



windows 2000

Getting to know you

Terence Green hunts for **familiar Windows elements**, and gets to grips with the changes.

Navigating Windows 2000 Professional for the first time is not unlike playing *Where's Waldo*. Windows 95/98 and Windows NT users alike have to deal with a multitude of new user-interface features, while trying to locate old familiar tools which have been renamed.

There are new customisation settings everywhere in Windows 2000. Some, such as dragging icons to re-arrange the Start menu, are from Windows 98. Others are brand new and tend to pop up all over the place.

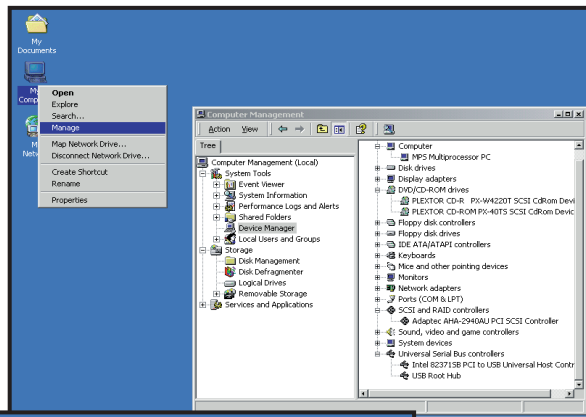
If you use the keyboard shortcuts a lot (a good move ergonomically-speaking) one of the first things you notice is they're not turned on in Windows 2000. To change this, press the Alt key to activate the shortcut underline or, to set them on permanently, right-click on the Desktop to open Display Properties, click on the Effects tab and remove the tick from the Hide Keyboard Navigation option under Visual Effects.

Personalised menus, the most controversial interface addition, don't spring to life immediately. Instead they wait and watch your movements until suddenly you notice bits missing from your Start Menu tree. What's happened

Personalised menus watch your movements until you notice bits missing from your Start Menu

is that the least-used menu entries have been hidden – your menus have shrunk, and are now underlined by down-facing chevrons. Clicking on the chevron brings the full menu to light in an attractive striped display.

Adaptive menus are a big change, so



Manage your computer hardware and software

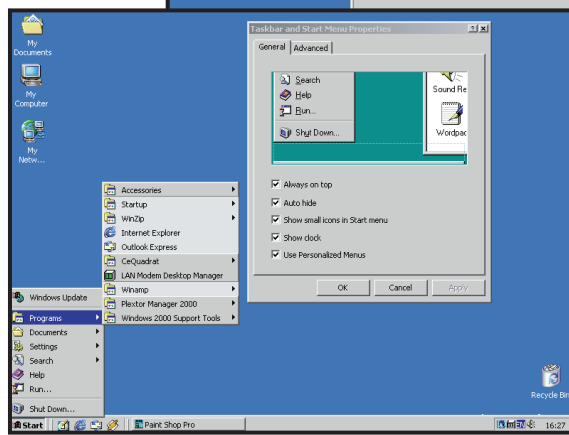
cosmetic and self-explanatory, but the Display Administrative Tools option might come as a relief to Windows NT users who haven't yet discovered that Administrative Tools has migrated from the Start Menu to the Administrative Tools

folder in Control Panel (Start, Settings). The name is about all that remains the same; the individual administrative tools are now scripts for the management shell called the Microsoft Management Console (MMC).

The MMC gives all the diagnostic and configuration tools a common user interface, whether you open the Event Viewer for a list of system messages, Services for operating system details, or even the System Information viewer on the System Tools menu. This advances Microsoft's aim to reduce the number of different places you have to visit to configure Windows 2000, but now we have a variety of views of the same data. Usefully, the one place you really need to get to for diagnosis and configuration is Computer Management, and the quick path is to right-click on My Computer and select Manage.

Computer Management collates all the Windows 2000 administrative tools. It's where Windows NT users will find the Services applet that has disappeared from the Control Panel, and where Windows 98 users can find the Device Manager for hardware configuration issues. The Services tool is used to stop, start, and configure the operating system services, while Device Manager does the same for hardware services. The Windows NT Disk Manager, with new support for disk defragmentation, has also been subsumed into Computer Management.

If you wish, you can create your own personal management console. Run



The personalised menu on display – it learns your habits and minimises those menus you never use

they get their own tick box on the main page of the Taskbar and Start Menu properties window. To disable shrinking menus, right-click on an unused portion of the Taskbar, select Properties and remove the tick next to Use Personalised Menus. You should consider giving the new system a whirl first, though. It takes

a while to get used to it, but you may like it once you do.

The switches for some other changes to the user interface are a few clicks further on, under the Advanced tab of Taskbar Properties. The options list under Start Menu settings is mostly

What to do in an emergency

Windows 2000 is reliable but not invulnerable. If boot files are damaged, you face complete re-install unless you can recreate the boot sectors. With Windows 98 a boot floppy, the Startup Diskette, will do, but Windows 2000 is not that easy to fix.

The likelihood of a successful recovery is markedly better if you have an Emergency Repair Diskette (ERD). It is optionally created when Windows 2000 is

installed, but should be updated after major changes such as adding a service pack or any change to the hard disk configuration. In Windows NT we used RDISK.EXE to create the ERD, but Windows 2000 has replaced this with an ERD option on the Tools menu of the Backup utility (Start, Programs, Accessories, System Tools). Windows NT users should note that ERD creation no longer backs up a copy of Registry data to the diskette. You now have to

back up the registry from a regular Backup job.

The ERD is not a bootable disk like the Windows 98 Startup Diskette, but a collection of data files that can help to restore the boot sector and startup configuration. To use it, you need to start Windows 2000 Setup, answer Yes to install, and select the R (for Repair) option. For dual-boot systems – where Windows 95/98 boots but Windows 2000 doesn't – boot Windows 98, insert the

Windows 2000 CD and select upgrade, and follow the prompts to boot into the Setup menu. Alternatively, boot from the Windows 2000 CD or make a set of four boot disks. This is no longer done with WINNT or WINNT32, but with a new utility called Makeboot. Have four diskettes ready, place the Windows 2000 CD-ROM in the drive and run the MAKEBOOT.EXE program from the BOOTDISK subdirectory.

MMC.EXE (Start, Run, MMC) and select Add/Remove Snap-In from the Console menu. Click on the Add button to open the list of available snap-ins. Choose Local if any of them offer a choice between local and remote computers, and click on Finish when you're done. Use the Save As command on the Console menu to give your new

management console a descriptive name and allow it to be added to the Administrative Tools menu.

My Documents

It might seem odd that My Documents, an apparently mundane desktop shortcut that was first introduced in Windows 98, is the top dog of the few icons installed on the Windows 2000 desktop. However, My Documents is a special system object rather than a shortcut. Initially, it points to a folder in the Documents and Settings subdirectory of the Windows 2000 system drive, and is the default save location for new documents created by Windows 2000-aware applications. Older applications will have to be told about the My Documents folder, but the single location for user data files is an important part of the Windows 2000 network-management system.

Non-networked users will also

find the single folder for data useful for saving, finding and backing up data, but it needs to be treated carefully. If you maintain a separate partition

If My Documents is relocated to a PC that might be switched off, Win2K becomes unhappy

for data files, you can move My Documents from its original location to another. Right-click on My Documents, select Properties, click on Move Target, and follow the prompts, selecting Yes if you want all the files in the present location to be copied to the new location. The new location must be available at all times. If My Documents is relocated to another PC that might go into sleep mode or be switched off, then Windows 2000 will become very unhappy, in part because 'My

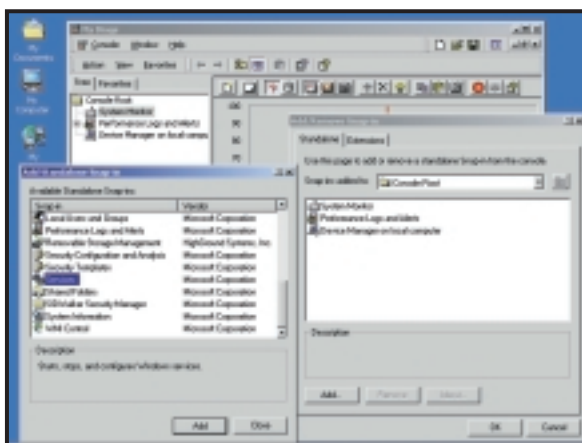
Using MMC you can construct your own personal management console

Documents' is the default folder for Windows Explorer.

You can change the default with Explorer startup switches, but it won't stop Windows 2000 worrying about the missing My Documents folder. To make C: the default drive to open at, locate Windows Explorer in the Accessories menu and right-click on the menu item to bring up its properties menu. Add /e, C: (leading space) to the Target so that it now reads:

```
%SystemRoot%\explorer.exe  
/e, C: (Key: ✓ code string continues)
```

If all you want to do is hide the My Documents folder, you can remove it from the desktop by opening any



Explorer window, selecting Folder Options from the Tools menu, and clicking on the View tab. Scroll down the Advanced settings window until Show My Documents on the Desktop appears and uncheck it.

CONTACTS

Terence Green welcomes your feedback. Contact him via the PCW editorial office or email: win2000@pcw.co.uk