The New York Society Library Presents:

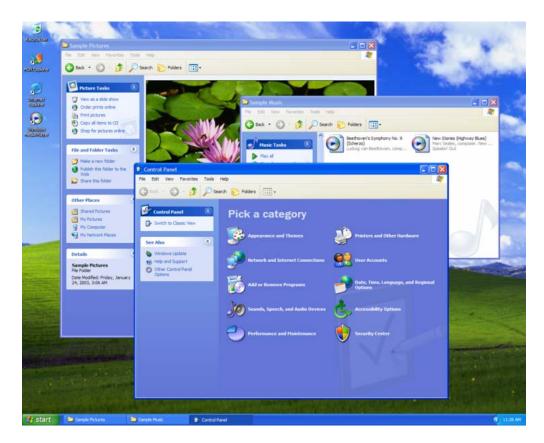
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<u>Windows XP:</u> <u>Tips and Tricks</u> Ingrid Richter Head of System



OPERATING SYSTEMS Windows XP Windows Vista	Page 03 Page 04
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OPERATING SYSTEMS



WINDOWS XP (HOME & PROFESSIONAL) http://www.microsoft.com/windowsxp/default.mspx

Windows XP is faster than 2000 and the interface is more colorful. Windows XP comes with Movie Maker, built-in CD writer support, speech recognition, a firewall and Remote Desktop Connection, allowing you to connect to your computer remotely. You need to register your copy with Microsoft when you buy XP. There are two versions of XP on the market: Professional and Home Edition. Windows XP runs off of the NT platform.

- <u>The Desktop</u> is the space used to run programs. My Computer (all the contents of your computer) and Recycle Bin (anything you wish to remove from your computer) will always be on the desktop. Network Neighborhood (if your computer is connected to a network) and My Documents may also be on the desktop.
- <u>The Start Menu</u> is located in the bottom left-hand corner of the screen. Clicking on this with the mouse (or by pressing the <Windows> key on your keyboard) will bring up a menu of programs and features installed on your computer.
- <u>The Taskbar</u> is located across the bottom of your computer. This keeps track of all programs you have running. To move the taskbar to a new location on your desktop, click on a blank area and drag to another location
- <u>The System Tray</u> is located in the bottom right-hand corner of the screen. This includes a clock with the current time (double-click to change time) and any programs that your computer automatically runs at startup (virus scanners, sound programs, display information

OPERATING SYSTEMS



WINDOWS VISTA

http://www.microsoft.com/windowsvista/default.aspx

The next version of Microsoft's operating system, set to ship late January 2007) will include a new users interface that automatically sorts related files into folders, an improved search engine, and more powerful graphics technology.

- Windows Aero
- Windows Shell
- Windows Search
- Windows Sidebar
- Windows Internet Explorer 7
- Windows Media Player 11
- Backup and Restore Center
- Windows Mail
- Windows Photo Gallery
- Windows DVD Maker
- Windows Media Center.

- Windows Mobility Center
- Windows Update
- Parental controls
- Windows SideShow
- Speech recognition
- New fonts
- Touchscreen support
- Problem Reports and Solutions
- Windows Task Manager
- Task Scheduler
- Improved audio

SPACE

eneral Tools Ha				
eneral Tools Ha	rdware Sharing	Security	Quota	
Type: Local	l Disk			
File system: NTFS	3			
Used space:	32,185,356,2	288 bytes	29.9 GB	
Free space:	7,773,052,9	28 bytes	7.23 GB	
Capacity:	39,958,409,2	16 bytes	37.2 GB	
	Drive C	2	Disk Cleanup	
Compress drive to Allow Indexing Se			st file searching	
	ОК	Cancel	Apply	

CLEAN UP YOUR HARD DRIVE Open My Computer \rightarrow Local Disk C: \rightarrow Properties \rightarrow Disk Cleanup

Keep at least 15% of your hard drive space free. Double-click on "My Computer" and right-click on the C: drive. Select "Properties" from the drop-down menu. This will tell you how much space you have left on your hard drive, as well as which unessential files to delete to free up space. Click on "Disk Cleanup". Ignore "compress old files" unless you drastically need to add more space to your hard drive. Check the other boxes and click "OK" to remove these files.

Add or Res	nove Programs			للم	
-	Currently installed programs:	Show upgates	gort by: Name		•
Change or Remove	ACDSee 6.0 PowerPack		586	45.06MB	-
Programs	Citcl: here for support information.		Used	rately	
Server Add Nerve	To change this program or remove it from your compute	er, click Change or Remove.	Last Used On Change	Remove	
Programs	Adobe Acrobat 5.0		Size	73.52MB	1
	ALPS Touch Pad Driver		Size	1.79MD	
Add/Remove	CD/DVD Drive Acoustic Silencer		Size	1.05248	
Undows	Codec Pack - All In 1 6.0.2.0		5400	.34MB	
\sim	DVD-RAM Driver		Size	.93MB	-
	🛃 EditPlus 2		Size	1.05MB	
Set Program Access and	Bill FinePrint				
	😹 Google Toolbar for Internet Explorer		5400	.69MB	
	Intel(R) Extreme Graphics 2 Driver		Sce	2.16MB	
	Intel(R) PRO Network Adapters and Drivers		Size	1.42MD	
	Intel(R) PROSet for Wireless		54217	12.20MB	
	Java 2 Runtime Environment, SE v1.4.2_03		Size	128.00MB	
	Java 2 Runtime Environment, SE v1.4.2_05		Size	130.00MB	
	C UveReg (Symantec Corporation)		Size	2.86MB	•

$\begin{array}{l} \text{REMOVE UNUSED PROGRAMS} \\ \text{Click Start} \rightarrow \text{Settings} \rightarrow \text{Control Panel} \rightarrow \text{Add or Remove Programs} \end{array}$

T the "Change or Remove Programs" option will give you the size of the program, the date last used and the frequency of use. Windows measures the number of times the program has been run in the past 30 days and labels it accordingly: rarely, occasionally and frequently. Click on "REMOVE" to uninstall the program and restart your computer every time you're asked to do so. Also, as a good rule of thumb, restart your computer after uninstalling 2-3 programs, even if it doesn't ask you to restart (many of these programs lie in resident memory; restarting will clear them out).

SPACE & SPEED

Select a Restore Point	
	O Help
The following calendar displays in bold all of the dates that have restore points available. The list displays the restore points that are available for the selected date. Possible types of restore points are: system checkpoints (scheduled restore points created by your computer), manual restore points (restore points created by you), and installation restore points (automatic restore points created when certain programs are installed). 1. On this calendar, click a bold date. 2. On this list, click a restore point.	
Sun Mon Tue Wed Thu Fri Sat Size Thursday, February 16, 2006 > 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 50:43 PM Installed Microsoft Office Standard Edition 20 508:48 PM Installed MSQU Query Browser 1.1 50:43:24 PM Installed Mscromedia Contribute 3.11 4:28:24 PM Installed Macromedia Contribute 3.11 4:27:10 PM Installed CuteFIP Z Professional 4:17:43 PM 11 4:17:43 PM Installed Macromedia Dreamweaver 8 X	
Sack Next > C	ancel

TURN OFF SYSTEM RESTORE

Why? Because System Restore takes up a fair amount of hard drive space and resources while it is running. If your computer is infected by a virus, you will need to turn off system restore to remove the virus properly. If you never use system restore, you may wish to turn it off completely to save space and memory for other programs.

To turn off System Restore

- 1. Open System Properties.
- 2. Ensure that the Turn off System Restore check box is selected.

<u>Notes</u>

To open System Properties, click Start, point to Settings, click Control Panel, and then double-click System. In the System Properties dialog box, click the System Restore tab.

SPEED

aeneral	SYSTEM.INI	WIN.INE	Services	Startup		
Start	up Item	Co	mmand		Location	
Y A Y Y Y Y Y Y Y	CManikor_X84-X BitrMgr_X84-X Intray sched uickBooks Upde crosoft Office	85 G:\ G:\ G:\ ste G:\	PROGRA~1 PROGRA~1 WINDOW5 Program Fil PROGRA~1 PROGRA~1	\LEXMA System es\Java \COMM	HKLM(SOFTWARE)/Micros HKLM(SOFTWARE)/Micros	oft Windows CurrentVer oft Windows CurrentVer oft Windows CurrentVer
					Enable All	Disable All

REMOVE UNNECESSARY STARTUP PROGRAMS Click Start \rightarrow Run \rightarrow msconfig \rightarrow Startup

The System Tray is located in the bottom right-hand corner of the screen and includes any programs that your computer automatically runs at startup (virus scanners, sound programs, display information). None of these programs are essential for your computer to run, and many of the slow your computer down at startup. To remove programs from the system tray, click Start \rightarrow run \rightarrow msconfig \rightarrow Startup and uncheck the appropriate box (you can always reload it later). For all computers: keep your Antivirus software & your CD-burning tools. Restart your computer.

ener	ral SYSTEM.INI WIN.INI	BOOT.INI	Services	Startup		
Se	rvice	Essential	Manufac	turer	Status	
4	Application Layer Gatew		Microsof	t Corporation	Stopped	-
~	Application Management		Microsoft	t Corporation	Stopped	
~	ASP.NET State Service		Microsoft	t Corporation	Stopped	
1	Windows Audio		Microsoft	t Corporation	Running	
~	Background Intelligent T		Microsoft	t Corporation	Running	
~	Computer Browser		Microsoft	t Corporation	Stopped	
~	SMS Agent Host		Microsoft	t Corporation	Running	
~	Indexing Service		Microsoft	t Corporation	Stopped	
4	ClipBook		Microsoft	t Corporation	Stopped	
~	COM+ System Application		Microsoft	t Corporation	Running	
-	Cryptographic Services		Microsoft	t Corporation	Running	
<					>	
	🛄 Hide	All Microsof	t Services	Ena	ble All Disable	All

DISABLE UNNECESSARY SERVICES Click Start \rightarrow Run \rightarrow msconfig \rightarrow Services

The system services start when your computer boots up. Be careful about disabling Microsoft Services - some of them are necessary for your computer to start. I'd recommend checking the "Hide all Microsoft Services" box and looking at the remaining services. Keep your antivirus software, and investigate the other services. Each time you uncheck a box and restart your PC, you'll get a warning that you've used the System Configuration Utility to disable a program from starting automatically. If you don't want to see that warning, disable it by checking the box in the dialog itself.

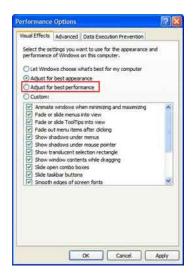
SPEED

		?
General Tools Hard	lware Sharing Quota	
*		
Type: Local D	Disk	
File system: NTFS		
📕 Used space:	3,838,455,808 bytes	3.57 GB
Free space:	65,689,800,704 bytes	61.1 GB
Capacity:	69,528,256,512 bytes	64.7 GB
	Drive E	Disk Cleanup
Compress drive to	save disk space vice to index this disk for fa	st file searching
	OK Cancel	Apply

DISABLE INDEXING SERVICE

Indexing Service is designed to help you search your hard drive faster. It also slows down your computer a bit. To disable indexing services:

- 1. Double-Click on "My Computer"
- 2. Select your hard drive > right-click > select "Properties"
- 3. Uncheck the "Allow Indexing Service......" option and then select "Apply."



REMOVE WINDOWS XP VISUAL EFFECTS

Disabling Windows XP visual effects will help speed up your PC without impacting your experience. Here is how:

- 1. Right-click on the "My Computer" icon and select "Properties"
- 2. Select the "Advanced Tab" and under "Performance" select "Settings"
- 3. Select "Custom" and uncheck all the boxes

SPEED

vive [Volume Label]	Paging File Size (M	3)
4 D: •:	384 - 768	
Paging file size for sel Drive: Space available:	ected drive C: 2047 MB	
⊙ ⊆ustom size:	512	

ADD VIRTUAL MEMORY

Virtual Memory is temporary storage used by a computer to run programs that need more memory than it has. For example, programs could have access to 4 gigabytes of virtual memory on a computer's hard drive, even if the computer has only 32 megabytes of RAM. The program data that does not currently fit in the computer's memory is saved into paging files. To change the size of the virtual memory paging file, you must be logged on as an administrator or a member of the Administrators group.

- 1. Open System in Control Panel.
- 2. On the Advanced tab, under Performance, click Settings.
- 3. On the Advanced tab, under Virtual memory, click Change.
- 4. Under Drive [Volume Label], click the drive that contains the paging file you want to change.
- 5. Under Paging file size for selected drive, click Custom size, and type a new paging file size in megabytes in the Initial size (MB) or Maximum size (MB) box, and then click Set.
- 6. If you decrease the size of either the initial or maximum page file settings, you must restart your computer to see the effects of those changes. Increases typically do not require a restart.

<u>Notes</u>

- For best performance, do not set the initial size to less than the minimum recommended size under Total paging file size for all drives. The recommended size is equivalent to 1.5 times the amount of RAM on your system. Usually, you should leave the paging file at its recommended size, although you might increase its size if you routinely use programs that require a lot of memory.
- To delete a paging file, set both initial size and maximum size to zero, or click No paging file. Microsoft strongly recommends that you do not disable or delete the paging file.

Virtual Memory Default Settings:

For 128 MB RAM:	Minimum: 192	Maximum: 384
For 256 MB RAM:	Minimum: 384	Maximum: 1152

SECURITY



UPGRADE TO SERVICE PACK 2 http://windowsupdate.microsoft.com

In Microsoft Windows XP Service Pack 2, Microsoft is introducing a set of security technologies that will help to improve the ability of Windows XP-based computers to withstand malicious attacks from viruses and worms. The technologies include network protection, memory protection, safer e-mail handling, more secure browsing, and improved computer maintenance. To check which version of Windows XP you are running, click "start" then "Run". Type "winver" and click O.K. If you are not on Microsoft Windows XP Service Pack 2, go to: http://windowsupdate.microsoft.com to download Service Pack 2 (It's free, and will patch up a handful of security problems with Windows XP)

Changes with XP:

- 1. The new Security Center is a dashboard for the security-related tools on your system.
- 2. The new Windows Firewall is on by default, more discoverable, and more configurable.
- 3. Add/Remove Programs now hides system updates by default.
- 4. IE's pop-up ad blocking feature is unobtrusive and easy-to-use.
- 5. Bluetooth support is finally more integrated into the OS.
- 6. Automatic Updates advertises itself the first time you reboot the computer.

SECURITY

Event Viewer					• 🖬		×	Event Viewer File Action View Help							-	10070
File Action View Hel									Event Viewer(L	oca()	-	_	_	_		Actions
← → 🗈 🔃 😭 [Application 444	event(s)					_	Global Logs C Application C Security Fr Setup	Event \	Viewer	Globa	I Logs :	Summai	ry		Event Viewer(Local)
Boplication Sourty System Internet Explorer	Type Thermation Cerror Eror Error	Date 2/18/2006 2/18/2006 2/18/2006 2/18/2006 2/17/2006 2/17/2006 2/17/2006 2/17/2006 2/17/2006 2/17/2006 2/16/2006 2/16/2006	Time 8:02:22 PM 8:02:18 PM 12:16:26 12:09:00 12:09:45 8:43:44 PM 8:43:44 PM 7:44:29 PM 7:32:09 PM 1:00:59 AM 7:13:49 PM 5:55:50 PM	Source Msitnstaller Microsoft Office 11 Microsoft Office 11 Microsoft Office 11 Microsoft Office 11 Application Hang Application Hang Application Hang Msitnstaller MSSQL\$SQLEXPRESS Winlogon JNET Runkime Optimiza		Event 11728 0 1000 1001 1002 1002 1002 1002 11707 17403 1002 1104 1102		System Portuge State	Tou appr logs	All Events ac Event ID	ts that have t	scope pane. Ae	5.66.43 + your machine by apprepated view Total 8 2,708 258 36,454 0	r choosing an w of all your 7 days 8 414 38 2,054 6	in the second se	Add Application Vie. Connect To Another. View P. Bafrech IP Help
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TROUBLESHOOT ERROR LOGS <u>http://eventid.net/</u>

Using the event logs in Event Viewer, you can gather information about hardware, software, and system problems. You can also monitor Windows?XP security events. To view a complete list of all problems on your computer, open Control Panel - Administrative Tools ? Event Viewer. There will be at least three logs filed there.

- The application log contains events logged by applications or programs. For example, a database program might record a file error in the application log.
- The security log records events such as valid and invalid logon attempts, as well as events related to resource use such as creating, opening, or deleting files or other objects.
- The system log contains events logged by Windows XP system components. For example, the failure of a driver or other system component to load during startup is recorded in the system log.

Double-click on the log entry for more information. Keep track of the Event ID number and use EventID.net to see if there are any possible solutions to the problem.

TOOLS

🖡 PowerToy Calc	😰 Tweak UI	X
Che Yerre Danctons Conversions Giraph + Add E E for - Delete (2) Window Information Uning * How To call the togethyling * Start E for - Delete Name Name Deleter * Start Mode Name * Start Mod	About General About General Adow Logoff on Start menu Colors Colors Customizations Side Show Gommon Dialogs Taskbar and Start menu Desktop Gompater Control Panel Templets Ginternet Explorer Comman Keys Gommon Affersy Begen Common Affersy Taskbar and Start menu Desktop Gommon Biologs Taskbar and Start menu Desktop Gommon Biologs Gommon Biologs Gommon Biologs Gommon Biologs Taskbar and Start menu Desktop Gommon Biologs Gommon Bio	
pi 3.14159265509793234624 e 2.7182818284590452556028	OK Cancel Apply	

ADD POWERTOYS

http://www.microsoft.com/windowsxp/downloads/powertoys/

PowerToys add fun and functionality to the Windows experience. PowerToys are additional programs that developers work on after a product has been released.

- 1. RAW Image Thumbnailer and Viewer
- 2. ClearType Tuner
- 3. HTML Slide Show Wizard
- 4. Open Command Window Here
- 5. Alt-Tab Replacement
- 6. Tweak UI
- 7. Version 2.10 requires
- 8. Image Resizer
- 9. CD Slide Show Generator
- 10. Virtual Desktop Manager
- 11. Taskbar Magnifier
- 12.Webcam Timershot

TWEAK UI

TweakUI allows the user to customise the user interface of the Windows operating system.

TOOLS



VISIT KELLY'S KORNER XP http://www.kellys-korner-xp.com/xp.htm

Kelly's Korner has an amazing amount of Windows XP fixes, patches and solutions. If you're having a strange error message or would just like to tweak your computer up a bit, you may wish to browse the alphabetical A through Z listings. Some of the tips include:

- 1. Add XP TweakUI Icon to the Control Panel
- 2. Increase Folder View Size Limit to 8000
- 3. Restore Missing Toolbars EXE
- 4. Repairs the Icon View
- 5. Background Switcher PowerToy Enable/Disable
- 6. Restore System Default Sounds
- 7. Increase Balloon Tip Display
- 8. Release/Renew Bat
- 9. Disable the Windows Logo Keys
- 10. Enable CD AutoPlay for Pro



LEARN SHORTCUT KEYS

- Windows Key + L = Fast user switching logon screen
- Windows Key + U = Utility Manager (Narrator, Magnifier, on-screen keyboard.)
- Windows Key + R = Run command
- Windows Key + F = Search for Files dialog
- Windows Key + E = Explorer
- Windows Key + D = Toggle Desktop / Windows view
- Windows Key + M = Minimize all Windows