

Greetings and welcome to another issue of *ComputerFAQs*. A couple of quick things to mention this month. First, we're still accepting resumes for **computer instructors** who are proficient with Windows 95, Microsoft Word, and related business applications. If you are interested, please fax your resume to us at 716-833-6724. Second, don't forget that the **Buffalo Computer & Business Show** is happening next month. If you would like *free* tickets to attend, just give us a call. Finally, if you like receiving *ComputerFAQs* every month, we would like to let you know that we have a sister publication called *AmicroNews* which has just recently been reformatted to include industry news, and helpful tips and tricks about computers (like *ComputerFAQs*, but a little more direct - and not in the Q&A format). If you'd like to get on the distribution list for *AmicroNews*, and would like a copy of the last issue, just call and request document **#709111**.

Q: I just recently purchased some software through a mail-order vendor, and when I went to install it on my computer, I was shocked to find out that it did not have a setup utility. What can I do to set this program up on my computer? > *Allen, Snyder NY*

A: Allen, most software today comes with some form of setup utility. Usually, when you buy a piece of software it should come with instructions, and generally a setup utility like SETUP.EXE or INSTALL.EXE. If you cannot find such a file, open up your Explorer (or File Manager) and look for any files ending in EXE, COM, or BAT. These are files you can run - one may be your application. Try also looking for a README file. This may give clues as to how to run your program. If you see any file ending in ZIP, it may be a compressed file. You will have to get a copy of a "decompressor" such as PKZip, which is a ShareWare utility found on the Internet. As always, if you cannot figure it out, try calling your software vendor, or give us a call. > *Steve*

ADDENDUM. We would like to give a note of thanks to Bill Sajdak from Avery Dennison for the note he faxed to us. In our last issue of *ComputerFAQs*, we instructed our readers how to get more use out of a sheet of laser labels with formatting options in WordPerfect. This is useful if, for example, you use 3 or 4 labels on a sheet and want to print more later. Mr. Sajdak has advised us that one should **never** run a sheet of labels through a printer more than once due to the distinct danger that a label may come off inside the printer and damage the machine. (Find out more about Avery label products from www.avery.com). Mr. Sajdak is 100% true. There is a *possibility* of this occurring, and we should have warned our readers of this possibility. However, I would personally like to note that I have been doing this with my labels for many, many years (and I have instructed others how to do this) and have **never** had this happen. I always use Avery labels, and this good fortune can only attest to their *fine quality*. Would I try this with "cheaper" labels? Probably not. Thank you, again, Mr. Sajdak, for the words of caution. > *Richard Rost, Editor*.

Q: When installing Windows 95, the setup program asked me if I wanted to create an Emergency Boot Disk. What exactly is this, and do I need one? > *Mary, Clarence NY*

A: An Emergency Boot Disk (ERD) is basically a safeguard in case your system doesn't start up normally, and "yes" you most certainly should have one. In the event your hard drive "boot partition" (that little spot on your hard disk drive that tells the computer how to start up Windows) becomes damaged, you can insert this disk to start your system and figure out what went wrong. You can create an ERD by going to your Control Panel and opening Add/Remove Programs. In here, you'll see a tab called "Startup Disk." Click on "Create Disk" and follow the prompts. Now, this is **not** an excuse not to backup your data. All this does is provide you with a way to boot your computer should your system not start. It does not back up your data. For our suggestions on tape backup, request document **#709112**. > *Jason*

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