

# Index

## Symbols and Numbers

---

\* (asterisk) wildcard, 195  
? (question mark) wildcard, 195  
\_ (underscore), 177  
~ (tilde), 75  
802.11b/g standards, 358

## A

---

AAC + Fair Play, 292, 293, 297  
aborting fast shut down, 59  
ACPI (Advanced Configuration and Power Interface) standard, 89–90  
Activate Windows dialog box, 26  
activating, 25–28  
    old XP copy on new computer, 27–28  
    options for, 26–27  
    registering versus, 25–26  
Active Content, 131–132, 334  
ActiveWords, 174  
Ad-Aware, 418, 424–426  
Add or Remove Programs dialog box  
    device drivers and, 463  
    removing auto-start programs, 98–99  
    removing utilities, 105  
add-ons, 225  
Address bar  
    placement of, 144, 145  
    shortcuts from, 219–220  
addresses  
    blocking Web Beacons, 271–272  
    pinning Web address to Start menu, 116–117  
    protecting e-mail, 273  
Administrator account  
    about, 371–372  
    defined, 372–373  
    forgotten password changed from, 514–515  
    function of, 373  
    logging on as, 379–380  
Administrators Here Only sharing, 386, 388  
Advanced Search  
    Google, 235–236  
    Windows, 190–193  
Ad-Watch, 425–426  
alerts (ZoneAlarm), 414–416  
aligning icons on desktop, 129–130  
All Programs submenu, 118–122, 154–155  
Always Trust Content from Microsoft Corporation box, 224–225  
animation, 48–49, 114  
anti-aliasing, 69  
antivirus software  
    downloading, 396  
    icon disappears, 397  
    vendors for, 398  
    Windows Security Center and, 399  
APM (Advanced Power Management), 89–90, 91  
applications. *See also* auto-starting programs; *and specific programs*  
    adding to Quick Launch toolbar, 148  
    adding Windows component, 106–107  
    allowing other users to run, 154–155  
    appearing on Start menu, 116–117  
    associating filename extensions with, 186–187  
    auto-start, 98–99, 153–154  
    cleaning up deleted, 105–106  
    fast shut down of, 59  
    firewall protection and, 405–406  
    hot key to start, 165–166  
    Internet file sharing, 241  
    keyboard shortcuts, 159, 161  
    Keyfinder, 33, 39  
    multiple monitors and, 70–71  
    options if installation CDs missing, 18  
    PowerToys, 44–45  
    rearranging on All Programs submenu, 118–122  
    removing, 102–104, 109–110  
    removing from Start menu, 114–115  
    replacing Windows components, 107–108  
    starting several at once, 136–138  
    transferring files to new computer, 21–22  
    vendors for antivirus software, 398  
    XP compatibility of, 542–546

asterisk (\*), 195  
ATA settings, 54–55  
attachments  
  file size, 342  
  overriding security for, 266–267  
  viruses in, 176, 394, 395, 399  
AutoComplete options, 222–224  
auto-hiding taskbar, 141, 149  
Automated System Recovery, 474, 475, 478  
automatic error reporting, 50, 459  
automatic updates, 12, 436–438.  
  *See also* Windows Update  
Automatic Updates dialog box, 12  
Autoruns tool, 97  
auto-starting programs, 94–101  
  common, 96  
  digital signatures of, 98  
  disabling, 99–100  
  finding, 96–97  
  preventing new, 100–101  
  problems with, 94–95, 498, 501  
AVG Anti-Virus, 398

---

## B

---

background services, 53  
Backup or Restore Wizard, 475–480  
Backup Progress dialog box, 477  
backups, 473–481  
  about, 473  
  alternatives for, 478, 480–481  
  before clean installations, 18  
  creating, 475–477  
  desktop settings, 48–49  
  Home Edition, 14, 473–475  
  music, 308  
  Professional Edition, 14, 473–474, 475, 478  
  restoring, 480  
  scheduling, 478–480  
  searching for files on, 194  
banner ad, 422  
bargain shopping, 548

.bat file, 454–455  
Bayesian junk mail filters, 275  
binary data, 531–532  
BIOS  
  changing drive boot order, 18  
  turning off power settings, 90  
  upgrading, 10–11, 16, 17–18  
blended-threat virus, 176, 394  
blog, 233  
Blue Screen of Death, 516–520  
  common errors, 519–520  
  reasons for, 517–518  
  troubleshooting, 518–519  
boot file bypass disk, 522–524  
booting. *See also* Safe Mode  
  activating Safe Mode, 498–500  
  boot file bypass disk, 522–524  
  changing drive order, 18  
  FAT32 drives with DOS boot disks, 524–526  
  multiple monitors and, 70  
  returning to last restore after, 508  
  running Recovery Console, 502–504  
branding your computer  
  custom welcome screen, 73, 77–78  
  pre-logon screen for, 72, 73–76  
  theft prevention, 72–73  
Briefcase (Home Edition), 14  
Browse For Folder dialog box, 167, 173  
browser. *See also* Internet Explorer  
  blank home page, 212–213  
  image placeholders, 213  
  non-Microsoft, 107–108, 211  
  right-clicking IE Back button, 218–219  
Buddy Wizard (Trillian), 256  
burning CDs  
  disk space required, 305  
  music, 303–305  
  pictures, 335–337  
  slideshows, 337–338

buttons  
  grouping on taskbar, 142–143  
  right-clicking IE Back button, 218–219  
  Soft Off, 91  
buying music, 296–298  
  converting files to MP3s, 297  
  finding music, 297–298  
  “Plays for Sure,” 298

---

## C

---

cables  
  hardware, 22  
  network, 358, 359  
cache  
  downloading Web pages to, 216–218  
  Internet Explorer, 214–216  
  system, 53  
CAN-SPAM Act, 269  
CD drive  
  cleaning lens, 469  
  media handled, 302–303  
  Wide Open sharing of, 390  
CD Writing Wizard, 336  
CDA files, 305  
CDs. *See also* burning CDs;  
  ripping CDs  
  backups to writeable, 480–481  
  burning, 303–305, 335–338  
  cleaning, 470  
  compatibility settings for programs on, 546  
  erasing files from, 305  
  marking product key on installation, 34–35  
  playing in Media Player, 286–287  
  recovery, 33  
  ripping, 291–295  
  Setup Disks, 526  
  transferring files with, 22  
  types of, 302–303  
  verifying installation with Windows, 15  
certificates, 98

- Certification dialog box, 224
- Change Icon dialog box, 58
- chat rooms, 280
- Check Disk, 451–456
- children's Internet access, 277–280
- Claria, 418
- clean installs
  - defined, 15
  - deleting partitions, 18–19
  - file and setting transfers, 22–23
  - if software CDs unavailable, 18
  - performing XP, 17–21
  - Service Pack 2, 15
- cleaning. *See* maintaining your computer
- ClearTweak, 68–69
- ClearType Tuner PowerToy, 62, 63, 68–69
- clips
  - defined, 317
  - importing and combining, 320–322
  - trimming, 322
- clock on taskbar, 142
- Code Red, 396
- color and program compatibility, 544
- COM ports, 22
- command line switches
  - about, 155
  - listing of, 156
  - nohome, 212
  - opening last-used Word document, 155–157
  - start command, 206
- compatibility mode, 543
- compression
  - eliminating Disk Cleanup scan for, 540–541
  - time used for, 51
  - Windows Backup options, 475
- Computer Administrator account
  - changing and deleting passwords, 86
  - defined, 372
  - function of, 373
  - limited account versus, 375
- computers. *See also* maintaining your computer; portable computers
  - branding, 72–78
  - buying with XP preinstalled, 31, 33
  - checking newly networked, 363–364
  - editing drive boot order, 18
  - energy use of, 92
  - fast shut down, 58–59
  - fine-tuning disk controllers, 54–55
  - installing old copy of XP on new, 27–28
  - monthly cleaning, 469–470
  - name and IP address of, 19–21
  - naming network, 362
  - network hardware setup, 357–359
  - restarting quickly, 59
  - restoring system, 505–509
  - running Network Setup Disk on workstation, 363
  - synchronizing network files for portables, 14–15
  - transferring files between, 21–24
  - turning off, 57–60, 90–91
  - upgrading BIOS, 10–11, 16, 17–18
  - vacuuming, 467
  - virus detection, 396–397
  - virus symptoms, 394–395
  - weekly cleaning, 467–469
  - XP memory requirements, 47
- contacts
  - Messenger, 251–252
  - Outlook Express, 264
  - Trillian, 255–256
- Contents tab (Internet Options dialog box), 223
- context menu. *See* right-click menu
- cookies
  - about, 420–421
  - blocking, 424–426
  - privacy and, 421–422
  - setting Internet Explorer policy, 427
  - spy, 422–423
- Copernic Desktop Search, 197–198
- copying
  - files quickly, 185–186
  - keyboard shortcut for, 159
- copyright restrictions, 242
- CPU monitoring, 45–46
- cracking passwords, 81, 82–84
- Create New Logon dialog box (LogonStudio), 78
- Create Shortcut Wizard
  - fast shut down icon, 58
  - folder shortcuts, 166–168
  - one-click e-mail, 134–135
  - sending e-mail with hot key, 169–170
  - shortcuts to URL, 168–169
- credit card
  - fraudulent use, 551–552
  - making payments, 549, 551
- credits for movies, 324
- cropping images in layout, 347
- Ctrl+Alt+Del, 158, 160
- Ctrl+Alt, 166, 169, 171
- Customize dialog box (Word), 66
- Customize Start Menu dialog box
  - Advanced tab, 123–124
  - General tab, 115
- customizing. *See also* hot keys
  - Details view, 181–182
  - folder behavior, 184–185
  - hot keys, 163–164
  - Open and Save dialog boxes, 188
  - Start menu, 115–116, 122–124
  - taskbar, 140–141
  - welcome screen, 77–78
- cut keyboard shortcut, 159
- CYBERSitter, 278

---

## D

- data recovery programs, 197
- data types in Registry, 531, 532

- debit card
  - making payments, 549
  - stolen, 551
- defragmenting drives, 50–52
  - frequency of, 51
  - schedule for, 456–457
  - steps for, 51–52
- deleting
  - auto-starting programs, 97–99
  - entries on right-click menu, 208
  - high level keys, 530
  - MSN Messenger password, 249
  - music from CD or DVD, 305
  - partitions, 18–19
  - passwords, 85
  - programs from Quick Launch toolbar, 148
  - Recycle Bin files, 52
  - transferred photos, 328–329
  - user accounts, 377
- desktop, 126–138
  - Active Content on, 131–132, 334
  - adding icons to Quick Launch toolbar, 131
  - aligning icons, 129–130
  - arranging windows, 138–139
  - backing up and restoring settings, 48–49
  - cleaning up icons on, 127–128
  - higher resolution for, 67–68
  - illustrated, 126
  - moving icons out of way, 130
  - one-click e-mail shortcut, 134–136
  - organizing items on, 148
  - performance adjustments, 49
  - pictures on, 333–334
  - pruning New right-click menu, 132–133
  - restoring Themes, 49
  - screen savers, 132
  - shooting picture of, 139
  - starting multiple programs at once, 136–138
- Desktop Cleanup Wizard, 127, 128
  - Desktop Items dialog box
    - running Desktop Cleanup Wizard, 127
    - system icon images, 127, 131
  - Details view, 180–183
  - Details window, 104
  - device drivers
    - about, 458–459
    - Blue Screen of Death and, 517
    - choosing reliable, 459–462
    - defined, 458
    - detecting attempts to load, 95
    - printer, 462, 465
    - replacing Windows’ generic, 56
    - rolling back, 462, 463–465
    - signed, 461, 462
    - unsigned, 462
    - updating, 462–463
  - Device Manager dialog box, 464, 500
  - digital camera. *See also* pictures
    - decreasing download times, 341–344
    - recovering deleted images, 338–340
    - storing files on, 330–332
    - using memory card with USB hubs, 329–330
    - Webcam versus, 311
  - Digital Rights Management (DRM), 297
  - digital signatures, 98, 224–225
  - Digital Signatures tab (Properties dialog box), 98
  - dir command, 202–203
  - directory listings
    - showing, 201–204
    - Windows bug for, 200–201
  - disabling
    - AutoComplete options, 222–224
    - automatic error reports, 50, 459
    - auto-starting programs, 99–100
    - IE adaptive menus, 212
    - logon screen, 44
    - Outlook Express automatic options, 260–262
    - Simple File Sharing, 385
    - Windows Messenger, 109–110
- Disk Cleanup
  - files for, 447–448
  - running, 446–447
  - scheduling automatic, 448–449
  - turning off compression scan, 539–541
- Disk Cleanup button (drive Properties dialog box), 51
- disk controllers, 54–55
- Disk Defragmenter, 50–52, 456–457
- Diskeeper, 457
- Display Properties dialog box, 70, 132
- documents
  - creating with hot keys, 170–172
  - opening from Quick Launch toolbar, 151
  - opening group of, 136–138
  - opening last-used Word, 155–157
  - placing templates on Quick Launch toolbar, 152
- domains
  - defined, 357
  - Professional Edition for, 2, 13
- DOS boot disks, 524–526
- downloading
  - Ad-Aware, 424–426
  - add-ons, 225
  - big updates, 438–440
  - digital photos, 326–330
  - MSN Messenger, 247–248
  - Outlook Express, 108
  - overriding Information Bar when, 227–228
  - pictures faster, 341–344
  - Service Pack 2, 11
  - Spybot-Search & Destroy, 418–419
  - Web pages, 216–218
- dpi (dots per inch), 351
- drivers. *See* device drivers
- DRM (Digital Rights Management), 297
- dusting computer, 467–468

DV-AVI file format, 320, 324  
 DVD drive  
   cleaning lens, 469  
   formats handled by, 303  
 DVDs  
   backup to writeable, 480–481  
   burning music, 304–305  
   erasing files from, 305  
 dynamic disk support, 14  
 dynamic local IP address, 365

---

## E

---

eBay, 553–554  
 editing  
   drive boot order, 18  
   New right-click menu, 132–133  
   Registry, 74, 530, 533  
 802.11b/g standards, 358  
 ejecting  
   CD, 472  
   stuck diskette, 471  
 electronic business card, 263–264  
 e-mail. *See also* junk mail; Outlook;  
   Outlook Express  
   dangers of unsubscribing, 273  
   file size limitations, 342–343  
   hoaxes, 276  
   identities, 265–266  
   importing messages for new  
     OE users, 266  
   messages on Quick Launch  
     toolbar, 152  
   one-click, 134–136  
   overriding attachment  
     security, 266–267  
   read receipts, 261–262  
   Remote Assistance requests  
     by, 484  
   sending with hot key, 169–170  
   shortcut symbols and fields  
     for, 136  
   signatures, 262–263  
   unread messages notice, 267  
   using non-Microsoft, 107–108  
   v-cards, 263–264  
   viruses attached to, 176, 394,  
     395, 399

emergencies  
   Blue Screen of Death, 516–520  
   booting in Safe Mode, 498–500  
   password recovery, 510–515  
   recovery CDs, 33  
   restoring system, 505–509  
   running Recovery Console,  
     502–504  
   startup disks for, 521–526  
   system lock up during SP2  
     installation, 11  
 e-money payments, 549, 552  
 Encrypted File System, 73, 81, 513  
 End Program dialog box, 318  
 Error Reporting dialog box, 50  
 Ethernet, 358, 359  
 Eudora, 107  
 EULAs (End User License  
   Agreements), 225  
 Excel  
   cell display and resolution,  
     63, 64  
   searching for Office files with,  
     193  
   zoom setting box in, 65  
 Exceptions tab (Windows Firewall  
   dialog box), 403, 406, 412  
 expert, 484, 485, 486  
 Explorer. *See* Windows Explorer  
 Export Registry File dialog box,  
   106, 408, 541  
 External Content Settings dialog  
   box, 272

---

## F

---

Fade and Wipe transition, 323  
 fast restart icon, 59  
 fast shut down, 58–59  
 Fast User Switching  
   icon for, 60  
   Administrator logon after, 380  
   welcome screen and, 79  
 FAT32 file system, 524–526  
 Favorites  
   disabling personalized, 212  
   downloading Web pages to,  
     217–218  
   Help, 490  
     organizing, 221–222  
   feedback rating, 554  
 File and Printer Sharing, 404  
 File Download - Security Warning  
   dialog box, 228  
 file formats. *See also* MP3 file  
   format  
   music, 292–293  
   scanner, 354  
   Windows Movie Maker movie,  
     320  
 File Rescue Plus, 339–340  
 file sharing on Internet, 239–245  
   about, 239–240  
   hackers and, 242  
   how it works, 240  
   iMesh for, 241–242  
   popular programs for, 241  
   recommendations for, 245  
   Shareaza, 242–245  
 file systems, 524–526. *See also*  
   NTFS file system  
 filename extensions  
   changing associations for,  
     186–187  
   files with two, 397  
   listing files by, 204–205  
   Media Player, 284–285  
   potentially harmful, 399  
   showing, 175–177, 398  
   .zip, 186  
 files. *See also* filename extensions;  
   searching  
   CD formats and sampling  
     rates, 292–293  
   copying music to MP3 players,  
     307–308  
   creating .bat, 454–455  
   directory listings of, 201–204  
   Disk Cleanup of, 447–448  
   erasing from CD/DVD, 305  
   finding lost, 195–197  
   format for scanner, 354  
   jump to start or end of, 177  
   listing, 204–205, 206  
   movie file formats, 320, 324

## files (continued)

- opening with hot key, 170–171
  - quick copying of, 185–186
  - recovering deleted, 52
    - .reg, 532, 533
  - renaming group of, 187–188
  - searching for, 189–196
  - sending for Remote Assistance, 484
  - sending via Messenger, 253
  - sorting, 181–183
  - storing on camera, 330–332
  - synchronizing network, 14–15
  - temporary, 52
  - transferring to new computers, 21–23
  - undeleting photo, 338–340
    - userkey.psw, 512
  - viewing all, 177–178
  - wildcard searches for, 195
  - winword.exe, 157
  - zipping, 186
- Files and Settings Transfer Wizard, 21–24
- Filmstrip view, 179, 184, 185
- filtering junk mail, 274–276
- firewalls. *See also* Windows Firewall
- about, 409–410
  - alerts in ZoneAlarm, 414–415
  - blocking programs, 402
  - constructing lockdown icon, 406–408
  - hardware, 410
  - permitting data through, 405–406
  - recommended settings for, 12
  - Remote Assistance with, 483–484
  - scumware effects on, 418
  - software, 410, 411
  - testing, 429–430
  - Windows Firewall, 411–413
  - ZoneAlarm, 413–416
- firmware upgrades, 10–11, 16–18
- flat-panel screens
- cleaning, 468
  - ClearType on, 63

- floppy diskette
- boot file bypass, 522–524
  - MS-DOS startup, 525–526
  - transferring files with, 22
- floppy drive
- cleaning, 469
  - ejecting stuck diskettes, 471
- fly-out menus, 123
- folder
- Administrators Here Only, 386, 388
  - converting to photo album, 184, 185, 335–336
  - customizing behavior, 184–185
  - hot keys organized in, 165, 166–167, 170
  - jumping to start or end, 177
  - opening with hot key, 166–168
  - organizing Favorites, 221–222
  - password-protecting, 384
  - pathnames on title bar, 178–179
  - Private, 386, 387–388
  - Read Only on the Network, 386, 388–389
  - returning to original views, 182–183
  - Scheduled Tasks, 455
  - shortcut for Send To, 185–186
  - Unused Desktop Shortcuts, 127, 128–129
  - viewing all, 177–178
  - viewing size of CD, 337
  - Wide Open, 389–390
  - zipping, 186
- Folder Options dialog box, 178, 187, 203, 385
- folder Properties dialog box, 184
- Folders bar (Outlook Express), 259
- fonts
- adjusting smoothing, 49, 69
  - changing desktop and window title, 68
  - keyboard shortcuts for, 161
- Forgotten Password Wizard, 511–512

- freeze-ups. *See also* emergencies
- Blue Screen of Death, 516–520
  - disabling report of, 50, 459
  - during Service Pack install, 11
  - recovering Movie Maker from, 317, 318
  - System File Checker not for, 496

---

**G**

---

- Gator, 418
- glare on monitor, 61
- Google, 229–238
- about, 229
  - Advanced Search, 235–236
  - Directory searches, 237–238
  - Google Toolbar, 230–234
  - news on, 236
  - PageRank, 232
  - picking search terms, 234–235
  - scanning newsgroups on, 236–237
- group policy scripts, 96
- grouping buttons on taskbar, 142–143
- Guest account
- about, 371–372
  - defined, 373
  - function of, 374
  - hiding, 380–381
  - misconceptions of, 381–382

---

**H**

---

- hackers, 242
- hard drive
- Administrators Here Only, 386
  - Blue Screen of Death, 517
  - confirming file system used by, 524–526
  - data security on, 81
  - defragmenting, 50–52, 456–457
  - Disk Cleanup, 446–449
  - Read Only on the Network, 386, 388–389
  - recovering from spills, 471

reformatting, 10, 18  
 removable, 22, 478, 480  
 scanning with Check Disk, 451–456  
 space requirements for  
   burning CDs, 305  
 Wide Open, 389–390  
 hardware. *See also* device  
   drivers; maintaining your  
   computer  
   checking for problems, 500  
   cleaning, 467–472  
   defragmenting hard drives,  
   50–52  
   fine-tuning disk controllers,  
   54–55  
   multiple monitors, 69–71  
   performance upgrades  
   for, 47  
   Safe Mode effect on, 497–498  
   setting up network, 357–359  
   Windows Movie Maker  
   requirements, 319  
 hardware firewalls, 410  
 Help. *See also* Help and Support  
   Center  
   Favorites, 490  
   free Web sources, 492  
   Knowledge Base, 492, 501, 502  
   Recovery Console commands,  
   503–504  
   Remote Assistance, 482–486  
   shortcuts to, 490–492  
   Table of Contents, 490  
 Help and Support Center, 487–492  
   alternatives to, 492  
   index, 488  
   running Program Compatibility  
   Wizard, 542–545  
   Safe Mode repairs and, 501  
   shortcuts to Help topics,  
   490–492  
   troubleshooting with, 498  
   using, 487–490  
 Hibernate mode, 90, 92  
 hidden programs, 109–110

hiding  
   Most Frequently Used list, 118  
   taskbar, 141  
   user accounts, 380–381, 446  
 high level keys, 530–533  
 HighMAT file format, 320, 324  
 hive, 532  
 hoaxes  
   checking for, 397, 399–400  
   e-mail, 276  
   recognizing, 393–394  
 Home Edition  
   Administrator account in, 380  
   backup and restore for, 14,  
   473–474  
   Briefcase, 14  
   changing passwords in, 81,  
   514–515  
   choosing between Professional  
   and, 13–15  
   in-place upgrade paths  
   for, 17  
   installing backup/restore  
   program, 474–475  
   maintaining password settings,  
   445–446  
   Professional Edition versus, 2  
   Simple File Sharing and, 385  
 home page, blank, 212–213  
 Hot Key Shortcuts folder, 165,  
 166–167, 170  
 hot keys  
   about, 163–164  
   creating documents with,  
   171–172  
   expanding, 174  
   files opened with, 170–171  
   key combinations for, 166  
   limitations of, 164  
   making, 164–165  
   opening folder with, 166–168  
   running presentations with,  
   172–173  
   sending e-mail with, 169–170  
   starting program with, 165–166  
   undoing, 173–174  
   Web site opening with, 168–169

Hotmail  
   setting up account, 29–30  
   setting up Messenger account,  
   249  
   spam and, 30, 269  
 hubs  
   network, 358  
   USB, 329–330

---

**I**


---

icons  
   aborting fast shut down, 59  
   adding to Quick Launch  
   toolbar, 131  
   aligning, 129–130  
   disappearing antivirus  
   software, 397  
   eBay seller, 554  
   fast restart, 59  
   fast shut down, 58–59  
   Fast User Switching, 60  
   firewall lockdown, 406–408  
   large, 65–66, 67  
   moving on desktop, 130  
   one-click e-mail, 135–136  
   Secured Sockets Layer, 551  
   size of Start menu, 117  
 Icons view, 180  
 Identities, 265–266  
 Image Resizer Powertoy, 343  
 iMesh, 241–242  
 Import File dialog box, 321  
 importing  
   existing messages for Outlook  
   Express, 266  
   movie clips, 320–322  
 index  
   Help and Support Center, 488  
   photo thumbnail pages as, 348  
 Information Bar  
   overriding, 227–228  
   showing blocked pop-up with,  
   227  
 Information Rights Management  
   (IRM), 139

in-place upgrades, 15–17  
installation CDs, 15, 18  
installing. *See also* legal installations of XP  
    backup program on Home Edition, 474–475  
    declined updates, 441  
    drivers from Windows Update, 462–463  
    Google Toolbar, 230–231  
    legal copies of XP, 36–40  
    Media Player, 284–285  
    Movie Maker, 315–316  
    MSN Messenger, 247–248  
    programs in Program Compatibility Mode, 546  
    Service Pack 2, 10–12  
    Trillian, 255  
    XP from Setup Disks, 526  
    ZoneAlarm, 413–414  
instant messaging. *See also* MSN Messenger; Trillian; Windows Messenger  
    productivity and, 109, 246  
    program compatibility for, 247  
    requesting Remote Assistance by, 484  
    Trillian for, 107, 246  
    Windows versus MSN Messenger, 247  
Intel Application Accelerator, 54–56  
Intel Chipset Identification Utility, 55  
Internet. *See also* IP address; viruses  
    checking auto-start programs on, 98  
    children's access, 277–280  
    connecting new network to, 360–361  
    cookies, 420–427  
    file sharing on, 239–245  
    IP addresses, 364  
    online shopping, 547–554  
    opening ports to, 406  
    radio via, 299–301

    researching driver reliability on, 460  
    scumware, 95, 417–419  
    security for, 428  
Internet Connection Sharing, 361  
Internet Explorer, 211–228. *See also* cookies  
    adaptive menus, 212  
    add-ons and parasites, 225  
    AutoComplete options, 222–224  
    Back button, 218–219  
    blank home page, 212–213  
    cache level setting, 214–216  
    downloading pages to cache, 216–218  
    keyboard shortcuts for, 218, 219  
    organizing Favorites, 221–222  
    overriding Information Bar when downloading, 227–228  
    P3P policy, 426, 552–553  
    placeholder images, 213  
    pop-up ads/blockers, 227, 440  
    screening all downloaded content, 224–225  
    scumware effects on, 418  
    security zones, 226–227  
    setting cookie policy, 427  
    shortcuts from Address bar, 219–220  
    turning off script debugging, 214  
    unpinning from Start menu, 114–115  
Internet Options dialog box, 213, 223  
Internet Security Properties dialog box, 226  
invisible Web Beacon, 271–272  
IP address  
    about, 364  
    collected in Media Player, 284, 288  
    finding computer's, 19–21  
    gathered with cookies, 421  
    Internet, 364

    local, 364–366  
    upgrading static, 20–21  
iPod, 307  
iProtectYou, 278  
iTunes, 107, 284

---

## J

jaggies, 62  
JPEG file format, 342  
junk mail, 268–276. *See also* spam  
    avoiding spam and phishing, 270–273  
    fighting, 273–276  
    filtering, 274–276  
    harvesting names with unsubscribe, 273  
    phishing, 270  
    spam, 268–269  
    Web crawlers, 272  
Junk-Out, 275

---

## K

Kelly's XP Korner, 492  
key drive, 368–369  
keyboard cleaning, 467, 469–470  
keyboard shortcuts, 158–162.  
    *See also* hot keys  
    creating for Help, 490–492  
    Ctrl+Alt+Del, 158, 160  
    Internet Explorer, 218, 219  
    most common, 159–161  
    Windows Explorer, 161, 162  
    Windows Media Player, 288  
Keyfinder, 33, 39  
keywords for Help and Support Center, 489  
Knowledge Base, 492, 501, 502, 519

---

## L

laplink cable, 22  
Last Known Good Configuration, 500–501, 508

Layout Selection dialog  
 box, 347

LCD displays, 63, 92

legal installations of XP, 36–40  
 identifying pirated product  
 keys, 36–38  
 putting old copy on new  
 computer, 27–28  
 repair installations, 39–40  
 updating product keys,  
 38–39  
 Windows CD verification, 15

LegalNoticeCaption, 74, 75–76

LegalNoticeText, 74, 75–76

limited user account  
 defined, 372  
 function of, 373–374  
 passwords, 86

List Files by Extension program,  
 204–206

List view, 180

listing short filenames, 206

Local Area Connection Properties  
 dialog box, 366

local IP address, 364–366

Local Security Settings window,  
 445

Local Users and Groups dialog  
 box, 87, 88

locating product key, 32

locking taskbar, 141

logon  
 Recovery Console, 502  
 Safe Mode, 498

logon password  
 limitations of, 81  
 requiring, 81–82  
 Safe Mode, 498–499

logon screen  
 bypassing, 43–44  
 re-enabling, 44  
 Safe Mode, 499

LogonStudio, 77–78

logs  
 viewing Windows Scheduler,  
 449–450, 456  
 ZoneAlarm, 415–416

## M

maintaining your computer  
 Check Disk, 451–456  
 cleaning CDs, 470  
 Disk Cleanup, 446–449  
 Disk Defragmenter, 50–52,  
 456–457  
 dislodging diskettes, 471  
 keyboards, 467, 470–471  
 monthly cleaning, 469–470  
 removing stuck CDs, 472  
 supplies, 466–467  
 weekly cleaning, 467–469

malware, 394, 395–396. *See also*  
 viruses

Manage Add-ons dialog box, 225

master boot record, 502, 522

Maximum password age  
 Properties dialog box, 445

media players. *See also* Windows  
 Media Player  
 installing Media Player,  
 284–285  
 MP3 players, 306–308  
 using non-Microsoft, 107–108

memory  
 adjusting for program  
 compatibility, 546  
 requirements for, 47  
 upgrading, 46–48  
 vendor installation of  
 additional, 48

memory card  
 Blue Screen of Death and, 517  
 resolution and file sizes, 342  
 storing files on, 330–332  
 using USB hub with, 329–330

menus  
 adaptive, 212  
 cascading Start, 122–124  
 fly-out, 123  
 New right-click, 132–133  
 rearranging All Programs  
 submenu, 118–122

MenuShowDelay, 48

Messenger. *See* MSN Messenger;  
 Windows Messenger

Microsoft  
 development of Registry, 530  
 downloading latest Internet  
 Explorer and Outlook  
 Express from, 108  
 Knowledge Base, 492, 501, 502  
 pinned items on Most  
 Frequently Used list, 118  
 “Plays for Sure” campaign, 298  
 policies on pirated software, 34  
 programs added to Start menu,  
 119, 120  
 reliability of patches, 46, 438,  
 440  
 screening content from,  
 224–225  
 WMA/WMV format, 296–297

Microsoft Excel. *See* Excel

Microsoft Office. *See* Office

Microsoft Outlook. *See* Outlook

Microsoft Outlook Express. *See*  
 Outlook Express

Microsoft Patch Reliability  
 Ratings, 440

Microsoft Windows 95  
 upgrades, 15

Microsoft Windows 98/98SE,  
 15, 19–21

Microsoft Windows 2000,  
 13, 15, 21

Microsoft Windows Me, 15, 19–21

Microsoft Windows NT 4, 13, 15

Microsoft Windows XP.  
*See* Windows XP

Microsoft Windows XP  
 Registration Wizard, 28

Microsoft Word, 193

monitoring performance, 45–46

monitors  
 adjusting refresh rate, 66–67  
 cleaning screens, 468  
 ClearType, 63, 68–69  
 how characters appear, 62–63  
 problems not seen with Remote  
 Assistance, 483

monitors (*continued*)  
 screen resolution and zoom  
     for CRTs, 63–68  
 troubleshooting, 499  
 using multiple, 69–71  
 vacuuming, 467  
 vision-saving tips, 61–62  
 Most Frequently Used list (Start menu), 117–118  
 mouse, 67, 468–469  
 Movie Maker. *See* Windows Movie Maker  
 movies  
     adding titles and credits, 324  
     saving, 322, 324–325  
     transitions and effects in, 323  
     viewing Movie Maker, 320  
     working with clips, 320–322  
 Mozilla Firefox, 107, 211  
 MP3 codec, 292–293  
 MP3 file format  
     about, 292, 293  
     converting music files to, 297  
     ripping CDs for, 293–295  
 MP3 players, 306–308  
 MSConfig utility, 99  
 MS-DOS startup disk, 525  
 MSN Messenger  
     adding contacts, 251–252  
     conversations with, 252–253  
     deleting automatic password, 249  
     disabling automatic sign-in to Outlook Express, 260  
     downloading and installing, 247–248  
     features of, 253  
     Firewall exceptions for, 402–404  
     main window, 250  
     multiple user IDs for, 248–249  
     Remote Assistance from, 484–486  
     setting up account, 249–252  
     Trillian versus, 254–255  
     Windows Messenger versus, 247

MSN Music, 296  
 MSN Radio, 299–301  
 MSN Search, 229  
 multiboot systems, 15–16  
 multiple monitors, 69–71  
 multiple programs open, 136–138  
 multiple users for Outlook Express, 264–265  
 music  
     adding to Media Library, 290–291  
     burning CD or DVD, 304–305  
     buying on Web, 296–298  
     formats and sampling rates, 292–293  
     picking songs to burn on CD, 303–304  
     playing CDs, 286–287  
     playing radio, 299–301  
     ripping MP3 CDs, 293–295  
     searching hard drive for songs, 289–290  
     transferring to MP3 players, 306–308  
     types of CDs for, 302–303  
 music honeypots, 240  
 Musicmatch, 284  
 My Documents folder, 386, 387–388  
 My Pictures Slideshow screen saver, 132, 334–335

networks, 357–370. *See also*  
     wireless networks  
         checking computers connected to, 363–364  
         file sharing on corporate, 240  
         hardware setup for, 357–359  
         IP addresses, 364–366  
         Network Setup Wizard, 359–363  
         security for wireless, 367–369  
         synchronizing files, 14–15  
         transferring files via, 22, 24  
         user accounts, 371–374  
 New right-click menu, 132–133  
 news on Google, 236  
 newsgroups on Google, 236–237  
 NICs (network interface cards), 358, 518  
 nohome switch, 212  
 Norton Ghost, 14, 473, 474, 481  
 notification area, 95, 141  
 novice, 484–485, 486  
 NTFS file system  
     confirming system used by drive, 524–526  
     file encryption with, 14, 73, 81, 513  
     formatting partitions, 19  
     password recovery with, 513  
     Simple File Sharing and, 384  
 NTFS Reader for DOS, 526  
 null modem cable, 22  
 NumLock key tweak, 533–535

---

## N

naming user accounts, 377–378  
 Napster, 240–241  
 navigating  
     Start menu, 114  
     from taskbar's cascading toolbar, 145–146  
 .NET Messenger Service dialog box, 249  
 network interface cards (NICs), 358, 518  
 network key, 370  
 Network Setup Disk, 363  
 Network Setup Wizard, 359–363

---

## O

Office  
     blocking Web Beacons, 272  
     disabling speech recognition, 100  
     finding version of, 156  
     rearranging on All Programs submenu, 120, 121  
     searching for documents in, 193  
 Offline Favorite Wizard, 217  
 Offline Files tab (Folder Options dialog box), 15

- one-click e-mail icon, 135–136
  - online shopping, 547–554
    - complaints about, 553
    - credit card fraud, 551–552
    - eBay, 553–554
    - favorite sites for, 548
    - finding reputable sites, 550–551
    - getting what you pay for, 549–550
    - payment methods, 549
    - privacy statements, 552–553
  - Open dialog box, 188
  - Open With dialog box, 187
  - opening
    - documents from Quick Launch toolbar, 151
    - files with hot key, 170–171
    - folder with hot key, 166–168
    - last-used Word documents, 155–157
    - multiple programs or documents, 136–138
    - Web pages from Quick Launch toolbar, 151–152
    - Web site with hot key, 168–169
  - Organize Favorites dialog box, 217
  - Outlook
    - blocking Web Beacons, 271–272
    - spam filters in, 275
    - unpinning from Start menu, 114–115
  - Outlook Express, 258–267
    - automatic Messenger sign-in, 260
    - blocking Web Beacons, 271–272
    - consolidating Identities, 265–266
    - desktop options for, 258–260
    - downloading latest, 108
    - forgets password, 267
    - importing messages for new users, 266
    - organizing contacts, 264
    - overriding attachment security, 266–267
    - preventing automatic addition of contact, 262
    - read receipts, 261–262
    - sending/receiving messages, 260–261
    - setting up multiple users, 264–265
    - signatures, 262–263
    - unread messages notice, 267
    - v-cards, 263–264
- 
- P**
- 
- P2P file sharing. *See* file sharing on Internet
  - P3P (*Platform for Privacy Preferences*), 426, 552
  - Page File Usage History (Task Manager), 47
  - page layout, 346, 347
  - paging files, 53, 54
  - parasites, 225
  - parental control software, 277–278
  - partitions, 18–19
  - Passmark Performance Test, 46
  - Passport
    - about, 26
    - closing account, 30
    - signing in, 249
    - signing up for, 28–30
  - password, 80–88. *See also* logon password
    - Administrator account, 372
    - changing, 86, 87–88, 378
    - cracking, 81, 82–84
    - deleting, 85
    - deleting MSN Messenger, 249
    - disabling AutoComplete options, 222–224
    - entering for Recovery Console, 502–503
    - hints for, 82, 84
    - limitations of XP, 81
    - logon, 81–82
    - memorable and secure, 84–85
    - password reset disk, 80, 510–513
    - recovering lost, 510–515
    - required for Windows Scheduler, 442, 444–446, 449
    - user account security with, 374–375
    - viewing with utility, 17
  - Password Never Expires check box (user Properties dialog box), 88
  - password reset disk, 80, 510–513
  - Password Reset Wizard, 513
  - paste keyboard shortcut, 159
  - patches. *See also* Windows Update
    - defined, 435
    - reliability of, 46, 440
    - security patch releases, 438
  - pathnames on title bar, 178–179
  - PayPal, 549
  - PC Pitstop, 418
  - performance, 43–56
    - adjusting desktop for, 49
    - background service priority, 53
    - backing up and restoring desktop settings, 48–49
    - bypassing logon screen, 43–44
    - defragmenting hard drives, 50–52
    - disabling automatic error reporting, 50, 459
    - Intel Application Accelerator, 54–56
    - memory upgrades and, 46–48
    - monitoring system, 45–46
    - Remote Assistance, 486
    - system cache and, 53
    - tweaking computers, 46
    - virtual memory settings, 53–54
    - virus symptoms, 394
  - Performance Options dialog box, 49, 53
  - peripheral compatibility, 15
  - permissions, 383, 385
  - phishing, 270, 274
  - photo albums, 346

- Photo Printing Wizard, 345–348
- pictures
  - burning on CD, 335–337
  - calculating number per page, 346
  - changing user account, 378
  - decreasing download times, 341–344
  - lighting shots for Webcam, 313
  - ordering prints, 328–329
  - placeholders for browser, 213
  - placing on folder, 184–185
  - posting on Web, 348–349
  - printing, 345–348
  - putting on desktop, 333–334
  - recovering on camera, 338–340
  - renaming group of, 187–188
  - rotating, 328
  - Scanner and Camera Wizard transfers, 326–329
  - scanning, 351–353
  - screen saver slideshow, 132, 334–335
  - taking of desktop, 139
  - transferring with Windows Explorer, 329–330
  - using manufacturer’s software with, 327
  - Webcam, 311–314
- pinning programs to Start menu, 116–118
- pirated copies of Windows XP
  - bogus Product IDs, 36–37
  - installing legal copies over, 36–40
  - reporting to Microsoft, 34
- pixels, 62, 341
- Places bar on Open and Save dialog boxes, 188
- Platform for Privacy Preferences* (P3P), 426, 552
- playlist, 304
- pointers, 67
- pop-up ads
  - evidence of scumware, 418
  - Internet Explorer options for, 300–301, 440
  - types of, 227
  - Windows Update and, 440
- portable computers
  - cleaning keyboard of, 471
  - power settings for, 92–93
  - preventing theft of, 72–79
  - showing power icon on taskbar, 93
  - Soft Off buttons for, 91
  - synchronizing files on, 14–15
- ports
  - testing security of, 430
  - used by Remote Assistance, 483
  - vulnerability of, 405
- power management, 89–93
  - forcing power off on shut down, 91
  - Stand By and Hibernate modes, 90–91
  - standards for, 89–90
  - timesaving settings for, 91–93
  - turning off settings in BIOS, 90
- Power Options Properties dialog box, 91
- PowerPoint presentations, 172–173
- PowerToys. *See* TweakUI PowerToys
- predefined keys, 530, 531
- pre-logon screen
  - building, 73–76
  - editing Registry to create, 74
  - eliminating, 75
  - function of, 72, 73
  - illustrated, 73
  - line breaks in, 75–76
- Prescot C-0 Stepping Patch, 11
- presentations, 172–173
- previewing scanned images, 352
- Print File List, 206–208
- printer drivers, 462, 465
- printers, 470
- printing
  - file list automatically, 206–207
  - online shopping orders, 550
  - pictures, 345–348
- privacy issues
  - cookies, 421–423
  - Google, 230–231
  - Media Player, 284, 288
  - Messenger Allow and Block lists, 251
  - Passport and, 29
  - radio stations and, 301
  - recommended reading, 30
  - registration and, 28
  - spy cookies, 422–423
  - understanding P3P, 426, 552–553
- Private sharing, 386, 387–388
- Product IDs, 36–39
- product key, 31–35
  - identifying pirated, 36–38
  - illustrated, 31
  - locating, 32
  - marking on installation CD, 34–35
  - reconstructing, 33
  - typing in, 32
  - updating, 38–39
  - verifying, 33–34
- productivity
  - fine-tuning screen for, 66
  - instant messaging and, 109, 246
- products
  - getting what you pay for, 549–550
  - searching online for, 548–549
  - shipping numbers and confirmations, 550
- Professional Edition
  - backup options, 14, 473–474, 475, 478
  - changing password, 514
  - disabling Simple File Sharing, 385
  - Encrypted File System, 73, 81, 513
  - features exclusive to, 13–15
  - Home Edition versus, 2
  - in-place upgrade paths, 17
  - Local Users and Groups console, 372

maintaining password settings, 444–445  
 NTFS file encryption, 14  
 Remote Desktop, 13–14  
 Simple File Sharing and, 384  
 synchronizing network files, 14–15  
 Program Compatibility Mode, 546  
 Program Compatibility Wizard, 542–545  
 projects  
 movie, 322  
 video, 317

## Q

question mark (?) wildcard, 195  
 Quick Launch toolbar, 147–152  
 adding blank e-mail message to, 152  
 auto-hiding taskbar, 141, 149  
 editing Screen Tips, 149–151  
 icons added to, 131  
 illustrated, 147  
 opening documents from, 151  
 organizing programs on, 148  
 placing, 145  
 programs on, 148  
 resizing, 149  
 showing, 142, 148  
 Web pages on, 151–152

## R

Read Only on the Network sharing, 386, 388–389  
 read receipts, 261–262  
 Real Media, 107  
 reconstructing product keys, 33  
 recovering. *See also* Safe Mode  
 from boot failures, 495–504  
 deleted files, 52  
 deleted photos, 338–340  
 lost password, 510–515

recovery CDs  
 users' need for, 522  
 using if product key unavailable, 33  
 Recovery Console, 501–504  
 Recycle Bin  
 deleting files in, 52  
 icon associated with full, 131  
 searching for lost files, 196–197  
 reformatting hard drive, 10, 18  
 refresh rates, 66–67  
 .reg file, 532, 533, 535  
 regbase (registration database), 28  
 registered owner and organization  
 changing, 537–538  
 viewing, 536–537  
 registration  
 activation versus, 25–26  
 steps in, 28  
 Registry, 529–535. *See also* Registry Editor  
 about, 529–532  
 auto-starting programs in, 96  
 backing up, 532–533, 535, 540–541  
 changing registered owner and organization, 537–538  
 cleaning up remnants of old programs, 105–106  
 data types, 531, 532  
 deleting entries on right-click menu, 208  
 editing, 74, 530, 533  
 hiding Most Frequently Used list, 118  
 high level keys, 530, 531  
 modifying Windows Firewall settings, 407–408  
 patching bug in, 200–201  
 pre-logon screen edits, 74  
 repairs in Safe Mode, 498, 501  
 revealing uninstaller entries, 104  
 starting computer with NumLock key “on,” 533–534  
 System Restore Point for, 532, 533  
 turning off Disk Cleanup drive scan, 539–541

Registry Editor  
 case insensitivity of, 76  
 navigating in, 534  
 patching bug in, 200–201  
 using in Safe Mode, 498, 501  
 reinstalling Windows XP, 514  
 Remote Assistance, 482–486  
 adjusting firewalls for, 483–484  
 available with Home and Professional Editions, 13  
 fine-tuning, 486  
 illustrated, 485–486  
 limitations of, 482–483  
 Remote Desktop versus, 14  
 requesting and ending, 484–486  
 security cautions, 486  
 Remote Desktop, 13–14  
 Remote tab (System Properties dialog box), 14  
 removable drive  
 scheduling backups to, 478, 480  
 transferring files with, 22  
 removing  
 programs, 102–105  
 remnants of old program, 105–106  
 Search Companion, 191  
 renaming group of files, 187–188  
 repairing Windows components, 103  
 resetting password, 86  
 Resize Pictures dialog box, 344  
 resizing  
 dots on Address bar, 144  
 images, 343–344  
 Quick Launch toolbar, 149  
 resolution. *See also* screen resolution  
 changing scanner, 352  
 JPEG file sizes and, 342  
 resizing image, 343–344  
 screen, 63–68  
 Restart, 57, 59  
 Restore Points. *See* System Restore Points  
 Restore Updates dialog box, 441

restoring. *See also* System Restore  
 backups, 480  
 desktop Themes, 49  
 original welcome screen, 79  
 system, 505–509

reusing searches, 195

right-click menu  
 adding List Files action to,  
 203–204  
 adding List Files by Extension  
 program to, 205–206  
 adding Print File List to,  
 207–208  
 deleting listing entries  
 on, 208  
 New, 132–133

Rip Options dialog box, 295

ripping CDs, 291–295  
 ethics of, 291–292  
 file formats and sampling  
 rates, 292–293  
 steps for, 293–295

RoboForm, 85

rolling back device drivers, 462,  
 463–465

root keys, 530, 531

routers, 358

running applications, 153–157  
 allowing others to run  
 programs, 154–155  
 opening last-used Word  
 document, 155–157  
 at Windows startup, 153–154

## S

Safe Mode, 497–501  
 about, 497–498  
 activating on reboot, 498–500  
 changing Administrator  
 account password,  
 514–515  
 Help and Support Center with,  
 501  
 illustrated, 499  
 Registry repairs in, 498, 501  
 restoring Windows in, 508

System Restore in, 498,  
 500–501  
 triggered by auto-starting  
 programs, 498, 501

sampling rates, 292, 293

Save dialog box, 188

Save Movie Wizard, 325

Save Search dialog box, 195

Save Web Page dialog box, 549

saving  
 changes in LogonStudio, 78  
 high-resolution screen  
 settings, 68  
 movies, 322, 324–325  
 recovered photos, 340  
 searches, 195

scanner, 350–356  
 cleaning, 468  
 dpi, 351  
 file formats, 354  
 producing quality images,  
 351–353  
 setting up, 350–351

Scanner and Camera Wizard  
 deleting photos after transfer,  
 328–329  
 ordering photo prints, 328–329  
 rotating photos on, 328  
 scanning images, 351–353  
 selecting, 327  
 Webcam shots in, 312–313

Scheduled Task Wizard, 448–449

Scheduled Tasks folders, 455

scheduling backups, 478–480

screen resolution  
 CRTs and, 63–68  
 higher desktop resolution,  
 67–68  
 increasing software, 63, 64  
 saving high-resolution  
 settings, 68  
 zoom function with, 64

screen savers, 132, 334–335

Screen Tips, changing for Quick  
 Launch toolbar, 149–151

screens. *See* monitors

script debugging, 214

scumware. *See also* cookies;  
 viruses  
 defined, 95, 417–418  
 recommended reading, 419

search engines. *See also* Google  
 Help and Support Center, 489  
 MSN Search, 229

search prefixes, 220

Search Results dialog box, 190, 195

searching, 189–196  
 about, 189  
 changing or removing Search  
 Companion, 191  
 Copernic Desktop Search,  
 197–198  
 file content and metadata,  
 193–194  
 filenames, 192–193  
 finding lost files, 195–197  
 Google's Advanced Search,  
 235–236  
 Help and Support Center,  
 488–490  
 online products, 548–549  
 recommendations for, 191  
 saving and reusing searches,  
 195  
 selecting Google search terms,  
 234–235  
 wildcards for, 194–195  
 Windows' Advanced Search,  
 190–191

SearchString, 219–220

secure password, 84–85

Secured Sockets Layer icon, 551

security. *See also* firewalls;  
 viruses  
 Baseline Security Analyzer,  
 430–431  
 daily attention to, 428  
 disabling logon screen, 44  
 firewall lockdown icons,  
 406–408  
 Internet file sharing and  
 hackers, 242  
 overriding e-mail attachment,  
 266–267

- password limitations, 81
- ports and, 430
- preventing laptop theft, 72–79
- Remote Assistance and, 486
- setup with Service Pack 2, 12
- testing firewalls, 429–430
- user accounts and, 372, 375–376
- Windows Update, 435–441
- wireless network, 364, 367–369
- Security Center. *See* Windows Security Center
- security zones, 226–227
- Send To folder, 185–186
- Service Pack 2. *See* Windows XP Service Pack 2
- services, 95
- Set Program Access and Defaults icon, 121
- Settings dialog box, 215
- Setup Disks, creating, 526
- Shareaza, 242–245, 405
- Shared on This Computer sharing, 387
- sharing drives and folders, 383–390. *See also* file sharing on Internet; Simple File Sharing
- disabling Simple File Sharing, 385
- levels of sharing, 385–387
- Simple File Sharing, 384–385
- ShieldsUp!, 429–430
- shortcut keys. *See* hot keys
- Shortcut tab
  - application Properties dialog box, 150–152
  - folder Properties dialog box, 168
- shortcuts
  - from IE Address bar, 219–220
  - moving to Startup folder, 154
  - one-click e-mail, 134–136
  - opening multiple programs or documents, 136–138
  - removing unused desktop, 127, 128–129
- Send To folder, 185–186
  - updating targets for, 137–138
- showing
  - filename extensions, 175–177
  - pathnames on title bar, 178–179
  - Quick Launch toolbar, 142, 148
- shut down
  - aborting fast, 59
  - fast, 58–59
  - forcing power off on, 91
- signatures for Outlook Express, 262–263
- signed drivers, 461, 462
- Simple File Sharing
  - Administrators Here Only folders, 388
  - disabling, 385
  - levels of sharing, 385–387
  - making folder private, 387–388
  - overview, 384–387
  - Read Only on the Network folder or drive, 388–389
  - Wide Open folder or drive, 389–390
- Slammer, 396
- slave machines, 13–14
- slideshows
  - burning CDs of, 337–338
  - screen saver, 132, 334–335
- Snadboy Revelation, 17
- software firewalls, 410–411. *See also* firewalls; Windows Firewall
- sorting
  - characters and numbers, 177
  - files, 181–183
- SP2. *See* Windows XP Service Pack 2
- spam
  - about, 268–269
  - avoiding, 270–273
  - fighting, 273–274
  - filtering, 274–275
  - Hotmail and, 30, 269
  - Passport and, 29
  - privacy issues and, 30
  - registration and, 28
  - spy cookies and, 422–423
- speech recognition, 100
- spy cookies, 422–423
- Spybot-Search & Destroy, 11, 95, 418–419
- SSID (Service Set Identifier), 368
- stamp tongs, 471
- Stand By mode, 90, 92
- start command switches, 206
- Start menu, 113–125
  - Activate Windows unlisted on, 27
  - cascading and selecting items for, 122–124
  - disabling animations, 48–49, 114
  - fly-out menus, 123
  - illustrated, 113
  - keyboard shortcuts for, 161
  - Most Frequently Used list, 117–118
  - navigating, 114
  - organizing programs on, 148
  - pinning programs to, 115–116
  - rearranging All Programs, 118–122
  - recommended items for, 124–125
  - unpinning programs from, 114–115
- Startup Control Panel, 99–100
- Startup Cop Pro, 99, 100
- startup disks, 521–526
  - about, 521–522
  - boot file bypass disk, 522–524
  - creating Setup Disks, 526
  - DOS boot disks, 524–528
  - recovery CDs, 33, 522
- Startup folder
  - auto-starting programs in, 96
  - moving shortcuts to, 154
- Startup Monitor
  - preventing new auto-starting programs, 100–101
  - stopping viruses and malware with, 95

static IP address, 20–21, 365  
 stealth software, 279, 280  
 stock ticker, 131–132, 334  
 STOP codes, 518, 519  
 storage capacity of MP3 players, 306  
 subpixels, 62–63  
 switchers, 358  
 synchronizing media files, 308  
 sysoc.inf, 110  
 system cache, 53  
 System File Checker, 496–497  
 system files, 178, 496–497  
 System Properties dialog box  
   changing owner and organization displayed in, 536–538  
   disabling automatic error reporting, 50  
   viewing Product ID in, 37  
   viewing Service Pack version in, 10  
 system recovery  
   booting in Safe Mode, 498–500  
   running Recovery Console, 502–504  
 System Restore, 505–509. *See also*  
   System Restore Points  
   creating Restore Points, 462–463, 506–507  
   limitations of, 505–506  
   restoring to Restore Point, 507–508  
   using in Safe Mode, 498, 500–501  
 System Restore Points  
   creating, 462–463, 506–507  
   Last Known Good  
     Configuration, 500–501, 508  
   making for Registry, 532, 533  
   restoring to, 507–508  
   setting before updating  
     drivers, 462, 465  
   unusual behavior when restored, 506  
 System Restore Wizard, 462–463, 508

System Shutdown dialog box, 60  
 system shutdowns  
   checking unexpected, 496–497  
   falling into Safe Mode, 497–498

## T

T.V. Media, 11, 417  
 Table of Contents for Help, 490  
 Task Manager. *See* Windows Task Manager  
 taskbar  
   adding Address bar, 144–145  
   auto-hiding, 141, 149  
   customizing, 140–141  
   grouping window buttons on, 142–143  
   illustrated, 140  
   locking/unlocking, 141  
   navigating from cascading toolbar, 145–146  
   options for, 141–142  
   showing power icon on, 93  
 Taskbar and Start Menu Properties dialog box, 115  
 templates  
   creating hot key for, 171–172  
   locating easily, 152  
 Temporarily Allow Pop-ups option, 300–301, 440  
 Temporary Internet Files, 52  
 terminating Remote Assistance, 486  
 testing security, 429–431  
 threads in Google, 237  
 Thumbnails view, 179, 184, 185  
 tilde (~), 75  
 Tiles view, 180  
 time delay with Webcam photos, 313–314  
 timelines for movie, 322  
 Timershot, 313–314  
 title bar, 178–179  
 titles for movies, 324  
 Toolbar Options dialog box, 234  
 toolbars. *See also* Quick Launch toolbar  
   Google Toolbar, 230–234  
   navigating from cascading, 145–146  
 transferring files and settings to Windows XP, 21–24  
 Trillian, 254–257  
   about, 107, 246  
   installing, 255  
   Messenger versus, 254–255  
   running, 255–257  
 Trojans, 394  
 troubleshooting. *See also*  
   emergencies  
   auto-starting programs, 94–95  
   bad drivers, 459  
   blank or distorted monitor, 499  
   Blue Screen of Death, 518–519  
   dirty scans, 353  
   freezing during SP2 installation, 11  
   Movie Maker freezes, 317, 318  
   Outlook Express forgets password, 267  
   patching bug in Registry, 200–201  
   photo transfer when camera not recognized, 329  
   reconstructing product key, 33  
   Remote Assistance for, 482–486  
   repair installations, 39–40  
   scanner installation, 351  
   Service Pack 2 problems, 13  
   too many photos to burn on CD, 336–337  
   unexpected system shutdowns, 496–497  
   unsticking hot key assignments, 173–174  
 Trusted sites dialog box, 226  
 Turn off computer screen, 57, 90  
 turning off  
   animations, 48–49, 114  
   Google toolbar, 231  
   script debugging, 214

turning off computer, 57–60. *See also* shut down  
 fast shut down, 58–59  
 forcing power off, 91  
 Stand By and Hibernate modes, 90–91  
 standard method for, 57

tweaking computers  
 changing registered owner and organization, 537–538  
 disk controllers, 54–55  
 Intel Application Accelerator, 54–56  
 noticing change after, 46  
 Registry NumLock key tweak, 533–535  
 tweaking Windows Media Player, 285–286

TweakUI  
 customizing Open/Save dialog boxes, 188  
 editing New right-click menu in, 133  
 hiding user accounts, 446  
 removing account from welcome screen, 379  
 SearchString, 219–220

TweakUI PowerToys  
 ClearType Tuner, 62, 63, 68–69  
 Image Resizer, 343–344  
 using, 44–45

---

## U

undeleting photo files, 338–340  
 undoing hot key, 173–174  
 uninstallShield, 104  
 unlocking  
 scanner lamp, 351  
 taskbar, 141  
 Unused Desktop Shortcuts folder, 127, 128–129  
 updating device drivers, 462–463

upgrading, 15–21  
 BIOS, 10–11, 16, 17–18  
 clean installs, 17–21  
 in-place upgrades, 15, 16–17  
 memory, 46–48  
 Service Pack 2, 10  
 uploading photos, 348–349  
 USB hubs, 329–330  
 USB ports, 368  
 user account. *See also specific account*  
 about, 371–372  
 creating, 376–377  
 dummy account for Windows Scheduler, 442–444, 446  
 function of different, 373–374  
 Guest, 380–382  
 hiding, 446  
 logging on to Administrator, 379–380  
 modifying, 377–379  
 naming, 377–378  
 password security for, 374–375  
 permissions for, 384  
 removing from welcome screen, 379  
 security recommendations for, 375–376  
 types of, 372–373

User Accounts dialog box  
 Advanced tab, 87  
 creating account password, 82  
 hiding Guest account, 381  
 setting up new account, 376–377, 443–444  
 starting password reset disk from, 511

user IDs for MSN Messenger, 248–249

user interface  
 Outlook Express options, 258–260  
 Trillian, 255–256  
 userkey.psw file, 512

---

## V

vacuuming your computer, 467  
 vCards, 263–264  
 verifying product key, 33–34  
 Veritas Backup Exec, 481  
 versions  
 Media Player, 283, 284  
 multiboot systems with multiple, 15–16  
 Office application, 156  
 Service Pack 2, 10–12  
 verifying Movie Maker, 316  
 Windows XP, 9  
 XP in-place upgrade paths, 17

video, 316–318. *See also* Windows Movie Maker  
 Video Capture Wizard, 317

video cards, 67

viewing  
 all files and folders, 177–178  
 privacy statements, 552–553  
 Windows Movie Maker movies, 320  
 Windows Scheduler log, 449–450, 456  
 XP registered owner and organization, 536–537

views  
 returning folders to original, 182–183  
 selecting in Windows Explorer, 179–183

Views bar (Outlook Express), 259

virtual memory  
 adjusting, 53–54  
 paging files and, 53, 54

Virtual Memory dialog box, 54

viruses  
 Administrator accounts and, 375  
 checking for hoaxes, 397, 399–400  
 detecting, 396–397  
 file sharing and, 239

- viruses (*continued*)
  - filename extensions for, 176, 399
  - hoaxes and, 393–394
  - protecting against, 12, 397–399
  - stopping with Startup Monitor, 95
  - symptoms of, 394–395
- vision-saving tips for monitors, 61–62
- Visual Effects tab (Performance Options dialog box), 49
- volume licenses (VLs), 26, 32

## W

- Web Beacons, 269, 271–272
- Web crawlers, 272
- Web sites
  - Active Content from, 131–132
  - buying music from, 296–298
  - downloading pages to cache, 216–218
  - favorite online shopping, 548
  - free sources of Help, 492
  - hot key to open, 168–169
  - kid’s access to, 278–280
  - opening from Quick Launch toolbar, 151–152
  - P3P policies for, 426, 552–553
  - parental control software, 277–278
  - pinning to Start menu, 115
  - publishing movies on, 320
  - uploading photos to, 348–349
  - viewing privacy report, 552–553
- Webcam, 311–318. *See also* pictures
  - lighting shots for, 313
  - Messenger, 253
  - pictures with, 311–314
  - recording video with, 315–318
- welcome screen
  - brand your computer with, 73
  - customizing, 77–78
  - removing account from, 379
  - restoring original, 79
- WEP encryption, 368, 370
- Wide Open sharing, 386, 389–390
- windows
  - arranging multiple, 138–139
  - grouping window buttons on taskbar, 142–143
- Windows 95 upgrades, 15
- Windows 98/98SE, 15, 19–21
- Windows 2000, 13, 15, 21
- Windows components
  - adding, 106–107
  - disabling Windows Messenger, 109–110
  - displaying hidden, 110
  - manually installing Home Edition backup program, 474–475
  - repairing, 103
  - replacing with non-Microsoft components, 107–108
- Windows Components Wizard, 107
- Windows Explorer, 175–188
  - changing filename associations, 186–187
  - copying files quickly, 185–186
  - customizing folder behavior, 184–185
  - customizing Open/Save dialog boxes, 188
  - keyboard shortcuts for, 161, 162
  - opening and choosing Explore All Users, 119
  - pathnames on title bar, 178–179
  - renaming group of files, 187–188
  - selecting views in, 179–183
  - showing filename extensions, 175–177
  - storing files on memory cards, 330–332
  - transferring photos with, 329–330
  - viewing all files and folders, 177–178
- Windows Firewall, 401–408
  - about, 402
  - allowing Remote Assistance communications, 483–484
  - changing settings, 404–406
  - General tab settings, 411–412
  - locking down computer with, 406–408
  - permitting data through, 405–406
  - running multiple firewalls with, 410
  - setting exceptions in, 403–404
  - using, 411–413
  - ZoneAlarm with, 413
- Windows Indexing Service, 197
- Windows Me, 15, 19–21
- Windows Media Player, 284–295. *See also* ripping CDs
  - adding songs to Library, 290–291
  - collecting IP addresses, 284, 288
  - copying files to MP3 players, 307–308
  - installing, 284–285
  - keyboard shortcuts for, 288
  - MP3 codec and, 292–293
  - picking songs to burn on CDs, 303–304
  - radio in, 299–301
  - retrieving album information, 287, 288, 294
  - ripping CDs, 293–295
  - running, 286–287
  - searching for Media Library files with, 193
  - searching for music on hard drive, 289–290
  - transferring music to MP3 players, 306–308
  - tweaking, 285–286
- Windows Messenger
  - adding contacts, 251–252
  - deleting automatic password, 249
  - disabling, 109–110

- disabling automatic sign-in to Outlook Express, 260
  - features of, 253
  - initiating conversations, 252–253
  - MSN Messenger versus, 247
  - Remote Assistance requests, 484–486
  - setting up account, 249–252
  - Trillian versus, 254–255
- Windows Movie Maker, 315–325
  - hardware requirements of, 319
  - illustrated, 319, 321, 322
  - installing, 315–316
  - limitations of, 320
  - recording video, 316–318
  - recovering from freeze, 317, 318
  - saving movies, 324–325
  - titles and credits in, 324
  - transitions and effects, 323
  - verifying version, 316
  - viewing movies made with, 320
- Windows NT 4, 13, 15
  - working with clips, 320–322
- Windows Product Activation, 26
- Windows Scheduler, 442–450
  - hiding dummy account for, 446
  - password for, 442, 444–446, 449
  - running Check Disk, 455–456
  - running Cleanup and Defrag with, 51
  - scheduling backups, 478–480
  - scheduling cleanups, 448–450
  - setting up account for, 442–444
  - viewing log, 449–450, 456
- Windows Search. *See also* searching
  - Advanced Search, 190–191
  - launching, 204
  - limitations of, 189
  - using, 193–194
- Windows Security Alert, 244, 402
- Windows Security Center. *See also* Windows Update
  - antivirus programs and, 399
  - options for Automatic Updates, 436–437
  - recommended settings, 12
  - retrieving declined updates, 441
- Windows Setup screen, 18
- Windows Smart Network Key, 358
- Windows Task Manager
  - activating, 158
  - checking memory used in, 47–48
  - illustrated, 45, 46, 47
  - monitoring performance, 45–46
- Windows Tweaks and Tips, 492
- Windows Update, 435–441
  - adding after repair installations, 40
  - Automatic Updates options, 436–438
  - downloading big updates, 438–440
  - faulty updates, 46
  - installing declined updates, 441
  - installing drivers from, 462–463
  - Microsoft Patch Reliability Ratings, 440
  - mini updates, 440–441
  - researching driver reliability, 460–462
  - Service Pack 2, 11
- Windows Update Catalog, 438–440
- Windows XP. *See also* Home Edition; pirated copies of Windows XP; Professional Edition
  - activating, 25–28
  - bogus Product IDs for, 36–37
  - choosing edition, 2, 13–15
  - clean installs, 17–21
  - getting copies from OEM, 522
  - in-place upgrades for, 16–17
  - installing from Setup Disks, 526
  - multiple versions on multiboot systems, 15–16
  - older programs with, 542–546
  - product key, 31–35
  - quick restarts, 59
  - registering, 28, 536–538
  - restarting and running Check Disk, 454–455
  - restoring, 508
  - Safe Mode, 497–498
  - Service Pack 2, 10–13
  - transferring files and settings to, 21–24
  - turning off computer, 57
  - upgrading to, 15–21
- Windows XP Resource Kit, 519
- Windows XP Service Pack 2
  - clean installs of, 15
  - installing, 10–12
  - recovering from problems, 13
  - setting up, 12
  - Shareaza with, 243
  - upgrading bootleg systems, 36
  - Wireless Network Setup Wizard, 367–369
- WindowsSecrets Newsletter, 492
- winword.exe, 156, 157
- wireless access points, 357
- wireless broadband routers, 358
- Wireless Network Setup Wizard, 367–370
- wireless networks
  - base station set up, 359
  - 802.11b/g standards, 358
  - entering security setup info manually, 369–370
  - Network Setup Wizard, 359–363
  - security set up for, 367–369
  - security vulnerabilities of, 364, 367
  - speed of, 358
- WMA file format, 292, 293, 296–298
- WMV file format, 320, 324
- Word, 193
- worms, 239, 394, 396

writing programs

    automatically printing file list,  
        206–207

    listing files by extension,  
        204–205

    showing directory listings,  
        202–203

---

## X

---

XP. *See* Windows XP

---

## Z

---

.zip filename extension, 186

ZipBackup, 14, 473, 481

zipped folders, 186

ZoneAlarm, 413–416, 483

zoom, 64, 65