

C&NS *Source Guide*

Using Windows XP and File Management Handout (Staff)

The XP Interface

- **Logging on to your computer.**
 - Logging in on campus. – Analogy of a safe.
 - Login screen
 - Domains - FFLDU, Fairfield, Local Machine, Prep
 - User accounts – logs you on to computer and network
 - Machine accounts
 - Access to network resources.
 - Password reset program.
- **Mouse actions**
 - Types of mice – trackball and laser/optical, usb and ps2, scroll mice
 - Mouse pointer – (may assume a variety of shapes depending on where to place it.)
 - Left click – starts a command
 - Right click – displays a shortcut menu to perform common actions
 - Double click – can set mouse properties to single click
 - Drag – moves or selects an object.
- **Explore the Desktop with the Mouse**
 - Desktop – the work area where all your work takes place
 - Taskbar – bottom of the desktop – contains the StartMenu, System Tray/notification area.
 - StartMenu and submenus – a menu is a list of commands
 - Launch a Program via the desktop, taskbar, StartMenu
 - Objects:
 - Files – collection of data stored under a single name
 - 2 types of files, data and program files.
 - Containers – stores your files, folders or disk drives
 - Shortcuts – a link that points to another file
 - Each object has its own properties, can be customized (right click!)
- **Manipulate open windows**
 - Windows components and controls
 - Title bar – top of window, shows the file and program name
 - Control menu icon – top left, accesses commands for manipulating the window
 - Menu bar – below the title bar, displays menus with commands
 - Toolbar – below menu bar, contains shortcuts to frequently used commands.
 - Status bar – bottom of window, status of the program.

- Minimize button – underscore symbol, minimizes to a button on the taskbar
- Maximize button – expands the size of the window to its fullest
- Restore down – returns windows to its previous size
- Close button – X, closes the window
- Resize corner - bottom right, manually resize the window
- Manage windows with the taskbar
 - Grouping similar taskbar buttons, taskbar properties. – so as to not fill up your taskbar.
 - Cascade, tile – how windows open, horizontally and vertically.
- Cycle through open windows
 - ALT+tab
 - Alt+ F4 to close windows – keyboard shortcuts.
- Move windows
 - Put the mouse pointer on the title bar and drag.
 - To manipulate the window, put the pointer on the border or corner and drag.

Important Desktop Folders

- **Display My Computer**
 - What is in my computer
 - Physical drives, mapped drives – hard drive, floppy, cd-rom
 - Determine drive capacities
 - See how folders are organized
 - Device names: A: C: D: E:
- **My network places – what is it?**
 - Access network resources
 - Network properties for the computer
- **My documents folder - it's important. (network resources)**
 - Common objects/folders
 - Stores items here by default
 - Great place to organize
- **The Recycle Bin**
 - Using the recycle bin – have to make room on your hard drive
 - How it works – items are stored in it when you delete them, the can changes from empty to full
 - Deleting folders and files
 - Emptying the recycle bin – permanent deletion
 - Restoring items in the bin – if you made a mistake

Viewing Folders and Files

- **Folder and File Organization**
 - Examining the windows XP hierarchy – multi level organization, family tree
 - The desktop is at the top of the hierarchy

- **A better way to view the windows hierarchy is to access windows explorer**
 - Open window explorer
 - Start>programs>accessories>windows explorer
 - Right click on the start button
 - Navigating in windows explorer
 - What is it?– It explores the contents of your pc
 - It has different views – My documents folder, Similar to Internet Explorer
 - Structure of windows explorer
 - Left (task) and right pane (displays contents of left pane)
 - Different views, choose the view menu – you can arrange it differently
 - Separator bar, can be moved
 - Opening and Closing folders to view items, plus/minus sign

Managing Folders and Files

- **As you now create files/documents, it will be easier to locate files later if you create folders from the start.**
 - Use separate folders for different projects
 - You have to decide where to put folders
 - You can put folders just about anywhere.
 - DANGER – use My Documents, rule of thumb!
 - You can put folders inside of folders
- **Work with Folders**
 - Create folders
 - From task pane>make a new folder
 - Menu Bar - File>new folder
 - Right click>new folder
 - Rename folders
 - From task pane, click on a folder, select rename folder
 - Right click folder>choose rename
 - Menu Bar - File>rename
 - Highlight and click once on the name
 - Copy folders
 - From tasks pane
 - Menu Bar - Edit>copy
 - Right click and drag to new location, choose copy when you let go of button.
 - Keyboard shortcut, refer to guide
 - Move folders
 - Task pane
 - Menu Bar - Edit>move to folder
 - Drag and drop into new location
 - Right click and drag, choose move when you let go of button.

- Other options – undoing last action,
 - Menu Bar - Edit> undo
 - Folder settings/properties/sharing folders
 - Right click>properties

- **Work with Files**
 - With folders in place, now we can work with files
 - The steps are almost identical to creating folders

 - Create files
 - Create file without opening a program, on the desktop – right click>new>choose file type. Type name and then enter.
 - Rename files
 - From task pane, choose rename this file.
 - Right click file and choose rename
 - Menu bar - Choose file>rename
 - Copy files
 - Task pane>copy this file
 - Menu Bar - Edit>copy to folder
 - Right click file and drag to new location, when releasing button, choose copy here.
 - Move files
 - Task pane>move this file
 - Menu Bar - Edit>move to folder
 - Drag and drop into new location
 - Right click drag and drop, when releasing button choose move.
 - File properties – Properties for a file will differ depending on the app.
 - Right click file>properties
 - Selecting files
 - To select group objects, If in a file list, select first object, press and hold down shift key, click the last object in the group, release shift key
 - To select non-adjacent objects, select the first object, press and hold the ctrl key, click each additional object you want to select, release ctrl key.
 - Clicking and dragging over the icons to select them.

- **Create Shortcuts**
 - Shortcuts are a pointer object or link to a frequently used object/file/folder. Its more efficient, saves time.
 - Creating shortcuts for programs, files, folders
 - To create a shortcut on the desktop, right click object and choose send to>Desktop (create shortcut)
 - Right click object, choose create shortcut
 - Select object, hold alt key, and drag the mouse pointer away from the original object and release.

- Right click object, drag the mouse pointer away, when you release button, choose create shortcut here.
 - Use the short-cut properties to show the original location
- **Saving a document (save vs. save as)**
 - Until your document is saved to a disk, it exists only in computer memory, which is only temporary storage space. For permanent storage, you need to save to a disk.
 - Save
 - To save frequently, without having to retype a name
 - Save As
 - When saving a file for the first time, to give it a name, to save it to another location or in another format.
 - File names
 - Can't use certain characters
 - Up to 255 characters long
 - Don't use spaces, use underscores. _
 - Extensions
 - Three letters at the end of a filename, used to identify which program created which file.
 - Where to save
 - Hard drive
 - Removable media
 - Network resources
 - Saving Tips
 - Save work frequently
 - Always save first before working on a document
- **Cut, Copy, and Paste information**
 - You need to move some data around within a document or to another program. You can copy, paste into many other programs.
 - What can you cut, copy, and paste?
 - Just about everything
 - The clipboard
 - Holds information until you paste it somewhere
 - Not visible most of the time.
 - Holds a history until:
 - Turn off computer
 - Exit windows
 - Cut/copy another selection
 - Options for cutting
 - Menu Bar - Edit>cut
 - Ctrl + x
 - Select object, right click, select cut
 - Highlight and drag, then cut

- Options for copying
 - Menu Bar - Edit > copy
 - Ctrl + c
 - Select object, right click, select copy
 - Highlight and drag, then copy
- Options for pasting
 - Menu Bar - Edit>paste
 - Ctrl + v
 - Select object, right click, select paste

Other Windows XP Tips

- **Using Programs**
 - Opening Programs
 - Hard drive
 - start menu, taskbar, desktop
 - shortcuts
 - Closing programs correctly
 - File> exit, not the X
 - Temp files build up
 - Use help and support
 - Uses online help now.
 - Use the search companion
 - Use search to find lost files. You can search your pc, network.
 - What to search for – must specify criteria
 - Where to search for it
 - How to search for it, by name etc.
 - Search by first name, extension, * as a name, * as an extension. (wild card symbol) (shift 8)
- Keyboard shortcuts
 - Back of the Win XP training card
- **University Network Resources**
 - Artemis
 - File Sharing
 - Achilles
 - Remote Desktop Connection

- Network
 - **Artemis- Personal Storage (Not backup) Faculty and Staff only!!**
 - How can artemis be used:
 - Options: Personal Storage and Backup.
 - How to set up: must have an account on server, to give permissions for access
 - Can access anywhere on campus.
 - Mapping drives
 - If using offline files, make an appointment with a tech to setup machine locally
 - Locally
 - Offline files: My documents.
 - Issues: Database files and .PST files. Must move them manually.
 - Access Remotely-network, Achilles
 - Mac OS:
 - Use: Connect to server: via smb
 - No way of synchronizing with artemis, has to be done manually.
 - **Terminal Services (Achilles) – Remote Access – On and off campus.**
 - How can Achilles be used: how to set up: must have an acct on server, permissions for access
 - Must have remote desktop connection application installed.
 - Comes with Win XP.
 - When used:
 - Off campus
 - Outlook Client
 - Other programs
 - Printing – can print to network printers, can't print locally. No usb printers. New version of remote desktop will fix this.
 - See documentation – www.Faculty.fairfield.edu/remoteaccess for instructions
 - Transferring files. Can't transfer files locally to achilles and vice versa. Must E-mail to yourself.
 - Outlook setup
 - Exchange .pst's
 - If actively using e-mail, don't use pst's.
 - .pst's should be mapped to Artemis
 - Pst's take up space
 - You may forget where you put them.

- There is a problem with .pst's on different drives
- If need bigger e-mail space, you can request it.
- You must actively manage your inbox – deleted items, sent items etc.
- Must turn off auto archiving.
- Mac OS-
 - Remote Desktop connection has to be installed.
 - PC environment
 - Rest is same as above
- Terminal services on your PC, not Mac.
 - Terminal services to your computer on campus
 - My computer>properties>remote tab.