

Getting Started: Getting to know the Library PC (1)



There are six important icons on the **Desktop**:

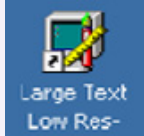

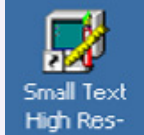
- **My Documents:** (also called **H:**) this is the only accessible part of C drive. Any documents stored here will be deleted when the PC is rebooted. To ensure that other users cannot see your documents, before you end your session you should delete any files you have stored to the **My Documents** folder and empty the **Recycle Bin**.
- **My Computer:** gives you access to any files stored on removable media (floppy disks and CDs) and devices (USB Pen Drives). Please note that files deleted from any removable media or device will NOT be placed in the Recycle Bin and will NOT be recoverable.
- **Recycle Bin:** contains files that have been deleted from the **My**

Documents folder (and from its subfolders). Any file contained in the **Recycle Bin** can be restored to its original location (undeleted).

- **High Res - Small Text**
- **Medium Res - Medium Text**
- **Low Res - Large Text**

These three icons to enable you to easily **decrease** or **increase** the **screen resolution** to suit your individual requirements.

Screen Resolution is the setting that determines the amount of information that appears on your screen, measured in pixels.

- **Low resolution**, such as 640 x 480, makes items on the screen appear **large**, although the screen area is small. This is easiest to read as the text and icons are largest. Browsing the Internet becomes more difficult as most websites will not fit on the screen and the use of both the vertical and horizontal scroll bars is necessary. Some applications like Photoshop Elements, Google Earth, Roxio Easy CD Creator and the Netg e-learning courses will not work at this resolution. 
- **Medium resolution**, such as 800 x 600, makes the screen area **smaller**, but items on the screen a larger. Text and icons are generally easy to read. Not suitable when using image manipulation and web design applications as the screen becomes very cramped up. 
- **High resolution**, such as 1024 x 768, makes the overall screen area large, although individual items appear **small**. This setting has the smallest text and icon size, and is therefore the hardest to read. It is the best setting when using image manipulation (e.g. Serif PhotoPlus, Photoshop Elements) and web design applications (e.g. Dreamweaver, Flash, Fireworks). 

All Hillingdon Libraries PCs are set to use **high resolution**.

To change the screen resolution **double click** on the appropriate icon (or right-click on it and choose **Open**), the screen will go dark while the screen resolution is changed.