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**I K ASSOCIATES**  
 The Computer Pros With Business Sense™  
 For Computer Sales, Support, Training / Web Page Design / Technology Consulting  
 P O Box 365  
 Highland Lakes, NJ 07422-0365  
 973-764-4510  
 Fax 973-764-0568  
 www.ikassociates.com  
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# IKA Tech Talk

## Nursing A Sick Mouse Back To Health

### Good Mousekeeping Tales

Do you have an unruly mouse? Does it take grand theatrical moves to make the mouse go from point "A" to a spot two characters away? Before you take a hammer to the stubborn critter, read on. The solution may be as simple as 'curing' an upset stomach.

### Why Does It Do What It Does?

An unclean mouse causes erratic cursor movement. People unfamiliar with cleaning a mouse will either suffer with it, or go out and buy a new mouse. If you buy the \$5 variety, it's not much of a problem, however, when your mouse costs \$150, it would be more beneficial to clean the mouse than replace it. If you choose to suffer with erratic movement, you risk problems to YOUR health.

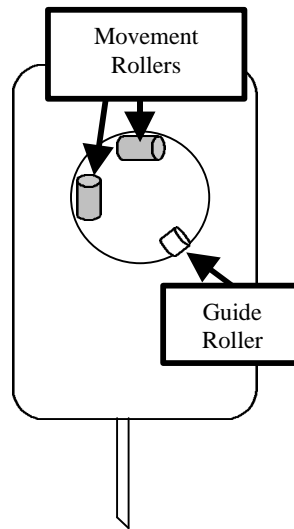
A clean mouse is essential to accurate and comfortable cursor movement. The environment necessary for proper operation of the mouse is also ideal for collecting lint, dust, dirt, etc. A good mouse pad surface will have texture, something like a fine knit cloth, which in turn causes friction on the surface of the mouse ball, which allows the ball to roll, but also attract dust. The action of the ball against the rollers compresses the dirt and dust forming a slightly shiny clump of dirt on the

rollers. When the ball hits the dirt on the roller, it causes a slip in the movement of the screen cursor. During this 'slip,' no movement of the cursor occurs. The problem is, your hand still has to move. The dirtier your mouse, the more unnecessary hand movements are made, causing hand fatigue, which could result in Carpal Tunnel Syndrome.

### So What Do I Do?

Usually, a mouse consists of a plastic case, bottom cover plate, ball, and rollers to guide and initiate movement. Prior to cleaning the mouse assemble your cleaning necessities, the infamous lint free cloth, alcohol, cotton swabs, and some sort of plastic cleaning implement such as a stylist, coffee stirrer or even a retractable ballpoint pen with point inside.

Turn off your computer. Remove the mouse bottom cover plate, which may



have arrows showing closed direction. Clean plate with alcohol on the cloth. Remove ball. **Dampen** your palm with alcohol, rub ball around alcohol – if not very dirty the moisture in your hand may be sufficient. Once cleaned, place in cup portion of cover plate. Cleaning the rollers is probably the most critical part, but take care not to scratch the surfaces. Using the **side** of your stylist, **gently** scrape dirt off rollers allowing the dirt to fall out of the case. Carefully, blow

out the mouse case with canned air or by mouth. Reassemble mouse. Clean outer case with alcohol dampened cloth. Do not get the inside of the mouse wet.

A clean mouse is of little consequence if the mouse pad is full of lint and dirt. If the pad is free of printing, slap it against

your hand or table. You may also use a vacuum cleaner, or even rub the surface with a lint free cloth.

# Am I Losing My Mind???

## *Not If You Practice Efficient Hard*

### *Drive Management*

When on your computer many of you have probably said, "I know I copied the file, but I can't find it." Maybe you wanted to back-up the files on your hard drive but found you would need 22 floppy disks! Hard Drive management is a two-fold process of making folders and organizing those folders to find files easily and make back-ups on a minimum number of floppies. Once you know the tool to make folders, you will better be able to organize your hard drive to suit your lifestyle.

By default, Windows sets up a "My Documents" folder under the root directory (C:). You may find it more useful to create a "Data" folder and create sub-folders for all your programs.

Highlight the folder under which the new folder will appear. Click on "File" on the menu bar. Click on "New" then "Folder." A folder will drop into your directory with name highlighted. Type in new name and hit "Enter." Your new folder has been created! Next, direct

your Microsoft programs to this directory. Within the MS program, click on "Tools" on the menu bar. Then click on "Options." Under the "File Locations" tab use the "Modify" button to find this new folder. Highlight the folder when found then click on "OK."

## Business 101

Always remove those business cards you collected at a conference in a safe place **right away**. Nothing is worse than finding a cleaned ball of business cards in the washer! If I met you at the NAWBO DC Conference and was supposed to call, call me! I washed your card!

## IKA News

Ina Klasko, an Adjunct Faculty member at Community College of Morris (CCM) in Randolph and Sussex County Community College (SCCC) in Newton, will teach nine Introductory and Intermediate courses in Microsoft applications beginning July 12 through December at SCCC. Four QuickBooks 99 courses will be taught at CCM beginning July 11 through November. Note: Above classes, part of the **IKA Sof-Train™** Program, have been customized for the schools. Content differs greatly from the **IKA Business Specific** Training courses.

### ***IKA Business Specific Training™*** Classes

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Make your documents 'pop.' Learn to use those graphics features in MS Word \$150

**Managing Your Business With Microsoft Outlook**  
Learn to use MS Outlook as a valuable marketing tool in your business. \$205

**Mail Merge Beginnings**  
In-depth lab course on using Mail Merge in your business. Put all those business cards you've collected over the years to good use. \$150

**QuickBooks® 99**  
Introductory course taking the student through the tasks necessary to run their business. \$205

**IKA BST** courses are given in group sessions at ETTC in Sparta, or 3 or 6-hour sessions at your site for prevailing hourly rates.

**Check our web site for complete course descriptions & schedule**  
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## ***I K ASSOCIATES***

P O Box 365  
Highland Lakes, NJ 07422-0365

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