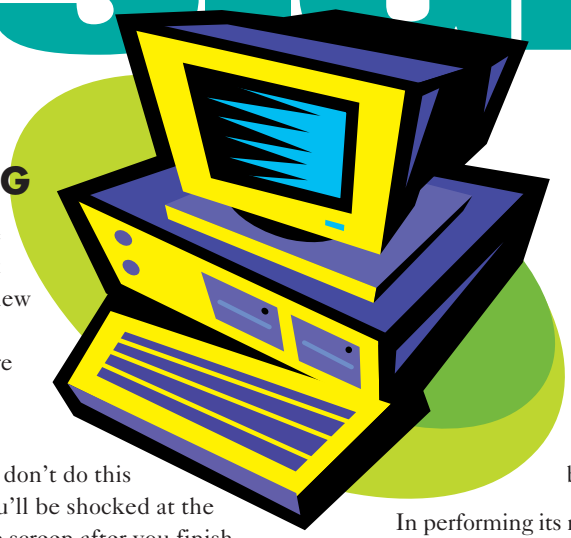
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INSIGHTS

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Spring Cleaning

Never mind moving the furniture and washing the windows. Forget about cleaning the mold and mildew out of your bathroom. It's time to Spring Clean your computer! Here are seven easy steps to guide you along your techno-journey:

1. *Clean your monitor screen!* If you don't do this on a regular basis, or not at all, you'll be shocked at the dirt you find and the clarity of the screen after you finish.

2. *Check your keyboard!* If keys stick, the easiest method is to simply replace the keyboard itself. There are all sorts of ways to clean a keyboard—the only thing they have in common is that none of them work very well. You can purchase a new keyboard for a modest price of $15-$50.

3. *Clean that mouse!* If you have an old-style mouse, cleaning it will set your cursor free. Simply remove the retaining ring around the rubber ball. Moisten a cotton swab with alcohol and clean the gunk around the rollers the ball rests on. Then wash the ball with soap and water and dry it. Replace it, put the ring back on and you'll really be pleased with how it performs.

4. *Run ScanDisk and Defrag!* You'll find these two utilities by going to the Start button, selecting accessories and then System Tools.

5. *Remove old Programs!* Click on the My Computer icon on your screen, double click to open the Control Panel and go to Add/Remove Programs. If there are programs on the list that you no longer use, select and remove them. That'll free up space on your hard drive.

6. *Check Connections!* Turn the power off to your computer and check the connections (mouse, monitor, speakers, modem, etc.) at the back of your computer. Make sure everything is attached securely. For those connections that use thumb screws, tighten them.

7. *Clean the exhaust fan!* While you are back there, take a look at the exhaust fan opening. If you see any dust or dirt, remove it – either with a vacuum or a brush. (The brave can remove the cover of the computer and do a better job checking for dust and dirt.) ■

Source: Bill Husted, Cox New Service

May At-A-Glance

Ah spring! The month of May is recognized as National Barbeque Month, National Bike Month, and National Physical Fitness and Sports Month. May 1 is May Day (of course), May 13 is Mother's Day, on May 19 we celebrate Armed Forces Day, and this year Memorial Day will be celebrated on Monday, May 28. Speaking of May Day, did you ever wonder where the distress signal "mayday" came from? The encyclopedia explains that the term was used as a distress signal for aviators because it approximates the French term "m'aider," meaning "come help me!" The term came into use between the years 1925-1930.



Pollution Prevention Strategy

James Hennessey, Environmental Coordinator
U.S. Postal Service, Albany NY District

The United States Postal Service is committed to providing employees and customers with a safe and healthy environment. Environmental protection is the responsible thing to do and makes for sound business practices.

In performing its mission to provide prompt, reliable, and efficient postal service to all communities, the Postal Service conducts its activities in a manner protecting human health and the environment. One way we do this is by using the ChemStation bulk system and their environmentally-safe products. Using ChemStation benefits The Albany Postal Service in several ways.



Pictured, Joe Madelone. Filling floor scrubber for washing floors at Albany plant.

ChemStation provides:

- Greater employee efficiency and safety.
- Far better environmental practices, with no drums to dispose of or entrust to others for recycling.
- A reduction in the use of 17 hazardous chemicals identified by EPA 33/50 programs. (In 1993 the goal was to reduce by 33%, 17 hazardous chemicals and in 1995 the goal was 50%).
- Training and advice in getting the best in usage efficiency, safety and regulatory compliance.



Pictured, Don Marshall. Filling foamer from tank for washing floors and trucks at the Albany VMF.

Gail Hall, Sales Specialist from ChemStation New England was instrumental in setting up a program that works for the Postal Service. Gail's overall contribution to the business, both functionally and organizationally, exceeded our expectations. The ChemStation system consistently produces excellent results. ■

ChemStation®

ChemStation's MSDS

The Material Safety Data Sheet (MSDS) delivered to you along with the tank and product is designed to provide both workers and emergency personnel with the proper procedures for handling or working with our products.

Our MSDSs include information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill/leak procedures. These are of particular use if a spill or other accident occurs.

They are meant to be used by, and available to employees who handle our products; employers who need to know the proper methods for storage, etc.; and for emergency responders such as fire fighters, hazardous material crews, emergency medical technicians, and emergency room personnel. Please make sure they're readily available to those at your place of business who may need them. If you've lost, damaged, or misplaced one of our MSDSs, please contact your sales representative for another copy. ■

MSDS



Send your comments to:

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Soapbox

This telephone has too many shortcomings to be seriously considered as a means of communication. The device is inherently of no value to us.
Western Union internal memo, 1876

The scientific theory I like best is that the rings of Saturn are composed entirely of lost airline luggage.
Mark Russell

Being Politically Correct means always having to say you're sorry.
Charles Osgood

The hardest thing in the world to understand is the income tax.
Albert Einstein

Time is nature's way of keeping everything from happening all at once.
Unknown

I used to think I was poor. Then they told me I wasn't poor, I was needy. Then they told me it was self-defeating to think of myself as needy. I was deprived. (Oh not deprived but rather underprivileged.) Then they told me that underprivileged was overused. I was disadvantaged. I still don't have a dime. But I have a great vocabulary.
Jules Feiffer

Never tell people how to do things. Tell them what to do, and they will surprise you with their ingenuity.
George S. Patton

Where a calculator on the ENIAC is equipped with 18,000 vacuum tubes and weighs 30 tons, computers in the future may have only 1,000 vacuum tubes and perhaps weigh 1-1/2 tons.
Popular Mechanics, March 1949