

INSTALLING AND RUNNING PROGRAMS

6

Windows, like all operating systems, is a launching pad for programs, or *applications*. More programs from more software firms are available for Windows than for any other OS. Fortunately, Microsoft and sound design enforce substantial consistency, so you can apply knowledge of a few common operations to many programs. Most programs share user-interface elements—scroll bars, copy-and-paste functions, menus, buttons, and so on—as well as setup and management options.

In this chapter, you'll learn how to install, remove, launch, and manage Windows programs. You'll also learn about *documents*, which are self-contained pieces of work (files) that you create with programs.

Installing Programs

How you install a program depends on where its installation files are located. Most shrink-wrapped programs are installed from a CD or DVD. Windows's *AutoPlay* feature runs the Setup program automatically when you insert the disc into the drive. You also can install programs from the internet or from a network.

To install a program from CD or DVD:

1. Insert the program's installation or setup disc.
If a security prompt appears, type an administrator password or confirm the action.
2. If the program launches an install wizard, the AutoPlay dialog box will appear, and you can choose to run the wizard (**Figure 6.1**).
or
If a program doesn't start to install, check the installation instructions that came with the program (or on the publisher's website). If you can't find instructions, browse through the disc and open the program's setup file, usually named `setup.exe` or `install.exe`.
3. Follow the onscreen instructions (**Figure 6.2**).



Figure 6.1 When you insert a program's disc, the AutoPlay dialog box opens; click the option that runs Setup. You may see a vague or puzzling message when you try to install older programs made for Windows 95/98.

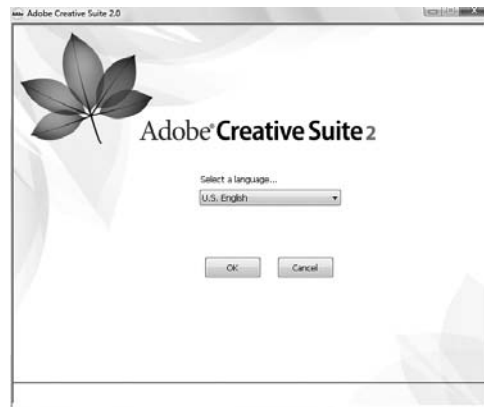


Figure 6.2 This example is the first page of an install wizard for an Adobe package. Install wizards usually make you pick a language, specify a destination folder, accept a license agreement, choose which components to install, and type a serial number or product key from the CD's envelope or registration card.



Figure 6.3 If you're using the Aero color scheme, a live progress bar appears in the pop-up thumbnail on the taskbar.

✓ Tips

- During lengthy installations, you can switch to other programs and hover your mouse pointer over the install wizard's toolbar button to check its progress (**Figure 6.3**).
- If you're installing an older DOS-based program from a floppy disk, try running it from a command prompt. See "Using the Free Utility Programs" later in this chapter.
- Software publishers create install wizards with third-party programs such as InstallShield, Wise Installer, or Microsoft's Windows Installer, so you'll see those program names in title bars.

continues on next page

Before You Install

Keeps these points in mind before you install a new program:

- ◆ You need Administrator credentials to install programs; see "Setting up User Accounts" in Chapter 17.
- ◆ Your PC's manufacturer may have added software—Microsoft Office or a virus scanner, for example—at the factory. Check the Start > All Programs menu before you install new stuff.
- ◆ Most installations go smoothly, though Windows' security features won't let some poorly designed or malicious programs harm your system by installing outdated drivers or system files that Microsoft knows to be dangerous.
- ◆ If you upgraded to Vista from Windows XP, Windows Setup configured your existing programs to run; you don't have to reinstall them. If an older program doesn't run in Vista, see "Running Older Programs" later in this chapter. If you were a member of XP's Power Users group, which Vista has dropped, you still have the same privileges and can install programs.

- After installation, the program's shortcuts are highlighted in color in the Start > All Programs menu. To turn off highlighting, right-click the Start button and choose Properties > Customize, uncheck Highlight Newly Installed Programs, and click OK.
- To configure AutoPlay for program discs, choose Start > Control Panel > Hardware and Sound > AutoPlay > Software and Games drop-down list (**Figure 6.4**).

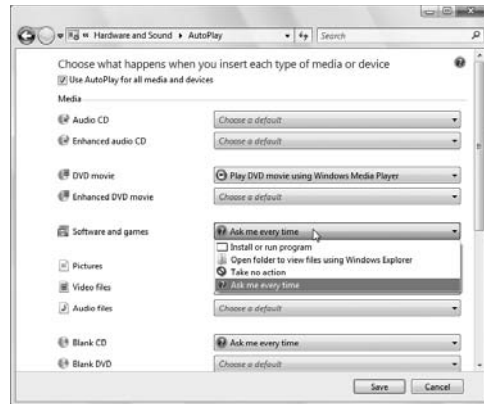


Figure 6.4 The Software and Games drop-down list lets you choose what happens when you insert a program disc. The default setting, Ask Me Every Time, launches the AutoPlay dialog box shown in Figure 6.1.

Who Can Use the Program?

A program installed by you—or any administrator—is available to *all* users by default; its shortcuts appear in everybody's All Programs menu. Sometimes shortcuts end up in your *personal* All Programs menu because you (inadvertently) told Setup to do so or because Setup gave you no choice. Recall from “Using the Start Menu” in Chapter 2 that Windows inspects two folders to build the All Programs menu: one for All Users and another for the logged-on user. To make a program available to everyone (instead of only you), do the following:

1. Choose Start > All Programs.
2. Right-click the item (icon) that you want everyone to be able to access and choose Copy.
3. Right-click the Start button and choose Open All Users.
4. In the folder tree, right-click the Programs folder and choose Paste.

If a security prompt appears, type an administrator password or confirm the action.

Now the program appears in everyone's All Programs menu. If this method doesn't work, or if a program requires per-user settings, log on to each user account and rerun Setup.



Figure 6.5 The Save option is safer because you can scan the downloaded file for viruses if you don't trust the website. It also leaves a copy of the program on your hard disk if you have to reinstall.

The internet is the preferred (sometimes only) distribution method for many software vendors. You can use Internet Explorer (Chapter 14) or any web browser to download thousands of commercial, shareware, demo, and free programs (and updates) from vendors' websites and from independent sites such as www.download.com and www.tucows.com.

To install a program from the internet:

1. In your web browser, click the link to the program.
2. To install the program immediately, click Open or Run (**Figure 6.5**), and follow the onscreen instructions.

or

To install the program later, click Save and download the installation file to your computer. (To install the program, double-click the file and follow the onscreen instructions.)

In either case, if a security prompt appears, type an administrator password or confirm the action.

✓ Tips

- By default, Internet Explorer and other Vista-aware browsers store downloads in the Downloads folder inside your personal folder. You can use the Save As dialog box to pick a different place (**Figure 6.6**).
- Downloaded programs usually are executable (.exe) files, which run when you double-click them and start installation automatically. If the download is a zip archive, extract its files (see “Compressing Files and Folders” in Chapter 5); then look for a read-me file (`readme.txt` or `readme.html`) or double-click the installer program (usually named `setup.exe` or `install.exe`) among the extracted pieces. You can delete these pieces after you install (keep the original zip file if you need it).

If you're on a large network at work or school, your network administrator probably set up an internal webpage with instructions for installing licensed software from the network. If not, you can use Control Panel.

To install a program from a network:

1. Choose Start > Control Panel > Programs > Get Programs.
2. Select a program from the list and click Install.
3. Follow the onscreen instructions.
If a security prompt appears, type an administrator password or confirm the action.

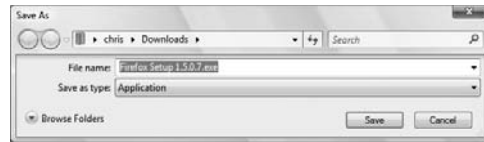


Figure 6.6 This dialog box appears if you click Save in Figure 6.5. Your Downloads folder is the best place for downloads—which are easy to “lose” if you're not consistent about where you put them.

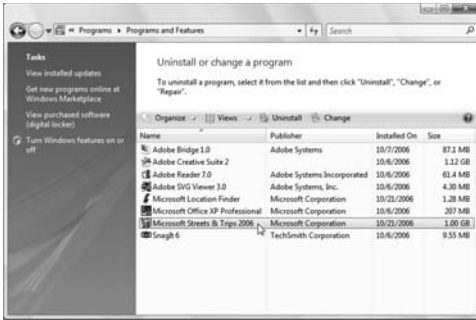


Figure 6.7 The buttons on the toolbar change depending on what uninstall/change/repair options the selected program provides. Big packages like Microsoft Office and Adobe Creative Suite provide the most options.

Removing Programs


When you install a program, it scatters its components all over your folder structure, not just in the Program Files subfolder it creates. Only an unwanted program's uninstall utility can remove it completely. Don't just delete the program's folder; if you do, you'll leave behind shortcuts, support files, hidden folders, registry entries, and other litter on your hard drive.

You can uninstall a program if you no longer use it or if you want to free up space on your hard disk. You also can change the program's configuration by adding or removing certain options. (Some programs don't offer this option, in which case your only choice is to uninstall.)


✓ Tip

- Always exit the program that you're going to remove. If you're using Fast User Switching (see "Logging On and Logging Off" in Chapter 1), make sure that no other logged-on users are using the program.

To uninstall or change a program:

- Choose Start > Control Panel > Programs > Programs and Features.
-  **Uninstall** To uninstall the program, select the program and then click Uninstall (on the toolbar) (**Figure 6.7**).

or

-  **Change** To change or repair the program, click Change or Repair (on the toolbar).

continues on next page

3. Confirm the removal or change if a dialog box appears.

If a security prompt appears, type an administrator password or confirm the action.

Windows runs the program's uninstall or change utility (which varies by program).

4. Follow any onscreen instructions.

✓ Tips

- The folder that contained the program may persist after uninstall completes, usually because it contains documents created with the program. Games, for example, often leave keyboard-binding and saved-game files. If you don't need those documents, you can delete the folder and its files safely.
- Most uninstallers display a progress bar, explain what they're removing or not removing, and tell you whether you must restart your computer to complete the removal.
- If a program that you want to uninstall isn't listed, look for removal instructions in the program's read-me file (if any) or at the publisher's website. Or search the web for *uninstall* and the program's name. As a last resort, drag the program's folder into the Recycle Bin.
- You may get a midprocess message asking whether Windows should remove a shared file that other programs may need. Warnings of this type can look a bit dire, but I've always removed them with no ill effects.

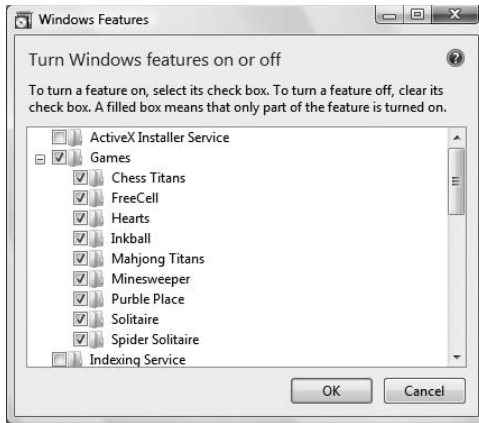


Figure 6.8 Some features are grouped in folders, which you can double-click to see. If a check box is partially checked or dark, some of the items inside are turned on and others aren't.

Turning Windows Features On or Off

Some programs and features that are included with Windows must be turned on before you can use them, whereas others, turned on by default, can be turned off if you don't need them.

In earlier versions of Windows, turning off a feature uninstalled it. In Vista, all features remain stored on disk, so you can turn them back on when you want to. Turning off a feature doesn't free hard-disk space.

To turn Windows features on or off:

1. Choose Start > Control Panel > Programs > Turn Windows Features On or Off (in the Programs and Features category).
If a security prompt appears, type an administrator password or confirm the action.
2. In the list, check or uncheck the boxes to turn features on or off (**Figure 6.8**).
3. Click OK.

✓ Tip

- To learn about a feature, hover the mouse pointer over it for a pop-up description.

Launching Programs

Windows gives you many ways to launch (open) a program. Even Windows veterans may not know all of them.

To start a program:

- ◆ Choose Start > All Programs and click the program's icon.
or
Choose Start, type the program's name in the Search box, and then click it in the results list (**Figure 6.9**).

or

On the left side of the Start menu, click the program's icon (if it appears).

or

On the Quick Launch toolbar, click the program's icon (if it appears).

or

Choose Start > Computer > Local Disk (C:) > Program Files. In the program's subfolder, double-click the program's icon (.exe file).

or

Right-click the program's icon and choose Open.

or

Press the keyboard shortcut that you assigned to the program's icon.

or

Press Windows logo key+R, type the program's name, and press Enter (**Figure 6.10**).

You may have to include the full path-name. See "Navigating in Windows Explorer" in Chapter 5.



Figure 6.9 You need type only part of a program's name for it to appear in the results list. Windows highlights the most relevant result; if that's the program you're looking for, just press Enter.

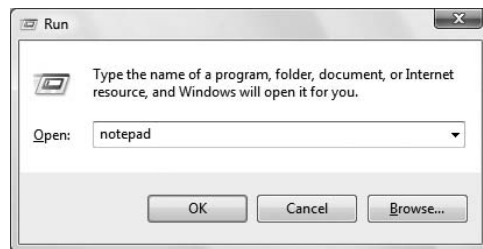


Figure 6.10 The Run dialog box may seem old-fashioned, but for many experienced users and rapid typists, it's the fastest way to open a program or document. Press F4 for a drop-down history of previous commands.

✓ **Tips**

- You can use any of these methods to open a document with its associated program. If you created the document `stuff.doc` in Microsoft Word, for example, double-click the document's icon to start Word and open that file automatically.
- Most Setup programs put an icon in the All Programs menu or on the desktop. To move these icons, see "Using the Start Menu" in Chapter 2.
- To customize the Quick Launch toolbar, see "Using the Quick Launch Toolbar" in Chapter 2.
- To assign a keyboard shortcut to a shortcut icon, change its Shortcut Key property; see "Managing Shortcuts" in Chapter 2.
- You can open a program or document from a command prompt just as you can from the Run dialog box. See "Using the Free Utility Programs" later in this chapter.

Launching Programs Automatically

The Start > All Programs > Startup folder contains programs that open automatically every time you start Windows. To save yourself a few clicks or keystrokes every time you log on, you can place your own shortcuts to programs or documents in this folder.

To open an item each time you start Windows:

1. Choose Start > All Programs, right-click Startup, and then choose Open (Figure 6.11).
Choose Open All Users (instead of Open) to change the Startup folder that applies to all users, not only yourself.
2. In Windows Explorer or Computer, navigate to the disk, folder, program, or document that you want to open automatically.
3. Right-drag the item to the Startup folder and choose Create Shortcuts Here.
From now on, the item opens each time you start your computer or log on.

✓ Tips

- For an uncluttered desktop, open startup programs as taskbar buttons rather than as windows. Right-click a Startup shortcut, choose Properties > Shortcut tab, and then choose Minimized from the Run list.
- To identify startup programs, press Windows logo key+R; type `msconfig.exe` and press Enter. (If a security prompt appears, type an administrator password or confirm the action.) You can use the Startup tab's check boxes to isolate startup problems.

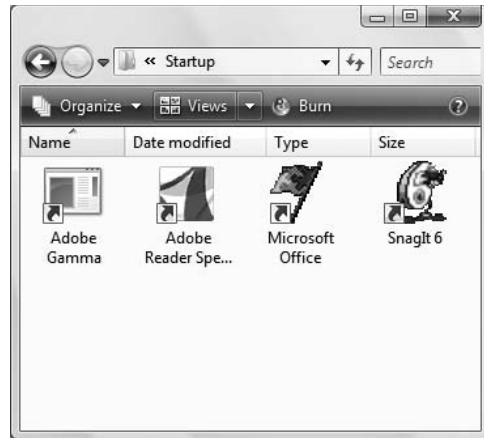


Figure 6.11 Your All Users Startup folder probably has a few icons already, put there by programs when they were installed.

Unwelcome Startup Programs

Too many programs add their own shortcuts silently to the All Users Startup folder (or the registry). Many of these programs are unnecessary, slow the boot process, and run invisibly in the background, chewing up processor time. If you know that you can delete or move a Startup shortcut without affecting your system or a program adversely, do so. (You'll want to keep some programs, such as virus scanners.) If you have trouble identifying a startup item, visit www.pacs-portal.co.uk/startup_index.htm for help.

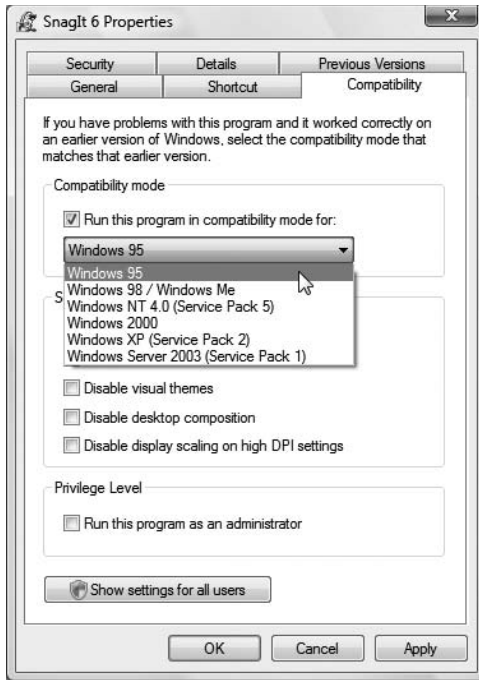


Figure 6.12 Choose the previous version of Windows that the old program was made for.

Running 16-Bit Programs

Windows 3.1 and DOS programs are called *16-bit programs*. Programs written for Windows 95, NT, and later are called *32-bit programs*. The 16-bit programs run slowly because Vista runs them in a leakproof, emulated space called a *virtual machine* that draws on a common memory pool.

To run DOS programs, choose Start > All Programs > Accessories > Command Prompt. See “Using the Free Utility Programs” later in this chapter.

If Vista displays an incompatibility message when you try to install or run a 16-bit program, don’t ignore it. Either find a patch (update) or scrap the program.

Running Older Programs

If you’re coming to Vista from an earlier Windows version, you probably still need to run your older programs. Vista still can run many of them, even those written for Windows 3.1/95 and DOS, but if it has trouble running a program that used to run fine under your old copy of Windows, you can try changing the compatibility mode.

To run a troublesome older program:

1. Right-click a program’s executable (.exe) file or shortcut icon and choose Properties > Compatibility tab (**Figure 6.12**).
2. Change the compatibility settings for the program.
3. Click OK.

The next time you open the program, Vista tries to run it by using your settings.

✓ Tips

- If you want to be stepped through the process, use the Program Compatibility wizard: Choose Start > Control Panel > Programs > Use an Older Program with This Version of Windows (in the Programs and Features category).
- Never try to coerce obsolete hardware-dependent system utilities to run under Vista. Upgrade to the latest version of your virus scanner, backup program, hard-disk partitioning tool, disc burner, or whatever.
- To run old LucasArts and SCUMM-based adventure games (Monkey Island, Day of the Tentacle, and Sam & Max), try ScummVM (free; www.scummvm.org).

Switching Programs

You'll probably have multiple programs running simultaneously so that you can juggle, say, a word processor, email program, and web browser. You have several techniques for switching programs.

To switch among running programs:

- ◆ If the program's window is visible in the background, click it. (But click an empty area, not a button or menu, lest you activate it accidentally.)

or

Click the program's taskbar button. (The darkest button indicates the active program.)

or

Hold down Alt, press Tab repeatedly until the desired window is highlighted in the pop-up list, and then release both keys (or click an icon in the list to display that window). This feature is called Alt-tabbing (**Figure 6.13**).

or

Hold down the Windows logo key, press Tab repeatedly until the desired window comes to the front of the stack, and then release both keys (or click any part of any window in the stack to display that window). This feature, new in Vista, is called *Flip 3D* and works only if you're using the Aero color scheme (**Figure 6.14**).

or

Hold down Alt, press Esc repeatedly until the desired program appears, and then release both keys.



Figure 6.13 Alt-tabbing pops up a list of icons representing open windows. If you're using the Aero color scheme, the icons are live previews. Hold down Alt and press Tab repeatedly to highlight a window. If you press and release Alt+Tab quickly, you swap between only two windows instead of cycling through them all.

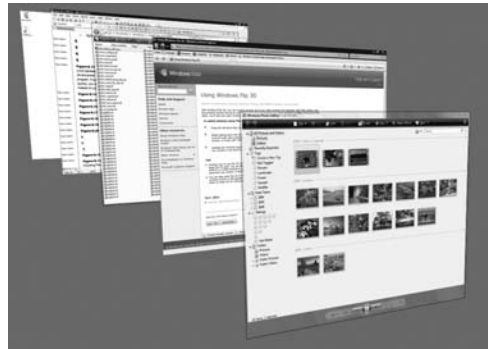



Figure 6.14 Flip 3D shows a stack of open windows. If you release the Tab key but keep the Windows logo key pressed, you can use the arrow keys or mouse wheel to cycle through open windows.


✓ Tips

-  You also can invoke Flip 3D by clicking the Switch Between Windows button on the Quick Launch toolbar (on the taskbar).
- If you press and release Ctrl+Alt+Tab or Ctrl+Windows logo key+Tab, you can use the arrow keys or Tab to cycle through open windows and then press Enter to activate a window.
- Flip 3D, Alt+Tab, and Alt+Esc cycle *backward* through programs if you hold down Shift.
- Alt+Esc—unlike Alt+Tab and Flip 3D—has no pop-up window, doesn't cycle through *minimized* programs, and doesn't swap between two programs. (It simply sends the active program to the bottom of the pile.)

Exiting Programs

When you finish using a program, you should exit (or quit or close) it to get it out of your way and to let Windows reclaim its memory for other use.

To exit a program:

- ◆ Choose File > Exit (**Figure 6.15**).
or
In Windows Explorer, choose File > Close. (Press Alt if the File menu isn't visible.)
or
Activate the program's window and press Alt+F4.
or
Click the program's close button ().
or
Double-click the program's icon at the left end of the title bar (if visible).
or
Right-click the program's taskbar button and choose Close.
or
Activate the program's window, press Alt+spacebar, and then press C.

✓ Tip

- Before exiting, the program prompts you to save any unsaved work.

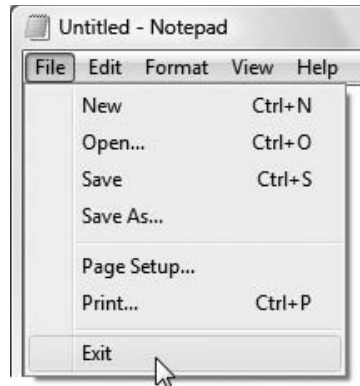


Figure 6.15 Pressing Alt+F4 is quicker than choosing File > Exit.

Killing Unresponsive Programs

Programs that crash/freeze/lock up/hang are said to be “not responding” in Microsoft vernacular; you can move the mouse pointer within the program’s window, but the program itself won’t respond to clicks or keystrokes. An unresponsive program rarely forces you to restart your computer. Instead, use Task Manager to send the frozen program to its grave.

✓ Tip

- Before you kill a program, make sure that it’s really not responding. Wait a minute or two; Windows may be struggling to allocate extra memory. If you’re running a Visual Basic macro in Microsoft Excel or Word, for example, the program may appear frozen while VB has control. Global reformatting or a find-and-replace operation on a long document can keep a word processor hypnotized for minutes. An open dialog box or message box may prevent you from doing anything else in the program; look for one hiding behind another window.

Desperate Measures

If killing an unresponsive program as described doesn’t work, you still have these options, in order of preference:

- ◆ Click the Processes tab in Task Manager, click the program’s image name, and then click End Process.
- ◆ Exit all other programs and log off.
- ◆ If you can’t log off but other users are logged on (via Fast User Switching), right-click another user in Task Manager’s Users tab, choose Connect to switch to that user, and then use Task Manager to log off (Disconnect) *yourself*.
- ◆ If none of these measures works, press your computer’s reset button.

To kill an unresponsive program:

1. Right-click an empty area of the taskbar and choose Task Manager.

or

Press Ctrl+Shift+Esc.

or

Press Ctrl+Alt+Delete and click Start Task Manager.

or

Choose Start, type `taskmgr` in the Search box, and then press Enter.

2. On the Applications tab, select the name of the unresponsive task (**Figure 6.16**).
3. Click End Task.
4. In the dialog box that appears, click End Now or Close the Program (**Figure 6.17**).

✓ Tip

- As an alternative to killing programs via Task Manager, you can use the `taskkill` command-line program, which allows more control than Task Manager. For usage and syntax, type the command followed by `/?` or search for *command-line reference* in Help and Support. To use the command prompt, see “Using the Free Utility Programs” later in this chapter.

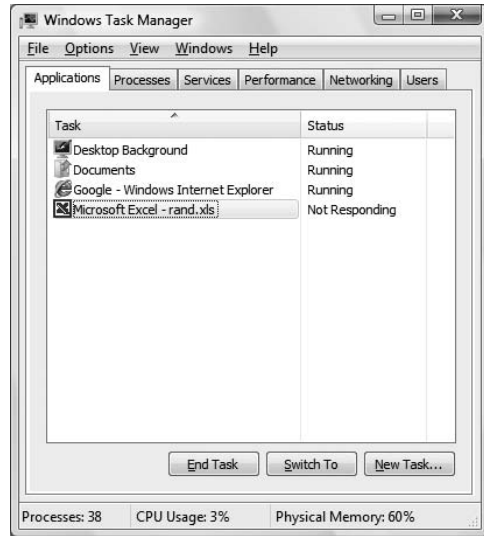


Figure 6.16 After Windows terminates the program, you can launch it again immediately without repercussions.

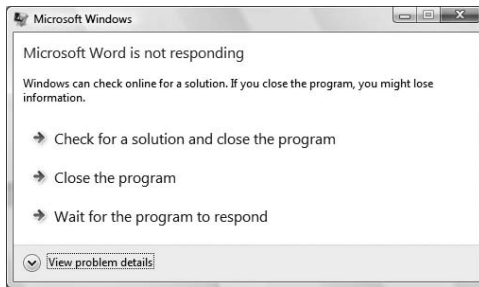


Figure 6.17 Either of these dialog boxes may appear. It may take Windows a few seconds—or minutes—to kill the program.

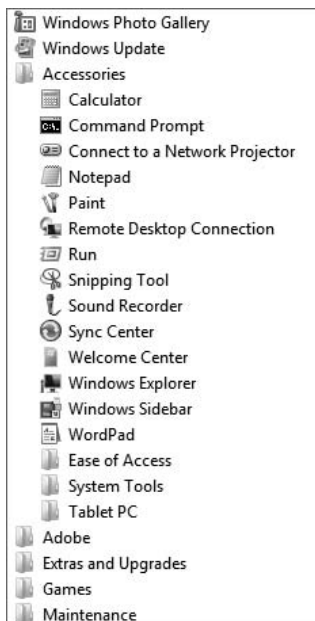


Figure 6.18 The Start > All Programs > Accessories menu.

Using the Free Utility Programs

The All Programs menu teems with free programs that are part of the standard Windows installation. Some of these programs (such as Internet Explorer and Windows Mail) get their own chapters. But Microsoft also includes useful utility programs, described here.

Most utilities are available in the Start > All Programs > Accessories menu (**Figure 6.18**). Not every utility in the menu is described here; I talk about others elsewhere in this book, where they're relevant.

To get program-specific help for a utility program, use its Help menu (or press F1).

Calculator

In Standard mode, Calculator offers add, subtract, square root, invert, and other basic functions. Scientific mode (**Figure 6.19**) adds trigonometric, statistical, logarithmic, and base functions. To operate Calculator, click its buttons with your mouse or press the corresponding keyboard keys. Help > Help Topics gives keyboard shortcuts for Scientific mode.

✓ Tips

- A better calculator is Calc98 (free; www.calculator.org), an engineering, scientific, statistical, and financial calculator.
- On the web, you can type equations in the Google search box and press Enter (see www.google.com/help/features.html#calculator).

Character Map

Character Map (**Figure 6.20**) displays all characters and symbols for a particular font. Use it to copy and paste diacritical marks, currency symbols, copyright signs, and all the other characters that don't appear on your keyboard. To open Character Map, choose Start, type `character map` in the Search box, and then press Enter.

✓ Tip

- If you're using Microsoft Word, the Insert > Symbol command is faster than using Character Map.

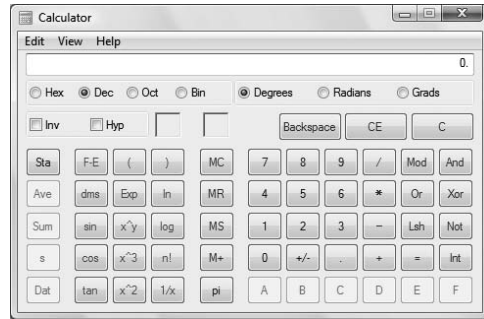


Figure 6.19 Choose View > Scientific to reveal Calculator's geeky secret identity.

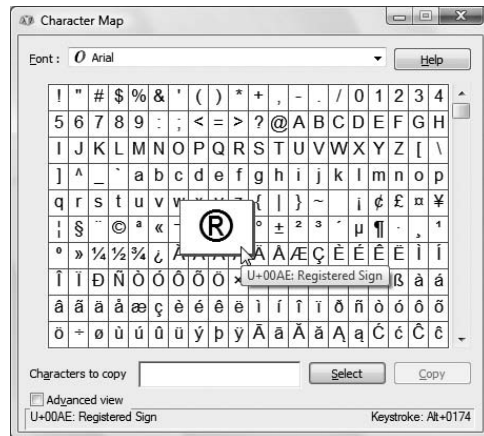


Figure 6.20 Here are the characters for the Arial font. Double-click characters to put them in the Characters to Copy text box; then click Copy. Now you can Edit > Paste them into any document. The pop-up tip is for typography experts and programmers: It shows the character's name and hexadecimal code.

```

VA\Windows\system32\cmd.exe
U:\Users\chris>dir
Volume in drive U has no label.
Volume Serial Number is 30CC-75DE

Directory of U:\Users\chris

10/18/2006  07:38 PM    <DIR>          .
10/18/2006  07:38 PM    <DIR>          ..
10/06/2006  10:20 PM    <DIR>          Contacts
10/21/2006  04:20 PM    <DIR>          Desktop
10/21/2006  10:22 PM    <DIR>          Documents
10/21/2006  10:24 PM    <DIR>          Downloads
10/18/2006  04:21 PM    <DIR>          Favorites
10/17/2006  08:24 PM    <DIR>          Links
10/06/2006  10:20 PM    <DIR>          Music
10/18/2006  11:28 PM    <DIR>          Pictures
10/21/2006  03:56 PM    <DIR>          Saved Games
10/06/2006  10:20 PM    <DIR>          Searches
10/06/2006  10:20 PM    <DIR>          Videos
             0 File(s)          0 bytes
             13 Dir(s)  15,756,034,048 bytes free

U:\Users\chris>

```

Figure 6.21 To quit Command Prompt, type `exit` and then press Enter.

Command Prompt

Command Prompt (formerly called DOS Prompt) lets you type commands rather than point and click (**Figure 6.21**). Rapid typists, Unix junkies, and people impatient with Windows safeguards love the command line, but new users find it cryptic and intimidating (experience teaches them to appreciate its efficiency).

Command Prompt is handy for many routine tasks, but it shines when using a graphical interface is impractical. (Network administrators don't add 1,000 user accounts by pointing and clicking, for example.) You also can use Command Prompt to (try to) run your old 16-bit DOS programs and games.

Scores of commands are available; search for *command prompt* and *command-line reference* in Help and Support. The basic commands are `cd` (or `chdir`), `cls`, `copy`, `del`, `dir`, `exit`, `md` (or `mkdir`), `more`, `move`, `path`, `rename`, `rmdir`, `set`, `tree`, `type`, and `xcopy`.

✓ Tips

- Command Prompt remembers the commands you've typed. Press the up- and down-arrow keys to review your command history.
- To run a command as an administrator, choose Start and type `command prompt` in the Search box. In the results list, right-click Command Prompt and choose Run As Administrator.
- To customize Command Prompt, right-click its title bar and choose Properties. A few recommendations: On the Options tab, turn on QuickEdit mode, which lets you drag over text and press Enter to copy it to the clipboard. Font tab: Switch the font to Lucida Console, bold, 14-point. Layout tab: Set Window Size to 80 × 40 and Screen Buffer Size to 80 × 1000 (so you can scroll a large results history). Colors tab: Choose black text on a white background. Click OK, and choose to modify the shortcut that started the window.
- To open a command window for a particular folder quickly: In Windows Explorer, hold down Shift, right-click the folder in the file list, and then choose Open Command Window Here.
- A quick way to run a single command—usually to open a program or file—without opening a command window is to use the Run dialog box. Press Windows logo key+R, type the command, and then press Enter. Or instead of typing a command, press F4 for a list of your recent commands, use the arrow keys to choose one, and then press Enter.

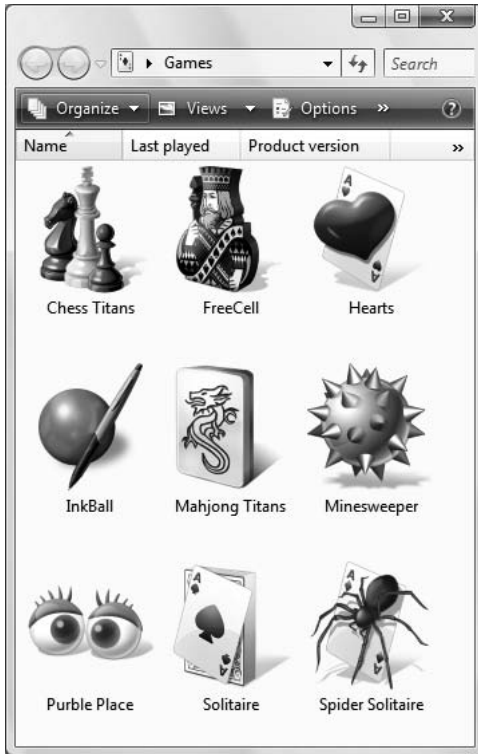


Figure 6.22 The Games folder is the central location for games on your computer. Newer Vista-aware games will install their icons in this window. (Older games create their own entries in the Start > All Programs menu.) Click Options (on the toolbar) to set up this folder.

Connect to a Network Projector

This utility lets you give a presentation over a network from any computer (desktop or laptop). The Connect to a Network Projector wizard connects to any available network projector over a wireless or a wired network. You can make a choice from a list of available projectors or enter a projector's network address. If the projector's icon has a small lock, you must enter a password to connect to it. The wizard also lets you choose whether all or part of your desktop appears on the projected image.

After the wizard completes, the Network Presentation dialog box opens. Use it to configure more settings and then minimize it to the taskbar when you give your presentation.

Games

The Start > Games window offers world-class productivity killers Solitaire, FreeCell, and Minesweeper—plus some new ones (**Figure 6.22**).

Meeting Space

Windows Meeting Space (Start > All Programs > Windows Meeting Space) lets you share documents, programs, or your desktop with other people (**Figure 6.23**). It's a peer-to-peer application that sets up an ad hoc network automatically if it can't find an existing one. You can use it in a conference room, a wireless hotspot, or a place where no network exists. With it, you can:

- ◆ Share your desktop or any program with other meeting participants
- ◆ Distribute and co-edit documents with other meeting participants
- ◆ Pass notes to other participants
- ◆ Connect to a network projector to give a presentation

You can join a meeting that someone else sets up, or you can start a new meeting and invite other people to join it. The first time you open Windows Meeting Space, it prompts you to turn on some services and sign in to People Near Me (which identifies people using computers near you, letting you use peer-to-peer programs).

✓ Tip

- Windows Meeting Space replaces NetMeeting from earlier Windows versions.

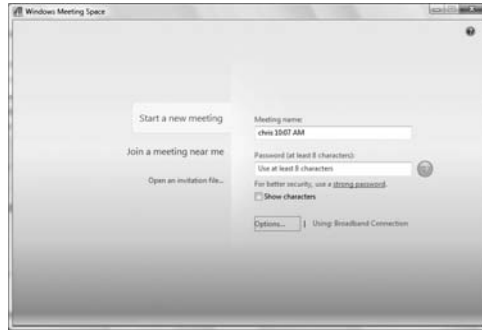


Figure 6.23 The Windows Meeting Space wizard lets you start a new meeting or join an existing one.

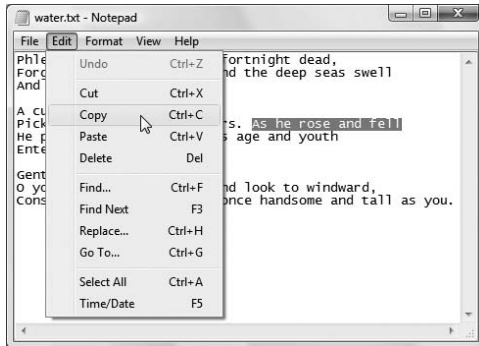


Figure 6.24 If you find Notepad too limiting, you can find many excellent shareware editors.

Notepad

Notepad, a bare-bones text editor, is one of the most useful tools in Windows (**Figure 6.24**). Use it to open, create, or edit *text files*, which contain only printable characters—no fonts, formatting, invisible codes, colors, graphics, or any of the clutter usually associated with a word processor. Notepad is the default program for .txt and .log files, but you can use it to view or edit .html files (saved web pages), .ini files (program initialization settings), or any other text-based file types.

✓ Tips

- Notepad does offer a few handy features: Press F5 to insert a time stamp (useful for keeping logs); choose Format > Font to set the display font; or choose File > Page Setup to set headers and footers for printouts.
- Notepad alternatives abound. A few of the better ones are TextPad (\$30 U.S.; www.textpad.com), EditPlus (\$30 U.S.; www.ediplus.com), and NoteTab Pro (\$30 U.S.; www.notetab.com).
- If you need an outliner to organize your thoughts, try KeyNote (free; www.tranglos.com/free/index.html).

SourceForge and OpenSource

For lots of free, quality software, browse around SourceForge.net (<http://sourceforge.net>), a centralized location for software developers to control and manage open-source software projects. Open-source software is free, not privately owned, spyware-free, and dependable. You can even have the source code. For details, go to www.opensource.org.

It's possible to set up your PC completely while spending no money on programs or utilities. Free alternatives to popular commercial products include OpenOffice instead of Microsoft Office, The GIMP for Adobe Photoshop, gzip for WinZip, and AbiWord for Word. Look for them and others at SourceForge, or do a web search.

Paint

Paint is a no-frills image editor with a few drawing, color, and manipulation tools (**Figure 6.25**). Use it to create your own works of art or to view or touch up graphic files that were created in other programs (such as Adobe Photoshop) or that you scanned or downloaded. Paint supports bitmap (.bmp), JPEG, GIF, TIFF, and PNG file formats.

✓ Tip

- Paint alternatives include Paint Shop Pro (\$100 U.S.; www.corel.com), Adobe Photoshop Elements (\$90 U.S.; www.adobe.com), Oriens Enhancer (\$15 U.S.; www.oriens-solution.com), and The GIMP (free; www.gimp.org).

Windows Ultimate Extras

If you're running the Ultimate edition of Windows Vista, you can download exclusive programs and services from Microsoft. When these Extras are available, they appear in the Windows Ultimate Extras section on the Windows Update page.

WordPad

WordPad (**Figure 6.26**) is a simple, stripped-down word processor associated with .doc files (unless you've installed Microsoft Word), .rtf files (Rich Text Format), and .wri files (Microsoft Write). You also can use it to edit plain-text files, but Notepad is more appropriate for that task.

✓ Tip

- WordPad's native file format is RTF (Rich Text Format). If you open a Word file in WordPad, you'll get the raw text mixed with some garbage symbols.



Figure 6.25 The Image menu lets you flip, rotate, and stretch images.

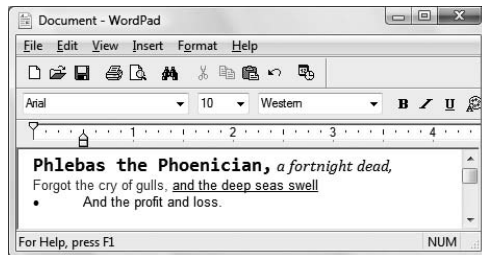


Figure 6.26 Like any other word processor, WordPad lets you apply formatting (italic, justification, colors, fonts, and so on) to text. The Insert > Object command lets you embed images, sounds, movies, charts, spreadsheets, and other objects in your document.

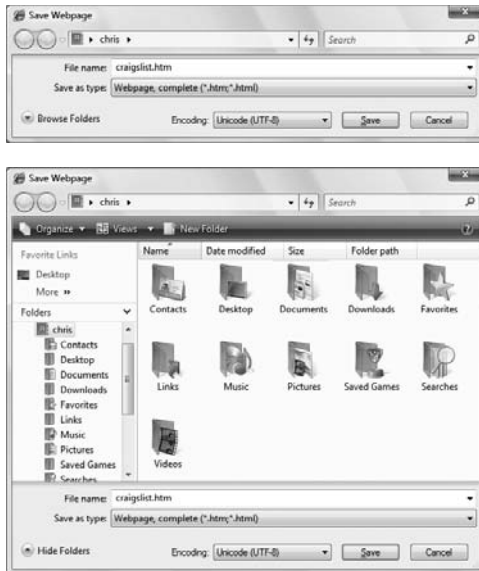


Figure 6.27 The Save dialog box appears the first time you save a file or when you choose File > Save As. The standard Save dialog box (top) expands to show the Navigation pane (bottom) when you click Browse Folders.

Saving Documents

Most programs let you save your work as documents, which you can return to later, print, send to other people, back up, and so on. Documents generally are thought of as being word-processed materials, but here I'm using the word to mean images, spreadsheets, presentations, databases, email, webpages, digital photos, text files, videos, or any other user-created work.

Nearly all programs use Windows' standard Save dialog box. The first time that you save a document, Windows asks you to name it and pick a folder to store it in. (Two files in the same folder can't have the same name.)

To save a document:

1. Choose File > Save.
or
To save a copy of a file under a different name or in a different folder, choose File > Save As.
(Press Alt if the File menu isn't visible.)
2. Click Browse Folders to show the Navigation pane (**Figure 6.27**).
3. Use the address bar or Navigation pane to choose the folder to save the file to (see "Navigating in Windows Explorer" in Chapter 5).
4. In the File Name box, type the name of the file.

You can use the Cut, Copy, Paste, and Undo keyboard shortcuts (Ctrl+X, Ctrl+C, Ctrl+V, and Ctrl+Z, respectively) while editing. For file-naming rules, see "Naming Files and Folders" in Chapter 5.

continues on next page

- To save a file in a format other than the program's default (native) format, choose a target format from the Save As Type drop-down list.

This feature lets you, say, save a Word document as text (.txt), Rich Text Format (.rtf), or HTML (.html) so that users without Word can open it in a text editor, WordPad, or a web browser.

- Click Save.

✓ Tips

- To bypass step 3, type the filename's full pathname in step 4. See "Navigating in Windows Explorer" in Chapter 5.
- In the file list, you can click a document to make its name appear in the File Name box; then click Save to overwrite the existing document or edit the name to save a new document. The latter technique saves typing when you're saving similarly named documents.
- The file list acts like an Explorer window. You can right-click any file or folder to, say, rename or delete it. You even can drag items into and out of this box or use the standard navigation keys.
- You must close the Save dialog box before you can use another part of the program.
- Some older programs use the old-style Save dialog box, with Windows XP-style navigation features.
- You can't save your work in some utility and game programs, such as Calculator and Solitaire.
- Some programs can autosave your work at a regular time interval that you set. Check the program's Options or Preferences dialog box.

Read-Only Files

You can prevent yourself (and others) from making accidental changes to a file by making it *read-only*. To change a file to read-only, right-click the file and choose Properties > General tab, check Read-Only (or uncheck it to make it *read-write*), and click OK. Read-only files can't be changed, but they can be copied, moved, renamed, or deleted.

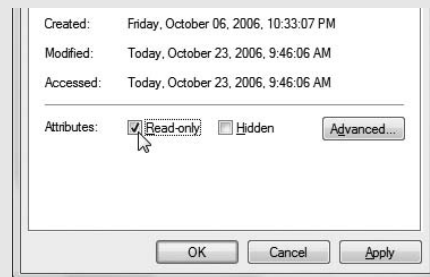




Figure 6.28 The Open dialog box works like the Save dialog box described in the preceding section.

Opening Documents

You have several ways to reopen a document that you've already named and saved.

To open a document:

- ◆ In the program that created the document, choose File > Open, navigate to the document, and then click Open (**Figure 6.28**). (Press Alt if the File menu isn't visible.)

or

Choose Start, type the document's name in the Search box, and then click it in the results list.

or

In Windows Explorer or on the desktop, double-click the document's icon (or select it and then press Enter).

or

If the document was opened recently, choose it from the Start > Recent Items menu.

or

Press Windows logo key+R, type or paste the document's name and path, and then press Enter.

For details about pathnames, see "Navigating in Windows Explorer" in Chapter 5.

✓ Tips

- You also can open a document by using any of the techniques described in “Launching Programs” earlier in this chapter.
- Like the Save dialog box, the Open dialog box must be closed before you can use another part of the program.
- To open a file that’s not associated with a particular program, right-click the file, choose Open With, and then select the name of a program (**Figure 6.29**). See “Associating Documents with Programs” later in this chapter.
- If you open a document that somebody else already has open, the program usually will warn you or open a *read-only* copy of the document (unless it’s a multiuser document such as a database).

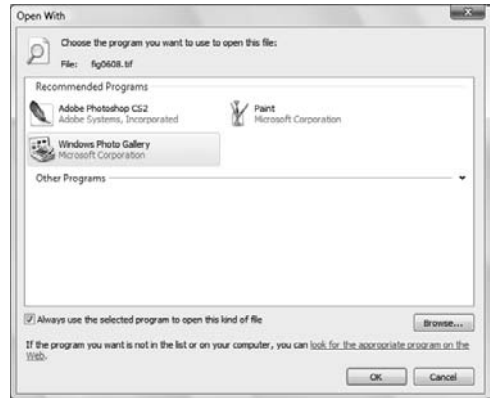


Figure 6.29 If the Open With submenu doesn’t list the program that you’re looking for, click Choose Default Program to open this dialog box. Click Browse to find the program.

Access Denied

If Windows denies you access when you try to open a file or folder, it may be that:

- ◆ The file is encrypted. To check whether it’s encrypted, right-click the file and choose Properties > General tab > Advanced. If Encrypt Contents to Secure Data is checked, see the person who created the file. If *you* encrypted the file, you might have done so in another user account. See “Encrypting Data” in Chapter 13.
- ◆ You don’t own the folder. To take ownership, right-click the folder and choose Properties > Security tab > Advanced > Owner > Edit. If a security prompt appears, type an administrator password or confirm the action. Click your name or group in the Change Owner To list. If you want to own the files and subfolders too, check Replace Owner on Subcontainers and Objects. Click OK in each open dialog box.

Table 6.1

Common File Extensions	
EXTENSION	DESCRIPTION OR PROGRAM
.ai	Adobe Illustrator
.avi	Windows Media Player
.bmp	Bitmap image
.dll	System file (not a document)
.doc	Microsoft Word (or WordPad)
.exe	Program (not a document)
.gif	GIF image
.htm/.html	Webpage (Internet Explorer)
.indd	Adobe InDesign
.jpg/.jpeg	JPEG image (for photos)
.mdb	Microsoft Access
.pdf	Portable Document Format (Adobe Reader)
.png	PNG image
.ppt	Microsoft PowerPoint
.psd, .pdd	Adobe Photoshop
.qxd	QuarkXPress
.tif	TIFF image
.tmp	Temporary file
.txt	Text file (Notepad)
.wpd	WordPerfect
.xls	Microsoft Excel
.xps	XML Paper Specification (Microsoft XPS Viewer)
.zip	Compressed zip file

Associating Documents with Programs

When you double-click a Word document, Windows launches Word with that document open. Windows knows to launch Word—rather than, say, Paint or Windows Mail—because a document’s file type is embedded in its filename, as the (usually three) characters appearing after the name’s last dot. These characters, called an *extension* or *file extension*, associate a document with a particular program.

Table 6.1 gives a short list of common extensions; go to www.filext.com for a comprehensive list.

Viruses and Extensions

Viruses disguised as innocuous attachments often arrive via email. A virus file with the extension `.exe` is a program that runs when you double-click it, infecting you. (Some other extensions are dangerous too.) Virus writers will try to trick you into thinking a file is safe by naming it, say, `iloveyou.txt.exe`. If extensions are hidden, you see only `iloveyou.txt`, which appears to be a harmless text file.

Even with extensions showing, the file

```
FreeMP3s.txt.exe
```

will appear to be harmless if the embedded spaces hide the `.exe` extension in a narrow column.

Microsoft hides extensions by default to make Windows appear friendlier. But even beginners should show extensions for these reasons:

- ◆ An icon alone can be insufficient to distinguish a file's type (particularly the tiny icons in details and list views).
- ◆ Extensions impart the types of like-named files quickly (resume.doc vs. resume.txt vs. resume.html, for example) without making you read the Type column in Explorer.
- ◆ Extensions make it plainer to, say, choose among Photoshop, Paint, Internet Explorer, and Windows Photo Gallery to open .jpg (JPEG) files.
- ◆ If a newly installed program hijacks an extension's association without asking your permission (both rude and common), you can reassociate the extension with your preferred program.
- ◆ If you don't learn about extensions, you'll remain mired in beginner status and pester people with trivial problems.

To show file extensions:

1. Choose Start > Control Panel > Appearance and Personalization > Folder Options.
or
In a folder window, choose Organize > Folder and Search Options.
or
Choose Start, type folder folder options in the Search box, and then press Enter.
2. Click the View tab; then, in the Advanced Settings section, uncheck Hide Extensions for Known File Types (**Figure 6.30** and **Figure 6.31**).

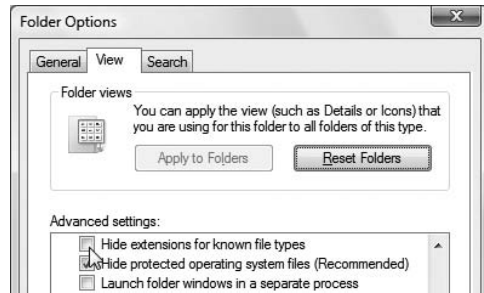


Figure 6.30 Uncheck this box to show file extensions in folder windows, on the desktop, and in dialog boxes.

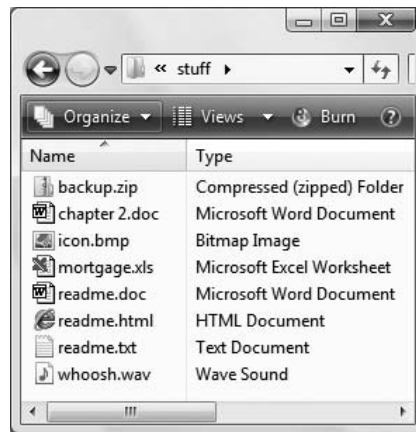


Figure 6.31 Folder windows that hide (top) and show (bottom) extensions.

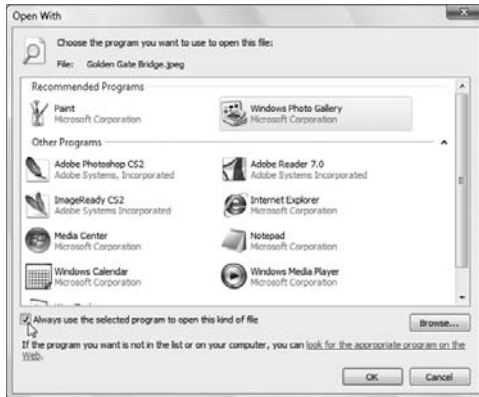


Figure 6.32 The Open With dialog box lists programs capable of opening the selected file. Click Browse to pick a program that's not in the list.

To change the program associated with a file extension:

1. In a folder window, select a file having the desired extension.

or

Choose Start > Search; then search for a file having the desired extension (see “Searching for Files and Folders” in Chapter 5).

2. Right-click the file and choose Open With > Choose Default Program (**Figure 6.32**).

3. If the program that you want to use to open this type of file is listed, select it.

or

If the program isn't listed, click Browse, select the program (.exe) file, and then click Open.

4. Check Always Use the Selected Program to Open This Kind of File.

5. Click OK.

When you double-click that type of file in the future, the file will open in the program you selected.

✓ Tips

- If you double-click a file with an unknown extension, Windows lets you choose a program or try to look up the extension on Microsoft's website (**Figure 6.33**). You also can visit this website by clicking Look for the Appropriate Program on the Web in the Open With dialog box (refer to Figure 6.32).
- The Details pane in Windows Explorer contains file-type information for the selected file.
- Some file types have multiple extensions (.htm/.html and .jpg/.jpeg, for example). Repeat the association for each form of the extension.
- To scroll through a (long) list of file extensions and set them individually, choose Start > Control Panel > Programs > Default Programs > Associate a File Type or Protocol with a Program (**Figure 6.34**).



Figure 6.33 This dialog box appears when you double-click a file with an extension that Windows doesn't recognize. A file with an unknown extension (or no extension) often is a text file; try opening it in Notepad before asking Windows to hunt for a program.

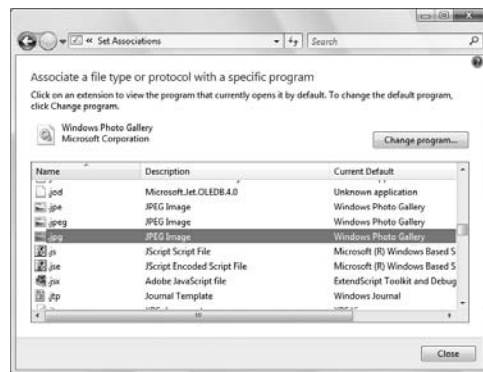


Figure 6.34 To change the default program for an extension, select the extension in the list, click Change Program, and then choose a new program in the Open With dialog box (refer to Figure 6.32).