




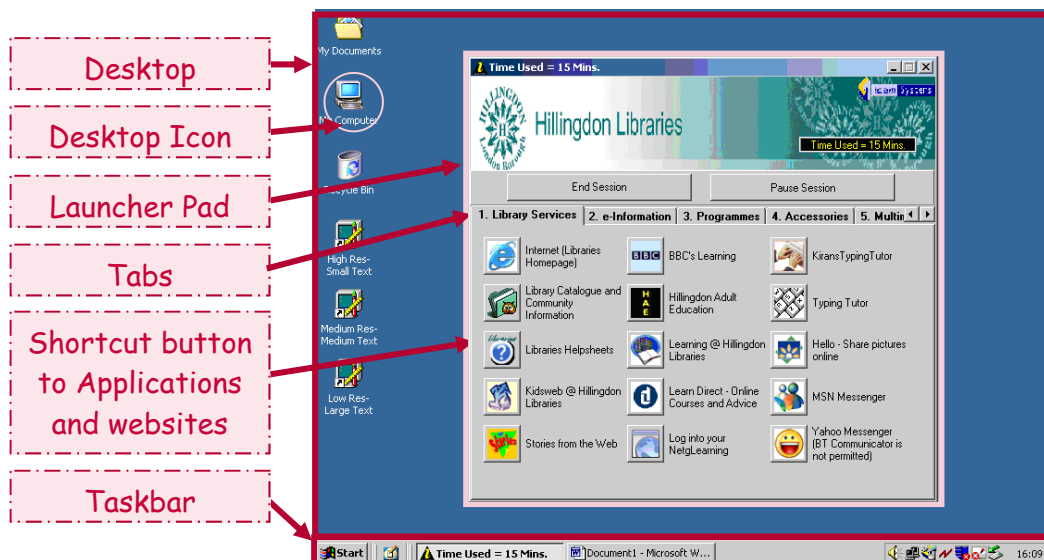
Beginners: Desktop & Launcher Pad

When you log into the computer, you will see the **Desktop** and the **Taskbar**.

- The **Desktop** is the on-screen work area on which icons, windows, menus and dialogue boxes appear. For ease of use, it can be customized with the icons of the most frequently used applications.
- The **Taskbar** appears by default at the bottom of the desktop. You can click the buttons on the Taskbar to switch between open programmes. The Taskbar can also be hidden.
 - If you are using a home PC, you will see a **Start Button**  on the left hand side of the Taskbar. The Start button allows you to launch applications, switch the PC off and more.

The **Start** button has been hidden on all Hillingdon Libraries PCs, and replaced by the application that you can see in the middle of your screen when you start your session: this is called the **Launcher Pad**.

- The **Launcher Pad** is made up of several **tabs** (pages) which contain shortcut icons (these are called **buttons**) to applications like Internet Explorer for links to useful websites and MS Word, etc.



The **Launcher Pad** is a window - notice it has a blue **Title Bar** at the top stating the Time Used in your particular session.

NB: If you close the Launcher Pad, it will end your session, so please **only** do this when you have completely finished using the PC.



Let's have a closer look at the Launcher Pad window...

- By default, the Launcher Pad shows the first tab **Library Services** - have a look at the various links available.
- You can find the icon for **Internet Explorer** on the tab for **Library Services** - this is the software application that you will need to open to get on the world wide web.
- Move the mouse over the various tabs, and click on each one to see its contents.
- Some of the Library PCs, for example the Scanner PC and the Fully Accessible PC, have additional icon buttons so that you can use the additional software applications as appropriate.