Chapter 21 Start Menu and The Way You Make It Look

Your Desk Top and Start Menu may look different from mine even though we are both using the Windows XP operating system. Windows XP changed from its previous versions the way the Desk top looks as well as the Start and Programs Menu. However, for the sake of satisfying the experienced users of the older Windows, 95, 98, ME, 2000 etc. that a "Classic View" was created giving the user the option of either.

To change the way All Programs opens from the Start menu

- Right-click the **Start** button, and then click **Properties**. Here you may choose the way windows looks "Classic" or the new Internet oriented style. You may also customize the task bar to your licking.
- To customize the **Start Menu** click on the **Start Menu** tab, click **Start menu**, and then click **Customize**.
- One feature you may want to change is to click on the **Advanced** tab, select the **Open submenus when I pause on them with my mouse** and check box. This will help you page through your programs easier.

The next time you click **Start**, and point to **All Programs**, you will see a list of available programs.

Changing the Start and Programs menu can also be done from the Display selection of the Control Panel. However the above is the quickest and easiest.

It may be a beginning to your learning to use the right click button on your mouse.

When ever you are at a loss as to "What to do with whatever" try right clicking on the subject or object and see what the right click menu has to offer. A right click on any object will always open a menu with a new array of choices.



The standard Start menu shown below might be for you, especially if you are a new user. It displays the programs that are your favorites to start or you can make it display the most recent programs that you have been working.

To display a program at the top of the Start menu

Right-click the program you want to display at the top of the Start menu.

You can right-click a program on the **Start** menu, in Windows Explorer, in My Computer, or on the desktop.

Click Pin to Start menu.

The program is displayed in the pinned items list in the area above the separator line on the **Start** menu.

Remove program. You can remove the program from the pinned items list by right-clicking the program and then clicking **Unpin from Start menu**.

You can change the order of the programs on the pinned items list by dragging them in place with your mouse

To show your most recently used documents on the Start menu

Right-click the Start button, and then click Properties.

On the **Start Menu** tab, click **Start menu**, and then click **Customize**.

On the **Advanced** tab, select the **List my most recently opened documents** check box.

The next time you click **Start**, the My Recent Documents folder is on the **Start** menu. This folder contains the documents and files you opened recently.

On the **Advanced** tab, click **Clear List** to empty the My Recent Documents folder. This does not delete the documents from the computer.



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