

## IN THIS ISSUE:

~ Computers 101 – The Basics

## COMING NEXT MONTH:

~ New Year, New Products

# READY NET GO ... NEWS

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<http://www.readynetgo.net>

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### Tip of the Month

#### **View the Capacity of Drives:**

View how much space you have available on local & network drives:

- Open Windows Explorer and click on My Computer
- In the main screen, you'll see a listing of all drives, total size and free space.
- To see a graphical image of the capacity of a drive, right click a drive letter and scroll down to properties.
- On the General Tab, you'll quickly see how much capacity is available.

**NOTE:** If you have **less than 500 MB** free space, you will notice slower performance. If the drive becomes full, you will no longer be able to save additional data.

#### **Change how you view files in Windows Explorer:**

- There are 5 or 6 ways to view files (depending on your operating system and available file types). Test each one out by opening Windows Explorer and clicking **View** on the main menu.
- Options are: Filmstrip, Thumbnails, Tiles, Icons, List, and Details.
- **"Details"** gives the most information including format, size, and date modified, and is best for data files. This view also enables you to sort by these headers.
- **Thumbnails, Tiles and Icons** are best for images or pictures. **"List"** simply displays the name of the file. **Filmstrip** is visible only if images are present.

### Computers 101 – The Basics

Computers have revolutionized how we do business and how we manage our personal lives so we're dedicating this final newsletter of 2007 to some basic practices that every computer user should know.

#### Organize your workspace

First thing, get a folder or binder and put all of the disks that came with the PC in it. You can also store any warranty information, manuals, and troubleshooting tips for your particular setup. Items necessary for troubleshooting include **system passwords, registration keys** for software installed (such as the Windows OS Product Key found on the sticker on your computer case) and steps for what to do if you lose Internet access. If your PC is old, try to gather as much of this information as you can. Label the folder with the PC manufacturer, model and serial # (usually on the back of the PC) and keep the folder or binder near the computer.

#### Start Menu/Control Panel

##### > Viewing Options

Windows XP offers two different ways of viewing the Start Menu – the **Classic Start Menu** is text based, while the **Start Menu** is icon based. For troubleshooting, the Classic Start Menu is easier to navigate.

The Control Panel has two different views as well: **Classic View** (text based) and **Category View** (icon based). Again, the Classic View of control panel is easier to navigate and provides more applets for system settings.

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#### WWW (Websites Worth Watching)

1. [www.catalogchoice.org](http://www.catalogchoice.org) – New service that will help you get off of retailer mailing lists. Endorsed by many non-profit organizations.
2. [www.whattheyplay.com/](http://www.whattheyplay.com/) - Have your kids gotten any video games lately? Check out this video game review site to get the inside scoop on what your kids are really playing. Also gives advice on choosing the best videos.

To modify how the start menu appears, **right click** the start button and choose **properties**. Select the radio button that isn't highlighted then click OK. **Left click** the start menu button and you should see a different configuration to the box that opens. Likewise, to switch views in control panel, on the left pane you'll see a box that states "Switch to Classic View" or "Switch to Category View". Click this link to toggle between the two and get familiar with the different layouts.

### > Shortcuts

Another useful item to remember about the start menu is that you can create shortcuts for frequently used programs (just like the desktop). Click the Start menu, scroll up to Programs and over to the program you want to create a shortcut for, **right click** and **drag** the program to the top of the start menu until you see a thin, black bar appear. Release the mouse and the program icon and name will appear. If you click this shortcut, the program will open. Now you don't have to navigate the programs folder anymore or clutter up your desktop.

### Windows Explorer

Windows Explorer allows you to organize and interact with all aspects of your computer. You can move files, copy files, create new folders, check the size of drives, files and folders, access previous versions of files (when used with a Windows 2003 server), view thumbnails of images before opening them, and many other tasks. Everyone should be familiar with and use this program regularly.

### > Copying / Moving files

If you've tried to move or copy files in Windows Explorer, you may have encountered a frustrating phenomenon. Sometimes when you click and drag a file to another folder, a copy of the file will appear and other times the file is actually moved. There is a method to this madness and it makes sense. [**Note:** When you right click, you use your middle finger (right side of mouse); when you left click, you use your index finger (left side of mouse). If you have a left handed mouse, it's reversed. Just remember that the two sections have distinct purposes. Think of left clicking as selecting an object and right clicking as finding out more information about a file or program.]

When you left click and drag a file that is **on the same drive**, (i.e., same folder) the file will be **moved**. If, however, you left click and drag a file **to another drive** (ex: a network drive or external drive), the file is **copied**; you will now have the original file and a copy of that file in the new location. If you're unsure what will happen when you drag a file, simply **right click the file** and drag it to the destination folder. When you release, a dialog box will appear for you to select either move or copy. (**Note:** *In this case, the default operation will be in bold type*) If you don't like dragging, you can right click the file and choose either copy or cut as well. Click on the destination folder and choose paste. Now you won't have any question if the file is a copy or the original.

### Backing Up Data

And finally, we can't stress this enough ... **backup your computers daily or weekly** depending on how frequently you create new data. As we move into another season of power outages, keep your backup data in a safe location, save your work often, and install Uninterruptible Power Supplies (UPS's) on PCs and servers. Check your UPS's every 2 -3 years to ensure that the battery is still functional. If the change battery indicator is lit, it's time for a new battery. Give us a call for assistance.



**HAPPY NEW YEAR!**

