



WE DO WINDOWS
THE WINDOW
 COME DO WINDOWS WITH US



**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

www.shreveport.com/cbwug

Volume 2, No 4

Caddo-Bossier Windows User Group Newsletter

April, 2000



Caddo-Bossier Windows User Group members and guests at March meeting

OUR NEXT 2 MEETINGS

7 p.m.

Thursday, May 11 , 2000

Thursday, June 8, 2000

Marshall and Associates

819 Shreveport-Barksdale Hwy

Shreveport, Louisiana

Meetings 2nd Thursday of each month

MARK YOUR CALENDAR



**Newsletter reproduction
 compliments of Office Depot**
 East 70th-Shreveport

Ark-La-Tex Computer Sheaux

Dates for 2000

February 19

May 13

September 9

November 11



www.computersheaux.org

Common Sense Backups

Jay Graff

I have had the occasion over the last few months of having to back up my system. By now, I may not be an expert, but I am certainly knowledgeable. I would like to share with you some common sense tips that hopefully will make your backup experience somewhat less traumatic.

I am basing all of my information on my particular situation. I do not have a super fast tape drive. I, like most of us are forced to buy the best product that we can logically afford at the time.

The first thing I learned is that the backup program you use is a critical element. I discovered that if you are using a backup program other than

the one Windows itself offers, if you ever face a situation where you have to re-install Windows, all you have to do is choose backup from Windows setup and you can jump right into your backup (they use Seagate Backup). If you use any other (Colorado Backup for example), you will have to load that after you get Windows installed. No biggie, but another step you will need. So make sure the backup programs can talk to one another. Oh, after you have whichever backup you choose installed, disable the scheduler.....I will explain later.

Whenever I get ready to back up my system, the first thing I will do is run scandisk and defrag on all my

(Continued on page 4)

~Contents~

Common Sense Backups	1
Sheaux Dates.....	1
Next Meetings	1
Newsletter reproduction	1
Club Information	2
Thank You	2
President's Page	2
Quick Tip	2
Sometimes.....	3
Resource Meter	3
Basic File Management	4

THE WINDOW

Published by
Caddo-Bossier Windows User Group

Co-Editors

Jay Graff (jay@jayGraff.com)
Glenda Conradi (glenda@conradi.com)

Submit articles for newsletter, in RTF file format, by last day of month to *both* Glenda and Jay.

The opinions expressed in the articles in this newsletter are not necessarily those of the editors or publisher. Mention of products by their trade name does not in any way constitute endorsement by the editors or publisher.

The Caddo-Bossier Windows User Group is a tax exempt, non-profit club.

Club Officers

President Bernie Conradi
(bernie@conradi.com)

Vice-President Wayne Ebert
(CBWUG@ark-la-tex.net)

Secretary Glenda Conradi
(glenda@conradi.com)

Treasurer Kathleen Mangum
(misfit@softdisk.com)

Program Director Mark Reeves
(markcr@msn.com)

~Thank You~

We want to express our gratitude to:

Bill Marshall – Marshall & Assoc. for letting our group hold our monthly meetings in his conference room and for assisting us in obtaining our Non-Profit status.

Gary Galloway – ARK-LA-TEX Network Services for generously providing internet access for C-BWUG

IDT for the donation of a computer for the clubs' use.

ShreveNet, Inc. – For providing web space for our club.

Minden Bank & Trust on Youree Drive for providing us with a checking account at no charge.

Bryan Rawls for donating the C-BWUG banner.

~A QUICK TIP~

View A File in Windows Explorer

You can view files in Windows Explorer without having to open the programs the files are associated with.

Quick View is a utility program that is included in the Windows operating system. Although it does not support

all file formats, such as cdr. it will open most of the common ones. Right click on the file you want to view and left click on Quick View. A box should pop up containing the text or graphic. See *Web Sites on page four.*

President's Page



Caddo-Bossier Windows Users Group Meeting

March 9, 2000

We had four visitors this evening. They were Ike Cutliff, Pearl LeCour, Mary Estes and Georgia Chaler. We hope they will come back and see us again and join if they like.

The Treasurers report was given and approved by the group. The question and answer session consisted of questions about what programs will run on Windows 2000 Professional. David Huckabee stated that it is really made for businesses and basically will run only 32 bit applications. A question was asked about opening email attachments. Care should be given if the attachment is an executable file. Only open executable files if you know whom it is from or always run a virus checker on the file prior to opening the file. David told us to also be aware that virus can be in a Word document macro. So a word of caution when you receive these kinds of files. Jay Graff demonstrated how to get into the BIOS of your computer, if you need to make some changes. Jack Burke asked about firewalls for your home computer and if a home personal computer user really needed one. Kyle Widener told us about a program called ZoneAlarm that will tell you if someone is trying to get into your computer when you are online. We had a very good question and answer session with more questions than we have space to list here. Our door prizes this month were Microsoft Windows 98 Tutorial Program won by Wayne Ebert and Turkey Hunt won by Julious Windham. After the meeting Mark helped Darryl Strange with a hardware problem on his computer.

If anyone has a suggestion for a program for the evening please contact Mark Reeves or myself so we can plan for the program. Suggestions are welcome! We want to provide an interesting and information program.

If you have something that you think the rest of the group would be interested in, please do not hesitate to submit an article about it. Send your newsletter articles to both Jay Graff and Glenda Conradi as an email attachment in rtf format to jay@jaygraff.com and glenda@conradi.com.

Bernie Conradi,
President Caddo-Bossier Windows Users Group



Sometimes

Windows 98 Needs Your Help

Wayne Ebert

Windows 98 is pretty good at fixing itself. ScanDisk, for example, not only detects problems it also provides what action needs to be taken. There are situations in which you must be the active party. This is the instance where you click Start, and select Programs, Accessories, System Tools, and System Information. If you are willing to look for it there is no fact about your system, well hardly no fact, you cannot find within the System Information section. System Information collects your system configuration information and provides a menu for displaying the associated system topics. The topics are: Hardware Resources, Components, and Software Environment. A double click on the Hardware Resources provides submenus on Conflict/Sharing which, for example, provides information on the devices that are sharing resources or are in conflict to assist you with device problems; Direct Memory Access [DMA], Forced Hardware, Input/Output [I/O], Interrupt Request Line [IRQ], and Memory submenus for detailed information on these subjects. The next menu is Components for the status of your device drivers, networking and multimedia software. The last major menu, Software Environment, provides information on the running software loaded in your computers memory as well as the software's version information. Each has the ability to provide Basic, Advanced, or Historical system information. A click on the Tools button offers diagnostic tools such as Dr. Watson, System File

Checker, and System Configuration utilities. Selecting Dr. Watson places an icon on the system tray. Right-click on the icon to open its menu. When you choose Dr. Watson you get a snapshot of the current conditions. Choose Options to set which error conditions will be recorded and to select the location of the generated log file. To view the log file, choose Open Log File to see the recorded incidents.

System File Checker scans the system files, checking for file corruption or other errors and maintains a data file with characteristics of your installed system files, so it can recognize unexpected changes. Use System File Checker *only* when you have otherwise inexplicable errors. Click the Setting button to make configuration settings. You can extract corrupted or missing files from your Windows 98 CD. Click *Extract one file from installation disk*. Type in the name of the file or click Browse to locate the file on the Windows 98 CD. Click Start to extract the file.

The System Monitor gives you a graphical representation of the processes currently being accomplished. The initial window shows processor [CPU] usage. To track other system components, select Add Item from the Edit menu where you highlight an item and click OK. As there are a huge quantity of items to chart in either bar or graphical display you would not use this unless you knew exactly what you wanted information on.

The Resource Meter offers visual feedback on available Windows 98 resources and like the System Monitor can provide a large amount of information if you know what information you require.

If you run into a problem, try the Troubleshooting Tools first. To use a Troubleshooter, click the Start button and select Help. In the left pane, click Troubleshooting, then Win-

dows 98 Troubleshooting. There are 15 submenus to select from. You may have to run more than one troubleshooting application to solve the problem so follow these guidelines. Make sure you can see the Help window that contains the troubleshooter text while you follow the instructions. Resize the Help window and move it to one side of the screen so you can use the rest of the screen to follow the instructions. After you start the troubleshooter, click the Hide icon at the top-left corner of the Windows Help window to close the left pane and make more room on the desktop. Always follow the steps *exactly*. If you don't, the troubleshooter can't do its job. After you complete a step in the troubleshooter, review the information in the Help window, and verify that you've followed the instructions.

Windows 98 may not automatically fix the problem you experience. Most users are not aware of the available troubleshooters in Windows 98 until a problem is encountered and they bring up the Help screen. Hope the above information is placed in your memory, it is already in your computer's memory, for recall if required. When and if you do encounter a problem that you are able to correct, an article on your experience

RESOURCE METER



The Resource Meter is a handy little tool that you can display on the System Tray to keep track of the available resources on your system. To install the System Resource Meter run Add/Remove Programs from the Control Panel and select Windows Setup tab. Click System Tools then Details. Check the System Resource Meter box & click OK twice. When you run a program the resource usage gage will be displayed in the System Tray. Remember, it takes resources to display it so if you are running low you may want to turn it off.

Basic File Management

by Mark Reeves

Finding files on a large hard disk(s) can be a major problem. With so many programs storing data almost anywhere on your hard disk, one of the easiest ways I have found is one of the most simple. Place all your data files in one or two directories with sub-directories under it. Example on my system I have a DIR named DOCS on my E drive. Under that DIR I have DIRs for my company, the users group, personal, and so forth. Under my company DIR, I have DIRs for invoices, quotes, letters, and legal matters; even for specific clients. For spreadsheets and ACCESS files I use the default MY DOCUMENTS that MS Office uses. This way whatever files I am looking for, I know where to start looking. Plus what is even nicer, in MS Office and Corel Office, you can make the program default to whatever data DIR you wish. Then you can click to the next level down as needed. The same thing can be done with installed programs themselves. I normally install programs on a drive into one of 3 DIRs; PROGRAM FILES or Win32 for my 32-bit (win32) applications and Win16 for my older 16-bit (win3.x) apps.

This prevents a great deal of clutter in the root DIR of your hard disk, making it much easier to diagnose file/DIR problems than if it is cluttered with a myriad of file DIRS. Plus if you need to find a specific file to a program, it is much easier to obtain.

So by moving and organizing just a little, you can find your files much easier and faster, plus not have to do extreme things to search for lost files. And it takes so little effort to organize it better than the program defaults setup for you.

(Continued from page 1)

drives. I don't know if it's really necessary, but my logic is that if there are any errors on my hard drive(s), I certainly don't want to back them up. This is a no-brainer anyway, since this stuff should be done on a regular basis anyway.

If you are like me, your system is very large and again, if you are like me, it's going to take a long time to back up your computer. While it is backing up, it's not a great idea to use it, since if you try to back up any applications that you are using, it will see them as busy and skip that part of the backup. I am extremely fortunate in that I have another computer I can work on while my main one is being backed up, but if you are not this lucky, I would recommend making your backup after you are finished using it. This is why you do not want to schedule your backups. You want to be able to choose the time that is most convenient to you. Even though I have another computer, I always start my backup as early as I can and let it run all day. If I did not, I would do it one day when I would have ordinarily shut it down.

You need to figure out where in time you are comfortable with and make your backup at that time. What I mean is that I figure two weeks are about right for me, so I try and do it every two weeks.

If you start at night, your backup is likely to take all night, so you need to be careful to put whatever will fit on one tape. Unless you want to get up in the middle of the night to change tapes. My system would take two tapes to complete but I only do one at a time. If I start early enough, I can do both backups in one day. Otherwise, I will spread it out over two days.

Remember every backup goes through a backup *AND* compare cycle, so as long as it takes to back it

up, it's going to take that same time to compare (or verify).

Let's face it. It's a pain to back up, but it's a necessary evil. I hope you never find the need to backup, but if you do, choose your time and follow these guidelines, hopefully it will be a bit easier.

www.www.www.www.www

~Web Sites~

Drag And View

<http://www.canyonsw.com/>

(a shareware program that lets you see the contents of many files even if you do not have the program they were created in)

Adobe Acrobat Reader

<http://www.adobe.com/products/acrobat/readstep.html>

(a free, and freely distributable, software that lets you view and print Adobe Portable Document Format (PDF) files. You need this program to read our on-line newsletter)

Office Update File Converters and Viewers

<http://officeupdate.microsoft.com/Articles/viewerscv.htm>

(a collection of converters and viewers you can download that give you the capability to share your Microsoft Office files with people who have different versions of Office applications, or even with people who don't have Office at all)

MISTEAKS

Some Of you may have found some mistakes in this Newsletter. There is a reason for this; Some people are always looking for them and in an effort to please every one, we included some.