

## **LESSON 45**

### **WIN 98 SHUTDOWN PROBLEMS**

### **MORE PRINTING TIPS**

After installing Windows 98 some of you may have experienced lock-ups when you shut your computer down. Here are two things you can do to fix the problem.

Windows 98 has a fast shutdown feature that is not compatible with some hardware devices. The fast shutdown feature is enabled by default when Windows 98 is installed. To disable it click on Start and then on Run. Type MSCONFIG and click on OK. Now click on the Advanced button and click on Disable Fast Shutdown. Click on OK twice and restart your computer.

Another common cause of shutdown lock-up syndrome may be a damaged Exit Windows sound file. Double-click on My Computer and open Control Panel. Open Sounds and in the Events list select Exit Windows. Click the Name box in the Sounds section and try a different sound. Microsoft gives you a choice of sounds and even if your computer doesn't lock-up when you exit Windows, you can select the exit sound that you like. We are getting more Mac-like at each new release of Windows.

Last week our lesson was about printers and printing. Here's one additional printing tip. There may come a time when you want to print both sides of your pages and it's easy to do. From your Microsoft Word document just click on File and then on Print. In the Page Range dialog box select all of your odd pages by entering 1,3,5,7 and so on. Print these pages and put them back into your printer. Now print again and in the page range specify the even pages, like 2,4,6, and so on. If

you aren't sure how to put the paper in to print the other side, draw a mark at the top of the front and back of a blank sheet of paper. Insert this paper into your paper tray or bin and print it. You will now see where your printer places text in relation to your mark. Just turn the paper over and place it back in the printer with the mark you made on the backside of the page in the same position. Now you'll know how to insert the odd pages for printing on the reverse side.

Word Perfect 8.0 has an easier way from within the document click on File and then on Print. Now select the Two-Sided Printing tab. Select Step 1 to print odd pages. Now place the printed pages back in your printer and select Step 2 to print the even pages.

Now, that wasn't so hard, was it?

