

## A

accessibility features, 78–79  
Active Directory, 5, 359, 438  
ActiveX controls, 183  
Administrative Tools, 172–173  
Administrator accounts, 106, 107  
adware, 128, 166–7. *See also* spyware  
Aero interface, 66, 67  
Always Available Offline option, 506–507  
Appearance Settings dialog box, 86, 88–89, 494–495  
Application Compatibility Toolkit, 49  
applications. *See also* Windows Vista configuration  
    applets, 519  
    ending non-responsive, 459  
    hibernation mode and, 501  
    launching, 65, 80–81  
    minimizing open, 71, 99  
    removing unused, 509, 519  
    restricting access to, 136–137  
    slowing down, 49  
    switching between open, 64–67  
    transferring, 16, 19  
    Vista upgrades and, 33  
appointments. *See* Calendar  
aspect ratio settings, 246, 248  
audio. *See* Media Player; Media Center; CDs  
Automated Installation Kit, Windows (WAIK), 23  
Avast AntiVirus software, 170–171  
AVI (Audio Video Interleaved) format, 225

## B

backing up. *See* system management  
bandwidth, 363  
BitLocker Drive Encryption, 4  
blocking errors, 10  
blogs, 315, 383  
boot managers, 479  
boot problems, 25, 543

BOOT.INI files, editing, 39  
brightness settings, 246, 248, 351  
broadband connections. *See* networks  
Browse dialog box, 153  
browsers, Web, 382, 426. *See also* Internet Explorer 7

## C

cable modems, 360, 361, 362  
Calendar  
    appointments  
        deleting, 317  
        e-mailing invitations, 324–325  
        editing details, 320–321  
        moving, 317  
        receiving invitations, 326–327  
        recurring, 320, 322–323  
        reminders, 319, 321  
        setting up, 316–317  
    creating calendars, 327  
    as default program, 325, 327  
    defined, 316  
    setting options, 318–319  
    shared calendars  
        publishing, 330–331  
        subscribing to, 332–333  
        troubleshooting, 331  
        unpublishing, 333  
        updating, 333  
    tasks  
        changing color, 319, 321  
        creating, 328–329  
        hiding completed, 319  
        reminders, 329  
        turning off panes, 329  
cameras, digital, 214–217  
cards. *See* memory; NICs  
CDs. *See also* DVDs

- burning
  - CD-R capacity, 205
  - installing burners, 204–207
  - using Media Center, 276–279
  - using Media Player, 210–211
  - overview, 276
  - updating burner drivers, 207
- versus DVD-Rs, 205, 207
- playing, 188–189
- ripping music from, 192–193, 211

certificates. *See* digital certificates

Check Disk tool, 474–475, 538

ClearType tool, 494–495

codecs, 190–191

color

- adjusting in Photo Gallery, 223
- balancing in Media Center, 246, 248
- Calendar items, 319, 321
- ClearType settings, 495
- desktop problems, 83, 89

command prompt tools, 472–473, 538

compatibility mode, 46, 47

compressing files/folders, 158–159, 161

compression formats for images, 348

computer names, 29, 439–440

Contacts in Windows Mail, 302–303

Control Panel, 63

cookies, 184, 185

CyberSitter program, 127

## D

Data Collector Sets, 463

date and time settings, 71

default document setup, 436–437

default programs, setting, 148–149, 325, 327

desktop. *See also* interface; Start menu; taskbar

- color problems, 83, 89

- customizing

- appearance settings, 86, 88–89, 494–495

- color for ClearType, 495

- display settings, 50, 82–83, 87, 495

- enlarging fonts, 86–87

- icon options, 90–91

- Quick Launch toolbar, 98–99

- saving settings, 85, 89

- screen resolution, 83, 87

- screen savers, 92–93

- smoothing text, 494–495

- Start menu, 94–95

- taskbar notifications, 96–97

- themes, 84–85

- visual effects, 514, 515–516

- windows and menus, 88–89

- Windows Sidebar, 102–103

- defined, 60

- display problems, 83, 87, 93

- domains and, 443

- minimizing open applications, 99

- PC power plans and, 93

device drivers

- CD burner drivers, 207

- overview, 7, 543

- printer drivers, 407

- updating, 7, 207, 457, 525

Device Manager

- defined, 456–457

- diagnosing hardware problems, 520–521

- disabling devices, 457

- resolving conflicts, 470, 471

devices. *See also* hardware

- viewing conflicts, 455, 470

- viewing problem devices, 455

DHCP (Dynamic Host Configuration Protocol), 412, 465

Diagnose tool, 412–413

dial-up connections. *See* networks

digital cameras, 214–217

digital certificates. *See also* security

adding Certificates snap-in, 176–178

adding to e-mail, 180, 181

categories, 178

defined, 176

exporting, 179

obtaining, 177

saving snap-in views, 179

uses, 178

viewing/managing, 178–179

digital photos. *See* photos; Photo Gallery

discs. *See* CDs; DVDs

Disk Cleanup tool, 508–511

Disk Defragmenter tool, 512–513

disk drives. *See* hard drives; system management

Disk Management tool, 476–481

display settings. *See* desktop; Media Center

domains. *See also* networks

administrators, 438, 441

computer/domain names, 439–440

configuring, 438–441

connecting to, 438–439, 442–443

desktop and, 443

disconnecting from, 444–445

domain groups, 447

finding domain names, 445

finding shared printers, 448–449

finding users, 446–447

laptops and, 441

managing, 439

overview, 30

usernames/passwords, 438, 442–443

versus workgroups, 438, 440

DPI Scaling dialog box, 87

drivers. *See* device drivers

drives/disks. *See* hard drives; system management

DVDs. *See also* CDs

burning

burner dealer sites, 235

using DVD Maker, 234–237

using Import Video, 225

installing burners, 204–207

using Media Center, 276–279

overview, 276

TV guides, 275

DVD-R capacity, 205, 234

DVD-Rs versus CDs, 205, 207

playing, 260–261

dynamic disks, 480–481

## E

e-mail. *See also* Windows Mail

adding certificates to, 180, 181

attachments

compressed folders, 159

faxes, 345

meeting invitations, 324–325

in newsgroup postings, 309

photos, 219

scanned images, 351

System Diagnostics reports, 551

video, 233

finding addresses, 294

Hotmail/Live Mail programs, 331

opening forwarded messages, 181

phishing sites in, 305

using SMTP virtual server, 434–435

Ease of Access features, 78–79

Easy Transfer wizard, 14–21

editing

appointments, 320–321

audio tracks, 231

BOOT.INI files, 39

group policies, 120–121

movie clips, 228–229

photos, 220–223

Registry, 549

scanned images, 347

song details, 263

third-party editors, 213, 227  
undoing edits, 223

encryption, 4, 160–161

EPG (Electronic Program Guide) service, 272–275

errors. *See* troubleshooting; system management

ESRB (Entertainment Software Rating Board), 132

Event Viewer, 410–411, 439, 460–461

Explorer windows, 62, 144–147

## F

FAT (File Allocation Table), 7, 33, 489

fault tolerance, 480

Favorites list, 388–389

Fax and Scan tool

defined, 334

fax modems, 336, 337, 341

faxes

address books and, 340

cover pages, 340, 341

forwarding as e-mail, 345

in Outbox with red circle, 345

printing, 344, 345

receiving, 342–343

saving as TIF files, 344–345

sending from Fax view, 340–341

sending from scanners, 353

setting number of rings, 343

setting up accounts, 336–339

sound options, 343

features, 339

requirements, 335

scanned images

deleting, 352

e-mailing, 351

editing, 347

printing, 352

renaming, 352–353

storing, 349

scanners

defined, 346

installing, 212–213

sending faxes from, 353

setting up, 346–347

scanning

adjusting brightness, 351

documents, 350–351

one page as two files, 353

from other programs, 349

pictures, 348–349

starting, 334–335

Vista versions including, 335

feeds. *See* RSS feeds

file downloads, blocking, 128–129

file extensions, 141

file formats. *See also* saving

AVI format, 225

for graphics compression, 348

in Media Center, 243

in Movie Maker, 226

in Paint, 347

PIF format, 48

WMV format, 225

file properties, 146

file and setting transfers. *See* installing Windows Vista

file systems, 7, 33, 478, 489

files and folders. *See also* networks; sharing

adding to Start menu, 150–151

changing associations, 148–149

changing folder views, 140–141

changing TXT files to HTML, 427

compressing, 158–159, 161

customizing details columns, 142–143

customizing folder properties, 152–153

encrypting, 4, 160–161

Explorer windows and, 144–147

preventing deletion, 161

renaming, 151

## finding

- antivirus software, 169
- domain names, 445
- domain users, 446–447
- e-mail addresses, 294
- IP addresses, 416–417, 455
- mouse pointers, 69
- network error tools, 411
- news servers, 309
- optimization programs, 475
- RSS feeds, 401
- shared printers, 448–449
- transferred files/settings, 15
- Wi-Fi hotspots, 373

firewalls, 164–165

firmware, 6–7

Flash files, 437

flash memory cards, 199, 209, 215

Flip 3D feature, 67

Folder Redirection policy, 450–451

folders. *See* files and folders

fonts, enlarging, 86–87, 523

fonts, smoothing, 494–495

Forgotten Password Wizard, 114–115

formatting hard drives, 478, 479, 544

formatting memory cards, 199

FTP servers. *See* IIS

## G

gadgets, 102–105

game play restrictions, 132–135

group policies. *See also* user management

- changing type, 123

- defined, 120

- editing, 120–121

- Folder Redirection policy, 450–451

- resources on, 121

- roaming policies, 122–123

- uses for, 121, 122

Guest accounts, 109

## H

hard drives. *See also* system management

- basic storage, 480, 481

- dual-boot partitions, 15

- formatting, 478, 479, 544

- installing operating systems, 479

- making available offline, 507

- options, 27

- overview, 474

- page file drives, 517

- partitioning, 476–479

- purchasing, 477

- shared folders and, 481

- sharing, 156

- volumes, 483

hardware. *See also* devices

- compatibility mode and, 47

- diagnosing problems, 520–521

- installing cameras, 214–215

- installing CD/DVD burners, 204–207

- installing scanners, 212–213

- model numbers, 6

- network hardware, 356

Help and Support. *See* troubleshooting tools

hibernation mode, 500, 501

History list, 390–391

hotspots, Wi-Fi, 373

HTML (Hypertext Markup Language), 426, 427, 428, 429

## I

ICS (Internet Connection Sharing), 366–367

IE. *See* Internet Explorer

IEEE 802.11. *See* networks, wireless connections

IIS (Internet Information Service). *See also* networks

defined, 424

dial-up and, 425

FTP servers

configuring, 430–433

copying files to, 433

defined, 430

security, 431–433

testing, 431, 433

getting IIS 7, 429

installing IIS components, 424–425

managing with MMC snap-in, 424

requirements, 424

SMTP virtual servers

authentication, 435

configuring, 434–435

defined, 434

limiting spam, 435

Web servers and, 435

testing, 433

Web servers

adding sites, 428–429

configuring, 426–429

default document setup, 436–437

defined, 424, 425

Flash files and, 437

HTML, defined, 426, 428

HTML editors, 427

HTML resources, 429

security, 429

SMTP servers and, 435

Import Video tool, 224–225

incompatibility warnings, 10

Indexing service, 73

installing hardware. *See* hardware

installing software

codecs, 190–191

FTP servers, 430–433

IIS components, 424–425

second operating systems, 479

SMTP virtual servers, 434–435

and uninstalling, 509, 519

Web servers, 426–429

installing Windows Vista. *See also* Windows Vista

automated installation, 23

by cloning, 23

collecting information before, 6–7

full installation, 22

install disk, 18

on multiple computers, 23

new installation

boot problems, 25

computer names and, 29

defined, 22, 24

domain/workgroup options, 30

hard drive options, 27

Internet connections and, 26, 31

keyboard options, 25

language options, 27

power outages during, 31

product activation, 28

selecting components, 29

steps in, 24–31

time it takes for, 26

update options, 29

over Windows servers, 35

reinstalling, 542–545

remote installation, 23

running Upgrade Advisor before

blocking errors, 10

checking compatibility, 11

defined, 8

incompatibility warnings, 10

overview, 6

steps in, 8–13

system requirements, 9

*continued*

## installing Windows Vista (*continued*)

- upgrading laptops, 11
- Vista editions and, 12, 13
- what is checked, 13

### transferring files and settings

- applications and, 16, 19
- collecting items to transfer, 14–17
- default settings, 17
- in dual-boot partitions, 15
- using Easy Transfer, 14–21
  - and finding, 15
- for multiple users, 19
- onto target computer, 18–21
- overview, 14
- using removable media, 21
- security alerts and, 19
- shortcut, 18
- space needed, 16
- time it takes, 17
- upgrades and, 32
- Windows versions and, 21

### upgrade installation

- application compatibility, 33
- defined, 22, 23
- file system type and, 33
- reverting back to XP, 35
- steps in, 32–35
- transferring files/settings, 32

## interface. *See also* desktop; Start menu; taskbar

- adjusting mouse controls, 68–69
- Control Panel, 63
- desktop, 60
- Ease of Access features, 78–79
- Explorer windows, 62, 144–147
- launching programs, 65, 80–81
- Live Taskbar, 66
- right-click menus, 70–71
- search features, 72–73

- speech recognition options, 74–75, 77
- Start menu, 61
- switching between open windows, 64–67
- text-to-speech options, 76–77

## Internet, 382

Internet addresses. *See* Web site addresses

Internet connections. *See also* networks

- changing settings, 71, 259
- using fax modems, 341
- settings information, 7
- setup in Media Center, 258–259
- sharing, 366–367
- Vista installation and, 26, 31

Internet Explorer 7. *See also* Web browsers

### browsing Web

- accessing newsgroups, 311
- closing tabs, 397
- entering addresses, 386–387
- moving tabs, 395
- overview, 384–385
- using Quick Tabs, 382, 396–397
- refreshing pages, 397
- using Search Bar, 383, 392–393
- speeding up, 385
- using Tab List, 383, 396
- tabbed browsing, 382, 394–395

Favorites list, 388–389

History list, 390–391

home pages and, 384, 385

new features, 382–383

Phishing Filter, 383, 402–403

### RSS feeds

- cost, 399
- defined, 102, 383, 398
- using Feed Viewer, 104–105
- finding, 401
- getting information on, 399
- reading, 400–401

- setting update intervals, 401
- subscribing to, 398–399
- unsubscribing from, 401
- security options, 182–185
- turning on Menu Bar, 389

Internet Information Service. *See* IIS

Internet Properties dialog box, 182–185

Internet traffic, 553

intranets, 425

IP addresses

- defined, 416, 425
- finding, 416–417, 455
- networks and, 367

ipconfig command, 417

IPSec (Internet Protocol Security), 368–371

## J

junk e-mail. *See* Windows Mail

## K

keyboard options, 25

Knowledge Base articles, 530–533

## L

LAN connections. *See* networks

language options, 27

laptops

- domains and, 441
- power management. *See also* power settings
  - configuring lid close action, 498–499
  - configuring power button action, 500–501
  - configuring power plans, 496–498
- Do Nothing mode, 501
- hibernation mode, 500, 501

- keeping monitor/disks on longer, 497
- overview, 496, 498
- prolonging battery life, 497, 498, 499, 501
- sleep mode, 498, 499, 500–501
- viewing battery charge status, 499
- upgrading, 11

Libby, Dan, 399

licenses (music), 193

links, 383

Live Mail, 331

Live Messenger, 4

Live Taskbar, 66

Local Security Policy snap-in, 172–175

Local Users and Groups feature, 112–113

logon time restrictions, 130–131

logon warnings, 172–175

## M

Macromedia Flash files, 437

malware, 128, 166–7. *See also* spyware; viruses

Media Center. *See also* Photo Gallery; photos; video

- burning CDs/DVDs, 276–279
- buying accessories, 239
- Customer Experience Improvement Program, 241, 242
- defined, 4, 238, 254
- editing song details, 263
- Extender, 241
- formats supported, 243
- getting to main screen, 257
- hiding/showing controls, 257
- interface differences, 242, 256
- Movie Guide, 284–285
- music library, 262–263
- navigating, 256–257
- optimizing, 287

*continued*

## Media Center *(continued)*

- overview, 243
  - Picture Library, 264, 277
  - pictures
    - deleting, 265
    - importing, 264
    - slide shows, 265
    - viewing, 255, 264–265
  - playing
    - DVDs, 260–261
    - recorded TV, 266–267
    - stored music, 262–263
  - Remote Control/Receiver, 238, 239
  - Remote Keyboard, 238–239
  - setting up
    - changing settings, 249, 253, 255
    - display options, 244–248
    - getting started, 240–242
    - Internet connections, 258–259
    - media libraries, 252–255
    - overview, 238
    - Parental Controls, 249
    - preparing for, 240
    - running setup later, 247
    - speakers, 248, 249–251
  - TV shows
    - burning on DVD, 277
    - using Program Guide, 280–281, 282
    - setting up Program Guide, 272–275
    - setting up TV signals, 268–271
    - troubleshooting, 271
    - watching live, 282–283
  - updating content, 286–287
  - upgrading sound adapters, 251
  - viewing shared folders, 253
- Media Player 11.** *See also* CDs; DVDs
- adding media to Library, 194–195
  - burning CDs, 210–211

- changing visualizations, 189
- creating playlists, 196–197
- defined, 188
- expanding device memory, 209
- getting music licenses, 193
- installing codecs, 190–191
- MTV URGE service, 193, 200–203
- playing audio CDs, 188–189
- playing movie creations, 233
- playing stored music, 263
- rating media files, 194, 195
- ripping music from CDs, 192–193, 211
- sharing media files, 195
- subscription sites and, 201
- syncing with devices, 198–199, 208–209
- updating, 189

## Meeting Space, 4

### memory

- addresses, 470–471
- card readers, 215
- expanding in media devices, 199, 209
- flash memory cards, 199, 209
- troubleshooting, 470–471
- viewing usage, 459
- virtual memory, 517–518

### menus. *See also* Start menu

- customizing, 88–89
- right-click menus, 70–71
- turning on IE Menu Bar, 389

## Microsoft ClearType, 494–495

## Microsoft Web sites. *See* Web site addresses

## MMC (Microsoft Management Console) snap-ins

- Certificates, 176–179
- IP Security Monitor, 368–371
- Local Security Policy, 172–175
- managing IIS with, 424
- overview, 172, 173, 370
- saving views, 179
- Services, 464–465

modems. *See also* networks

- cable, 360, 361, 362
- dial-up, 362, 364
- fax, 336, 337, 341
- ISP setup, 365

monitor display. *See* Media Center; desktop; laptops

mouse

- adjusting controls, 68–69
- ease of access features, 78–79
- finding pointer, 69
- hovering the, 140
- pointer effects, 515

Movie Maker. *See* video

MP3 players, 198–199, 208–209

MS-DOS applications, 48, 49

MSCONFIG utility, 38–39

MTV URGE media service, 193, 200–203

music. *See* Media Player; Media Center; CDs

## N

networks. *See also* domains; IIS; Internet connections

broadband connections

- cable modems, 360, 361, 362
- configuring, 360–363
- defined, 360
- ISP setup CDs, 361
- overview, 385
- speeding up, 363
- speeds, 362
- T1 connections, 360
- troubleshooting, 361

dial-up connections

- configuring, 364–365
- defined, 364
- IIS service and, 425
- line noise problem, 365
- modems, 362, 364
- overview, 363

hardware components, 356

IP addresses and, 367

LAN connections

- configuring, 356–359
- naming networks, 358–359
- naming workgroups, 358
- peer-to-peer networks, 154, 357
- sharing Internet connections, 366–367
- troubleshooting, 408–409, 412–413
- with/without servers, 357

number of computers in, 357

overview, 5, 356

public/private connections, 359

redirecting user folders, 450–451

Remote Assistance

- accepting invitations, 422–423
- configuring, 414–415
- defined, 414, 420
- overview, 527
- versus Remote Desktop, 423
- sending invitations, 420–422
- setting time limits, 421
- Windows Messenger and, 421

Remote Desktop Connection

- configuring, 414–415
- defined, 4, 414, 418
- finding IP addresses, 416–417
- making connections, 418–419
- problem accessing, 419
- versus Remote Assistance, 423
- shutting off sleep mode, 415
- Web site, 418

running Active Directory, 5, 359

Safe Mode and, 534

sharing files/folders. *See also* sharing and deleting, 157

directly from computers, 154

*continued*

## networks (continued)

- dynamic disks and, 481
  - media files, 195
  - using Public folder, 154–155
  - using sync partnerships, 374–381
  - viewing shared folders, 253, 413
  - sharing hard drives, 156
  - sharing Internet connections, 366–367
  - sharing offline folders
    - enabling offline folders, 506–507
    - multiple folders, 377
    - offline folder indicators, 375
    - stopping sync partnerships, 375
    - sync conflicts, 378, 380–381
    - sync errors, 381
    - sync partnership setup, 374–375
    - and synchronizing files, 378–379, 507
    - viewing sync partnerships, 376–377
    - viewing sync results, 379
  - sharing printers, 404–407, 448–449
  - software components, 356
  - Sync Center tool
    - defined, 374
    - deleting files, 381
    - Offline Files folder, 376–377
    - overview, 378
  - troubleshooting
    - broadband connections, 361
    - DHCP client, 412
    - using Diagnose tool, 412–413
    - with Event Viewer, 410–411
    - finding tools for, 411
    - LAN connections, 408–409, 412–413
    - overview, 408
    - Remote Desktop access, 419
    - shared calendars, 331
    - shared folder sync errors, 381
    - shared printers, 449
    - spyware/viruses, 409
    - TCP/IP protocol, 410
    - wireless networks, 491
    - workgroup names, 412
  - VPN connections
    - accessing intranets, 505
    - changing settings, 504
    - defined, 368, 502
    - using dial-up, 503
    - overview, 369
    - preparing for, 502
    - requirements, 502, 505
    - securing with IPSec, 368–371
    - setup steps, 502–505
  - wireless connections
    - adapter software, 493
    - connecting, 372–373, 490–491
    - defined, 372
    - deleting, 493
    - finding Wi-Fi hotspots, 373
    - managing, 492–493
    - in public, 492, 493
    - requirements, 372, 490
    - securing, 491–492, 493
    - troubleshooting, 491
- newsgroups. *See* Windows Mail
- NICs (network interface cards), 356, 372
- Norton SystemWorks, 475
- notebook computers. *See* laptops
- NTFS (New Technology File System), 7, 33, 478, 489
- ## O
- Open With dialog box, 149
  - operating systems, installing, 479
  - Outlook Express, 290, 291
  - Outlook security options, 180, 181

## P

- paging file size, 517–518
- Paint program, 212, 221, 347
- Parental Controls. *See* user management
- partitions/volumes. *See* hard drives
- Password Reset disks. *See also* user management
  - creating, 114–115
  - defined, 114
  - resetting passwords, 116–117
  - security risk, 117
  - storing, 115
- passwords. *See also* security
  - to domains, 438, 442–443
  - to newsgroups, 312, 313
  - Run as Administrator command and, 119
  - to user accounts, 110–111
- peer-to-peer networks, 154, 357
- Performance Monitor tool, 462–463, 475
- Performance Options dialog box, 514–519
- Phishing Filter, 383, 402–403
- phishing sites
  - defined, 5, 402
  - in e-mails, 305
  - reporting, 403
- Photo Gallery. *See also* Media Center
  - burning video DVDs, 234–237
  - defined, 218
  - e-mailing photos, 219
  - editing pictures
    - using Auto Adjust, 223
    - color, 223
    - cropping, 220–221
    - exposure, 222–223
    - scanned images, 347
    - undoing edits, 223
  - Navigation pane, 218
  - opening, 218
  - overview, 212, 213
  - Paint and, 221
  - photo-opening programs, 221
  - saving photos, 221
  - scanning/storing photos, 349
  - viewing
    - imported photos, 217
    - photo enlargements, 219
    - slide shows, 215
    - thumbnails, 218, 219
- photos. *See also* video
  - adding tags, 216, 217
  - compressing files, 159
  - digital cameras and, 214–217
  - importing, 216–217, 264
  - scanning, 348–349
  - slide shows
    - burning on DVDs, 276–279
    - in Media Center, 265
    - in Photo Gallery, 215
    - transitions, 279
  - third-party editors, 213
- PIFs (Program Information Files), 48
- pixels, 82
- portable computers. *See* laptops
- power outages, 31
- power settings. *See also* laptops
  - hibernation mode, 500
  - screen savers, 93
  - sleep mode
    - defined, 500
    - running tasks in, 469
    - turning off, 415
  - standby mode, 500
- printer drivers, 407
- printer sharing, 404–407, 448–449
- printing
  - faxes, 344, 345
  - incompatibility solutions, 53
  - Parental Controls reports, 139

*continued*

printing (*continued*)

- Safe Mode and, 534
- scanned images, 352
- System Diagnostics reports, 551

private connections, 359

processor scheduling, 516–517

Program Compatibility Wizard, 46–53

programs. *See* applications

properties, 152

public connections, 359, 492, 493

Public folder, 154–155

## Q

Quick Launch toolbar, 98–99

Quick Tabs feature, 382, 396–397

## R

raster jag, 494

Recovery Console, 538

Recycle Bin, 537

Redirection policy, Folder, 450–451

Registry, 549

Reliability Monitor, 462, 463

Remote Assistance/Desktop. *See* networks

Remote Control/Keyboard, 238–239

remote installation of Vista, 23

repairing Windows. *See* troubleshooting tools

resolution, screen, 83, 87, 247

resource conflicts, 455, 470

Restore, System, 510, 511, 536–537, 540

restoring backups, 486, 487–489

ripping music from CDs, 192–193, 211

roaming policies/profiles, 122–123, 451

RSS feeds. *See also* Internet Explorer 7

- cost, 399

- defined, 102, 383, 398

- Feed Viewer, 104–105

- finding, 401

- getting information, 399

- reading, 400–401

- setting update intervals, 401

- subscribing to, 398–399

- unsubscribing from, 401

Run as Administrator command, 118–119

Run command, 80–81

## S

Safe Mode, 36–37, 534–535, 545

saving. *See also* file formats

- custom desktop settings, 85, 89

- faxes as TIF files, 344–345

- MMC snap-in views, 179

- photos before editing, 221

- pictures in Paint, 347

- System Diagnostics reports, 552–553

- unfinished movies, 231

ScanDisk tool, 474–475

Scanners and Cameras tool, 212–213, 346. *See also* Fax and Scan tool

screen resolution, 83, 87, 247

screen savers, 92–93

scripts, 123

Search Bar in Internet Explorer 7, 383, 392–393

search features in Vista, 4, 72–73

searching. *See* finding

security. *See also* passwords; user management

- antispymware software

  - defined, 166

  - overview, 56–57, 163

  - scanning for spyware, 166–167, 409, 535

- antivirus software

  - activity reports, 171

  - checking system for, 168–169

  - finding, 169

- overview, 163, 170
- scanning for viruses, 170–171
- spyware and, 163
- updating, 170, 171
- digital certificates
  - adding to e-mail, 180, 181
  - adding snap-in for, 176–178
  - categories of, 178
  - defined, 176
  - exporting, 179
  - obtaining, 177
  - saving snap-in views, 179
  - uses for, 178
  - viewing/managing, 178–179
- domain access, 438, 442–443
- features
  - Certificates, 176–179
  - Local Security Policy, 172–175
  - Local Users and Groups, 112–113
  - Security Center, 5, 162–163, 168–169
  - User Account Control, 111
  - Windows Defender, 56–57, 163, 166–167
  - Windows Firewall, 164–165
- file/folder encryption, 4, 160–161
- logon warnings, 172–175
- securing
  - file/settings transfers, 19
  - FTP servers, 431–433
  - Internet Explorer, 182–185
  - Outlook/Windows Mail, 180–181
  - VPNs with IPSec, 368–371
  - Web servers, 429
  - wireless networks, 491–492, 493
- Services tool, 464–465
- sharing. *See also* networks, sharing
  - calendars, 330–333
  - contacts, 303
  - Favorites list, 389
- Show Desktop Icons feature, 90–91
- sleep mode. *See also* power settings
  - configuring on laptops, 498, 499
  - defined, 500
  - defining laptop buttons for, 500–501
  - running tasks in, 469
  - shutting off, 415
- slide shows. *See* photos
- SMTP virtual servers. *See* IIS
- Snap To mouse feature, 68
- Software Explorer, 56–57
- spam, 435
- speaker setup, 248, 249–251
- speech recognition
  - microphone setup, 75
  - optimizing performance, 75, 77
  - overview, 74–75
  - shutting off, 77
  - text-to-speech options, 76–77
- spyware. *See also* viruses
  - antispyware software
    - defined, 166
    - overview, 56–57, 163
    - scanning for spyware, 166–167, 409, 535
  - defined, 128, 163
  - problems caused by, 166, 539
- Standard user accounts, 106, 107
- Start menu. *See also* desktop; interface
  - adding files/folders to, 150–151
  - adding Run command to, 81
  - customizing, 94–95
  - defined, 61
- startup programs. *See* Windows Vista configuration
- Startup Repair tool, 540–541
- switches, 356
- Sync Center/sync partnerships. *See* networks
- synchronizing music files with media devices, 198–199, 208–209
- synchronizing newsgroups, 310
- SysInfo utility, 6

System Configuration dialog box, 39

System Diagnostics. *See* troubleshooting tools  
system management. *See also* troubleshooting

- adjusting system properties
  - memory usage, 517
  - overview, 514, 519
  - paging file size, 517–518
  - processor scheduling, 516–517
  - visual effects, 514, 515–516
- backing up data
  - complete PC backup, 484, 487–488
  - daily backups, 485
  - files to back up, 489
  - overview, 27, 484
  - reasons for, 485
  - recorded TV files, 267
  - and restoring, 486, 487–489
  - steps in, 484–488
  - storing backups, 487, 488
  - Windows reinstall and, 545
- using command prompt, 472–473
- creating restore points, 510, 511, 537
- devices
  - disabling, 457
  - overview, 456–457
  - problem devices, 455
  - resource conflicts, 455, 470
  - updating drivers, 7, 457, 525
- ending non-responsive programs, 459
- finding IP addresses, 455
- hard disks. *See also* hard drives
  - checking for errors, 474–475
  - cleaning up, 508–511
  - creating dynamic disks, 480–481
  - creating partitions, 476–479
  - defragmenting, 512–513
  - installing operating systems, 479
  - overview, 474

- setting disk quotas, 482–483
- setting up fault tolerance, 480
- managing system tasks, 458–459
- memory
  - diagnosing problems, 470–471
  - viewing usage, 459
  - virtual memory, 517–518
- monitoring performance, 462–463, 475
- monitoring reliability, 462, 463
- removing unused programs, 509, 519
- restoring Windows to previous dates, 536–537
- scheduling system tasks, 466–469
- sending errors to tech staff, 461
- services
  - controlling, 464–465
  - defined, 464
  - disabling, 465
  - troubleshooting, 465
- viewing
  - Data Collector Sets, 463
  - system events, 460–461
  - system information, 454–455, 470

System Properties dialog box, 515

System Recovery Options window, 539–540

system tools. *See also* troubleshooting tools

- Backup Status and Configuration, 484–489
- Check Disk, 474–475, 538
- Device Manager, 456–457, 470, 471, 520–521
- Disk Cleanup, 508–511
- Disk Defragmenter, 512–513
- Disk Management, 476–481
- Event Viewer, 460–461
- overview, 454, 474
- Performance Monitor, 462–463, 475
- Performance Options, 514–519
- Reliability Monitor, 462, 463
- ScanDisk, 474–475

- Services, 464–465
- System Information, 454–455, 470
- System Restore, 510, 511, 536–537, 540
- Task Manager, 458–459
- Task Scheduler, 466–469
- third-party tools, 475, 479

SYSTEM.INI files, 39

## T

T1 connections, 360

Task Manager, 458–459

Task Scheduler, 466–469

taskbar. *See also* desktop; interface

- creating toolbars, 100–101
- defined, 96
- deleting icons, 97
- deleting toolbars, 101
- enlarging icons, 101
- Live Taskbar, 66
- showing/hiding icons, 96–97

tasks. *See also* Calendar

- changing color, 319, 321
- creating, 328–329
- hiding completed, 319
- reminders, 329

Tasks toolbar, 145

TCP/IP protocol, 410

text fonts, enlarging, 86–87, 523

text fonts, smoothing, 494–495

text-to-speech options, 76–77

text (TXT) files, changing to HTM, 427

themes, 50, 84–85

time and date settings, 71

time restrictions, logon, 130–131

transferring files/settings. *See* installing Windows Vista

troubleshooting. *See also* spyware; system management; viruses

- application compatibility, 51–52, 53, 55
- boot problems, 25
- connecting to domains, 439

- deleted files, 539

- hardware problems, 520–521

- memory problems, 470–471

- networks

- broadband connections, 361

- DHCP client, 412

- finding tools for, 411

- LAN connections, 408–409, 412–413

- overview, 408

- Remote Desktop access, 419

- shared calendars, 331

- shared folder sync errors, 381

- shared printers, 449

- spyware/viruses, 409

- TCP/IP protocol, 410

- wireless connections, 491

- workgroup names, 412

- overview, 520

- resource conflicts, 470, 471

- Run as Administrator command, 119

- service failures, 465

- system slowdown, 519

- TV signal setup, 271

- Unmountable Boot Drive error, 543

- Windows Mail, 299

- Windows Vista DVD, 545

troubleshooting tools. *See also* system tools

- Device Manager, 470, 471, 520–521

- Diagnose (networks), 412–413

- documenting problems, 521

- driver updates, 7, 457, 525

- Event Viewer, 410–411

- finding for networks, 411

- listed, 521

- reinstalling Windows, 542–545

- repairing Windows

- overview, 535

- at Recovery Console, 538

*continued*

## troubleshooting tools (*continued*)

- using Startup Repair, 540–541
- steps in, 538–541
- System Recovery Options for, 539–540
- using System Restore, 536–537, 540
- time factors in, 541

Safe Mode, 36–37, 534–535, 545

System Diagnostics reports

- accessing, 546–548
  - defined, 546, 550
  - e-mailing, 551
  - errors and warnings, 547
  - on Internet traffic, 553
  - links in, 551
  - printing, 551
  - Registry errors, 549
  - running other programs with, 547
  - saving, 552–553
  - viewing, 549–550, 553
- Windows Help and Support
- defined, 522–523
  - enlarging help screen text, 523
  - Knowledge Base articles, 530–533
  - online help, 521, 523, 526–533
  - searching for articles, 529
  - troubleshooting articles, 524–525
  - for Windows versions, 528–529

TV shows. *See* Media Center

## U

UAC (User Account Control) feature, 111

undoing edits, 223

Unmountable Boot Drive error, 543

updating. *See also* Windows Update

- antivirus software, 170, 171
- codecs, 191
- drivers, 7, 207, 457, 525

firmware, 7

Media Center content, 286–287

Media Player, 189

shared calendars, 333

Upgrade Advisor/upgrade installation. *See* installing Windows Vista

upgrading laptops, 11

upgrading sound adapters, 251

URGE media service, 193, 200–203

URLs. *See* Web site addresses

User Account Control, 111

user management. *See also* security

group policies

- changing type, 123
- defined, 120
- editing, 120–121
- Folder Redirection policy, 450–451
- resources on, 121
- roaming policies, 122–123
- uses, 121, 122

Parental Controls

- activity reports, 138–139
- blocking downloads, 128–129
- defined, 124
- game restrictions, 132–135
- logon time restrictions, 130–131
- in Media Center, 249
- program restrictions, 136–137
- testing, 137
- turning on, 124–125
- for visitors, 125
- Web site restrictions, 126–129
- Windows Mail/Messenger and, 139

Password Reset disks

- creating, 114–115
- defined, 114
- resetting passwords, 116–117
- security risk, 117
- storing, 115

- Run as Administrator command
  - defined, 118
  - passwords and, 119
  - troubleshooting, 119
  - using, 118–119
  - viruses and, 118

- user accounts
  - adding, 106–107
  - Administrator accounts, 106, 107
  - deleting, 111, 133
  - group membership, 112–113
  - Guest accounts, 109
  - names, 108–110
  - overview, 108
  - passwords, 110–111
  - pictures, 110, 111
  - Standard accounts, 106, 107
  - switching, 109
  - Visitor accounts, 125

[User State Migration Tool, 29](#)

## V

[video](#). *See also* [DVDs](#); [Media Center](#)

- AVI file format, 225
- burning on DVDs, 225, 234–237
- capturing/editing programs, 227
- digital versus analog, 227
- e-mailing, 233
- importing, 224–227
- Movie Maker 6
  - adding effects, 230
  - adding transitions, 229, 230
  - AutoMovie tool, 228, 233
  - creating clips, 229
  - defined, 226, 228
  - editing audio tracks, 231
  - editing movie clips, 228–229

- formats supported, 226
- importing video, 226–227
- playing movies, 232–233
- publishing movies, 230–232
- requirements, 229
- saving unfinished movies, 231
- Web site, 229

- WMV file format, 225

[virtual memory, 517–518](#)

[viruses](#). *See also* [spyware](#)

- antivirus software

- activity reports, 171
- checking system for, 168–169
- finding, 169
- overview, 163, 170
- scanning for viruses, 170–171, 409
- spyware and, 163
- updating, 170, 171

- deleted files and, 539

- getting information on, 181

- Run as Administrator command and, 118

[Visitor accounts, 125](#)

[visual effects, 230, 514, 515–516](#)

[visual themes, 50, 84–85](#)

[visualizations, 189](#)

[volumes/partitions](#). *See* [hard drives](#)

[VPN connections](#). *See* [networks](#)

## W

[WAIK \(Windows Automated Installation Kit\), 23](#)

[Web browsers, 382, 426](#). *See also* [Internet Explorer 7](#)

[Web feeds](#). *See* [RSS feeds](#)

[Web servers](#). *See* [IIS](#)

[Web site addresses](#)

- anti-spyware/adware, 163, 363

- Bose Systems, 251

- CyberSitter, 127

*continued*

## Web site addresses *(continued)*

- defined, 384, 386
- disk-partitioning programs, 479
- DivX, 191
- driver/firmware updates, 7
- DVD burner dealers, 235
- Event Viewer, 411
- Hotmail/Live Mail, 331
- Hotspots Directory, 373
- HTML editors, 427
- HughesNet, 363
- iCalShare, 330
- launching with Run command, 81
- Microsoft
  - antivirus partners, 163
  - Application Compatibility Toolkit, 49
  - ClearType tuner, 495
  - foreign language versions, 27
  - Help and Support, 529
  - Knowledge Base, 55, 521, 530
  - newsgroups, 311
  - Online Crash Analysis, 54–55
  - Passport, 55
  - products, 529
  - security, 181
  - supported applications, 16
  - Sysprep, 23
  - Upgrade Advisor, 6, 11
  - Windows Automated Installation Kit, 23
  - Windows Ultimate Extras, 45
- Movie Maker, 229
- picture-editing software, 213
- Remote Desktop, 418
- restricting access to, 126–129
- RSS information, 399
- search engines/sites, 393
- system optimization programs, 475
- video capturing/editing software, 227
- Weblogs information, 315
- Windows Marketplace, 239
- World Wide Web Consortium, 429
- Weblogs, 315, 383
- WEP (Wired Equivalent Privacy), 491, 492
- Wi-Fi. *See* networks, wireless connections
- Windows Defender, 56–57, 163, 166–167
- Windows Easy Transfer wizard, 14–21
- Windows Fax and Scan. *See* Fax and Scan tool
- Windows Help and Support. *See* troubleshooting tools
- Windows Live Messenger, 4
- Windows Mail. *See also* e-mail
  - configuring e-mail accounts, 290–293
  - Contacts folder
    - adding contacts, 302
    - defined, 302, 303
    - deleting contacts, 303
    - importing addresses, 303
    - sharing contacts, 303
  - as default mail program, 325
  - e-mail messages
    - appointment invitations, 324–327
    - Bcc/Cc recipients, 295
    - creating folders for, 300–301
    - deleting, 298, 301
    - forwarding, 299
    - moving to folders, 301
    - receiving, 296–297
    - replying to, 298–299
    - sending, 294–295, 297
  - finding e-mail addresses, 294
  - Junk E-mail folder
    - Blocked Senders, 306–307
    - defined, 304
    - disabling, 305
    - moving phishing mail to, 305
    - Safe Senders, 304–305
  - newsgroup postings
    - configuring accounts, 308–311
    - defined, 308

- downloading, 312–313
  - finding news servers, 309
  - opening attachments, 309
  - reading, 314–315
  - replying to, 310, 315
  - starting, 315
  - subscribing to, 313, 314
  - synchronizing, 310
  - usernames/passwords, 312, 313
  - via Internet Explorer, 311
  - versus Weblogs, 315
- versus Outlook Express, 290, 291
- Parental Controls and, 139
- Preview pane, 296, 297
- removing access to, 311
- renaming folders, 301
- security options, 180–181
- setting message rules, 301
- troubleshooting, 299
- Windows Media Center. *See* Media Center
- Windows Media Player. *See* Media Player
- Windows Meeting Space, 4
- Windows Messenger, 139, 421
- Windows Movie Maker. *See* video
- Windows Product Activation (WPA), 28
- Windows Registry, 549
- Windows Security Center, 5, 162–163, 168–169
- Windows Server Update, 40
- Windows Sidebar, 102–103
- Windows Update. *See also* updating
  - configuring options, 40–41
  - defined, 40
  - overview, 29, 185
  - uninstalling updates, 41
  - viewing update history, 41
- Windows Vista. *See also* desktop; installing Windows Vista; interface
  - benefits, 34
  - Indexing service, 73
  - managing servers, 359
  - overview, 22
  - reverting back to XP, 35
  - version differences, 4–5, 442
- Windows Vista configuration
  - application compatibility
    - compatibility mode, 46, 47
    - display settings, 50
    - issues/solutions, 51–52, 53, 55
    - MS-DOS applications, 48, 49
    - overview, 39, 46
    - providing feedback on, 54–55
    - steps in, 46–53
  - for domains, 438–441
  - startup programs
    - editing BOOT.INI files, 39
    - with MSCONFIG, 38–39
    - overview, 38
    - using Software Explorer, 56–57
  - Ultimate Extras, 44–45
  - Windows components, 42–43
  - Windows Update options, 40–41
- WIN.INI files, 39
- wireless connections. *See* networks
- WMV (Windows Media Video) format, 225
- workgroups
  - defined, 155
  - versus domains, 438, 440
  - joining, 444–445
  - naming, 358
  - overview, 30
  - troubleshooting names, 412
- WPA (Wi-Fi Protected Access), 491, 493
- WPA (Windows Product Activation), 28



