BEFORE YOUR UPGRADE

Avoiding Windows XP upgrade stress

As part of the Windows XP upgrade, your entire PC will be replaced. **Only files in C:\Data on your hard drive will be moved over to the new computer.**

Before your upgrade, Follow these steps to make the transition to Windows XP as smooth as possible:

1. **Change your Enterprise password.** Follow the steps (see below) for changing your password.
2. **Backup your C:\ drive files.** Move or copy all your important C:\ drive files to C:\Data, including:
   - ALL work-related files located in folders on C:\ or on your desktop.
3. **Backup your Internet Explorer Favorites.** Copy the Favorites folder (found in C:\WinNT\Profiles*your employee number*\) to C:\Data.
   Note: You can also copy your files to a temporary folder on a network drive.

>> Change Your Password <<

Before you can log on to Windows XP, you must change the password associated with your Enterprise User ID (EUID). Follow the steps below to change your password using PassPort:

1. From FMinfo, click *Kroger Barneyweb*.
2. At left, click *Password Reset* and *PassPort "Sync."*
3. In the Enterprise ID field, type your Enterprise User ID.
4. Type your password for your EUID and click *Log On*.
   Note: If you forgot your password, click *Log on without your password.* Type the last 4 digits of your social security number and click the *Respond* button.
5. Click the *Password* tab at the top of the web page.

6. In the New Password field, type your new password.
7. In the Retype New Password field, retype your new password.
8. Click *Apply Changes* to finalize your password change.
9. Click *log off* (in the upper right corner) to exit PassPort.

AFTER YOUR UPGRADE

How to log on
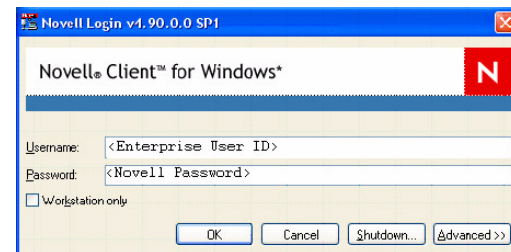
1. Press **Ctrl-Alt-Delete.**

Figure 1: Novell log on screen

2. At the Novell log on screen, type your Enterprise User ID (**NOT** your employee number), press **<Tab>**, and type your Novell password (which you set using PassPort).
   Note: Windows passwords are case-sensitive, but Novell passwords are not.
   Result: You will log on and XP will finish booting.

After logging onto your XP system, follow these steps:

1. **Check Your System.** Review your upgraded system to make sure all your applications are working correctly and all your data was moved over intact (should be in C:\Data).
2. **Restore your files.** Move all your backed up files in C:\Data back to where you kept them before the upgrade (for example, your desktop, C:\MyBigProject, and so on).
   Note: IE Favorites folder goes in C:\Documents and Settings*your login ID.*
   Warning: Some system files are in C:\data (such as files for Lotus Notes). Do not move them.

Adding a new printer

After your computer has been upgraded to Windows XP, you need to manually reinstall your printer drivers. Follow these steps:
Note: Jot down the ID (for example FMOF3411) of the printer(s) you plan to add.
Note: Adding a printer can be a little slow (30-60 seconds), so do not click through the screens too quickly.

1. Click the *Start* button and select *Printers & Faxes*
2. Click *Add a Printer*.
3. Click *Next* in the Add Printer Wizard screen.
4. Click *Next* in the Local or Network Printer screen.
5. Select "Find a Printer in the Directory" and click *Next*.
6. In the Name field, type the printer's ID and click *Find Now*.
7. Highlight the printer you want on the list and click *OK*.
   Note: If more than one printer is listed, select the one with "RPCS" in the name.
8. Click *Finish* in the Completing the Add Printer wizard. *Result: The new printer is added.*

Launch emulator session screens

Note: Before the upgrade, note the ID of the emulator sessions used.

1. Click the *Start* button and select *All Programs*.
2. Go to *IBM Personal Communications*.
3. Either follow step 4 to start an emulator session or follow steps 5 and 6 to set which sessions auto-start when Windows XP boots.
4. To launch an emulator session, click the name of the session.
5. To specify which emulator session screen(s) start automatically when Windows XP boots, click *Pcom Session Configurator.*
6. Set which session(s) you want to start automatically and click *Save* when finished.

The Windows XP desktop

While the appearance of the Windows desktop has changed, key desktop objects (Start button, task bar, My Computer, Network, and Recycle Bin) have not changed in function. However, their appearance and capabilities have changed.

The new Start menu

The Start menu's appearance has changed significantly in Windows XP, as you can see below (Figures 2 and 3).

NT's Start menu usually changes only when you add new programs or add recently edited documents to the Documents list. XP's Start menu is more dynamic, with your most frequently used programs now just a click away, as well as Internet Explorer and the My Documents, My Pictures, and My Music folders. Other parts of Windows are directly accessible such as Control Panel and Printers.

The new My Computer

The *My Computer* window's appearance has changed in Windows XP as well (see Figures 4 and 5 below). On the left side of the window are options for common System Tasks and Other Places, and on the right there is the list of drives available to you.

Other differences

- **Internet Explorer.** Although its button icons have changed, its basic functionality has not changed.
- **File Search.** This has changed significantly, however its use should be straightforward. The only difficulty you may have is telling it what folder to look in for your search. Starting from *My Computer* or *Explorer*, find the folder you want to search, right-click the folder, and select *Search* to search that specific folder.
- **Shortcuts.** To make a shortcut, hold down **<Alt>** and drag the file's icon to where you want the shortcut to be.
- **Windows Explorer.** It is now in *Start > All Programs > Accessories*, but it can be launched by right-clicking *Start* and selecting *Explore* from the pop-up menu.
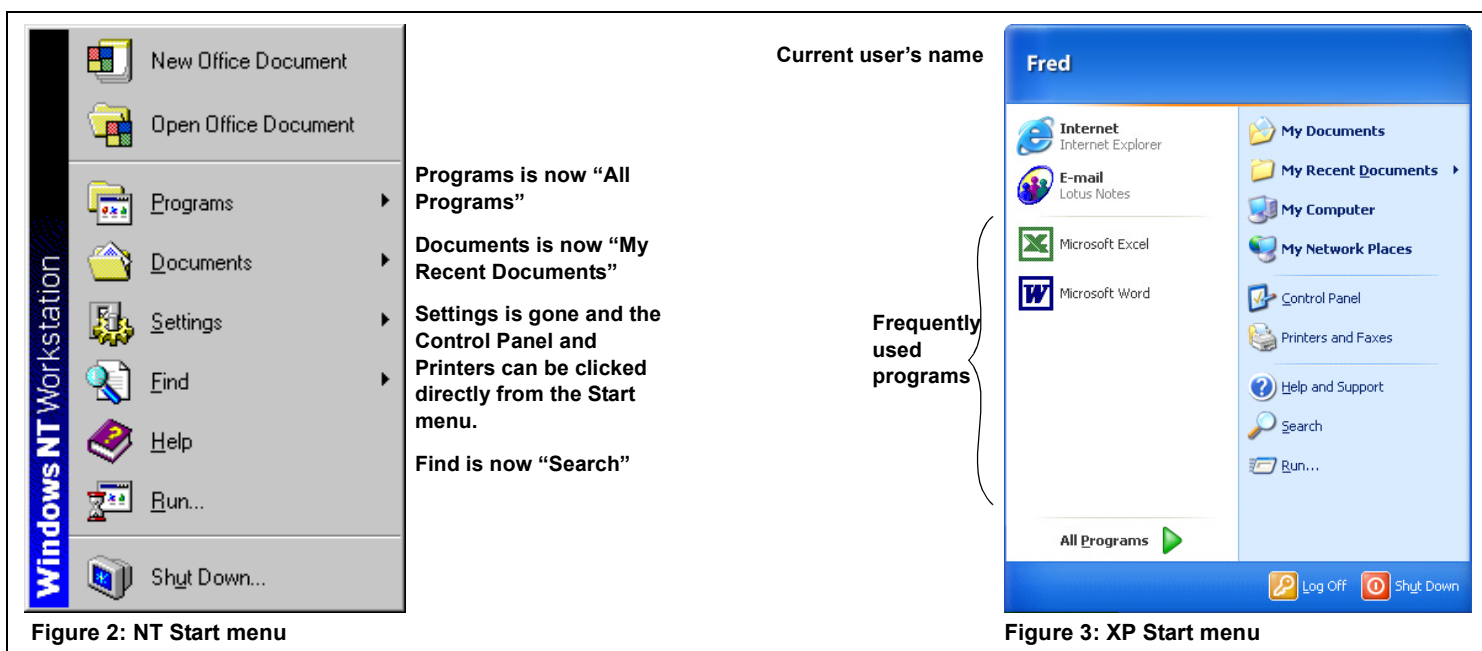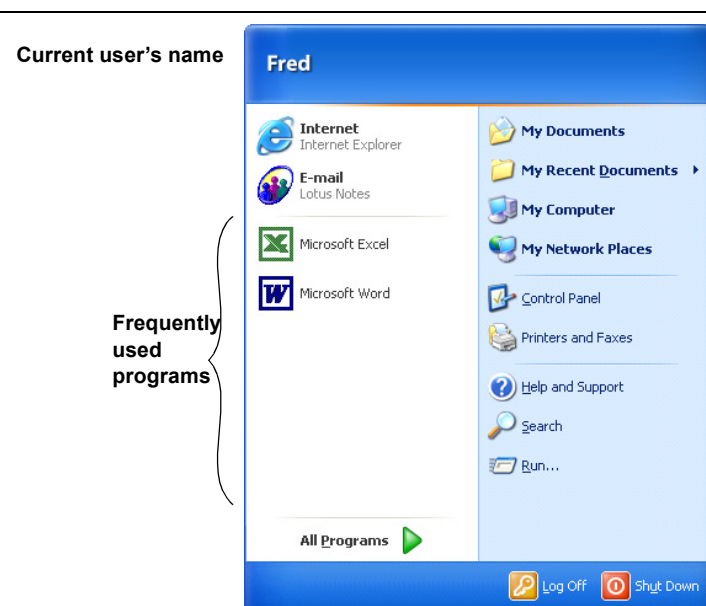
Current user's name

Programs is now "All Programs"

Documents is now "My Recent Documents"

Settings is gone and the Control Panel and Printers can be clicked directly from the Start menu.

Find is now "Search"
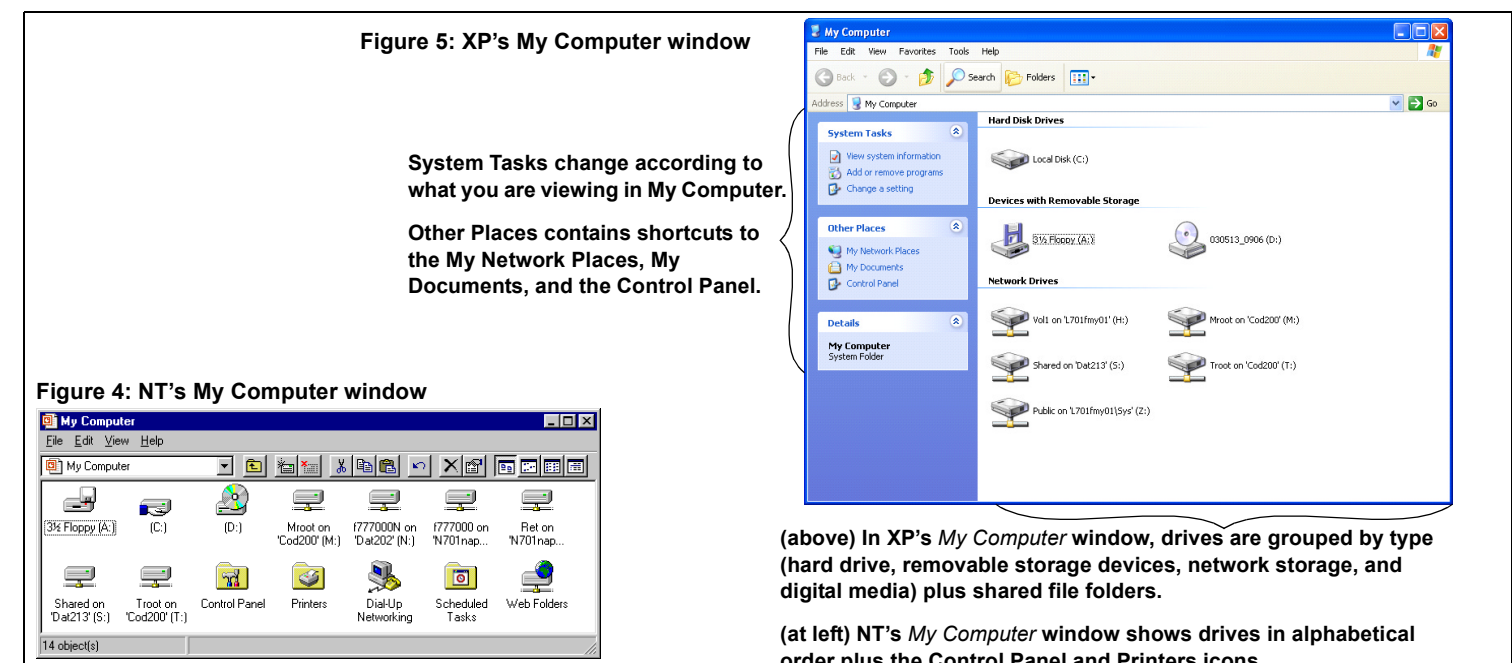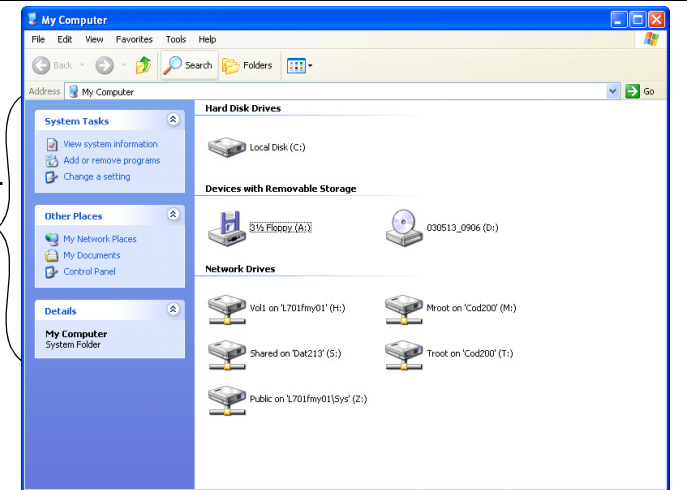
Frequently used programs

Figure 2: NT Start menu

Figure 3: XP Start menu

Figure 5: XP's My Computer window

System Tasks change according to what you are viewing in My Computer.

Other Places contains shortcuts to the My Network Places, My Documents, and the Control Panel.

Figure 4: NT's My Computer window

(above) In XP's *My Computer* window, drives are grouped by type (hard drive, removable storage devices, network storage, and digital media) plus shared file folders.

(at left) NT's *My Computer* window shows drives in alphabetical order plus the Control Panel and Printers icons.

Your applications

Other than minor cosmetic differences (Windows XP-style window borders, rounded buttons, file selection and dialog boxes, and so on) all your installed applications should behave the same as with Windows NT. However, as part of the Windows XP upgrade, some applications may have been upgraded to newer versions because the older version does not work with XP.

An upgraded application should have no problem opening files created by the older version. But the upgraded application's new features and minor changes may take a little getting used to.

Note: Data files for Outlook and Outlook Express will not be transferred in the upgrade process. Use Lotus Notes for e-mail.

Saving files

When saving a file in NT, the default folder was C:\data. In Windows XP, the default folder is My Documents.

Shutting down

In NT, you shut down by clicking the *Start* button and Shut Down. You would see a box with three options: *Shut down the computer?*, *Restart the computer?*, and *Close all programs and log on as a different user?* (See Figure 6 below.)

In XP, shut down by clicking *Start* and selecting either Log Off (displaying the Welcome screen to allow another user to sign on) or Shut Down (displaying the options *Log off, Shut down, Restart, Stand by,* and *Hibernate*). It is best to select Log Off.
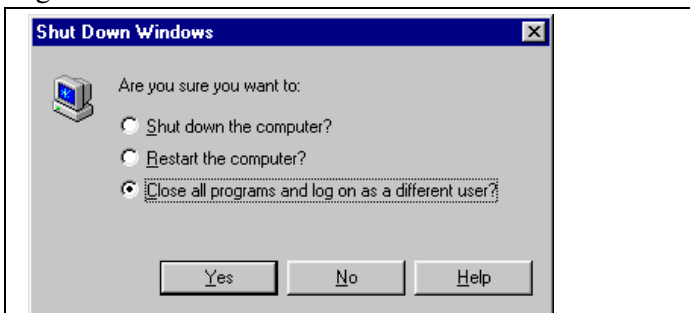

Figure 6: Shut Down (Windows NT)

Figure7: Shut Down (Windows XP)

FAQ

How do I add less often used programs to the Start menu?
You can add programs by "pinning" them to the Start menu. Follow these steps:

1. Click the *Start* button to view the Start menu.
2. Put your mouse pointer over All Programs.
3. Find the program icon you want to pin beneath your user icon.
4. Right-click the program icon.
5. Select "Pin to Start menu."
   Result: The program icon now appears on the Start menu.

To "unpin" programs, follow these steps:

1. Click the *Start* button to view the Start menu.
2. Put the mouse pointer over the program icon you want to unpin.
3. Right-click the program icon.
4. Select "Unpin from Start menu."

(laptop users only) Do I need to turn off my laptop every time I need to change a PCMCIA card?
No. Windows XP supports "hot swapping" (changing of devices while the computer is still on) of PCMCIA cards and USB devices (such as printers, scanners, and digital cameras).

How do I turn off the animated character in Search?

1. Click the *Start* button, and then click *Search*.
2. Click *Turn off animated character*.

Where did the desktop icons go? I can't see them!
Follow these steps to restore your desktop's icons:

1. Right-click an empty area on the Desktop.
2. Select Arrange Icons By.
3. Click *Show Desktop Icons*.

The Print Screen key doesn't work!
Instead of sending a Print Screen capture to the printer, XP sends it to the clipboard to be pasted into another program.

▸ To copy the current active window (NOT the entire screen) to the clipboard, press <**Print Screen**> while pressing <**Alt**>.

▸ To print a screen capture, first press <**Print Screen**> to capture the entire screen and send it to the clipboard. Next, open Paint or WordPad and select *Paste* from the Edit menu to paste the screen capture. Print from the program.

Where's the P drive?
It is now the H drive.

Problems?

If you have any problems after your XP upgrade, contact the Support Center at 1-800-952-8889.

Upgrading to

Introduction

Windows XP is the latest version of the Microsoft Windows operating system, replacing Windows NT 4 now used on Fred Meyer desktop PCs.

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