
MICROSOFT WINDOWS XP

LOGGING INTO WINDOWS, CUSTOMIZING YOUR DESKTOP, & OTHER TIPS

WINDOWS XP

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LESSON 1 - LOGGING INTO WINDOWS

LOGGING INTO YOUR COMPUTER FROM THE OFFICE

Discussion

Logging into your new computer will be a bit different than before. One big change to the new machines is that the Novell login screen will no longer be the first thing you see. In fact, Novell will not be installed on your machine at all. In place of the Novell login screen, you will now see the Windows login screen below.



- **Username:** This is your Villanova Userid (e.g., jsmith)
- **Password:** This is your Villanova LDAP (email)
- **Log on to:** This is the domain you log into (VUAD)

If you do not see the **Log on to:** section on your login screen, click the **Options** button.

If you *still* do not see it, then that means that you are *not* logging onto the VUAD domain (or any domain), which is *fine*.

Not everyone will be logging into the domain. Simply type your username and password and click **OK**.

Only those who previously logged into the ASDOMAIN or ENGINEERING domains – or those who logged into a Novell server (VUTREE) in the past should see the **Log on to:** section for the domain login. Those users who do see the **Log on to:** section on their Windows logon page will now log into the VUAD domain.

Important Note: All domain users will now log into the VUAD domain, including those who previously logged into the ASDOMAIN or the ENGINEERING domains.

LOGGING INTO YOUR LAPTOP COMPUTER FROM HOME

Discussion

When logging into your laptop from home, you should continue to log into the VUAD domain, even if you are off campus and not connected to the network. DO NOT CHANGE the **Log on to:** section to anything other than VUAD.

LESSON 2- CUSTOMIZING THE DESKTOP

ADDING SHORTCUTS TO THE DESKTOP

Discussion

When you first open Windows XP, you will immediately notice that the difference between this version and earlier versions of Windows is the appearance of the desktop. The most obvious change is that your icons will be different than they were on your old machine.

You will see a shortcut to your **My Documents** folder, as well as ones for **My Computer**, **My Network Places** (formerly Network Neighborhood), **Recycle Bin**, **Banner**, **Mozilla Thunderbird (email)** and **Internet Explorer (web)**.

There may be other programs on your **Start** menu that you want to add to your **Desktop**. You can easily add additional shortcuts to your Desktop for the programs that you use most often by following the procedures below.

Procedures

1. Click the **Start** button and navigate up to Programs. Use your mouse to navigate, but do not hold the mouse button down.
2. **Locate** the program that you want to create a shortcut for.
3. With your **right-mouse button**, click on the name of the program.
4. Navigate to **Send To** and then **left-click** on **Desktop (create shortcut)**.
5. The shortcut will be placed on your Desktop.
6. To see the new shortcut, click anywhere on the Desktop to make the Start menu disappear.
7. Repeat this process for all the shortcuts that you want on the Desktop.

DISPLAYING SYSTEM ICONS ON THE DESKTOP

Discussion

The **Recycle Bin**, **My Documents**, **My Computer**, **My Network Places**, and the **Internet Explorer** icons have all been added to your desktop. However, if you remove these icons from your Desktop, you must go into the system's display properties to restore them.

Procedures

1. Open the Display Properties dialog box by right-clicking on your Desktop and selecting **Properties**.
2. Select the **Desktop** tab.
3. Select **Customize Desktop**.
4. Select the icons you want to display under **Desktop icons**.
5. Continue selecting options as desired.
6. Select **OK**.
7. Select **OK** or **Apply**.

CHANGING YOUR DESKTOP AND DISPLAY SETTINGS

Discussion

You may notice that the Desktop on your new PC looks different than that of your old computer. You may have had a colored background or a photo as your Desktop background. Now you have a picture of the Villanova Chapel as your Desktop background.

Other elements that may have changed are your screen saver (set to the Windows XP screen saver – set to go on after 30 minutes of inactivity), your color scheme, and possibly your display settings. You can change all of these features using the Display Properties dialog box, which controls the background and appearance of your desktop, the appearance of icons and screen savers, and settings for your monitor.

UNIT has created a theme for your new machine that is based on the **Windows Classic** theme. Although the Windows Classic theme looks and feels much like that of your old machine, it doesn't take advantage of the many color and aesthetic enhancements that Microsoft has built into the **Windows XP** theme. You can easily switch to the new **Windows XP** theme, which is much more colorful, brighter and bolder than the Classic theme that you currently have. You can also customize your Desktop, Screen Saver and Appearance settings individually.

The **Desktop** page, previously called the **Background** page, is used to select the desktop background. The **Customize Desktop** button opens the Desktop Items dialog box, where you can show, change or clean up desktop icons. The **Web** page, used to display, update, and control Web content on your desktop, is also located in this dialog box. If you want to use an image as your Desktop background, click the **Browse** button and select the file.

The **Screen Saver** not only allows you to enable a Windows built-in screen saver, as well as to password protect your computer so that if you walk away for a certain period of time, your workstation will lock and will require your password to be unlocked. The password protection has been enabled by default on your computer and it corresponds to when your screen saver comes on, which is 30 minutes. This means that after 30 minutes of inactivity, your computer's screen saver will come on and will require you to type your password in order to get back into the computer. You can also control the **Power** settings from the Screen Saver tab (under Monitor Power), setting both the **Turn off monitor** and **Turn off hard disks** to around 20-30 minutes. See Important Note below for more on this...

Important Note: It is recommended that you disable your screen saver altogether by selecting **None** on the **Screen Saver** list, then click the **Power** button at the bottom of the Screen Saver tab and tell it to **Turn off monitor** after 20 minutes (or so) in order to save energy. This will simply make the monitor go black when not in use. The moment you return to the machine and jiggle the mouse, the monitor comes on again.

You can also tell it to **Turn off hard disks** after about an hour to conserve even more energy. This does not shut down, standby or hibernate the computer. It simply causes the disk inside the computer to stop spinning when not in use. The moment you return to the machine and jiggle the mouse, the disk begins spinning again.

The **Appearance** tab allows you to change the look of window elements. You can select whether or not you want to use the **Classic Windows** or the **Windows XP** style in the *Windows & Buttons* section. This changes the appearance of all title bars, minimize/maximize/close buttons and the *Start* button. With both styles, you can change the **Color Scheme** and **Font Size** for windows and buttons. Using the **Advanced** button, you can change individual elements of a window. Selecting the **Effects** button provides options for changing transition effects and screen fonts. If you like to use the keyboard to select menu and dialog box items, you can deselect the **Hide underlined letters for keyboard navigation until I press the Alt key** option.

The **Settings** tab still allows you to change your screen resolution, which affects the size of the display of programs on your computer. The smaller the resolution, the more you have to scroll left and right, up and down, to see an entire webpage on your screen. Your computer's screen resolution has been set to **1024 x 768**, which allows you to see more of the "big picture." Unfortunately, this higher resolution causes everything on your computer to look smaller.

Important Note: If you have trouble seeing things with these higher display settings, you can click the **Appearance** tab (see above) and change the **Font size** to Large or Extra Large.

You can also change the display size of most programs, such as Thunderbird and Internet Explorer by opening these programs and clicking **View, Font Size, Increase (or Largest)**. In Word and other MS Office programs, you can click **View, Zoom**, and type in a higher number so that you can zoom the text in for easier viewing.

To edit the **Display Properties** dialog box, right-click on a blank area of your Desktop and left-click **Properties**.

You can also open the Display Properties dialog box by opening the Control Panel and selecting **Display** (Classic View) or **Appearance & Themes** (Category View).

If you are using a laptop or a flat monitor, you may want to turn on the **ClearType** feature to improve the visibility of screen fonts. You can enable this feature by selecting the **Appearance** tab in the Display Properties dialog box, selecting **Effects**, and selecting **ClearType** from the **Use the following method to smooth edges of screen fonts** option.

It is a good idea to save the theme with another name to preserve your settings.

Procedures

1. Right-click on a blank area of your **Desktop** and select **Properties**.
2. To change the **Theme**, select the Themes tab. To change to the new **Windows XP Theme**, select **Windows XP** from the **Themes** drop-down menu.
3. To change the **Desktop** background, click the **Desktop** tab and select a different **Background**. To select a picture to be your Desktop background, click **Browse** and select the picture you want (you must know where that picture is). You must also determine how you want that picture to be positioned with the **Position** box. You can **Center**, **Tile** or **Stretch** the picture.
4. To change the **Screen Saver** and its options, click the **Screen Saver** tab. To disable the **Lock** (password protection) feature of the screen saver, uncheck the **On resume, password protect** box. To change the monitor power settings, click the **Power** button and look for **Turn off monitor** and **Turn off hard disk**, setting them both to approximately 20 minutes.
5. To change the **Appearance** of windows and buttons, click the **Appearance** tab. To switch to the new bolder and more colorful **Windows XP** appearance, change the **Windows and Buttons** from **Windows Classic** to **Windows XP**. With the Windows XP appearance, you can also change to from the **Default (blue) Color Scheme** to the **Olive Green** or **Silver**. The Windows Classic appearance of Windows and Buttons also gives your many Color Schemes to choose from. In addition, you have the ability to change the size of the **Fonts** on the title bars from Normal to Large or Extra Large.
6. To change the size of your **Display Settings**, click the **Settings** tab and set it to either **800 x 600** or **1024 x 768**.
7. Select **OK** or **Apply** to save your settings.

LESSON 3 - USING NEW TASKBAR FEATURES

CUSTOMIZING THE TASKBAR

Discussion

You may notice a few changes to the Taskbar in Windows XP. The Taskbar is the long bar at the bottom of your screen where your **Start button** resides. The most obvious change is that the Taskbar is locked. When the taskbar is locked, you cannot move it or change its height.

You can edit the Taskbar's properties two ways: 1) By right-clicking on the Taskbar and selecting Properties; 2) By clicking **Start, Settings, Taskbar and Start Menu** and selecting the **Taskbar** tab at the top of the window. New customization options include:

1. **Lock the Taskbar**, which prevents you from accidental resizing or moving the Taskbar. However, this feature also makes it so that you cannot resize the QuickLaunch Toolbar area, so if you want to add icons to the QuickLaunch toolbar and make them easily accessible, you must first **Unlock** the Taskbar. See note below about relocking the Taskbar.
2. **Group similar taskbar buttons**, which will group applications that are open on the Taskbar. See "Using Grouped Taskbar Buttons" below for more information on this feature.
3. **Show the Quick Launch Toolbar**, which is a shortcut bar directly to the right of your Start menu. You can drag shortcuts from your Desktop to the QuickLaunch Toolbar. To use a shortcut in the QuickLaunch toolbar, simply click once on the shortcut in the toolbar. This feature is helpful if you want to get to a shortcut on your Desktop, but you have other applications open.

You can also right-click on the Taskbar to lock or unlock it or display toolbars.

If the taskbar is locked, you cannot resize toolbars displayed on the taskbar, such as the QuickLaunch Toolbar. If toolbar icons are hidden, you must Unlock the Taskbar in order to resize the toolbar. To unlock the taskbar, right-click on the taskbar and click **Unlock the Taskbar**. Then drag the vertical line to the right of the QuickLaunch icons to resize the toolbar. *It is recommended that you then right-click on the Taskbar and **Lock the Taskbar** again once you have resized the QuickLaunch Toolbar. This prevents you from accidentally resizing/moving the Taskbar and prevents the Taskbar from accidentally disappearing, which it sometimes will do.*

You can minimize all open windows by right-clicking the taskbar and selecting the **Show the Desktop** command.

Procedures

1. Right-click the taskbar.
2. Select the **Properties** command.
3. To unlock the taskbar, clear the **Lock the Taskbar** box.
4. Select **OK**.

USING GROUPED TASKBAR BUTTONS

Discussion

The taskbar displays a button for each open program. Many applications, such as Office XP, display a taskbar button for each open document as well. With all these buttons, the taskbar can become quite crowded. Windows XP solves this problem with a new feature that groups similar taskbar buttons under one button, when the taskbar becomes too crowded. For example, if you have Netscape Messenger and five Word documents open, Windows will group all the Word taskbar buttons together as one button. When you click the button, a list of all the open Word documents appears. To view a document, simply click the document name from the list.

Grouped taskbar buttons display the common application name plus the number of open windows. A grouped button for six Word documents would display the button name, **5 Microsoft Word**. A grouped taskbar button is also distinguished by a small white triangle on the right side of the button.

You can turn off the taskbar grouping feature by right-clicking the taskbar, selecting **Properties**, and then deselecting the **Group similar taskbar buttons** option.

If you disable grouping for taskbar buttons, the taskbar can display buttons for ten open windows. If you open more than ten windows, the taskbar adds another row and a scroll bar appears allowing you to scroll up and down the rows. If you prefer, you can also unlock the taskbar and increase its height so that all rows are displayed.

LESSON 4 - EXPLORING CHANGES TO MY COMPUTER

OPENING “MY COMPUTER”

Discussion

My Computer, available from the **Start** menu, organizes all of your computer’s resources into one window. You can use My Computer to view and access any resources available to your computer, such as folders and files located on your hard drive, floppy disk drive, or any network drive to which you have access.

When you open My Computer, the common tasks pane appears on the left side of the window. Initially, the pane contains three task groups. You can use the links in the **System Tasks** and **Other Places** groups to perform system functions or to open another folder. The **Details** group provides information about the selected object. If you select a storage device, such as a drive, you can see the amount of free space and the total capacity of the drive.

Other changes to note in My Computer are that the icons are grouped under categories, the toolbar contains fewer buttons, and by default, the status bar does not appear at the bottom of the window. Categories in My Computer include **Hard Disk Drives** and **Devices with Removable Storage**. Other categories that may appear include: the **Network Drives** category if you are mapped to a network drive, and the **Files Storage on This Computer** category if your system is part of a workgroup rather than a domain.

WORKING WITH FOLDER VIEWS

Discussion

When you open a folder, Windows XP senses the contents of the folder and automatically selects the appropriate view. There are several new views in Windows XP.


The **Thumbnails** view is a new view to some versions of Windows. It is a view designed to preview graphics. If Windows XP recognizes the file format of a graphic, a miniature of the graphic appears in this view. If Windows XP does not recognize the format, an icon representing the program associated with that file type appears in the thumbnail area.

If you are working with a folder containing graphics, you can also use the **Filmstrip** view to view your pictures. This view is divided into two panes. The bottom pane displays all the images in the folder in thumbnail size across one row, as if in a filmstrip. The top pane displays the selected picture in magnified size. This view also includes tools to navigate through your pictures and rotate them.

The default view for most folders is the **Tiles** view. In addition to displaying the file or folder name, this view shows additional information, such as file type, size, or author. You can switch to other views, including **Thumbnails**, **Icons**, **Details**, **List**, and **Filmstrip** (only available in those folders containing pictures). To change to another folder view, you can select the desired view from the **View** menu or you can click the down arrow to the right of the **Views** icon on the Standard Buttons toolbar.

You may need to refresh a view in order to access the **Filmstrip** view.

Procedures

1. In My Computer, open the folder whose view you want to change.
2. Click the **Views** button  on the **Standard Buttons** toolbar and try the various views on the menu to see which you like best. The view that shows you the most about your files and folders is the **Details** view.
3. Changing the **View** will only affect the view of this folder. If you want all of your folders to have the same view, see the “Changing Folder Options” section below.

CHANGING FOLDER OPTIONS

Discussion

You can use the Folder Options dialog box to change the look of all your folders. You can select settings that affect all folders, or apply the view of the current folder to all folders.

Options selected on the **View** page apply to all folders. These options include controlling the display of file extensions, hidden and system files, and pop-up descriptions. You can try enabling and disabling different options to see which settings you prefer.

By default, an icon view selected from the **View** menu only affects the current folder. If you decide to display all your folders with the same view settings, you can use the **Apply to All Folders** button in the Folder Options dialog box to apply these settings to all folders. The **Reset All Folders** button resets the view for all folders back to the default.


You can use the **General** page to display the Windows classic folders, which displays folders without the common tasks pane. You can change options to open each folder in its own window while browsing, instead of using the same window, and open items with a single-click instead of a double-click.


The **Restore Defaults** button on each page allows you to reset the options to their default settings.

Users often select single-clicking to eliminate the confusion that arises from single-clicking hyperlinks and double-clicking Windows icons.

When single-clicking is enabled, you select an item by pointing to it. You can select multiple items by holding the **[Shift]** or **[Ctrl]** keys and pointing to the desired items.

Procedures

1. In My Computer, open the folder whose view you want to change.
2. Click the **Views** button  on the **Standard Buttons** toolbar and try the various views on the menu to see which you like best. The view that shows you the most about your files and folders is the **Details** view.
3. Click **Tools** and select **Folder Options**.
4. Click the **View** tab.
5. Click the **Apply to All Folders** button.
6. Click **Yes**.
7. Click **OK**.

Note: When you change the **View** of all folders (i.e., to **Details** view), you can override that view for any individual folder by clicking on the **Views** button  on the **Standard Buttons** toolbar and selecting a different view. You may want to do this if you have changed all of your folders to the **List** or **Details** view, but your want your folders that contain pictures to display in the **Filmstrip** view.

LESSON 5 - USING FILE AND FOLDER FEATURES

USING COMMON FILE TASKS

Discussion

The common tasks pane was a new feature introduced with Windows XP. When you open a folder or select a file, Windows displays all the tasks you would commonly perform on the selected item. Tasks pertaining to files and folders appear in the **File and Folder Tasks** group. These tasks include renaming, moving, copying, publishing, e-mailing, printing, and deleting the file.

Folder toolbars no longer contain buttons for cutting, copying and pasting. Although you can still use the **Edit** menu or keyboard to perform this two-step process (cut/copy and paste), Windows now includes a one-step process for moving and copying files. The **Move this file** and **Copy this file** tasks both open dialog boxes that allow you to select the destination from a folder tree. In addition, you can create a new folder during the process. If you are moving or copying multiple files, the name of the task changes to **Move the selected items** and **Copy the selected items**.

While the common tasks pane makes it easy to perform tasks in a folder, the **Folders** list is a good way to navigate to a desired folder. You can use the **Folders** button on the **Standard Buttons** toolbar to switch between the common tasks pane and the **Folders** list.

My Computer and Windows Explorer are the same program in Windows XP. My Computer opens with the common tasks pane displayed and Windows Explorer opens with the **Folders** list displayed. No matter which you open, you can use the **Folders** button to switch between panes.

File tasks are also located on the **File** and **Edit** menus.

New folders created in the Move Items and Copy Items dialog boxes are automatically named **New Folder**. You can rename the folder before you complete the move/copy process or after the process is complete. To rename the folder while in the dialog box, select the **New Folder** folder, press the **[F2]** key, type a new name, and press **[Enter]**.

Procedures

1. In **My Computer**, open the desired folder and display the common tasks pane - if it is not already visible - by clicking the **Folders** button.
2. Select the file on which you want to perform a task.
3. *To move or copy the selected file*, select the **Move this file** or **Copy this file** tasks under the **File and Folder Tasks** group. Select the drive where you want to move or copy the file. Select the folder where you want to move or copy the file. To create a new folder, select **Make New Folder**. Select the desired folder. Select **Move** or **Copy**.
4. *To email the selected file*, click **Email this file**. Netscape Messenger will open up a new Composition window and the file will be attached. This will not work if you are using WebMail.
5. *To print the selected file without opening it*, click **Print this file**. The file will be printed to your default printer.

6. *To delete the selected file*, click **Delete this file**. You will be asked if you are sure. Click **Yes** to delete the file and **Cancel** to cancel the deletion. The deleted file will be moved to your **Recycle Bin**.

You can select more than one file to perform a task on by holding the **[Ctrl]** key and pointing to the desired items. To select an entire string of files, click on the first one, hold the **[Shift]** key and click on the last one. To select all of the files within a folder, open the folder, then click on **Edit** from the menubar above and clicking on **Select All** or by clicking **[Ctrl] – A** on your keyboard.

USING COMMON FOLDER TASKS

Discussion

Windows XP senses when a folder is selected and displays folder-related tasks in the common tasks pane. Common tasks that appear in the **File and Folder Tasks** group include renaming, moving, copying, publishing, sharing, e-mailing, and deleting the folder. You move and copy folders using the same procedures for moving and copying files.

You can use the **Make a new folder** task to create a new folder. However, you must deselect all folder items to access this task.

You can also access the common tasks pane in Windows Explorer by selecting the **Folders** button on the toolbar.

Folder tasks are also located on the **File** and **Edit** menus.

Procedures

1. In My Computer, select the folder on which you want to perform a task.
2. Select the desired task from the **File and Folders Tasks** group, such as **Rename this folder**, **Move this folder** or **Copy this folder**.
3. *To create a new folder*, deselect any selected folder items. Click the **Make a new folder** task in the **File and Folders Tasks** group. Type a name for the folder. Press **[Enter]**.
4. *To copy or move a folder*, select the folder you want to move or copy. Select the **Move this folder** or **Copy this folder**. Select the drive where you want to move or copy the folder. Select the folder where you want to move or copy the file. To create a new folder, select **Make New Folder**. Select the desired folder. Select **Move** or **Copy**.
5. *To email the selected folder*, click **Email this folder**. Netscape Messenger will open up a new Composition window and the files within that folder will be attached. This will not work if you are using WebMail.
6. *To delete the selected folder*, click **Delete this folder**. You will be asked if you are sure. Click **Yes** to delete the file and **Cancel** to cancel the deletion. The deleted file will be moved to your **Recycle Bin**.

LESSON 6 - USING THE SEARCH COMPANION

SEARCHING FOR FILES AND FOLDERS

Discussion

The search function in Windows XP is called the Search Companion. Although similar in function to the **Find** or **Search** commands in previous versions of Windows, the Windows XP **Search Companion** includes many more search options.

Selecting the **Search** command on the **Start** menu opens the Search Results window, with the **Search Companion** displayed in the left pane. The **Search Companion** is where you enter your criteria to search for files and folders. After performing a search, the right pane lists the search results. You can open a found file or folder from the right pane simply by double-clicking it.

The first step is to select the type of item for which you are searching. You can search for media files, such as pictures, music and video; documents, such as those created with word processing and spreadsheet programs; or all files and folders. In addition, you can search for other computers on your network, or for people in your address book or an Internet directory.

Search options are context-sensitive. Windows displays different search fields depending upon the type of item you are searching for.

After the found files appear in the Search Results window, you have three choices. If you are satisfied with the results, you can select **Yes, finished searching**. This closes the Search Companion, but leaves the Search Results window open with the found files listed. If you are not satisfied with the results, you can use the links under **No, refine this search and...** to change your search criteria. Finally, if you want to conduct another search, you can select **Start a new search**.

You can also access the Search Companion from a folder window by clicking the **Search** button on the **Standard Buttons** toolbar. The results of your search will then appear in the Search Results window.

Selecting the **Start a new search link** does not clear the previous search criteria. The search criteria is not cleared until you close the Search Companion.

You can save your search criteria in a file using the **File** menu and the **Save Search** command. To reuse the search, double-click the saved search file to open your criteria in the Search Companion. Then, select **Search** to perform the search.

Procedures

1. To open the Search Companion, click on **Start, Search, for Files or Folders**. Make sure your window is maximized by clicking on the Maximize button at the top right corner of the window.
2. Select the desired type of search (select **Documents** for any file that is not a system file).

3. If you know when the file was last saved, select the desired date option. If you don't remember, leave **Don't remember** selected.
4. To search for files or folders with a specific name, type the name of the file or folder you want to locate. If you don't know the exact name of the file, type part of the filename in the box.
5. Select **Search** to perform the search.

LESSON 7 - USING THE HELP AND SUPPORT CENTER

EXPLORING THE HELP AND SUPPORT CENTER

Discussion

The process of getting help in Windows XP has been greatly expanded. Help is now located in the Help and Support Center, which provides a colorful, full-blown support system.

The home page for the Help and Support Center includes a navigation bar (toolbar), a **Search** box, and links to information arranged under categories. Major topic headings are listed under the **Pick a Help topic** category. You can select a link and drill down until you find the desired information.

Other categories appear on the right side of the Help and Support Center window. These include **Dell Online**, **Additional Resources**, and **Did you know?** categories. Links under these categories open specific help pages.

Note: If you have a hardware or software problem, please contact the Helpdesk at x97777. Do not call or email Dell.

Selecting a link under one of the categories opens a two-pane window. On the left is the navigation pane, which displays topic and subtopic headings. On the right is the topic pane, which displays help information or links to other help topics. A toolbar appears above the topic pane. You can use the **Change View** button to display only the topic pane so that you can view your desktop and the help information at the same time. The **Print** button prints the current topic in the topic pane.

As you move through the help windows, you can use the buttons on the navigation bar to navigate to previously viewed windows. You can always return to the opening Help and Support Center page by clicking the **Home** button on the navigation bar.




The Help and Support Center can also be opened from any folder window by selecting the **Help** menu and the **Help and Support Center** command.

Some links require an Internet connection to find information. Most of the links under the **Did you know?** category are Internet based.

To print all the subtopics under a topic heading, right-click the heading in the navigation pane and select **Print**. A dialog box opens describing your print selection. You can also print pop-up descriptions in a dialog box by right-clicking the pop-up box and selecting the **Print Topic** command.

Procedures

1. Select the **Start** button on the taskbar.
2. Select **Help and Support**.
3. Select the desired link.
4. To expand a topic in the navigation pane, click the plus sign.

5. Click a subtopic in the navigation pane.
6. Continue expanding links in the topic pane until the desired information appears.
7. Click the  **Change View** button to display only the topic pane.
8. Click the  **Change View** button to display the entire Help and Support Center window.
9. Click the **Home** button  on the navigation bar to return to the home page.

SEARCHING FOR HELP TOPICS

Discussion

You can use the **Search** box on the Help and Support Center home page to search for information about a topic. You should enter one or more words related to the topic you want to find. The topics that match your search words appear in the Search Results pane.

Search results are displayed in categories. Help topics contain a list of keywords to speed up searching. The topics listed in the **Suggested Topics** category have keywords that match your search text and provide the closest match to your criteria. Topics listed under the **Full-text Search Matches** category contain some of your search words in the topic text, but since they do not contain matching keywords, they may not be as relevant to the information for which you are looking.

With an Internet connection, you can also use the **Microsoft Knowledge Base** category to search Microsoft's online store of information.

If your search produces too many results, you can narrow the search by selecting the **Search within previous results** option and entering more specific text in the **Search** box.

You should only enter the specific words related to the topic in the **Search** box, not full sentences or questions.

Procedures

1. Open the Help and Support Center.
2. Click in or select the current text in the **Search** box.
3. Enter words relating to the information you want to search for.
4. Press **[Enter]** or click the **Start searching** arrow.
5. Click a link under the **Suggested Topics** category.
6. To view other matches, click **Full-text Matches** or **Microsoft Knowledge Base** in the **Search Results** pane.

CHANGING SEARCH OPTIONS

Discussion

Settings in the **Set search options** page affect the number of search results found. You can adjust the options to find more or fewer matches.

For **Full-text Search Matches**, you can narrow the search to match words in titles only, or broaden the search to match similar words. Furthermore, you can omit search categories completely from a search. For example, if you want to search keywords only, you can leave only the **Suggested Topics** category enabled.

If you are conducting an online search, you can change the options for the **Microsoft Knowledge Base** category. You can limit the search to titles only, select a product to search, and select how search words are matched.

You can also open the **Set search options** page by clicking the **Options** button in the navigation bar and selecting **Set search options** in the navigation pane.

USING FAVORITES AND HISTORY LISTS

Discussion

The Help and Support Center employs several tools that you can use to return to topics that you previously viewed.

The Favorites list is used to bookmark help topics you want to easily find again. Once you find a topic you would like to bookmark, you use the **Add to Favorites** button on the topics pane toolbar to add it to the Help and Support Favorites list.

When you want to view the Favorites list, you select the **Favorites** button on the navigation bar. You can then redisplay any bookmarked topic. In addition to displaying topics, you can also rename them and remove them from the list.

The History list is another way of locating a help topic you previously viewed. Every topic you have viewed appears in the History list in the order in which they were viewed. You can use the **History** button on the navigation bar to open the History list and select a topic to redisplay.

The Help and Support Favorites list is not the same Favorites list found in Internet Explorer or in a folder window.

CHANGING HELP OPTIONS

Discussion

You can customize various Help and Support Center options using the **Options** button on the navigation bar.

You can use the **Change Help and Support Center options** link to modify the icons that appear on the navigation bar and change the size of the font used for content in topic pane.

Other links in the Options pane include **Set search options** to modify search settings and **Install and share Windows Help** to install other Help content and share the content with other users on your network.

LESSON 8 - SHUTTING DOWN/LOCKING YOUR WORKSTATION

SHUTTING DOWN, LOCKING THE WORKSTATION, AND STAND BY

Discussion

Most of us are used to shutting down our computers at the end of the day, which is a good idea. However, if you are walking away from your desk and you want to secure it, you can **Lock the Workstation** instead of shutting down. When you return, simply type in your password and the machine will come right back to where you left it.

Stand by is a nice feature when you want to temporarily put your laptop to sleep so you can quickly undock it and run off to class without having to perform a full shut down and startup. If you plan to take your laptop home and do not plan to use it for a few hours, then it is a good idea to do a full Shut Down, as Standby still uses battery power.

Procedures

1. **To Lock the Workstation**, hit the **Ctrl-Alt-Delete** key combination on your keyboard.
 2. Click **Lock Workstation**. The workstation will be locked, preventing anyone except a system administrator) from getting into your computer.
 3. When you come back to your computer, type your user password to get back into the computer.
-
1. **To Stand by**, click the **Start** button and select **Shut Down**.
 2. Select **Stand by** from the “What do you want the computer to do?” list.
 3. Click **OK**.

Other options on the **Shut Down Windows** menu are:

1. **Logoff** – Log out of the current user account so that another user can login
2. **Restart** – Reboots the computer
3. **Stand by** – Maintains your session, leaving the computer running with low power with data still in memory.

Whatever option you select from the Shut Down menu will be what you see the next time you click on Shut Down.

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