

Contents

Introduction

xiii

Part 1	Navigating and Managing Files and Folders in Windows XP	1
Chapter 1	Getting Started with Windows XP Home Edition	3
	Starting Windows	4
	Learning the Parts of the Screen	4
	Start Button and Start Menu	5
	Icons	7
	Taskbar	7
	Using Help and Support	8
	Browsing Help Topics	9
	Using the Help Index	11
	Searching for a Help Topic	12
	Working with Help Topics	13
	Browsing Support Options	15
	Closing the Help System	16
	Using What's This?	16
	Shutting Down Windows	17
	Turning Off or Restarting the PC	17
	Using Standby or Hibernate	18
Chapter 2	Navigating in a Window	21
	Parts of a Window	22
	Opening and Closing a Window	23
	Minimizing and Maximizing	24
	Minimizing a Window	24
	Maximizing a Window	25
	Moving and Resizing a Window	25
	Moving a Window	25
	Resizing a Window	25
	Scrolling a Window's Content	26
	Switching among Open Windows	26
	Working with Menus	28
	Drop-Down Menus	28
	Start Menu	29
	Shortcut Menus	30
	Working with Dialog Boxes	31
	Working with Toolbars	33
	Toolbars in Windows	33
	Toolbars in the Taskbar	33

Chapter 3	Managing Files, Folders, and Disks	35
	File Management Overview	36
	Opening a File Management Window	37
	Opening the My Computer Window	39
	Opening the Windows Explorer Window	39
	Opening Other File Management Windows	40
	Navigating between Folders	41
	Selecting from the Folder List	41
	Moving Up and Down in the Folder System	42
	Using Back and Forward Buttons	43
	Manipulating Files and Folders	44
	Selecting Files and Folders	44
	Moving and Copying Files and Folders	46
	Deleting Files and Folders	49
	Renaming Files and Folders	49
	Creating New Folders	50
	Searching for Files and Folders	51
	Working with the Recycle Bin	54
	Restoring a Deleted File	54
	Emptying the Recycle Bin	55
	Formatting Disks	56
	Copying a Floppy Disk	58
	Copying Files to a Writeable CD	59
Chapter 4	Setting File Management Options	63
	Choosing How Files Are Displayed	64
	Selecting a View	64
	Changing the Displayed Details	66
	Changing File Sort Order	67
	Displaying or Hiding Window Controls	69
	Displaying or Hiding the Status Bar	69
	Controlling the Explorer Bar	69
	Setting Folder Options	71
	Setting Folder Viewing Options	73
Part 2	Running Programs with Windows XP	75
Chapter 5	Program Basics and Exploring Accessories	77
	Starting a Program	78
	Playing with Calculator	80
	Exploring a Program's Help Feature	82
	Working with Notepad	83
	Typing in Notepad	85
	Turning on Word Wrap in Notepad	85

Working with Data Files	86
Saving a File	86
Opening a File	90
Printing a File	91
Exiting a Program	92
Working with WordPad	92
Formatting Text	94
Formatting Paragraphs and Pages	96
Working with Paint	97
Choosing a Color	98
Drawing a Line or Shape	99
Undoing and Erasing	100
Sharing Data between Programs	102
Chapter 6	105
Installing New Programs	105
Adding and Removing Windows Components	106
Installing a New Program	109
Removing an Installed Program	112
Updating Windows XP	114
Getting Automatic Updates	114
Installing an Automatic Update	115
Getting Updates Manually	117
Chapter 7	121
Organizing Your Programs	121
Changing the Start Menu's Appearance	122
Changing to the Classic Start Menu	122
Changing Start Menu Properties	123
Changing the Start Menu's Content	127
Changing the Top-Level Start Menu	127
Changing the All Programs Menu	129
Working with Desktop Shortcuts	132
Arranging Shortcuts	132
Deleting a Desktop Shortcut	134
Creating a New Desktop Shortcut	135
Customizing Toolbars	136
Adjusting Toolbar Length	137
Changing Toolbar Buttons	137
Managing Programs in the System Tray	138
Opening a System Tray Program's Window	138
Closing a System Tray Program	139
Controlling Which Programs Load at Startup	139

Part 3	Working with Multimedia Content	141
Chapter 8	Working with Photographs and Still Images	143
	Setting Up a New Scanner or Digital Camera	144
	Does Windows Recognize Your Scanner or Camera?	144
	Running the Scanner and Camera Installation Wizard	145
	Scanning from an XP-Compatible Scanner	147
	Transferring Pictures from a Digital Camera	151
	Viewing Images	154
	Printing a Photo	154
	Ordering Photo Prints Online	157
Chapter 9	Playing Music and Videos	159
	Introducing Windows Media Player	160
	Getting the Latest Version	161
	Using the Windows Media.com Guide	163
	Playing Internet Radio Stations	164
	Playing a Featured Station	164
	Browsing the Available Stations	166
	Bookmarking Your Favorite Stations	167
	Playing an Audio CD	168
	Customizing the Now Playing Tab	169
	Using the Player Controls	171
	Selecting Which Tracks to Play	171
	Ripping CD Tracks	172
	Working with the Library	174
	Playing a Clip	174
	Removing a Clip from the Library	175
	Adding Clips to the Library	175
	Automatically Adding Many Clips at Once	176
	Copying Music to a Portable Digital Audio Player	178
	Creating an Audio CD	179
	Playing a DVD Movie	181
Chapter 10	Creating Your Own Sounds and Videos	183
	Using Sound Recorder	184
	Recording a New Sound Clip	184
	Playing Back a Recorded Clip	185
	Saving a Clip as a File	186
	Introducing Windows Movie Maker	186
	Starting Windows Movie Maker	188
	Creating Collections	189
	Recording New Content	190
	Recording from a Video Camera	190

Importing Existing Content	195
Creating a Movie Project	197
Starting a New Project	197
Understanding Project Views	197
Adding Clips to the Project	198
Changing the Duration of a Still Image	199
Applying Video Effects	200
Adding Sound and Narration	200
Adding a Musical Soundtrack	201
Recording Narration	201
Previewing the Movie	202
Saving the Movie	203
Part 4 Customizing Windows XP	205
Chapter 11 Adjusting Screen Appearance	207
Changing the Display Mode	208
Changing the Resolution and Color Depth	208
Changing the Refresh Rate	210
Changing the Desktop Appearance	212
Working with Desktop Themes	212
Changing the Desktop Background	213
Changing Screen Colors and Window/Button Style	215
Changing Desktop Icon Appearance	217
Choosing a Screensaver	218
Changing How the Taskbar Looks and Operates	220
Setting Taskbar Properties	220
Resizing the Taskbar	222
Chapter 12 Customizing System Settings	223
Setting the Date and Time	224
Changing Keyboard Properties	225
Adjusting Mouse Operation	227
Setting Sound and Audio Properties	230
Assigning Sounds to Events	234
Chapter 13 Managing Fonts and Printers	237
Setting Up a New Printer	238
Starting the Add Printer Wizard	238
Setting Up a Local Printer	240
Setting Up a Network Printer	243
Setting Printer Properties	245
Sharing a Printer	247
Controlling a Print Queue	248

Managing Fonts	250
Viewing Installed Fonts	250
Previewing a Font	252
Deleting a Font	253
Adding a Font	253
Chapter 14 Sharing a PC with Multiple Users	255
Introducing User Accounts	256
Logging Off	257
Switching between Users	258
Managing User Accounts	259
Opening the User Accounts Window	260
Adding an Account	261
Deleting an Account	262
Renaming an Account	263
Changing an Account's Privileges	263
Changing an Account's Picture	264
Managing Account Passwords	266
Setting a Password	266
Removing a Password	267
Changing a Password	268
Changing the Login Screen	269
Turning the Guest Account On	270
Part 5 Online and Network Connectivity	271
Chapter 15 Setting Up a Home Network	273
Understanding Networks	274
Setting Up Windows for Networking	275
Checking for Existing Network Connectivity	275
Running the Network Setup Wizard	277
Sharing Folders	281
Accessing Your Shared Documents Folder	282
Accessing Shared Files on Another PC	283
Creating a New Network Place	284
Sharing Other Folders on Your PC	286
Sharing Other Resources	288
Making a Folder Private	288
Chapter 16 Connecting to the Internet	291
Understanding Internet Service Providers	292
Signing Up for a New Internet Account	292
Setting Up a Connection Manually	296
Dialing a Connection	300
Configuring Dialing Rules	301
Troubleshooting Dial-up Problems	305

Chapter 17	Exploring the Web	307
	Viewing Web Pages	308
	Using the Internet Explorer Toolbar	309
	Viewing a Specific Page	310
	Locating Information on the Web	310
	Using a Web Search Site	310
	Searching with the Explorer Bar	312
	Finding People	313
	Working with Favorites	314
	Adding a Web Page to the Favorites Menu	314
	Modifying the Favorites Menu	315
	Printing a Web Page	317
	Using the Pop-Up Blocker	318
Chapter 18	Communicating Online	321
	Understanding E-Mail	322
	Getting Started with Outlook Express	323
	Setting Up a Mail Account	324
	Setting Up Additional E-Mail Accounts	327
	Managing E-Mail with Outlook Express	328
	Receiving E-Mail	329
	Composing a New E-Mail Message	336
	Working with the Contacts List (Address Book)	339
	Discussing Topics Publicly in Newsgroups	341
	Setting Up a News Account in Outlook Express	341
	Subscribing to Newsgroups	344
	Reading Newsgroup Messages	346
	Replying to a Newsgroup Message	348
	Posting a New Message	349
	Chatting with Windows Messenger	349
	Setting Up Windows Messenger	350
	Adding Contacts to the Contacts List	352
	Controlling Your Online Status	354
	Chatting with a Contact	356
Chapter 19	Customizing Your Online Experience	357
	Customizing Internet Explorer	358
	Changing the IE Window	358
	Changing Internet Options	360
	Enabling or Disabling the Windows Firewall	367
	Enabling Content Ratings	369
	Setting Mail Controls and Options	372
	Organizing Incoming Mail in Folders	373
	Creating Message-Handling Rules	374
	Blocking Certain Senders	378
	Changing the Delivery Schedule	380

Part 6 System Maintenance	383
Chapter 20 Optimizing System Performance	385
Checking a Disk for Errors	386
Defragmenting Your Hard Disk	388
Cleaning Out Unwanted Files	392
Deleting Files with Disk Cleanup	393
Tidying Up with the Desktop Cleanup Wizard	395
Chapter 21 Safeguarding and Troubleshooting	399
Protecting Your PC from Viruses	400
Saving Your Windows Configuration	401
Restoring a Previous Windows Configuration	403
Loading the Last Known Good Configuration	406
Starting in Safe Mode	407
Requesting Remote Assistance	410
Sending a Remote Assistance Request	411
Responding to a Remote Assistance Request	414
Chatting with Remote Assistance	416
Taking Control of a Remote PC	417
Configuring Security Settings	418
Chapter 22 Installing New Hardware	423
Tips for Physically Installing New Hardware	424
Device Detection with Plug and Play	424
Troubleshooting a Newly Installed Device	425
Does Windows Recognize the Device?	425
If Windows Doesn't See the Device...	428
Still No Luck?	429
<i>Index</i>	431