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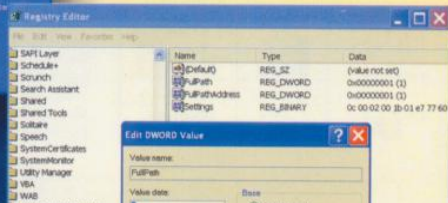
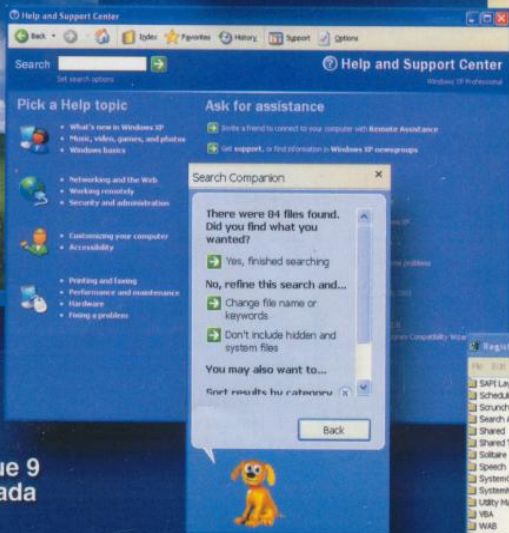
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File Fundamentals

Top 15 File Management Tips

When you sit down to use your computer, chances are you'll spend some of your time locating, copying, deleting, and otherwise organizing your files. To do so, you'll use Windows XP's basic file management tools: Windows Explorer, My Computer, and the Search Companion. Although using these tools to manage your files is pretty straightforward, there are a number of tricks you can use to make quick work of your file management tasks. You can even customize certain features to make them easier to use. Here are 15 tips that will help you get the most out of WinXP's file management tools.

1 Simultaneously rename multiple files.

When you work with groups of similarly-named files, chances are good you'll eventually want to rename all the files. For example, if your digital camera saves picture files using a sequential naming scheme such as PIC263.JPG, PIC264.JPG, and so on, you'll probably want to rename them with more meaningful names after you transfer them to your computer. Fortunately, WinXP lets you simultaneously rename groups of files.

To begin, select the group of files you want to rename; right-click on the first file in the group and select Rename. Then, type the new name along with the number 1 in parenthesis. For example, you might rename this first file Birthday (1).JPG. When you press ENTER, each of the selected files will be renamed with the new name and the number in the parentheses will be incremented sequentially. In this case, the result would be Birthday (1).JPG, Birthday (2).JPG and so on.

2 Use the Move This and Copy This commands.

If you regularly move or copy files and folders on your hard disk, you'll definitely want to get into the habit of using

the Move This and Copy This commands, as they can be real timesavers. When you open any folder in Windows Explorer and then select a file or a folder, you'll see the Move This and Copy This commands in the File and Folder Tasks section of the new task-oriented Explorer Bar. (If you select a file, the command will be called Copy This File. If you select a

Having difficulty traversing a tightly nested folder tree in the Browse dialog box? No problem. Just position your pointer over the handy resize pad in the bottom-right corner; when you see a double-headed arrow, you can drag to make the Browse dialog box larger.

3 Uncover the Make A New Folder command.

As you know, when you open a folder in Windows Explorer, you can create a new subfolder by pulling down the File menu and selecting New, then Folder, or by right-clicking inside the folder and selecting New, then Folder from the context menu. However, WinXP provides you with a new and even faster way to create new folders.

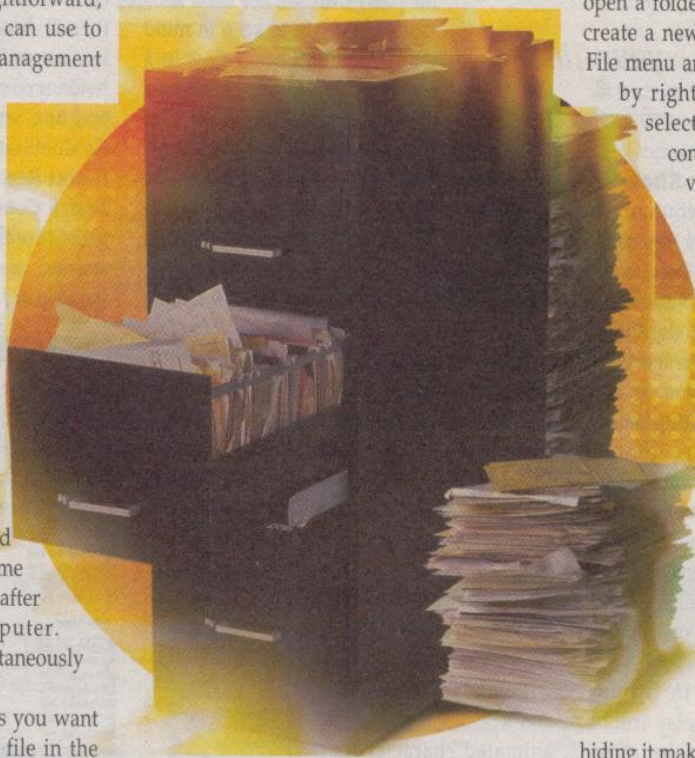
When you first open a folder in Windows Explorer, you'll find that the File And Folder Tasks section of the new task-oriented Explorer Bar already contains the Make A New Folder command. However, as soon as you select any file or folder, the list in the File And Folder Tasks section changes to show you other commands related to managing existing files and folders and the Make A New Folder command gets hidden from view. This is too bad, because it's already easy to forget this command;

hiding it makes it that much easier to forget.

Fortunately, you can easily uncover the Make A New Folder command by clicking anywhere in the folder to clear the currently selected item. As soon as you do, the File and Folder Tasks section will again display the Make A New Folder command. You can then effortlessly create a new folder with one click.

4 Gain access to Full Screen view in Windows Explorer.

If you need more room to work in Windows Explorer, chances are you click the Maximize button to expand the window. However, you can get even more workspace by activating the hidden Full Screen



folder, the command will instead be called Copy This Folder.)

When you use the Move This or Copy This commands, you'll see a browse dialog box and can easily select a destination. You can even create a new folder for the destination by clicking the Make New Folder button.

If you prefer, you can add these handy file management features to the toolbar. To do so, right-click the toolbar, select Customize, and use the controls in the Customize Toolbar dialog box to add the Move To and Copy To buttons to the toolbar.

feature (similar to the one in Internet Explorer) by pressing F11. If the task-oriented Explorer Bar is enabled when you activate the Full Screen view, it will remain in the window. However, if you're using any of the other Explorer Bars, such as Folders or Search, when you activate Full Screen view and then click anywhere in the window, the Explorer Bar will slide out of view giving you even more room to work. To bring the Explorer Bar back into view, just move your mouse over the left edge of the screen. To return the screen to normal size, simply press F11 again.

If you need to access the toolbar, just move your mouse over the top of the screen and the toolbar will drop down.

Show In Groups adds a whole new dimension to the way you can look at your files.

5 Take advantage of the Show In Groups feature. When you launch Windows Explorer, you can display files using one of WinXP's five default views: Tiles, Icons, List, Details, or Thumbnails. To alternate among these views, you can click the Views button on the toolbar or pull down the View menu. If you use the View menu, you can further organize the display by selecting one of the four sort options on the Arrange Icons By submenu: Name, Size, Type, or Modified. If you're using any of the default views other than List (a minor bug in WinXP), you'll find a new sort option on the Arrange Icons By submenu called Show In Groups, which adds a whole new dimension to the way you can look at your files.

When you select the Show In Groups option, the Windows Explorer display will be divided into sections with headers that correspond to the sort option you've selected. Your files will then be organized under these headings accordingly. For example, if you're using the Name sort option, you'll see alphabetic headers A, B, C, and so on, and your files will be grouped under the appropriate headers. If you're using the Details view, you can change the Show In Groups option simply by clicking on the various column headers.

6 Password-protect files stored in compressed folders. In addition to conserving hard drive space, the Compressed Folders feature offers you the ability to protect

confidential files with passwords. After you create a compressed folder and add files to it, open the folder, pull down the File menu, and select Add A Password. When you enter a password, WinXP assigns that password to every file currently in the compressed folder. Once you've password-protected your compressed folder, you can double-click on the compressed folder and open it just as you could before. However, when you attempt to access any file in the compressed folder, you'll be required to enter the password. It's important to keep in mind that if you add other files to a password-protected compressed folder at a later date, those files won't automatically be password-protected. In order to password-protect new files, you'll need to first remove the existing password and then reapply it. To do so, pull down the File menu and select Remove Password. You'll then be prompted for the password. Once the password has been removed, you can use the Add A Password feature to reapply the password to all the files in the compressed folder.

7 Roll back the WinXP Search Companion. WinXP's Search Companion comes with a host of new bells and whistles, including an animated character that occasionally offers suggestions, and a number of options that let you fine-tune your search. Although these additional features are generally helpful, there are times when a basic search interface, such as the one found in Windows Me and 2000, is all you really need. Fortunately, the basic Search interface is still there, buried beneath WinXP's new Search Companion, and you can uncover it with slight registry tweak. However, rather than abandoning the Search Companion altogether, you might find it useful to be able to switch

back and forth between the two as your search needs change. You can do so by creating a couple of Registry (REG) files. (Remember, though, that tweaking the Windows Registry is dangerous. Be sure to see "Protect Yourself," beginning on page 32, for information about how to back up the Registry before making this or any other change to the Registry.)

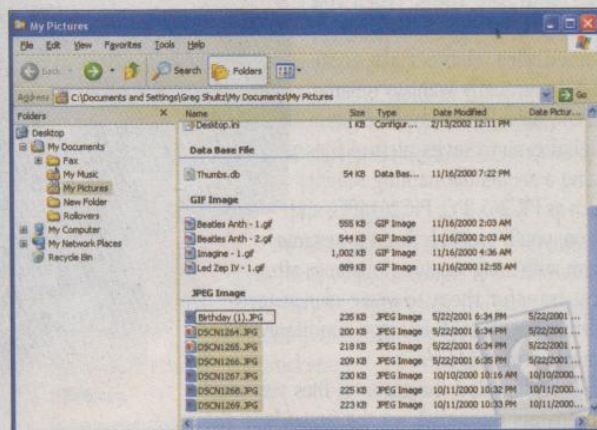
To begin, launch the Registry Editor by accessing the Run dialog box, which you can do quickly with the Windows-R shortcut, and typing `regedit` in the Open text box. After you see the Registry Editor, follow the path to the CabinetState key: Go to HKEY_CURRENT_USER, Software, Microsoft, Windows, CurrentVersion, Explorer, then CabinetState

Once you open the CabinetState key, right-click inside the key and select New, String, then Value. When the value appears in the key, name it `Use Search Asst`, press ENTER twice, type `no` (all lowercase) in the Value Data text box, and click OK. Now, right-click the CabinetState key and select Export. In the Export Registry File dialog box, type `Disable Search Companion` in the File Name text box, make sure the Selected Branch option button is selected, and click the Save button. Then close the Registry Editor.

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Tip 1. WinXP's Rename function lets you simultaneously rename multiple files in one simple operation.

At this point, open the `Disable Search Companion.reg` file in Notepad, locate the line `"Use Search Asst"="no"` and change the value inside the quotes to `yes`. (Again, be sure to use all lowercase letters.) Save the file as `Enable Search Companion.reg`.

You can now switch between the Search Companion and Search simply by double-clicking the appropriate file. The changes these files make are instantaneous, so there's no need to reboot.

Keep in mind that when you double-click either of these files, the Registry Editor displays two dialog boxes: One prompts you to confirm the operation and the other lets you know the operation was successful.

8 Add a New Folder button to the Quick Launch toolbar. If you want a quick and easy way to create new folders, you can add a New Folder button to the Quick Launch toolbar. To do so, launch Windows Explorer and open the C:\Documents and Settings\Username\Application Data\Microsoft\Internet Explorer\Quick Launch folder, where Username is the name assigned to your account on the system. Once you open the Quick Launch folder, create a new folder inside of the Quick Launch folder and leave it named New Folder. At this point, you'll see a new icon on your Quick Launch toolbar, entitled New Folder. (You may have to expand the Quick Launch toolbar.)

Now, whenever you want to create a new folder, just hold down the CTRL key as you drag and drop the New Folder icon wherever you want to create the new folder.

9 Customize Windows Explorer's Details view. When you use Windows Explorer's Details view to display your files, the column headers can come in real handy as you're analyzing and managing your files. Fortunately, WinXP provides you with the ability to add, remove, and rearrange the various column headers to better fit your needs.

To do so, pull down the View menu and select Choose Details. When you see the Choose Details dialog box, you'll find that you can add and remove column headers by selecting or clearing the checkboxes. You can also select a detail and click the Show and Hide buttons. Furthermore, you can change the order in which the column headers appear in the Details view by selecting a detail and using the Move Up or Move Down buttons. You can then specify how wide a column should be by selecting the detail and typing a numeric value in the Width Of Selected Column text box.

In addition to accessing the Choose Details dialog box, you can add and remove column headers by right-clicking on any header to display the Choose Details context menu and then selecting a header name from the list—a check mark indicates which headers are currently in use. If you like, you can also

Name	Size	Type	Date Modified
Fav		File Folder	3/9/2002 2:46 PM
My Music		File Folder	2/13/2002 12:11 PM
My Pictures		File Folder	2/13/2002 12:11 PM
New Folder		File Folder	3/29/2002 1:55 PM
Rolevers		File Folder	3/1/2002 5:12 PM
Add Shared Documents.reg	1 KB	Registration Entries	4/10/2002 4:13 PM
desktop.ini	1 KB	Configuration Settings	2/13/2002 12:11 PM
Disable Search Companion.reg	1 KB	Registration Entries	4/10/2002 11:25 PM
Enable Search Companion.reg	1 KB	Registration Entries	4/10/2002 11:25 PM
Remove Shared Documents.reg	1 KB	Registration Entries	4/10/2002 4:51 PM
Shared Documents.txt	1 KB	Text Document	4/10/2002 4:14 PM
Transcript Request.rtf	163 KB	Rich Text Document	3/9/2002 2:49 PM

Tip 4. Using WinXP's Full Screen view in Windows Explorer gives you more room to work.

rearrange the headers by selecting a header and dragging it to the right or the left.

10 Add and remove shared documents from My Computer. When you open My Computer, you'll notice that the display includes all the Shared Documents folders on the system. Although the Shared Documents feature is designed to make it easy for you to share files with other users on the same system, the presence of these Shared Documents folders in My Computer can be distracting when you're performing file management operations. If you'd like to be able to turn the Shared Documents folders display on and off, you can do so by creating a couple of

REG files. (Again, tweaking the Windows Registry is dangerous, so be sure to see "Protect Yourself," beginning on page 32, for information about how to back up the Registry before changing anything.)

To begin, launch the Registry Editor by accessing the Run dialog box (you can use either the Start menu or the Windows-R shortcut) and typing `regedit` in the Open text box. Then, follow the path to the DelegateFolders key: Go to HKEY_LOCAL_MACHINE, SOFTWARE, Microsoft, Windows, CurrentVersion, Explorer, My Computer, Namespace, DelegateFolders.

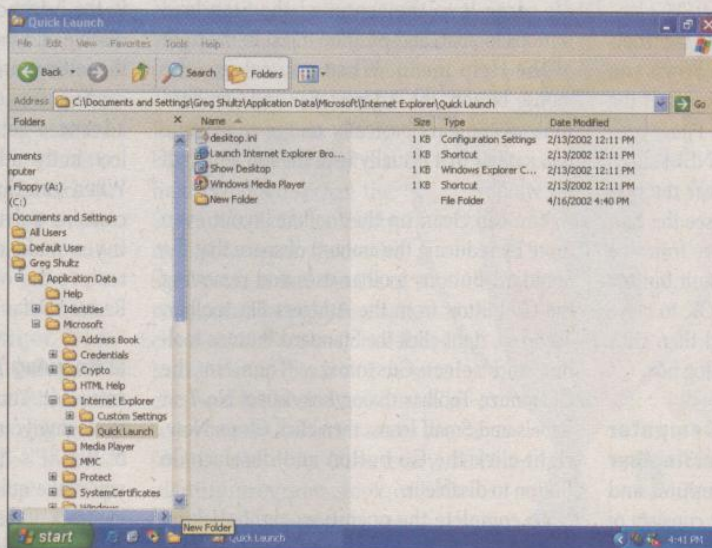
Once you open the DelegateFolders key, right-click the subkey entitled {59031a47-3f72-44a7-89c5-5595fe6b30ee} and select Export. In the Export Registry File dialog box, type `Add Shared Documents` in the File Name text box; make sure the Selected Branch option button is selected in the Export Range panel, and click the Save button. Close the Registry Editor.

Now, locate the `Add Shared Documents.reg` file, open it in Notepad, and add a minus sign (-) to the beginning of the key name, right inside the square brackets. Then, save the file as `Remove Shared Documents.reg`.

Now, when you want to remove the Shared Documents folders from My Computer, you can just double-click the `Remove Shared Documents.reg` file. If you later want to replace the Shared Documents folders in My Computer, double-click the `Add Shared Documents.reg` file. The changes these REG files make are instantaneous, so there's no need to reboot.

Again, keep in mind that when you double-click either of these REG files, the Registry Editor displays two dialog boxes—one prompts you to confirm the operation and the other lets you know the operation was successful.

11 Use custom folder icons. When you're storing files in My Documents, chances are you create folders and use them to keep your documents organized by topic. When you do so, you label each of these folders with an appropriate name that will help you to identify the contents.



Tip 8. Adding a New Folder button to the Quick Launch toolbar provides a quick and easy way to create new folders on your hard drive.

However, after a while you may discover that you have so many folders that it's difficult to quickly locate those folders you use most often. Fortunately, WinXP lets you customize each individual folder by changing its icon. By doing so, you can make it easier to distinguish those folders you use on a regular basis.

To get started, right-click on the folder and select Properties. When the folder's Properties dialog box appears, select the Customize tab. Then, click the Change Icon button at the bottom of the tab. You'll then see the familiar Change Icon dialog box you can use to select any icon you wish to assign to the folder.

12 Configure the My Computer icon to open in Windows Explorer mode.

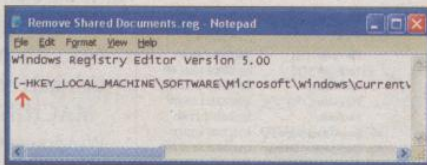
When you launch My Computer from the Start menu, the default display opens using the new task-oriented Explorer Bar. Although this Explorer Bar provides you with some very handy file management features, more often than not, what you really need access to when you launch My Computer is the Folders Explorer Bar. Of course, you can always click the Folders button after you open My Computer, but wouldn't it be more convenient to have My Computer open in Windows Explorer mode by default? Fortunately, you can easily configure My Computer to do so.

Launch My Computer, pull down the Tools menu, and select Folder Options. When you see the Folder Options dialog box, select the File Types tab. In the Registered File Types pane, select the icon entitled (NONE) Folder, and click the Advanced button near the bottom of the dialog box. When you see the Edit File Type dialog box, select Explore from the Actions list, and click the Set Default button. To complete the operation, click OK to close the Edit File Type dialog box and then click Close to exit the Folder Options dialog box.

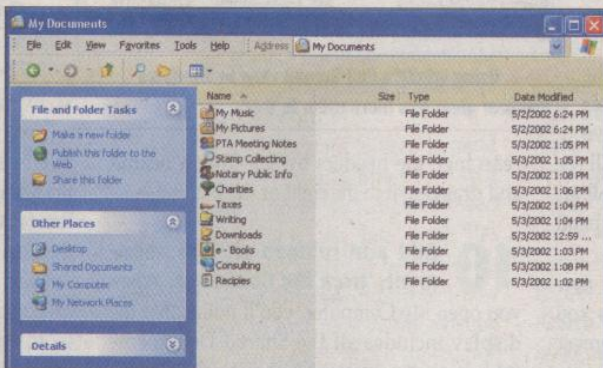
13 Rearrange the My Computer and Windows Explorer toolbar layout.

By default, the My Computer and Windows Explorer toolbar layout consists of three toolbars stacked on top of each other. Although all these toolbars are necessary, this layout wastes a lot of valuable screen real

estate. If you look closely, you'll notice that neither the Standard Buttons toolbar nor the Address Bar toolbar really use the full length of the window. As such, more than half of each of these toolbars can be considered wasted space. Fortunately, you can combine these two toolbars to easily reclaim this wasted space.



Tip 10. To create the Remove Shared Documents.reg file, simply add a minus sign (-) to the beginning of the key name.



Tip 13. Customizing the toolbar layout enables you to make much more efficient use of the available space.

To begin, you'll need to unlock the toolbars by right-clicking any one of the toolbars and deselecting Lock The Toolbars to disable it. As soon as you do, you'll notice that handles appear at the left edge of each of the toolbars. Now, click on the Address Bar toolbar's handle, drag it to the center of the Standard Buttons toolbar, and position it just to the right of the Help menu. When you release the mouse button, the Address Bar and Standard Buttons toolbars basically merge to become one toolbar that actually uses the full length of the window.

You can clean up the toolbar layout even more by reducing the amount of space that the Standard Buttons toolbar uses and removing the Go button from the Address Bar toolbar. To do so, right-click the Standard Buttons toolbar and select Customize. Then, in the Customize Toolbar dialog box, select No Text Labels and Small Icons; then click Close. Now, right-click the Go button and deselect Go Button to disable it.

To complete the operation, right-click on any one of the toolbars and select Lock The Toolbars to enable it. (Keep in mind that any changes you make to the My Computer and

Windows Explorer toolbar layouts will also appear in IE, as they share the same basic interface settings. Generally, you can't change one without changing the other.)

14 Put the file management tools back on the desktop.

Ever wish that the WinXP desktop included the My Computer, My Documents, and My Network Places icons, like the previous versions of Windows did? If so, you'll be glad to know you can

easily put them back. To do so, right-click the Desktop and select Properties. When the Display Properties dialog box appears, select the Desktop tab, and click the Customize Desktop button. When you see the Desktop Items dialog box, just select the appropriate checkboxes in the Desktop Icons panel.

15 Don't forget to investigate the Advanced Settings feature.

If you want to explore other ways you can you can customize the My Computer and

Windows Explorer interface, you'll want to take a look at the Advanced Settings feature. To do so, pull down the Tools menu and select Folder Options. When you see the Folder Options dialog box, select the View tab. You can then use the checkboxes and radio buttons in the Advanced Settings list box to enable or disable all kinds of settings. Although most of the settings are self explanatory, some are a bit cryptic. To learn more about any of these advanced settings, click the question mark icon in the title bar and then click the setting. When you do, you'll see a pop-up box that contains a detailed description of the setting. If you make changes and then later want to restore the original settings, just click the Restore Defaults button.

■ **Knowing The Ins & Outs.** There's no way around it: You're going to spend a lot of time managing your files. Knowing the ins and outs of WinXP's file management tools will help you make quick work of arranging and keeping track of the files on your hard drive. [E]

by Greg Shultz