

# PC doctor

**Q** Years ago I owned an Amstrad PCW8256 word processor. I used this for all sorts of things but the most useful aspect was as a card-file index, using the excellent Masterfile.

Before I sold the machine, a friend of mine connected it up to his PC and transferred all my data, with all the Masterfile records being converted to text files. One of the disks contains a huge list of addresses for all my old university chums and from this I'm creating a mailing list in Word to inform them of a reunion party I'm organising.

I've done all the hard work of separating the contacts and setting up the mail-merge but one tiny thing is niggling me - all the address details are in upper case characters and I think this looks very ugly when printed. Is there any easy way in Word to alter the capitalisation?  
*A Fullerton, Fife, Scotland*

**A** There is a little-known shortcut in Word versions 2.0 and onwards that allows you to cycle the capitalisation of a selected block of text through upper case, lower case and title case (meaning only the first letter of each word is capitalised). To do this, first select the required block of text (pressing Ctrl+A will select the whole document) and then cycle through the different cases by pressing Shift+F3 until you reach the one you need.

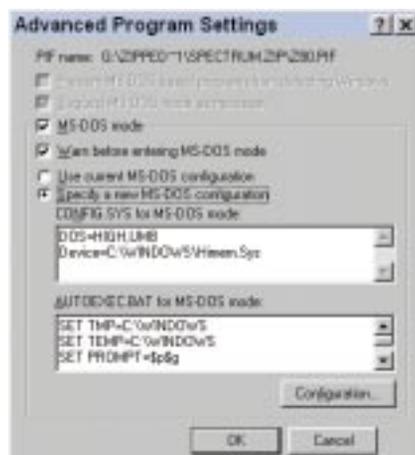
Incidentally, if you're using Word 97 you'll find a Change Case option on the Format menu. This has the added ability of applying a 'Sentence case', which simply capitalises the first letter of each sentence in the selected block.

**Q** Having been brought up on DOS since 1988, I still use a lot of DOS programs and a few Windows 3.1 ones. I have decided to give

## The PC doctor gives advice on managing memory in Windows 95, explains how to best manage multiple parallel port peripherals, and solves a sinister mouse problem

Windows 95 a whirl but am worried that I will not be able to edit the AUTOEXEC.BAT and CONFIG.SYS files to give me a choice of memory configurations before I use a program. Can I do this with Windows 95?  
*John Hunt, Netherton, Huddersfield*

**A** You can still edit the AUTOEXEC.BAT and CONFIG.SYS files in Windows 95 but the good news is that you should never have to do this. Windows 95 has significantly



improved the way in which a PC uses its memory and does away with the need for a DOS memory manager completely.

Running DOS applications really isn't the best way to get the most out of Windows 95 but if you must, then you may encounter problems. DOS applications can be run in a window but as Windows can't move the memory required by a DOS application around, this can lead to memory fragmentation.

A neater solution for DOS applications is MS-DOS mode. With this, you can specify different AUTOEXEC.BAT and CONFIG.SYS configurations for each DOS application (right-click on a DOS application icon and choose Properties for this). When you run such an application, Windows 95 will shut down and restart the PC using the configuration that you specified, allowing you to tailor each DOS application to its own requirements.

**Q** I am considering buying an Iomega Zip drive. At the moment I have an HP DeskJet Printer and Plustek scanner connected to my PC's parallel port. Is there a limit to the number of peripherals I can connect to one parallel port or would it be advisable to add another parallel or SCSI port?  
*David Bonehill, Redditch, Worcs*

**A** There is a limit to the number of peripherals that can be attached to a parallel port and any more than two won't work. An additional parallel port is one solution to the problem, but adding SCSI may not be. Although a SCSI interface can support up to seven



peripherals, these all have to be SCSI devices and not parallel ones.

A cheap, effective solution is a parallel port switch box like the Primax Super-switch. For £29.99, this lets you connect up to four devices to a parallel port and you just turn a knob to switch between each one. Primax is on 01235 546020.



As a family of five, we have recently decided that a multi-media PC with Internet access is needed. One question we have asked ourselves is – is it possible to connect two mice to a PC? Our family consists of two left-handed people and three right-handed and we can foresee that swapping the mouse from side to side will cause much disagreement!  
*John Phillips, Winchester, Hampshire*



In a word, yes. Just plug the second mouse into your PC, restart and Windows 95 will detect its presence. You can then use either mouse at will, though preferably not both at the same time.

The downside of such an arrangement is that if you use serial port mice, you won't have a spare serial port for an external modem. A PS/2 mouse is a way around this but you may encounter hardware conflict problems if you have an internal modem and it's worth checking with your potential PC supplier before you buy anything.

A cordless mouse is a neater solution, since it can be moved around without worrying about cables. Give Logitech a call on 01306 734300.



After creating individual user settings as described in your November issue, I promptly forgot the password and cannot get into my PC. Is there any way I can find out the password or delete the profiles so that I can start all over again?  
*Hugh Boddington, Norwich*



As we explained at the end of the article, password protecting Windows 95 in this way is far from secure and you can bypass the login screen by pressing the Escape key. If you've forgotten your password, look in the Windows folder for a file named after your login name with a PWL extension (hugh.pwl, for example). This contains your password – delete the file, restart Windows and you can enter a new password.



I want to compile an inventory of everything in my home for personal and insurance purposes. I have had trouble finding a suitable package for this task, though I understand that there is a Quicken product that covers this area. Can you help me?  
*Paul Edwards, Crawley, Sussex*



Intuit used to market a product called Quicken Home Inventory but this was discontinued a few months ago. However, if you go and scour the bargain bins in your local software shops you might be able to pick up a copy.

If you don't have any joy that way, you might want to consider the company's flagship product, Quicken Deluxe. This incorporates the Home Inventory program into a personal finance suite, with the advantage that it can automatically scan transaction entries for likely inclusions. Quicken Deluxe costs £59.95 (inc VAT) and you can order it direct from Intuit by calling 0800 585058.



I have recently saved a large number of documents in Microsoft Word 97 format and now want to open them in Word 95. Despite trying every converter supplied with Word 95, I have not been able to open any of these files. I'm sure there must be a way, but it's got me completely stumped.  
*Daniel Falconer, Milford Haven, Pembrokeshire*



Microsoft has written a special file converter for just this purpose. If you have access to the Internet you can download what you need from: [premium.microsoft.com/support/kb/articles/Q162/2/14.asp](http://premium.microsoft.com/support/kb/articles/Q162/2/14.asp).

You can also call Microsoft's product support line (0870 501 0100) and ask them to send you a copy on a floppy disk.



I have recently purchased a well-specified system from Time Computers. I wanted to go for the advertised 'PC-TV' option but the company demanded an extra £300 for that model, which seemed rather expensive to me. Is there any way I can use my PC's monitor as a television without spending hundreds of pounds?  
*Matthew Hill, Ward End, Birmingham*



You certainly don't need to spend as much as £300 to receive television signals on your PC. There are a number of good television expansion cards currently on the market, with most of them hovering around the £100 mark.

One of the best is the Win/TV-Radio – reviewed in the September issue of *What PC?* – which is made by a company called Hauppauge. For just under £130, you get a card that not only allows you to watch television on your PC's monitor but also gives you the ability to read Teletext pages or listen to the radio.

You can call Hauppauge's UK distributor, ODT, on 0171 378 7309, or visit the company's Web site ([www.hauppauge.com](http://www.hauppauge.com)) for further details.



**T**he PC doctor regrets that he cannot provide readers with individual replies or answer queries over the telephone, but if you have a question or problem you want to share with other readers, write to PC doctor, *What PC?* Editorial, VNU House, 32-34 Broadwick Street, London W1A 2HG or e-mail [whatpc@vnu.co.uk](mailto:whatpc@vnu.co.uk).

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