Windows XP Home Edition Tips

Learn quick ways to get the most out of Windows XP Home Edition.

Get Started

Get Back to the Desktop Quickly

No matter how many windows you have open, you can always minimize all of them at once by clicking the Show Desktop button in the Quick Launch part of the taskbar in Windows XP. If you change your mind and don't want to use the desktop, you can click the Show Desktop button again to restore all of your windows.

Another way to accomplish the same thing is to hold down the <⊞> key while pressing the **M** key. This will minimize all open windows. To restore them, hold down the **<Shift>** and <⊞> keys while pressing the **M** key.

Note: If you don't see the Show Desktop button, right–click an empty part of the taskbar, point to Toolbars, and make sure Quick Launch is checked. If it's not, then click it.

Move or Copy Files to Subfolders

You can use My Computer in Windows XP to move or copy a file by dragging the file icon to a folder. When you have Folders displayed on the left side of the window, it's easy to drag a file to a different folder.

If the folder you want isn't visible because the folder it's in is not expanded, here's a trick that will save you time and frustration. Drag the file icon to the collapsed (unexpanded) folder, and hold it there for a few seconds. The folder automatically expands and then you can drop the file into the folder you want.

Ways to Delete a File or Folder

When folders and files start to clutter up your hard disk, Windows XP gives you several ways to get rid of the files and folders you don't want.

Within **My Computer**, you can use any of these methods:

- Right–click the file or folder, and then click **Delete**.
- Select the file or folder, and then press the **<Delete>** key.
- Select the file or folder, click the File menu, and then click **Delete**.
- Drag the file or folder to the **Recycle Bin** on the desktop.

Note: To access **My computer**, click on **Start**, and then click **My Computer**. You can also use the hotkey, <⊞>E.

Move Backward and Forward Between Web Pages More Quickly

In Internet Explorer 6 in Windows XP, you can click the **Back** and **Forward** buttons to move back and forth between pages you've recently viewed, one page at a time. If you want to go back several pages and forward again more quickly, click the small black arrow next to the **Back** and **Forward** buttons to see a list of pages you've recently viewed—and then just click the page you want. You can also display this list by right–clicking the **Back** or **Forward** buttons.

Find Your Way Back to a Web Page You Saw Some Time Ago

To find a page that you visited days, weeks, or even months ago, but which you never added to your Favorites, you can use the **History** list in Internet Explorer 6 in Windows XP to help track it down. Click the **History** button on the toolbar. The **History** bar appears, containing shortcuts to every page you've been to today, yesterday, the day before, and so on for the previous three weeks. The links are organized by week. To find the link you want, click the week that you believe you saw it. Links in each week's groupings are listed alphabetically.

Note: You can change the number of days that pages are saved in the **History** list (click **Tools**, then click **Internet Option**, and then look for the **History** section of the **General** tab). The more days you specify, the more disk space is used on your computer to save that information.

Rearrange and Resize Toolbars in Internet Explorer

With Internet Explorer 6 in Windows XP, you can move your menu bar, toolbar, Links bar, and Address bar to create more room to view Web pages or to customize your browser for efficiency's sake.

Simply point to the vertical bar on the left side of the bar you want to move. When the pointer changes to a double–headed arrow, drag the toolbar to where you want it. You can move it left, right, up, or down.

Are You Linked to a Workgroup?

To determine whether your computer is linked to a workgroup.

1. Click **Start**.
2. Right-click **My Computer**.
3. Click **Properties** from the drop-down menu that appears.
4. Click the **Computer Name** tab.

Are You on a Domain?

To determine whether your computer is linked to a domain:

1. Click **Start**.
2. Right-click **My Computer**.
3. Click **Properties** from the drop-down menu that appears.
4. Click the **Computer Name** tab.

Files and Settings Transfer Wizard

Using the Files and Settings Transfer Wizard

The Files and Settings Transfer Wizard helps you move your data files and personal settings from your old computer to your new one, without having to repeat much of the same configuration you did with your old computer. For example, you can take your personal display properties, folder and taskbar options, and Internet browser and mail settings from your old computer and place them on the new one. The wizard will also move specific files or entire folders, such as **My Documents**, **My Pictures**, and **Favorites**.

To access the Files and Settings Transfer Wizard

To open the Files and Settings Transfer Wizard, click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Files and Settings Transfer Wizard**.

Going Solo?

If you're a party of one—sole owner and user of a computer—you might still want to set up your computer with user accounts, naming you as computer administrator and protecting the account with a password. Doing so prevents casual access to the system by others if you leave your computer unattended while logged onto Windows XP, provided you log off from your account.

For added security, disable guest access. Here's how:

1. Click **Start**, and then click **Control Panel**.
2. Click **User Accounts**.
3. Click **Change an account**, then click **Guest**.
4. On the **What do you want to change about the guest account** page, click **Turn off the guest account**.

Note for Windows XP Professional Users

This description and procedure applies only to users of Windows XP Home Edition and to users of Windows XP Professional configured to link the computer to a workgroup. If your version of Windows XP Professional links the computer to a domain, see your network administrator or visit Help and Support Center and search for "user accounts".

Personalize Your Computer

Add a Shortcut to Your Desktop

A quick way to open files or folders or start your programs is to place a shortcut icon on the desktop. Here's how:

To place a shortcut icon on the desktop

1. Right-click **Start**, and then click **Explore**.
2. Locate the folder, file, or program, and then right-click the item and drag it to your Desktop.
3. Release the right mouse button to get a context sensitive menu.
4. Click **Create Shortcut Here**.

Display the Quick Launch Bar

If you have opened more than one program, you might like to display and use the Quick Launch bar. The Quick Launch bar makes it easy to access frequently used programs like Windows Media Player and your E-Mail, and to open an Internet Explorer window. Windows XP loads several programs in the Quick Launch, including Show Desktop. One click on **Show Desktop** minimizes all the programs on your desktop. Another click restores them just as you'd left them.

To display Quick Launch on the taskbar

1. If the Quick Launch bar is not displayed, right-click an empty area of the taskbar and point to **Toolbars** and then click on **Quick Launch**.

After Quick Launch is displayed, click **Show Desktop** to minimize all open programs.

Keyboard Shortcuts

When speed counts, the keyboard is still king. Almost all the actions and commands you can perform with a mouse you can perform faster using combinations of keys on your keyboard. These simple keyboard shortcuts can get you where you want to go faster than several clicks of a mouse. You'll work faster on spreadsheets and similar documents, too, because you won't lose your place switching back and forth between mouse and keys.

Here are some of the most useful keyboard shortcuts:

To	Press
Copy.	`<Ctrl>C`
Cut.	`<Ctrl>X`
Paste.	`<Ctrl>V`
Undo.	`<Ctrl>Z`
Delete.	`<Delete>`
Delete selected item permanently without placing the item in the Recycle Bin.	`<Shift><Delete>`
Copy selected item.	`<Ctrl>` while dragging an item
Create shortcut to selected item.	`<Ctrl><Shift>` while dragging an item
Rename selected item.	`<F2>`
Move the insertion point to the beginning of the next word.	`<Ctrl><Right arrow>`
Move the insertion point to the beginning of the previous word.	`<Ctrl><Left arrow>`
Move the insertion point to the beginning of the next paragraph.	`<Ctrl><Down arrow>`
Move the insertion point to the beginning of the previous paragraph.	`<Ctrl><Up arrow>`
Highlight a block of text.	`<Ctrl><Shift>` with any of the arrow keys
Select more than one item in a window or on the desktop, or select text within a document.	`<Shift>` with any of the arrow keys
Select all.	`<Ctrl>A`
Search for a file or folder.	`<F3>`
View properties for the selected item.	`<Alt><Enter>`
Close the active item, or quit the active program.	`<Alt><F4>`

Close the active document in programs that allow you to have multiple documents open simultaneously.	`<Ctrl><F4>`
Switch between open windows.	`<Alt><Tab>`
Cycle through items in the order they were opened.	`<Alt><Esc>`
Cycle through screen elements in a window or on the desktop.	`<F6>`
Display the Address bar list in My Computer.	`<F4>`
Display the shortcut menu for the selected item.	`<Shift><F10>` Equivalent to right-clicking on the item.
Display the System menu for the active window.	`<Alt><Spacebar>`
Display the Start menu.	`<Ctrl><Esc>` **or press the** `<Windows>` **key**
Display the corresponding menu.	`<Alt>` **Underlined letter in a menu name**
Carry out the corresponding command.	**Underlined letter in a command name on an open menu**
Activate the menu bar in the active program.	`<F10>`
Open the next menu to the right, or open a submenu.	`<Right arrow>`
Open the next menu to the left, or close a submenu.	`<Left arrow>`
Refresh the active window.	`<F5>`
View the folder one level up in My Computer.	`<Backspace>`
Cancel the current task.	`<Esc>`
Prevent the CD from automatically playing.	`<Shift>` when you insert a CD into the CD-ROM drive

Use these keyboard shortcuts for dialog boxes:

To	Press
Move forward through tabs.	`<Ctrl><Tab>`
Move backward through tabs.	`<Ctrl><Shift><Tab>`
Move forward through options.	`<Tab>`
Move backward through options.	`<Shift><Tab>`
Carry out the corresponding command or select the corresponding option.	`<Alt>` Underlined letter
Carry out the command for the active option or button.	`<Enter>`
Select or clear the check box if the active option is a check box.	`<Spacebar>`
Select a button if the active option is a group of option buttons.	Arrow keys
Display Help.	`<F1>`
Display the items in the active list.	`<F4>`
Open a folder one level up if a folder is selected in the Save As or Open dialog box.	`<Backspace>`

If you have a Microsoft Natural Keyboard, or any other compatible keyboard that includes the Windows logo key ▦ and the Application key ▤, you can use these keyboard shortcuts:

To	Press
Display or hide the Start menu.	▦
Display the System Properties dialog box.	▦ `<Break>`
Show the desktop.	▦ D
Minimize all windows.	▦ M
Restores minimized windows.	▦ `<Shift>M`
Open My Computer.	▦ E
Search for a file or folder.	▦ F
Search for computers.	`<Ctrl>` ▦ F
Display Windows Help.	▦ `<F1>`

Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.	⊞ L
Open the Run dialog box.	⊞ R
Display the shortcut menu for the selected item.	▤
Open Utility Manager.	⊞ U

Helpful accessibility keyboard shortcuts:

To	Press
Switch FilterKeys on and off.	Right **\<Shift\>** for eight seconds
Switch High Contrast on and off.	Left **\<Alt\>** left **\<Shift\>\<Print screen\>**
Switch MouseKeys on and off.	Left **\<Alt\>** left **\<Shift\>\<Num lock\>**
Switch StickyKeys on and off.	**\<Shift\>** five times
Switch ToggleKeys on and off.	**\<Num lock\>** for five seconds
Open Utility Manager.	⊞ U

Keyboard shortcuts you can use with Windows Explorer:

To	Press
Display the bottom of the active window.	**\<End\>**
Display the top of the active window.	**\<Home\>**
Display all subfolders under the selected folder.	**\<Num lock\>\<Asterisk\> on numeric keypad (*)**
Display the contents of the selected folder.	**\<Num lock\>\<plus sign\> on numeric keypad (+)**
Collapse the selected folder.	**\<Num lock\>\<Minus sign\> on numeric keypad (-)**
Collapse current selection if it's expanded, or select parent folder.	**\<Left arrow\>**
Display current selection if it's collapsed, or select first subfolder.	**\<Right arrow\>**

Notes:

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the +L will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.

Taskbar Taking Up Too Much Room?

Is the Taskbar taking up too much room? You can move it to any convenient location—simply drag it to the sides, top or bottom of your screen! You might need to unlock the taskbar first. To do this, right-click any open area on the Taskbar, then click **Lock the Taskbar** to clear the check mark.

Add Favorites with One Keystroke

You can quickly add a Web page to your **Favorites** folder with a single keystroke. The page is automatically added to your **Favorites** list without any further input from you.

> Press **<Ctrl>D**.

Set Your Browser to Open to a Page of Your Choice

Is there a site you always visit first when you browse the Web? Would you like it to be the first site you see when you start Internet Explorer? Just follow the steps below to change your home or "start" page.

1. Navigate to the Web page you want to see when you start Internet Explorer.
2. Click **Tools** on the menu bar, and then click **Internet Options**.
3. In the Home page area, click **Use Current**.

Make Sure Downloaded Files Are Easy to Find Later

With Windows XP, it's easier than ever to download software updates, games, sounds, pictures—just about anything. But sometimes it's hard to find them again on your hard disk. To make sure you can, specify where you want a downloaded file to go.

1. After you've indicated you want to download an item, a dialog box asks "What do you want to do with this file?" Select **Save this program to disk**.
2. A dialog box opens where you can specify a folder where you want the file to go.

Use Single-Click Everywhere

With single–click in Windows XP, navigating the files and folders on your hard disk is as easy as navigating the Web. You single-click an icon to open a program or document.

1. In the **Tools** menu in My Computer, click **Folder Options**.
2. In the **Click items as follows** section, click **Single–click to open an item (point to select)**.

Note: To access My Computer, click **Start**, and then click **My Computer**. You can also use the hotkey <⊞>E.

Turning AutoComplete Addresses On or Off

The AutoComplete feature in Outlook Express in Windows XP saves you time by automatically completing addresses that you type when composing E–Mail messages. However, if you don't want to use this feature, you can easily turn it off.

1. On the **Tools** menu in Outlook Express, click **Options**.
2. Click the Send tab, and then clear the **Automatically complete E–Mail addresses when composing** check box.

Change Your Wallpaper

The graphical background of your desktop, whether it's a picture or just a pattern or color, is called wallpaper. It's easy to change your wallpaper

1. Right–click the desktop, and then click **Properties**.
2. Click the **Desktop** tab, click an item in the **Background** list.
3. In the **Position** drop–down menu, you can choose to **Center** or **Tile** the image, or **Stretch** it to cover the whole screen.

Use a Web Graphic for Your Wallpaper

With Windows XP, when you are on the Web and see a picture that you like for your wallpaper, you can easily save it and use it. Simply right–click the picture or background you want to use, and then click **Set as Background**.

Set Your Windows So They All Have the Same View

If you like to see lists of your files in a certain way—as large icons, for example, or with detailed information—Windows XP lets you set your view options for all your folders at once the way you want them.

1. On the **Tools** menu in My Computer, click **Folder Options**.
2. Click the **View** tab.

3. Set the view for this folder the way you want it to be for all folders.
4. Click **Apply to All Folders**, then click **Yes** to confirm, and click **OK**.

Note: To access My Computer, click **Start**, and then click **My Computer**. You can also use the hotkey <▦>E.

Customize the Taskbar

With Windows XP, you can customize your taskbar so you can do everything from one place, including start programs, view documents, and surf the Web. Simply right–click the background of the taskbar, point to Toolbars, and then click the toolbar you want to add: an Address bar, a Links bar, a toolbar containing all items on your desktop, or the Quick Launch bar.

You can also create your own toolbar from any folder.

1. Right–click the background of the taskbar, point to **Toolbars**, and then click **New Toolbar**. Navigate to the folder you want. A toolbar containing all items in that folder will be added to your taskbar.
2. You can drag the new toolbar to any location on your desktop. You can also easily remove a toolbar from the taskbar by right–clicking the taskbar and then clicking the item again to remove the check mark.

Show Hidden Program or System Files

Showing hidden files can come in handy—for example, say you've tried to delete everything from a floppy disk and the disk properties still indicate 100K of disk space is being used by hidden files.

1. On the **Tools** menu in My Computer, click **Folder Options**.
2. Click the **View** tab.
3. Under **Hidden files and folders**, click **Show hidden files and folders**.

Note: To access My Computer, click **Start**, and then click **My Computer**. You can also use the hotkey <▦>E.


Enjoy Music

Control Audio Quality

Windows Media Player for Windows XP lets you control the reproduction quality of CDs you record. By reducing the quality, each track on your CD will take up less space. This allows you to accommodate more tracks up to the 650 MB capacity of the disk. Here's how:

1. On the **Tools** menu, click **Options**.
2. On the **CD Audio** tab, move the sliding control to where you'd like it—to the left to create more space on each CD, to the right for the best stereo quality.
3. Click **Apply**.

Save Space on Your Hard Disk

Concerned about your hard disk space? Windows XP is designed to minimize the space on your hard disk taken up by audio recordings, and you can reduce the amount even more by choosing to save music at a slightly lower reproduction standard. It'll still sound great but it won't use up as much of your hard disk.

1. On the **Tools** menu in Windows Media Player, click **Options**.
2. On the **Copy Music** tab, move the sliding control to where you'd like it—to the left to use the least amount of your hard disk, to the right for best audio reproduction.
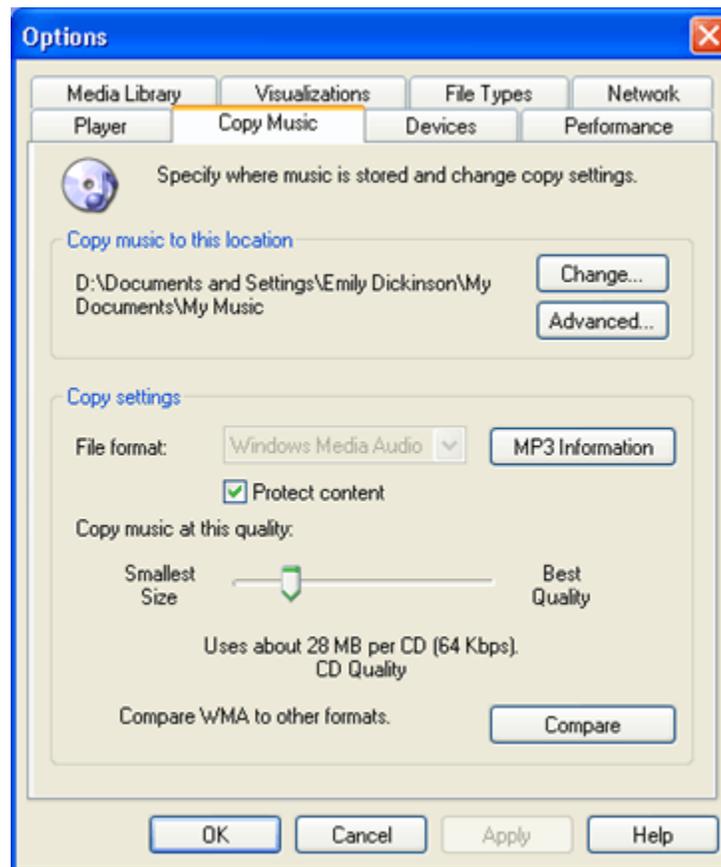
3. Click **Apply**.

You can quickly glance at all the media files on your computer using the Windows Media Player.

1. Click **Start**, and then click **Windows Media Player**.
2. Click **Media Library**.
3. Click **All Audio** in the **Media Library** directory.

You'll see a list of audio recorded on your computer on the right side of the player. Double-click any file to play it. To delete any file, right-click it and then click **Delete from Library**.

Work With Photos

Rotate Pictures with a Click

What if you take a picture with the camera turned sideways to get a tall image into the frame? No problem. Use the toolbar in Windows Picture and Fax Viewer to flip the image right-way up.

1. Click **Start**, and the click **My Pictures**.
2. Double-click the picture you want to work with to launch Windows Picture and Fax Viewer.
3. To rotate pictures, click the green rotation buttons on the toolbar under the picture. One button rotates pictures to the left, the other to the right.

With the toolbar you can also zoom in for a closer look at any area of a photo, and enlarge an image to its actual size. Simply locate the picture you want to work with in **My Pictures**, and then double-click it to start the Windows Picture and Fax Viewer.

Do You Have an Older Digital Camera?

If your camera does not have a USB connection, it's easy for you to manually install the necessary software supplied by the manufacturer to enjoy the photo features of Windows XP. Here's how:

1. Click **Start**, click **Control Panel**, and then click **Printers and Other Hardware**.
2. Click **Scanners and Cameras**.
3. Under **Imaging Tasks**, click **Add an imaging device**.
4. In the Scanner and Camera Installation Wizard, click **Next**.
5. Click the manufacturer and model from the **Manufacturer** and **Models** lists, and then click **Have Disk**.
6. Insert the disk containing the camera software, and then follow the instructions on the screen.

If your camera is not listed in the Scanner and Camera Installation Wizard, or if you don't have a disk containing the software, connect the camera to the computer and try locating compatible software by clicking **Add Hardware**. Then follow the instructions on the screen.

You can also install the software controlling your camera or scanner, especially if it is not a USB (Universal Serial Bus) device, by using the Add Hardware Wizard in Control Panel. Afterward, connect the camera to the computer.

Communicate

Search for Information From the Address Bar in Internet Explorer

You can quickly search for information on the Web using the AutoSearch feature in Internet Explorer 6 in Windows XP. In the Address bar, simply type "go" or "find" or "?" followed by a keyword or phrase, and then press **<Enter>**. Your search results will soon appear.

Note: Internet Explorer searches for your word or topic using only one search service. If you don't find what you need, click the Search button on the toolbar and try using different search services.

Save Time and Effort in Typing URL Addresses

With Internet Explorer 6 in Windows XP, typing Web addresses can be a breeze. Here are some tips to make it even easier.

- Type the domain of an address, such as Microsoft, and then press **<Ctrl><Enter>**. Internet Explorer automatically wraps "**http://www....com**" around what you typed.
- Not sure if the site uses a .com extension? Just type the domain of the address, and then press **<Enter>**. Internet Explorer tries to find the site by using the various extensions.
- If you need to edit an address, you can use **<Ctrl><Left arrow>** and **<Ctrl><Right arrow>** to easily move between different parts of the address separated by periods.

Opening a Web Page in a New Window

When surfing the Web, sometimes you might want to check out a Web page and at the same time stay on the page that gave you the link in the first place. With Internet Explorer 6 in Windows XP, that's exactly what you can do. Simply press and hold down the **<Shift>** key while you click the link. The page will open in a new Internet Explorer window.

Need to look at two Web pages side by side? That's easy too. To view any open windows side by side, right-click an empty part of the taskbar (the bar at the bottom of your screen), and click either **Tile Windows Horizontally** or **Tile Windows Vertically**.

Finding Driver Information

After you make the move to Windows XP, you may find that a piece of hardware isn't functioning properly, or that your computer does not recognize it. Making sure you have the right driver is a good place to start solving your problem. A driver is a small piece of software that smoothes the way for your hardware to work with your computer.

The best place to start is Windows Update (**http://v4.windowsupdate.microsoft.com/en/default.asp**). Click **Scan for updates** in the right-hand column, and then click **Driver Updates**.

If you know the specific name and version number of the driver you need, chances are you can download it from the Windows Update Catalog. If you haven't already, you will need to turn on the Windows Update Catalog.

1. On the Windows Update home page, click **Personalize Windows Update** under **Other Options** in the left-hand column.
2. Select the **Display the link to the Windows Update Catalog** under **"See Also"** check box.
3. Click **Save Settings**.

A link to the Windows Update Catalog will appear in the "See Also" section of the left-hand column. The Windows Update Catalog lets you search for driver updates to hardware products, organized by kinds of product and then by manufacturers.

Note: The Windows Update site scans your system to see what you have installed. You may be asked to download software onto your computer to facilitate this process. The safety and privacy of your system information is protected during this scan. If you are concerned about your privacy, read the Windows Update privacy statement that is available on the Windows Update site.

If you can't find the driver you need there, you can try checking the Web site of the manufacturer of your new hardware. Look for information about drivers, or about the product you bought. Watch carefully for links to "drivers" and keep specific information about your new product, such as model numbers, handy while you look. You may need to call or write the manufacturer for information about whether a missing driver is your problem, and how you can get one.

Important! Keep in mind that some drivers available on manufacturer Web sites may not have passed Microsoft compatibility testing and could harm your machine. Microsoft's Designed for Windows XP (**http://www.microsoft.com/winlogo/**) program has been created to address this problem. For the best performance, we recommend using hardware products that display the Designed for Microsoft Windows XP logo on the external packaging and on the device itself.

If you try to install a driver that has not been approved for Windows XP, you will see a warning message. We strongly recommend that you stop the installation process at that point and contact the manufacturer directly, via their Web site or by telephone or mail, and ask them to make Designed for Windows XP drivers available on the Windows Update site. That way, you can be assured that your hardware will work properly with your computer, and cause no harm to your machine.

Shopping for Computer Stuff?

The Windows Catalog is a collection of hardware and software products that have been determined to work with Windows XP. Many products in the catalog feature the Designed for Windows XP logo, which means they are specifically created to take advantage of the great new features in Windows XP and reduce the number of problems you might otherwise have using your computer.

If you do not see a product in the Windows Catalog, it does not mean the product will not work with Windows XP. Again, you may have to check with the product's manufacturer to determine whether the product works with Windows XP.

To find out more about the compatibility of hardware or software with Windows XP, search the Windows Catalog
(**http://www.microsoft.com/windowsxp/pro/howtobuy/upgrading/compat.asp**).

Some Straightforward Talk on Virus Prevention

Computer virus threats often sound alarming, but some common sense and a dose of protection will help you ward off even the most malicious Internet illnesses.

Protect yourself now. Here are some easy–to–follow rules to reduce your chances of suffering the consequences of a virus:
- Always use up–to–date anti–virus software on your system.
- Keep your anti–virus program updated to stay ahead of any new viruses.
- E–Mail itself cannot infect your computer, but if you open an infected attachment in E–Mail, it can infect your computer. Therefore, you should turn off any features that automatically open E–Mail attachments or launch programs you download.
- Create an emergency boot disk for your computer and write–protect it in case you catch a virus that affects your computer's start–up ability.

Stay Up to Date Automatically

Automatic updates in Windows XP ensure that your computer is always current. Windows XP checks Windows Update for the latest updates whenever you are on the Internet, determines which updates apply to your computer, and downloads them in the background while you keep working or playing. If you prefer, you can have the

computer continue notifying you with automatic balloon message reminders about updates. It's up to you! Here's how.

- Click **Start**, click **Control Panel**, click **Performance and Maintenance**, and then click **System**.
- On the **Automatic Updates** tab, click the setting of your choice.

Note: If you choose not to use automatic updating, you can always install specific updates from the Windows Update (**http://windowsupdate.microsoft.com/**) Web site whenever you like.

Help Save Energy and the Environment: Put Your Monitor to Sleep

You can save electricity and money and help protect the environment by activating your monitor's "sleep" feature in Windows XP. Activating sleep settings on just one computer prevents approximately 300 pounds of CO_2 emissions each year.

Putting your monitor to "sleep" means allowing it to go into a low-power mode when you're not using it. To "wake" your monitor, you simply touch your mouse or keyboard.

1. Click **Start**, and then click **Control Panel**.
2. Double-click the **Display** icon.
3. Click the **Screen Saver** tab.
4. In the **Monitor Power** box, click the **Power** button.
5. In the **Turn off monitor** box, select **After 10 mins**, or choose a time that you find appropriate.