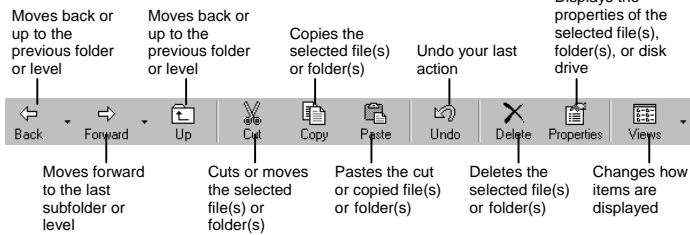




## Customizing Windows

### The Windows Toolbar



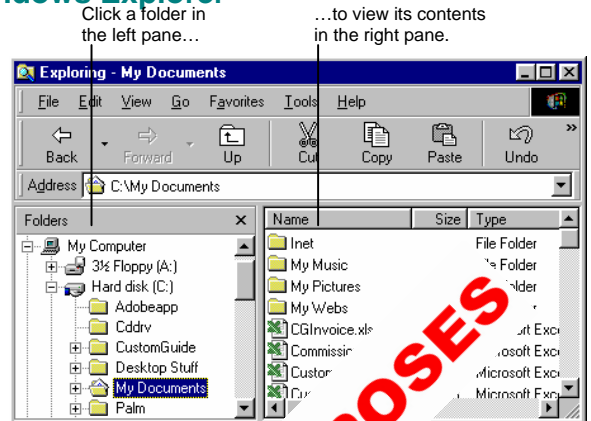
- **To Add an Item to the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Start Menu Programs tab** and click **Add**. Click the **Browse** button, open the program's folder, and double-click the program name. Click **Next** button, open the program's folder, and double-click the program name.
- **To Remove a Program from the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Start Menu Programs tab** and click **Remove**. Open the program's folder, select the program, and click **Remove**.
- **To Organize the Start Menu:** Right-click the taskbar, select **Properties** from the shortcut menu, click the **Start Menu Programs tab**, and click **Advanced**. Using basic file management techniques, add new folders to the Programs Menu as needed, and move folders and files around using drag and drop.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the Display dialog box:
  - + Wallpaper
  - + Desktop icons
  - + Screen saver
  - + Screen resolution & color
  - + Basic windows colors
  - + Display driver

## Maintenance and Fixing Problems

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select **Format**. Select the formatting options you want to use and click **Start**.
- **To Copy a Floppy Disk:** Insert the floppy disk to copy, open My Computer or Windows Explorer. Right-click the floppy drive, select **Copy Disk**, and click **Start**.
- **To Use ScanDisk:** From My Computer or Windows Explorer, right-click the disk you want to scan, select **Properties** from the shortcut menu, and click the **Tools** tab. Click the **Check Now** button, specify whether you want to do a **Standard** or **Thorough** scan and if you want any errors to be automatically fixed. Click **Start**.
- **To Defragment Your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select **Properties** from the shortcut menu, and click the **Tools tab**. Click the **Defragment Now** button and click **Start**.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select **Properties** from the shortcut menu, click the **Disk Cleanup** button, and click **OK**.
- **To Remove a Program:** Click the **Start button** and select **Settings** → **Control Panel**, double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove...** button.

## File Management

### Windows Explorer



- ☑ This folder contains hidden subfolders. Click **View** → **Folder Options** → **View** tab and select **Show hidden files and folders** to display those hidden folders.
- ☑ This folder's subfolders are directed to a different drive. Click **View** → **Folder Options** → **View** tab and select **Show all contents of this folder** to include subfolders.
- **To Open a File or Folder:** Click the file or folder.
- **To Create a Folder:** Click **File** → **New** → **Folder** in the menu, or select **File** → **New** → **Folder** from the toolbar.
- **To Rename a File or Folder:** Right-click the file or folder, select **Rename** from the shortcut menu, type a name for the folder, and press **<Enter>**.
- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Right-click the deleted file and select **Restore**.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut menu.
- **Move/Copy a File or Folder (Drag and Drop Method):** Move a file or folder by clicking it and dragging it to the desired location. Hold down the **<Ctrl>** key while you drag to copy the file or folder.
- **Move/Copy a File or Folder (Toolbar Method):** Select the file or folder, click the **Move to** button or **Copy to** button on the toolbar, and select a destination for the file or folder from the dialog box.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To** → **3½ Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View button list arrow** on the toolbar.
- **To Select Multiple Files:** Hold down the **<Ctrl>** key while you click the files you want to select.
- **To Find a File:** Click the **Start button** and select **Find** → **Files or Folders** from the Start menu. Enter the search conditions and where to look on the appropriate tabs: Name & Location, Date, and Advanced. Click **Find Now** to start searching for the file(s).
- **To Open Windows Explorer:** From any folder, click the **Folders** button on the toolbar.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.