

Contents at a Glance

Introduction xxxiii

Part 1 • Up and Running with Windows XP Home Edition **1**

Chapter 1 • Introducing Windows XP Home Edition 3

Chapter 2 • Installing Windows XP Home Edition 25

Chapter 3 • Getting Started with Windows XP Home Edition 73

Chapter 4 • Customizing Your Desktop 89

Chapter 5 • Installing, Removing, and Running Programs 131

Chapter 6 • Managing Your Files and Folders 157

Chapter 7 • Making the Most of the Bundled Programs 203

Chapter 8 • Finding Help to Solve Your XP Problems 221

Part 2 • Administering and Troubleshooting Windows XP Home **231**

Chapter 9 • Managing Users and Accounts 233

Chapter 10 • Sharing and File Types 261

Chapter 11 • Managing Your Disks and Drives 281

Chapter 12 • Working with the Registry 311

Chapter 13 • Installing, Configuring, and Managing Printers and Fonts 329

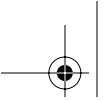
Chapter 14 • Managing Hardware, Drivers, and Power 355

Chapter 15 • Using XP Home Edition on a Portable Computer 383

Chapter 16 • Optimizing Windows XP Home Edition 399

Chapter 17 • Backup and Disaster Recovery 427





Part 3 • Communications, the Internet, and the Web 467

Chapter 18 • Connecting to the Internet 469

Chapter 19 • Surfing the Web with Internet Explorer 505

Chapter 20 • Using Address Book 549

Chapter 21 • E-mail with Outlook Express 565

Chapter 22 • Reading News with Outlook Express 621

Chapter 23 • Instant Messaging with Windows Messenger 633

Chapter 24 • Giving and Getting Remote Assistance 655

Chapter 25 • Sending and Receiving Faxes 671

Chapter 26 • Publishing Information to the Web 689

Part 4 • Audio, Video, and Games 699

Chapter 27 • Windows Media Player 701

Chapter 28 • Working with Pictures and Videos 735

Chapter 29 • Burning CDs on XP 757

Chapter 30 • Playing Games on XP Home Edition 775

Part 5 • Networking Windows XP Home Edition 783

Chapter 31 • Understanding Windows Networking 785

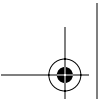
Chapter 32 • Building a Home or Home-Office Network 803

Chapter 33 • Sharing Resources on Your Network 841

Chapter 34 • Securing Your Network 873

Chapter 35 • Connecting to a Remote Computer or Network 887

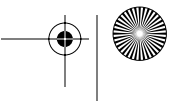
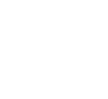
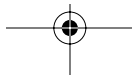
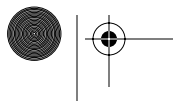




Appendix A • Windows Basics 915

Appendix B • Sharing and Conferencing with NetMeeting 923

Index 951



Contents

Introduction xxxiii

Part 1 • Up and Running with Windows XP Home Edition 1

Chapter 1 • Introducing Windows XP Home Edition 3

What Is Windows XP Home Edition? 3

What's New in Windows XP Home Edition? 4

- Easier Installation and Updating 4
- Effective Multiuser Capabilities 6
- Enhanced User Interface 7
- Taskbar Changes and Enhancements 9
- Better Audio and Video Features 10
- CD Burning 12
- Compressed Folders 12
- Improved Features for Sending Attachments 12
- Search Companion 13
- Easy Publishing to the Web 13
- A Sane Implementation of AutoPlay 13
- More Games 13
- Remote Desktop Connection 13
- More Windows-Key Shortcuts 14
- Improvements for Portable Computers 14
- Faxing 14
- More Help 14
- Network Connectivity 16
- Internet Connectivity and Web Browsing 17
- What's Hiding under the Hood 18

What's New in Service Pack 2? 20

Should You Upgrade to Windows XP Home Edition? 21

- Windows 9x 21
- Windows 3.1 21
- Windows 2000 Professional 22

Should You Upgrade to Windows XP Professional Edition Instead? 22

- Intended Usage 22
- Connecting to a Windows Domain 22
- Cost 22
- Hardware Requirements 22
- Upgrade Paths to Windows XP 23
- Windows XP Professional Features 23

Chapter 2 • Installing Windows XP Home Edition	25
Preparing to Install XP Home	25
Will Your Computer Be Able to Run Windows XP Home Edition?	25
Processor	26
RAM	26
Free Disk Space	26
SVGA-Capable Video Adapter and Monitor	29
CD Drive or DVD Drive	29
Checking System Compatibility	29
Running the Windows Upgrade Advisor Program	30
Checking Specific Hardware Items Against the HCL	31
Making Your System Compatible with XP	31
Choosing Which File System to Use	32
File Allocation Table (FAT)	32
File Allocation Table 32 (FAT32)	33
NT File System (NTFS)	33
Choosing a Method of Installing XP Home	34
Preparing for Installation	36
Read the Latest Release Documentation	36
Back Up All Your Data Files	36
Write Down Internet Connection Information	36
Plug In and Switch On All Hardware	36
Use the Files and Settings Transfer Wizard to Transfer Settings	37
Stop Any Anti-Virus Software, Disk Utilities, or Boot Managers	39
A Quick Warning about “Restarting Manually”	40
Upgrading Windows 98 or Windows Me to XP Home	40
Performing a New Installation of XP and Creating a Dual-Boot Setup	40
Plan Your Partitions	43
Pick Your File Systems	44
Back Up Your Files	44
Plan Different Computer Names for Domain Use	44
Install the OSs in the Right Order	44
Performing the Installation	46
Specifying the Default Operating System	48
Performing a Clean Installation of XP Home	49
Choosing a Hard Disk Partition	49
Converting the Partition to NTFS	50
Choosing Regional and Language Options	50
Entering Your Name and Organization	51
Entering Your Product Key	52
Entering the Computer Name	52
Entering the Modem Dialing Information	52
Checking the Date and Time	52
Specifying Networking Settings	52

The Installation Paths Converge	54
Setting Up Your Internet Connection	54
Activating XP	56
Registering XP	56
Creating User Accounts	57
Applying Your Files and Settings	57
Uninstalling XP Home and Reverting to Windows Me or 98	58
Removing Your Old Version of Windows	59
Troubleshooting the Installation	59
Troubleshooting Upgrade Problems	59
CD-Related and CD-ROM-Related Problems	60
Installation Won't Start	62
Lack of Disk Space	62
Setup Errors	62
Computer Hangs During Setup	63
Error Messages during First Reboot of Setup	64
Troubleshooting Stop Errors (Blue Screen of Death)	64
Updating XP to Service Pack 2	65
Fixing Programs That Don't Work with SP2	67
Chapter 3 • Getting Started with Windows XP Home Edition	73
Logging On and Logging Off	74
Logging On	76
Logging Off	77
Using the Desktop and Start Menu	78
Switching to Another User	80
Locking the Computer	81
Checking Which User Is Currently Active	81
Seeing Who Else Is Logged On to the Computer	81
Seeing Which Programs the Other Users Are Running	82
Logging Another User Off	85
Sending a Message to Another User	86
Using the Windows Key	87
Shutting Down XP	88
Chapter 4 • Customizing Your Desktop	89
Choosing the Best Display Resolution	89
Your Monitor	89
Your Graphics Card	90
Choosing Video Settings	91
Adjusting Your Monitor if Necessary	96
Configuring the Keyboard and Mouse	96
Configuring the Keyboard	96
Configuring the Mouse	97
Configuring Your Mouse Further with the Tweak UI PowerToy	101

Choosing Accessibility Options	101
Keyboard Accessibility Options	101
Mouse Accessibility Options	103
Display Accessibility Options	103
Sound Accessibility Options	104
Setting General Accessibility Options	105
Using Utility Manager to Start Magnifier, Narrator, and On-Screen Keyboard Automatically	105
Choosing a Screen Saver	106
Applying a Theme	108
Changing the Background	109
Changing Desktop Items and Desktop Web Pages	110
Changing the Items Displayed on Your Desktop	110
Adding Web Content via Desktop Web Pages	111
Managing Your Desktop Web Pages	113
Changing the Appearance of XP Items	113
Choosing Desktop Effects	114
Choosing System Sounds	116
Arranging Icons on Your Desktop	117
Desktop Cleanup Wizard	118
Configuring the Taskbar	118
Resizing and Repositioning the Taskbar	118
Using the Taskbar to Navigate between Programs	119
Configuring the Taskbar's Behavior	120
Customizing the Start Menu	121
Customizing the XP Start Menu	122
Customizing the Classic Start Menu	124
Using the Desktop Toolbars	126
Displaying and Hiding the Desktop Toolbars	127
Customizing the Quick Launch Toolbar	127
Creating and Using Custom Toolbars	128
Managing Your Desktop Toolbars	129
Chapter 5 • Installing, Removing, and Running Programs	131
Good News on Compatibility	131
Programs You Shouldn't Even <i>Try</i> to Run on XP	134
Multiuser Considerations	135
Who Can Install Programs?	135
Who Is the Program Available To?	136
What Happens when Multiple Users Open the Same File at the Same Time?	137
What Happens when Multiple Users Run the Same Program at the Same Time? ..	138
Installing a Program	139
Setting a Restore Point before Installing a Program	139
Installing a Program Using the Add/Remove Programs Window	139
Installing a Program by Running Its Setup Routine Manually	142
Installing the XP PowerToys	143
Removing a Program	143

Running Programs	146
Running Programs in Compatibility Mode	147
Making Programs Run at Startup	152
Specifying the Size at Which a Program Runs	152
Killing a Program That's Not Responding	152
Setting Program Access and Defaults	154
Chapter 6 • Managing Your Files and Folders	157
The Basics of Files and Folders	157
Using Explorer	158
Starting Explorer	159
Investigating XP's Folder Structure	163
Using Views	170
Arranging Icons	171
Using the Standard Buttons Toolbar	171
Navigating Explorer with the Keyboard	173
Navigating Using the Address Bar	173
Navigating by Using Type-Down Addressing	173
Refreshing the Listing in a Folder	174
Choosing Folder Options	174
Creating a New Folder	176
Copying a File or Folder	176
Copying a File or Folder by Using Drag-and-Drop	177
Copying a File or Folder by Using Right-Drag-and-Drop	178
Copying a File or Folder by Using the Copy and Paste Commands	178
Copying a File or Folder by Using the Copy to Folder Command	178
Copying a File or Folder by Using the Send To Command	179
Moving a File or Folder	180
Deleting a File or Folder	181
Moving a File or Folder to the Recycle Bin	182
Deleting a File or Folder without Moving It to the Recycle Bin	183
Recovering a File or Folder from the Recycle Bin	184
Emptying the Recycle Bin	184
Avoiding Using the Recycle Bin	184
Turning Off Confirmation of Deletion	185
Renaming a File or Folder	186
Viewing and Setting Properties for a File or Folder	187
Finding a File or Folder	188
Displaying Search Companion	188
Configuring Searching	189
Searching for Pictures, Music, Video, or Documents	190
Searching for All Files	190
Working with Compressed Files	193
Creating and Organizing Shortcuts	194
Creating a Shortcut	195
Setting Properties for a Shortcut	196

Customizing Explorer	198
Customizing and Turning Off AutoPlay	198
Customizing a Folder	200
Customizing the Toolbar	201
Choosing the Columns to Display in Details View	202

Chapter 7 • Making the Most of the Bundled Programs 203

WordPad	203
Notepad	204
Character Map	206
Inserting a Character	206
Inserting a Character in Advanced View	207
Paint	210
Calculator	211
Windows Picture and Fax Viewer	212
Basic Manipulation of Images	212
Annotating an Image	214
ClipBook Viewer	215
Command Prompt	215
Recalling a Command You've Used	216
Selecting, Copying, and Pasting in Command Prompt	217
Customizing Command Prompt	217

Chapter 8 • Finding Help to Solve Your XP Problems 221

Help and Support Center	221
Starting Help and Support Center	221
Finding Your Way around Help and Support Center	222
Browsing for Help	226
Creating and Using Favorites in Help	226
Using Views	227
Navigating with Help History	227
Printing Out Help Information	227
Using the Support Options	227
Remote Assistance (Ask a Friend to Help)	227
Microsoft Online Assisted Support (Get Help from Microsoft)	228
Windows Newsgroups (Go to a Windows Web Site Forum)	228
Using the Troubleshooters	228
Finding Help on the Internet and Web	229

Part 2 • Administering and Troubleshooting Windows XP Home 231

Chapter 9 • Managing Users and Accounts 233

What Are User Accounts and What Are They For?	233
Three Types of User Accounts	234
Computer Administrator Accounts	234
Limited Accounts	236
The Guest Account	236

Creating a User Account	236
Understanding User Profiles	238
Deleting a User Account	239
Changing a User Account	240
Assigning a Picture to a User Account	241
Requiring a Password for an Account	241
Removing Password Protection from an Account	246
Creating a New Password for a User	246
Preventing a User from Changing Their Password	246
Using Password Reset Disks to Recover from Lost Passwords	247
Applying a .NET Passport to an Account	248
Removing a .NET Passport from an Account	249
Removing the “Unread Mail” Readout from the Welcome Screen	250
Turning Off the Welcome Screen	251
Turning Fast User Switching Off and On	251
Turning the Guest Account On and Off	252
Implementing and Preventing Automatic Logons	252
Implementing an Automatic Logon	253
Preventing Automatic Logons	253
Performing Other Management Actions from the User Accounts Dialog Box	253
Limiting the Times a User Can Log On	255
Disabling and Reenabling a User Account	257
Making a User Account Expire	257
Changing Other User Properties with <i>net user</i>	258
Creating and Deleting Local Groups	258
Chapter 10 • Sharing and File Types	261
The Background to Sharing	261
Sharing a Folder	265
Sharing a Folder with All Other Users of This Computer	266
Sharing a Folder “on the Network” with All Other Users	266
Making a Folder Private	268
Seeing What Files and Folders You’re Sharing	269
Working with File Associations, File Extensions, and File Types	270
What Are File Extensions?	271
What Are File Types?	271
Registering File Types and Associations	271
Specifying the File Type of a File	272
Finding Out Which File Type a File Is	272
Displaying All File Extensions	272
Changing the File Type Linked to an Extension	274
Restoring the File Type Linked to an Extension	275
Changing the Program or Action Associated with a File Type	276
Opening a File with a Program Other than the Associated Program	280

Chapter 11 • Managing Your Disks and Drives	281
Formatting a Disk	281
Changing the Computer's Name, Description, and Workgroup	284
Converting a Disk to NTFS	285
Using Compression to Free Up Space	286
Compressing a File or Folder	286
Compressing a Drive	287
Setting Archiving and Indexing for a File or Folder	288
Using Quotas to Apportion Disk Space	289
Disk Maintenance	293
Defragmenting Your Disks	293
Cleaning Up Your Disks with Disk Cleanup	295
Checking a Disk for Errors	297
Scheduling Your Maintenance Tasks with the Scheduled Task Wizard	298
Managing Disks with Disk Management	304
Starting Disk Management	304
Creating a Partition	305
Deleting a Partition	308
Changing the Drive Letter	308
Exiting Disk Management	309
Chapter 12 • Working with the Registry	311
What Is the Registry and What Does It Do?	311
Why Work with the Registry?	312
Preparing to Access the Registry	312
Running Registry Editor	313
Backing Up Your Registry	313
Restoring Your Registry	314
Restoring the Registry to Its Last Known Good Configuration	314
Working in the Registry	315
The Five Subtrees of the Registry	315
Keys, Subkeys, and Value Entries	316
Registry Data Types	317
Where the Registry Is Stored	318
Finding Information in the Registry	319
Editing a Value Entry	319
Adding a Key or a Value Entry	321
Deleting a Key or a Value Entry	321
Copying a Key Name	321
Examples of Working with the Registry	321
Removing Spyware	322
Changing Your Windows Name and Organization	322
Changing Your <i>\Program Files\ Folder</i>	322
Preventing XP from Prompting You to Create a Microsoft Passport	322
Change the Name for a Removable Drive	323
Customize the Windows Media Player Title Bar	323

Prevent Windows Media Player from Tracking the Files You've Played	323
Prevent Casual Changes to System Restore	323
Clearing the Paging File at Shutdown	324
Preventing Messenger from Running	324
Changing or Removing the Places Bar	324
Using the System Attribute for Customized Folders	325
Using Registry Favorites to Quickly Access Keys	326
Chapter 13 • Installing, Configuring, and Managing Printers and Fonts	329
The Basics of Windows Printing	329
The Terminology of Windows Printing	329
Three Ways of Installing a Printer	330
How Does a Print Job Get Printed?	331
Printers and Faxes Page	332
Installing a Local Printer	332
Configuring a Printer	335
Setting a Printer As Your Default	335
General Page Options	336
Sharing Page Options	336
Ports Page Options	336
Advanced Page Options	338
Device Settings Page Options	340
Color Management Page Options	341
Removing a Printer	342
Printing a Document	342
Managing Your Print Jobs	342
Pausing and Resuming Printing	342
Canceling Printing of All Documents on the Printer	343
Managing Print Jobs by Using the Print Queue	343
Troubleshooting Printing Problems	344
Check Which Printer You're Printing To	344
Make Sure the Printer Is Working	345
Check the Program You're Printing From	345
Running the Printing Troubleshooter	345
Configuring Your Print Server	346
Printing Offline	347
Creating Multiple Entries for the Same Printer	348
Printing to a File	348
Printing to a File from the Print Dialog Box	349
Setting a Printer to Always Print to a File	349
Working with Fonts	350
Three Categories of Fonts	350
Displaying the Fonts Window	350
Viewing the List of Fonts	350
Viewing and Printing a Font	351
Installing a Font	352
Deleting a Font	353

Chapter 14 • Managing Hardware, Drivers, and Power 355

- What Hardware Can You Use with XP? 355
- Using Hot-Pluggable Devices 355
 - Installing a Hot-Pluggable Device 356
 - Removing a Hot-Pluggable Device 356
 - Plugging a Hot-Pluggable Device In Again 357
- Using the Found New Hardware Wizard 357
 - Installing a Driver from a Specific Location 359
- Running the Add Hardware Wizard 364
- Working with Hardware Drivers 366
 - Opening Device Manager 366
 - Checking the Details of a Driver 367
 - Updating a Driver 368
 - Rolling Back a Driver 368
 - Disabling a Device 368
 - Uninstalling a Device 368
- Adding Specific Hardware Items 369
 - Adding a CD Drive or DVD Drive 369
 - Adding a Removable Drive 370
 - Adding a Modem 371
 - Adding a Video Card 372
 - Adding a Monitor 372
 - Setting Up and Using Multiple Monitors 373
- Configuring Power Management 375
 - Choosing a Power Scheme 376
 - Choosing Advanced Power Options 377
 - Enabling and Disabling Hibernation 377
 - Enabling and Disabling Advanced Power Management 377
 - Configuring XP to Use an Uninterruptible Power Supply 378

Chapter 15 • Using XP Home Edition on a Portable Computer 383

- XP Home and Portable Computers 383
- Using the Power-Management Features for Portables 384
 - Choosing Power Settings for Running on Batteries 384
 - Setting Battery Alarms 384
 - Power Meter 386
 - Processor Power Control 386
 - Dimming and Turning Off the Display 386
 - Hibernation when Battery Runs Low 386
- Safely Removing PC Cards 386
 - The Quick Way of Using Safely Remove Hardware 387
 - The Slow Way of Using Safely Remove Hardware 387
- Using ClearType 388
- Using DualView 388
- Using Hardware Profiles 389
 - Creating a Hardware Profile 389

Choosing a Hardware Profile	391
Setting Up the Hardware in the Profile	391
Using Dial-up Networking from Multiple Locations	392
Creating a New Location	392
Editing a Location	393
Using a Location	393
Transferring Files between a Desktop Computer and a Portable	394
Using Briefcase to Synchronize Files between Two Computers	394
Alternative Approaches to Synchronization	395
Using Briefcase	395
Chapter 16 • Optimizing Windows XP Home Edition	399
Dealing with Program Hangs	399
Ending a Program	399
Ending a Process or a Process Tree	401
Using Event Viewer to Identify Problems	401
The System Log	402
The Application Log	403
The Security Log	403
Viewing an Event Log	403
Managing the Event Logs	404
Keeping XP Updated with Windows Update	406
When Windows Update Runs	406
Controlling What Windows Update Does	407
Windows Update in Action	408
Removing Updates	410
Downloading Updates Manually from the Windows Update Website	410
Optimizing Performance	411
RAM: Do You Have Enough?	411
Choosing Performance Options	411
Specifying the Size and Location of the Paging File	413
Controlling Data Execution Prevention	416
Setting Environment Variables	419
Enabling and Disabling Error Reporting	420
Setting Startup and Recovery Options	421
Monitoring Performance with the Performance Tool	423
Chapter 17 • Backup and Disaster Recovery	427
Backing Up Your Data—and Restoring It	427
Why You Must Back Up Your Data	427
What to Back Up	428
When to Back Up Your Data	429
Backup Types	429
Choosing Backup Media	430
Installing Backup Utility	431
Creating a Backup	431

Restoring Files from Backup	436
Using Backup Utility in Advanced Mode	437
Creating Drive Images	438
Understanding Windows File Protection	439
Change the Size of the Dllcache Folder	439
Change the Location of the Dllcache Folder	439
Disable Windows File Protection	439
Checking Files with System File Checker	440
Checking System Files and Drivers with File Signature Verification	440
Using the System Restore Feature	441
How System Restore Works	441
Adjusting the Amount of Space System Restore Takes Up	441
Setting System Restore Points	443
Restoring Your System to a Restore Point	443
Keeping and Deleting Old Restore Points	446
Restoring the Last Known Good Configuration	447
Repairing an XP Installation Using Recovery Console	447
Using the <i>BOOTCFG</i> Command to Repair Your Boot Configuration	448
Exiting Recovery Console	449
Troubleshooting Boot Problems	449
Creating an XP Boot Floppy to Recover from a Faulty Boot Sequence	451
Recovering from Failed Boot with “NTLDR Is Missing” Message	453
Recovering from Black Screen Hang after POST	455
Recovering from Black Screen Hang after POST and “NTDETECT Failed” Message ..	455
Recovering from “Invalid Partition Table” Message	455
Recovering from Hang at Welcome Screen after Restart	456
Booting into Safe Mode	456
Using System Configuration Utility to Disable Startup Items or to Clean Boot ..	458
“System Has Recovered from a Serious Error” Message after Each Restart	465
Choosing System Startup Options for Booting XP	465

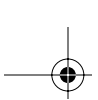
Part 3 • Communications, the Internet, and the Web 467

Chapter 18 • Connecting to the Internet.	469
Choosing an Internet Connection Type and ISP	469
Fiber	469
Cable Modem	470
Digital Subscriber Line	470
Integrated Services Digital Network	471
Satellite Solutions	472
Wireless Services	472
Criteria for Choosing an ISP	473
Creating an Internet Connection	474
Configuring the Connection Manually	477
Establishing a Connection	481
Using Multiple Modems on a Dial-up Connection	485

Securing Your Internet Connection	487
What Is a Firewall?	487
Do You Need to Use a Firewall?	487
Enabling and Disabling Windows Firewall	488
Troubleshooting Your Internet Connection	490
The Modem Doesn't Dial	490
The Modem Makes Mating Noises but Can't Connect	491
"The Protocol Is Not Configured" Error Message	491
The Connection Fails after Dialing	491
The Modem Connection Closes Unexpectedly	492
The Modem Connection Closes after a While	492
You Can't Access Websites or Mail Servers by Name	493
Using Digital Certificates	495
Getting a Digital Certificate	495
Installing a Digital Certificate	498
Exporting a Certificate	500
Removing a Certificate	500
Examining a Certificate	501
Chapter 19 • Surfing the Web with Internet Explorer	505
Starting Internet Explorer	505
The Internet Explorer Interface	506
Unlocking the Toolbars and Menu Bar	506
Using the Toolbar Buttons	508
Using Keyboard Shortcuts	509
Using Internet Explorer to Access Web Pages and Documents	509
Opening a Web Page or a Document the Easy Way	509
Opening a Web Page or a Document the Formal Way	510
Jumping to a Hyperlink	512
Returning to a Previous Document	512
Opening Multiple Internet Explorer Windows	513
Making a Page Easier to Read	514
Saving a Document	515
Saving, Printing, or E-mailing a Picture	516
Printing a Document	516
Downloading Files	516
Creating and Using Favorites	518
Using the Explorer Bars	526
Customizing Internet Explorer	527
Customizing Your Home Page and Quick Links	527
Customizing the Toolbar	528
Configuring Internet Explorer	529
Cleaning Up Temporary Internet Files	529
Keeping Control of Your History	531
Choosing Security Options	531
Choosing a Level of Privacy	535

Blocking Pop-ups	535
Handling Cookies	536
Screening Out Objectionable Content	538
Managing Your AutoComplete Information	542
Specifying Programs for Internet Services	543
Managing Add-ons	543
Advanced Options	543
Browsing Offline	547
Chapter 20 • Using Address Book	549
Getting Started with Address Book	549
Adding and Deleting a Contact	550
Moving a Contact from One Identity to Another	552
Editing Your Profile for Address Book	553
Importing Information into Your Address Book	554
Importing a Windows Address Book	554
Importing a vCard	554
Importing Information Stored in Another Format	555
Exporting Information from Your Address Book	557
Organizing Your Contacts into Folders and Groups	558
Creating a Folder	558
Deleting a Folder	558
Creating a Group	558
Removing a Contact from a Group	559
Deleting a Group	560
Customizing the Way Your Data Is Displayed	560
Finding a Forgotten Contact in Address Book	561
Searching Internet Directories for People	562
Printing Your Address Book	564
Copying or Moving Your Address Book	564
Sending Mail to a Contact	564
Chapter 21 • E-mail with Outlook Express	565
Information You Need to Get Started	565
Starting Outlook Express	566
Setting Up E-mail with Outlook Express	566
Getting a Hotmail or MSN Account	568
The Outlook Express Screen	570
Choosing Options for Outlook Express	570
General Page Options	571
Read Page Options	573
Receipts Page Options	574
Send Page Options	576
Compose Page Options	580
Signatures Page Options	581
Spelling Page Options	582

Security Page Options	583
Connection Page Options	586
Maintenance Page Options	587
Reading E-mail Messages	587
Sending E-mail	589
Composing a New Message	590
Replying to an E-mail Message	593
Adding a vCard to Your Outgoing Messages	593
Adding vCards You Receive to Address Book	594
Forwarding a Message	595
Sending and Receiving Attachments	595
Sending Attachments	595
Receiving Attachments	596
Managing Your E-mail Messages	599
Deleting a Message	599
Compacting and Cleaning Up Messages	599
Moving a Message to a Folder	600
Moving Your Message Store	601
Finding a Message	601
Filtering Your E-mail	602
Creating Rules for Filtering E-mail	602
Blocking a Sender	606
Adding Another Mail Account	607
Removing a Mail Account	608
Configuring an Individual Account	608
General Page Properties	608
Servers Page Properties	609
Connection Page Properties	610
Security Page Properties	610
Advanced Page Properties	610
IMAP Page Properties	611
Using Identities to Keep Multiple E-mail Accounts Separate	612
Creating an Identity	613
Managing Identities	613
Switching Identities	614
Logging an Identity Off	615
Importing Messages before Deleting an Identity	616
Customizing the Columns Displayed in the Inbox	616
Customizing the Inbox Layout and the Toolbar	617
Backing Up and Restoring Your Outlook Express Folders	618
Chapter 22 • Reading News with Outlook Express	621
The Dangers of Newsgroups	621
Setting Up Outlook Express to Read Newsgroups	622
Adding Another News Account	623
Changing the Properties for a News Account	624
Downloading the List of Newsgroups	626



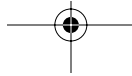
Subscribing to Newsgroups 626
 Reading Newsgroup Messages 628
 Posting to a Newsgroup 629
 Posting an Attachment 630
 Creating Rules for Filtering News 630
 Working Offline 632

Chapter 23 • Instant Messaging with Windows Messenger 633

Starting Messenger 633
 Configuring Messenger 634
 Personal Page Options 635
 Phone Page Options 635
 Preferences Page Options 636
 Privacy Page Options 637
 Connection Page Options 638
 Running the Audio and Video Tuning Wizard 638
 Signing Out and Signing Back In 638
 Adding and Removing a Contact 638
 Adding a Contact by E-mail Address or Passport Sign-In 639
 Adding a Contact by Searching for Them 640
 Adding a Contact when People Add You to Their Contacts List 640
 Removing a Contact from Your Contacts List 640
 Chatting 641
 Adding More People to a Conversation 642
 Including Emoticons in Your Messages 642
 Setting Font, Style, and Color for Text You Send 643
 Adding Voice to a Conversation 643
 Adding Video to a Conversation 646
 Blocking and Unblocking Users 647
 Changing Your Status 647
 Transferring Files 648
 Sending a File 648
 Receiving a File 648
 Preventing Messenger from Running 650
 Whiteboarding and Sharing Programs 650
 Using Whiteboard 650
 Sharing a Program—or Your Desktop 652

Chapter 24 • Giving and Getting Remote Assistance 655

Understanding the Basics of Remote Assistance 655
 Security Considerations for Remote Assistance 656
 Enabling and Disabling Remote Assistance 656
 Setting Limits for Remote Assistance 656
 Sending a Remote Assistance Invitation via E-mail 657
 Sending an Invitation via Windows Messenger 658
 Saving an Invitation As a File 659



Viewing the Status of Your Invitations	660
Receiving Remote Assistance	661
E-mail Invitation	661
Windows Messenger Invitation	661
File Invitation	661
Receiving Assistance	661
Responding to a Remote Assistance Invitation	663
E-mail Invitation	664
Windows Messenger Invitation	664
File Invitation	667
Providing Remote Assistance	667
Chapter 25 • Sending and Receiving Faxes	671
Understanding XP's Faxing Components	671
Installing Fax Services	672
Configuring Fax Services	673
Sending a Fax	675
Receiving a Fax	679
Managing Faxes from Fax Console	680
Configuring Your Fax Printer	681
General Page Options	682
Sharing Page Options	682
Devices Page Options	682
Tracking Page Options	684
Archives Page Options	684
Creating Custom Cover Pages with Fax Cover Page Editor	685
Adding an Existing Cover Page to the Personal Cover Pages Dialog Box	687
Editing and Annotating a Fax	688
Chapter 26 • Publishing Information to the Web	689
What Will You Publish?	689
Understanding Copyright Issues	689
Performing Quality Control	690
Where Will You Publish Your Content?	691
How Will You Publish Your Content?	691
FTP	691
Web Sharing (WebDAV)	692
Using Network Places to Access an FTP Site or Web Folder	693
Opening Web Folders	697
FTP via Internet Explorer	697
FTP via an FTP Client	697
Part 4 • Audio, Video, and Games	699
Chapter 27 • Windows Media Player	701
Getting Started with Windows Media Player	701

Configuring Windows Media Player	706
Player Page Options	706
Rip Music Page Options	707
Devices Page Options	710
Performance Page Options	711
Library Page Options	712
Plug-ins Page Options	714
Privacy Page Options	714
Security Page Options	715
File Types Page Options	716
DVD Page Options	716
Network Page Options	716
Playing Audio Files	717
Playing Audio Files from Disk	717
Playing Music from the \My Music\ Folder	717
Creating Playlists	717
Playing a CD	719
Using the Graphic Equalizer and Sound Effects	719
Ripping a CD	720
Playing a DVD	722
Tuning Into Internet Radio	723
Connecting to an Internet Radio Station	723
Customizing the Look and Feel of Windows Media Player	724
Applying Skins	724
Choosing Visualizations	724
Editing MP3 and WMA Tags	724
Backing Up and Restoring Licenses	725
Playing Videos	726
Setting Output Volume and Recording Volume	726
Displaying the Volume Control in the Notification Area	726
Setting Volume from the Sounds and Audio Devices Properties Dialog Box	728
Setting Speaker Balance	728
Setting Advanced Audio Properties	728
Using the Volume Control Program	729
Recording Audio Files with Sound Recorder	732
Starting Sound Recorder	732
Extending Sound Recorder's Recording Capability	732
Recording a Sound File with Sound Recorder	733
Converting a File to Another Format	733
Chapter 28 • Working with Pictures and Videos	735
Using the Photo Album Template Tools	735
Installing a Scanner or Digital Camera	738
Scanning a Picture	739
Working with a Digital Camera	742
Downloading Pictures from a Still Camera	743
Burning Pictures to CD from the Camera	744

Finding Out How Many Pictures Are on the Camera	744
Deleting Pictures from the Camera	745
Capturing Still Pictures from a Video Camera	745
Printing Pictures with the Photo Printing Wizard	746
Copying Your Pictures to the Web	747
Making Movies with Windows Movie Maker	747
Starting Windows Movie Maker	747
Capturing Video	747
Importing an Audio, Video, or Picture File	750
Saving the Project	750
Editing a Movie	751
Arranging the Clips on the Storyboard	752
Setting Audio Levels	755
Adding Video Effects	755
Adding Transitions, Titles, and Credits	755
Saving the Movie	755
Chapter 29 • Burning CDs on XP	757
CD-Recording Basics	757
Recordable CDs and Rewritable CDs	757
Audio CDs and Data CDs	760
Configuring a Recordable CD Drive	761
Burning CDs from Explorer	762
Copying the Files to the Storage Area	764
Checking the Files in the Storage Area	765
Writing the Files to CD	766
When Things Go Wrong Writing the CD.....	767
Clearing the Storage Area	768
Working with Rewritable CDs	769
Creating an Audio CD from Explorer	770
Burning CDs from Windows Media Player	771
Copying a CD	773
If XP's CD-Writing Capabilities Aren't Enough	773
Packet-Writing Capability	773
Ability to Create Discs in Other Formats	774
Creating a Bootable CD	774
Testing before Writing	774
The Obvious Contender: Easy CD Creator	774
Chapter 30 • Playing Games on XP Home Edition	775
Playing the Bundled Games	775
Playing Single-Player Games	775
Playing Multiplayer Games	776
Choosing Hardware for Serious Gaming	777
Sound Card and Speakers or Headphones	777
Video Card	777
Joystick, Game Pad, Steering Wheel, or Other Human Interface Device	778

Adding and Configuring Game Controllers	778
Adding a Game Controller	778
Removing a Game Controller	780
Choosing the Game Controller to Use for Legacy Programs	780
Testing and Calibrating a Game Controller	780
Troubleshooting a Game Controller	781
Getting the Best Performance on Games	781

Part 5 • Networking Windows XP Home Edition 783

Chapter 31 • Understanding Windows Networking 785

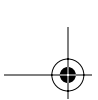
Why Network Your Home or Home Office?	785
Network Architectures	786
Client/Server Networks	786
Peer-to-Peer Networks	787
Network Topologies	788
Star Topology	789
Bus Topology	789
Other Topologies: Ring and Mesh	789
Logical Topologies	790
Network Protocols	790
Planning Your Network	792
Client/Server or Peer-to-Peer?	793
Wired or Wireless?	793
Where Will You Keep Your Files?	796
Which Resources Will You Share?	796
Choosing Network Hardware for a Wired Network	797
Choosing Hardware for a Fast Ethernet or Gigabit Ethernet Network	797
Choosing Hardware for a FireWire Network	799
Choosing Hardware for a Phone-Line Network	800
Choosing Hardware for a Power-Line Network	800
Choosing Hardware for a Wireless Network	801

Chapter 32 • Building a Home or Home-Office Network 803

The Different Ways of Setting Up a Network with XP Home	803
Setting Up a Direct Connection	804
Infrared, Parallel, or Serial?	804
Direct Connection via Cable or Infrared	805
Installing Your Network Hardware	813
Installing Network Cards	813
Cabling an Ethernet Network	814
Creating a FireWire Network	818
Installing a Wireless Network	818
Setting Up a Network Using the Network Setup Wizard	826
Setting Up the Computer That's Sharing the Internet Connection	827
Setting Up a Client Computer	829
Browsing the Network	832

Mapping and Disconnecting Network Drives	834
Mapping a Network Drive	834
Reconnecting a Network Drive at Logon	836
Disconnecting a Network Drive	836
Changing Your Computer's Workgroup	837
Connecting Macs and Linux Boxes to the Network	838
Mac Clients	838
Linux Clients	838
Chapter 33 • Sharing Resources on Your Network	841
Connecting Your Network to the Internet	841
Should You Connect Your Network to the Internet?	841
Should You Use Multiple IP Addresses or NAT?	842
Should the Connection Connect Automatically to the Internet?	845
Should You Use ICS or Another NAT?	845
Configuring ICS Manually	847
Configuring Windows Firewall Manually	850
Configuring Windows Firewall to Pass Data for Programs and Services on All Connections	850
Configuring Windows Firewall to Pass Data for Programs and Services on a Specific Connection	852
Using a Shared Internet Connection	855
Sharing a Folder or Drive	856
Sharing a Printer	857
Connecting to a Shared Printer	858
Using a Print Server	859
Connecting to an LPR Printer	860
Printing across the Internet with IPP	861
Repairing a Network Connection	862
Configuring Networking Components Manually	863
Standard Configuration for a LAN Connection	864
Standard Configuration for a Dial-up Internet Connection	865
Other Components and When You May Need to Use Them	865
Installing and Removing Networking Components	865
Installing and Removing Network Components via Windows Setup	868
Configuring TCP/IP Manually	869
Connecting Two Networks via a Bridge	871
Chapter 34 • Securing Your Network	873
Understanding the Points of Weakness on Your Network	873
Normal Methods of Securing a Home Network	874
Securing Your Internet Connection with a Firewall	875
Using Anti-virus Software	877
Securing Your Browsers and Programs	877
Securing Your Web Browsers	877
Securing E-mail Clients	878
Securing Programmable Programs	878

Limiting User Access to Computers and Files	878
Maintaining Your Hardware and Software	879
Filtering TCP/IP to Keep Out Unauthorized Data Packets	879
Backing Up Data on Your Network	881
Securing a Wireless Network	882
Use WPA or WEP	882
Change the SSID for the Wireless Network	883
Configure Your Access Point Not to Broadcast Its SSID	884
Use Password Protection on Your Files	884
Use Virtual Private Networking to Secure the Data You're Transmitting	884
Reposition Your Access Point for Security	885
Try to Hack into Your Own Network	885
Chapter 35 • Connecting to a Remote Computer or Network	887
Using Remote Desktop Connection	887
Remote Desktop Connection Terminology and Basics	888
Setting the Remote Computer to Accept Incoming Connections	890
Choosing Settings for Remote Desktop Connection	891
Connecting via Remote Desktop Connection	895
Working via Remote Desktop Connection	897
Returning to Your Local Desktop	899
Disconnecting the Remote Session	900
Logging Off the Remote Session	900
Shutting Down or Restarting the Remote Computer	901
Troubleshooting Remote Desktop Connection Connections	901
Creating a Dial-up Connection to a Remote Network	902
Creating and Using VPN Connections	903
How Virtual Private Networking Works	904
Advantages of VPN Connections	905
Creating a VPN Client Connection	905
Configuring the VPN Client Connection	906
Establishing a VPN Connection	907
Working via the VPN Connection	908
Configuring XP to Accept Incoming VPN Connections	909
Turning Off the VPN Connection	912
Choosing Security Settings and Configuring IPsec	912
Appendix A • Windows Basics	915
Mouse Basics and Terminology	915
Selection Basics	915
Drag-and-Drop	916
Working with Windows and Dialog Boxes	916
Dialog Box Modality	917
Maximizing, Minimizing, and Restoring Windows	918
Using the Control Menu on Windows and Dialog Boxes	918
Dialog Box Controls	919



Appendix B • Sharing and Conferencing with NetMeeting. 923

What Can You Do with NetMeeting? 923

Setting Up and Configuring NetMeeting 924

 Setting Up NetMeeting 925

 Configuring NetMeeting 927

Placing and Receiving Calls 933

 Finding Out Who’s Available 933

 Placing a Call 934

 Keeping a SpeedDial List 935

 Receiving a Call 936

Hosting a Meeting on Your Computer 938

Joining a Meeting 940

Using Remote Desktop Sharing to Access Your Own Computer 940

 Configuring Remote Desktop Sharing 941

 Activating and Deactivating Remote Desktop Sharing 942

 Accessing Your Computer via Remote Desktop Sharing 942

 Changing Your Remote Desktop Sharing Setup 943

Transferring Files 944

 Sending a File to Another User 944

 Receiving a File from Another User 945

Chatting 946

Whiteboarding 947

Sharing a Program—or Your Desktop 947

Index 951

