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Training Guide Windows NT 4.0



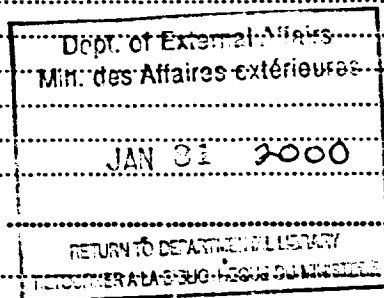
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Section

1

Working with Windows NT

- Getting Started with Windows NT
- Using the Mouse in Windows NT
- Ending a Windows NT Session

Section Skills and Their Importance

In the following section you will learn to:

- **Get started with Windows NT**

To use Windows NT, you must understand the different tools available and their uses. In this section you will become familiar with Windows NT and its basic components.

- **Use the mouse in Windows NT**

By far, the easiest and most efficient way to use Windows NT is by employing the mouse. In this section you will learn how to use the mouse to select and use Windows NT features.

- **End a Windows NT session**

When you finish working in Windows NT, you end your Windows NT session. To prevent losing your work, you must shut down Windows NT properly when you finish with your work session. In addition, if you plan to be away from your computer for a little while, you can lock the computer to prevent others from using the computer or seeing what you have on the screen. You can also ensure security by changing your password.

Getting Started with Windows NT

Microsoft Windows NT Workstation 4.0 is an *operating system*. An operating system is a set of instructions that allows your computer *hardware* (the physical pieces of your computer—CPU, memory, hard disk, and so on) and your *software* (the programs stored on your computer) to communicate. The software includes *applications* (word processors, spreadsheets, databases, and so on) that enable you to use your computer to complete tasks. In addition, the Windows NT operating system provides a *graphical user interface*, or *GUI* (pronounced “goeey”), that you use to run application programs and manage the electronic files stored on your computer. Windows NT also comes with such accessories as a card file, a clock, and a calculator.

Windows NT provides a common interface and commands for application programs. With Windows NT you can run more than one application at a time and share information between applications. For example, if you are creating a report in a word-processing application, you can include data from a spreadsheet or incorporate a picture of your company’s logo from a graphics application.

Defining Networking

With Windows NT, you can access powerful *network* functions by using your computer as a *workstation*. A workstation is a computer linked through a network. A network consists of two or more computers that are physically connected. A network can consist of a few workstations in a single department, or it can link all the computers in a company in one location or at numerous locations across the country. A network can be a group of computers that function as a *workgroup*, in which all the participants are equal. In addition, a network can be controlled by a *domain* in which one computer, called a *server*, provides shared *resources*, such as printers or data, to the workstations on that network.

Windows NT can link your computer with other computers in a network. You can also run Windows NT in a stand alone mode. If your computer is part of a network, your system administrator can provide more information about the type of network to which you are attached. The type of network will affect the administrative tasks you can carry out on your computer.

A typical Windows NT network domain is illustrated in Figure 1-1.

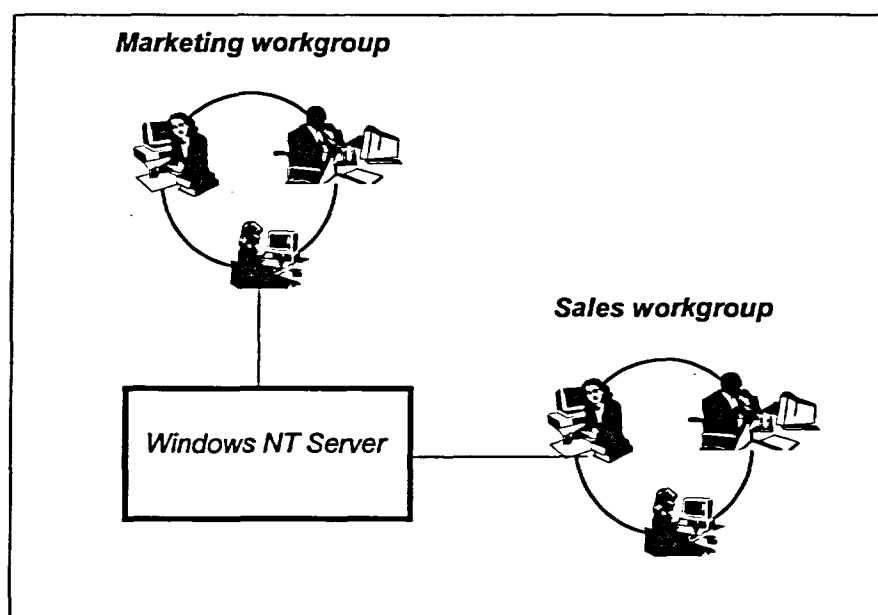


Figure 1-1: *A Windows NT Network Domain*

A network has many benefits. If you are attached to a network, Windows NT allows you to *share* information with others on your network, as well as to share hardware such as a printer. The Windows NT network provides security and ensures that unauthorized users cannot use applications or see restricted files.

Starting Windows NT and Logging On

When you turn on your computer, Windows NT usually starts automatically. If your computer is set up to load more than one operating system, however, a list of options appears. You can select the desired operating system, or you can wait, and the highlighted option will automatically boot.

Once Windows NT loads, the Begin Logon message appears. This message displays a hand icon and indicates that you should press **CTRL+ALT+DELETE** to *log on*. After you press **CTRL+ALT+DELETE**, you see a second dialog box, the Logon Information dialog box. A *dialog box* is a rectangular screen element providing or requesting information. In this dialog box, you log on to Windows NT by entering your *user name* and then entering your *password*. The user name identifies you to the network. The password authenticates or confirms your identity. Depending on the setup of your system, you might also have to select a domain.

Using a password ensures that no unauthorized users can access your system. When you type your password, you see asterisks instead of the actual characters. This prevents anyone else from seeing your password. When you receive your user name and password, memorize them. Do not write them down, because a written record might compromise the security of your system. If you forget your user name or your password, contact your system administrator.

METHOD

To start Windows NT:

1. Turn on your computer.
2. If required, select an operating system and press **ENTER**
3. When the Begin Logon message appears, press **CTRL+ALT+DELETE**
4. If required, in the Logon Information dialog box, in the User name text box, type your user name.
5. In the Password text box, type your password.
6. Choose OK.
7. If the Welcome screen appears, deselect the *Show this Welcome screen next time you start Windows NT* check box, and then choose Close.

EXERCISE

In the following exercise, you will start Windows NT and log on.

1. Turn on your computer
2. If required, at the startup screen, select Windows NT, and then press **ENTER**
The copyright screen appears, and then the Begin Logon message appears.
3. Press **CTRL+ALT+DELETE**
The Logon Information dialog box appears.
4. If required, in the Username text box, type your user name
5. Press **TAB** until the insertion point moves into the Password text box
6. Type a password
Asterisks appear in the Password text box as you type.
7. Choose **OK**
8. If necessary, change the domain
9. Choose **OK**
Windows NT loads.
10. If the Welcome screen appears, clear the *Show this Welcome screen next time you start Windows NT* check box and close the Welcome screen
The desktop becomes fully visible.

END

Identifying Parts of the Desktop

After you start Windows NT, the *desktop* appears. You can place items with which you want to work on the desktop, as you would arrange papers or files on top of your desk.

Initially, your desktop is relatively bare with several small pictures, called *icons*, as illustrated in Figure 1-2. Icons are graphic representations of the various elements of your computer, such as disk drives, folders, files, or programs. You can even customize the appearance of your desktop. Table 1-1 provides a brief description of some of the icons you might see on your desktop.

Not all elements will be available on all systems. For example, the Network Neighborhood icon appears on the desktop only if you are connected to a network.

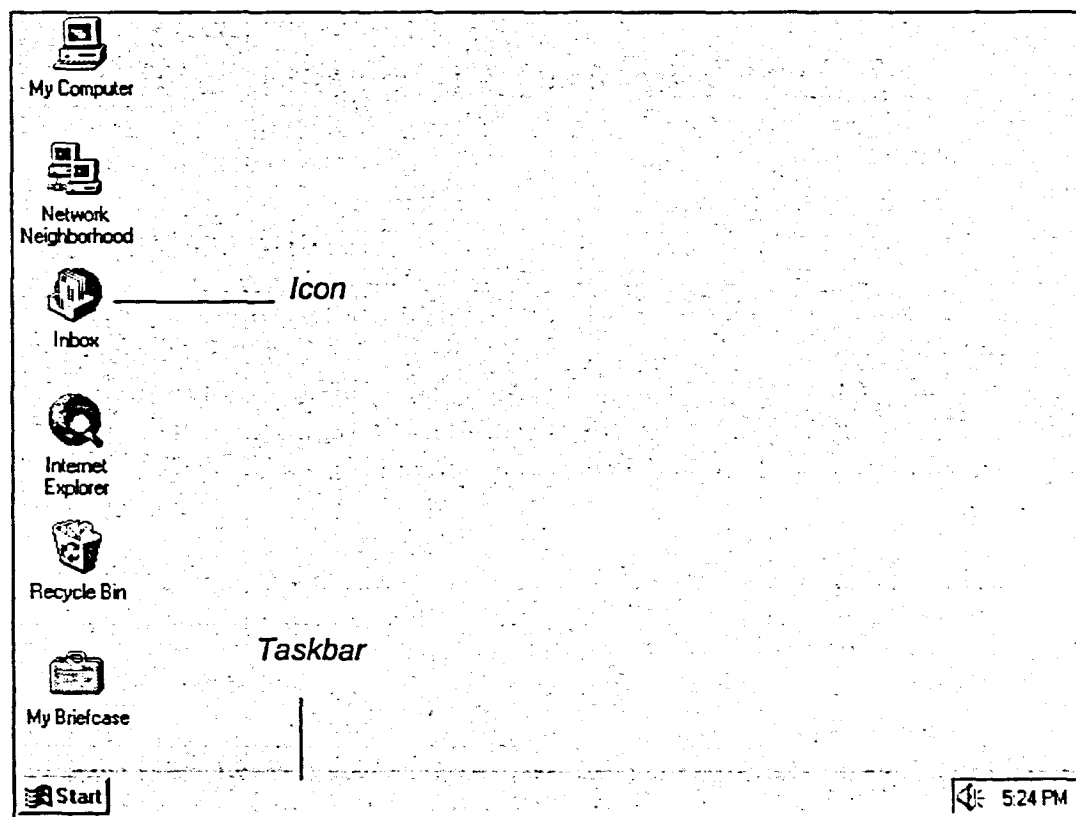


Figure 1-2: *The Desktop*

Icon	Description
My Computer	Represents folders, programs, files, drivers, and other devices on your computer.
Network Neighborhood	Represents the network to which your computer is connected (if applicable).
Inbox	Enables you to access the Windows Messaging system.
Internet Explorer	Enables you to access the Internet as long as you have Internet capabilities.
Recycle Bin	Holds items you have deleted.
My Briefcase	Enables you to keep your documents up-to-date even when you work on them with different computers.

Table 1-1: *Items on the Desktop*

The *taskbar*, illustrated in Figure 1-3, is the long bar located at the bottom of the desktop. The taskbar allows you to start programs and switch between active programs and windows. When Windows NT first runs, the taskbar consists of a Start button and a small digital clock. By default, the taskbar displays the current time in the right corner. When you use the mouse to point to the time, a popup window displays the current date for several seconds.



Figure 1-3: *The Windows NT Taskbar*

Using the Mouse in Windows NT

With Windows NT, the mouse is the most efficient way to move, select, and manipulate items on the desktop. As you move your mouse, a small arrow on your screen also moves. This arrow is called the *mouse pointer*. The shape of the mouse pointer changes from time to time, but when you are selecting objects on the desktop, it appears as a small arrow.

Moving the Mouse

To use your mouse, place the mouse on a flat surface, preferably a mouse pad. Hold the mouse with your right hand with your fingertips resting on the mouse buttons. Keep the mouse on the worktable surface.

Once you are comfortable, slide the mouse around on the flat surface. As you slide the mouse, the mouse pointer moves on your screen. If you slide your mouse off your mouse pad or worktable, pick the mouse up and set it back down in a more convenient place. The mouse pointer remains in the same screen position while the mouse is in the air as long as the trackball located in the mouse's "stomach" is not moved.

By default, you usually use the left mouse button to perform actions with the mouse button. If you prefer a "left-handed" mouse, you can switch the mouse buttons and work with your left hand on the mouse. If you do switch the mouse buttons, remember to press the right button when directions tell you to press the left button. If you want to change the configuration of your mouse, ask your instructor to assist you.

There are several terms relating to mousing actions, as described in Table 1-2.

Mousing Action	Definition	Reasons Used
Click	To press and release the mouse button quickly once.	Often used to move the insertion point in a document, to choose a menu, to select an item, or to select a cell in a spreadsheet.
Double-Click	To press and release the mouse button twice in rapid succession.	Often used to select text and graphics and to activate certain commands.
Drag	To press the mouse button and hold it while moving the mouse, and then release it when the mouse pointer is in the desired position.	Often used for moving or selecting text or graphics.
Right-Click	To press and release the right mouse button once.	Often used to open shortcut menus.
Point	To move the mouse pointer until it is touching an item on the screen.	Used to position the mouse pointer to an item before performing a mousing action upon the item.

Table 1-2: *Mousing Actions*

METHOD

To move the mouse:

1. Place the mouse on a flat surface.
2. Hold the mouse comfortably with your fingertips resting on the mouse buttons.
3. Slide the mouse in the appropriate direction.

EXERCISE

In the following exercise, you will move the mouse.

1. Place the mouse on a flat surface
2. Hold the mouse comfortably with your fingertips resting on the mouse buttons
3. Slide the mouse away from you *The mouse pointer moves up on the desktop.*
4. Slide the mouse toward you *The mouse pointer moves down on the desktop.*
5. Slide the mouse slightly to the right *The mouse pointer moves to the right.*
6. Move the mouse pointer to the taskbar's digital clock *The current date appears.*
7. Practice moving the mouse until you are comfortable with it

END

Selecting and Moving Icons

You select an icon by pointing to that icon with the mouse pointer and then clicking the mouse button. When an icon is selected, it is highlighted. That is, its color darkens to indicate that it is selected. You can also move icons from one place on the desktop to another simply by dragging the icons to the desired new position. When you drag icons on the desktop, you cannot move them off the Windows NT desktop or place them on top of each other.

METHOD

To select an icon with the mouse:

1. Point to the icon with the mouse pointer.
2. Click the left mouse button.

To move an icon on the desktop:

1. Point to the icon you want to move.
2. Drag the icon to a new position.

EXERCISE

In the following exercise, you will select and move icons.

1. Point to the My Computer icon
2. Click the left mouse button *The My Computer icon is highlighted, indicating that it is selected.*
3. Point to the Recycle Bin icon and click the left mouse button *The Recycle Bin icon is selected.*
4. Point to the My Computer icon
5. Drag the My Computer icon below the Recycle Bin icon *A dimmed copy of the icon moves as you drag the mouse.*

6. Release the mouse button

*The My Computer icon moves
below the Recycle Bin icon.*

7. Drag the My Computer icon
back to its original position

END

Opening and Closing the Start Menu

At the left of the taskbar is a button labeled Start. You click the Start button to display the *Start menu*, illustrated in Figure 1-4. The Start menu is the default way to start programs in Windows NT. From the Start menu, you can open a program menu, a menu of the fifteen most recently opened documents, a menu of changeable Windows NT settings, or a Find utilities menu by pointing to the command you want to use. You can also use the Start menu to get help with Windows NT, run a program, or shut down your computer. If you decide that you do not want to use the Start menu, you can *close* it, removing it from the screen.

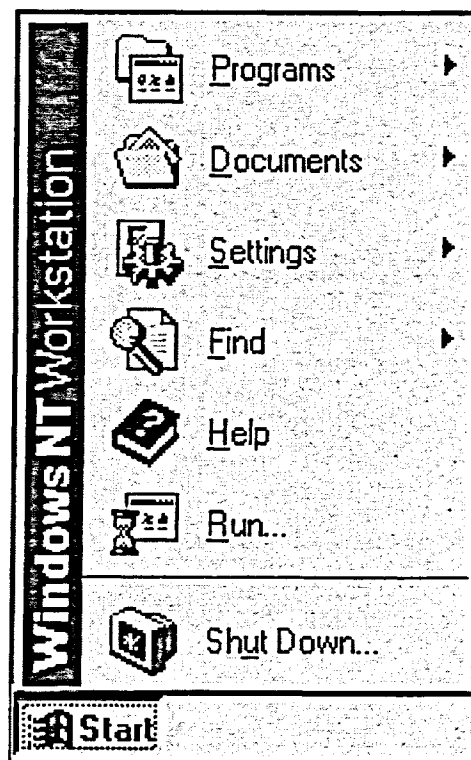


Figure 1-4: *The Start Button and Menu*

METHOD

To open the Start menu:

1. Click the Start button.

To close the Start menu:

1. Click outside the Start menu.
or
1. Click the Start button.
or
1. Press ESC

EXERCISE

In the following exercise, you will open and close the Start menu.

- | | |
|---------------------------------|--------------------------------|
| 1. Click the Start button | <i>The Start menu appears.</i> |
| 2. Click the Start button | <i>The Start menu closes.</i> |
| 3. Click the Start button | <i>The Start menu appears.</i> |
| 4. Click outside the Start menu | <i>The Start menu closes.</i> |

END

Activating and Closing Shortcut Menus

Clicking the left mouse button in Windows NT selects items. Clicking the right mouse button, however, displays special *shortcut menus*, such as the Taskbar shortcut menu illustrated in Figure 1-5. The shortcut menu you see depends on which area of the screen or which icon you right-click. Shortcut menus are sometimes called *context menus* because the options available on those menus depends on what you are doing at the time you access them.

Note: Remember that if you switched the mouse buttons, you will have to use the left mouse button to activate and close shortcut menus.

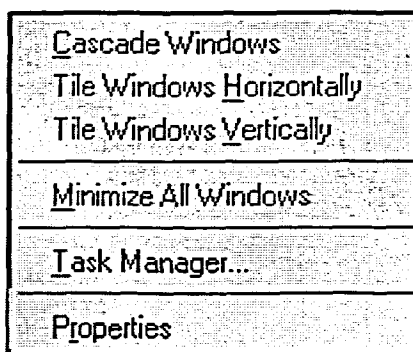


Figure 1-5: *The Taskbar Shortcut Menu*

METHOD

To activate a shortcut menu:

1. Point to the object you want to use.
2. Right-click the mouse.

To close a shortcut menu:

1. Point outside the shortcut menu.
2. Click the left mouse button.

EXERCISE

In the following exercise, you will activate and close shortcut menus.

1. On the desktop, point to the My Computer icon
2. Right-click the mouse *A shortcut menu appears.*
3. Point outside the shortcut menu
4. Click the left mouse button *A shortcut menu closes.*
5. On the desktop, point to a blank area
6. Right-click the mouse *A shortcut menu appears.*
7. Point outside the shortcut menu
8. Click the left mouse button *A shortcut menu closes.*
9. Point to a blank area on the taskbar
10. Right-click the mouse button *A shortcut menu appears.*
11. Close the shortcut menu

END

Opening Windows

Double-clicking an icon opens the elements it represents and displays its contents in a *window*. Windows are rectangular areas on the screen in which applications and documents run. For example, double-clicking the My Computer icon opens the My Computer window, illustrated in Figure 1-6.

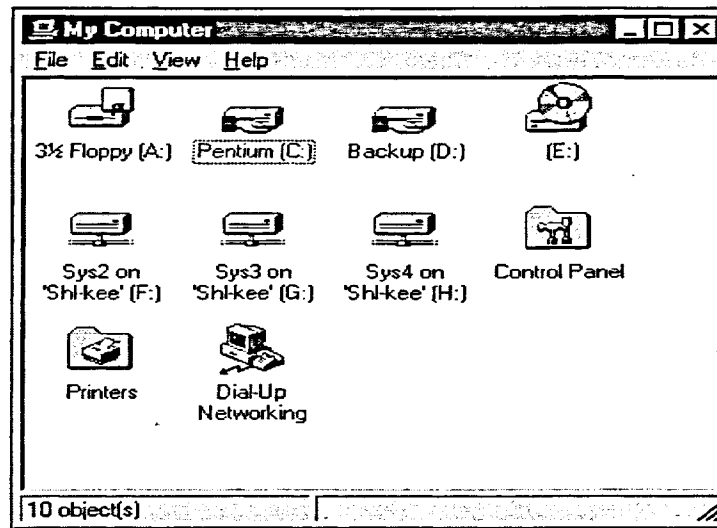


Figure 1-6: Sample My Computer Window

METHOD

To open a window:

1. Point to the icon you want to open.
2. Double-click the mouse button.

EXERCISE

In the following exercise, you will open a window.

1. Point to the My Computer icon
2. Double-click the mouse button *The My Computer window opens.*

END

Closing Windows

When you finish working with a window, you can close it. You can close a window quickly by clicking the *Close button*, the button in the upper right corner with the *X*, as illustrated in Figure 1-7.

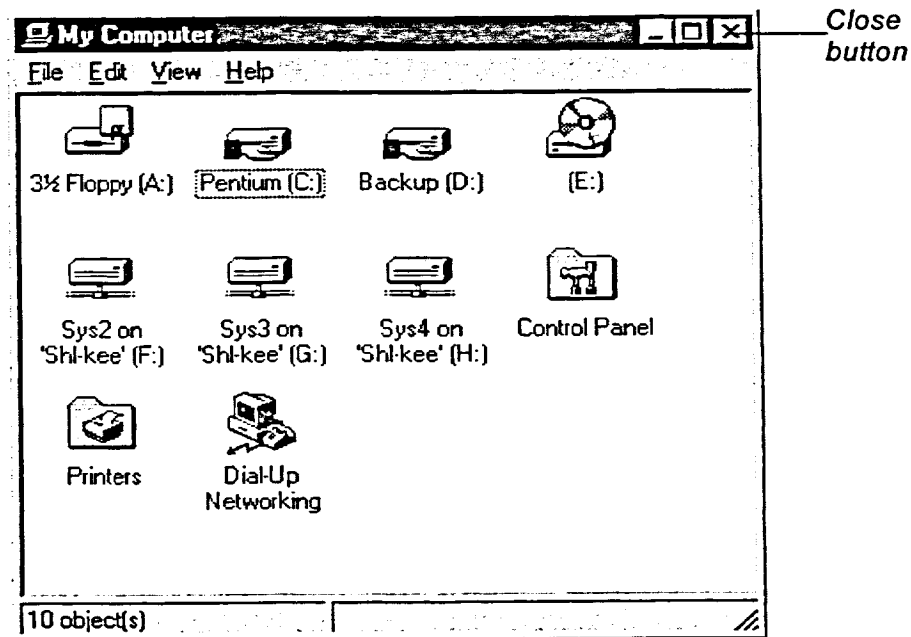


Figure 1-7: *The Close Button*

METHOD

To close a window:

1. Click the Close button.

EXERCISE

In the following exercise, you will close a window.

1. In the My Computer window, click the Close button

The My Computer window closes. The My Computer icon is still selected.

END

Ending a Windows NT Session

There are several ways you can end a Windows NT session. If you are planning to use your computer later, you might want to *lock* the workstation to prevent unauthorized access. When you lock the workstation, only individuals who know the password can access the workstation. You can also change the password to further ensure the security of your computer.

If you want to shut down the computer, Windows NT provides several additional options. For example, you can shut down Windows NT completely, or you can shut down your current session and log in as another user. If you want, after shutting down Windows NT, you can *restart* the computer. For example, you might want to restart the computer after loading new software on the computer to make sure it works properly.

Locking Your Workstation

If you want to leave your computer, but do not want to log off or terminate applications that are running, you can lock your workstation. You do this by accessing the Windows NT Security dialog box. When your workstation is locked, no one else can use it. When you return to your workstation, you regain access by typing your password.

METHOD

To lock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose **Lock Workstation**.

To unlock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the **Unlock Workstation** dialog box, in the **Password** text box, type your password.
3. Choose **OK**.

EXERCISE

In the following exercise, you will lock and unlock your workstation.

1. Press **CTRL+ALT+DELETE** *The Windows NT Security dialog box appears. The desktop no longer displays the icons or the taskbar.*
2. Choose Lock Workstation *The Workstation Locked message box appears, indicating that the workstation can only be unlocked by you or an administrator.*
3. Press **CTRL+ALT+DELETE** *The Unlock Workstation dialog box appears.*
4. In the Password text box, type your current password *The password is entered.*
5. Choose OK *The workstation is unlocked. The icons and the taskbar reappear on the desktop.*

END

Changing Your Windows NT Password

You can control the security of your workstations by changing your password. As with locking your computer, you change your Windows NT password by accessing the Windows NT Security dialog box. When you change your password, keep the following guidelines in mind.

- A password can be any combination of alphanumeric characters.
- A password can contain a maximum of 14 characters.
- Passwords are case sensitive. This means that the password **Jones** is not the same as the password **JONES**.
- Select a password that is easy to remember, but difficult to guess. For example **Diet*Soda** is easy to remember, but difficult to guess because of the capital letters and asterisk between the two words. Do not use your surname, your birthday, the name of a significant other, child, family pet, and so on.

If you are attached to a Windows NT domain, you should check with your system administrator to identify other password attributes. For example, you might be required to change your password after a specified number of days, or you might be prohibited from changing your password for a specific number of days. Also, your system might maintain a password history that can prevent you from reusing a password.

When you change your password, the Change Password dialog box appears. When you type a new password in this dialog box, asterisks appear instead of the actual characters. This prevents others from seeing your new password.

If you are running off another type of network, such as a Novell network, Windows NT might require passwords for both the Windows NT network and the other network. When you change your Windows NT password, Windows NT might also ask you to change the password for the other network. If you do not change the network password, after you enter your Windows NT password, a dialog box might appear, asking you to enter a network password. If you didn't set a password for the other network, you can simply choose OK when this dialog box appears.

METHOD

To change your Windows NT password:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Change Password.

3. In the Change Password dialog box, in the Old Password text box, type your current password.
4. Press **TAB**, and then, in the New Password text box, type a new password.
5. Press **TAB**, and then, in the Confirm New Password text box, type the new password.
6. Choose **OK**.
7. Choose **OK**.
8. Choose **Cancel**.

Note: If you are on a network, after changing your password, you might be told that you have to change your password on the network as well. Check with your System Administrator about company policy before doing this on the job.

EXERCISE

In the following exercise, you will use the Windows NT Security dialog box to change your Windows NT password.

- | | |
|--|--|
| 1. Press CTRL+ALT+DELETE | <i>The Windows NT Security dialog box appears.</i> |
| 2. Choose Change Password | <i>The Change Password dialog box appears.</i> |
| 3. Examine the User name and Domain text boxes | <i>The User name text box displays the user name under which you are logged in. The Domain text box displays the domain of the account in which you are logged in.</i> |
| 4. In the Old Password text box, type your current password | <i>As you type, asterisks appear instead of the actual characters.</i> |
| 5. Press TAB , and then, in the New Password text box, type cookies | <i>As you type, asterisks appear instead of the actual characters.</i> |
| 6. Press TAB , and then, in the Confirm New Password text box, type cookies | <i>As you type, asterisks appear instead of the actual characters.</i> |

7. Choose OK

*The Change Password message box appears with the message **Your password has been changed.***

8. Choose OK

9. If any additional dialog boxes appear, clear them

The Windows NT Security dialog box reappears.

10. Choose Cancel

The Windows NT Security dialog box closes.

END

Shutting Down and Restarting Windows NT

Before you turn off your computer, you must shut down Windows NT correctly to avoid damaging files. If you are running any Windows programs, shutting down Windows NT will also shut down those programs; however, Windows NT will ask if you want to save any unsaved data in those programs. When you choose Shut Down from the Start menu, the Shut Down Windows dialog box, shown in Figure 1-8, appears. From this dialog box, you can select from three options. If you select Shut down the computer, a message appears on the screen to let you know when you can safely turn off your computer. If you change your mind, simply choose Restart or press **CTRL+ALT+DELETE** to restart Windows NT.

After you start the shutdown process, Windows NT saves system data to the hard disk. Once shut down is completed, a dialog box will appear with the message, "It is now safe to turn off your computer." Only then is it safe to turn off your computer.

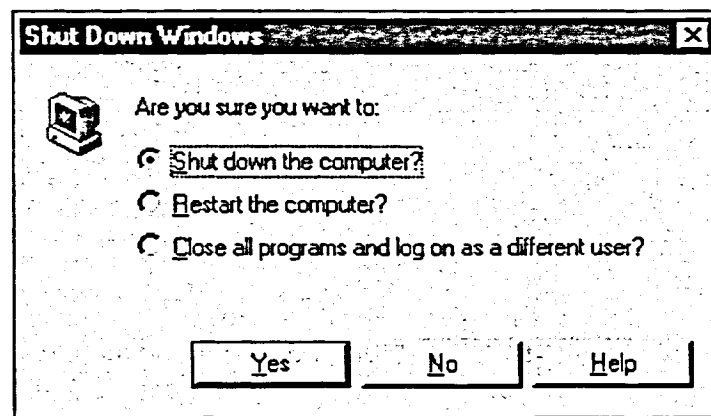


Figure 1-8: The Shut Down Windows Dialog Box

METHOD

To shut down Windows NT:

1. From the Start menu, choose Shut Down.
2. Make sure the *Shut down the computer?* option button is selected.
3. Choose Yes.

To restart Windows NT:

1. When a message appears on your screen telling you it is safe to turn off your computer, choose Restart.

or

1. Press **CTRL+ALT+DELETE**

EXERCISE

In the following exercise, you will shut down and restart Windows NT.

1. From the Start menu, choose Shut Down *The Shut Down Windows dialog box appears.*
2. Make sure the *Shut down the computer?* option button is selected
3. Choose Yes *The Shutdown Computer message box appears when it is safe to turn off your computer.*
4. Choose Restart *The computer restarts.*
5. If needed, select Windows NT from the list, and then press **ENTER** *Windows NT starts.*
6. Log on to Windows NT again, using the new password, **cookies**, when prompted for a password
7. If you're prompted for a network password, type your old password and choose OK

END

To start Windows NT:

1. Turn on your computer.
2. If required, select an operating system and press ENTER
3. When the Begin Logon message appears, press
CTRL+ALT+DELETE
4. If required, in the Logon Information dialog box, in the User name text box, type your user name.
5. In the Password text box, type your password.
6. Choose OK.
7. If the Welcome screen appears, deselect the *Show this Welcome screen next time you start Windows NT* check box, and then choose Close.

To move the mouse:

1. Place the mouse on a flat surface.
2. Hold the mouse comfortably with your fingertips resting on the mouse buttons.
3. Slide the mouse in the appropriate direction.

To select an icon with the mouse:

1. Point to the icon with the mouse pointer.
2. Click the left mouse button.

To move an icon on the desktop:

1. Point to the icon you want to move.
2. Drag the icon to a new position.

To open the Start menu:

1. Click the Start button.

To close the Start menu:

1. Click outside the Start menu.
or
1. Click the Start button.
or
1. Press ESC

To activate a shortcut menu:

1. Point to the object you want to use.
2. Right-click the mouse.

To close a shortcut menu:

1. Point outside the shortcut menu.
2. Click the left mouse button.

To open a window:

1. Point to the icon you want to open.
2. Double-click the mouse button.

To close a window:

1. Click the Close button.

To lock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Lock Workstation.

To unlock your workstation:

1. Press **CTRL+ALT+DELETE**
2. In the Unlock Workstation dialog box, in the Password text box, type your password.
3. Choose OK.

To change your Windows NT password:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Change Password.
3. In the Change Password dialog box, in the Old Password text box, type your current password.
4. Press **TAB**, and then, in the New Password text box, type a new password.
5. Press **TAB**, and then, in the Confirm New Password text box, type the new password.
6. Choose **OK**.
7. Choose **OK**.
8. Choose **Cancel**.

To shut down Windows NT:

1. From the Start menu, choose Shut Down.
2. Make sure the *Shut down the computer?* option button is selected.
3. Choose **Yes**.

Self-Check Exercise

1. Display the current date on the desktop.
2. In the spaces below, write the names of the icons first displayed on your desktop. (Hint: If you are not on a network, there might only be three answers).

-
3. Open the Start menu.
 4. Close the Start menu.
 5. Activate the shortcut menu for the taskbar.
 6. Close the shortcut menu.
 7. Move the My Computer icon to the upper right corner of the desktop, then return it to its original position.
 8. Open the My Computer window.
 9. Close the My Computer window.
 10. Change your password back to the original password.
 11. Lock your workstation.
 12. Unlock your workstation, using the new password.
 13. Shut down and restart Windows NT.

Section

2

Using Windows NT

- Working with Windows
- Using Menus and Dialog Boxes
- Using Help

Section Skills and Their Importance

In the following section you will learn to:

- **Working with windows**

To use Windows NT efficiently, you must be able to work with windows. You can minimize, maximize, move, and resize windows. Learning the proper names of window elements and how to work with them will make working with Windows NT quick and easy to do.

- **Use menus and dialog boxes**

You access Windows NT commands by using menus. Many commands ask you for additional information by using dialog boxes, so you will learn to choose commands and make selections in dialog boxes.

- **Use Help**

You can access Help from almost every Windows NT program. By using Help, you can get all the help information you require without having to leave a program or clear your screen.

Working with Windows

When you double-click an icon, the elements the icon represents open and the icon displays its contents in a window. When the window opens, it might start a program or contain other icons. These icons can represent files, folders, or other programs. You can double-click these icons to display more windows. As the governing operating system, Windows NT attempts to provide meaningful icons for the elements it presents on screen. For example, in the My Computer window, the drive-shaped icons depict the drives and the file folder-shaped icons contain files or folders. At the file or document level, Windows NT provides icons that look like tiny word processing documents, graphic files, and other recognizable formats.

The most important thing to remember about Windows NT icons is that there is a window behind every icon. Because Windows NT is in charge, no matter what the window contains, the basic methods for opening and closing windows are the same.

Identifying Parts of a Window

When you open an icon, you see a window similar to the My Computer window, illustrated in Figure 2-1. Although different windows have different contents, most contain the elements described in Table 2-1. For each window you open, a button displaying the window title appears on the taskbar.

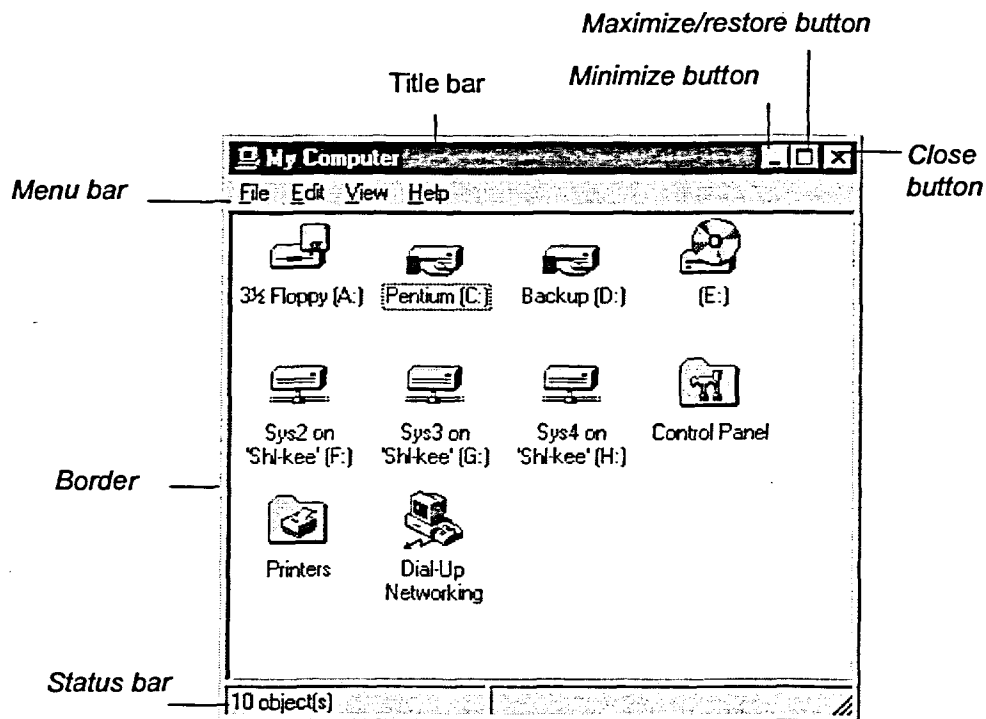


Figure 2-1: A Typical Window

Element	Description
Title bar	Identifies, by name, the window currently open. Also includes such elements as the Close button.
Menu bar	Contains menu titles for a window. Click the menu title to open the menu. Usually limited to application windows.
Minimize button	Click to minimize a window to a button on the taskbar.
Maximize/restore button	Click to enlarge the window to fill the display or restore the window to its previous size.
Close button	Click to close the window.
Border	A frame that you drag to resize the window.
Status bar	Provides detailed information about window items.

Table 2-1: Window Elements

Identifying Icons

In a window, icons can represent *files*, *folders*, and *devices*. A file is a collection of information that has been stored on a computer disk. A file can be a program, or it can store such data as a letter, a graphic, or a spreadsheet. Folders store files and other folders. A device is a piece of peripheral computer equipment, such as a computer hard drive or a printer, that can be attached to a network. For example, in the My Computer window, illustrated in Figure 2-1, some of the icons represent computer drives. If you double-click a drive icon, a window opens showing you the contents of the drive. Some of the icons, such as the Control Panel and the Printers icons near the bottom of the window, represent folders. If you double-click a folder icon, a window opens showing the contents of the folder, which might be programs, documents, or more folders. In this case, these folders control settings that you can change.

Table 2-2 illustrates some of the Windows NT icons you might see and what they symbolize.







Icon	Symbolizes
 3½ Floppy (A:)	The computer's 3.5-inch drive.
 Hard drive (C:)	The computer's hard drive.
 (D:)	The computer's CD-ROM drive.
	A network drive.
	A file. A program or application file is a tool that you use, such as a word-processing program. A document or data file is the document you create using the program. The icons for different types of files look different and usually depend on the program that was used to create them.
	A folder.

Table 2-2: *Windows NT Icons*

Moving a Window

One way you can customize your Windows NT desktop is by moving windows. Often when you open a window it obscures part of the desktop or is not located where you want it to be. When this happens, you can move the window anywhere on the desktop. In Windows NT Workstation 4.0, the contents of the window move as you drag.

METHOD

To move a window:

1. In the window you want to move, point to the title bar.
2. Drag the title bar to a new location on the desktop.

EXERCISE

In the following exercise, you will move a window.

1. Open the My Computer window
2. In the My Computer window, point to the title bar
3. Drag the My Computer title bar to the top right corner of the desktop *The My Computer window moves to the top right corner of the desktop.*
4. Drag the My Computer title bar to the bottom left corner of the desktop *The My Computer window moves to the bottom left corner of the desktop.*
5. Drag the My Computer window title bar to the center of the desktop *The My Computer window moves to the center of the desktop.*

END

Maximizing, Restoring, and Minimizing a Window

If you are working with a program, such as a word processing or spreadsheet program, you usually want to see as much of the document with which you are working as possible. When you *maximize* a window, you fill the entire desktop with that window, making its contents easy to see and use.

Once you have finished working with a maximized window, you might want to *restore*, or return, it to its previous size so that you can work with other windows on the desktop. You restore a window by clicking the Restore button, shown in Figure 2-2.

The Restore button and the Maximize button are context-sensitive. The Restore button appears only if the window is maximized. The Maximize button appears only if the window is displayed and not maximized. For this reason, they are often referred to together as the *Maximize/Restore button*.

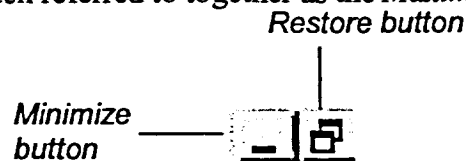


Figure 2-2: *The Minimize Button and the Restore Button*

When you have multiple windows open and you enlarge one, you might cover other windows. You can always keep track of your windows because each appears as a button on your taskbar.

Sometimes you want to access something on your desktop other than an open window. You can *minimize*, or reduce, windows to buttons on the taskbar to see everything else that is on the desktop. You do this by clicking the Minimize button. When you minimize a program window to a button, you do not quit the program; instead, you merely reduce the space the window takes up on your desktop. The program continues to run until you close it. To restore the minimized window to your desktop, click its button on the taskbar.

METHOD

To maximize a window:

1. Click the Maximize button.

To restore a maximized window to its previous size:

1. Click the Restore button.

To minimize a window:

1. Click the Minimize button.

To restore a minimized window to its previous size:

1. Click the desired button on the taskbar.

EXERCISE

In the following exercise, you will maximize, restore, and minimize a window.

- | | |
|---|---|
| 1. In the My Computer window, click the Maximize button | <i>The My Computer window fills the entire screen.</i> |
| 2. In the My Computer window, click the Restore button | <i>The My Computer window is restored to its original size and location on the desktop.</i> |
| 3. In the My Computer window, click the Minimize button | <i>The My Computer window is reduced to a button on the taskbar.</i> |
| 4. On the taskbar, click the My Computer button | <i>The My Computer window is restored to its previous size and location on the desktop.</i> |

END

Resizing Windows

If you need to see more of your desktop or more icons within a window, you can manually *resize* the window. You resize a window by dragging the border of the window to the size you desire. The only limit as to how big a window can be is the size of your screen.

METHOD

To resize a window:

1. Point to the window border you want to size.
2. When the mouse pointer changes to a double arrow, drag the border to the desired position.

Note: If you drag the left, right, top, or bottom side of the window, only the side being dragged moves. If you drag a corner of the window, the window is resized both horizontally and vertically.

EXERCISE

In the following exercise, you will resize a window.

- | | |
|---|---|
| 1. On the My Computer window, point to the center of the bottom border | <i>The mouse pointer changes to a double-headed arrow.</i> |
| 2. Drag the border one inch up | <i>The window is resized.</i> |
| 3. On the My Computer window, point to the lower left-hand border corner | <i>The mouse pointer changes to a diagonal double-headed arrow.</i> |
| 4. Drag the border approximately two inches to the left and two inches down | <i>The window is resized both horizontally and vertically.</i> |

END

Scrolling the Contents of a Window

Often a window is not large enough to allow all its contents to be seen. When some of the contents are hidden from view, *scroll bars* appear in the window, as illustrated in Figure 2-3. Scroll bars, which let you view a window quickly with the mouse, can be located on the right and at the bottom of windows. By clicking a scroll arrow, located at each end of a scroll bar, you can move a window's contents sideways or up or down. You can also drag the scroll box in the scroll bar to move through the window's contents.

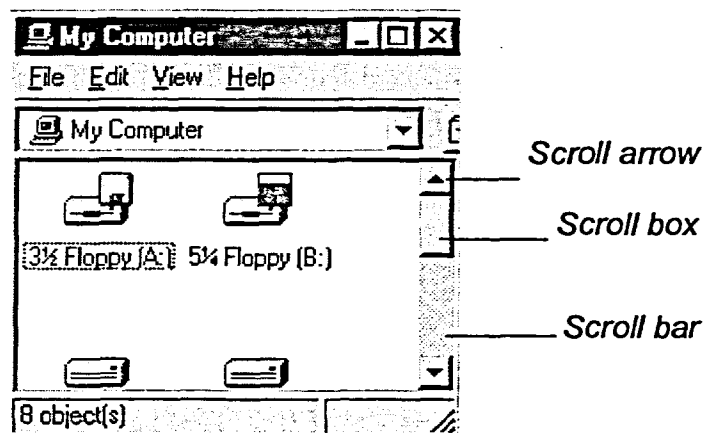


Figure 2-3: Window Scroll Bar

METHOD

To scroll the contents of a window by using scroll arrows:

1. Point to a scroll arrow.
2. Click the mouse button to move line by line.
or
2. Press and hold the mouse button until you see the desired section of the window.

To scroll the contents of a window using the scroll box:

1. Point to the scroll box.
2. Drag the scroll box in the scroll bar until you see the desired section of the window.

EXERCISE

In the following exercise, you will scroll the contents of a window.

1. Resize the My Computer window so that both the vertical scroll bar and the horizontal scroll bar appear
2. In the vertical scroll bar, point to the down scroll arrow
3. Click the mouse button *The contents of the window scroll up one line.*
4. In the vertical scroll bar, point to the scroll box
5. Drag the scroll box to the top of the vertical scroll bar *The contents of the window scroll down.*
6. In the horizontal scroll bar, position the mouse pointer on the right scroll arrow
7. Press and hold the mouse button *The contents of the window scroll quickly.*
8. Release the mouse button
9. Resize the My Computer window so that all icons are visible *The scroll bars disappear.*
10. Close the My Computer window

END

Working with Multiple Windows

Often you need to open more than one window at a time. This is useful if you want to copy data between programs or if you want to compare data contained in different programs. You can open multiple windows in the same way that you open a single window. Simply open the first window with which you want to work, and then open the rest of the windows you want to view.

You can have many windows open on your desktop at the same time, but there can be only one *active window*—in other words, you can work in only one window at a time. The active window is the one to which the next keystroke or command applies. The active window always appears as the front window, and if large enough, it overlaps any inactive windows. In addition, its title bar is highlighted and depressed on the title bar. To activate a window, you must first switch to it.

METHOD

To open multiple windows:

1. Open the first window with which you want to work.
2. Open the rest of the windows you want to view.

To switch between windows:

1. Click anywhere in the window you want to make active.
or
1. Click the button on the taskbar for the window you want to make active.

EXERCISE

In the following exercise, you will open and switch between multiple windows.

1. Open the My Computer window
2. Open the Recycle Bin window
3. If necessary, move the windows so that both are clearly visible

4. Position the Recycle Bin window so that it partially overlaps the My Computer window
5. Click anywhere in the My Computer window *The My Computer window becomes active.*
6. Click anywhere in the Recycle Bin window *The Recycle Bin window becomes active.*
7. On the taskbar, click the My Computer button *The My Computer window becomes active, and it overlaps the Recycle Bin window.*
8. On the taskbar, click the Recycle Bin button *The Recycle Bin window becomes active, and it overlaps the My Computer window.*
9. Close both windows

END

Using Menus and Dialog Boxes

In Windows NT, you carry out many actions by choosing commands from *menus*. Some of the commands require that you input information or select options in a dialog box. Menus and dialog boxes have a standard appearance from program to program, making them easy to use.

Using Menu Commands

Windows NT menus offer you a list of actions that a program can perform. Every window has menu names listed in the *menu bar* at the top of the window. Menu commands are organized in groups, and most Windows NT programs share a similar menu layout. For example, a File menu usually contains commands that relate to the file as a whole, such as saving, opening, closing, printing, and exiting.

To use a menu command, click the menu name to open the menu, and then, choose the command you want from the menu. A typical menu is shown in Figure 2-4. You can choose only one menu item at a time. Once you click the option, the command is executed. To choose another command on the same menu or to repeat the same command, you must open the menu again. Certain conventions run throughout Windows menus, as shown in Table 2-3.

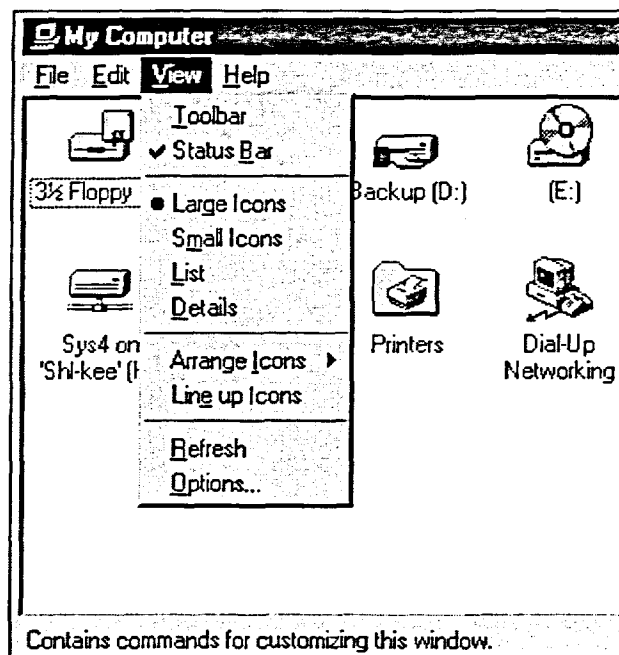


Figure 2-4: The My Computer View Menu

Menu Convention	Meaning
Menu command is dimmed	The command does not apply to the current situation, and you cannot choose it.
Menu command is followed by a small triangle	Choosing or pointing to the menu command brings up a <i>submenu</i> (sometimes called a cascading menu), which allows you to choose additional menu options.
Ellipsis (...) appears to the right of a menu command	Choosing this menu command enables you to specify additional options.
Check mark appears to the left of a menu command	The command is currently in effect. Choose the command again and the check mark disappears, indicating that the command is no longer in effect.
Bullet appears to the left of a menu command	Some menu commands appear in groups where you can choose only one command at a time. The currently selected command is marked with a bullet.
A letter of the menu command is underlined	Indicates that you can use the keyboard to choose the command by pressing that letter instead of using the mouse.

Table 2-3: Menu Conventions

METHOD

To use a menu command:

1. On the menu bar, click the desired menu name.
2. On the menu, click the desired menu command.

To close a menu:

1. Click anywhere outside the menu.
or
1. Press ESC

Note: Once you have opened a menu, you can open other menus on the same menu bar simply by pointing to them. This enables you to scan the contents of menus to find the menu command you want.

EXERCISE

In the following exercise, you will use menu commands and close menus.

1. Open the My Computer window
2. On the menu bar, click the menu name View
The View menu appears, and the status bar gives a brief description of the menu.
3. Point to the menu command Arrange Icons
The Arrange Icons submenu appears.
4. Click anywhere outside the menu
The menu and the submenu close.
5. On the menu bar, click the menu name File
The File menu appears, and the status bar gives a brief description of the menu.
6. Click the menu command Close
The Close command closes the My Computer window.

END

Identifying Dialog Box Elements

Dialog boxes appear when Windows NT needs information from you to execute a command. In a word processing program, for example, a dialog box appears when you choose the Print command. To print a document, you use the dialog box to specify which printer to use, which pages to print, and how many copies to print. In some dialog boxes, default choices are already filled in for you and you simply need to confirm these selections.

Elements of typical dialog boxes are shown in Figure 2-5 and Figure 2-6. Windows NT dialog boxes incorporate easy-to-use features that allow you to select the options you want to use. The elements of dialog boxes are described in Table 2-4.

In dialog boxes, the large rectangular buttons are *command buttons*. You use these buttons to accept or cancel the options you have selected in the dialog box. One command button is *highlighted*. This means that if you press ENTER, the command on that button will be automatically carried out. A highlighted command button often has a dark shadow below it and to its right, as shown in Figure 2-5, where the Find Now button is highlighted. Sometimes, however, a highlighted command button appears with a dotted line around its text.

Some dialog boxes, such as the one at the bottom of Figure 2-6, include a *What's This* button, which is shaped like a question mark. When you click the What's This button, you can get help on an element of the dialog box.

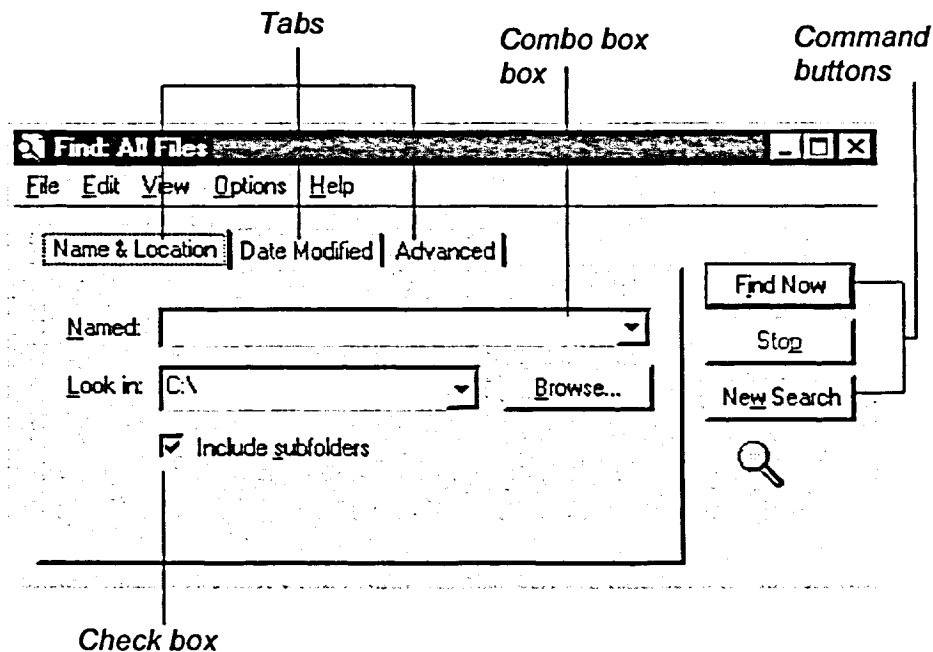


Figure 2-5: A Typical Dialog Box

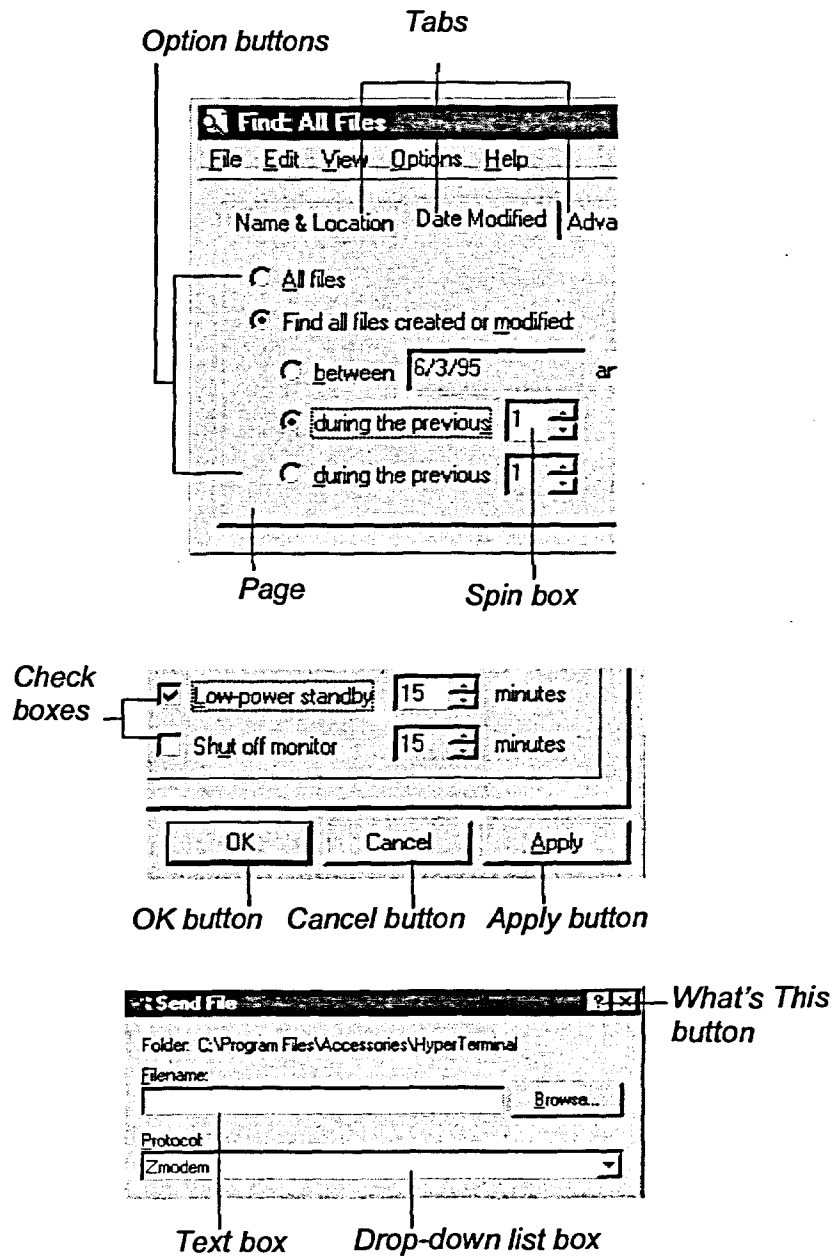


Figure 2-6: Dialog Box Elements

Element	Description
OK button	Click to close the dialog box and accept the changes you made.
Cancel button	Click to close the dialog box, ignoring any changes you made.
Apply button	Click to accept the changes you made and leave the dialog box open.
Page	Select the tab to view the separate panel containing options related to a dialog box topic. Sometimes called a tab.
Tab	Select to reveal pages within a dialog box.
Option buttons	Click to select an option. You can select only one option button in a given area at a time.
Check boxes	Click to select an option. Click again to deselect the option. Unlike option buttons, you can select more than one check box in a given area at a time.
Combo box	Type the desired information into this box, or click the arrow to its right to display a drop-down list, and then click the desired option from the list.
Drop-down list box	Click the arrow to the right of the drop-down list box to display a drop-down list, and then click the desired option from the list. You cannot, however, type your selection in a drop-down list box.
Text box	Type the desired information into this box.
Spin box	Click the up or down arrow to the right of the box to increase or decrease the value in the box.
What's This button	Click this button, and then click the part of the dialog box on which you need help.

Table 2-4: *Dialog Box Elements Described*

Displaying a Page in a Dialog Box

In Windows NT, some dialog boxes group related options on separate *pages* that you can access by clicking the exposed dialog box *tab* containing the title of the desired page. For example, the Find dialog box shown in Figure 2-5 has tabs for Name & Location, Date Modified, and Advanced. In some programs, the dialog box pages are called tabs.

METHOD

To display a page in a dialog box:

1. Click the desired tab.

EXERCISE

In the following exercise, you will open a dialog box and display pages.

- | | |
|--|--|
| 1. Click the Start button | <i>The Start menu appears.</i> |
| 2. From the Start menu, point to Find | <i>The Find submenu appears.</i> |
| 3. From the Find submenu, click Files or Folders | <i>The Find: All Files dialog box appears.</i> |
| 4. Click the Date Modified tab | <i>The Date Modified page appears.</i> |
| 5. Click the Advanced tab | <i>The Advanced page appears.</i> |
| 6. Click the Name & Location tab | <i>The Name & Location page appears.</i> |

END

Using Command Buttons, Option Buttons, and Check Boxes

In dialog boxes, you use the command buttons to carry out or cancel commands. Choosing the OK button, for example, allows you to accept the options selected in the dialog box and close the dialog box. You choose command buttons by clicking them. Most dialog boxes have one command button that is highlighted. You can carry out the command associated with this button simply by pressing **ENTER**.

Option buttons are small circles that you can click to select options. If an option is selected, the option button has a small dark circle in its center. You can select only one option button in an area.

Check boxes are small boxes that you select when you click them. An *x* or a check mark appears in the center of a selected check box. A check box is deselected when it appears to be empty. You most often use check boxes to select multiple options from a list or to select on/off or true/false conditions.

METHOD

To choose a command button:

1. Click the desired button.
- or
1. If the button is highlighted, press **ENTER**

To select an option button:

1. Click the desired button to select it or to deselect it.

To select a check box:

1. Click the desired check box to select it or to deselect it.

EXERCISE

In the following exercise, you will use command buttons, option buttons, and check boxes.

1. In the Find: All Files dialog box, make sure the Name & Location page is in view
2. Click the Include subfolders check box *The check disappears and the check box is deselected.*
3. Click the Include subfolders check box again *The check reappears and the check box is selected.*
4. Click the Date Modified tab *The Date Modified page appears.*
5. Click the *Find all files created or modified* option button *The Find all files created or modified option button is selected.*
6. Click the All Files option button *The All Files option button is selected and the Find all files created or modified option button is deselected.*
7. Click the Name & Location tab *The Name & Location page appears.*
8. Click the Browse button *The Browse for Folder dialog box appears.*
9. In the Browse for Folder dialog box, click the Cancel button *The Browse for Folder dialog box closes without any changes being made.*
10. Close the Find: All Files dialog box

END

Selecting from List Boxes and Combo Boxes

Options in a dialog box can also be selected from a *list box*. A list box is simply a list of options from which you click the option you desire. For example, to open a file in a word processing program, you can select the document name and location from a list in a dialog box. List boxes with many options often have scroll bars.

List boxes often appear as *drop-down list boxes*. A drop-down list box has a small arrow on the right. You click the arrow to display the list, and then select the desired option from the list.

Combo boxes have the same features as list boxes; however, you can type the desired information into the combo box.

METHOD

To select from a list box:

1. Click the desired option in the list.

To select from a drop-down list box:

1. Click the arrow on the right side of the box.
2. Click the desired option.

To select from a combo box:

1. Click inside the combo box and type the desired information into the box.
or
1. From the drop-down list, select the desired option.

EXERCISE

In the following exercise, you will select from list boxes, drop-down list boxes, and combo boxes.

1. In a blank area of the desktop, right-click the mouse *A shortcut menu appears.*
2. From the shortcut menu, choose Properties *The Display Properties dialog box appears. The Background page is in view.*

- | | |
|--|---|
| 3. In the Pattern list box, click Diamonds | <i>The sample display shows the Diamonds pattern. The Edit Pattern button is no longer dimmed.</i> |
| 4. In the Wallpaper list box, click Arches | <i>The sample display shows the Arches pattern. The Tile and Center option buttons are no longer dimmed</i> |
| 5. At the bottom of the Display Properties dialog box, click the Cancel button | <i>The dialog box closes without any changes being made.</i> |
| 6. From the Start menu, choose Find | <i>The Find submenu appears.</i> |
| 7. Choose Files or Folders | <i>The Find: All Files dialog box appears.</i> |
| 8. Click the Advanced tab | <i>The Advanced page appears.</i> |
| 9. To the right of the Of Type drop-down list box, click the arrow | <i>The drop-down list of file types appears.</i> |
| 10. Click Application | <i>Application appears in the drop-down list box.</i> |
| 11. Click the Name & Location tab | <i>The Name & Location page appears.</i> |
| 12. Click inside the Named combo box, and then type file | <i>The text appears in the combo box.</i> |
| 13. Click the Close button | <i>The dialog box closes without performing a search.</i> |

END

Using Help

Help is a Windows NT feature that allows you to quickly access Windows NT help information. The Help system not only assists you with the Windows NT program but gives you access to help topics for all your Windows programs.

Opening and Closing Help

Although help is available from any Windows program, you can quickly access it from the desktop by choosing Help from the Start menu or by pressing F1. The Help Topics: Windows NT Help dialog box, shown in Figure 2-7, gives you access to Help's table of contents. Once you open Help, you have quick access to a variety of methods for getting help on a subject. You can access different Help functions by selecting the appropriate tab to display a page in the Help Topics window.

When you're finished using the Help system, you should close the Help window. You close the Help window as you would any other window. You can also close the Help window by pressing ESC.

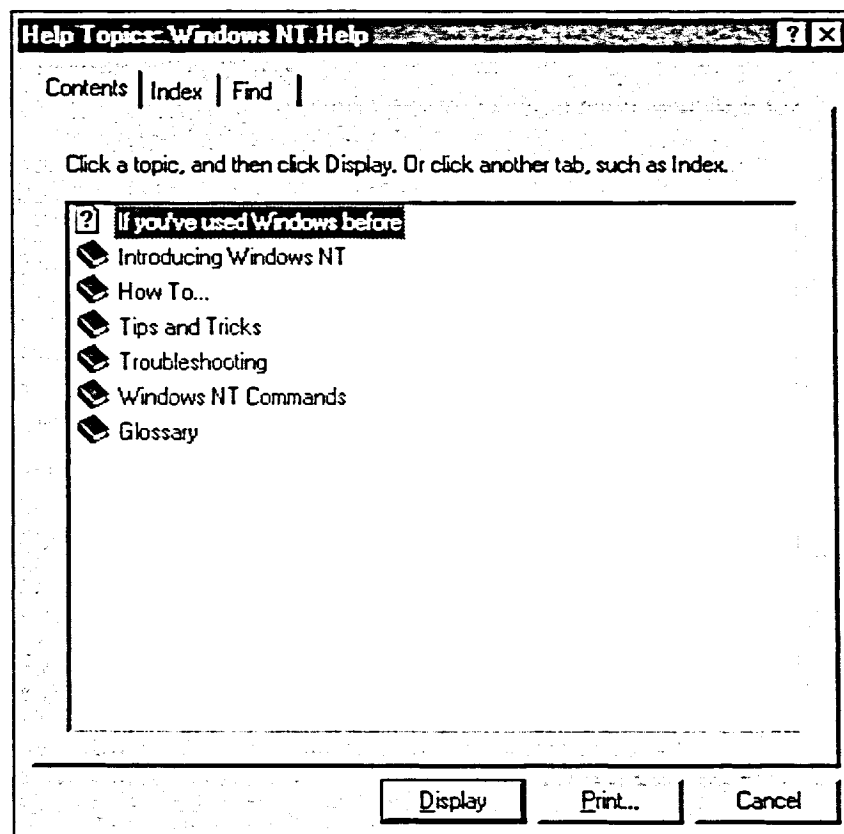


Figure 2-7: The Help Topics: Windows NT Help Dialog Box

METHOD

To open Help:

1. From the Start menu, choose Help.
or
1. Press F1

To close Help:

1. In the Help window, click the Cancel button.
or
1. Click the window Close button.
or
1. Press ESC

EXERCISE

In the following exercise, you will open and close Help.

- | | |
|-------------------------------------|---|
| 1. From the Start menu, choose Help | <i>The Help Topics: Windows NT Help dialog box appears.</i> |
| 2. Click the Cancel button | <i>Help closes.</i> |
| 3. Press F1 | <i>The Help Topics: Windows NT Help dialog box appears.</i> |

END

Using the Help Contents List

Help's Contents list is similar to the table of contents in a book. The icons used to represent related topics look like closed books. When you double-click one of the book icons, it opens, and you might see more book icons representing related subtopics. Each book icon ultimately opens to page icons that represent the actual help topics available to you. In Figure 2-8, you can see the topics and subtopics that were opened to access help on printing a document in Windows NT.

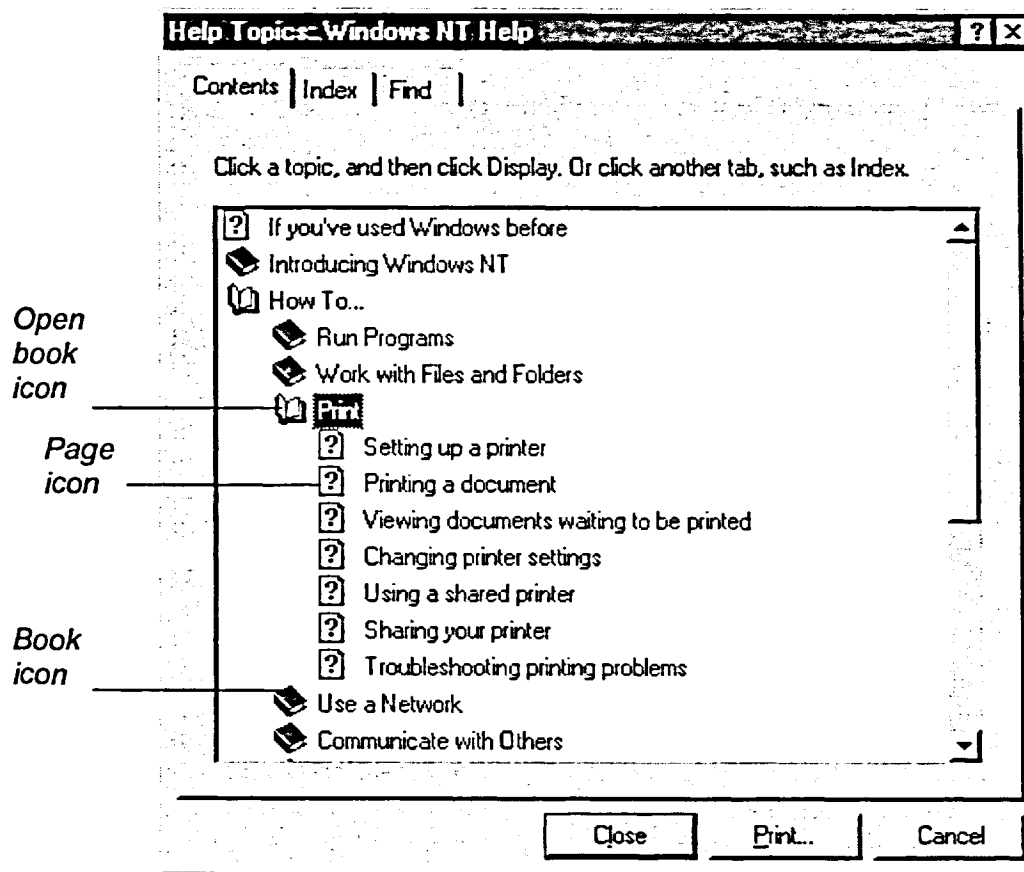


Figure 2-8: The Help Contents List

METHOD

To use the Help Contents list:

1. In the Help Topics: Windows NT Help dialog box, if it is not already selected, display the Contents page.
2. Double-click the book icon for the topic for which you want help.

3. If the page icon for the topic you want is not displayed, repeat step 2 for the desired subtopic until the page icon appears.
4. Double-click the page icon of the topic for which you want help.
5. To select another Help topic, from the Windows NT Help dialog box, choose Help Topics.

EXERCISE

In the following exercise, you will use the Help Contents list to get help on printing.

1. In the Help Topics: Windows NT Help dialog box, make sure the Contents tab is displayed
2. In the Contents list, double-click the How To book icon
The list of How To subtopics appears.
3. Double-click the Print book icon
A list of Print subtopics appears.
4. Double-click the Printing a document page icon
The Windows NT Help window appears with information on printing a document. The Help Topics: Windows NT Help dialog box closes.
5. Examine the help information
6. In the Windows NT Help window, choose Help Topics
The Help Topics: Windows NT Help dialog box appears, overlapping the Windows NT Help window. The Contents page is in view.

END

Using Help Index

Help also has a Help Index function, which is set up just like the index of a book. By using the Help index function, you can turn directly to an index topic by typing the word or phrase in the index entry area. As you type, Help matches your entry letter-for-letter to display any matching index topics. In the index list, you can then select the topic for which you are searching for help and choose Display to show the information.

The Help Index page is illustrated in Figure 2-9.

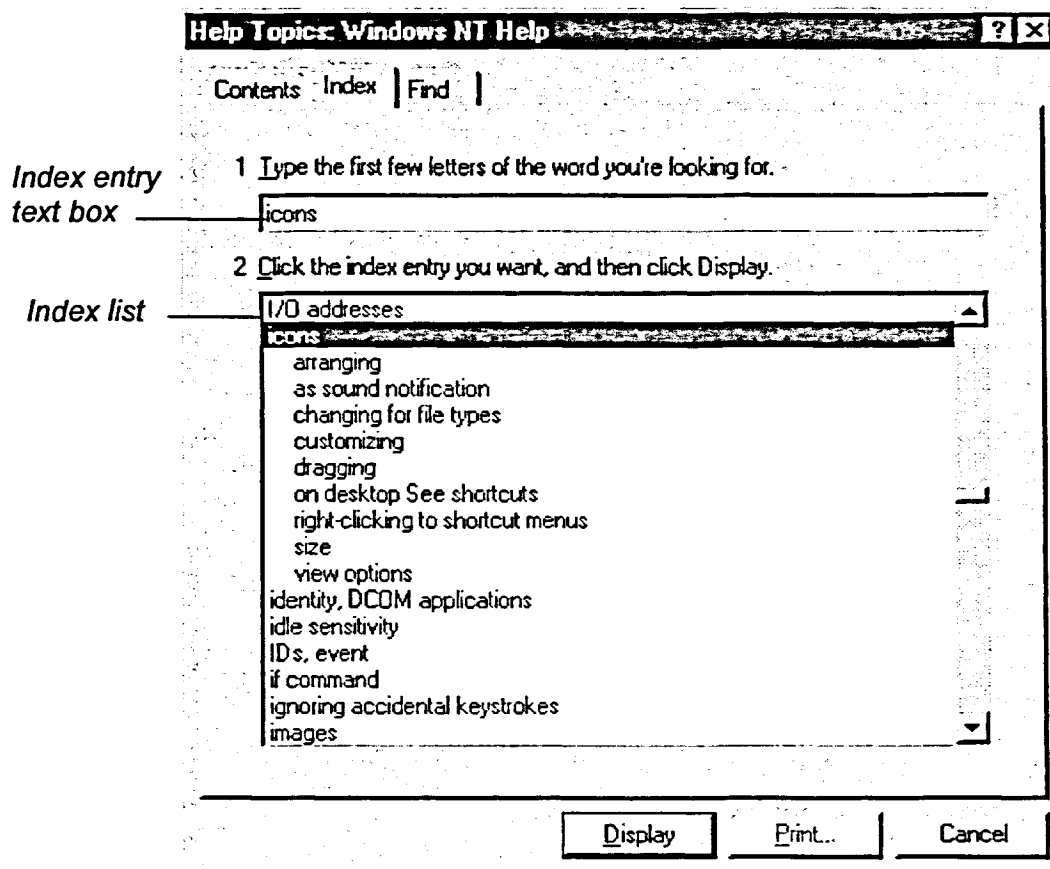


Figure 2-9: The Help Index Page

METHOD

To use the Help Index:

1. In the Help Topics: Windows NT Help dialog box, display the Index page.
2. In the index entry text box, type the first few letters of the phrase for which you are looking.
3. In the index list, select the topic you want to view.
4. Choose Display.
5. If a Topics Found dialog box appears, select the topic you want to view, and then choose Display.

EXERCISE

In the following exercise, you will use the Help Index to get help about icons.

- | | |
|--|---|
| 1. In the Help Topics: Windows NT Help dialog box, display the Index page | |
| 2. In the index entry text box, type icons | <i>The topic icons is selected.</i> |
| 3. In the index list, under the topic icons , select the subtopic size | <i>The text icons:size appears in the index entry text box.</i> |
| 4. Choose Display | <i>The Topics Found dialog box appears, and the first topic is selected.</i> |
| 5. In the Topics Found dialog box, choose Display | <i>A Windows NT Help window appears.</i> |
| 6. In the Windows NT Help window, choose Help Topics | <i>The Help Topics: Windows NT Help dialog box reappears, overlapping the Windows NT Help window.</i> |

END

Using Help Find

You can also use Help to find information on a certain topic by specifying related key words or phrases. This sophisticated search system provides several options for helping to limit your search. You can indicate the text that you want to match, verify if word order is important, and indicate the forms of a word you want to include in the search. Figure 2-10 illustrates the different areas of the Help Find page.

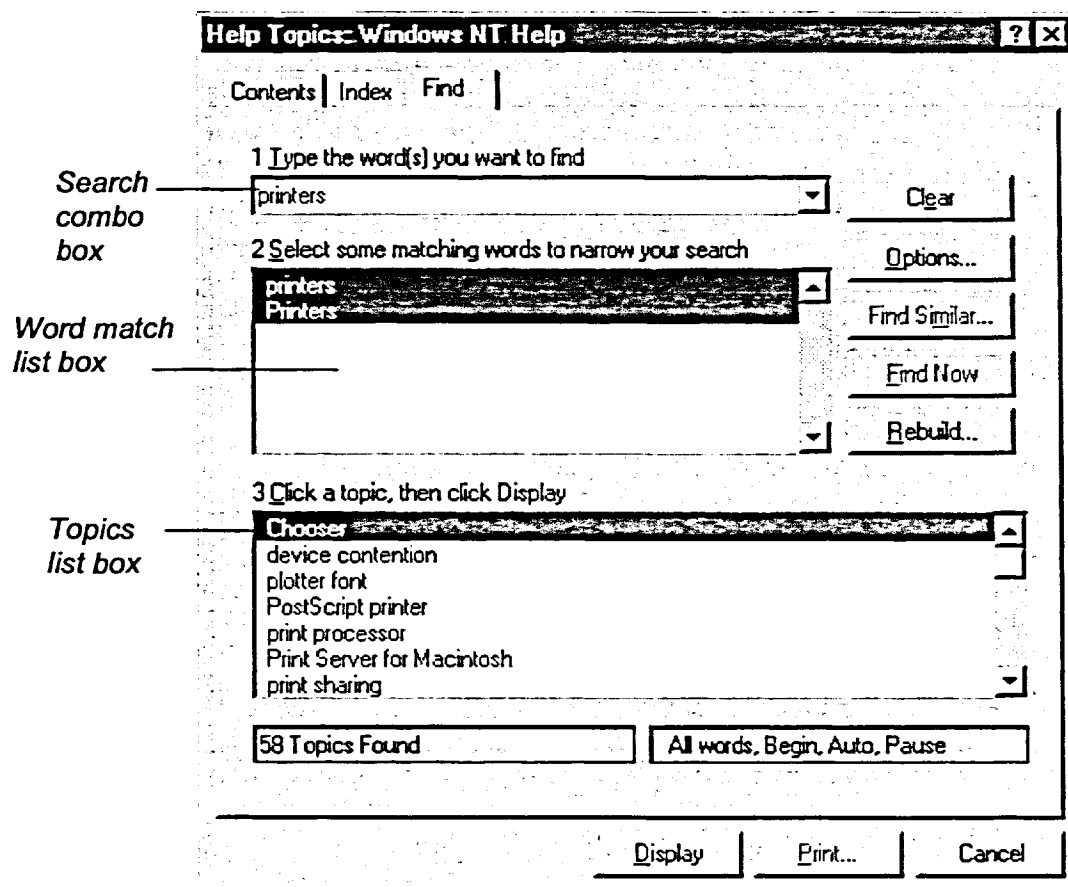


Figure 2-10: The Help Find Page

METHOD

To use Help Find:

1. In the Help Topics: Windows NT Help dialog box, display the Find page.
2. In the search combo box, type the word(s) you want to find.
3. In the word match list box, if necessary, select a matching word to help narrow the search.

4. In the topics list box, select the desired topic.
5. Choose Display.

Note: The first time you use Help Find after installing Windows NT, a wizard guides you through the creation of a database of words and phrases.

EXERCISE

In the following exercise, you will use Help Find to search for information about moving a file or folder.

1. In the Help Topics: Windows NT Help dialog box, display the Find page
 2. If the Find Setup Wizard appears, follow the steps to build the word list
 3. In the search combo box, type **moving**
 4. In the topics list box, select **drag**
 5. Choose Display
 6. Close the Windows NT Help window
- The Find page appears.*
- The second and third list boxes show information on moving.*
- The topic to be displayed is selected.*
- A Windows NT Help window appears.*

END

Section **2** Summary

To move a window:

1. In the window you want to move, point to the title bar.
2. Drag the title bar to a new location on the desktop.

To maximize a window:

1. Click the Maximize button.

To restore a maximized window to its previous size:

1. Click the Restore button.

To minimize a window:

1. Click the Minimize button.

To restore a minimized window to its previous size:

1. Click the desired button on the taskbar.

To resize a window:

1. Point to the window border you want to size.
2. When the mouse pointer changes to a double arrow, drag the border to the desired position.

To scroll the contents of a window by using scroll arrows:

1. Point to a scroll arrow.
2. Click the mouse button to move line by line.
or
2. Press and hold the mouse button until you see the desired section of the window.

To scroll the contents of a window using the scroll box:

1. Point to the scroll box.
2. Drag the scroll box in the scroll bar until you see the desired section of the window.

To open multiple windows:

1. Open the first window with which you want to work.
2. Open the rest of the windows you want to view.

To switch between windows:

1. Click anywhere in the window you want to make active.
or
1. Click the button on the taskbar for the window you want to make active.

To use a menu command:

1. On the menu bar, click the desired menu name.
2. On the menu, click the desired menu command.

To close a menu:

1. Click anywhere outside the menu.
or
1. Press ESC

To display a page in a dialog box:

1. Click the desired tab.

To choose a command button:

1. Click the desired button.
or
1. If the button is highlighted, press ENTER

To select an option button:

1. Click the desired button to select it or to deselect it.

To select a check box:

1. Click the desired check box to select it or to deselect it.

To select from a list box:

1. Click the desired option in the list.

To select from a drop-down list box:

1. Click the arrow on the right side of the box.
2. Click the desired option.

To select from a combo box:

1. Click inside the combo box and type the desired information into the box.
or
1. From the drop-down list, select the desired option.

To open Help:

1. From the Start menu, choose Help.
or
1. Press F1

To close Help:

1. In the Help window, click the Cancel button.
or
1. Click the window Close button.
or
1. Press ESC

To use the Help Contents list:

1. In the Help Topics: Windows NT Help dialog box, if it is not already selected, display the Contents page.
2. Double-click the book icon for the topic for which you want help.
3. If the page icon for the topic you want is not displayed, repeat step 2 for the desired subtopic until the page icon appears.
4. Double-click the page icon of the topic for which you want help.
5. To select another Help topic, from the Windows NT Help dialog box, choose Help Topics.

To use the Help Index:

1. In the Help Topics: Windows NT Help dialog box, display the Index page.
2. In the index entry text box, type the first few letters of the phrase for which you are looking.
3. In the index list, select the topic you want to view.
4. Choose Display.
5. If a Topics Found dialog box appears, select the topic you want to view, and then choose Display.

To use Help Find:

1. In the Help Topics: Windows NT Help dialog box, display the Find page.
2. In the search combo box, type the word(s) you want to find.
3. In the word match list box, if necessary, select a matching word to help narrow the search.
4. In the topics list box, select the desired topic.
5. Choose Display.

Self-Check Exercise

1. Open the My Computer window.
2. Open the first hard drive icon window.
3. Use the menu to close the first hard drive icon window.
Hint: From the File menu, choose Close.
4. Use the Close button to close the My Computer window.
5. Open the My Computer window and move it to the top right corner of the desktop.
6. Maximize the My Computer window.
7. Restore the My Computer window.
8. Move the My Computer window to the center of the desktop.
9. Resize the My Computer window until both scroll bars appear.
10. Scroll to the bottom of the My Computer window.
11. Open the Recycle Bin window.
12. Make the My Computer window the active window.
13. Resize the My Computer window so that all the icons in it can be clearly seen.
14. Close the Recycle Bin window.
15. Close the My Computer window.
16. Right-click the desktop and open the Display Properties dialog box.
17. In the Display Properties dialog box, make sure the Background page is displayed.
18. Scroll down the Pattern list and select Thatches.
19. Select the Honey wallpaper, and then select the Display Tile option button.
20. Access the Screen Saver page.

21. Select a screen saver of your choice, and then preview it.
22. Change the screen saver to (None).
23. Access the Background page.
24. Change the Pattern and the Wallpaper to (None).
25. Access the Appearance page.
26. Change the scheme to Windows Standard.
27. Choose OK.
28. Use the Help Index to find information on closing minimized windows.
29. Use the Help Find function to find information on canceling the printing of a document.

Hint: Search for help on printing.

30. Close Help, and then make sure there are no open windows on the desktop

Section

3

Working with Programs

- Using WordPad
- Using Paint

Section Skills and Their Importance

In the following section you will learn to:

- **Use WordPad**

WordPad is a word processing program included with Windows NT. You can use WordPad to create, save, open, and print simple word processing documents.

- **Use Paint**

Paint is a graphics program included with Windows NT. Using Paint, you can open, create, color, and edit graphics. In addition, you can use the graphics you create in Paint to enhance documents created in other programs.

Using WordPad

Windows NT includes a number of limited programs, or *accessories*. These include WordPad, and Paint. Like most other programs, both WordPad and Paint enable you to create *documents*, which are collections of data created by the program. For example, you can use WordPad to create a letter and you can use Paint to create a graphic.

WordPad is a simple *word processing* program that you can use to create, save, format, print, and edit text documents. Compared to most other Windows word processing programs, WordPad has rather limited capabilities. The fundamental WordPad techniques that you will learn in this section can, however, be applied to most Windows word processors.

Starting Windows NT Programs

Before you can use a Windows program, you must start it. When you start a program, the program window opens on your desktop. You can minimize, maximize, restore, and resize this window, just like any other window.

To start a program, you must find it in the Start menu and choose it. Most programs are listed in the Programs submenu. Because WordPad comes loaded with Windows NT, it is considered an accessory. This means you can start it from the Accessories submenu.

Applications that you use to create documents, such as WordPad, usually contain two windows, the *application window* and the *document window*. The application window contains the actual application, but you work on the document in the document window.

METHOD

To start Windows NT programs:

1. On the taskbar, click the Start button.
2. From the Start menu, choose Programs.
3. From the Programs submenu, choose the desired program or submenus as necessary.

EXERCISE

In the following exercise, you will start a Windows NT program called WordPad.

- | | |
|--|---|
| 1. On the taskbar, click the Start button | <i>The Start menu appears.</i> |
| 2. From the Start menu, choose Programs | <i>The Programs submenu appears.</i> |
| 3. From the Programs submenu, choose Accessories | <i>The Accessories submenu appears.</i> |
| 4. From the Accessories submenu, choose WordPad | <i>WordPad starts.</i> |
| 5. Maximize the WordPad window if necessary | |

END

Creating a WordPad Document

When you open WordPad, you see a large blank area in the document window. Like a new piece of paper in a typewriter, this area is ready to have information typed on it. To begin a WordPad document, simply start typing. WordPad enters the information where the *insertion point* (the flashing vertical bar) is positioned. As you type, don't press ENTER at the end of each line. Because WordPad uses *word wrap*, when you reach the end of a line, simply continue to type and your text will move to the next line automatically. When you want to end a paragraph in the document, press ENTER.

METHOD

To create a WordPad document:

1. Start WordPad.
2. Type the document text.

EXERCISE

In the following exercise, you will create a WordPad document.

- | | |
|--|---|
| 1. Type Walker Catering will cater your picnic. | <i>The insertion point moves as you type.</i> |
| 2. Press ENTER twice | <i>The insertion point moves down two lines.</i> |
| 3. Type Our chefs serve the best food in the county. | <i>The insertion point moves as you type.</i> |
| 4. Press ENTER twice | <i>The insertion point moves down two lines.</i> |
| 5. Type For a price list, call 1-800-555-0122. | <i>The insertion point moves as you type.</i> |
| 6. Press ENTER | <i>The insertion point moves down to the next line.</i> |

END

Using Toolbars

To access WordPad functions, you can select commands from menus or from WordPad's *toolbars*. Most Windows NT programs include one or more toolbars containing frequently used commands. Instead of accessing a command through a menu, you can simply click a toolbar button. To find out what any toolbar button does, rest your mouse pointer over the button and a *ToolTip* will appear displaying the button name.

At the top of the WordPad window, like most Windows NT windows, there are a title bar and a menu bar. In addition, there are three other useful bars, illustrated in Figure 3-1: a toolbar, a format bar, and a ruler. The toolbar allows you to access selected File, Edit, and Insert menu commands. A second toolbar, called the format bar, provides easy access to text formatting commands. The ruler displays your margins and tabs.

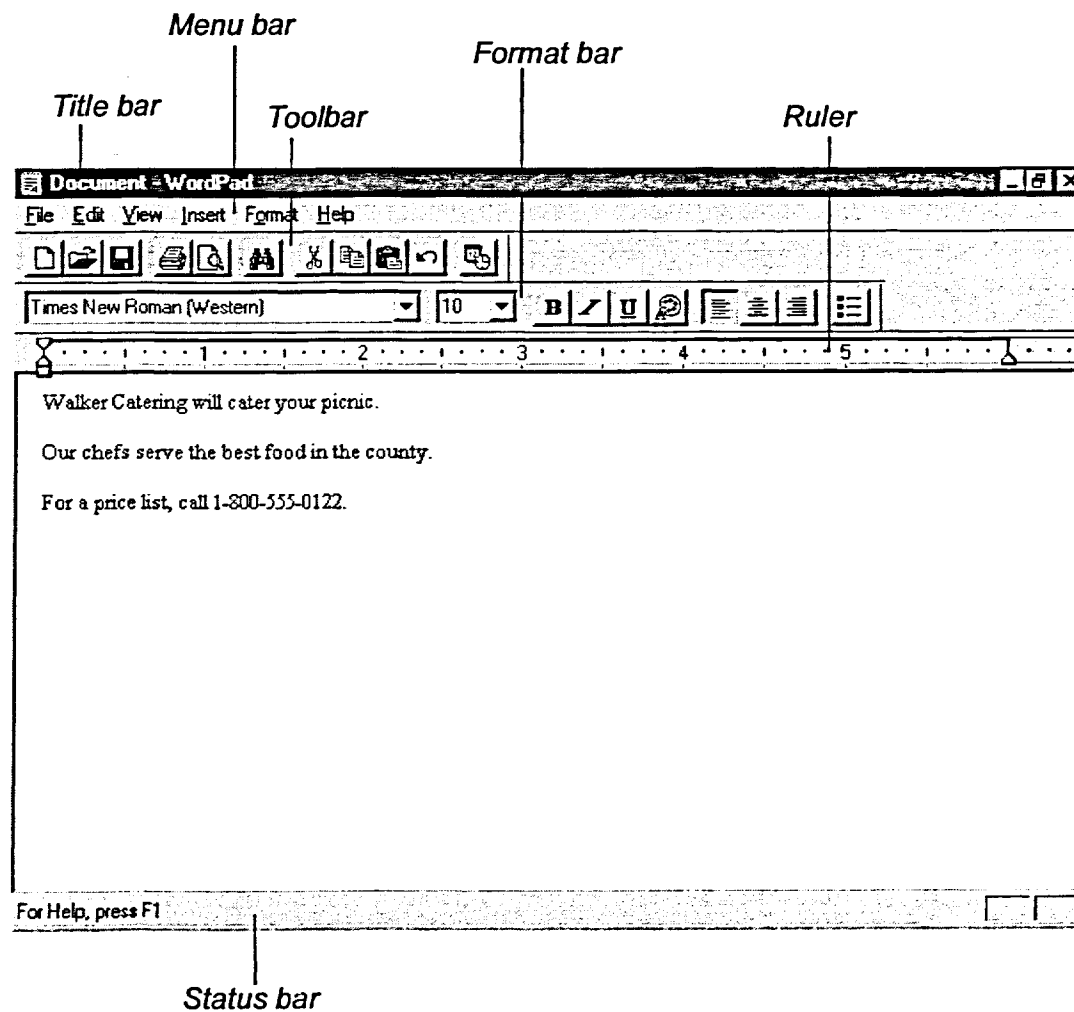


Figure 3-1: The WordPad Window

The WordPad toolbar and its tools are illustrated in Figure 3-2.

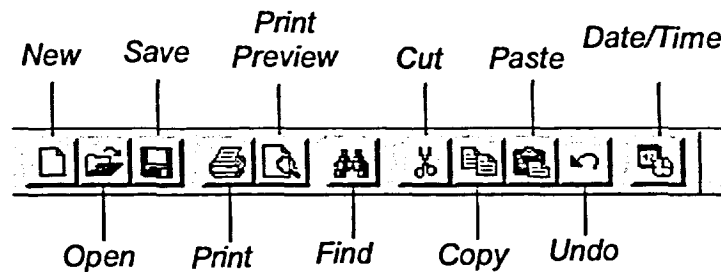


Figure 3-2: *The WordPad Toolbar*

METHOD

To use a toolbar:

1. If necessary, from the View menu, choose Toolbar.
2. On the toolbar, click the button you want to use.

EXERCISE

In the following exercise, you will use the WordPad toolbar.

- | | |
|--|--|
| 1. If necessary, from the View menu, choose Toolbar | <i>The WordPad default toolbar appears.</i> |
| 2. Press UP ARROW five times | <i>The insertion point moves to the top of the document.</i> |
| 3. On the toolbar, click the Date/Time button | <i>The Date and Time dialog box appears.</i> |
| 4. In the Available formats list box, select the seventh date format | |
| 5. Choose OK | <i>The current date is added to the document.</i> |
| 6. Press ENTER twice | <i>A blank line is inserted between the date and the letter.</i> |
| 7. On the toolbar, click the Print Preview button | <i>Your document appears in Print Preview.</i> |

8. On the Print Preview toolbar, choose Close

Print Preview closes, and you return to the document.

9. Press **DOWN ARROW** five times

The insertion point moves to the end of the document.

END

Saving a New Document

Until you save your document to disk, the document exists only in memory, the electronic work area of your computer. Any mishap, such as a power failure, would cause the work to be lost. *Saving* assigns a name to your document and saves a copy to disk as a file.

When you save a file for the first time, the Save As dialog box, shown in Figure 3-3, appears. This enables you to assign a name to the file and select the drive and folder where you want to save the file. Subsequent saves do not display the Save As dialog box but merely update the saved file.

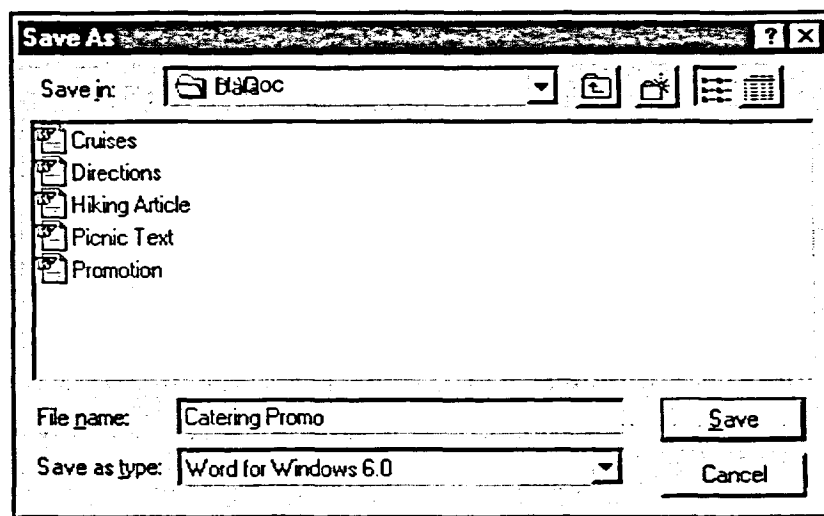


Figure 3-3: *The Save As Dialog Box*

The name you give your document is the *file name*. By default, WordPad saves your current file with the name Document. Instead of using this name, you should save the file with a file name that relates to the contents of the file.

Until recently, most programs limited you to an eight-character file name plus a three-character *extension* separated from the file name with a period—for example, PICNIC97.DOC. The extension tells the computer the type of file with which it is dealing. In Windows NT, however, you can enter up to 256 characters in a file name to allow for more descriptive naming. Thus, the file PICNIC97.DOC could be named **Picnic Announcement for Summer 1997**.

You must follow certain rules when naming a file in Windows NT. The file name must be unique to the folder in which it is stored. When naming a file, you can use numbers, letters, spaces, and most characters except \ / ? : < > * |.

Although Windows NT file names are not case specific, they do preserve case. For example, if you create a document called **Uppercase**, the file name appears as **Uppercase** in the title bar. However, Windows NT would consider this file name to be the same as the file name **UPPERCASE**.

METHOD

To save a new document:

1. On the toolbar, click the Save button.
or
1. From the File menu, choose Save.
2. In the Save As dialog box, in the File name text box, type a name for the file.
3. In the Save in drop-down list box, select the desired drive.
4. Select the desired folder by double-clicking its icon.
5. Choose Save.

EXERCISE

In the following exercise, you will save the WordPad file.

- | | |
|---|---|
| 1. From the File menu, choose Save | <i>The Save As dialog box appears.</i> |
| 2. In the File name text box, type Catering Promo | <i>The file is named.</i> |
| 3. To the right of the Save in drop-down list box, click the arrow | <i>The Save In drop-down list appears.</i> |
| 4. Select the icon for the H:\ drive | <i>The contents of the H:\ drive appear in the dialog box.</i> |
| 5. In the box below, double-click the folder icon for the Doc folder | <i>The contents of the Doc folder appear in the box.</i> |
| 6. Choose Save | <i>The file is saved.</i> |

END

Working with Text

Once you have typed text into your document, you can easily correct mistakes or modify the text. This is known as *editing* the document. The techniques used for working with text in WordPad are used in most other Windows NT word processing programs.

When you move your mouse pointer into the text area of the WordPad window, its shape changes to an *I-beam pointer*. You use the I-beam to position the insertion point so that you can insert and delete text. You can also quickly replace text by selecting it and then typing your new text.

METHOD

To position the insertion point:

1. Move the mouse pointer to the desired position within the document.
2. Click the mouse button.
or
1. Press any of the arrow keys.

To insert text:

1. Position the insertion point where the text is to be inserted.
2. Type the text.

To delete text:

1. Position the insertion point to the right of the text to be deleted.
2. Press **BACKSPACE**

To select text:

1. Position the I-beam pointer at the beginning of the text to be selected.
2. Drag the I-beam pointer to highlight the text.

EXERCISE

In the following exercise, you will edit the **H:\Doc\Catering Promo** document.

1. At the beginning of the first sentence, position the I-beam pointer just to the left of the word *picnic*
2. Click the mouse button *The insertion point is positioned in the text.*
3. Type **company** and press **SPACEBAR** *The new text is inserted.*
4. Position the I-beam at the beginning of the word *county*
5. Drag the mouse until the word **county** is highlighted *The text is selected.*
6. Type **state** *The word **state** replaces the word **county**.*
7. Position the insertion point at the end of the word *food*
8. Press **BACKSPACE** four times *The word **food** is deleted.*
9. Type **meals** *The new text is inserted*
10. On the toolbar, click the Save button *The changes to the document are saved.*

END

Printing a Document

After you have completed your document, you probably want to see what it looks like on paper. You can *print* a document by choosing Print from the File menu, selecting the desired options from the Print dialog box, and choosing OK. From the Print dialog box, you can select the printer and specify the number of copies of a document you want to print.

You can also print a document by clicking the Print icon. Clicking the print icon prints the document using the default WordPad settings. Like many of the commands you've learned so far, you can use this method for printing in most Windows programs.

METHOD

To print a document:

1. From the File menu, choose Print.
2. In the Print dialog box, select the desired print options.
3. Choose OK.
or
1. On the toolbar, click the Print button.

EXERCISE

In the following exercise, you will print your document.

- | | |
|-------------------------------------|--|
| 1. From the File menu, choose Print | <i>The Print dialog box appears. Examine the printing options.</i> |
| 2. Choose OK | <i>The document prints.</i> |

END

Closing and Exiting

Closing a file removes the file from the screen but leaves you in the program to work on another file. If you have not saved your file before you try to close it, the program reminds you to save it so that you don't lose any of your work. Most Windows NT programs have a Close command in the File menu. Since WordPad is not a full-featured word-processing program, it does not have this command. In WordPad, you close a file by creating a new file or opening an existing file.

You exit a program when you have finished using it. Once you exit the program, your computer frees up the memory the program was using for other programs or Windows functions.

METHOD

To close a file in WordPad:

1. From the File menu, choose New.
2. In the New dialog box, choose OK.

To exit WordPad:

1. From the File menu, choose Exit.
or
1. Click the WordPad window Close button.

EXERCISE

In the following exercise, you will close your WordPad file and exit WordPad.

- | | |
|--|--|
| 1. From the File menu, choose New | <i>The New dialog box appears, listing several document types.</i> |
| 2. Choose OK to accept the default, <i>Word 6 Document</i> | <i>The original document closes and a new, blank document opens.</i> |
| 3. From the File menu, choose Exit | <i>WordPad closes and you return to the desktop.</i> |

END

Using Paint

Paint is a graphics program that lets you create graphics that you can use in any Windows NT program. Paint is also useful for viewing graphic files from other sources. You start Paint just like WordPad—by choosing it from the Accessories submenu.

Opening a Document

You can create a new Paint document on the blank Paint screen, or you can *open* a previously created graphics file. To open a file, click the Open button on the toolbar or choose Open from the File menu. Then, use the Open dialog box to select the location and the file you want to use.

METHOD

To open a document:

1. From the File menu, choose Open.
2. In the Open dialog box, in the Look in drop-down list box, select the desired drive.
3. Open the desired folder by double-clicking its icon.
4. Select the desired file.
5. Choose Open.

EXERCISE

In the following exercise, you will start Paint and open a Paint graphics file.

- | | |
|--|--|
| 1. From the Start menu, choose Programs | <i>The Programs submenu appears.</i> |
| 2. From the Programs submenu, choose Accessories | <i>The Accessories submenu appears.</i> |
| 3. From the Accessories submenu, choose Paint | <i>The Paint program starts, and a blank, untitled Paint document appears.</i> |
| 4. If necessary, maximize the window | |

- | | |
|--|---|
| 5. From the File menu, choose Open | <i>The Open dialog box appears.</i> |
| 6. In the Look in drop-down list box, select the A:\ drive | <i>The bitmap files in the A:\ drive are listed in the box.</i> |
| 7. In the file name list area, select Picnic Illustration.bmp | |
| 8. Choose Open | <i>The graphic file opens in Paint.</i> |

END

Using the Paint Tool Box

Once you have opened a Paint file, there are countless ways you can edit or add to it. The Paint tool box, for example, gives you access to a variety of graphics tools that you can use to enhance or create a graphic. Figure 3-4 illustrates the tool box and what each tool is used for. You can access each tool in the Paint tool box by clicking it. You can move the entire tool box by dragging its edge to a different location on the screen.

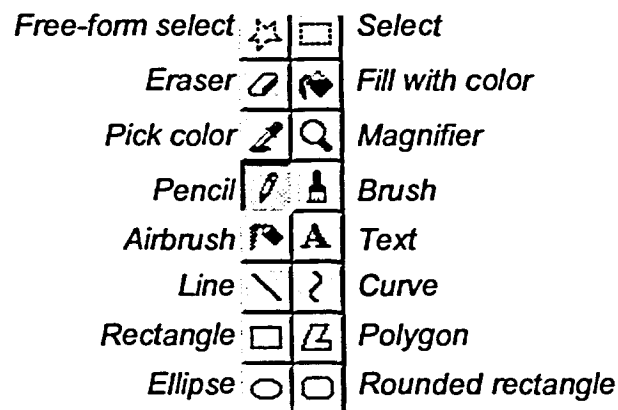


Figure 3-4: The Paint Tool Box

METHOD

To use the Paint tool box:

1. If necessary, from the View menu, choose Tool Box.
2. In the tool box, click the desired tool.
3. Use the tool to enhance or create a graphic.

EXERCISE

In the following exercise, you will use the Paint tool box.

1. If necessary, from the View menu, choose Tool Box. *The Paint tool box appears.*
2. In the tool box, click the Ellipse tool. *The tool to be used is selected.*

3. Use the Ellipse tool to draw three tiny circles above the wine glass, as shown in Figure 3-5
4. In the tool box, click the Pencil tool
5. Click and hold down the mouse button and use the Pencil tool to sign your first name in the lower right corner of the graphic

END

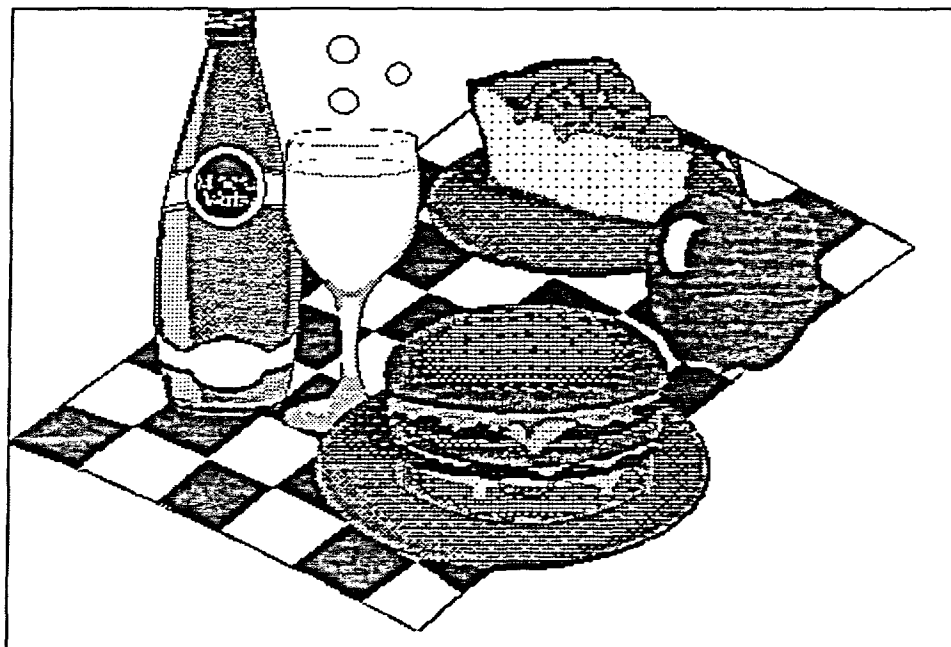


Figure 3-5: *The Paint Graphics File*

Using the Color Box

The Paint color box is a paint palette of twenty eight colors that you can use to color your graphics. You view the color box by choosing the option from the View menu. You can drag the color box to another position in the Paint window.

METHOD

To use the color box:

1. If necessary, from the View menu, choose Color Box.
2. In the color box, click the color you want to use.
3. In the tool box, click the Fill with color tool.
4. In the graphic, click the area you want to color.

EXERCISE

In the following exercise, you will use the color box and then save the changes to the Paint file.

- | | |
|---|--|
| 1. If necessary, from the View menu, choose Color Box | <i>The color box appears.</i> |
| 2. In the color box, click the color red | <i>The color red is selected.</i> |
| 3. In the tool box, click the Fill with color tool | |
| 4. In the graphic, click the top right square in the tablecloth | <i>The tablecloth's top right square is colored red.</i> |
| 5. In the color box, click the color of your choice | <i>A new color is selected.</i> |
| 6. In the graphic, click the bottom label on the bottle | <i>The bottle label is colored.</i> |
| 7. From the File menu, choose Save As, select H:\Doc folder | <i>The file is saved in the Doc folder.</i> |
| 8. In filename, type Picnic Illustration 1 and click Save | |

END

Switching between Programs

With Windows NT, you can run several programs at once and quickly switch between program windows. This makes it easy to share information between programs. The number of Windows programs that you can run simultaneously is limited by the memory available on your computer. If you have several programs running, however, your system might be noticeably slower. The taskbar allows you to see which programs are running and to switch to the desired one by clicking the program button.

METHOD

To switch between programs:

1. On the taskbar, click the button of the program to which you want to switch.

EXERCISE

In the following exercise, you will open the WordPad program and switch to the Paint program.

- | | |
|---|--|
| 1. Open WordPad | <i>WordPad starts and a button for the program appears on the taskbar.</i> |
| 2. On the WordPad toolbar, click the Open button | <i>The Open dialog box appears.</i> |
| 3. Open the Doc folder on the H:\ drive | |
| 4. In the document list, select Catering Promo and choose Open | <i>The Catering Promo document opens.</i> |
| 5. On the taskbar, click the Picnic Illustration - Paint button | <i>Paint appears with the Picnic Illustration graphic.</i> |
| 6. On the taskbar, click the Catering Promo - WordPad button | <i>WordPad appears with the Catering Promo document.</i> |
| 7. Switch back to Paint | |

END

Sharing Information between Programs

When you have more than one program running in Windows NT, you can easily *copy* information from one program into another. You can copy information to be shared between Windows NT programs from the first program, storing it in a temporary area of Windows known as the *Clipboard*. You can then *paste* the contents of the Clipboard into a new location. This is particularly useful when you want to enhance a document with a graphic, such as the one illustrated in Figure 3-6.

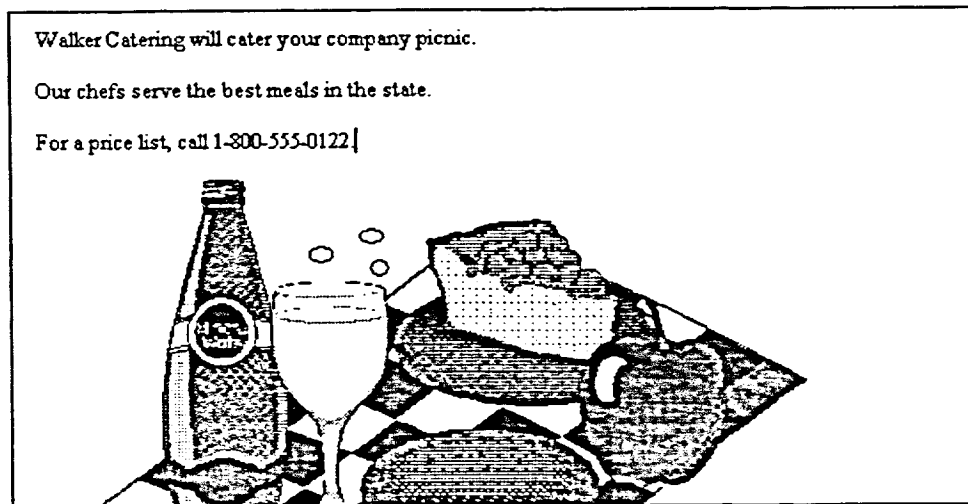


Figure 3-6: *Sharing Information between Programs*

METHOD

To share information between programs:

1. Start the programs between which you want to share information.
2. Select the text or graphic you want to copy.
3. From the Edit menu, choose Copy.
4. Switch to the program to which you want to paste.
5. Position the insertion point in the appropriate position.
6. From the Edit menu, choose Paste.

EXERCISE

In the following exercise, you will copy the graphic from Paint and paste it into the WordPad document.

- | | |
|--|---|
| 1. In Paint, from the Edit menu, choose Select All | <i>A dashed rectangular box surrounds the picnic drawing, indicating the area to be copied.</i> |
| 2. From the Edit menu, choose Copy | <i>A copy of the selected drawing is placed on the Clipboard.</i> |
| 3. On the taskbar, click the Catering Promo - WordPad button | <i>The WordPad window becomes active.</i> |
| 4. Move the insertion point to the end of the document | |
| 5. Press ENTER twice | <i>The insertion point moves to the next line.</i> |
| 6. From the Edit menu, choose Paste | <i>The graphic created in Paint is pasted into the WordPad document.</i> |
| 7. Scroll through the document to view its appearance | |
| 8. On the toolbar, click the Save button | |
| 9. Exit WordPad | <i>WordPad closes.</i> |
| 10. Exit Paint | <i>Paint closes.</i> |

END

To start Windows NT programs:

1. On the taskbar, click the Start button.
2. From the Start menu, choose Programs.
3. From the Programs submenu, choose the desired program or submenus as necessary.

To create a WordPad document:

1. Start WordPad.
2. Type the document text.

To use a toolbar:

1. If necessary, from the View menu, choose Toolbar.
2. On the toolbar, click the button you want to use.

To save a new document:

1. On the toolbar, click the Save button.
or
1. From the File menu, choose Save.
2. In the Save As dialog box, in the File name text box, type a name for the file.
3. In the Save in drop-down list box, select the desired drive.
4. Select the desired folder by double-clicking its icon.
5. Choose Save.

To position the insertion point:

1. Move the mouse pointer to the desired position within the document.
2. Click the mouse button.
or
1. Press any of the arrow keys.

To insert text:

1. Position the insertion point where the text is to be inserted.
2. Type the text.

To delete text:

1. Position the insertion point to the right of the text to be deleted.
2. Press BACKSPACE

To select text:

1. Position the I-beam pointer at the beginning of the text to be selected.
2. Drag the I-beam pointer to highlight the text.

To print a document:

1. From the File menu, choose Print.
2. In the Print dialog box, select the desired print options.
3. Choose OK.
or
1. On the toolbar, click the Print button.

To close a file in WordPad:

1. From the File menu, choose New.
2. In the New dialog box, choose OK.

To exit WordPad:

1. From the File menu, choose Exit.
or
1. Click the WordPad window Close button.

To open a document:

1. From the File menu, choose Open.
2. In the Open dialog box, in the Look in drop-down list box, select the desired drive.

3. Open the desired folder by double-clicking its icon.
4. Select the desired file.
5. Choose Open.

To use the Paint tool box:

1. If necessary, from the View menu, choose Tool Box.
2. In the tool box, click the desired tool.
3. Use the tool to enhance or create a graphic.

To use the color box:

1. If necessary, from the View menu, choose Color Box.
2. In the color box, click the color you want to use.
3. In the tool box, click the Fill with color tool.
4. In the graphic, click the area you want to color.

To switch between programs:

1. On the taskbar, click the button of the program to which you want to switch.

To share information between programs:

1. Start the programs between which you want to share information.
2. Select the text or graphic you want to copy.
3. From the Edit menu, choose Copy.
4. Switch to the program to which you want to paste.
5. Position the insertion point in the appropriate position.
6. From the Edit menu, choose Paste.

Self-Check Exercise

1. Using WordPad, create a document containing the text shown in Figure 3-7.

Friday at 4 P.M. is the last chance to enter the Fabulous Caribbean Cruise Raffle for Big Sisters.

Tickets are \$1.00 each or six for \$5.00.

If you are interested in purchasing a ticket, please contact Tatiana at extension 346.

Please support this worthy cause.

Figure 3-7: Cruise Raffle Bulletin Text

2. Use the toolbar to save the document in the **Doc** folder on the **H:** drive as **Cruise Raffle Bulletin**.
3. Print a copy of **Cruise Raffle Bulletin**.
4. In the third paragraph, after the word *Tatiana*, insert the word **Love** and add any spaces as necessary.
5. In the first paragraph, delete the word *Fabulous*.
6. In the third paragraph, select the number *346* and replace it with *463*.
7. Start the Paint program.
8. Open the graphic named **Cruise Ship.bmp** from the **A:** drive.
9. Use the color box and the Fill with color tool to paint the bottom of the ship blue.
10. Draw a rectangle around the ship.

Hint: Click the Rectangle tool and drag to surround the ship with the shape.

11. Save your changes to the graphic as **H:\Doc\Cruise Ship 1.bmp**

12. Copy the picture of the ship onto the Clipboard.

Hint: Use the Select All command on the Edit menu to select the graphic, and then use the Copy command to copy it.

13. Switch to WordPad and add two lines of space before the word Friday at the beginning of the document.
14. Copy the edited Paint graphic to the top of the WordPad document.
15. Save the WordPad file.
16. Exit both programs.

Section

4

Managing Files

- Using My Computer
- Using Explorer
- Using the Recycle Bin

Section Skills and Their Importance

In the following section you will learn to:

- **Use My Computer**

The My Computer window on the desktop contains graphical representations of the files and devices on your computer. By using My Computer, you can easily browse through the contents of these devices and access programs and files. You can also perform file management tasks such as copying and moving files.

- **Use Explorer**

Explorer is a component of Windows NT that allows you to view the files and folders stored on your computer, to create new folders, and to move and copy files. You can find files using several different search criteria, and you can view the contents of files without starting the programs in which the files were created.

- **Use the Recycle Bin**

When you delete a file or program in Windows NT, that item is not immediately removed from your computer. Instead, deleted items are moved to the Recycle Bin, so that you can reclaim them if necessary.

Using My Computer

The *My Computer* icon on the desktop represents programs, folders, *subfolders*, files, and drives and other devices installed on your computer. By using the My Computer window, you can browse through the contents of these devices and manage your files, folders, and subfolders in a logical fashion on your hard drive and floppy diskettes. Program files and document files take up disk space. Good *file management* ensures that you use this space wisely and that you can easily find the files you need when you need them.

You can use My Computer to name files and folders, view folder contents, format floppy diskettes, create new folders, make duplicates of files, and move files between folders and from one disk drive to another. You have several choices as to how you can view and sort the contents.

Viewing Your Computer Components

When you open the My Computer window, you see icons representing such components of your computer as hard drives, floppy drives, and CD-ROM drives. If you are connected to a network, you'll also see icons representing your network drives. A typical My Computer window is shown in Figure 4-1.

If you double-click an icon representing a drive, you open a window containing *folder icons*. These icons represent the folders (formerly known as *directories*) on your drives. The folders hold your computer files, as well as subfolders. This helps you organize information on your computer.

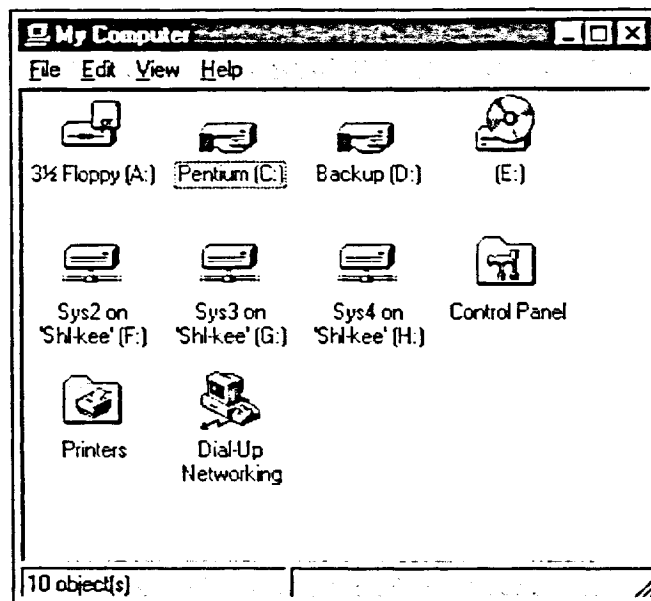


Figure 4-1: A Typical My Computer Window

METHOD

To view your computer components:

1. Double-click the My Computer icon.
2. In the My Computer window, double-click the icon for the drive or device you want to see.

EXERCISE

In the following exercise, you will view your computer components.

1. Double-click the My Computer icon on the desktop
The My Computer window appears, showing drives and devices available on your computer.
2. Double-click the icon representing your A:\ drive
The window for the A:\ drive appears, as shown in Figure 4-2.
3. If necessary, scroll through the window to view all the components

END

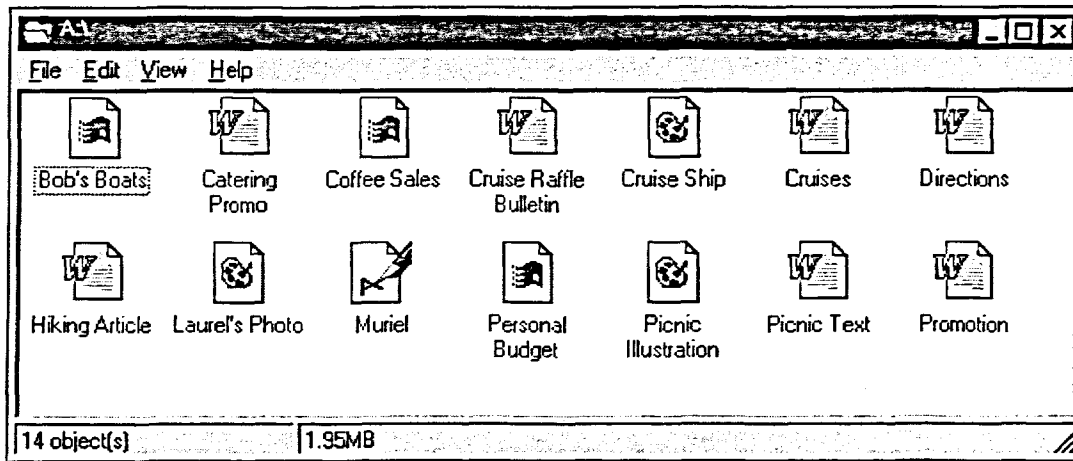


Figure 4-2: *The A:\ Drive Window*

Changing the My Computer View Options

Instead of viewing the contents of a window as large icons, you can view the contents in a list or as small icons. You can also change the detail level. In Details view, you can view such information about each file as its type, size, and the date it was last modified. Table 4-1 describes four View menu options available in My Computer.

Option	Description
Large Icons	The large pictures represent devices, folders, and files. The default view option.
Small Icons	The icons represent devices, folders, and files. The small size allows more items to appear at once.
List	Shows devices, folders, and files in a list using small icons.
Details	Lists devices, folders, and files with all relevant information, such as size and date last modified.

Table 4-1: Four Important View Menu Options Described

METHOD

To change the My Computer view options:

1. From the View menu, choose the desired view.

EXERCISE

In the following exercise, you will change the view options for the A:\ drive.

- | | |
|--|--|
| 1. In the A:\ drive window, from the View menu, choose Small Icons | <i>The A:\ drive window view changes to Small Icons.</i> |
| 2. From the View menu, choose List | <i>The view changes to List.</i> |
| 3. From the View menu, choose Details | <i>The view changes to Details.</i> |

END

Arranging Icons and Sorting Lists

As you work with icons in your windows, the icons can lose their original neat arrangement. You can rearrange them neatly in rows manually or automatically. You can also rearrange them by such attributes as date, name, type, and size.

METHOD

To arrange icons and sort lists in My Computer:

1. From the View menu, choose Arrange Icons.
2. From the Arrange Icons submenu, choose the desired arrangement.
or
1. In Large Icons or Small Icons view, from the View menu, choose Line up Icons.
or
1. From the Arrange Icons submenu, choose Auto Arrange.

Note: To turn off the Auto Arrange feature, choose Auto Arrange again.

EXERCISE

In the following exercise, you will sort lists by their attributes, and you will arrange icons manually and automatically.

1. In the A:\ drive window, from the View menu, choose Arrange Icons *The Arrange Icons submenu appears.*
2. Choose by Size *The icons are sorted from smallest to largest.*
3. Use the same method to sort the files by name
4. Return to Large Icons view
5. Drag several icons so that they are no longer neatly lined up

6. From the View menu, choose Line up Icons *The icons line up neatly.*
7. From the View menu, choose Arrange Icons *The Arrange Icons submenu appears.*
8. Choose Auto Arrange
9. Try to move icons to different positions within the window *The icons automatically rearrange themselves, lining up neatly.*
10. From the View menu, choose Arrange Icons *The Arrange Icons submenu appears. A check appears to the left of Auto Arrange.*
11. From the Arrange Icons submenu, choose Auto Arrange *Auto Arrange is turned off.*
12. Sort the files by name again
13. Close the A:\ drive window *The My Computer window becomes visible again.*

END

Displaying and Using the Toolbar

Like other windows in Windows NT, each My Computer window enables you to display a toolbar, as illustrated in Figure 4-3. In My Computer, the toolbar contains buttons that let you quickly perform such tasks as changing the window view, moving up one layer of folders, and moving to a different drive or folder. As with other toolbars, if you can't remember the name of a button on the My Computer toolbar, simply position the mouse pointer over it and a ToolTip appears containing that button's name.

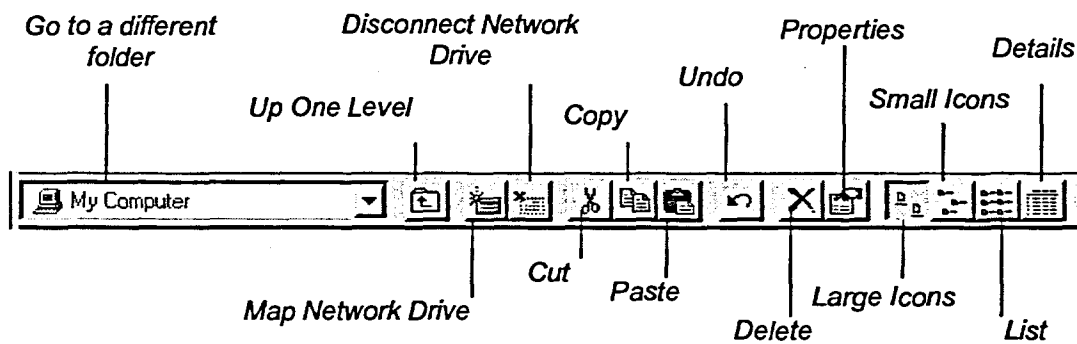


Figure 4-3: *The My Computer Toolbar*

METHOD

To display and use the toolbar:

1. If necessary, from the View menu, choose Toolbar.
2. Click the desired button on the toolbar.

To hide the toolbar:

1. From the View menu, choose Toolbar.

EXERCISE

In the following exercise, you will display the toolbar and use some of its functions. You will also hide the toolbar.

1. Be sure the My Computer window is displayed
2. From the View menu, choose Toolbar *The toolbar appears near the top of the window.*

3. Enlarge the window so that you can see the entire toolbar
4. On the toolbar, click the Small Icons button *The view changes to Small Icons.*
5. On the toolbar, click the List button *The view changes to List.*
6. Return to Large Icons view
7. Open the H:\ drive window
8. In the H:\ drive window, display the toolbar, and if necessary, enlarge the window so that you can see the entire toolbar
9. On the toolbar, click the Up One Level button *You move up one level to the My Computer window.*
10. To the right of the Go to a different folder drop-down list box, click the arrow *A drop-down list of all devices and drives on the desktop appears.*
11. Click Recycle Bin, scrolling down if necessary *You have moved to the Recycle Bin window. It replaces the My Computer window.*
12. From the View menu, choose Toolbar *The toolbar no longer appears.*
13. Display the toolbar again
14. Close the Recycle Bin window

END

Creating and Deleting Folders in My Computer

A folder serves the same purpose on your computer as it does in a manual filing system: it serves as an organizational unit. Folders organize your programs and group related data. Some folders are created automatically when you install programs on your computer. You can also use My Computer to create your own folders for storing documents. You can create a new folder only in a driver or folder window. Also, if a file or folder is currently selected, you can't create a new folder.

When you first create a new folder, Windows NT gives that folder the default name **New Folder**. In addition, Windows NT automatically highlights that folder and surrounds its name with a box. To avoid confusion, you should give that folder a new name that reminds you of the types of files it contains.

Sometimes, you might want to delete a folder. When you delete a folder, Windows NT sends that folder to the *Recycle Bin* instead of simply removing the folder from the hard drive. Its contents, if any, are also sent to the Recycle Bin. To recover the folder's contents, you retrieve the deleted folder from the Recycle Bin.

METHOD

To create a new folder in My Computer:

1. Open the window in which you want to create the new folder.
2. From the File menu, choose New.
3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press ENTER.

To delete a folder in My Computer:

1. Select the folder.
2. Drag the folder icon to the Recycle Bin.
or
2. Press DELETE.
3. If necessary, in the Confirm Folder Delete dialog box, choose Yes.

EXERCISE

In the following exercise, you will create new folders within the **Doc** folder, and you will delete one of the folders.

1. Make sure the My Computer window is open
2. From the **H:** drive window, open the **Doc** folder
3. From the File menu, choose **New**
The New submenu appears.
4. Choose **Folder**
*A new folder named **New Folder** appears in the window. The name is highlighted and surrounded with a box.*
5. Type **Reports**
*In the box, the name **New Folder** is replaced with **Reports**.*
6. Press **ENTER**
The new folder is renamed.
7. Deselect the new folder by clicking a blank space in the window
8. Create a new folder called **Files to be Deleted**
9. If necessary, resize the windows so that the Recycle Bin icon is visible on the desktop
10. Drag the **Files to be Deleted** folder onto the Recycle Bin icon
*The new folder is deleted from the **Doc** folder. The Recycle Bin icon now resembles a trashcan icon with papers in it.*
11. Close the windows

END

Formatting Floppy Diskettes Using My Computer

Formatting a floppy diskette prepares it for storing information. Unless you buy pre-formatted floppy diskettes, you'll need to format a blank floppy diskette. If there is already any information stored on that disk, however, formatting the floppy diskette erases that information.

When you format a floppy diskette from the My Computer window, you use the Format dialog box, illustrated in Figure 4-4. You can give the diskette a label to help identify its contents. As was true in MS-DOS and in previous versions of Windows, these labels can contain no more than 11 characters. These labels can, however, contain spaces.

Floppy diskettes are important for keeping a current *backup* of the files on your system. You should run backups routinely to protect your data in case of accidental loss. Besides the backup features available through Windows NT, many specialized programs provide backup capabilities.

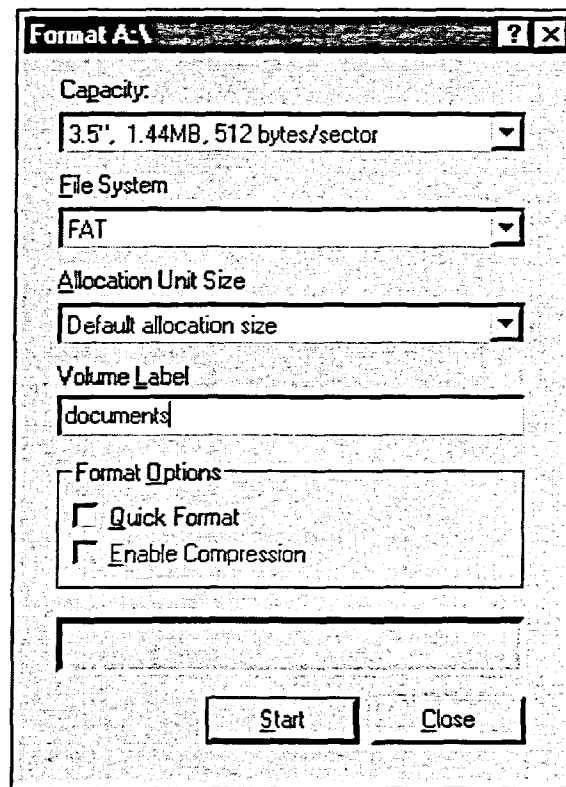


Figure 4-4: The Format Dialog Box

METHOD

To format floppy diskettes:

1. Insert the floppy diskette to be formatted in the floppy diskette drive.
2. In the My Computer window, right-click the floppy drive icon.
3. From the shortcut menu, choose Format.
4. If necessary, select the appropriate disk capacity.
5. If desired, in the Volume Label text box, type a name for the floppy diskette.
6. In the Format dialog box, in the Format Options area, if desired, select the Quick Format check box.
7. Choose Start.
8. In the warning message box, choose OK.
9. In the Format Complete dialog box, choose OK.
10. Choose Close.

EXERCISE

In the following exercise, you will format a floppy diskette.

1. Open the My Computer window
2. Insert a floppy diskette to be formatted into the floppy diskette drive
3. In the My Computer window, right-click the floppy diskette drive icon *A shortcut menu for the floppy diskette drive appears.*
4. Choose Format *The Format dialog box appears for that floppy diskette drive.*
5. If necessary, select a diskette capacity
6. In the Volume Label text box, type **documents** *A label for the floppy diskette is entered.*

7. In the Format Options area, select the Quick Format check box
8. Choose Start *A warning message box appears, reminding you that formatting will erase all data on the diskette.*
9. Choose OK *The floppy diskette is formatted, and then a dialog box appears with the message **Format Complete**.*
10. In the Format Complete dialog box, choose OK *The Format dialog box appears again.*
11. Choose Close *The Format dialog box closes.*
12. Remove the diskette

END

Copying and Moving Files Using My Computer

When you copy a file, you leave the file in its original location and make a duplicate in a new location. When you *move* a file, you are removing it from its original location and moving it to a new location.

There are several ways to copy and move files using My Computer. One of the easiest ways is to use the right mouse button to drag the icon that you want to copy or move from its original window to the destination window or icon. When you release the right mouse button, a shortcut menu appears and you can choose to copy or move the file.

METHOD

To copy and move files using My Computer:

1. Open the window containing the file to be copied or moved.
2. Open or position windows as necessary so that you can see the destination folder or drive icon.
3. Use the right mouse button to drag the file icon to the destination folder or drive icon.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.

EXERCISE

In the following exercise, you will copy and move a file from one folder to another.

1. Make sure the exercise diskette is in drive A:\
2. Open the A:\ window
3. Open the Reports folder from the H:\Doc folder
4. If necessary, arrange the icons by name again
5. Arrange the A:\ drive and the H:\Doc\Reports windows side by side

6. Point to the **Promotion.doc** file icon in the **A:** drive window
7. Use the right mouse button to drag the **Promotion** icon to the **H:\Doc\Reports** folder window *An outline of the icon moves as you drag.*
8. Release the mouse button *A shortcut menu appears.*
9. From the shortcut menu, choose **Copy Here** *The file is copied to the Reports folder.*
10. Close the floppy diskette drive window

END

Using Explorer

Explorer is a component of Windows NT that allows you to view files and folders stored on your computer and network drives. Using Explorer, you can quickly perform such file management tasks as copying, moving, and deleting files. File management tasks that you can perform with My Computer can also be performed with Explorer.

Starting Explorer

Although there are several ways to start Explorer, the most direct way is through the Start menu.

METHOD

To start Explorer:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Windows NT Explorer.

EXERCISE

In the following exercise, you will start Explorer.

- | | |
|--|--------------------------------------|
| 1. From the Start menu, choose Programs | <i>The Programs submenu appears.</i> |
| 2. From the Programs submenu, choose Windows NT Explorer | <i>Windows NT Explorer starts.</i> |

END

Using the Explorer Window

When you start Explorer, you see a window resembling the one shown in Figure 4-5. The left side of the Explorer window is called the *All Folders pane*, and it displays everything on your desktop, including all the folders and drives on your computer. The right side of the Explorer window is called the *Contents pane*. It displays the contents of the folder or drive selected in the All Folders pane. Using Explorer, you can view everything on your desktop, including local and network drives, in a hierarchical fashion. For example, in Figure 4-5, the highest level shown is the Desktop. The second level contains My Computer, Network Neighborhood, and Recycle Bin. The third level contains drives A:, C:, and D:, as well as several folders.

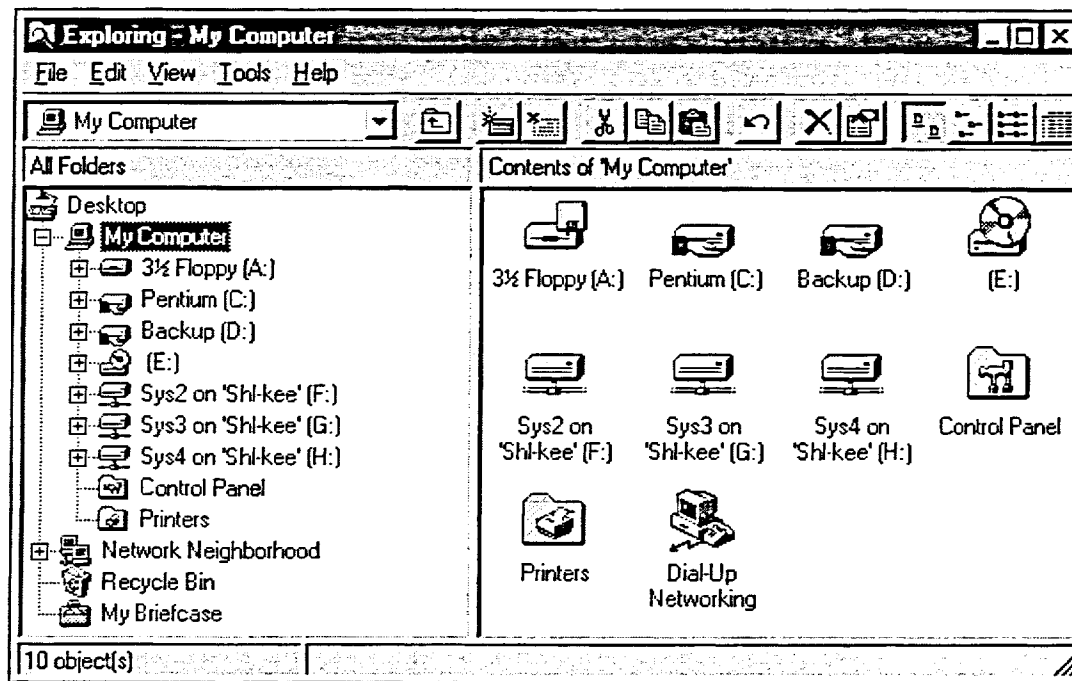


Figure 4-5: An Example of an Explorer Window

Expanding and Collapsing Levels

Folders are used to organize your program and document files. Explorer allows you to see the files and programs that your folders contain and gives you the tools you need to effectively view and manage them.

Some folders and devices that you see in the Explorer Window have a “+” located to the left of their icon. This means that the device or folder has levels below it. Clicking the “+” *expands* the device or folder and reveals lower levels. For example, clicking the “+” next to the hard drive icon reveals the folders on the hard disk, as shown in Figure 4-6.

Once a level is expanded, you will see a “-” next to the icon. Clicking the “-” *collapses*, or hides, the levels underneath.

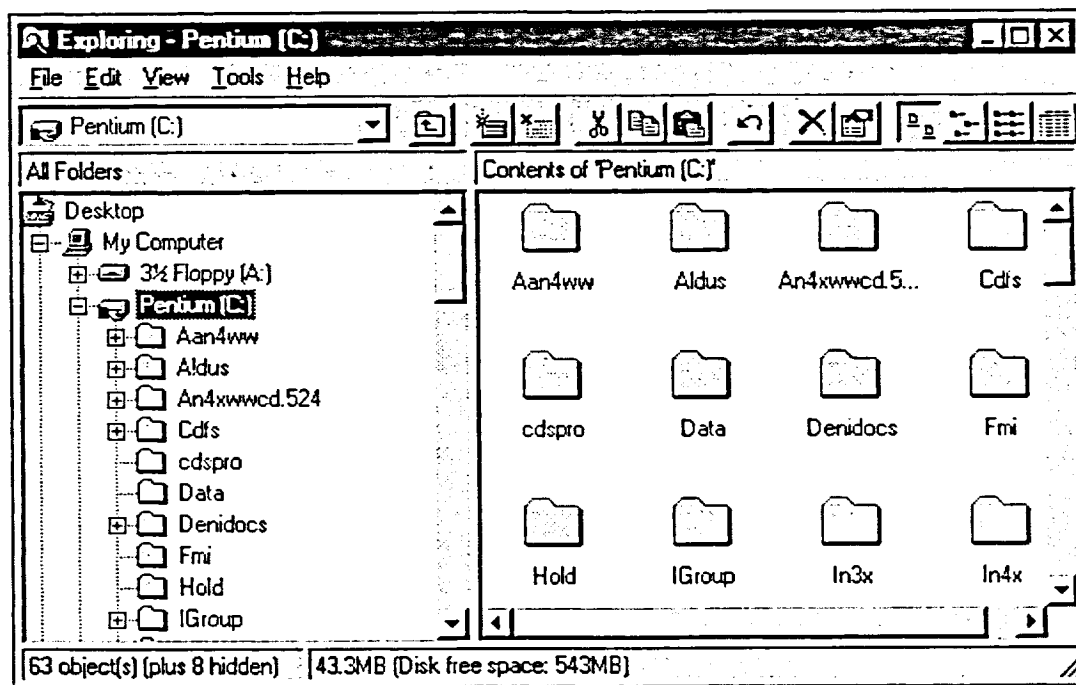


Figure 4-6: An Example of an Explorer Window with the C: Drive Expanded

METHOD

To expand and collapse levels in Explorer:

1. Click the “+” next to the icon to expand the level.
or
1. Click the “-” next to the icon to collapse the level.

EXERCISE

In the following exercise, you will expand and collapse levels in Explorer.

- | | |
|--|--|
| 1. In the All Folders pane, click the "+" next to the H:\ drive icon | <i>The level expands, showing the folders within the first hard drive.</i> |
| 2. Click the "-" that has now appeared next to the H:\ drive icon | <i>The level collapses.</i> |
| 3. Click the "-" next to the My Computer icon | <i>The level collapses.</i> |
| 4. Click the "+" next to the My Computer icon | <i>The level expands, showing the drives and devices on your computer.</i> |
| 5. Expand the first hard drive | <i>The level expands, showing the folders within the first hard drive.</i> |

END

Viewing Drives and Folder Contents

As you have seen, Explorer lists the drives and folders in the All Folders pane of Explorer, enabling you to view the contents of these drives and folders in the Contents pane. You can use the View menu to change the view in the Contents pane to Large Icons, Small Icons, a List, or Details. The Details view shows you detailed information about your files, such as file size, type, and modification date.

METHOD

To view drive and folder contents:

1. In the All Folders pane, click the drive or folder icon.
2. From the View menu, choose the desired view.

Note: You can display a toolbar in Explorer in the same way that you display a tool bar in My Computer. You can then use the toolbar buttons instead of menu commands to change views.

EXERCISE

In the following exercise, you will view the contents of a drive and folder.

- | | |
|---|--|
| 1. In the All Folders pane, click the H:\ drive icon and expand to see the sub-folders if necessary | <i>The contents of the H:\ drive appear in the Contents pane.</i> |
| 2. In the All Folders pane, click the Doc folder icon | <i>The contents of the Doc folder appear in the Contents pane.</i> |
| 3. From the View menu, choose Large Icons | <i>The view changes to Large Icons.</i> |
| 4. From the View menu, choose Details | <i>The view changes to Details.</i> |
| 5. Change the view to List | |

END

Creating and Deleting Folders in Explorer

To help organize your hard disk, you'll occasionally want to create a new folder. You create a folder in Explorer in the same way as you did in My Computer. When you no longer need a folder, you can delete it by selecting the folder and pressing **DELETE**.

METHOD

To create a new folder in Explorer:

1. In the All Folders pane, select the drive or folder in which you want to create the new folder.
2. From the File menu, choose New.
3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press **ENTER**.

To delete a folder and its contents:

1. Select the folder icon from the All Folders pane or the Contents pane.
2. From the File menu, choose Delete.
or
2. Press **DELETE**.
3. In the Confirm Folder Delete message box, choose Yes.

EXERCISE

In the following exercise, you will create and delete a folder.

- | | |
|---|---|
| 1. In the All Folders pane, make sure the Doc folder is selected | <i>The contents of the Doc folder appear in the Contents pane.</i> |
| 2. From the File menu, choose New | <i>The New submenu appears.</i> |
| 3. Choose Folder | <i>A new folder appears in the Contents pane with the default name New Folder highlighted and surrounded with a box.</i> |

- | | |
|--|---|
| 4. Type My Budget | <i>In the box, the name New Folder is replaced with the name My Budget.</i> |
| 5. Press ENTER | <i>The new folder is named.</i> |
| 6. Right-click in an empty area in the Contents pane | <i>A shortcut menu appears.</i> |
| 7. Select New and then Folder | <i>A new folder is created.</i> |
| 8. Type 1999 Budget and press Enter | <i>The folder is renamed.</i> |
| 9. Select the My Budget folder icon | |
| 10. Press DELETE | <i>The Confirm Folder Delete message box appears.</i> |
| 11. Choose Yes | <i>The folder and its contents are deleted.</i> |

END

Renaming Files and Folders

Sometimes, you might need to *rename* a file or folder. This means that you are changing the name of that file or folder. For example, if you had a folder named **Letters** but you started to store memos in that folder, too, you might want to rename it **Letters and Memos** to make its name more descriptive of its contents. When you initiate the Rename command, Windows NT highlights the existing name and surrounds it with a box.

METHOD

To rename a file or folder:

1. Right-click the file or folder to be renamed.
2. From the shortcut menu, choose Rename.
3. Type the new name.
4. Press ENTER.

EXERCISE

In the following exercise, you will rename a file.

- | | |
|---|--|
| 1. In the Contents pane of the Reports folder, right-click the file Promotion.doc <i>Promo.doc</i> Reports | <i>The file is highlighted, and a shortcut menu appears.</i> |
| 2. Choose Rename | <i>The file name is highlighted and surrounded with a box.</i> |
| 3. Type Promotion Letter | |
| 4. Press ENTER | <i>The file is renamed.</i> |

END

Copying and Moving Files Using Explorer

You can use the same process to copy and move files in Explorer that you used in My Computer—that is, simply use the right mouse button and drag the file icon from its source to its destination. You can also use the Cut, Copy, and Paste commands in Explorer to copy and move files.

METHOD

To copy and move files using Explorer and the right mouse button:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, position the mouse pointer over the file to be copied.
3. Use the right mouse button to drag the file icon on top of the folder into which you want to move the file.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.

To copy and move files using the Cut, Copy, and Paste commands:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, select the file you want to copy or move.
3. From the Edit menu, choose Cut to move the file.
or
3. From the Edit menu, choose Copy to copy the file.
4. Select the destination folder or drive.
5. From the Edit menu, choose Paste.

EXERCISE

In the following exercise, you will use the right mouse button to copy a file, and then you will use the Cut and Paste commands to move a file.

1. Click the A:\ drive icon *The A:\ drive opens.*
2. In the Contents pane, position the mouse pointer over the file icon **Personal Budget**

3. Using the right mouse button, drag the **Personal Budget** icon on top of the **1999 Budget** folder in the All Folders pane
4. Release the mouse button *A shortcut menu appears.*
5. From the shortcut menu, choose Copy Here *The file is copied to the 1999 Budget folder.*
6. In the All Folders pane, select the **1999 Budget** folder to verify that the file was copied *The file **Personal Budget** appears in the Contents pane.*
7. In the Contents pane, select the file **Personal Budget**
8. From the Edit menu, choose Cut *The file icon dims.*
9. In the All Folders pane, select the **Doc** folder *The contents of **Doc** folder appear in the Contents pane.*
10. From the Edit menu, choose Paste *The **Personal Budget** file moves from the **H:\Doc\1999 Budget** folder to the **Doc** folder.*

END

Using Undo

A useful feature of Explorer is its *Undo* command. You can use Undo to reverse your most recent file management actions, such as copying, moving, deleting, and renaming files. Undo actions are available in Explorer for multiple levels. You can continue to undo your last actions until the Undo command in the Edit menu becomes dim.

METHOD

To use the Undo command:

1. From the Edit menu, choose Undo.

EXERCISE

In the following exercise, you will undo your previous file management action, moving a file.

1. From the Edit menu, choose Undo Move
2. In the All Folders pane, select the **1999 Budget** folder to verify that the file was placed back in this folder

The file is removed from the Doc folder and placed back in the 1999 Budget folder.

END

Finding a File

It's easy to forget where you saved a file. In Windows NT, you can search through your drives and folders for these "misplaced" files. When you search, you can use several criteria, such as file name, location, text contained in the file, and the date the file was last modified.

To find files, you use the Find: All Files dialog box, shown in Figure 4-7. Use the options on the pages to select the type of information for which you want to search, and then fill in the text boxes with the information you want to find.

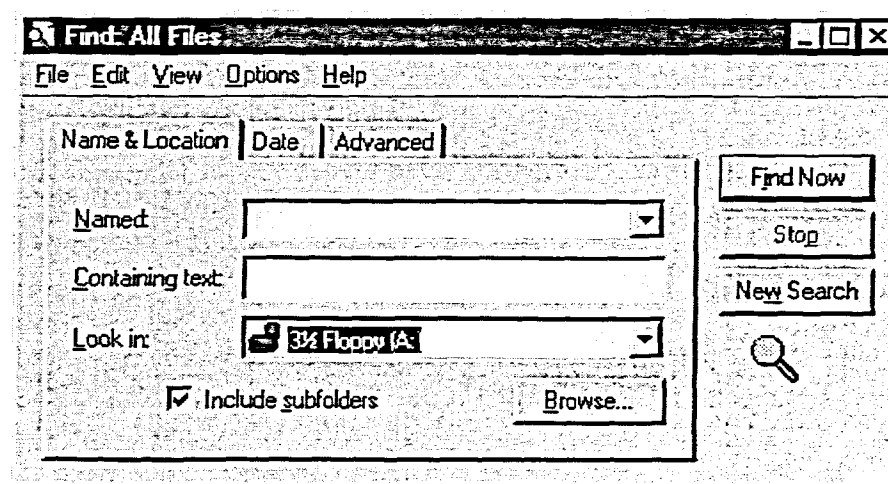


Figure 4-7: The Find: All Files Dialog Box Displaying the Name & Location Page

METHOD

To find a file:

1. From the Explorer Tools menu, choose Find.
2. From the Find submenu, choose Files or Folders.
3. In the Find: All Files dialog box, select the tab for the type of information to search for.
4. Complete the fields for the search criteria.
5. Choose Find Now.
6. To find another file, choose New Search, choose OK, and then repeat steps 3 through 5.

Note: You don't have to be in Explorer to use Find. You can access it at any time by choosing Find from the Start menu, and then choosing Files or Folders from the Find submenu.

EXERCISE

In the following exercise, you will find files by using file names and text contained within the file.

1. In the All Folders pane, make sure the A:\ drive is selected
2. From the Tools menu, choose Find *The Find submenu appears.*
3. From the Find submenu, choose Files or Folders *The Find: All Files dialog box appears.*
4. In the Named combo box, type Promotion *The text to find in the file name is specified.*
5. Choose Find Now *Find searches for the file and displays the search results at the bottom of the Find: All Files dialog box.*
6. Choose New Search *A dialog box appears, warning you that this will clear your search.*
7. Choose OK *The Find: All Files dialog box is ready for a new search.*
8. Select the Advanced tab *The Advanced search options page appears.*
9. In the Of type drop-down list box, select Microsoft Word Document *The type of document is specified.*
10. In the Containing text text box, type pacific northwest *The search text is specified.*
11. Choose Find Now *Find searches the entire hard drive for the file and displays the search results at the bottom of the Find: All Files dialog box.*
12. In the Find window, click the Close button *The Find: All Files dialog box closes.*

END

Viewing a File with Quick View

You can use *Quick View* to view the contents of files even if your computer does not have the program that was used to create the file. You can access Quick View in Explorer or by using the shortcut menus anywhere that you can see the file icon. The Quick view window is illustrated in Figure 4-8.

Note: Depending on which Windows NT installation options were selected, you might find that you do not have Quick View available on your computer at home or work. To install Quick View, ask your systems administrator or read the Windows Help information on Installing a Windows component after Windows has been installed.

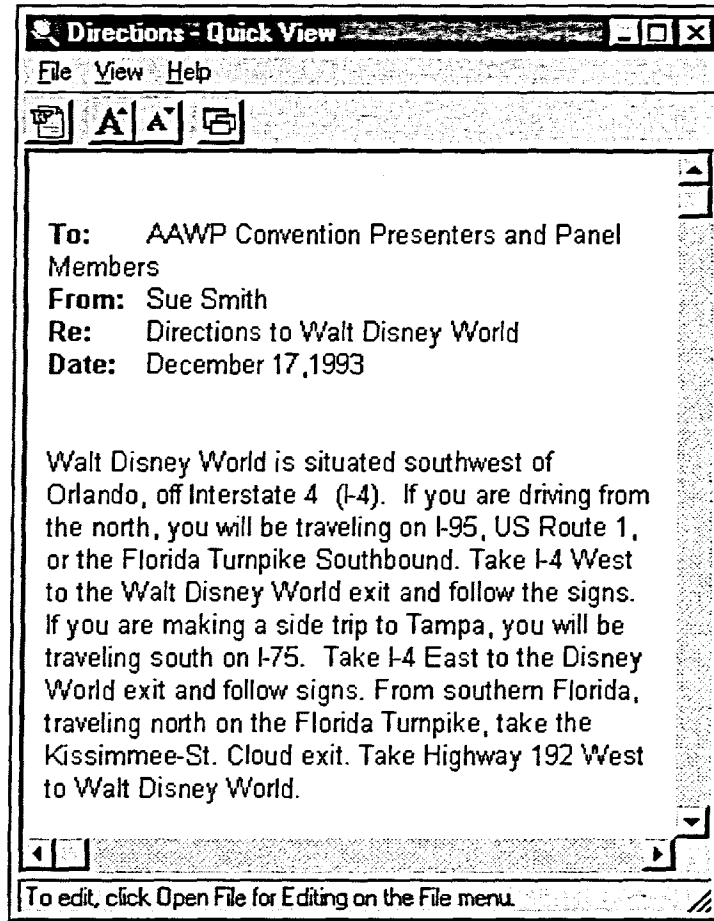


Figure 4-8: The Quick View Window Displaying a Word Processing File

METHOD

To view a file using Quick View:

Menu method

1. In the Contents pane, select the file you want to view.
2. From the File menu, choose Quick View.

Shortcut method

1. Right-click the file you want to view.
2. From the shortcut menu, choose Quick View.

EXERCISE

In the following exercise, you will use Quick View to view the contents of files.

1. In the All Folders pane, make sure the A:\ drive is selected
2. In the Contents pane, select the file **Directions**
3. From the File menu, choose Quick View
*The Quick View window appears, displaying the contents of the word processing file **Directions**.*
4. In the Quick View window, click the Close button
The Quick View window closes.
5. In the Contents pane, right-click the file **Bob's Boats**
A shortcut menu appears.
6. Choose Quick View
*The Quick View window appears, displaying the contents of the spreadsheet file **Bob's Boats**.*
7. Close the Quick View window

END

Using the Recycle Bin

The Recycle Bin, whose desktop icon resembles a trash can, acts as a safety net for your deleted files. Any files or folders you delete from your hard drive in Windows NT are not immediately removed from your hard drive but are instead stored temporarily in the Recycle Bin.

You should empty your Recycle Bin frequently, as its contents take up space on your computer's hard drive. You can tell by looking at the Recycle Bin icon on the desktop if it is empty or if there are deleted items waiting in it. If the Recycle Bin icon resembles a trash can with paper in it, the Recycle Bin contains deleted items. If the icon resembles an empty trash can, the Recycle Bin is empty.

Restoring a File from the Recycle Bin

If you delete a file by accident, you should restore it from the Recycle Bin. This returns the file to its original location on the hard drive. If you delete a folder, it appears as a folder in the Recycle Bin. Restoring the folder restores the files within that location as well as restoring the folder itself. This eliminates the danger of accidentally erasing something you need.

Warning: The Recycle Bin stores only items deleted from your hard drive. Items you delete from another drive, such as a floppy diskette or a network drive, are not sent to the Recycle Bin and thus cannot be recovered. Also, items you delete while working in another operating system, such as MS-DOS, are not sent to the Recycle Bin, even if you were working in a Windows NT session at the same time.

Like other windows, you can see the Recycle Bin in different views. The Details view allows you to see the original location of the file as well as the date deleted and type, as shown in Figure 4-9. You can also display the size of the files. As with other windows, you use the View menu to change the display of the files in the Recycle Bin.

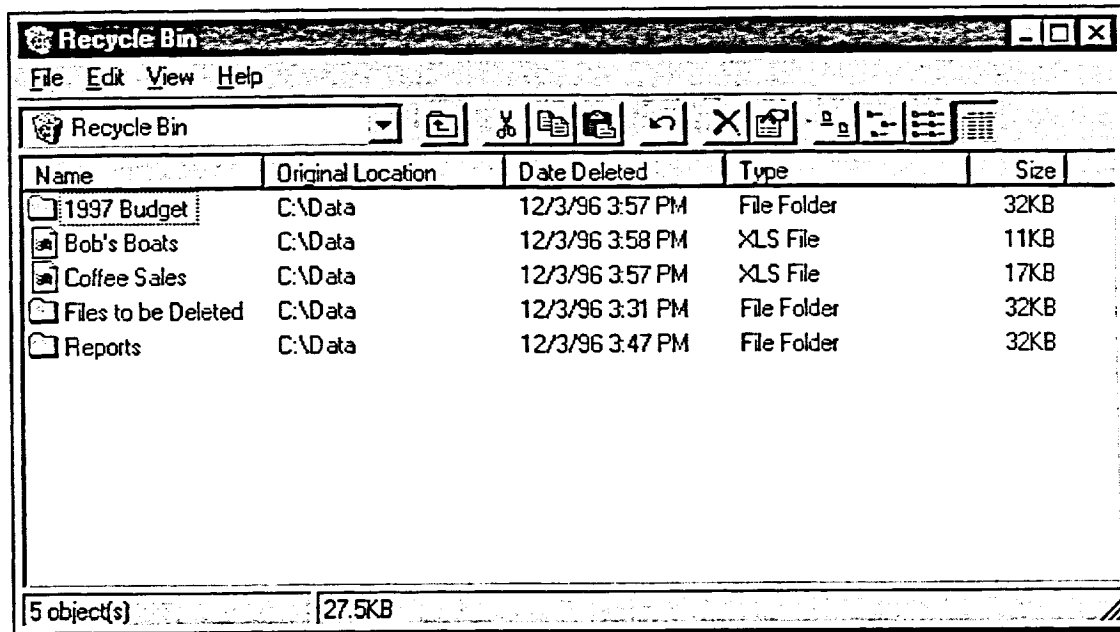


Figure 4-9: The Recycle Bin in Details View

METHOD

To restore a file from the Recycle bin:

1. Double-click the Recycle Bin icon.
 2. Select the deleted item to recover.
 3. From the File menu, choose Restore to restore the object to its previous location.
- or
3. Drag the object to the desired location.

Emptying the Recycle Bin

To make sure that deleted items do not accumulate, using up the space on your hard drive, you might want to empty the Recycle Bin each day or at the end of each week. If you are not sure whether you want to permanently delete some of the items in the Recycle Bin, you can delete selectively.

METHOD

To delete some items from the Recycle Bin:

1. Select the items you want to delete.
2. Press **DELETE**.
3. In the Confirm File Delete dialog box, choose Yes.
4. Repeat for additional files as needed.

To empty all contents of the Recycle Bin:

1. From the File menu, choose Empty Recycle Bin.
2. In the Confirm Multiple File Delete dialog box, choose Yes.

To view your computer components:

1. Double-click the My Computer icon.
2. In the My Computer window, double-click the icon for the drive or device you want to see.

To change the My Computer view options:

1. From the View menu, choose the desired view.

To arrange icons and sort lists in My Computer:

1. From the View menu, choose Arrange Icons.
2. From the Arrange Icons submenu, choose the desired arrangement.
or
1. In Large Icons or Small Icons view, from the View menu, choose Line up Icons.
or
1. From the Arrange Icons submenu, choose Auto Arrange.

To display and use the toolbar:

1. If necessary, from the View menu, choose Toolbar.
2. Click the desired button on the toolbar.

To hide the toolbar:

1. From the View menu, choose Toolbar.

To create a new folder in My Computer:

1. Open the window in which you want to create the new folder.
2. From the File menu, choose New.

3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press ENTER.

To delete a folder in My Computer:

1. Select the folder.
2. Drag the folder icon to the Recycle Bin.
or
2. Press DELETE.
3. If necessary, in the Confirm Folder Delete dialog box, choose Yes.

To format floppy diskettes:

1. Insert the floppy diskette to be formatted in the floppy diskette drive.
2. In the My Computer window, right-click the floppy drive icon.
3. From the shortcut menu, choose Format.
4. If necessary, select the appropriate disk capacity.
5. If desired, in the Volume Label text box, type a name for the floppy diskette.
6. In the Format dialog box, in the Format Options area, if desired, select the Quick Format check box.
7. Choose Start.
8. In the warning message box, choose OK.
9. In the Format Complete dialog box, choose OK.
10. Choose Close.

To copy and move files using My Computer:

1. Open the window containing the file to be copied or moved.
2. Open or position windows as necessary so that you can see the destination folder or drive icon.
3. Use the right mouse button to drag the file icon to the destination folder or drive icon.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.

To start Explorer:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Windows NT Explorer.

To expand and collapse levels in Explorer:

1. Click the "+" next to the icon to expand the level.
or
1. Click the "-" next to the icon to collapse the level.

To view drive and folder contents:

1. In the All Folders pane, click the drive or folder icon.
2. From the View menu, choose the desired view.

To create a new folder in Explorer:

1. In the All Folders pane, select the drive or folder in which you want to create the new folder.
2. From the File menu, choose New.
3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press ENTER.

To delete a folder and its contents:

1. Select the folder icon from the All Folders pane or the Contents pane.
2. From the File menu, choose Delete.
or
2. Press DELETE.
3. In the Confirm Folder Delete message box, choose Yes.

To rename a file or folder:

1. Right-click the file or folder to be renamed.
2. From the shortcut menu, choose Rename.
3. Type the new name.
4. Press ENTER.

To copy and move files using Explorer and the right mouse button:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, position the mouse pointer over the file to be copied.
3. Use the right mouse button to drag the file icon on top of the folder into which you want to move the file.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.

To copy and move files using the Cut, Copy, and Paste commands:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, select the file you want to copy or move.
3. From the Edit menu, choose Cut to move the file.
or
3. From the Edit menu, choose Copy to copy the file.
4. Select the destination folder or drive.

5. From the Edit menu, choose Paste.

To use the Undo command:

1. From the Edit menu, choose Undo.

To find a file:

1. From the Explorer Tools menu, choose Find.
2. From the Find submenu, choose Files or Folders.
3. In the Find: All Files dialog box, select the tab for the type of information to search for.
4. Complete the fields for the search criteria.
5. Choose Find Now.
6. To find another file, choose New Search, choose OK, and then repeat steps 3 through 5.

To view a file using Quick View:**Menu method**

1. In the Contents pane, select the file you want to view.
2. From the File menu, choose Quick View.

Shortcut Menu method

1. Right-click the file you want to view.
2. From the shortcut menu, choose Quick View.

To restore a file from the Recycle bin:

1. Double-click the Recycle Bin icon.
2. Select the deleted item to recover.
3. From the File menu, choose Restore to restore the object to its previous location.
or
3. Drag the object to the desired location.

To delete some items from the Recycle Bin:

1. Select the items you want to delete.
2. Press DELETE.
3. In the Confirm File Delete dialog box, choose Yes.
4. Repeat for additional files as needed.

To empty all contents of the Recycle Bin:

1. From the File menu, choose Empty Recycle Bin.
2. In the Confirm Multiple File Delete dialog box, choose Yes.

1. Open the My Computer window.
2. Hide the toolbar.
3. Open the A:\ drive window.
4. Change the A:\ drive folder view to Small Icons.
5. In the A:\ drive window, display the toolbar.
6. Use the View menu to sort the icons in the A:\ drive by name.
7. Use the toolbar to arrange the icons in the A:\ drive window in Details view, and then return to Large Icons view.
8. Open the H:\ drive window, then the **Doc** folder and then the **Reports** folder.
9. In the **Reports** folder, create a new folder named **Memos**.
10. Copy the file **Hiking Article** from drive A:\ into the **H:\Doc\Reports\Memos** folder.
11. Close the **Memos**, **Reports** and **Doc** windows.
12. Remove the exercise diskette from drive A:\ and replace it with another.
13. Format the floppy diskette.
14. Close the My Computer window.
15. Start Explorer.
16. Collapse the first hard drive icon.
17. Expand the first hard drive icon.
18. Display the contents of the **H:\Doc** drive in the Contents pane.
19. Display the contents of the **Reports** folder in the Contents pane.
20. Rename the file **Promotion Letter** to **Catering**.
21. Use the Copy and Paste commands to copy the file **Catering** from the **H:\Doc\Reports** drive into the **Memos** folder.

22. In the **Doc** folder, create a new folder called **Unneeded Files**.
23. Use **Find** to find the Microsoft Word Document containing the text *Walker Catering will cater your picnic*.
24. In the **Doc** folder, delete the folder called **Unneeded Files**.
25. Use **Quick View** to view the contents of the file **Cruise Ship 1**, and then close the window

Section

5

Using Windows NT Options and Accessories

- Customizing Windows NT
- Working with Shortcuts
- Customizing the Start Menu
- Using Accessories
- Printing with Windows NT

Section Skills and Their Importance

In the following section you will learn to:

- **Customize Windows NT**

Windows NT provides many features that can be used to customize your system for your convenience and just for fun.

- **Work with shortcuts**

Shortcuts are icons that allow you to directly open files, folders, or programs. Shortcuts can save time because you won't have to search through menus to locate the programs you need.

- **Customize the Start menu**

The Start menu provides a quick and easy way to start programs. In addition, Windows NT allows you to add programs to the Start menu.

- **Use accessories**

Windows NT provides several accessories that enable you to perform simple functions with your computer. For example, with Calculator, you can perform standard or scientific operations. In addition, with Cardfile, you can organize, record, or categorize anything from addresses to recipes. You can add and delete cards, view them, scroll through them, and search for text. You can even use Chat to have an electronic typed conversation with other workgroup members.

- **Print with Windows NT**

In Windows NT, you can print directly from your computer to a local printer or send your documents to other printers on your network. You can even manage print jobs after sending your documents to the printer. In addition, although you might have a local printer attached to your computer, you can share your printer, allowing others in the workgroup to send documents to it.

Customizing Windows NT

Windows NT has many features that you can customize to make using your computer both more convenient and fun. For example, you can change the appearance of your desktop, select a screen saver, and adjust your mouse settings to suit your needs.

You can change most settings in Windows NT by using the Control Panel window, illustrated in Figure 5-1. There are several ways to access the Control Panel, but the easiest is through the Start menu. Once you've opened the Control Panel window, double-click the icon for the item you want to change.

In some cases, you can quickly access dialog boxes for items in the Control Panel window without opening the Control Panel window itself. You do this by right-clicking various components of the screen. For example, you can access the Display Properties dialog box by right-clicking the desktop, and you can change the system date and time by right-clicking the clock in the lower right corner of the screen.

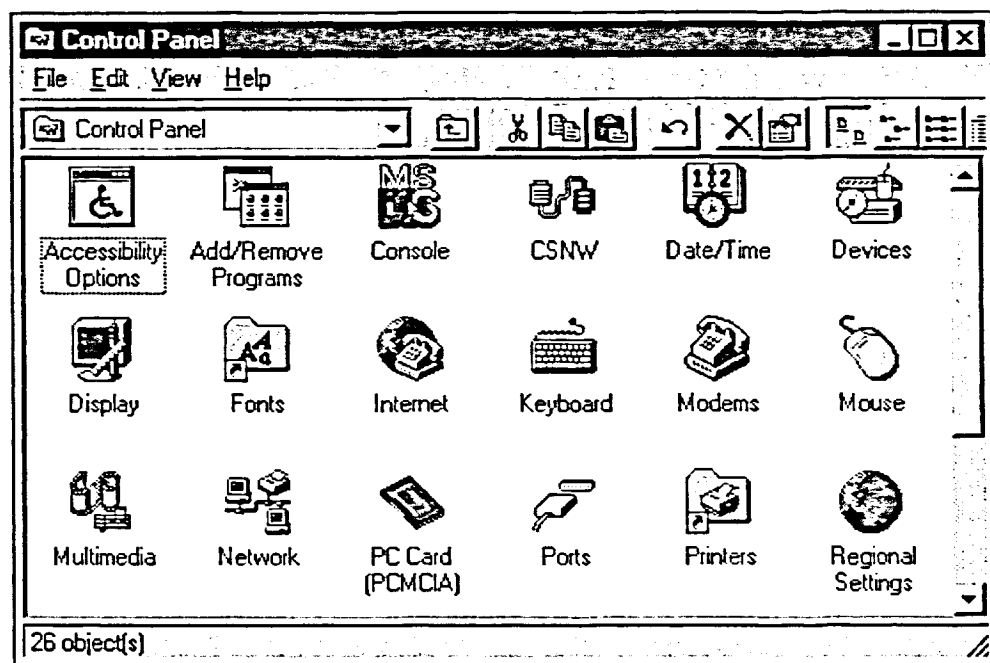


Figure 5-1: *The Control Panel Window*

Selecting a Pattern or Wallpaper

Patterns and wallpaper can add an interesting dimension to the desktop. Patterns add small geometric patterns to the desktop, and wallpaper adds larger pictures. You can select a wallpaper from the many graphic files that come with Windows NT, or you can create a wallpaper using a graphics program.

Some of the graphics that Windows NT provides for wallpaper are not large enough to cover the entire screen. For this reason, Windows offers a tile option that repeats the graphic as many times as is needed to fill the desktop. If your wallpaper fills the whole desktop, however, you will cover up any pattern you might have selected. You use the Background page of the Display Properties dialog box, illustrated in Figure 5-2, to change the pattern and wallpaper.

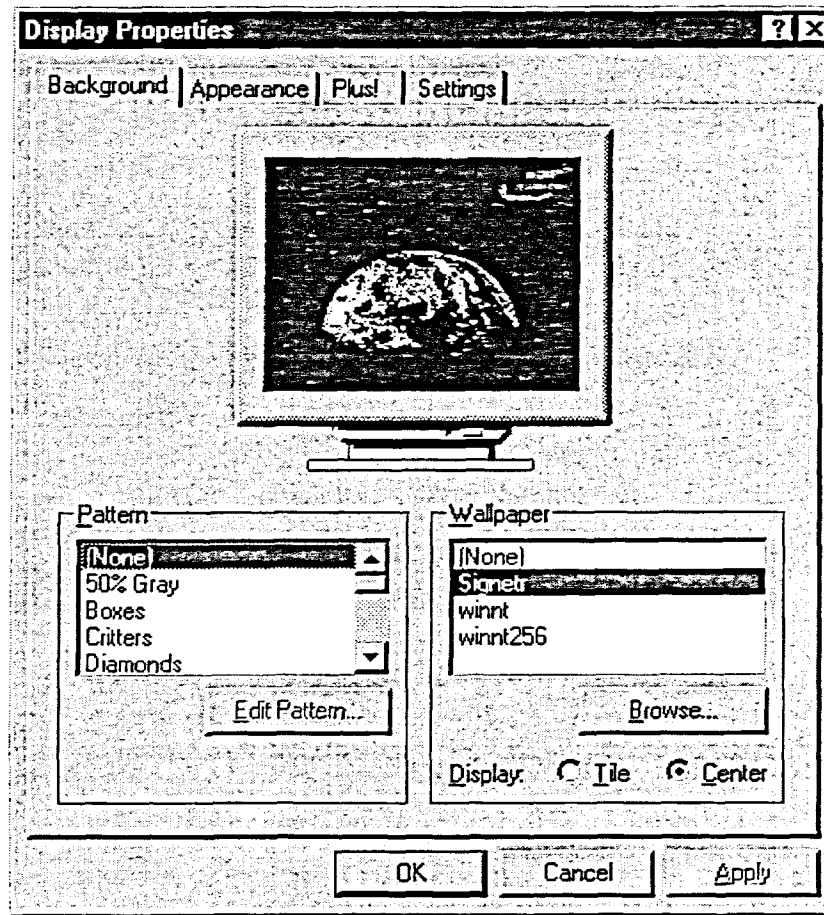


Figure 5-2: The Background Page of the Display Properties Dialog Box

METHOD

To select a background or wallpaper:

1. From the Start menu, choose Settings.
2. From the Settings submenu, choose Control Panel.
3. In the Control Panel window, double-click the Display icon.
4. In the Display Properties dialog box, on the Background page, from the Pattern list, select a pattern.
or
4. In the Wallpaper list, select a wallpaper.
5. If desired, select the Tile option button to tile the wallpaper.
6. Choose Apply to make your changes and leave the dialog box open.
or
6. Choose OK to make your changes and close the dialog box.

EXERCISE

In the following exercise, you will customize Windows NT by selecting patterns and wallpaper.

- | | |
|--|---|
| 1. From the Start menu, choose Settings | <i>The Settings submenu appears.</i> |
| 2. Choose Control Panel | <i>The Control Panel window appears.</i> |
| 3. Double-click the Display icon | <i>The Background page of the Display Properties dialog box appears.</i> |
| 4. In the Pattern list, select Diamonds | <i>The sample screen displays the Diamonds pattern.</i> |
| 5. Choose Apply | <i>The desktop displays the Diamonds pattern and the Display Properties dialog box stays open.</i> |
| 6. In the Wallpaper list, scroll down and make a selection | <i>The sample screen displays the selected wallpaper in the center of the screen. The wallpaper is small and hard to see.</i> |

- | | |
|--|---|
| 7. Below the Wallpaper list, select the Tile option button | <i>The pattern is repeated on the sample screen.</i> |
| 8. Choose Apply | <i>The desktop displays the selected wallpaper, and the Display Properties dialog box remains open.</i> |
| 9. Select a wallpaper that you like | <i>A sample of the selected wallpaper is displayed.</i> |
| 10. Choose Apply | <i>The desktop displays the selected wallpaper and the Display Properties dialog box stays open.</i> |
| 11. Choose OK to close the Display Properties dialog box | |
| 12. Close the Control Panel window | |

END

Changing Appearances

You can customize the color of desktop elements using the Appearance page of the Display Properties dialog box, illustrated in Figure 5-3. Windows NT provides a variety of color schemes ranging from the teal/brown palette of Desert to the bright purple and black of Storm. Changing your Windows NT color scheme can help prevent eye fatigue or simply allow you to express your personality or mood.

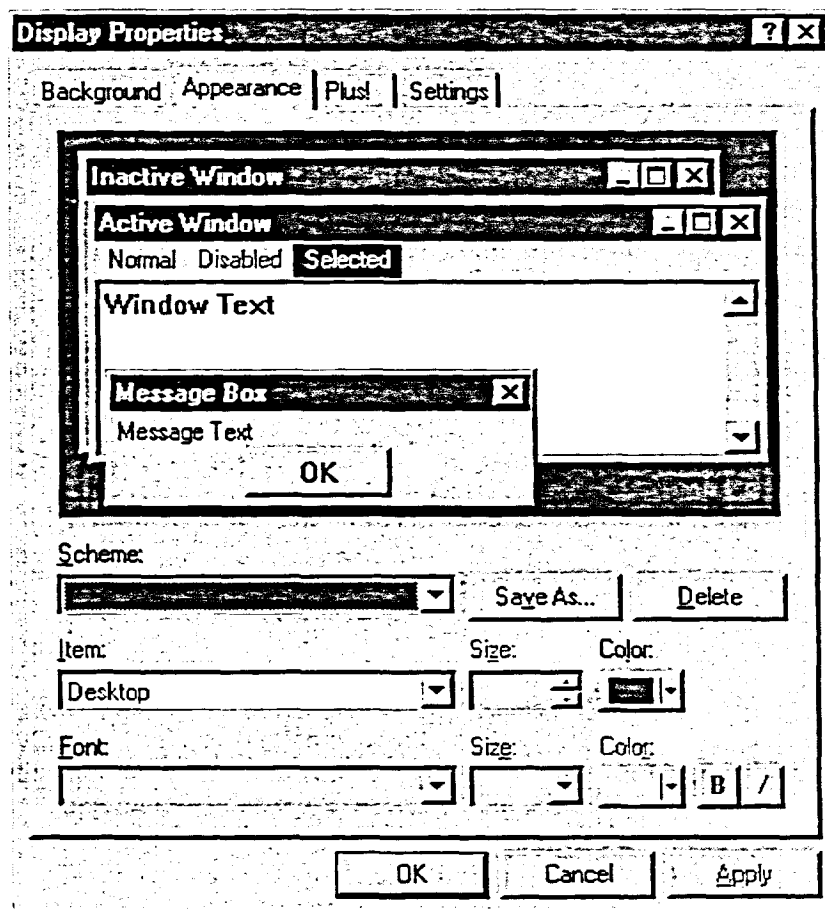


Figure 5-3: The Appearance Page of the Display Properties Dialog Box

METHOD

To change appearances:

1. Right-click an empty area of the desktop.
2. In the shortcut menu, choose Properties to open the Display Properties dialog box.
3. Select the Appearance tab.

4. In the Scheme drop-down list box, select the scheme you want to use.
5. Choose Apply to make your changes and leave the dialog box open.
or
5. Choose OK to make your changes and close the dialog box.

EXERCISE

In the following exercise, you will change the appearance of your window elements.

1. Open the Display Properties dialog box
2. In the Display Properties dialog box, select the Appearance tab *The Appearance page appears.*
3. In the Scheme drop-down list box, select Rose *The scheme Rose displays in the sample window.*
4. In the Scheme drop-down list box, select Windows Standard (extra large) *The scheme displays in the sample window.*
5. In the Scheme drop-down list box, select the scheme of your choice
6. Choose OK *Your color scheme is selected and the Display Properties dialog box closes.*
7. Close the Control Panel

END

Controlling the Mouse

Windows NT allows you to adjust the way the mouse pointer moves and selects items from the screen. You select these options in the Mouse Properties dialog box, illustrated in Figure 5-4.

In Windows NT, the left mouse button is the default button you use to select items. If you are left handed, you might prefer to use the right mouse button. Windows NT allows you to switch the functions of these two buttons.

Several options relate to the speed with which you prefer to use the mouse. On the Motion page of the Mouse Properties dialog box, you can adjust the speed at which the mouse pointer moves across the screen. You can also use the Buttons page, shown in Figure 5-4, to adjust the speed at which Windows NT registers a double-click from your mouse.

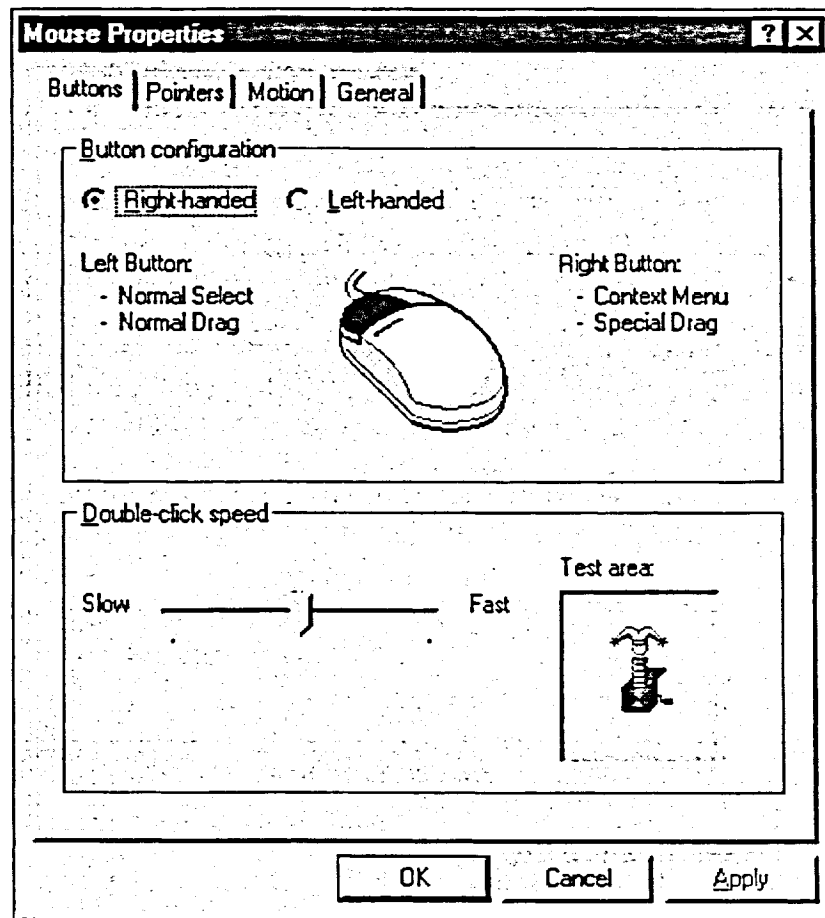


Figure 5-4: The Buttons Page of the Mouse Properties Dialog Box

METHOD

To change the mouse double-click speed:

1. From the Start menu, choose Settings.
2. From the Settings submenu, choose Control Panel.
3. In the Control Panel window, double-click the Mouse icon.
4. In the Mouse Properties dialog box, on the Buttons page, in the Double-click speed area, drag the slider to the desired position.
5. Choose OK.

To change the mouse tracking speed:

1. In the Mouse Properties dialog box, select the Motion tab.
2. In the Pointer speed area, drag to change the pointer speed.
3. Choose OK.

EXERCISE

In the following exercise, you will change the mouse double-click speed.

- | | |
|--|---|
| 1. From the Start menu, choose Settings | <i>The Settings submenu appears.</i> |
| 2. From the Settings submenu, choose Control Panel | <i>The Control Panel window opens.</i> |
| 3. In the Control Panel window, double-click the mouse icon | <i>The Mouse Properties dialog box appears.</i> |
| 4. In the Double-click speed area, drag the slider closer to the Fast area | |
| 5. In the Test area, double-click the jack-in-the-box until Jack appears | |
| 6. In the Slider area, adjust the slider until you are comfortable with the double-click speed | |
| 7. Select the Motion tab | <i>The Motion page appears.</i> |

8. In the Pointer speed area, drag the slider toward the Fast area
9. Choose Apply *The pointer speed changes and the Mouse Properties dialog box stays open.*
10. Move the mouse *The mouse pointer moves more quickly.*
11. In the Mouse Properties dialog box, change the pointer speed to a speed with which you are more comfortable
12. Choose OK *The Mouse Properties dialog box closes.*
13. Move the mouse to check the new pointer speed, and then close the Control Panel window

END

Working with Shortcuts

In Windows NT, you can create and delete *shortcuts*—icons that allow you to directly open files, folders, or programs directly. The shortcut file acts as a pointer to a program. Shortcuts increase your efficiency because they eliminate having to search through menus to locate programs.

Creating Shortcuts

You can create a shortcut on the desktop for fast and easy access to any program, folder, or document. Shortcuts appear as icons with small arrows on their lower left corners. The type of icon used depends on the type of program, folder, or document the shortcut opens. You can create shortcuts using the desktop's shortcut menu or from Windows Explorer. When you create shortcuts using the desktop shortcut menu, you use the Create Shortcut Wizard, the initial screen of which is shown in Figure 5-5. A *wizard* is a series of dialog boxes that guide you through a complex process. The screens of the Create Shortcut Wizard make it easy for you to select the file you want to use for the shortcut and even rename the shortcut.

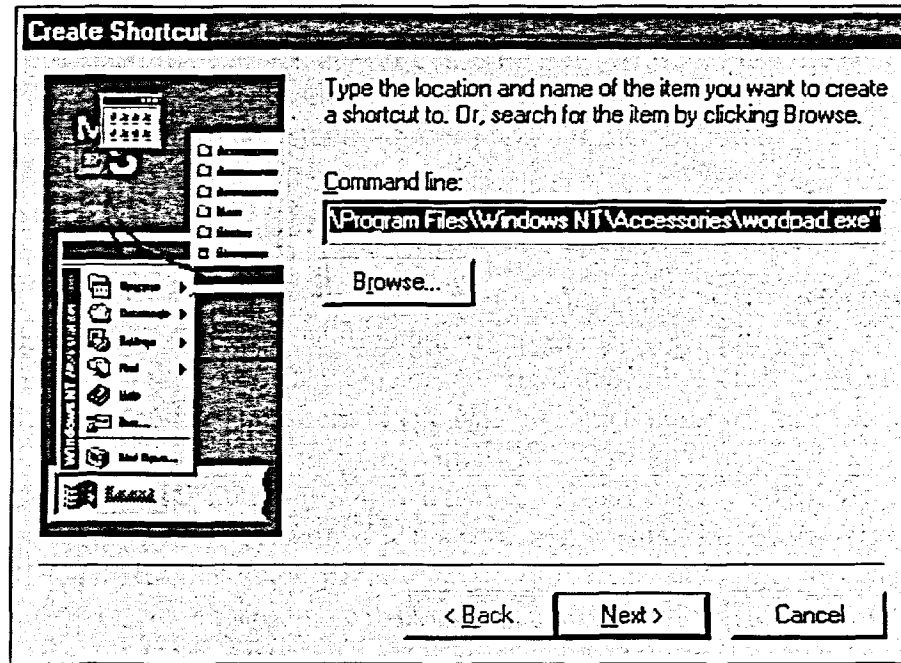


Figure 5-5: The Initial Screen of the Create Shortcut Wizard

METHOD

To create a shortcut to a program, file, or folder:

Windows NT Explorer method

1. In Windows NT Explorer, select the item for which you want to create a shortcut.
2. Use the right mouse button to drag the item onto the desktop.
3. From the shortcut menu, choose Create Shortcut(s) Here.

Create Shortcut Wizard method

1. From the desktop shortcut menu, choose New.
2. From the New submenu, choose Shortcut.
3. On the initial screen of the Create Shortcut Wizard, in the Command line text box, enter the path, and then choose Next>.
4. If desired, on the second screen of the wizard, enter a new name for the shortcut, and then choose Finish>.

EXERCISE

In the following exercise, you will create a shortcut to a program. Then, you will use a shortcut to start a program.

1. Start Windows NT Explorer
 2. If Explorer is maximized to fill the entire desktop, click the Restore button
 3. In the All Folders pane, select and expand the **Program Files** folder
 4. In the All Folders pane, select and expand the **Windows NT** folder, which is located below the **Program Files** folder
 5. In the All Folders pane, select and expand the **Accessories** folder, which is located below the **Windows NT** folder
- The Accessories folder contents are visible.*

- | | |
|--|---|
| 6. Select the WordPad program and use the right mouse button to drag it onto the desktop | <i>A shortcut menu appears.</i> |
| 7. Choose Create Shortcut(s) Here | <i>A new icon for Shortcut to WordPad is created and appears on the desktop.</i> |
| 8. Close the Explorer window | |
| 9. Double-click the WordPad shortcut icon. | <i>WordPad is launched.</i> |

END

Renaming and Deleting Shortcuts

Once you've created a shortcut, you'll probably want to give it a new name. You rename a shortcut the same way you rename a file. In addition, just as you delete a file, you can delete a shortcut. Although shortcuts take up little disk space, you might want to delete them to keep your desktop orderly.

METHOD

To rename shortcuts:

1. Select the desired shortcut icon.
2. Click the shortcut name.
4. Type the new shortcut name.
5. Press **ENTER**

To delete shortcuts:

1. Drag the shortcut icon into the Recycle Bin.
or
1. Select the shortcut icon and press **DELETE**
2. In the Confirm File Delete box, choose Yes.

EXERCISE

In the following exercise, you will rename and delete a shortcut.

1. Select the Shortcut to WordPad icon
2. Click the shortcut name *The shortcut name is selected.*
3. Type **My WordPad** and press **ENTER** *The shortcut is renamed.*
4. Select the **My WordPad** shortcut icon, and then press **DELETE** *The Confirm File Delete dialog box appears.*
5. Choose Yes *The shortcut is deleted.*

END

Customizing the Start Menu

The Start menu is used to quickly start programs in Windows NT. You can add your own frequently used programs to the top of the Start menu, or you can add programs to the Programs submenu.

Adding a Program to the Start Menu

You modify the Start menu contents by using the Start Menu Programs page of the Taskbar Properties dialog box, shown in Figure 5-6. Once you choose to add a program to the Start menu, the Create Shortcut Wizard guides you through the process. If you want a program to start automatically when you start Windows NT, you can add it to the Startup submenu of the Programs submenu. If you want to add a program directly to the top of the Start menu, you can drag the program icon or shortcut icon on top of the Start button.

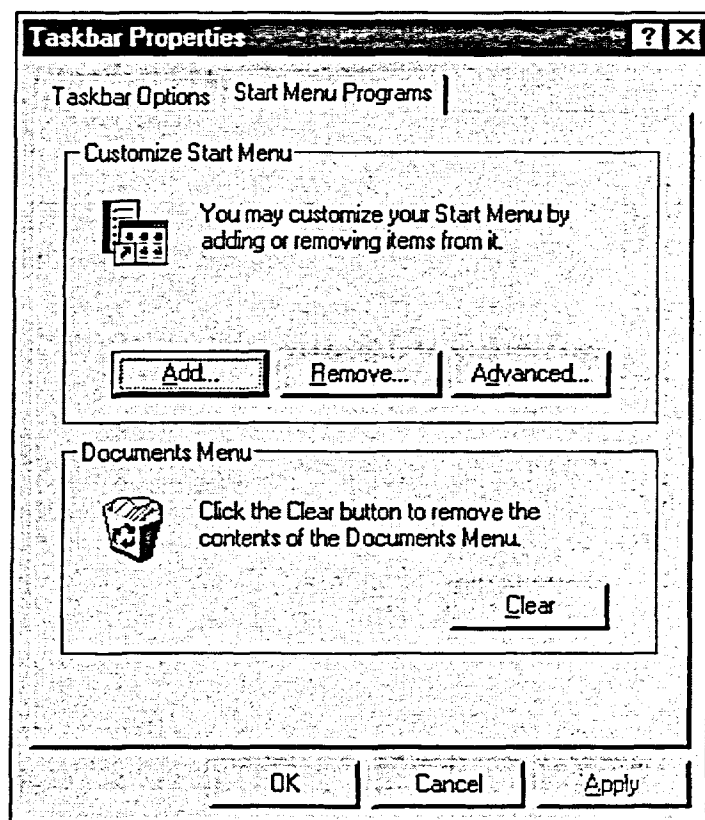


Figure 5-6: The Start Menu Programs Page of the Taskbar Properties Dialog Box

METHOD

To add a program to the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Add.
5. In the first screen of the Create Shortcut Wizard, choose Browse.
6. In the Browse dialog box, select the desired folder and program.
7. Choose Open.
8. Choose Next >.
9. In the Select Program Folder screen of the Create Shortcut wizard, select the Start Menu folder and choose Next.
10. In the Select a Title for the Program screen of the wizard, choose Finish.
11. In the Taskbar Properties dialog box, choose OK.

EXERCISE

In the following exercise, you will add programs to the Start menu.

- | | |
|---|--|
| 1. Right-click the taskbar | <i>A shortcut menu appears.</i> |
| 2. Choose Properties | <i>The Taskbar Properties dialog box appears.</i> |
| 3. Select the Start Menu Programs tab | <i>The Start Menu Programs page appears.</i> |
| 4. In the Customize Start Menu area, choose Add | <i>The initial screen of the Create Shortcut Wizard appears.</i> |
| 5. Choose Browse | <i>The Browse dialog box appears.</i> |
| 6. Double-click the Program Files folder | <i>The folder's contents appear.</i> |
| 7. Double-click the Windows NT folder | <i>The folder's contents appear.</i> |

- | | | |
|-----|--|---|
| 8. | Double-click the Accessories folder | <i>The folder's contents appear.</i> |
| 9. | Select wordpad | |
| 10. | Choose Open | <i>The wizard fills in the Command line text box with the path.</i> |
| 11. | Choose Next > | <i>The Select Program Folder screen of the wizard appears.</i> |
| 12. | In the Select folder to place shortcut in box , select the Start Menu folder | |
| 13. | Choose Next > | <i>The Select a Title for the Program screen of the wizard appears.</i> |
| 14. | Choose Finish | <i>The shortcut to WordPad is added to the Start menu. The Taskbar Properties dialog box appears.</i> |
| 15. | Choose OK | <i>The Taskbar Properties dialog box closes.</i> |
| 16. | Open the Start menu | <i>WordPad is the first item on the menu.</i> |
| 17. | Close the Start menu | |

END

Removing a Program from the Start Menu

After a while, you might find that you are using a new program instead of one you added to your Start menu. You can add and remove programs at any time. Removing a program from the Start menu is much simpler than adding a program. After accessing the Remove Shortcuts/Folders dialog box, shown in Figure 5-7, simply select the item you want to remove and choose Remove.

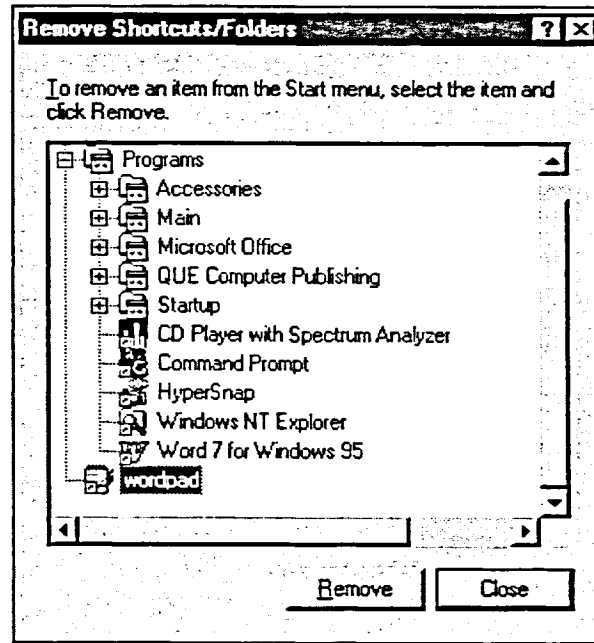


Figure 5-7: The Remove Shortcuts/Folders Dialog Box

METHOD

To remove a program from the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the item to remove.
6. Choose Remove.
7. In the Confirm File Delete dialog box, choose Yes.

8. In the Remove Shortcuts/Folders dialog box, choose Close.
9. In the Taskbar Properties dialog box, choose OK.

EXERCISE

In the following exercise, you will remove programs from the Start menu.

- | | |
|--|---|
| 1. Right-click the taskbar | <i>A shortcut menu appears.</i> |
| 2. Choose Properties | <i>The Taskbar Properties dialog box appears.</i> |
| 3. Select the Start Menu Programs tab | <i>The Start Menu Programs page appears.</i> |
| 4. In the Customize Start Menu area, choose Remove | <i>The Remove Shortcuts/Folders dialog box appears.</i> |
| 5. Select WordPad, scrolling down if necessary | |
| 6. Choose Remove | <i>The Confirm File Delete dialog box appears.</i> |
| 7. Choose Yes | <i>The item is removed from the Start menu.</i> |
| 8. Choose Close | <i>The Remove Shortcuts/Folder dialog box closes.</i> |
| 9. Choose OK | <i>The Taskbar Properties dialog box closes.</i> |
| 10. Open the Start menu | <i>WordPad has been removed from the Start menu.</i> |
| 11. Close the Start menu | |

END

Using Accessories

Windows NT comes loaded with several simple programs known as accessories that let you carry out such tasks as performing calculations and organizing information.

Using Calculator

Windows NT makes performing mathematical calculations extremely convenient by providing a program called Calculator. This program performs like a typical calculator. All you need to do is click the appropriate number or operator using the mouse

When you start Calculator for the first time, the standard calculator appears, as shown in Figure 5-8. The standard calculator resembles many portable calculators. If you prefer, you can easily change the display so that Calculator appears as a scientific calculator. Although both calculators work in the same way, the scientific calculator has a different appearance and can perform scientific, programming, and statistical calculations.

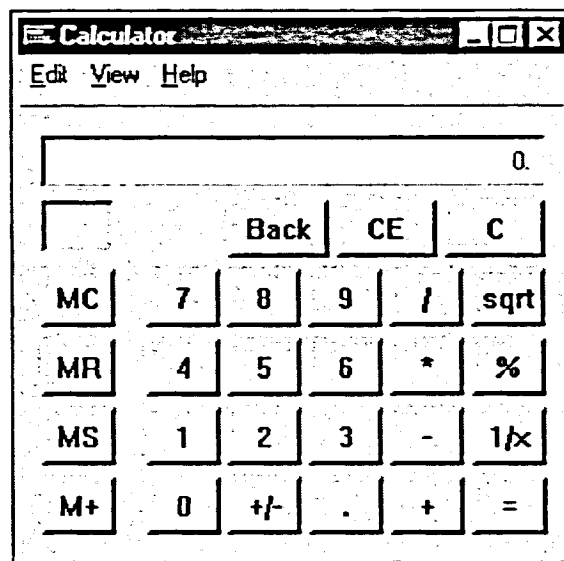


Figure 5-8: The Windows NT Standard Calculator

As shown in Figure 5-8, some of the operators on Calculator are different from those used on typical calculators. This enables you to access those operators from the keyboard. Table 5-1 describes the basic mathematical operators used with Calculator.

Operator	Function
/	Division
*	Multiplication
-	Subtraction
+	Addition
=	Total

Table 5-1: Operators Used with Calculator

METHOD

To perform simple calculations using Calculator:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Accessories.
3. From the Accessories submenu, choose Calculator.
4. Click the first number in the calculation.
5. Click the appropriate operator.
6. Click the next number in the calculation.
7. Repeat steps 2 and 3 for any remaining numbers.
8. Click =

To clear the entire calculation from the display window:

1. Click the C button.

To switch between the standard and scientific calculators:

1. Display the calculator.
2. From the View menu, choose Standard.
or
2. From the View menu, choose Scientific.

EXERCISE

In this exercise, you will use Calculator.

1. From the Start menu, choose Programs *The Programs submenu appears.*
2. From the Programs submenu, choose Accessories *The Accessories submenu appears.*
3. From the Accessories submenu, choose Calculator *The standard calculator appears.*
4. Click 2, and then click 9 *The number 29 is entered.*
5. Click +
6. Click 1, and then click 8 *The number 18 is entered.*
7. Click = *The sum of the two numbers appears in the display window.*
8. Click C *The display window clears.*
9. Click 6
10. Click *
11. Click 12
12. Click = *The result of the multiplication appears in the display window.*
13. Click C *The display window clears.*
14. From the View menu, choose Scientific *The Scientific calculator appears.*
15. From the View menu, choose Standard *The Standard calculator reappears.*
16. Close Calculator

END

Printing with Windows NT

Within My Computer, the *Printers folder* is where Windows NT stores your *printer driver* files. A printer driver is a program that your computer uses to communicate with your printer. The contents of the Printers folder are shown in Figure 5-9. The Printers folder allows you to add, set up, and manage your printers. This simplifies the task of printing your work, particularly if you have a variety of printers and/or printing devices available to you on a network. If you have a fax modem installed on your computer or network, you can even print directly to someone else's fax machine.

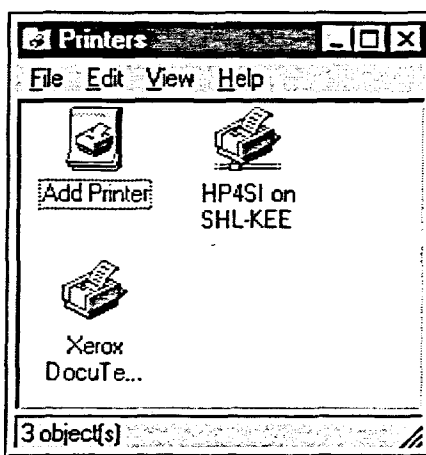


Figure 5-9: *The Printers Folder*

Identifying Printer Icons

You can share your *local printer* (a printer directly connected to a port on your computer) with others and connect to *network printers* that others share. For example, your workgroup might share printers. If someone is printing a long document on one printer, rather than waiting for his or her document to be completed, you might want to print on an idle printer. You might also have a variety of printers used for specific purposes. You might want to send your slide presentation to a color printer but your report to a standard laser printer.

You can print on any network printer to which you have access, provided you set up the printer driver on your computer for the printer to which you want to connect. Use the Printers icon in Control Panel to determine which printer drivers are already installed and to install additional drivers. In addition, you can give a password to a shared printer.

When you are connected to a network printer, more than one person uses that printer. This means that your documents, or *print jobs*, often line up in the

print queue, which lists your print jobs and others waiting to be printed. Your user name precedes print jobs you submitted on a network printer. To see the print queue, you double-click the icon for the desired printer.

The Printers folder shows you the status of printers you are sharing and of any other printer connected to your computer that you are not sharing. An icon represents each printer to which you are connected. Table 5-2 shows how to identify whether the printer is shared or a network printer.




Icon	Description
 Xerox DocuTe...	The hand below the printer icon identifies a shared local printer.
 HP4SI on SHL-KEE	The cable below the printer icon identifies a printer connected to the network.
 Xerox DocuTe...	No icon below the printer icon identifies an installed local printer that is not shared.

Table 5-2: Identifying the Printer Icons in the Printers Folder

Adding a Printer

When you open the Printers folder, one or more printers might already be installed from the Windows NT initial installation. Adding an additional printer is fast and easy using the Add Printer Wizard. Depending on the printer(s) you already have installed, you might need your original Windows NT disks or CD-ROM to install a new printer.

Warning: You can add a printer only if you have administrative privileges on the workstation, such as being a member of the Administrator group, or belonging to the Power Users group. Otherwise, you can only connect to an installed network printer.

METHOD

To add a printer:

1. Open the My Computer window.
2. Open the Printers folder.
3. Double-click the Add Printer icon.
4. In the first screen of the Add Printer Wizard, make sure the My Computer option button is selected, and then choose Next>.
5. Select a port, and then choose Next>.
6. In the Manufacturers list box, make the appropriate selection.
7. In the Printers list box, select the printer, and then choose Next>.
8. In the Printer name text box, type the printer name.
9. Select the Yes or the No option button to specify whether this printer will be the default printer, and then choose Next>.
10. Make sure the Not Shared option button is selected, and then choose Next>.
11. Select the Yes option button to print a test page or the No option button to skip this step, and then choose Finish.
12. If necessary, insert the Windows NT CD-ROM in your CD-ROM drive, and then choose OK.

Note: You can also open the Printers folder by choosing Settings in the Start menu, and then choosing Printers in the Settings submenu.

EXERCISE

In the following exercise, you will add a printer using the Add Printer Wizard.

1. Open the My Computer window
2. Open the Printers folder
3. Double-click the Add Printer icon
4. Make sure the My Computer option button is selected, and then choose Next>
5. Select a port, and then choose Next>
6. In the Manufacturers list box, select your printer's manufacturer
7. Select the appropriate printer driver in the list and choose Next>
8. If the Add Printer Wizard informs you that a driver is already installed, make sure the *Keep existing driver (recommended)* option button is selected, and then choose Next>
9. In the Printer name text box, type **New Printer**
10. Under the Printer name text box, make sure the No option button is selected, and then choose Next>
11. Make sure the Not Shared option button is selected, and then choose Next>

The first screen of the Add Printer Wizard appears.

The Wizard asks if you want to print a test page.

12. Select the No option button, and then choose Finish
13. If the Insert Disk dialog box appears, insert the Windows NT CD-ROM in your CD-ROM drive, and then choose OK

The necessary files are copied to your computer and the printer is installed. The New Printer icon appears in the Printers folder.

END

Deleting a Printer

As time goes by, you might want to replace your printer with a new one, or you might find that you have installed network printers that you never use. In Windows NT, deleting a printer is a simple process.

METHOD

To delete a printer:

1. In the Printers folder, select the icon for the printer to delete.
2. Press **DELETE**
or
2. From the File menu, choose Delete.
3. In the Printers dialog box, choose Yes to confirm the deletion.

EXERCISE

In the following exercise, you will delete a printer.

1. Select the icon for the new printer
2. Press **DELETE**
3. Choose Yes

The Printers dialog box asks for confirmation.

The printer is deleted from the Printers folder.

END

Managing Your Print Jobs

In the Printers folder, each printer has its own window where you can control its operation and view the printer jobs in the print queue. You open the *printer window* by double-clicking the desired printer. A typical printer window is illustrated in Figure 5-10.

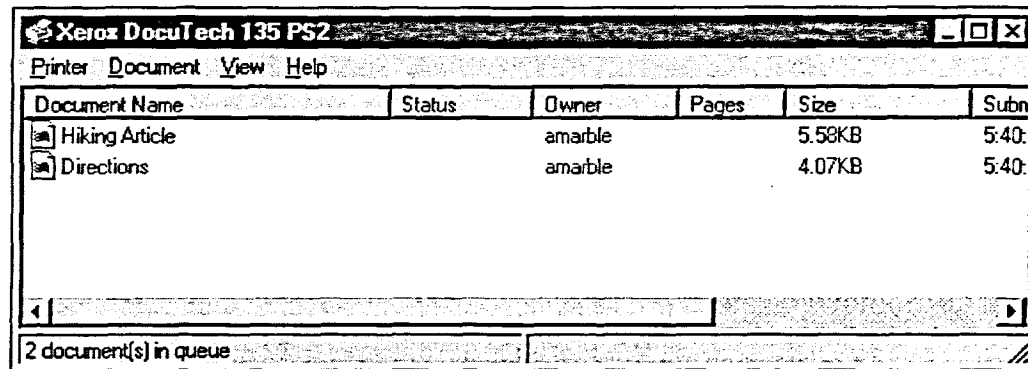


Figure 5-10: A Printer Window Showing a Printer Queue

Windows NT lets you pause, resume, cancel, and change the order of your print jobs in the printer window. These basic tasks of *print management*—that is, controlling your print jobs—become more complex when you use network printers. If you are connected to a network printer, you can only pause your document, not the documents that others are printing. You cannot pause the printer or anyone else's document. On a network printer, you can cancel your print job from a print queue only before printing starts. In contrast, on your local printer, you can cancel your print job at any time. You can, however, remove any print job from the print queue for a network printer you control from your computer. Table 5-3 describes the shortcut menu options you use to manage your print jobs.

Menu Option	Description
Pause	Temporarily suspends the print job.
Resume	Starts a print job again after it has been paused.
Restart	Starts a print job over from the beginning.
Cancel	Removes a print job from the print queue.

Table 5-3: Print Management Options

METHOD

To open a printer window:

1. Open the Printers folder.
2. Double-click the icon for the desired printer.

To manage your print jobs in the printer window:

1. Right-click the desired print job.
2. From the shortcut menu, choose the desired command.

EXERCISE

In the following exercise, you will send a print job to the printer. Then, you will manage your print job in the printer window.

1. Make sure the Printers folder is still open and then start WordPad
2. In WordPad, from the File menu, choose Open *The Open dialog box appears.*
3. From the A:\ drive, open the file **Hiking Article**
4. Display the WordPad and Printers windows side by side
5. In WordPad, select File and Print
6. Observe the documents listed in the Printers window
7. Right-click the document you sent to the printer *A shortcut menu appears.*
8. From the shortcut menu, choose Cancel *Your print job is canceled and removed from the print queue.*
9. Close the printer window
10. Close WordPad

END

Connecting to an Installed Network Printer

Sometimes, you need to use a network printer instead of a local printer. You connect to an installed network printer by using the Add Printer Wizard. You specify a network printer in the Connect to Printer dialog box, shown in Figure 5-11. Connecting to an installed network printer is different from adding a local printer. When you add a local printer, you manage the printer from your workstation. When you connect to an installed network printer, the printer is managed from another workstation, known as a *print server*.

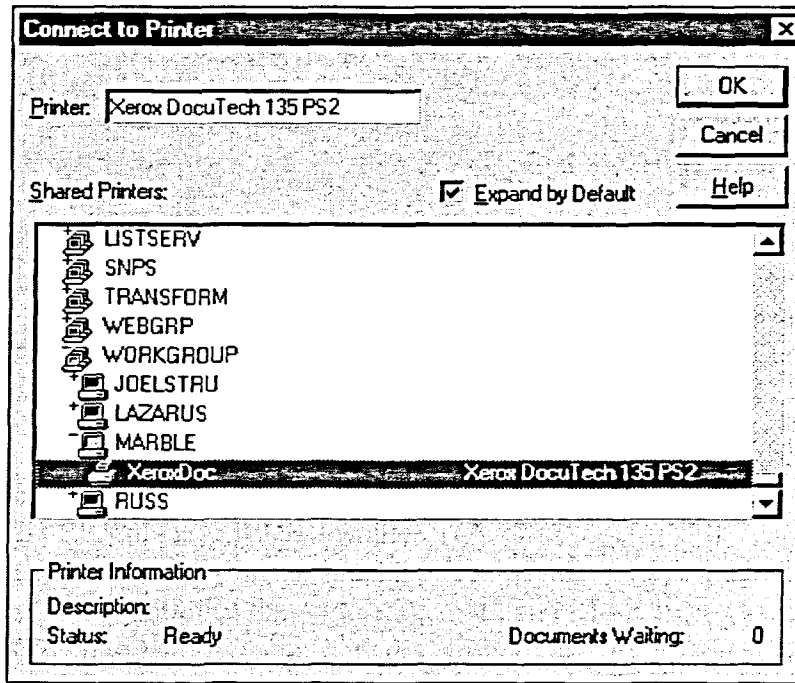


Figure 5-11: The Connect to Printer Dialog Box

METHOD

To connect to an installed network printer:

1. In the Printers folder, double-click the Add Printer icon.
2. In the first screen of the Add Printer Wizard, select the Network printer server option button, and then choose Next>.
3. In the Connect to Printer dialog box, in the Shared Printers list box, select a network printer, and then choose OK.
4. In the next wizard screen, select the Yes or the No option button to specify whether this printer will be the default printer.

5. Choose Next>.
6. In the last wizard screen, choose Finish.

Note: Windows NT might prompt you to install the drivers when you install a printer, so keep the Windows NT CD-ROM nearby.

EXERCISE

In the following exercise, you will connect to an installed network printer.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Make sure the Printers folder is open | |
| <ol style="list-style-type: none"> 2. Double-click the Add Printer icon | <p><i>The first screen of the Add Printer Wizard appears.</i></p> |
| <ol style="list-style-type: none"> 3. Select the Network printer server option button, and then choose Next> | <p><i>The Connect to Printer dialog box appears.</i></p> |
| <ol style="list-style-type: none"> 4. In the Shared Printers list box, select a network printer | |
| <ol style="list-style-type: none"> 5. Choose OK | <p><i>Windows NT asks if you want to use this printer as the default printer.</i></p> |
| <ol style="list-style-type: none"> 6. Make sure the No option button is selected, and then choose Next> | <p><i>Windows NT informs you that the printer has been successfully installed.</i></p> |
| <ol style="list-style-type: none"> 7. Choose Finish | <p><i>You are connected to the printer. A connected printer icon appears in the Printers folder.</i></p> |

END

Disconnecting from a Network Printer

If you no longer require access to a network printer, you can disconnect from it by removing its icon from the Printers folder. When you do so, you are not just deleting the icon, you are removing your connection to the printer.

METHOD

To disconnect from a network printer:

1. In the Printers folder, select the printer.
2. Press **DELETE**
3. In the confirmation message box, choose Yes.

Note: When you disconnect from a network printer, you are disconnecting from it permanently by removing the icon. If you want to send documents to that network printer again, you will have to connect to it again.

EXERCISE

In the following exercise, you will disconnect from a network printer.

1. Select the network printer icon
2. Press **DELETE**
3. Choose Yes
4. Observe the printer icons

A confirmation message box appears, asking if you're sure you want to remove your connection to the network printer.

The printer icon for the network printer disappears.

END

Sharing Your Local Printer

Windows NT enables you to share a local printer on the network. You do this by accessing the Sharing page of the Printer Properties dialog box, illustrated in Figure 5-12, and then selecting the Shared option button.

Warning: You can share a printer only if you have administrative privileges on the workstation, such as being a member of the Administrator group, or belonging to the Power Users group. If you do not have administrative privileges, you will be able to access the Sharing tab, but the Not Shared option button and the Shared option button will be grayed out.

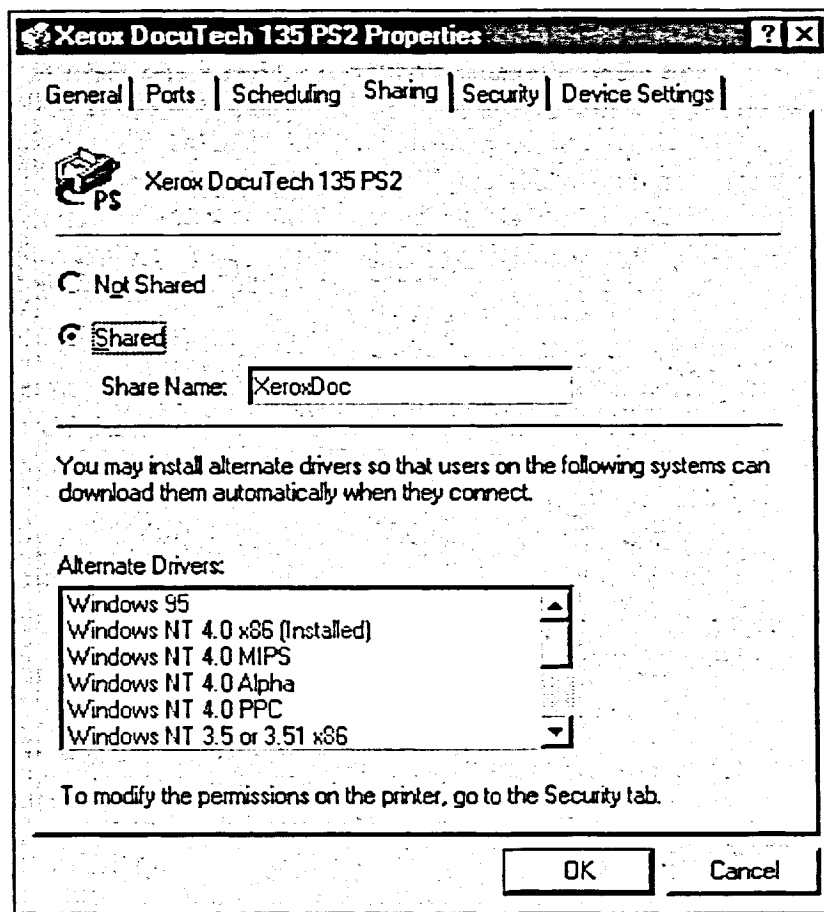


Figure 5-12: The Sharing Page of the Printer Properties Dialog Box

METHOD

To share your local printer:

1. In the Printers folder, select the printer to be shared.
2. From the File menu, choose Sharing.
3. On the Sharing page of the Printer Properties dialog box, select the Shared option button.
4. Accept the name provided in the Share Name text box.
or
4. Change the share name by clicking the Share Name text box, and then typing a new share name.
5. Choose OK.

Note: Although you can use long file names for the printer's share name, not all computers can recognize these names. It's best to use share names that are 31 characters or less without special characters. If you share printers with DOS-based computers, use share names that are 8 characters or less without special characters.

EXERCISE

In this exercise, you will share your local printer.

1. Select the local printer to be shared
2. From the File menu, choose Sharing *The Sharing page of the Printer Properties dialog box for the selected printer appears.*
3. Select the Shared option button *The default share name for that printer appears in the Share Name text box.*
4. Choose OK *The selected local printer is now shared. The printer icon has changed to a shared printer icon.*

END

Stopping Local Printer Sharing

You can stop sharing your local printer and choose to share it again later. If you are working on a project that requires intensive printing, you might not want to share your printer for a period of time. If you choose not to share your printer, you have to enable sharing manually when you choose to share the printer again.

METHOD

To stop sharing your local printer:

1. In the Printers folder, select the printer.
2. From the File menu, choose Sharing.
3. In the Printer Properties dialog box, on the Sharing page, select the Not Shared option button.
4. Choose OK.

EXERCISE

In the following exercise, you will stop sharing your local printer.

1. Make sure the local shared printer is selected
2. From the File menu, choose Sharing
The Sharing page of the Printer Properties dialog box appears.
3. Select the Not Shared option button
The Share Name and drivers information are grayed out.
4. Choose OK
The Printer Properties dialog box closes. The shared printer icon no longer appears next to the selected printer.
5. Close all open windows

END

Section **5** Summary

To select a background or wallpaper:

1. From the Start menu, choose Settings.
2. From the Settings submenu, choose Control Panel.
3. In the Control Panel window, double-click the Display icon.
4. In the Display Properties dialog box, on the Background page, from the Pattern list, select a pattern.
or
4. In the Wallpaper list, select a wallpaper.
5. If desired, select the Tile option button to tile the wallpaper.
6. Choose Apply to make your changes and leave the dialog box open.
or
6. Choose OK to make your changes and close the dialog box.

To change appearances:

1. Right-click an empty area of the desktop.
2. In the shortcut menu, choose Properties to open the Display Properties dialog box.
3. Select the Appearance tab.
4. In the Scheme drop-down list box, select the scheme you want to use.
5. Choose Apply to make your changes and leave the dialog box open.
or
5. Choose OK to make your changes and close the dialog box.

To change the mouse double-click speed:

1. From the Start menu, choose Settings.
2. From the Settings submenu, choose Control Panel.
3. In the Control Panel window, double-click the Mouse icon.
4. In the Mouse Properties dialog box, on the Buttons page, in the Double-click speed area, drag the slider to the desired position.
5. Choose OK.

To change the mouse tracking speed:

1. In the Mouse Properties dialog box, select the Motion tab.
2. In the Pointer speed area, drag to change the pointer speed.
3. Choose OK.

To create a shortcut to a program, file, or folder:

Windows NT Explorer method

1. In Windows NT Explorer, select the item for which you want to create a shortcut.
2. Use the right mouse button to drag the item onto the desktop.
3. From the shortcut menu, choose Create Shortcut(s) Here.

Create Shortcut Wizard method

1. From the desktop shortcut menu, choose New.
2. From the New submenu, choose Shortcut.
3. On the initial screen of the Create Shortcut Wizard, in the Command line text box, enter the path, and then choose Next>.
4. If desired, on the second screen of the wizard, enter a new name for the shortcut, and then choose Finish>.

To rename shortcuts:

1. Select the desired shortcut icon.
2. Click the shortcut name.
4. Type the new shortcut name.
5. Press ENTER

To delete shortcuts:

1. Drag the shortcut icon into the Recycle Bin.
or
1. Select the shortcut icon and press DELETE
2. In the Confirm File Delete box, choose Yes.

To add a program to the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Add.
5. In the first screen of the Create Shortcut Wizard, choose Browse.
6. In the Browse dialog box, select the desired folder and program.
7. Choose Open.
8. Choose Next >.
9. In the Select Program Folder screen of the Create Shortcut wizard, select the Start Menu folder and choose Next.
10. In the Select a Title for the Program screen of the wizard, choose Finish.
11. In the Taskbar Properties dialog box, choose OK.

To remove a program from the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.

3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the item to remove.
6. Choose Remove.
7. In the Confirm File Delete dialog box, choose Yes.
8. In the Remove Shortcuts/Folders dialog box, choose Close.
9. In the Taskbar Properties dialog box, choose OK.

To perform simple calculations using Calculator:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Accessories.
3. From the Accessories submenu, choose Calculator.
4. Click the first number in the calculation.
5. Click the appropriate operator.
6. Click the next number in the calculation.
7. Repeat steps 2 and 3 for any remaining numbers.
8. Click =.

To clear the entire calculation from the display window:

1. Click the C button.

To switch between the standard and scientific calculators:

1. Display the calculator.
2. From the View menu, choose Standard.
or
2. From the View menu, choose Scientific.

To add a printer:

1. Open the My Computer window.
2. Open the Printers folder.
3. Double-click the Add Printer icon.
4. In the first screen of the Add Printer Wizard, make sure the My Computer option button is selected, and then choose Next>.
5. Select a port, and then choose Next>.
6. In the Manufacturers list box, make the appropriate selection.
7. In the Printers list box, select the printer, and then choose Next>.
8. In the Printer name text box, type the printer name.
9. Select the Yes or the No option button to specify whether this printer will be the default printer, and then choose Next>.
10. Make sure the Not Shared option button is selected, and then choose Next>.
11. Select the Yes option button to print a test page or the No option button to skip this step, and then choose Finish.
12. If necessary, insert the Windows NT CD-ROM in your CD-ROM drive, and then choose OK.

To delete a printer:

1. In the Printers folder, select the icon for the printer to delete.
2. Press **DELETE**
or
2. From the File menu, choose Delete.
3. In the Printers dialog box, choose Yes to confirm the deletion.

To open a printer window:

1. Open the Printers folder.
2. Double-click the icon for the desired printer.

To manage your print jobs in the printer window:

1. Right-click the desired print job.
2. From the shortcut menu, choose the desired command.

To connect to an installed network printer:

1. In the Printers folder, double-click the Add Printer icon.
2. In the first screen of the Add Printer Wizard, select the Network printer server option button, and then choose Next>.
3. In the Connect to Printer dialog box, in the Shared Printers list box, select a network printer, and then choose OK.
4. In the next wizard screen, select the Yes or the No option button to specify whether this printer will be the default printer.
5. Choose Next>.
6. In the last wizard screen, choose Finish.

To disconnect from a network printer:

1. In the Printers folder, select the printer.
2. Press **DELETE**
3. In the confirmation message box, choose Yes.

To share your local printer:

1. In the Printers folder, select the printer to be shared.
2. From the File menu, choose Sharing.
3. On the Sharing page of the Printer Properties dialog box, select the Shared option button.
4. Accept the name provided in the Share Name text box.
or

4. Change the share name by clicking the Share Name text box, and then typing a new share name.
5. Choose OK.

To stop sharing your local printer:

1. In the Printers folder, select the printer.
2. From the File menu, choose Sharing.
3. In the Printer Properties dialog box, on the Sharing page, select the Not Shared option button.
4. Choose OK.

Self-Check Exercise

1. Open the Control Panel.
2. Open the Display Properties dialog box.
3. In the Display Properties Background page, change the wallpaper selection to None. Select the pattern of your choice and apply the pattern without closing the dialog box.
4. Select the wallpaper of your choice and apply it without closing the dialog box.
5. Use the Appearance page of the Display Properties dialog box to select the appearance of your choice and apply it without closing the dialog box.
6. Close the Display Properties dialog box.
7. Open the Mouse Properties dialog box.
8. Use the Buttons page of the Mouse Properties dialog box to change the double-click speed. Test the double-click speed in the Test area.
9. Close the Mouse Properties dialog box.
10. Use Explorer to create a shortcut on the desktop to the WordPad program.
11. Rename the shortcut as **My WordPad**.
12. Delete the My WordPad shortcut from the desktop.
13. In the Display Properties dialog box, change the Pattern and Wallpaper to None. Click the Appearance tab and make sure the Scheme is set to Windows Standard.
14. Add WordPad to the Start menu.

*Hint: In the Browse dialog box, access the **Program Files** folder, then access the **Windows NT** folder, then access the **Accessories** folder.*
15. Remove WordPad from the Start menu and close all open windows.
16. Use Calculator to add 122 to 478.
17. Clear the display window.

18. Display the Scientific Calculator, and then return to the Standard Calculator.
19. Close Calculator.
 - any shared printers to which you are connected
 - any local printer which is shared
 - any local printer which is not shared
20. In Print Manager, identify the following:
21. Disconnect from the installed network printer.
22. Stop sharing your local printer.
23. Close any open window.
24. Shut down Windows NT.

Section

6

Using Advanced Taskbar and Start Menu Features

- Customizing the Taskbar
- Customizing the Programs
Submenu
- Using Task Manager

Section Skills and Their Importance

In the following sections, you will learn to:

- **Customize the taskbar**

The taskbar is the key to staying organized while multitasking in Windows NT. Since the taskbar can get quite busy if you minimize several programs, you should adapt it to the format that is easiest for you to use. You can change the position of the taskbar, and you can even adjust it so that it remains hidden unless you point to it. You will learn to customize the look of your taskbar and set the date and time display.

- **Customize the Programs submenu**

Besides letting you add programs to the Start menu and the Programs submenu, Windows NT lets you add folders to the Programs submenu. You can add a submenu that only you can access when you log on to Windows NT.

- **Use Task Manager**

Multitasking is an important part of getting the best use out of Windows NT. By using Task Manager, you can fully exploit the multitasking features. Task Manager lets you switch to and end applications. In addition, you can use Task Manager to examine the performance of your system and to end processes that are running on your system.

Customizing the Taskbar

When you use the multitasking features of Windows NT, it's easy to lose track of the different applications you have open. Because your applications are minimized to buttons on the taskbar, the taskbar is the key to organizing your desktop. You should customize it to best suit your needs. You can reposition the taskbar and change its size. You can even hide the clock on the taskbar or reduce the size of the buttons on the taskbar. In addition, you can hide the taskbar, displaying it only when you point to it.

Repositioning and Resizing the Taskbar

When Windows NT is installed, the taskbar appears across the bottom of your screen. If you prefer, you can reposition the taskbar at the top or either side of your screen.

If you run many applications at the same time, you might notice that the application buttons on the taskbar become too small to read. You can make the taskbar wider (or taller) to allow more room for your application buttons.

METHOD

To reposition the taskbar:

1. Point to an empty area of the taskbar.
2. Drag the taskbar to the top, bottom, or either side of the screen.

To resize the taskbar:

1. Position the mouse at the edge of the taskbar until the pointer becomes a two-headed arrow.
2. Drag until the taskbar is the desired size.

EXERCISE

In the following exercise, you will reposition and resize the taskbar.

1. Start the computer and log on to Windows NT
2. Point to an empty area of the taskbar

3. Drag the taskbar to the right side of the screen *The taskbar is repositioned at the right side of the screen.*
4. Drag the taskbar back to the bottom of the screen
5. Move the taskbar to the top of the screen *The taskbar momentarily appears at the side of the screen before moving to the top.*
6. Return the taskbar to its original position
7. Position the pointer at the top edge of the taskbar *The pointer becomes a two-headed arrow.*
8. Drag up until the width of the taskbar doubles
9. Return the taskbar to its original size

END

Hiding the Taskbar

If you do not want the taskbar taking up room on your desktop when you do not need it, you can use the Auto hide option of Windows NT. This feature will hide the taskbar until you move the pointer to the edge of the screen where your taskbar would normally be located. You can access the Auto hide feature through the Taskbar Options page of the Taskbar Properties dialog box, shown in Figure 6-1.

Table 6-1 describes the taskbar options available through Windows NT. If you select the Always on top and the Auto hide check boxes, the taskbar stays out of sight unless you point to its area on the screen. When you display it, the taskbar appears over any other application. These are the options selected in Figure 6-1.

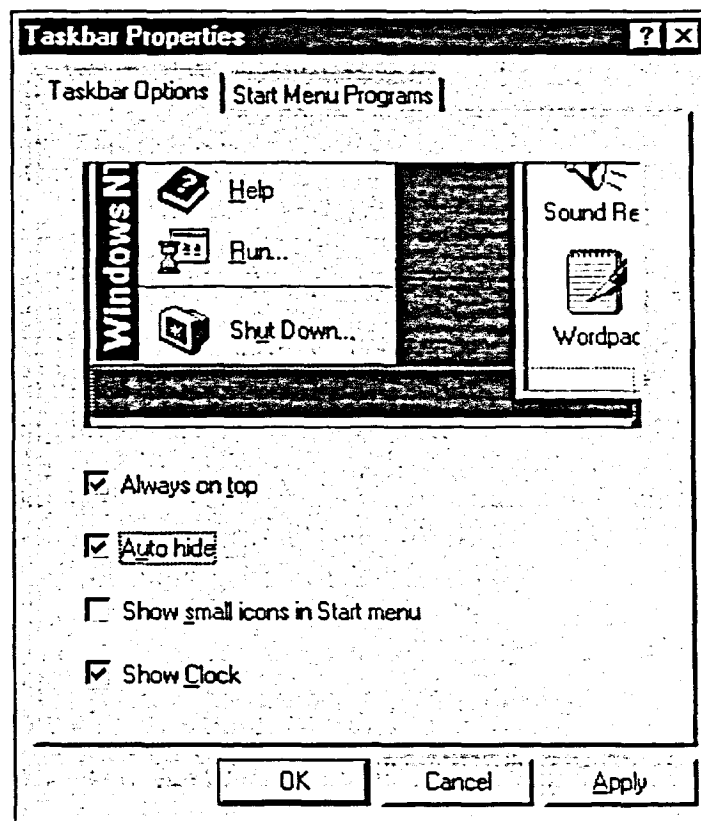


Figure 6-1: The Taskbar Options Page of the Taskbar Properties Dialog Box

Option	Description
Always on top	Ensures that when the taskbar is not hidden, it appears even when your current application is maximized.
Auto hide	Reduces the taskbar to a line at the bottom of the screen. Point to this line to redisplay the taskbar.
Show small icons in Start menu	Decreases the size of the Start menu.
Show Clock	Ensures that the time displays on the taskbar. Deselect the option if you find that you need more room for buttons on the taskbar.

Table 6-1: Taskbar Options

METHOD

To hide the taskbar:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. Select the Auto hide check box.
5. Choose OK.

To reset a hidden taskbar:

1. Place the pointer at the edge of the desktop where the taskbar was previously located.
2. On the taskbar that appears, right-click an empty area.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. On the Taskbar Options page, deselect the Auto hide check box.
5. Choose OK.

Note: Sometimes you have to access the Start menu or open a window for the changes to take effect.

EXERCISE

In the following exercise, you will hide and then reset the taskbar.

1. On your taskbar, right-click an empty area *A shortcut menu appears.*
2. Choose Properties *The Taskbar Properties dialog box appears.*
3. Make sure the Taskbar Options page is selected
4. Select the Auto hide check box *The taskbar disappears on the preview area above the check boxes.*
5. Choose OK *The taskbar disappears from the desktop.*
6. Place the pointer at the edge of the desktop where the taskbar was previously located *The taskbar reappears.*
7. On the taskbar, right-click an empty area *A shortcut menu appears.*
8. Choose Properties *The Taskbar Properties dialog box appears.*
9. Point to the Taskbar Properties dialog box *The taskbar disappears from the desktop.*
10. On the Taskbar Options page, deselect the Auto hide check box *The taskbar reappears on the preview area above the check boxes.*
11. Choose OK *The taskbar appears on the desktop.*

END

Setting the Date and Time

The current time appears at the bottom right of your taskbar. Placing the pointer over the time displays the current date. In addition, double-clicking the time on the taskbar displays the Date & Time page of the Date/Time Properties dialog box, shown in Figure 6-2. On the Date & Time page, you can change the year, month, date, and time.

Note: You can change the date and time only if you have administrative privileges, such as a member of the Administrators group or a member of the Power Users group. If you double-click the time on the taskbar when logged in without the proper privileges, you will see a dialog box with the message *You do not have the proper privilege level to change the system time.*

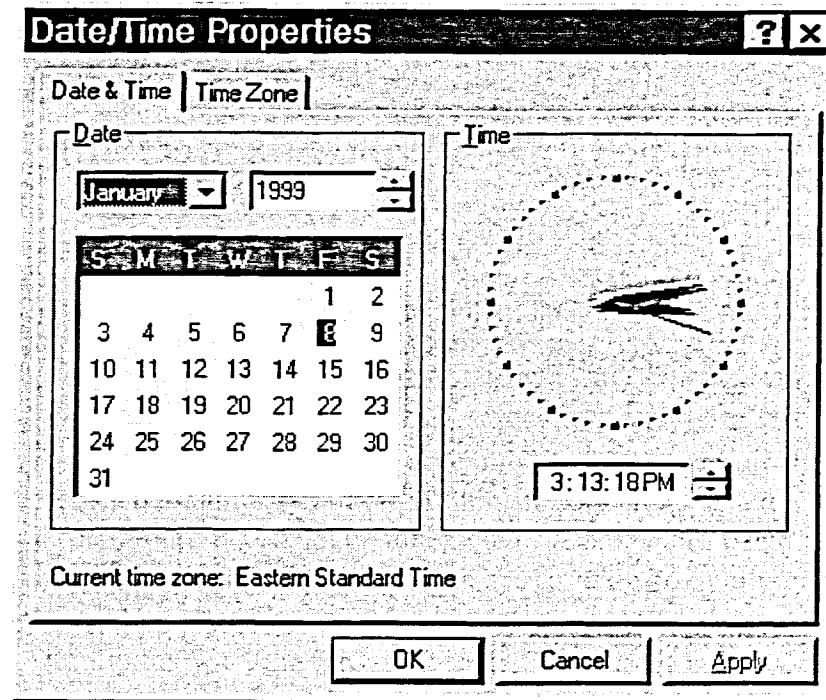


Figure 6-2: The Date & Time Page of the Date/Time Properties Dialog Box

METHOD

To set the date and time:

1. On the taskbar, double-click the time display.
2. In the Date/Time Properties dialog box, make sure the Date & Time page is selected.
3. From the month drop-down list, select the desired month.
4. In the year spin box, click the arrows or type in the desired year.
5. On the calendar, select the desired day.
6. In the time spin box, double-click the desired element you want to change (hour, minute, AM, or PM), and then click the arrows or type the new time.
7. Choose OK.

EXERCISE

In the following exercise, you will set the date and time.

- | | |
|--|--|
| 1. On the taskbar, double-click the time display | <i>The Date/Time Properties dialog box appears with the Date & Time page selected.</i> |
| 2. Use the month drop-down list, the year spin box, and the calendar to set the date to your birthday in the year 1993 | |
| 3. In the time spin box, double-click the hour | <i>The hour is selected.</i> |
| 4. Change the hour to one hour later from now | <i>The clock reflects the change.</i> |
| 5. In the time spin box, double-click the minutes | <i>The minutes are selected.</i> |
| 6. Change the minutes to 10 minutes later from now | <i>The clock reflects the change.</i> |
| 7. Choose OK | <i>The new time now appears on the taskbar.</i> |

8. On the taskbar, place the pointer over the time display
9. Change the date and time back to the current date and time

The new date appears.

END

Setting the Time Zone

The second page of the Date/Time Properties dialog box is the Time Zone page, shown in Figure 6-3. This page is useful if you are traveling with your portable computer through different time zones or if you just want to determine the time in different parts of the world. You can also use this page to automatically adjust your system clock for daylight saving changes.

Note: As with the date and time, you can change the time zone only if you have administrative privileges, such as a member of the Administrators group or a member of the Power Users group.

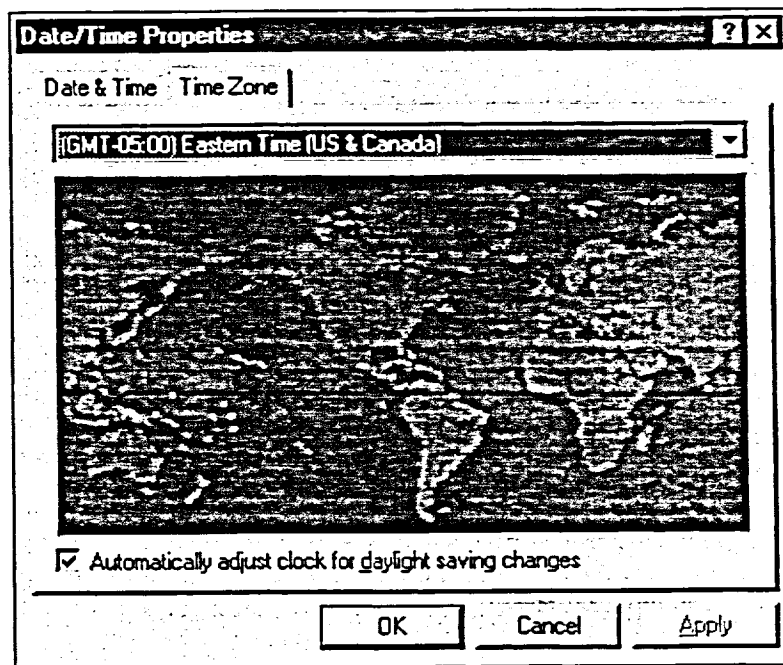


Figure 6-3: The Time Zone Page of the Date/Time Properties Dialog Box

METHOD

To set the time zone:

1. On the taskbar, double-click the time display.
2. In the Date/Time Properties dialog box, select the Time Zone tab.
3. On the Time Zone page, from the drop-down list at the top of the map, select a location.
4. Choose OK.

EXERCISE

In the following exercise, you will set the time zone.

1. On the taskbar, double-click the time display *The Date/Time Properties dialog box appears.*
2. Select the Time Zone tab *The Time Zone page appears. The difference between Greenwich mean time (GMT) and the current time zone appears in the drop-down list.*
3. From the drop-down list above the map, select Alaska, scrolling up if necessary *The map slides to the left so that the Alaska time zone is in the middle of the box. The difference between Greenwich mean time (GMT) and Alaska time appears in the drop-down list.*
4. From the drop-down list, select Darwin, scrolling down if necessary *The map slides to the left so that the Darwin (central Australia) time zone is in the middle of the box. The difference between GMT and central Australian time appears in the list box.*
5. Choose OK *The time zone has changed, and the Date/Time Properties dialog box closes.*
6. Change the time zone back to the original time zone

END

Customizing the Programs Submenu

Though Windows NT provides a number of submenus on the Programs submenu, you are not limited to these choices. Besides adding programs to the Start menu and to the Programs submenu, you can also add additional submenus. In Windows NT, these submenus are actually folders, just as the contents of the Start menu and the Programs submenu themselves are contained within folders.

There are two types of folders on the Programs submenu, identified by their icons. The folder types are described in Table 6-2.



Sample Icon	Name	Description
	Personal Program Folder	This folder can be accessed only by the person who created it.
	Common Program Folder	This folder can be accessed by anyone who can log on to the workstation.

Table 6-2: Program Folder Icons

The personal program folder icon shows which submenus let you access your *personal groups*, and the common program folder icon shows which submenus let you access your *common groups*. The personal group is a submenu that only you can access. It is the equivalent of a *personal program group* in earlier versions of Windows NT. The common group is a submenu that all people using the workstation can access. It is the equivalent of a *common program group* in earlier versions of Windows NT.

Figure 6-4 shows the programs submenu. The folder icons representing the personal groups appear at the top, while the folder icons representing the common groups appear at the bottom, below the separator.

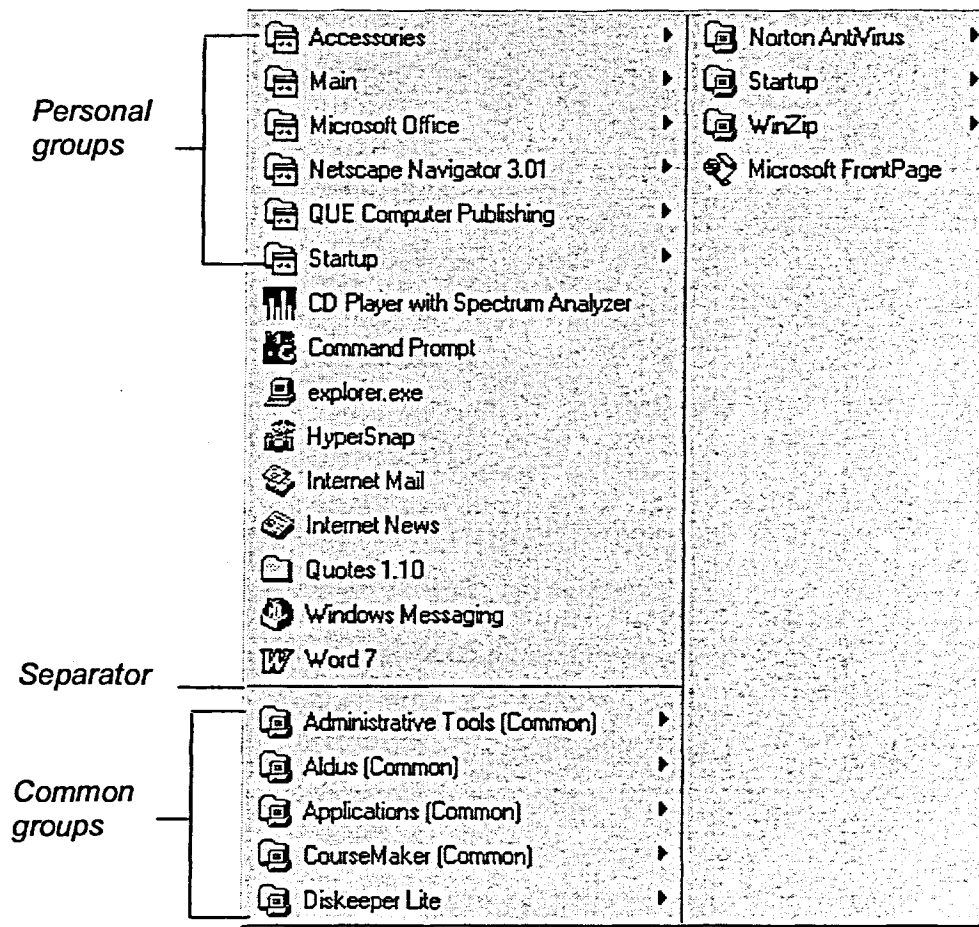


Figure 6-4: The Programs Submenu with Personal and Common Groups

Adding a Personal Group

You can add a personal group to the Programs submenu. Only you can access the items contained in a personal group. When someone else logs on to Windows NT, they cannot see your personal groups on the Programs submenu.

The personal groups are stored as a part of your user profile. The information for those groups is stored in the Start Menu folder for your user profile. Each user has his or her own Start Menu folder on the workstation. In addition, there is a default Start Menu folder for all users that contains information about common groups.

METHOD

To add a personal group:

1. Right-click the Start button.
2. From the shortcut menu, choose Open.
3. In the Start Menu folder window, double-click the Programs folder icon.
4. In the Programs folder window, from the File menu, choose New.
5. From the New submenu, choose Folder.
6. Type the name of the new submenu, and then press ENTER
7. Double-click the newly created folder icon.
8. In the folder window for the new folder, from the File menu, choose New.
9. From the New submenu, choose Shortcut.
10. Use the Create Shortcut Wizard to add the desired items to the new personal group, closing the folder window when finished.

EXERCISE

In the following exercise, you will add a personal group.

- | | |
|--|--|
| 1. Right-click the Start button | <i>A shortcut menu appears.</i> |
| 2. Choose Open | <i>The Start Menu window appears.</i> |
| 3. Double-click the Programs folder icon | <i>The Programs folder window appears.</i> |
| 4. From the File menu, choose New | <i>The New submenu appears.</i> |
| 5. Choose Folder | <i>A folder named New Folder appears. The insertion point appears at the end of the selected title.</i> |
| 6. Type My Video Files and press ENTER | <i>The folder is renamed.</i> |
| 7. Double-click the My Video Files folder icon | <i>The folder window for the new folder appears.</i> |

- | | |
|--|--|
| 8. From the File menu, choose New | <i>The New submenu appears.</i> |
| 9. Choose Shortcut | <i>The first screen of the Create Shortcut Wizard appears.</i> |
| 10. In the Command line text box, type A:\Seattle.avi | |
| 11. Choose Next | <i>The next screen of the Wizard appears.</i> |
| 12. In the <i>Select a name for the shortcut</i> text box, place the insertion point at the end of the existing text and type Count | <i>The shortcut is now named Count.</i> |
| 13. Choose Finish | <i>The folder window for the My Video Files folder appears with the newly created shortcut.</i> |
| 14. From the Start menu, choose Programs | <i>The Programs submenu appears. The My Video Clips submenu has been added to the Programs submenu.</i> |
| 15. Open the My Video Clips submenu to confirm that the shortcuts for the video clips have been added | |
| 16. Choose Count | <i>A window appears, and the video clip runs. The window closes when the video clip is finished.</i> |

END

Removing Personal Groups

Once you are finished using a personal group, you can remove it. This prevents the Programs submenu from becoming too cluttered with unneeded groups. You remove a personal group in much the same way you remove programs and shortcuts from the Programs submenu.

METHOD

To remove a personal group:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. On the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the desired personal group, and then choose Remove.
6. In the Confirm Folder Delete dialog box, choose Yes.
7. Choose Close.
8. Close the Taskbar Properties dialog box.

EXERCISE

In this exercise, you will remove a personal group.

- | | |
|--|---|
| 1. On the taskbar, right-click an empty area | <i>A shortcut menu appears.</i> |
| 2. Choose Properties | <i>The Taskbar Properties dialog box appears.</i> |
| 3. Select the Start Menu Programs tab | <i>The Start Menu Programs page appears.</i> |
| 4. In the Customize Start Menu area, choose Remove | <i>The Remove Shortcuts/Folders dialog box appears.</i> |
| 5. Select My Video Files, and then choose Remove | <i>The Confirm Folder Delete dialog box appears.</i> |
| 6. Choose Yes | <i>The folder and its contents are removed.</i> |

7. Choose Close
8. Close the Taskbar Properties dialog box
9. Close all open windows
10. Open the Start menu to confirm that the submenu has been removed

END

Using Task Manager

Multitasking is one of the most important and powerful features of Windows NT. Multitasking lets you run more than one program at a time. You already know how to switch between programs by using the taskbar. This version of Windows NT provides more powerful multitasking capabilities than were previously available. To fully exploit multitasking, you should know better ways to work with multiple applications than simply using the taskbar. For this reason, Windows NT provides a feature that helps you get the best use out of multitasking. This feature is known as *Task Manager*.

Task Manager provides many functions. It lets you switch between applications and close applications. Sometimes, running more than one program at a time can slow down your system. Task Manager lets you examine the performance of your system so you can make sure your system's resources are handling their tasks efficiently. Finally, Task Manager lets you end *processes*. A process can be an application such as WordPad, but it can also be a component of an application or a system process. Sometimes, shutting down processes is important because a process hangs or slows down the system.

Using Task Manager to Switch to and Shut Down Applications

Figure 6-5 shows the Applications page of the Windows NT Task Manager window, which lets you switch between applications and shut down running applications. You can also use the New Task button to start a new application. To start a new application, however, you need to know the exact name and location of the program you want to start.

As you can see in this illustration, the Task Manager window also includes a status bar, which tells you how your system is running at that time. It is a good idea to monitor this information, especially if you are experiencing trouble with your system. This information is particularly important to keep track of if you are running a number of *CPU-intensive applications*. A CPU-intensive application is one that uses a lot of processor resources.

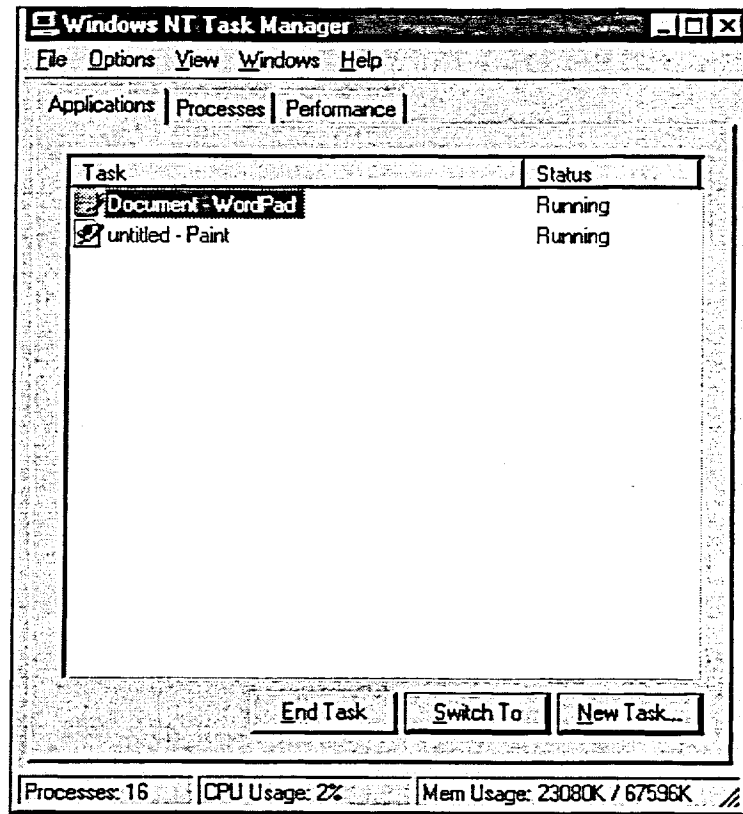


Figure 6-5: *The Applications Page of the Windows NT Task Manager Window*

Sometimes, Task Manager will be unable to close down an application. When this occurs, a message box appears, as shown in Figure 6-6. If you choose End Task, the application will close, but it will not save any changes you have made within that application since last saving.

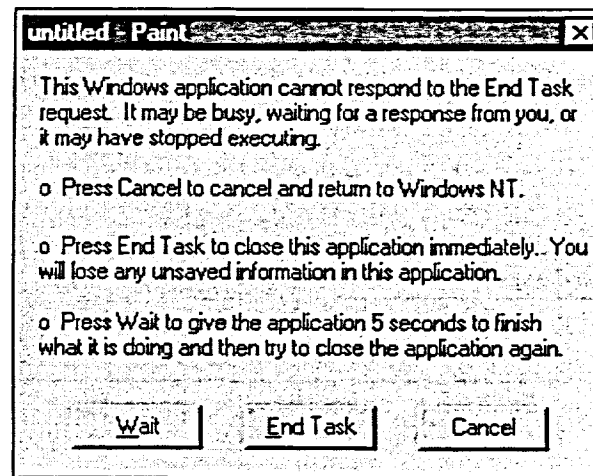


Figure 6-6: *The Message Box*

METHOD

To start Task Manager:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Task Manager.

To use Task Manager to switch to an application:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Applications tab.
3. On the Applications page, select the desired application.
4. Choose Switch To.

To use Task Manager to shut down an application:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Applications tab.
3. On the Applications page, select the desired application.
4. Choose End Task.
5. Respond to any additional messages that might appear.

EXERCISE

In the following exercise, you will use Task Manager.

1. Start WordPad and Paint
2. On the taskbar, right-click an empty area *A shortcut menu appears.*
3. Choose Task Manager *The Windows NT Task Manager window appears. A small square with a green pattern appears on the taskbar near the time. The bright green color in the square changes to indicate CPU usage.*
4. If necessary, select the Applications tab *The Applications page appears.*

5. Make sure untitled - Paint is selected
6. Choose Switch To *The Paint window becomes active.*
7. On the taskbar, click the Windows NT Task Manager button *The Task Manager window appears again.*
8. On the Applications page, select untitled - Paint
9. Choose End Task
10. If a message box appears, informing you that the application cannot respond, choose End Task *The Paint application closes.*
11. Use Task Manager to close WordPad

END

Using Task Manager to Examine System Performance

Sometimes, you will want to know how well your system is performing. For example, how well does your CPU operate and how efficiently does your workstation use its memory? By using the Performance page of Task Manager, shown in Figure 6-7, you can find out this information.

The CPU Usage area tells you what percentage of your CPU is in use. The MEM Usage area tells you how much of your memory is being used to perform tasks. In addition, the graphs to the right of these areas help you to determine how efficiently those resources are used by your system.

Even if Task Manager is minimized, you can still find out what percentage of your CPU is in use on your computer. On the taskbar, examine the Task Manager indicator, the small green square to the left of the time display. The bright green color in the square acts as a simple graph of the CPU usage. In addition, you can point to the Task Manager indicator to read the current percentage of CPU usage.

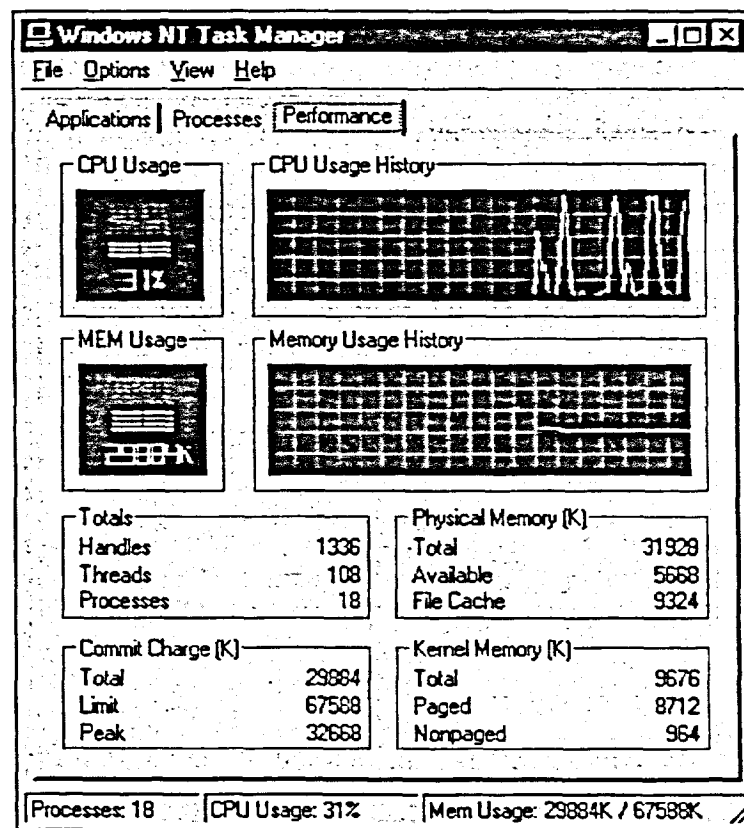


Figure 6-7: The Performance Page of Task Manager

METHOD

To use Task Manager to examine your system's performance:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Performance tab.
3. On the Performance page, examine the information provided.

To use the Task Manager indicator on the taskbar to examine your system performance:

1. On the taskbar, point to the Task Manager indicator until the percentage of CPU usage appears.

EXERCISE

In the following exercise, you will use Task Manager to examine system performance.

- | | |
|--|--|
| 1. In the Windows NT Task Manager window, select the Performance tab | <i>The Performance page of Task Manager appears.</i> |
| 2. Examine the items on the Performance page | |
| 3. Start WordPad and note the changes on the Performance page | <i>The CPU Usage increases. Some of the numbers in the areas under the graphs also increase.</i> |
| 4. On the Taskbar, point to the CPU indicator (the small green square) | <i>The current percentage of CPU usage appears.</i> |
| 5. In Task Manager, click the Close button | <i>Task Manager closes and the indicator of CPU usage disappears from the taskbar.</i> |

END

Using the Processes Page of Task Manager

The Processes page of Task Manager, shown in Figure 6-8, lets you examine the processes currently running on your system. These processes range from the programs you start to the processes Windows NT uses to keep running efficiently. The processes that are running on your workstation will depend both on the programs you are using and the setup of your system.

You can use the Processes page to shut down, or *end*, any processes currently running on the system. Even if you don't use the Processes page to end processes, you can still use it to examine what processes are running on your system. If your system is running slowly, you can examine the contents of the Processes page to find out what processes are running. By clicking the buttons at the top of the listing, you can sort the processes by name, memory usage, and so forth.

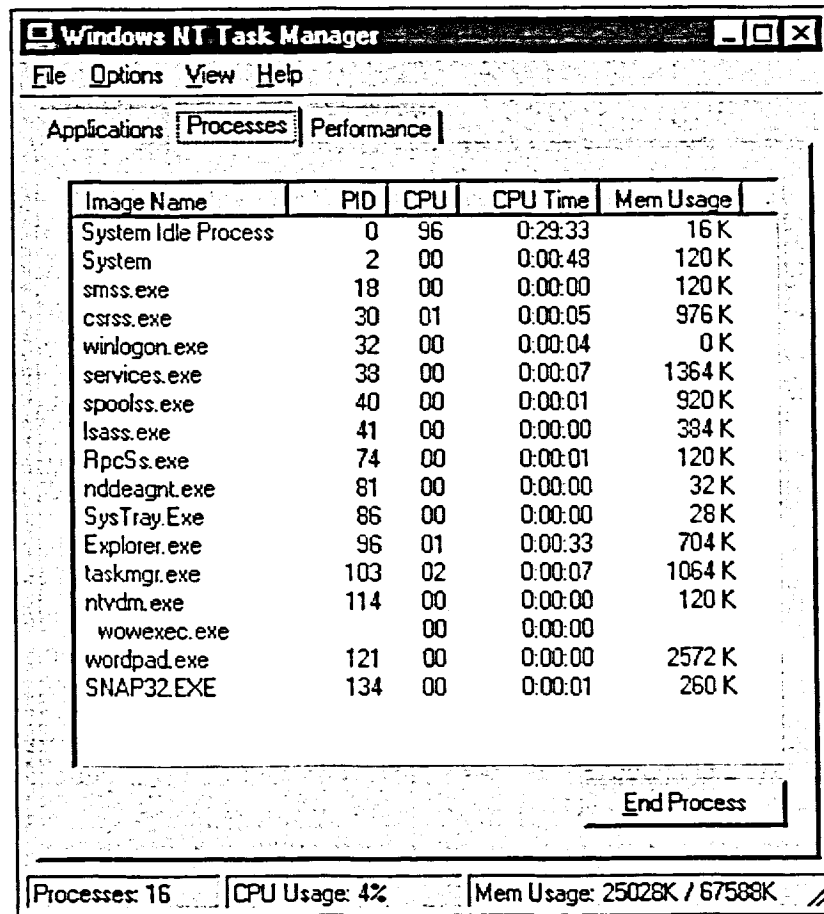


Figure 6-8: The Processes Page of Task Manager

When you use Task Manager to shut down a process, the Task Manager Warning dialog box appears, as shown in Figure 6-9. This dialog box reminds

you that ending a process can have unwanted results. For example, you can lose the data stored by that process, and you can even affect the system itself.

Do not end processes unless you are an experienced computer user. Windows NT is dependent on many programs that run in the background. Ending them prematurely could adversely affect your computer. You could lose data, cause a program to *crash* (end prematurely), or even cause Windows NT itself to crash. Remember that if you use the Processes page of Task Manager to stop a program in which you have been working on a document, your most recent changes to that document will not be saved.

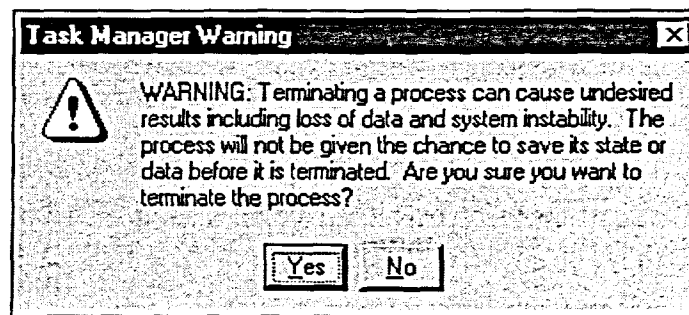


Figure 6-9: The Task Manager Warning Dialog Box

METHOD

To use Task Manager to examine processes:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Processes tab.
3. On the Processes page, examine the processes listed.

To sort processes in Task Manager in descending or ascending order:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, on the Processes page, at the top of the list of processes, click the button referring to the way in which you want to sort the processes in descending order.
or
2. Click the button again to sort the processes in ascending order.

To use Task Manager to end processes:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Processes tab.
3. On the Processes page, in the list of processes, select the process you want to end.
4. Choose End Process.
5. In the Task Manager Warning dialog box, choose Yes.

EXERCISE

In the following exercise, you will use the Processes page of Task Manager to examine, sort, and end processes.

1. Open Task Manager
2. In the Windows NT Task Manager window, select the Processes tab
The Processes page appears, displaying the processes currently running on your system.
3. Examine the processes
4. At the top of the list of processes, click the Mem Usage button
The processes are sorted in descending order according to how much memory they use.
5. Click the Mem Usage button again
The processes are sorted in ascending order according to how much memory they use.
6. Click the CPU Time button
The processes are sorted in descending order according to how much CPU time they use.
7. Click the Image Name button
The processes are sorted in descending order by name.
8. Minimize Task Manager and open WordPad
9. In WordPad, type **The quick fox jumped over the lazy brown dogs.**
10. Make Task Manager active

11. Examine the list of processes to find WordPad, scrolling if necessary
12. In the list of processes, select WordPad
13. Choose End Process *The Task Manager Warning dialog box appears.*
14. Choose Yes *WordPad closes without saving your text.*
15. In the Task Manager window, click the Close button *Task Manager closes.*

END

6 Summary

To reposition the taskbar:

1. Point to an empty area of the taskbar.
2. Drag the taskbar to the top, bottom, or either side of the screen.

To resize the taskbar:

1. Position the mouse at the edge of the taskbar until the pointer becomes a two-headed arrow.
2. Drag until the taskbar is the desired size.

To hide the taskbar:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. On the Taskbar Options page, select the Auto hide check box.
5. Choose OK.

To reset a hidden taskbar:

1. Place the pointer at the edge of the desktop where the taskbar was previously located.
2. On the taskbar that appears, right-click an empty area.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. On the Taskbar Options page, deselect the Auto hide check box.
5. Choose OK.

To set the date and time:

1. On the taskbar, double-click the time display.
2. In the Date/Time Properties dialog box, make sure the Date & Time page is selected.

3. From the month drop-down list, select the desired month.
4. In the year spin box, click the arrows or type in the desired year.
5. On the calendar, select the desired day.
6. In the time spin box, double-click the desired element you want to change (hour, minute, AM, or PM), and then click the arrows or type the new time.
7. Choose OK.

To set the time zone:

1. On the taskbar, double-click the time display.
2. In the Date/Time Properties dialog box, select the Time Zone tab.
3. On the Time Zone page, from the drop-down list at the top of the map, select a location.
4. Choose OK.

To add a personal group:

1. Right-click the Start button.
2. From the shortcut menu, choose Open.
3. In the Start Menu folder window, double-click the Programs folder icon.
4. In the Programs folder window, from the File menu, choose New.
5. From the New submenu, choose Folder.
6. Type the name of the new submenu, and then press ENTER.
7. Double-click the newly created folder icon.
8. In the folder window for the new folder, from the File menu, choose New.

9. From the New submenu, choose Shortcut.
10. Use the Create Shortcut Wizard to add the desired items to the new personal group, closing the folder window when finished.

To remove a personal group:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. On the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the desired personal group, and then choose Remove.
6. In the Confirm Folder Delete dialog box, choose Yes.
7. Choose Close.
8. Close the Taskbar Properties dialog box.

To start Task Manager:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Task Manager.

To use Task Manager to switch to an application:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Applications tab.
3. On the Applications page, select the desired application.
4. Choose Switch To.

To use Task Manager to shut down an application:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Applications tab.
3. On the Applications page, select the desired application.
4. Choose End Task.
5. Respond to any additional messages that might appear.

To use Task Manager to examine your system's performance:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Performance tab.
3. On the Performance page, examine the information provided.

To use the Task Manager indicator on the taskbar to examine your system performance:

1. On the taskbar, point to the Task Manager indicator until the percentage of CPU usage appears.

To use Task Manager to examine processes:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Processes tab.
3. On the Processes page, examine the processes listed.

To sort processes in Task Manager in descending or ascending order:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, on the Processes page, at the top of the list of processes, click the button referring to the way in which you want to sort the processes in descending order.
or
2. Click the button again to sort the processes in ascending order.

To use Task Manager to end processes:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Processes tab.
3. On the Processes page, in the list of processes, select the process you want to end.
4. Choose End Process.
5. In the Task Manager Warning dialog box, choose Yes.

Self-Check Exercise

1. Move the taskbar to the top of the screen and resize it to about three times its original size.
2. Move the taskbar to the bottom of the screen and resize it to its original size.
3. Hide the taskbar.
4. Temporarily redisplay the taskbar, and then permanently display the taskbar.
5. Set the time and date to 2:30 PM on your birthday in the year 1997.
6. Change the time and date back to the current time and date.
7. Set the time zone for Japan.
8. Change the time zone back to your original time zone.
9. Create a personal group called **My Data** containing a shortcut to the **H:\Doc** folder.
10. Use Task Manager to examine system performance.
11. Use the applications page of Task Manager to close WordPad.
12. In Task Manager, sort the processes in descending order.
13. Use the process page of Task Manager to stop the Paint application.
14. Remove the personal group **My Data**.

Section

7

Using Advanced Windows NT Features

- Using My Briefcase
- Setting Accessibility Features
- Working with File Name Extensions

Section Skills and Their Importance

In the following sections, you will learn to:

- **Use My Briefcase**

File management can be a big problem when you edit the same files on more than one computer. The Briefcase feature makes it easy to keep your files updated. Briefcase lets you keep your files current when traveling from a desktop to a notebook computer and back again.

- **Set accessibility features**

Windows NT provides customizing options to assist those with disabilities. You will learn to change some of the options available for customizing your computer's accessibility features.

- **Work with file name extensions**

Windows NT identifies where your files were created by examining their file name extensions. The ability to launch an application by double-clicking a file name is a convenient feature of Windows NT. You will register a file extension to automatically launch a document into the application in which it was created. You will also practice some options for displaying file name extensions.

Using My Briefcase

If you use two computers to work on the same files, it is easy to become confused about which copies are the most current. *My Briefcase* helps you make sure files remain identical on both computers.

For example, if you have a computer at work and a laptop at home, you can save the files you want to work on at home in your Briefcase folder, and then move Briefcase to a floppy disk and edit the files on your laptop. When you take the floppy disk containing Briefcase back to your office, you can inform Briefcase to update the files on your hard disk, according to the latest date and time stamp.

Adding Files to Briefcase

Once you've decided what files you need to take with you, it's easy to add them to Briefcase by using the My Briefcase window, shown in Figure 7-1.

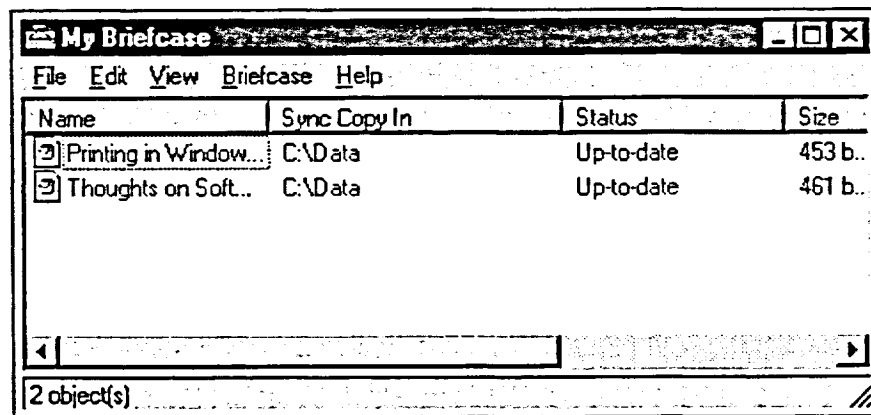


Figure 7-1: *The My Briefcase Window*

METHOD

To add files to Briefcase:

1. On the desktop, double-click the My Briefcase icon.
2. In the My Briefcase window, delete any unwanted files.

3. Open Explorer or My Computer.
4. Drag the files you want from Explorer or My Computer to Briefcase.

Note: Delete files in Briefcase the same way you do in Explorer—select the file and press **DELETE**.

EXERCISE

In the following exercise, you will add files to Briefcase.

Imagine that you are working away from your office on a laptop computer. First, you copy the files you need from your **Doc** folder to Briefcase.

1. Copy the files **Printing in Windows NT** and **Thoughts on Software Classes** from the A:\ drive to H:\Doc
The files you need for the exercise are now in the Doc folder.
2. On the Desktop, double-click the My Briefcase icon
The My Briefcase window appears. The Welcome to Windows Briefcase window might also appear behind the My Briefcase window.
3. If the Welcome to Windows Briefcase window appears, choose Finish
The Welcome to Windows Briefcase window closes.
4. Delete any documents in the My Briefcase window
5. Open My Computer
6. Open your H:\ drive window, and then open the **Doc** folder window
7. Drag the files **Printing in Windows NT** and **Thoughts on Software Classes** from the Data folder window to the My Briefcase window
Copies of the files are placed in Briefcase.
8. Close all open windows

END

Moving Briefcase Files

After you have moved your files to Briefcase, you simply move Briefcase to a floppy diskette for use on your portable computer. This moves those files to that floppy diskette.

METHOD

To move briefcase files:

1. Open Explorer or My Computer.
2. Drag the My Briefcase desktop icon to the Explorer or My Computer floppy drive icon.

EXERCISE

In the following exercise, you will move Briefcase files to a floppy disk.

Now, imagine that you are moving the files from Briefcase to a floppy disk. You will then use that floppy disk to transfer the files to your laptop.

1. Insert the floppy disk labeled **Briefcase** in the floppy disk drive
 2. Drag the My Briefcase desktop icon on top of the floppy drive icon in My Computer
- Briefcase is moved to your floppy disk and the My Briefcase icon no longer appears on your desktop.*

END

Editing Briefcase Files

Once you have moved Briefcase to a floppy disk, you can access the files for editing on your portable computer. You can do this by copying Briefcase to the portable's hard disk, or you can work directly from the floppy disk. When you save an edited Briefcase file, Windows NT automatically saves the file back into Briefcase.

METHOD

To edit a Briefcase file on a floppy disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. In the floppy drive window, double-click the My Briefcase icon.
3. In the My Briefcase window, double-click the name of the file you want to edit.
4. Edit the file.
5. Save the edited file.

To edit a Briefcase file on a portable computer's hard disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. From the floppy drive window, drag the My Briefcase icon on top of the hard drive icon in the My Computer window.
3. In the My Computer window, double-click the hard drive icon.
4. In the hard drive window, double-click the My Briefcase icon.
5. In the My Briefcase window, double-click the name of the file you want to edit.
6. Edit the file.
7. Save the edited file.
8. Close the My Briefcase window.
9. From the hard drive window, drag the My Briefcase icon back to the floppy drive window.

EXERCISE

In the following exercise, you will edit the Briefcase files.

Now, assume that you have taken the floppy disk containing Briefcase home to your portable computer, where you'll make some edits.

1. In My Computer, double-click the floppy drive icon *The floppy drive window opens.*
2. Double-click the My Briefcase icon. *The My Briefcase window opens.*
3. Double-click the file name **Printing in Windows NT** *The file **Printing in Windows NT** is opened in Notepad.*
4. At the end of the document, type **This file has been edited.**
5. From the File menu, choose Save *The edited document is saved in Briefcase on the floppy disk.*
6. Close Notepad, the My Briefcase window, and the floppy drive window

END

Updating Files with Briefcase

When you return Briefcase to your desktop computer, Windows NT compares the files it contains with the originals on the hard drive. If Windows NT finds any differences, you will be given options of how to handle them, as shown in the Update My Briefcase dialog box in Figure 7-2.

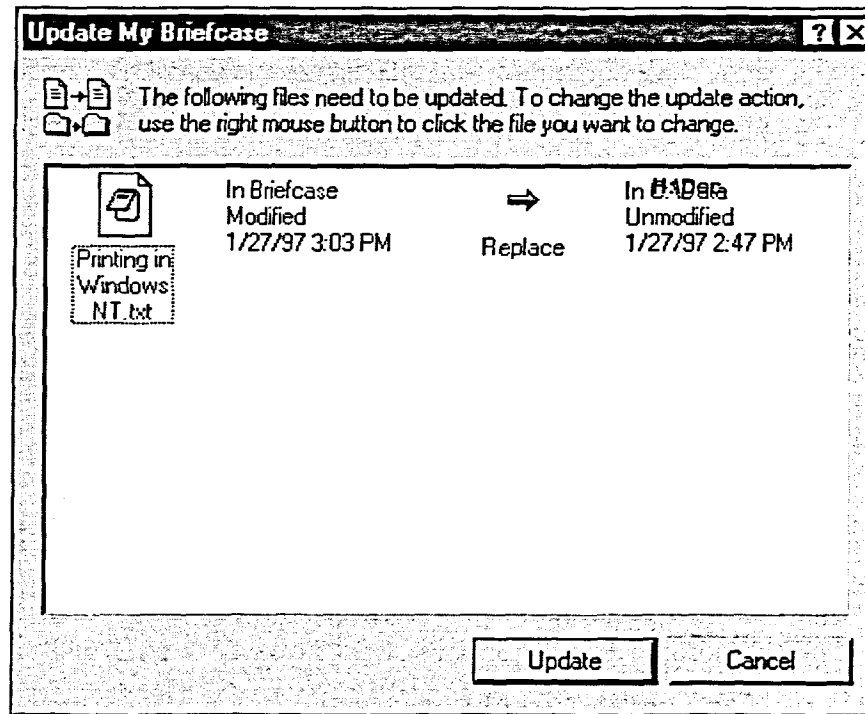


Figure 7-2: The Update My Briefcase Dialog Box

METHOD

To update files with Briefcase:

1. On your desktop computer, open My Computer and drag the My Briefcase icon from your floppy drive to your desktop.
2. Double-click the My Briefcase icon.
3. From the Briefcase menu, choose Update All.
4. In the Update My Briefcase dialog box, choose Update.

Note: You might have to press F5 to update the display of file statuses in the My Briefcase window.

EXERCISE

In the following exercise, you will update files with Briefcase.

Now, assume that you have brought the floppy disk containing Briefcase back to your desktop computer, where you'll update your hard disk files.

1. In My Computer, open the floppy drive window
2. In the floppy drive window, drag My Briefcase to your desktop
Briefcase is moved to the desktop.
3. On your desktop, double-click the My Briefcase icon
*The My Briefcase window opens, and the status of the file **Printing in Windows NT** reads Needs Updating.*
4. From the Briefcase menu, choose Update All
The Update My Briefcase dialog box appears.
5. Choose Update
*The file **Printing in Windows NT** is updated on your hard drive.*
6. In the My Briefcase window, if needed, press F5 to refresh the display
The file's status changes in the My Briefcase window.
7. Close all open windows
8. Remove the floppy disk from its drive

END

Splitting Briefcase Files

If you do not want the original files on your hard drive updated when your Briefcase files are edited, you can *split* the connection. Files that have been split will be listed as *Orphan* under the Status column in the My Briefcase window, and these files will not be compared when the Update function is selected. Thus, an orphan file cannot be updated with the Briefcase function.

When you attempt to split a Briefcase file from the original file, Windows NT displays a confirmation message, as shown in Figure 7-3.

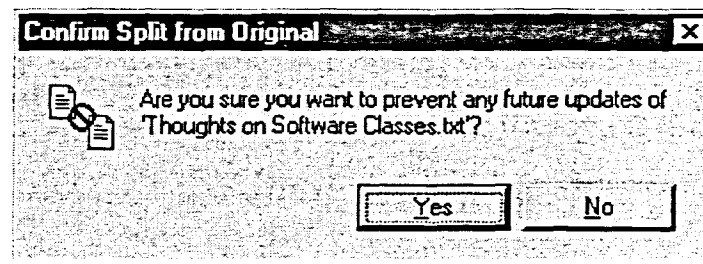


Figure 7-3: The Confirm Split from Original Dialog Box

METHOD

To split a Briefcase file from the original:

1. On the desktop, open the My Briefcase window.
2. Select the file you want to split.
3. From the Briefcase menu, choose Split From Original.
4. In the Confirm Split from Original dialog box, choose Yes.

EXERCISE

In the following exercise, you will split a Briefcase file.

1. On your desktop, open the My Briefcase window
The file status of both Printing in Windows NT and Thoughts on Software Classes is listed in the window as Up-to-date.
2. In the My Briefcase window, select the file **Thoughts on Software Classes**

3. From the Briefcase menu, choose Split From Original
4. Choose Yes
5. Close the My Briefcase window

The Confirm Split from Original dialog box appears.

*Orphan appears in the Status column for the file **Thoughts on Software Classes**.*

END

Setting Accessibility Features

Fine-tuning computers to suit individual needs helps everyone communicate efficiently. Windows NT provides many *accessibility features* to assist users with disabilities. In Windows NT, you can set accessibility features for users with impaired vision by using the Appearance page of the Display Properties dialog box. You can access the Appearance page through Control Panel or by right-clicking the desktop, and then choosing Properties from the shortcut menu. You set most accessibility features by accessing the Accessibility Properties dialog box of your Control Panel, however.

Setting Features for Users with Impaired Vision

Users with impaired vision can configure Windows NT to display high contrast colors. On the Appearance page of the Display Properties dialog box, shown in Figure 7-4, you can select from one of several High Contrast color schemes. You can also select another color scheme or design your own.

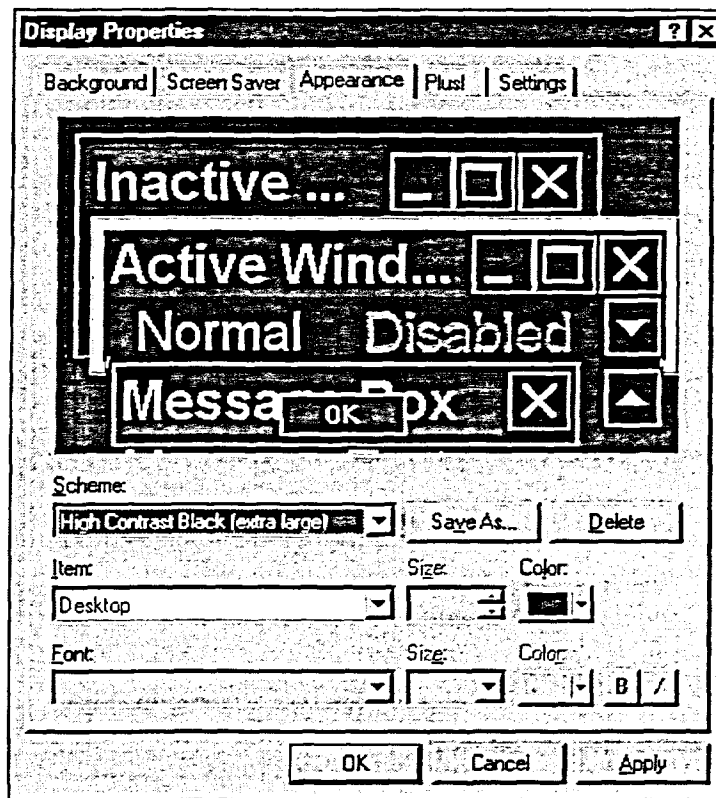


Figure 7-4: The Appearance Page of the Display Properties Dialog Box

METHOD

To set features for users with impaired vision:

1. Open the Control Panel.
2. Double-click the Display icon.
3. In the Display Properties dialog box, select the Appearance tab.
4. On the Appearance page, in the Scheme drop-down list, select the desired High Contrast color scheme.
5. Choose OK to make the change.
or
5. Choose Apply to preview the change, and then choose OK to close the Display Properties dialog box when finished.

EXERCISE

In the following exercise, you will set features for users with impaired vision.

- | | |
|---|---|
| 1. Open the Control Panel | |
| 2. Double-click the Display icon | <i>The Display Properties dialog box appears.</i> |
| 3. Select the Appearance tab | <i>The Appearance page appears.</i> |
| 4. From the Scheme drop-down list, select High Contrast Black (extra large) | <i>The color scheme appears in the preview area.</i> |
| 5. Choose Apply | <i>The screen changes to reflect the new color scheme.</i> |
| 6. From the Scheme drop-down list, select Windows Standard | <i>The color scheme appears in the preview area.</i> |
| 7. Choose Apply, moving the box if necessary to see the Apply button | <i>The screen returns to normal, although the taskbar is now twice the normal height.</i> |
| 8. Drag the border of the taskbar to return it to normal height | |
| 9. Close the Display Properties dialog box | |

END

Setting Features for Users with Impaired Mobility

Not only does Windows NT provide features helping users with impaired vision, Windows NT also provides features that enable users with impaired mobility to customize the workstation according to their needs. You change these accessibility features by accessing the Accessibility Properties dialog box from the Control Panel window. The features on the Keyboard page and the Mouse page help you make these changes. Even if you do not have impaired mobility, you might find these features useful.

Changes in accessibility features are stored as part of your user profile. Besides letting you change accessibility features just for yourself, however, Windows NT lets you change these options for all users of the workstation. If you are logged in with administrative privileges and you change any accessibility feature in the Accessibility Properties dialog box, the Default Settings message box appears, as shown in Figure 7-5. If you choose Yes, the selected accessibility features become the system default.

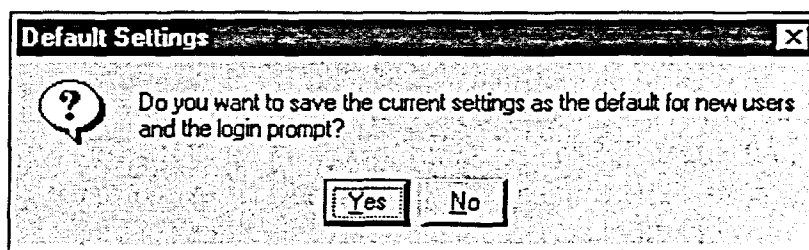


Figure 7-5: The Default Settings Message Box

The options on the Keyboard page of the Accessibility Properties dialog box, shown in Figure 7-6, make it easier for users with impaired mobility to use the keyboard. When you're typing, you often need to press two keys at the same time. For example, to capitalize a letter, you need to press and hold **SHIFT** while you type the letter. If you are unable to press more than one key at a time, you can use the *StickyKeys* option. This feature lets you press each key individually, but instructs Windows NT to react as if both were pressed at the same time. If you press and hold **SHIFT**, **ALT**, or **CTRL** while pressing another key, the feature will be automatically disabled.

On the Keyboard page, Windows NT also provides the *FilterKeys* option. The *FilterKeys* option instructs Windows NT to compensate for unintended keystrokes by counting a keystroke only if it is held a certain length of time, ignoring repeated keystrokes, or adjusting how soon a key repeats when it is held down.

You can also select the *ToggleKeys* feature if you want to hear a sound when **CAPS LOCK**, **NUM LOCK**, or **SCROLL LOCK** is pressed.

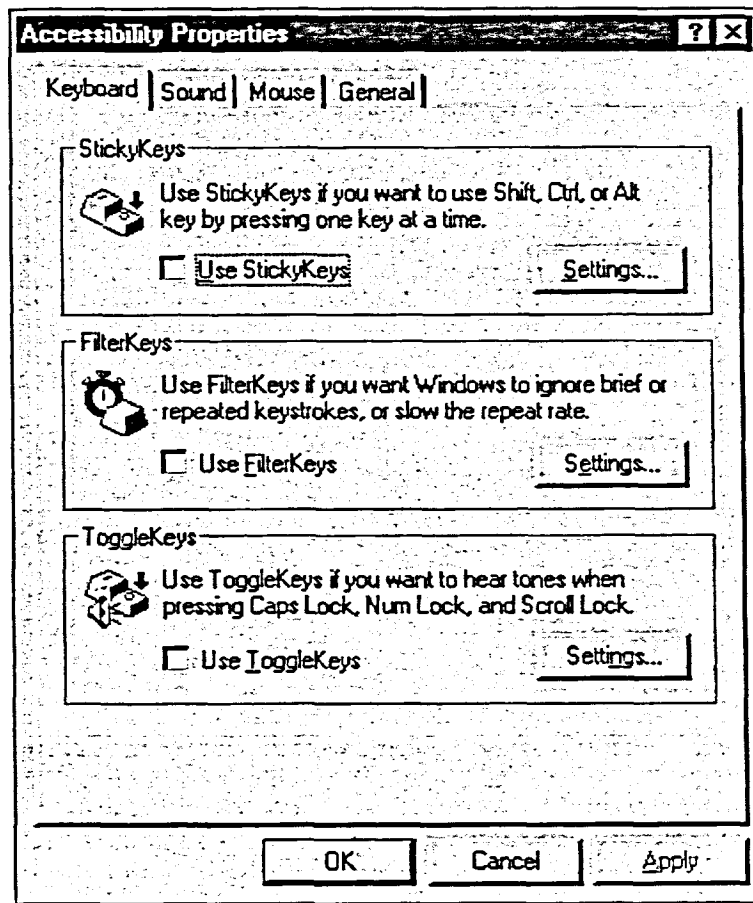


Figure 7-6: The Keyboard Page of the Accessibility Properties Dialog Box

In addition, Windows NT also makes it easier for users with impaired mobility to use the mouse pointer. This is known as the *MouseKeys* option. You can use the numeric keypad on your keyboard to control your mouse by selecting the Use MouseKeys check box on the Mouse page, shown in Figure 7-7. With this option selected, you can use the arrow keys on the numeric keypad to move the mouse pointer horizontally or vertically, and you can use **HOME**, **END**, **PAGE UP**, and **PAGE DOWN** to move diagonally. To click the mouse, press 5, and to double-click, press +. By default, these options usually work only if the **NUM LOCK** key is activated. You can change this, however, by choosing Settings and making the appropriate selections in the Settings for MouseKeys dialog box. In this dialog box, you can also change such features as the speed of pointer movement.

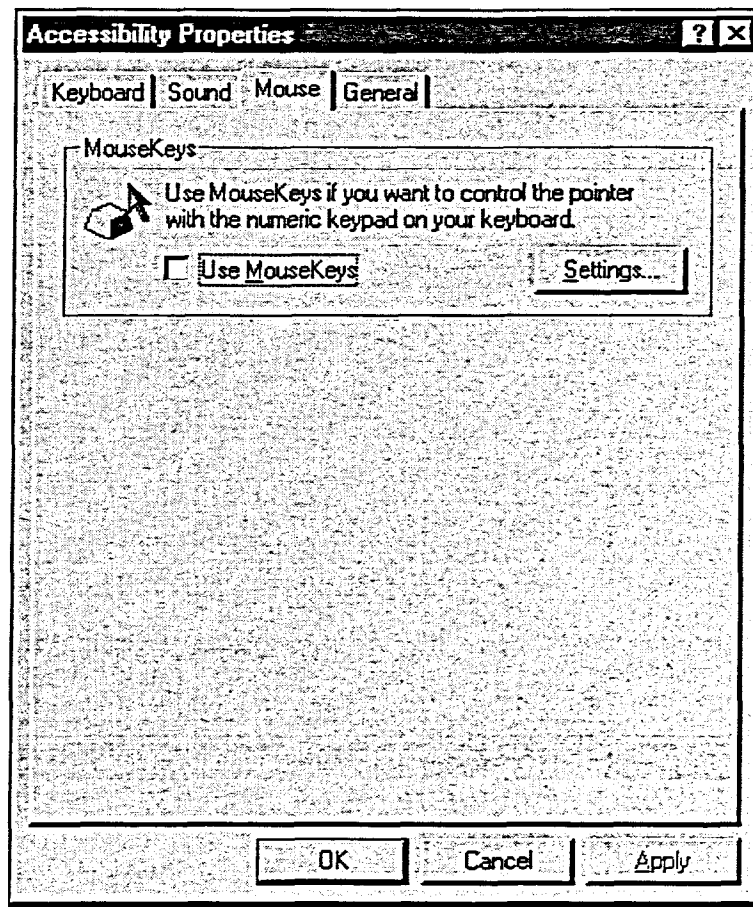


Figure 7-7: *The Mouse Page of the Accessibility Properties Dialog Box*

METHOD

To set keyboard features for users with impaired mobility:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Keyboard tab.
4. On the Keyboard page, make the desired selections for StickyKeys, FilterKeys, and ToggleKeys.
5. Choose OK.
6. If the Default Settings dialog box appears, choose Yes to apply your changes as the default for new users and the login prompt.
or
6. Choose No to apply those changes only to yourself.

To set mouse features for users with impaired mobility:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Mouse tab.
4. On the Mouse page, select the Use MouseKeys check box.
5. Choose OK.
6. If necessary, turn on NUM LOCK

Note: If the mouse pointer doesn't move in conjunction with the numeric keypad after you turn on NUM LOCK, your computer might be set up differently. Turn off NUM LOCK and try moving the mouse pointer with the numeric keypad again.

EXERCISE

In the following exercise, you will set keyboard and mouse features for users with impaired mobility.

1. In the Control Panel window, double-click the Accessibility Options icon
The Accessibility Properties dialog box appears.
2. Make sure the Keyboard page is selected
3. Select the Use StickyKeys check box
4. Choose OK
The Accessibility Properties dialog box closes. A Default Settings dialog box appears, asking if you want to save the current settings as the default for new users and the login prompt.
5. Choose No
The StickyKeys option is enabled.
6. Start Notepad
7. Press and release SHIFT
Your computer beeps, indicating that SHIFT is enabled for your next keystroke.

8. Using one finger, type **hello** *The H in hello is capitalized.*
 9. Close Notepad without saving the file
 10. In the Control Panel window, double-click the Accessibility Options icon *The Accessibility Properties dialog box appears.*
 11. Make sure the Keyboard page appears
 12. Deselect the Use StickyKeys check box
 13. Select the Mouse tab *The Mouse page appears.*
 14. Select the Use MouseKeys check box
 15. Choose OK *The Accessibility Properties dialog box closes. A Default Settings dialog box appears, asking if you want to save the current settings as the default for new users and the login prompt.*
 16. Choose No *The MouseKeys option is enabled.*
 17. Make sure **NUM LOCK** is on, and use the arrow keys on the numeric keypad to move the mouse pointer to the Accessibility Options icon in the Control Panel window
- Note: If the pointer doesn't move after you activate NUM LOCK, turn off NUM LOCK and try again.*
18. On the numeric keypad, press **+** *The Accessibility Properties dialog box appears.*
 19. Use the keys on the numeric keypad to position the mouse pointer on the Mouse tab

- | | | |
|-----|---|--|
| 20. | On the numeric keypad, press 5 | <i>The Mouse page is selected.</i> |
| 21. | Use the numeric keypad to move the mouse pointer to the Use MouseKeys check box | |
| 22. | Press 5 | <i>The Use MouseKeys check box is deselected.</i> |
| 23. | Press ENTER | <i>The Accessibility Properties dialog box closes. A Default Settings dialog box appears, asking if you want to save the current settings as the default for new users and the login prompt.</i> |
| 24. | Choose No | |

END

Setting Features for Users with Impaired Hearing

Besides the options mentioned above, Windows NT provides options that make it easier for users with hearing impairments to use the computer. You access these options through the Sound page of the Accessibility Properties dialog box, shown in Figure 7-8. Sometimes, Windows NT alerts users to problems or system events with sounds such as warning beeps. For example, the default beep might alert you if you press a nonexistent keyboard combination or if you press **LEFT ARROW** when you are at the beginning of a document. The *SoundSentry* option lets you display a visual warning, such as a flashing active window, when your system makes a sound.

Some programs provide information to the user through sounds. The *ShowSounds* option lets you use visual features, such as captions and icons, instead of sounds to convey this information. Besides being helpful to users with hearing impairments, these options can be useful if you are forced to use your workstation with the volume turned low or with the sound disconnected. These options work only when supported by the application you are using, however.

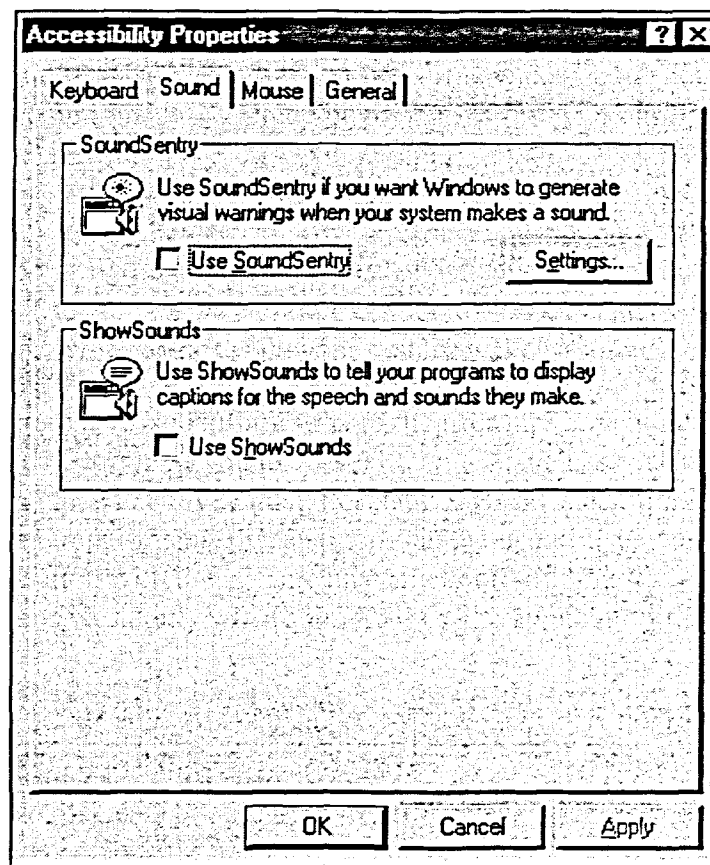


Figure 7-8: The Sound Page of the Accessibility Properties Dialog Box

METHOD

To set features for users with impaired hearing:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Sound tab.
4. On the Sound page, if desired, in the SoundSentry area, select the Use SoundSentry check box so that Windows NT will generate a visual cue when your system makes a sound.
5. Choose Settings.
6. In the Settings for Sound Sentry dialog box, in the drop-down list, select the desired cue, and then choose OK.
7. If desired, in the ShowSounds area, select the Use ShowSounds check box so that programs will display captions for the speech and sounds they produce.
8. Choose OK.
9. If the Default Settings dialog box appears, choose Yes to apply your changes as the default for new users and the login prompt.
or
9. Choose No to apply those changes only to yourself.

Note: By default, SoundSentry alerts you to a system sound by flashing the active title bar. This cue can be difficult to see, so you might want to change it to one of the others as mentioned above.

EXERCISE

In the following exercise, you will set sound features for users with impaired hearing.

1. Open the Accessibility Properties dialog box
2. Select the Sound tab *The Sound page appears.*
3. In the SoundSentry area, select the SoundSentry check box
4. Choose Settings *The Settings for SoundSentry dialog box appears.*

5. In the drop-down list, select Flash Active window, and then choose OK *The Accessibility Properties dialog box reappears.*
6. Choose OK *The Accessibility Properties dialog box closes. A Default Settings dialog box appears, asking if you want to save the current settings as the default for new users and the login prompt.*
7. Choose No *The SoundSentry option is enabled.*
8. Open WordPad
9. Press **ALT+Z** *A nonexistent keyboard combination is pressed, and the screen flashes as a counterpart to the default beep.*
10. Make sure the insertion point is at the beginning of the document, and then press **LEFT ARROW** *The screen flashes as a counterpart to the default beep.*
11. Close WordPad

END

Setting Automatic Reset

Windows NT turns accessibility features off if they're not used for a specified amount of time. This is known as *automatic reset*. You can use the General page of the Accessibility Properties dialog box, shown in Figure 7-9, to adjust this time by selecting the check box in the Automatic reset area and changing the time. If you prefer, you can set the accessibility features so that they are always on by deselecting the check box in the Automatic reset area.

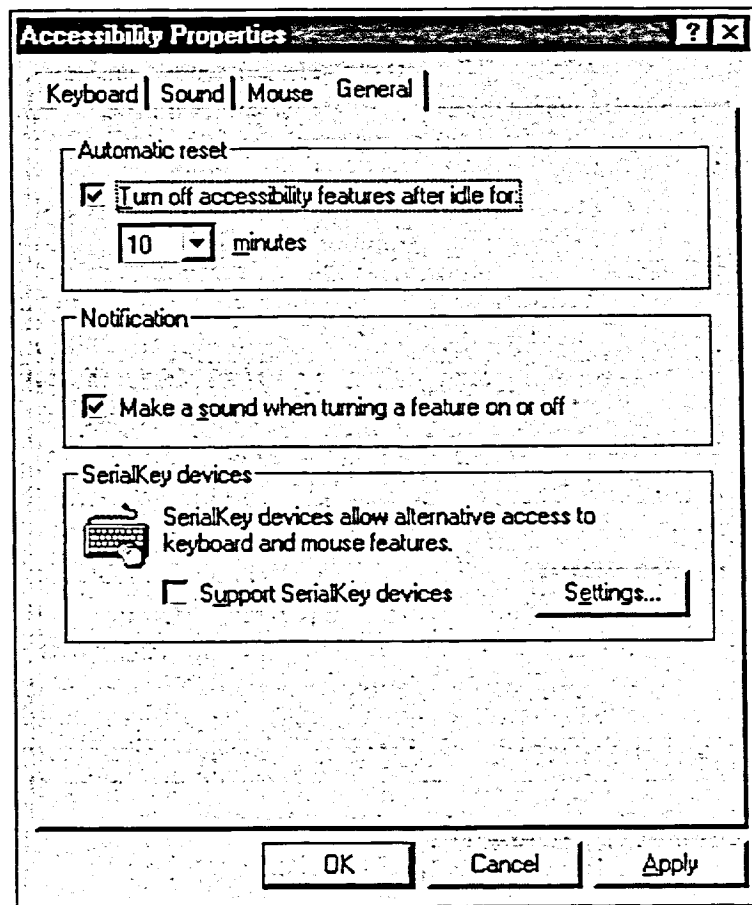


Figure 7-9: The General Page of the Accessibility Properties Dialog Box

METHOD

To set automatic reset:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the General tab.

4. On the General page, in the Automatic reset area, set the time after which you want the options to automatically reset.
or
4. Deselect the check box in the Automatic reset area to keep the options on.

EXERCISE

In the following exercise, you will set automatic reset.

1. Open the Accessibility Properties dialog box
2. Select the General tab *The General page appears.*
3. In the Automatic reset area, be sure the check box is selected
4. From the drop-down list, select 10
5. Choose OK *The Accessibility Properties dialog box closes, and the accessibility features will turn off if not used for 10 minutes. The Default Settings dialog box appears.*
6. Choose No, and then close the Control Panel window

END

Working with File Name Extensions

In Windows NT Explorer or My Computer, you can choose whether to display *file name extensions*. Windows NT also lets you associate, or *register*, a specific file name extension with an action, such as starting an application or printing a document. When a file is registered, you can double-click the file icon in Explorer or My Computer, and the file will open or print in the application in which it is registered.

Windows NT has the file name extensions of many programs already registered for you, such as .DOC for Microsoft Word and .XLS for Microsoft Excel. In this lesson, you'll learn how to register file extensions for files that are not already registered in Windows NT.

Displaying and Hiding File Name Extensions

Windows NT lets you display or hide registered file name extensions in Explorer or My Computer. Unregistered file name extensions always appear. To display or hide file name extensions, use the View page of the Options dialog box, shown in Figure 7-10.

To view a file name extension that is not displayed, simply right-click that file name, and then select Properties from the shortcut menu to see the details about the file.

Sometimes, you won't be able to see the file extensions in the Explorer window because the size of the file name column isn't wide enough. In this situation, you might find it helpful to increase the size of the file name column. Simply point to the Name button above the file name column until the mouse pointer becomes a two-headed arrow, and then drag to increase the size of the column.

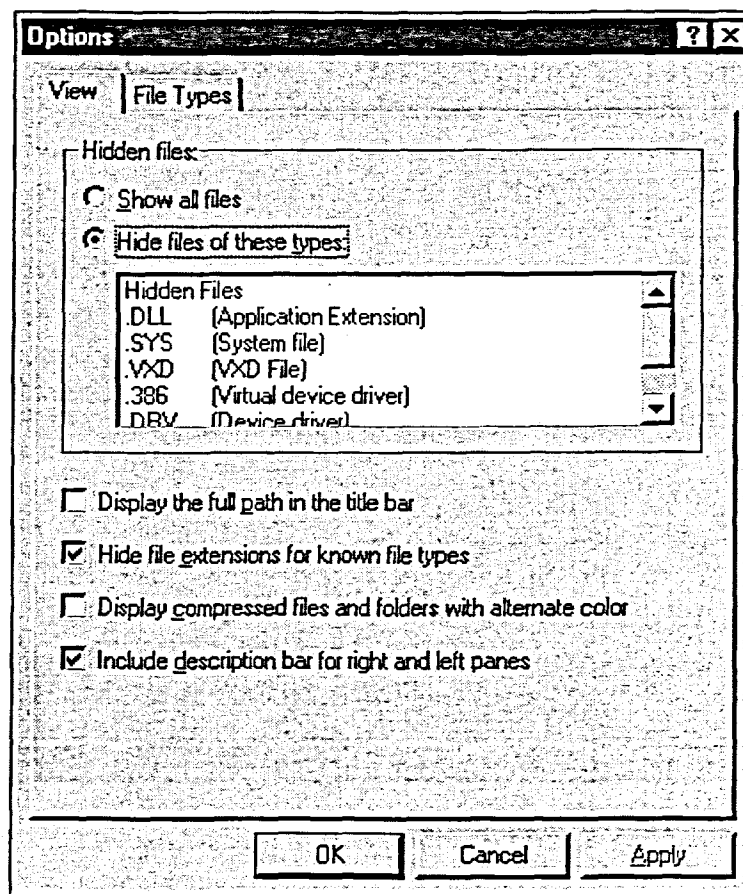


Figure 7-10: The View Page of the Options Dialog Box

METHOD

To display or hide file name extensions:

1. In Explorer or My Computer, from the View menu, choose Options.
2. In the Options dialog box, make sure the View page is selected.
3. To display file name extensions, deselect the *Hide file extensions for known file types* check box.
- or
3. To hide file name extensions, select the *Hide file extensions for known file types* check box.

To increase the name of the file name column in the Explorer window:

1. Drag the file name button until the column is the desired size.

EXERCISE

In the following exercise, you will display and hide file name extensions.

1. Open Explorer
2. From the View menu, choose Options *The Options dialog box appears.*
3. Make sure the View page is selected
4. Deselect the *Hide file extensions for known file types* check box
5. Choose OK *The Options dialog box closes.*
6. On the toolbar, click the Details button. If necessary, in the Explorer window, drag the Name button to increase the size of the file name column
7. Examine the file names in the H:\doc folder *The file name extensions appear.*
8. From the View menu, choose Options *The Options dialog box appears.*
9. Select the *Hide file extensions for known file types* check box
10. Choose OK *The Options dialog box closes.*
11. View the file names in the H:\doc folder *All registered file name extensions are hidden.*

END

Registering File Name Extensions

File name extensions must be registered before the appropriate application will automatically open, or *launch*, when you double-click a file name. Windows NT is configured to recognize many file name extensions. If you want to make up your own extensions or if you're running a program with an extension that Windows NT doesn't recognize, however, you'll need to register the file name extension.

Working in Explorer, you can have Windows NT register the extension for you the first time you double-click a file name by using the Open With dialog box, shown in Figure 7-11. Once you associate an application with a file name extension, Windows NT will automatically launch the correct program and open the selected file whenever you double-click a file name with the registered extension.

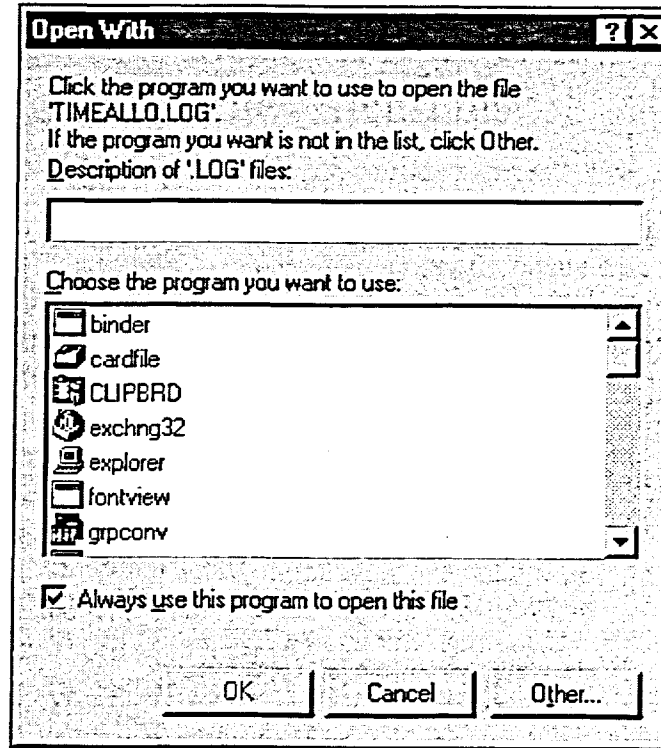


Figure 7-11: The Open With Dialog Box

Hint: If a file name extension is not registered, Windows NT cannot determine the file type. In the Explorer window, in the Type column, Windows NT creates a default file type listing based on the file's extension. For example, if the extension .LOG is not registered, the file *Activities.log* will be listed with the type LOG File in the Explorer window.

METHOD

To register file name extensions:

1. In Explorer, in the Contents window, display a file name containing an unregistered extension.
2. Double-click the icon for the file.
3. In the Open With dialog box, in the Description text box, type a description of the new file type.
4. In the *Choose the program you want to use* list, scroll down and select the program you want to associate with the file name extension.
5. Make sure the *Always use this program to open this file* check box is selected.
6. Choose OK.

Note: Be sure to include a description of the file type when registering a file, or you will not be able to remove the file type registration later.

EXERCISE

In the following exercise, you will register a new file name extension.

1. Make sure Explorer is open
2. Examine the file names on the A:\ drive and note which files are unregistered
*The files **Time Allocation.log** and **Mother knows best.ptr** are unregistered; their file name extensions appear.*
3. Examine the listing for the file Time Allocation.log
In the Type column, the file type is listed as LOG File.
4. Double-click the icon for the file **Time Allocation.log**
The Open With dialog box appears.
5. In the Description of '.LOG' files text box, type **Daily Log**
6. In the *Choose the program you want to use* list, scroll down and select **Notepad**

7. Make sure the *Always use this program to open this file* check box is selected
8. Choose OK *The extension is registered, and the file **Time Allocation.log** is opened in Notepad.*
9. Close Notepad
10. In Explorer, examine the listing for the file **Time Allocation**, expanding the Type column if needed *The **Time Allocation.log** file name extension (.log) is now hidden. In the Type column, the file is now listed as the type Daily Log.*
11. Double-click the icon for the file **Time allocation** *The file is opened in Notepad.*
12. Close Notepad

END

Removing a Registration

If you no longer need to have a file associated with a program, you can easily remove its registration. When you attempt to remove the registration, Windows NT displays the warning box shown in Figure 7-12.

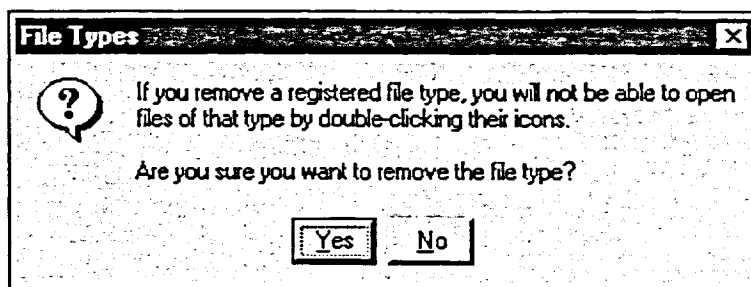


Figure 7-12: *The File Types Warning Box*

METHOD

To remove a registration:

1. In Explorer or My Computer, from the View menu, choose Options.
2. In the Options dialog box, select the File Types tab.
3. On the File Types page, in the Registered file types list, select the file type you want to remove.
4. Choose Remove.
5. In the File Types warning dialog box, choose Yes.
6. Choose Close.

EXERCISE

In the following exercise, you will remove a registration.

1. In Explorer, from the View menu, choose Options *The Options dialog box appears.*
2. Select the File Types tab *The File Types page appears.*
3. In the Registered file types list box, scroll down the list and select the file type *Daily Log*

- | | |
|--|--|
| 4. Choose Remove | <i>The File Types warning dialog box appears.</i> |
| 5. Choose Yes | <i>The warning dialog box closes, and the file type is removed.</i> |
| 6. Choose Close | <i>The Explorer window reappears.</i> |
| 7. Examine the listing for the file Time Allocation.log | <i>The unregistered file name extension .log now appears again. The listing in the Type column now reads LOG File.</i> |
| 8. Remove the registration for the file name extension .PTR | |
| 9. Close Explorer | |

END

To add files to Briefcase:

1. On the desktop, double-click the My Briefcase icon.
2. In the My Briefcase window, delete any unwanted files.
3. Open Explorer or My Computer.
4. Drag the files you want from Explorer or My Computer to Briefcase.

To move briefcase files:

1. Open Explorer or My Computer.
2. Drag the My Briefcase desktop icon to the Explorer or My Computer floppy drive icon.

To edit a Briefcase file on a floppy disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. In the floppy drive window, double-click the My Briefcase icon.
3. In the My Briefcase window, double-click the name of the file you want to edit.
4. Edit the file.
5. Save the edited file.

To update files with Briefcase:

1. On your desktop computer, open My Computer and drag the My Briefcase icon from your floppy drive to your desktop.
2. Double-click the My Briefcase icon.
3. From the Briefcase menu, choose Update All.
4. In the Update My Briefcase dialog box, choose Update.

To edit a Briefcase file on a portable computer's hard disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. From the floppy drive window, drag the My Briefcase icon on top of the hard drive icon in the My Computer window.
3. In the My Computer window, double-click the hard drive icon.
4. In the hard drive window, double-click the My Briefcase icon.
5. In the My Briefcase window, double-click the name of the file you want to edit.
6. Edit the file.
7. Save the edited file.
8. Close the My Briefcase window.
9. From the hard drive window, drag the My Briefcase icon back to the floppy drive window.

To split a Briefcase file from the original:

1. On the desktop, open the My Briefcase window.
2. Select the file you want to split.
3. From the Briefcase menu, choose Split From Original.
4. In the Confirm Split from Original dialog box, choose Yes.

To set features for users with impaired vision:

1. Open the Control Panel window.
2. Double-click the Display icon.
3. In the Display Properties dialog box, select the Appearance tab.
4. On the Appearance page, in the Scheme drop-down list, select the desired High Contrast color scheme.

5. Choose OK to make the change.
or
5. Choose Apply to preview the change, and then choose OK to close the dialog box when finished.

To set keyboard features for users with impaired mobility:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Keyboard tab.
4. On the Keyboard page, make the desired selections for StickyKeys, FilterKeys, and ToggleKeys.
5. Choose OK.
6. If the Default Settings dialog box appears, choose Yes to apply your changes as the default for new users and the login prompt.
or
6. Choose No to apply those changes only to yourself.

To set mouse features for users with impaired mobility:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Mouse tab.
4. On the Mouse page, select the Use MouseKeys check box.
5. Choose OK.
6. If necessary, turn on NUM LOCK

To set features for users with impaired hearing:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Sound tab.

4. On the Sound page, if desired, in the SoundSentry area, select the Use SoundSentry check box so that Windows NT will generate a visual cue when your system makes a sound.
5. Choose Settings.
6. In the Settings for Sound Sentry dialog box, in the drop-down list, select the desired cue, and then choose OK.
7. If desired, in the ShowSounds area, select the Use ShowSounds check box so that programs will display captions for the speech and sounds they produce.
8. Choose OK.
9. If the Default Settings dialog box appears, choose Yes to apply your changes as the default for new users and the login prompt.
or
9. Choose No to apply those changes only to yourself.

To set automatic reset:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the General tab.
4. On the General page, in the Automatic reset area, set the time after which you want the options to automatically reset.
or
4. Deselect the check box in the Automatic reset area to keep the options on.

To display or hide file name extensions:

1. In Explorer or My Computer, from the View menu, choose Options.
2. In the Options dialog box, make sure the View page is selected.

3. To display file name extensions, deselect the *Hide file extensions for known file types* check box.
or
3. To hide file name extensions, select the *Hide file extensions for known file types* check box.

To increase the name of the file name column in the Explorer window:

1. Drag the file name button until the column is the desired size.

To register file name extensions:

1. In Explorer, in the Contents window, display a file name containing an unregistered extension.
2. Double-click the icon for the file.
3. In the Open With dialog box, in the Description text box, type a description of the new file type.
4. In the *Choose the program you want to use* list, scroll down and select the program you want to associate with the file name extension.
5. Make sure the *Always use this program to open this file* check box is selected.
6. Choose OK.

To remove a registration:

1. In Explorer or My Computer, from the View menu, choose Options.
2. In the Options dialog box, select the File Types tab.
3. On the File Types page, in the Registered file types list, select the file type you want to remove.
4. Choose Remove.
5. In the File Types warning dialog box, choose Yes.
6. Choose Close.

Self-Check Exercise

1. Open Briefcase and delete any files in the My Briefcase window.
2. Open Explorer and add the file **Playing Hearts on Company Time** from the A:\ drive to Briefcase.
3. Move Briefcase to the floppy disk labeled **Briefcase**.
4. Open the file in Briefcase from the floppy drive.
5. At the end of the document, type **Please get back to work**.
6. Save the edited file back to Briefcase.
7. Move Briefcase back to the desktop.
8. Update the file in Briefcase.
9. In Briefcase, split the document **Playing Hearts on Company Time** from its original.
10. Use the Accessibility Properties dialog box to set the display for high contrast with white on black.
11. Restore the display to normal.
12. Enable StickyKeys.
13. Open Notepad and use one finger to type **The Washington Monument**.
14. Close Notepad without saving changes.
15. Disable StickyKeys.
16. Enable MouseKeys.
17. Using MouseKeys, open and close the Recycle Bin.
18. Disable MouseKeys.
19. Set the accessibility features to turn off after being idle for 5 minutes.
20. In Explorer, display file name extensions.

21. On the A:\ drive, select the file name **House Photo.pts** and register the file name extension so that it will open the application MSPaint. Use the type description **My Pictures**.
22. Close Paint.
23. Remove the registration for the file name extension **.pts**.
24. In Explorer, hide file name extensions.
25. Close any open windows.
26. Remove the floppy disk from its drive.

Section

8

Using Utilities

- Using Hard Disk Utilities
- Creating and Using an
Emergency Repair Disk

Section Skills and Their Importance

In the following section, you will learn to:

- **Use hard disk utilities**

Windows NT is an operating system and an operating environment all in one. Because of this, you have more control over the management of your hard disk through Windows NT. You will learn how to use the Error-Checking utility to keep your system running efficiently.

- **Create and use an emergency repair disk**

In this lesson, you will create and use a Windows NT Emergency Repair Disk that you can use to make repairs to your computer if Windows NT crashes.

Using Hard Disk Utilities

Windows NT is both an *operating system*, which provides an interface between the user and the computer's internal functions, and an *operating environment*, which provides an interface between the user and the computer's operating system. Because of this, when you work in Windows NT, some powerful hard disk utilities are available to you.

Knowing how to use the Windows NT hard disk utilities is essential if you want to keep your computer running efficiently. Although these tools are usually run on a hard disk, many of these functions can also be run on a floppy disk or on any other drive containing a writable disk. Windows NT provides several disk utilities on the Tools page of the hard drive's Properties dialog box.

Checking Your Drive

When you are ready to check a drive, you access most of the hard disk utilities from the Tools page of the drive's Properties dialog box. Besides disk checking utilities, this dialog box also gives you access to the Backup function. Figure 8-1 shows the Tools page of the Properties dialog box for a hard drive. Each area of the Tools page contains text indicating what function the utility will perform.

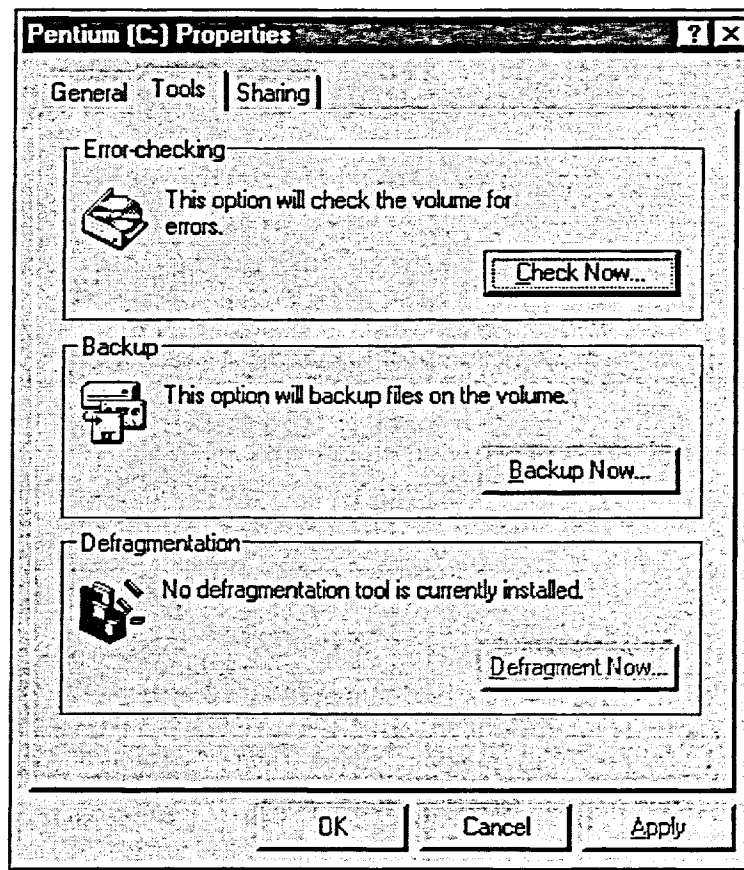


Figure 8-1: *The Tools Page of a Properties Dialog Box*

The first area, labeled Error-checking, is a utility that scans your disk for errors. The *Error-checking utility* is the equivalent of the *ScanDisk utility* in other versions of Windows. This utility searches your hard disk for lost clusters; cross-linked files; illegal names, dates, and times; and physical defects. Each of these problems can lead to *corrupted files*, which contain damaged and unrecoverable data.

The second area, labeled Backup, is the Backup utility. Microsoft Backup allows you to use tape drives to keep a current *backup* of your hard drive. If you want to back up to a floppy diskette, you should use another backup utility.

The third area, labeled Defragmentation, is the Disk Defragmenter utility. This utility moves all your files into one area of your hard disk, which can minimize the time it takes to find a file. Unlike other versions of Windows, Windows NT does not come with a disk defragmentation utility already loaded.

Running the Error-Checking Utility

You can run the Error-checking utility on any hard or floppy disk drive, as long as that drive contains media to which you can write.

In the Check Disk dialog box, shown in Figure 8-2, you can specify the extent of your error checking process. If you select the *Automatically fix filesystem errors* check box, Windows NT will repair any file system errors that it finds while checking your disk. If you select the *Scan for and attempt recovery of bad sectors* check box, Windows NT will repair file system errors and correct unreadable sectors on your hard disk. Neither of these processes will run if any files are open, however. If any files are open when you try to start these processes, a message will ask you if you want to reschedule the disk checking for the next time you restart your system.

Your disk checking process will take longer if you select these options. If you want to check your disk more thoroughly, however, you should select these options.

When the process is complete, the Checking Disk message box appears, as shown in Figure 8-3, to tell you that the disk check is finished.

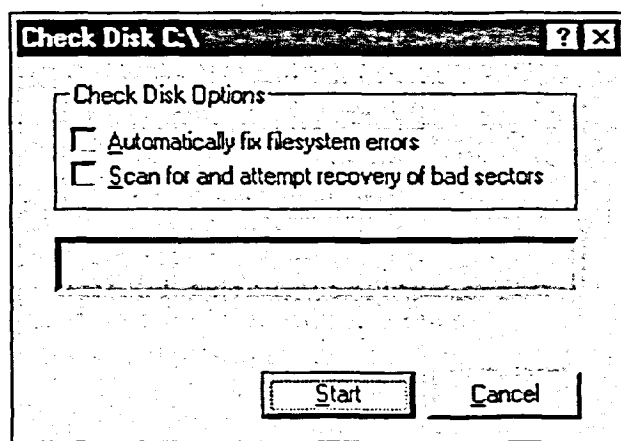


Figure 8-2: The Check Disk Dialog Box

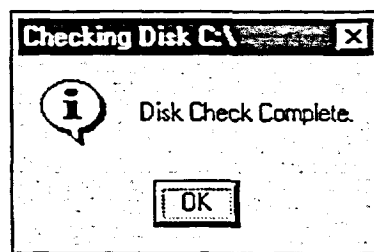


Figure 8-3: The Checking Disk Message Box

METHOD

To run the error-checking utility:

1. Open My Computer or Explorer.
2. Right-click the desired disk icon.
3. From the shortcut menu, choose Properties.
4. In the Properties dialog box, select the Tools tab.
5. In the Error-checking area, choose Check Now.
6. In the Check Disk dialog box, select the desired options.
7. Choose Start.
8. When the process is complete, choose OK to close the Checking Disk message box.
9. Choose OK to close the Properties dialog box.
10. Close the My Computer window or the Explorer window.

EXERCISE

In the following exercise, you will run the error-checking utility.

1. Open the My Computer window
2. Right-click the hard disk icon *A shortcut menu appears.*
3. Choose Properties *The Properties dialog box appears.*
4. Select the Tools tab *The Tools page appears.*
5. Choose Check Now *The Check Disk dialog box appears.*
6. Make sure the *Automatically fix filesystem errors* check box and the *Scan for and attempt recovery of bad sectors* check box are not selected
7. Choose Start *The process runs while your disk is being checked. When the process is complete, the Checking Disk message box appears, stating **Disk Check Complete**.*

8. Choose OK *The Checking Disk message box closes.*
9. Choose OK *The Properties dialog box closes.*
10. Close the My Computer window

END

Creating and Using an Emergency Repair Disk

To be prepared for a hard disk emergency, it is essential to keep an *emergency repair disk* in working condition at all times. The emergency repair disk is a floppy diskette that contains files that help you restore your important Windows NT files in conjunction with the setup process. If you were restoring your system with the emergency repair disk, you would do so by starting the Windows NT setup process from the floppy diskettes that came with your original software. Then, you would specify that you want to begin the repair process and insert the emergency repair disk when prompted.

Creating an Emergency Repair Disk

When you first install Windows NT, you are given the option to create an emergency repair disk. If you choose not to create an emergency repair disk during your initial installation, you can create one at any time. You can also use this process to update your emergency repair disk.

To create an emergency repair disk, you choose Run from the Start menu. In the Run dialog box, type **RDISK** in the Open combo box, as shown in Figure 8-4, and then choose OK.

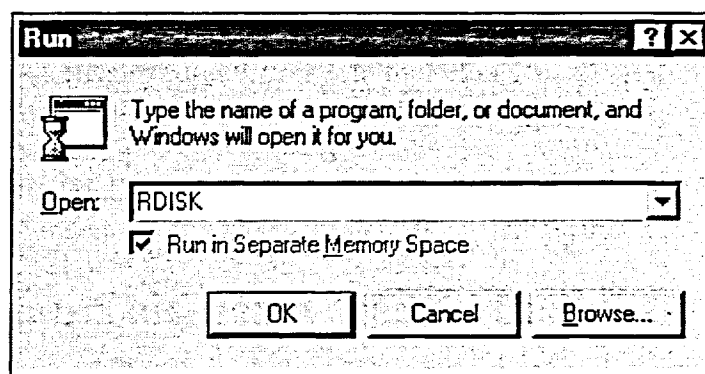


Figure 8-4: The Run Dialog Box

Next, the Repair Disk Utility window appears, as shown in Figure 8-5. You should choose Create Repair Disk if you have not created an emergency repair disk before. If you are updating information on your repair disk, choose Update Repair Info.

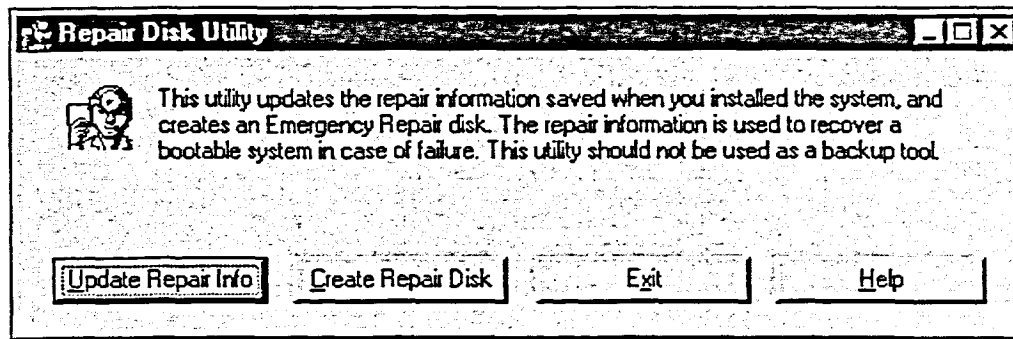


Figure 8-5: *The Repair Disk Utility Window*

After you choose Create Repair Disk, a Repair Disk Utility message box appears, as shown in Figure 8-6. Choose OK to begin the process.

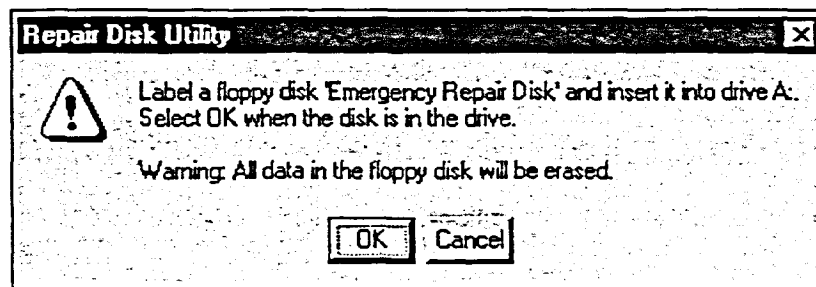


Figure 8-6: *The Repair Disk Utility Message Box*

If your system uses them, you should also copy the following files onto a subfolder on your emergency repair disk: SYSTEM.DAT, WIN.INI, SYSTEM.INI, CONFIG.SYS, and AUTOEXEC.BAT.

You should update your emergency repair disk after installing new devices (that is, hardware) and applications. To update an emergency repair disk, follow the method for creating an emergency repair disk, but choose the Update Repair Info button instead. Then, follow the instructions on the screen. All files on your floppy are deleted when you do this, so remember to copy your system files into a subfolder on the emergency repair disk again.

Note: You can also start the emergency repair disk process by searching the Help system for information on emergency repair disk. In the Help window that appears, click the shortcut icon to access the Repair Disk Utility dialog box.

METHOD

To create an emergency repair disk:

1. Insert a blank floppy diskette into the floppy diskette drive.
2. From the Start menu, choose Run.
3. In the Run dialog box, in the Open combo box, type **RDISK**
4. Choose OK.
5. In the Repair Disk Utility window, choose Create Repair Disk.
6. In the Repair Disk Utility message box, choose OK.
7. Choose OK.
8. When the process is finished, choose Exit.
9. Remove the floppy diskette and label it as the emergency repair diskette.

Note: Make sure the floppy diskette you are using does not contain any important data. The process of creating an emergency repair disk erases all data from the floppy diskette.

EXERCISE

In the following exercise, you will create an emergency repair disk.

1. Insert the blank floppy diskette labeled **ERD1** into the floppy diskette drive
2. From the Start menu, choose Run *The Run dialog box appears.*
3. In the Open combo box, type **RDISK**
4. Choose OK *The Repair Disk Utility window appears.*
5. Choose Create Repair Disk *The Repair Disk Utility message box appears.*

6. Choose OK

The Formatting Disk message appears, and the floppy diskette is formatted. Then, the Copying Configuration window appears, and the files are copied to your emergency repair disk.

7. If a message box appears, informing you that not all configuration files could be saved, choose OK
8. When the Repair Disk Utility window becomes accessible again, choose Exit
9. Remove the floppy diskette from the drive

END

Using an Emergency Repair Disk

If some of your system files become corrupted, you might find that you cannot start Windows NT from your hard disk. When this happens, you use the Windows NT setup floppy diskettes in conjunction with the emergency repair disk.

First, insert the first Windows NT setup diskette into the floppy diskette drive, and restart the computer. Insert disk #2 when prompted, and then press **ENTER**. The Welcome to Setup screen will appear. Once this happens, press **R** to specify that you want to start the repair process.

Once the repair process starts, you can select one or more of the following options:

- Inspect registry files
- Inspect startup environment
- Verify Windows NT system files
- Inspect boot sector

Once you have started the repair process you want, Windows NT will prompt you to continue with some parts of the setup process. Eventually, Windows NT will ask you to insert the emergency repair disk into the floppy diskette drive. When this occurs, insert the diskette, press **Enter**, and follow the prompts on the screen to restore your registry (configuration) files. When the process is complete, Windows NT will ask you to remove the disk and restart your system.

To run the error-checking utility:

1. Open My Computer or Explorer.
2. Right-click the desired disk icon.
3. From the shortcut menu, choose Properties.
4. In the Properties dialog box, select the Tools tab.
5. In the Error-checking area, choose Check Now.
6. In the Check Disk dialog box, select the desired options.
7. Choose Start.
8. When the process is complete, choose OK to close the Checking Disk message box.
9. Choose OK to close the Properties dialog box.
10. Close the My Computer window or the Explorer window.

To create an emergency repair disk:

1. Insert a blank floppy diskette into the floppy diskette drive.
2. From the Start menu, choose Run.
3. In the Run dialog box, in the Open combo box, type **RDISK**
4. Choose OK.
5. In the Repair Disk Utility window, choose Create Repair Disk.
6. In the Repair Disk Utility message box, choose OK.
7. Choose OK.
8. When the process is finished, choose Exit.
9. Remove the floppy diskette and label it as the emergency repair diskette.

Self-Check Exercise

1. Run the error-checking utility on your hard disk without selecting either of the options.
2. Create an emergency repair disk using the floppy diskette labeled **ERD2**.
3. Close any open windows.
4. If a floppy disk is still in its drive, remove it.

Section

9

Working With Multimedia

- Working with Media Player
- Working with Video Files

Section Skills and Their Importance

In the following section, you will learn to:

- **Work with Media Player**

Media Player is an application in Windows NT that lets you play audio and video files. You will examine and use the controls to this powerful multimedia package.

- **Work with video files**

You can also use Media Player to view videos. You will play and edit a sample video included with Windows NT. You will also embed an edited video clip into another application.

END

Working with Media Player

Media Player, a multimedia application included in Windows NT, works much like your VCR and CD player. You can retrieve, play, and edit audio and video files in Media Player. Several audio and video files (called *clips*) are included in Windows NT, and many more are available from on-line services and off-the-shelf packages.

Starting Media Player

You access Media Player, like most other programs on your computer, through the Start menu.

METHOD

To start Media Player:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Accessories.
3. From the Accessories submenu, choose Multimedia.
4. From the Multimedia submenu, choose Media Player.

EXERCISE

In the following exercise, you will start Media Player.

- | | |
|---|---|
| 1. From the Start menu, choose Programs | <i>The Programs submenu appears.</i> |
| 2. Choose Accessories | <i>The Accessories submenu appears.</i> |
| 3. Choose Multimedia | <i>The Multimedia submenu appears.</i> |
| 4. Choose Media Player | <i>Media Player appears.</i> |

END

Parts of Media Player

Figure 9-1 shows the Media Player control buttons. The Play, Stop, Eject, Rewind, and Fast Forward buttons all have the same functions in Media Player as similar buttons on a VCR or CD player.

The Start Selection and End Selection buttons let you place marks in the current clip. Once you have placed Start and End marks, you can share the selected portion with other applications.

The Previous Mark and Next Mark buttons return you to marks you have made with the Start and End Selection buttons.

The Slider Control and Scroll buttons let you move the playhead to different positions in your clip. The slider control is useful for making large moves within your clip, while the scroll buttons move the audio selection in smaller increments.

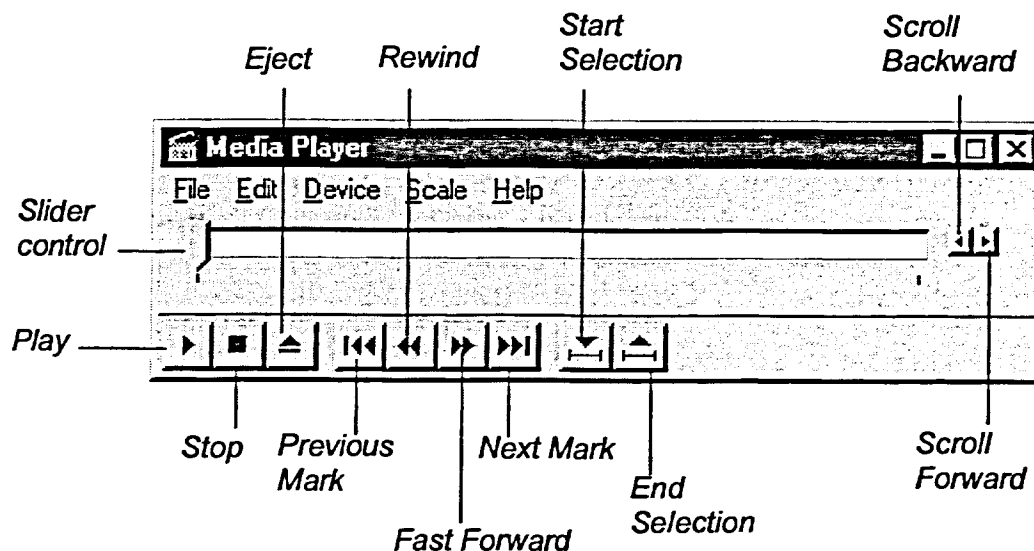


Figure 9-1: The Media Player Control Buttons

END

Working with Video Files

Media Player can display digital video clips, identified by an .avi extension. The new Windows NT 32-bit architecture displays videos more smoothly and more colorfully than before.

Playing Video for Windows Files

As with audio files, you play video clips in Media Player. One of the most commonly used types of video files are the *Video for Windows* files, identified by .avi extensions. You can also play a video clip by simply double-clicking the file in Explorer or My Computer. Double-clicking the file, however, does not bring up Media Player, so you do not have as many options when you play a video file using this technique.

When you play Video for Windows files using Media Player, the most efficient way to make sure you access only .avi files is to tell the program you want to view only video files. From the Media Player window, choose Video for Windows. That way, only Video for Windows files will appear in the Open dialog box.

METHOD

To play a Video for Windows file:

1. Open Media Player.
2. From the Device menu, choose Video for Windows.
3. In the Open dialog box, select a Video for Windows file (a file with an .avi extension).
4. Choose Open.
5. Click the Play button.

EXERCISE

In the following exercise, you will play a Video for Windows file.

- | | |
|--|--|
| 1. In Media Player, from the Device menu, choose Video for Windows | <i>The Open dialog box appears. In the Files of type drop-down list, Video for Windows (*.avi) is listed.</i> |
| 2. In the file list box, display the contents of the A:\ drive | <i>Two files are listed.</i> |
| 3. Select Seattle , and then choose Open | <i>The Seattle video file is loaded into Media Player. A new window appears with Seattle.avi in the title bar.</i> |
| 4. Click the Play button | <i>The video plays.</i> |

END

Editing and Embedding a Video Clip

You can share video files with others by using any application that supports OLE (Object Linking and Embedding). For example, you can embed a video clip in a *MS Outlook* message, as shown in Figure 9-2.

Using the control buttons of Media Player, you can edit a portion of a video and embed only that portion in another application. You can even extract a single frame to share.

Once you embed the clip in the container application, simply double-click the embedded object to play it.

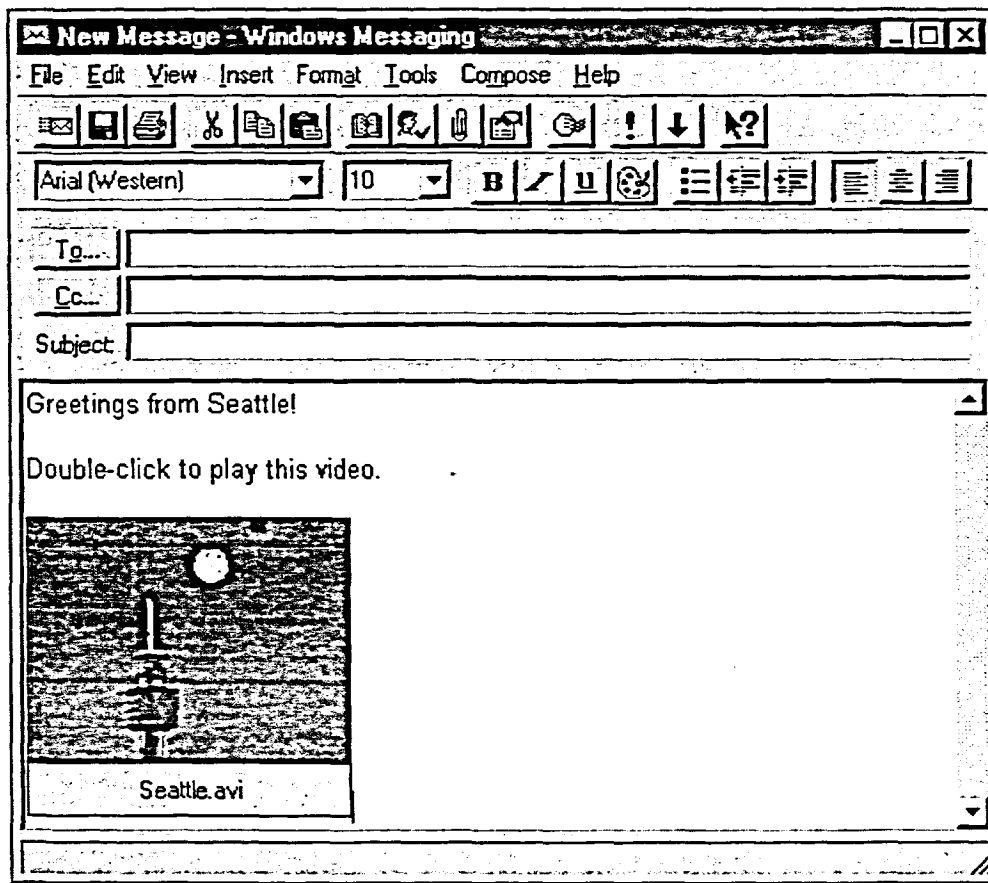


Figure 9-2: A Video Clip Embedded in a MS Outlook Message

METHOD

To edit and embed a video clip:

1. Open Media Player.
2. From the Device menu, choose Video for Windows.
3. In the Open dialog box, select a Video for Windows file (a file with an .avi extension).
4. Choose Open.
5. From the Scale menu, choose Frames.
6. Drag the slider control to the beginning of the selection, using the scroll buttons if necessary.
7. Click the Start Selection button.
8. Drag the slider control to the end of the selection, using the scroll buttons if necessary.
9. Click the End Selection button.
10. Click the Previous Mark button to rewind the selection.
11. From the Edit menu, choose Copy Object.
12. Open an OLE compatible application.
13. From the Edit menu in the container application, choose Paste.
14. In the container application, double-click the object to play it.

EXERCISE

In the following exercise, you will edit a video clip, and then you will embed it into a *MS Outlook* message.

1. Make sure **Seattle.avi** is still loaded in Media Player
2. In Media Player, from the Scale menu, choose Frames *The scale is set to frame increments.*
3. Drag the slider control so that it is above the number 10
4. Click the Start Selection button *A Start Selection mark is placed at frame 10.*
5. Drag the slider control so that it is above the number 20

6. Click the End Selection button *An End Selection mark is placed at frame 20. The selected segment is denoted with a blue highlight.*
7. Click the Previous Mark button *The selection is rewound.*
8. From the Edit menu, choose Copy Object *The selection is copied to the Clipboard.*
9. Close Media Player *You are returned to the desktop.*
10. Open Outlook Mail
11. If the Choose Profile dialog box appears, choose OK
12. From the Compose menu, choose New Message *The new Message window appears.*
13. Maximize the New Message window
14. In the message portion of the New message window, type **Greetings from Seattle!**
15. Press **ENTER** twice, and then type **Double-click to play this video.**
16. Press Enter twice
17. From the Edit menu, choose Paste *The video frame appears.*
18. Double click the .avi object *The video selection plays.*
19. Close the New Message window without saving the changes
20. Exit Outlook *You are returned to the desktop.*

END

To start Media Player:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Accessories.
3. From the Accessories submenu, choose Multimedia.
4. From the Multimedia submenu, choose Media Player.

To play a Video for Windows file:

1. Open Media Player.
2. From the Device menu, choose Video for Windows.
3. In the Open dialog box, select a Video for Windows file (a file with an .avi extension).
4. Choose Open.
5. Click the Play button.

To edit and embed a video clip:

1. Open Media Player.
2. From the Device menu, choose Video for Windows
3. In the Open dialog box, select a Video for Windows file (a file with an .avi extension).
4. Choose Open.
5. From the Scale menu, choose Frames.
6. Drag the slider control to the beginning of the selection, using the scroll buttons if necessary.
7. Click the Start Selection button.
8. Drag the slider control to the end of the selection, using the scroll buttons if necessary.
9. Click the End Selection button.
10. Click the Previous Mark button to rewind the selection.
11. From the Edit menu, choose Copy Object.
12. Open an OLE compatible application.

13. From the Edit menu in the container application, choose Paste.
14. In the Container application, double-click the object to play it.

Self-Check Exercise

1. In Media Player, play the video clip A:\Mail.
2. Start at frame 15 and end at frame 25. Rewind to the beginning of the selection. Copy a portion of the video clip A:\Mail to the Clipboard.
3. Close Media Player.
4. Open MS Outlook. If the Choose Profile dialog box appears, choose OK.
5. Type the following message:

Here's a video clip we can use to promote our electronic mail services.

Double-click to play the video.
6. Press ENTER twice, and then embed the video clip into a new message.
7. Play the video clip in the new message window.
8. Close the new message window without saving the changes.
9. Exit MS Outlook.
10. Close any open windows.

Glossary

accessibility features The options provided by Windows NT to assist users with disabilities when they interface with the computer.

accessory A limited program that comes loaded with Windows NT.

active window The window to which the next keystroke or command will apply.

Administrator account A user account providing the user with the highest level of control available on a workstation.

All Folders pane In the Explorer window, the pane on the left that displays the drives and the folders.

application A computer program used for a specific task such as word processing.

application window The window in which you work with an application.

applications log In Event Viewer, the log that tracks errors related to applications, such as failures within programs and disk checks.

archive In Event Viewer, to store an event log as file.

automatic reset The option of the accessibility features that tells Window NT whether to reset the accessibility features if they are not used for a predetermined length of time.

backup A copy of the files on your computer kept as a safeguard.

backup A procedure whereby data files are duplicated in another location as protection against any accidental data loss.

bottleneck An impediment in the performance of one component of the workstation that impedes the system as a whole from operating efficiently. Bottlenecks often slow the system.

built-in groups In User Manager, the groups that are already set up in Windows NT. The built-in groups cannot be deleted.

check box In a dialog box, a small box you select by clicking. Sometimes, you can use them to select multiple options.

clip Another term for an individual audio or video clip.

Clipboard The Windows NT program that stores copied information, enabling you to share data between applications.

close To remove something from a screen, such as a window or a menu, by deactivating it.

close button The button found in the upper right corner of dialog boxes and windows that enables you to close a dialog box or a window with one click of the mouse.

code A set of instructions to a program. Threads carry out sections of code.

collapse To hide the folder levels below a selected folder in the explorer window.

combo box A dialog box element similar to a drop-down list box.

command button In a dialog box, a large, rectangular button, such as the OK button or the Cancel button.

container application The application in which an OLE object is stored.

Contents pane In the Explorer window, the pane on the right that shows the contents of the selected drive or folder.

context menu Another term for a shortcut menu.

copy To place a duplicate of data on the Clipboard so you can paste it into a program, or to duplicate a file.

corrupted files Files that contain damaged and unrecoverable data.

counter In Performance Monitor, the feature that tells Windows NT how to measure the activity shown by the selected object.

CPU-intensive application An application that takes up a lot of processor resources.

crash To end prematurely because of a computer malfunction.

desktop The screen background for Windows on which application windows, icons, and dialog boxes are displayed.

device A piece of peripheral computer equipment, such as a computer, a hard drive, or a printer, that can be attached to a network.

dialog box A box offering or requesting more information on options relating to a specific command.

directory In operating systems before Windows NT, this term referred to folders.

disconnect To remove your connection from a network device, such as a printer or a network drive.

document A collection of data created by a program.

document window The window that contains a document created by an application. The document window is contained within an application window.

domain A type of network in which one computer, called a server, manages the functions of all the subordinate computers.

drop-down list box A list box with a small arrow on the right. You click the arrow to display the list, and then select the desired option from the list.

edit To modify a document that has already been saved to a computer disk.

embed To place an object in a document. When an object is embedded, you also paste a copy of the application that runs the object.

emergency repair disk A floppy diskette that contains files that help you restore your important Windows NT files should they become damaged. This procedure occurs in conjunction with the setup process.

end To shut down a process.

Error-checking utility A Windows NT utility that scans your disk for errors and repairs errors when they are found. The Error-checking utility is the equivalent of the ScanDisk utility in other versions of Windows.

event A significant occurrence that results in either notification to the user or a log entry. You can use Event Viewer to track events.

Event Viewer A Windows NT feature that lets you track and monitor system events.

expand To show more than one level in a folder tree in the Explorer window.

Explorer The Windows NT application that enables you to manage files and folders and to view the folder tree.

extended partition On a hard drive, a partition that can be divided into logical drives. Compare to primary partition.

extension Three characters separated from the file name by a period. Used to designate the file type.

file A named collection of data usually stored on some type of disk.

file access The rights a user is assigned. These rights determine whether that user is enabled to view, modify, delete, and use a certain file.

file management Organizing your files and folders in a logical fashion on your hard drive and floppy diskettes.

file name The designation used to identify a file stored to disk.

file name extension The three characters at the end of a file name that tell Windows NT the file type of the file in question. You can register file name extensions, letting you launch files within the appropriate application.

filtering In Event Viewer, the process of separating events so only certain events are shown in the selected log.

FilterKeys An accessibility option that instructs Windows NT to compensate for unintended keystrokes by counting a keystroke only if it is held a certain length of time, ignoring repeated keystrokes, or adjusting how soon a key repeats when it is held down.

folder A collection of files and other folders stored at the same location. Folders replace what were once known as directories.

folder icon An icon representing a folder stored on your drive.

format To prepare a blank floppy diskette for use by placing a magnetic grid upon it.

free space Unformatted hard disk space set aside for partitioning.

full control The type of computer access that enables a user to read, edit, run, or delete a file, as well as to change the ownership and permissions of that file.

graphical user interface (GUI) The system of pictures, symbols, and menus through which Windows is controlled.

group In networking, an efficient way of providing permissions and rights to several users who perform similar tasks.

hardware The physical parts of the computer such as the monitor, the keyboard, the mouse, and the hard disk.

Help A feature of Windows NT that allows you to quickly access information about Windows NT.

highlight The border surrounding the command button that will be activated when you press the Enter key, or the color change indicating an icon is selected.

I-beam pointer A special pointer that appears when the mouse pointer is over text.

icon A graphical representation of an option or command.

insertion point The vertical, blinking bar in a document that indicates where text will be placed as it is typed or where a feature will begin when it is activated.

instance In Performance Monitor, a system component. In some cases, multiple instances are available for an object, while some objects do not have instances.

launch To automatically open a file within the appropriate application by double-clicking the file name.

list box A list of options from which you select the option you desire.

local printer A printer directly connected to a port on your computer. Compare to network printer.

lock To block access to your computer without closing open applications or shutting down Windows NT.

log on To provide your user name, password, and other information upon starting Windows NT.

logical drive Additional divisions created on an extended partition.

map To assign a letter to a network drive.

maximize To enlarge a window so that it fills the whole screen

Maximize/Restore button The dialog box element that allows you to enlarge a window or to return that window to its previous size.

Media Player A multimedia application included in Windows NT that lets you retrieve, play, and edit audio and video files.

menu A screen element that offers a list of commands that can be chosen from the menu bar.

menu bar The area of an application window that contains its menus. Menu bars are generally found in windows rather than dialog boxes.

minimize To reduce a window to an icon on the taskbar.

mouse pointer The I-beam, arrow, or other object that moves on the screen in coordination with movements of the mouse.

MouseKeys An accessibility option that makes it easier for users with impaired mobility to use the mouse pointer by letting you use the numeric keypad on your keyboard to control your mouse pointer. With this option selected, you can use the keys on the numeric keypad to move the mouse pointer.

move To remove a file from one location and place it in another folder or on another disk drive.

multitasking The feature of Windows that lets you run more than one application at the same time.

multithreading The innovation by which Windows NT enables some processes to run multiple threads, thus enabling that process to run different functions at the same time on one workstation. This provides enhanced multitasking because a program can run more than one function at a time.

My Briefcase A Windows NT application that makes it easy to use two computers to work on the same files. My Briefcase helps you make sure files remain identical on both computers.

my computer A graphic representation of the drives, folders, files, and devices available on your workstation.

network A group of two or more computers which are physically connected. The network allows you to send information to other computers and receive information from other computers.

network drive When you connect to a shared directory on another's system, you assign a drive letter to the directory, creating a network drive.

network neighborhood A graphic representation of the network to which your computer is connected, if applicable.

network printer A printer that is shared by members of a workgroup. Compare to local printer.

new share An already shared folder that is shared again under a different name.

object application The application used to create a Windows object.

Object Linking and Embedding See OLE.

objects In Performance Monitor, the processes and other system elements you are monitoring.

OLE (Object Linking and Embedding) A standard for data exchange between applications and files.

open To access a file that was stored on disk, and then place it in memory again.

operating environment A program that provides an interface between the user and the computer's operating system.

operating system A control interface between the user and a computer's internal functions.

operating system A set of instructions that is essential to the operation of the computer, such as Windows 95.

option button In a dialog box, a small circle that you click to select. You can select only one option button in an area.

orphan In My Briefcase, a file that has been split from its original file.

ownership A type of access to a file. Having ownership of a file enables you to change the file's access type. Usually, only the creator of the file has ownership to that file. Users with full control access to a file also have ownership of that file.

page In a dialog box, a separate panel accessed by selecting a tab.

partition To divide one hard disk into one or more separate units that act as individual physical hard disks.

password The confidential word that you type when you log on. Passwords help preserve security.

paste To insert the contents of the Clipboard into the current document.

pattern A Windows NT option that enables you to add small geometric designs to the desktop.

Performance Monitor A Windows NT application that lets you chart events occurring on your system or on another system.

permission The authorizations that determine the type of access a group has to a file.

personal group A submenu of the Programs submenu that only you can access.

personal program group In previous versions of Windows NT, the equivalent of the personal group.

primary partition On a hard drive, a partition designated to contain an operating system. Compare to extended partition.

print To produce a copy of a document on paper by sending it to the printer.

print job A document after it has been sent to the printer.

print management The process of controlling your print jobs by pausing, resuming, and canceling print jobs and so forth in the printer window.

print queue A list of documents that are printing or waiting to be printed.

print server A computer that manages print jobs sent to a network printer.

printer driver A program that controls the printer.

printer window The window that displays such information as the print queue for a printer defined on your system. You open a printer window by double-clicking the printer icon.

Printers folder The folder containing icons representing all the printers on your system.

privilege level Determines what a user can do on the workstation.

process An application or a component of an application or a system process. Sometimes, you will need to shut down processes because a process hangs or slows down the system.

Quick View A feature of Windows NT that enables you to view the contents of a document, even without the program in which the document was created.

read-only access An attribute that indicates a user can read a file (or run it if it is a program) but cannot change or delete the file.

Recycle Bin The receptacle that holds items you have deleted until you store them or delete them permanently.

register To associate a specific file name extension with an action, such as starting an application or printing a document. When a file is registered, you can double-click the file icon in Explorer or My Computer, and the file will open or print in the application where it is registered.

registry information Data about the configuration of your workstation. This data can be viewed quickly by accessing the Windows NT Diagnostics tool.

rename To change the name of a file or folder. The new name must adhere to Windows NT file naming conventions.

resize To change the size of an object.

resource Data or hardware, such as a directory, file, or printer, that workgroup members can share over the network.

restart To start the computer again after shutting down Windows NT completely.

restore To return a maximized window to its original, smaller size, or to recover a deleted item from the Recycle Bin.

save To store a document on a disk or on another electronic storage medium.

ScanDisk In other versions of Windows, the equivalent of the Error-checking utility in Windows NT.

screen saver A moving picture or pattern that appears on the screen when the mouse has not been moved or a key has not been pressed for a period of time.

scroll bars The bars that appear at the right edge and bottom of the window. The bars are used to scroll through the window.

security log In Event Viewer, the log that tracks both successes and failures related to security events.

server In a domain, a computer that manages the functions of all the subordinate computers.

share To make resources, such as printers and folders, available to other members of your workgroup.

share name A name that identifies a shared printer or directory.

shortcut An icon that enables you to directly open a file, folder, or program.

shortcut menu A context-sensitive menu that you can access by clicking the right mouse button.

software The instructions a computer needs to operate.

sound scheme A collection of Windows NT events and the sounds associated with each event.

SoundSentry An accessibility option in which Windows NT displays a visual warning, such as a flashing active window, when your system makes a sound.

source In Event Viewer, the software that logged the event.

split In My Briefcase, to break the connection between files so the original files on your hard drive are not updated when your Briefcase files are edited. Files that have been split have the status of Orphan and will not be compared when the Update function is selected.

Start menu The menu accessible by clicking the Start button on the taskbar. This menu gives you access to the programs on your computer, as well as access to functions such as shutting down the computer.

StickyKeys An accessibility option designed for users with impaired mobility to use the keyboard. This option makes it possible for you to press a key such as a SHIFT individually rather than having to press two keys at the same time. Windows NT reacts as if both keys were pressed at the same time.

subfolder A folder contained within another folder.

submenu A menu that appears when you choose a menu option that has an arrow to its right.

system log In Event Viewer, the log that tracks events related to how Windows NT is running on your system.

tab In a dialog box, a heading that provides the title of a page

Task Manager A Windows NT feature similar to Task List in previous versions of Windows. Besides enabling you to switch to and from open programs, Task Manager enables you to shut down processes and track system performance.

taskbar A bar, located along the bottom of a window, that allows you to easily start and switch between programs.

thread One of the most important types of objects. A part of a process that carries out a section of code, or program instructions.

ToggleKeys An accessibility option that provides a sound when CAPS LOCK, NUM LOCK, or SCROLL LOCK is pressed.

toolbar An area of the application window which provides buttons used to perform commands. Using the buttons is easier and quicker than using menu commands.

ToolTip An automatic Help feature that provides the name of the toolbar button to which you are pointing.

undo To use the Undo command to reverse the last action performed.

user An individual with access to a workstation. Users are regulated through user accounts.

user account A method of storing information about a user, including the privileges provided to a user.

user name The name you type when you log on to Windows NT. This name identifies you to other network users.

user profile Configuration information specific to a user, such as desktop appearance.

Video for Windows A type of video file identified by the .avi file extension.

wallpaper A Windows NT option that enables you to add larger pictures to the desktop.

What's This button The button found in the upper right corner of dialog boxes that enables you to get help on a dialog box feature with one click of the mouse.

window A rectangular area on the screen in which a document or application appears.

wizard A series of dialog boxes that walk you through the steps of performing a complex task.

word processor A computer program that allows you to save and edit text documents on disk.

word wrap A feature that automatically starts a new line when text reaches the right margin.

workgroup A collection of computers that belong to a common group. Workgroup members can share printers, files, and ClipBook pages.

workstation In Windows NT, a computer linked through a network. Also used to refer to powerful stand-alone computers.

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