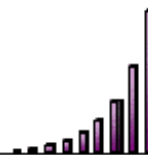




The PROTRAINER

COMPUTING NEWS YOU CAN USE



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Word Codes Revealed

Word does not show all the formatting codes that are in a document. Word can show some of the codes, such as end of paragraphs and tabs, using the Show/Hide Non-Printing Characters feature ¶. A Word document does contain information that Word uses to format the document content. Most of it is not available to view in Word itself. However, this information is either at the beginning or at the end of the document.

If you open a Word document in a text editor, you'll see some symbol type characters at the top of the file, then in the middle, the text itself that looks mostly like plain text (unless the file is password protected to open), and then at the bottom, more binary or symbol type characters. The binary or symbol type characters towards the end of the file are the formatting instructions with pointers to various locations in the actual text. Example: - up there is italic. In addition, the graphics are stored in binary form at the end of the file with the actual location in the text indicated with a Chr\$(1) or ■.

Word was designed with this structure from its inception. This structure has its advantages. If a Word document is damaged and cannot be opened in Word, you can very easily get the text back. Open the file in a text editor and remove the binary or symbol type characters from the top and bottom of the file, leaving the content, which is fundamentally plain text. Save the text, open it in Word, and reformat.

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The paragraph mark at the end of every paragraph is where Word appears to attach formatting codes. If you were to bold a paragraph and then delete all the text in the paragraph, but not the paragraph symbol, any new text you type in the paragraph will be bold unless you also delete the paragraph symbol at the end of the paragraph.

It is relatively easy to remove all formatting from selected text in a document by pressing <Ctrl-Q> and <Ctrl-SPACE>. <Ctrl-Q> will remove all paragraph formatting while <Ctrl-SPACE> will remove all manual character formatting (not Styles). <Ctrl-Shift-N> will apply the Normal paragraph style. These three keyboard shortcuts will effectively reduce a document to plain text.

-- Mike Gallagher

Oak or Veneer Windows Desktop? Computer Memory Tips

The rule of thumb for many years was to buy as much computer memory as you could afford. In other words, do not skimp on memory. Memory is like a desk in your office or home. The bigger the desktop the more things you could do at once on the desk without moving things back to the file cabinet. Every time you have to go to the file cabinet to get something, it takes more of your precious time. If what you needed were still on your desk, maybe on the side of your desk, retrieving it would be quicker and easier. More memory allows your computer to work in similar fashion.

A computer with 128 Megabytes (MB) of memory would be the equivalent of having a very large Oak desk. A computer with only 16 MB of memory would be the equivalent of a very small veneer desk. Granted, oak or veneer does not play into it much, but it makes the analogy more fun.


Recent performance tests by several computer magazine affiliated testing facilities indicated the best performance was at the 256 MB level. However, the difference between 128 MB and 256 MB was not that great. The performance gain from 64 MB to 128 MB was **very** significant. This indicates the best "price to performance" ratio would be at the 128 MB level.

Other factors may effect your memory decision. As with the office analogy above, the more programs you work with at one time the greater the need for more memory. In addition, some programs require more memory than others--photo editing programs are one example. In other words, how you use your computer will dictate what your needs will be for memory.

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So, the next time your company offers you a new desk ask if you can get more computer memory instead. Your computer's desktop will effectively be improved. Therefore, as in years past, the rule of thumb still stands at; buy as much memory as you can afford.

-- Mike Gallagher



If your computer needs a physical checkup, or more memory, "Dr. Mike" can help. Call 946-1123 to schedule a consultation.

Dial-Up Speed Improvements

Windows Dial-Up Networking feature is used to create modem connections to other computers or modems. Dial-Up Networking can be adjusted to increase connection performance. The default settings are not always the best and can actually cause your connection to be slower than its capabilities. These settings can also decrease the amount of time it takes to connect and can prevent others from accessing your computer.

First, let's look at the properties of the Dial-Up connection that you use to connect to the Internet. Open **My Computer** and open the **Dial-Up Networking** folder. Right click on the dial up account icon you use to access the Internet and select **Properties**. Click on the **Server Types** tab at the top and remove the checks from all check boxes except **Enable software compression** and **TCP/IP**. Click on the **OK** command button to close and save your changes. This will decrease the time it takes to connect.

Second, let's look at network bindings to ensure Windows is not using more than is needed. You may need your Windows CD-ROM to complete this portion. In **My Computer** open **Control Panel** and open **Network**. Select **Dial-Up Adapter** and click on the **Properties** command button. Click on the **Binding** tab at the top and remove the checks from all the check boxes except **TCP/IP -> Dial-Up Adapter**. This will make it harder for another computer user to access your computer through this connection and Windows will only use the TCP/IP protocol (language) to

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communicate. Click on the **OK** command button at each dialog box to close and save your settings.

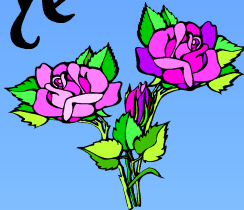
You may need your Windows CD-ROM at this point and then reboot your computer for the new settings to take affect. The next time you connect using the changed Dial-Up account your connection should be faster.

Other factors affect connection speeds such as the telephone line capabilities in your area, your proximity to the closest telephone companies switching station and may others factors. It is possible that the area in which you live will not support faster connections. I recommend a call to your Internet Service Provider (ISP) and ensure you are dialing the local phone number that provides the fastest connection speed for your modem.

Some registry settings can also be changed to optimize performance. I recommend downloading from the Internet a graphic Internet connection settings adjustment program rather than manually making changes to the Windows Registry files. A program that I have had success with is called iSpeed by High Mountain Software and is freeware. It can be found at <http://www.hms.com/ispeed.htm>. There are other programs available that will do the same or better job but I have yet to try these.

-- Mike Gallagher

Good-Bye Carrie



Carrie Knabe has been an integral part of our PROTRAIN team for almost two years. Because of her numerous talents, she soon became our Program Manager, and she has done a great job. Her cheery smile and fun personality made each day brighter, and the challenging tasks, she made look easy. Our best wishes go with her as she moves on to another educational center, City University. **Thank You, Carrie**, from all of us for being the kind of person that PROTRAIN's team and customers will greatly miss!!

--Sheila Y. Schroeder

Invalid Page Faults are No Fault of Yours

Invalid page faults (IPF) in the Windows operating system are caused by two basic problems:

1. Something unexpected has happened within the Windows environment, typically it is an improper memory address. For example, an application or a Windows component might read or write to a memory location that has not been allocated to it (memory that it does not own), potentially overwriting and corrupting other program code in that area of memory.

-Or-

2. Parameters that are not valid have been passed between applications and the Windows environment. Invalid parameters can cause invalid instructions to be executed, resulting in page faults. This is usually the result of the application's internal program code incorrectly passing specific data that could not be correctly interpreted by Windows or a Windows-based application.

Investigation and correction of this type of problem should begin by looking at application-related problems:

- A confirmed bug in a program
- A damaged data file or document
- A fragmented data file or document
- Incorrect Registry settings
- Mismatched dynamic link library files (.DLLs)

If the above application-related problems are not the cause, you should investigate the following system-related problems:

- A memory conflict
- A Temp folder problem
- A video driver or settings problem
- A printer driver or settings problem
- Incorrect virtual memory settings
- Incorrect file-system settings
- Hard disk fragmentation or errors

When an IPF error message displays its ugly head in the middle of your screen, be sure and click on the **Details** command button before clicking on **Close**. There is a lot of information in the details that would only be understood by the program developers. However, there will be information near the top that is useful in assisting you in your investigation. The program name may be indicated in a

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statement such as: MSACCESS caused an invalid page fault in VBA232.dll.

A bug in an application occasionally causes an invalid page fault. In Microsoft Access 7.0, for example, there is a problem with the Visual Basic for Applications Development Environment (VBA232.dll version 2.0.5524), which can cause the following error message when you develop form modules:

MSACCESS caused an invalid page fault in VBA232.dll

An update to Vba232.dll that fixes this problem is available. For information about how to obtain this update, please see the following article in the Microsoft Knowledge Base:

Q147529 ACC95: Updated Vba232.dll Available on MSL

You can find more information about any known Microsoft problems that may cause invalid page faults by searching on page faults in the Microsoft Knowledge Base.

A common cause of a system-related problem invalid page fault is a memory conflict involving a device driver, terminate-and-stay resident (TSR) programs, a system component, or some other loaded file. To troubleshoot a memory conflict, the first step is to restart Windows 95 in Safe Mode and check if the problem occurs.

Safe mode bypasses startup files, including the Registry, Config.sys, Autoexec.bat, and the [Boot] and [386Enh] sections of the System.ini file, and provides you with access to the Windows 95 configuration files. Only essential system files and device drivers (such as mouse, keyboard, and standard VGA) are loaded. This makes Safe Mode useful for isolating and solving memory conflicts.

-- Mike Gallagher and Microsoft Knowledge Base Articles

Aligning Desktop Icons

"The icons on my desktop just don't look right. (They don't appear evenly spaced and aligned as I've seen on other systems.) How do I align them?" Your desktop's Auto Arrange command might be turned off, meaning that if you click and drag an icon to a new location on the desktop, Windows will leave the icon in that exact location. If you want your icons lined up in neat, evenly spaced rows on the left side of the screen, turn Auto Arrange back on. **Right-click** on the desktop, select **Arrange Icons**, and in the resulting menu, select **Auto Arrange**. Now, no matter where you attempt to place icons, they will automatically jump back into formation.

If, on the other hand, you want your icons evenly spaced and aligned wherever YOU place them (for example, along the top and right edges of the screen), simply ask Windows to line them up. **Right-click** on the desktop and select **Line Up Icons**.

--A Microsoft Tip

Are you an advanced computer user? Do you like to write?

PROTRAIN is looking for qualified persons interested in writing articles or tips for The PROTRAINer.

We want our newsletter to be the best it can be, and we think the more contributors there are, the better. Working in the field can be an advantage, too, you are more in tune with the particular needs/questions of your co-workers, managers, etc. Your specific expertise could be a real asset to others who read The PROTRAINer! We invite you to share those questions and answers to particular problems that others could benefit from. If you would be willing to contribute to The PROTRAINer, please

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