

## Operating System Tips - XP

### Bootup Timer - Display List of Operating System Choices

My Computer --> RMB (right mouse button) --> Properties --> Advanced  
Startup and Recovery --> [Settings] -->  
Time to Display List of Operating Systems: [ 30 ]

or

Start --> Run --> msconfig  
tab- BOOT.INI  
timeout [ 30 ]

### On Screen Keyboard

Start --> Run --> OSK

### Create XP Boot Floppy

My Computer --> A: --> RMB --> Format, [ \* ] Create an MS-DOS Startup Disk

### Open 'My Computer' in Explore Mode (split window showing folders)

Open 'My Computer' --> tab-Tools --> Folder Options --> tab-File Types  
(NONE) Folder [ Advanced ] --> explore --> [ Set Default ]

The Windows logo key, located in the bottom row of most computer keyboards is a little-used treasure. Don't ignore it. It is the shortcut anchor for the following commands: Windows: Display the Start menu Windows + D: Minimize or restore all windows Windows + E: Display Windows Explorer Windows + F: Display Search for files Windows + Ctrl + F: Display Search for computer Windows + F1: Display Help and Support Center Windows + R: Display Run dialog box Windows + break: Display System Properties dialog box Windows + shift + M: Undo minimize all windows Windows + L: Lock the workstation Windows + U: Open Utility Manager

### Hide/Show the Last User Name

Start --> Run --> regedit  
[HKEY\_LOCAL\_MACHINE\Software\Microsoft\Windows\CurrentVersion\Policies\System]  
modify the existing value, called "DontDisplayLastUserName"  
set it to "1" to enable or "0" to disable the restriction

### Schedule Virus Scan - McAfee

Start --> Programs --> McAfee --> VirusScan Console  
Double click "Scan All Fixed Disks"  
(lower right) [Schedule]  
tab-Task  
[ \* ] Enable (scheduled task)  
tab-Schedule  
Daily, time 8:00 PM  
[ OK ]  
[ OK ]  
[ Exit ]

### Stop Background Services

Run --> services.msc  
Background Intelligent Transfer Service --> RMB --> Stop  
(Will restart with next reboot)  
Also try:  
Indexing Service

### Registry Backup

(for XP and Vista) <http://support.microsoft.com/kb/322756>

### Scan Operating System Files

Start --> Run --> command  
sfc /scannow

### Email - Outlook - Email PopUp Display

Tools --> Options --> tab-Preferences --> [E-mail Options]  
[Advanced E-mail Options]

"When new items arrive in my Inbox": turn on/off options as desired

In the menu, click on Tools, then Options.

On the preferences tab, in the E-mail section, click on the "E-mail Options..." button

Click on the "Advanced E-mail Options..." button

Look for the "When new items arrive in my Inbox" area