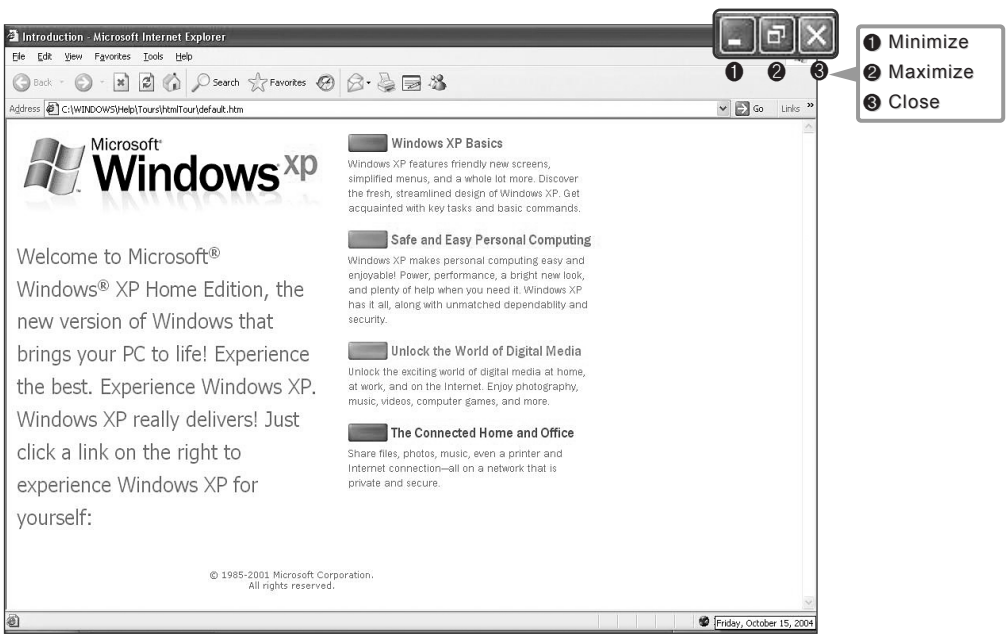
2-2.Using Windows XP

Windows XP is new, brilliant and easy-to-use. Background and title bar have been rearranged concisely, and it became easier to access the application programs from the start menu. Also, it allows users with more diverse options to choose from when decorating desktop's appearance.

Overview

Windows XP is an operating system that runs a computer. Learning the basics features in Windows is recommended to utilize a computer effectively.



Click **[Start]** - **[Tour Windows XP]** to explore the features and tools available in Windows XP.

Windows XP desktop

❶ **[Start] button**	Click **[Start]** button to open the **[Start]** menu. Click **[All Programs]** to open the list of programs installed in the computer.
❷ **[Start] menu**	**[Start menu]** shows everything you need to start working in the Windows XP environment.
❸ **Taskbar**	Taskbar shows programs that are currently open and running.
❹ **Taskbar icons and clock**	Taskbar icons show and let you configure ongoing activities such as display properties, LAN settings, etc.
❺ **Recycle Bin**	Put your unused items and files in the Recycle Bin. Right-click the Recycle Bin and select **[Empty Recycle Bin]** to permanently delete the items inside the Recycle Bin.

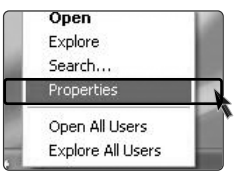
Start menu

Clicking **[Start]** button enables you to easily access computer programs.

❶ Pinned items
❷ Recently used items
❸ All Programs
❹ Control Panel lets you change the settings in your computer.
❺ My computer shows the drive and network information for your computer.

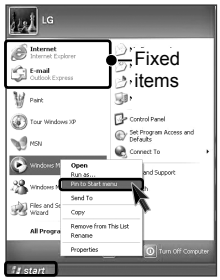
Changing the look of the Start menu

1.Right click **[Start]** button and select **[Properties]**. Choose from either Start menu or Classic Start menu.



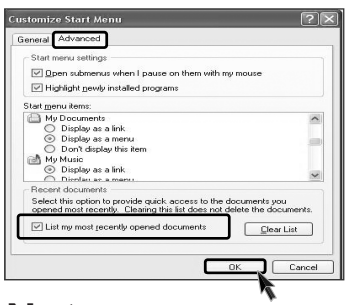
2.If you want default start menu, click **[Start menu]** from **[Start Menu Properties]**.
3.Click **[Classic Start menu]** if you want to use the menu style from earlier versions of Widow.
4.Click **[OK]**. New start menu style appears on the desktop.

Changing the pinned items in the Start menu



1.Right-click the item you want to pin to the Start menu.
2.Select **[Pin To Start Menu]**.
3.The item is pinned at the top of the Start menu.

Showing the recently used items on the Start menu



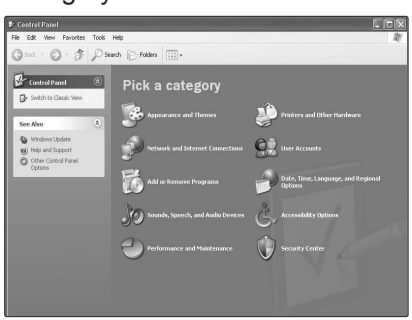
1.Right-click on **[Start]** button and click **[Properties]**.
2.In **[Start Menu]** tab, select **[Start menu]** and click **[Customize]**.
In **[Advanced]** tab, check **[List my most recently opened documents]** and click **[OK]**.
3.In Taskbar and Start Menu Properties window, click **[Apply]→[OK]**.
If you click **[Start]** button the next time, recently used items appear on the Start Menu.

Note

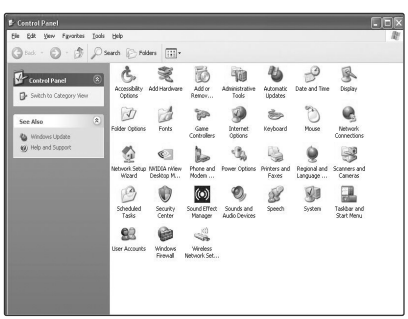
■ To delete recently opened documents, select **[Clear list]** from **[Advanced]** tab. The files are not deleted in the system even if the lists are cleared.

Control Panel

[Switch to Category View] is added to the Control panel to gather similar items in group. Classic view shows each item in window. You can choose either Classic or Category view.



Category View



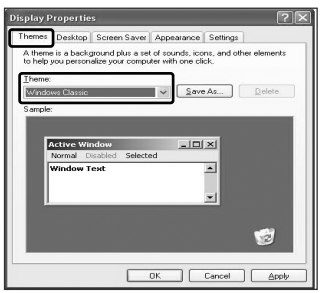
Classic View

Changing the Themes and Desktop background

You can customize the appearance of desktop by using Theme option such as desktop background, screen saver, icon, window, mouse pointer or sound. For more than one user, each user can use different theme.

Using the Windows Classic Theme

1.Click **[Start]→[Control Panel]→[Switch to Classic View]→[Display]**.
2.Click **[Themes]** tab.
3.Select **[Windows Classic]** from the **[Theme]** drop down menu.



Using a different theme

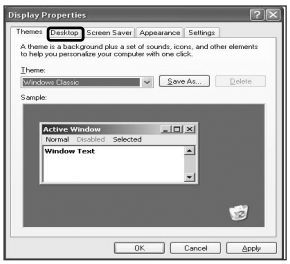
1. Click **[Start]→[Control Panel]→[Switch to Classic View]→[Display]**.
2. Click **[Themes]** tab.
3. Select another theme from the **[Theme]** drop down menu.

Note

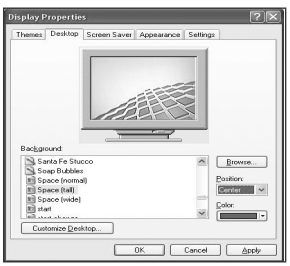
■ In Appearance tab, you can click [Advanced] button and change the color scheme, font size, and windows and button styles.
In Themes tab, you can change the overall appearance of the desktop.
If there are more than one user using the computer, each user can apply different theme and desktop appearances.

Changing the desktop background

1.Click **[Start]→[Control Panel]→[Switch to Classic View]→[Display]**.
Click **[Desktop]** tab. (OR you can right click on the mouse while in desktop background. When a short cut menu pops up, choose **[Properties].**

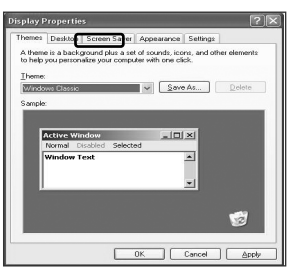


2.Scroll down the **[Background]** drop down menu and select an image for the background. You can also click **[Browse]** button and select an image you have saved.

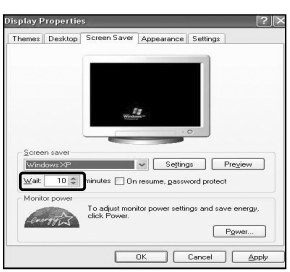


Setting the Screen Saver

1.Click **[Start]→[Control Panel]→[Switch to Classic View]→[Display]**. Click **[Screen Saver]** tab.



2.Select the idle time before activating the Screen Saver from **[Wait]** drop down menu. Check **[On resume, password protect]** to protect the computer from. It protects your computer from other users to log on and use without permission.



To personalize your desktop themes.

1. Click **[Control pannel]→[Switch to classic view]→[Display]**
2. Select theme from the theme drop down menu.
3. Theme changes.
4. After making a selection, click **[Apply]** and then click **[Save as]**.
5. Enter a theme name and press **[OK]**.

Note

- To open Display Properties, click **[Start]→[Control pannels]→[Switch to classic view]** and then double-click **[Display]**.

  If you do not save the theme, the name of the theme does not change.

  The new theme is saved in My docu ments folder. To open My document folder, click **[Start]** and select **[My docu ments]**.

Taskbar

Taskbar displays programs and files that are currently open. If there are many programs running on the computer, the Taskbar group together files from the same program to prevent taskbar icons from cluttering up the Taskbar.

Desktop cleanup

Desktop Cleanup Wizard removes unused desktop items to a folder. The Desktop Cleanup Wizard runs every 60 days but you can also run it manually.

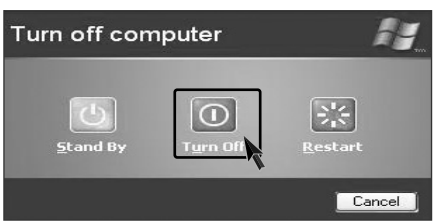
1.Click **[Start]** - **[Control Panel]→[Switch to Classic view]→[Display]**.
2.Click **[Desktop]** tab.
3.Click **[Customize Desktop]→[Clean Desktop Now]** button.

2-3.Turning off the computer

If the Drive in use indicator is on, do not turn off the computer, as doing so may damage the data being read from or written to the drive.

1 Quit all running applications; click **[Start]** and choose **[Turn off computer]** from the start up menu.

2 In the Turn off computer window, choose Turn off.



3 The computer is turned off automatically.

Warning

If Windows does not shut down properly, press and hold the power switch for more than 5 seconds the system will shut down.

Turning off the computer this way may damage the system. It is recommended that you always turn off the computer by choosing Shut down from the Start menu.

If the computer does not shut down properly while running applications, the data in the hard disk drive may be damaged.

If your computer does not respond while running applications, press the **[Ctrl]+[Alt]+[Delete]** combination to start the Task Manager; then quit the program or restart the system. If Windows or program file is damaged by shutting down the system incorrectly, reinstall the program.

The user is responsible for the loss of data caused by incorrect use of the computer.

2-4. Restarting the computer

You can restart the computer as the instructions bellow, when the computer does not function correctly or freeze out.

1. Quit the program or restart by pressing combination of **[Ctrl]+[Alt]+[Delete]** key.

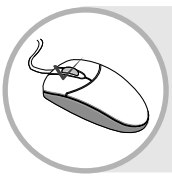
2. If the problem still exists press the power switch for 5 seconds to turn off the computer and then restart the computer.

Note

■ Keyboard and mouse may look different from the picture.

2-5. Using Mouse

This chapter explains how to use mouse pointing device. You may have a different features on your model. EH model supports an optical mouse with USB connection.



What is click?

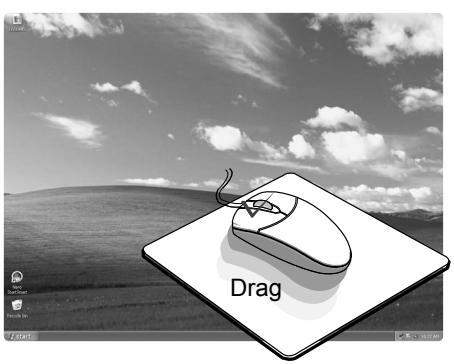
To press down and release a left button on a mouse pointing device in order to select an item on a display screen or activate a command or function.

What is double click?

Pressing the left button twice in rapid succession in order to activate a command or function represented graphically on a display screen.

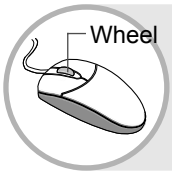
What is Pop-up menu?

When using Windows, clicking the right button on the mouse opens the pop-up menu. (Pop-up menu is to command a copy, send or open/close functions to support an application program.)



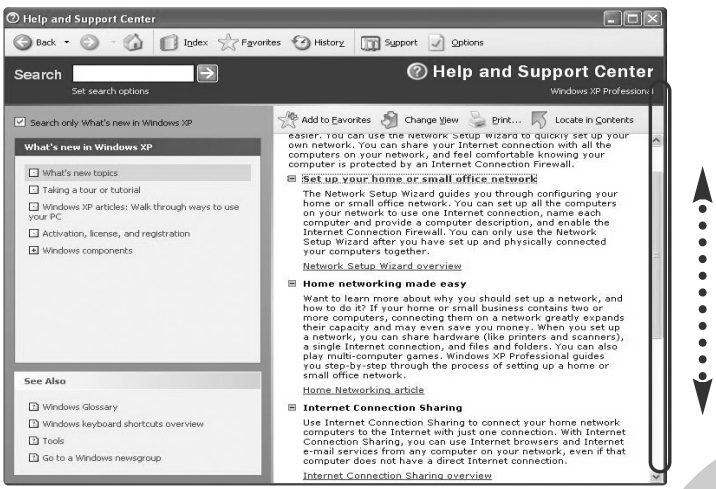
What is drag?

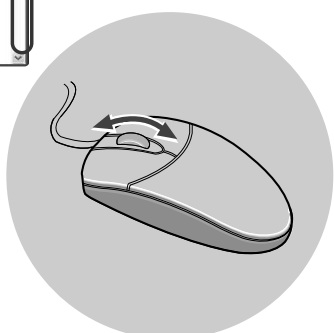
To move a mouse while pressing down on one of its button.



Using wheel?

To cause (displayed text or graphics) to move up, down, or across the screen so that a line of text or graphics appears at one edge of the screen for each line that moves off the opposite edge.





2-6.Cleaning the mouse

If the mouse pointer does not move well, you need to clean up the ball inside the mouse. (The appearance of mouse may be different depending on models). Clean up the mouse with cotton swap and alcohol as follows.

1 Open up the cover in the direction of the arrow as shown on the picture and take out the ball.

2 See if inside of the mouse is filled with dust.

3 Clean with cotton swab and alcohol.

4 Close the cover in the direction of the arrow and use the mouse.

2-7. Using Keyboard

Keyboard is used for entering text and commands in the computer.

❶ ESC key

used to command quit or cancel while application program is running.

❷ Function keys

enable you to perform different operations depending on the operating system and application program you use.

F1

In many cases, it starts help menu from most application programs.

❸ Typewriter key pad

(refer to the User's guide page34)

❹ Modifier and special function keys

Print Screen

Press PrtSc key to take the snapshot image on the screen.

Scroll Lock

to move an entire image on the screen without moving a cursor.

Pause/Break

to stop movements for a specified time.

❺ Direction keypad / Numeric keypad

direction keys mark the position at which a cursor can be moved. Numeric keys can be used as direction keys when NumLock indicator is on.

Home

home moves the cursor at the beginning of the sentence.

End

end moves the cursor at the end of the sentence.

Page Up

page up moves the cursor to the previous page.

Page Down

page downmoves the cursor to the next page.

❻ Multimedia/Internet function keys

Home

aunches the Internet Explorer on your system.

Search

Internet Explorer or Windows Explorer must be launched to use this key to access to the search engine in the Iternet Explorer or search files in the Windows Explorer.

E-mail

launches the Outlook Express on your system.

Typewriter Keyboard

The keyboard is used for entering text and command.

❶ Tab key
it moves a cursor to the next column.

EX
User's name
Tab
Password

❷ Caps Lock key
lock the keyboard in the upper case position.

❸ Shift key
hold Shift key down and press another key to enter the upper case letter.

❹,❽ Clrt key or Alt key
keys (shortcuts) are used in conjunction with Arlt key or Ctrl key to provide shortcuts for some of the predefined operations.

❺ Backspace key
moves a cursor to backward when deleting letters.

❻ Enter key
used at the end of each command to move on to the next line.

❼ Space key
make a blank or empty area: the spaces between words.

❾ Windows key
opnes up the start menu when using Windows operating system.

❿ This key is used to view shortcuts for the current program (Shortcut menu key works the same as the right-clicking the mouse button)

⓫,⓬ This key is used in conjunction with [Fn] key to move on to the next or previous page.

Caution

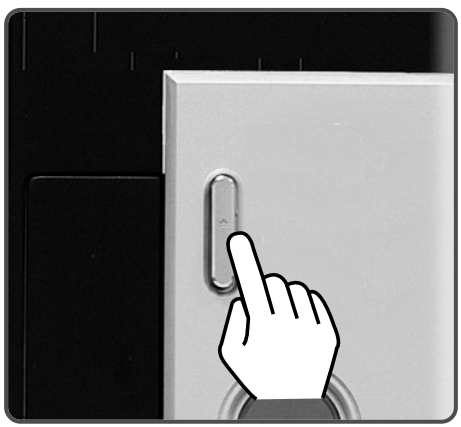
Spilling the water on the keyboard causes disfunction to the computer.

2-8.Using the optical disk driver

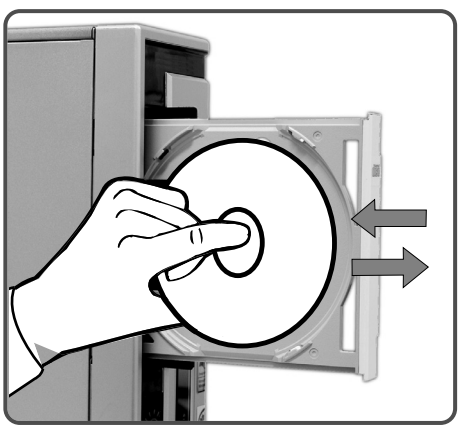
Different model types provide different optical disk drives.
(Some models have DVD-ROM drives and others have DVD/CD-RW COMBO/DVD ±ROM COMBO drives.)

Inserting a CD

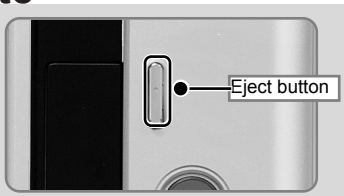
Turn on the computer, and press the eject button on the CD-ROM drive.



Place the CD in the middle of the tray.
(Label on the CD must face upward.)
Push the tray into the CD-ROM drive.



Note



Eject button : eject CD out of the computer.
Gently push the button only once.

■ After install CD on the tray, push the CD tray in the direction shown on the picture, or press the Eject button once.

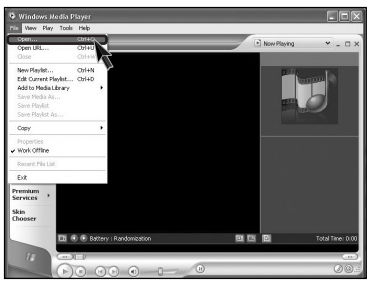
※ This computer model is designed as vertical position with CD-ROM(RW/DVD/COMBO to make more spaces available for your computing environment. If your CD title is less than 120mm, you need to lay down the computer if necessary.

Using Windows Media Player

You can use Windows(R) Media Player to play various types of audio and video files.You can play and make a copy of an audio CD, listen to the Internet radio broadcast, play movie clips, and listen to music or watch a video on a web site. If you have a DVD drive, you can play a DVD. If you have a CD-RW drive, you can use Windows Media Player to make your own music CD.

1 **[Press Start]→[All Programs]→[Accessories]→[Entertainment]→[Windows Media Player].**

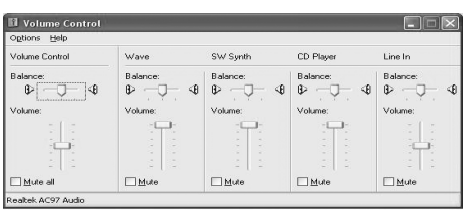
2 When Windows Media Player opens, press Open under File menu, and then select an audio or video file you want to play.



Adjusting volume

1 Click **[Volume]** icon from the taskbar.

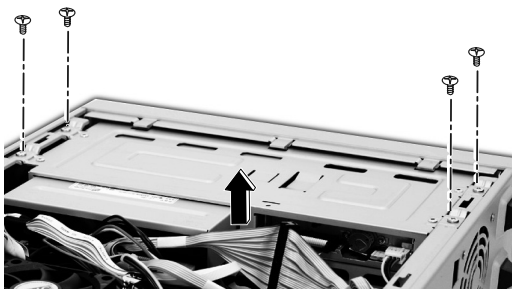
2 Drag the mouse to move the slide bar to adjust the volume.



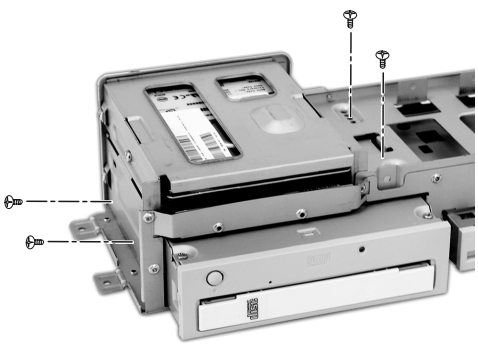
Replacing CD-ROM(RW/DVD/COMBO)

1 Remove the computer cover.Refer to the Opening the computer.

2 After disjointing 4 screws, remove the cover as the direction on the picture



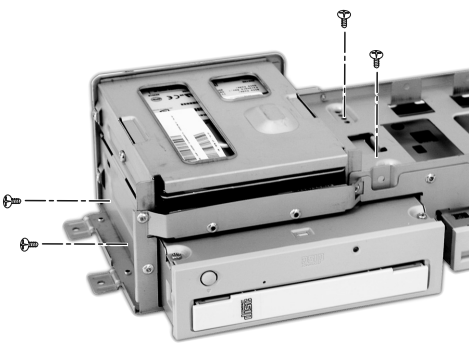
3 Remove 4 screws from the hard disk case.



4 Pull out the CD-ROM drive after removing the cable from the CD-ROM drive.

5 After installing the CD-ROM drive push it as the direction of the arrow.

6 Fasten 4 screws to install the CD-ROM drive in the hard disk case as shown on the picture.



7 Connect the cable and fasten 4 screws at hard disk.Refer to the Closing the computer cover page68.

Note

- Adjust the Jumper of rear CD-ROM to make it (SL:Slave) when adding a new CD-ROM. Refer to the CD-ROM manual for more details.

2-9.Using the disk drive

Using floppy disk drive

Floopy disk drive is built in your computer. After inserting floopy into the drive, you can read and write data. The capacity of floopy disk is less than your hard disk however, it is easily carry on your hands and smaller than other disk drives.

Using floppy disk

Always make back up files for your important information.

- Keep your floppy disk in a safe space.
- Use the label part when you pick up or hold the floppy disk.
- Attach labels after writting letters on it.
- Handle floppy disk with care.
- Use only one label to each floppy disk.
- Keep floppy disk away from magnetic prod-uct such as TV.
- Keep floppy disk from direct sunlight.

Caution

- when inserting the floppy disk, label should face upward.

Prohibiting data access into the floppy

With this floppy disk. you can read, write, delete and change data. But by positioning the tap as shown on the right, you can only read data from the floppy disk.

Closed : read/write

Open : Read only

Note

- When the floopy disk status indicator is on, do not attempt to take floppy out of computer.

Using hard disk drive

Hard disk drive is a storage device in the computer. Refer to the System setup for setting up the computer system.

Damages to the computer data.

Always make backup files for your important information. LG is not responsible for data loss caused by users.

Installing the computer

- Turn off the computer when disassembling the computer and see if the computer and the power cable is correctly connected. Incorrect connection to the power cause the damages to the computer.
- Do not use any other screws that are not approved.
- Set the computer on a flat surface.

Computing environment

- Do not give excessive pressure on the computer.
- Do not place your computer to temperatures above (140 degrees F) (60 degrees C).
- Keep your computer away from electronic equipments that create strong radio waves.
- During a lightning storm, remove the power cord, telephone line, and LAN cable from the computer.

The data on your hard disk itself may be damaged in the following situations

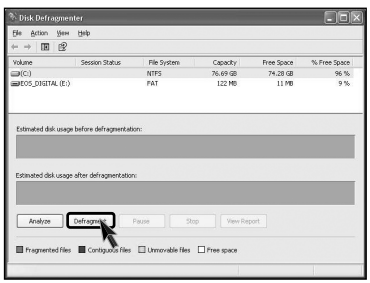
- Do not give excessive pressure on the computer.
- When the computer is reset (rebooted), for example by power outage, while the hard disk drive is operating.
- A computer virus is detected on your computer.
- Incorrect input of (BIOS) setup.
- When the necessary files are deleted or damaged.
- Turning off the computer when the system is operating.

Disk Defragment

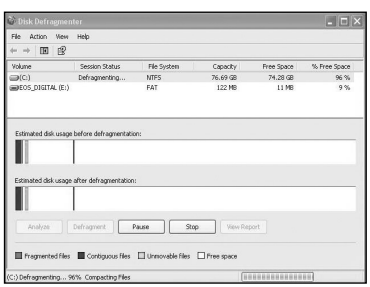
Gathers all the bad sectors on the disk. Quit all application programs before running Disk Defragmenter.

1 From the **[Start]** button,**[Accessories]→[System tools]→[Disk Defragmenter].**

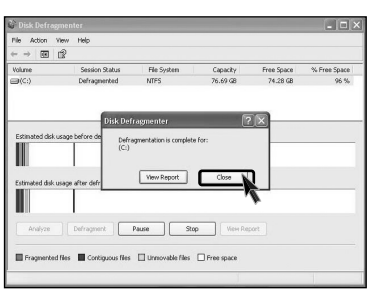
2 If the following dialogue box appears, select a drive you want to claenup and then click **[Defragmenter]**.



3 Following images appears.



4 Click **[Press]** after the Disk claenup process is complete.



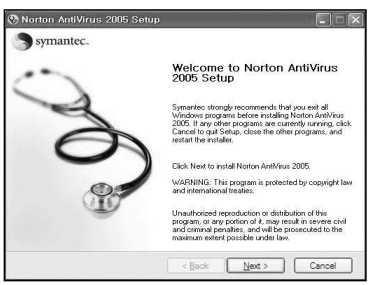
2-10.Computer virus

A small program that alters or destroys information stored in the computer.Norton AntiVirus is offered to detect computer virus. For one year after installing windows OS Norton AntiVirus is available to use.

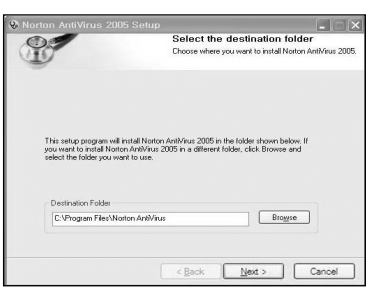
Installing Norton Antivirus

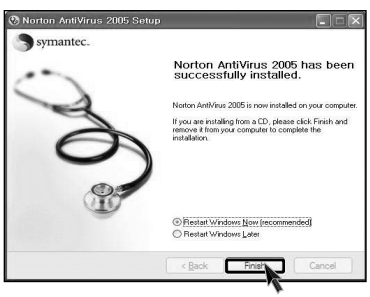
1 Click the Norton Antivirus icon ( ) on the desktop.

2 Following windows appears. Click **[Next]**.



3 Click **[Next]** to install Norton Antivirus.



4 Following window appears.

5 **"Norton Antivirus installation is complete"** message appears. Click **[Finish]**.