

Tips & Tricks for Windows XP Users

Files or Folders

In order to set a global file view and apply it to all folders, you need to:

1. Open any folder and go to the **View** menu of the *My Computer* window.
2. Select what type of view you would like (I.E. List, Details).
3. Go to the **Tools** menu.
4. Select **Folder Options**.
5. Click on the *View* tab.
6. Click the **Apply to All Folders** button.
7. Click on **Yes** to the **Folder views** dialog box's question.
8. Click the **OK** button to exit.

To reset global settings, under the *View* tab (Step 5 above) of the **Folder Options** window, select the **Reset All Folders** button.

To backtrack to a folder's parent directory, just press the **Backspace** key (or the **Delete** key – Intel Mac) while in that folder's window. Repeated performance of this operation will take you all the way to C:\ or you can click the folder with the **green arrow** pointing up below the window's menus.

Click (either right or left mouse) and drag a box around a group of files to select them all at once. Then you can copy, move, delete, or do any other file option to them all. Be careful to not have the mouse pointer on any one file. Drag from the side of the file icon. **NOTE:** *If you right click and select a group of files or an individual file, you will get a pop-up window with your option choices.*

Use a **Shift** key with a click you can select groups of contiguous files or folders. Using the **CTRL** key with a click you can deselect non-contiguous files or folders from the group, one at a time, without disturbing the whole group selection.

Typing a letter will take you to the first file in a folder or on the desktop that starts with that letter. Pressing the letter again will take you to the next file that starts with that letter.

To view the Properties of a file or folder, select the item, and then press the **Alt Enter** key combination. Alternately, you can right click an item and then select Properties from the pop-up window. **NOTE:** *This is a little tricky on an Intel Mac running Parallels, as the **Alt** and **Enter** key combination is assigned for Parallels use. The properties dialog box of the file or folder appears, but it also pops-up a message for the Parallels process that requires you to click a Cancel button. This will happen each time you use the **Alt** and **Enter** key combination.*

To delete a file or folder without dragging it to the Recycle Bin, right click the file or folder and select **Delete** from the pop-up window. You will be asked for confirmation before the system will complete the task.

Press the **F2** key to change the name of a selected file or folder. **NOTE:** *This is a little tricky on an Intel Mac running Parallels, as you will need to press an **fn F2** key combination to do this.*

Applications and Windows

Hold down the **Alt** key and press the **Tab** key to toggle forward between open applications and windows. Pressing an **Alt Shift Tab** key combination will toggle backwards.

The **Windows** key on the standard keyboard can serve more purposes than just clicking the **Start** button. Hold down the **Windows** key and press one of the following keys to start that application:

e	my computer
f	find
m	minimize all windows
Shift m	maximize all windows
r	run

If you like to keep four or five windows open while you work (or play) on your computer, you'll appreciate knowing these keyboard shortcuts. You can quickly switch between your Web browser, e-mail, instant message windows, and other programs without taking your hands off the keyboard. Here are a few:

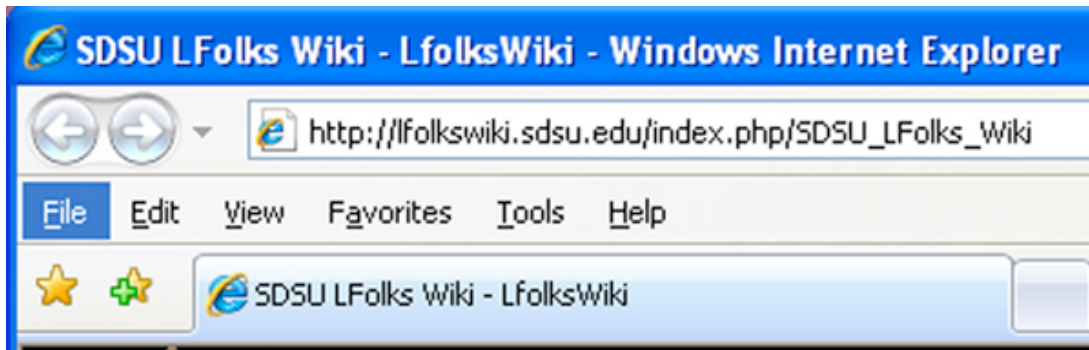
Action	Shortcut
Minimize a window to your taskbar	Alt, Spacebar, N (press keys in that order)
Maximize a window so it takes up your whole desktop	Alt, Spacebar, X (press keys in that order)
Restore a window so it's visible but doesn't take up your whole desktop	Alt, Spacebar, R (press keys in that order)
Close a window	Alt F4 key combination (does Not work with Parallels/Intel Mac)
Switch to the last window you had open	Alt Tab key combination
Switch to any window	Hold down the Alt key, and press Tab until the window you want is active

Shortcuts will feel natural after you do it a few times, and you will feel much more efficient while using your computer.

Control menus using your keyboard

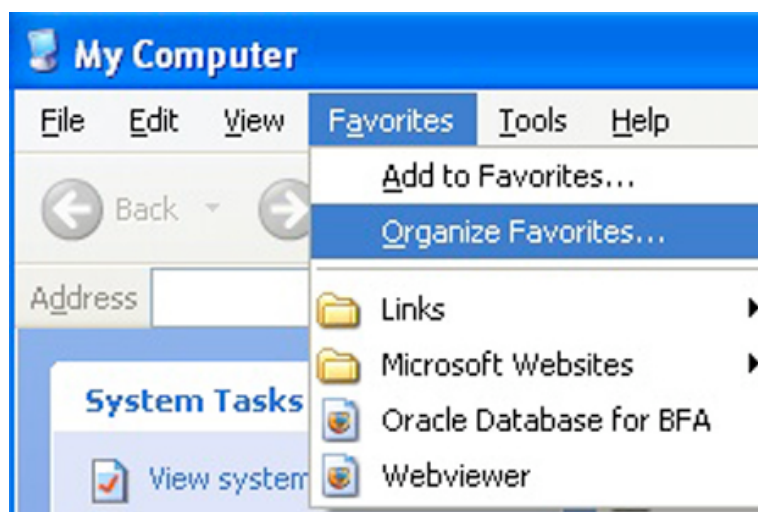
1. With your program open, press the **Alt** key. Notice that one letter on each menu name is now underlined. To open the menu, press the underlined key. For example, in Internet Explorer, the **View** menu name shows the **V** underlined after you press the **Alt** key. To open the View menu, press the **Alt** key, and then press **V**.

Menu bar with the **V** highlighted and underlined on **View** menu name



2. In some applications, each menu item will show one letter underlined. To access or activate the menu item you want, simply press the underlined key. For example, in **My Computer**, after you open the **Favorites** menu with the Alt key and then pressing **a**, the **Organize Favorites** menu item shows the **O** underlined. Instead of clicking Organize Favorites with your mouse, you can just press the **O** key.

View menu with the **O** in **Organize Favorites** menu item highlighted and underlined



3. You can also choose menu commands by pressing key sequences quickly, without waiting for the menus to open. For example, to quickly organize your favorites in **My Computer**, press **Alt, A, O** keys in that order.

Missing Windows Taskbar

The windows taskbar can be missing or minimized for several reasons.

1. Taskbar can be minimized to a small line on one side of the screen. To check this, move the mouse slowly to the very edge of each side of the screen looking for the small double-sided arrow to appear. When this arrow appears, click and drag the mouse away from the side of the screen so that the taskbar appears.
2. The taskbar can also be auto hidden. To show taskbar, mouse over each side of the screen and the taskbar should appear. To change this option, right click the taskbar and select **Properties**. Uncheck **auto-hide the taskbar**.
3. If the taskbar is on the wrong side of the screen for the user, left click in the system tray area and drag to move taskbar to desired position.
4. If the taskbar is locked in position, no movement is possible. If the user has this option on, then no changes may be made to the taskbar. This may be desirable if they want the taskbar to remain in its current position. To make changes to the taskbar, right click on the taskbar and uncheck **lock the taskbar**.

A quick way to see the **Start** menu is press the **Windows** key on the standard keyboard (located between the **Ctrl** and **Alt** key on the bottom row of keys on most PC keyboards).

Other Problems/Fixes

If the monitor's image is upside down, pressing **Ctrl Alt** and the **Up Arrow** key combination will correct the problem.