

BUSINESS DATEBOOK

Datebook features upcoming events around the suburban business community. To list an event, write: Datebook, Building & Business, Observer & Economic Newspapers, 36251 Schoolcraft, Livonia, 48150. Our fax number is (313) 591-7279.

FRIDAY, NOV. 11

RENTAL ADJUSTMENTS
Oakland Rental Housing Adjustment presents a panel discussion "Rental Adjustments" 7 p.m. at the Kingsley Inn in Bloomfield Hills. The aim is to show how to adjust rents without alienating current tenants or impeding the ability to attract future tenants. Cost is \$16 for members, \$26 for non-members (\$1.00 for the program only). Reservations required at (800) 747-6142.

MONDAY, NOV. 14

PAYCHECK CONTROL
Phyllis J. Woodhouse, certified financial planner, offers a series of six classes "How to Control Your Cash Flow" 7:30-8:30 p.m. starting this date at her offices, 9440 Sheldon, Plymouth, Cost is \$36. To register, call Judy at (313) 459-2402.

TUESDAY, NOV. 15

HAVING IT ALL
The Women's Advertising Club of Detroit presents a dinner program "A Lapsed Superwoman's Perspective on Having It All" 5:30 p.m. at the Troy Marriott, Big Beaver Rd. east of I-75. Speaker: Anna Kabot, vice president and creative director, Ross Roy. Cost is \$20 for members, \$24 for non-members. Reservations by Nov. 11 to Lita Wilson at (313) 390-7140.

REAL ESTATE CAREER
Philip Lang, broker/owner of Red Carpet Kaim Superior, hosts a free seminar "Real Estate and You: The Career" 7-9 p.m. at his office, 27340 Southfield, Lathrup Village. Advance registration requested at (810) 559-7470.

WEDNESDAY, NOV. 16

TIME MANAGEMENT
The Institute of Real Estate Management of the National Association of Realtors hosts a breakfast seminar "Time Management" 8 a.m. at the Novi Hilton, 1-275 at Eight Mile. Presenter: Belinda Flum, who works for Franklin Quest. Cost is \$15 for members in advance, \$18 at the door; \$20 for non-members in advance, \$25 at the door. Reservations by 9 a.m. Nov. 14 to Janet at (313) 747-2235.

MANAGING PRIORITIES
The American Society of Employers presents a seminar "Managing Multiple Projects and Priorities" 9 a.m. to 4:30 p.m. at its offices, 23815 Northwestern, Southfield. Cost is \$195 for members, \$275 for non-members. Advance registration requested at (810) 353-4500.

INFORMATION HIGHWAY
The Women's Economic Club hosts a program "Star Wars on the Information Highway" during a noon luncheon in the Weston Hotel at the Renaissance Center. Speaker: Kay Koplovitz, founder and CEO of USA Networks. Cost is \$18 for members, \$25 for non-members. For information, call (313) 963-5088.

POSITIVE ATTITUDE
Metro Detroit Office Support Services presents a seminar "Keeping a Positive Attitude in a Sometimes Negative World" 6:30 p.m. at Oakleaf Support, 52183 Van Dyke, Southfield 307. Shelly Township (34 miles north of 23 Mile Road, at I-75) Advance, \$8 at the door. To register, call (800) 349-3077.

THURSDAY, NOV. 17

ALTERNATIVE INVESTING
The Bank of Bloomfield Hills presents a free seminar "Are Diamonds Really Forever — Tips for Buying Diamonds and Gems" 7-8:30 p.m. at the Townsend Hotel in Birmingham. For reservations, call Kathy Connor at (810) 644-2301.

BUSINESS SUCCESS
Excel, a technical training and entrepreneurial assistance program administered by the National Association of Women Business Owners, hosts its fourth annual kickoff "Excelerate Your Business for Success" 5:30 p.m. at the Westin Hotel, Detroit. Featured Speaker: Jane Applegate, author, syndicated columnist, radio personality. Cost, which includes dinner, is \$45. Reservations due by Nov. 14 at (810) 651-8270.

FAMILY BENEFITS
The Society of Women Engineers hosts an interactive discussion on family issues in the workplace 6:30 p.m. at the Auburn Hills Public Library. Leader: Marilyn Levin, director of the work/family center, Merrill-Palmer Institute. Cost, which includes a light dinner, is \$3 for members, \$5 for non-members. For information, call (313) 323-2268 or (313) 322-6996.

TAX ISSUES
The Institute of Management Accountants Oakland County Chapter hosts a dinner program on current tax issues 6 p.m. at the Kingsley Inn, Woodward at Long Lake Road, Bloomfield Hills. Speaker: Denise Greenway, tax associate with Perini & Moran. Cost is \$22. For reservations, contact David Adair at (810) 627-6760.

WORKPLACE HONOR
The Southeastern Chapter of the International Facility Management Association hosts a seminar "Lemon in the Workplace" 4 p.m. at the Chrysler Technology Center auditorium, Auburn Hills. Cost is \$20 for members, \$25 for non-members. For reservations, call Pat Nauada at (810) 628-2542.

SUPPLIER STRATEGY
The National Association of Purchasing Management Metro Detroit hosts a dinner program "Supplier Base Strategy" 6:30 p.m. at Meadow Brook Hall, Oakland University, Rochester. A tour of Meadow Brook Hall is available promptly at 6:30 p.m. Cost is \$25. Reservations due by Nov. 11 at (810) 773-3737.

FRIDAY, NOV. 18

INFORMATION SUPERHIGHWAY
Ronald Sadowski of Oakland University discusses the proposed national data superhighway during a free public lecture 3 p.m. in Room 203 Dodge Hall on campus in Rochester. For information, call (810) 930-2210.

SATURDAY, NOV. 19

REAL ESTATE EDUCATION
Schoolcraft College's Continuing Education Services hosts a seminar that satisfies requirements for brokers and agents to renew annual licenses 9 a.m. to 3:30 p.m. on campus in Livonia. Cost is \$35. To register, call (313) 462-4445.

EMPOWERING WOMEN
Stephen Productions presents Women International, a conference on empowering minority women, 9 a.m. to 8 p.m. at the Detroit Westin Hotel. Cost is \$60. Reservations by Nov. 4, 8:15 a.m. that date. For information, call (810) 696-4664 or (313) 802-3700.

Using FTP will bring you these two nifty programs



EMORY DANIELS

Today we will access and download two software files, Directory Magic and Big Desk.

Directory Magic is a utility that sorts directory files alphabetically, by size, by type, or by date, and performs such functions as delete, move, and copy — a nice little housekeeper, Big Desk is a Windows virtual desktop that allows you to switch from one program to another and visibly track up to nine applications at a time. It is an improvement on using the ALT+TAB key.

Both are shareware and can be retrieved by using File Transfer Protocol (FTP) to access a computer site that offers software files to the general public.

When you arrive at an FTP host site, you will be asked to sign in. At this point, you must memorize the correct spelling of anonymous.

Users who cannot spell anonymous are doomed to failure in FTP because almost all FTP host sites will require you to sign-on as "anonymous."

At any FTP host, at the sign-on prompt, type anonymous and hit RETURN. At the password prompt, type your e-mail address (emory@oceanline.com) and hit RETURN. This will work at most host sites, but not all.

For some hosts, try "anonymous" for both prompts, or "guest" or "public" at sign-in and e-mail for password. Some hosts will ask for your name; others will furnish onscreen the sign-in it wants you to use. If anonymous and e-mail address

doesn't work, just try around with a combination of possible responses.

Here is the sequence of commands to use at the first FTP prompt to obtain Directory Magic (substitute your e-mail address for me):

FTP>open plain.hokad.edu
Sign-In: anonymous
Password: emoryoceanline.com
FTP>cd /pub
FTP>cd ftp
FTP>cd util
FTP>get dirmagic.zip

Note in the above sequence that one step was to type the word "binary." This is necessary because FTP sites contain text (ASCII) and software (binary) files.

In the beginning the U.S. Department of Defense put together and operated the Internet. The original FTP Internet sites were used for ASCII transfers because the Defense Department was interested in transferring text files, not software. So the default mode at most host sites is ASCII.

To transfer software you must switch the mode, which is done simply by typing "binary" and hitting RETURN. If you aren't sure, type "status" and you will be furnished information that includes the mode you are in.

In the final step, get dirmagic.zip, once you hit RETURN wait for a message from the host. Once you get a message that the transfer is completed, the software already rests in your designated memory area on the O&E On-Line's computer.

To obtain Big Desk, follow this sequence:

FTP>open oak.oakland.edu
login: anonymous (or FTP)
password: your e-mail address
FTP>cd /pub

FTP>cd /MSDOS

FTP>cd /Windows3

FTP>get backdesk.zip

Remember that the software is not immediately downloaded onto your hard-drive but first lands in O&E On-Line's host computer memory in your File Manager area.

After the software transfer is completed, type close to leave the host site, then quit to exit FTP. Then type F Go to File Manager and choose the "manage your files" option. A list of items in your File Manager will scroll by the screen. Look for dirmagic.zip and backdesk.zip.

Then choose the download files option (Kermit) if you dialed in through (Modem). Type in dirmagic.zip or the filename prompt and hit RETURN. Repeat for backdesk.zip.

After downloading the software, BEFORE you leave the File Manager area PLEASE delete the file from File Manager using the "Manage your files" option. We want to keep our memory available for everyone so we urge all users to do this necessary housekeeping chore. The rule is, FTP-it, Download-it, Delete-it.

In a future column, we will revisit FTP and do more Archie searches and then retrieve each of those files. There are features, such as renaming files, directory changes and list commands at a host site, that space does not allow to be covered today.

You can direct questions to Emory Daniels by e-mail with emory@oceanline.com, at voice mail at 953-2047 then dial 1910, or fax number 691-7279. To sign up for O&E On-Line, dial (313)591-0903, at "log-in" prompt type "new" and at "Key:" prompt type GLN2Y.

SUBURBAN START

Thomas V. Angott Sr. of Orchard Lake remains as chairman of the board of the Michigan Cancer Foundation. Alan E. Schwartz of Bloomfield Hills was named chairman of the executive committee.

The following people were elected to three-year terms on the board of directors of the Michigan Cancer Foundation: Paul Broughton of Orchard Lake, Alice Gilbert of Orchard

Lake, William Halling of Bloomfield Hills, Elaine Hartman of Bloomfield Hills, David Hermelin of Bingham Farms, Edward C. Levy Jr. of Bloomfield Hills, Leroy Ritchie of Birmingham and Helen Zuckerman of Franklin.

The following people were elected to two-year terms on the board of directors of the Michigan Cancer Foundation: Eugene Applebaum of Bloomfield Hills, Timothy Durbin of

Bloomfield Hills, Sam Frankel of Bloomfield Hills, Patricia Hartman of Bloomfield Hills, Richard O'Brien of Bloomfield Hills, Alan Stuart Schwartz of Franklin, Lloyd Smith of Bloomfield Hills and Linda Taubman of Bloomfield Hills.

Sonny Kalts, owner of Kalts Excavating Co. in Auburn Hills, was elected president of the Michigan Distribution Contractors Association for 1995-1996.

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