



News about information systems throughout MIT

Special Issue!

A Look at Windows 95 and Office 95

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User Groups Can Clue You in on the Ways of PCs

Lee Ridgway  
Publication Services

Windows 95 has arrived, but Windows 3.1, Windows NT, and OS/2 are also important players in the arena of PC operating systems. How do you decide which system to run, or make upgrade decisions? Even after settling that question, you still need to tackle configuration and compatibility issues, and understand how the operating system interacts with applications.

To keep on top of all this, it helps to read manuals, trade magazines, and Web pages (see page 8 for the URLs of some Windows 95 home pages). You may want to call the Microcomputing Help Line at x3-0001, or consult your local expert if there's one nearby. But don't forget one of the best computer resources on campus – user groups.

User groups are grassroots organizations where anyone can participate and contribute. Groups offer free presentations, training, and advice. Meetings are open to anyone in the MIT community, without regard to level of expertise. Novices may find these groups especially helpful, since more experienced users can offer solutions to common problems.

A Roster of Groups

Eight MIT user groups may be of interest to PC users, including those who are curious about Windows 95.

Some of the groups focus on systems, others on applications. A few focus on what you might think of as Macintosh applications – Excel, FileMaker, and Word. Take this as an indication of cross-platform compatibility. Users of these applications on Macintosh or Windows systems are welcome – and encouraged – to meet together.

Most of the groups meet once a month at a regularly scheduled time. Several maintain e-mail lists to send out meeting announcements, exchange tips, and answer questions. Some maintain Web pages with meeting information and links to related resources.

All eight groups are described briefly below, and a chart on page 2 gives details about contact people, meeting times, and rooms. To find out about future meetings or to be added to a group's mailing list, get in touch with its contact person.

DOS Tech Partners

This group is geared toward those who help others use PCs. Despite the "DOS" tag, meetings cover a range of hardware and software for Intel computers and compatibles. Topics have included the Windows 95, Windows NT, and OS/2 operating systems; Intel processors; Dell and IBM machines; and applications such as FrameMaker and Tether. At the November meeting, an IBM representative will demo a new ThinkPad and talk about OS/2.

To find out more about the Tech Partners program, see the article on page 5.

continued on page 2 ▶



## USER GROUPS

continued from page 1

### OS/2 User Group

This group promotes the use of OS/2 – the “other” operating system for PCs (386SX and higher). Members have been instrumental in providing software that enables OS/2 to be used with MITnet.

Meetings feature presentations about OS/2 or related software. The focus of the November 16 meeting will be the programmer’s editor, RimStar.

The group runs several e-mail lists, and maintains a Web site at

<http://web.mit.edu/os2/>

### Novell Netware User Group

This group facilitates the development and use of Novell networks at MIT. There is no campus-wide infrastructure for Novell networks, since most are in isolated pockets. The group provides a forum for sharing information and helps its members acquire Novell software at bulk discounts.

Meeting notices are sent to the mit-novell e-mail list. For online resources, see the group’s Web page at <http://web.mit.edu/mugs/www/novell/>

### CWIS Publishers User Group

This group is for those at MIT who publish online, especially on the World Wide Web. Presentations are designed to help people improve their knowledge of electronic publishing and their expertise in its technology and standards. To see the group’s Web page, go to <http://web.mit.edu/cwis-pub.html>

### Excel User Group

This group explores the features of Microsoft’s spreadsheet application. While demonstrations are done with Excel 5, they are, for the most part, relevant for version 4 users. Topics that have been covered include Excel basics, charts, and tips and tricks.

**Note:** The Windows 95 version of Excel will *not* work on machines running Windows 3.x.

### FileMaker User Group (FMUG)

This group focuses on the popular Claris database program. Topics have ranged from scripts and buttons to layouts and reports. You may find the group especially helpful when Claris releases FileMaker 3, a relational version.

**Note:** FileMaker 3 for the PC will only be available for Windows 95, not Windows 3.x.

## Campus User Groups of Interest to PC Users

Group	Contact	Meeting Info
DOS Tech Partners	Gail Garfield Neuman x3-0878 <garfield@mit.edu>	2nd Tuesday E40-302 noon–1:30pm
OS/2	Kent Lundberg x3-1938 <klund@mit.edu>	3rd Thursday 2-105 5–7pm
Novell Netware	Ray Charbonneau x3-1639 <rcharbon@mit.edu>	No regular schedule; ask to be added to mailing list
CWIS Publishers	Suzana Lisanti x3-0101 <lisanti@mit.edu>	4th Thursday E40-302 noon–1:30pm
Microsoft Excel	John Fothergill x3-1322 <jjfothjr@mit.edu>	1st Tuesday E40-302 noon–1pm
FileMaker	Joni Bubluski x3-3551 <bubluski@mit.edu>	2nd Thursday E40-302; 9:30–10:30am or noon–1pm
Microsoft Word	Phyllis Cerie x3-0736 <cserie@mit.edu>	Last Tuesday (6x/yr) E40-302 noon–1pm
WordPerfect	Gail Garfield Neuman x3-0878 <garfield@mit.edu>	3rd Tuesday E40-302 noon–1pm

FMUG maintains a Web page at

<http://web.mit.edu/mugs/www/fmug.htm>

### Microsoft Word User Group (WUG)

This group for Word users meets six times a year. The focus is on Word 6, but Word 5 questions are welcome. Presentations cover features such as footnotes, tables, and the equation editor. The group maintains an e-mail list for posting questions and answers.

### WordPerfect

This group concentrates on WordPerfect 6.1 for Windows, but discusses other versions as needed. Topics cover everything from merges to macros. At an upcoming meeting, a WordPerfect representative will demonstrate WordPerfect for Windows 95.

### A Complete List

Dozens of user groups, covering a wide range of interests, meet at MIT. To get the full list, send e-mail to <sendpubs@mit.edu> or go to the URL

<http://web.mit.edu/mugs/www/mugs.htm>



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*i/s* is published monthly from September to June. MIT faculty and staff receive copies through campus mail; *i/s* is also available in lobbies around campus. Individuals at MIT, other schools, or computing organizations may subscribe by contacting the managing editor.

Send comments or subscription requests to: MIT 11-309, 77 Massachusetts Avenue, Cambridge, MA 02139-4307  
Phone: (617) 253-0540  
Electronic mail: <fizz@mit.edu>

To access *i/s* via the World Wide Web, go to <http://web.mit.edu/tps/www/isnews/>

Articles are also posted in TechInfo. The path is Computing → Publications → Information Systems Publications → *i/s* Newsletter.

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## Windows 95 Offers PC Users a New Look and Feel

Gail Garfield Neuman  
CSS Consulting

**M**icrosoft Corporation released Windows 95 (Win 95) in August with much ado. This 32-bit version of the Windows operating system looks very different from the 3.x versions of Windows and Windows for Workgroups. This article gives an overview of Win 95. To get a more complete picture, be sure to read the other Win 95 articles in this issue of *i/s*.

### Hardware Requirements

Microsoft recommends the following system to run Win 95:

- An Intel or compatible 486 or higher processor
- 8MB of RAM or more (more is better!)
- 10–70MB of free disk space, depending on the type of installation
- A mouse or other pointing device
- VGA or SVGA video

Recommended optional equipment includes a CD-ROM drive, sound card, speakers, and a modem or network adapter.

### Installation

You can buy Win 95 on diskette or CD. The CD version includes many extras, which are listed at this URL:

<http://www.microsoft.com/windows/software/cdextras.htm>

Win 95 offers four installation options:

- Typical – most commonly used components
- Portable – most useful features for a portable computer
- Compact – basic files only, for limited disk space
- Custom – user-defined selections, for experienced users

The package includes several Wizards, including one that helps install Win 95. Plug and Play technology automatically detects and configures hardware to work with the system.

### A Different Look

When you start Win 95, you'll see an uncluttered desktop with a custom-

izable background. A movable Taskbar with a big Start button sits at the bottom of the screen. You can choose to show the Taskbar only when you need it.

A single click on the Start button lets you navigate through a hierarchy of folders (folders have replaced directories). When you find what you want, you click once to start it.



Windows look different. They have the minimize, maximize, and close buttons in the upper right corner. Sometimes you'll see a "?" button, which you can click to activate the "What's This?" feature. You can then click on an item to get a pop-up window with a definition.

In Win 95, you can work smarter and faster by setting up Shortcut icons to commonly used documents and printers. For example, you might set up a Shortcut for a weekly report template. To print a file, you can just drag its icon to a printer Shortcut.

Windows Explorer has taken the place of the File Manager. The Explorer allows easy drag-and-drop copying and moving of files. One way to access the Explorer is to double-click the "My Computer" icon on the desktop.

### Finding Your Way Around

The Find command, now on the Start menu, has been greatly improved. You can search for files or folders, indicating whether the search should be case-sensitive or if it should include subdirectories. You can search for files created or modified between certain dates. You can also save your search criteria for later use.

Another navigational aid is the Documents folder, also under the Start menu. This item lists the most recent documents you've worked on, making it easy to return to them.

### Applications and Other Features

Several small applications come with Win 95. WordPad is a fairly powerful word processor; Paint is a graphics program. The two work well together, letting you import objects into a document from different sources, create bulleted lists, and do Print Previews. Three disk utilities – DriveSpace, Disk Defragmenter, and Scan Disk – help optimize and maintain your hard disk.

Briefcase synchronizes files when you transfer them between two computers or between a notebook and its dock. It tracks multiple versions of a file, and alerts you about which ones need to be updated.

The MS-DOS Command Prompt has been enhanced. It runs in a sizable window with most of the Windows options still available. You can change the font size and mark text to be cut and copied into a Windows application. You can also copy and paste to and from the DOS window.

### Accessibility Options

Win 95 has several options to help users with mobility, hearing, or visual impairments. These range from Sound Sentry, which gives a visual cue when your computer makes a sound, to the high-contrast setting, with colors and fonts designed for easy reading. For a list of options, look up "accessibility" in the Help Index.

### Online Help

Help, under the Start menu, has been improved. You will need to use it, since the manual is slim. In some cases, the online help includes links that step you through a procedure. For an introduction to Windows 95, take the Tour that's available under Help Contents.

### The Password Is for Preferences

Win 95 is not secure. The optional password only tells Win 95 which set of preferences to use. If several people use one machine, it may make sense to set up each individual with his or her own user preferences, so the machine looks familiar to them each time they sit down to work.

### Support for Windows 95

Win 95 represents a big change, and brings with it network and compatibility issues. IS recommends that you wait before upgrading, and for now offers only partial support. Full support is slated for January 1996. For details, see the MIT Win 95 Home Page at <http://web.mit.edu/win95/>

If you have questions, contact the Microcomputing Help Line at x3-0001 <[micro-help@mit.edu](mailto:micro-help@mit.edu)>.

To learn more about Win 95, attend a "Why Win 95?" Quick Start class. For details, check the calendar in the IS Training Catalog or call x3-7685.

## MITnet and Windows 95: How Does It Stack Up?

John Saylor  
Network Services

Unlike previous versions of Windows, Windows 95 (Win 95) comes with the necessary software to run a computer on a TCP/IP network like MITnet. In other words, with Win 95, you can get on the network “right out of the box.” However, this isn’t quite as straightforward as it sounds. As is often true with computer software, this upgrade has some trade-offs. In fact, IS recommends that you wait before upgrading to Win 95. Here are some reasons why.

### Let’s Start with the Stack

A protocol stack acts as the translator between your Windows machine and the network at large. Since MITnet uses the TCP/IP protocol, you need a TCP/IP stack to connect your machine to MITnet.

Windows 3.x users who want to connect to MITnet must install LAN WorkPlace 4.2, which comes with a TCP/IP stack and a set of network applications. Most users aren’t aware of the TCP/IP stack, since it loads when their computers start up and requires no interaction.

Win 95 comes with its own TCP/IP stack. This stack and the LAN WorkPlace stack offer competing advantages for MIT users. However, you can’t run both “flavors” of the TCP/IP stack at the same time.

### The LAN WorkPlace Advantage

The main reason to stick with LAN WorkPlace is that, for now, some of its network applications *won’t* work with the Win 95 TCP/IP stack. These include:

- Rapid Filer
- TechInfo for Windows
- Finger

### Eudora Pro to Replace TechMail

IS is finalizing a site license agreement with Qualcomm Inc. to distribute the Eudora Pro mail system for Macintosh and Windows users. Once the product is ready for distribution, IS will begin phasing out support for TechMail. IS will help MIT e-mail users migrate to Eudora, and will offer Eudora Quick Start classes. For up-to-date information, consult the MIT Eudora Home Page at <http://web.mit.edu/tps/www/Eudora/eudorahome.html>

- IP Resolver
- Netware/IP

If you need any of these applications for your work, IS recommends that you postpone upgrading to Win 95.

A second reason to stick with LAN WorkPlace is that Network Help Desk staff are experienced with it and can help you if you encounter problems. They may not have ready answers to questions about Win 95 and MITnet.

### Pluses of Microsoft’s Stack

Microsoft’s TCP/IP stack has pluses too (though IS doesn’t recommend its use until compatibility issues are resolved). This stack is better integrated into Win 95 and has some technical advantages over the LAN WorkPlace stack. And it *is* compatible with some applications from LAN WorkPlace:

- Host Presenter
- TechMail for Windows
- TechNotify for Windows
- Leash
- LPR Spooler for Windows

However, for the Kerberos-enabled applications in this list (TechMail, TechNotify, and Leash) to work, you need to make adjustments to your machine’s configuration. You also need to edit your autoexec.bat file to run these applications on a Win 95 machine. For details, see

<http://web.mit.edu/win95/netapps-notes.html>

### Information Clearinghouse

For more information about Win 95 and LAN WorkPlace, visit the MIT Win 95 Home Page at

<http://web.mit.edu/win95/>

If you’re at all interested in putting a Win 95 machine on MITnet, check this page often. It is the clearinghouse for information, including news about releases of Win 95-compatible network applications. ☺



This column presents news and tips from the consultants who staff the Microcomputing Help Line, x3-0001. Check out their Web home page at <http://micro-help.mit.edu/>

**Q** I’ve heard that Windows 95 makes file sharing over a network very easy. Are there any security concerns that I should be aware of?

**A** Yes! Be very careful! Turning on file sharing not only opens up your computer to the people you want to share files with, but also potentially to the entire networked world, especially if you use the Microsoft stack and TCP/IP. Even if you use the NetBEUI protocol to share files only on your local subnet, another machine on that subnet may inadvertently provide a gateway to your machine.

If you do need to share files across the network, do so more safely by following these guidelines:

- Share only the contents of one subdirectory. *Don’t* open file sharing to anonymous or guest users, even if you intend to share only one subdirectory in this fashion.
- Set password protection on the shared subdirectory. *Don’t* use your MITnet (Kerberos) password as the Win 95 password, because it will travel across the network with little or no encryption.
- Turn sharing on only when you are actively using it.

In addition to concerns raised by filesharing, a security flaw has been discovered that affects machines running TCP/IP and Win 95 or Windows for Workgroups. This flaw leaves these machines particularly vulnerable to network intruders. A fix has not yet been released.

**Q** What’s the difference between The Microsoft Network and Microsoft Networks?

**A** The Microsoft Network is a commercial service, like CompuServe or America Online, that comes bundled with Win 95. Microsoft Networks is the networking component built into Win 95 that includes support for the TCP/IP protocol. ☺



## Save on Microsoft Windows 95 and Office 95

Ginny Williams  
MIT Computer Connection

**T**he MIT Computer Connection is now selling academic versions of Microsoft Windows 95 (Win 95), Office 95, and Office Professional 95. These products are almost identical to the commercial versions, but are priced well below retail (with the exception of upgrades, which are not discounted). These academic versions can be sold only to members of the educational community.

Keep in mind that IS recommends that you wait before upgrading to Win 95 and Win 95 applications. The MCC is selling these products now as a service to those who are not concerned about getting full support and who want to take advantage of the MCC's academic pricing.

Another caution has to do with memory. Although Microsoft recommends a minimum of 8MB of RAM to run Windows 95 (and Office 95 as well), experience has shown that for good performance, your machine should have at least 12MB of RAM and preferably 16MB. For example, to have more than two Office 95 applications open at once requires 16MB of RAM.

### Windows 95

Win 95 features a redesigned graphic interface, Plug and Play technology for peripherals, enhanced multimedia, and more powerful features for laptops. The Microsoft Network, built into Win 95, supports Microsoft's online commercial service (this may be of interest only if you're not using MITnet or Tether). Win 95 runs 32-bit applications, as well as current MS-DOS and Windows 3.x applications.

Microsoft offers Win 95 on 3.5" diskettes or CD. The CD version includes some extra utilities. If you buy Win 95 on diskette, you can download these utilities from the Microsoft Web site at <http://www.microsoft.com/windows/software.htm>

### Win 95 Pricing

- Full version for systems with DOS only
- |                   |           |
|-------------------|-----------|
| On 3.5" diskettes |           |
| WINDOWS-95-3.5    | MIT \$220 |

- Upgrades for systems running Windows or OS/2

On 3.5" diskettes	
UP-WIN-95-3.5	MIT \$89.95

On CD	
UP-WIN-95-CD	MIT \$89.95

### Office 95 and Office Professional 95

Office 95, Standard Edition, is an integrated software suite that contains full versions of Microsoft Word, Excel, PowerPoint, and Schedule+. Office Professional 95 includes the Access database as well. These suites offer tremendous value over buying the software separately.

Both Office 95 suites are available on 3.5" diskette or CD. The CD version comes with Microsoft Bookshelf 95, a reference library that includes the *American Heritage Dictionary*, *Roget's Thesaurus*, *Hammond World Atlas*, *Concise Columbia Encyclopedia*, and more.

### Office 95 Pricing/Select Licensing

Departments can realize significant savings by buying the Office 95 suites through Microsoft's Select Licensing program. Once a department buys one full Office 95 package, it can buy low-cost licenses for everyone in the department. Pricing for the full packages is as follows:

- Office 95
- |                   |           |
|-------------------|-----------|
| On 3.5" diskettes |           |
| OFFICE-95-3.5     | MIT \$165 |

On CD	
OFFICE-95-CD	MIT \$165

- Office Professional 95
- |                   |           |
|-------------------|-----------|
| On 3.5" diskettes |           |
| OFFICE-PRO-95     | MIT \$200 |

On CD	
OFF-PRO-95-CD	MIT \$180

Pricing on Office 95 select licenses is being confirmed with Microsoft. Contact the MCC for details.

### Other Products

The MCC also stocks Excel, Word, and PowerPoint as stand-alone packages, and can order Microsoft Access, Schedule+, and Bookshelf 95 on request. For details, stop by the MCC during business hours, call x3-7686, or send e-mail to <mcc@mit.edu>. You can also browse the MCC Web site at

<http://web.mit.edu/mcc/www/> ☐

## Tech Partners: A Forum for Sharing Computer Know-How

Robyn Fizz  
Publication Services

**W**hether it's a question of buying a printer, choosing a backup system, or setting up a database, the first source of computing help in many offices is a colleague who works intensively with computers every day.

Recognizing the importance of this grassroots computer support, IS has sponsored Tech Partners for several years. This program is open to members of the MIT community whose jobs involve computer support for their workgroups or departments. Tech Partners provides access to extra technical resources and training, as well as the chance to meet other MIT employees who have similar roles.

As with all user groups, participants in Tech Partners are encouraged to take an active role, from sharing solutions to giving presentations. Members also give feedback to IS about computing services on campus.

### Macintosh and DOS Groups

Tech Partners sponsors two groups — one with a DOS/Windows focus, the other for Macintosh users. Each group meets monthly (except in the summer): DOS Tech Partners on the second Tuesday of the month; Macintosh Tech Partners on the third Monday. Typically, meetings are held in E40-302 and last from noon to 1:30pm. There's time set aside for informal talk and a question-and-answer session, followed by an in-depth presentation.

### New Members Welcome

New Tech Partners are always welcome. To qualify, your job should involve providing computer support for your department or workgroup. These duties can be official (e.g., your job description includes computer support), or unofficial (e.g., you're often asked to advise others about computing problems, and have your supervisor's support in doing so).

For information about joining or about future meetings, contact the appropriate Tech Partners coordinator. Gail Garfield Neuman, who coordinates the DOS group, can be reached at x3-0878 or <garfield@mit.edu>. The Macintosh Tech Partners coordinator is Joanne Larrabee. You can reach her at x3-8422 or <jwl@mit.edu>. ☐

## 32-Bit Computing: What's It All About?

John Rusnak, Athena Consulting  
Lee Ridgway, Publication Services

In the whirl of Windows 95 (Win 95) publicity, you may have heard references to 32-bit computing. This term is worth understanding, since 32-bit hardware and software is becoming the standard for desktop computing. This article gives an overview of 32-bit computing and its advantages, and discusses Microsoft's strategy with respect to Win 95 and Windows NT.

### What Does 32-bit Mean?

A binary digit, or bit, is the smallest unit of data that a computer can process. All other things being equal, the more bits your computer can process at the same time, the faster it is.

Most desktop computers manipulate bits in groups of 16 or 32. If you have two computers whose clock (processing) speed is identical, and one processes 32 bits at a time while the other processes 16, the 32-bit computer will be about twice as fast.

### Makeup of a 32-bit System

Computer hardware that is 32-bit-capable can move data in 32-bit groups. This includes transfers between the central processing unit (CPU) and connected devices. To take advantage of these 32-bit features, though, you need a 32-bit operating system and 32-bit software. Microsoft's Win 95 and Windows NT, IBM's OS/2 Warp, and Apple's Macintosh System 7 are all 32-bit operating systems (although there are some qualifications with respect to Win 95 that will be discussed later). Vendors are now releasing 32-bit versions of application software for Win 95; 32-bit application software already exists for Windows NT, OS/2, and Macintosh System 7.

### Advantages

One advantage of 32-bit systems is speedier processing for resource-hungry applications such as math packages, graphics and publishing programs, and network operations.

In addition, when a machine's internal addressing scheme uses 32 bits, it can address much larger amounts of memory and hard disk space.

Yet another advantage of 32-bit systems is faster multitasking, where two or more applications run at the same time. An operating system per-

forms multitasking by sending different parts of many tasks to the CPU at different times. Of course, the faster the system, the less likely it is that the user will notice what's going on behind the scenes.

### Cooperative versus Preemptive Multitasking

In addition to speeding up multitasking, many 32-bit systems offer preemptive multitasking. This represents an important advance over cooperative multitasking, which has been the norm for most desktop computers. Here's how the two differ.

With cooperative multitasking, the operating system gives control to an application and it is the application's responsibility to release control. When it does, the operating system can give its attention to another application.

Some programs "cooperate" better than others by giving up the CPU at the most opportune times. Some poorly written programs hardly ever give up the CPU. So with cooperative multitasking, a wayward program can monopolize your machine and even bring it to a halt.

With preemptive multitasking, the operating system decides which application will receive control of the CPU and when it will release control. This leads to a more orderly sharing of system resources among multiple programs.

### The Scoop on Windows 95

It's clear that 32-bit systems are better than 16-bit systems – they're faster, can address more memory and hard disk space, and usually offer preemptive multitasking. And Win 95 is 32-bit, right?

Not entirely. Win 95 has been designed to run both 16- and 32-bit applications, and to do so on machines with as little as 8MB of RAM. To do this, Win 95 includes some code from Windows 3.1, a 16-bit operating system.

The good news is that you should not have problems when running 32-bit applications exclusively. Running 16- and 32-bit applications at the same time, however, may degrade performance, due to the different ways these applications handle multitasking.

### Windows 95 or Windows NT?

In the best of all worlds, Microsoft would market only Windows NT, an exclusively 32-bit operating system. Windows NT is a much more powerful and robust operating system than Win 95. However, Windows NT has steeper hardware requirements (see the chart below) and it can't run 16-bit applications. For now, Windows NT is seen as a system for advanced users, particularly in networked and client/server situations.

Win 95 is positioned between the 16-bit Windows 3.x and the 32-bit Windows NT. Most Windows 3.x users will find that, when the time is right, moving to Win 95 will give them most of the advantages of a 32-bit system, while retaining compatibility with 16-bit applications. In addition, many won't need to upgrade their hardware in order to run Win 95.

### Hardware Requirements

The chart below summarizes the architecture, minimum recommended RAM, and free hard disk space needed for various operating systems. Numerical ranges are given to allow for different hardware configurations and installation choices. For the PCs, a 486 or higher processor is recommended.

### Getting Help

If you want help choosing an operating system for your PC, contact the Microcomputing Help Line at x3-0001 <micro-help@mit.edu>. You may also want to attend some user group meetings (see pp. 1–2), and talk to members about their experiences and preferences.

Operating System	Architecture	Minimum RAM (MB)	Hard Disk Space (MB)
Windows 3.1	16 bit	4	6–10
Windows 95	16/32 bit	8–16	10–70
Windows NT	32 bit	12–20	90–120
Windows for Workgroups	16 bit	4	3.5–19
OS/2 Warp	32 bit	4	35–50
Macintosh System 7	32 bit	4–16	15–25



## Can We Talk? Some Tips for Using Your Digital Phone

Lee Ridgway  
Publication Services

**T**he Institute's phone system and digital desksets offer many features. Here are a few tips and procedures to make your phone use more satisfying and efficient.

### Save Money: Use Tie Lines!

MIT maintains direct-dial tie lines to MIT affiliates and other institutions in the Boston area, to avoid the message-unit or toll charges. All classes of MIT telephone service have access to the tie lines (an account number is not needed). See the *MIT Faculty and Staff Directory* or the *MIT Student Directory* for the list of institutions and dialing instructions.

**Note:** Fax calls to these institutions can also be made via the tie lines.

### Speakerphone

The Speakerphone lets you place and answer calls without lifting the receiver. It's also handy when others come to your office to participate in a call.

1. To activate the Speakerphone, press the Speaker button. If answering a call you may say "hello" immediately; if placing a call you will hear the dial tone.
2. To disconnect from the call but keep the Speakerphone active, press the Drop button.

To disconnect from the call and turn off the Speakerphone, press the Speaker button.

### Volume Button

You can control both the loudness of your phone's ring and the voice level of the receiver and Speakerphone. Press the Volume button arrows until you hear the desired volume. Press the left arrow to lower the volume, the right arrow to raise it.

### Transferring a Call

To transfer a call to another phone on campus, follow these steps:

1. While on the call, press the Transfer button and wait for the dial tone.
2. Dial the MIT extension to which the call is to be transferred.
3. When the call is answered, announce that you are transferring a call and press the Transfer button again.

### Conference Call

You can set up a three-way conference call from a digital phone with two other parties on or off campus.

1. While on one call, press the Conference button and wait for the dial tone.
2. Dial the number of the third party to add to the call.
3. When that party answers, announce the conference call and press the Conference button again. ●

## What's New in Office 95?

Gail Garfield Neuman  
CSS Consulting

**O**ffice 95, Standard Edition, is Microsoft's new release of its integrated software suite. It includes Word, Excel, PowerPoint, and Schedule+ (all Version 7.0). Office 95 takes advantage of the 32-bit features in Windows 95, and can also run under Windows NT. Office 95 applications *won't* work with earlier versions of Windows.

Microsoft recommends a minimum of 8MB of RAM to run Office 95. However, you need 16MB to open more than two Office applications at once.

### Integration

Office 95 applications work together seamlessly. With a single click in the Office Shortcut bar, you can launch any Office application or document. The applications have similar menus and toolbars, and call upon each other when needed. For example, you don't have to open Schedule+ to get an address when writing a letter in Word; just click on the address-book icon and Word knows what to do.

The Open command in any Office application, except Schedule+, offers improved file management. You can preview a document in a window within the Open dialog box, get file information, or change the way the document list is viewed. The Open dialog box also offers a powerful search capability.

The Office Binder lets you keep all the work for a project in one place, and provides instant access to the applications used to create the files in that binder.

### Intellisense Technology

Microsoft has added Intellisense to Office 95. This is a group of smaller features for each application that help in document creation. In Word, for example, the Highlighter lets you emphasize words or phrases – useful for collaborative editing online. And spell checking is on by default.

Automatic Formatting in Word makes typing documents easier. Keyboard shortcuts let you quickly apply style formatting for headings, lists, borders, or rules.

All Office 95 applications have an Answer Wizard, available under the Help menu. You ask it a question in

plain English – for example, "How do I number pages?" The Answer Wizard lists the answers that may match your request. Double-clicking on one opens a dialog box with instructions.



Each Office 95 application comes with a selection of Wizards and templates. Word offers a Resumé Wizard. The Template Wizard in Excel helps you turn an existing document into a template. In PowerPoint, the Pack and Go Wizard makes sure you have all the pieces of your presentation on the diskette you're taking with you. These are just a few examples – there are many more Wizards and templates.

### Support

Word and Excel are fully supported by IS. PowerPoint is partially supported. Schedule+ isn't supported, but is nonetheless a nice calendar package. It's also a good place to keep addresses, since the address book is accessed easily by the other Office applications.

You can buy Office 95 at the MIT Computer Connection. For details, see Bits and Bytes on page 5. ●



If you don't know where to get help for your computer, network, or telephone problems, call the IS Help Line, x3-2001 – or direct dial one of the help lines listed to the right.

If you prefer to use electronic mail, you can send your questions to the corresponding addresses on the far right. (When logged into Athena, you can also use the olc command to send questions to Athena's online consultants.)

For help with...	Dial...	Or send a message to...
Athena Computing Environment	3-4435	olc@mit.edu
Athena hardware repairs	3-1410	hotline@athena.mit.edu
Computer sales	3-7686	mcc@mit.edu
DEC and Sun software	3-6320	help@isis.mit.edu
Disabilities and computing	3-7808	atic@mit.edu
IS mainframes	3-7230	mithelp@mit.edu
Microcomputer and printer repairs	3-0815	pcservice@mit.edu
Microcomputer use	3-0001	micro-help@mit.edu
Networks/MITnet	3-4101	net-help@mit.edu
Telephone repairs	3-4357	5help@mit.edu
Voice mail	3-3677	vmail@mit.edu



Web Pages about Windows 95

Many pages on the World Wide Web are devoted to Windows 95. They offer the latest news and reviews, product compatibility lists, technical support, shareware, and more. If you want to take a Web "field trip" to find out more about Win 95, the list to the right will get you started. At the top of the list is the IS statement of support for Win 95 – a good place to start. The Microsoft Windows 95 Home Page is another obvious stop; it includes a product overview and demo, support information, and free software.

Title and Address of Page

MIT Information Systems Statement of Support for Windows 95

http://web.mit.edu/win95/

Microsoft Windows 95 Home Page

http://www.windows.microsoft.com/

Win95-NET

http://www.pcix.com/win95/win95home.html

The Windows 95 Online Companion

http://www.vmedia.com/vvc/onlcomp/win95/win95.htm

Dylan Greene's Windows 95 Starting Page

http://www.wam.umd.edu/~dylan/windows95.html



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