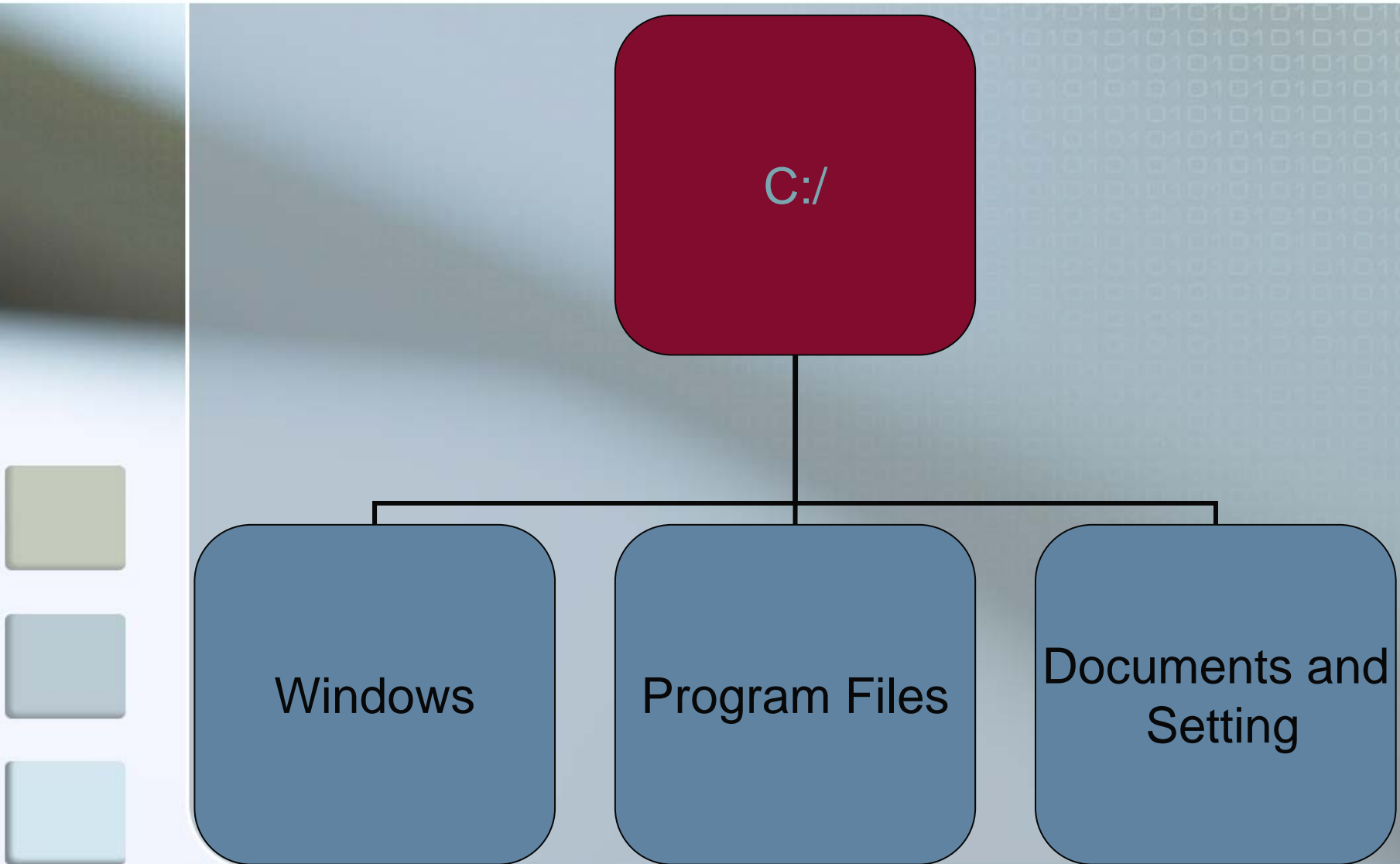




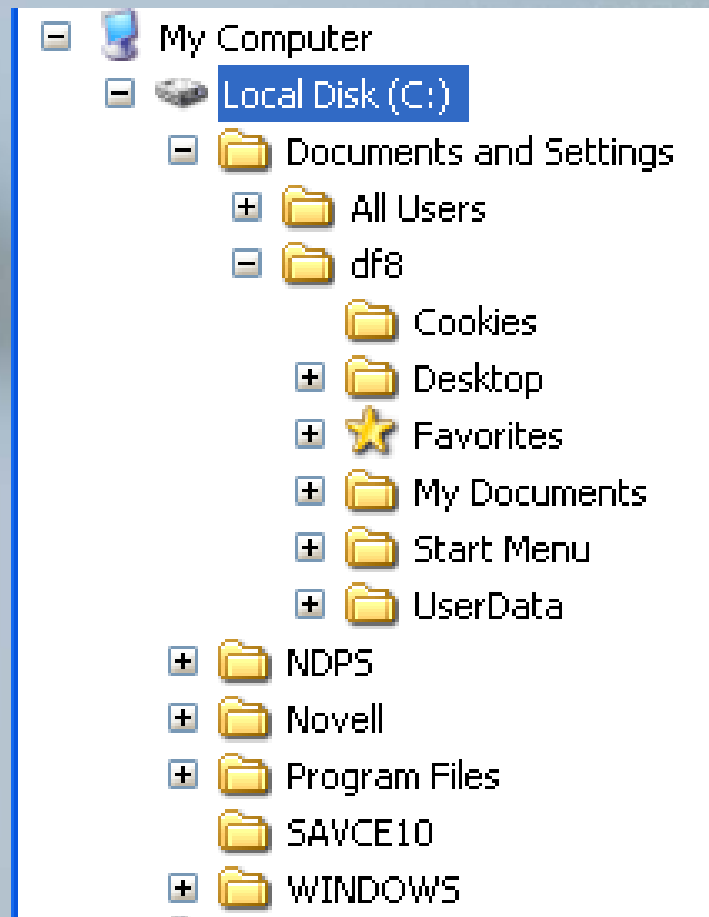
Windows Shortcuts

Work Faster and Smarter

The /root/ of the problem

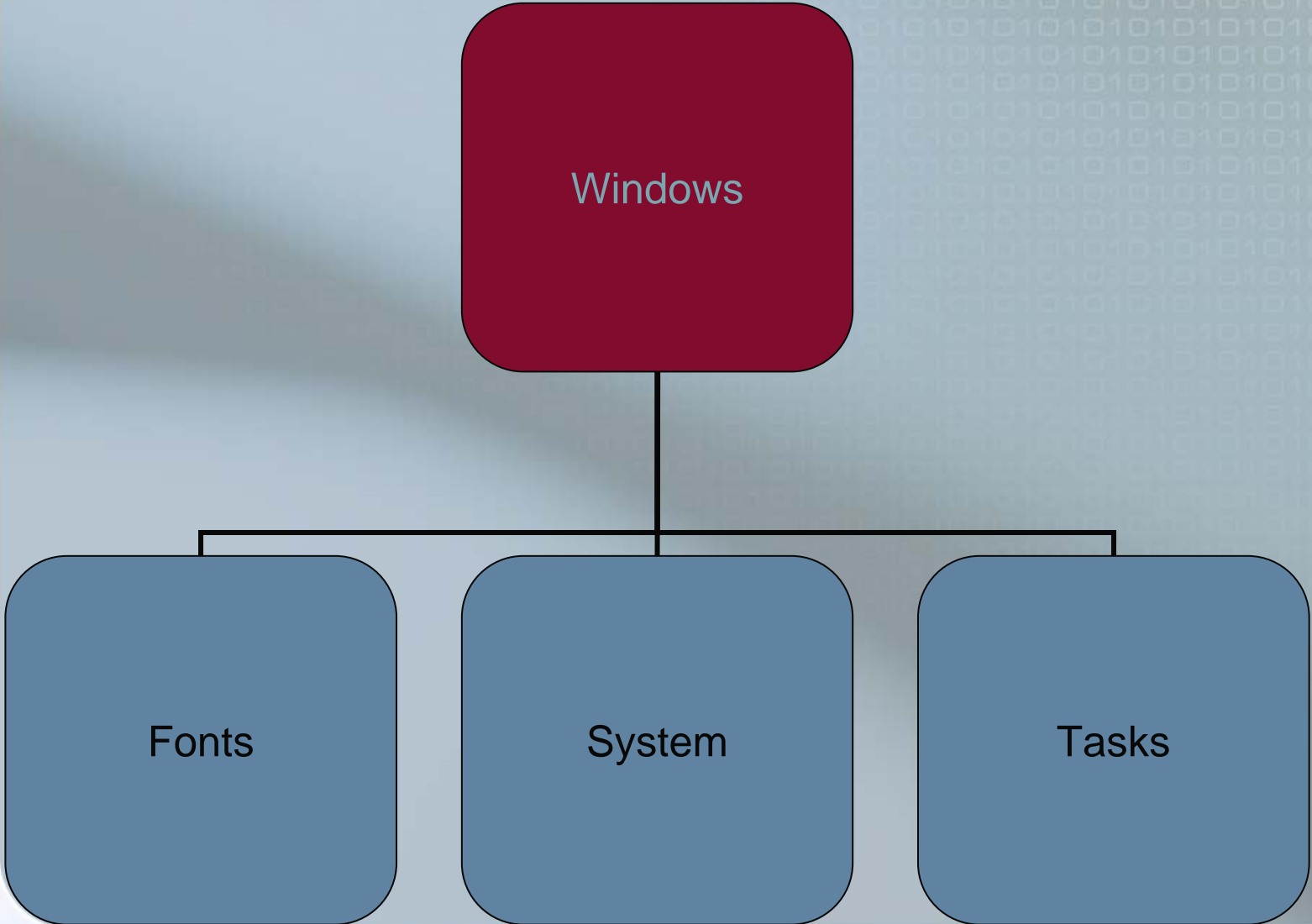


Explore!



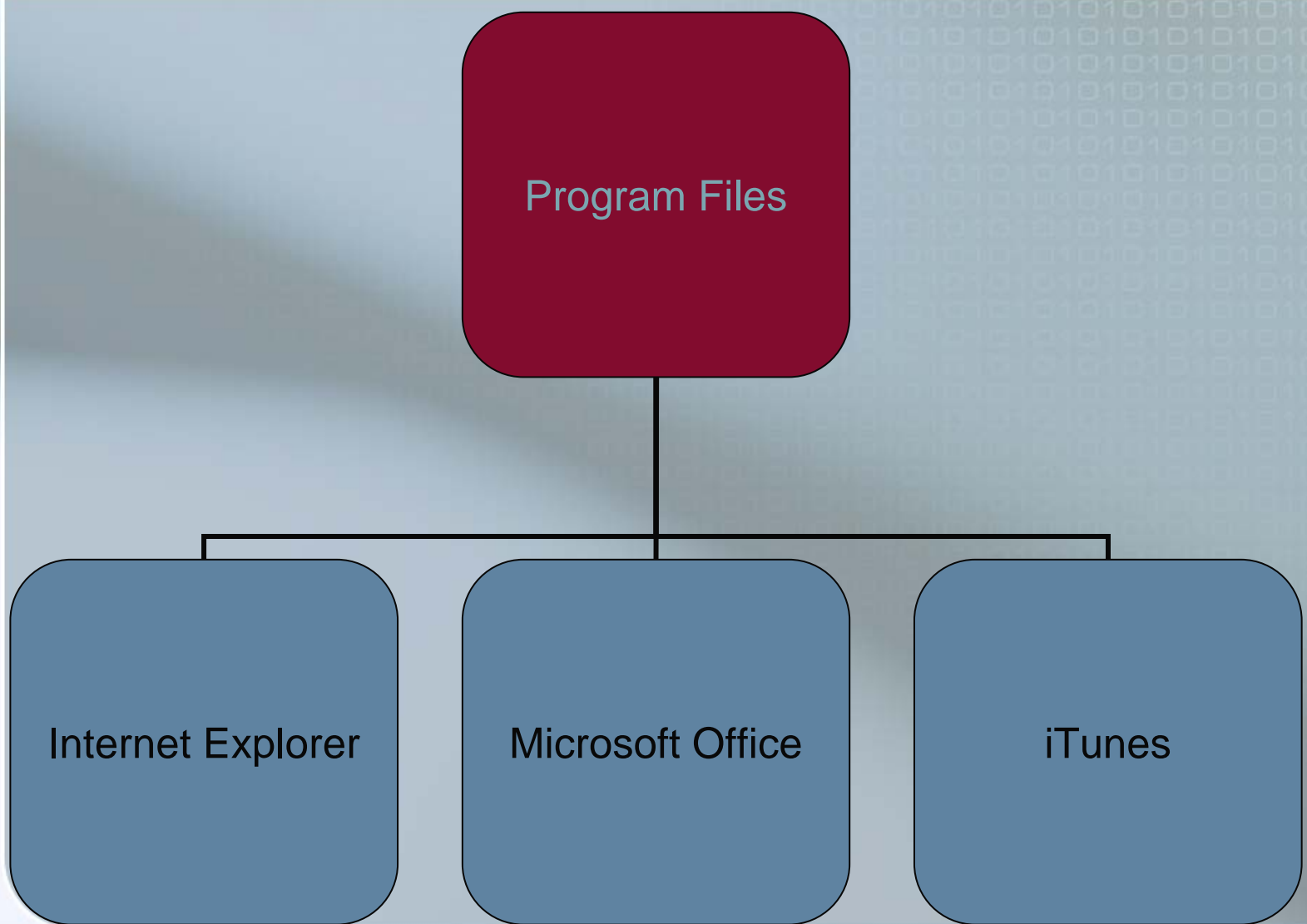
Windows Folder

(important for fonts)



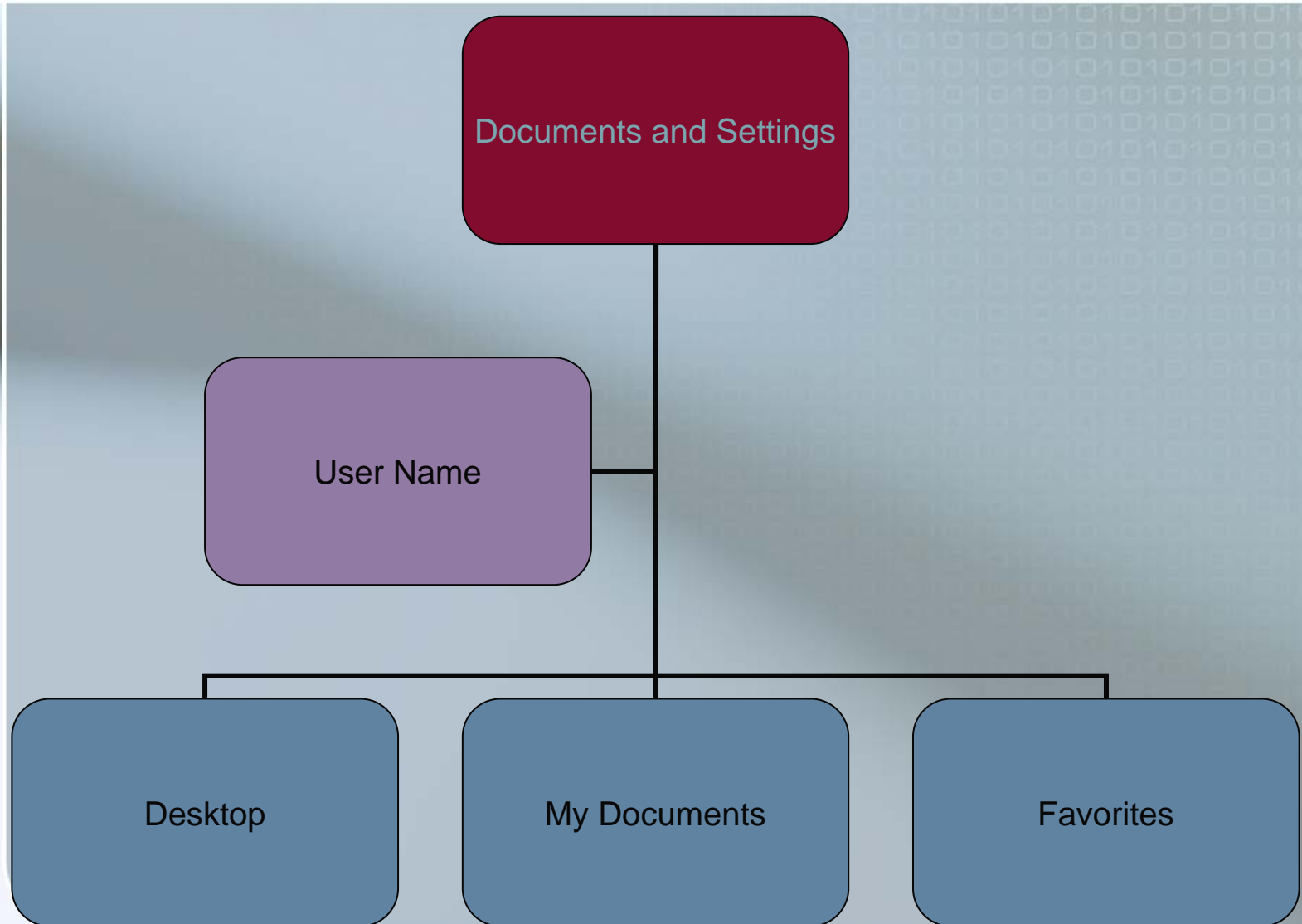
Program Files Folder

(applications)

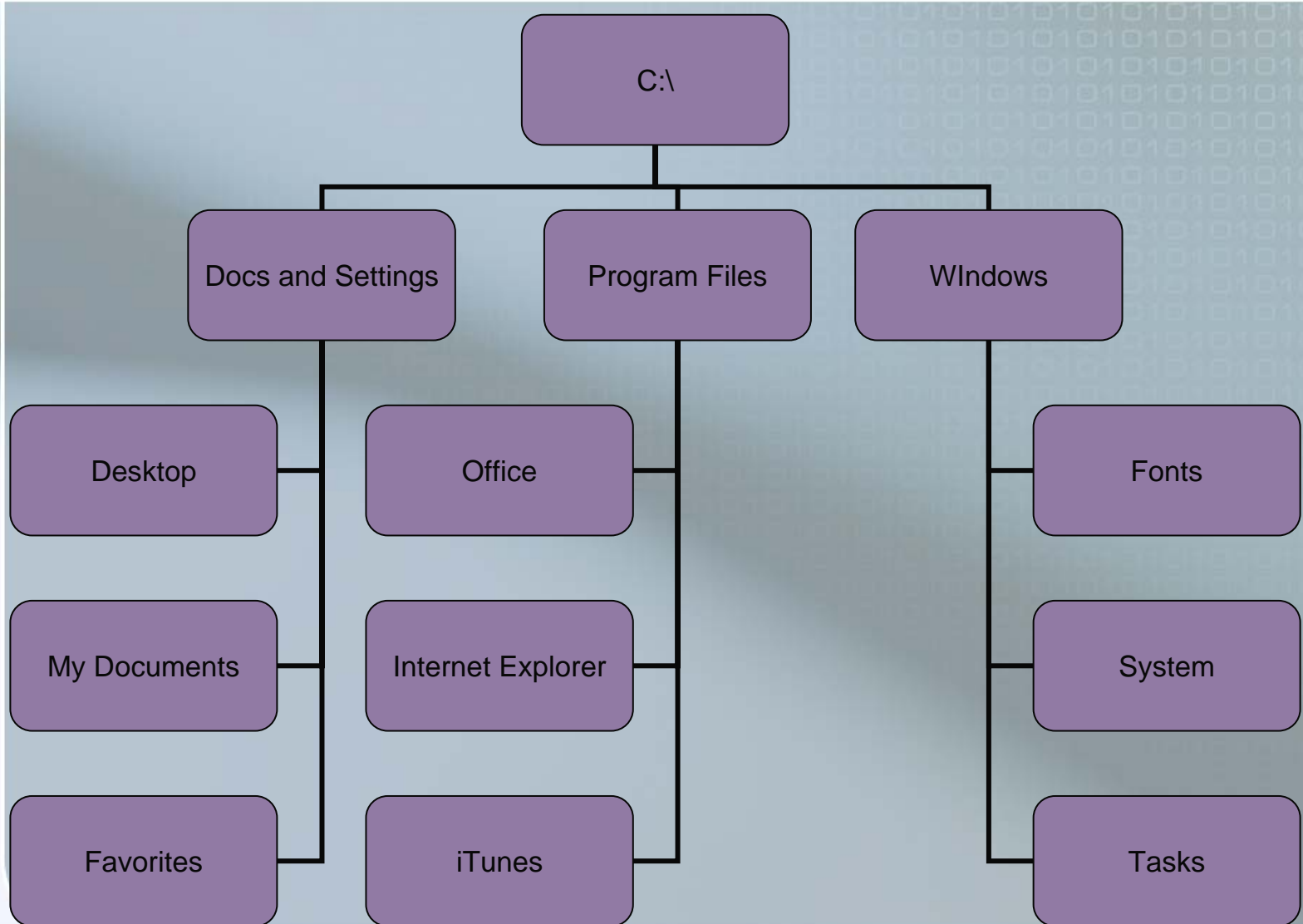


Docs and Settings

(home)



The Big Picture





Manage Shortcuts

Alt + Click and Drag

Right Click and Drag



Quicklaunch



Rt-click start button > properties > taskbar



Taskbar

Taskmanager/Lock and Unlock

Your Screen

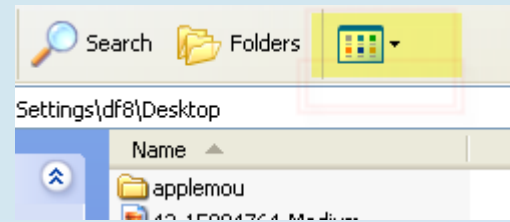
- Resolution – Measurement of screen real estate
 - 640 x 480
 - 800 x 600
 - 1024 x 768
- Color Depth
 - 256 colors
 - 16 bit color
 - 24 bit color



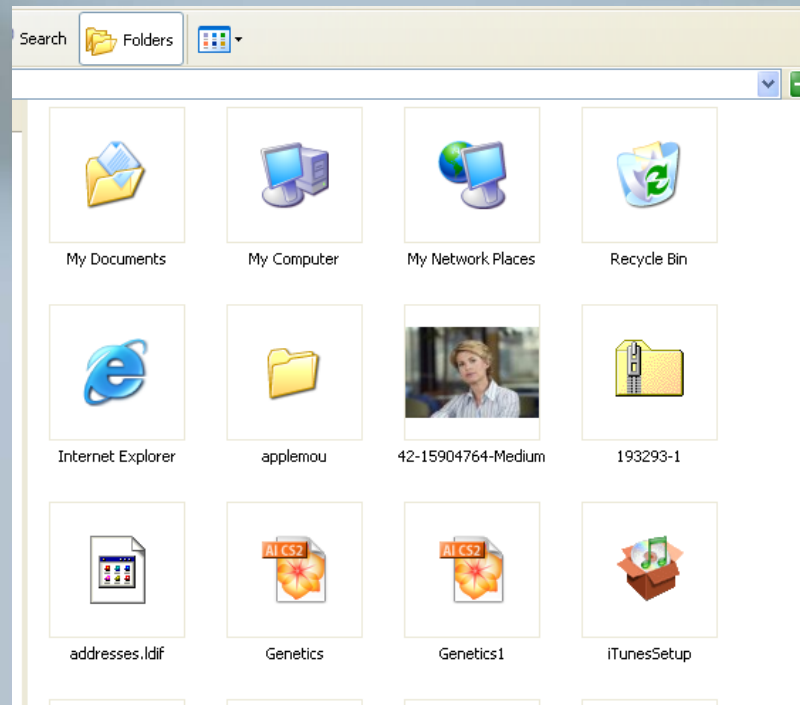
The other mouse button

- Desktop
 - Tidy-up your icons (arrange by >)
 - Check Screen Settings (properties)
 - Screensaver, Desktop Picture
 - Redraw Screen (refresh)
 - Organize (new > folder)
- A folder
 - Cut, copy, paste
 - Rt-Click + Drag (Move, Copy, Make Shortcut)

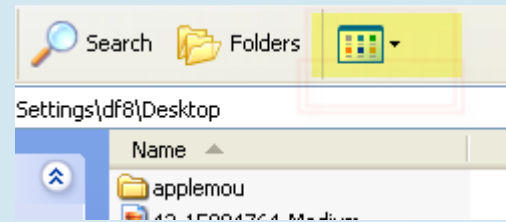
The Views



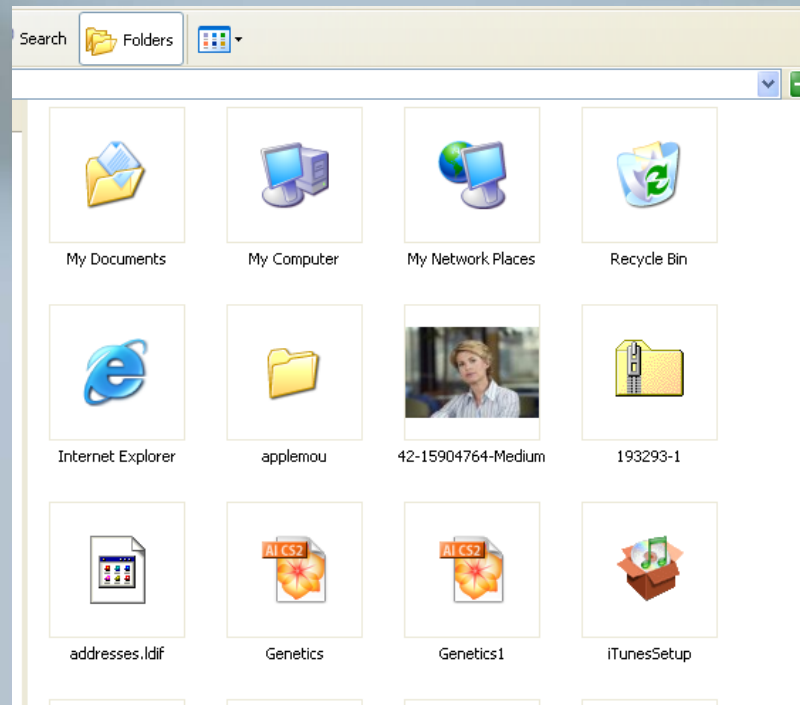
- Thumbnail
 - Can see preview



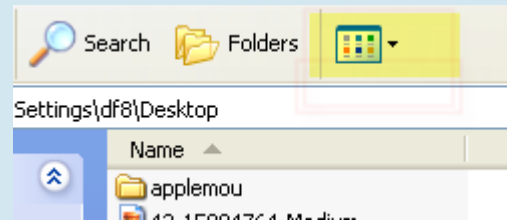
The Views



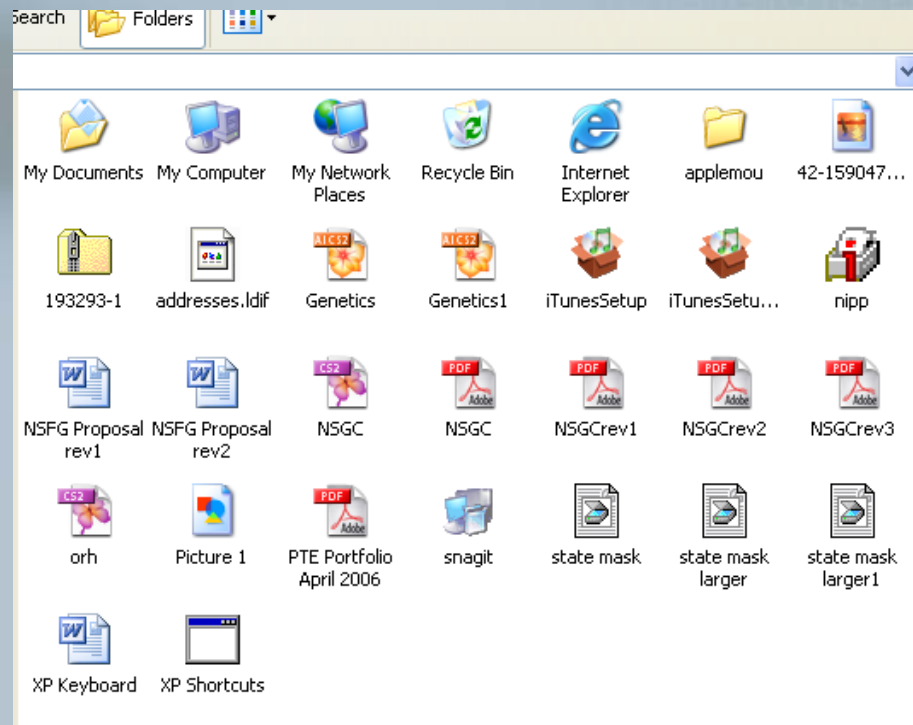
- Thumbnail
 - Can see preview



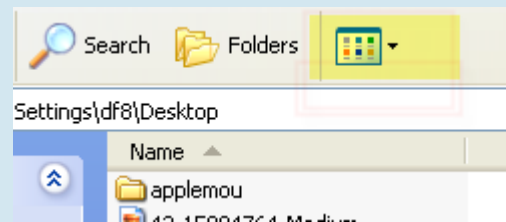
The Views



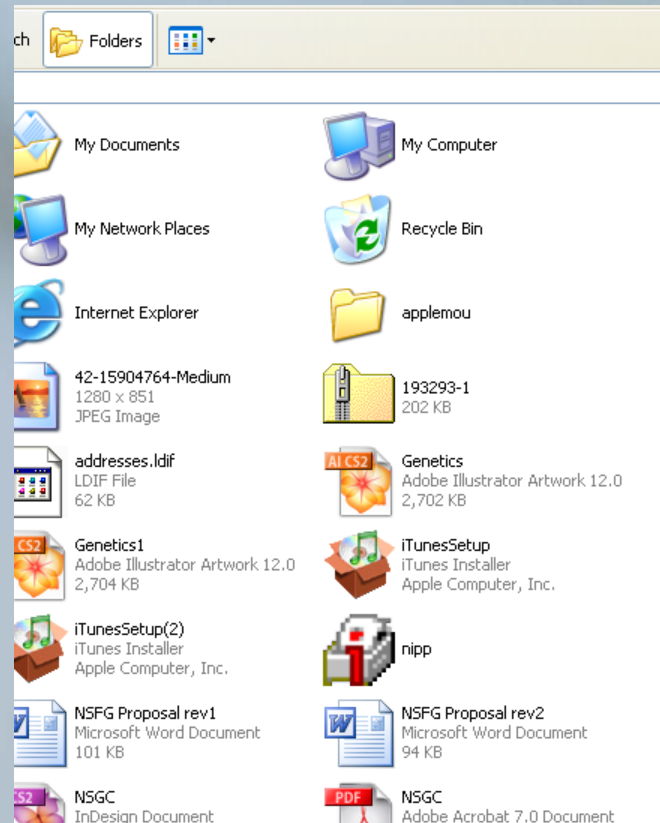
- Icons
 - Less clutter



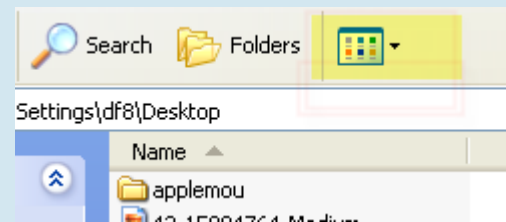
The Views



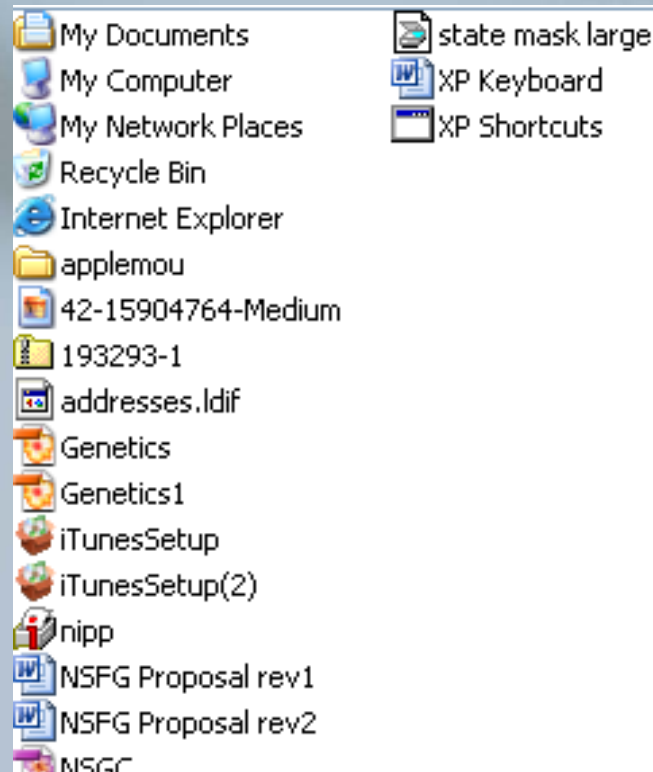
- Tiles
 - Icons beefed up



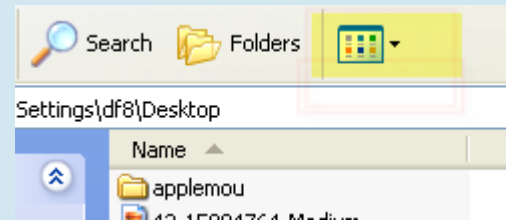
The Views



- Lists
 - Less room needed



The Views

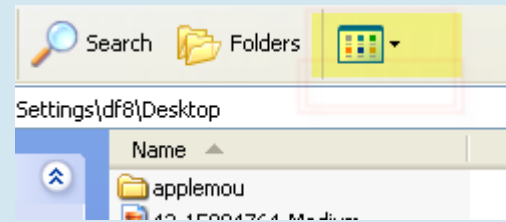


- List
 - Can sort

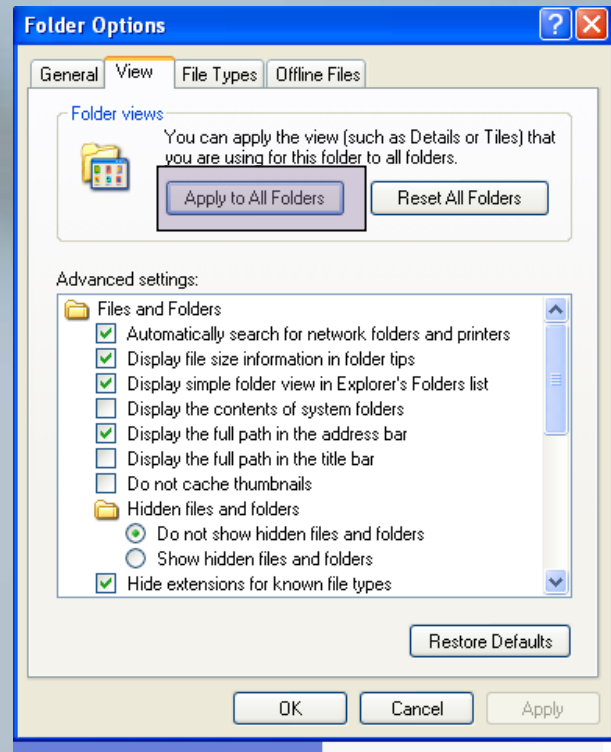
A screenshot of Windows Explorer in list view. The table below shows the details of the files and folders in the current directory.

Name	Size	Type	Date Modified
My Documents		System Folder	
My Computer		System Folder	
My Network Places		System Folder	
Recycle Bin		System Folder	
Internet Explorer		System Folder	
applemou		File Folder	5/2/2006 8:08 PM
42-15904764-Medium	203 KB	JPEG Image	4/18/2006 9:44 PM
Genetics1	2,704 KB	Adobe Illustrator Ar...	4/19/2006 2:50 AM
iTunesSetup	35,611 KB	Application	4/19/2006 4:20 AM
193293-1	202 KB	Compressed (zippe...	4/19/2006 4:44 AM
NSGC	755 KB	Adobe Acrobat 7.0 ...	4/19/2006 5:26 AM
nipp	2,088 KB	Application	4/19/2006 1:02 PM
addresses.ldif	62 KB	LDIF File	4/21/2006 1:05 PM
Picture 1	16 KB	PNG Image	4/21/2006 2:03 PM
state mask	12,022 KB	Microsoft Office Do...	4/21/2006 2:03 PM
orh	2,432 KB	InDesign Document	4/21/2006 2:04 PM
state mask larger	22,990 KB	Microsoft Office Do...	4/21/2006 2:06 PM
state mask larger1	87,911 KB	Microsoft Office Do...	4/21/2006 2:09 PM
iTunesSetup(2)	35,611 KB	Application	4/25/2006 2:49 PM
Genetics	2,702 KB	Adobe Illustrator Ar...	4/25/2006 9:02 PM
NSGCrev1	757 KB	Adobe Acrobat 7.0 ...	4/25/2006 9:09 PM
NSFG Proposal rev1	101 KB	Microsoft Word Doc...	4/25/2006 9:11 PM
PTE Portfolio April 2006	56 KB	Adobe Acrobat 7.0 ...	4/25/2006 9:11 PM
NSFG Proposal rev2	94 KB	Microsoft Word Doc...	4/25/2006 9:12 PM
NSGCrev2	757 KB	Adobe Acrobat 7.0 ...	4/26/2006 10:23 PM
NSGCrev3	757 KB	Adobe Acrobat 7.0 ...	4/27/2006 1:31 PM
NSGC	1,680 KB	InDesign Document	4/27/2006 1:31 PM

The Views



- A keeper
 - Tools > folder options > view



Custom desktop

- Personalized menus (Yuck!)
- Custom start items
- Classic versus XP Start Menu
 - My Computer Desktop or Start Menu
- Hide Inactive Icons
- Start up Items
 - Start>run>msconfig