The
New York Society Library
Presents:
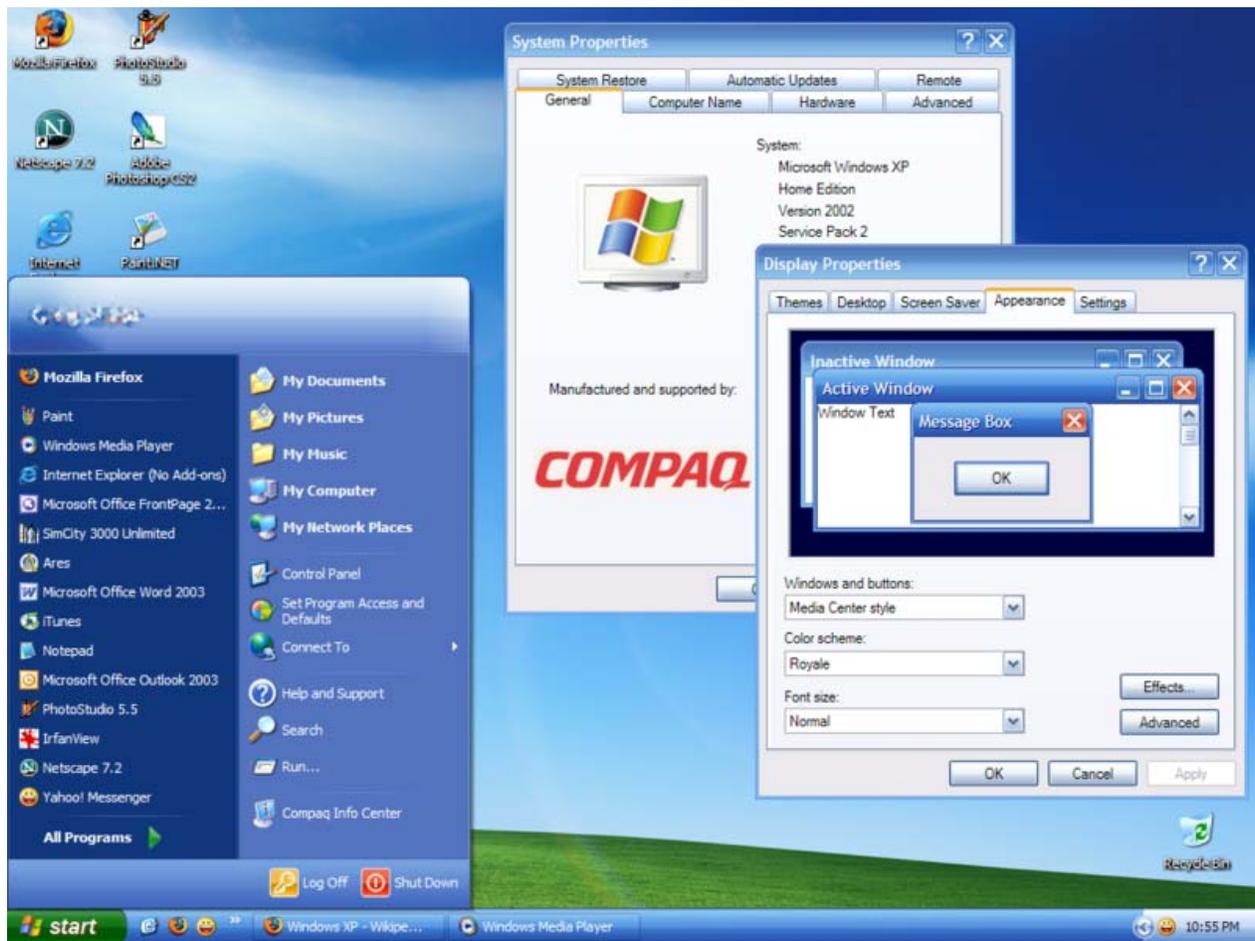

Windows XP:
Tips and Tricks
Ingrid Richter
Head of System

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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.

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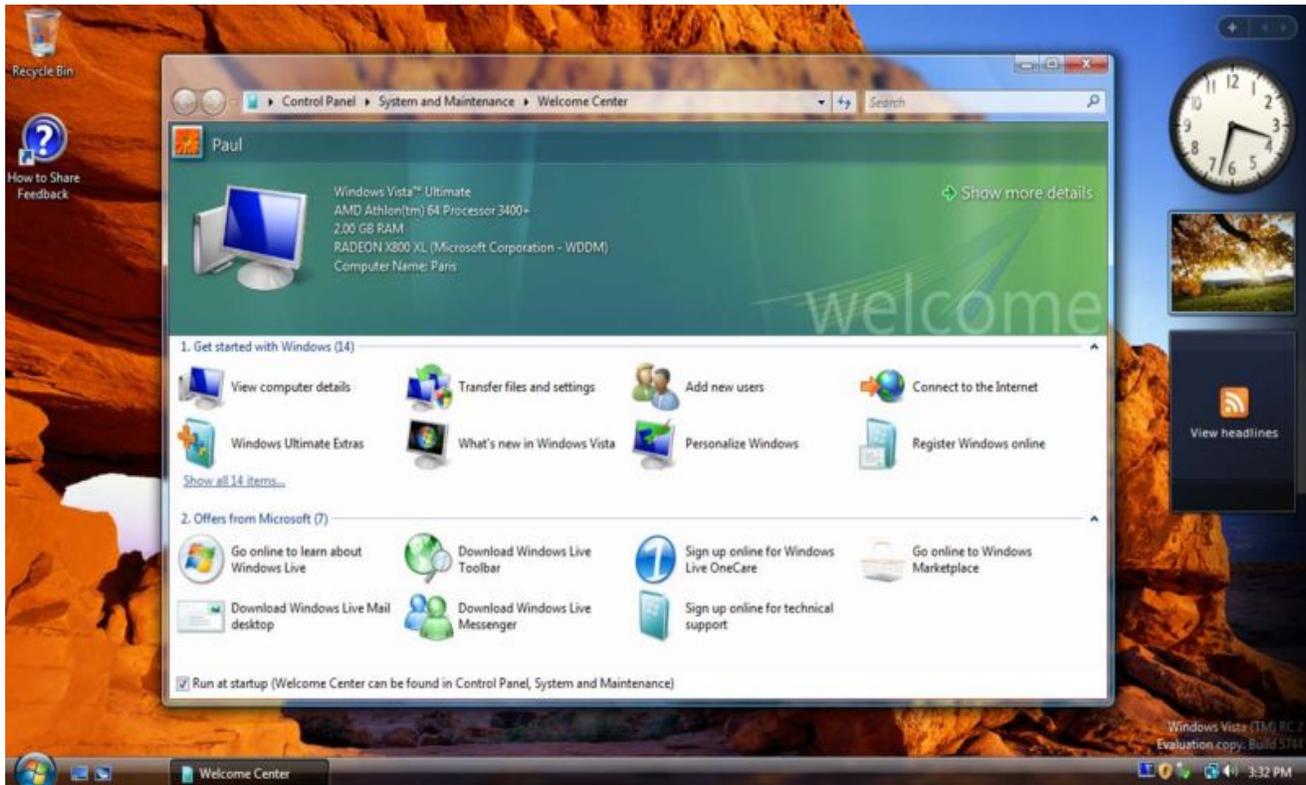
The next version of Microsoft's operating system, set to ship late January 2007) will include a new users interface that automatically sorts related files into folders, an improved search engine, and more powerful graphics technology.

- 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
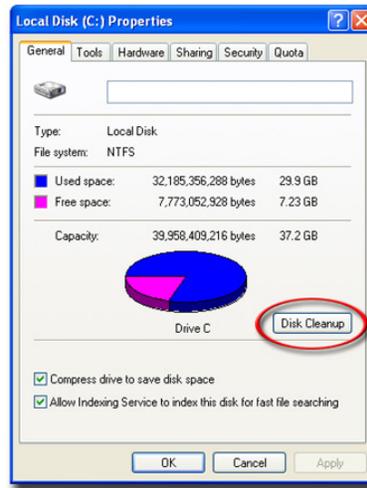
SPACE

CLEAN UP YOUR HARD DRIVE
Open My Computer → Local Disk C: → Properties → 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.
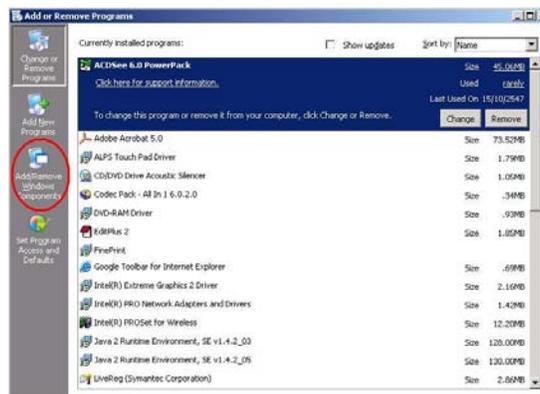
REMOVE UNUSED PROGRAMS
Click Start → Settings → Control Panel → Add or Remove Programs

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
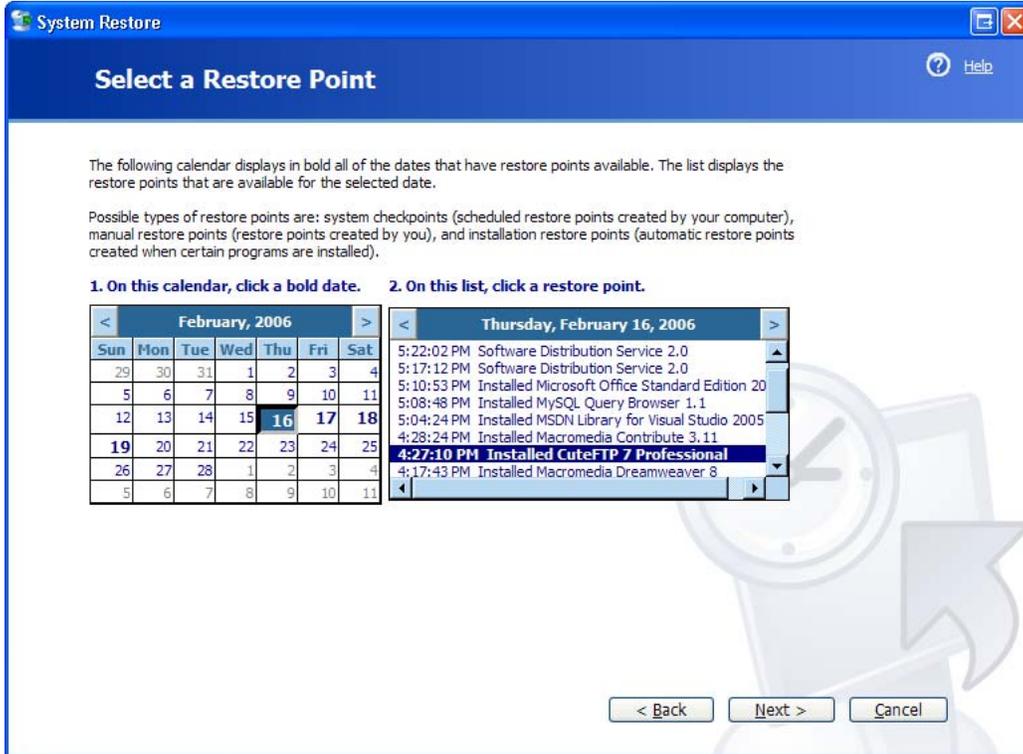
TURN OFF SYSTEM RESTORE

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.

Notes
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
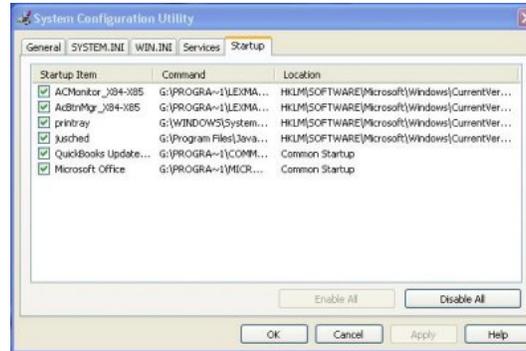
REMOVE UNNECESSARY STARTUP PROGRAMS
Click Start → Run → msconfig → Startup

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→ run→ msconfig→ 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.

DISABLE UNNECESSARY SERVICES
Click Start → Run → msconfig → 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
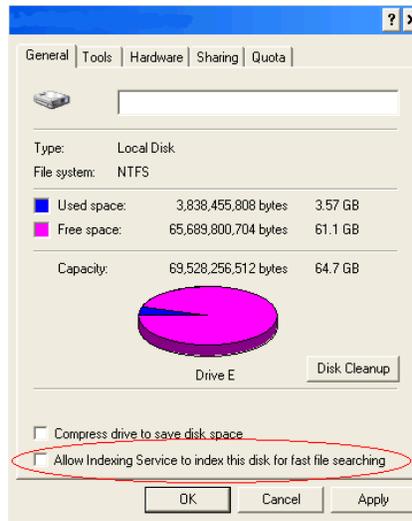
DISABLE INDEXING SERVICE

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."
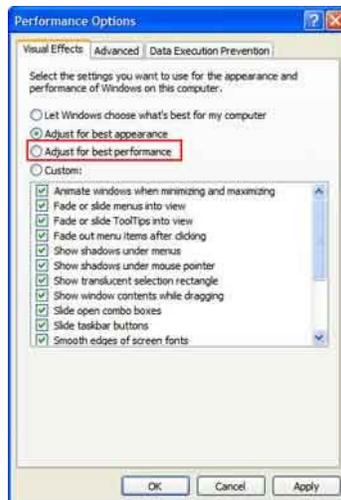
REMOVE WINDOWS XP VISUAL EFFECTS

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
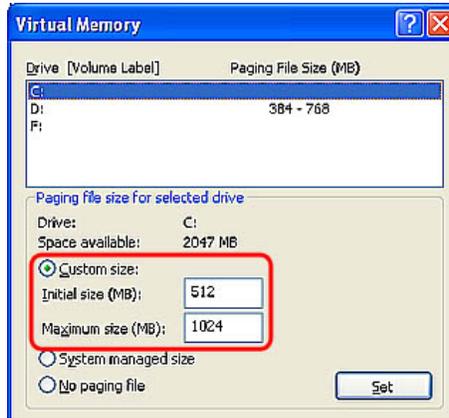
ADD VIRTUAL MEMORY

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.

Notes
- 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
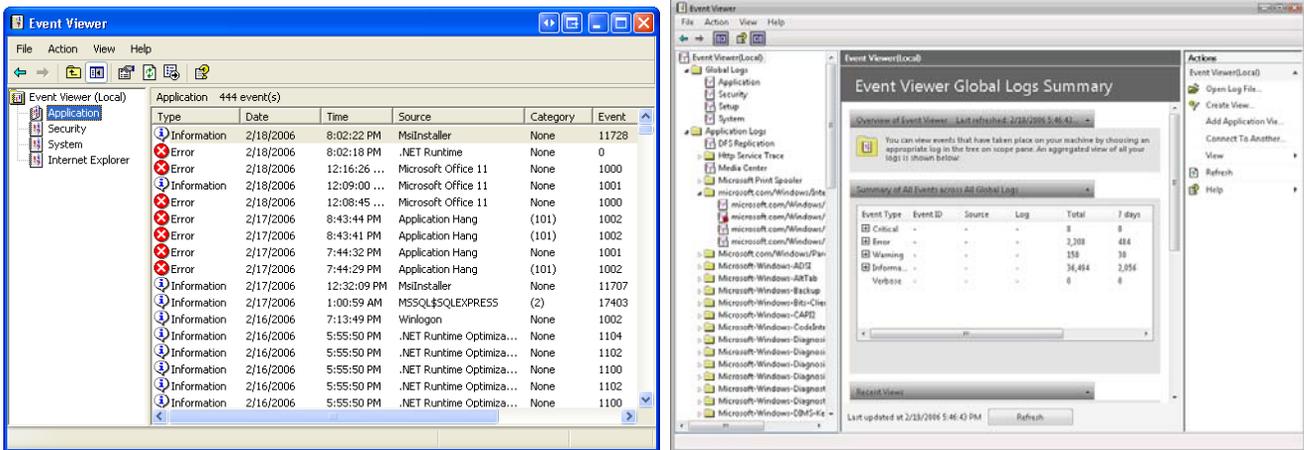
TROUBLESHOOT ERROR LOGS
http://eventid.net/

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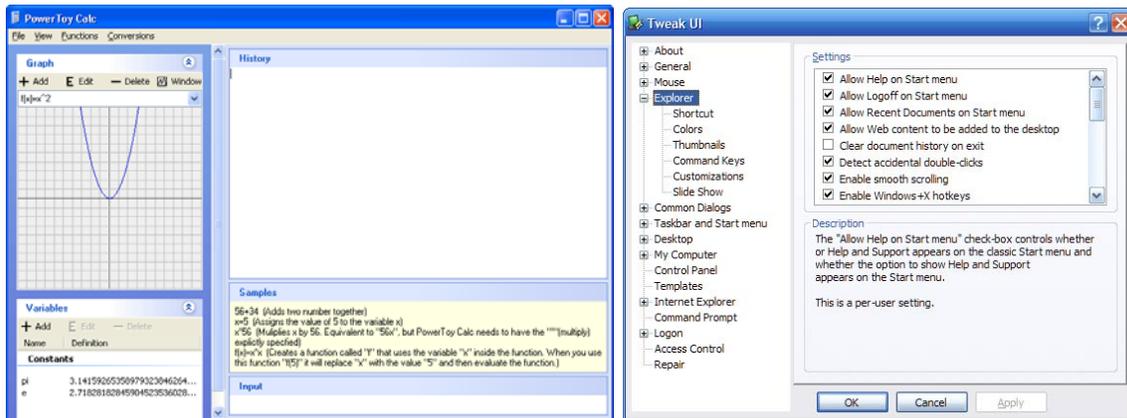
ADD POWERTOYS
http://www.microsoft.com/windowsxp/downloads/powertoys/

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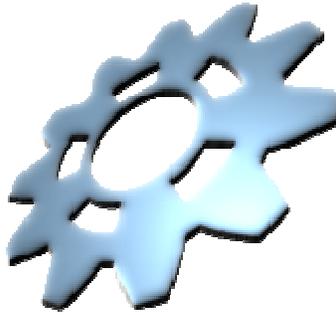
Kelly's Korner has an amazing amount of Windows XP fixes, patches and solutions. If you're having a strange error message or would just like to tweak your computer up a bit, you may wish to browse the alphabetical A through Z listings. Some of the tips include:

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

NOTES