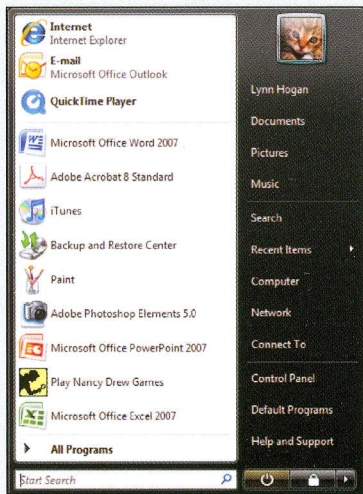


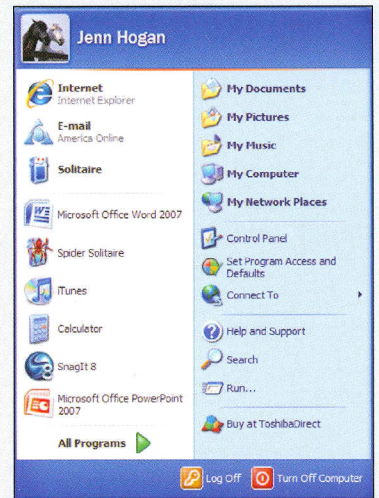
Microsoft® Vista/Windows XP 2007 Ribbon

START MENU

Windows Vista



Windows XP



CHANGE DISPLAY SETTINGS (THEMES, DESKTOP ICONS, BACKGROUND, SCREEN SAVER, SCREEN RESOLUTION)

Windows Vista

1. Right-click an empty area of the desktop.
2. Click Personalize.
3. Click category (background, screen saver, etc.) and make a selection.

Windows XP

1. Right-click an empty area of the desktop.
2. Click Properties.
3. Click category (background, screen saver, etc.) and make a selection.

MAKE FILE EXTENSIONS VISIBLE

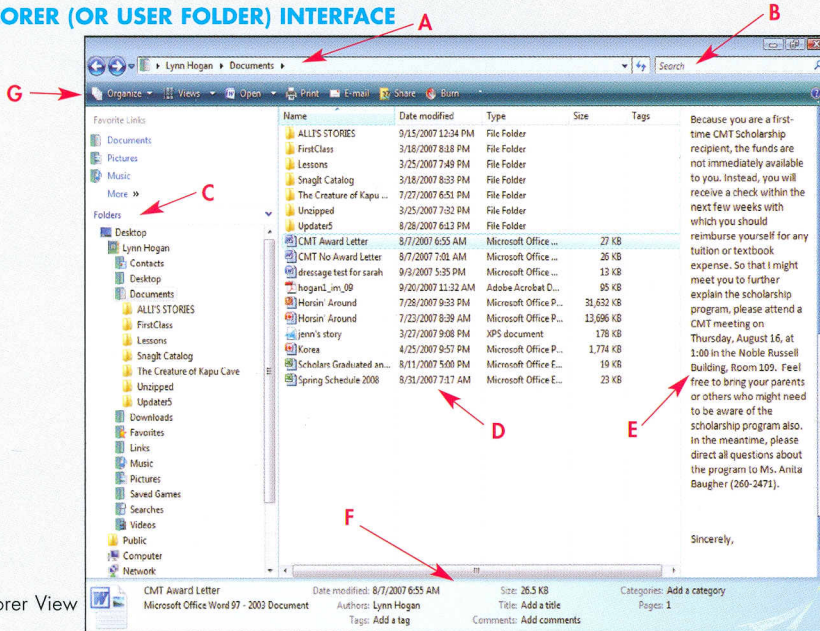
Windows Vista

1. Click Start.
2. Click My Computer.
3. Double-click Local Disk (C:):...
4. Click Organize.
5. Click Folder and Search Options.
6. Click the View tab.
7. Deselect Hide extensions for known file types.

Windows XP

1. Click Start.
2. Click My Computer.
3. Click Tools.
4. Click Folder Options.
5. Click the View tab.
6. Deselect Hide extensions for known file types.

WINDOWS EXPLORER (OR USER FOLDER) INTERFACE



Windows Vista Explorer View

- A – Address Bar
- B – Search Box
- C – Navigation Pane
- D – Contents Pane
- E – Preview Pane
- F – Details Pane
- G – Toolbar

CREATE A NEW FOLDER

Windows Vista

1. Click the Start button.
2. Click Computer (or another folder).
3. Navigate to the disk drive or folder in which the new folder is to be created.
4. Click Organize.
5. Click New Folder.
6. Type the folder name and press Enter.

Windows XP

1. Click Start.
2. Click My Computer (or another folder).
3. Navigate to the disk drive or folder in which the new folder is to be created.
4. Click File/New/Folder.
5. Type the folder name and press Enter.