

## **This book is dedicated to ...**

The memory of Dr. George Ikeuchi, Wright College, Chicago who tried to convince me that I had a talent for writing... 30 years later, this is my first major work.

Prof. Julias Nadas, Wright College, Chicago who convinced me to return the academic world after 20 years in industry. He did some tall talking.

And to all the students who have endured my corny jokes, suffer with the early versions of this manuscript, and drove me to look within myself and draw out the qualities which would result it the highest level of presentation and teaching.

To my proofreaders Cathy Lash, Elisier Quintana and Shelly Greenberg you saved me from some embarrassing typos that spelling and grammar check programs missed.

Cathy was a novice computer user. Her input helped me take, what I thought were self-explanatory statements, and reword the structure of the early manual until it became readable and understandable by the nontechnical operator.

I am compelled to inject here that there are some chapters in the *Advanced* section which will remain above the level of the casual user. They are sections that the user might “grow into” as the need arises.

Elisier brought years of proofreading and teaching experience to the project. He understood the problems of teaching adult students. Only short time periods could be devoted to learning, retention improved then material was covered in short chapters and the need for larger print.

Shelly added an interesting prospective. “If I am supposed to know this stuff, why didn’t they tell me?” This statement was echoed several times as we worked to bring her computer back from a total crash. “*They*” refers mainly to the computer manufacturer who failed to supply the proper hardware drivers but, told her during a phone help session, that it was “*her responsibility to know these things.*”

I asked her to apply that same prospective to my manuscript and look for things I might have left out.

Thanks be to all of you.

### **Education vs. experience**

Education is what you get from reading the small print.

Experience is what you get from not reading the small print.

