



Quick-Start Guide

Your First Look



When you open Windows XP for the first time, the first thing you may notice is that your shortcuts and most of the icons are missing from your desktop. Usually the only icon displaying is the Recycle Bin which stores your trash items.

The reason your icons have disappeared, is because the Start Menu has been redesigned to be more functional and easy to use. However, if you would rather have the icons, here is how to restore them:

To display My Documents, My Computer, Internet Explorer, etc on your desktop:

1. Right-click on an empty space on your desktop
2. Click Properties
3. Click the Desktop Tab
4. Click Customize Desktop
5. Check the box next to My Documents, My Computer, Internet Explorer, etc. to add those familiar icons back to your desktop.

Creating desktop shortcuts for frequently used programs:

1. Click on the Start button
2. Choose All Programs
3. Choose the program [highlight it ... don't click on it]
4. Right-click → Click Send To
5. Click Desktop (create shortcut)

The Task Bar

The taskbar in XP has some new features! In order to conserve space on the taskbar, and show you more opened windows in the process, Windows will group minimized windows by application whenever there are more minimized windows than there are display slots (approximately 5).

For example, if I open and minimize 5 email messages, note that the number 5 appears next to one GroupWise minimized window. If you click on the minimized GroupWise, the five emails appear as a list and you can select the one you want from the list.



Another new feature is the “tidy button” which appears as a < or > on the right-hand side of your task bar. The tidy button condenses the number of running application icons that display on your taskbar. This allows more room for the minimized windows that you choose to display. To view all of the icons, just click on the tidy button (<) and it will expand (see example below). After a few moments, it will return to its condensed state (refer again to the example above).



The Start Menu



When you click on the start button, you will see two columns of information with various icons displayed on the screen. Think of the icons as “doorways” to your files.

Upper left column – fixed icons

- *Internet access*
- *Email → the GroupWise icon should usually display*

Lower left column – most frequently used programs

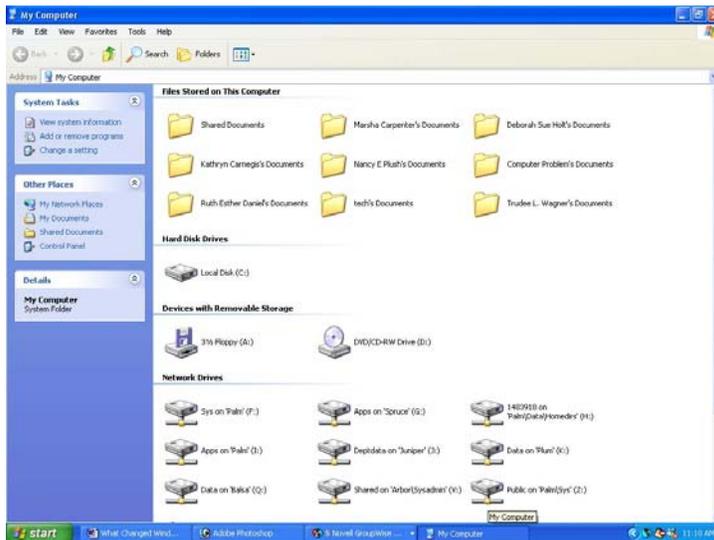
- This list will automatically update

Right column – quick link to folders and functions

- *My Documents* is the same as Docs on your H drive
- *My Recent Documents* provides a quick-link to the documents, spreadsheets, etc. that you have opened most recently

- *Control Panel* allows you to customize the appearance of your computer.
- *Printers and Faxes* shows which devices are associated with your system
 - To set another printer as your default printer (the one your system will automatically use) right-click on the icon → choose set as default printer
- *Help and Support* has been expanded for more functionality
- *Search*
 - Files – remember there are two parts ... **filename . extension**
 - You can use an asterisk for the part you don't know and to help filter out unwanted documents (i.e., searching for ***.doc** will return all of your Word documents)
- *Ending Your Session*
 - Log Off – to disconnect when you will be away from your desk
 - Shut Down – on the weekends or on vacation or whenever you will be away for an extended period of time

My Computer



The **top section** displays a folder for your documents and shared documents.

The **middle sections** display the different drives (local and network) than can be accessed by your system.

The **lower sections** will display mobile devices and scanners (if applicable).

The Quick-Launch Toolbar

If you would like to have frequently-used icons (like internet explorer and GroupWise) on your toolbar, you will need to activate the quick-launch toolbar.



Go to an open space in your lower gray toolbar → right-click → choose Toolbars → Click on Quick Launch Toolbar

Returning to the "Classic" Look

If the new formatting of Windows XP does not suit you, you can always return to the "classic" look of Windows 2000 and before.

Go to your Start button → right-click → Choose properties → Click on the Start Menu tab → Click on the Classic Start menu radio button → Click Apply → Click OK

The next time you click on your Start button, the classic start menu will appear.

