

**The
New York Society Library
Presents:**



Windows Vista

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WINDOWS VISTA INDEX



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WINDOWS VISTA VERSIONS



Start → Control Panel → System

HOME BASIC

(\$100 upgrade/ \$200 new)
Bare-bones version. Doesn't include:
Aero interface, creating video DVDs,
Media Center, mobility features.

BUSINESS

(\$200 upgrade/ \$300 new)
Includes Aero. Doesn't have ability to
create and burn video DVDs. Wireless
network provisioning capabilities,
remote desktop connections, image-
based backup features and network
administration features.

HOME PREMIUM

(\$160 upgrade/ \$240 new)
Aero Interface & multimedia Vista
features, including: creating video
DVDs, slide show creation, Windows
Media center. Basic networking, but
no image-based backup feature.

ULTIMATE

(\$260 upgrade / \$400 new)
Includes all networking and
administrative tools and all multimedia
features.

WINDOWS VISTA BASICS



DESKTOP:

Reduced icons and gadgets sidebar off to right. To personalize, right-click on Desktop and choose "Personalize". Options include window color and appearance (including transparency), desktop backgrounds, screen savers, sounds, mouse pointers, themes and display settings. To find additional Windows Vista (or any operating system) backgrounds, do a Google search for Windows Vista desktop backgrounds.

START MENU:

Newer version of the start menu includes integrated searching: you can type programs, file names or paths in the "Start Search" box. Click "All Programs" (bottom left-hand column) to view programs installed on your machine. Right-click on Start Menu, choose Properties, and "Classic Start Menu" if you don't like Windows Vista's start menu.

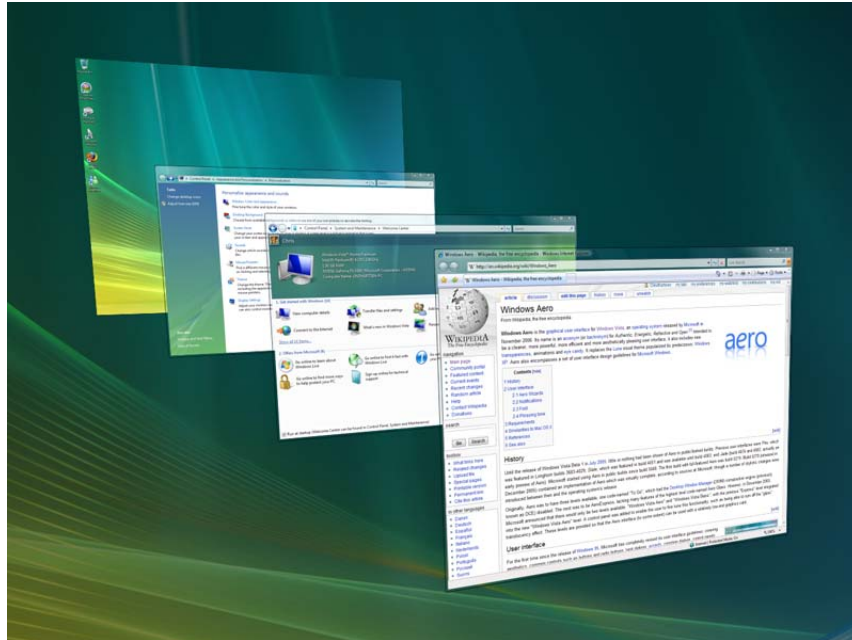
TASKBAR:

Live Taskbar thumbnails: hover mouse over programs at bottom of screen to preview windows contents. These are live windows and will update with changed information (i.e. news headlines)

SYSTEMS TRAY:

Additional clocks in Date/Time for different time zones. Additional power options (balanced, power saver, high performance) for battery use on laptops. Windows Sidebar options.

WINDOWS VISTA FILE MANAGEMENT



AERO INTERFACE

Windows Aero (Authentic, Energetic, Reflective, Open) is the new graphic interface for Windows Vista. It provides a quick, graphic way to move between active programs. It's not available in the Basic edition. To use the Aero Interface, use the Flip 3D icon at bottom of page to move between windows or use the keyboard shortcuts below:

- Windows Flip: <ALT><TAB>
- Windows Flip 3D: <WINDOWS><TAB>



Windows Vista Home Basic Users:

- Replicate the Aero interface with Stardock's WindowBlinds (stardock.com \$20).

Windows XP Users:

- Shock Aero (docs.co.cr) for Flip 3D task bar
- TransBar (home.no/aksoftware) for transparent taskbar
- VystalVivid (vystal.de.vu) for transparent windows
- Visual Task Tips (vistualtasktips.com) for taskbar thumbnails

WINDOWS VISTA GADGETS



WINDOWS SIDEBAR

Windows Sidebar provides the ability to run real-time programs (or Gadgets) on the Desktop. You will need an active broadband connection for many of the gadgets. Open and close the Sidebar from the Systems Tray. Sidebar is an updated version of Active Desktop (Windows 98).

Windows Vista includes eleven Sidebar gadgets: Calendar, Clock, Contacts, CPU Meter, Currency conversion, RSS Feed Headlines, Notes, Picture Puzzle, Slide Show, Stocks, and Weather. Of these, the Clock, Slide Show and Feed Headlines are displayed by default.

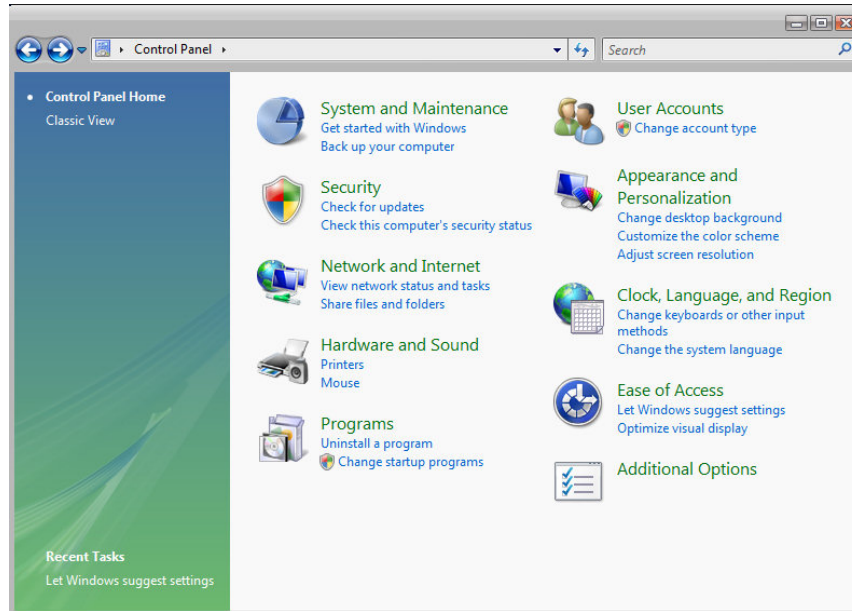


To add additional Gadgets to your Windows Sidebar, visit:

- Microsoft Gadgets: gallery.live.com
- Google Desktop: desktop.google.com
- Yahoo Widgets: widgets.yahoo.com

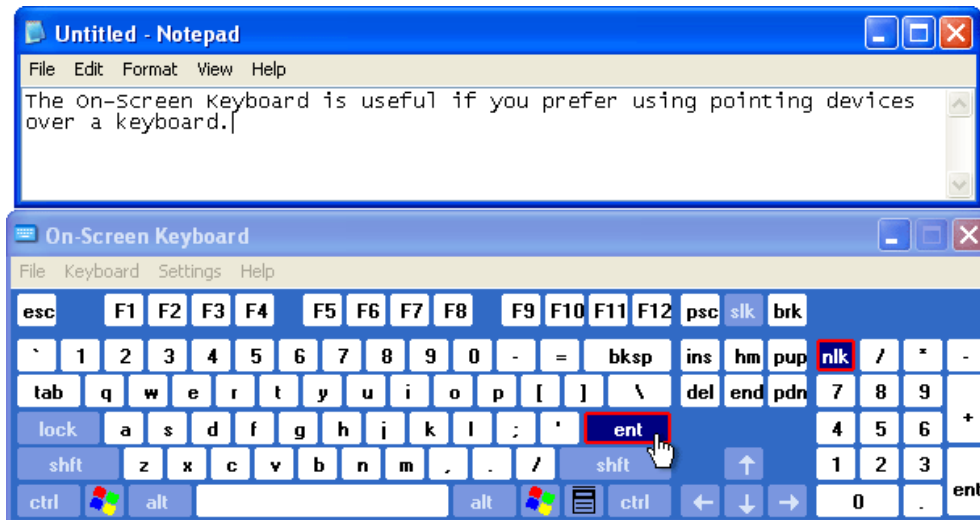
To fade-out gadgets, right-click on the icon and set opacity to 20-40%. To remove the Gadgets, go to the Control Panel and select Windows Sidebar Properties. Remove check box next to "Start Sidebar when Windows Starts" or click on "View list of running gadgets" to remove individual gadgets.

WINDOWS VISTA SETTINGS



CONTROL PANEL Start → Control Panel

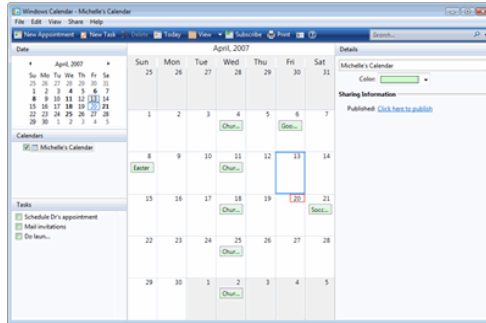
Control Panel Home groups similar items and offers fast links to features. Search for control panel features (i.e. "firewall") by typing words into search box on right. Switch to Classic View on left to show all Windows Vista programs.



ON-SCREEN KEYBOARD Start → Search → OSK

Graphical keyboard that can be used entirely with a mouse.

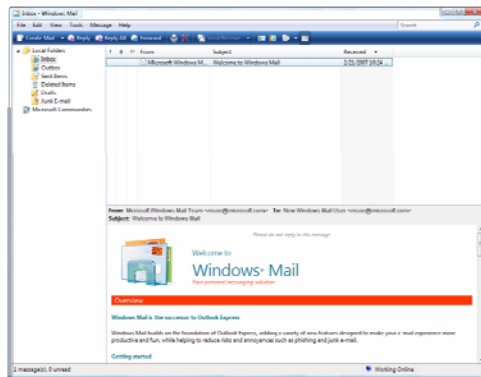
WINDOWS VISTA SOFTWARE



WINDOWS CALENDAR

Start → Search → calendar

Windows Calendar has several calendar views, including Day, Week (5 and 7 day) and Month, and also supports Tasks.



WINDOWS MAIL

Start → All Programs → Windows Mail

Windows Mail is an e-mail and newsgroup client, and is the successor to Outlook Express. New features include: junk e-mail filtering and quick search.

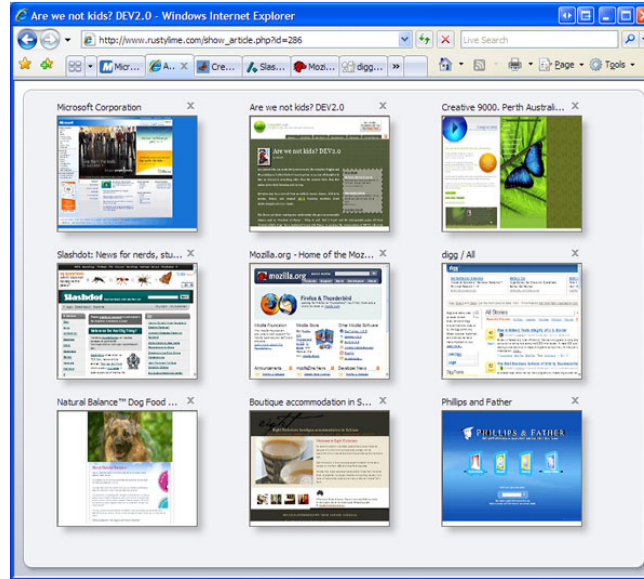


WINDOWS GAMES

Start → All Programs → Games

New Vista games include: Chess Titans, FreeCell, Hearts, InkBall, Mahjong Titans, Minesweeper, Purple Place, Solitaire and Spider Solitaire. To activate games in the Business Edition, go to: Control Panel → Programs → Turn Windows Features on or off → Games

WINDOWS VISTA INTERNET



INTERNET EXPLORER 7 Start → Internet

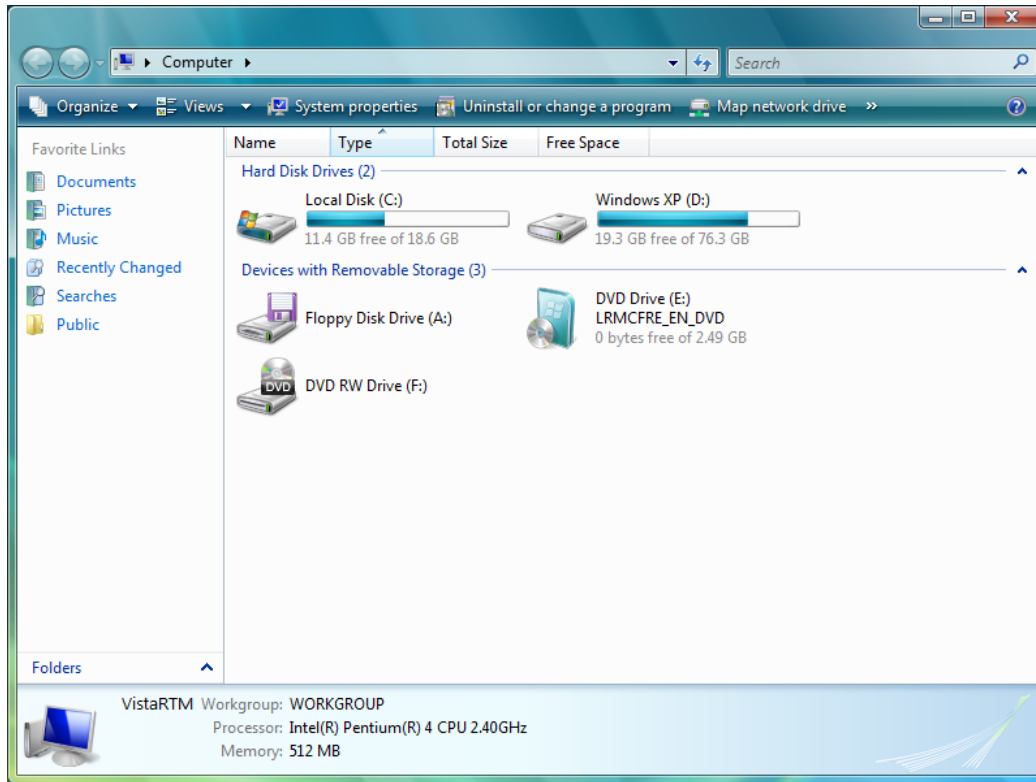
Internet Explorer 7.0 (also available on Windows XP) has switched to tabs instead of multiple windows. You can multiple tabs as your starting homepage (just enter each address on a new line). The quick tab option (CTRL-Q) shows all open web pages.



WINDOWS MEDIA PLAYER 11 Start → All Programs → Windows Media Player

Windows Media Player 11 (also available on Windows XP) no longer presents the media items in a tree-based listing. The contents now appear on the right, in a graphical manner with thumbnails featuring album art or other art depicting the item.

WINDOWS VISTA EXPLORER



WINDOWS EXPLORER Start → All Programs → Accessories

Explorer offers "bread crumb navigation" - a complete, clickable path to the current location at the top of the screen. There is also a Time-sensitive loading bar (progress indicator) at top of screen. Directional arrows at the top-left of the windows move backwards and forwards along the navigation path.

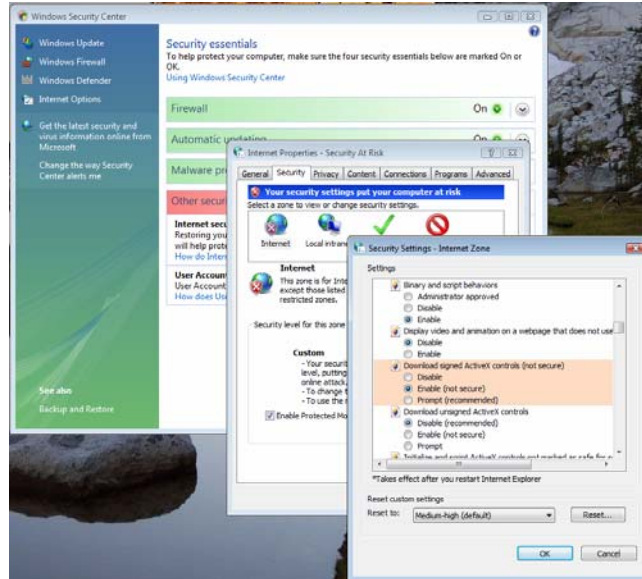
There is a detail pane on the bottom of Explorer, giving additional file information. The Views offer a sliding tab feature. A thumbnail preview pane appears to the right for images, and the Menu buttons at the top of the screen change depending on the folders that have been opened.

Menus have vanished entirely in Windows Explorer. To restore, choose Organize→ Folder → Search Options → Layout → View → Always Show Menus.



EXPLORER DETAIL PANE

WINDOWS VISTA SECURITY



SECURITY OPTIONS

Start → All Programs → Administrative Tools → Local Security Policy → Local Policies → Security Options

- Firewall - don't run Windows Firewall if you have your own installed
- Automatic Updates - Only useful if you have a dedicated Internet connection (DSL or cable). You may wish to check "Notify me when downloads available", in order to control your CPU usage.
- Malware Protection - Monitors your Antivirus software & Windows Defender
- Other Security Settings - Monitors Internet Explorer Security settings.



USER ACCOUNTS

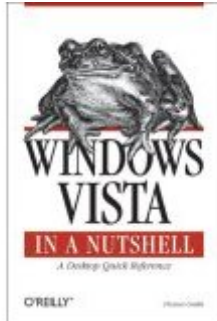
TYPES:

- Administrator - Full control over installing/removing programs. You can also damage your system with Administrator access
- Standard - Installs most programs, but unable to make changes that affect other users on system.

CONTROL:

Prompts for a password (standard) for modification, or for acknowledgement if Administrator (the default is "Cancel"). To turn it off, select Control Panel → User Accounts → Turn User Account Control Off.

**WINDOWS VISTA
ADDITIONAL RESOURCES:**



**Windows Vista:
In a Nutshell**
(005.2 G)

- Chapter 01. The Lay of the Land
- Chapter 02. Using Windows Vista
- Chapter 03. The User Interface
- Chapter 04. Working with the File system, Drives, Data, and Search
- Chapter 05. Internet Explorer

- Chapter 06. Windows Mail
- Chapter 07. Networking, Wireless, and Mobility
- Chapter 08. Security
- Chapter 09. Working with Hardware
- Chapter 10. Managing Programs, Users, and Your Computer

- Chapter 11. Performance and Troubleshooting
- Chapter 12. Graphics and Multimedia
- Chapter 13. The Registry
- Chapter 14. The Command Prompt



**Windows Vista:
The Definitive Guide**
(005.2 S)

Chapters 1 to Chapter 5 talk about setting up your Vista environment, getting used to the new interface and getting familiar with the configurations

Chapter 6 to Chapter 13 talk about Windows Explorer, Internet Explorer, Windows Media Player, Windows Photo Gallery, Windows DVD Maker, Printers and other add-ons with Vista. In short - it talks about improving your experience with Digital Media and Data

Chapter 14 to Chapter 17 talk about Networking and Emails. From this section onwards, the book moves up a gear and starts talking advanced topics.

Chapter 18 to Chapter 21 describe features that help you manage your computer. It talks about user security, diagnostic tools, the new and improved Help and Support and Troubleshooting of the OS.

**WINDOWS VISTA
NOTES**