

# COMPUTER INFORMATION SERIES NO. 1

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## COMPUTER INFORMATION SERIES NO. 1

This is the first in a series of reports to help you understand the world of computers and to determine how they can bring many benefits to your personal life and home business. So, if you want to read the entire series and learn along with us \_ you'll need to contact THE PUBLISHER right away to make sure they mail you copies of the entire report series.

Getting Familiar with the PC Computer:

Before you purchase your new computer, you must first understand a little about them. There are 2 parts needed to complete a computer system \_ The HARDWARE and the SOFTWARE. The hardware is what you carry home when you purchase one. Hardware consists of the following components:

- = CPU (Central Processing Unit). This is the square part of your computer system that houses the floppy disk drive and hard drive.
  
- = Monitor. This is the television-type screen of the computer you use to type and create your work on.
  
- = Keyboard. This is the typewriter-like keys you use to type in information and commands for your computer to understand.
  
- = Printer. This is what you use to print out your data (letters, mailing lists, and everything else.)

The second part of your computer system is the SOFTWARE. Without software your computer will just sit on the desk and look at you. It's like buying a toaster without an electric cord. Without a means of plugging the toaster into the electric socket, the toaster will not work. Without software, a computer will not work. Therefore, don't be surprised when you spend \$500 to \$3,000 for a computer and find out you have to invest another \$200 or more for the beginning software.

Shareware programs are very popular with new computer buyers to reduce this cost \_ but you do need to invest some money in a good word processing package (like WordPerfect(R) or Word for Windows.) If you purchase a new computer, normally most of your beginning software is supplied to you from the factory and if your first computer is purchased from an individual advertising in the paper \_ they normally give you free software too. But be prepared to buy specific software for your specific needs now or soon because your individual needs may differ.

When you start pricing computer systems you will find they range considerably in price. This is because you can mix-and-match all the custom qualities available to you in almost any way to fit your particular budget. Since most beginners don't know enough about a computer or how they'll effect their lives, it's sometimes impossible to mix-and-match to your particular needs when you don't even know what they are. A good mail order publication for computer bargains is the GrapeVine Journal, PO Box 488, Bluff City TN 37618 but perhaps the following will help:

Like a television set, monitors come in black/white or color. If you want to save \$150 or more, just specify that you want a black/white monitor.

To further confuse you though \_ both black/white and color monitors also come in a variety of types. Each type determines how clear and definite things appear on the screen. Different types include VGA, Super VGA, CGA, EGA, PGA, MDA and Hercules. The industry standard at this time is Super VGA. It's compatible with almost every type of software. It's clear and easy on your eyes and very affordable. You can purchase a Super VGA color or a Super VGA black/white.

- = RAM (Random Access Memory). The amount of information your monitor can hold at one time is called RAM. Computer memory is measured in bytes and megabytes (1,000 bytes = 1 megabyte and is expressed: 1MG.) The more RAM your monitor has, the better. Be sure and get a minimum of 1MG of RAM for your monitor to run most of the software on the market today; preferably 4MG if you can afford it.
  
- = Hard Drive. Your hard drive is a gigantic storage tank for all your software. It's impossible to operate any software on the market today (unless you just want to play simple games) without a hard drive. A hard drive takes the place of floppy disks. You copy information from your floppy disks to your hard drive and it stays there \_ even when you turn your computer off at night. The size of a hard drive is measured in MG's (megabytes). A standard size hard drive to purchase to run most of the software on the market today would be 120MG. Anything less means you will have to purchase more floppy disks as you fill up your hard drive, which will slow up your operation considerably.