

# ISSInfo



## WINDOWS 2000 TIPS & TRICKS III

### Personalizing the Workspace Overview

In Windows 2000 there is a broad range of choices for customizing the computer environment to suite personal work habits and preferences; e.g., change the way things look on the screen and change the behavior of the mouse and keyboard. For example, you can change the Windows 2000 color scheme or set the mouse to open files with a single click instead of a double click. You can also add and remove items from the desktop and Start Menu. Many users put shortcuts on the desktop or start menu for quick access to the files and programs they use most often. Depending on country or region of the world, users can install additional languages, add and switch between keyboard layouts, and choose formats for displaying times, dates, numbers, and currency. If multiple users operate the same computer, settings may be customized to preserve each user's profile.

### Set or Change Desktop Background

1. Click the **Start** button in the lower left corner of screen
2. Point to **Settings**, select **Control Panel** from dropdown menu
3. Double-**Display** icon.
4. Select the **Background** tab and set criteria accordingly:
  - Select a background picture from the **Wallpaper** list.
  - In the **Picture Display** list, click *Center*, *Tile*, or *Stretch*.
  - Click **Pattern** to open the **Pattern** dialog box. Under **Pattern**, click the desired pattern.

#### Note:

- *Background pictures may have the following file extensions: bmp, gif, jpeg, dib, htm.*
- *To set an htm document as a wallpaper, save the it to the hard drive; on **Background** tab, click **Browse** to find saved document and set it as wallpaper.*
- *If choosing htm document as the background picture, Center, Tile, and Stretch options are unavailable.*
- *The Pattern button is dimmed if the background picture is tiled or stretched.*

### Set or Change Screen Saver

1. Open **Display** in **Control Panel**.
2. Select the **Screen Saver** tab and in **Screen Saver** field, choose a screen saver option from the dropdown list.
3. In the **Wait** field, indicate a time amount.
4. Check the **Password** box, if desired.

## Change Screen Resolution

### Note:

- After a screen saver is selected, it will automatically start when the computer is idle for the number of minutes specified in the **Wait** field.
- To clear the screen saver after it has started, move mouse or press any key, if a screen saver password has been applied, type in logon password.
- To view possible settings options for a particular screen saver, click **Settings**.
- Click **Preview** to see how the selected screen saver will appear on the monitor.
- Move mouse or press any key to end the preview.

1. Open **Display** in **Control Panel**.
2. On the **Settings** tab in the **Screen area** box, drag the slider to the desired pixel resolution; click **Apply**.

**Note:** A higher screen resolution reduces the size of items on monitor screen and increases the size of the desktop.

Monitor and display adapter determine whether screen can be changed.

## Automatically Start Program When Windows 2000 is Launched

1. Click **Start**, point to **Settings**, then click **Taskbar & Start Menu**.
2. Select the **Advanced** tab, and then click the **Advanced...** button.
3. From the **Start Menu** folder, browse to locate the shortcut to the desired program and drag it to the **Startup** folder.

**Note:** To open the **Taskbar and Start Menu Properties** dialogue box, right-click an empty area on the Windows taskbar, and select **Properties**.

## Change or Remove a Program

1. In the **Display** option on the **Control Panel**, select **Add/Remove Programs**; then click on the name of the program to change or remove.
2. Click the appropriate button in the left column:
  - To change a program, click **Change/Remove** or **Change**.
  - To remove a program, click **Change/Remove** or **Remove**.

**CAUTION:** When **Change/Remove** is clicked, some programs may be removed without prompting you further.

**Note:** When using **Add/Remove Programs**, only programs that were written for Windows operating systems can be removed.

## Change Program that Opens a File

1. Open **Windows Explore**.
2. Click on the file to be opened by a different program.
3. On the **File** menu click **Properties**.
4. Click on the **Change** button.
5. Click on the name of the program that is to open the file, or click **Other** to select a program that is not listed.

### Notes

- This change affects all files that have the same file name extension as the file you selected. For example, if you change the program that opens a .jpg file, all .jpg files will open in this program.
- You can also specify a different program by selecting a file that you changed, clicking the **File** menu, clicking **Open With**, and then

*clicking a program name, or clicking Other, and then selecting the name of the program.*

**Specify Default Printer**

1. Open **Printers** on the **Start/Settings** dropdown menu.
2. If more than one printer is installed, right-click the printer to be use identified as the default printer
3. Click **Set as Default Printer** on the dropdown menu.

**Note:**

- *A check mark located next to the **Set as Default Printer** menu option indicates default printer has been set.*
- *When **Print** on the **File** menu of many Windows-based programs, the default printer is used unless otherwise specified.*

**View Documents Waiting to Print**

1. Open **Printers** on the **Start/Settings** dropdown menu.
2. Double-click the printer where documents are waiting to print (*The print queue shows information about a document such as print status, owner, and number of pages to be printed.*)
3. Select a print job and choose an action from the **Printer** or **Document** menu.

**Note:** *The print queue for the printer can also be opened by double-clicking the printer icon in the status area on the **Taskbar**.*

**Cancel a Print Job**

1. Open **Printers** on the **Start/Settings** dropdown menu.
2. Open the print queue by double-clicking the preferred printer's icon.
3. Right-click the document to halt printing; click **Cancel**.

**Note:** *Cancel more than one print job in the queue by holding down the **CTRL** key and then click each document to be canceled. By default, all users can pause, resume, restart, and cancel printing of their own documents; however, to manage documents printed by other users, permission must be granted through the **Manage Documents** function.*

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).