Part 1: Understanding Windows XP Basics

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Task



note

If your computer is on a network, logging in may be slightly different. You may be presented with a dialog window that requests your ID and password.

Starting Up and Logging In

When Windows XP is installed, it requires that an account be set up for at least one user. If you are using Windows XP Home Edition, and you only set up one account without a password, when you turn on your computer, you are taken directly to the desktop. If you are using Windows XP Professional or Windows XP Home and have a password, when you turn on the computer, you are taken to the login screen where the user account can be selected. You can create an account for each person that will be using the computer, or you can create multiple accounts for yourself. Additionally, each of these profiles can be customized.

To use the login screen, do the following steps:

- 1. Turn on your computer, if it isn't on already. The computer runs through its startup procedures. If your computer only has one user account and that account does not have a password, you may be taken directly to the Windows XP desktop. If this is not the case, continue with the following steps.
- **2.** A welcome screen, as shown in Figure 1-1, appears. Your screen will have different usernames than in Figure 1-1. Additionally, your screen may have a different number of user account icons and names.



Figure 1-1: The Windows XP Welcome screen.

- **3.** On this screen select your account by clicking the appropriate square graphics (icon) or username.
- **4.** If you don't have a password on your account, you are taken to the desktop. If the user profile you selected has a password associated with it, an entry box appears (see Figure 1-2). In this case, click the

entry box and type your password into it. Your password is casesensitive.



Figure 1-2: The password prompt.

5. If you have forgotten your password, select the Help icon for a hint. The password hint appears (see Figure 1-3).



Figure 1-3: The password hint.

- **6.** After typing in your password, click the arrow icon or press Enter on your keyboard.
- **7.** If you entered the password correctly, you are taken to the desktop. If you entered the password incorrectly, a help message appears next to the entry box, as shown in Figure 1-4.



Figure 1-4: The error message for entering a wrong password.

8. Once you enter the password successfully, the Windows XP desktop is displayed.

note A user account is an account that can be customized for one or more users. Each user account can have a user profile that contains settings specific

cross-reference

to that account.

You can set up a user account profile for each person using the computer. Task 209 shows you how to set up new profiles.

_tip

Once you are done using Windows XP, you should log out of your account.

note

Pressing Ctrl+Alt+Del on the welcome screen will present you with a dialog box for entering the username and password.

3

Task

Task

Logging Off and Shutting Down

While some people choose to leave their computer running, there are times when you will want to turn your computer off. Even if you choose to leave your computer on, you may find that it makes sense to log off. Logging off is the process of closing the desktop and returning to the Windows login screen.

The following steps walk you through logging off and turning off your computer:

- **1.** Click the Start button.
- **2.** Determine if you will leave the computer on or turn the computer off. If you want to leave the computer on, select the Log Off button. This takes you to the Windows Welcome screen (see Figure 2-1).

Mercent Windows To begin, click your user name	Brad
Turn off computer	After you log on, you can add or change accounts. Just go to Control Panel and click User Accounts.

Figure 2-1: The Windows Welcome screen.

3. If you've decided to turn the computer off, choose the Turn Off Computer button. The window in Figure 2-2 appears. When this dialog box is displayed, you cannot do anything more in Windows XP.

caution_

Before turning the power off on your computer, you should first save any documents, end any programs, and shut down Windows XP. Otherwise, changes to documents and program settings may be lost.

note

Figure 2-1 shows the standard login screen. If you are on a network or have changed your login settings, you may see a dialog box instead of the standard Welcome screen shown in the figure.

cross-reference

Task 209 shows you how to create a new account profile.

note

Logging off closes all of the programs you have running and stops everything. In Windows XP you can switch to a different user account and profile without logging off of your account thus without ending all your programs. This is called *fast switching* and is shown in Task 4.

caution

You should always check to make sure your files are saved before starting the turn off or log off process.



Figure 2-2: The Turn Off Computer dialog box.

- 4. If you need to go back to Windows, you click the Cancel button.
- 5. If you want to turn off the computer, select the Turn Off button. This causes Windows XP to shut down safely. Some computers will even turn the power off. Others will shut down Windows XP and display a screen that says it is safe to turn off your computer. Once you see such a screen, you can safely press your computer's power button.
- 6. If you want to simply turn your computer off and then back on, choose the Restart button. This causes the computer to go through the process of turning off, logging off, shutting down, and then immediately starting back up. You will generally not do this unless you have installed new software that asks you to restart your machine.
- **7.** Select the Stand By button if you are using a notebook computer or if you are interested in saving power, but don't want to completely turn off your computer.
- 8. If available, select the Hibernate button if you want to completely turn your computer off, yet have it ready to start up relatively fast. If you don't see a Hibernate button, press the Shift key when the Turn Off Computer dialog is displayed. If the hibernate function is supported by your computer, pressing the Shift key changes the Stand By button text to "Hibernate." You can then click this button to hibernate the computer.

Task

tip

If you are using a notebook computer on battery power, you should choose Hibernate rather than Stand By. Stand By will continue to use your battery's power.

note

Hibernation mode makes a copy of what is in the computer's memory and writes it to the hard drive. When you restart the computer, Windows XP reads this written information right back into memory and picks up where it left off.

cross-reference

See Part 19 for more on working with notebook computers and Windows XP.

note

When you select Stand By, the computer goes into a lowpower state that appears as though the computer is turned off, even though it isn't completely off. The benefit of this mode is that the computer will restart relatively fast.

note

Hibernate is similar to Stand By in that the computer will be able to start up relatively fast. Instead of going into low-power mode, the computer will copy what is currently in memory and then turn completely off.

5

Task

cross-reference See Task 1 for starting

Windows XP.

note

Activating windows does not require any personal information from you.

caution-

If your system has not been activated, you will not be able to run Windows XP after the grace period expires. This grace period is 30 days from the day it is installed.

note

When you click on the Activate icon in the notification bar on the bottom right of your screen, the activation process begins and the icon is removed from the notification bar once the activation is completed.

tip

If you want to know how many days you have left to activate your copy of Windows XP, just hold the mouse pointer over the Notification icon. A pop-up tip appears providing the information.

Activating Windows

f you installed or updated Windows XP on your machine, you will need to activate it. Activation requires letting Microsoft know about your copy of Windows so it can be verified as a legal copy. If your machine came with Windows XP preinstalled, you most likely will not need to activate your copy. If you do need to activate your copy, a message is displayed daily in your notification bar, if not more often. You'll also have an Activation icon in your notification area.

Click on the Activation icon in the notification bar. Alternatively, you can click the Start button and then choose All Programs
 Accessories
 System Tools
 Activate Windows. Either action starts the installation process and presents the window in Figure 3-1.

🖗 Activate Windows	
Let's activate Windows	
To help reduce software piracy, please activate your copy of Windows now. Activation over the Internet is quick and easy.	
You don't need to give your name or other personal information when you activate Windows.	
Do you want to activate Windows now?	
 Yes, let's activate Windows over the Internet now Yes, I want to telephone a customer service representative to activate Windows Ng, remind me to activate Windows every few days If you wait to activate, you can still use Windows, but you will receive periodic reminders. After 5 day(s), you must activate Windows before you can continue to use it. Microsoft is committed to your privacy. For more information, read the Windows Product Activation Privacy Statement 	
To continue, click Next.	
	<u>l</u> ext

Figure 3-1: The activation window.

- **2.** Select the way you will activate your copy of Windows XP. The easiest method is over the Internet with an Internet connection, or you can call a Microsoft representative. Select the option you will use.
- **3.** Press the Next button. This takes you to additional instructions based on the option you selected in Step 2.
- 4. Follow the instructions on the screen.

If you chose to call a representative, an ID is generated and you are presented with information to use when calling Microsoft. Follow the information on your activation window (as shown in Figure 3-2). This will determine the number you should call as well.

5. If you choose to activate using the Internet, you are presented a screen asking if you would also like to register your copy of Windows XP in addition to activating it. If you do not register, your activation will process. If you choose to register, the registration screen appears (see Figure 3-3).

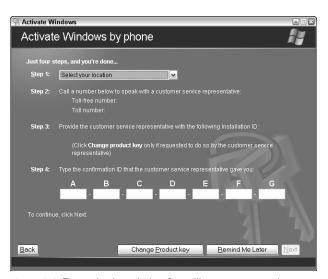


Figure 3-2: The activation window for calling a representative.

6. Fill in the registration information or press the Skip button. Windows XP then attempts to connect to the Internet. If the connection fails, Windows XP provides you with questions to help connect. If the connection succeeds, the activation process occurs. Once activation is completed, a confirmation message appears, stating that you have successfully activated your copy of Windows.



Figure 3-3: The product registration window.

7. Close the window.

Task

7

—caution

There is a limited number of times that you can activate your copy of Windows. You should only need to activate it once. If you need to reinstall Windows XP on your machine, you will need to reactivate the copy.

note

Activation is a process from Microsoft to ensure that copies of Windows XP are not stolen or shared. The basic licensing agreement limits the number of machines (usually to one) that a copy of Windows XP can be installed on.

-caution

If you choose to do an Internet activation, Windows XP attempts to find a connection. If a connection is not found, you are prompted to use a modem or other source to connect to the Internet. If you are not connected to the Internet, you will have to call a Microsoft representative.

Task

Cross-reference Task 1 provides the details of

logging in to Windows XP.

cross–reference Task 209 shows you how to add a new user account.

caution

any other users.

type.

If more than one person or account is logged in to Windows XP, you will not be able to change the fast switching options. You must log out

cross-reference

switching option, your account must be set up as an adminis-

trator. Task 213 shows you how

to change a user's account

For you to change the fast

Enabling Fast Switching between Users

Task 209 shows how to set up multiple users on Windows XP. Each user can have his or her own account that contains individual settings, documents, and other files. For example, a family could have an account for the parents and a separate account for a child.

Windows XP can be set up to switch between these different accounts. Although Windows XP can be set up to force you to log out before switching to a different account, it can also be set up for fast switching, which allows you to switch between accounts without stopping and turning off all programs. This allows you to switch between different users' accounts much quicker. The following steps show you how to confirm that fast switching is turned on:

- 1. Click the Start menu and then select Control Panel.
- **2.** Double-click User Accounts to see the User Accounts window (see Figure 4-1).

😫 User Accounts		×
🕝 Back 🕑 🕵 Home		
Learn About	User Accounts	
 User accounts User account types 	Pick a task	
? Switching users	FICK a lask	
	Change an account	
	Create a new account	
	Change the way users log on or off	
	or pick an account to change	
	Erad Computer administrator	

Figure 4-1: The User Accounts window.

- **3.** Click on Change The Way Users Log On or Off. This changes the User Accounts window to the one in Figure 4-2.
- **4.** To enable fast switching, check the box next to Use Fast User Switching. If you instead remove the check, fast user switching is turned off.
- 5. Click the Apply Options button to save any changes. You are returned to the primary User Accounts window. You can close this window. If you checked the box indicated, the fast switching option is set on, and you can now switch users without closing all the programs:



a. Click Start, then click the Log Off button. The Log Off dialog box appears (see Figure 4-3).

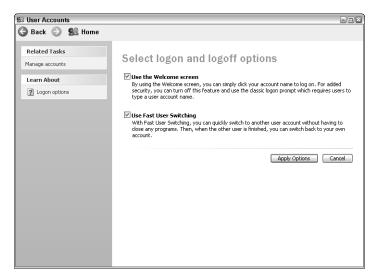


Figure 4-2: The User Accounts window.

Log Off Windows		H.
Switch User	C Log Off	
		Cancel

Figure 4-3: The Log Off dialog box with fast switching turned on.

Note that if you have fast switching turned off, you are presented with the Log Off dialog box in Figure 4-4.

Log Off	Windows	×
P	Are you sure you want to log off?	
	Log Off Cancel	

Figure 4-4: The Log Off dialog box with fast switching turned off.

- **b.** Click on the Switch User button to be shown the Welcome screen or Login dialog box.
- **c.** Click on the icon or username for the user account you want to switch to.

Task

9

caution

Some accessibility features, such as serial keys, may not work if fast switching is turned on.

note

If your computer is on a network domain, fast switching is not available.

Task

Setting Your Computer's Clock and Time Zone

Your computer has a clock that keeps the date and time. Additionally, this clock can keep track of daylight saving time and more. Some computers' clocks run a little fast or a little slow. As such, after a while you may need to adjust the clock. If your computer is connected to the Internet, you can have it automatically update the time on a regular basis (see Task 6). By default, the clock is displayed on the right-hand corner of the taskbar, as shown in Figure 5-1.

1. To change the time, use the Date and Time Properties dialog box.

You can access this dialog in one of two ways. The quick way is to

double-click on the time in the taskbar. If the time is not displayed in

the taskbar, you can display this dialog by selecting the Control Panel option on the Start menu (Select Start, then Control Panel). Once you've displayed the Control Panel, select Date and Time. The Date

1) Stalit 🖉 Task005 - Microsoft ...

Figure 5-1: The time on the taskbar.

cross-reference

To have your computer automatically correct the time, see Task 6.

Date and Time Properties Image: Constraint of the second sec

and Time dialog appears (see Figure 5-2).

Figure 5-2: The Date and Time Properties dialog box.

note

If you enter in a single number, such as 7, into one of the values, a leading zero is automatically added. **2.** To set the date, start by setting the year. You can do this by either clicking on the up and down arrows to increase and decrease the date, or by selecting the year and typing in a new one.

You can then select the month by using the drop-down list. The calendar of days changes according to the year and month you select. Leap years are also considered in the displays of days. You can pick the day by clicking on it.

- **3.** The time is displayed as both an analog clock and with numbers. You can change the time using the numbers. To change the time, select the part of the time you wish to change, either the hours, minutes, seconds, or whether it is P.M. or A.M. Select this by clicking on the numbers.
- **4.** Once a portion of the time is selected, click the up and down arrows or type in a new number to change that portion of the time.
- **5.** Switch from A.M. to P.M. or P.M. to A.M. by clicking on the current value and then clicking the up or down arrow.
- **6.** Once you are done setting values, click the Apply button to apply the new date and time to the system.
- **7.** If you want to adjust the time zone, select the Time Zone tab at the top of the dialog. A display similar to Figure 5-3 appears.



Figure 5-3: The Time Zone setting.

- 8. Select your time zone from the drop-down box. If the time zone you select includes daylight saving time, a check box is displayed as shown in Figure 5-3. Check the box to observe daylight saving time. Uncheck the box to ignore daylight saving time. If your time zone selection does not include daylight saving time, the check box is not displayed.
- **9.** Select Apply to set the new time zone on your computer.
- **10.** Select OK to close the dialog.

-note

note

seconds field.

Only valid values will be

accepted. For example, you

can't enter a number greater than 59 in the minutes or

The computer's clock is used to mark files with the date and time when they are created or saved. Because of this, you'll want to keep the clock as accurate as possible.

note

The world display in Figure 5-3 will center the time zone you select on the map.

11

Task

12

Task

caution

If you are not connected to the Internet, you will not be able to automatically update the time.

cross-reference

To set the time manually to the current time - or to any other time - see Task 5.

Setting the Clock Automatically

Task 5 showed you how to set your clock manually. You can also configure your computer to automatically adjust your computer's clock to make sure it is always accurate.

1. Access the Date and Time Properties dialog by double-clicking on the time in the taskbar. If the time is not displayed in the taskbar, you can display this dialog by selecting the Control Panel option on the Start menu (select Start, then Control Panel). Once you've displayed the Control Panel, select Date and Time. The Date and Time dialog shown in Figure 6-1 appears.

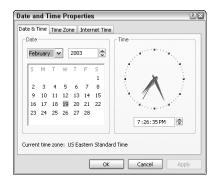


Figure 6-1: The Date and Time Properties dialog box.

2. Select the Internet Time tab. The dialog in Figure 6-2 appears.

ite and Time	Properties	?
ate & Time Time	Zone Internet Time	
Automaticall	v synchronize with an Internet time server	
Server:	time.windows.com	pdate Now
The time has be 2/18/2003 at 8:	en successfully synchronized with time.wir	ndows.com on
2/18/2003 at 8:	en successfully synchronized with time.wii 38 AM.	ndows.com on
2/18/2003 at 8: Next synchroniz	en successfully synchronized with time.wir	

Figure 6-2: The Internet Time tab.

- **3.** If the Automatically Synchronize With An Internet Time Server check box is not selected, the information on the screen will be protected ("grayed out" and cannot be modified). Make sure the check box is selected.
- 4. Click the Update Now button to update the current time immediately. The computer accesses the Internet site listed in the Server box. By default, this is time.windows.com. If you would prefer to get the time from a government site, or if the site is busy, you can change this to time.nist.gov.
- 5. Leave the Automatically Synchronize With An Internet Time Server check box checked if you want to have the time on your computer updated once a week. Otherwise, uncheck the box. The dialog tells you the next time it will update the time.
- 6. Windows XP provides a couple of Web sites for synchronizing your computer's time. You can also type in a different server name in the Server box. If you are unsure of sites for getting the time, it is best to not change the value. If you do enter an invalid site and then press the Update Now button, the error message shown in Figure 6-3 appears. You can then use the drop-down box to select a correct site.



Figure 6-3: www.Jones123.com is an invalid site for obtaining the time.

7. Select OK to exit the dialog.

Task

13

note

6

If the Automatically Synchronize with an Internet Time Server box is not checked, you will not be able to click the Update Now button.

—caution

The date will also be updated automatically.

note

If you are running a firewall, you may be prevented from using the automatic update. In this case, you should manually update the date and time as shown in Task 5.

Task



To learn about more specific settings related to volume and speakers, see Task 218.

caution-

If your computer has speakers with volume controls on them, be aware that this volume control is generally independent of the volume setting in Windows XP. The volume you set on the speaker will generally be the maximum volume that Windows XP is able to set.

note If you'd like to turn the volume completely off, you should

check the Mute box.

Adjusting Your Computer's Volume

Many computers ship with fancy keyboards with lots of extra buttons. Some computers also include volume controls on the computer's keyboard that change the system's volume. You can also change the volume directly within Windows XP. If your computer has stereo speakers, you can even change the volume on each speaker independently. You can get to the advanced volume control by selecting Start, then All Programst Accessoriest Entertainment Volume Control. To access more options for volume, including adding a quick-access button on your taskbar, use the following steps:

- **1.** Select the Control Panel from the Start menu.
- 2. Double-click on Sounds, Speech, and Audio Devices. The Sounds, Speech, and Audio Devices window appears (see Figure 7-1).

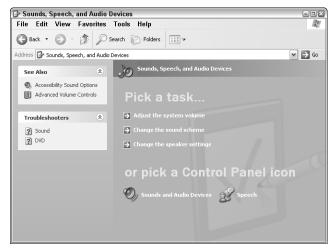


Figure 7-1: The Sounds, Speech, and Audio Devices window.

- **3.** Select Adjust the system volume by clicking on it. The Sounds and Audio Devices Properties dialog appears (see Figure 7-2).
- **4.** Drag the slider in the Device Volume section to change the volume. Moving toward Low decreases the volume; moving toward High increases the volume. You can also click anywhere on the volume scale. The volume slider moves to where you click, and a tone sounds at the selected volume level.
- **5.** If you want more control over the volume, you can select the Advanced button in the Device Volume area. This displays the Volume Control dialog box in Figure 7-3. Here you can adjust various volumes within your system.



Figure 7-2: The Sounds and Audio Devices Properties dialog box.

- 6. When you are satisfied with the volume level, click OK to save and exit the dialog. If you want to remain on the Sounds and Audio Devices Properties dialog, click the Apply button to save your settings.
- 7. To make it easier and faster to change the volume, you can add a volume control to your notification area (the area on the right side of the taskbar). To do this, check the box next to the Place Volume icon in the taskbar. This results in a Speaker icon appearing.

Volume Control Options Help				
Volume Control	Wave	SW Synth	Line In	CD Audio
Balance:	Balance:	Balance:	Balance:	Balance:
Volume:	Volume:	Volume:	Volume:	Volume:
Mute all	Mute	Mute	Mute Mute	Mute
Creative Sound Blaster PCI				

Figure 7-3: The Volume Control dialog box.

8. Left-click the Speaker icon in the notification area. The slider control in Figure 7-4 appears. You can move the slider to immediately change the computer's volume. You can also right-click the Speaker icon to quickly access the Sound and Audio Devices Properties dialog (Adjust Audio Properties) and the Volume Control dialog.



Figure 7-4: The notification bar volume control.

Task

15

cross-reference

To learn how to assign sounds to different actions in Windows XP, see Task 45.

tip

Windows XP has a number of preset defaults for volume. You can select the appropriate one for your computer's speaker configuration using the Advanced Audio Properties dialog, which is available from the Advanced button in the Speaker settings.

-note

If your computer has a sound card, the Volume Control dialog displays the name of the card at the bottom. Figure 7-3 shows a system with a Creative Sound Blaster PCI card.

note

You can adjust the volume of your speakers independently by selecting the Speaker Volume button in the Speaker Settings area of the Sounds and Audio Devices Properties dialog.

16

Task

cross-reference

Setting up and selecting a screen saver is shown in Task 43.

tip

You can also get to the Display Properties dialog by selecting the Control Panel on the Start menu. Then choose Appearance and Themes. Finally, pick the Display option in the Control Panel icons near the bottom of the window. As you can see, it is much simpler to just rightclick on the desktop and select Properties!

You will see that you can automatically turn the hard drive off in the same way that the mani-

note

in the same way that the monitor can be turned off. Most hard drives operate minimally when not in use, so it is often not as important to automatically turn them off unless you are using a notebook computer with a battery.

Automatically Turning the Monitor Off

You can customize Windows in a number of ways. One feature that you can set is to turn the monitor off automatically if the computer is unused for a fixed amount of time. While a screen saver can be used, you will often find that at times it is better to have your computer screen simply turn off. There are a number of reasons to do this. The obvious reason is to conserve energy. You may also want the monitor to turn off simply to reduce the light coming from it when the computer is not in use.

- **1.** Right-click on an open area of your desktop and click Properties from the menu. The Display Properties dialog box appears.
- 2. Select the Screen Saver tab. The dialog box in Figure 8-1 appears.



Figure 8-1: The Display Properties dialog box.

3. Click the Power button in the Monitor power section. The Power Options Properties dialog appears (see Figure 8-2).

er Options Prope	erties	? X
er Schemes Advan	ced Hibernate APM UPS	
this computer. the selected s	ver scheme with the most appropriate settings Note that changing the settings below will mo cheme.	
ower schemes	r	
Home/Office Desk		×
	Save As Delete	
ettings for Home/Offi	ice Desk power scheme	\leq
Furn off monitor:	After 20 mins	~
furn off hard disks:	Never	~
		-

Figure 8-2: The Power Options Properties dialog box.



4. Select the amount of time that you would like to wait until the monitor turns off. You select this from the drop-down list next to the Turn Off Monitor: Text. You are given a limited number of choices, ranging from one minute to never, as shown in Figure 8-3.

wer Options Prope	erues	_
ower Schemes Advan	ced Hibernate APM UPS	
this computer. the selected s	ver scheme with the most appropriate setti Note that changing the settings below will cheme.	
- Power schemes		
Home/Office Desk		~
- Settings for Home/Offi	ce Desk power scheme	
Turn off monitor:	After 1 min	~
Turn off hard disks:	After 1 min After 2 mins After 3 mins	
	After 5 mins	
	After 10 mins	
	After 15 mins After 20 mins	
	After 25 mins	
	After 30 mins	
	After 45 mins	
	After 1 hour	
	After 2 hours After 3 hours	
	After 4 hours After 5 hours	

Figure 8-3: The time choices for automatically turning off the monitor.

- **5.** Once you've made your selection, click Apply to save your choice and remain on this dialog.
- 6. You may want to set up different scenarios for managing when your monitor will turn off. For example, if you are watching a streaming video on the Internet or if you are giving an automated presentation on your computer, you may want the monitor to remain on even though you are not pressing keys or using the mouse. At other times you may want the monitor to turn off after 20 minutes. You can set up multiple scenarios and save them with names. These scenarios are called *schemes*. A number of schemes for different power options already exist. Additionally, you can add new ones.
- 7. To save your settings as a new scheme, select the Save As... button in the Power schemes pane on the Power Options Properties dialog. A box pops up where you can enter a name for your scheme.
- **8.** To change to a different scheme, select from the Power Schemes drop-down list.
- **9.** When you are done selecting and saving schemes or with changing the time for the monitor to turn off, select OK to exit the Power Options Properties dialog.

Task

tip

Having your monitor automatically turn off can help to keep sensitive information from being seen by someone who might be walking by when you are away from your computer.

note

This task is showing you how to turn off the monitor automatically. If your hardware does not support this feature, your monitor will actually go blank (black). Windows XP will not be sending a signal to the monitor, so energy will still be conserved.

tip

If you are doing a presentation, you may want to change the power setting to Never. You can change the setting back to a shorter time after you're finished with the presentation.

note

You can also delete a power scheme by selecting the Delete button when one is chosen in the Power schemes drop-down list. Once deleted, the scheme is gone. You can re-create it, but you can't get it back!

17

Task

Locking and Unlocking the Computer

f you are worried about others getting onto your computer, you may want to lock Windows XP to keep them out. Locking the computer requires that a password be entered before anyone can start using it again. There are two ways to set up a password and lock your computer. One is to use a screen saver with a password. This is covered in Task 10. The other is to force your computer to lock immediately.

Making the changes in this task also requires that you enter a password when you first turn on your computer. In fact, your Welcome screen will change to a dialog that requires a username and password to be entered. Note that if you or another user doesn't have a password, you can leave that information blank.

- **1.** Go to the User Accounts window. Do this by selecting Start, then Control Panel. From the Control Panel select User Accounts.
- 2. On the User Accounts window select User Accounts. A new dialog window opens.
- Choose the task Change the Way Users Log On or Off. The window in Figure 9-1 appears.

Sear Accounts	
🌀 Back 📀 🕵 Home	
Related Tasks Manage accounts Learn About 2 Logon options	Select Logon and Logoff options Subsystem of the Welcome screen, ou can simply click your account name to log on. For added scorthy, you can turn off this feature and use the dassic logon prompt which requires users to to be a count and this feature and use the dassic logon prompt which requires users to the scorth of the feature and use the dassic logon prompt which requires users to the scorth of the feature and use the dassic logon prompt which requires users to the scorth of the score of the dass ary programs. Then, when the other user is finished, you can switch back to your own account. Apply Options Cancel

Figure 9-1: The User Account window for changing logon and logoff options.

4. If the box next to Use the Welcome Screen is checked, uncheck it. This will also protect and uncheck the Use Fast User Switching box (if it was selected). If the Use the Welcome Screen box was not checked, skip this step.

cross-reference

For most people, a screen saver password is a better option than fully locking the computer. See Task 10 for setting a password using a screen saver.

caution

A person with administratorlevel access can use his or her own password to get back into the computer. Only nonadministrator-level people will be locked off the computer. See Task 213 for changing a user's account type.

caution

Making the changes in this task will impact how you get into and out of Windows XP. You can always change the settings back if you don't like the differences.

- 5. Click the Apply Options button. You will now find that when you log off of your computer, you are given a dialog box for logging in instead of the normal Welcome screen. If you are using Windows XP Home Edition with only one account, you will now have a login dialog when you start your computer. If you want the normal Welcome screen returned (or in XP if you want to skip the sign-on process), simply repeat Steps 1 through 4 and check the Use the Welcome screen box instead of unchecking it.
- If you are at the User Accounts window, close it by clicking the Windows close button (the small × in the top-right corner).

Your computer is now set up to where you can immediately lock it.

7. Press the Ctrl, Alt, and Delete keys all at the same time. The Windows Security dialog appears. If you are shown the Windows Task Manager dialog instead, make sure you followed Steps 1 through 6.

If you don't have a Lock Computer button, you can change your settings to present the Lock Computer button by following Steps 8 and 9.

- 8. Add or change a password by selecting the Change Password... button. The password for locking the computer can be the same password that you use to log in to Windows from the Welcome screen. If you already have a password, you can skip this step. If not, be aware that you will need to use this same password when you log in to Windows XP.
- **9.** Click the Lock Computer... button to lock the computer. The Unlock Computer dialog appears (see Figure 9-2).

Unlock C	omputer	
Copyright © 1 Microsoft Corp		Windows ^{-Xp} Professional Microsoft
<u>s</u>		r is in use and has been locked. RVER\Brad or an administrator can unlock this
	User name: Password:	Brad
		OK Cancel

Figure 9-2: The Unlock Computer dialog.

Entering the correct password returns you to Windows.

Task

19

To keep others locked off the

computer, you should make sure their accounts are not set as administrators. For example, parents can be administrators and kids can be regular users. This allows you to lock the kids off the computer.

caution

If you don't use a password for logging in to Windows XP, a password will not be needed to get back into Windows XP when you lock it.

cross-reference

To set or change a password on a user account, see Task 215.

Task

cross-reference

See Task 215 to learn how to change your password. Task 216 shows how to remove a password.

caution

Even though you may select this option, a prompt will be displayed only if you have a password associated with your user account. See Task 214 for setting a password if you don't have one.

note

Using the Preview button to see the screen saver does not require you to enter a password to get back to Windows. The password is only required when the screen saver has been activated because of waiting.

caution_

If your account does not have a password associated with it, selecting the On Resume, Password Protect option will not cause a prompt for a password.

Locking Your Computer with a Screen Saver

A lmost everyone uses a screen saver on his or her computer. There are several reasons for using a screen saver. Originally screen savers were used to prevent images from burning into the monitor's screen. With current hardware, this is really not an issue.

The other reason many people use a screen saver is to hide the information being displayed on their computer when they are away. If you are concerned with people getting onto your computer when you are away from it, you may also want to do more than just hide the information with a screen saver. You may also want to lock the computer. Task 9 shows you one way to lock your computer with a password. Another is to add a password to your screen saver.

- **1.** Go to the Screen Saver tab on the Display Properties dialog.
 - **a.** Right-click on the background of your desktop where there are no windows being displayed. This presents a pop-up menu.
 - **b.** Select Properties. The Display Properties dialog appears. Select the Screen Saver tab. The dialog box in Figure 10-1 appears.

isplay Properti	es	3
Themes Desktop	Screen Saver Appearance Settings)
Screen saver	Vitani - c	
Windows XP	minutes 🗹 On resume, password protect	Preview
Monitor power-	To adjust monitor power settings and sar click Power.	ve energy, Power
	OK Cancel	Apply

Figure 10-1: The Screen Saver tab in the Display Properties dialog box.

As an alternative to right-clicking on the desktop, you can also get to the Screen Saver tab on the Displays Properties dialog by going through the Control Panel.

- a. Select Start, then Control Panel.
- **b.** On the Control Panel, select Appearance and Themes. This presents you with the appearance and theme tasks.
- **c.** Select Choose a Screen Saver. The Displays Properties dialog is displayed with the Screen Saver tab selected.
- **2.** Select the box next to On Resume, Password Protect. This sets the screen saver to prompt for a password. If you want to turn off the password, unselect this box.
- **3.** Click Apply to save any changes to your settings. Click the OK button to save any changes and to close the dialog. Select Cancel to leave without saving any additional changes.

When returning from the screen saver after it is displayed, you will need to enter your password, if you have one set. Figure 10-2 shows the dialog box for entering your password.

Unlock (Computer
Copyright © Microsoft Co	
5	This computer is in use and has been locked. Only BRADSERVER\Brad or an administrator can unlock this computer.
	User name: Brad
	Password:
	OK Cancel

Figure 10-2: The screen saver password dialog box in Windows XP Professional.

Task 10

21

-cross-reference

Task 43 shows you how to customize a screen saver in a number of ways.

caution

Passwords should not be simple words that are easy to guess, such as names and special days.

tip

A good password will often contain both characters and numbers.

Task

Getting Help

When something goes wrong, when you run into a problem, or when you need to know how to do something, what do you do? First, of course, you should turn to this book. Another solution is to turn to Windows XP itself for help. Windows XP has a robust help system and support center that can solve nearly all of the issues that come up. To use the help and support system, you need to launch the Help and Support Center window.

1. From the Start menu, select Help and Support. The Help and Support Center window appears (see Figure 11-1). From this window you can select help in a number of different formats and for a number of different issues.

🕑 Help and Support Center	
🕝 Back - 🔕 - 🏠 🗊 Index 🛠 Fa	vorites 🚱 History 🗊 Support 🚽 Options
Search Set search options	Help and Support Center Windows XP Professional
Pick a Help topic	Ask for assistance
What's new in Windows XP Music, video, games, and photos Windows basics	 Invite a friend to connect to your computer with Remote Assistance Get support, or find information in Windows XP newsgroups
Networking and the Web Working remotely Security and administration	Pick a task Keep your computer up-to-date with Windows Update Find compatible hardware and software for Windows XP
Customizing your computer Accessibility	 Undo changes to your computer with System Restore Use Tools to view your computer information and diagnose problems
Printing and faxing Performance and maintenance Hardware Fixing a problem Send your feedback to Microsoft	Did you know? Updated: Saturday, February 22, 2003 • Set Your Online Search Options • Install Additional Operating Systems View more headlines

Figure 11-1: The Help and Support Center window.

- **2.** Select by clicking on any topic on this page that interests you or that may solve your problem.
- **3.** You can search for help and support on a specific word or set of words by first entering the word in the Search entry box.
- **4.** Press the Enter key or click the arrow button to start searching. The results are displayed in a results box, as shown in Figure 11-2.

The search results are displayed in different groupings. The Suggested Topics are considered the best results for your search criteria. The Full-Text Search Matches are search results that contained the specific words that you entered into the search box. In Windows XP Home Edition, the Full-Text Search Matches are only provided if no Suggested Topics were found. The third area is Microsoft Knowledge Base results, which contains help topics found on the Microsoft Knowledge Base Web site. Results are only provided in this section if you are connected to the Internet.

tip

window.

Pressing the F1 key almost

always brings up a help

tip

Many computer vendors customize the help and support screens within Windows. This means your help windows may be slightly different from those shown in the figures here. You should, however, have similar features as those displayed on the left side of Figure 11-1.

cross-reference

Task 12 shows you how to customize help. Task 13 shows you how to do some searching in the help system. Task 14 helps you change some of the other options for help.

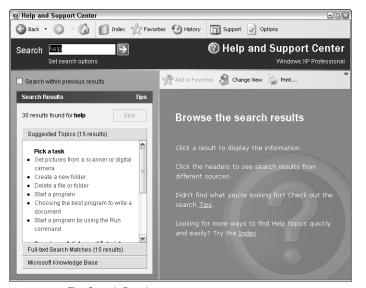


Figure 11-2: The Search Results screen.

- **5.** Click on the title bar of each section to list the results. Click on the specific result to see detailed help. The detailed help is displayed on the right side of the window.
- 6. You can also search for a word by looking in the help index. From the Help and Support Center window (or nearly any other Help window), select the Index button from the toolbar at the top of the screen. The Index in Figure 11-3 appears.
- **7.** Search the index or scroll through it. Double-clicking on a topic selects it. You can also single-click the Display button. The detailed help is displayed on the right side of the window.

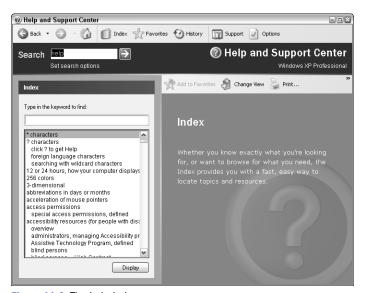


Figure 11-3: The help index.

Task

23

tip

It is amazing what you can learn by jumping into the Windows XP help system. Taking a few minutes every now and then to simply look through some of the help topics can lead to lots of interesting discoveries of tips and tricks. It can be like turning to a random task in this book!

-note

Help and troubleshooting are two different things. Help is information on a topic or process. Troubleshooting is an attempt to resolve an actual problem or issue.

cross-reference

See Tasks 249 through 261 for a number of tasks that focus on troubleshooting specific hardware and software issues you may run into.

tid

When searching, enter specific search words rather than sentences.

Task

cross-reference

If you don't know how to get help in Windows XP, see Task 11.

Customizing Help Screens

One of the best features in Windows XP is the help and support features. As you learn to use Windows XP, you may find that you consult the help and support pages a number of times. If so, there are a number of settings that you can change to customize the icons and text. To set these options, use the following steps:

- **1.** Select Help and Support from the Start menu. This displays the Help and Support window.
- 2. Click on the Options icon near the top-right side of the window. The Help and Support Center Options window appears (see Figure 12-1).

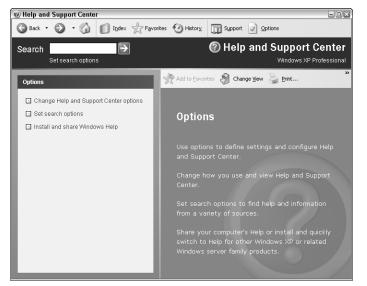


Figure 12-1: The Help and Support Center Options window.

- **3.** Click on Change Help and Support Center Options. This changes the display on the right side of the window to the options shown in Figure 12-2.
- **4.** Check the Show Favorites on the navigation bar if you want the Favorites icon displayed on the toolbar within the Windows Help and Support system. Uncheck this if you want the Favorites icon removed.
- Check the Show History on the navigation bar if you want the History icon displayed on the toolbar within the Windows Help and Support system. Uncheck this if you want the History icon removed.

note

The Favorites option allows you to create a list of help, search, and other topics that you can quickly jump to by clicking on them in the list. Task 14 shows you how to create and use a Help and Support Favorites list.

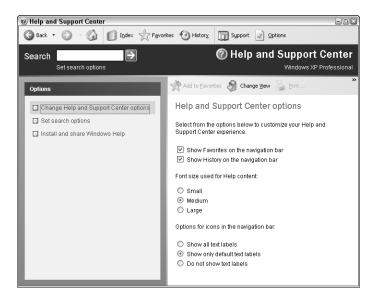


Figure 12-2: The primary Help and Support Center options.

- 6. Select the size for the font you would like used in the Windows help system. Your options are Small, Medium, and Large.
- Select the display option for the icons in the navigation bar. You can choose to show text labels for all icons in the toolbar, to show no labels in the toolbar, or to show only default text labels. Figures 12-3 to 12-5 show the toolbar with each of these options.



Figure 12-3: All icon text labels shown.

G · O · G 🖸 🕁 🖯 🖬 🗹

Figure 12-4: No icon text labels shown.

🕞 Back 🔹 🕥 🔹 🏠 🇊 Index 🛧 Favorites 🧐 History 🕅 Support 🖉 Options

Figure 12-5: Default icon text labels shown.

8. Close the Help and Support Center window. Your selections take place the moment you make them. When you have completed your selections, you can close the Help and Support Center window.



all of the icons if you are not familiar with all of the standard icons used in Windows XP. If you are familiar with all of the icons, you can turn off the text labels to make more room.

note

Clicking the History icon on the toolbar presents you with a list of help and support pages that you have recently visited.

-cross-reference

To learn how to customize the results you get from searching within the Windows XP help and support system, see Task 13.

25

Task

cross-reference

You learn how to search the Windows XP help files in

Once you set the search option

settings, they are in effect for

all help and support searches until you change them again.

You check or uncheck a box by

Task 11.

note

note

clicking on it.

Setting Search Options for Help

Windows has a robust help and support system that you can use to find answers to questions and issues you have regarding Windows XP and many of the programs installed on it. In Task 11 you learn how to use Help in Windows XP. In this task you learn to customize a number of features for searching the Windows XP Help system. This includes options such as setting the maximum number of items displayed in search results, how search phrases are treated, and more. The following steps walk you through customizing your search options:

- **1.** Select Help and Support from the Start menu. This displays the Help and Support window.
- **2.** Click on the Options icon near the top-right side of the window. The Help and Support Center Options window appears, as shown in Figure 13-1.

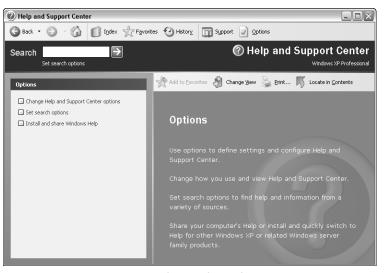


Figure 13-1: The Primary Help and Support Center Options window.

- **3.** Click on Set Search Options. The display on the right side of the window changes to the search options, as shown in Figure 13-2.
- **4.** Change the number in the box if you want more (or fewer) results to be displayed when searching. While the default value is 15, you can change this to any number you like. More results can be returned if the number is set higher.
- Check the box next to Turn On Search Highlight if you want to have the words you are searching for highlighted in the results returned. This is checked by default.
- 6. Check the box next to Suggested Topics if you want to have suggested topics returned when you search. Suggested topics may not have the exact search word or words you entered for your search. Rather, they are help documents that may be related.

note

The number of results set in Step 4 is the maximum number of items that will be displayed. If there are fewer matches found in the help system, then only those items are displayed.

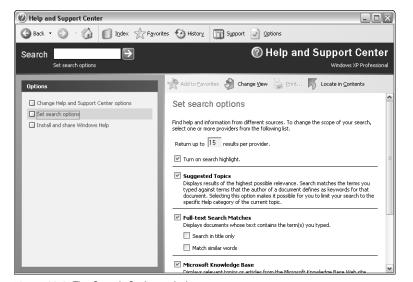


Figure 13-2: The Search Options window.

- 7. Check the box next to Full-Text Search Matches if you want Windows XP to search for the specific words you entered into the search box. When this option is checked, you can also select two additional options:
 - **a.** Check the Search in Title Only option if you want to just check titles for the words you entered. If you check this option, the search will not look at the information within the help documents for your keywords. This almost always results in fewer finds.
 - **b.** Check the Match Similar Words option if you want help to find similar words to the ones you entered. This almost always results in additional results being found.
- 8. Check the Microsoft Knowledge Base if you are connected to the Internet. This option searches the Microsoft Knowledge Base Web site for information related to your search terms. When you have selected this option, you are given a number of additional options that you can set:
 - **a.** Select the name of a product. By default, All Microsoft Products is selected; however, you can change this option if you want to only check for information related to a specific product.
 - **b.** Select the Search For: option if you are searching for more than one word. Among your choices, you can set this option to look for the exact phrase you entered or you can set it to look for any or all of the words you entered.
 - **c.** Check the box next to Search in Title Only if you want to just search the titles on the Microsoft Knowledge Base Web site. You will generally get more results if you don't check this box.

Task 13

27

note

The suggested topic search looks for documents that are related by checking keywords that are included with each help document. Windows XP attempts to present the most relevant results based on the search words you enter.

-tip

You should not turn off searching for suggested topics. There is a chance you will find search results in the suggested topics that you wouldn't find in just a full-text search.

_tip

If you are not connected to the Internet, you should uncheck the Microsoft Knowledge Base to turn it off.

-cross-reference

Learn more about using the Knowledge Base in Task 15.

Task 1

cross-reference

The Favorites icon is on the Help and Support window toolbar by default; however, it can be turned off. To turn it on, see Task 12 on customizing your help windows.

caution____

The Favorites list in Help and Support is a separate list from the Favorites list in other programs such as Microsoft Internet Explorer.

tip

Adding items to the Help and Support Favorites list will make the items easy to find in the future!

note

To remove an item from the Favorites list, click the item to select it, and then click the Remove button.

Creating a Help and Support Favorites List

f you find that there is a help page you want to remember, or if there is a help page that you go to often, you should add it to your list of Favorites. You can also add search results and other pages to your list of Favorites. You can then keep this list of Favorites just a click away. A Favorites icon can be included on the Help and Support Center toolbar (see Task 13). When you select the Favorites icon, you are presented with the list of Favorites similar to what is presented in Figure 14-1.

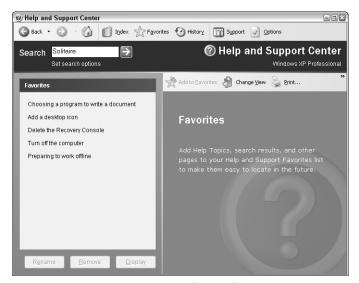


Figure 14-1: Favorites in the Help and Support Center.

To add items to Favorites, use the following steps:

1. Locate a topic within the Help and Support Center. This can be any page within the help system. Task 11 shows how to use Help.

On the help pages displayed, an Add to Favorites icon will be included. Figure 14-2 shows the result of searching for "Pinball" and then selecting the result that was listed. You can also see that there is an Add to Favorites icon right above the information on playing with Windows games.

- **2.** Click the Add to Favorites icon. The item is added to your Help and Support Favorites list and a message appears, confirming that the item was added (see Figure 14-3).
- 3. Click OK on the message. Your new favorite item has been added.

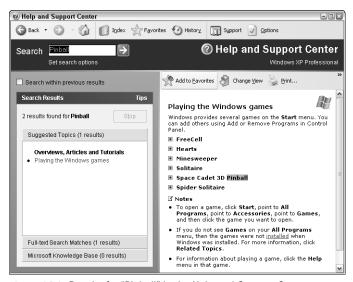


Figure 14-2: Results for "Pinball" in the Help and Support Center.

Help and Su	ort Center 🛛 🔊
This page	as been added to your Help and Support Favorites list.
	OK

Figure 14-3: The confirmation message for adding a favorite item.

4. Click on the Favorites icon at the top of the page, and note that the new item has been added to the Favorites list. Figure 14-4 shows the Favorites list from Figure 14-1 after following these steps and adding the search results from "Pinball."



Figure 14-4: An updated Help and Support Favorites list.

Task 14

29

tip

Remove items out of your Favorites list if you don't need to remember or go to them any more. This keeps your list from getting so big that it isn't very useful.

_tip

You can rename items in your Help and Support Favorites list. Click the item to select it in the list. Then click the Rename button at the bottom of the list. This places the cursor in the name and allows you to make changes.

cross-reference

See Task 146 to learn how to save your favorite Web pages in Microsoft Internet Explorer.

Task

Using the Knowledge Base

Windows XP Help and Support includes access to the Microsoft Knowledge Base. If you are connected to the Internet, then when you use the Help and Support system, Windows XP not only looks on your machine for help, but it also queries the Microsoft Knowledge Base Web site. This site includes additional information, tips, tricks, tutorials, and more. Additionally, it includes information on specific Microsoft products. The information in over 250,000 articles is made available when you do searches and other help requests.

- **1.** Select Help and Support from the Start menu. This displays the Help and Support window.
- 2. Enter a word or group of words into the Search Box and press Enter or click the button to start searching. The search results page appears. Figure 15-1 shows the search result page after the term **Games** is entered.

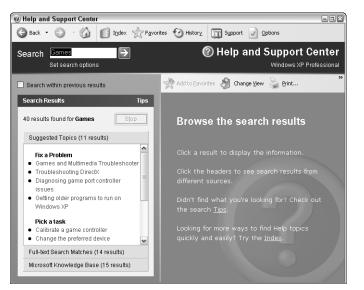


Figure 15-1: The search results for "Games."

3. Click the Microsoft Knowledge Base heading to show the search results that were found in the Knowledge Base. If you are not connected to the Internet, a warning similar to the one displayed in Figure 15-2 appears.

cross-reference

For more information on searching, see Task 11 for getting help and Task 13 for setting the search options.

caution

If you are not connected to the Internet, you cannot access the Knowledge Base information.

cross-reference

You can add Knowledge Base articles to your Favorites list by right-clicking on the title of the article and selecting Add to Favorites.

cross-reference

To increase the maximum number of search results that can be displayed in the Knowledge Base section, see Task 13 on setting search options.

note

On the primary Help and Support window there is a section called Did You Know? Like the Knowledge Base, this section features articles from the Internet.

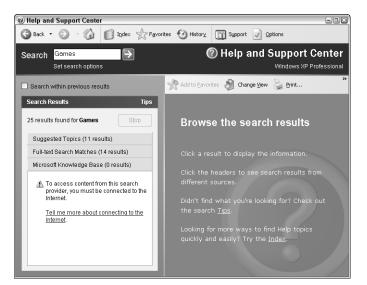


Figure 15-2: Error trying to access Microsoft Knowledge Base when not connected to the Internet.

If you are connected, the top articles found in the Knowledge Base appear. The results will vary depending on what search terms you use.

4. Click on the title of the article you want to read. This displays the article on the right side of the Help and Support Center window, as shown in Figure 15-3.

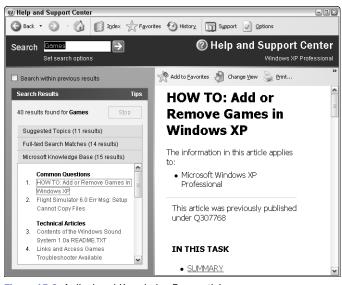


Figure 15-3: A displayed Knowledge Base article.

tip

You can set options to force the Knowledge Base to only look for help on a specific product. By default, it looks for articles on all Microsoft products. To change this to an individual product, you can change a search option. Task 13 covers changing search options.

31

Task

Task

cross-reference See Tasks 217 to 223 to learn about installing different hardware on your computer.

note

Your computer may have multiple hard disk drives listed even though only a single hard drive is in your computer. A single hard drive can be broken into different pieces, which are each given a different letter. Windows looks at each of these pieces as separate "logical" drives even though they are on the same physical drive. One of the benefits of creating these "logical" drives is that it allows you to separate documents and files stored on your computer.

tip

If your computer is running slow, you can look at the processor speed and memory. If your memory is 128MB or less, adding more memory may help your computer run better.

Getting Basic Information about Your System

Do you know the basic information about your system? For example, do you know the speed of your processor? How much memory does your computer have? What type of processor is being used? You can find all of this information in fewer than 10 steps.

1. Select My Computer from the Start menu. The My Computer window appears (see Figure 16-1). Some of what is displayed in the main portion of your window will most likely be different from what is in Figure 16-1.

Within this window, you can see your computer's hard drive(s) and other storage devices. You'll also be able to see some — but not all — connected devices that are on your machine. In Figure 16-1, you can see that my computer has a 3 1/2-inch floppy drive, a regular CD drive, a separate CD-RW drive, and an Intel PC camera all hooked to it.

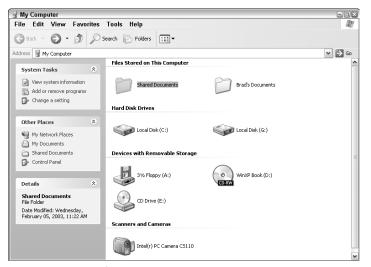


Figure 16-1: The My Computer window.

- Select the View System Information system task from the left side of the My Computer dialog window. This displays the General tab in the System Properties dialog box similar to Figure 16-2. From this dialog, you can see a number of key pieces of information about your computer:
 - The version of Windows you are running. The computer from Figure 16-2 is running Microsoft Windows XP Professional Version 2002.
 - *The name and company that registered the copy of Windows.* The computer from Figure 16-2 was registered to Brad Jones with a company name of "Windows XP in 10 Steps or Less." As you can see, there are a limited number of characters for the company name.
 - The registration number. This is the unique number for your copy of Windows. This number was determined based on the registration key entered when Windows was installed.

- *The processor type and speed.* The computer in Figure 16-2 has an Intel Pentium II processor that runs at 400 MHz. Your computer may have a different processor and most likely a faster speed.
- *The amount of RAM.* The computer in Figure 16-2 has 512MB of RAM, which is quite a bit for a home computer. RAM is the amount of memory your computer has available. Windows XP Home or Professional requires 128MB of RAM or higher.

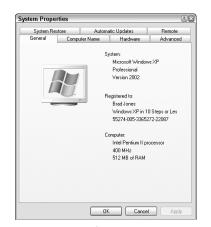


Figure 16-2: The System Properties dialog box.

- **3.** Select the Hardware tab in the System Properties dialog box for more advanced and specific information on your computer.
- **4.** In the middle of this dialog click the Device Manger button to display the Device Manager, shown in Figure 16-3.
- **5.** You can right-click on items in this list and select Properties from the pop-up menu to get more detailed information. Be cautious, how-ever. If you make changes to any values, you can cause Windows XP to no longer be able to recognize a device on your computer.

🚚 Devi	ce Manager			EOX
File	Action View	Help		
\leftrightarrow \rightarrow	E S			
⊟- <u></u> H				
	Computer			
	Disk drives			
	Display adapters			
	DVD/CD-ROM drivi			
	Floppy disk contro			
	🜡 Floppy disk drives			
	🛚 Human Interface 🛛			
	IDE ATA/ATAPI co	introllers		
	Imaging devices			
	» Keyboards			
	Mice and other poi	inting devices		
	e Modems			
	Monitors			
	Network adapters			
	Other devices			
	👔 Multimedia Vid			
	Ports (COM & LPT)			
	Sound, video and	game controllers		
	System devices			
	Universal Serial Bu	is controllers		

Figure 16-3: The Device Manager.

cross-reference

16

To see what printers you have installed on your computer, follow the first few steps in Task 219.

note

You can expand the information in the Device Manager by clicking the plus signs. If there is a dash next to the item, the item is already expanded. If there is neither a plus sign nor a dash, you cannot expand that item any farther.

caution

Changes made in the properties dialogs in the Device Manager impact how Windows XP sees your computer's hardware. A wrong change can cause Windows XP to no longer recognize a piece of hardware.

33

Task

Task

Automatically Keeping Windows Up-to-Date

Windows XP is not perfect. As people continue to use it in new and unique ways, they find problems and issues. Microsoft works hard to address these issues in a timely manner. Many of these problems can be resolved by providing an update to Windows XP. If you have a connection to the Internet, you can apply any updates automatically or manually. In this task you learn the steps to configure Windows XP to automatically retrieve and install these updates. You also learn how to set checkpoints so you can be alerted before retrieving, downloading, or installing any updates.

To set up Windows XP to allow for automatic updates, use the following steps:

- **1**. Select the Control Panel by clicking on it on the Start menu.
- **2.** Select Performance and Maintenance by clicking on it in the Control Panel. The Performance and Maintenance window appears (see Figure 17-1).



Figure 17-1: The Performance and Maintenance dialog window.

- **3.** Click the System icon near the bottom of the window. The System Properties dialog appears.
- **4.** Select the Automatic Updates tab. The dialog in Figure 17-2 appears.

note

The figures in this task are from Windows XP Professional. If you are using Windows XP Home Edition, you may have slightly different options.

cross-reference

If you want more control over the updates to Windows XP, you can find and install updates manually. Task 18 shows how to do a manual update.

caution

When doing updates, you may have to restart your computer. You should save any files and documents, as well as close any open programs, before doing an update.

note

A *patch* is an update to an existing program. It is usually a program that is run to update the program.

note

A service release is a group of patches rolled into a single program so that you can do all the updates at once rather than install a bunch of individual programs.

note

If you are not connected to the Internet, you will not be able to do these automatic updates. Windows XP uses the Internet to check for available updates.

General	Computer Name	Hardware	Advance
System Rest	ore Autom	atic Updates	Remote
	lo you want to be notifie omputer?	d when updates are	available for
Notification Se	attings		
O Download ready to b	d the updates automatic be installed.	ally and notify me wh	ien they are
Notify me before ins	before downloading an talling them on my com	y updates and notify outer.	me again
	utomatic updating. I wa		nuter
manually.	atomatic apading. 1 We	in to update my com	putor
Previous Upda	ates		
You can cho you previous	oose to have Windows sly declined.	notify you again abou	it updates
		Restore Declined	Jpdates
		Restore Declined	Jpdates
		Restore Declined	Jpdates

Figure 17-2: The Automatic Updates information in the System Properties dialog.

- **5.** Select the option you'd like implemented for notifying and applying updates from the Notification Settings pane:
 - Select the first option to automatically download any updates and wait. Once they are downloaded, an icon is placed in your notification area. You can then decide when to install the updates by clicking on the icon when you are ready.
 - Select the second option if you want to be automatically notified when updates are available, as well as when they have been downloaded to update. This option allows you to have the most control, while still allowing you to be automatically informed.
 - Select the third option if you don't want to be notified or have automatic updates occur.
- **6.** Click the Apply button to update your settings. You can close the window.

When an update is available, then if you have selected to be notified, an icon will be placed in the notification area. To proceed with the installations, you click on the icon in the notification Window and follow the instructions. If you selected automatic downloads and automatic updates, you won't need to do anything.

Task

-note

Many updates are for security. If your computer is connected to the Internet, it is often good to go ahead and let the security patches install.

caution

If your computer is on a network domain, you may not be able to do the automatic updates. It will depend on your network settings.

note

To set up the automatic updates, you must have administrator access for Windows XP. In Windows XP Home Edition, you must be logged on as the administrator. See Task 213 for viewing and changing an account's access rights.

cross-reference

If you want to install a specific update, you can use the manual installation process as shown in Task 18.

tip

You can get to the System Properties dialog quicker by clicking Start, then rightclicking on System, and selecting Properties from the menu that pops up.

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Task 18

C

CFOSS-PEFERENCE See Task 17 if you would prefer to have Windows XP install updates automatically. Task 17 also shows you how to turn off automatic updates.

caution

When doing updates, you may have to restart your computer. Before doing an update, you should save any files and documents, as well as close any open programs.

caution

If you are asked to reboot (restart) your computer, you should do so. If you do not, the update process may not have been completely updated. This may result in having your computer do unpredictable things until you do reboot.

note

The Review and Install Updates list contains all updates from any of the subcategories that may be listed. The numbers in the subcategories don't total to the number for the Review and Install Updates list because some updates fall into multiple categories.

cross-reference

To apply updates, you must have administrator access for Windows XP. In Windows XP Home Edition, you must be logged on as the administrator. See Task 213 for changing an account's access rights.

Manually Updating Windows XP

As stated in Task 17, Windows XP is not perfect. As people continue to use it in new and unique ways, problems and issues are found. Many of these problems can be resolved by providing an update to Windows XP. If you have a connection to the Internet, you can list, select, and apply any updates that you would like. The process is outlined in the following steps:

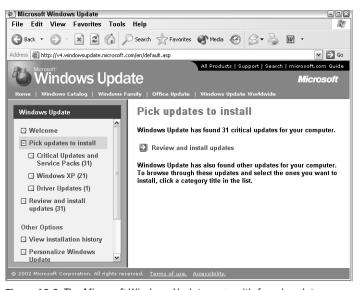
- **1.** Click the Start menu, then select Control Panel.
- Click on the Windows Update link in the See Also box on the left side of the Control Panel window. This launches the Web page displayed in Figure 18-1.



Figure 18-1: The Microsoft Windows Update page.

- **3.** Click the Scan for Updates link on this page. The computer then uses the Internet to find updates. A status of this search is displayed on the right side of the window. When the scan is complete, you are presented with an updated window similar to Figure 18-2 that indicates the search is completed. This gives you a summary of any updates found and allows you to review and add others.
- 4. Click on Review and Install Updates from either the left side of the window or the right. This lists the critical updates that you should install. You can remove any updates by scrolling through the list and clicking the Remove button.
- **5.** Add any additional updates. Critical Updates and Services Packs list the items that are considered critical. You can also add additional updates that are not considered critical. In Figure 18-2, you see two other categories: Windows XP Updates and Driver Updates. Click on these links to see the list of items. You can then click the Add button to add them to the list of updates to install. Once you have selected all the items you want to update, you can continue.

6. Click the Review and Install Updates link on the left side of the page. This presents you with information similar to what is in Figure 18-3, with the items you had selected listed.





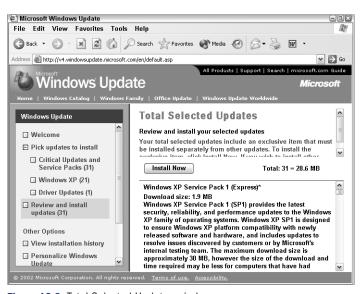


Figure 18-3: Total Selected Updates window.

7. Click the Install Now button. Depending on what is being updated, you may be prompted to accept licensing agreements, to reboot your computer, or to enter additional information. What occurs depends on what updates are being installed. When everything is completed, a page appears, saying that installation is complete. You can close this window or you can choose to view the installation history.

Task **18**

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note

If there are no updates in an area, a zero is listed. If there are updates, the number of available updates are listed.

note

You can click the View Installation History link on the left side of the Windows Update window to see what updates have been installed on your computer, as well as when.

Task

Installing New Software

nvariably you will want to install new software onto your computer. While many programs come with installation routines built in, you should consider following the steps when installing a new application. Before starting the installation process, you should close any unnecessary programs and save any files. Many software programs have you restart your computer as a part of the installation process. This restart can cause any unsaved changes to open files and documents to be lost. As such, it is best to save and close everything before starting a new program installation.

- **1.** Close any unnecessary programs and save any important files.
- 2. Select Control Panel on the Start menu.
- **3.** Click on Add or Remove Programs. A window appears that lists programs that have been installed on your computer. Figure 19-1 shows a computer that has only had Microsoft Office installed. This window tells you the amount of space used by each program, as well as how often you use the program. Only programs that are designed to register with Windows are displayed in this list.

😸 Add or Ren	nove Programs		×
6	Currently installed programs:	Sort by: Name	~
Change or Remove	🎢 Microsoft Office 2000 Premium	Size	66.38MB
Programs	Click here for support information.	Used	occasionally
		Last Used On	2/22/2003
5	To change this program or remove it from your computer, click Change or Remove.	Change	Remove
Add <u>N</u> ew Programs			
Programs			
Add/Remove			
Windows Components			
Components			
			Close

Figure 19-1: The Add or Remove Programs list of currently installed software.

- **4.** In the Control Panel, click the Add New Programs icon on the left side of the window. This changes the options in the window to allow you to install new programs from a CD or diskette, as shown in Figure 19-2.
- 5. If you are installing from a CD or diskette, click the CD or Floppy button or press Alt+F. A wizard appears that will walk you through starting the installation of new software. Figure 19-3 shows the initial screen of the wizard.

note

You may need to disable any antivirus software that is running before you can install some software.

cross-reference

To learn how to correctly uninstall programs, see Task 20.

cross-reference

Windows XP includes a number of programs and features that can be installed. To learn how to add Windows XP components that may not have been installed already, see Task 240.

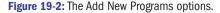
note

Not every program installed on your computer will be listed on the Add or Remove Programs window. Programs that are a part of Microsoft Windows XP, such as Notepad, Internet Explorer, and Solitaire will not be listed. Programs you install without using the Add or Remove Programs procedure shown in this task also may not be displayed.

note

Many programs that come on diskettes or CDs include an AutoRun feature that automatically starts the installation process when you insert them.

🖏 Add or Re	move Programs	
Change or Remove Programs Add New Programs Add News Components	Add a program from CD-ROM or floppy disk. To add a program from a CD-ROM or floppy disk, click CD or Floppy Add programs from Microsoft W To add new Windows features, device drivers, and system Updates over the Internet, click Windows Update	CD or Eloppy
		Close



Install Program From	Floppy Disk or CD-ROM	X
	Inset the product's first installation floppy disk or CD-ROM, and then click Next.	
	<back next=""> Cancel</back>	J

Figure 19-3: The Install Program Wizard.

6. Follow the steps in the Install Program from Floppy Disk or CD-ROM Wizard, starting with the first step of inserting the CD or floppy disk into your computer. The wizard launches any installation programs associated with the program you are installing if they haven't already started. During the installation you may be asked to restart your computer. If prompted, be aware that you may not be able to *correctly* run the program you are installing until you do restart your computer.

When the installation is complete, you should see the message shown in Figure 19-4.

Setup	x
(j)	Setup has installed the software successfully and added the application(s) to the Program Manager.
	ОК

Figure 19-4: The completion message.

7. Press OK. You are done installing and can close the Add or Remove Programs window.

Cross-reference Some older programs may have trouble running in Windows XP. For help, see Task 250.

Task 19

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-cross-reference

Programs are installed onto your hard drive. If you don't have enough free space on your hard drive, you may not be able to install a program. See Task 239 to learn how to clean up unused files.

tip

When possible, it is best to use the procedures in this task when installing software.

Task

Removing Application Software

When you find that you are no longer interested in using a program, you may want to remove it from your system. Additionally, there are times when you want to clear older programs off your computer's hard drive to make more room for other stuff. One thing to keep in mind is that you should never go to the hard drive and simply delete the program files. Instead, you should go through the following steps.

Before starting the process to uninstall software, you should close any unnecessary programs and save any files. Many software programs have you restart your computer as a part of uninstalling. This restart can cause any unsaved changes to open files and documents to be lost. As such, it is best to save and close everything before starting a new program installation.

- 1. Close any unnecessary programs and save any important files.
- **2.** Check the Start menu to see if the program contains an uninstall routine. If an uninstall program has been provided that is compatible with Windows, it should be listed on the Start menu.
- **3.** Select Start menu, click All Programs, and then follow the menus to the program you want to uninstall. For example, you can see in Figure 20-1 that Microsoft Age of Empires II has an uninstall program provided on the menu. If an uninstall program is provided, click on it and follow its instructions. If an uninstall program isn't provided, follow the remaining steps in this task.

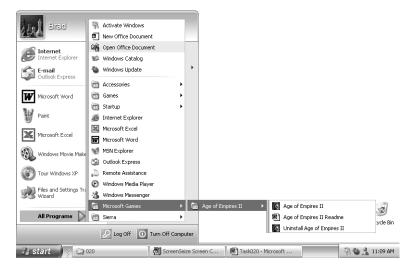


Figure 20-1: Checking the programs menu for an uninstall program.

note

You may need to disable any antivirus software that is running before you can install some software.

cross-reference

Old programs that are not being used can be removed from your computer. Task 241 shows you how to uninstall an application.

cross-reference

There is a different, yet similar, process for removing Windows XP components. See Task 240 for more information.

caution

To uninstall a program, you should follow the steps in this task. You should never simply delete the files from your hard drive. This may leave files in other locations. Additionally, Windows XP often stores information about a program that will also need to be removed.

cross-reference

If you are not sure about the impact of uninstalling a program, you should consider backing up your hard drive before proceeding. Task 246 shows you how to do a backup. Part 1

- 4. Select the Control Panel on the Start menu.
- 5. In the Control Panel, click on Add or Remove Programs.

The Change or Remove Programs information is displayed. This is a list of programs that have been installed on your computer and registered with Windows XP. This window tells you the amount of space used by each program, as well as how often you use the program. Only programs that are designed to register with Windows will be displayed in this list. Figure 20-2 shows the Change or Remove Programs window with two installed programs.

🔂 Add or Ren	nove Programs		×
5	Currently installed programs:	Sort by: Name	~
Change or Remove	j⊡ Microsoft Age of Empires II	Size	171.00MB
Programs		Used Last Used On	rarely 2/22/2002
6	To change this program or remove it from your computer, click Change/Remove.		z/z3/2003 je/Remove
Add <u>N</u> ew Programs	A Microsoft Office 2000 Premium	Size	66.38MB
Add/Remove Windows Components			
			Cl <u>o</u> se

Figure 20-2: The Add or Remove Programs window.

- 6. Click on the name of the software product you want to uninstall. This displays additional information about that program. For example, in Figure 20-2, you can see the last day that Age of Empires II was used. Additionally, you see the amount of disk space it uses and how often it is used. To see the detailed information on other products, click on their name.
- 7. Click the Change/Remove button beside the software product you want to uninstall. This launches the uninstall program specific to the software you are removing. Follow the instructions on the screen to remove the software. When you have completed the instructions, you should be returned to the Change or Remove Programs window. The program you uninstalled should no longer be listed.
- **8.** If your program was not listed in the Change or Remove Programs window, check with the help files or documentation provided with the software for instructions specific to that software.

Task 2

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-note

Windows XP reports usage in three categories: rarely, occasionally, and frequently.

caution

The amount of space that is estimated in the Change or Remove Programs list is only an estimate and can be wrong. In general, if it is wrong, it is low. This measurement includes the files in the folder and subfolders that the software was installed into. 542362 Ch01.qxd 9/18/03 9:54 PM Page 42