

Index

A

active content, 216
active cooling, 275
ad hoc wireless network, 256
add-ons, Internet Explorer, 178–179
administrative tools, adding to Start menu, 18–19
Appearance and Personalization window, 61
Attach Files dialog box, 126
Audio Quality slider, 133
Authors property, 156
AutoComplete Settings dialog box, 221
AutoPlay, 150, 162–163
away mode, 273

B

backing up
 contacts, 200–201
 system image, 80–81
battery alarms, 266–267
Bing search engine, 184
bit rate, 132–133
Bitmap Image files, 88
Block or Allow Specific Games link, 59
Block These Types of Content section, 59
Blocked Encoding List dialog box, 233
Blocked Senders list, 230–231
Blocked Top-Level Domain List dialog box, 233
buffers, 78
business cards, electronic, 202–203

C

central processing unit (CPU), 274
Change permission, 254
check boxes, selecting files with, 98–99
ClearType technology, 31
clocks, 22–23, 41
Comma Separated Values (.CSV) Export dialog box, 201
compatibility mode, running programs in, 158–159
compressed (zipped) folders, 104, 126–127
confidential items
 encrypting, 84–85
 removing from Recent Items list, 15
contacts, 198–201
Control Panel icons, launching faster with Start menu, 16–17
cookies, 218, 221
Copy gesture, 282
CPU (central processing unit), 274
cropping images, 123
Ctrl+Alt+Delete, requiring before logging on, 68–69

D

Data Execution Prevention (DEP), 78–79
Delete gesture, 282
deleting
 browsing history, 218–219
 files, turning off confirmation for, 160–161
DEP (Data Execution Prevention), 78–79
desktop, displaying photos on, 38–39
Device Manager window, 165
Device Stage, configuring devices with, 48–49
digital pen, 285
disabling Internet Explorer add-ons, 178–179
Disconnect Network Drives dialog box, 247

disk drives

 backing up on, 80
 displaying network locations as, 246–247
 letters, 110–113
 partitioning, 114–117
 removable, 113
Disk Space to Use spin box, 189
documents
 hiding recently used, 76–77
 scrolling with flicks, 282–283
domain name, 232
dots per inch (DPI) setting, 30
drivers, updating, 164–167
DVDs, backing up on, 80
DVI port, 34

E

Easy Thumbnails, 127
e-mail
 blocking, 230–233
 blocking images in, 225
 checking for new, 207
 contacts, 198–201
 electronic business cards, 202–203
 incoming faxes, notifications for, 212–213
 junk, 226–227
 leaving on server, 196
 outgoing port, 210–211
 overview, 194
 phishing, 234–235
 priority, 197
 read receipts, 236–237
 reading in text format, 224
 rules, 208–209
 Safe Senders list, 228–229
 Spell Checker, 206
 starting from Run dialog box, 11
 storing, 204–205
 viruses, 224
encrypting confidential files and folders, 84–85
Entertainment Software Rating Board (ESRB), 59
events, assigning sounds to, 140–141
exceptions list, Windows Firewall, 83

F

Favorites bar, 192–193
Favorites list, 100–101
faxes, 212–213
feeds, 180–183
files and folders
 compressing images, 126–127
 deleting, turning off confirmation for, 160–161
 destinations, adding to Send To menu, 104–105
 displaying all in navigation pane, 102–103
 encrypting confidential, 84–85
 extensions, 88–89
 Favorites list, adding to, 100–101
 hiding, 95
 making read-only, 94–95
 metadata, 106–109
 network, offline, 262–263
 opening with different programs, 90–91
 overview, 86
 permissions, 62–63, 254–255
 restoring previous version of, 92–93

- searches, 96–97
- selecting with check boxes, 98–99
- sharing, 248
- templates, 128–129

- Fill option, 38
- firewall, allowing programs through, 82–83
- Fit option, 38
- flicks, scrolling documents with, 282–283
- floppy drives, 112
- Format Partition dialog box, 117
- Full Control permission, 62, 254

G

- games, limiting with parental controls, 58–59
- global positioning system (GPS), 278–279
- graphics, turning off to improve performance, 146–147

H

- hibernate mode, 270
- Hide Icon and Notifications option, 24
- High Performance power plan, 268
- history
 - deleting, 218–219
 - keeping longer, 186–187
- Home category, 245
- home page, 176
- homegroup password, changing, 248–249
- HTML files, 224

I

- icons
 - Control Panel, launching faster with Start menu, 16–17
 - network, 244–245
 - notification area, controlling, 24–25
 - organizing, 7
- images
 - blocking in e-mail messages, 225
 - compressing, 126–127
 - displaying on desktop, 38–39
 - imported, custom names for, 120–121
 - opening with editor by default, 124–125
 - repairing, 122–123
- Import Photos and Videos tool, 121
- indexes, searching faster with, 154–155
- infrastructure wireless network, 256
- InPrivate Browsing feature, 219
- Input Panel on-screen keyboard, 282
- Internet Explorer
 - add-ons, disabling, 178–179
 - Favorites bar, 192–193
 - history, keeping longer, 186–187
 - opening multiple pages on launch, 176–177
 - overview, 170
 - pop-ups, allowing, 190–191
 - search engines, adding, 184–185
 - tabs, 172–175
 - Web feeds, 180–183
 - Web page versions, checking for newer automatically, 188–189
- Internet Protocol (IP) address, 241
- Internet security. *See also* e-mail history, deleting, 218–219
 - media, 222–223
 - overview, 214
 - passwords, guarding, 220–221
 - Restricted Sites zone, 216–217
 - Web bugs, 225
- Internet service providers (ISPs), 196, 210
- Internet Time Settings dialog box, 43
- IP (Internet Protocol) address, 241
- IrfanView programs, 127
- ISPs (Internet service providers), 196, 210

J

- jump list, 9
- junk e-mail, 226–227, 234–235

L

- landscape orientation, 32
- Links bar, 192
- List Folder Contents permission, 62
- Local Area Connection, 241
- locking computer, 70–73
- logging on
 - automatically, 144–145
 - requiring Ctrl+Alt+Delete before, 68–69
 - sound, 45

M

- malicious code, preventing from running, 78–79
- Manage Accounts window, 40, 65
- Manage Add-ons window, 178
- Manage Search Providers option, 185
- Manage Wireless Networks window, 261
- mapping network folder, 246
- media
 - assigning sounds to events, 140–141
 - compressing image files, 126–127
 - imported images, custom names for, 120–121
 - media folder templates, 128–129
 - opening images with editor by default, 124–125
 - overview, 118
 - playing privately/safely, 222–223
 - playlists, automatic, 130–131
 - repairing images, 122–123
 - rip settings, 132–133
- Media Player
 - customizing, 134–135, 138–139
 - library, sharing, 136–137
 - recent file list, 76
- Media Streaming Options window, 136
- memory key, 150
- Message Rules dialog box, 209
- metadata
 - adding to files, 106–107
 - media, 134
 - removing from files, 108–109
 - searching with, 156–157
- Microsoft Bing search engine, 184
- monitor. *See* screen
- most-frequently used programs, displaying on Start menu, 20–21
- mouse
 - automatically moving pointer to default button, 148–149
 - moving between monitors, 35
- MP3 files, 132
- My Themes section, 37

N

- navigation pane, displaying all folders in, 102–103
- Navigational Flicks and Editing Flicks option, 283
- network
 - backing up on, 80
 - current status, viewing, 240–241
 - diagnostic tools, running, 242–243
 - displaying as disk drive, 246–247
 - file permissions, 254–255
 - homegroup password, changing, 248–249
 - offline network files, 262–263
 - overview, 238
 - personalizing names and icons, 244–245
 - sharing folders, 252–253
 - user account based security, 250–251
 - wireless, 241, 256–261

Index

Network Connections window, 241
New Technology File System (NTFS), 81, 85
Norton Partition Manager, 114
Norton PartitionMagic, 114
notebook PCs
 battery alarms, 266–267
 GPS default location, 278–279
 overview, 264
 power button actions, 270–271
 power plans, 268–269
 presentation settings, 276–277
 processor speed, 274–275
 scrolling documents with flicks, 282–283
 Snipping Tool, 284–285
 touch input, 280–281
 wake timers, 272–273
Notepad, 88
notification area icons, controlling, 24–25
Notify Me for Each Read Receipt Request option, 237
NTFS (New Technology File System), 81, 85

O

offline network files, 262–263
Open With dialog box, 90
Orientation list options, 32–33
outgoing mail port, changing, 210–211

P

Paint Shop Pro, 127
parental controls, 52–59
partitioning hard drives, 114–117
passive cooling, 275
passwords
 adding to user accounts, 64–65
 guarding, 220–221
 Guest account, 41
 homegroup, changing, 248–249
Pen and Touch dialog box, 281, 283
performance
 AutoPlay, 162–163
 compatibility mode, 158–159
 deleting files, turning off confirmation for, 160–161
 drivers, updating, 164–167
 graphics, turning off, 146–147
 logging on automatically, 144–145
 mouse, automatically moving to default button, 148–149
 overview, 142
 restart, one-click shortcut, 168–169
 searching, 154–157
 USB flash drives, boosting with, 150–151
Permission Denied error, 152
permissions, file and folder, 62–63
phishing messages, automatically moving to junk mail folder, 234–235
phone calls, reducing system volume during, 46–47
Picture Position list, 39
Picture Size list, 126
Pictures library, 29
pinning
 destinations to taskbar, 8–9
 items to Start menu, 4
 programs to taskbar, 6–7
Player ID, 223
playlists, automatic, 130–131
pop-ups, allowing from specific Web sites, 190–191

portrait orientation, 32–33
power button, 12–13, 270–271
power on self test (POST) routine, 144
power plans, 268–269
presentation settings, 276–277
previous versions, of folders, 93
Print Screen key, 284
priority, e-mail message, 197
private documents, removing from Recent Items list, 15
privileges, elevated, 152–153
processor speed, 274–275
program event, 140
Program Events list, 45
properties, defined, 106
Public category, 245
Put the Computer to Sleep list, 13

Q

Quick Launch toolbar, 6
Quick Tabs feature, 174–175

R

Read & Execute permission, 62
Read permission, 60, 62, 254
read receipts, 236–237
read-only files, 94–95
Read/Write permission, 60
ReadyBoost technology, 150–151
Really Simple Syndication (RSS) feeds, 180–183
recent items lists, 14–15, 76–77
Recycle Bin Properties dialog box, 161
refresh frequency, setting, 182–183
Rename dialog box, 193
Request Read Receipt option, 197
Resolution slider, 21
Resolve Conflict dialog box, 263
restarting, 13, 168–169
restoring previous versions of files, 92–93
Restricted Sites zone, 216–217
Rich Text documents, 90
rip settings, 132–133
rolling back, 167
RSS (Really Simple Syndication) feeds, 180–183
rules, e-mail, 208–209
Run command, 10–11, 69
Run in 256 Colors check box, 159

S

Safe Senders list, 228–229
Save As dialog box, 95–96, 285
Save Startup Key dialog box, 75
Save Theme As dialog box, 37
saving searches, 96
screen
 changing orientation, 32–33
 multiple monitors, 34–35
 resolution, 159
 scaling, 30–31
 swiveling, 32
scrolling documents with flicks, 282–283
search engines, adding to Internet Explorer, 184–185
searches
 indexes, adding folders to, 154–155
 with metadata, 156–157

- reusing, 97
- saving, 96
- Securing the Windows Account Database dialog box, 75
- security. *See also* e-mail; Internet security
 - advanced sharing, 60–61
 - elevated privileges, 152–153
 - encrypting confidential files, 84–85
 - firewall, allowing programs through, 82–83
 - locking computer, 70–73
 - malicious code, preventing from running, 78–79
 - overview, 50
 - parental controls, 52–59
 - permissions, 62–63
 - recently used documents, hiding, 76–77
 - requiring Ctrl+Alt+Delete before logging on, 68–69
 - system image backups, 80–81
 - system key, moving, 74–75
 - user accounts, 64–67, 250–251
- Security Settings - Internet Zone dialog box, 217
- Send To menu, adding destinations to, 104–105
- server, leaving e-mail messages on, 196
- Service Set Identifier (SSID), 258
- Set Up an Ad Hoc Network Wizard, 256
- sharing
 - advanced, 60–61, 250–255
 - files, 248
 - Media Player library, 136–137
- Shift-click technique, 99
- shut down mode, 270
- Simple Mail Transport Protocol (SMTP) server, 210
- sleep key, 271
- sleep mode, 13, 73, 270–271
- SmartScreen Filter, 235
- SMTP (Simple Mail Transport Protocol) server, 210
- Snap To feature, 148–149
- Snipping Tool, 284–285
- sounds
 - assigning to events, 140–141
 - disabling startup, 44–45
 - volume, reducing during phone calls, 46–47
- spammers, 231
- Specify Volume Size Wizard, 116
- Spell Checker, 206
- spoofing, 234
- SSID (Service Set Identifier), 258
- Start menu
 - administrative tools, adding, 18–19
 - Control Panel icons, launching faster, 16–17
 - most-frequently used programs, displaying, 20–21
 - overcrowding, 11
 - overview, 2
 - pinning items to, 4
 - power button, configuring, 12–13
 - recent files, displaying on, 14–15
 - removing items from, 5
 - Run command, adding, 10–11
 - screen height, 20
- Start This Connection Automatically check box, 259
- startup key, 74–75
- startup sound, disabling, 44–45
- Store Location dialog box, 205
- streaming, 136
- Stretch option, 38
- subscribing to Web feeds, 180–181
- Success dialog box, 75
- SuperFetch technology, 150
- synchronizing files, 262–263
- System and Security window, 165
- system cooling policy, 275
- system image backups, 80–81
- System Information window, 147
- system key, moving, 74–75
- System Sounds slide, 47
- system time, synchronizing, 42–43

T

- Tab List, Internet Explorer, 175
- tabs, 172–175
- tags, 106
- Tags property, 156
- taskbar
 - clocks, displaying for other time zones, 22–23
 - notification area icons, controlling, 24–25
 - overview, 2
 - pinning destinations to, 8–9
 - pinning programs to, 6–7
- templates, media folder, 128–129
- Temporary Internet Files and History Settings dialog box, 187, 189
- Text Document files, 88, 90
- text format, reading e-mail messages in, 224
- themes, 36–37
- Tile option, 38
- Time Restrictions window, 54
- time servers, 41
- timers, wake, 272–273
- touch input, 280–281
- touch pointer, 281
- Trojan horse, 64
- Troubleshooting Has Completed dialog box, 243
- Trusted Sites zone, 217

U

- UAC (user account control), 66–67, 152–153
- Undo gesture, 282
- unlocking computer, 71
- Unpin from This List icon, 9
- Unpin This Program option, 7
- updating device drivers, 164–167
- USB flash drive, 74, 112, 150–151
- Use Large Icons check box, 21
- user account control (UAC), 66–67, 152–153
- user accounts
 - activating Guest, 40–41
 - changing pictures, 28–29
 - creating separate, 77
 - network security, 250–251
 - passwords, adding to, 64–65
- User Can Only Use the Programs I Allow button, 56

V

- vCard, 202
- versions of files, restoring previous, 92–93
- VGA port, 34
- video cards, 34
- video games, limiting with parental controls, 58–59
- viruses, e-mail, 224
- volume (partition), 114
- volume, reducing during phone calls, 46–47

W

- Wait spin box, 73
- wake timers, 272–273
- WAV files, 132
- Web bugs, 225
- Web feeds, 180–183
- Web filtering, 53
- Web page buttons, 192
- Web pages, checking for newer versions automatically, 188–189
- Web sites, quick access to, 17
- Webmasters, 190
- Where Do You Want to Save the Backup? dialog box, 80
- Which Drives Do You Want to Include in the Backup? dialog box, 81
- whitelist, 228
- Windows Explorer window, 102
- Windows firewall, allowing programs through, 82–83

Index

Windows Live Contacts window, 198, 200
Windows Live Mail, 196, 236–237
Windows Live Photo Gallery, 120–121
Windows Media Audio formats, 132
Windows Media Player. *See* Media Player
Windows Network Diagnostics dialog box, 242
Windows Photo Viewer, 88
wireless access point, 256
wireless network card, 256
wireless networks, 241, 256–261
Work category, 245

workgroup, 61
Write permission, 62

Y

Your Homegroup Password Was Successfully Changed dialog box, 249

Z

zipped (compressed) folders, 104, 127

