

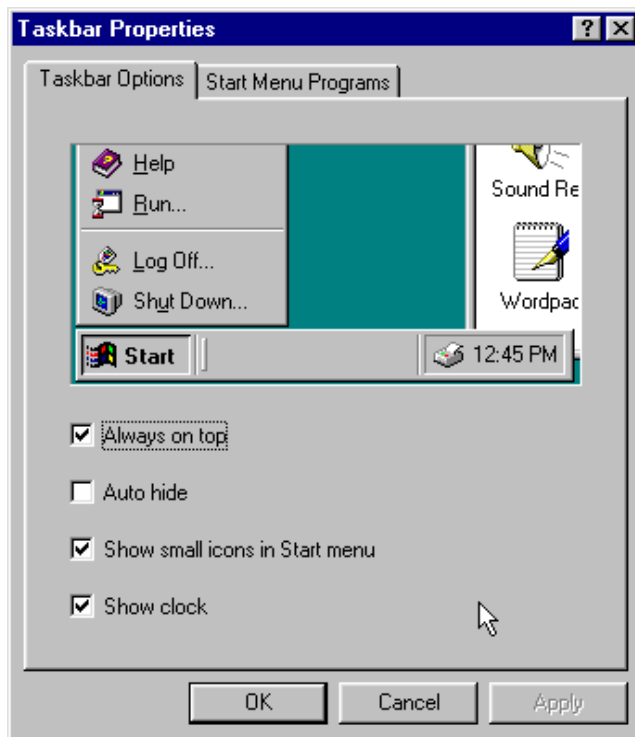
Windows can chew bubble gum and walk

Windows 95/98 is a multi-tasking environment. This simply means that it can do more than one thing at the same time. Depending on your computer's RAM memory, you can keep several programs loaded in memory at the same time.

Many new users have migrated or upgraded from older MSDOS or Windows 3.x operating systems. As a result, they are still using old versions of software. Much of the old software was not '*Windows compliant*'. The software was designed to run on a 16 bit operating system like Windows 3.x or MSDOS.

Not all the old software behaves and displays properly. Smaller computer monitors with 640 x 480 resolution can have trouble showing the information on a screen. The following section will explain several methods to control your properties of your taskbar.

Changing Taskbar Properties



Open Solitaire if it is not already running and maximize the Solitaire window to fill the whole screen and leave the program running.

Open the Taskbar Properties window by Right Clicking on an open area of the taskbar and selecting Properties from the pop-up menu.

The Solitaire window should still be showing in the background, but note that the colored title bar changed to gray. The taskbar Property window now has the colored bar. It is the '*Active*' window. Solitaire is now "*running in the background*".

Before you click on anything, note that the Apply button is '*grayed*' out (meaning it is not presently active). That makes sense because you haven't made any changes. So, there are no changes to apply.

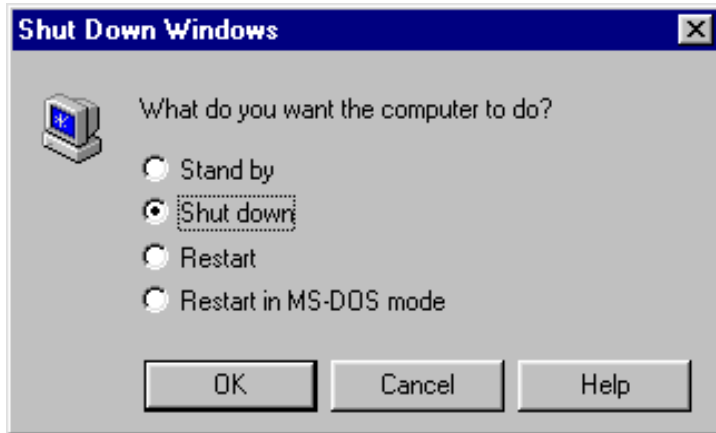
This screen uses the 'checkbox object' to accept user selections.

If a box shows a **U**, then the option is selected. Options can be selected by clicking in the box or on the label next to the box.

Toggling is a fancy word meaning changing. You can toggle or change the state of a or a check box by clicking in the box. Check boxes have two states - ON or OFF, checked or unchecked.

The display window in the upper half of the screen previews the effect that the selected options will have. The preview window is not an 'active' window. Clicking in the Preview window will not do anything.

Selected options will not take effect until OK or Apply is clicked.



The Shut down screen uses another type of selection object called Option buttons.

Option buttons are also known as 'Radio Buttons' because they work like the buttons on old car radios.

Only one option can be selected.

It's only logical

Check boxes represent a type of computer logic called 'AND'. Option buttons represent 'OR' logic. In the Shut down Window you can select an option to go into Stand by mode OR Shut down OR

Restart OR Restart in MS-DOS mode. It would be impossible and 'therefore illogical' to allow a shut down and restart operation at the same time.

The operating system prevents more than one 'OR' operation from being selected.

Check boxes, on the other hand, allow options which are mutually compatible so you are allowed to make multiple choices. Hiding/Showing the clock or showing small icons has no effect on other operations.

Check your options

Lets start with the option 'Show small icons in Start menu'. Place a check in the box. Click Apply. Note the change in the viewing window. On the your taskbar, click on Start. [Don't use the Start in the preview window. It won't do anything.]

Now remove the check by clicking in the check box again. Click Apply. Again click start and see the change. Sometimes there are too many items on the start menu and all the items won't show in the display. If this happens, look for a small chevron located at the top or bottom of the menu. If a chevron appears at either end of the pop-up menu, it indicates that there are more items to display than the screen has room to show. Click on the chevron to see additional items.

Return to the taskbar properties screen by clicking on any visible part of the screen or press ESC on the keyboard. Select the viewing option that best suits your needs and lets continue.

Auto hide - hides the task bar. Place a check in the box and click Apply. Presto, the task bar vanishes. Don't be afraid, it's not really gone, just hiding. Move the cursor to the very bottom edge of the screen and the task bar will re-appear.

This is a nice option to remember if you have an old application and the taskbar hides part of the screens information.

Leave this option checked temporarily.

Always on top - This forces the taskbar to show '*in front*' of any running application. Uncheck the Always on top option. Click Apply.

Click on the Solitaire window. This will cause the property window to disappear.

Now go find the task bar. "Bump" the bottom of the screen with the cursor. Where's the task bar? The task bar is hiding '*behind*' the Solitaire screen.

You have a couple of options here.

- 1) Close down the Solitaire game - **Don't do it!**
- 2) Minimize the Solitaire window which will uncover the task bar - **Don't do it!**
- 3) This is an option Windows 3.x users should be familiar with. Windows 3.x didn't have a task bar. To switch between running tasks the operator had to press and hold the ALT key and tap the TAB key. Each time you tap the TAB key the display will show a different running task. When the display shows the task you want to run, release the ALT key.

Try it yourself. Since you only have two tasks running, the display should switch between Solitaire And Taskbar Properties. Select Taskbar Properties.

Note for those didn't follow the book and clicked on OK, you will have to use either of the first two methods to recover your task bar.

I know there is more than one method to complete the tasks outlined in this book. However, please try to follow the steps as presented. I will intentionally try to cause problems to happen and then show you how to get out of trouble.

Before closing the Taskbar Properties screen, select all options except Auto hide.

I'll leave the Start Menu Programs until later. (See advanced Topics)

Ready to play the game? O.K., you've earned it, but first.....

Here's a command you won't want to forget

Here's the story, you be the judge.

A computer operator was warned by their boss that if they were caught playing solitaire again that he would be fired. This was a real problem. The operator was a Solitaire junky and had recently joined Solitaire anonymous.

The operator arrived early one morning and was warming up for the work day playing a quick game.

Suddenly, they heard the sound of their boss entering the room.

In a panic stricken attempt to shut down the program, the operator attempted to click on 'X' to close down the program and missed. Instead the minimize button was clicked. The program vanished off the screen but there it was, a big Solitaire button sitting on the task bar.

Visions of unemployment danced in their head when a reminder from their past brought them back from despair.

"Right Click", a little voice in his head said.

Right clicking Solitaire button (on the taskbar) the operator found an option, CLOSE.

Selecting the *close* option closes the program without reopening or showing the program on the screen.

As their boss entered the room, the operator exhaled saying, "Good Morning, Boss! And it is a very good morning."

