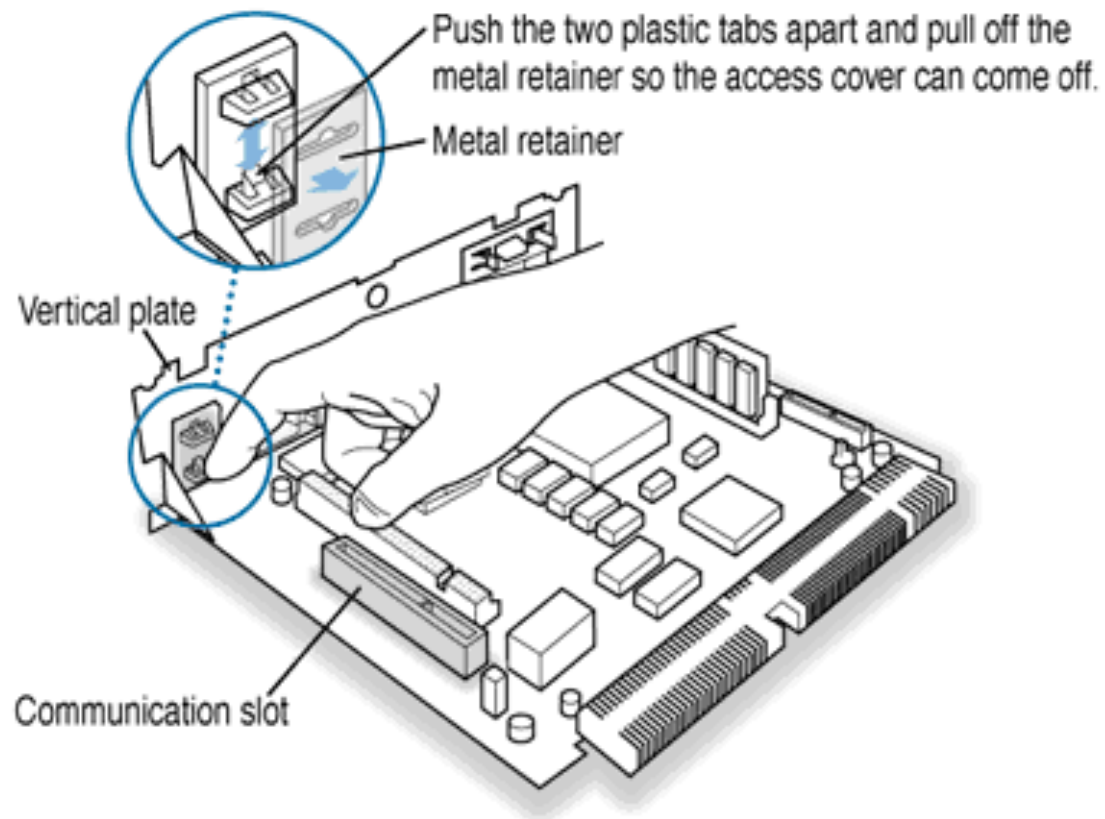


HOW TO LOCATE SOMETHING

Installing a communication card

- 1 If your communication card has ports for connecting equipment, remove the plastic access cover from the vertical plate.

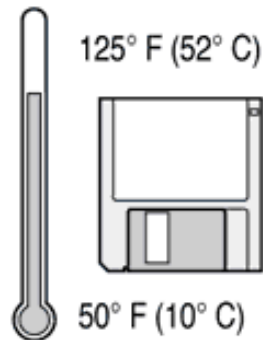


Source: © Apple Computer, Inc.*

HOW TO HANDLE SOMETHING

Handling floppy disks

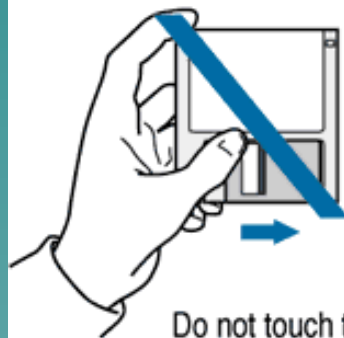
Store disks at temperatures between 50° F and 125° F.



Do not use a pencil or an eraser on a disk or disk label.



Keep disks dry.



Do not touch the exposed part of the disk behind the metal shutter.



Keep disks away from magnets.



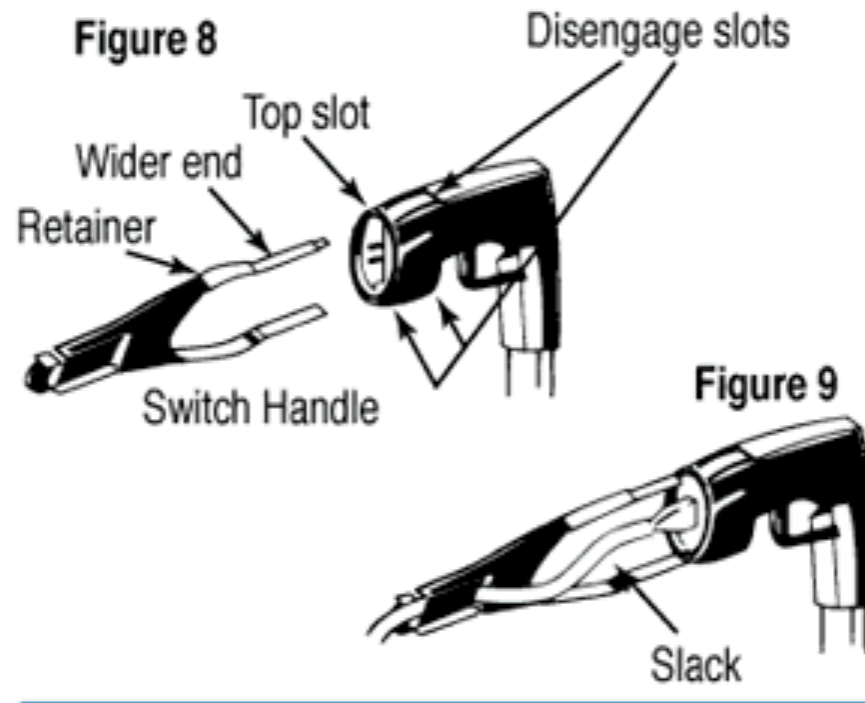
Avoid exposing disks to extremely hot temperatures.

Source: © Apple Computer, Inc.*

HOW TO ASSEMBLE SOMETHING

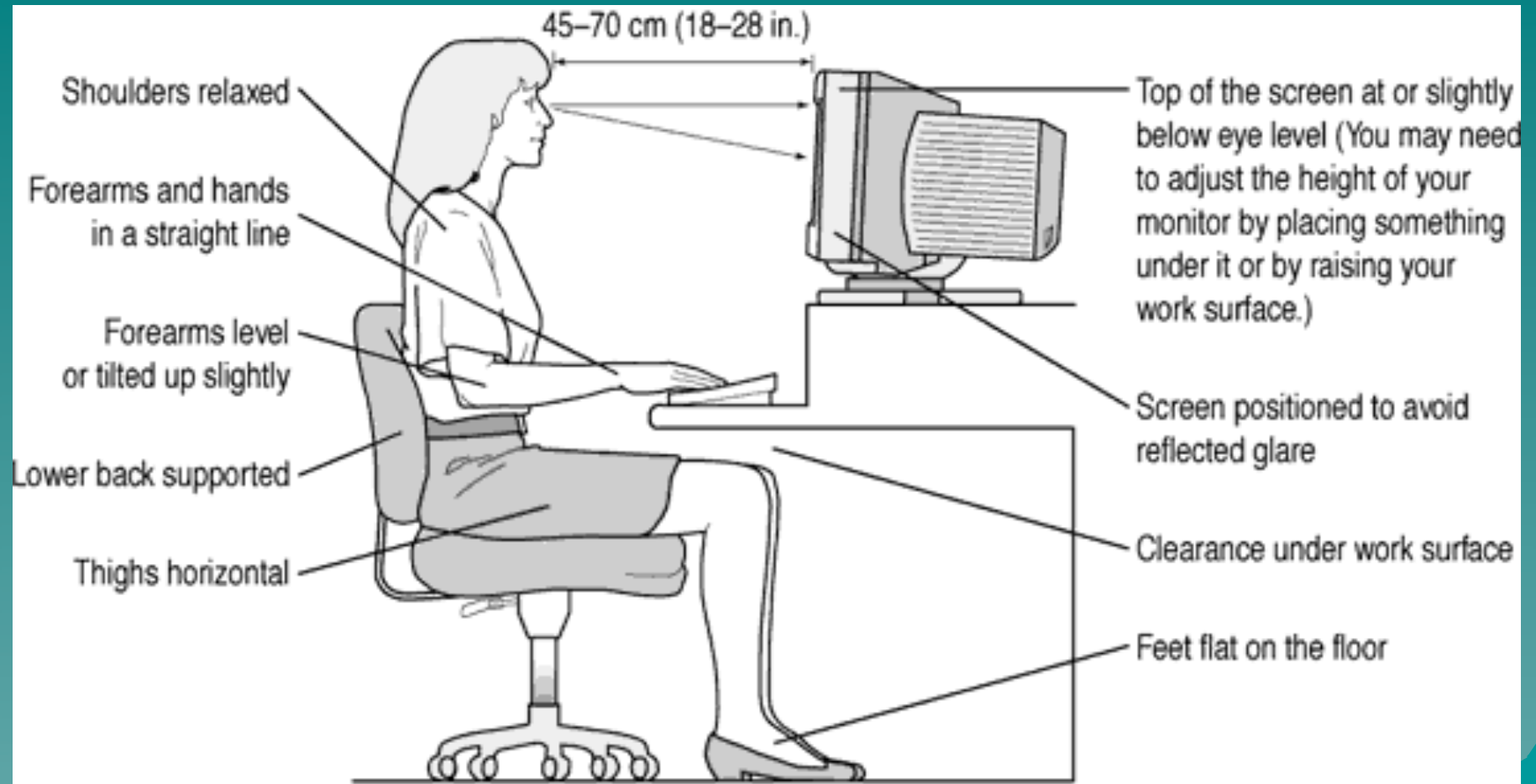
Extension Cord Retainer

1. Look into the end of the Switch Handle and you will see 2 slots. The WIDER end of the Retainer goes into the TOP slot (Figure 8).
2. Plug extension cord into Switch Handle and weave cord into Retainer, leaving a little slack (Figure 9).



Source: Courtesy of Black & Decker® (U.S.), Inc.

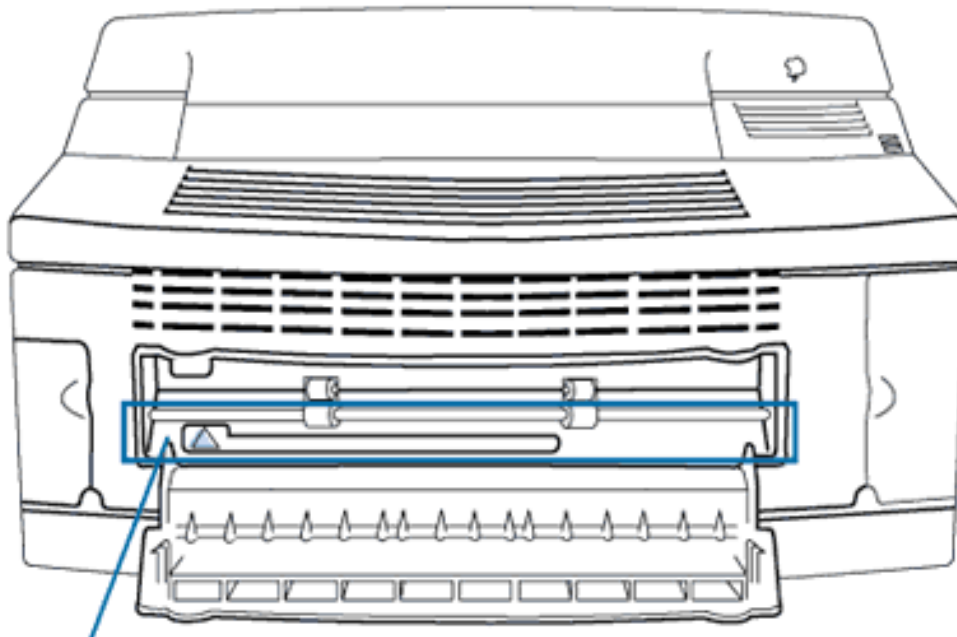
HOW TO POSITION SOMETHING



Source: © Apple Computer, Inc.*

HOW TO AVOID DAMAGE OR INJURY

△ **Important:** The fixing assembly in the printer operates at very high temperatures. When you need to open the printer, be careful not to touch the fixing assembly. △



Fixing assembly.
This area gets very hot.

Source: © Apple Computer, Inc.*

HOW TO DIAGNOSE AND SOLVE PROBLEMS

GENERAL TROUBLESHOOTING CHART

If the amplifier is otherwise operating satisfactorily the more common causes of trouble may generally be attributed to the following:

1. Incorrect connections or loose terminal contacts. Check the speakers, record player, tape deck, antenna and line cord.
2. Improper operation. Before operating any audio component, be sure to read the instructions.

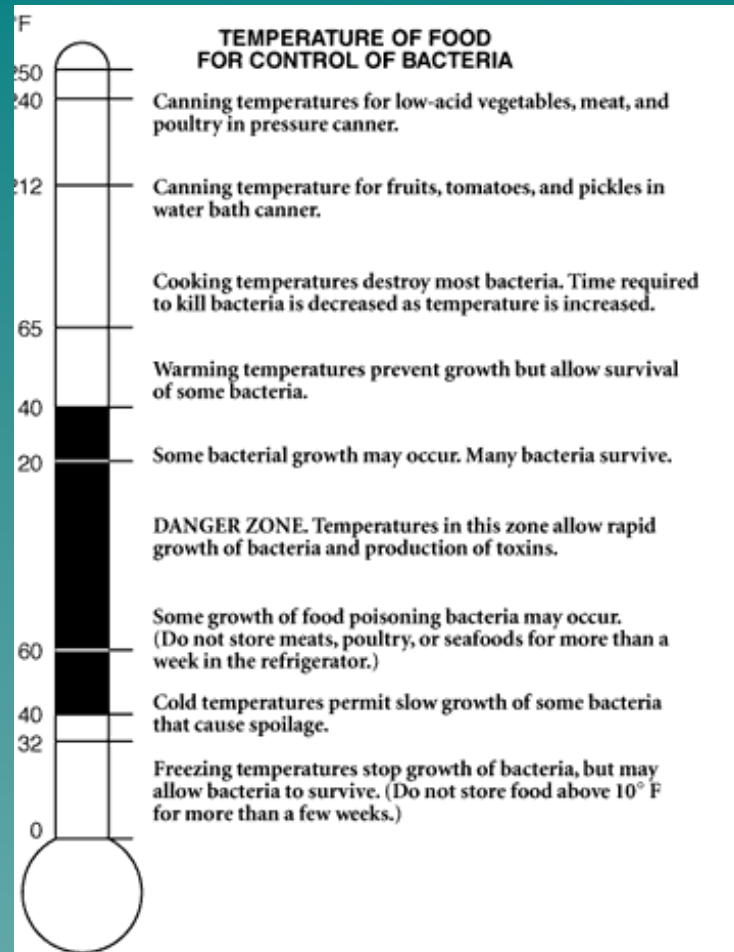
3. Improper location of audio components. The proper positioning of components, such as speakers and turntable, is vital to stereo.
4. Defective audio components.

Following are some other common causes of malfunction and what to do about them.

PROGRAM	SYMPTOM	PROBABLE CAUSE	WHAT TO DO
AM, FM or MPX reception	a. Constant or intermittent noise heard at certain times or in a certain area	<ul style="list-style-type: none"> * Discharge or oscillation caused by electrical appliances, such as fluorescent lamps, TV sets, D.C. motors, rectifier and oscillator * Natural phenomena, such as atmospherics, static, and thunderbolt * Insufficient antenna input due to reinforced concrete walls or long distance from the station * Wave interference from other electrical appliances 	<ul style="list-style-type: none"> * Attach a noise limiter to the electrical appliance that causes the noise, or attach it to the power source of the amplifier. * Install an outdoor antenna and ground the amplifier to raise the signal-to-noise ratio. * Reverse the power cord plug-receptacle connections. * If the noise occurs at a certain frequency, attach a wave trap to the ANT. input. * Place the set away from other electrical appliances.

Source: Courtesy of Sansui Electronic Co. Ltd.

HOW TO IDENTIFY SAFE OR ACCEPTABLE LIMITS



Source: Reprinted with permission of Macmillan General Reference USA, a Division of Simon & Schuster, from *The New York Public Library Desk Reference*. Copyright ©1989, 1993, 1998 by the New York Public Library and the Stonesong Press, Inc.

HOW TO PROCEED SYSTEMATICALLY

CHECK ALL WALL OUTLETS AND SWITCHES

<ul style="list-style-type: none">• Do all unused outlets have safety covers placed in receptacle openings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	→	Shock hazard can result if children insert objects into outlets.
				Purchase inexpensive safety covers for all unused outlets.
<ul style="list-style-type: none">• Are all outlets and switches working properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	→	Improperly operating outlets or switches indicate an unsafe wiring condition may exist.
				Have an electrician check them.
<ul style="list-style-type: none">• Are all outlets and switches cool to the touch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	→	Unusually warm outlet or switch may indicate an unsafe wiring condition exists.
				Unplug any cord or stop using the switch and have an electrician check.
<ul style="list-style-type: none">• Do electrical plugs fit snugly into all outlets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	→	Loose-fitting plugs can cause overheating.
				Have the outlet replaced.

Source: U.S. Consumer Product Safety Commission

WHY ACTION IS IMPORTANT



Hidden air leaks can account for up to 50 percent of a typical home's heat loss.



Total area of all air leaks can add up to 10 to 20 square feet; that's like leaving a door open all winter.



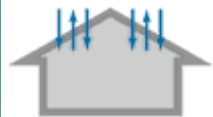
Insulation alone does not seal air leaks.



Sealing air leaks helps insulation do its job.



Insulation not only keeps heat inside the house in winter but also keeps heat out in the summer.



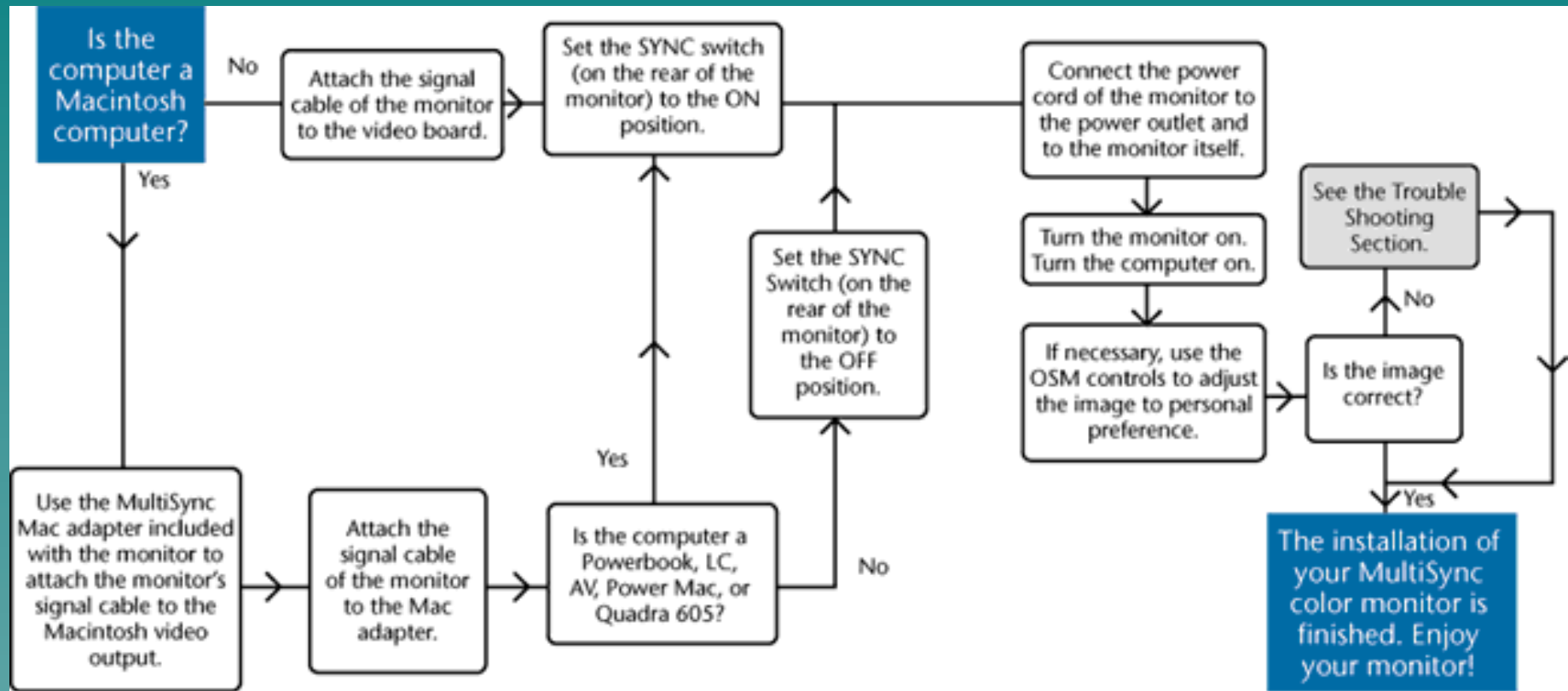
The greatest heat loss or gain occurs through the attic. Sealing attic air leaks and installing attic insulation reduces energy costs and increases comfort.



Insufficient attic ventilation can cause moisture buildup that ruins attic insulation and rots wood.

Source: Courtesy of Mass-Save, Inc., Waltham, MA.
Copyright ©1993.

HOW TO MAKE THE RIGHT DECISIONS



Source: Flow chart: "Installation," p.12 of *NEC Enterprise Series MultiSync® XE User's Manual*.
Copyright ©1995 NEC Technologies, Inc. Reprinted with permission.

INADEQUATE DETAIL FOR LAYPERSONS

First Aid for Electrical Shock

- ◆ Check vital signs
- ◆ Establish an airway
- ◆ Administer external cardiac massage as needed
- ◆ Ventilate, if cyanosed
- ◆ Treat for shock

ADEQUATE DETAIL FOR LAYPERSONS

MOUTH-TO-MOUTH BREATHING

If there are no signs of breathing, place one hand under the victim's neck and gently lift. At the same time, push with the other hand on the victim's forehead. This will move the tongue away from the back of the throat to open the airway.



Source: Reprinted with permission of Macmillan General Reference USA, a Division of Simon & Schuster, from *The New York Public Library Desk Reference*. Copyright ©1989, 1993, 1998 by the New York Public Library and the Stonesong Press, Inc.

VISUAL EXAMPLES REINFORCE THE

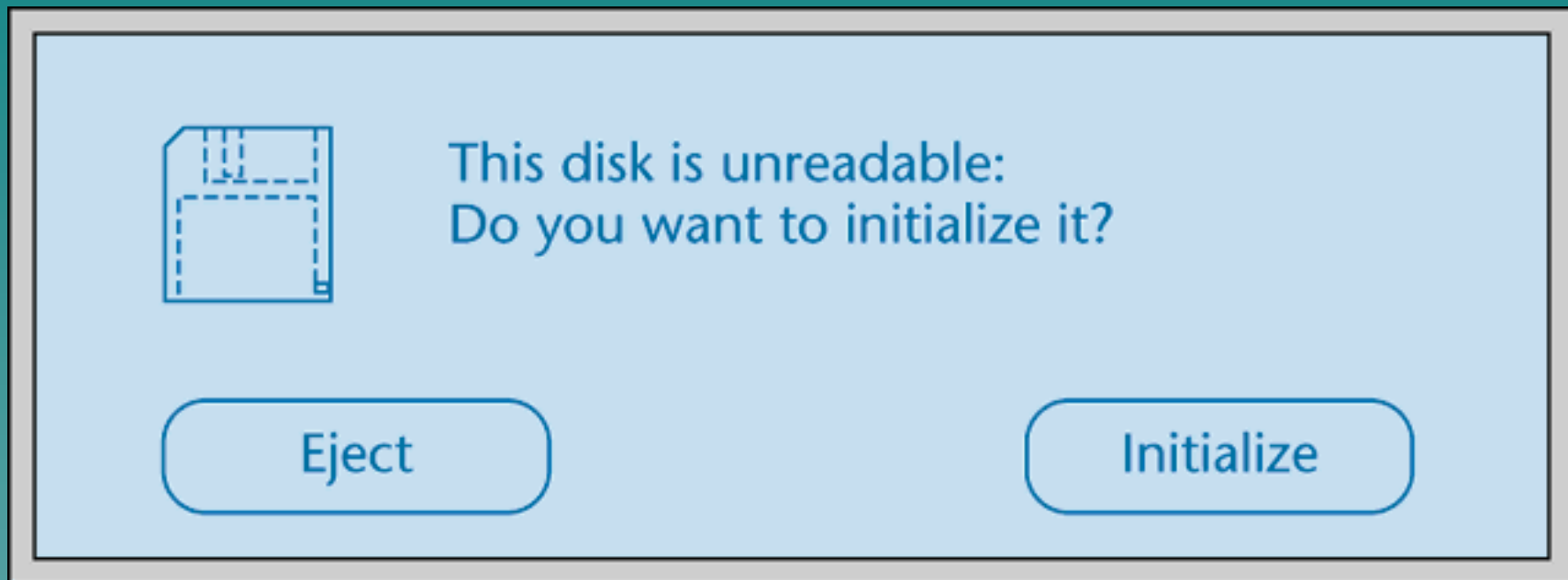


Figure 1: The “Initialize” Message

VISUAL APPEARS CLOSE TO THE

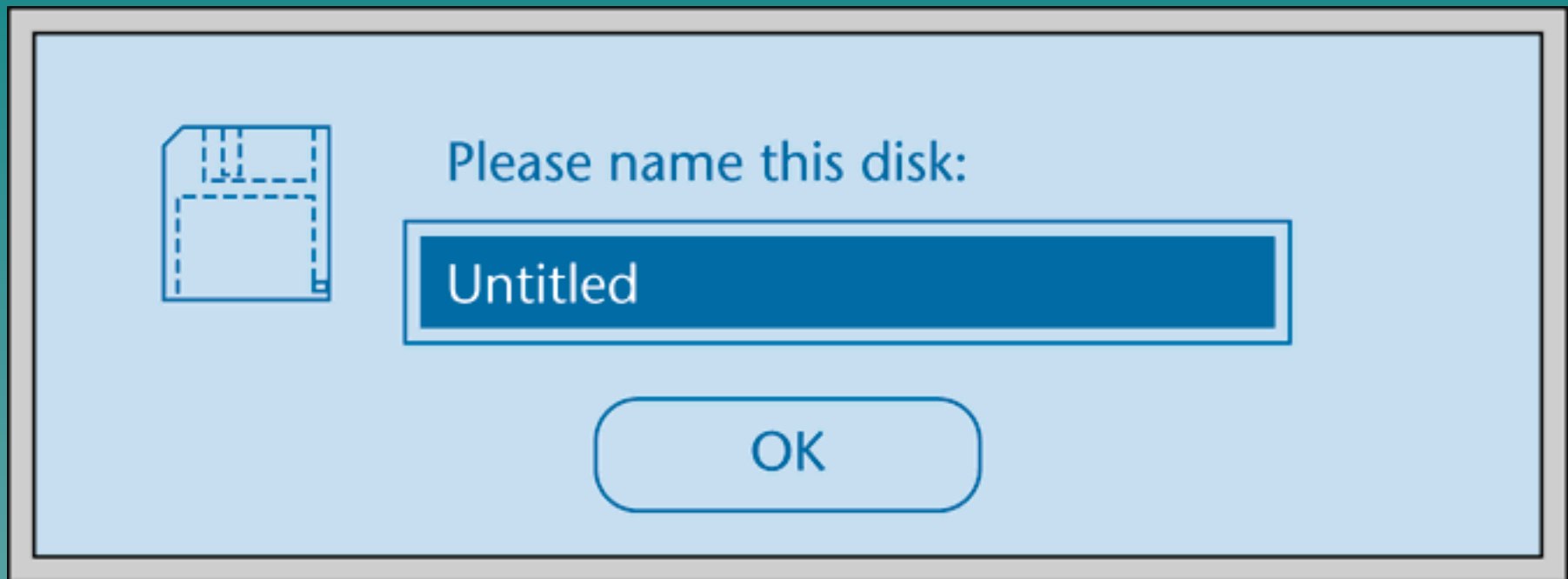


Figure 2: The “Disk naming” Message

MATERIALS AND EQUIPMENT

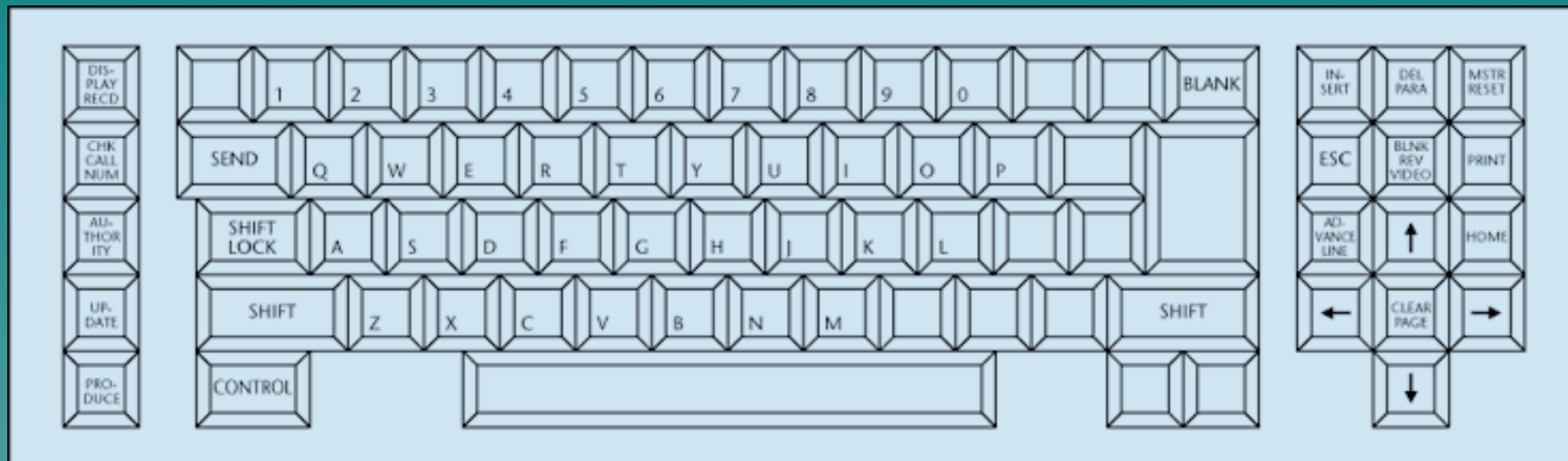


FIGURE 1 The OCLC Terminal Keyboard

VISUALS REINFORCE PROSE

The Logic of Failure: recognizing and avoiding error in complex situations/Dorner, Dietrich. Metropolitan Books. Distributed in the U.S. and Canada by Addison-Wesley, c 1996.

Figure 2: The Title That Matches the Code You Typed

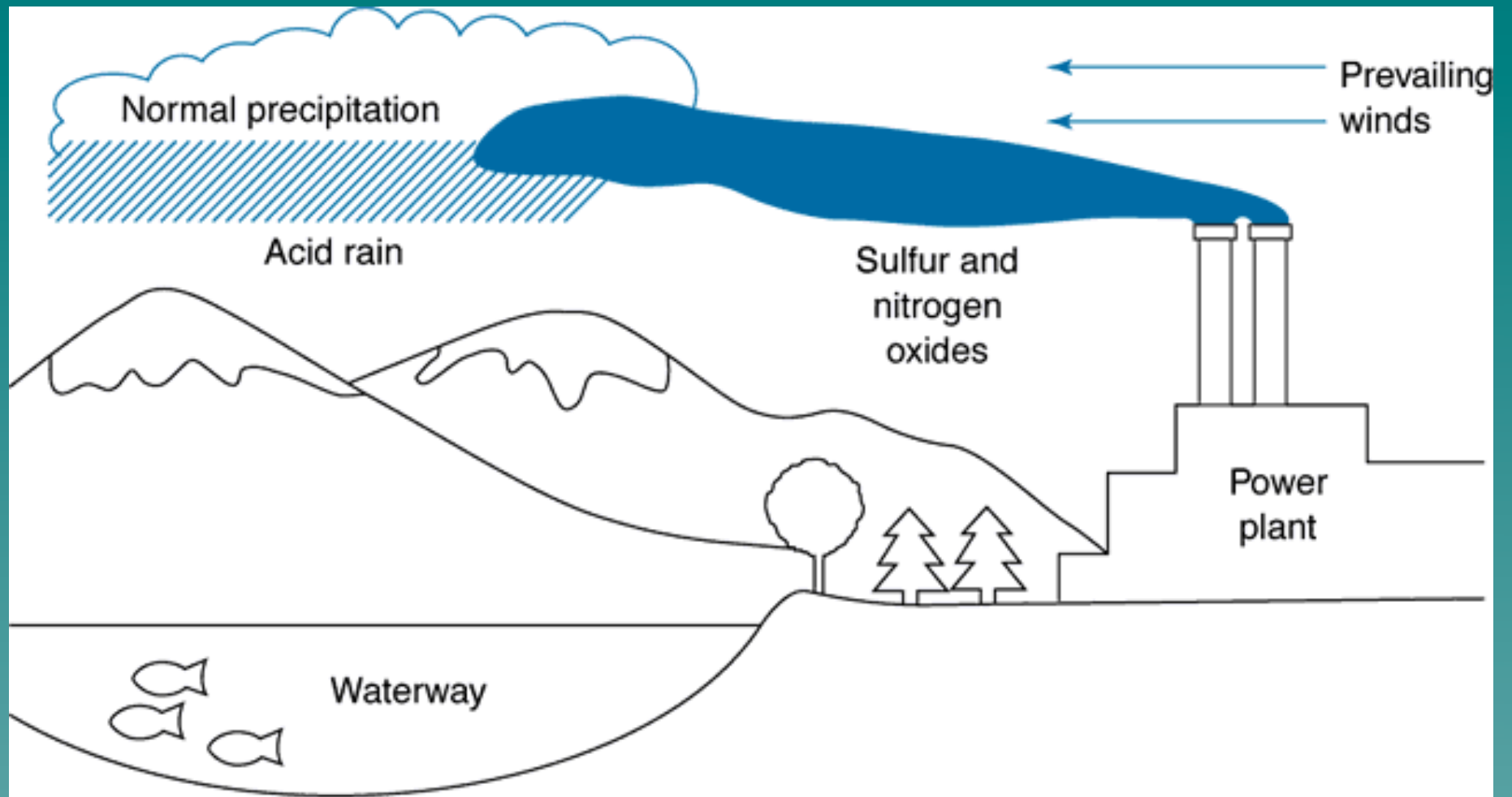


FIGURE 1 How Acid Rain Develops

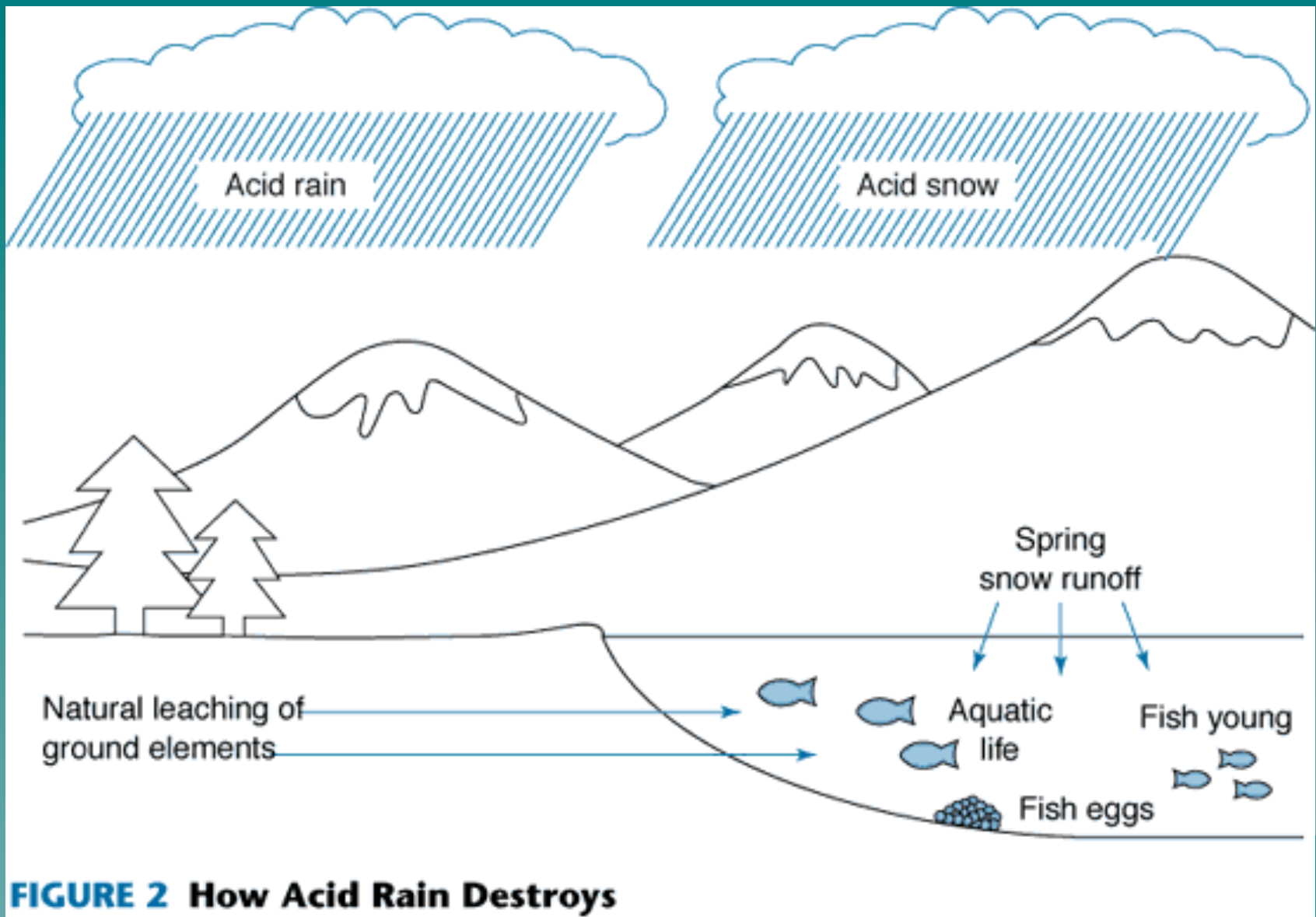


FIGURE 2 How Acid Rain Destroys

VISUALS REPEAT, RESTATE, OR REINFORCE PROSE

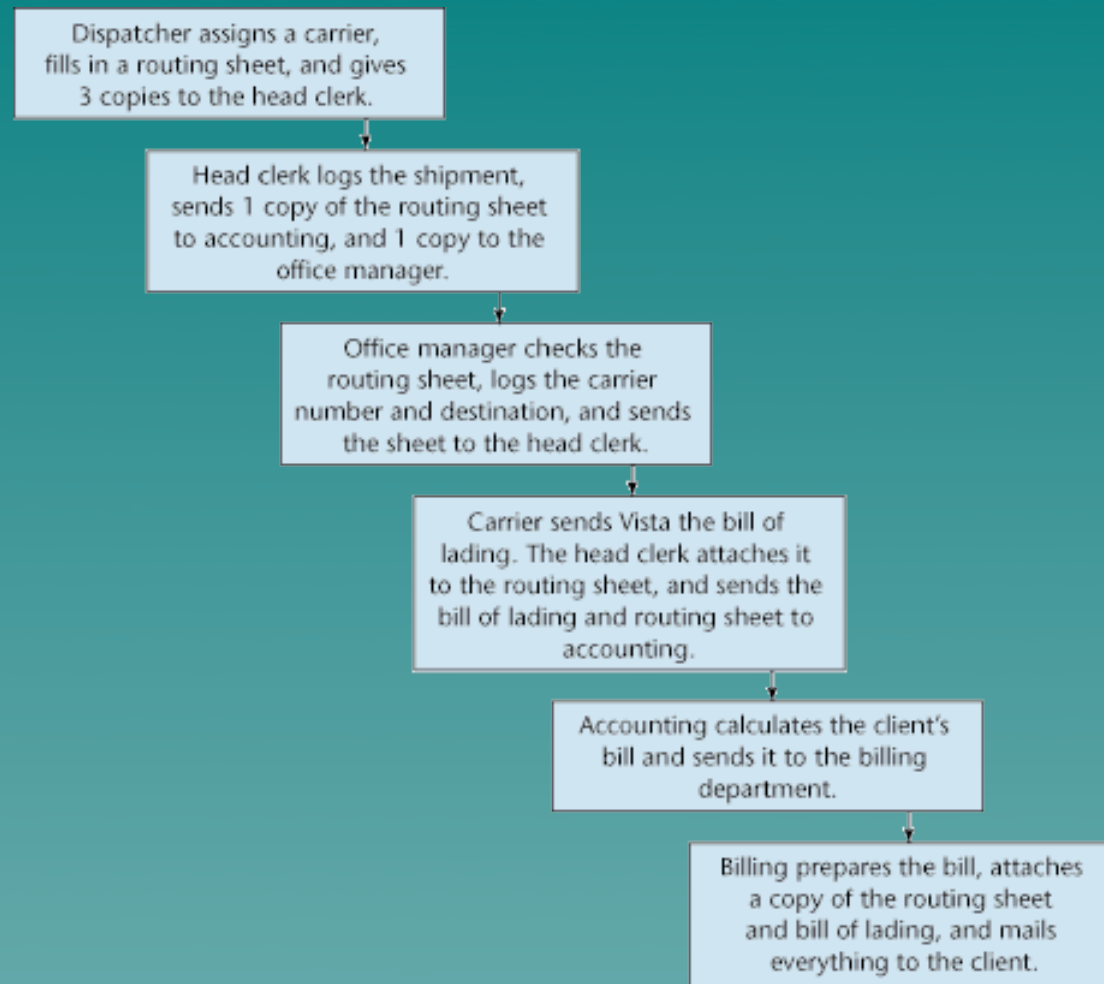


FIGURE 1 Flowchart of Vista's Manual Routing and Billing System

HOW TO THINK CRITICALLY ABOUT YOUR RECOMMENDATIONS

Consider All the Details

- What exactly should be done—if anything at all?
- How exactly should it be done?
- When should it begin and be completed?
- Who will do it, and how willing are they?
- What equipment, material, or resources are needed?
- Are any special conditions required?
- What will this cost, and where will the money come from?
- What consequences are possible?
- Whom do I have to persuade?
- How should I order my list (priority, urgency, etc.)?



Locate the Weak Spots

- Is anything unclear or hard to follow?
- Is this course of action unrealistic?
- Is it risky or dangerous?
- Is it too complicated or confusing?
- Is anything about it illegal or unethical?
- Will it cost too much?
- Will it take too long?
- Could anything go wrong?
- Who might object or be offended?
- What objections might be raised?



Make Improvements

- Can I rephrase anything?
- Can I change anything?
- Should I consider alternatives?
- Should I reorder my list?
- Can I overcome objections?
- Should I get advice or feedback before I submit this?

FINDINGS

Table 1 EMF Emissions from Power Lines (in milligauss)

Types of Transmission Lines	Maximum on Right-of-Way	Distance from lines			
		50'	100'	200'	300'
115 Kilovolts (kV)					
Average usage	30	7	2	0.4	0.2
Peak usage	63	14	4	0.9	0.4
230 Kilovolts (kV)					
Average usage	58	20	7	1.8	0.8
Peak usage	118	40	15	3.6	1.6
500 Kilovolts (kV)					
Average usage	87	29	13	3.2	1.4
Peak usage	183	62	27	6.7	3.0

Source: United States Environmental Protection Agency, EMF in Your Environment. Washington: GPO, 1992. Data from Bonneville Power Administration.

FINDINGS

Table 2 EMF Emissions from Selected Sources (in milligauss)

<i>Source</i>	<i>Range^{a,b}</i>
Earth's magnetic field	0.1–2.5
Blowdryer	60–1400
Four in. from TV screen.....	40–100
Four ft. from TV screen.....	0.7–9
Fluorescent lights	10–12
Electric razor.....	1200–1600
Electric blanket.....	2–25
Computer terminal (12 inches away).....	3–15
Toaster.....	10–60

^aData from Brodeur, Paul. "Annals of Radiation: The Cancer at Slater School." *The New Yorker* 7 Dec. 1992: 88; Miltane, John. Interview 5 Apr. 1999; National Institute of Environmental Health. *Questions and Answers about EMF*. Washington: GPO, 1995:3.

^bReadings are made with a gaussmeter, and vary with technique, proximity of gaussmeter to source, its direction of aim, and other random factors.

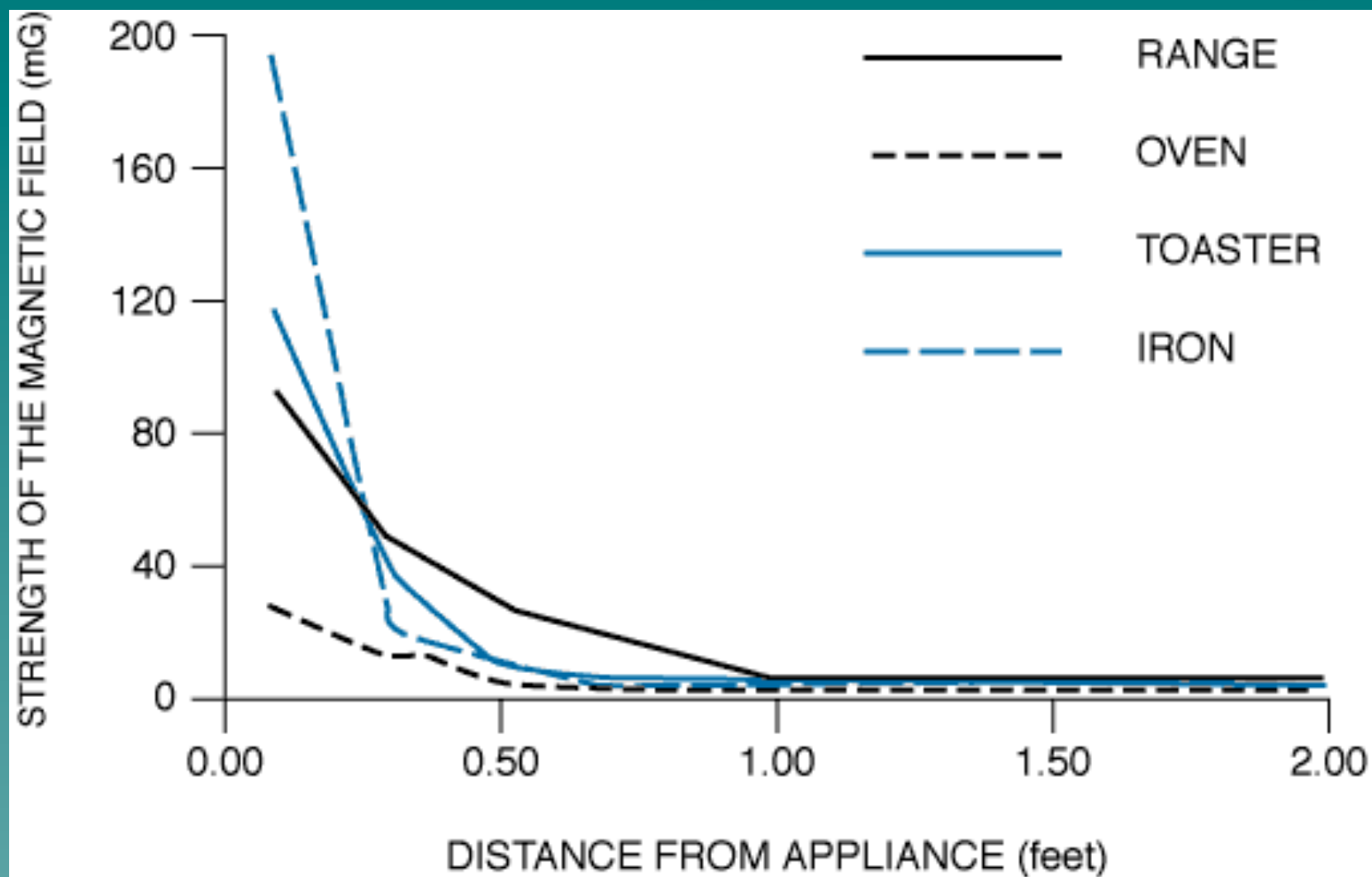


Figure 1 EMF Strengths of Typical Electric Appliances *Source: United States Environmental Protection Agency. EMF In Your Environment. Washington: GPO, 1992.*

IMAGES MORE POWERFUL THAN WORDS

Distribution of the World's Water

