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# **WINDOWS XP**

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## **A User Guide**

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# WINDOWS XP A USER GUIDE

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## CONTENTS

<b>1. The Desktop</b> .....	<b>1</b>
<b>1.1 Overview</b> .....	<b>1</b>
<b>1.2 The Taskbar</b> .....	<b>2</b>
<b>Taskbar operations</b> .....	<b>2</b>
To display tooltips:.....	2
To display the date .....	2
To minimise all open applications.....	2
To tile or cascade windows .....	2
To view the task list .....	2
<b>Taskbar customisation</b> .....	<b>3</b>
Unlocking the taskbar .....	3
Auto-hide the taskbar .....	3
Ensure the taskbar is visible .....	3
Group similar taskbar buttons.....	3
Displaying the Quick Launch toolbar .....	3
<b>1.3 The Start Menu</b> .....	<b>4</b>
<b>Start Menu operations</b> .....	<b>4</b>
To display the Start Menu .....	4
To close the Start Menu .....	4
Starting applications from the Start Menu.....	4
<b>Start Menu customisation</b> .....	<b>4</b>
To display a program at the top of the Start Menu .....	5
<b>1.4 Desktop icons</b> .....	<b>5</b>
Re-arranging icons .....	5
Creating a desktop shortcut.....	6
<b>1.5 Desktop settings</b> .....	<b>6</b>
Changing the display style.....	6
Changing the resolution .....	6
<b>2. To Close Down the PC</b> .....	<b>6</b>
To log off and leave the computer running .....	6
To close down the PC .....	6
<b>3. Changing your password</b> .....	<b>7</b>

<b>4. Basic Windows Operations .....</b>	<b>7</b>
A typical window .....	7
To move a window .....	7
To maximise a window .....	7
To restore a Window .....	7
To minimize a window .....	8
To resize a window .....	8
To close a window .....	8
The Control Box .....	8
Scrolling.....	8
Moving between open windows.....	8
<b>5. Drives, Folders and Files .....</b>	<b>8</b>
<b>My Computer .....</b>	<b>8</b>
<b>My Documents .....</b>	<b>9</b>
<b>Saving your work.....</b>	<b>9</b>
<b>Finding your files.....</b>	<b>10</b>
Search .....	10
<b>6. File Management .....</b>	<b>11</b>
<b>6.1 Windows Explorer.....</b>	<b>11</b>
<b>6.2 Folder windows .....</b>	<b>12</b>
<b>Overview.....</b>	<b>12</b>
<b>Folder Options .....</b>	<b>13</b>
File extensions .....	13
Icon types .....	13
Changing the view for all folders .....	13
<b>Navigating .....</b>	<b>13</b>
Folder structure .....	13
Moving around the structure.....	13
Using the toolbar buttons.....	14
Using the Folders list.....	14
Arranging the view of files and folders.....	14
<b>File and Folder actions.....</b>	<b>15</b>
Selecting.....	15
To select a single file .....	15
To select adjacent files .....	15
To select several non adjacent files .....	15
To remove any selection .....	15
To remove all selections.....	15
Seeing the path .....	15
Deleting .....	15
Renaming.....	15

Viewing properties.....	15
Moving and Copying.....	16
using the right-click menu.....	16
using the task pane .....	16
using keystrokes.....	16
using the menu.....	16
using the mouse .....	16
Creating a new folder .....	17
Using the right click menu .....	17
Using the task pane.....	17
Using the menu .....	17
Refreshing the screen .....	17
Disk Utilities.....	17
Formatting a disk.....	17
Finding out information about a disk.....	17
Accessing tools for defragmenting a disk .....	17
<b>7. Getting Help .....</b>	<b>18</b>
To search for help on a Windows topic .....	18
To get help in dialogue boxes.....	18
Remote Assistance .....	18
To view System Information .....	18
<b>8. Customising Windows.....</b>	<b>18</b>
To change mouse settings .....	19
To install a printer.....	19
Changing the default printer .....	19
<b>9. Printing.....</b>	<b>20</b>
To look at a print queue.....	20
To cancel a print job.....	20
<b>APPENDIX A: BASIC WINDOWS XP OPERATIONS with keystrokes.....</b>	<b>21</b>
Start Menu.....	21
General Windows XP .....	21
Application Icons .....	22
Menus .....	22
My Computer & Explorer .....	22
<b>Appendix B: Where to save computer files. ....</b>	<b>23</b>
Computer's own hard disk.....	23
Floppy disk .....	23
Network Drives .....	23

# Windows XP

Windows XP is an operating system which runs as an interface between the computer and you to help you use the PC and allow you to run complex applications.

To open up Windows XP, you need to first login with your userid and password.

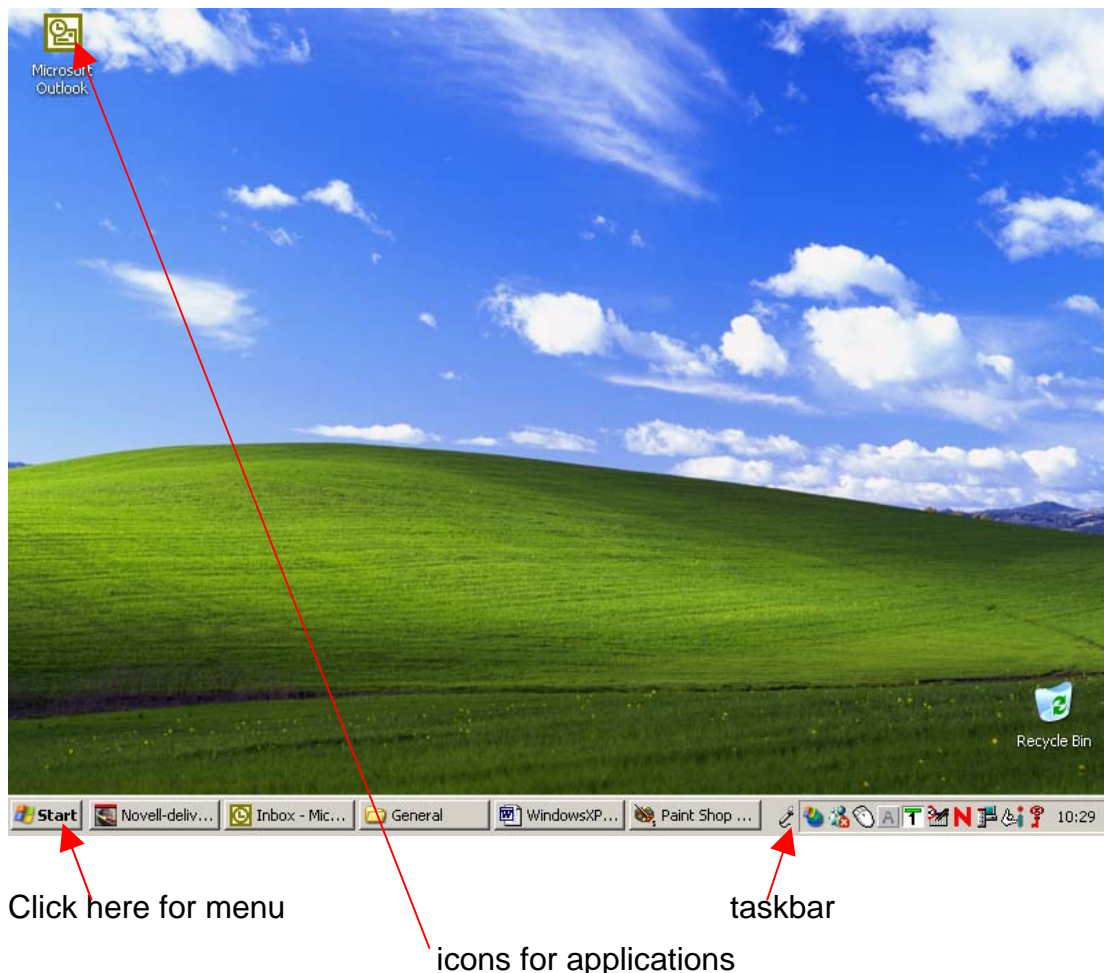
## 1. The Desktop

### 1.1 Overview

The Desktop is where you start when you first log in and it refers to the computer screen and includes the taskbar across the bottom and icons which are shortcuts to run applications. The Desktop will always be there during the session, behind whatever else you do.

The Desktop is where you start to access any files, folders or applications and so, when viewing folder structures, is placed at the top of the hierarchy of places to which you might go.

#### THE DESKTOP



## 1.2 The Taskbar

The Taskbar appears along the bottom of your screen and includes the Start button and clock.



When an application is running a button appears on the taskbar. This has the appearance of being pressed in if the application is the active one (i.e. the one currently being used). To switch to another open application, click on its taskbar button and the window will open as the active one.

### Taskbar operations

#### ***To display tooltips:***

Hover with the mouse over the button on the taskbar - hovering over an application button gives the name of the file that is open in that application.

#### ***To display the date***

Hover with the mouse over the time and the date will display in a tooltip.

#### ***To minimise all open applications***

Right click on an empty part of the taskbar, then choose Show the Desktop. All the open windows will be minimised to the buttons on the taskbar, so displaying the desktop. The menu option will then change to Show Open Windows, ready for restoring them all. Clicking on an individual button will display the window for that one only.

#### ***To tile or cascade windows***

Right click on an empty part of the taskbar, and then choose Tile Windows Horizontally, Tile Windows Vertically or Cascade Windows

#### ***To view the task list***

This is a way of viewing a list of the applications running on the PC and their status. Right click on an empty part of the taskbar, and then choose Task Manager. Under the Applications tab you can see the list. From here you could select an application that was not responding and use the End Task button to close it down.

## Taskbar customisation

Right click with the mouse on an empty part of the taskbar and choose Properties.

### ***Unlocking the taskbar***

If you take the tick off 'Lock the taskbar', you will then be able to drag it elsewhere on the desktop, adjust divisions between taskbar areas and change its depth.

### ***Auto-hide the taskbar***

If this option is ticked, the taskbar will only appear when your mouse pointer approaches the bottom of the screen.

### ***Ensure the taskbar is visible***

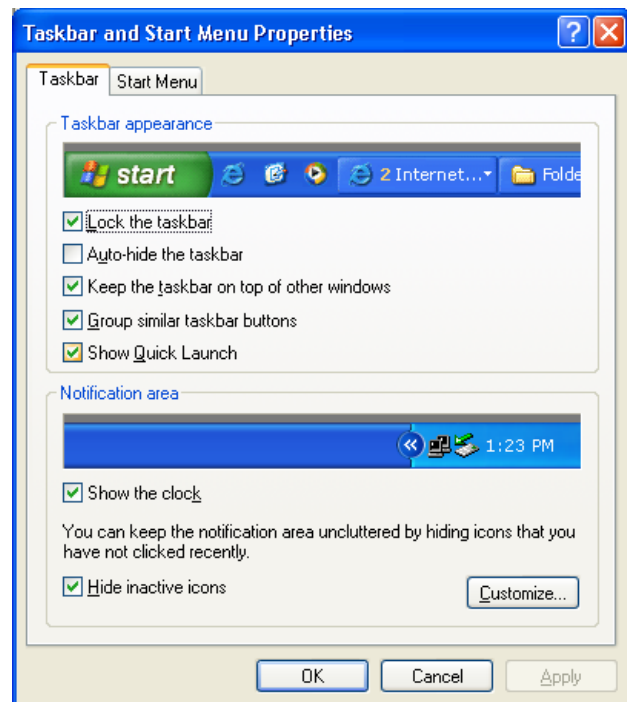
If you have the option 'Keep the taskbar on top of other windows' ticked, then the taskbar will still be visible, even when an application window is maximised.

### ***Group similar taskbar buttons***

Ticking this option means, that when more than one instance of an application is running, the taskbar buttons will either be next to each other, if there is room, or will be consolidated onto one button. Clicking on the one button will list the open files.

### ***Displaying the Quick Launch toolbar***

By ticking 'Show quick launch', a useful set of buttons appear on the taskbar next to the Start button. Initially there are shortcuts for your web browser, email application and a Show the desktop button, which will minimise all the open windows. Further shortcuts can be added here.



### 1.3 The Start Menu

The Start Menu is where you can begin to do anything – it provides means to run any installed application and find any files that are on the computer, as well as customise how it is set up.

#### Start Menu operations

##### *To display the Start Menu*

A single click on the Start button displays the Start menu.

##### *To close the Start Menu*

Click on any empty space on the desktop.

##### *Starting applications from the Start Menu*

There is a list of useful shortcuts to applications down the left side of the Start menu. There is a dividing line: those above the line (the pinned items) are constant, but you can add extra ones here yourself; those below the line (the most frequently used programs) will change to reflect the applications you use most often.



A single click on a menu item will run it.

If a menu item has an arrow beside it, then you can hover over it to display further menus.

Hovering over All Programs with your mouse pointer will display a list of all available applications.

#### Start Menu customisation

Right click with the mouse over the Start button and choose Properties.

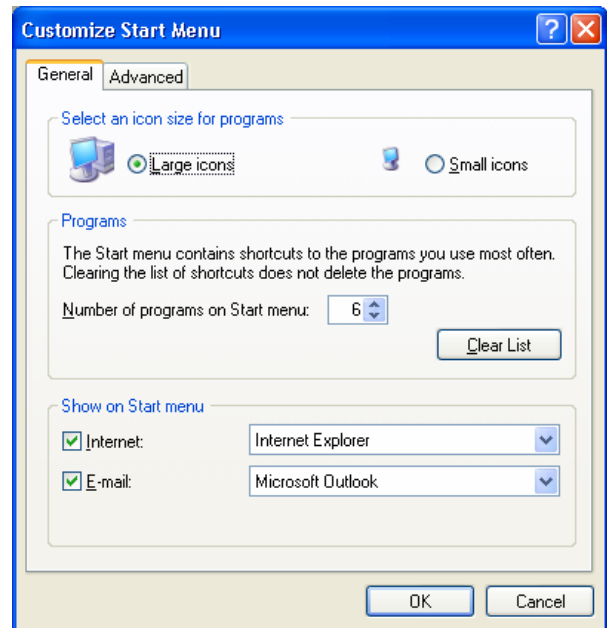
Here you could change the style of the Start menu to be similar to earlier versions of Windows.

Clicking on the Customize button brings up your customisation options



From here you can choose the number of frequently used programs that will be listed, and you can clear this list.

From the Advanced tab, there are many other options.



### ***To display a program at the top of the Start Menu***

Right-click the program you want to display as a pinned item on the Start menu. This program could be a link on the Start menu, in Windows Explorer, in My Computer, or on the desktop. Then click Pin to Start menu.

You can remove a program from the pinned items list by right-clicking the program and then clicking Remove from This List.

You can change the order on the pinned items list by dragging a program to a new position.

## ***1.4 Desktop icons***

The desktop icons are shortcuts to applications or files.

A double click will run the application

A single click selects an icon (– if you then press Enter the application will run).

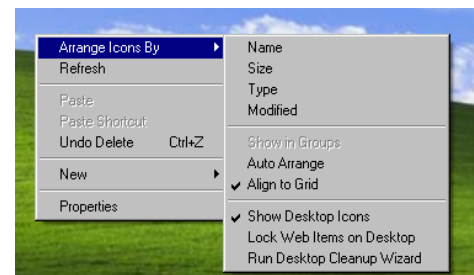
A right click on an icon brings up a shortcut menu. From here you can choose to rename it, open it, delete it or look at its properties.

### ***Re-arranging icons***

You can move an icon by clicking on it with the mouse and dragging it.

You can re-arrange icons by right-clicking on an empty part of the desktop, and choosing 'Arrange Icons by', then choose an option.

Autoarrange will always put the icons back if they get dragged out of place.



### ***Creating a desktop shortcut***

Right click on the desktop, choose New, then Shortcut. Click on the Browse button to choose the application/file for which you want the shortcut. After Next you can choose the name for it. Finish will create it.

Alternatively, you can drag an application on to the desktop from the Start menu for instance, or you can right click on an application link, choose Send to, then Desktop (create shortcut).

## **1.5 Desktop settings**

Customisation of the desktop is done by right-clicking on an empty part of the desktop and choosing Properties.

### ***Changing the display style***

Under the Themes tab, from the drop down list by the Themes box, choosing Windows XP gives you the normal XP look.

(Windows Classic is a style very similar to previous versions of Windows, such as NT.)

Then click OK.

### ***Changing the resolution***

If you think that everything on your screen is too small or too large then you may want to try changing the screen resolution.

Choose the Settings tab, then drag the Screen Resolution slider to what you want – perhaps to 800 by 600 pixels.

Then click OK.



## **2. To Close Down the PC**

### ***To log off and leave the computer running***

From the Start menu, click on Log Off.

You can choose to either close your programs and log off or leave your programs running and log on as a different user.

### ***To close down the PC***

From the Start menu, click on Shut Down.

This will log you off and prepare your computer for powering off. It will probably power off automatically.

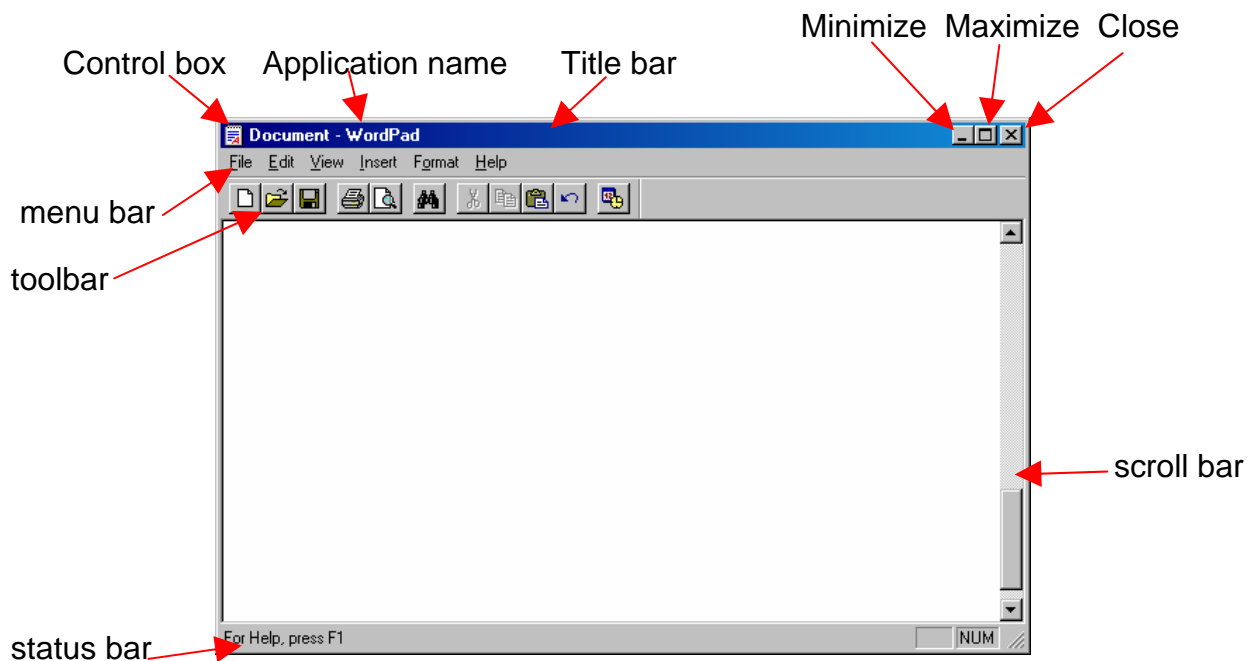
### 3. Changing your password

Press CTRL + ALT + Delete, then choose Change Password and fill in the form.

### 4. Basic Windows Operations

Everything you do will run in a window. All windows have common features.

#### *A typical window*



#### ***To move a window***

Click on the title bar and drag it.

#### ***To maximise a window***

Click on the Maximize button at the top right. The application will then fill the screen (except for the taskbar at the bottom).

#### ***To restore a Window***

Click on the Restore button. When a window is maximized, the Maximize button becomes the restore button and will return the window to the size it was before being maximized.

### ***To minimize a window***

Click on the Minimize button. The application will shrink down to a button on the taskbar. Clicking on the taskbar button will bring it back.

### ***To resize a window***

Click on the border and drag to the size required. Dragging the corner enables both sides to be resized at once.

### ***To close a window***

Click on the X at the top right corner. The application will be closed down.

### ***The Control Box***

Clicking this brings up a menu for some of the above operations. Double clicking closes the window.

### ***Scrolling***

If all the content of the window is not visible there will be a scrollbar(s). Click on the arrows at each end of a bar to scroll.

### ***Moving between open windows***

Alt+Tab  
or click on a taskbar button.

See Appendix A for a fuller list of Windows operations for mouse and keyboard

## **5. Drives, Folders and Files**

See 'Where to save your work' in Appendix B for information about the different drives.

Files on a computer drive can be saved into folders, which are arranged in a hierarchical or tree structure. You can create your own folders into which you can save your files, so as to make them easy to find again.

You should keep your own files separate from any existing files on your computer, as these may be system files that are needed to run the computer.

### **My Computer**

This is a collection of the drives accessible to you from your computer, such as your floppy drive or CD ROM drive. It appears in the Start Menu and sits directly under 'The Desktop' in the hierarchical structure.

You can also access your personal and shared network drives (h: and s:) from My Computer, but not other computers on the network.

Your local area on the network will be labelled with your login name e.g. ltnjh on 'User1\Staff\User' (H)). The H is not always visible being at the end of the label.

## My Documents

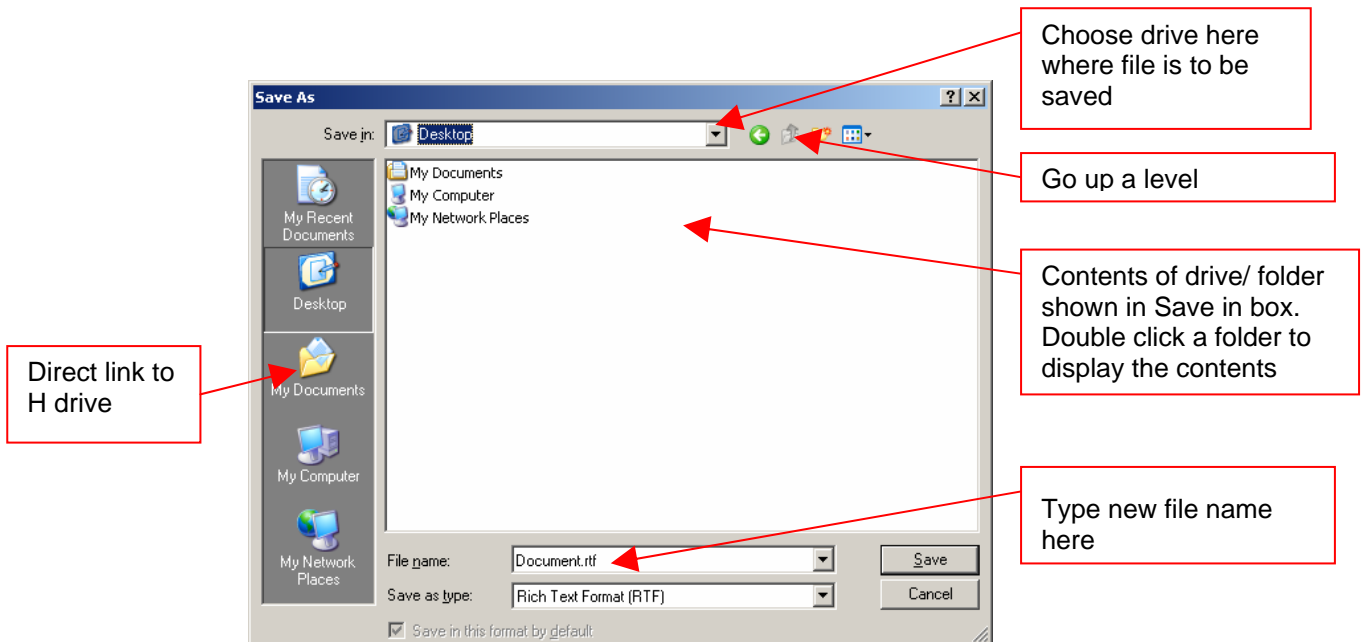
When you are logged in to the network on a University PC, My Documents is set up to point directly to your H: drive, your home area on the network. (It would otherwise point to an area in your profile on the C: drive.)

'My Documents' appears in the Start Menu and sits directly under 'The Desktop' in the hierarchical structure. You will also see links to My Documents throughout Windows as you work, so the direct link to H can be useful when you want save or find your own files.

## Saving your work

Within an application, the menu item File, Save As takes you to a dialogue box. From here you will need to choose where to save your work as a file and give the file a name.


This is a typical Save As screen:



**Save in box.** Click on the black arrow to the right of the box and choose the drive you require (usually H:). Alternatively to get to H, click on the My Documents button.

The contents of whatever drive or folder is showing in the Save in box are displayed in the space below.

Double clicking on a folder opens it (putting its name in the Save in box) and displays its contents below. You can repeat this and so go down the tree structure until you are displaying the folder where you want to save.

If you need to go back up the structure, use the icon with the up arrow  to the right of the Save in box.

Give the new file a name in the File Name box.

Click on the Save button.

## Finding your files

Within an application, the menu item File, Open takes you to a dialogue box. From here you will need to choose where your work was saved. The Open screen is very similar to the Save as screen above and you navigate through the file structure in the same way, until you have found the folder where your file is. You then select the file and click on the Open button.

If you cannot find your file then you can use the Windows Search facility.

## Search

This Search facility is accessed by clicking on Search on the Start Menu or by clicking on the Search toolbar button within My Computer or My Documents.

A Search Companion pane shows down the left of the window and you can specify various known criteria to assist in the search. For instance you may know when it was last modified or part of the file name. You can even specify a word contained in the document.

You will need to make sure it is searching within the appropriate drive – you may need to change the drive from C (the default) to H. This is done after choosing 'More advanced options'.

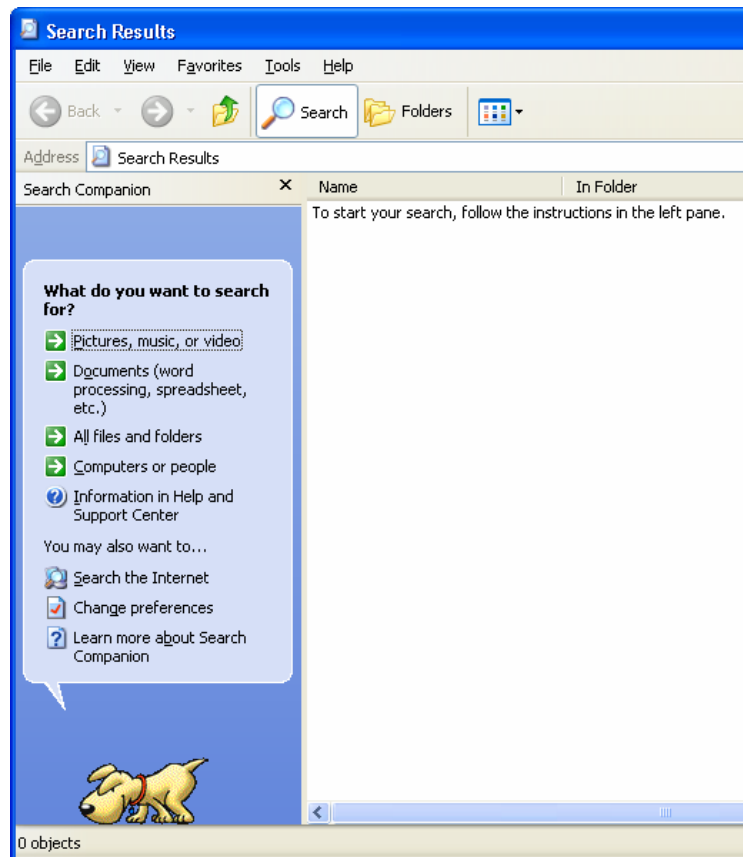
An Example:

You might choose Documents. You could leave the Name box: blank to search for all files and folders in a drive or folder or you could type as much of the name as you know,

using the wildcard \* for unknown parts e.g. \*.doc would find all Word files, b\*.doc would find all Word files beginning with b, and \*.xls would find all Excel files.

Advanced options allow you to select the drive to search by clicking on the black arrow to the right of the Look in box and choosing a drive or type the path to a particular folder in the Look in box in the form h:\courses.

If you can narrow the search by filling in when it was last modified it will speed up the search.



You could also include a word from the document to help the search.



## 6. File Management

You may be used to using Windows Explorer from previous versions of Windows, and you can continue to use it. However the screen is very similar with one exception to that of the folder windows displayed from My Documents or My Computer, which I suggest you may now want to use for your file management tasks.

### 6.1 Windows Explorer

You can find Windows Explorer from the Start menu, All Programs, Accessories. If you like to use this and find it a bit inaccessible there, you could pin it to the Start Menu (see Section 1.3).

The left pane displays a tree structure of drives and folders: 'The Desktop' at the top level and 'My Computer' at the next level down. The drives available to you are shown next with the folders on those drives arranged in the structure below each.

A folder is selected with a single click and it appears blue. The right pane displays the contents of the selected folder.

The path of the currently selected folder appears in the Address box at the top left of the screen.

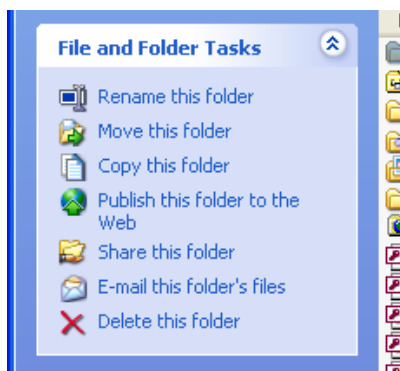
The only difference between Windows Explorer and the Folders windows described next are that Windows Explorer opens with the Folder list option already chosen. If you were to click on the Folders button on the taskbar it would then be the same.

## 6.2 Folder windows

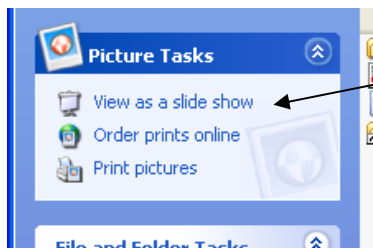
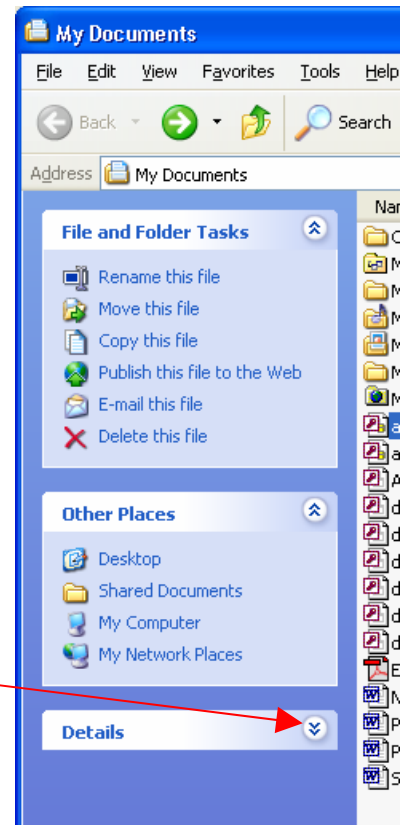
### Overview

Elsewhere, when displaying a folder in a window, such as from My Documents or My Computer, there is a Task Pane at the left of the window, which lists links to common file and folder management tasks.

You can select a file or folder, and then click a task. These tasks change according to what you have selected, but will probably include renaming, copying, moving, and deleting.



Expanding the Details area will show information about the item selected, such as when it was last modified.



Several folders provide links to specialized tasks.

If you prefer to replace the task pane at the left hand side with a folder structure (like in Windows Explorer), so as to make it easier to find your way around, click the Folders button on the toolbar (or go to the VIEW menu, Explorer Bar and choose Folders).

To put the pane back, click the Folders button again (it is a toggle) or go back into the menus and take the tick off.

Panes can be resized by dragging the central border.

You can also choose how you want the files and folders at the right hand side to be displayed. This can be done from the View menu or by clicking on the View button on the toolbar. This will change the view for the current folder only.

## **Folder Options**

Options about the Folder window for customising it are found from the TOOLS menu, then Folder Options.

Some examples:

### ***File extensions***

If you want to see file extensions (i.e. the .doc at the end of the name for a Word file etc.), go to the Folder Options and choose the View tab and it is in the Advanced settings list (-no tick for 'Hide extensions for known file types').

### ***Icon types***

If you want to see a list of the different icons with information about them, go to Folder Options and the File types tab.

### ***Changing the view for all folders***

If you want to change the view for all folders, for instance to show Details, then you should change the current folder to Details, then go to the TOOLS menu, Folder Options, the View tab, then click on the Apply to all Folders button.

## **Navigating**

Whether the Folders list is showing or not, it is the same structure of drives and folders that you may want to navigate around.

The path of the currently selected folder appears in the Address box at the top left of the screen.

### ***Folder structure***

When the folder list is showing, you can view the hierarchical structure of folders: 'The Desktop' at the top level, 'My Computer' at the next level down. The drives available to you are shown below My Computer with the folders on those drives arranged in a tree structure below each.

You will be able to see 'My documents' at the same level as My Computer for convenience, but it is the same as the root (top of) of the H drive. This is where you will most usually be keeping your work, but it is useful to build your own structure of folders below this so you can organise your files.

### ***Moving around the structure***

When you see a folder name, either in the right pane or on the Folders list, double clicking on it will open it. The new path will appear in the Address box and the contents of the folder are displayed in the right pane. You can thus step down through a hierarchy of folders.

Toolbar buttons can be used to move back up through the structure, or you can double click on a drive or folder name on the Folders list if visible.

### ***Using the toolbar buttons***

There are some useful buttons for navigating around your folders.

There are Back and Forward buttons to revisit places you have been



and an Up button to move up a level in the folder structure.

You can also add a file or folder to your Favorites (a menu item) and then you can quickly bring it up again by choosing it from your list of Favorites.

There is a Search button on the toolbar which opens up a Search pane at the left of the window, from which you can search for files or folders. This is similar to doing a Search from the Start menu (see Section 5).

### ***Using the Folders list***

Double clicking on a drive or folder in the Folders list, selects the drive or folder and displays the contents at the right hand side. It also expands the tree to show any folders at the next level down.

A single click selects the drive or folder and displays the contents at the right hand side, but does not expand the structure.

You will see a + or – sign by a drive or folder name. A single click on the sign will either expand or collapse the structure, but will not change the file selection. Thus the display at the right hand side will not change, as it always shows the contents of the selected drive or folder.

### ***Arranging the view of files and folders***

When you are looking at the contents of a folder, you can arrange the contents to suit you in various ways.

As well as choosing how the files and folders display (as icons, showing details etc.), you can also arrange them by name, size, type and date modified. This can be done from the View menu, Arrange icons by, and then choosing which you want.

The same arranging can be done also in Details view, by clicking on the appropriate heading in the right hand pane. For instance, clicking on the heading Date Modified, will sort the contents in date order. Clicking on a heading a second time will reverse the sort, from earliest first to most recent first, or from A-Z to Z-A.

In Details view further details can also be displayed. From the View menu, go to Choose Details, then select from the list. You could display the number of pages or the date each was created.

The View menu allows you to toggle the toolbars and status bar on and off

## **File and Folder actions**

Many file and folder actions can be done by selecting the file or folder from the right hand pane of a folder window, and clicking on the appropriate task at the left hand side. Alternatively you could choose the action from the File menu or from the right-click menu.

In all cases remember you select the file(s) or folder(s) first, then do the action.

### ***Selecting***

#### **To select a single file**

Click on the file

#### **To select adjacent files**

Click on the first file then SHIFT + click on the last file.

#### **To select several non adjacent files**

CTRL+ click on each file.

#### **To remove any selection**

CTRL+click on a selected file.

#### **To remove all selections**

Click on any one file.

### ***Seeing the path***

Look in the address box

### ***Deleting***

**File** menu, then **Delete**,  
or the DELETE key

(Can also be done from the Task pane or right-click menu.)

### ***Renaming***

**File** menu, then **Rename**

The name is then selected. Type the new name and press Enter.

(Can also be done from the Task pane or right-click menu.)

### ***Viewing properties***

(i.e. date created, size etc)

**File** menu, then **Properties**

(Can also be done from the right-click menu.)

## ***Moving and Copying***

There are a number of alternative ways of doing this.

### **using the right-click menu**

Right click with the mouse button over a selection and choose either Cut (for moving) or Copy. Position your mouse pointer in the destination folder, right-click and choose Paste.

### **using the task pane**

Make a selection, and then choose either Move... or Copy... from the Task Pane. A new window will open showing a folders list and you are asked to select a destination folder.

### **using keystrokes**

Make your selection, then

CTRL+X for Cut (for moving), or

CTRL+C for Copy (for copying).

Position in the destination folder, and

CTRL+V for Paste (for putting at the destination)

### **using the menu**

Make you selection, then go to

Edit menu, then Cut (to move) or Copy (to copy)

Position at the destination, then

Edit menu, then Paste

### **using the mouse**

Not recommended as it is easy to make mistakes.

You can click on a selection and drag to another folder to move it, or hold the CTRL key down at the same time to copy it.

Alternatively you can click with the right mouse button and drag to the destination. When the mouse button is released choose either Copy Here or Move Here from the shortcut menu which then displays.

### ***Creating a new folder***

There are a number of alternative ways of doing this.

#### **Using the right click menu**

Right click with the mouse button over an empty part of the parent folder (the one below which you want the new folder). Choose New, then Folder. A new folder appears ready for you to type the name for it and press Enter.

#### **Using the task pane**

If there are no files or folders in the parent folder selected, then in the Task Pane you can choose 'Make a new folder'. A new folder appears ready for you to type the name for it and press Enter.

#### **Using the menu**

Select the 'parent' folder or drive, go to the File menu, then New, then Folder. A new folder appears ready for you to type the name for it and press Enter.

### ***Refreshing the screen***

This may be necessary if changes have been made to files/folders and they are not showing.

Go to the View menu, then Refresh.

### ***Disk Utilities***

These can be accessed using the right mouse button pointing at the required drive.

#### **Formatting a disk**

This wipes all the data from the disk and so should only be used for floppy disks (A: drive).

Format

#### **Finding out information about a disk**

such as size and free space.

Properties, General tab

#### **Accessing tools for defragmenting a disk**

Properties, Tools tab

## 7. Getting Help

There are various ways of getting Windows help.

### ***To search for help on a Windows topic***

From the Start menu, click on Help and Support.

In the Search box type the topic you want to know about, and click on the Start Searching arrow. Click on a Suggested Topic to view the Help information for it.

When you view a help screen you can choose to print it. You can also add it to Favorites if you want to be able to access it again quickly.

Choose the Back button to view earlier help screens.

The Home Button takes you back to the initial Help and Support screen.

The initial screen has paths to lots of topics listed on the left-hand side as an alternative to searching.

### ***To get help in dialogue boxes***

Click on ? at the top right of a dialogue box and then click on the label you need help on.

Click away from the help text to remove it from the screen

### ***Remote Assistance***

It is possible to get assistance remotely from the Help Desk. This means that when you have a problem, the Help Desk could in effect have a look at your Desktop and take control if necessary. This would only be done with your knowledge and permission.

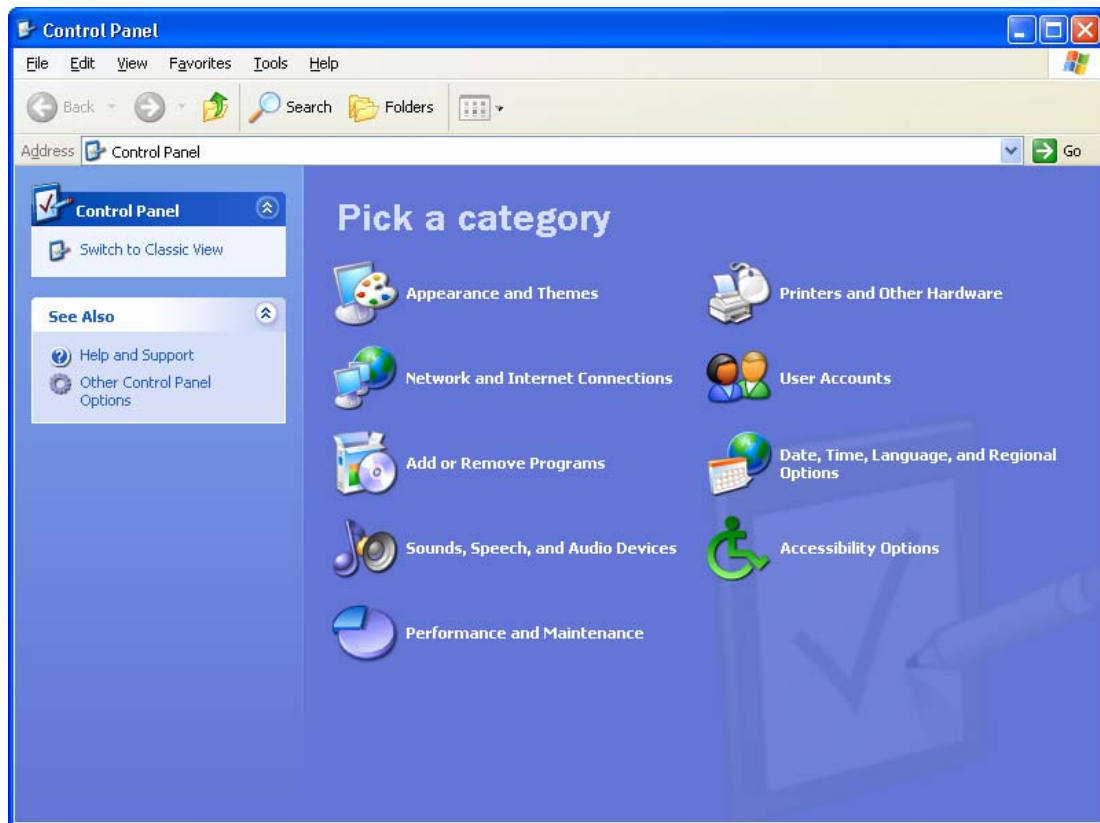
### ***To view System Information***

In the My Computer window, under System Tasks, choose View System Information. From the screen that comes up you can, for instance, see how much memory your PC has.

## 8. Customising Windows

Many of the settings for customising how things work are accessed from the Control Panel. From the Start Menu, click on Control Panel.

The functions are organised by category to make it easier to find what you want, though you can 'Switch to Classic View' to see the icons for the individual programs.



You may not be allowed to make some changes.

### ***To change mouse settings***

Choose Printers and other hardware, and then Mouse. The screens you will then see for customising will vary according to what mouse you have installed, but will give options for swapping the mouse buttons (to assist left handed users), or changing the speed required for double clicking.

### ***To install a printer***

Choose Printers and other hardware, and then Add a Printer. Then follow through the steps of the wizard.

### ***Changing the default printer***

From the Start menu, choose Printers and Faxes.

Right click on a printer name and choose 'Set as Default Printer'.

## 9. Printing

In most applications, going to the File menu, then Print will bring up a Print dialogue box. Choosing print will print to the default printer, unless you first choose a different printer.

### ***To look at a print queue***

From the Start menu, choose Printers and Faxes, and then double click on the printer name.





This will show jobs waiting to be printed on that printer and their status.

### ***To cancel a print job***

If a print job is sitting in the printer queue, click on the job with the right mouse button. Choose Cancel.

(You can only cancel your own jobs)

## APPENDIX A: BASIC WINDOWS XP OPERATIONS with keystrokes

OPERATION	MOUSE ACTIONS	ALTERNATIVE KEY STROKES
<b><i>Start Menu</i></b>		
Display menu	Click on Start	Ctrl + Esc
Close menu	Click on an empty desktop space, anywhere away from the Start Menu	Esc
<b><i>General Windows XP</i></b>		
Open Control Box (current window)	Click on control box (on left of title bar)	Alt + Spacebar
Close Current Window	Double click on control box or click on Close button 	Alt + F4
Display shortcut pop-up menu for the selected item	Right click on selected item	Shift + F10
Switch to window last used		Alt + Tab
Minimise all open windows	Right click on an empty space on the taskbar and choose Show the Desktop	Alt + M (when clicked on an empty part of taskbar)
Bypass Autoplay when inserting a compact disk		Shift (while inserting CD ROM)
Move window	Click on title bar and drag	
Resize window	Click on border and drag	
Minimize	Click on min button 	Alt + Spacebar, N
Maximize	Click on max button 	Alt + Spacebar, X
Restore	Click on restore button 	Alt + Spacebar, R

<b>Application Icons</b>		
Select an application	Click on the application icon	Arrow keys
Run an application	Double click on the application icon	Enter (if the icon is selected)
Quit an application	Double click on the control-box or click on the X at the top right of the window	Alt + F4
List applications running	Look at the buttons on the Taskbar	Alt + Tab, keep Alt key down & repeatedly press Tab, moves from icon to icon
Switch applications	Click on an application button on the Taskbar	Alt + Tab, and release when required application is listed.  Or, when focus is on the Taskbar, use the arrow keys and press Enter when the required application button is highlighted. (To get focus on the Taskbar, Ctrl + Esc, then Esc)
<b>Menus</b>		
Select a menu item / subitem	Click on the item / subitem	Alt + underlined letter / underlined letter  Or, press Alt to select first menu, left and right arrow keys to change menus, up and down arrows to change options and enter to make the selection.
Cancel selection	Click anywhere off the Menu bar	Esc
<b>My Computer &amp; Explorer</b>		
Rename a selected item	Click File, Rename	F2
Refresh Dialogue box		F5
Open the Search dialogue box	Click the Search button	F3

## **Appendix B: Where to save computer files.**

The computer drive options are:

### ***Computer's own hard disk***

This is a disk inside each computer that is known as the C: drive. This is where you can save work on home computers, but it is not advisable at The Robert Gordon University. If there is a serious problem with your PC then this hard disk could be wiped in the recovery process and you would lose your work.

### ***Floppy disk***

This is a small removable disk that is useful for backups or for transferring files between work and home. The computer knows the floppy disk drive as the A: drive. You should not work directly from these disks as not only will it be very slow, but they are also not reliable enough.

### ***Network Drives***

Every computer user at the University is given an account to use the network. You are allocated a personal area of storage space on the network known as the H: drive (H for home). This is where your work should be stored. This storage is reliable, secure and is backed up every night.

If you are sharing files with colleagues then you may need to use the shared drive on the network known as the S: drive.