



# Tech Notes

► by **Scott Johnson**, director of Angus Information Management Software

## Upgrades may require 'browsing'

**Question:** *When I try to upgrade to version 2.1, I get an error message about a locked file. What does that mean?*

### Answer

Simply put, it usually means you have the Angus Information Management Software (AIMS) running on your computer when you're trying to install the new version. Like all Microsoft® Windows® programs, AIMS cannot upgrade itself while it is running, so be sure to close AIMS before doing the upgrade. It's a good idea to shut down all of your Windows programs before starting an upgrade.

While we're talking about upgrades, a couple of other questions often arise.

1. To start the upgrade, put the CD-ROM in the drive; it should start automatically. Give it a few seconds, maybe even a minute, but it should start on its own. If it doesn't, you can go to Start, Run, then Browse to your CD drive (usually *d:*) and double-click on *setup.exe* (sometimes it will display only *setup*).
2. During the installation process, the computer may reach a file that is "read only." It then will ask you if you wish to overwrite it anyway. Usually, it will be showing you that the file is *nse20.db* — that is the file that contains all of the data for the national sire evaluation. The correct answer always is to overwrite *that* file (if it talks about other files, the answer may be different).

### Let me explain

I just used the phrase "browse to the CD." When I say that to users, I often get the feeling it isn't making sense. Windows operations are hard to describe in words — you generally need to see them. But, I'm going to attempt to describe what's happening.

The subject of browsing to files arises when attaching files from AIMS to be e-mailed to the American Angus Association for processing.

Let's say you're ready to send a weaning

file to the Association. You go to File, Data, Export; change the operation to Weaning, and there it is — the Filename box gets set to *c:\aims20\files\w0123456.001*. The string of words and numbers in that Filename field actually is made up of several parts, including the drive, the path (also known as folders) and the actual filename with an extension.

Now break that down into parts: The letter before the colon ("*c*" in the sample above) is the drive designator; in other words, the hard disk is known as *c:*. All of the backslashes (they lean backward, hence "backslash") are just separators between the other parts of the filename. *Aims20* is the first folder — think of this as a cabinet drawer. *Files* is a folder inside that drawer, and *w0123456.001* is a piece of paper in that file.

The last part is always the actual filename. Any "words" before that are folders or subfolders.

### The rest of the story

Now comes the browsing part — which also may be referred to as "navigating." Let's say you have finished the export process and you didn't change anything in the Filename field. Now you're in your e-mail program, ready to attach a file.

When you actually click on the Attach command (it might be Insert, and there's often a paper-clip icon), you will have a Filename field again. But now it is blank, waiting for you to put something in it. At that point, you can type in the exact path to the file, which is *c:\aims20\files\w0123456.001*.

If you don't remember all of that or don't want to type that much, you can also "browse" to it. Depending on the program you're using for e-mail (I'll assume Outlook Express), you will see a field labeled "Look In" and something in it, plus a little down arrow (triangle) at the far-right of the field. Click on the down arrow, then on the *c:* drive.

The biggest box just under the Look In field should show all of the folders (but not the subfolders) on the *c:* drive. There will be an Aims20 folder — double-click so it opens. Then you'll see the folders inside the Aims20 folder — double-click on the Files folder. Finally, you'll see files, including *w0123456.001*.

Your specific filename will vary since it includes your member code, and the extension after the period will change each time you export a new file. Be sure you are getting the right one. Now, you can either select the file (which then fills the Filename field) and click the OK button, or you can double-click on the file you want, and it will automatically finish the window as if you had clicked OK.

That should be it. You have successfully browsed to the correct file. You have selected the file and told your e-mail program to send it.

You should get accustomed to browsing to files. It's a common thing in many Windows programs. And you should notice that the window you use to browse is fairly standard. Minor variations can occur, but the basic concept is always the same. There's always a drive, with folders that have folders, which also may have folders. And files can be mixed in with any of those folders. The yellow icon should indicate which are folders. Everything else is a file.

It's that easy.

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### Annual Meeting in Louisville

I will be conducting workshops again while at the North American International Livestock Exposition (NAILE) in Louisville, Ky. The first will be



centered on the Angus Information Management Software (AIMS), especially for new users. It will be

Nov. 11 at the Executive West Hotel from 4 to 6 p.m. (room to be announced). The second will be Nov. 12 from 9 to 11 a.m. in Room 107 of the South Wing Conference Center at the Kentucky Fair and Exposition Center (KFEC). The second workshop will cover Crystal Report Writer — mainly for beginners, but everyone is welcome.