

Introduction

*We shall not cease from exploration
And the end of all our exploring
Will be to arrive where we started
And know the place for the first time.*

—T. S. Eliot

Well, *that* was easy. After the “two steps forward, one step back” development process of Windows Vista, after the interminable Vista beta releases, and after the hype and hoopla that accompanied the Vista release, Windows 7 seemed to arrive on our digital doorsteps fully formed, like a kind of electronic Athena from the skull of some programming Zeus (or something like that).

The development and release of Microsoft’s latest bouncing-baby operating system was nothing like its older sibling, but does that mean that Windows 7 itself is nothing like Windows Vista? Actually, in many ways, that’s true. Sure, if you’re familiar with Windows Vista, you’ll have a relatively benign learning curve with Windows 7. But Microsoft didn’t spend the past 3 years working on new desktop backgrounds! Windows 7 is loaded with new and changed features; some of them are almost too subtle to notice, whereas others represent veritable system sea changes.

Coincidentally (or not, depending on where you fall in the conspiracy theory spectrum), my approach to Windows has also changed in this edition of the book. Unlike in previous editions, *Windows 7 Unleashed* is *not* my attempt to cover all the features of Windows from Aero Glass to AutoPlay. Windows has simply become too big for that kind of book, and most Windows users know (or can figure out) the basics of most features. So in this edition of the book, I’ve changed

the focus from components (Internet Explorer, Mail, and so on) to subjects: customization, performance, power tools, security, troubleshooting, and networking, and scripting. You get in-depth and useful coverage of these seven areas that will help you unleash the full potential of Windows 7.

Who Should Read This Book

All writers write with an audience in mind. Actually, I'm not sure whether that's true for novelists and poets and the like, but it *should* be true for any technical writer who wants to create a useful and comprehensible book. Here are the members of my own imagined audience:

- ▶ **IT professionals**—These brave souls must decide whether to move to Windows 7, work out deployment issues, and support the new Windows 7 desktops. The whole book has information related to your job and Windows 7.
- ▶ **Power users**—These elite users get their power via knowledge. With that in mind, this book extends the Windows power user's know-how by offering scripts, Registry tweaks, group policy configurations, and other power tools.
- ▶ **Business users**—If your company is thinking of or has already committed to moving to Windows 7, you need to know what you, your colleagues, and your staff are getting into. You also want to know what Windows 7 will do to improve your productivity and make your life at the office easier. You learn all of this and more in this book.
- ▶ **Small business owners**—If you run a small or home business, you probably want to know whether Windows 7 will give you a good return on investment. Will it make it easier to set up and maintain a network? Will Windows 7 computers be more stable? Will your employees be able to collaborate easier? The answer turns out to be “yes” for all of these questions, and I'll show you why.
- ▶ **Home users**—If you use Windows 7 at home, you probably want to maximize performance, keep your system running smoothly, max out security, and perform customizations that make Windows 7 conform to your style. Check, check, check, check. This book's got you covered in all these areas.

Also, to keep the chapters uncluttered, I've made a few assumptions about what you know and what you don't know:

- ▶ I assume that you have knowledge of rudimentary computer concepts, such as files and folders.
- ▶ I assume that you're familiar with the basic Windows skills: mouse maneuvering, dialog box negotiation, pull-down menu jockeying, and so on.
- ▶ I assume that you can operate peripherals attached to your computer, such as the keyboard and printer.

- ▶ I assume that you've used Windows for a while and are comfortable with concepts such as toolbars, scrollbars, and, of course, windows.
- ▶ I assume that you have a brain that you're willing to use and a good supply of innate curiosity.

How This Book Is Organized

As I mentioned earlier, I've completely revamped the structure and coverage in this edition, so the next few sections offer a summary of what you'll find in each part.

Part I: Unleashing Windows 7 Customization

Your purchase of this book (a sound and savvy investment on your part, if I do say so myself) indicates that you're not interested in using Windows 7 in its out-of-the-box configuration. If you're looking to make Windows 7 your own, begin at the beginning with the five chapters in Part I. You learn how to customize Windows Explorer (Chapter 1), Internet Explorer (Chapter 2), the file system (Chapter 3), startup and shutdown (Chapter 4), and the Start menu and taskbar (Chapter 5).

Part II: Unleashing Windows 7 Performance and Maintenance

Everybody wants Windows to run faster, so you'll no doubt be pleased that I devote an entire chapter to this important topic (Chapter 6). Everybody wants Windows to run smoother, so you'll also no doubt be pleased that I devote yet another chapter to *that* important topic (Chapter 7).

Part III: Unleashing Windows 7 Power User Tools

The chapters in Part III kick your advanced Windows 7 education into high gear by covering the ins and outs of a half dozen important Windows 7 power tools: Control Panel (Chapter 8), Local Group Policy Editor (Chapter 9), Microsoft Management Console (Chapter 10), the Services snap-in (Chapter 11), the Registry Editor (Chapter 12), and Command Prompt (Chapter 13).

Part IV: Unleashing Windows 7 Security

With threats to our digital lives coming at us from all sides these days, security may just be the most vital topic in technology. So perhaps that's why Part IV is the biggest section in the book, with no less than seven chapters devoted to various aspects of Windows 7 security. Your first learn some general techniques for locking down Windows 7 (Chapter 14), and you then learn how to configure web security (Chapter 15), email security (Chapter 16), file system security (Chapter 17), user security (Chapter 18), wired network security (Chapter 19), and wireless network security (Chapter 20).

Part V: Unleashing Windows 7 Troubleshooting

Windows 7 may represent the state of Microsoft's operating system art, but it *is* still Windows, which means problems, bugs, and glitches are pretty much inevitable. The four chapters in Part V can help when the Windows demons strike. You learn general troubleshooting techniques (Chapter 21), and how to troubleshoot device (Chapter 22), startup (Chapter 23), and networking (Chapter 24).

Part VI: Unleashing Windows 7 Networking

It's a rare home or small office that doesn't have (or doesn't want to have) a network, and Part VI is a reflection of this fact (that I just made up). You learn how to set up a small network (Chapter 25), how to access and use that network (Chapter 26), how to access your network from remote locations (Chapter 27), how to use Windows 7 as a web server (Chapter 28), and how to incorporate Macs into your network (Chapter 29).

Part VII: Unleashing Windows 7 Scripting

To close out the main part of this book, Part VII takes an in-depth look at two methods for automating Windows tasks with scripts: Windows Scripting Host (Chapter 30) and Windows PowerShell (Chapter 31).

Part VIII: Appendixes

To further your Windows 7 education, Part VIII presents two appendixes that contain extra goodies. You'll find a complete list of Windows 7 shortcut keys (Appendix A), and a detailed look at the TCP/IP protocols that underlie Windows 7 networking (Appendix B).

Conventions Used in This Book

To make your life easier, this book includes various features and conventions that help you get the most out of this book and Windows 7 itself:

Steps	Throughout the book, I've broken many Windows 7 tasks into easy-to-follow step-by-step procedures.
Things you type	Whenever I suggest that you type something, what you type appears in a bold monospace font.
Filenames, folder names, and code	These things appear in a monospace font.
Commands	Commands and their syntax use the monospace font, too. Command placeholders (which stand for what you actually type) appear in an <i>italic monospace</i> font.
Pull-down menu commands	I use the following style for all application menu commands: <i>Menu, Command</i> , where <i>Menu</i> is the name of the menu that you pull down and <i>Command</i> is the name of the command you select. Here's an example: File, Open. This means that you pull down the File menu and select the Open command.
Code continuation character	When a line of code is too long to fit on only one line of this book, it is broken at a convenient place and continued to the next line. The continuation of the line is preceded by a code continuation character ([↵]). You should type a line of code that has this character as one long line without breaking it.

This book also uses the following boxes to draw your attention to important (or merely interesting) information:

NOTE

The Note box presents asides that give you more information about the current topic. These tidbits provide extra insights that give you a better understanding of the task. In many cases, they refer you to other sections of the book for more information.

TIP

The Tip box tells you about Windows 7 methods that are easier, faster, or more efficient than the standard methods.

CAUTION

The all-important Caution box tells you about potential accidents waiting to happen. There are always ways to mess things up when you're working with computers. These boxes help you avoid at least some of the pitfalls.

How to Contact Me

If you have any comments about this book, or if you want to register a complaint or a compliment (I prefer the latter), please don't hesitate to send a missive my way. The easiest way to do that is to drop by my website, have a look around, and post a message to the forum: www.mcfedries.com/.

If you do the Twitter thing, you can follow my tweets here: <http://twitter.com/paulmcf>.