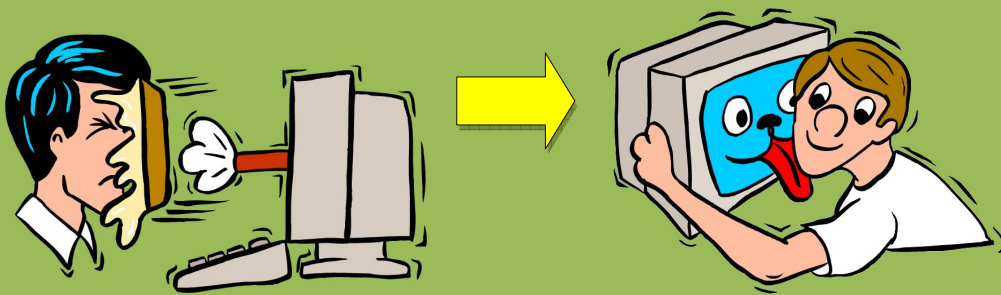


The Computer Manual

Afraid of your computer? Here are all the tips
and tricks to transform your PC relationship
from hate to love!



2010

A. Eduard Grecea

The book that should come with every PC!

Contents

| | |
|--|----|
| Chapter 1..... | 5 |
| First things first | 5 |
| Before OOB (Out of the Box) | 6 |
| Out of the Box Experience (OOBE)..... | 7 |
| MY Computer or Computer | 9 |
| Antivirus Antispyware, Ad-Aware or Bugs | 12 |
| Burn your recovery DVDs..... | 17 |
| Users and Profile Backup | 19 |
| Profile cleaning and maintenance | 21 |
| The RUN Dialog Window..... | 25 |
| Copy and Paste (Ctrl C, Ctrl V)..... | 27 |
| The Undo and Redo Commands | 29 |
| Selecting and copying multiple items, exploring locations..... | 30 |
| Drag and Drop..... | 31 |
| Browsing for files and folders | 32 |
| Screen captures – Screen shots | 37 |
| Working with archive files | 38 |
| Recovering your computer from the recovery partition | 40 |
| Recovering your computer from the Recovery DVDs..... | 42 |
| Chapter 2..... | 55 |
| Installing the Windows® OS..... | 55 |
| Windows® partitions and Disk Management | 57 |
| Installing Windows® from the CD/DVD | 59 |
| Windows® XP Professional..... | 60 |
| Installing Windows® 7 | 76 |
| Installing new drivers | 86 |
| Problems with Automatic Driver Installation | 92 |
| Chapter 3..... | 94 |
| Expanding your Computer’s abilities | 94 |

| | |
|--|-----|
| Downloading and Installing Applications..... | 95 |
| Installing RealPlayer® | 98 |
| Installing iTunes® | 101 |
| Burning CDs DVDs | 104 |
| Necessary Software | 109 |
| Downloading and installing OpenOffice® | 111 |
| The Insert key Problem | 116 |
| Chapter 4..... | 117 |
| Windows® OS and Control Panel | 117 |
| Inside the Box or inside the Tower | 118 |
| S-ATA Hard-drive Connection | 119 |
| Familiarize yourself with the Operating System | 121 |
| Programs And features | 122 |
| Backing UP your data | 124 |
| Default Programs and File Extensions | 127 |
| Folder Options | 130 |
| Network and Sharing Center..... | 134 |
| Internet Options..... | 136 |
| Windows® Update and Windows® Firewall..... | 137 |
| Devices and Printers | 138 |
| Device Manager | 147 |
| The Notification Area | 148 |
| Microsoft SyncToy..... | 151 |
| WinMerge | 157 |
| Chapter 5..... | 161 |
| Troubleshooting..... | 161 |
| Troubleshooting your Windows® Start-Up..... | 162 |
| Hard Disk tools | 165 |
| System Restore | 169 |
| Troubleshooting your PC – Msconfig..... | 171 |
| Troubleshooting your computer - The SysInternals® Tools..... | 176 |
| ERD Commander | 183 |

| | |
|---|-----|
| Troubleshooting your printer and print spooler..... | 184 |
| Network IP addresses | 187 |
| Setting up your network | 187 |
| Tweaking your Verizon DSL network | 189 |
| Troubleshooting your wired network connectivity | 193 |
| Connecting to your wireless network | 199 |
| Troubleshooting your wireless network | 203 |
| Transferring or migrating data to the new computer..... | 208 |
| Remote Desktop | 226 |
| Remote Desktop Options..... | 231 |
| Windows® Firewall in Windows® 7..... | 235 |
| Chapter 6..... | 240 |
| More Fun Stuff | 240 |
| Manage an IPOD® with iTunes®..... | 242 |
| Downloading YouTube® files for iPods..... | 253 |
| HandBrake..... | 255 |
| Manipulating CDs DVDs and ISOs | 256 |
| Virtual Machines | 262 |