

austin peay state university computer services

Spring Semester 1995

Stephanie Taylor, Editor

WordPerfect CAP Agreement

by Andrea Host

The WordPerfect Customer Advantage Program (CAP) is a site license agreement that gives APSU special licensing rights. Included in the agreement are special pricing, maintenance and free upgrades. CAP substantiates the legality of WordPerfect software on all University machines. CAP licenses each "Property of APSU" machine, making it legal for these machines to have the WordPerfect word processor installed.

The word processing products available include the most current versions of all wordprocessing platforms and all previous versions. Current versions include:

DOS 5.1+ and 6.0b

(5.1+ contains fax capabilities and recognizes WP 6.0 format)

Windows 6.0a and 6.1

Macintosh 3.0a

Any or all versions of WordPerfect may be installed as long as the machine meets the minimum requirements for that version. In order to realize full functionality of the program, your system should meet or exceed the recommended requirements listed below:

WordPerfect 6.0 for DOS

520K free conventional memory
DOS 6.0 or memory management software
Hard disk with 16M free disk space
PC using 386 processor or higher
VGA graphics adapter and monitor

WordPerfect 6.0, 6.1 for Windows

6M-8M RAM (4M required)
DOS 3.1 or higher
Hard disk with 32M free disk space
PC using 386 processor or higher
VGA graphics adapter and monitor

Note: Several DOS commands give you information about your system. Type the following commands at the c:\> prompt:

mem memory information
ver DOS version information
chkdsk disk space information

WordPerfect 3.0 for Macintosh

2M RAM for 6.0.7 or higher
4M RAM for System 7 or higher
MAC 6.0.7 or higher
Hard disk with 8M free disk space
Under System 6.x, supports Macintosh with 2 or more MB of RAM. Under System 7.x, supports Macintosh and Power Macintosh with 4 or more MB of RAM

Diskettes are available in the Book and Supply Store. The price is minimal and covers the expense of producing a set of diskettes. For each version of the WordPerfect software, you pay only \$1/diskette. For example: WordPerfect Windows 6.1 has eleven diskettes and costs \$11. WordPerfect Mac 3.0 has five diskettes and costs \$5.

Because CAP licenses each APSU machine, this is one time you may *legally* install the software on more than one machine with a single set of diskettes. Computer Services suggests departments purchase at least one set of diskettes for each platform and version of WordPerfect used within the department.

You may not take these diskettes home! The license agreement covers only "Property of APSU" machines. However, the Book and Supply Store has educational pricing available to the APSU faculty, staff, and students.

Other WordPerfect products are available at special pricing under CAP. However, each machine is not licensed for these products. As a result, you should contact Computer Services to receive

the software and licensing for any additional WordPerfect products.

Your questions about WordPerfect and CAP should be directed to Andrea Host of Computer Services. Call Andrea at 648-6312 or use the VAX to send mail to APSU02::HOSTA.

Workshops will be conducted to help you make the transition. Workshop schedules are available in your department. You may also call Computer Services at 648-7588 for additional workshop information.

Courtesy Workshops

VAX and PC workshops and topics are available upon request. Department chairs are encouraged to request specific workshops as needed for their departments. We will attempt to accommodate groups ranging from 3-20 people. Contact Andrea Host at extension 6312 or send mail to APSU02::HOSTA to arrange for additional workshops.

Microsoft Education Select Agreement

by Andrea Host

Austin Peay State University recently became an affiliate customer of the MTSU/Microsoft Variable License Program for Education (MVLPE) agreement. Under the MVLPE, MTSU and its affiliates (Select Customers) agree to purchase products from pools: applications, systems, or servers.

Agreement Terms

As a Select Customer APSU's Computer Services is entitled to reproduce any current release of the MVLPE Select Software Product(s) available.

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COMMENTS.. Provided as a Service by Andrea Host

Computer Services provides a new HELP service for APSU faculty, staff, and students. You may now use the VAX to direct your computer related questions and comments to our attention. Once received, your messages will be read and the necessary action taken. You should expect a reply a to your message within a day.

Use the local address COMMENTS to direct the mail to our attention.

To send mail to COMMENTS:

1. Type MAIL, then press enter at the \$ prompt if you are using an Academic Account,

- or -

Type MAIL in the admin menu if you are using an Administrative Account.

2. At the MAIL> prompt type SEND, then press enter.

3. At the TO: prompt type, COMMENTS, then press enter.

4. At the SUBJECT: prompt, type what your message is about (this is optional), then press enter.

5. Type your message (press enter at the end of each line).

6. Press Ctrl+Z when you are finished with your message to send it

-or-

Press Ctrl+Y if you decide to abort the message at any time. The message is not sent.

7. At the *, type EXIT, then press enter to send your message.

8. At the MAIL> prompt, type EXIT to quit mail.

COMMENTS will be monitored on a daily basis. Your questions and comments will be delivered to the person or persons most capable of providing a reply. Expect a reply within a day.

To read the reply to your message:

1. Start MAIL as in step 1 above.
2. At the MAIL> prompt, press return and read the reply.
3. At the MAIL> prompt, type EXIT to quit mail.

MRF1 continues to be the appropriate means for logging trouble calls. COMMENTS should not be used to log maintenance requests.

We look forward to hearing your questions and comments.

Material in this newsletter may be copied if the source is cited.

Austin Peay State University is an equal opportunity employer committed to the education of a non-racially identifiable student body. AP-x592/2-95

Austin Peay State University is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education on the nation. The Tennessee Board of Regents (TBR) is the governing board for this system which is comprised of six universities, 14 two-year colleges and 26 Tennessee technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending institutions of higher education.

Microsoft Education Select Agreement

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Each reproduction is considered a **single product and may not be separated for use on more than one computer or by more than one user anytime.** Each product may be installed on "Property of APSU" machines **only** under the agreement.

Documentation and technical support are optional components of the agreement. However Microsoft does provide 'standard support.' Standard support may only be reached through Andrea in Computer Services; call or send e-mail. Documentation is available through the Book and Supply Store and may be ordered upon request.

Monthly Listing and Pricing

A Microsoft Educational Price List will be distributed to each department. The list includes available products, part number, MVLP price, and MTSU price. Consult the current listing for products and pricing before requesting the software. The MTSU price plus 75¢ per diskette will be charged for the requested product. The 75¢ charge per diskette covers the cost of diskette and label.

Product Request

Request a product by sending e-mail to **APSU02::HOSTA**. Include:

- ✓ Your Name
- ✓ Department
- ✓ Account Number to be charged
- ✓ Name and Title of Person Responsible for Account
- ✓ Product Number and Description

- ✓ Serial Number of Machine where the software will be installed
- ✓ Building and Room
- ✓ Phone Number

Product Delivery

Under normal circumstances, diskettes will be duplicated within 5 working days. A memo will be sent to you when the diskettes are ready to be picked up in Computer Services. The memo requires the signature of the person requesting the product and the person responsible for the account being charged. Signatures show that each party is aware of the terms of software licensing. The signature of the person responsible for the account shows approval for a transfer of funds from the account charged to Computer Services' account. Hand deliver the signed memo to Computer Services to receive and sign for your copy of the diskettes.

Account Charges

A transfer of funds from the account being charged to Computer Services account will be initiated once the signed memo is returned and the diskettes are delivered.

Refer questions or comments about MVLP-E to Andrea Host at 6312.

If you would like to be placed on the AP interface mailing list, send you name and your APSU campus address to: The AP Interface, c/o APSU Computer Services, P.O. Box 4605, Clarksville, TN 37044. Or, send an e-mail with this information to COMMENTS.