

Catalogers Group & Department Meeting -- Minutes  
Monday, June 2, 2003  
2:00-3:00  
West Electronic (Media) Classroom

Present: John Riemer, Joan LoPear, Nancy Norris, Janice Matthiesen, Michele Maslowski, Caroline Miller, Laura Horwitz, Renée McBride, Beth Soffran, Bob Hanks, Chamya Kincy, David Benitez, Nora Avetyan, Rita Stumps, Paul Priebe, Sharon Benamou, Roxanne Peck, Iskandar Mansour, Nelson Velasquez, Kathy Brill, Maria Salazar, Jeff Morehead, Martik Martirosian, Hao Phan, Shahnaz Yousefnejadian, Luiz Mendes, Jean Rashedi (recorder)

The meeting consisted of an **overview of Windows XP** presented by Cindy Kimmick which is summarized as follows:

The Desktop will take a while to display after a Shut Down as all connections to the system and LAN are established.

LIS recommends changing your Desktop wallpaper to quickly identify that you are logged in as the current user. (If someone else is logged into your pc, their settings and wallpaper will display instead of yours. This is especially important for shared machines.)

To change wallpaper using a Windows provided choice of wallpaper:

- right click anywhere on the Desktop
- click on Properties
- click tab to open Desktop
- select a wallpaper
- OK the choice

Or, you may find an image to use on the Internet

- right click on the image
- if it can be set as wallpaper, click on the choice Set as Background

The Library Applications folder has been discontinued due to heavy system overhead to maintain the applications in several places in each user's pc.

The only icon set permanently on the Desktop is the Recycle Bin. You may place icons for applications, documents or other often used items on the Desktop.

**IMPORTANT:** If using an icon on the Desktop or in the Start Menu for a Library supported application (Simeon, Taos, Word, CatME, Passport, etc.), **DO NOT** change the name of the icon. When LIS does remote delivery of updates, the routine is looking for a specific name of each program to update. Change of icon names will cause updates to be missed.

The default screen saver may be changed, but **DO NOT** use a 3-D screen saver because these require more system resources and may have an impact on performance.

The resolution of your pc may be changed and other customizations may be made, but making many adjustments can cause interactions between various windows and odd Desktop behavior may result that might require backing out of some customized changes.

To avoid problems it is recommended that customizations be kept to a minimum.

To customize Display:

- right click anywhere on the Desktop or use Start ->Settings ->Control Panel ->Display

To make changes to the Start Menu or Taskbar:

left click on the Start button  
move pointer to Settings and click on Taskbar and Start Menu  
the following settings are advised:

**Taskbar tab:**

- Lock the taskbar
- Keep the taskbar on top of other windows
- Show Quick Launch (to minimize all open windows at once)
- Show the clock
- If you want all open sessions of an application to show on the Task Bar, be sure that Group Similar Taskbar Buttons is not checked

**Start Menu tab:**

either XP Start Menu or Classic Start Menu may be used

To add an icon to the Start Menu, Desktop or Taskbar, right click on the application icon in Programs to create a shortcut on the Desktop, or left click on the icon and drag it to the Start Menu or Taskbar. To delete an icon from the Start Menu or Taskbar right click on the icon and select delete. This does not delete the application, only the icon. (Remember: non-executable files cannot be put into the Start Menu.)

To add toolbars to the Taskbar:

(Start->Settings->Taskbar & Start Menu->uncheck Lock Taskbar)

1. Right-click an empty area on the Taskbar.
2. Point to Toolbars, and then click the toolbar you want to add.
  - o The Address Bar lets you quickly go to any Web page you specify. Open the Address Bar by double-clicking it.
  - o The Links bar provides links to product information on the Web and lets you add Web links by dragging them to the toolbar. Open the toolbar by clicking the double chevron (»).
  - o The Desktop toolbar places items from your Desktop, such as the Recycle Bin and My Computer, on the taskbar. Open the toolbar by clicking the double chevron (»).
  - o The Quick Launch bar displays icons you can click to quickly open programs, show the Desktop, or perform other tasks.
  - o The New toolbar lets you place a shortcut to a folder on the taskbar.

Icons in place on the Taskbar are: the Recycle Bin, My Computer (click to locate all drives available to you: C:\, H:\, I:\, etc.), VirusScan, WinKey (used with Taos macros), My Network Places (for shortcuts to Web sites and adding additional drives or applications) and Internet Explorer.

Mouse-free actions:

Alt/esc will allow toggling through all open windows.  
display Start Menu.  
through menus.  
menu display

Ctrl/esc will  
Use arrow keys to move  
Esc to back out of layered

To set all windows to a specific View:

Open a window -> Tools -> Folder Options -> View Tab -> Uncheck Remember

each folder's view settings ->Apply -> Reset All Folders -> OK

To find a particular file or folder:

Start Menu -> Search -> For files or folders – Select All files and folders -> Enter search term (qualify by word or phrase in the file or drive name (H, C, etc.), date, size of file, etc.)

When closing the application after first-time use of MS Word or MS Excel, a message will appear asking if you want to save changes that affect the global template Normal.dot. Click yes; the message will not return.

Printing in XP: not all old printers are supported by drivers provided by XP – in some cases, PrintKey may be used as an alternative to Windows printing. A new version of PrintKey will soon be pushed out to Library staff. Newly acquired printers may require the download of a new driver. Printing has been the most difficult XP issue for LIS. As usual, please report any problems to the TAC.

**IMPORTANT:** At the end of each day, be sure to logout using RESTART. This will allow remote updates of software to be sent to your pc. If you have a problem with your pc, as always, SHUTDOWN, then turn your pc back on (the button in the middle of the front of the computer), and re-login. If the problem persists, report it to the TAC. Be sure to change your end-of-day logoff setting back to RESTART, as the default becomes whatever was used last.

Check the Virus Scan icon on the Taskbar when starting each day. If the V shield shows a red line through it, the Anti-Virus program is not running and it should be reported right away to the TAC. If you think you've been sent a virus, LIS may need to troubleshoot the problem by asking you to right click on the V shield and open About VirusScan Enterprise.

[On June 19, 2003 the UCLA license with McAfee will end, but it will continue to work until 6/30/04. Auto-updates will continue, but updates to the .dat file will end. A new contract has been arranged with Sophos Anti-Virus. The new software will be downloadable and on cd-rom for the Library's home users. More information will be provided later.

**IMPORTANT:** Uninstall the McAfee Anti-Virus program on your home pc before installing the new Sophos Anti-Virus software. Anti-virus programs compete with each other on the pc and can cause problems.]