



Getting Started

Logging On



Depending on how your computer is set up, you will see the **Welcome Screen** or the **Welcome Screen** (shown) to log on to Windows XP.

Note: If your computer is connected to a network server, you may see your server login screen instead.

Using the Taskbar



- **Quick Launch Bar** – provides single-click access to programs, files, and folders (Note: To add or display the Quick Launch bar, right-click the taskbar and select **Properties** from the pop-up menu. On the **Taskbar** tab, check or clear the **Show Quick Launch Bar**. Click the **OK** button when you are done.)
- **Taskbar buttons** – enable the user to switch quickly between open windows, programs, and documents.
- **Notification Area** – contains icons for active and expired notifications, as well as the current time and several controls.

Taskbar Grouping

Since the Taskbar can become crowded with buttons, Windows has introduced **Taskbar Grouping** to its XP operating system. For example, if you are working on two documents and four offices are Word documents, the four Word document taskbar buttons are grouped into one button. Click the button to select which document you want to view.



Taskbar Notification Area

The **Taskbar Notification Area** contains icons for events, such as when you receive new e-mail or an instant message, or when you need to run the virus checker. Since this area can become crowded, buttons will be hidden when not in use.

To view all buttons contained in the **Taskbar Notification Area**, click the arrow button.

Note: To customize the behavior of the notification icons, right-click the **Taskbar** and select **Properties** from the pop-up menu. Click the **Taskbar** tab to make changes to the **Taskbar**.

Using the Desktop Cleanup Wizard

The **Desktop Cleanup Wizard** removes unused shortcut icons from your desktop. The Wizard runs automatic tasks every 60 days.

Enabled or make changes to the Wizard:

1. Right-click an empty area of the Windows desktop.
2. Select **Properties** from the pop-up menu.
3. Click the **Desktop** tab.
4. Check the **Customize Desktop** button.
5. Check or clear the **Run Desktop Cleanup Wizard every 60 days** box, as desired.
6. To start the Wizard manually, click the **Clean Desktop Now** button. Follow the Wizard to clean up your desktop.
7. Click the **OK** button.
8. Click the **OK** button to close the **Display Properties** window.

Working with Windows



Each window has a **Title Bar** containing the name of the window or folder, a **Maximize** button, a **Minimize** button, a **Close** button, and, when the window is maximized, a **Restore Down** button.

- Maximize** – locks the window from view. You can restore the window by clicking on its **Taskbar** button.
- Minimize** – enlarges the window to full-screen view.
- Close** – closes the window completely.
- Restore Down** – restores a maximized window to its previous size.

Taking a Screen Picture

- To take a picture of your desktop, press the **Print Screen** key on your keyboard. To take a picture of only the active window, press **Alt + Print Screen**.
- To paste the image into a document, open the document and select **Paste** from the **Edit** menu.

Arranging Open Windows

1. Right-click an empty area on the **Taskbar**.
2. Select **Cascade Windows**, **Tile Windows Horizontally**, or **Tile Windows Vertically** from the pop-up menu.

Note: To undo the arrangement and make windows in their previous state, right-click an empty area of the **Taskbar** and select **Default Cascade** or **Default Tile** from the pop-up menu.

Reducing Open Windows

To reduce all open windows to **Taskbar** buttons, click the **Show Desktop** button, located on the **Quick Launch** portion of the **Taskbar**. You can also reduce open windows by right-clicking the **Taskbar** and selecting **Show the Desktop** from the pop-up menu.

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