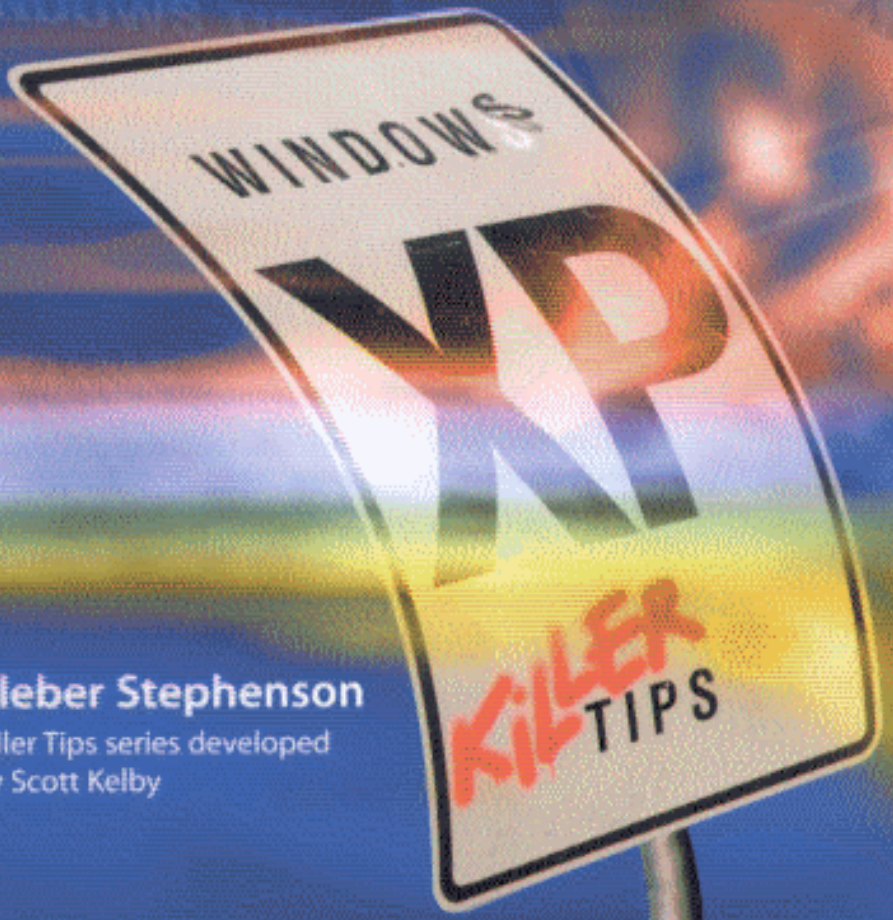
Windows XP KillerTips

The coolest collection of tips and shortcuts for Windows XP



Kleber Stephenson

Killer Tips series developed by Scott Kelby

New Riders

CHAPTER 1 2
Windows...Wide Open
Get the Most Out of Windows XP

Two Clicks Are Too Much 4
That Picture Suits Me 4
May I See a Menu Please? 5
Give the True Gift of Love...Share Your Computer 5
Not Sure About a File? Just Drop It 6
Another Way to Maximize and Restore Windows 6
Minimize Using the Taskbar 7
Close Using the Taskbar 7
Don't Just Maximize Your Windows—Go Full Screen 8
Manually Resize a Window 8
Resize a Maximized Window 9
Change Which App Opens a File 9
You Can Make It Smaller if You Squeeze It 10
Make Room! Compress Folders and Directories 10
Change Your Views 11
Nice View! I Think I'll Save It 11
Want More Toolbar Buttons? Who Can Blame You? 12
Toolbars Getting Crowded? Shrink the Icons 12
Organize Icons on Your Toolbar 13
Keep 'em Separated 13
What Are Those Little Black Arrows on My Toolbar? 14
Toolbars a Mess? Get Back Your Defaults 14
Finally! Toolbars the Way You Like Them 15
Links...The Ultimate Toolbar 15
Add New Folders to the Links Toolbar 16
Rearrange the Links Toolbar Icons 16
They're Icons; You Can Change 'em 17
Removing the Links Toolbar Icons 17
Anti-Scroll Tip—Right-Mouse-Click 18
Anti-Scroll Tip—Use the Keyboard 18
Wheel Mouse Scroll Tip—Adjust the Wheel 19
Serious Folder Power 19
Applying Folder Templates 20
That's Better Than an Icon 20
What are Those Little Black Arrows on My Task Panes? 21
Remove the Task Panel 21
Use Filmstrip View to Browse Pictures 22
The Not-So-Obvious Power of Filmstrip View 22
Open Folders in Different Windows 23
Hmm, It Needs Its Own Window 23
Instantly View a File's Details 24
Don't Like Toolbars? Don't Use 'em 24

Browse the Web From Any Window 25
Find Files Using the Address Bar 25
Pop-Up Taskbar Buttons 26
View Status Bar on Windows 26
Screen-Saver Safe 27
Control the Control Panel 27
Side-by-Side 28

CHAPTER 2 30
Have It Your Way
Customize Windows XP

Ground Control...We Have Icons 32
It's A-to-Z for the All Programs Menu 32
Don't Like the New Start Menu? Change It Back 33
More Programs on the Start Menu 33
"Pin" Programs to the Start Menu 34
Scroll Your Programs Instead 34
My, My, My...We Get It 35
The Internet on Your Taskbar 35
Taskbar Web Pages 36
Launch Apps from the Address Bar 36
Favorites All the Time 37
Floating Toolbars? Cool! 37
Quick! Launch It 38
Quick Launch Your Favorite Apps 38
Moving Quick Launch Icons 39
One-Click Search 39
Taskbar...On the Move 40
Stretch! Ah, That's Better 40
Peek-a-Boo with the Taskbar 41
Hide the Taskbar Manually 41
A Desktop You Can Always See 42
Make Some Room: Stack 'em 42
Huddle Up, Group Your Buttons 43
Speed Tip: Close a Group at Once 43
If I'm Not Using 'em, I Don't Want to See 'em 44
You've Been Notified...You've Got to Go 44
Pump Up the Volume 45
Do You Need the Time? 45
Work Out of Your Briefcase 46
It's Time for a Change 46
I Prefer Solids 47
It's Not a Theme Park, But It's Close 47
Create Custom Themes 48
Appearing Live on Your Desktop...Your Favorite Web Page 48

A Refreshing Desktop 49
Add Cool Web Stuff to Your Desktop 49
Animate Your Desktop 50
Lock Web Items 50
Change Your Pointer Scheme 51
It's Not Easy Lookin' This Good 51

CHAPTER 3 52
Cruisin'
Navigating Windows XP

It All Happens Here...Get There Quickly 54
A Different Default View 54
Turn Any Window into Explorer 55
Instantly Explore Any File 55
Can't See It? Doesn't Matter 56
Just Type Its Name 56
It's All About the Details 57
Making the Details Fit 57
Let's Sort This Out 58
Rearrange Columns in Details View 58
Using the Keyboard to Navigate Views 59
Windows a Mess? Group 'em 59
I'm Feeling a Little Blue; I'm Compressed 60
Find Your Hidden Files 60
Where Am I? 61
Where Am I? (Another Way) 61
No Go 62
Delete This! 62
Taking Out the Trash 63
Oops! I Didn't Want to Delete That 63
Navigate Windows Without the Mouse 64
Navigate Menus Without the Mouse 64
Save It Where Ya Want It 65
Quick Save 65
Instantly Save to a New Folder 66
Single Click? Don't Overwrite 66
I Don't Think I'll Save After All 67
Resize Open/Save Dialog Box 67
You Can Cut and Paste from Here 68
Show File Extensions 68
Be Choosy with Extensions 69
System Properties in a Click 69
You Can Always Go Back 70
Moving Files Using the Tasks Pane 70

CHAPTER 4 72
An American Icon
Working with Icons in Windows XP

Send Shortcuts to the Desktop 74
Move Folders 74
Drag-and-Drop Shortcuts 75
Drag-and-Drop Copies 75
Can't Make Up Your Mind? Give Yourself Options 76
Create Shortcuts from the Start Menu 76
Create a Shortcut for Just About Anything 77
Don't Forget the Shortcut's Shortcut Menu 77
I Know It's a Shortcut 78
Change a Shortcut's Icon 78
Change a Folder's Icon 79
Don't Like Your New Icon? Change It Back 79
Make Your Own Icons 80
Arrange Your Icons 80
Keep Your Icons in Line 81
Adjust Icon Spacing 81
Where Are My Desktop Icons? 82
Change Default Desktop Icons 82
Super-Size 'em 83
Create a New Folder 83
Add Comments to Your Shortcut Icons 84
Locate a Shortcut's Target 84
That's a Long File Name 85
Turn on the Thumbnails 85
Select Everything in a Folder 86
Click-and-Drag to Select Icons 86
Select Almost Everything 87
Select Continuous/Noncontinuous Files 87

CHAPTER 5 88
The Fast and The Furious
Windows XP Speed Tips

Dragging Files to the Recycle Bin When It's Hidden 90
A Quicker Way to Rename 90
Undo Renaming Mistakes 91
e-Mail Attachments from Just About Anywhere 91
Cool! Toolbar Drives 92
Making Favorites a Real Favorite 92
Speed-Launch Your Favorite Apps 93
Not Just No; No To All 93
Open Multiple Files at the Same Time 94

Show the Desktop Fast; Restore It Even Faster 94
Shortcut to Shut Down 95
Switch 'em Out and Lock 'em Up 95
A Useful Power Button? 96
Quick Quitting 96
Instantly Resize Columns in Detail View 97
Quickly Expand Folders 97
Don't Forget Me, I'm Special 98
Launch Favorite Apps at Startup 98
One-Click Properties 99
Toggle Open Items on the Taskbar 99
You Can Be Choosy when Opening Files 100
Delete an Open Folder? 100
Create a Shortcut of an Open Folder 101
Open an Open Folder's Shortcut Menu 101
You Don't Have to See It to Move It 102
You Don't Have to See It to Move It (Take 2) 102
Selectively Group Open Windows on the Taskbar 103
Copy and Delete at the Same Time 103
It's Outta Here! 104
I Didn't Want to Drag That 104
Close a Group of Windows with One Click 105
Close a Group of Windows with One Click
(But Leave the Active Window Open) 105
Minimize All Windows at Once 106
Didn't Mean to Move It? Undo It 106
A Faster Way to Search Folders 107
Delete the Entire Word 107

CHAPTER 6 108
We Will Rock You
Rockin' Windows Tips

Rename 'em All at Once 110
It's Show Time! 110
Cool Custom Screen Savers 111
Don't Stand by, Hibernate 111
Let Windows Do the Talking 112
Give the Scraps to Your Desktop 112
Drag-and-Drop Drives 113
Personalize the All Programs Menu 113
I'm Really Good at Checkers 114
Right-Click Print 114
Grandma's Gettin' a Fax 115
Just Go Home 115
Search the Web at Any Time, from Any Place 116

Install Fonts Without Installing Them 116
No Adobe Type Manager? No Problem 117
Preview Installed Fonts 117
Associate Files with Multiple Apps 118
"Send To" Anywhere You Want 118
Folder Icons? 119
Hidden Apps—Chat with People on Your Network 119
Hidden Apps—Create Self-Installing Packages 120
Hidden Apps—Custom Characters 120
Hidden Apps—What Happened to NetMeeting? 121
Capture Me if You Can 121
Save That Pop-Up 122
Open Several Apps at Once 122
Create a New File Without Launching Its Program 123
Top-Secret, Invisible Folders 123
Do You Have the Correct Time? 124
Little Help Please 124
See Clearly with ClearType 125
Super-Fast Media Previews 125
Save Streaming Media 126
Keep 'em Out of Your Folders 126
Print Photo Sheets 127
Order Prints Online 127
Toggle Display of File Names in Filmstrip/Thumbnails View 128
Drag-and-Drop Previews 128
Disguise Your Files 129

CHAPTER 7 130
Play That Funky Music
Windows Media Player 9 Tips

Skin Deep 132
Shed Your Skin 132
Love That Skin 133
Anchors Away 133
Get Funky 134
Maximize the Funk 134
I Need More 135
Drag, Drop, Play 135
Custom Color 136
Alvin? Is That Alvin? 136
Play It Even Faster 137
What's Your EQ? 137
Super-Fast Playlists 138
Shortcut to Playlists 138

Add from Anywhere 139
Add 'em All at Once 139
It's Automatic 140
Give It One Star 140
Built-In Power Sorting 141
Let's Sort It Out 141
Surprise Me 142
Queue-It-Up 142
It's Mini-Player! 143
Mini-Player's Mini Info 143
Mini-Funk 144
Play It Again 144
It's a Control Thing 145
It's Worth Waiting For 145
Make It Right 146
Gettin' Geeky 146
I'll Tell You Where to Look 147
Can't Take the Highs and Lows 147
Level the Playing Field 148
Can You Relate? 148
Sing Along 149
WOW! 149
You Can Find It from Here 150
It's All in the Name 150
This Isn't Going Anywhere 151

CHAPTER 8 152
It's a Small World
Explore Your World with Internet Explorer

Don't Type Your URLs 154
Back and Forth in a Flash 154
Back and Forth Using the Keyboard 155
You Should Know Your History 155
Quick Favorites 156
Drag-and-Drop Favorites 156
That Makes No Sense 157
Folders for Favorites 157
Never Organize Favorites 158
Home's a Drag 158
Speed Search 159
I Want a New Window 159
Like It? Send It to a Friend 160
Don't Just Send It; Archive It 160
Erase Your History 161
Cover Your Tracks 161

Cover Your Tracks Automatically 162
Master of Disguise 162
I Don't Need That Much Space 163
Power Search 163
Super-Fast Browsing 164
View It Offline 164
Take It a Step Further 165
Quick Save Web Graphics 165
Make It Your Background 166
Clearing Passwords 166
Who's Related? 167
Smart Printing 167
You Don't Have to See It to Save It 168
Send It to Your Desktop 168
Tab Your Way Through Forms 169
One-Click Favorites 169

Chapter 9 170
Come Together
e-Mail Made Easy

I Just Want to Start Up 172
You've Got a New Mail Sound 172
Go Directly to Your Inbox 173
Read It, But Leave It 173
Group 'em 174
Add New Members 174
Bcc Is Better 175
Right-Click to e-Mail 175
Manage Your Mail 176
What's the Subject? 176
Flag It 177
Yep, We Received It 177
Shortcut to Your Best Friend 178
Personal Phone Book 178
Sign It and Forget It 179
Did You Get My Message? 179
Snag That Stationery 180
I Can't Get Enough 180
Do-It-Yourself Stationery 181
Things To Do 181
Move Messages Quickly 182
Drag-and-Drop to Edit 182
Can't Spell? 183
Teach It to Spell 183
Just Show Me New Messages 184

That's the Font for Me 184
No Mail from You 185
Check e-Mail Continuously 185
Got Mail? Your Notification Area Knows 186
Quick Add Contacts 186
Who's Online? 187
Say "Hey" Instantly 187
Too Racy? Turn It Off 188
Drag-and-Drop Attachments 188
Create a vCard 189
Give Me Directions 189
Messenger—Are You There? 190
Messenger—Give Me a Break 190
Messenger—Drag-and-Drop to Send 191
Messenger—.NET Alerts 191
Messenger—You're Blocked 192
Messenger—Super-Fast Groups 192
Messenger—Quickly Add Contacts to Groups 193
Messenger—What Did They Say? 193
Messenger—Send Messages from the Taskbar 194
Messenger—Make It a Party 194
Messenger—Get Rid of Pop-Ups in a Hurry 195

Chapter 10 196
It's a Wrap
Movie Making with Windows Movie Maker 2

Super-Size the Storyboard 198
Trimming Made Easy 198
Un-Trim Your Clips 199
Trim a Picture 199
Quickly Rearrange Clips 200
Create Title Effects 200
Quick-Change Title Text 201
Snag a Still Shot 201
Freeze Frame 202
Audio Only 202
Get Rid of the Audio 203
AutoMovie 203
Add Background Music 204
Narrate Your Movies 204
Getting' Geeky with Transitions 205
Cross-Fade Clips 205
Double Time 206
Getting Precise with the Timeline 206
Back to the Beginning 207

Quick Fades 207
Don't Split My Clip 208
Do-It-Yourself Clips 208
Share Your Clips 209

Chapter 11 210
Hacked Off
Those Annoying Things You Do

Yes, I Really Want to Delete 212
I Know, I Installed It 212
Stop Printing 213
Don't Report Me 213
A Less-Friendly Search 214
I'll Update Myself 214
No More Pop-Ups 215
Bigger, Smaller...They're the Same 215
I'm Distracted 216
Why Would I Want to Restart? 216
Beat Your CD Player to the Punch 217
Why Can't I Drag-and-Drop It? You Can, But It's Weird 217
Scientific Calculator? 218
Annoy Others—Freaky Desktop 218
Annoy Others—My Documents Are Gone! 219
Annoy Others—Nothing But Shortcut Menus 219
Annoy Others—Can You See Me Now? 220
Annoy Others—Shut Down at Startup 220
Annoy Others—Launch Everything at Once 221

Chapter 12 222
Doh!
Troubleshooting...Smash Forehead on Keyboard to Continue

Three-Finger Salute 224
Where's My ScanDisk? 224
Knowledge Can Make You Smarter 225
Am I Connected? 226
Give It a Boost 226
Feeling Sluggish? 227
We're Compatible 227
It Could Be Hung Up 228
Save Searches 228
Help and Support Favorites 229
I Can't Move My Toolbars 229
I Wish I Could Go Back 230
Protect Files from System Restore 231

Don't Just Click OK 231
Save the Blue Screen of Death 232
How Much Space Do I Need? 233
Trash the Garbage 233
Prefetch? 234
10% Is Too Much 234
Stay Up to Date with Update 235
I Forgot My Password, Now What? 235
What's the Process? 236
Special Events 236
I'm a Network Guru 237

Chapter 13 238
Feeling Fearless?
Windows XP Registry Hacks

Back Up Your Registry 240
Registry Favorites 240
I Prefer Trash 241
It's All in the Name 241
Speedier Menus 242
I Don't Need the Arrows 242
Start Without Me 243
I've Got a Tip for You 244
My Media Player 244
Outlook Express Should Start Here 245
Control the Control Panel 245
Hack IE's Title Bar 246
How About Outlook Express' Title Bar? 246
Friendly Trees Aren't Friendly at All 247
You've Been Infected! 247
You Can't Notify Me 248
Grouping, My Way 249
"Shortcut to" Nowhere 250
Not-So-Recent Documents 251
Who Are You? 252
No Access 253
Hyper-Trash 254

Index 256