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Windows Vista™ Step by Step

Joan Preppernau and Joyce Cox

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Acquisitions Editor: Juliana Aldous Atkinson
Project Editor: Sandra Haynes
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Introducing Windows Vista

Windows Vista is the latest and greatest in the illustrious line of Windows operating systems from Microsoft. The successor to Microsoft Windows XP, this operating system is specifically designed to fill the needs of both business and personal users. As soon as you turn on a computer running Windows Vista, you'll notice the slick look of the new user interface. If your computer has the hardware necessary to display the Windows Aero color scheme, the high-quality visual effects will contribute significantly to your overall computing experience.

But this new version of Windows isn't just pretty to look at. It takes secure computing to a new level. In addition to providing accessory programs that help you monitor and protect your computer, it works behind the scenes to help keep malicious programs and malicious people at bay, and alerts you if a program or a person tries to make any changes that might affect the stability of the system.

After you get used to its sophisticated design and you come to rely on its new security features, you will probably start noticing the many Windows Vista features that increase your efficiency and productivity. Finding files has never been simpler or faster; simply type a word you know exists in the file you are looking for, and Windows Vista instantly shows you all the files stored on your system that contain the word. Getting the information you need to complete the task at hand is a snap; simply click the help links in windows and dialog boxes to learn about the available choices. Need to see whether a particular date falls on a weekend, keep track of the time in another country, or remove the red-eye from the photograph you want to use on your new business card? Take advantage of the many programs that come with Windows Vista to take care of these and other tasks, all from your computer desktop.

See Also For more complete coverage of media-related features and accessories such as Windows Contacts, Windows Mail, Windows Live Messenger, and Windows Meeting Space, consult *Microsoft Windows Vista Step by Step, Deluxe Edition* by Joan Preppernau and Joyce Cox (Microsoft Press, 2007).

Because Windows Vista has so many new features, we don't identify them with a special margin icon as we did in previous versions of this book. We do, however, list the features here, categorized by Windows Vista edition.

Many of the features introduced in Windows Vista run behind the scenes and don't require you to do anything. We don't cover these features in this book because it is unlikely that you will have to work with them.

Windows Vista Home Premium

This edition is designed for home users who use their computers for more than the basics. It includes all the features of Windows Vista Home Basic, plus the following:

- The Windows Aero (authentic, energetic, reflective, and open) user interface provides an enhanced visual experience with features such as transparent window frames, additional color schemes, and live previews of open windows from the taskbar and when switching between windows.
- Windows Media Center provides the means to enjoy all forms of digital entertainment—photos, videos, television, and music—from one central location. If your system includes a television tuner and Windows Media Center-compatible remote control, you can use your computer as an all-in-one entertainment center. With the addition of Windows Media Extender hardware units, you can broadcast content from your computer to multiple locations in your home or office.
- Windows Tablet and Touch Technology enables you to interact with a Tablet PC-compatible computer by using a digital pen or your fingertip. Continuous feedback helps your computer do an increasingly accurate job of recognizing your handwriting.
- Windows SideShow provides auxiliary display support for next-generation hardware with external displays, making it possible, for example, to check your schedule without opening the lid of your laptop.

Windows Vista Ultimate

This edition is designed for home users who want to do it all. Ideal for home-based businesses, Windows Vista Ultimate includes business, mobility, and entertainment functions, with all the features of Windows Vista Home Premium, plus the following:

- Windows Movie Maker enables you to create, edit, enhance, narrate, and package video clips.
- Windows BitLocker Drive Encryption protects your system by encrypting the entire hard disk on which Windows Vista is installed. BitLocker automatically encrypts the files you move to or save on the system drive, and it decrypts them when you move them from the system drive to another drive. BitLocker also protects against intrusion by monitoring the startup and logon processes; if it detects anomalies, it requires the entry of a special BitLocker password to gain access to the computer.
- Advanced networking capabilities allow you to join a domain as well as provide Group Policy support and features such as Remote Desktop.

Using Your Mouse

For new computer users who are not familiar with the standard Windows mouse actions, here's a quick summary:

- **Pointing to** an object involves moving the mouse so that the cursor (the visible representation of the mouse location on the screen) is over the object.
- **Clicking** an object involves pointing to the object and quickly pressing and releasing the primary mouse button once. (By default, the primary mouse button is the left one, but you can change this.)
- **Double-clicking** an object involves pointing to the object and pressing and releasing the primary mouse button twice in rapid succession. You can adjust the speed at which Windows recognizes two clicks as a double-click.
- **Right-clicking** an object involves pointing to the object and clicking the secondary mouse button once. This action displays a **context menu** listing actions that can be performed with the object you right-clicked. You select the action you want by clicking it on the context menu.
- **Dragging** an object involves pointing to the object, holding down the primary mouse button, moving the mouse until the pointer is in the location where you want the object to appear, and releasing the mouse button. You can also drag through multiple objects in a list to select them.

If you prefer to click, double-click, and drag with the right mouse button, you can switch the buttons by adjusting the Mouse settings in Control Panel.

See Also For information about switching the action of the left and right buttons and adjusting the speed of a double-click, see "Changing the Way Your Mouse Works" in Chapter 5, "Installing and Configuring Devices."

Feature	Available in	Additional hardware requirement
Windows Media Center television functionality	Windows Vista Ultimate, Windows Vista Home Premium	A TV tuner card and a remote control that complies with the Windows Vista Remote Control specification
BitLocker Drive Encryption	Windows Vista Enterprise, Windows Vista Ultimate	Integrated Trusted Platform Module (TPM) 1.2 chip or USB 2.0 key
Tablet PC features	Windows Vista Enterprise, Windows Vista Business, Windows Vista Ultimate, Windows Vista Home Premium	A PC that meets the Tablet PC specification and includes an electromagnetic digitizer pen

Step-by-Step Exercises

In addition to the hardware required to run Windows Vista, you will need the following to successfully complete the exercises in this book:

- Windows Vista Home Basic, Windows Vista Home Premium, Windows Vista Ultimate, Windows Vista Business, or Windows Vista Enterprise
- **See Also** For information about the features available in different editions of Windows Vista, see “Introducing Windows Vista” earlier in this book.
- Monitor with minimum 800×600 screen resolution; 1024×768 or higher recommended
- Keyboard and mouse or compatible pointing device
- Internet connection, 128 kilobits (Kbps) or greater, for download and activation of products, accessing online Help topics, and any other Internet-dependent processes
- Access to the following peripheral devices:
 - Scanner
 - Printer
 - Speakers
 - Camera
 - External storage device
 - Microphone
- 40 MB of available hard disk space for the practice files

Using and Modifying the Taskbar

The taskbar that appears across the bottom of your screen (your primary display, if you have more than one) is your link to current information about what is happening on your Windows Vista computer. In addition to the Start button, the taskbar displays the Quick Launch toolbar, taskbar buttons, and notifications. You can hide the Quick Launch toolbar and the notifications, but not the Start button and taskbar buttons.



Troubleshooting If the Quick Launch toolbar is not visible, right-click an empty area of the taskbar, point to Toolbars, and then click Quick Launch.

The **Quick Launch toolbar** displays single-click links to programs and commands. Windows Vista installs links to Windows Internet Explorer and to the Show Desktop and Switch Between Windows commands on the Quick Launch toolbar. You can add more program links at any time by dragging a program icon or shortcut icon onto the toolbar. You can also adjust its width or remove it from the taskbar entirely. When the toolbar contains more links than can be shown in the space allocated to the toolbar, chevrons appear at its right end. Clicking the chevrons displays a list of the hidden links, in which you can click the one you want.

A **taskbar button** represents each open window, file, or program (but not dialog boxes, message boxes, warnings, or the Windows Sidebar). When more than one file is open in a program, Windows might group the taskbar buttons by program to avoid taking up space on the taskbar with a button for each window. When windows are grouped, a number following the **program icon** on the button indicates the number of open windows represented by the button.

Pointing to a taskbar button displays a thumbnail of the window (or windows) it represents. Clicking the button activates the window. When multiple windows are grouped under one taskbar button, you can:

- Display one window by clicking the taskbar button and then in the list, clicking the window you want to display.
- Display all the windows in the group by right-clicking the taskbar button and then clicking the arrangement you want:
- Cascade displays the windows on top of each other, with the title bar of each window visible and the contents of only the top window visible.
- Show Windows Stacked displays the content of all the windows arranged in a grid, with more windows stacked vertically than horizontally. For example, eight windows are arranged in two columns of four.
- Show Windows Side By Side displays the content of all the windows arranged in a grid, with more windows stacked horizontally than vertically. For example, eight windows are arranged in four columns of two.

In every arrangement, the open windows are the same or similarly sized, regardless of their size before you minimized them.

- Minimize all the windows in the group by right-clicking the taskbar button and then clicking Minimize Group.
- Close all the windows in the group by right-clicking the taskbar button and then clicking Close Group. Windows Vista will prompt you to save or discard any unsaved changes.

Taskbar buttons change size so that they fit on the taskbar as you open and close programs. The maximum number of buttons that can fit on the taskbar varies depending on your monitor and display settings. When you exceed the maximum, Windows either tiles the buttons or displays a scroll bar, depending on the current taskbar configuration.

The **notification area** displays information about the status of programs, including those running in the background (programs you don't need to interact with), as well as links to certain system commands. Some notification icons are hidden by default, and you can choose to hide others that you don't actively want to monitor.

4. Click the **Internet Explorer** taskbar button, and then in the list, click the first (from the bottom) **Windows Internet Explorer** link.

The first browser window you opened comes to the top of the stack.

5. On the **Quick Launch** toolbar, click the **Switch between windows** button.

A visual representation of the open windows appears.



What you see at this point will vary depending on the video card installed in your computer and your display settings. Each window might be represented by a three-dimensional version displaying its exact content, with all the windows stacked on top of each other. Or it might be represented by its program icon in a box on top of the current display.

6. Press the **→** and **←** keys to move through the display of windows. Then click the representation of any browser window.

The selected window comes to the front and the display returns to normal.

7. On the **Quick Launch** toolbar, click the **Show desktop** button.

All the open windows minimize.

8. Right-click the **Internet Explorer** taskbar button, and then click **Show Windows Stacked**.

The ten Internet Explorer windows appear, arranged in a grid.





9. Click the **Close** buttons of any three of the visible Internet Explorer windows. Then repeat Step 8 to display the windows first stacked, and then side by side.
10. Investigate other arrangements, and then click the **Show desktop** button to minimize all the open windows.
11. Right-click an empty area of the taskbar, and then, if a check mark appears to the left of **Lock the Taskbar**, click it.

Three columns of dotted lines appear at each end of the Quick Launch toolbar to indicate that the taskbar is unlocked. You can now change the size and location of the taskbar, and the size of the Quick Launch toolbar.



12. Point to the top border of the taskbar. When the pointer changes to a double-headed arrow, drag the border up until the taskbar is three rows high. Notice that although there is enough space for all the buttons to display individually, they remain grouped.
13. Right-click an empty area of the taskbar, and then click **Properties**. The Taskbar And Start Menu Properties dialog box opens, displaying the Taskbar tab.

Tip You'll be working with the desktop background in the next exercise, so there is no need to reset your desktop background before continuing.



CLOSE the Appearance And Personalization window.

Optimizing Visual Effects

In the previous exercise, you set the desktop theme, which selected the Windows Vista background, sounds, icons, buttons, windows shape, and so on. These options provide a pleasant user interface and are available on any computer running Windows Vista. However, the pinnacle of the Windows Vista visual experience is Windows Aero, which is identified within Windows Vista as a color scheme, but is so much more than simply colors. It is truly a thing of beauty, incorporating soft edges, shadows, transparent window frames, animated window transitions, active previews of hidden windows from the taskbar, and a three-dimensional rotating stack display. In short, all the bells and whistles! Unfortunately, Windows Aero works only on systems that have the necessary hardware configuration, which includes:

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 1 GB of RAM
- 128 MB graphics adapter
- DirectX 9-class graphics processor that supports a Windows Display Driver Model Driver, Pixel Shader 2.0, and 32 bits per pixel

If you purchased your computer before 2006, it is unlikely that it meets these requirements (unless your computer is set up for gaming or professional graphics production). You might be able to upgrade your system by purchasing more RAM and a new graphics card. If your hardware does meet the minimum requirements, you will have the pleasure of the Windows Aero experience when running these Windows Vista editions:

- Windows Vista Home Premium
- Windows Vista Ultimate
- Windows Vista Business
- Windows Vista Enterprise

Tip Don't know which edition of Windows Vista is installed on your computer? Click System And Maintenance in Control Panel, and then click Welcome Center. The edition is reported at the top of the Welcome Center window.



CLOSE Control Panel.

BE SURE TO adjust the desktop background to suit your preferences before moving on. We retained the pale gray background to make the graphics in this book easier to see.

Selecting and Managing a Screen Saver

Screen savers are static or moving images that are displayed on your computer after some period of inactivity. The original concept behind screen savers was that they prevented your computer's monitor from being permanently "imprinted" with a specific pattern when it was left on for too long without changing. Modern monitors are not as susceptible to this kind of damage, but it is still a good idea to use a screen saver or to have your monitor automatically use power-saver mode after a period of inactivity.

Another reason for using a screen saver is to protect your computer from prying eyes when you are away from your desk. To further protect your data, you can require that your password be entered to unlock the screen saver after it is set in motion.

The default screen saver is a Windows Vista logo that moves around on a black background. Windows Vista comes with eight additional animated screen savers. You can choose any of these, display a slide show of the images and/or videos in a specific folder as a screen saver, download other animated screen savers from the Internet, or display no screen saver at all.

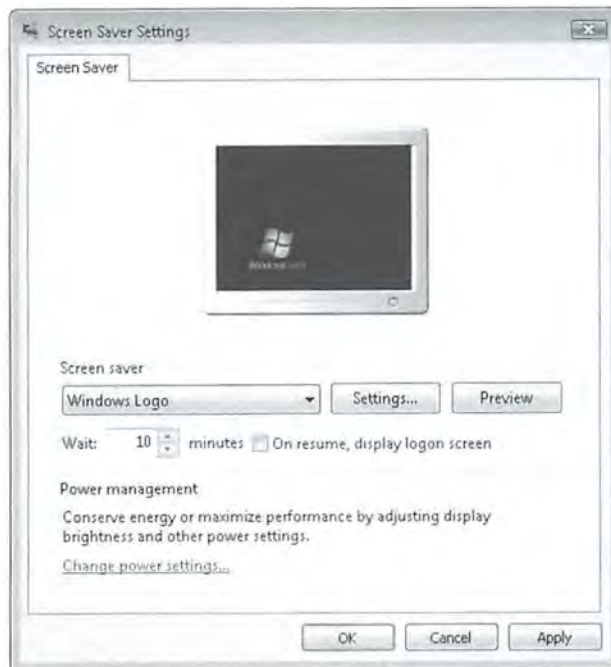
Tip To quickly locate additional screen savers online, visit search.microsoft.com, type **screen savers** in the Search Microsoft.com For box, and then click the Search button.

In this exercise, you will preview available screen savers and then select a screen saver that consists of a slide show of photographs.

USE the practice files located in the *Chapter04* subfolder under *SBS_WindowsVista*.
OPEN Control Panel, and then click Appearance And Personalization.

1. Under **Personalization**, click the **Change screen saver** task.

The Screen Saver Settings dialog box opens



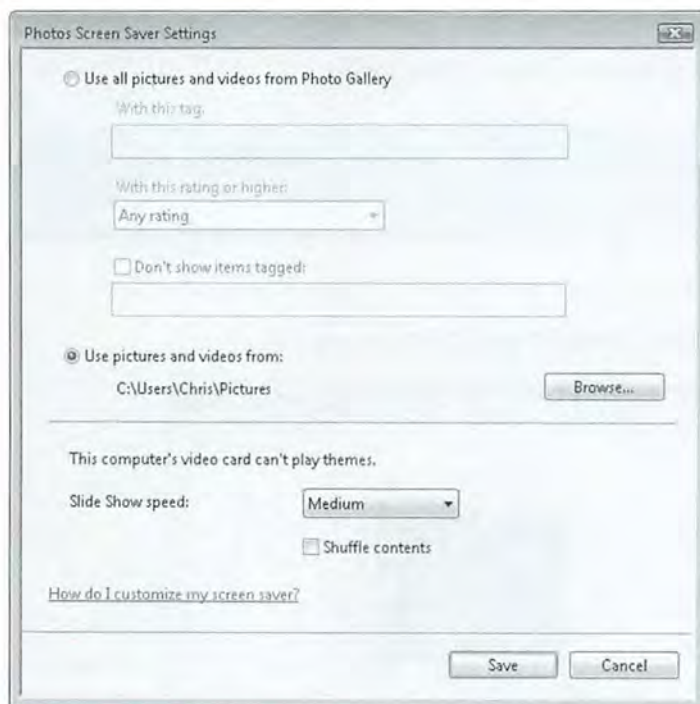
2. Click the **Screen saver** arrow, and then in the list, click **Photos**.

The preview screen displays a slide show of the 15 pictures in the *Public Pictures\Sample Pictures* folder.

Troubleshooting If you have pictures in your own *Pictures* folder, you might see those pictures instead of the samples in the public *Sample Pictures* folder.

3. Click **Settings**.

The Photo Screen Saver Settings dialog box opens.



4. To the right of **Use pictures and videos from**, click **Browse**.

5. In the **Browse For Folder** dialog box that opens, browse to your *Documents\MSP\SBS_WindowsVista\Chapter04* folder, and then click **OK**.

Tip If you have a folder of your own favorite photos on your computer, feel free to browse to that folder instead.

6. Adjust the slide show speed if you want, and then click **Save**.

In the Screen Saver Settings dialog box, the slide show preview cycles through the pictures in the selected folder. You can click **Preview** to see the full-screen

slide show as it will appear when in action; move the mouse or press the Esc key to return to the dialog box.

Tip To use a password to return to your regular desktop in Windows Vista, select the On Resume, Display Logon Screen.

7. Choose the screen saver option you want to use on your computer, and then click OK.



CLOSE the Appearance And Personalization window.

Managing Your System Date and Time

Your computer has an internal clock that keeps track of the date and time, even when it is turned off. By default, Windows Vista displays the **system time** in the notification area at the right end of the taskbar. When you point to the time, the **system date** is displayed as a ScreenTip. The system time controls a number of behind-the-scenes settings and is also used by Windows and your programs to maintain an accurate record of happenings on your computer.

Tip If you prefer to not display the time, right-click a blank area of the taskbar, click Properties, click the Notification Area tab, and then clear the Clock check box in the System Icons area of the Taskbar And Start Menu Properties dialog box.

You can set the system date, system time, and time zone manually, or, if your computer is connected to the Internet, you can synchronize your system date and time with an Internet-based **time server**. If you have a continuous Internet connection, you can program your computer to synchronize itself on a regular schedule. If your computer is on a domain, the time is centrally controlled from the domain server and you can change it only temporarily (until the next time the server synchronizes the domain clock).

In this exercise, you will manually reset your system time and then connect to an Internet time server for an automatic update. There are no practice files for this exercise.

Troubleshooting If your computer is on a domain, you will not be able to complete Steps 8 through 10 of this exercise.

Key Points

- You can easily personalize Windows Vista interface elements such as colors, fonts, and the desktop background.
- If your computer hardware meets the minimum requirements, you can enjoy the ultimate Windows Vista visual experience by implementing the Windows Aero color scheme.
- You can choose from a number of screen savers that come with Windows Vista, download others from the Web, and display your own pictures as a screen saver.
- The date and time shown on your computer can be automatically updated from an Internet time server.
- If your computer was assigned an impersonal string of letters and numbers as its name, you can easily change it. In no time, *SQ003GG8* can become *Heidis-Helper*.

Keyboard Shortcuts

Press this

Windows logo key+D
Ctrl+Esc
Windows logo key

To do this

Display the desktop
Open the Start menu
Open or close the Start menu

Press this

Spacebar
Arrow keys
Ctrl+Tab
Ctrl+Shift+Tab
Tab
Shift+Tab

To do this in a dialog box or task pane

Select or clear the check box if the active option is a check box
Select a button if the active option is a group of option buttons
Move forward through tabs
Move back through tabs
Move forward through options
Move back through options

Configuring Tablet PC Options

A variety of new and improved features for working with a Tablet PC are built in to Windows Vista—you don't have to purchase a different edition of the operating system for a laptop than you would for a desktop PC. The most visible improvement is the updated Input Panel, which is readily available as a tab at the edge of the screen. Tap the tab, and the Input Panel opens, ready to receive your written input. This input is more likely to be interpreted accurately if you take a little time to train the handwriting recognition program.

You can enter information into a Tablet PC with a pen and, if your computer supports touch input, with your finger. You can configure options to support pen and finger flicks as a means of navigating in documents and other files.

In this exercise, you will explore the Tablet PC configuration options, as well as those for your pen and the Input Panel. There are no practice files for this exercise.

Troubleshooting The instructions in this exercise assume you are working on a Tablet PC. You can work through the exercise on a desktop computer by following the alternative instructions provided.

 **BE SURE TO** open Control Panel before beginning this exercise.

1. In the Control Panel window, tap **Mobile PC**. Then in the **Mobile PC** window, tap **Tablet PC Settings**.

Troubleshooting If your Control Panel does not include the Mobile PC category, click **Hardware And Sound**, and then click **Tablet PC Settings**.

The Tablet PC Settings dialog box opens. On the **General** tab, you can indicate whether you are right-handed or left-handed, and you can calibrate the screen for better pen tracking.



2. Tap the **Handwriting Recognition** tab.

On this tab, you can set options that will allow the handwriting recognizer to progressively “learn” about your style of writing.

3. Tap the **Display** tab, and then tap the **Orientation** arrow. In the list, tap the **Primary** option that is not your current orientation, and then tap **Apply**.

The screen orientation changes. If you do not want to keep this orientation, switch it back before continuing.

Tip If your Tablet PC has tablet buttons, you can tap the Change button and set up the orientation sequence for a button.

4. Tap the **Other** tab.

This tab provides access to options for configuring your pen and the Input Panel.

5. Tap the **Go to Pen and Input Devices** link.

The Pen And Input Devices dialog box opens. The Pen Options tab displays a list of the pen equivalents of various mouse actions. You can adjust the settings for each pen action other than single-tapping to conform to the way you use the pen. You can change the size of the gesture required to start Input Panel, the speed and duration of the pen equivalent of right-clicking, and the speed and location variance that constitute a double-tap. (You cannot change the single-click action.)

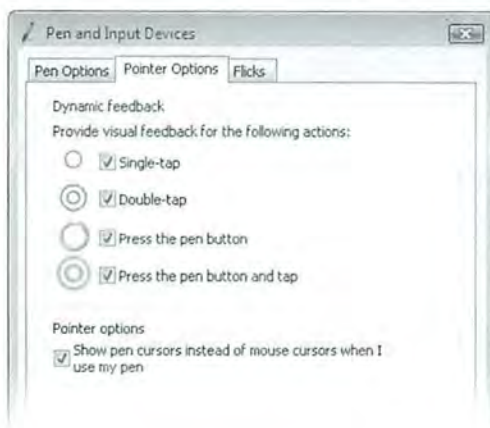


6. Tap the **Press and hold** action, and then click **Settings**.

In the Press And Hold Settings dialog box, you can turn the press and hold for right-clicking action on or off, and you can set the speed and duration of the action.

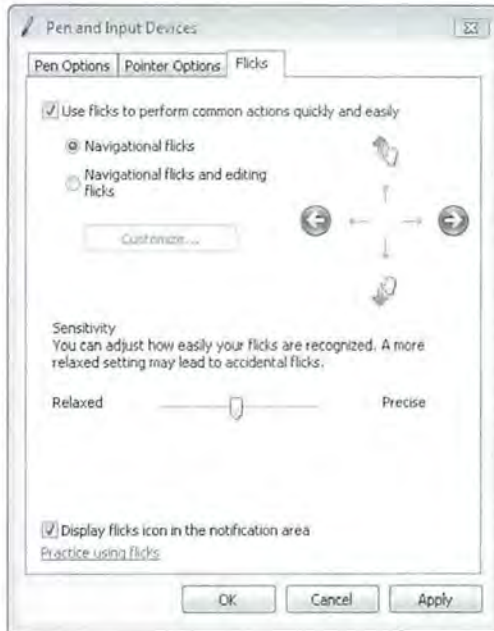
7. Tap **Cancel**, and then in the **Pen and Input Devices** dialog box, tap the **Pointer Options** tab.

The options on this tab control the feedback you receive in response to pen actions.



8. Tap the Flicks tab.

On this tab, you can set whether you can navigate and edit content with a flick of the pen.



You cannot customize navigation flicks, but you can customize editing flicks.

9. Experiment with the options on this tab, and then tap **Cancel** to close the **Pen and Input Devices** dialog box.
10. On the **Other** tab of the Tablet PC Settings dialog box, tap the **Go to Input Panel Settings** link.

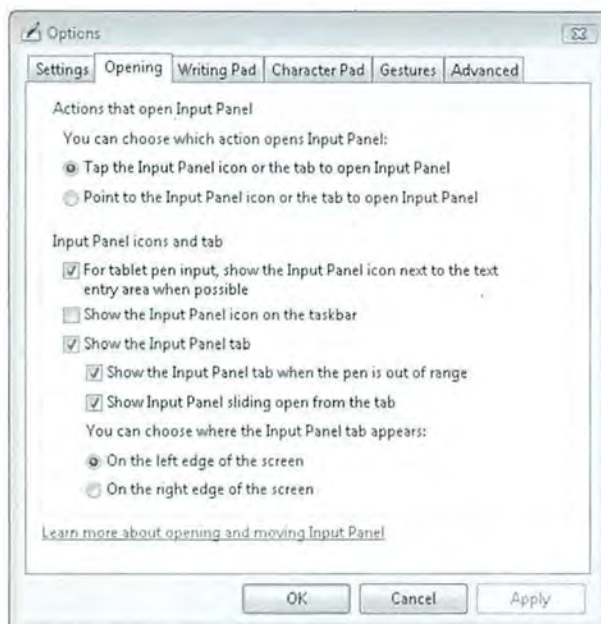
The Options dialog box opens, with the Settings tab active. On this tab, you can specify the location and functionality of the Insert button that appears when you are writing in the Input Panel. You can also turn the AutoComplete feature on or off and restore the default Input Panel settings.

Tip You can also open this dialog box from the Input Panel, by tapping Tools and then Options.



11. Tap the Opening tab.

On this tab, you can choose how to open the Input Panel and where its tab and icon appear on the screen.



12. Explore the other tabs of the **Options** dialog box. Then close the dialog box and the Mobile PC window.
13. Locate the **Input Panel** tab on your screen, point to it to open the tab, and then tap it to open the Input Panel.
By default, the Input Panel floats on the screen and can be dragged to any convenient location.
14. On the **Input Panel**, tap **Tools**, and then in the list, tap **Dock at Top of Screen**.
The Input Panel stretches to fill the full width of the screen and anchors itself at the top.



15. Restore the default **Float** setting, and then close the Input Panel.

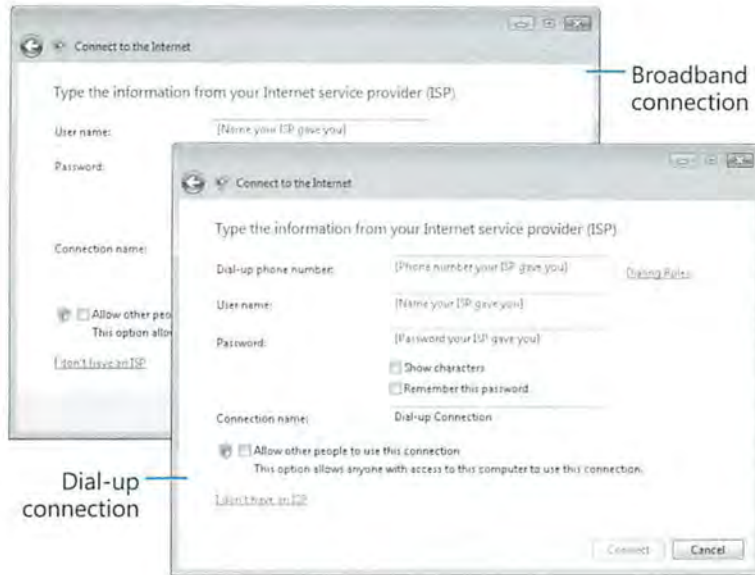
Installing and Sharing a Local Printer

To print from a computer that is not part of a network, you must physically connect a printer to your computer, usually through either a USB port or a parallel port. A printer that is connected directly to your computer is called a **local printer**. The software to run the printer is installed on and run from your computer. When you connect a printer to your computer and then turn on the printer, Windows Vista recognizes that a device has been connected and identifies the type of device. It then searches through its database of drivers to locate the appropriate software to run the printer. If Windows Vista doesn't have the current driver for your particular printer, it asks you to provide the driver.

Troubleshooting Many printers come with a CD containing installation files and drivers that were current at the time the printer was manufactured. If you don't have the current **printer drivers**, you can usually locate them on the printer manufacturer's Web site.

Tip You can return to a previous page of the wizard at any time by clicking the Back button in the upper-left corner of the window

5. On the **How do you want to connect** page, click either **Broadband** or **Dial-up**, and then click **Next**.



6. Enter the requested connection information, and then click **Connect** to close the window and create the connection.



CLOSE the Network And Internet window.

Tip To connect to an existing network connection, click **Connect To** on the Start menu. Then in the **Connect To A Network** wizard, click the connection you want to use, and click **Connect**.

Displaying Web Sites in Internet Explorer 7

Whether or not Internet Explorer 7 is your default browser, you can start it from the Windows Vista Start menu and use it to explore the Web. With all browsers, you navigate to a specific Web site by typing its address, or Uniform Resource Locator (URL), in an address box and then clicking *hyperlinks* to move to specific Web pages.

In the past, you needed to open your Web browser multiple times if you wanted to view multiple Web pages at the same time. Although you can still do that with Internet Explorer 7, you can also display multiple Web sites on separate **tabs** within one Internet Explorer program window. **Tabbed browsing** is convenient because it takes far less time to open a new tab than it does to start a new instance of Internet Explorer, and it's much easier to move between open sites by selecting from the tabs at the top of one window than by selecting from **taskbar buttons** that don't display as much information. When you have several pages open, you can display thumbnails or a list of all the open pages and then click the page you want to view. When the open tabs exceed the available space, navigation buttons appear to the right or left of the tabs.



For the duration of the session (until you close the tab), Internet Explorer keeps track of the pages you visit within each tab. You can move backward and forward between those pages.

While you are working in Internet Explorer, you might want or need to interact with other programs—for example, to edit an HTML file you are working with, or to send a Web page or link by e-mail. You can tell Internet Explorer which program to open for a specific task on the Programs tab of the Internet Options dialog box. Select an HTML editor from the list of those installed on your computer, and then if you want Internet Explorer to use different default programs for other tasks than those set in Windows, click Set Programs to open the Windows default program settings and make your changes.

See Also For more information about choosing a default Web browser, e-mail client, media player, contact management system, and other programs, see “Specifying the Default Program for a Type of File” in Chapter 7, “Working with Programs.”

In this exercise, you will start Internet Explorer and use various methods to open new, bookmarked, and linked Web sites and pages. You will open pages in the same window, on a new tab in the same window, and in a new window. You will navigate between sites and pages, close some sites, and then close them all. There are no practice files for this exercise.

BE SURE TO have an active Internet connection before beginning this exercise.



1. In the upper-left corner of the **Start** menu, click **Internet**.

Troubleshooting The name of your default Internet browser appears below the word *Internet*. If Internet Explorer is not your default browser, point to All Programs on the Start menu, and then click Internet Explorer.

Internet Explorer starts, displaying your current home page.



See Also For information about changing the site that opens when you start Internet Explorer, see “Changing Your Home Page” later in this chapter.



2. Click once in the **Address box** to select the URL of the currently displayed page. Type <http://www.microsoft.com>, and then click the **Go** button or press **Enter**.
The Microsoft Web site replaces your home page.
3. In the **Address box**, replace *microsoft* with *msn*. Then press **Alt** + **Enter**.

Tip You don't have to type a full Web site URL to move to a different site or a different page within the same site. You can change as much or as little of the URL as necessary.

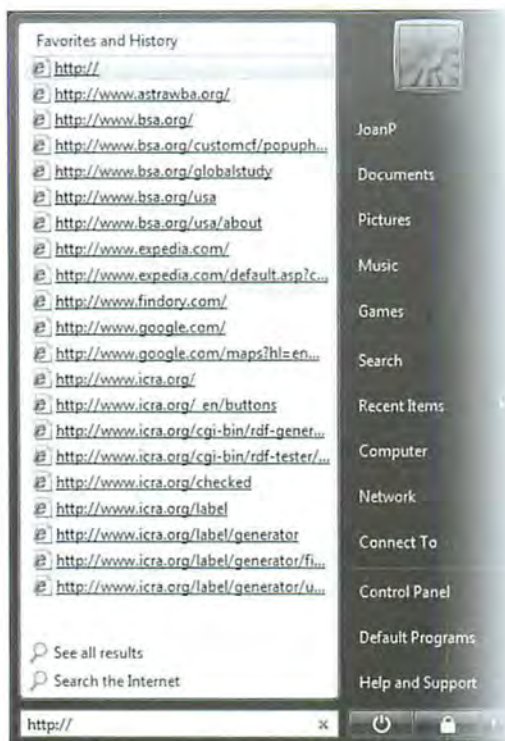
The MSN site opens on a new tab.

4. Click the **Start** button (or press the **Windows** key).

When the Start menu opens, the insertion point is already in the Start Search box in the lower-left corner of the menu.

5. In the **Start Search** box, type <http://>.

Windows filters all the indexed information on your computer and displays a list of items containing the characters you've typed; in this case, items from your Favorites and History lists, as well as the entry you're currently typing.



You can click any Web site or page in the list to open it in Internet Explorer.

Tip Internet Explorer records the Web sites you visit in your History list, so you can easily locate a site you have previously been to. Favorites are sites or locations that you save so you can return to them later.

6. In the **Start Search** box, complete the URL by typing **money.msn.com**. Then press

.

As you type, Windows continues to filter the item list shown on the Start menu. When you press Enter, the home page of the MSN Money site opens in a new tab, in the existing Internet Explorer window.

7. On the page, below the MSN Money title, click one of the links to other pages of the MSN Money site.

The selected page replaces the home page you were viewing.

8. Right-click another of the page links to display a menu of options for working with that page.



13. In the list, click the page that doesn't have a check mark next to it, to return to that page.
14. On the Command bar, click Tools. Then on the Tools menu, click Internet Options. The Internet Options dialog box opens, displaying the General tab.



15. In the Tabs area, click Settings. The Tabbed Browsing Settings dialog box opens.



16. Review the types of changes you can make, and change any settings that you want. Then click **OK** in the **Tabbed Browsing Settings** dialog box and again in the **Internet Options** dialog box.



17. In the browser window, click any one of the middle tabs, and then click the **Close Tab** button that appears.

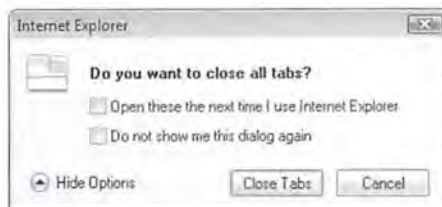
The tab closes, and the tabs to its right slide over to take its place.



18. On the Internet Explorer window title bar, click the **Close** button.

Because more than one tab is open, Internet Explorer prompts you to confirm that you want to close them all. (This is one of the settings you can change in the **Tabbed Browsing Settings** dialog box.)

19. In the message box, click **Show Options**.



You can have Internet Explorer reopen the current set of tabs the next time you start it (for example, if you have to shut down your computer but have a number of sites open that you want to return to) or you can disable the warning. This warning actually does come in handy sometimes while making the transition to tabbed browsing—it can be easy to forget that closing the window affects more than one site.

Finding, Saving, and Returning to Web Sites

To increase the efficiency with which you can move among sites you are currently viewing or have viewed in the past, and to make it easier to find sites that contain the information you need, Internet Explorer offers the following navigation tools, which put Web site information at your fingertips:

- **Live Search.** With this feature, you can perform plain-text searches on the Web, or search the files and folders on your computer.
- **Favorites Center.** This window contains links you have saved to Web sites, folders, and files; links to RSS feeds you have subscribed to; and a record of your Internet browsing history. You can display the Favorites Center as a multi-page window or pin it as a pane in the browser window.
- **Quick Tabs.** This feature displays screenshots of all Web pages currently open.
- **Tab List.** Clicking this button displays a submenu of the open Web pages.



In this exercise, you will conduct a simple search, expand the available search resources, save a page to your Favorites Center, and return to a page from your History list. There are no practice files for this exercise.

BE SURE TO start Internet Explorer before beginning this exercise.



Search

1. In the Live Search box at the right end of the Navigation bar, type a plain-text query, such as **What types of plants grow on volcanoes?**, and then click the Search button.

Live Search searches the Web for pages containing content and keywords related to your question, and displays the results in the browser window. You can display any listed site by clicking its title, which is underlined to indicate that it is formatted as a hyperlink.



Search Options

2. At the right end of the Live Search box, click the Search Options arrow.

Note that Live Search is the only search provider listed.



3. In the Search Options list, click Find More Providers.

The Internet Explorer Web site appears, displaying links to two dozen search providers you can make available to the search utility. Adding a provider from this list makes it available in the Search Options list. To conduct a search through that provider, enter your search term, click the Search Options arrow, and then in the list, click the provider you want to use.



Add to Favorites

4. On the toolbar, click the Add to Favorites button, and then in the list, click Add to Favorites.



You can create additional folders within your Favorites Center by clicking **New Folder**.

5. In the **Add a Favorite** dialog box, click **Add** to make the current page available from your Favorites Center.
6. On the toolbar, click the **Favorites Center** button.



Favorites Center

The Favorites pane expands, displaying the page (Favorites, Feeds, or History) you most recently viewed.

7. If the Favorites page is not displayed, click **Favorites** to verify that the Add Search Providers page is there. Then click the **History** arrow, and in the list, click **By Site**.

The History page displays an alphabetical list of the sites you have visited in the last 20 days. You can click any site in the History list to open it in Internet Explorer.



Tip On the General tab of the Internet Options dialog box, you can clear the History list or change the number of days (0 to 999) Internet Explorer retains your browsing history.



Pin the Favorites
Center



Close

8. In the upper-right corner of the Favorites Center, click the Pin the Favorites Center button to convert the temporary window to a pane.
9. In the History list, click By Date, click Today, click search.live (search.live.com), and then click Live Search: What plants grow on volcanoes? to return to your original search results.
10. Experiment with other aspects of the Favorites Center. When you finish, click the Close button in its upper-right corner.

Tip To clear your Internet Explorer history, click Delete Browsing History on the Tools menu.



CLOSE the Internet Explorer window.

Printing Web Pages

While you're browsing the Web, Internet Explorer makes it easy to print the Web page you're viewing, either on paper, to a file, or if you have Microsoft Office OneNote 2007 installed on your computer, to your OneNote notebook. Before printing the page, you can preview it and adjust settings such as the paper size, the orientation, and the margins.

Tip You can quickly send the contents of a Web page and a link to that page to your default OneNote notebook by clicking Send To OneNote on the Internet Explorer Tools menu. You must have previously started OneNote at least one time before you can send information to it from Internet Explorer.

In this exercise, you will preview and print a Web page. There are no practice files for this exercise.



BE SURE TO install a printer before beginning this exercise.

1. On the Start menu, type <http://www.otsi.com> in the Start Search box, and then press .

The home page of our company Web site opens. The size and orientation of the page content is defined so that the content is in a horizontal format.

- Content Advisor again restricts you from displaying the page. Obviously, this type of constant restriction can be quite irritating. After you view a few other Web sites with your criteria in place, you might want to make adjustments to the Content Advisor settings to fine-tune the way it works.
14. To disable Content Advisor, click **Internet Options** on the **Tools** menu, and on the **Content** tab of the **Internet Options** dialog box, click **Disable**.
To prevent other people from changing the restrictions you have set on your computer, after activating Content Advisor, you must enter the supervisor password to change its settings or disable it.
 15. In the **Supervisor Password Required** message box, type **P@ssw0rd** in the **Password** box, and then click **OK**. If a message box notifies you that Content Advisor has been turned off, click **OK**. Then close the **Internet Options** dialog box.



CLOSE the Internet Explorer window.

Tip On the **Advanced** tab of the **Internet Options** dialog box are many settings that affect various aspects of Internet Explorer, such as accessibility, browsing, printing, and searching. For the most part, you are unlikely to need to change these options. However, if you find yourself wishing that some aspect of Internet Explorer worked a different way, you might want to display the **Advanced** tab to see if one of its options will do the trick.

Key Points

- The Windows Internet Explorer 7 tabbed browsing interface lets you open multiple Web sites in a single instance of Internet Explorer. You don't clutter up the taskbar, and it's faster and easier to open and switch between sites.
- If you want to quickly return to a site you've already visited, you can locate and open it from the Start menu.
- Not only can you change the home page that opens when you start Internet Explorer, but you can open multiple home pages.
- You can personalize the look of the browser window as well as the way content appears and performs within the window.
- Windows Vista incorporates safeguards that shield computer users from objectionable Internet content. What you see is up to you: You can specify the level of protection you want for yourself and for other users of your computer.

Double-clicking any file type associated with Windows Photo Gallery opens Photo Gallery and displays that file. The toolbar at the top of the window displays buttons and menus of commands for working with the displayed picture.

You can use the controls at the bottom of the Photo Gallery window to move forward or backward in the folder containing the selected file, display a slideshow of the images, reduce or magnify the image view, and rotate or delete selected images. The Info pane on the right displays properties of the selected image; you can add and edit information within the pane.

Tip Click Info on the Windows Photo Gallery toolbar to display the Info pane.

When you click the Add Folder To Gallery or Go To Gallery button while viewing a picture in Photo Gallery, or when you click Windows Photo Gallery in the All Programs list on the Start menu, a Photo Gallery window opens in which you can view and work with all the supported-format pictures in all the folders you have added to the gallery. From this window, you can do the following:

- Select and work with one or more pictures.
- Sort all the pictures that have been added to the gallery, regardless of which folder they are stored in, by keyword (tag), date, or rating.
- View the pictures in a particular folder.

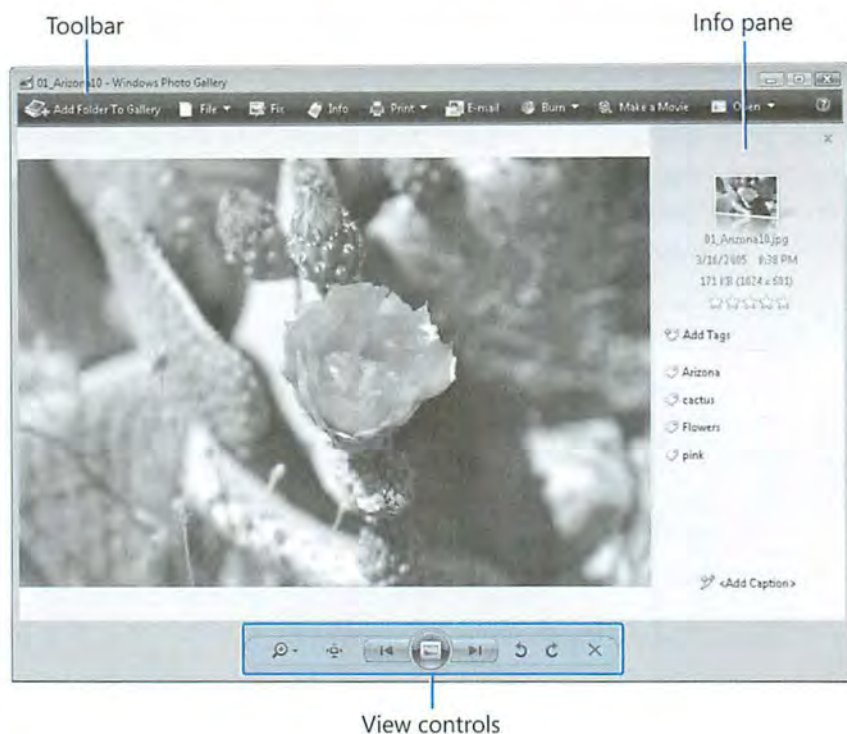
In this exercise, you will display a photo in Photo Gallery and then add the folder in which the photo is stored to the gallery. Then in the Photo Gallery window, you will sort and filter the files in various ways to find the ones you want. You will also add tags and adjust the properties of some photos so that they are easier to find.

 **USE** the practice files in the *Chapter09* folder under *SBS_WindowsVista*.

BE SURE TO log on to Windows Vista and display your *Documents* folder before beginning this exercise.

1. In Windows Explorer, browse to the *MSP\SBS_WindowsVista\Chapter09* subfolder of your **Documents** folder.
2. In the **Content** pane, double-click the *01_Arizona10* image.

Windows Photo Gallery opens and displays the picture file.

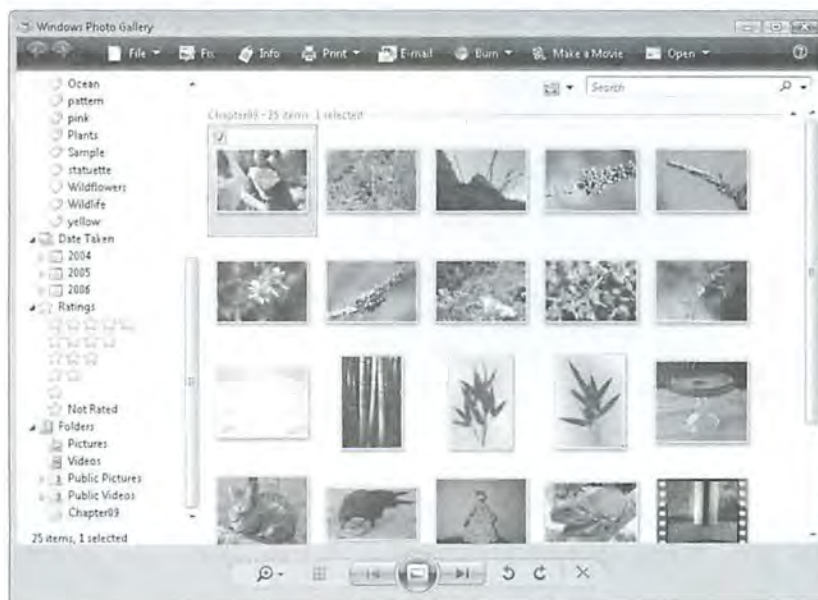


3. Without clicking the Add Folder To Gallery button, click each of the other toolbar buttons in turn to see what you can do with the displayed picture.
4. When you've finished exploring, click **Add Folder To Gallery**.

Troubleshooting If the displayed picture is already part of a gallery, the Go To Gallery button appears in place of the Add Folder To Gallery button.

The Windows Photo Gallery window displays thumbnails of all the pictures in the *Chapter09* folder, where the *01_Arizona10* image is stored.

At the bottom of the Navigation pane, the *Chapter09* folder appears in the list of folders that are part of the gallery, along with your personal *Pictures* and *Videos* folders and the *Public Pictures* and *Public Videos* folders.



You can filter pictures in the gallery by tag, date taken, and rating.

5. At the top of the Navigation pane, under Tags, click *cactus*.
The Content pane displays two pictures from the *Chapter09* folder.
6. If the Info pane isn't open, click **Info** on the toolbar.
7. With the *01_Arizona10* image selected, look at the file properties displayed in the Info pane.
The *cactus* tag is one of the four tags associated with this image.
8. Point to the other image.

To copy additional data to a Live File System format disc, insert the disc in the drive, and then either select the files you want to copy in Windows Explorer and click the Burn button, or display the disc contents in Windows Explorer and drag additional files to it.

If you are creating a Mastered disc, Windows Explorer displays the drive, with the selected files listed under the heading Files Ready To Be Written To The Disc, and you then need to click Burn To Disc on the toolbar to initiate the burn.

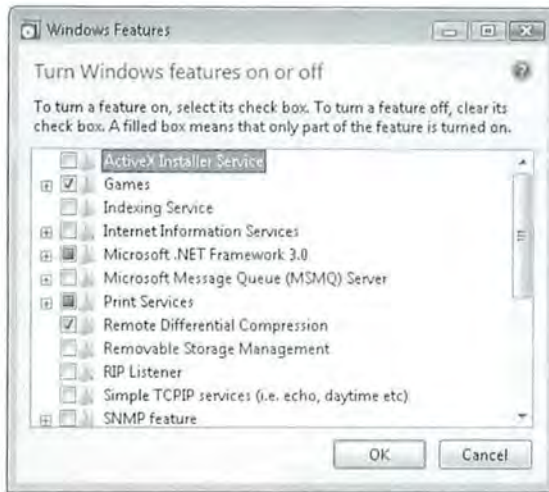
Tip You can delete files from the Files Ready To Be Written To The Disc list, and add others, before burning the disc.

To burn music tracks to disc from Windows Media Player:

1. In full mode, click the **Burn** tab.
2. Drag the album, play list, or tracks you want to burn into the **Burn List** area of the **List** pane.



3. At the bottom of the **List** pane, click **Start Burn**.
 4. When prompted, insert a writeable CD or DVD into your computer's disc burner.
- Windows Media Player burns the music files to the disc, and after burning the last track, it finalizes (closes) the disc and then ejects it.



2. Scroll the features list, noticing which ones are installed and which aren't.
3. If you are not using an installed feature that you know it is safe to remove (such as Games), clear its check box, and then click OK.

A message box tells you that configuring the change might take several minutes. When the process is complete, the message box and the Windows Features dialog box close.



CLOSE the Programs window.

Managing Cached Files

When you visit a Web page, the page and its graphics are stored, or *cached*, in the Temporary Internet Files folder on your hard disk. The folder size is limited by default to 50 MB; you can increase (up to 1 GB) or decrease (down to 8 MB) the folder size to control how often the folder is purged. If you do a lot of Web surfing, particularly of graphic-intensive sites, the folder can fill up relatively quickly; after it is full, older files are deleted when newer files are cached.

Tip If you would prefer that Internet Explorer not cache any temporary files, select the Empty Temporary Internet Files Folder When Browser Is Closed check box on the Advanced tab of the Internet Properties dialog box.

Glossary

activating A security measure that requires you to validate your copy of Windows Vista online or by telephone within 30 days of first use.

ActiveX control A set of technologies that enables software components to interact with one another in a networked environment, regardless of the language in which the components were created.

Address bar In Windows Explorer, a text box containing the navigation path to the current folder, beginning with the Windows symbol representing the overall Windows storage structure. The arrow after each folder name links to a list of its subfolders. In Windows Internet Explorer, a text box containing the Web address of the currently displayed Web page.

administrative privileges The highest level of permissions that can be granted to a user account. A computer administrator can perform tasks affecting the computer and all the user accounts on it. Administrative privileges are required to perform any tasks relating to or affecting computer security.

aspect ratio In computer displays and graphics, the ratio of the width of an image or image area to its height.

Audio Description A Windows Vista accessibility program that narrates videos as they play, if this feature is available within the video file.

autorun file A file that automatically starts an installation program when you insert the installation disc or browse to the folder containing it.

background tabs In Internet Explorer tabbed browsing, a page tab that opens in the background, so that the tab you are currently working with stays in the foreground.

backing up The process of creating a copy of your files somewhere other than on your computer so that you can restore them if an event such as a virus attack, hard disk failure, theft of a laptop, fire, or other loss should occur.

bitmap (BMP) A data structure in memory that represents information in the form of a collection of individual bits. A bitmap image represents images as dots, or pixels, on the screen and is saved in the bitmap (.bmp) format.

blog Short for Weblog. A personal Web site created for the purpose of sharing information and opinions with other Internet users. Blogs range from personal diaries and ways for communities to keep in touch to sources of information on a specific topic.

BMP See *bitmap (BMP)*.

browser See *Web browser*.

browsing Navigating through a folder hierarchy, for example in a dialog box or in Windows Explorer, to select a folder or file.

burning Copying a file, such as an image or audio file, to a CD or DVD.

byte A unit of information that is the equivalent of one character.

cable A type of broadband Internet connection that uses cable television lines. Access speeds vary greatly, with a maximum speed of 10 megabits per second (Mbps).

caching The process of storing information in a computer's memory, or storing a Web page on a computer's hard disk, for rapid retrieval at a later time.

CD key A unique combination of letters and numbers that identifies a product license.

clicking The action of pressing and releasing the primary mouse button.

Sound Sentry A Windows Vista feature that flashes the screen element you specify (your choices are the active caption bar, active window, or desktop) every time the system's built-in speaker plays a sound.

Speech Recognition Allows you to control Windows, control open programs, and dictate text by speaking into a microphone.

Start menu A list of options that is your central link to all the programs installed on your computer, as well as to all the tasks you can carry out with Windows Vista.

Sticky Keys A Windows Vista accessibility feature that makes it easier to use the keyboard with one hand by causing the Ctrl, Shift, and Alt keys to "stick" down until you press the next key.

surfing the Web To browse information on the Internet.

switch box An enclosure that contains a selector switch. It looks similar to a hub but allows only one active connection at a time.

system cache An area in computer memory where Windows Vista stores information it might need to access quickly.

system date The current date according to the operating system.

system folders The folders created when Windows Vista was installed. The folders are Program Files, Users, and Windows. See the index to locate specific information about each of these folders.

system time The current time according to the operating system. The system time controls a number of behind-the-scenes settings and is also used by Windows and your programs to maintain an accurate record of happenings on your computer.

tabbed browsing A feature in Internet Explorer with which you can browse different Web sites on different tabs, easily and quickly switching between them.

tabs Multiple windows located within the Internet Explorer program window that can each display a different Web site.

task pane A fixed pane that appears on one side of a program window, containing options related to the completion of a specific task.

Task Scheduler Program with which you can schedule regular hard disk maintenance tasks.

taskbar Displays buttons you can click to run programs, utilities, and commands, as well as buttons representing the windows of open programs and files.

taskbar buttons Buttons on the taskbar representing each open window, file, or program.

theme A set of visual elements that applies a unified look for the computer desktop. Each theme can include a desktop background color or picture; a color scheme that affects title bars and labels; specific fonts used on title bars, labels, and buttons; sounds associated with specific actions; and other elements.

tilt-wheel mouse A mouse that incorporates a wheel that scrolls not only vertically, but also horizontally.

time server A computer that periodically synchronizes the time on all computers within a network. This ensures that the time used by network services and local functions remains accurate.

title bar The horizontal bar at the top of a window that contains the name of the window. On many windows, the title bar also contains the program icon, the Maximize, Minimize, and Close buttons, and the optional question mark button for context-sensitive Help. To display a menu with commands such as Restore and Move, right-click the title bar.

Toggle Keys A Windows Vista accessibility feature that sounds an audio signal when you press the Caps Lock, Num Lock, or Scroll Lock key. A high-pitched sound plays when the keys are activated, and a low-pitched sound plays when the keys are deactivated.