

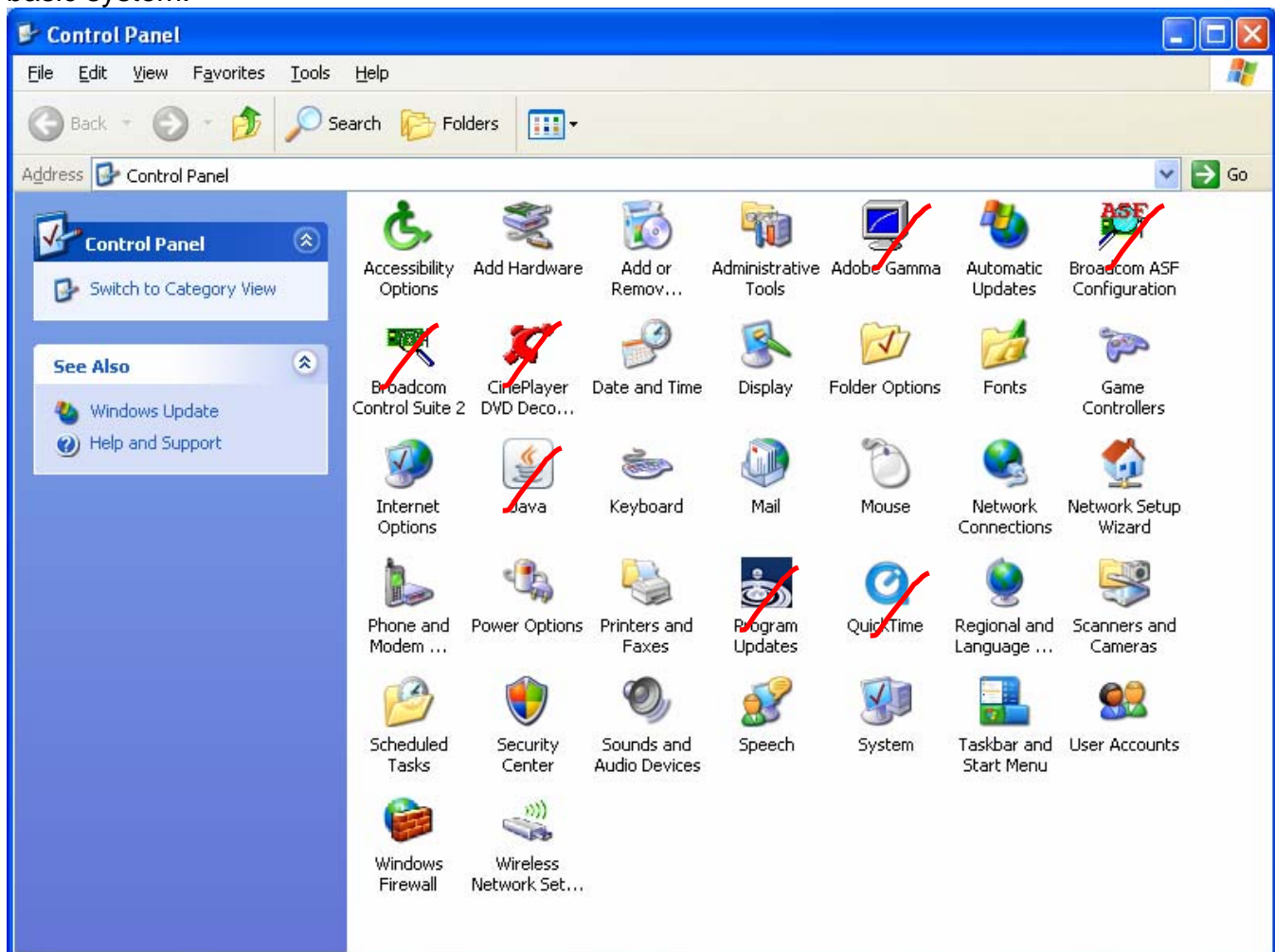
Control Panel Tutorial

This computer tutorial was created by Seager Enterprises on September 28, 2007, using Windows XP Professional operating system displaying in Windows Classic Mode.

Introduction

The Control Panel is the method used to control how your computer operates and behaves. There are several elements to the Control Panel. To reach it, go to **Start**, & then click on **Settings**, and then **Control Panel**. The screen will look like this.

The Control Panel has 30 applications that are part of the Windows XP system. Each computer manufacturer and installed programs add more to the list of applications. In this tutorial we will only work with the ones installed with the XP System. Those marked with a **RED** line are not part of the basic system.



We will list the items in the Control Panel. Each will be underlined in **blue**. Click on any of the items and you will be redirected to that item where you will get a longer explanation and some examples of what you can do with each application.

Control Panel Descriptions

[Accessibility Options](#) – Adjust your computer settings for vision, hearing and mobility.

[Add Hardware](#) – Installs and troubleshoots hardware

[Add or Remove Programs](#) – Install or Remove programs and Windows Components

[Administrative Tools](#) – Controls Administrative Settings for your computer

[Automatic Updates](#) – Tool that is part of Service Pack 2, which watches for and installs updates for the Windows Operating System.

[Date & Time](#) – Sets the date, time, and Time Zone for your computer.

[Display](#) – Changes the appearance of your desktop, including screen resolution, backgrounds, screen saver, fonts, and screen colors.

[Folder Options](#) – Customizes the appearance of files and folders on your machine.

[Fonts](#) – Add, change and manage fonts on your machine.

[Game Controllers](#) – Add, remove, and configure game controller hardware, such as joysticks.

[Internet Options](#) – Configure your Internet display and connection settings.

[Keyboard](#) – Changes keyboard settings

[Mail](#) – Changes and controls for your computer-based email delivery system.

[Mouse](#) – Changes your mouse settings.

[Network Connections](#) – Connects to other computers, networks & the Internet.

[Network Setup Wizard](#) – Starts the Network Setup wizard [setting up a home/office network]

[Phone and Modem](#) – Configures telephone dialing rules and modem settings

[Power Options](#) – configures energy saving settings for your computer.

[Printers & Faxes](#) – Shows installed printers/fax printers and how to add more.

[Regional & Language](#) – Customizes settings for display of language, numbers, times & dates.

[Scanners & Cameras](#) – Add, remove, and configure scanners and cameras

[Scheduled Tasks](#) – Schedule computer tasks to run automatically

[Security Center](#) – View your current setting and make changes.

[Sounds & Devices](#) – Changes sound schemes for your computer & configure settings for speakers and recording devices.

[Speech](#) – change settings for text-to-speech and speech recognition if installed.

[System](#) – Displays information for your computer system and changes settings for performance, hardware and updates.

[Taskbar & Start Menu](#) – Customize the Taskbar and Start Menu and how they should be displayed.

[User Accounts](#) – Change user account settings & passwords for people who share this computer.

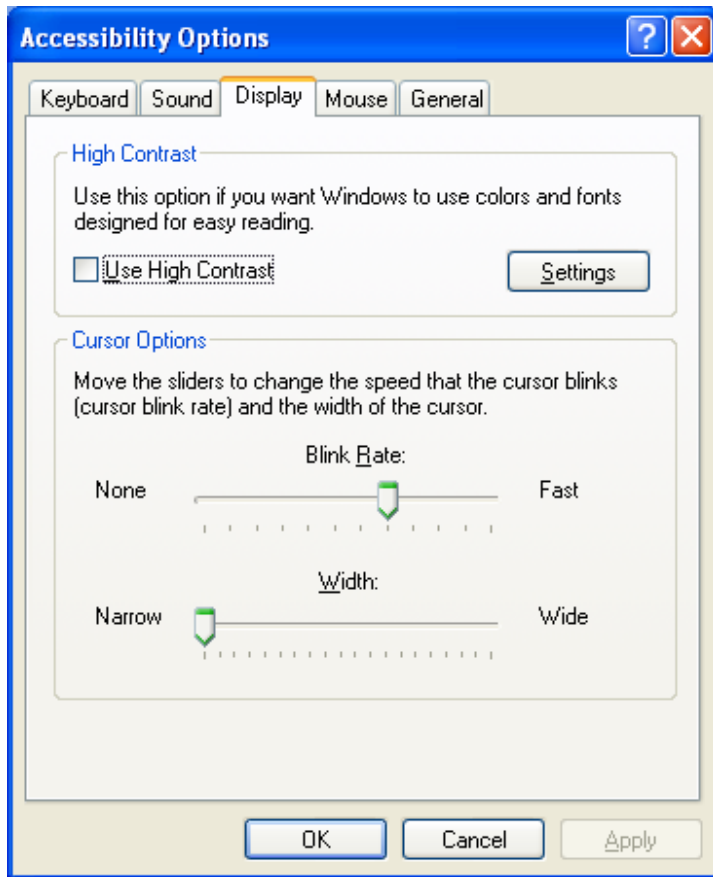
[Windows Firewall](#) – Configures the Windows Firewall.

[Wireless Network Settings](#) – Set up or add a wireless network for home or office.

On the pages below, each of the above applications will be discussed and displayed with a few examples from each area but not going into a lot of detail. This way it will be less confusing for the reader/user.

Accessibility Options

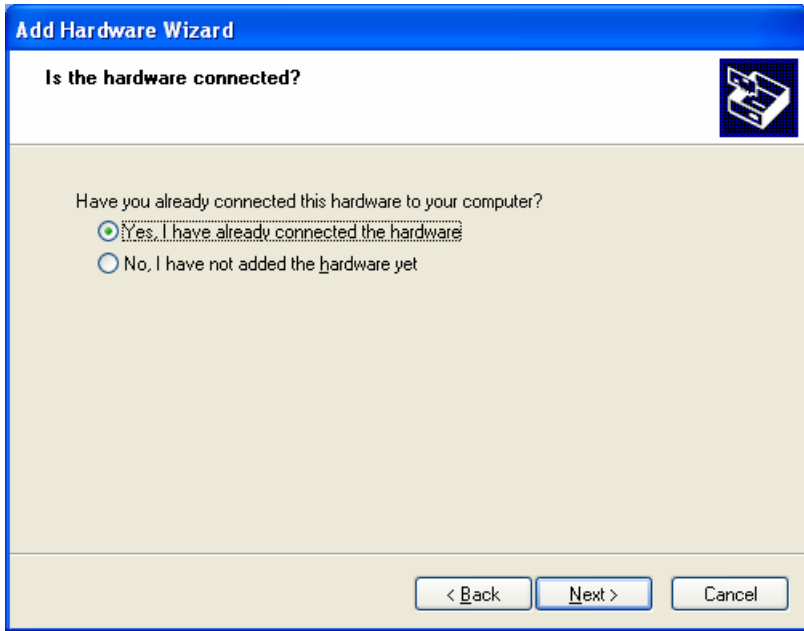
Here you can change settings for the keyboard, mouse and sounds. Click on each tab for explanations.



Add Hardware

Here you can add equipment (peripherals, camera, printer, etc) by following the wizard

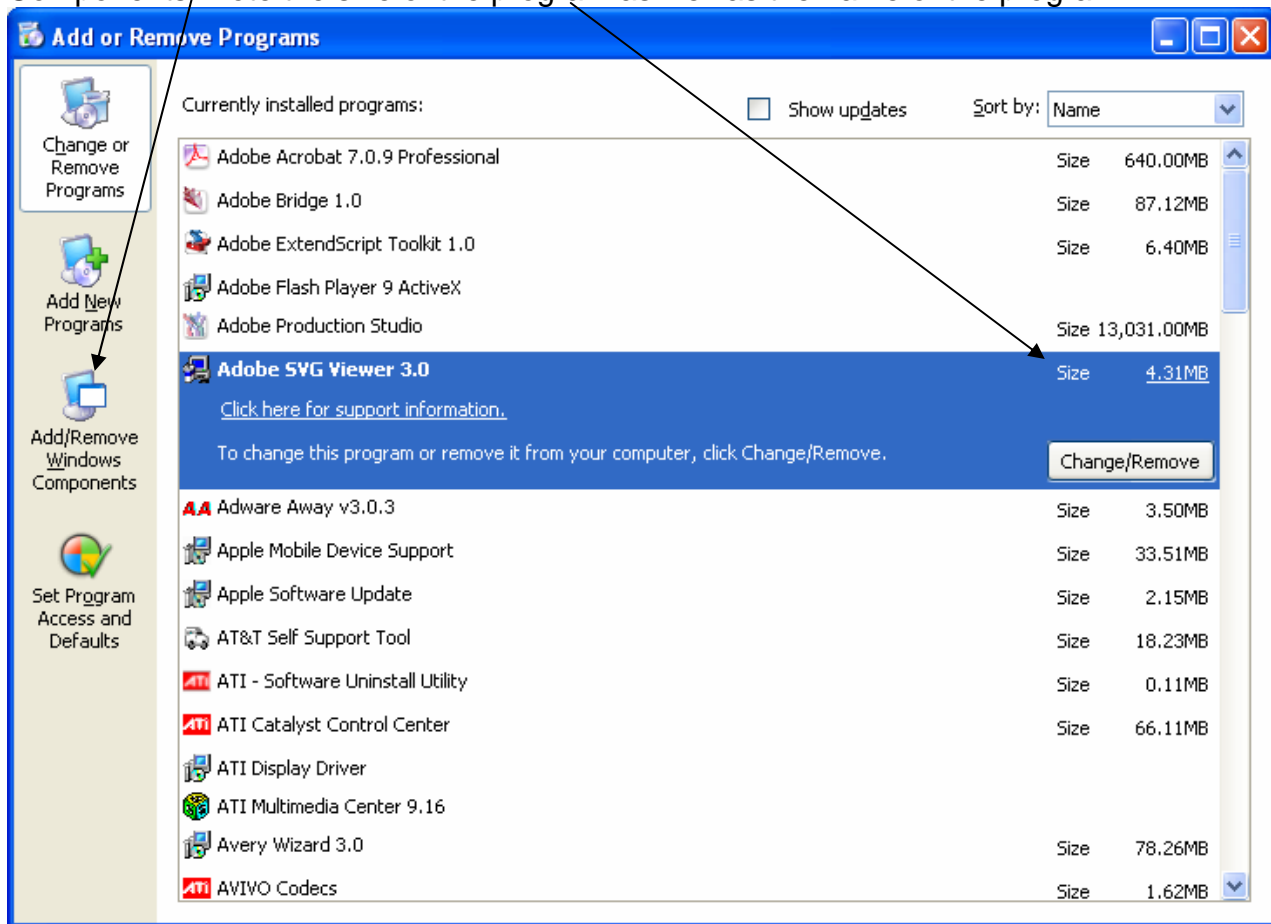




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Add Remove Programs

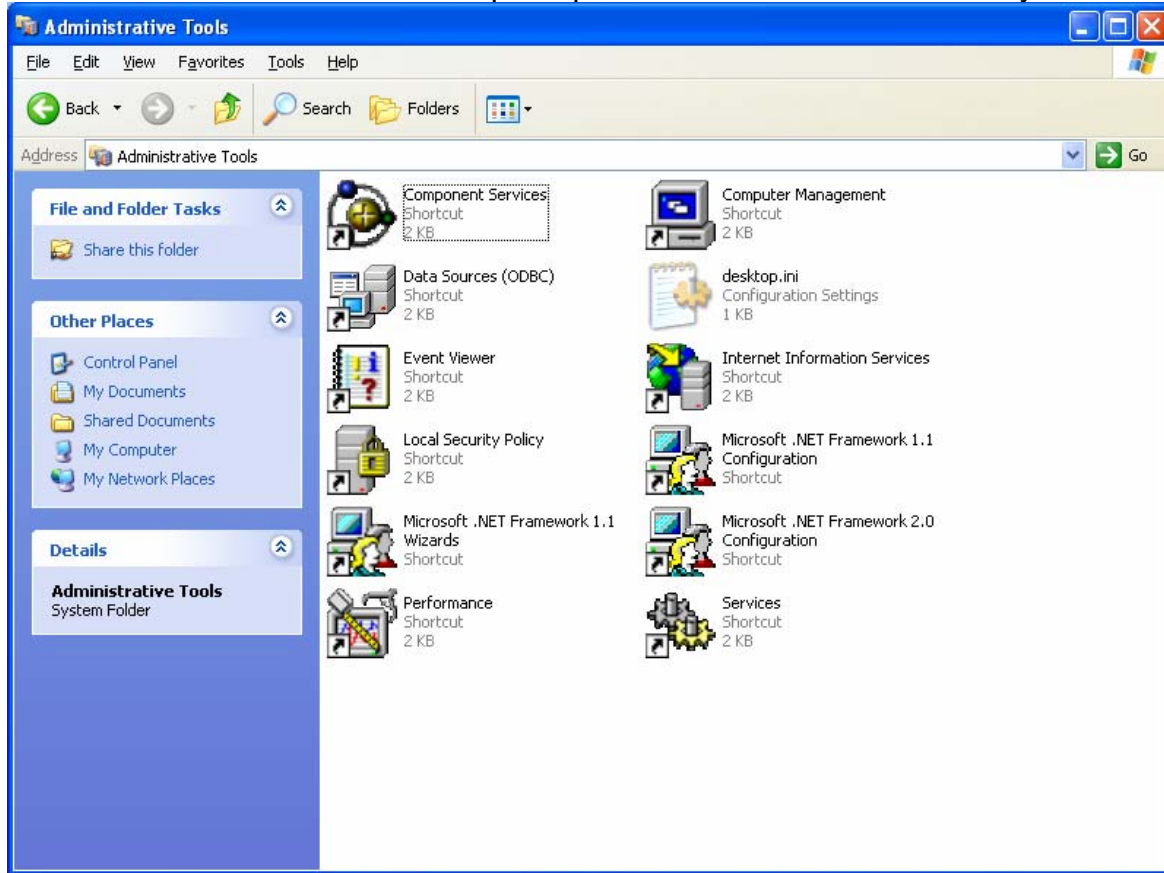
In this area you can remove programs that are installed or add or remove additional Windows Components, Note the size of the program as well as the name of the program.



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Administrative Tools

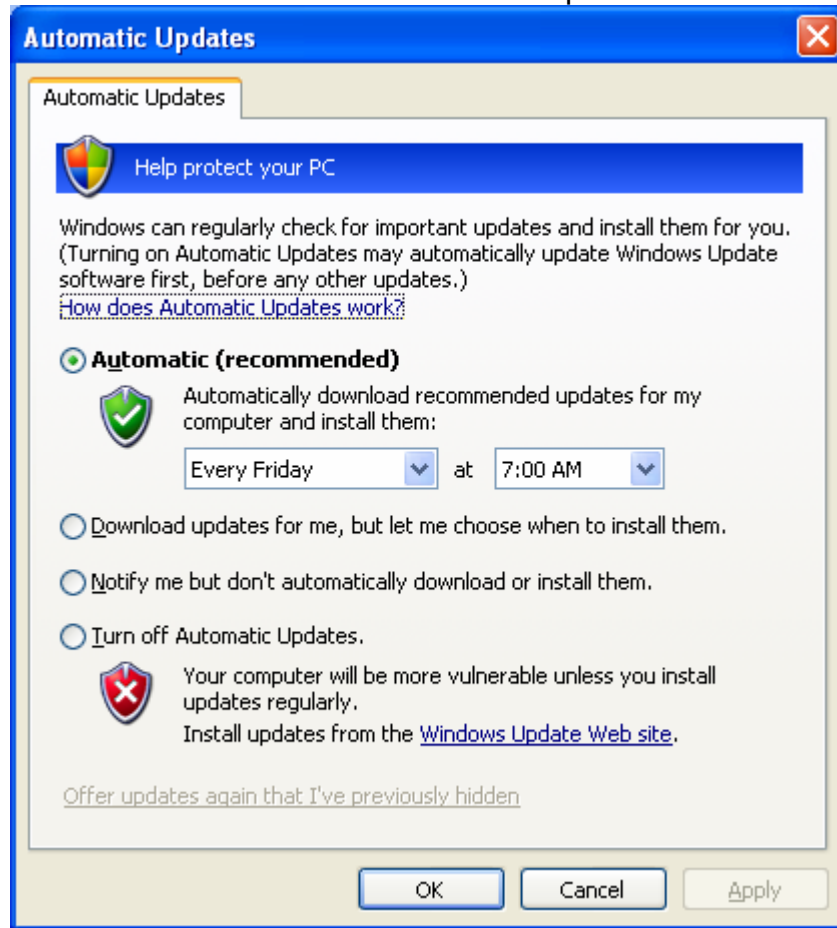
These tools are best left for a computer professional to work with as they are advanced tools.



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Automatic Updates

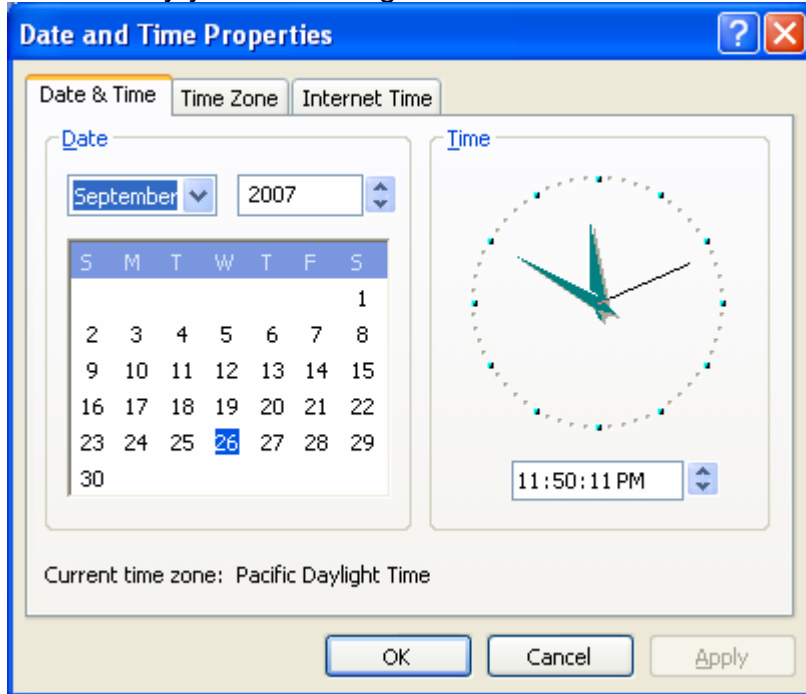
Users who wish to have their computer kept up-to-date, should make sure that this feature is enabled with a scheduled time set for updates.



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Date & Time

If necessary you can change the date and time & time zone for your machine.

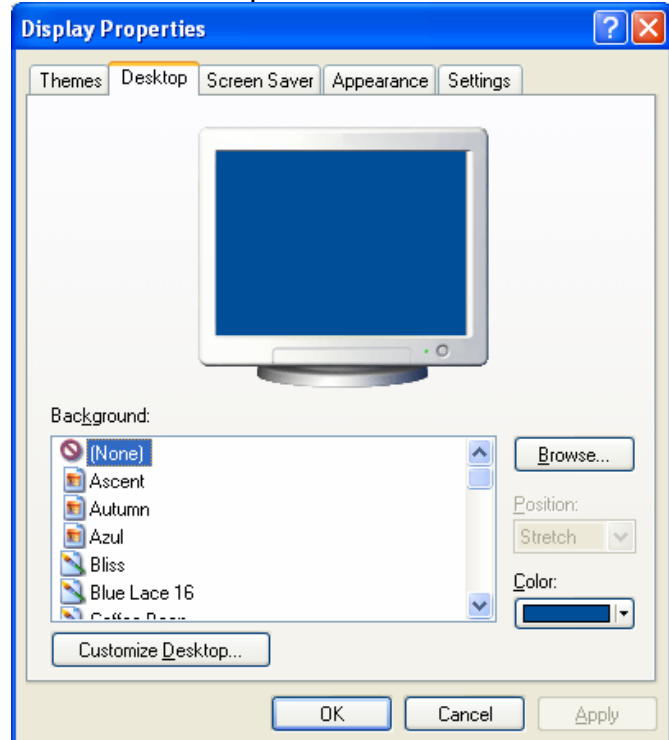
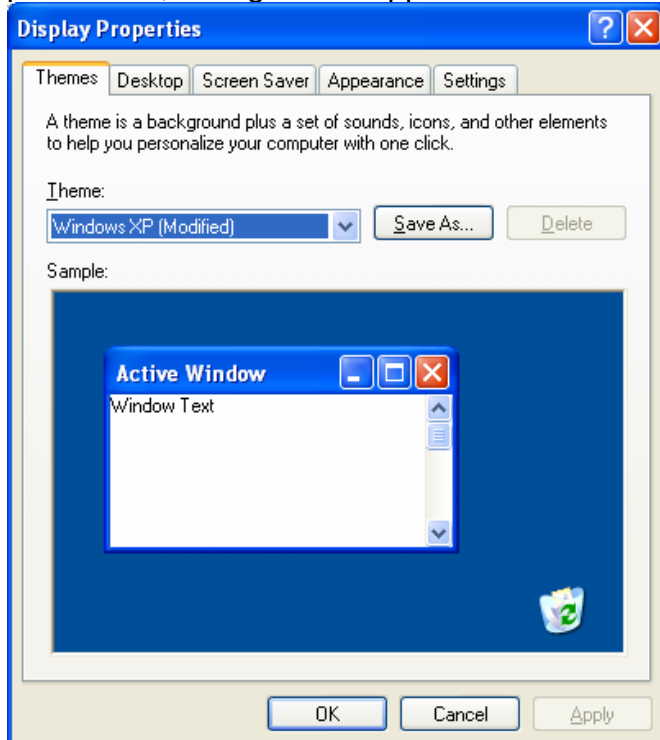


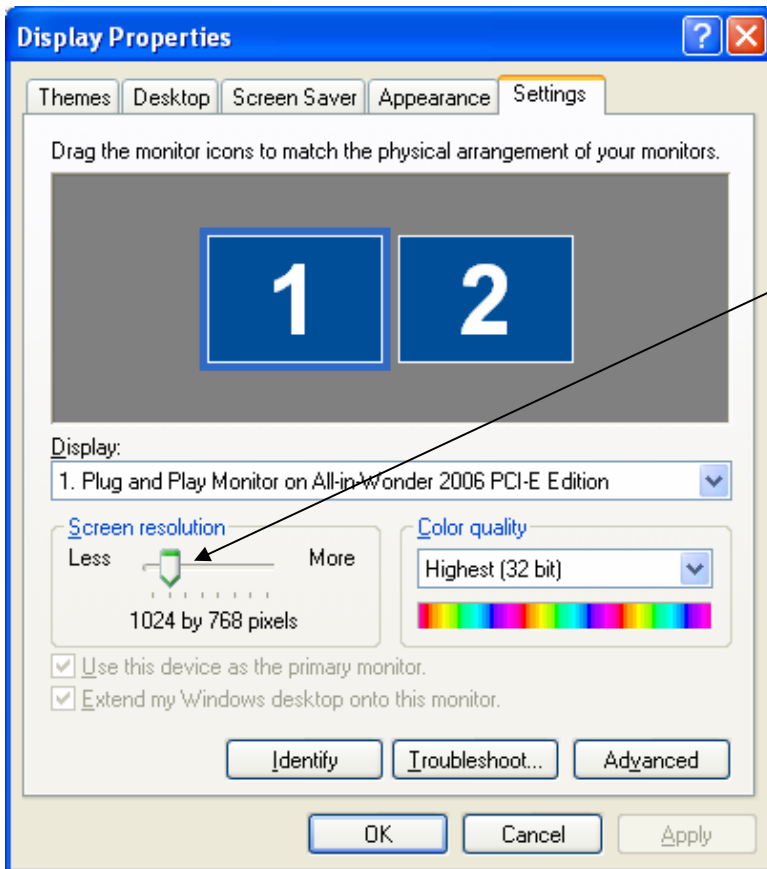
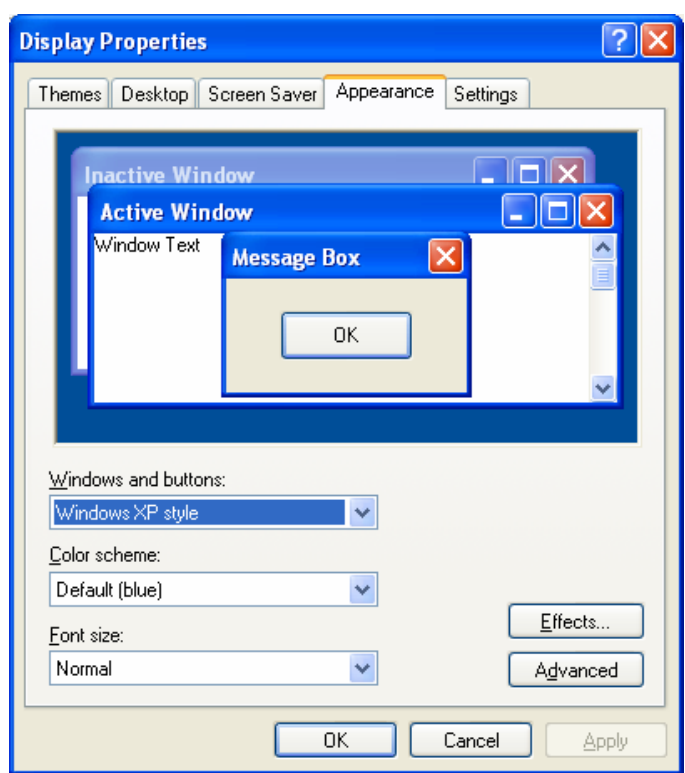
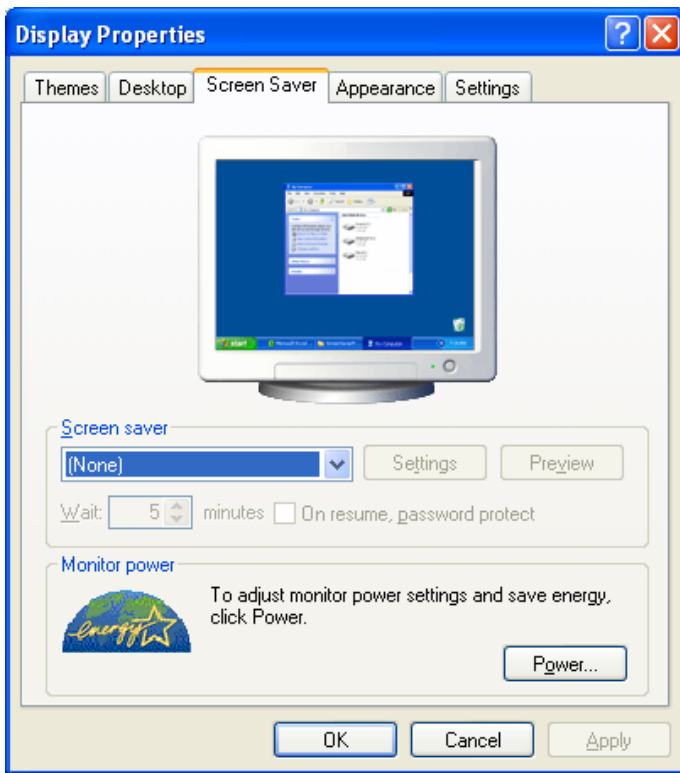
NOTE: if you arrived at this screen from the Power Options section click [here](#) to return to that area.

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Display

In the Display feature, you can your desktop appearance, use a screen saver, power options, add passwords, change color appearance and screen size. See examples below:



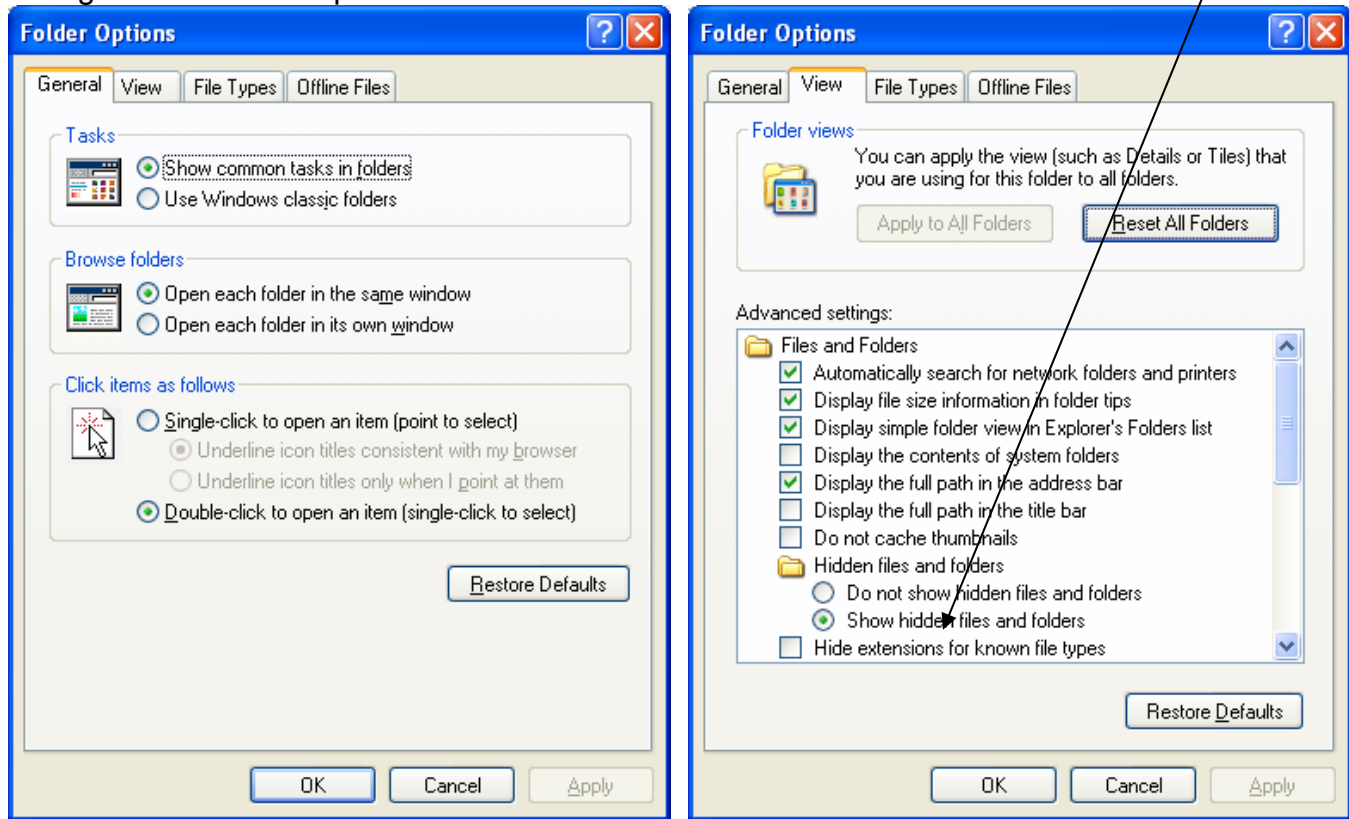


In this screen you can change the screen resolution or the size of the icons on your screen [desktop]. The larger the numbers are the result will be the smaller the appearance of the icons.

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Folder Options

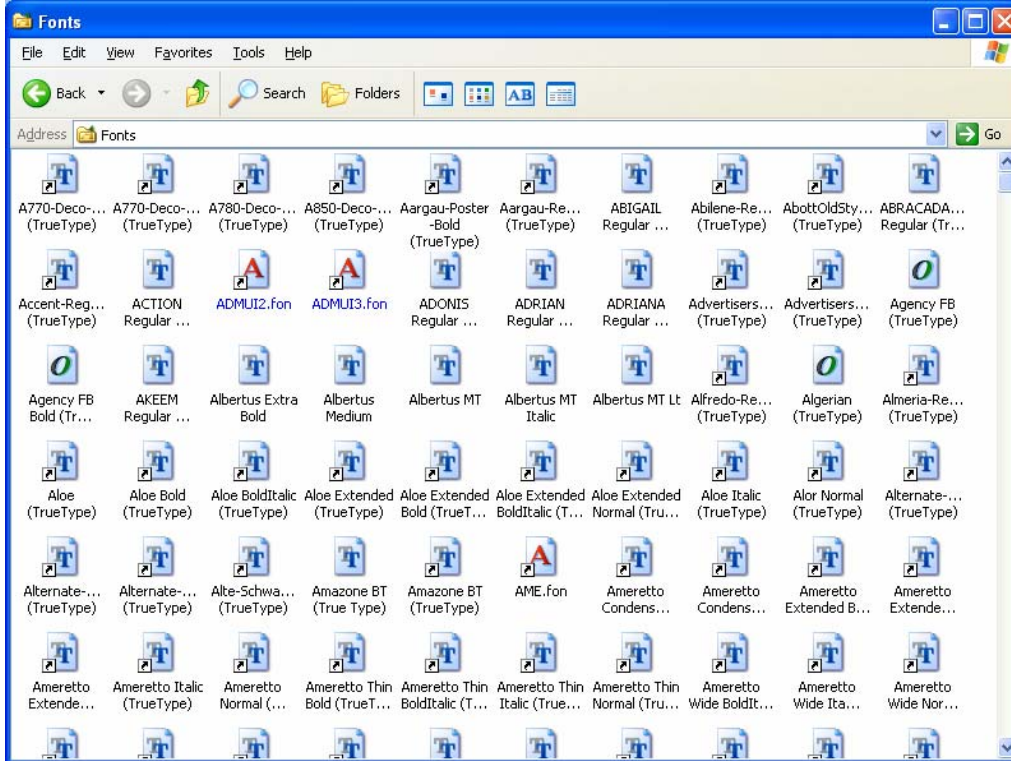
You can change the security level of the folders including, which to show and which to hide and change the icon that represents a folder.



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Fonts

Here you see the names of the fonts installed on your machine



Game Controllers

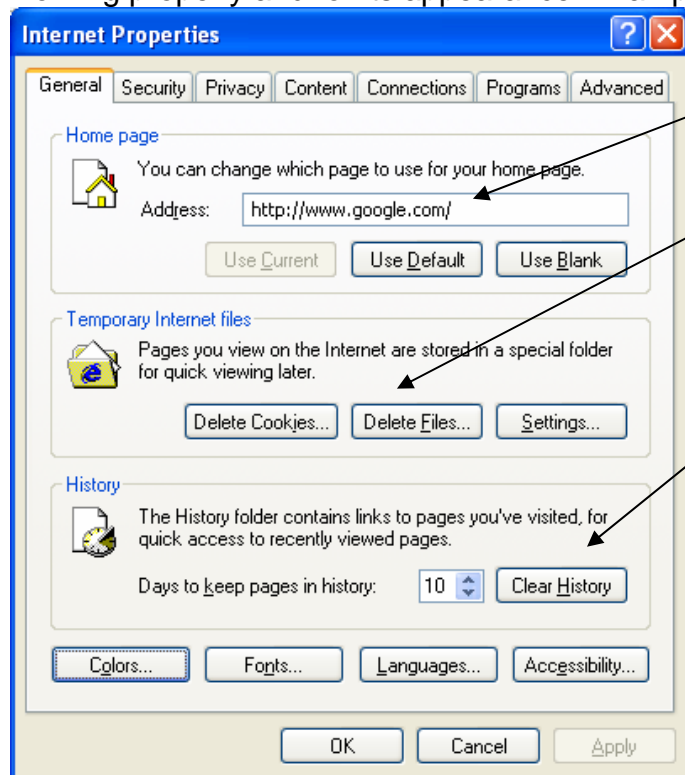
You can add new game devices or configure a pre-installed one.



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Internet Options

Internet Options are a little more complex than the other tools but are crucial to your Internet working properly and for its appearance. Examples of each tab are shown here.

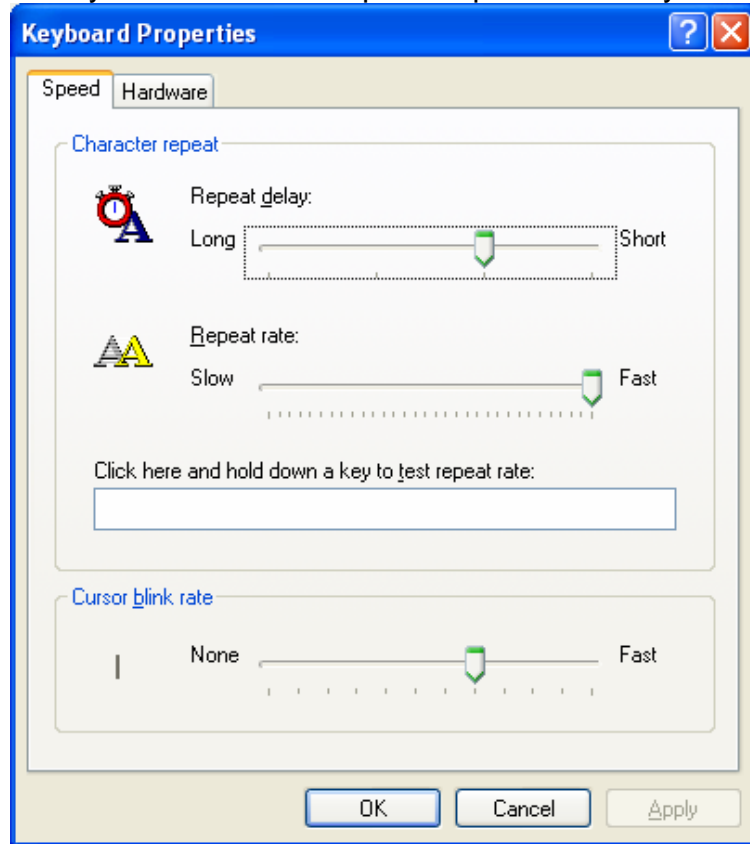


Here you can set your “home page”, delete temporary internet files and view or delete History (where you have been) of website. You can also change color schemes, fonts, and set language and accessibility options.

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Keyboard

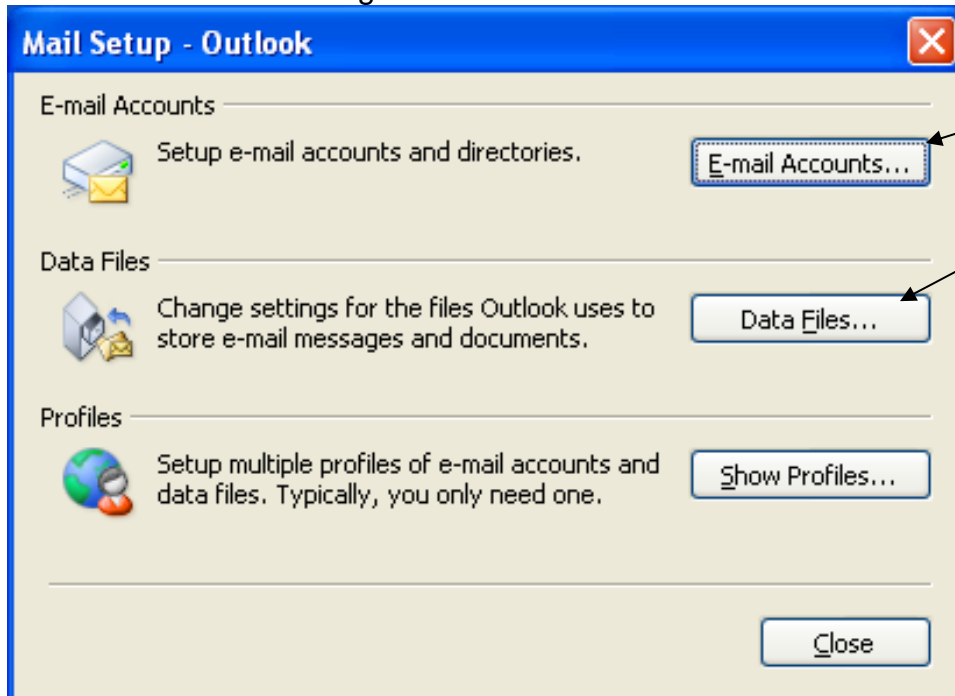
Here you can alter the repetitive process of keys on the keyboard



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Mail

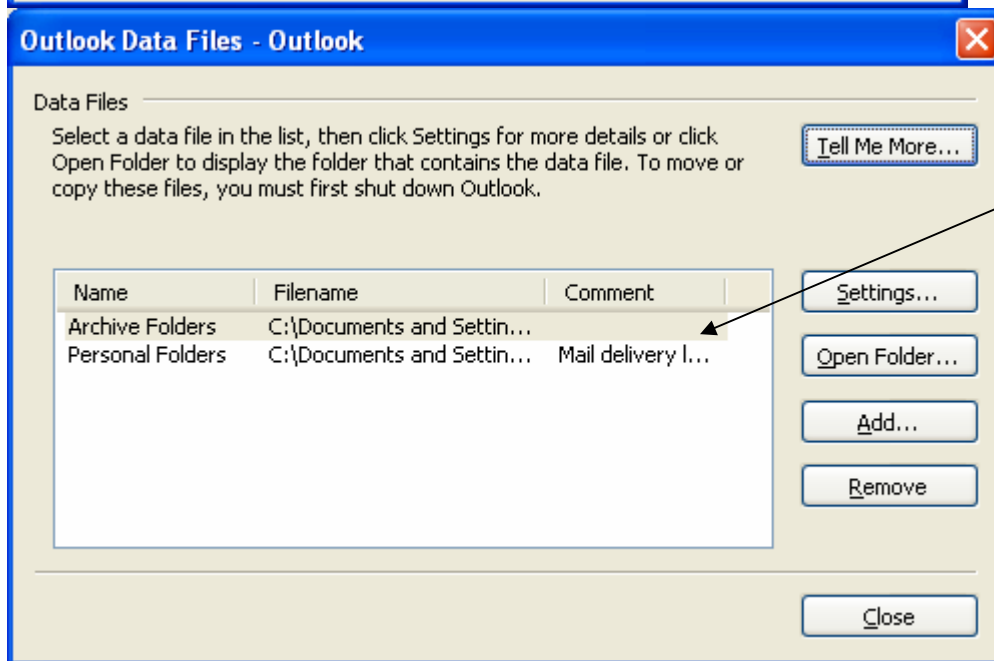
Here you can set up computer-based email accounts and change the settings where you store the saved emails. This setting is not used for Internet-based email.



Click here to follow the wizard used to change or set up you email account.

Click here to make changes to the settings used to store your email and other items.

See example box below.

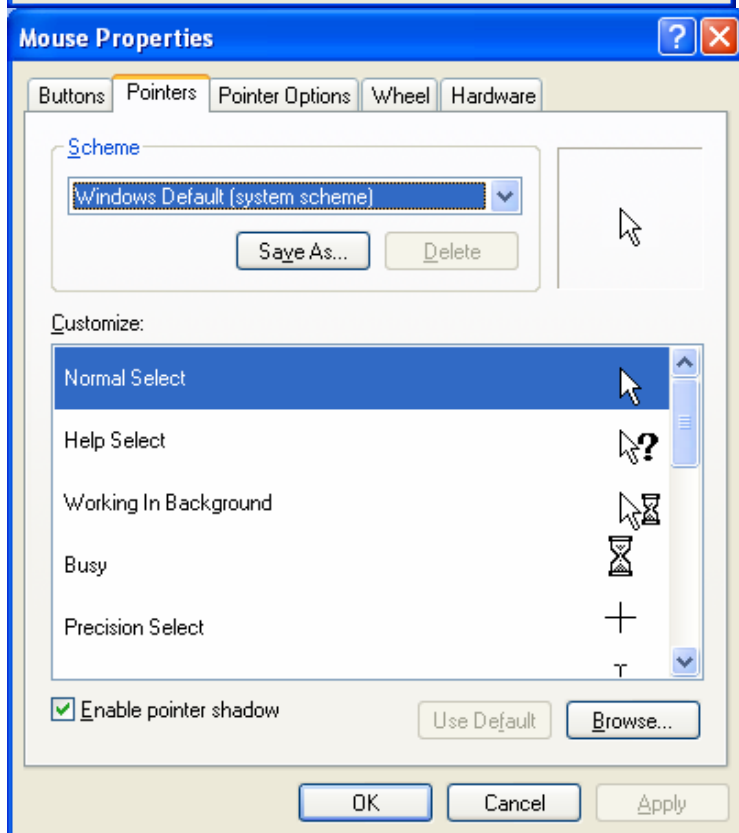
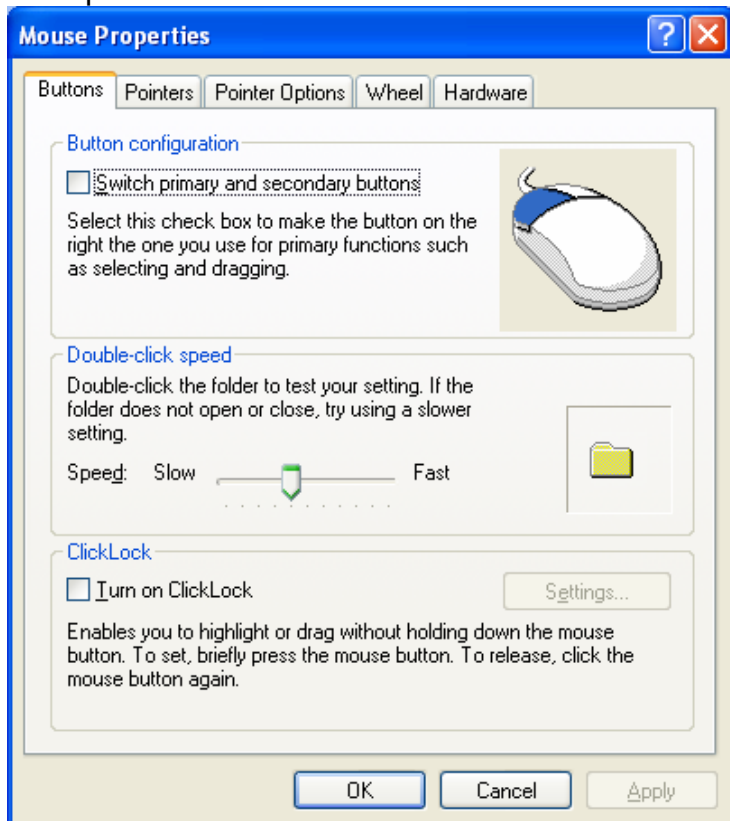


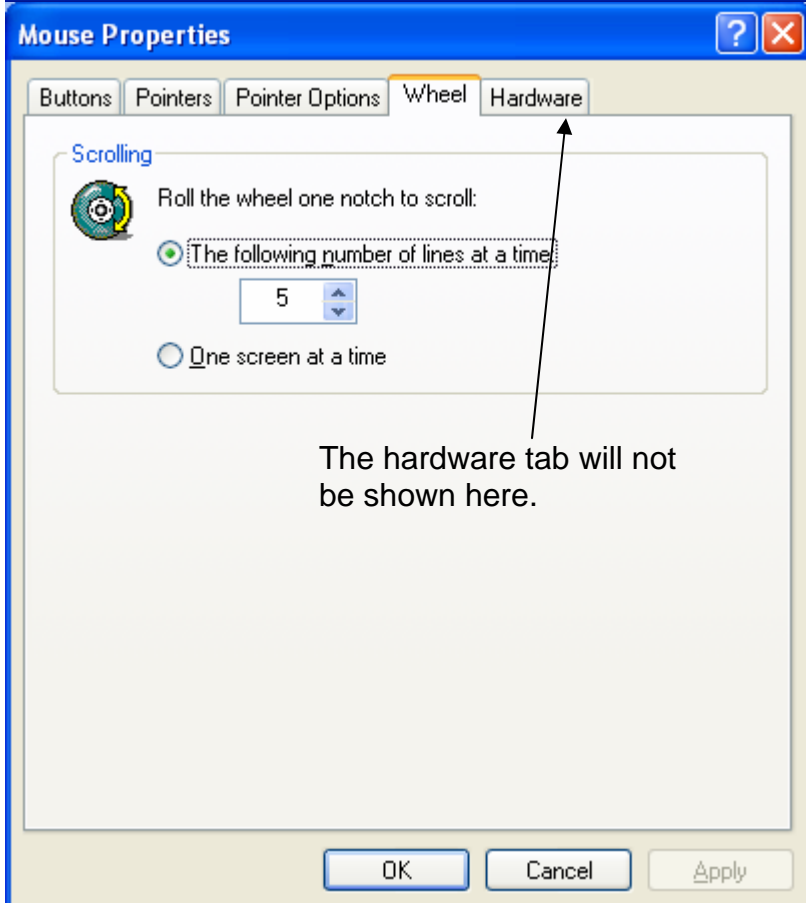
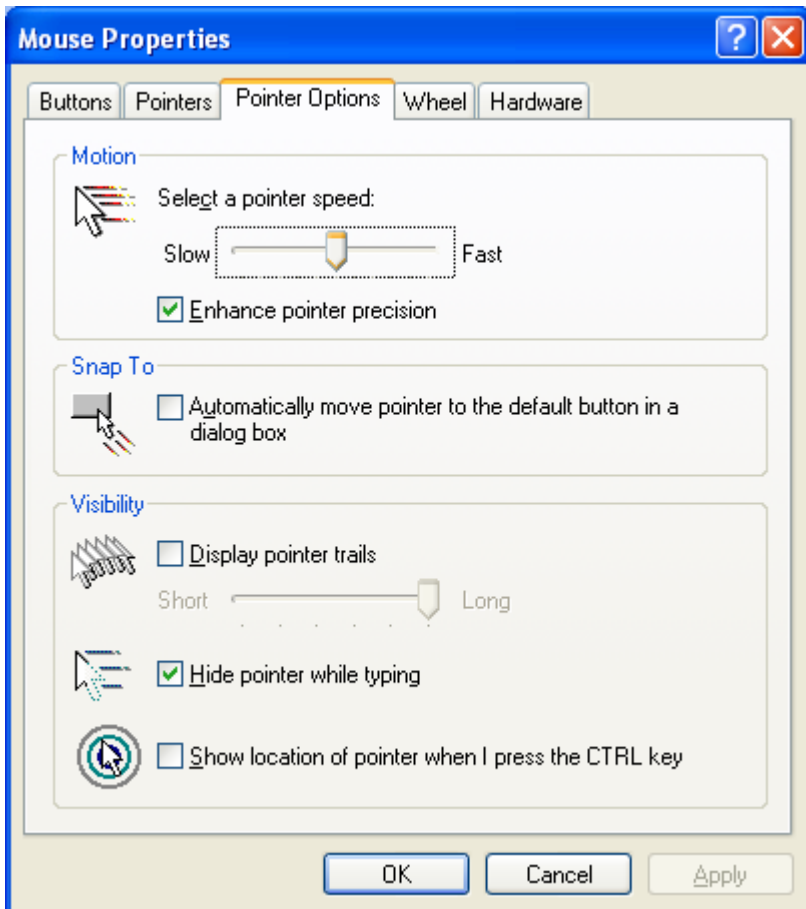
The important thing here is to not delete these files as they contain all of your saved emails and items in the Address Book.

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Mouse

This setting is used to make changes to your mouse behavior [change for either right-handed or left-handed users, etc. Most of the directions are self-explanatory. Each tab is shown in the examples below.

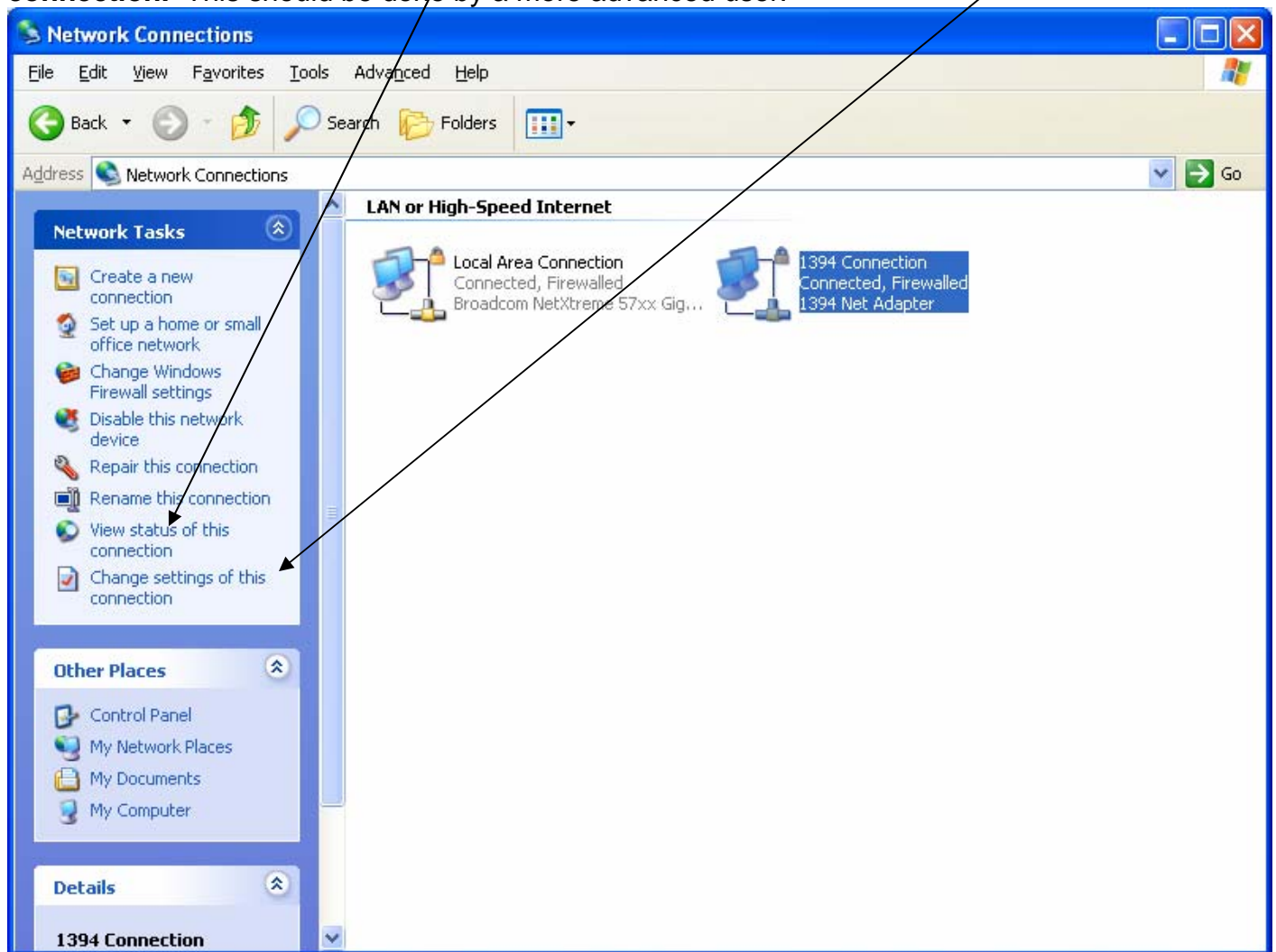




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Network Connections

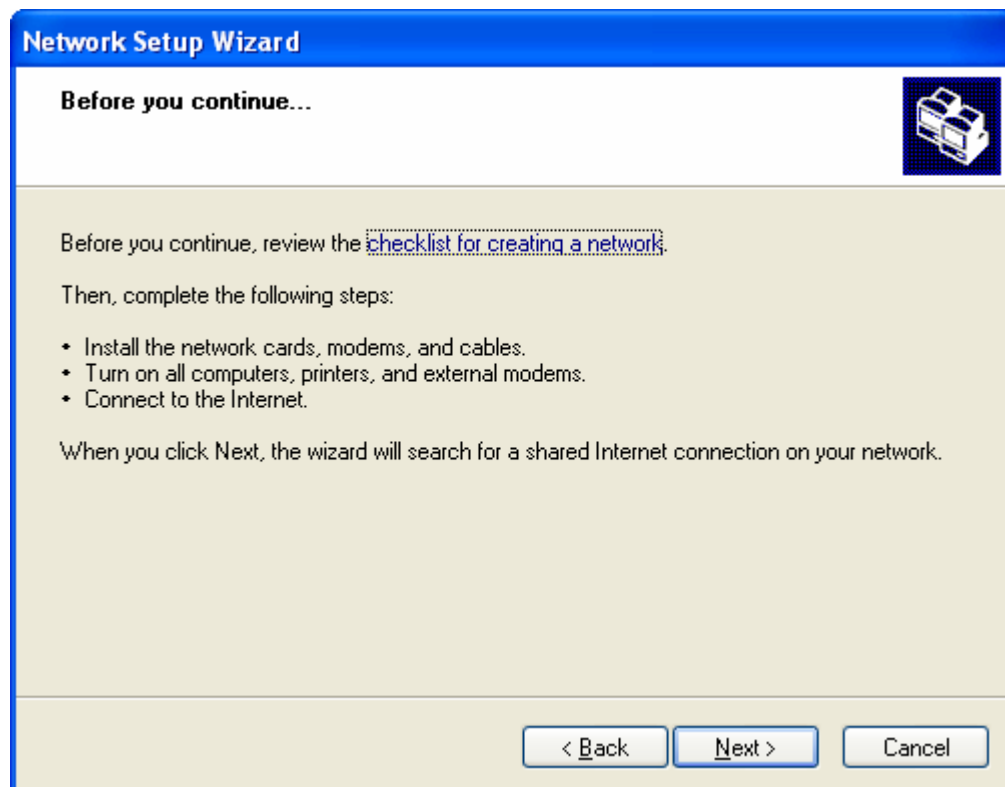
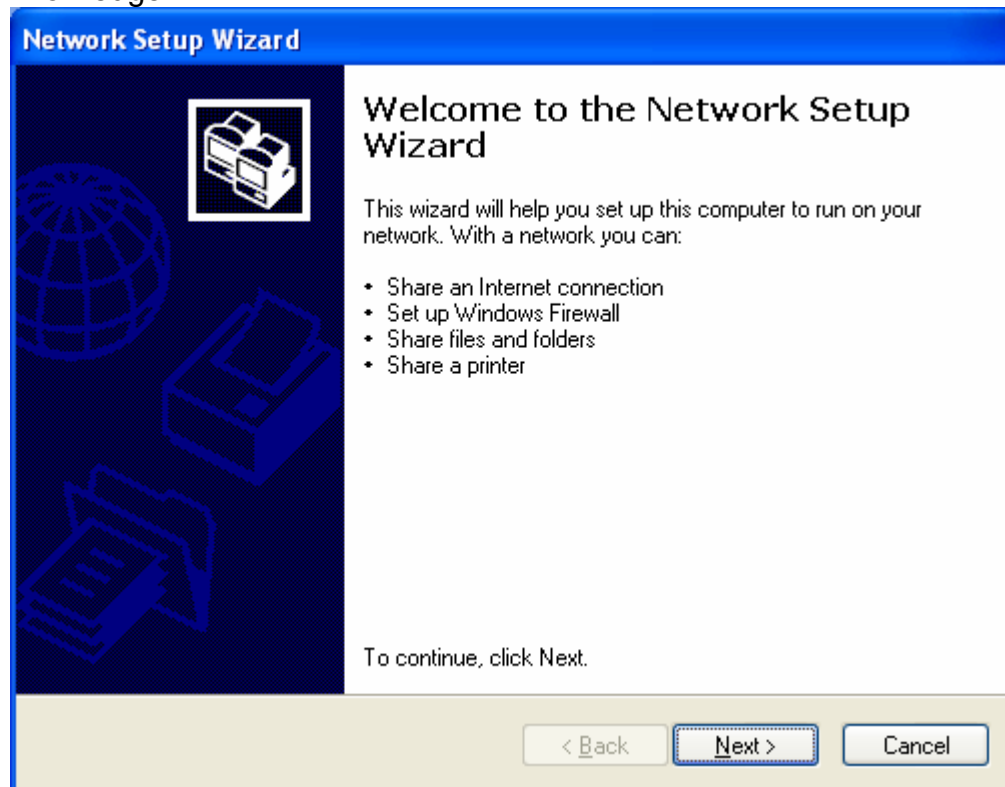
This shows the **Network connections** already created on your machine. You can click on one of them and then click on either **View status of this connection** or **Change settings of this connection**. This should be done by a more advanced user.



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Network Setup Wizard

If you do not have any connections to a network (used if connecting to the Internet by DSL or Broadband High Speed or if you are setting up a Home or Small Business Network, you will want to use this wizard to do so. Follow these steps as directed and answer to the best of your knowledge.



Network Setup Wizard

Select a connection method.



Select the statement that best describes this computer:

- This computer connects directly to the Internet. The other computers on my network connect to the Internet through this computer.
[View an example.](#)
- This computer connects to the Internet through a residential gateway or through another computer on my network.
[View an example.](#)
- Other

Use of a hub, router, switch to connect all machines

DSL Modem connection

If not sure, click on [View an example](#) on each

Learn more about [home or small office network configurations.](#)

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Next >

Cancel

Network Setup Wizard

Give this computer a description and name.



Computer description:

multimedia production

Examples: Family Room Computer or Monica's Computer

Computer name:

SEAGERMM-XP

Examples: FAMILY or MONICA

The current computer name is SEAGERMM-XP.

Usually this is already done

Learn more about [computer names and descriptions.](#)


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Next >

Cancel

Network Setup Wizard

Name your network.



Name your network by specifying a workgroup name below. All computers on your network should have the same workgroup name.

Workgroup name:


Examples: HOME or OFFICE


You can give this area any name you want, but ALL machines on your network must also have this same name.

< Back Next > Cancel

Network Setup Wizard

File and printer sharing



 Turning on file and printer sharing makes the Shared Documents folder available to everyone on your network. It also gives everyone access to a shared printer if one is available.

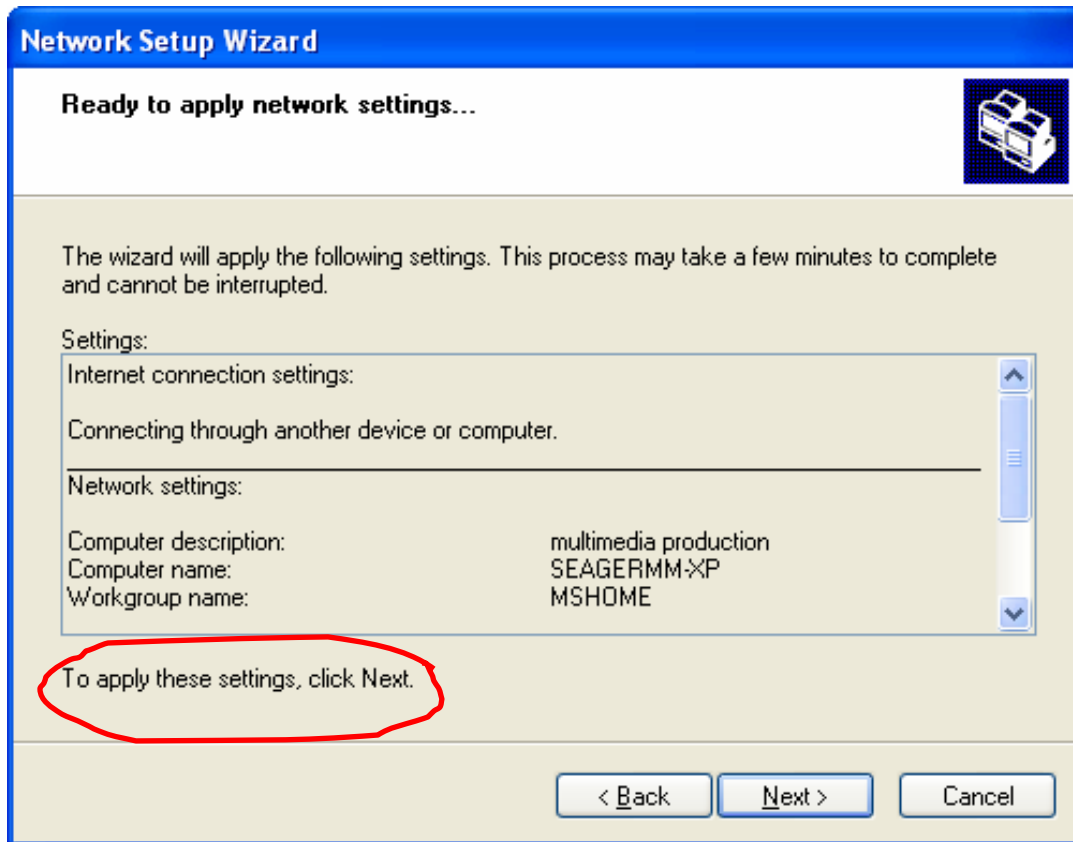
What do you want to do?

You must also decide whether you want to share your printer and files to others on the network

Turn on file and printer sharing
Windows Firewall will be configured to allow file and printer sharing on your network.

Turn off file and printer sharing
Windows Firewall will block file and printer sharing on your network. If you currently have shared files or printers, they will no longer be shared.

< Back Next > Cancel

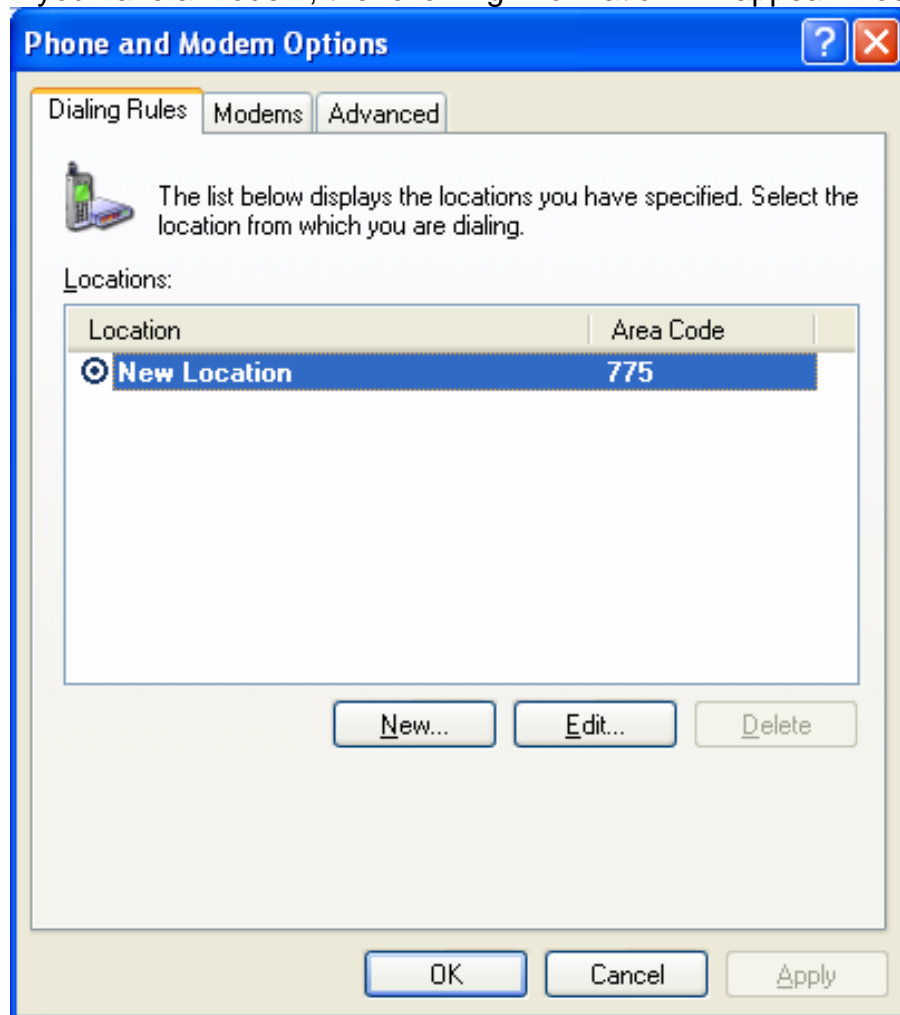


The next screen will complete the network setup process. You must also complete this process with all of the other computers you want to have as part of your network.

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Phone & Modem

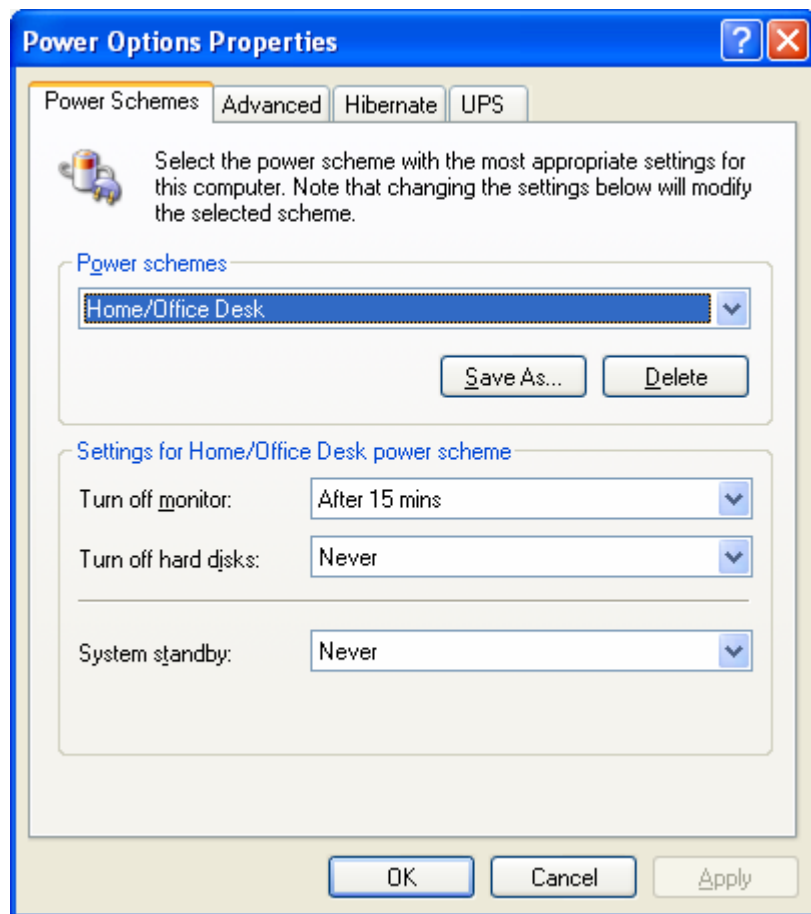
If you have a modem, the following information will appear. You can make changes if necessary.

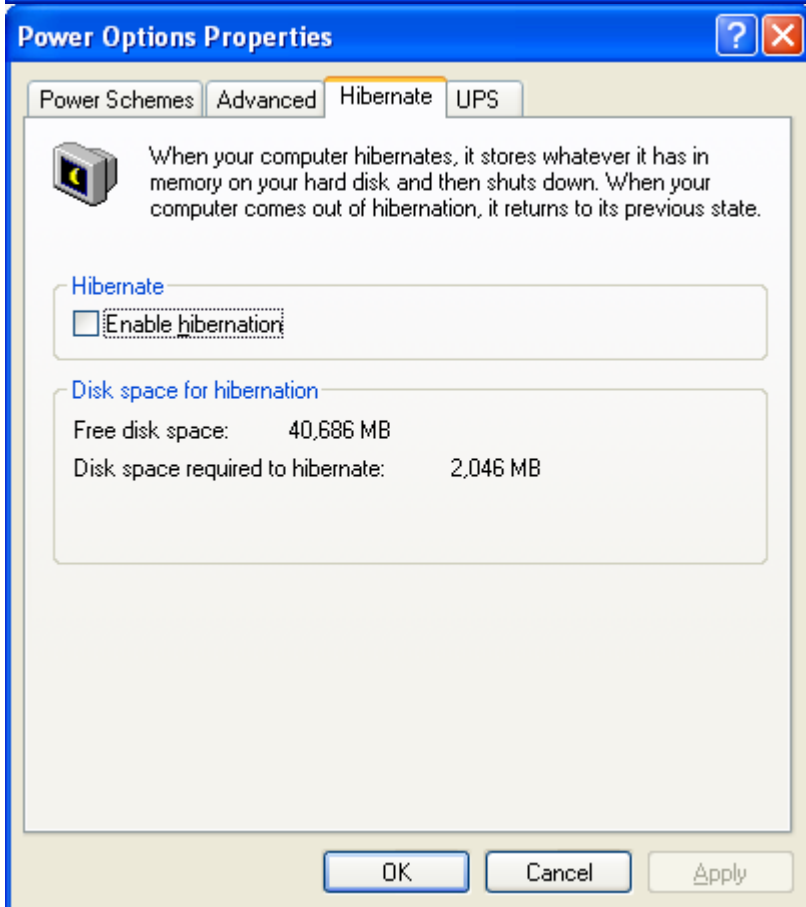
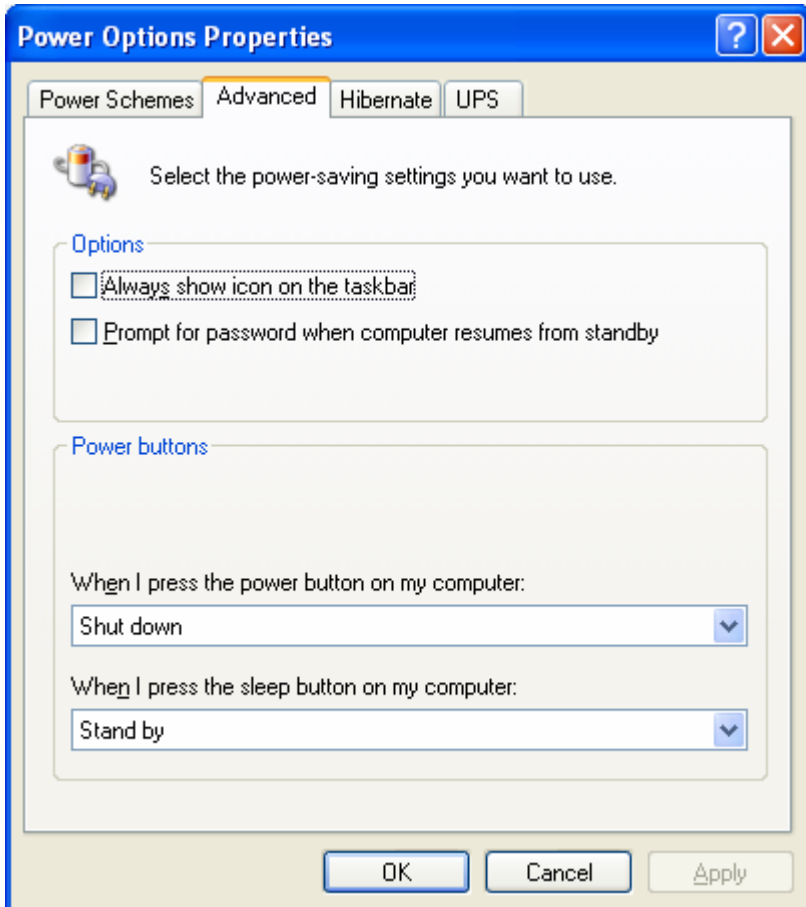


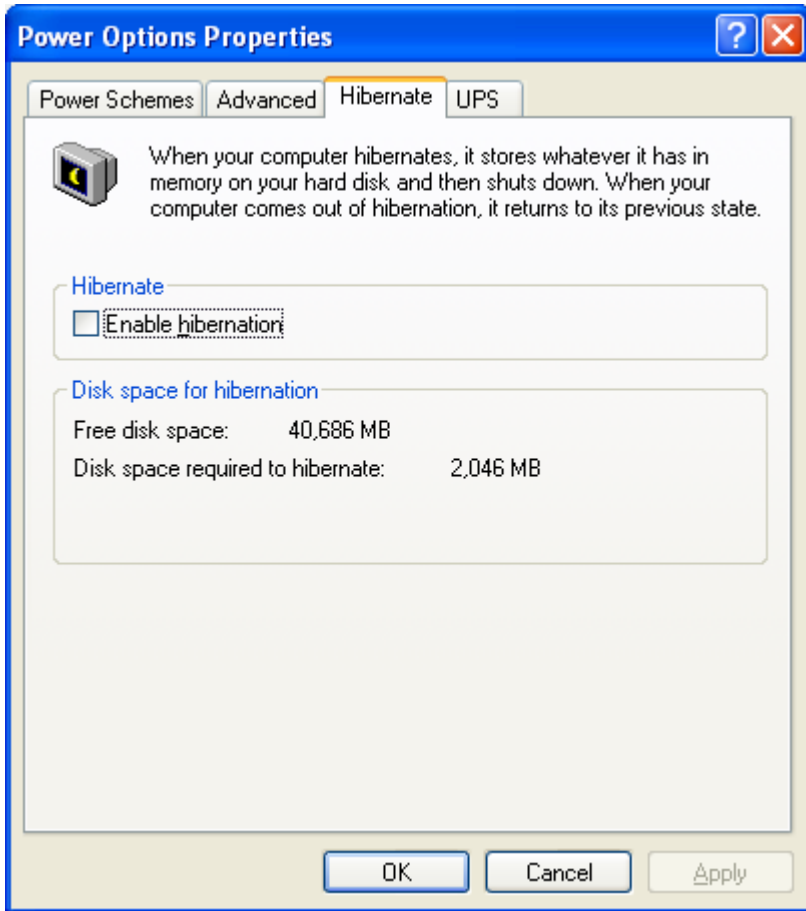
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Power Options

This same screen can be reached by clicking on the Screen Saver tab on the [Display Tool](#). Here you can make changes to how your computer, monitor and other devices run on the onboard power settings. It is not recommended to change settings on the Hard Disks option.



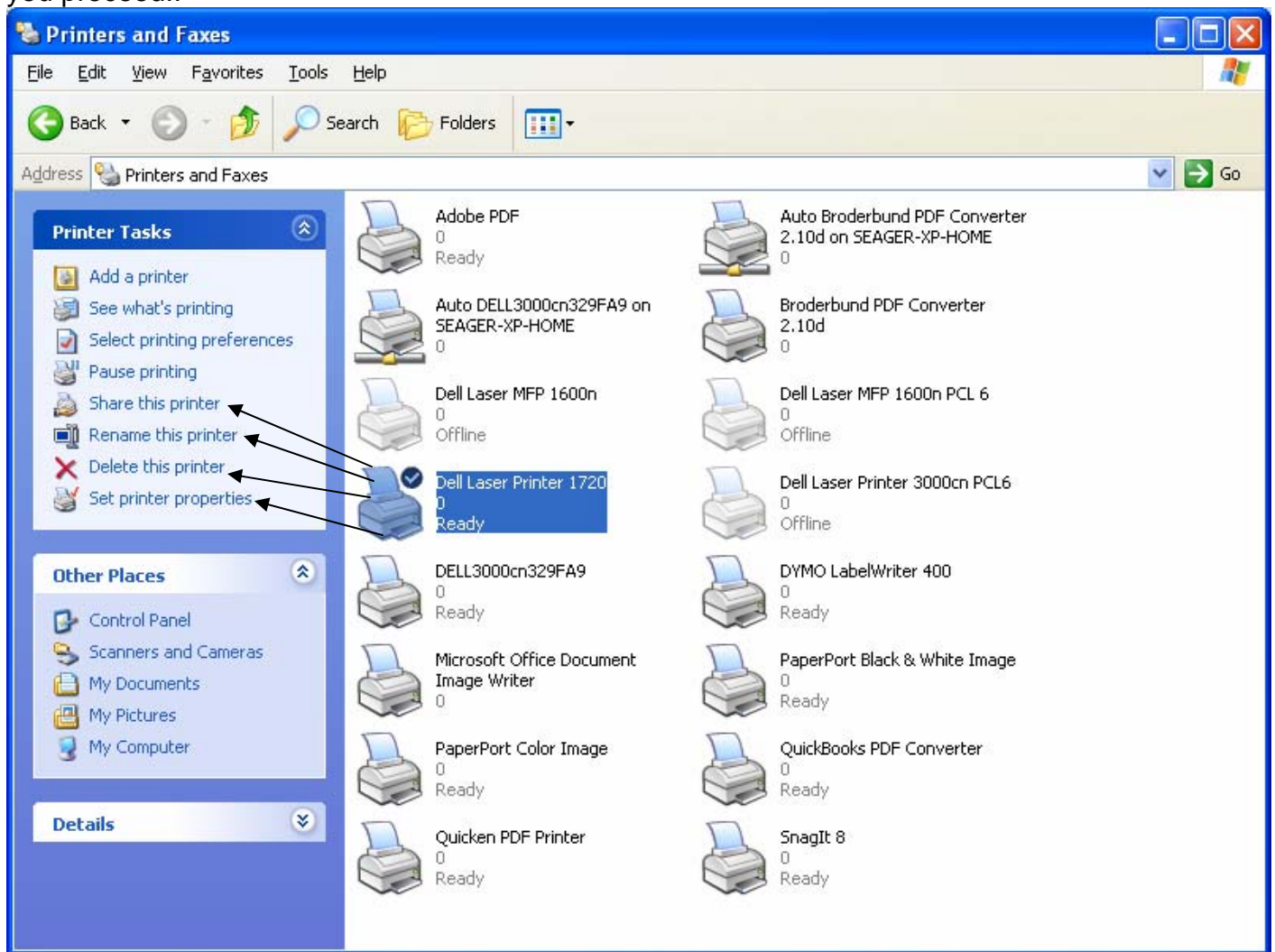




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Printers & Faxes

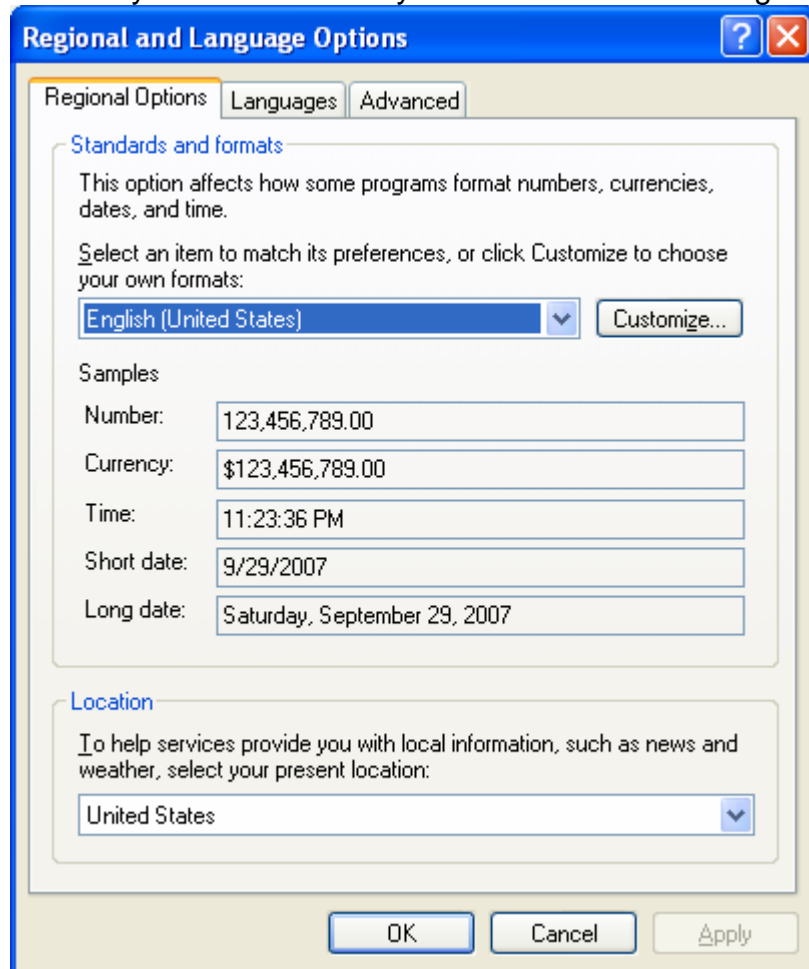
Use these screens to add printers or make changes to your present printers. Some of these screens have some advanced settings so you need to have a good knowledge of printers before you proceed!!



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Regional & Language

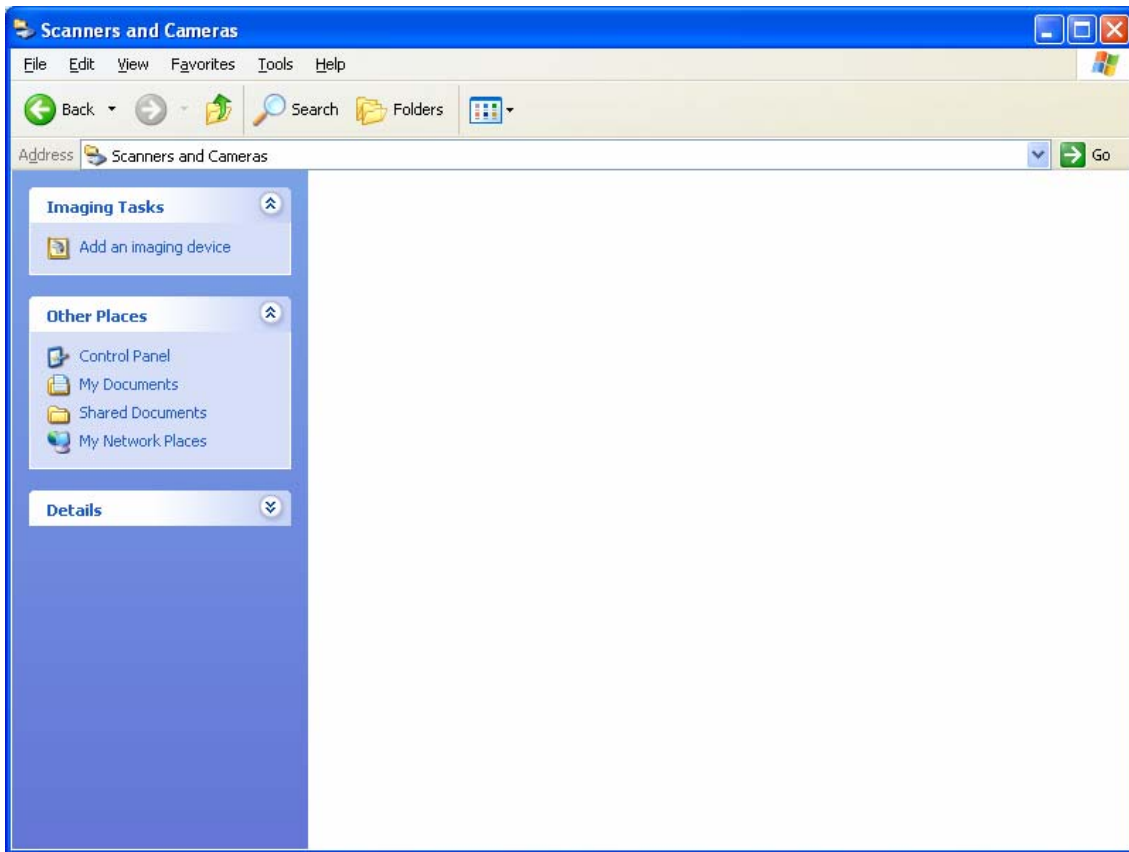
Here you can make changes in language, currency, date, time, location, etc to your machines. Generally this tab is the only one used to make changes.



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Scanners & Cameras

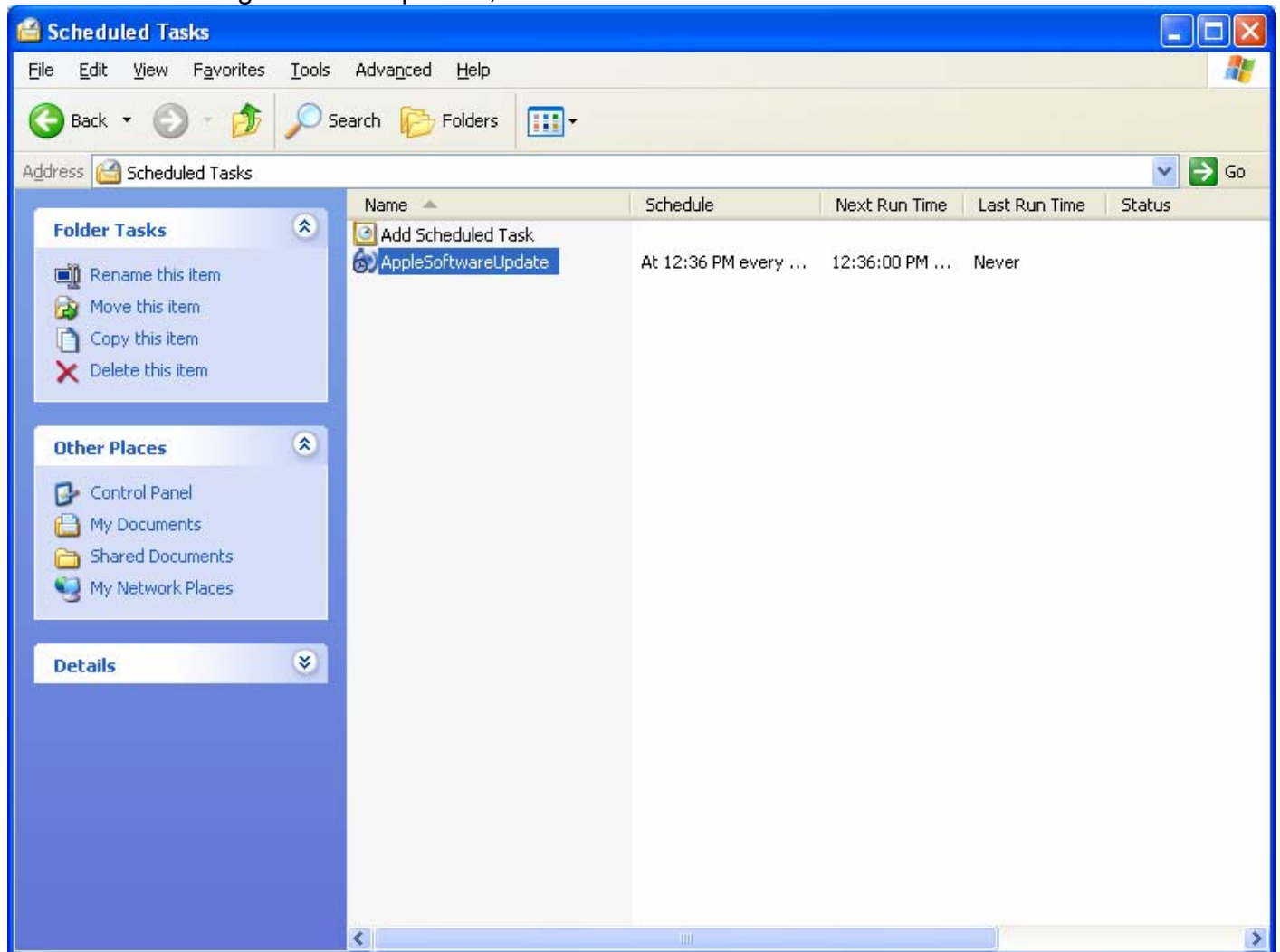
If you have a scanner or camera software installed they will be listed here. Usually USB connected devices have the software already installed and will only show up here when the device is actually attached to the machine.



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Scheduled Tasks

This Task area might include updates, etc.



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Security Center

The Security Center is a feature installed with Windows XP Service Pack 2 and is a monitor of the Security System of your computer. It has 3 elements: Windows Firewall, Windows Updates, and Virus Protection. Here you can control the settings of each of these elements. **These are some of the most critical elements in keeping your computer safe and secure.**



The screenshot shows the Windows Security Center window. The title bar reads "Windows Security Center". The main header area contains the "Security Center" logo and the text "Help protect your PC". On the left, there is a "Resources" sidebar with a question mark icon and an upward arrow, containing five links: "Get the latest security and virus information from Microsoft", "Check for the latest updates from Windows Update", "Get support for security-related issues", "Get help about Security Center", and "Change the way Security Center alerts me". The main content area is titled "Security essentials" and includes a paragraph of introductory text and a link: "What's new in Windows to help protect my computer?". Below this, three security features are listed in light blue boxes: "Firewall" (with a brick wall icon), "Automatic Updates" (with a globe icon), and "Virus Protection" (with a shield icon). Each feature has a green "ON" indicator and a downward-pointing arrow. Below these, a section titled "Manage security settings for:" lists four items: "Internet Options" (with a globe icon), "Automatic Updates" (with a globe icon), "Windows Firewall" (with a brick wall icon), and "Windows Firewall" (with a brick wall icon). A red arrow points from the text below to the "Virus Protection" drop-down arrow. At the bottom of the window, a blue bar contains the text: "At Microsoft, we care about your privacy. Please read our [privacy statement](#)."

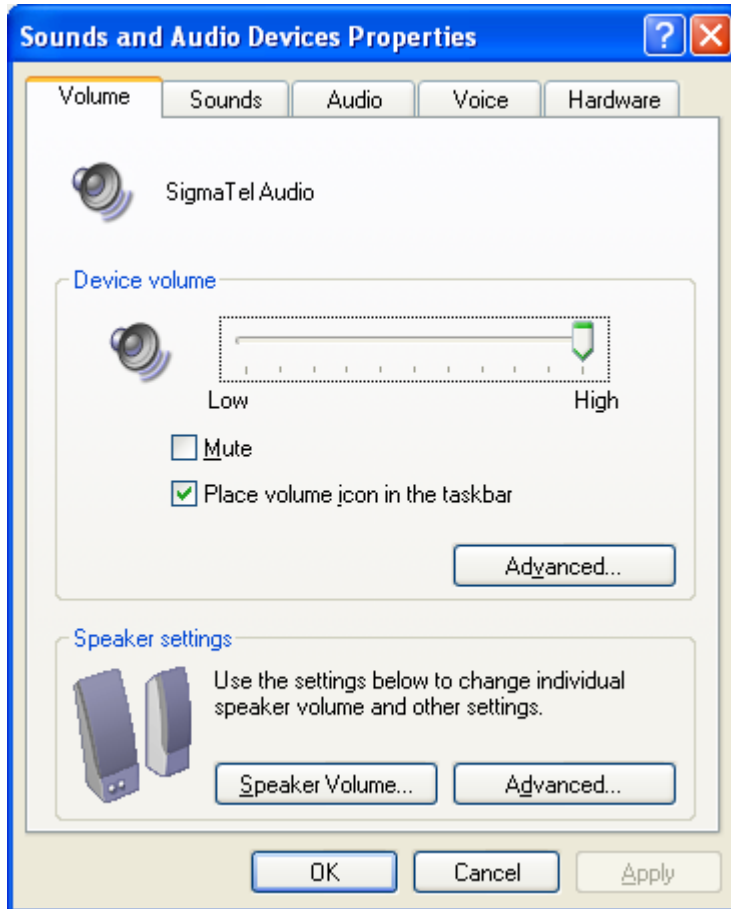
You can choose to turn on or turn off any or all of the items shown here. Clicking each drop-down will also give you other options.

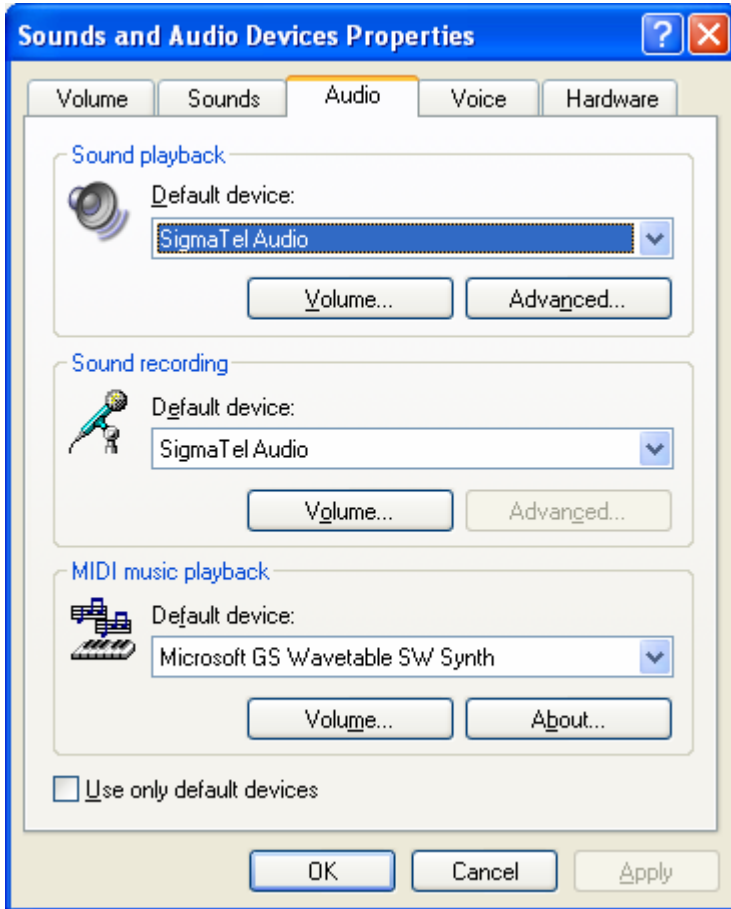
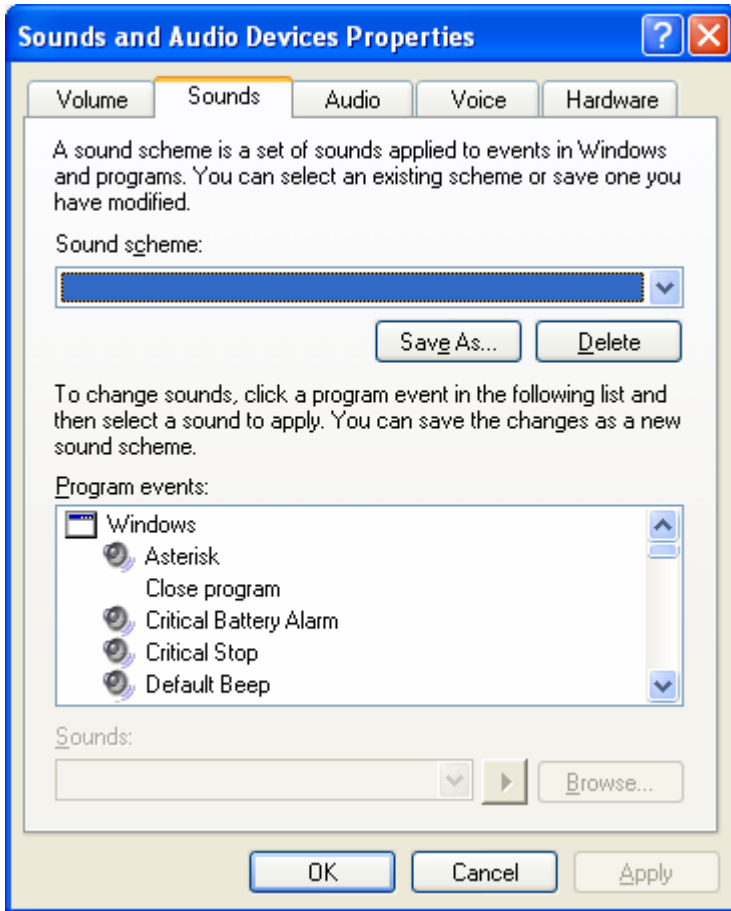
At Microsoft, we care about your privacy. Please read our [privacy statement](#).

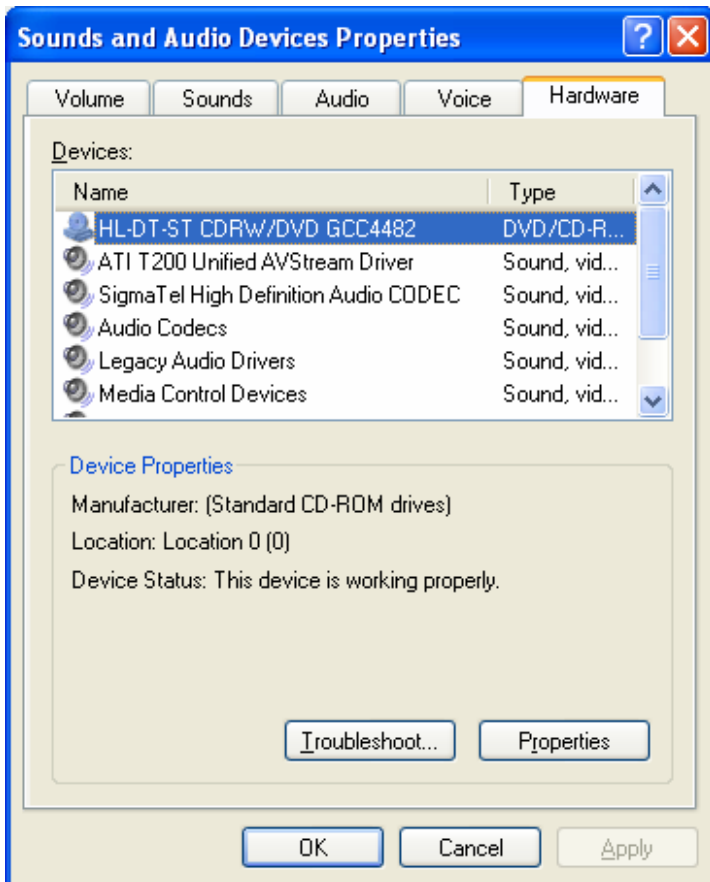
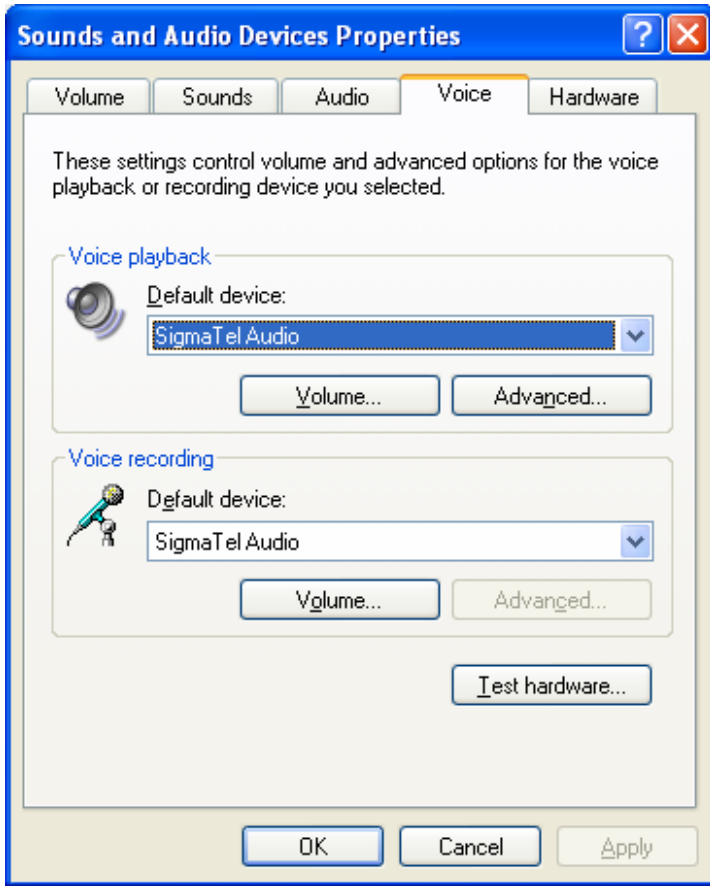
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Sounds & Devices

This application controls the sounds produced by your computer and also controls the devices used by your machine. Here you can see and make changes to the Sounds, Volume, Audio devices, Voice characteristics and the hardware that makes up your machine. See the examples shown on each of the tabs.



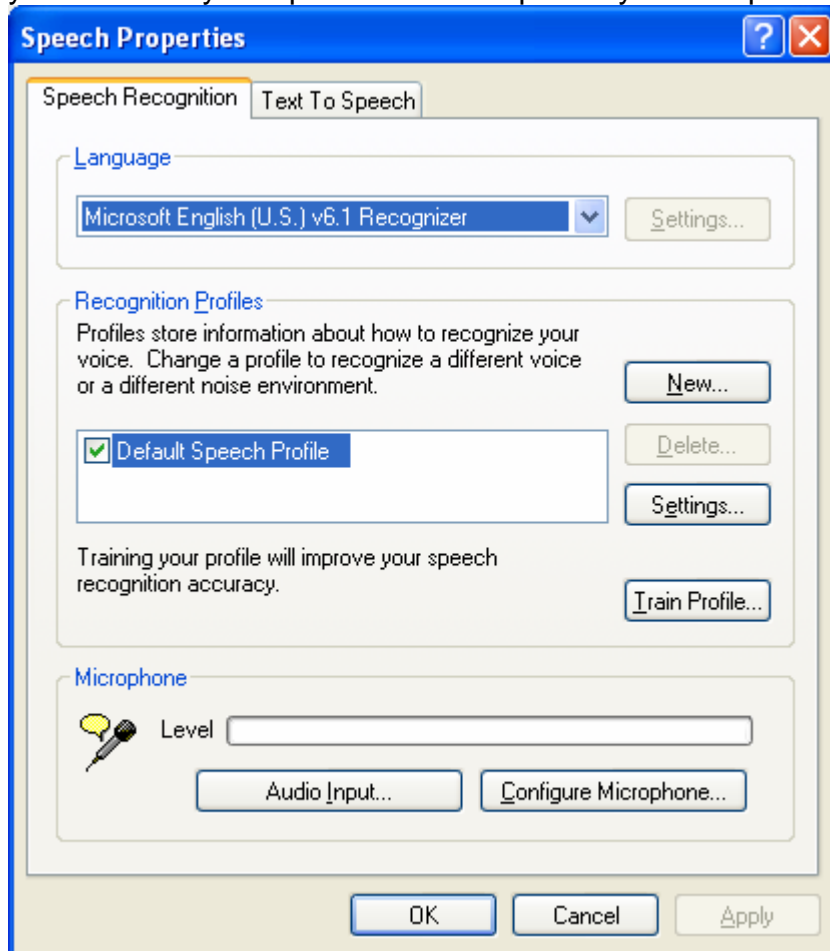




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Speech

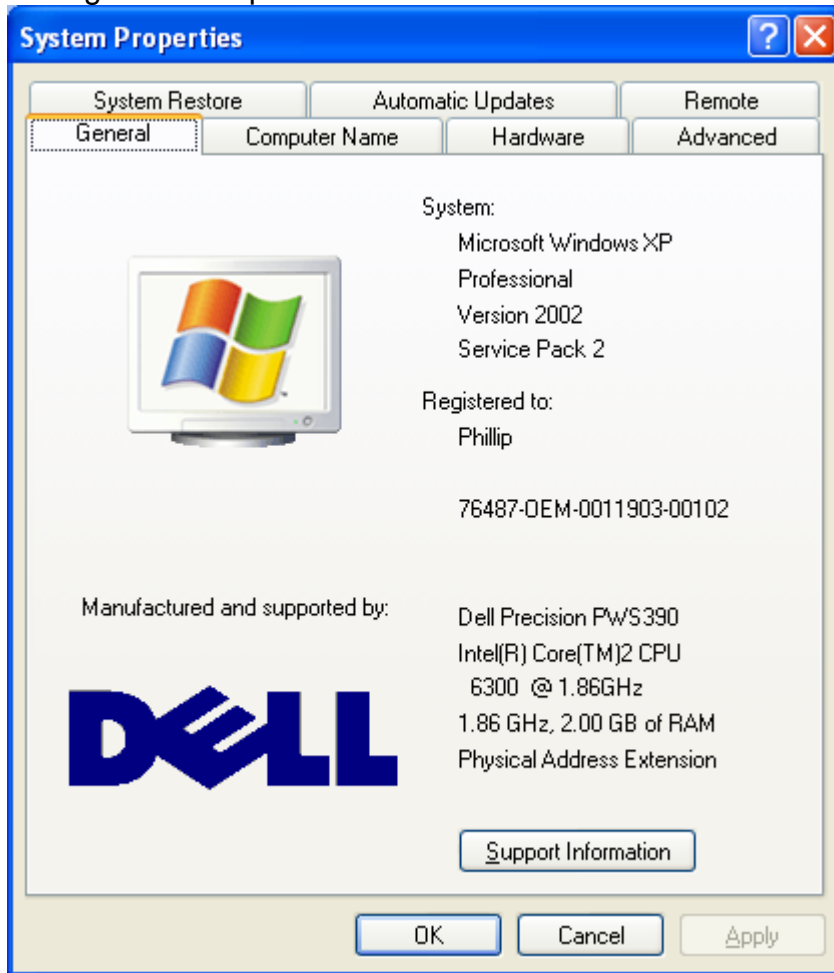
Here you can choose options for Computer Voice and Text-to-Speech options. To fully test this you will need your speakers on and possibly a microphone available.



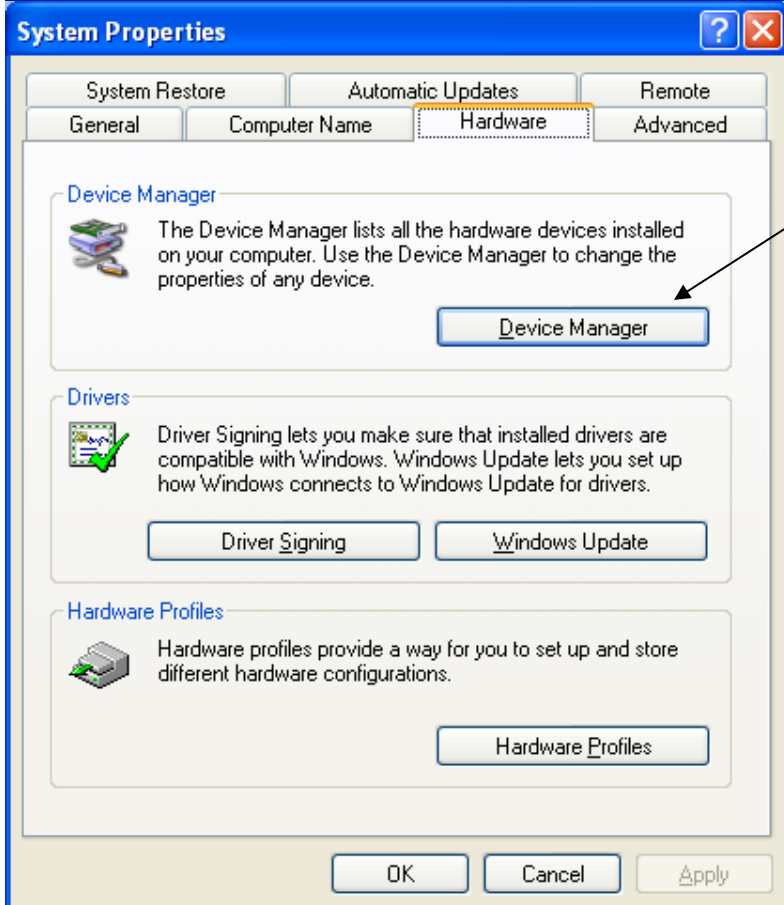
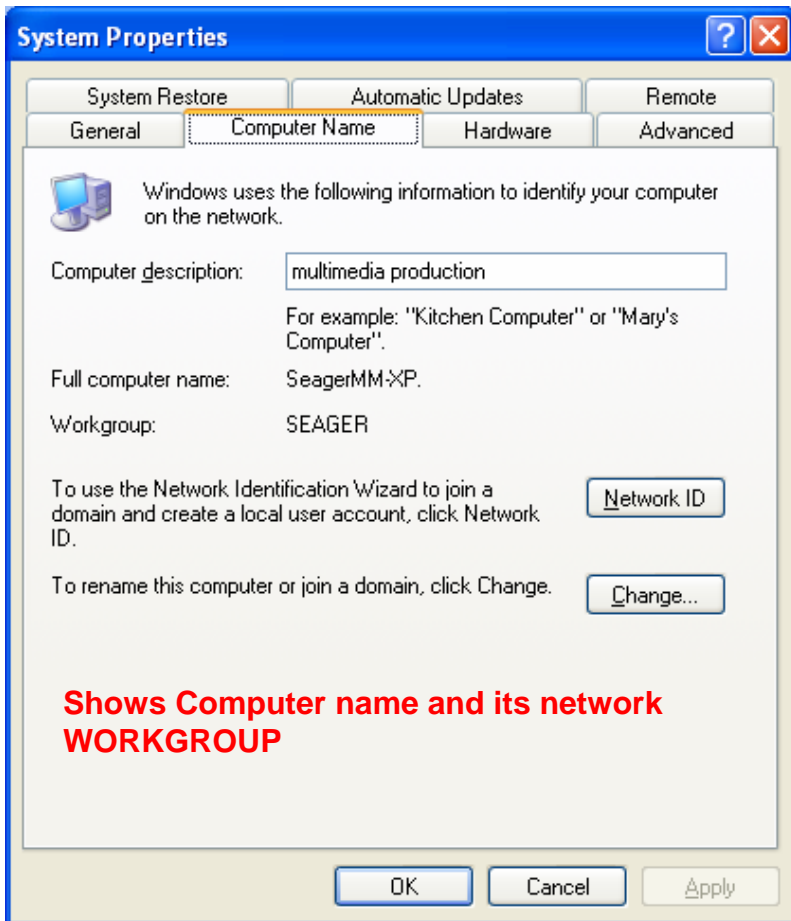
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System

The following screens will give you more detailed information about your computer and its internal settings and components.

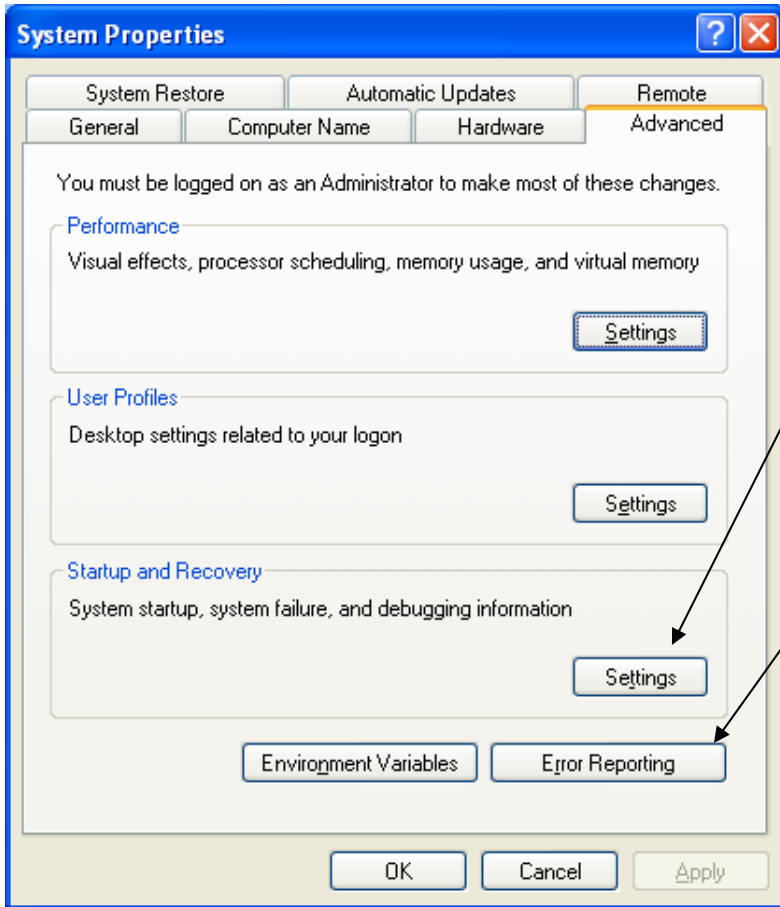


General:
Shows your operating system, model of your computer, CPU (processor speed) and amount of physical memory (RAM)



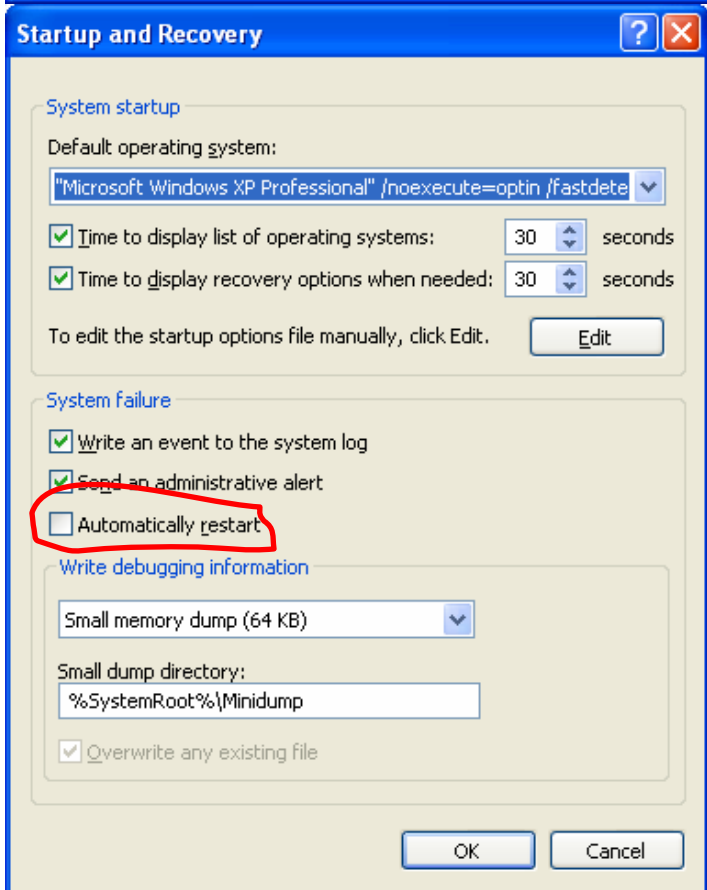
Hardware

Device Manager will show you the status of each of the components in and attached to your computer. If any of them have either a Yellow Exclamation Point or a RED X, there is something wrong with that component.



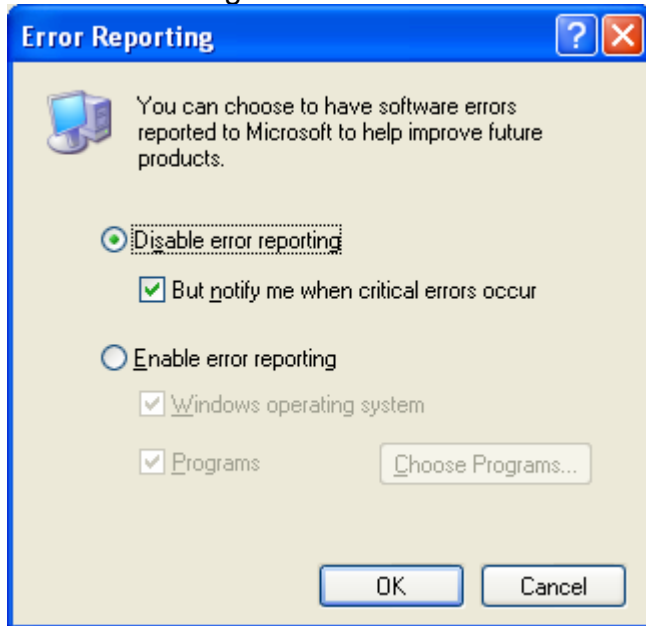
Advanced

There are 2 important settings to check here. The first is the Startup and Recovery Settings (next graphic) and the Error Reporting

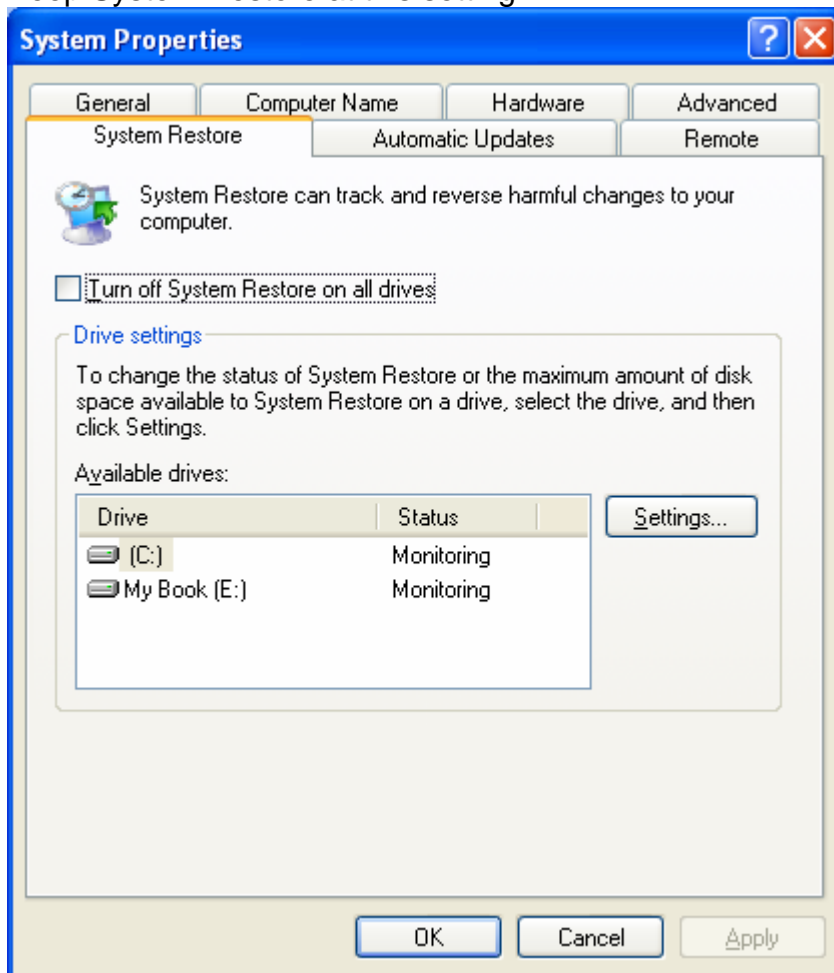


Automatically Restart box should be unchecked!

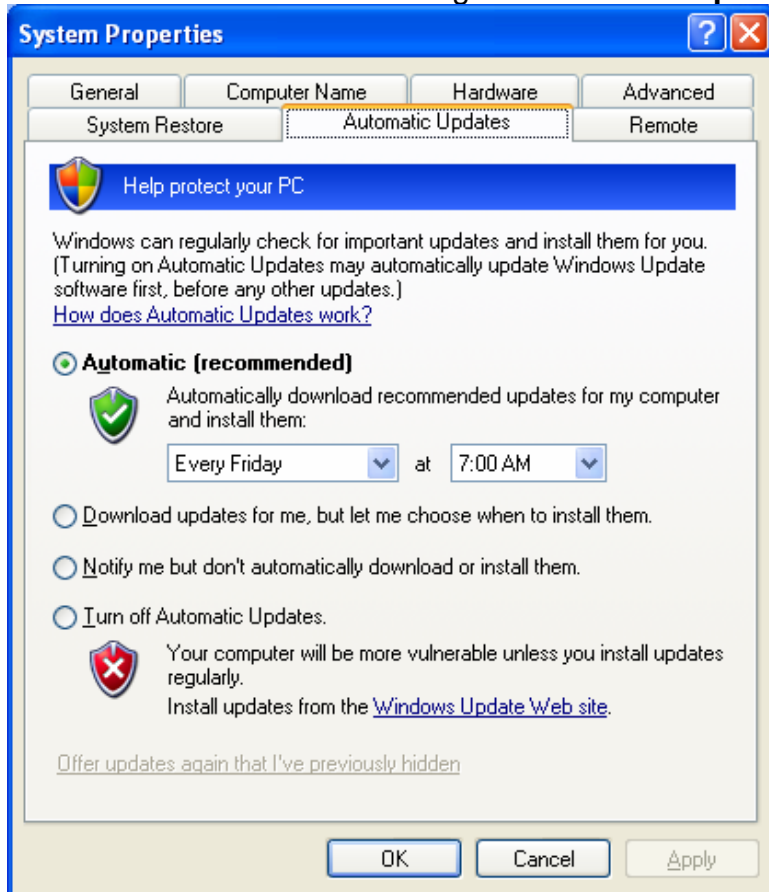
Make the settings here as shown.



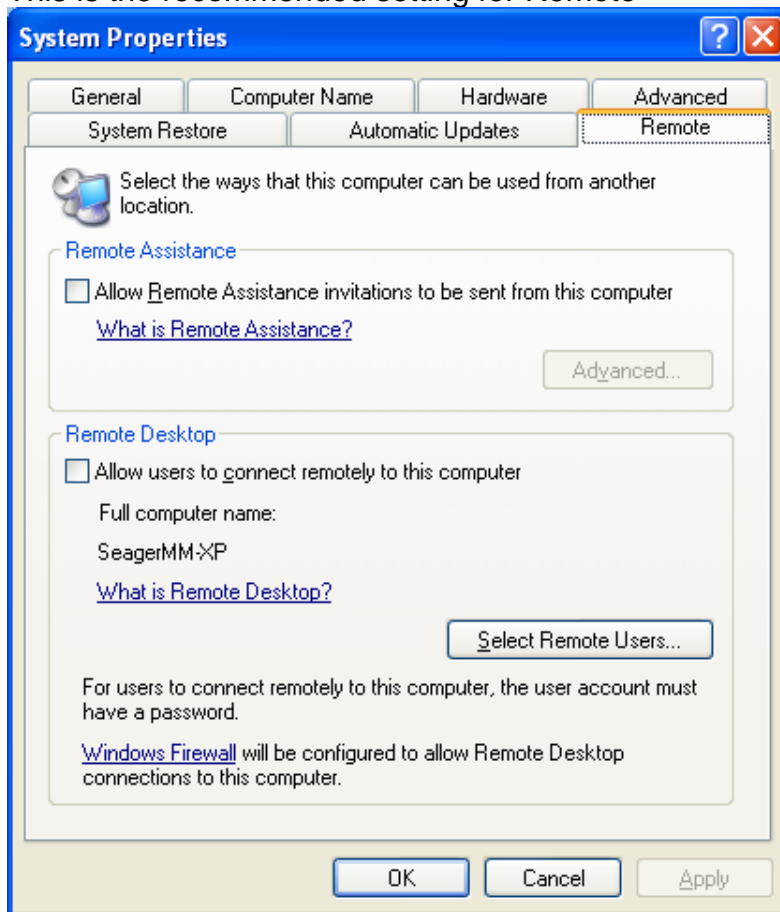
Keep System Restore at this setting



This is the recommended setting for **Automatic Updates**.



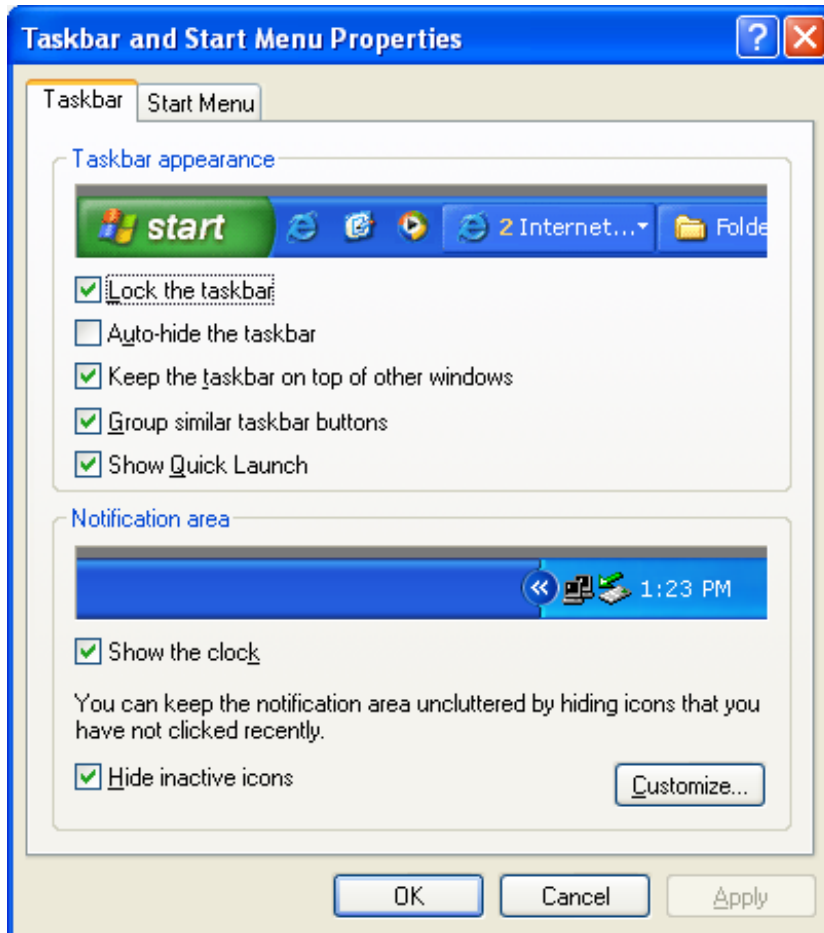
This is the recommended setting for Remote



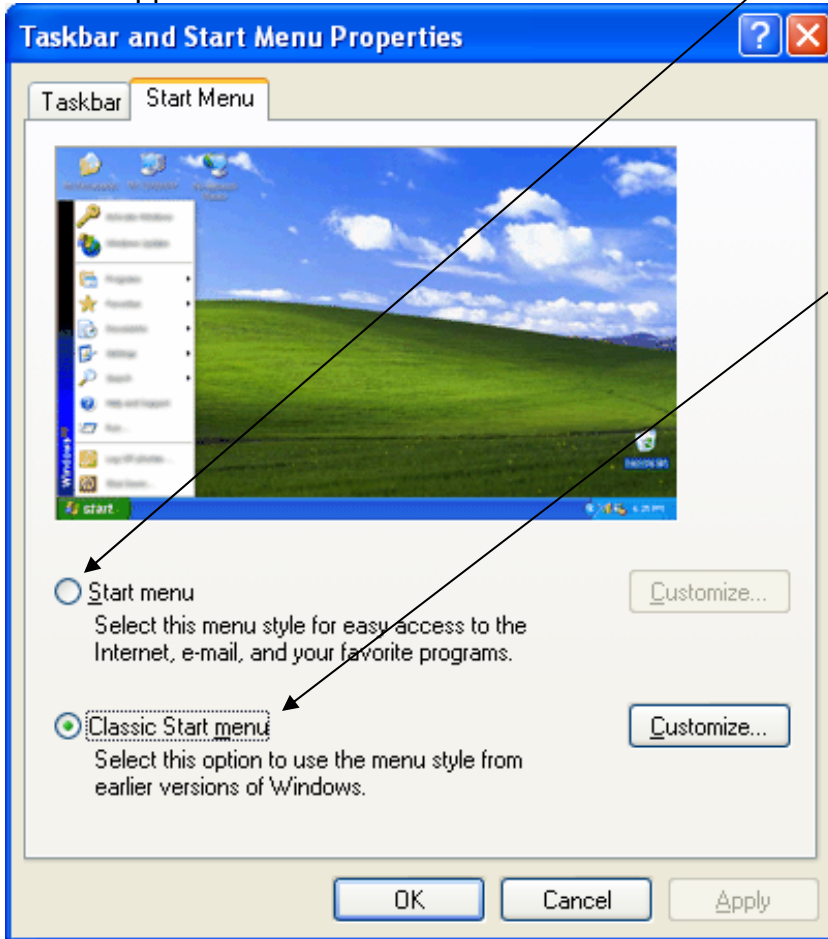
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Taskbar & Start Menu

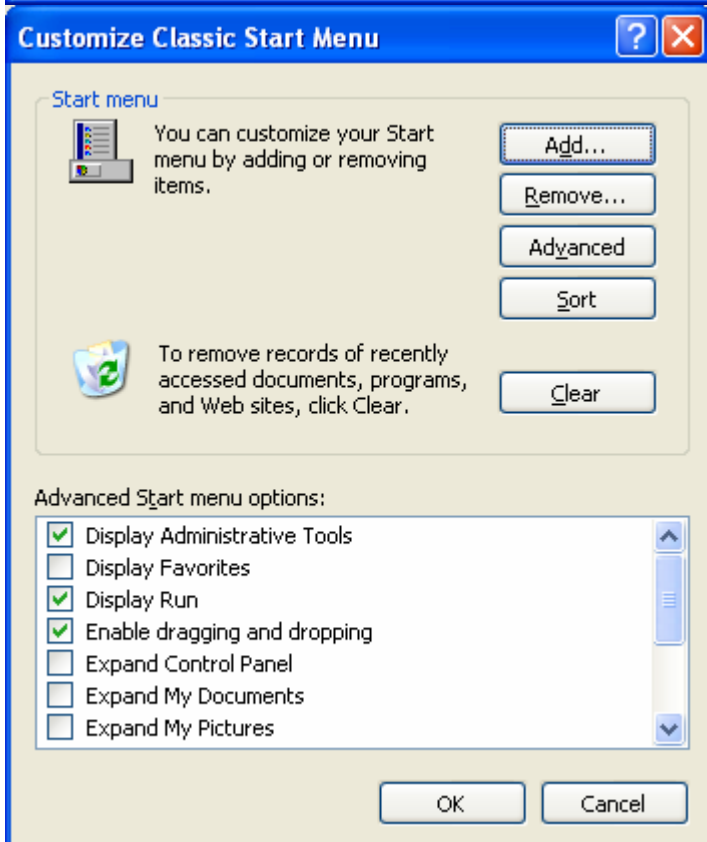
The Taskbar is the blue bar at the bottom of your screen. The items that make up the taskbar are covered here. Click on the **Customize** button for more choices.



The Start Menu is presented in 2 forms: the new XP Start Menu appearance or the Windows Classic appearance.



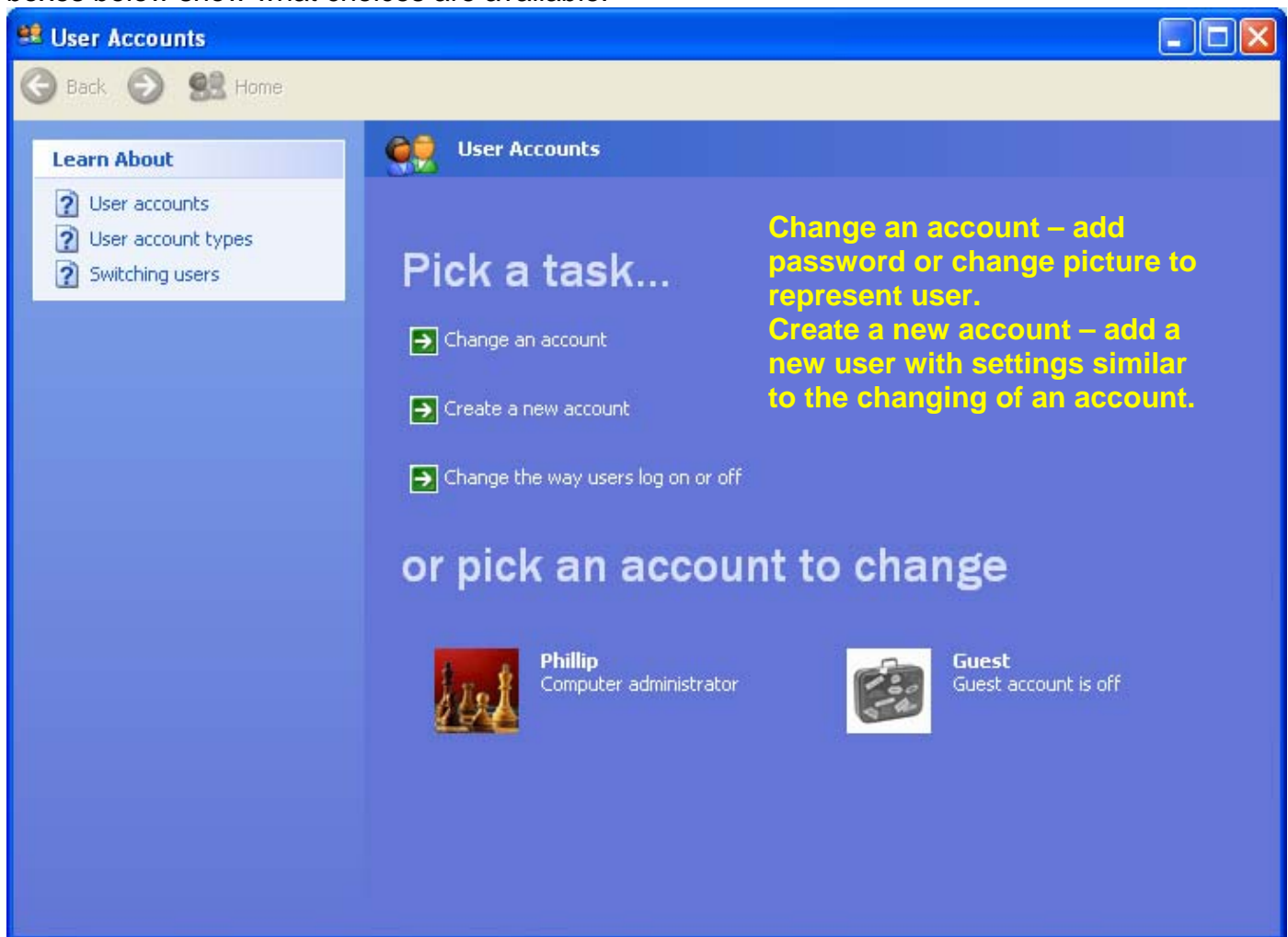
Click on Customize to bring up this window



Check and uncheck each box to see the possibilities and try each of the buttons to see the capabilities.

User Accounts

It is possible to have several users accessing the computer with each having their own settings. Users can set their own passwords and pictures to identify or separate them from other users. The boxes below show what choices are available.



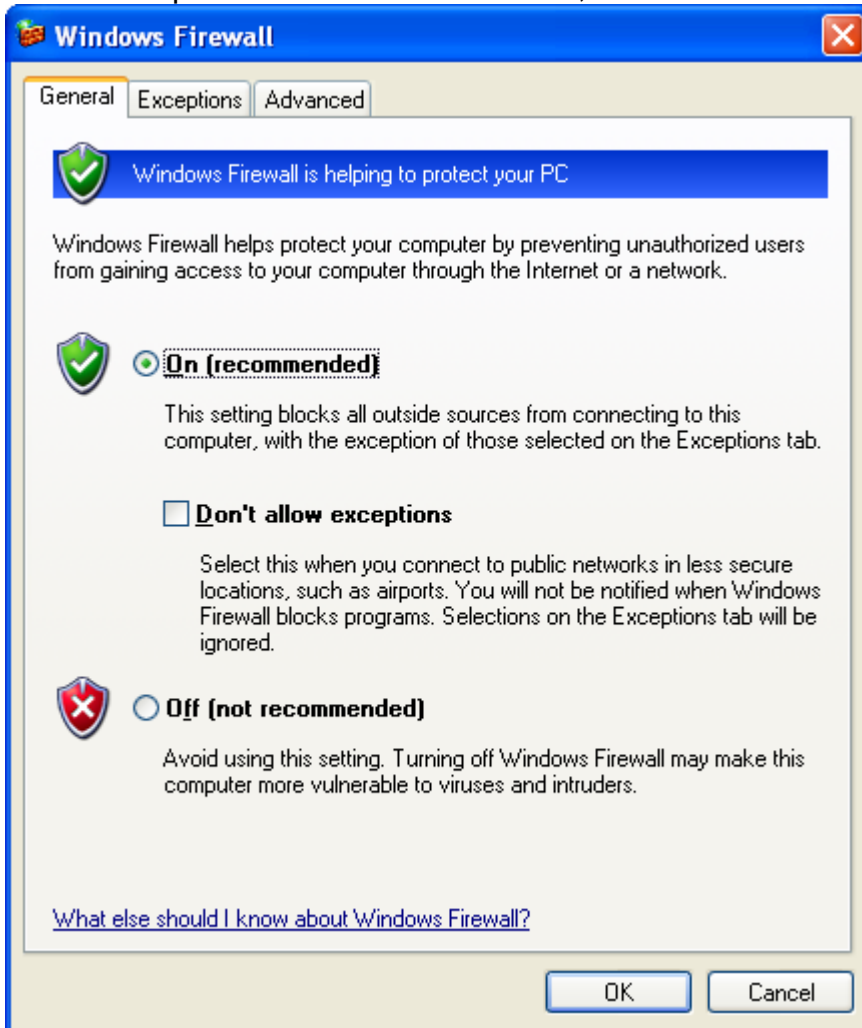
An Administrative user can actually delete another user's account, so be careful what kind of user you create!

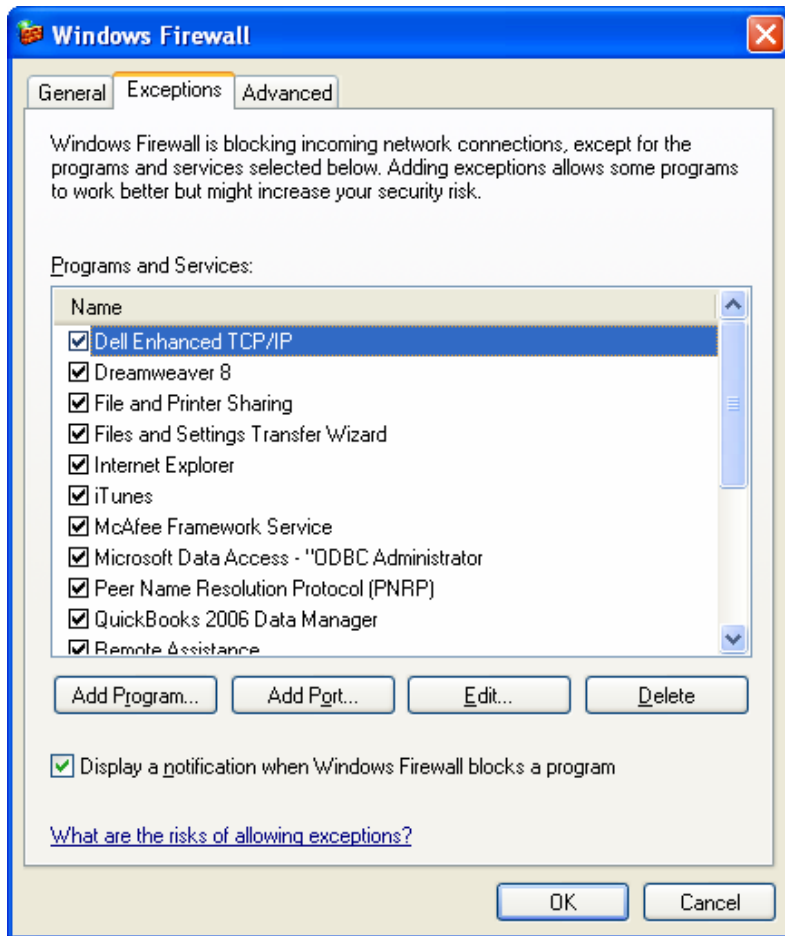
In another tutorial we will discuss Security issues concerning User Accounts and go into greater detail about this area..

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Windows Firewall

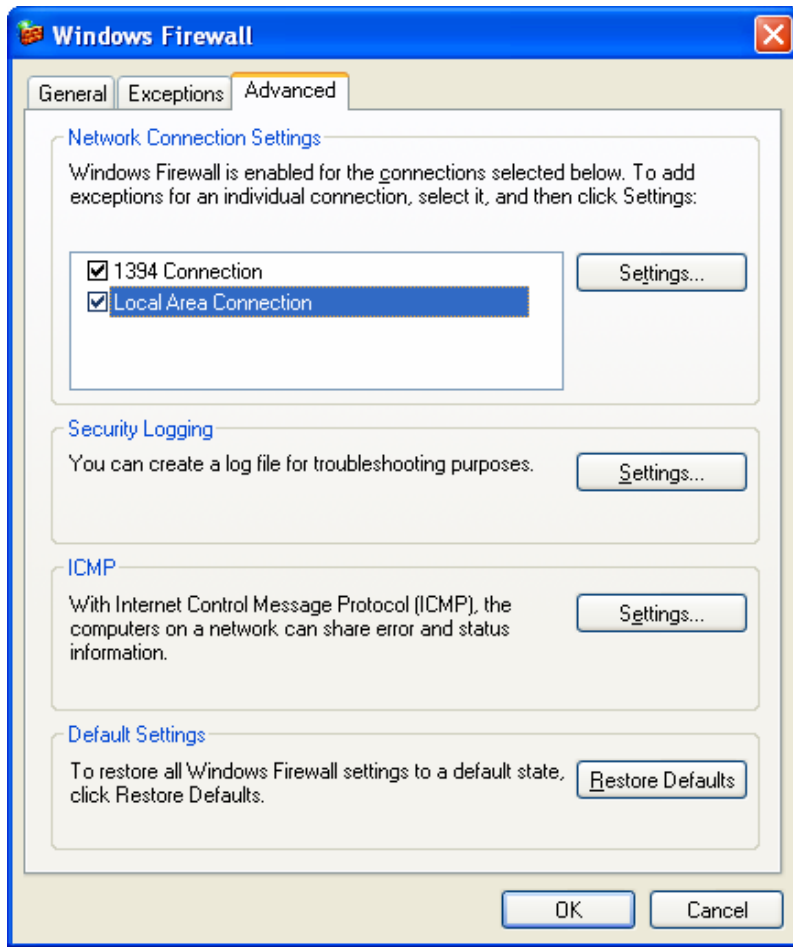
The Windows Firewall is one of the main settings for computer security, but will not be discussed in great detail here. It will be dealt with in greater detail in the Security tutorial. Here are the 3 screens that make up this tool. In this first screen, **On** is the recommended setting.





Exceptions:

These are the program exceptions that the Firewall is allowing because they need to go through the firewall to download updates. You may also choose to stop them by unchecking the boxes shown.

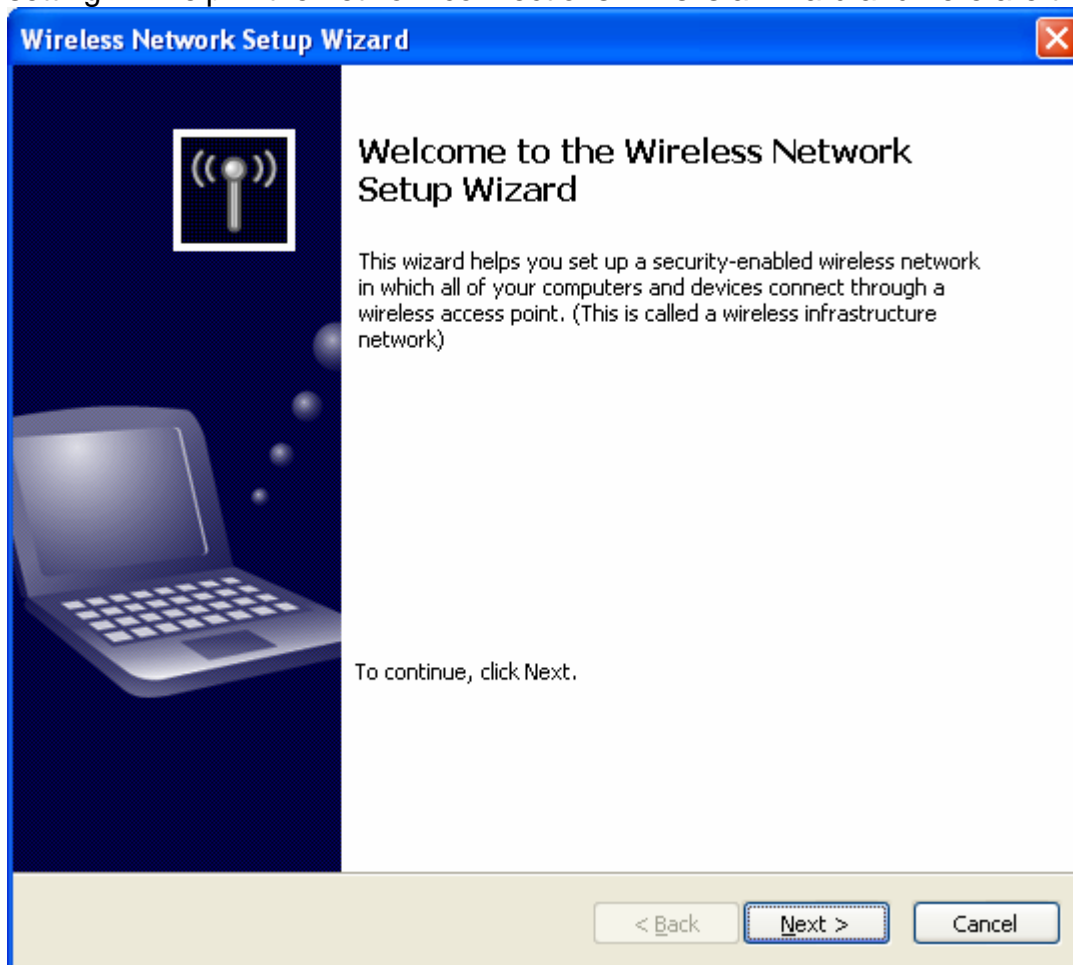


Advanced settings will not be addressed here but in another tutorial.

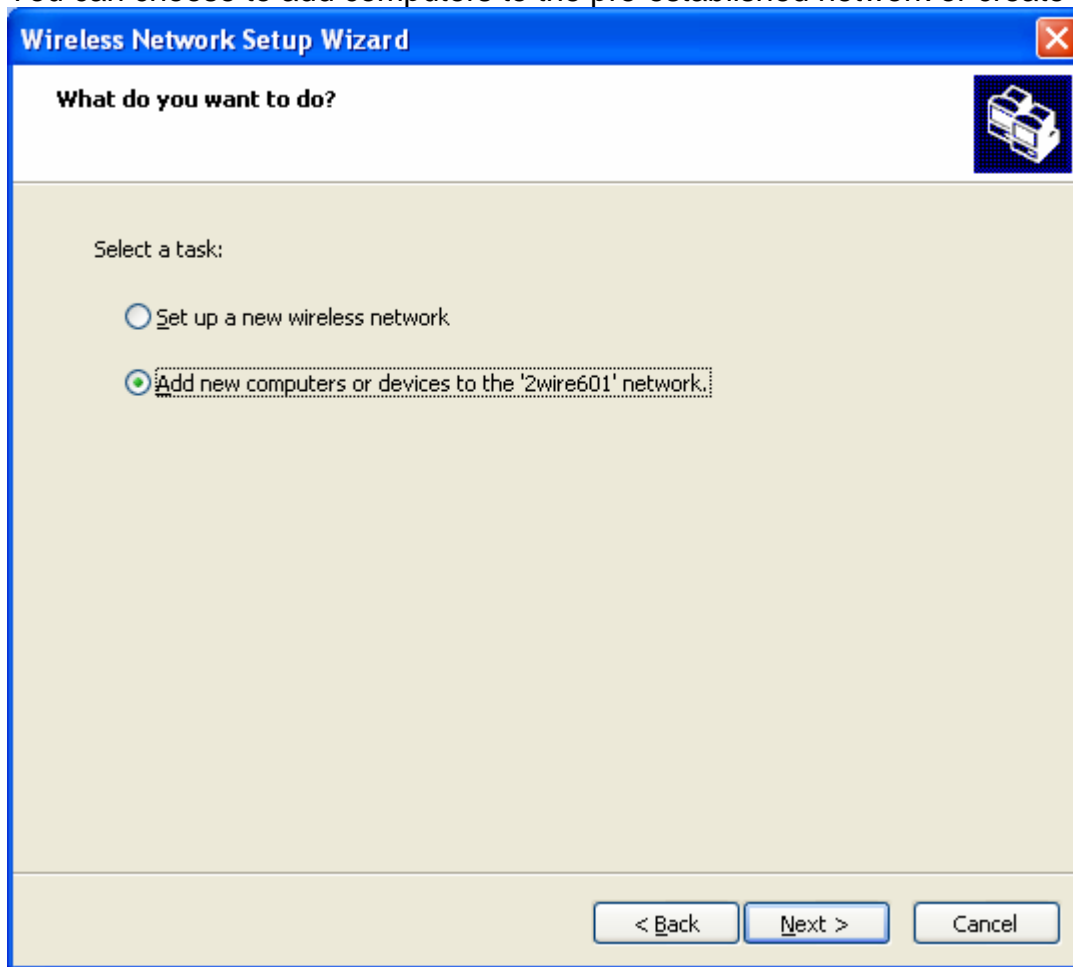
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Wireless Network Settings

If your computer has a wireless card or another computer has wireless capabilities, then this setting will help in the network connections. This is a wizard and here are the steps to follow:

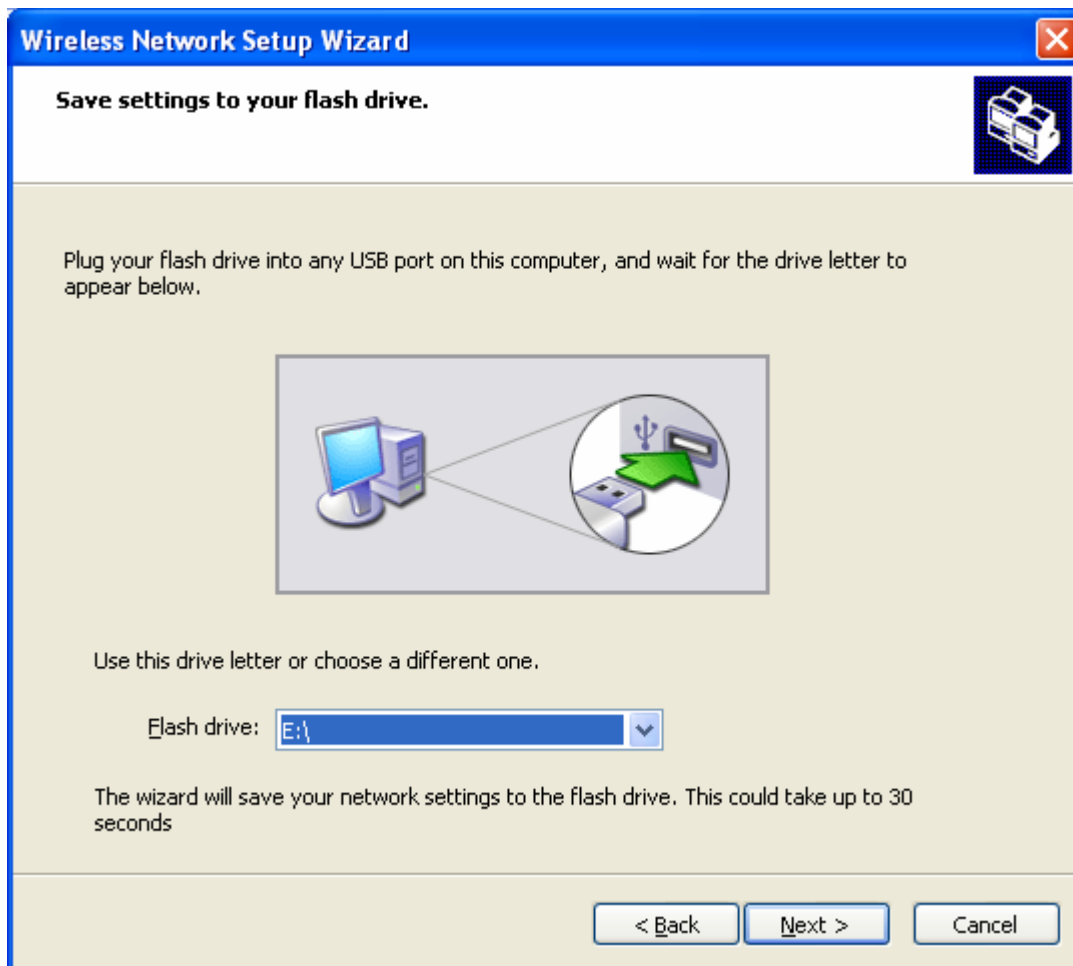


You can choose to add computers to the pre-established network or create another one.



The acquisition of a flash drive (memory key) is essential to make this process work.

Continue the steps outlined in this process. We will not continue past this point so as not to alter pre-established settings on this computer.



This is the last page of this tutorial. Experimentation by selecting the tools on your own computer is the best way to find out what is available for you as a computer user.

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