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New Employee Handbook for Office of Science and Technology Policy [Binder] [1]

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**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND
TECHNOLOGY POLICY**

NEW EMPLOYEE



HANDBOOK

OLD EXECUTIVE OFFICE BUILDING
17TH AND PENNSYLVANIA AVENUE, N.W.
ROOM 431
WASHINGTON, D.C. 20500

THE WHITE HOUSE

WASHINGTON

D. ALLAN BROMLEY

D. Allan Bromley is Assistant to the President for Science and Technology and Director of the Office of Science and Technology Policy (OSTP) in the Executive Office of the President. He is on leave from his former position as Henry Ford II Professor of Physics at Yale University, where he was founder and Director of the A.W. Wright Nuclear Structure Laboratory.

One of the world's leading nuclear physicists, he has carried out pioneering studies on both the structure and dynamics of nuclei and is considered the father of modern heavy ion science, one of the major areas of nuclear science.

He has also played major roles in the development of accelerators, of detection systems, and of computer based data acquisition and analysis systems. An outstanding teacher, over the past two decades his Laboratory at Yale graduated more Ph.D.s in experimental nuclear physics than any other institution, worldwide. He has published over 450 papers in science and technology as well as edited eighteen books and has received numerous honors and awards, including the National Medal of Science.

For more than two decades, Dr. Bromley has been a leader in the national and international science and science policy communities. As chairman of the National Academy's Physics Survey in the early 1970s, he contributed in a central way to charting the future of that science in the subsequent decade. As president of the American Association for the Advancement of Science, the world's largest scientific society, and of the International Union of Pure and Applied Physics, the world coordinating body for that science, he has been one of the leading spokesmen for U.S. science and for international scientific cooperation.

Prior to his present appointment, Dr. Bromley served as a member of the White House Science Council throughout the Reagan Administration and as a member of the National Science Board in 1988-1989. As the U.S. chairman for both the Gandhi-Reagan Indo/U.S. and the Sarney-Reagan Brazil/U.S. Science and Technology Initiatives, he led four Presidential missions to conduct negotiations for bilateral cooperation in science and technology.

Born in Westmeath, Ontario, Canada, he received the B.Sc. degree with highest honors in 1948 in the Faculty of Engineering at Queen's University, Ontario, Canada. He received the M.Sc. degree from Queen's University in 1950 and the Ph.D. degree from the University of Rochester in 1952, both degrees in nuclear physics. He subsequently has been awarded twenty honorary degrees from universities in Canada, France, Germany, Italy, South Africa, and the United States.

He is a member of the National Academy of Sciences, of the American Academy of Arts and Sciences, a foreign member of the Brazilian Academy of Sciences and a Benjamin Franklin Fellow of the Royal Society of Arts (London).

TABLE OF CONTENTS

- A. Administration Services
- B. Internal OSTP Telephone List and Quick Scan Phone List
- C. OSTP Issue List
- D. FCCSET Committees
- E. PCAST Members
- F. Computer Support Training Center Schedule
- G. Computer Information Sheet
- H. OSTP Fact Sheet
- I. OSTP Enabling Legislation
- J. Policy on Equal Employment Opportunity and Sexual Harassment
- K. List of OSTP Publications
- L. List of OSTP Subscriptions available in Room 431
- M. Internal OSTP Memos on Procedure
(Available for daily/weekly additions)

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OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20506

November 18, 1991

ADMINISTRATIVE SERVICES PROVIDED IN ROOM 431

The Administration Office is here to provide answers to seemingly unanswerable questions and information for countless issues.

Barbara Ferguson and her staff, Michele Huguelet, Mary Suit, Charles Bohnenberger, and David Hodge are points of contact for all administrative needs. As the Administrative Officer, Barbara Ferguson is responsible for all aspects of OSTP's budget and finances, purchasing supplies, payroll, personnel, security, computers and other equipment, space mail, central files, FOIA requests and many other administrative support tasks. She and her staff work closely with other offices in the EOP in supporting the staff. Michele, Mary and Charlie will assist you with procuring equipment or special supply items, facility requests for your office, travel, claim reimbursements, correspondence, postage and publications. David provides computer training, computer and printer supplies, and acts as a problem solver for any computer difficulties.

In addition, Room 431 maintains a modest library. There are daily newspapers, magazines, publications, and a complete set of encyclopedias. You are welcome to check them out. Within Room 431, there is a copier room which is available for all staff. The copier room houses a canon copier, fax machine and a refrigerator for everyone's use. This room has been set up to enable the staff to have access 24 hours a day, 7 days a week. However, this room must be locked when not in use before 7:00am, after 5:30pm and on weekends and holidays. We also ask that you put your name and date on all items placed in the refrigerator. Supplies are also available in the copier room. If an item is not available, the supply request sheet on the refrigerator.

(The fax number in Room 431 is 395-3719 and the number in Room 360 is 395-3261).
If you have any questions, call us on X7347.

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<i>Confidential Secretary</i>	<i>Marian J. Nida</i>	<i>(456)7116</i>	<i>358</i>	<i>OEOB</i>
<i>Executive Assistant</i>	<i>Damar W. Hawkins</i>	<i>(456)6272</i>	<i>360</i>	<i>OEOB</i>
<i>Confidential Assistant</i>	<i>Lisa Coldwell</i>	<i>(456)6272</i>	<i>358</i>	<i>OEOB</i>
<i>General Counsel</i>	<i>Michelle Van Cleave</i>	<i>(395)7326</i>	<i>572</i>	<i>OEOB</i>
<i>Consultant to the Director</i>	<i>William G. Wells</i>	<i>(395)6272</i>	<i>431</i>	<i>OEOB</i>
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<i>External Affairs Assistant</i>	<i>Carl Bretscher</i>	<i>(456)2735</i>	<i>358</i>	<i>OEOB</i>
<i>White House Fellow</i>	<i>Joseph Broz</i>	<i>(395)6143</i>	<i>358</i>	<i>OEOB</i>
<i>Policy Analyst</i>	<i>Mark DeSantis</i>	<i>(395)6143</i>	<i>358</i>	<i>OEOB</i>
<i>Press Calls</i>		<i>(395)6142</i>	<i>358</i>	<i>OEOB</i>
 <i>Administrative Officer.</i>	 <i>Barbara A. Ferguson</i>	 <i>(395)7347</i>	 <i>431</i>	 <i>OEOB</i>
<i>Administrative Assistant</i>	<i>Mary B. Suit</i>	<i>(395)3897</i>	<i>431</i>	<i>OEOB</i>
<i>"Computer Man"</i>	<i>David Hodge</i>	<i>(395)7347</i>	<i>431</i>	<i>OEOB</i>
<i>Administrative Assistant</i>	<i>Michele Huguelet</i>	<i>(395)7347</i>	<i>431</i>	<i>OEOB</i>
<i>Administrative Assistant</i>	<i>Charles Bohnenberger</i>	<i>(395)7347</i>	<i>431</i>	<i>OEOB</i>
<i>Secretary</i>	<i>Debbie Ridgely</i>	<i>(395)7347</i>		
<i>Student Intern</i>	<i>Ronald Brower</i>	<i>(395)7347</i>	<i>431</i>	<i>OEOB</i>
 <i>Associate Director for Life Sciences .</i>	 <i>D. A. Henderson</i>	 <i>(456)2892</i>	 <i>494</i>	 <i>OEOB</i>
<i>Special Assistant for Health Matters .</i>	<i>William F. Raub</i>	<i>(456)7711</i>	<i>428</i>	<i>OEOB</i>
<i>Confidential Assistant</i>	<i>Margaret Quinlan</i>	<i>(456)2892</i>	<i>494</i>	<i>OEOB</i>
<i>Assistant Director</i>	<i>Rachel Levinson</i>	<i>(395)4850</i>	<i>498</i>	<i>OEOB</i>
<i>Senior Policy Analyst</i>	<i>Alicia Dustira</i>	<i>(395)5680</i>	<i>498</i>	<i>OEOB</i>
<i>Secretary to Life Sciences</i>	<i>Donna Coleman</i>	<i>(395)7394</i>	<i>494</i>	<i>OEOB</i>
 <i>Associate Director for Policy and International Affairs</i>	 <i>J. Thomas Ratchford</i>	 <i>(456)2894</i>	 <i>494</i>	 <i>OEOB</i>
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<i>Senior Policy Analyst</i>	<i>Sara Bowden</i>	<i>(395)4626</i>	<i>422</i>	<i>OEOB</i>
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<i>Assistant Director</i>	<i>Vacant</i>	<i>(395)3902</i>	<i>428</i>	<i>OEOB</i>
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<i>AAAS/Sloan Fellow</i>	<i>Ward Haas</i>	<i>(395)3557</i>	<i>424</i>	<i>OEOB</i>
<i>AAAS/Sloan Fellow</i>	<i>Gil Herrera</i>	<i>(456)7740</i>	<i>424</i>	<i>OEOB</i>

FAX NUMBERS:

Room 431 (395)3719	Room 360 (395)3261	NCMC (395)1575
Room 494 (395)1571	Room 572 (395)1572	PCAST/FCCSET (395)1314

Acting Associate Director for Physical

<i>Sciences and Engineering</i>	<i>Karl Erb</i>	<i>(395)5130</i>	<i>432 1/2</i>	<i>OEOB</i>
<i>Confidential Assistant</i>	<i>Priscilla Foti</i>	<i>(395)7269</i>	<i>432 1/2</i>	<i>OEOB</i>
<i>Assistant Director</i>	<i>Vacant</i>	<i>(395)3961</i>	<i>432 1/2</i>	<i>OEOB</i>
<i>Policy Analyst</i>	<i>Doug Beason</i>	<i>(395)3840</i>	<i>436</i>	<i>OEOB</i>
<i>Policy Anaylst</i>	<i>Vacant</i>	<i>(395)3637</i>	<i>436</i>	<i>OEOB</i>
<i>COMSCI Fellow</i>	<i>David Cranmer</i>	<i>(395)5736</i>	<i>436</i>	<i>OEOB</i>

Assistant Director for the

<i>Environment</i>	<i>Nancy G. Maynard</i>	<i>(456)6202</i>	<i>428 1/2</i>	<i>OEOB</i>
<i>Senior Policy Analyst</i>	<i>James Waddell</i>	<i>(456)6202</i>	<i>431</i>	<i>OEOB</i>
<i>Secretary</i>	<i>Kara Kelly</i>	<i>(456)6202</i>	<i>431</i>	<i>OEOB</i>

Assistant Director for National

<i>Security</i>	<i>Michelle K. Van Cleave</i>	<i>(395)7326</i>	<i>572</i>	<i>OEOB</i>
<i>Senior Policy Analyst</i>	<i>John F. O'Neil</i>	<i>(395)3272</i>	<i>572</i>	<i>OEOB</i>
<i>Liaison</i>	<i>Rick E. Yannuzzi</i>	<i>(395)5052</i>	<i>572</i>	<i>OEOB</i>
<i>Liaison</i>	<i>Patrick K. Talty</i>	<i>(395)4823</i>	<i>572</i>	<i>OEOB</i>
<i>Fellow</i>	<i>Cheryl Gilmore</i>	<i>(395)4823</i>	<i>572</i>	<i>OEOB</i>
<i>Secretary</i>	<i>Jo Ann Ward</i>	<i>(395)3272</i>	<i>572</i>	<i>OEOB</i>

President's Council of Advisors for Science and Technology

<i>Chairman</i>	<i>D. Allan Bromley</i>	<i>(456)7116</i>	<i>358</i>	<i>OEOB</i>
<i>Assistant Director</i>	<i>Thomas J. Welch</i>	<i>(395)4692</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Policy Analyst</i>	<i>William Snyder</i>	<i>(395)4692</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Administrative Assistant</i>	<i>Annie Barnett</i>	<i>(395)4692</i>	<i>744</i>	<i>JACKSON PL.</i>

Federal Coordinating Council for Science, Engineering, and Technology

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<i>Assistant Director</i>	<i>Vickie Sutton</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Professional Staff</i>	<i>Charles Dickens</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Policy Analyst</i>	<i>Ralph Brescia</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Administrative Assistant</i>	<i>Jean Grace</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Administrative Assistant</i>	<i>Ann Caligiuri</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>ASME Fellow</i>	<i>Leo Macklin</i>	<i>(395)5101</i>	<i>744</i>	<i>JACKSON PL.</i>

National Critical Materials Council

<i>Chairman</i>	<i>D. Allan Bromley</i>	<i>(456)7116</i>	<i>358</i>	<i>OEOB</i>
<i>Technical Director</i>	<i>Perry Lindstrom</i>	<i>(395)7200</i>	<i>744</i>	<i>JACKSON PL.</i>
<i>Administrative Assistant</i>	<i>Mary Chuckerel</i>	<i>(395)7200</i>	<i>744</i>	<i>JACKSON PL.</i>

<i>Consultant to the Director</i>	<i>Charles Herzfeld</i>	<i>(395)1330</i>	<i>744</i>	<i>Jackson PL.</i>
<i>Confidential Assistant</i>	<i>Ruth Fisher</i>	<i>(395)1330</i>	<i>744</i>	<i>Jackson PL.</i>

FAX NUMBERS:

<i>Room 431 (395)3719</i>	<i>Room 360 (395)3261</i>	<i>NCMC (395)1575</i>
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OSTP TELEPHONE LIST

November 18, 1991

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BEASON, Doug	(395)3840	436 OEOB
BOHNENBERGER, Charles	(395)7347	431 OEOB
BOWDEN, Sara	(395)4626	422 OEOB
BRESCIA, Ralph	(395)5101	744 JACKSON PLACE
BRETSCHER, Carl	(456)2735	358 OEOB
BROMLEY, D. Allan	(456)7116	358 OEOB
BROWER, Ronald	(395)7347	431 OEOB
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CALIGIURI, Ann	(395)5101	744 JACKSON PLACE
CHUCKEREL, Mary	(395)7200	744 JACKSON PLACE
COLDWELL, Lisa	(456)7116	358 OEOB
COLEMAN, Donna	(395)7394	494 OEOB
CRANMER, David	(395)5736	436 OEOB
DESANTIS, Mark	(395)6143	431 OEOB
DICKENS, Charles	(395)5101	744 JACKSON PLACE
DUSTIRA, Alicia	(395)5680	498 OEOB
ERB, Karl A.	(395)5130	432 1/2 OEOB
FERGUSON, Barbara	(395)7347	431 OEOB
FISHER, Ruth	(395)1330	744 JACKSON PLACE
FOTI, Priscilla	(395)7269	432 1/2 OEOB
GILMORE, Cheryl	(395)4823	572 OEOB
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HAWKINS, Damar W.	(456)6272	360 OEOB
HENDERSON, D.A.	(456)2892	494 OEOB
HERRERA, Gil	(456)7740	424 OEOB
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HODGE, David	(395)7347	431 OEOB
HUGUELET, Michele	(395)7347	431 OEOB
KELLY, Kara	(456)6202	431 OEOB
LEVINSON, Rachel	(395)4850	498 OEOB
LINDSTROM, Perry	(395)7200	744 JACKSON PLACE
LING, James	(395)3961	432 1/2 OEOB
MACKLIN, Leo	(395)5101	744 JACKSON PLACE
MAYNARD, Nancy G.	(456)6202	428 1/2 OEOB
NIDA, Marian J.	(456)7116	358 OEOB
OLSON, Stephen	(456)2734	358 OEOB
O'NEIL, John F.	(395)3272	572 OEOB
PERROLLE, Pierre	(395)4764	432 1/2 OEOB
PRYOR, Donald	(395)5636	424 OEOB
QUINLAN, Margaret	(456)2892	494 OEOB
RATCHFORD, J. Thomas	(456)2894	494 OEOB
RAUB, William F.	(456)7711	428 OEOB
ROSELL, Virginia	(395)7396	494 OEOB
SHEEKEY, Arthur	(395)3662	422 OEOB
SHERMAN, Sally	(395)3902	428 OEOB
SMITH, Gary	(395)3558	424 OEOB
SNYDER, William	(395)4692	744 JACKSON PLACE
SUIT, Mary	(395)3897	431 OEOB
SUTTON, Vickie	(395)5101	744 JACKSON PLACE
TALTY, LTC Patrick K.	(395)4823	572 OEOB
VAN CLEAVE, Michelle K.	(395)7326	572 OEOB
WADDELL, Jim	(456)6215	431 OEOB
WARD, Jo Ann	(395)3272	572 OEOB
WELCH, Thomas J.	(395)4692	744 JACKSON PLACE
WELLS, William G.	(395)6272	431 OEOB
WONG, Eugene	(456)7710	426 OEOB
YANNUZZI, Rick E.	(395)5052	572 OEOB
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Office of Science and Technology Policy
ISSUES OF THE OFFICE OF SCIENCE & TECHNOLOGY POLICY
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D. A. Henderson

Associate Director for Life Sciences

Agent Orange

Agriculture Research and Nutrition

AIDS

Animal Welfare

Biomedical Research

Biotechnology

Cancer

CDC

Decade of the Brain

Dioxin

Drug Abuse

Electromagnetic fields (health effects of)

Epidemics

FDA (Food & Drug Administration)

Fetal Tissue

Food Safety

GUIR

Health Care Reform

Human Genome Project

Immunization

Indirect Cost

International Health Issues

Misconduct in Science

NIH (National Institute of Health)

Ozone (health effects of)

Protection of Human Research Subjects

Radiation

Research Funding

Risk Assessment

USDA

Vaccine Development, Licensing, and Application

Eugene Wong

Associate Director for Industrial Technology

Commercial Space Program

Council on Competitiveness (private sector)

Council on Competitiveness (Vice President's)

CFIUS

FCCSET:

- Committee on Energy & Technology
- Advanced Manufacturing Industry Initiatives
- Federal/State Technology & Competitiveness
- Foreign Investment in U.S. Industry
- Global Change (Industrial Liaison)
- Global/Economic Competitiveness and Growth
- Government-University-Industry Research
- Intelligent Manufacturing System
- Manufacturing Forum
- Metrification
- National Critical Technologies Institute
- National Critical Technologies Panel/Report
- Patents Professional Associations
- PEGI
- PCAST Panel on International Economic Competitiveness
- R&D Subsidies
- Robotics
- S&T Attaches Abroad
- Semiconductors
- Superconductivity
- Technology Assessment
- Technology Transfer
- U.S. Technology Policy

J. Thomas Ratchford

Associate Director for Policy and International Affairs

- Academic Research Facilities
- Basic Research Funding
- Cooperation in Basic Science "Megaprojects"
- Domestic Policy Council
- Economic Summit
- Immigration
- International/S&T Agreements
- Mathematics and Science Education
- Superconducting Super Collider (SSC)
- Social Sciences
- University Infrastructure

Karl Erb

Acting Associate Director for Physical Sciences and Engineering

Aeronautics

Aeronautical Policy Review Committee

Astronomy

Chemistry

EOS (Earth Observing System) technology

Energy Technologies

Engineering Research

FCCSET:

Access and Representation Working Group

Advanced Materials and Processing Initiative (AMPP)

Committee on Physical, Mathematical and Engineering Sciences (PMES)

Structure of Science Support Working Group

Inertial Confinement Fusion (ICF)

Magnetic Confinement Fusion

Materials Science

Mathematics

NASA

National Laboratories

National Space Council

New Production Reactor

Nuclear Energy

Nuclear Waste Management

PCAST Panel on Materials Research

Physics

Space Science

Space Exploration

Space Shuttle

Superconducting Super Collider (SSC)

Transportation

University Research

Michelle Van Cleave

Assistant Director for National Security

Aerospace

Arms Control

Biological and Chemical Terrorism

Defense

•DOD Budget

•DOD R&D

Emergency Telecommunications Management

EBS (Emergency Broadcast System)

Export Controls

Information System Security

Intelligence
Military Space
NASP (National Aerospace Plane)
NATO Matters
National Communications System
NSC Issues
Nuclear

- Test Ban
- Weapons
- Winter

SDI (Strategic Defense Initiative) Organization
Soviet Issues
Technology Transfer/ Export Control
Telecommunications
US - Soviet S&T

Nancy Maynard

Assistant Director for the Environment

Acid Rain
Air Quality/Air Pollution
Antarctica
Arctic
Atmosphere
Bilaterals/Multilaterals
Biodiversity
DOS Policy Coordinating Committees

- PCC on Internal Oceans, Environment, Science/OES
- PCC on Climate Change

Earth Observing System (EOS)/Missions to Planet Earth
Earth Sciences
Endangered Species
EPA (Environmental Protection Agency)
Forestry
Framework Convention on Climate Change
Global Climate Change/ Global Warming
Global Environmental Facility (GEF) - World Bank
International Global Change Climate Meetings
Oceans
Ozone Layer
Persian Gulf Issues - Oil Well Fires
Radiation
Recycling
Regional Global Change Issues
Risk Assessment
Stratospheric Research
US Global Change Research Program (USGCRP)

Vickie Sutton

Assistant Director for the Federal Coordinating

Council for Science, Engineering and Technology (FCCSET)

Committee on Earth and Environmental Sciences (CEES)

Committee on Education and Human Resources (CEHR)

Committee on Food, Agricultural, and Forestry Research (FAFR)

Committee on International Science, Engineering, and Technology (CISSET)

Committee on Life Sciences and Health (CLSH)

Committee on Physical, Mathematical, and Engineering Sciences (PMES)

Committee on Industry and Technology (CIT)

Tom Welch

Alicia Bustia
Assistant Director for the President's Council of
Advisors for Science and Technology (PCAST)

Bioscience and Biotechnology Panel

Global Environmental and Natural Resources Panel

High Performance Computing and Communications Panel

National Security and Technology Panel

Panel on International Economic Competitiveness

Panel on Materials Research

Panel on Megaprojects in the Sciences

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D

Divider Title: _____

**FEDERAL COORDINATING COUNCIL ON SCIENCE,
ENGINEERING AND TECHNOLOGY
FCCSET**

COMMITTEE ON EARTH AND ENVIRONMENTAL SCIENCES

Subcommittee on Atmospheric Research
Subcommittee on Federal Oceanographic Fleet Coordination Council
Subcommittee on Ground Water
Subcommittee on Natural Disaster Reduction
Working Group on Coastal Ocean Science

Working Group on Global Change

- *Science Element Ad Hoc Task Groups*
 - Biogeochemical Dynamics*
 - Climate and Hydrologic Systems*
 - Congressional Outreach and Communication*
 - Earth System History*
 - Earth Systems Measurement and Data Management*
 - Ecological Systems and Dynamics*
 - Education, Training, and Human Resources Development*
 - Human Interactions*
 - International Coordination and Development*
 - Modeling*
 - Private Industry Government Interaction*
 - Solar Influences*
 - Solid Earth Process*

Working Group on Mitigation and Adaption Research Strategies

- *Task Group on Adaption*
- *Task Group on Adaption*

COMMITTEE ON EDUCATION AND HUMAN RESOURCES (CEHR)

Task Force on Graduate Education
Task Force on Pre-college Education
Task Force on Public Education (Science Literacy)
Task Force on Technical Education
Task Force on Undergraduate Education
Working Group on FY 1992 Federal Program Plan for Education and Human Resources

COMMITTEE ON FOOD, AGRICULTURAL, AND FORESTRY RESEARCH (FAFR)

No subcommittees yet established

COMMITTEE ON INTERNATIONAL SCIENCE, ENGINEERING, AND TECHNOLOGY (CISER)

Subcommittee on Megaprojects
Subcommittee on S&T Cooperation with Developing Economies
Subcommittee on S&T Cooperation with Industrialized Countries
Subcommittee on Title V Report
Working Group on Intellectual Property Rights

COMMITTEE ON LIFE SCIENCES AND HEALTH (CLSH)

Biotechnology Research Subcommittee

- **U.S.-E.C. Task Force on Biotechnology Research**

Committee on Interagency Radiation Research and Policy Coordination (CIRRPC)

Interagency Human Subjects Coordinating Committee

Subcommittee on Brain and Behavioral Sciences

Subcommittee on Environmental Biology

Subcommittee on Risk Assessment

COMMITTEE ON PHYSICAL, MATHEMATICAL, AND ENGINEERING SCIENCES (PMES)

Working Group on Access and Representation

Working Group on High Performance Computing and Communications

Working Group on Structure of Science Support in the U.S.

COMMITTEE ON INDUSTRY AND TECHNOLOGY (CIT)

Steering Group on Advanced Manufacturing

Steering Group on Advanced Software

Steering Group on Biotechnology

Steering Group on Information and Communications Hardware

Steering Group on Machine Translation

Steering Group on Materials

Subcommittee on Materials (COMAT)

- **Interagency Materials Task Force**
- **Task Force on Advanced Composites**
- **Task Force on Biomaterials and Biomolecular Materials**
- **Task Force on Computational Needs**
- **Task Force on Education and Human Resources in MS&E**
- **Task Force on Electronic and Photonic Materials**
- **Task Force on Environment, Safety and Health**
- **Task Force on High Temperature Superconductivity**
- **Task Force on Intelligent Materials Processing**
- **Task Force on National Planning**
- **Task Force on Non-Destructive Inspection/Evaluation**
- **Task Force on Structural Ceramics**
- **Task Force on Structural Metals**

Subgroup on the Inventory of Federal Technology Efforts in the Context of Critical Technologies

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E

Divider Title: _____

**THE PRESIDENT'S COUNCIL OF ADVISORS
ON SCIENCE AND TECHNOLOGY
(PCAST)**

ALLAN BROMLEY	<i>Assistant to the President for Science & Technology, and Director of the Office of Science and Technology Policy, Executive Office of the President (Chairman).</i>
NORMAN BORLAUG	<i>Distinguished Professor, Department of Soils and Crop Sciences, Texas A&M University.</i>
SOLOMON BUCHSBAUM	<i>Senior Vice President, Technology Systems, AT&T Bell Laboratories</i>
CHARLES DRAKE	<i>Albert Bradley Professor of Earth Sciences and Professor of Geology, Dartmouth College.</i>
RALPH GOMORY	<i>President, The Alfred P. Sloan Foundation.</i>
PETER LIKINS	<i>President, Lehigh University.</i>
THOMAS LOVEJOY	<i>Assistant Secretary for External Affairs, The Smithsonian Institution.</i>
THOMAS J. MURRIN	<i>Dean, School of Business and Administration, Duquesne University</i>
JOHN McTAGUE	<i>Vice President, Technical Affairs, Ford Motor Company.</i>
DANIEL NATHANS	<i>Professor of Molecular Biology and Genetics, John Hopkins University School of Medicine.</i>
DAVID PACKARD	<i>Chairman of the Board, Hewlett-Packard Company.</i>
HAROLD SHAPIRO	<i>President, Princeton University.</i>

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F

Divider Title: _____

COMPUTER SUPPORT CENTER
Old Executive Office Building, Room 485

TRAINING SCHEDULE
Week of OCTOBER 28, 1991

OASIS USERS: Did you know you can set up your account to display a message automatically whenever anyone addresses a mail message to you? This is handy if you're going to be on leave. Select US (User Setup), then SWC (Set Working Conditions). Type in the message on the Status: line and press RETURN (ENTER) twice to save. (Don't forget to clear it when you get back.)

Classes currently offered in the Computer Support Center:

Beginner OASIS	Advanced WordPerfect
Intermediate OASIS	WordPerfect Columns/Merging
Advanced OASIS	WordPerfect Macros
Beginner PC	Beginner Lotus
Advanced PC	Intermediate Lotus
Beginner WordPerfect	Advanced Lotus
Intermediate WordPerfect	

PLEASE NOTE: In addition to the regular training classes, the Computer Support Center is open from 8 A.M. to 6 P.M. weekdays for walk-in assistance. If you have any computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

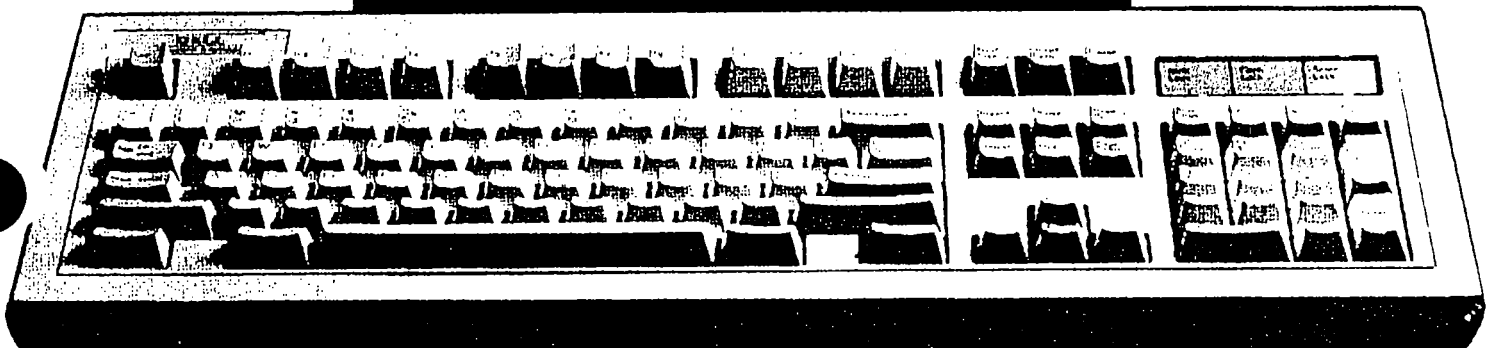
OCTOBER/NOVEMBER 1991

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 9:00 Beginner WordPerfect 11:00 Beginner OASIS 1:00 Beginner PC 4:00 Intermediate OASIS	29 9:00 WordPerfect Macros 11:00 Intermediate OASIS 1:00 Beginner Lotus 4:00 Beginner OASIS	30 9:00 Intermediate Lotus 11:00 Beginner OASIS 1:00 Intermediate WordPerfect 4:00 Intermediate OASIS	31 9:00 Advanced PC 11:00 Intermediate OASIS 1:00 Advanced WordPerfect 4:00 Beginner OASIS	1 9:00 Advanced Lotus 11:00 Beginner OASIS 1:00 WorkPerfect Cols/Merge 4:00 Advanced OASIS

Please register by Friday, October 25, 1991
Call 7370

IF YOU ARE UNABLE TO ATTEND A CLASS, PLEASE CALL TO CANCEL.

Office of Administration
Information Resources Management Division



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G

Divider Title: _____

OSTP NETWORK

Network capabilities:

The Novell network is set up to run different software packages for your convenience. When you first turn on your machine you will find a logon prompt. Your administrator of the network provides you with a user ID which is called your login name and a password.

Type login name and press <enter> and the computer will prompt you for a password. Type in password and press <enter>. If these two steps are done properly you will then see the OSTP Novell network menu on your screen.

Improper login:

Machine will prompt you with a access denied message and then go to a <C:\util\dos> prompt.

To try again you -

type - G: <enter>
 LOGIN <enter>

(this will bring you back to the user name prompt)

OR

hold down the <CTRL> <ALT> keys which will restart your machine

At the Novell menu you can use the arrow keys to highlight your selection or type in in letter before your selection and then hit <enter>. This will load the proper software and get you started.

NOTE: THE <F1> KEY IS A STANDARD HELP KEY THAT GIVES SMALL EXPLANATIONS OF EACH ITEM OR WINDOW. USING THE HELP KEY WILL HELP PROMPT YOU THROUGH ALL PROGRAMS IF NEED BE.

A. WORDPERFECT

On the network you have several options for directories to save your documents created. They are as follows:

C: - Hard drive on your pc

When saving to this drive remember there will be no backup of information therefore the network cannot restore lost files. If you want to save to this drive in wordperfect you hit <F5> and then Type C:\WP\WP50\DATA\ (FILE NAME)

G: - Network default drive for each user.

Type a file name only and hit <enter>.

This drive is secured for the individuals use only and noone can view documents on this drive, but backup is performed on these file regularly and they can be restored if lost.

H: - Group Directory

Type - H:(file name) and then <enter>.

Entitles the people within your department to share files. If you would like to know who is in your group call your system administrator at x2870.

I: - ALL directory

Type - I:(file name) and then <enter>

This drive entitles all of OSTP to transfer documents to other departments. If you save to this directory all staff will be able to view or edit the document. Do not store files in this directory permanantly. The files in this directory are purged by the network every Friday night. You should use this directory for transferring documents to other departments by copying to this directory and then notifying the other department to copy the document to their G: drive.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20506

December 11, 1991

MEMORANDUM FOR OSTP STAFF

FROM: D. ALLAN BROMLEY

SUBJECT: REVIEW COMMITTEE FOR OSTP COMPUTER AND
INFORMATION SYSTEM REQUIREMENTS

In mid-1990 I established a Review Committee to undertake an on-going review of our computer and information system capabilities and requirements (see the enclosed memorandum). Unfortunately, due to a number of circumstances, this Committee became inactive. It is my intention that this group be reactivated with these assignments:

- 1) Periodically, as required, review the status of our current computer and information system in terms of effectiveness in meeting our requirements.
- 2) Convene, as required, to consider proposed changes or modifications to our current capabilities -- including both hardware and software.
- 3) Consider the desirability of a more formal approach to specialized training on the computer system for OSTP staff members. This would include budgetary implications as well.

The membership of the Review Committee is reconstituted as follows:

Doug Beason
Charles Dickens
Barbara Ferguson (Chairperson)
Priscilla Foti
Ward Haas
David Hodge
Pierre Perrolle
Margaret Quinlan
William Snyder
Rick Yannuzzi

Enclosure: July 11, 1990 Memorandum

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20506

July 11, 1990

MEMORANDUM FOR OSTP STAFF

FROM: D. ALLAN BROMLEY 
SUBJECT: REVIEW COMMITTEE FOR OSTP COMPUTER AND
INFORMATION SYSTEM REQUIREMENTS

Last year, Jackie Clawson prepared a plan that has provided an effective road map in establishing our computer and information system. I would like to take this opportunity to thank Jackie on behalf of all of us for her herculean efforts.

However, from time to time it is important that we take a close look at all parts of our office operations. I have concluded that it is timely to undertake a review of our computer and information system capabilities and requirements. Our planned staff growth, the expanding FCCSET and PCAST operations and our move are important factors in my decision. The assistance of all of you will be essential to conducting a successful review.

The review will be performed in two phases. Phase 1 will entail a review of various OSTP and related operations. The desired product will be a statement of functional requirements.

After I have reviewed and approved the functional requirements, during Phase 2 the Review Committee will consider alternatives for meeting these requirements. Full consideration will be given to our current and planned capabilities. It is not contemplated that this review would result in major changes; however, some mid-course corrections may well be required. This is quite likely to be the case with respect to FCCSET and PCAST support capabilities.

The membership of the Review Committee will be:

Jackie Clawson
Mary Chuckerell
Charles Dickens
Karl A. Erb
William D. Phillips
Margaret Quinlan
Michelle Van Cleave
William G. Wells Jr. (Chairman)
Ronald E. York

INTRODUCTION TO WORDPERFECT

TABLE OF CONTENTS

I. Getting Started (Required Materials).....	3
A. Diskette System.....	3
B. Hard disk System.....	3
II. Using the Software.....	4
A. Help.....	4
B. Entering Text.....	4
1. Text Attributes (Bold , <u>Underline</u> , <i>Italics</i>).....	4
2. Files Management.....	6
a. Storing Documents (without exiting WP).....	6
b. Storing Documents (with option to exit).....	7
c. Document Directories.....	7
d. Retrieving Documents.....	7
e. Viewing Documents.....	8
3. Printing Your Documents.....	8
a. Printing Your Document.....	8
b. Preview Before Printing.....	8
III. Conclusion.....	9

Introduction to WordPerfect

Getting Started

I. Required Materials.

A. Diskette System

To use the WordPerfect word processor you will need:

DOS (Disk Operating System) diskette
WordPerfect software disks 1 and 2.

The Training Center Staff will install the software for you to use on your computer.

1. Start with your DOS diskette. Enter the date and time when prompted to do so.
2. When the DOS prompt A> appears on your screen, remove the DOS diskette and put in the WordPerfect Program 1 diskette.
3. Type WP and press Enter. The Software will start to load.
4. After the PC prompts you to do so, insert the WordPerfect Program 2 diskette.
5. Next the WordPerfect introduction screen will appear.

Now proceed to "USING THE SOFTWARE" section.

B. Hard Disk System

To use the WordPerfect word processor you will need:

WordPerfect software

The Training Center Staff will install the software for you to use on your hard disk computer.

1. Select the choice from your menu that starts the WordPerfect program.
2. Next the WordPerfect introduction screen will appear.
3. After the introduction screen disappears, the document screen will appear.

II. USING THE SOFTWARE.

A. HELP.

To access the WordPerfect software help menu, press the F3 key. To access help regarding a WordPerfect function press a key on your keyboard. For example, lets say that you want information on how to copy text. If you press F3, then press the letter "C". A list of WordPerfect commands listed alphabetically starting with the letter "C" will display. The list also contains the keys needed to activate the specific command and the name of the command. If the command that you need does not appear on the list type the number "1" to view the remainder of the list or another letter. After finding the command that you need, make note of the keys needed to activate the command. These are the keys you will need to use to activate the command. If you require more information on a command press the key combination listed to the left of the alphabetical listing. After doing so WordPerfect will display information on the command. To leave the help menu, press the spacebar or the Enter key.

B. Entering Text.

Entering text in WordPerfect is very simple. Just type your text. In the lower right corner the cursor's current line (Ln), page number (Pg), and position (Pos) is displayed.

The software defaults to "insert" mode which means that none of your text will be destroyed or overwritten while on your monitor. To change to overstrike mode, press the Insert (Ins) key. The word "Typeover" will appear in the lower left corner of the screen.

1. Text Attributes (**bold**, underline, *italics*)

There are two easy ways to give your text certain attributes (appearances).

BOLD - To make text bold, press the F6 key. the cursor position number will change colors to indicate that the boldface attribute is in effect. Type in your text. It will appear as the same color as the cursor position indicator. To cancel the bold attribute, press F6 again.

If you have text currently on your screen and want to change it's attribute from normal to bold:

- Move the cursor to the text you want to make bold.

- Press the ALT and F4 keys. In the lower left corner, the words Block on will flash and the cursor position number indicator will change colors.

- Use the cursor arrow keys to indicate the text that you want bold.

- After highlighting the text, press the F6 (bold) key. The text will change colors (depending on your monitor), and the words Block on will disappear.

Underline - To underline text press the F8 key. the cursor position number will have an underscore to indicate that the underline attribute is in effect. Type in your text. It will automatically underline as you type. To cancel the bold attribute, press F8 again.

If you have text currently on your screen and want to change it's attribute from normal to bold:

- Move the cursor to the text you want to underline.

- Press the ALT and F4 keys. In the lower left corner, the words Block on will flash and the cursor position number indicator appear in inverse video.

- Use the cursor arrow keys to indicate the text that you want to underline.

- After highlighting the text, press the F8 (underline) key. The text will underline , and the words Block on will disappear.

Italics - The italic text attribute is activated by pressing the Ctrl and F8 (font) keys.

- After pressing the Ctrl and F8

keys, a font select menu will appear at the bottom of the screen.

- Choose 2 (Appearance). A font appearance menu will appear at the bottom of the screen.

- Choose 4 (Italics). Then type your text. The text will appear in an inverse video box on your monitor and the cursor number indicator will appear in an inverse video box indicating italic text.

To cancel the italics attribute, repeat the above steps. Your text will return to normal.

If you have text currently on your screen and want to change it's attribute from normal to italics:

- Move the cursor to the text you want to have italicized.

- Press the ALT and F4 keys. In the lower left corner, the words Block on will flash and the cursor position number indicator will to inverse video.

- Use the cursor arrow keys to highlight the text that you want italicized.

- After highlighting the text, press the Ctrl and F8 keys (font), a font select menu will appear at the bottom of the screen.

- Choose 2 (Appearance). A font appearance menu will appear at the bottom of the screen.

- Choose 4 (Italics). The highlighted text will appear in an inverse video box on your monitor and the cursor number indicator will appear in an inverse video box indicating italic text.

2. Files Management.

b. Storing Documents (with option to exit). To store your document with the option of exiting the WordPerfect software, follow the steps below:

- Another message will appear asking "Document to be saved:". Type in the drive that you want to store the document on, the document name (document names should contain alphanumeric characters only), and a file extension (if you need one).

- After the save process is complete, another message will appear in the lower left corner asking "Exit WP? (Y/N) No". If you want to exit, press Y. A message will appear in the lower right corner (Cancel to return to document). If you want to remain in the currently displayed document, press Cancel (F1).

7

d. Retrieving Documents. To retrieve a document, press F5. The default directory will display in the lower left corner of your monitor. If your document resides on a disk or in a directory other than that which is displayed, press "=" (the equal sign). A message will display in the lower left corner "New directory = ". Type in the new directory and press Enter twice. A list of files on the disk or in the directory will appear. At the bottom of a screen is a numbered selection menu. To select a file, use the cursor arrow keys to move to a file. Press the number "1" - Retrieve. The document will appear on your monitor. The document name and the drive and/or directory will display in the lower left corner of your monitor.

e. Viewing Documents. You may "view" or look into a file before retrieving it for editing. To view a document, press the F5 (TextIn/Out) key. Indicate which directory you want to search for files (see paragraph 2, item 2, directory, above). Use the cursor keys to select the file. A list of files on the disk or in the directory will appear. At the bottom of a screen is the numbered selection menu. Press the number "6" - Look. The document will display on your monitor. The filename will be displayed at the top left corner of the monitor and on the right the file size.

The document cannot be edited at this point it can only be viewed. To view more of the file use the up or down arrow keys. The text will scroll, one screen load at a time (about 20 lines). You can perform word searches to locate specific text. Press the F2 - Search key. To leave the look mode, press F7 - Exit.

3. Printing Documents.

a. Printing Your Current Document. To print a WordPerfect document, press Shift+F7 (Print). A numeric print menu will appear. Select "1" - Full Document. The print menu will disappear and your document will display on the screen again. Your document will output to your local printer.

b. Previewing Text Before Printing. If you would like to "take a look" at what your documents' final appearance on paper will look like, you can select item 6 (View Document). After selecting View Document the first page of the documents will appear. Below the document is a percentage view selection to display views of the current page.

- Press PgUp/Dn to scroll through the document.

- Press 1 (100%) to obtain a close-up, text legible, actual size view of the document.

- Press 2 (200%) to view the document at twice its actual size.

- Press 3 (Full Page) to view the entire page.

- Press 4 (Facing Pages). To view odd-numbered pages on the right of your monitor and even-numbered pages on the left side.

To leave the View Document selection, press F1 - Cancel. The print menu will display. To leave the print menu, press F1 again.

This concludes the Introduction to WordPerfect instruction sheet. The intent of these instructions is to get the user started quickly when using the software. They are not intended to replace or supplement the official WordPerfect documentation. If you have any further questions or problems regarding the software, please call the Computer Training Center at x5-1914, or 3-1525.

LOTUS 1-2-3

QUICK REFERENCE GUIDE

TABLE OF CONTENTS

GENERAL INFORMATION	1
MOVING THE CELL POINTER	1
FUNCTION KEYS	2
ENTERING DATA	2
Numbers	2
Labels	2
MENU STRUCTURE/COMMANDS	3
RANGES	5
FORMULAS	5
FUNCTIONS	5
PRINTING A WORKSHEET	6
SAVING AND RETRIEVING FILES	6
EXITING LOTUS 1-2-3	6

REFERENCE GUIDE

LOTUS 1-2-3

GENERAL INFORMATION

Columns and Rows

The worksheet is set up in a grid pattern of columns and rows. Vertical columns are identified by letters (A through IV, or 256 columns), and horizontal rows are identified by numbers (1 through 8192).

Cells

A cell is the intersection of a column and row. Each cell is identified by its own coordinates, e.g. A1, T15, etc. These coordinates are called the cell address.

The Cell Pointer

The cell pointer is the highlighted bar that designates the location in the worksheet where data will be entered or commands will begin. It is located in cell A1 (Home) when you enter the 1-2-3 worksheet. Use the cursor keys (or arrow keys) to change the cell pointer position.

The Control Panel

The space above the horizontal border is called the control panel. It consists of three lines and displays cell information, menu choices and prompts.

The current cell address where the cell pointer is located is displayed in the upper left corner of the control panel. The mode indicator, which indicates the worksheet's current mode of operation, is displayed in the upper right corner. When the indicator displays READY, you are able to enter data or execute a command in your worksheet.

Date and Time Indicator

The Date and Time indicator, located in the lower left corner of the screen, displays the current date and time from your computer's internal clock.

MOVING THE CELL POINTER

In READY mode, the keys listed below move the cell pointer around the worksheet. In POINT mode, these keys can both move the cell pointer and expand a highlighted range of cells.

- [UP/DOWN ARROW] Moves up/down one cell
- [LEFT/RIGHT ARROW] Moves one cell left/right
- [CTRL LEFT ARROW] Moves one screen left
- [CTRL RIGHT ARROW] Moves one screen right
- [PAGE UP/PAGE DOWN] Moves one page up/down
- [HOME] Moves to upper left corner cell
- [END] With arrow, cursor jumps in arrow's direction
- [ESC] Cancels an operation

FUNCTION KEYS

- F1: [HELP] — Displays Help screen
- F2: [EDIT] — Switches to/from EDIT mode
- F3: [NAME] — Displays menu of range names
- F4: [ABS] — Makes/Unmakes cell address absolute
- F5: [GOTO] — Moves cell pointer to a particular cell
- F6: [WINDOW] — Moves cell pointer to other window
- F7: [QUERY] — Repeats most recent /Data Query operation
- F8: [TABLE] — Repeats most recent /Data Table operation
- F9: [CALC] — Recalculates all formulas (READY mode only)
- F10: [GRAPH] — Draws graph using current graph settings

ENTERING DATA

Numbers

Only numeric cell entries can be calculated or included in formulas or Lotus functions. As soon as a number or numeric symbol is typed, the mode indicator changes from READY to VALUE. Numeric entries always align with the right edge of the cell. Do not use label prefixes (see Section V) with numeric entries that you want to calculate.

Number entries:

- Must begin with one of the following characters:
0 1 2 3 4 5 6 7 8 9 . + - \$ (
- Can contain up to 240 characters.
- Cannot include spaces or commas.
- Can have no more than one decimal point.
- Can begin with a currency symbol (\$), or other nonalphabetic currency character.

Depending on the cell's format, number entries:

- Can end with % to indicate a percentage.
- Can be entered in scientific format.

Labels

Any text other than numeric entries for calculating purposes is considered a label in Lotus 1-2-3. As soon as the first character of text is typed, the mode indicator changes from READY to LABEL. Labels can either be centered, right-, or left-aligned within a cell by preceding the entry with one of the following label prefixes:

- ' (single quote) left-aligned
- " (double quote) right-aligned
- ^ (caret) centered

A backslash (\) followed by a character of text repeats the character across the entire cell.

Label entries:

- Must begin with either a label-prefix character or any character that does not indicate the start of a number or formula.
- Can contain up to 240 characters.
- Can contain number characters, as long as the first character is a label-prefix character.

MENU STRUCTURE/COMMANDS

To bring up the command line (menu) in Lotus press the slash key (/). You will be presented with a list of command choices on the second line of the worksheet's control panel. 1-2-3 uses the third line of the control panel to display an explanation of the currently highlighted menu item. You can

select a menu item in either of these ways:

- Press the first letter of the menu item you want. Each menu item begins with a different letter. 1-2-3 goes to the next step of the command.

OR

- Move the cursor pointer to the current menu item, then press [ENTER]. Use these keys to move the menu pointer.

The menu structure is as follows:

/Worksheet

Global — set worksheet settings

Insert — insert blank column(s) or row(s) at cursor position

Delete — delete entire column(s) or row(s) at cursor position

Column — sets the width of the column

Erase — erase the entire worksheet

Titles — sets horizontal or vertical titles

Window — splits screen and synchronized scrolling

Status — display worksheet settings

Page — insert page break above the cell pointer

/Range

- Format** — format a cell or range of cells
- Label** — align a label or range of labels (Left, Right or Center)
- Erase** — erase a cell or range
- Name** — create, delete, or modify range names
- Justify** — wraps text within a range of cells
- Protect** — disallow changes to a range if protection is enabled
- Unprotect** — allow changes to a range
- Input** — enter data into the unprotected cells in a range
- Value** — copy range converting formulas to values
- Transpose** — copy range, switching columns and rows

/Copy — copy a cell or range of cells

/Move — moves a cell or range of cells

/File

- Retrieve** — display the selected worksheet
- Save** — store the entire worksheet
- Combine** — incorporate all or part of a worksheet file into the worksheet
- Xtract** — store a cell range in a worksheet file
- Erase** — erase a worksheet, print or graph file
- List** — display 1-2-3 files in current directory
- Import** — read text or numbers from a print file into the worksheet
- Directory** — display and/or set the current directory

/Print — output a range to the printer or print file

/Graph — creates a graph

/Data

- Fill** — fill a range with numbers
- Table** — create a table of values
- Sort** — sort data records
- Query** — find all data records satisfying given criteria
- Distribu.** — calculate frequency distribution of a range
- Matrix** — perform matrix operations
- Regression** — calculate linear regressions
- Parse** — parse a column of labels into a range

/System — invokes the DOS Command Interpreter

/Quit — ends 1-2-3 session

Undoing Commands — Press the Esc key to cancel an operation or to back out of any menu one previous level. You may also use Ctrl + Break key.

RANGES

A range can be one cell or a group of cells, e.g. from B5 to E9.

To specify a range you may either:

- type the range, separated by two periods, e.g. B5..E9
OR
- expand the cell pointer. Position the cursor on the first cell of the range, type a period (.) to "anchor" this position, then highlight the rest of the range with the arrow keys. When finished, press the ENTER key.

FORMULAS

You must enter Lotus formulas within your worksheet to perform mathematical calculations. Formulas:

- Must begin with one of the following characters:
0 1 2 3 4 5 6 7 8 9 . + - (@ # \$
- Can contain between 1 and 240 characters.
- Cannot contain spaces, except within a range name or a text string.
- Must begin with a plus sign (+) if the first part of the formula is a cell address.

Begin a formula by typing a plus sign followed by the first cell address that you want to calculate. Complete the formula, using the following arithmetic operators (listed by calculated order of preference):

1. () will first calculate whatever is enclosed inside the parentheses
2. exponential
3. * or / multiplication or division
4. + or - addition or subtraction

Therefore, if cell A1=5 and B1=2, the formula +A1-B1*2 would equal 1, but the formula (+A1-B1)*2 would equal 6.

FUNCTIONS

Lotus functions are pre-programmed formulas for frequently performed calculations. All functions begin with the @ symbol. For example, to add a column of numbers, type @SUM(B10..B13) instead of +B10+B11+B12+B13.

There are many functions available in Lotus. For a complete listing of them, see the Function Reference section of the appendix in the Lotus manual. Some of the more commonly used ones are:

@IF(cond,x,y) e.g. @IF(B1>C1,E1-D1,F1-D1) which means if B1 is greater than C1 subtract D1 from E1, otherwise subtract D1 from F1.

@COUNT(list) e.g. @COUNT(A1..A42) - counts the number of items in a list

@SUM(list) e.g. @SUM(A1..A42) - will display the sum of A1 through A42

@AVG(list) e.g. @AVG(A1..A42) - will display the average value in a list

@MIN(list) e.g. @MIN(A1..A42) - will display the minimum value in a list

@MAX(list) e.g. @MAX(A1..A42) - will display the maximum value in a list

@NOW - inserts the current date into your worksheet

PRINTING A WORKSHEET

1. After you have typed a "/" to display the main command line, type P (for Print).
2. Type P (for Printer).
3. Type R (for Range) and identify the range of cells you want to print, either by the pointing method or by typing in the range coordinates.
4. To change the margins of the printed worksheet, type O (for Options), then M (for Margins).
5. Make sure your paper is lined up properly in the printer. Then type A (for Align).
6. Type G (for Go) and the worksheet should start printing.
7. Type P (for Page) to eject the worksheet from your printer.
8. Type Q (for Quit) to exit from the print menu back to your worksheet.

SAVING AND RETRIEVING FILES

Make sure you save your worksheet before exiting from Lotus. Lotus does not prompt you to save your work during the Exit procedure.

Saving a Worksheet:

1. After you have typed a "/" to display the main command line, type F (for File):
2. Type S (for Save).
3. Type the name of the worksheet if it isn't already there and press the ENTER key.
4. If this is not the first time you are saving the file, you will be given the option of either typing
 - C (for Cancel) - This will cancel the save, leaving the existing worksheet intact.previously saved worksheet with any changes you've made.

Retrieving an existing worksheet:

1. After you have typed a "/" to display the main command line, type F (for File).
2. Type R (for Retrieve).
3. Using the right arrow key, move the cursor to highlight the file you want to retrieve and press the ENTER key, or you can type the name of the file to be retrieved and press ENTER.

EXITING LOTUS 1-2-3

1. Type "/" to display the main command line, then type Q (for Quit).
2. Type Y (for Yes).