

Desktop Settings

Section Two

Understanding Customization Settings

Introduction

GENERAL

When XP is first installed, the desktop shows very little (see figure below).

FIGURE 1. Windows XP Desktop Default



You will note that, unlike the configuration we roll out to Cal Poly there are no icons for “My Computer” or “My Network Places”. If users see this desktop on a system we rolled out, that might be due to the following:

1. They logged onto the system with the wrong profile.
2. Their profile is damaged and is using XP default settings.
3. Icons have been removed from the desktop.

Verify that users are logging onto the workstation with their correct account name and that they have connectivity to network resources.

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FIGURE 2. XP Desktop configured for Cal Poly



The above figure presents a “Cal Poly” desktop configuration. Desktop icons include:

1. My Documents (default location for user created files)
2. My Computer (access to the local files and folders)
3. My Network Places (access to network resources)
4. Recycle Bin (temporary location for deleted files)
5. Internet Explorer (MS IE version 6)

The taskbar (bottom screen icon panel) provides the start button, application short-cuts, open programs and current additional system services (such as antivirus). This desktop configuration has been designed to minimize user acclamation from Windows 2000 and Windows 98 to Windows XP. Further we have removed the default XP wallpaper to improve system performance.

Application in the taskbar include (from left to right):

1. Show Desktop (hides all open windows on the desktop).
2. Internet Explorer 6.0
3. Microsoft Outlook
4. Netscape Navigator
5. Netscape Messenger
6. Microsoft Front Page
7. Microsoft Access
8. Microsoft Excell

9. Microsoft Word
10. Microsoft PowerPoint
11. QVT-Term
12. QWS3270 Plus
13. Brio Query 5.5.6 (on selective computers only)
14. AR (Remedy - on selective computers only)

Additional applications can be added to the taskbar as the user sees fit. If you right-click on the taskbar, unlock the taskbar and drag the application short-cut to the taskbar (see figure below for example of taskbar menu).

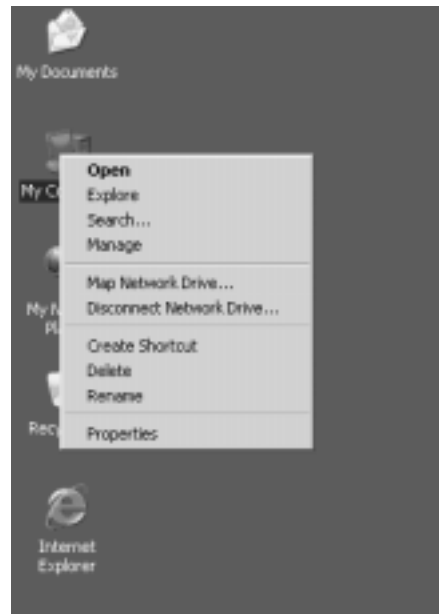
FIGURE 3. Taskbar menu (right click on taskbar)



Other desktop menus you should be aware of are:

1. My Computer (local computer configuration settings)
2. My Network Places (network settings menu)
3. Norton AntiVirus (program settings)
4. Desktop Settings (video/desktop settings)

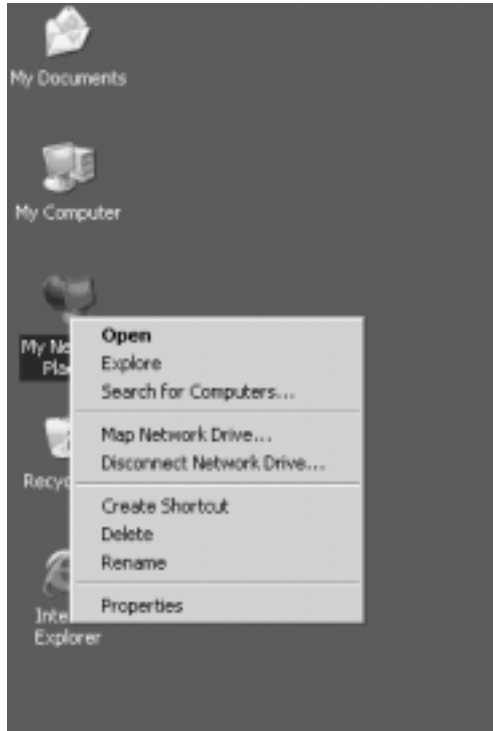
FIGURE 4. My Computer menu (right click on “My Computer”)



The “My Computer” menu provides many useful links to tools inside of XP. These links include opening the Windows Explorer, searching for resources, managing computer settings, mapping/disconnecting remote hard drives, creating short-cuts, or

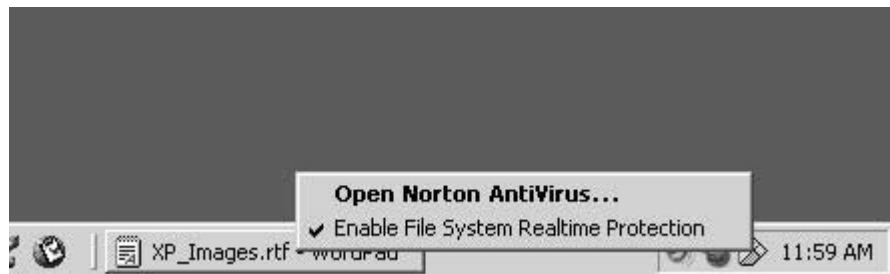
getting basic system settings. This menu is particularly useful in troubleshooting local system problems or inspecting default settings.

FIGURE 5. My Network Places menu (right click on My Network Settings)



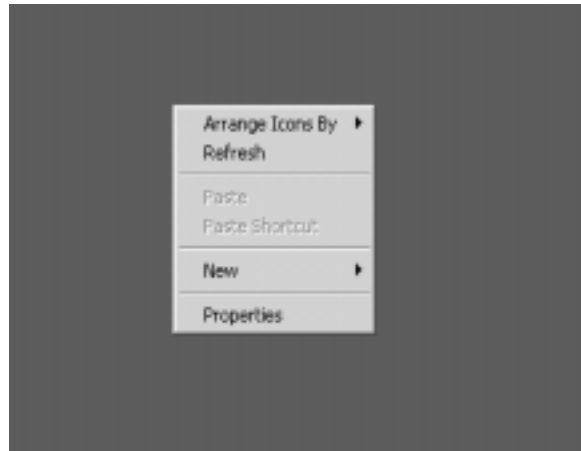
The “My Network Places” menu supports basic functionality associated with troubleshooting network settings. Properties allow you the ability to get to network connection settings quickly.

FIGURE 6. Norton AntiVirus (right click on gold shield lower right corner)



Allows you to get quickly into the configuration menu of Norton Antivirus. It should be noted here that users are not permitted to make changes to this option. If they can make changes to the antivirus program their antivirus configuration is not correct and should be reinstalled.

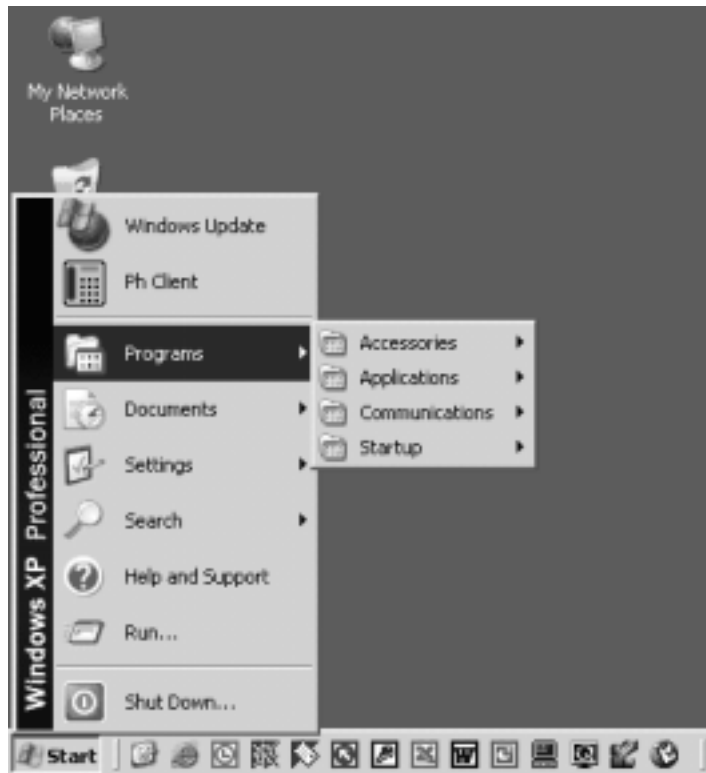
FIGURE 7. Desktop settings menu (right click on blank part of desktop)



Selecting the properties option in this menu allows the user an ability to adjust desktop settings (video, wallpaper, etc.).

THE START MENU

FIGURE 8. Start Menu Configuration Settings



Again, the start menu has been modified to resemble Windows 98/2000 settings currently on campus. This simplifies user acclimation and limits the potential for users to accidentally select options that will drastically change their default settings.

SUMMARY

While the default settings for Windows XP has been modified to meet the needs of our campus, the functionality is still there. As we will learn from our continuing examination of XP, resources have been modified to keep the user comfortable with their computer and able to remain productive. Options can always be returned to the default settings of XP (from the box), but it is strongly discouraged.