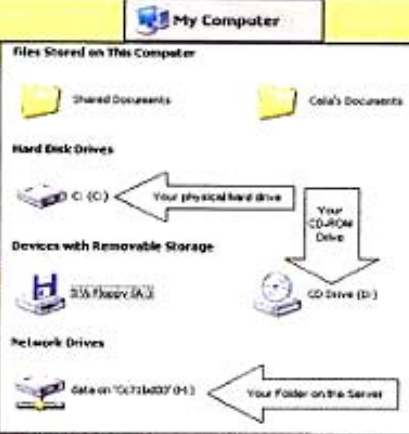# Windows XP Basics

Microsoft Windows XP

Creating Desktop Shortcuts
1. Find the program you would like to add to the Desktop.
2. Right-click on the program icon.
3. Click *Send To*.
4. Select *Desktop (create an icon)*.

Changing XP Start Menu to Classic View
1. Click *Start*.
2. Right-click a blank area of the *Start Menu*.
3. Select *Properties*.
4. Click the *Classic Start Menu* radio button.
5. Click *OK*.

Pin/Remove Items to Start Menu
1. Find the program you would like to add to the *Start Menu*.
2. Right-click on the program icon.
3. Select *Pin to Start Menu*.

Removing Items
1. Right-click on the *Start Menu* program icon.
2. Select *Unpin from the Start Menu*.

Creating Quick Launch Icons on the Taskbar
1. Find the program you would like to add to the Taskbar.
2. Right-click on the icon and drag it to the Taskbar.
3. Release your mouse button and select *Create Shortcuts Here*.

Search for a File or Folder
1. Click *Start*.
2. Click *Search*.
3. Click on *All Files and Folders*.
4. Type the name of the folder or file you are searching for in the search

Your Computer and File Locations

My Computer

Renaming Files
1. Right-click on the file or folder you wish to rename.
2. Choose *Rename*.
3. A small box will appear next to the file. Click in the box and type the new name.
4. Hit the *Enter* key or click away and your fill will be renamed.

Files Stored on This Computer

Shared Documents   Cola's Documents

Hard Disk Drives

C: (C:) — Your physical hard drive
Your CD-ROM Drive

Devices with Removable Storage

3½ Floppy (A:)   CD Drive (D:)

Network Drives

data on '0c713d337' (H:)   Your Folder on the Server

To view your drives and folders, just double-click on *My Computer*.

Deleting Files
1. Click on the file you would like to delete.
2. Either drag the file to your Recycle bin or hit the delete key on your keyboard.
3. Confirm your deletion by selecting *Yes*.

Recycle Bin

Moving your Files
1. Locate the file you want to move.
2. If you are in *My Computer* you can drag and drop the file to its new location.
3. Another way to move a file is to *Right-Click* on it and choose *Cut*.
4. Navigate to the folder you would like to move the file to and *Right-Click* again. Choose *Paste* to put the file there.

Using a Memory Key/Jump Drive
1. Locate your USB port and insert your jump drive. Your computer will recognize it as an additional drive.
2. In *My Computer* you may save to it or open it like any other drive on your system.
3. **Do not remove your jump drive until you do the following:**
4. Right-click on the external USB control in your taskbar and choose *Safely Remove Hardware*.
5. Choose *USB Mass Storage Device* and select your specific jump drive.
6. Click *Stop* and *Close*.

Automatic Popup Window
1. When you insert a jump drive or a CD your computer will automatically see it and ask you what to do in a pop up window.
2. Choose to *Play* a music CD using *Windows Media Player* or *RealPlayer*.
4. Or *Open Folder to View Files*.
5. Or *Take No Action*

Sound and Audio Settings
Adjust your speakers, your microphone, midi playback options, or put your volume icon in the taskbar.
1. Click *Start, Control Panel, Sound and Audio Devices*.
2. Select the appropriate tab.

Using the Control Panel

Accessibility Options
1. Click *Start , Control Panel, Accessibility Options*.
2. You will see tabs for the keyboard, sound, the display, the mouse, and general adjustments.

Date and Time
1. Click *Start, Control Panel, Date & Time*.
2. Adjust your date and time using the windows on the left.
3. Adjust your time zone with the time zone tab.

Default Printer
1. Click *Start, Printers and Faxes*.
2. Right-click the desired default printer and select *Set as Default Printer*.

Display Settings-*Right-Click* on the *Desktop* and select *Properties*
Themes-allows you to click on the drop down menu to choose a coordinated look for your computer screen.
Desktop-allows you to select a specific picture as background, to center, stretch, or tile the picture, and to select a color scheme for *Windows*.
Screensaver-allows you to select a screensaver, to set the timing for it, and to adjust the power settings on your computer.
To Adjust Monitor Power Settings-Click *Power* from the screensaver tab and use the drop down menus to adjust power options. Because you are on a network we recommend you set your power options to *Never*.
Appearance-allows you set your *Windows* color scheme, the size of your screen fonts, and other screen settings.
Settings-allows you to adjust your screen resolution and the number of colors your monitor displays. Only use the *Advance* button if you really know what you're doing.

Pause or Delete Print Jobs
1. Double-click the printer icon in the taskbar.
2. Select the print job you want to stop.
3. Select *Printer, Pause* OR *Printer, Delete*.

Virus Updates
1. Double-click the antivirus shield in your taskbar.
2. Click on *Live Update* and follow the wizard's instructions.
3. Always check your virus definition date frequently.

Microsoft Windows Updates
1. Click *Start, Programs, Windows Update*. This will open a window on the internet and will scan your system for updates.
2. Select *Install* for those update you would like to install and follow the wizard to install them. You may be asked to reboot your machine after or during updates.