

# MAJOR WINDOWS COMPONENTS

Windows is organized by various components and sub-systems, all controlled and recorded in the Registry.

**My Computer** – My Computer represents the file system on your PC. When you double click on My Computer you will see your hard drive or drives, your floppy drive, any temporary drives like digital cameras or USB keys, and your optical drives, CD, CD-RW, DVD or DVD-RW. When you double click on a drive, and provided that there is a disk in the drive, you will usually see files and folders. Folders are just unique places to keep files, and you can even have folders within folders.

**My Documents** – On the hard drive, this can be in one of several different places, depending on what version of Windows you are using and whether you are using separate user profiles, but it is almost always available on the desktop. Do your best to keep ALL of your user data in My Documents, it makes it much easier for you to backup.

**Control Panel** – The Control Panel is accessed by Start>Settings>Control Panel or by Start>Control Panel, depending on your version of Windows and how your Start Menu is setup. The Control Panel has many applets (small programs built in), which give the user access to advanced features in Windows. You can adjust your Display properties, how your mouse works, power saving features, language and keyboard options, etc. If your PC has been setup properly in the first place, you should hardly ever have to go in here. A quick and easy way to get to Display properties is to just right click on the Desktop, select Properties. You can then adjust your background or screen saver or appearance of your Windows. Be careful though, we get plenty of weird problems in from people that get a little carried away adjusting things.

**System Properties / Device Manager** – If you right click on My Computer then click on Properties, you will get the System Properties page. You can also go to the Control Panel and select System to get the same thing. Depending on your version of Windows, there will be a different number of tabs that you can click on to see different pages. There are many advanced features that can be adjusted here, be careful! If you want to see the devices that Windows has installed, you need to go the Device Manager. Windows has no idea how to “talk” to your new scanner until a piece of software called a driver is loaded. If it is loaded correctly, the scanner will show up in the device manager. If it has any exclamation marks, red Xs or big yellow question marks, it is not installed correctly. We frequently get machines in that have been loaded incorrectly, even from other computer stores, and we are asked to get the devices working. Getting all the devices working correctly is probably the hardest part of a Windows reload, particularly since there is no formula to it. It can require a great deal of intuition to pick and choose the correct drive for the hardware.

If you have question or comments, I can always be reached via email [sean@intrex.ca](mailto:sean@intrex.ca) or join our forums at <http://intrex.ca> for more in-depth conversations.