

# **Windows XP - Desktop and Start Menu Featuring Right-Clicking Starting with the Basics**

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## **I. Windows XP GUI**

**Less is More – Minimalism at Work** - The new WinXP desktop is uncluttered and has a cleaner look than previous versions.

## **II. Start Over with the Start Menu**

**3 Areas of the Start Menu – Left Column, Right Column, Bottom** - The left side consists of shortcuts to programs and applications with the top left for pinned items and the bottom for most commonly used applications. The right side contains links to special folders and Windows features, and the bottom area holds the Log Off and Turn Off Computer buttons.

**15 Most Recent Documents** - You can access the last 15 documents by selecting Start, Most Recent Documents, and navigating to the desired document.

## **III. Shortcut on Desktop**

**Shortcut to Frequently Used App or Web Site** – To create a shortcut on your desktop to a frequently used application, program, or Web site, navigate to the name of the program on the Start or All Programs menu or click on a blank area of the Web site and right-click on the desired app and select Send To and then select Desktop (create shortcut).

## **IV. Customize the Start Menu**

**Have It Your Way - Customize the Start Menu via the Taskbar Properties** - Right-click on the Taskbar and select Properties to customize the Start Menu.

**Get Pinned - Pinning a Shortcut to the Start Menu** - To pin a shortcut to a program to the start menu, locate the program by clicking Start, All Programs and navigate to the desired program you want to add. Instead of launching the program, right-click and select Pin To Start Menu.

**Rid the Start Menu of Clutter** - You can remove an item the list of frequently used program (including the Web browser and email program that Microsoft places at the top of the left pane) by right-clicking the item and selecting Remove from this List.

**Change Order of the Programs Listing in the Start Menu or in All Programs** – You cannot reorder any item in the initial Start Menu. You can remove items from the Pinned and Frequently Used left-hand side. You cannot remove any items from the right-hand column. You can rearrange the order of the All Programs list. Select Start, All Programs, and right-click on any application or program and select Sort by Name. HINT – Right-click and see your options.

## **V. Taskbar**

**Group Similar Taskbar Buttons** - Another option is to group similar application into one button on the Taskbar with a drop-down menu.

## **VI. Toolbars on the Taskbar**

**View Icon Name** – To view the name of an icon on a toolbar, hover over the icon.

**Launch Programs Quickly with the Launch Bar** - If the Quick Launch bar doesn't display on your Taskbar, right-click the Taskbar, select Toolbars, and select Quick Launch.

**Add Icons to the Quick Launch Toolbar** - Click Start and All Programs and navigate to the item that starts one of the programs you use most. Hold down the **Ctrl** key (in order to copy the shortcut and not move it), drag the item to the Quick Launch Toolbar and release the mouse button.

**Address Toolbar** - If you type a Web address into the Address box and click go, your Web browser will open to the page you requested.

**Whisk Yourself to Web Sites** - Launch IE and surf to a frequently visited Web site. To add a link to this site to your Quick Launch toolbar, drag the icon on IE's address bar directly to the Quick Launch toolbar and drop it there. Click the link in your Quick Launch toolbar or your Start menu, and your default browser opens directly to the appropriate page.

**Media Player Toolbar** - When you minimize Windows Media Player, it appears on the Taskbar as a set of player controls.

**Links Toolbar (not recommended)** - The Links toolbar places Internet links onto your Taskbar. A button will appear for each link that you have bookmarked as a favorite in your Web browser.

**Desktop Toolbar (not recommended)** - The Desktop toolbar places all the icons on your desktop onto your toolbar. This can include shortcuts to both applications and specific files.

## **VII. New Web-Views**

**Stay Organized** - The WebView interface combines a dynamic HTML-style task list with the current folder content to create a context-sensitive task list. The options on the WebView pane change depending on the type of content that you are displaying.

**Views Icon** - A click of a toolbar button changes the way a window displays files and determines how many details you'll see about each file in the main folder view.

**Large Icon vs Tiles View** - The old Large icons view option is supplemented with Tiles, a view that combines large icons with details such as file sizes and the name of the program used to edit the file.

**New Views for Pictures** - The new Show Slide Show allows you to create an instant slide show of your images. And my favorite is the new Filmstrip view displays a row of thumbnail images at the foot of a window and one large image pulled from that row at the top.

## **VIII. System Tray AKA Notification Area**

WinXP displays notification-type icons in the Notification Area whenever specific events occur, such as when you print a document. It also provides access to settings and programs. You can customize the Notification area by clicking on the Customize button on the Taskbar tab of the Taskbar and Start Menu Properties dialog box (first right-click the Taskbar and select Properties.)

## **IX. Taskbar Manager**

Right-clicking on the Taskbar can give you access to the Taskbar Manager. On the Application Tab, you can End a Task that is stalled or not processing. The Processes Tab shows you all the current processes that are running.

## **X. Multiple Open Windows**

**Find a Window In a Haystack - Cascade or Tile Open Windows** -Right-click on any blank area of the Taskbar and choose Cascade Windows, Tile Windows Vertically, or Tile Windows Horizontally. You can undo cascading by right-clicking on any blank area of the Taskbar and choosing Undo Cascade

**Manage Multiple Windows Simultaneously** - Hold down the Ctrl button as you click the Taskbar buttons of the windows you want to arrange or close. Then right-click one of the depressed buttons and choose the action you want from the menu.

**Get to the Desktop Quickly** - If you have several windows open and want to get to the Desktop, right-click any blank area of the Taskbar and choose Show the Desktop.

## **XI. Right Click When in Doubt**

**Right-Click for Faster Window Navigation using the Right Mouse Button** - The right mouse button will display a shortcut menu of actions or options currently available for that object. Since this menu is context-sensitive, the options change depending on what object you right-click on or where the mouse pointer is located on the screen.

## **XII. Dialog Boxes Explained**

**Triangle and Ellipsis** - When ever there is a solid triangle pointing to the right in a menu, it means that a submenu will open when you select that item. When you see an ellipsis (3 dots or periods) after a menu item, you will get a dialog box to personalize your options.

**Radio Button and Option Boxes** - When you have a Dialog box and are presented with radio buttons, round button, you can make one selection from the choices. When you have boxes, you can select any combination of boxes, all, none, one, or more.

**Help with the ? in Dialog Box – Help is A Click** - Whenever you see a question mark (?) in the upper right corner of a dialog box, click on the question mark. Point to a word or phrase that is unclear to you and a text box will explain the item selected.

## **XIII. A Few Shortcut Keystrokes**

Ctrl + Esc	Gets the Start menu to pop up
Esc	Ooops key - To cancel an action such as closing a submenu
Alt + F4	To close open window
Alt + Tab	Cycles you through the Open Windows
Ctrl + Z	Undo