

# HORIZON NEWSLETTER

Informing Businesses Using Computers

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## February, Already?

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### Calculate Used Disk Space

Windows Explorer automatically displays the amount of disk space that is used for files within a selected folder, or at least appears to. **What it doesn't automatically calculate** is how much disk space is used for folders within the selected folder, i.e., sub-folders.

For a clearer example,

- Open Windows Explorer
- In the **left-hand window**, click once on the **Windows** folder.

At the bottom of the screen you will see something similar to:

406 objects and 161MB (Disk free space: 2.99GB)

This is telling you that the selected folder has 406 objects (files) and is using up 161MB of disk space and you have 2.99GB of free disk space.

At first glance you would think that all of the files and folders within the

Windows folder add up to 161MB. Wrong! What it is telling you is that the Windows folder and only the files within the Windows folder are using 161MB. It doesn't include the space used in the other sub-folders within the Windows folder, which is substantial.

- If the Windows folder is not expanded, **click** on the + sign in front of the **Windows** folder.
- In the **left-hand window**, **click** once on the **System** sub-folder.

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At the bottom you will see something like:

**1493 objects and 211MB (Disk free space: 2.99GB).**

Obviously if one sub-folder within the Windows folder contains 211MB, how can the entire Windows folder only show 161MB? As stated above, because Windows Explorer only calculates used disk space on the selected folder and files and not the other sub-folders.

*We can label this as a bug or mistake, but however you want to describe it, that's how it is.* So what if you want to really determine how much total disk space is used by a folder and all it's files and sub-folders?

- Click on the **Windows** folder in the **left-hand window**.
- In the **right-hand window**, click once on the **System** sub-folder.

What's displayed at the bottom?  
Nothing! *But don't despair, we are getting close to the correct answer.*

- In the **right-hand window**, **right-click** on the **System** sub-folder
- Click on **Properties**.

A pop-up window will display the number of files, folders and disk space used within the System sub-folder. For example you will get something like:

**Size: 247MB (259,953,960 bytes),  
262,995,968 bytes used.  
Contains: 1993 files, 45 folders.**

We have finally got the correct information for the System sub-folder. The last value on the 'Size' line represents actual disk space used for all files and folders within the System folder.

The 'Contains' line provides a count of how many files and folders are in the System folder.

This works well for a single folder, but what if you want to get the total for several folders, such as all of the folders and files within the Windows folder?

- In the **left window**, click once on the **(C)** folder.
- In the **right window**, **right click** on the **Windows** folder
- Click on **Properties**.

The pop-up window will calculate and display the total results for the Windows folder. Wait until the numbers stop changing to make sure it has calculated the total contents.

You can select multiple folders to get the results of more than one folder at a time.

- In the **left window**, click once on the **Windows** folder.
- In the **right window**, click once on the **System** sub-folder.
- **Hold down the 'Ctrl' key** and click on **other folders** that you want to include in the calculation.
- After you have selected the folders you want included, **release the 'Ctrl' key**
- **Right click** on one of the **highlighted folders**
- Click on **Properties**.

The pop-up window will calculate and show the total bytes used, number of files and number of folders for the selected folders.

## Mscreate.dir

Ever wonder what these files are? When using Windows Explorer, you may have seen the file mscreate.dir in several different folders.

Mscreate.dir files are special files that are created by the install procedure for Microsoft applications. Every folder that a Microsoft application uses during it's install procedure will contain one of these files.

They are only used if you run an uninstall procedure for a Microsoft application. The uninstall procedure checks for the occurrence of this file and, if it exists, will automatically delete the folder if it is empty.

You can delete the files and the uninstall feature will still work, except it may leave several empty folders behind. Because the files take up little space, it is recommended to not delete them.

## Yes I Can - Reports

We have had the question from customers running the *Yes I Can* application as to what reports should be run at a month end. The following is a list of recommended reports that should be run.

Of course, each company's needs will

vary as to what reports are needed. There will probably be other reports that will suit your needs. Keep in mind that Yes I Can retains all data, so that almost any report can be run at anytime.

Our recommendation is if you don't need or look at the report at a month end, don't waste the paper. The items below with an asterisk are highly recommended.

#### Accounting

- General Journal Report\*
- Checks by Bank and Ledger Account\*
- Balance Sheet\*
- Income Statement\*

#### Banking

- Bank Account Transactions by Type/Date\*

#### Customer

- Collection Report\* (Serves as an Age Trial of customers' outstanding balances)

#### Sales

- Payment Detail Totals - Monthly\*
- Sales Tax Report by Tax Rate\*
- Sales Persons Commissions\*
- Invoice Sales Person Analysis by Month
- Invoice Customer Analysis by Month
- Invoice Manufacturer Analysis by Month

#### Inventory

- Stock Mgmt - Inventory Items Overdue
- Stock Mgmt - Inventory Items Low Stock

#### Purchases

- A/P Detail Aging by Supplier\*
- Payables Paid Detail Totals - Monthly

### Handy Note-Pad

Are you aware you can use your Windows Notepad to store easy-to-find notes, right on your Desktop? It is simple to use, allows you to print or edit the notes and doesn't require any other software to be installed.

From your Desktop (the first screen you see when Windows starts)

- **Right-click** in an empty area and a box will pop-up.
- **Click on New**
- **Click on Text Document** and a new icon will be created.
- Enter a **new description**, making sure it ends with .txt
- Press **Enter**
- **Double-click** the icon and Shazam, Notepad will open.
- Enter your note contents

If you need to print the document, You can print either the document when Notepad is open or right-click on the icon and select print.

### Control Panel Clean Up

Occasionally you can get pesky or unwanted icons that may appear in your Window's Control Panel. This can be caused when an application is deleted or uninstalled and the removal process does not correctly remove the icon in Control Panel. It doesn't really hurt anything, but it can

be annoying when you click on the icon and nothing happens. To get rid of these icons . . .

- **Open Windows Explorer**
- **Click on Tools**
- **Click on Find**
- **Click on Files or Folders**
- In the 'Named' field, enter \*.cpl
- Make sure the 'Look in' field is set to your C drive
- **Click on Find Now**

A list of all files ending with '.cpl' will display. Probably most of the files will be located in your c:\windows\system folder. You can double click on a name and the associated Control Panel program will open. If nothing happens, you have found the problem icon that you don't want to appear. To delete . . .

- **Right click** on the file name
- **Click on delete**

Open your Control Panel in the normal manner, and the pesky icon should be gone.

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## What's This?

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Microsoft Word is a WYSIWYG (What You See Is What You Get) word processor. Because of this, commands that control the formatting and fonts of the document are hidden from view. This works well until you run into the situation when it just doesn't format or print the way you would expect.

When this happens, you need to view the hidden format and font commands to help determine what is causing the problem. At first this may not seem possible, but there is a method.

- **Click on Help** (On the top menu bar)

- **Click on What's This** (The mouse pointer becomes a question mark)
- **Click on the character or paragraph** of concern
- A pop-up message box will appear, listing the format and font commands
- Press **ESC** to cancel the pop-up display

There is also a keyboard short command that can be used in place of the first two steps - **Hold down the shift key and press F1.**

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## Hide the Ruler

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When using Microsoft Word, I find it very convenient to display the horizontal and vertical rulers at the top and to the left of the document. The downside of displaying the rulers is

that screen space is utilized and therefore you can't see as much of the document page as you may like.

You can turn the ruler display feature off, but then when you need it you have to go through the exercise of turning it back on, or at least it appears that way.

An easier method, is to place the mouse pointer in the area where the ruler would normally appear and magically it will appear.

As soon as you move the mouse from the ruler, it will automatically hide again.

If you have never used the ruler feature, you can find it under View and Ruler.