Retro Tools
Product tasks
Tasks and what they can do

Contents

Abstract

A brief summary of all operational knowledge including the evolution of human culture.

Notice

Notice

Topics:

- *Trademarks*

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Preface

Sample Preface

This book explains each tasks separately. You can jump in anywhere, get the information you need, and complete your work.

You can use this book to master tasks if you wish or just keep it handy as a resource so you can focus on other issues.

Chapter

1

Installing

Topics:

- *Installing hard drives or other storage*
- *Installing your own Web Server*
- *Installing your own Database*

You install components to make them available for your solution.

Usually, you can install the components once and then forget about the details of this task. Before installing the components, you should make a plan for what you need to accomplish and the components that will support these goals. After installing the components, you will probably want to perform some preliminary configuration.

Installing hard drives or other storage

A simple guide to installing hard drives.

First purchase a hard drive at your local electronics store or from a qualified representative.

Remove the cover of your system

This is a simple task requiring a screwdriver.

First be sure you are grounded.

Perform the operation in a well ventilated room.

1. Unscrew the screws that hold the cover to your system.
2. Store them in a safe place.
3. Remove the cover and place it in a safe place as well.

Attach the drive to the system

The drive needs to be attached to power cables and other cables inside the computer.

⚠ **CAUTION:** You must be grounded before doing this.

1. Find an empty bay for your drive.
2. Remove the drive from its electrostatic bag.
3. Screw the drive in to the frame.
4. Attach the multi-colored power cord to the drive.
5. Attach the cable that connects your hard drive to the motherboard.

Replace the cover of your system.

The cover needs to be put back on to reduce problems from dust.

1. Retrieve the computer's cover from its safe place. Put it back on.
2. Retrieve the screws from the safe place. Put them back in.
3. Put away your screwdriver before you lose it.

Installing your own Web Server

Installing a Web Server may sound tricky, but it is quite simple if you follow our instructions.

Close all of your programs

You need to shut down everything else before installing major programs

1. If you are on a Windows system, click the X in the corner of each program.
2. If you are on a Linux system, type kill -9 [PID] for each of your programs.
   You might want to save your data first.
3. If you are on a Macintosh, you will have to ask someone else. I have a wonderful little iPod, but that is the limit of my experience with Apple products.

Run Setup.exe

As with any major program, you will need to run setup in order to install it.

Setup.exe can be found in the root directory of the CD-ROM with your software.

1. Insert the CD-ROM.

2. Navigate to it from a typescript, DOS, or other command window.
3. Type `setup.exe` and hit enter.
4. Follow all of the prompts that appear.
5. Optional: It is suggested that you follow all of the defaults, but you may select an alternate directory for the install.

Restart your system

This is standard procedure after installing any new software.

1. If you are on a Windows system, go to the start menu.
   a) Go to Start -> Shut Down...
   b) Select "Restart" and hit OK.
2. If you are on a Linux system, contact your system administrator for assistance. You may not need to restart.
3. If you are on a Macintosh, go to Special -> Restart.

Installing your own Database

Installing a Database may sound tricky, but it is quite simple if you follow our instructions.

Chapter

2

Configuring

Topics:

- *Configuring hard storage devices*
- *Configuring your Web Server*
- *Configuring a Database*

You configure components to set up or refine your solution.

You don't have to get the best configuration the first time. Instead, you might start with a simple configuration and then refine it gradually as needed.

Configuring hard storage devices

Most hard disks do not need any configuring. If they do, the instructions are relatively simple.

First check the documentation that came with your storage device. If the device requires configuring, follow the steps below.

1. If your system recognizes the device, it may be able to configure it without help. If so, do not try and stop it.
2. Otherwise, your drive should come with software. Use this software to format and partition your drive.
3. Once your drive is configured, restart the system. Just for fun. But be sure to remove any vendor software from your system before doing so.

Configuring your Web Server

Configuring your Web Server can be as complex or as simple as you want it to be.

Note: In this instance, the technical writer knows nothing about his subject.

1. Turn on the web server
2. Go to the Options menu
3. Follow that to "Web Server Preferences"
4. Make sure all of the right buttons are checked, or else you will never get it to work
5. Go to your site library and check out a book; any book, even about COBOL, is likely to be more helpful than I am.

Configuring a Database

Follow these instructions to properly configure your database.

Note: In this instance, the technical writer knows nothing about his subject.

1. Read the product documentation. It will tell you what options are available.
2. Read further in the product documentation. It will tell you how to change these options.
3. Make sure you store the product documentation in an easy-to-find location when you are done.

Chapter

3

Maintaining

Topics:

- *Maintaining your hard drive*
- *Maintaining a Web Server*
- *Maintaining a database*

You maintain your solution to ensure that all components are operating at maximum efficiency.

Maintenance is a task that you perform along with configuration to get the most from your solution.

Maintaining your hard drive

Here are a few tips for maintaining your hard drive.

There is really not much to do to maintain a hard drive. However, if you want to keep it running for the next 10 years or so, you should follow these suggestions.

- If your drive has a low-power mode, make sure this comes on when your drive is sitting idle.
  It will not get worn out as quickly if it is not needlessly spinning.
- Every once in a while, shake your computer.

  This will cause the bits to fall more comfortably in to place.
- Run Scandisk on the drive at least once a day.

  This way you will ensure that problems with the drive are found quickly. If you share the drive with others, it will also ensure that they are less likely to use it, because it will be so busy all of the time.

Maintaining a Web Server

Maintaining a web server is really quite easy.

- If the web server crashes, restart it.
- Limit the number of connections to your server.

  This will make it run faster.
- Make sure you do not put confidential material on your server.

  It should be kept in a separate folder named "Private."

Maintaining a database

Maintaining a database does not take much work.

- If the database crashes, restart it.
- If the database is slow, tell people not to put so much in it.
- Try to limit the number of records in your database. Too many records leads to confusion.

Chapter

4

Troubleshooting

Topics:

The troubleshooting tasks explain how to diagnose the cause of and recover from problems.

To fix a problem, you often have to configure or maintain a component. The troubleshooting tasks help you determine what to work on to get back to normal operations.

Troubleshooting your hard disk

Follow these steps to try and fix any problems with your hard drive.

- Run scandisk on the drive. This may solve all of your problems.
- Try defragmenting the drive. This could help with retrieval times.
- If the drive is still slow, try deleting old or useless information.
- If the drive cannot access anything, there are some expensive tools at Best Buy that my help you save some of your information. But, you're probably out of luck.
- If the drive makes funny clicking noises, back everything up as soon as possible.

    You probably have some important data stored in bad sectors. This is going to be painful to fix. Make sure you have a copy of your Operating System CDs.
- If all else fails, you can always try calling technical support. However, this can be very expensive, unless you call within 13 hours of your purchase.

Troublshooting Web Server problems

There are several things to try if your Web Server is not functioning properly.

- If others cannot connect to your server, try turning off their firewalls.
- If your server is running slowly, try limiting it to 2 or 3 connections.
- If your server keeps creating pop-up ads when people access it, please turn them off and things will run faster.
- If these directions are not helpful, please contact your service representative.

Troubleshooting a database

Databases rarely have problems, but this may be helpful if you find some.

- If performance is slow, try removing several thousand records.
- If none of your commands work, make sure they are SQL commands and not SEQUEL commands.
- If you cannot get anything to work at all, try uninstalling and reinstalling.
- For more detailed troubleshooting help, see the online documentation shipped with your database.

Appendix

A

Sample Appendix

This appendix describes things that you rarely need to know.

You can consult this section when you need detailed information about a specific component.

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