
Table of Contents

Foreword	9
Newsletter	9
Introduction to Visual Steps™	10
What You Will Need	11
How to Use This Book	11
How This Book Is Organized	12
Prior Computer Experience	13
The Website That Accompanies This Book	13
The Screen Shots	14
Test Your Knowledge	15
For Teachers	15
The Visual Steps Series for Seniors	16
1. Getting to Know Your Computer	17
1.1 Basic Information about Your Computer System	18
1.2 System Information	21
1.3 <i>Windows Task Manager</i>	25
1.4 CPU Usage and Use of Resources	33
1.5 Reliability and Performance Control	36
1.6 The Performance Index	40
1.7 Priorities and the Paging File	43
1.8 Background Information	45
1.9 Tips	48
2. Speeding Up Vista	51
2.1 Managing Startup Programs	52
2.2 Visual Effects	56
2.3 Indexing	60
2.4 <i>Power Management</i>	63
2.5 Cleaning Up the Hard Disk	67
2.6 Disk Defragmentation	72
2.7 System Health Report	76
2.8 Checking Your Disk	78
2.9 Paging File	81
2.10 Background Information	86
2.11 Tips	91

3. Installing and Removing Programs	97
3.1 Installing Programs in <i>Vista</i>	98
3.2 <i>Program Compatibility Assistant</i>	103
3.3 Repairing Programs	114
3.4 Removing Programs and <i>Windows</i> Features	116
3.5 Background Information	121
3.6 Tips	124
4. Hardware Troubleshooting	125
4.1 General Hardware Problems	126
4.2 Frequently Occurring Hardware Problems	130
4.3 Device Management	134
4.4 Memory Checks	139
4.5 Printer Problems	141
4.6 Sound Problems	147
4.7 Background Information	154
4.8 Tips	156
5. Solving Software Problems and Windows Vista Problems	157
5.1 Common Software Problems	158
5.2 A Program Is Not Responding	161
5.3 Software Problem Reports	163
5.4 The System Registry	169
5.5 Problems with Files and Folders	174
5.6 Problems with Screen Settings	193
5.7 <i>Windows Vista</i> Does Not Work Properly Anymore	203
5.8 Background Information	209
5.9 Tips	211
6. Cleaning Up Windows Mail and Internet Explorer	213
6.1 Organizing and Cleaning Up Your E-mail Messages	214
6.2 Message Rules	216
6.3 Exporting and Importing Messages	220
6.4 Unsolicited E-mail Messages	225
6.5 Cleaning Up the <i>Internet Explorer</i> History	232
6.6 Add-ons	234
6.7 Removing Spyware	235
6.8 Background Information	242
6.9 Tips	244
Appendices	
A. How Do I Do That Again?	247
B. Index	250