

# DOUBLE CLICK

A Monthly Publication of Macintosh Users East (MaUsE)

March 1990



## Don't Miss March Modem Meeting!!!

Our March 28th regular membership meeting will focus on modems. For those only vaguely familiar with what a modem is, this meeting is a "must attend".

In short, a modem is a device which allows you to connect your Macintosh computer to a telephone line. From there, the possible uses and applications are wide ranging and increasing every day.

One can literally do everything from "talking" to other personal computer users who also have modems, leaving electronic mail for your friends, sending documents back and forth, playing games, making your own airline reservations, communicating with other special interest groups all over the world, or just getting the correct time and weather.

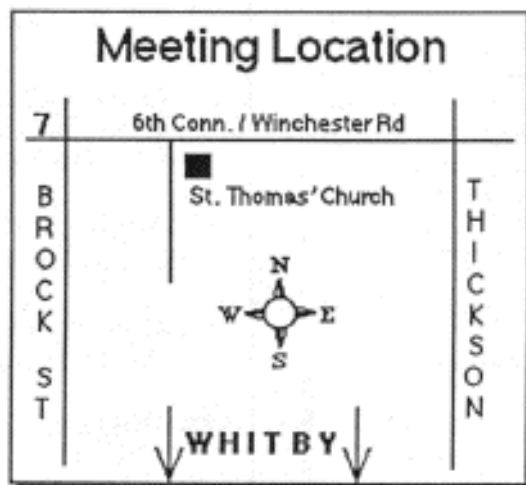
Many possible applications will be demonstrated at the March meeting.

A similar meeting held in 1989 was very well received and, this year, we hope to put on an even better demonstration.

As a natural tie-in to this event, MaUsE members will also have their last chance to order a modem at a very attractive price.

MaUsE has arranged for a bulk purchase of brand new GCC modems. Two models are available (1200 baud or 2400 baud - don't worry, we'll explain what 'baud' is) at prices of \$108.00 and \$172.80. And this price will include the correct cable for your Macintosh as well as the communications program needed. No hard sell, but be sure to bring your chequebook just in case! We think you'll be hard pressed to match this deal.

Bring a friend and come learn about the world of telecommunications. You won't be sorry!



# PRESIDENT'S MESSAGE

by Stuart Blower

## Getting Started

When I tell people about our club, and mention that they should join, I am usually met with a common reply. "Oh! I don't know enough about my Macintosh yet, to belong to a club."

At this point I have to point out that our club is not a meeting spot for a bunch of engineers who like to stir their coffees with their outmoded slide rules, and discuss differential equations, and the merits of the latest RAM and coprocessor upgrades.

I for one am not an engineer, and I haven't used my slide rule since the cursor got smashed at the bottom of my brain bag. And I'm pretty sure that John Field leaves his at home and uses ordinary stir sticks for his coffee.

The club is a place for beginners to learn more, to become acclimatized to a different way of typing letters, or displaying information or manipulating data. It is the way of the average person, to learn how to work a common household object.

Computers are like any other tool, the VCR, dishwasher or telephone. We all must learn how to be comfortable with the machines we encounter in our environment. I still have a great deal of trouble with the memory buttons on my phone.

Joining a club is one way to smooth the acquisition of information about the new machine, and learn shortcuts that might help you out of your problem at the present time, without having to wait until you read another chapter.

Have you ever wondered why you joined a computer club in the first place. Was it because you realized that these kind of clubs were a good source of vitamin A and assorted Mac information. Or did you simply want to talk to other people who shared your peculiar fascination for the Macintosh computer. Either way you are now part of the club, and you should be standing up for your rights.

What rights are we talking about?. Well, everyone has the right to ask "stupid questions", after all the only way to learn is to ask, and in the broad scheme of things there actually are no "stupid" questions, only different levels of understanding.

One of the main purposes of a club, is to provide an atmosphere of friendly information. It doesn't matter if you know a lot or a little, you are trying to learn more and that is what really counts.

So, if I haven't said it enough times over the past year, here it is again. Don't be afraid to ask questions. Take it for granted that there will be other people like yourself who need to know the same answers you are seeking. We all get embarrassed when we think we are an isolated case of retrograde evolution, but that is normal, that is being human.

Hopefully the friendship and common goal we all share at the club, will alleviate part of this feeling, and let us all get on with trying to enjoy our Macs, to the best of our own abilities.

*Together We are Living The Vision.*

### CLASSIFIED

**FastPath** for Mac II for sale or trade, (\$300)  
contact: Sven Linqvist at 668-8856.

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### GENERAL MEETINGS

All meetings 7:30 p.m.  
Brooklin

### NEXT EXECUTIVE MTG

Apr. 3, 1990 6:30 p.m.  
19 Ritson Rd.S., Oshawa

## Coming Up!

- **March 28, 1990**  
**What Is A Modem And What It Can Do For Your Mac.**
- **April 25, 1990**  
**Basic Business Software**
- **May 23, 1990**  
**To Be Announced**

*Meetings Held at St.Thomas' Church  
Brooklin  
7:30 p.m.*

## Apple Increases Warranties

Apple in the U.S. has announced that it will be extending its hardware warranties for products purchased in the U.S. from 90 days to one year. At press time, we had been unable to verify Apple Canada's posture. This move also affects AppleCare, the optional extended service plan and plans are being made to offer special incentives to equipment purchasers to supplement the basic warranty with this plan.

## Laser Printer Demand High

GCC's Personal Laserprinter II is now on back order for up to three months. The U.S. price of this unit is only \$1,399 so it's not a wonder that demand is high.

In the meantime, GCC has introduced the Personal Laserprinter IIS which, at \$1,899 U.S., offers twice the print speed and twice as many font families as the II. This model is in more ready supply.

The market acceptance of these low cost non-postscript laser printers has Apple considering bringing out its own model to compete.

## Symantec Improves Upgrades

Symantec's popular anti-virus program, SAM, now is being supported with a unique upgrade scheme designed to allow purchasers to very quickly upgrade when new virus strains are detected and cures devised by Symantec.

Owners of SAM Version 2.0 will now be able to call a 24-hour virus newsline number where they will receive verbal advice on how to update their copy. No file transfers or new discettes are required. Owners will be notified by postcard whenever an update message is on the hotline but they can also call in at any time, particularly when reports of new virus strains are first publicized.

Credit to Symantec for coming up with this innovative new approach to serving their customers needs.

## After Dark Shoots For Pyro!

Berkeley Systems new screen saver program, After Dark 1.1, is being aggressively targeted at the large number of Macintosh users currently using Pyro!.

After Dark provides many different screen displays, including company logos, art, messages, or entertainment displays. It is programmable and offers password protection.

Berkeley Systems is offering to provide their program to Pyro! users who send in their original Pyro! disk and \$15.00 U.S.

## Jean-Louis Gassée Resigns

Following several weeks of rumours and inuendo, it has been confirmed that Apple Products President, Jean-Louis Gassée, will resign from Apple Computer.

Gassée's departure comes following a turbulent few weeks which has seen other reorganizations and layoffs from Apple. As head of Apple Products, Gassée had been responsible for bringing to the marketplace most of Apple's new products over the past several years.

Apple's engineering, networking & communication, and advanced technology groups will now report directly to John Sculley.

## System 7.0 Fonts Given Name

The new outline font format announced for System 7.0 has now been christened with the name "TrueType".

Today's bit-mapped fonts are small collections of pixels which must be installed in every font size/style. TrueType fonts will be mathematical descriptions resulting in better definition and wider ranges of sizes.

Got Any Hot Rumours or News??? If so, why not drop them off on disk or in writing to Stuart Blower, Stadam Agency, 19 Ritson Rd. S., Oshawa, Ontario L1H 5G7; ph 434-5285; FAX: 434-5429.



## Macintosh News Service???

Beginning with this month's issue, readers of Double-Click will occasionally see articles republished from other Macintosh User Group newsletters.

This feature is brought to us courtesy of the Macintosh News Service, a concept whereby the cost of assembling and distributing this material to large numbers of User Groups is borne by a sponsor company.

This month's sponsor is Irwin Products Group and you will find their ad on the back cover. We appreciate Irwin's support in bringing this material to us.



In addition to articles, monthly MNS discettes received by us also contain shareware, clipart, fonts, etc. and these are available to all MaUsE members as part of our public domain/shareware library. Chris Greaves is our software/video librarian so see Chris if you are interested in obtaining copies of any of this material.

We will also be supplying MNS with a copy of each issue of Double-Click so that, in turn, our articles will be distributed to other User Groups. So, here's your chance to get your articles sent far and wide. See Page 6 for more details.

# Fourteen Ways To Label Macintosh Disks

by Philip C. Russell, Editor

When I got my first Macintosh, I thought that the only way to label a floppy disk was with one of those Apple labels which came with the \$59.95 box of disks (Yes, that's \$5.99+ per disk.)

The first time I wanted to remove one of those labels to replace it with one with different contents listed, I began my Odyssey in search of the perfect way to label disks.

1. Those Apple disks cling like crazy. If you NEVER want to relabel a disk, they are just fine. Of course the list price for Apple 3-1/2" disks is still sky-high, so let's discard that option.

2. Sony labels (in boxes of 10, not in bulk) are accompanied by the best labels of all. They stick when you want them to and they come off very easily. There are three each white, pink, yellow, blue, and green labels per box of 10 disks. This is fine, but you will still run out of labels if you keep changing your mind. Check labels provided by any other disk manufacturer against Sony labels. If they apply as well, stick as well, and come off as easily, go for it!

3. Avery now has a 3-1/2" label pack. It makes the individual label cost more than 5c. The labels are white with color accents on a small block on the face of the label. They stick well, and come off almost as readily as Sony labels. If you like the edge to have an identifying color, these are not for you. The edge part is white. The price is a little stiffer than I would like to see.

4. Various companies sell labels in bulk. These range from very good to "just like those Apple labels" which won't come off without using a blowtorch. The price can be as low as a penny a label. If you find a satisfactory source, this is as good as it gets on the cheap.

5. Buy MacLabelerPlus and get rolls of ImageWriter fed labels. This lets you spit out the neatest labels of all. You can have icons, various formats for the contents of the disk, and automatic listing of contents in several ways. The label stock is expensive, but if you want neat labels, this is the way to go.

6. Find satisfactory Avery or other sheets of labels, make a label template in MacDraw, Paint, PageMaker, or some other program, and print out the labels on the LaserWriter or ImageWriter. The only problem is that

you just about have to do a full sheet at a time, or you really waste materials.

7. Buy Post-It Correction and Cover-Up Tape in either 1-inch or 1/3-inch width by 700 yards. Strip off a short piece and stick it on. Write on it in ink or pencil. This kind of correction tape sticks just right, and peels off easier than any other label material I have ever seen. Remember, DO NOT USE POST-IT NOTES! If the back is not ALL adhesive, your label will catch in the disk drive at great cost to you!

8. Use Highland 6200 Permanent Mending Tape. It sticks easily and peels off easily. You can write on it with a variety of pens and felt tips. I use the 3/4" width.

9. Use Curity Paper First Aid Tape. It acts something like the Post-It tape. I got this idea from a dentist.



10. Cut 3-1/2 x 3-1/2 inch squares of Bristol board or similar card stock. Number these in the upper right corner. Place a standard label at the top of the disk and number the disks. Now stick a regular Post-It Note to the card stock. List the contents of that number disk on the Post-It Note. Keep the card and disk together. When the disk is in the machine, the listing is beside you on the desk. make changes in the list, or redo it on another Post-It as you work.

11. There is a company out there with a labeling system. You attach a plastic pocket to the face of the disk. Then you insert replaceable cards in the pockets listing the contents. Since the plastic pocket stays forever, you only change the replaceable cards. Expensive, but neat.

12. Write on the surface of the disk itself with those white marking "crayons" that you find in stationery stores. Check it out before buying. Take a disk in with you and write on it. Then moisten a Kleenex and you should be able to erase it with the greatest of ease. The only drawback is that you can't write in "9 point type" with that kind of a relatively broad tipped writing instrument.

13. Use conventional mailing labels, or other label sizes small enough to fit within the flat rectangular area on the front of the disk. There are many sizes and colors available. The main problem is that these labels do not peel off nearly as easily as a lot of the other products listed here. Hunt for a brand that sticks OK and peels pretty well.

14. Keep the disks in their plastic jackets. Write on the plastic jacket with a felt tip pen. The problem is that all disks do not come with full plastic covers, and the Air Force has conducted a technical study which says that sliding disks in and out of those plastic covers is a major source of data loss on floppies.

Since I stack my disks on edge in The Apple Collection's 80-disk carousel, I write the major contents of the disk on the disk edge in India Ink, top to bottom. This way I can instantly read the contents and go right to the disk I need. I also try to use all Sony, so I can keep all graphics applications on disks with yellow labels, word processing on pink, data bases on green, utilities on blue, and various other categories on disks with felt tip stripes applied to extend the range of distinct label colors available to me.

Disks which go belly up get a fresh clean label, marked "Important DATA," and get four little green felt feet on the bottom side. They are used as joke coasters. MacWidow loves to set a wet coffee cup on one while Macintosh users are hanging around. It boggles their minds.

Remember not to get any cleaning liquids which you might use to remove labels into the disk. Don't use any liquids if you can bear not to. Don't get label fragments in under the shutter. Don't get pen or pencil erasure dust in there either. And remember that some liquids you might consider using could eat plastic. Just be mighty careful.

MUG NEWS SERVICE, 1989  
Reprinted with permission from Mouse Droppings, April 1989.

# Novice's Nook

Exploring Your OPTION's.

...by Jim Foster

As we begin the 1990's, it seems to some of us that the Macintosh computer has always been with us. In fact, it has been but a short 5 or 6 years since the first Macintosh went on sale. There have been many improvements since then: new central processing units, new models, colour, expensive peripheral devices, and more. Much has changed but, thanks to the foresight of those who designed the Mac in the first place, its evolution has almost always meant keeping all of what has gone before and adding new things.

One of these features which has been with us almost since day one is the second most useful key on your keyboard. Following that most Macintosh of all keys, the Command key, the Option key offers many features. Following are just a few of them:

## Option #1:

The Option key can be used to reduce clutter on your Desktop. Say, for example, you have to open several file folders to get down to the document or application which you want to open. Then, when you Quit, all of these open folders will be facing you and, most likely, you have to close them up again in order to get on to the next step. To avoid this mess, just hold down the Option key while you are opening the various folders. When you Quit, you will find that all these folders are closed again and you will be back at the top level of the Finder.

## Option #2

For those of us who can't remember the above, or are just too lazy to drag our left pinky down over the Option key while we are opening folders, there's no need to close all those files individually. Just hold the Option key down, click once in the Close box (top left corner) of the front window, and all of the open windows will collapse back into the hard drive or discette icon. Heat, eh!?!

## Option #3

Many special characters and symbols are built right into the Macintosh keyboard character set but most of these are not readily apparent to new users. Holding down the Option key is the secret to getting many of these characters to appear. If you have the Key Caps desk accessory loaded, you can see all of these characters at once. Option-8 is usually a bullet (•), Option-2 is a trademark symbol (™), Option-Shift-k is the famous Apple symbol (⌘) and so on.

I would have used Command-Shift-3 to take a picture of the Key Caps window with these "optional" characters visible but, unfortunately, holding the Option key down prevents Command-Shift-3 from taking a screen picture!

## Option #4

Hold down the Command and Option keys while starting up your Macintosh and you will initiate the routine to rebuild the Desktop file on your hard drive or System disk. This can have the effect of speeding up Finder operations, as explained in this column two months ago.

## Option #5

You don't have to use the Duplicate command to create a copy of a document. Just hold the Option key down while you drag the original to a different folder and, voila(!), there will be your duplicate without the annoying "Copy of" prefix.

## If In Doubt, Try All Your Options

As you can see, there are many possibilities for the lowly Option key. When trying to figure out how to do something with a new program, it's always fun to try combining the Option key with known mouse or keyboard actions.

See you next month.

# Mac Most

(continued from Pg. 7)

In the "nice to have" category can be considered all kinds of miscellaneous Macintosh software choices of which there is a plethora available from various sources. Games, desktop utilities, spelling checkers, HyperCard stacks, spreadsheet macros and a wide variety of custom application software fall into this category. "Shareware" and "Freeware" offer a host of selections.

But the key once again is to only get, buy and use that software which is functional for your purposes, and not to clutter up your disks with next to useless software which is quirky or just not really that good for your needs. If a piece of software has been upgraded and you are satisfied that the upgrade is sound, dump the old version. There is no value in keeping archaic software from 1985 - unless, from time to time, you use it!

This category includes software that I consider toys, but which can be quite functional and of great assistance. For example, I use a Calendar desk accessory which tells me the date today, but can also go forward and back. This came in very handy when I wanted to know that my 100th birthday will be on a Tuesday, or that New Year's Eve, December 31, 1999 will be on a Friday - so I'll have a whole weekend to recover! Now that's what I call a useful tool!

Other "nice to have" software choices include special application programs for accounting. There are literally hundreds of choices in this zone and, once again, the trick is to buy what you need, no more and no less. Remembering two maxims therefore is all that you really need to worry about. The first is "Caveat Emptor" - Latin for "Let the buyer beware"; the second is "If it ain't broke, don't fix it!" - Canadian for "common sense".

*R. David Gould is a Marketing Management Consultant who specializes in Macintosh Systems and Business Solutions. His Bald Eagle Productions organization provides many services including project management and staff training. He can be reached in Toronto anytime on (416) 761 7711 or from his base in Oshawa (416) 579 0155. Fax: (416) 436 9138.*





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*'Double-Click' Associate Editor - Jim Foster*

(Moral: 'The 'Brothers Daryl' Do Not A Successful Newsletter Make')

## ANNOUNCING THE GREAT MAUSE LITERARY CONTEST!!!

As The Above Illustration Depicts, Your MAUSE Executive Have Determined That Something New Is Needed In The Regular Publication of Our Monthly Newsletter, 'Double-Click', Namely,

### Competent Writers!

To Entice All Those Budding Shakespeare's Amongst You, We Are Initiating A New Brilliant Invitation to Become Editors (i.e. A BRIBE !)

Each Month, The Double-Click Staff Will Select The Most Outstanding Literary Contribution Provided By A MAUSE Member And, Not Only Will Said Member Get To See His/Her Priceless Prose Prominently Published (anybody got a handkerchief) BUT Said Member Will Also Be Presented With A Valuable, Nea-We Might Say Priceless, Artifact, In Appreciation Of Their Efforts, At The Next MAUSE Membership Meeting. The List Of Prizes Already In Storage Is Too Voluminous To Display Here But, As They Say, We'll Make It Worth Your While.

All Literary Submissions Should Be Directed To Stuart Blower At His Business Address By Mail or By Dropping Materials Off Directly At His Premises. Soft copy preferred - in text only or MacWrite format - hard copy will also be accepted because we're that desperate! Articles can also be provided to MAUSE Executive at any regular membership meeting...Hell, we'll come to your house if we have to.

The Macintosh is really a tool and, as such, is restricted in its performance by the operator's dexterity, understanding and implementation procedures. The performance governing factor is that of the operator and rarely of the machine.

Chances are that if you have a regular Mac, with 1mg of RAM and a 20mg hard drive, you have everything you need. That means that a basic Mac Plus or SE will do just fine for most day-to-day applications.

These machines have an engine driving their processing speeds called the 68000. Newer machines such as the SE/30 and Macintosh IIx units have the newer 68030 processor which is four times faster!

For most average applications (basic word processing and graphics, for example), this new engine with an increase in RAM (Random Access Memory) is not necessary. If, however, you are working on large computation projects such as huge budget spreadsheets, CAD/CAM engineering work, advanced graphics and/or desktop publishing (such as Adobe Illustrator, Aldus Freehand, PageMaker, Quark Xpress and others), this accelerated processing speed and increased operational memory will dramatically speed up your work. Indeed, the more advanced software products, especially those which offer integrated capabilities (like MicroSoft Word 4.0 and Informix Wingz) are going to perform better and faster on the faster processor, but increased RAM may suffice.

If you are using a 128/512 Mac or are running a Mac without a hard drive, there really is not much that can be done to help your performance levels until you make the investment in a hard disk. These are now available in various sizes but, with 20meg, most times there is enough memory and storage space for everyday applications. Personally, I am not a fan of large hard drives. Unless absolutely necessary, they can engender a false sense of security that it is fine "to put all your eggs in one basket".

The point is this: if an 80mg hard disk fails, you may lose all of it. If you have a group of smaller drives and one fails, you only lose that portion. Hard drives are expensive items for data storage, and thus I encourage users to use their Macs judiciously by only keeping

applications (programs) and current documents on hard disks, and storing archive documents on separate floppy disks. Then I recommend keeping back-up (duplicate) floppy disks prudent to suit your particular needs and applications. This way is functional, practical, and most times, affordable.

While most hard disks are very reliable and can go for years without any problems whatsoever - it only takes one failure to suddenly bring this subject into focus. A power surge during a thunderstorm can do it, as can a little gremlin lawmaker known as Murphy. The point is to be smart, and plan for the worst. It may never happen to you... but then again, it might!

One note of caution: make sure that the disks you are using are sound. I have seen some "no-name" disks which are fine and others which are obviously second-rate. It hurts to find that out sometime in the future when you need to access an historical document of a critical nature, only to discover that the disk is defective.

Candidly, many average users who tend to "plod" more than "zip" through their work find that extending the RAM of a basic Mac is an upgrade option which is quite affordable and will be quite adequate for most applications. What this does is increase the size of the Mac's brain and active memory. You can thus get the Mac to do more than one thing at a time. For example, what we refer to as running "in the background" may be a printing command to generate labels off one document, while in the "foreground" you use the Mac to work on another project. My observation is that, unless the computer is being asked to perform considerable work, the major limiting performance factor between the information going in and the computer figuring out what it has been requested to process is how fast the operator can type or key in the data.

Having established this as a basic platform, the next stage of this evolution is to ask the one simple question that quite often gets lost when getting involved with Macs or any kind of computer. The question is simply this: "What do you want the machine to be able to do for you?". The answer will determine the right software blends that you will need to do your work. You will not under-buy software that you really

must have or over-buy software which can do amazing things, but which you just don't really need, takes up space on your hard disk and generally has more bells and whistles which you simply never use.

This is very much like buying a car. You determine the fundamentals that you have to have - brakes, steering, engine etc., items that would be neat to have like air conditioning or a rear wiper, and then there are the features that can best be construed as functional, fun, serious for some but ridiculous for most - like heated seats, automatic dimming rear-view mirrors and headlight wiper blades!

The determination is to decide on what is "Must have" software and "Nice to have" software and "do I really have to have?" software.

Most people must have a decent word processor and basic graphics capability. Many consider a spreadsheet capability equally vital, but there comes a point where cost and necessity dictate a line where any further software purchases are considered very carefully.

At this point, most Macs are able to satisfy general or fundamental user needs, but this is not the end of the discussion. Many and most software manufacturers are upgrading their offerings on a regular basis. This is often at additional cost to the user, and often the cost and new improvements do not really make all that much difference to the user's productivity. There may in fact be a case of lost productivity during any conversion process!

A good example might be the latest offering from MicroSoft, MS Word 4.0. In many instances, this new improved version of a fundamentally sound and solid document processor does exactly what the 3.1 and 3.2 versions did and do. The question as to whether an upgrade is necessary is personal. Unless a specific technical glitch or added improvement provides increased productivity potential to you, I suggest that software should be bought for what it can do for you, not to you!

Continued On Page 5 - -

See "Mac Most"

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