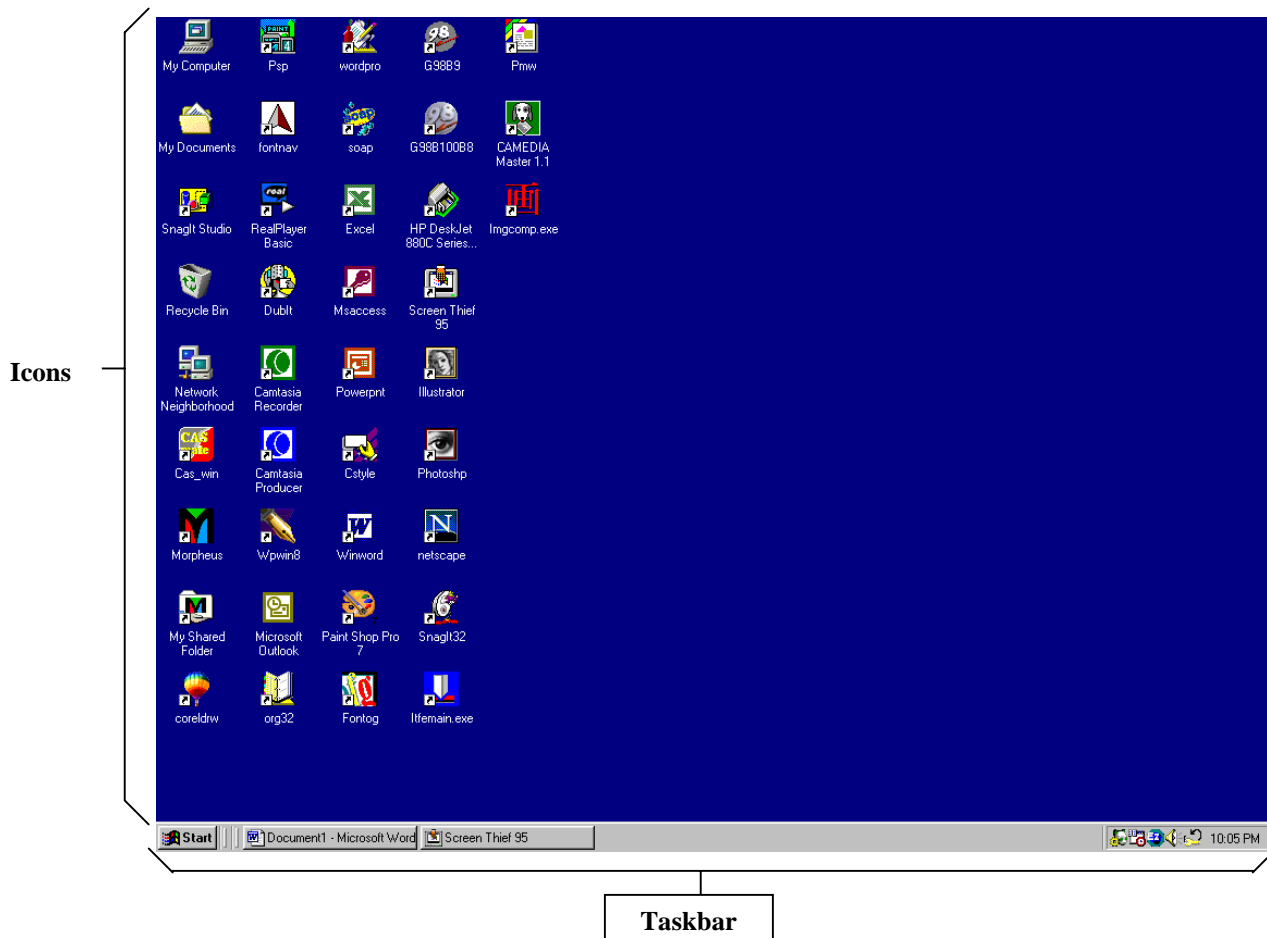


The Desktop

1. After starting your computer and Windows is up and running, the first thing you will see is the Desktop. This is the area of the screen where you work. Think of it as the top of your desk where you do all your work.

The Desktop is in Two (2) sections, the Background area and the Task Bar.



- A. The background area has several Icons, or small pictures, located on the left side. Each Icon represents an object, such as a folder or a program.

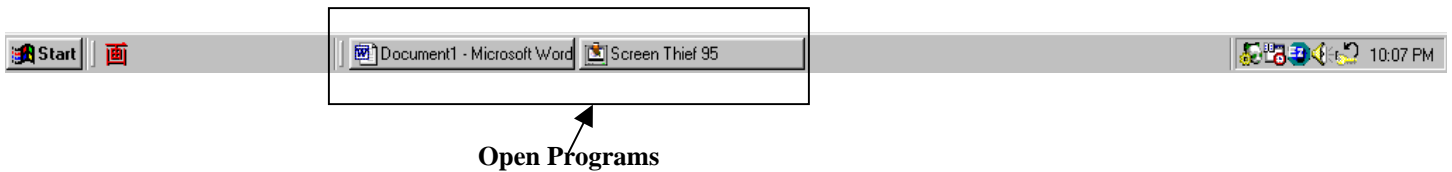
NOTE

You can use the Icons, the Taskbar or the Start Button to navigate through Windows. All Three of these options are available no matter how many applications you have open.

- B. The Taskbar can also hold Icons for Folders and Programs. Left Click and Hold, drag it down to the Taskbar and let up on the mouse button. Now the program can be opened from the Taskbar.



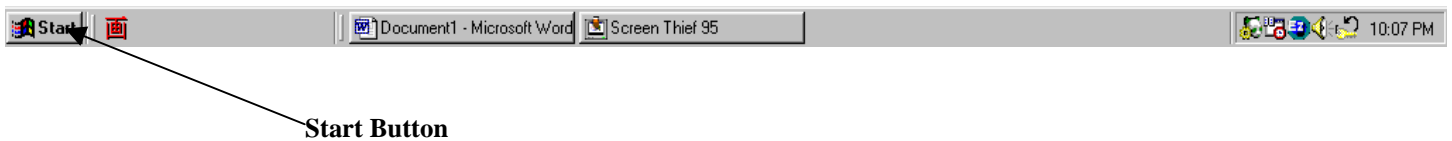
The Taskbar also shows you what programs or windows you have open. They are the Buttons on the Taskbar. You may switch between programs or windows by Left clicking on the buttons. This will bring up that program.



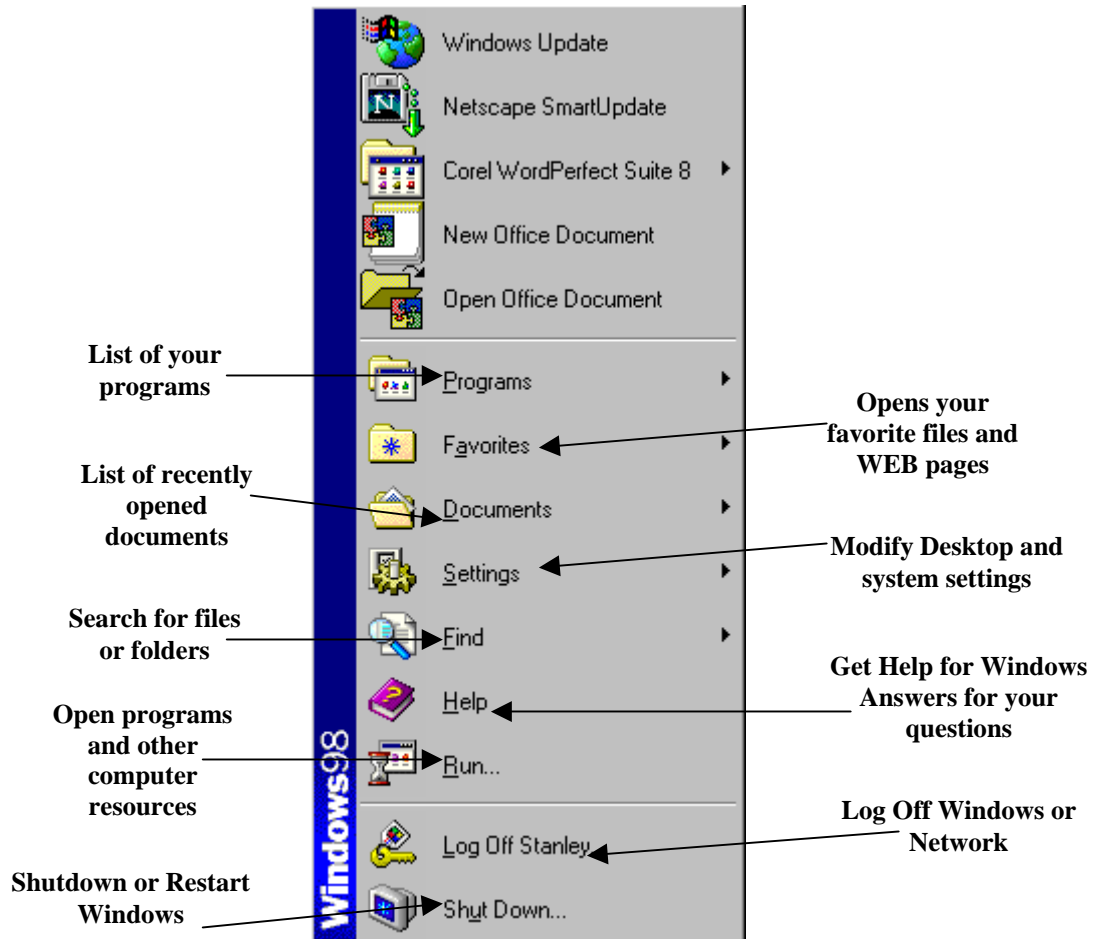
Another area on the Taskbar is called the Systray. This area shows you what programs, or applications that are running in the background. These programs, even though you only see Windows, are running behind the scene to help or add to Windows.



Last but not least is the Start Button. Using the Start Button you can accomplish almost any task. You can start programs, open documents, customize your system, get Help, search for files or folders and more.



Some of the commands in the Start Menu have right facing arrows, meaning additional choices. If you place your pointer over the command then another menu will appear.



To use the Start Menu

- 1) Left Click on the Start Button

The Start Menu Appears

- 2) Left Click on the Item you want to open

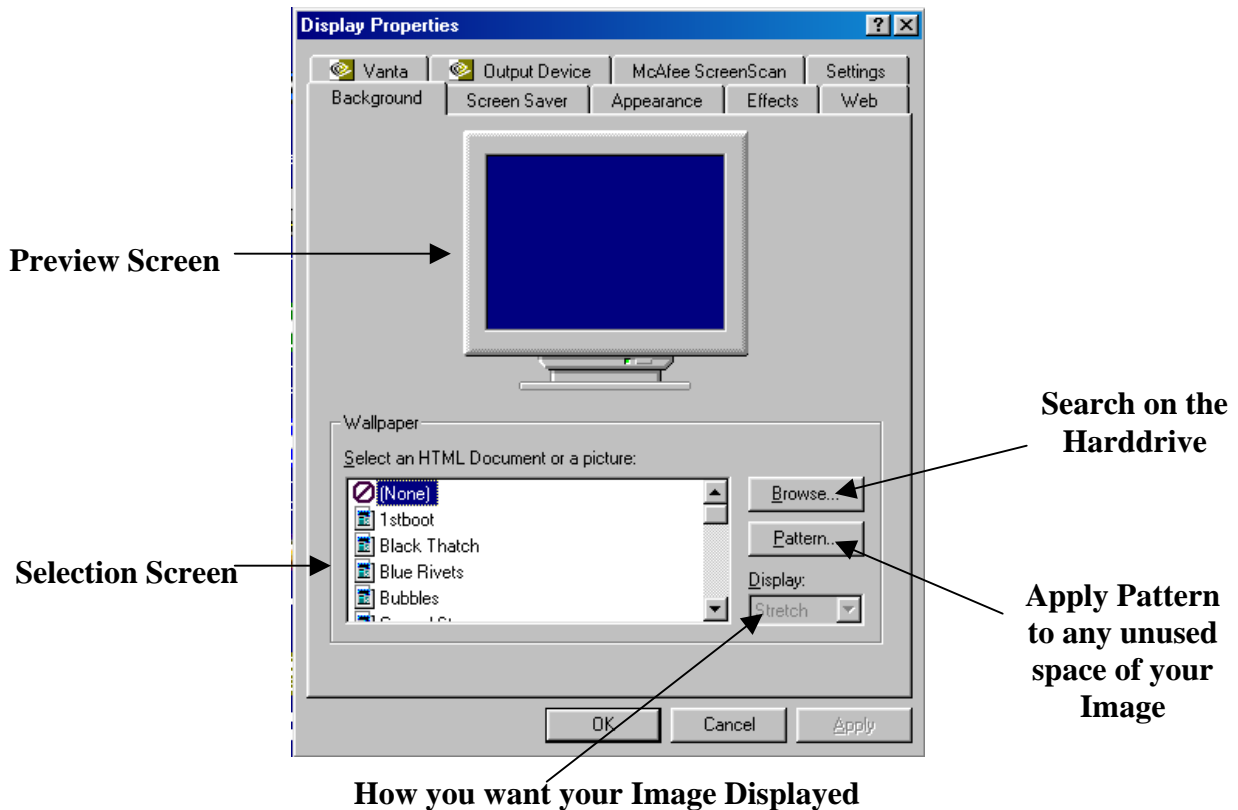
If the item has a right facing Arrow it will open a secondary window

2. Setting up you Desktop.

Keep in mind there are several different ways to setup your desktop. You will find out as you use Windows, there are several ways to do just about anything. You need to pick the one that you are most comfortable with. I find the easiest way to get to the Display Properties is to point my Mouse Cursor into an open area of the Desktop and Right Click. Then Left Click on Properties.



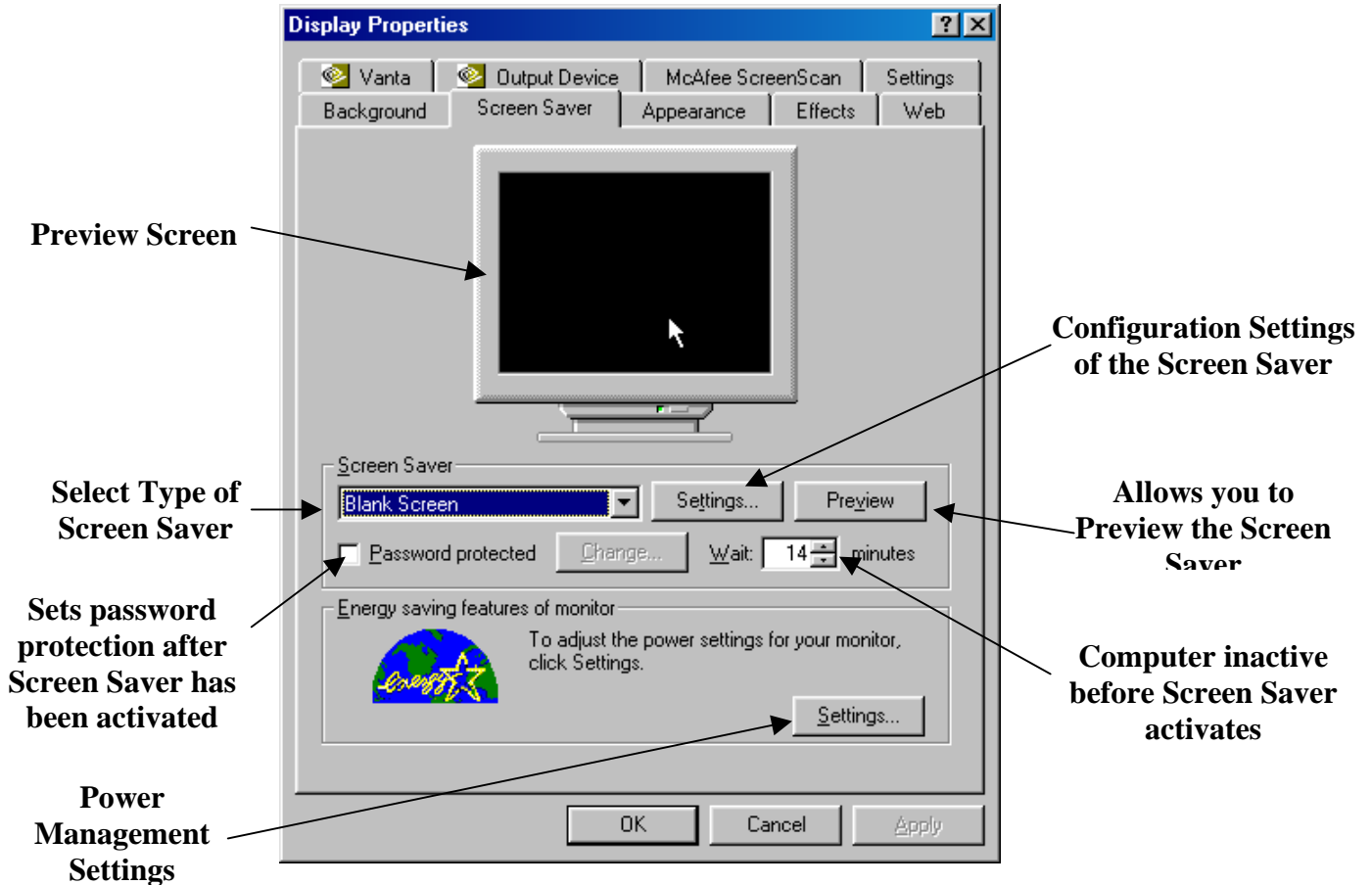
A. The first page will be the Background Page. This Page allows you to choose the look of your Desktop.



- B. Left Click on the Screen Saver Tab. This allows you to select the type of Screen Saver that you want and the settings for the Screen Saver.

NOTE

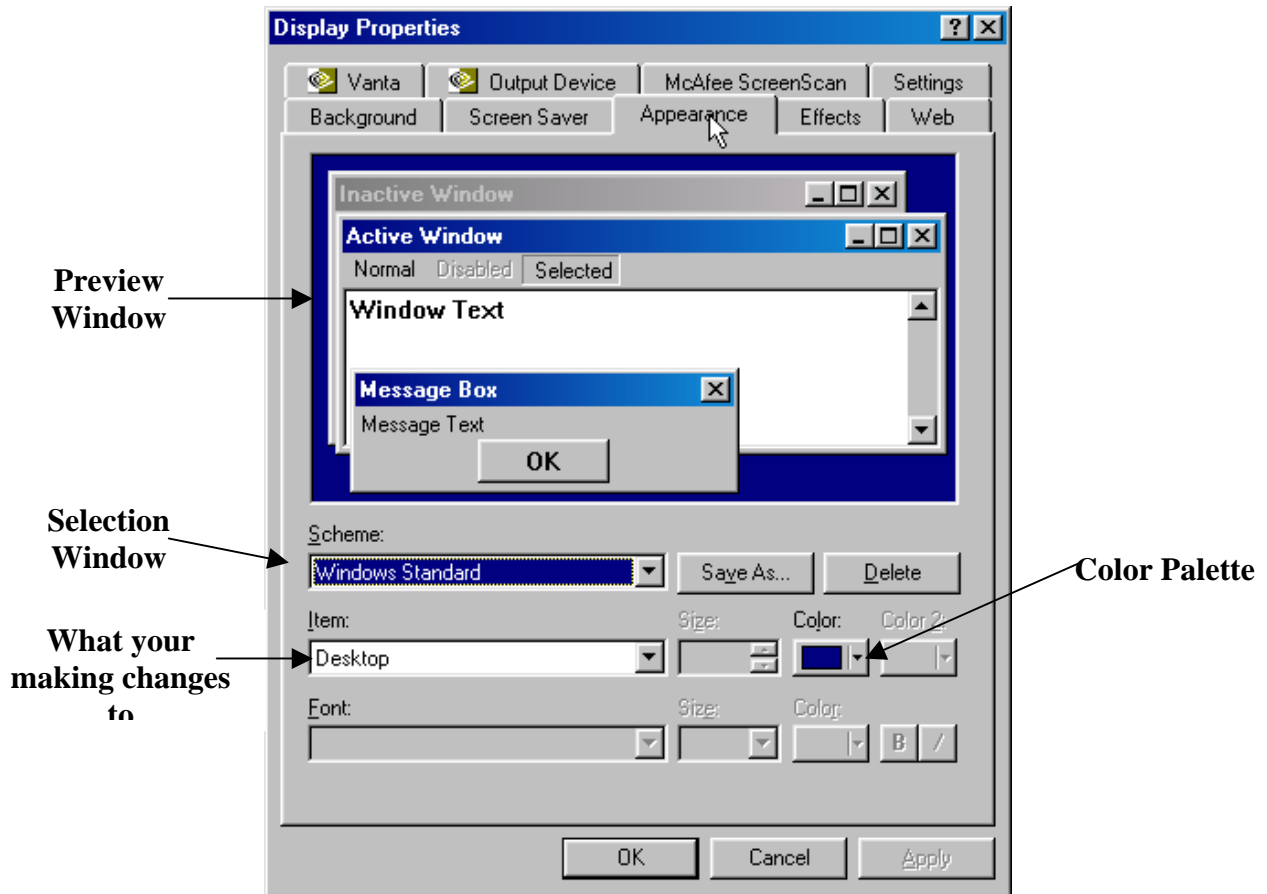
High resolution Desktops and Screen Savers use up available resources. They tend to make your computer work slower unless you have lots of RAM and they are always running weather you see them or not.



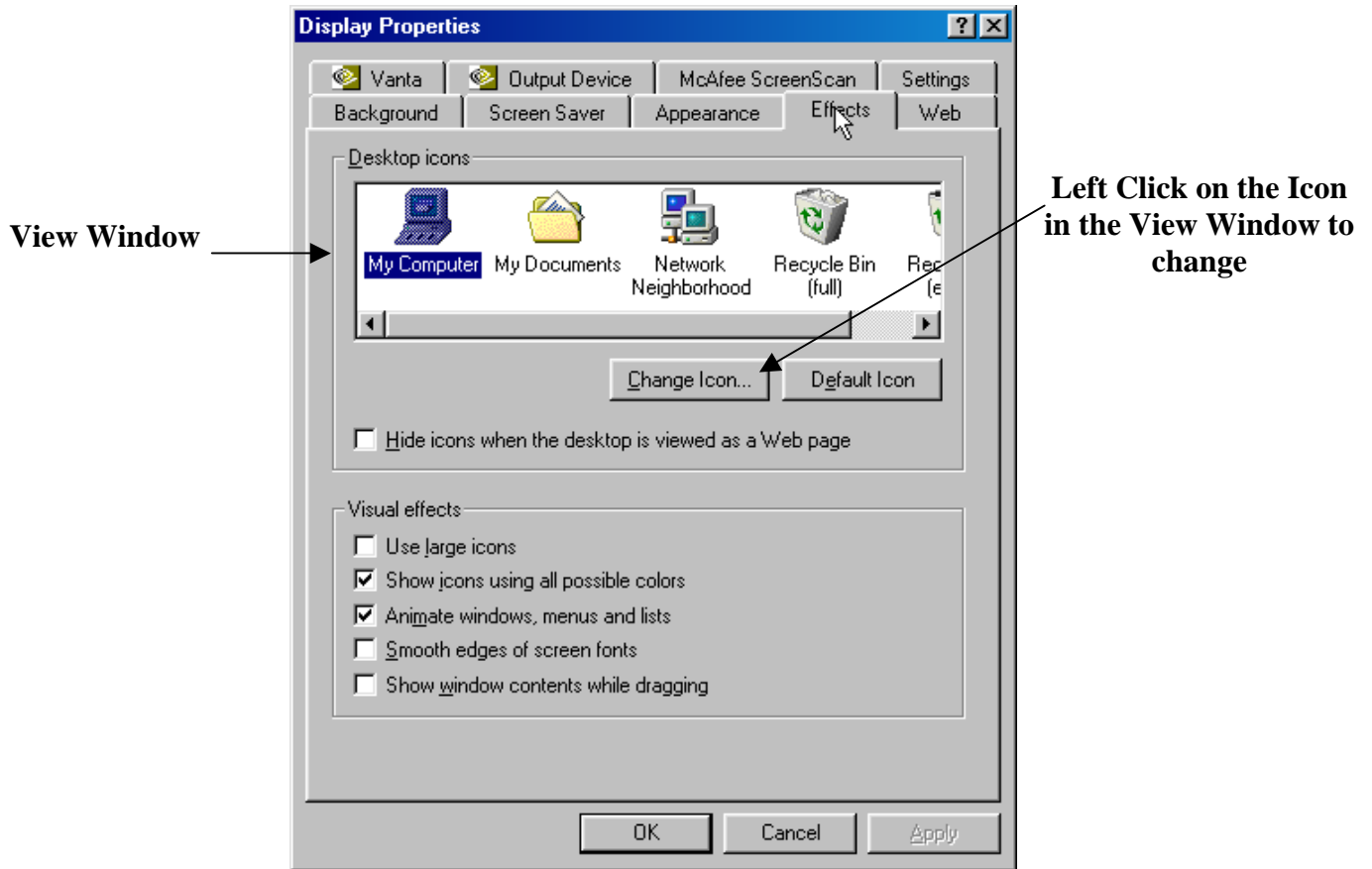
NOTE

If you set to password protect to deactivate the Screen Saver you will need to remember the Password. The Password doesn't have to be the same as the Windows Password.

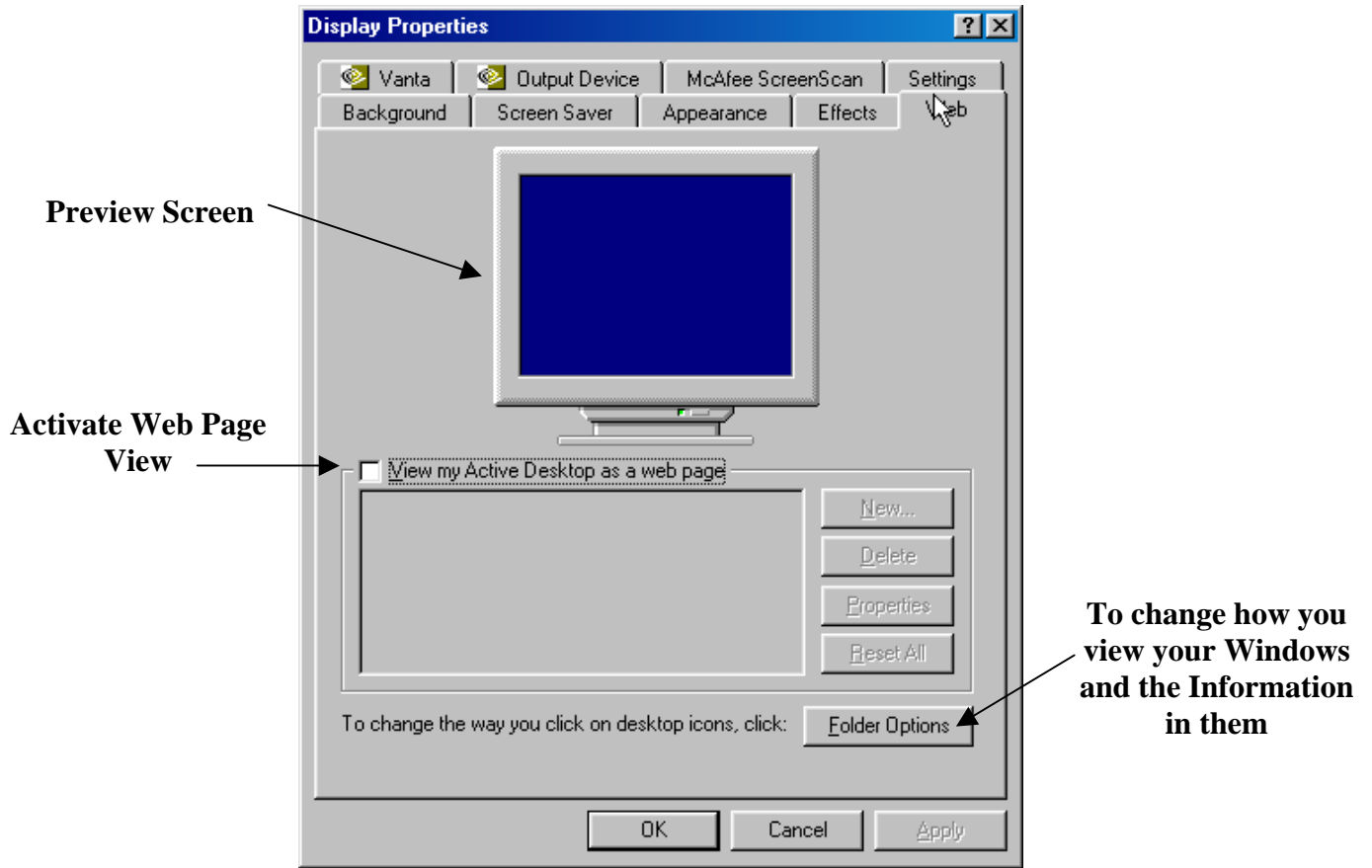
- C. Left Click on the Appearance Tab. This Tab will allow you to change the Appearance of your Windows of your applications and to allow you to change the background color on your Icons on the Desktop.



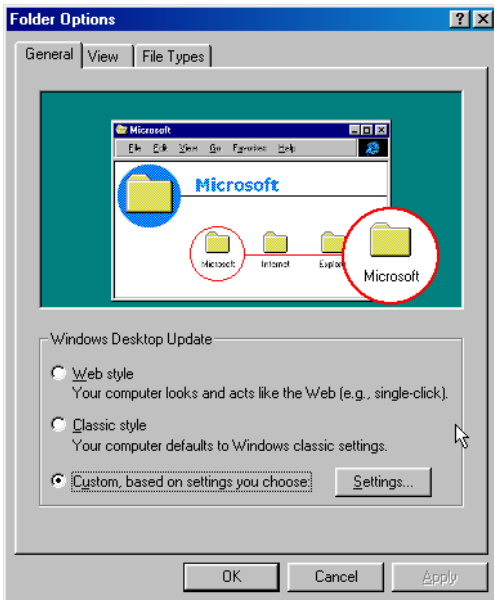
D. Left Click on the Effects Tab. This Tab will allow you to make changes to some of the Effects on the Desktop.



- E. Left Click on the Web Tab. This will allow you to choose if you want your Windows and your Desktop to Look like a Web Page.

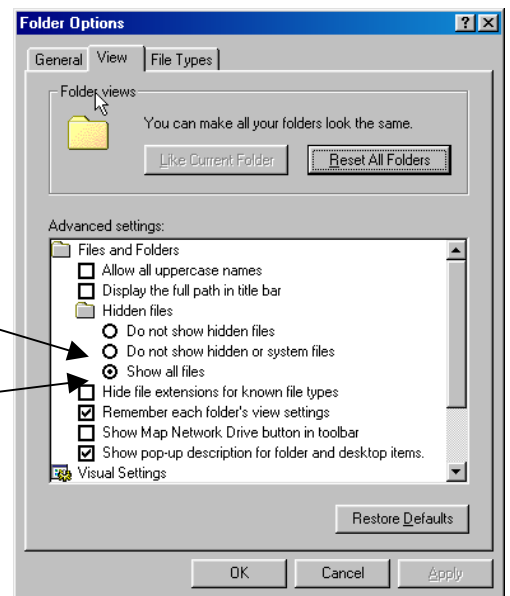


Folder Options



Show all files should be selected

Hide file extensions should be unselected



F. Left Click on the Settings Tab. This Tab will allow you to adjust your screen size and the resolution.

