

OTTAWA



PC NEWS

The Newsletter of the Ottawa PC Users' Group (OPCUG)

*Internet SIG*

## The Absolute Beginner's Guide to the Internet

by David Curling

Puzzled about the Internet? Confused by the media hype? The OPCUG Internet SIG has a learning program for you! Because of the intense interest in the world-wide network of connected computers—the Internet—and the fantastic opportunities for personal and world wide business communications, the SIG presents three separate Internet learning sessions, starting April 13 and continuing on May 11 and June 8. The SIG meets at 7:30 pm at the RMOC building, 111 Lisgar St., Ottawa.

The training is at the absolute beginner's level—and it's free, presented by the SIG in the spirit of the Internet.

### The confusion

Confused by the many titles in your favourite booksellers and PC Magazines devoting special issues to the Internet? What is the Internet? How can I use it? What is the Information Highway? More to the point, how can I learn about the Internet and improve my personal and business communications opportunities. How

can I find out what's guff and how to apply a reality check to the current avalanche of information on the Internet?

The Internet SIG program is aimed at the absolute beginner's level. Esoteric IT discussions on Winsock, scripts, or .INI files are not covered. This is left for the Internet SIG discussion conference where any OPCUG Member can ask and have a quick and expert opinion or solution offered—online.

The Program introduces the Internet to people who want to get an understanding of the basic skills needed to use the Internet for improvement of personal and business world wide communications.

### Internet basic skills

The resources of the Internet include electronic mail, data transfer, and information retrieval. A set of concepts, language, and computer management skills are required to ensure effective use of the Internet. That is, a basic set of skills is required to understand the rapidly changing face of the Internet, the volume of me-

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dia “hype”, and information on what makes the Internet “tick”. You might say “It’s the Flavour of the Month and will pass like all the other computer hot key topics. I don’t want to know all that stuff. I finally got rid of the DOS command line and I don’t want to get all that useless stuff about FTP, Telnet, World Wide Web, TCP/IP, and all that other guff you hear about the Internet. All I want to do is start clicking on my Windows Internet Apps.” But you might be wrong!

*Continued on page 2*

**NEXT MEETING : TUESDAY, March 28, 1995** details on p. 3

## Do I want to go net surfing?

The problem is how do you get there from here? What connections to the Internet are out there and what is the best connection deal for me? Well, braced with some understanding of Internet fundamentals, connection options, Internet electronic mail, remote access applications, and tools for knowledge retrieval, you can make a calm decision away from the hype of service providers and the media.

## What's covered?

Each session is a lecture and interactive presentation of two hours. The material is not a standard stand up training information dump. SIG members who have expertise in a particular topic will elaborate on the subject that they have explored and provide "experience gained" information.

Some computer literacy is required. However, the arcane language of IT communications will be avoided with learning aimed at practical application of the Internet capability.

Over the six hours, you'll receive a brief review of Internet

fundamentals and connection options, followed by a discussion of:

- E mail services: world access to email, including the use of individual and business addresses and the question of domain names
- Remote access applications: the File Transfer Protocol (FTP) and understanding how the Internet provides remote access and transfer of data to and from world wide sites
- Tools for knowledge retrieval: representative Internet software tools designed for information retrieval of Gopher, Archie, and Veronica
- The Web: the World Wide Web capability is explored and typical Windows software application demonstrations provide insight into the Web and its capability. Sites providing products, software, services, and entertainment are to be reviewed on a time available basis.

## Software demonstrations

Internet application demonstrations, which are to supplement the formal information, ranges over the BBS Mail, Unix Shell, and the current explosive use of Windows applications. On line demonstrations include connections from BBS's, Unix

Shell programs, and the latest killer software applications.

## Prerequisites

Prior to attending the first session, I recommend that you download and review the compiled menu program ROADMAP.ZIP. The Roadmap files comprise the text of a complete University of Alabama workshop conducted by email for 60,000 students in the Fall of 1994. The Roadmap Menu guides you to 30 lessons that can be completed off line. You might also download and view the slides to be used during the Internet basic skills sessions. The slides and their viewer (INSKLS.ZIP) and ROADMAP.ZIP are available in the Internet SIG file section on The PUB. The reference text for the program is the Canadian Internet Handbook, 1995 Edition.

## Registration

The sessions are open to OPCUG members. For registration information, either call David Curling at 731-5381 or leave a message on the PUB for Micheline Johnson, with your full name and contact telephone number. As space is limited at the RMOC, call early to reserve your seat.

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## Letters to the Editor

**W**e want to hear your comments. A new section, entitled Letters to the Editor, will be added to the newsletter next month. Tell us what you think about new products, computer industry news and trends, last month's presentation, tips and tricks, or even your child's favourite CD-ROM. Letters will be

edited for grammar and brevity. (author's name can be withheld if requested and appropriate). Send your comments via The PUB BBS to @EDITOR, or mail your comments to OPCUG, Attn: Editor, 3 Thatcher Street, Nepean, Ontario, K2G 1S6.

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# Cisco doesn't kid

by Julie Dustin

**W**e've heard much about the front-end of Internet but what really holds it together? Why is it so easy to communicate with Singapore or Australia at 2:00 a.m. on any day of the week? On Tuesday, March 28, Patrick Smyth, Ottawa account manager for Cisco Systems, will give us a glimpse of the hardware and software that holds the Internet backbone together. Smyth explains, "80% of Internet nodes are supplied by Cisco. We are the routers of the Internet."

Cisco Systems, based in San Francisco, is a 10-year-old company which was started by professors from Stanford University. The company supplies Internet working devices (ID) such as routers and switches as well as the software, network design and consulting that is required for such complex systems.

## Webbing

Along with some facts on the history and future of the data communications industry, Smyth hopes to conduct a live Internet demo on March 28. "I plan to conduct searches around the world using a web crawler to show you how easy it is and the treasures of information that are already out there. For example, I am a partner and pilot for a Cessna

## Calendar *(subject to change)*

**General Meeting Location:** Sir Robert Borden HS  
131 Greenbank Road

**General Meeting Time:** 7:30 p.m. to 10 p.m.

Date	Topic
Tuesday, 28 March	See this page
Tuesday, 25 April	Lotus Notes
Tuesday, 30 May	To be announced

SIG meeting	Date and time	Topic	Location
Internet	April 13 May 11 June 8 7:30 pm	Absolute Beginner's Guide to the Internet	RMOC, 111 Lisgar St., Ottawa
FOX	April 18 7:00 pm	Visual FoxPro 3.0: preview	Jean Talon Conference Room, Jean Talon Building, Tunney's Pasture

plane. Recently one of the partners broke a wing tip and we knew it would take at least 3 months to get the part. We did a web search on the Internet to find spare parts and got almost 150 references for Cessnas."

## Dramatic changes

"Internet is going multimedia and this will continue to change dramatically over the next 5 years," Smyth predicts. "We are seeing dial-up "SONET\*" speed which ranges between 150 megabytes to gigabytes per second (the latter being the low-end speed for backbones between cities). ISDN lines are also experiencing great growth because of Bell and the other carriers, such as Unitel, modifying their

lines. Sooner than you think, you will be able to purchase an ISDN terminal adapter for your at-home computer and use these lines. Prices are dropping dramatically—an 8-port ISDN card is currently listed at \$1,400 Cdn."

On March 28, Cisco will hold free draws for Cisco manuals such as "Introduction to Internet Working" and "Internet Working Fundamentals" and CD-ROMs with complete documentation.

\* SONET=Synchronous Optical Network, a Bellcore specification that defines standard optical signals and synchronous frame format for multiplexed digital traffic.

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# WordPerfect, finally a Windows word processor

by Chris Taylor

**W**ordPerfect 6.1.(WPW 6.1)... now there's a Windows word processor! It's stable. Unlike many previous releases, this release rarely crashes and has a fantastic feature set. The folks at WordPerfect Corporation (Novell Application Group) have finally decided that even if they know more about how things should be done in Windows, the rest of the world disagrees. WPW 6.1 feel like a Windows program. Gone are many of the maddening inconsistencies with the way the program works. By default, they now assume you will be using the Windows printer drivers which do a *much* better job of handling graphics that come in via the clipboard. Only through a custom install can you set up a WordPerfect driver. More of the keystrokes follow Windows standards. Fortunately, they did retain their wonderful file open/save dialog boxes which can almost take the place of a file manager [we agree: editor].

## Features

WPW 6.1 picks up features that Word 6.0 had. Paragraph-based styles have been added to WPW 6.1's already powerful character-based and open styles. It has also fully embraced the concept of document templates. Right-clicking just about anywhere on the screen, such as over the text, menu bar, tool bar, power bar, status bar, or in the margins,

brings up an appropriate quick menu. They even renamed the Button Bar to Tool Bar and added "Quick Tips" similar to Word's ToolTips—tiny labels which pop up at the mouse pointer when you pause the pointer over a button on the toolbar. It supports OLE 2 as a server and a client, including in-place editing and drag-and-drop across documents or applications.

## Undo and more

The feature set has leapfrogged over Microsoft Word. It has a QuickCorrect feature similar to Word's AutoCorrect. But it can also ensure there is only a single space—or two if you really want them—at the end of sentences. It can even remove an extra space between words in the middle of a sentence. While Word has a "shrink to fit" feature whereby you can reduce the number of pages a document takes, WPW 6.1 does it better by allowing you to expand or shrink the document. It also gives you better control over the process by allowing you to specify what you want adjusted: left, right, top, bottom margins, font, or line spacing. While you can have only a single toolbar on-screen at one time (in addition to the Power Bar), it can have up to three rows of buttons. WPW 6.1 can be configured as high as 300 levels of Undo. And, the Undo/Redo history can be stored in the document when you save it, allowing you

to undo actions from a previous editing session!

## Move with space

One of the slickest new features involves moving text. Whether done through the clipboard using Edit, Copy/Cut/Paste, or by dragging and dropping, WPW 6.1 ensures that there is a single space between words, both from where the text is removed as well as to where it is added.

## Templates

Toolbars, keyboard layouts, and menu structures are stored in document templates. This makes it very easy to have customized menus or toolbars based on the document's needs. For example, a template used to create newsletters could have a button on the toolbar for creating drop caps. The File menu could be modified to add a Publish option that e-mails a Postscript file to your service bureau. You can store as many toolbars, keyboard layouts, and menu structures as you want in a template and switch between them with a simple right mouse-click over the appropriate screen element. Very slick! When using templates, the menu structure and tool bars stored in the default template are always available and a template editor makes it easy to copy things like menu structures and button bars from one template to another.

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# Norton pcANYWHERE version 2.0 for Windows

by Harald Freise

In Symantec's often light hearted and excellent presentation at last month's general meeting, Blair Canavan and Doug only briefly touched on a jewel of a program—pcANYWHERE version 2.0 for Windows.

Long have I wished for a simple to install and configure program to remotely access PC's from another PC not necessarily in the same city or office. I

quirements and potential conflicts. So far; no problems encountered.

## Setup

On setup, the program is supposed to detect the system configuration automatically. In one instance it didn't. It chose a generic 14.4 modem instead of the Intel SatisFAXtion 400i (otherwise listed the modem selection section.) It did guess COM 2 correctly and worked

first shot after the correct modem was selected. Unlike so many other communication products these days, pcANYWHERE allows user-definable modem settings which allows customization of modem parameters to either optimize (or screw-up) your modems performance.

One of the nice things is that it

doesn't replace or change your Windows keyboard, mouse or display drivers, or INI files. It backs up your configuration files to its installed directory for safe keeping. Being a good Windows citizen it also provides an Un-install program to remove itself from your hard drive. I only wish more Windows programs provided this feature.

## Norton Assistant

To further assist you in correctly setting up the various set-

tings Symantec provides you with the Norton Assistant. This interactive help tool prompts you for settings one step at a time and virtually walks you through selected configuration processes. Topics range from "Add a Telephone Number prefix or suffix" to "Configure a Gateway."

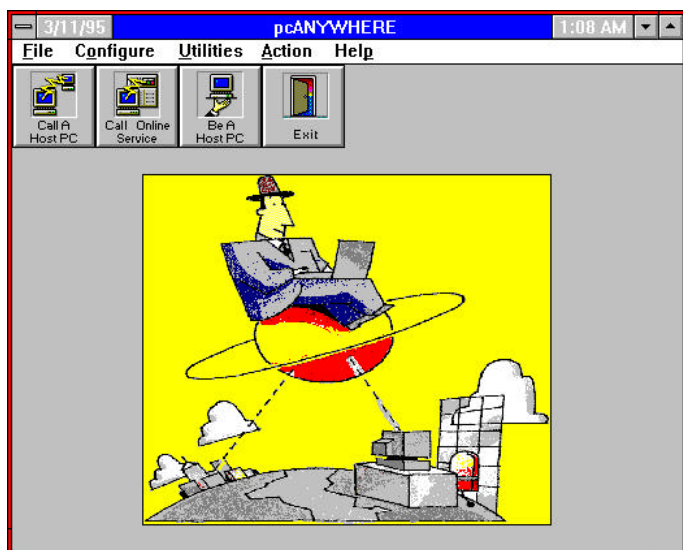
## Managing files

Laptop road warriors and teleworkers will appreciate the enhancements to managing files. pcANYWHERE provides automatic file and directory synchronization, compare, and cloning, to help you manage files on both host and remote PCs. This can be for all files in a directory or only to a selection of files. Be very careful when cloning a directory, because files in the destination directory that aren't in the source directory are DELETED! Ouch.

Once connected to a remote site instead of copying a bunch of files pcANYWHERE allows you to map or assign an available drive letter to a remote drive. This allows an application running on the machine your calling from to access the data it requires on the remote PC you are calling to. This feature can save a lot of unnecessary file transfers between machines.

## Security

You may wonder if there are any security problems associ-



also have to admit previously using pcANYWHERE, but that was DOS based and took a whack of conventional memory as a TSR. On a network there isn't that much conventional memory to start with and any additional TSR was regarded with contempt and led to a whole new crop of conflicts to sort out.

Eureka! Finally, no more TSR required to run pcANYWHERE for Windows! The use of VxDs (virtual device drivers) minimizes memory re-

*Continued on page 6*

ated with remote access. Well there are and Symantec has thought of most of them. Data encryption, restrictable drive access, restrictable file transfer rights, on the remote PCs floppy, hard (fixed) and network drives are configurable to read/write, read-only, or no access to a type of drive. The Host can even log failed call attempts and can acknowledge or deny a call based on a combination of a login name plus a password.

A bi-directional Gateway can be set up to allow users on a network to share one number/one modem for both incoming and outgoing remote control sessions. Support is included for both modem and network connections. (Support for Banyan Vines (v.5.0 or better), NetBIOS, Novell Netware IPX, NASI/NCSI, Telbit ACS

and TCP/IP WinSock 1.1-compliance are listed.)

## Windows support

Windows is supported well. Using two 14.4 modems Windows performance isn't as bad as previous versions but, seamless it isn't. Windows features supported are drag-and-drop, remote clipboard transfer, full-screen DOS/Windows sessions, OLE 2.0 (server), and long file names in case you might want to migrate to Windows 95 some year.

## Automating and debugging

There is a separate, and rather substantive manual included titled "Creating the Norton pcANYWHERE Scripts" intended for automating both DOS and Windows sessions. There is also a "Learn Mode" which records any session and

automates the procedure for future use. One of the other gnarly features is that one can record on line sessions and play them back using VCR-like controls, which can be handy in debugging scripts or running user tutorials.

In a nutshell pcANYWHERE is a very reliable remote-computing package. It has a lot of excellent features and above all; it works!

## Realistic requirements

Intel 80386SX or higher, including Pentium  
MS-DOS 3.3 or higher  
DR DOS 6.x or higher  
Windows 3.1 running in Enhanced Mode  
8MB ram required  
6MB hard disk space  
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## Macros

Especially useful for those who must support WordPerfect, the macro language has been expanded. Dialog boxes for macros are constructed in a visual manner using the new dialog editor. There is support added to enable "writing coaches" which are automated routines that can step a person through a complex task. While the on-line help is woefully inadequate and the manual says nothing about "writing coaches", there is a 240KB file on The PUB which contains source code and instructions that makes it possible to write coaches. At work we wrote a coach that walks people through the process of adding

a toolbar button that runs a particular macro. This macro is a dialog box that provides one-click access to our commonly-used macros and templates. Since it is important that all 200 users on the LAN have access to this macro, the coach makes the process bullet-proof and reduces support calls.

## System requirements

WPW 6.1 requires a *lot* of horsepower. A full install takes over 30MB of disk space, and running the program takes 12% system resources, with 2% of those system resources not being returned when the program is exited. While this would normally be of grave concern, this 2% loss happens only on the first load of the

program. From then on, you can load and unload the program as often as you want with no further loss of system resources. I would not even consider running it on less than a 486/33 with 8MB RAM (having 12 or 16MB RAM helps a lot). If you are currently running with version 6.0a (or crashing all the time with 6.0), upgrade immediately. If you are happy with the feature set in 5.2, and don't care about fancy features, you may find the slowness of 6.1 a disappointment. But if you have a machine that can handle it and want a word processor that truly has the best feature set available, take a look at WPW 6.1.

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## Visual FoxPro 3.0: sneak preview

**F**or months now, Microsoft has been working hard on a new version of FoxPro. This version is designed to compete head on with client-server development tools such as PowerBuilder as well as turn FoxPro into the premier database development tool from Microsoft. From all indications of the beta version, they have met and surpassed their goals.

The feature list of Visual FoxPro 3.0 reads like a wish list

from developers: data dictionary, a full event handler, OLE 2.0 controls, remote server capability, OOP language, and a Microsoft interface. To be released later this year, Visual FoxPro will set new standards in databases. With new Wizards, Builders, and properties, developers will find building applications in FoxPro not only fast but enjoyable as well. The latest beta release of this product will be shown at the next meeting of the Fox SIG,

to be held April 18th in the Jean Talon Conference room in the Jean Talon Building, Statistics Canada, Tunney's Pasture. The building is within Tunney's Pasture, the third on the right from the corner of Scott and Holland.

The meeting will begin at 7pm sharp as there is an awful lot to cover in this incredible new product. Bring your friends to witness this spectacular event!

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### Club news

## Ontario Computer Fair

**T**he Ottawa PC Users' Group is pleased to be in attendance at the next Ontario Computer Fair to be held on April 29/30 at the Nepean Sportsplex. Check the April issue of the Ottawa PC News for more information. In the

meantime, we are looking for helpers. If you can afford to spend half to a full day helping the OPCUG display, please call Willem van Dijk at 256-3054, or leave a message for him on The PUB.

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### Club news

## Prize winners

by Mark Cayer

**T**he Ottawa PC User's Group thanks the Symantec Corporation, who are celebrating their 10th year in Canada, for donating these prizes at their presentation in February. The prizes, and the lucky winners were:

Full version of ACT software and a Daytimer

- Carl-Henri Gomez

ACT software, limited edition

- Peter Slinn

Norton Utilities V8.0

- Phil McGuire

Symantec Game Packs

- Peter Hecht
- Stan McRoberts
- John Middleton
- Marc Riou
- Mary Seal

The winner of a copy of the "Internet Yellow Pages" (donated by Jerry Gault) at the Internet SIG meeting held on March 9 was Howie Macumber.

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## Ottawa PC News

Ottawa PC News is the newsletter of the Ottawa PC Users' Group (OPCUG), and is published monthly except in July. The opinions expressed in this newsletter may not necessarily represent the views of the club or its members. Deadline for submissions is the last day of the month prior to publication.

### Group Meetings

OPCUG normally meets on the last Tuesday in the month except in July at: Sir Robert Borden HS  
131 Greenbank Road, Nepean.  
Meeting times are 7:30 p.m. to 10 p.m.

### Fees

Membership: \$25 per year  
Disk-of-the-Month: \$25 for both 5.25 in. and 3.5 in. diskettes (10 diskettes)

### Mailing Address

3 Thatcher St., Nepean, Ontario, K2G 1S6  
Telephone answering machine 723-1329

### Bulletin board—the PUB (BBS)

Up to 14.4 kbps v.32bis 228-0665 (6 lines)

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### Treasurer

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### Internet SIG Coordinator

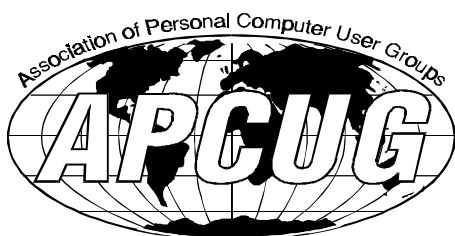
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### Paradox SIG Coordinator

Larry Chop 236-8761 (days)

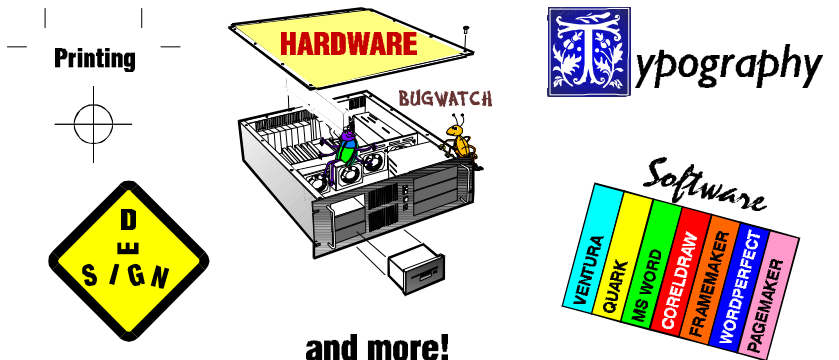
### Windows SIG Coordinator

Philip Baker 247-9555



Ottawa PC Users Group

# DESKTOP PUBLISHING Special Interest Group Meetings



and more!

**WHO:** All Desktop Publishers

**WHAT:** Special Interest Group meetings

**WHERE:** Digital Paradise, Suite 200, 14 Colonnade Rd.

**WHEN:** 2<sup>nd</sup> Tuesday of the month, 7:30–9:30 pm

**WHY:** To learn, share, network

For more information, contact SIG Coordinator Bert Schopf at (613) 838-3492