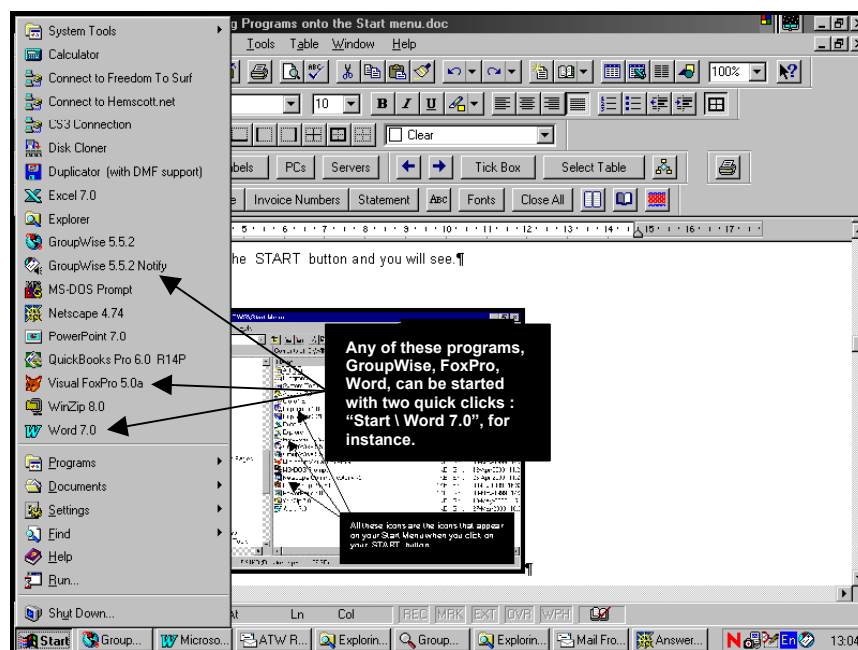


Installing programs onto the Windows 95/98 Start Menu

The **Start Menu** is the menu that comes up when you click on the **START** button. Most users do not have a configured Start Menu, yet there are significant advantages to configuring your Start Menu :

- It is significantly faster to be able to start a program by just clicking on the Start Menu and then choosing it off the menu that comes up, than it is to navigate through Start \ Programs \ etc....
- And it is infinitely faster to choose your program off the Start Menu than it is to choose it off the desktop. If you install your program icons on the Desktop, not only does your Desktop quickly become cluttered, but, worse, whenever you want to start a program you need to spend time minimising programs to the Task Bar, or closing them, so that you can double-click on a program icon on your Desktop. **A sheer waste of time and effort.** Compare this to two quick clicks in succession and it is easy to see how a well configured Start Menu can be such a time saver, e.g. click on Start, click on program icon on the menu that comes up. Quick, simple, easy, you do not have to navigate anything, nor do you have to close or minimize your current applications.

Here is an example of a well configured Windows 95 Start Menu :



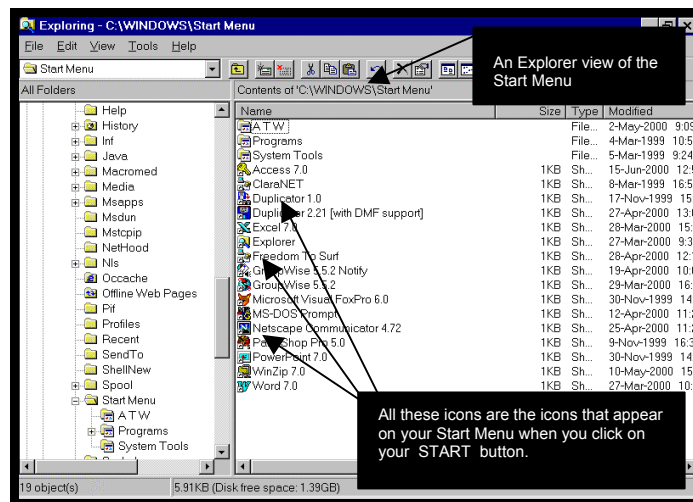
Two main points to remember

The main point to remember is that everything is done from the **START** button.

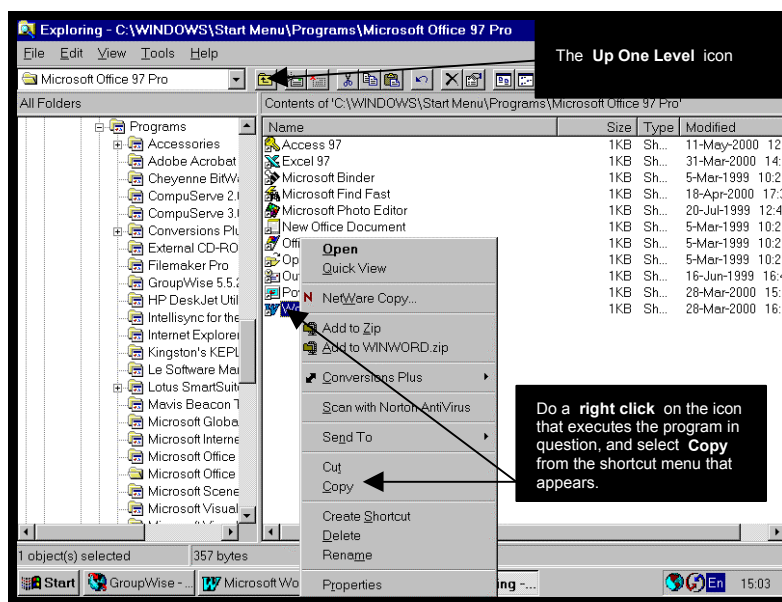
The second point to remember is that it is good practice not to move programs to the Start Menu, but simply to **copy** them to the Start Menu. This way, should you at a later stage decide that you no longer want a certain program on your Start Menu, you can delete it from your Start Menu in the knowledge that you can always restore it from a copy that is elsewhere in the **START / PROGRAMS** structure.

Let's do it

- ❑ **Right click** on the **START** button and choose **EXPLORE**.
- ❑ A Windows Explorer view of the Start menu will now appear. In the right pane, below the title "*Contents of Start Menu*", you should see all the icons that appear on your Start menu. To verify this, click on **START** button.



- At the top of the list that gets displayed you will see a folder called "Programs". Double click on it and it will take you into the **Programs** folder. As you can immediately recognise, the program icons that you then see are the same ones that you see when you click on **Start \ Programs** (Try clicking on Start \ Programs to verify this).
- Double click on one of the Program Groups to reveal that program group's icons. In the example below we will double click on the Microsoft Office 97 group.
- Still in the right window, do a right click on the program icon which you want to have on your Start Menu, and select **Copy** from the shortcut menu that appears.



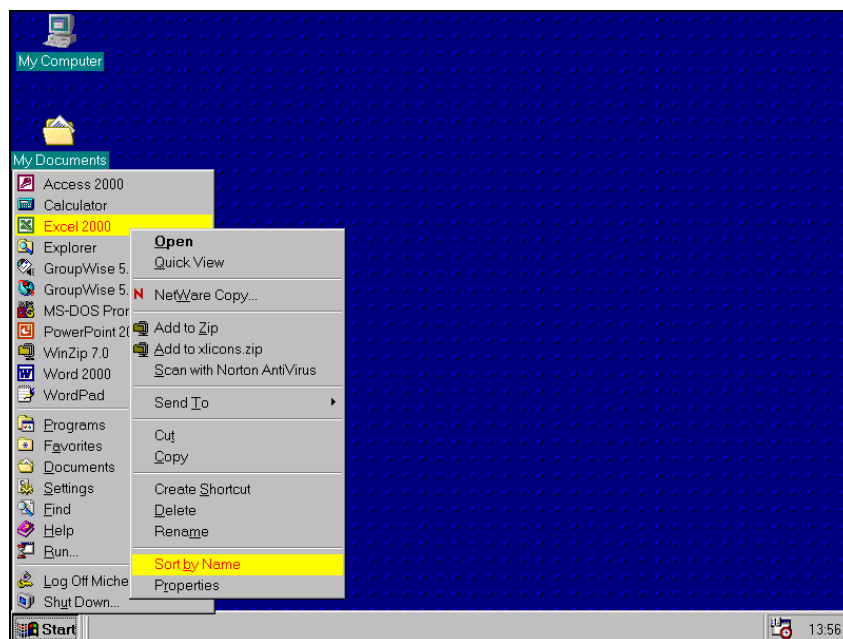
- Locate the **Up One Level** icon on the Explorer toolbar, and click on it until you are back at the Explorer view of the Start Menu.
- In the right-hand window, **right click** anywhere in a blank space and select **Paste**. This will paste into your Start Menu the icon of the program that you would like to be able to start straight off the Start Menu.
- Click on **START** to verify that you now have a new program icon on your Start Menu.
- Close the Explorer window.
- That's it. You're done.**

The Windows 98 irritation

Unlike “*beautiful Windows 95*”, Windows 98 has the immensely frustrating feature of not automatically sorting your Start Menu in **alphabetical order**. Every icon you add to the Start Menu goes to the bottom of the Start Menu rather than in alphabetical order. It is f.r.u.s.t.r.a.t.i.n.g !

If like 98% of the World you like your Start Menu sorted alphabetically, then once you have finished adding new icons to your Start Menu you will need to follow the additional steps below to ensure that your Start Menu is in alphabetical order :

- Click on **Start**.
- Move the mouse up the Start Menu and **right-click** on any of the icons that you added to the Start Menu.
- A new menu comes up. Click on **Sort by Name**, as shown in the illustration below :



- Your **Start Menu** will now be sorted in alphabetical order. *Note that you will need to do this every single time that you either modify a Start Menu icon, or that you add an icon to the Start Menu !*

Deleting icons

Now that you know how to put a program icon on your Start Menu, you will one day want to remove programs from your Start Menu. To do so, simply go again into an Explorer view of the Start menu by doing a **Right click** on the Start button and selecting **Explore**, click on the icon in question so that it appears highlighted, and press the **Delete** key on the keyboard. If you are prompted to confirm the deletion, click on **Yes**.

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