

COMPUTER FAQs

Frequently Asked Questions About Computer Technology

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Not Another Virus?

You've probably read some of the hype recently regarding this new virus that's floating around the Internet. It's called the **Melissa** virus (or W97M.Melissa.A, otherwise known as **Mailissa**.) It's a basic macro virus, spreading through Email systems. What it does is basically open up your Email address book and send a copy of itself to up to 50 of your contacts. Don't worry, though, it won't erase your hard drive or anything else so malign. Want to learn more about this and other viruses, and how to keep yourself safe? Call for our free report on virus protection. Request document **904111**. Remember, an ounce of prevention...

Q: I have a small business, the nature of which requires keeping a *lot* of records. Some of the data can be entered into the computer, but the majority of it is on handwritten forms and typed documents. I am required to keep certain records forever. What is the best system for converting my file **room** into computer files that I can index, search, print, update, and so on. What storage medium would you recommend? >Pete A., Buffalo NY

A: Pete, we get asked this question all of the time. Generally, if it's just storing typed or computer-printed documents, we would recommend scanning the information and converting it to text using OCR (Optical Character Recognition) which has come a long way in recent years. However, since most of your data is hand-written, you can't easily do that. We would probably recommend scanning your files, entering in keywords, and storing the documents as graphical images in a database. The database would store the keywords and allow you to do some searching and sorting. You could then store the actual documents themselves on CD-R discs. If you would like to learn more about this, just give us a call and request document **904112** for our report on document storage technology. >Richard

We currently have a position open for a part-time or full-time **Computer Sales Consultant**. Qualified candidates must have a background in sales and good knowledge of computer technology. If interested, please mail, fax, or Email your resume, industry experience, references, and salary requirements to our *Human Resources* department.

Q: I have a program I received on a 5.25" floppy disk. I have a 5.25" drive in my PC as the B: drive. The problem is that the program *has* to be installed from the A: drive, which is my 3.5" floppy. How can I switch the drives? >Joe, Hamburg NY

A: It's not that hard to do. You have to open your computer up and switch the order your drives are connected to the floppy drive cable that connects to your drive controller. Then, go into your CMOS setup and switch the drive letters there. Sound confusing? Call for document **904113** and we'll walk you through it step by step, or you can call and set up an appointment for one of our technicians to do it for you. It only takes about 10 minutes or so. >Don



Q: We have 10 computers in our office, and only two of the machines have modems in them. Is there any way we can share those modems on our network so that we can access the Internet and other online services from all of our desks without running additional phone lines and buying more modems? >Jerry, Cheektowaga NY

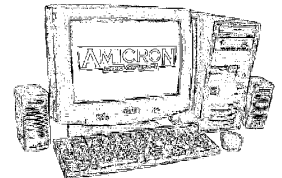
A: Jerry, it's funny you should ask. We install this kind of setup in offices all the time. There are two programs we recommend, depending on your needs. If accessing the Web and Email is your primary concern, we recommend **WinProxy**. If you're looking to share actual

modems so you can dial out to other online services, we recommend **ModemShare 32**. Both are inexpensive and can be set up in your office in under an hour (depending on the number of workstations you have). If you'd like more information on these *great* programs, give us a call and request document **904114**.

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Documents are **free** by fax to the Buffalo/WNY area. You can call us at 716-837-4685, fax us at 833-6724, email us at amicron@amicron.com, or visit our web site at 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 **904123**. *ComputerFAQs* is copyright ©1995-1999 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 number removed from our database. We never sell our database of fax numbers to any outside sources.

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