vice President for Academic Affairs and Acting Director of Information Technology

Donald R. Riley, Professor 626-9816

Access Information

SLIP: 2,400 to 14,400 (V.32) 626-1920
 SLIP: 14,400 to 28,800 (V.34) 627-4250
 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 and above, Telecomm supports 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
 Gopher, alternate access (log in as gopher)
 300, 1200, 2400, 9600 see Dial-in Server
 _____CONSULTANT.MICRO.UMN.EDU
 Help by E-mail for POPmail or Gopher or SLIP or Minuet
 Format _____NAME@BOOMBOX.MICRO.UMN.EDU
 AIS SecureID V.32 626-1061
 300/1200/2400 6-7770
 tn3270 & Telnet _____ ADMIN.AIS.UMN.EDU
 EPX,NVE,UZ,VX,VZ 300-9600 ... 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 at 7-1-even
 9600 624-3668
 1200/2400 & <19.2 campus data phone .. 4-4220
 _____VM1.SPCS.UMN.EDU
 News Server _____ NEWS.TC.UMN.EDU
 FAX via E-mail (note: John.Doe & 9-9999 are examples)
 /pn=John.Doe/dd.fax=9-9999/@fax.tc.umn.edu
 U of Minnesota Web _____ http://www.tc.umn.edu/
 Distributed Computing_ http://www.micro.umn.edu/
 Central Computing _____ http://www.umn.edu/ccs

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