

# Index

## • Numerics •

3-D mice, 143  
19-in-1 media card readers, 110–111  
32-bit processors, 74  
64-bit processors, 74  
104-key keyboard, 135  
128-bit processors, 74  
386 processor, 74  
802.11 (networking standard), 182, 185–186  
8088 processor, 74

## • A •

A-B cables, 85–86  
Academy Standard, 124  
accounts  
  folders, 64  
  icons for, 61  
  names, 47–48  
  separation of, 344  
Action Center, 227–232  
Active Scan mode (antivirus programs), 231  
ad hoc networks, 182  
Administrator accounts, 325–327  
Advanced Configuration and Power  
  Interface (ACPI), 174  
air circulation, 24–25, 33, 56  
All Programs menu, 61–62  
all-in-one printers, 150, 153  
always-on computers, 55–56  
anomalous events, restarting afterwards, 53  
anti-spyware programs, 230  
antivirus programs, 218, 230–231, 339  
Apollo moon missions, 12  
Apple  
  about, 17  
  iPod, 310  
  iTunes, 308  
  QuickTime, 296, 298

  applications, 15, 240. *See also* programs;  
  software  
  Applications Restrictions, 331–332  
  archiving, 277  
  aspect ratio, 123–124, 125  
  Athlon processors, 74  
  ATI Radeon, 122  
  attachments  
    hazards, 231, 339  
    receiving, 218  
    sending, 219  
  attributes, file, 234–235  
  Audacity (Web site), 172  
  audio functions  
    about, 163  
    connections, 33–35  
    sound generation, 163–166  
    Windows sound control, 167–172  
  AutoPlay dialog box, 284–286

## • B •

background (desktop), 59, 130, 214  
backups. *See also* external hard drives  
  about, 224, 338  
  external hard drives, 345  
  options for, 264  
base station. *See* routers  
Basic Input/Output System (BIOS), 81  
batteries  
  in consoles, 80, 176  
  location of, 70  
  in power strips, 42, 345  
  replacing, 72, 80  
  for timepieces, 77  
  in UPS, 41  
Bernoulli disks, 109  
binary counting base, 95, 234  
Bing (Web site), 210, 215  
BIOS (Basic Input/Output System), 81  
blackouts, 41

- Blogger (Web site), 321
  - Bluetooth standards, 142, 186
  - Blu-ray discs, 104, 106. *See also* CDs
  - BMP files, 291
  - boot, 47
  - boot disk, 104
  - brand mixing and matching, 121
  - breaker boxes, 41
  - brightness, scanner settings, 289
  - broadband modems
    - about, 36, 176–177
    - access information, 206
    - always on, 188
    - connecting, 37
    - in networks, 183, 186–187
    - protection, 41
  - brownout, 41
  - Browse dialog box, 252
  - browsing tips (Web), 208–209
  - bugs, 270
  - Burn button, 280–281
  - burning DVDs, 303–304
  - business savings of computer shutdowns, 55
  - bytes (memory), 94–95, 234
- C •
- C drive, 103
  - cable modems
    - access information, 206
    - always on, 46
    - connecting, 36
    - in networks, 187
  - cables
    - about, 20–21, 34
    - coaxial, 300
    - fiber optic, 35
    - IEEE 1394, 88
    - for monitors, 124
    - network, 37, 183, 185–186
    - printer, 38, 156
    - upgrading, 76
    - USB, 85–86
  - Camera Raw format (CRW) files, 291
  - cameras, digital. *See* digital cameras
  - Cancel button, 152
  - case sensitivity, passwords, 48
  - Category 5 networking cable (Cat 5), 185–186
  - cathode ray tube. *See* CRT monitors
  - CD-R/RW optical discs, 276, 281, 312
  - CDs
    - about, 12
    - creating, 311–312
    - drives for, 105
    - Media Player, 309
    - Player/Mastered disc, 280
    - reading, 24
    - storage, 64
  - central processing unit (CPU). *See*
    - consoles; processors
  - chair adjustments, 349
  - channels, changing, 301
  - child folders, 245
  - children's accounts, 325–326, 328–329
  - chips, 103
  - chipset, 70, 80–81, 93
  - cinema monitors, 123–124
  - circuitry boards, 76
  - click the mouse, 144
  - client-server networks, 182
  - clipped discs, 108
  - cloning, 345
  - codec (compressed information), 299
  - cold start, 47
  - color
    - on inkjet paper, 155
    - memory demands, 122–123
    - monitor rendering differences, 121
    - settings, 129
  - color laser printers, 151
  - colors, components, 28–30
  - COM ports, 89–90
  - commandments, 337–341
  - compact disc (CD). *See* CDs
  - Compact Flash MicroDrive, 110–111
  - compatibility, hardware, 339
  - components. *See also specific components*
    - connections, 33–43
    - mice, 141
    - modularity, 71
    - printers, 151–152
    - turning off, 54

- compressed folders, installing from, 217
  - compressed information (codec), 299
  - computers
    - assembly
      - about, 31
      - components, 33–43
      - console setup, 32–33
      - unpacking, 32
    - overview
      - basics, 9–12
      - colors, 28–30
      - components, 19–21
      - console, 21–28
      - hardware/software, 13–16
      - PC history, 16–17
      - storage, 64
      - symbols, 28–30
      - turning on/off, 45–50
  - condenser microphones, 166
  - configuration
    - about, 17
    - common, 21–23
    - HomeGroup, 197–198
    - for Internet access, 207
    - Media Center, 300–301
    - microphones, 168
    - network, 185, 189
    - resource sharing, 200–201
    - routers, 186
    - setup, 48
    - speakers, 168
    - for Windows Update service, 271
  - connections
    - about, 83
    - ports
      - about, 83–84
      - eSATA, 89
      - IEEE 1394, 88
      - legacy, 89–90
      - USB, 84–88
      - wireless, 190
  - connectors
    - appearance of, 29–30
    - on console front, 24
    - IEEE 1394, 88
    - keyboard, 134
    - mice, 141
  - consoles
    - about, 20–28, 69
    - batteries, 80
    - chipset, 80–81
    - expansion slots, 76–77
    - motherboard, 72–73
    - overview, 69–72
    - power strips, 42
    - power supply, 81
    - processors, 73–76
    - setup, 32–33
    - as timepieces, 77–80
    - turning on, 45–46
  - contrast settings, scanners, 289
  - control panel
    - printers, 151–153
    - Windows, 63–64
  - cooling. *See* fans
  - copiers
    - with printers, 150
    - scanners as, 287
  - copying files/folders, 259–260
  - copyright, 214, 297, 302
  - cordless 3-D mice, 143
  - Core 2 Duo/Quad, 74
  - Core i7, 74
  - CPU (central processing unit). *See*
    - consoles; processors
  - CRT monitors, 121
  - Crucial Technology, 98, 345
  - CRW (Camera Raw format) files, 291
  - cursor, 134–135
  - customization
    - display adapter software, 128
    - keyboards, 135
    - power management plans, 175
    - Start button menu, 62
  - cyberbullying, 333–334
  - cycle power, 47
- D •
- da Vinci, Leonardo, 16
  - damage potential, 35–36
  - data discs, 277–282, 312
  - dates, 78–80, 235
  - daughterboards, 76

- daylight savings time, 78
- defaults, printers, 157–158
- deleting files
  - about, 261
  - undoing deletion, 262
- desktop (Windows), 48, 58–60
- desktop PCs, 22–23
- desktop shortcut icons, 269
- device driver hazards, 215
- dialup modems, 36, 176–178, 206
- dictation, 166, 314
- digital adapters, 37
- digital audio devices, 35
- digital cameras
  - about, 21, 284–286
  - media cards for, 24, 112
  - on monitors, 124
  - as USB device, 38
  - video, 35, 297
- Digital Subscriber Line. *See* DSL modems
- digital versatile disc (DVD). *See* DVDs
- digital video (DV), 24, 27, 35
- digital-to-VGA adapters, 37
- DIMM (Dual Inline Memory Module), 92–94
- dips/dip protection, 41–42
- directories, 244
- disc access light, 105
- disc tray, 105, 107
- discs, ejecting, 108
- disk drives
  - cage, 71
  - location of, 70
  - ports for, 35, 89
  - power cords, 86
  - storage, 64, 92
  - turning on/off, 46
  - as USB device, 38
- display
  - adapters, 119–120, 122–123, 128
  - adjustments, 125–126
  - setup, 128–132
- disposal
  - electronics, 174
  - ink/toner cartridges, 153
  - optical discs, 282
  - DL (dual-layer discs), 106
  - DNS addresses, 206
  - documentation, 80, 86
  - domain names, 206
  - dots per inch (dpi), 293
  - double-click the mouse, 144–146
  - downloading, 211, 213, 215–217
  - download-only satellite modems, 187
  - dpi (dots per inch), 293
  - Drafts folder (e-mail), 212
  - dragging and dropping, 260
  - Dragon Naturally Speaking, 314
  - DRAM (dynamic random access memory), 94
  - drivers, 15
  - drives
    - definition, 102
    - letters, 113, 117–118, 235
  - DSL modems
    - access, 206
    - always on, 46
    - connections, 36
    - in networks, 187
    - speed, 177
  - Dual Inline Memory Module (DIMM), 92–94
  - dual-layer discs (DL or RDL), 106
  - Dummies cheat sheet, 2
  - dust covers, 56
  - DV (digital video), 24, 27, 35
  - DVD drive. *See* optical drives
  - DVD-R optical discs, 281
  - DVD-RAM disc (RAM), 106
  - DVDs
    - about, 12
    - drives for, 105
    - movies, 108
    - in optical drives, 296
    - Player/Mastered discs, 280
    - reading, 24
    - storage, 64
    - television recordings, 305
    - from TV, 303–304
  - dynamic microphones, 166
  - dynamic random access memory (DRAM), 94

## • E •

editing  
   images, 289–290  
   videos, 298–299  
 802.11 (networking standard), 182, 185–186  
 8088 processor, 74  
 Eject button, 105, 108  
 e-mail  
   about, 211–212  
   account separation, 344  
   addresses, 206  
   attachments, 218–219  
   hazards, 339  
   myths, 346  
   servers, 207  
   social networking use, 316, 318  
   viruses in, 231  
 emergency eject hole, 105  
 emergency power, 41–43, 81  
 emergency shutdowns, 54  
 energy hogs, 86  
 energy saving  
   monitors, 56  
   power management, 173–176  
   Sleep command, 52, 55  
 entertainment software, 15  
 Entertainment Software Rating Board (ESRB), 331  
 erasable bond, 155  
 ergonomic keyboards, 340  
 eSATA standard, 89, 103, 114  
 Ethernet, 182, 184, 186  
 Euro currency symbol, 139  
 event sounds, 170–171  
 EXE filename extension, 217, 339  
 expansion  
   cards  
     adding, 26, 72  
     audio, 163, 165  
     circuitry, 76  
     memory, 92  
     types of, 77  
   of consoles, 23–24  
   internal, 22–23, 83

  slots  
     about, 26, 76–77  
     audio connectors, 35  
     location of, 70  
 external hard drives  
   about, 20  
   adding, 103  
   as backup option, 264, 345  
   battery-backed-up power strips, 42  
   as USB-powered device, 38  
   video storage, 298  
 external mass storage, 114–115

## • F •

F1 key (Help), 138  
 Facebook (Web site), 316–317, 321  
 faint download icons, 280  
 fans, 26, 70, 73  
 Favorites lists  
   folders, 249  
   Web sites, 209  
 fax machines  
   with dialup modems, 177  
   with printers, 150  
 fiber optic cable, 35  
 filename extension, 238–239  
 files  
   about, 15–16, 64, 233–236  
   compressed, 217  
   creating, 240–242  
   e-mail size limitations, 219  
   formats  
     images, 291–293  
     video, 298  
 HomeGroup sharing, 199  
 managing  
   about, 255  
   backups, 264  
   lost files, 263  
   options, 256–258  
   using, 258–263  
   names, 236–237  
   pictures, 289–293  
   recently used, 61

files (*continued*)

sharing, 198, 200–201

storage, 101, 103

types/icons, 238–240

film negatives, scanning, 286

firewalls, 224, 228–229

FireWire port, 27, 88

fixed drives, 103

F-keys, 134

flash drives

about, 12, 109–114

ejecting, 113

as USB device, 38

flash memory, 93, 102–103, 109

flat screen monitors, 121

Flickr (Web site), 318, 322

floppy disks/disk drives, 109, 117

flowcharts, 32

folders

about, 64, 243–244

compressed, 217

copying, 259

creating, 249

files in, 235–236

managing, 248–252

networking, 193

Open dialog box, 252–253

sharing, 199, 201–203

storage, 101, 103

types of, 244–247

footprint, 23

forbidden characters, 237

formats, file

images, 291–293

video, 298

function keys, 134

## • G •

gamepads/game controllers, 21, 36, 147–148

gamers

headphones, 166

monitor choices, 121

optical drives for, 104

requirements, 99

games

about, 15

access restrictions, 331

resolution change automation, 129

gateways, 186, 194, 206

geographical differences

date and time format, 78

power frequencies, 26

GIF files, 291

gigabytes (GB), 94–95, 99

gigahertz (GHz) speed measurement, 75

Google (Web site; search engine),

210, 215, 321

Gookin, Dan (author)

*Laptops For Dummies*, 23, 176

*PCs For Dummies Quick Reference*, 263

*Troubleshooting & Maintaining Your PC*

*All-In-One For Dummies*, 46, 110, 223,

230, 346

*Troubleshooting Your PC For Dummies*,

45, 165, 208, 223, 230, 264, 346

Web site, 5

government purposes, 16

GPU (graphics processing unit), 122

graphical user interface, 58–62

graphics

adapters, 37

file extensions, 238

high-end, 77

mice with, 141

monitor choices, 121

of network maps, 196

trackballs for, 143

video drivers for, 15

graphics processing unit (GPU), 122

guru tips, 343–347

## • H •

hard copies, 20

hard drives. *See also* external hard drives

about, 12, 102–104

adding, 114

battery-backed-up power strips with, 42

C drive, 117

eSATA, 89

- lights for, 25
  - location of, 70–71
  - ports, 89
  - hard start, 47
  - hardware. *See also specific hardware*
    - about, 13
    - control of, 14, 63
    - network, 183–188
    - operating system compatibility, 272
    - upgrading, 339, 345
  - HDMI (High Definition Multimedia Interface), 37
  - HDTV (high-definition television) monitors, 124, 300
  - headphones/headsets
    - about, 20, 27, 166, 345
    - audio output, 33
    - connecting, 24, 34
    - speakers, 169
    - as USB device, 38
  - Help System, 61, 65, 138
  - hibernation, 49, 53, 175
  - hidden features, 60–61
  - High Definition Multimedia Interface (HDMI), 37
  - High Performance Serial Bus, 88
  - high-definition television (HDTV) monitors, 124, 300
  - home page choices, 209
  - home theater sound, 164
  - HomeGroup sharing, 197–199, 201, 250
  - hubs
    - IEEE 1394, 88
    - USB, 87–88
    - wireless, 185
  - humidity, 33
  - Hybrid Sleep, 52
  - hyperlinks, 209, 227
- 1 •**
- IBM Personal Computer (IBM PC), 16
  - icons
    - about, 58–59
    - in Devices and Printers window, 156–157
    - files, 235, 238, 240
    - folders, 244
    - Media Player, 308
    - notification area, 60
    - personalization, 130
    - root folder, 244–245
    - second monitor, 127
    - shared folders, 195
    - shortcuts, 269
    - speech recognition, 314
    - Windows Explorer, 249
  - IE (Internet Explorer). *See* Internet Explorer (IE)
  - IEEE 1394 hardware
    - about, 27, 35
    - devices, 88
    - interface, 103
    - ports, 88, 114
  - IEEE port, 24
  - I.Link, 28
  - Image Shack, 318, 322
  - images
    - camera-to-PC transfer, 284–286
    - editing, 289–290
    - e-mailing, 219
    - as monitor background, 130
    - organization, 290
    - pornographic, 225
    - sharing, 321–322
    - uploading, 320
    - viewing, 291–292
    - from Web sites, 214
  - impact printers, 150
  - infections
    - about, 225
    - from e-mail, 218
    - from Web sites, 215
  - ink cartridges, 151–154
  - inkjet printers, 150–153, 155
  - InPrivate Filtering, 226–227
  - input/output (IO)
    - about, 10–11
    - audio, 33–34
    - connectors, 73
    - front/rear location, 70
    - panel, 26–28
    - ports, 84

insertion pointer, 135

installations

- from compressed files, 217
- restarting afterwards, 53
- software, 265–267

instant messaging, blocking, 331

integrated stereo speakers, 124

integrated video, 121

Intel processors, 74

Interception mode (antivirus programs), 231

interface, definition, 102

international standards, 99. *See also specific standards*

Internet. *See also World Wide Web (Web)*

- about, 205, 213
- access
  - connections, 182, 188
  - hardware, 183
  - how to, 206–208
- e-mail
  - about, 211–212
  - attachments, 218–219
- free software, 214–217
- resolution choices for, 294
- time server, 78–80
- video, 298

Internet Explorer (IE)

- browsing tips, 208–209
- InPrivate Filtering, 226–227
- security tools, 224–227

Internet Service Provider (ISP), 206–207, 224, 334

IO (input/output). *See input/output (IO)*

IP address, 206

iPod, 310–311

Itanium processors, 74

iTunes, 308

## • J •

jacks

- audio systems, 33, 166, 172
- network, 36

Jaz disks, 109

joysticks, 21, 24, 36, 147–148

JPG/JPEG files, 219, 291

## • K •

KB (kilobytes), 94–95, 99

Kensington SmartSockets power strips, 40

keyboard, monitor, mouse. *See KVM switch*

keyboards

- abbreviations, 137
- about, 20, 27, 133–141
- buttons, 25
- connecting, 25, 34, 36
- ergonomic, 340
- ports, 36, 89
- specialized, 140

- as unpowered hubs, 88
- as USB devices, 38
- wireless, 90

kid-safe computing

- about, 325
- Administrator accounts, 326–327
- children's accounts, 325–326, 328–329
- parental controls, 329–332

kilobytes (KB), 94–95, 99

Kodak Easy Share Gallery (Web site), 319

KVM switch, 90

## • L •

labeling discs, 281–282, 304

LAN (local area network), 182

laptop computers

- about, 22–23
- disc trays, 108
- optical drives, 106

*Laptops For Dummies* (Gookin), 23, 176

laser printers

- about, 150
- as color printers, 151
- power strip limitations, 40
- toner cartridges, 153

lassoing files, 258

LCD. *See liquid crystal display (LCD)*

learning curve (software), 267, 344

left (main) button, 142–143

left-handed mouse use, 142, 147

left-right speakers, 33

legacy ports, 89–90

- libraries
    - about, 250–252
    - in HomeGroup, 199
    - Media Player, 309–310
    - in Windows 7, 247
  - Library folder, 64
  - license (software), 266
  - lightning strikes, 41, 81
  - lights on console front, 24–25
  - Limited accounts, 326
  - line conditioning, 41
  - Line In/Line Out
    - about, 24, 27
    - connectors, 33
    - jacks, 33–34, 172
  - line noise, 40–41
  - links. *See* hyperlinks
  - Linux operating system, 90
  - liquid crystal display (LCD)
    - control panels, 152
    - monitors, 55
  - Live File Format, 278–279, 312
  - Live TV, 301–302
  - local area network (LAN), 182
  - lock keys, 137
  - locking computers, 49, 51
  - logging in/logging off, 47, 49, 51, 206
  - long-term storage, 12
  - lost files, 263
  - low-frequency sounds, 164
  - low-power mode, 46, 52, 156, 175
  - LPT ports, 90, 158
- **M** •
- magneto-optical (MO) disks, 109
  - Magnifier, 313
  - maintenance issues, restarting afterwards, 54
  - malware, 225, 299, 339
  - manual feeder, 152
  - manufacturers
    - component location differences, 21
    - labels, 25
    - wide-screen monitors, 125
  - mapping, networks, 196–197
  - margins, setting, 160–161
  - mass storage. *See also* hard drives
    - about, 101
    - defined, 101–103
    - external, 114–115
    - media cards/flash drives, 109–114
    - on networks, 181
    - optical drives, 104–109
    - viewing, 115–118
  - mastered discs, 280
  - mathematical computations, 139
  - Mavis Beacon Teaches Typing software, 135
  - MB (megabytes), 94–95, 99
  - McAfee VirusScan, 230
  - measurement
    - of media card storage, 111
    - memory, 94–96
    - monitors, 123–125
    - speed, 75, 177
  - media cards
    - about, 12, 102, 109–114
    - ejecting, 113
    - readers, 71, 110
    - definition, 102
    - hard drive consumption, 103
    - sharing, 182, 201
    - slots, 24
    - storage, 64, 92
  - Media Center, 201, 299–301
  - Media Player, 296, 300, 307–312
  - Media Sharing, 201
  - megabytes (MB), 94–95, 99
  - memory (RAM)
    - about, 12, 91–92
    - adding, 72
    - card slots, 151
    - chips, 92–94
    - files in, 15
    - location of, 70
    - measurement, 94–96
    - memory chips, 92–94
    - online evaluation, 98
    - Q&A, 96–99
    - sharing, 123
    - upgrades, 345
    - video RAM, 122

- Memory Stick Duo/Pro, 110–111
  - mice. *See* mouse
  - microcomputers, 16
  - microphones
    - about, 27
    - audio input, 33
    - configuration, 168
    - connecting, 24
    - with headphones, 166
    - jacks, 34
  - Microsoft Windows. *See* Windows
  - military purposes, 16
  - Mini DV IEEE 1394 ports, 88
  - mini-desktop consoles, 22–23
  - mini-DIN connectors, 34–35
  - mini-tower consoles, 22–23, 53
  - mini-USB ports/cables, 85
  - mixing and matching brands, 121
  - MO (magneto-optical) disks, 109
  - modems. *See also* broadband modems;
    - cable modems; DSL modems
    - about, 11, 21, 36, 176–178
    - connecting, 37
    - protection, 41
  - modifier keys, 136
  - modularity, 71
  - mold in computers, 33
  - monitors
    - about, 20, 119, 123–126
    - adjusting, 340
    - battery-backed-up power strips, 42
    - connecting, 25, 37
    - display, 119–123, 128–132
    - location of, 22
    - second monitor, 59, 126–127
    - turning on/off, 46, 56
  - motherboard
    - about, 71–73
    - batteries, 80
    - display adapter, 120, 121, 123
    - eSATA ports, 89
    - location of, 70
    - memory, 92
    - networking circuitry, 184
  - Motion Pictures Experts Group (MPEG), 298
  - mouse
    - about, 20
    - components, 142–143
    - connecting, 25, 34, 36, 88, 141–142
    - left-handed use, 142, 147
    - maneuvers, 144
    - multibutton, 143
    - pointers, 59, 130, 145–146
    - ports, 27–28, 36, 89, 141
    - as USB device, 38
    - variety of, 143
    - Windows, 145–147
    - wireless, 90
  - MOV file, 298
  - movers, 32
  - Movie Maker program, 298–299
  - movies, 108, 295–299
  - moving files, 260
  - MP3 players, 310–311
  - MPEG (Motion Pictures Experts Group), 298
  - music
    - iTunes, 308
    - Media Player, 307–312
    - optical discs, 276, 312
    - QuickTime player, 296, 298
    - storage space, 95
  - mute button, 165–166
  - My Network Places (Web site), 194
  - MySpace (Web site), 316, 321
- N •
- names, files, 234
  - naming conventions, 236–237
  - Narrator, 312–313
  - national differences
    - date and time format, 78
    - power frequencies, 26
  - Nero program, 276
  - netbooks, 22–23
  - Network and Sharing Center, 188–191, 196–197
  - network discovery, 194–196, 200
  - network information card (NIC), 184–186
  - Network window, 193–194
  - networks
    - adapters, 183
    - cables, 34, 37
    - connectors, 27–28
    - drive usage, 64

hardware, 183–188  
 jacks, 36, 37  
 printers, 21  
 protection, 41  
 resource sharing, 64, 181–182  
 software, 188–191  
 using  
   exploration, 193–197  
   HomeGroup sharing, 197–199  
   traditional network sharing, 200–203  
 New Folder button, 249–250  
 NIC (network information card), 184–186  
 19-in-1 media card readers, 110–111  
 noise filtering, 40–41  
 non-amplified sound, 33  
 non-battery-backed-up power strips, 42  
 nonstereo headsets, 166  
 Norton AntiVirus, 230  
 notebook computers, 23  
 notification area  
   about, 59–60, 62  
   timepieces in, 78  
   volume control, 167–168  
 Num Lock, 137  
 numbers, computing, 95  
 numbers in file names, 237  
 numeric keypad, 134–135  
 NVIDIA GeForce, 122

## • O •

OCR (optical character recognition)  
   scanning software, 289  
 off-the-shelf parts, 17  
 Leonardos Robot, 16  
 Memory full error, 98  
 One PC, 22  
 104-key keyboard, 135  
 128-bit processors, 74  
 online evaluation, memory, 98  
 on-off switches  
   in emergency situations, 54  
   IEEE device connections, 35  
   location of, 46  
   power button as, 49  
   during setup, 33  
   USB-powered devices, 86

operating systems. *See also specific operating systems*  
 about, 14  
 storage, 101, 103–104  
 updates, 271  
 Opteron processors, 74  
 optical audio, 35  
 optical character recognition (OCR)  
   scanning software, 289  
 optical discs  
   about, 12, 24, 275  
   capacity, 107  
   creating, 275–277  
   data discs, 277–282  
 optical drives  
   about, 24, 102, 104–109  
   adding, 114  
   drive letters for, 117  
   DVDs in, 296  
   eSATA, 39  
   lights for, 25  
   location of, 22, 70–71  
   output, video, 37

## • P •

packing materials/slips, 32  
 Paint (software), 293  
 paper, 151, 154–155, 160  
 parent folders, 245, 249  
 parental controls, 325, 329–334  
 Password Hint link, 48  
 passwords  
   about, 47–48  
   Administrator accounts, 326, 331  
   for Internet access, 206  
   network sharing, 201  
   for routers, 186  
 Paste command, 260  
 patches, 270–271  
 PC parenting, 332–334  
 PCI Express (PCIe), 76–77, 123  
 PCs  
   commandments, 337–341  
   guru tips, 343–347  
   history, 16–17  
   opening, 71–72  
   security status review, 227–228  
   Setup program, 104

*PCs For Dummies Quick Reference*

- (Gookin), 263
- peer-to-peer network, 182
- Pentium, 74
- periods in file names, 237
- peripherals, 83
- permanent storage. *See* mass storage
- permissions, 195
- personal computers. *See* PCs
- personalization, appearance, 129–130
- pet hair accumulation, 26
- Phenom processors, 74
- phishing, 225–227
- phosphor burn-in, 132
- Photobucket, 318, 322
- photocopier paper, 155
- photography
  - about, 283
  - digital cameras, 284–286
  - editing software, 99
  - paper, 155
  - picture files, 289–293
  - printers, 150, 152–153
  - resolution, 293–294
  - scanners, 286–289
  - in social networking, 318–322
  - uploading, 317
- Photoshop, 289–293
- Picasa Web hosting service (Web site), 318, 321–322
- picture files/size, 123, 289–293
- Pictures Library, 214
- Pin area, 60–61
- pinning software, 269
- pixel, definition, 129
- playlists, creating, 310
- plugging in backwards
  - computer cables, 34
  - printer cables, 38
- PNG files, 219, 291
- POP3 servers, 207
- pop-ups, 225–226, 228
- pornographic images, 225
- portable music players, 310–311
- ports
  - about, 83–84
  - eSATA, 89
  - IEEE 1394, 88, 114
  - legacy, 89–90
  - LPT, 90, 158
  - mice, 36, 89, 141
  - USB, 84–88
- posture, 340
- power
  - cables, 26, 124
  - connectors, 70
  - extra, 38
  - frequency changes, 26
  - management, 173–176
  - on-off, 47
  - outages, 41
  - power strips, 39–40, 42, 45–47
  - power supply, 70, 81
  - Sleep command, 49
  - surges, 81
- power button
  - about, 24–25, 49
  - on monitors, 124
  - programming, 54
- power of two, 95
- Power Saver option, 175
- power user options, 23
- powered USB hubs, 88
- Print Preview, 160, 210
- Print Screen key (PrtSc), 139
- printers
  - about, 20, 149
  - adding, 158
  - connecting, 38
  - hardware, 151
  - laser, 40
  - network, 21, 181, 194, 200–201
  - overview
    - components, 151–152
    - control panel, 152–153
    - ink, 153–154
    - paper, 154–155
    - types of, 150–151
  - ports, 89–90
  - power cords for, 86
  - power strip limitations, 40
  - setup, 156–158
  - sharing, 198
  - as USB device, 38
  - using, 159–162

printing  
 images, 284–286  
 in reverse order, 161  
 stopping, 162  
 Web pages, 210  
 PRN ports, 90  
 processing, 11–12  
 processors, 12, 70, 73–76. *See also specific processors*  
 productivity software, 15  
 programs  
 about, 15  
 blocking, 331  
 for file creation, 238  
 icons for, 58  
 recently used, 61  
 running, 267–269  
 storage, 101  
 properties  
 keyboard, 140  
 mouse, 144  
 Public folder, 201  
 Public Network, 190  
 Publisher, 316  
 purchasing components, 34–35  
 purging television recordings, 305

## • Q •

Q&A, memory, 96–99  
 quarantine (viruses), 231  
 Quick Launch toolbar, 269  
 QuickTime player, 296, 298

## • R •

Radio Shack, 35, 80  
 RAM (random access memory). *See*  
 memory (RAM)  
 RDL (dual-layer discs), 106  
 Read Receipt option, 212  
 readability adjustments, 130, 209, 212  
 README files, 217  
 read-only memory (ROM), 93  
 ReadyBoost, 110  
 reboot, 47  
 recordable discs, 105–106, 276–277  
 recovery drives, 117

Recycle Bin, 64, 261  
 recycling ink/toner cartridges, 153  
 regional differences  
 date and time format, 78  
 power frequencies, 26  
 registration (software), 267  
 renaming files, 262–263  
 repetitive stress injury (RSI), 340  
 reset button, 25  
 resolution  
 maximum, 129  
 photography, 293–294  
 scanners, 289  
 setting, 128–129  
 resource sharing, 64, 181–182, 195, 250  
 restarting  
 about, 47, 49  
 during the night, 271  
 restart button, 25  
 Windows, 53  
 restoring deleted files, 262  
 restricted content, 302  
 RJ-45 adapter, 37, 184  
 ROM (read-only memory), 93  
 root folder, 244–245  
 root hub, 88  
 routers  
 about, 186  
 connecting, 37  
 network, 183, 187–188  
 with Vista, 194  
 RSI (repetitive stress injury), 340  
 RW optical discs, 276, 281

## • S •

safety copies, 20  
 safety transformers, 40  
 sales receipts, 32  
 samples, videos, 296  
 SATA (Serial Advanced Technology  
 Attachment), 103  
 satellite modems, 36, 187, 206  
 saving files, 240–242, 338  
 scanners  
 about, 21  
 digitizing photos, 286–289  
 ports for, 35, 89

- scanners (*continued*)
  - with printers, 150
  - turning on/off, 46
  - as USB device, 38
- scheduling TV recordings, 302
- screen
  - area measurements, 125
  - hazards, 215
  - resolution, 59
  - screen savers, 131–132, 292
  - size, 123
  - writing on, 23
- Scroll Lock, 137
- SCSI ports, 89
- Search box, 61
- search engines, 210–211, 215, 321
- second monitor, 59, 126–127
- Secure Digital MultiMediaCard, 110–111
- security. *See also* passwords
  - about, 223
  - Action Center, 227–232
  - file extension visibility, 239
  - Internet Explorer tools, 225–227
  - PC villains, 225
  - permissions, 195
  - Public Network, 190
  - screen savers, 132
  - superheroes, 224
- self-extracting format, 217
- Serial Advanced Technology Attachment (SATA), 103
- serial number (software), 266
- serial ports, 90
- series, recording, 303, 305
- shared video memory, 99
- shareware, 217
- shortcuts, 58–59, 260–261, 269
- Show Desktop button, 60
- Shutdown, 49–50, 54, 61
- signals
  - compromised, 85
  - wireless hubs, 185
- Single Inline Memory Module (SIMM), 93
- 64-bit processors, 74
- size, files, 235, 291, 297
- Sleep mode, 49, 52, 55
- slide-in, 107–108
- slides, scanning, 286
- Slideshow program, 292
- small footprint PCs, 23
- Smart Media xD-Picture Card, 110–111
- SMTP servers, 207
- social networking
  - about, 315
  - Facebook, 316–317, 321
  - photos online, 318–322
  - Twitter, 317–318, 321
  - videos, 322–324
- soft boot, 47
- software
  - about, 13, 265
  - anti-spyware programs, 230
  - antivirus programs, 218, 230–231, 339
  - blocking, 331
  - for file creation, 240
  - free, 214–217
  - graphics support, 123
  - installation, 104, 265–267
  - licenses, 266
  - malicious, 225
  - Navis Beacon Teaches Typing, 135
  - Media Center, 201, 299–300
  - memory requirements, 97
  - for music, 311
  - networking, 188–191
  - OCR scanning, 289
  - online photo hosting, 321
  - for operating systems, 14
  - photo-editing, 99
  - printer, 156, 158
  - scanning, 287
  - storage, 103
  - with TV tuner, 300
  - uninstalling, 269–270
  - updating/upgrading, 270–272, 339
  - with USB devices, 86
  - using, 267–269
- solid state drive (SSD), 109
- Sony/Philips Digital Interconnect Format (SPDIF), 27–28, 35
- Sound Blaster Audigy system, 163
- sound mixers, 166
- Sound Recorder program, 171–172
- sound samples, 171
- sound-out jack, 164
- spaces in file names, 237
- SPDIF (Sony/Philips Digital Interconnect Format), 27–28, 35

- speakers
    - about, 20–27
    - audio output, 33
    - configuration, 168
    - connecting, 25
    - headphones, switching between, 169
    - on monitors, 124
    - as USB device, 38
  - special buttons (mice), 142–143
  - speech recognition, 313–314
  - speed
    - boosting, 110
    - memory use, 98
    - of modems, 177, 187
    - of network information cards, 185
    - as processor yardstick, 74
  - spikes, 41–42
  - spying on children, 332–334
  - spyware, 225, 229
  - square ratio, 124
  - SSD (solid state drive), 109
  - Stand By mode, 52
  - Standard User accounts, 325–326, 328–329, 331
  - standards
    - 802.11, 185–186
    - Bluetooth, 186
    - ethernet, 182
    - hard drive/optical drive interface, 103
    - international, 99
    - power management, 174
    - wireless equipment (802.11), 182
  - Start button, 59–62, 136, 267–268
  - starting a computer, terminology, 47
  - static electricity, 72
  - stereo speakers, 20, 124, 164
  - sticky labels, 282
  - storage. *See also* mass storage
    - about, 12
    - details, 64
    - optical discs, 24, 107
    - television, 303, 305
    - video, 296
  - stylus tools, 23, 143
  - subfolders, 245–247
  - subwoofers
    - about, 20, 27, 165
    - adding, 164
  - SuperDisks, 109
  - surges, 41–42, 81
  - surround sound, 27–28, 33, 164–165
  - Suspend mode, 52
  - S-Video, 37
  - Switch User command, 49, 52
  - switches, Ethernet, 186
  - symbols, components, 28–30
  - system icons, 58–59
  - system tray, 62
  - system units. *See* consoles
  - System window
    - memory information, 96–99
    - processor information, 75–76
- T ●
- Tab key, 138
  - tablet PCs, 23
  - taskbar, 59–60, 127, 269
  - TB (terabytes), 94–95
  - technical support
    - author's Web site, 2
    - choices, 344
    - Internet, 207
  - telephone lines
    - with dialup modems, 36
    - lightning strikes, 41
  - television
    - audio connections, 33
    - display adapters with, 123
    - PC as, 299–305
  - temperatures, console, 33, 73
  - Temporarily Allow Pop-Ups, 226
  - temporary storage. *See* memory (RAM)
  - ten commandments, 337–341
  - ten tips, 343–347
  - terabytes (TB), 94–95
  - test page print, 158
  - theft, 33
  - thick paper, 155
  - third-party tools, 276
  - 32-bit processors, 74
  - 3-D mice, 143
  - 386 processor, 74
  - thumb drives. *See* flash drives
  - TIFF files, 291
  - time
    - setting, 78–80
    - stamping, 235

toner cartridges, 152–153  
 tower consoles, 22–23  
 trackballs, 143  
 transformers, 40  
 translation for keyboard commands,  
 147–148  
 transparency adapters, 286, 289  
 trial periods (software), 215  
 Trojan (horse), 225  
 troubleshooting, rebooting during, 53  
*Troubleshooting & Maintaining Your PC*  
*All-In-One For Dummies* (Gookin), 46,  
 110, 223, 230, 346  
*Troubleshooting Your PC For Dummies*  
 (Gookin), 46, 54, 165, 208, 223, 230,  
 264, 346  
 tunes, collecting, 309  
 TV. *See* television  
 Twitter (Web site), 317–318, 321  
 typewriter keys, 134

## • U •

UAC (User Account Control) warnings,  
 231–232, 266, 325–326  
 undeleting files, 262  
 Undo command, 259  
 uninstalling software, 269–270  
 uninterruptible power supply (UPS),  
 41–43, 81, 345  
 Universal Serial Bus (USB). *See* USB  
 devices  
 Unix operating system, 90  
 unknown computer files, 239, 338  
 unpacking computers, 32  
 unselecting files, 258  
 updates  
 operating systems, 14  
 security, 224  
 software, 270–272  
 upgrades  
 about, 17  
 audio, 163  
 memory, 98  
 restarting afterwards, 53  
 software, 270–272

uploading, 213, 320, 323  
 UPS (uninterruptible power supply), 41–43,  
 81, 345  
 USB devices  
 about, 85  
 audio, 163  
 cables  
 about, 85–86  
 plugging in backwards, 38  
 connecting/removing, 86  
 energy hogs, 86  
 flash drives, 278–279  
 hubs, 87–88  
 interface, 103  
 ports  
 about, 27–28, 34  
 connections, 34–88  
 location of, 24  
 in networks, 186  
 for storage expansion, 114  
 power source, 46  
 speakers, 34  
 turning on/off, 46  
 USB-powered, 86  
 User Account Control (UAC) warnings,  
 231–232, 266, 325–326  
 User Account Folder, 246  
 User Controls window, 329–331  
 User Profile folder, 64, 245, 247  
 utilities, 15

## • V •

validation (software), 267  
 vbs, 339  
 ventilation space, 24–26, 33, 56  
 version number (software), 270  
 VGA (video graphics adapters), 26, 37  
 Victrola, 33  
 video. *See also* display  
 about, 28  
 adapters, 26, 37  
 cables, 124  
 cameras, 38  
 connectors, 26, 34, 90  
 drivers, 15

- hard drive consumption, 103
  - memory, 99, 129
  - movies, 295
  - output, 37
  - recorders, 112
  - second monitor, 126
  - in social networking, 322–324
  - storage size, 95
  - uploading, 317, 323
  - video graphics adapters (VGA), 26, 37
  - video RAM (VRAM), 122
  - virtual memory, 98
  - viruses
    - about, 225
    - from e-mail, 218
    - prevention, 239
    - from Web sites, 215
  - Vista
    - e-mail, 211
    - folders, 64, 247
    - Hybrid Sleep, 52
    - image viewing, 292
    - kid-safe computing, 325
    - networking, 190–191, 194
    - New Folder command, 250
    - recent documents, 333
    - security, 228
    - Shutdown menu, 50
  - visual processing unit (VPU). *See* graphics processing unit (GPU)
  - visually impaired users, 312–313
  - voice over Internet, 166
  - voltage switch, 26
  - volume control, 165–169
  - VPU (visual processing unit). *See* graphics processing unit (GPU)
- W •**
- Walmart online photo service (Web site), 319
  - WAN (wide-area network), 188
  - warm boot, 47
  - warnings
    - cables, 35, 85
    - jacks, 36
    - keyboards, 36
    - lightning strikes, 81
    - malware, 225, 299, 339
    - mouse connections, 36
    - network hardware, 37
    - paper appropriateness, 155
    - power surges, 81
    - screen savers, 132
    - spikes, 41
    - static electricity, 72
    - sticky labels, 282
    - Web freebies, 215
  - warranties, 32
  - WDS (Wireless Distribution System), 186
  - Web pages/sites. *See* World Wide Web (Web)
  - Webcam, 297
  - wheel button, 142–143
  - wide-area network (WAN), 188
  - wide-screen monitors, 123–124
  - width to height ratio, 123–124
  - Windows
    - about, 14, 16, 47–48, 57
    - background (desktop), 214
    - Backup program, 264
    - camera-to-PC transfer, 286
    - control panel, 63–64, 152
    - files/folders, 64, 245
    - firewalls, 224, 228–229
    - graphical user interface, 58–62
    - Help System, 65
    - images
      - editing, 293
      - organization, 290
      - viewing, 291–292
    - installation number, 25
    - Internet access configuration, 207
    - keyboard control, 140
    - Media Center, 201, 299–301
    - Media Player, 172, 300–301, 307–312
    - mice in, 145–147
    - Movie Maker program, 298–299
    - myths, 346
    - networking
      - about, 188–191
      - exploration, 193–197
      - resource sharing, 182
    - optical disc burning, 276

Windows (*continued*)

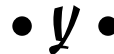
- personalization, appearance, 129–130
  - Photo Gallery (Web site), 290
  - Picasa Web host service (Web site), 322
  - scanning, 287
  - second monitor, 126
  - shutting down, 341
  - Sidebar, 58–59
  - sound control, 167–172
  - speech recognition, 313–314
  - standards, networking, 182
  - System window, 75–76
  - updates, 224, 271, 340
  - upgrades, 272
  - video, 296, 298–299
  - WAV file sounds, 171
- Windows 7
- Devices/Printers window, 156–157, 286
  - e-mail, 211
  - folders, 247
  - HomeGroup sharing, 195, 197–198
  - Hybrid Sleep, 52
  - images, 214
  - kid-safe computing, 325
  - libraries, 247, 250
  - memory requirements, 95, 97
  - networks, 191
  - scanning, 286
  - security, 227–228
  - Windows Defender, 230
  - Windows Defender, 224, 229–230
  - Windows Explorer, 248–249
  - Windows key, 136
  - Windows Media Video (WMV), 298
  - Windows Security Center, 228
- Windows XP
- hibernation, 53
  - image viewing, 292
  - My Network Places, 194
  - Network Connections window, 189
  - parental controls, 325
  - restarting, 53
  - Shutdown, 50, 54
  - Start button, 62
  - Switch User command, 52

## WINNT files, 245

- Wireless Distribution System (WDS), 186
- wireless equipment
  - 802.11 standard, 182
  - keyboards/mice, 90, 134, 142
  - networks, 39, 184–185, 190
  - printers, 38
  - routers, 186
- WMV (Windows Media Video), 298
- workgroups, 194
- World Wide Web (Web). *See also specific Web sites*
  - about, 208–211
  - addresses, 209, 237
  - blocking, 226
  - browsers, 208–211
  - content, 213–214
  - cyberbullying, 334
  - file extensions, 239
  - history, 332–333
  - icons for, 58
  - modem speed, 177
  - phony Web sites, 224
  - resolution, 294
  - software, 215, 290
  - video, 298
- worms, 225
- wrist pads, 340
- write-once optical discs, 276



- Xeon processors, 74
- XP. *See* Windows XP



- YouTube (Web site), 322–324



- Zip disks, 109
- zipped folders, 217