

**Greetings** and a resounding "Happy New Year" to all of you. We hope that you all had a relaxing holiday season. Now, back to work! We're starting off this year with a few changes here at Amicron. First, we've added *morning classes* to complement our computer training. We have had a lot of requests for 9:00 am classes (this way you get to blow the rest of the day off, eh?) We've also added an array of new classes, including Quattro Pro, QuickBooks, and more, to our list of available courses. Plus, we've made some internal changes in our customer service, technical support, and sales departments to ensure that you, our valuable customers, are well taken care of. We look forward to serving you in 1998. **P.S.** We have a job opening for a **full-time computer instructor**. Fax your resume to us at 716-833-6724.

without our main customer database for about a week. Just remember: **every** hard drive that is in service today will eventually fail. Make sure you are prepared when that happens.

## DON'T LET THIS HAPPEN TO YOU:

Normally I don't take up a lot of space in our newsletter to talk about something like this, but I feel that this is a matter of some urgency and our clients deserve the notice. We just recently lost about three weeks worth of important data because of a **hard drive crash**. We thought we had taken adequate steps to protect ourselves, but they weren't enough. Most companies, from what we've gathered by talking to some of our clients, are in a situation where they either (a) don't make regular tape backups of their data, (b) don't *rotate* their tapes daily, or (c) don't *verify* their data to make sure it's really backing up. If you lose your data due to a hardware failure, it can be very expensive to your company. Not counting the value of the data itself, and the loss in time and productivity to your company, you could be looking at up to \$3200 to retrieve the information off the hard drive - in fact, one data recovery company that we did end up sending our hard drive to said the data was *irretrievable*. We're waiting on a second opinion.

What does all of this have to do with you? First, make sure you are doing regular nightly backups. Second, make sure you rotate your tapes daily. Third, make sure you *verify* the data on those tapes. And fourth, if you have a network in your office, get yourself a copy of our *free* utility **Amicron NetBackup**. This is a program that we designed just because of our little emergency. It is a second line of defense in the event that your tape backup doesn't work. It copies all of your critical data files to a backup location on your network (either a file server or a workstation). Best of all it's a *free* download from our web site at **www.amicron.com**. Get it. Use it. You'll thank us later.

If you would like information on how you can get your copy of our *free* Amicron NetBackup utility - in addition to a free report on how to do proper daily backups of your data - please call and request document **801051**. We did end up getting our data back, but we had to retype *many* pages worth of information, and were

**Q:** I have saved several documents to my hard drive using Microsoft Word, but when I went to the Start Button and clicked on Documents, I don't see them. Why not? > *Jennifer, Buffalo NY*

**A:** Jennifer, the Documents feature on the Start Button is simply a listing of documents that you've used *recently*. Generally, when you save files in Word or Excel, they will be placed in your "My Documents" folder which you can find by opening My Computer and then opening your C: Drive, and finding the My Documents folder. Files you've used recently will show up in Start, Documents. > *Jason*

**Q:** On my machine at work, I don't have Solitaire or Minesweeper, yet I thought these were built in to Windows 95? I have them at home, why are they not at work? > *Margaret, Clarence NY*

**A:** Margaret, those games are part of a "standard" Windows 95 installation, however if your boss (or whomever installed them) did a "custom" installation, it's possible they were never added. You can add (or remove) them by going to Start, Settings, Control Panel, Add/Remove Programs, and clicking on the Windows Setup tab. Check the Windows help system for specific details. > *Don*

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## COMPUTER TRAINING



We've added morning classes in addition to all of our afternoon and evening classes. The complete schedule through March of 1998 is now available. All open classes are only **\$59** per student, and seat only four (4) students per class. For a *free* copy of our training schedule, call and request document **801052**.

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## COMPUTER \* SYSTEMS

**January Multimedia Special:** P-233MX, 32 MB RAM, 3.4 GB Drive, 4 MB Video, 33.6 Fax/Modem, 24X CD, Sound & Speakers, Windows 95, *Gold Service Package* with 1-year onsite. **\$1399.**

**January Budget Special:** P-166MX, 16 MB RAM, 2.1 GB Drive, 1 MB Video, 24X CD, Windows 95, *Gold Service Package*. **\$999.**

**January Super Budget Special:** P-120, 8 MB RAM, 800 MB Drive, 1 MB Video, *Bronze Service Package*. **\$549.**

For specifications on any of our systems, or for a *custom quote*, call and request document **801053**.

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Looking to network your office computers? Document **801054**  
Upgrade your old 486 to a P-150 for only **\$279**. Document **801055**

When was the last time you tuned up your PC? Document **801056**

Custom software developed for **your** business. Document **801057**

Learn how to mail merge with Word/WordPerf. Document **801058**

Make Microsoft Excel make it's own decisions. Document **801059**

**UP TO 50% OFF POPULAR SOFTWARE.** Document **801050**