

# Index

## A

- accounts. See user accounts
- Add Address or Domain dialog box, 103
- Add or Change Home Page dialog box, 119
- Add Search Provider dialog box, 125
- administrator privileges, 12–13
- Advanced Sharing dialog box, 198–199
- Always Available Offline dialog box, 203
- Appearance and Personalization Control Panel, 166–167
- audio file formats, 58
- auto playlists in Windows Media Player, 56–57
- Automatic Learning feature, 186–187
- AutoPlay dialog box. See *also* Windows Vista customization
  - configuring default actions, 40–41
  - Speed up system option, 10

## B

- backups, e-mail contact, 138–139
- backups, system image, 168–169
- battery alarms, setting low, 172–173
- bit rates, 58
- Blocked Senders list, 102–103
- Blocked Top-Level Domain List, 105
- Browse for Folder dialog box, 143, 197
- browsers. See Internet Explorer
- buffer overruns, 164
- buffers, 164

## C

- calibrating Tablet PC pens, 182–183
- Caps Lock key alerts, 16–17
- Change Drive Letters and Paths dialog box, 42–43
- Change Network Icon dialog box, 195
- Change permission, 200
- Choose Columns dialog box, 60–61
- docks, setting additional, 32–33
- colors, running in 26, 39
- compatibility mode, running programs in, 38–39
- Complete PC Backup tool, 168
- computer accounts. See user accounts
- Computer Management window, 42
- computer networks. See networks
- computer processors. See CPUs
- computer security. See security and privacy

- computer systems. See systems
- computers, notebook. See notebook PCs
- computers, Tablet. See Tablet PCs
- Connect to a Network window, 204–205
- contacts. See *also* Windows Mail
  - backing up, 138–139
  - creating groups, 136–137
  - opening, 136
- Control Panel
  - Appearance and Personalization, 166–167
  - displaying as a menu, 20–21
  - Ease of Access Center, 16–17
  - Hardware and Sound, 40–41
  - Mobile PC, 178–183, 186–187
  - Mouse, 34–35
  - Network and Internet, 190–195
  - System and Maintenance, 14–15, 22–25
  - User Accounts and Family Safety, 92–93, 154–155

- CPU (processor) scheduling, 8–9
- Create Shortcut wizard, 4–5
- CSV Export dialog box, 138–139
- Ctrl+Alt+Delete, requiring before logon, 156–157
- Customize Start Menu dialog box, 19–21, 30–31

## D

- Data Execution Prevention (DEP) feature, 164, 165
- Date and Time dialog box, 32–33
- default actions, AutoPlay, 40–41
- default buttons, auto-moving mouse to, 34–35
- default buttons, defined, 34
- default search providers, 125
- deleting. See *also* removing
  - browsing history, 130–131
  - home pages, 119
  - images from memory cards, 53
  - recent file access history, 162–163
  - shortcuts from Start menu, 28–29, 31
- desktop shortcuts. See shortcuts
- device drivers
  - defined, 22
  - rolling back, 25
  - updating, 22–25
- Device Manager, 22–25
- digital pens. See Tablet PCs
- disk drives
  - changing drive letters, 42–43
  - mapping network folders as, 196–197
  - system speedup using flash drives, 10–11

disks, floppy, saving startup keys on, 160–161  
Documents folder, moving, 86–87

## E

e-mail. *See* Windows Mail  
Ease of Access Control Panel, 16–17  
Eraser tool in Tablet PCs, 185  
Export Windows Contacts dialog box, 138–139

## F

Feed Properties dialog box, 123  
feeds. *See* RSS  
file formats, audio, 58  
file metadata, 60, 76  
files and folders. *See also* networks; searches  
    advanced searches, 76–79  
    file types, 70  
    filtering, 82–83  
    grouping, 84–85  
    hiding, 75  
    making read-only, 74–75  
    moving Documents folder, 86–87  
    opening in different programs, 70–71  
    opening with single-clicks, 68–69  
    overview, 66  
    restoring to previous versions, 88–89  
    search folders, 80–81  
    Send To menu, adding destinations for, 72–73  
    setting permissions for, 152–153  
    sorting, 82–83  
    stacking, 84–85  
    underlining icon titles, 69  
filtering  
    files, 82–83  
    spam/junk e-mail, 100–101  
    Web content, 94–95  
flash drive memory, system speedup using, 10–11  
floppy disks, saving startup keys on, 160–161  
Folder Options dialog box, 68–69, 167  
forms data, stopping saving, 131  
Full Control permission, 152, 200

## G

Gallery. *See* Windows Photo Gallery  
graphic pens. *See* Tablet PCs  
graphics adapter memory, 6, 7  
group permissions, overriding, 153  
grouping contacts, 136–137  
grouping files, 84–85

## H

handwriting recognizer, 186–187

Hardware and Sound Control Panel, 40–41  
Hibernate mode, 176–177

hiding

    files, 75  
    Photo Gallery Info pane, 51  
    taskbar, 36–37

history of browsed pages, deleting, 130–131  
history of browsed pages, saving longer, 128–129  
history of recent file access, clearing, 162–163  
hot keys. *See* shortcut keys  
HTML versus plain text e-mail, 110–111

## I

image backups, system, 168–169  
images. *See also* Windows Photo Gallery  
    erasing from memory cards, 53  
    importing and naming, 52–53  
Indexing Options dialog box, 14–15  
Internet Accounts dialog box, 134  
Internet Explorer. *See also* security and privacy, Internet  
    adding search engines, 124–125  
    auto-switching to new tabs, 114–115  
    being notified of Web feeds, 121  
    customizing Links bar, 126–127  
    deleting browsing history, 130–131  
    opening home page as new tab, 115  
    opening multiple pages on start, 118–119  
    overview, 112  
    Quick Tabs feature, 116–117  
    removing home pages, 119  
    saving pages in history longer, 128–129  
    setting Web feed refresh frequency, 122–123  
    stopping saving forms/logon data, 131  
    subscribing to Web feeds, 120–121  
    viewing Web feeds list, 121  
Internet Options dialog box  
    Content tab, 131  
    General tab, 112–113, 117, 128–129  
IP (Internet Protocol) addresses, 191

## J

Junk E-mail Options dialog box. *See also* Windows Mail  
    Blocked Senders tab, 102–103  
    International tab, 104–105  
    Options tab, 101  
    Phishing tab, 101  
    Safe Senders tab, 106–107

## K

keyboard shortcuts. *See* shortcut keys

# Index

## L

- laptops. *See* notebook and tablet PCs
- Links bar in Internet Explorer, customizing, 126–127
- List Folder Contents permission, 152
- Live Search site, 124, 125
- locking computers, 158–159
- logon data, stopping saving, 131
- logon, requiring Ctrl+Alt+Delete before, 156–157

## M

- mail. *See* Windows Mail
- Maintenance dialog box, 142–143
- malicious code prevention, 164–165
- mapping network folders as disk drives, 196–197
- Media Player. *See* Windows Media Player
- Media Sharing dialog box, 62–63
- memory capacity of graphics adapter, 6, 7
- memory capacity of processor, 9
- memory cards, erasing images from, 53
- memory keys, system speedup using, 10–11
- metadata, 60, 76
- Mobile PC Control Panel, 178–183, 186–187
- Modify permission, 152
- mouse, auto-moving to default buttons, 34–35
- Mouse Properties dialog box, 35
- moving user folders, 86–87

## N

- naming imported images, 52–53
- Network Diagnostics tool, 192–193
- Network and Internet Control Panel, 190–195
- Network window, 202–203
- networks
  - changing share names of folders, 199
  - customizing network names/icons, 194–195
  - disabling connections, 193
  - disconnecting mapped folders, 197
  - files/folders, accessing offline, 202–203
  - hidden wireless, connecting to, 204–205
  - IP addresses, 191
  - mapping shared folders as disk drives, 196–197
  - overview, 188
  - running diagnostics tool, 192–193
  - security risk if not broadcasting, 205
  - setting shared folder permissions, 200–201
  - sharing folders, 198–199

- viewing current categories, 195
- viewing current status, 190–191
- New Auto Playlist dialog box, 56–57
- New Mail Rule dialog box, 146–147
- New Message window, 135
- newsgroup posts, reading offline, 148–149
- notebook PCs. *See also* security and privacy; Tablet PCs
  - creating custom power plans, 174–175
  - defining power button actions, 176–177
  - overview, 170
  - password protection on wakeup, 177
  - presentation settings, 178–179
  - setting low battery alarms, 172–173

## O

- Offline Files feature, 202–203
- Open With dialog box, 71
- Options dialog box. *See also* Windows Mail
  - Advanced tab, 142
  - Compose tab, 141
  - Read tab, 110–111, 149
  - Receipts tab, 109
  - Security tab, 111
  - Spelling tab, 144
- Options dialog box in Windows Media Player, 163

## P

- parental controls, 92–93
- passwords on notebook PCs, 177
- passwords, user account, 154–155, 157
- Pen and Input Devices dialog box, 181
- pens, digital. *See* Tablet PCs
- Performance Options dialog box
  - Advanced tab, 9
  - Data Execution Prevention tab, 165
  - Visual Effects tab, 7
- Permission Denied workaround, 12–13
- permissions. *See also* security and privacy, computer
  - for files/folders, 152–153
  - for groups, overriding, 153
  - for shared network folders, 200–201
  - types of, 152, 200
- phishing e-mail, 101
- pictures. *See* images; Windows Photo Gallery
- playlists, creating auto, 56–57
- Plays for Sure Web site, 55

power options. See notebook PCs  
Power Options dialog box, 173  
presentation settings, 178–179  
previous versions, restoring files to, 88–89  
printers, adding to Send To menus, 72–73  
privacy. See security and privacy  
processor scheduling, 8–9  
programs. See also shortcuts to programs  
  opening files in different, 70–71  
  optimizing performance, 8–9  
  processor program scheduling, 8–9  
  running as administrator, 12–13  
  running in compatibility mode, 38–39

## Q

Quick Tabs feature in Internet Explorer, 116–117

## R

Read and Execute permission, 152  
read-only files, 74–75  
Read permission, 152, 200  
read receipts prevention, 108–109  
Recent Items lists, clearing, 162–163  
removing. See also deleting  
  home pages, 119  
  spyware, 96–97  
  Start menu shortcuts, 28–29, 31  
resolution, running in 640x480, 39  
restoring  
  files to previous versions, 88–89  
  Media Player from mini-mode, 64  
  systems from backups, 168, 169  
rip settings in Windows Media Player, 58–59  
rolling back device drivers, 25  
rotating images, 46–47  
RSS (Real Simple Syndication) feeds. See also Internet Explorer  
  being notified of, 121  
  setting refresh frequency, 122–123  
  subscribing to, 120–121  
  viewing list of, 121  
Run command, adding to Start menu, 30–31

## S

Safe Senders list, 106–107  
Save As dialog box, 185  
saving  
  browsed pages in history longer, 128–129  
  forms/logon data, stopping, 131  
  and reusing searches, 80–81  
  startup keys on floppy disks, 160–161  
screen resolution, running in 640x480, 39  
search engines, adding to Internet Explorer, 124–125

search providers, default, 125  
searches

  advanced searches, 76–79  
  using different operators, 79  
  by file date, 78  
  by file size, 78, 79  
  partial match options, 77  
  saving and reusing, 80–81  
  speeding up, 14–15

Securing the Windows Account Database dialog box, 160

security and privacy, computer

  adding passwords to accounts, 154–155  
  changing user passwords, 157  
  clearing Recent Items lists, 162–163  
  creating system image backups, 168–169  
  if network not broadcasting, 205  
  locking computers, 158–159  
  overriding group permissions, 153  
  overview, 150  
  preventing computer startup, 160–161  
  preventing malicious code runs, 164–165  
  requiring Ctrl+Alt+Delete before logon, 156–157  
  restoring systems, 168, 169  
  setting file/folder permissions, 152–153, 200–201  
  setting up accounts in workgroups, 167  
  switching to advanced sharing, 166–167  
  turning DEP on/off, 164–165  
  unlocking computers, 159

security and privacy, Internet. See also Windows Mail

  activating parental controls, 92–93  
  filtering Web content, 94–95  
  overview, 90  
  spyware scanning/removal, 96–97  
  in Windows Media Player, 98–99

Select a Destination dialog box, 87

Select Users or Groups dialog box, 153, 201

Send To menus, adding destinations to, 72–73

Service Set Identifiers (SSIDs), 204

Set Network Location dialog box, 195

sharing. See also networks

  advanced sharing, 166–167, 198–199  
  deactivating Sharing Wizard, 167  
  media libraries, 62–63

Sharing Wizard, 166, 167

shortcut keys

  changing user passwords, 157  
  creating Internet Explorer tabs, 115  
  Ctrl+Alt+Delete before logon, 156–157  
  displaying taskbar, 37  
  displaying Web feeds list, 121  
  launching Run command, 31  
  locking computers, 158

*continued*

# Index

shortcut keys (*continued*)  
opening History list, 129  
opening Windows Contacts, 136  
restoring Media Player from mini-mode, 64  
reverting to original images, 49  
rotating images, 47  
switching from HTML to plain text e-mail, 111

shortcuts to programs. *See also* programs  
to Control Panel, 20–21  
creating on desktop, 4–5  
defined, 4  
pinning to Start menu, 28  
removing from Start menu, 28–29, 31  
sorting on desktop, 5  
to Start menu items, 20–21

shortcuts on Send To menu to destinations, 72–73

Shut Down mode, 176–177

Sleep mode, 176–177

Snap To feature, mouse, 35

Snipping Tool, 184–185

sorting files, 82–83

spam protection levels, 100–101

speeding up  
file searches, 14–15  
systems using flash drives, 10–11  
Windows Vista startup, 197

spell checking e-mail, 144–145

spyware scanning/removal, 96–97

SSIDs (Service Set Identifiers), 204

stacking files, 84–85

Start menu  
adding Run command to, 30–31  
displaying items on as menus, 20–21  
displaying more items on, 18–19  
pinning items to, 28  
removing items from, 28–29, 31

startup keys, system, 160–161

Store Location dialog box, 143

subscribing to Web feeds, 120–121

SuperFetch technology, 10–11

synchronizing  
media devices with Media Player, 54–55  
newsgroups, 148  
offline network files, 202–203

System and Maintenance panel. *See also* Control Panel  
Device Manager, 22–25  
Indexing Options, 14–15

System Properties dialog box, 6–9, 164–165  
system security. *See* security and privacy  
system speedup using flash drives, 10–11

## T

Tabbed Browsing Settings dialog box, 115

Tablet PC Settings dialog box, 183

Tablet PCs. *See also* notebook PCs; security and privacy  
calibrating pens to screens, 182–183  
capturing screen areas, 184–185  
improving handwriting recognizer, 186–187  
navigating/editing using pen flicks, 180–181  
overview, 170  
setting pointer options, 183  
writing/highlighting/erasing text, 185

tags, categorizing images with, 50–51

taskbar  
displaying, 37  
hiding, 36–37  
putting Media Player toolbar on, 64–65

Taskbar and Start Menu Properties dialog box, 18–21, 30–31, 36–37

Temporary Internet Files folder, 130

Temporary Internet Files and History Settings dialog box, 129

time zones on additional clocks, 32–33

Toggle keys, turning on/off, 17

## U

unlocking computers, 159

updating device drivers, 22–25

USB flash drives, system speedup using, 10–11

User Account Control tool, 12–13

user accounts. *See also* security and privacy, computer  
adding passwords to, 154–155  
administrator accounts, 12–13  
changing passwords, 157  
setting up in workgroups, 167

User Accounts dialog box, 157

User Accounts and Family Safety panel, 92–93, 154–155

## V

vCards, 140–141  
viruses, 110–111  
visual effects, 6–7

## W

Web address, Plays for Sure, 55

Web browsers. *See* Internet Explorer

Web feeds. *See* RSS

Web Filter tool, 94–95

Windows Defender, 96–97

Windows Mail. *See also* Options dialog box; security and privacy, Internet

- activating spell checker, 144
- applying message rules, 147
- changing message store location, 142–143
- checking message spelling, 145
- creating backups of contacts, 138–139
- creating contact groups, 136–137
- creating electronic business cards, 140
- creating rules from messages, 146–147
- leaving messages on server, 134
- overview, 132
- preventing read receipts, 108–109
- reading newsgroup posts offline, 148–149
- reading in plain text versus HTML, 110–111
- sending electronic business cards, 141
- sending read receipts, 109
- setting message priority, 135
- thwarting viruses, 110–111

**Windows Mail junk e-mail options**

- adding Blocked Senders, 102–103
- adding Safe Senders, 106–107
- blocking international mail, 104–105
- checking for false positives, 101
- choosing protection levels, 100–101
- handling phishing mail, 101

**Windows Media Player**

- adjusting rip settings, 58–59
- choosing bit rates, 58, 59
- clearing History list, 163
- creating auto playlists, 56–57
- customizing Details view, 60–61
- mini-mode feature, 64
- not saving recently used files, 163
- Player IDs and, 99
- security and privacy, 98–99, 163
- sharing libraries, 62–63
- synchronizing with media devices, 54–55
- toolbar, putting on taskbar, 64–65
- Video and Visualization window, 65

**Windows Photo Gallery.** *See also* images

- categorizing images with tags, 50–51
- fixing images, 48–49
- hiding Info pane, 51

naming imported images, 52–53

reverting to original images, 49

rotating images, 46–47

showing Info pane, 50

**Windows Picture and Video Import tool, 52–53**

**Windows Vista**

- Automatic Learning feature, 186–187
- Complete PC Backup, 168
- Data Execution Prevention, 164, 165
- Network Diagnostics tool, 192–193
- Offline Files feature, 202–203
- overview, 44
- Search index, 14–15
- Sharing Wizard, 166, 167
- Snipping Tool, 184–185
- speeding up startup, 197
- SuperFetch technology, 10–11
- turning Toggle keys on/off, 17
- User Account Control, 12–13
- Web Filter, 94–95

**Windows Vista customization**

- adding Run command to Start menu, 30–31
- auto-moving mouse to default buttons, 34–35
- changing disk drive letters, 42–43
- hiding taskbar, 36–37
- overview, 26
- pinning items to Start menu, 28
- removing items from Start menu, 28–29, 31
- running in 256 colors, 39
- running in 640x480 resolution, 39
- running programs in compatibility mode, 38–39
- setting additional clocks, 32–33
- setting AutoPlay default actions, 40–41

**Windows Vista performance boosting**

- using Caps Lock key alerts, 16–17
- creating desktop shortcuts, 4–5
- displaying Control Panel as a menu, 20–21
- displaying more Start menu items, 18–19
- displaying Start menu items as menus, 20–21
- overview, 2
- with processor program scheduling, 8–9
- running programs as administrator, 12–13
- sorting desktop shortcuts, 5
- speeding up file searches, 14–15
- using SuperFetch with flash drives, 10–11
- turning off visual effects, 6–7
- updating device drivers, 22–25

**Wireless Network Connection Status dialog box, 191**

**wireless networks, connecting to hidden, 204–205**

**workgroups, setting up user accounts in, 167**

**Write permission, 152**