

LESSON 142

BACKING UP WITH WINDOWS ME SPACE BAR TRICKS

If you buy a new PC computer now you'll end up with Windows ME (Millennium Edition) pre-installed as your operating system. While ME brings new features to your computer, Microsoft, for whatever reason, decided to leave Microsoft Backup on your Windows Me CD-ROM disk. Here's how to install it on your computer system.

Insert the Windows Me CD-ROM disk into the CD-ROM drive on your computer. Hold down the shift key while you close the CD-ROM drive door, and continue to hold it down for several seconds. This will disable the "auto start" feature. Now click on Start and then on Run. Click on Browse, and click on the down arrow located at the right side of the Look in: window. Double-click on your CD-ROM drive icon, and then click on Add-ons. Double-click on MSBackup and then on msbexp. Click OK and Windows Me will install Microsoft Backup on your hard drive. Click on OK when the Done message appears. You'll need to restart your computer in order for Microsoft Backup to work. After restarting your computer, click on Start, then on Programs. Click on Accessories and then on System Tools. The Microsoft Backup icon will be available under System Tools.

If you use Microsoft Outlook or Outlook Express to read your e-mail messages, here's a valuable tip. When reading an email message, press the Spacebar to page down through the message. Each time you press the Space bar, a bit more of the message scrolls into view. At the end of an email message, press Spacebar to jump down to the beginning of the next message.

Pressing the Shift key at the same time as pressing the Spacebar key will take you to the beginning of the current message.

On regular web pages and in some other e-mail programs, such as Netscape, the Spacebar functions as a "Page Down" key.

