

# ISSInfo



## WINDOWS 2000 TIPS

### To Change Your Password

Press CTRL + ALT + DELETE and then click **Change Password**. Type in old password, next type in new password, and then confirm the new password. Click OK. A message will confirm the password has been successfully changed.

### To Find a File or Folder

To locate files or folders:

1. Click **Start**, point to **Search**, and then click **For Files or Folders**
2. Type all or part of the file or folder name you want to find.
3. To search for files containing specific text, in the Containing text, type the text you want to find.
4. To specify search criteria, click the drive, folder, or network you want to search.
5. To specify additional search criteria, click on **Search Options**, and then click one or more of the following options to narrow your search:
  - Select Date to look for files that were created or modified on or between specific dates.
  - Select Type to look for files of a specific type, such as a text or a WordPad document.
  - Select Size to look for files of a specific size.
  - Select Advanced Options to specify additional search criteria.
6. Click **Search Now** to conduct search.

### To Locate Lost Files

When a document or file can not be located, try the following tips by looking in:

- The documents folder on the desktop.  
On the **Desktop**, double click on **My Documents**
- The list of recently used documents.  
Click on **Start**, then point to documents.
- The default save location of the program you used to create the file.
- The **Search** menu and typing in a search criteria.
- The folders of the program that you used to open or create the file.

### To Change the Appearance of Items in a Folder

1. Open **Windows Explorer**.
2. Click the **View** menu and click on the **Large Icons**, **Small Icons**, **Lists**, **Details**, or **Thumbnails**.

**Add a Toolbar  
Button to the  
Microsoft  
Office Shortcut  
Bar**

1. Right click the background of the **Microsoft Office Toolbar**, choose **Customize** on the **Shortcut** menu.
2. Click the **Buttons** tab.
3. In the **Toolbar** box, click the name of the toolbar to which you want to add a button.
4. In the **Show these Files as Button** box, click the button or space you want to add the new toolbar button in front of.
5. To add a button for a file, click **Add File**.
6. To add a button for a folder, click **Add Folder**.

*TIP: To quickly add a Toolbar button, drag the file or folder from **My Computer** or **Windows Explorer** on to the Toolbar on the Office Shortcut Bar.*

**Delete a  
Button from  
the Microsoft  
Office Shortcut  
Bar**

1. Right-click on the background of the Office shortcut toolbar, then click **Customize** on the **Shortcut** menu.
2. Click the **Buttons** tab.
3. In the **Toolbar** box, click the name of the toolbar that contains the button you want to delete.
4. In the **Show these Files as Buttons** box, click on the button you want to delete, then click delete

**Rename a  
Button on the  
Microsoft  
Office Shortcut  
Bar**

Right-click on the button you want to rename on the shortcut bar, click **Rename**. In the **New Name** box, type the new name for the button.

**To Check  
Available  
Space on Disk**

Right click on drive or disk, click Properties. The **General** tab will tell you how much space has been used and how much space is available.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu).