Happy Computer 2.2 (XP)

Things to keep your computer running properly

1 KB means 1 kilobyte (very small file size)
1000 KB = 1 MB (megabyte) ~ floppy holds 1.44 MB
1000 MB = 1 GB (gigabyte) ~ CD holds 640-700 MB
　　　　　　　　　　　 ~ DVD holds 4.7 GB per side
Hard drives these days (2004) range from 20-100 GB

- Always plug a PC into a surge protector.
- Don't touch a flat screen or laptop screens; they can easily get damaged, clean with a cleaner designed for screens.
- If the PC wants to correct a problem or scan for a virus, let it, don't cancel it, you can wait the few seconds for it to run. It's better to do that than to have corrupt files or a virus on your hard drive.
- If you have DSL or cable internet, allow programs to check for updates for your programs. It'll benefit you.
- Use a firewall, if possible. Zone Alarm has a free one and Windows XP comes with one: Start> Control Panel> Network Connections> right click Local Area Connections> select Properties> Advanced tab> check the Internet Connection Firewall. If you use dial up, odds are someone won't try to hack the PC because the connection is too slow. If the firewall causes problems or if you're using dial up, then turn off the firewall.
- A regular music CD is written in audio format (au). You can "rip" a CD into a format called MP3 which is a smaller audio file (3 min song ~ 3MB). This can be stored and played from your hard drive or MP3 player. MusicMatch and WinAmp are good programs for ripping MP3s.
- Digital cameras can take great pictures but at a cost of file size. The better the quality the larger the file. On a 4.0 mega pixel camera this is what you can expect:

Set at	Size (inches)	File size
1280 x 960	18 x 13	314 KB
640 x 480	4 x 3	64 KB

You can use a photo editor like Microsoft Photo Editor to resize the pictures once you download the files to your PC. Some cameras take pictures that are over 1 MB each. These are too big to email. A photo should be about 100 KB to send in an email.

- When burning CDs, realized that a CD-R (Recordable) can be burned only once, but will work in any CD player. A CD-RW (ReWriteable) can be written to and erased many times, but only newer CD players can read these. Check to see what type your CD player uses before you buy the recordable CDs.
- Newer PCs come with combo drives that burn DVD-R and CD-RW. Remember, if it has an "-R" then it can only be written on it once, even on a DVD. Soon DVD's will be rewritable but those are not available as of 7/24/04.
- If you disconnect power to your PC (aka turn off the power suppressor or unplug) make sure Window's shut down all the way. You don't want to interrupt it while it's shutting down or starting up.
- Yes, you should disconnect you PC from the wall outlet during a lightening storm. Why risk it?
- To figure out which file system you have on your hard drive - either NTFS or FAT32, double click the My Computer icon on the desktop and right click on your C drive and choose Properties. Look for the "File system" entry. It'll either say NTFS or FAT32.
- The fastest and cheapest way to speed up your computer is to buy more memory (that is RAM memory not Hard Drive memory; in computer talk you don't usually call the hard drive "memory").
- You don't have to keep all or any icons on you desktop. They are only shortcuts (which will lead you to the actual location of the file or program). If you don't want to delete them, you can make a folder on your desktop called "unused" and drag and drop the icon into it.
- You can change your Desktop picture by opening any picture file (usually JPEGs or GIFs) in Internet Explorer and right click and select 'Set as Background'.

Hot Keys to make life easier

F1	Help in almost any screen
F2	Rename
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+F	Find
Ctrl+Z	Undo

Ctrl+V	Paste
Ctrl+S	Save
Ctrl+H	Replace
Ctrl+P	Print

Alt+F4 Closes Active window (good for closing internet popup windows)

Ctrl+Enter In the Internet Explorer address bar, this will add the "http://www." to the front and ".com" to the end. Try clearing out the address bar and typing just "google" (no quotes) then Ctrl+Enter

⊞ + **Pause** Opens System Properties

⊞ + **E** Open Windows Explorer

⊞ **, U, U** Shut down Windows

Alt+Prnt Scrn – this will capture a picture of the active window but you need to paste it in Paint or Microsoft Word.

Problem with Windows? First, try the system recovery disk if your PC came with one. If that doesn't work, try to reinstall Windows XP. If that doesn't work, you need to save everything you want to keep onto an external source (CD, Zip disk, Jump Drive), reformat the hard drive, reinstall XP, and reinstall all your programs. (not recommended except by a computer tech.)

Reinstall Windows XP
Reboot your computer with the Windows XP setup CD in the CD and/or DVD drive and let it boot into the Windows Setup screen. Let it load all the drivers. If you wiped the hard drive clean then choose option 1 and start the clean installation. If you still have XP on your PC then you want to reinstall the system files, type "R". Follow the directions. When it is done, remove CD and reboot the computer.

Reformat Windows XP
**First, remember that reformatting a hard disk deletes all of the data that is on it, so make sure that you back up your data before you reformat the disk. That data is unrecoverable afterwards. It's gone forever!!!!. **
** You need to go into your BIOS to change the boot sequence to do this making your CD-ROM drive your primary boot device (you can usually get to it by clicking **Esc** or **Del** right when you start up you PC).**

Since this is a quick reference sheet, it's hard to keep how to reformat brief. The best option is to go to http://www.winsupersite.com/showcase/windowsxp_sg_clean.asp and print out that page because it has pictures with it too.

OPTION 1: If you purchased your computer from a major manufacturer (Dell, HP, etc.) they should have shipped a CD that will do almost everything for you. If you find it, just stick it in the CDROM and reboot, then follow the instructions it gives you.

(This method came from http://www.cyberwalker.net/)
OPTION 2:
*Note- if asked, always us NTFS instead of FAT32
1) Boot your system from your Windows XP CD.
2) On the Installation Menu, choose "Install Windows XP".
3) On the next screen choose "New Installation (Advanced)". (Warning: This option will wipe out all the data on your hard drive and put a fresh copy of Windows XP on the system).
4) Let the software do the rest. Done

This page and links can be found at:

http://www.holet.com/Tech/HappyComputer.htm