

Why Join Apple Corps?
The Changing Role of
User Groups
In Defense of Volunteerism
NAUGSAW '95 Report


The Journal of the Apple Corps of Dallas
OCTOBER 1995
VOLUME 17
NUMBER 9

AppleGram



THE BBS ISSUE!

November Meeting Schedule

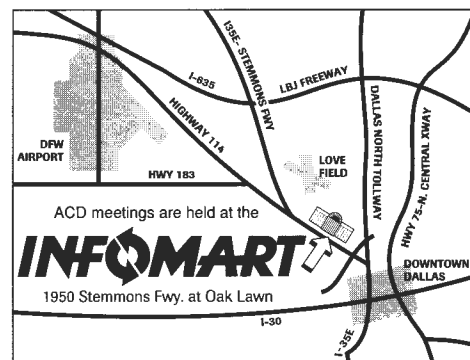
9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 1:00	1:00 - 2:00
Steering Committee Room 1060	Main Meeting Room 1060 Appleworks Room 2039	 Apple II Main Meeting Room 2039	Hardware/Sys 7 Room 4008 Beginners Room 2008 Graphics Room 1060 Apple II Help Room 2039 Educators Room 7012	Mac Business Room 1059 Mac Help Room 2008 Communications Room 2039 Databases Room 1060 Mac Developers 2:00-3:00pm Room 2008

Apple II SIG Leaders

- Apple II/IIGS Main Meeting (Erick Wagner)(214) 727-8077
- Apple II/IIGS Help (Chuck Segrest)(817) 249-5152
- Apple Works (David Harned)(214) 416-2172

Mac SIG Leaders

- Beginning on the Mac (Dru Richman)(214) 528-8474
- Business SIG (Bob Cecil)(214) 393-2571
- Developer's SIG (Gary Wade)(214) 241-3907 ext.239
- Graphics/Publishing (Carolyn Andres)(214) 631-1577
(Chris Gomersall)(817) 281-4897
- Hardware/Networks (Bob Winningham)(214) 739-0645
- Macintosh Help SIG (Dru Richman)(214) 528-8474
- Database SIG (Ray Thompson)(214) 231-0765
(Kirk Bowman)(214) 492-7523
- Modem/Communications (Taylor Sharpe)(214) 522-5525
- System 7 (Ronnie Day)(817) 572-0873
- Educators SIG (Al Boyles)(214) 388-5655



Breakfast and lunch are available in the cafeteria of the Infomart. Room assignments are made by the DFW Xchange after the AppleGram has been printed. Independent community SIG meetings are offered at various times and locations in the DFW area. For further information, call the SIG hotline.

Public domain software is available for purchase in the basement during ACD meetings from 9 a.m. to 3 p.m. Training tapes are also available for rental from Bob Cecil.

Next SuperSaturday: **November 18**

Apple Computer

About the Cover:

Member/Co-Editor **Carolyn Andres** used Photoshop and a map from public domain historical archives to create this month's cover. She also designs the inside editorial section.

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Carolyn Andres

AppleGram

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This magazine was edited and produced on a Quadra 950 with a Radius 20" monitor, and a PowerMac 7100/66 using an Apple 20" monitor. Programs used are Quark Xpress 3.3.1, Adobe Photoshop 3.0.1, Adobe Illustrator 5.5, Microsoft Word 5.1, and System 7.5. The fonts used are: Adobe Helvetica Inset, Futura, and NewBaskerville.

The AppleGram is published monthly by volunteer members of the Apple Corps of Dallas (ACD). The AppleGram is an independent publication and is not affiliated, sponsored, sanctioned or associated with Apple Computer, Inc.

The opinions, statements, positions and views stated herein are those of the author(s) or publisher and are not intended to be those of the Apple Corps of Dallas. ACD is not responsible for the accuracy of information contained in advertisements or articles.

Contents may be reprinted with permission by user groups, at no charge, provided that proper credit is given to the author and two copies of the newsletter are sent to the Editor.

Submissions to the AppleGram are always welcome and may be delivered to the Editor via the ACD BBS, snailmail, or America Online. The deadline for all articles, letters, illustrations and classified ads is always 6 p.m. on the 15th of the month.

Members may place classified ads at no charge. Classifieds are downloaded from the BBS at 6 p.m. on the 15th of the month. All non-member and business ads must be paid in advance.

The rates for non-members and businesses are as follows:

Ad Size	1 month	3 months
Full Page	\$80.00	\$68.00
1/2 Page	40.00	34.00
1/4 Page	20.00	17.00

Inside the ACD

The Apple Corps of Dallas is a Texas organization. The basic purpose of the Apple Corps of Dallas is to promote and encourage the education, training and understanding of its members and guests in the use of microcomputers in homes, schools and businesses. Membership contributions and donations are tax deductible. The Apple Corps of Dallas is not affiliated in any way with Apple Computer, Inc.

Membership Information

The annual membership contribution to the Apple Corps of Dallas is \$30. Annual membership for persons living outside the USA is \$60. Family members may be included at a cost of \$10 per member. Family memberships allow multiple accounts on the BBS, voting privileges for each member 18 and older, and drawings for door prizes. Only one newsletter per household. You may join ACD either by sending in the application printed in the AppleGram or by signing up at the monthly meetings.

ACD Electronic Bulletin Board

The Apple Corps of Dallas operates a multi-line electronic bulletin board service. Communications software for the graphical user interface for the BBS is available on-line or through purchase from our public domain library. The ACD BBS may be reached at (metro) 817-355-9363. Telecom settings are 8-N-1. Baud rates are 1200, 2400, 9600, 14400 and 28800.

Monthly Meetings

Meetings are generally held on the third Saturday of every month at the Infomart and are free of charge to everyone, members and non-members. Children under the age of 16 must be accompanied by an adult. ACD holds SIG (special interest group) meetings all day. Meeting schedules are listed in the AppleGram and are available in the lobby of the Infomart on meetings days.

Volunteers Are Welcome

If you are interested in volunteering, please contact the volunteer coordinator for details on how you can help.

Just gotta have numbers . . .

ACD BBSmetro (817) 355-9363
User Group Meeting Info (DFW Xchange)(214) 746-3365
Membership Director (Taylor Sharpe)(214) 522-5525
Mac Public Domain Librarian (Desi Popham)(817) 481-4773
Apple II Public Domain Librarian (Charles Miller)(214) 272-3349
ACD BBS Sysop (Fred Sheffler, Voice 1)(817) 355-0586
Volunteer Coordinator(position open)
Public Relations Director(position open)

Officers

PRESIDENT
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VICE-PRESIDENT
Fred Sheffler
(817) 355-0586

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(214) 388-5655

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Carolyn Andres
(214) 631-1577

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Andy Reese
(214) 357-9185

Anyone new to the Mac and the Apple Corps of Dallas might be very surprised to know that the ACD of today is much different in both usefulness and purpose than the same organization of, say, 10 years ago.

Having graduated to the Mac from my beloved Commodore 64 more than a decade ago, I immediately joined ACD. My Commodore experience had shown me just how valuable a resource a user group was.

Even though by the mid-1980s the Macintosh had grown to more than just a novelty, software for it was not abundant. Nor was it cheap. Users today, by the way, would be amazed to know that commercial software normally consisted of a single disk, which included a complete System folder. And the disk was only 800K!

Anyway, Mac user groups became a prime point for the distribution of public domain programs.

(You need to remember that in those "good old days" the standard modem speed was 300 baud; if you had the funds to invest, you could get a really fast 1200-baud modem! Downloading software from a bulletin board was neither easy nor fast.)

In those days, ACD public domain software was done on a contract basis. Bids were taken each year from anyone who wanted to be librarian, and ACD was supposed to receive a percentage of each disk sold. The ACD provider had a real-

ly fine library that grew significantly each month. Many was the time I'd rush home from a SuperSaturday meeting, eager to try out on my Mac Plus the latest Disk of the Month I'd purchased.

Laser printers were still beyond the financial reach of most users, so among the really neat goodies available from the ACD library were fonts that could make the ImageWriter turn out what most of us at the time considered absolutely remarkable print jobs.

But there was more to be gained by belonging to ACD.

The meetings provided most of us the opportunity to see demos of the latest programs being turned out by software publishers. The more you saw, the more you began to realize the power of

that little box with the 9-inch screen.

Even better, though, was the chance to talk to other users who, like all of us, were learning the hard way. Questions abounded at the meetings, and I suspect that no one ever went home without learning something or getting the solution to a particularly troubling problem. There just weren't that many Mac experts then, so we learned from each other.

(It was about this time that the membership began to shift from heavily Apple II to Macintosh. We can thank those early Apple II folks for paving the way for us and getting a vibrant ACD in place.)

An example of the value of the ACD and its meetings is the role they played when viruses reared their ugly heads in the Mac community. I learned about viruses there and I still have my ACD disk containing Vaccine, the first public domain virus fighter, aimed at the malicious Scores virus. Having it made me a hero at work when Scores invaded us!

The Mac SE made its debut and we were thrilled. Man did we think it was fast! And it had an internal hard drive so you didn't have to keep swapping disks, an uglier part of using a Mac Plus if you couldn't afford \$1,000 or more for an Apple 20-meg hard drive.

Over the last 10 years, ACD has matured along with the Mac. Instead of having to wait for SuperSaturday to get public domain software, it's readily available and quick to download from our BBS. Modem speeds have gotten faster and faster; modem prices have gotten lower and lower. Today, you're considered slow if your telecomputing at 9600.

Instead of being looked upon by our DOS brethren as oddities like we were in the mid-1980s, Macs and Mac users are holding their own in the corporate world.

With the new popularity and wider use of the Mac, changes in ACD were inevitable. Very often, main meeting programs feature demos of the latest version of a program, not some radical new way of using the Mac. For a lot of us, we are getting a first look at the new features of a program we're already using.

Replacing open meeting question-and-answer sessions are special interest groups (SIGs) that focus on narrow topics. In many respects, we've become a bunch of specialists, rather than the

—continued on page 6

The Changing Role of User Groups

expert generalists of early ACD days. And now you don't have to hope you get a chance to talk to one of those three or four experts who used to be in high demand at every ACD meeting; there are literally hundreds of experts in our membership.

(I lament the passing some years back of the SYCA SIG. That stands for "Stuff You Can't Afford," which, at the time, included a lot of things that cost less than a grand! Since there were no CompUSAs or Computer Citys, there was pretty much no place to go see and test drive the latest Mac toys. Would you believe that the first two Mac Pluses bought by our company—and still running—were purchased from a downtown department store.)

Now we find ourselves in the beginning stages of yet another computer revolution with the explosive growth of the Internet. Software like that which used to be available only from our public domain library can be downloaded from a site halfway around the world.

For the new member of ACD, the group still offers the helping hand that can be a real boost in getting started. For the longtime member, there is still the opportunity to share experience and knowledge of the most user-friendly computer ever made.

While the role of a user group such as the Apple Corps of Dallas may have changed since its early days, it remains an important asset that should be a part of every Mac user's toolbox. It's too bad that more Mac users don't take advantage of what ACD has to offer. ■

-Jon Kinslow
-Carolyn Andres
Co-Editors



Why Join Apple Corps?

The purpose of the Apple Corps of Dallas User Group (ACD) is to promote and encourage the education, training and understanding of its members and guests in the use of microcomputers in homes, schools, and businesses. Our membership includes everyone from casual users to programmers, graphic artists to accountants, educators to engineers – users of all kinds of computer systems and software. We pride ourselves in providing a forum for computer users to exchange ideas and share resources.

ACD Activities

Our monthly meetings, open to the public, are a place for you to improve and develop your capability to effectively and efficiently use your computer system. Members are encouraged to exhibit their particular use of computer technology; but more frequently, representatives for the most popular Mac-related products and services demonstrate their wares to our group. The monthly meetings also provide an opportunity for us to announce upcoming events, briefly discuss group business, and offer special vendor promotions to the members. To round out the meeting, it's quite common for the vendors to provide a door prize for some lucky member of our audience. Unless otherwise announced, we hold general meetings on the third Saturday of each month at the Infomart. Meetings begin at 10 a.m. The program is usually announced in the magazine and on the BBS. Visitors may attend for no charge.

Please check out some of the ACD social activities on page 33. Our members like to get together over pizza or salad and discuss subjects of common interest.

Online Bulletin Board

The BBS carries the latest and greatest in public domain (shareware and freeware) software. It's also where you'll find some of the most knowledgeable Mac enthusiasts participating in on-line discussions of all things Mac and otherwise. There are public conferences on topics like desktop publishing, programming, employment, buy-sell-trade, and general support. We have more than 8,000 Macintosh files, and support over 500 users. To get acquainted, call (817)355 9363. Set your telecommunication program to 8 data bits, 1 stop bit, and no parity. Simply complete the new user questionnaire and download the graphical user interface client software. After you become a member, you'll have access to a full selection of files. You can also purchase our software for \$3 at the General meeting. Or you can order it from the membership form in the back of this magazine.

Magazine

The ACD monthly magazine, AppleGram, carries timely information, product reviews, and articles of general interest to Mac owners and users. The product reviews will help educate you in the latest Mac-related hardware and software, and enable you to make educated purchase decisions. Willing members are encouraged to submit articles, tips, reviews, and graphics for publication. The newsletter is mailed monthly to our membership and other Mac user groups nationwide.

Public Domain Software and Lending Library

The library provides over 5,000 files of Macintosh public domain and shareware software... all available to members. Copies of these

disks may be purchased, for a small price, at meetings. New library disks are issued each month for Mac users to enjoy. In addition, we sell the latest CD-ROM offerings from the BMUG. We also have a sizeable library of Mac-oriented training tapes, audio and video, for rent to members. These may be checked out on a month-to-month basis at any meeting.

Special Interest Groups (SIGs)

We have SIGs for new users, Business, Developers, Graphics, Hypercard, Hardware, Database, Communications, System 7, Education, and Apple II. They meet all through the day on the same Saturday as regular meetings. The current list of SIGs and meeting times can always be found in the magazine and on the ACD BBS.

Discounts

Our group receives discounts on hardware and software from both national vendors and the User Group Member Purchase Program. Other discounts are announced on the BBS and at regular SuperSaturday meetings, as well as special mailings from The User Group Connection.

Apple Corps is entertaining. Apple Corps provides a great place to meet people with a common interest. And it's an opportunity to become better educated on the Macintosh and its many uses. We have over 1,000 members, and we're still growing. Where else can you get all these services for \$30 per year? An Apple Corps of Dallas membership is an important addition to your Macintosh investment. It will save you time, money, and frustration. ■

THE IMPORTANCE OF VOLUNTEERISM

by Ray M. Thompson

I think knowing our history gives us perspective on today's issues. I have often commented (perhaps too often) on the history of ACD as it pertains to the way we are governed, namely the Steering Committee. In this article I want to share with you some research that highlights the importance given to volunteerism when our club was first organized; there is a link to the Steering Committee concept.

I agree with comments I have read on the BBS that, in many ways, the life of our club is cyclical and repetitive. Many of the problems we are struggling with today are the same ones we have faced over the life of our club: low attendance at business meetings (Steering Committee), too few candidates for elective offices, too few volunteers, not really knowing one another well enough, etc. From time to time, one of these reaches out and creates problems for us.

Some would say that this is the nature of a large club, but many of us know of other computer clubs that flourish with much larger memberships than ours. (I believe that some of the PC clubs at the Infomart are a case in point, and I am ashamed every time I think of how little help we give Andy and the DFW Xchange in comparison with the other clubs meeting at the Infomart.)

Yet, even with these same problems, our club seemed to work extremely well in the early years. Our first members were a tiny minority who caught the first wave of the personal computer revolution (the Apple II) and we *needed* each other. There were few programs to buy, no books or magazines to read, and everyone owned the same hardware. The playing field was quite level for a year or two, and

we came together faithfully each month because there was nowhere else to go. Club loyalty was strong and peer pressure to help in any way you were called on was usually effective. Our leaders were the technically proficient and they were admired and appreciated. (These early technical leaders evolved into our SIG leaders of today.) The last thing anyone was concerned about was *organization*.

Contrast this with today's environment: We are a minority within the majority of the population to whom personal computing is *old* news. Even for our Apple minority, there are hundreds of sources of information competing for our time and money. To compete as a club we must offer something for a wide range of computer literacy, interests, and hardware options. We can no longer take for granted the loyalty and participation of all members; we have to earn it. To do all of this makes *organizational* issues much more important today.

However, there is another difference between then and now that even I had forgotten. Recently, I dug back through the *AppleGram* archives (in my garage) to try to find out just when we first elected officers. Here is what I found (*the italics are mine*):

• The Apple Corps of Dallas was organized in January 1978. Committees of volunteers formed themselves, and our founder, Bobbie Ferrell, served as unofficial chairperson. These constituted the first Steering Committee.

• It was not until January 1979 that we got around to trying to inject a little *organization* into the club. The following is an extract of a "Statement of Purpose" written by Bobbie Ferrell and published in the *Gram* at that time:

"The club's business is conducted by a

*steering committee comprised of members who are actively involved with sub-committees and/or club functions. ... Meetings of the steering committee are planned twice yearly in order to plan and direct the club's events and activities. Any member who actively contributes to sub-committee functions may become a steering committee member. Other members interested in club activities and business are invited to attend steering committee meetings as announced in the *AppleGram* in order to express their opinion (without vote)."*

• From the November 1979 *AppleGram* and Bobbie Ferrell:

"Our Apple Corps Steering Committee met as scheduled last Saturday morning. Our main aim was to decide on the structure of the Corps for the coming year. We started in the direction of elected officers, went around and around for over two hours, and finally determined to stay just like we have been for the past two years. That is, no elected officers. We govern ourselves through a steering committee which is made up of whoever wants to be on it. The volunteers for the various activities are listed below. If you would like to help on one of these committees, do NOT hesitate!"

• Our present bylaws read:

"The Steering Committee shall be composed of those Members of the Corporation who are in attendance at regular or special meetings of the Steering Committee."

I am sure you see the difference between then and now in the composition of the Steering Committee. I have not researched to discover exactly when this was changed—probably when we finally installed officers and adopted bylaws, which I *still* have not found!

Was the *old* way a better way? I'm not sure it is that simple, but it is something to think about. *Those that did the work had the say!* ■

NAUGSAW '95

by Joy Tinch

I was lucky enough to get to go to NAUGSAW in September. The North American User Groups' Symposium and Workshop was held in Toronto, Canada, this year; fitting enough for the change in the title from "National Apple" to "North American." Canada was cool (pun intended) but y'all are probably more interested in the conference than a tourism report.

NAUGSAW is intended as a gathering place for user group leaders; past, present and potential. Folks get together and exchange ideas on what's working and what's not. The topics on the schedule for this year were Designing a Volunteer Program, Accounting 101, the Internet, Publicity 101, Tax-exempt Status in the U.S. and one for Canadians, a Vendor Panel, Building Leadership, Large Groups, Producing CDs, a Newsletter Workshop, Producing Events, Community Projects, Legalities of User Groups, Increasing Diversity, the Future of NAUGSAW, Managing Burnout and Effectively Growing a User Group. Additionally we saw presentations by Sophisticated Circuits, Apple Canada, America Online and Power Computing's own Bob Levitus.

Now, I didn't attend all these sessions. And I want to actually do a follow-up article or two on some specific topics. But here are the highlights as I saw them.

Publicity 101 was excellent! Jim Foster has some really great ideas. If we could get someone to take charge of this area we would probably make our group grow. The group Jim belongs to has doubled in one year's time after implementing a program. This is one topic for which I definitely plan to do a follow-up article.

Building Leadership was a lot different than I thought it would be. I expected Cassie St. Clair would tell us how to spot potential in our group. Instead she had us evaluate our own management style. It was very informative. And a little enlightening, too. As much as I'd like to write a follow-up article on this one, the material is best covered interactively. Maybe I can fill in for a SIG some SuperSaturday that would be skipping otherwise.

Bob Levitus was as entertaining as ever. His wasn't a "this is what it looks like and this is what it does" lecture. It was more a pitch on why licensing is good for Apple and why buying a Mac compatible is good for us Mac users. He's still in training on at least one point: Apple would really prefer we refer to the "Mac clones" as "Mac compatibles." Every time he used the wrong "C" word he was charged a dollar! (And Apple Canada had a representative there to enforce.)

The vendor panel was very informative. I got a feel for what makes the presentation a success from the vendor's point of view. And a few tips on what makes these presenters more comfortable.

At Friday's lunch we saw a presentation of the PowerKey Pro, a device for controlling when your CPU and peripherals start up and shut down, even remotely. And I won one in the raffle! At first I didn't think I had a use for it, but with the right planning, I think I can come up with one.

Apple Canada showed us four "quick" demos; QuickDraw GX, QuickDraw 3D, QuickTime VR and a hilarious video demo-ing the new PowerBook series that featured a guy who moved and spoke rather quickly. They then ended their presentation by raffling off a Performa 5200! A lucky guy from Rochester, NY, got to take it home.

The last official workshop I attended was a talk by our own Dan Sailors on the future of NAUGSAW. The gentleman who was scheduled to lead this session got rather busy filming interviews for an upcoming User Group Connection satellite broadcast. Dan seemed a rather fitting last-minute candidate as he and Lynn Wegley are co-chairing NAUGSAW '96 being held in Dallas. Dan echoed the sentiments of many attendees: Let's get back to the how-to of running our user groups. There was enough interest that the session was officially continued later that night!

Which brings me to an excellent place for a plug. I've added my support for pulling off a terrific NAUGSAW in Dallas. (This will be the 10th anniversary of the conference, which started as an idea at the MacWorld in Dallas in 1985.) If you want to help us evangelize that user groups are great because users actually help each other, we could use your assistance on this conference. (Plus there will be a few perks I'm not able to enumerate at this time.) Please contact Dan, Lynn or myself. We can all be reached on the ACD BBS, where there is also a conference being gatewayed from the EDGE talking about planning issues publicly. If you are not tele-connected, call me at 416-4162 and I'll give you details about our next committee meeting.

Thanks for giving me time and space to ramble. Since we are holding this event in Dallas next year, you ought to try and make it. You'll make good contacts, see interesting technology and generally have a great time. ■

Guide to the Apple Corps BBS

Hi there! This is your guide to the virtual online world of the Apple Corps of Dallas User Group, otherwise known as the ACD. If you live in the Dallas Fort Worth area of Texas you can easily reach this community of Mac enthusiasts 24 hours a day. Since all eight phone lines are metro numbers, it can be called from most of the local 817 and 214 exchanges for free. Here you can get help, converse with friends, and obtain the latest in public domain software around the clock.

We will start out from the first time you log on to the server. Then we will get into messaging and conferencing. After that we will delve into all the conference areas on ACD. We also include how to initially set up FirstClass, both with the Mac and PC, and using TCP/IP connections elsewhere. For those of you that must call in with a regular communications program we have even provided a special section entitled Clui Phooey. This guide reflects the latest versions of the Client, 2.7 for the Mac and 3.0 for Windows.

We chose FirstClass® in 1992 because of its ease of use, due primarily to its graphical design. At the time it was also the only Macintosh email server software that let a user one do more than one thing at a time. That is, you can read messages, chat, upload a file or series of files, and download a file or set of files... simultaneously. Little or no wasted time! You also do not have to read every message. You can pick and choose. A nice improvement over some of the text based BBS's you may have used. Welcome to ACD Online.

Chapter 1 ■ Registration

The first time you call our service you will be asked to fill out a registration form. It helps us to identify you as a member and give you the associated privileges. Before you get to the form, the server will ask you for two things. One is a **User ID**, and the second is a password. The User ID is how the system knows it is you calling. You get to tell the system what you want it to

be. No one normally sees your User ID except the folks running the system. It appears in various usage reports. So to aid us we ask that you use a combination of your first and last name as the User ID.

Your User ID may be no more than 15 characters. If the combination of your first and last name exceeds that, then using a shorter version of your first name is OK, even initials if you must. If you are using the Macintosh or Windows interface, the login form has a place for you to enter both the User ID and password before you call. If you are using a regular communications program, you will be prompted for both items.

The **password** should be at least five letters and/or numbers. Make it one that is not easily connected with you. In other words, don't use your first name, initials, birthdate, etc. Please write it down and put it in a safe place. You will need it in the future when you update your settings file. And please do not use a password you use on another system.

If this is your first time on, the server should not have anyone with your User ID and password combination, so it will present you with a registration form. You will have about two minutes to fill it out. We recommend using the Tab key to move from field to field. If you are using a regular communications program, just press the Return after you answer each question. The system gives you about two minutes to fill out the form. Here is what one looks like.

As you can see, you will be asked for your first name, middle initial and last name. The name you

Welcome to FirstClass. As a new user, you must first fill out the following registration form before you may access FirstClass. Please fill out all the fields, then click on the 'Register' button. Thank you.

Your First	Frank	Middle	
Your Last	Scott		
Company Name:			
Street:	345 Woodland Hills		
City/Town:	Richland		
State/Province:	TX		
Country:			
ZIP/Postal:	76451	Telephone:	214-535-4145
		FAX:	
Requested User ID:	Frank Scott		<input type="button" value="Cancel"/>
Requested Password:	18FGN		<input type="button" value="Register"/>

Getting registered

enter here is what folks will see on the system. You do not need to enter a middle initial. You are also asked for your address and phone number. Please try to enter the same information you provided when you joined the Apple Corps. Speedy validation requires you be accurate.

At the bottom of the form are the User ID you used during log on and the password you selected. You can correct or change them if you wish. For the User ID, it is your last chance, since we cannot change it later. Again, only the administrator normally sees the User ID. Your password can be changed by you later, and it is a good idea to do that every so often.

If all the information is OK, then select the Register button at the bottom.

A small confirmation box with your User ID and password will appear. It prompts you to record them somewhere where you can find them a year or two from now. Please definitely do this.

Your next screen is your private desktop on the system. But before we take a look at that, we will take a second to answer to the first question almost everyone has:

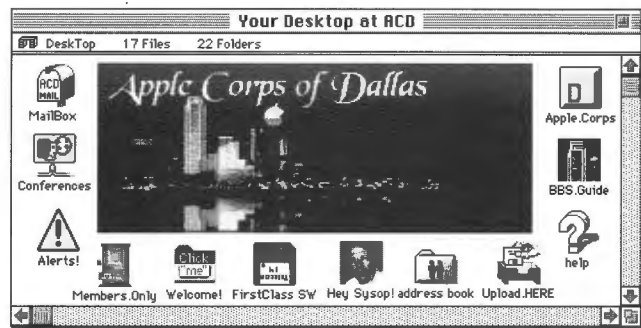
Q: How long will it take for me to be validated as a member on the server?

A: Well, honestly, it can take anywhere from one day to a week, but seldom longer. Your registration form is automatically sent to the Membership Director for review. He compares it with the membership database and, if the information matches, he validates you as a member. If not, you are given non-member status. Most folks find themselves validated within three days, many within several hours, since our director is very good about checking the system daily. If you become a member at a meeting it may take a week until the database is current, and if you did it by mail it may take longer. If you find that you have not been validated within one week, or you just recently joined, please write a short note to the Membership Director in the **Hey Membership Director** conference. Let him know when and how you joined and how you can be reached by phone. The posts there can be read only by him or me. If your membership has not yet been processed, don't worry. Based on what you tell him, he may decide to give you increased access pending confirmation. It is all done manually on the system.

Chapter 2 ■ Your Personal Desktop

When you call the server and it recognizes you, or after you finish filling out the registration the first time, the next thing you see will be your private desktop, which

looks just like any other window on your computer (Mac or PC!). If it is your first time on it may look very much like this :



Your desktop at ACD

Each one of the icons here is a conference or folder (basically the same thing). A quick explanation of each:



MailBox

Mailbox : This is your private mailbox.

Any mail sent to you will arrive here, and copies of any mail you send to other folks or conferences will show up here, too. A red flag (or a Texas flag) means there is unread mail inside. If new mail arrives in your mail box while you are logged on, the system will alert you with a click or a short polite cough, or maybe some other sound, depending on the settings file you are using.



Apple.Corps

Apple.Corps: This is the Apple Corps conference. Within are sub-conferences dealing with membership, meeting schedules, etc.



Conferences

Conferences: The entrance to discussion areas on the system.



BBS.Guide

BBS.Guide: If there is one conference to peruse before getting too deep into using the system, this is it. Contains guidance on how to use the various features.



Alerts!

Alerts: If something is important for you to know about right away, a post will be put in this conference. It is set to automatically open and display any new alerts when you first log on, so don't be surprised. You may even hear a trumpet sound or a whistle.



help

Help: Online help via a series of conferences. Very extensive. The first place to check when you have a question about FirstClass.

—continued next page



Welcome!

Welcome!: Within are a set of posts that explain how to access and get around the system. The welcome post within is mandatory reading, since it contains the guidelines for continued access to the system. I recommend taking the time early on to read all the posts there. It will save you from asking embarrassing questions later. 'Tis very easy to tell who skipped reading this conference.



FirstClass SW

^FirstClass SW: The latest version of the Macintosh/Windows graphical interface is available for download in this conference (again, only on new user desktop). The interface is also available in the Mac.Library in ^FirstClass Files.



Hey Sysop!

Hey Sysop!: The place to send a note to me; the only way to send a note to me if you are a new user.



Members Only

Members Only : This conference replaces the three conferences above when you are validated as a member. It provides access to special areas for members only. Both the Welcome! and ^FirstClass SW conferences become sub-conferences in a Welcome folder in the Members Only conference.



Upload HERE

Upload HERE: On members' desktops. The spot to upload new files. Also found within the Mac.Library.



address book

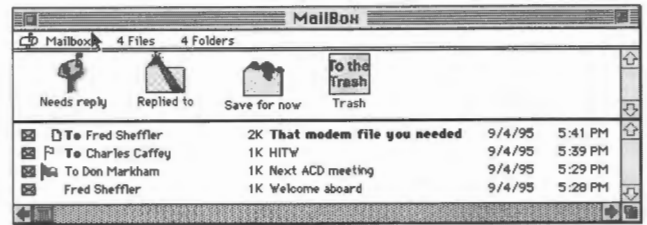
Address Book: Your own private address book. Members can create one if they wish to. We will tell you how later in this guide.

When you first log on to our server the icons of the conferences on your desktop will show up where we thought they would look best, perhaps like they are shown above. But your desktop is yours to re-arrange as you wish. You can move those icons around and they will stay where you put them. This applies only to your desktop. Although you can rearrange conferences in other windows, it is only temporary. When you close those windows, the conference icons will snap back to where we put them originally.

To enter any of these folders just double click on the icon.

Your Mailbox

Let's check what your mailbox may look like.



The Mailbox

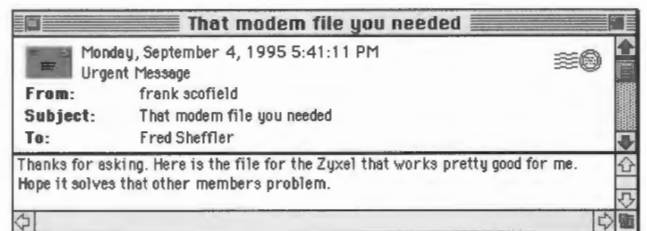
When you enter your mailbox or any conference or folder you will see a list of all messages within. As FirstClass builds the directory, a red line will creep across the top of the window. You do not need to wait until the list is complete (disappearance of red line) to start reading messages.

Any message you have not read has a small **red flag** next to it (in our Aug 95 settings file we changed it to a small Texas flag). To read a message, just highlight it with your mouse and double click. Fred's message above is unread, and the MailBox icon had a red (and white and blue) flag because of that.

Your mailbox is special in that it also contains copies of messages you have sent to other users, and/or posted to conferences. A hollow (**white**) flag next to a message means you have created that message but have not sent it. There is one in the mailbox above.

If the message is urgent, the subject will be in bold print (for example, the message to Fred Sheffler). If the message has a file attached, you will see a small file icon (Fred's message again).

When you open a message, you will see a window that is divided into two parts. The top panel contains the Subject, From and To information. It may also show courtesy copies (Cc:) and attachments. Below the line is the body of the message. You can scroll each panel independent of the other, a nice feature when the message is very long. You can also move the dividing line by positioning the cursor over the split bar until the cursor changes to a double bar with two arrows, then just click and drag the bar.



Frank's message

You can, of course, resize the window using the resize box in the lower right corner of the window.

And you can move the entire window. When finished reading a message just click on the close box in the upper left corner.

If you have several unread messages and wish to use a shortcut to read them just open your mailbox and choose Open Unread from the Conference menu. Or use the keyboard equivalent, Command-U. Or make use of the **Next unread** button on the palette. Fast, faster and fastest.



What palette? This one

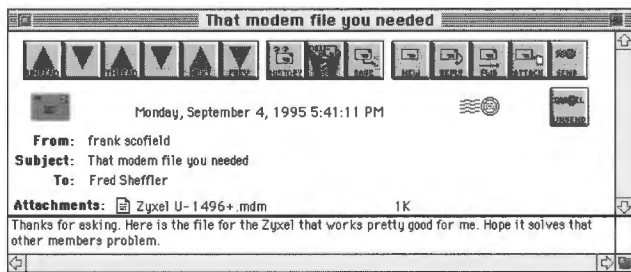
or this one....



The Palette

You can call up these palettes via the **View** menu. If you hold down the Option key when you select **Palette**, a horizontal palette will appear. Most of the messaging commands are available on the palette. I use the next unread button (red flag, next) a lot. When I get the first message I resize the window to make it as large as possible on my screen. The window stays the same size from then on as long as I use that button.

Or, if you are using the Aug 95, settings file or later, the palette is included in the message form itself:



If you do not wish to keep a copy of a message you sent you can get rid of it by highlighting it, going to the **File** menu, and then choosing **Delete**, or use Command-D as a shortcut. Deleting a message in your mailbox that you sent to someone or to a conference does not delete that message from their mailbox or the conference.

If you want to delete a message you sent from the recipient's mailbox you can, as an ACD member,

unsubscribe the post and then delete it. Use the **Unsend** command from the **Message** menu. Of course, the recipient may have already read it. But if not, you can then change it and send it again, if you wish. Or delete it. This will also work on messages you send to conferences. You can only use the **Unsend** command on messages while they are still in your mailbox.

You can also always delete a post you sent to a conference by going to that conference, highlighting the post, and selecting **Delete** from the **File** menu, or using Command-D as a shortcut. You "own" those posts.

If you want to delete all the messages in your mailbox, you can do a **Select All** (see **Edit** menu) and then choose **Delete**. Or if you want to select only a few adjacent items start by highlighting one, then hold the Shift

key down and use the up and down arrow keys to highlight the others. You can also individually select/deselect items in the highlighted list by using a Shift key/mouse click combination. And there is another way to select a range of items: Very carefully put the pointer to the left of the small icon of a message, then hold the mouse button down and drag the pointer up or down to select a group of messages. This takes a little skill. I find highlighting one message and then using the shift key and arrow keys a lot easier.

If you receive a lot of messages and want to organize your mailbox a little bit, you can create a new folder to file the messages that you get. In my mailbox I have a "Needs Reply," "Replied to," and "Trash" folders. Create your own with **New Folder** from the menu bar, then rename it with Command-I (you can select an icon for it, too).

Chapter 3 ■ Sending Messages and Files

It is quite easy to create a message to send to someone. You can select **Compose** from the **Message** menu and a new Unsent Message is created in a window (you can also use Command-N). Your name will appear automatically in the **From** line. Type in a subject for the message and press Return.

Now comes the tough part—getting it properly addressed. Not true. It is really quite easy. FirstClass will accept partial spellings of names, so if you want to send a message to me, typing in "Fred Shef" will work. If there is more than one match you will be given a list of all the folks that match. Just select the correct one.

—continued next page

If you are unsure who is who, double clicking on a name will bring up a personal résumé. Here is an example of what you might get if you only entered "fred":



Finding the correct Fred

Once you have entered the name or selected a person from a list, be sure to press either the Tab or Return key. That makes the server really look up the name and address the message. If you are in the habit of entering the name and then using your mouse to immediately move to the message section, you will find that when you attempt to send your mail FirstClass puts up a message box that says "Sorry, you must complete the last name entered by pressing return," prompting you to address it. I usually enter folks' names in all lower case so that if I goof I can readily see that FirstClass has not yet looked up and confirmed the name. On occasion, no warning box has appeared, so if you "can't" send a message, check the addresses.

If you are sending the message via **OneNet** to someone at another FirstClass system, then you will need to add that system's name with a comma after the person's name—for example "Bob Winingham,MacroMouse.. You must spell the user's name correctly, since we do not have our system set up to share user directories. FirstClass at ACD BBS cannot confirm that the user exists. It will, however, check that the system address (MacroMouse) is correct. And a partial name will work if there is only one match on the other end, so Bob Win,MacroMouse might work. If it doesn't, the other system will send you a non-delivery notice (NDN).

Similarly, if you are sending a message to someone on the **Internet**, the address is their name on the provider's system, an @, followed by the system's Internet address (domain name), a comma and inet.acd. You can reach me at OnRamp in Dallas by:

"fsheff@onramp.com,inet.acd"

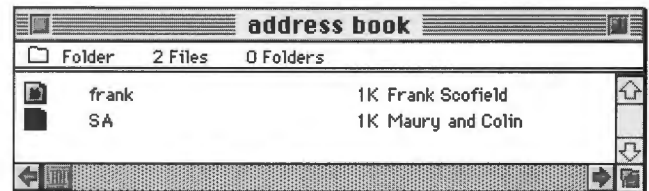
The inet.acd is our gateway for email to the Internet. Note that when you press Return after entering the Internet address the inet.acd will change to **Inet.ACD**, a confirmation that the system knows to

send the post out our gateway. Email is picked up every 30 minutes during the day and passed on to our UUCP provider.

If you frequently send mail to folks on OneNet or the Internet, you may want to create your own specialized mail list in a personal Address Book to speed up the progress.

Creating an Address Book

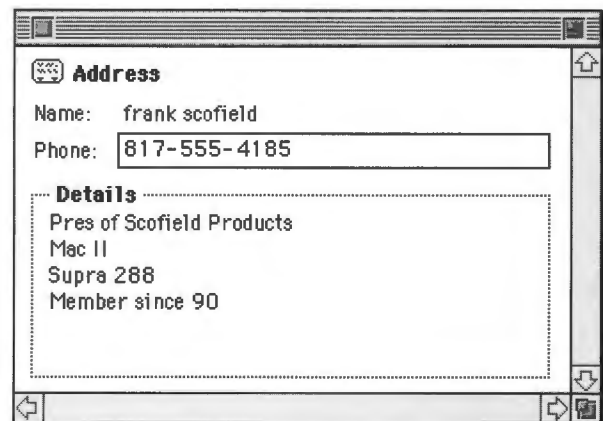
Version 2.5 and later of the Client lets you make a private Address Book on your system. It is fairly easy to do. First, on your desktop create a new folder (Conference menu, New folder). Now click on the new folder, and, using Get Info (File menu, or Command-I), rename it from "New Folder" to "Address Book." When you save the change, FirstClass converts that folder into a specialized mail list.



An Address Book

You can create two types of mail lists within the folder.

One is used for single users and looks like a Rolodex card. It lets you enter their telephone number and a short comment. From within your Address Book folder, pull down the Message menu, select New Form and select any form. It doesn't matter, since FirstClass will automatically give you the Address form. Fill it out, close the box, and then highlight the new, untitled message and use Get Info to give it a short name. I use the subject field to further identify who it is. Here is one that a user has for sending mail to Frank Scofield:



Address for Frank Scofield

You can also create one for one or more persons that just contains the real address and no additional information. Use Compose (Message menu, or

Command-N) to create this personal mail list. In the list, just add the real addresses. Close the window and then give the blank list a short name. Here is the one that I use to send mail via the Internet to two tech reps at SoftArc:



Personal Mail list for Maury and Colin at SoftArc

Editing

FirstClass lets you create a message with a variety of **fonts, character sizes and colors**. Just highlight the text and use the commands for Font, Size and Color under the edit menu to change your text. A message sent to another FirstClass system will retain the editing. Be careful choosing fonts. If the person on the other end does not have that font it will come through as the default font. It is best to use the standard fonts that come with the system. Alas, posts to the Internet newsgroups or email to folks on the Internet will always go out as plain text, so it is not worth your effort to dress them up.

FirstClass also lets you use a preset form to send messages. Under **New Form** you will find the familiar Post-It-type form available plus several others. Since FirstClass is meant to be used in a business environment, some of the forms are not really applicable, but they give you a variety of choices nonetheless. We can even give you specialized forms via the settings file (our latest settings file does just that).

Posting to conferences

Conferences and users are treated the same in FirstClass. What that means is that if you want to send a post to a conference you enter that conference's name in the **To:** field. Or, if you are within a local conference, when you create a new message the conference name is automatically entered for you. Nice.

Replying to folks or conferences

If you get a message from someone you can choose **Reply** from the Message menu, your return note will automatically be addressed to that person. If you are within a conference and do that, the reply will usually go to the conference and not to the individual. Some conferences are set to reply to the individual (all OneNet conferences, **Members.Only** are a few). If you

wish instead to send the reply to the author of the post, choose **Reply Special** from the menu. You can then choose to send a reply to the sender, the conference, or both! Or if you accidentally choose **Reply**, just change the conference to the name of the individual (or vice versa). Do be careful. If the message was sent to several conferences or folks, your reply may be automatically addressed to them as well. Use the Delete key to get rid of addressees that you do not want to reply to.

As mentioned before, every post you make to a conference and every piece of mail you send to someone creates a copy in your mailbox. There are several reasons for this. One, you can check when a person receives your mail locally if you have a copy in your mailbox. Just highlight it and do a message history (command H). Also, as long as you have a copy in your mailbox you can **unsend** the message. If the addressee has already read it, too late, but otherwise you can pull it out of their mailbox. And of course, if they reply, it is nice to be able to check what they are replying to.

Forwarding messages

One more thing you can do is forward messages you receive. Using the **Fwd** command (under the **Message** menu) creates a new message that contains what was in the original message. The from line will contain your name and the original creator. This is a new message so you can add to, highlight, change, as you wish.

Which brings up a neat feature of FirstClass: **automatic forwarding**. Say you are going on vacation and will be gone for a while. You can have copies of all your messages forwarded to someone else. You can also have a nice short message sent to anyone sending you mail. Take a look under **Preferences** for these two options.

Attaching Files

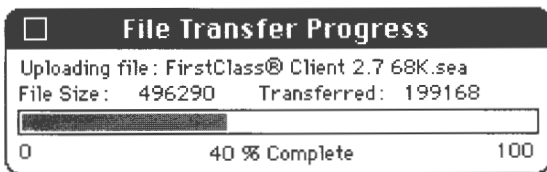
Because FirstClass uses the system's text edit tool, the maximum size of any message is 32K. While that should suffice, if you need to post something larger just attach it to a message.

Yes, you can attach files to your messages. Our general policy is that files should only be attached to messages within the file libraries and not within conferences. If you forget and attach a file to a message in a regular conference, other folks will not be able to immediately read your post or download the file. If the post shows up in italics in your directory, that is the reason. Depending on how we have

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permissions set on the conference, you may not even be able to read it yourself. But, you, as the originator of the message, can always delete it or unsend it. It won't be readable until it is approved by the moderator of the conference or one of the administrators. Only if the attachment really needs to be there will that happen. Be sure to let the conference moderator know you felt so.

Attaching a file is easy. First create a message. Then use Command T (or **Transfer**) to have FirstClass query you as to which file to attach. Select the file. FirstClass does the rest. Just do not log off or close the window until the message is completely uploaded. FirstClass will display a progress window like the one below:



File Transfer Progress

Resuming an upload

Which leads us into what happens if you run out of time. Uh oh! FirstClass shows no respect. You will be cut off. But the next time you log on, if you select your message, highlight the incomplete attachment, select Command T again and select the same file, the file will continue to upload. It will ask if you want to replace the file or cancel. Choose Replace. Please note that the icon will be jagged at the bottom to indicate that it was a partial upload. So, as a suggestion, since you usually have an hour or more to spend, try to start any uploads first and then while the file is uploading check the various conferences. You will note that there is very little degradation in your ability to read posts and upload files at the same time. That's one of the major reasons we chose FirstClass. Really.

We expect you to make great use of this feature in uploading files to the Mac library for the benefit of your fellow members. Now, because we only want "quality" files uploaded, we do have some rather stringent requirements concerning how to prepare your file before you upload it. The guidelines are posted within the Mac.Library conference. They are not hard to follow. We are sure that if you think the file is worth the time of fellow members to download, you will also agree it is definitely worth your time to prepare the file properly ahead of time. They will appreciate it, and our file moderators will, too!

Well, are we still in your mailbox? As mentioned before the mail you receive will expire in about 30 days. Expire? Disappear! Unless you want to keep it around longer. To do that, highlight the post and do a

Command-I for information. The form that comes up lets you set a different date for the post to expire. Change it as you wish. But please, do not choose Never. That would be unfair to everyone else. If you want a permanent copy of the post, then please save it as a text file. Just open the message and once the red bar disappears do a Command-S. That is the only way to make absolutely sure you keep a copy of the message. After all, computers sooner or later seem to suffer from Alzheimer's, and some have mild strokes in their early years.

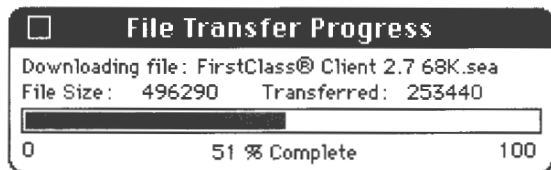
Ah, one last thing about messages. It is OK to use Cc: to send a message to several local conferences. The Cc:'s in that case are aliases and do not take up much room. Conferences that are from other systems (OneNet and Internet) are a different matter. The gateway creates as many copies of the message as there are conferences listed. That can double, triple, etc., the amount of time it takes to send the message, which costs money, not only to us but to every other system carrying the conferences. With what Ma Bell charges in some areas (and especially considering that most OneNet conferences are sent overseas, too), the cost to OneNet is several dollars per message. Therefore, we ask that no posts be Cc:'d to multiple gatewayed conferences. If we find someone doing that repeatedly, we may curtail their access as a penalty. We and fellow Admins around the world appreciate your help in keeping the costs down.

Chapter 4 ■ Downloading Files

OK, OK, enough of how to read and write messages! We know the major reason folks use services like ours is to go after the files—and not, as we might wish, to converse with their fellow members and help them out. That seems to come about only after the need for files, files, files is satisfied. Here is how to satiate that hunger.

Our files are found in libraries—**Mac.Library**, **Apple II Library**, etc. They can be found under the respective computer-oriented conferences, or all grouped together in **Files Files Files**. Each library has sub-libraries according to topic. The files you are looking for are attached to messages describing the upload. Read the message, then double click on the attached file, and FirstClass will attempt to send the file to you. All you have to do is tell it which folder on your computer you want it to go into. By default, it will try to send the files first to the Download folder in the FirstClass Client folder on your hard drive. If you want an easy way to send stuff to a different folder, just create an alias of that folder and drop it in the Download folder.

When it starts sending, the file will open up a small window that tells you how many bytes out of the total have been sent, and displays a bar graph. File transfer can go on in the background, so you can do other things in the meantime. If you want to check the progress, you can look at the transfer window via the View menu, or click on the window if visible on your screen. Here is what such a window looks like:



Downloading the Client

If you want several files to be sent (**batch** download) just do the same process over and over—i.e., read each message and then toggle the attached file or files. Multiple windows showing the file transfer status will be created. FirstClass does these in order selected. If you toggle any window to review the progress that file will gain priority in transfer.

If you run out of time while a transfer is in progress you will end up with one or more partially downloaded files on your system. The file's icon on your system will be jagged at the bottom. Just as it will for uploads, FirstClass lets you continue the download the next time you log on. Just reselect the file to download, tell FirstClass to send it to the same folder on your system, and tell it to replace the file. FirstClass will figure out where to pick up on the transfer and continue. A very nice feature.

We also have files in Archives. These are files that we have downloaded to a separate partition on our hard drive, but which FirstClass can still access. It is a more permanent way of saving the files. These files are just files, but in many cases we have a short descriptive file attached (a SitC resource) that FirstClass will read if you double click on the file. Also, if there was a message to which that the file was originally attached, that message may be available. Look for similarly titled text files, sometimes with ".info" at the end. Double clicking on them will bring up the full text description.

Each file sublibrary has one or more aliases that are the respective archive libraries. All the archived libraries are also available within **The Archives**.

Viewing Online

Some files you can view online without downloading. Text files and PICT files can be Option-clicked with your mouse and if the text file is less than 32K you will see it right away. PICT files can be viewed similarly. If you have QuickTime installed, then some JPEG files can also be viewed.

Our CDs

We have two CD drives. On them are recent CDs of files. The current ones are from the Arizona User Group (their famous BBS in a Box series). A full listing of the files in text format and in FileMaker Pro format is available for download. In some of our sublibraries we also provide a text listing of the related files available on the current CDs.

Sometimes we will copy a folder off the CD to make it easier for you to access, and to speed up the transfer of the files. Fonts are usually treated that way. Look within the CD folder.

Downloading from the CD is like downloading from the Archives. Double clicking on a title will give you a short description, with the option to download at the end. In some cases a small picture preview appears too. Fonts and Graphics folders have a lot of these.

The current CDs hold items in alphabetical order: Art, Bus, DA, Education, Games, Music, News, Newton, PowerMac, Publish, System 7 tools, Tele, Unstuffers, Util, and Commercial Demos, Hyper, MacTechNotes, MIDI, Movie, Mugs, Prog, QuickTime, Unstuffers, Updates and Windows. Files within are also alphabetical.

Chapter 5 ■ Conferences

On your desktop is a conference called "Conferences." This is your entry point into several layers of conferences and sub-conferences, more than 400 in all. The ACD is dedicated to providing support to you in several ways, and the conference layout reflects that.





Our primary goal is to provide you technical one-on-one support day in and day out. You will find help conferences oriented toward your particular computer system and software. Since our significant interest groups (SIGs) are a good source of information, you will find that the leaders of those meetings also moderate conferences here on the same or similar topics. Getting support from your fellow members is what a user group is all about.


But just in case the expert isn't here in Dallas or Fort Worth, we offer you support from around the world. We import conferences from OneNet and the Internet that cover similar topics. As a member you can read and ask questions in most of these conferences.





A second goal is to keep you up to speed with what is happening in the Apple Corps. So there is a conference and set of sub-conferences devoted to that. Look within the **Members.Only** conference and you will find




—continued on page 20




MAP OF THE APPLE C



MailBox

Conferences

Alerts!

Members Only




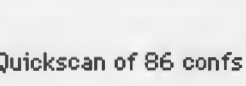

Apple.Corps

BBS.Guide

Help

^Upload.HERE


 Click "me!"  FirstClass SW  Hey Sysop
 Welcome! @ FirstClass SW @ Hey Sysop! @
 @: on new users desktop



Schedule

Info/Membership

Hey Membership Director



News



Roundup



Quickscan of 86 confs



ACD BBS



BBS.Guide



BBS.Q&A



BBS Musings



FirstClass! Yesterday!



Our computers



PowerMac...



^PowerMac files



Newton...



^Newton files



386/486/etc


Macintosh...



Apple.[]



[]Help



AppleWorks



Command Line


[]Library icon" data-bbox="695 535 745 575"/>
[]Library



Mac Help!



HW/Sys7.SIG



Developers.SIG



Mobile Computing



Virus!



Mac.Library



Digital Video



Graphics/DTP.SIG



DataBase.SIG



HyperCard.SIG



Business.SIG



Mac Games



Multi Media



Comm/Modems.SIG



Internet.SIG



Apps/Demos/Updates



Network'n


3d Graphics/Animation



3D Pics



Files Files Files



●Mac.Library



●Mac Archives


[]Library icon" data-bbox="465 775 515 815"/>
●[]Library



●PowerMac files


●Newton files



Please HELP me!



●BBS.Q&A



●BBS.Guide



●Mac Help!


[]Help icon" data-bbox="495 845 545 885"/>
●[]Help



●FirstClass Support



●FC Windows Support


Let's Surf


Internet!!!

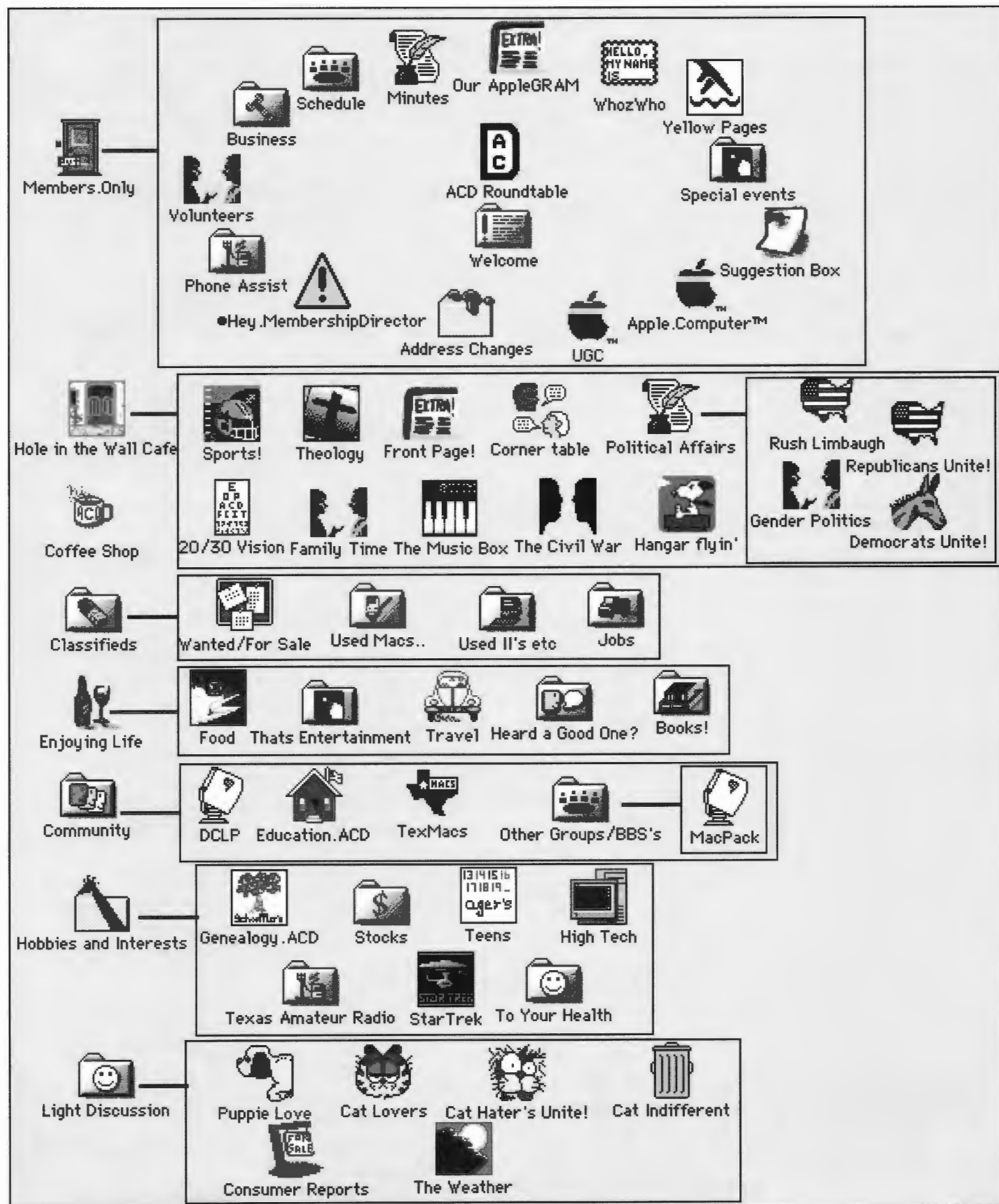

213+ newsgroups


OneNet!!!


163 more confs

● = Aliased conf

ORPS OF DALLAS BBS



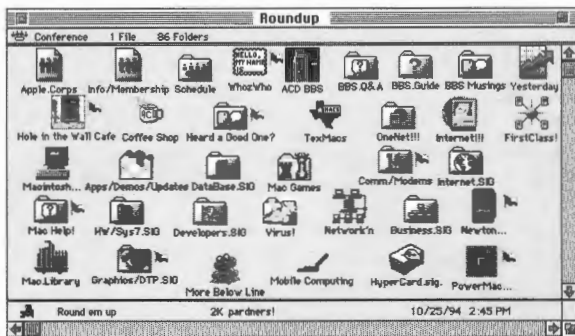
the latest schedule of meetings, minutes from past meetings, an area to discuss things concerning the management of ACD, a place to voice your concerns, and, most importantly, a volunteers area. As a member, we expect you to continue to contribute to the group, primarily with your talents and time. We have sign-up schedules that let you choose when and where to do that. **Members.Only** appears on the desktops of members, and also within the **Roundup** conference.

A third goal is to provide you a safe source for public domain software, as free of viruses as we can keep it. Only members may upload to our files area, and volunteers (our file moderators) check each upload before making it generally available for download. To date, we have never had a virus-infected file downloaded from the approved files areas. **Files Files Files** is the quickest way to those areas.

As a benefit of being a member of the ACD, you also have access to Apple Inc. software that we as a user group have been specifically licensed by Apple to distribute. We don't generally get it as fast as some of the commercial systems do, so if you are in a hurry, we recommend you contact a local Apple distributor, or check the major services such as America OnLine or eWorld. We ask that you remember that the end-user license that applies to these files does prohibit you from giving copies to friends or uploading them to BBSes. It is the reason we cannot accept such uploads from members. Access to that area is via the **Members.Only** conference.

A fourth goal is to provide you a place to get to know your fellow members and hang out. We provide a set of conferences that are simply fun to peruse, and other conferences that let you discuss local and worldwide issues of importance, or stuff that is just a hoot to argue about. Check out the **Coffee Shop** and the **Hole in the Wall Cafe** for starters.

And fifth, we even create conferences just for you. We usually create it in **Hole In The Wall Cafe**. If your conference gains a heavy following we may make it a permanent one in one of the other areas. But you must be willing to serve as the moderator of the conference, keeping the posts on topic.



Roundup

Some systems call it a road map, others call it a quick scan folder, here we call it Roundup. It is a conference that contains aliases of many of the more popular conferences on the system, all at one level.

It was originally created to give you a quick way to check for unread messages in sub-conferences. It is also a quick way to find a favorite conference when one forgets just where it is regularly found.

You can create your own private "Roundup" folder on your desktop if you wish and place within the aliases of conferences you regularly visit.

Conferences Conferences and more Conferences

Here is a more detailed listing of how our BBS is currently set up from the Desktop level on down. You will find a similar list in our BBS.Guide conference, carried as a post entitled "A Map." It is routinely updated as changes are made to the structure of the BBS.

Your starting point is the Desktop (it may also be called Your Desktop at ACD), or Home for folks using a regular communications program. We will lay out the rest of the conferences by putting all the ones on the Desktop in the left column, with sub-conferences set off by dashes. (a * means the conference is an alias of one located elsewhere)

- **Help** (a good place to find answers on how to use this system)
- **Apple Corps** (info on the club for both members and guests)
- **Info/Membership** (got questions about ACD, wanna join?)
- **Hey Membership Director** (get immediate attention of the guy that knows)
- **Schedule** (list of meeting dates for the year, and the next meeting SIG schedule)
- **Members.Only** (conference open only to members of ACD)
 - **Schedule*** (see Apple.Corps)
 - **Business** (items related to running the ACD)
 - **Volunteers** (place to volunteer your time and talents)
 - Front Desk and DOM Table signup sheets
- **Minutes**
- **Phone Assist** (folks who are willing to help you on the phone)
- **Hey.Membership Director*** (see Apple.Corps)
- **Address Changes** (if you move, let us know)
- **UGC**(User Group Connection.. great deals for members)
- **Yellow Pages** members only advertisements)
- **Suggestion Box**
- **Special Events**

- **WhozWho** (personal bios of members)
- **Apple.Computer™.files** (licensed software from Apple for members only)
- **Welcome**
 - **^FirstClass SW** (conference on new users desktop, copies of GUI software)
 - **Important** (alias of the conference on the new users desktop, for your later reference. The guidelines/rules for access to the BBS are within.)
- **Our AppleGRAM**
 - **'Gram inputs**(articles for theAppleGram)
 - **'Gram Ads**(Ad submissions or leads for the **AppleGram**. You can submit personal items for sale here, no cost)
 - **Letters to Editor**
 - **Products for Review**
- **Conferences** (the place most folks start from when looking for conferences)
 - **Apple Corps** (same as above)
 - **ACD BBS** (place for the sysop to tell you what is happening; use sub-conferences to tell him what is really happening.. grin)
 - **BBS Guide** (Rules, guidelines, and tips on using the system)
 - **BBS Q&A** (place to ask questions about this system)
 - **FirstClass!** (gatewayed conferences specifically about FirstClass.)
 - **Yesterday!** (summary of activity on the system, line by line. 350-400 calls a day!)
 - **BBS Musings** (general discussion and commentary re the system)
 - **News** (most of these conferences are read only)
 - **Apple Press Releases**
 - **FirstClass News** (from SoftArc)
 - **TidBITS** (great monthly update of what is new on the Mac)
 - **Roundup** (contains aliases of many of the most popular conferences on the system. Lets you see at a glance if there are unread posts awaiting you.)
 - **Hole in the Wall Cafe** (This is a unique watering hole. Within are the heavy discussion areas, and the spot for new conferences)(Quite a few regular HITW folks meet regularly once a month face to face at a popular Pizza place. Fun times, and fun folks. Check the conference for when and where.)
 - **Sports**
 - **Theology**
 - **Political Affairs**
 - **Perot**
 - **Rush Limbaugh**
 - **Democrats Unite!**

- **Republicans Unite!**
- **Gender Politics**
- **And via OneNet** (contains related conferences from OneNet)
- **Corner Table** (a public chat conference... log in here if you wish to chat with others) (a red conversation ballon on this icon means someone is in there already)
- **Member sponsored conferences** which currently include: **20/30 Vision, Family Time, The Music Box, Hangar Talk, and The Civil War.**If they become popular enough they may get moved to permanent status elsewhere on the system. Or kept here.
- **Coffee Shop** (a place for casual discussion and teasing.... meet folks in a congenial spirit) (my favorite spot on the system)
- **Wanna Chat** (another public chat conference.. A red conversation balloon shows if someone is waiting to chat with you)
- **Light Discussion** (some of our first user created conferences... fun stuff)
 - **Puppies Love**
 - **Cat Lovers**
 - **Cat Hater's Unite**
 - **Cat Indifferent**
 - **Consumer Reports**
 - **The Weather**
- **Our Computers**
 - **Macintosh**
 - Mac.Library** (the doorway to current and archived files, and CD)
 - Mac Help!** (Q&A on the Macintosh) (guests may post here)
 - Hardware/Sys7.SIG** (discussions on hardware and System 7)
 - Graphics/DTP.SIG**
 - PageMaker Questions**
 - Quark Questions**
 - DataBase.SIG**
 - Business.SIG** (Macintosh business applications)
 - Developers.SIG**
 - HyperCard.SIG**
 - Network'n** (with the Mac, of course)
 - Apps/Demos/Updates**
 - Mac Games**
 - Virus!** (when a new comes out the alert is made here)
 - 3d Graphics/Animation**
 - Digital Video**
 - Mobile Computing**

—continued next page

- **Apple II** (these folks started ACD, and are valued members! Some use both the Apple and the Mac.. and guess what, the Apple can still do some things better than the Mac. ask em!) {Apple II forever! }
 -][.Help (guests may post here)
 - AppleWorks (what sold the Apple II and got the Mac started ala ClarisWorks)
 - Command Line (how to use that interface)
 -][.Library (files for IIe through IIGS)
- **PowerMac** (about the new guy on the block)
 - Apple Tech Notes.. PM
 - ^PowerMac files
- **Newton**
 - ^Newton files
- **386/486 etc**
- **File Files Files** (just another way to go to the libraries)
 - ^Mac.Library•
 - ^][.Library•
 - ^Newton files•
 - ^PowerMac files•
 - ^FirstClass files•
- **Please HELP me!** (quickstop for help)
 - BBS.Q&A•
 - BBS.Guide•
 - FirstClass Support
 - FC Windows Support
 - Mac Help!•
 -][.Help•
- **Community**
 - Education.ACD (local DFW educational interests)
 - DCLP (Dallas community literacy program)
 - TexMacs (connect with Mac users across the state)
 - Other Groups/BBS's (we are not alone)
- **Enjoying Life**
 - Books!
 - Food
 - Thats Entertainment
 - Travel
 - Heard a Good One?
- **Hobbies and Interests**
 - Genealogy.ACD
 - Stocks
 - Teens
 - High Tech
 - Texas Amateur Radio (gatewayed from MaCroMouse)
 - Star Trek (a local conference..)
 - To Your Health
- **Classifieds**
 - Jobs (available, wanted, resumes)
 - Used Macs..
 - Used II's etc
 - Wanted/For Sale (everything else)
 - ' Gram Ads (as a member you can submit personal stuff to put in the gram for FREE, if space is available)
- **Let's Surf**
 - Comm/Modems.SIG•
 - Internet.SIG•
- **OneNet!!!** (several hundred conferences from our gateway to OneNet, subdivided into these groups)
 - FirstClass Related
 - Modems/Communications
 - Computer-Applications
 - Computers-General
 - Computers-Hardware
 - News/Electronic Pubs
 - Of General Interest (catch all)
 - Humor
 - Business and Finance
 - Lets Discuss
 - Educate
- **Internet!!!** (we have a UUCP gateway that brings in newsgroups subdivided into these areas)
 - alt.*** (selections from the alternative set of newsgroups)
 - biz and finance
 - comp.sys.mac.*** (everyone of them we can find)
 - dfw.*** (some local newsgroups)
 - tx.*** (Texas, of course)
 - rec.*** (recreational newsgroups)
 - echnical areas (grouping of comp.*** and related newsgroups)
 - misc.***
 - misc.education (eight more related newsgroups within)
 - k12.*** (more educational related groups)
 - soc.***
 - Mail lists (popular mail lists brought into one place)
 - By Interests (another way of grouping the above)
 - All of em! (a quickscan of all the groups brought in.. 200+)
 - requests? (spot for members to request new ones. Those that are of general interest to the group are added once or twice a month)
 - by request (newsgroups previously requested by members)
 - new ones! (what we have recently added)

In many conferences you will see

- **and via OneNet!** (topic related conferences that are brought in via OneNet gateway)
- **and via Internet!** (yup, related newsgroups brought in via our UUCP gateway)

These folders provide a nice shortcut to a group of related conferences.

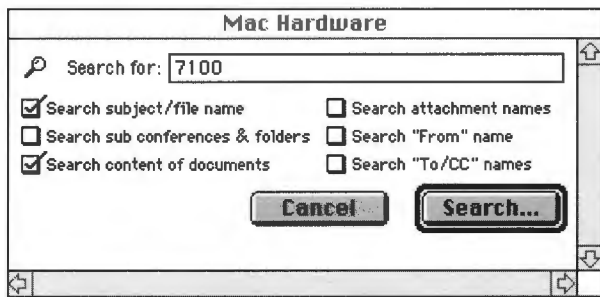
Does that make it a bit clearer? I am sure you have noticed that some conferences can be found in several places (* indicates an alias). That makes it easier to go directly to a related area without having to go way back up to **Conferences** and then back down.

If you get lost in the innards, there are several ways to get back to the top. With the FirstClass software, just choose **View** and at the bottom select which window you want to go back to (Command zero gets you to the desktop). If using regular text based communications software, type in "Home" at any prompt.

Chapter 6 ■ Where Was It?

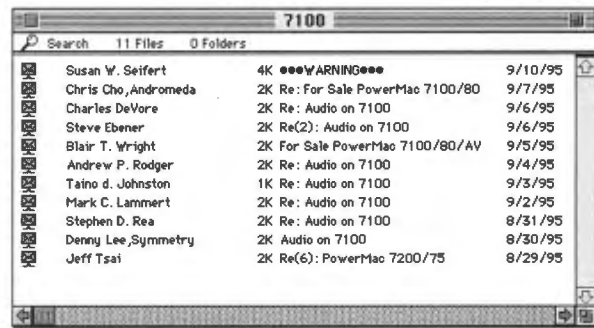
Ever read something and then forget just where it was you read it? Or are you looking for information on something and want to find it quickly?

FirstClass has an excellent capability to search conferences and documents for just such items. A Command-F will bring up a dialog box that lets me identify what I want to look for and how. For example, if I wanted to look for information on the PowerPC 7100 in the OneNet Mac Hardware conference I could do it this way.



Search for Performa 600

While in the Mac Hardware conference I did a Command-F which brought up this box. In the "Search for:" field I told FirstClass to look for the word "7100" and then I checked off the boxes so it would scan the titles of all posts and the contents of all messages in that conference. When I hit the Search button it scanned through all the posts in that conference and created a temporary folder called "7100" where it placed all the posts matching those criteria.



Several posts were found this time. I can now read those items just as I would any others with one exception—since this is a temporary conference, I cannot trace a subject thread. The posts here are not necessarily connected.

When I am done I just close the box and the folder disappears.

Although First Class lets you scan more than one level of conferences, we request that you only scan one conference at a time. Scans do at times slow down the server and affect other users on the system. To prevent possible abuse of the scan command, some conferences are set so that you cannot scan them, so don't be surprised. For instance, the CD may not be scanned.

Chapter 7 ■ Résumés & WhozWho

Mentioned earlier was the capability to double click on a person's name, be it in a message header or on a directory listing, and have their résumé appear. So that others may view your own résumé you may create or update it by selecting **Résumé** from the Edit menu. The form that appears will have three parts. At the top left is a place to put a small PICT file of yourself. To the right of that is a place you can put your name in large bold letters, and in the bottom two thirds is where you can enter a short description of yourself. (CLUI users please type RESUME)

The purpose of the résumé is to let folks identify you so that they know they are sending information to the correct person. It really is not intended to hold your life story.

For that we have **WhozWho**. Located within the **Members.Only** area, this conference lets you provide fellow members with your biography, short and sweet, or long and funny, or however you wish to make it.

Résumés may be read by anyone online, while bios in the **WhozWho** are only available to other members. If you only want fellow members to be able to call you,

—continued next page

put your phone number in the bio in WhozWho, but not in your résumé.

Résumés are required on the system. Place here the same type of information you would provide another member if you met them face to face. Like information about your occupation, what computer you have, the software you like using, modem, hobbies, etc. More personal info is up to you. If you are an Aggie or UT grad, we would be surprised if you didn't mention it. ■

Chapter 8 ■ OneNet

A short history: In 1992 Scott Converse, an admin of a FirstClass system in Los Altos, CA, got the idea to sponsor a linkup of FirstClass systems. He called it OneNet. Scott was an employee of Apple Inc., and a lot of his fellow employees joined his endeavor. One of the first gatewayed conferences was "Ask Apple." The August 1992 version of FirstClass gave us the capability to gateway, and getting this conference seemed like the right thing to do. We established a gateway in October 1992 to grab it and tap their expertise. At that time the number of OneNet systems was well less than 20.

The original main hub was Scott's, called OneNet Los Altos. That was later moved to OneNet Boulder in Colorado, and now the main hub is OneNet Prime also in Boulder.

Scott asked ACD early on to become a regional hub. We waited until we had the phone lines available and then set up such a hub. Later, we created OneNet DFW to serve as a hub only. Tom Fitzsimmons and I run the system, and it provides a source of several hundred conferences to other FirstClass systems in the Texas and Southwest. ACD helps sponsor the hub, paying basic monthly telephone bills. Tom has been very gracious in providing the hardware.

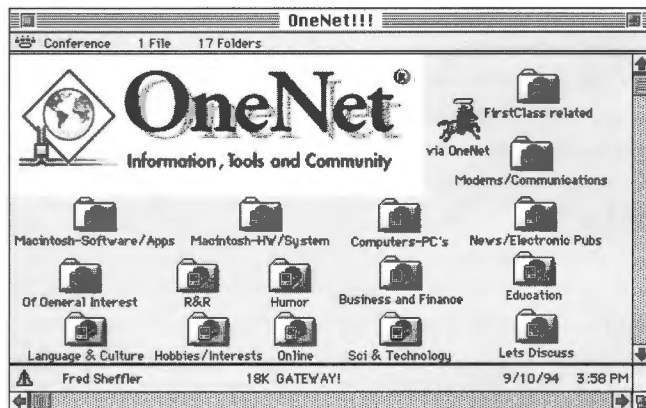
OneNet now is more than 600 systems strong, with participating systems worldwide. It is similar to FidoNet in that it consists of primarily private hobbyist and user group systems that are linked together once or twice a day (or night). Costs are borne primarily by private individuals.

Since the cost of OneNet is borne by private individuals, we do ask that you not send files over this link, or create large posts (52K maximum). You will note that some other folks occasionally do that, and garner great ire from the rest of the folks. Please don't be a culprit here.

We also carry similar newsgroups from the Internet, and one might think carrying OneNet conferences redundant, but we have found that the conferences on OneNet

are significantly different in scope and viewpoint. Having both provides a unique balance and spirit.

On our system conferences are subdivided into several areas. Here is a view of the OneNet!!! master conference.

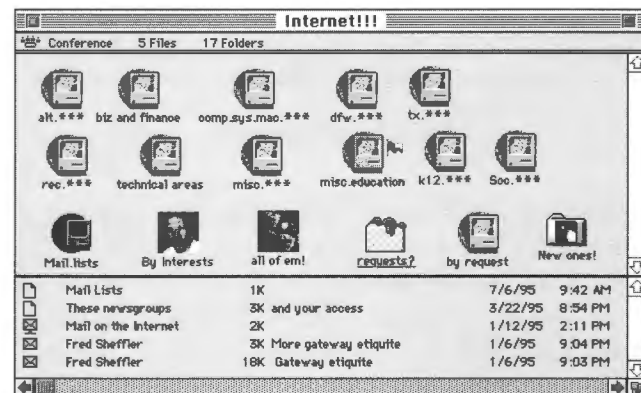


Within each of these areas you will find many sub-conferences exploring the subject matter. Do note that we use a special folder icon to identify OneNet conferences. The Via OneNet is conference is a quickscan of all of the public conferences brought in. Enjoy!

Chapter 9 ■ Internet!

In the Spring of 1994 we added a gateway to the Internet. It is via what is called a UUCP connection and uses special software from SoftArc. With it we can send and receive Internet email, and also pull in newsgroups. Since there are more than 9,000 newsgroups available for us to select from, and email can be sent around the world, the addition was a major improvement to the system.

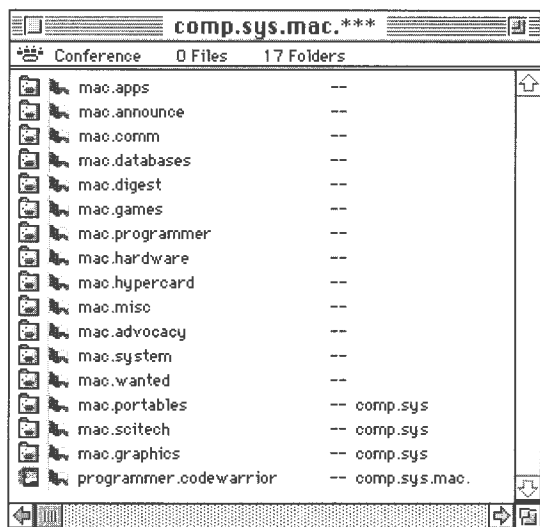
We carry a fairly good selection of those newsgroups, essentially all we can find that deal with the Mac, Newton, PowerMac, etc., and others by request.



Shown above are the major areas in which we presently gather newsgroups. The *** means that the newsgroups within are subsets of a particular news-

group. Sometimes the length of a name of a newsgroup exceeds what FirstClass will handle as a conference title, and this is my workaround. Note also the post on Gateway etiquette. I heartily recommend reading it before making any posts to the newsgroups. It might keep you out of trouble.

Below is an example of what one of these areas contains.



We use a Mac IIsi to get the newsgroups and mail. It starts doing its thing about 2 in the morning, and finishes about 10 p.m. We have it set to check for new mail and posts every 30 minutes during that period. We currently pull in more than 10 megs of posts each day.

Posting a question or comment in one of the newsgroups is easy. It is no different than posting in any other conference. FirstClass takes care of all the addressing.

If you wish to reply privately to someone who has posted, you can use **Reply Special** to select a **Reply to Sender** only. This will automatically address the reply. Or you can note their address (user@domain) and then address your reply to "user@domain, inet.acd."

The "inet.acd" tells FirstClass to send your post out our UUCP gateway. Your return address will automatically be generated by FirstClass when it sends your post or mail. It is your first and last name as you spell them here separated by an underline at sign (@) our domain, acd.org. So, for someone to send mail to me they would send it to:

Fred_Sheffler@acd.org.

There are some Internet features that we do not provide. For example, with some services you can access other systems and have files sent to you. This is called "FTPing a file," and the BBSes are called FTP sites. If you need that capability, it will take a private subscription for about \$18 a month to firms such as NetCom or Texas Metronet, or \$29 a month to OnRamp.

We also do not condone private subscription to mail lists or ftp.mail (a work around to the inability to access FTP sites). These features can lead to excessive traffic and easily exceed the mail capacity of the system. Mail lists are like a subscription service in which folks routinely receive the equivalent of news letters. If you find a mail list that you think would be of interest to the general membership we might consider creating a special conference to have it sent to. See the conference **Mail.lists** for what is currently brought in.

Worldwide email, and lots of information via newsgroups are all we can provide right now. At less than a \$3 donation per month, the price is right, right?.

Chapter 10 ■ How to Become a Power User

There are a variety of ways to make using FirstClass even more enjoyable. Here are some that I use.

TIP 1. FirstClass lets you decide (via Preferences) whether you want to see all the posts in a conference or just those that have red flags on them. It takes it a lot shorter time to build a conference directory if it is only looking for stuff you haven't read, so I usually have it set to only pull up unread items. If I want to see all the items I normally would have to go under the **Preferences** menu to toggle that feature on and off. That takes time and I hate to waste time, so using QuicKeys I've created a short sequence that toggles it for me. Nice time-saver. (and, yes, I have asked SoftArc to consider making that item a keyboard toggle for those of you that don't have QuicKeys).

TIP 2. Do you use a particular conference a lot? Want a shortcut to reading it each time you log on? Try the subscribe feature of FirstClass. It lets you place an alias of any conference on your desktop. I recommend creating a **folder** on your desktop, naming it something like "QuickScan" or "My favorites," and dragging and dropping into that folder the aliases of the conferences you have subscribed to. Subscribing is easy—just highlight the conference and then choose "**Make alias**" from the "**Conference**" menu. That puts the conference on your desktop, and then you can drag it into the folder you made.

TIP 3. How about doing things off-line? That is, let some other program call the service, get all your mail, check your favorite conferences and then logoff. Well, SoftArc has promised such a program by the end of the year. In the meantime there is a shareware alternative called **BulkRate**. You can download it from our FirstClass shareware library and try it out. The instruc-

—continued next page

tions are pretty clear. It is fairly good at what it does. You can read and reply to messages with it. There are several folks who use it, so if you have problems just ask in our **Bulkrate.ACD** conference. There are several similar programs available for Windows users.

TIP 4. Use the **View** set of commands to reorder things. Most conferences are set to show stuff in reverse order and by date uploaded. If you wish to follow a set of subjects just reorder your window. I use this a lot to find all the items posted by one person, or to get a quick grasp of the extent of a discussion on a given topic.

TIP 5. FirstClass expects that one modem setup will do you just fine if you are calling several systems. But that may not be the case. OK, just duplicate the modem settings you use within the Modems folder, change the name (it must end in .mdm with no other periods in the name), and then choose that revised modem setting for that particular system.

TIP 6. All the local conferences that may be uploaded to on the system have a small caret at the beginning of their name (^Sounds). So, to make sure you send the file to the right one, just enter in the caret and first couple of letters of the file conference (^So) and the conference or a short list of related conference will be made available for you to choose from.

TIP 7. When a conference is opened, it takes a while for the directory to be built on your desktop, especially if there are several hundred items. If you have system 7.5 and **WindowShade** enabled, collapsing the conference to just the title bar will really speed up the directory build, since it does not have to pause to reorder the directory on your system as each item is listed.

TIP 8. If you bounce back and forth between conferences, try leaving them all open on your desktop. This does require that you increase the Client application's memory a bit, and you must have the memory installed to let you do that. That way you won't have any delays with rebuilds of the directories.

TIP 9. Almost out of time and still more messages to read? Rapidly open a bunch of them, but don't take time to read them. When the system logs you off, or you use Command-K to leave, the messages will still be there on your desktop for you to read or save.

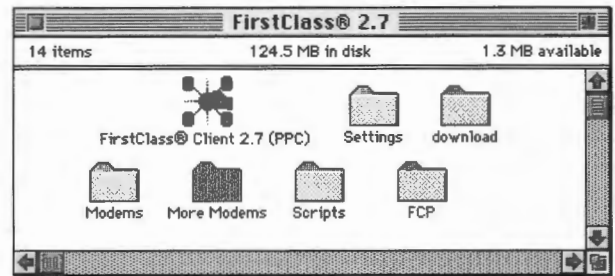
Chapter 11 ■ Setting Up First Class Client

The FirstClass application for the Mac is available for download from our service or can be obtained from our disk library during monthly meetings at the

Infomart. It is distributed in a compacted form, which means your first step is to return it to its original size. It is a self-extracting file, so double clicking on the icon will bring up a menu that lets you expand it to a selected folder.

Instructions for installing the Windows client are at the end of this section. After you install the Windows client the rest of the setup is very similar to that of the Mac, once you select the settings file.

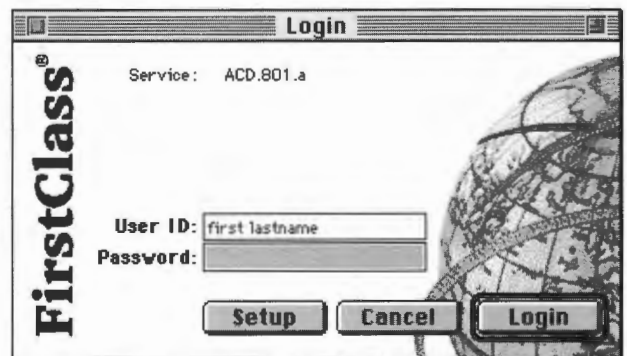
The FirstClass folder on the Mac will look something like this:



When you call a FirstClass system you will be using the FirstClass Client application shown above. It, in turn, will ask you to select a settings file out of the Settings folder. The disk we distribute has one for ACD. If your settings folder does not have it, just duplicate the Generic Modem settings file that is there and use that copy to call. You can then obtain the latest ACD settings file directly from the system for your future use.

Whether you use our settings file or the generic one you will need to configure it so that it knows what phone number to call and what modem you are using. Let's go through that process now.

Start the FirstClass Client application by double clicking on its icon. (Windows users, do the same thing!) From the list of settings presented select the ACD settings file (look for ACD.nnn).



You may see this login screen or one similar. Press the Setup Button.

Setup Screen

Here is an explanation of the various fields and buttons, and what to do in or with each...

- **Connect Via:** shows the method of connection, usually by modem. It should show Modem.FCP. If not, select it.
- **Setup button:** clicking this button gives you the Connection Setup form. We will use this shortly.
- **User ID:** initially this will say First LastName. If this will be your first call to the ACD, please enter your first and last name here. No more than 15 characters, so shorten your first name if necessary. If you have previously registered on the service enter the User ID you established then. Use tab key to move down.
- **Password:** if you enter your password here it will be stored. However, if someone else has access to your computer you may wish to leave this blank and enter it each time you call via the initial login screen.
- **Logon Automatically:** if checked, FirstClass will not wait for you to press the Logon button when you select the settings file. You can stop the auto logon by holding down the Option key when you choose the setting file. I don't use it.
- **Retry, and Retry delay:** this lets your modem redial if the line is busy. I recommend six times at 20 second spacing. If you set the spacing too low your modem will not have time to reset, and you will never get on.
- **Server, Network:** can be left blank since you are using a modem.
- **Phone number:** 817-355-9363 if calling from the 214 area code. If 817, then it is just 355-9363. If you need to disable call waiting, I suggest adding 1170 and two commas ahead of the number (1170 , , 817 -355 -9363).
- **Cancel button:** all changes to the settings file will be disregarded.

Time now to make sure FirstClass knows what modem you are using. Press the Setup button near the top.

Modem.fcp

At the top the Protocol: field should show serial. If not, select it.

Under Connection select the type of modem by using the Modem: popup menu. If your modem does not appear in the list, select Standard 2400 or select a modem that is similar to yours, such as the Hayes Optima or Supra. Version 2.7 of the Client has a second folder called More Modems containing several hundred other modem settings. Your modem may be in that folder, and if so, it will need to be moved into the Modems folder for the settings file to see it in the form above. Also, some modem manufacturers are providing specific xxxx.mdm files for their modems. Global Village is one. In that case, just copy the appropriate file into the Modems folder, then come back to the settings file and select it.

Next, select the proper port. Mac users, select Modem or Printer, or if you have a serial card, select one of its ports. PC users, select the COMM port you are using.

Be sure to choose the type of phone line you have, Pulse or Tone.

If you don't like to listen to the modem as it connects you can turn the speaker off in the Speaker box.

There are obviously plenty of other things you can change here, but right now you should not need to make any more changes.

Save your selection with the **Save** button. The settings form comes back up, and now **Save** it, too. You are now back at the Login screen and ready to make your first call to the BBS.

Click on the **Login** button. FirstClass now does several things in a row and advises you of each step. It tells you it is resetting the modem port, then it sets up the modem, runs the options you selected, and dials the phone number. You will see a small icon pertaining to each action.

—continued next page

If the two modems connect, they get to negotiate a common set of protocols and speeds. You will see "Negotiating connection" and then "Connected"

If all lines are busy, you may be told that, and if you configured the settings file to call again it will do so, and give you a countdown. I say "may" on the busy, since you must have a modem that conveys that information for FirstClass to in turn tell you. And it needs to know that you want to be told (X4 or equivalent in the setup string). If not, it will just tell you it could not connect.

If there are problems along the way, a small dialog box will appear and try to give you a reason for the halt.

Nine times out of 10 you will get on right away with no difficulties, but...

What if your modem settings didn't work? Troubleshooting a cantankerous modem is never fun. Here are some suggestions.

If your modem is one of those listed and it still does not want to behave, try turning off autospeed in the modem.fcp setup.

If that does not work, then see if you can get on at a lower speed setting. Your line conditions may just not be good enough for the fastest speed.

And if that does not work, try a variety of the other modem settings listed that are similar to your modem. If one works, great. If not, then it is time to dig out your modem manual and learn what the Hayes AT command set is all about.

With the current client, all the modem settings are text files in the Modem folder. You can edit them with SimpleText or any other text editor. FirstClass looks for particular capitalized items. The ones that you may want to check or change are the ones below. Note that "\R" is the code for the Return key. Also, since the backslash is used by some types of modems in the AT command set, a double backslash is used to make it understood in some of the strings.

MDMRESET—The set of AT commands that return the modem to a standard setup, sometimes the factory default of &F, but usually a Z to bring up what is stored in memory set 0.

MDMINIT—Your initial set of commands to let it talk to FirstClass correctly. This typically includes the following: S0=0V1E1X4M0&C0&D0, which calls for a software handshake, no carrier detect, no monitor of the DTR pin and a quiet speaker.

MDMHWHS—Used to turn on the option of hardware handshake, &K3 most times, with lots of modifiers for some modems, like the SupraFax '&K3\\N3&Q5%C1%E1N1'. SoftArc also uses this line to turn on hardware error correction and some forms of compression.

MDMCD—Used to turn on the option of carrier detect, typically &C1

MDMDTR Option to turn on monitoring of DTR line for hangup, usually &D2

Getting any deeper into just what you can try involves your getting very familiar with the documentation that came with your modem and then perhaps asking questions on the service in the **Comm/Modems SIG** or in the **BBS Q&A** area. Of course, if you can't get on at all, then a phone call is in order. Call the sysop of the ACD (number listed in the AppleGram). And please identify yourself as a member of Apple Corps.

For Our Windows Users

Installing the Windows client is fairly easy. Version 3.0 is the latest. You will need to obtain it either from our service or an another service such as AOL or CompuServe. It requires Windows 3.1 or Windows 95 and at least four megs of memory to run. The install file is FCC300.EXE. To extract the files from this archive:

1. Copy the archive into an empty directory.
2. This file is self-extracting, so just run it to have it create SETUP.EXE, the installer for the Windows client.
3. Run the SETUP.EXE program created to install the Client.

There is an ACD settings file for use with this new client, ACD.FC.

If using **Windows 3.0** or later, place the ACD.FC file in the SETTINGS directory of the FirstClass client. What you do next depends on what version of Windows you are using.

With **Windows 3.x**: Go to the File Manager and associate all ".FC" files with the FirstClass Client for Windows by choosing Associate from the File menu. You may then launch FirstClass by double clicking on the ACD.FC file. If you wish, make a new Program Manager item in a related program group to facilitate connections.

With **Windows 95**: double click on the ".FC" file. You will be prompted for the application to be opened. Specify the FirstClass client.

If you are upgrading from an older version of FirstClass Client for Windows or an older version of the ACD settings for Windows, take care to use your old user ID and password.

The screens for login and setup are exactly the same as for the Macintosh. Take a look at the first part of this section for more instructions.

Chapter 12 ■ CLUI, Phooey!

When we made the move to FirstClass, the folks at SoftArc promised us a really nice interface for those who didn't own Macintoshes (there was no Windows client back then).

Well, the command line user interface (CLUI) is what they gave us. It works, it offers maybe 80% of the features available to the graphical users (GUI), but it just seems to lack the really nice set of menus that we had with our previous software. It seemed like a step backward. Not only that, the ZTerm protocol for file transfer did not even have an auto-resume capability.

Our Apple II users were not pleased. Neither were we. Unfortunately, we can't change the interface, and SoftArc has done little to improve it. But with a little practice one can get around in it fairly easily. So for those of you that must use it regularly or on occasion, here is a section devoted to solving the mysteries.

The CLUI tries to mimic the GUI as best it can. So when a Macintosh or Windows user opens his desktop and sees a bunch of conferences identified by icons, the CLUI user sees instead a listing of all the conferences with numbers in front of the names, and a list of possible commands at the bottom of the list. The Macintosh user clicks on the icon. The CLUI user enters a number or command.

First let me point out that the interface is really not that bad. It lets you use a variety of commands to accomplish the same thing, so if you are used to using a UNIX, DOS or similar system elsewhere you may find the same commands work here. It also is pre-emptive in nature. That is, while it is doing something, it is listening to your keyboard, so if you type something it will stop what it is doing and try to respond to your command. For instance, you can bypass the welcome message and go directly to your mailbox by typing "1 <Return key>" right after your password. Want to read unread items in your mailbox right away? Just hit "R <Return key>". The list of messages in your mailbox will stop and you will start to get your unread messages. One caveat: If you are using a fast modem, your computer's buffer may keep your inputs from being recognized right away. Not much we can do about that.

Second, you do not have to type out the entire command. FirstClass looks at the commands in alphabetical order so you only need to type in enough of the letters for it to find the command. READ can be done with an R, RESUME takes RES, and REPLY takes only RE. Get the idea? Similarly, parameters like YES and NO can be answered by Y or N. And if you want to speed things up you can put the Command and Parameters together. For instance, to logoff the system and answer the confirm just type "LOGO Y" for the

LOGOUT YES. At the end of this section is a fairly complete list of all the commands available (that I have found).

If you tell FirstClass to do something and then want to stop, try Control C. That will do it most of the time. If you are unsure as to what responses you may make at a prompt, just type a question mark.

Now for a typical session to look at what you can do. Before you call be sure to set your communications program to emulate a VT100 or an ANSI BBS system. Settings should be 8N1 (8 data bits, no parity, 1 stop bit). When you call in you will be asked to press your Return key twice and then prompted to enter your User ID and Password. That is fairly easy to do, so no need to show it here.

Next you will be placed next into your Home folder (it is the Desktop window on the Macintosh). It will look something like this:

Last logged on at: 10/01/95 09:30 AM

Time remaining today: 59 minutes

Home: 3 Conferences, 1 Folder

*** 1. Mailbox**

*** 2. Conferences**

3. Alerts

4. Help Folder

5. Members.Only

Type an item's name or number to open it.

Commands: Help,Logout,Scan

You can always get back to this page by typing Home or Desktop at the command prompt.

To open a conference or folder just type the number and press Return. Note the line beginning with Home; it will always name the conference you are in, the previous conference, the number of subconferences and folders, number of unread items, number of messages, and, if you chose only to see unread items, the number of items not shown (or hidden).

When you open any of the folders in your Home folder, you will be shown a message summary. Typing in a "1" above got me:

Home:Mailbox: 2 Unread items; 5 Messages, 1 Folder

1 Saved mail Folder

2 From Andy Reese 1K 9/20/95 8:31 AM Welcome

***3 From David Harned 2K 9/21/95 2:45 PM Oh Boy**

4 From Hank Johnson 1K 9/21/95 3:11 PM Newguy

***5+From Sarah Harvell 2K 9/21/95 4:10 PM Budget**

! 6 To Mark Mills 1K 9/21/95 4:30 PM Thanks

**Type an item's name or number to open it,
or EXIT to exit.**

—continued next page

Commands:

Help,Logout,Exit,Read,New,Home,Delete,Scan,Send,Reply,Forward

The flags (*!+) indicate whether an item is unread (*), unsent (!), has attachments (+), or not shown above, a message that is not approved yet (@).

You can open any of the items by just entering the item's number.

The easiest way to browse through messages is to use the "next unread" feature. Entering the READ command with no number will automatically display the next unread message in the current folder. If there are no unread messages left, it will read the next message in order.

To send mail to other users and to conferences (which are treated just like users) you use the NEW command (or COMPOSE). A new message is created. You are prompted for the names to enter in the To: list. Type the name of the person or conference you want to send the message to and press Return. FirstClass will search its directory and attempt to make a match. If there are multiple matches, you will be asked which one you want. If there are no matches you will be told to enter fewer letters (a partial) for it to search. Continue to enter names in the To: until you have entered all the recipients, then just press Return with no name to continue. Example (^ means Return key pressed):

```
> new^
To:   shirley c^
      Shirley Cox
To:   fred^
```

Multiple names were found. Select the ones you want: Use the up/down arrow keys to select from: No Yes

```
      Fred Hunter Yes/No? n^
      Fred Sheffler Yes/No? y^
To:   ^
Copies: ^
Subject: Neat job^
```

Enter your message using the editor. Press ESC key to leave the editor.

You will now be placed in a full screen editor (reason for VT100/ANSI) to compose your message. Use the arrow and delete keys to edit. When done, press the ESC key. You will be asked if you want to attach any files to the message and if you want to send the message now. A copy of this message is placed in your mailbox.

File uploads to the system are done by attaching files to messages. Just answer yes to the prompt and

then choose from the Xmodem, Ymodem or Zmodem choices given to start your upload, or select Abort to not add a file. I do not recommend Zmodem since it does not offer an auto-resume mode.

If a file is attached to a message that you are reading, you will be asked if you want to download it... i.e.:

**Attached files: Sample text 1k
Sample PICT 4k**

Do you want to download any of the attached files? y

Download Sample text? n

Download Sample PICT? y

File Sample PICT is 4326 bytes long.

It will take 2 minutes to transfer.

Do you want to download it? y

Type of transfer <ZModem> y

YModem transfer. You have 1 minute to begin receiving.

Here's a short list of most of the commands available (but not always listed) and other commands that do the same thing if typed in.

Remember that the first few letters of a command are usually all that is needed. If you do not enter the number (#) you will usually be asked for it.

?	Help files
CD	see Exit
CLose	see Exit
CLS	Clear screen
COMMands	A list of commands
COMPose	see new
Delete #	Delete an item (ERASE,REMOVE)
DESKtop	see Home
DIrectory	List contents of current folder again
Download #	To download a file not attached to a message
Edit #	Edit an existing UNSENT message in your mailbox
ERase	see Delete
EXit	Return to previous conference or folder (Close,CD,Prev,Up)
EXPIry #	Change the date a message will expire. All messages when first created have a date to disappear. You can change this date to save a message longer.
Forward #	Forward a message. Copies message to new message
Giveup	When all else fails buy a Mac
Help	Get online help files (?)
HIstory #	Display history of message.. date created, readers, etc.
HOme	Return to top folder (DESKtop)
Logoff	Leave FirstClass (LOGOUt, Quit)

- LOGOut same as Logoff
- LS Same as Scan or Directory
- MOVE <#><folder> Move a message to a sub-folder you have created
- NEW Compose a new message (COMPOSE)
- NEWFolder <name> Create a new private folder in the current folder. You can create your own private folders in order to organize mail.

- Open # or
Open name Open a conference or mailbox using the number or name
- Password Change your password
- PReferences Select whether to see only new messages, and in what order
Also choose whether you wish to receive any chat requests.

- PREV see Exit
- Quit See Logoff
- Read # Read a specified message
- REMove See Erase
- REPLY # Reply to a message in the current folder.
- RESume <name> To edit your own resume just enter RESUME with no name after it.
To see someone else's résumé add their name.

- Scan List current folder (DIR,LS) contents
- SEArch Prompted for text to be searched for and where. Creates temporary folder of all items found.

- SENd # Send an unsent message in the current folder.

- Terminal Modify terminal settings (lines, columns).

- UP see Exit
- Users List of all users currently logged on.
- Download # To download a file in an external directory not attached to a message.

The online HELP (?) files have a lot of additional information. Check them out.

Chapter 13 ■ TCP/IP

FirstClass permits folks who have a means of accessing the Internet directly or via a PPP/SLIP account a very clean and simple way to access other FirstClass systems that are on the Internet.

This chapter is for you fortunate folks who have such a capability.

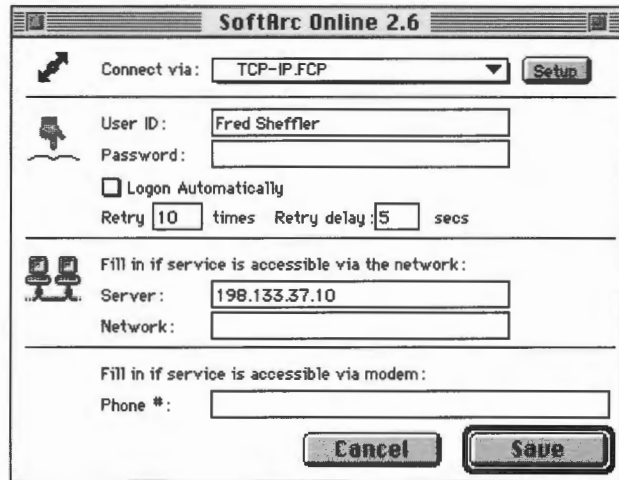
The first requirement is that you have MacTCP correctly installed and configured on your machine. Version 2.0.4 or later is required.

I am assuming that you have already installed the

FirstClass Client. Just to make sure please check the FCP folder within its folder for a file named "TCP-IP.fcp."

It is there? OK, then let's get started. If you do not have a copy of the settings file for the system you will be calling, make a copy of the generic.network or generic.modem file in your settings folder. If you deleted those, you can still use any other settings file as a starting point.

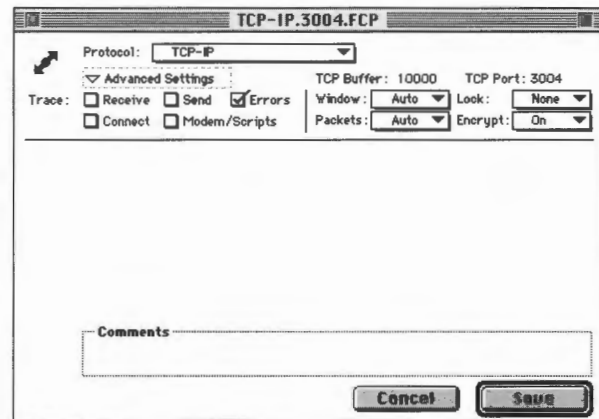
Start the 2.7 Client and choose the settings file. Click on the Setup button on the Login screen.



For Connect via:, choose TCP-IP.FCP.

For Server:, enter the IP address or domain name of the server you wish to connect to. The Network field is not used and should be blank.

Click the Setup button, and now click on the arrow next to Advanced Settings. That expands the screen to show this:



For TCP Buffer, enter a value between 6000 and 64000. The default is 10000. Some folks recommend 16384. A larger buffer will improve performance, but will also require that you assign more memory to the client. The default should be fine in most cases.

The TCP Port should be set to what the system requires. The TCP GUI port on most systems has been

—continued next page

assigned to 3000, which is the default. Some systems may have set up an optional TCPGUI port, recommended by SoftArc for 3001. Port numbers of 3002, 3003 and 3004 may also be used by some systems. In any case, if the system does not specify a particular port, try 3000 first. If you have problems, try the next four, and if it still does not work, call the system operator and find out what the recommended port is. I have seen 4000 used.

If you are going to be calling more than one system on the Internet and these systems use different ports, I recommend you create different TCP-IP.fcp files for those not using a port ID of 3000. Duplicate the TCP-IP.fcp file in the FCP folder. Leave the original TCP-IP.fcp set for 3000, and use a text editor to change the duplicate to the other port number. For a system that uses 4000, I created one labeled TCP-IP4000.fcp. The reason you need to do this is because the TCP-IP.fcp file that is selected is modified when you change items in the Advanced settings area. If you call more than one system and they differ as to ports, etc., you may run into problems if you forget to change each time. Creating a unique .fcp file for each helps prevent such a problem.

Now save the TCP-IP form, then complete filling in the settings form (user ID, password), save it, and you are finished.

If you are using a PPP or SLIP connection, activate it and place your Macintosh online. Then start the FirstClass Client just like you normally would and select the settings file for the system on the Internet. Now login. That is all there is to it! You will find it is very fast. I've been on systems located in Europe and Asia and access has been just as fast as any in our local area. Have fun!

Chapter 14 ■ Behind the Scenes



**Your Admin
(aka sysop)
Fred Sheffler**

I'm a retired fighter pilot (USAF) now enjoying flying the MD-80 for American Airlines. BS in Math, Masters in Public Administration, worked as a system programmer at B. F. Goodrich before going into the Air Force, and while in the blue suit helped introduce small computers into fighter squadrons. Still have the

first Apple II I got when I became tired of waiting two weeks for programmers to come up with air-to-air probabilities of missile kills. Started using a modem in '84, and my first real telecommunications software was ASCII Express Pro (April '85). That is when I caught the telecom bug. As things developed over the years, I ended up helping as a co-sysop on several systems, including three in the DFW area (plus one for American Airlines). When the sysop for ACD had to move to East Texas I was asked to take over the reins. With my wife's concurrence, I said OK in March 1990 and on April 24 of that year the server became a member of the household. Things haven't been the same since.

In 1990 the system was a one-line affair run on an Apple II+ with two 20-meg hard drives. On a good day it logged 40 calls, but the average was about 25. Today it runs on two Macintoshes and commands eight lines and more than 2.1 gigs of hard drive space. It gets closer to 400 calls each day. Running the system takes a lot of help. Your fellow members who contribute their time right now include:

The Staff

New user validation: Taylor Sharpe

Conference moderators:

Carolyn Andres	Michael Rowley
Kirk Bowman	Taylor Sharpe
Bob Cecil	Fred Sheffler
Ronnie Day	Judi Sheffler
David Harned	Joy Tinch
Leslie Loftin	Ray Thompson
Mark Mills	Ernest Todd
Dru Richman	Michael Vega
Shawna Roesch	Bob Winingham

Mac Librarian: Desi Popham

File Moderators:

Michael Babin	Leslie Loftin
Scott Bender	David Powers
Charles Caffey	Fred Sheffler
Randy Coleman	James Siegrist
Larry Copeland	Joe Simkins
Ken Griffin	Ray Thompson
Bill Hammon	Joy Tinch
Thomas Jordan	Ernest Todd

My thanks to all!

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North Dallas Mac-Lunch Bunch Wants You!

Members of ACD and their guests are invited to attend a lunch-time get-together on the Friday before SuperSaturday at the Souper Salad near Preston Road and LBJ Freeway (shopping center in southwest quadrant). We arrive as early as 11:45 a.m., but come as late as 12:15 p.m. and you will still get in on most of the latest Mac gossip. We have moved from Richardson to the LBJ artery to see if more of you can come flying down (east or west) to meet with us.

If you would like to be reminded about the meeting each month, please contact Ray Thompson on the BBS, or call him at 214-231-0765.

Pizza Anyone?

Every month all ACD members are invited to get together for an informal pizza night. This alternates the second Tuesday of every month, odd months CiCi's at McArthur Rd. and Rochelle in Irving, and even months the CiCi's at Webb Chapel and Forest in North Dallas. We gather starting at 7pm. For the month of November we will be meeting in Irving. Please watch the BBS "HITW Cafe" conference for news of this event, or contact Ernest Todd on the BBS or at 817-624-8062.

Come join us and bring friends and family!

Email and Trust

by Mark Mills

As found in every published AppleGram, "The basic purpose of the Apple Corps of Dallas is to promote and encourage the education, training and understanding of its members and guests in the use of microcomputers in homes, schools and businesses."

We should keep our purpose in mind. Without our purpose, we have no volunteers. Without our volunteers, we have no assets. Without our assets, the BBS, the AppleGram, the monthly meetings, we are nothing. From my perspective, the organization needs to put nurturing these volunteers at a very high priority.

If you look at the flame wars that break out on-line from time to time,

it is hard to see how the BBS supports our mission. Email has a lot of advantages, but it has some problems, too. In particular, it is extremely easy for email exchanges to get into vicious cycle of attack and counterattack. These things, popularly called "flame wars," are not pretty and don't help us achieve our goals.

I am afraid flame wars are a part of the on-line communication media, though. Text is a very limited communication channel and is prone to misinterpretation. For example, try saying the phrase, "Hi, how are you?" and make the tone convey love. Now try saying the same "Hi, how are you?" and convey hate. It is really very easy. There are probably 10 other meanings you could verbally communicate with those four words: irony, surprise, delight, distrust, anguish and more. None of these comes across in text by itself unless one assumes knowledge of the writer's

emotional state. This ambiguity leads to a lot of misunderstandings.

Here are some ideas for reducing the chances of joining a flame. First of all, don't forget the phone! If someone seems to be deliberately trying to hurt your feelings or create a scene, try a phone call. If you don't have the phone number, use email to get it. Second, use color in your messages. Color is much better at getting emotions across to the reader and FirstClass does a great job of letting us add color to our email. Third, follow the BBS guidelines. Only positive posts in public. If you must say something negative, go private.

Email is a great utility. According to one survey, 90% of all Fortune 1000 companies will be using it by 1996. Like all tools, it can be misused, though. If you keep it balanced with phone communication and face-to-face meetings on SuperSaturday, the positives will far out weight the drawbacks. ■

Creating Solutions... not a Bigger Budget.

Tell us what you *or* your company needs. Graphic•product•industrial•package•catalog•program design, photo enhancement, electronic pre-press, page layout, affordable high-resolution drum scanning, illustration (2D and 3D), photography, video production, prototype development, ad design & copywriting, animation... *you name it!*

We are a state-of-the-art facility tucked away in north Fort Worth (connected by ISDN to like clients/vendors) specializing in *budget-conscious* digital manipulation, from the simple to the complex. Call us for a consultation *before* you start your next project.

upstairs
media

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Fort Worth, Texas 76137
Voice: (817)281-4897
Fax: (817)577-9110 *Metro*
E-mail: upstairs@onramp.net

Membership Application Form

PLEASE PRINT LEGIBLY

Name: _____

Home Address: _____

Home Telephone Number: () _____

Referred By: _____

What type of computer do you have? _____

OPTIONAL

Sex: Male or Female

Date of Birth: ___ / ___ / ___

Business/Occupation: _____

Business Address: _____

Business Phone: () _____

Primary - \$30/year. Admission to General Meetings, 1 year Magazine Subscription, voting privileges, opportunity to participate in special hardware and software purchases, drawings for door prizes, and 1 BBS account. Must be 18 or older.\$30

Associate Memberships - Add \$10 each. Allows multiple BBS accounts, voting privileges for each member 18 years and older (maximum 4 per family), and all privileges listed above. One Magazine per household.\$ _____

BBS Starter Kit - Add \$10 each. Includes BBS Telecommunications disk and current AppleGram. *Please check floppy disk preference.* HD DD\$ _____

Maximum number of votes is 4 (four) per family. Remember that the above mentioned contribution levels are the minimum... but additional tax-deductible contributions are greatly appreciated.

TOTAL AMOUNT ENCLOSED\$ _____

Check Number _____

Names of Associate Members: _____

Check here if you **DO NOT** wish to be included should we offer our membership list for mailings.

Please bring to General Meeting or mail with check enclosed to:

The Apple Corps Dallas / Attention: Taylor Sharpe, Membership Chairman
P.O. Box 835537 Richardson, Texas 75083-5537

Apple Corps of Dallas next meeting:

SuperSaturday November 18, 1995

Program: Apple Computer

Ginger Kaiser will be discussing the new 604 based cpu's and PowerBooks from Apple.

Infomart / Room 1060 / 10-12 pm

A whole day of Computer Learning and Fun.

Doorprizes at the meeting. Following the program, you are invited to attend small informal group discussions (SIGS) devoted to your special interests, shop for software from the Apple Corps DOM located in the basement, and meet others who share your interest in computing.



Coming Event:

Home & Family Computing Supershow

*Sponsored by Time Magazine, Apple, Compaq,
Microsoft, Hewlett Packard, & CompuServe*

A Technology Theme Park showcasing Computers, Consumer Technologies and Interactive Applications for Kids, Families, Educators and Small Businesses

**December 8-10 ■ Dallas Convention Center
Look for the ACD Booth!**

Apple Corps of Dallas

P.O. Box 835537
Richardson, TX 75083

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Fort Worth, TX

Note: Check address label for expiration date of membership. To avoid missing the next issue of the AppleGram, membership renewals should be received 4 weeks before expiration date.