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# **Windows Vista for Beginners**



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# **Windows Vista for Beginners**

**by**

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## About this Book



Windows Vista for Beginners was written to help people who recently bought a computer with any one of the four available versions of the Vista operating system. The most frequent question which comes to mind is "having bought the computer, what can I do with it now?"

Answers might include; keeping in touch with your children or grandchildren, browsing the Internet to get some useful information, downloading the photographs from your digital camera and storing them on the computer's hard disc, or simply getting to grips with simple word processing, or running educational programs for your offspring. The choice is endless.

Whatever your reasons for buying a computer, it is very important to understand its operating system (in this case Windows Vista), because it is the operating system that allows you to run other programs, store and retrieve information, and looks after the health of your PC.

The material in this book is presented using a simple language, avoiding jargon as much as possible, but with such a subject some is inevitable, so a glossary of terms is included, which should be used with the text of this book where necessary.

The book is structured on the 'what you need to know first, appears first' basis, although you don't have to start at the beginning and go right through to the end, as the chapters have been designed to be fairly self-contained. We even cover the Windows Vista security utilities which allow you to automatically update Windows Vista, and monitor your PC's settings with respect to its Firewall, and Virus protection.

The present book was written with the non technical, non computer literate person in mind. It is hoped that with its help you will be able to get the most out of your computer, when using Windows Vista, and that you will be able to do it in the shortest, most effective and enjoyable way. Have fun!

If, however, you are upgrading your computer's operating system from a previous version of Windows to Windows Vista and want to know what preparations you need to make to your system, then read on.

### **The Vista Editions**

Windows Vista comes in four editions; Home Basic, Home Premium, Business, and Ultimate. Each of these editions supports slightly different requirements, designed by Microsoft to enhance the experience of every kind of PC user. These, as listed in Microsoft's Web site, are as follows:

Features	Home Basic	Home Premium	Business	Ultimate
Security with Windows Defender and Windows Firewall	✓	✓	✓	✓
Find what you need with Instant Search and Internet Explorer 7	✓	✓	✓	✓
Aero Desktop and 3D Experience		✓	✓	✓
Mobility Support		✓	✓	✓
Collaborate and Share Documents		✓	✓	✓
Photos and Media Center		✓		✓
Business Backup			✓	✓
Business Networking			✓	✓
Data protection				✓

As can be seen from the table above, Windows Home Basic is for upgrading existing PCs to Windows Vista without any additional hardware requirements - such computers are designated as Windows Vista Capable PCs, while to run the other three editions and get the maximum Vista experience, you might need to buy new hardware or even a new computer - designated as Windows Vista Premium Ready PCs.

**A Windows Vista Capable PC requires:** A modern processor with a speed of at least 800 MHz, 512 MB of system memory (RAM), and a graphics processor that is DirectX 9 capable.

**A Windows Vista Premium Ready PC requires:** A processor with a speed of at least 1 GHz 32-bit (x86) or 64-bit (x64), 1 GB of system memory (RAM), a graphics processor that is DirectX 9 capable with a WDDM driver and at least 128 MB of dedicated graphics memory, 40 GB of hard drive capacity with 15 GB free space, a DVD-ROM drive, audio output capability, and Internet access.



In addition, other features of Vista, such as the ability to watch and record live TV, will require suitable hardware such as a TV tuner with remote control and a HD (High Definition) DVD drive.

If you intend to buy a new Windows Vista Premium Ready laptop, make sure that apart from the other requirements listed above it is also equipped with a hybrid hard disc, which is a hard disc with built-in flash memory that helps reduce power consumption and extends battery life.

### Essential Tasks Prior to Installing Vista

Before installing/upgrading to Windows Vista, you need to complete two tasks: (a) run Windows Update, and (b)

select which version of Windows Vista is most suitable for your PC.

To run Windows Update, click on the **Start** button, then point to **All Programs** and click on the **Windows Update** option on the displayed menu, as shown in Fig. 1.

This opens the **Windows Update** in an Internet Explorer window (you must be connected to the Internet for this to work).

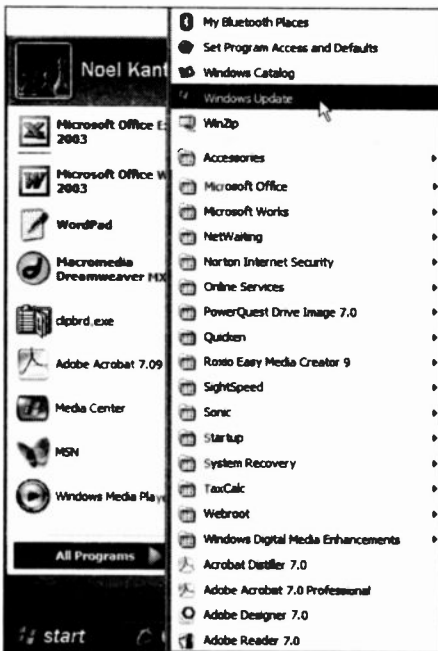


Fig. 1 Selecting the Windows Update.

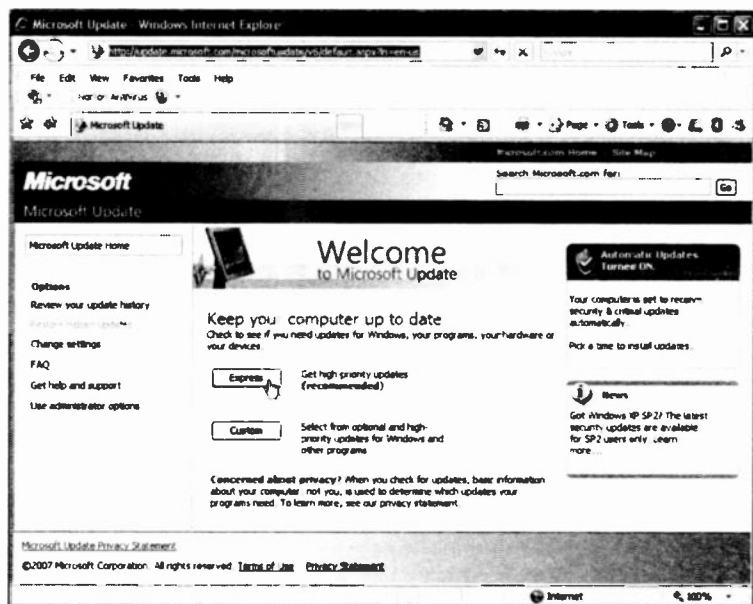


Fig. 2 Starting the Windows Express Update.

Click on the **Express** button to download and install all the required updates. Once this is completed, you are ready to connect to the Microsoft Web site to select the best version of Windows Vista for your PC, whether you have already bought one or not, as the upgrade advisor also tests your PC's peripherals and installed programs.

To do so, start the Internet Explorer and type

**<http://www.microsoft.com/windows/products/windowsvista/buyorupgrade/upgradeadvisor.mspx>**

in its address bar (all in one line and without any breaks). This should open the Advisor screen, shown in Fig. 3 on the next page, unless Microsoft has changed the position of the Upgrade Advisor on its Web site, in which case you will have to follow appropriate links starting from the Microsoft Home page.



Fig. 3 Downloading the Windows Upgrade Advisor.

As you can see from the displayed Advisor screen, you should plug into your PC all the peripherals, such as printers, scanner, and any other USB devices. Next, scroll down the screen and click the **Download Windows Vista Upgrade Advisor** link, and on the displayed screen click the **Download** button. In following screens install and run the Advisor - just follow the advice on the displayed screens.

Eventually the Welcome to Windows Vista Upgrade Advisor screen will display, on which you should click the **Start Scan** button. A few moments later the scan is completed and you can see in the report a recommendation on the Vista version most suited to your PC, and details on System, Device, and Program compatibility. There is also a **Task List** which you should print out and follow to the letter before and after installing Windows Vista.

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# Contents

<b>1. Package Overview.....</b>	<b>1</b>
The Windows Vista Starting Screen.....	2
The Windows Sidebar.....	3
The Windows Taskbar.....	3
Navigation and Preview Panes.....	4
The Windows Vista Start Menu.....	6
Program Icons and Folders.....	7
User Accounts.....	9
Changing the Start Menu.....	9
Right-click Menus.....	11
Exercises.....	12
Moving Start Menu Shortcuts.....	13
Exiting Windows Vista.....	14
<b>2. The Windows Environment.....</b>	<b>17</b>
Parts of a Window.....	19
Additional Window Panes.....	22
The Mouse Pointers.....	23
The Menu Bar Options.....	24
Dialogue Boxes.....	26
The Taskbar and Start Menu Properties.....	28
Changing the Date and Time.....	30
Exercise.....	31
Manipulating Windows.....	33
Changing the Active Window.....	33
Sizing a Window.....	33
Moving Windows and Dialogue Boxes.....	33
Minimising and Maximising Windows.....	34
Closing a Window.....	35
Exercise.....	35



Windows Display Arrangement.....	36
Exercise.....	38
Using the Help System.....	39
 <b>3. Working with Files and Folders.....</b>	<b>43</b>
Creating a New Folder.....	44
Searching for Files and Folders.....	46
Narrowing Search Results.....	47
Selecting Files and Folders.....	50
Copying or Moving Files and Folders.....	51
Sending Files and Folders.....	53
Exercise.....	54
Creating Shortcuts.....	55
Deleting Files or Folders.....	56
The Recycle Bin.....	57
Exercises.....	58
Copying Files or Folders to a CD.....	59
Compressing Files and Folders.....	60
Other Folder Views.....	62
The Views Option.....	64
The Preview Option.....	64
The Print Option.....	65
The E-mail Option.....	66
 <b>4. Controlling your PC.....</b>	<b>67</b>
The Windows Control Panel.....	67
Changing your Display.....	69
Changing the Font Size of Screen Items.....	73
Controlling Printers.....	74
Configuring your Printer.....	76
Managing Print Jobs.....	77
The Fax and Scan Printer.....	78
Adding Hardware to your System.....	79
Using Control Panel's Classic View.....	81

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Installing Programs on your PC.....	82
Uninstall or Change a Program.....	83
Checking your Regional Settings.....	84
<b>5. E-mail - Windows Mail Basics.....</b>	<b>87</b>
The Windows Mail.....	89
Connecting to your Server.....	90
Receiving an E-mail.....	95
Sending a Test E-mail Message.....	95
The Main Windows Mail Screen.....	96
The Folders List.....	97
The Message List.....	97
The Preview Pane.....	98
Message Status Icons.....	99
The Main Window Toolbar.....	100
The Read Message Window.....	101
The Read Message Toolbar.....	102
Signing your E-mail.....	102
The New Message Window.....	103
Using Message Stationery.....	104
The New Message Toolbar.....	104
Message Formatting.....	105
Replying to a Message.....	107
Removing Deleted Messages.....	107
<b>6. E-mail - Some Other Features.....</b>	<b>109</b>
Using E-mail Attachments.....	109
Sending an E-mail to the Drafts Folder.....	111
Receiving Attachments with an E-mail.....	112
Organising your Messages.....	113
The System Folders.....	114
Using Message Rules.....	116
The Blocked Senders List.....	118

Spell Checking your Messages.....	119
Printing your Messages.....	121
The Windows Contacts Utility.....	122
Deleting Individual Contacts.....	125
Windows Mail Help.....	126
<b>7. Using the Internet Explorer.....</b>	<b>127</b>
Your PC Settings.....	129
Searching the Web.....	130
The Address Bar.....	132
The Explorer Toolbars.....	133
Favorites.....	135
Adding a Favorite.....	136
History Files.....	137
The Cache.....	139
Tabbed Browsing.....	140
Using Quick Tabs.....	141
Saving and Opening a Group of Tabs.....	142
msn Hotmail.....	143
Explorer Help.....	146
<b>8. Working with Images.....</b>	<b>149</b>
Using a Camera or Scanner.....	149
The Windows Photo Gallery.....	152
Previewing an Image.....	153
The Slide Show View.....	154
Exercises.....	155
The Windows Movie Maker.....	156
Creating a Slide Show.....	160
Sending a Movie as an E-mail Attachment... ..	161

<b>9. Accessibility and Mobility.....</b>	<b>165</b>
The Microsoft Magnifier.....	167
The On-Screen Keyboard.....	168
The Keyboard Options.....	170
Alternatives for Sounds.....	172
The Display Options.....	173
The Mouse Options.....	174
Power Plans and Mobility.....	175
The Mobility Center.....	176
 <b>10. Looking After your PC.....</b>	 <b>179</b>
Problem Prevention.....	179
System File Protection.....	180
Automatic Update.....	180
System Restore.....	182
The Windows Security Center.....	184
Disk Cleanup.....	185
Defragmenting your Hard Discs.....	187
Backing up your Data.....	188
Making a Back-up.....	188
Retrieving Back-up Files.....	192
Adding Files and Folders to a Back-up.....	192
 <b>11. Glossary of Terms.....</b>	 <b>195</b>
 <b>Index.....</b>	 <b>213</b>



## Package Overview

Windows Vista is available in four editions: The Home Basic (less expensive) and suitable for existing PCs; the Home Premium edition (more expensive, but with additional features, such as the Aero desktop experience and 3D graphics, has more options for collaborating with other users, supports the Media Center, and has added security and simplified management); the Business edition which substitutes business networking and hardware protection for the Media Centre facility; and the Ultimate edition which includes everything.

Although we have used the Windows Ultimate edition to write this book, we will only cover what is common with the Windows Home Premium edition, as most home PC users will find that these common options between the two editions contain all the facilities they will ever need.

In Windows Vista, Microsoft has adopted Explorer type shells which are customised to display specific file types, such as media, pictures, music and video. The Explorer displays a preview of the selected item at the bottom part of the window and the toolbar displays command actions specific to the selected file type. We will examine the Explorer windows in more detail later on.

In what follows in this chapter we give you an overview of Vista, but we will return to discuss aspects of it in more detail later. So don't worry if we do not give enough detail when introducing the various topics - they will be covered in detail in due course.

## The Windows Vista Starting Screen

When you switch on your PC, Windows Vista displays by default the Welcome Center in the middle of your screen as shown in Fig. 1.1 below.

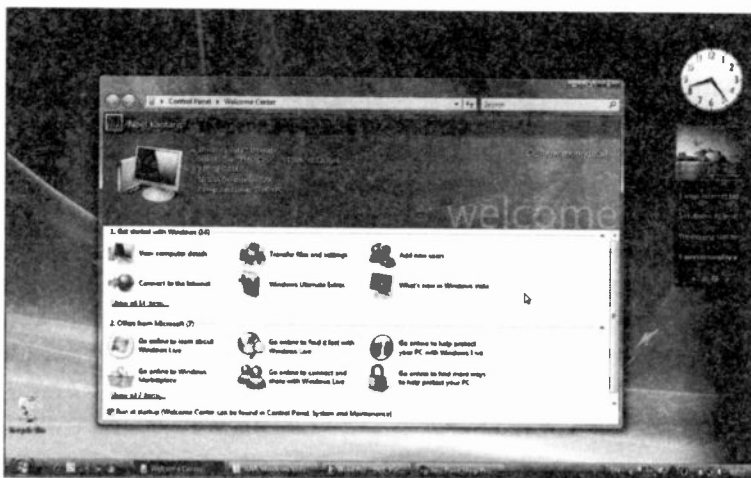


Fig. 1.1 The Windows Vista Welcome Center.

On the top third of the Welcome Center window you see details of the currently logged user with particulars of your PC's software and hardware.

On the middle third of the Welcome Center window under 'Get started with Windows' you see six icons which when left-clicked give you information or start a program, such as the **View computer details** and **Add new users** icons.

On the bottom third of the Welcome Center window under 'Offers from Microsoft' you see icons that when left-clicked attempt to connect you to the Internet (provided you have the capability), so that you can access the various offers.

If you don't want to see the Welcome Center window every time you start Windows Vista, left-click the small square at the bottom left of the window to remove the tick mark. As mentioned at the bottom of the window, the Welcome Center can be found in the **Control Panel's System and Maintenance** option - more about this later.

## The Windows Sidebar



On the far right of the Windows Vista screen you will see the **Sidebar**, a new feature that allows you to connect your desktop with powerful, but easy to use 'gadgets' which are mini applications, such as the **Clock**, a photo **Slide Show**, and **News Headlines**.

To add a gadget to the **Sidebar**, click the plus (+) sign above the **Clock** to open a Gadgets screen from which you can choose one or more to add to your **Sidebar**. You could also go online to find more gadgets.

## The Windows Taskbar

At the bottom of the Windows Vista screen you will see the **Taskbar**.



The **Taskbar** contains the **Start** button at the extreme left which, as we will see shortly can be used to quickly start a program, followed by four **Quick Launch** buttons (on your PC this number could be different) which, when left-clicked, launch the corresponding application. Going from left to right these are: 'Launch Internet Explorer', 'Show desktop', 'Switch between windows', and 'Media Center'.



When you open a program, or a window, a button for it is placed on the **Taskbar** to the right of the **Quick Launch** buttons. In our example on the previous page we show the **Welcome Center** and the **Control Panel**.


### Navigation and Preview Panes

New to Windows Vista is the ability to preview the contents of an item on the **Taskbar** without opening the item. For example, hovering with the mouse pointer over the **Welcome Center** button on the **Taskbar** opens the preview of the application as shown in Fig. 1.2 below.



Fig. 1.2 Previewing an Item on the Taskbar.

Left-clicking one of these buttons on the **Taskbar** makes the corresponding application or window active, opens it on the desktop and displays its button on the **Taskbar** in a darker shade of grey. So, now you can always see what application windows you have open, which is the active one, and quickly switch between them.

If your PC is capable of 3D graphics, clicking the **Switch between windows**  button on the **Quick Launch** toolbar, displays a screen similar to the one shown in Fig. 1.3 on the next page. This is called the **Flip 3D** feature which allows you to use the scroll wheel on your mouse to flip through open windows in a stack and locate the one you want to work with.

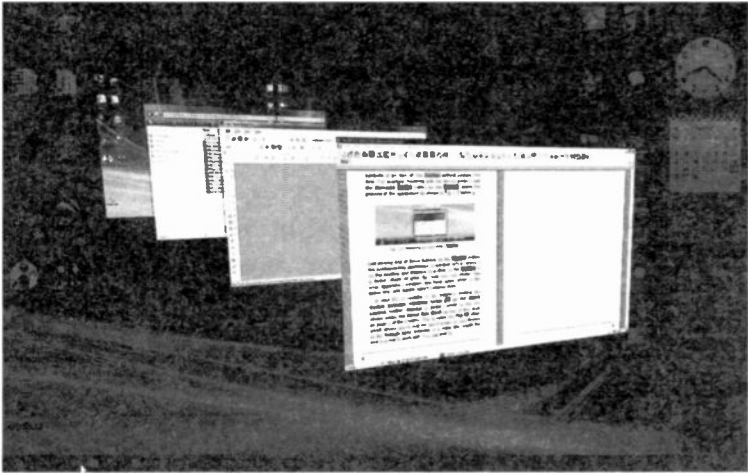


Fig. 1.3 The Flip 3D Windows Vista Feature.

Try using the scroll wheel on your mouse and see the windows on the screen change position. To open a particular window, point to it and left-click.

Another useful Vista capability is the so-called **Flip** feature which allows you to flip through open windows by using the **Alt+Tab** keyboard combination (press the **Alt** key and while holding it depressed, press the **Tab** button). What you see on the screen is something similar to that shown in Fig. 1.4 below.

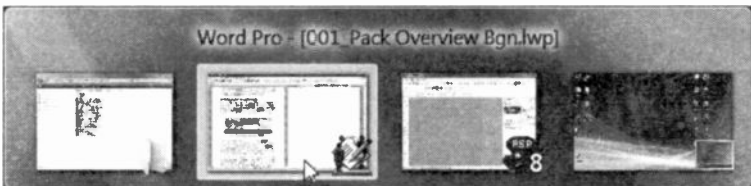


Fig. 1.4 The Flip Windows Vista Feature.

This feature helps you to quickly identify the window you want, particularly when multiple windows of the same kind are open.

## The Windows Vista Start Menu

Switching on your PC automatically loads Windows Vista. Below (Fig. 1.5) we show part of the Windows Vista working screen, called the 'Desktop', with the **Recycle Bin** shown on the bottom right of it. In addition, the **Start**



button at the bottom left corner of the Windows screen has been clicked with the left mouse button to display the two-column **Start** menu.

The left menu column provides shortcuts to frequently used programs, and the nine applications used recently (in your case these will most likely be totally different as they can be changed). On the right column there are shortcuts to **Documents**, **Pictures**, **Computer**, **Control Panel**, etc., which are normally common to all users.



Fig. 1.5 The Windows Vista Start Menu Screen.

If your computer is already capable of being connected to the Internet (if not don't worry as we will show you how to do this in detail later on), you could then use the **Internet Explorer** program that comes bundled with the operating system to surf the Net, or the **Windows Mail** program to send and receive e-mail. These two programs will be discussed in some detail later on.

Windows Vista also comes with a number of features, such as **Media Center Windows Mobility Center, System Tools**, the **Paint** graphics program, the **Windows Photo Gallery**, and the word processor **WordPad**. Some of these will be discussed in more detail in following chapters of this book as they form the core of the tools you need to master so as to keep your computer healthy and your data safe. Of course, Windows Vista (particularly the Business and Ultimate editions) caters for many new technological capabilities, but these are beyond the scope of this book.

## Program Icons and Folders

Windows Vista can manage all other programs that run on your PC, such as fully featured word processors, spreadsheets, databases, games, and many more. For example, hovering with the mouse pointer over the **All**

► **All Programs** **Programs** button, shown here (also see the bottom of Fig. 1.5 for its position on the screen), displays a list of all Windows applications that are installed on your computer.

In Fig. 1.6 on the next page, we show some of the contents of the **All Programs** available on one of our computers, as well as the contents of the **Windows Accessories**, mentioned above which was displayed by left-clicking the **Accessories** folder on the **All Programs** list. No more cascade menus as in Windows XP which were difficult to use particularly by Notebook users!

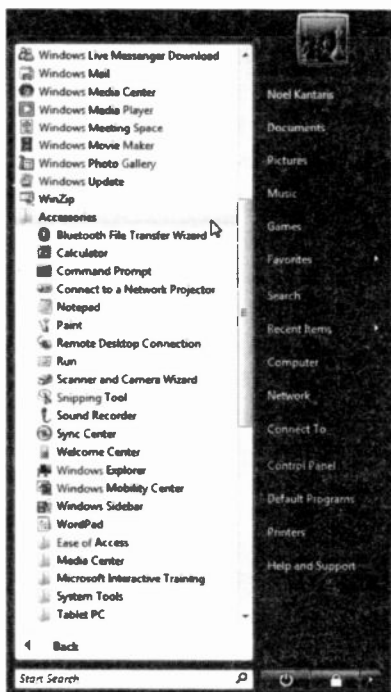


Fig. 1.6 The Windows Programs List with the Accessories Folder Opened.



Fig. 1.7 The Games Folder.

Note that in Windows Vista, programs are depicted as distinctive icons in these lists which when left-clicked start the actual program. For example, clicking the **Windows Mail** icon, shown here,



starts the e-mail program in its own window.

Folders, on the other hand, like the **Accessories** folder, can contain documents, other folders, programs or other items. To close an opened folder on this list, left-click it once more.

Fig. 1.7 shows the contents of the **Games** folder. This folder contains only programs, as can be seen by their icons.

New to Windows Vista is another kind of folder, called **Virtual Folder** which is simply a saved search that is instantly run when you open the folder. Later on, when you click on such a virtual folder, Windows Vista runs the search and provides immediate results. More about this later.

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## User Accounts

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At the top of the **Start** menu the name of the current user is displayed with a picture against it. Left-clicking this picture opens the User Accounts screen shown in Fig. 1.8. From here you can create a user password, choose a different picture for the current user, change your account name, etc.

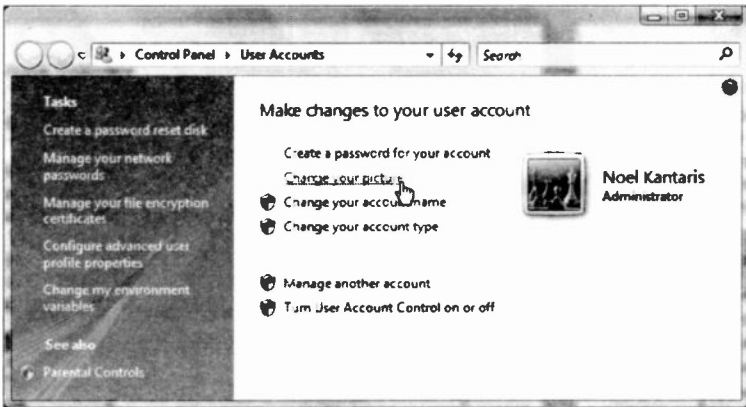


Fig. 1.8 The User Accounts Dialogue Box.

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## Changing the Start Menu

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As we mentioned earlier, Windows Vista has the ability to adapt the first of its two-column menus to the way you use your computer. It keeps track of what features and programs you use the most and adds them to the list at the bottom of the left column. For example, if you use **WordPad** a couple of times by selecting it from the **Accessories** sub-menu, next time you click the **Start** button you will see this application pinned to the bottom half of the first column of the **Start** menu. This saves time as you don't have to scroll through menu lists to find the application you want to use.

To remove an application from the first column of the **Start** menu, right-click it with your mouse and select

**Remove from this list**, as shown in Fig. 1.9. This removes the name of the application from the list, not the application itself from your hard disc.

You also have a menu option to **Pin to Start Menu** any selected program. This adds it to the top half of the left column of the **Start** menu which is a more permanent list.

You can also use this facility to pin your favourite programs to the top half of the left column of the **Start** menu, even if

these are to be found in the **All Programs** menu or its sub-menus, thus customising the way you run your computer.

Some programs when installed on your PC place a shortcut icon on your desktop. Right-clicking such an icon displays the same options as above so you can pin it to either the **Start** menu or the **Quick Launch** menu.



Fig. 1.9 Simultaneous Display of Running Applications.

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## Right-click Menus

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To see another right-click menu (also known as a shortcut menu) containing the most common commands applicable to, say, the desktop, point with your mouse to an empty part of it and right-click.

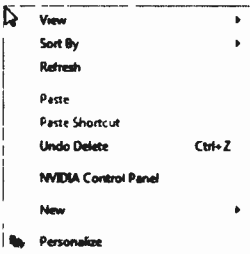


Fig. 1.10 The Desktop Right-click Menu.

This displays the menu shown in Fig. 1.10. From this menu you can select how to **Sort** icons on your desktop, **Paste** a shortcut icon on it, or create a **New** folder for your favourite program. Items on the pull-down sub-menu which are marked with an arrow ➤ to their right, as shown here, open up additional options when selected

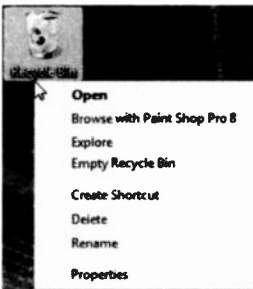


Fig. 1.11 The Recycle Bin Right-click Menu.

Right-clicking the **Recycle Bin** icon on the desktop, reveals the options in Fig. 1.11. In this case we have the option to **Open** the **Recycle Bin** which has the same effect as double-clicking its icon with the left mouse button, **Explore** its contents, **Empty** it of its contents, or display its **Properties**.

If you were to right-click a program icon on the **All Programs** menu, such as that of a word processor, if one was installed on your computer, you would find that different options to those of the **Recycle Bin** are being offered.

Note that unlike Windows XP in Windows Vista you have the option to delete or rename the **Recycle Bin**, but we do not recommend you to do so.



## Exercises

If you have read so far, do try the following exercises:

### 1.1 To change the picture that represents you as a user:

- Left-click the **Start** button to display its menu.
- Place the mouse pointer on the picture at the top right of the **Start** menu (your picture could be different to the one shown here), and when it changes to a pointing hand, as shown to the right, left-click it to open the User Accounts window, click the **Change your picture** link.



Fig. 1.12 The User Accounts Pictures.

- Select a different picture to represent you by left-clicking one from the displayed list and left-click the **Change Picture** button at the bottom of the dialogue box.
- ### 1.2 To pin your favourite programs on the top left column of the **Start** menu:
- Left-click the **Start** button to display the **Start** menu.
  - Hover with the mouse pointer over the **All Programs** button to display the **Start** menu.
  - Move the mouse pointer on your chosen program to highlight it (say **WordPad**) and right-click it to display its shortcut menu, then left-click the **Pin to Start Menu** option to pin the selected program to the top of the left column of the **Start** menu.

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## Moving Start Menu Shortcuts

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Once you have pinned your chosen programs to the **Start** menu, you could rename them, if you so wished, using the right-click menu, or you could move their position on the list to suit your preferences.



To move an item on the **Start** menu, point to it to highlight it, then press the left mouse button and while keeping it pressed, drag the mouse pointer to the desired position on the list. Letting go of the mouse button, fixes the item in the chosen position. Fig. 1.13 shows Microsoft Word being moved to just below Microsoft Excel 2003.



Fig. 1.13 Moving an Application on the **Start** Menu List.

## Exiting Windows Vista

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To exit Windows, click the **Start** button and hover with the mouse pointer over the right arrow button  (next to the **Lock this Computer** button ). This opens the additional options as shown in Fig. 1.14.

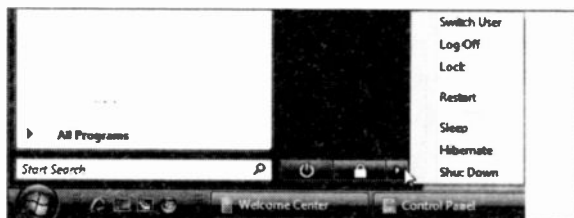




Fig. 1.14 The Lower Part of the Start Menu.

From here you can select to **Switch User**, **Log Off** the current user and leave the computer running so another user can take over by logging on (make sure you save all your work), **Lock** the Computer (a password, if you set one, will be required to log in again), **Restart** the computer (used if you want to clear the memory settings and restart Windows), put your computer in a **Sleep** mode (low power mode so that you can get back to your work quickly), **Hibernate** the computer (all your work is saved to disc and when you restart everything is as you left it), or **Shut Down** the computer which requires a fresh start of Windows.

The **Lock this Computer** button  does exactly what it says - it locks your PC and you will need a password (if you set one) to access it, while the **Power** button  puts your PC on a low power state keeping all programs in memory so you can access your work quickly.

**Note:** With Windows Vista, just as with Windows XP, you can just switch off your computer - the **Shut Down** procedure will then be carried out automatically.

\*\*\*

In the next chapter we discuss the Windows environment with its Explorer type windows, their common toolbar buttons, and menu bar options, so that you can find your way around your documents and programs. We then show you how to manipulate windows on the desktop by sizing, moving, minimising, maximising and displaying them in different ways on the screen.

\*\*\*



## The Windows Environment

Windows Vista drops the **My** from the names of its various personal folders, so now instead of 'My Documents', or 'My Pictures' (which was the name convention in Windows XP), the folders are named simply **Documents**, **Pictures**, **Music**, etc., but it is understood that they belong to the currently logged user.

To see your folders, click the **Start** button and then click your name (or the name you use to log into your PC) at the top of the displayed menu (see Fig. 1.5 on page 6). This opens a window similar to the one in Fig. 2.1.

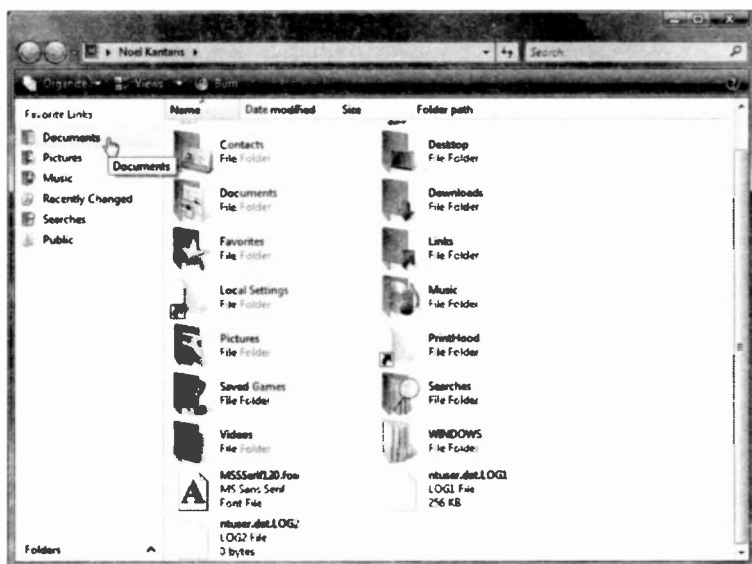


Fig. 2.1 The Display of Personal Folders.

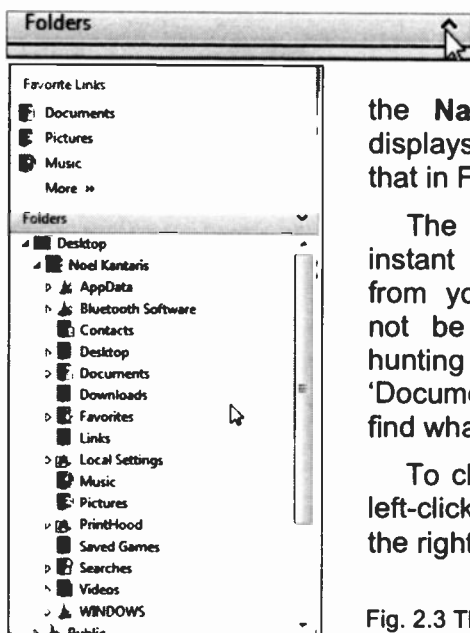
At the left pane of the Explorer screen, called the **Navigation** pane, your **Favorite Links** are listed (their spelling, not ours), while at the right pane you will find your **Folders** list. Placing the mouse pointer on a **Navigation** link until it changes to a pointing hand (as shown in Fig. 2.1) and left-clicking it, displays the contents of the linked folder. Alternatively, left-clicking a folder in the **Folders List** pane does the same thing.

In Windows Vista, the **Menu bar** is hidden by default. To see it, as shown in Fig. 2.2 below, press the **Alt** key.



Fig. 2.2 The Menu bar of an Explorer's Screen.

You can also display the folders tree associated with this window by clicking the arrow to the right of the **Folders** entry, as shown here, to be found at the bottom of



the **Navigation** pane. This displays a screen similar to that in Fig. 2.3.

The **Folders** tree provides instant navigation starting from your Desktop. It could not be simpler - no more hunting deep through endless 'Documents and Settings' to find what you want!

To close the **Folders** tree, left-click the down arrow to the right of the **Folders** pane.

Fig. 2.3 The Folders Tree.

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## Parts of a Window

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Below we show the tops of two Explorer type window screens, one that heads the **Pictures** folder and the other that heads the **Computer** folder which is opened by clicking on the **Start** button and then clicking its entry on the right column of the Windows **Start** menu. Note that we use the word 'Windows' to refer to the whole environment, while the word 'windows' refers to document or application windows. To see the **Menu bar** press the **Alt** key.

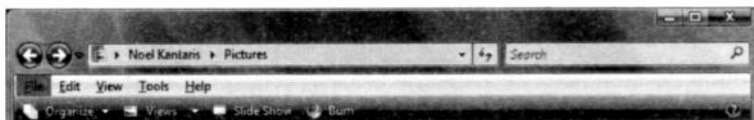


Fig. 2.4 The Top of the Pictures Screen.

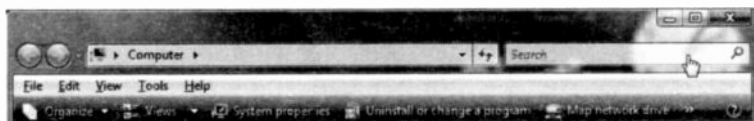







Fig. 2.5 The Top of the Computer Window.

Both these windows look remarkably the same. The only part that has changed is the content of the toolbar, which in Windows Vista changes automatically to reflect the type of work you might want to do with the contents of the specific folder or application.

Also note that the window of Fig. 2.5 was placed on top of the **Clock** of the Windows **Sidebar** to show that the windows on our desktop are translucent. This is the **Aero** experience of Vista, but you will only see it if your graphics card is capable of it. The borders of each window blur objects lying under them, leaving the window you are working on in focus while giving you a hint of what lies beneath it. However, don't worry if you cannot experience it, unless you are a fanatical games player!



The typical window is subdivided into several areas which have the following functions:

<i>Area</i>	<i>Function</i>	
Minimise button	Left-clicking the <b>Minimise</b> button stores an application as an icon on the <b>Taskbar</b> . Clicking on such an icon will restore the window.	
Maximise button	Left-clicking the <b>Maximise</b> button fills the screen with the active window. When that happens, the <b>Maximise</b> button changes to a <b>Restore Down</b> button which can be used to restore the window to its former size.	 
Close button	The extreme top right button that you click to close a window.	
Navigation buttons	The <b>Go Back</b> (left) button takes you to the previous display, while the <b>Go Forward</b> (right) button takes you to the next display.	
Address bar	Shows the location of the current folder, or the URL (Uniform Resource Locator) of the new Web page to go to next.	
Quick search box	The box in which you type your search criteria.	

As you start typing the first few letters, the displayed files filter down to just the matching terms. This makes finding your documents, programs, and media files much easier.

**Menu bar**

The bar which only displays if you press the **Alt** key. It allows you to choose from several menu options. Clicking on a menu item displays the pull-down menu associated with that item.

**Toolbar**

A bar of icons that you click to carry out some common actions. The icons displayed on the toolbar depend on the specific application.

**Scroll bars/buttons**

The bars/buttons at the extreme right and bottom of each window (or pane within a window) that contain a scroll box/button. Clicking on these allows you to see parts of a document that might not be visible in that size window.

**Mouse pointer**

The arrow which appears when the pointer is placed over menus, scroll bars, buttons, and folder lists. For other mouse pointer shapes, see page 23.

There are other areas or panes that can be made to display in a document or application window. For example you can activate a **Search Pane**, a **Details Pane**, or a **Preview Pane**. These are discussed in some detail on the next page.

## Additional Window Panes

We have already seen how you can activate the **Navigation** pane in a Windows Vista screen. You can further activate three additional panes by clicking the **Organize** toolbar button, selecting **Layout** from the drop-down menu, and clicking one of the four options. These have the following functions:

<i>Option</i>	<i>Function</i>
Search pane	To limit areas of search.
Details pane	To display information on an item without opening it.
Preview pane	To preview selected items.
Navigation pane	To display the navigation tree.

The screen shown in Fig. 2.6 displays all these panes open with **Search** pane at the very top-right of the screen, the **Preview** pane on the right, and the **Details** pane at the bottom of the screen.

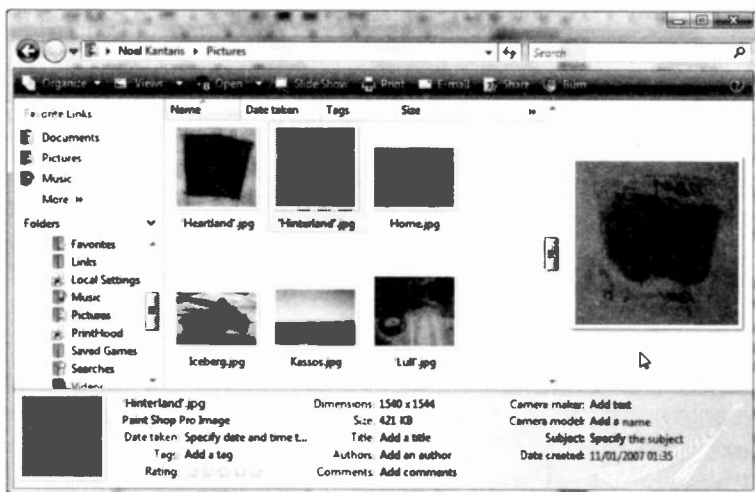








Fig. 2.6 The Four Panes Surrounding the Display Area.

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## The Mouse Pointers

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Windows has many different mouse pointers, with the most common illustrated below, which it uses for its various functions. When a program is initially started up probably the first you will see is the rotating circle, which eventually turns into an upward pointing hollow arrow. Some of the shapes, as shown below, depend on the type of work you are doing at the time.

-  The rotating circle which displays when you are waiting while performing a function.
-  The arrow which appears when the pointer is placed over menus, scroll bars, and buttons.
-  The I-beam which appears in normal text areas of the screen.
-  The large 4-headed arrow which appears after choosing the Control, Move/Size command(s) for moving or sizing windows.
-  The double arrows which appear when over the border of a window, used to drag the side and alter the size of the window.
-  The Help hand which appears in the help windows, and is used to access 'hypertext' type links.

Windows applications, such as word processors, spreadsheets and databases, can have additional mouse pointers which facilitate the execution of selected commands, such as highlighting text or defining areas.

## The Menu Bar Options

Each window's menu bar option (you can display it by pressing the **Alt** key) has associated with it a pull-down sub-menu. To activate a menu option, point to it with the mouse to highlight it and click the left mouse button. As the mouse pointer is moved onto each of the sub-menu options it highlights it. To activate a sub-menu option, highlight it and click the left mouse button.

The sub-menu of the **View** option of the **Documents** folder window, is shown in Fig. 2.7 below. Here we have deactivated the **Preview** and **Details** panes by selecting them once more from the **Organize, Layout** toolbar.

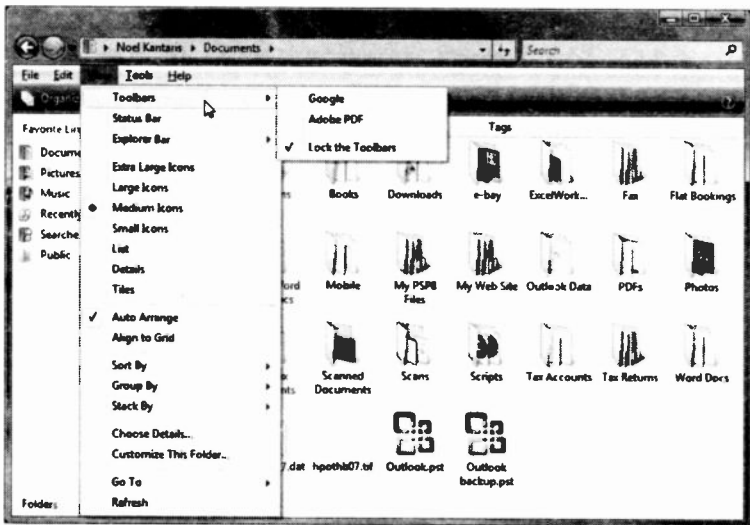


Fig. 2.7 Menu Bar Options.

Items on the pull-down sub-menu which are marked with an arrow to their right, as shown here, open up additional options when selected, as shown on the **Documents** folder window of Fig. 2.7.

The items on the menu bar of a specific application might be different from the ones shown here. However, almost all Windows Vista system applications offer most of the following options:

- |              |  |
|--------------|--|
| <b>File</b>  | Produces a pull-down menu of mainly file related tasks, which allow you, amongst other options, to <b>rename</b> , <b>move</b> , <b>copy</b> , <b>publish on the Web</b> , <b>e-mail</b> , <b>print</b> , or <b>close</b> a file or folder.  |
| <b>Edit</b>  | Gives access to the most common editing tasks which can be applied on selected items, such as <b>cut</b> , <b>copy</b> and <b>paste</b> , <b>copy</b> or <b>move</b> such items to a folder, or <b>select all</b> files or folders.  |
| <b>View</b>  | Gives you control over what you see on the screen. For example, by selecting the <b>Toolbars</b> , or <b>Explorer bar</b> more options are displayed which when clicked are selected and allows their display (selecting them once more turns them off). Files can be displayed as <b>Icons</b> (you can choose from various sizes), as <b>Lists</b> , or you can display their <b>Details</b> . |
| <b>Tools</b> | Allows you to <b>Map</b> or <b>Disconnect</b> network drives, and set <b>Folder Options</b> .  |
| <b>Help</b>  | Opens the <b>Windows Help and Support</b> screen, allows you to check if your copy of Windows is legal (if not, you will be unable to get any updates for it), or opens a window and displays basic information on the Windows Operating System (OS).  |

**Note:** Having activated a menu, whether from the menu bar or a right-click, you can close it without taking any further action by simply left-clicking the mouse pointer somewhere else on the screen, or by simply pressing the **Esc** key.

### Dialogue Boxes

Three periods after a sub-menu option or command, means that a dialogue box will open when the option or command is selected. A dialogue box is used for the insertion of additional information, such as the name of a file.

To see a dialogue box, click the **Start** button and select the **Computer** menu option. Next, press the **Alt** key to display the **Menu bar**, click **Tools** and on the drop-down sub-menu select **Folder Options**. This opens the Folder Options dialogue box with its General tab selected. In Fig. 2.8 on the next page we show this dialogue box with its View tab selected so that you can see two different types of option lists.

When a dialogue box opens, the **Tab** key can be used to move the dotted rectangle (known as the focus) from one field to another. Alternatively you can use the mouse to left-click directly the desired field.

Some dialogue boxes (such as the one shown in Fig. 2.6) contain List boxes which show a column of available choices. If there are more choices than can be seen in the area provided, use the scroll bars to reveal them.

Such dialogue boxes may contain Check boxes, as shown to the left, which offer a list of features you can switch on or off. Selected options show a tick in the box against the option name.



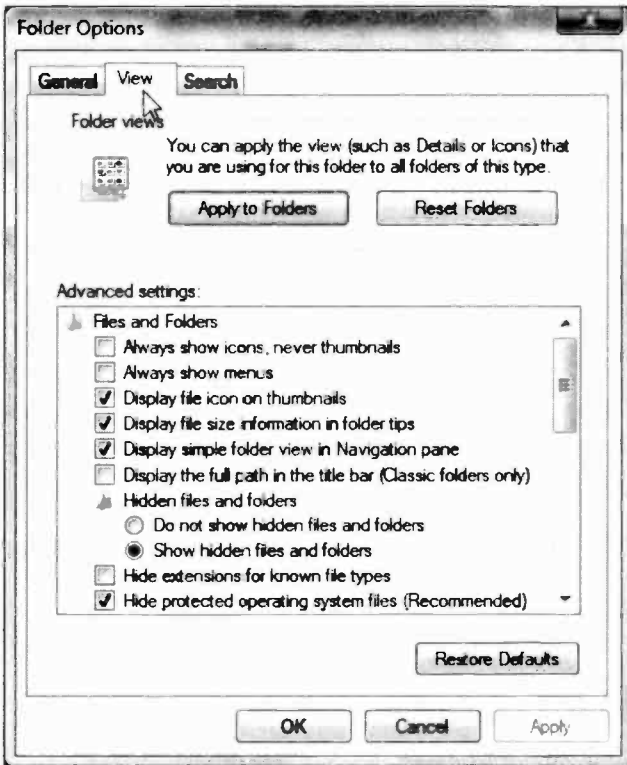



Fig. 2.8 The Folder Options Dialogue Box.

Another type of option available in this dialogue box is the  Option button (sometimes called Radio button) with a list of mutually exclusive items. The default choice is marked with a black dot against its name, while unavailable options are dimmed.

Another type of List box may display a column of document files. To select a single file from such a List box, either double-click the file, or use the arrow keys to highlight the file and press **Enter**. Again, if there are more files than can be seen in the area provided, use the scroll bars to reveal them.



Other dialogue boxes may contain groups of options within a field. In such cases, you can use the arrow keys to move from one option to another. Having selected an option or typed in information in a text box, you must press a command button, such as the **OK**, **Cancel** or **Apply** button (unavailable options or command buttons are dimmed), or choose from additional options. To select the **OK** button with the mouse, simply point and left-click, while with the keyboard, you must first press the **Tab** key until the focus moves to the required button, and then press the **Enter** key.

To cancel a dialogue box, either press the **Cancel** button, or the **Esc** key enough times to close the dialogue box and then the menu system.

**Note:** At this stage it might be a good time to change the default settings under the **View** tab of Fig. 2.8 by removing the check mark (click on the box to toggle it off) beside the **Hide extensions for known file types** option. Doing so could alert you to rogue and potentially lethal e-mail attachments.

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## The Taskbar and Start Menu Properties

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As we have seen in the previous chapter, at the bottom of the Desktop screen is the **Taskbar** to the right of the **Start** button which, as we have seen, can be used to quickly start a program (from the **Quick Launch** toolbar), or switch between running programs whose minimised icon is shown on the **Taskbar**.

To display the properties of the **Taskbar**, right-click an empty part of the **Taskbar**, and select **Properties** from the displayed menu, as shown in Fig. 2.9 on the next page.



Fig. 2.9 The Taskbar and Start Menu Properties Tabbed Screen.

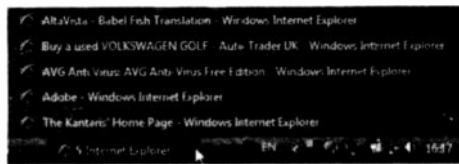
From the **Taskbar** tabbed screen, you can configure your **Taskbar** by locking it, auto-hiding it, or keeping it on top of other windows. From here you can also choose to show the **Quick Launch** toolbar or not.

You might have noticed by now that as more buttons are placed on the **Taskbar** their size shrinks slightly, but

up to a point. After that, common entries are grouped together with a number indicating the number of open windows, provided the appropriate box in Fig. 2.9 is ticked. To see details relating to a grouped button, move the mouse pointer on it on the **Taskbar** to display Fig. 2.10a and left-click it to open a list of components, as shown in Fig. 2.10b.



(a)



(b)

Fig. 2.10 Grouped Taskbar Entries.

You can close a group of running programs, right-click their button on the **Taskbar** and select **Close Group** from the displayed menu.

Do investigate the other tab screens of the **Taskbar and Start Menu Properties** dialogue box (Fig. 2.9), to see how you can configure your PC to your liking.

### Changing the Date and Time

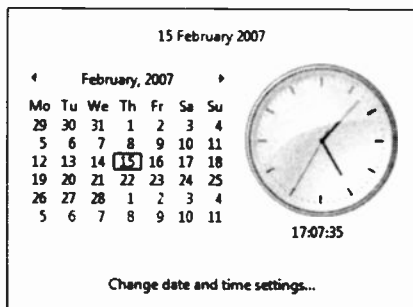


Fig. 2.11 Date and Time Properties Dialogue Box.

To the far right of the **Taskbar** you can see displayed the current time. This is the internal clock of your PC which changes automatically between Summer and Winter times. Left-clicking the time icon, opens the Date/Time screen, shown in Fig. 2.11, so

that you can make changes, if necessary.

There are other icons to be found at the far right of the **Taskbar** which you might like to investigate. One of these is the **Language** icon, shown here, which when clicked allows you to change between UK and USA English.



## Exercise

In the following exercises we will look at the **System Properties** to see how well the various hardware parts of our PC are performing when running Windows Vista. To do this, follow the instructions below:

2.1 To display the System Properties screen do the following:

- Left-click the **Start** button, then right-click (note we've said right-click) the **Computer** entry on the **Start** menu, and select **Properties** from the drop-down sub-menu.

The displayed Properties dialogue box should look similar to the one shown in Fig. 2.12 below.

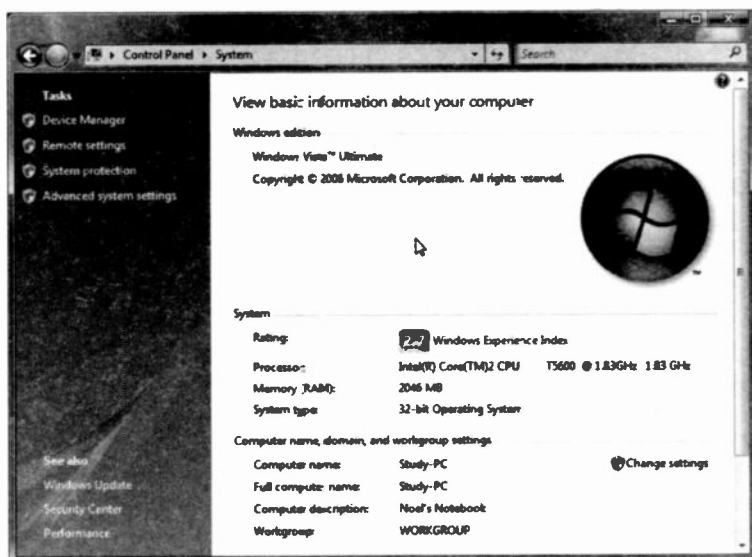


Fig. 2.12 The System Properties Screen.

- Next, click the **Windows Experience Index** link to display a screen similar to the one below.

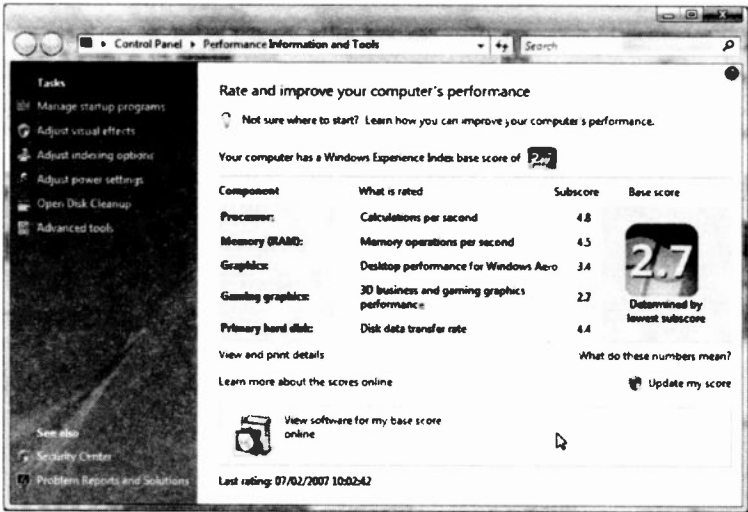


Fig. 2.13 The System Properties Screen.

Here, Windows Vista rates the performance of the various hardware components of one of our computers, and gives it an index number between 1 and 5.9. The overall rating (base score) is the lowest rating of an individual component, not the average. What lets this particular computer down is the Gaming Graphics score, but since no games are ever played on it, it is of no consequence.

In general, a base score of 2 and above indicates that the computer is more or less capable of running everything that Windows Vista can offer. The individual component score is given by this test so that you can see which component of your computer needs upgrading.


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## Manipulating Windows

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To use any Windows program effectively, you will need to be able to manipulate a series of windows, to select which one is to be active, to move them, or change their size, so that you can see all the relevant parts of each one. What follows is a short discussion on how to achieve this.

### Changing the Active Window

To select the active window amongst those displayed on the screen (these will only be displayed on the screen simultaneously if their **Restore Down**  button has been left-clicked), point to it and click the left mouse button, or, if the one you want to activate is not visible, click its icon on the **Taskbar**.

### Sizing a Window

You can change the size of a window with the mouse by first moving the window so that the side you want to change is visible, then moving the mouse pointer to the edge of the window or corner so that it changes to a two-headed arrow, then dragging the two-headed arrow in the direction you want that side or corner to move.



### Moving Windows and Dialogue Boxes

To move a window (or a dialogue box) with the mouse, point to its title bar (see Fig. 2.14 on the next page), and drag it until it is where you want it to be on the screen, then release the mouse button. This can only be achieved if the window does not occupy the full screen.



Fig. 2.14 Moving a Window with the Mouse.

### Minimising and Maximising Windows

To minimise a window into a **Taskbar** icon (to temporarily free up desktop space) left-click the **Minimize** button in the upper-right corner of the window, also shown in Fig. 2.15.

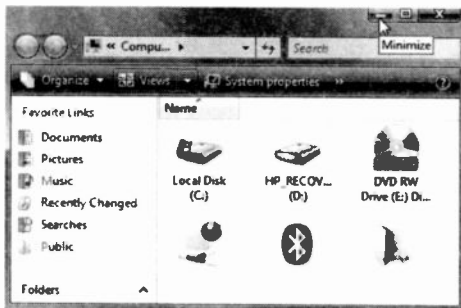




Fig. 2.15 Minimising a Window.

To maximise a window so that it fills the entire screen, left-click the **Maximize** button in the upper-right corner of the window.

An application which has been minimised or maximised can be returned to its original size and position on the screen by either clicking on its **Taskbar** icon to expand it to a window, or clicking on the **Restore Down**  button of the maximised window, to reduce it to its former size.

## Closing a Window

A document window can be closed at any time to save screen space and memory. To do this, left-click the Close  button. If you try to close a window of an application document, such as that of a word processor, in which you have made changes since the last time you saved it, you will get a warning in the form of a dialogue box asking confirmation prior to closing it. This safeguards against loss of information.



## Exercise

In the following exercise we will create a new folder, name it, and rename it. To do this, follow the instructions below:

**2.2** To practise what we have described above do the following:

- Open the three applications **Computer**, **Documents**, and **Pictures** from the start menu, in that order.
- Make **Computer** the active window by left-clicking it.
- Re-size the active window by dragging one of its sides to make it bigger.
- Move the active window so that its title bar touches the top of the screen.



- Minimise each open window into a **Taskbar** icon by successively left-clicking each window's **Minimize**  button (to be found in the upper-right corner of a window).
- Left-click the **Computer Taskbar** icon to maximise its window and make it the active window, then left-click the **Close**  button (to be found in the upper-right corner of the window) to exit the program.
- Repeat the last two steps to close the remaining two programs.

Do not be afraid if you make mistakes - you will only learn from them!

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## Windows Display Arrangement

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In Windows and most Windows application programs, you can display multiple windows in both tiled (side by side) and cascaded (overlapping) forms - the choice being a matter of balance between personal preference and the type of work you are doing at the time. If you want to organise these automatically, right-click on an empty part of the Taskbar which opens the menu shown in Fig. 2.16.

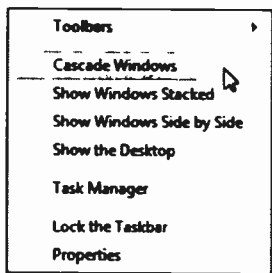


Fig. 2.16 The Taskbar Shortcut Menu.

On the next page we show two forms of windows display; the **Cascade Windows** option (Fig. 2.17) and the **Show Windows Side by Side** option (Fig. 2.18).

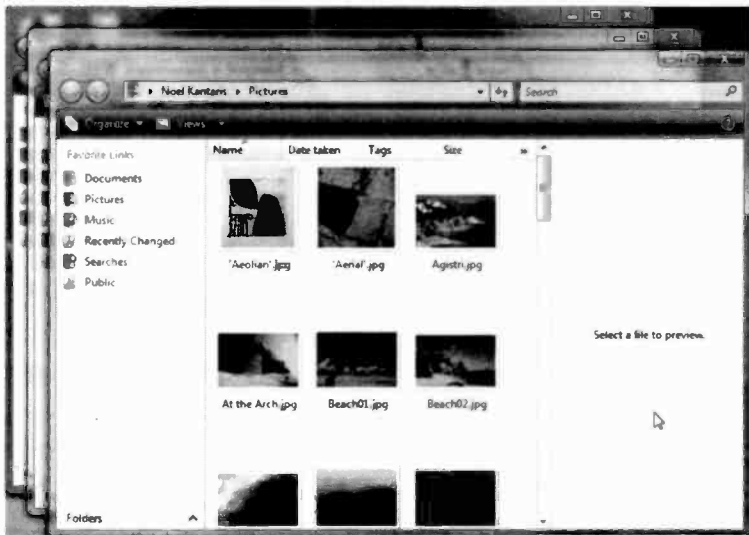


Fig. 2.17 Windows Displayed in Cascade Form.



Fig. 2.18 Windows Displayed in Side by Side Form.

As we have discussed earlier, the size of these windows can be changed, hence you might have to alter their size to display exactly what is displayed in Fig. 2.17 and Fig. 2.18.

### Exercise

- 2.3 To practise what we have described above do the following:
- Open the two applications, **Computer** and **Control Panel** from the **Start** menu.
  - Display their windows in stacked form by right-clicking an empty area of the **Taskbar** and selecting **Show Windows Stacked** from the displayed shortcut menu.
  - Next display the two windows in **Side by Side** form to see which version you prefer.

## Using the Help System

To obtain help in Windows Vista, click the **Start** button, then click the **Help and Support** menu option which opens the main Help window, shown in Fig. 2.19 below.

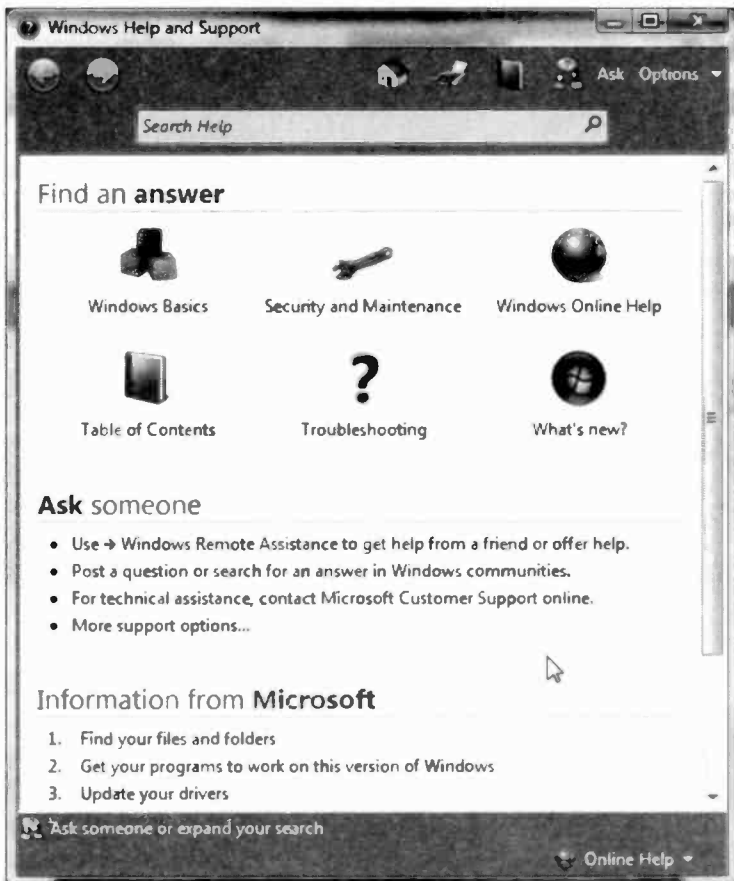
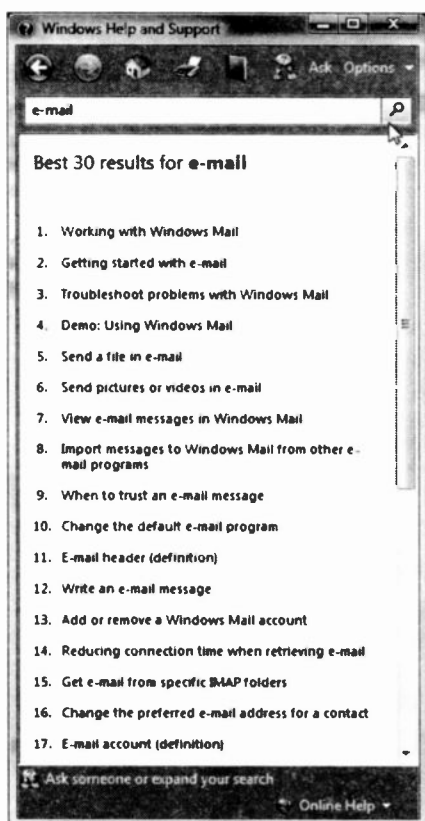



Fig. 2.19 The Windows Vista Help and Support Center.

The **What's new** option gives you a good idea of all the topics that are new to Windows Vista, while the **Windows Basics** option provides you with specific information about your computer, the Windows environment, and other topics. Left-clicking this option displays an extraordinary number of hypertext links to various topics. Clicking such a hypertext link, can open up a further list of hypertext links until you home onto the specific subject you are searching for.

The **Search Help** facility gives you access to a very



powerful individual word search of the **Help** system, as shown in Fig. 2.20. For example, if you wanted to know something about e-mail, type the word *e-mail* in the **Search Help** box and click the  button to have Windows display almost everything there is to know about e-mail.

If you can't find what you are looking for off-line, you can always click the **Windows Online Help** button on the **Help and Support** screen.

Fig. 2.20 Using the Help Search Facility.

It might be worth your while spending some time here investigating the various options available to you, particularly if you are new to Windows.

\* \* \*

In the next chapter we discuss how to create a new folder, how to name it and rename it, how to search your computer for specific files (or folders) and copy or move them into the new folder. We then show you how to create application shortcuts, followed by how to send files or folders to specific destinations. These skills are required if you want to keep your documents, pictures, and music files in some sort of organised manner so that you can find them later quickly and easily. Finally, we discuss the **Recycle Bin** in which deleted files and folders are kept until you decide whether you want them after all or delete them for good.

\* \* \*



## Working with Files & Folders

In this chapter we discuss the skills you will need to keep your data organised so that you can easily find your documents, pictures or music files at a later stage. Windows provides you with the means to keep such files in folders which you can create for the purpose, copy files into them, or even delete unwanted files from them. Folders, which can also contain other folders, are kept on your hard disc which is not dissimilar to the idea of a filing cabinet, if one is to use an analogy.

It is possible, of course, that you might have more than one fixed hard disc (as we do - see Fig. 2.14), or that you might have one or more removable hard discs attached to your system. Whether you have such additional *filing cabinets* or not, is not important as the skills required to keep one organised can also be applied to the others.

Windows provides you, by default, with five folders for each user, called **Documents**, **Pictures**, **Music**, **Games**, and **Favorites**, all of which can be accessed from the **Start** menu. In each of these folders there might be other folders.

In what follows, we will carry on with this structured tradition, so that folders we create for word processed data, spreadsheet workbooks, etc., are also contained within the **Documents** folder. In this way, when you left-click **Documents** on the **Start** menu, all the other folders will be available to you.



## Creating a New Folder

In what follows we will create a new folder, name it, and rename it. To do this, follow the instructions below:

To create a new folder within, say **Pictures**, do the following:

- Left-click the **Start** button to display its menu.
- Left-click **Pictures** at the top of the right column of the menu to display Fig. 3.1 below (in your case the contents of this will be different).

If one of the pictures in the folder is highlighted, it displays enlarged in the **Preview** pane of the window, as shown below.

- Next, left-click the **Organize** toolbar icon, then point and click the **New Folder** entry, as shown in Fig. 3.1.

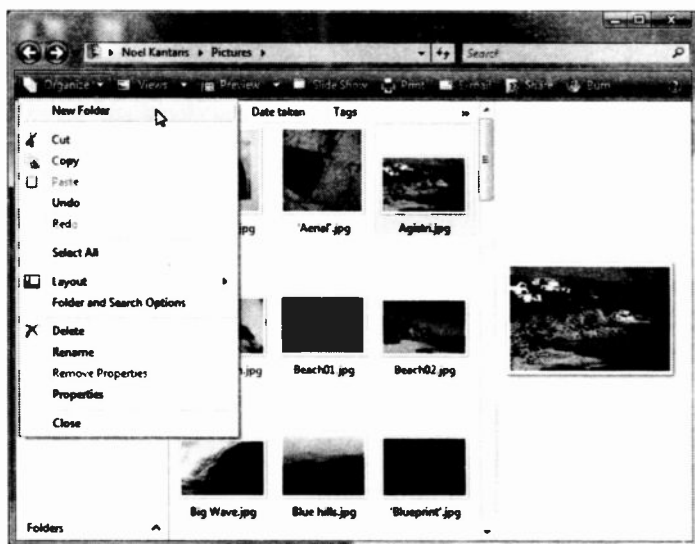


Fig. 3.1 Creating a New Folder.

To Name a newly created folder, do the following:

- When Windows creates a new folder it places it at the end of the list of existing items and names it **New Folder**, highlighting its name and waiting for you to name it, as shown here.
- Type a name, say, **Photos**, which replaces the default name given to it by Windows. If this doesn't happen, don't worry, you must have clicked the left mouse button an extra time which fixes the default name (see below how to rename it)



To rename a folder or a file, do the following:

### **Method 1**

- Left-click the folder or file you want to rename to select it.
- Left-clicking it once more will display the insertion pointer within its name. Type a different name to replace the existing one.

### **Method 2**

- Left-click the folder or file you want to rename to select it (in this example we chose a folder).
- Left-click the **Organize** toolbar icon, then select **Rename** from the drop-down menu which causes the insertion pointer to be displayed within its name. Type a different name to replace the existing one.

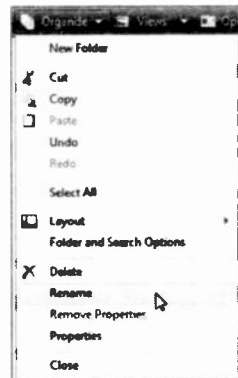


Fig. 3.2 The Organize Sub-menu.

# Searching for Files and Folders

Windows Vista has a new **Search** facility which appears on the right column of the **Start** menu, and in every Explorer type window. To investigate this facility, left-click the **Start** menu and select the **Search** option. This opens the Search window shown in Fig. 3.3.

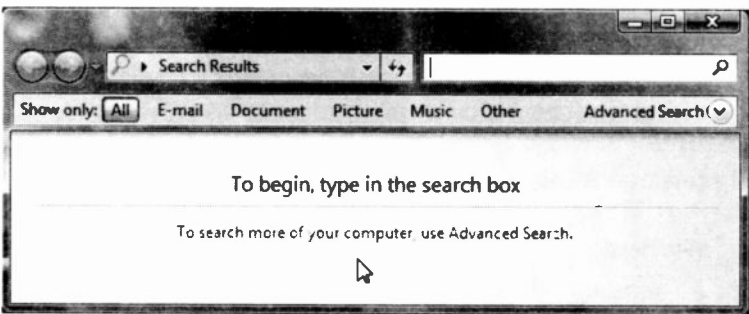


Fig. 3.3 The Search Window.

As you type letters in the **Search** box, Windows starts returning results and narrows them down as you type more letters. Below, we show the results of the search after typing the three letters 'aeo' in the **Search** bar.

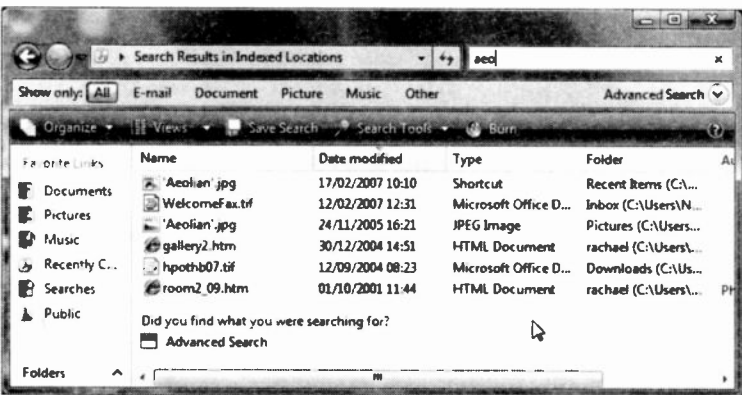


Fig. 3.4 The Search Results.

Note that in this case, the search results includes **All** files, folders, and programs, as shown in Fig. 3.4, and that the three letters we typed in the **Search** box, appear in the results, but not in any specific order.

## Narrowing Search Results

You can narrow down the search criteria, by selecting to only display results from **E-mail** messages, **Document** folder and its sub-folders, **Picture** folder and its sub-folders, etc., which reduces the results of the search, as shown in Fig. 3.5.

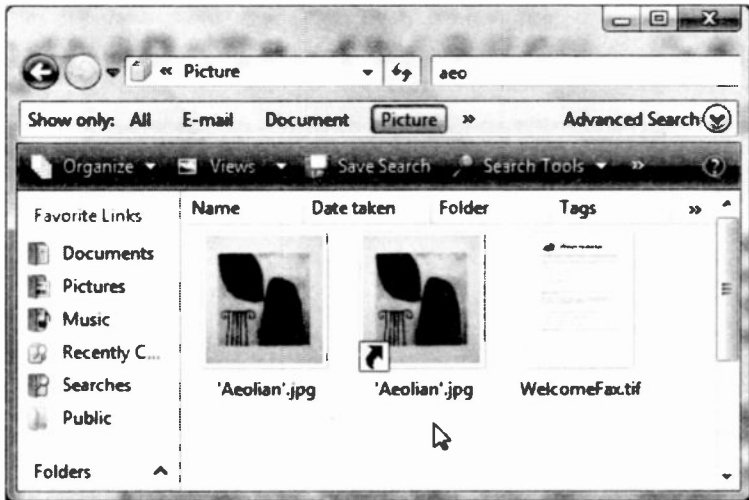


Fig. 3.5 Search Results within the Picture Folder.

What is displayed above is a fraction of the total files found previously by this particular search, when the same three letters were applied to **All** files, folders and programs. Your results, of course, will be totally different from ours.

The **Search** utility includes a **Search Tools** button which, when clicked, displays a drop-down sub-menu with three options. Left-clicking **Search options** displays the 3-tabbed dialogue box shown in Fig. 3.6.

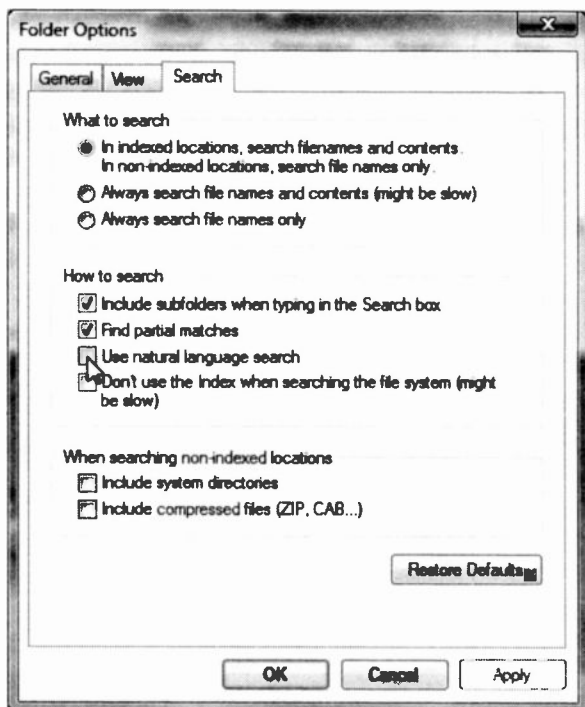


Fig. 3.6 The Search Screen of the Folder Options Dialogue Box.

Checking the **Use natural language search** box, allows you to search for, say, **E-mail** messages using words like 'messages sent last week'. The result of our search is shown in Fig. 3.7 on the next page, with the highlighted message displaying in the **Preview** pane.

Making the **Search** window larger, reveals more details, such as the times the messages were sent, their size, etc.



Fig. 3.7 The Search Results Applied to E-mail Messages.

With Windows Vista you can use the **Save Search** button on the toolbar to save the search criteria you have used together with the search results in a **Virtual** folder. Subsequently, every time you click such a **Virtual** folder Windows runs the search and provides new results.

Another button on the Windows **Search** toolbar is the **Views** button with its associated sub-menu. You can choose to display items in a variety of ways as shown in Fig. 3.8. Do try to find out which of these you prefer.

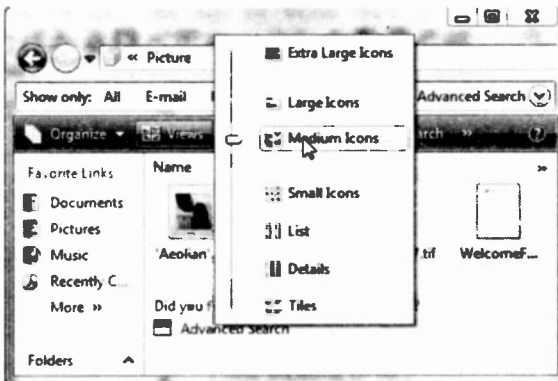


Fig. 3.8 The View Sub-menu.

## Selecting Files and Folders

What we demonstrate below with files could also be done with folders, or a mixture of files and folders within any folder. Here we use the files in the **Sample Pictures** subfolder of the **Pictures** folder which comes with Vista.

To select several objects, or icons, you have three options:

- If they form a contiguous list, as shown in Fig. 3.9 below, left-click the first in the list, then with the **Shift** key depressed, click the last in the list.

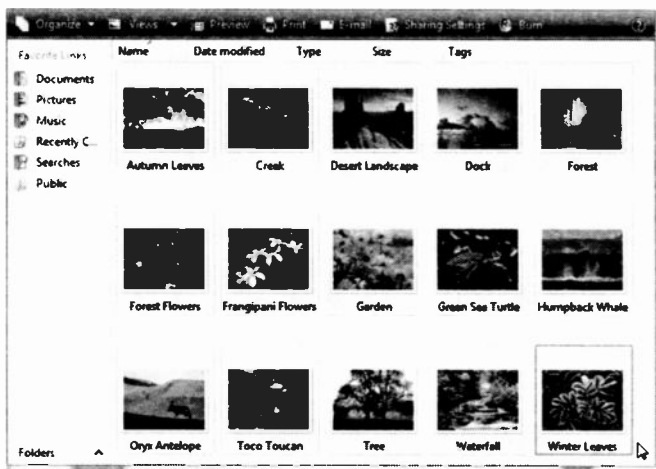


Fig. 3.9 Selecting Items in a Folder.

- To select random objects hold the **Ctrl** key down and left-click them, one by one.
- To select all the items in a window first press the **Alt** key to display the **Menu** bar, then use the **Edit, Select All** menu command.

To cancel a selection, click in an empty area of the window.

## Copying or Moving Files and Folders

When you *copy* a file or folder to somewhere else, the original version of the folder or file is not altered or removed, but when you *move* a folder or file to a new location, the original is actually deleted.

To copy selected items into a target folder, right-click the selected items and choose the **Copy** option from the shortcut menu as shown in Fig. 3.10 below.

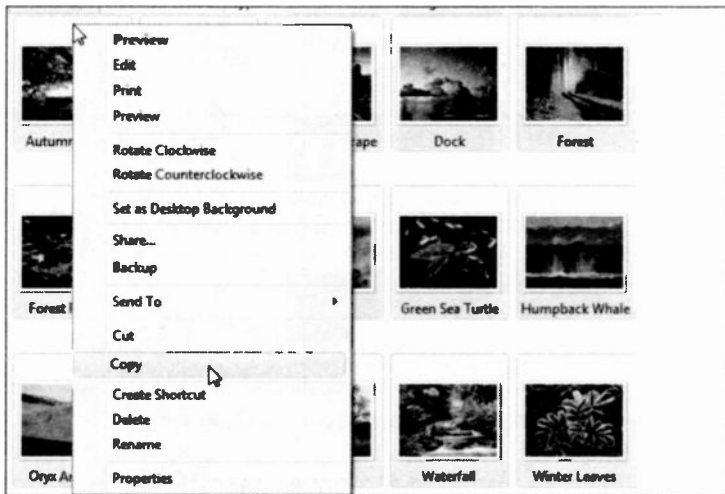


Fig. 3.10 Copying Selected Files to the Clipboard.

The selected files are then copied to the Windows **Clipboard** which is a temporary storage area of memory where text and graphics are stored with the Windows **Cut** and **Copy** actions.

All you need to do now is navigate to the **Photos** folder, double-click it to open it, create a new folder (call it **Sample Pictures**), double-click it to open it, then right-click it and select the **Paste** option from the displayed shortcut menu.



In Fig. 3.11 below, we show on the same screen dump the action to be taken and the result you will get from that action. For you, of course, these will display separately.



Fig. 3.11 Pasting Items from the Clipboard.

The contents of the folder above are shown in **Large Icons**.

To move selected items into a target folder choose the **Cut** option from the shortcut menu (see Fig. 3.10). This removes the selected files from their current place and copies them to the Windows **Clipboard** so that you can **Paste** them into the target folder.

The method described above for copying or moving files and folders is not the only one available (another way, after selecting the items, is to use the drag and drop method), but in this case it is the most convenient one.

## Sending Files and Folders

A very useful feature of Windows is the ability to quickly send files and folders to specific destinations.

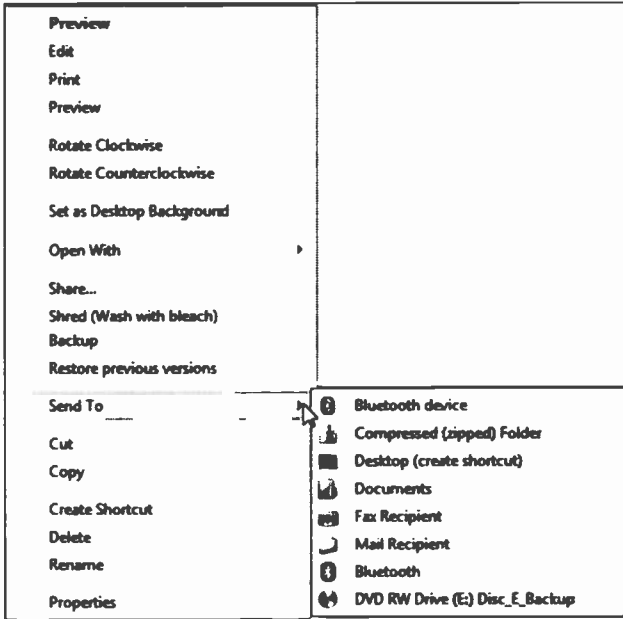


Fig. 3.12 Sending Folders and Files.

As we have seen earlier, right-clicking selected folders, or files, will open the menu shown in Fig. 3.12. Selecting the **Send To** option opens the list of available destinations. In your case these are bound to be different. Selecting the **DVD RW Drive (E:)** option will copy any selected folders and files to a removable disc in the (E:) drive, provided the drive has the required capability (more about this on page 59 of this chapter and page 187 in Chapter 10).

## Exercise

To practise what we have discussed so far, do the following:

- 3.1 First open the **Sample Pictures** folder (found in the **Pictures** folder), select all items and copy them on the **Clipboard** (refer to Fig. 3.10 for the method). Next, left-click the **Pictures** entry under the **Favorite Links** to open its folder, right-click on an empty part of it and select **Paste** from the drop-down menu, as shown in Fig. 3.13 below.

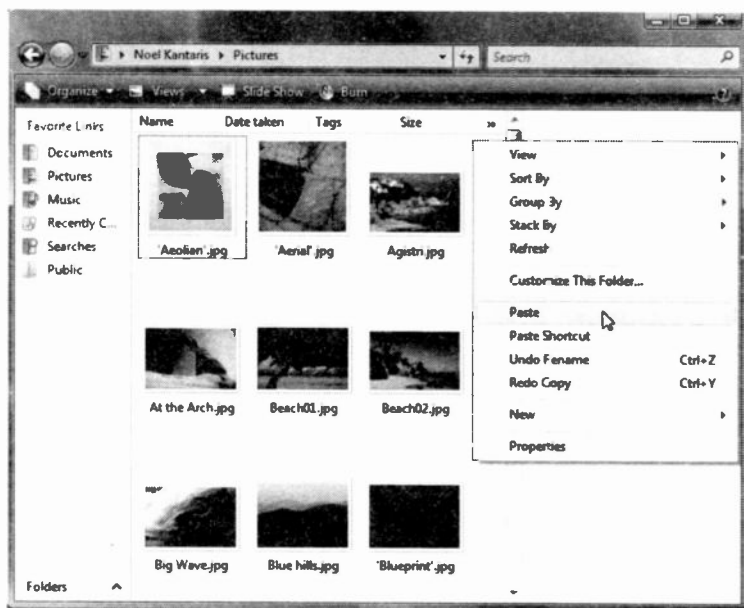


Fig. 3.13 Pasting a Selection of Items into a Folder.

Note that now the items in the **Sample Pictures** are to be found in both the **Pictures** folder and in their original folder which is a bit of duplication. Shortly we will show you how to delete unwanted items.

## Creating Shortcuts

With Windows you can put a shortcut to any program or document on your desktop or in any folder. Shortcuts are quick ways to get to the items you use often; they save you having to dig into menus to access them.

One program that you might want to access quickly, to say write a quick letter, is **WordPad**, so we will step you through the process of finding and placing a shortcut to it on the desktop.

As **WordPad** is in the **Accessories** folder, to locate it use the **Start, All Programs, Accessories** menu option. Next, highlight **WordPad**, right-click it, and select **Send To, Desktop (create shortcut)** option, as shown in Fig. 3.14.

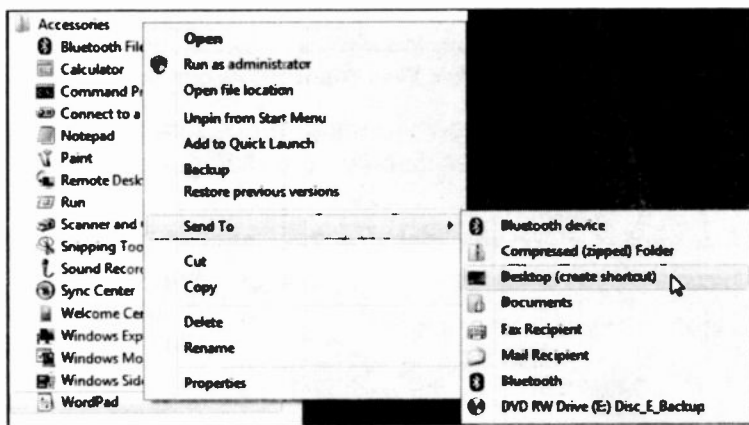



Fig. 3.14 Placing a Shortcut to WordPad on the Desktop.

Double-clicking such a shortcut icon on the desktop will be easier and quicker than digging deep into the menus to open the program.



## Deleting Files or Folders

The operations described here must only be carried out on the files held in the **Sample Pictures** provided you have copied them into the **Pictures** folder as suggested earlier, unless you really want to delete specific items from another folder.

To delete or remove items (files or folders), first highlight them, and then either select the **Organize, Delete**  option, right-click them and selected **Delete**, or press the **Del** key on the keyboard. All of these methods open the confirmation box shown in Fig. 3.15 which gives you the chance to abort the operation by selecting **No**.

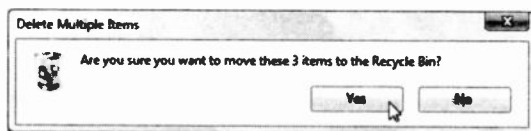


Fig. 3.15 The Delete Files Warning Dialogue Box.

To delete a folder, follow the same procedure as for files. Deleting a single folder displays the dialogue box shown in Fig 3.16.

A similar elaborate dialogue box also displays when

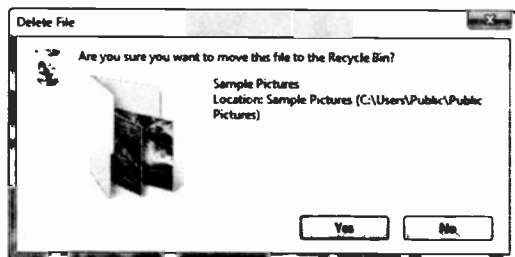


Fig. 3.16 The Delete Folder Warning Box.

you try to delete a single file. To carry on with the deletion in either case, select **Yes**.

Now is the time to delete any duplicate image files that you don't want to keep. Do carry out this suggestion as we need to demonstrate what happens to deleted items next.

## The Recycle Bin

As you can see from the message boxes on the previous page, by default all files or folders deleted from a hard disc, are actually placed in a holding folder named the **Recycle Bin**.

If you open the **Recycle Bin**, by double-clicking its desktop icon, shown here, you will see that it is just a special folder. It lists all the files, folders, icons and shortcuts that have been deleted from fixed drives since it was last emptied, as shown in Fig. 3.17. To see the display as it appears below, use the **Views, Medium Icons** menu option.

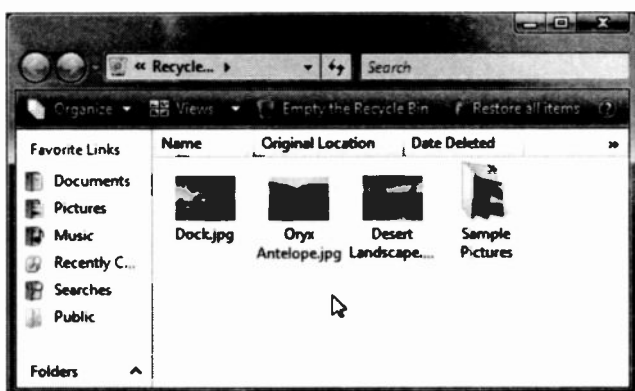


Fig. 3.17 The Recycle Bin Folder Showing Deleted Items.

Windows keeps a record of the original locations of the deleted items, so that it can restore them if necessary. To restore or delete all the items in the **Recycle Bin**, click the **Restore all items** or **Empty the Recycle Bin** option.

To restore specific files or folders from the **Recycle Bin**, first select them, which changes the toolbar options, then use the appropriate toolbar button. To delete an item, select it and press the **Delete** keyboard key.

You could also right-click selected items and choose the **Delete** option from the drop-down menu. Either of these actions, removes the selected items from the **Recycle Bin**. To save disc space, every now and then, open the **Recycle Bin** and delete unwanted files or folders.

### Exercises

In the following exercises you will practise deleting files and their folder, before restoring them to their original location. We will use the **Photos** folder and its contents for this exercises, therefore, if you haven't done so already, create it and copy the recommended files into it before going on.

**3.2** To delete files and folders, do the following:

- Select five non-contiguous images held in the **Photos** folder, then press the **Delete** keyboard key. In the Confirm File Delete dialogue box, click **Yes**.
- Next select the **Photos** folder and delete it.

**3.3** To restore files and folders, do the following:

- Double-click the **Recycle Bin** on your desktop.
- Left-click one of the image files to select it and click **Restore this item** on the toolbar. Note that the file is restored in its containing folder.
- Left-click the **Photos** folder to select it and click the **Restore this item** on the toolbar.
- Check to see that all the pictures have been restored in their original folder.

## Copying Files or Folders to a CD

To copy files or folders to a CD, you will need a recordable compact disc (CD-R) or a rewritable compact disc (CD-RW) and a CD recorder. To start the process, insert a blank recordable or rewritable CD in the CD recorder, then do the following:

- Use the **Computer** entry in the **Start** menu to locate and select the files or folder you want to copy to the CD. Make sure that the selected files or folder contents do not exceed the CD's capacity (650 MB for a standard CD). We used the **Photos** folder for this exercise and burned it on a rewritable DVD (4.7 GB capacity).
- Click the **Burn** button on the toolbar menu option, as shown in Fig. 3.18.

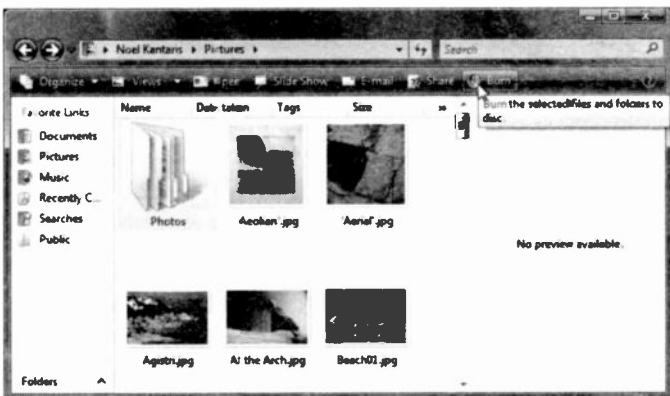


Fig. 3.18 Copying Selected Files to a CD.

The burning process is then started and a Copying notification box is displayed, as shown in Fig. 3.19 on the next page. This method is excellent for making backups of your important data (see Chapter 10, page 187).



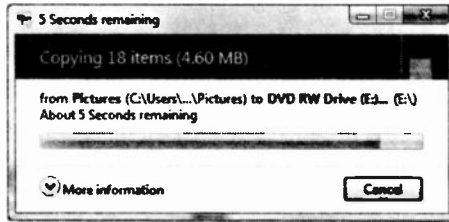


Fig. 3.19 Burning a Folder to CD.

However, should the data you are trying to copy on a CD be large graphical images obtained from, say, a digital camera or a scanner, then it might be a good idea to compress such images before attempting to copy them onto a CD, as discussed below. However, such a problem might not arise if your PC is capable of burning files to a DVD recorder.

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## Compressing Files and Folders

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Compressing files and folders allows you to greatly increase the storage capacity of your hard disc and also increases the amount of data you can copy on a single CD. As an example we will use the first three chapters plus the prelims of this book, which together are 50.1 MB in size, and send them to a compressed folder.

To start the process, we select the files we want to compress, right-click the selection, point to the **Send To** option on the drop-down menu, and click the **Compressed (zipped) Folder** option on the displayed sub-menu, as shown in Fig. 3.20 on the next page.

The created folder has the extension **.zip** and you must retain this when renaming it. Windows automatically gives the folder that contains the zipped files the same name as one of the selected files which, however, you can rename later - remember to keep the **.zip** extension.

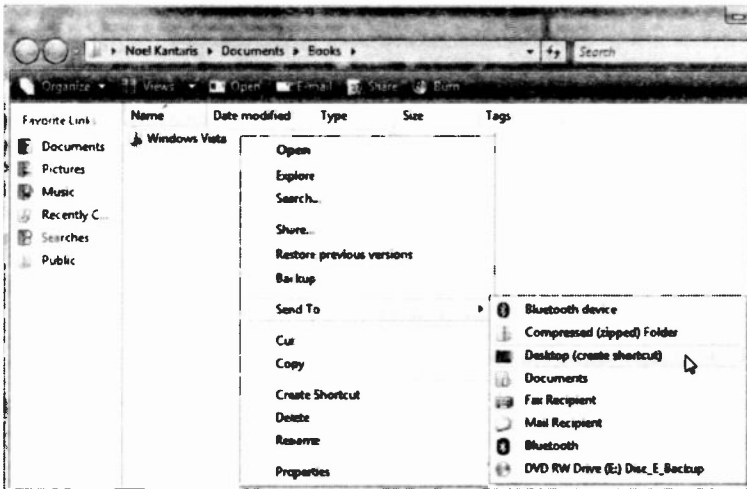


Fig. 3.20 Creating a Zipped Folder.

You can send other files and folders into the compressed folder by dragging them onto it. Selected files are then compressed one at a time before they are moved into the folder, while the contents of dragged folders are also compressed.

To find out the size of the folder's contents before and after compression, click the folder to select it (highlight it), right-click it and select **Properties** from the drop-down menu. In our case the size of the folder before compression was 49.8 MB, and 24.2 MB after compression; a large enough compression ratio and worth exploiting.

You can open files and programs in a compressed folder by double-clicking them. To extract a file or folder from a compressed folder, simply drag it to its new location. To extract all files and folders within a compressed folder, right-click the folder and select **Extract All**. In the Extract Wizard you can specify where you want these files and folders to be extracted to.

When you compress files or folders as explained earlier, the original files or folders remain on your hard disc. To remove such files and folders from the originating disc or folder you must delete them. Similarly, when you extract files or folders it leaves a copy of these in the compressed folder. To remove files and folders from a compressed folder you must delete them.

## Other Folder Views

So far we have discussed the **Organize** and **Burn** toolbar options when viewing pictures or documents. In what follows, we examine the other toolbar options using the contents of the **Photos** folder or you could use the **Sample Pictures** folder, as both folders contain the same pictures. Use the **Start, Pictures** menu option to open one of the folders by double-clicking its name to display Fig. 3.21 below.

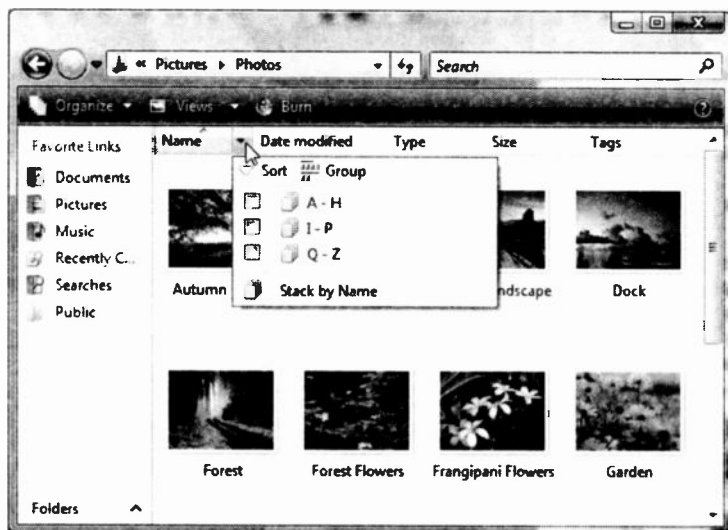
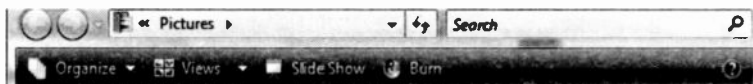


Fig. 3.21 The Photos Folder Displaying the Name Sub-menu.

Clicking the down-arrow against the **Name** box displays a sub-menu, as shown in Fig. 3.21, from which you can choose how to sort your pictures.

Also note that when the **Pictures** (or **Documents**) folder is first opened, and before any item is selected, there are four toolbar options; **Organize**, **Views**, **Slide Show**, and **Burn**, as shown below.



However, when a sub-folder, such as the **Photos** folder is opened, there are only three toolbar options showing.



Next, and as soon you select one or a group of items in a folder or sub-folder, additional options are displayed on the toolbar, as shown in Fig. 3.22 below.

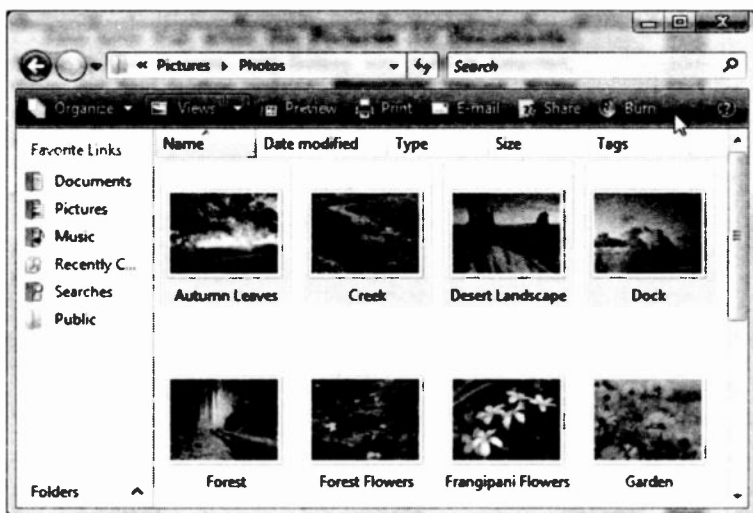


Fig. 3.22 The Photos Folder with Additional Toolbar Options.

## The Views Option

In Fig. 3.22 on the previous page, we displayed the contents of the **Photos** folder in **Large Icons**. In Fig. 3.23 below, we display the same contents, but this time in **Tiles**.

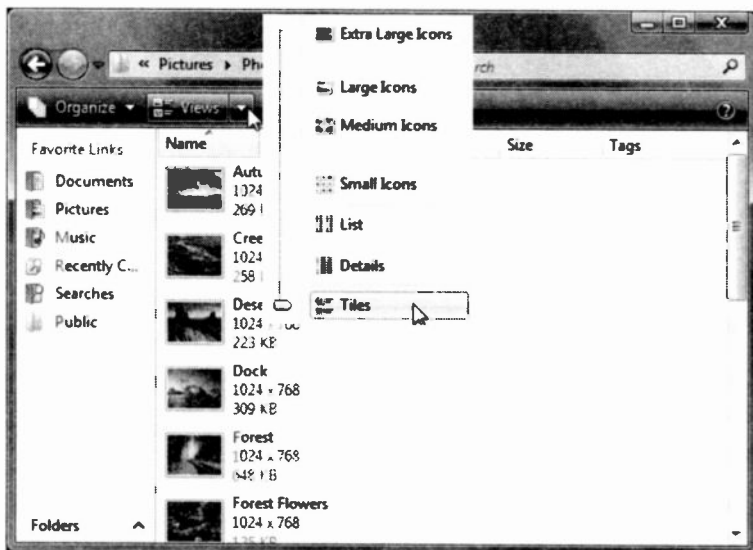


Fig. 3.23 The Photos Folder Displayed in Tiles View.

The advantage of displaying items in **Tiles** view is that you can see the size of all the items on the screen at the same time.

## The Preview Option

If you now select one image, then click on the down-arrow against the **Preview** toolbar button, you get a list of programs which you can use to edit the selected picture, as shown in Fig. 3.24 on the next page. The list of these programs might be different to you.



Fig. 3.24 The Photos Folder Displaying the Preview Sub-menu.

The most likely program to use here would be the **Windows Photo Gallery** (see Chapter 8, page 150).

## The Print Option

Selecting one picture and clicking the **Print** toolbar button, displays the **Print Pictures** window shown below.

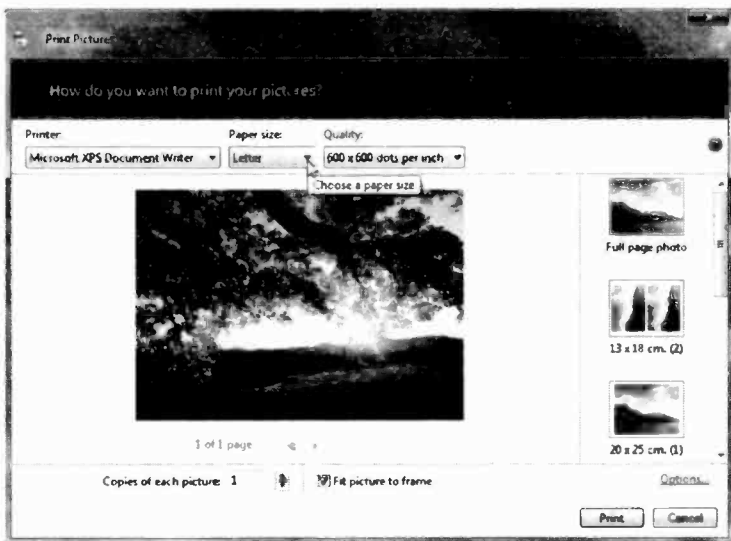


Fig. 3.25 The Print Pictures Application.

From here you can select the **Printer** to be used, **Paper size**, and **Quality** of print. You can also choose from a variety of layouts for your pictures. It is perhaps worth spending sometime investigating the various options.

## The E-mail Option

Selecting a few pictures and clicking the **E-mail** toolbar button, displays the dialogue box shown in Fig. 3.26.

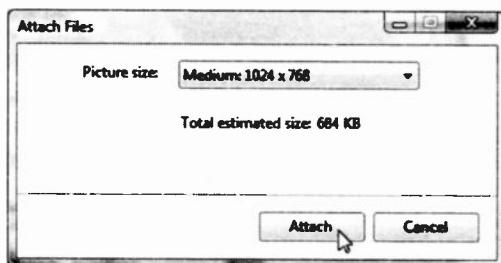
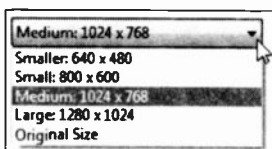


Fig. 3.26 The E-mail Dialogue Box.

In this dialogue box you can choose the **Picture size** of the photos you intend to send as an attachment with your e-mail. We will discuss e-mail to some depth later, so don't worry if you don't understand what is meant by an attachment at this point.

In short, Windows offers to re-size your pictures automatically giving you a choice of five sizes, as shown here. If you know that the recipient of your e-mail is only using a modem connection to the Internet, then select the 'smaller' size, otherwise they might have to wait for a very long time receiving your pictures. If your friend is on Broadband, and you are sending only one or two pictures, then you could choose 'Large'. If you are not sure of your friend's type of connection, then choose 'Small' or 'Medium'.



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## Controlling your PC

You can control your PC primarily from the Windows **Control Panel** which provides a quick and easy way to change the hardware and software settings of your system.

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### The Windows Control Panel

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Fig. 4.1 The Control Panel Menu Option.

To access the **Control Panel**, left-click the **Start** button, then left-click the **Control Panel** entry on the displayed menu, as shown in Fig. 4.1 below.

This opens the Control Panel window which displays either as shown in Fig. 4.2 (in Category view) or Fig. 4.3 (in Classic view). To see the **Control Panel** in Classic view, left-click the entry **Classic View** on the left panel (pointed to in Fig. 4.2) to display Fig. 4.3. Which view you choose to work with is a matter of personal preference.



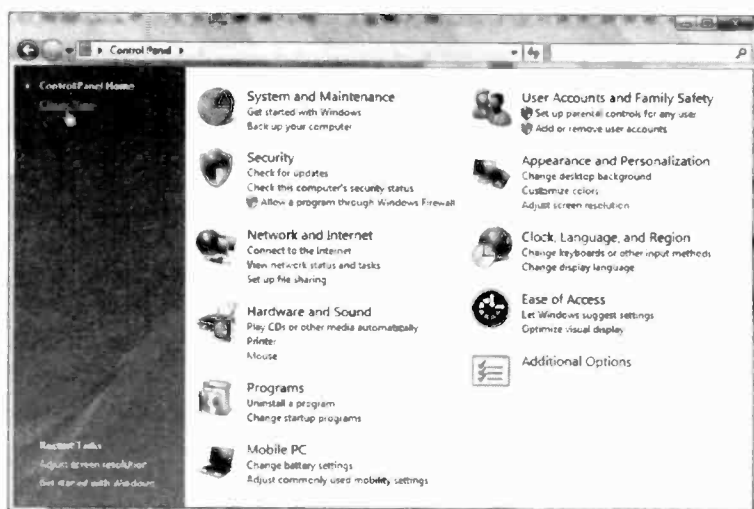


Fig. 4.2 The Control Panel Window in Category View.

Each option within the Category view displays additional options relevant to that category.

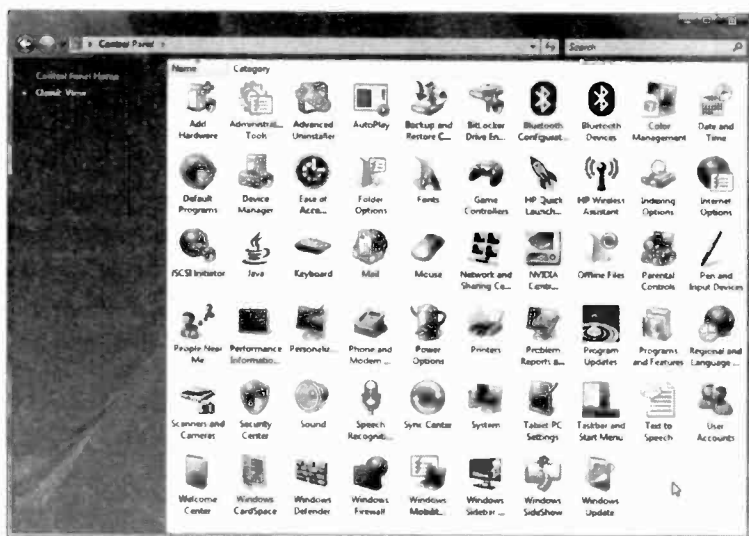


Fig. 4.3 The Control Panel Window in Classic View.

From either of these views, you can add new hardware, remove or change programs, change the display type and its resolution, change the printer fonts, change size of the screen font, and change the keyboard repeat rate.

Further, you can change the settings of your mouse, install and configure your printer(s), specify regional settings, such as the formatting of numbers and dates, and access a variety of system administrative tools. If your system is connected to the outside world or supports multimedia, then you can also configure it appropriately. All of these features control the environment in which the Windows application programs operate and you should become familiar with them.

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## **Changing your Display**

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The 3D aspects of Windows Vista require the highest possible screen resolution that your graphics card is capable of delivering. The higher screen resolution gives you better text clarity, sharper images, and more items fit on your screen. At lower resolutions, fewer items fit on the screen, they are larger, but images might appear with jagged edges.

For example, a display resolution of 800 × 600 pixels (picture elements) is rather low, while a 1600 × 1200 pixels is high. In general, LCD monitors can support higher resolutions than CRT monitors and whether you can increase your screen resolution depends on the size and capability of your monitor and the type of video card installed in your computer.

To find out if you could increase the display resolution of your computer, do the following:

- In the **Control Panel** window (Category view), click the **Adjust screen resolution** link, pointed to here, under the **Appearance and Personalization** option.
- In the **Display Settings** window, drag the resolution slider towards **High**, as shown in Fig. 4.4.

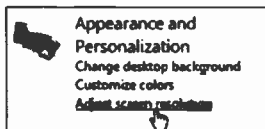


Fig. 4.4 The Display Settings Window.

For the new settings to take effect, click the **Apply** button, then click **OK** to close the window.

Next, click the **Appearance and Personalization** option link to open an additional window with further choices on this group, as shown in Fig. 4.5 on the next page.

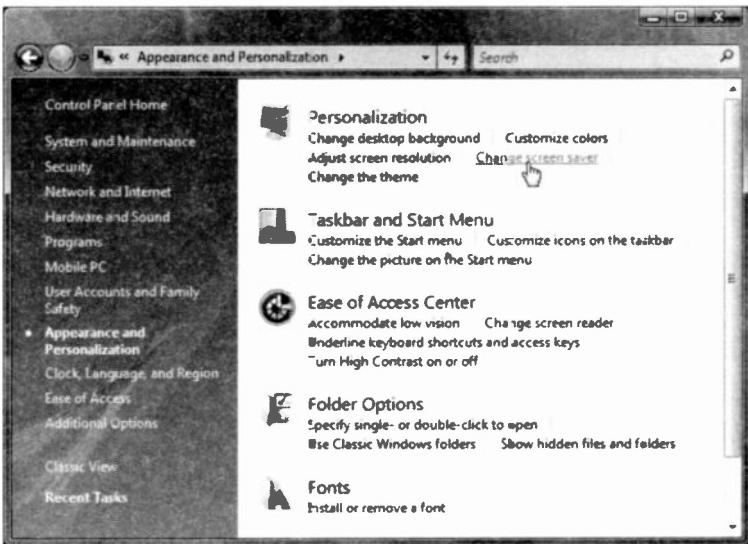


Fig. 4.5 The Display Settings Window.

You might like to explore the other available settings. For example:

- Click the **Change Desktop Background** link to change the background of your desktop, which by default was set to 'img24.jpg'. Each displayed picture has a similar number.
- Click the **Change the theme** link to change the looks of your active windows - best left as it is.
- Click the **Change screen saver** link to select a different screen saver (see Fig. 4.6 on the next page) - you will be able to preview your selection before making a final choice.

It is perhaps worth spending some time here to see the various available effects.

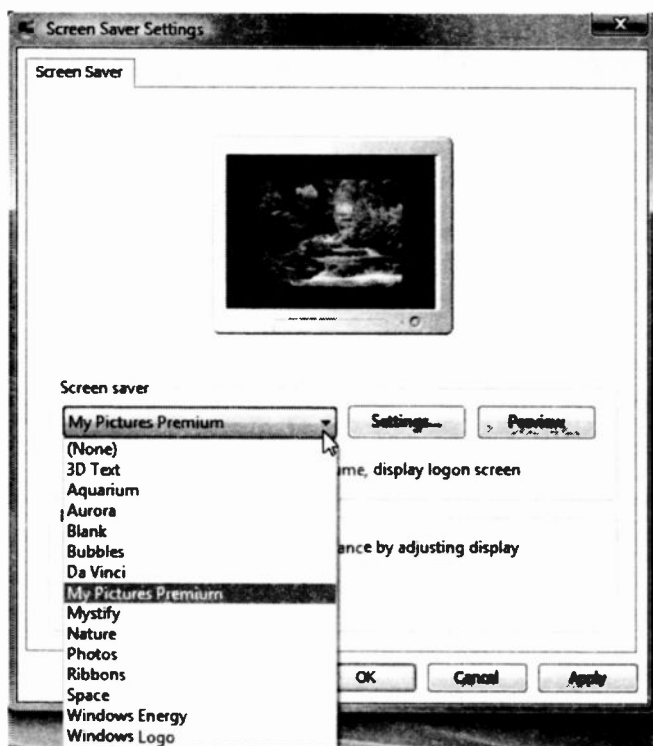


Fig. 4.6 The Screen Saver Settings Window.

On the above window you can also specify how often the screen saver pictures change.

Selecting **My Pictures Premium** option as a screen saver allows you to rotate through the contents of the **Pictures** folder. Left-click the **Settings** button to further select options such as randomise the order of appearance of the pictures, fade them when changing pictures, etc. You can click the **Preview** button to see how it will look on full screen.

For the new settings to take effect, click the **Apply** button, then click **OK** to close the window.

## Changing the Font Size of Screen Items

Since increasing resolution makes items appear smaller on screen, we need a way of increasing the size of text and icons without compromising resolution. To achieve this, open **Control Panel**, then do the following:

- Click the **Appearance and Personalization** option link to display the screen shown in Fig. 4.5 on page 71.
- Click the **Personalization** link to display the screen shown in Fig. 4.7 below.

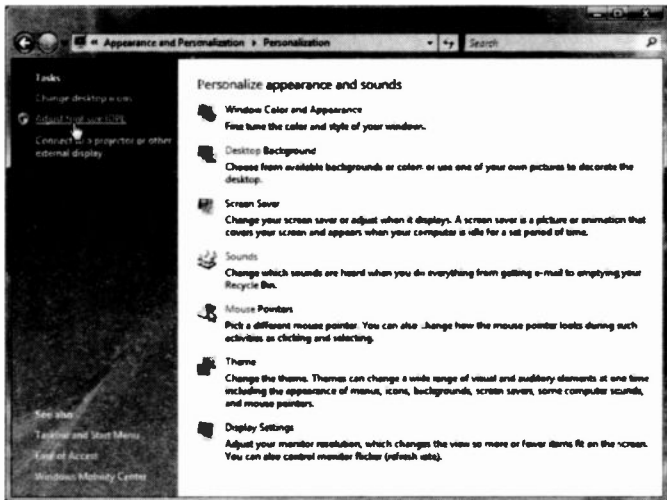


Fig. 4.7 The Personalization Window.

- On the left panel of the screen, click the **Adjust font size (DPI)** link. In the displayed DPI Scaling dialogue box select **Large scale (120 DPI)**, then click **Apply**. You will be warned to save all your work before restarting Windows, for the effect to take place. If you don't like it, go through the procedure again, but choose the **Default** option.

## Controlling Printers

When you upgraded to Windows Vista your printers should have been installed automatically. If not, click the **Start** button and choose **Printers** from the right column. This opens the **Printers** folder, shown in Fig. 4.8 below.

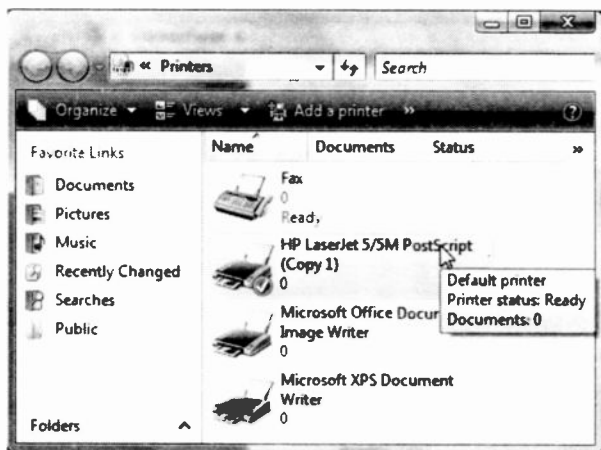


Fig. 4.8 The Printers Folder.

Our **Printers** folder has several printers available for use. The **Add a Printer** toolbar button provides a way of adding new printers. Clicking it displays Fig. 4.9.

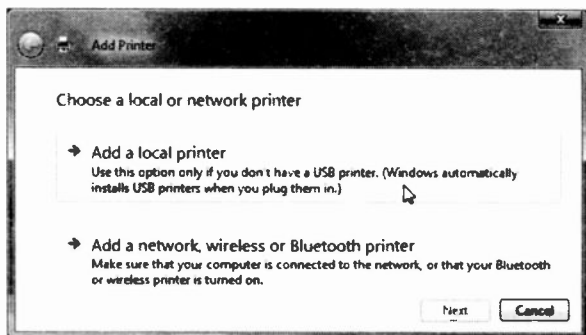


Fig. 4.9 The Add a Printer Window.

Windows Vista supports the following printer set-up methods:

- Plug and Play printers are automatically detected at installation time, or during the boot-up process. You will be prompted for the necessary driver files if they are not already in the Windows directory, these should be supplied with a new Plug-and-Play printer.
- For other situations, the Add a Local Printer option in Fig. 4.9 steps you through the printer installation process, as shown in Fig. 4.10 below.

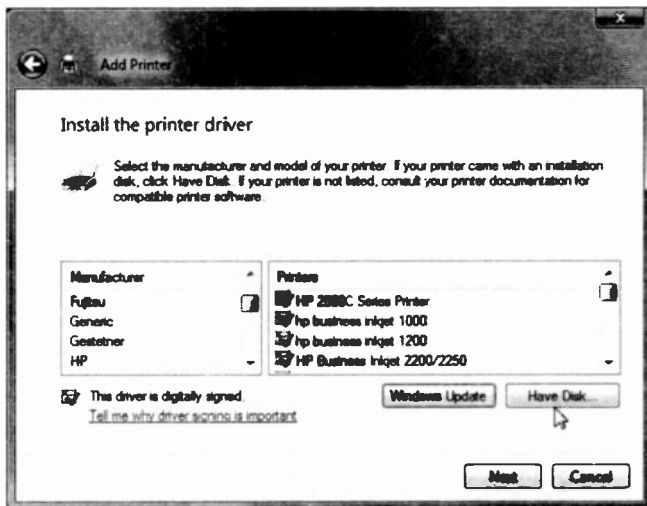


Fig. 4.10 The Printers Folder.

You could install an additional printer (not connected to your system, but available to you, say, at work), so that you could use the extra fonts available to that printer.

Documents prepared with such a selected printer, could then be printed to file on a recordable compact disc (CD-R), and later printed out on the selected printer at the other location.



## Configuring your Printer

To configure your printer, left-click the **Printers** icon in the **Start** menu, select the printer you want to configure, right-click it, and select the **Properties** option in the drop-down menu. This opens the Properties dialogue box for the selected printer.

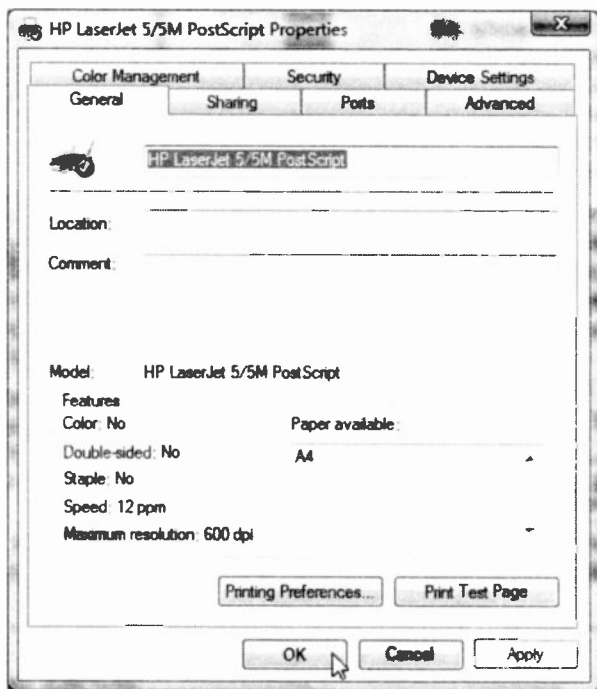


Fig. 4.11 The Printer Properties Dialogue Box.

From the displayed tabbed dialogue box you can control all the printer's parameters, such as the printer port (or network path), paper and graphics options, built-in fonts, and other device options specific to the printer model. All these settings are fairly self explanatory and as they depend on your printer type, we will leave them to you.

A newly installed printer is automatically set as the default printer, indicated by a tick against it. To change this, select a printer connected to your PC, right-click it, and choose the **Set as Default Printer** option on the displayed shortcut menu.

Once you have installed and configured your printers in Windows they are then available for all your application programs to use. The correct printer is selected usually in one of the application's **File** menu options.

## Managing Print Jobs

If you want to find out what exactly is happening while a document or documents are being sent to your printer, double-click the printer icon on the right end of the Task bar, to open its window.

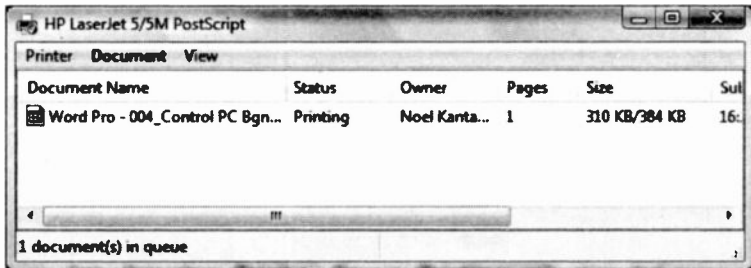


Fig. 4.12 The Print Queue Window.

As shown above, this displays detailed information about the contents of any work actually being printed, or of print jobs that are waiting in the queue. This includes the name of the document, its status and 'owner', when it was added to the print queue, the printing progress and when printing was started.

You can control the printing operation from the **Printer** and **Document** menu options of the **Print Queue** window. Selecting **Printer, Pause Printing** will stop the operation until you make the same selection again. The **Cancel All Documents** option will remove all, or selected, print jobs from the print queue, but it takes time.

## The Fax and Scan Printer

Windows Vista includes its own Fax and Scan printer driver which is automatically installed when you upgrade Windows, as shown in Fig. 4.8 on page 74. Double-clicking on the **Fax** icon in the **Printers** window, opens up the **Fax and Scan** window shown in Fig. 4.13 below.

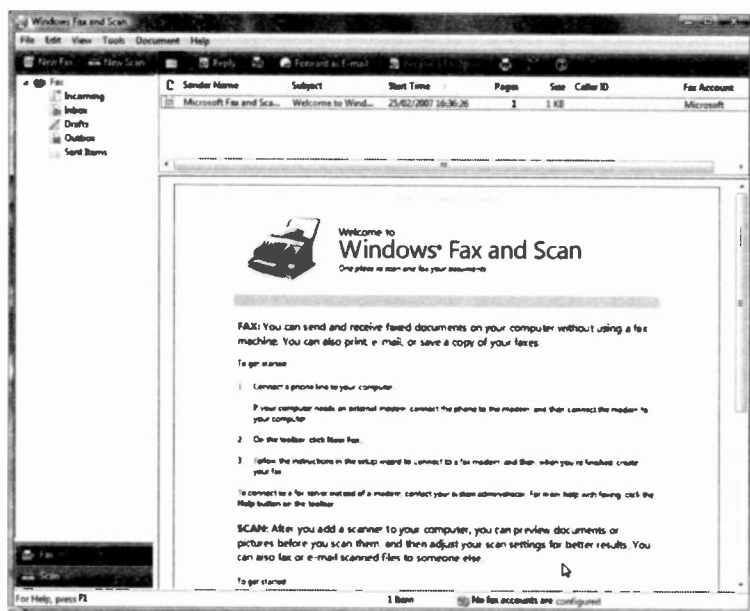


Fig. 4.13 The Fax and Scan Window.

All the printers installed on your system are available to you from within any of the word processing or other applications you might have on your computer so that you can either print a document to your local printer, to a shared printer (if you are connected to a network) or the Fax printer (if you are connected to a phone line). To send and receive Faxes all you need is a fax device, such as a Fax modem - it must support Fax capabilities, not just data standards.

Do try to open the **Fax and Scan** window on your screen so that you can read the instructions for yourself. However, it is important to note that if you are on Broadband, you cannot send a Fax unless you subscribe to a third party provider in which case you send your scanned document as an e-mail attachment and your third party provider sends it on as a Fax. However, this costs money, and is beyond the scope of this book so we will not expand on it.

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## **Adding Hardware to your System**

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Windows Vista automates the process of adding hardware to your system by including a set of software standards for controlling suitably designed hardware devices.

**Plug-and-Play:** Windows supports what are known as Plug-and-Play compatible devices. So, when you buy new hardware, make sure that it is Plug-and-Play compatible. Adding such hardware devices to your system is extremely easy, as Windows takes charge and automatically controls all its settings so that it fits in with the rest of the system.

**Add New Hardware Wizard:** If your new hardware is not Plug-and-Play compatible all is not lost, as there is a very powerful Wizard to help you with their installation. Fit the new hardware before you run the Wizard, as it is just possible that Windows will recognise the change and be able to carry out the configuration by itself.

If the new hardware is not recognised, click the Hardware and Sound link in the **Control Panel**, shown here, which displays a further screen of available hardware that you can add to your system, as shown in Fig. 4.14.

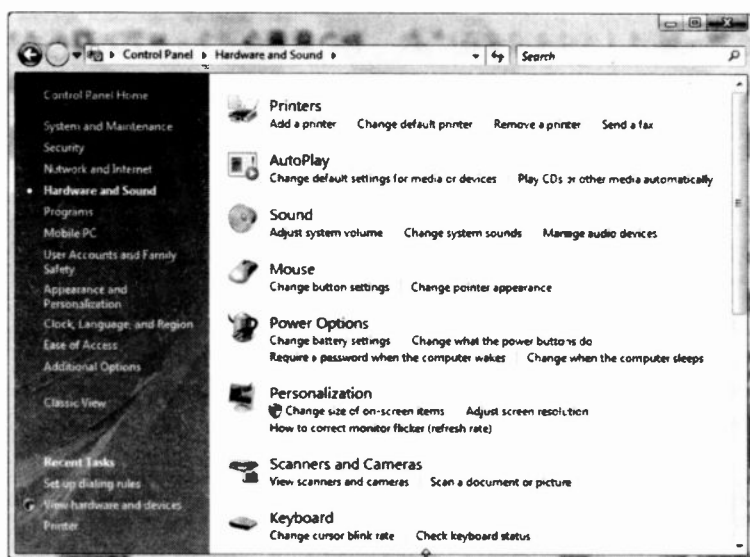
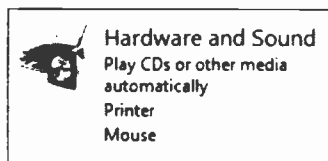


Fig. 4.14 A Selection of Hardware to Add to your System.

All you have to do next is to select the type of hardware you want to add to your system and follow the instructions on screen.

## Using Control Panel's Classic View

Sometimes it might be easier to use **Control Panel** in **Classic View** rather than in **Category View**. Adding hardware is a case in point, particularly if you can not find the exact item under the **Hardware and Sound** option.

To display what is shown in Fig. 4.15 below, open **Control Panel** and click the link **Classic View** at the top left of the screen.

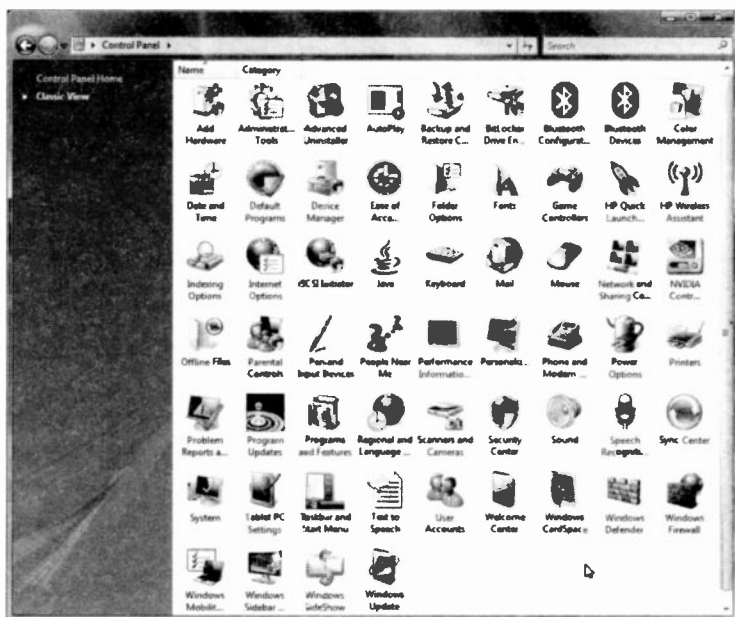


Fig. 4.15 A Selection of Hardware to Add to your System.

Double-clicking the **Add Hardware** icon, shown here, starts a powerful Wizard which searches your system for anything new. If the new hardware is not recognised, a list of hardware is displayed and you are asked to specify its type. You might also be asked to insert the CD supplied with the new hardware, if Windows needs to install its driver.



## Installing Programs on your PC

Installing programs on your PC is very easy with Windows Vista. Just place the CD or DVD that the software came on in the appropriate drive and Vista will start the installation process automatically.

If the **Setup** program does not start automatically,



then click the **Start** button, type **Run** in the **Start Search** box, shown here and situated just above the **Start** button, and

press the **Enter** key. This displays the Run dialogue box shown in Fig. 4.16.

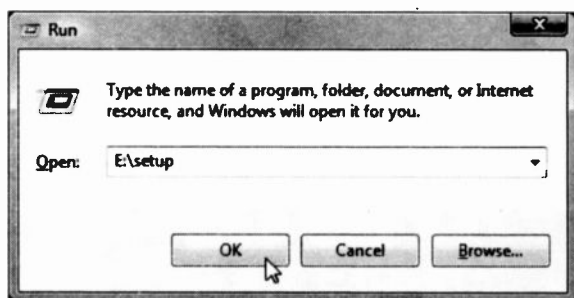


Fig. 4.16 The Start Dialogue Box.

Next, type in the **Open** box the following:

E:\setup

and click the **OK** button to start the installation of your new software.

**Note:** In our case the CD/DVD drive is the E: drive, but in your case it could be different.

## Uninstall or Change a Program

Uninstalling programs or changing an already installed one is very easy with Windows Vista. Double-click the **Programs and Features** icon in the **Classic View** of the **Control Panel** to display a screen similar to the one in Fig. 4.17. What we show here is only the right panel of the screen, and only after selecting a program with a single left-click.



**Note:** Be careful with this application, because double-clicking a program on the list might remove it without further warning!

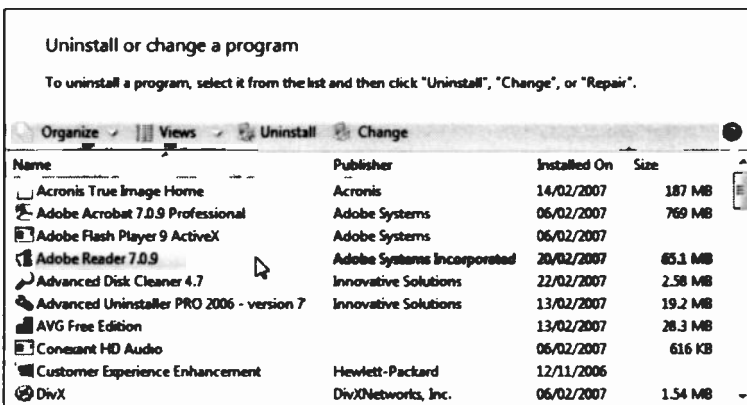


Fig. 4.17 Part of the Programs and Features Screen.

After selecting a program the four options, **Organize**, **Views**, **Uninstall**, and **Change** appear on the toolbar. With some programs the toolbar options might change to only three options, while with others a **Repair** option appears in place of **Change**.

Using the option to **Uninstall**, removes all trace of the selected program from your hard disc, although sometimes the folders are left empty on your hard drive.



## Checking your Regional Settings

Most Windows application programs use Windows settings to determine how they display and handle time, date, language, numbers, and currency. It is important that you ensure your system was correctly set up during the installation process.



Use the **Start, Control Panel** option, then select the **Classic View**, and double-click the **Regional and Language Options** icon, shown here, to open the tabbed dialogue box shown in Fig. 4.18 below.

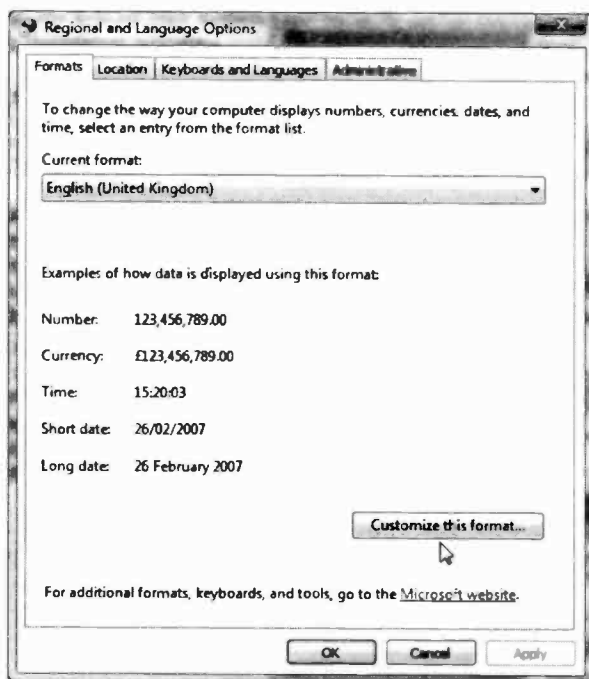


Fig. 4.18 The Regional Settings Properties Box.

Make sure the various entries are correct. If not, change them by clicking the down arrow to the right of an entry to display a drop-down list and select the most appropriate country and language in the tabbed pages of the dialogue box.

If, in the future, you start getting '\$' signs, instead of '£' signs, or commas in numbers where you would expect periods, check your regional settings and click the **Customize this format** button to change the way currency, time, and date display. You will have to click the **Apply** button before any changes become effective.

**Note:** To change the actual time and date of your computer's clock, click the clock displayed at the bottom right corner of the Windows screen to open the screen below.

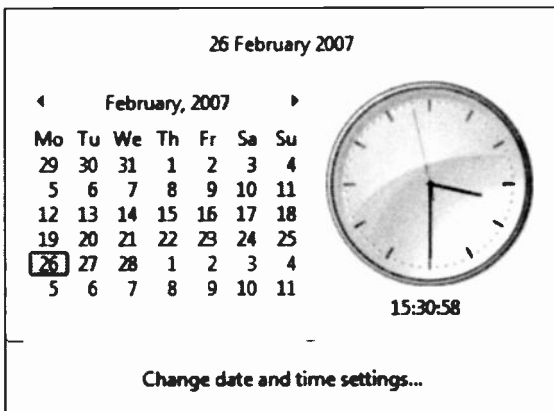


Fig. 4.19 The Date and Time Settings Screen.

To make any changes click the **Change date and time settings** link and make any necessary changes in the displayed Date and Time dialogue box.

\* \* \*

In chapter 5 and 6 we discuss how to connect to the Internet and how to send and receive e-mail using Windows Mail, which is the new name for Outlook Express 6. Chapter 5 covers the basics, while Chapter 6 delves into e-mail attachments and e-mail organisation.

## E-mail - Windows Mail Basics

To be able to communicate electronically with the rest of the world, you will need to connect your computer through some type of modem to an active phone line. A modem is a device that converts data so that it can be transmitted over the telephone system. Making such a connection to the Internet is made very easy with Windows Vista.

To start the process, open the **Welcome Center** which can be found in **Control Panel**, **System and Maintenance** in **Category** view, and click the **Connect to the Internet** option pointed to in Fig. 5.1 below.



Fig. 5.1 The Welcome Center Screen.

This opens the screen in Fig. 5.2, and clicking the **Connect to the Internet** link (pointed to), displays the screen in Fig. 5.3.

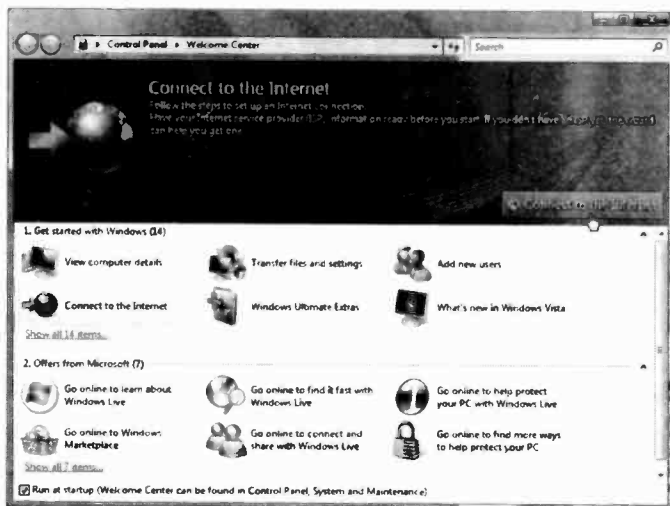


Fig. 5.2 Connecting to the Internet Screen.

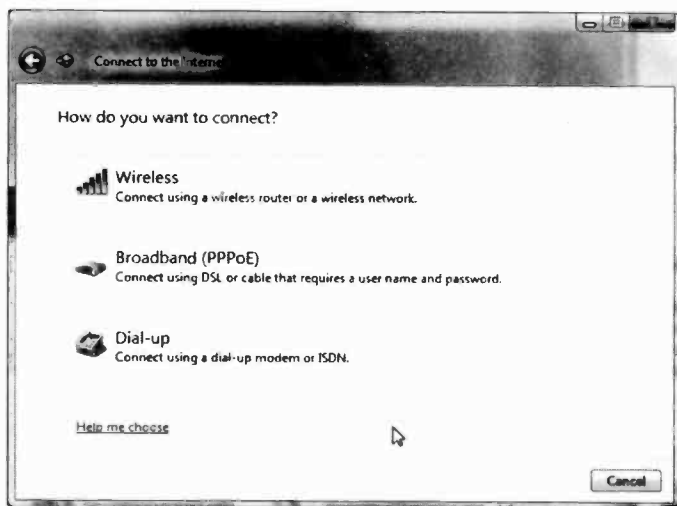


Fig. 5.3 The Three Connection Methods.

As you can see, there are three ways of connecting to the Internet; **Wireless**, **Broadband**, or **Dial-up**.

For a **Wireless** connection you will require a wireless router or a network.

For **Broadband** connection you will need a broadband modem, also called DSL (Digital Subscriber Line), or a cable modem.

For a **Dial-up** connection you will need a modem (most computers come with a 56 Kbps modem already installed), but not a DSL or cable modem.

The choice is yours, but whichever method you select you will need to subscribe to an ISP (Internet Service Provider) and for the first two connection methods you will need to purchase the appropriate hardware.

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## The Windows Mail

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Windows Vista comes with the very powerful mail and news facility, **Windows Mail** (which is really a slightly modified Outlook Express 6), built into it, which makes it very easy for you to send and receive e-mail messages. The program should already have been added to your PC by **Setup** (an entry being placed on the **Start** menu left column. Some users might prefer to have a shortcut to **Windows Mail** on their desktop (right-click it and use the **Send To, Desktop** command, while others might prefer to have it placed in the **Quick Launch** area of the **Taskbar** (drag it there). The choice is yours!

To start the program, left-click the menu option on the **Start** menu, shown here, double-click its icon on the desktop, or click its icon on the **Quick Launch** toolbar.



Either of these actions displays the screen below.

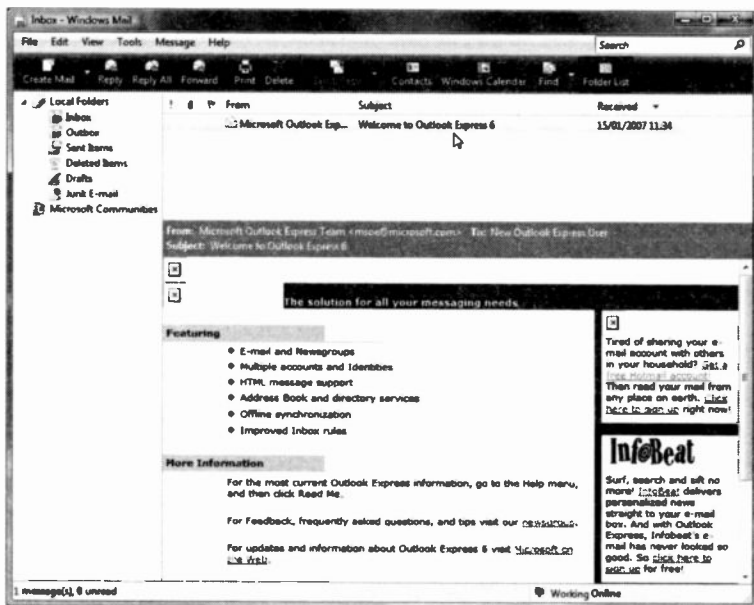


Fig. 5.4 The Windows Mail Opening Screen.

Obviously, to send and receive electronic mail you must be connected to the Internet. There are quite a few providers around, with some providing free Broadband if you subscribe to their telephone package. Once you have registered with such a service, you will be given all the necessary information to connect to the Internet, so that you can fully exploit all its available facilities.

### Connecting to your Server

To tell **Windows Mail** how to connect to your server's facilities, you must complete your personal e-mail connection details in the Internet Connection screens, which display when you first attempt to use the **Read Mail** facility pointed to in Fig. 5.5.

If the connection process does not start, or if you want to change your details, use the **Tools, Accounts** menu command, as shown below.

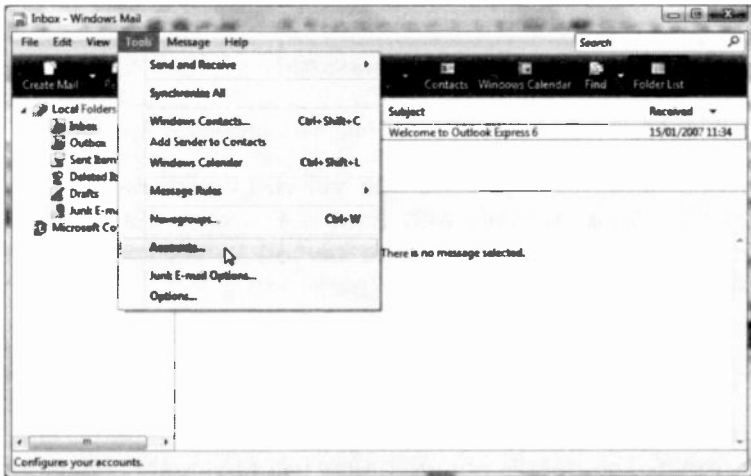


Fig. 5.5 The Internet Accounts Options Screen of Windows Mail.

In the displayed Internet Accounts dialogue box click the **Add** button and in the next screen select **E-mail Account**, and click **Next**.

In the following screen, type your name in the text box, as shown in Fig. 5.6 below.

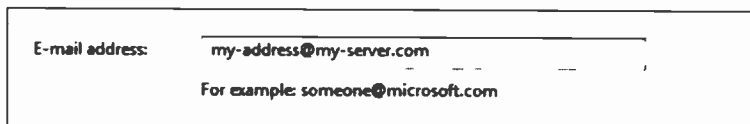
Display name:	<input type="text" value="Noel Kantaris"/>
	For example: John Smith

Fig. 5.6 Part of the First Internet Connection Screen.

We only show the relevant parts of the various screens so you know what is expected of you, but remember to type your own details (not what is shown) in these screens, and click the **Next** button to progress from one screen to another.



In the next screen, enter your e-mail address in the text box, as shown in Fig. 5.7 below.



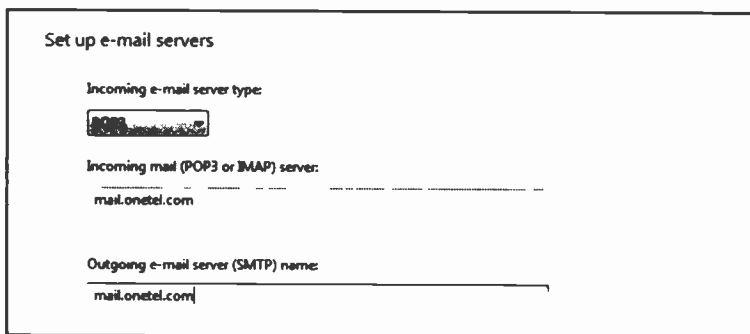
E-mail address:

For example: someone@microsoft.com

Fig. 5.7 Part of the Second Internet Connection Screen.

If you have not organised one yet you could always sign up for free e-mail with Hotmail, which is a free browser-based e-mail service owned by Microsoft - we will discuss this in Chapter 7 (page 143).

In the third connection screen enter your e-mail server details, as shown for us in Fig. 5.8 below. To complete some of the details here you may need to ask your Internet Service Provider (ISP), or system administrator, for help. The details shown below will obviously only work for the writer, so please don't try them!



Set up e-mail servers

Incoming e-mail server type:  
☐ POP3 ☒ IMAP

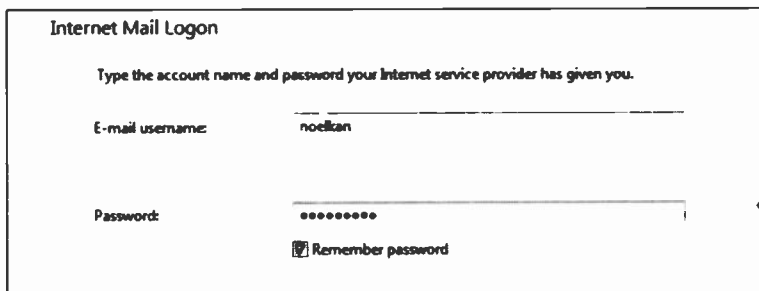
Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

Fig. 5.8 Part of the Third Internet Connection Screen.

The next screen asks for your user name and password. Both these would have been given to you by your ISP. Type these in, as shown in Fig. 5.9 on the next page. Obviously the password you were given by your ISP, consist of letters and numbers, but as you type these in, they display as asterisks.

If you select the **Remember password** option in this box, you will not have to enter these details every time you log on. **BUT** it may not be wise to do this if your PC is in a busy office - for security reasons.



The dialog box is titled "Internet Mail Logon". It contains the instruction: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields. The first is labeled "E-mail username:" and contains the text "noel@kan". The second is labeled "Password:" and contains a series of dots ".....". Below the password field is a checkbox labeled "Remember password" which is checked.

Fig. 5.9 Part of the Fourth Internet Connection Screen.

Pressing **Next**, leads to the final connection screen informing you of your success, which completes the procedure, so click **Finish** to return to the Internet Accounts tabbed window, with your new mail account set up as shown for us in Fig. 5.10 below.

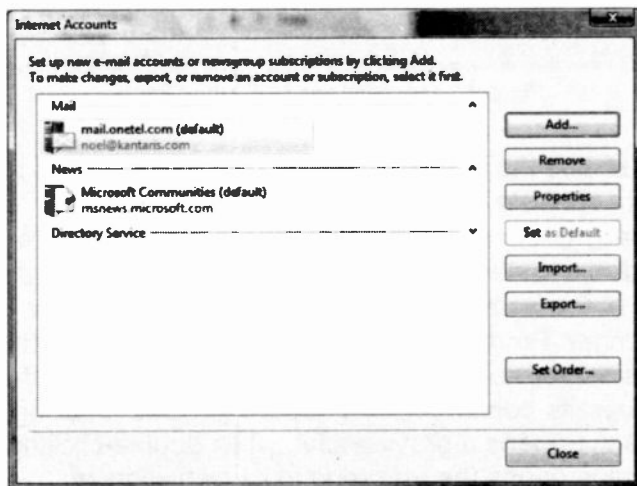


Fig. 5.10 The Internet Mail Accounts Window.

Once your connection is established, you can click the **Read Mail** coloured link, or the **Inbox** entry in the **Folder List** to read your mail. Opening the **Inbox** for the first time, will probably display a message from Microsoft, like that shown in Fig. 5.11.

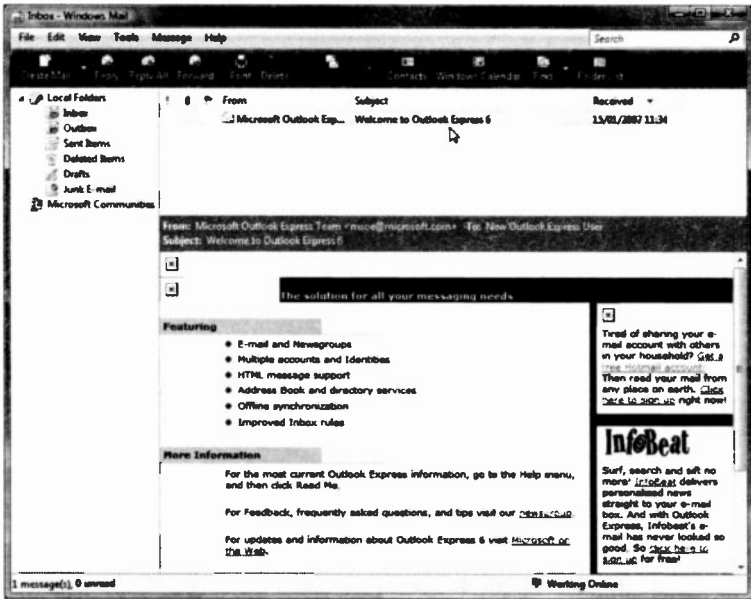



Fig. 5.11 The Windows Mail Inbox Screen.

This shows the default Windows Mail main screen layout, which consists of a **Folders List** to the left, a set of toolbar buttons, including the new **Contacts** and **Windows Calendar** buttons, a **Message List** to the top right of the screen, and a **Preview** pane below that. The list under **Folders** contains all the active mail folders, news servers and newsgroups. Clicking on one of these displays its contents in the **Message List**. Clicking on a message opens a preview of it, while double-clicking on a message opens the message in its own window.


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## Receiving an E-mail

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To check your mail, click the **Send/Recv** toolbar icon  which, if you are using a Dial-up connection will display the Dial-up Connection window, but if you are on 'always on' Broadband it will automatically download your messages.

With a dial-up connection you will have to click the **Connect** button on the displayed dialogue box to activate your modem and connect you to the Internet. If you have any new messages, they will then be downloaded from your mailbox to your hard disc.

Double-clicking on the connection image on the extreme right of the **Taskbar**, shown here, displays your connection **Status** window. The exact display  depends on the type of connection, but you can use it to disconnect your computer from the Internet. This is only advisable if you are on Dial-up, because disconnecting your PC from the Internet allows you to read and process your mail at your leisure without still paying for a telephone connection. On Broadband this is not relevant.

## Sending a Test E-mail Message

Before explaining in more detail the main features of **Windows Mail** we will step through the procedure of sending a very simple e-mail message. The best way to test out any unfamiliar e-mail features is to send a test message to your own e-mail address. This saves wasting somebody else's time, and the message can be very quickly checked to see the results.



To start, click the **Create Mail** icon to open the New Message window, shown in Fig. 5.12 on the next page.

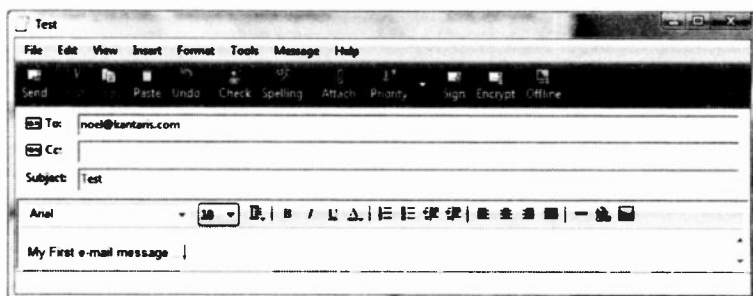


Fig. 5.12 Creating a New E-mail.

Type your own e-mail address in the **To:** field, and a title for the message in the **Subject:** field. The text in this subject field will form a header for the message when it is received, so it helps to show in a few words what the message is about. Type your message and click the **Send** toolbar icon shown here.

By default, your message is stored in an **Outbox** folder and, if you are on 'always on' Broadband it will be sent immediately, otherwise you will have to press the **Send/Recv** toolbar icon to connect to the Internet so it can be sent, hopefully straight into your mailbox.

When **Windows Mail** next checks for mail, it will find the message and download it into the **Inbox** folder, for you to read.

## The Main Windows Mail Screen

After the initial opening window, **Windows Mail** uses three other main windows, which we will refer to as: the Main screen which opens next; the Read Message screen for reading your mail; and the New Message screen, to compose your outgoing mail messages.

The Main screen consists of a toolbar, a menu, and four panes with the default display shown in our example in Fig. 5.11. You can choose different pane layouts, and customise the toolbar, with the **View**, **Layout** menu command, but we will let you try these for yourself.

## The Folders List

The **Folders** pane contains a list of your mail folders, your news servers and any newsgroups you have subscribed to. There are always at least six mail folders, as shown in Fig. 5.13 below. You can add your own with the **File, Folder, New** menu command from the Main window. You can delete added folders with the **File, Folder, Delete** command. These operations can also be

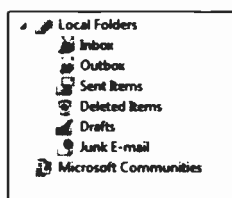


Fig. 5.13 The Local Folders Pane.

carried out after right-clicking a folder in the list. You can drag messages from the **Message** list and drop them into any of the folders, to 'store' them there.

Note the icons shown in Fig. 5.13; any new folders you add will have the same icon as that of the first added folder.

## The Message List

When you select a folder, by clicking it in the **Folders** list, the **Message** list shows the contents of that folder. Brief details of each message are displayed on one line, as shown in Fig. 5.14 below.

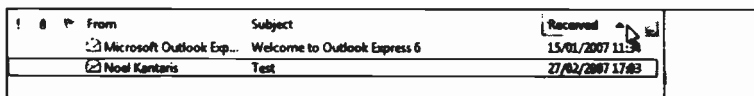
From	Subject	Received
✉ Noel Kantaris	Test	27/02/2007 17:03
✉ Microsoft Outlook Exp...	Welcome to Outlook Express 6	15/01/2007 11:34

Fig. 5.14 Received Messages in Descending Date Order.

The first column shows the message priority, if any, the second whether the message has an attachment, and the third whether the message has been 'flagged'. All of these are indicated by icons on the message line.

The 'From' column shows the message status icon (see Fig. 5.16) and the name of the sender, 'Subject' shows the title of each mail message, and 'Received' shows the date it reached you. You can control what columns display in this pane with the **View, Columns** menu command.

To sort a list of messages, you can click the mouse pointer in the title of the column you want the list sorted on, clicking it again will sort it in reverse order. The sorted column is shown with a triangle mark, as shown in Fig. 5.15 below.



!	From	Subject	Received
	Microsoft Outlook Exp...	Welcome to Outlook Express 6	15/01/2007 11:38
	Noel Kantaris	Test	27/02/2007 17:03

Fig. 5.15 Received Messages in Ascending Date Order.

This shows the received messages sorted by date, with the most recently received message appearing at the top. This is our preferred method of display.

## The Preview Pane

When you select a message in the **Message** list, by clicking it once, it is displayed in the **Preview** pane, which takes up the rest of the window. This lets you read the first few lines to see if the message is worth bothering with. If so, double-clicking the header, in the **Message** list, will open the message in the Read Message window, as shown later in the chapter. You could use the **Preview** pane to read all your mail, especially if your messages are all on the short side, but it is easier to process them from the Read Message window.

## Message Status Icons























This icon	Indicates this
	The message has one or more files attached.
	The message has been marked high priority by the sender.
	The message has been marked low priority by the sender.
	The message has been read. The message heading appears in light type.
	The message has not been read. The message heading appears in bold type.
	The message has been replied to.
	The message has been forwarded.
	The message is in progress in the Drafts folder.
	The message is digitally signed and unopened.
	The message is encrypted and unopened.
	The message is digitally signed, encrypted and unopened.
	The message is digitally signed and has been opened.
	The message is encrypted and has been opened.
	The message is digitally signed and encrypted, and has been opened.
	The message has responses that are collapsed. Click the icon to show all the responses (expand the conversation).
	The message and all of its responses are expanded. Click the icon to hide all the responses (collapse the conversation).
	The unread message header is on an IMAP server.
	The opened message is marked for deletion on an IMAP server.
	The message is flagged.
	The IMAP message is marked to be downloaded.
	The IMAP message and all conversations are marked to be downloaded.
	The individual IMAP message (without conversations) is marked to be downloaded.

Fig. 5.16. Table of Message Status Icons.

**Note:** If you have used Outlook Express before on Windows XP, you will be wondering what has happened to the **Contacts** pane. The answer is 'not available in Windows Mail', but there is a way around this, if you want to have your contacts on the desktop, as follows:

Click the + sign on the **Gadgets** pane on the desktop, and select **Contacts** from the displayed Gadgets screen. We will explain how to use it in Chapter 6 (page 122).



## The Main Window Toolbar

Selecting any one of the local folders displays the following buttons on Outlook's toolbar.



Opens the New Message window for creating a new mail message, with the **To:** field blank.



Opens the New Message window for replying to the current mail message, with the **To:** field pre-addressed to the original sender. The original **Subject** field is prefixed with **Re:**.



Opens the New Message window for replying to the current mail message, with the **To:** field pre-addressed to all that received copies of the original message. The original **Subject** field is prefixed with **Re:**.



Opens the New Message window for forwarding the current mail message. The **To:** field is blank. The original **Subject** field is prefixed with **Fw:**.



Prints the selected message.



Deletes the currently selected message and places it in the **Deleted Items** folder.



Connects to the mailbox server and downloads waiting messages, which it places in the **Inbox** folder. Sends any messages waiting in the **Outbox** folder.



Opens the **Contacts** list.



Opens the **Windows Calendar**.



Finds a message or an e-mail address using the **Find People** facility of the **Contacts** list.



Toggles the **Folders** list on or off.

## The Read Message Window

If you double-click a message in the **Message** list of the Main window, the Read Message window is opened as shown in Fig. 5.17 below.

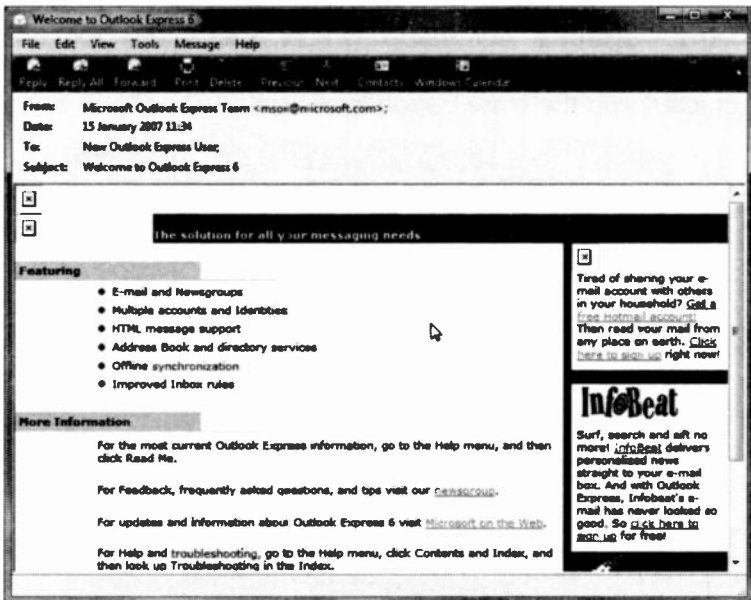


Fig. 5.17 The Read Message Window.

This is the best window to read your mail in. It has its own menu system and toolbar, which lets you rapidly process and move between the messages in a folder.

## The Read Message Toolbar

This window has its own toolbar, but only two icons are different from those in the Main window.



**Previous** - Displays the previous mail message in the Read Message window.



**Next** - Displays the next mail message in the Read Message window.

These buttons give an audible warning if there are no previous or further messages.

## Signing your E-mail

You create a signature from the Main window using the **Tools, Options** command which opens the Options dialogue box shown in Fig. 5.18 when its Signature tab is selected and the **New** button is clicked.

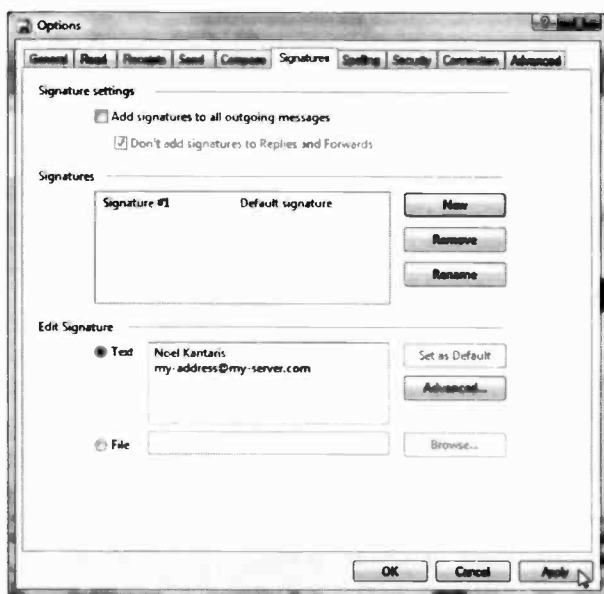


Fig. 5.18 The Tools Options Window.

You could choose to add your signature to all outgoing messages which is preferable, but click the **Advanced** button and check which account you would like this signature to apply to, or use the **Insert, Signature** command from the **New Message** window menu system.

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## The New Message Window

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This is the window, shown in Fig. 5.19, that you will use to create any messages you want to send electronically from Outlook Express. It is important to understand its features, so that you can get the most out of it.

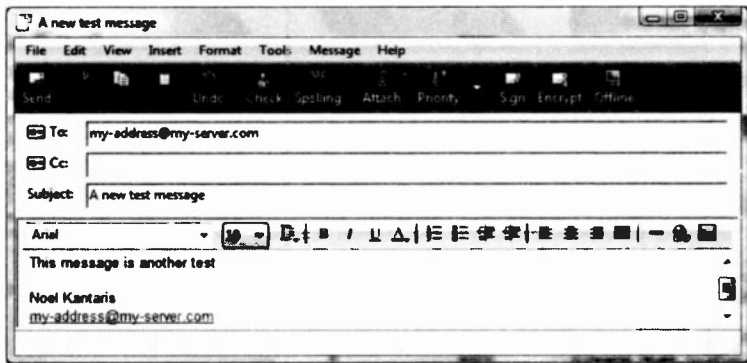


Fig. 5.19 The New Message Window.

As we saw, this window can be opened by using the **Create Mail** toolbar icon from the Main window, as well as the **Message, New Message** menu command. From other windows you can also use the **Message, New Message** command, or the **Ctrl+N** keyboard shortcut. The newly opened window has its own menu system and toolbar, which let you rapidly prepare (you don't need to be connected to the Internet for that), and send your new e-mail messages after connecting to the Internet. If you are on Broadband, of course, you might always be connected to the Internet.

## Using Message Stationery



Another **Windows Mail** feature is that it lets you send your messages on pre-formatted stationery for added effect.

To access these, click the down arrow next to the **Create Mail** button in the Main window and either select from the 1 to 10 list, as shown here, or use the **Select Stationery** command to preview them.

Fig. 5.20 Using Stationery.

## The New Message Toolbar

The icons on the New Message toolbar window have the following functions:



**Send** - Sends message, either to the recipient, or to the **Outbox** folder.



**Cut** - Cuts selected text to the Windows **Clipboard**.



**Copy** - Copies selected text to the Windows **Clipboard**.



**Paste** - Pastes the contents of the Windows **Clipboard** into the current message.



**Undo** - Undoes the last editing action.



**Check** - Checks that names match your entries in the **Contacts** list, or are in correct e-mail address format.



**Spelling** - Checks the spelling of the current message before it is sent, but is only available if you have **Word**, **Excel**, or **PowerPoint**.



**Attach** - Opens the Insert Attachment window for you to select a file to be attached to the current message.



**Priority** - Sets the message priority as high or low, to indicate its importance to the recipient.



**Sign** - Adds a digital signature to the message to confirm to the recipient that it is from you.



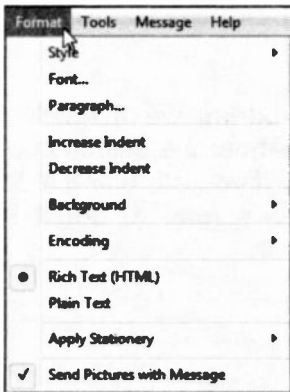
**Encrypt** - Encodes the message so that only the recipient can read it.



**Offline** - Closes connection to the Internet so that you can process your mail offline. The button then changes to **Work Online**.

## Message Formatting

**Windows Mail** provides quite sophisticated formatting options for an e-mail editor from both the **Format** menu



and toolbar. These only work if you prepare the message in HTML format, as used in Web documents. You can set this to be your default mail sending format using the Send tab in the **Tools, Options** box of the Read Message window.

Fig. 5.21 The Format Sub-menu.

To use the format for the current message only, select **Rich Text (HTML)** from the **Format** menu, as we have done here. If **Plain Text** is selected, the blue dot will be placed against this option on the menu, and the formatting features will not then be available.

The **Format** toolbar shown in Fig. 5.22 below is added to the New Message window when you are in HTML mode and all the **Format** menu options are then made active.



Fig. 5.22 The Format Toolbar.

As all the formatting features are self-explanatory, we will not delve into them here - most of these are quite well demonstrated in Microsoft's opening message to you. You should be able to prepare some very easily readable e-mail messages with these features, but remember that not everyone will be able to read the work in the way that you spent hours creating. Only e-mail programs that support MIME (Multipurpose Internet Mail Extensions) can read HTML formatting. When your recipient's e-mail program does not read HTML, and many people choose not to, the message appears as plain text with an HTML file attached.

**Note:** At the risk of being called boring we think it is usually better to stick to plain text without the selection of any message stationery, particularly if you are using a 56 Kbps modem; not only can everyone read it, but it is much quicker to transmit and deal with.

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## Replying to a Message

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When you receive an e-mail message that you want to reply to, Windows Mail makes it very easy to do. The reply address and the new message subject fields are both added automatically for you. Also, by default, the original message is quoted in the reply window for you to edit as required.

With the message you want to reply to still open, click the **Reply** toolbar icon to open the New Message window and the message you are replying to will, by default, be placed under the insertion point.



With long messages, you should not leave all of the original text in your reply. This can be bad practice, which rapidly makes new messages very large and time consuming to download. You should usually edit the quoted text, so that it is obvious what you are referring to. A few lines may be enough.

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## Removing Deleted Messages

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Whenever you delete a message it is actually moved to the **Deleted Items** folder. If ignored, this folder gets bigger and bigger over time, so you need to check it frequently and manually re-delete messages you are sure you will not need again.

Alternatively, use the **Tools, Options** menu command on the Read Message window to open the Options dialogue box, click the **Advance** tab and click the **Maintenance** button at the bottom of the screen. Next, check the **Empty messages from the 'Deleted Items' folder on exit** box in the displayed Maintenance screen, as shown in Fig. 5.23 on the next page.



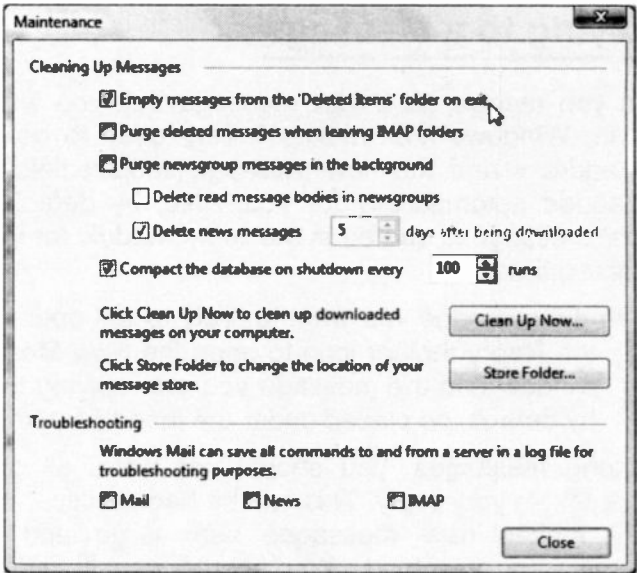


Fig. 5.23 Cleaning up Messages.

\*\*\*

In the next chapter we discuss how to send a picture or a word processed document as an attachment to an e-mail, how to organise your e-mail folders and how to print an e-mail.

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## E-mail - Some Other Features

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### Using E-mail Attachments

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If you want to include an attachment with your main e-mail message, you simply click the **Attach** toolbar button in the New Message window, as shown in Fig. 6.1.

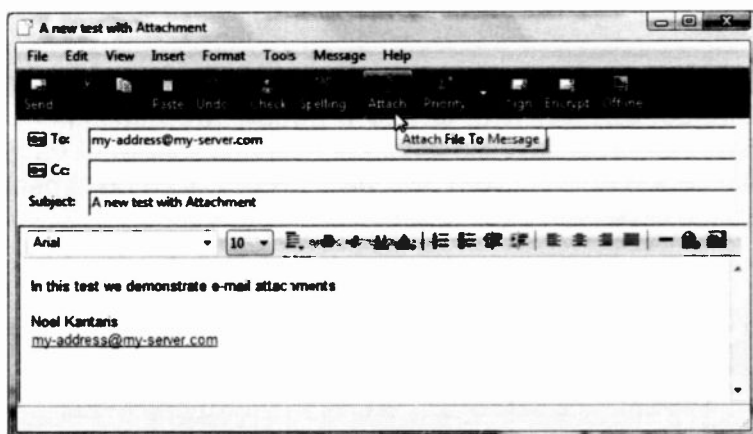


Fig. 6.1 Adding an Attachment to an E-mail.

This opens the Insert Attachment dialogue box, shown in Fig. 6.2 on the next page, for you to select the file, or files, you want to go with your message.

If, however, you are attaching pictures whose size is larger than 100 KB, then please refer to the method described at the end of Chapter 3 (page 66), on how to reduce their size automatically before attaching them to your e-mail.



Fig. 6.2 The Insert Attachment Dialogue Box.

In **Windows Mail** the attached files are placed below the **Subject** text box. In Fig. 6.3 we show two attachments with their distinctive icons that tell the recipient what each file is; a graphics (.jpg) file and a Word (.doc) document in this case.

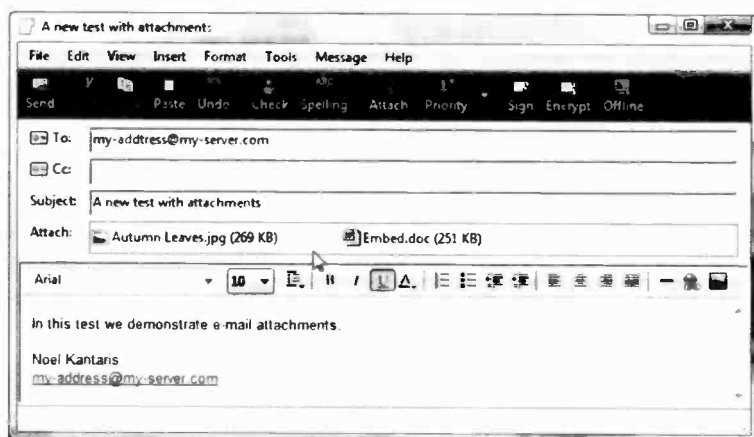


Fig. 6.3 Adding an Attachment to an E-mail.

It is only polite to include in your e-mail a short description of what the attachments are, and which applications were used to create them; it will help the recipient to decipher them.

Clicking the **Send** icon on the toolbar, puts each e-mail (with its attachments, if any) in Mail's **Outbox** folder. Next time you click the **Send/Recv** toolbar icon, Windows Mail connects to your ISP and sends all the e-mail messages stored in it.

## Sending an E-mail to the Drafts Folder

If you decide that your e-mail is not complete yet and further changes are needed before sending it, use the **File, Send Later** command, as shown in Fig. 6.4 below.

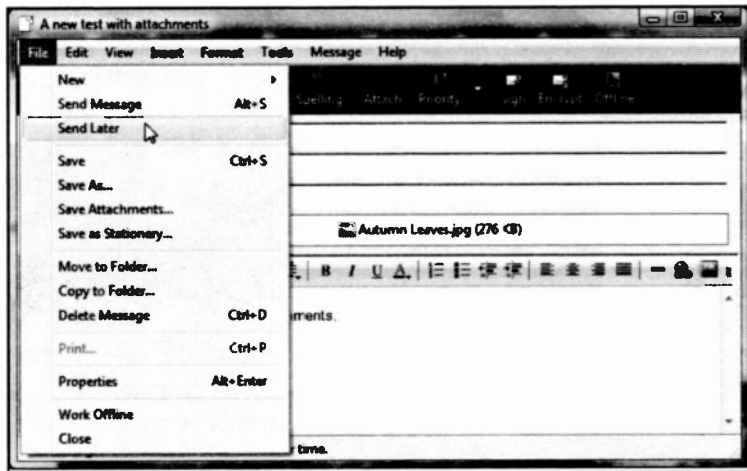


Fig. 6.4 Send an E-mail Later.

This displays a message telling you that the e-mail will be placed in the **Outbox** and will not be sent until the next time you click the **Send/Recv** button. You should now locate this e-mail in the **Outbox** and drag it into the **Drafts** folder for safe keeping until you need to change it.

To edit an e-mail waiting in the **Drafts** folder, click the folder, then double-click the e-mail to open it in its own window, edit it, and click the **Send** icon on the toolbar.

## Receiving Attachments with an E-mail

To demonstrate what happens when you receive an e-mail with attachments, we have sent the above e-mail to our ISP, then a minute or so later we received it back, as shown in Fig. 6.5 below.

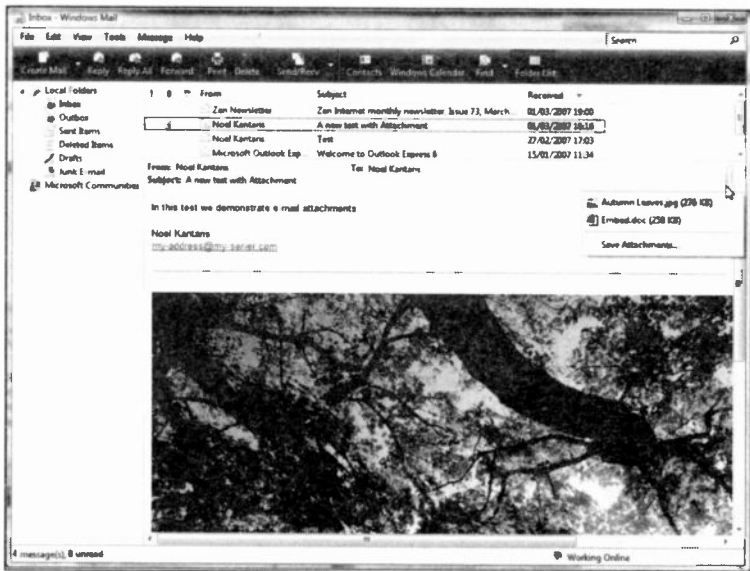


Fig. 6.5 A Received E-mail with Attachments.

Note that the received e-mail shows the graphics (.jpg) file open at the bottom of the **Preview** pane, but there is no indication of any other attachments. To find out how many attachments were included with the received e-mail, left-click the **Attach** (paper clip) icon pointed to in Fig. 6.5 to display all of them, as shown above in the drop-down menu.

Left-clicking the graphics attachment file (.jpg) opens it in **Windows Photo Gallery**, while left-clicking the document file opens the Mail Attachment screen shown here in Fig. 6.6.

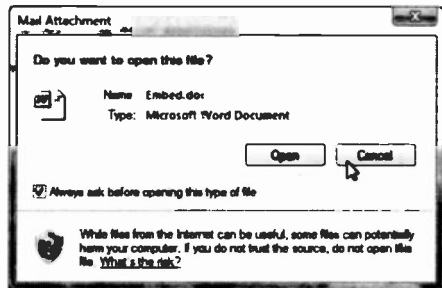


Fig. 6.6 The Mail Attachment Box.

Each document file can be opened in situ or saved later to disc from within the application that opened it.

## Organising your Messages

Probably most of the e-mail messages you get you will delete once you have dealt with them. Some however you may well need to keep for future reference. After a few weeks it can be surprising how many of these messages can accumulate. If you don't do something with them they seem to take over and slow the whole process down. That is the reason for the **Folders List**.

As we saw earlier you can open folders in this area, and can move and copy messages from one folder into another. You can move messages by highlighting their header line in the **Message List** and dragging them into another folder. The copy procedure is the same, except you must also have the **Ctrl** key depressed through the dragging procedure. You can tell that copying is taking place by the '+' on the mouse pointer as shown here to the right.

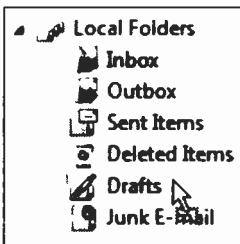


Fig. 6.7 Moving a Message.

## The System Folders

**Windows Mail** has six folders which it always keeps intact and will not let you delete. Some of these we have met already.

- The **Inbox** folder holds all incoming messages; you should delete or move them from this folder as soon as you have read them. Messages in the **Inbox** folder can be moved or copied into any other folder except the **Outbox** folder.
- The **Outbox** folder holds messages that have been prepared but not yet transmitted. As soon as the messages are sent they are automatically removed to the **Sent Items** folder. Messages in the **Outbox** folder can be moved or copied into any of the other folders.
- The **Sent Items** folder holds messages that have been transmitted. You can then decide whether to 'file' your copies of these messages, or whether to delete them. Messages in the **Sent Items** folder can be moved or copied into any of the other folders except the **Outbox** folder.
- The **Deleted Items** folder holds messages that have been deleted and placed in there as a safety feature. Messages in the **Deleted Items** folder can be moved or copied into any of the other folders, except the **Outbox** folder.
- The **Drafts** folder is used to hold a message you closed down without sending by selecting the **File, Send Later** menu command, then dragged it from the **Outbox** folder where it was saved into the **Drafts** folder. Messages in the **Draft** folder cannot be moved or copied into any of the other folders. Simply double-click such a message to open it in its own window, edit it, and click the **Send** button.

- The **Junk E-mail** folder is designed to catch unsolicited e-mail messages, called 'spam'. You can increase or decrease the junk e-mail protection level by clicking **Tools, Junk E-mail Options** and select the level of protection.

To create additional folders, highlight the folder under which you want to create a sub-folder - here we have chosen to create a sub-folder under **Local Folders**. Right-clicking the selected folder and choosing the **New Folder** option from the

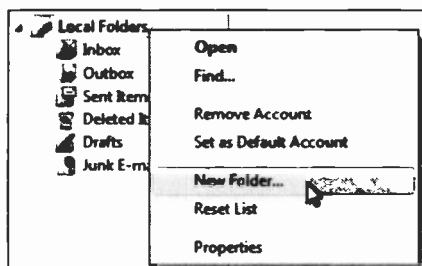


Fig. 6.8 Creating a New Folder.

**New Folder** option from the drop-down menu, as shown in Fig. 6.8, displays the Create Folder dialogue box shown in Fig. 6.9 below.

Next, type an appropriate name for the new folder and

click the **OK** button to add the newly created folder to the **Local Folders** list.

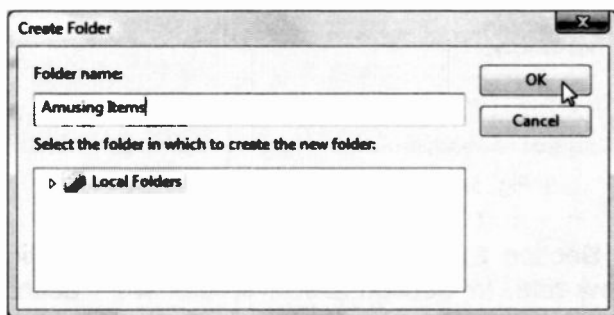


Fig. 6.9 The New Folder Dialogue Box.



## Using Message Rules

If you have a problem with junk mail, use the **Message Rules** menu option to filter your incoming messages. Unwanted ones can be placed in your **Deleted Items** folder straight away. It can also be useful for sorting incoming messages and automatically directing them to their correct folders. To open this feature (Fig. 6.10), use the **Tools, Message Rules, Mail** menu command.

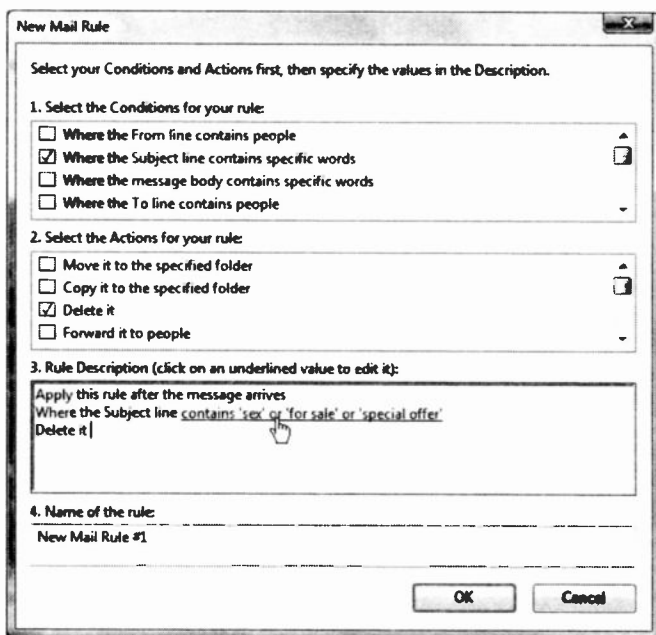


Fig. 6.10 Creating Message Rules, Box 1.

In the Section 1 of Fig. 6.10, you select the conditions for the new rule. In Section 2 you control what actions are taken, and the new rule itself is automatically 'built' for you in Section 3. If you use this feature much, you will probably want to name each of your rules in Section 4.

In Fig. 6.11 below, we have set to intercept and delete messages which contain certain words in their Subject Lines. To complete the rule we clicked on the 'contains specific words' link in Fig. 6.10 and filled in the following dialogue box, clicking the **Add** button after each phrase.

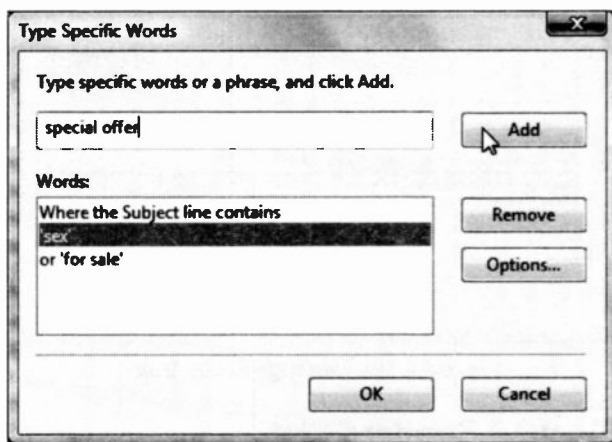


Fig. 6.11 Entering Words to Act Upon.

When finished clicking on **OK** twice opens the Message Rules dialogue box shown in Fig. 6.12 on the next page. In this box you can control your rules. You can set multiple rules for incoming messages and control the sort priority for the list. The higher up a multiple list a condition is the higher will be its priority.

If an incoming message matches more than one rule, then it is sorted according to the first rule it matches in your list.

The **Message, Create Rule from Message** menu command is a quick way to start the **New Mail Rule** process, as the details of the currently selected message are automatically placed in the New Mail Rule dialogue box for you.



Fig. 6.12 The Message Rules Box.

## The Blocked Senders List

With **Windows Mail** there is a very easy way to prevent messages from a problem source ever disturbing your peace again. When you first receive a problem message, select it in the **Messages List** and action the **Message, Junk E-mail, Add Sender to Block Senders List** menu command, as we did in the example in Fig. 6.13 below.

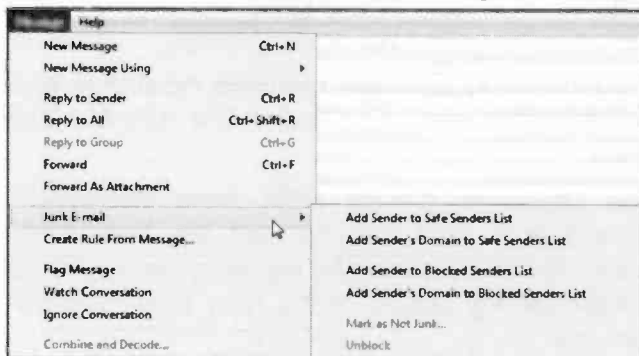


Fig. 6.13 Blocking Messages from a Single Source.

This can be a very powerful tool, but be careful how you use it. If you are not careful, you may block messages that you really would rather have received!

## Spell Checking your Messages

Just because e-mail messages are a quick way of getting in touch with friends and family, there is no reason why they should be full of spelling mistakes. Some people do not seem to read their work before clicking the **Send** button. With Windows Mail this should be a thing of the past, as the program is linked to the spell checker that comes with other Microsoft programs. If you do not have any of these, the option will be greyed out, meaning that it is not available.

To try it out, prepare a message in the New Message window, but make an obvious spelling mistake, maybe like ours below. Pressing the **Spelling** toolbar button, or using the **Tools, Spelling** menu command, reveals the drop-down sub-menu shown in Fig. 6.14 below.

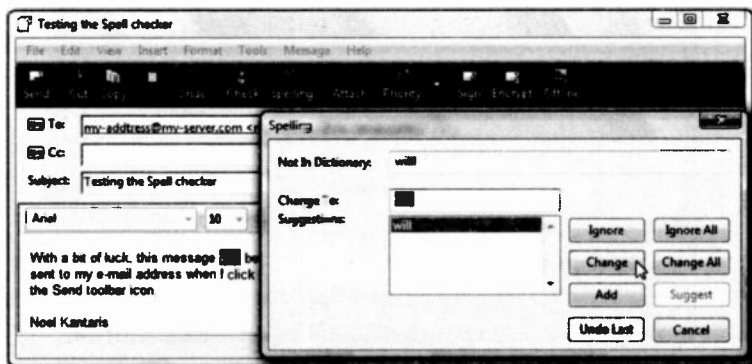


Fig. 6.14 Using the Spell Checker.

Any words not recognised by the spell checker will be flagged up as shown. If you are happy with the word just click one of the **Ignore** buttons, if not, you can type a correction in the **Change To:** field, or accept one of the **Suggestions:**, and then click the **Change** button.

You can get some control over the spell checker on the settings sheet opened from the main **Windows Mail** menu with the **Tools, Options** command, and then clicking the Spelling tab.

The available options, as shown in Fig. 6.15, are self-explanatory so we will not dwell on them. If you want every message to be checked before it is sent, select the **Always check spelling before sending** option.

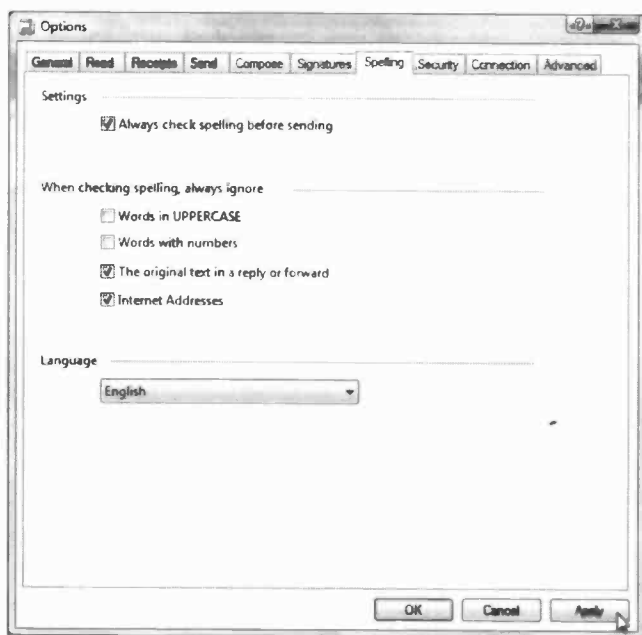


Fig. 6.15 The Options Spelling Dialogue Box.

You could also choose to have the Spell Checker ignore **Words with numbers**, before clicking the **Apply** button.

## Printing your Messages

Windows Mail lets you print e-mail messages to paper, but it does not give you any control over the page settings it uses. You can, however, alter the font size of your printed output as it depends on the font size you set for viewing your messages. As shown here, you have five 'relative' size options available from the **View, Text Size** menu command.

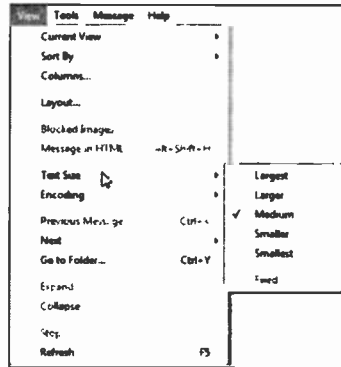


Fig. 6.16 The View Menu.

When you are ready to print a message in the Read Message window, use the **Ctrl+P** key combination, or the **File, Print** menu command, to open the Print dialogue box shown in Fig. 6.17 with its General tab selected.

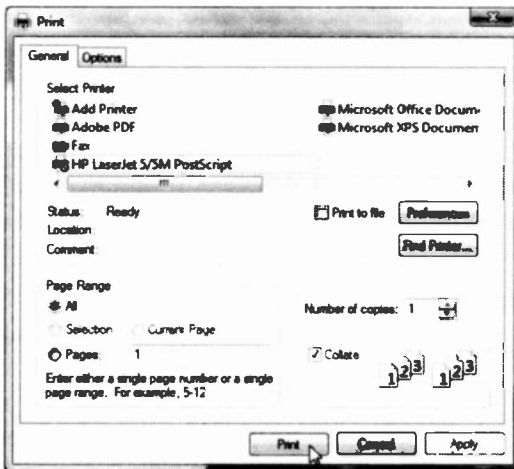



Fig. 6.17 The Print Dialogue Box.

Make sure the correct printer, **Page Range**, and **Number of copies** you want are selected, then click **Print**. You  can also start the printing procedure by clicking the **Print** toolbar icon shown here.

If the message has Web page links on it, there are two useful features in the Options tab of the Print dialogue box shown in Fig. 6.17. These are:

- The **Print all linked documents** option, which when checked not only prints the message, but also all the Web pages linked to it.
- The **Print table of links** option, which when checked, gives a hard copy listing of the URL addresses of all the links present in the page.

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## The Windows Contacts Utility

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The **Windows Contacts** utility can be used not only with the E-mail application, but also with the Fax utility (discussed earlier in Chapter 4, page 78). Fax numbers are, of course, straightforward to deal with, but e-mail addresses are often quite complicated and not at all easy to remember. Windows provides a **Contacts** utility in which Fax numbers, telephone numbers, and e-mail addresses can be gathered together and used by its various communication applications.

To access the **Contacts** utility, use the **Start, All Programs, Windows Contacts** menu command. In Fig. 6.18 we show part of an example. Once in **Windows Contacts**, you can manually add a person's details, Fax number and e-mail address in the Properties dialogue box.

 **Windows Contacts**



Fig. 6.18 The Windows Contacts Screen.

You can open the Properties dialogue box by clicking the **New Contact** icon in Fig. 6.18 above to display the screen shown in Fig. 6.19 below.



Fig. 6.19 The Windows Contacts Screen.



Use the Name and E-mail tab to enter the name, title, and e-mail address for the recipient. The Home tab screen is used to enter the recipient's address, telephone, Fax number, and Web site. You can also enter similar information for Work. The rest of the information pertaining to an individual can be entered later as it is needed, by editing a Contact's entry.

Selecting **New Contact Group** from the Contacts screen of Fig. 6.18, lets you create a grouping of e-mail addresses, you can then send mail to everyone in the group with one operation.

To send a new message to anyone listed in your **Contacts** list, open the **Windows Mail** application, click the **Create Mail** toolbar icon to open the New Message window, and use the **Tools, Select Recipients** command, or click on any of the **To:** or **Cc:** icons shown here on the left.



In the Select Recipients dialogue box which is shown open in

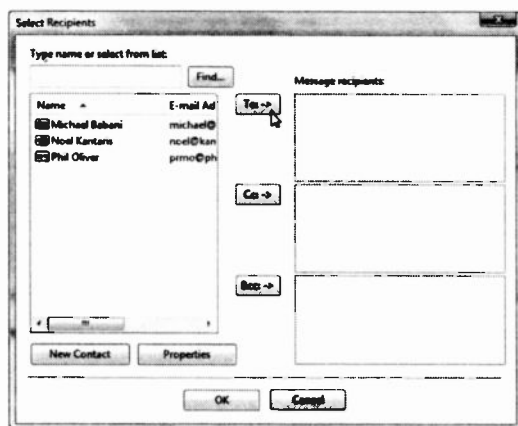


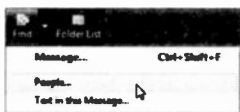
Fig. 6.20 The Select Recipients Screen.

open in Fig. 6.20, you can select a person's name and click either the **To:** button to place it in the **To:** field of your message, the **Cc:** button to place it in the **Cc:** field, or the **Bcc:** button to place it in the **Bcc:** field.

## Deleting Individual Contacts

**Windows Contacts** is highly unstable when it comes to deleting an individual from the **Contacts** list. For example, selecting a person on the **Contacts** list and pressing the **Delete** key on the keyboard stops the program. The same thing happens if you right-click a selected entry and select the **Delete** menu option.

The only way we have found to remove an individual from the **Contacts** list is to open the **Windows Mail** and click the down arrow against the **Find** toolbar icon shown here, then click the **People** entry from the drop-down menu.



Next, type the name of the person you want to remove from your **Contacts** list in the displayed Find People dialogue box and click the **Find Now** button which opens the bottom half of the screen shown in Fig. 6.21 below.



Fig. 6.21 The Find People Screen.

Clicking the **Delete** button pointed to in the screen above, removes the selected person from the list.

## Windows Mail Help

**Windows Mail** has a built-in Help system, which is accessed with the **Help**, **View Help** menu command, or the **F1** function key. Either of these opens a Help window, as shown in Fig. 6.22 below.


We strongly recommend that you work your way through most the items listed in this window. Clicking on a link opens a separate window with information on the selected topic.



Fig. 6.22 The Windows Mail Help System.

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## Using the Internet Explorer

To start the **Internet Explorer**, either click **Start, All Programs**, and select **Internet Explorer** from the cascade menu, or click its icon  on the **Quick Launch** area of the **Taskbar** to the right of the **Start** button (if you can't see these icons, right-click an empty part of the **Taskbar** and select **Toolbars, Quick Launch** from the displayed menu). Clicking either of these options opens the Internet browser. The first time you do this, and if you haven't already carried out the procedure of connecting to the Internet described in Chapter 5, you will probably be stepped through the process of establishing a connection to the Internet, as shown in Fig. 7.1.

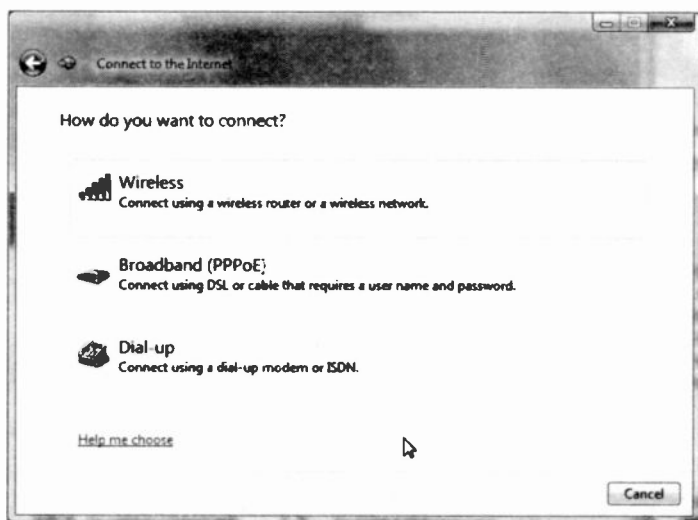


Fig. 7.1 The New Connection Screen.

This procedure can make the process of setting up your Internet connection quite painless. You can open it at any time by clicking the **Tools** toolbar icon, selecting **Internet Options** from the drop-down menu and clicking the **Setup** button on the Connections tabbed sheet. Before starting this operation be sure to find out from your Internet Service Provider (ISP), exactly what settings you will need to enter - please refer to Chapter 5 (page 90).

To get your first look at the **Internet Explorer**, start it as explained on the previous page and log on to the Internet. You may get an opening screen similar to that in Fig. 7.2, but what actually appears will depend on Microsoft, your Internet Service Provider (ISP), or your choice (see next page).

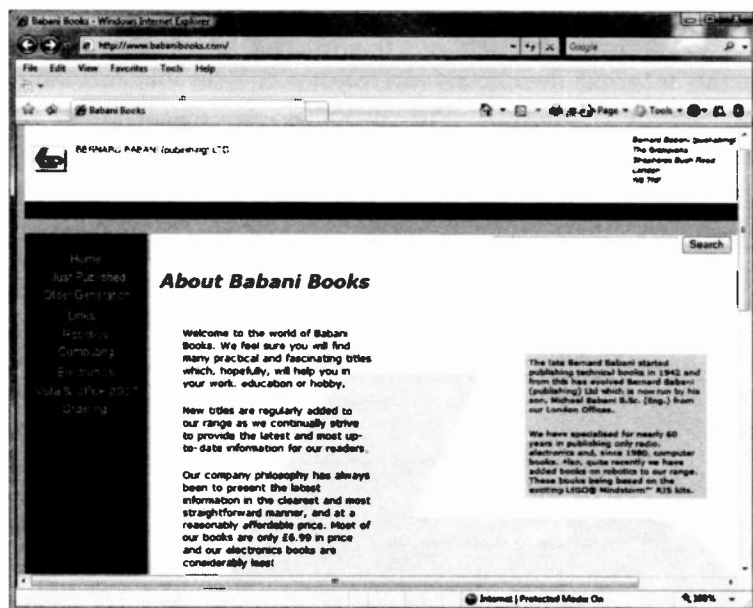


Fig. 7.2 A Typical First Opening Screen.

Note that when the **Explorer** is actually downloading data from the network, the Indicator on the active tab at the top left of the explorer screen (to the right of the two asterisks), and shown here, gives a brief indication of what is actually happening - Connecting... in this case, with a rotating multicoloured circle in front of it.

You can control what Web page is displayed when you start **Explorer** (called your home page), in the **General** settings sheet opened with the **Tools, Internet Options** menu command. Select **Use Current** to make any currently open page your home page, or **Use Blank** to show a clear window whenever you start **Explorer**. The **Use Default** option opens the Microsoft Web site [ukmsm.com](http://ukmsm.com).

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## Your PC Settings

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Before we go any further, a few words on screen display resolutions may be useful. Your computer may well have started life set to a screen resolution of 800 x 600 pixels. It then displays a screen of 800 pixels wide and 600 pixels high on the monitor. The bigger the monitor you have, the bigger the screen resolution you can use, as everything gets smaller as the resolution goes up.

For Web browsing you want as large a resolution as you can get so that you can fit more on the screen. Web pages are almost always too large to fit on one screen. We recommend using a resolution of 1280 x 800 (or higher) for 14", 15.4" and larger monitors. For a 14" monitor you might have to change the size of the font in order to read what is on the screen comfortably. We have already discussed how to change the screen settings in Chapter 4. In particular, refer to page 73 on how to change the font size of the displayed text.

## Searching the Web

There are many millions of Web pages to look at on the Web, so where do we start? You may have started already from the opening page, but there is one UK institution that we all know, and don't particularly love; 'DVLA' the Driver and Vehicle Licensing Agency. There is a lot of information on their Web site, so let's take a quick look.

Start **Explorer**, if it is not already going, log onto the Internet, then type **dvla** in the Search box and click the **Search** button, as shown here. This opens an Explorer screen which

should be similar to the one shown in Fig. 7.3. In our case, this displayed several links to pages on the DVLA site. Clicking the **Driver and Vehicle Licensing Agency** link in Fig. 7.3, opens a screen similar to the one shown in Fig. 7.4 on the next page.



Fig. 7.3 The Search Bar.

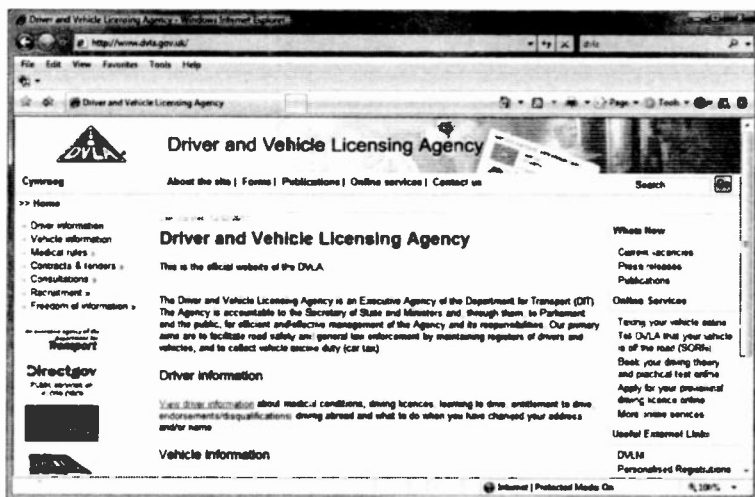



Fig. 7.4 Using the Search Bar.

From here you can choose links (shown as blue underlined text) or a menu option that might be of interest to you. Do bear in mind that this and subsequent screens of this Web site might be different by the time you access them. Moving the mouse over such links, menu options or even some graphics, changes the pointer to a hand . Clicking the modified pointer, takes you to different parts of the Web site where you can get information on various topics. That's the beauty of the Internet, once you find your way around you can get almost any up-to-date information you need without moving from your desk.

Explorer can use various search engines so your search may not use the **Live Search** facility which is, in fact, the Microsoft default service using the **msn Search** 'engine'. The **msn Search** utility is just one of many search engines available for finding your way round the Web. A very good search engine we like to use, is Google ([www.google.com](http://www.google.com)) in which you can choose to only download pages from UK sites. Hopefully the results from such search engines will be similar.



## The Address Bar

If we had known the URL (Uniform Resource Locator) address of the site we wanted, **www.dvla.gov.uk** in our case, we could have typed it straight into the **Internet Explorer Address bar**, as shown below.

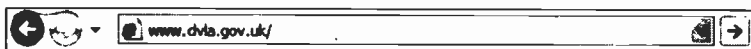


Fig. 7.5 Using the Address Bar.

This will open the Web page shown in Fig. 7.4 when the **Enter** key on the keyboard is pressed, or the **(Go)** button on the right of the address bar is clicked.

The **Address bar** is the main way of opening new Web pages that replace the displayed Web page. A pull-down menu, opened by clicking the down-arrow at the right of the address box, lets you choose from the most recent locations you have typed here, as shown in Fig. 7.6, which can save both effort and errors.



Fig. 7.6 The Pull-down Menu of the Address Bar.

Note that the **Go** button has changed to a **(Refresh)** button which when clicked, reloads the Web page shown in the **Address bar**.

The status bar, at the bottom of the screen (Fig. 7.7), shows the URL address of the link pointed to and the loading progress of the Web page in question.



Fig. 7.7 The Pull-down Menu of the Address Bar.









## The Explorer Toolbars










As we have discussed earlier in this book, Windows applications are now fully equipped with toolbar options, and **Internet Explorer** is no exception. They contain a series of buttons that you can click with your mouse pointer to quickly carry out a program function.



Fig. 7.8 The Explorer Toolbar.

Most of the buttons are pretty self-explanatory and have the following functions:

<i>Button</i>	<i>Function</i>
 <b>Back</b>	Displays the previous page viewed, or selects from the drop-down <b>History</b> list.
 <b>Forward</b>	Displays the next page on the <b>History</b> list.
 <b>Refresh</b>	Brings a fresh copy of the current Web page to the viewer.
 <b>Stop</b>	Halts any on-line transfer of page data.
 <b>Search</b>	Searches for the text typed into the <b>Search</b> box.
 <b>Favorites</b>	Opens the <b>Favorites Center</b> from which you can choose the <b>Favorites</b> , <b>Feeds</b> or <b>History</b> bars.
 <b>Add to</b>	Adds a favourite site to the <b>Favorites</b> bar.
 <b>Quick Tabs</b>	Displays all the sites currently loaded into the <b>Explorer</b> in one window.

-  **New Tab** Allows you to load another Web site into the current Explorer window. More about this shortly.
-  **Home** Displays your specified home page, with a Microsoft page as the default.
-  **Feeds** Updates Web sites content. It is usually used for news and blogs (Web logs) on Web sites. If a feed is detected the colour of the icon changes from grey to orange.
-  **Print** Prints the open Web page, or frame, using the current print settings.
-  **Page** Allows you to save a current page, send the page or a link to the page by e-mail to a recipient.
-  **Tools** Displays a drop-down menu that allows you, amongst several options, to delete the browsing **History**, manage pop-ups, set 'phishing' filters, and specify your Internet options.
-  **Help** Gives quick access to **Help** topics.
-  **Research** Allows you to carry out research into a specific subject.
-  **Messenger** Gives you access to 'Chat Rooms', or starts a Wizard for you to join the Windows .net **Messenger** service.

You can display additional toolbar icons or open a **Favorites**, **History**, or **Feeds** pane by selecting one from the **Tools**, **Toolbars** sub-menu. This places a tick '✓' character on the selected options. Selecting them again, will toggle the options off. The middle toolbar buttons only appear if you have Adobe and Norton installed.

## Favorites

Using Favorites (their spelling, not ours) which are a kind of Bookmarks, is an easy way to access the Web pages that you need to visit on a regular basis. It is much easier

to select a page URL address from a sorted list, than to look it up and manually type it into the Address field. With Internet Explorer, a 'Favorite' is simply a Windows shortcut to a Web page.

When you first use Internet Explorer there may already be some Favorites available for you to use. Later, as your list of regular sites grows, your Favorites menu structure will grow too.

With Explorer 7 there are two ways of accessing your list of Favorites: From the Favorites Center, as shown above, by clicking the Favorites toolbar button shown here, or by



Fig. 7.9 The Favorites List.

using the Tools, Toolbars sub-menu and clicking the Favorites option. The latter method opens the Favorites list into a separate pane, on the left of the Explorer window, which remains open until you close it.



## Adding a Favorite

There are several ways to add a 'Favorite' to the menu. When you are viewing a Web page that you want to visit again, the easiest method is to right-click on the page and select **Add to Favorites** from the displayed menu, as shown in Fig. 7.10 below.

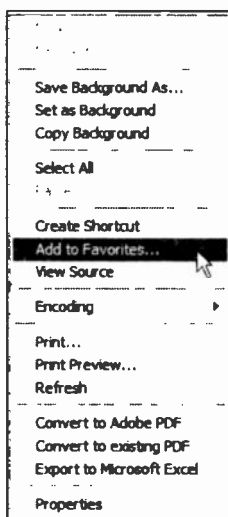


Fig. 7.10 Using the Object Menu.

Another way is to use the **Add to Favorites** \* toolbar button and select the **Add to Favorites** menu option as shown in Fig. 7.11.

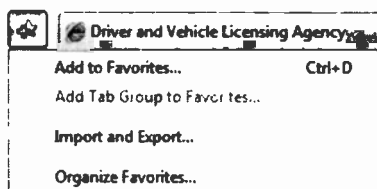


Fig. 7.11 The Add to Favorites Menu.

Both methods start the same procedure by opening the Add a Favorite dialogue box shown in Fig. 7.12. In this dialogue box you can give the URL to the desired Web site a name of your choice, then click the **Add** button to complete the procedure.

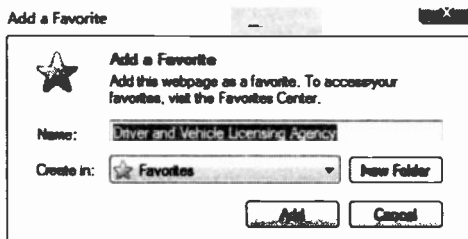


Fig. 7.12 The Add Favorites Dialogue Box.

## History Files

Internet Explorer stores all the Web pages and files you view on your hard disc, and places temporary pointers to them in a folder. To return to these in the future, click the **History** option from the **Favorites Center** sub-menu, shown here, which opens the **History** list shown in Fig. 7.13 below.

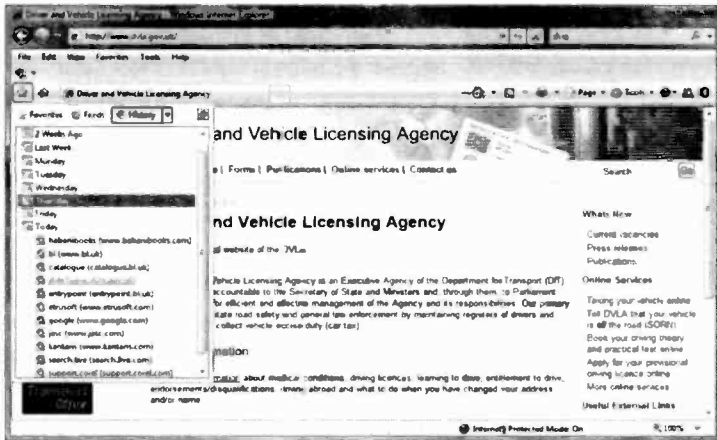



Fig. 7.13 Using the History Bar.

As with the **Favorites** list, the **History** list can also be opened in its own pane by using the **Tools, Toolbars** sub-menu and clicking the **History** option.

If you are not using a Broadband connection to the Internet, but pay for your Internet access by the minute, you can profit from browsing history files offline. To do so, first click the **Tools**  toolbar icon and select the **Menu Bar** option from the drop-down menu. This adds a **Menu bar** to the Explorer Window, as shown here, from

which you can use the **File, Work Offline** menu command.



In this way, you can scroll offline through the sites you have recently visited, without having to read Web pages when they are live. Do make sure, however, that such pages have completely downloaded, so that you can work through them at your leisure.

Clicking on a site on the **History** list will open a sub-list of all the pages you accessed there, and selecting one of these will open it so you can read it whether on line or offline. You can do the same thing by right-clicking on any list item which gives you the options to **Expand** or **Collapse** the list, or to **Delete** it, as shown here. This last option



allows you to edit out any pages you don't want to keep in the list.

The length of time history items are kept on your hard disc can be controlled by clicking the **Tools** toolbar icon and selecting the **Internet Options** menu option which displays the tabbed dialogue box shown in Fig. 7.14.

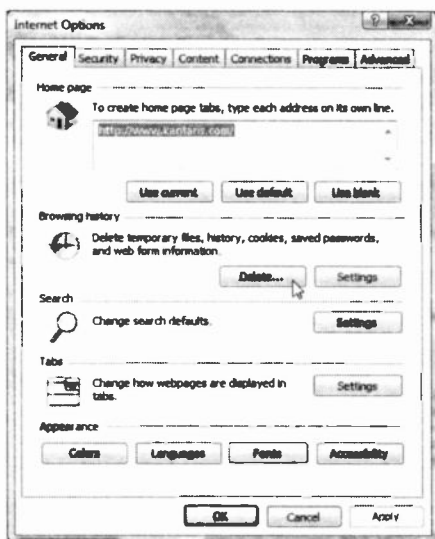


Fig. 7.14 The Internet Options.

Clicking the **Settings** button opens an additional

dialogue box in which you can select the number of days that **History** files are kept. To delete all history items click the **Delete** button in the Internet Options dialogue box which will release the hard disc space used.

## The Cache

If you have used a previous version of **Internet Explorer**, you may have noticed that a Web page, especially one with lots of graphics, loads more quickly if you had already viewed it recently. This is because all the pages and files you view are stored either in the **History** folder or in a cache folder on your hard disc, called **Temporary Internet files**. The next time you access that page, depending on your settings, **Explorer** checks to see if the page has been updated before bringing it to the screen. If any change to the page has occurred, the new version is downloaded. If not, a cached copy is quickly retrieved.

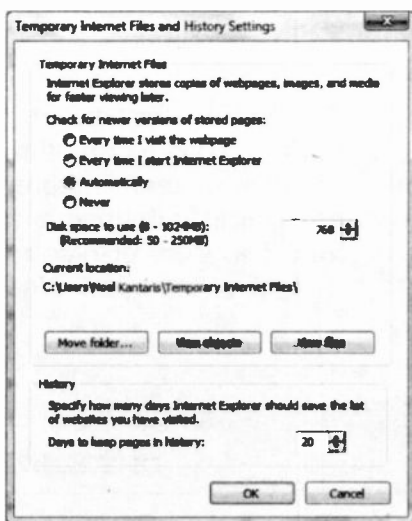


Fig. 7.15 The Internet Options.

**Internet Explorer 7** assumes that you are using a Broadband connection, therefore its default setting for **Browsing history** is to reload every Web page you visit afresh. To alter this setting, click the **Settings** button on the **Browsing history** section of the General tabbed sheet shown in Fig. 7.14 to open the dialogue box shown in Fig. 7.15.

As with the **History** files, you control the cache, from the Internet Options dialogue box. The **Browsing history** section of the General settings tabbed sheet is shown in Fig. 7.14 on the previous page. Pressing the **Delete** button will clear the cache, which will very rapidly free up space on your hard disc.



Finally, in the **Home page** section of the **Internet Options** dialogue box of Fig. 7.15, you can choose which Web site is displayed when you first start **Internet Explorer**. To change it to one of your choice, type its URL in the text box, then click the **Apply** button. In this way, when you start **Internet Explorer** (or click the **Home** toolbar button, shown here, while connected to the Internet), the Web page of your choice will be displayed. You can also have a blank page loaded on starting the **Explorer**. The choice is yours!

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## Tabbed Browsing

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Tabbed browsing is made possible for the first time with the introduction of **Internet Explorer 7**. This means that you can now open several Web sites in one Explorer window and switch between them by clicking on their tab. To create a new tab, click the **New Tab** icon, pointed to in Fig. 7.16, immediately to the right of an open Web page.

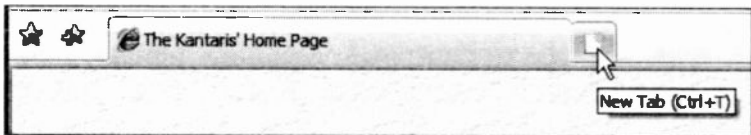


Fig. 7.16 The New Tab Icon.

What displays next is shown in Fig. 7.17 on the next page.

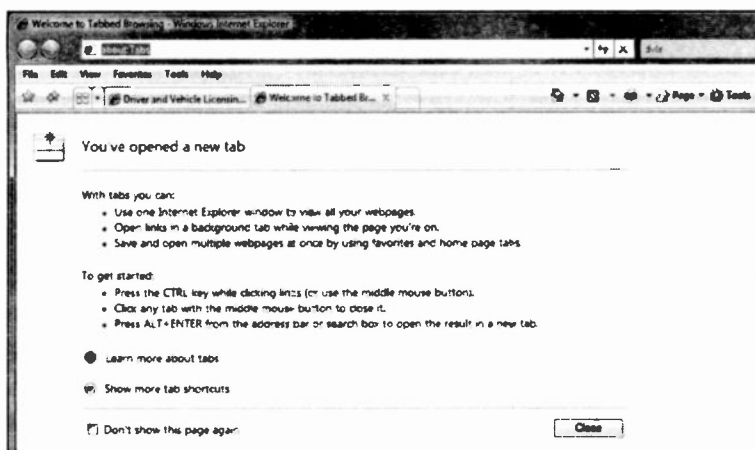


Fig. 7.17 Using the History Bar.

Note that the link '**about:Tabs**' is highlighted which means that you can simply type a new Web address, or you can click the **Favorites Center** icon and select a Web site from the **Favorites** list. Also note that whichever tab is active, an 'x' is displayed after its name, which can be clicked to close that tab.

## Using Quick Tabs

To illustrate the use of **Quick Tabs** we use the **New Tab** icon to open several Web sites, all to do with banks as shown in Fig. 7.18, because we would like to compare their interest rates.



Fig. 7.18 The New Tab Icon.

Note that when more than one tab is used a new button appears between the first tab and the **Add to Favorites** button. This is the **Quick Tabs** button which when clicked displays all the tabbed Web sites, as shown in Fig. 7.19.

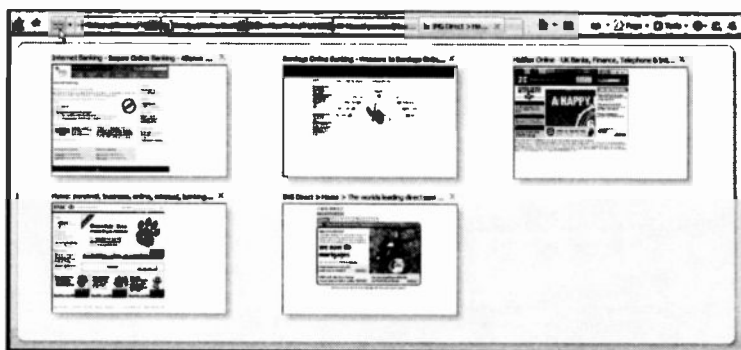



Fig. 7.19 The Quick Tabs Display.

Clicking the **Quick Tabs** button again, displays the contents of the last tab.

## Saving and Opening a Group of Tabs

To save a group of tabs, click the **Add to Favorites**  button, then select the **Add Tab Group to Favorites** from the displayed list and give the group a name, as shown in Fig. 7.20 and click the **Add** button.

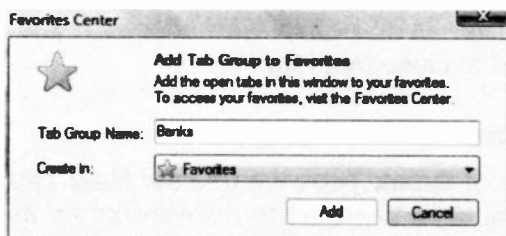



Fig. 7.20 The Favorites Centre Dialogue Box.

To open a group of tabs, click the **Favorites Center**  button, click the folder you want to open, and click the arrow to the right of the folder name to open all the tabbed sites in the group.

To close all tabs simultaneously, click the **Close**  button on the **Internet Explorer** screen.

## **msn Hotmail**

If you don't have a mail account with an Internet Service Provider you can always use **msn Hotmail** (owned by Microsoft), where your messages are stored on a server as Web pages. Using it, you can access your e-mail from any computer with an Internet connection, anywhere in the world.

You have to be live to sign up with **Hotmail**, so you may have to do it from work, or a friend's PC, or a Cyber Cafe. You can't do this any more from Windows Mail itself, so open the **Internet Explorer** and enter the following URL into the Address box:

**www.hotmail.com**

This opens the **Hotmail** home page shown in Fig. 7.21.



Fig. 7.21 The msn Hotmail Opening Web Page.

For a description of **Hotmail's** facilities you can use the **Click for quick demo** link near the bottom of the screen.

Next, click the **Get it free** link, which should open a registration options screen similar to the one in Fig. 7.22.

Sign Up - Windows Internet Explorer

https://accountservices.passport.net/reg.srf?id=28bvv=30fcl=18b

File Edit View Favorites Tools Help

Sign Up

msn

Mail

Create your e-mail address

Country/Region: United Kingdom

E-mail address: @hotmail.co.uk

Type the name that you want to appear before the @ symbol (for example, yourname).

The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (\_).

Get help with this section

Privacy for residents of the European Union

Check Availability

Create your password

Password:

The password must contain at least six characters and a case sensitive.

Password strength: Good Medium Strong

Retype password:

Create your password reset options

Done Internet | Protected Mode: On 100%

Fig. 7.22 Activating your msn Hotmail Account.

Fill in this form carefully, including the text box asking you to type in the characters shown in the picture box (a security measure), without typing any spaces and click the **I Accept** button at the bottom of the form.

In our case and after only a few minutes we were registered and presented with the **Sign In** screen in Fig. 7.23 on the next page.

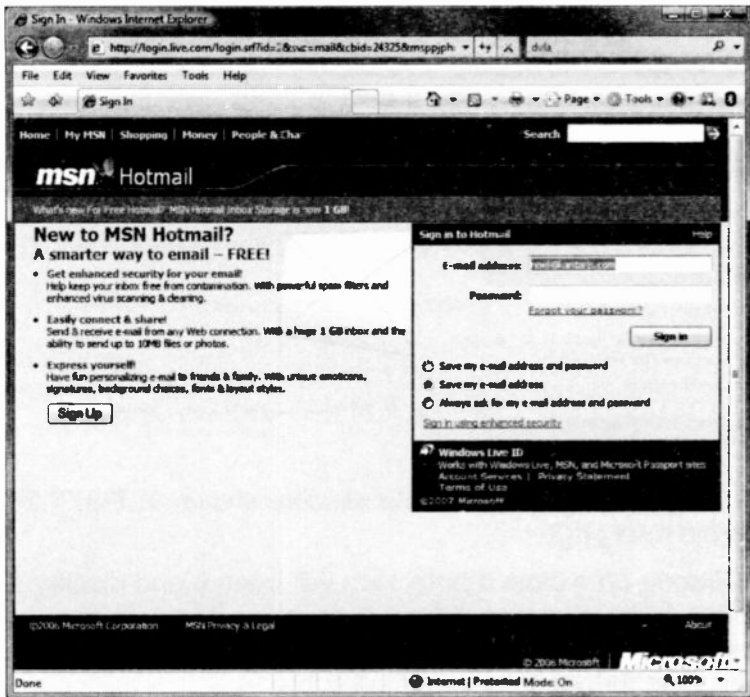


Fig. 7.23 Our Individual Hotmail Home Page.

That's as far as we will go with Hotmail. If you are interested, you can explore and learn more by using the e-mail features.

We suggest you set your **Hotmail** home page as one of your **Favorites**, or even your own home page. That way it will be very easy to access it in the future. You could also use it to carry on with your Web surfing when you have checked your messages. Good luck.



## Explorer Help

Internet Explorer 7 has a built-in **Help** system which is accessed by clicking the **Help** toolbar button shown here and selecting the **Contents and Index** option from the drop-down menu as shown in Fig. 7.24.

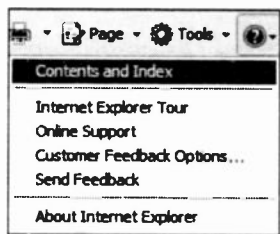


Fig. 7.24 The Help Menu Options.

This opens a Windows Help window shown in Fig. 7.25 on the next page.

Clicking on a closed book icon will open it and display a listing of its contents. Clicking on a list item will open a window with a few lines of **Help** information on the topic, including further links to related subjects.

Another way of browsing the **Help** system is to use its **Search** facility to find specific topics. You can also access product support from Microsoft by clicking the **Help** toolbar button and selecting the **Online Support** option from the drop-down menu, shown in Fig. 7.24 above, and following the available links.

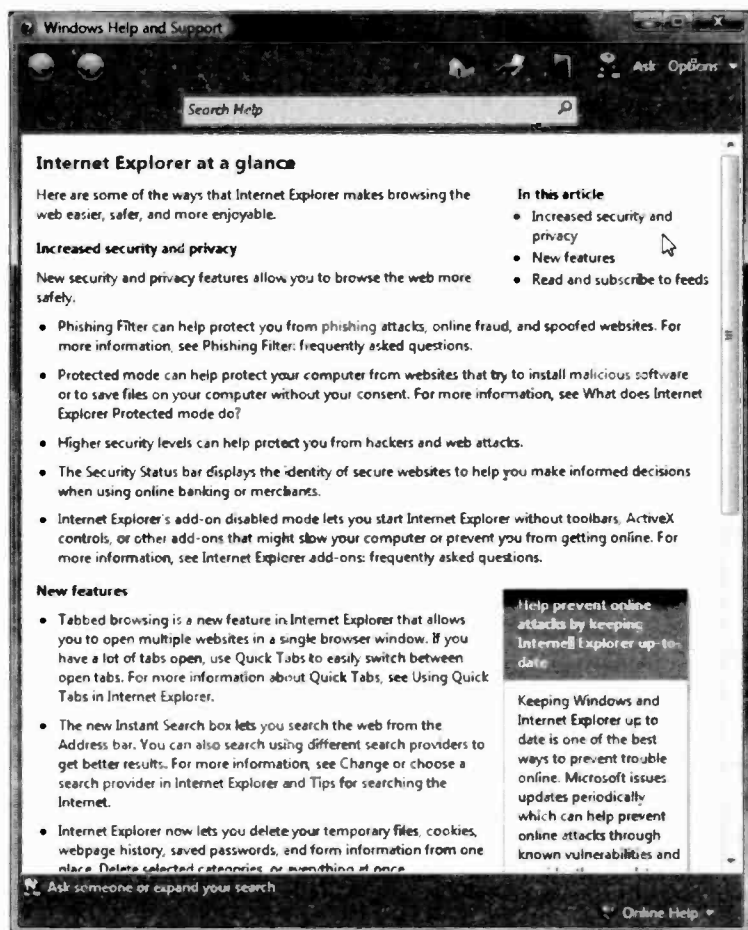


Fig. 7.25 Using Help with Internet Explorer.

We strongly recommend that you spend some time browsing through the **Help** topics listed above. You will learn a lot!





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## Working with Images

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### Using a Camera or Scanner

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If your digital camera or scanner are Plug-and-Play, Windows Vista will detect them (if connected to your PC) and will display the AutoPlay screen shown in Fig. 8.1. To start the procedure, click the **Import pictures** option.

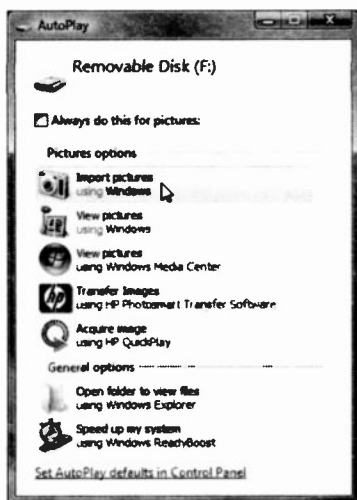


Fig. 8.1 The AutoPlay Screen.

If your camera or scanner is not Plug-and-Play, use the **Start, Control Panel** menu option and double-click the **Scanners and Cameras** icon shown here in **Classic View**.



The **Scanners and Cameras Wizard** will guide you through the process. You might be asked for the disc that came with the device so that its driver can be installed. It is possible, however, that you might need to get the latest driver that is compatible with Windows Vista, by looking at your hardware manufacturer's Web site. In our case, for example, the manufacturers of our scanner are not planning to issue a new driver for it - too old they say!

Selecting the **Import pictures** option on the AutoPlay screen, displays the Importing Pictures and Videos dialogue box in Fig. 8.2, in which you can type a tag for the folder in which the pictures will be placed. By default, the folder will be created in the **Pictures** folder with the current date (and tag) as its name.

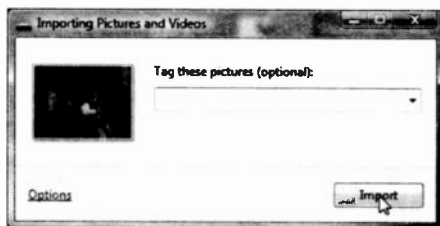


Fig. 8.2 The Importing Pictures and Videos Screen.

Clicking the **Import** button, starts the process, as shown in Fig. 8.3 below, which is very fast indeed - a few seconds from starting the job is done.

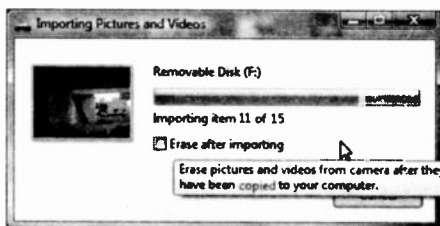


Fig. 8.3 The Importing Pictures and Videos Process.

As you can see in Fig. 8.3, you even have the option to delete the pictures from the camera after they have been copied to your computer. On completion of the import procedure, the pictures are opened in **Windows Photo Gallery**, as shown in Fig. 8.4 on the next page.

Note that some pictures were taken by turning the camera to an upright position, but can be turned back by 90° to view them the right way up, by using the rotating buttons provided at the bottom of the Windows Photo Gallery window.

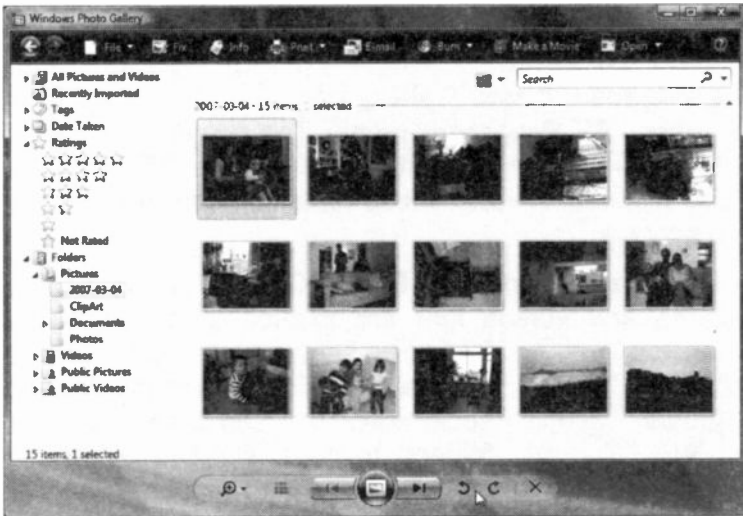


Fig. 8.4 The Windows Photo Gallery.



Fig. 8.5 Rotating a Picture.

The first thing to be done here is to rotate the pictures which lie on their side to an upright position. To do this, hover with the mouse pointer over each such picture, which enlarges it, as shown in Fig. 8.5, then left-click it to select it (you will see small dots surrounding the selected picture), and click the **Anticlockwise** button to rotate it the right way up.

If you find that you don't like some pictures, deleting them is easy; just select them, then click the **Delete** button.

# The Windows Photo Gallery

The **Windows Photo Gallery** can also be opened from the **Start, All Programs** menu. The program makes it easy to view, organise, edit, e-mail, burn to CD, and print digital pictures, whether these have come from a camera or a scanner.

By default, **Windows Photo Gallery** shows all the pictures and videos that are located in the **Pictures** folder, as shown here, with a choice to see the **Pictures** or the **Videos** separately. You can also add other folders to this scheme which is useful as you might have photos and videos in folders other than the **Pictures** folder.

Pictures and videos are categorised under the dates taken, as shown in Fig. 8.6, and can also be found with the search facility by typing appropriate criteria, such as filename, tag, and date taken, in the Search box.

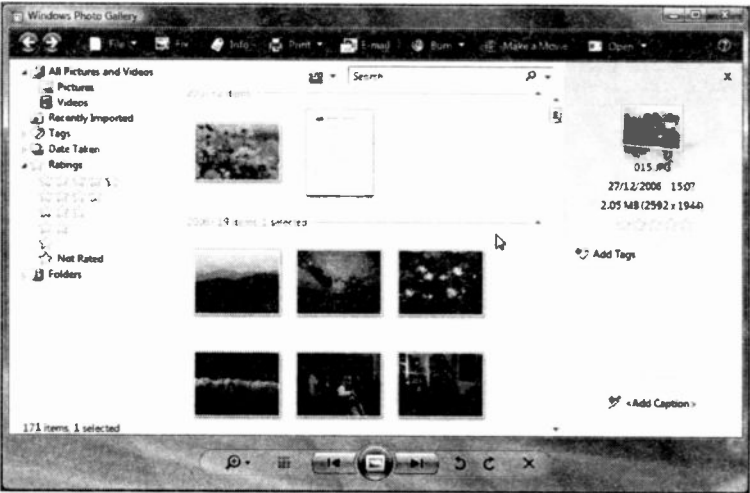


Fig. 8.6 Pictures Categorised by Date Taken.

## Previewing an Image

If you double-click an image or select **Preview Picture** from its right-click menu, then that image is displayed enlarged in the **Windows Photo Gallery**, as shown in Fig. 8.7 below.



Fig. 8.7 The Windows Photo Gallery Preview.

Note the buttons at the bottom of the screen. You can use these to navigate through your pictures folder, select the viewing size, view the pictures in your folder as a slide show, zoom in or out, rotate the image, and generally carry out certain housekeeping functions. You can, for example, use the toolbar icons to **Fix**, **Print**, **E-mail**, **Burn to CD/DVD**, or **Make a Movie** which opens the **Microsoft Movie Maker**.

The **Windows Photo Gallery** can of course be used with other image documents including Fax documents or scanned pictures, as indicated in the information given on the above picture - it is the **Welcome Scan** picture provided by Microsoft and comes with Vista.

## The Slide Show View

To see your photos in another interesting display, click the centre button of the navigation bar at the bottom of the **Photo Gallery** screen shown here.



You can use the **Slide Show** facility with any folder that contains pictures. Just double-click on one of the pictures in the folder, then click the **Slide Show** button on the displayed **Photo Gallery** - it will just go on showing the pictures within the selected folder in full screen, as shown in Fig. 8.8 below.

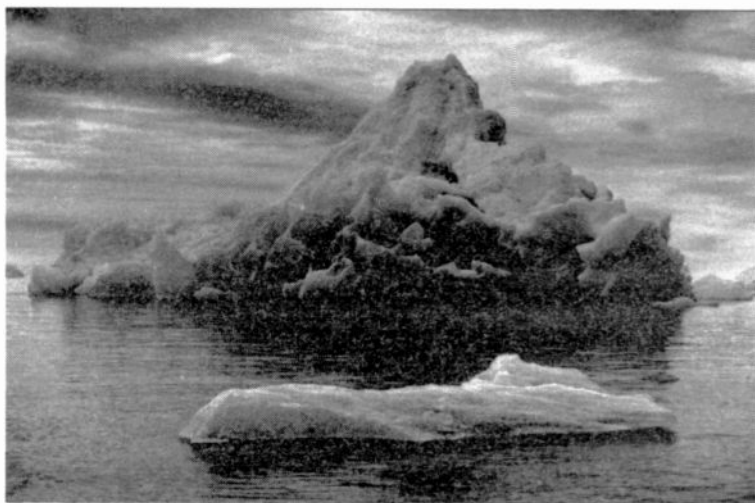


Fig. 8.8 Photos Displayed in Slide Show View.

When you have enough, you can switch off the **Slide Show** by pressing the **Esc** key on the keyboard.

If you move the mouse pointer onto the area of a slide show, the **Slide Show Controls** are displayed, as shown in Fig. 8.9 on the next page.

These **Slide Show Controls** have the indicated functions.

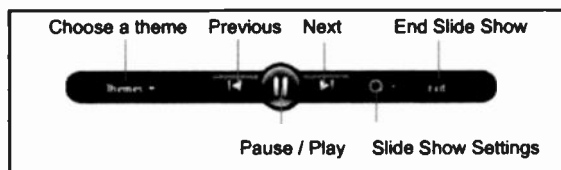


Fig. 8.9 The Slide Show Controls.

## Exercises

In the following exercises use the contents of **Sample Pictures** folder found in the **Pictures** folder to:

**8.1** Display the images as a slide show by doing the following:

- Double-click one of the pictures in the folder to open it in **Windows Photo Gallery** similar to the one shown in Fig. 8.7.
- Click the **Play Slide Show** button at the bottom of the screen.
- Change the **Slide Show Settings** to **Fast**.
- When the displayed picture is that of the Green Sea Turtle, press the **Esc** keyboard key.


**8.2** Rotate an image by doing the following:

- In the **Windows Photo Gallery** use the image of the Green Sea Turtle to first rotate it by  $180^\circ$  so that the Turtle appears to be swimming upside-down.
- Restore the image to its rightful orientation by reversing the rotation.



## The Windows Movie Maker

With **Windows Movie Maker** you can edit and rearrange your home-made video cam movies, make a shorter version of them, add a still picture and voice over, and either post them to your Web site for all to see, or send them as an attachment to an e-mail to your friends.

The **Movie Maker** can be found in the **All Programs**  **Windows Movie Maker** listing. Left-clicking its icon, shown here, starts the program and displays a screen similar to the one in Fig. 8.10.

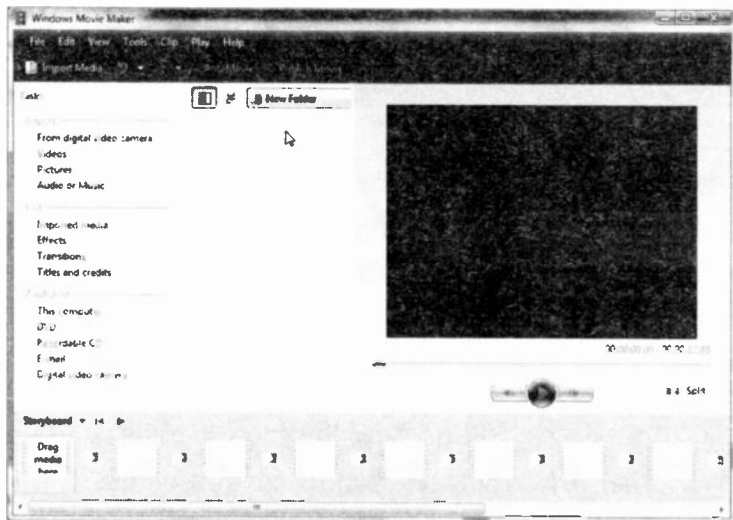


Fig. 8.10 The Windows Movie Maker Screen.

The displayed screen is divided into four panes, with the left pane showing the available **Tasks**. To the right of this pane, the folder holding your video collection will be displayed when you select it from the **Videos** folder. Windows automatically created this folder during installation and named it **Videos**, and placed within it any video films that it found on your computer, as shown in Fig. 8.11 on the next page.

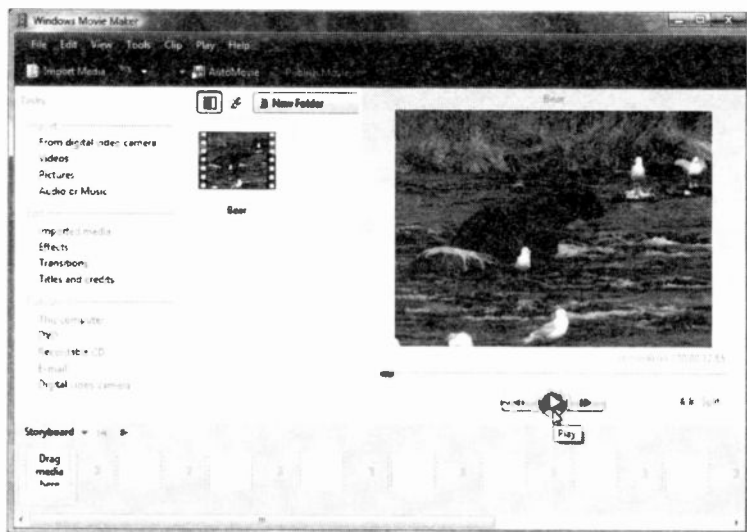


Fig. 8.11 The Windows Movie Maker Video Folder.

The three video clips shown here came as video samples with Windows Vista. Note that apart from the **Videos** folder, you also have other folders, such as the **Pictures** and **Audio or Music** folders, the contents of which can be used for perhaps assembling a slide show with added music, fading effects, etc., which we will examine shortly.

We will start, however, with the rather short **Bear** video which we will break up into frames, and edit it by removing unwanted parts of it that might be spoiling it. To start, select the **Bear** clip in Fig. 8.11 and click the **Import** button to insert it in the **Movie Maker** screen, as shown in Fig. 8.12 on the next page.

At the top of the Movie Maker screen there is the usual selection of menu options and toolbar icons, while at the bottom of the screen is the **Workspace** area. It is here that you assemble your movie, which can be viewed either as a 'timeline' (focuses on timing) or 'storyboard' (focuses on sequencing) view.



**Fig. 8.12 The Windows Movie Maker Screen.**

In the timeline view, you can synchronise video clips with audio clips or create fading transitions between clips with the help of a number of tools that appear at the far left of the **Workspace** area.

Start this video by clicking the **Play** button below the **Preview** pane. If you continue watching it you will come across several frames in which an alarmed seagull takes off and its wing obscures the face of the bear. We are only using this as an example of how to remove such offending frames from a video. After all, it could be a waving hand that momentarily obscured a bride's face in a wedding video and spoiled the whole precious moment!

In Fig. 8.13, shown on the next page, we first switched to the **Timeline** view, then dragged the imported video onto it. Next, we played the video, but stopped it at the first offending place. We then used the **Previous Frame** and **Next Frame** controls under the **Preview** pane to move the video a fraction of a second before the offending instance, then clicked the **Split** button.

We continued in this way from frame to frame splitting the video just before and just after the seagull's left wing obscured the face of the bear. Finally, we removed all the offending frames by right-clicking them and selecting **Remove** from the drop-down menu.

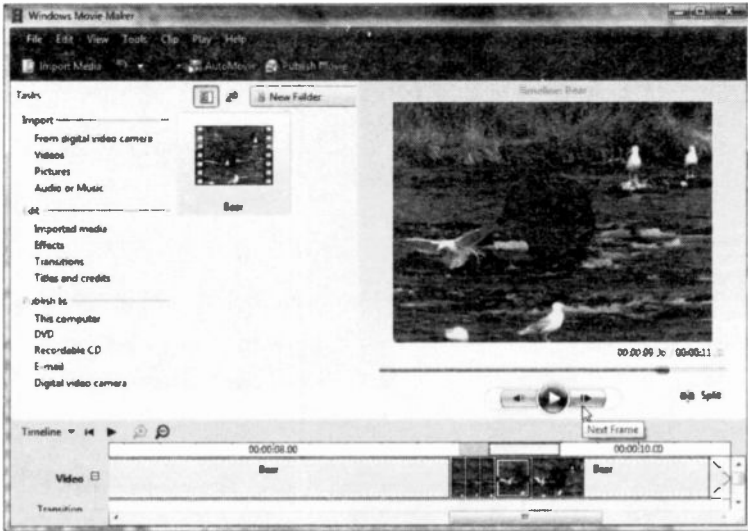


Fig. 8.13 Stopping a Video on an Unwanted Frame.

To combine clips, on the timeline select the remaining ones, and use the **Clip, Combine** menu option.

To save your creation, use the **File, Save Project As** menu command and give the project a name. We called it **Bear2**.

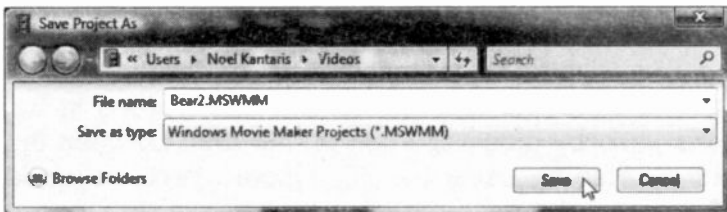


Fig. 8.14 Saving a Video Project.

## Creating a Slide Show

You can use **Movie Maker** to create a slide show. As an example we will use some of the pictures in the **Sample Pictures** folder that came with Windows Vista. Below, we have selected five pictures with a common theme - water.

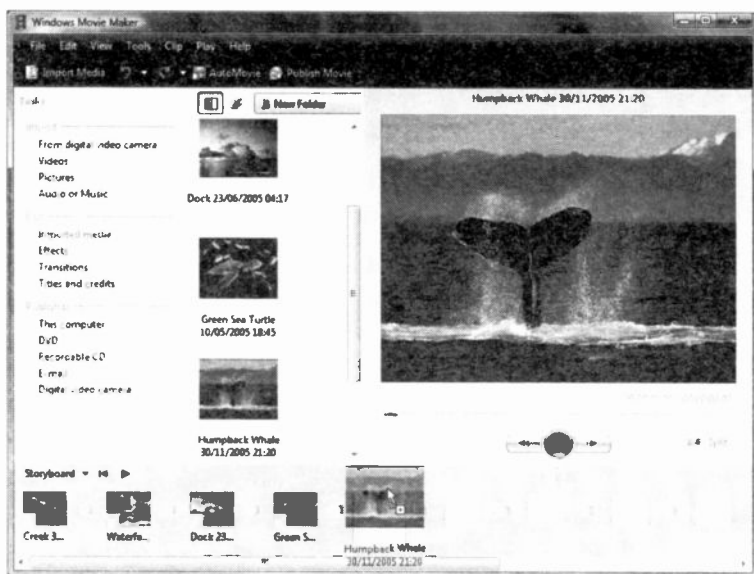


Fig. 8.15 Producing a Slide Show with Movie Maker.

To rearrange the sequence of your creation, drag the pictures in the sequence you want them to appear in your slide show onto the **Workspace** area.

You can import an audio file that plays while the slide show is actually displaying, and also include 'transitions' between pictures so that you do not have abrupt changes from one picture to the other. To do this, switch to **Timeline** view and use the various **Edit** options in the **Tasks** pane by dragging them on the area between the pictures. Also try using the **3D Ripple** effect - it would simulate a swimming turtle! We leave it to you to experiment - you will enjoy the result!

## Sending a Movie as an E-mail Attachment

Some digital cameras have the facility of recording short video clips of 15-30 seconds duration in audio video interleaved (.avi) format - it interleaves waveform audio and digital video. These are fun to watch on your computer, but rather large (2.5-4.5 MB) in size to send as an attachment to friends or relatives. Such files cannot be shrunk in the way scanned or digital camera pictures can, but there is a way of dealing with the problem.

To shrink such an audio video file, start **Windows Movie Maker** and import the **Bear** video. The program is loaded and displays on your screen. Next, drag it to the **Workspace** area, as shown in Fig. 8.16.



Fig. 8.16 The Movie Maker Screen.

To see the size of the imported video (it is 3.86 MB) right-click its entry in the **Contents** pane to display Fig. 8.17 shown on the next page.



Fig. 8.17 The Properties Screen of the Import Video.

Finally, use the **File, Save Project As** menu command to display the Save Project As dialogue box and give your creation a name - we called it **Bear Movie**.

Next, navigate to where you saved your project (in our case this was in the **Videos** folder), and place the mouse pointer on the file to see its size on the displayed pop-up, as shown in Fig. 8.18 on the next page.

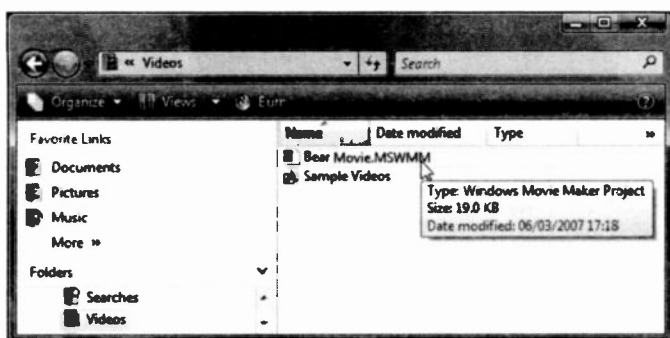


Fig. 8.18 The Smaller Size Bear Movie.

Note the difference in size; the original was 3.86 MB, while this one is only 19 KB! You can now send this file as a normal attachment to an e-mail, without making enemies of your friends! It is important that you save this file as we have indicated on the previous page, and not publishing it by using **Movie Maker's** other menu commands, as these will use the original file size and unless your friend is on Broadband you'll get into trouble!





## Accessibility and Mobility

In this chapter we will examine how you can adjust your PC's settings for vision, hearing and mobility. We begin by using the **Start, Control Panel** menu command which displays the screen in Fig. 9.1 below.

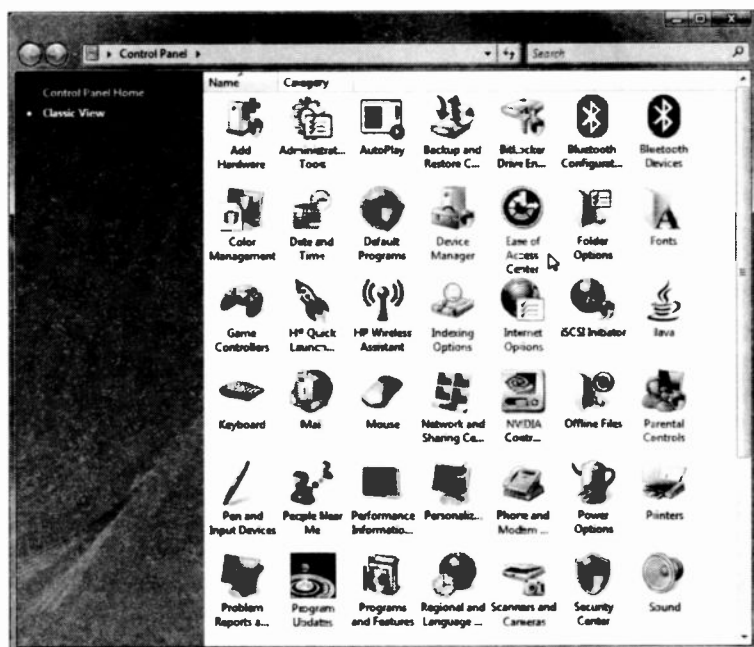


Fig. 9.1 The Control Panel Screen in Classic View.

Above we show the **Control Panel** screen in **Classic View**, which was achieved by clicking the **Classic View** option at the top-left panel of the **Category View** screen.



In either **Control Panel** view, to start the **Easy Access Center**, click the icon shown here. In **Classic View**, this displays the screen below.

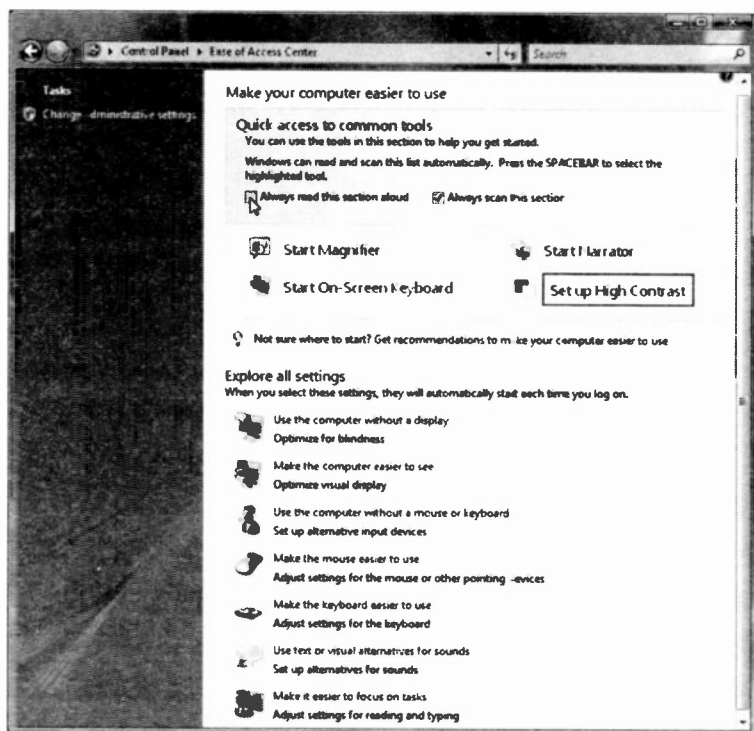


Fig. 9.2 The Easy Access Center Options Screen.

Windows Vista gives you the opportunity to make your PC more accessible to individuals who have difficulty typing or using a mouse, have slightly impaired vision, or are hard of hearing.

If the Narrator annoys you, click the box pointed to in Fig. 9.2 to remove the tick mark from it. While you are doing this, you might as well remove the tick mark from the adjacent box, 'Always scan this section', to stop the mouse focus from rotating between the four Start entries.

## The Microsoft Magnifier

To start the Microsoft Magnifier, click the **Start Magnifier** words (not its icon) situated near the middle part of the screen, shown in Fig. 9.2.

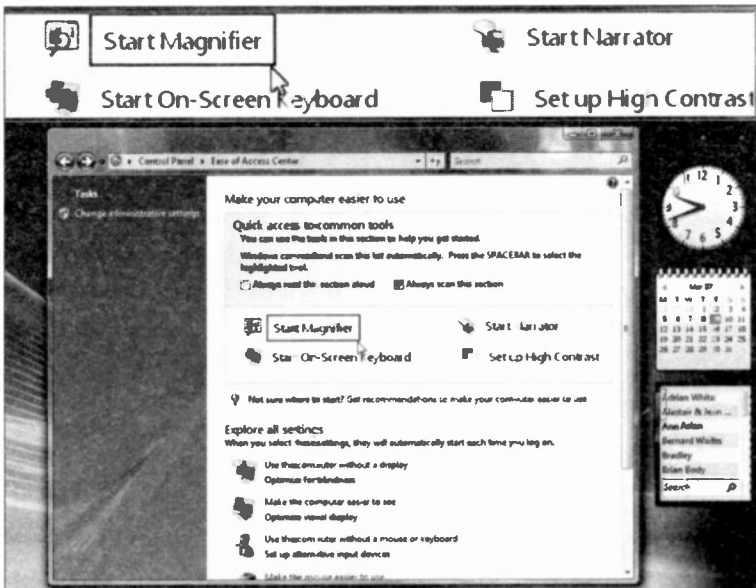
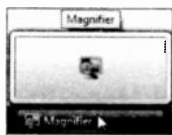


Fig. 9.3 The Magnifier Screen.

The displayed Magnifier screen is shown in Fig. 9.3 above. Note that wherever we place the mouse pointer on the actual (lower) screen, that part of the screen is magnified in a window at the top of the screen. The magnifying window can be made bigger by clicking on it, then moving the pointer to the lower edge of the window until the mouse pointer changes to a double-headed arrow and drag the edge down to make the window bigger. In some computers the shape of this arrow might be different - in ours it displays as a four-headed arrow!



Clicking the **Magnifier** icon on the **Taskbar**, shown here, opens the Magnifier dialogue box shown in Fig. 9.4.

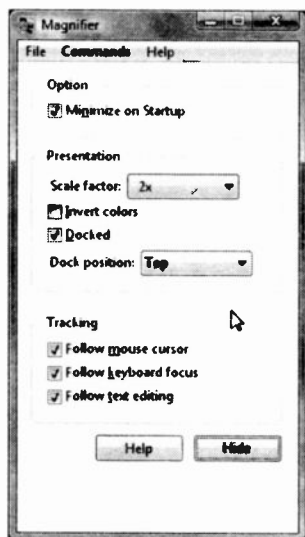



Fig. 9.4 The Magnifier Dialogue Box.

From here you can set the **Scale factor** from 1 (low) to 16 (high), select other **Presentation** options, such as the docking position of the Magnifier window, and set **Tracking** options.

Selecting **Minimize** on **Startup** under **Option**, minimises the Magnifier on the **Taskbar** next time you start the application. To now exit **Magnifier**, click its entry on the **Taskbar**, remove the minimise tick from the option, and click the **Close**  button. The **Magnifier** facility is removed from your screen.

## The On-Screen Keyboard

To activate the **On-Screen Keyboard**, click the **Start On-Screen Keyboard** words (not its icon) situated just below the **Start Magnifier** entry near the middle part of the screen shown in Fig. 9.2.

This displays the screen shown in Fig. 9.5 on the next page. The virtual keyboard allows users with mobility impairments to type data using a pointing device or joystick. The result is exactly as if you were using the actual keyboard.

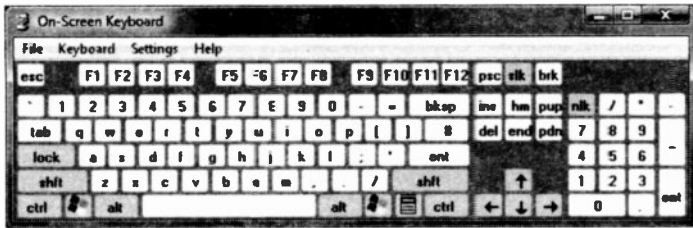


Fig. 9.5 The On-Screen Virtual Keyboard.

The **On-Screen Keyboard** has three typing modes you can use to type data. These are:

- Clicking mode - you click the on-screen keys to type text.
- Hovering mode - you use a mouse or joystick to point to a key for a predefined period of time, and the selected character is typed automatically.
- Scanning mode - the **On-Screen Keyboard** continually scans the keyboard and highlights areas where you can type keyboard characters by pressing a hot key or using a switch-input device.

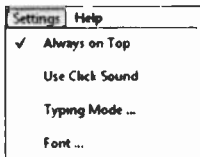


Fig. 9.6 The On-Screen Keyboard Settings Menu.

The three typing modes are selected by choosing the **Settings Typing Mode** menu command, as shown in Fig. 9.6. This opens the Typing Mode dialogue box shown in Fig. 9.7 in which you click the option you prefer and, if appropriate, the time interval before the command is actioned.

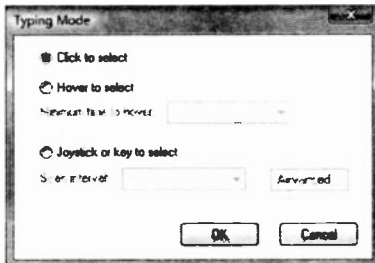


Fig. 9.7 The Typing Mode of the On-Screen Keyboard.

Also, note that you can select from the **Settings** menu to have the virtual keyboard appear **Always on Top** of all other windows displayed on your screen, and also select to **Use Click Sound** which is particularly useful if you are using the **Hover to select** option of **Typing Mode**.

There are several types of **On-Screen Keyboards** which are chosen from the **Keyboard** menu (Fig. 9.8). These are:

- The **Enhanced Keyboard** that includes the numeric keypad.
- The **Standard Keyboard** that does not include the numeric keypad.

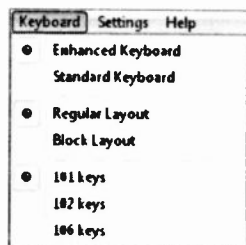


Fig. 9.8 The Keyboard Menu of the On-Screen Keyboard.

You can also display the keyboard with the keys in the **Regular Layout**, or in a **Block Layout** (arranged in rectangular blocks). **Block Layout** is especially useful in scanning mode. Finally, you can select to display the US standard keyboard (**101 keys**), the universal keyboard (**102 keys**), or a keyboard with additional Japanese language characters (**106 keys**).

## The Keyboard Options

Clicking the **Make the keyboard easier to use** link in Fig. 9.2, displays the screen shown in Fig. 9.9 on the next page. From here you can tick the **Turn on Sticky Keys** option, then click the **Set Up Sticky Keys** link to display an additional dialogue box (Fig. 9.10) which allows the user to press a modifier key, such as the **Shift** key 5 times, to activate the **Sticky Keys** option. This allows a user to press the keys **Ctrl**, **Alt**, and **Shift**, one at a time. This is useful to people who have difficulty pressing two or more keys at a time.

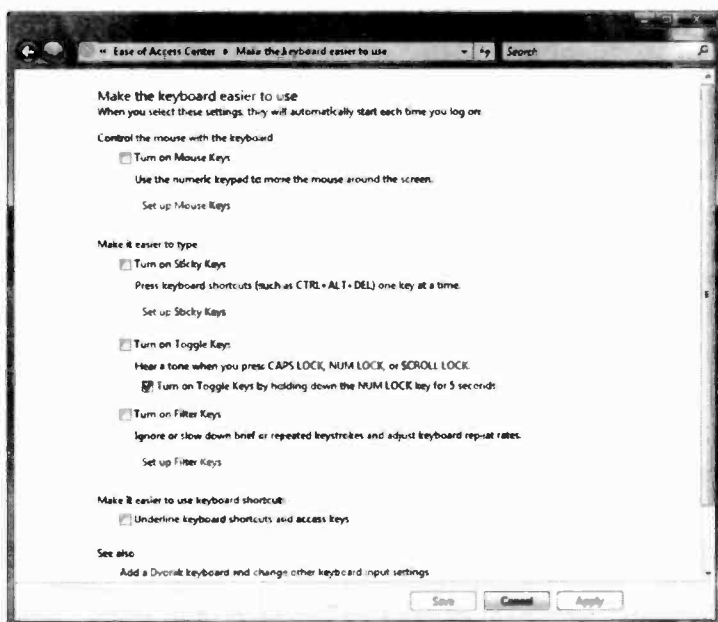


Fig. 9.9 Turning on Sticky Keys.

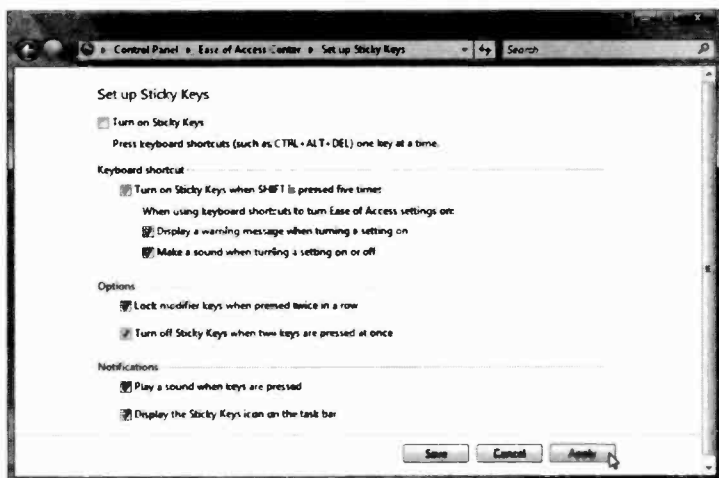


Fig. 9.10 Setting Up Sticky Keys.



Activating the **Turn on Filter Keys** option (Fig. 9.9), instructs the keyboard to ignore brief or repeated keystrokes. The keyboard repeat rate can also be adjusted.

Activating the **Turn on Toggle Keys** option (Fig. 9.9), instructs your PC to play a high-pitched sound when the **Caps Lock**, **Scroll Lock**, or **Num Lock** keys are on and low-pitched sound when they are off.

The **Settings** buttons against each of the above options allow for fine tuning of these preferences.

## Alternatives for Sounds

Clicking the **Text or Visual Alternatives for Sounds** link in Fig. 9.2 displays the screen in Fig. 9.11 below, in which you can instruct your PC to flash part of its screen every time the system's built-in speaker plays a sound. In addition, you can choose which part of the screen you want to flash.

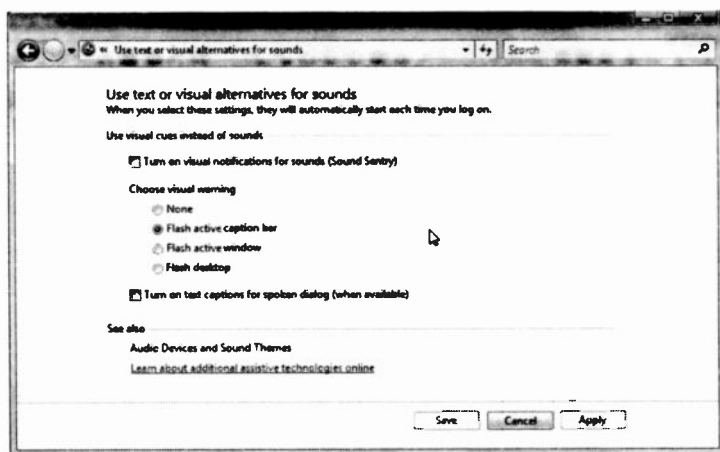


Fig. 9.11 Alternatives for Sounds Screen.

## The Display Options

Activating the **Set up High Contrast** option, see Fig. 9.2, displays the screen shown in Fig. 9.12 below. On this screen you can instruct programs to change their colour-specific schemes to **High Contrast** scheme specified by you. Fonts are also changed whenever possible to improve legibility.

You can also change the rate at which the insertion point blinks and its width by dragging the two sliders appropriately.

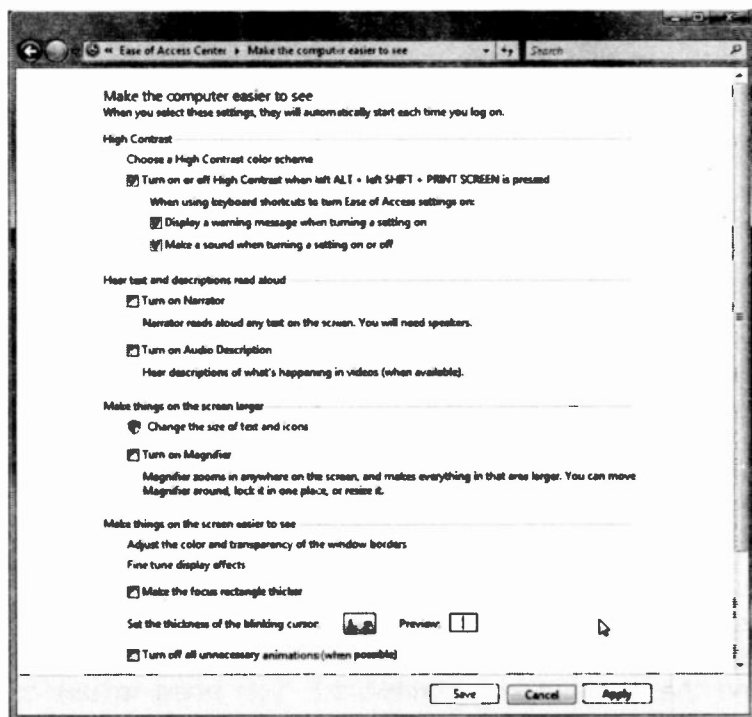


Fig. 9.12 The Display Options Screen.

## The Mouse Options

Activating the **Make the mouse easier to use** link in Fig. 9.2, displays the screen in Fig. 9.13 below.

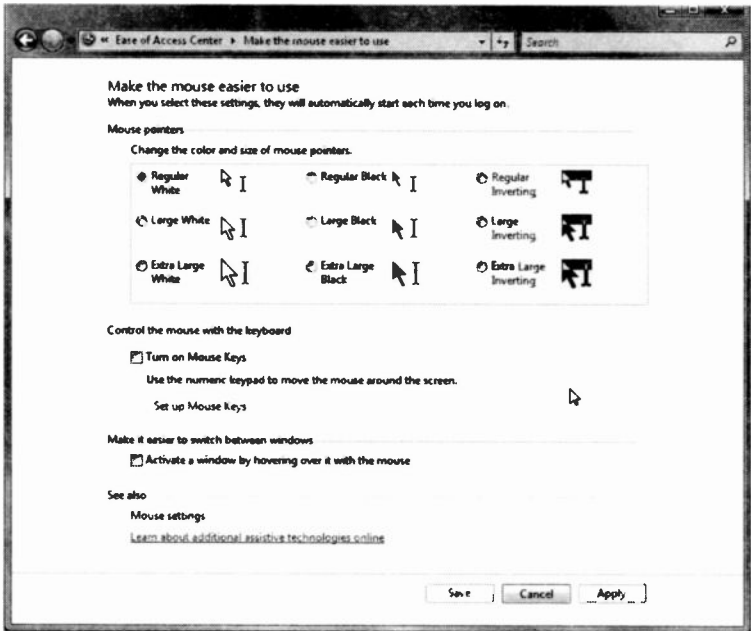


Fig. 9.13 The Mouse Options Screen.

On this screen you can change the colour and size of the mouse pointer, and control the mouse pointer's movements with the keys on the numeric keypad.

Clicking the **Set up Mouse Keys** link, displays an additional screen in which you can control, amongst other things, the speed at which the mouse pointer is moving, and the shortcut key combination you need to use to activate and deactivate the numeric keypad.

## Power Plans and Mobility

The Windows **Power Plans** cater for three main power designs that can help you save energy, maximise system performance, or achieve a balance between the two. Not only can you change the default power plans supplied with Vista, but you can also build your own to suit your specific needs.

The default power plans should meet most user's needs, but if you need to build your own, then you can use one of the default power plans as a starting point.

To see the default power plans, use the **Start, Control Panel** command, and in the displayed **Classic View** screen (see Fig. 9.2), double-click the **Power Plan** icon shown here. This opens the screen shown in Fig. 9.14.

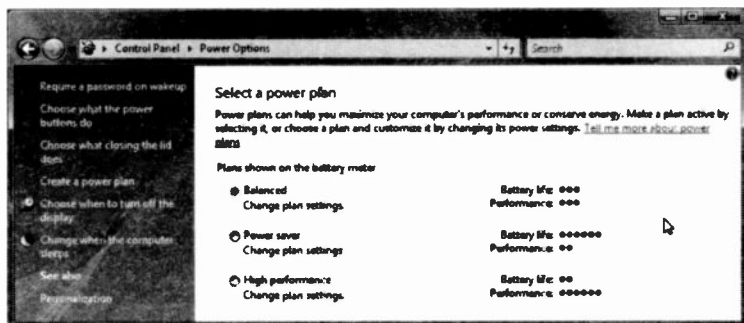


Fig. 9.14 The Power Options Screen.

The three default **Power Plans** provided by Windows are as follows:

**Balanced:** Giving good performance when it is needed, but saving power during periods of inactivity.

**Power saver:** Giving reduced performance, but decreasing dramatically power consumption. This plan is helpful to mobile users.

**High performance:** Giving maximum performance, but using far more power, making it rather unhelpful to mobile users.

All of these plans can be adapted by clicking on the appropriate **Change plan settings** link.

You can also change between the default plans because there is easy access to them directly from the Vista **System tray**, as shown here. You will have to click the **System tray** icon, pointed to on the screen of Fig. 9.15, to see what is displayed here. Hovering over the icon with the mouse pointer only tells you of the current power plan selection.

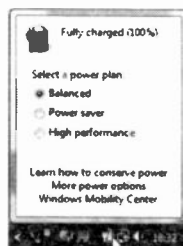


Fig. 9.15 The Power Plan Screen.

## The Mobility Center

To display the **Mobility Center**, either click the last link in Fig. 9.15 above, or double-click the **Control Panel** icon shown here. Either of these actions displays a screen similar to the one shown in Fig. 9.16 below.

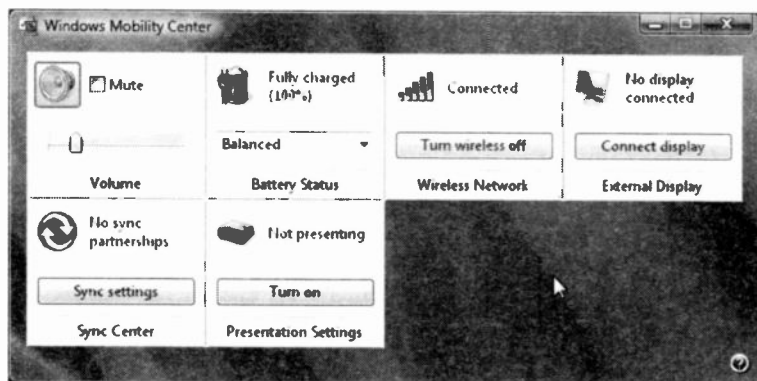


Fig. 9.16 The Mobility Center Screen of our Notebook.

The **Mobility Center** is a new application designed entirely for mobile PC users. It gives you instant access to all the **Wireless**, **Power**, **Synchronisation** and **Volume** settings, allowing you to change these at will and on the fly.

What you might notice in Fig. 9.16, is that two tiles (application elements) are missing from the **Mobility Center**. One is the **Display Brightness**, the other the **Screen Orientation**.

The **Screen Orientation** is relevant to Tablet PC users only, while the **Display Brightness** can be of relevance to Notebook users operating under certain conditions. For example, they might like to decrease display brightness so as to increase battery power.

If any of the tiles are missing from your **Mobility Center**, Microsoft suggests that it might be because of missing hardware or their drivers and suggest to contact the manufacturer of your mobile PC. This might be easier said than done. From our experience, all we can say regarding the availability of Windows Vista compatible hardware drivers is, 'be patient'. It might happen one day!



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## Looking After your PC

Windows Vista comes equipped with a full range of utilities so that you can easily maintain your PC's health. You can access all these tools by using the **Start, All Programs, Accessories**, and selecting **System Tools**. This opens the menu options shown in Fig. 10.1 below.

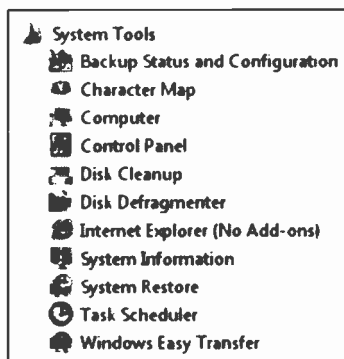


Fig. 10.1 The System Tools Menu.

Of all the available tools, the **System Information** is the easiest to examine - it displays a number of options such as Operating System, System Summary, Hardware Resources, etc. However, as each one of these is bound to be different for different PCs, we leave it to you to examine the information for your system.

---

## Problem Prevention

Windows Vista provides a threefold protection against System corruption. These are:

- System File Protection
- Automatic Update
- System Restore

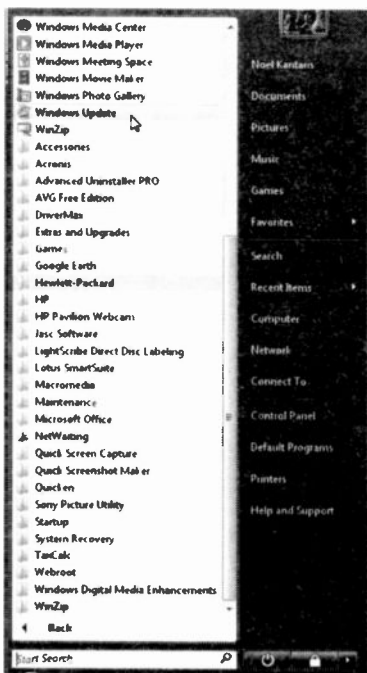


These will be discussed shortly, so now all you have to look after is your data which can easily be copied to a CD as discussed earlier in the book. After all, hard discs can 'crash' and your PC could be stolen, or lost in a fire, or flood. Any of these events would cause a serious data loss, unless you had a copy of it all, and stored it safely.

## System File Protection

Windows applications sometimes can, and do, overwrite important **System** files which, in the past, could render your system unusable. Windows Vista protects such **System** files by automatically restoring them to their original version, if any changes have been attempted by an application program.

## Automatic Update



Windows Vista can update automatically any **System** files, if these become available, from Microsoft's Web site. All you have to do is click **Start, All Programs**, and select the **Windows Update** menu option, as shown here in Fig. 10.2.

After connecting to the Internet, your browser will be connected to Microsoft's Web site, as shown in Fig. 10.3 on the next page.

Fig. 10.2 The Windows Update Menu Option.

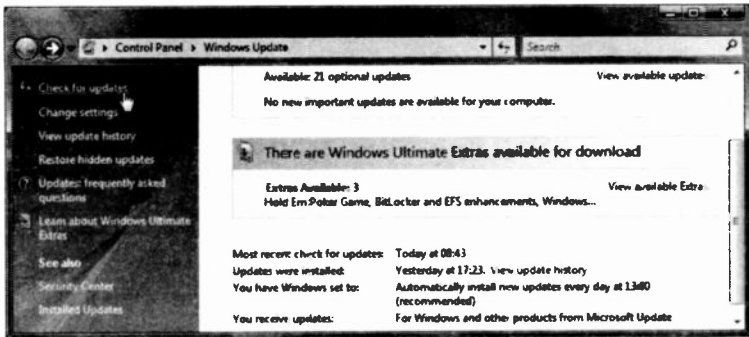


Fig. 10.3 Checking for Updates.

Next, click the **Check for updates** link on the left panel to get a list of updates for your system. The **Update** program returns information of all the available updates which you can see by clicking the **View available updates** link at the top right corner of the screen. There is no point downloading updates that have no relevance to you. For example, almost all of the **Optional updates** returned here are to do with foreign languages.

Finally, click the **Change settings** link (second on the list of links on the left panel) and change the setting to **Download updates but let me choose whether to install them** link. You really need to know what is being installed on your hard disc!

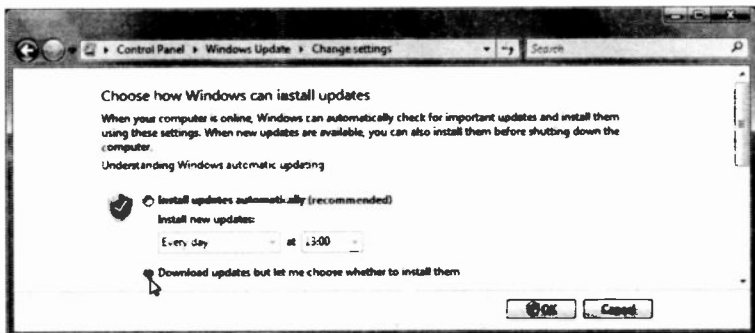


Fig. 10.4 Changing Settings to Microsoft's Update Program.

## System Restore

If things go really wrong, **System Restore** can be used to return your PC to the last date it was working perfectly. Every time you start to install a new program, Windows Vista takes a snapshot of your system prior to starting the new installation. Alternatively, you can force Windows to take a snapshot at any time you choose.

To examine the utility, use the **Start, All Programs, Accessories, System Tools** and click on its entry, shown here, which displays the screen in Fig. 10.5.

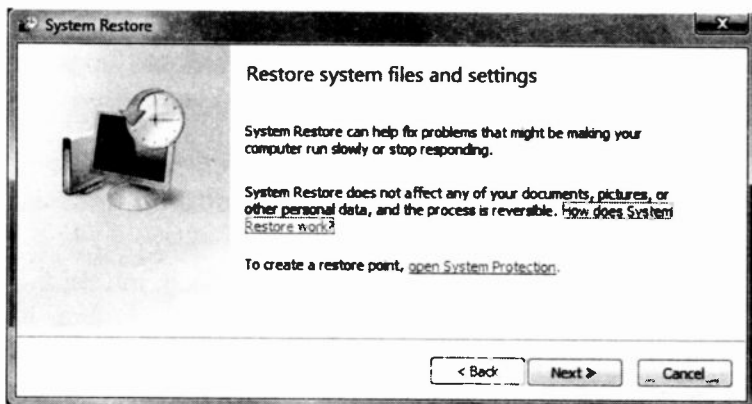


Fig. 10.5 The Welcome to System Restore Screen.

As you can see, from this screen you can select to **Restore** your computer to an earlier time by clicking **Next**, or create a Restore point by clicking the **open System Protection** link.

To demonstrate further what happens, we chose to restore our computer to an earlier time by clicking the **Next** button. This displays a further screen, as shown in Fig. 10.6 on the next page.

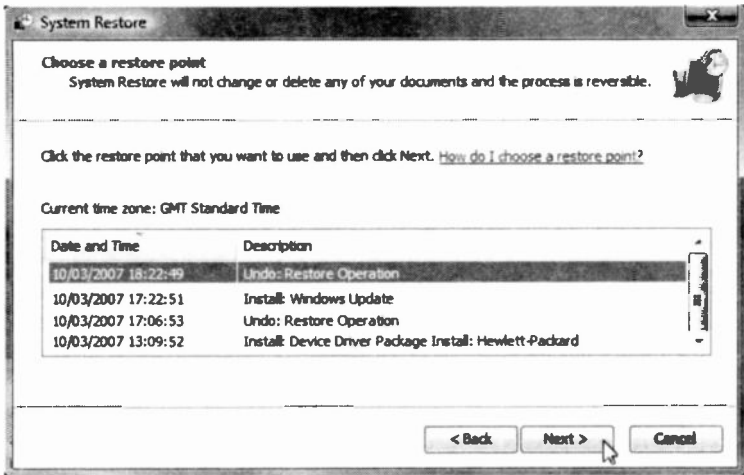
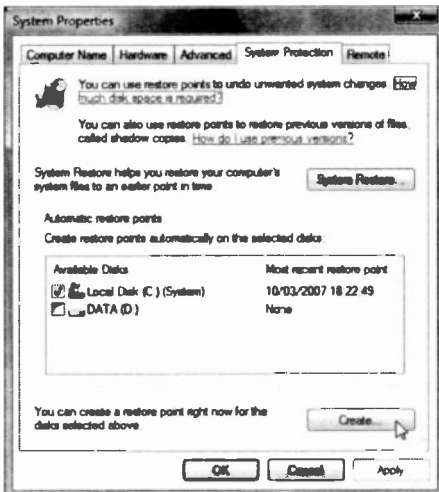


Fig. 10.6 Available System Restore Points.

Selecting a **System Restore** point and clicking **Next**, starts the **Restore** process. Once started you must not stop your computer for any reason whatsoever, otherwise you are running the risk of not being able to start Windows. Just follow the instruction on screen.



If you select to create a **Manual Restore** point, click the **open System Protection** link (see Fig. 10.5 on previous page), to display the screen shown in Fig. 10.7 and click the **Create** button.

Fig. 10.7 A Manual Restore Point.

## The Windows Security Center



To examine the options available in the Windows **Security Center**, click **Start**, **Control Panel**, then double-click the icon, shown here, to display the window in Fig. 10.8 below.

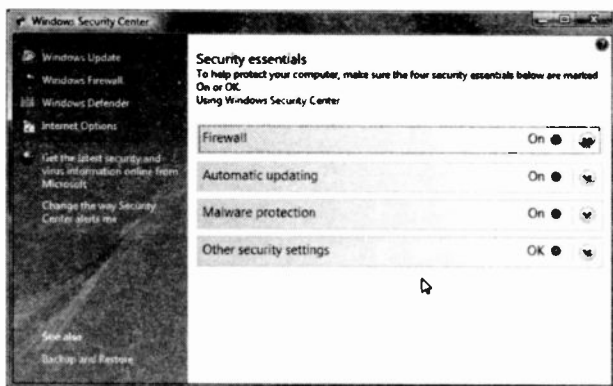


Fig. 10.8 The Windows Security Center.

It is a good idea to switch 'On' the listed items on this screen. The **Firewall** is a software security system that sits between a network and the outside world and is used to set restrictions on what information is communicated from your home or small office network to and from the Internet. It protects you from uninvited outside access.

Switching on the **Automatic updating** option is vital, but make sure you change the setting to **Download updates but let me choose whether to install them** (see page 181).

**Malware** (malicious software) protection checks your computer to see if you are using up-to-date antispysware and antivirus software. If your antivirus or antispysware software is turned off or out of date, **Security Center** will display a notification and put a **Security Center** icon in the notification area.

## Disk Cleanup

You can run **Disk Cleanup** to help you free up space on your hard drive. To start the program, use the **Start, All Programs, Accessories, System Tools** command and click the **Disk Cleanup** entry.

The first thing that **Disk Cleanup** does after activation, is to ask you to select which files to clean up, as shown in Fig. 10.9, then asks you which drive you want to clean

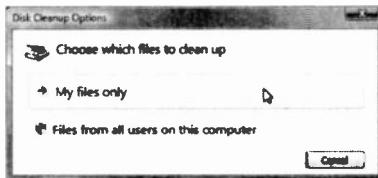


Fig. 10.9 Selecting a Drive.

up. It then scans the specified drive, and then lists temporary files, Internet cache files, and other program files that you can safely delete, as shown in Fig. 10.10 below. **BUT** stop at this point.



Fig. 10.10 Files Found by Cleanup.

As you can see, we could free quite a bit of disc space by deleting all **Temporary Internet Files**, and even more by deleting the **Hibernation File Cleaner**. Do not proceed with the latter delete until you read the small print in Fig. 10.11, which is displayed after highlighting the **Hibernation File Cleaner** entry.

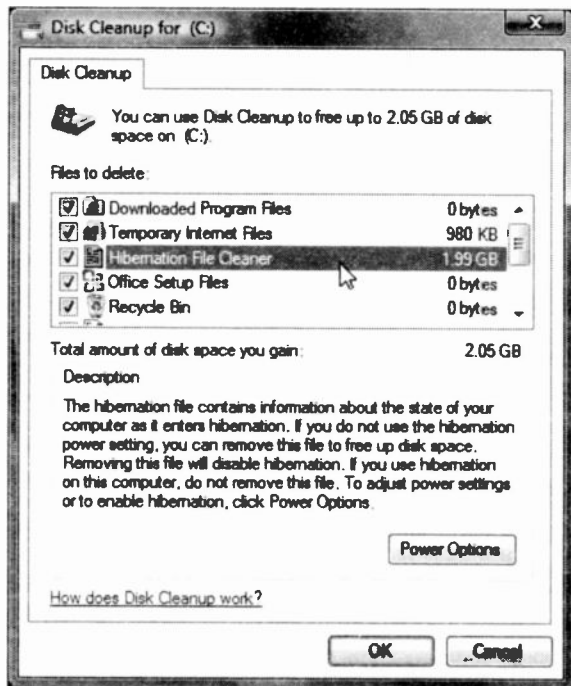


Fig. 10.11 Effect of Deleting the Hibernation File Cleaner.

We strongly suggest you remove the check mark from the **Hibernation File Cleaner** before continuing, because you will lose your ability to **Hibernate** your PC and getting it back is a bit complicated.

Finally, repeat this procedure for both file selection options listed in Fig. 10.9 but **DO NOT** delete the **Hibernation File Cleaner**, unless you want to.

## Defragmenting your Hard Discs

The **Disk Defragmenter** optimises a hard disc by rearranging the data on it to eliminate unused spaces, which speeds up access to the disc by Windows operations. You don't need to exit a running application before starting **Disk Defragmenter**.

To start the program use the **Start, All Programs, Accessories, System Tools** and select the **Disk Defragmenter** entry. Next, choose which drive you want to defragment and click the **Defragment Now** button to display a screen similar to that in Fig. 10.12.

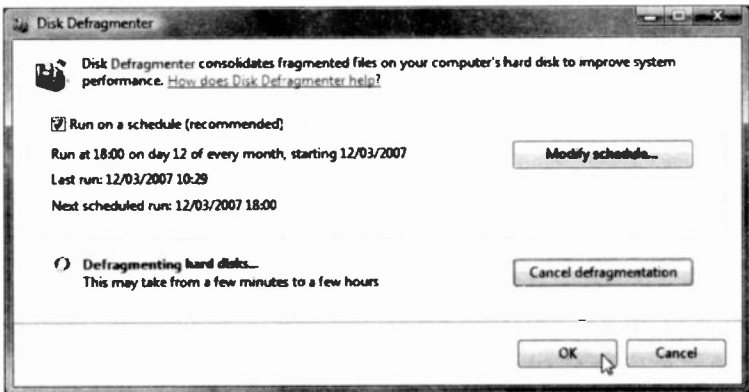


Fig. 10.12 Defragmentation in Progress.

You can defragment a drive in the background while working by minimising the utility onto the **Taskbar**. In Windows Vista you cannot waste your time by watching a graphical representation of the operation on screen, unless you like watching a small circle going around and around for a few hours! In fact, you get no messages at all from the defragmenter, not even when it finishes the process, except for the focus on the default button changing from **Cancel defragmentation** to **OK**.



## **Backing up your Data**

Hard discs can 'crash' (though not as often these days as they used to) or your PC could be stolen, or lost in a fire or flood. Any of these events would cause a serious data loss, unless you had backed up all your data on a regular basis, and stored it somewhere safely, preferably away from the vicinity of your PC.

Although Microsoft includes with Windows Vista Business and Ultimate editions a **Backup** program, we will not discuss it here but will suggest an alternative procedure. After all, users of Windows Vista Home Edition (both Basic and Premium) have just as important data that needs to be backed up!

### **Making a Back-up**

The destination for the back-up could be an external hard disc, a zip drive, or a CD/DVD recorder. In the latter case, you will need a rewritable compact disc (CD-RW) or a rewritable DVD (DVD-RW). Since these days most users have a computer with a CD rewriter, we will use this as the back-up destination in our example, although you can apply the procedure to any of the other media mentioned above.

To start the back-up process, insert a blank rewritable CD or DVD in the CD/DVD recorder (or whatever other media you have chosen for your back-up into an appropriate drive or USB port), then do the following:

- Use the **Start, Computer** menu option to locate and select the files or folders you want to back up. These are most likely to be found in the **Documents, Pictures, Music, and Games** folders of a user.

- Whether you select to back-up the entire folders mentioned here, will depend on the capacity of your backing up media.
- If the contents of your major folders are larger in size than your backing-up media, then decide which sub-folders or files you want to back up.
- While selecting such sub-folders or files, keep the **Ctrl** key depressed, if they are not contiguous on the displayed list. In our example in Fig. 10.13 below, we chose to back up the five highlighted folders on our D: drive.

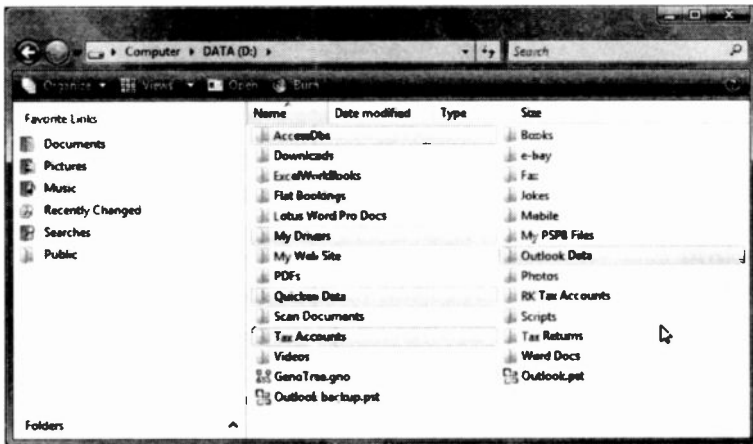


Fig. 10.13 Selecting Folder to Back Up.

- Next, and while these sub-folders or files are selected and the **Ctrl** key is still depressed, right-click near your selection, and on the displayed menu choose the **Properties** option. We do this in order to find out the size of the selected items, as shown in Fig. 10.14 on the next page.

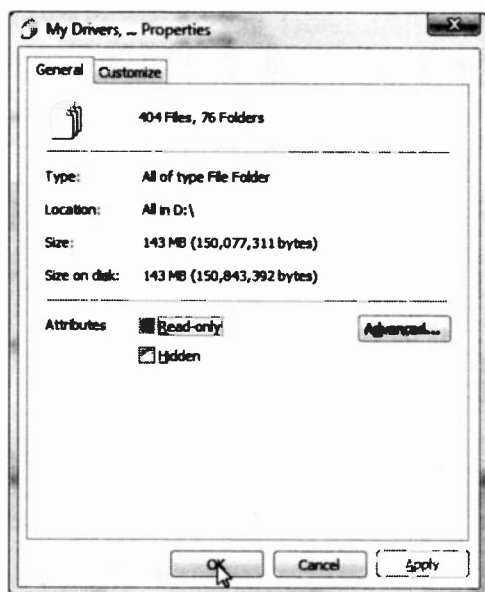


Fig. 10.14 The Size of Selected Items.

As you can see, the selected folders require 143 MB of disc space and, naturally, will fit on either a 650 MB CD or a 4.7 GB DVD. Therefore, it might be a good idea if you increase your selection.

You could also compress each folder in turn by right-clicking it, and choosing the **Send To, Compressed (zipped) Folder** option from the drop-down menu. In that case, you might find that you can fit an even larger number of zipped folders on one CD. Whether you choose to compress these folders or not, before making the back-up, is a matter of personal choice.

For this example, we will first proceed with our selection, then we are going to back up the five folders onto one CD-RW, but if you do have a DVD rewriter, then you can select a much larger number of folders to back up.

To continue with the back-up process, do the following:

- Select the folders that will fit on one CD or DVD (or your chosen back-up media).
- While still holding the **Ctrl** key depressed, right-click near your selection and choose the **Send To** option, then click the back-up destination drive - drive E: in our case, as shown in Fig. 10.15.

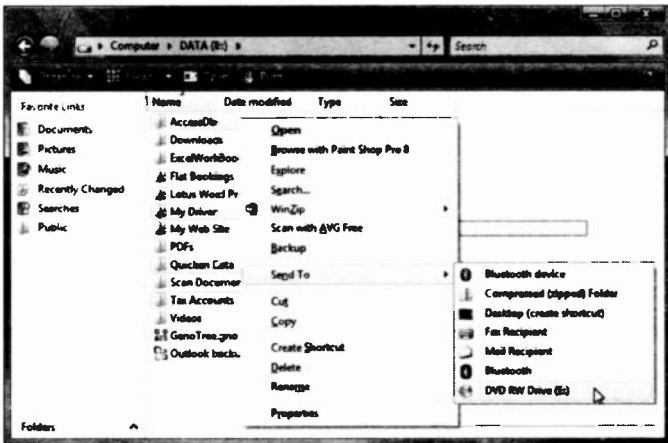


Fig. 10.15 Sending Selected Items to Back-up Media.

If this is the first time you are using a CD or DVD disc, it will be formatted before the copying process begins. The selected folders are then copied to memory, before they are written to disc. For our selection of folders it took about twenty minutes to complete the back-up process.

In reality we tend to use an external portable (pocket size) USB disc drive for backing up complete data folders. In fact we prefer to hold all our data on a partitioned D: drive, so backing up is extremely easy and quick to carry out - we simply copy everything on the D: drive to the external hard drive - 5.1 GB in seven minutes!

## Retrieving Back-up Files

Once the writing process is finished, examine the contents of your back-up media. You should find a complete duplicate of all the selected files and folders as shown in Fig. 10.16 below.

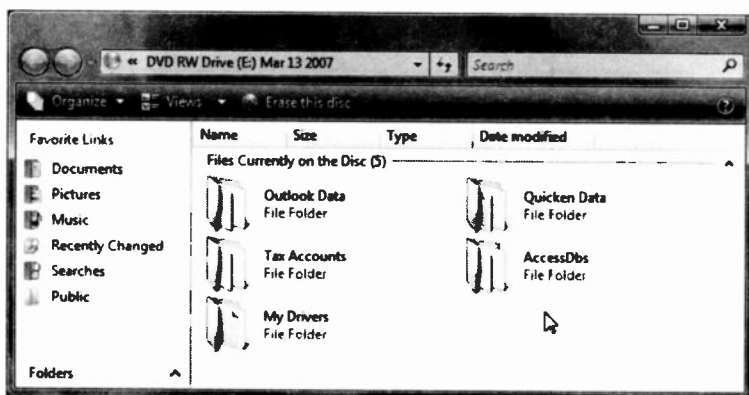


Fig. 10.16 The Back-up List of Items.

To restore data from the back-up media, copy it back to the place it first came from. In our example this is the D: drive.

## Adding Files and Folders to a Back-up

To add files and folders to a back-up, select the required files or folder and send it to the back-up drive. This will only succeed provided the addition of these files or folder to the existing back-up does not cause it to exceed the capacity of the media.

In Fig. 10.17, we show the contents of our CD disc, after adding to it three more folders, namely, ExcelWorkBooks, My Web Site, and PDFs from our D: drive, a total of 28.6 MB which took less than four minutes to copy.

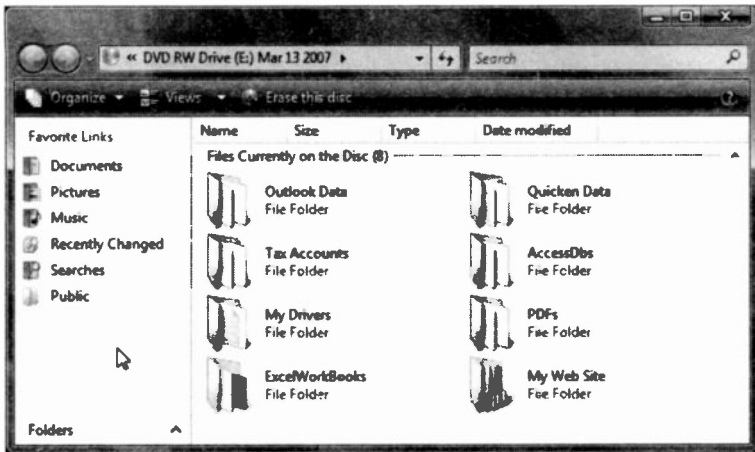


Fig. 10.17 The New Back-up List of Items.

We hope we have convinced you how easy it is and how necessary to make regular back-ups of your important data. Believe us, there is nothing more devastating than losing all your letters, pictures, videos, and all the other items you treasure so much for the sake of spending half an hour or so every week. Good luck!



---

## Glossary of Terms

Access control	A security mechanism that determines which operations a user is authorised to perform on a PC, a file, a printer, etc.
Active	Describes the folder, window or icon that you are currently using or that is currently selected.
ActiveX	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	A unique number or name that identifies a specific computer or user on a network.
Administrator	The person responsible for setting up and managing local computers, their user and group accounts, and assigning passwords and permissions.
Application	Software (program) designed to carry out a certain activity, such as word processing, or data management.



Association	An identification of a filename extension to a program. This lets Windows open the program when its files are selected.
Attachment	A file that is added to an e-mail message for transmission.
AVI	Audio Video Interleaved. A Windows multimedia file format for sound and moving pictures.
Background	The screen background image used on a graphical user interface such as Windows.
Backup	To make a back-up copy of a file or a disc for safekeeping.
Bandwidth	The range of transmission frequencies a network can use. The greater the bandwidth the more information that can be transferred over a network.
Baud rate	The speed at which a modem communicates.
Bit	The smallest unit of information handled by a computer.
Bookmark	A marker inserted at a specific point in a document. Used as a target for a hypertext link, or to enable a user to return for later reference.
Boot up	To start your computer by switching it on, which initiates a self test of its Random Access Memory (RAM), then loads the necessary system files.

<b>Broadband</b>	A communications systems in which the medium of transmission (such as a wire or fibre-optic cable) carries multiple messages at a time.
<b>Browse</b>	A button in some Windows dialogue boxes that lets you view a list of files and folders before you make a selection.
<b>Browser</b>	A program, like the Internet Explorer, that lets you view Web pages.
<b>Button</b>	A graphic element or icon in a dialogue box or toolbar that performs a specified function.
<b>Byte</b>	A unit of data that holds a single character, such as a letter, or a digit.
<b>Cable modem</b>	A device that enables a broadband connection to the Internet by using cable television infrastructure.
<b>Cache</b>	An area of memory, or disc space, reserved for data, which speeds up downloading.
<b>CD-R</b>	Recordable compact disc.
<b>CD-ROM</b>	Read Only Memory compact disc. Data can be read but not written.
<b>CD-RW</b>	Rewritable compact disc. Data can be copied to the CD on more than one occasion and can be erased.
<b>Click</b>	To press and release a mouse button once without moving the mouse.

Client	A PC that has access to services over a computer network. The computer providing the services is a server.
Clipboard	A temporary storage area of memory, where text and graphics are stored with the Windows cut and copy actions.
Command	An instruction given to a computer to carry out a particular action.
Compressed file	One that is compacted to save server space and reduce transfer times. In Windows the file extension is .zip.
Configuration	A general term referring to the way you have your computer set up.
Context menu	A menu that opens when you right-click the mouse button on a feature.
Cookies	Files stored on your hard drive by your Web browser that hold information for it to use.
CPU	The Central Processing Unit; the main chip that executes all instructions entered into a computer.
Default	The command, device or option automatically chosen.
Defragmentation	The process of rewriting parts of a file to contiguous sectors on a hard disc to increase the speed of access.

<b>Desktop</b>	The Windows screen working background, on which you place icons, folders, etc.
<b>Device driver</b>	A special file that must be loaded into memory for Windows to be able to address a specific procedure or hardware device.
<b>Device name</b>	A logical name used to identify a device, such as LPT1 or COM1 for the parallel or serial printer.
<b>Dial-up connection</b>	The connection to a network via a device that uses the telephone network. This includes modems with a standard phone line, ISDN cards with high-speed ISDN lines.
<b>Dialogue box</b>	A window displayed on the screen to allow the user to enter information.
<b>Digital signature</b>	A means for originators of a message, file, or other digitally encoded information to bind their identity to the information.
<b>Disc</b>	A device on which you can store programs and data.
<b>Disconnect</b>	To detach a drive, port or computer from a shared device, or to break an Internet connection.
<b>Document</b>	A file produced by an application program. When used in reference to the Web, a document is any file containing text, media or hyperlinks that can be transferred from an HTTP server to a browser.

<b>Domain</b>	A group of devices, servers and computers on a network.
<b>Domain Name</b>	The name of an Internet site, for example <a href="http://www.microsoft.com">www.microsoft.com</a> , which allows you to reference Internet sites without knowing their true numerical address.
<b>Double-click</b>	To quickly press and release a mouse button twice.
<b>Download</b>	The process of transferring files between PCs or the Internet and a PC.
<b>Drag</b>	To move an object on the screen by pressing and holding down the left mouse button while moving the mouse.
<b>Drive name</b>	The letter followed by a colon which identifies a floppy or hard disc drive.
<b>Drop-down list</b>	A menu item that can be clicked to open extra items that can be selected.
<b>DSL</b>	Digital Subscriber Line - a broadband connection to the Internet through existing copper telephone wires.
<b>DVD</b>	Digital Video Disc; a type of optical disc technology. It looks like a CD but can store greater amounts of data.
<b>E-mail</b>	Electronic Mail - A system that allows computer users to send and receive messages electronically.

<b>Embedded object</b>	Information in a document that is 'copied' from its source application. Selecting the object opens the creating application from within the document.
<b>Encrypted password</b>	A password that is scrambled.
<b>Engine</b>	Software used by search services.
<b>Ethernet</b>	A very common method of networking computers in a LAN.
<b>Extract a file</b>	Create an uncompressed copy of the file in a folder you specify.
<b>File extension</b>	The suffix following the period in a filename. Windows uses this to identify the source application program. For example .jpg indicates a graphic file.
<b>Filename</b>	The name given to a file. In Windows this can be up to 256 characters long.
<b>Filter</b>	A set of criteria that is applied to data to show a subset of the data.
<b>Firewall</b>	Security measures designed to protect a networked system, or a PC, from unauthorised access.
<b>Folder</b>	An area used to store a group of files, usually with a common link.
<b>Font</b>	A graphic design representing a set of characters, numbers and symbols.

Format	The structure of a file that defines the way it is stored and laid out on the screen or in print.
Fragmentation	The scattering of parts of the same file over different areas of the disc.
FTP	File Transfer Protocol. The procedure for connecting to a remote computer and transferring files.
Function key	One of the series of 10 or 12 keys marked with the letter F and a numeral, used for specific operations.
Gigabyte	(GB); 1,024 megabytes. Usually thought of as one billion bytes.
Graphic	A picture or illustration, also called an image. Formats include GIF, JPEG, BMP, PCX, and TIFF.
Group	A collection of users, computers, contacts, and other groups.
GUI	A Graphic User Interface, such as Windows Vista, the software front-end meant to provide an attractive and easy to use interface.
Hard copy	Output on paper.
Hard disc	A device built into the computer for holding programs and data.
Hardware	The equipment that makes up a computer system, excluding the programs or software.

<b>Hibernation</b>	A state in which your computer shuts down after saving everything in memory on your hard disc.
<b>Home page</b>	The document displayed when you first open your Web browser, or the first document you come to at a Web site.
<b>Host</b>	Computer connected directly to the Internet that provides services to other local and/or remote computers.
<b>HTML</b>	HyperText Markup Language; used to format documents on the Web.
<b>HTTP</b>	HyperText Transport Protocol, the system used to link and transfer hypertext documents on the Web.
<b>Hub</b>	A common connection point for devices in a network.
<b>Hyperlink</b>	A segment of text, or an image, that refers to another document on the Web, an intranet or your PC.
<b>Hypermedia</b>	Hypertext extended to include linked multimedia.
<b>Hypertext</b>	A system that allows documents to be cross-linked so that the reader can explore related links, or documents, by clicking on a highlighted symbol.
<b>Icon</b>	A small graphic image that represents a function or object.
<b>Image</b>	See graphic.



Insertion point	A flashing bar that shows where typed text will be entered into a document.
Interface	A device that allows you to connect a computer to its peripherals.
Internet	The global system of computer networks.
Intranet	A private network inside an organisation using the same kind of software as the Internet.
IP	Internet Protocol - The rules that provide basic Internet functions.
IP Address	Internet Protocol Address - every computer on the Internet has a unique identifying number.
ISDN	Integrated Services Digital Network, a telecom standard using digital transmission technology to support voice, video and data communications applications over regular telephone lines.
ISP	Internet Service Provider - A company that offers access to the Internet.
JPEG / JPG	Joint Photographic Experts Group, a popular cross-platform format for image files. JPEG is best suited for true colour original images.
Kilobyte	(KB); 1024 bytes of information or storage space.
LAN	Local Area Network - High-speed, network in an office or a building.

<b>Laptop</b>	A portable computer small enough to sit on your lap.
<b>LCD</b>	Liquid Crystal Display.
<b>Linked object</b>	An object that is inserted into a document but still exists in the source file. Changing the original object automatically updates it within the linked document.
<b>Links</b>	The hypertext connections between Web pages.
<b>Local</b>	A resource that is located on your computer, not linked to it over a network.
<b>Location</b>	An Internet address.
<b>Log on</b>	To gain access to a network, or the Internet.
<b>Megabyte</b>	(MB); 1024 kilobytes of information or storage space.
<b>Megahertz</b>	(MHz); Speed of processor in millions of cycles per second.
<b>Memory</b>	Part of computer consisting of storage elements organised into addressable locations that can hold data and instructions.
<b>Menu</b>	A list of available options in an application.
<b>Menu bar</b>	The horizontal bar that lists the names of menus.
<b>MIDI</b>	Musical Instrument Digital Interface. Allows devices to transmit and receive sound and music.

MIME	Multipurpose Internet Mail Extensions, a messaging standard that allows Internet users to exchange e-mail messages enhanced with graphics, video and voice.
Modem	Short for Modulator-demodulator. An electronic device that lets computers communicate electronically.
Monitor	The display device connected to your PC, also called a screen.
Mouse	A device used to manipulate a pointer around your display and activate processes by pressing buttons.
Multimedia	The use of photographs, music and sound and movie images in a presentation.
Multitasking	Performing more than one operation at the same time.
Network	Two or more computers connected together to share resources.
Network server	Central computer which stores files for several linked computers.
Node	Any single computer connected to a network.
NTFS file system	An advanced file system that provides performance, security, and reliability.
Online	Having access to the Internet.

<b>Operating system</b>	Software that runs a computer.
<b>Page</b>	An HTML document, or Web site.
<b>Parallel port</b>	The input/output connector for a parallel interface device. Printers are normally plugged into a parallel port.
<b>Partition</b>	A portion of a physical disc that functions as though it were a physically separate disc.
<b>Password</b>	A unique character string used to gain access to a network, program, or mailbox.
<b>PATH</b>	The location of a file in the directory tree.
<b>Peripheral</b>	Any device attached to a PC.
<b>Pixel</b>	The smallest picture element on screen that can be independently assigned colour and intensity.
<b>Plug-and-play</b>	Hardware which can be plugged into a PC and be used immediately without configuration.
<b>POP</b>	Post Office Protocol - a method of storing and returning e-mail.
<b>Port</b>	The place where information goes into or out of a computer, such as a modem.
<b>PostScript</b>	A page-description language (PDL), developed by Adobe Systems for printing on laser printers.

Print queue	A list of print jobs waiting to be sent to a printer.
Program	A set of instructions which cause a computer to perform tasks.
Protocol	A set of rules or standards that define how computers communicate with each other.
Queue	A list of e-mail messages waiting to be sent over the Internet, or files to a printer.
RAM	Random Access Memory; the PC's volatile memory. Data held in it is lost when power is switched off.
Refresh	To update displayed information with current data.
Registered file type	File types that are tracked by the system registry and are recognised by the programs you have installed on your computer.
Registry	A database where information about a PC's configuration is deposited. The registry contains information that Windows continually references during its operation.
Remote computer	A PC that you can access only via a communications device, such as a modem, or a communications line.
Resource	A directory, or printer, that can be shared over a network.
Right-click	To click the right mouse button once.

<b>Robot</b>	A Web agent that visits sites, by requesting documents from them, for the purposes of indexing for search engines. Also known as Wanderers, Crawlers, or Spiders.
<b>ROM</b>	Read Only Memory; a PC's non-volatile memory. Data is written into this memory at manufacture and is not affected by power loss.
<b>Screen saver</b>	A moving picture or pattern that appears on your screen when you have not used the mouse or keyboard for a specified period of time.
<b>Script</b>	A type of program consisting of a set of instructions to an application or tool program.
<b>Scroll bar</b>	A bar that appears at the right side or bottom edge of a window.
<b>Search</b>	Submit a query to a search engine.
<b>Search engine</b>	A program that helps users find information across the Internet.
<b>Server</b>	A computer system that manages and delivers information for client computers.
<b>Shared resource</b>	Any device, program or file that is available to network users.
<b>Shareware</b>	Software that is available on public networks and bulletin boards. Users are expected to pay a nominal amount to the software developer.

Shortcut	A link to any item accessible on your PC or on a network, such as a program, file, folder, or a disc drive.
Signature file	An ASCII text file, maintained within e-mail programs, that contains text for your signature.
Site	A place on the Internet. Every Web page has a location where it resides which is called its site.
Sleep	A state in which your computer consumes less power when it is idle, but remains available for immediate use.
SMTP	Simple Mail Transfer Protocol - a protocol dictating how e-mail messages are exchanged over the Internet.
Software	The programs and instructions that control your PC.
Spamming	Sending the same message to a large number of mailing lists or newsgroups. Also to overload a Web page with excessive keywords in an attempt to get a better search ranking.
Spider	See robot.
Spooler	Software which handles the transfer of information to a store to be used by a peripheral device.
Subscribe	To become a member of.
Surfing	The process of looking around the Internet.

<b>SVGA</b>	Super Video Graphics Array; it has all the VGA modes but with 256, or more, colours.
<b>Swap file</b>	An area of your hard disc used to store temporary operating files, also known as virtual memory.
<b>System disc</b>	A disc containing files to enable a PC to start up.
<b>System files</b>	Files used by Windows to load, configure, and run the operating system.
<b>Taskbar</b>	The bar that by default is located at the bottom of your screen whenever Windows is running. It contains the Start button, buttons for all the applications that are open, and icons for other applications.
<b>Task Manager</b>	A utility that provides information about programs and processes running on the computer.
<b>Tasks Pane</b>	A pane or sub-window that gives a range of options pertaining to the task currently being performed.
<b>Text file</b>	An unformatted file of text characters.
<b>Toggle</b>	To turn an action on and off with the same switch.
<b>Toolbar</b>	A bar containing buttons or icons giving quick access to commands.
<b>Uninstall</b>	To remove program files and folders from your hard disc and related data from the registry.



Upload	The process of transferring files between PCs or between a PC and the Internet.
URL	Uniform Resource Locator, the addressing system used on the Web.
USB	Universal Serial Bus - an external bus standard that enables data transfer rates of 12 Mbps.
User ID	The unique identifier, usually used in conjunction with a password, which identifies you on a computer.
Virus	A malicious program, downloaded from a web site or disc, designed to wipe out information on your PC.
Web	A network of hypertext-based multimedia information servers.
Web Page	An HTML document that is accessible on the Web.

# Index

## A

- Accessibility options... 165
- Accessories..... 7, 179
- Accounts menu option. 91
- Active window..... 33
- Adding
  - new hardware..... 79
  - printers..... 74
  - software..... 82
  - To Back-up..... 192
  - to Favorites..... 136
  - to Start menu..... 10

## Address

- Bar..... 20
- Bar (Explorer).... 132
- Aero experience..... 19
- All Programs button.... 7
- Alt key..... 5, 18, 24
- Antivirus software.... 184
- Application windows.... 2
- Arrange windows..... 36
- Attachments (e-mail). 109
- Auto Update.... 180, 184

## B

- Back-up data files.... 188
- Blocked senders list.. 118
- Broadband connection. 89
- Burn
  - files on a CD..... 59
  - toolbar button..... 59

## C

- Cache..... 139
- Calendar (Mail)..... 94
- Cascade windows..... 36
- Category view ..... 67
- Changing
  - active window..... 33
  - date and time... 30, 85
  - display settings.... 69
  - font size..... 73
  - Programs..... 83
  - Taskbar menus.. 5, 28
- Check boxes..... 26
- Classic view..... 67, 81
- Cleanup discs..... 185
- Clipboard..... 51
- Clock..... 3, 30, 85
- Close
  - button..... 20
  - window..... 35
- Communications ..... 87
- Compressing folders... 60
- Configuring printers.... 76
- Connect to server..... 90
- Contacts (Mail)... 94, 122
- Control Panel views... 67
  - Classic view..... 81
- Copy
  - command..... 51
  - files/folders..... 51, 59
- Create
  - Internet connection. 87

new folder..... 44  
new message..... 95  
slide show..... 160  
shortcut..... 55  
System restore... 182  
Current user..... 9

## D

Date/Time settings. 30, 85

### Default

printer..... 77

Web site..... 128

Defragmenting discs.. 187

### Delete

Contacts (Mail)... 125

files/folder..... 56

Deleted Items (Mail).. 114

Desktop..... 3, 6, 71

customise..... 71

icons..... 55

shortcut menu..... 11

Details pane..... 22

Dial-up connection... 89

Dialogue boxes..... 26

### Disc

cleanup..... 185

defragmenting.... 187

### Display

accessibility..... 173

properties..... 69

Document (.doc) files. 110

Download updates... 180

Drafts folder..... 111, 114

Drag and Drop..... 13, 52

## E

E-mail..... 89

address..... 92

attachments... 66, 109

font size..... 121

Help..... 126

option..... 66

printing..... 121

Edit menu command... 25

Electronic mail..... 89

Empty Recycle Bin... 57

Esc key..... 26

Exit Windows ..... 14

### Explorer

Help..... 146

toolbar..... 133

Extracting files/folders. 62

## F

Favorites..... 135

Fax and Scan printer.. 78

### File

compression..... 60

copying..... 51, 59

deleting..... 56

find..... 46

Folder options (Mail) 97

menu command... 25

moving..... 51

properties..... 61

renaming..... 45

search..... 46

selecting..... 50

sending..... 53

Filename extensions.. 110

### Finding

files/folders..... 46

Firewall..... 184  
 Flip 3D..... 4  
 Folder  
   compression..... 60  
   copying..... 51, 59  
   create new..... 44  
   deleting..... 56  
   finding..... 46  
   list (Mail)..... 97  
   moving..... 51  
   Printer..... 74  
   Properties..... 61  
   renaming..... 45  
   search..... 46  
   selecting..... 50  
   sending..... 53  
   Views..... 62

## Folders

  in All Programs..... 8  
   Tree..... 18  
 Folders list (Mail).. 94, 97  
 Fonts..... 73, 121  
 Format toolbar (Mail). 106

## G

Gadget..... 3  
 Graphics (.jpg) files... 110  
 Grouped Taskbar icons 29

## H

Hardware  
   adding..... 79  
 Help  
   Internet Explorer... 146  
   menu command... 25  
   system..... 39  
   Windows Mail..... 126

Hibernation..... 14  
 History files (Mail)... 137  
 Home Toolbar button. 140  
 Hotmail..... 143

## I

Icon shortcuts..... 55  
 Icons..... 7  
 Image  
   folder views..... 154  
   previewing..... 153  
 Inbox folder (Mail). 94, 114  
 Insert attachment... 109  
 Installing  
   fax printer..... 78  
   printers..... 74  
   Programs..... 82

## Internet

  Address Bar..... 132  
   Connection..... 90  
   Explorer..... 7, 127  
   Favorites..... 135  
   Help..... 146  
   History files..... 137  
   Hotmail..... 143  
   Options..... 138  
   Search engines... 131  
   Searching..... 130  
   Service Provider... 89

## J

Junk E-mail folder... 115

## K

Keyboard  
   on-screen..... 168  
   options..... 170

- L**
  - Language settings. . . . . 30
  - Layout option. . . . . 22
  - List in dialogue box. . . . . 26
  - Lock computer. . . . . 14
- M**
  - Magnifier. . . . . 167
  - Mail help. . . . . 126
  - Making a back-up. . . . . 188
  - Malware. . . . . 184
  - Manipulating windows. 33
  - Maximise
    - button. . . . . 20
    - window. . . . . 34
  - Menu
    - bar. . . . . 18, 21, 24
    - options. . . . . 24
    - Send To. . . . . 53
    - shortcuts. . . . . 13
  - Message (Mail)
    - Blocked senders. . . 118
    - formatting. . . . . 105
    - list. . . . . 94, 97
    - Preview pane . . . . . 98
    - printing. . . . . 121
    - Rules. . . . . 116
    - stationery. . . . . 104
    - status icons. . . . . 99
    - toolbar. . . . . 100
  - Minimise
    - button. . . . . 20
    - window. . . . . 34
  - Mobility Center. . . . . 176
  - Mouse
    - Accessibility. . . . . 174
    - pointer(s). . . . . 21, 23
    - right-clicking. . . . . 11
  - Movie Maker. . . . . 156
  - Moving
    - dialogue boxes. . . . . 33
    - files/folders. . . . . 51
    - Start menu shortcuts 13
    - windows. . . . . 33
  - N**
    - Naming a new folder. . . 45
    - Navigation
      - buttons. . . . . 20
      - pane. . . . . 4, 18, 22
    - New
      - contact. . . . . 122
      - folder. . . . . 44
      - Hardware Wizard. . . 80
      - message (Mail). . . . 103
  - O**
    - On-screen keyboard. . . 168
    - Open
      - attachment. . . . . 112
      - group of Tabs. . . . . 142
    - Option buttons. . . . . 27
    - Organise
      - messages. . . . . 113
      - toolbar button. . . . 22, 45
    - Outbox (Mail) 96, 111, 114
  - P**
    - Parts of windows. . . . . 19
    - Paste command. . . . . 51
    - Personal folders. . . . . 17
    - Photo Gallery. . . . . 152
    - Pin to Start menu. . . . . 10
    - Pixels. . . . . 69, 129

- 
- Plug & Play..... 75, 79
  - Pointers..... 23
  - Power
    - button..... 14
    - management..... 175
  - Preview
    - image..... 153
    - option..... 64
    - pane (Mail)..... 98
    - pane (Vista)..... 4, 22
  - Print
    - option..... 65
    - queue..... 77
  - Printer
    - configuration..... 76
    - installation..... 75
    - properties..... 76
  - Printers folder..... 74
  - Printing
    - messages (Mail)... 121
  - Problem prevention... 179
  - Program
    - folders..... 7
    - Installation..... 82
  - Properties window..... 28
  - Q**
  - Quick
    - launch buttons 3, 28, 89
    - Search box..... 20
    - Tabs..... 141
  - R**
  - Radio buttons..... 27
  - Read message
    - toolbar..... 102
    - window..... 101
  - Receiving
    - attachments..... 112
    - E-mail message... 95
  - Recycle Bin..... 6, 57
    - shortcut menu..... 11
  - Regional settings..... 84
  - Remove
    - Mail messages... 107
    - programs..... 83
    - Start menu entries.. 10
  - Rename
    - file/folder..... 45
    - Start menu items. 6, 13
  - Replying to messages 107
  - Re-size
    - pictures..... 66
    - windows..... 35
  - Restart Windows..... 14
  - Restoring
    - Recycle Bin items... 57
    - system..... 182
    - window size... 33, 35
  - Retrieve a Back-up... 192
  - Right-click menus..... 11
  - S**
  - Save
    - attachment..... 113
    - group of Tabs.... 142
    - search results..... 49
  - Scan printer driver..... 78
  - Screen
    - font size..... 73
    - resolution..... 69, 129
    - saver..... 71
    - themes..... 71
  - Scroll bar(s)..... 21
-

Search  
  engines..... 131  
  facility... 8, 20, 46, 152  
  files/folders..... 46  
  Internet..... 130  
  Options..... 48  
  pane..... 22  
Security Center..... 184  
Selecting  
  e-mail recipients... 124  
  files/folders..... 50  
Send To command.... 53  
Sending  
  e-mail attachments 109  
  files/folders..... 53  
  pictures..... 66, 109  
  video clips..... 161  
Sent Items folder (Mail) 114  
Server connection.... 90  
Settings Regional.... 84  
Setup..... 82, 89, 128  
Shortcut  
  creation..... 55  
  icons..... 11  
  menus..... 11  
Show hidden files.... 28  
Shutdown option..... 14  
Sidebar..... 3  
Signing an e-mail.... 102  
Sizing windows..... 33  
Sleep mode..... 14  
Slide show view..... 154  
Sound alternatives... 172  
Spell checking..... 119  
Start button.. 3, 17, 28, 67  
Start menu properties.. 28  
Status bar (Explorer). 132

Status window (Mail)... 95  
Switch user..... 14  
System  
  file protection..... 180  
  Firewall..... 184  
  folders (Mail)..... 114  
  Information..... 179  
  properties..... 31  
  restore..... 182  
  tools..... 7, 179, 182  
  updates..... 180

## T

Tab key..... 5  
Tabbed  
  Browsing..... 140  
  dialogue box... 48, 76  
  Taskbar box..... 29  
Taskbar..... 3, 28, 34  
  buttons..... 3  
Tasks pane..... 156, 160  
Tile windows..... 36  
Time setting..... 30, 85  
Title bar..... 33  
Toolbar..... 19, 21  
Tools menu command. 25  
Turn off computer.... 14

## U

Undo command..... 104  
Uninstall program.... 83  
Update Windows..... 180  
URL address..... 132  
User accounts..... 9  
  window..... 12  
Using Help System.... 39

**V**

Video files (.avi). . . . . 161

**View**

Explorer bar. . . . . 25

Layout option (Mail). 97

menu command. . . . 25

menu option. . . . . 24

Toolbars. . . . . 25

Views option. . . . . 64

Virtual folder. . . . . 8, 49

Vista starting screen. . . . 2

**W****Web**

search. . . . . 130

site. . . . . 124, 180

Welcome Center. . . . . 1

**Window**

arranging. . . . . 36

closing. . . . . 35

command button. . . . 28

maximising. . . . . 34

minimising. . . . . 34

moving. . . . . 33

panes. . . . . 22

resizing. . . . . 35

**Windows**

applications. 7, 23, 133

automatic update. . 180

Calendar. . . . . 94

Clipboard. . . . . 51

Contacts. . . . . 122

Control Panel. . . . . 67

desktop. . . . 3, 6, 10, 28

environment. . . . . 17

Firewall. . . . . 184

folder. . . . . 43, 47, 50

Help system. . . . . 39

Internet Options. . . 128

Mail. . . . . 89

Mail help. . . . . 126

Mail screen. . . . . 96

Movie Maker. . . . . 156

parts. . . . . 19

performance index. . 32

Photo Gallery. . . . . 152

screen. . . . . 6, 85

Security Center. . . . 184

Sidebar. . . . . 3

Start button. . . . . 3

Taskbar. . . . . 3, 28

Update. . . . . 180

Wireless connection. . . 89

**Z**

Zipped folders. . . . . 60

Zoom. . . . . 153









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