XP Made More Convenient Tips
(from Smart Computing magazine, July 2007)

1. Bypass the Recycle Bin – Select File, Hold down Shift key and press Delete

2. Caps Lock Alert – Activate Num Loc and Scroll Loc toggle with audible sound.
   a. Click START…Control Panel…Accessibility Options.
   b. Check the Use ToggleKeys box
   c. Or hold down NUM LOC for 5 seconds.

3. Change XP's Registered Owner Info – **Caution: Create a Restore Point before making any changes to the Registry. (NOT for NEW Computer users)**
   a. Click Start…Run and type in REGEDIT, click OK. Select
   b. HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\WindowsNT\Current Version.
   c. Doubleclick RegisteredOwner and Registered Organization entries to change them.
   d. Click File…Exit

4. System Tray Customized- To hide or not to hide system tray icons and select other settings for the Taskbar.
   a. Rightclick Start…select Properties.
   b. Select preferred options
   c. Click Apply

5. Change Your User Account Picture
   a. Click Start…Control Panel…User Accounts
   b. Select an Account and click Change Picture.
   c. Click Browse.
   d. Locate any image on your hard drive and doubleclick it to make it your Account picture.

6. Speed up STARTUP – by removing WinXp logo and progress bar
   a. Click Start…Run and type in MSCONFIG
   b. Click Ok
   c. Click the BOOT.INI tab
   d. Put a check mark in the /NOGUIBOOT box.

7. Create Your Own Application Toolbar – programs used often
   a. Click Start…All Programs, rightclick programs that you often use and select SEND TO: Desktop(create shortcut) to place a shortcut on the desktop to start that program.
   b. Rightclick on the Desktop and select NEW…Folder. Name it Programs.
   c. Drag the program shortcuts into the Program folder.
   d. Rightclick the Taskbar, select Toolbars and New Toolbars.
   e. From the Desktop list, select the Programs folder then all the programs will be available from the taskbar.
8. Pin Items to the Start Menu – Place program on the top of the Start Menu for easy access.

a. Rightclick the program's shortcut and select Pin To Start Menu.
   b. To undo, rightclick the program's icon and select Unpin from Start Menu.

9. Create Icon to Lock Your Computer – to lock your computer and return it to the login screen.
   a. Hold down the Windows logo key and press the L key on keyboard
   b. OR, rightclick desktop and select New…Shortcut.
   c. In Location box, type rundll32.exe user32.dll, LockWorkStation (be sure to use the capital letters). Now you can lock your computer just by doubleclicking this new icon

10. Slim Down the Volume Control box –
   a. Rightclick the volume icon in the system tray and select Open Volume Control.
   b. Press CTRL + the S key.
   The volume control box will be reduced in size.

11. Quick Access to Windows Explorer & More
   a. Hold down the Windows logo key and press the E key to access Win Explorer.
   b. Win logo + R = Run dialog box
   c. Win logo + PAUSE/BREAK = System Properties
   d. Win logo + M = Minimize all open windows

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