



TIPS & TRICKS

WINDOWS 98, XP



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WINDOWS 98	6
CUT, COPY, PASTE, DRAG AND DROP	6
Drag and Drop	6
To copy an object	6
To create a shortcut	6
Right Drag and Drop	6
FILE OPERATIONS	6
Create a New File	6
Create a New Folder while Saving a File	6
Deleting Files without moving them to Recycle Bin	6
Restoring Files from Recycle Bin	6
Copying and Moving Files	7
To put part of a document on the desktop.	7
FOLDERS AND WINDOWS EXPLORER	7
Selecting Multiple Files	7
Keyboard Shortcuts	7
KEYBOARD SHORTCUT KEYS	7
General control over Folders/Windows Explorer	8
General Keyboard-Only Commands	8
MULTIMEDIA & SOUND	8
Master Volume Icon on Taskbar	8
Assigning Sounds to Events	8
RUN DIALOG BOX	8
Via the Keyboard	8
Opening a Folder Anywhere From the Run Dialog Box	8
Running a Program	9
START MENU	9
Keyboard Shortcuts	9
Modifying Start Menu Items	9
Quick Access to Start Menu Items	9
Emptying the Documents menu	9
Start a specific program each time Windows starts	9
TASKBAR	9
Hiding the Taskbar	9
Moving the Taskbar	9
Languages and Keyboard Layouts	10
SYSTEM TOOLS	10
System Monitor	10
DriveSpace	10
ScanDisk	10
Disk Defragmenter	11
System File Checker	11
Registry Checker	11
Backup/Restore	11
WINDOWS MANAGEMENT	11
Switching between a Window and a Full MS-DOS Screen	11
Closing Successive Windows	12
Cascading, Tiling, and Minimizing All	12
Configuration Summary	12
Disk Tools	12

Open With _____	12
Screen Resolution _____	12
Context Help _____	12
Find Tool _____	12
Undoing a File Move or File Rename _____	12
Display Properties _____	13
Tips for using the System (Taskbar) Clock _____	13
Easy Access to Computer Properties _____	13
Using the Cursor Keys instead of a Mouse _____	13
Easy way to access Control Panel _____	13
Sending Objects by using Send To _____	13
Assigning WAV Files when you Open a Folder _____	13
Restoring Your Registry _____	14
WINDOWS XP	15
Dual Operating Systems _____	15
Seek solutions in Safe Mode or Revert your Registry _____	15
Add a Safe Mode option to the Boot menu _____	15
Use Driver Rollback to Remove a New Driver _____	16
To restore the previous driver, follow these steps: _____	16
Run your old programs under Windows XP _____	16
Choose an account each time you Log On _____	17
Change the Picture on the Welcome Screen _____	17
Stop Password Expiration _____	17
Track Down the Programs that Startup with Windows _____	17
Decreasing Boot Time _____	18
No GUI Boot _____	18
Use Single Mouse-click everywhere (no double-click) _____	18
Turning off the Default Image Viewer _____	18
Disable AutoDial to Control Dial-up Connections _____	19
Setting System Time over the Internet _____	19
Activate Network Monitor icon _____	19
Stop Windows Messenger from Signing In automatically _____	20
Configuring the Firewall _____	20
Fix Corrupt Event Log Files _____	20
Copy your Error Messages or get the big Error Picture _____	20
Add a Picture to a Folder _____	21
Tune ClearType to improve Text Readability _____	21
Turn on ClearType Font-Rendering Technology _____	21
Create a Personal Screen Saver _____	22
Automatically Download Pictures to a Specified Folder _____	22
Rename a Batch of Digital Image Files _____	22
Resize Digital Photos Quickly _____	23
Send a Photo by E-mail _____	23
Send a Quick E-mail _____	23
Use the Address Bar to Launch Programs or Web Pages _____	23
Change Drive Letters in Windows XP _____	24
See a pie-chart representation of your disk _____	24
Check for Disk Errors in Windows XP _____	24
Get all the OS Tools you paid for _____	24
Fix Broken Uninstallers _____	25
Remove Record of Recently Used Documents _____	25
Speed up Menu Display _____	25
Speed up the Display of Start Menu Items _____	25
Speed up the Startup of some CD Burner Programs _____	26
Compress Files and Folders in Windows XP _____	26
Turn Off the Built-in ZIP Support _____	26
Create your own Restore Points _____	26
Restore your PC to a Previous Point _____	27
Customize your Drives for System Restore Points _____	27
Clear/Delete Old System Restore Points _____	27

Changing System Restore Settings _____	28
Re-enabling System Restore _____	28
Increasing Graphics Performance _____	28
Tone down the special effects to improve performance _____	29
Modify Settings to Improve Performance _____	29
Changing the Default Search Settings _____	29
Changing Programs that Start Automatically _____	29
Re-Installing User Login Pictures _____	30
Configuring the Original NT Style Logon Screen _____	30
Configuring and Displaying the Classic Start Menu _____	30
Getting an Older Program to Run on Windows XP _____	30
Roll Back to the Previous Version of a Driver _____	31
Install the Fax Component _____	31
Enable and Configure the Fax Service in Windows XP _____	31
Configure the Fax Service _____	31
Change the Fax Configuration _____	32
Bring hidden files into the Open _____	32
Broaden your folder view _____	33
Clean your desktop _____	33
Controlling AutoPlay _____	33
Disable Error Reporting _____	33
Remove Icons for USB Devices from Notification Area _____	33
Move Portions of your Start Menu _____	34
Show “More Details” in My Documents & Win Explorer _____	34
Open a Folder in Details View _____	34
Set your Windows so they all have the Same View _____	35
Using a Folder Type as a Template _____	35
Change the Default Opening Folder in Windows Explorer _____	35
Using Hibernation or Standby _____	35
Does your Computer Support Hibernate and Standby? _____	35
Update Drivers for Standby and Hibernation _____	36
Difference between Hibernation and Standby _____	36
To put your computer into hibernation: _____	36
To put your computer on standby: _____	36
Disabling Hibernation _____	37
Restore a lost Show Desktop Icon _____	37
Removing/Personalizing Desktop Icons to Quick Launch _____	37
Display the Quick Launch Bar _____	37
Create shortcut icon on your Desktop _____	38
Create Shortcuts for Folder or Disk Drive _____	38
Create a Keyboard Shortcut to Open a Folder _____	38
Create an Email Shortcut on Desktop _____	38
Creating a Shortcut of Device Manager to your Desktop _____	39
Creating a Shutdown/Reboot Shortcut on Desktop _____	39
Create a shortcut of Windows Explorer on Desktop _____	39
Creating a Shortcut of Printer on your Desktop _____	39
Creating a Suspend Shortcut on Desktop _____	40
Create a Desktop Shortcut to Lock your Computer _____	40
Create a Shortcut on Desktop to open ClipBook Viewer _____	40
Dragging Shortcuts to a Covered Desktop _____	40
Get Back or add Familiar Icons to your Desktop _____	41
Get Back to the Desktop Quickly _____	41
Get Keyboard Control of the Desktop _____	41
Edit Screen Shots with Photo Editor _____	41
To format the image, follow these steps:- _____	42
Opening Explorer Window to the Directory you want _____	42
Work with Applications as a Group _____	42
Shut down applications as group by using Task Manager _____	42
Use the On-Screen Keyboard _____	42
Adding an item to the SendTo Menu _____	43

Adding Recycle Bin to the SendTo	43
Move or Copy Files to Subfolders	43
Toggle the Folders Tree	43
Add Favorites with One Keystroke	44
Skip the Recycle Bin Confirmation Message	44
Use your Keyboard if your Mouse goes dead	44
Turn On the Sticky Keys Feature	44
Turn on ToggleKeys	44
Controlling the Desktop Cleanup Wizard	45
Using older version of Media Player 6.4	45
Clearing the Page File on Shutdown	45
Turning Off the Built-in CD Burner	45
No To All When Overwriting Files	46
Grouping Similar Taskbar Buttons	46
Closing Multiple Taskbar Items	46
Closing Multiple Taskbar Items	46
Opening a File by Dragging to Taskbar	46
Easy Access to Folders from the Taskbar	46
Faster Task Switching	47
To turn this off after you Reboot:	47
To turn this off immediately:	47
Hiding System Tray Icons	47
Creating a Password Recovery Disk	47
Windows XP Command Line Utilities	48
Windows XP Common Command Console Utilities	48
Using the System File Checker	48
Add Control Panel to your Quick Launch Buttons	49
Add “Copy To” and “Move To” Options to Context Menu	49
Create a Control Panel menu below the Start Button	49
Removing Programs/Applets from the Control Panel	50
Open it now using Run Feature	51
Make Pictures Smaller Unavailable	51
Removing Thumbs.db Files	51
Cleaning the Prefetch Directory	51
Allowing Network Access with Blank Passwords	51
Installing Additional Monitors	52
Installing new fonts	52
Correcting Corrupted Fonts	52
A New Thumbnails View	53
Launch Applications Fast	53
One-Line Notepad Paragraphs	53
Remove Ads from Messenger	53
Icons with No Names	54
Disabling the Screen Saver	54
Clean Up Old Printer Files	54
Powering on the Computer with your Mouse	54
Opening Files with other than the Default Application	54
Showing Common Tasks in Window	55
Renaming Multiple Files in a Directory	55
Having Icons with No Name	55
Open Explorer & System Properties from My Computer	55
Expanding and Contract All Subfolders in Explorer	55
Bringing up the Properties Window using Keyboard	55
Open any Location/Program via Keyboard	55
Quick shortcuts	56

WINDOWS 98

CUT, COPY, PASTE, DRAG AND DROP

Drag and Drop

To move an object, use the left mouse button to drag the object from one folder to another on the same drive. Use **Shift+Left-drag** to force a move.

To copy an object

Use the left mouse button to drag the object from one folder to another on a different drive. Use **CTRL+Left+drag** to force a copy.

To create a shortcut

A shortcut to an executable file, use the left mouse button to drag an executable file to a new folder. The icon annotations indicate what will happen: a **plus sign** for copy, **an arrow** for a shortcut, and **no symbol** for a move. Press **ESC** while you are dragging the object to cancel the action.

Right Drag and Drop

Right drag and drop works like left drag and drop except that a menu is displayed when you drop the object. The menu for folders displays these commands: **Move Here**, **Copy Here**, **Create Shortcut(s) Here**.

FILE OPERATIONS

Create a New File

Create a new file by using the right mouse button to click the desktop or folder, point to **New**, and then click the type of file you want to create from the list.

Create a New Folder while Saving a File

When using the **Save As** command to save a file, you can also create a new folder in which to store the file. Use the right mouse button to click the dialog box list, point to **New**, and then click **Folder**. Double-click the new folder to open it, and then continue the save process.

Deleting Files without moving them to Recycle Bin

Select the file or files to be deleted. Use the right mouse button to click the selection, and then hold down the **Shift key** and click **Delete** (or hold down the Shift key when pressing the Delete key if using the keyboard).

Restoring Files from Recycle Bin

Windows stores deleted files in the Recycle Bin, which is located on the desktop. You can use the Recycle Bin to retrieve files you deleted in error, or you can empty the Recycle Bin to create more disk space.

- 1) To restore only some of the files, hold down the **CTRL** key and click each file you want to restore, then click **Restore** on the **File** menu.
- 2) To open a file that is in the Recycle Bin, drag the icon onto the desktop, and then double-click it.
- 3) If you restore a file that was originally located in a deleted folder, the folder is recreated, and then the file is restored in that folder.

Note: Files deleted at the command prompt, files deleted from network locations, and files deleted from removable media (such as diskettes) are not moved to the Recycle Bin. They are permanently removed when you delete them and cannot be restored later.

Copying and Moving Files

Use the right mouse button to click the files you want to copy or move, and then click **Copy** or **Cut**. Open the destination location, and then click the right mouse button and select **Paste**.

To put part of a document on the desktop.

You can use this feature only if your program supports drag-and-drop functions for **OLE** (**O**bject **L**inking and **E**MBEDding).

1. In your document, select the text or graphic that you want to copy.
2. Drag it to the desktop.

A scrap file is created. You can now drag this scrap to other documents or programs. To quickly send files to another place do the following:

- 1) Use your right mouse button to click the file you want to send.
- 2) Point to **Send To**, and then click the destination i.e Floppy, Desktop, Fax, Printer, Email etc.

FOLDERS AND WINDOWS EXPLORER

Selecting Multiple Files

Selecting multiple files in large icon view works differently from list view. To extend a selection, click the first icon, and then hold down the **Shift** key while you click the last icon to be selected. To change an icon from selected to unselected, hold down the **CTRL** key while you select the icon.

Keyboard Shortcuts

- ◆ Press **Win+E** to start Windows Explorer.
- ◆ Press **Backspace** to display the parent folder.
- ◆ To select all files in a folder, press **CTRL+A**.

KEYBOARD SHORTCUT KEYS

- | | |
|-------------------|--|
| □ F2 | Rename |
| □ F3 | Find |
| □ CTRL+X, C, or V | Cut, Copy, or Paste |
| □ CTRL+ALT+DELETE | Reboot computer |
| □ SHIFT+DELETE | Delete without putting file in Recycle Bin |

- ALT+ENTER Properties
- CTRL+drag A file to a folder Copy a file
- SHIFT+F10 Open taskbar properties
- CTRL+SHIFT+drag Create a shortcut to the desktop

General control over Folders/Windows Explorer

- F4 (Explorer) Displays the combo box
- F5 Refresh
- CTRL+G (Win Explorer) Goto
- CTRL+Z Undo
- CTRL+A Select all

General Keyboard-Only Commands

- F1 Help
- F10 Goes to menu mode
- CTRL+ESC Brings up Start menu
- CTRL+ESC, ESC Focus on the Start button
- SHIFT Bypasses the CD auto-run option while inserting CD
- Alt+M Minimizes all open windows (when two or more windows are open)

MULTIMEDIA & SOUND

Master Volume Icon on Taskbar

You can put a master volume control, follow these steps:

- 1/ In **Control Panel**, double-click the **Multimedia** icon.
- 2/ Click the **Audio** tab, and then click **Show Volume Control** on the taskbar.
- 3/ Click the volume (speaker) icon on the taskbar, near the clock to open the master volume control.

Assigning Sounds to Events

To assign **sounds** to events, double-click the **Sounds** icon in **Control Panel**. To assign a sound, do the following:

1. Choose a **Program event**
2. Choose a **Sound** from drop down list
3. Listen the sound you have just assigned
4. Click **OK** to apply

RUN DIALOG BOX

Via the Keyboard

1. Press **CTRL+ESC+R** to open the **Run** dialog box.
2. On a Microsoft Natural Keyboard, press **Win+R** to open the **Run** dialog box.

Opening a Folder Anywhere From the Run Dialog Box

To open a folder, enter its local path.

For example, entering **C:\Windows\System** will open the System folder.

Running a Program

You can run any program with **Run** command from the **Start** Menu. If you don't remember the location or name of the program file, click **Browse**. To select a program you started recently, click the down arrow in the **Open** box, click a program in the list, and then click **OK**.

START MENU

Keyboard Shortcuts

Press **CTRL+ESC** to display the **Start** menu. Adding items to the Start menu, drag an object (a folder, shortcut, program, or document) onto the Start menu to add it to the top of the Start menu. If the object is a folder, the folder contents are displayed when you point to that menu item.

Modifying Start Menu Items

Use the right mouse button to click the **Start** menu, and then select **Open** or **Explorer** to view and modify its contents.

Quick Access to Start Menu Items

You can quickly open programs at the top of the Start menu by numbering the icons (rename them with a number before the name). Then, Press **CTRL+ESC** followed by the number to start those programs.

Emptying the Documents menu

1. Click the **Start** menu, point to **Settings**, and then click **Taskbar**.
2. Click the **Start Menu Programs** tab, and then click **Clear**.

Start a specific program each time Windows starts

- 1) Click the **Start** button, and then point to **Settings**.
- 2) Click **Taskbar**, and then click the **Start Menu Programs** tab.
- 3) Click **Add**, and then click **Browse**.
- 4) Locate the program you want to start, and then double-click it.
- 5) Click **Next**, and then double-click the **StartUp** folder.
- 6) Type the name that you want to see on the StartUp menu, and then click **Finish**.

TASKBAR

Hiding the Taskbar

- 1) Use the right mouse button to click on the **Taskbar** and then click **Properties**.
- 2) Click the **Taskbar Options** tab, and then click **Auto Hide**. When the mouse moves over the taskbar area, the taskbar appears and when moves to other area, the taskbar disappear automatically.

Moving the Taskbar

You can drag the taskbar to any four sides of the desktop area, i.e top, bottom (default, left, or right side of the desktop).

Languages and Keyboard Layouts

To change keyboard layouts while you work, make these changes:-

1. In **Control Panel**, double click the **Keyboard** icon.
2. Click the **Language** tab, and then add another language as needed.

Make sure the **Enable Indicator on Taskbar** is checked. When you complete this setup, a Language Layout icon appears on the taskbar and you can click the icon to select another language at any time.

SYSTEM TOOLS

System Monitor

Monitors system resources, threads, processor usage, etc. Keep it in mind, when system monitor is on (an icon represents it in system tray) it uses much system resources and **RAM**. Windows does not install the System Monitor feature by default. To install it, follow these steps:

1. In **Control Panel**, double click **Add or Remove Programs**.
2. Click **Windows Setup** tab. System will build up a list of pre-installed programs in your computer.
3. Select **Accessories** and click **Details**.
4. Check the **System Monitor** and click **OK**.
5. Click **OK** again to complete.
6. When prompted load the Windows 98 Installation Disk in the CD ROM drive.

Note: To install this or other Windows features, you must have Windows 98 Installation Disk in hand.

DriveSpace

You can use DriveSpace to compress hard disks and floppy disks, which creates more free space on the disks. You can also use DriveSpace to configure disk drives that you have already compressed using DoubleSpace or DriveSpace. To install DriveSpace feature, follow the steps above.

ScanDisk

You can use ScanDisk to check your hard drives for both logical and physical errors. ScanDisk will detect any errors, and then repair the damaged areas automatically. ScanDisk runs automatically in the event the operating system is shut down improperly. You can cancel this process by pressing **Escape** key, but it is not recommended. ScanDisk detects corruptions when they are most likely to occur and then corrects them. You can also run ScanDisk at any time to evaluate your computer. To scan your computer's hard disks for errors, follow these steps:

1. Click **Start** menu, point to **Programs** and then **Accessories**.
2. Point to **System Tools** and click **ScanDisk**.
3. Select the drive you want to scan for errors. You can select more than one drive by holding the **Shift** key.
4. Select **Standard** or **Thorough** (standard is recommended)
5. Select **Fix Errors automatically**, if not already selected.
6. Click **OK**.

Disk Defragmenter

Disk Defragmenter consolidates fragmented files and folders on your computer's hard disk, so that each occupies a single, contiguous space on the volume. As a result, your system can gain access to your files and folders and save new ones more efficiently and speedily. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented. It's strongly recommended to run ScanDisk before going to Defragmenter. To start disk defragmenting, follow these steps:

1. Click **Start** menu, point to **Programs** and then **Accessories**.
2. Point to **System Tools** and click **Disk Defragmenter**.
3. Select the drive you want to defragment.
4. Click **OK** to start defragmenting.
5. Select **Show details** to see cluster arrangements of your files.

System File Checker

System File Checker keeps track of critical files (Windows>System folder) that make your computer run. If these files are moved or changed, you can restore them by using System File Checker. You need the Windows CD to restore such files. To do so, follow these steps:

1. Click **Start > Run**, type **sfc**
2. Click **Start/OK**
3. Follow the information appears on the screen.

Registry Checker

Your system always keeps a backup copy of your registry configuration (including user account information, protocol bindings, software program settings, and user preferences). You can use the backup copy if your current registry encounters a problem. Each time you restart your computer, **Registry Checker** automatically scans your registry. If **Registry Checker** notices a problem, it automatically replaces the registry with the backup copy. To do so, follow these steps:

1. Click **Start** menu, and then **Run**.
2. Type **regedit**
3. Click **Start/OK**
4. On the Registry Editor window, open **File** menu and select **Export**.

Note: An advance user can edit various registry options manually by exploring the relevant portion in the Registry Editor.

Backup/Restore

You can use **Windows Backup** feature to back up files on your hard disk. You can back up files to floppy or zip disks, a tape drive, or another computer on your network. If your original files are damaged or lost, you can restore them from the backup.

Go to **Start> Programs>Accessories>System Tools>Backup**

WINDOWS MANAGEMENT

Switching between a Window and a Full MS-DOS Screen

Press **ALT+Enter**.

Closing Successive Windows

If you are using multiple windows, and want to close all open windows, hold down the **Shift** key, and then click the close (**X**) button in the upper right corner of the title bar.

Cascading, Tiling, and Minimizing All

Use the right mouse button to click the taskbar, and then click an option either **Cascade Windows**, **Tile Windows Horizontally**, **Tile Windows Vertically**, **Show the Desktop** or else.

Configuration Summary

To print a copy of your system configuration summary, double-click the **System** icon in **Control Panel**, and then click the **Device Manager** tab. Click **Computer**, and then click **Print**.

Disk Tools

Use the right mouse button to click a drive in **My Computer**, and then click **Properties**. Click the **Tools** tab to use **ScanDisk**, **Backup**, and **Defragmenter**.

Open With

To open an associated file with a different program, hold down **Shift**, and then use the right mouse button to click the file. Click **Open With** on the menu to open the file with a different program.

Screen Resolution

To quickly change screen resolution for different applications, use the right mouse button to click the desktop, and then click the **Settings** tab. In the **Desktop Area**, move the slider bar to the desired resolution. A resolution of 800 by 600 pixels is the best in most cases.

Context Help

On the upper right side of each dialog box is a question mark button (?). Click it (the question mark will run with your mouse pointer) and then click a control or item in the dialog box for which you want to know about. A short description of that item appears. This feature also called **Sensitive Help**.

Find Tool

You can use the **Find** command on the **Start** menu to find a file, folder, mail message, or computer (use Keyboard Shortcut **F2** either). You can search by **File Name**, **Containing Text**, by **Date** or by file **Size**. In addition, you can save a search in the Find dialog box by clicking **Save Search** on the **File** menu for later use. By using this feature you can find any file/folder in your computer.

Undoing a File Move or File Rename

If you forget where you have just moved a file, or if you accidentally rename or delete a file, click **Undo** from the **Edit** menu (or press **Ctrl + Z** or **ALT+Backspace**).

Display Properties

Use the right mouse button to click the desktop, and then click **Properties** to change the desktop **Background**, **Screen Saver**, **Appearance**, or video **Settings**. To change your primary display font, change the icon font on the Appearance tab.

Tips for using the System (Taskbar) Clock

Hold the mouse pointer over taskbar clock to see the date. Double click the taskbar clock to set the system time, date, and time zone. To remove the clock from the taskbar, do the following:

1. Use the right mouse button to click on the taskbar, and then click **Properties**.
2. Click the **Taskbar Options** tab, and uncheck the **Show Clock** (or press **C**). As a result, system clock will no longer be visible.

Easy Access to Computer Properties

To view your computer (system) properties, use the right mouse button on **My Computer** icon on desktop and then click **Properties**. Alternately, you can use keyboard shortcut **WinKey + Break**.

Using the Cursor Keys instead of a Mouse

You can move the cursor without using the mouse by turning on **MouseKeys**. Double-click the **Accessibility Options** (if installed) icon in Control Panel, click the **Mouse** tab, and then click **Use MouseKeys**.

Easy way to access Control Panel

- 1) Right-click the **Start** menu, and then click **Explore**.
- 2) Make a new directory in the **Start Menu** folder named Control Panel (or whatever you want).
- 3) Open the original Control Panel folder, select all the icons, and then use the right mouse button to **Close** everything, and then click the Start menu. When you point to your new folder, you should see all the Control Panel icons.

Sending Objects by using Send To

You can drag any shortcut to the SendTo folder. This shortcut could be to a printer, fax, network drive, or Windows application. To find the SendTo folder, click the **Start** button, and then click **Run**. Type **SendTo** in the Run dialog box. Use the right mouse button to drag the item's icon into the **SendTo** window. The shortcut will appear on the SendTo menu. Use the right mouse button to click a document or folder icon, select Send To, and then select a destination item.

Assigning WAV Files when you Open a Folder

You can assign a different .wav file to play when you open any folder in windows explorer.

1. You must know a little html
2. Create a .wav or midi file or use one you already have.
3. Save the file to the C: drive in any directory.
4. Go to Windows Explorer and highlight the folder

5. Click **View** on the toolbar and choose **Customize this Folder**.
6. Click **Create or edit an HTML document**.
7. Click next and click next again.
8. Now just insert your html code for your file and then save.
9. Go to your folder and it should play your file.

Restoring Your Registry

Has your registry recently been damaged? To determine whether your registry was recently damaged, restore the registry from the previous day's backup. To restore the registry from the previous day's backup, follow these steps:

1. Hold down the **CTRL** key as you restart your computer.
2. On the Startup menu, select **Safe mode command prompt only**.
3. Type `C:\WINDOWS\COMMAND\SCANREG /RESTORE`, and then press **ENTER**.
4. When you are prompted, select **Previous Day's Registry**.

Note: If you restore a previous registry, you may need to reinstall any programs that were installed after the registry backup was made.



Dual Operating Systems

You can run **TWO** operating systems on a single computer simultaneously i.e Windows 98 and Windows XP. While booting your system, a logon screen prompts you each time at startup, which operating system do you want to run. While installing Windows XP as a dual OS, consider the following points:

- If you have planned to use Windows XP as well as Windows 98, be sure **do not** select Upgrade during setup when prompted.
- Do not install both operating systems in the same disk like **C:**.
- Be sure you have a handsome amount of free disk space because Windows XP will occupy more than 1.5 GB of your hard disk.
- Some of your hardware (like Modem, Printer, display adaptor, network adaptor) and some software might not or will not work with Windows XP due to drivers' mismatching. However, Windows XP (at the last stage of its installing process) tried itself to automatically install best drivers from its own database to run your hardware smoothly. If the drivers' conflict persists, it may be rectified to upgrade drivers with new compatible ones.
- A live hardware compatibility report (upgrade summary) is recommended during setup before proceeding to next step (internet connection required).
- If you have decided to upgrade your system, setup will automatically back up your existing version of Windows i.e 95 or 98. You can restore your computer safely even if upgrade problems remain. To uninstall Windows XP, go to Add/Remove Programs in Control Panel.

Seek solutions in Safe Mode or Revert your Registry

If something stops Windows in its tracks or causes it to misbehave, reboot and press **F8** before Windows loads, (you may have to press it a few times to find the moment that gets a response). This brings up the **Advanced Options** menu. Use the down/up arrow keys to select "**Safe Mode**," and press **Enter** to launch Windows using a minimal set of drivers. With luck, you can undo (by using System Restore Point) whatever you did to cause the problem, and then restart Windows normally.

If using Safe Mode doesn't solve the problem, access the **Advanced Options** menu as explained above, but this time select "**Last Known Good Configuration**" and press **Enter**. This launches Windows using the last version of the Registry that led to a successful start-up. No files are removed.

Add a Safe Mode option to the Boot menu

When you are experiencing a problem with Windows XP, you may need to boot the system into **Safe Mode** more than once. However, doing so can

be a tiresome process. When the Boot menu appears, you must press **F8**, and then you must select Safe Mode from yet another menu. Wouldn't it be nice if Safe Mode were available from the Boot menu? In fact, it is relatively easy to add a Safe Mode option to the Boot menu. Here is how:

1. Press **Windows+Break** keys to open the System **Properties** dialog box.
2. On the **Advanced** tab, click the **Settings** button in the **Startup And Recovery** section.
3. In the **System Startup** section, click the **Edit** button.
4. When the Boot.ini file opens in **Notepad**, locate the line that ends with the **/fastdetect** switch.
5. Highlight and copy that line, and paste it in the below line.
6. Change the section on the line that reads **Windows="Microsoft Windows XP Professional"** to **Windows="Safe Mode"**
7. Finally, add the following to the end of the line:
/safeboot:minimal /sos /bootlog
8. Click **OK** twice to close the windows.
9. Reboot your system.

Use Driver Rollback to Remove a New Driver

Among the most critical pieces of software running on your computer are device drivers. Drivers are executed in the kernel mode and communicate directly with the operating system. Because they have access to parts of the hardware and operating system that other applications cannot access, drivers can create a great deal of damage, if written improperly.

A single driver can cause your computer to continuously crash. (Microsoft discovered that most crashes are caused by faulty drivers.) If you have ever experienced this for yourself, you'll appreciate a new feature in Windows XP, called **Driver Rollback**. Whenever you install a new device driver on your computer, Windows XP will create a backup copy of the old driver. If the system crashes or if you are not satisfied with the new driver, you can use Driver Rollback to remove the new driver and reinstall the old driver. (The system keeps only one previous driver.)

To restore the previous driver, follow these steps:

1. Log on with an account that has administrator privileges.
2. Open **Device Manager** by right-clicking the **My Computer** icon and selecting **Properties**. On the **Hardware** tab, click **Device Manager**.
3. Right-click a device and select **Properties**.
4. On the **Driver** tab, click **Roll Back Driver**.

This feature works for all device drivers, except drivers for printers. Installing printers is done through the Printers and Faxes folder and thus doesn't support the Driver Rollback.

Run your old programs under Windows XP

If pre-XP software doesn't run under Windows' latest version (and an update isn't available for the program), **right-click the program's shortcut** and choose **Properties**. Select **Compatibility**, then click **"Run**

this program in compatibility mode for," and choose the appropriate Windows version. Click **OK** to finish.

Warning: Never run an antivirus program, a defragger, or any other system utility under a version of Windows it is not intended for. Doing so could damage your system.

Choose an account each time you Log On

You can configure any program shortcut so that Windows prompts you for login credentials every time you double-click that shortcut. This is an ideal solution for the Computer Management option in the Administrative Tools folder, for instance. To specify this option follow these steps:

1. Right-click the shortcut icon and choose **Properties**.
2. On the Shortcut tab, click the **Advanced** button and select the **Run With Different Credentials** check box.

Change the Picture on the Welcome Screen

If your computer is a member of a workgroup or is a stand-alone computer, you can replace the picture on the Welcome screen with another picture. First, store a head shot that you have scanned or taken with a digital camera in the My Pictures folder. The picture will be automatically resized to fit the picture box, so do not worry too much about getting an exact size, and then follow these steps:

1. Click **Start**, click **Control Panel**, and then click **User Accounts**.
2. Click your account name, and then click **Change My Picture**.
3. Click the picture you like, and then click **Change Picture**.
4. To find the user's picture, click **Browse for more pictures**, click the picture you want to use, and then click **Open**.

Now, when you open the Welcome screen, you will see the new picture, you just replaced.

Stop Password Expiration

If you are getting an error message that your password is about to expire, following these steps to get rid of:

1. Right click on the **My Computer** icon
2. Select **Manage**
3. Go to **Local Users and Groups / Users**
4. Right-click on the user you want to change
5. Select **Properties**
6. On the **General** tab, check **Password never expires**
7. Click **OK**

Track Down the Programs that Startup with Windows

As you may know, Windows XP provides several methods for automatically launching programs at startup. Of course, an obvious option is the Startup folder on the Start menu, and there is the Run key in the registry. If you are trying to track down exactly what programs XP

launches at startup, select the **Startup tab** of the **System Configuration Utility**. To access it, follow these steps:

1. Open the **Run** dialog box by pressing **Windows Key + R**.
2. Enter **msconfig** in the Open text box, and click OK.
3. Select the **Startup** tab.

If you want any program not start when windows boot, simply deselect that program and click **Apply** and then **OK**. Reboot your system to see the effect if changes you have made.

Decreasing Boot Time

Microsoft has made available a program to analyze and decrease the time it takes to boot to WindowsXP. The program is called **BootVis**

1. Uncompress the file.
2. Run **bootvis.exe**
3. For a starting point, run Trace / Next Boot + Driver Delays
4. This will reboot your computer and provide a benchmark
5. After the reboot, BootVis will take a minute or two to show graphs of your system startup.
6. Note how much time it takes for your system to load (click on the red vertical line)
7. Then run Trace / Optimize System
8. Re-Run the Next Boot + Drive Delays
9. Note how much the time has decreased
10. Mine went from approximately 39 to 30 seconds.

No GUI Boot

If you don't want to see the XP boot logo, follow these steps:

1. Run **Mscconfig**
2. Click on the **Boot.Ini** tab
3. Check the box for **/Noguiboot**

Use Single Mouse-click everywhere (no double-click)

With single-click in Windows XP, navigating the files and folders on your hard disk is as easy as navigating the Web. You simple click an icon to open a program or document. To start using single-click:

1. In the **Tools** menu in Windows Explorer, click **Folder Options**.
2. In the **Click items as follows** section, click **Single-click to open an item (point to select)**.

Note: To access Windows Explorer, click **Start**, point to **All Programs**, and then click **Windows Explorer**.

Turning off the Default Image Viewer

You can also change the file associations for the specific file types you want. To do so, follow these steps:

1. Open the **Windows Explorer**

2. Go to **Tools / Folder Options / File Types**
3. Scroll down to the extension you want to change
4. Click on the **Change** button
5. Select the program you want to associate with that extension
6. Click on the **OK** button

Disable AutoDial to Control Dial-up Connections

By default, the AutoDial feature in Windows XP connects the user to the Internet automatically when an Internet site is accessed on the local computer. Although this feature works well for most users, sometimes you want to control dial-up connections manually. To turn off **AutoDial** follow these steps:

1. Open Control Panel, click **Performance and Maintenance**.
2. Click **Administrative Tools**, and then double-click **Services**.
3. Double-click **Remote Access Auto Connection Manager**.
4. Click **Stop** to shutdown the service, then set the Startup type at **Disabled**, and then click **OK**.

Now your computer will never try to automatically dial up an Internet connection. To connect to the Internet manually, use whatever Internet connection you specified in Network Connections.

Setting System Time over the Internet

You can set your system clock to a time server on the Internet. To do this, follow these steps:

1. Double-click the time on your taskbar
2. Click the **Internet Time** tab
3. Check **Automatically synchronize with an Internet time server**
4. Click on the **Update Now** button

Activate Network Monitor icon

Since the **Network Monitor** icon is not always activated by default, you may want to activate it yourself. To activate the icon and its indicator "**lights**" do the following:-

1. On the desktop, right-click **My Network Places**, and then choose **Properties**.
2. In the **Network and Dial-up Connections** window, double-click **Local Area Connection**. On some computers, **Local Area Connection (LAN)** may be listed as **Wide Area Network (WAN)**.
3. Click **Properties**. Select the "Show icon in taskbar when connected" check box at the bottom. Click **OK**.

An icon will display on your taskbar with a set of lights that show network activity. It's a great way to tell if your network is transferring any data.

Bonus Tip: To display a pop-up window that provides data on the current status of your connection—including speed and packets sent and received—place the cursor over the **Network Monitor** icon. To

display a full Status window or to disconnect the network connection, double-click the icon.

Stop Windows Messenger from Signing In automatically

If you're running Windows Messenger and it signs you in, even when you don't want it to, follow these steps to turn off signing in automatically:

1. Click **Start**, click **Control Panel**, and then click **User Accounts**.
2. On the **Advanced** tab, click **Manage Passwords**.
3. In **Store User Names and Passwords**, select **Passport.Net/***, and then click **Remove**.
4. This removes your Passport's connection to your computer, but doesn't delete your Passport.
5. Click **Close**, and then click **OK**. When you restart Windows Messenger, it won't sign you in automatically.

Configuring the Firewall

WindowsXP has firewall capabilities built into the operating system. To use this feature, follow these steps:

1. For your network connection to the Internet, select **Properties**
2. Click on the **Advanced** tab
3. Check the **Internet Connection Firewall** section
4. Click on the **Settings** button to change the settings

Fix Corrupt Event Log Files

Event Viewer is one of the administrative tools located in **Microsoft Management Console**. It maintains logs about program, security, and system events on your computer. You can use **Event Viewer** to view and manage the event logs, gather information about hardware and software problems, and monitor Windows security events.

If **Event Viewer** reports on startup that one or more of your log files is corrupt, you can remedy the situation as follows:

1. Disable the **Event Log** service and restart Windows XP.
2. Delete the corrupt log(s)—**Appevent.evtx**, **Secevent.evtx**, and/or **Sysevent.evtx**—from **%SystemRoot%\System32\Config** (or wherever they may be). Your existing event data will be lost, but a new log file will be created when the service is restarted, and that log will start to accumulate new events.
3. Reenable the Event Log service, and start the service.
4. If the Event Log service doesn't restart successfully, then restart Windows XP.

Note: You cannot delete or rename the log files while the Event Log service is running.

Copy your Error Messages or get the big Error Picture

When Windows tells you something is gone wrong, you may want to preserve the error messages to send to a support tech or your local PC guru. To do so, just press **Ctrl-C** to copy the message to your Clipboard,

open a new e-mail to your tech helper, press **Ctrl-V** to paste the error alert text, and then send the message on its way.

If you cannot copy just the error message's text as described above, press **Alt+Print Screen** to capture an image of the error message box. Paste the image into your e-mail application (if it supports graphics) or into your word processor. You can also paste the screen into Windows' **Paint** imaging utility by opening that program and choosing **Edit>Paste**. Save the picture as a bitmap (.bmp), JPEG (.jpg), or other file format that you can send as an e-mail attachment to your friendly neighborhood Windows repairperson.

Add a Picture to a Folder

If you are tired of looking at the same old folder icons and want to give your folders some style, follow these steps to change the picture that identifies a folder, but note that if your folder doesn't contain an image file, Windows won't generate a folder picture. Moreover, you can only see a picture on a folder when it's in **Thumbnails view** *within* another folder. To switch to Thumbnails view, on the **View** menu of the open folder, click **Thumbnails**.

1. Right-click a folder, and then click **Properties**.
2. Click the **Customize** tab, and then click **Choose Picture**.
3. Select any image on your computer, click **Open**, and then click **OK**.

Your folder will have a whole new look. Place it inside another folder that uses Thumbnails view to see the display. Use pictures to remind you of the contents of folders, or just to make them more fun.

Tune ClearType to improve Text Readability

With Windows XP, ClearType can improve the resolution of text on your screen. It improves readability on color LCD monitors with a digital interface, such as those in laptops and high-quality flat desktop displays. Readability on CRT screens can also be somewhat improved.

Through a Web-interface you can turn on ClearType (if you don't have it on already) and customize it so it looks best on your screen. Go to **<http://www.microsoft.com/windowsxp/pro/using/howto/customize/cleartype/tuner/default.asp>** and follow the instructions on the **Microsoft ClearType** tuner page. Select the text sample that looks best, and then click the **Apply** button at the bottom of the Web page. This will save how ClearType looks on your Windows XP system.

Turn on ClearType Font-Rendering Technology

Get that extra text clarity you've always wanted. The incredible Microsoft ClearType® technology can be enabled in Windows XP to smooth all fonts at all sizes, making the whole system so much easier to read. Besides using Web-interface, you can turn it on manually. Here is how:

1. Click **Start**, click **Control Panel**, and then click **Appearance and Themes**.

2. Click the **Display** icon, click the **Appearance** tab, and then click **Effects**.
3. Click the **Use the following method to smooth edges of screen fonts** check box to select it, and select **ClearType** from the list.
4. Click **OK**, and then click **OK** again.

Create a Personal Screen Saver

For a great way to put your digital photos to work, try creating a slide show presentation for use as a screen saver.

1. Right-click an empty spot on your desktop, and then click **Properties**.
2. Click the **Screen Saver** tab.
3. In the Screen saver list, click **My Pictures Slideshow**.
4. Click **Settings** to make any adjustments, such as how often the pictures should change, what size they should be, and whether you'll use transition effects between pictures, and then click **OK**. Now your screen saver is a random display of the pictures taken from your My Pictures folder.

Automatically Download Pictures to a Specified Folder

When you're running Windows XP, you can choose an option that automatically downloads your pictures to a specified folder whenever you plug in your digital camera. Windows XP supports the **Picture Transfer Protocol (PTP)**. When using a Plug and Play camera that supports PTP or has a **Windows Image Acquisition (WIA)** driver, just follow these directions to choose a picture folder:

1. Open My Computer, right-click the camera icon, and then click **Properties**.
2. In the Properties dialog box, click the **Events** tab.
3. Click the **Save all pictures to this folder** radio button, and then specify the folder from the list or click the **Browse** button.

Note: This doesn't apply to cameras that are detected as removable media; those use the shell's AutoPlay stuff, but this technique works great for PTP cameras and cameras with WIA drivers. Also, the **Delete pictures from camera after saving them** command will not affect cameras that don't allow the deletion.

Rename a Batch of Digital Image Files

You've shot a ton of pictures at your 20th birthday with your digital camera, but after downloading, every picture has a non-descriptive, consecutive number (00000001.jpg) for it. In Windows XP, you can easily rename the series and remember it for what it is! Here is how:

1. Click **Start**, and then click **My Pictures** or whatever folder in which you've saved the pictures.
2. Switch the view from the default Filmstrip to **Thumbnails** by clicking the Views button on the toolbar.
3. Select all the pictures you want to rename by highlighting the last picture you want, then press and hold the **Shift** key as you move

your mouse over them until you include all to be renamed, ending with the first picture in the list.

4. Right-click the first picture, and then click **Rename**.
5. Rename the first picture (for instance, birthday20.jpg), then click in the white space next to one of the pictures.

Just like magic, all the pictures will be renamed in sequence, birthday20.jpg, birthday20 (1).jpg, birthday20 (2).jpg, and so on!

Note: This tip can also be used to rename a batch of any files, not just picture files.

Resize Digital Photos Quickly

This feature works only when you install **PowerToys for Windows XP**. After you install **Image Resizer**, if you right-click any image file, there will be a **Resize Picture** entry in the context menu. Click this, and you'll have various quick-resizing options.

Select one and a resized duplicate of the image file will be created. You can also resize multiple image files at once. Download **PowerToys for Windows XP** from Microsoft Windows XP website for free.

Send a Photo by E-mail

With Windows XP, you can send the photos to your love ones by e-mail in a couple of quick clicks. Here is how:

1. In the My Pictures folder, click the photo you want to send.
2. Under **File and Folder Tasks**, click **E-mail this file**.
3. In the **Send Pictures via E-mail** dialog box, click **Make all my pictures smaller**.
4. In the **To** box, type your friend's e-mail address, change the subject and message text if you want, and then click **Send**.

Send a Quick E-mail

If you want to send a quick e-mail, perform one of the following steps:

- Type *mailto:* in the **Run:** box (found in the Start menu).
- Type *mailto:* in the **Address:** box of Internet Explorer.
- Create a shortcut (for starting a new mail message) by typing *mailto:* in the **Location** text box of the **Create Shortcut** wizard.

Use the Address Bar to Launch Programs or Web Pages

Windows XP Professional enhanced the functionality of the Address bar to make it easier to launch your favorite programs. You can add the Address bar to the taskbar on the bottom of your desktop. Then you can launch programs simply by entering their names in the Address bar. For example, to launch Calculator, simply enter calc in the Address bar. Anything you would normally enter in the **Run box** on the Start menu can be entered in the **Address bar**. The Address bar also lets you quickly go to any Web page you specify. To add the **Address bar** to the taskbar, simply follow these steps:

1. Right-click an empty area on the **Taskbar**.
2. Point to **Toolbars**, and then click **Address**.
3. Open the Address bar by double-clicking it.
4. To close, double-click again.

Change Drive Letters in Windows XP

When you add drives to your computer, such as an extra hard drive, a CD drive, or a storage device that corresponds to a drive, Windows automatically assigns letters to the drives. However, this assignment might not suit your system; for example, you might have mapped a network drive to the same letter that Windows assigns to a new drive. When you want to change drive letters, follow these steps:

1. Right-click **My Computer**, and then click **Manage**.
2. Under **Computer Management**, click **Disk Management**. In the right pane, you'll see your drives listed. CD-ROM drives are listed at the bottom of the pane.
3. Right-click the drive or device you want to change, and then click **Change Drive Letter and Paths**.
4. Click **Change**, click **Assign the following drive letter**, click the drive letter you want to assign, and then click **OK**.

You will not be able to change the boot or system drive letter in this manner. Many MS-DOS-based and Windows-based programs make references to a specific drive letter (for example, environment variables). If you modify the drive letter, these programs may not function correctly.

See a pie-chart representation of your disk

If you want to know, how full, your disk is getting, right-click any drive icon in under **My Computer** and choose **Properties**. You'll see a pie-chart representation of your disk use, a button that launches the **Disk Cleanup** utility, and a **More Options** tab that lists other maintenance utilities like **Windows Component Cleanup**, **Installed Program Cleanup** and **System Restore Cleanup**.

Check for Disk Errors in Windows XP

The **ScanDisk** utility is not available in Windows XP. However, you can use the Error-Checking tool in Windows XP to check the integrity of your hard disk. To check for file system errors and bad sectors on your hard disk, follow these steps:

1. Double-click **My Computer**, and then right-click the local disk that you want to check.
2. Click **Properties**, and then click **Tools**.
3. Under **Error-checking**, click **Check Now**.
4. Under **Check disk options**, select the **Scan for and attempt recovery of bad sectors** check box. Click **Start**.

Get all the OS Tools you paid for

Not all the Windows tools and toys you need may be installed on your PC, by default. Open **Control Panel>Add or Remove Programs**. Click **Add/Remove Windows Components**, select an item, and click **Details**

(if necessary); to see more subcomponents. Check the items you want, click **OK**, and follow the instructions. You may be prompted to insert your Windows CD to install some of these programs.

Fix Broken Uninstallers

If you try to uninstall a program using the **Add or Remove Programs** applet in **Control Panel**, but the uninstaller refuses to run, some or all of the program's files may already be deleted. Just reinstall the application to the same folder it was in, and use **Add or Remove Programs** again to delete it properly.

Remove Record of Recently Used Documents

In Windows XP Professional, the Start menu contains a **My Recent Documents** folder that contains 15 of your recently used documents. To remove the record of recently accessed documents follow these steps:

1. Right-click **Start**, click **Properties**, and then click **Customize**.
2. Click the **Advanced** tab, and then click **Clear List**. If you're using the Classic Start menu, click **Clear**.

Clicking **Clear List** empties the **My Recent Documents** folder. It doesn't delete the documents from your computer. If you don't want to include anything in the My Recent Documents folder, do the following:

On the **Advanced** tab, click **Customize**, and then clear the **List my most recently opened documents** check box.

Note: In Windows XP Home Edition, My Recent Documents is not automatically listed on the Start menu. You can turn on this feature by right-clicking **Start**, clicking **Properties**, clicking **Customize**, and then selecting the **List my most recently opened documents** check box.

Speed up Menu Display

You can use this tip to speed up the way menus display in Windows XP.

1. Click **Start**, click **Control Panel**, click **Performance and Maintenance**, and then click **System**.
2. Click the **Advanced** tab, and under Performance, click the **Settings** button.
3. Clear the **Fade or slide menus into view** check box, and then click **OK**. Now when you bring up a collapsed menu, it will expand without delay.

Speed up the Display of Start Menu Items

An easy way to speed up the display of the Start Menu Items is to turn off the menu shadow. To do this, follow these steps:

1. Right click on an open area of the Desktop
2. Select **Properties**
3. Click on the **Appearance** tab
4. Click on the **Effects** button
5. Uncheck **Show shadows under menus**

Speed up the Startup of some CD Burner Programs

If you use program other than the native WindowsXP CD Burner software, you might be able to increase the speed that it loads. Here is how:

1. Go to **Control Panel / Administrative Tools / Services**
2. Double-click on **IMAPI CD-Burning COM Service**
3. For the **Startup Type**, select **Disabled**
4. Click on the **OK** button and then close the **Services** window

Compress Files and Folders in Windows XP

Are you running out of room on your hard disk and need some extra space to install a new program? Don't worry, Windows XP comes to the rescue. Both **Windows XP Professional** and **Home Edition** now include a zip compression utility that you can use to compress files and folders on your hard disk. It may also be use to share files and folders with Internet community or sending a Zip file as attachment with your email to decrease the file size and transferring time. If you don't see this command, make sure you've installed this feature. To compress a file:

1. Right-click the file or folder.
2. Point to **Send To**.
3. Then click **Compressed (zipped) Folder**.

This will make a compressed folder, identified by a zipper icon, which displays the same name as the file you compressed. You can also make a compressed folder from scratch, by following these steps:

1. Right-click the desktop and point to **New**.
2. Click **Compressed (zipped) Folder**. Now open the new compressed folder and drag files inside that you would like to compress.

Turn Off the Built-in ZIP Support

By default, Windows XP treats ZIP files like folders. If you're not familiar with ZIP files, this can be convenient. However, if you already have a utility in place to manage your ZIP files (such as WinZip), this new feature can just get in the way. To turn this feature off, follow these steps:

1. Click on the **Start** button and select **Run**.
2. Type **regsvr32 /u %windir%\system32\zipfldr.dll**, press **OK**.
3. Restart you computer for the changes to take effect.
4. To re-enable the feature at any time, go to the **Run** command, type **regsvr32 %windir%\system32\zipfldr.dll** and press **OK**.

Create your own Restore Points

Windows XP makes it easy for you to take a snapshot of critical system files before you make any major changes, such as installing new software, adding hardware devices, or changing the registry. (Windows XP automatically creates system restore points, called *system checkpoints*, but you can create your own to make it even easier to recover your system in case of a failure.) To create restore points, follow these steps:

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **System Restore**.
2. In the System Restore dialog box, click **Create a restore point**, and then click **Next**.
3. Type a description for your restore point, such as "Before Office XP" or so on, then click **Create**.

If your system fails, **press F8** in the boot menu, and then click **Last known good configuration**. Windows XP restores your system to the most recent restore point.

Restore your PC to a Previous Point

If your PC is acting strangely, use System Restore to return Windows to an earlier, stable condition. To do this follows these steps:

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **System Restore**.
2. In the System Restore dialog box, click "**Restore my computer to an earlier time**," then click **Next**, and follow the instructions.

Customize your Drives for System Restore Points

To choose which drives **System Restore** monitors for changes and how much space it reserves for its backups, right-click **My Computer** and choose **Properties**. Click **System Restore** tab, select a drive under **Available drives**, click **Settings...**, and set the controls to your taste. To turn off any drive for System Restore monitoring, select the drive and click **Settings...**, deselect **Turn off System Restore on this drive** and click **OK**.

Note: Do not turn off the drive where your Operating System is running usually C:/.

Clear/Delete Old System Restore Points

You must keep your system as clean as possible by clearing your **Temp Folder**, and **Temporary Internet files** regularly. But what about other space stealing files particularly **System Restore Points**? By default, Windows XP creates a restore point (approximately 2 MB each) after installing Windows XP, once every 10 hours that Windows XP is running, or every 24 hours. It also creates a restore point when you install a new program, or install an update to Windows XP. To clean them out, first make sure your system is stable. There will be a brief period when you won't have a restore point. To clear existing restore points:

1. Click **Start**, click **All Programs**, click **Accessories**, click **System Tools**, and then click **System Restore**.
2. Click the link **System Restore Settings** on the left panel and add a check mark beside **Turn off System Restore on all Drives**, and click **Apply**.
3. When you are warned that all existing Restore Points will be deleted, click **Yes** to continue.

All system restore points are deleted. Now you should manually create at least one restore point for a safeguard. To do this, follow these steps:

1. Click **Start**, click **All Programs**, click **Accessories**, click **System Tools**, and then click **System Restore**.
2. Click the link **System Restore Settings** on the left panel and uncheck the mark.
3. Click **Create a Restore Point**, and then click **Next**.
4. Name your restore point. (such as "After Restore Point Deletion.")

Changing System Restore Settings

By default, WindowsXP uses a large amount of hard drive space for storing system restore points. If this is not necessary, you can change the settings by following these steps:

1. Go to **Start / Programs / Accessories / System Tools**
2. Run **System Restore**
3. For each drive or partition, you can click on the **Setting** button to change how much hard drive space is devoted to each one.
4. There is even the option to turn it off for all drives.

Re-enabling System Restore

If you previously disabled system restore point through the Group Policy Editor, the option to start it again does not show in the System Properties. You can re-enable it again by following these steps:

1. Run the **Group Policy Editor** (gpedit.msc)
2. Go to **Computer Configuration / Administrative Templates / System / System Restore**
3. Set **Turn off System Restore** and **Turn off Configuration to Disable**
4. Right click on **My Computer** and select **Manage**
5. Go to **Services and Applications / Services**
6. Scroll down to **System Restore Service** and set it for **Automatic**
7. Click on the **Start** button to start the service
8. Close down this window
9. Go back to the **Group Policy Editor** and configure both to **Not configured**
10. Now when you right click on **My Computer**, there should be a tab for **System Restore** and you can configure how much space will be used.

Increasing Graphics Performance

By default, WindowsXP turns on a lot of shadows, fades, and slides etc to menu items. Most simply slow down their display. To turn these off selectively, follow these steps:

1. Right click on the **My Computer** icon
2. Select **Properties**
3. Click on the **Advanced** tab
4. Under **Performance**, click on the **Settings** button
5. To turn them all of, select **Adjust for best performance**

6. The preference is to leave them all off except for **Show shadows under mouse pointer and Show window contents while dragging**

Tone down the special effects to improve performance

If your PC's application windows open too slowly, you can help out by turning off some of Windows' visual effects. **Right-click My Computer** and choose **Properties**. Select the **Advanced** tab, and under **Performance**, click **Settings**. On the **Visual Effects** tab, select "**Adjust for best performance**," or choose "**Custom**" and turn off all the effects you can live without.

Modify Settings to Improve Performance

Windows XP uses processor time to handle system performance according to default settings, which can be adjusted for your computing needs. Also, settings that govern visual effects enhance the appearance of the Windows XP interface, but can slow down performance. You can fine-tune settings in Windows XP Professional to improve performance by following these steps:

1. Right-click **My Computer**, and then click **Properties**.
2. Click the **Advanced** tab, and in the **Performance area**, click **Settings**.
3. On the **Visual Effects** tab, click the **Custom** radio button, and then select which UI features to disable to improve performance.
4. Click the **Advanced** tab, and in the Processor scheduling area, click the **Background services** radio button. Selecting this option means that background tasks that you want to run while you work, such as backup utilities or print jobs, will share processor time equally with programs.

You may need to be logged on as an Administrator to make these changes. Note that applying these settings may change your current desktop theme.

Changing the Default Search Settings

By default, when you start a search, you are prompted for what you want to search for. (e.g. Pictures, Documents, Files, Computers). To change the preferences, follow these steps:

1. Click **Start** menu, point to **Search**
2. Click on **Change Preferences**
3. Turn off the animated screen character
4. Change files and folders search behavior (setting it to Advanced changes the default search screen to be for simply files)
5. Go to Internet search settings and Turn off balloon tips

Changing Programs that Start Automatically

WindowsXP has a similar program, **Mscconfig**, which was available in Windows98. This allows you to view and change what programs are automatically started each time you log in. The new version also allows

you to view and edit the boot.ini file (as well as check for errors and use several advanced switches)

Re-Installing User Login Pictures

Normally WindowsXP shows assigned pictures for each user on the system. If you have deleted your user pictures, want to know the location, or need to reinstall them, they are stored in the **C:\Documents and Settings\All Users\Application Data\Microsoft\User Account Pictures\Default Pictures** directory. If you need to reinstall the pictures, they can be expanded from the source CD.

Configuring the Original NT Style Logon Screen

If you want to have the original NT style windows logon screen with XP, simply hold the **Ctrl-Alt** keys and press the **delete key** twice. To make a permanent change so the logon screen is always like the traditional NT4/2000 style, follow these steps:

1. Go to the **Control Panel**
2. Open up **User Accounts**
3. Click **Change the way users log on and off**
4. Uncheck **Use the Welcome screen**
5. Click on **Apply Options**

Configuring and Displaying the Classic Start Menu

If you prefer the original Start Menu, you can easily switch it back by following these steps:

1. Right click on the **Taskbar**
2. Select **Properties**
3. Click on the **Start Menu** tab
4. Select **Classic Start Menu**
5. If you click on the **Customize** button you can choose to display Administrative Tools, Favorites, Run, and expanding many of the sub-menus like the Control Panel.

Getting an Older Program to Run on Windows XP

If an older application gives you trouble when running Windows XP, you can set the compatibility properties manually so that the program runs in a different mode, such as Windows 95, or in a different display or resolution setting. To set the compatibility properties for a program, follow these steps:

1. Right-click the executable or the program shortcut to the executable, and then click **Properties**.
2. Select the **Run this program in compatibility mode** check box.
3. From the list, select an operating system that the program runs in comfortably.
4. If necessary, also change the display settings and/or resolution, or disable the Windows XP visual themes.

Run the program again when you're finished changing the settings. Adjust the compatibility settings again if the program is still not running

smoothly: a program that's unhappy on Windows 2000 may flourish on Windows 98.

Roll Back to the Previous Version of a Driver

Have you ever installed a device driver that makes your system unstable? Well, in Windows XP you can roll back such a change if it causes you problems! To go back to the previous driver for a device:

1. Click **Start**, and then click **Control Panel**.
2. Click **Performance and Maintenance**, and then click **Administrative Tools**.
3. Double-click **Computer Management**, and then click **Device Manager** in the left pane.
4. Right-click the device for which you'd like to roll back the drivers, and then click **Properties**.
5. On Driver tab of the Properties dialog box, click **Roll Back Driver**, and follow the wizard's instructions.

It's that simple, although you need to be an administrator or a member of the Administrators group to complete this procedure.

Install the Fax Component

Fax is not installed by default during Windows Setup. To install Fax:

1. In Control Panel, click **Add or Remove Programs** under **Pick a category** to open the **Add or Remove Programs** dialog box.
2. Click **Add/Remove Windows Components** to start the Windows Components Wizard.
3. In the **Components** list, click to select the **Fax Services** check box, and then click **Next**. Setup installs the Fax services. If prompted, insert the Microsoft Windows XP compact disc, and then click **OK**.
4. On the Completing the Windows Components Wizard screen, click **Finish**.
5. In the **Add or Remove Programs** dialog box, click **Close**.

Enable and Configure the Fax Service in Windows XP

This step-by-step guidance describes how to enable and configure the Fax service in Microsoft Windows XP. The Fax service provides complete faxing capability from within Windows XP including the sending, receiving, tracking, and monitoring of faxes.

The information provided below applies on computers running Windows XP (Professional or Home Edition) and equipped with a modem to use the Fax component.

Configure the Fax Service

To configure faxing capability built-in Windows XP, follow these steps:

- * Click **Start**, then point to **All Programs**, then point to **Accessories**, then point to **Communications**, then point to **Fax**, and then click **Fax Console**. The Fax Configuration Wizard starts.

- * On the Welcome to Fax Configuration Wizard screen, click **Next**.
- * On the Sender Information screen, type the information that you want to be displayed on your fax cover page, and then click **Next**.
- * On the Select Device for Sending or Receiving Faxes screen, click the modem that you want in the **Please select the fax device** list.
- * If you want to disable the sending of faxes from this computer, click to clear the **Enable Send** check box. (**Note:** The **Enable Send** check box is selected by default.)
- * Click to select the **Enable Receive** check box if you want the computer to receive faxes. (**Note:** When this check box is selected, you can click **Manual answer** if you do not want the computer to automatically receive faxes. Automatic answering is enabled by default.) Click **Next**.
- * On the Transmitting Subscriber Identification (TSID) screen, type the TSID that you want in the **TSID** box. (**Note:** The TSID is mandatory in some areas. This identification information usually appears in the header area of a received fax and serves to identify the sending fax machine. This information usually consists of the sender's fax number and business name.) Click **Next**.
- * On the Called Subscriber Identification (CSID) screen, type the CSID that you want in the **CSID** box. (**Note:** The CSID that you enter is displayed on the sending fax machine. This helps to confirm that the fax is being sent to the correct recipient.) Click **Next**.
- * On the Routing Options screen, click to select the **Print it on** check box if you want each received fax to be automatically printed. When you select this check box, you are able to select a specific printer on which to print the received fax.
- * Click to select the **Store a copy in a folder** check box if you want to create an archive copy of each fax. When you select this check box, you are able to specify the storage location for the fax copy.
- * Click **Next**. On the Completing the Fax Configuration Wizard screen, confirm the configuration settings in the **Configuration Summary** list, and then click **Finish**.

The Fax Configuration Wizard closes and the Fax Console window opens. The computer is now configured to send or receive faxes.

Change the Fax Configuration

You can start the Fax Configuration Wizard from within the Fax Console window. To start the Fax Configuration Wizard, follow these steps:

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **Communications**, point to **Fax**, and then click **Fax Console**.
2. In Fax Console, click **Configure Fax** on the **Tools** menu to start the Fax Configuration Wizard.

Bring hidden files into the Open

By default, Windows hides many system files. This can make correcting problems difficult. To see all files, choose **Tools>Folder Options...>View**. In the '**Advanced settings**' list, select **Show hidden files and folders**. Click **OK**. If you want to hide file(s) or folder(s):

1. Select the file(s) or folder(s) you want to hide.
2. Right-click and select **Properties**.
3. Select **Hidden** in **Attributes** and click **OK**.

Note: If **Show hidden files and folders** is selected in the **Folder Options**, the file(s) will be still visible but with a dimmed icon. To hide all files/folders, select **Do not show hidden files and folders** option.

Broaden your folder view

If your folders have a margin on the left with links to resources or tasks you never use, give more screen real estate to your files and folders by choosing **Tools>Folder Options**, Use **Windows Classic Folders**, and **OK**. This will remove the Explorer Bar and its "common tasks" shortcuts.

Clean your desktop

If you are tired of icons cluttering your desktop, hide them in Windows XP by following these steps:

1. Right-click the desktop and click **Arrange Icons By**
2. Uncheck **Show Desktop Icons**.
3. Press **F5** to refresh the desktop to view the result.
4. To restore, repeat the steps to bring the icons back.

Controlling AutoPlay

When you put a CD in the drive, Windows gives you a choice of actions for handling the disc. You can answer once for each type of content; but if you want to turn AutoPlay off, right-click the CD drive in **My Computer** and choose **Properties**. Under **AutoPlay**, select a content type from the list at the top and pick your preferred settings below. To turn AutoPlay off for a specific type, click **Select an action to perform** then **Take no action** and click **OK**.

Disable Error Reporting

You can get rid of the Windows XP error report messages if you don't want to send another one in. To start the **System Configuration Utility**:

1. Click **Start**, and then click **Run**.
2. Type **msconfig** to open the **System Configuration Utility**.
3. Click the **Services** tab.
4. Clear the **Error Reporting Service** check box, and then click **OK**.
5. Hit **Restart** to reboot your system. Your computer will now start without loading the error reporting service.

Remove Icons for USB Devices from Notification Area

If you have an USB device attached to your system, you will notice an icon in the notification area. When you click this icon, you're given the option to stop your hardware before you unplug it. It's possible that you never unplug this hardware. To get rid of the icon, follow these steps:

1. Right-click within the notification area, and then click **Properties**.

2. In the **Display Properties** dialog box, click the **Appearance** tab, and then click **Advanced**.
3. On the **Taskbar** tab, click **Customize**.
4. Select **Safely remove hardware**, and in the Behavior column, click **Always hide**.

You may also hide the icon for a particular USB device by right-clicking its icon on the taskbar, and then clicking **Hide Icon**. USB stands for **Universal Serial Bus**. This is the name for a class of hardware that makes it easy to add peripheral devices (such as a mouse, keyboard, joystick, or digital camera) to your computer. If your mouse, keyboard, game controller, scanner, or other device has a USB connector, you can plug it into a USB port.

Move Portions of your Start Menu

You can make shortcuts on the taskbar that bring up frequently used items from your **Start** menu. This is also helpful if you want easy access to **Start** menu items on a different part of the screen.

1. Right click on an empty section of the taskbar point to **Toolbars** and then click **New Toolbar...**
2. In the **New Toolbar** window, browse to your Start menu directory (c:\documents and settings\Username\Start Menu\Programs\).
3. Choose the folder you want. Click on **OK**.
4. Rearrange your taskbar by dragging on the vertical bars until only the folder title is showing. All the actual links will disappear into a double arrow.
5. Click the double arrow to bring up the menu. You can drag the menu to another edge of the display to act as a second Start menu. For long titles, you might want to rename them to something shorter before you create the shortcut.

Show “More Details” in My Documents & Win Explorer

If you have set the view mode to Details, you can usually view such default details as:

- Name, Size, Type , Modified

If you're interested in seeing additional file information in Windows Explorer when your files are set to **Details** mode, right-click on one of the column titles/heading in Windows Explorer and choose an item with no check mark to add that information, (or uncheck to remove it) that display such fields as:

- Attributes, Comment, Author etc.

If you select the **More...** option at the bottom (or **View>Choose Details...** on the main menu), a dialog box displays with additional fields that you can select.

Open a Folder in Details View

You can explore a folder or drive in detail, instead of in Icon View mode. Hold down the **Shift** key and **double-click** on the folder or drive. This will bring up a detailed Explorer window of that particular folder or drive.

Set your Windows so they all have the Same View

If you like to see lists of your files in a certain way—as large icons, for example, or with detailed information—Windows XP lets you set your view options for all your folders at once the way you want them. To set the view options for folders:

1. On the **Tools** menu in Windows Explorer, click **Folder Options**.
2. Click the **View** tab.
3. Set the view for this folder the way you want it to be for all folders.
4. Click **Like Current Folder**, then click **Yes** to confirm, and click **OK**.

Note: To access Windows Explorer, click **Start**, point to **All Programs**, and then click **Windows Explorer**.

Using a Folder Type as a Template

Every Windows XP folder provides a list of hyperlinked tasks appropriate to that type of folder next to the folder contents. For example, the Pictures folder type contains task links for ordering prints online and for printing pictures. If you want to use a folder type as a template for a selected folder, follow these steps:

1. Right-click a newly created folder, and then click **Properties**.
2. Click the **Customize** tab.
3. In the Use this folder type as a template list, click the template type you want to apply, and then click **OK**.

Now, when you open the new folder, it will contain a hyperlinked task list common to the type of folder you selected as the template.

Change the Default Opening Folder in Windows Explorer

By default, Windows Explorer opens showing the My Documents folder. To change the default setting so that all top-level drives and folders are shown, follow these steps:

1. Click **Start**, point to Programs, then Accessories, then right-click **Windows Explorer**, and click **Properties**.
2. Under Target field, which reads %SystemRoot%\explorer.exe, add to make the line read **%SystemRoot%\explorer.exe /n, /e, /select, C:**
3. Click **OK**.

Using Hibernation or Standby

Hibernate and Standby let you turn off your computer so that when you restart your system, everything is restored exactly as you left it—including unclosed programs and documents. In addition, these features also reduce the power consumption of your computer and any other devices on your system.

Does your Computer Support Hibernate and Standby?

To put your computer into hibernation, you must have a computer that is set up by the manufacturer to support this option. Since the available Power Management options will vary depending on the exact hardware

configuration you have, the Advanced Configuration and Power Interface (ACPI) BIOS may be required for enhanced functionality. To determine if your computer configuration requires a **BIOS** upgrade, you may need to consult your computer's documentation or manufacturer. Not all monitors support hibernation. In most cases you need to update video drivers to enable hibernation.

Update Drivers for Standby and Hibernation

If your computer won't enter standby or hibernation, it may require updated drivers. Power management features, especially standby and hibernation, rely on device drivers that support power management in addition to compatible hardware. Incompatible video drivers prevent these features from working. The built-in VGA driver, for example, is a bare-bones driver that doesn't support power management. If standby and hibernate don't work, install an updated driver for your display adapter.

Difference between Hibernation and Standby

Hibernation allows you to leave your computer for an extended time and still retain your desktop settings. When you put your computer into Hibernate mode, the Hibernate feature:

- Saves everything in memory on disk
- Turns off your monitor and hard disk
- Turns off your computer

Standby allows you to conserve power when you plan to be away from your computer for only a brief period—perhaps a few hours. Unlike Hibernation, information in computer memory is not saved on your hard disk. Before putting your computer on standby, you should save your work. When you put your computer into Standby mode, the standby feature:

- Switches your computer to a low power state
- Turns off devices, such as the monitor and hard disks
- Does not save information in computer memory to disk

To put your computer into hibernation:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Power Options** icon.
3. Click the **Hibernate** tab. If the **Hibernate** tab is not available, your computer does not support this feature.
4. Select the **Enable hibernate support** check box. If you want to specify a time for automatic hibernation, click a time in **Switch to hibernation**. Otherwise, leave this blank.
5. Click **Apply**.

To put your computer on standby:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Power Options** icon.

3. Click the **Advanced** tab.
4. Under the **When I press the power button on my computer** area, click **Standby**. If you are using a portable computer, click **Standby** under the *When I close the lid of my portable computer* area.
5. Click **OK** or **Apply**, and then turn off the power or close the lid of your portable computer.

Disabling Hibernation

If you don't want to use up the disk space taken by Hibernation, or don't need to use it at all, you can easily disable it by following these steps.

1. Open up the **Control Panel / Power Options** icon
2. Click on the **Hibernation** icon
3. Uncheck **Enable Hibernation**

Restore a lost Show Desktop Icon

The **Show Desktop** icon in the **Quick Launch** toolbar isn't a normal shortcut. If you accidentally delete it, you can't recreate it the way you would a normal shortcut. Instead, launch **Notepad** and type these lines:

```
[Shell]
Command=2
IconFile=explorer.exe,3
[Taskbar]
Command=ToggleDesktop
```

Save the file as '**Show Desktop.scf**' in the folder **C:\Documents and Settings\username\ApplicationData\Microsoft\Internet Explorer\Quick Launch** (Replace 'username' with your user account name).

Removing/Personalizing Desktop Icons to Quick Launch

If you want to streamline your desktop and frequently used applications, simply drag a desktop icon to the Quick Launch portion of the taskbar. The re-located icon appears next to the other Quick Launch icons (e.g., Internet Explorer, Outlook Express etc).

To remove the icon that still remains on the desktop, locate the icon again and drag it to the recycle bin. With this icon removed from the desktop, it will be one less desktop icon to hunt for when you need to start a commonly used program.

Display the Quick Launch Bar

If you have opened more than one program, you might like to display and use the **Quick Launch** bar. The Quick Launch bar makes it easy to access frequently used programs like Windows Media Player and your e-mail, and to open an Internet Explorer window. Windows XP loads several programs in the Quick Launch, including **Show Desktop**. One click on **Show Desktop** minimizes all the programs on your desktop. Another click restores them just as you left them. To show Quick Launch on the taskbar do the following:

1. If the **Quick Launch** bar is not displayed, right-click an empty area on the taskbar and click **Properties**.
2. On the **Taskbar** tab, under **Taskbar appearance**, select the **Show Quick Launch** check box and click **OK**. After **Quick Launch** is displayed, click **Show Desktop** to minimize all open programs.

Create shortcut icon on your Desktop

1. Right-click the desktop.
2. Point to **New**, and then click **Shortcut**.
3. Type **osk**, click **Next**.
4. Type a name for the shortcut, and then click **Finish**.

Create Shortcuts for Folder or Disk Drive

Folder shortcuts are a new feature of the Windows 2000 shell, allowing you to make any folder on the user's machine act as if it were another folder. Unlike traditional shortcuts, Folder shortcuts integrate the target into the shell namespace, allowing you to present a direct hierarchy. For example, if you drag and drop an icon for a folder or disk drive to your Start menu, Windows 2000 creates a shortcut that cascades to expose the contents of the target of the shortcut. To create a folder or disk drive shortcut, do the following:

1. Drag and drop a folder or disk drive icon onto your **Start** menu.
2. Click the **Start** menu, then point to the folder or drive that you just moved.

Create a Keyboard Shortcut to Open a Folder

Do you have a folder to which you want instant access from anywhere on your computer? For example, if you want the My Music folder to pop up while Internet Explorer or Word is maximized, follow these steps:

1. Select the folder in Windows Explorer.
2. Create a shortcut, and place it on the desktop. (You create a shortcut by opening the folder, pointing to **New** on the File menu, then clicking **Shortcut**. Drag the shortcut to your desktop.)
3. Right-click the new shortcut, and then click **Properties**.
4. In the Properties dialog box, click the **Shortcut** tab, and in the Shortcut key box, enter a Control key combination or a Control-Shift key combination, (that is, **Ctrl+Alt+M** or **Ctrl+Shift+M** when M is for music), and then click **OK**.

Anytime you hit the key combination you specified, your folder will open, even when other programs are maximized! This tip can be applied to folders, programs, and text file shortcuts that are placed on the desktop.

Create an Email Shortcut on Desktop

If you have a friend or colleague that you email constantly, you can create a shortcut on the Desktop so that it opens your default email client with the email address already inserted for you. Just follow these steps to create the shortcut:

1. Right-click on an empty space on the Desktop
2. Select **New>Shortcut**
3. In the Command line type **Mailto:someone@yahoo.com**
4. Click on the **Next** button
5. Type in a name for the shortcut
6. Click on the **Finish** button

Now, when you double-click on the shortcut, your default email client will open up with the email already inserted. Simply write your message and send it off.

Creating a Shortcut of Device Manager to your Desktop

This allows you, to quickly see all the devices attached to your computer. To add the Device Manager Icon, follow these steps:

1. Right click on an open area of your desktop
2. Select **New/Shortcut**
3. Type in **C:\Windows\Control Sysdm.Cpl, System, 1**
4. Replace **C:\Windows** with whatever directory you installed
5. Click on the **Next** and at the next dialog box type **Device Manager**
6. Click on the **Finish** when you are done. (Replacing the 1 with a 3 will bring up the Performance Status)

Creating a Shutdown/Reboot Shortcut on Desktop

Windows XP has a program called **shutdown.exe** which allows you to easily create icons to shutdown or restart your computer. To create a shutdown shortcut on the desktop, do the following:

1. Right click on an open area of the desktop
2. Select **New / Shortcut**
3. Enter in "**shutdown -s -t 00**"(For a reboot, enter "**shutdown -r -t 00**"- no quotes.
4. Press the **Next** button
5. For the name, enter anything you like and click **Finish** button.

Create a shortcut of Windows Explorer on Desktop

To create a shortcut of "Windows Explorer", on desktop, create a shortcut with this path: **%SystemRoot%\explorer.exe /n, /e, /select, c:** Just replace "c:" with any drive letter or path to have Windows Explorer open right to that location.

Creating a Shortcut of Printer on your Desktop

One of the fastest and easiest ways to print all kinds of documents on your computer is to just keep an icon of your printer available on your desktop. With this icon visible, you can drag and drop all kinds of files to it and your printer will print them automatically, without having to launch the application separately.

To add a printer icon to your desktop, in Windows choose **Start>Settings> Printers** (Printers and Faxes in XP). Select the printer you have installed on your system and **right-click** it. Choose **Create Shortcut** from the context menu, and Windows will tell you that it can

create a shortcut for this item on the desktop. Click **Yes**, and an image of your printer appears, ready for the dragging and dropping.

Creating a Suspend Shortcut on Desktop

To create an icon to suspend your computer, follow these steps:

1. Right click on the Desktop
2. **New / Shortcut**
3. Type **rundll32.exe PowrProf.dll, SetSuspendState**
4. Give it whatever name you want like **Suspend**
5. Now when you click on that shortcut, your computer will shutdown and suspend.

Create a Desktop Shortcut to Lock your Computer

You secure your computer by locking it whenever you're away from your desk. If you're on a domain, by pressing **Ctrl+Alt+Del** and then clicking **Lock Computer**, you can prevent unauthorized users from gaining access to your computer. Only you and members of the Administrators group on your computer can unlock it. (You unlock it by pressing **Ctrl+Alt+Del**, typing your password, and then clicking **OK**.) To create an even quicker means of securing your computer, place a shortcut on your desktop to lock your computer.

1. **Right-click** an open area of your desktop, point to **New**, and then click **Shortcut**.
2. In the Location box, type: `%windir%\System32\rundll32.exe user32.dll,LockWorkStation`
3. Click **Next**, in the Name box type a name for the shortcut such as, **Lock Computer**, and then click **Finish**.

Create a Shortcut on Desktop to open ClipBook Viewer

Remember the old Clipboard Viewer? It's also called the ClipBook Viewer in Windows XP. The ClipBook Viewer shows you the information you have copied to the Clipboard. You can store information permanently in your Local ClipBook and share it with other users. The Local ClipBook opens when you start ClipBook Viewer. The ClipBook Viewer isn't listed in the Accessories folder on the Start menu in Windows XP, so you might want to create a shortcut to it on your desktop:

1. Right-click your desktop, point to **New**, and then click **Shortcut**.
2. In the location field, type **C:WINDOWS\system32\clipbrd.exe**.
3. Click **Next** to give it a name, then click **Finish** and you're all set.

Dragging Shortcuts to a Covered Desktop

If you want to create a shortcut to a file or a folder from inside the Windows Explorer, but the desktop is hidden or covered by other applications, you might think that you cannot use the drag and drop method, but you can.

Just right drag a folder icon from your Explorer to your Taskbar. Be sure that you hover it over an area on your Taskbar that is not occupied by a button. Wait for a second, and all the application windows on your

Desktop will be closed. Continue by dragging the icon onto the Desktop then select '**Create Shortcut(s) Here**'.

Get Back or add Familiar Icons to your Desktop

It is the case of the missing icons. Many of you may be wondering where all the icons from your desktop are in Windows XP? Well if you are like me, you like to have at least **My Computer**, **My Network Places**, and **My Documents** on the desktop. To do this, follow these steps:

- Right-click on the desktop, and then click **Properties**.
- Click the **Desktop** tab and then click on **Customize Desktop**.
- Put a check mark in the box next to **My Document**, **My Computer**, **My Network Places**, or **Internet Explorer**, to add those familiar icons to your desktop.

Get Back to the Desktop Quickly

No matter how many windows you have open; you can always minimize all of them at once by clicking the **Show Desktop** button in the **Quick Launch** part of the taskbar in Windows XP. If you change your mind and don't want to use the desktop, you can click the Show Desktop button again to restore all of your windows.

Note: If you don't see the Show Desktop button, right-click an empty part of the taskbar, point to Toolbars, and make sure Quick Launch is checked. If it's not, then click it.

Get Keyboard Control of the Desktop

Using keyboard shortcuts is a great time-saver, but I have always had trouble getting keyboard control of the desktop without having to use the mouse. Here is how to access icons on the desktop using the keyboard:

1. Press the **Windows Logo** key, which brings up the Start menu.
2. Press **Esc** (this makes the Start menu disappear, but keeps the taskbar active).
3. Press **Shift + Tab** one time (this toggles between the taskbar and the desktop). Your desktop will now be active, although you may not notice any visual indication of it.
4. Press the **Down cursor** key and you will see which desktop icon is active, and continue to use the cursor keys to move to the icon you want to use.
5. Press **Enter** to run the icon, or press **Shift + F10** to see the context menu for that icon.

Edit Screen Shots with Photo Editor

Microsoft Photo Editor enables you to crop or edit a screen shot prior to pasting it into your Office document. To edit a screen shot with Photo Editor, do the following:-

1. First, capture your screen shot by pressing the **Print Screen** button. (To capture the active window only, press **Alt+Print Screen**.)

2. On your Windows desktop, click the **Start** button, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Photo Editor**.
3. On the **Edit** menu, click **Paste as New Image**.
4. To select only a portion of your screen shot (the portion you want to copy to your Office document), click **Select** on the **Standard** toolbar, and then drag your mouse pointer over the area you want to select.
5. On the **Edit** menu, click **Copy**.
6. Open the document you want to copy the selection into.
7. On the **Edit** menu, click **Paste**.

To format the image, follow these steps:-

1. Right-click the image and then click **Format Picture**.
2. In the **Format Picture** dialog box, choose the formatting options you want and click **OK**.

Note: If Microsoft Photo Editor isn't listed under **Microsoft Office Tools** on your **Start** menu, you can install it from your Office XP installation CD.

Opening Explorer Window to the Directory you want

If you want to create a shortcut for the Explorer to a specific directory, include the directory you want in the Target. For example: **%SystemRoot%\explorer.exe /n, /e, d:\internet** would open the Explorer to the D:\Internet directory

Work with Applications as a Group

When working with several open programs in Windows XP, you can group them to cascade, tile, minimize, or close all programs at the same time.

1. Click the items on the taskbar while holding down the **Ctrl** key.
2. After the items are highlighted, right-click any one and the group options are displayed on the shortcut menu: Cascade, Tile Horizontally, Tile Vertically, Minimize Group, and Close Group.

Shut down applications as group by using Task Manager

1. Press **Ctrl+Alt+Delete** to open **Windows Task Manager**.
2. On the **Applications** tab, press and hold the **CTRL** key while selecting multiple applications, and then click **End Task**.

Use the On-Screen Keyboard

An on-screen keyboard is built into Windows XP. It can be useful if you have mobility impairments, if you are using a tablet PC, or if your keyboard goes down. To access the keyboard, go to **Start**, then click **Run**, and type **osk**. Now the keyboard opens on your computer screen, featuring three typing modes you can use to type data:

- * Clicking mode, you click the on-screen keys
- * Scanning mode, you press a hot key or use a switch-input device to type highlighted characters

- * Hovering mode, you use a mouse or joystick to point to a key, which is then typed

Adding an item to the SendTo Menu

You can create a new shortcut on the Send To menu, for example, one that goes to a frequently-used folder. Follow these steps:

1. Open **My Computer**, and double-click the drive where Windows is installed, which is usually **drive C**.
2. Double-click the **Documents and Settings** folder, and then double-click the folder for the particular user.
3. Double-click the **Send To** folder.

The SendTo folder is hidden by default. To see the Send To folder, click **Tools**, click **Folder Options**, and then click **Show hidden files and folders**.

1. On the **File** menu, point to **New**, and then click **Shortcut**.
2. Follow the instructions to create a shortcut.

Now, when you right-click a file, and click **Send To**, the shortcut to the item you selected will be an option. You can create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Adding Recycle Bin to the SendTo

Add a Shortcut of Recycle Bin to the SentTo folder. That way you can just right click on a file you want to delete, and send it to the recycle bin without having to confirm each time. To do this, follow these steps:

1. Press **Win Key + R** to open the **Run** dialogue Box
2. Type "**SendTo**"
3. From desktop, drag Recycle Bin icon to SendTo folder. This will create a shortcut there.

Move or Copy Files to Subfolders

You can use **Windows Explorer** in Windows XP to move or copy a file by dragging the file icon to a folder. When you have Folders displayed on the left side of the window, it's easy to drag a file to a different folder.

If the folder you want isn't visible because the folder it's in is not expanded, here's a trick that will save you time and frustration. Drag the file icon to the collapsed (unexpanded) folder, and hold it there for a few seconds. The folder automatically expands and then you can drop the file into the folder you want.

Toggle the Folders Tree

Regardless of which view you use for a given folder, you can click the **Folders** button to toggle between **Windows Explorer's Folders pane** and the **menu pane**. Use the double arrows at the right of each menu to collapse or expand the choices shown in that box; in the **Details box**, the double arrow toggles the display of information about the currently selected file or folder (including previews of image files).

Add Favorites with One Keystroke

You can quickly add a Web page to your Favorites folder with a single keystroke. The page is automatically added to your Favorites list without any further input from you. To add to your Favorites list with one keystroke, Press **Ctrl+D**.

Skip the Recycle Bin Confirmation Message

When you delete items by moving them to the Recycle Bin, Windows displays a message confirming the deletion: "Are you sure you want to send *FILENAME* to the Recycle Bin?" If you're tired of clicking an answer to that question, you can configure Windows XP to skip the confirmation message whether or not you're using the Recycle Bin.

1. Right-click the **Recycle Bin**, and then click **Properties**.
2. In the **Recycle Bin Properties** dialog box, clear the **Display delete confirmation dialog** check box, and then click **OK**.

If you don't want to use the Recycle Bin at all, in the Recycle Bin Properties dialog box, select the **Do not move files to the Recycle Bin. Remove files immediately when deleted** check box.

Use your Keyboard if your Mouse goes dead

If your mouse is not functioning, don't panic. You can use your keyboard to move around the Windows XP desktop. The keys to get used to are the Windows key, the arrow keys, and the Enter key. For example, if you want to shut down the computer so that your mouse is not working:

1. Press the **Windows** key
2. Press the up arrow key one time to highlight **Shut Down**, and then press **Enter**.
3. Press the up and down arrow key to select **Shut Down** from the menu, and then press **Enter**.
4. Use your **Esc** key to cancel.

Turn On the Sticky Keys Feature

When a shortcut requires a key combination, the StickyKeys feature lets you press a modifier key, such as Shift, Ctrl, Alt, or the Windows Logo key, and have it remain active until another key is pressed. To activate StickyKeys follow these steps:

1. Press the **Shift** key five times. A dialog box opens with instructions on how to set up the StickyKeys feature.
2. If you click **OK**, an icon (a group of squares) appears in the notification area. **Note:** To turn off StickyKeys, press the **Shift** key five times.

Turn on ToggleKeys

ToggleKeys is designed for people who have vision impairment or cognitive disabilities. When ToggleKeys is turned on, your computer provides sound cues when the locking keys (**Caps Lock, Num Lock, Or Scroll Lock**) are pressed. A high sound plays when the keys are switched

on and a low sound plays when they are switched off. To turn on ToggleKeys do the following:

1. Click **Start**, click **Control Panel**, and then click **Accessibility Options**.
2. Click the **Keyboard** tab, and under **ToggleKeys**, select the **Use ToggleKeys** check box.
 - To use the keyboard shortcut which allows you to turn ToggleKeys on and off by pressing the NUM LOCK key for five seconds, on the **Keyboard** tab, under **ToggleKeys**, click **Settings**.
 - If the **Use shortcut** check box in the **Settings for ToggleKeys** dialog box is selected, you can turn ToggleKeys on or off by holding down the **Num Lock key** for five seconds.

Controlling the Desktop Cleanup Wizard

By default, the Desktop Cleanup Wizard will pop up every 60 days to cleanup your desktop. To stop this, follow these steps:

1. Right click on the desktop.
2. Select **Properties**
3. Click on the **Desktop** tab
4. Click on the **Customize Desktop** button
5. Uncheck **Run Desktop Cleanup Wizard**

Using older version of Media Player 6.4

If you want to use the older version of Microsoft Media Player 6.4, it is still on your computer. Make a shortcut on your desktop to the: **C:\Program Files\Windows Media Player\mplayer2.exe**. You can also change the file associations from this program to set it as the default for all media types stored in your computer.

Clearing the Page File on Shutdown

Another way to set the computer to clear the pagefile without directly editing the registry is as follows:

1. Click on the **Start** button
2. Go to the **Control Panel/Administrative Tools/Local Security Policy /Local Policies**
3. Click on **Security Options**
4. Right hand menu - right click on "**Shutdown: Clear Virtual Memory Pagefile**"
5. Select "**Enable**" and Reboot

Note: If you want to clear the page file on each shutdown, go to **Registry Edit Section** of this book to find a tip there.

Turning Off the Built-in CD Burner

If you want to turn off the ability to using the built-in CD burner software that comes with WindowsXP, follow these steps:

1. Open up the **Explorer**
2. Right click on the drive that is your CD burner
3. Select **Properties**
4. Click on the **Recording** tab
5. Uncheck **Enable CD recording on this drive**

No To All When Overwriting Files

When overwriting files in the Windows Explorer, there is an option for **Yes To All**. This would overwrite any files you would normally be prompted for. To have **No To All**, simply hold down the **Shift** key while you click on the **No** option.

Grouping Similar Taskbar Buttons

When you open more than one document in the same program and then minimize each document, rather than showing separate icons on the taskbar for each document, WindowsXP groups them under a single icon for that application. If you want to group, or ungroup, similar taskbar buttons, follow these steps:

1. Right click on the **Taskbar**
2. Select **Properties**
3. Check or Uncheck **Group similar taskbar buttons**

Closing Multiple Taskbar Items

If you hold down the Control Key when you click on the taskbar icons, it selects multiple tasks. Then you can simply right-click on the selected items and choose close group.

Note: This tip works with all windows, not just one application. If you have the Calculator, IE, and Notepad open, it will close them all, unlike the group similar items command that only lets you close all of one type (ex: all IE or all notepads).

Closing Multiple Taskbar Items

If you hold down the **Ctrl Key** when you click on the taskbar icons, it selects multiple tasks. Then you can simply right-click on the selected items and choose close group. This tip works with all windows, not just one application. If you have the Calculator, **Internet** Explorer, Notepad and My Documents open, it will close them all, unlike the group similar items command that only lets you close all of one type (ex: all IE or all notepads).

Opening a File by Dragging to Taskbar

If you already have an application showing on the taskbar, a quick way to open a file is to drag it with from the Explorer to that icon and hold it for a second or so. The application will re-open with that file loaded.

Easy Access to Folders from the Taskbar

You can quickly access commonly used folders from your Taskbar. Here is how you can do that:

1. **Right click** on an open area of the **Taskbar**

2. Select **Toolbars / New Toolbar**
3. **Browse** to the directory you want to add
4. Now on the toolbar you will see the name of that folder displayed.
5. Click on the (**>>**) to bring up the menu. Point the black triangle (**▶**) to open any sub-folders as well.

Faster Task Switching

If you installed **Windows XP Power Tools** from Microsoft, when you press **Alt-Tab** to switch between running applications, you get a screen that shows a small graphic of the window that is of that application along with its icon. This also takes a long time to display. You can speed this up and revert back to previous ways task switching is displayed.

To turn this off after you Reboot:

1. Run **msconfig**
2. Click on the **Startup** tab
3. Uncheck **Taskswitch**
4. Click on the **OK** button
5. If you want to keep working, click on **Exit without Restart**

To turn this off immediately:

1. Press **Ctrl-Alt-Delete**
2. Click on the **Processes** tab
3. Highlight **TaskSwitch.exe**
4. Click on the **End Process** tab
5. Click on the **Yes** button

Hiding System Tray Icons

With WindowsXP, you can manually select how you want individual icons in the System Tray to be displayed. Here is how:

1. Right click on the **Taskbar**
2. Select **Properties**
3. Check **Hide inactive icons**
4. Click on the **Customize** button
5. This will bring up a dialog box that will allow you to select one of three options for your applications: **Hide when inactive**, **Always hide**, or **always show**
6. Highlight current/past applications and make any changes you like.
7. A small arrow will now appear in the System Tray that will allow you to show or hide these icons.

Creating a Password Recovery Disk

In case you forget your password, you can create a password recovery floppy disk beforehand to help you out of this problem. Here is how:

1. Single-click **Start** menu
2. Go to the **Control Panel / User Accounts**
3. Click the **User Account**
4. On the left hand side, click on **Prevent forgotten password**
5. You will need to know your password to create the disk.

6. If you don't remember your password sometime in the future, click on the green arrow like normal at the login and you will be prompted to insert the password recover disk.

Windows XP Command Line Utilities

While there are a lot of command line utilities in Windows XP, here are some that you have been using lately.

bootcfg	Configures, queries, or changes Boot.ini file settings.
driverquery	Displays a list of all installed device drivers and their properties.
getmac	Returns the media access control (MAC) address and list of network protocols associated with each address for all network cards in each computer
gpresult	Displays Group Policy settings and Resultant Set of Policy (RSOP) for a user or a computer
netsh	You can use commands in the Netsh Interface IP context to configure the TCP/IP protocol
schtasks	Schedules commands and programs to run periodically or at a specific time
systeminfo	Displays detailed configuration information about a computer and its operating system

Windows XP Common Command Console Utilities

Windows XP comes with quite a few console utilities you can easily run from the command line. Here are they:

Computer Management	- compmgmt.msc
Disk Management	- diskmgmt.msc
Device Manager	- devmgmt.msc
Disk Defrag	- dfrg.msc
Event Viewer	- eventvwr.msc
Shared Folders	- fsmgmt.msc
Group Policies	- gpedit.msc
Local Users and Groups	- lusrmgr.msc
Performance Monitor	- perfmon.msc
Resultant Set of Policies	- rsop.msc
Local Security Settings	- secpol.msc
Services	- services.msc
Component Services	- comexp.msc

Using the System File Checker

You can run the **System File Checker** to verify protected system files. Command line switches are: sfc [/scannow] [/scanonce] [/scanboot] [/revert] [/purgecache] [/cachesize=x]

- /scannow Scans all protected system files immediately.
- /scanonce Scans all protected system files once.
- /scanboot Scans all protected system files every time the computer is restarted.
- /revert Returns the scan to its default operation.
- /purgecache Purges the Windows File Protection file cache and

- /cachesize=x scans all protected system files immediately. Sets the size, in MB, of the Windows File Protection file cache.

Add Control Panel to your Quick Launch Buttons

One way to add a Control Panel icon to the area next to your start button (the Quick Launch toolbar) is as follows:

1. Launch Windows Explorer and navigate to the folder of the Quick Launch toolbar. Usually this is like C:\Documents and Settings\Your User Name\Application Data\Microsoft\Internet Explorer\Quick Launch. (Alternately, you can open the **Quick Launch** folder by right-clicking in the "Quick Launch" area; located at left side of the **Taskbar** and clicking on 'Open Folder')
2. Right-click on the right-sided pane (in an empty area), and select **New>Folder** from the menu.
3. Name the new folder: **Control Panel**. {21EC2020-3AEA-1069-A2DD-08002B30309D}.
4. This will create a Control Panel shortcut that uses the correct icon (you may need to Restart Windows for this to show up).
5. If you resize the Quick Launch toolbar so the new icon doesn't quite fit, you'll see the >> symbol. Click on that >> button, and then click on the Control Panel menu item. You'll get a menu of all the Control Panel applets without having to open the Control Panel window.

Add "Copy To" and "Move To" Options to Context Menu

Copying and moving files in Windows Explorer requires you to open up multiple copies of Explorer and drag between them. There's a simpler way: Add "Copy To Folder" and "Move To Folder" options to the right-click context menu. You'll then be able to browse any place on your hard disk to copy or move the file to, then send the file there. To do it:

1. Open the Registry Editor by typing **regedit** at a command prompt or the Run box.
2. Go to HKEY_CLASSES_ROOT\AllFilesystemObjects\shellex\ContextMenuHandlers.
3. Choose Edit > New> Key to create a new key. Call it Copy To and set the value to {C2FBB630-2971-11d1-A18C-00C04FD75D13}.
4. Create another new key called Move To. Set the value to {C2FBB631-2971-11d1-A18C-00C04FD75D13}.
5. Exit the Registry.

The changes should take effect immediately. Now when you right-click a file, the Copy To Folder and Move To Folder options will appear.

Create a Control Panel menu below the Start Button

1. Click the **Start** button once with your right mouse button. You should see a right-button menu called a context menu.

2. You should see the items Open, Explore, and Find on the context menu. Click **Explore** with your left mouse button.
3. An Explorer file management window should open. A directory tree should appear in the left pane, with the right pane displaying the contents of the Start Menu folder.
4. Right-click any empty space within the right pane. A context menu should appear. Click **New** and then **Folder**.
5. The Explorer will create a highlighted icon called **New Folder**. Type in `Control Panel.{21EC2020-3AEA-1069-A2DD-08002B30309D}`, all on one line, replacing the words **New Folder** with this new line. You must type the **period**, the **curly braces**, all **four hyphens**, and the **hexadecimal numbers** exactly as shown. After the closing of curly brace, press **Enter**.

Other Folders can be added by following the above instructions:

- Dial-Up Networking: {992CFFA0-F557-101A-88EC-00DD010CCC48}
- Printers: {2227A280-3AEA-1069-A2DE-08002B30309D}
- Inbox: {208D2C60-3AEA-1069-A2D7-08002B30309D}
- My Computer: {20D04FE0-3AEA-1069-A2D8-08002B30309D}
- Recycle Bin: {645FF040-5081-101B-9F08-00AA002F954E}
- Network Neighborhood: {208D2C60-3AEA-1069-A2D7-08002B30309D}
- Desktop: {00021400-0000-0000-C000-000000000046}
- Briefcase: {85BBD920-42A0-1069-A2E4-08002B30309D}
- Fonts: {BD84B380-8CA2-1069-AB1D-08000948F534}

Removing Programs/Applets from the Control Panel

Below is an easier way to remove control panel programs:

1. Edit **control.ini** file (usually empty) in your Windows directory.
2. Under the section **[don't load]** add the appropriate .cpl file.
3. For example to get rid of Network add **netcpl.cpl=no**
4. This will disable users from accessing the network control panel.

The following are the files that display icons in the Control Panel. They reside in the **\windows\system** directory and can be run individually by typing its **CPL** file name. If you are missing any icons in the Control Panel, you want to make sure the CPL file is in the **system** directory.

Note: If you find yourself using any of these frequently, then you can simply make shortcuts to them on your desktop.

access.cpl	Accessibility properties
appwiz.cpl	Add/Remove Programs properties
desk.cpl	Display properties
findfast.cpl	FindFast
firewall.cpl	Firewall Settings
inetcpl.cpl	Internet properties
intl.cpl	Regional Settings properties
joy.cpl	Joystick properties
main.cpl	Mouse properties

mlcfg32.cpl	Microsoft Exchange Service properties
mmsys.cpl	Sound and Audio Devices
modem.cpl	Modem properties
ncpa.cpl	Network Connections
netcpl.cpl	Network properties
nusrmgr.cpl	User Accounts
odbc32.cpl	Data Sources (32-bit ODBC)
password.cpl	Password properties
powercfg.cpl	Power Options
sysdm.cpl	System properties
themes.cpl	Desktop Themes (available with Microsoft Plus!)
timedate.cpl	Date/Time properties
wscui.cpl	Security Center

Open it now using Run Feature

If you are working with an application and need to open the current user's folder, click **Start>Run**. Type in a single period (.) and press **Enter**. This will open the current user's folder, usually in C:\Documents and Settings\{User Name}. If you need to be one level above that, in C:\Documents and Settings, type 2 periods (..) in the Run dialog. If you want to open My Computer, type 3 periods (...) in the Run dialog.

Make Pictures Smaller Unavailable

When you try to send pictures through e-mail, you should normally be given the option to make them smaller. If this option is not available, a .DLL file may need to be registered. To do so, run:

Start/Run/regsrv32 shimvw.dll

Removing Thumbs.db Files

When viewing a folder with the Thumbnail view, Windows XP creates a thumbs.db file. This is a cache of the current pictures in that directory. To turn this feature off and save a little disk space, follow these steps:

1. Start the **Windows Explorer**
2. Go to **Tools / Folder Options / View**
3. In the first section under **Files and Folders**, check **Do not cache thumbnails**
4. Now you can search for the thumbs.db file on your computer and remove them. No more should be created.

Cleaning the Prefetch Directory

Windows XP has a new feature called Prefetch. This keeps a shortcut to recently used programs. However, it can fill up with old and obsolete programs. To clean these periodically go to:

1. **Start / Run / Prefetch**
2. Press **Ctrl-A** to highlight all the files
3. Press **Delete** key on keyboard

Allowing Network Access with Blank Passwords

Although you can log in locally without a password, by default, Windows XP Pro does not allow network users to access the computer without a

password. Typically, you will receive an **Unknown error 31** if this is the case. To change this setting, follow these steps:

1. Run **gpedit.msc**
2. Go to **Computer Configuration / Windows Settings / Security Settings / Local Policies / Security Options**
3. Double click on **Accounts: Limit local account use of blank passwords to console login only**
4. **Disable** this option

Installing Additional Monitors

To install additional monitors (up to ten individual monitors):

1. Turn off your computer.
2. Insert your additional Peripheral Component Interconnect (PCI) or Accelerated Graphics Port (AGP) video adapter into an available slot.
3. Plug your additional monitor into the card.
4. Turn on your computer. Windows will detect the new video adapter and install the appropriate drivers.
5. Open **Display** in **Control Panel**.
6. On the **Settings** tab, click the monitor icon that represents the monitor you want to use in addition to your primary monitor.
7. Select the **Extend my Windows desktop onto this monitor** check box, and then click **Apply** or **OK**.
8. If the check box is not displayed on your computer, it may be because your video adapter does not support multiple monitors. See Notes for information about compatible hardware.

Installing new fonts

Close any open Windows applications, such as Microsoft Word or Microsoft Outlook®. In **Control Panel**, click **Appearance and Themes**. (If you are using **Control Panel Classic** view, double-click **Fonts**).

1. On the **File** menu, click **Install New Font**.
2. In the **Drives** list, click the drive you want.
3. In the **Folders** list, double-click the folder that contains the fonts you want to add.
4. Under **List of fonts**, click the font you want to add (To select more than one font to add, hold down the **Ctrl** key, and then click each of the fonts you want to add). Finally, click **OK**.

Correcting Corrupted Fonts

If you are having problems with any of your non-true type fonts, follow these steps to correct the problem:

1. Click on the **Start** button and point to **Settings**
2. Click on the **Control Panel** icon
3. Double-click on the **Fonts** icon
4. Search for the **Monoytpe Sorts** font
5. **Delete** this font then **reboot your computer**.

A New Thumbnails View

The Thumbnails view in Windows XP has a new twist. If a folder contains images saved in a common web format, XP will create an icon for the folder that displays up to four of the images it contains. To show a single image, right-click on the folder icon, choose **'Properties'** and click on the **'Customize'** tab. Under **'Folder Pictures'**, select **'Choose Pictures'**, select the picture you want to open in the thumbnail and click OK.

Launch Applications Fast

You can use number keys to launch applications quickly through the Windows XP Start menu. Here is how:

1. Click on the **Start** button and point to **All Programs**
2. Find one of your often used applications, and drag it to the top box of the Start menu. Before you let go of the mouse button, make sure the pointer is between two apps listed in that box, if there are any, so that a black line appears.
3. **Right-click** on the application, select **Rename** and add a number in front of the name (example: '1 Internet Explorer' '2 Outlook Express'), but don't use the same number twice.

As a result of this trick, the next time you click on the Start button or press the 'Windows' key, you can press a number key to launch the corresponding application.

One-Line Notepad Paragraphs

If you are reading a text in Notepad, there may be times when every paragraph appears as one long line, and to read it, you have to keep scrolling to the right. This occurs when the Word Wrap setting has not been checked. To set it, select **'Format'** in Notepad's main menu and click on **'Word Wrap'**. The paragraphs will be formatted to fit the width of the window.

Remove Ads from Messenger

Ads are everywhere. Why tolerate them in Windows XP Messenger? In just a couple of short steps, you can be ad-free forever. If you are one of the unlucky people who have rotating ads on the bottom of your buddy list, follow the steps below to kill them dead:

1. Exit out of MSN Messenger completely
2. Locate the file **links.txt** on your computer
3. Open the file in Notepad
4. Highlight and **delete** the entire contents of the file.
5. **Save** the file
6. **Right-click** on the file and choose **Properties**
7. Check the **Read-Only** box and click **OK**

Now when you open MSN Messenger, there will be one basic MSN logo in the buddy list instead of rotating logos. This basic logo is stored on your computer, in the messenger program folder, as logo.gif. You can rename logo.gif to logobak.gif (or delete it altogether) and the normal ad space

will appear blank. You can also change logo.gif into whatever picture you choose.

Icons with No Names

Normally, you have to have a name for an icon, you are not allowed to use just spaces. To create an icon with no name, follow these steps:

1. Make sure the **Numlock** key is on
2. Highlight the icon you want to change
3. **Right-click** on the icon and select **Rename**
4. Hold down the **Alt** key and type in '**0160**'
5. Press the **Enter** key

Disabling the Screen Saver

When you are running the Disk Defragmenter, Scan Disk, or the Compression Agent process, the screen saver can suddenly appear and cause the process to start over from the beginning. To avoid this problem, simply start the process then press the **Ctrl+Esc** keys to bring up the Start menu. Leaving the Start menu open during the process will keep the screen saver from running.

Clean Up Old Printer Files

By default, any print jobs sent to a printer will be temporarily spooled to a folder on your hard drive. Usually these files are then deleted when the job has printed. Sometimes when things go wrong, however, these temporary files can be left behind, eating up disk space. If you are not expecting anything to be printed currently, you may safely delete any files found in that folder. You can find the folder in **C:\Windows\System32\Spool\Printers**. It doesn't hurt to take a look in there occasionally when you need to free up disk space.

Powering on the Computer with your Mouse

If you have ATX Main Board, ATX case Award Bios, or any Bios that supports PS/2 Mouse Power On, then you can power on your computer with a double click. To activate this feature, follow these steps:

1. Restart your computer
2. Then press **Del** when the BIOS message appears to enter your CMOS configuration
3. Select **Integrated Peripherals** from main menu
4. If PS/2 mouse power on disabled, activate it by press page up/ page down key it will became Double-Click
5. Press **Esc** key to exit
6. Press **F10** to save and exit Power off your PC
7. Now double-click the left mouse button,.. Your PC will turn on

Opening Files with other than the Default Application

If you have more than one application you use for the same type of file (media, text, graphics etc.) Use one as your default player, make a shortcut to the other player and put it in the **C:\Windows\Sendto** folder. When you want to open a file with the non-default application, **right click on the file** and send it to the other application.

Showing Common Tasks in Window

When you open a window from My Computer or the Control Panel, and you don't see the blue bar with additional options on the left side, you may simply need to turn on Common Tasks

1. From that same windows, go to **Tools>Folder Options**
2. Check **Show common tasks in folders**

Renaming Multiple Files in a Directory

If you want to rename multiple files in the same directory:

1. Using the Windows Explorer, select all the files you want to rename
2. Press **F2** or right click and select **Rename**
3. Enter the prefix for the name you want (e.g. Newname)
4. This will automatically rename the rest of the files Newname (1).jpg, Newname (2).jpg etc.
5. Make sure you include the extension if you have the Explorer configured to show them.

Having Icons with No Name

Normally, you have to have a name for an icon, just spaces are not allowed. To create an icon with no name attached, follow these steps:

1. Make sure **NumLock** is on
2. Highlight the Icon you want to change
3. Right-mouse click and select **Rename**
4. While holding down the **Alt key, type 0160**
5. Now the icon will have no name below it.
6. To restore, simply rename with the text you want.

Open Explorer & System Properties from My Computer

By holding **Shift key** and double-clicking My Computer, you get an Explorer view of My Computer.

By holding down **Alt key** and double-clicking My Computer, you get the System Properties of Control Panel.

Expanding and Contract All Subfolders in Explorer

To quickly have Explorer expand all subfolders for a selected drive or folder, simply press the asterisk (*) key on the numeric keypad and to contract press (-) key on the numeric keypad.

Bringing up the Properties Window using Keyboard

While holding the **ALT** key, double click on an icon to bring up the properties.

Open any Location/Program via Keyboard

You can find files very quickly in Windows Explorer by simply typing the first few characters of the file name you are looking for. This is easier and quicker than scrolling through the list.

To see what we are talking about, run Windows Explorer and press the **Tab** key to get to the right pane. Now, let us say you want to open "Windows" and then locate Notepad.exe. Assume that your Explorer opens to the root folder of drive C. Press **W** and you will most likely see that **Windows** is selected. If not, try typing **WI**. When Windows is selected, press **Enter** to open the folder. Type **NO** and Explorer selects Notepad.exe. To run Notepad, just press Enter.

Quick shortcuts

- ◆ Change between applications by pressing **Alt + Tab**. You can also use **Win Key + Tab** to change between applications.
- ◆ Press **Win Key + D** to minimize your desktop (minimize all open windows), and same to reverses it.
- ◆ In Windows Mail, you can reply to an e-mail with **Ctrl + R**. Forward one with **Ctrl + F**. Send a message you've just written by pressing **Ctrl + Enter**. Send and receive all mail with **Ctrl + M** (or F5).
- ◆ To insert Degree symbol (°), press **Alt-248**

