



BLACKPOOL AND
THE FYLDE COLLEGE

An Associate College of Lancaster University

Travelling IT Notes

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Programme Short-cut Management

Displaying programs on the Start and Programs menus

When you click **Start** and then point to **Programs**, the **Programs** menu appears. The folders (which appear as submenus) and programs on the **Programs** menu come from several places:

- If you upgraded from a previous version of Windows, your old program groups are now folders on the **Programs** menu.
- During Setup, Windows adds several programs and folders. Each folder contains a group of programs.
- Windows also adds a **StartUp** folder during setup. Programs in the **StartUp** folder start automatically every time you start Windows.
- The setup programs for any software you install may add folders to the **Programs** menu.
- You can modify the contents of the **Programs** menu.
- You can add an item to the **Start** menu using drag and drop. Select the item you want to appear on the **Start** menu, and then drag it to the **Start** button. The item appears in the **Start** menu.

To add a program to the Start or Programs menu

1. Click **Start**, point to **Settings**, and then click **Taskbar & Start Menu**.
2. Click the **Start Menu Programs** tab.
3. Click **Add**, and then click **Browse**.
4. Locate the program you want to add, and then click it.
5. Click **Next**, and then double-click the menu on which you want the program to appear.
6. Type the name that you want to see on the menu, and then click **Finish**.
7. If Windows prompts you to choose an icon, click one, and then click **Finish**.

Notes

- You can also open the **Taskbar Properties** dialog box by right-clicking a blank area on the taskbar, and then clicking **Properties**.
- You can also add a program to the top of the **Start** menu by dragging the program's icon to the **Start** button.
- Click **Advanced** if you want to add a program by using Windows Explorer.

To remove a program from the Start or Programs menu

1. Click **Start**, point to **Settings**, and then click **Taskbar & Start Menu**.
2. Click the **Start Menu Programs** tab.
3. Click **Remove**, and then locate the program you want to remove.
4. Click the program, and then click **Remove**.

Notes

- Although this deletes the shortcut from the **Start** menu, the original program remains on your computer.
- Each folder represents a menu or submenu. To open a folder, double-click it.
- Click **Advanced** if you want to delete a program's shortcut by using Windows Explorer.
- You can also open the **Taskbar Properties** dialog box by right-clicking a blank area on the taskbar, and then clicking **Properties**.

To reorganize items on the Programs menu

1. Right-click **Start**, and then click **Explore**.
2. In the left pane of the window, locate the **Program Files** folder, and then click it.

The programs and folders that appear on the **Program Files** menu are displayed in the right pane of the window.

3. You can add or delete folders and programs, move programs to different folders, or put folders inside of other folders.

Any changes you make appear on the **Programs** menu. For more information about reorganizing files, click **Related Topics**.

To add a new submenu to the Programs menu

1. Right-click **Start**, and then click **Open**.
2. Click the **Programs** folder to select it.
3. Click the **File** menu, point to **New**, and then click **Folder**.
4. Type the name that you want to use for the submenu.
5. Press **ENTER**, and then open the folder you just created.
6. On the **File** menu, point to **New**, and then click **Shortcut**.
7. Use the Create Shortcut wizard to add items to the submenu.

To drag and drop items on the Start menu

- To reorganize items on the **Start** menu, click **Start**, point to **Programs** or **Favorites**, and then drag the item (any folder, program, or shortcut) you want to its new location.

Items on submenus can also be rearranged.

To change which program starts when you open a file

1. In **My Computer** or Windows Explorer, on the **View** menu, click **Folder Options**.
2. Click the **File Types** tab.
3. In the list of file types, click the one you want to change.
4. Click **Edit**.
5. In **Actions**, click **Open**.
6. Click **Edit**.
7. In **Application used to perform action**, enter the program you want to use to open files that have this extension, and then click **OK**.

Note

- The settings for selected file types are shown in **File type details**.