



## Windows 2000 Release Imminent

Microsoft will soon release Windows 2000. Windows 2000 is an operating system; a program that contains the basic instructions for a computer to follow that allow you and the applications you use to communicate with the computer and anything it is connected to.

Windows 2000's roots come from Windows NT 4.0. However, the instructions have been modified to meld in the best features from Windows 95/98. In effect, you will get the best of both worlds: stability, scalability, security, and performance from Windows NT 4.0 and ease of use, and compatibility from Windows 95/98. Windows 2000 also includes many enhancements over previous Windows versions. The results appear to be exceptional.

There are four versions of Windows 2000, three of which will upgrade selected current Windows products as listed below.

### Windows 2000 Professional

- Installs as new or upgrades Windows 95 or 98, and Windows NT Workstation 3.51 or 4.0
- 133 MHz or higher Pentium-compatible CPU
- Supports single and dual CPU systems
- Recommended 64 megabytes (MB) of RAM, 4 gigabytes (GB) of RAM maximum
- 2 GB hard disk with a minimum of 650 MB of free space

The features and enhancements in Windows 2000 Professional provide the following benefits:

- Ease of use
- Simplified management
- Increased hardware support
- Enhanced file management and security
- Enhanced Internet communications

--See next Page

INSIDE THIS ISSUE	
1	Windows 2000 Release Imminent
1	It's More Expensive NOT to Train!
2	Windows 2000 Courses coming to PROTRAIN
3	Speedy Scrolling without Graphics
4	Windows 2000 Professional Features
3	PROTRAIN's Winter Weather Policy
4	We can set up the training you need
4	Page Borders in Word
4	Crystal Reports 7.0 Training at PROTRAIN!

## It's More Expensive NOT to Train!

The other day, after being introduced to someone, an extremely familiar conversation followed. "So, what do you do, Sheila?" "I own a computer training company in Richland." And before he continued, I smiled to myself, knowing what was most likely coming next--a conversation I can almost quote word for word.

First, people exclaim how much they could use some computer training. Then they lapse into a confession about how they stumble through the process of using the features of some program(s) and how much time they know they waste because "there has to be a better way to do things." I listen to them bemoaning the fact that training is not supported where they work, or budgets are down right now, or . . . whatever the case may be. And once again, I find myself wondering why companies don't see the incredible value of even a 1-day training course. There are so many benefits for the company as well as the participant. And in the absence of training, time-consuming and costly fumbling goes on in a program designed to automate tasks and lighten the workload. Fumbling is frustrating for the employee who wants to do their best and maintain the high level of productivity expected by employers.

Training offers opportunities to learn the best ways to do things, great shortcuts, ideas for using different features, etc. It provides a hands-on environment where learning is fun and questions are welcomed. And the significant boost to the participant's self-confidence and productivity can't be overlooked—it pays for the training many times over. Being able to complete tasks efficiently, without having to call the help desk or a co-worker, is personally rewarding and saves a great deal of company time and money.

Next time someone asks you for training, consider how expensive it will be if you DON'T send them. Invest a little in training with PROTRAIN, and we're confident the return on your investment will be higher than you ever imagined!

--Sheila Y. Schroeder

## Windows 2000 Server

- Installs as new or upgrades Windows NT Server 3.51 or 4.0, Windows NT Server 4.0 Enterprise Edition, Windows NT Server 4.0 Terminal Server
- 133 MHz or higher Pentium-compatible CPU
- Supports up to four CPUs on one machine
- Recommended 256 MB of RAM, 128 MB minimum supported; 4 GB maximum
- 2 GB hard disk with a minimum of 1 GB of free space
- Contains all of the features in Windows 2000 Professional, and provides services that simplify network management. This version of Windows 2000 is ideal for file and print servers, Web servers, and workgroups, and provides improved network access for branch offices.

Windows 2000 Server dramatically increases system performance, and provides the following benefits:

- Active Directory directory service
- Simplified management
- Enhanced file management and security
- Improved networking and communications
- Improved printing support

## Windows 2000 Advanced Server

- Installs as new or upgrades Windows NT Server 3.51 or 4.0, Windows NT Server 4.0 Enterprise Edition, Windows NT Server 4.0 Terminal Server
- 133 MHz or higher Pentium-compatible CPU
- Supports up to eight CPUs on one machine
- Recommended 256 MB of RAM, 128 MB minimum supported, 8 GB maximum
- 2 GB hard disk with a minimum of 1 GB of free space
- Contains all of the features in Windows 2000 Server, and provides increased scalability and system availability. This version is designed for servers used in a large enterprise network, and database-intensive work environment.

### Windows 2000 Advanced Server is optimized for:

- Enterprise Memory Architecture
- Windows Clustering
  - High Availability
  - Network Load Balancing

## Windows 2000 Datacenter Server

- No Upgrade of previous system, new install only
- Supports up to 32 CPUs
- Supports 64 GB of RAM maximum
- Contains all of the features in Windows 2000 Advanced Server, and supports more memory and more CPUs per computer. This version of Windows 2000 is the most powerful and functional server operating system, designed for large data warehouses, online transaction processing (OLTP), large-scale simulations, and server consolidation projects.

## Windows 2000 Datacenter Server is optimized for:

- Large data warehouses
- Econometric analysis
- Large-scale simulations in science and engineering
- Online transaction processing (OLTP)
- Server consolidation projects
- Large-scale ISPs and Web site hosting

From notebooks to high-end servers, the Windows 2000 Platform delivers the business operating system for the next generation of PC computing. Built on NT Technology, it's reliable, it lowers cost, and it's easier to use. Here is a summary table of the Windows 2000 versions.

	Windows 2000 Professional	Windows 2000 Server	Windows 2000 Advanced Server	Windows 2000 Datacenter Server
Target Audiences	Business desktops, notebooks	File, print, intranet, networking	Line of business, e-commerce	Large critical applications: OLTP, data warehouses, ASPs and ISPs
CPUs supported by 1 system	2	4	8	32
Memory supported	4 GB	4 GB	8 GB	64 GB
Clustering, Load Balancing	None	None	Two-node failover, 32-node network load balancing	Cascading fail-over among four nodes, 32-node network load balancing
Recommended minimum system requirements	133 MHz Pentium-compatible CPU, 64 MB RAM, 1 GB disk space	133 MHz Pentium-compatible CPU, 256 MB RAM, 1 GB disk space	133 MHz Pentium-compatible CPU, 256 MB RAM, 1 GB disk space	To be announced
Estimated Price	\$319 Full \$149 for upgrade from Windows NT Workstation 3.51, 4.0 \$219 for upgrade from Windows 9x	\$999 \$499 for upgrade (Includes 5 client access licenses)	\$3,999 \$1999 for upgrade (Includes 25 client access licenses)	To be announced
Scheduled release date	Feb. 17, 2000	Feb. 17, 2000	Feb. 17, 2000	To be announced

-- Compiled by Mike Gallagher from information provided by Microsoft Corp.© and The Information Management Group©

**Watch for the Windows 2000 courses on our schedule!**

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## Speedy Scrolling without Graphics

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I recently worked with a hundred-page document that contained lots of graphs and pictures. It was very frustrating when scrolling through the document to wait as each picture displayed before I could scroll on. I'm sure many of you run into this, too, so I did some research to see if there was a solution to this problem. I found this tip in the Microsoft Insider!

1. Make sure you are in Page Layout View (Print Layout in 2000).
2. Select **Tools** then **Options** from your menu bar.
3. In the dialog box, click on the **View** tab and then click the **Picture Placeholders** checkbox. This will hide inline pictures.
4. If you have floating objects and drawing objects you will want to un-check the **Drawings** checkbox as well.
5. When you click **OK** you should now have a blank box the size of your picture or object in each area where before there was a picture.

Now when you are scrolling through large documents, it won't seem quite so tedious.

-- Carrie Knabe

### PROTRAIN's Winter Weather Policy

PROTRAIN uses the *In-Town, Non-Essential, Hanford Employee* delays that are announced on the local radio station. If you do not hear a delay for Hanford, then our courses are running from 8-4 as scheduled. If Hanford is delayed, here are the guidelines to follow:

#### Delays up to 2 hours

- Our full day courses are delayed the same amount of time as announced.
  - Delayed courses may take a shorter lunch break (30 minutes).
  - If necessary, delayed courses will end 30 minutes later (4:30 p.m.).

#### Delays greater than 2 hours

- Our full day courses will be cancelled and rescheduled. Our office staff will contact each student with rescheduling information.

In the event that you feel it is unsafe for you, PLEASE STAY HOME. We do not want you risking your safety to come to class. Let us know your situation as soon as possible, and we will reschedule you.

Call **946-1123** if you have questions.

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## Windows 2000 Professional Features

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Windows 2000 has many features that are new and improved. To assist you in determining if Windows 2000 is right for you, we compiled a summary of selected features.

### User Interface Enhancements

- Personalized Start menu keeps track of the programs you use and modifies the Programs menu so that it lists only the programs that you use more frequently. Applications that are used less frequently are temporarily hidden from view, making the Start menu less cluttered and easier to use.
- Enhanced Task Scheduler can schedule scripts and programs to run at a specific time increasing automation capabilities.

### Improved Support for Mobile Users

- Network Connection wizard consolidates all of the processes needed to create network connections. You can now set up the following networking features from one wizard:
  - Dial-up connections
  - Virtual private networks (VPNs)
  - Incoming calls
  - Direct connections to another computer
- Virtual private network provides secure access to networks from off-site locations by using a local Internet service provider (ISP), rather than using a long distance, dial-up connection.
- Offline folders allow you to copy documents that are stored on the network onto your local computer, giving access to these documents when you are not connected to the network.
- Synchronization Manager compares items on the network to items that you opened while working offline. Synchronization occurs when you log on. Any changes made offline to files and folders, Web pages, and e-mail messages are saved to the network.

### Printing Support

- Internet Printing Protocol (IPP) allows users to send documents to any printer on a Windows 2000 network that is connected to the Internet. Internet printing enables users to:
  - Print to a Uniform Resource Locator (URL) over an intranet or the Internet.
  - View printer and job-related information in Hypertext Markup Language (HTML) format from any browser
  - Download and install printer drivers over the Internet.

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- Image Color Management sends high-quality color documents to a printer or another computer with greater speed and reliability than ever before. New color profiles ensure that the colors that you see on your monitor match those on your scanner and printer.

### Troubleshooting Tools

Compatibility Tool detects and warns the user if certain installed applications or components will cause an upgrade (from Windows 95, Windows 98, or Windows NT Workstation 4.0) to fail, or if the components will not work after an upgrade is complete. This tool is available separately, and is included in the Windows 2000 Setup program (Winnt32.exe).

### Windows Driver Model (WDM)

WDM provides a common model for device drivers across Windows 98 and Windows 2000. Drivers that are written to the WDM will work on both Windows 98 and Windows 2000 decreasing the time spent managing multiple computer environments.

### File Management Enhancements

- NTFS file system supports file encryption and enables you to add disk space to an NTFS volume without having to restart the computer. It also supports distributed link tracking and per-user disk quotas to monitor and limit disk space use.
- FAT32 file system support for compatibility with Windows 95 Operating System Release (OSR) 2 systems and later. FAT32 is an enhanced version of the FAT file system for use on disk volumes larger than 2 gigabytes (GB).

### Improved Plug and Play support

- Ensures greater hardware support and first time correct drivers.

If you think Windows 2000 is right for you and would like more information, visit [www.microsoft.com](http://www.microsoft.com).

-- Compiled by Mike Gallagher from information provided by Microsoft Corp.® and The Information Management Group®

**Crystal Reports 7.0**  
**Beginning & Advanced Courses**  
**Instructor: Mike Gallagher**  
 Courses filling, so register early!  
**Call 946-1123**

## Page Borders in Word

Did you know there is a Page Border feature in Word? Next time you want to dress up a document, try using one of Word's page borders.

1. In the **Format** menu, select **Borders and Shading** and click the **Page Border** tab in the Borders and Shading dialog box.
2. Select the **Setting:** and **Style:** for your border.
3. In the **Apply To** list, select one of the following:
  - a. **Whole Document** will place a border around each page in the document.
  - b. **This Section** puts a border around each page in that section (all pages between section breaks).
  - c. **This Section-First page** only borders the first page of the current section.
  - d. **This Section—All Except First Page** borders all by the first page of the current section.
4. Make your choices for **Color:**, **Width:**, and **Art:** options.
5. Click **OK** when you are finished.

Note: Borders can be selected or deselected using the buttons in the Preview section of the Borders and Shading dialog box.

Want to know more about Page Borders or Section Breaks? Come join our Word Intermediate class on Monday, Feb 14. Hope to see you then!

--Sheila Schroeder

**Is the training you need  
 on our schedule?  
 If not, Call 946-1123!**

**Our classes are fun!**  
**WE CAN MAKE YOUR WORK  
 EASIER WITH TIPS AND SHORTCUTS.**  
**Our training is 100% guaranteed!**