



# Windows XP

## Usage Guide

2007-2008

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# 1. Introduction to Windows XP

## 1.1 The Windows XP Operating System

Two main components work together to make the very useful (or, at times, very maddening!) machines we call computers: **hardware** and **software**.

Hardware is the physical part of the computer that you can touch and feel: the case and all the parts inside it; the keyboard; the mouse or trackpad; the disk drives; and so forth.

But the hardware would be useless if not for the software. The software is all the programs that tell the hardware what to do. And the most important piece of software the computer must have to perform any functions at all is known as the **Operating System**. From your perspective as the computer user, the Operating System is what you interact with everyday as soon as you turn your computer on. The first screen you see is the Operating System doing its job.

In Bermuda, all the schools use computers with an Operating System designed by Microsoft, and the current Microsoft Operating System being used here is **Windows XP**. This is the Operating System you will always be using when you start your school computer.



All the procedures described in this handout have to do with functions that are part of the **Windows XP** program, from logging in, to opening applications, to organizing folders. You won't even really have to think about the fact that you are using Windows XP, but it may help you understand a little better how all the pieces fit together.

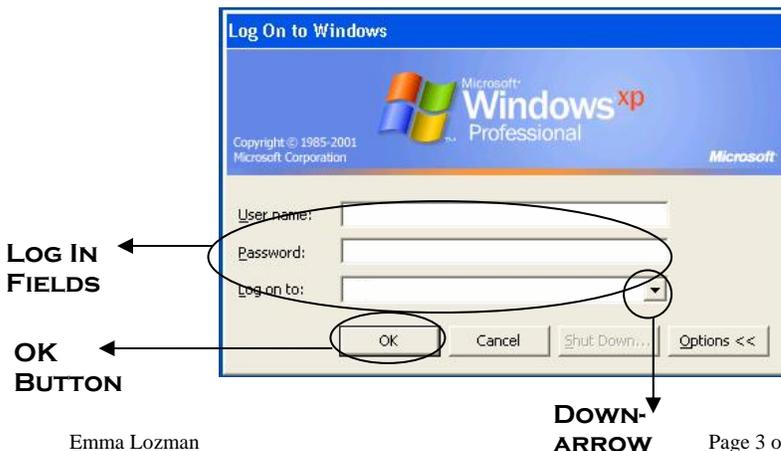
## 1.2 Logging On

The first step to using your computer is logging on with a username and password. This will give you access to the software running on your computer so that you can use it.

You are given a username and password to log on with so that only people within the education system may use Education computers.

And, by logging on with your unique username, you will be able to access files on the computer that are yours only. But keep in mind that at any time, a member of Information Systems can use a special "administrative" account to see anyone's files on any computer. There are no truly private files on a school computer!

To log on, type your username and password in the spaces provided. Click the down-arrow to the right of the **Log on to**



field and choose your school *domain* from the options provided; that is, PRIMARY, MIDDLE, CBA\_NT, or BERKELEY (once you have made this selection a first time, it should remain as the default selection from then on). Then click the **OK** button.

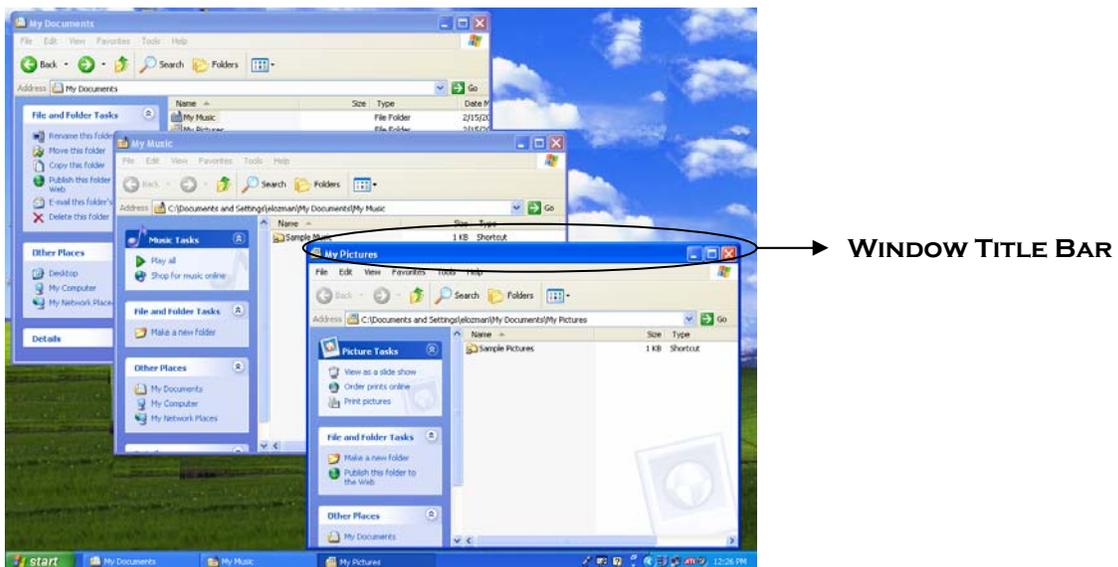
## 2. The Desktop Screen

### 2.1 Windows

Once you have logged onto your computer, the Windows opening screen will appear. This screen is known as the **desktop** screen; **Windows XP** is designed to mimic a real-life office.



Everything you do on your computer is done through a frame, or a **window**.



Each window has a name, which appears at the top in the **Window Title Bar**.

Windows can be moved, stacked, resized, minimized, and closed.

**Moving:** Click and hold the mouse on a **Window Title Bar**, and then drag the mouse to move the window.

**Stacking:** If two windows are open and overlapping, you can bring the back window to the front by clicking on the back window's **Window Title Bar**.

**Resizing:** Place your mouse over any part of the border of a window until it looks like a two-headed arrow. Then click and hold the mouse, dragging it to make the window larger or smaller. You can also **expand** the window to fill the entire screen by clicking the **Maximize** button on the upper right of the **Window Title Bar**. **Shrink** it by clicking the button again.



MAXIMIZE  
BUTTON

**Minimizing:** When you are working with many windows at the same time, it is often convenient to put some of the windows out of the way. The easiest way to do this is to minimize the window by clicking the **Minimize** button on the upper right of the **Window Title Bar**. When a window is minimized, you will be able to access it through the **Task Bar** (see below).



MINIMIZE  
BUTTON

**Closing:** When you no longer need to work with a window, you can close it with the red X on the upper right of the **Window Title Bar**. If appropriate, make sure that anything you are working on is saved before closing.



CLOSE  
BUTTON

## 2.2 Icons

The pictures, or **icons**, on the left of the desktop screen are called *shortcut buttons*. Double-clicking on them with your mouse will open particular applications and folders. You may have more or fewer icons on your desktop than the ones shown in the example above, depending on how your desktop was set up. There is no need to do anything with these buttons until you are familiar with the programs and folders they refer to.

## 2.3 The Task Bar

At the bottom of the screen is the **Task Bar**. Every window that you are working with appears as a button on the task bar. When a window is minimized, it will disappear from view in the desktop, but the button will remain in the Task Bar. To view the window again, click its button (identifiable by its name) on the task bar. The button will only disappear from the Task Bar when the window has been closed.



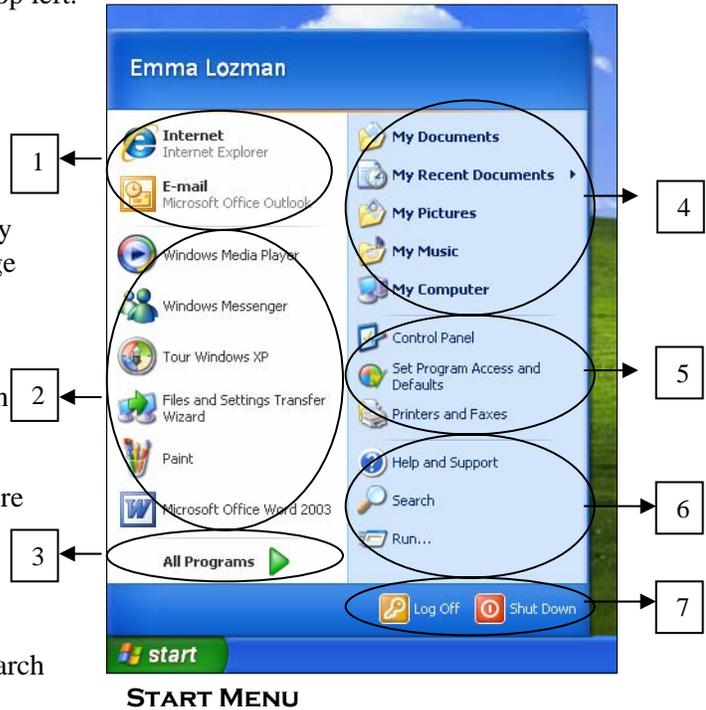
At the right of the task bar are notification icons; these may change as you use your computer and usually provide information about the status of a program. The system clock always appears in the far right corner.

## 2.4 Viewing the Start Menu

The **Start Menu**, at the left corner of the **Task Bar**, is where you will begin most of your computer activities. To view the **Start Menu**, click on it once with the mouse. The menu will remain open until you click somewhere else on the screen (either in the menu to make a selection, or elsewhere to close the menu).

When the menu is open, your name will appear at the top left. There are seven sections of buttons in the menu.

1. These buttons access the **Internet Explorer** and **Microsoft Outlook** applications. They will always appear in this place.
2. These buttons access applications that are commonly used or that you have recently used. They will change as you use your computer.
3. This button accesses the **All Programs** menu, from which you can open any and all of the applications on your computer.
4. These buttons access **folders** on your computer where you may have saved files.
5. These buttons access settings on your computer.
6. These buttons access resources like help files and search functionality (don't worry about the **Run...** button).
7. These buttons are for closing your session when you are finished using the computer.



# 3. Opening an Application

## 3.1 Opening an Application

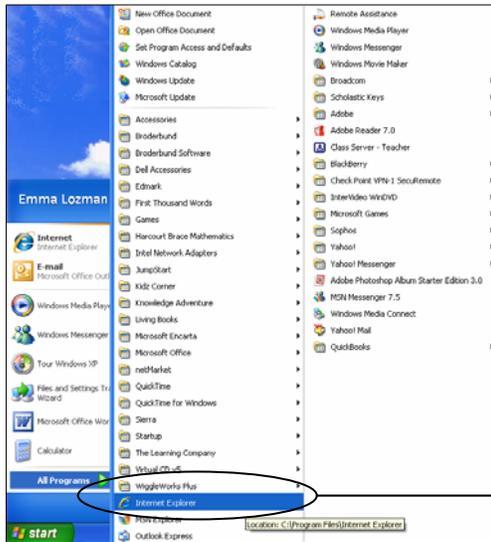
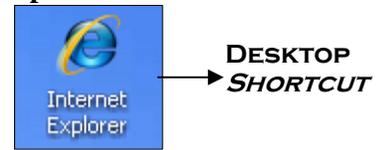
When you are using your computer, most of the time you will be opening a specific **application** and using it to accomplish a task.

Like Windows XP, an application is also software, but each application is used for a particular purpose, whereas the Windows XP software manages all the applications on the computer.

The applications you will probably use most commonly on your computer will be for doing particular tasks like checking email, surfing the internet, and writing letters and other documents. The standard applications for doing these tasks are **Microsoft Outlook**, **Internet Explorer**, and **Microsoft Word**. In order to use any of them, you will need to open them first. There is almost always more than one way to do something on your computer; opening an application is no exception.

For example, when you wish to surf the web, you will need to open the **Internet Explorer** application, which you can do at least three ways.

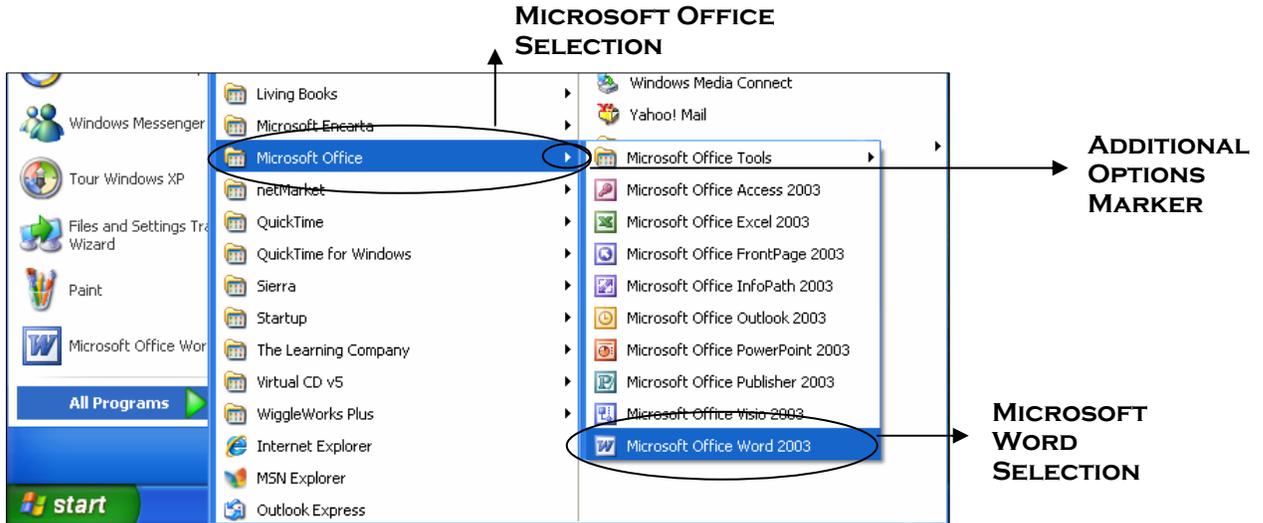
1. You can double-click on the *shortcut* button that appears on your **desktop** screen.
2. You can open the **Start Menu** and click once on the **Internet** selection.
3. Or, you can open the **Start Menu** and then click on **All Programs** to open the **All Programs** menu and find the application you are looking for.



The **All Programs** menu gives you access to any and all the applications on your computer. If you cannot find a button for a program on the **desktop** or in the **Start Menu**, then you will certainly be able to find it in the **All Programs** menu.

Sometimes, however, you will need to look a little deeper to find the program you need. For example, if you wish to write a letter, you will probably want to open the **Microsoft Word** application. However, to find **Microsoft Word** in the menu, you will first need to click on the **Microsoft Office** selection (because **Microsoft Word** is just one of the applications in the **Office** collection). Then you will be able to select **Microsoft Word** from the options that appear.

The small arrow to the right of a selection marks that there are additional options to choose from.



Over time, you will get familiar with where all the programs are located and the quickest way to find what you need.

# 4. Using Your Local Disk

## 4.1 “My Computer”

All the software on your computer, including any files you create and work with, has to be stored somewhere. The storage of your computer is broken into different components.

The permanent storage for your computer is known as the **Hard Drive**, or **local disk**. This is also often called the “C:” drive. The **local disk** is always part of your computer and can only be accessed when you are logged onto that particular computer.

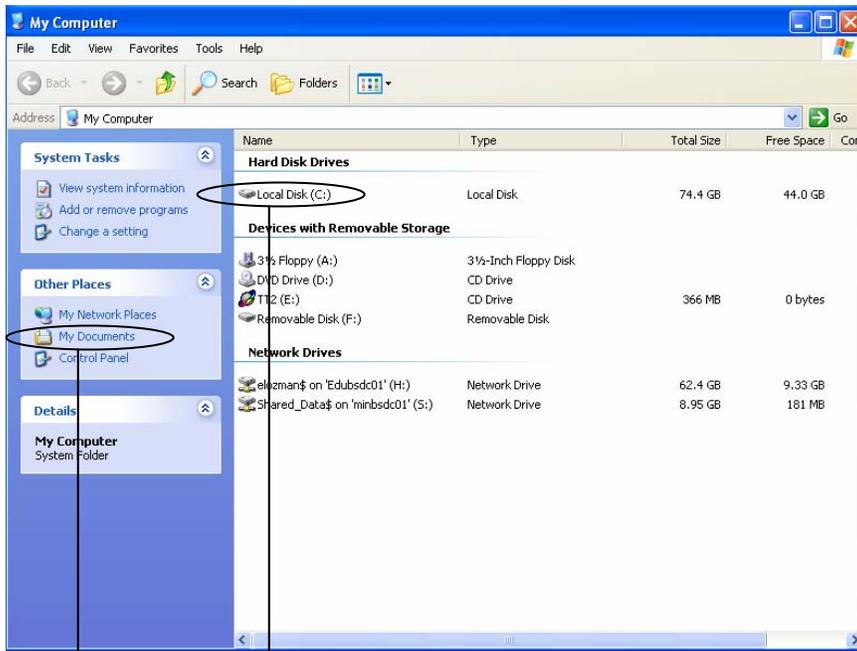
There are also storage spaces known as **Network Drives**. These are **hard drives** that are part of separate large and powerful computers that may be far away from wherever your own computer is located. You can only access **Network Drives** when your computer is connected to your school’s network.

Finally, there are additional “removable” storage spaces which you can add to your computer, including **floppy disks** and **CDs** [the slots in your computer that you can put these into are known as floppy disk drives and CD drives].

To access any of these storage spaces, click on the **My Computer** button on the **Start Menu**.



MY  
COMPUTER  
BUTTON



In keeping with the theme that your computer is like an office space, documents you create or view on a computer are known as *files*, and they are stored in *folders* (just the way you might keep files on your office desk, organized into folders).

If you will always be using the same computer (for example, a laptop which you will use both at school and at home), then you will probably want to store your files on your computer’s local disk, or **C: drive**.

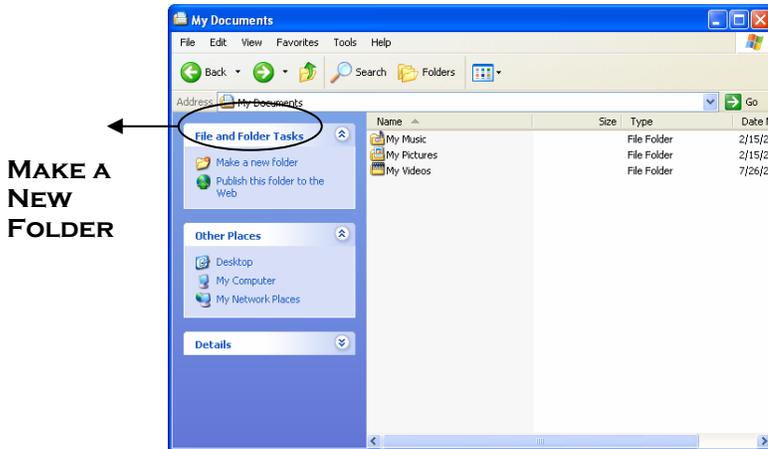
LOCAL C:  
DRIVE

MY  
DOCUMENTS

## 4.2 Organizing the C: Drive

The best place to store files on the **C: drive** is in a folder called **My Documents** that has already been created for you by Windows XP for that purpose. You can access it by clicking the *My Documents* button on the left of the **My Computer Window**.

Think of **My Documents** as a filing cabinet, in which you can create and organize **folders** that you can put **files** into.



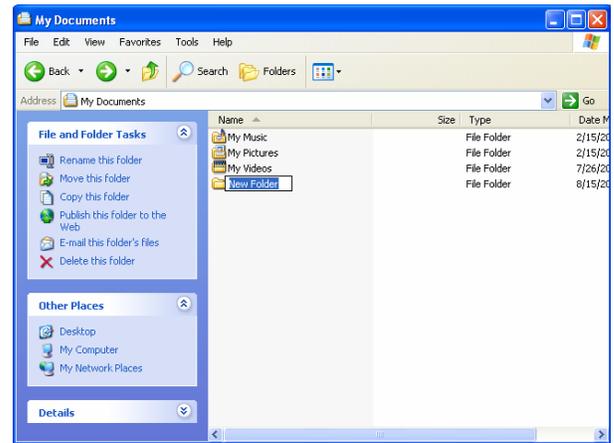
**MAKE A  
NEW  
FOLDER**

**MY DOCUMENTS WINDOW**

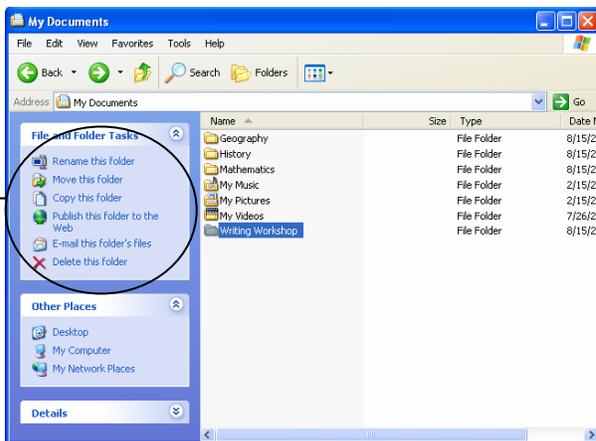
To create a new empty folder yourself, click *Make a new folder*. A new folder will appear, awaiting a name. Start typing on the keyboard to give the folder a name.

Double-click on a folder name to open the folder. You can then create folders inside folders, for even more organization.

To begin with, the folder already contains three sub-folders: **My Music**, **My Pictures**, and **My Videos**. These are recommended storage folders for music files, pictures, and video files you may wish to save on your computer.



**FOLDER  
OPTIONS**



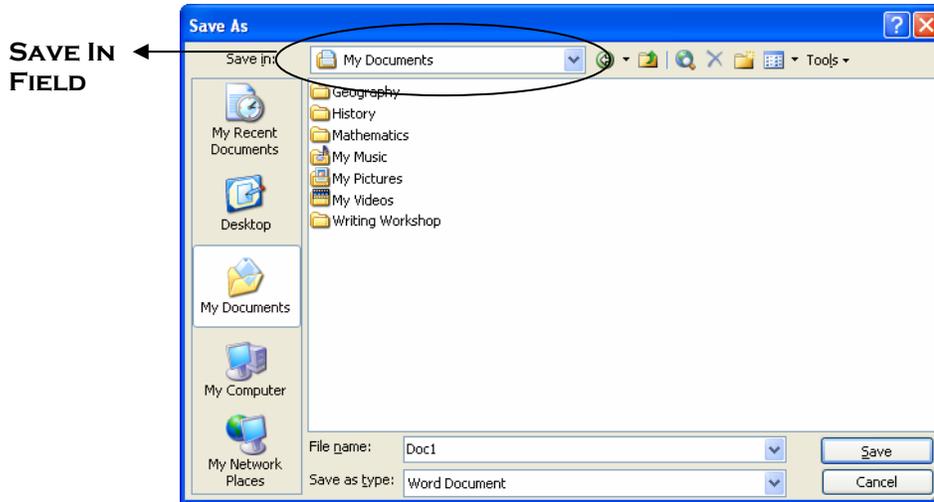
It might be a good idea to create a new folder for each of your classes (e.g., Geography, History, Mathematics, Writing Workshop). Then you can organize the files you create by the classes they are associated with.

Use the options on the left to change the name of a folder, or to delete a folder.

### 4.3 Saving to the Local Disk

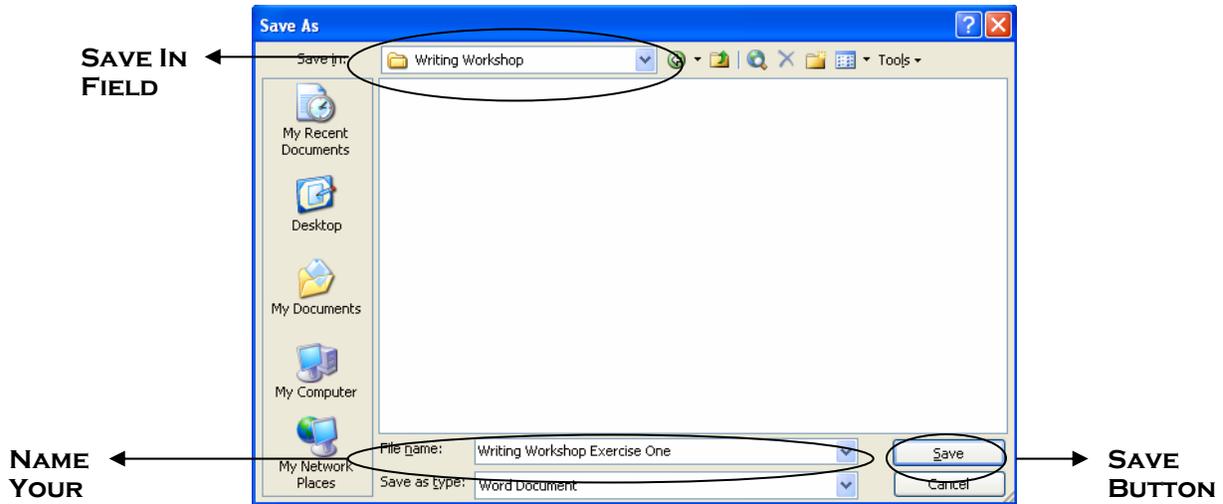
When you wish to save a file, you will need to tell the application you are using where to save it. Once you have created your own folders in **My Documents**, you will want to save files inside them.

Imagine you have created an exercise for your Writing Workshop class in the **Microsoft Word** application. To save the document, or file, you would go to the **File** menu and choose **Save**. The **Save Window** will open. By default, **My Documents** will appear in the “*Save In*” field at the top of the window.



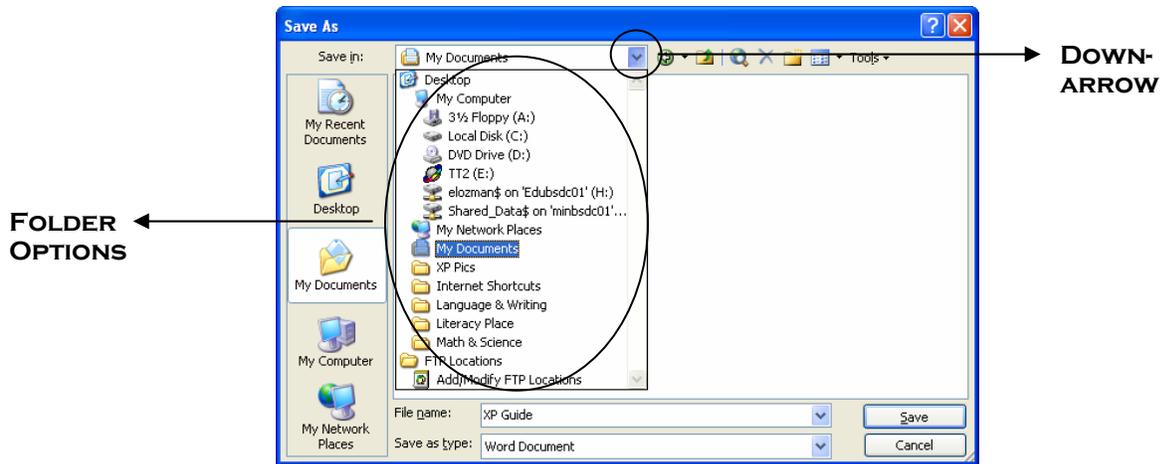
**SAVE WINDOW**

However, for better organization, you should save your exercise file in the Writing Workshop folder. Double-click on **Writing Workshop** to open that folder. Give your document a name in the “*File name*” field (“Writing Workshop Exercise One”) and click the **Save** button.



**SAVE WINDOW**

If you do not see the folder you wish to save to, you may have to hunt for it a little. Click the down-arrow to the right of the “Save In” field. Various folders will appear in a list of options; select the one that you are looking for. You may then have to double-click on a subfolder to access the organization layer you want to save to.



**SAVE WINDOW**

Note that the files on your computer’s local disk are only stored on that computer. If something goes wrong with the computer, then you run the risk of losing important information. It is always a good idea to have back-ups of critical items. An easy way to back up your files is to make copies of them regularly on a **network drive** – see below for more information.

# 5. Using Your Network Drives

## 5.1 Network Drives

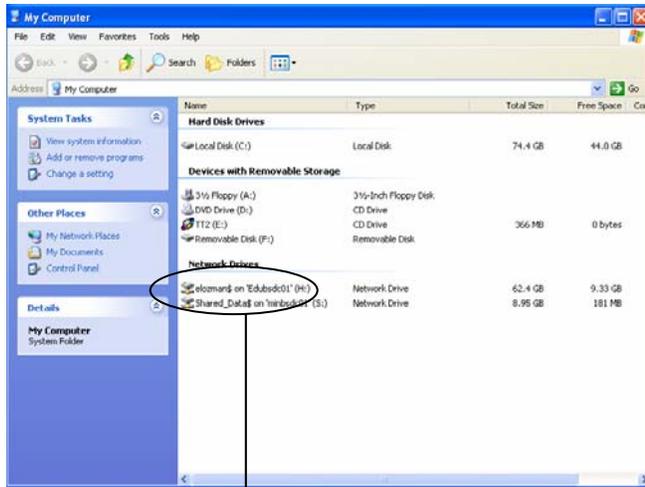
Sometimes you will want to store files and folders on a network drive rather than on the local drive of the computer you are using. This way, you will be able to access your files even if you use different computers every day, as long as the computer you are using is connected to your school network.

There are a few network drives you have access to. One is for your personal storage and access only; it is usually called an “H:” drive. The other drives are *shared* drives that other teachers and students may also have access to (these are very useful for sharing assignments and handouts).

Network drives offer the advantage that they store files independently from your own machine. That means that even if your computer “crashes” (stops working properly), your files are protected. And, even if the network drive itself has an error, the IT staff maintains backups of all network material, so you are extra-protected.

## 5.2 Accessing the H: Drive

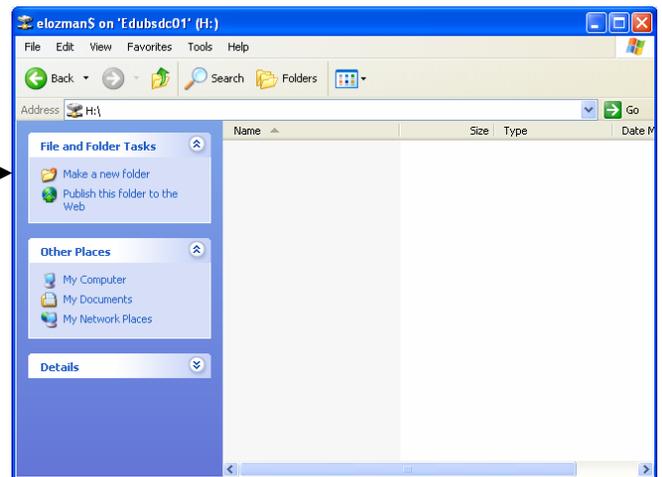
To access the **H: drive** (or any network drive), locate it in the **My Computer** window and double-click on its name. The **H: drive Window** will open. Think of the **H: drive** as a filing cabinet just like **My Documents**; you can create folders and save files to it in the same way as described above.



**NETWORK  
H: DRIVE**

To view the contents of the **H: drive**, just double-click on it in the **My Computer Window**.

Double-click the **H: drive** name in the **My Computer** window to open it.



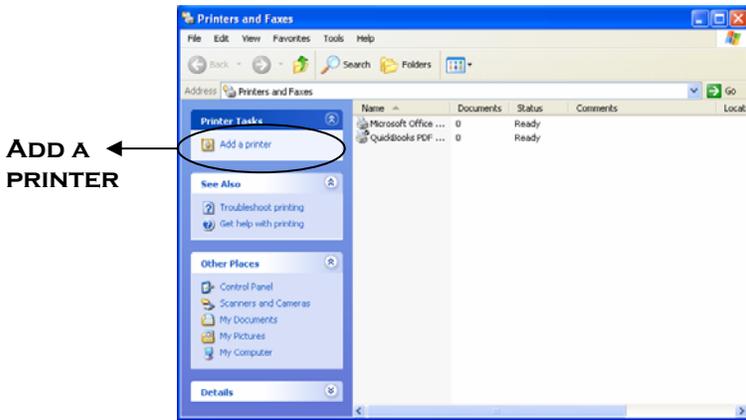
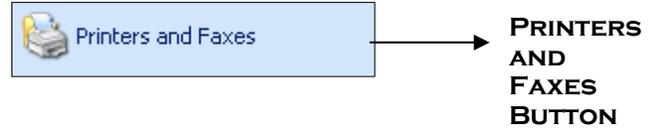
**H: DRIVE WINDOW**

# 6. Adding a Printer

## 6.1 Finding a Printer

When you are ready to print a document, you will need to make sure your computer recognizes the printer you wish to print to. The first time you print from a computer when you are logged on as yourself, you will need to **Add a Printer**. You will need to do this even if someone else has already printed from the computer when they were logged onto it.

Click **Printers and Faxes** on the **Start Menu**. The **Printers and Faxes Window** will open.

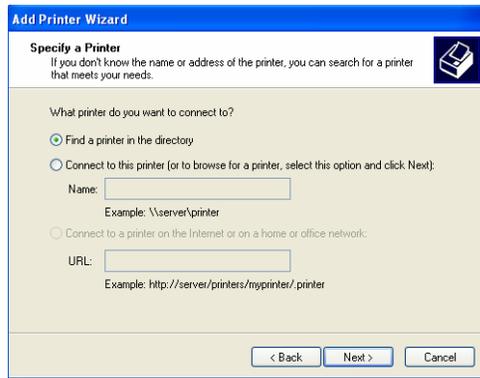


Click *Add a printer*. The **Add a Printer Wizard** will open. A **Wizard** is a step-by-step set of instruction screens that guide you through a particular task on your computer. On the first screen, click the **Next** button.



The next screen asks you whether you wish to use a printer that is connected only to your computer, or a printer that is available on the school network for many computers to use. You will likely be printing to a printer on the school network, so choose “A network printer” and click **Next**.



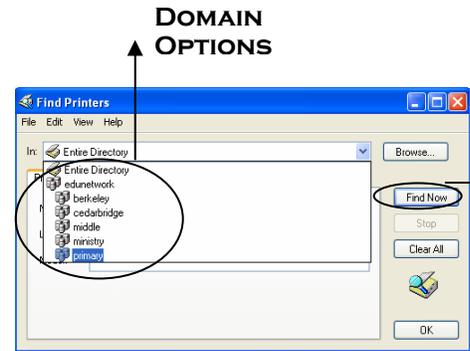
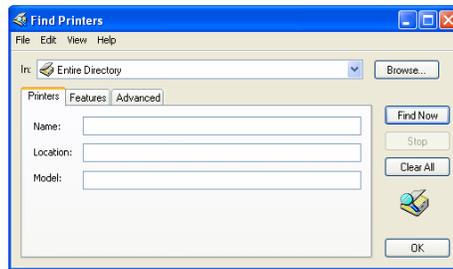


**WIZARD SCREEN 3**

There are many printers on your school network. You will need to direct your computer to the printer that you wish to use; probably the printer in your classroom. Make a note of the name of the printer; it may be recorded on the printer somewhere, or you may have to ask someone in your ISDepartment.

Choose “Find a printer in the directory” and click **Next**.

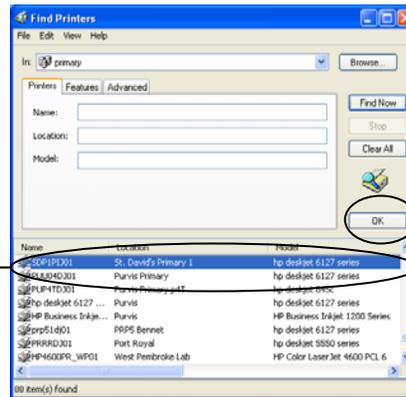
In the search screen, click the down-arrow to the right of “Entire Directory” and choose your *domain* from the available options (e.g., *primary*). Then click the **Find Now** button.



**FIND NOW BUTTON**

**FIND PRINTER**

All the printers in your domain (e.g., all the printers at all the primary schools) will appear, and you will need to locate the printer you wish to use in the list. Click on it, and then click the **OK** button.

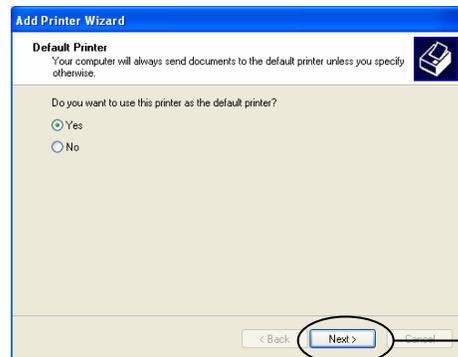


**PRINTER SELECTION**

**OK BUTTON**

On the following screen, set the printer you have chosen to be the default printer for all your printing needs, so that it will be used every time you print. Click **Next**.

Finalize your selection in the last screen that appears by clicking the **Finish** button.



**NEXT BUTTON**

**WIZARD SCREEN 4**

# 7. Closing Your Session

## 7.1 Locking

When you are finished using your computer, there are various steps you can take to protect your files.

If you expect to return to your computer within the day and no one else will need to use it while you are away from it, you can **lock** it so that no one else can access it. Hold down the **Ctrl** (“control”) key, the **Alt** key, and the **Delete** key on your keyboard at the same time. When you let go of the keys, choose **Lock Computer** on the screen that appears.

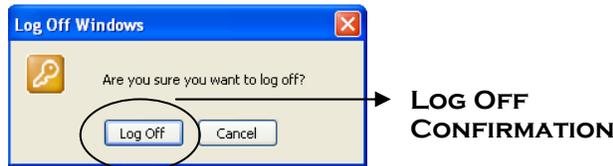
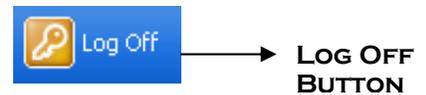
Once the computer is locked, only your password will unlock it.

## 7.2 Logging Off

If you are finished using the computer for the day but it will be in use again before long, you can **Log Off** to allow others to log onto it.

Click the **Log Off** button on the **Start Menu**.

You will be asked for confirmation that you wish to log off; click **Log Off** to confirm.



## 7.3 Shutting Down

If you are finished using your computer and you do not expect anyone will be using it for a while (for example, when you leave school for the weekend), then you can **shut it down** to save power.

Click the **Shut Down** button on the **Start Menu**.

You will be asked for confirmation that you wish to shut down. Choose **Shut Down** from the list of options that appears.

