

Windows XP Introduction

Setting up the look of your XP computer

1. **Personalising your computer** – right click on desktop and select Personalise. Here you can change the look of Windows, Set your background and your screen saver, and change your screen resolution.

Experiment to see what works for you.

2. Setting up your Start Menu

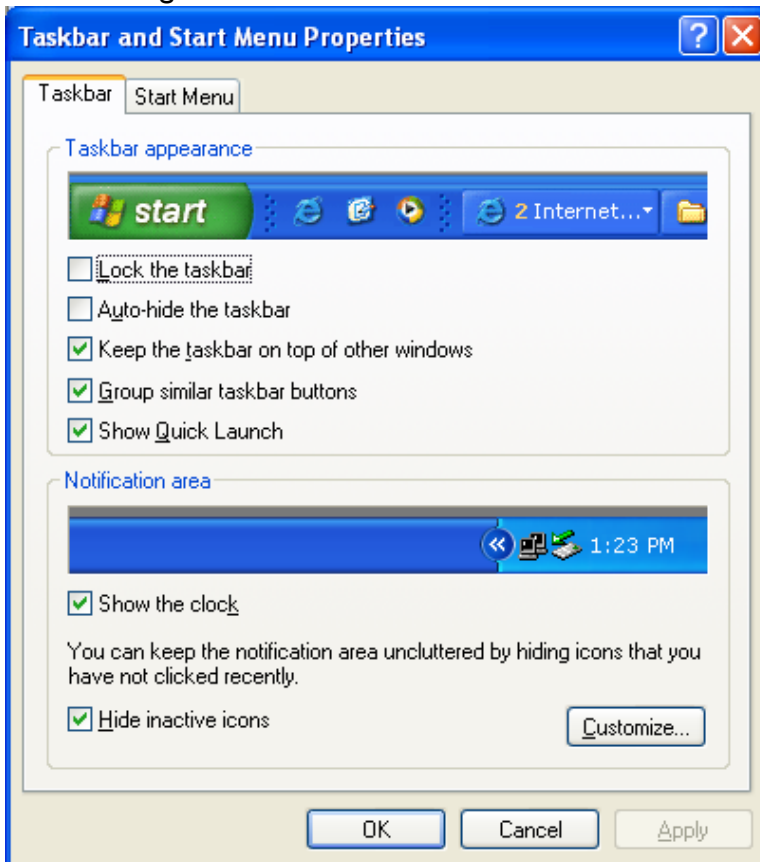
You can choose between the XP Start Menu or the Classic Menu. The XP menu has increased functionality, however for those of you comfortable with the Classic menu, this is also available.

Right click on Start (bottom left) then select Properties. The Start Menu tab should show up. Then select the menu type you would like between Start menu (this is the XP version) or Classic Start Menu.

3. Setting up your Task Bar – the bar along the bottom of the screen.

This is one of the most useful areas available. The Task Bar contains a Quick Launch section which allows you to quickly access with one click your most often used programs, folders and files.

To set this up right click on the Task Bar and ensure that the Task Bar tab is selected. Select the following boxes.



You will now have short cut icons on the left of your task bar. These are just short cuts and can be removed without any effect. You can add to the quick launch section just by dragging program, folder or file icons onto it. Suggested short cuts include Documents, Outlook, Word, Desktop, Internet Explorer.

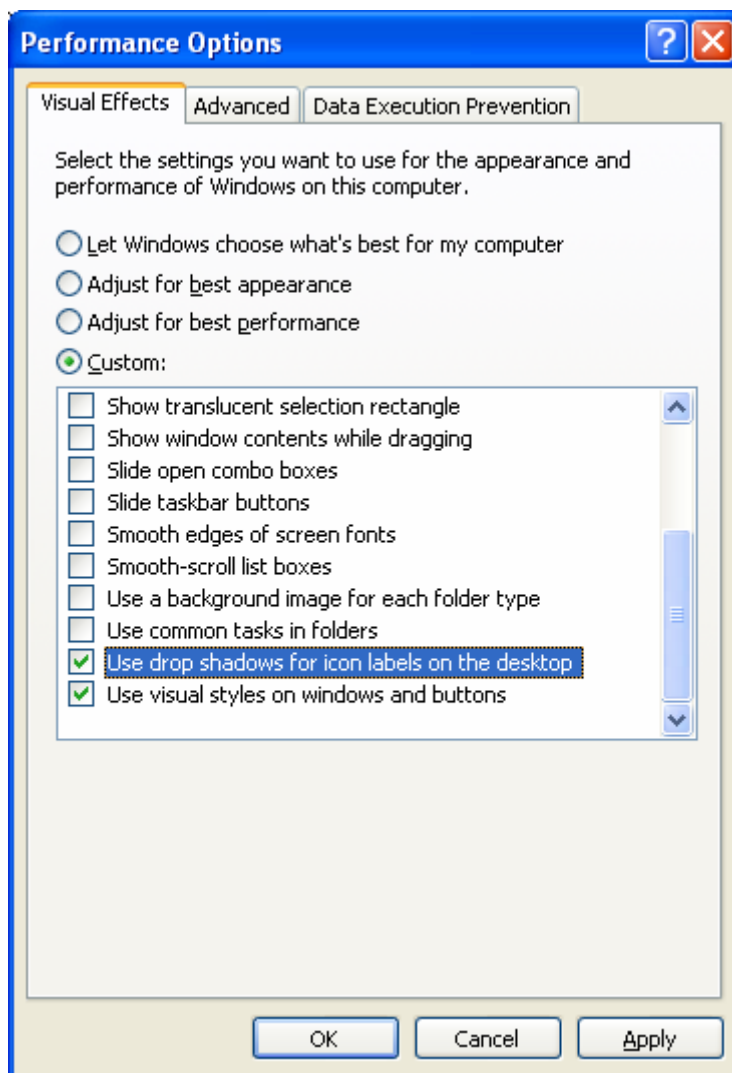
Functionality

I. Computer performance

Your computer will be set as a default to look good but not perform as quickly as it can. This can be changed so your computer looks good and performs quickly.

Right click on My Computer and select Properties. Select the Advanced tab then under the Performance section click on Settings. This will bring up the Performance Options dialogue box. Click on Adjust for best performance. This will remove all the ticks in the boxes below. However this will result in changes to the way the computer looks. So now scroll down to the bottom box entitled Use visual styles on windows and buttons and select that. Depending on which picture you have on your desktop you may like to select the box above that as well entitled Use drop shadows for icon labels on the desktop. This will make the icon labels on the desktop easy to read if the desktop picture is light.

You will now have a computer which looks good and works quickly.



2. **Change or add a User account**

You may want to personalise your computer so that when you log onto your account your settings are saved. It also allows you to add security to your computer and set up various user accounts with different security settings.

To do this click on Start then Control Panel then User accounts. New accounts and settings can be created here.

Navigation

1. **Organising Folders**

The Explorer default view does not provide a folder navigation bar. To bring this up click on the Folders tab on the top menu. This helps to keep track of where you are and the route to finding yourself.

To change the folder view to one that you want click on View on the top menu and select the view style you want eg Thumbnails, Tiles, Icons, List or Details. Each of these is useful for different reasons. Try them out and see what you think. Once you have chosen the look that you would like as the default you can set it so that all folders open up with this view. To do this click on Tools on the top menu and select Folder Options, then click on the View tab and Apply to all Folders.

2. **Searching Folders**

When you are unable to find what you want because you've forgotten where you put it, use the search facility. To use this click on Start and select Search. By filling in the relevant search boxes you can search any folder or drive you want by file name or words within a file. Be aware that this latter option can take a long time. If you still cannot find what you want – maybe you can't remember what it was called but you know when you worked on it – then click on When was it modified? This will allow you to search by particular dates.

3. **Viewing Folders**

There are a few options for moving around open files and viewing them. XP has a neat way of moving from open file to open file. By holding down Alt and pressing Tab all open files are displayed and with each press of Tab you move to the next file.

Viewing multiple open windows can be achieved by tiling or cascading. To do this right click on the bottom task bar and select the appropriate option. See what works for you.