
IRCC Computer Classroom/Lab Workstation Start-up Procedure

These procedures describe steps for starting a session in an IRCC computer classroom or lab. This handout was written assuming that all of the computers in these rooms are identically configured with Microsoft® Windows® XP Professional operating systems and Microsoft® Office 2003 applications software suite. If the computer in your classroom does not seem to conform to these instructions, check with your instructor for assistance.

Essential Steps:

1. The video display monitor has a separate power switch from the system unit (computer tower case). For this reason, it is often unintentionally left switched on by prior users. If it is still on, the round power switch will be slowly flashing green. If it is not already on, press the round power switch.
2. The system unit is best switched on after all other peripheral devices. So once, the monitor is on, you should press the large round power switch on the face (middle-right) of the tower case. The tiny green power light should light up and the computer will start its self-test and "boot-strap" procedure to load the operating system.
3. After Windows® is loaded, it will detect the college network and attempt to connect your computer (a.k.a. "workstation") to it and (thru it) to the Internet. This process will welcome you by displaying a dialog box instructing you to press three keys simultaneously to logon. Locate and hold down the two keys labeled "Ctrl" and "Alt" with one hand and tap the key labeled "Delete". This should display another dialog box in which you can enter a user name and a password. The user name is identical for all workstations in each room and is typically named after the room (like "W224") and is often identified as "Login ID" on a label atop your monitor. The user name already should appear in the box on the screen; but if not, click in the box and type it. The password box should be left blank. A third ("Logon to:") box may be present that typically contains "INST". It should be left alone unless instructed otherwise by your instructor. Finally, press the Enter key on the keyboard.
4. After the logon process is complete, a "desktop" (picture oriented screen menu of icons and buttons) should appear displayed on top of some background image. You should see a screen button labeled "Start" in the lower left-hand corner of this desktop. Use it to start programs or open windows as needed.

Advisable Steps:

When Windows is installed on most computers, many user-definable settings are arbitrarily set by the installer or simply left unset based on the standard Microsoft default settings. Not all of these are desirable. Windows offers settings called "Folder Options" that control how much information you see about files and sub-folders when displaying folder information and can effect how programs function. You can view or change these from within any folder window (such as My Computer or My Documents).

- ❖ **General Options:** To view these settings, open any folder window (eg. click on the Start button at the lower left-hand corner of the screen and click the menu choice "My Documents"). Click on the menu items Tools and then Folder Options, then click on the General tab.
 - **Tasks:** If you are more comfortable with versions of Windows prior to XP, click the round option button in front of "Use Windows classic folders" to revert to the older style of folder display.
 - **Browse folders:** To minimize the clutter of multiple folders on your desktop, select the round option button in front of "Open each folder in the same window". If not, every time you open a folder, you will open another window too.
 - **Click items as follows:** If you are more comfortable with the double-click technique used in Windows 95, click the round option button in front of "Double-click to open an item (single-click to select)". If you are more comfortable with the single-click technique used in the later version Windows 98 and in most web browsers (such as Internet Explorer), click the round option button in front of "Single-click to open an item (point to select)". Finally, click on the OK button or just press the Enter key to close the dialog box.
- ❖ **View Options:** To view these settings, open any folder window (eg. click on the Start button at the lower left-hand corner of the screen and click the menu choice "My Documents"). Click on the menu items Tools and Folder Options, then click on the View tab. For a brief explanation of any option, click on the question mark button in the upper right-hand corner of the dialog box and then click on the item in question. If you accidentally change a setting, just click on the Cancel button and start over.

One of the most troublesome default settings relates to hiding filename extensions such as .txt at the ends of filenames. To view or alter this setting, scroll through the checklist and locate the item entitled "Hide file extensions for known file types". If there is check mark in front of it, click on it to remove it and then click the OK button at the bottom of that dialog box. If there is no check mark, simply click on the Cancel button.