

dBUG
MacNews



NO MAIN MEETING IN JULY

A Publication of Seattle's Macintosh downtown Business Users Group
 Also Published Electronically on the dBUG ExChange*

From d'Prez

Building Tomorrow's ExChange

As your new president, I believe every member should be aware of what's happening with dBUG. To keep you informed, I am bringing back the president's column in MacNews. Each month, we'll talk about issues concerning dBUG, progress toward our goals, and other topics of interest to you.

First, I'd like to remind you that dBUG is searching for a new main meeting coordinator. If you know of anyone who would like to get involved with software companies and hear about the latest products first hand, please send them my way.

Now for the big news. As I am sure you are all aware, dBUG uses the FirstClass software to run our email and conferencing system, the dBUG ExChange. dBUG had an opportunity recently to upgrade to the latest version of FirstClass at a reduced price. The new version of FirstClass has significantly improved Internet support, and, with dBUG's future obviously tied to the Internet, the board approved the upgrade. Among other enhancements, the new software will upgrade our email capability to let you use email programs other than FirstClass for your dBUG email. In addition, the version of FirstClass we're currently using has not been supported for two years, which will pose a problem down the road.

So, what does this all mean to you? We will be dropping the direct dial-up lines, but don't fret. Although you will connect to the ExChange via the Internet, you

will not need to buy an account with an Internet Service Provider (ISP) just to access the ExChange. Those of you who are now dialing directly to the ExChange will just need to configure your computers a little differently.

We plan to have training sessions and volunteers to walk members through the new configuration, screen by screen. We also plan to have a question-and-answer session prior to the next few main meeting presentations. By dropping the direct-dial phone lines, we will improve

continued on page 5

Wanted: Shareware

by John Newhoff

dBUG's September main meeting will be titled 'dBUG's Favorite Shareware,' and we'd like to ask as many members as possible to participate. Your favorites will be included on a CD-ROM that will be available to members at a low cost. We'll be asking approximately six people to demonstrate their favorite piece of shareware at the September main meeting.

continued on page 8

Be the first to read MacNews!
 See current & recent issues in Acrobat Reader format at www.dbug.org and in the Newstand and dBUG Mentors folders on the dBUG ExChange.

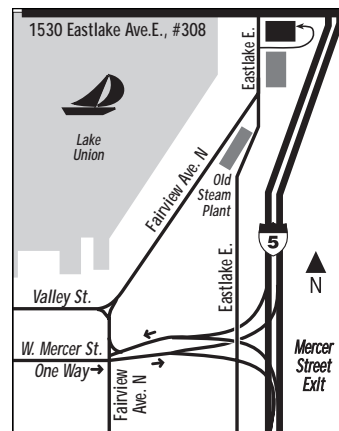


Ken Winkenweder, dBUG's new President

Photo by Caryn Roberts

Resource Center (RC)

1530 Eastlake Ave. East, Seattle. South of Garfield St. and Eastlake Veterinary.



All dBUG activities are made possible by the efforts of volunteers. The Resource Center is not staffed full time. It is open during scheduled SIG and Open House meetings or by appointment only.

SIGs Get Support

Last month, an overjoyed dBUG Board approved Mark Jacobson as SIG Coordinator. Jacobson vows to give SIGs "a solid and consistent foundation that will allow each SIG to provide a valuable experience to our members and the community." He will work to increase SIG attendance and to add SIGs.

A former Apple representative, Jacobson now has his own Macintosh consulting business.

Jacobson, the dBUG Board, and MacNews thank Dick Carter for his hard work in scheduling and other SIG support.

It's About Fun

dBUG member Joyce Schowalter will be recruiting new members and volunteers. She brings years of experience with volunteer organizations and marketing on board. She says, "This should be a blast. I'm looking forward to bringing people together in fun, rewarding activities." Like to help? The Volunteer Coordinator Board position is still open.

Inside:

- Special Interest Groups 2
- ExChange Planning SIG 2
- Pete Miner's Computer Terms 3
- Free-range Mac Tips 4
- Bronze PowerBooks 5
- Take Command of Microsoft Word 6
- User Group Store Reopens ... 7
- Events and Classes 8
- July Calendar 8

Special Interest Groups (SIGs)

by **Mark Jacobson**
dBUG SIG Coordinator

Schedule changes are bolded.

4th Dimension SIG

4th Wednesday, 6:00 p.m.
Westwind Computing
Walt Nelson

dBUG BBS ExChange SIG

The ExChange Beginnings TeleSIG teaches the basics of tele-computing, with a focus on using the dBUG ExChange.

4th Tuesday, 6:30 p.m.
dBUG Resource Center
Cherie Nickell

ExChange.com Planning SIG

Meetings open to members about the expansion and maintenance of the ExChange.

1st Saturday, 11:00 a.m.
dBUG Resource Center
Curtis Snow

FileMaker Pro SIG

3rd Monday, 7:00 p.m.
dBUG Resource Center
Bruce Robertson

HyperCard/AppleScript SIG

AppleScript and HyperCard—come and explore the possibilities!

3rd Tuesday, 6:30 p.m.
dBUG Resource Center
DeForest Shotwell
dnshotwell@accessone.com

iMac SIG – New!

Internet Searching Techniques. We'll look at how to find the information that you're looking for on the Internet.

We'll look at some of the popular online search engines, but also online dictionaries, thesauruses (sp?) and other reference "books" as well as online newspapers, weather sites, and White Pages.

1st Tuesday, 6:30 p.m.
dBUG Resource Center
Tim Hannon

First-time Mac owners:

Get a discount when you buy a dBUG membership at the iMac SIG!

Internet Intro

4th Monday, 6:30 p.m.
dBUG Resource Center
Nancy Ibsen
panic@jetcity.com

iRobot SIG – New!

3rd Wednesday, 6:30 p.m.
dBUG Resource Center
John Newhoff

Mondo Graphics/DTP

2nd Tuesday, 6:30 p.m.
Summer hiatus until fall

Open Friday

Bring something to scan. Surf the Web. Bring a non-member.

Every Friday evening, 6:00 p.m.*
First Friday is new member orientation
dBUG Resource Center

Open Thursday

Open discussion for dBUG members and their guests.

Every Thursday*, 6:00 p.m.
dBUG Resource Center
Dick Carter

Software Developers Workshop

A workshop (hands-on, if possible) for beginning Mac programmers.

The topic is announced by email and posted to the *Software Developers SIG* folder on the ExChange about a week before. Feel free to bring an application or source code you want to show off, or just come and ask questions.

Please check the ExChange prior to the scheduled SIG date to confirm that the SIG will meet and, if so, what the topic will be.

2nd Saturday, 10:00 a.m.
dBUG Resource Center
James Jennings
jennings@halcyon.com

Virtual SIGs

dBUG also has active SIG conferences on the dBUG ExChange:

Excel SIG
FileMaker Pro SIG
PageMaker SIG
Photoshop SIG
QuarkXPress SIG
WEB SIG
Word SIG



Personal Digital Assistant (PDA) SIG - **New!** Discussion of Newton, Palm, and more.

Finding these SIGs is easy:

- Double-click the *dBUG ExChange* button on the ExChange desktop.
- Double-click the *dBUG Clubhouse* icon.
- Double-click the *SIGs* icon.
- To find the PageMaker, Photoshop, and QuarkXpress SIGs, double-click the *Mondo Graphics/DTP SIG* icon.

Notes:

Westwind Computing is at 510 NE 65th, two blocks west of I-5, on the northwest corner of NE 65th and NE Ravenna Blvd.

The MacNews calendar, SIG updates, and the current month's events PICT online calendar are accurate at the time they are published.

***Please call the dBUG InfoLine—206-624-9329—for last-minute changes and additions.**

Inside the ExChange Planning SIG

by **Shelley Greer**

Saturday had a few hours of beautiful weather as I pulled into the dBUG Resource Center parking lot. Jay Heath was there before me, and we enjoyed some sun as we waited for the others to come. Then Pam Lund arrived, followed shortly by SIG leader Curtis Snow and Dana Klein. Dick Carter walked through the door just as everything inside was set up.

These are the regulars at the <ExChange.com> SIG. According to Curtis, "We refer to it as the 'ExChange planning committee' or 'X Plan.'"

After the business of blueberry scones and croissants was sorted out, Dana opened the meeting with his announcement that the board of directors has approved the upgrade to the FirstClass Server. Discussion ensued about the nifty features of the new software and the impact the upgrade will have on dBUG members as well as on the organization.

As I listened to the talk, I was very impressed by their depth of knowledge and ability to envision the issue from different angles. They discussed how members and dBUG as a whole would be affected financially, as well as timing the upgrade to coincide with the move from using NetOS as an ISP.

Next, we searched the Internet for other Macintosh user groups that are currently using the new software, as well as the Web site for SoftArc, the company responsible for FirstClass. Curtis said this was a typical format for this SIG, discussing the issues first, then searching the Internet for information and ideas that might benefit dBUG.

They also brainstorm ideas for the organization based on what they learn from each other and from the Internet; one such idea was having a Web SIG that focuses on content, rather than design.

Curtis states that the goal of the committee is to have a world class computer-mediated communication system for all dBUG members to use as part of their online experience. The ExChange planning committee blends experience from several different perspectives together in a relaxed atmosphere with proactive thinking to minimize "surprise."

Lest you get the impression that this SIG is all work and no play, as a reward for their efforts, Pam found the URL for an online version of Scrabble that was quite entertaining.

Shelley Greer is a budding freelance writer and a Seattle Knight.

Computer Terms Demystified

by Pete Miner

This is the first of a series of columns by Pete Miner, a writer cleverly disguised as a truck driver. His column, Miner Thoughts, appears in My Mac Magazine, a monthly online magazine. To find out more about My Mac Magazine or to subscribe (it's free!), visit <<http://mymac.com/>>. Now, here's Pete:

This month catches me without a story to tell. Of course I could have composed a fictitious yarn replete with intrigue and adventure about some non-human life form that decided to take up residence inside my Performa and slowly but methodically took over my mind. But alas, that sort of prevarication is not what the half-dozen or so regular readers of Miner Thoughts have come to expect from me. No, you read my column because what you learn here gives you that extra edge

when dealing with today's computerized society. You rely on me to give you those little tidbits of information that will always keep you one step ahead of that ever present, self-proclaimed computer guru in your workplace. And hey, I'm happy to oblige.

Today you will learn the definitions of 50 of those sometimes pesky and hard to understand computer terms that we all too often trip over. So sit back, relax, and scroll your way through an education you couldn't get anywhere else.

Balloon Help: When used properly can prevent venereal disease.

Semiconductor: Truck driver.

Internet: A confusing place to be.

World Wide Web: An organized, animated, colorful confusing place to be.

Archie: Carroll O'Connor's stage name in All In The Family.

Hacker: Long time smoker that makes disgusting sounds.

Drag and Drop: What we guys do when our wives ask us to help rearrange the living room furniture.

Pre-emptive multi-tasking: If you can walk and chew gum at the same time without having to think about it, you're already doing this.

Disk cache: Pennies, nickels, dimes and quarters.

Backup: All computers are different, but once you figure out how to put yours into reverse, you can do this.

Ethernet: Device used off the southern coast of Australia to catch the elusive Etherfish.

EtherTalk: Language spoken by Australian fishermen to attract Etherfish.

Chooser: The person who gets to pick it.

Finder: The person who gets to keep it.

SCSI (Scuzzy) port: Inferior grade of wine, e.g. Muscatel, Ripple, Mad Dog.

Apple Guide: A long wooden tray with sides, used by apple pickers to collect their fruit from the tops of trees.

Interface: Your skull.

QuickDraw: McGraw's first name.

Modem port: Coastal area where modems take refuge during bad storms.

Mouse pad: Where mice are launched.

Virtual memory: Something none of us has enough of.

RAM: Dodge pickup.

Disk First Aid: Available at your local chiropractor.

Megabytes: How we eat when we're in a hurry.

Hot Link: You can get one with a Coke for \$1.50 outside any COSTCO, ball park or stadium.

HTML (Hotmetal): What happens to my brake drums when I come down a hill too fast.

Cursor: Foul-mouthed person.

Spreadsheet: Need to do this before making the bed.

Word 6.0: Slowest moving object known to man.

Bill Gates: God, in some religions.

ClarisWorks: So do the rest of us.

Database: Where data comes in for a landing.

Font: A receptacle for holy water.

Fuzzy logic: How we think at 2:00 AM after the bars close.

Binary: A two star solar system.

PC Exchange: What one does when he finally realizes he should have bought a Mac.

Bit: Past tense of bite.

Webmaster: The spider that wears the pants in the family. Usually the female.

Icon: Bill Gates.

IP : We all do.

Laptop: Area just below Bob (Big ol' belly).

Browser: Someone who's just looking.

Compiler: Collector of stuff.

Cyberspace: Where the Cyberians live.

Crash: What one does when they can't stay awake any longer.


Silicon: A non-metallic element occurring extensively in the earth's crust in silica and silicates, having both an amorphous and a crystalline allotrope, and used doped or in combination with other materials in glass, semiconducting devices, concrete, brick, refractories, pottery, and silicones. Atomic number 14; atomic weight 28.086; melting point 1,410 C; boiling point 2,355 C; specific gravity 2.33; valence 4.

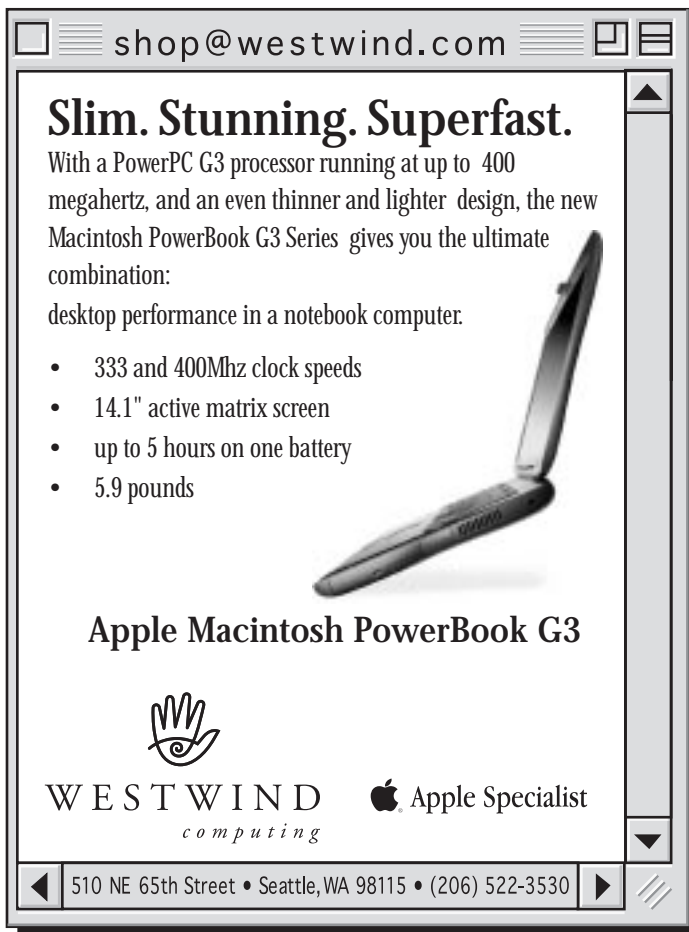
Internet Explorer: A computer virus.

Floppy drive: Male libido with problems.

Hard drive: Problem solved.

Insertion point: Don't think I'll go there!

Feel free to use this glossary to impress friends with your vast knowledge of computer terminology. If for some reason you would like a complete academic glossary of computer terms, I have stolen a list containing hundreds of definitions from the Internet and have compiled it into an easy to use A to Z DOCMaker file. Just email me and it's yours. 




shop@westwind.com

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With a PowerPC G3 processor running at up to 400 megahertz, and an even thinner and lighter design, the new Macintosh PowerBook G3 Series gives you the ultimate combination:

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The Free-Range Mac Tips and Comments

July 1999 - Compiled by Bill Rabel

Moving iMac Files

By now we all understand that the iMac lacks a floppy drive and SCSI port, making it difficult to transfer files from the iMac to another Mac by any means other than Ethernet or email. However, there is another way: Modem to modem. Here's how to do it in ClarisWorks [AppleWorks].

String a telephone cable between the inputs of both modems (the port meant for the incoming telephone line, not the one that goes to the telephone).

Launch ClarisWorks on both Macs and open a new communications document. Configure the settings for both modems this way:

Method: Serial Tool; Baud Rate: 57600; Parity: None; Data Bits: 8; Stop Bits: 1; Handshake DTR & CTS; Current Port: The port your Mac's modem is attached to (internal for the iMac).

Set the protocol to XMODEM Tool, the method to MacBinary, and the Transfer Option to Standard. On the receiving machine, select Preferences from ClarisWorks Edit menu. Choose a receiving folder in the Topic for Communications area.

Select Open Connection from the Session menu and on the sending Mac type ATD. On the receiving Mac, type ATA. When the modems are connected, click the Send button from the Session menu and choose a file to send. Now select Receive File from the Session menu on the receiving Mac. The Macs will now send and receive the file you've chosen.

Note: To send a lot of files at one fell swoop, gather the files you want to send in a single folder and compress that folder with

DropStuff. Once the folder is in StuffIt format, it becomes a single, transferable file.

- Macintouch, San Diego MUG

Office 98 Buggy Wizards

According to MacFixit, Microsoft has acknowledged bugs in Word

98's Memo and Resume Wizards. Using them on a G3 (and possibly Power Macs) will cause a crash once you click "Finish." This may occur with any Power Mac or clone with 512 or more cache memory. The workaround...: click on "Help" instead of "Finish," and then select the top answer from that Help roster.

Buggy Wizards Patch

[See the previous Tip.] Microsoft has...produced a patch for this problem. You can download the patch at <<http://www.microsoft.com/macoffice/users/freedl.htm/>> and, there, scrolling down to the section called "Memo-Resume Wizard Problem."

This page, by the way, is an excellent site to bookmark for users of Office 98 for the Mac. An even better Microsoft link for Mac users is <<http://www.microsoft.com/mac/>> which is Microsoft's area devoted to Macintosh products, managed by the enthusiastic Macintosh team at Microsoft. They call their site "Mactopia."

- Macintouch, San Diego MUG

Freeware File Expansion

The latest version of StuffIt Expander has an annoying dialog that appears every time you unStuff a file. It urges you to buy their StuffIt Deluxe upgrade.

An alternative freeware product is MindExpander from MindVision, <<http://www.mindvision.com/>>. MindExpander (v 0.91) expands MacBinary, BinHex, StuffIt, Zip (soon), and other files.

- Excerpted from Mouse Droppings, Corvallis MUG

Word and PowerPoint Bugs

It's very clear that there are serious memory allocation issues affecting both Word and PowerPoint [98]. Increasing memory allocations upwards to 20 megabytes and beyond have been the only workaround in dealing with the Red X issue. I've summarized below some of the more critical bugs worth mentioning to your readers:

1. PPT 98 presentations saved as PPT 4.0 usually fail with "out of memory" messages. Allocating as much as 40 MB of memory to the PPT 8-4 translator library may be necessary. In one instance, even more was necessary.
2. Red X of Death issue is becoming an everyday occurrence. Fast saves seem to be the culprit. There is still no official response from Microsoft that we are aware of.
3. Printing previous Word 5.1 documents in Word 98 (we have close to 100 files so far) which print with just one blank page. The files print as they should with Word 5.1 and 6.01.
4. PPT 4.0 files opened in PPT 98 and saved as PPT 4.0 lose their bullet formatting. Bullets change to "#" or "?".

- Macintouch, San Diego MUG

G3 Notes

The HP DeskWriter 680C requires the new version 9.4 driver. G3s fail to connect to auto-sensing 10/100Base-T Ethernet hubs or switches. Apple recognizes this, and is about to release a new Ethernet driver update

- Macintouch, San Diego MUG

Acrobat Reader Tips

- Go from page to page with the Page Up or Page Down keys, or the arrow keys.
- To go to a specific page, press Command-5, type in the page number and press Return
- To scroll within a page, push Shift while using the arrow keys.
- Command-Shift-B hides [or shows] the Reader toolbar and Command-Shift-M hides [or shows] the menu bar.
- Press Command-Shift-L to fill your total screen—no windows or menu bar, just like a presentation program. You can still move from page to page by using the up/down arrow keys.
- You can zoom in and out by using Command-L [and choosing the magnification you like].
- If you choose Full Screen from Preferences in the File menu, you have a lot of presentation options, like automatic page advance, hide the cursor, pick background colors, and select from a bunch of transitional effects.

- ProMUG MacViews

Netscape Bookmarks

In Netscape, you can save time by setting your home page to open to your Bookmarks file. Then all your favorite Web pages are just a click away. Here's how:

Under the File menu, choose Open File to locate the html version of your Netscape bookmarks, titled bookmark.html (It's probably on your hard drive in the System/Preferences Folder. If not, look in your Netscape folder on your hard drive). Highlight and copy the bookmark's URL (It will begin with file://). Now go to the Netscape Options [menu] and choose General Preferences. In the home page field, paste the bookmark URL, and *voila!* The next time you open Netscape, your very own bookmarks appear, hot linked and ready to use.

- Macintouch, San Diego MUG



Modem to modem data transfer

Bronze PowerBooks: Fastest Laptops Ever

by **Tish Bailey**

When I decided to write about Apple's third series of G3 PowerBooks, I consulted the experts at Westwind Computing. Tyson Paxton, from Westwind's Corporate Sales, sat one of the new "bronze" PowerBook models side by side with its next older brother and guided me on an in-depth comparative tour.

Anatomy Lesson

The first improvement I noticed before we even opened the PowerBooks. The bronze is a little thinner and a lot lighter. I could pick it up without any unladylike grunts or those snapping sounds from my lower back. It also has a new push-button latch; with elder brother's pull-up latch, you'd worry about breaking off the latch tab every time you used it to lift the top of the PowerBook.

Like its predecessor, the bronze PowerBooks have bays for two batteries. Although the new batteries are smaller, the two of them keep the bronze going up to 10 hours: 30 percent longer than the older batteries. Too bad the new batteries won't fit in the older PowerBooks. The battery bay on the right side still doubles as a bay for your CD-ROM or DVD-ROM player or other peripherals. The bronze PowerBook also comes with a lightweight cap you can use when the right bay is empty. Apple ships the bronze PowerBooks with Mac OS 8.6, which, Tyson reminds me, also helps to lengthen battery life.

In keeping with Apple's vision, the bronze PowerBooks have no floppy drive. "Someone has to force the industry to the next level," said Tyson. Then, like a good salesman, he regaled me with the availability of external floppy drives.

You lose one PC card slot in the bronze PowerBooks, but Apple made up for that by building in 10/100Base-T Ethernet networking capacity as well as a 56K V.90 modem. With the older models, you had to buy a PC card to upgrade to high-speed 100Base-T Ethernet.

These are the first PowerBooks to have USB ports instead of an ADB and serial port. (Faster and easier to use than ADB and serial connections, USB can support 127 devices, using hubs to extend the number of ports.) The bronze PowerBooks will also support high-speed FireWire cards. If you need to connect your existing printer, Westwind recommends the Keyspan USB serial adapter, which gives you two serial ports.

Apple squeezed all the ports into a smaller space on the back of the bronze PowerBooks and moved the modem port there for easier docking and improved cooling. Because of the port reconfiguration, however, existing docking stations, like the Bookendz dock, won't fit the bronze PowerBooks.

Speed and Features

Having led me around the exterior of the bronze PowerBook and its older brother, Tyson opened and booted them. First of all, can you say "fast?" Can you say "400 MHz?" I'll settle for a smug *meep-meep* to all those Wiley Intel Coyotes back there in the dust. There's also a 333 MHz configuration, but more about that later.

You don't sacrifice screen size for speed, either: both bronze PowerBook configurations have a 14.1" screen. There's also double the video RAM (VRAM), 8 MB. Not only do you get more colors at higher resolutions, but you also get a two-monitor capability that users have been longing for. Video mirroring or simulscan (in which your PowerBook screen matches what's on another monitor or the big screen) is still a feature, but it's hiding in the bronze PowerBook's control strip instead of in the Monitors and Sound control panel. When mirroring, the bronze PowerBook's screen refresh rate is 85 Hz at 1024 x 768 resolution, eliminating an annoying flicker in the older models.

You still have both 24-bit and high-resolution S-video output ports (so you can connect a TV) and built-in 2D/3D graphics

acceleration through an ATI RAGE LT Pro video controller.

When I tore my eyes from the screen (no, we were not watching DVD movies), I saw why these PowerBooks are tagged the "bronze" PowerBooks. The keyboard is a translucent brown

minimum advertised price: \$2,499 for the 333 MHz bronze, and \$3,499 for the 400 MHz bronze.

If you have questions or want a test drive, the good folks at Westwind will be happy to help. All I can say is, *meep-meep*. 🐸

Bronze G3 PowerBook Configuration Differences

Processor speed	333 MHz	400 MHz
Backside level 2 cache	512 K	1 MB
Backside bus speed	133 MHz	160 MHz
Hard drive size	4 GB IDE	6 GB IDE
DVD-ROM built in	No	Yes
<hr/>		
Apple Minimum Advertised Price	\$2,499	\$3,499

instead of boring black. Function keys now double as screen brightness and contrast controls, making the controls easier to use.

A tradeoff for the bronze PowerBooks' slim size and lighter weight are smaller hard drives. The 400 MHz configuration comes with a 6 GB drive instead of an 8 GB drive. However, Tyson pointed out that Apple will have a 10 GB drive available soon, and may offer it as a build-to-order option.

Eenie-meenie

Tyson finished my tour with a look at the two bronze PowerBook configurations. The differences are shown in the sidebar. Both configurations come with 64 MB of RAM, expandable to 384 MB. The 333 MHz bronze includes a 20X CD-ROM drive; the DVD-ROM drive in the 400 MHz bronze also supports CD-ROMS up to 20X. At present, Apple does not offer build-to-order options.

Tyson emphasized that, before you choose which configuration to buy, you should consider whether you might want a DVD-ROM drive—now or in the future. If you want DVD-ROM, the 400 MHz bronze is for you. The 333 MHz bronze does not include it and, in contrast to the older PowerBooks, cannot be upgraded via a PC card.

Tyson's grand finale was Apple's

President's Column...

continued from page 1

accessibility and lower costs at the same time.

For those of you who were unaware, dBUG also arranges Internet access for members at an additional cost, which is less than many ISPs charge. Along with the change to FirstClass, dBUG will be switching providers, which should eliminate the busy signals that some people have experienced.

When you buy Internet access through dBUG, you get all the services that most ISPs provide, such as access to the World Wide Web, newsgroups, and space for your own Web site.

More to come, so stay tuned. Your board is at work to make dBUG more viable for you and new members. We plan to grow as the Internet grows. Drop me a note at winkie@debug.org if you have any thoughts about dBUG!

Regards,
Ken Winkenweder
President

Take Control of Microsoft Word

Much of the power of Microsoft Word relies on your taking time to create and modify its tools. Here are a few tips to help you make the most of Word.

Use Styles

A style sets formatting for a paragraph or character. Paragraph styles dictate fonts, bolding, indenting, tabs, the amount of space before and after the paragraph, and more. Word comes with default styles, but you can change them or add new ones.

- It's a good idea to modify Word's default styles rather than use different customized styles, especially for headings. Many automatic functions, such as building tables of contents, are a snap because they rely on default style names. Word can use custom heading styles to build tables of contents, but only if you insert a special field after each heading. This takes time.



Avoid Word's grammar checker. Buy a handbook, such as the Gregg Reference Manual.

- Word's automatic bulleting and numbering work best for lists of one paragraph per bullet or number. If you add paragraphs, Word bullets or numbers them, too. If you turn off numbering for that paragraph, Word starts the next numbered paragraph at 1. A more flexible approach is to create hanging indent styles and use them instead of the bulleting or numbering feature. In Word 98 and Word 6, it's easy to record a macro that will insert your favorite bullet symbol, followed by a tab, and then apply your hanging indent style to the paragraph.

Use Templates

Templates ("stationery" in Word 5) store document-wide formatting,

such as page and section layouts, styles, toolbar buttons, and macros. Every Word document is based on a template. When you push the New button on the toolbar or press the command+n keys to create a new document, that document is based on the Normal template, which is Word's default. Save styles, buttons, and macros you use globally in your Normal template.

If you customize some formatting or need special tools for a particular type of document, create a custom template. This is easy, too:

- Assemble or modify the elements you want in a document.
- Click Save As on the File menu.
- In the Save dialog box, click the arrow to the right of the Save As File Type box to display a list of file types. In Word 98 or Word 6, click Document Template. In Word 5, click Stationery.
- Save your template in the same folder as Word's other templates.

To create a document based on your new template, click New in the File menu. Word will display a list of templates; find your template and click it. Note: you can't use the keystroke shortcut or the toolbar button to create a document based on a custom template.

Organize Your Tools

You'll be more efficient if you customize Word's toolbars. You have more latitude with Word 6 and 98 than with Word 5.1, which only has one toolbar.

Delete Unused Buttons

In Word 5.1, you cannot remove a button. Instead, you change the command assigned to it as explained in "Add Needed Buttons" below. In Word 98 or Word 6, press Option, press and hold the button, release Option, and drag the button off the toolbar.

Use Keyboard Shortcuts

Learn the keyboard shortcuts for the functions you use most often. Then delete those buttons, too. You won't regret learning the shortcuts for Cut, Copy, Paste, Undo, Redo, Find, and Replace since those shortcuts work in many Mac applications.

Add Needed Buttons

Add buttons (or change them in Word 5.1) for the functions you use less often or for which keyboard shortcuts are complex or unavailable. Word 98 and Word 6 let you assign toolbar buttons to styles and macros as well as to commands.

To change buttons in Word 5.1:

- Click the Toolbar arrow button on the toolbar, then click Customize.
- In the Button Position list box, click the button you want to change. (Click on the arrowhead to see all the buttons.)



Can't recall where your files live? Insert a "document information" field, followed by /p, to add your document's name and location.

- In the Command list box, click the command you want.
- In the Button list of icons, click the button face you want.
- Press the Change button.
- Press the Close button.

To add buttons in

Word 98 or Word 6:

- Click Toolbars in the View menu, then click Customize.
- The Save In list box (Word 6 calls it Save Changes In) shows the templates that are open. The default is to save changes to the Normal template; if you are changing a custom template, you must click its name for the changes to be saved to that template.

- In the Categories list box, click Styles or Macros to add a button for a style or macro. Click All Commands to add a button for a command.
- From the list that Word provides, choose the style or command you want to add.
 - Word 98 automatically assigns the name to a button if there is no icon assigned. This is a disadvantage because text buttons take more room on the toolbar. To remove the text, press the Modify Selection button and click Default Style. Then, use the Modify Selection menu to assign a premade icon (click Change Button Image) or draw your own (click Edit Button Image). You can also paste an icon onto a button (click Paste Button Image).
 - Word 6 gives you a blank button when there is no icon automatically assigned. A Custom Button dialog box appears, which allows you to add a premade icon or the name. Press Edit to draw your own icon.
- Press the Close button.

Move Buttons

You can move buttons without opening the Customize dialog box. Just press the command key while you drag the button.

Customize Print Preview

In Word 98 and Word 6, you can also customize the toolbar in Print Preview. For example, you can speed up repagination by adding the Page Break button. In Print Preview, click Toolbars on the View menu. Word automatically selects the Print Preview toolbar. Click Customize and

follow the steps to add buttons above.



The format painter button is great when you have a couple of paragraphs that need special formatting.

A little attention to styles, templates, and toolbars can make you more productive. You'll feel smug every time you avoid the Brute Strength and Awkwardness Method. 🐼

User Group Store Reopens on the Web

In an effort to boost user group membership, Apple and PowerMax have reopened the Macintosh User Group (MUG) store on the World Wide Web. The store offers user group members discounts on:

- New hardware
- Equipment factory refurbished by Apple
- Used equipment bench-tested by PowerMax
- Software
- Closeout or discontinued merchandise
- Apple logo merchandise.

Your purchases give dBUG points that can be redeemed for selected MUG store merchandise. The MUG store is accessible exclusively through the World Wide Web.

Diane Cohn, Apple's User Group Liaison, explains that Apple handpicked PowerMax as its reseller partner for the MUG store. "They know their stuff—they've been selling and supporting Apple products for over twenty years. PowerMax people believe in customer service and are committed to giving user groups priority treatment."

To check out the store, visit <http://www.applemugstore.com/>.

The site is password-protected, and the login and password will change quarterly. The current month's login is "mug" and the password is "store." dBUG

will post login and password changes on the ExChange.

PowerMax will also give points to dBUG for members' purchases from PowerMax's Web site. The

MUG store site has a link to Powermax's Web site.

Buying from the MUG store is easy. Just call PowerMax at 1-800-844-3599, between 7:30 a.m. and

5:30 p.m. Monday through Friday. Identify yourself as a dBUG member, and PowerMax will do the rest. ☎



dBUG ExChange

dBUG's electronic bulletin board gives you email, conferences on a variety of subjects, chat, and an archive of shareware and freeware. It's a great place to get help with computer problems.

Internet

For \$13 per month, you can add World Wide Web access and Usenet newsgroup access to the email access already provided as part of regular membership. Send an email message to "Inet Cashier" or

Member Benefits

call the dBUG InfoLine at 206-624-9329.

Disk of the Month

Bring a 1.4 MB floppy disk to the monthly main meeting, and dBUG will fill it with useful freeware and shareware. Please note: dBUG cannot handle disk sizes other than 1.4 MB.

User Group Store

Special discounts for user group members at <<http://www.applemugstore.com/>>

Equipment Access:

■ Scanner

Scan an image with a Microtek Scanmaker X6EL color flatbed scanner during SIG or Open House meetings at the Resource Center.

■ Compact disc recordable drive

Burn a CD from your hard drive or Zip cartridges during SIG or Open House meetings at the Resource Center. dBUG requests a \$10 donation per session. (You may burn more than one disk in a session.) Blank CDs are available for \$6 if you don't bring your own. Allow one hour per disk.

■ Digital camera

Take snaps with a Kodak DC50 at main meetings or Resource Center meetings. Rent the camera for \$25 per week.

For more information, call the dBUG InfoLine: 206-624-9329

Visit our Web site:

<<http://www.dbug.org>>

dBUG Membership Form

Turn in this form with payment to a dBUG cashier at a main meeting, or mail it to:

dBUG, P.O. Box 3463, Seattle, WA 98114-3463
Please, NO cash by mail; only checks, VISA, or MasterCard.

Date: _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____

Home Phone: _____

Email Address: _____

Special Interest: _____

Are you an iMac owner? _____

Where did you hear of us? _____

Enclosed is my payment of annual membership dues to The Macintosh downtown Business Users Group starting the month of _____ 1999.

Regular Membership:	\$48.00	\$ _____
Family Membership:	Add'l \$24.00	\$ _____
Senior Membership (over 65):	\$36.00	\$ _____
Student Membership:	\$36.00	\$ _____

- Check here if you want information about our Internet connection at \$13/month.
 Check here if you **do not** want to be on our free announcement email list (3-4 posts/month).

Total Amount Enclosed: \$ _____

Check VISA MasterCard

Credit Card #: _____

Expiration Date: _____

Signature: _____

Please make checks payable to dBUG

For dBUG Use Only	Check Deposited <input type="checkbox"/>	Check # _____
	Charge Deposited <input type="checkbox"/>	Check Date _____
		Check/Charge Amount _____

dBUG
MacNews

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What is dBUG?

The Macintosh downtown Business Users Group is a nonprofit educational organization dedicated to the exchange of information between business users of the Macintosh computer and related products.

See page 7 for membership information and application.

For additional information, write to:

dBUG Membership Info
P.O. Box 3463, Seattle, WA 98114-3463.
dBUG InfoLine 206-624-9329

The ExChange {dBUG BBS}

Main Line: 206-624-8783
East Side: 425-746-2183
N. Snohomish County: 425-353-7197
S. Snohomish County: 425-670-2312

dBUG Officers:

President Ken Winkenweder
Vice President David Krafchick
Secretary/Treasurer/Cashier Cheryl Malstrom

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Volunteer Development:

Volunteer Consultant Joyce Schowalter

Internet Connection:

Inet Cashier Brian Rush

MacNews:

Editor/Principal Writer Tish Bailey
SIG Calendar Mark Jacobson
Proofreader Sandro Menzel

Submissions:


All articles must be submitted by the seventh of the month to be included in MacNews for the following month. Send submissions to <tish_bailey@dbug.org>.

	MON	TUES	WED	THURS	FRI	SAT
July Meetings	28 Internet Intro SIG Resource Center 6:30 p.m.	29	30	1 Open Thursday Resource Center 6 p.m. Members and guests only	2 Open Friday Resource Center 6 p.m.	3 Exchange.com Resource Center 11 a.m.
	5	6 iMac SIG Resource Center 6:30 p.m.	7 Board Meeting Resource Center 6:30 p.m.	8 Open Thursday Resource Center 6 p.m. Members and guests only	9 Open Friday Resource Center 6 p.m. New Member Orientation	10 Software Developers Workshop Resource Center 10 a.m.
	12	13	14 No Main Meeting In July 	15 Open Thursday Resource Center 6 p.m. Members and guests only	16 Open Friday Resource Center 6 p.m.	17
	19 FileMaker Pro SIG Resource Center 7 p.m.	20 HyperCard/AppleScript SIG Resource Center 6:30 p.m.	21 iRobot SIG Resource Center 6:30 p.m.	22 Open Thursday Resource Center 6 p.m. Members and guests only	23 Open Friday Resource Center 6 p.m.	24
	26 Internet Intro SIG Resource Center 6:30 p.m.	27 ExChange SIG Resource Center 6:30 p.m.	28 4th Dimension SIG Westwind Computing 6 p.m.	29 Open Thursday Resource Center 6 p.m. Members and guests only	30 Open Friday Resource Center 6 p.m.	31
	31 <i>Westwind Computing 510 NE 65th St. Seattle</i>	2 iMac SIG Resource Center 6:30 p.m.	3 Board Meeting Resource Center 6:30 p.m.	4 Open Thursday Resource Center 6 p.m. Members and guests only	5 Open Friday Resource Center 6 p.m. New Member Orientation	6 Exchange.com Resource Center 11 a.m.
2 blocks west of I-5, on the northwest corner of NE 65th and NE Ravenna Blvd.						

For last minute info on SIG meetings. . . call 206-624-9329.

Wanted: Shareware...
continued from page 1

To take part, just send an email to <jnewhoff@dbug.org> with a paragraph or two describing your favorite piece of shareware. You don't have to send me the software. I'll obtain the most recent version prior to burning the CD-ROM.

Creating the CD-ROM necessitates having everything ready in August, so don't wait! Send in your submissions now! 

EVENTS AND CLASSES

The Graphic Artists' Guild

7/28/99: Streaming technologies for the Internet (Flash, Shockwave, RealNetworks). For reservations, call 206-784-1351, on or before 7/23/99. \$15 for Guild members and students, \$25 for nonmembers.

9/29/99: ArtJam 3rd Annual NW Illustrators show. To participate, call 206-784-1351.

School of Visual Concepts Classes

Learn Photoshop 5, FreeHand 8, QuarkXPress 4, Javascript, and more. For details, call (206) 623-1560 or visit <http://www.svcseattle.com/>

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