

# Windows Vista®



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Windows® Vista is the next generation of Microsoft's Windows operating system. Windows Vista uses a new interface, called *Aero*. *Aero* will be displayed only on computers with the hardware needed to support it and that are running one of the following editions of Windows Vista: Home Premium, Business, or Ultimate.

To start Windows Vista, turn on your computer. When the Windows Vista Welcome screen appears, click your user name. If necessary, type your password and click



### A Desktop

Provides an area for creating shortcuts to frequently used applications, system utilities, folders, files, and other items. The Recycle Bin is one icon commonly found on the desktop.

### B Start menu

Provides access to your applications and folders. You can also use the Start menu to get Help, search for files, and shut down your computer. To display the Start menu, click the Start button or press **CTRL** + **ESC**.

### C Welcome Center

Provides a central location from which you can perform a variety of tasks, including viewing details about your computer, transferring files, creating user accounts, and accessing offers from Microsoft. The Welcome Center appears automatically each time you log on. To prevent the Welcome Center from being displayed, clear the **Run at startup** check box at the bottom of the window and then click .

### D Taskbar

Contains the Start button , the Quick Launch toolbar , a button for each open application, and the notification area . To switch to an open application, folder, or document, simply click the corresponding taskbar button.

### E Windows Sidebar

Holds small programs (called *gadgets*) that perform simple functions that you might use often, but don't need to give your full attention. Gadgets include clocks, calculators, and news feeds.

**NOT FOR PRINTING OR INSTRUCTIONAL USE**

## WINDOWS

### Use the mouse

In Windows Vista, the default input device is a mouse. You can use the mouse to perform various tasks, such as opening applications, selecting items, copying data, and moving data. As you move the mouse, a mouse pointer moves in the same direction on the screen. By default, the left mouse button is the primary mouse button.

*NOTE: The instructions in this card use the left mouse button as the primary mouse button.*

MOUSE ACTION	DESCRIPTION
Point	Place the mouse pointer over an object.
Click	Quickly press and release the left mouse button.
Select	Point to and click an object.
Double-click	Press and release the left mouse button two times in rapid succession.
Drag	While holding down the left mouse button, move the pointer to the desired location; then release the mouse button.
Right-click	Quickly press and release the right mouse button. In Windows Vista, right-clicking both selects an object and opens its shortcut menu.

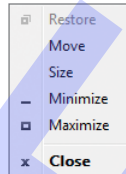
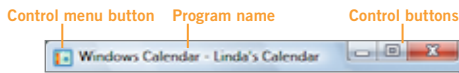
### Windows ToolTips

ToolTips are information boxes that appear when you hold the mouse pointer over desktop icons and toolbar buttons for a few seconds.



### Control a window's appearance

Windows Vista displays active programs in separate windows. A window's title bar is located at the top of each window. The title bar contains the Control menu button, the program name, and control buttons.



You can use the Control menu and the control buttons to change the position of the window on the desktop. To display the Control menu, either click the Control menu button or right-click any blank area in the title bar.

### Control menu and buttons

MENU ITEM	BUTTON	USE THIS TO...
Minimize		Reduce a window to a taskbar button.
Maximize		Enlarge the window to cover the entire desktop area. (In a maximized window, the Restore button is shown instead.)
Restore		Restore a maximized window to its previous smaller size.
Close		Close the window. You can also press <b>(ALT) + (F4)</b> to close the active window.

### Resize a window

Point to the side, top, or bottom edge of a window. When the pointer changes to a double-headed arrow , click and drag to change the window size.

*NOTE: To change the height and width at the same time, point to a corner of the window. When the pointer changes to a double-headed arrow, click and drag to resize the window.*



### Move a window

Drag a window by its title bar to a new location. You can't move a maximized window because it already covers the entire desktop.

## THE START MENU

### Open a program

Click and do one of the following:

- If the program is listed on the left side of the menu, click it.
- If the program is not listed, click **All Programs**. Scroll to locate the program's name, and then click it.

### Use the Start menu to search for a file

In the Start Search box, enter the file name or a word or phrase contained in the file, and click the Search button . To close the Start menu and view all of the results in a new window, click **See all results**.

### Lock or unlock your computer

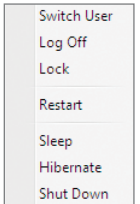
Click the Lock button . To unlock the computer, log on to it. If necessary, move your mouse to display the Welcome screen.

### Put your computer into Sleep mode

Click the Power button . To bring the computer out of Sleep mode, either press the computer's power button or press any key on the keyboard.

### Log off, shut down, or restart your computer

- **Switch to a different user account:** Click and choose **Switch User**. Click the user name for the account you want to use. Type the password and click .
- **Log off your computer:** Click and choose **Log Off**.
- **Restart your computer:** Click and choose **Restart**.
- **Shut down your computer:** Click and choose **Shut Down**.



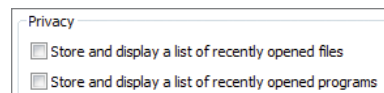
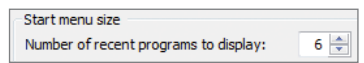
### Pin an item to the Start menu

Right-click the item you want to add to the Start menu and choose **Pin to Start Menu**. To unpin an item, right-click it and choose **Unpin from Start Menu**.

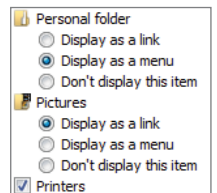
### Configure the Start menu

To configure the Start menu, right-click and choose **Properties**. If necessary, click the **Start Menu** tab. Then do any of the following:

- **Switch to the Classic Start menu:** Select **Classic Start menu** and click **OK**. The classic Start menu is similar to the one used in Windows 98 and Windows 2000.
- **Change the number of frequently used programs listed:** Click **Customize**. Under "Start menu size," enter the number of programs you want to list. Click **OK**.
- **Don't display recent documents and programs on the Start menu:** Click **Customize**. Under "Privacy," clear the two check boxes. Click **OK**.



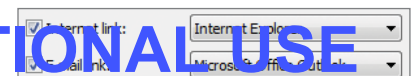
- **Change the list of folders and system tools:** Click **Customize**. In the list box at the top of the dialog box, check or select the items you want to display. Click **OK**.



*NOTE: For many items, you can specify whether they should be displayed as links or as submenus on the Start menu.*

- **Return the Start menu to its default settings:** Click **Customize**. Click **Use Default Settings** and then click **OK**.

- **Change the default Internet browser or e-mail client shown on the Start menu:** Under "Show on Start menu," from the Internet link and E-mail link lists, select the



## TASKBAR

### Use the taskbar to preview, display, and arrange windows

- **Minimize all open windows:** Right-click a blank area of the taskbar and choose **Show the Desktop**.
- **View a minimized window:** Click the window's taskbar button.
- **View live thumbnails:** To view a small image of a program's full-size window (called a *live thumbnail*), position the mouse pointer over a taskbar button.

*NOTE: Thumbnails appear only if you are using the Aero interface.*



- **Work with grouped taskbar buttons:** The taskbar combines related open windows into a single group button. To maximize a window, click the group button and select an item from the menu.
- **Close an item or group:** Right-click the program's or group's taskbar button and choose **Close** or **Close Group**.
- **Arrange open windows:** Right-click an empty area of the taskbar and choose **Cascade Windows**, **Show Windows Stacked**, or **Show Windows Side by Side**.



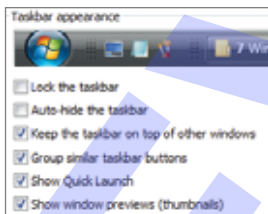
*NOTE: To restore arranged windows to their previous states, right-click an empty area of the taskbar and choose **Undo Cascade**, **Undo Show Stacked**, or **Undo Show Side by Side**.*

### Configure the taskbar

To change taskbar settings, right-click a blank area of the taskbar and choose **Properties**. Under "Taskbar appearance," do any of the following:

- **Unlock the taskbar:** Clear the **Lock the taskbar** box and click **OK**.
- **Auto-hide the taskbar:** Check the **Auto-hide the taskbar** box and click **OK**.

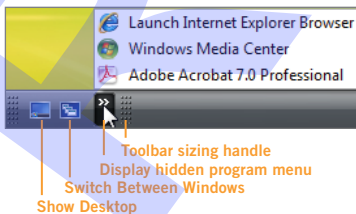
*NOTE: When auto-hide is active, move your mouse pointer to the bottom of the screen to display the taskbar.*



- **Don't group items:** Clear the **Group similar taskbar buttons** box and click **OK**.
- **Hide the Quick Launch toolbar:** Clear the **Show Quick Launch** box and click **OK**.

## QUICK LAUNCH TOOLBAR

The Quick Launch toolbar is a section of the taskbar that you can use to start applications with a single click. The default icons are Show Desktop and Switch Between Windows. Internet Explorer and Windows Media® Player are added to the toolbar the first time they are used.



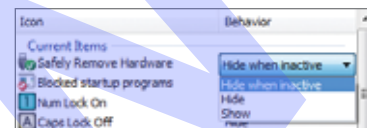
### Work with the Quick Launch toolbar

- **Show hidden Quick Launch programs:** Click the arrow to display a menu of hidden programs (as shown above).
- **Add a program to the Quick Launch toolbar:** Click and choose **All Programs**. Scroll to locate the program you want to add. Right-click the program name and choose **Add to Quick Launch**.
- **Resize the Quick Launch toolbar:** To show more programs on the Quick Launch toolbar, drag the right-hand toolbar sizing handle to the right. To show fewer programs, drag the right-hand toolbar sizing handle to the left.
- **Delete a program from the Quick Launch toolbar:** Right-click the program's icon on the Quick Launch toolbar and choose **Delete**.

## NOTIFICATION AREA

### Hide or show items in the notification area

1. Right-click a blank area on the taskbar and choose **Properties**.
2. Click the **Notification Area** tab and verify that the **Hide inactive icons** box is checked.
3. Click **Customize**.
4. For each item, select the behavior you want.
5. Click **OK** twice.



### Change the date, time, or time zone

1. In the notification area, click the clock and choose **Change date and time settings**.
2. On the Date and Time tab, click **Change date and time**.
3. If necessary, click **Continue** or enter the computer's Administrator user name and password.
4. Set the date and time and click **OK**.
5. Click **Change time zone**. From the list, select a time zone.
6. Click **OK** twice.

### Adjust the computer's speaker volume

1. In the notification area, click the speaker icon .
2. Drag the slider to change the volume.

*NOTE: To change the volume for a specific application, click **Mixer**. Adjust the application's volume and close the Volume Mixer window.*



## RECYCLE BIN

When you delete an object, Windows Vista moves the object to a folder called Recycle Bin. Objects are not permanently deleted until they are emptied from the Recycle Bin.



### Delete a file or folder

There are several ways you can send files and folders to the Recycle Bin. First, in a folder window, select the files or folders you want to delete. Then do one of the following:

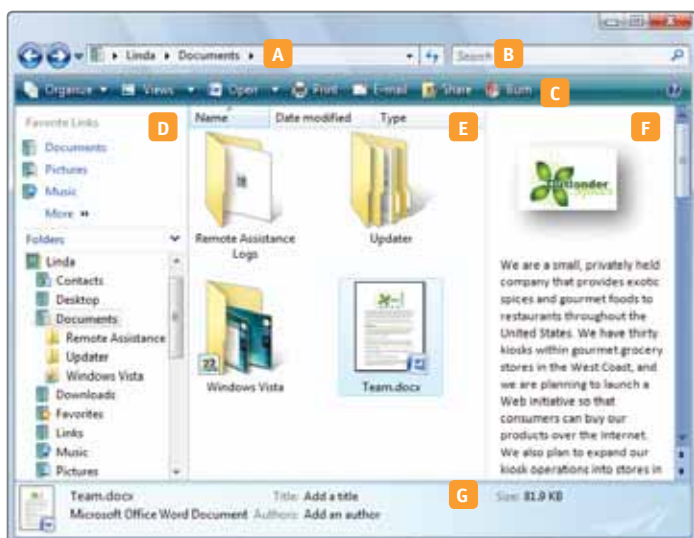
METHOD	DESCRIPTION
Command Bar	On the Command bar, click  and choose <b>Delete</b> . Click <b>Yes</b> to confirm the deletion.
Right-clicking	Right-click the files or folders, choose <b>Delete</b> , and then click <b>Yes</b> .
Dragging	Drag the files or folders to the Recycle Bin.
Keyboard	Press <b>DELETE</b> and then press <b>ENTER</b> .

### Empty and restore items in the Recycle Bin



On your desktop, double-click the Recycle Bin icon. Then do any of the following:

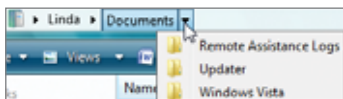
- **Restore all items in the Recycle Bin:** On the Command bar, click .
- **Restore a single item in the Recycle Bin:** Right-click the item and choose **Restore**.  
*NOTE: If you delete an entire folder, you cannot selectively restore the files it contains. You must restore the entire folder.*
- **Empty the Recycle Bin:** Click . Click **Yes** to confirm the action.
- **Empty specific items from the Recycle Bin:** In the Recycle Bin, right-click the file or folder you want to permanently delete, and click **Delete**. Click **Yes** to confirm the action.

## THE PERSONAL FOLDER



Folder windows in Windows Vista have the following interface features:

- A Address bar:** Shows your current location in your computer's folder hierarchy. To use the Address bar to navigate in a folder window, you can do either of the following:
  - Click the arrow next to a folder to see a menu of its subfolders.
  - Click the Refresh button  to update the view.
- B Search box:** Provides a way to search for content. Enter your search words or phrases and click the Search button .
- C Command bar:** Contains buttons and menus for working with files and folders. The buttons change depending on your current activity.
- D Navigation pane:** Contains the Favorite Links list and the Folders list. Use the Navigation pane to move through the folder hierarchy.
- E List pane:** Displays the contents of the selected folder.
- F Preview pane:** Displays a preview of the selected file. To display the Preview pane in a folder window, click **Organize** and choose **Layout, Preview Pane**. Then, in the List pane, select the file you want to preview.
- G Details pane:** Displays detailed information for the selected file, folder, or program.



## Subfolders in the personal folder



Each user on a Windows Vista computer has a personal folder. By default, your personal folder contains several subfolders that you can use to organize your files:

FOLDER	CONTAINS...
Contacts	Information you want to keep about people and groups.
Desktop	Files and icons on your desktop.
Documents	Documents and other files in your Documents folder. This is your primary folder for your data files.
Downloads	Files downloaded from the Internet.
Favorites	Links for favorite Web sites in Internet Explorer.
Links	Links to locations that appear in the left-hand (Navigation) pane of the various folders.
Music	Music files.
Pictures	Photos and graphics files.
Searches	Saved searches, so that you can repeat the same searches later.
Videos	Video clips and movies.


## FOLDERS

## Create folders




It's best to create new folders in the Documents, Music, or Pictures folders, where you know you have easy access to them. You can also create folders in your personal folder.

1. Click  and choose **Documents, Music, Pictures**, or your personal folder.
2. On the Command bar, click **Organize** and choose **New Folder**.
3. Type a name for the folder and press .

## Rename a file or folder

In a folder window, right-click the file or folder and choose **Rename**. Type a new name and press .

## Select multiple files or folders

TO SELECT...	DO THIS...
Contiguous files	While holding  , click the first file and then the last file.
Non-contiguous files	While holding  , click each file.
All files in a folder	Press  .

## Move or copy files and folders


1. In a folder window, select the items you want to move or copy to a new destination.
2. On the Command bar, do one of the following:
  - **To move files or folders:** Click **Organize** and choose **Cut**.
  - **To copy files or folders:** Click **Organize** and choose **Copy**.
3. In the Navigation pane, select the destination folder.
4. Click **Organize** and choose **Paste**.

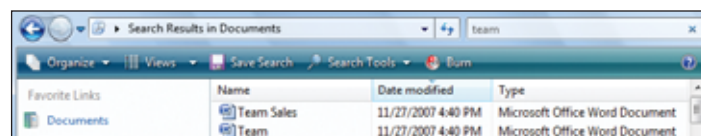
## Undo a move or copy

Immediately after you move or copy an item, you can undo the move or copy. To do so, click **Organize** and choose **Undo**.

## SEARCHES

## Perform a search in a folder window

In a folder window, type your search words or phrases in the Search box; then click the Search button . As you type, Vista will search the current folder and its subfolders and display the results in a Search Results window.



## Save a search

1. In a Search Results window, on the Command bar, click **Save Search**.
2. Enter a name for the search.
3. (Optional) Click **Add a tag** and enter a description for the search.
4. Click **Save**. The search is saved as a search folder.

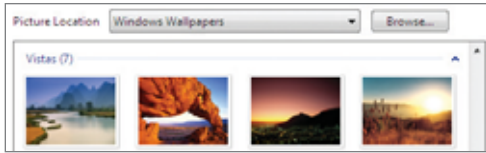
## Work with saved searches

- **Open a saved search:** In a folder window's Navigation pane, under Favorite Links, click **Searches**. In the List pane, double-click the saved search folder you want to open.
- **Delete a saved search:** In the Searches folder, right-click the saved search you want to delete and choose **Delete**. Then click **Yes**.

## CUSTOMIZATION

### Change the desktop background

1. Right-click a blank area of the desktop and choose **Personalize**.
2. Click **Desktop Background**.
3. Do one of the following:
  - From the Picture Location list, select a category of pictures, and then select a background.

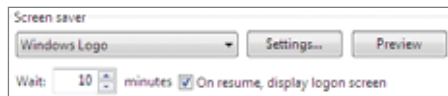


- Click **Browse**. Locate and select the picture you want to use as a background, and then click **Open**.
4. To change the placement of the background, select one of the options shown.
    - Stretched
    - Tiled
    - Centered
  5. Click **OK**.



### Change the screen saver

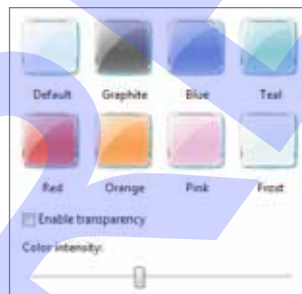
1. Right-click a blank area of the desktop and choose **Personalize**.
2. Click **Screen Saver**.
3. Select a screen saver from the list.
4. Do any of the following:
  - In the Wait box, enter the number of minutes that your computer should be idle before the screen saver starts.
  - For extra security, check the **On resume, display logon screen** box.
  - To configure the screen saver, click **Settings** and specify the desired options.
  - To test the screen saver, click **Preview**.
5. Click **OK**.



### Change the Windows display color

1. Right-click a blank area of the desktop and choose **Personalize**.
2. Click **Window Color and Appearance**.
3. Select a color.
4. If you want to disable transparency, clear the **Enable transparency** box.
 

*NOTE: Transparency is available only with the Aero interface.*
5. Using the slider, adjust the color intensity.
6. Click **OK**.



### Customize mouse settings

1. Click and choose **Control Panel**.
2. Under Hardware and Sound, click **Mouse**.
3. Change the settings on each of the tabs as desired.
  - Buttons:** Specify whether the mouse is set for right-hand or left-hand use. You can also set the double-click speed and activate ClickLock.
 

*NOTE: ClickLock is a new feature in Windows Vista that lets you highlight or drag without holding down the mouse button.*
  - Pointers:** Specify the look of your mouse pointer.
  - Pointer Options:** Specify how you want the pointer to act on screen.
  - Wheel:** Specify the number of lines the screen moves for each wheel notch.
  - Hardware:** Set your mouse driver's properties.
4. Click **OK**.

## SYSTEM MAINTENANCE

### Clean up your system

- Delete unnecessary temporary Internet files, temp files, and Recycle Bin items.
1. Click and choose **All Programs, Accessories, System Tools, Disk Cleanup**.
  2. Click either **My files only** or **Files from all users on this computer**.
  3. If prompted, enter the computer's Administrator user name and password.
  4. Select the drive you want to clean and click **OK**.
  5. In the "Files to delete" list, check or clear files as desired. To delete the checked files, click **OK** and then click **Delete files**.

### Scan your computer for spyware

1. Click and choose **All Programs, Windows Defender**.
2. Click **Scan**. When the scan is finished, view the results to see if you should take any action.

### Exit a program that is no longer responding

Right-click the taskbar and choose **Task Manager** to open the Windows Task Manager. If necessary, click the **Applications** tab. Select the program that isn't responding and click **End Task**.

## WINDOWS SIDEBAR AND GADGETS

### Windows Sidebar

The Windows Sidebar contains two main components: the Sidebar controls and the gadget area. Use the Sidebar controls to add gadgets and to navigate through the pages of running gadgets. By default, the gadget area contains three gadgets: Clock, Slide Show, and RSS Feed Headlines.



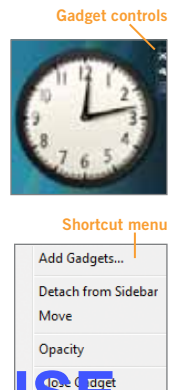
### Work with the Windows Sidebar

- Open the Sidebar:** Click and choose **All Programs, Accessories, Windows Sidebar**.
- Hide the Sidebar:** Click a blank area of the Sidebar and choose **Close Sidebar**. Despite the name of the command, the Sidebar is not closed, but hidden. You can still access it.
- Show a hidden Sidebar:** Click the Windows Sidebar icon in the notification area.
- Close a hidden Sidebar:** In the notification area, right-click the Windows Sidebar icon and choose **Exit**.
- Add a gadget to the Sidebar:** In the Windows Sidebar controls, click to open the Gadget Gallery. Double-click the gadget you want to add to the Sidebar. Click to close the Gadget Gallery.

### Work with gadgets

To work with a gadget, either point to it until its control buttons appear, or right-click it and use its shortcut menu.

- Remove a gadget from the Sidebar:** In the gadget controls, click ; or right-click the gadget and choose **Close Gadget**.
  - Move a gadget:** In the gadget controls, click and then drag the gadget to the desired position in the Sidebar.
  - Configure a gadget:** In the gadget controls, click to open the gadget's settings. Make your changes and click **OK**.
- Keep a gadget active, but remove it from the sidebar: Right-click the gadget and choose **Detach from Sidebar**.



## HELP AND DISPLAY OPTIONS

### Where can I get more help with Windows Vista?

The following Web sites contain links to useful resources:

- [www.microsoft.com/windowsvista](http://www.microsoft.com/windowsvista)
- [www.support.microsoft.com](http://www.support.microsoft.com)

### How do I find information in Windows Help and Support?

To open Windows Help and Support, click and choose **Help and Support**, or press **(F1)**. There are several ways you can find information here.



- **Browse by topic:** Click a link under “Find an answer.”
- **Use Help topics:** Click the Browse Help button . Enter a keyword or select a keyword from the list, and click **Display**.
- **Use Search:** Enter a word or phrase in the Search box and click the Search button . In the search results, click a link to display information about the corresponding topic.

### How do I navigate in Windows Help and Support?

Use the Help toolbar buttons to find your way among Help topics.

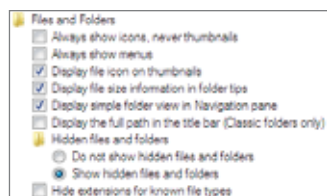
BUTTON	USED TO...
	Return to the previous Help topic.
	Move forward to the next Help topic. This button is available only after you click the Back button.
	Return to the main Windows Help and Support window.
	Print content.
	View an alphabetical list of all Help topics.
	Access Remote Assistance, newsgroups, and Microsoft Web sites.
	Customize Windows Help and Support.

### Where can I get more gadgets?

Windows Vista ships with a small set of gadgets, and you can download more gadgets from <http://gallery.live.com>.

### How do I show hidden files and folders and display file extensions?

1. Open your personal folder. Click **Organize** and choose **Folder and Search Options**. Then, click the **View** tab.
2. Under Files and Folders, select **Show hidden files and folders**.
3. Clear the **Hide extensions for known file types** box.
4. Click **OK**.



## WORKING MORE EFFICIENTLY

### How do I create a shortcut?

You can place shortcuts to any program, file, folder, or hardware device on the desktop, in folders, or even in the Start menu. To do so, drag an object to the desired destination. When you release the mouse button, a shortcut menu will appear; choose **Create Shortcuts Here**.

*NOTE: To delete a shortcut, right-click it, choose **Delete**, and click **Yes**.*

### How can I add frequently used files or folders to my Favorite Links?

1. In a folder window, use the Navigation pane to locate the file or folder.
2. Drag the item from the List pane to the Favorite Links list.

### How do I use Windows Flip 3D navigation?

If your computer supports the Aero interface, you can use the new Windows Flip 3D navigation feature to switch between open programs.

On the Quick Launch bar, click the Switch between windows button . In the three-dimensional display of open programs, click the program or file that you want to make active.



### How do I turn on underlining for keyboard shortcuts?

1. Click and choose **Control Panel**.
2. Click **Ease of Access**. Then click **Change how your keyboard works**.
3. Under “Make it easier to use keyboard shortcuts,” check the **Underline keyboard shortcuts and access keys** box.
4. Click **Save** and close the Control Panel.

### What are some keyboard shortcuts for common tasks?

#### General

KEY COMBINATION	USED TO...
<b>(CTRL) + (ESC)</b>	Activate the Start menu.
<b>(ALT) + underlined letter in a menu name</b>	Display the corresponding menu.
Underlined letter in a command name in an open menu	Carry out the corresponding command.
<b>(SHIFT) + (F10)</b>	Display the shortcut menu for the selected item.

#### On the desktop and in folder windows

KEY COMBINATION	USED TO...
<b>(F2)</b>	Rename the selected item.
<b>(F3)</b>	Open a Search window.
<b>(F5)</b>	Refresh the active window.
<b>(DELETE)</b>	Send selected items to the Recycle Bin.