

Desktop Management

Computer Booters of Sun Lakes

October 28, 2000 Seminar

Judy DiFrancesco, Presenter

I. The Desktop

You spend a significant amount of time looking at your desktop. It should look exactly the way you want it to. How you view the desktop as a whole, can be set in the Display Properties window. (*To get there, RIGHT Click on the Desktop and LEFT Click on Properties.*) Some like it very busy with background pictures and lots of color. Others prefer a plain look that makes the icons easier to see. This is personal choice.

A. Desktop icons can be added, deleted, grouped, arranged, changed, animated, sized, and their text edited for type style, size, color.

B. Under most circumstances, when you remove an icon from the desktop you are only removing a path or shortcut to the program. However, this is not the case if you have saved a file or document to the desktop. When the desktop is the only place something has been saved, removing it from the desktop will lose it for you. That is one reason it is so important to pay attention to the path when you save something.

C. Some internet or e-mail programs want to save files to the desktop. I recommend, before saving, choose a path to the hard drive.

D. Exploring the options.

1. To ADD an icon. *In Windows98* it is quite easy. Select Start, Programs, and find the icon you want on the desktop. Point to it, hold the RIGHT mouse button down and drag it to the desktop. Let go, then select Create Shortcut Here. (*DO NOT choose Move and DO NOT use the left button or you won't find it in the list the next time you look there.*)

In Windows95, RIGHT click on Start, choose Open, double-click Programs, double-click the group containing the icon you want, locate the icon, RIGHT click on it and choose Create Shortcut. A second icon will appear and you can drag it to the desktop.

2. To DELETE an icon, drag it to the recycle bin or right click on it and choose delete from the menu. (*If you hold the Shift key while clicking delete, you will bypass the recycle bin.*)

3. To ARRANGE the desktop icons. When you delete an icon, do the rest of them rearrange themselves? If so, RIGHT click on the desktop, point to Arrange Icons, and click next to Auto Arrange to remove the check. Now you will be able to put the Icons where *you* want them, and they will stay there. Arrange them as you wish,

then RIGHT click and choose Line Up Icons.

4. To GROUP icons. Right click on the desktop, choose New, Folder. While it is highlighted, type a name for it. Then drag any icons on the desktop you want in that folder and drop them on top of it. When you open it, they will be inside.

5. To CHANGE an icon. Often a program will have a choice of icons. If you RIGHT click on it and choose Properties, if there are others available, there will be a button to Change Icon. In some cases you will see icons available in Windows.

6. To RESIZE the Icons. Open the Display Properties window (*to get there, RIGHT Click on the Desktop and LEFT Click on Properties.*) and click on the Appearance Tab. Click the drop-down box next to Item: and select Icon. If you increase the number the Icon will be larger.

If you choose Icon Spacing you can move them closer together or further apart both vertically and horizontally.

7. You can also change the Font under the Icon, you can **Bold**, *Italicize* it, Underline it. You might want to keep track of the settings before you make changes, in case you don't like what you've done, you can get back where you were.

8. To Change the BACKGROUND color of the Text under the icon. From the Appearance Tab in the Display Icon, with Desktop selected in the Item: box, click the drop-down next to Color: and choose something that goes well with the background color of your desktop. If you don't see one you like, click on Other, and choose anything from the spectrum that you like.

II. The Taskbar

A. Typically, the icons that appear in the available open space of the taskbar represent the programs that are currently in use. Having them in the taskbar, allows you to move freely from one to another without disturbing the application you are leaving.

B. Generally, if you right click on one of those icons, the option to close that program becomes available without going back to the program to do it. Depending on the program, there will also be other options. If you choose *close*, you will be prompted to save your work if you had been doing any type of data entry that had not been saved.

C. If your taskbar has so many icons showing that they are too small to identify, grab hold of the top border of the taskbar (*double arrow*) and stretch it.

The taskbar will grow and the icons will be larger.

D. In addition to the 'open program' icons that appear in the taskbar, Windows98 gives you the option to add various toolbars to the taskbar.

(1) Right click in an open area of the taskbar, point to Toolbars and see what is available. If you see a check, you are using that toolbar. To close it, click on it, the check will be removed and the toolbar will be closed.

(2) The *Quick Launch* toolbar allows you to have any icon you wish in the taskbar for quick access, and anything there opens with a single click.



- (a) To add a copy of an Icon to the Quick Launch toolbar, just drag and drop it there.
- (b) RIGHT click in the Quick Launch toolbar to size the icons or change their View.
- (c) I find the Quick Launch toolbar very useful, but the others can be somewhat confusing and take up quite a bit of taskbar space.

III. The Systray (*short for System Tray*)



This is the area at the RIGHT end of the Taskbar. It contains icons for programs or files that are loaded or made available when the computer is booted and Windows starts up. *Examples:* Anti-virus software, Speaker Volume control, the Task Scheduler, Display control, Time and Date control and others.

- A. Point to them and *don't* click, you will see what they are.
- B. Left click or double-click brings up a set of options available for that icon. There is no rule about the clicks. You just have to try them.
- C. Right click on each icon to see an alternate menu of available options relating to it. Often one of the choices is to close the program which will remove it from the systray. If it prompts for a permanent removal, you decide. If not, it will probably be back there the next time you boot the machine.
- D. When to use them.
 - 1. Turn Anti-virus software off here when you plan to install a new program.
 - 2. Use Speaker icon to adjust or mute volume of speakers without making any adjustments on the speakers themselves.
Note: If you don't see the speaker, open Control Panel, Multimedia, Audio Tab, and check Show

Volume control on the taskbar.

- 3. Change resolutions or colors 'on the fly' when various programs have specific requirements.
Note: To see if your video card will allow you to show the icon in the systray, open Control Panel, Display, Settings Tab, Advanced button, and check Show settings icon on task bar.
- 4. Reset time or date. *Note: keeping an eye on your machine's time, can be a hint to the condition of its battery.*



IV. The Start Menu

You can easily add and remove Icons on the Start Menu. You can control the icons ABOVE the Programs Icon.

- A. To ADD an icon to the Start Menu, Drag and Drop the Icon to the Start button. When you let go a copy will appear in the Start Menu.
- B. ICONS that are valuable to have in the Start Menu are:
 - 1. The Icon to control your Printer or Printers. So you can control your print jobs without disturbing the program currently open on the desktop.
 - 2. The Icon to access the Windows Explorer so you can locate files without disturbing the program currently open on the desktop.
 - 3. The Icon to Edit E-mail is another good one to have here.
- C. To REMOVE an Icon from the Start Menu in Windows98, RIGHT click on the Icon and select Delete.
- D. To REMOVE an Icon from the Start Menu in Windows95, RIGHT click on the Start Menu. Click Open. Right click on the Icon to be removed and click Delete.
 - 1. If you use Microsoft Word, you will usually see the New Document or Open Document icons in the Start Menu. Most people do not use them. If you don't, delete them.
 - 2. If you use AOL, they put their icons everywhere. Choose the one you use, and dispose of the rest.

NOTE: When to RIGHT Click

A RIGHT click of the mouse brings up a Context Menu. In other words, it shows a menu of all the options available for the item you have clicked. *After* right-clicking and bringing up the menu, you will ALWAYS use the Left mouse button to choose the option you want to use.