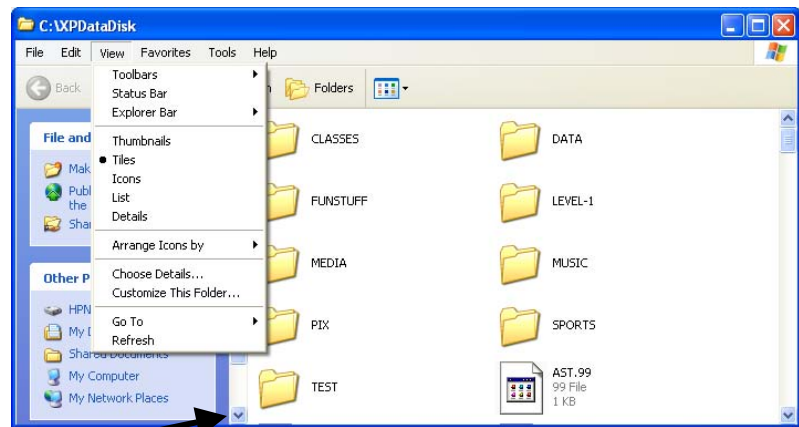


Chapter 3 - Using Help And Dialog Boxes Additional Activities

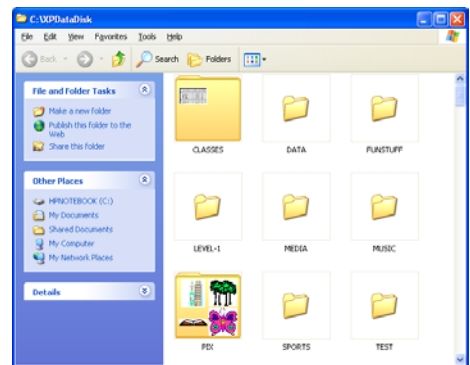
3.4 ● Activity ● Changing Views

Before you begin these activities, you should install the XPRODATA Disk files onto Your Hard Drive. You can use the my handout or the instructions in Appendix A.

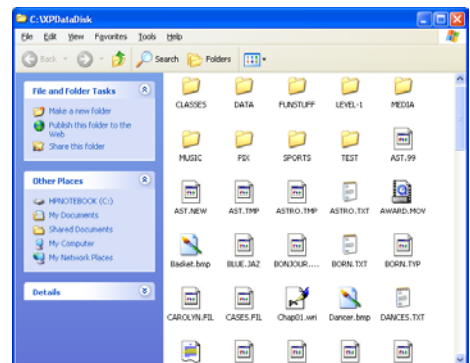
- Double-click My Computer. Double-click the "C" Drive. Double-click the XPRODATA folder. (If you are working in an open lab on campus, XPRODATA is located on the "H" drive in the CIS folder.)
- Click the View menu. This menu controls how you view the contents of the folders you open.
- Click the Thumbnails option and notice the change in the appearance of the contents.
- Click on each of the options under thumbnails and notice the differences in each view.



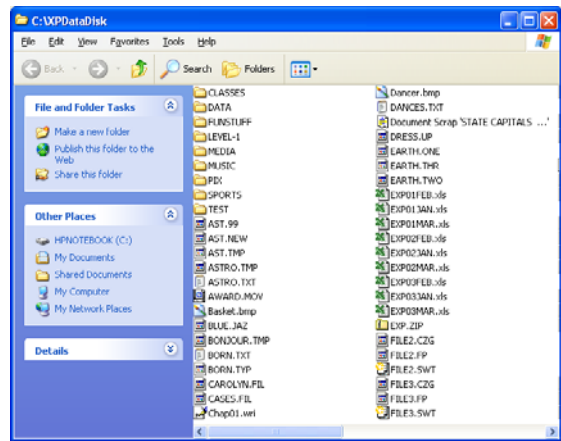
- Tiles view
- Thumbnails view



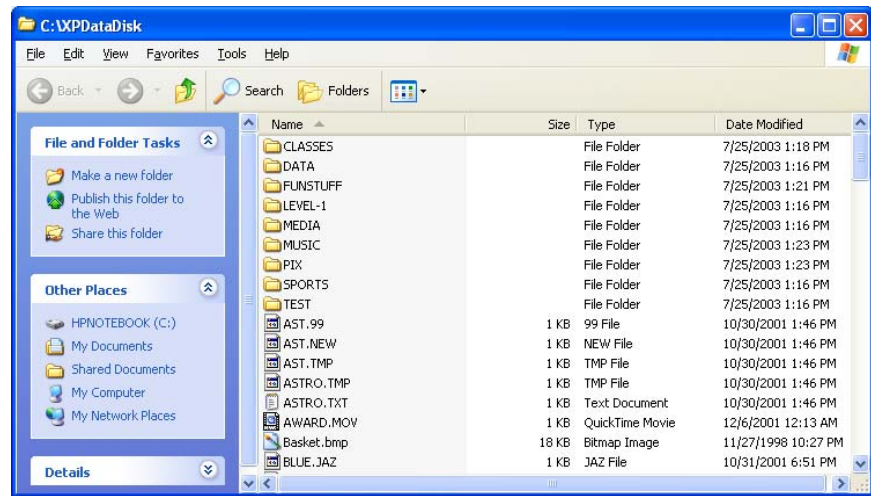
- Tiles view



- List view

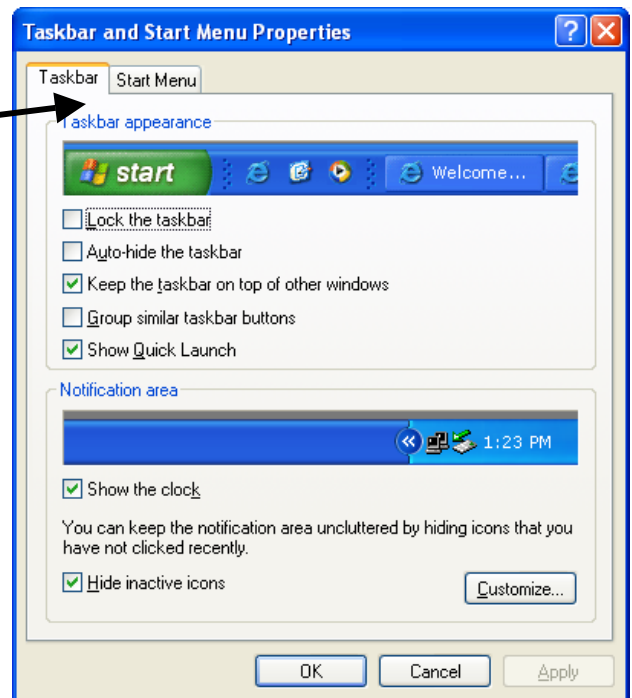


- Detail view
- Close XPRODATA.

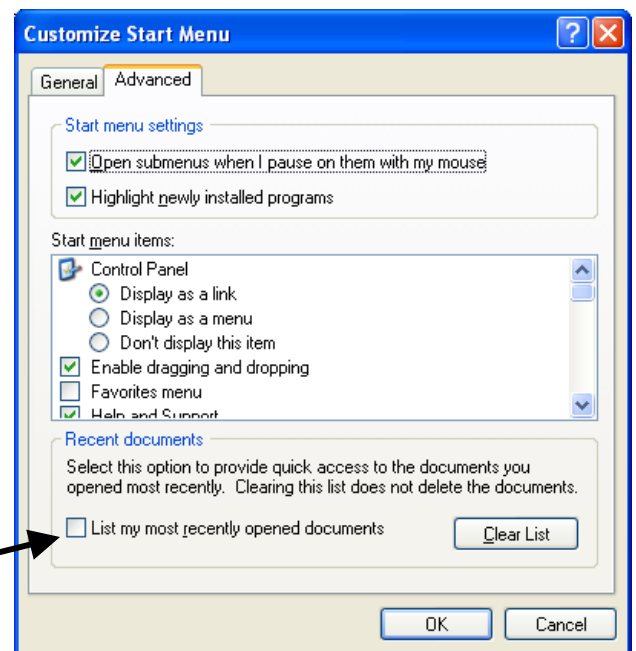


3.6 • Activity • Using the My Recent Documents Menu

- Right-click on an empty spot on the Taskbar. Click Properties. Click the Start Menu tab.
- Click the **Customize** button.



- Click the Advanced tab.
- This property sheet allows you to customize what appears on the Start menu.
- Click the check box next to List my most recently opened documents.
- Click OK.
- Click Apply.



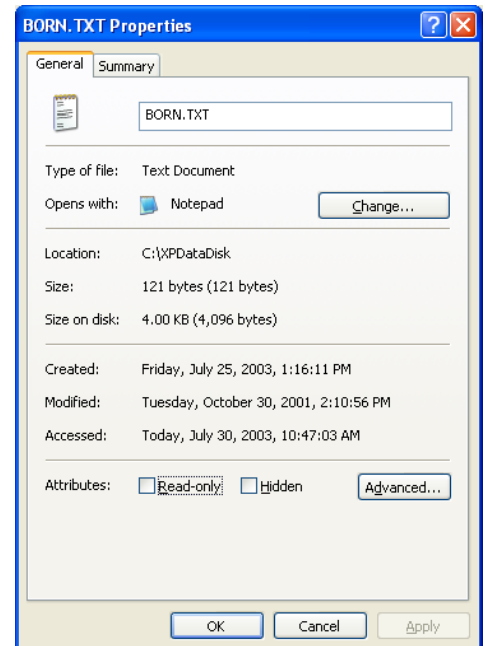
- Click the Start Menu. Point to My Recent Documents.
- You should see a list of the last 15 or so registered files that have been opened. (If your list is blank, or you would like to rebuild your list, complete the following steps.)



- Click the Clear button if you already have a list. (This simply clears the list, it does not delete the items from your disk.) Click OK.
- Open My Computer and Open the XPRODATA folder. (H drive at COD)
- Double-click Astro.txt. Close the file.
- Double-click basket.txt. Close the file.
- Double-click the Level-1 folder.
- Double-click the Hello.txt file. Close the file.
- Click the Start Menu. Point to MY Recent Documents.
- You should see the 3 files you just opened. Click one of them and that file will open without having to open the program and then open the file. (This process only works with registered files.)

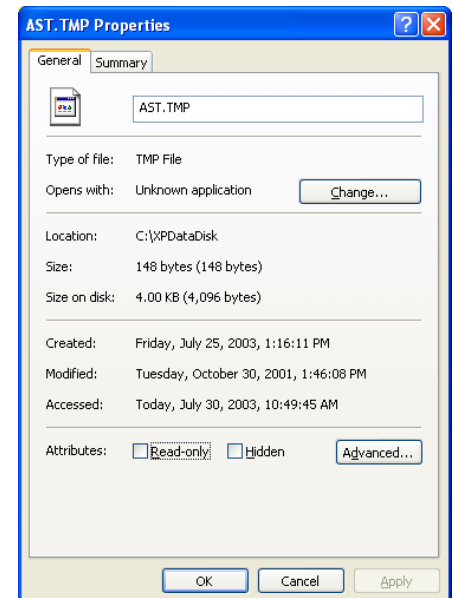
3.9 ● Activity ● Looking at File Types

- Click **Start**. Click **My Computer**. Double click the Drive C icon. (H drive at COD. CISClasses folder and CIS106 folder.) Double-click the XPRODATA folder.
- Right-click on **Born.txt**.
- Click **Properties**.
- The Properties sheet lists which program the file extension .txt is registered (Opens with).
- Double-click Born.txt in the XPRODATA folder.
- Notepad opens along with the file Born.txt.
- Close the file.

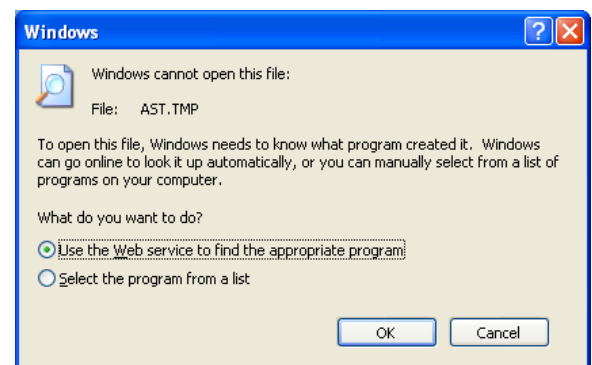


3.11 ● Activity ● Registering File Types

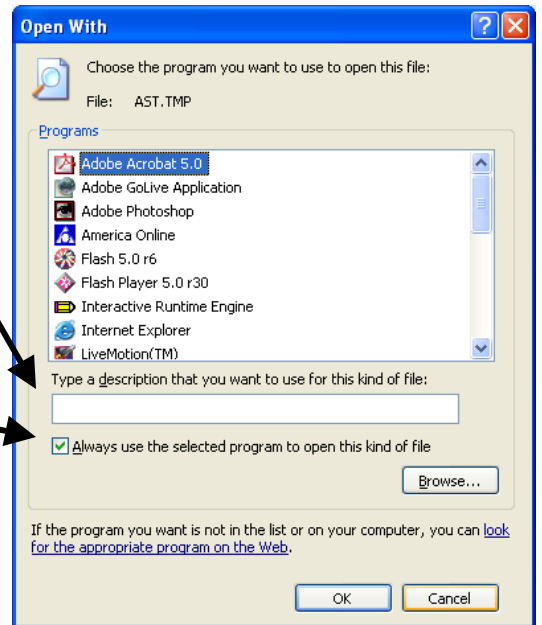
- Click **Start**. Click **My Computer**. Double click the Drive C icon. (H drive at COD. CISClasses folder and CIS106 folder.) Double-click the XPRODATA folder.
- In the XPRODATA folder, right-click the Ast.tmp file.
- Notice that the Opens with: section lists Unknown application. That means that the file extension .tmp is not registered.
- Close the Properties window.
- Double-click the Ast.tmp file. This opens the following dialog box.



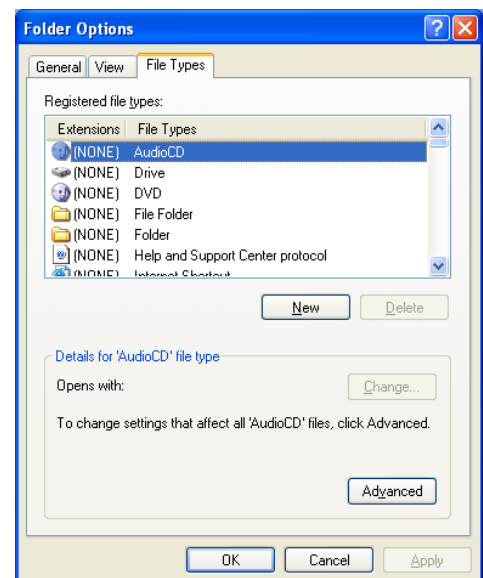
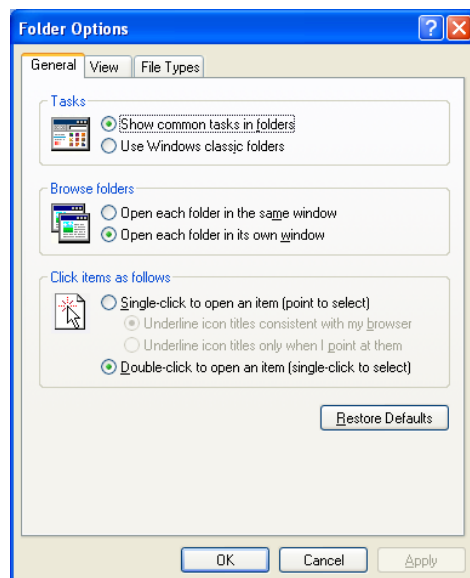
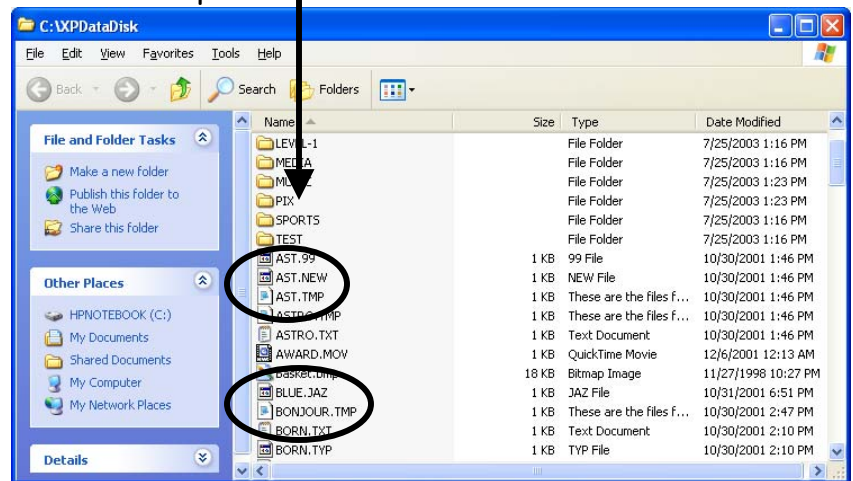
- Click the **Select the program from a list** option button. Click **OK**.



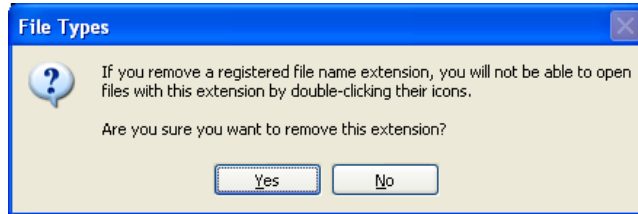
- This opens the Open With dialog box.
- **In Description text box key in:** These are the files for my Windows XP class.
- Scroll through list box until you locate **NOTEPAD**. Click NOTEPAD.
- Be sure the **Always use the selected program to open this kind of file** checkbox has a checkmark.
- This will register the .tmp file extension to Notepad. Click OK. Close Notepad.
- In the XPRODATA folder, notice the change of the icon for AST.tmp.
- Locate Bonjour.tmp in the XPRODATA folder. Notice that its icon is now the same as the icon for AST.tmp.
- Double-click Bonjour.tmp and the file will open.
- Close the file.



- To remove the registration from the .tmp file type click **Tools** in the menu bar of the **My Computer** window. Click **Folder Options**.
- Click the **File Types** tab



- Scroll the list box until you locate the TMP file extension. Notice that the description that you entered is listed next to the file extension.
- Click the Delete button to remove the file registration (It will not delete the file).



- Click the Yes button to remove the registered file name extension from the registry.
- Close the Folder Options window.

