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Turning Your Notebook On



Ensure the diskette drive is empty before turning your notebook on.

Press the power button  to turn on your notebook.



Do not turn off the computer until the operating system has loaded completely. Turning the computer off during its initial startup will result in an error the next time you start your notebook.



*Always turn your notebook off by performing a Windows shutdown (click (click **Start** -> **Turn Off Computer** -> **Turn Off**) rather than by pressing the power button. Failure to do so may result in data loss.*

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Turning Your Notebook Off



If your notebook is using Microsoft Windows XP Professional operating system, there are security and networking features not available in Windows XP Home Edition. You will see different options in some

windows, related to security and networking.

Save and close any open files, exit any open programs. Click **Start -> Turn Off Computer -> Turn Off**.

Your notebook will automatically turn off after the shutdown process is finished.

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Logging Off

With Microsoft Windows XP, multiple users can access a single computer with their own, personal settings. Using their own password, each user logs on to the computer, meaning other users cannot access their settings or files. To log off:

1. Save and close any open files, exit any open programs, click **Start -> Log Off -> Log Off**.
2. To switch users, click **Start -> Log Off -> Switch User**.

Using **Fast User Switching**, programs that previous users were running remain running in the background. This means a possible slower computer response. It may also stop multimedia programs, including games and DVD software, from running.



Fast User Switching does not work if your notebook is running Windows XP Professional and is a member of a computer domain or if the notebook has less than 128 MB of memory.

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Adding User Accounts



Different account options are available when a computer is running the Windows XP Professional operating system and is connected to a domain.

With Windows XP installed, the system administrator or a user with administrator rights can create additional user accounts:

1. Click **Start -> Control Panel -> User Accounts**.
2. Under **Pick a task**, click **Create a new account**.
3. Under **Name the new account**, enter the name of the new user. Click **Next**.
4. Under **Pick an account type**, choose one of the following options:
 - **Computer administrator**: Can change all computer settings.
 - **Standard (Windows XP Professional only)**: Can install some programs and hardware.
 - **Limited**: Can only change your own personal settings, such as your password. You are not able to install programs or use the Internet.
5. Click **Create Account**.

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Standby Mode

To find out how to conserve power using the Standby Mode, see Power Management, Chapter 6.

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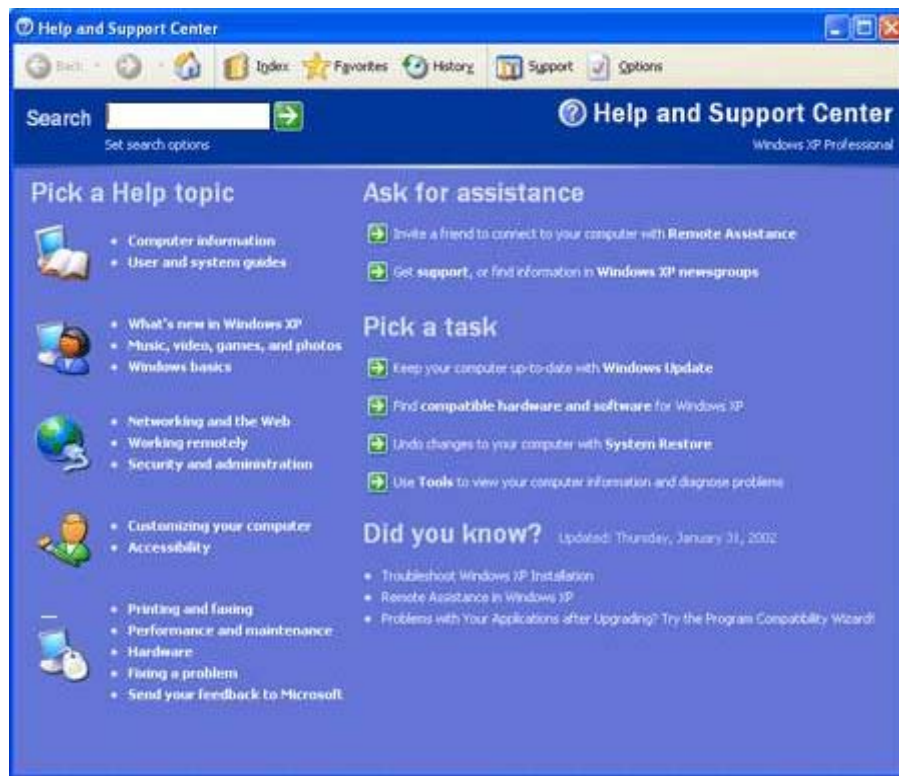
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Microsoft Windows XP Help

For Microsoft Windows XP help, right click **Start -> Explore**.

In Windows Explorer, click the search icon then opt to search for **Information in Help and Support Center**. In the **Help and Support Center** you can search for specific information or click on the Home icon to view the **Help and Support Center** home page.



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Windows Desktop



Depending on your notebook setup and software, your desktop may have different or additional shortcuts. See *Personalizing Your Desktop*, Section 2.4, for more information.



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Desktop Cleanup Wizard

The Desktop Cleanup Wizard moves programs not frequently used to a folder 7 days after you first start your notebook and every 60 days after that. The Start menu's appearance changes as programs are moved. To turn off the Desktop Cleanup Wizard:

Right-click an empty spot on your desktop -> **Properties -> Desktop -> Customize Desktop** -> click **Run Desktop Cleanup Wizard every 60 days** to remove the check mark -> **OK**.

The Desktop Cleanup Wizard can be run any time by simply clicking **Clean Desktop Now** under **Run Desktop Cleanup Wizard every 60 days**.

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Start Button

The **Start** button allows easy access to your notebook's programs.



The **Start** menu is designed to change, to show the programs you use most frequently. To always keep an item on the **Start** menu, no matter how often it's used, right-click the item and click **Pin to Start menu**.

Log Off allows the current user to log off so a new user can log on to the notebook using their personal settings.

Turn Off Computer provides options for turning off, restarting, and placing your notebook in power saving modes. If your notebook is running Windows XP Professional and is connected to a domain, different options appear in the **Shut Down** window.

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Taskbar

The **Start** button is on the left and the notification area on the right. Each time you open a program, a button for that program appears on the taskbar. To move between programs, simply click on the relevant button. Windows XP will group multiple instances of the same program on a single taskbar button if more space is needed. Toolbars can be added to or removed from the taskbar:

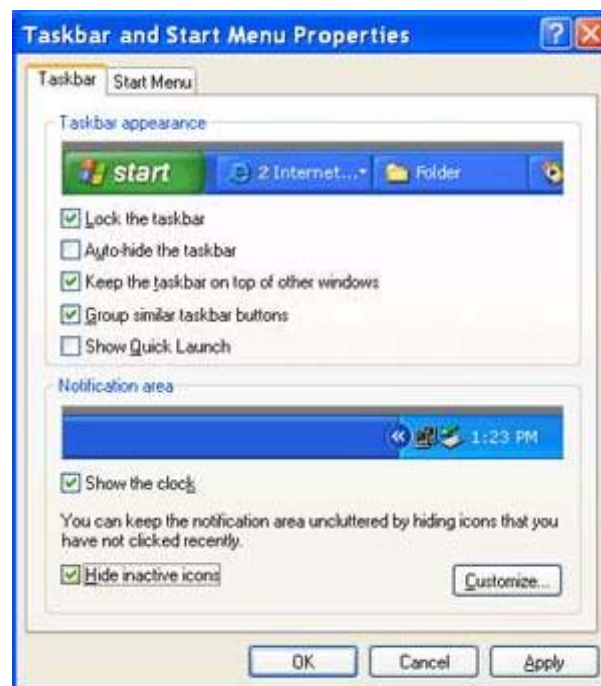
Right-click an empty spot on the taskbar, and select **Toolbars** -> **choose the toolbar you want to add**.

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Notification Area (System Tray)

The icons in this area allow quick access to programs and computer functions, including the clock and printer status. Windows XP hides icons that are not used frequently. To see hidden icons, click  to see hidden icons. To prevent Windows XP from hiding icons:

Right-click an empty spot on the **Taskbar** -> **Properties** -> ensure that **Hide inactive icons** is not checked.



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Recycle Bin



When you delete a file, it is moved to the **Recycle Bin**. Files can be restored from the **Recycle Bin**.

By emptying the **Recycle Bin**, files are permanently deleted.

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Control Panel

In the **Control Panel** you can change how Windows looks and works.

Click the **Start** button and click **Control Panel**.

There are two interfaces - you can choose either **Classic View** or **Category View**. You can switch interfaces in the upper left hand window of the **Control Panel** window.

Under **Pick a Category**, choose the category of the task you wish to complete, click, then choose the task in the next window.



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My Computer

My Computer allows you to see the contents of your notebook's drives. drives. The **My Computer** icon appears on your Desktop. To see the contents of a drive or folder, click on the **My Computer** icon then double-click the icon for the drive or folder you want to view (for example, drive C).



You can also use **Windows Explorer** to see the contents of your notebook and find files. To open **Windows Explorer**, right-click the **Start** button and click **Explore**. Find the drive or folder that you want to view. To find out more about **My Computer** and **Windows Explorer**, see the **Help and Support Center**.

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Numeric Keypad

Keypad numbers and symbols are marked in green on the right of the keypad keys.

To enable the numeric keypad, press  .

The  indicator will light when the numeric lock is on.

To disable the numeric keypad, press   again.

To use the primary function of a dual-function key when the numeric keypad is enabled, press  and the desired key.

When Num Lock and Scroll lock are disabled, you can move the cursor using the  key with the u, o, 8, and k keys.

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Keyboard Shortcuts



Switches Display Mode (LCD->CRT->Simultaneous). Switches the video image to the next display in the following sequence: the integrated display, an external monitor, and both displays simultaneously



Number Lock



Scroll Lock



Brightness Up



Brightness Down



When using an external PS/2 keyboard, the Fn key can be simulated by using the left-Ctrl + left-Alt keys. USB keyboards do not support this function.

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Windows Logo Key Functions



opens Windows Explorer



opens the Run dialog box



opens the Search Results dialog box



opens the Search Results - Computers dialog box (when your notebook is connected to a network)



opens the System Properties dialog box

To adjust keyboard operation, including character repeat rate, in the **Control Panel** click **Printers and Other Hardware -> Keyboard**.

The Application key (to the right of the Windows key) works in the same way as the right button on the touch pad or a mouse.

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Easy Buttons

The Easy Buttons are designed to give you fast access to the mail and Internet browser program.



The  key launches your default email program.



The  key launches your default Internet browser.

StickyKeys

The StickyKeys function lets you use the SHIFT, CTRL, ALT, FN keys or the Windows logo key (referred to as modifier keys) in conjunction with other keys by pressing one key at a time instead of simultaneously.

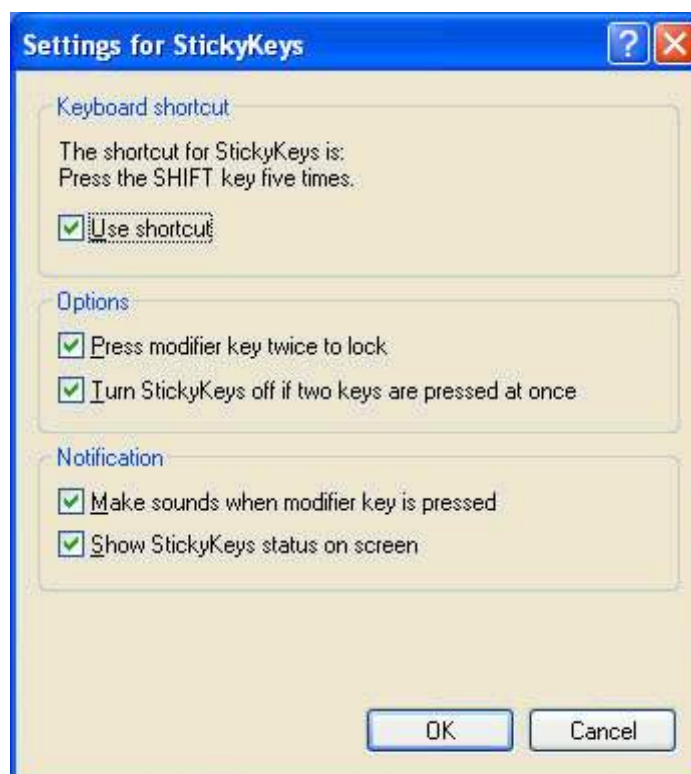
To activate StickyKeys mode, press the Shift key five times and then click OK.



Alternatively, you can click on **Start -> Control Panel -> Accessibility Options** and check **Use StickyKeys** before clicking **OK**.



To further customize **StickyKeys**, click on **Settings** in either of the above dialogue boxes. The following dialogue box will appear.



Click **Use shortcut** to enable the listed shortcut to activate StickyKeys mode.

By checking **Press modifier key twice to lock**, pressing the **SHIFT**, **CTRL**, **ALT**, **FN** or the Windows logo key twice will 'lock' the key until it is pressed again. This allows you to perform multiple commands with these keys in succession without having to press the modifier key again each time.

Check **Turn StickyKeys off if two keys are pressed at once** to have StickyKeys automatically disable whenever any two keys are pressed simultaneously.

If **Make sounds when modifier key is pressed** is checked, a tone will be heard each time a modifier key is pressed. Different tones are heard when activating and deactivating modifier keys.

Check **Show StickyKeys status on screen** to display the StickyKeys icon in your toolbar whenever the StickyKeys mode is activated. The icon will change to indicate which modifier key, if any, is currently active.

Click on **OK** to confirm your changes, or **Cancel** to exit the dialogue box without making any changes.

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Touch Pad

The touch pad responds to the movements and pressure of your finger, allowing you to move the cursor around the screen, in the same way you would with a mouse.



Place your fingers on the keyboard in the normal typing position.

You can use the touch pad by moving either your right or left thumb off the space bar and on to the touch pad.

Gently move your thumb across the touch pad in the direction you want the cursor to move. The pad detects the change in pressure and moves the cursor in the corresponding direction.

The touch pad buttons have essentially the same function as mouse buttons. Clicking these buttons makes selections, drags objects, or performs a variety of other functions depending on the software. To select an object, first move the pointer over the object you want to select, and then press the left button one time and release it. The functionality of these buttons depends on your software.

Double-clicking is a common technique for selecting objects or launching programs. Move the pointer over the object you wish to select then quickly press the left button twice.

You may also select object or execute applications from icons by double-tapping. This is similar to double-clicking, but instead of pressing the touch pad buttons, you tap the touch pad itself.

The central mouse button allows you to scroll easily through windows. Press the upper part of the button to move your cursor upwards, press the lower part of the button to move the cursor down the window.



Be patient, it may take a little practice to master the touch pad.

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Customizing the Touch Pad

To adjust touch pad settings, use the Mouse Properties window, which you can open by clicking **Control Panel—>Printers and Other Hardware—>Mouse**.

Select the desired settings and click **Apply**.

Click **OK** to save the settings and close the window.

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Using an External Mouse

You can connect a mouse or trackball as an option to using your notebook's touch pad. Your notebook supports PS/2-compatible pointing devices.

When a mouse or trackball is connected, you can still use your notebook's touch pad.

1. Attach the PS/2 mouse cable to the PS/2 port. If the mouse is not responding, you may need to adjust your BIOS settings. For BIOS set up information, refer to the BIOS help field by pressing F2 while your notebook is booting up.
2. For additional steps, refer to your mouse documentation.



To connect more than one PS2 device at a time, such as a keyboard and mouse, you will need to purchase a Y-cable.

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Personalizing Your Desktop

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Choosing Wallpaper

To make your notebook reflect your style, you can set background

colors and patterns, the wallpaper, on the desktop.

Control Panel -> Appearance and Themes -> Pick a task -> Change the desktop background.

The **Display Properties** window offers a choice of wallpapers. Choose the name of the wallpaper you want to display, or click (None) if you prefer not to use a wallpaper image.

You can also choose your own images by choosing **Browse**, and

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Choosing a Screen Saver

Control Panel -> Appearance and Themes -> Pick a task -> Choose a screen saver.

Select a screen saver from the **Screen Saver pull-down menu**, or click click (None) if you prefer not to activate a screen saver.

You can customize your screen saver by choosing **Settings**. To check your selections, choose **Preview**.

To accept the settings, click **OK** and close the **Display Properties** window.

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Choosing a Desktop Theme

Desktop themes changes the appearance of your desktop and add sound effects:

Control Panel -> Appearance and Themes -> Pick a task -> Change the computer's theme.

Select a theme from the Theme pull-down menu in the Display Properties Window, then click **OK**.

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Creating a Shortcut on the Desktop

A shortcut is an icon that is placed on the desktop let you quickly access access programs, files, folders, and drivers. To create a shortcut:

Open **My Computer** or **Windows Explorer**, and highlight the file or program you want to create a shortcut to.

Click and hold down the right touch pad button, drag the highlighted item to the Windows desktop, and then release the right touch pad button to display a pop-up menu.

Click **Create Shortcut(s) Here**.

An icon will appear on your desktop - double-click to activate the shortcut.

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Adjusting Brightness

To conserve power when running your notebook from the battery, set the brightness to the lowest comfortable setting using the keyboard shortcuts.

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Using an External Monitor or Television

When you start your notebook with an external display device such as an external monitor or television attached and turned on, the image may appear on either the display or the external device. Alternatively, you can

Press   to switch the video image to the display only, the display and the external device simultaneously, or the external device only.

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Setting Display Resolution

To view a program at a specific resolution, both the video controller and display must support the program and the necessary video drivers must be installed.

Before changing any of the original display settings, note the original settings for future reference.

Start -> Control Panel -> Pick a category -> Appearance and Themes.

Under **Pick a task...**, click the area you want to change, or under or **pick a Control Panel icon**, click **Display**.

You can try different settings for Color quality and Screen resolution.

If you choose a resolution or color palette that is higher than the display supports, the settings will automatically adjust to the closest possible setting.

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Networks

To access a network:

At the office, you can access a network via the built-in PCI LAN. For specific information about connecting to the LAN or WAN, consult your systems administrator.

If you are working from home or while traveling, you need a dial-up connection. Ask your system administrator for the telephone number of the network.

To set up the connection, go to **Start->Control Panel->Network and Internet Connections** (in Classic Interface, Network Connections). Enter the details for your connection and click **OK**.

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Running Programs

Programs are any software that process data - like a word processing program or an email program. They require an operating system - like Windows XP - to run on.

To run a program, click **Start -> Programs**.

Click the program you want to run.

On the right side of the title bar in the window of any open program, there are three icons: 

 minimizes the program. That is, it is removed from the screen, but is still running. It will appear as a button on your bottom taskbar. To restore the program, simply click the button.

 enlarges (maximizes) the window to fill your entire screen. When the window is maximized, the button switches to , which will reduce the size of the window when clicked.

 closes the program or document.

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Adding Software

To check what software is already installed on your computer, click **Start -> All Programs**. If a program is listed in the **All Programs** menu or the **Start** menu, the software is already installed.

Before installing software, check the software's technical requirements to ensure that it is compatible with your notebook and that there is enough memory and hard drive space for installation and operation.

Temporarily disable your notebook's antivirus software before installing software. See the documentation that came with the antivirus software for detailed procedure.

Be sure to enable your antivirus software once you have installed any



new software.

Insert the software installation CD into the CD drive and follow the instructions that came with the software to help you respond to the prompts on the screen.

If the software installation CD does not automatically run, click **Start -> Run**. In the dialogue box, type x:\setup.exe (where x is the letter of your CD drive [usually D or E]). Then click **OK** and follow the prompts on your screen.

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Removing Software



Once you've begun removing software, do not interrupt the process. To do so may result in data loss and corruption of your operating system.

Start -> Control Panel -> Add or Remove Programs -> Change or Remove Programs.

Select the program that you want to remove and click the **Change/Remove** button. Instructions for removing programs will appear on the screen.



Some programs may not be listed and cannot be removed via this window. In this case, check the documentation that came with the specific program.

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Updating Antivirus Software

There are thousands of known viruses, and more appear all the time. Installing antivirus software is the only way to protect your data, software and hardware. Regular updates are necessary to ensure

protection.

Your computer dealer can advise you regarding purchasing antivirus



Before installing any software from unlicensed sources, scan for viruses. Regularly backup your data to safeguard against loss if your notebook is infected.

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Backing Up Files

Regularly backing up your files will protect you from losing data from accidental file deletion, viruses or hard drive failure. Programs can be reinstalled, but unless you have backed up your work, you will lose your your data files.

The most convenient way to back up your files is to a CD-RW drive, although for smaller files, you can use a floppy disk.

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Finding Files

Right click on **Start -> Search**.

In the search window, type either **All or part of the file name** or **A word or phrase in the file**.

Specify where you want the system to look by specifying a drive or folder in the **Look in** pull-down menu.



Windows will search the entire hard drive (or drive C partition) if the default setting of C: is unchanged.

Click **Search** to begin searching.

Files found that match your search criteria are listed in the **Search Results** window.

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Copying a File on the Hard Drive

From the **Desktop**, select **My Computer**.

Locate the file you want to copy, and click the file to select (highlight) it.

Under **File and Folder Tasks -> Copy this file**.

In the **Copy Items** window, select the location where you want to copy the file.

Click **Copy**.

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Copying a File to a Floppy Disk

Insert a floppy disk into the floppy drive.

From the **Desktop**, select **My Computer**.

Locate the file you want to copy, and click the file to select (highlight) it.

Under **File and Folder Tasks** -> **Copy this file** -> **Copy Items** -> **3½ Floppy (A:)**.

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Moving Files



Never move files that are part of an installed program. Doing so may make the program unusable.

From the **Desktop**, select **My Computer**.

Locate the file you want to move, and click the file to select (highlight) it.

Click **Move this file**.

In the **Move Items** window, click the location where you want to move the file.

Click **Move**.

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Renaming Files

Use **Windows Explorer** or **My Computer** to locate the file you want to rename, and click the file to select (highlight) it.

Click the **File** menu and click **Rename**.



Never change a file's extension (the last three characters after the period). Doing so may render the file unusable.

Type the new filename and press **Enter**.

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Deleting Files



Never delete files that are part of an installed program. Doing so may render the file unusable.

Use **Windows Explorer** or **My Computer** to locate the file you want to delete, and click the file to select (highlight) it.

Click the **File** menu and click **Delete**.

Click **Yes** to send the file to the **Recycle Bin**.

If you accidentally delete a file, see **Retrieving Files From the Recycle Bin**.

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Emptying the Recycle Bin

Files remain in the **Recycle Bin** and take up space on the hard drive until you empty them from the **Recycle Bin**.



Files deleted from a floppy disk or from a network are permanently

Double-click the **Recycle Bin** icon.

The **Recycle Bin** window appears and lists all deleted files, their previous locations, and the date you deleted them.

Click the **File** menu, and click **Empty Recycle Bin**.

When the confirmation dialog box appears, click **Yes** to delete all file (s).

All files disappear from the **Recycle Bin** and are removed from your notebook.

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Retrieving Files From the Recycle Bin

Deleted files are moved to the **Recycle Bin** and remain there until you empty the Recycle Bin. If you delete a file in error, you can retrieve it from the **Recycle Bin**:



Double-click the **Recycle Bin** icon .

The **Recycle Bin** window will appear, listing all deleted files, their previous locations, and the dates you deleted them.

Select the file you want to retrieve, click the **File** menu, and then click **Restore**.

The file disappears from the **Recycle Bin** and is moved to its original location.

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Inserting Discs



Be careful not to press down on the drive tray when opening or closing it. When the drive is not in use, keep the tray closed.



Do not move the computer when playing CDs or DVDs.

- Press the eject button on the front of the drive.
- Pull the tray out.
- With the label side up, place the disc in the center of the tray.
- Snap the disc onto the spindle.

- Gently push the tray back into the drive.

If your notebook has a CD-RW/DVD or DVD, you can watch movies.

For more information on playing CDs or watching movies, click **Help** on the CD player software or DVD player software.

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Adjusting Volume



If you do not hear anything when playing a CD or DVD, check that the speakers are not muted.

Start -> All Programs -> Accessories -> Entertainment -> Volume Control.

In the Volume Control window, click and drag the bar in the Volume Control column and slide it up or down to increase or decrease the volume.

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Adjusting the Picture

If you receive an error message that the current resolution and color depth are using too much memory and preventing DVD playback, adjust the display properties:

Start -> Control Panel -> Pick a category -> Appearance and Themes -> Pick a task... -> Change the screen resolution.

In the **Display Properties** window, click and drag the bar in **Screen resolution** to change the setting to 1024 x 768 pixels.

Click the pull-down menu under **Color quality -> Medium (16 bit) -> OK.**

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