

Index

Numbers

- 8-in-1 card reader, 7
- 13-in-2 card reader, 7
- 16-bit (High Color), display settings, 28
- 32-bit (True Color), display settings, 28
- 802.11a, 51
- 802.11b, 51
- 802.11g, 51
- 802.11n, 51
- 802.11y, 51
- 1394 Trade Association, IEEE 1394 specification, 6–7

A

- AC adapter**
 - indicator light, 35
 - power troubleshooting, 190–191
- access time, 207**
- AdAware, adware/spyware troubleshooting, 195**
- Add a Wireless Device to the Network Windows Vista, 146**
- address bar**
 - folder navigation, 102
 - hiding/displaying, 102
- Address, taskbar toolbar, 80**
- administrator rights, file/folder permissions, 68**
- Advanced Encryption Standard (AES), hard disk encryption, 165**
- Advanced Micro Devices, microprocessors, 15**
- Advanced Search, Windows Vista, 120**
- adware tracker, data protection, 167**
- adware, troubleshooting, 194–195**
- airport security, theft risk reduction, 161–162**
- algorithms, compressed folders, 103–104**
- All Programs menu**
 - access methods, 62–63
 - defined, 207
 - desktop shortcuts, 63–64
 - reordering icons, 64

- Alt key, 207**
- alternating current (AC) power supply, 4–5**
- AMD Turion 64 X2 Dual-Core Mobile Technology, microprocessor, 15**
- analog, 207**
- analog modems, external digital-to-analog converter, 57**
- angles, screen adjustments, 29**
- AnonymizeSurfing, 171**
- Anonymous Surfing, Internet security, 171**
- antivirus program**
 - data protection, 167
 - virus warning/activity troubleshooting, 193–194

AOL Instant Messaging (AIM), 22

Apple

- FireWire port, 6–7, 50
- MacBook Air, 13–14
- Apple Safari, Internet browser, 10**
- applications, 207. *See also* programs; software**
- ASCII code**
 - defined, 207
 - symbols, 183–184
- aspect ratio**
 - defined, 207
 - display settings, 28
- associations, file/program, 118–119**
- attachments**
 - broadband modems, 18
 - digital still cameras, 18
 - digital video cameras, 18
 - external hard drives, 18
 - external monitors, 29–32
 - external mouse, 41
 - external optical drives, 18
 - flash memory keys, 41, 43–44
 - memory card readers, 18
 - network devices, 18
 - printers, 18
 - scanners, 18
 - sensor screen, 41
 - tape drives, 42
- attributes, files, 112, 113**
- audio in, line-in jack, 6**

- audio out, headphone/speakers jack, 6**
- AutoPlay**

- enabling/disabling, 94–95
- optical media, 93–95

B

- background images**
 - Windows Vista, 60
 - Windows XP, 61
- backups, hard disk data, 42–43**
- bandwidth, 207**
- batteries**
 - brightness adjustment issues, 28
 - charge status indicator light colors, 35
 - external battery pack, 38
 - fully equipped laptop systems, 13
 - hardware component, 4–5
 - hibernation mode, 36
 - LiOn (lithium ion), 35–36
 - memory effect, 35–36
 - NiCad (nickel cadmium), 35–36
 - Power Options utility controls, 36–38
 - power troubleshooting, 190
 - recharging, 38
 - second (backup) advantages, 38–39
 - standby mode, 36
 - troubleshooting, 201
- battery compartment, plug-ins, 17**
- be hidden, Internet security, 171**
- binary math, 86**
- BIOS, 207**
- bits**
 - computer math, 86–87
 - defined, 208
- bits per second, 208**
- Blu-ray drives, inserting and ejecting discs, 92–93**
- Bluetooth port**
 - input/output, 7
 - wireless communications, 52
- Blu-ray drive**
 - defined, 208
 - fully equipped laptop systems, 12
 - hardware component, 2, 4, 43
 - optical storage, 91–92
- boot, 208**
- booting, System BIOS, 9**

Bridge Media slot, Toshiba, 7
brightness, screen adjustments, 28–29
broadband, 208
broadband modems
 attachments, 18
 Internet connection types, 20
 Internet connections/speeds, 150–152
browsers
 Internet security, 171–175
 software, 10
built-in audio, basic laptop systems, 12
burn, 208
buttons, hardware component, 3
bytes (B)
 computer math, 86–87
 defined, 208

C

cable modems
 defined, 208
 Internet connection type, 20
 Internet connections/speeds, 150–152
cables, locking, 4
Cardbus. See ExpressCards; PC Cards
CAT-5 cables, Ethernet connections, 56, 134
Cat-6 cables, Ethernet connections, 134
Category view, Control Panel, 64–65
CD drives
 data backups, 42–43
 hardware component, 2, 4
 inserting and ejecting discs, 92–93
 properties, 88–89
 supported formats, 90
 troubleshooting, 205
 writers/rewriters, 88–91
CD-R, 208
CD-R/DVD combo drive, 11
CD-ROM, 208
CD-RW, 208
cell phone, Bluetooth communications, 52
central processing unit (CPU), 15.
See also microprocessors; processors
chipsets, hardware, 16
clamshell, laptop design, 2
Classic style, Start menu display, 75

Classic view, Control Panel, 64–65
clipboard
 copying/pasting files, 126–127
 defined, 208
The Cloak, Internet security, 171
clock, hiding/displaying, 78–79
colors, display properties, 28
CompactFlash, specialized memory card, 7, 44
component failure, troubleshooting, 201–202
compressed folders
 adding/extracting files, 104
 creating, 103–104
 passwords, 104
Computer, Windows Vista, 66–67
ConfigFree WiFi Utility, wireless communications, 51–52
connector, 208
Control Panel
 access methods, 64–65
 Category view, 64–65
 CD/DVD drive properties, 88–89
 Classic view, 64–65
 defined, 208
 pointing device settings, 41
 Windows Firewall, 166
 Windows Security Center, 166–167
 wired network software
 troubleshooting, 192–193
 wireless software troubleshooting, 192
cookies, adware/spyware troubleshooting, 194–195
cooling vents, hardware component, 5
Core 2 Duo. See Intel Core 2 Duo
CPU, 209. See also processors
Creative Technology, USB Sound Blaster, 55
Ctrl key, 209
cursor, 209
cyberspace. See Internet

D

data packets, networks, 139
default, 209
Dell, card readers, 7
desktop
 compressed folder creation, 103
 extending across multiple monitors, 32

folder shortcuts, 110
 program shortcuts, 63–64
 removing the Network/My Network Places icon, 70–71
 Windows Vista/Windows XP, 60–62
device drivers, 209
diagnostic programs, troubleshooting tool, 202
dial-up connections, RJ-11 connector, 56–57
dial-up modems
 call placement procedure, 154–155
 cautions/concerns, 155
 dialing rules, 156–157
 information requirements, 153–154
 Internet connection type, 20
 Internet connection/speeds, 152–157
 POTS (plain-old-telephone-system) connection, 150
digital still cameras, attachments, 18
digital subscriber line (DSL) modems, Internet connection/speeds, 150–152
digital video cameras, attachments, 18
digital-to-analog converter, analog modems, 57
direct current (DC) power supply, 4–5
disc (disk), 209
disk drives
 letter assignments, 87–88
 troubleshooting, 202–203
 unformatting, 97
disk scrubbers/shredders, overwriting files, 97
docking station, legacy input/output, 7–8
Documents, Windows Vista, 67–68
double-click, 209
downward compatible specifications, hardware technology, 7
drag, 209
drivers, troubleshooting, 204–205
DSL, 209
DSL modems, Internet connection type, 20
DVD, 209
DVD drives
 hardware component, 2, 4, 43
 inserting/ejecting discs, 92–93
 properties, 88–89
 region settings, 89

supported formats, 90–91
troubleshooting, 205
writers/rewriters, 88–91

DVD read/write drive

fully equipped laptop systems, 12
lightweight laptop systems, 13

DVI port, external monitors, 29

E

electrical anomaly, troubleshooting, 201

electronic mail. See e-mail e-mail, Internet component, 21
enhancement bays, hardware component, 4

eSATA ports

defined, 209
external hard drives, 18
external optical drives, 18
input/output, 6

Ethernet

defined, 209
hardware requirements, 134
hardware troubleshooting, 191–192
network connections, 56
network specification, 18
RJ-45 plug, 56

Ethernet port

broadband modem connection, 18
input/output, 6

expansion port, legacy input/output, 7–8

expansion slots, hardware component, 4

ExpressCards

defined, 210
hardware component, 4, 44–45
plug-ins, 17

external digital-to-analog converter, 57

external floppy disk drive, USB port connection, 44

external hard drives, attachments, 18

external monitors

configuration, 30–32
extending a desktop across, 32
VGA port, 29–30, 53

external mouse, USB connection, 41

external optical drives, attachments, 18

external speakers, sound quality enhancement, 39

F

fiber-optics cable, Internet connections/speeds, 150–152

file transfer protocol (FTP), Internet service, 69

filename extensions

file naming conventions, 23
file/program associations, 119
types/uses, 113–115

files

adding to a compressed folder, 104
attributes, 113
by contents search, 121
copying, 126–127
creation date, 113
by creation date search, 122
defined, 210
deleting/undeleting, 128–129
details view, 115–117
dragging/dropping, 126–127
duplicating, 127
by edit date search, 122
extracting from a compressed folder, 104
filename extensions, 23, 113–115
icons, 113
last modified date, 113
moving, 128
by name search, 121
naming conventions, 22–23, 112–113
path conventions, 23
pathnames, 122–124
program associations, 118–119
properties, 117–118
Recycle Bin, 72–73
renaming, 127–128
saving, 124–125
size display, 113
undeleting, 97, 128
Windows Vista Quick search, 120

fingerprint reader, fully equipped laptop systems, 13

firewalls

data protection, 165–167
defined, 210

FireWire port

defined, 210
digital cameras, 18
input/output devices, 6–7, 50
peer-to-peer network capability, 50

flash memory keys

data protection, 164
external storage device, 41, 43–44

versus floppy disk drives, 95–96
formatting, 97
storage capacities, 96

floppy disk drives

drive A or B designation, 87
external connections, 44
versus flash memory keys, 95–96
formatting, 96
legacy technology, 7
storage capacities, 95–96

Fn (Function) key

brightness adjustments, 28
defined, 210
hot keys, 180–181
overlays, 32–33

Folder Options panel, display settings, 105–106

folders

address bar navigation, 102
appearance enhancements, 106–108
compressing, 103–104
copying, 110
creating, 109
deleting, 109
display settings, 105–106
expanding/collapsing display levels, 100–101
file organization technique, 23
file paths, 122–124
keyboard navigation, 102
mapping/unmapping, 137–139
moving, 110
network sharing, 135–136
password protection, 164
renaming, 109–110
root, 101
shortcut creation, 110
subfolders, 100–101
tree hierarchy, 101–102

font, 210

Function (Fn) key

brightness adjustments, 28
defined, 210
hot keys, 180–181
overlays, 32–33

G

gadgets

Sidebar, 82–84
Windows Vista, 60

gigabytes (GB)

computer math, 86–87
defined, 210

Google Talk, instant messaging provider, 22
graphical user interface (GUI), Windows, 20
graphics cards, fully equipped laptop systems, 12
graphics chips, basic laptop systems, 11
graphics chipsets, 28
Graphics Media Accelerator, 28
Graphics Properties utility, 28
GuardianEdge Technologies, hard disk encryption, 165

H

hard disk drives

basic laptop systems, 12
 data backups, 42
 data protection, 163–170
 drive C designation, 87–88
 failure signs, 42–43
 fully equipped laptop systems, 12
 hibernation mode, 36
 indicator light, 35
 lightweight laptop systems, 13
 purchasing guidelines, 42
hard disk encryption, data protection, 164–165

hard drive compartment, plug-ins, 17 hardware

attachments, 17–19
 battery, 4–5
 Blu-ray drives, 43
 buttons, 3
 CD drives, 42–43
 chipsets, 16
 cooling vents, 5
 CPU (central processing unit), 15
 downward (backward) compatible specifications, 7
 driver troubleshooting, 204–205
 enhancement bays, 4
 Ethernet networks, 134
 expansion slots, 4
 ExpressCards, 4, 44–45
 external speakers, 39
 floppy disk drive, 44
 hard disks, 42–43
 headphones, 4
 I/O ports, 16
 indicator lights, 3–4, 35
 keyboard, 2–3

LCD (liquid crystal display) screen, 2–3
 lights, 3
 memory, 15
 microphones, 4
 motherboards, 14
 multimedia controls, 3–4, 34
 NIC (network interface card), 132
 on/off button, 34
 optical drives, 2, 4, 43
 PC Cards, 4, 44–45
 plug-ins, 16–17
 pointing device, 2, 4
 pointing sticks, 40–41
 power button, 3
 power supply, 4–5
 RAM (random access memory), 4
 security lock set, 5
 speakers, 4, 39
 System BIOS, 9
 touchpads, 40
 trackballs, 41
 troubleshooting new installation, 200
 WiFi adapter, 132
 WiFi on/off switch, 3

HDMI (High-Definition Multimedia Interface) connector, television, 54

headphone jack, headphone connector, 55

headphone/speakers jack, input/output, 6

headphones

hardware component, 4
 impedance, 55
 sound quality enhancement, 39

Help desks, troubleshooting tool, 202

Hewlett-Packard, hot keys, 180–181

hibernation mode, battery life extender, 36

hidden, file attribute, 113

High Color (16-bit), display settings, 28

hot keys, keyboard shortcuts, 180–181

hot pluggable, USB devices, 49

hot swappable, USB devices, 44

HotSpot, Internet connection type, 153

HTML, 210

hubs

defined, 210
 USB ports, 6

I

I/O ports. *See also ports*

basic laptop systems, 12
 fully equipped laptop systems, 12
 hardware component, 16
 lightweight laptop systems, 13

IBM, hot keys, 180–181

icons

defined, 210
 file display, 113
 folder appearance enhancement, 107–108

ICQ, instant messaging provider, 22

ID tags, carry bags, 161

IEEE 1394, 210. *See also iLink; FireWire port*

iLink

digital cameras, 18
 input/output devices, 6–7, 50

IM. *See instant messaging (IM)*

images, folder appearance enhancement, 107

impedance, headphones, 55

indicator lights

hardware components, 3–4
 machine status information, 35

infrared port

input/output, 7
 remote device connection, 50–51

instant messaging (IM), Internet element, 22

integrated graphics

basic laptop systems, 11
 lightweight laptop systems, 13

Intel Celeron processor, basic laptop systems, 11

Intel Centrino M, microprocessor, 15

Intel Core 2 Duo.

fully equipped laptop systems, 12

microprocessor, 15

Intel Graphics Properties utility,

display settings, 28

intermittent problems, diagnostic tools, 202

Internet

adware troubleshooting, 194–195
 broadband connections, 150–152
 browser software, 10
 connection types, 20
 e-mail, 21
 firewalls, 165–167

FTP (file transfer protocol), 69
 IM (instant messaging), 22
 online Help, 202
 spyware troubleshooting, 194–195
 travel security, 170–171
 WiFi connections, 152–153
 World Wide Web, 21

Internet connection, network sharing, 144–145

Internet protocol (IP) address

defined, 210
 Internet element, 21
 networked computers, 139, 141–143

Internet Service Providers (ISPs), Internet component, 21

ISDN line, Internet connection/speeds, 152

J

Jabber, instant messaging provider, 22

jacks. See ports

K

K (Kilo), 210

Kb (Kilobit), 210

KB (Kilobyte), 210

Kbps, 210

KBps, 210

Kensington

MicroSaver Portable Notebook
 Combination Lock, 163
 PCKey, 165

key rings, theft risk reduction, 161
keyboard port, legacy input/output, 7–8, 58

keyboard shortcuts

hot keys, 180–181
 Microsoft Internet Explorer, 187
 moving an insertion point, 185
 open window tasks, 186
 selecting/copying/moving text, 185
 symbols, 181–185
 Windows commands, 186

keyboards

data entry device, 2–3, 32–33
 folder navigation, 102
 Microsoft Word symbol insertion, 182–183
 numeric keypads, 32–33

overlays, 32–33
 PS/2 port, 58
 troubleshooting, 201
 Windows Applications key, 33
 Windows key, 33

Keyspan, Port Replicator, 57

kilobytes (KB), computer math, 86–87

L

laptop cases, theft risk reduction, 161

laptops

basic systems, 11–12
 fully equipped laptop systems, 12–13
 lightweights, 13–14

LCD (liquid crystal display), 2–3.

See also screens

basic laptop systems, 11
 defined, 210
 fully equipped laptop systems, 12
 lightweight laptop systems, 13

legacy technologies, port types, 7–8

Lenovo, hot keys, 180–181

lights, hardware component, 3

line-in jack

amplified audio signal connector, 55
 input/output, 6

line-out jack, external device

connections, 56

Linux, operating system software, 9

lithium (LiOn) batteries, advantages, 35–36

local area network (LAN). See networks

M

Mac OS X Leopard, operating system software, 9

MacBook Air, lightweight laptop system, 13–14

malware

defined, 211
 troubleshooting, 200–201

mapped folders, network sharing, 137–139

Mbps, 211

McAfee, SecurityCenter, 167

McAfee SecurityCenter, adware and spyware troubleshooting, 194–195

media access control (MAC) address, networked computers, 139, 143

megabit, 211

megabytes (MB)

computer math, 86–87
 defined, 211

memory. See also random access memory (RAM)

defined, 211
 expansion slots, 4
 hardware component, 15
 insufficient memory troubleshooting, 203–204
 standby mode, 36
 volatile (temporary) data storage, 15

memory card readers, attachments, 18

memory cards, specialized memory slot, 7, 44

memory compartment, plug-ins, 16–17

memory key. See flash memory keys

Memory Stick, specialized memory card, 7, 44

menu, 211

microphone jack

external microphone connector, 54–55
 input/output, 6

microphones

fully equipped laptop systems, 12
 hardware component, 4

microprocessors. See also central processing unit (CPU); processors

defined, 211
 hardware component, 15

MicroSaver Alarmed Computer Lock, 163

MicroSaver Portable Notebook

Combination Lock, 163

Microsoft Internet Explorer

browsing history cleanup, 172–174
 Internet browser, 10

keyboard shortcuts, 187

Microsoft Knowledge Base, Windows error messages, 203

Microsoft Office, application suite, 9

Microsoft Windows, 9. See also Windows

Microsoft Word, symbol insertion, 182–183

mini drive. See flash memory keys

Mobile AMD Sempron, microprocessor, 15

Mobile Core 2 Duo. *See* **Intel Core 2 Duo**

modem port, input/output, 6

modems

- broadband, 18, 150–152
- defined, 211
- dial-up, 150, 153–157
- POTS (plain old telephone system) connection, 20, 153–157
- RJ-11 connector, 56–57

monitor (RGB) port
input/output, 5

VGA connector, 53

motherboards, hardware component, 14

mouse

- alternative pointing devices, 2, 4, 40–41
- Microsoft Word symbol insertion, 182
- PS/2 port, 58

mouse port, legacy input/output, 7–8, 58

Mozilla Firefox, Internet browser, 10
MSN Messenger, instant messaging provider, 22

multicore, 211

multimedia controls

- hardware component, 3–4
- VCR-like pushbuttons, 34

multitasking, 211

music, troubleshooting, 196–197

My Computer

- CD/DVD drive properties, 88–89
- taskbar toolbar, 80
- Windows XP, 66–67

My Documents, Windows XP, 67–68

My Network Places, Windows XP, 69–71

N

Network and Sharing Center, Windows Vista, 68–69

network devices, attachments, 18

network interface card (NIC)

- Ethernet requirement, 134
- networks, 132
- troubleshooting, 191–192

network key, wireless networks, 147

Network Setup Wizard, Ethernet setup, 134–135

Network, Windows Vista, 69–71

networks. *See also* **wireless networks**

- computer names, 139–141
- data packets, 139
- Ethernet, 6, 56, 134
- folder mapping/unmapping, 137–139
- folder sharing, 135–136
- FTP (file transfer protocol), 69
- hardware troubleshooting, 191–192
- Internet connection sharing, 144–145
- IP (Internet protocol) address, 139, 141–143
- MAC (media access control) address, 139, 143
- Network and Sharing Center, 68–69
- Network Setup Wizard, 134–135
- NIC (network interface card), 132
- peer-to-peer, 132–134
- physical address, 143
- printer sharing, 143–144
- resource sharing, 69
- software troubleshooting, 192–193
- WiFi, 51–52, 132
- wireless, 145–147
- workgroups, 132–134

New Connection Wizard, dial-up modem configuration, 154

nickel cadmium (NiCad) batteries, memory effect, 35–36

Norton 360

- adware/spyware troubleshooting, 194–195
- browsing history cleanup, 175
- data protection, 167
- Identify Safe, 169–170
- maintenance modules, 176–177

Norton SystemWorks

- adware/spyware troubleshooting, 194–195
- browsing history cleanup, 175
- enhanced Recycle Bin, 73
- maintenance modules, 176

Norton Utilities, Unerase Wizard, 73

notification area

- hiding/displaying items, 77–78
- Windows Vista, 76–79

numeric keypads, overlay keyboards, 32–33

O

on/off button, 34. *See also* **power button**

online Help, troubleshooting tool, 202

operating systems

- defined, 211
- Linux, 9
- Mac OS X Leopard, 9
- password-protection, 164
- Windows versions, 9

optical character recognition (OCR), scanners, 18

operating drive compartment, plug-ins, 17

optical drives

- Blu-ray, 91–92
- CD/DVD, 43, 88–91
- hardware component, 2, 4
- inserting/ejecting discs, 92–93

optical media, AutoPlay, 93–95
overlays, embedded keyboards, 32–33

P

packets, network data, 139

parallel, 211

parallel port

- defined, 211
- legacy input/output, 7–8, 57
- printer connection, 57

passwords

- compressed folders, 104
- operating system protection, 164
- security conventions, 168–170
- theft risk reduction, 161
- Web sites, 164
- Zip folders, 164

paths, files, 23, 122–124

pay-as-you-go service, Internet connection type, 153

PC Cards

- defined, 211
- hardware component, 4, 44–45

PCKey, hard disk encryption, 165

PCMCIA card. *See* **ExpressCards; PC Cards**

PDA, Bluetooth communications, 52

peer-to-peer networks

- defined, 212
- workgroups, 132–134

Pentium M, microprocessor, 15

personal information, data protection, 164

phishing, 212

physical address, networks, 143
pixels (picture elements), display screens, 26
plain old telephone system (POTS), dial-up modem connection, 20, 153–157
plug-ins
 battery, 17
 ExpressCard slot, 17
 hard drive, 17
 memory, 16–17
 optical drive, 17
 WiFi module, 17
pointing device
 hardware component, 2, 4
 troubleshooting, 201
pointing stick
 hardware component, 4
 mouse alternative, 40–41
Port Replicator, legacy device connector, 57
portable audio device, line-in jack, 55
ports. *See also* I/O ports
 Bluetooth, 7, 52
 docking station/expansion, 8
 DVI, 29
 eSATA, 6
 Ethernet, 6, 56
 headphone/speakers jack, 6, 55
 iLink/FireWire, 6–7, 50
 infrared, 7, 50–51
 keyboard, 8, 57–58
 legacy connectors, 57–58
 line-in jack, 6, 55
 line-out jack, 56
 microphone jack, 6, 54–55
 modem, 6
 mouse, 8, 57
 parallel, 8, 57
 PS/2, 41, 57
 RGB (monitor), 5
 SCSI, 18
 serial, 8, 57
 specialized memory, 7
 S-video, 5, 54
 telephone modem, 56–57
 troubleshooting, 201
 USB (Universal Serial Bus), 6, 48–49
 VGA, 29–30, 53
 WiFi, 7, 51–52
 Wireless USB, 7

power button
 hardware component, 3
 indicator light, 34–35
power connectors, troubleshooting, 201
Power Management Utility, Toshiba, 36–37
Power Options utility, Windows XP/Vista, 36–38
power supply, hardware component, 4–5
printers
 attachments, 18
 network sharing, 143–144
 parallel ports, 57
private wireless networks, Internet connection type, 152
processors. *See also* central processor unit (CPU); microprocessors
 basic laptop systems, 11
 fully equipped laptop systems, 12
 lightweight laptop systems, 13
programs. *See also* applications; software
 desktop shortcuts, 63–64
 file associations, 118–119
 saving files, 124–125
projectors, S-video connector, 54
Proxify, Internet security, 171
PS/2 ports
 external pointing device, 41
 keyboard/mouse connector, 58
public access wireless networks, Internet connection type, 152

Q

Quick Launch, taskbar toolbar, 80
quick search, Windows Vista files, 120

R

random access memory (RAM). *See also* memory
 basic laptop systems, 11
 defined, 212
 expansion slots, 4
 fully equipped laptop systems, 12
 lightweight laptop systems, 13
read/write head, 212

read-only, file attribute, 113
recordable discs, data protection, 164
recordings, microphone jack, 6
records, laptop information, 197–200
Recycle Bin
 deleting/undeleting files, 128–129
 viewing/recovering/deleting files, 72–73
refresh rate, display settings, 28
region settings, DVD drives, 89
remote devices, infrared port connection, 50–51
removable storage media, data protection, 164
resolutions
 default settings, 61
 screen settings, 27
 Windows Vista, 61–62
 Windows XP, 61
RGB (monitor) port, input/output, 5
RJ-11 connector, modem port, 6, 56–57
RJ-45 connector, Ethernet port, 6, 56, 134
root folder, tree hierarchy, 100
routers
 defined, 212
 hardware firewall, 165
 Internet connection sharing, 144–145
 wireless networks, 145–147

S

SATA, 212
satellite, Internet connection/speeds, 152
scanners, graphics/text import device, 18
screens. *See also* LCD (liquid crystal display)
 angle adjustments, 29
 brightness adjustments, 28–29
 color settings, 28
 defect troubleshooting, 195–196
 defined, 212
 external monitors, 29–32
 interactive television analogy, 26
 LCD (liquid crystal display), 2–3
 picture elements (pixels), 26
 refresh rate, 28
 resolution settings, 27

SCSI ports, scanners, 18**Search utility, Windows****Vista/Windows XP, 120–122****searches**

- by creation date, 122
- by edit date, 122
- by file contents, 121
- by file name, 121
- file quick search, 120

Secure Digital, specialized memory card, 7, 44**security**

- browser history, 171–175
- data protection, 163–170
- firewalls, 165–167
- hard disk encryption, 164–165
- Internet, 170–171
- locking cables, 4
- maintenance utilities, 176–177
- password conventions, 168–170
- theft exposure risks, 160
- travel risk reduction, 160–163

security cables, theft risk reduction, 162–163**security lock set, hardware component, 5****SecurityCenter**

- adware/spyware troubleshooting, 194–195
- data protection, 167

sensor screen, mouse alternative, 41**serial communications, 212****serial port**

- defined, 212
- legacy input/output, 7–8, 57

Service Set Identifier (SSID),**wireless networks, 146****shared folders, 135–136****shortcuts, desktop, 63–64****Sidebar**

- adding/removing gadgets, 83
- closing, 84
- configuring, 84
- exiting, 84
- gadgets, 60
- moving, 84
- Windows Vista, 60, 82–84

SmartMedia, specialized memory card, 7, 44**soft modem, dial-up connections, 57 software. *See also* applications; programs**

- application types, 9–10
- network troubleshooting, 192–193

- operating system, 9
- sound/music troubleshooting, 196–197
- System BIOS, 9
- troubleshooting new installation, 200
- utilities, 10

Sony

- Blu-ray discs, 91–92
- iLink port, 6–7, 50

sound cards, fully equipped laptop systems, 12**sounds, troubleshooting, 196–197****spam, 212****speakers**

- fully equipped laptop systems, 12
- hardware component, 4
- sound quality issues, 39
- troubleshooting, 196–197

speakers/headphone jack, input/output, 6**specialized memory slot, input/output, 7****spyware, troubleshooting, 194–195****standby mode, battery life issues, 36****Start button**

- All Programs menu access, 62–63
- Start menu access, 73–74

Start menu

- accessing from the Start button, 74
- adding/removing items, 75–76
- Classic style display, 75
- program shortcut display, 74

Startup submenu, adding or removing programs, 63**stereo system, line-in jack, 55–56 subfolders**

- creating, 68
- file paths, 122–124
- tree hierarchy, 100–101

subscription service, Internet connection type, 153**S-video (separated video) connector**

- input/output, 5
- television/projector, 54

Symantec

- Norton 360, 167, 175–177
- Norton SystemWorks, 175–176
- Norton Utilities, 73

symbols, keyboard shortcuts, 181–185**System BIOS, bootup software, 9****system tray**

- hiding/displaying items, 77–78
- Windows XP, 76–79

T**tape drives, backup media, 42****tape recorders, line-in jack, 55****taskbar**

- adding/removing toolbars, 80–81
- hiding/displaying, 82
- locking/unlocking, 81
- moving, 81
- resizing, 81–82

T-carrier, Internet connection/speeds, 151**technology, downward (backward) compatible specifications, 7****telephone modem, RJ-11 connector, 56–57****television**

- HDMI (High-Definition Multimedia Interface) connector, 54
- S-video connector, 5, 54

templates, folder appearance enhancement, 108**terabytes, (TB), computer math, 86–87****T-Mobile, HotSpot service, 153****toolbars, taskbar display, 80–81****Toshiba**

- Bridge Media slot, 7
- ConfigFree WiFi Utility, 51–52
- HD DVD discs, 91
- hot keys, 180–181
- Power Management Utility, 36–37

touchpad

- defined, 212
- hardware component, 2, 4
- mouse alternative, 40–41

traces, motherboard electronics, 14 trackball

- hardware component, 4
- mouse alternative, 41

transceivers, infrared/WiFi ports, 7**travel**

- Internet security, 170–171
- theft risk reduction, 160–162

troubleshooting

- adware, 194–195
- battery, 201
- CD/DVD discs, 205
- component failure, 201–202
- diagnostic programs, 202
- disk drives, 202–203
- DOA (dead on arrival) machine, 200
- drivers, 204–205
- electrical anomaly, 201

insufficient memory, 203–204
 intermittent problems, 202
 keyboards, 201
 lack of power, 190–191
 laptop information records, 197–200
 malware, 200–201
 new hardware/software installation, 200
 online Help, 202
 pointing device, 201
 ports, 201
 power connectors, 201
 screen defects, 195–196
 sound/music, 196–197
 spyware, 194–195
 video, 195
 virus, 200–201
 virus warning/activity, 193–194
 Windows error messages, 203
 wired network hardware, 191–192
 wired software, 192–193
 wireless hardware, 191
 wireless software, 192

True Color (32-bit), display settings, 28

U

Unerase Wizard, deleted file recovery, 73

Unicode, symbols, 183–184

USB, 212

USB 2.0 converter, upgrade, 48

USB ports

1.1 specification, 48
 2.0 specification, 48
 broadband modem connection, 18
 cable ends, 49
 device limits, 48
 digital cameras, 18
 direct device plug-in, 49
 dismantling/disconnecting devices safely, 49
 electrical power issues, 48
 external floppy disk drive, 44
 external hard drives, 18
 external mouse connection, 41
 external optical drives, 18
 flash memory keys, 41, 43–44
 hot pluggable, 49
 hot swappable devices, 44
 input/output, 6
 legacy device support, 48
 memory card readers, 18

pass-through designs, 49
 printer connection, 18
 scanner connection, 18
 sensor screen, 41

USB Sound Blaster, external sound adapter, 55

utilities, repair software, 10

V

VCR, line-out jack, 56

vents, cooling, 4

Verizon, Wireless Broadband Access service, 153

VGA port, external monitors, 29–30, 53

video, troubleshooting, 195

virus

defined, 212
 troubleshooting, 193–194, 200–201

Voice over Internet Protocol (VoIP), Internet service, 22

volume control

hiding/displaying, 79
 troubleshooting, 196–197

W

wallpaper. See background images

warm swapping, cautions/concerns, 44

Web pages, password protection, 164

Web sites

Ad-Aware, 195
 Anonymous Surfing, 171
 be hidden, 171
 The Cloak, 171
 GuardianEdge Technologies, 165
 Kensington, 165
 Microsoft Knowledge Base, 203
 Proxyfy, 171

webcams

defined, 213
 fully equipped laptop systems, 12

WiFi. See also wireless networks

defined, 213
 hardware troubleshooting, 191
 Internet connections, 152–153
 software troubleshooting, 192
 wireless communications, 51–52

WiFi adapter, networks, 132

WiFi module compartment, plug-ins, 17

WiFi on/off switch, hardware component, 3

WiFi port

basic laptop systems, 12
 input/output, 7

WiFi Protected Access (WPA), wireless networks, 147

Windows. See also Windows Vista; Windows XP

error messages, 203
 file management, 19–20
 file naming conventions, 23
 GUI (graphical user interface), 20
 hardware management, 19
 keyboard shortcuts, 186
 password-protection, 164
 software management, 19

Windows Application key, context-sensitive menu display, 33

Windows button, Windows Vista, 33

Windows Explorer

access methods, 100
 compressed folder creation, 103
 copying files, 126–127
 dragging/dropping files, 126–127
 file details view, 115–117

Windows Firewall, Windows Vista, 166

Windows key

All Programs menu access, 62–63
 Start menu access, 33

Windows Security Center, Windows XP, 166–167

Windows Vista. See also Windows

Advanced Search, 120
 All Programs menu, 62–64
 background images, 60
 color quality settings, 28
 Computer, 66–67
 Control Panel, 64–65
 desktop icons, 60–62
 desktop shortcuts, 63–64
 dial-up modem configuration, 154
 display properties, 27
 Documents, 67–68
 enabling/disabling AutoPlay, 94–95
 extending a desktop across dual monitors, 32
 external monitors, 31–32
 file/program associations, 118–119
 flash memory key formatting, 97
 floppy disk formatting, 96
 Internet connection sharing, 144–145

Windows Vista (*continued*)

- IP address display, 141–142
 - mapping/unmapping folders, 137–139
 - menu bar display, 102
 - Network, 69–71
 - Network and Sharing Center, 68–69
 - network folder sharing, 135–136
 - networked computer access, 137
 - NIC troubleshooting, 192
 - notification area, 49, 76–79
 - pointing device settings, 41
 - Power Options, 36–38
 - quick searching, 120
 - Recycle Bin, 72–73
 - removing the Network icon from the desktop, 71
 - resolution settings, 61–62
 - Search utility, 120–122
 - Sidebar, 82–84
 - Sidebar gadgets, 60
 - taskbar, 80–82
 - viewing workgroup members, 133–134
 - Windows button, 33
 - Windows Firewall, 166
 - wired network software
 - troubleshooting, 192–193
 - wireless network setup, 146
 - workgroup creation, 132–133
- Windows XP.** *See also* **Windows**
- adding/removing Start menu items, 75–76
 - All Programs menu, 62–64
 - background images, 61
 - color quality settings, 28
 - Control Panel, 64–65
 - desktop icons, 60–62
 - desktop shortcuts, 63–64
 - dial-up modem configuration, 154
 - display properties, 27
 - enabling/disabling AutoPlay, 95

- extending a desktop across dual monitors, 32
 - external monitors, 31–32
 - file/program associations, 119
 - flash memory key formatting, 97
 - floppy disk formatting, 96
 - Internet connection sharing, 144–145
 - IP address display, 142
 - mapping/unmapping folders, 138–139
 - My Computer, 66–67
 - My Documents, 67–68
 - My Network Places, 69–71
 - network folder sharing, 136
 - networked computer access, 137
 - NIC troubleshooting, 192
 - pointing device settings, 41
 - Power Options, 36–38
 - Recycle Bin, 72–73
 - removing the My Network Places icon
 - from the desktop, 71
 - resolution settings, 61
 - Search utility, 120–122
 - system tray, 49, 76–79
 - taskbar, 80–82
 - viewing workgroup members, 134
 - Windows Explorer customization, 100–101
 - Windows Security Center, 166–167
 - wired network software
 - troubleshooting, 193
 - wireless network setup, 146–147
 - workgroup creation, 133
- Wireless Broadband Access, Internet connection type, 153**
- wireless communications**
- Bluetooth, 52
 - WiFi adapters, 51–52
- Wireless Encryption Protocol (WEP), wireless networks, 147**

Wireless Network Setup Wizard, Windows XP, 146–147**wireless networks. *See also* networks; WiFi**

- hardware troubleshooting, 191
 - signal processing, 145
 - software troubleshooting, 192
 - SSID (Service Set Identifier), 146
 - WEP (Wireless Encryption Protocol), 147
 - WPA (WiFi Protected Access), 147
- wireless transmitter, WiFi on/off switch, 3**
- Wireless USB port, input/output, 7 wizards**
- Network Setup, 134–135
 - New Connection, 154
 - Wireless Network Setup, 146–147

word, 213**workgroups, 132–134****World Wide Web, Internet component, 21****worm, 213****X****xD-Picture Cards, specialized memory card, 7, 44****Y****Yahoo! Messenger, instant messaging provider, 22****Z****Zip folders, password protection, 164**

