

The Windows Desktop.

The Desktop is the starting point for all of your Windows[®] computing.

At the bottom left hand side of the screen you will find the Start button for launching programs and the Taskbar along the bottom for managing all of your open windows.



Right-clicking on an empty area of the Desktop will bring up a **context menu** similar to the one shown at the right.

[Please try this now]

It allows you to tidy up your Desktop icons by choosing Arrange Icons or Line up Icons. **[Please try this now]**

You can *create* new folders, files and shortcuts from the New sub-menu. Also, depending on which programs you have installed on your computer that support this option, you can create new documents right on your Desktop without even having to first open the program. For instance, you can create a new text document, name it, and double-click on it. Windows 95 Notepad will automatically open for you with your new blank document ready for editing. Selecting Properties from the sub-menu will bring up the Display Properties Sheet.



Double-clicking on **the My Computer Desktop Icon** opens the My Computer window, shown at right.

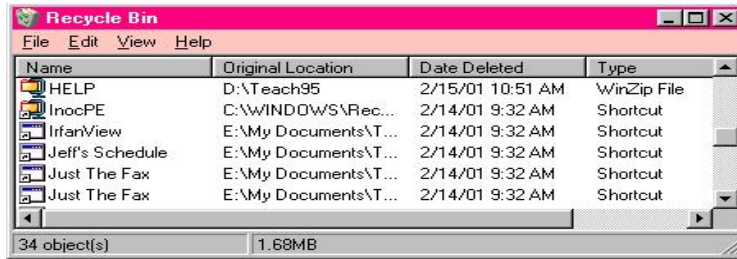
[Please try this now]

This window provides a graphic view of all hard drives, floppy drives, and CD-ROM drives on your system. You can double-click on any of their icons to manage the files and folders they contain. You can use the Control Panel folder to manage many of your computer's.



The **Printers folder** is where you will be able to manage your printing. Just as the **My Computer** window displays icons representing the various drives, printers, etc., that make up your computer system, the **Network Neighborhood** window displays icons representing resources available to you on your network. This, of course, applies only if your computer is connected to a network.

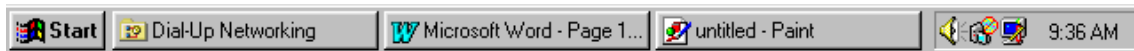
Double-clicking with the left mouse button on the **Recycle Bin icon** opens your Recycle Bin folder, shown above left. [**Please try this now**]



All files deleted from your hard drive end up here. You can delete a file from your Desktop, a Windows 95 Explorer window, or a My Computer window simply by right-clicking on the file, dragging it over the

Recycle Bin icon with the mouse button held down, and letting go of the button. The Recycle Bin gives you an extra step to protect you against accidental deletions. To recover a deleted file, double-click on the above desktop icon to open the Recycle Bin, highlight the file by left-clicking on it, and select Restore from the File menu. Empty the Recycle Bin periodically to delete these unwanted files, by right clicking on it, but remember, files deleted from the Recycle Bin cannot be retrieved by Windows 95.

The Windows 95 **Taskbar** provides the easiest method of switching between several open applications on your desktop. Although the Taskbar can be dragged into any of the four sides of your screen, [**Please try this now**] the default location is at

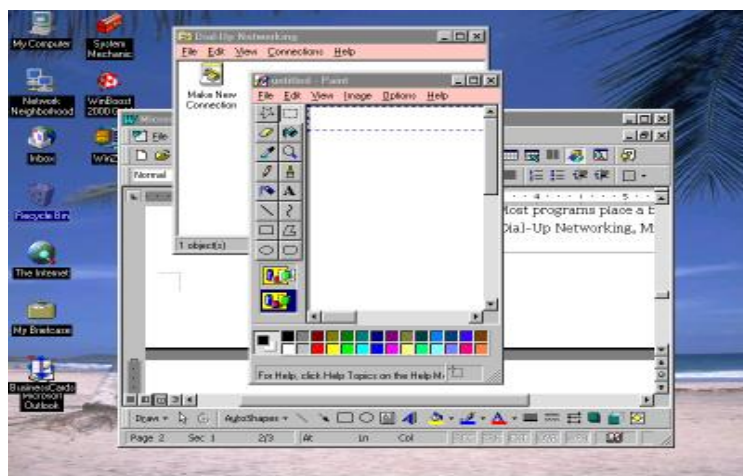


the bottom, and that is the orientation which we are going to use for our purposes.

The Taskbar is actually three separate components. At the far left is the Start Button. This opens the **Start Menu** which is where we are able to access the Menu of the programs on the computer.

To the far right is the **System Tray**. This contains the clock, and often icons for programs which usually run in the background and need only occasional user input. The remainder is the body of the **Taskbar** itself. Most programs place a button on the Taskbar when they are opened, as is the case for Dial-Up Networking, Microsoft Word and MS Paint in the example above.

Clicking on one of these buttons allows the user to bring that application's window to the foreground and make it the top window [program] open on the 'Desktop'. In older versions of Windows, minimizing an open Window shrunk it down an icon on the desktop and double-clicking on that icon restored the window.



In Windows 95, minimizing a window shrinks it down into its Taskbar button. A single left-click on that button restores the window to the desktop. As the Taskbar is by default always accessible at the bottom of your screen, this makes it very easy to restore a minimized window or switch between open windows.

Right-clicking on a window's Taskbar button opens a context menu similar to the example at right.

Most programs context menus offer you these same options:

1. **Restore** a minimized window to the desktop.
2. **Move** the window to a different location on the screen.
3. **Change** the Size of the window.
4. **Minimize** the window to a button on the Taskbar.
5. **Maximize** the window to cover the full screen area.
6. **Close** the window altogether.



These are handy features, For Instance, you can close a minimized program without first reopening its window if you decide you don't need it open any more.

In the example at right, note that some of the options are grayed out and temporarily unavailable, this is because the program has been minimized to the Task Bar. If the program was open on the Desktop, than these items would be in black to show that they were available and the Restore item would have been grayed out.



[Open some programs from the Desktop and try it out for yourself]

Right-clicking on an empty portion of the Taskbar brings up the Taskbar's own context menu, pictured at left.

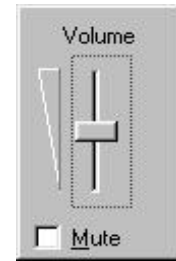


[Please try this now]

1. **Cascade** option places all of the open windows on the screen one behind the other with the top of each window just above the top of the one in front of it. This allows you to quickly switch between these windows with your mouse cursor by clicking on the visible part of each window to bring it to the front.
2. **Tile Vertically** and **Tile Horizontally** options tile the open windows across the screen so that all are completely visible. This tends to be counterproductive if you have more than 2 or 3 separate windows open, as the space available for each grows so small it leaves you little with which to work. If you have a number of windows open and need to get at the Desktop quickly.
3. **Minimize All** windows option can be very convenient, Once employed, this menu item changes to Undo Minimize All, allowing you to restore them just as quickly.

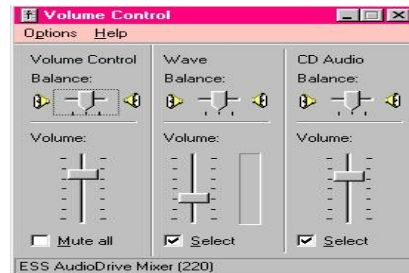


4. **Properties menu** item opens the Taskbar Properties Sheet. The System Tray, at the far right of the Taskbar, usually contains at least the computer's clock as in the example at right. If you have a sound card installed, it also usually contains the Volume Control, which is the speaker icon at the far left in our example [if the Volume Control is not present, you can add it via the Multimedia applet in the Control Panel]. A single left click on this icon will bring up the Windows 95 Master Volume control, a small slider which you can adjust up and down to set the volume level for your computer.



A double left-click will bring up a set of multiple volume controls for setting individual recording and playback levels of such devices as are supported by your sound card.

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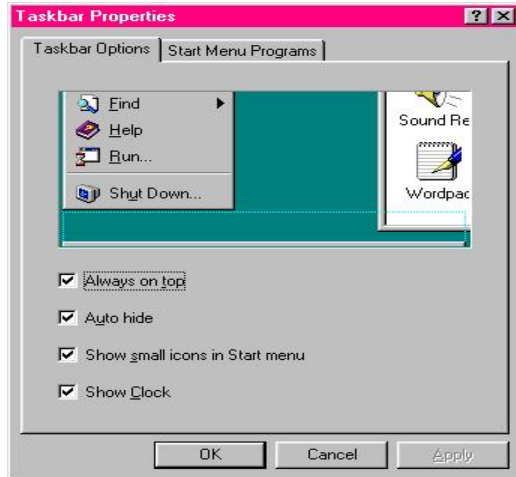


The **System Tray** can also contain icons for various other programs which generally run in the background on your computer. Left- or right-clicking on these icons will bring up different menus which vary from program to program.



The Start Menu/Task Bar **Properties** Sheet is accessed through Start/ Settings/ Task Bar and has two tabs,

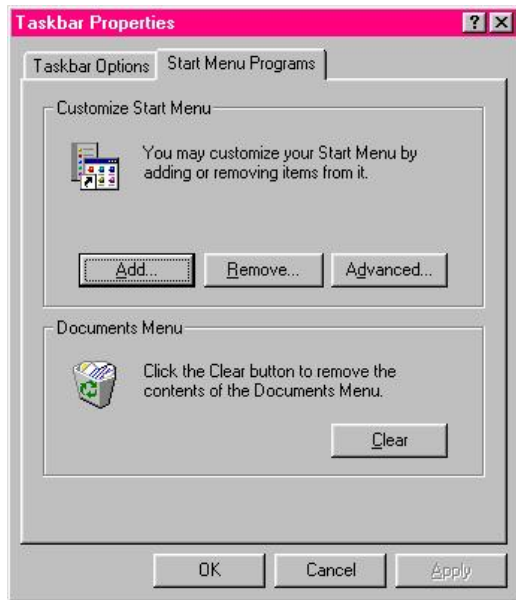
The first one, **Options**, contains four simple settings which can be adjusted by clicking on the box to the left of each. When the box is checked, the option is enabled.



1. **Always on top**, keeps the Task Bar visible above all windows and allows you continual access to it.
2. **Auto hide** allows you to create a little extra Desktop space by causing the Taskbar to disappear below the bottom of screen. If you use this feature, you can make the Taskbar pop back up when you need it by moving your cursor to the very bottom edge of the screen.

3. **Show small icons** in Start menu toggles between large and small icons for that item.
4. **Show Clock** can be used to remove the clock from your system tray or restore it.

The Start Menu **Programs** tab allows you allows you a quick method to tidy up the Documents submenu when it becomes cluttered, Clicking the **Clear button** will send all of the shortcuts to recently opened documents it contains to the Recycled Bin.



The upper part of this tab, **Customize Start Menu**, allows you some simple options to adjust the contents of the Start Menu to better meet your needs. The left hand button, **Add**, allows you to add a shortcut to launch a program to your Start Menu.

The Create Shortcut Wizard,

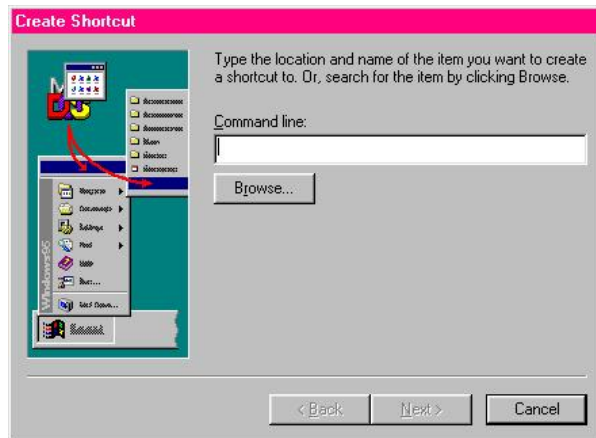
shown to the right, guides you through this process in three steps:

1. You select the program you want to add to the Start Menu.

2. The Start Menu folder to which you want to add it.

3. The name you wish to appear on the Start Menu for this program.

The middle button, **Remove**, allows you to clear unwanted shortcuts and

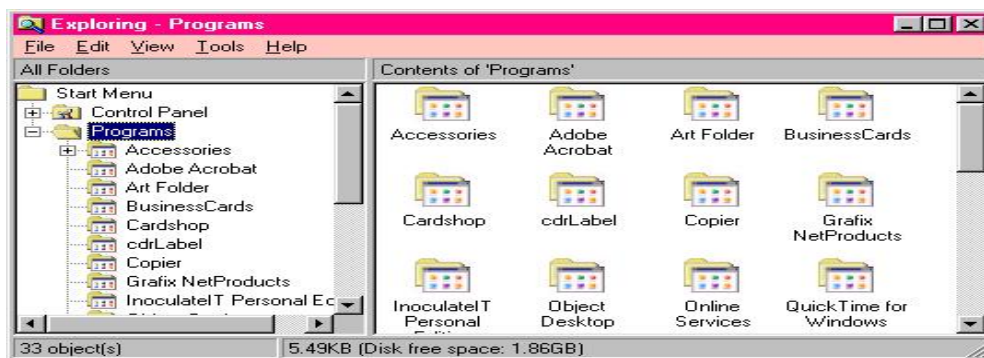


folders from your Start Menu. When pressed, the above display appears. To remove a program from the Start Menu:

1. Click the little plus sign next to the folder(s) in which the item is contained.
2. Click on the item with your cursor to highlight it.
3. Click the Remove button at the bottom.

Please Note: Unlike in the Recycle Bin, once you have removed items from the Menu they are gone for good & need to be re-added.

Finally, the **Advanced** button opens an Explorer view of the Start Menu. You can move, rename, delete, and copy Start Menu folders and shortcuts just as you would in any other Explorer window.



If you ever have so many windows open that the Taskbar buttons become too small to read, you can remedy this if you wish by resizing the Task bar.



Just hold your cursor directly over the top edge of the Taskbar until it turns into a size cursor. Click the left mouse button once and, while holding the mouse button down, drag the edge upward until you can see what you're doing.

[Please try resizing this now]

WINDOWS XP

Microsoft has changed some of the ways we used to do things in the Desktop of Windows © ,

Lets look at some of these.....

Jeffery J Gale. © Copyright 2001