Video title: Using the Windows XP Start Menu and Windows Explorer
TI: 7.5.5

Step 1		Description
#1	**Video 1**	Log on to the computer. Click **Start, My Computer** and scroll down to see all of the items listed under My Computer then close the window.
#2	**Video 1**	Next right-click on the **Start button** and click **Properties**. The Taskbar and Start Menu Properties window will appear. Click the **Taskbar** tab to view the Taskbar settings. Click the **Start Menu** tab again.
Step 2		
#3	**Video 2**	Click **Customize** under the Start Menu radial button. Under the General tab click **Small icons**, uncheck the **E-mail** box and change the number of programs on Start menu to **11** and click **OK**. Click **Apply** and **OK** on the Taskbar and Start Menu Properties window to close it.
#4	**Video 2**	Click Start to view the new changes.
#5	**Video 2**	Right-click the **Desktop** and click **Properties**. This will open the Display Properties window. Click the **Desktop** tab, click the **Customize Desktop** button to open the Desktop Items window. Click the **Web** tab, and place a **check mark** in the Lock desktop items box. Click the **General** tab and then click **OK**. Click OK to close the Display Properties window.
Step 3		
#6	**Video 3**	Click **Start, My Computer** and click **Tools, Folder Options** within My Computer. In the Folder Options window click the View tab. Scroll down to the bottom and place a **check mark** in the Show Control Panel in My Computer box. Click Apply and then OK.
#7	**Video 3**	In the My Computer window scroll down to the bottom and find the Control Panel.
Step 4		
#8	**Video 4**	In the left window pane click on **My Documents**, this is a shortcut to navigate the computer now click **My Computer** to go back.
#9	**Video 4**	Double click on **Local Disk C:,** there will be a prompt (warning) that the following files are hidden. Click **Show the contents of this folder.**

#10 **Video 4**	Double click Program Files and the same prompt (warning) that the following files are hidden. will appear. Click **Show the contents of this folder** to continue. To go back a folder click on the Back button with the arrow. Click it one more time and the My Computer window will be showing.
#11 **Video 4**	Next click **Start, Control Panel** and scroll down to **Performance and Maintenance**, click to open. Under the Pick a Task click on the arrow **See basic information about your computer**, this will open the System Properties window, General tab.