

OTTAWA PC NEWS

Vol. 8 No. 9

The Newsletter of the Ottawa PC Users Group (OPCUG)

October 1991

COMPUTER SHOWS IN OTTAWA

by Julie Dustin

The Ottawa Business & Government Computer Show

Show business was slow business at the annual Ottawa Business & Government Computer show (September 25th and 26th at Lansdowne Park). There were fewer exhibitors this year which probably indicates that our industry is no more recession-proof than any other.

A mixed group of exhibitors representing software and hardware and everything in between included such big names as Microsoft, Corel, Quarterdeck, WordPerfect, IBM, NeXT, and Zenith.

Eyecatchers and Crowd-pleasers

WordPerfect Corporation demonstrated WordPerfect for Windows for large crowds on a constant basis ...Zenith had its new notebook on display, the first to sport the 386SL chip which boasts high energy-efficiency... we saw the multi-media product called "Executive Director" that Southam had just announced (pricing over \$14,000 for the Windows 3.0-based software) ...Supply and Services Canada was there offering federal employees a free service called Software Exchange ("...so our public servants don't have to keep reinventing the wheel" they told us) ...DVS Communications showed us their technology for developing images on a digital database which can be demonstrated on a computer or transferred to a VCR tape.

There wasn't anything at the show we didn't already know about, but the familiar faces were comforting especially in an industry known for its high turnover and bum-out. To be fair, ours was a flying visit, but it wasn't hard to tear ourselves away when our time ran out and we had to leave.

The Ontario Computer Fair

The Ottawa PC Users' Group was an exhibitor at the Ontario Computer Fair at the Nepean Sportsplex, October 6th. This Sunday 11 a.m. - 4 p.m. show was for the smaller players in the PC World such as other user groups; Carleton University Continuing Education Department; local retailers, like Inly's and Ano; and individual representatives and agents for software, hardware, training manuals, shareware and supplies such as diskettes. The club's booth attracted much interest and resulted in a number of new members.

INSIDE

WordPerfect Tips 2
WordPerfect for Windows Presentation 3
Windows Watch
Windows Users' Likes & Dislikes 4
PUB Talk
The DOS Meg 5

New PUB Number 5
Beginners' Corner
File naming & DOS Commands 6

Prolog Article available on PUB 7
Election Notice 8

Connect with the Experts at General Meeting Question Time

Most of us deal with information overload by specializing, so when you ask your questions in the open forum session at the general meeting there are bound to be sonic members who know more about the subject than others. Your executive would like to get your questions to the appropriate specialist if at all possible. So if you would like to write your question out and hand it to an executive member at the beginning of the meeting, we will try to channel it to the appropriate person who will also then have a few minutes to think about the answer.

Tabs v. Parallel Columns v Tables in WordPerfect

by Susan Phillips

There are three ways to lay out tabular information in WordPerfect: using tabs; using parallel columns; or using the Table feature that was new in version 5.1. Choosing the right method is important as each method has its drawbacks.

AUTHOR	TITLE	RELEASE DATE
Able, C.	Books I Haven't read	September 31
Mufferaw, B.J.	Mythology of the Upper Ottawa Valley	October 19, (Ottawa) Oct. 24, (Toronto)
Willamson, C.	The Dreamer and the Dreamed	November 3

Figure 1: Parallel Columns

The Best Method for the Job

Tabs are best for a simple table with two, three or four columns and single line rows. If, however, some of the rows in your table include more than one line in one column but not another, you're generally better off using the parallel column feature. The Table feature is best suited for larger tables, especially ones containing numerical data.

There's Always a Catch

The drawbacks to these choices are that data in parallel columns cannot be sorted as it can if created with tabs. With the advent of the WordPerfect 5.1 Table [Alt+F7] feature, this problem seemed solved as data in a Table can be sorted. Tables are, however, time consuming to print.

Some Solutions

In this article we pass on to you some interesting solutions to these problems found by Micheline Johnston in the October 1991 issue of WordPerfect Magazine.

How to Sort Data in Parallel Columns

To sort data in parallel columns, first convert the parallel columns to a table. To do this, first block the data [Alt+F4] or [F12], then convert it with this key sequence: [Alt+F7, 2, 1, 2]. WordPerfect puts your text into rows and cells separated by lines, with the Edit Table mode menu below. (See Fig. 2) Use [F7] to Exit this mode.

AUTHOR	TITLE	RELEASE DATE
Able, C.	Books I Haven't read	September 31
Mufferaw, B.J.	Mythology of the Upper Ottawa Valley	October 19, (Ottawa) Oct. 24, (Toronto)
Willamson, C.	The Dreamer and the Dreamed	November 3

Table Edit: Press Exit when finished
 Ctrl-Arrows Column Widths; Ins Insert; Del Delete; Move Move/Copy;
 1 Size; 2 Format; 3 Lines; 4 Header; 5 Maths; 6 Options; 7 Join; 8 Split

Figure 2: Table in Table Edit Mode

Now you can sort the rows of data by placing your cursor anywhere in the table and pressing [Ctrl+F9, 2] to use the Sort Table function.

Your data is now sorted but it is in a table format which has graphic lines, which you may not want, and which will take longer to print.

If you don't want the lines between cells you can of course go into Table Edit mode and remove them. Here are two other ways you may like to try.

Print Tables Quickly (without lines)

If your document has no other graphics, such as boxes or lines, you can print it in ASCII character mode by setting the Graphics Quality control in the Print Menu to "Do Not Print" (Shift+F7,G,1]. Your document will print faster and you won't get the graphic lines between cells.

Converting Tables to Parallel Columns

While WordPerfect 5.1 has a method for converting parallel columns to tables, it cannot do the reverse. If, however, you save the file as a WordPerfect 5.0 file the table will be converted to parallel columns as version 5.0 doesn't support tables. You will also lose the lines between cells. You don't need version 5.0 installed. After converting the file, just retrieve it back into version 5.1 and continue work. This solution is preferable to selecting ASCII character mode for printing if you have other graphics in the file you would like to print.

AUTHOR	TITLE	RELEASE DATE
Able, C.	Books I Haven't read	September 31
Mufferaw, B.J.	Mythology of the Upper Ottawa Valley	October 19, (Ottawa) Oct. 24, (Toronto)
Willamson, C.	The Dreamer and the Dreamed	November 3

Figure 3: Table in Regular Mode

Leaving US? We want to continue sending you newsletters: however, if your membership expires this month this will be the last newsletter you will receive...until you renew. Check your mailing label for your expiry date. To renew your membership, simply fill out the form on the back of the newsletter and send it in with the fee or see Harald Freise at the next meeting.

Word Perfect for Windows: Solutions Beyond Words

by Lynda Simons

"Solutions Beyond Words", that's WordPerfect Corporation's slogan for their WordPerfect for Windows promotion, and, let's face it, what words can you use when you have already called something perfect?

Jamie Simzer, local area manager for WordPerfect Corporation will present the WordPerfect we've all been waiting for... and waiting for ...and waiting for at our next meeting, October 30th: the Windows version. But, he assures us, it will be worth the wait and we will have waited for good reasons. Not only will WordPerfect for Windows be CUA compliant, taking full advantage of the Windows environment, but it will also have every feature that users can find in the DOS version. Files from the Windows version will be compatible with the DOS version too; "identical" was the word Jamie used. And if you are a veteran WordPerfect user you can select the "WordPerfect 5.1 keyboard" which will give you all the same function keys you now use.

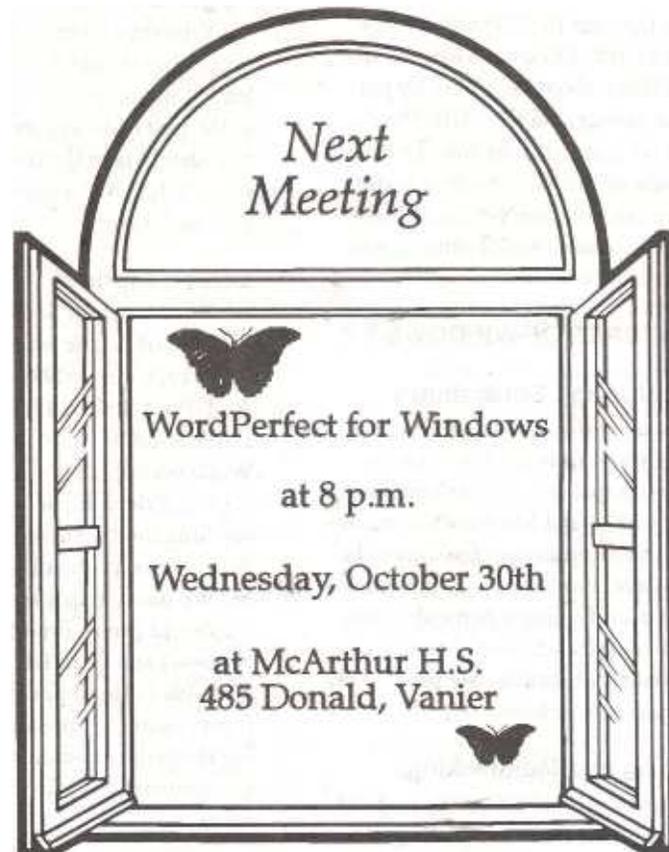
Jamie will be showing us the much talked about Button Bar and Ruler and other features that are handled differently in Windows. For example, the Speller and Thesaurus are separate utilities which can be used

outside of WordPerfect and there will be a separate File Manager. Something decent to replace the Windows File Manager wouldn't come amiss. WordPerfect Office users are already using a pretty nifty File Manager and will be pleased to know that Win-

dows versions of other Office programs such as Calendar, Notebook and Scheduler are in the pipeline.

The Beta II version of WordPerfect for Windows is out there right now and while no-one can give me an exact date, they are now talking end of THIS month, beginning of next for a release date.

Repeatedly I go back to WordPerfect because it's fast and can always do the job -somehow. But too often I get an unpleasant surprise at Print Preview time, have to go back and change things that looked just fine in character mode, and wish it were all the things it is and WYSIWYG too. If the Windows version lives up to that hope it will certainly have been worth waiting for. I'm looking forward to the presentation, but, confess that I remain sceptical.



Calendar *(subject to change)*

Date	Location	Topic
Wed., Oct.30	McArthur H.S.	WordPerfect for Windows
Tues., Nov. 26	Sir Robert Borden H.S.	Swap meet
Thur., Jan 30	Sir Robert Borden H.S.	Folio Views
Tue., Feb. 25	Sir Robert Borden H.S.	

A PUB POLL OF WINDOWS USERS' LIKES AND DISLIKES

by Julie Dustin

On this, our first Windows Page, we set out to discover what you like and dislike about Windows by putting a message on the PUB. Here's what we learned from you. To ease the pain of the "not-so-great features" where possible, we've also added "work-arounds" both from you and from elsewhere.

GREAT FEATURES OF WINDOWS 3.0

Ease-of-use through Consistency

In my work, I use a wide variety of software. Consistency between programs makes my job(s) easier on a daily basis and Microsoft Windows has forced application builders to be consistent. For the new or the infrequent user, finding a particular command is easier because of the way functions and features are predictably grouped in Windows.

Task-switching and Multitasking

Task-switching is a very popular feature along with multitasking although surprisingly few people have actually tested the multi-tasking capabilities.

Membership Chairman, Harald Freise, has tested the multi-tasking capabilities as follows: Task 1 was a download from a BBS, Task 2 was building a spreadsheet and Task 3 was a compilation of a program. He reports, "It worked great"

Sysedit & Notebook - DOS text editors

The Sysedit utility (undocumented for some reason) loads all your system files, AUTO-EXEC.BAT, CONFIG.SYS, WIN.INI and SYSTEM.INI on one screen. If you choose the Windows tile format, you can view all four of them together. This allows quick comparison and editing of the files.

Memory Management - you can forget to remember!

Windows takes away the need to set configurations for expanded or extended memory. It will figure it out... to the best of its ability. Of course, you should take the time to optimize your system by twiggging parameters here and there.

Screen capture

With the Print Screen key, you can capture whole screen images to a Paintbrush-compatible file. Or use ALT-Print Screen to capture only the active window. If you are only using Windows applications, the Clipboard is great although you may have memory limitations. Small non-graphic items are no problem, graphics can be. We brought in a screen using the Clipboard (press Print Screen in any window) and CorelDRAW (press Shift-Ins in the application program). It was meant to appear on this page but the printer couldn't cope with the humongous (2.9 Mbytes) file that resulted.

Versatility - Windows lets you get your work done, all types

OPCUG member, Mark Baker wrote, "Windows blows the doors off the Mac. Some may complain about its slowness but the point is that screen refresh speed is not what matters. What matters is how fast you can get your work done. If that work is largely of the data processing variety, you will gain little or nothing from Windows and the screen redraw tune will simply frustrate you. If you do polished output you can get it as easily from a Mac or Windows. If you want to do both, Windows will do both, in a single program."

Chris Taylor noted, "If you are using it for Windows applications, you get the real benefits of the GUI; standard interfaces, DDE and the new OLE, etc."

He continued, "An example is the new WordPerfect for Windows. I

think that everyone who sees it and currently uses the DOS version WordPerfect is going to want it. For example, WordPerfect for Windows makes work in a columnar format or editing in a proportional font a 'snap'. Even simple things like graphics can be tricky in DOS WordPerfect. In WordPerfect for Windows graphics are intuitive."

NOT-SO-GREAT FEATURES ABOUT WINDOWS

Windows can be slow, can be hard on the eyes and has a lousy file manager. We only have room to discuss speed this month.

Speed - or lack thereof

Windows can be slow to load and to work with at times -not to mention grinding to a halt with those dreaded UAEs (Unrecoverable Application Errors). The solution seems to lie in spending more money. Many members recommended a fast hard disk. Windows uses virtual memory and that means more interaction with your hard drive. And if your screen refresh is slow, look at investing in a new video card. Lots of RAM helps too.

And here are some optimization tips that don't cost money:

- Use a disk cache (Smartdrive or a third-party one such as PC-Kwik)
- Make sure all your memory is extended since Windows has little use for Expanded
 - Run in Standard mode (386 Enhanced mode is up to 20% slower than Standard)

There's not much on the negative side that can't be cured by good detective work, cold hard cash or Version 3.1.

It looks like Windows is here to stay, so this page will be too. Until next month, then.

The DOS Meg.

by Lynda Simons

Last month's presentation by Quarterdeck started up a lively discussion on the PUB about "The DOS Meg". Stephen Bridgett started the ball rolling by questioning whether his buddy's one megabyte of SIMMs could be snapped contiguously from 00:00. The debate moved on to exact use of the first megabyte of memory in a PC, shadow ROM, expanded memory, extended memory and halted briefly with the suggestion that 8088/86 machines are "pretty much dead" - which rather upset Stephen ...none-the-less the discussion continues. Here's some of it.

Memory addresses & the 640k Barrier

Robert Parkinson began the replies, pointing out that it makes no difference to the CPU or DOS whether the memory comes in SIMM's (single in-line memory modules) or DIP's (dual in-line package). Robert continued, "The memory management chip on your motherboard does all the necessary translation. Any Intel processor can address one megabyte, starting from 00:00, but those addresses must include ROM BIOS, video ROM, network driver ROM, etc. Usable memory ... when you are booting up without a memory manager or any expanded/extended memory, is only 640k. The bottom

end of that 640k must provide for all the stuff (BIOS Data Area, buffers, DOS kernel, etc., etc.) that gets loaded into RAM at boot-up, starting at 00:00. That 640k limit is "hardwired", and has been so since the IBM-PC first came out." John Whelan pointed out that this 640k limit was IBM's choice. "The 640k barrier never was set in concrete; it was simply the size of the area that the IBM-PC designers decided was large enough to store all the directly addressable junk like cassette tape drives. Wang computer designers decided that 768k was a more suitable size for the program work area and on the old Wangs you got 768k running Wang MS-DOS."

Shadow RAM

Early in the discussion, Micheline Johnson mentioned mapping the ROM BIOS to RAM. Robin Forster added this: "...the design allows the 'excess' memory to be used in any one of several ways: 1. as shadow RAM: ROM shadow and/or video shadow 2. expanded memory (not directly addressable) 3. extended memory (directly addressable) In the first case, the slow ROM is copied to fast RAM, and the slow video memory is buffered by fast RAM so as to speed up video memory

reads. The addresses stay put as far as the CPU is concerned.

In the second case, you can use it as EMS if you rise software that likes EMS memory and it is to your advantage.

In the third case, the memory is snapped to the CPU address space above one megabyte: i.e. the rom setup screen would say:

memory below 1 meg = 640k
memory above 1 meg = 384k (plus any additional RAM installed) The ROM addresses stay put!

In the case of an 8088, the memory cannot be used as extended memory because, as you say this is impossible. However, if the design engineer was ambitious he could add the auxiliary circuitry required and turn it into EMS memory...'

For the Curious Masochist...

This brief excerpt (which begins with Message # 31349) only skims the surface of this topic which leaves even the most committed users ambivalent as one of Robert Parkinson's comments indicates: "If you're curious, and a masochist, you can always use DEBUG and look at all the memory, starting at 00:00. Better yet, borrow a copy of Quarterdeck's Manifest and it will show you all details of the first meg. Or, get INFOPLUS from the PUB and it will do the same thing (although not as prettily)."

Sysop Takes a Well-earned Rest

As regular PUB users will know, Jean Fortier, our Sysop, is resigning. We would like to thank him for all his hard work during the year he has tended our bulletin board.

New old Sysop is Chris Taylor

Chris Taylor is taking over - actually taking the board -back, as he was Sysop before. In the interests of continuity, he is prepared to take this on for the long haul. Even so, he would welcome assistance, especially from someone who might like to take over from him some day.

New PUB Number: 228-0665 - Use with Care

The board will go down on the evening of Sunday, October 27th. The new lines will be installed on Monday, October 28th and the board will be up again some time that day. Bell can never guarantee new numbers in advance, so please test the line with a voice call before you dial up with your modem just in case the number has been given to someone else. Dozens of calls, all of which, shriek in your ear like a banshee could really upset some innocent victim of telecommunications circumstances. Or call the club's answering machine (723-1329) to check the number.

Introduction to Files and to DOS Commands

by Eric Clyde

A computer file, like a regular office file contains information. This can be instructions for the computer or data which you, the user, have put into the system. Once *created*, a file must have a name so that it can be stored and retrieved, most probably from a floppy diskette or a hard drive.

Filenames

New users usually learn the hard way the sort of file names not to use when after a few weeks they are faced with a long list of filenames which have become meaningless. The DOS rules for file training are so *restrictive* that users are forced to be quite ingenious. *These* are the rules:

- The name must be between one and to eight characters in length.
- This name may optionally be followed by a further one, two or three character extension which must be preceded by a period. It is common practice for software developers to use the extensions for filetypes as do many end-users, but you don't have to.
- Only the following characters are allowed in filenames: the letters A to Z, numbers 0 to 9, and these symbols: `` - ! @ # $ % a ^ & () } and ' .` Lower case letters are always converted automatically to *uppercase*. Thus *TEMP*, *Temp*, and *temp* are *equivalent names* for the same file. A space is not a recognized character.

Examples of valid filenames are:

October *would be converted to*
OCTOBER

October.bak

this is a different filename from simply
October
911026
for a message downloaded from the
PUB on 26th October 1991 perhaps

A\$@#%' 'fi.(((
while this is a valid name, it is not
recommended except possibly for a file
of bad language!

Files Stored in a Sub-Directory

Files are stored in *directories*. *Directories* can be subdivided into *subdirectories*. *DOS* has naming rules for *directories* too. The same characters are permissible, but directory names cannot include extensions. If a file is in a data subdirectory (as it normally should be) reference to that file from a different subdirectory will, in general, require including the sub-directory name and if necessary, the disk drive. When a file is *referred to* by drive, directory, subdirectory and *filename*, for example

`c:\wp\data\yourfile.txt`
this is called the full pathname of the file. You only need to use the full pathname when you are

- retrieving or accessing a file which isn't in the directory you are currently using. Thus, if you are currently working in your word processing sub-directory, e.g. `C:\WP`, and the documents prepared are in the same subdirectory
- `LETTER.TXT` is an adequate reference from within that subdirectory
- `C:\WP\LETTER.TXT` is required to refer to that file from other drives or front other subdirectories.

Using "Wild Cards" Groups of files can be *referred to* by means of the asterisk, ``*'`, or the question mark ``?'`The ``*'` represents any *filename* or missing trailing part of a *filename* and the ``?'` replaces single characters only.

- `A*.TXT` would refer to all filenames beginning with the letter ``A'` and having the extension ``.TXT'`.
- `A???.TXT` would refer to all filenames of up to *three* characters beginning with the letter ``A'` and having the extension ``.TXT'`.

DOS Commands

DOS commands can be internal or external. Internal commands are loaded as part of the operating system and are always available no matter which subdirectory you are work-

ing in. They are *'internal'* because they are contained inside the `COMMAND.COM` file. *External* commands are separate programs supplied with DOS and are generally stored in a subdirectory named `DOS`.

The syntax (or construction) of commands is

`COMMAND [parameters]`

A parameter is any piece of information DOS needs to perform the command in the way you intend. This information is often a filename or drive name but can also be a switch. A switch is a forward slash followed by a single letter also, sometimes followed by a colon and a numerical value. Here are some examples:
`COPY OLDFILE NEWFILE`
This creates a second copy of the file called OLDFILE and gives it the name NEWFILE. The contents of rite two files are identical until you change the contents of one of them.

`DIR/P`

This displays a list of files in rite directory you are currently in and if the list is too long to fit onto the screen the switch "IP" makes it pause until you strike a key.

Internal DOS Commands

Some of the internal commands include `COPY`, `DEL` (delete), `DIR` (directory) and `PROMPT`, etc. (DOS version 3 and later), `CD` (for Change Directory), `MD` (for Make Directory) and `RD` (for Remove Directory)

Examples follow (Note: the first two examples assume that the file is in the current directory):

`Copy MYFILE.DOC *.BAK`
makes a copy called MYFILE.BAK

`copy MYFILE.DOC a:`
makes a copy on a diskette in drive a:
`Copy a:MYFILE.DOC` *copies the file on the diskette in the a: drive to the default drive shown at the prompt*

Continued on next page

Beginners' Corner

Continued from previous page

Copy `a:MYFILE b:YOURFILE` copies the file on drive a: to drive b: and gives it the name *YOUBFILE*

If the file is in a different subdirectory, e.g. `\WP:`
`copy c:\wp\MYFILE c:\TXT-FILES` copies the file to the subdirectory *TXTFILES* (as long as it exists: if it doesn't exist DOS renames the file *TXTFILES* and stores it in C: I)

Text files (as opposed to program files) can be joined together.
Copy `CHP1+CHP2+CHP3 BOOK`

Be careful using the next command! Once files are deleted they are almost impossible to recover. Be sure you know what is in a file before you delete it. It can take weeks to create a file and seconds to remove it.

`del a:*` deletes all files on drive a:

`del a:MYFILE.BAK` deletes only the file *MYFILE.BAK*

`din a: (or din a:*.*)` lists all files on the disk in drive a:

`din a:*.TXT` lists all files with tire extension *TXT*

Note that there are various switches which, depending on the version of DOS being used, can be combined to show files in alphabeti-

cal order, in chronological order, by size, etc.

PROMPT Command (Knowing Where You Are At)

The PROMPT command tells DOS to display on the screen your exact location on the disk instead of just the drive letter. If you don't use this command your prompt will always be `C>` (or whichever drive you are using). The PROMPT command tells DOS to display a variety of information. Usually people just use

```
prompt $p$g
```

which changes the prompt to `C:\dirname>` but you can add the date and time if you want. Your PROMPT command should be in your *AUTOEXEC.BAT* file (If you don't know what that is ask at the meeting.)

External Commands

External commands include *CHKDSK* (Checkdisk), *DISKCOPY* (make an exact copy of a diskette), *FIND*, *FORMAT*, and *PRINT*. If you are working in the subdirectory in which these reside, or you have set up a *PATH* to that subdirectory (again, ask at the meeting if you are not familiar with the *PATH* command), they can be handled similarly to the internal commands. If not, you will need to use the full pathname with the command. Assuming the

DOS files are in the subdirectory `\DOS`, an example of the difference in the instruction would be:

```
COMP MYFILE.DOC - .BAK
```

```
C:\COMP\MYFILE.DOC *.BAK
```

Here are more examples of the use of external commands (without full pathnames).

```
DISKCOPY a: b:
```

makes an exact copy of the disk in drive a:. (Note: not always a good idea, if the original disk is fragmented.)

```
PRINT MYFILE.DOC
```

prints the file. This program works in the background so, when you have given the instruction, you can normally continue to use your computer without waiting for the printing to end.

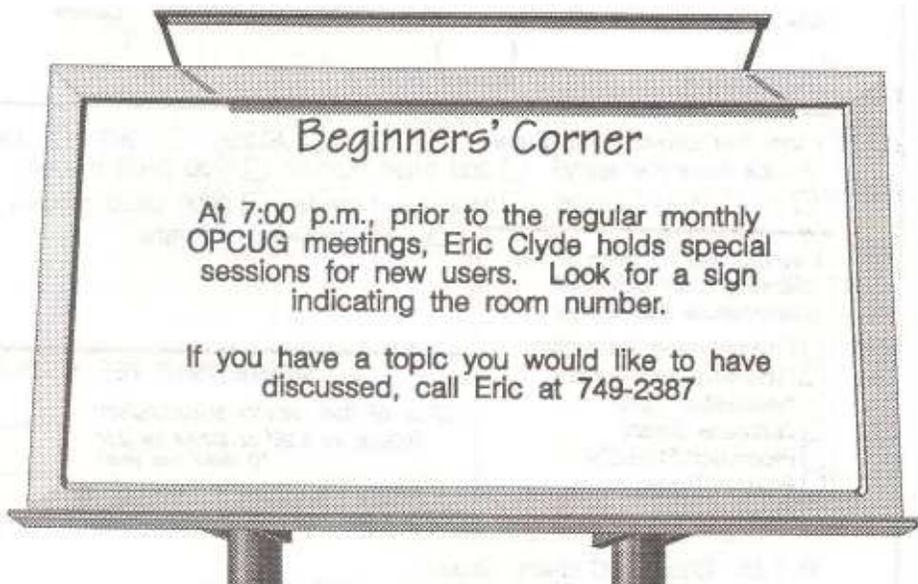
This has been a short introduction to the complexities of DOS. We will continue to explore its capabilities in future sessions. If you have any questions, please call me at 749-2387.

Prolog Article Available on the PUB

Jose Campione's article "Prolog: Predicting with Examples" had been running in the newsletter for a couple of issues when I took over the newsletter in April of this year. Unfortunately I wasn't able to publish the rest of the article. There were a number of reasons for this, but I hasten to add that it certainly wasn't that Jose hadn't finished the piece.

Jose has now reviewed it a little and uploaded it to the PUB in a file called *PROLJOSS.ZIP*.

For those of you who would like the article and cannot get it from the PUB, Jose is willing to provide hard-copy. Just drop a line to him at the club address and we'll see he gets the message.



Ottawa PC News

Ottawa PC News is the newsletter of the Ottawa PC Users' Group (OPCUG), and is published monthly except in July and December.

Deadline The deadline for submissions is the last day of the month prior to publication.

Mailing Address

3 Thatcher St.
 Nepean, Ontario K2G 1S6
 Telephone Answering Machine 723-1329
 PUB (Bulletin Board) N, 8, 1 747-7272
 PUB, for MNP5/V.42 747-8320
Chairman
 Doug Poulter 745-8768
Past Chairman
 David Terroux 238-4895
Treasurer
 Tony Frith 671-0401
Secretary
 Norman Dafoe 723-1909
Membership Chairman
 Harald Freise 828-3411
Convenor
 Paul Green 747-7862
Software Librarian
 Chris Taylor 723-1329
BBS Sysop
 Jean Fortier 747-7089
Hardware/Software Broker
 Terry Mahoney 225-2630
 Fax 226-2615
Beginners' Sessions
 Eric Clyde 749-2387
Newsletter Editor
 Lynda Simons 526-2179
Newsletter Team
 Neil Brearley Murray Kreisman
 Julie Dustin Michael Montpetit
 Mark Edwards Marc Riou
 Thomas Greene Ted Havrot

Group Meetings

OPCUG meets monthly except in July and December. Check the answering machine, the PUB and the newsletter for the date and place of each meeting. Meeting times are 8:00 p.m. to 10 p.m. Beginners' sessions are from 7:00 p.m. to 8:00 p.m.
 Membership fees \$25 p.a.
 Disk-of-the-Month
 \$25 for 5.25 ins. diskettes and \$35 p.a. for 3.5 ins. (for 10 diskettes)

Election Notice

Nominations for the election of new club officers must be in to Dave Terroux by November 30. There are five elected positions: Chairman, Treasurer, Secretary, Membership Chairman and Convenor. The Sysop, Software Librarian, Hardware/Software Broker and Newsletter Editor are appointed positions. All elected positions are open for nomination. The intentions of the current executive are as follows: Doug Poulter, current Chairman is standing down to take up his position as Past Chairman; Tony Frith, Treasurer, after many years of service, is not standing again; Norman Dafoe, Secretary, is taking over from Chris Taylor as Software Librarian; Harald Freise is willing to stand again as Membership Chairman; and Paul Green is willing to stand again but for a *different position*. So there are four vacant positions: Chairman, *Secretary*, *Treasurer* and Convenor.

Scrutineers Needed

Dave Terroux is also looking for two club *members who* are not *members of* the executive to review the club records prior to the publication of the Financial Report which is due to be published before the January meeting

Formal nominations must go to Dave Terroux, telephone number 238-4895.

If you are *interested in* filling any of these roles and would like more information about what is involved, you can speak to any member of the *executive by* phone or on the PUB.

MEMBERSHIP APPLICATION/RENEWAL				Membership # <small>(if you are renewing)</small>
First name		Last name (please use caps.)		
Address				Apt. #
City	Province	Postal Code	Country	
()	()	()	()	
Home phone #	Business phone #	Fax #		
I use the following hardware: <input type="checkbox"/> XT <input type="checkbox"/> AT-286 <input type="checkbox"/> 386 <input type="checkbox"/> 486 (Check those that apply.) <input type="checkbox"/> 300 baud modem <input type="checkbox"/> 1200 baud modem <input type="checkbox"/> VGA <input type="checkbox"/> EGA <input type="checkbox"/> Herc. <input type="checkbox"/> 2400 baud modem <input type="checkbox"/> 9600 baud modem				
I would like to help in the following club activities: (Check those that apply.) <input type="checkbox"/> Programming instruction <input type="checkbox"/> Hardware techniques <input type="checkbox"/> Newsletter input <input type="checkbox"/> Software library <input type="checkbox"/> Promotion/Publicity <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Other		I use the following software: <hr/>		
				MEMBERSHIP FEE \$ 25.00
				Disk of the month subscription _____ (\$25/yr. for 5.25" or \$35/yr for 3.5" 10 disks per year)
				Cheque <input type="checkbox"/> Cash <input type="checkbox"/> TOTAL \$ _____

Mail to: Ottawa PC Users' Group
 3 Thatcher St., Nepean, Ont. K2G 1S6