

# COMPUTER FAQs

Frequently Asked Questions About Computer Technology

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SPECIAL EDITION

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## Welcome to COMTECH

Welcome to COMTECH 98. This is Amicron's fourth year attending the show, and we're happy to be back. You're holding our fourth-annual COMTECH Special Edition issue of *ComputerFAQs*. For those of you who are unfamiliar with our newsletter, *ComputerFAQs* is a monthly publication which is faxed - free of charge - to over 20,000 businesses and organizations in the Western New York area. As you will see, we try to keep *ComputerFAQs* informative and educational for our readers. It's not just a "junk fax." Indeed, we actually get complaints if people *don't* receive their newsletter on time. If you would like to subscribe to *ComputerFAQs*, just give us a call at 716-837-4685, send us a fax at 716-833-6724, or send email to [amicron@amicron.com](mailto:amicron@amicron.com) and request document **809301**. This is a special code for our representatives to know to add you to our distribution listing. And as always, if you have a question, feel free to send it to us, or call. We are in the computer service business, and helping people is our first priority. Do call if you have any questions or comments. >Richard Rost, Editor

**Q:** I have a list of customers that I want to be able to send advertisements and other mailings to. How can I do a mail-merge in Microsoft Word or WordPerfect so I don't have to keep re-typing these names over and over? >Bill, Buffalo NY

**A:** Bill, this is probably the most popular question in our Microsoft Word class. Unfortunately, it does take a few steps that can be tricky for new users, and is a little more detailed than we have space for here. However, we have put together a detailed step-by-step document that walks you through the mail-merge process with both Word and WordPerfect. For a free copy, give us a call and request document **809302**. We'll fax it over to you, and you can give us a call if you have any questions. >Iain Barclay

**Q:** So what do you guys think about Windows 98 now that it has been released? Is it worth the money to upgrade my business? >Marvin, Depew NY

**A:** Marvin, we've always been of the opinion - for business customers, that is - which states "if it ain't broke, don't fix it." Windows 98 is a great new operating system. It has a lot of nice system tools, some great new Internet features, and a lot of enhancements to the user interface. However, if you're running the latest version of Windows 95, there's really no *need* for companies to upgrade. We have put together a detailed review of Windows 98. For a free copy, request document **809303**. >Steve Van Scoter

**Q:** With all the hype how-a-days, I have a lot of simple questions which I can't seem to find answers to, like "how do I get on the Internet?" "How do I get my business online?" "What software do I need?" "How do I set up a company web site?" "How does Email work?" >Trisha, Lancaster NY

**A:** Trisha, these are all good questions, and you're right - it can be hard to find the answers. There are a ton of places to find answers to these questions once you're on the Internet, but what if you don't know how to get started? Fortunately, we have put together an Internet FAQ (Frequently Asked Questions) which we will fax you free of charge. Just call us and request document **809304**. >Jason Justinger

**Q:** We have a small office with three computers and a couple of printers. We are constantly swapping disks between machines to print things and share files. Is it worth the investment to network our computers together? >Robert, North Tonawanda NY

**A:** Most certainly, Robert. To network three machines together all you need are three network cards, some cable, and some network software - and if you're running Windows 95/98/NT, you already have all the software you need. If you would like details on just how easy it is, call us and request document **809305** for a copy of our Guide To Networking Solutions. >Donald Barker

**TIP:** To find out how much free hard drive space you have left, go into My Computer, right-click on your hard drive, and select Properties, general tab.

**Q:** It seems as though I have created my *own* year-2000 problem. When I enter dates into Excel as "1/1/29" it's actually storing the date as 2029. How can I fix this problem? It's throwing off my records. >Josef, Elma NY

**A:** Josef, all Microsoft Office applications will assume that year numbers from 00 to 29 are 2000 thru 2029. Anything from 30 to 99 is assumed 1930 thru 1999. The only good way to fix it: get in the habit of typing 4-digit years! As always, we have put together a free document for you to make sure the rest of your hardware and software is "Millennium compliant." For your copy, call and request document **809306**. And don't forget - the 21<sup>st</sup> century doesn't start until 1/1/2001. >Rick

## COMPUTER TRAINING

Chances are, you're only using a fraction of your computer's potential. Learn how to use your PC efficiently. We have training classes in all of the following: Windows 95/98, Microsoft Word, Excel, Access, PowerPoint, Using The Internet, Web Page Design, QuickBooks, Publisher, CorelDraw, and more. We have daytime and evening classes available. We emphasize small-group, hands-on learning with a *maximum* of four students per class. Best of all, most classes are only \$59. For a schedule and more information, request document **809307**.

## UPGRADE YOUR PC

Is your system running slow? We can upgrade your old 486 or Pentium machine to a *blazing fast* P-300 for as little as \$299. Interested? Give us a call and request document **809308**. You shouldn't have to *wait* for your computer.

## NEW COMPUTER?

If you're looking for a computer for the office, you don't need all the latest and greatest bells & whistles. Amicron has the perfect system for your office: P300, 32 MB RAM, 2 GB Hard Drive, and priced for your budget at only \$839 (or businesses can lease for just \$39/month). For details, request document **809309**.

## CUSTOM SOFTWARE

"I need software to..." is something we here quite a lot. Too many companies are using outdated programs that are inadequate for their needs. Many companies we have seen are still using old DOS-based systems that are as difficult to work with as they are old. The excuses: "we didn't know anything else was available," or "other software is just too expensive." Let us put your fears to rest. Yes, there is another option. Amicron specializes in creating custom software and database solutions built to *your* specific needs. Surprisingly, custom software can even be less expensive than many off-the-shelf vertical applications. If you would like more information on how we can help your business, call for document **809310**.

Documents are free by fax to the Buffalo/WNY area. You can call us at 716-837-4685, fax us at 716-833-6724, email us at [amicron@amicron.com](mailto:amicron@amicron.com), or visit our web site at [www.amicron.com](http://www.amicron.com). Be sure to leave your name and fax number. For a complete listing of documents, or for back issues of this newsletter, request document **809311**. *ComputerFAQs* is copyright © 1995-1998 by Amicron Technology Services, all rights reserved. Please contact us if you are interested in any of our products or services, or if you would like your fax number removed from our database. Under no circumstances do we sell our database of fax numbers to any outside sources. Please call if we can be of any assistance. We look forward to serving you in the future.

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