COMPUTERFAQs

Frequently Asked Questions | About Computer Technology

TIPS & TRICKS

We are very pleased to announce the launch of a new family of newsletters called **Tips & Tricks**. We will have separate Tips & Tricks newsletters covering Word, Excel, Access, PowerPoint and much more. We'll release a new issue about every month. If you would like to get on the distribution list please visit our Web site, or request document **209011**.

Q: I need to increase the speed of my laser printer. Would adding memory accomplish this?

A: Not really. Adding memory will increase the number of pages the printer can store in it's buffer. It will also allow your printer to print more complex graphics, but it won't really increase the speed at which it prints. You'll need to buy a faster printer.

POPUP KILLER

In our last issue, we mentioned a nifty little utility called **Popup Killer** which shuts down those annoying ad windows that pop up while you browse the web. Unfortunately, the author of that utility no longer has it available on his web site. So, we built our own version of a Popup Killer that you can download. Request document **209027** for details.

Q: Is there any way to easily set windows next to each other – like one on top of the other – without having to manually size them?

A: Yes. This is a real cool trick we teach in our class. Let's say you have Word and Excel open. Click on the Word icon that's sitting on your Windows TaskBar. Now, hold down the **CTRL** key and click on Excel. Right-click on either one of them, and select Tile Vertically. You can also tile horizontally. Enjoy!

COMPUTER SERVICE

That's right, folks – Amicron is back in the computer service business. We have formed an expert team of computer technicians, consultants, trainers, and programmers to provide any computer services your business needs. We can do anything from installing a new hard drive to upgrading your Windows 2000 Server to networking your entire office. For more information, request document **209012**.

Q: I really hate it when Word automatically takes email addresses and Web sites that I type in and turns them into hyperlinks. Can I disable this?

A: Absolutely. Click on **Tools** > **AutoCorrect**. Then click on the *AutoFormat As You Type* tab. Look for the "Internet and network paths with hyperlinks" checkbox. Uncheck that box and you're all set.

Q: How can I sort data in Excel alphabetically by more than one column?

A: There are lots of ways to sort in Excel – more ways than we have room to show you here. But, log on to our web site, or request document **209026** and we'll tell you how to access a **FREE** online training **VIDEO** that will show you how to sort like a pro!

Q: How do I change the default file folder that Word uses for opening and closing documents?

A: Click on **Tools** > **Options**. On the *File Locations* tab, change the option labelled "Documents."

COMPUTER TRAINING

Our **Fall** Training Schedule is now available. We have classes in Windows, Word, Excel, **Access**, FrontPage, PowerPoint, **QuickBooks**, and much more. We offer classes in our training room, and we offer **LIVE** sessions over the Web that you can take from the comfort of your own home or office. For details, visit our Web site, or request document **209013**.

Q: Microsoft Outlook is telling me that my Inbox is corrupt. Is there any way to fix it?

A: Yes. There is an Inbox Repair Tool that should already be installed on your system. We don't have space to go into detail here, but request document **209014** and we'll go over it in detail for you.

PC UPGRADE SPECIAL

Upgrade your computer with a new **40 GB** Hard Drive and **128 MB** of RAM for just **$189**. All service done on-site in your home or office, in about an hour. For details, request document **209015**.

Q: My computer is making a loud noise, like a grinder. It still works fine, but what should I do?

A: You should have a PC technician look at your system immediately. I would suggest leaving it off until you can get it looked at. Since the PC still works, it's probably only a bad cooling fan – which isn't critical. However, if one of your fans is dead, your system could overheat if left on too long. The good news is that it's an inexpensive repair. For details, request document **209016**.

WEB SITE HOSTING - $99

Amicron now offers Web site hosting for just **$99** per **year**. Yes, this is for full commercial web sites. That includes **free** setup, **free** transfer from your current web provider, and if you don't already have your own domain name (**www.yourname.com**) we can register one for you for just $24. For details, visit our web site, or request document **209017**.

Q: How do I create one of those nifty email signatures in Microsoft Outlook that everyone uses?

A: It's really easy to do. You can find it under Tools > Options > Mail Format Tab. You'll see Signature Picker at the bottom of the Window. We'll walk you through it step by step on our Web site. For details, request document **209018**.

FAX & EMAIL SERVICES

Do you have a need to broadcast information by fax or email to hundreds or even thousands of your customers and prospects? Amicron has fax and email broadcasting solutions available for all needs. Request document **209025** for details.

INTERNET SERVICE - $9.95

Hey, **AOL** users… do you like paying more than **TWICE** what you should be paying for Internet service? Amicron offers unlimited Internet service for just $9.95 per month. It's real easy to get started. You don't need any special software (just Windows 98 or higher). We can have you online quickly and easily. For details, please request document **209019**.

Q: Someone told me that there was a way you could launch programs of your choice by using keyboard shortcuts like CTRL-ALT-W to load **Word**. Is this true? If so, how do you set this up?

A: There is a **shortcut key** property for most shortcuts on your desktop. Just assign a keyboard shortcut here, and you can use those keystrokes to launch your programs. Details are on our web site, or you can request document **209020**.

WEB SITES - $89

Need a Web site? We can set you up with everything you need to get started for just **$89**. For details, visit our Web site, or request document **209021**.

Q: I just purchased a used computer, and on it, there are three drive letters (C, D, and E) but only one physical hard drive. Why is it set up this way?

A: There could be several reasons. Not long ago, Windows could only use 4 GB drive "partitions" so that's probably why your drive is broken up. If you'd like to learn more, request document **209024**.

DATABASE EXPERTS

Whether you require assistance with an existing database you have built, or are looking to construct a completely new database for your business, we can help. We can build traditional stand-alone or networked databases for your office, or even Web-based databases and ecommerce solutions. We also provide training in Microsoft Access, one of the most popular database applications. If you are interested, please request document **209022**.

DOCUMENTS

To request a document, we recommend you visit our **Web** site at **www.ComputerFAQs.net** Just enter your Email address, and the document will be sent to you immediately. You can also request a document by **Email**, by **Fax**, or by **Phone**. See the banner at the bottom of the page for our contact information.

ADVERTISING

Advertise your business here in ComputerFAQs. Reach over 300,000 readers worldwide and over 30,000 here in the Buffalo / WNY area. Request document **209023** for details.