

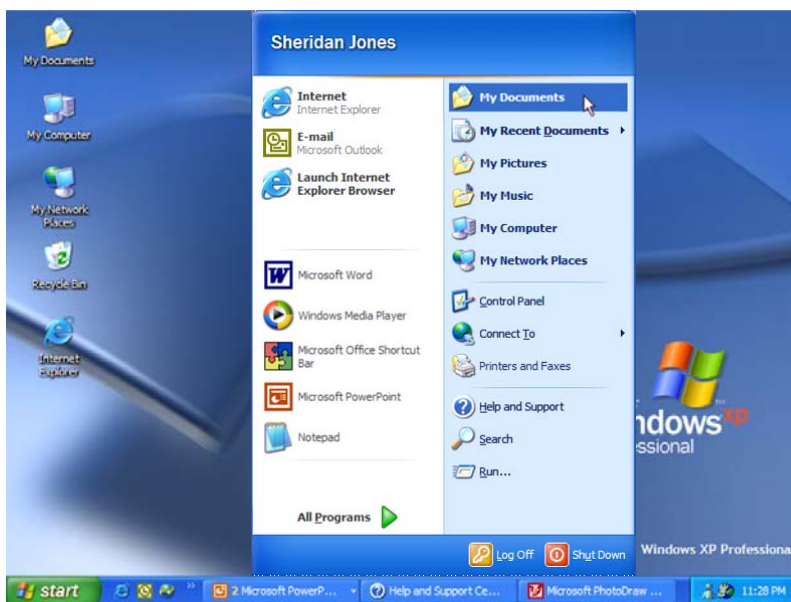
# Managing Windows XP and Files

(Taming the Tiger)

## ***Managing the Windows Desktop:***

### **Start Menu**

Applications and tasks are clearly defined. Your e-mail, Web browser, and your five most recent applications are readily available. Logical icons and plain-language descriptions simplify navigation and enable you to locate the application or task you want at a glance.



Start menu keeps a running list of your five most recent applications. Familiar icons such as My Computer and My Documents appear on the right for easy access.

### **Using the Taskbar**

As you open a new application, the icon for that application will automatically appear on your taskbar.

The improved taskbar for Windows XP Professional eliminates desktop clutter by grouping all applications of the same type into one button on the taskbar. This prevents the taskbar buttons from becoming too small to see.

Ex. As you open all your Word documents, notice that there is only one Microsoft Word button on the taskbar. When you click the Microsoft Word button, all your Word documents appear in an easy-to-read list.



You can also easily close all your documents within an application by right-clicking the application button on the taskbar.

### **Taking Control of the Taskbar:**

In addition, you can customize the System icons on your taskbar to further simplify your desktop. By using the Show and Hide feature, you can display only those icons that you want.

#### *To show or hide System icons*

1. **Right-click the taskbar**, and click Properties. The Taskbar and Start Menu Properties dialog box opens.
2. In the Notification area pane, click **Customize**.
3. In the **Customize Notifications** dialog box, right-click an item in the Behavior column that you want to show or hide.
4. Click the arrow to select **Hide when inactive**, **Always hide**, or **Always show**.
5. Click **OK** to close the Customize Notifications dialog box.
6. Click **Apply**, and then click **OK** to close the Taskbar and Start Menu Properties dialog box.

## ***Managing Your Files:***

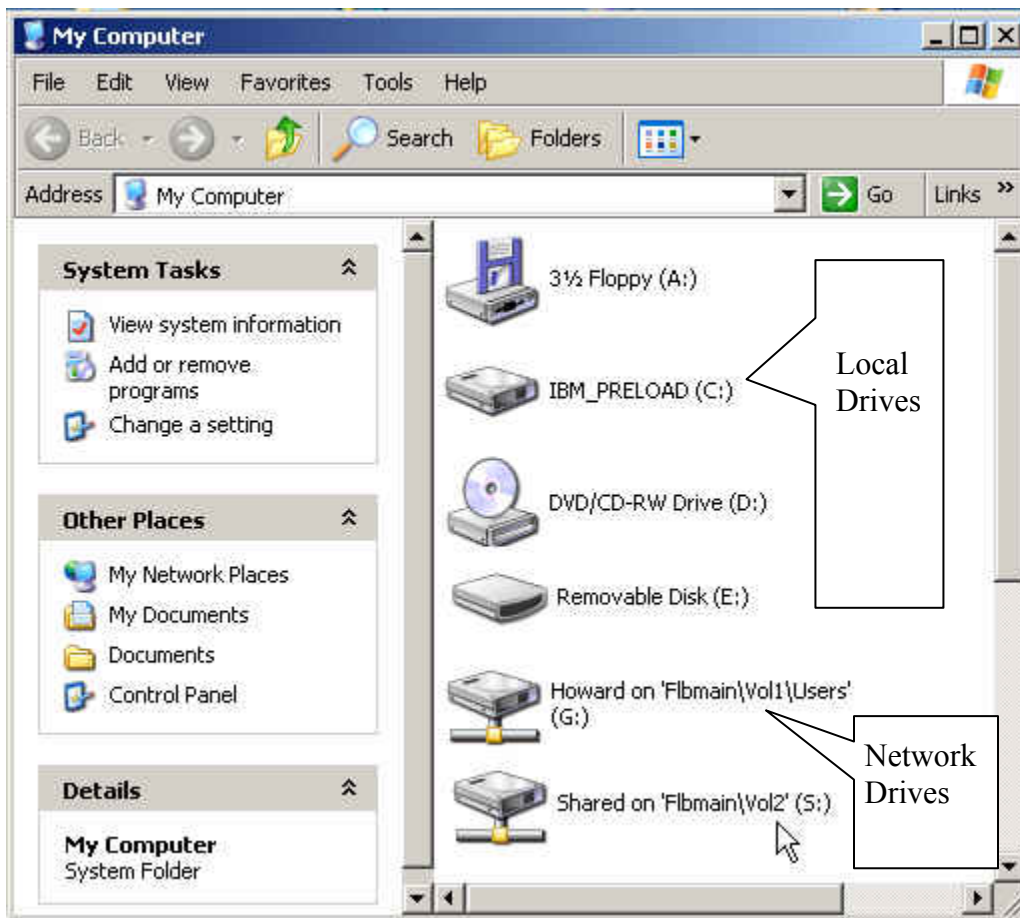
Whether you are renaming a document or browsing for a specific file, Windows XP Professional makes it easier than ever to manage and organize your files. You can rename your documents for simplified assignment tracking, view and organize your existing project files.

## **Where Are My Files Located?**

By default application programs like WORD, EXCEL, ACCESS, POWERPOINT and others save newly created files in the **My Documents** folder of the local drive. (Drive C:)

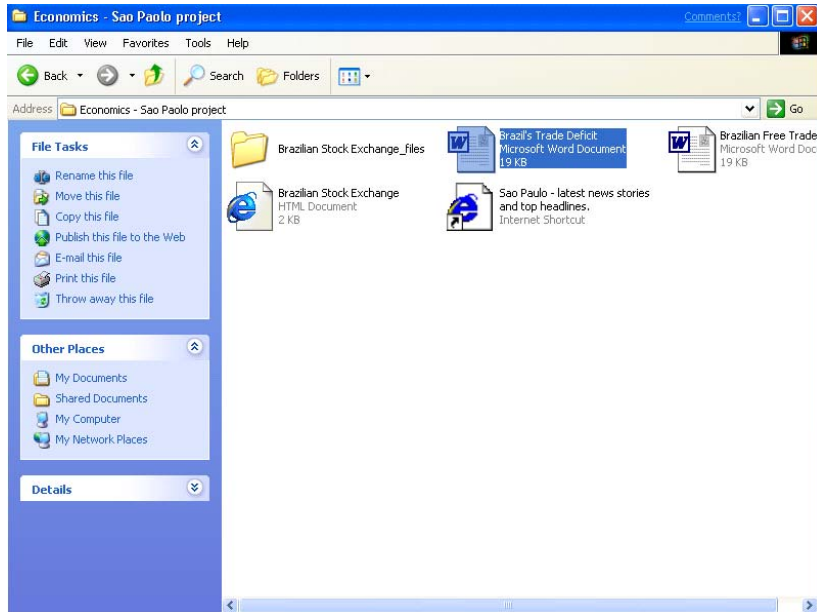
To save elsewhere from these applications you have to choose **Save As**, and choose the new location (another folder or another drive).

## **Local Drive or Networked Drive? How do you tell?**



## Using The File Viewer Window:

The intuitive **File Tasks** pane of the File Viewer window provides only options that apply to the application that you select. As you click to select different items, the appropriate options appear immediately in the File Tasks pane, taking the guesswork out of your daily tasks. *(For example the options are different if a folder is selected as compared to an individual file)*



### *To rename documents:*

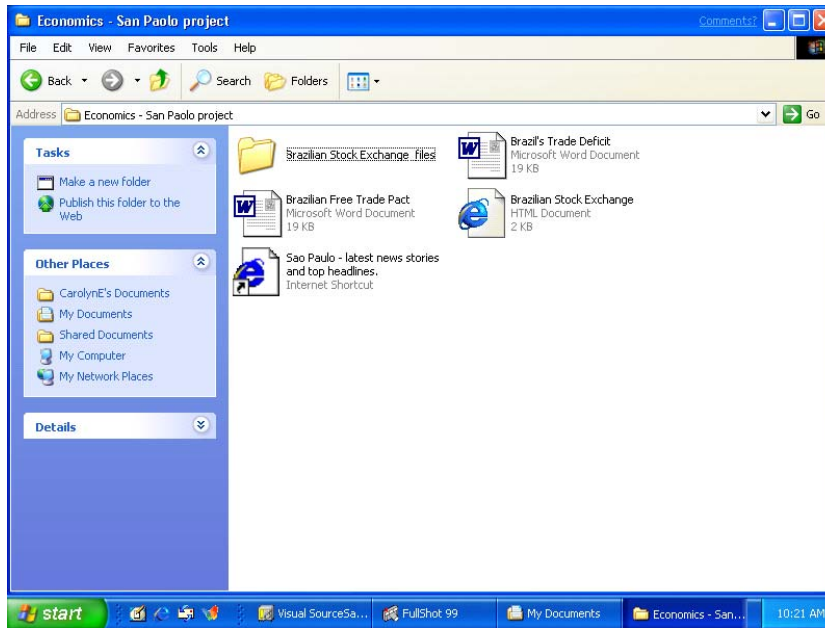
1. Open **My Documents**, and click to select the document that you want to rename.
7. In the File Tasks menu, click **Rename** this file.
8. Type the name you want for your file in the text box.

## Looking At Things a Different Way:

Arranging the files different ways in the File Viewer Window can make things easier to look at and make it easier to locate specific files or folders.

### *To look at files in Thumbnail or Tiles view:*

1. On the Start menu, click My Documents, and click to select the documents you want to view.
2. On the **View** menu try each of the following settings: **Thumbnails**, **Tiles**, **Icons**, **List**, **Details**



*The below illustration above shows the Tiles view, which includes the application icon, document name and type, and size at a glance.*

### ***Showing File Extensions:***

#### **What is a “file extension”?**

*“A computer [file](#) extension is commonly a three characters addition that follows the name of a file. This extension helps IBM compatible computers, such as computers running Microsoft Windows, to identify what program to associate the file with and how to properly open the file.”*

*- <http://www.computerhope.com/dosex.htm>*

*“It is commonly used to infer information about what sort of data might be stored in the file. The description above is meant to mostly explain the intent of filename extensions”*

*- [http://en.wikipedia.org/wiki/File\\_extensions](http://en.wikipedia.org/wiki/File_extensions)*

#### **How can you find out what program created the extension?**

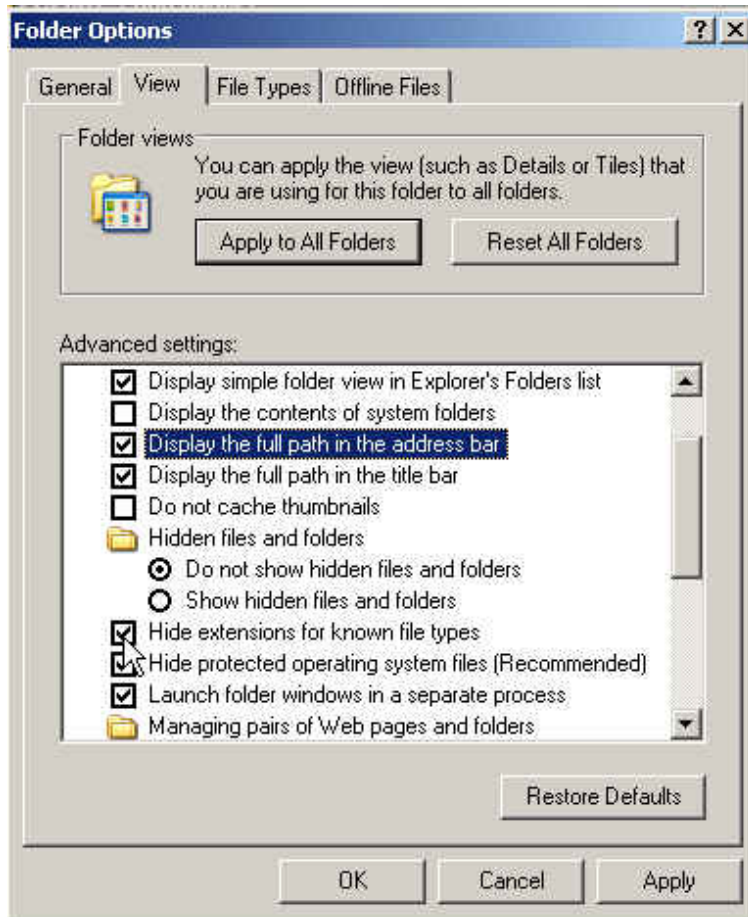
*“FILExt is a database of file extensions and the various programs that use them. If you know the file extension you want to learn about simply enter it into the search box on the left and click on the Search button.”*

*- <http://www.filext.com>*

### **To Show or Hide File Extensions:**

Windows by default may not be showing file extensions. To turn them on or off do the following:

1. Open the **Tools** menu
2. Select **Folder Options**
3. Click on the **View** tab
4. Add or remove the **check mark** beside *“Hide extensions for known file types”*



### **Organizing Your Files:**

#### **Sorting/Organizational Tools in Windows File Viewer:**

*To show files grouped by selected criteria:*

1. Open **My Documents**.
2. On the **View** menu, click **Show in Groups**
3. Then again in the **View** menu, click **Arrange Icons** by **Name**, **Size**, **Type**, or **Modified**. Try each one.

## **Files and Folders:**

Just as it is easier to find a particular sheet of paper if it is put in a labeled folder, instead of being left in a pile of other papers – files are easier to locate and find if they are organized into folders.

### **Making Folders to Organize Files:**

Folders in Windows are like file folders for papers. They have to be created and labeled appropriately.

**To create a folder** – try the following:

1. **Open** the location where you wish to create the folder (ex. **My Documents**)
2. Click with the **Right mouse button** anywhere in the open file viewer window.
3. From the **Properties** menu choose **New** and then **Folder**.
4. The folder is created with a box to use to label it. **Give it a name**.
5. **Hit enter** or click out of the box to finalize the name.

### **Selecting and Moving Files Between Drives and Folders:**

There are a number of options for selecting files to either Copy or Move to other drives or folders:

#### **One File At A Time:**

- **Right click** on a single file to select it and activate the options menu. Then choose to either **copy** or **cut** the file from its current location. Open the new location and **paste** the file there.

#### **All Files At The Same Time:**

- Select all files by doing a **left click** on the top file, and then holding **SHIFT** while you **left click** on the last file. This selects all files in between as well. Keeping the **SHIFT** key held down **right click** on the last file to open the options menu. **Copy** or **Cut** as in step 1, then **paste** all the files in the new location.

#### **Only Certain Selected Files At A Time:**

- Use the **CTRL** key along with the **left click** button to pick and choose a selection of different files. When selected the use the **right click** to open the options menu. **Copy** or **Cut** as in step 1, then **paste** all the files in the new location.

## **The Value of Using Folders to Organize Projects:**

Microsoft PhotoStory and Movie Maker are examples of programs in which the user creates “projects” by using different media and files. These different media and files are later “finalized” at the end of the project to create a single portable file.

However, if the files are moved from one location to another before the project is finalized often aspects of the project will not longer work. This is because the files have been linked into the project from several different locations (local computer, shared drives on the network, etc.). Moving what looks like the project file itself will leave the other associated files behind.

**HINT:** Have students create a folder into which they copy all files they are going to use in the project. They also save the project as they go into this same folder. If students frequently use different workstations then this folder should be on their network drive.

## ***Downloading Files from a Web Browser – “Where Or Where Did My File Go?”***

When downloading files from the Internet it is useful to setup a location on the computer for those files to be saved to.

1. Create a new folder and name it something like Downloads.
2. Edit your Web Browser settings to send downloaded files to this folder (Firefox – Tools – Options – Main – Save Files To)

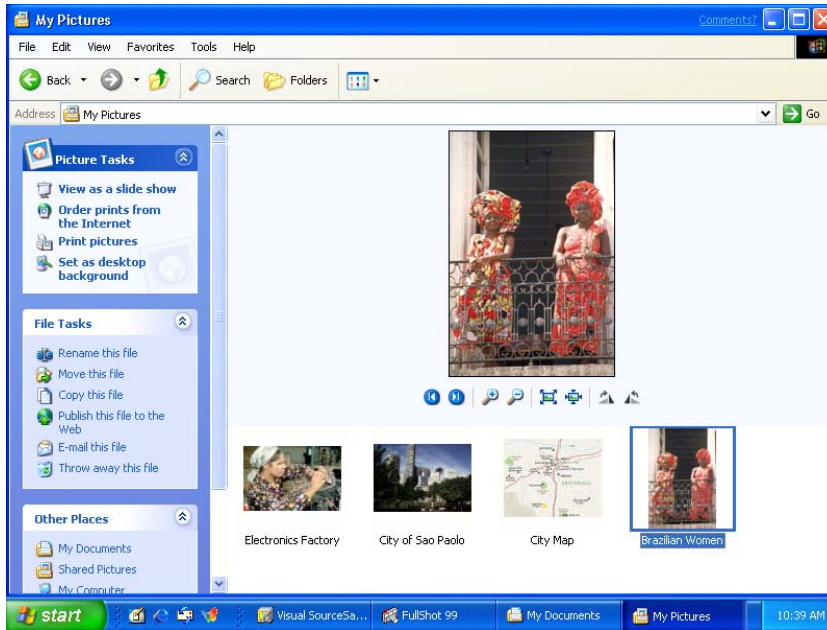
## ***Working With Digital Photos***

Sharing photos with faculty and students is now a simple process. Windows XP makes it easy to edit photos, create a slide show for the class, or post project photos to the Web.

My Pictures includes useful icons and clear descriptions to simplify working with photos. Windows XP automatically compresses and attaches pictures in your e-mail application to reduce sending time. You can now share project-related photos quickly and easily with colleagues and students by using e-mail, regardless of photo size or quantity.

## **To Use My Pictures**

1. Open **My Pictures** folder.
2. On the **View** menu, click **Filmstrip**.

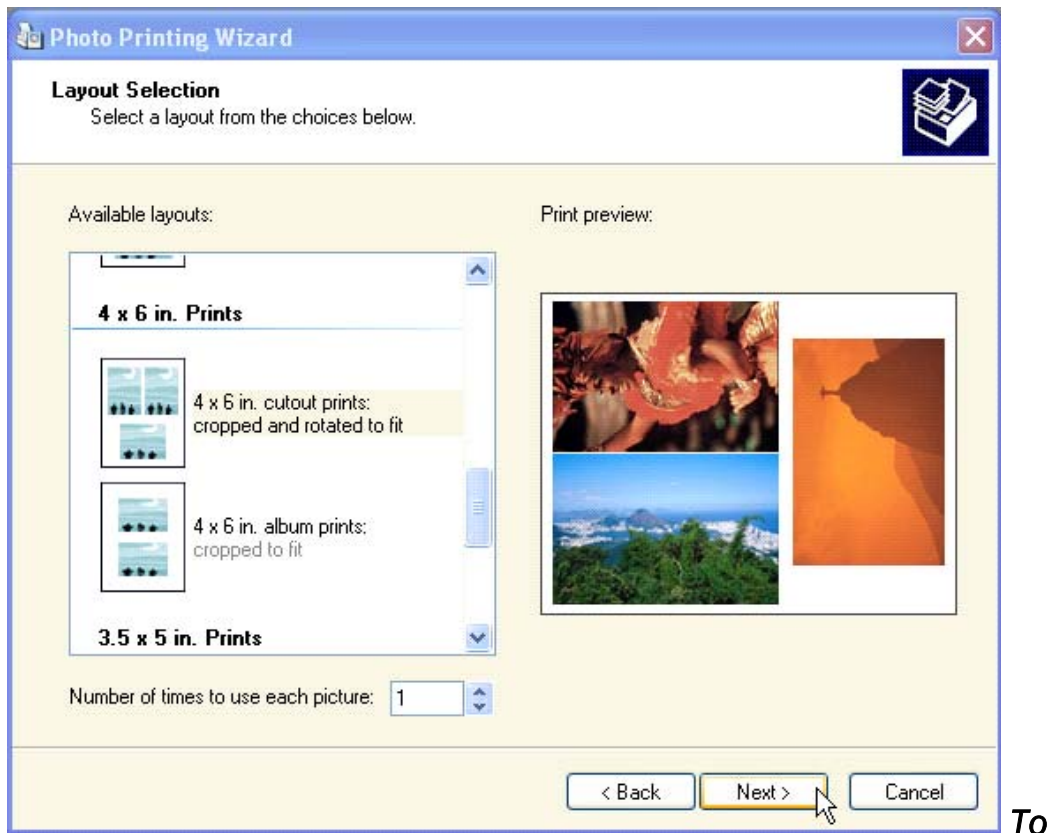


You can also view photos as Thumbnails, Tiles, and more, or double-click them to see an enlarged image. Other features of My Pictures include ordering prints from the Web, printing pictures, and setting a picture as your desktop background.

## Printing Pictures with the Photo Wizard

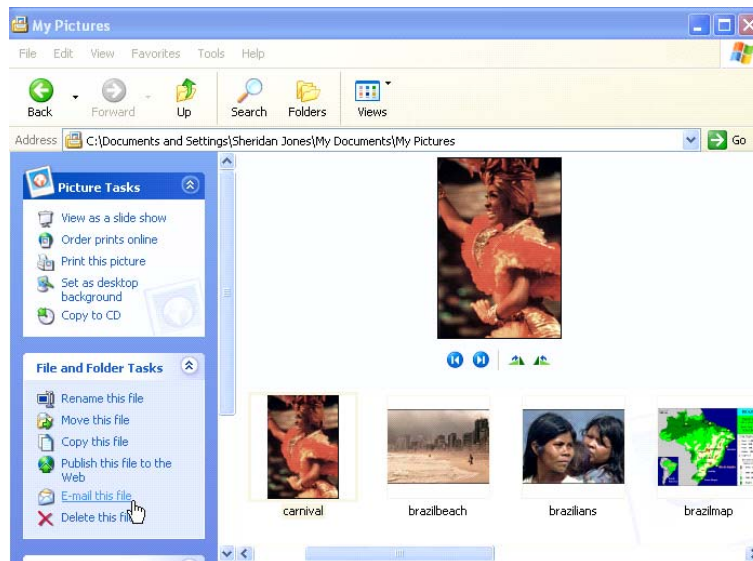
The Microsoft Windows XP Photo Wizard gives you a variety of powerful printing options. You can easily print photos you've scanned, saved from the internet, or downloaded from your digital camera – print one, three, six, even sixteen photos on one page!

1. In the **Picture Tasks** menu on the sidebar, select **Print This Picture**.
2. Click **Next** on Photo Printing Wizard.
3. **Select** pictures you wish to print, click **Next**.
4. Choose the printer you wish to print to, click **Next**.
5. In Layout Selection, select the **4 x 6 in, 3-up option**.
6. Click **Next**.
7. Click **Finish**.



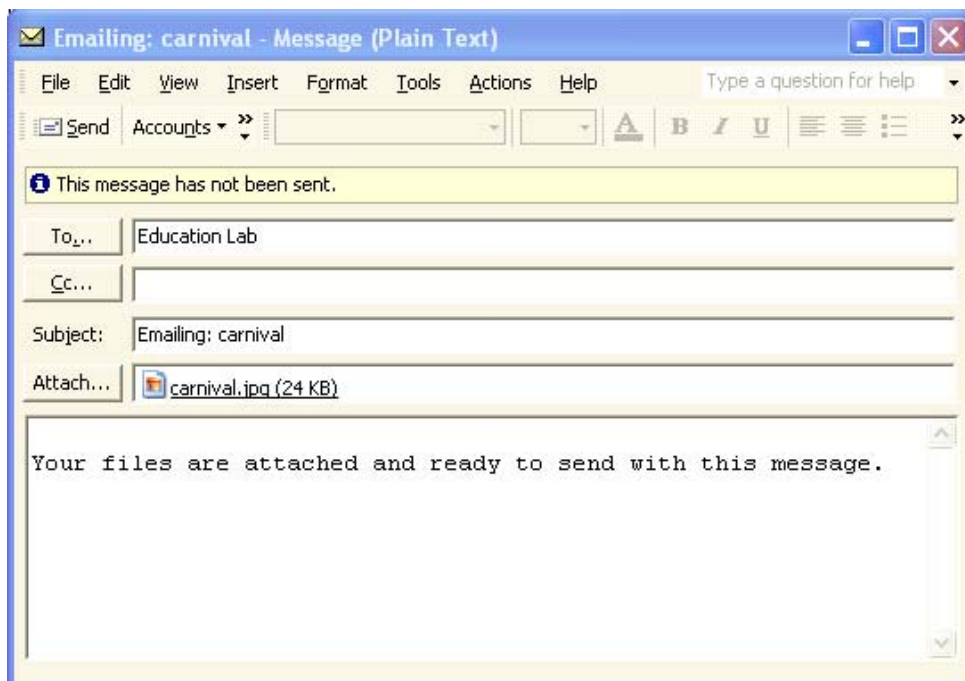
## Automatically Compress and E-mail Pictures:

1. Open **My Pictures**.
2. On the File and **Folder Tasks** menu, click **E-mail** this file.





You can resize the pictures e-mail so that they transfer faster, or you may choose to keep the original sizes. Pictures are automatically attached to your default e-mail editor, ready for sending.



## **Getting Office 2007 To Play Nice With Older Versions:**

Microsoft has added the new Office Open XML Formats to the following 2007 Microsoft Office programs:

- Microsoft Office Excel 2007 (\*.xlsx)
- Microsoft Office PowerPoint 2007 (\*.pptx)
- Microsoft Office Word 2007 (\*.docx)

*These are the default formats that Office 2007 uses. However, these are not compatible formats to older versions like 2000, XP, or 2003.*

## **If you have Office 2007 and need to send files to others with older versions:**

1. Save the file first in its native Office 2007 file format (the default when you hit save)
2. Choose **Save As** from the save menu.
3. Change the save as **File Type** to “97 to 2003” document.

## **If you have an older version and someone sends you an Office 2007 file:**

1. Download and install the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats*  
<http://www.microsoft.com/downloads/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>
2. Once installed the converter will transfer the file format when you open it in your version of Office.
3. The converters do not support Office versions older than 2000.
4. *Note: All “high priority” Windows and Office updates must be installed before you install the converters.*

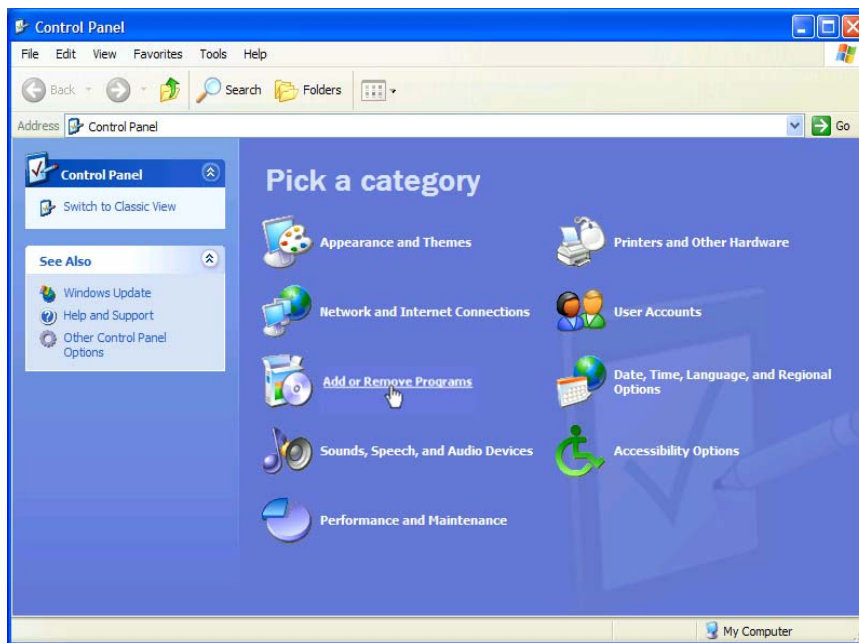
## Stuff “They” Probably Won’t Let You Do At School:

### Control Panel

The Control Panel categorizes tasks into logical groups, such as "Appearances and Themes" or "Printers and Other Hardware," for easy navigation. Simple icons and descriptions also help you to choose the category you need.

Additional features guide you even further. For example, if you are downloading pictures from a digital camera for a class project, selecting "Printers and Other Hardware" provides you with the "Scanners and Cameras" option. By choosing the category you want, you can complete your task easily.

If you prefer the classic Windows control panel, that option is just a mouse-click away.



### Customize The Start Menu:

Want to keep your programs within easy reach? Windows XP lets you customize the **Start menu** and task bar so you can launch your favorite programs whenever you want them. No more searching for your favorite programs; you can easily pin, or assign, programs to the **Start menu**.

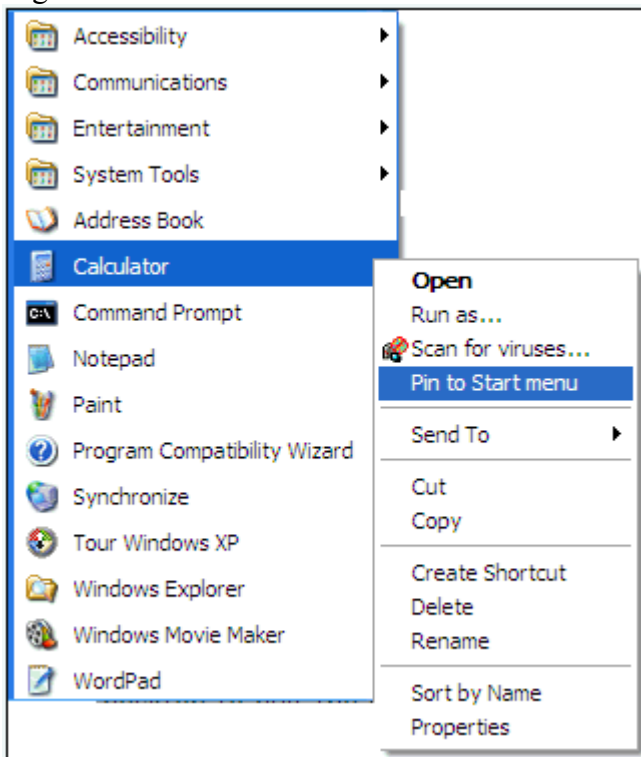
Or you can use the **Quick Launch** bar as a way to keep other programs at your fingertips; ready to go at the click of the button.

You can also place convenient shortcut icons on your desktop. Shortcut icons provide instant links to important files, folders, and other applications—even your printer and Internet connection—with a touch of your mouse.

Here's how to pin a program to the **Start menu**. As an example, we'll pin the Windows XP Calculator program to the **Start menu**.

### To Pin Calculator to the Start Menu:

- 1 Click **Start**, and then click **All Programs**.
- 2 Click **Accessories** and point to **Calculator**.
- 3 Right-click Calculator and click Pin to Start menu.



- 4 Click anywhere on the desktop to quit the **Start menu**.

That's all there is to it. The above works for any program on your computer, putting those programs on the **Start menu** until you decide to remove them. By the way, removing programs from the **Start menu** is even easier.

### To Remove Calculator from the Start Menu:

- 1 Click **Start**, and then point to the program you want to remove (in this case, Calculator).
- 2 Right-click Calculator and click **Unpin from Start menu**.
- 3 Click anywhere on the desktop to quit the **Start menu**.

## System Tools:

### Free Up Wasted Space

Removing unused programs is a great way to free up disk space, which will speed up your computer. Another way to find wasted disk space is to use the **Disk Cleanup** tool by following these steps:

- 1 Open **My Computer**, right-click **Local Disk**, and then click **Properties**.
- 2 On the **General** tab, click the **Disk Cleanup** button. Disk Cleanup will spend a few minutes examining your disk.
- 3 The **Disk Cleanup** dialog box opens. As you can see in Figure 2, it found almost three gigs of space on my computer that it could free up!

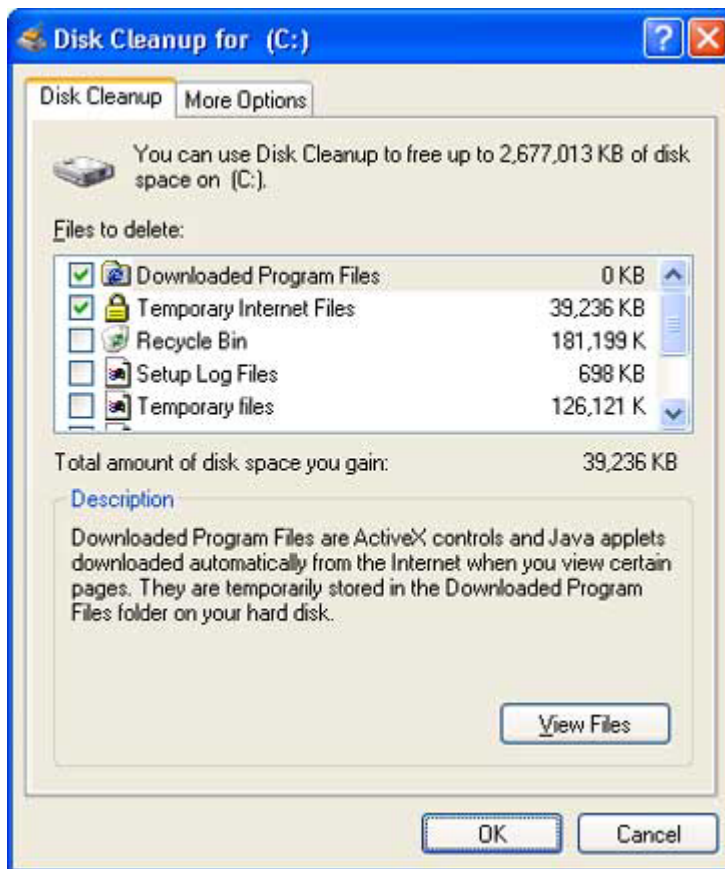


Figure 2: The Disk Cleanup tool.

- 4 Select the desired check boxes in the **Files to Delete** list, and then click **OK**.  
Disk Cleanup will spend several minutes clearing space.
- 5 If you have more than one hard disk, repeat this process for each hard disk listed in My Computer.

## Defragment Your Computer's Hard Drive

Over time, more and more files become fragmented. When a file is fragmented, it takes longer for the computer to read it because it has to skip to different sections of the hard disk. Figure 3 compares how a computer reads unfragmented and fragmented files.

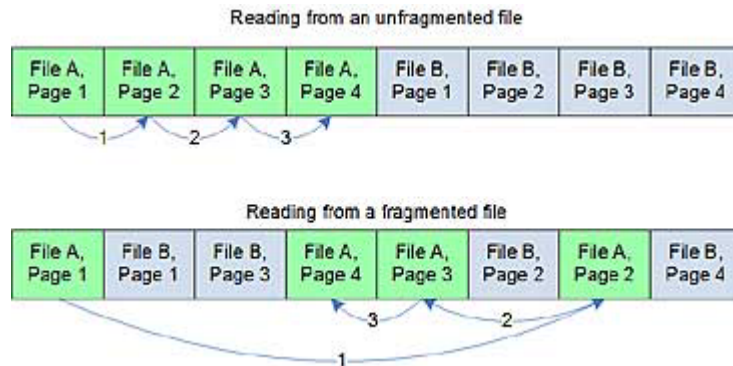


Figure 3: Fragmented and unfragmented files compared.

Although fragmentation is complicated, it's easy to defragment your computer by following these steps:

- 1 Open **My Computer**, right-click **Local Disk**, and then click **Properties**.
- 2 On the **Tools** tab, click **Defragment Now**. The **Disk Defragmenter** opens.
- 3 Click your first hard disk, and then click **Defragment**. As shown in Figure 4, Disk Defragmenter will work for at least several minutes, though it may take several hours.

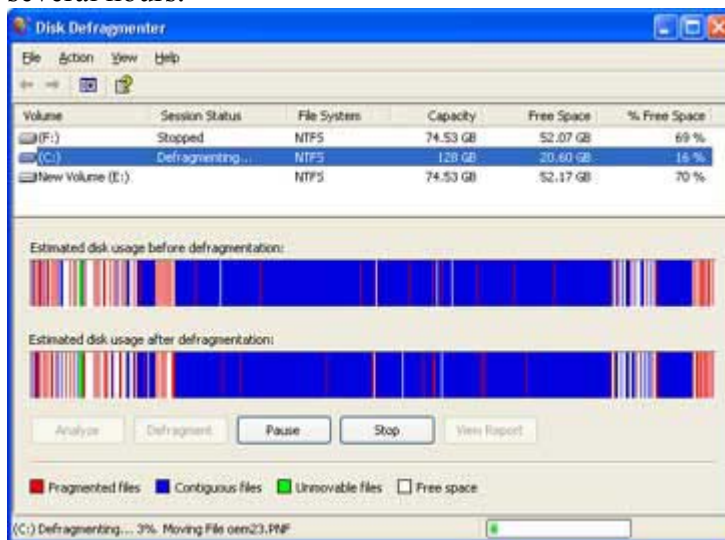


Figure 4: The Disk Defragmenter tool.

- 4 If you have more than one hard disk, repeat this process for each hard disk listed starting at Step 3.

## **System Restore:**

Move your computer “back in time” to recover from a corruption or deleted files.

### **To Access the System Restore Wizard:**

1. click **Start**,
2. click Help and Support,
3. click Performance and Maintenance,
4. click Using System Restore to undo changes,
5. click Run the System Restore Wizard,
6. **select a date** to restore from.

## **Cleaning up Temporary Files:**

Using **Disk Cleanup** helps free up space on your hard drive. Disk Cleanup searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can safely delete. You can direct Disk Cleanup to delete some or all of those files.

### **To start Disk Cleanup:**

1. click **Start**,
2. click **Programs**,
3. click **Accessories**,
4. click **System Tools**,
5. click **Disk Cleanup**.

**This WORD document with active links can be downloaded from the Technology section of the Fort La Bosse School Division web site:**

<http://www.flbsd.mb.ca/Technology/tech.htm>