## NEW DAY & LOCATION FOR MEETINGS

All General meetings of the Ottawa PC Users' Group will now be held on the last **TUESDAY** of each month at Rideau High School, 815 St. Laurent Blvd., Ottawa (see map below).   Meeting times remain unchanged. This year's Annual General meeting will be held on February 26, 1991 at our new location.

Our Guest Speaker is Jennifer Hum from Energy, Mines and Resources. Jennifer will give a talk and demonstration of a unique digital chart of the world.



## MS WORD & FLUIDITY OF TEXT

*By Mark Baker*

When teaching word processing, my most important props were a vase, a glass and a bowl. I filled the glass with water before the class and, in my introduction, I poured the water from the glass to the vase and from the vase to the bowl, commenting that, although the water remained the same, the format in which it was presented changed. (Water is water, but would you drink from a vase?) It is easy to change the format in which water is presented. It has not always been so easy with text.

Computers make it possible to treat text as a fluid. When you use a typewriter, hitting a key produces a physical imprint on the paper. The size, shape and placement of this imprint is instantly and permanently determined. When you type on a computer keyboard, no mark goes onto the paper. The size, shape and positioning of the characters that will come out of your printer are entirely undetermined at that point.

This means that you can compose your text without any thought as to how it will be presented on paper, or you can have your formatting all set up and simply pour your thoughts into it as you type.

Unfortunately, most word processors today do not fully exploit the potential of fluid text, as they still bear the legacy of the early word processors which were deliberate attempts to emulate the typewriter. Fortunately, I was teaching the one word processing program which fully exploits the potential for the computer for creating documents: Microsoft Word.

Microsoft Word is the number two word processor in the PC world (number one on the Mac.) Number one, of course, is WordPerfect.   The   central   difference between WordPerfect and Word is that Word is a pure word processor, designed and thought out from the beginning to take full advantage of the microcomputer. WordPerfect is incredibly rich in features and supports every printer in the known universe, but all this richness surrounds a core which is still an electronic typewriter emulator with a few tricks borrowed from dedicated typesetting machines and Unix batch text processing programs.

The essence of Word's genius is that it does away with inline codes. If you look at a Word file in a file viewer, you will see that there is a short header followed by the text of the document in pure ASCII with no codes, and then a lengthy footer where all formatting information is stored with pointers into the text.

Just tell Word what formatting you want and it takes care of the details.

Word's style sheets build on this. A single style sheet can be used for many documents, and you can change the whole appearance of a document just by changing the style sheet or attaching a different one.

One of the keys to this formatting flexibility is that features such as paragraph indents and inter-paragraph spacing are not accomplished by hitting the tab key or hitting the return key twice. Instead, they are characteristics of the paragraph as defined in paragraph formatting and, of course, these characteristics are inherited by new paragraphs as you type. You do not do any formatting with characters, thus making your text completely fluid. It can be poured into any mold at any time.

On a typewriter, you format and write at the same time. Though WordPerfect increases the editability of formatting, it still works the same way. Word recognizes that, in a computer, text exists in an amorphous state not available with any other machine. By keeping formatting rigorously separate from text, it exploits this formless state of the text to provide amazing speed and flexibility.

Word is quicker to use and easier to learn than WordPerfect. It has numerous features and good printer support.

## CONTENTS

*Meetings are held at Rideau High School, 815 St. Laurent Blvd., Ottawa*
*Last Tuesday of the month - 8:00 p.m. to 10:00 p.m.*
*No meetings in July and December*

## MS WORD & FLUIDITY OF TEXT

Word is the first real word processor. WordPerfect is the last and greatest extension of typewriter simulation.

Of course, having a good underlying design is not enough. A word processor must be sound in all its aspects.

Word is superior to WordPerfect in many ways. Among these are:

1. It treats text files like text files and doesn't do strange things to them as many have experienced with WordPerfect.

2. Since Word does not use inline codes, you do not have to find, edit or remember codes. To apply formatting to text, just select the text and choose the formatting from the menu or use keyboard shortcuts. This allows you to concentrate on what you are writing without pausing to think about the size of the margins or which typeface to use. It increases both productivity and the quality of your document.

3. Word fully supports a mouse. WP5.1's mouse interface is a tacked-on kludge. Word's is intrinsic and powerful. Word works well without a mouse, requiring about half the keystrokes per function of WordPerfect.

5. The DOS version of Word has an optional graphics mode which looks very much like ordinary text, except that it allows for italics on screen, varieties of underlines, a proper mouse pointer, pixel-by-pixel mouse movement, and a host of other good things. Of course, there is Word for Windows for those who want true WYSIWYG.

6. Word allows up to eight windows which can contain different documents or different views of the same document. WordPerfect allows only two documents on a split screen.

7. Stylesheet formatting in Word is superb. You can treat text and formatting as two separate entities. You pay no penalty for writing away and worrying about formatting later. Or you can have the formatting all set up beforehand and just pour your text into it. WordPerfect still can't separate text and formatting. (Try converting a table from left-aligned tabs to right-aligned. In Word this takes four seconds. How long it takes in WordPerfect depends on how fast you can retype the table.)

* * *

## CHAIRMAN'S REPORT

The past year has been an eventful one for our Group, and it is with pleasure that I fulfil my constitutional duty and present you with the first annual Chairman's Report.

Ten General meetings were held at the National Research Council on Sussex Drive. Speakers tended toward the technical and included representatives from major companies such as Microsoft, WordPerfect, Ashton-Tate, Borland, Hewlett-Packard and Xerox.

Most of these meetings were well attended and many of the speakers generously donated one or more prizes. In retrospect, we probably leaned excessively toward product-oriented talks and will aim for some more general evenings in the future.

Unfortunately, we are no longer able to conduct meetings in the NRC facilities since our confirmed bookings were recently cancelled on security grounds. Your Executive scrambled to find alternative arrangements and, in the process, have become experts in where, when and for how much rooms are available in the Ottawa area.

We have made arrangements with the Ottawa Board of Education to rent the auditorium at Rideau High School for the coming meetings. Please note that these meetings will be held on the last **TUESDAY** of each month except for July and December.

Twelve Executive meetings were held during the year to discuss the day-to-day Group affairs. Topics usually covered included speakers, the Newsletter, the bulletin board, membership, the treasury and the Constitution. Details of these can be found in reports by the respective Executive members.

Major expenses incurred covered the Newsletter (a 386sx computer and a laser printer) and the PUB (a 660MB disk and the addition of a 4th line).

Mike Schupan retired as SysOp this year after several years in this capacity. He plans to continue on as an advisor in the design of the PUB. Our thanks go to Mike for his time-consuming efforts. Our newly appointed SysOp is Jean Fortier who is already known to our BBS users.

We all owe a debt of gratitude to Eric Clyde who, tirelessly and with utmost patience, produced our new Constitution through numerous drafts and Executive meetings before its presentation to the entire Group.

Many thanks are also due to our retiring Secretary, Claude Jarry, both for his reasoned and wise counsel and for his ability to produce comprehendable Executive minutes for some of the longer meetings where consensus was difficult or impossible to achieve.

Much gratitude is also due to our Newsletter Editor, Bonnie Carter, who has achieved what may be a record in producing a professional newsletter on time each month.

The one time we had a reduction attendance at a General meeting attests to the importance of timely production and delivery. The August Newsletter was delayed because of the unavailability of the mailing labels.

There are many others who have worked long hours in the interests of the OPCUG. Our appreciation and thanks go particularly to Chris Taylor who took care of The PUB's equipment and performed day-to-day maintenance of the BBS for over two years and hosted many of the Executive meetings.

Also, as Software Librarian, with the help of John Ings, he continuously puts together the Disk-Of-The-Month, which always contains useful utilities and applications.

In conclusion, I would like to thank you, the members of this vibrant Group, for your faith in electing me to this position and for your support throughout the year. I wish my successor similar support, and I look forward to handing over a healthy institution to him.

David Terroux
Chairman
OPCUG

# NOMINATING COMMITTEE'S REPORT - Stuart Moxley

The Nominating Committee is pleased to report that the following members have agreed to stand for nomination to the following positions: President, Douglas Poulter; Treasurer, Tony Frith; Secretary, Norman Dafoe; Convenor, Paul Green; Membership Chairman: 1) Harald Freise 2) Carl-Henri Gomez.

Pursuant to Article III of the OPCUG's Constitution, a ballot is included with this Newsletter as two members have declared their candidacy for Membership Chairman.

**Please note:** This is the only ballot you will receive. Ballots will <u>not</u> be available at the meeting. The ballot may either be mailed to the OPCUG, 3 Thatcher Street, Nepean, Ontario, K2G 1S6, Attn: Election Officer, or brought to the February meeting.

We noted certain discrepancies in the nomination and election process, none of which we feel would be grounds to invalidate the election. As the Constitution was not passed until September 1990, a Nominating Committee was not created until the October meeting.

We feel that there was still adequate notice given to members should they have wished to be nominated to the Executive.

The Nominating Committee declared that nominations had to be received by December 31, 1990 in order to give the Committee time to prepare its report and organize an election. No nominations were tendered after this date. The closing date for nominations should be formally set out in a set of election rules.

We agreed that Ted Soroczan will act as the Election Officer and the two other members as scrutineers. The Constitution does not provide for the appointment of an Election Officer.

We wish to thank those members who volunteered to stand for nomination or to assist the Group in other capacities. The Committee will be forwarding a more detailed set of recommendations to the new Executive regarding possible changes to the election and nomination processes in the Constitution.

\* \* \*

*Editor's Note: Neither the Executive or the Editor assume any responsibility for the claims or accuracy of any statements made in these platforms.*

## Re-elect Carl-Henri Gomez as Membership Chairman

1990 has been a turbulent but productive year. From the solid foundation left by my predecessor Claude Jarry, I built a comprehensive database for the Group. We have now a profile of the membership, its interests, the Hardware and Software they own, etc. Now, the choice of a pertinent topic for our monthly meeting became one query away. I redesigned the membership card to give it a 5 years life span. The card is barcoded in order to register electronically level of attendance and to let a hand-held computer pick winners of numerous door prizes. I used my personal equipment for the benefit of the group without compensation and was able to register and issue a card immediately when possible.

I sought funding for the '1000-members-sponsorship-drive in order to increase our ranks. A larger group will command more respect from Corporations and will permit us to offer better presentation and services to our members.

I am glad that I have an opportunity to offer a platform for the coming membership year. I am seeking another term because I have unfinished projects .

I will be accepting others means of payment like VISA, MasterCard and American Express, doing so will permit members to pay electronically through the BBS or a call to the Membership Asst.: Marc Riou or myself. I will continue to fight to force the Executive to be responsive to the wishes of the members.

Please do cast your vote as it is essential to tell me the degree of your approval. A vote for me is a vote for progress, a vote for a modern and tuned Group at the edge of Information Technology. Happy voting!

**Carl-Henri Gomez**

## Why I Would Like To Be Membership Chairman

The fundamental part of the Membership Chairman's job is to maintain an up-to-date and accurate list of members. He must also ensure that this list is available to the rest of the Executive, especially the Newsletter Editor and the SysOp, so that members do not experience problems getting their Newsletters or obtaining access to The PUB.

I want to bring to the Executive some ideas which I feel will make the day-to-day operations of the Group run smoother.

Should I be elected as Membership Chairman, I will bring to the OPCUG the experience and knowledge that I have gained in the business world as an independant computer instructor and consultant. My work involves dealing with individuals from all walks of life, designing various computer applications such as customized programs, databases, etc.

My own business is built on one thing... service. As your Membership Chairman, I believe that I can offer and maintain this high level of service. One of my aims is to be as accessible as possible to you, the members, and to make your dealings with me as sweet and simple as possible. I will work with the Executive to build on the foundation that has been created by my predecessors.

I want to return to the Group what it has given me over the past four years. I have enjoyed the benefits of belonging to a first-rate club which has given me the opportunity to meet and discuss with other members common interests in computing.

I have learned a lot through the Newsletter and the PUB. Many of my questions over the years have been answered by fellow members and through the various special interest groups. The disk of the month provides me with a wider view of programs I would not otherwise be exposed to. I appreciate those whose efforts have gone into providing me with these benefits.

I ask for your vote to allow me the opportunity to repay the debt I owe the Ottawa PC Users' Group and to serve you.

**Harald Freise**

# SECRETARY'S REPORT

*By Claude G. Jarry, Secretary*

The new Constitution requires the Secretary to prepare, for the membership, a summary of discussions held by your Executive during the past year.

From January 11, 1990 to February 11, 1991, your Executive met twelve times. On average, these meetings were attended by nine members. The topics discussed revolved mainly around membership, the Newsletter, the PUB, speakers and finances.

Two subjects were the focus of the Executive's attention in 1990: a $5.00 increase in annual dues, approved at the February General meeting, and the adoption of the new Constitution at the September General meeting.

Procedural wrangling at the June Meeting led to the disappearance of quorum. The approval process was recessed and was supposed to be repeated at the August meeting. However, since the mailing list was not available, the Newsletter alerting the membership about this important event could not be sent out. It was approved by the membership on September 26, 1990.

One of the happier moments in the past year's Executive meetings was a motion to recognize "the important and valuable contribution of time and effort of three members" to the OPCUG: Eric Clyde, my predecessor as Secretary for many years, who co-ordinated discussions of the Constitution through the nine drafts that he prepared; John Ings, our Software Assistant, who works tirelessly in search of new material for the disk-of-the-month; and Marc Riou, one of the early members of the OPCUG, who continually volunteers his time and effort, particularly with the manual stuffing, labelling and stamping of Newsletter envelopes. This motion was carried unanimously, and to express our gratitude in more tangible terms, we awarded each of them a free one-year Membership.

Since 1985, the OPCUG had been meeting in the NRC's auditorium. The Secretary, on behalf of the Executive, had to request a "Permit to use facilities and equipment of NRC" on a yearly basis. This was always done in mid-year for the following year. We did indeed receive our permit for 1991 in early November only to have it later revoked because the NRC,

celebrating its 75th Anniversary in 1991, needed all its facilities during the year.

However, because the permit had already been granted and given the short notice we received, the NRC was good enough to give the Executive some time to find a new meeting place so that we could hold our January meeting as originally scheduled. Unfortunately, this too was revoked on January 17, 1991 for security reasons due to the events in the Middle-East.

## Some Thoughts About The OPCUG

Well, that completes my report. Had it not been for the events in the Middle-East, we would have had our Annual General meeting and election of the new Executive in January, and I would now be looking forward to attending the February meeting, for the first time in four years, strictly as a member, like everyone else.

Since I had decided not to run again back in August and since I have no axe to grind, let me tell you how hard-working and dedicated each and every member of your Executive is. I decided to step down for two reasons. The first one was because there appeared to be a "no matter what the Executive decides, I'll do my own thing" attitude. Though probably not intentional, I felt this attitude could become disruptive and undermine the efforts of the Executive to provide the best possible direction to the OPCUG.

Like any group, your Executive is made up of different people, each with his or her own talents, way of thinking and way of seeing things. As is to be expected, there can be some very strong differences of opinion amongst such diverse personalities. But, after matters are debated and a decision is adopted, a consensus is usually reached. This "cabinet solidarity" is NOT to hoodwink the membership, but to avoid a sense of divisiveness and of working at cross-purposes.

Although I have heard it said that the Group's Executive was composed of self-perpetuating people who were interested only in maintaining the status quo and seeing to it that no one rocked their placid little group, nothing could be further from the truth. Yet, either through a misunderstanding of mandates or a refusal to adhere to the usual rules, some strong dissensions occurred. I find this repugnant and I hope the next Executive can carry out

its functions without having to put up with this kind of situation.

Make no mistake about it. All the members of the Executive are hard-working, dedicated and, each in their own way, well-intentioned. It's just a case of oil and water not mixing very well, and if one member decides that his way is the only way to perform his duties, regardless of the concerns of the Executive for the overall well-being of the Group, that member -- no matter how well-intentioned he may be -- should seriously re-think his options.

My second reason is that, after four exciting years, it was time for someone else to take my place. During these years, I believe that I contributed something to the OPCUG and that the membership benefited from my work, but I gained much more than I brought. I learned a lot about computers as well as how a group such as ours functions. Most importantly, I met some great people who are always ready to help by providing their knowledge and experience, and I found people whose friendship will, I hope, last for many more years.

What the Group is today is due in large part to the work of all the Executives of the OPCUG since I joined nearly seven years ago. Let me name the Past Presidents who built up the OPCUG from a handful of members then to close to 500 today: Mike Luckham, Gord Hopkins, Anne and Stuart Moxley and Harry Gross. To these names, now add David Terroux who led the Group through an eventful and important year.

Others have also left their imprint: Tim and Terry Mahoney, who continue to provide a wealth of technical advice about computers and keep abreast of market conditions... Mike Schupan, our first Librarian, who was largely responsible for setting-up the PUB... And who hasn't been helped by the proverbially good-humoured Chris Taylor, either as Librarian or through his advice on the PUB.

Apart from the Executive, other members are also very active. Many amongst you could contribute to the OPCUG either by seeking a seat on the Executive next year, or by volunteering your time in other ways. Some members already do either by being active on The PUB or by writing articles for the Newsletter: John Whelan, Robert Parkinson,

## SOME THOUGHTS ON THE OPCUG

...chael Goddard and Laird Gordon, to name only a few.

Others could bring fresh views to the Executive. I'm thinking of newer members like Doug Hewko who could be a voice for university students on the Executive.

I'm thinking of one of the Campbells' (who are more numerous than the Smiths AND the Jones in the OPCUG) who have talents to contribute.

I'm thinking of old-time members like Paul Beaudet, Del Hansen, J.-P. Legault, Frank da Costa...

I'm thinking of the ever-increasing number of women in the OPCUG: Joan Bechtold, Pauline Couet, Vicky Brown, Micheline Johnson, Lucille Lurette... Shouldn't they be a voice for women on the Executive?

And what about those of you who have strong opinions as to how the OPCUG should be run... Shouldn't you make yourself available to serve on the Executive?

If anyone ever tells you that the Executive is a self-perpetuating clique, just ...nk about it and get your name on the ...xt slate of candidates for an Executive position. You will be doing yourself a favor by helping your fellow OPCUG members. And, believe me, you certainly won't regret it.

While I'm on the subject of elections, don't forget to vote. It's preferable that you bring your ballot with you and fill it out at the meeting, because there will be a question-and-answer period with the two candidates.

\* \* \*

## JOHNPUB 4.1 IS OUT!

### By Jean Fortier

"The PUB Squad" has just released the latest version of JOHNPUB. The creation of John Whelan, JOHNPUB runs only with Telix and The PUB. It is now in colour and laden with enough features and other enhancements to make it stand as a truly professional package.

Briefly, here is what JOHNPUB 4.1 can ...for you:

- retrieve and send your messages, replies and enclosed files;
- automatically delete your private mail once captured by JOHNPUB;
- filter out messages that you don't want to receive;
- upload files to The PUB;
- download multiple files (who needs Zmodem now?)
- change your upload/download protocols;
- set your user configuration on The PUB;
- log on at a pre-determined time (wait function);
- allow any combinations of the above functions.

JOHNPUB gives you complete control over your sessions on The PUB while freeing up the Board to other users. And one beauty of it is that JOHNPUB is absolutely free. A MUST in your software library!

\* \* \*

## BONUS FROM THE PUB

### By Jean Fortier, SysOp

Starting February 22, 1991, every user of The PUB will be awarded 80 minutes access time each day. We hope that this extension will encourage everyone to use JOHNPUB.

The PUB Squad, which consists of John Whelan, José Campione, Robert Parkinson, Bonnie Carter and I, your humble servant, will happily answer on the Bulletin Board any questions about JOHNPUB that you might have.

Regular use of JOHNPUB by members will greatly improve access to the Board and will allow us to add more enhancements to The PUB in the months to come.

\* \* \*

## TELEMATE 1.2

### By Chris Taylor

I have used Telix for about the last three years or so and was very happy with it. Then along came Telemate.

As the Software Librarian, I have to actually try out all this stuff that comes in. So when I came across Telemate, I hid a yawn and installed it on my machine. WOW! was I impressed.

Version 1.1 was a little rough around the edges, but the features! Full mouse support, window oriented (not Microsoft Windows -- just that all functions have their own re-sizable, relocatable windows).

You can view or edit files WHILE dialing or transferring files. The same thing applies to going through your scroll-back buffer. You can copy stuff between windows...

Here's an example of why I think it's wonderful. I routinely log onto the CRS Bulletin Board in Toronto and start viewing the new files list. If I haven't been on in a week or so, the list is likely to be several hundred lines long.

As soon as I see the first file I want, I note its name and let the rest of the list scroll by (into the scroll-back buffer). When the list ends, I start the download of that file I noted. Then, while the file is downloading, I can go back through the scroll-back buffer and copy other lines I want (filenames and descriptions) into an edit file.

By the time the first file has finished downloading, I have a list of other files I want. But, I don't start downloading them yet. Rather, I jump to DOS (Telemate spills a bunch of it's code to disk, freeing up about 300K of memory). I unarchive the file I just downloaded, then jump back to Telemate.

With the edit buffer at the top of the screen and the terminal window at the bottom, I start downloading the rest of the files. Then I open a viewing window and call in the documentation files from that first file that I just finished downloading. I browse through what is there while downloading continues. Talk about saving time!

Version 1.1 had a couple of serious flaws. Version 1.2 fixed most of them and, as well, added quite a number of new features.

The script language is powerful. It is easy to use with mouse or keyboard. And for those who like to wave the flag, it's Canadian!
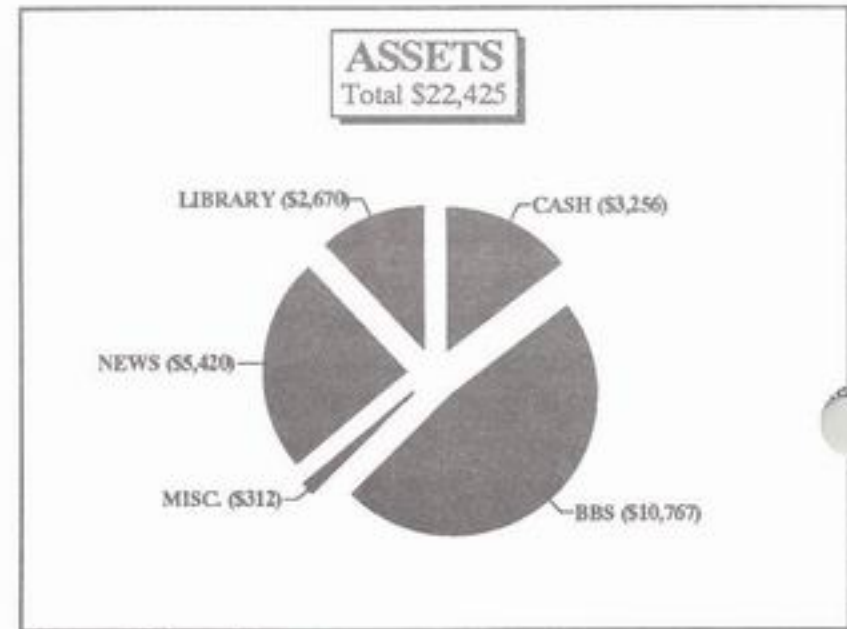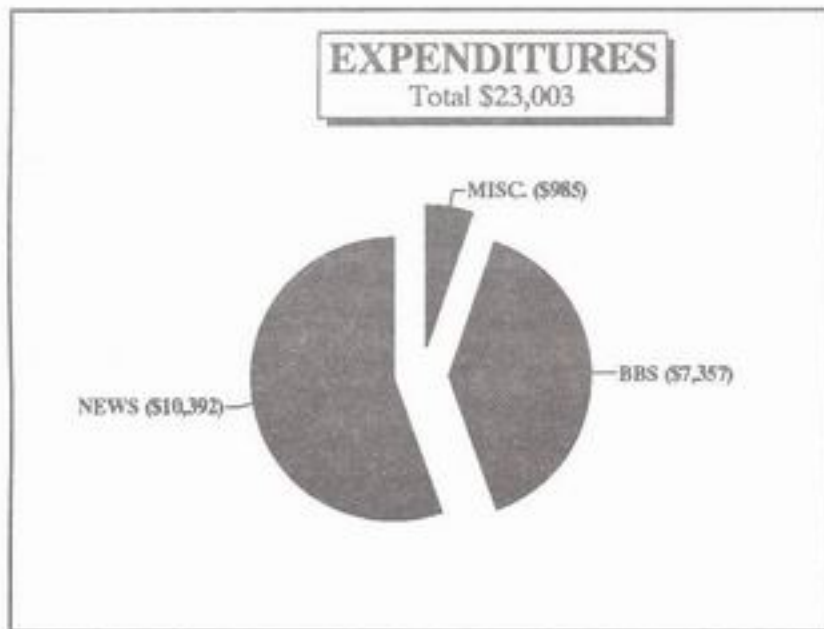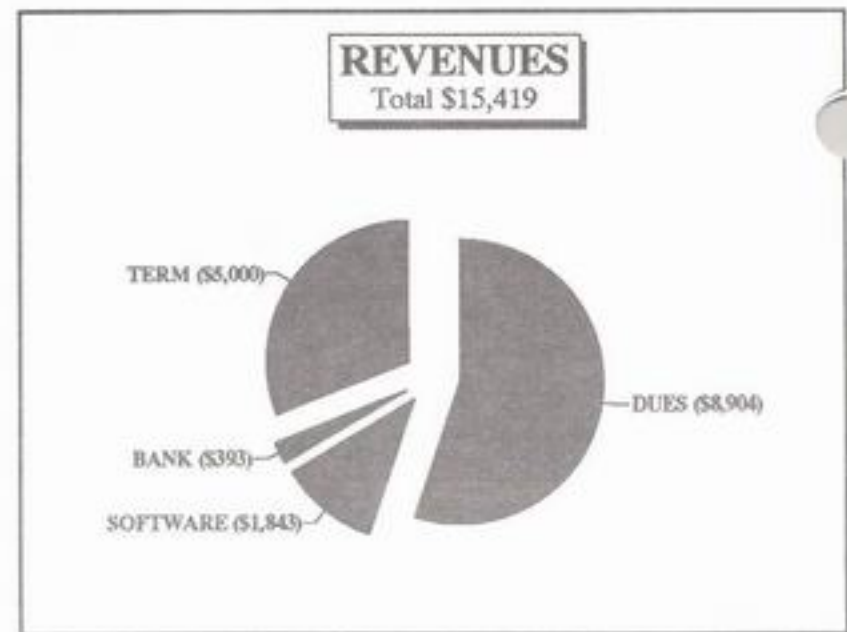
Editor's Note: *Chris Taylor wrote this article some time ago, and the current version is 2.1. Lots of cleaning up has been done. Minor enhancements have been added and bugs have been removed. Overall, the program is even more stable and powerful now.*

\* \* \*

# 1990 TREASURER'S REPORT - Tony Frith

## HIGHLIGHTS

The highlights for this year's revenues and expenditures are summarized in the graphs as shown. Revenues from new memberships and renewals decreased from last year despite a $5.00 fee increase. Disk-of-the-Month subscriptions were steady. Revenue from disk sales showed a slight increase. Interest income from term deposits decreased due to smaller overall deposits. At present, the OPCUG has only $2000.00 invested in a high interest term deposit, relative to $7000.00 at the beginning of 1990.

The bulk of the Group's funds were spent on publishing the Newsletter and maintaining the bulletin board system. This year, approximately $4,400.00 was spent on buying a 386 SX computer system and a Hewlett-Packard laser printer with a Pacific Page Postscript emulator for the the Newsletter. A further $3,780 was spent on the purchase of a 600MB hard disk and an ATI 2400 V.42-MNP baud modem for the Group's bulletin board, The PUB.



REVENUES
Total $15,419

TERM ($5,000)
DUES ($8,904)
BANK ($393)
SOFTWARE ($1,843)



EXPENDITURES
Total $23,003

MISC. ($985)
NEWS ($10,392)
BBS ($7,357)



ASSETS
Total $22,425

LIBRARY ($2,670)
CASH ($3,256)
NEWS ($5,420)
MISC. ($312)
BBS ($10,767)

Appx. Value of Assets

|  | 1989 | 1990 | Projected 1991 |
|---|---|---|---|
| **BANK** |  |  |  |
| Opening Balance | 7,682 | 10,689 | 3,090 |
| Revenues | 15,986 | 15,419 | 15,000 |
| Expenses | (12,979) | (23,003) | 13,000 |
| Closing Balance | 10,689 | 3,095 | 5,090 |
| Cash on hand | none | 161 | none |
| **INCOME** |  |  |  |
| Membership | 9,660 | 8,904 | 8,000 |
| Disk Sales | 5,887 | 6,122 | 6,700 |
| Bank Interests | 439 | 393 | 300 |
| **EXPENSES** |  |  |  |
| Software Library | (4,480) | (4,279) | (4,000) |
| Newsletter | (3,351) | (10,392) | (6,000) |
| Bulletin Board | (4,134) | (7,357) | (4,00 |
| Miscellaneous | (1,014) | (988) | (1,000) |

## Inventory - Ottawa PC Users' Group

A detailed list of the Group's hardware and software assets is available from the Treasurer at any time. Generalized groupings are outlined in the graph below. These assets are coupled with cash assets of about $3,250 held in bank term deposit, in general account and in a "shoebox" account used by the Newsletter Editor. The total assets of the Group are worth about $22,425.

## Summary

The Group's income and membership have decreased constantly over the last three years, possibly due to a decrease in the novelty of computing. Despite that, the assets of the Group in terms of service and the means of delivering it has continued to grow. We now have a better BBS, a better Newsletter, a better Software Library, all accomplished during a period of rising costs.

There are no major hardware purchases forcasted for the year and short of some disaster, we should be able to keep the present level of service to members. However, if the Group continues to decline, we may have to eventually consider reducing services such as the BBS and Newsletter or raising software prices. Hopefully, this will not happen and the Group will continue to evolve as a self-help, non-profit organization directed toward learning and understanding personal computers.

Thanks are due to N.S. Dafoe and J.N. Dick who scrutinized this year's books and the Group's inventory.

\* \* \*

# DATA COMMUNICATIONS STANDARDS

*By Michael Goddard*

Here is an interesting table from a recent PC Magazine. I typed a copy of it for my own reference and thought other members might like to have it as well.

### Data Communications Standards Table

| Standard | Description |
|---|---|
| V.14 | - Transmission of asynchronous characters with synchronous modems. |
| V.21 | - 0 to 300 bps full duplex modulation. |
| V.22 | - 1,200-bps full-duplex modulation. |
| V.22bis | - 2,400-bps full-duplex modulation. |
| V.23 | - 600- and 1,200-bps half-duplex modulation with 75-bps reverse channel. |
| V.24 | - Interchange circuit definitions (similar to EIA RS-232). |
| V.26ter | - 2,400-bps full-duplex modulation (mostly in France). |
| V.27ter | - 2,400- and 4,800-bps half-duplex modulation (used in Group III fax). |
| V.28 | - Interchange circuit electrical characteristics (similar to EIA RS-232). |
| V.29 | - 4,800-, 7,200- and 9,600 bps half-duplex modulation (used in Group III fax). |
| V.32 | - 4,800- and 9,600-bps full-duplex modulation. |
| V.32bis | - 4,800-, 7,200-, 9,600-, 12,000- and 14,400-bps full-duplex modulation with rapid rate renegotiation. |
| V.42 | - Error control for full-duplex modems that use async-to-async conversions (V.22, V.22bis, V.26ter, and V.32). Includes Alternative Protocol for compatability with modems incorporating MNP-2 through MNP-4, and falls back to V.14 for compatibility with modems that do not implement error control. |
| V.42bis | - Data compression for V.42 modems. Using Lempel-Ziv compression techniques, V.42bis can increase throughput over V.42 by as much as 4 to 1. |
| V.54 | - Loop test devices for modems. |
| V.56 | - Comparative tests for modems. |

(Source: PC Magazine, Dec. 25, 1990, Vol 9, No 22, page 450.)

# BOOTING WORDPERFECT

*By Micheline Johnson*

The following is a simple file for booting WordPerfect and getting you immediately into the data directory of any drive you want to work from. When using WP, the first thing you need to do is change the default directory to where you want to save your new file, or to where the file you want to edit is. The batch file makes use of a command line parameter to select the required drive, and of branching to select the required path, depending on which drive you select. It automatically runs a macro, when WP boots up, which runs the LIST FILES command <F5>.

WordPerfect will look for data in the DOS current directory if the "location of data files" (documents) in the WP Setup <Shift F1, 6, 7> is left blank, and this is assumed in the batch file described here.

When entering the drive letter, it is not necessary to add the ":".

**WP.BAT**

```
%1:
if %1==c cd c:\wordproc\wp51_908\data
c:\wordproc\wp51_908\wp /m-list
c:
cd\
```

**Syntax**

```
wp [drive letter]
```

**WP Macro file "list.wpm"**

File:       LIST.WPM

Description: List Files

```
{List files}
```

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