

Index



A

access

- Administrator account, 102–103
- device driver information, 170–171
- Help, 158–159, 240–241

accessibility

- Accessibility Options, 51, 80, 81, 96–97
- Accessibility Wizard, 2, 39, 96, 98–101
- configure usability features, 98–101
- manage features, 404–405
- set up features without wizard, 96–97
- StickyKeys Accessibility, 366–367

Accessibility Options, 51, 80, 81, 96–97

Accessibility Wizard, 2, 39, 96, 98–101

Accessories, Calculator, 12

Accounts, 102–103, 238–239

activation, Windows, 104–105

active desktop, 106–107

add

- computer to network, 284–285
- dynamic content, 106–107
- language to Windows XP, 318–319
- online network storage, 112–115
- passport to account, 290–293
- printers, 116–119
- programs, 308–309, 362
- unrecognized hardware to computer, 108–111

Add Hardware Wizard, 3, 108–111

Add Network Place Wizard, 4, 112–115

Add or Remove Programs

- about, 5
- install Windows components, 120–121
- uninstall software, 122–123

Add Printer Wizard, 6, 116–119

Address Bar, 7, 124–125

Address Book

- about, 8
- delete entries, 130–131
- export entries, 128–129
- import entries, 126–127
- manage contacts, 130–131

Administrator accounts

- about, 34, 102–103
- check status, 396–397

Advanced Privacy Settings, 345

All Programs menu

- launch programs, 132
- locate programs, 133

Alternate Configuration tab, 255

antivirus software, 423–424

Application log, 27

Arabic, 64

assistive devices, 74. *See also* accessibility

audio

- review sound options, 134–135
- volume control, 410–411

automate tasks, 330–331

automatic Backup, 144–147

Automatic Updates

- about, 9
- configure, 136–137
- Windows Update, 429

Autorun

- disable for CD/DVD drives, 138–139
- Registry Editor, 138

B

Background

- set desktop background, 140–141
- use digital photo as, 142–143

backup

- about, 10, 83
- automatic, 144–147
- System State data, 374–375

Backup Wizard, 144–147, 374

boot computer

- Emergency Boot Disk, 192–193
- Safe Mode, 326–327

BOOT.INI, 368

Briefcase, 11

broadband connections, 106

C

Calculator, 12

Caps Lock keys, 87

Category view, 20

CD Writing Wizard

- about, 13
- create CDs, 148–151

CDs, record music, 274–275

change

- Computer Name, 162–163
- data format, 320–321
- Drive Letters, 188–189
- local area connection settings, 260–263
- name of closed file, 322–323
- Start Menu styles, 363



time and time zone, 166–167
user passwords, 300–301

check

Administrator account status, 396–397
and repair network connections, 264–265
for updates, 428–430

CHKDSK, 158

Classic Start Menu, 152–153

Classic Start Menu display, 364–365

Classic view, 20

cleanup drives, 182–183

clear

My Recent Documents, 280–281
My Recent Documents List, 280–281
screen in Command Prompt, 161

Client for Microsoft Networks, 14

Client Service for Netware, 15

Clipboard

copy material between programs, 154–155
screenshots, 156–157

CMOS battery, 21

CoffeeCup FTP, 235

COM port, 6

Command Console for file transfer, FTP, 234–235

Command menu, 353

Command Prompt

about, 16, 62
access Help, 158–159
boot computer, 192–193
run commands, 160–161

Compact Disc Database, 274

Compatibility Wizard, 17

Computer Management console, 403

Computer Management MMC Snap-In, 18

Computer Name

change, 162–163
identify, 162–163

computers, add to network, 284–285

configure

Automatic Updates, 136–137
and clear My Recent Documents List, 280–281
Display Properties, 186–187
Internet options, 248–249
IP addresses, 252–255
My Recent Documents, 280–281
network connections, 266–269
Offline Files, 294–295
Remote Desktop Connection, 324–325
small networks, 286–287
Standby mode, 358

StickyKeys Accessibility, 366–367
usability features, 98–101
Windows Firewall, 418–419

Content Advisor, 19, 164–165, 248–249

Control Panel, 5, 18, 20, 37

cookies, 345

copy

edit, 190
material between programs, 154–155

customize

Quick Launch bar, 310–311
Start Menu, 360–363

Customize Classic Start Menu dialog box, 365

cut, edit, 191

CuteFTP, 235



data format, change, 320–321

Date and Time, 21, 166–169

defragment drives, 184–185

delete

entries, Address Book, 130–131
files, 315
shortcuts, 354

desktop background, set, 140–141

Desktop Cleanup Wizard, 22, 242–243

desktop Shortcuts, 352–353

device driver information, 170–171

Device Drivers, 304

Device Manager

about, 23, 59, 108–111
access device driver information, 170–171
problems, 172–173
remove device or driver, 174–175
roll back driver, 176–177
troubleshooting, 178–179
update device drivers, 180–181

diagnostic tools, Dr. Watson, 26

digital photos, background, 142–143

disable

Autorun for CD/DVD drives, 138–139
Windows temporarily, 422–425

disaster recovery utility, 83

Disk Cleanup, 182–183

Disk Cleanup Wizard, 24, 125, 230–231

Disk Defragmenter

about, 25, 230–231
defragment drives, 184–185

Index



disk partitions, create new, 288–289
disks

Emergency Boot Disk, 194–195
format, 230–231

display, Classic Start Menu, 364–365

Display Properties

about, 71
configure, 186–187

DNS server addresses, 255

domain-based networks, 284–285

Domain Host Control Protocol (DHCP), 257

domains, 52

Dr. Watson, 26

Drive Letters, 188–189

drivers, 23

drives, cleanup, 182–183

dynamic content, 106–107

E

edit

copy, 190
cut, 191
fax, 205
paste, 190–191
shortcuts, 355

e-mail, 8. *See also* Address Book

Emergency Boot Disk

boot computer, 192–193
create disk, 194–195

empty Recycle Bin, 315

enable

encrypted files and folders, 196–197
Fast User Switching, 200–201
older programs to run, 306–307
parental controls, 164–165

Enable Offline Files check box, 295

Encrypting File System, 196–197

Event Manager, 198–199

Event Viewer, 27

export entries, Address Book, 128–129

F

Fast User Switching

enable, 200–201
logon, 270–271
use, 202–203

favorites in Internet Explorer, import, 244–247
fax, send, 204–205

Fax Configuration Wizard, 28, 29, 61, 118, 204

Fax Console, 29, 61, 204

File and Folder Management

about, 45, 76, 89
copy folders, 224–225
create, 226–227
find default folders, 206–207
modify default folders, 208–209
move files and folders in My Computer, 210–211
move files and folders in Windows Explorer, 212–213
view and set file and folder properties, 214–215

File and Folder Sharing, 216–217

file associates, set, 218–219

File Extensions and Types, set, 218–219

File Properties, 220–221

files

background images, 141
delete, 315
encrypted, 196–197
open in different programs, 298–299
rename, 322–323
set attributes, 220–221
set properties, 214–215
synchronize, 11
system, 368–369
temporary, 208

Files and Settings Transfer Wizard, 30

FilterKeys, 31

find default folders, 206–207

firewalls. *See also* Windows Firewall

about, 42, 342
VPN connection, 408

Folder Options, 222–223

folders

copy, 224–225
create, 226–227
encrypted, 196–197
set attributes, 220–221
shortcuts, 355
Windows Classic folders, 416–417

fonts, manage installed, 228–229

Forgotten Password Wizard

about, 32, 300
recovery disks, 301

format disks, 230–231

Found New Hardware Wizard, 33

French language, 64



FTP (file transfer protocol)

about, 88
Command Console for file transfer, 232–233
Internet Explorer, 234–235
sites, 48

G

general folder options, set, 222–223
general properties, view, 236–237
General tab, 237
German language, 64
graphics adapter, 44
graphics cards, 186
Group Policy Snap-In, 34
groups, create, 238–239
Guest accounts, 35, 336–338, 396

H

Hardware Resources, 82
Hebrew language, 64
Help and Support Center. *See also* Remote Assistance
about, 26, 36, 92
access help, 240–241
Hotmail accounts, 291
HTML files as desktop background, 143

I

icons, set, 242–243
identify
computer name, 162–163
network drives, 272–273
import
entries, Address Book, 126–127
favorites in Internet Explorer, 244–247
Import/Export Wizard, 244–247
INI files, 368
install Windows components, 120–121
Internet, 48, 88
Internet Connection Sharing Firewall, 342
Internet Explorer
create shortcuts, 353
FTP, 234–235

Internet Explorer Address Bar, 7

Internet options
about, 64, 248–249
configure, 248–249
Internet Printing Protocol, 250–251
Internet Protocol (TCP/IP) Properties dialog box, 255
Internet Settings, 82
intranet, 88
IP addresses, 252–255
IPconfig
about, 252–253
view and manage TCP/IP settings from Command Console, 256–257

J

Japanese language, 64

K

Keyboard Properties dialog box, 258–259
keyboard shortcuts, 81
Korean language, 64

L

language options, 37, 258–259
languages, add, 318–319
launch programs, 132
Layer 2 Tunneling Protocol (L2TP), 406
Local Area Connections
change connection settings, 260–263
check and repair network connections, 264–265
configure network connections, 266–269
Local Intranet, 346
Local Security Policy, 38
Local Users and Groups console, 238
locate
files, 334–335
programs, 133
system files, 368–369
log off, 270–271
logon, 270–271
LPT port, 6

Index



M

Magnifier, 2, 39, 96, 98

manage

- accessibility features, 404–405
- contacts, 130–131
- exceptions, Firewall, 420–421
- hard disk space, 182–183
- installed fonts, 228–229
- settings in Internet Explorer, 346–347
- shortcuts, 352–357
- User Accounts, 400–401
- user profiles, 402–403

map network drive, 272–273

Master Volume window, 410

Media Library

- about, 40, 41
- set up, 274–275

Media Player

- about, 40, 41, 221
- record music CD, 274–275
- set up media library, 272–273

Messenger Service, 42

Microsoft Fax Service, 28

Microsoft Knowledgebase, 36

Microsoft Management Console, 34

Microsoft Passport. *See* .NET Passport Wizard

modify default folders, 208–209

MouseKeys, 43

move

- files and folders in My Computer, 210–211
- files and folders in Windows Explorer, 212–213
- shortcuts, 357

Movie Maker

- about, 44
- create movie, 278–279

movies, create, 278–279

MSCONFIG System Configuration utility, 368

MSN Groups Web server service, 414–415

MSN Spaces, 415

My Computer Folder, 45, 162–163

My Documents folder, 45, 46, 49, 76

My Downloads Folder, 47

My Network Places, 4

My Network Places folder, 48

My Pictures folder, 49, 60, 69, 91

My Recent Documents

- about, 50
- clear, 280–281
- configure and clear, 280–281

N

names

- change computer, 162–163
- closed files, 322–323

Narrator, 2, 39, 51, 96, 98

nesting groups, 238–239

.NET Passport Wizard, 290–293

network connections

- about, 266
- check, 264–265
- configure, 266–269
- manage, 282–283
- repair, 264–265

network drives, map, 272–273

Network Identification Wizard

- about, 52
- add computer to network, 284–285

Network Setup Wizard, 52, 53, 92, 266, 286–287

Network Tasks section, 48

networks, share printers, 350–351

New Connection Wizard, 54, 286–287

New Partition Wizard, 288–289

Notepad, 55, 93

Notification Area, 104

Novell NetWare, 15

NTFS File System, 288

NumLock keys, 87

O

Offline Files

- about, 11, 203
- configure, 294–295
- synchronize, 296–297

online network storage, 112–115

On-Screen Keyboard, 2, 56

open

- files in different program, 298–299
- files with command, 298–299
- local resources, 124–125

Open Dialog box, 57, 112–115

Outlook Express, 127

P

parental controls, 164–165

passports, add to account, 290–293



passwords

- about, 103
- change user, 300–301
- Passport, 293
- set for return, 359
- Standby mode, 359

paste, edit, 190–191

paths, set system, 302–303

Performance Monitor, 58

Phone and Modem Options, 59

Photo Printing Wizard, 49, 60

photos, background, 142–143

physically-challenged individuals, 2

ping, 159

Point-to-Point Tunneling Protocol (PPTP), 406

Power Options Properties dialog box, 305

power settings, 304–305

print

- photos, 425–427
- to remote printer, 250–251

printers

- add, 116–119
- share, 350–351

Printers and Faxes, 60, 61, 116–119

privacy settings for Web sites, 344–345

problems, Device Manager, 172–173

Program Compatibility Wizard

- about, 17
- enable older programs, 306–307

programs

- add, 308–309, 362
- Startup Folder, 364–365

publish files to Web server, 412–415

puff and sip, 74



Quick Launch bar

- about, 85
- add and remove programs, 308–309
- customize and use, 310–311
- remove, 312–313



record music CD, 276–277

recover

- previous system restore point, 328–329
- System Restore, 372–373

Recovery Console

- about, 16, 62, 314
- boot computer, 192–193

recovery disks, Forgotten Password Wizard, 301

Recycle Bin

- about, 63
- empty, 315
- Restore feature, 315–317

Regional and Language Options

- about, 64
- add language to Windows XP, 318–319
- change data format, 320–321

register Windows, 104–105

Registry Editor, 65, 138

Remote Assistance, 64, 66

Remote Desktop Connection

- about, 64, 67
- configure, 324–325

remove

- device or driver, 174–175
- Network Connections, 283
- network place, 115
- potential problem update, 430–432
- programs, 308–309
- programs, Start Menu, 362
- Quick Launch bar, 312–313

rename

- files, 322–323
- shortcuts, 356

repair network connections, 264–265

resort Media Library, 275

Resources window, Security Center, 73

restore

- Recycle Bin, 315–317
- System State data, 376–377

Restore Point, 370–371

Restore Wizard, 10, 144–147, 374

Restricted Sites, 346

review

- events, 198–199
- sound options, 134–135
- system files, 368

RGEDIT, 65

roaming user profiles, 402

roll back

- drivers, 176–177
- System Restore, 372–373

routers, VPN connection, 407

run

- commands, 160–161
- Wireless Network Setup Wizard, 432–433

Index



S

Safe Mode

- boot, 326–327
- recover previous system restore point, 328–329

Save dialog box, 68, 112–115

scan system files, 369

Scanner and Camera Wizard, 49, 69

schedule backups, 147

Scheduled Tasks folder, 70

Scheduled Tasks Wizard

- about, 70
- automate tasks, 330–331

screen in Command Prompt, clear, 161

screen savers

- about, 71
- set up, 332–333

screenshots, Clipboard, 156–157

Scroll keys, 87

Search Companion

- about, 72
- locate files, 334–335

security

- about, 90
- accounts, 336–341
- system, 342–343

Security Center, 73

Security log, 27

Security Zones, 202

- manage settings in Internet Explorer, 346–347
- privacy settings for Web sites, 344–345

send fax, 204–205

Send To, tasks for files and printing, 348–349

SerialKeys, 74

Services MMC Snap-In, 75

set

- desktop background, 140–141
- file and folder attributes, 220–221
- file and folder properties, 214–215
- file associates, 218–219
- general folder options, 222–223
- password for return, 359
- sharing properties and share folders, 214–215
- size and spacing, 242–243
- system date and time properties, 166–167
- system path, 302–303

set up

- features without wizard, 96–97
- media library, 274–275
- screen savers, 332–333

share

- printers, 118, 350–351
- properties and share folders, 216–217

Shared Documents folder, 76, 77

Shared Pictures folder, 77

shortcuts

- copy, 191
- create and manage, 352–357
- cut, 191
- delete, 354
- edit, 355
- manage, 352–357
- move, 357
- paste, 191
- publish files to Web server, 413
- rename, 356

Show All Devices, 110

ShowSounds, 78, 80

simplify common tasks for files and printing, 348–349

single switch, 74

size, set, 242–243

small networks, configure, 286–287

Software Environment, 82

sort Media Library, 275

Sounds and Audio Devices, 79, 134

SoundSentry, 78, 80

spacing, set, 242–243

Spanish language, 64

Speaker/Horn icon, 410

Speech feature, Control Panel, 135

Standby mode

- configure, 358
- set password for return, 359

Start Menu

- about, 152
- add items, 360–361
- add program, 362
- change styles, 363
- customize, 360–363
- delete items, 360–361
- remove program, 362

Startup Folder programs, 364–365

StickyKeys

- about, 81
- configure, 366–367

switch Classic Start Menu, 152–153

synchronize

- date and time, 166–167
- files, 11
- Offline Files, 294, 296–297

SysInfo, 82



System Configuration Utility window, 368
system date and time properties, set, 168–169
system files

- locate, 368–369
- review, 368
- scan, 369

System Information, 82

System log, 27

system path, set, 302–303

System Properties dialog box, 370

System Restore

- about, 83
- create Restore Point, 370–371
- recover, 372–373
- roll back, 372–373

System State data

- backup, 374–375
- restore from, 376–377

System Tray, 85

SYSTEM.INI, 368

T

Task Manager, 58, 84

Taskbar, 85

tasks, automate, 330–331

Telnet, 86

Telnet Client, 86

Telnet Server, 86

temporary files, 208

Themes, 140–141

time, change, 166–167

time zone, change, 166–167

ToggleKeys, 87

troubleshooting Device Manager, 178–179

TrueType Fonts, 228

Trusted Sites, 346

U

uniform resource locators (URLs), 19, 124–125

uninstall software, 122–123

universal resource locators (URLs), 19

unrecognized hardware, add, 108–111

updates

- check, 428–430
- device drivers, 180–181

usability features, configure, 98–101

USB-connected printers, 119

User Accounts

- about, 102–103

- check Administrator account status, 396–397

- create new, 398–399

- logon, 270–271

- manage, 400–401

user passwords, change, 300–301

user profiles

- create, 402–403

- manage, 402–403

Utility Manager, 404–405

V

videotapes, 44

view

- Drive Letters, 188–189

- file and folder attributes, 220–221

- file and folder properties, 214–215

- general properties, 236–237

- TCP/IP settings from Command Console, 256–257

Virtual Private Networking (VPN)

- about, 54

- create VPN connection, 406–409

virtual private networks, 54

virus scanner, 47

viruses, 423

volume control

- about, 134

- audio volume, 410–411

VPN. *See* Virtual Private Networking (VPN)

VPN Server Selection screen, 408

W

waiting fax, 205

Web Publishing Wizard

- about, 88

- publish files to Web server, 412–415

Web servers, publish files, 412–415

Web sites, Automatic Updates, 9

Windows, disable temporarily, 422–425

Windows Classic folders, 416–417

Windows Explorer, 89

Windows File Protection scanning window, 369

Index



Windows Firewall

- about, 42, 90
- configure, 418–419
- disable Windows temporarily, 422–425
- manage exceptions, 420–421

Windows Media Player. *See* Media Player

Windows Notification area, 85

Windows Picture and Fax Viewer

- about, 91
- print photos, 425–427

Windows Registry, 374

Windows Update

- Automatic Updates, 429
- check for updates, 428–430
- remove potential problem update, 430–432

Windows Update page, 342

Windows XP Service Pack 2, 342

Windows XP setup disk, 319, 321

WIN.INI, 368

Wireless Network Setup Wizard

- about, 92
- run, 432–433

WordPad, 93

worms, 423

WSFTP, 235



