

Upcoming Classes



Here's a short list of our most popular classes. Call Dave or Ann for a list of all our classes.

Windows, Lvl 1 2/18, 3/2
Word, Lvl 1 2/19, 3/19
Word, Lvl 2 3/2, 3/30
Word, Lvl 3 3/9
Excel, Lvl 1 2/20, 3/23, 3/10
Excel, Lvl 2 3/17
Excel, Lvl 3 3/4
PowerPoint, Lvl 1 3/3
PowerPoint, Lvl 2 2/26, 3/26
Access, Lvl 1 3/6
Access, Lvl 2 3/12
Netscape, Lvl 1 3/5
Website Dev, Lvl 1 & 2 3/11
PageMaker, Lvl 1 3/24 & 3/25
PageMaker, Lvl 2 call
Act!, Level 1 call
Project, Level 1 3/16 & 3/18

Fast Mail Merges



Mail merging has been the hot topic both in phone conversations and in our classes during the past few months.

The best suggestion I can make if you have good sized merges to do (more than 100 letters a month) is to use Microsoft Office 97 Professional.

Track your recipients using the Access database and merge the data into Word letters for final formatting and printing.

I generated a 3,100 letter mailing in less than a minute last week. The one-two punch of Access and Word is faster and easier than any other software. Take my word for it.

--Dave Murphy

Software Updates

Your favorite software may have been updated for performance or new features.

Many software manufacturers, such as Microsoft and Symantec, offer free updates to their products via the Internet. Symantec products such as ACT, pcAnywhere, Q&A, and WinFax Pro are directly tied into Symantec's "Live Update" service through a submenu under "Help."

A click of the mouse on the Live Update menu connects your PC to Symantec's computers using your standard Internet connection. Some of the Symantec updates we've received have almost doubled software speed.

Want To Make More Sales?

If you own a business or are responsible for making sales and you'd like to increase more referrals, come visit the Howard County Business Professionals.

We meet every Tuesday morning for business and breakfast, and we help one another by sharing qualified sales leads. Details are posted at dgl.com/leads or call Dave Murphy at 410.290.7000.

Command Windows

Windows 95 Explorer, can sometimes be tough to use. It doesn't display two windows at once. We like to drag and drop files from one folder to another, and Explorer just doesn't cut it. We've had better luck with Windows Commander. Find it at ghisler.com.

Subscriptions

To add or remove a subscription, call 410.290.7000. Previous editions: dgl.com/docs/pce.html.

Iomega "Click of Death"

In responding to customer complaints about its removable storage drives, Iomega is trolling newsgroups and bulletin boards to let customers who experience the "click of death" problem know that Iomega is willing to stand behind their product and its warranty.

Iomega's toll-free customer service line is 1.888.446.6342. While the call is toll-free, the caller is routed to a technical support representative and charge \$14.95 by credit card. If it's determined that the Iomega drive is defective, the charge is waived.

Iomega's website is iomega.com.

Spam Be Gone!

We ran across a new plug-in for Eudora (Light & Pro) that purports to learn patterns in incoming mail messages to filter messages into separate mailboxes (including the trash).

The app, "Spam Be Gone!," originates from the work for two Ph.D.'s in Computer Science. Len Trigg works with Kolmogorov algorithmic complexity and machine learning, and Stuart Inglis works in machine learning and data compression.

Spam Be Gone! is freeware. It's available for Eudora Light & Pro (version 3.0.5 and higher) running on Win95/NT at internz.com/SpamBeGone.

No More Banner Ads?

The next upgrade to Cybersitter, a popular filtering software for children who use the Internet will now prevent banner advertisements from displaying while you surf the web.