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Welcome, once again to another exciting issue of *ComputerFAQs Weekly*! For those of you with access to the Internet, we would like to welcome you to visit our brand new home page on the World Wide Web. You can get to us at www.vivanet.com/~amicron. For those of you who don't yet have access to the net, we would like to send you some information on how we can get you plugged in. There is a whole new world of information available to both you and your business. Call 716-668-0838 now for more information, or use our faxback service to request document number 9. There is no obligation.

Q: Is there any way to delete words from my Microsoft Word spelling checker's dictionary? I have accidentally chosen "add" instead of "replace" to several wrong words. Now my documents are filled with "teh" and "btu." > *Gene H., West Seneca NY*

A: Yes, Gene. It's easy to do, but requires several steps. First, open up Word, and open a new document. Click on Tools from the menu bar. Then select Options... When the options dialog box appears, click on the Spelling tab. In the bottom of the dialog box, highlight the dictionary file you want to edit. The default file is CUSTOM.DIC. If you have not specified a different file, this will be the one you want to edit. Click on the Edit button. You will then get a warning that says, "this operation will allow you to edit the custom dictionary as a Word document..." Click on Yes. You are now editing your dictionary file as a standard text file. Simply edit or delete the words you wish, and then click on the Save button when you're finished. Hope this helps. > *rdr*

CFW ALERT: We are currently receiving over 40 faxes and phone calls every day for our *free* technical support. While we value each and every caller, please understand that we are answering your calls and faxes as quickly as we can! Thanks. 716-668-0838 ext 3#.



Q: I just recently bought a computer that has a CD-ROM drive and sound card. The speakers work fine, but when I plug my headphones into the jack on the CD player, nothing happens. > *Alan, Elma NY*

A: Alan, in order to get sound to go through your headphones, you have to plug them into the "audio out" jack on the back of your sound card. While you may sometimes get music through the CD-ROM headset jack while playing a music CD, you will probably never hear your computer's sound-card generated audio this way. There should be three plugs on the back of your sound card. One will be for your speakers, one for a microphone, and one for a line in. You'll have to remove the speakers and plug your headset in

there. > *rep*

WANTED: Your old XT, 286, 386, and 486 computers. Don't throw them away or leave them sitting in your basement collecting dust. We can sell them for you on consignment. Call us today for more information at 716-668-0838 ext 1#.

Last week's **SURVEY QUESTION:** "*Do you plan on upgrading your office computers to Windows 95 this year?*" With over 1329 votes as of 1/20/96: **No** 96%, **Yes** 3%, **Undecided** 1%. We had expected that more businesses would not want to upgrade, but not quite to this degree. Wow. I guess Windows 95 really is unpopular.

NEXT WEEK'S QUESTION: "*Which off-the-shelf computer software program do you find most essential for your business needs?*" Call or fax your answer back to 716-668-0838. All entries received by 2/5/96 will be entered into a drawing to receive a free 2-hour training session from Amicron Technology Services

Q: I have a rather silly problem. It seems as though I accidentally sized a window so that all of its borders are outside of my screen's boundaries. Now, I cannot grab on to any of the borders to size it back down. What can I do? > *Suzanne T., Getzville NY*

A: Well, there are two things you can do. First, you can try dragging the window by it's Title Bar. This should allow you to get to one of the corners and resize the window. If that doesn't work, press ALT-SPACEBAR and that will bring up the window's control menu. Select Size and change the window's size with the arrow keys. > *mpr*

So you haven't had a chance to get your *free* copy of our **1996 COMPUTER SOLUTIONS CATALOG?** Well, now you have no excuse. It's now available 24-hours a day on our faxback service at 716-668-0838 ext 9#. You can request the whole 12-page catalog, or just whichever items interest you the most. Call or fax us today!

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Need a little extra help with your computer? That's why we started the **Business Computer Partnership** program. Once a month, one of our service technicians will come to your home or office, perform some routine diagnostics and maintenance on your computer, optimize your system, and sit down with you to answer any PC-related questions you may have. Interested in hearing

more? Call us at 716-668-0838 for more information. We're here to help *your* business.