Helpful Hints

Your guide to mastering the Windows Vista Ultimate operating system.

TM

Windows Vista®
Ultimate

Introduction

When you want to have it all, including the ability to shift smoothly between play and productivity, there is the Windows Vista® Ultimate operating system. This edition of Windows Vista offers an advanced, business-focused infrastructure, mobile productivity, and a premium home digital entertainment experience, all in a single offering.

The following are some simple tips to help you get the most from your computer and Windows Vista Ultimate software. Some of these hints only apply to Windows Vista Ultimate and may not be available in other versions of Windows Vista.

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Getting started

In this section you will learn:
- Starting your computer
- Using your keyboard and mouse
- Launching programs
- Opening, saving, and closing documents
- Getting help

Starting your computer.

Windows Vista and your computer are designed to exist in more modes than "on" or "off." If you have been gone for a while, you have unplugged your computer, or you are using it for the first time, you will need to bring it to life from its off mode. Windows Vista and your computer also have a "sleep" mode, which stores your information on the hard disk in a low-energy state and returns to full activity very quickly.

Start or wake up a computer:
1. Move the mouse button, or press a key to see whether the computer is off or in sleep mode.
2. If nothing happens, turn on your computer, and wait for Windows Vista to load.
3. Type your name, enter a password (if needed), and press Enter to log on.

How to get your computer going:

Its state	What you can do
Off	Press the power button, and log on.
Sleep	Press the blinking power button, or lift the laptop cover.
Hibernate	Press the power button.
On, with a blank screen	Move the mouse, or press a key.
On, with a screen saver	Move the mouse, or press a key.
On, locked	Enter your password to log on.

Using your keyboard and mouse.

Windows Vista lets you work the way you want. You can move around, choose items, and do much of your work using only the mouse, only the keyboard, or a combination of the two.

Mouse moves:

Point	Move the mouse until the pointer is pointing to the item you want.
Hover	Point to an item, and keep the mouse stationary.
Click	Point to the item you want, then quickly press down and release the left mouse button.
Double-click	Point to the item you want, then quickly press down and release the left mouse button twice, without moving the mouse between clicks.
Right-click	Point to the item you want, then quickly press down and release the right mouse button.
Select	Point to an item, and click to select it. A selected item is usually a different color from other similar items or is surrounded by a frame.
Multiple-select	To select a list of adjacent or sequential items, click the first item, hold down the **Shift** key, and click the last Item. To select or deselect nonadjacent items, hold down the **CTRL** key and click each item you want.

Keyboard moves:

Keyboard shortcuts	Press two or more keys in combination or consecutively (for example, **CTRL+C** and **ALT,F,X**).
Windows key	A special key that displays the Windows logo: Press it by itself to open the Start menu.
Arrow keys	Four keys, each with a directional arrow on them. Use them to move the highlight, the insertion point, or the selection in the direction of the arrow.
Tab key	This key has different functions. In a document, it inserts a tab character or moves you to the next column; in a window or dialog box it moves you from section to section.

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Launching programs.

The real work of an operating system is to run software programs. Windows Vista comes with a wide variety of programs, and you can install additional ones. Most programs are listed on the Start menu.

Start a program:

1. Do any of the following:
   - Choose a program from the **Start** menu.
   - Open the **Start** menu and type the first few letters of the program you want to run, and click the program from the **Search** results.
   - Open the **Start** menu, click **All Programs**, click any relevant folders to display or expand their content, and click the program you want.
   - Point to and then double-click the program icon on the Desktop.
   - Click **Computer** on the **Start** menu, navigate to the folder that contains the program you want, and double-click on the program.
   - Click **Documents** on the **Start** menu, locate the document that is associated with the program, and double-click the file.
   - Insert the disc or drive that contains a program that is designed to run from the disc or drive, and choose to run the program.
2. Use the program, and close it when you have finished.

Opening, saving, and closing documents.

The documents folder is a personal storage area in which you should store all of your documents, unless you are using a network-sharing system.

Open a document:

1. Choose **Documents** from the **Start** menu to open the **Documents** window.
2. Double-click the file to open it.

Save a document:

1. Click the **Save** button on the toolbar, or if the toolbar is not visible, choose **Save** from the **File** menu.
2. Specify a location to save your document.
3. Type a name for the document. The name can be up to 255 characters long (but a descriptive short name is best), and cannot contain the * : < > | " \ or / characters.
4. If you want to save the document in a different format, select the format.
5. Click **Save**. As you work in a document, click **Save** frequently.

Close a document:

1. Click the Save button one last time to make sure you have saved all the changes in the document.
2. Click the Close button to end the program.
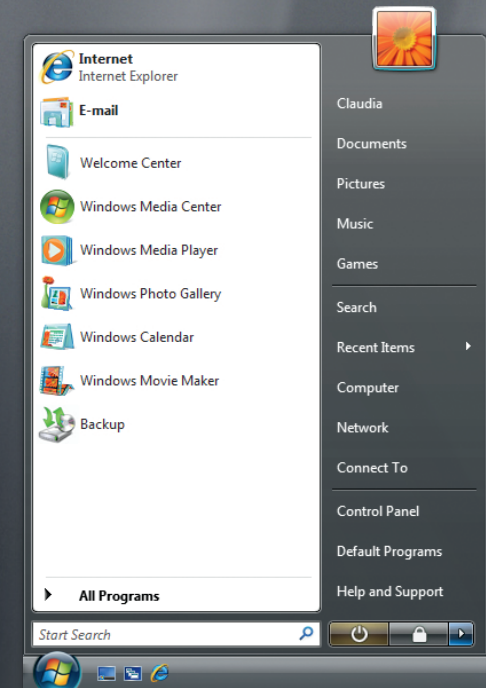
• *Start menu*

• *Documents window*

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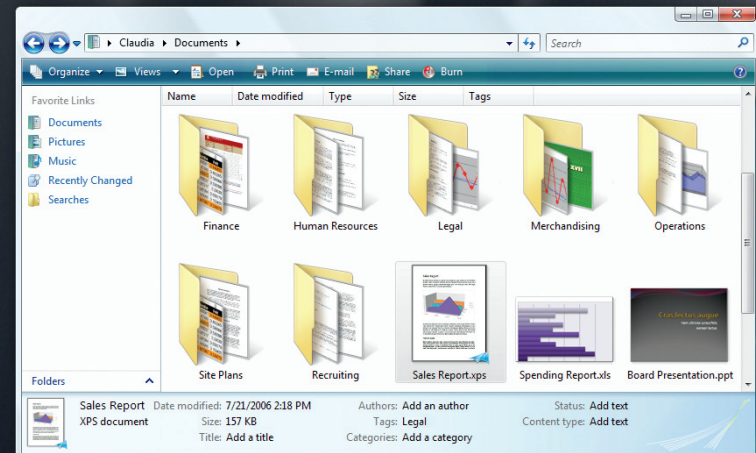
Getting help.

The Help programs offer concise step-by-step procedures for diagnosing and overcoming problems. You can access Help from the Start menu of from within a program.

Access Help:

1. Choose **Help and Support** from the **Start** menu to open the **Windows Help and Support Center**.
2. Do either of the following:
   - Click a topic, and browse to display a list of topics you can choose to view.
   - Type a question or keywords, and press **Enter** to search Help.
3. Click a link to the main topic of interest.
4. Review the content of the **Help** topic.
5. If the content does not answer your question, use the **Back** button to return to the previously viewed topic, and choose a different item to read.
6. To look up another topic, use the **Search** box to search **Help**.
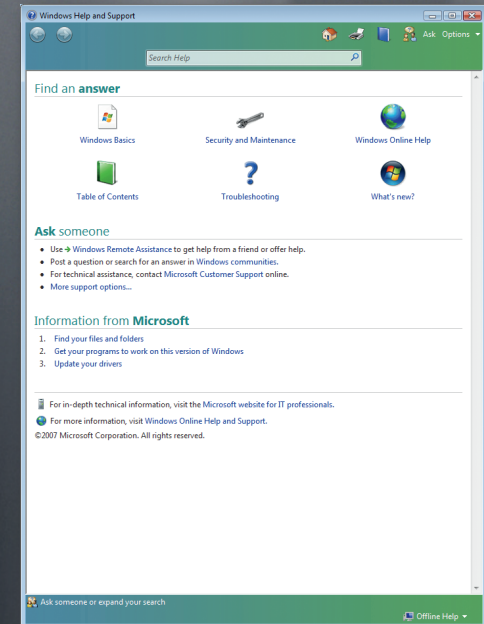
More productive

In this section you will learn:
   - Keeping on task
   - Finding what you need
   - Sending and receiving faxes
   - Connecting to your network
   - Optimizing your performance

Keeping on task.

The Windows® Calendar helps you keep track of appointments or meetings and is a great way to stay on top of what is most important. It is easy to set up appointments, track tasks, and schedule meetings.

Set an appointment:

1. Select the **Windows Calendar** from the **Start** menu.
2. Click the day of your appointment.
3. If the calendar does not show the day view, click the **View** button until the day view is displayed.
4. Click the time of the appointment, and type a label for the appointment.
5. Add any location information.
6. Specify the end of the meeting, or select the all-day event check box.

• *Windows Help and Support Center*

• *Windows Calendar*

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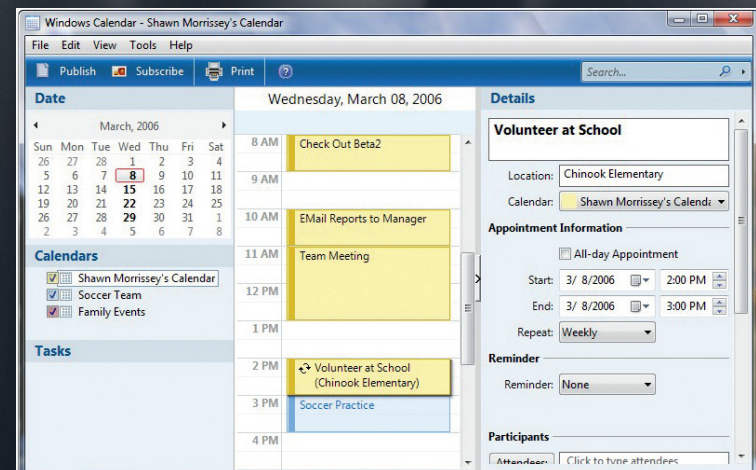
7. Click **Recurrence** if you want to set meeting series.

8. Set how far in advance you want to be reminded of the meeting.

9. Add any notes about the meeting.

Track a task:

1. Select the **Windows Calendar** from the **Start** menu.

2. Click **New Task**, and type a label.

3. Set the priority ranking.

4. Set the start and finish dates.

5. Specify when you want to be reminded about the task.

6. Type any notes.

7. When you have completed the task, select its check box.

Schedule a meeting:

1. Create the appointment for the meeting as you normally would.

2. Click **Attendees**.

3. In the Windows Calendar dialog box, select the attendees and then click **To...**.

4. Click **OK** when you have finished.

5. Click **Invite** to create an e-mail that you will send to each attendee, which will include the calendar file as an attachment.

Finding what you need.

Do not waste time trying to find lost documents or files. Instant Search helps you find whatever you need quickly and easily, whether it is on your computer, on your network, or on the Internet—or even within your e-mail.

Search for the file:

1. Click the Start button, and start typing in the Search box the name, or part of the name, of the file you want.

2. As you type, you will see the search results. The more you type the more narrow your results will be.

3. When you locate the file, click on it.

Feature highlight:

Windows SuperFetch.

Windows SuperFetch™ memory-management technology helps improve computer responsiveness and helps make system performance more consistent. Windows SuperFetch tracks which applications you use most often and when you use them—and then it preloads those applications into memory to ensure quick access.

Sending faxes.

Enhanced Windows® Fax and Scan provides flexible, integrated faxing and scanning capabilities in one convenient location on your computer that make it easier to send and receive faxes, scan documents and images, and share those resources with other people.
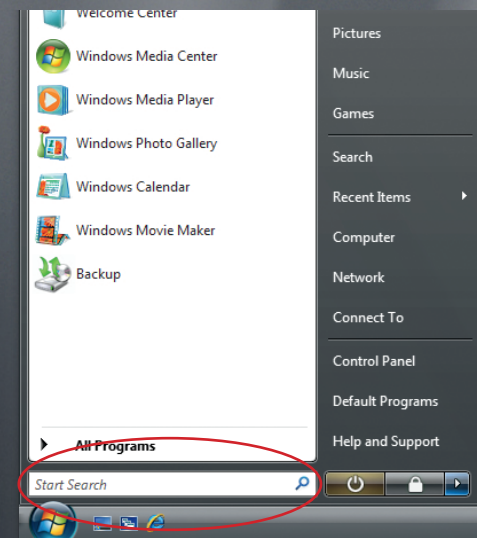
• *Instant Search*

• *Windows Fax and Scan*

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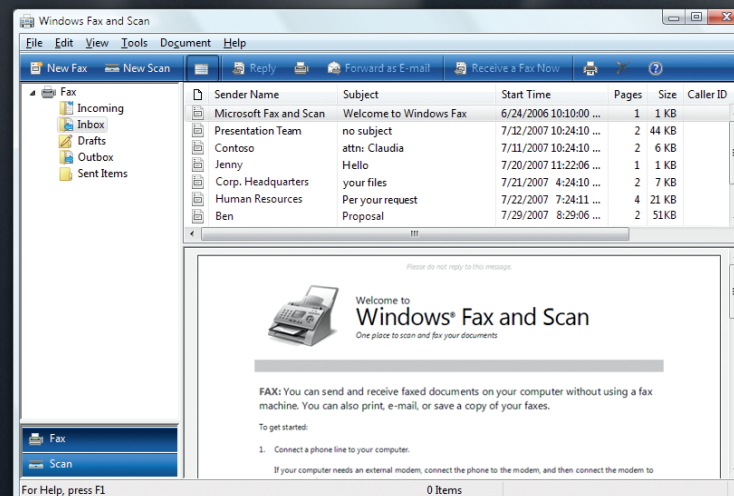
Send a fax:

1. Select **Windows Fax and Scan** from **All Programs** on the **Start** menu.
2. Select **New Fax** from the File menu.
3. Click the name of the contact to whom you want to send a fax—the **To** line in the fax template links directly to your address book—and Windows Fax and Scan retrieves the fax number. If you are sending a fax to someone not listed in your address book, you can type in the fax number.
4. Fill in the **Subject** field, and type any notes you want to add to the fax cover sheet.
5. Attach the document you want to fax, just as you would add an attachment to an e-mail message.
6. Click **Send**.

Connecting to your network.

For smaller home and business networks, use the Network and Sharing Center to visually check the connection status of computers and devices and to troubleshoot connection problems from a single interface, without additional IT support.

Connect to a network computer:

1. Choose **Network** from the **Start** menu to display the **Network** window.
2. Double-click the computer that contains the files or folders you want to access.
3. If the **Connect To** dialog box appears, enter your user name and password.
4. Double-click a folder to access its contents.

Explore your network:

1. Choose **Network** from the **Start** menu to display the **Network** window, and click **Network and Sharing Center**.
2. If Network Discovery is not shown as **On**, click the down arrow to display the options, choose **Turn On** Network Discovery, and click **Apply**.
3. Click **View Full Map**.
4. Examine the computers that are on your network.

Optimizing performance.

Shadow Copy helps you easily recover previous versions of files and documents that have been accidentally changed.

Restore a previous version of a file:

1. Right-click the file you want to restore.
2. Select Restore Previous Versions.
3. Find the previous version based on the date.
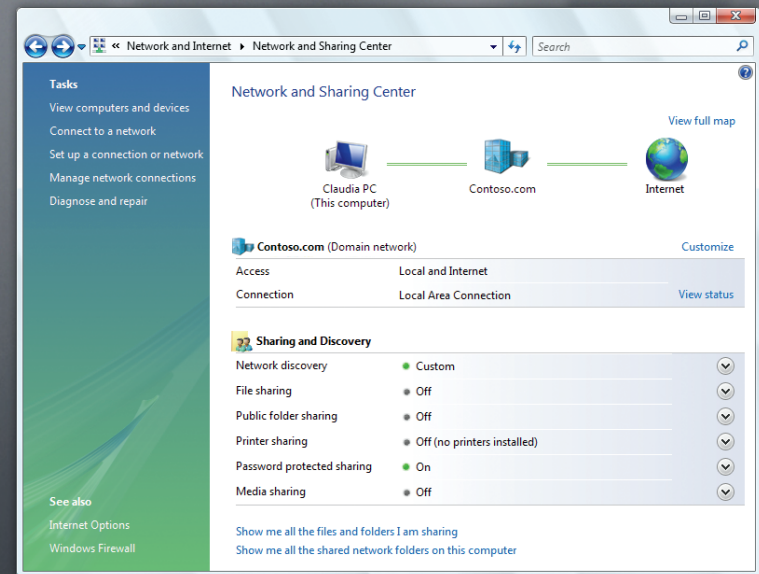
• *Network and Sharing Center*

• *Shadow Copy*

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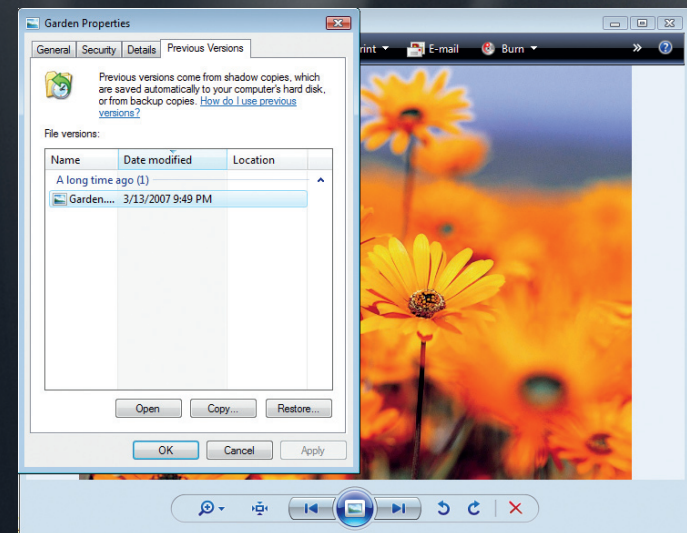
4. Preview the file to determine which one you want to restore.

5. Restore the file by dragging the file to a folder, or select it and click Restore to restore it to its original version.

More protection

In this section you will learn:
- Protecting your computer
- User account control
- Online protection

Protecting your computer.

Windows Complete PC Backup and Restore.

Few things can hurt a business more than systems crashing and losing valuable business and customer data. With Windows Complete PC Backup and Restore, you not only can back up your personal documents and files, but also you can back up all of your operating system files and programs—everything on your hard disk drive. In the event of a catastrophic hardware failure, you can use Windows Complete PC Backup and Restore to get your entire computer back to normal in one easy step.

Feature highlight:

Windows BitLocker Drive Encryption.

If you have confidential and valuable information stored on your computer, Windows BitLocker™ Drive Encryption helps ensure the integrity of that information by encrypting your entire hard drive. Only you have access to that information—even if your computer is lost, stolen, or decommissioned.
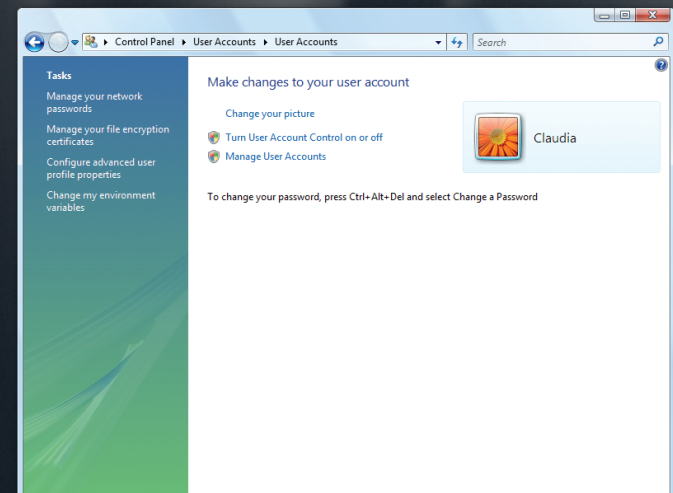
Back up your computer:
1. Select **Complete PC Backup and Restore** from the **Maintenance** file under **All Programs** on the **Start** menu.
2. Click **Back up computer**.
3. Select a back-up device (DVDs, external hard disk, etc.).
4. Click **Next**, and follow the prompts.

Restore your computer:
1. Boot from the **Windows Vista Ultimate DVD**.
2. Select your language.
3. Select the **Repair your computer** option.
4. When you get to the Windows Recovery Environment screen, you will select the **Complete PC and Restore** option and follow the prompts to restore your system.
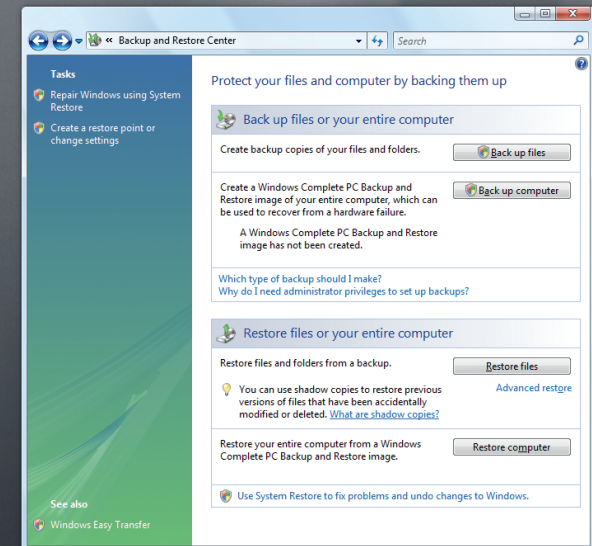
• *Backup and Restore Center*

• *User Accounts*

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Windows User Account Control.

Using Windows User Account Control, you can confidently allow your children to use your computer, and lessen the risk that they will install malicious software or make harmful changes to the computer.

Turn on Windows User Account Control:

1. Log on to Windows as an Administrator.
2. Select the Control Panel from the Start menu, and in the Security section, click Check This Computer's Security Status to display the Windows Security Center window.
3. Click the Turn On Now button in the Other Security Settings section.
4. Click the Restart Now button to restart the computer.
5. Log on as a standard user.

Online protection.
Windows Defender.

Windows Defender helps automatically safeguard your computer against pop-ups, slow performance, and security
threats caused by spyware and other unwanted software.
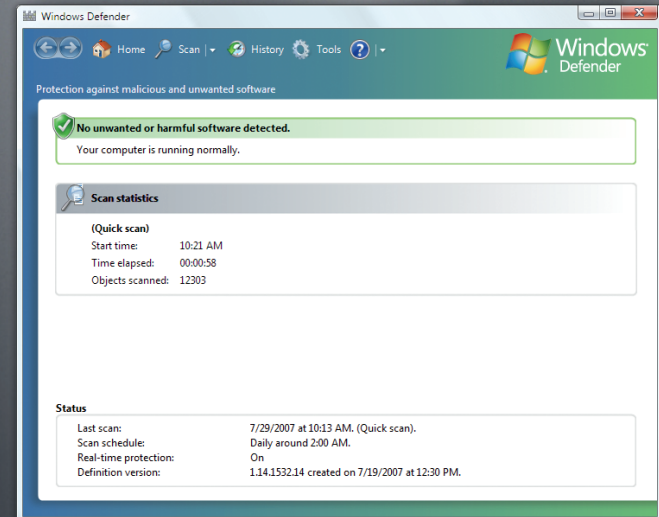
Change Windows Defender settings:

1. Click the **Start** button, type defend in the **Search** box, and click **Windows Defender**.
2. Click **Tools** in the Windows Defender window.
3. Select **Automatically scan my computer** to use Windows Defender.
4. Make any adjustments to the schedule.
5. Check boxes for **Check for updated definitions before scanning** and **Apply default actions to items detected during a scan**.
6. Select any other options you want, and click **Save**.

Feature highlight:

Windows Internet Explorer 7.

With dynamic security protection, the Internet Explorer® 7 browser helps you achieve a higher level of security protection than ever before when browsing the Web. Internet Explorer 7 includes anti-phishing technology that helps to protect you from fraudulent Web sites that attempt to steal your personal information.

Parental Controls.

With Parental Controls, you can manage the rules for your children's computer use. You can set time limits for use and also manage their access to the Web and to computer games.

• *Windows Defender*

• *Parental Controls*

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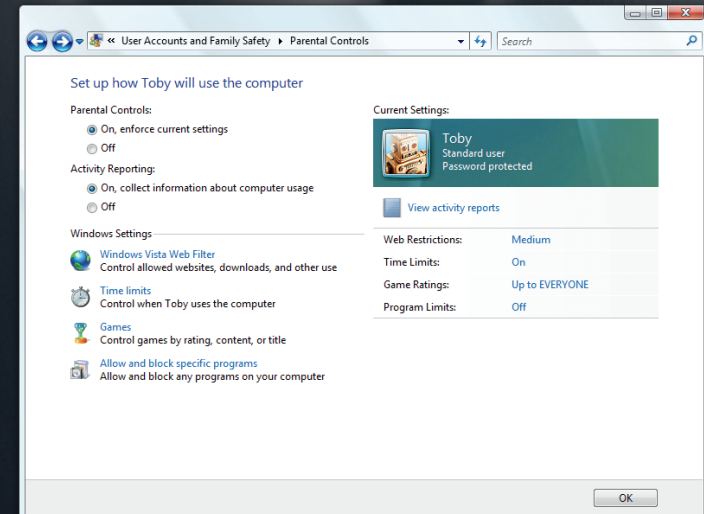
Set up Parental Controls:

1. Choose **Control Panel** from the **Start** menu, and in the **User Accounts and Family Safety** section, click **Set Up Parental Controls**.

2. Click the account you want to apply the controls, or if the user does not have one, click **Create a New User Account**.

3. In the User Controls Window, select the **On, Enforce Current Settings** option.

4. Specify whether you want Windows Vista to keep a record of computer activity.

5. Click **Windows Vista Web Filter** to display the Web Restrictions window.

Windows Firewall.

Provide the critical first line of defense. A smarter, more easily configured, and automatically running Windows Firewall helps protect you against many types of malicious software.

Configure the Firewall:

1. Choose **Control Panel** from the **Start** menu, and click **Security Center**. Under **Windows Firewall**, click **Turn Windows Firewall On or Off** to display the dialog box.

2. On the **General** tab, verify that the Firewall option is set to **On**.

3. On the **Exceptions** tab, select the programs you want to grant full access to your network and/or the Internet through the firewall, and clear the check boxes for any programs that you want to prevent access to through the firewall.

4. If the check box for displaying a notice when a program is blocked or is not selected, select it.
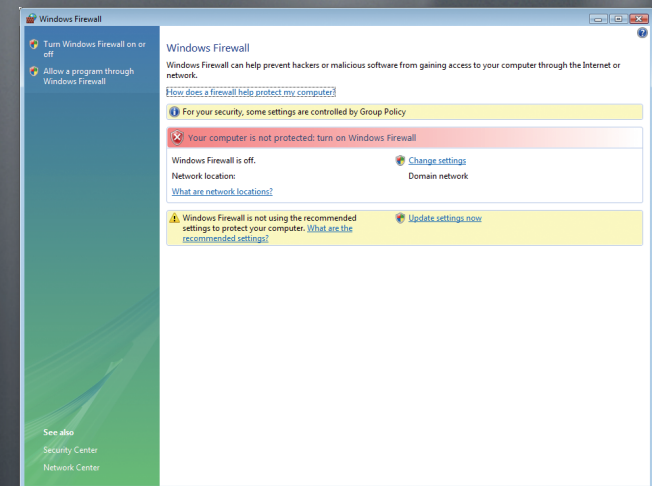
5. Click **OK**.

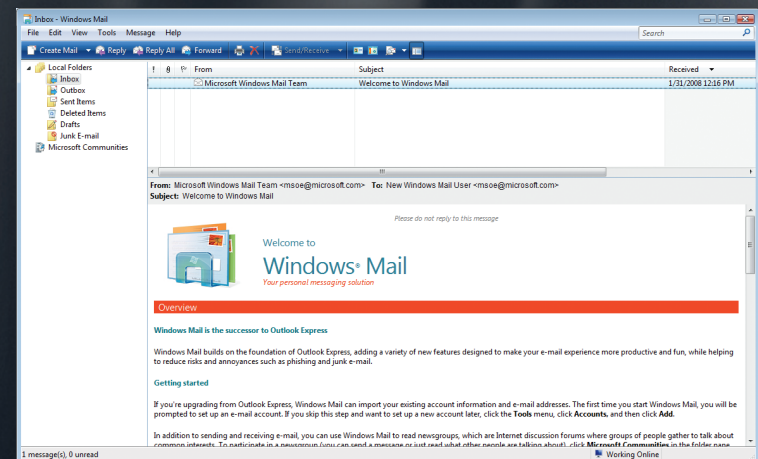# More Connected

In this section you will learn:

- Communicating with e-mail
- Organizing contacts
- Accessing the Internet
- Enhancing mobility

Communicating with e-mail.

Windows Vista Ultimate gives you many options for sending and receiving e-mail. Using Windows Mail you are able to open, compose, and send e-mails.

• Windows Firewall

• Windows Mail

Windows Vista Ultimate

Here is how to create, save, receive, and forward messages. Windows Vista Ultimate also makes it easy for you to send files via e-mail—Microsoft Office Word documents, Excel® spreadsheets, PowerPoint® presentations, photos, or other files.

Create a message:

1. Choose **Windows Mail** from the **Start** menu. Click **Create Mail**.
2. Type the recipient's e-mail address. To add more names, use a semicolon (;) between your recipients' e-mail addresses.
3. In the **Cc...** field, type the e-mail addresses of recipients who are to receive a copy of the message.
4. Type the subject of the message in the **Subject** line.
5. Type your message.
6. Do either of the following:
   - Click **Send**.
   - Choose **Send Later** from the **File** menu to leave the message in the Outbox until you are ready to send it.
   - Choose **Save** from the **File** menu, if you want to save a draft. If a message box appears, click **OK**.
7. When you have composed all the messages you want to send, Click Send/Receive to send the message in the outbox to your mail server.

Reply to or forward a message:

1. Select the message header.
2. Click the appropriate button:
   - **Reply** to send your reply to the writer of the message only.
   - **Reply to All** to send your reply to the writer of the message and everyone listed in the **To...** and **Cc...** lines.
   - **Forward** to send a copy of the message to another recipient.
3. Add or delete e-mail addresses from the **To...** and **Cc...** lines.
4. Type your reply message or any note associated with the forwarded message.
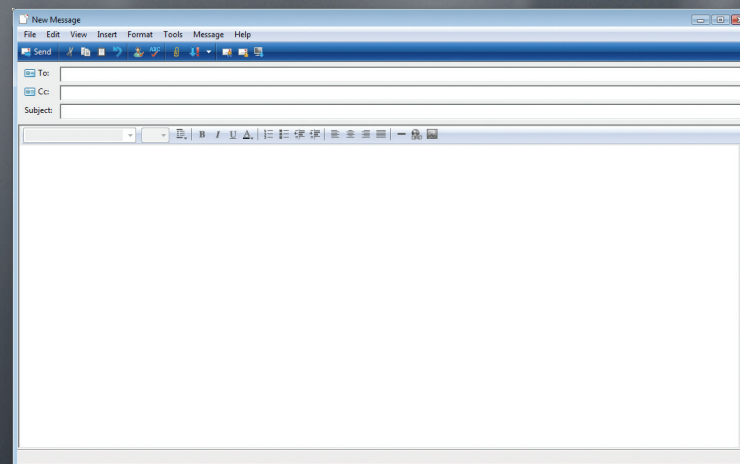5. Click **Send**.

Send a file by e-mail:

1. Use Windows Mail to create a message (refer to Create a message).
2. Click the **Attach File to Message** button.
3. Locate and select the file in the **Open** dialog box. If you want to send multiple files, hold down the **CTRL** key as you select each file.

Feature highlight:

Windows Live Search.

There are many ways to find things on the Internet, but one of the easiest is to search using Windows Live™ Search. Type the search terms in the upper corner of Internet Explorer 7, and press enter. This will take you to a page with results that you can use to either find what you are looking for or refine your search by altering your search terms.

• *Create Mail*
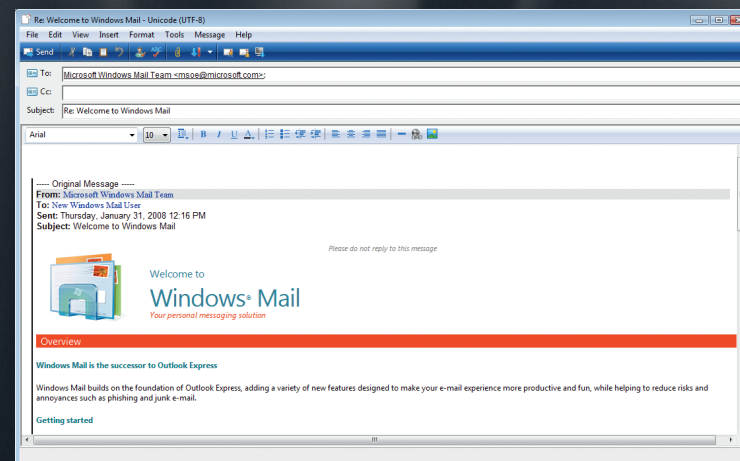
• *Reply to or Forward Mail*

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4. Click **Open**.

5. Click **Send**.

Organizing contacts.

It is important to keep your business and personal contacts close by, and Windows Vista Ultimate helps you do just that. You are also able to create group contacts to assist with communicating with groups or teams.

Create a new contact:

1. In Windows Mail, click the **Contacts** button to display the **Contacts** folder.

2. Click **New Contact** to display the **Properties** dialog box.

3. On the various tabs of the **Properties** dialog box, enter the information you want to record. You can even include an identifying picture. However you will need a unique name and e-mail address if you intend to send e-mail to that contact.

4. Click **OK**.

Create a group:

1. In Windows Mail, click the **Contacts** button to display the **Contacts** folder.

2. In the Contacts folder, click **New Contact Group** to display the dialog box.

3. On the **Contact Group** tab, type a descriptive name for the group.

4. Click **Add to Contact Group**.

5. Select the names of the people or add e-mail addresses for people you want to include in the group.

6. Click **Add**.

7. Add any further information to the **Contact Group Details** tab.

8. Click **OK**.

Accessing the Internet.

To access the internet, you need an Internet browser such as Internet Explorer 7. This browser makes it possible for you to view Web pages and surf the Internet. But you need more than an Internet browser; you also need to have an Internet connection. There are a number of ways to do this and most require you to connect through an Internet access provider.

Exploring the Internet:

1. Connect to the Internet.

2. For your current page, do any of the following:

   • Click in the **Search** box, type names or keywords, and then press **Enter** to display a new tab listing the Web pages that contain the specific text.

   • Click a relevant link on the page to go to a new page or site.
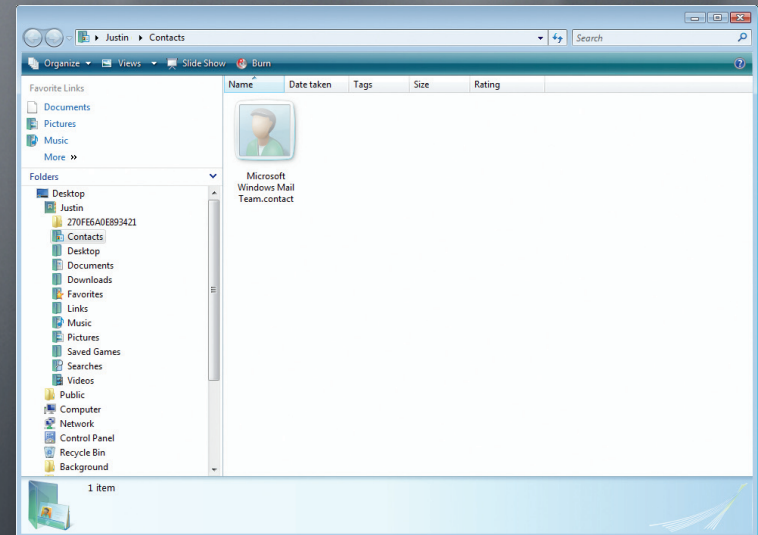
• *Contacts*

• *Internet Explorer 7*

- Click the **Forward** or **Back** button to return to a previously visited site.
- Open the Address bar drop-down list to specify and jump to a previously visited site, or type a new address to go to that site.

3. If you find a Web page that you want to return to, you can make it a favorite. Click the **Add to Favorites** button to display the dialog box. Type a name for the site. Click **Add**.

Enhancing mobility.

Mobile users can connect to wireless networks in the workplace, at home, or in public hotspots—with more confidence, privacy, and ease—using improved wireless networking and support for the most up-to-date wireless security standards.

Connect to an open-access network:

1. Choose **Connect To** from the **Start** menu. This starts the **Connect to a Network Wizard**.
2. Click the network you want.
3. Click **Connect**.
4. When you are warned that the network is unsecured, click **Connect Anyway**, and then complete the Wizard.
5. Use the network. When you have finished, choose **Connect To** from the **Start** menu, select the network, and click **Disconnect**.

Connect to a secure network:

1. Choose **Connect To** from the **Start** menu. This starts the **Connect to a Network Wizard**.
2. Click the network you want.
3. Click **Connect**.
4. Type the security key or the passphrase that was assigned to you, or insert the USB portable device that contains the network settings.
5. Click **Connect**.
6. Specify whether you want to save the network connection or whether you want it to start automatically whenever you start Windows.
7. Click **Close**, and use the network.

Feature highlight:

Remote Desktop Connection.

Using Remote Desktop Connection, you can access and control your computer remotely. This feature of Windows Vista Ultimate makes it easier to more securely access documents and programs on your computer remotely. You can gain remote access from across your home network, work network, or across the Internet from another computer, enabling you to get work done wherever you have a network connection.

Feature highlight:

Windows Mobility Center.

Windows Mobility Center saves you time by enabling you to quickly access and set key mobile system settings from one easy-to-find location. For instance, you can quickly adjust your wireless networking, display, sound, Tablet PC, and presentation settings. You can even adjust power options to maximize your computer's battery life.

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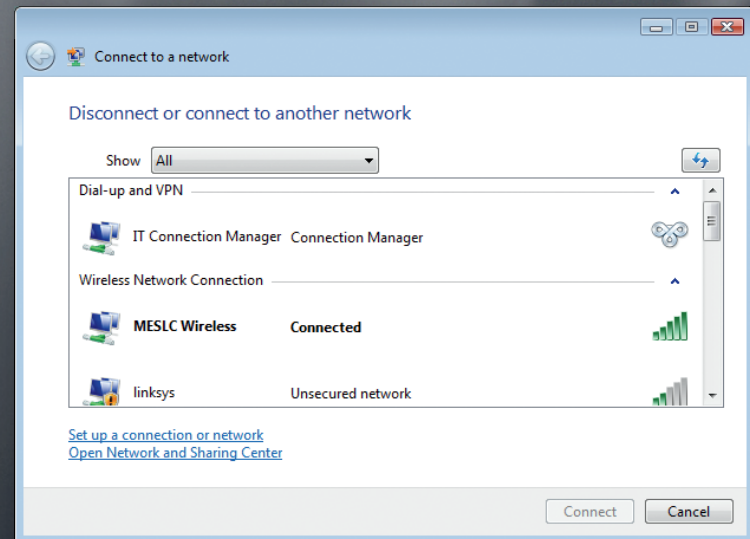
• *Network Wizard*

• *Windows Mobility Center*
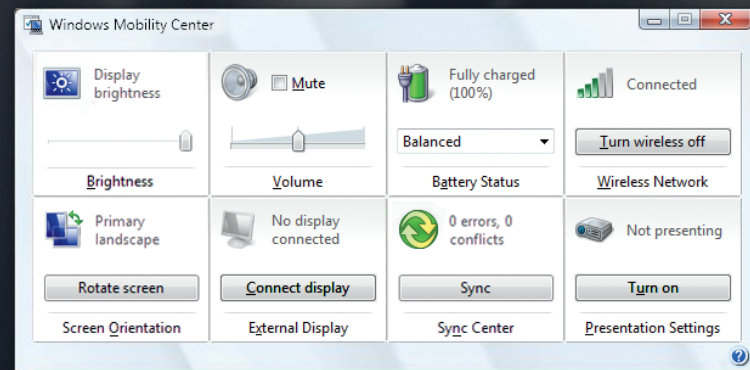
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More fun

In this section you will learn:
- Playing games
- Enjoy your entertainment library
- Managing pictures
- Publish movies

Playing games.

With Windows Vista Ultimate, you can play the latest high-performance computer games with stunning 3-D visuals. From the simple to the spectacular, there are Games for Windows for every age and ability, either on your computer or online. And with the Microsoft DirectX® 10 application programming interface included, only Windows Vista will be able to run the latest, most graphically advanced games in the market.

Feature highlight:

Windows Games.

Windows Vista Ultimate includes updates to your favorite built-in Windows games, such as Solitaire, Spider Solitaire, and FreeCell. Windows Vista Ultimate also includes three new premium games: Mahjong Titans, Chess Titans, and InkBall.

Play a game:

1. Click the **Games Explorer** from the **Start** menu.
2. Right-click a game's icon for easy access to a menu of play tasks (which can be customized by the game developer for each game) and any online options, such as linking to the game's Web site.
3. Use the **Games Explorer** command bar, to easily access any game-related settings for your software or hardware. Settings include accessing the player community for each game; getting help, support, and important publisher updates; or easily adding or removing games.
4. Click on the game you want to play.
5. Play your game.

Enjoy your entertainment library.

Windows Vista Ultimate includes Windows Media Center so that you can enjoy your entire digital entertainment library on your computer or on your television. Use your Windows Media Center remote control or your mouse to view your photos in a cinematic slide show, browse your music collection by cover art, easily play DVDs, or watch and record your favorite TV shows.

Control Windows Media Center:

1. Start **Windows Media Center** from the **Start** menu.
2. Scroll though the menus. Select an item.
3. Move the mouse to display the controls, and then use the controls to change channels, fast-forward, and so on.
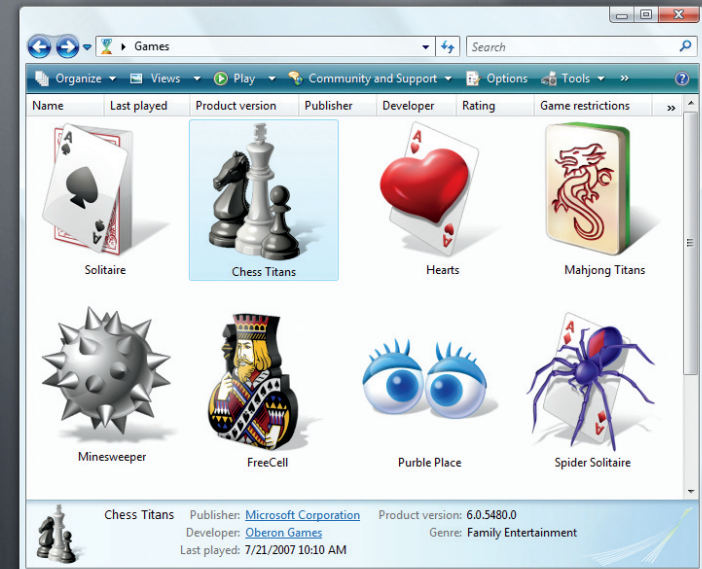
• *Games Explorer*

• *Windows Media Center*

Windows Vista® Ultimate

Managing pictures.

Windows Photo Gallery offers a better and more flexible way of acquiring, organizing, fixing, sharing, and printing your digital photos and home videos.

Manage your photos:

1. Click **Windows Photo Gallery** under **All Programs** in the **Start** menu.
2. Scroll through the photos.
3. Point to a photo to see an enlarged version and details.
4. You can do any of the following:
   • Rotate the photo by clicking **Rotate Clockwise** or **Rotate Counterclockwise**.
   • Click the **Fix** button to adjust exposure and color, crop the picture, or fix red-eye distortion.
5. To view the next photo, click the **Next Image** button.
6. Click the **Back to Gallery** button when you have finished.

Publishing movies.

You can capture, edit, and publish your digital home movies in standard or high-definition format with the updated Windows Movie Maker.
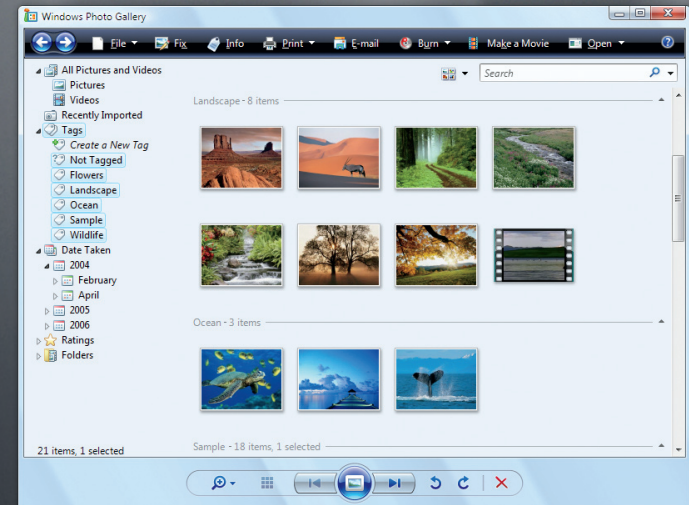
Feature highlight:

Windows DVD Maker.

Burn your photo slide shows and home movies to a professional-looking video DVD with Windows DVD Maker, and watch them on a standard DVD player or on the computer of your choice.

Make a movie:

1. Open **Windows Photo Gallery** from the **Start** menu, and select **Videos**.
2. Double-click a video that you want to preview.
3. If you want to make this video into a movie, click **Make a Movie**.
4. After **Windows Movie Maker** has started and created the movie, delete, move, or trim the clips shown on the storyboard.
5. When the movie is finished, choose **Save Project** from the **File** menu.
6. Click **Publish Movie**, and choose how you want to publish your movie.
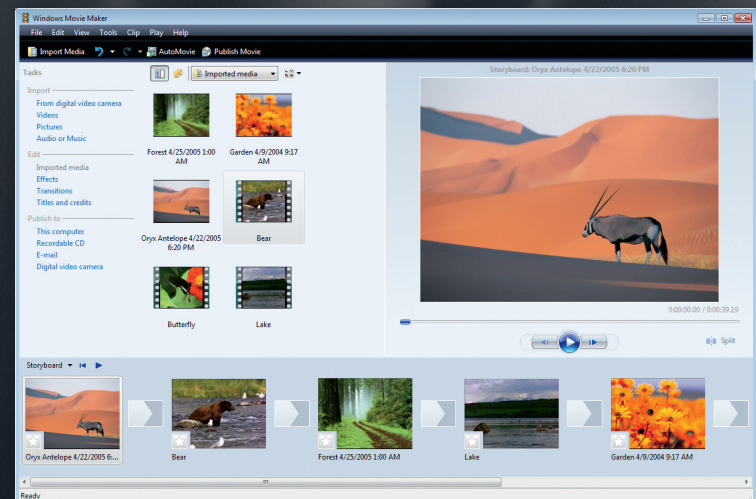
• *Windows Photo Gallery*

• *Windows Movie Maker*

Windows Vista
Ultimate

Windows Vista™ Ultimate