

Changing the shape of things

The task bar is normally *docked* or positioned at the bottom of a window but it doesn't have to stay there. You can move it to either side of the screen or place it at the top of the screen.

To move the task bar you will need to drag it. Click on a vacant area of the task bar.



Hold the left mouse button down. Drag the cursor to the center of either side or to the top of the screen. Notice that an image of the bar appears as a broken line once the operating system thinks it knows the position you want to place the bar. Release the mouse button.

Practice moving the task bar to different positions.

Before continuing, return the task bar to its bottom position.

The width of the bar can also be changed. Move the cursor until the tip of the arrow just touches the upper edge of the task bar. The cursor's appearance will change to a



double headed arrow. While the double headed arrow cursor is showing, click and drag upward. The task bar will only expand to half the screen.

Be careful when collapsing the width. If you go too far, it will appear as a thin gray line at the bottom of the screen. If this happens, don't worry! Just move the cursor to the very bottom of the screen until the double headed arrow appears. Expand the bar to its normal size. (About 1/2")

Our second application

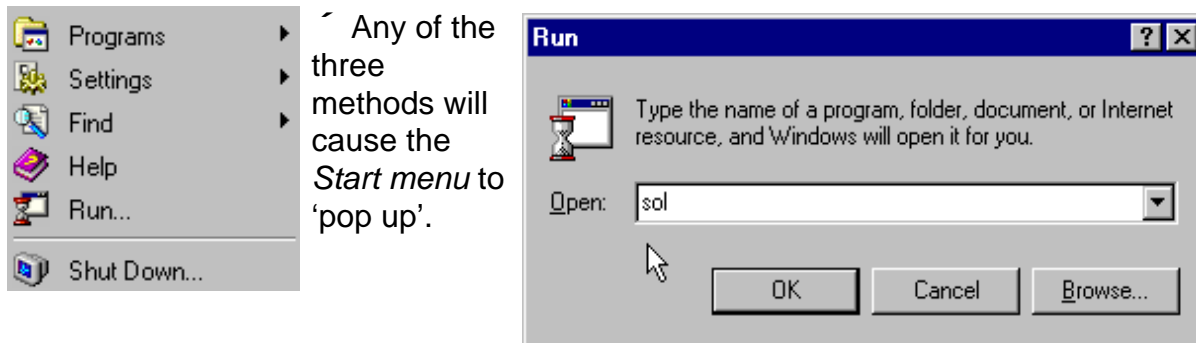
When the mouse (or *digitizer* as it was first called) was introduced, Microsoft needed a way to train operators to use it properly. Hence, Solitaire and a couple of other games were included with Windows. Playing a few games of Solitaire is a fun way to learn mouse control.

Here are a couple of easy ways for the '*mouse challenged*' among us to start Solitaire.

Using any of the following methods will cause the 'Start' menu to pop up. [To collapse the Start menu press the ESC key. Practice using the three methods.]

1. On the keyboard, press the key which has the picture of the 'flying Windows' logo. This applies to Windows 95/98 keyboards only. [Hint: there are two of them and you can use either one]
2. Press and hold the CTRL key down. [Don't let go] Now tap the Esc key located in the upper left corner of the keyboard. [You can let go of the CTRL key now]

3. Of course, clicking on the Start button would also work.

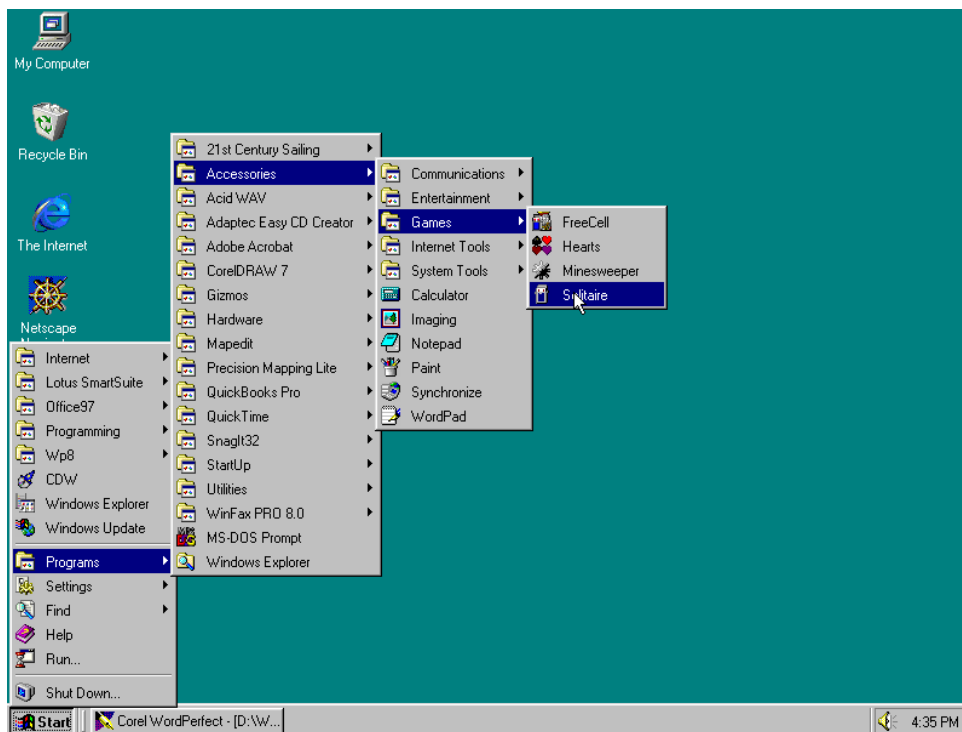


Next type 'R' on the keyboard or... Click on Run...

Using the keyboard, type Sol in the text box object.

Note the darker border around the OK command button. This is a signal from the operating system that you can press the ENTER key to activate the command. Since you hands are already on the keyboard, pressing ENTER is a speed up technique.

Double check the spelling before pressing ENTER or clicking OK.



Of course there is also the time honored (but slower) method to start the game.

Start | Programs | Accessories | Games | Solitaire

This odd looking command sequence is often used to indicate a series of steps which must be clicked on to start an application.

Let's take a minute to explore these menus a little. Notice the right pointing triangle associated with several menu options. This symbol indicates that selecting this item will open up more menu choices.

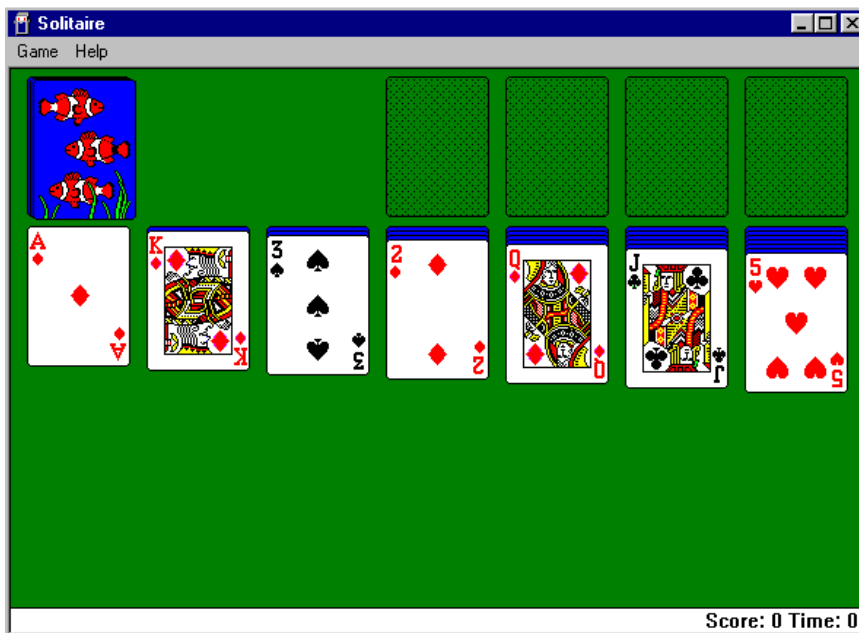
The three periods which follow the RUN... command indicate that a dialog box will open if this item is selected.

Items like HELP, which don't have any indicators, will automatically open a program (or application) once selected (or clicked on).

Some DO's and DON'T's

You DON'T have to click on the small icon in the left column of the menu option to activate a menu item. Often, hovering over a menu item is all the stimuli the operating system needs to anticipate your wants. Once the operating system thinks it knows what you want, it responds by highlighting that selection. Once highlighted, a simple click activates the selection. Sometimes there is no need to click. If hovering over a menu item opens additional menu options, you do not need to click again.

If your selection activates another group of menus, move the cursor straight off to the right and into the center for the next menu group. Hovering near the edge of a menu might cause you to drift off the menu. Drifting off the menu might cause the menu to collapse and you will have to retrace your steps.



When you finally find the application you are looking for, highlight the menu options and click to start the application.

You should now have the game running.

There is still a little more work to do before we can relax and play.

Several new objects in appear on this screen which need explanation.



Click on the small deck of cards icon in the left corner of the colored title bar to 'drop the menu down'. There are several menu options which duplicate the buttons found in the right corner of the colored title bar.

Minimize, as the button indicated, collapsed the application to the task bar. This action does not close the application. Press the Minimize button now.

There are two ways to 'reopen' the application. First, the slower way, Right-Click on the taskbar button which has the word Solitaire. As always, Right-clicking generates a pop-up window. Select Restore. A second method uses a single click on the task bar's Solitaire button. This will automatically reopen the application. Note that all the cards appear as they did before.



Maximize is the center button. Generally when Solitaire starts it does not consume the whole window. Click the maximize button. Solitaire now expands to fill the whole screen. This complies with the descriptive picture that was displayed on the maximize button. (A quicker way to maximize the screen is to double-click on the colored title bar.)

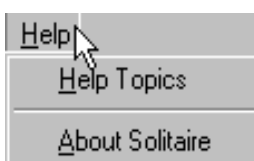
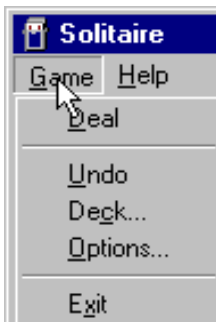


Notice that the picture on the button changed. It is now the 'Restore' button. The descriptive picture indicates a window inside of a window. Click the button to restore the screen to its original size. (Double-clicking the title bar also works.)

The File menu bar

The menu items Games and Help appear below the colored header bar. This area of the screen is called the *file menu bar*.

Menu Drop downs - click on Game or use the keyboard shortcut. Alt+G



The nomenclature Alt+G indicates that more than one key must be pressed to complete a task. In this case, Alt refers to either ALT key on the keyboard.

Press and hold down either ALT key and tap the 'G' key once. The Games menu list will drop down.

Key strokes have the same effect as clicking on the menu item.

Click on Help.

Help Topics - displays game rules.

Most programs have an 'About' menu under Help. Here you will find information the programmer wants you to know.

The rules for Solitaire have changed. Read the new rules in Solitaire .. How to play - Appendix A

Changing the position and shape of a window

You can move the Solitaire window around by clicking on the colored title bar and dragging it to a new location. Click on the colored bar but don't release the left button. Move the mouse to drag the window. When you are satisfied with the new position, release the mouse button. You can drag the window only in a restored (less than full size) view.

The shape of the window can also be changed. Move the tip of the mouse to just contact the edge of the solitaire window. Depending which edge or corner you select, the cursor can take on several different double headed arrow shapes. Once the double headed arrow cursor appears, click and drag the window to a new shape.

