

UnderstandIT

From **MAY DAY CONSULTING LIMITED** in association with **FACILITATORS UK**

A publication designed to inform and enable businesses to understand the implications, costs and advantages of using Information and Communications Technology. Distributed through Chambers of Commerce.

WINDOWS XP – MODIFYING THE START MENU

When installing a new application under Windows XP, the installation process normally adds an entry to the Start Menu. Similarly, when uninstalling an application, the process should delete the relevant entry(ies) in the Start Menu. However, often, the items are either not added, or deleted at the appropriate times, and you may wish to add or delete an entry, or move entries in the menu around.

TIP: You can sort the Menu into alphabetical order if it has got out of order. To do this, simply go to **START** and **ALL PROGRAMS**. Then right-click on any entry and you will see a small menu of options. Select **SORT BY NAME**. Hey presto, your menu will be sorted in alphabetical order – folders first, followed by individual program files at the end.

You can manually modify the Start Menu easily by following the steps below. Remember, when modifying the menu, you are not deleting or making changes to the programs themselves, since the entries in the Start Menu are simply short-cuts to those programs.

In order to modify the Start Menu, do the following:

1. Go to My Computer, then double click on LOCAL DISK (normally C: drive), then the DOCUMENTS AND SETTINGS folder.
2. At this point, click on the FOLDERS icon in the Windows Explorer menu so that you can see the folder heirarchy in the left-hand pane.
3. In the Documents and Settings folder you will find a sub-folder for each user who has an account on your computer.
4. In the left-hand pane, Select and click on the folder of the user whose Start Menu you wish to modify or ALL USERS if you wish to modify the menu that everyone sees.
5. In the right-hand pane, you will then see all the folders applicable to the selected user. One of these files is the Start Menu (see Figure 1 below).
6. If you double-click on the Start Menu folder, you will see the Program folder, click on it and you will display all the program folders and individual file icons that appear in your Start Menu. You can now delete any that you no longer wish to see (remember this does NOT remove the program itself – to do this you have to uninstall the program through CONTROL PANEL).

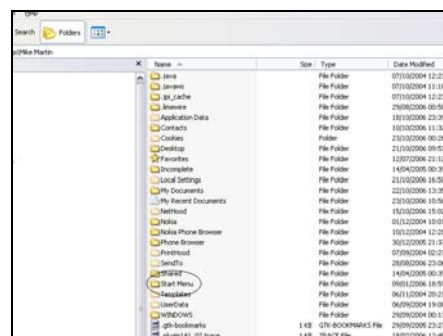


Figure 1

You may find that the programs do not all display here, in which case, you will probably need to edit the Start Menu for ALL USERS. This is because when you install some programs, they will automatically make themselves available to all users, rather than just the one who is logged on at the time (some well-designed programs will ask you who you want the program to be available to).

One further tip – if you go to the START UP folder within the folder heirarchy, you will see which programs are launched whenever Windows starts up. You can therefore remove shortcuts to programs that you do not wish to start each time you reboot your system, or alternatively add ones that you do.

We appreciate that this article is a little technical, but it demonstrates how the Start Menu can be manipulated. If you do not feel comfortable in modifying the menu yourself, you should contact your IT support person, or call Alan Finch at May Day Consulting on 01224 697457 for assistance.

MS INTERNET EXPLORER V7.0 NOW AVAILABLE, BUT.....

Microsoft have now officially launched their new version of Internet Explorer. We discussed the new browser in an earlier edition, whilst the product was being beta tested by thousands of users.

The final version is now available, and can be downloaded from here:

<http://www.microsoft.com/windows/ie/downloads/default.msp>

Alternatively, it will be automatically downloaded as part of the Windows Update process, but this will not be until November 1st.

The new version does not contain anything revolutionary, since it is merely trying to catch up with features that are already available in other browsers (Mozilla Firefox and Opera). These features include tabbed browsing (ability to have multiple pages available via a row of tabs at the top of the window), improved speed and of course, improved security.

However, within hours of announcing the launch, an internet security organisation – Secunia announced that they had discovered a vulnerability in the new version! Even more embarrassing for Microsoft, it is a vulnerability that affected the previous version of IE and has been known about for some months.

This revelation may cause many to avoid downloading and using the supposedly more secure version of IE.

Secunia have produced a simple test for this particular vulnerability and you can run the test from your browser – any browser to test if you are vulnerable. Go here to run the test:

[http://secunia.com/Internet Explorer Arbitrary Content Disclosure Vulnerability Test/](http://secunia.com/Internet_Explorer_Arbitrary_Content_Disclosure_Vulnerability_Test/)

ICONS, ICONS AND MORE ICONS.....

If you are a user of Windows XP, then you might be familiar with the many places on your desktop where icons relating to various programs are stored and what they are all for.

For the uninitiated, it can appear confusing at first until you understand why they are in more than one place and whether they need to be there at all. The following tries to explain:

The three areas where you will find program icons are:

- The desktop (most are familiar with desktop icons and their function.
- The Quick Launch toolbar
- The Notification area

Desktop

Firstly, the desktop is traditionally where short-cuts to your favourite or most frequently used programs are displayed. Their function is principally to make programs more easily accessible, avoiding the need to go to the Start Menu.

Most programs will automatically create a desktop icon – others will ask you during the installation process if you want to create one or not, which is really much more polite. In our experience, many users have far too many icons on their desktop and it ends up rather like a conventional desk with piles of papers all over, making it look very untidy!

Windows XP does provide a useful tool for taking unused icons from your desktop if they are not used for a long time. When using the tool, icons are placed in a clearly marked folder for re-instatement should you so wish. Alternatively, you can manually delete the shortcuts that you no longer need from your desktop.

Quick Launch bar

This is the area in the system tray running along the bottom of the screen immediately adjacent to the START menu button. It may not be visible if you have not set it to be so. To make it visible, you need to right-click anywhere on the system tray, select TOOLBARS and check QUICK LAUNCH.

Here you can drag and drop any of your most often used program shortcut icons, which act just as the desktop icons. The only difference is that these icons are constantly visible even when other windows are open and you cannot see the desktop. The downside is that the Quick Launch bar takes up room on the system tray at the cost of buttons for the programs/windows that you already have open.

Notification Area

This is the area to the right-hand side of the system tray and usually contains the system time and a number of other icons. These icons represent programs that are loaded during system startup and remain running in the background whilst you are working. Typical examples are anti-virus and spyware programs, utilities for detecting devices that can be plugged and unplugged (card readers, USB storage devices etc.), or perhaps a bluetooth or WiFi connection.

The icons in the Notification area that you do not use often can be automatically hidden. Again, this setting can be changed by right-clicking anywhere on the system tray and selecting PROPERTIES. You can then check or uncheck the HIDE INACTIVE ICONS.

INCENDIARY BATTERIES!

You will probably have read a number of reports in the press lately about laptop batteries being recalled by Sony following overheating problems. Most of the major laptop manufacturers have now succumbed to this problem and been forced to recall laptops.

The problems have led to some airlines refusing to allow laptops in the cabin. Many in the IT industry now feel that with increased attention on aircraft and other security, it will cause companies to consider using other devices like smart mobile phones, PDAs etc. as the communication capabilities of such devices improve. However, for some tasks, creating and editing documents on a mobile phone or PDA is not a real alternative. Watch for developments on this front.

We wish to acknowledge with thanks that some of the material contained within this publication has been sourced from Computer Weekly, PC Pro, BBC and other reputable sources..

May Day Consulting Limited and your Chamber of Commerce have endeavoured to ensure the accuracy of the information contained in this publication, but do not accept liability for any inaccuracy or omission contained within it.

Information on other Business and IT services can be found on our web site at: <http://www.maydayconsulting.co.uk> or by calling Alan Finch on 07968 262079.

May Day Consulting Ltd

....stress free IT

9 Benbecula Road
ABERDEEN AB16 1FT
Tel: (01224) 697457

E-mail: info@maydayconsulting.co.uk
Internet: <http://www.maydayconsulting.co.uk>