



Windows XP

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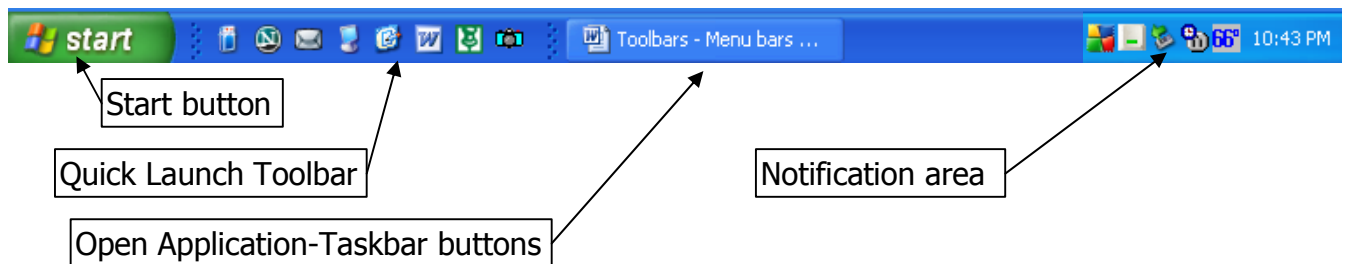
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Windows XP

Chapter 1 - The Taskbar - Toolbars - Menu bars

The Taskbar

The **Taskbar** is (normally) located at the bottom of your screen. It has many functions and useful tools associated with performing system commands and actions. We will learn many of the roles the Taskbar can play.



The Taskbar has multiple functions

1. The **Start button** – clicking on this button opens the **Start menu**, where you can launch your programs, access the **Control Panel**, perform various **Searches** and much more.
2. The **Quick Launch Toolbar** is an easy access to launch your favorite programs. The icons located in this toolbar are similar to desktop icons or applications located in the Start menu.
3. The **Taskbar buttons** display the active programs running on your computer. Clicking on the appropriate button will activate the window for that particular application or window and switch to this active program (window on top of any others displayed).
4. The **Notification area** (sometimes referred to as the SysTray-short for System Tray), provides you with various functions, including the system clock (time). Additional icons appear in the Notification area displaying active programs that were launched upon Windows Startup.

One of the hidden functions associated with the Taskbar is selecting the **Taskbar and Start Menu** options.

1. Right-click on the **Taskbar** and choose **Properties**. The **Taskbar and Start Menu Properties** dialog box appears.
2. Select **Lock the taskbar** option (to remove the check mark in the box).
3. Click on the **OK** button. This allows changes to be made to your Taskbar. Remember to turn this function back on after completing any changes associated with the Taskbar. Alternately, you may right-click the **Taskbar** and select **Lock the Taskbar**.

Next, we will examine another function of the **Taskbar**.

1. **Right-click** any open area of the **Taskbar**. A menu will appear, point to **Toolbars**. To select a toolbar, make the appropriate choices. A check mark next to an item signifies that the item(s) is already selected. Clicking on a checked item will toggle the item off (not visible). In our case we want to turn on the **Quick Launch Toolbar** (if necessary select Quick Launch). The Quick Launch Toolbar will appear next to the **Start** button.
2. Select one of your favorite icons from your desktop, by clicking once on the icon.
3. Right-click and drag the icon from your desktop to an area between two other icons (or if no icons appear, move to any location) on the Quick Launch Toolbar. Note an I-beam will appear displaying the location of where the new button will appear. Release you mouse button. Select **Create Shortcuts Here** from the menu. A (small) icon will appear on the Quick Launch Toolbar.



4. You may launch the appropriate application by single clicking on the new icon.

Often we might want to compare two documents in an application (i.e. Word). We can display both documents (side by side) for comparison. The following procedure explains how we can take advantage of this feature.

1. **Open** any document in Word.
2. **Open** a second Word document.
3. Switch back to the original document opened by clicking on the Taskbar button and selecting the appropriate item from the pop up list. Both documents must be opened either in the maximized condition or full screen display.
4. Right-click the **Taskbar** and select **Tile Windows Vertically** from the menu. Both documents will appear, with the screen divided equally for each document. This affords you the opportunity to view similar documents for comparison or very useful for the purpose of copying and pasting into different documents.
5. Close both Word documents.

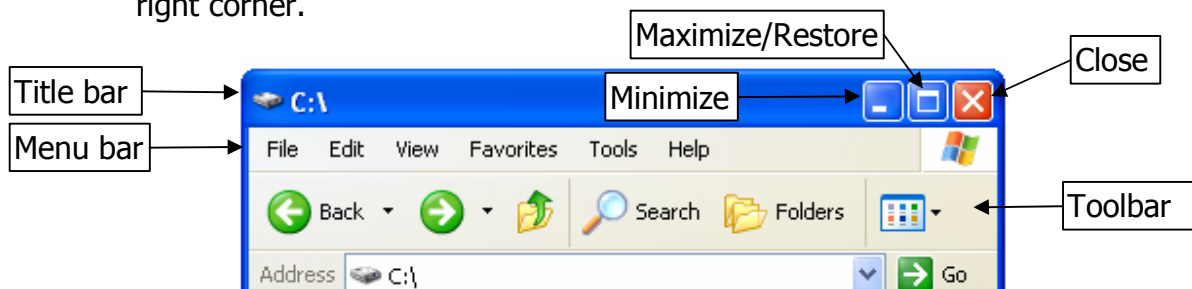
Toolbars

Often we encounter various toolbars in various programs. These toolbars provide us quick and easy access to the most common functions used within the specific program. The various tools vary from program to program, but often you may see similar tools to aid in the functionality of their native program. We will examine a toolbar and explain the functionality of the basic tools.

My Computer - Toolbar

One of the most often used applications, **My computer**, is a popular program for navigating your way around Windows and its folders. We will examine the toolbar from this program.

1. Launch **My Computer** (double-click on the desktop icon – My Computer or click on the **Start** button and then click on **My Computer**. A windows explorer/My Computer window appears.
2. The top of the window displays the **Title** bar for the application. Additionally the **Minimize**, **Maximize/Restore** and **Close** buttons are located in the top right corner.



3. The row immediately below the title bar is the **Menu** bar. This provides you with access to all of the commands and functions within the application.
4. The next row is the **Toolbar**. It provides quick access to the more common actions and functions.

NOTE – Hovering over an unmarked toolbar button, provides the user with a tool tip to offer more details of the button's functionality.

5. Next we will select the **C: (Local Disk)** to examine the files and folders associated with this hard drive. Under the **Hard Disk Drives** category, double-click on the **Local Disk (C:)**. Now the main pane (right) reveals the contents of the C: drive.
6. Next we will select the **My Documents** folder to examine the files and folders contained in the My Documents folder. Locate **My Documents** and double-click the icon located immediately to the left of the name. The contents of **My Documents** appear in the main pane.

Note the toolbar buttons have changed. The **Back** button appears (in full color)

1. Next we will navigate back to the C: drive. Click once on the **Back** button. The contents of the **C: Drive** appear.

Note the **Back** and **Forward to ...** button appear in full color. We can choose to revert back or go forward from this point.

2. Click on the **Forward** button to return to viewing the contents of My Documents.

3. Click on the **Back** button to return to viewing the contents of the C: drive.
4. The next button in the toolbar allows us to move up one folder level. Click on the **Up** button to allow us to view My Computer contents.

Often we are faced with the fact that we can not locate a file or folder (as we've misplaced it or saved it to the wrong location). We can perform a search for the missing file or folders on our computer. This is a valuable tool for locating misplaced files.

1. Before we start our search, double-click on the drive where we hope to locate our file or folder. In our case let's use the C: drive.
2. From the toolbar, click on the **Search** button. The **Search Companion** pane appears. Note the various options for helping you select a specific category.
3. Click on the **All files and folders** link under "**What do you want to search for**".
4. Click in the **All or part of the file name** field. Your cursor will be flashing in the field acknowledging you're ready for typing your entry.

A bit of strategy to limit the number of search results is in order. First, you want to enter characters or values that provide you with the best search results. Try to choose a search entry that is unique, but not specific to eliminate the desired results. Using wildcard characters (the asterisk symbol), may be used for unknown characters or symbols (i.e. cat*)

5. Type in an entry that you know you will find results.
6. Click the **Search** button. The results of your search will appear in the right pane. If nothing is located a statement "**Search is complete. There are no results to display**" appears.
7. You may chose to go back to the previous dialog box to refine your search. Click on the Back button to return to the Search Companion pane. To select a time period when the document was last saved, click on the chevrons (double arrows pointing down) adjacent to "**When was it modified**". Select or enter the appropriate options to refine your search results. You may continue your search from this dialog box by clicking on the Search button.
8. We will return back to the previous options. Click on the adjacent chevron to collapse this option.
9. If you know the file size, you may use the "**What size is it**" function, by clicking on the chevrons associated with this option.
10. Additional advanced options are contained in the "**More advanced options**" selection. Click on the chevrons to expand this list. Note the available options and utilize the appropriate choices to limit your search.

In addition to searching for files or folders, the search function can be use for locating **Pictures, music or video; specific documents; or computers or people**, by selecting the appropriate options in the Search Companion.

Once you've located the file or folder you were seeking, you may double-click the filename to launch the program associated with the file.

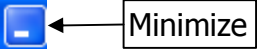
Retuning back to the toolbar, the next button (Folders) returns you back to viewing the file and folder structure you saw earlier, before we performed a search.

1. Click on the Folders tool in the toolbar. The file hierarchy is shown with "**Search Results**" highlighted.
2. Let's navigate to the **My Documents** folder. You might find it necessary to scroll up to the top (in the left pane) to view My Documents. Once in view, click on the **plus symbol** to expand the folder to view the contents in the right pane.
3. Depending on the current **View** selection, the results may vary. Click on the **View** button from the toolbar and choose **Details**. This option expands out the information associated with each file or folder.
4. Click on the **View** button again, and choose **Icons**. Now the results display as an appropriate icon relating to the type of file listed. All folders will appear as a folder icon. Word documents will be displayed with the Word icon, etc.

Menu Bars

The next subject deals with the **Menu bar** (located directly below the title bar and directly above the toolbar). The **Menu bar** has multiple items (**File, Edit, View, Favorites, Tools** and **Help**). These items help to categorize the function found in each menu item. Commands and actions that are associated with Files are located in the **File** drop-down menu, etc. We will examine some of the commands located in the menus.

My Computer - Menu Bar

1. From the **My Documents** folder, select any Word document.
2. Click on the **Edit** Menu and select **Copy**. Nothing appears to have changed, but you will see the effect in a moment.
3. **Minimize** the **My Computer** window (and any additional windows that may be open), by clicking on the **Minimize** button. 
4. Right-click on the desktop.
5. From the menu, select **Paste**. A copy of the document you selected in My Documents is now copied to your desktop. Double-click the document icon to open Word and the associated document will appear.
6. Close **Word** without saving your changes.
7. Right-click on the newly created desktop icon and select **Delete**. The **Confirm File Delete** warning appears. Choose the **Yes** option.
8. Launch the **Recycle Bin** and locate your recently deleted document.
9. Right-click on the filename and choose **Delete**. Once again you are confronted with the warning as seen above. Choose the **Yes** option. The copy of your file has been removed from your computer, but the original is still intact.
10. Close the **Recycle Bin** by clicking on the **Close** button.

Let's return to **My Computer** to perform another command. This time we will send our document to the desktop with a less complicated procedure.

1. Return back to viewing **My Documents** in the **My Computer** window.
2. Right-click any Word document and from the menu, choose **Send To** and select **Desktop (create shortcut)** from the sub-menu.
3. **Minimize** the **My Computer** window. Note the new desktop icon representing a **shortcut** to the document you had just highlighted.
4. Delete your new desktop icon.
5. You may delete the shortcut from the Recycle Bin as well

Chapter 2 - The Recycle Bin

Using the Recycle Bin

During the process of using your computer you may wish to delete unwanted files. Or you may have inadvertently deleted a file you wish to restore. The **Recycle Bin** acts as a second stage (or buffer) for deleting files. Also, it may be necessary to completely eliminate some or all of the files in the Recycle Bin to retrieve additional storage space on your hard drive. The follow procedure guides you through the steps necessary to perform various functions of the Recycle Bin.

In this first procedure we will discover the method of restoring a deleted file from the Recycle Bin.

Restoring items from the Recycle Bin

1. Open (launch) the **Recycle Bin**. Most often an icon is located on your desktop; double-click this icon to open the Recycle Bin. If the icon is not present, open Windows Explorer (right-click the **Start** button and choose **Explore**). Next, navigate to the **Recycle Bin** in the left pane and highlight it.
2. You may choose to restore all items located in the Recycle Bin, by choosing the **Restore all items** link (located in the left pane under Recycle Bin Tasks or we can select individual or multiple files or folders to restore.
3. To **Restore** an individual file or folder, right-click on the name of the file or folder and choose **Restore**. The selected item will be restored back to its original location on your computer.

Selecting multiple files from the Recycle Bin

Additionally, you may wish to select a chosen list of files you wish to permanently delete or restore. The following procedure demonstrates the actions for selecting a chosen group of files.

If you wish to select contiguous (all together) files:

1. Highlight the first file in the list you wish to take action on.
2. Hold down the **SHIFT** key and select (highlight) the last file you wish to select. All files between the first selection and the last selection will be highlighted. You may continue with either deleting or restoring the selected list, by choosing the appropriate action from the **File** menu.

Conversely, if you wish to select a non-contiguous (not organized together) list:

1. Highlight the first file in the list you wish to take action on.
2. While holding down the **CTRL** key, select any additional files. A file is added to the previous selection with each **CTRL** click. You may continue with either deleting or restoring the selected list, by choosing the appropriate action from the **File** menu.

NOTE: A combination of the above two methods may be invoked to select a wider range of files.

Changing the Sort Order of files

The following procedure affords you the opportunity to view the files in a different sort order, to assist in making your selection easier.

1. In the right pane, notice the small arrow (pointing up) adjacent to the name column. This represents the file **Names** are sorted in ascending order.
2. Clicking on the **Name** button transforms the Name order by descending order. The arrow reverses and becomes an arrow pointing down.

In addition, you may wish to select a different column to sort by (i.e. Date Deleted). To view your Recycle Bin items by Date Deleted order, perform the following steps:

1. Click on the **Date Deleted** column header. The sort order becomes the oldest to the newest order of deletion. (ascending order).
2. Click once again on the **Date Deleted** column header, the sort order becomes the newest to oldest order of deletion (descending order).

Furthermore, additional options for other locations may be accessed by clicking on the appropriate location in the left pane. You may also choose to use the Back or Forward buttons located in the toolbar to revert to a former view or advance to the next view.

NOTE: A note of caution. Not all devices send deleted files to the **Recycle Bin**. For instance a USB Flash Drive (jump drive) may **not** utilize the Recycle Bin, as files are permanently deleted from these devices. Most external devices follow this rule.

Emptying the Recycle Bin

If you determine that disk space is running low on your computer, it may be necessary to delete files (items or objects) from the Recycle Bin. Follow these steps to permanently delete files:

1. In the right pane (main), you will see displayed the files that have been deleted (but remain on your computer). You may choose to delete all the files, by clicking on the **Empty the Recycle Bin** link (located in the left pane under Recycle Bin Tasks).

Caution - This action can **NOT** be reversed and you will permanently delete files that you may want to recover in the future.

Chapter 3 - Creating Files and Folders

Creating Files

Creating files is a simple or complex task depending on the type of file you wish to create. A simple text file may be created in Notepad or WordPad (of which both may be launched from the Start menu). Knowing the proper application (program) is the key factor in determining the type of file you wish to create.

To open (launch) **Notepad** or **WordPad**, perform the following procedure:

1. Click the **Start** button. The Start menu will appear.
2. Point to **All Programs**, and then navigate to **Accessories**, followed by navigating to either **Notepad** or **WordPad** and clicking on the appropriate entry. This will launch the appropriate application (program).
3. Once you have launched the application, text may be typed into your document.

NOTE - It is highly recommended you save your document early and at frequent intervals to prevent loss of data.

Saving your Document (first time)

1. To initially **Save** your document, choose from the menu: **File | Save** (shortcut key: **CTRL** + **S**). The **Save As** dialog box appears.
2. Note the location pre-selected in the **Save in** field. This is the location you are preparing to save your document. This is very important factor to understand, as it will be easier to locate your document at a later time. If necessary, change this location by selecting the appropriate folder from the drop-down list. Note: it may be necessary to expand the locations of where you wish to save your document.
3. In the **File name** field, type the appropriate name for your document.

NOTE - It is highly recommended you enter a name closely related to the subject matter within your document.

4. In the **Save as type** field, choose the appropriate selection from the drop down list. This will automatically select the appropriate extension (dot plus three characters) for your document. In the case of selecting **All Files**, you may enter your own extension.
5. Additionally, you may choose other options from the **Encoding** field and provide an alternate extension. Simply click on the drop-down arrow and select the appropriate option.
6. Once you have made all your choices/selections, click the **Save** button.

NOTE - Once the initial save has been performed, additional save actions should be performed at regular intervals (e.g. every 10 minutes).

7. To save your document with the same filename, click on **File | Save** (shortcut key: **CTRL** + **S**).

Save As function

1. If you wish to save your document with a **different name** or to a **different location**, choose **File | Save As**. Make the appropriate changes in the **Save As** dialog box and click on the **Save** button.
2. Once you are finished editing or modifying your document, you should get in the habit of saving again. If you don't save your document, when closing **Notepad** (or **WordPad**) you will be asked if you wish to save the changes made. Take the appropriate action:

Choose the **Yes** option to save your recent changes to your document.

Choose the **No** option to discard your recent changes to your document.

Choose the **Cancel** option to return to your document.

Learning the appropriate application (program) for the file type is a matter of experience. Once you learn the appropriate application, it's as simple as launching that program to provide you with the desired results. If you (or someone else) has created a document, by double clicking on the document, you will automatically launch the appropriate application associated with your document.

Some of the more common documents (with extension) are listed below:

Extension	Application
.txt	Notepad or WordPad
.doc	Microsoft Word
.xls	Microsoft Excel
.ppt	Microsoft PowerPoint
.pub	Microsoft Publisher
.ascii	Notepad/WordPad/Word
.pdf	Adobe Reader


Creating Folders

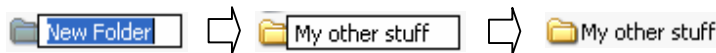
It may be necessary to create new (additional) folders to assist you in keeping your documents and files organized. Once you learn the file and folder structure of your computer system, you will locate documents easier and with less frustration. In this next procedure we will create a new folder within the **My Documents** folder.



1. To view the hierarchy of your computer folder structure, open Windows Explorer. This may be accomplished in several ways. For purposes of general viewing, it is suggested you perform the following:
 - a. **Right-click** on the **Start** button

- b. Choose **Explore**. By default, the Windows Explorer opens to:
C:\Documents and Settings*username*\Start Menu
2. We will choose the **My Documents** folder (click on the icon immediately to the left of the name (normally this is located at the top of the files and folders appearing in the left pane. The contents of the My Documents folder appears in the right pane.
3. If necessary, click on the plus symbol to the left of the icon for **My Documents**. This expands any sub-folders that may reside in the My Documents folder.
4. Ensure the **My Documents** folder is highlighted and from the menu select **File | New | Folder**. The following "New Folder" appears in the right pane:



5. The name "New Folder" is highlighted. To rename this folder to a different name, just type the new folder name and press the  (Enter) key. There is no need to first delete the New Folder entry. Your first keystroke will eliminate the "New Folder" name.



6. If you wish to change the name of your folder, simply click on the folder name, pause for 1 second and click once again on the name (shortcut: ), and type your new name and press the  (Enter) key.

Moving Files

It may be necessary to move a file to a different location (another folder). This is a simple procedure.

1. First, select the file you wish to move (highlight it).
2. Right-click on the filename and choose **Cut** from the menu.
3. Navigate to the folder you wish the selected file to reside. Select (highlight) the folder in the left pane.
4. In an open space in the right pane, right-click and choose **Paste**. The file you selected in Step 1 above will appear in the new location, under the folder you selected in Step 3 above.

Moving Folders

It may be necessary to move a folder to a different location (another folder). This is a simple procedure.

1. First, select the folder you wish to move (highlight it).
2. Right-click on the folder and choose **Cut** from the menu.

3. Navigate to the folder you wish the selected folder to reside. Select (highlight) the folder in the left pane.
4. In an open space in the right pane, right-click and choose **Paste**. The folder you selected in Step 1 above will appear in the new location, under the folder you selected in Step 3 above.

Chapter 4 - Moving ASCII files

What is ASCII (excerpted from wikipedia.org)

ASCII (American Standard Code for Information Interexchange) pronounced "æski" is a character encoding based on the English alphabet. ASCII codes represent text in computers, communications equipment, and other devices that work with text. Most modern character encodings - which support many more characters than did the original - have a historical basis in ASCII.

ASCII includes definitions for 128 characters: 33 are non-printing, mostly obsolete control characters that affect how text is processed; 94 are printable characters (excluding the space). The ASCII character encoding - or a compatible extension - is used on nearly all common computers, especially personal computers and workstations.

ASCII files can be transferred to your PC, and opened up with Notepad, WordPad or even Microsoft Word. Because the files are in ASCII, they can be used almost anywhere.

When saving an ASCII file to your computer, it is most important to note the location of the file you have saved. It is highly recommended you save the file to your desktop, so it is easy to locate at a later time and date.

The terms "ASCII file," "ASCII text file," "text file" and "TXT file" are synonymous.

In this procedure, we will learn how to move an ASCII file to a different location.

1. Locate the ASCII file you wish to move.
2. **Right-click** the object (file), and choose **Cut** from the menu.
3. Launch **Windows Explore**. This may be accomplished by right-clicking on the **Start** button and selecting **Explore**. (Note: you may wish to **Maximize** the Windows Explore window by double-clicking on the **Title** bar or by clicking on the **Maximize/Restore** button (shown below).



Maximize/Restore button

4. Locate the folder where you wish the file to reside (move to folder).
5. Select the folder from the left hand pane.
6. Position your mouse pointer in any open space in the right pane and right-click and choose **Paste** from the menu. The above selected file will appear at the bottom of the file(s) list. If you wish to see the list reorganized by Name order, press the **F5** key from your keyboard OR select **View** from the menu, followed by **Refresh**. By pressing the **F5** key a second time (or by selecting the menu option listed above), will resort the Names by descending order.

Chapter 5 - The Device Manager

The **Device Manager** is an administrative tool that you can use to manage the devices on your computer. Using the Device Manager, you can view and change device properties, update device drivers, configure device settings, and uninstall devices.

Selecting a COM (serial) port

Some applications or programs you use on your computer require a COM port (also called a serial port) to communicate with your Bluetooth device. An example of this type of program is one that synchronizes contacts with your cell phone or PDA.

When you use the Add Device Wizard to add a device to your computer, the wizard creates an incoming COM port (which permits your device to connect to a program on your computer) and an outgoing COM port (which permits a program on your computer to connect to your device).

Usually, you only need to use one of the COM ports provided to you. To decide which COM port to use, you can:

- Read the instructions that came with the program.
- Read the instructions that came with your device.
- Go to the support Web site for the program.
- Go to the support Web site for your device.

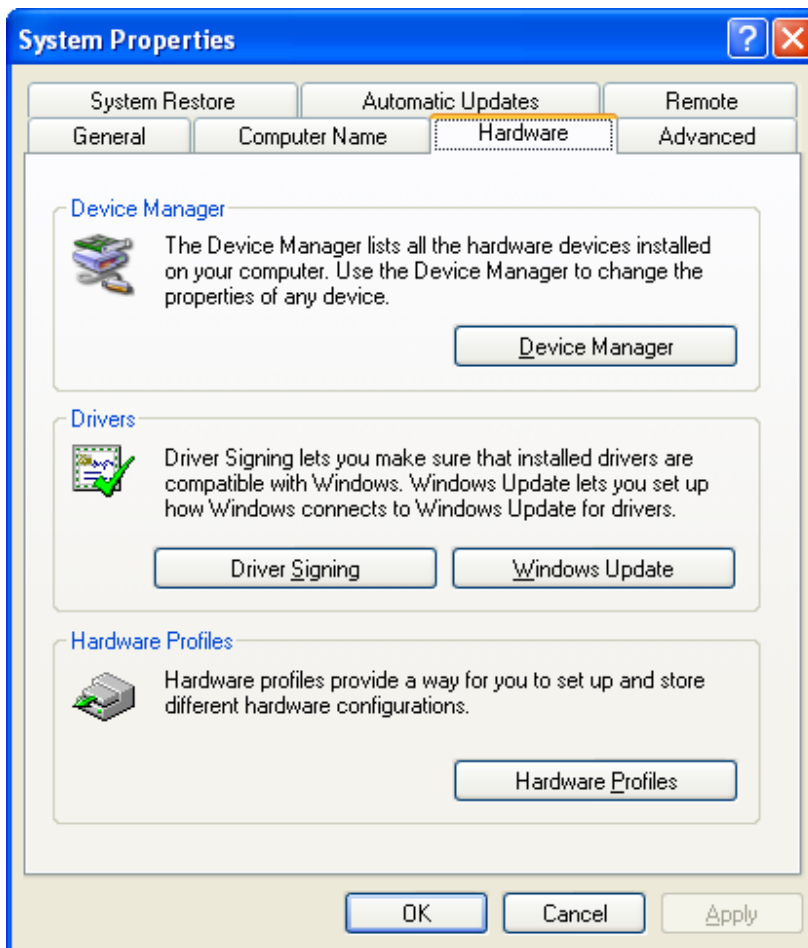
If you still are not sure which COM port to use, try each COM port, one at a time, and use the one that successfully allows your program and your device to communicate with each other.

Accessing the Device Manager

To access the **Device Manager** to view or modify your **COM port** selections follow this procedure.

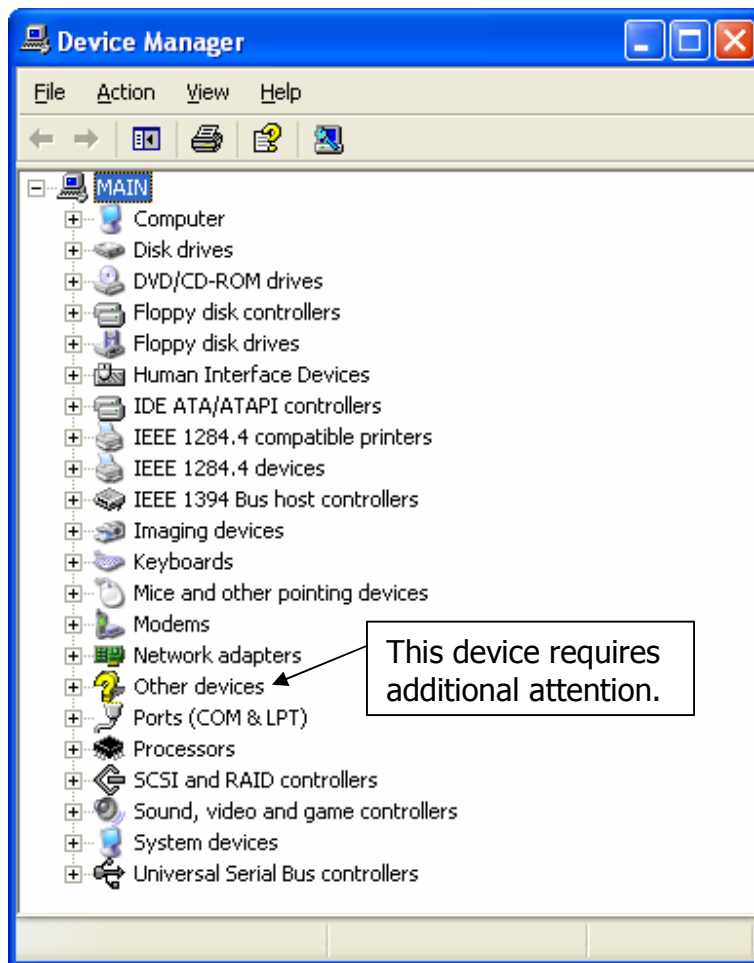
1. Click on the **Start** button and right-click on **My Computer**. From the menu choose **Properties**. The **System Properties** dialog box appears.

2. Click on the **Hardware** tab.

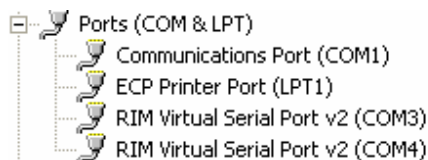


3. Click on the **Device Manager** button. The Device Manager will appear. All of the categories of devices associated with your computer appear.

NOTE – Any device shown with a yellow question mark or red explanation mark are considered devices that require additional attention to configure the device properly.



To view a specific device, click on the plus symbol to the left of the icon of the device category. In our case we will expand the Ports (**COM & LPT**) selection.



Once you have expanded the category, the specific devices will appear. Note the device entries for COM and LPT1 (Printer).

By double-clicking on the specific device, you will open the **Properties** dialog box for that specific device.

1. Double-click on the first device. The **Communications Port – (COM X) Properties** dialog box appears.
2. The **General** tab affords you the opportunity to view the details and status of this device. If you find it necessary, you may choose to Troubleshoot this device by clicking on the **Troubleshoot** button. Follow the on screen instructions to further check your device.

3. The **Port Settings** tab affords you the opportunity to select specific options for your device. Normally you would NOT make any changes to this category except changing the port assignment.
4. To change the port assigned to this device, click on the **Advanced** button, and select the **COM Port Number** drop-down list, and choose the appropriate (available port).
5. Click on the **OK** button to return to the Communications Port (COM X) Properties.

Often times a driver for a particular device may become corrupted, or may become outdated. The **Driver** tab offers you various driver options.

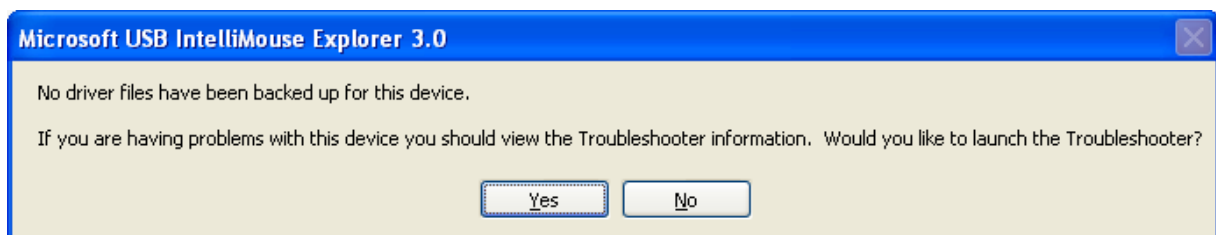
1. Click on the **Driver** tab. The various options available for drivers are displayed. To view the Driver Details, click on the **Driver Details** button. The **Driver File Details** dialog box appears. You may only view the details in this dialog box. It may be noteworthy to copy the information for future reference. Click on the **OK** button to return to the **Driver** tab.

You may be afforded the opportunity to update a driver for a specific device. Usually this may be a download from the specific manufacturer or a new update via a CD.

1. To update a device driver, click on the **Update Driver** button. The **Hardware Update Wizard** appears. Make the appropriate selection (for connecting to Windows Update to search for software). Click on the **Next** button.
2. Follow the on screen prompts to complete the installation of the specific driver.

It may become necessary to revert back to an older driver, if the specific driver fails. This may be accomplished by clicking on the Roll Back Driver button (additionally, the device driver must be backed up to a previous driver).

1. Click on the **Roll Back Driver** button to revert to an older version of your device driver. If no backed up driver exists, the following warning will appear:



2. Follow the on screen instructions to revert to an older driver for your specific device.

To completely remove the driver for a device, choose the **Uninstall** option.

CAUTION: – Extreme caution should be exercised when accomplishing this task. Make sure you have the appropriate driver to reinstall for the device.

1. To uninstall the driver for your device, click on the **Uninstall** button and follow the on screen instructions to remove the drivers for your device.

Choosing the **Details** tab in the Communications Port (COM1) Properties dialog box allows you to view the detailed values for the selected device.

Choosing the **Resources** tab in the Communications Port (COM1) Properties dialog box allows you to view the Resource settings and to determine if there is a conflict with another device (Conflicting device list).

Once finished in the specific driver properties dialog box, click on the **OK** button to close this dialog box.

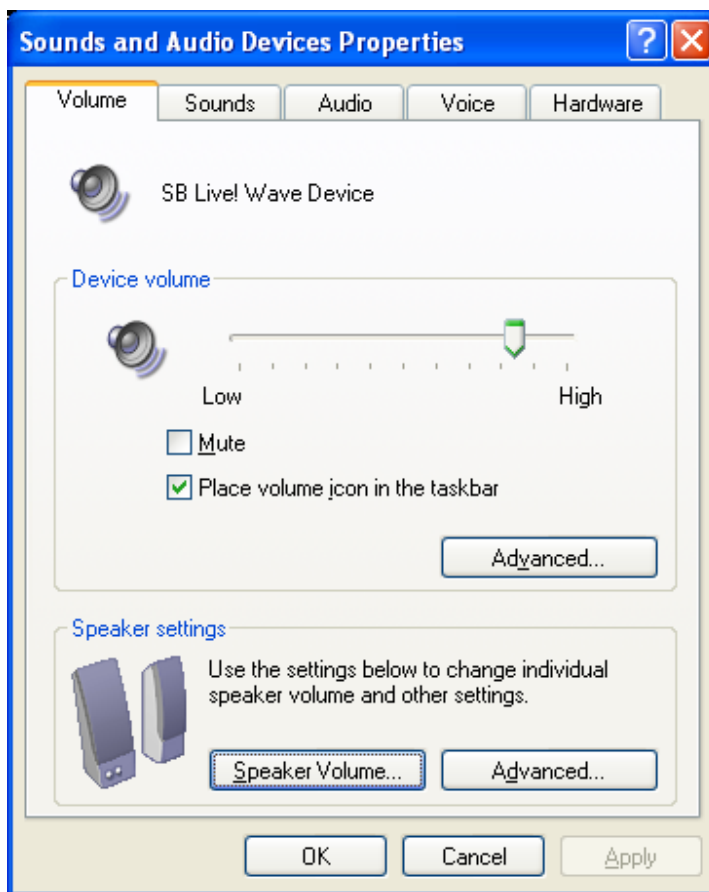
Chapter 6 - Sound Cards

To access the "Sounds and Audio Devices" settings:

1. Click on the **Start** button, followed by clicking on the **Control Panel**. The Control Panel appears (depending on the type of view selected will determine what you will see).
2. If necessary select the "**Switch to Classic View**" (under the **Control Panel** category in the left hand pane) by clicking on the appropriate link.
3. From the toolbar, click on the **Views** button, and select **Icon**. The Control Panel functions will appear as icons within the window.
4. Locate and double-click on the **Sounds and Audio Devices** icon. The **Sounds and Audio Devices Properties** dialog box appears.
5. If necessary, select the **Volume** tab (near the top of the dialog box). Your dialog box may differ, depending on what sound or audio device is installed.

NOTE – An appropriate recording device (i.e. microphone) must be connected for the following procedure to function properly.

From this dialog box we will discover the many options for recording and playback sounds.



1. In the **Device volume** category, it is highly recommended the "**Place volume icon in the taskbar**" option is selected. If necessary, click inside the selector box for this option to turn on this feature (as shown above). This icon in the Notification area will provide you with quick access to your sound controls with a double click.
2. In the **Device volume** category, click on the **Advanced** button. The **Play Control** dialog box appears.
3. In the **Play Control** dialog box, from the menu, choose **Options** and then select **Properties**. The Properties dialog box appears.
4. From the **Properties** dialog box, choose the **Recording** option. The appropriate sound inputs will be selected in the **Show the following volume controls** pane. If necessary select the appropriate object, by placing a check mark in the appropriate option. Click on the **OK** button.
5. The **Play Control** has converted to the **Record Control** dialog box.
6. Make the appropriate selection by clicking the **Select** option for the appropriate device.

NOTE - Only **one** recording device may be selected at any given time.

7. If the control for the selected device has an **Advance** button, click on the **Advance** button and choose the necessary selections for that device.
8. Close the **Record Control** dialog box, by clicking on the red **X** (close window) button, which returns you to the **Sounds and Audio Devices Properties** dialog box.
9. From the **Speaker settings** category, click on the **Speaker Volume** button. The Speaker Volume dialog box appears. Make any necessary adjustments as you see fit. Click on the **OK** button.
10. From the **Speaker settings** category, click on the **Advanced** button. The Advanced Audio Properties dialog box appears. Choose the **Speakers** tab and make the necessary changes by selecting the appropriate option from the **Speaker setup** drop down list. (Select the closest option to your specific configuration).
11. Click on the **Performance** tab. The options and selections within this category will depend on the sound and recording devices connected to your computer. Make the necessary adjustments according to your needs. If unsure of what to select, choose the **Restore Defaults** button. Click on the **OK** button once you have finished selecting your options.

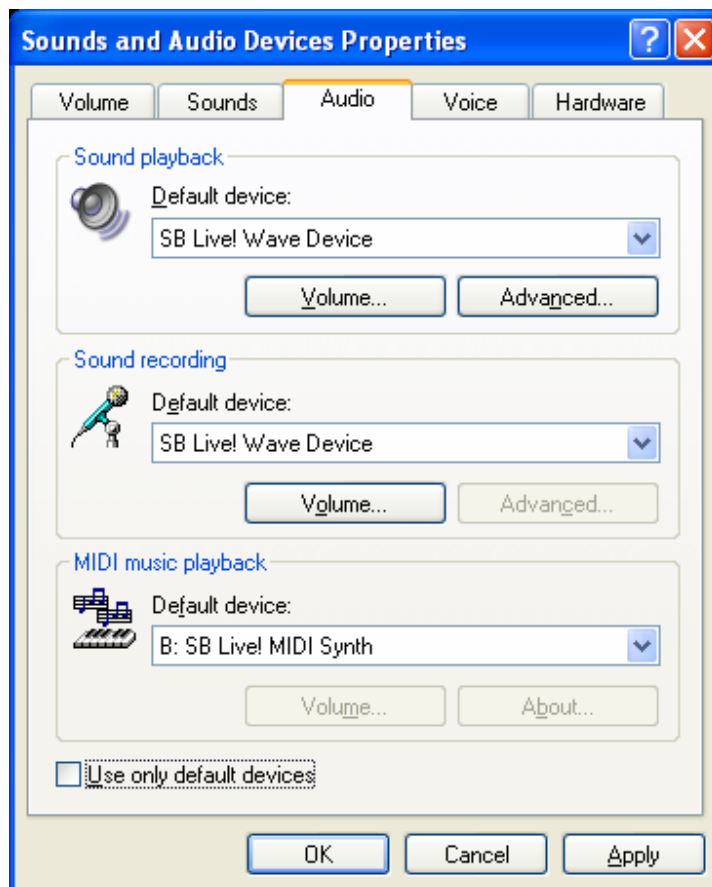
If you've determined that no sound is emitting from your speakers, you can check or verify by using the following steps from the Sounds and Audio Devices Properties dialog box.

1. From the **Sounds and Audio Devices** dialog box, select the **Sounds** tab. To hear actual sound bites locate the **Program events** category and choose

- (by highlighting) one of the events from the list (i.e. **Asterisk**). The appropriate sound for that event will appear in the **Sounds** field.
2. Click on the **Play Sound** button (located to the right of the Sounds field).
 3. If your computer system is set up correctly, the appropriate sound will be audible from your speakers.
 4. If you wish to change the sound for an event or multiple events, it is highly recommended that you create a customized **Sound scheme** and appropriately name that scheme, so you can easily switch schemes without having to reselect your options in the future.

Next we will discover the main controls for you specific hardware. This can be viewed or modified in the Sound and Audio Devices Properties on the Audio tab.

1. From the **Sounds and Audio Properties** dialog box, select the **Audio** tab (your display may differ, depending on the specific hardware you have installed in your computer).
2. The devices selected for each category should be the same (depending on your hardware). If the device field for each category is blank, you may select a device from the drop-down list in each category. If nothing appears in the drop-down list, it's quite possible the drivers for your device are corrupted or missing. See setting up the drivers for your sound device.



3. In this dialog box, the **Sound playback** and **Sound recording** controls can be viewed or modified. In addition, you may view or modify the controls for a MIDI, if configured for your computer.

From the **Voice** tab, we can view, edit or modify the settings associated with voice volume and advance playback or recording device.

1. From the **Sounds and Audio Devices Properties** dialog box, select the **Voice** tab.
2. From the **Voice playback** category, ensure your appropriate device is selected. If necessary make the appropriate selection from the drop-down list.
3. Next, click on the **Voice playback, Volume** button to view the **Play Control** dialog box. Make any necessary selections. When finished, click on the red X (**Close**) button.
4. You may have an **Advance** button appear in the **Voice playback** category. Click this button to select the appropriate **Speaker setup** or change the **Performance** settings. When finished, click on the OK button to return to the **Sounds and Audio Devices, Voice** control panel.
5. In the **Voice recording** category, ensure your appropriate device is selected. If necessary make the appropriate selection from the drop-down list.
6. Next, click on the **Voice playback, Volume** button to view the **Record Control** dialog box. Make any necessary selections. When finished, click on the red X (**Close**) button. When finished, click on the red X (**Close**) button.

NOTE – An appropriate recording device (i.e. microphone) must be connected for the following procedure to be properly implemented.

1. From the **Voice** tab, we can test the hardware installed on your computer. Click on the **Test Hardware** button. The **Sound Hardware Test Wizard** will appear with the appropriate sound hardware listed. Click on the **Next** button to advance to the **Testing Sound Hardware** panel (this may take several seconds for this step to complete). Once completed, the **Microphone Test** dialog box will appear.
2. Follow the on screen instructions to test your microphone setup.
3. Once you've completed the setup for your microphone (you're happy with the settings) click the **Next** button. The **Speaker Test** dialog box will appear.
4. Follow the on screen instructions to test your speaker setup.
5. Once you're completed the setup for your speaker(s) (you're happy with the settings) click the **Next** button. The **Completing the Sound Hardware Test Wizard** dialog box will appear. Click the **Finish** button.

The last tab in the **Sounds and Audio Devices Properties** dialog box targets the specific **Hardware** and configuration (Device name and type, Properties, DVD region, Volumes and Drivers). You may decide to troubleshoot your device from this dialog box, by following the procedure below.

NOTE – It is highly recommended you do **NOT** make any changes on this tab unless you are an advanced user. If necessary, seek a professional if you determine determining that a device is malfunctioning.

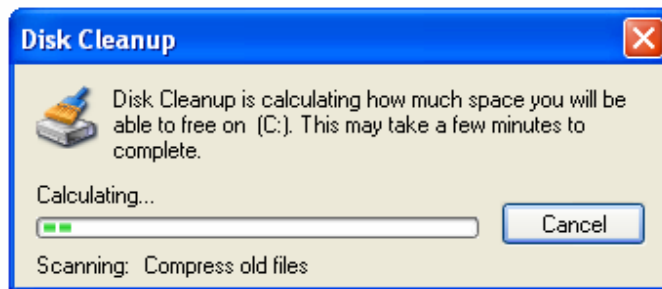
1. From the **Hardware** tab, select the appropriate device you wish to troubleshoot from the **Name** list (it may be necessary to scroll down to view all the items listed). Once you've selected the device, click on the **Troubleshooting** button. The **Help and Support Center** window appears.
2. Follow the on screen instructions to troubleshoot your device.

Chapter 7 - Using Disk Cleanup

Disk Cleanup helps to free up space on your hard drive. Disk Cleanup searches your drive, and then displays your temporary files, Internet cache files, and unnecessary program files that you can be safely delete. You can direct Disk Cleanup to delete some or all of those files.

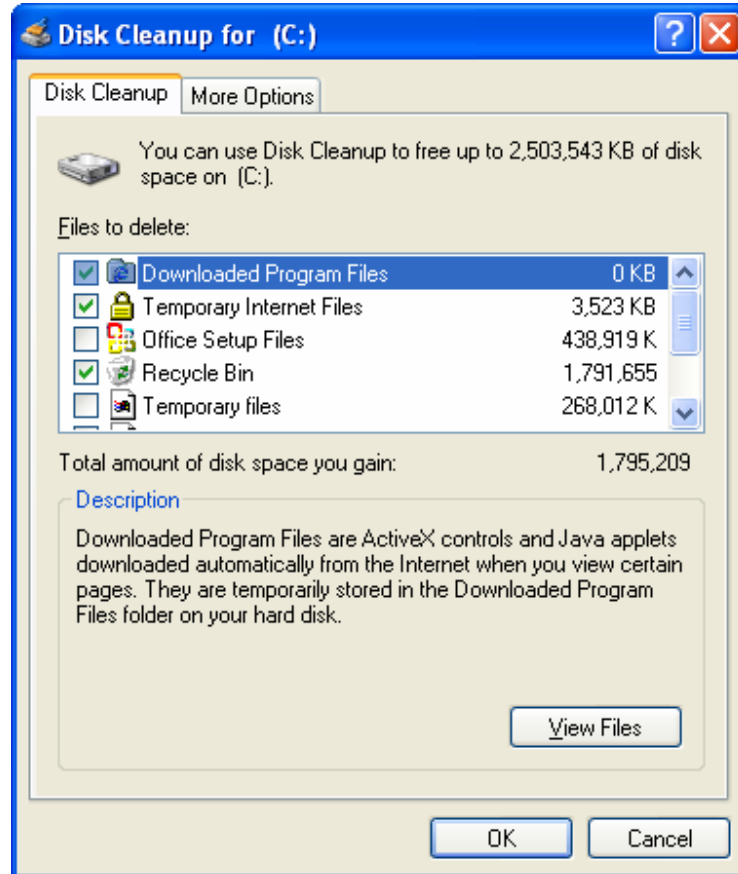
Launching Disk Cleanup

1. To launch **Disk Cleanup**, click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click on **Disk Cleanup**. The Select Drive dialog box appears.
2. If necessary, choose the appropriate drive from the drop-down list.
3. Once you have selected the appropriate drive, click the **OK** button. The **Disk Cleanup** window appears.



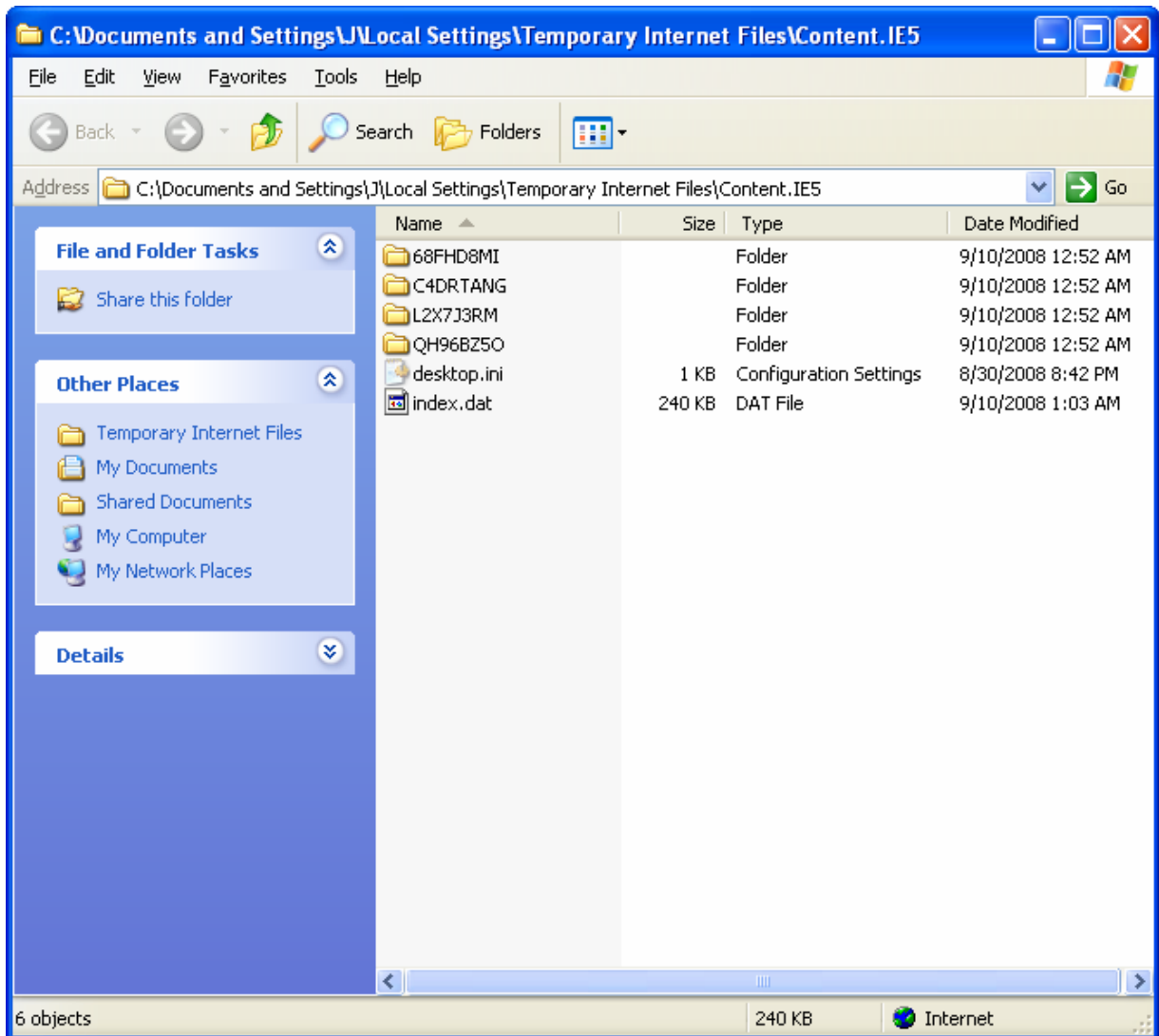
4. A progress bar will display the development of this task. Additionally, the action process appears in the lower left corner of the window i.e. **Scanning: Compress old files**.

5. Once the above task is completed, the **Disk Cleanup for (C:)** dialog box appears.



6. The **Disk Cleanup** tab is selected and you may view, select or unselect **Files to delete** from the list shown. The size of the file(s) is displayed in the right column. Make your appropriate choices (a check mark represents a selected group to be deleted from your computer, freeing up the space shown).

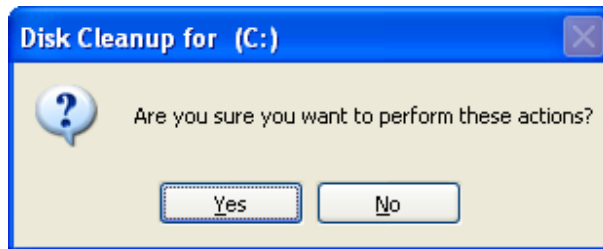
7. You may want to view the files (by clicking on the **View Files** button) of the selected (highlighted) group to verify your selection.



NOTE – Exercise extreme caution when selecting and deleting a group. Understand exactly what you are permanently removing from your computer.

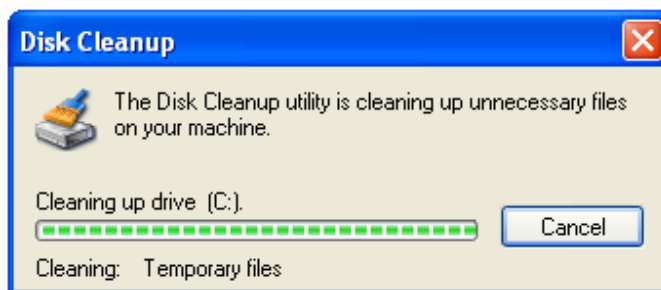
8. Once you've finished viewing the selected files, you may close the window by clicking on the **Close** button (top right corner). The **Disk Cleanup for (C:)** dialog box appears. Once you've finished making your selections, click on the **OK** button.

9. The confirmation dialog box appears.



10. Click on the **Yes** button to proceed.

11. The **Disk Cleanup** window appears, displaying the progress of the task. The total time required to complete this task will depend upon the amount and size of the files.



12. Once Disk Cleanup has been successfully completed, all active windows associated with Disk Cleanup will close.

Chapter 8 - Disk Defragmentation

Often our computer develops a bad habit of slowing down because of fragmented files and folders on our computer hard drive. You can improve the speed fairly dramatically by performing a Disk Defragmentation (Defrag), so that each file occupies a single, contiguous space on the volume. As a result, your system can gain access to your files and folders and save new ones more efficiently. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented.

Launching Disk Defrag

1. To open Disk Defragmenter, click on the **Start** button, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click on **Disk Defragmenter**. The Disk Defragmenter window will appear.
2. Select the appropriate Hard Disk you wish to examine. Most often this will be the C: drive.
3. From the menu select **Action** and choose **Analyze**. After a few moments the Disk Defragmenter analysis dialog box will appear displaying the status of your hard drive.

NOTE – Before performing the next step, ensure you have adequate time to perform the entire process. As this may take several hours depending upon the size of your hard drive and the amount of used space, as this process should **not** be interrupted as serious disk errors may occur.

4. If the results of the analysis suggest you should defragment this volume (disk), it is highly recommended you choose to defragment your hard drive at your earliest convenience.
5. Once the defragmentation is completed you may choose to close the Disk Defragmenter.

Chapter 9 - Using the Control Panel

The **Control Panel** is full of specialized tools that can be used to change the way Windows looks and feels.

Some of these tools help you adjust settings that make your computer more fun to use. Or use Sounds and Audio Devices to replace standard system sounds with sounds you choose. Additional tools help you customize Windows so that your computer is easier to use. For example, if you are left-handed, you can use Mouse to switch the mouse buttons so that the button on the right performs the primary functions of selecting and dragging.

Launching the Control Panel

1. To open the **Control Panel**, click **Start** and then click **Control Panel**. If your computer is set up in Classic view using the more familiar **Start** menu, click **Start**, point to **Settings**, and then click **Control Panel**.
2. When you first open the **Control Panel**, you will see some of the most commonly used Control Panel items organized by category. To find out more information about an item in the Control Panel while in Category view, hold your mouse pointer over the icon or category name. A screen tip will appear offering you more detailed information about the item you are pointing to.
3. To open one of these items, click its icon (or category name). Some of these items will open to a list of tasks you can perform, as well as a selection of individual Control Panel items. For example, when you click **Appearance and Themes**, you will see a list of tasks such as **Choose a screen saver** along with individual Control Panel items.
4. If you open Control Panel and do not see the item you want, click **Switch to Classic View**. To open an item, double-click its icon. To find out more about an item in Control Panel while in Classic Control Panel view, hold your mouse pointer over the icon and read the text that appears.