

System Restore

This is a facility in Windows Me and Windows XP that periodically saves settings and other information by creating restore points. This is particularly useful if your computer is misbehaving and you can't cure the problem. Simply restore the computer to a date before it started playing up. If that doesn't fix it, you can undo it and revert to the previous settings. If you are making drastic changes to your computer such as changing settings or removing and installing software, you should create your own restore point beforehand. Your Windows help facility will explain everything about System Restore.

System Restore will not affect your personal data and document files.

You should check that System Restore is turned on otherwise you will have no restore points if you should ever need them. To do this, open the System icon in Control Panel. Select the System Restore tab. There should be no tick in 'Turn off System Restore on all drives'.

Outlook Express Address Book

Have you ever wished you could open the Outlook Express address book without first having to open Outlook Express? You can by accessing it through Start/All Programs/Accessories/Address Book. To make it even more accessible you can place an icon on the desktop. Right click on Address Book in the Accessories menu and select Send To>Desktop (create shortcut). This works for Windows XP, Windows 98 and presumably Windows Me.

Invalid Characters in File Names

When naming a file, you cannot use these characters `\ / : * ? " < > |`

Therefore a filename such as *children 30/9/04* is not valid.

Valid characters are all numeric characters (0 - 9), alphabetic characters (A - Z upper or lower case) and the following:

<code>^</code> Accent circumflex (caret)	<code>=</code> Equal sign
<code>&</code> Ampersand	<code>!</code> Exclamation point
<code>'</code> Apostrophe (single quotation mark)	<code>-</code> Hyphen
<code>@</code> At sign	<code>#</code> Number sign
<code>{</code> Brace left	<code>(</code> Parenthesis opening
<code>}</code> Brace right	<code>)</code> Parenthesis closing
<code>[</code> Bracket opening	<code>%</code> Percent
<code>]</code> Bracket closing	<code>.</code> Period
<code>,</code> Comma	<code>+</code> Plus
<code>\$</code> Dollar sign	<code>~</code> Tilde
<code>=</code> Equal sign	<code>_</code> Underscore

Virus Hoaxes

This is when you receive an e-mail claiming that there is a virus rampant in the Internet. The message usually suggests you take some action such as passing on the message to everyone in your address book or, worse still, deleting an important file from your computer. Treat such messages with caution. Check it out with someone who may know better (like me!) or consult the virus information section on the Internet of the well known virus software companies. If you have passed on a warning to your friends and then find it was a hoax, don't forget to tell them that too, if you want them to remain your friends!

Norton Antivirus and Windows XP SP2

If you have installed Windows XP Service Pack 2 and are using Norton Antivirus, you may get a message such as "Your computer might be at risk" when you start your computer. This is an acknowledged incompatibility with Norton Antivirus versions 2004 and earlier. Despite the message the software is still doing its job.

A patch is available from the Symantec web site (www.symantec.com) for the 2004 version but not for earlier versions as these are no longer being supported by Symantec.

Untidy Menus

Over a period, your menus can get in a mess, especially the Programs menu. Tidy them up by right clicking any entry in the menu and selecting Sort by Name. This will sort all entries alphabetically with folders grouped together at the beginning followed by individual program names.

Find the Mouse Pointer

A useful tip from our recent Club Day guest speaker, Tom Smith from the NZ Foundation of the Blind:

Find that elusive mouse pointer on the screen by hitting the Ctrl key. To activate this open the Mouse icon in Control Panel. Click the Pointer Options tab. Click to put a tick in the box alongside 'Show location of pointer when I press the CTRL key'. Click OK to exit.

Newsletter, Club Day Notices, Flyers etc

If you are not receiving these regularly by e-mail please let the office know. This will help us to track down a problem with sending bulk e-mail or maybe the office does not have your current e-mail address.

<p>The information in this document applies to Windows XP but may also apply to other versions.</p>

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