

**The
New York Society Library
Presents:**



Intermediate Computers

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& Webmaster

COMPUTERS I

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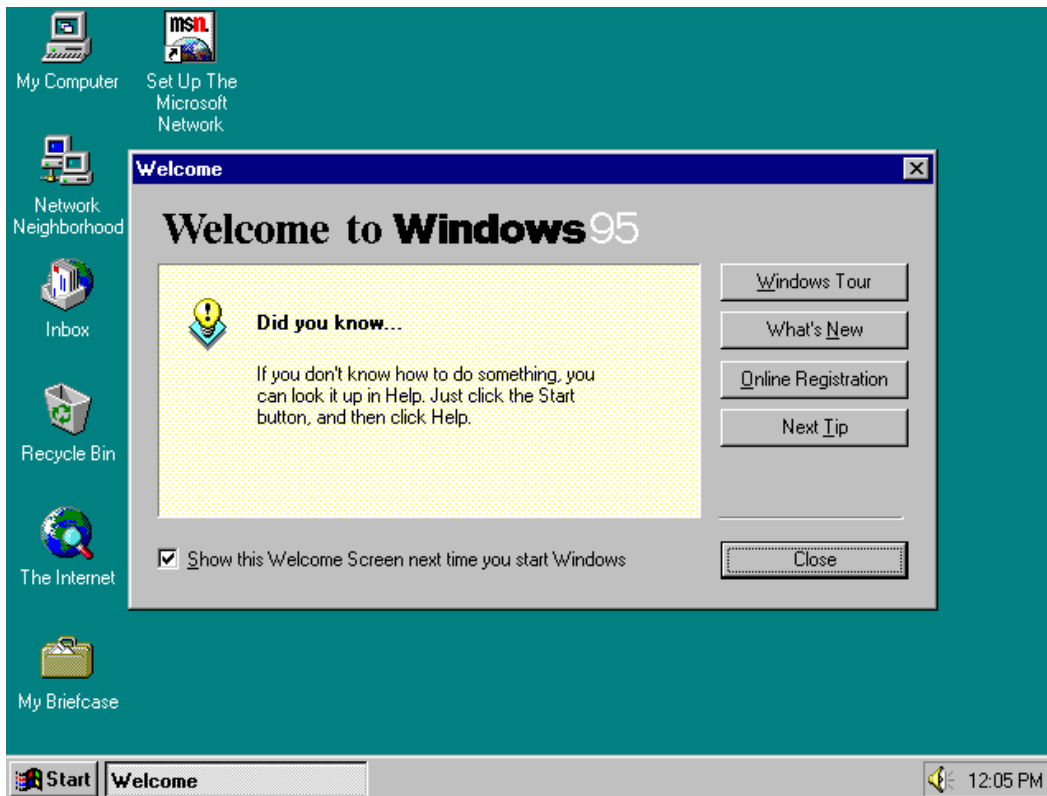
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BASIC WINDOWS OVERVIEW

- **The Desktop** is the space used to run programs. My Computer (all the contents of your computer) and Recycle Bin (anything you wish to remove from your computer) will always be on the desktop. Network Neighborhood (if your computer is connected to a network) and My Documents (if you are running Windows 98 or higher) may also be on the desktop. You can add any shortcut icon to the desktop by right clicking the mouse on a blank area and selecting "New" and "Shortcut".
- **The Start Menu** is located in the bottom left-hand corner of the screen. Clicking on this with the mouse (or by pressing the <Windows> key on your keyboard) will bring up a menu of programs and features installed on your computer.
- **The Taskbar** is located across the bottom of your computer. This keeps track of all programs you have running. To move the taskbar to a new location on your desktop, click on a blank area and drag to another location. To remove the Quick Launch icons (Windows 98 and higher) or add different options to the taskbar, right-click on a blank area. To toggle between multiple programs, either click the icon on the taskbar or hold down <ALT><TAB>.
- **The System Tray** is located in the bottom right-hand corner of the screen. This includes a clock with the current time (double-click to change time) and any programs that your computer automatically runs at startup (virus scanners, sound programs, display information). To add or remove programs from the system tray, click *Start*→*run*→*msconfig*→*Startup* and uncheck the appropriate box (you can always reload it later).

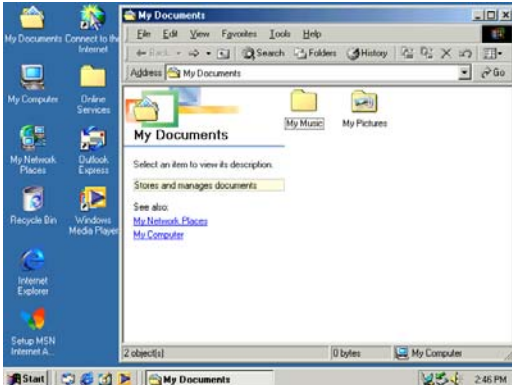
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Microsoft Windows 98



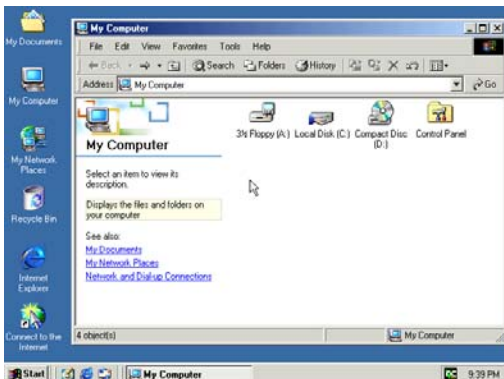
Windows 98 has all of the features of Windows 95, along with FAT32 storage (file allocation table), USB support (Universal Serial Bus), and easier access to the Internet. Windows 98 Second Edition is currently the most stable of Microsoft's operating systems. Windows 98 runs off of DOS (disk operating system).

Microsoft Windows ME (Millennium Edition)



Windows ME (Millennium Edition) lacks Windows 2000 stability, but boots faster (starts up) than Windows 98. It's geared more for the consumer than business, and offers a system "roll-back" option for every 10 hours. Windows ME is being gradually replaced by Microsoft Windows XP, Home Edition. Windows ME also runs off of DOS.

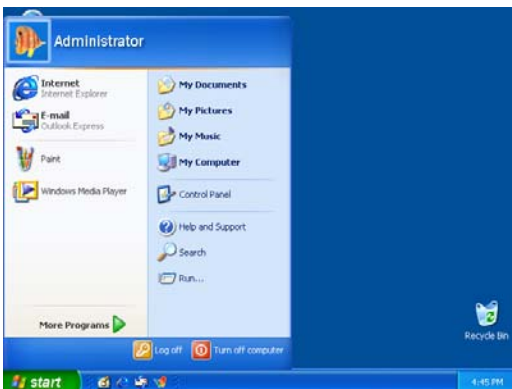
Microsoft Windows 2000 (a.k.a. Windows NT 5.0)



Windows 2000 is designed primarily for businesses, diminishes the amount of crashes and conflicts with earlier versions, gives better access to files, and has more networking features than Windows 98. Windows 2000 has lower system requirements than XP, has no product activation charge.

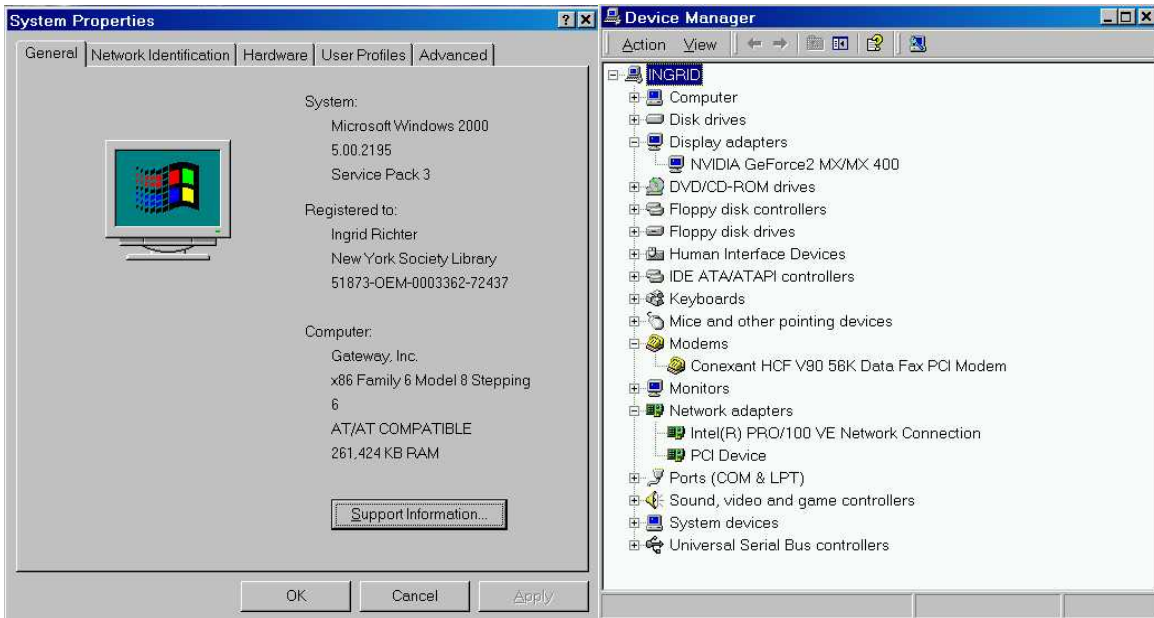
In Windows NT (New Technology), system resources are allocated by the operating system instead of the. Permissions and privileges for shared folders are also different. Both Windows 2000 and Windows XP take advantage of this more stable networking environment.

Microsoft Windows XP (a.k.a. Windows NT 5.1)



Windows XP is faster than 2000 and the interface is more colorful. Windows XP comes with Movie Maker, built-in CD writer support, speech recognition, a firewall and Remote Desktop Connection, allowing you to connect to your computer remotely. You need to register your copy with Microsoft when you buy XP. There are two versions of XP on the market: Professional and Home Edition. Windows XP runs off of the NT platform.

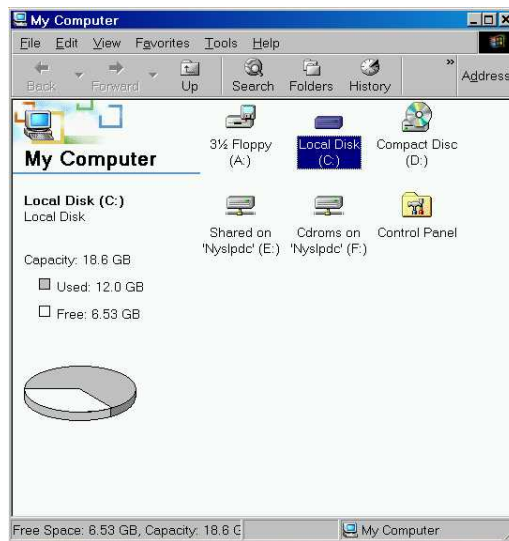
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MY COMPUTER

Right-click *My Computer* → *Properties* → *Device Manager*

Found in the upper left-hand corner of the screen. To view the hardware connected to your computer, right-click *My Computer* → *Properties* → *Device Manager* (click the plus sign to view more information; click the negative sign to hide information).

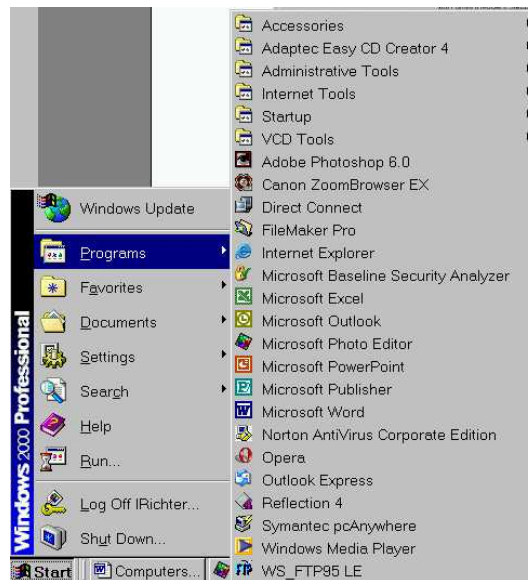


Hard Drive Space

Double-clicking on "My Computer" will bring up a list of your drives (typically, A: (3½" Floppy Drive), C: (hard drive), and any CD-ROM drives (usually D: or E:). It will also bring up a folder for the Control Panel (the main control panel for your computer).

Right-clicking on the C: drive and selecting "Properties" will tell you how much space you have left on your hard drive (as well as which files will be useful to delete to free up space). Double-clicking on the C: drive will bring up a list of folders and files installed on your computer.

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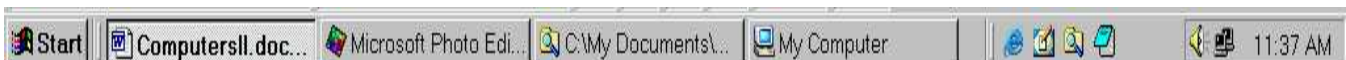


THE START MENU

Click Start → Settings → Taskbar & Start Menu → Start Menu Programs → Advanced

At the very top of the start menu are shortcuts to installed programs. Add programs you by dragging the icon onto the start button then releasing the left mouse button.

- **Programs:** displays a list of installed programs. To sort the Programs, right-click the Programs menu and select "Sort by Name".
- **Favorites:** opens your favorite web sites
- **Documents:** displays a list of most-recently opened documents
- **Settings:** displays a list of user-configurable system components (i.e. the Control Panel, Printer, Task Bar and Start Menu)
- **Search/ Find:** displays a menu to help you find files, folders or computers on a network
- **Help:** provides online help for Windows (brows able or searchable)
- **Run:** displays a window for starting a program or file with an MS-DOS command. Many programs can be run by typing the shortcut (ex. **Start → Run → Wordpad**).
- **Log Off User:** logs off the current user (Windows 98 and higher)
- **Shut Down:** provides options for shutting down, restarting or logging off your computer.

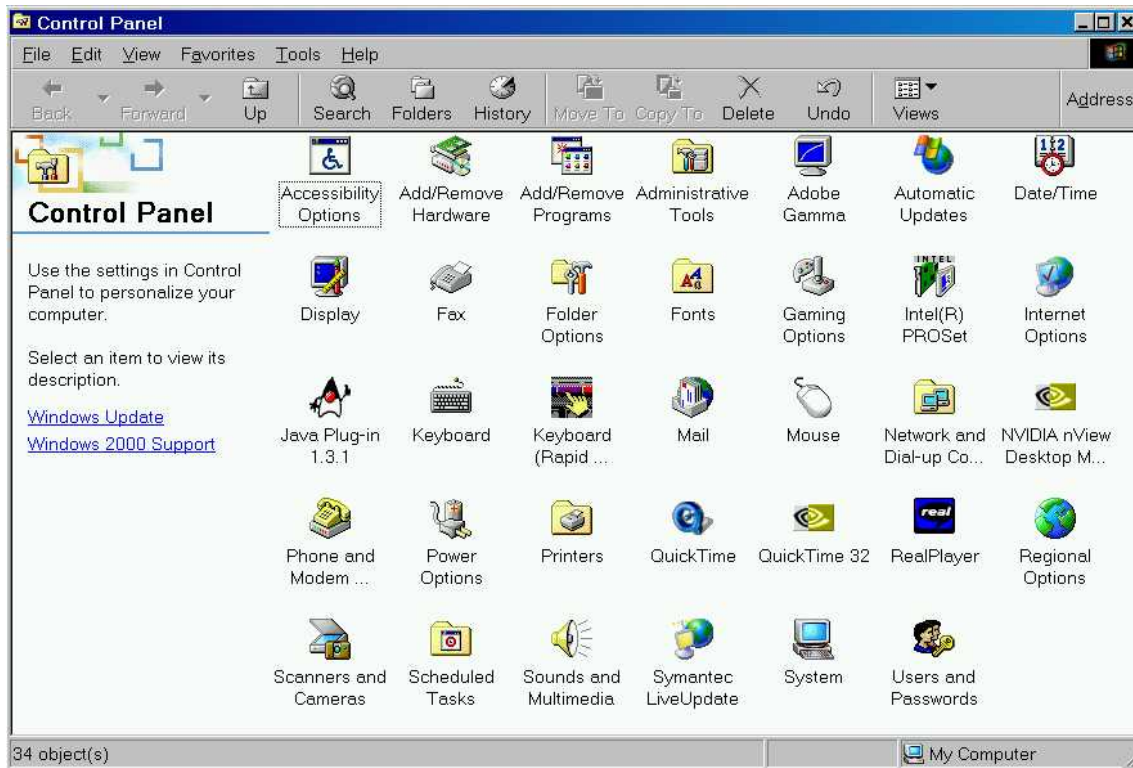


THE TASKBAR

**Click Start → Settings → Taskbar → Start Menu → Taskbar Options
or right-click on blank area of Taskbar**

The task bar shows programs that you are currently running on your desktop. To move your taskbar to the top or left/right sides of your monitor, click on a blank section and drag the toolbar to the appropriate location and release the mouse button. Right clicking on a blank section of the taskbar gives the options for: Links, Addresses, Desktop and Quick Launch (the Internet Explorer & Real Audio icons).

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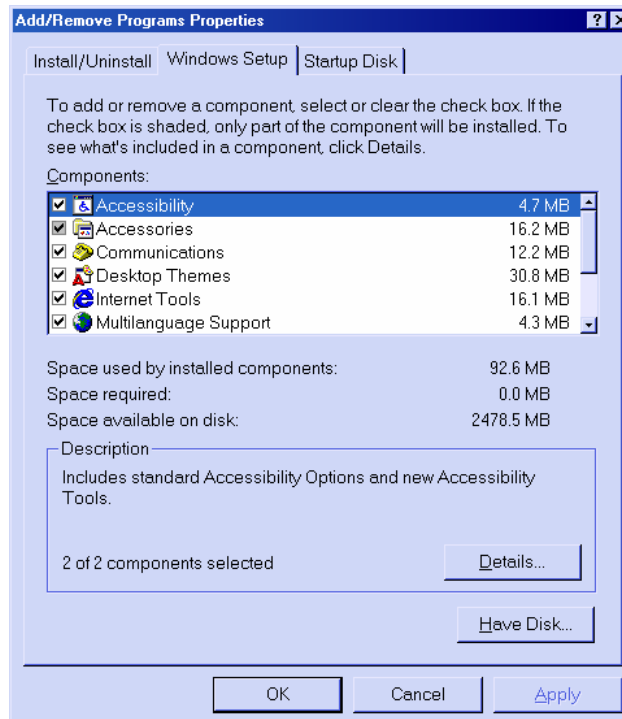
THE CONTROL PANEL

Click Start → Settings → Control Panel

Contains configurable information about your computer. The icons will vary depending on the hardware and software installed on your computer. The main ones include:

- **Accessibility Options:** advanced features for handicapped users. This includes Microsoft's MouseKey feature, which allows the numeric keypad to be used instead of the mouse. If this feature isn't active on your computer and you wish to use it, double-click "Add/Remove Programs", go to "Windows Setup" and place a checkmark next to the "Accessibility" box.
- **Add New Hardware:** not used much, as most hardware comes with its own setup.
- **Add/Remove Programs:** useful for installing Windows programs (i.e. Paint, Wordpad, Solitaire, etc.), uninstalling old programs, and creating a Startup disk.
- **Date/Time:** changes the computer's date and time (including time zone). Also useful for a quick calendar.
- **Display:** used for changing the physical appearance of your desktop. Changes backgrounds, icons, icon spacing and screensavers.
- **Fonts:** lists of all the fonts installed on your computer
- **Keyboard:** modify the key repeat rate and many other features
- **Modem:** modify the modem settings (including turning the sound on/off)
- **Mouse:** change the mouse & pointer speed and buttons
- **Printers:** list all installed printers

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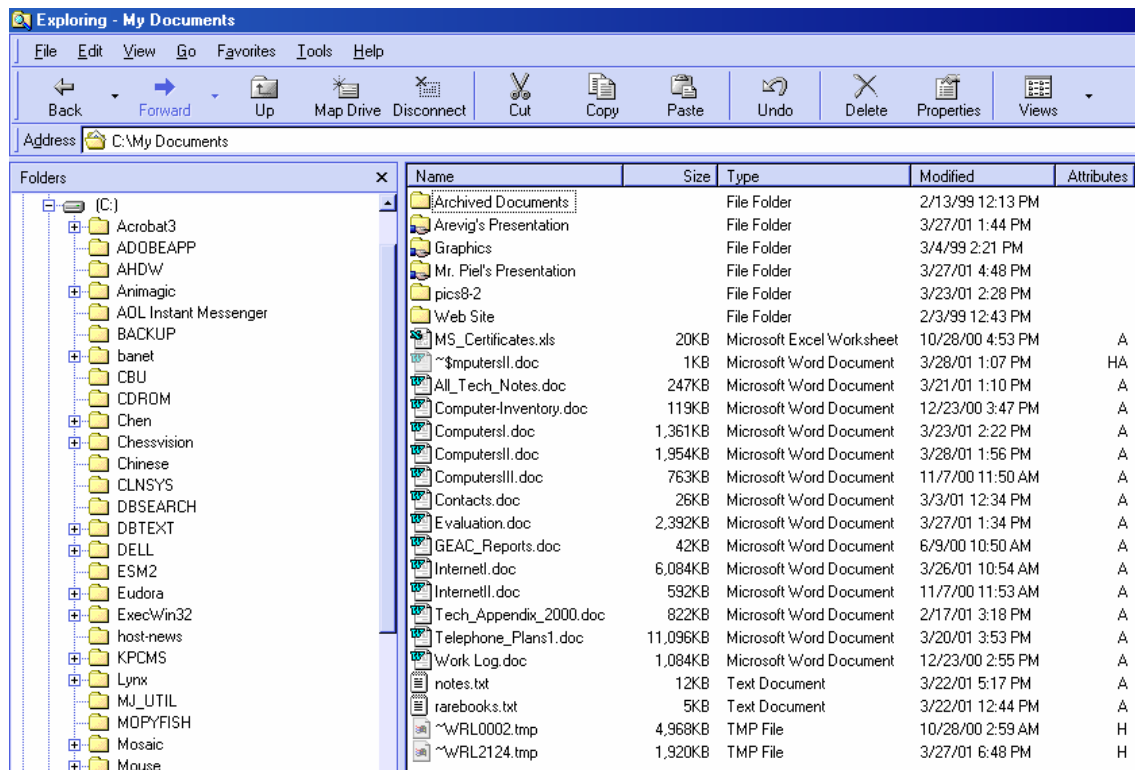
WINDOWS SETUP

Click *Start* → *Control Panel* → *Add/Remove Programs* → *Windows Setup*

Windows setup is where all the standard features of Windows are listed (including the space that they take up on your hard drive). Modifying these settings may prompt you to insert the Windows installation disk.

- **Accessibility** makes your computer more handicapped accessible.
- **Accessories** includes calculator, games, and desktop backgrounds. Turn off (uncheck) Windows Scripting Host to disable certain virus attacks against your system.
- **Communication** includes HyperTerminal, a useful telnet application to connect to the Internet
- **Desktop Themes** a variety of built-in backgrounds and icons for your computer
- **Internet Tools** includes Microsoft Wallet and Personal Web Server
- **Multilanguage Support** adds Baltic, Central European, Cyrillic, Greek and Turkish support to your desktop.
- **Multimedia** includes a variety of sound devices.
- **Online Services** includes setup programs for America Online, AT&T WorldNet Service, CompuServe, Prodigy Internet and The Microsoft Network. Remove this checkbox if you already have a connection to the Internet and wish to free up space on your hard drive.
- **System Tools** includes Microsoft Backup, character maps, clipboard views

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WINDOWS EXPLORER

Click Start → Programs → Windows Explorer

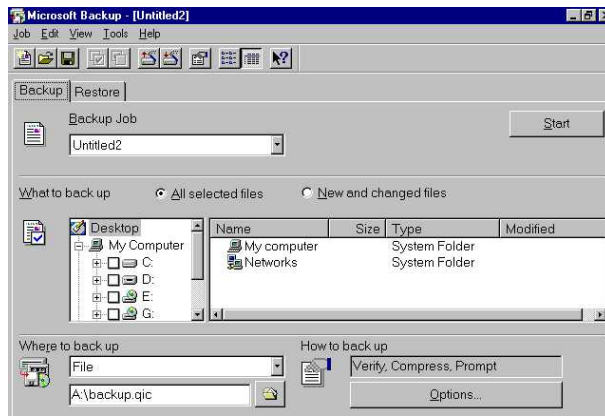
Windows Explorer (a.k.a. "File Manager") gives you a graphical view of your computer's contents. It is an excellent program for moving and renaming files and folders on your hard drive. The disk drives and folders appear on the left side; the right displays the contents of the folder. To expand folders on the left, click the plus sign (to hide folders, click the minus sign).

To change the content view, select "View" & "Folder Options". Large icon will display the standard large icon; small icon is a smaller version. List will list the names of the files (you will need to scroll left to see all of the files if there are too many to be displayed in the windows) and Details will display the size, type, and date modified of all files (the files can be sorted by these criteria by clicking on the "Name", "Size", "Type" or "Modified" bar at the top of the column).

Useful folders include:

- **My Documents** the default storage location for all personal Microsoft programs (any documents created in Microsoft Word or Excel).
- **Program Files** the location where many new software programs are installed. The other default location for programs is directly on the C:\ drive.
- **Windows** the location of your operating system files
Interesting Windows folder are:
C:\Windows\Start Menu (everything that appears on your Start Menu)
C:\Windows\Desktop (all your desktop icons).
C:\Windows\Fonts (all the fonts on your computer)
C:\Windows\Temp (temporary files; can be emptied for space)
Be careful when moving/changing/deleting folders and programs here.

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BACKUP

Click Start → Programs → Accessories → System Tools → Backup

Allows you to back up your entire computer (or parts of your computer) onto multiple disks. This feature has become obsolete with the advent of writeable CD-ROMS which can store up to 700 MB of information (or 486 floppy disks worth of information).

```
A:\>dir Cs105data

Volume in drive A has no label
Volume Serial Number is 032B-0092
Directory of A:\Cs105data

.                <DIR>                03-09-98  11:42p  .
..               <DIR>                03-09-98  11:42p  ..
BOTTOM          DOC                14,848   06-23-97  2:14p  Bottom.DOC
TOP             DOC                14,336   06-23-97  2:13p  Top.DOC
HANDED          TXT                 5,155    07-16-97  3:58p  HANDED.TXT
WORLD           XLS                18,432   07-12-97  1:55a  world.xls
                4 file(s)           52,771 bytes
                2 dir(s)           674,816 bytes free

A:\>_
```

DOS: Disk Operating System

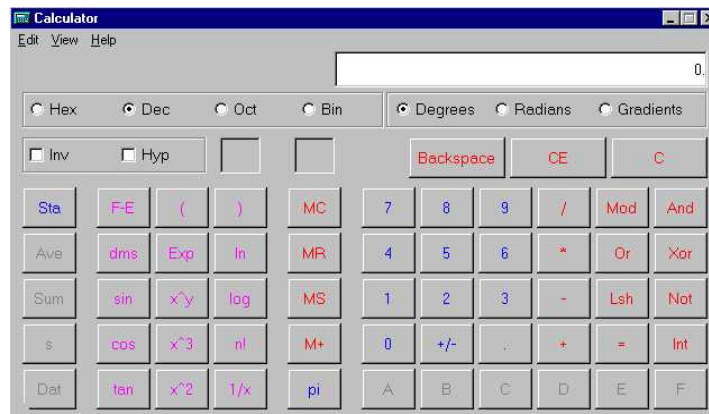
Click Start → Programs → MS-DOS Prompt

MS-DOS (Microsoft DOS) is the underlying platform (or operating system) for Microsoft Windows 3.1, 95 and 98 and is still accessible from Windows ME, 2000 and XP. In DOS, all software was assigned a three-digit code (or extension) following the "." (period), still used by all versions of Windows today. The file extension tells the PC information about the program.

Common File Extensions

*.bat	Batch of DOS commands	*.bmp	Bitmap Image
*.com	Compiled program	*.jpg	Photo Image
*.exe	Executable program	*.gif	Graphic Image
*.sys	System information	*.txt	Text-based document
*.ini	Initialization data -system	*.doc	MS Word document
*.dll	Dynamic links library file	*.xls	MS Excel spreadsheet

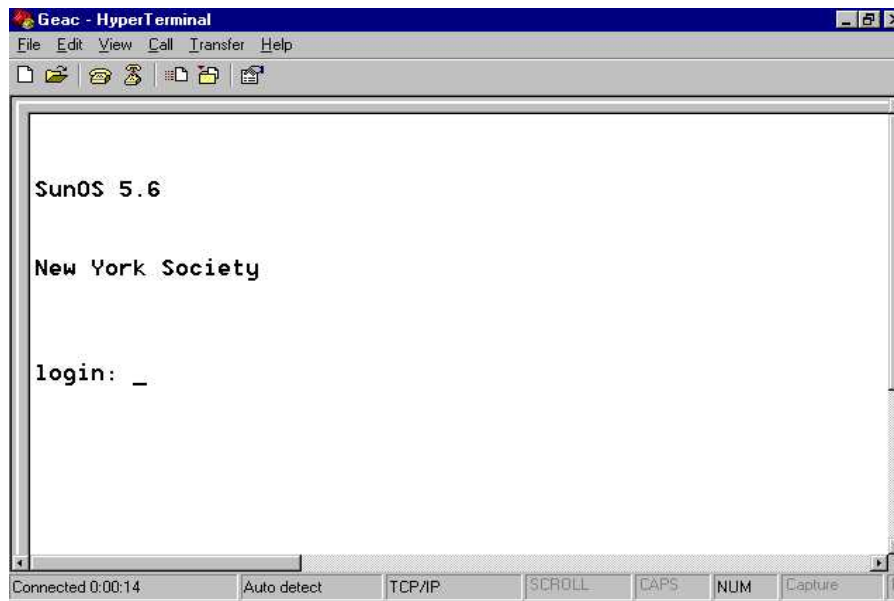
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CALCULATOR

Click Start → Programs → Accessories → Calculator

There are two types of calculators available: a standard calculator (default) and a scientific calculator (with trigonometric functions). Use either your mouse to point at the buttons, or the number pad on the computer keyboard (or the numbers across the top of the keyboard). To change the calculator from standard to scientific, choose "Scientific" from the View Menu.

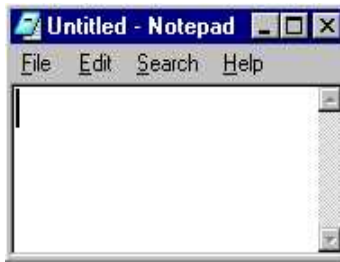


HYPERTERMINAL

Click Start → Programs → Accessories → Communications

Allows you to connect to other computers on the Internet via telnet. For example, telnetting to **216.220.102.82** will connect you to the New York Society Library; please e-mail me at webmaster@nysoclib.org for the login name and password.

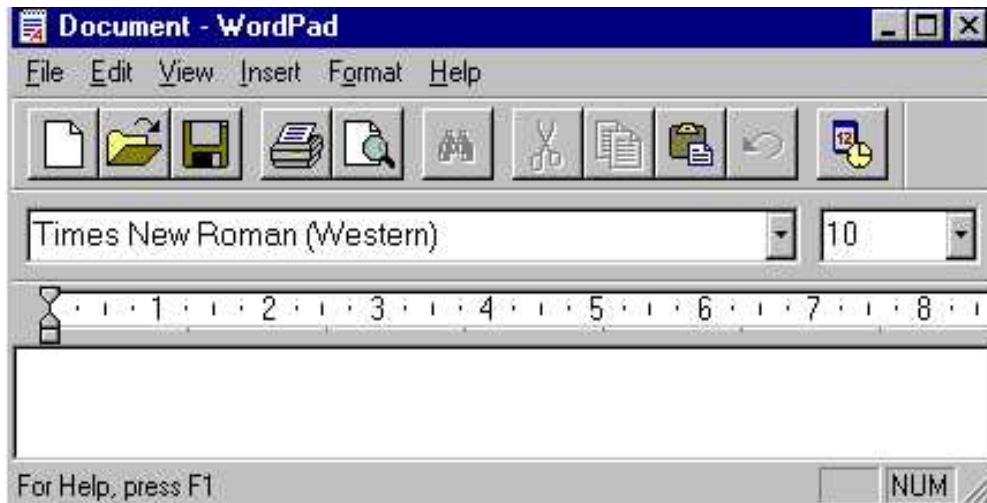
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NOTEPAD

Click Start→Programs→Accessories→Notepad

Notepad is an extremely simple text-editing program. It allows you to create, edit and save simple text and is handy in that it doesn't take much memory to run. You cannot change the font size or check the spelling of documents in Notepad.



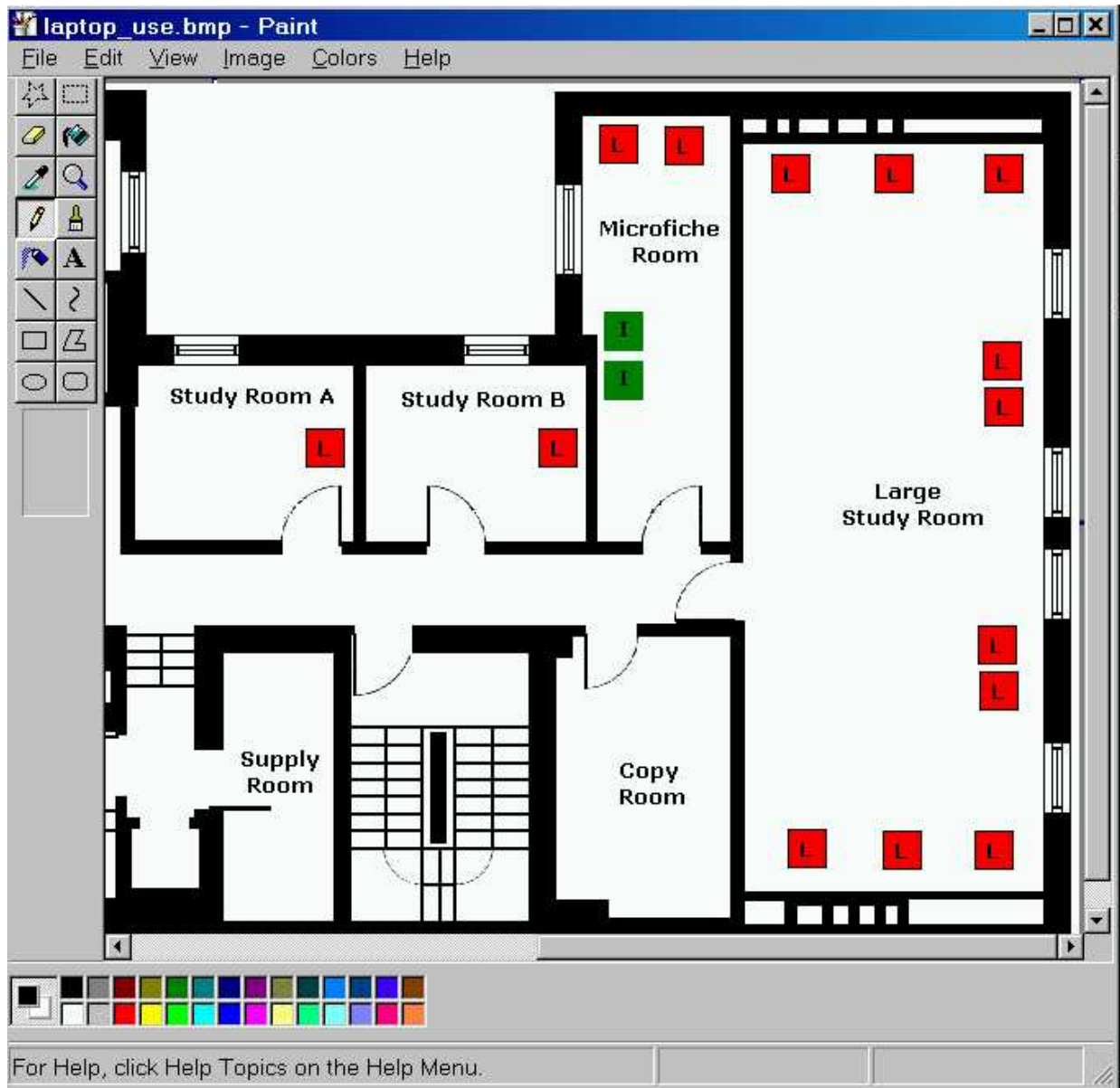
WORDPAD

Click Start→Programs→Accessories→Wordpad

Wordpad is not as sophisticated as Microsoft Word, but is several steps more advanced than Notepad. You will be able to change the font size, type and color in Wordpad, as well as open up Microsoft Word documents.

The icons at the top of the Wordpad menu (which will cross over into Microsoft Word) are: *New Document, Open Document, Save File, Print File, Magnify Text, Cut, Copy, Paste, Undo and Insert Time/Date*. All of these icons have equivalent options in the drop-down menus at the top (File – Edit – View – Insert – Format and Help)

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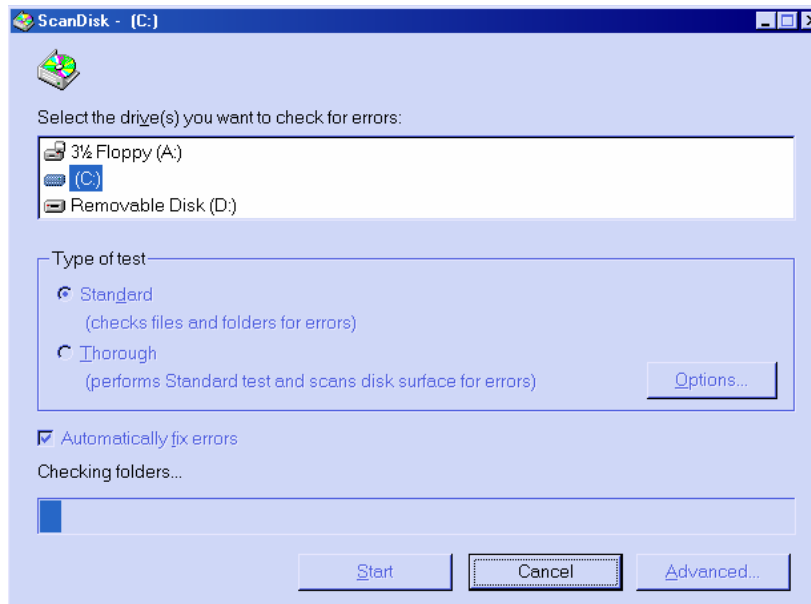


PAINT

Click Start → Programs → Accessories → Paint

Paint is a basic graphics program. The buttons at the top left of the screen (many which will cross over into other graphics program) are: *Free-Form Select, Eraser, Pick Color, Pencil, Airbrush, Line, Rectangle, Ellipse, Select, Fill With Color, Magnifier, Brush, Text, Curve, Polygon, Rounded Rectangle, rounded oval and rounded circle.* Pick the color to use at the bottom of the screen.

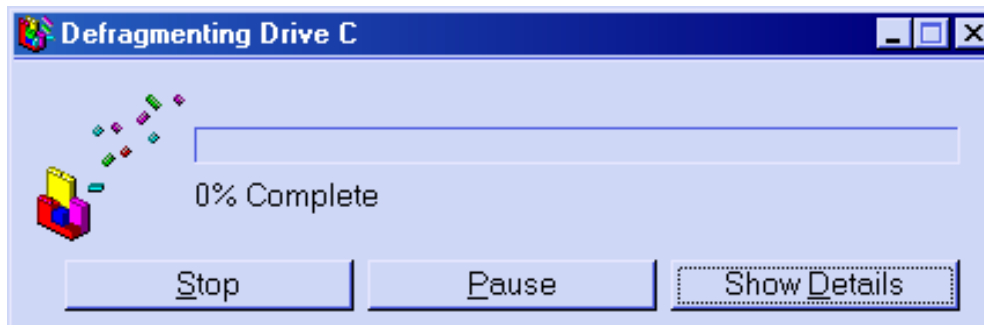
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SCANDISK

Click Start → Run → scandisk

Scandisk checks your hard drive for any corrupted files. Scandisk is a useful tool if you suspect some of the files on your computer have been damaged or deleted (will automatically pop open if you've shut down your computer incorrectly).

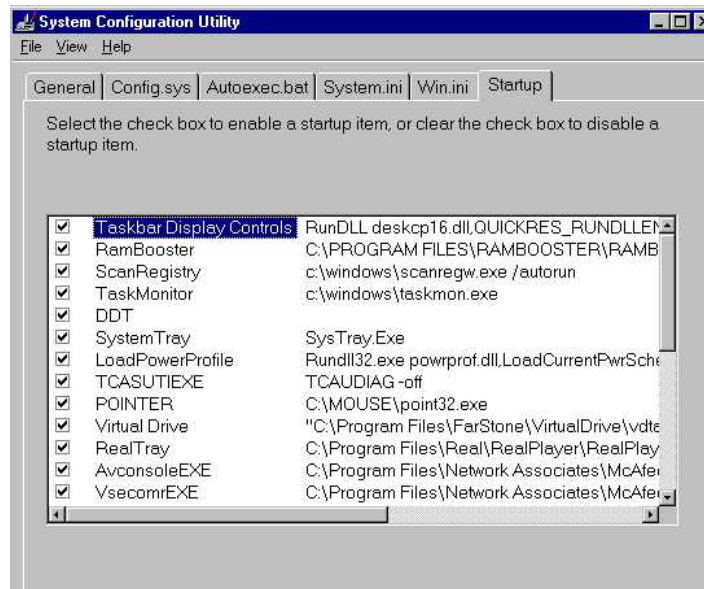


DEFRAGMENT

Click Start → Run → defrag

Defragmenting your hard drive takes all the programs installed on your computer and puts their data files next to each other, freeing up space and speeding up the computer (the computer spends less time looking for all sections of the program). This program takes a while to run (especially if you have a large hard drive), but is useful to do once a month or after you install new programs on your computer.

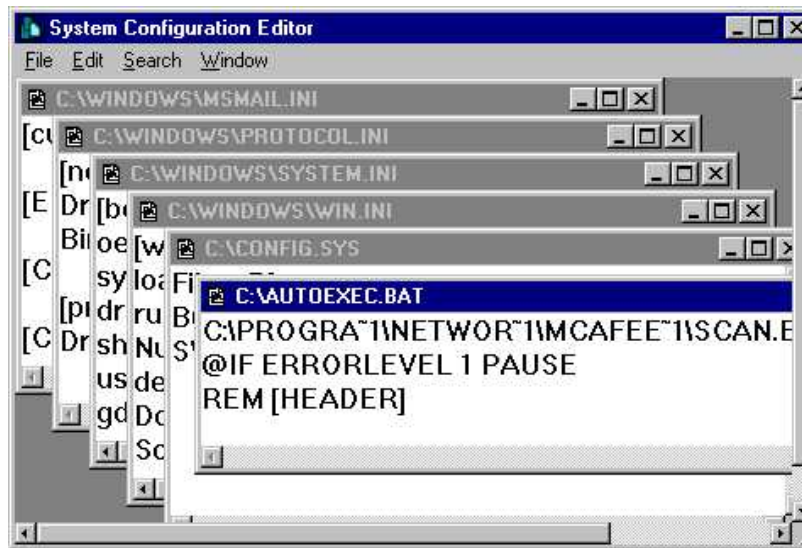
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MSCONFIG

Click Start → Run → msconfig

Another useful utility is the Microsoft System Configuration Utility. This allows you to disable many of the startup programs that were installed on your computer and speeds the boot time.



SYSTEM CONFIGURATION EDITOR

Click Start → Run → sysedit

A useful utility is the System Configuration Editor. This opens: C:\autoexec.bat, C:\config.sys, C:\windows\win.ini, C:\windows\system.ini and, possibly, C:\windows\protocol.ini and C:\windows\msmail.ini. Caution: make backup copies of these files before you start changing information. Modifying these files will prevent certain programs from running at startup.

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MISCELLANEOUS TIPS:

DELETING FILES

Hold down the shift key if you want to delete a file without sending it to the Recycle Bin. When you empty the Recycling Bin, the hard drive space becomes available for other programs. However, the hard drive still contains the file information until it is overwritten by another program.

If you wish to get rid of the data immediately and permanently, use a "wiping" tool to remove all traces (Norton Utilities includes one called "wipeinfo" that removes all trace of the information) or completely fill up your hard drive with new information.

If you wish to be able to restore a file once you've emptied the Recycling Bin, install an Undelete program (Norton Utilities uses UnErase) before you delete the files or check with a vendor online (you will need to e-mail them your hard drive for examination).

PRINT SCREEN

To take a snapshot of your computer screen, hold down <SHIFT><Print Screen> simultaneously. Open a graphics program (Start→Programs→Accessories→Paint) or Wordpad and select Paste.

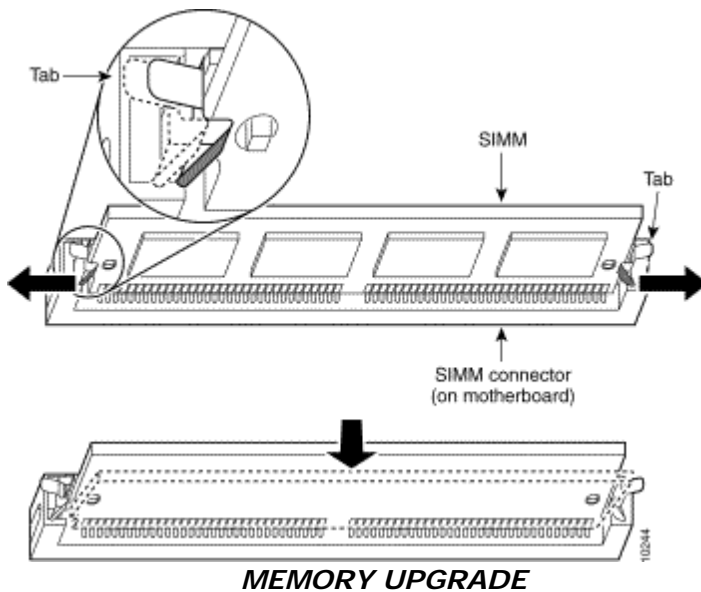
SAFE MODE

If you are having problems starting your computer, hit <F8> on the keyboard at the "Starting Windows 95..." or "Starting Windows 98..." prompt and select "Safe Mode". This should allow you to start your computer (with very little functionality) and start looking for the problem.

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UPGRADING YOUR PC

If you own a PC, there are two major upgrades you can do to your system: Memory (RAM) and Processor (MHz). Upgrading the memory will let you keep more programs running at the same time (or improve the performance of the already-running programs); upgrading the processor will speed up your computer.



You can also buy a new hard drive (or a second hard drive) if you are running low on space on your computer. Basically, anything that you plug into your machine can be replaced (CD-ROM drive with a CD-RW drive or DVD-ROM), adding an extra 5 ¼" drive for floppies, replacing your monitor, adding a sound card, replacing your modem or ethernet card, etc.



GLOSSARY

From Getting Started with Microsoft 98

<u>Active Desktop</u>	A feature that allows you to use Web pages as your desktop wallpaper
<u>Address</u>	the location of a file
<u>Address Bar</u>	A method of opening files that are on the Internet or your computer
<u>AutoComplete</u>	a feature in the Address Bar
<u>Bitmap</u>	a type of file used for pictures
<u>Browse</u>	to navigate the Internet or contents of your computer
<u>Channel</u>	a web site that delivers content from the Internet to your computer
<u>Channel Bar</u>	a desktop option that lists the channels available on your computer
<u>Classic Style</u>	Windows 98 desktop display option that resembles Windows 95 desktop
<u>Control Panel</u>	a group of tools you use to change hardware and software settings
<u>Default</u>	a predefined setting.
<u>Defragmentation</u>	the process of rewriting a file to adjacent sections of a hard disk.
<u>Desktop</u>	your workspace on the computer screen
<u>Dialog box</u>	a window in which you provide information to a program
<u>Document</u>	a file you create when you save your work in a program
<u>Download</u>	to copy files from one computer to your own by using a modem
<u>Driver</u>	software that the operating system uses to control hardware
<u>Explorer Bar</u>	a pane that opens on the left side of windows
<u>Favorite</u>	a link to a favorite web page
<u>FAT:</u>	file allocation table.
<u>File system</u>	the overall structure in which files are named, stored and organized.
<u>Folder</u>	a location in which you can store files and other folders
<u>Icon</u>	a picture representing a program, disk drive, file, folder or other item
<u>Log on</u>	to identify yourself and gain access to a computer.
<u>Menu</u>	a list of commands that appears at the top of most windows
<u>Mouse pointer</u>	an icon that appears on your screen and is controlled by the mouse.
<u>Multimedia</u>	any combination of text, pictures, sound and video
<u>My Computer</u>	a feature you can use to manage files stored on your computer
<u>Network</u>	two or more connected computers
<u>Offline</u>	not connected to a network or the Internet
<u>Operating system</u>	software that runs your computer (e.g. Windows 95 or 98).
<u>Path</u>	the means of navigating to a specific location on a computer or network
<u>Profile</u>	a collection of Windows 98 settings for a specific user
<u>Program</u>	a group of instructions your computer uses to perform specific tasks
<u>Shortcut</u>	an icon that links to a file or folder
<u>Shut down</u>	prepares the computer to be turned off or restarted
<u>Taskbar</u>	a tool you use to open programs and navigate your computer
<u>Toolbar</u>	a set of buttons you click to perform common tasks
<u>Wallpaper</u>	the background on your desktop
<u>Window</u>	the rectangular portion of your screen that displays an open program

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ADDITIONAL NOTES