

DOUBLE CLICK

A Monthly Publication of Macintosh Users East (MaUsE)



February 1995

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**Income Tax Time is
Here Again!**
(MaUsE Comes to the Rescue!!!!)

February Meeting

The February members meeting will be held on Wednesday February 22nd. at our regular location, Anderson Collegiate, in Whitby. A map showing the location of Anderson Collegiate can be found on the back page. Shareware disk sales begin at 7:00 P.M. and the meeting starts at 7:30 P.M.

Home Tax !

Mr. David Hazan of Brian Costello Home Tax will present an income tax preparation application called "Home Tax." I have prepared my income tax return on my Mac for a number of years and there is just no way that I would go back to doing it manually! I understand that Mr. Hazan will be bringing a supply of his product with him which will be offered at a discount for MaUsE members. Also look for door prizes / raffles. It will be *very interesting* to evaluate an application developed specifically for tax preparation as compared to a template developed for a spreadsheet.

Fonts

Bruce Cameron will be doing a half hour presentation on Fonts at the February meeting. This presentation will be aimed at new users and will look at all aspects of fonts and font management. In addition, Bruce told me that he is putting together several disks of shareware / freeware fonts and font utilities.

See You At The Meeting!
Hugh Amos

MaUsE
Macintosh Users East



From the Editor

By : Hugh Amos

DC Online

Look for Double Click Online on the MaUsE BBS. As well as featuring all the articles in the regular Double Click, it will contain extra articles that would not fit into our 8 page Double Click mailing. In addition, DC online will be in colour and can contain sounds and QuickTime movies. See you on-line!

MaUsE Green Apple Program

There will be a half hour presentation on fonts at the February meeting aimed at new users. Don't miss this one! Fonts are fun and affect the impact of your documents, but, managing them can be time consuming and confusing. There are utilities available to enable you to manage your fonts and they are low cost or Shareware / Freeware. Bruce Cameron will be presenting and he is very knowledgeable in this area.

Educational Video Tapes For Our Club

The club executive are planning to purchase some educational video tapes to be rented to club members for a reasonable fee. I would appreciate input from club members as to what titles they would like to have available. An example of some titles that are available are : PageMaker, Illustrator, ClarisWorks. Please contact any of the club executive to communicate your preferences.

Video Tape Update : It has been proposed that the first set of video tapes be purchased in March / April and be made available to club members on loan for one month periods. Cost to members will be \$5.00 to \$10.00 per month per tape plus a refundable deposit of \$20.00.

Software Reviews

Member volunteers are needed to do software reviews. The usual way this works is that the reviewer receives a free copy of the software in return for the review, as long as it is published in a newsletter such as Double Click. Interested members should contact a member of the executive.

Hugh Amos

Meeting Calendar 1995

February

Income Tax by : Brian Costello of Home Tax

March

ClarisWorks 3.0 Presented by : a Claris representative

April

Green Apple Meeting

May

Executive Contact List

Please feel free to contact any of the following individuals if you have comments or questions relating to Macintosh Users East or Macintosh computing in general.

Position/Name	Phone.#
President Bruce Cameron	Bus: (905) 644-4736 Oshawa Hm: (905) 983-9205 Orono
Past President Hugh Amos	Bus: (905) 683-4760 Ajax Hm: (905) 683-4320 Ajax
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Advertising Rates

Full Page	8 1/2 x 11	\$40.00
Half Page	7 x 4 1/2	\$25.00
Quarter Page	3 3/8 x 4 1/2	\$15.00
Inserts	Max. 8 1/2 x 11	\$50.00
Business Card	3 1/2 x 2	\$10.00

Contact : Hugh Amos, Double Click Editor (905) 683-4320

Symantec / Viruses

June

Apples Latest Stuff by : Apple at their Head Office in Markham

July

Pool Party

August

Barbecue

September

Cellular Modems

October

Midi / Music / Sound

November

Executive Elections

Vendors or Christmas wish list

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The President's Ponderings / Bruce's Bull...

By : Bruce Cameron

This month's Executive meeting is over and we are developing our new programs a little further. Jim's publicity program has already brought out a few new people, and some of them are going to join after just 1 visit. I guess we're doing something right. If you can think of any places that we could put a small stock of our brochures so that they might catch the eye of a computer user, let Jim know. We are already planning to put them in Libraries, Information kiosks in the local malls and possibly the computer book sections of bookstores.

We need our members to evangelize in the classic Apple method, to any of their friends and neighbours who own Macs, how many benefits there are to belonging to the user group. And there are a lot; quick, free technical support, at almost any time of the day or week, access to the shareware library, where the perfect little utility to do the task you need probably already resides, product demos by manufacturers of software and hardware and product discounts available only to members of a user group. You can probably save enough in one year on product purchases to cover your membership fees for a couple of years. The rest is all gravy. So try and get them to come out to at least one meeting. We're sure we can keep them coming back.

The "Back to Basics" presentation this month will be on Fonts - What, Where, How, When, and Why. The shareware discs will be a collection of font utilities and shareware/freeware fonts. We have other topics picked out for the rest of the year, which should

be listed somewhere else in the newsletter, but if there is something else you want to see/hear let one of the Exec. know and we'll see if we can work it in.

Apple Canada has finally offered a discount on the purchase of system 7.5, either on disk or CD. Price is \$69.95 plus shipping and handling plus tax. I will have "Official" order forms at the meeting. The offer expires March 15. Other offers which we receive from the monthly UGC mailing are listed elsewhere. There will be a short demo of the Color Compass application during the meeting. Product offer sheets from these and previous mailings will be available at the meeting.

MacWorld Expo will be in Toronto during the first week of October, and as part of the program Club Mac of Toronto is hosting the "North American User Group Symposium and Workshop" (NAUGSAW). This is a meeting for the Executive members of User Groups to get together, compare notes and horror stories and learn from each other how best to run and grow a user group. The show itself is being organized and run by "The User Group Connection"(UGC), the company that Apple spun off/out to handle its User Group relations. Club Mac has invited MaUsE to help/participate in setting up and running what UGC needs to be done on this end. Jim and I are currently exploring what this will really entail and will report back when we have a better idea of what is involved on our end. We probably will need volunteers to help out. You'll have an opportunity to meet User Group members from all over North America, and you already have at least one thing in common; you love Macintosh.

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Membership Fee Structure Enhanced for 1995

By : Jim Foster

Editors Note : I am repeating this article again this month as a reminder to members to renew their membership for 1995.

At a recent MaUsE Executive meeting, a new membership fee structure was developed for 1995. We think (hope) you will agree that it makes sense, represents good value for your money, and will attract even more new members to the club.

For most members, the annual MaUsE membership fee will be \$40. This is a modest increase of \$5 from the \$35 per year amount that has been in place for some time. The increase is needed to offset the increased cost of postage and other basic club expenses which has occurred since our last fee increase.

New for 1995, we will begin offering special memberships for

students at \$20 per year. Student members will receive all the same privileges as regular members with one very small exception. The exception is that, while regular memberships are actually Family memberships, Student memberships cover only the individual Student. The only place where this is significant is in respect to the BBS, where a Family may elect to have more than one account (one for each family member) with their daily logon time allotment divided up among the family members or they may elect to have just a single account. Student members will have only the option of a single account, but will have the same BBS privileges as a regular member.

The intent of the Student membership program is, quite obviously, to promote MaUsE among this increasingly active group of personal computer users. If you know of students who could find MaUsE membership of value, we hope you will advise them of this new fee structure and invite them to our meetings.

Our intent is to be quite liberal in our definition of "Student" ... high school, post-secondary, full time, part time, etc. All we will require is some proof of their current enrollment in an education program.

Finally, and perhaps the best feature of our new fee structure, we will be eliminating the surcharge which has up to now been applied to anyone wishing to have download access to our CD-ROM library on the BBS. Members opting for this privilege previously paid an annual surcharge of \$20 for a full annual MaUsE "bill" of \$55.

This new fee structure is much simpler to explain and should help all of us in promoting membership. The time for membership renewals is fast approaching. We hope that we can count on your support in 1995."

FOR APPLE USER GROUP MEMBERS ONLY

February 1995 User Group Connection (UGC) Summary of Vendor Discounts

Editors Note : Order forms and product descriptions for these offers will be available at the February 22nd meeting at Anderson Collegiate.

UGC notes to Members : Some prices do not include shipping or tax. When you call and ask for information or order a product, identify yourself as a User Group Member. Information

is supplied by the vendors, not UGC, so we can't verify the accuracy of their claims.

Allegiant Technologies

SuperCard 2.0 is the ultimate authoring tool for delivering multimedia and custom applications. SuperCard is a uniquely powerful tool that allows people to create their own sophisticated interactive multimedia programs. Allegiant is offering User Group members SuperCard 2.0 for \$199 (SRP \$695), plus \$10 shipping and handling for U.S. UG members and \$22 for Canadian UG members. This offer only valid by calling 800-255-8258. Members must reference program #22. (exp. 06/01/95)

MacPlay

As a special thanks to you for being part of a Macintosh User Group, we're offering 50% off the retail price of all our games, plus \$4.00 shipping and handling per order. From the musical journeys of Xplora I: Peter Gabriel's Secret World, to out-of-this-world adventures and combat in Astro Chase 3D and Star Trek: 25th Anniversary, to the strategy, diplomacy and medieval might of Castles: Siege & Conquest, to board game fun with Monopoly, Risk, and Scrabble... MacPlay has something to bring hours of fun to every kind of game player. And, if you purchase over \$60.00, you'll receive a FREE MacPlay T-Shirt! Call 1-800-4MACPLAY to order. Members must give the User Group Code # MPUGF4. (exp. 04/18/95).

Praxisoft

Color Compass is a creation utility that provides a professional interface for the beginning or advanced artist to quickly and easily create custom color palettes to use with all popular Macintosh and PowerMac applications. Current graphics and multimedia applications offer limited and confusing color creation tools, placing to much emphasis on color calibration and output. Special User Group price \$79 (SRP \$129) plus \$7 shipping and handling. Call 1-800-55-PRAXIS (in Virginia or Canada call 703-729-3391).

Random House Electronic Publishing

Order Master Multimedia with the hot new titles in the Random House/NewMedia Series and get a special User Group discount of 20% off retail price. To order call 1-800-793-2665 and refer to User Group code 017-99.

Ventana Press

announces four new Internet titles to help you surf the Net with point-and-click ease: Mac Internet Tour Guide, Second Edition, Walking The World Wide Web, Internet Roadside Attractions, and America Online's Internet, Mac Edition. Until May 15, 1995, take 30% off any or all of these books for an introductory User Group discount. Order ten or more titles in any combination and take 50% off the retail price. Free shipping is offered within the U.S. User Group Members ordering from the U.S. call 1-800-743-5369 (exp. 05/15/95)

eWorld

Take advantage of a free trial, more time and lower prices on

Apple's new online service, eWorld. There's more content than ever, and you now get 4 hours for \$8.95 a month and pay just \$2.95 an hour after that. You pay no monthly fee the first month and you get 10 hours to explore! User Group Members in the U.S. can call 800-350-4842 to request a free eWorld starter kit - try it risk-free!

Editors Note : In 1994 MaUsE member Kevan M. Light published a review of Now Contact 2.1 in Double Click. Kevan is back again with a review of Now Software's latest update.

Now Software's; Now Contact 3.0, and Now Up-to-Date 3.0

By : Kevan M. Light



Now, not only are these programs faster (upgraded for the PowerMac folks), but they still allow you to be highly organised. Of course you can still use these programs on regular Macs; I have never noticed any slow down on my regular LC III. And Now Software has made these 'Personal information managers' and 'contact managers' even more easy to use.

The help is there when you want it

There are a few methods that the programs use to guide you along; just in case you don't like reading manuals or want to get straight to work. I must admit, I still haven't looked at the manuals yet; and I have been entering information and receiving warnings of upcoming Birthdays and Meetings on a regular basis. There are 'help' items to guide you along. In many cases, all you have to do is just point the cursor at any icon, and the program will tell you what it is. Almost like an unobtrusive balloon help without any annoying slowdown. The Toolbar buttons let you perform the most common Now Up-to-Date activities, including printing, switching views, adding new Appointments, To-Dos and Calls, and so on. The Toolbar also includes buttons for the Date/Time Picker, Online Help, Word Wrap, Show/Hide Weekends, and more. The new versions (3.0) seem to be more organised and laid out on your screen better compared to version 2.1, and, you can import your old data from older versions of Now Contact and Now Up-to-Date. There is also another method which Now Software can help; there is a very detailed 'help' file at your service at any step of the way (as long as the program is

opened). You can click the "Help" button in major dialog boxes, or choose "Help" from the Window menu. Help topics are arranged so that you can reveal or hide any sub topics they contain, and you can even search for and print topics.

Templates, Templates

And even another way that Now Software has thought of helping you get to work quickly is to include templates for almost every conceivable file that you may need. There are templates for faxes; where all you have to do is either fill in the names and addresses, or import the names and address that you have on file from Now Contact, print and send. Of course you can send a fax from your computer if you have the proper software and modem. There are 39 envelope templates, where all you have to do is 'import' the name of whom you are sending to and Now Software will take care of the rest (proper name and address placement). You can also customise your own envelope templates. There are 27 label templates included, where again, all you have to do is choose the proper size label you wish to print to, and the name and address of whom you would like on these labels (from your file in Now Contact), and print. You can also use graphic elements like lines, boxes, and pictures or logos (using the picture tool). You can even place a U. S. Postal Service bar code in an Envelope Template, which speeds mail delivery by allowing postal equipment to read the destination postal code electronically. There are also 4 letter templates, that would help speed up the process of setting up the letter with names and addresses of the sender and addressee or any other item that would be duplicated. Again, all you have to do, is specify which template you would like, choose the name and address from your Now Contact list, and you are all set up. You can always set up your own custom template with ease. There are 19 different address book templates available. These would allow you to print your calendars, To Do Lists, or other information, into the proper size document in order for you to use and fit into their respective address book. All documents can be customised with your choice of fonts, styles and graphics.

Calendar View

There are also other imports that will help to customise your information in your calendar view. You can import an information package of dates of holidays for a particular country; for example if you would like to have American, Canadian, Irish, Australian or British holidays, or any combination of these, then you can import the proper 'package.' This way you will know when George Washington's birthday is, or when is Guy Fawkes Day. I imported just the British and Canadian holidays as I mostly correspond with British and Canadian folks. There is a sample tutorial calendar for you to play with; just so you get the feel for the program. With the older versions of Now Up To Date, you could use graphics imported into your calendars; but now there are a number of icons with images that can be used for almost any occasion. There are cars, sports icons, business related icons, religious icons, a turkey, dog, Canadian and American flags, the different moon phases, and many other icons that will come useful someday. You can also add your own graphics to this 'graphics folder' (almost like a modern scrapbook). Just by

dragging an icon from the 'graphics folder' to where you want the icon placed will ensure that you have a very presentable calendar. As with previous versions of Now Up-to-Date, you can assign a repeatable command to a particular appointment or To - Do. For example, if you would like to put a day when you get paid, then you just double click on the day in question, type in 'Pay Day', and hit 'return.' And your words 'Pay Day' will be located on the proper day. Then, just by double clicking on 'Pay Day' again; you are presented with a number of choices; you can click on 'repeat every two weeks,' click on 'for 52 periods' and click on 'give 2 hours notice' and choose the type of 'alarm' you wish to have, such as 'chime,' and choose 'OK.' Now you have a calendar that lists all your pay days for the next two years, and you are notified with a chime 2 hours before the big moment. This might sound complicated, but I found the data entry very intuitive. The alarm reminders can be adjusted to any number of minutes, hours, or days in advance for any event on your calendar. I prefer to work in the calendar view, but your events (to -do's, appointments, meetings, notes etc.) can be displayed and entered in other views such as, year, week, or day. You can scroll through by weeks in the month views, and you can also scroll through the days in the weekly views. One can also display any conflicting events.

Group Scheduling

For those that wish to use these programs in a Workgroup setting. Now Software has included server software so that this information (calendars, to - do's, appointments etc.) can be shared with others on your network. You can specify as to which information that you wish to share and which you do not. You can view information that has been posted by others, like 'Personnel Vacation Requests' or 'Employee Lists' and post your own information for others to view. Meetings can be scheduled by simply selecting the people and the desired location - Now Up-to-Date will find the best time, date and location for your group to meet, automatically. Simply drag and drop to choose your attendees, conference room, and resources (overhead projector, etc.). Now Up-to-Date scans their schedules and determines their availability. If you need to reschedule that meeting (someone phoned in sick for example) then just drag the meeting to a new time and everyone is automatically notified of the change. Every time you make some changes to your 'public' information (white off line to your net.) will be updated and automatically distributed when you return to your net. You can view all your guests available meeting times, and the program will notify you if there is any duplication of information.

Keeping Contact

Now Contact and Now Up-to-Date will make you more organised when they are working together. Just drag any contact to your schedule and Now Contact and Now Up-to-Date will automatically create an appointment, copy contact information to the agenda, and create an entry in the contact's history. Later, you will be reminded of the meeting ; the name and number will be right there when you need it. With just another click of the mouse, you will see details of all your previous meetings with that person. You can locate contacts in your files just by typing in their initials. The program will automatically check your files

for any duplication of contacts.

My Verdict

Some time ago, I was ranting and raving about how Now Contact and Now Up-to-Date 2.1 kept me so organised and never allowed me to miss a meeting, appointment or more importantly my wife's birthday. I never thought that I would use it as often as I do, since I am not in the business field, and I didn't have a very 'busy' schedule. I have found that once Now Up To Date has been set up (ie customised to your own personal tastes), then all it takes is maybe a few minutes a day to update or modify any new events, appointments, or 'To do' lists. Once this has been done; and if you are like me, then you will find that your productivity , reliability, punctuality, and organisational skills will undoubtedly improve. Well... now comes the updates (3.0), and they are much easier to use, more intuitive, and there is a more comfortable feel about them. I would recommend the upgrade for those that have it, or the software for those that don't (yet).

Now Software recommends that you use these programs on any Mac with 68030 or higher CPU. They are both PowerMac compatible. Must be used with System 7.0.1 or higher. 2 MB of free RAM. Free disk space; 2 MB (with the non PowerMac version - 68k version), or 4 MB with the PowerMac version. The installer program will decide whether you are using a PowerMac or not. If you would like to order, call Now Software at (503) 274-2800.

MaUsE Classifieds

MaUsE members are encouraged to use this section to advertise anything that they want to sell (or give away) (it doesn't have to be computer related). There is no charge for this service for MaUsE members.

WANTED : APPLE IIe COMPUTERS

Local area school has a need for additional Apple IIe computers/monitors. Would appreciate donations of any such computers which are no longer being used by MaUsE members. Will consider purchase where units are in outstanding condition. For additional information, please contact Mr. Paddi Cauley. Telephone: (home) 430-6906; (school) 723-4241.





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HOME TAX is easy to install, easy to understand, easy to use and deadly accurate! Even novice tax preparers can produce perfect tax returns in no time at all! Just follow the easy on-screen instructions and you'll receive every allowable tax deduction. With more than 140 Revenue Canada approved forms and

schedules built right in, HOME TAX is Canada's most complete personal tax software. And HOME TAX can help you examine alternatives for year-round tax planning.

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For more information please call
THE HOME TAX HOTLINE (905) 624-0303
or fax us at (905) 624-8944

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About Double-Click

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Double-Click is produced monthly, where possible, by and for members of Macintosh Users East (MaUsE), an Apple Macintosh Computer Users' Group serving the Durham Region & environs, for the purposes stated in its constitution. There is no charge for this publication. Articles published in Double-Click may be reproduced for non-commercial purposes by other Macintosh User Groups or interested parties without prior permission. Any other reproduction of any part of this newsletter requires the written permission of the author(s).

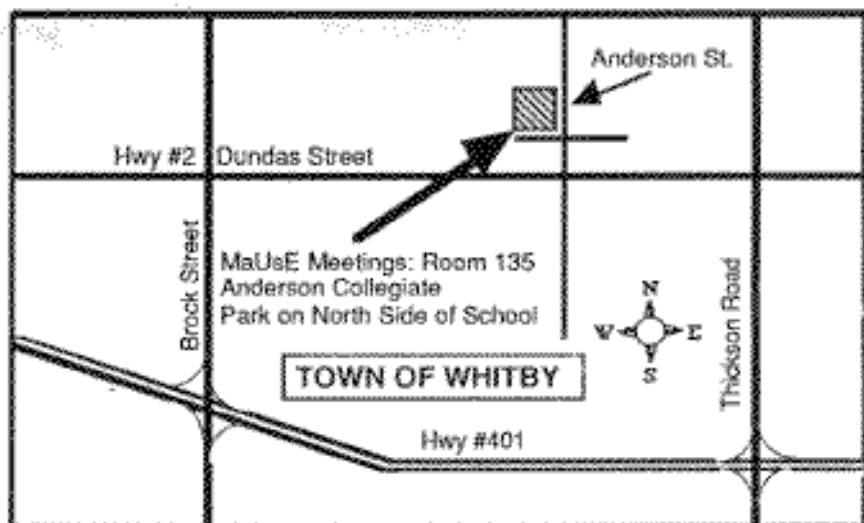
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This month's issue of Double-Click was produced on a Macintosh Centris 650 computer with a 16" monitor using Clarisworks, a product of Claris Corporation.

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Headers are set in Helvetica
Body type is set in Times

MaUse Meeting Location & Schedule



Members of the general public, guests of MaUsE members, and all regular MaUsE members are invited to attend any of MaUsE's membership or Executive meetings. It is NOT necessary to bring your Macintosh with you...all that's required is an interest in Macintosh computing.

Listed at right is the schedule for 1995. Membership meetings are generally held at Room 135, Anderson Collegiate in Whitby (see map above) starting at 7:30PM. Shareware disk sales begin at 7:00PM. Executive meeting locations vary...call ahead to confirm exact locations/times.

<u>Month</u>	<u>Exec Mtg</u>	<u>Member Mtg</u>
January	6th	25th
February	9th	22nd
March	2nd	22nd
April	6th	26th
May	4th	24th
June	1st	28th
July	6th	26th
August	3rd	23rd
September	7th	27th
October	5th	25th
November	2nd	22nd

Acknowledgements

MaUsE is a member of MNS, the Macintosh News Service, which acts to distribute information/articles between Mac User Groups in North America. Various articles in Double-Click are provided courtesy of MNS and its Corporate

sponsors. CoStar Corporation is this month's MNS Sponsor. The Executive of MaUsE and Double-Click Editor thank CoStar for providing this service. We encourage MaUsE members to advocate the products/services of MNS Sponsors.

Each month's MNS disk becomes a part of our MaUsE Public Domain software library and members are welcome to see Bruce Cameron for copies or information regarding the contents of these MNS disks.

CoStar

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MNS
MUG NEWS SERVICE