

# 3 Getting Started in Windows

Version 4, 14.01.10

This section explains some basic features of the Windows XP desktop operating system.

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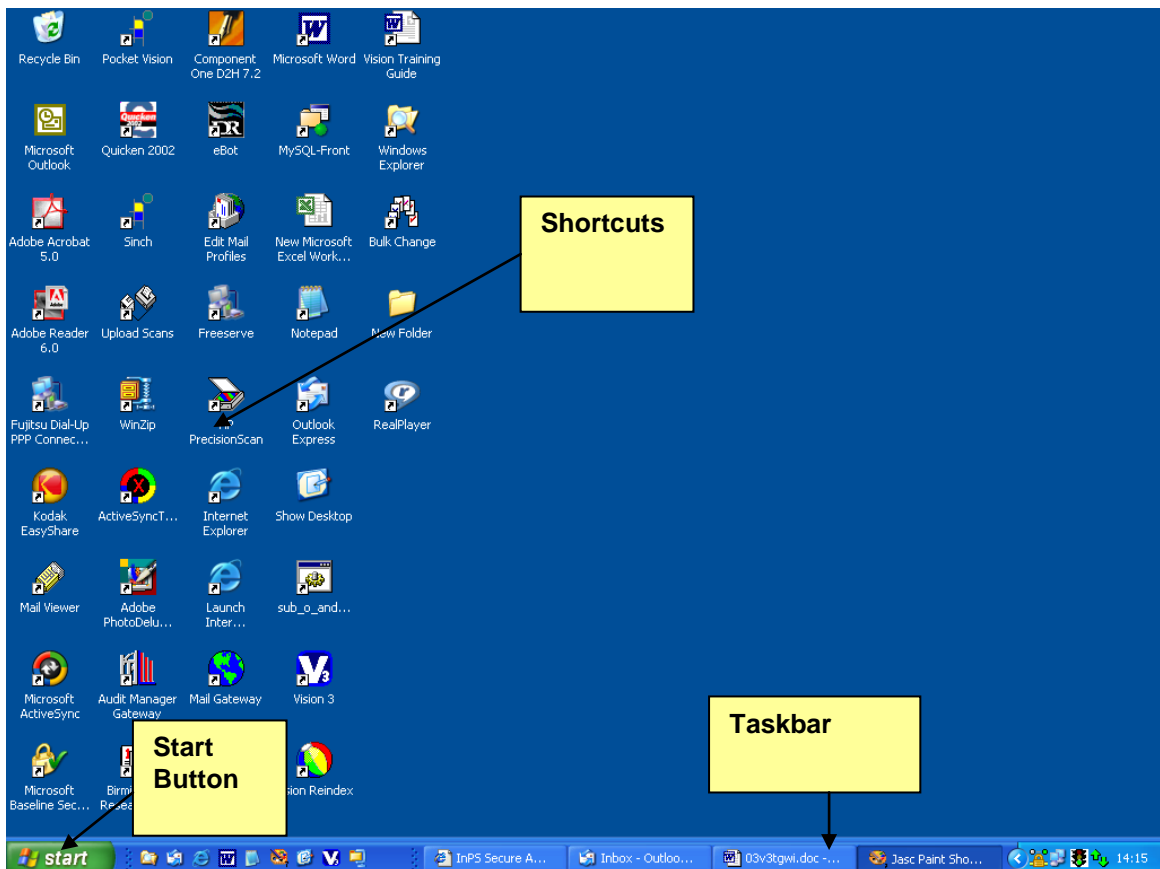
Version 4	14.01.10	Rebrand, screen shots to XP and style change
Version 3	11.02.09	Renamed Getting Started in Vision. Change font to Verdana. Name change to 03 Windows XP.doc
Version 2	24.02.06	Updated to Window XP
Version 1	13.08.03	Alt GP Review (15.02.06)

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# Basic and Advanced Features

## Windows XP front screen

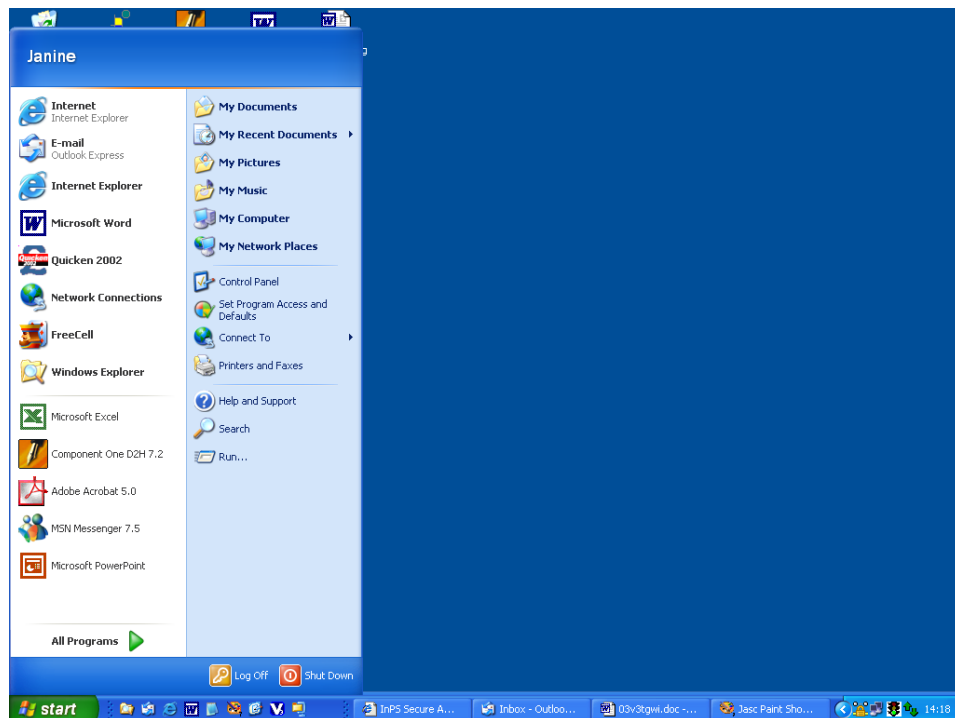
Illustrated below is an example of a Windows XP screen you will see after first logging on to the system. The Start button, Shortcuts and Taskbar are discussed in the following sections.



*An example Windows XP desktop*

## The Start button

When you click the Start button the following screen is displayed. The Start button enables you to select, from a menu, any of the things that you may wish to do within Windows.



*Windows XP Start screen*

For example, to use **Help and Support**, point to the Help and Support menu item and click.

Some of the more commonly used menu settings are listed below.

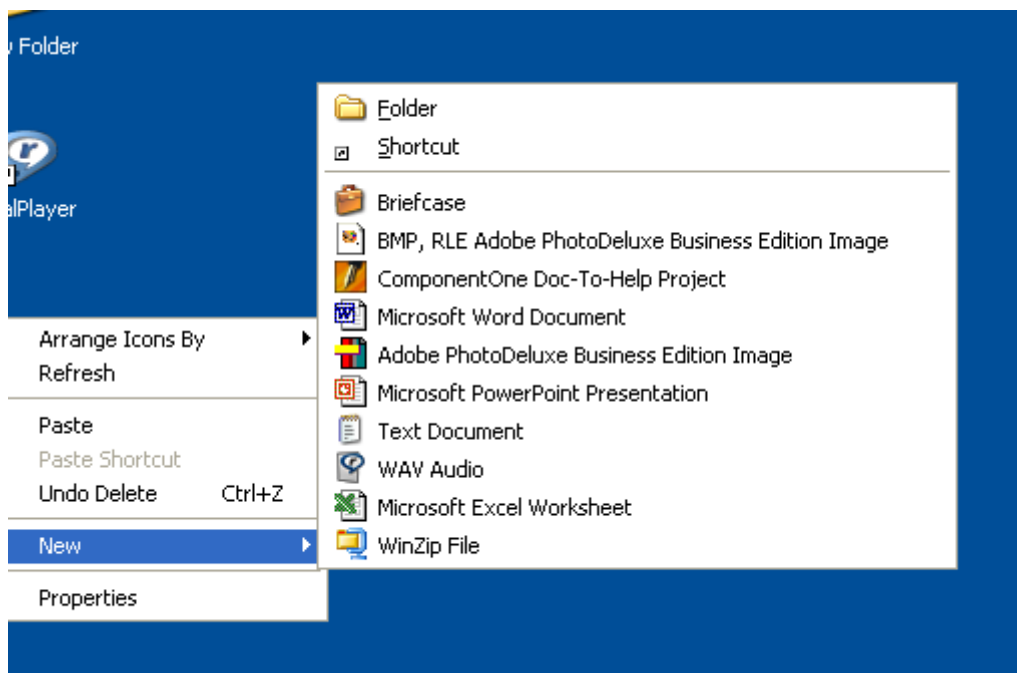
- **All Programs** - Displays a list of programs.
- **My Documents** - Displays a list of all documents saved in your folders
- **My Recent Documents** - Displays a list of recently used documents.
- **My Computer** - Displays the various drives on your network
- **Control Panel** - Allows you to change the configuration of system settings.
- **Printers and Faxes** - Allows you to configure and change printers
- **Search** - Provides a way of locating documents and files.
- **Run** - Starts a user-defined program.
- **Shut Down** - Closes the system down in a variety of ways.

## Shortcuts

It is possible to set up a shortcut icon on the front Windows XP desktop to open an application.

To setup a shortcut to access Vision:

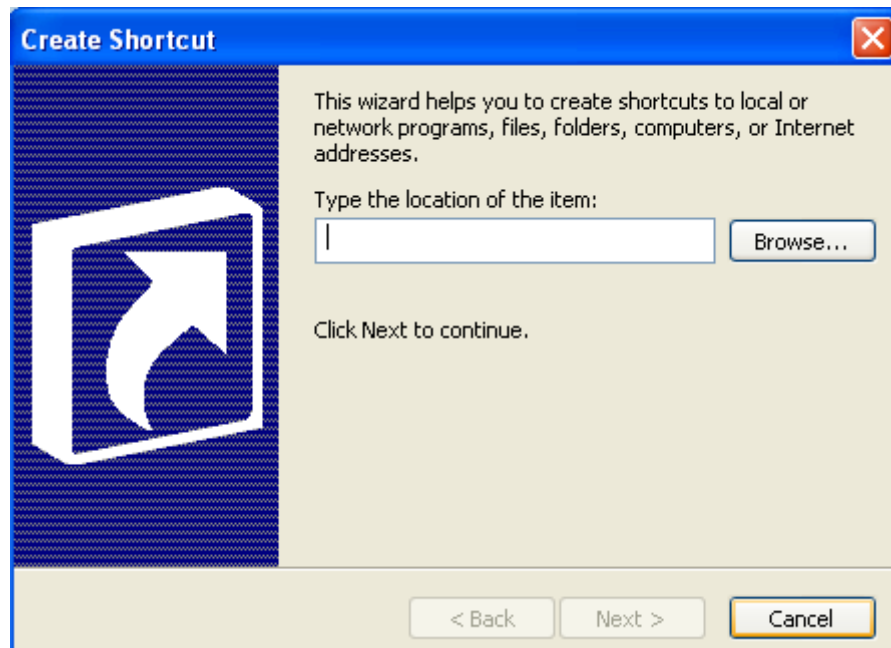
1. Move the mouse to a blank area of the Windows desktop and click the right hand mouse button once.
2. Point to **New**.
3. Point to **Shortcut** and click.



*Desktop right click – New menu*

4. The Create Shortcut window will appear and text can be entered into the Command Line box to tell the computer which application is to be added as a Shortcut, e.g. O:\PROGRAM\VISION.EXE is the Command Line to start Vision.

If the Command Line is not known, then click on the **Browse** button and search for the program that starts the application required.



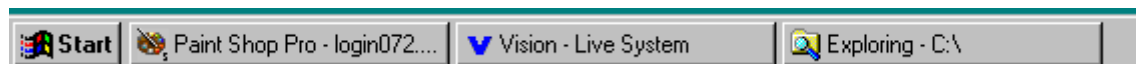
*Create Shortcut screen*

Click **Next** and enter a name for the shortcut. An icon will then appear on the desktop to run the program selected.

## The Taskbar and Multi-Tasking

Multi-tasking can be defined as the ability for a computer to run more than one application at the same time. Historically within Windows, when two applications have been opened at the same time, it was possible to toggle between them by using the ALT - TAB keys.

In Windows there is no need to use these keys as all of the currently running applications are displayed on the Taskbar at the bottom of the desktop.







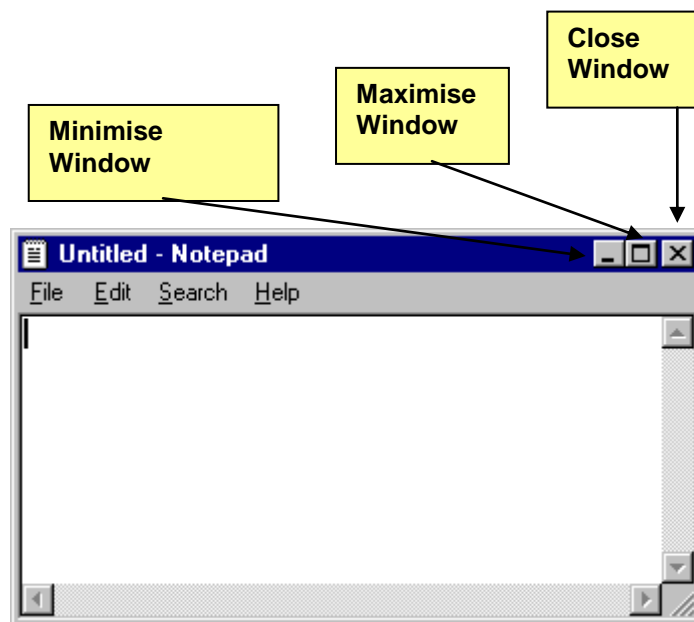
*Example Taskbar*

It is possible to toggle between these open applications by clicking once with the left hand mouse button onto the box bearing the name of the application that is required. The current application open is known by the box on the Taskbar being pressed down, e.g. in the picture above, the 'untitled - Paint' application is the one being used.



It is very important to remember that although Windows XP has improved multi-tasking facilities, there is still a limit to what any computer can actually do at any one given time. So it would still be advisable to try to keep the number of applications open at any one given time to a minimum.

## Maximising, Minimising and closing Windows

Each window that is open on the desktop can be maximised , minimised , returned to its previous size , or closed , by using the icons that appear in the top right corner of the window as shown below.



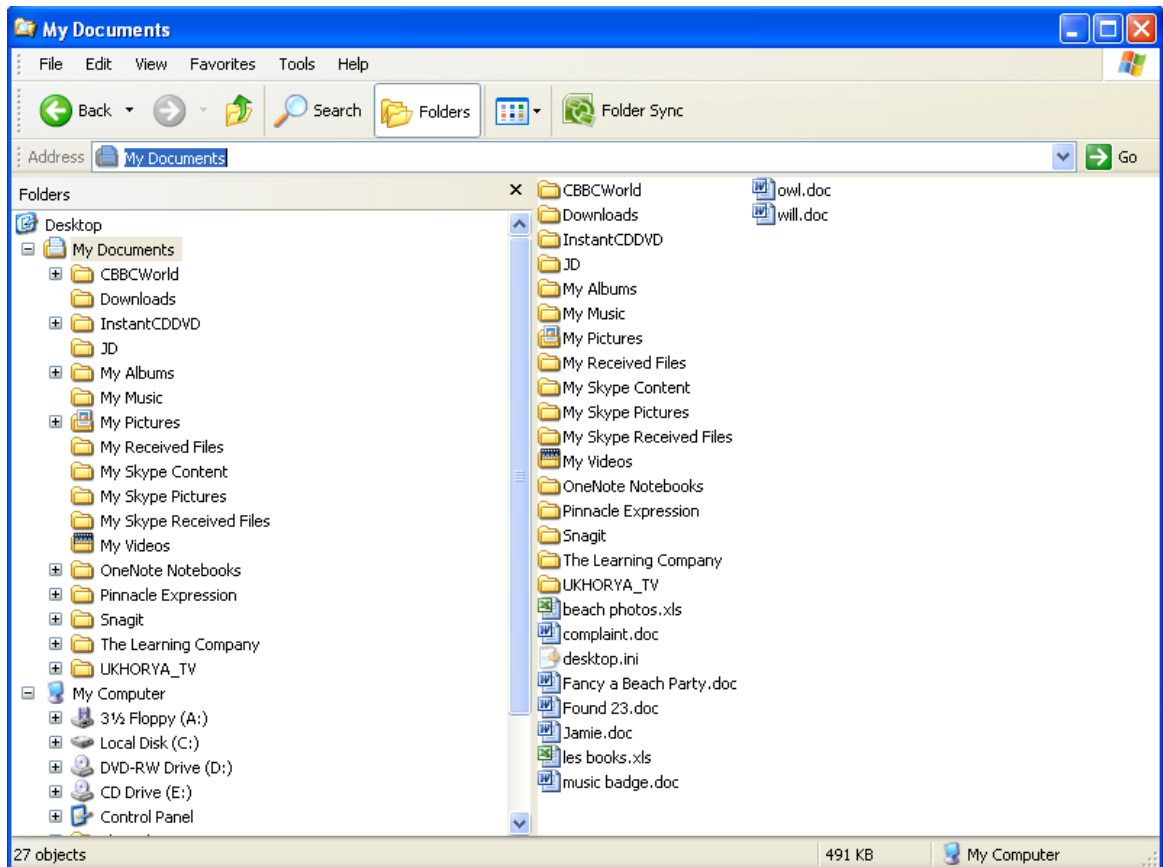
*Notepad window*

When the window is maximised, the middle *Maximise*   icon changes. If clicked, it returns the window to its previous size.

Minimised programs appear on the Taskbar, they can be restored by clicking once on the Task bar button with the program's name.

## Using Windows Explorer

Windows Explorer displays the contents of your computer. Files, programs, printers and network connections can all be seen in Explorer. The following screen displays a typical Explorer View.



*Example Windows Explorer screen*

### **Folders and Files**

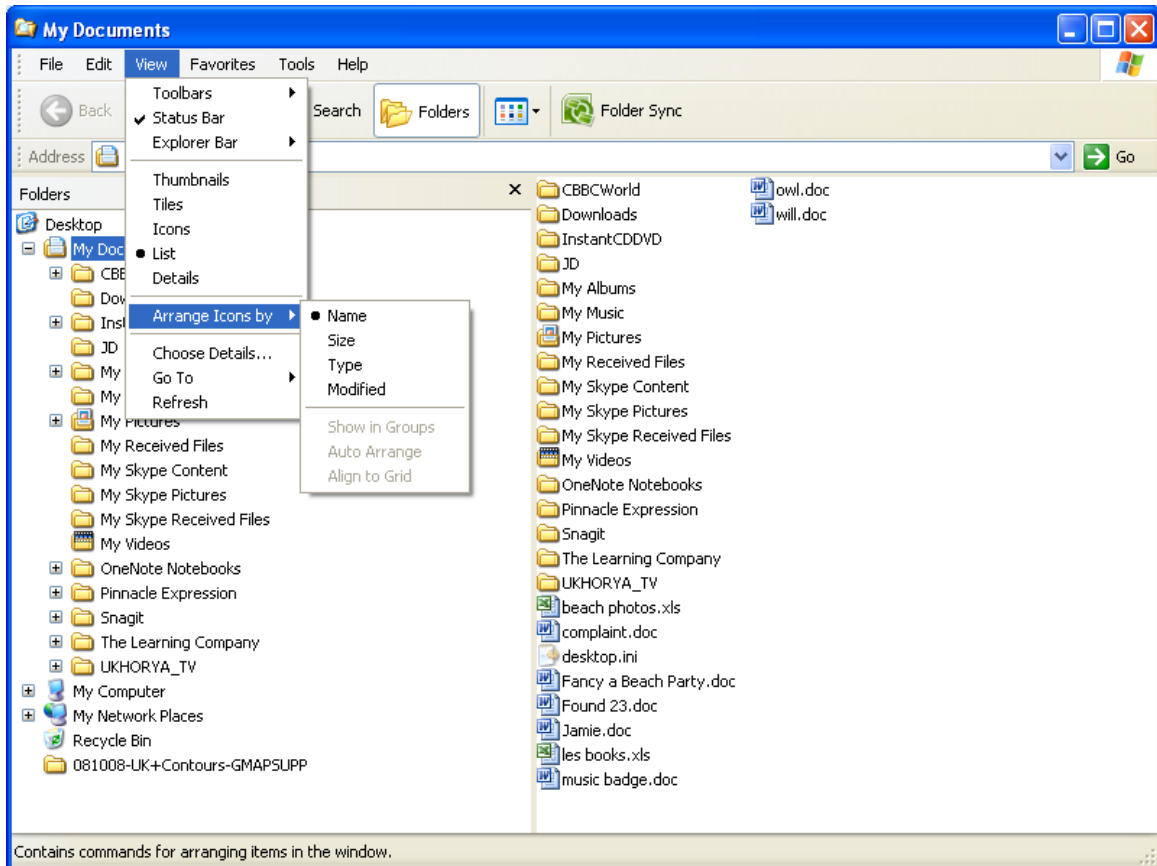
To start Explorer, double click the shortcut icon on the desktop.

The yellow icons represent folders, and files are contained within these folders. To open a folder and see the sub-folders and files contained within, left click the folder.

It is possible to change the way in which Explorer displays files and folders as follows:

1. Start Explorer
2. Open the folder you wish to examine (click on the folder to do this).
3. Click View and point to the Arrange Icons menu entry.
4. Choose the type of listing from the submenu as follows:
  - **Name** - Lists files alphabetically by name
  - **Size** - Lists files by their size in kilobytes

- **Type** - Lists files by their type e.g. Word, Excel, Txt
- **Modified** - Lists files by the date they were created or last modified.



*Windows Explorer – View – Arrange Icons by menu*

## **Deleting Folders and Files**

There are several ways to delete files:

1. Left click and press the Delete button on the toolbar.
2. Right click and point and click on **Delete** from the sub menu
3. Left click and drag to the Recycle Bin on the desktop.
4. In all cases the system will prompt to check that the file is to be deleted. If confirmed, the file is moved to the Recycle Bin (described later).

## **Copying Folders and Files**

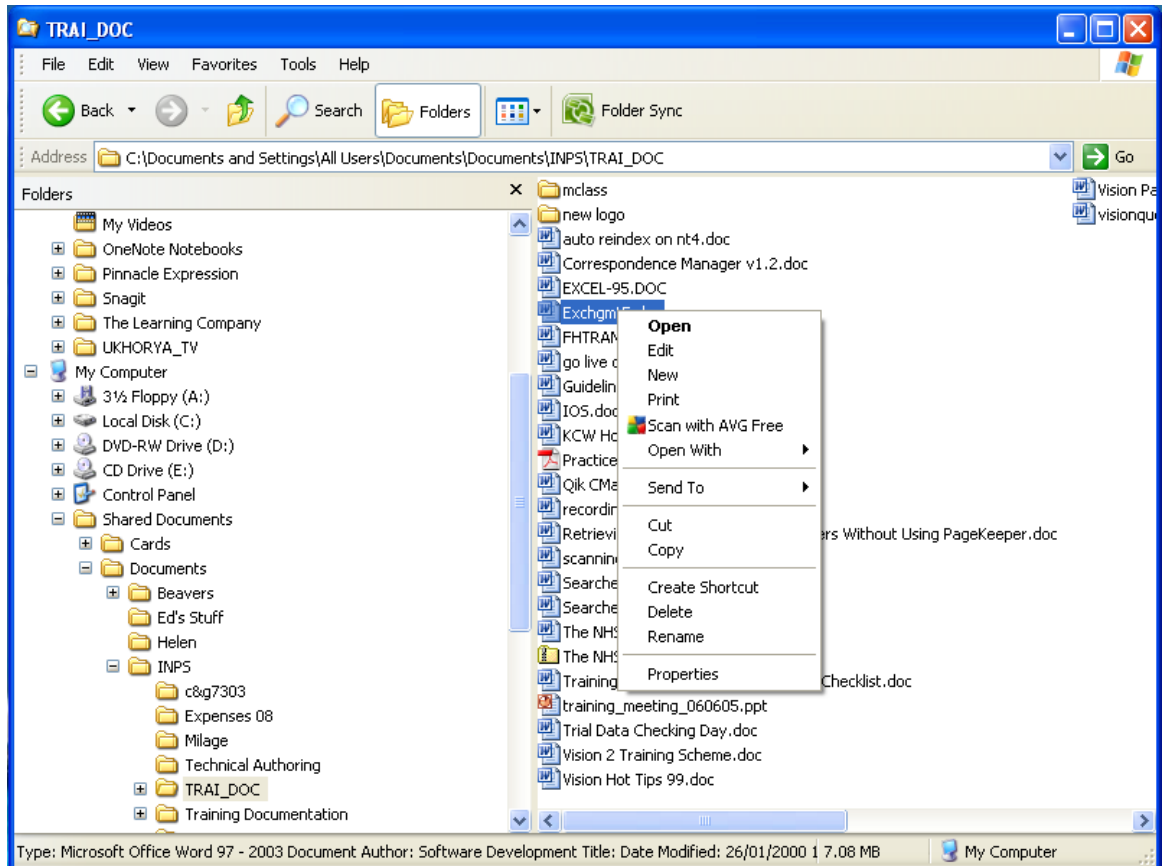
Copying files and folders can be carried out in several ways:

1. Hold down the Ctrl key, left click on the file and drag to the destination.
2. Use the **Edit - Copy** menu to copy from the source and the **Edit - Paste** command to place at the destination.
3. Right click and use the copy and paste menu entries as above.

## Renaming Files and folders

Right click the file or folder, select **Rename** and type the new file name.

The right click menu screen is illustrated below.



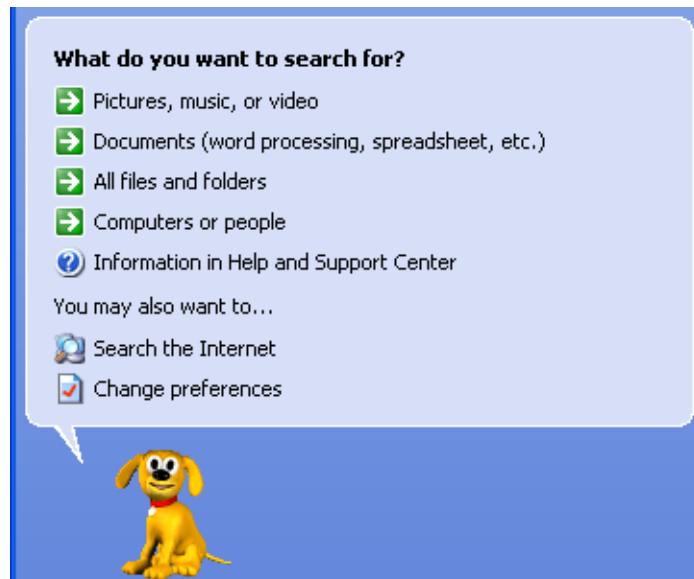
*Windows Explorer – example file selected – right click menu*

## Creating a new folder

To create a new folder open Windows Explorer, double click a folder in which the new folder is to be placed, click from the menu bar **File - New - Folder**. Type in the folder name and press **Enter**.

## Finding Folders and Files

To find files or folders using Explorer click on the **Search** button on the tool bar



*Windows Explorer – Search*

Select the type of item you are searching for from the pick list. Type the file or folder name in the **All or part of the document name** field and then click on **Search**. All subfolders are searched by default. All matching files will be displayed with their paths.

Alternatively use the **Search** option on the Start button menu which will then display the same window displayed above.

## The Recycle Bin

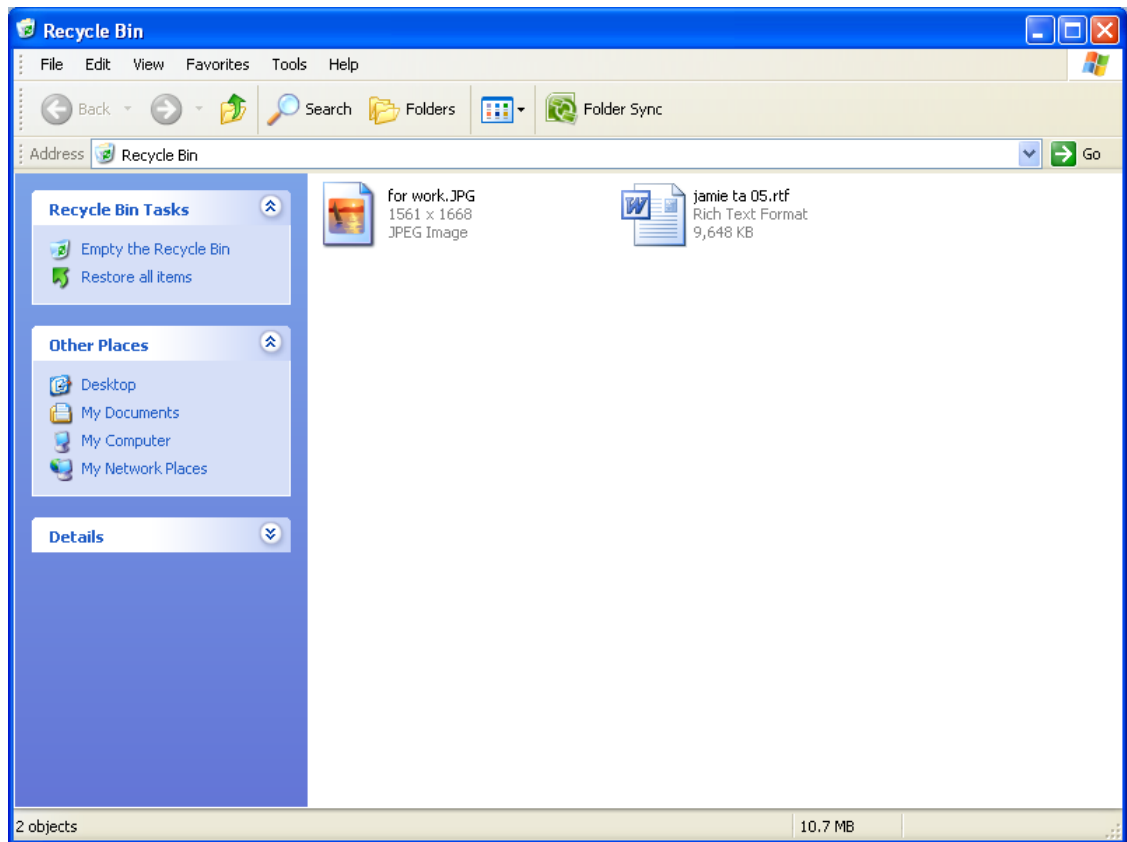
The Recycle Bin is a very useful feature of Windows XP. Any files that are deleted are moved to the Recycle Bin and are not removed until a user empties the bin.

Files that are deleted in error can be retrieved from the bin.

It is important to monitor the size of the bin, as it can become quite large over a period of time and uses up valuable disk space.

The Recycle Bin is opened from the Desktop shortcut icon and is shown below.

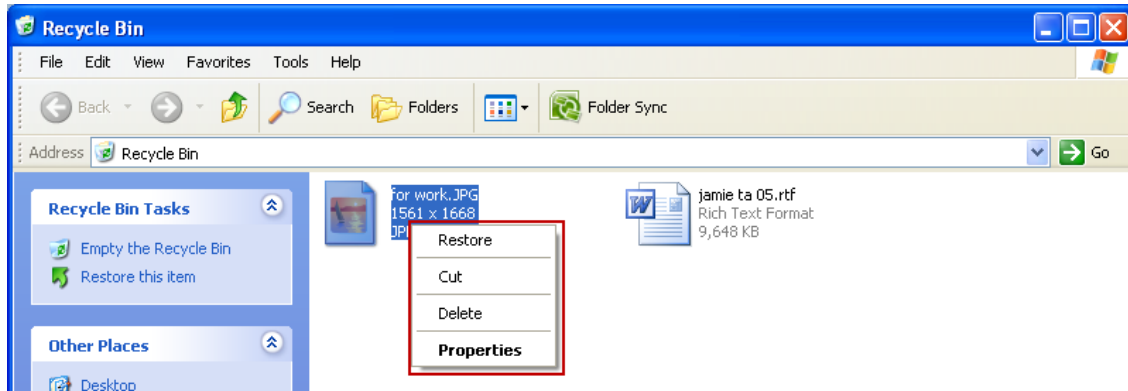
To empty the bin, click File and Empty Recycle Bin; or just right click on the Recycle Bin icon on the Program Manager, and select Empty Recycle Bin.



*Recycle Bin screen*

### Restoring a File from the Recycle Bin

To restore an item from the Recycle Bin select the item from the bin, right click and select Restore from the menu.



*Recycle Bin – right click menu highlighted*

## Printers

To set up a printer on your computer or connect to a network printer on another computer

1. Click on **Start – Printers and Faxes** and then click on **Add a printer**.



*Add Printer Wizard screen*

2. Click on **Next**.
3. You will then be taken through a series of dialog boxes which ask for the printer type, port and name, and whether a test page should be printed.

## Shutting down Windows

It is important not to switch off the computer until it has been closed down in the correct manner; otherwise any files which are open can be corrupted.

Before closing down, ensure that all work has been saved and any open programs have been closed. This can be done ensuring that there are no other applications displayed on the Taskbar.

Shut down Windows XP by clicking on **Start** then **Shutdown**, or by pressing the <ALT> key and the <F4> function key simultaneously. Three options are made available:



*Turn Off Computer screen*

- **Stand By** will put your computer into sleep mode – This is not widely used
- **Turn Off** will physically shut the computer down and in most cases cut the power to the computer. Otherwise the screen message will tell you when it is safe to switch off.
- **Restart** will close down Windows XP and then restart the computer

Any of these options can be selected by clicking once on the button with the left mouse button