



Welcome to Your Windows XP Pro PC!

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The Four Best Things You Can Do for Your PC

-For additional details on how to secure your computer see <http://www.wellesley.edu/Computing/Security/>

1. Weekly Updates of VirusScan Virus Protection

Viruses are a **serious** threat to your PC! Viruses have damaged hard drives and deleted many years worth of files here on campus. Watch for **WEEKLY** updates posted in the **Anti Virus Updates** subconference inside the **Computing Questions** conference on FirstClass for quick and easy updates to your PC's virus protection.

More information can be found at <http://www.wellesley.edu/Computing/TVD/>

2. Run Windows Updates whenever you are notified



If you see this icon in the lower right corner of your screen, there are new security patches and updates for Windows to install. Not updating leaves you at risk from viruses and malicious hackers taking over your computer to use it for illegal purposes without your knowledge.

After you have saved your work and are ready to install the updates, double-click on this icon. In the Automatic Updates window, click on the **Install** button. When installation is complete, restart the computer.

More information can be found at <http://www.wellesley.edu/Computing/WinUpdate/>

3. Back Up Your Files Weekly

Loss of data occurs all the time due to viruses, accidental deletion, software corruption, and hardware malfunction. Backing up your PC regularly will enable you to easily restore your data when disaster strikes.

We recommend storing all the files you create inside the My Documents folder so they can be easily found to copy to CD or zip disk. (Do not drag the My Documents, Word, or Eudora icon from your desktop onto your backup disk. These are shortcuts and will NOT COPY YOUR FILES.) If your computer has a CD-RW drive, you can burn your files onto a recordable CD-R or CD-RW.

More information can be found at <http://www.wellesley.edu/Computing/Backup/>

CD Burning Instructions can be found at <http://www.wellesley.edu/Computing/CDXP/>

4. Run Ad-aware Weekly

Software applications such as media players and peer-to-peer file-sharing applications are often bundled with "spyware" programs, which allow third parties to monitor your Internet usage and send advertisements to your computer. To remove such spyware, double-click on **Ad-aware SE Plus** on your desktop. Click **Start**, choose **Full System Scan** then click **Next** to begin the scan. When the scan is finished, click **Next** and then **OK** to delete the detected spyware.

Accessing Email and Electronic Conferences at Wellesley

All Wellesley faculty, staff, and students have FirstClass accounts.

More information can be found at <http://www.wellesley.edu/Computing/FirstClass/>

Important Items on the Windows XP Pro Desktop

Logging onto your Windows XP Pro PC

When you start up your PC, the Logon to Windows window will come up asking for your username, password, and domain. The domain should be set to WELLESLEY. Your domain username and password will allow you to log onto your computer and use resources on the Wellesley network.

My Computer

Double-click My Computer to see your hard drive (C:), CD/ CD-RW, DVD /DVD-RW drive and other drives. If there is a disk in one of your disk drives, double-click the appropriate drive icon to see its contents.

Note: Do not to put a floppy disk into your zip drive because it will break the zip drive. It will have the word ZIP on it and come in 3 sizes: 100, 250, and 750Mb. Be sure you are using the correct size zip disk in your zip drive.

Recycle Bin

To delete files and folders, drag them here. Items are not permanently erased until you empty the Recycle Bin by right-clicking on the Recycle Bin icon and selecting **Empty Recycle Bin**.

Accessing NTM

NTM is the fileserver containing the 24-Hour Drop Folder for moving copies of *NON-confidential* files from one computer to another. To access NTM, go to Start > Run and type in \\NTM and click OK.

More information can be found at <http://www.wellesley.edu/Computing/WinXP/network.html>

Getting Started in Windows XP Pro

Software

Installed on your PC are Windows XP Professional, Microsoft Office 2003, FirstClass, and other programs.

More information on Windows XP Pro can be found at <http://www.wellesley.edu/Computing/WinXP/>

More programs available for Windows XP Pro can be found at <http://www.wellesley.edu/Computing/pc.html>

Using the Mouse

Your mouse has a left and right button. The left button is most often used for double-clicking on icons, selecting choices in menus and following links on the Internet (like the Mac mouse button). Usually when instructions tell you to click on something, they are referring to the left button.

Clicking on the right button is an alternative to using certain menu choices. A right-click will bring up options for items you first left-click on. Computer instructions will tell you when you need to right-click on something.

Creating a Folder

Open a window where you want the folder, for example, your desktop or the My Documents folder. From the **File** menu, point to **New**, and then click on **Folder**. To move a folder to another location, you can drag it there.

Opening Programs

Programs can be easily opened in the following ways:

- Double-click on a shortcut on your Windows desktop
- Click on Start and then click on the name of the program (you may need to go to All Programs to find it)

Closing Programs and Folder Windows

To close a program window or a folder window, click on the **X** button on the top right of the window (on the blue title bar). Closing the program window will close the program. You will be prompted to save your work if you have not done so. (NOTE: For **FirstClass**, use the exit button instead, or select the **File** menu and then **Exit**.)

Printing

Your computer is already set up with your primary (and possibly secondary) printer. If you need to set up additional network printers, instructions are at <http://www.wellesley.edu/Computing/WinXP/printing.html>.

To select between multiple printers, you choose one of them when you print from a program. For example if you want to print a Word file, first save your file and then from the **File** menu choose **Print**. A window will appear to let you specify which printer it will print to, which pages to print, and the number of copies you want.

Shutting Down or Restarting the Computer

To restart or shut down your PC, in the Start Menu choose **Shut Down**. Then select Restart or Shut Down in the drop-down menu and click OK. You should not need to push the PC's power button after you shut down. If you are unable to shut down normally, hold the power button down for *several seconds* to shut down the PC.

Where Can I Get More Help?

The Wellesley Computing Page is a great resource for all computer users on campus. It contains quick access to all the links listed on this handout, and much more. For your convenience, this page is already bookmarked in Firefox and set as an Internet Explorer Favorite <http://www.wellesley.edu/Computing/computing.html>.

The Wellesley HelpDesk (x3333) is a technical support resource for faculty, staff, and their student workers. It is open from 8:30-4:30 weekdays, except holidays, to respond to computing questions, problems, and requests.

The Computing Questions conference, located on your FirstClass desktop, is an open forum for all members of the College community to ask and answer questions about computing or technology.