WINDOWS® GUIDE

Using Windows Vista®

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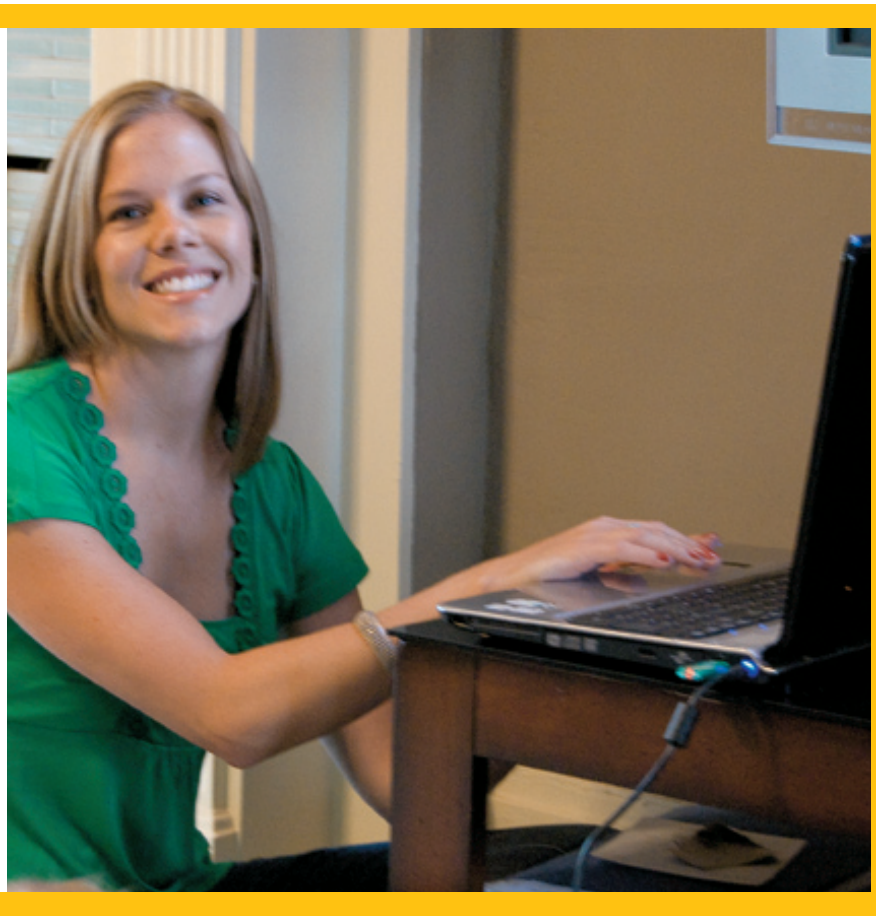

What You'll Need

- A computer running Windows Vista® Ultimate or Windows Vista Home Premium
- Windows Media® Center—included on Windows Vista Ultimate and Home Premium editions (for some items described)

MICROSOFT EXHIBIT 1089
Microsoft v. XI Discovery
IPR2025-00254

Windows®

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Find Your Files Quickly

These days, flexibility is key. You want the transition from work to play to be quick and easy, and for everything you need to be a few clicks away. Windows Vista offers this flexibility by putting you at the center. It's safer, and filled with features that bring your world together.

Can't remember where you stored that paper you worked on last month, or even last week? No problem. Now you can instantly track down any document, photo, e-mail message, song, video, file, or program on your PC using **Instant Search**. Even more, you can run an Instant Search from almost anywhere in Windows. Just look for the signature blue magnifying glass, and start typing.

From the Windows menu

To find what you're looking for, simply open the Start menu by clicking the Windows logo and begin typing where you see "Start Search." As you type, Windows Vista instantly searches documents, media, e-mails, events, files, programs, favorites, and more.

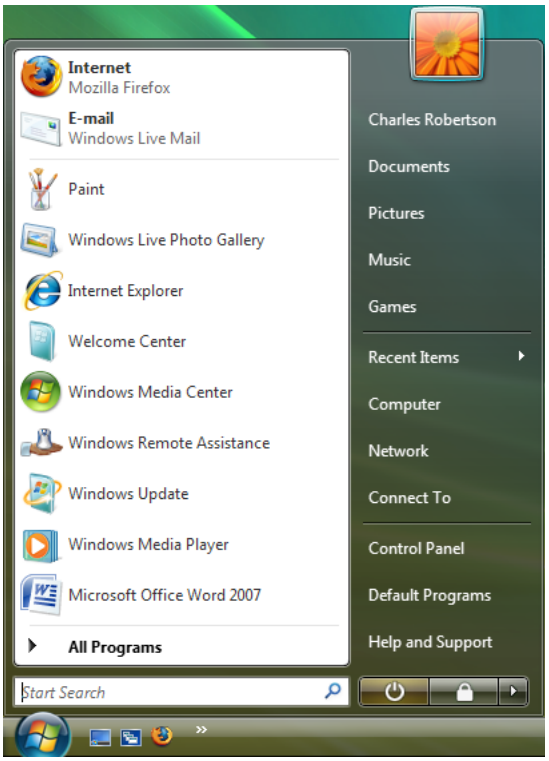

Figure 1—Instant Search from your desktop

Find Your Files Quickly *(continued)*

From other places in Windows

Explorer in Windows Vista displays Instant Search in the top-right corner. It's always with you when you're using any explorer, including the Documents Explorer, Music Explorer, Pictures Explorer, and new Search Explorer. Just like using Instant Search from the Start menu, you only have to type a few letters to quickly display the most relevant results.

You can also find search features in other places like Windows Internet Explorer® 7, Windows Photo Gallery, Windows Control Panel, and even Windows Media Player™. Anywhere you see it, just start typing to find what you're looking for.

If the results aren't what you're looking for, Instant Search provides easy access to tools that can help you design more specific searches.

More Information

- Windows Vista—Instant Search: **http://www.microsoft.com/windows/products/windowsvista/features/details/instantsearch.mspx**

See Everything You Have Open at a Glance

Lost track of what files and programs you've opened? Flip through all your open files and windows with **Windows Flip 3D**—you're just one click away from everything you're working on. Use the Windows logo key (sometimes called "Start")+TAB key to open the 3-D view, then flip through open windows by using arrow keys or the scroll wheel on your mouse to quickly identify and select the one you want. Navigating your desktop has never been this fun!

Figure 2—Windows Flip 3D

And, since one of the displayed windows in the Flip view will always be your desktop itself, you'll have an intuitive way to minimize all open windows at once.

See Everything You Have Open at a Glance *(continued)*

Windows Vista also displays live thumbnail images of the exact contents of your open windows, making it easier to identify each program or file. Just hover your mouse over the Taskbar at the bottom of your screen to make the thumbnails appear, and then click the one you want to re-open.

Figure 3—Windows Vista Taskbar thumbnail image

More Information

- Windows Help & How to—Using Windows Flip 3D: **http://windowshelp.microsoft.com/Windows/en-US/Help/ffab5395-d72f-420a-a04f-a309a2450eff1033.mspx**
- Windows Help & How to—What is Windows Aero®?: **http://windowshelp.microsoft.com/Windows/en-US/Help/eb64dd83-9f49-436d-90a7-a1c287c9821a1033.mspx**

Surf Multiple Waves of the Web at Once

Like to jump from Web site to Web site? Satisfy your appetite for multitasking without having to open several browser windows. You can open multiple Web pages in one window and easily click between them with the tabbed browsing feature in Internet Explorer 7—plus, you can see thumbnail images of all your open Web pages at a glance with Quick Tabs.

Figure 4—Internet Explorer icon

Figure 5—Internet Explorer interface

Surf Multiple Waves of the Web at Once *(continued)*

More Information

- Windows Vista—Internet Explorer 7 in Windows Vista: **http://www.microsoft.com/windows/products/windowsvista/features/details/ie7.mspx**
- Windows Vista—Internet: **http://windowshelp.microsoft.com/Windows/en-US/internet.mspx**
- Windows Internet Explorer: **http://www.microsoft.com/windows/products/winfamily/ie/default.mspx**

Record and Watch TV on Your Time

Watch TV on your own schedule—not the TV networks' schedule. If your PC has a TV tuner, you can record, watch, and pause live television on your desktop or mobile PC using Windows Media Center. With multiple TV tuners, you can even record one channel while watching another. When and where you watch your shows is now up to you.

Figure 6—Windows Media Center recorded TV menu

You can access the Windows Media Center Guide to find out what's on, or use it to help you schedule recording around the programs you love.

More Information

- Windows Help & How to—Windows Media Center: **http://windowshelp.microsoft.com/Windows/en-US/mediacenter/default.mspx**
- Windows Help & How to—Watch, Pause and Record TV on Your PC Demo: **http://windowshelp.microsoft.com/Windows/en-US/Help/6392c6b7-4483-412a-8b51-40f13c57be1f1033.mspx**

Bring Your TV and PC Together

Tired of huddling around the PC for entertainment? Connect your PC to one or more televisions in your home using a Windows Media Center Extender like Xbox 360®, and enjoy all your digital entertainment on the big screen—from photo slide shows, home videos, and digital music to live and recorded TV shows and movies. With Windows Vista, Windows Media Center is no longer a separate edition. It's included, so you can dive right in! A wizard takes you through the streamlined Windows Media Center set up process, and

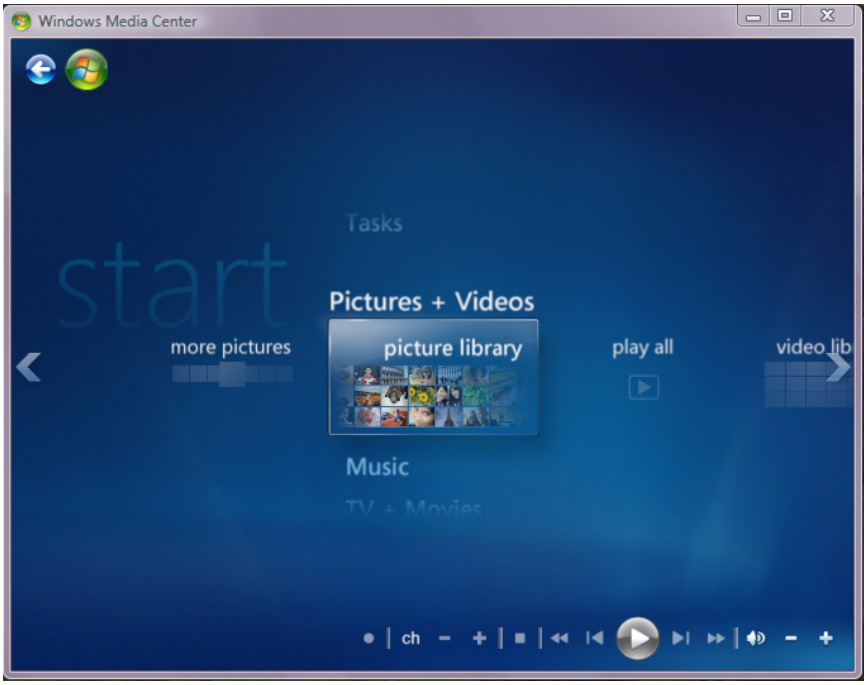

Figure 7—Windows Media Center picture library

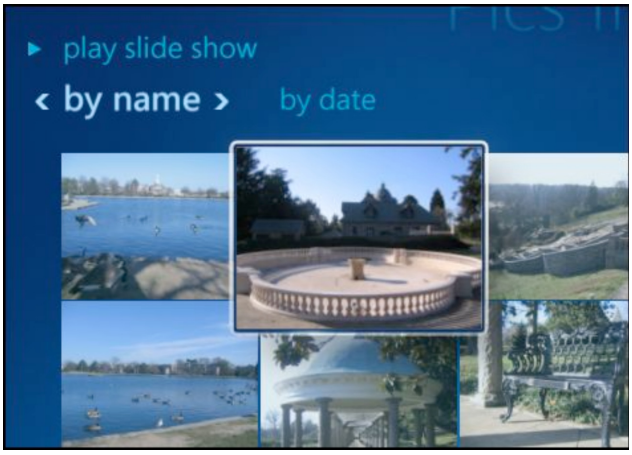

Figure 8—View your photos as a slide show in Windows Media Center

Bring Your TV and PC Together *(continued)*

in no time, you're exploring your digital media in a new way. In fact, Windows Media Center automatically checks your PC for media files during the setup process so you don't have to waste a minute searching for your content.

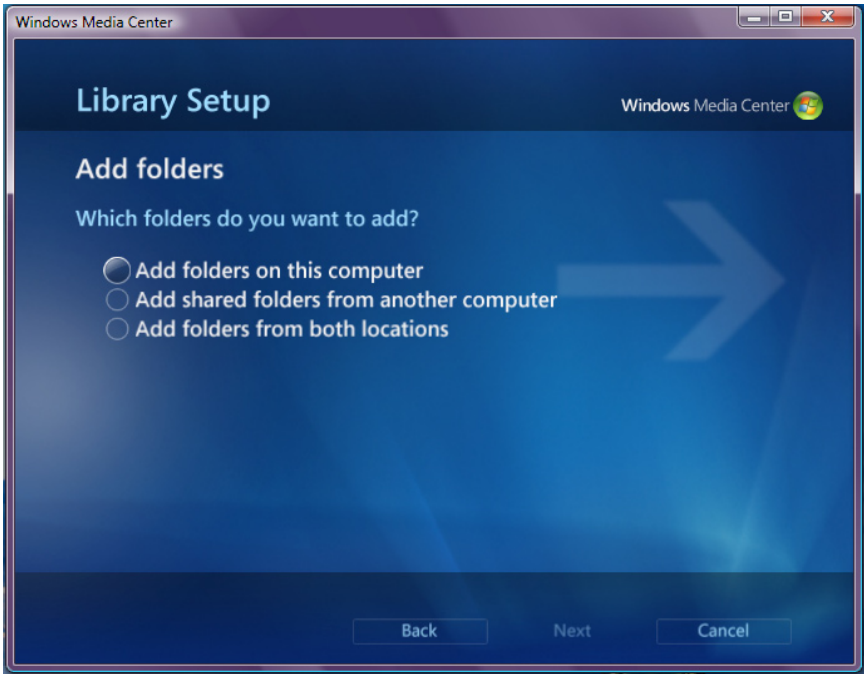

Figure 9—Add media files to Windows Media Center

Designed for a wide range of displays and input methods, Windows Media Center is optimized for use with a remote control but also works well with other input devices such as a mouse and keyboard, touch screen, or even a Tablet PC.

More Information

- Windows Help & How to—Windows Media Center: **http://windowshelp.microsoft.com/Windows/en-US/mediacenter/default.mspx**
- Windows Vista—Windows Media Center: **http://www.microsoft.com/windows/products/windowsvista/features/details/mediacenter.mspx**

Keep the Things You Need Most at Your Fingertips

No need to open a Web browser to check traffic and weather, open a calculator to add up a few numbers, or open an application to see your calendar. Now you can put mini-applications called gadgets right on your desktop, where you can see and use them whenever the mood strikes. Just use the Windows Sidebar pane to store and organize your favorite gadgets.

Figure 10—Windows Vista sidebar and gadgets

WINDOWS SIDEBAR

Windows Sidebar is a pane on the side of the Windows Vista desktop where you can keep your gadgets organized and always available.

You can easily customize it to suit your preferred location—always on top or resting below maximized windows. If you don't want to keep your gadgets docked on the Windows Sidebar, you can simply move them off, hide the sidebar, and place them anywhere on your desktop.

Keep the Things You Need Most at Your Fingertips *(continued)*

GADGETS

Gadgets are mini applications with a variety of possible uses. They can connect to Web services to deliver business data, weather information, news updates, traffic maps, Internet radio streams, and even slide shows of online photo albums. Gadgets can also integrate with other programs to provide streamlined interaction.

Windows Sidebar is all about personalizing your desktop. To get more gadgets that meet your needs, visit the Windows Vista Gadget Gallery. You'll find hundreds of gadgets (soon to be thousands) to download and enjoy by going to ***http://vista.gallery.microsoft.com/vista/SideBar.aspx***

More Information

- Windows Help & How to—Getting the most out of your Sidebar Demo: **http://windowshelp.microsoft.com/Windows/en-US/Help/490988ac-93a8-4fda-a6c6-63eb804d5a0d1033.mspx**
- Windows Help & How to—Windows Sidebar and Gadgets (overview): **http://windowshelp.microsoft.com/Windows/en-US/Help/88e2f098-c570-4b36-959a-3c449dee43ab1033.mspx**
- Windows Vista—Windows Sidebar and Gadgets: **http://www.microsoft.com/windows/products/windowsvista/features/details/sidebargadgets.mspx**

Help Your Kids Stay Safer

Worried about your kids' computer use—or what they may encounter online? Now you can set boundaries on what your kids can do on the PC to give them a safer experience, using the centralized Parental Controls in Windows Vista. You can even restrict games and Web sites based on your family's values.

Plus, you can better protect your PC and your personal information, as well as your family, with built-in security tools like Windows Defender and anti-spam and phishing filters.

The Parental Controls panel, part of the User Accounts and Family Safety Control Panel applet, centralizes all of the key settings of the Windows Vista Parental Controls.

ACTIVITY REPORTS

From the Parental Controls panel, you can review easy-to-read activity reports that show your children's computer activity. The reports help you monitor your children's computer behavior so you can refine your controls based on real-life feedback.

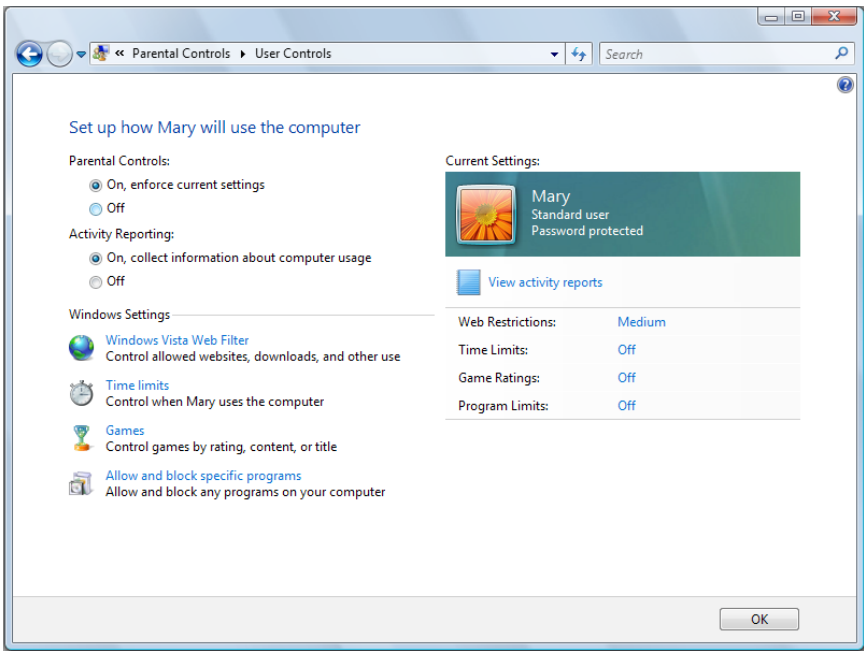

Figure 11—Setting Parental Controls

Help Your Kids Stay Safer *(continued)*

TIME LIMITS

You can set up the days of the week and hours of the day your children are allowed to use the computer with the help of an easy-to-use grid. To restrict their computer use, simply click the specific times and days that you want to block. As the end of an approved time period approaches, your children will receive notifications that their computer time is about to expire. After log off, your children's sessions stay active in the background, so they can pick up where they left off the next time they log in.

More Information

- Windows Vista—Parental Controls: **http://www.microsoft.com/windows/products/windowsvista/features/details/parentalcontrols.mspx**
- Kids online—A parent's guide to monitoring computer use: **http://windowshelp.microsoft.com/Windows/en-US/Help/30a84f43-e7d5-464c-9168-edc2dbb1c37f1033.mspx**

Put Your Computer To Sleep

Thanks to Fast Sleep and Resume, you can quickly and easily use your PC whenever you want, while still preserving battery life and conserving energy. And as soon as you're ready to go, so is your computer.

In the past, if you turned your computer off to save power or preserve battery life, it took a long time for it to start back up when you wanted to use it again. The default "off" state is now the new Sleep power state. Just press the power button on the Start menu or on your PC, and your PC will automatically save your current session to memory, and then quickly enter into a very low power state. It will also save your session to the hard drive, so you can access it even if the memory loses power.

Figure 12—Windows menu

Figure 13—Windows power button

Put Your Computer To Sleep *(continued)*

Whenever you're ready to resume your computer use, just press the power button again. Your PC will turn back on in seconds, and it'll be just how you left it when you put it to sleep. Unlike Windows XP, which offered the different Standby and Hibernate modes, Windows Vista combines the benefits of both modes into Sleep to simplify the entire process for users.

The average Pentium 4 PC with a 17" LCD monitor uses about 102.6 watts of power—about as much as a 100 watt light bulb. That same computer in sleep state draws just 5.6 watts. That's an energy savings of about 597 kWh per year—or roughly $56!

More Information

- Windows Vista—Fast Sleep and Resume: **http://www.microsoft.com/windows/products/windows-vista/features/details/fastsleepandresume.mspx**

SITES MENTIONED IN THIS GUIDE

Windows Vista: **http://www.microsoft.com/windows/products/windowsvista/default.aspx?wt_svl=10437WH_OS_All1&mg_id=10437WHb1**

Windows Vista—Features (Alphabetized list): **http://www.microsoft.com/windows/products/windowsvista/features/details/accessibility.mspx**

Windows Vista Help & How to: **http://windowshelp.microsoft.com/Windows/en-US/default.mspx**

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