

LESSON 162

ADDING CONTROL PANEL AND PRINTERS TO YOUR START MENU

When you need access to printer settings, you usually click on start, settings and then on printers. To open control panel, you double-click on my computer and then on control panel, or you click on start, settings and then you click on control panel.

There is an easier way to do this. You just place these items on your Start menu. Here's how to do it. These work in Windows 95, 98 and ME.

Right-click on start and then on open. Click on file, select New and then click on folder. Here's what you type for the Control Panel and Printers to place these items on your Start menu. Be sure to type these exactly as they appear, including the title and the period that follows it.

Control panel. {21ec2020-3aea-1069-a2dd-08002b30309d}.

Printers. {2227a280-3aea-1069-a2de-08002b30309d}.

Note that the "{" character is a shifted bracket ([).

If you type correctly, a folder will show in your Start Menu window with the appropriate name, e.g. printers.

