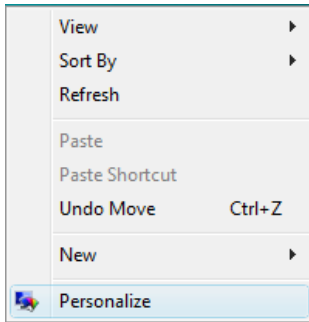


### Personalize your Computer

Right-click on an empty section of the desktop and click Personalize:



This link will take you to a special section of the Control Panel where you can change the window appearance, background, screensaver, sound schemes, mouse pointers, overall Windows theme, and the resolution of your monitor.

### Printing from Applications

There will no doubt come the time when you want to print something from your computer. With your printer installed and powered on, you can print from nearly any program by clicking File → Print. You can also press Ctrl + P in most cases.

Some programs have a direct printer icon in the interface:



Clicking this link usually sends one copy of the current file to the printer with default settings.

### Anatomy of a Computer Desktop



#### Icons

There are six icons on the above desktop. Five of them are shortcuts, as denoted by the small arrow on the icon. The last icon is an actual file stored on the desktop.

#### Start Button

The blue button in the lower-left corner. This button gives you access to other programs installed on the computer.

#### Quick Launch Bar

To the immediate right of the Start button, this is a bar containing shortcuts to commonly used programs and services on your computer. Any shortcut can be added to this bar, simply click and drag a shortcut onto the Quick Launch bar.

#### Program Buttons

Each opened program/file will have its own button here. Click the button to restore the window to the desktop.

#### System Tray

In the lower-right corner of your screen is the System Tray. This area of your computer lists services currently being used on your computer and the system time.

Notice the < icon. If you click this link, the System Tray will expand to show you all of the services currently running on your computer. These services include anti-virus scanners, network connectivity status, and so on.

### The Start Menu



### Start Menu Contents

There are five different sections to the Windows Vista Start menu. Let's see what each section is designed to do:

#### Program Listing

On the left is a listing of programs that have been recently used on your computer. The default Internet browser and E-mail client are displayed. Click the All Programs link to see the other programs installed on your computer.

#### Search Bar

If you type the name of a program or file, Windows Vista will automatically look for the item based on the search criteria you entered. Relevant results are displayed in the Program Listing.

#### Quick Links

The Quick Links area displays your user name, as well as links to your Documents, Pictures, Music, and Games.

#### Computer Control

This section lets you perform specific actions with your computer. Search provides a thorough search tool. Computer lets you browse files, Network and Connect To show you active network links and other external resources for your computer.

#### Power Options

These controls are used to power down your computer or lock it so no one else can use it while you are away. By default, the Power button will make the computer go into a hibernation (sleep) state where all items currently in memory are saved onto the hard drive. Once items have been saved, then power is cut to the computer. This means that turning on your computer will not require you to log in; rather the computer will resume where it was before hibernation. Clicking the Lock icon will lock the computer. This will require you to enter your password to unlock the computer. Finally, the right-facing arrow lists all power options available for you to use.

## Files, Folders, and Storage

All data on your computer is stored in files. Files are analogous to pieces of paper. Some are very small, some can be very large. Files all have the same format of filename.xxx. The 'filename' denotes the name of the file and the '.xxx' denoted the file type. This is also called the file extension.

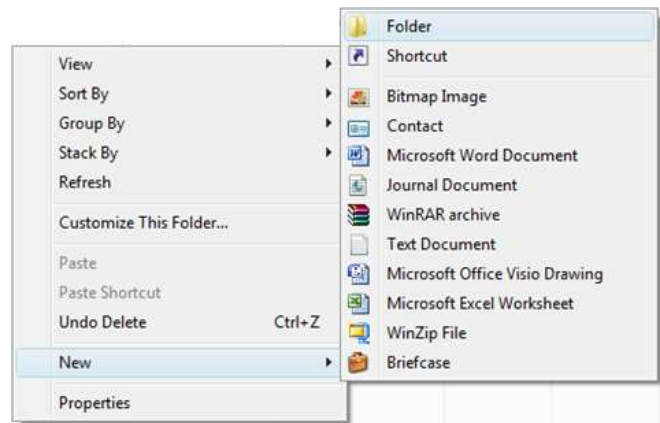
Folders can be used to store files or other folders. (These also work just like paper folders!) Folders offer storage levels which are only constricted to the size of the available free space on your computer. That is, a folder is not limited to 10 megabytes of storage. Folders work by creating a path on a device. For example, C:\myfolder is a path. The 'myfolder' folder is located on the C: disk drive.

Finally, storage devices like internal and external hard disks, CD's, DVD's, floppy disks and USB flash memory can hold files and folders.

You can examine the contents of your computer by clicking Start → Computer. This will list all hard disks, optical drives (CD/DVD) and other storage media on your computer. Double-click any item to view its contents.

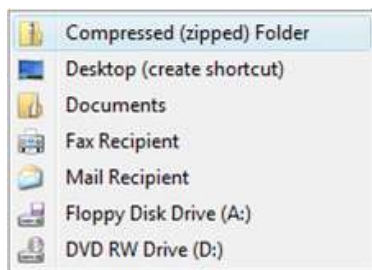
## Creating Files and Folders

You can create files and folders on the desktop or in a disk drive. Right-click in an empty space, point to New, and choose the object you want to create:



## Compressing Files

Windows Vista allows you to create compressed files and folders. This means that the data in a file or folder is put through an algorithm that decreases the file size. Do this by right-clicking a file or folder, pointing to Send To and clicking Compressed Folder:



Some file types, like movies, music, and pictures, don't compress very well. However, large amounts of text or numerical data (spreadsheets) will compress quite well.

## Adding a Printer

1. Click Start and Control Panel
2. Click Hardware and Sound
3. Click Add a Printer
4. Choose whether printer is local or network
5. Walkthrough remaining wizard steps



## Changing File Access Permissions

1. Right-click file or folder in question and click Properties.
2. Click Security tab.
3. Click group or user to modify in upper part of dialogue.
4. Click Advanced.
5. Click Edit.
6. Select group or user.
7. Click Edit.
8. Use checkboxes to add or remove permissions.
9. Click OK to all open dialogues.

Permissions:	Allow	Deny
Full control	<input type="checkbox"/>	<input type="checkbox"/>
Traverse folder / execute file	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List folder / read data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read attributes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read extended attributes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create files / write data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create folders / append data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Write attributes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## File/Folder Properties

Use file/folder properties to view or modify information about the file itself. Right-click the file/folder icon and click Properties:

