File Manager Jr. 95

For Microsoft® Word for Windows® 95, Version 7.0

Introduction

File Manager Jr. gives you rapid access to files in all your favorite folders. The program makes it easy to open, move, copy, delete, rename and print documents, and to perform many other operations.

Before using File Manager Jr. to gain access to a folder, you need to identify the folder so the program will be able to find it. This is a one-time operation. Once the folder is identified, its files are readily accessible. For more information, see **Assigning folder names** on page 4.

Q. Why use File Manager Jr. when you can use the Windows Explorer to perform many common file-management operations?

A. Explorer is not built into Word for Windows. It's a separate program designed to serve multiple Windows applications. If you're working on a Word document and you want to use Explorer, you must leave Word. File Manager Jr. is different. The program in effect becomes part of Word , so you don't have to go somewhere else to find it. If you spend much of your time using Word, and perform more than a few file-management operations in a typical work session, you'll find File Manager Jr. a handy alternative to Explorer.

To illustrate, suppose that you want to use Explorer to delete a file in the folder C:\MSOFFICE\WINWORD\REPORTS. First you'll need to use the Taskbar to switch from Word to Explorer (assuming Explorer is running). If the WINWORD folder is not visible in Explorer, you'll need to display the folder name by clicking the plus

sign next to the MSOFFICE icon. If the names of your WINWORD subfolders are not visible, you'll need to click the plus sign next to the WINWORD icon. Then you'll need to find the REPORTS folder and click the name of the file you want to delete. Then you'll need to drag the file to the Recycle Bin or choose Delete from the File menu. Then you'll need to use the Taskbar to switch back to Word.

Using File Manager Jr. to perform the same operation, you would:

1. Click the Delete command button.

2. Double-click a name in the File Manager Jr. Folder box.

3. Double-click a filename. Job done.

Trying before buying

This is an evaluation copy of File Manager Jr. It gives you access to the program's basic file-management commands, but not to all commands. You may use this trial copy for 30 days to get the feel of the software. If you want to keep using File Manager Jr. after the 30-day trial period, you must purchase a registered copy of the program. If you do so, you get a bonus package of Word macros designed to speed up your work..

For information about ordering a registered copy—and getting access to all the File Manager Jr. commands—see page 15.

Conventions used in this guide

Generally, names of files and folders appear in small capitals. Examples of words to be typed by the user appear in bold, usually uncapitalized.
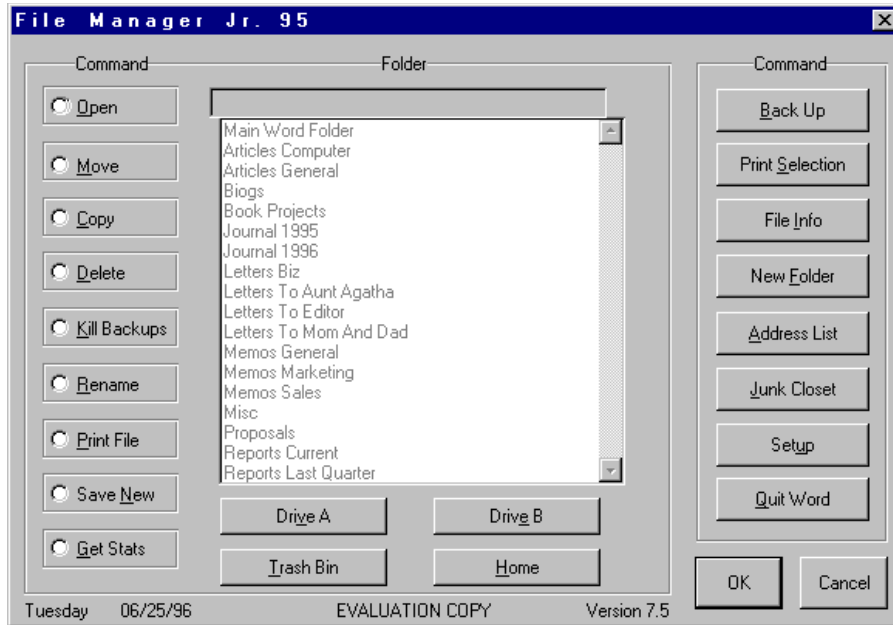
Command buttons in dialog boxes are sometimes referred to simply as "commands."

In typing instructions, the plus sign and comma have special meanings when used between names of keys. A plus sign (as in Alt+B) means that the first key is to be held down while the second key is pressed. A comma (as in Tab, H) means that the first key is to be pressed and released before the second key is pressed.
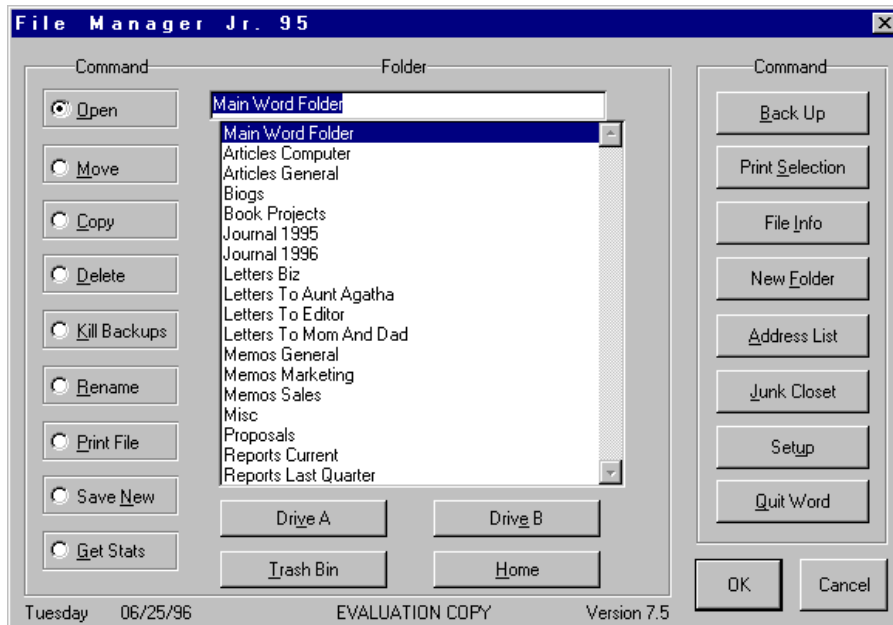
Starting the program

To make it easy to start File Manager Jr., you should assign the program to a shortcut key and/or toolbar button. (Step-by-step directions are found on page 13.)

When you start the program, you see the main menu. One column of commands appears on the left and another on the right. A Folder box appears at the center. The names in the Folder box are faintly visible (as seen in the following example).

File Manager Jr. 95

Command — Folder — Command

Open | Back Up
Move | Print Selection
Copy | File Info
Delete | New Folder
Kill Backups | Address List
Rename | Junk Closet
Print File | Setup
Save New | Quit Word
Get Stats

Main Word Folder
Articles Computer
Articles General
Biogs
Book Projects
Journal 1995
Journal 1996
Letters Biz
Letters To Aunt Agatha
Letters To Editor
Letters To Mom And Dad
Memos General
Memos Marketing
Memos Sales
Misc
Proposals
Reports Current
Reports Last Quarter

Drive A   Drive B
Trash Bin   Home
OK   Cancel

Tuesday   06/25/96   EVALUATION COPY   Version 7.5

If you select a command in the left-hand column, the names in the Folder box come into sharp focus (as illustrated below). You can then choose the folder in which you want to carry out the command you have selected.

File Manager Jr. 95

Command — Folder — Command

Open | Back Up
Move | Print Selection
Copy | File Info
Delete | New Folder
Kill Backups | Address List
Rename | Junk Closet
Print File | Setup
Save New | Quit Word
Get Stats

Main Word Folder

Main Word Folder
Articles Computer
Articles General
Biogs
Book Projects
Journal 1995
Journal 1996
Letters Biz
Letters To Aunt Agatha
Letters To Editor
Letters To Mom And Dad
Memos General
Memos Marketing
Memos Sales
Misc
Proposals
Reports Current
Reports Last Quarter

Drive A   Drive B
Trash Bin   Home
OK   Cancel

Tuesday   06/25/96   EVALUATION COPY   Version 7.5

Commands in the right-hand column are enclosed in a free-standing box and operate independently, making no use of the Folder box. Most commands in the

right-hand column are available only to users with the full program.

Assigning folder names

The first time you start File Manager Jr., the name "Main Word Folder" appears alone in the Folder box at the center of the main menu. To gain access to folders other than the main Word folder, you simply tell the program which additional folders you want access to. Procedure:

Starting at the main menu, choose the Setup button and then the Assign Folder Name button. In the Assign Folder Name box, type a full folder path. Example: **d:\martha\memos**. The folder can be on any hard drive.

After entering the path, press the Tab key to move to the lower part of the Assign Folder Name box. Type a brief descriptive name for the folder you're assigning. Example: **martha's memos**. Then press the Enter key. The program records the folder assignment and redisplays the main menu. The descriptive name of the folder you have just assigned appears in the Folder box.

Note   Typing a descriptive name in the Assign Folder Name box is not obligatory. After entering a full folder path, you can choose OK to close the box without typing anything else. If you do so, the program treats the folder path as a descriptive name and displays that path in the Folder box on the main menu. Suggestion: Don't omit descriptive names, especially if you're assigning folders with long paths. A short descriptive name like "Jamison Project" is easier to read than a path like "C:\Msoffice\Winword\Projects\Jamison."

After assigning one folder, you can assign another. Just choose the Setup button and then the Assign Folder Name button. You can assign any number of folders. If the number runs to 100 or more, the program will start somewhat more slowly than it would if there were only a few dozen names in the Folder box.

The descriptive name of the main Word folder always appears at the top of the Folder box. Names of the folders you assign are arranged alphabetically below the name of the Word folder. For uniformity, the program capitalizes the first letter of each word in each descriptive name. (You don't need to use capitals when you type descriptive names in the Assign Folder Name box.)

If you want to remove a descriptive name from the Folder box, choose the Setup button and then the Remove Folder Name button. Follow the onscreen directions. Running the Remove Folder Name command does not delete a folder. It merely clears a name from the Folder box. If you no longer need access to a folder, you can use the command to discard the folder's descriptive name.

If you want to change a descriptive name, choose the Setup button and then the Change Folder Name button. If you discover a typing error in one of your descriptive names, you can use the Change Folder Name command to correct the error. You can also use the command to replace a descriptive name if you think of a more suitable name.

Note   If your computer is connected to a network, you may be able to use File Manager Jr. to gain access to folders on network drives—just as you gain access to folders you've created on local drives. It may not be possible, however, to use certain File Manager Jr. commands on network drives. Your network privileges, for example, may not extend to deleting or renaming files in some folders.

Performing common operations

Mouse   To open a file, click the Open button on the left side of the main menu and then double-click a descriptive name in the Folder box. A file list appears. Double-click a filename.

To move, copy, delete, rename or print a file, first click the appropriate command button in the left-hand column. Then choose a descriptive name just as you would if you were opening a file.

Keyboard   To open a file, first select the Open button by typing the letter O. Then choose a descriptive name in the Folder box by highlighting the name and then pressing the Enter key. A file list appears. Highlight a filename and then press Enter.

To move, copy, delete, rename or print a file, first press a letter key to select the appropriate command button in the left-hand column. Then choose a descriptive name just as you would if you were opening a file.

General   If you select a command button in the left-hand column and discover that you picked the wrong button, you can reselect. Example**:** If you select the Delete button when you meant to select the Copy button, just click Copy. Or press Alt+C or Tab, C. Alternatively, you can click the Home button to restart the program. To choose the Home button using the keyboard, press Alt+H or Tab, H.

If the Folder box contains dozens of descriptive names and the name you want is buried in the list, try this**:** After selecting a command button in the left-hand column, type the first character of the descriptive name you're looking for. Then tap the down-arrow key once. The first name beginning with the character you typed will be highlighted in the Folder box. The name you want should then be within easy reach.

If you try to gain access to a folder that has been deleted, renamed or moved, a message informs you that the folder cannot be found.

To gain access a file in drive A or drive B, select a command in the left-hand column and then choose a drive button. To choose the Drive A button using the keyboard, press Alt+V or Tab, V. To choose the Drive B button, press Alt+E or Tab, E.

To run one of the commands in the column on the right side of the main menu, simply click a button or press a letter key. Example: To run the Address List command, click the Address List button or press the A key.

Back buttons appear in many File Manager Jr. dialog boxes. Choosing a Back button takes you back one step, closing a dialog box and redisplaying the previous box. To choose a Back button using the keyboard, press Alt+B or Tab, B.

Note For brevity, most step-by-step examples found later in this guide omit keyboard directions. Such directions appear only when procedures used to perform keyboard operations have not been covered by earlier examples or when using the keyboard is clearly simpler than using the mouse. File Manager Jr. often uses "choose" to mean that you can use either the mouse or the keyboard to carry out an action. Examples: You can choose OK by clicking the OK button or by pressing the Enter key. You can choose a descriptive name in the Folder box by double-clicking the name or by highlighting the name and then pressing Enter.

The command list

Open The command opens a previously saved file.

You can also use the Open command to see which files are in a given folder. After viewing the file list, click Cancel or press the Esc key to close the Open File box.

Move The command transfers a file from one folder to another. It can also be used to move a file to or from a disk in a floppy drive.

Procedure: Select the Move button and then choose a descriptive name in the Folder box. In the next box, choose the name of the file you want to move. A Destination box appears. Choose a destination.

To move a file to drive A or drive B, choose the appropriate drive button in the lower part of the Destination box.

Copy The command creates a duplicate of a file and sends the duplicate to a destination of your choice, leaving the original copy of the file in place. The Copy command is structurally similar to the Move command.

Delete The command deletes a file. By default, File Manager Jr. does not ask for confirmation before executing the command. If you want to be asked, choose the Setup button on the main menu and then choose the File Delete Confirmation

button.

Note   You can restore files deleted with the Delete command. For more information, see **Trash Bin** later in this guide.

Kill Backups   The command deletes backup files in one or more folders. Procedure**:**

Select the Kill Backups button and then choose a descriptive name in the Folder box. A new box identifies the target folder (the folder associated with the descriptive name) and gives you a choice**:** You can delete backup files in the target folder only. Or you can delete backups in the target folder and in any subfolders of the target folder.

Before using the command, close any open backup files.

Kill Backups does not delete backup files on floppy disks. When you select the command, the Drive A and Drive B buttons are unavailable.

Rename   The command changes the name of a file. When asked to enter a new name for a file, do not type a folder name or subfolder name ahead of the filename. Type the filename only. Example**: baker.doc**. (If you type a filename without a one-to-three-character extension, the program adds a .DOC extension.)

A filename is invalid if it contains an asterisk, colon, quotation mark, question mark, angle bracket (< or >), slash (/), backslash (\) or pipe symbol (|).

Print File   The command allows you to print documents without opening them. You can print any document in any folder identified by a descriptive name in the Folder box. After choosing a document to print, you can elect to print one copy of the complete file, or to print multiple copies, or to print only certain pages.

Save New   The command is used to specify where a file will be stored when saved for the first time. Example**:** If you have a new file onscreen and want to store it in the main Word folder, select the Save New button and then double-click the descriptive name of the Word folder at the top of the Folder box. When asked to enter a name for the new file, don't type a path ahead of the filename. Type the filename only. Example**: dock.doc**. (If you type a filename without a one-to-three-character extension, the program adds a .DOC extension.)

The command cannot be used to store a new file on a floppy disk. When you select the Save New button, the Drive A and Drive B buttons are unavailable.

Get Stats   The command displays statistical information about files in a specified folder. Procedure**:** Select the Get Stats button and then double-click a name in the Folder box.   A dialog box displays a list of the files in the selected folder. To view statistical information about the first file in the list, double-click the name of that file. To view statistical information about another file, double-click another name.

Back Up   The command sends a copy of the active document to a backup disk in the A drive. Any previous backup copy is overwritten.

If you have a B drive and want to use that drive for backups instead of the A drive, choose the Setup button and then the Change Backup Drive button.

Print Selection   The command prints a selected block of text. First highlight the text you want to print. Then choose the Print Selection button.

File Info   The command displays a word count, a page count and other statistical information about the active document.

New Folder   The command creates folders. First choose the New Folder button and then type the full path of the folder you want to create. Example**: c:\ sales reports**. After entering the path, press Enter.

You can create a folder and one or more levels of subfolders at the same time. Example**:** If you type **c:\docs\articles** and then press Enter, the command creates a C:\DOCS folder and a C:\DOCS subfolder called ARTICLES. (If the C:\DOCS folder already exists, only the ARTICLES subfolder is created.)

Address List   The command gives you access to a list of addresses. You can use the command, for example, to copy addresses to letters and envelopes. For additional information, see **More about Address List** later in this guide.

Junk Closet   The command is used to store text temporarily in a holding file or to retrieve text from the holding file. For additional information, see **More about Junk Closet** later in this guide.

Quit Word   The command closes any open files and shuts down Word. If any open files have been changed since they were last saved, the changes are preserved. If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name before quitting Word.

Trash Bin

Overview**:** Using the File Manager Jr. Delete command, you can delete files from within Word instead of having to leave the program to delete them. When files are deleted from within Word, Windows 95 does not provide backup protection by sending the files to the Recycle Bin. But File Manager Jr. allows you to protect such files by having them sent to a Trash Bin folder.

If you don't want to use the Trash Bin feature, skip the rest of this section, bearing in mind that files deleted with the Delete command may then be irretrievable.

To create a Trash Bin folder that will protect deleted files, do this**:**

Starting at the main menu, choose the Setup button, then the Trash Bin button, then the Create Trash Bin button. Enter a path identifying the folder in which you want to keep deleted files. Example**: c:\trashbin**. If the folder doesn't exist, File Manager Jr. can create it. The folder can be on any hard drive.

When you delete a file, it is sent to the Trash Bin with an extended name that includes the date and time of the deletion. A 24-hour time format is used. Examples**:** The date is August 1, 1996. At 3:10:05 p.m. (or 15 hours, 10 minutes and 5 seconds on the 24-hour clock), you delete a file called BLUTO.DOC. The file is sent to the Trash Bin as BLUTO.DOC 08-01-1996 15 10 05. The following day, at 9:06:03 a.m., you delete another file called BLUTO.DOC. That file is sent to the Trash Bin as BLUTO.DOC 08-02-1996 09 06 03.

You can quickly restore a deleted file. Procedure**:** On the main menu, choose the Trash Bin button. Then choose the Restore button. A list of Trash Bin files appears. Double-click the name of the file you want to restore. A Destination box appears. Choose a destination. You can place the file in any folder identified by a descriptive name in the Destination box. Or you can send it to a floppy disk. When a file is restored, the date-and-time stamp is removed from the filename.

The Trash Bin does not capture files deleted with the Kill Backups command.

You can discard Trash Bin files when you know you'll have no further use for them. First choose the Trash Bin button and then choose the Discard button. Files can be discarded individually or all at once. Directions appear onscreen.

If you've set up a Trash Bin folder and no longer wish to use it, choose the Setup button, then the Trash Bin button, then the Remove Trash Bin button. Do not use any other method to remove the Trash Bin.
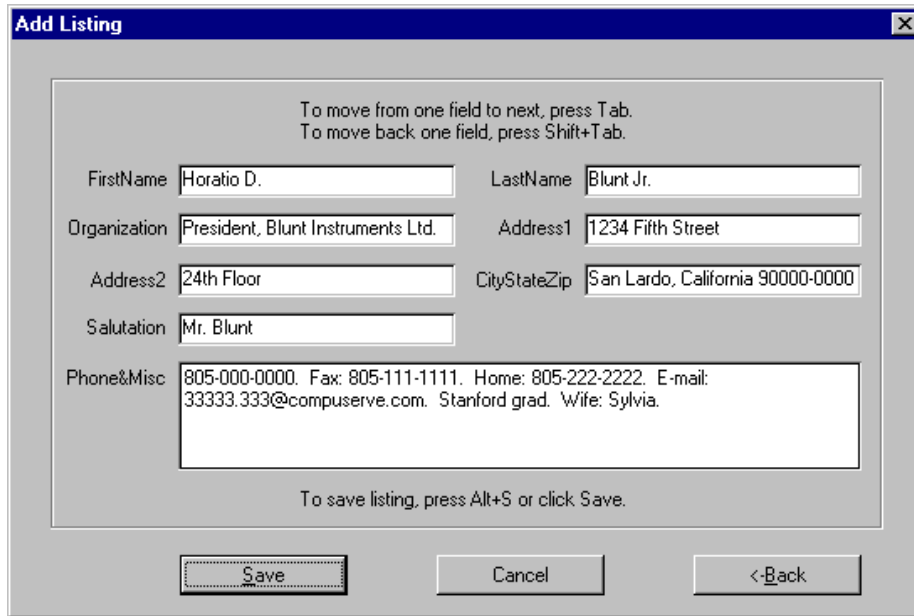
More about Address List

When you choose the Address List button, a dialog box displays seven command buttons. The first button is Add Listing.

The Add Listing command is used to create address listings and add them to a file

in which frequently used addresses are stored. (The file is called NAMELIST.FMJ. It

is placed in the main Word folder during installation of File Manager Jr.) When you choose the Add Listing button, an empty address box appears. You type information in the box. Here is an example of a completed box:

If you want to use a courtesy title such as "Ms." or "Mr.," place the title ahead of the first name. In the Horatio Blunt address listing illustrated above, "Mr. Horatio D." could have been typed in the FirstName field in place of "Horatio D."

If you want to use a middle name or middle initial, just add it to the FirstName field. See the FirstName field in the Horatio Blunt listing.

If you want to use an abbreviation such as "M.D.," "Esq." or "Jr." after an addressee's name, place the abbreviation at the end of the LastName field. See the Horatio Blunt listing.

You can skip some fields. Example: If you want to record a company address rather than the address of an individual, skip the first two fields and type the company name in the Organization field.

If a listing includes a Salutation field, the text entered in that field is used as part of a salutation when the listing is copied to a letter. The Horatio Blunt listing, for example, would be copied with a "Dear Mr. Blunt:" salutation. If "Horatio" had been typed in the Salutation field instead of "Mr. Blunt," the address would be copied with a "Dear Horatio:" salutation.

The Phone&Misc field is used to store telephone numbers and miscellaneous information. The field accommodates about 250 characters.

The second command in the Address List dialog box is Copy Address. It places an address block in a business letter, saving you the trouble of typing an inside address. To copy an address block, first place the insertion point anywhere on the top line of the body of your letter. Choose the Address List button and then the Copy Address button. When a new box appears, type a last name, a first name or some other combination of characters known to be in the listing you're looking for. Then press Enter. The program searches for a listing containing the characters you typed. If the first listing found is not the one you want, choose the button labeled Skip This Listing. The program then searches for a second listing containing the characters you typed. (It is of course helpful to avoid typing a sequence of characters likely to be found in many listings.)

The third command in the Address List dialog box is Print Envelope. It works much like the Copy Address command. Have an envelope ready to print when you run the command.

By default, the Print Envelope command uses the Courier New font and does not print a return address on envelopes. To override either or both defaults, do this: On the main menu, choose the Setup button. In the Setup dialog box, choose the Envelope Format button. Select a font and a point size. When asked whether you want a return address printed, choose the Yes or No button. If you choose Yes, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, first display the Tools menu in Word. Choose Options. Then choose the User Info tab.

The fourth command in the Address List dialog box is Delete Listing. Use it when you want to remove a listing from the address file. After choosing the Delete Listing button, enter a name just as you would if you were using the Copy Address or Print Envelope command. Then press Enter.

The fifth command, View Listing, is used to look up information in an address listing. Example: If you need Horatio Blunt's street address, telephone number or fax number, choose the View Listing button and type **horatio** in the next box. Then press Enter.

The sixth command, View All Listings, is also used to look up information. Unlike the previous command, which displays a single address record, the View All Listings command displays a file containing all your address listings. After viewing the listings, you can close the file as you would any other—by choosing Close on the File menu or by clicking the lower of the two X buttons at the top right corner of the screen.

If you add a listing or otherwise change the address file, the View All Listings command will take longer to run the next time you use it. But after that it will run at full speed until the address file is changed again.

The last command in the Address List dialog box is Fix Listing. If you discover a typing error in one of your listings, you can use the Fix Listing command to correct the error. (Do not try to correct a listing by editing the NAMELIST.FMJ file. You can open NAMELIST.FMJ to view its contents, but you can't edit the file and

then save it. If you try, a message informs you that NAMELIST.FMJ is a read-only file. Should that message appear, press Esc twice and then close the file.)

A fictitious Horatio Blunt listing has been placed in the File Manager Jr. address file for demonstration purposes. If you have the full program, you can use the Horatio Blunt listing to experiment with the Copy Address command, and also with the Print Envelope, View Listing, Fix Listing and Delete Listing commands.

Caution   If you created an address list with a pre–Word 95 version of File Manager Jr., that list was preserved when you installed File Manager Jr. 95. But the list must be reformatted before you attempt to use it with the new version of the program. See the READ_1ST.TXT file in the main Word folder.

More about Junk Closet

The Junk Closet command is used to set aside text you want to remove from the active file but keep available for possible use later.

To store a block of text in the junk closet, highlight the text, choose the Junk Closet button and then choose the Store Selection button. The text is removed from the active document and sent to a file called JUNK.FMJ. (The file is placed in Word's main folder when you install File Manager Jr.)

To find text in the junk file, choose the Junk Closet button and then the Open Closet button. A Find box appears. Type a word or phrase peculiar to the block of text you're looking for. Then press Enter. If the junk file is small and you don't need to run a search, press Esc to close the Find box.

To retrieve a block of text from the junk file, highlight the text and place it on the Windows Clipboard. Then close the junk file and paste the text into the active file.

Separator marks appear between blocks of text stored in the junk file so that you can easily tell where one block ends and the next begins.

To delete text from the junk file, open the junk closet, highlight the text you want to delete and press the Delete key. Then save and close the file.

File Manager Jr. and the Windows Clipboard

Occasionally, File Manager Jr. may clear the Clipboard while executing a command. The Clipboard may be cleared because the program needs to use it for storage and retrieval of data while a command is running. Or, infrequently, it may be necessary to clear the Clipboard to keep Word from misreading the status of a file. You can still use the Clipboard for normal cut-and-paste operations. But if you cut a block of text and then run a File Manager Jr. command without

first pasting the block somewhere, the deleted text may no longer be retrievable.

Assigning File Manager Jr. to a shortcut key

1. On the Tools menu, click Customize.

2. In the Customize dialog box, click the Keyboard tab (at the upper right).

3. In the Categories list box, click Macros.

4. In the Macros list box (to the right of Categories), click the name FileMgrJr.

5. Click the box labeled Press New Shortcut Key. Press a key or combination of keys. Example**:** If you want File Manager Jr. to start when you press Alt+J , hold down the Alt key and then type **J**.

6. Click Assign.

7. Click Close.

Note   When File Manager Jr. is installed, it is assigned to a special shortcut key (Alt+Ctrl+Shift+Backspace). That key performs an internal function and should not be removed. It won't interfere with your own File Manager Jr. shortcut key.

Assigning File Manager Jr. to a toolbar button

1. On the Tools menu, click Customize.

2. In the Customize dialog box, click the Toolbars tab (at the upper left).

3. In the Categories list box, click Macros.

4. In the Macros box (to the right of Categories), click the name FileMgrJr. and keep the left mouse button depressed. A rectangular outline appears. Drag the outline to a position on the toolbar and then release the mouse button.

5. In the box labeled Text Button Name, type a short name for the toolbar button.

6. Click Assign.

7. Click Close.

Starting File Manager Jr. automatically

If you want the File Manager Jr. menu to appear whenever you start Word, choose the Setup button on the main menu and then choose the AutoMenu button. In the AutoMenu box, choose the Enable button. If the AutoMenu feature is switched on and you want to switch it off, choose the Disable button.

Uninstalling File Manager Jr.

1. In the main Word folder, delete JUNK.FMJ, LICENSE.FMJ, NAMELIST.FMJ, READ_1ST.TXT and TUTOR.FMJ.

2. In the folder where Word templates are stored, delete FMJ.DOT.

3. On the Tools menu, click Macro. In the macro list box, delete all macros with names containing the characters "FileMgrJr."

Acknowledgment

Edward Mendelson of *PC Magazine* has examined several versions of File Manager Jr. and offered helpful suggestions. His assistance is gratefully acknowledged.

Ordering information

Mail orders   To replace this evaluation copy of the program with a fully licensed version, fill out the form below.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                      *
*               ====================                   *
*               O R D E R   F O R M                    *
*               ====================                   *
*                                                      *
*    Please send one copy of File Manager Jr. 95 to:   *
*                                                      *
*    NAME:     _____    *
*                                                      *
*    ADDRESS: _____     *
*                                                      *
*             _____     *
*                                                      *
*             _____     *
*                                                      *
*    I enclose $19.95, plus $2.00 for shipping and     *
*    handling ($4.00 S&H outside U.S. and Canada).     *
*                                                      *
* * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Mail your order to Charles Maher, 409 North 18th Street, Coeur d'Alene, ID 83814-5460.

Credit-card orders   MasterCard, Visa, American Express and Discover cards are accepted. To order, call Public (software) Library at 800-242-4775. Ask for item 14432. Operators are available from 5 a.m. to 4 p.m., PST, Monday through Thursday, and from 5 a.m. to 10:30 a.m., PST, on Friday. You can also place an order with Public (software) Library by fax (713-524-6398) or by e-mail (71355.470@compuserve.com). **Note:** *These numbers are for credit-card orders only. They cannot be used to reach the author of the program or to get information about the program.*

To place a credit-card order by U.S. mail, send a completed order form and credit-card information to Public (software) Library, P.O. Box 35705, Houston, TX, 77235-5705.

You can also place a credit-card order on CompuServe. Type **GO SWREG**. The CompuServe Registration ID for File Manager Jr. is 5059.

Questions about the program or about the status of an order should be directed to the author. He can be reached by phone (208-664-3864), by fax (208-664-9743) or by e-mail (76476.3400@compuserve.com).