



Index

• A •

accessibility options
 introduction, 23
 keyboard input options, 27
 magnifier, 25
 Narrator, 26
 on-screen keyboard, 28
 SoundSentry, 27
Accessibility Wizard, 23–24
Active Desktop, enabling, 111
Add or Remove Programs window
 defaults and, 57
 removing applications, 70
 Windows XP components, 71
Add Printer Wizard, 30–31
Add to Favorites dialog box, 82
Address Book, contacts, entering, 98
alarms
 low battery, laptop, 42
 SoundSentry, 27
All Programs menu, opening applications and, 49
applications
 closing, Windows XP, 50
 non-responsive, 218
 removing, 70
 starting automatically, 56

windows, resizing, 51
windows, switching between, 51
Windows XP, opening, 49
attachments, Outlook, 164
attributes, files, 208
automatic updates, 73

• B •

background, desktop, 95
briefcase
 setup on laptop, 43
 synchronizing files, 44

• C •

C: drive, name, 13
Calculator, 94
calibration, game controllers, 21
CD-ROMs, 12
closing, applications, Windows XP, 50
color
 background, 95
 Windows XP color scheme, 113
color-coded plugs, introduction, 5
compressed folders, creating, 81
computer, shut down, 59

- connections, Internet
 - default, 146
 - dial-up, 141
 - removing, 147
 - repairing, 147
 - setup, 140
 - sharing, 142
 - TCP/IP, configuration, 143
- connections, network, 145
- contacts
 - Outlook Express Address Book, 170
 - Windows Address Book, 98
 - Windows Messenger, 99
- Content Advisor, Internet Explorer, 159
- contents, drives, viewing, 13
- corrupted drivers, reinstalling, 216
- cursor, trails, mouse setup, 19
- customization, Start menu, 55
- Customize Start Menu dialog box, 55

• D •

- date/time, setting, 58
- default items, printers, 34
- deleting
 - files, 86
 - folders, 86
- desktop
 - Active Desktop, 111
 - background, 95
 - icons, arranging, 53
 - image, 110
 - navigation, 9
 - shortcuts, creating, 52

- device-to-PC connectors, location, 6
- dial-up connections, 141
- digital images, Windows Picture and Fax Viewer, 132
- Disk Cleanup, 63
- Disk Defragmenter, 64, 211
- disks, partitioning, 66
- display. *See also* monitors
 - DPI setting, 107
 - graphics card installation, 106
 - introduction, 103
 - monitor drivers, 105
 - refresh rate, 108
 - resolution, 109
 - screen saver setup, 112
- documents
 - My Recent Documents, 79
 - saving, 50
- downloads
 - sound files, 120
 - Web, 158
- DPI setting, 107
- drivers
 - corrupted, reinstalling, 216
 - updates, 215
- drives
 - content view, 13
 - external, adding, 15
 - hard drive properties, 14
 - mapping folders to, 193
- DVDs
 - ejecting, 12
 - inserting, 12

• E •

- ejecting
 - CD-ROMs, 12
 - DVDs, 12
- e-mail messages. *See* Outlook
- Ethernet network, connection, 183
- external drives, adding, 15

• F •

- Favorites
 - files, adding, 82
 - folders, adding, 82
 - organization, 155
 - Web sites, adding, 154
- faxes
 - overview, 29
 - Picture and Fax Viewer, 97
 - settings, 36
- File and Folder Tasks, commands in, 76
- files
 - attributes, 208
 - deleting, 86
 - downloading, Web, 158
 - Favorites, adding to, 82
 - moving, 83
 - My Computer, 76
 - printing, 85
 - renaming, 84
 - searching for, 78
 - shortcuts, 80

- sound, downloading, 120
 - Windows Explorer, 77
- firewall
 - disabling, 194
 - enabling, 206
- folders
 - compressed, creating, 81
 - deleting, 86
 - Favorites, adding to, 82
 - moving, 83
 - My Computer, 76
 - network, mapping to drive, 193
 - renaming, 84
 - shared, using, 204
 - sharing, 195
 - sharing, removing sharing, 196
 - shortcuts, 80
 - Windows Explorer, 77
- formats of photos, 134
- Found New Hardware Wizard, scanners, 37
- freeing memory, disk cleanup and, 63

• G •

- game controllers
 - calibration, 21
 - introduction, 17
 - setup, 21
 - uses, 18
- Game Controllers dialog box, 21
- game pads, introduction, 17
- graphics, desktop, 110
- graphics card, installation, 106

• H •

hard drive

- bad sectors, 212
- error checking, 211
- initializing new, 66
- properties, 14
- reformatting, 222

hardware troubleshooting

- Disk Defragmenter and, 211
- driver updates, 215
- error checking hard drive, 212
- hard drive bad sectors, 212
- Hardware Troubleshooter, 214
- modem diagnostics, 213
- printers, 210

Help

- Remote Assistance, 90–91
- searches, 89
- topics, 88

Hibernate setting, laptops, 40

history, Web browsing, 156

home page setup, 153

• I •

icons, desktop, arranging, 53

images, desktop, 110

imaging devices, installation, 131

input devices

- game controllers, 17, 21
- keyboard, 17, 20
- keyboard, options, 27
- mouse, 17, 19

Plug and Play, 18

Table PC and, 18

types, 18

wireless devices, 18

inserting

CD-ROMs, 12

DVDs, 12

installation

graphics card, 106

hard drive, initialization, 66

imaging devices, 131

memory cards, 65

printers, 30–31

scanners, 37

security patches, 207

software, 69

installed printers, viewing, 33

Internet Connection Firewall, enabling, 206

Internet connections

always-on, setup, 144

default, 146

removing, 147

repairing, 147

setup, 140

sharing, 142

TCP/IP, 143

Internet Explorer

Content Advisor, 159

customization, 157

privacy settings, 158

ISPs

connection setup, 140

dial-up connection, new, 141

• **J** •

joysticks, introduction, 17

• **K** •

keyboard, on-screen, 28

Keyboard Properties dialog box

repeat delay, 27

setup, 19

keyboards

input options, 27

introduction, 17

setup, 19

uses, 18

• **L** •

laptops

battery power, 40

briefcase, creating, 43

briefcase, synchronizing files, 44

file sharing, 39

Hibernate setting, 40

low power alarm, 42

power management, 39

power options, 40

speaker connection, 6

Standby, manual selection, 41

local area connection, networking, 182

log off Windows XP, 48

log on to Windows XP, 48

log-on screen, Windows XP, 7

low battery alarm, laptops, 42

• **M** •

Magnifier, 25

Map Network Drive dialog box, 193

mapping, folders to drive, 193

media drives, 11. *See also* drives; storage

Media Player, 123, 128

memory

adding, 65

cards, installation, 65

Disk Defragmenter and, 64

freeing, 63

installed, checking, 62

overview, 61

partitioning disks and, 66

menus, All Programs, 49

message folders, Outlook, 172–173

messages, Outlook Express. *See* Outlook Express

Messenger, contacts, 99

modem diagnostics, 213

monitor

DPI setting, 107

drivers, updating, 105

refresh rate, 108

resolution, 109

Monitor Properties dialog box, 104

monitors

enabling, 104

speaker connection, 6

motherboard, introduction, 11

mouse

introduction, 17

setup, 19

uses, 18

Mouse Properties dialog box

Buttons tab, 19

mouse setup and, 19

Pointers tab, 19

Movie Maker, project creation, 129

movies

video effects, 130

Windows Media Player, 128

Windows Movie Maker, 129

MSN Radio, 124

music

copying to CD or DVD, 122

Media Player, 123

My Computer

drive contents, viewing, 13

drive names, 13

files, locating, 76

folders, locating, 76

• N •

Name Your Printer dialog box, 31

Narrator, setup, 26

Narrator dialog box, 26

navigation

desktop, 9

Web sites, 150

Network and Internet Connection window, 182

Network Connections window

connection status, 192

sharing connections, 142

Network Setup Wizard, 184–185

networks

configuration, 184–185

connection status, 192

connections, 191–198

connections, setup, 145

Ethernet network, connecting, 183

firewall, disabling, 194

folders, mapping to drive, 193

folders, sharing, 195, 196

introduction, 179

local area connection, 182

names, changing, 187

PCI adapter installation, 180–181

printers, sharing, 197–198

wireless, configuring, 186

workgroups, 188

non-responsive applications, 218

• O •

online radio, 124

on-screen keyboard, 28

opening, applications, Windows XP, 49

Outlook Express

account management, 174

Address Book contacts, 170

attachments, 164

creating messages, 162–163

formatting messages, 168

forwarding messages, 166

message folders, 172–173

opening, 162–163

- read messages, 165
- receiving messages, 162–163
- replying to messages, 166
- rules, 175
- sending messages, 162–163
- signatures on messages, 167
- stationery, 169
- window layout, 171

● *p* ●

- Paint, 96
- partitioning disks, memory and, 66
- passwords
 - screen savers, 203
 - Windows XP, 202
- Performance and Maintenance window, 40
- Photo Printing Wizard, 133
- photos
 - printing, 133
 - saving, formats, 134
- Picture and Fax Viewer, 97
 - digital image viewing, 132
- pictures, Paint and, 96
- playlists, creating, 121
- Plug and Play, input devices, 18
- plugs, color-coded, 5
- ports, device-to-PC connectors, 6
- power
 - batteries, laptops, 40, 42
 - Stand By setting, 41
- Power button, turn on computer, 7

- power options, laptops, 40
- Power Options dialog box
 - low battery alarm, 42
 - Power Schemes tab, 40
- Power Schemes tab, Power Options dialog box, 40
- preferences, printers, 32
- Print dialog box, 85
- printers
 - default, 34
 - installation, 30–31
 - overview, 29
 - preferences, 32
 - removing, 35
 - renaming, 35
 - sharing, 197–198
 - troubleshooting, 210
 - viewing installed, 33
- Printers and Faxes window
 - fax settings, 36
 - printer settings, 32
- printing
 - files, 85
 - photos, 133
 - Web pages, 160
- processor chip, introduction, 11
- programs, access defaults, 57
- properties, hard drives, 14
- Properties dialog box
 - faxes, 36
 - hard drive, 14
 - printers, 32
 - scanners, 38

• **Q** •

Quick Launch bar
overview, 54
starting programs, 9

• **R** •

radio online, 124
recently used documents, 79
recording sound, Windows Sound Recorder, 125
Recycle Bin, emptying, 58
refresh rate, monitor, 108
Remote Assistance, connecting to, 90–91
renaming
files, 84
folders, 84
resizing windows, 51
resolution, screen, 109
restoring Windows XP system, 221

• **S** •

Safe Mode, startup, 219
saving
documents, 50
photos, format, 134
Scanner and Camera Installation Wizard, 131
scanners
installation, 37
overview, 29
settings, 38
Scanners and Camera window, scanner settings, 37

scientific calculator, 96
screen, resolution, 109
screen saver
password-protected, 203
setup, 112
Search Results window, 78
searches
files, 78
Help, 89
sorting results, 78
Web, 151
Web pages, 152
security
file attributes, 208
firewalls, enabling, 206
introduction, 201
patch installation, 207
restricted web sites, 205
shared folders, 204
trusted web sites, 205
setup
game controllers, 21
keyboards, 19
mouse, 19
sharing files, laptops, 44
sharing folders, 195
removing sharing, 196
using shared folders, 204
sharing Internet connections, 142
sharing printers, 197–198
shortcuts
desktop, creating, 52
files, 80
folders, 80

- shut down computer, 59
- signatures on email messages, 167
- Smart Move, mouse settings, 19
- software
 - checking for, 68
 - installation, 69
 - setup, 67
- software troubleshooting
 - drive reformat, 222
 - non-responsive applications, 218
 - restoring Windows XP system, 221
 - System Restore Point, 220
- sound
 - download files, 120
 - introduction, 115
 - music, copying to CD or DVD, 122
 - online radio, 124
 - playlist, creating, 121
 - recording, Window Sound Recorder, 125
 - scheme, adjustments, 119
 - SoundSentry, 27
 - volume, 118
- sound card, setup, 116
- Sound Recorder, 125
- Sounds and Audio Devices dialog box, 116
- SoundSentry, 27
- speakers
 - connections, 117
 - setup, 117
- Standby option, 8
- Start menu
 - customizing, 55
 - My Recent Documents, 79
 - overview, 10

- Start Menu Properties dialog box, 55
- starting applications, automatically, 56
- switches, location, 6
- switching between applications, 51
- synchronizing files, briefcase and, 44
- System dialog box, Computer Name tab, 187
- System Properties dialog box
 - total memory, viewing, 62
 - Windows Update, 92
- System Restore Point, 220
- System Tools
 - Disk Cleanup, 63
 - Disk Defragmenter, 64

• T •

- Tablet PC, input, 18
- text, magnifier and, 25
- troubleshooting
 - hardware, 209–216
 - software, 217–222
- Turn Off Computer dialog box,
 - Stand By setting, 41
- turn on/off computer, 7–8

• U •

- updates
 - automatic, 73
 - Windows Update, 72
- USB port, external drives and, 15

• V •

video effects in movies, 130
Video Effects pane, 130
voice options, Narrator, 26
Voice Settings dialog box (Narrator), 26
volume, 118

• W •

Web

browsing history, 156
file downloads, 158
Internet Explorer, customization, 157
navigating, 150
searching, 151

Web pages

home page setup, 153
printing, 160
searching, 152

Web sites

adding to Favorites, 154
restricted, 205
trusted, 205

windows

applications windows, resizing, 51
applications windows, switching between, 51
Performance and Maintenance, 40

Windows Explorer, Folders, 77
Windows Movie Maker, project creation, 129
Windows Picture and Fax Viewer, digital image viewing, 132
Windows Scanner and Camera Wizard, 135
Windows Sound Recorder, 125
Windows Update, 92
 running, 72
 security patch installation, 207
Windows XP
 closing applications, 50
 color scheme, 113
 components, adding/removing, 71
 desktop navigation, 9
 introduction, 47
 log on/off, 48
 log-on screen, 7
 opening applications, 49
 password, 202
 restoring system, 221
 turn off PC, 8
wireless devices, input and, 18
Wireless Network Setup Wizard, 186
wireless networks, configuration, 186
WordPad, document creation, 93
workgroups
 joining, 188
 viewing computers on, 189