Microsoft® Windows® XP Professional

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JOURNALS

Navigating in Windows XP

Change folder views

To change standard folder views provided by Windows Explorer:

1. Click the Start button and then choose All Programs | Accessories | Windows Explorer.

2. Choose View from the menu. The View menu is displayed, providing viewing options in Windows Explorer.

3. Select Toolbars to add or remove toolbars from view.

4. Choose the display style you like the best: Thumbnails, Tiles, Icons, List, or Details.

5. Select Arrange Icons By to choose the order in which icons appear in the Windows Explorer window.

Define custom properties for a folder

1. Use Windows Explorer to select and open a non-system folder that you would like to customize. (System folders are those folders that were created when Windows XP was installed. These include the My Documents folder, the My Music folder, the My Pictures folder, and the Windows folder.)

2. Choose View | Customize This Folder from the menu to open the folder's Properties dialog box.

3. Choose the options you want Windows Explorer to use for your folder. For example, you can choose to associate a picture with this folder or you can change the standard folder icon to another icon of your choice.

4. Click the Apply button to make your changes effective, then click the OK button to close the dialog box.

Make folder settings standard

To make your new folder settings standard across folders:

1. Open Windows Explorer and then choose Tools | Folder Options from the menu to access the Folder Options dialog box.

2. Click on the View tab.

3. Click the Apply To All Folders button.

4. Click the Yes button to make your changes effective, and then click the OK button to close the dialog box.

To reset folders to the Windows Explorer default view:

Click the Reset All Folders button.

To display hidden files or folders:

Choose Show Hidden Files And Folders in the Advanced Settings section.

Using the Start menu

Use the Help and Support command

To get online Help for Windows XP:

1. Click the Start button.

2. Click on Help And Support on the Start menu. The Help And Support Center dialog box appears.

3. Review the list of topics. Click on a topic to read more about it.

All Programs Menu   Accessories Menu

Start Menu

4. Click the Back button on the toolbar to return to the Help And Support Center to click another topic.

5. Type a keyword or phrase in the Search box if you want to search on a specific topic, and then press the [Enter] key. A list of topics related to your keyword appears. Click on a topic name to read about it or to work through an interactive tutorial.

6. Click the Close button when finished using the Help And Support Center.

Log off the PC

1. Close any open windows on your desktop.

2. Click the Start button.

3. Click Log Off on the Start menu.

4. Click Log Off in the screen that appears. The PC stays on, waiting for the next user to log on.

Shut down the PC

1. Close any open windows on your desktop.

2. Click the Start button.

3. Click Shut Down on the Start menu. The Shut Down Windows window is displayed.

4. Verify that Shut Down is selected from the What Do You Want The Computer To Do? dropdown list.

5. Click OK.