

WILDERNESS COAST PUBLIC LIBRARIES

Microsoft Windows XP

(Level Two)

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Customizing the Desktop

Picture from a Website

- Open the web browser and find a graphic or picture on a web site to use as the desktop background.
- If possible, choose a graphic that matches the screen resolution of the computer (1024x768, etc.).
Note: To see the screen resolution settings of the computer,
 - Right click on the **Desktop** and choose **Properties**.
 - Click on the **Settings** tab.
- Right click on the graphic or picture and choose **Set as Background**.

Saving a Picture from a Website

- Locate the desired picture on the Web.
- Right click on the picture and choose **Save Picture As...**
- Notice the location the picture will be saved to. The **My Pictures** folder (in the **My Documents** folder) is the standard location.
- **Rename** the picture if desired.
- Click on the **Save** button.

Using a Picture in the My Pictures Folder

- Click on **Start → My Pictures**.
- Locate and click on the picture to be used as a background.
- Under **Picture Tasks** in the left menu, choose **Set as desktop background**
- OR right click on the picture and choose **Set as desktop background**.

Adding a Program Shortcut on the Desktop

- Click on the **Start → All Programs →** and locate the program.
- Right click on the program, and choose **Send to → Desktop (create shortcut)**.

Changing the Taskbar Appearance

- Right click on the **Start** button and choose **Properties**.
- Click on the **Taskbar** tab.

In the **Taskbar Appearance** section, chose the desired items.

- **Lock the Taskbar** – Locks the **Taskbar** to prevent changes.
- **Auto-hide the Taskbar** – The **Taskbar** remains hidden until the cursor is over it.
- **Keep the Taskbar on top of other windows** – The **Taskbar** stays on top.
- **Group similar Taskbar buttons** – Multiple buttons of the same program are grouped (stacked) together.
- **Show Quick Launch** – Quick Launch is displayed.
- In the **Notification area**, choose the desired items.
- **Show the clock** – Displays the clock.
- **Hide inactive icons** – Hides icons that are not active.
- Click on **OK**.

Customizing the Taskbar

Locking/Unlocking the Taskbar

- Locking the **Taskbar** keeps it from being changed.
- To unlock the **Taskbar**
- Right click on the **Taskbar**.
- Click to remove the checkmark in front of **Lock the Taskbar**.
- To lock the **Taskbar**.
- Right click on the **Taskbar**.
- Click to place a checkmark in front of **Lock the Taskbar**.

Moving the Toolbars

- Place the cursor in the middle of the toolbar on the **Taskbar**.
- Click and drag the toolbar to a new location on the **Desktop**.

Resizing the Toolbars

- Place the cursor on the bar at the left end of the toolbar. (The speed bump) (Notice the two-headed arrow)
- Click and drag to resize the toolbar.

More Toolbars

- Right click on an empty space on the **Taskbar**.
- Choose **Toolbars** and then choose the desired **Toolbar**.

Address Toolbar

- Click in the **Address box** and enter an Internet address (URL)
- Click on the green **Go** button. (The Internet browser will launch and go to the specified Address)

Selecting an Address in the List

- Click on the down arrow and select the desired address from the list.

Windows Media Player Toolbar

- Only available when the Windows Media Player is open.

Links Toolbar

- Open the desired web page in the browser.
- Click and drag the address from the address line to the **Links** toolbar
- OR click on a link on a web page and drag it to the **Links** toolbar.

Removing Links

- Right click on the link and choose **Delete**.


Desktop Toolbar

- **Note** - This places a list of the shortcuts and files that are on the **Desktop** on the toolbar.
- **Caution** - Removing a button from the **Desktop** toolbar removes the choice from the **Desktop** also!

Quick Launch Toolbar

- This gives single click access to programs.

Adding a Program to the Quick Launch Toolbar

- Click on the **Start** button and find the desired program in the **Menu**.
- Right click and choose **Send To**  **Desktop (create shortcut)**.
- Drag the shortcut to the **Quick Launch Toolbar**.
- **Removing a Program from the Quick Launch Toolbar**
- Right click and choose **Delete**.

Start Menu Properties

Customizing the Start Menu

- Right click on the **Start** button and choose **Properties**.
- Click on the **Start Menu** tab.
- Click on the **Customize** button next to **Start menu** or **Classic Start menu**
- Click on the **Advanced** tab.
- In the **Start menu settings** section,
- Choose **Open submenus when I pause on them with mouse** to open submenus when the mouse is over an item.
- Choose **Highlight newly installed programs** to have newly installed programs highlighted.
- In the **Start menu items** window, select the desired items and options (i.e. Display as link vs. Display as menu).
- In the **Recent Documents** section, check the box to show recent documents in the Start menu. (Click on the **Clear List** button to clear the current list.
- Click on **OK**.

Pinning a Program to the Start menu

- Click on **Start → All Programs →** and locate the desired program.
- Right click on the name of the program and choose **Pin to Start menu**. (The program is displayed in the items list above the separator line on the **Start menu**.)
- Unpin a program by right clicking the program name and choosing **Unpin from Start menu**.
- Change the order of the programs in the list by **clicking** and **dragging** the name of the program to the desired position.
- **Note** - Items in the **Classic Start menu** cannot be pinned or unpinned.
- Notice the option to **Sort by name** when right clicking in the **Programs** menu

User Accounts

- Start → Control Panel → Classic View
- Double click on **User Accounts**.
- In the **Task Pane** on the left there is information to learn about user accounts, user account types, and switching users.

Pick a task

- **Change an account** – Allows the administrator to change accounts.
- **Create a new account** – Allows the administrator to create a new account.
- **Change the way users log on or off** – This feature is disabled on District computers.
- **Create a new account**
- **Name the account** – This is the screen name of the account.
- **Choose the account type** – Assign the user as a Computer administrator or as Limited.
- Click on the **Create Account** button.
- **Changing an account**
- This is only done by an administrator.
- Click on the user from the list.
- Make the desired changes: Change the name, Change or Create a password, Change the picture, Change the account type, or Delete the account.
- When deleting an account, the files created by the user can be saved, or they can be discarded.
- **Note** – A user can change their own password and picture.

Getting Windows to Run Better

- **Windows XP** will both run better if it is regularly scanned for errors and defragmented.

Error Checking

- Hold down the **Windows** key and press the letter **E**.
- Right click on the drive to be checked and choose **Properties**.
- Click on the **Tools** tab.
- In the **Error-checking** section, click on **Check Now**.
- Click to place a checkmark on **Automatically fix file system errors**.
- Click on the **Start** button.
- The **Error check** cannot be performed on the hard drive that is running the operating system. A window will pop up asking if the error check should be done the next time the computer is started.
- Click **Yes**.

Disk Defragmenter

Note: It is best to turn off the screen saver before starting the Disk Defragmenter.

- Click on the **Start** → **All Programs** → **Accessories** → **System Tools** → **Disk Defragmenter**.
- Select the drive to defragment.
- Click on the **Defragment** button..
- The computer will analyze and defragment the selected drive.
- **Note** - Be sure to let the **Disk Defragmenter** finish instead of interrupting it part of the way through.

Backup Status

- A large capacity removable drive to back up files is needed to use this option.

Disk Cleanup

- The computer stores many different files from the Internet and from the normal operation of the computer.
- Hold down the **Windows** key and press **E** to bring up **Windows Explorer**.
- Right click on the C drive and choose **Properties**.
- Click on the **General** tab.
- Click on the **Disk Cleanup** button.
- Remove a check mark from any item that is not to be cleaned up (removed). Temporary Internet files are usually safe to remove.
- To see the list of files in a section, click on the particular section and then click on the **View Files** button.
- Click on **OK**

Installing Windows Updates

- Plan on regularly updating the **Windows Operating System** on the computer.
- The Critical Updates are the most important!
- Open **Internet Explorer** and go the www.microsoft.com.
- On the left side, click on **Windows Update**.
- Click on **Scan for updates**.
- Choose critical updates and install them.

Restore Point

- A **Restore Point** is a marker placed in the computer system.
- It remembers what was in the computer at the time.
- It can be used to bring the computer back to the condition it was in at the time the **Restore Point** was made.

Creating a Restore Point

- Click on **Start → All Programs → Accessories → System Tools → System Restore**.
- Click on **Create a restore point** and then click on the **Next** button.
- Enter a **Restore point description**.
- Click on the **Next** button and then click on the **Create** button.
- Wait for the computer to create the **Restore Point** and then click on the **Finish** button.

Using a Restore Point

- Click on **Start → All Programs → Accessories → System Tools → System Restore**.
- Click on **Restore my computer to an earlier time** and then click on the **Next** button.
- Click on the calendar on a date that is in bold type or select a restore point by name.
- Note the red lettering that indicates the computer will shut down Windows in the process of restoring the computer. Save all work and close down all programs.
- Click on the **Next** button.
- Continue with the process and wait for the computer to complete the restore.