

Mark Edward Soper

Sams **Teach Yourself**  
Microsoft  
**Windows® 7**

in **10**  
**Minutes**

**SAMS**



## **Sams Teach Yourself Windows 7 in 10 Minutes**

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# Introduction

## How to Use This Book

Most PC users have encountered some version of Windows previously but find a lot that's new in Windows 7. If that describes you, this is the book for you, especially if you don't have a lot of spare time on your hands. Make those 10-minute time chunks you can devote to learning more about Windows 7 useful and enjoyable with Teach Yourself Windows 7 in 10 Minutes. Here's why:

- ▶ We don't waste your time teaching you stuff about Windows 7 that's the same as in previous versions.
- ▶ We don't waste your time discussing why Windows 7 does what it does.
- ▶ We do make the most of your time by teaching you the major new features in Windows 7 concisely and accurately with a liberal use of figures and step-by-step instructions.

With this goal in mind, what's the best way for you to use this book? As you use Windows 7, use the following chapter synopses (and the ever-helpful Table of Contents) to look up features you need help mastering. Turn to those sections, try the exercises, and you'll improve your mastery of Windows 7.

## What's Inside the Book?

Teach Yourself Windows 7 in Ten Minutes contains eleven chapters. Here's what you'll find.

- ▶ Lesson 1, "Getting Started with Windows 7," teaches you how to log into Windows 7, how to use and manage the new Start menu, run programs from the Start menu, use Instant Desktop Search,

make and use a password reset disk, use jump lists to start frequently-used files and tasks for your favorite programs from the Start menu, and shut down or hibernate your computer.

- ▶ Lesson 2, “Managing Your Desktop,” shows you how to use new features in the taskbar, such as jump lists and live previews; create a theme that stores your preferred desktop background, window color, screen saver, and event sounds for easy recall and reuse; tweak your screen resolution to get the best view from today’s high-res displays; configure an external display on a laptop or a second monitor on a desktop; and add small programs (gadgets) to your display and customize them.
- ▶ Lesson 3, “Working with Libraries,” brings you up to speed on one of Windows 7’s most innovative new features: the ability to put all the folders where you store documents, photos, music, and videos into a single, logical folder called a library. Libraries make finding files easy, backups easier to set up, and also provide new and improved ways to see more information about a particular file.
- ▶ Lesson 4, “Enjoying Photos and Media,” introduces you to the new Windows Photo Viewer, enhanced Print Pictures Wizard, improved features in Windows Media Player, and teaches you how to play media with Windows Media Center.
- ▶ Lesson 5, “Managing Devices and Printers,” helps you master the new Devices and Printers management interface for your computer’s built-in and add-on hardware and new Device Stage drivers for multifunction devices such as all-in-one units and smartphones.
- ▶ Lesson 6, “Connecting to a Wireless Network,” teaches you how to connect to a wireless network and manage your connections the new Windows 7 way.
- ▶ Lesson 7, “Browsing the Web Faster and More Securely with IE8,” helps you start and tweak Windows 7’s default web browser, handle pages that don’t display properly, use the enhanced website history feature to get to your favorite sites faster, keep

your browsing confidential with InPrivate, view multiple pages in one browser window with tabs, and store multiple tabs as a single favorite.

- ▶ Lesson 8, “Creating and Using a Homegroup,” brings you up to speed on how to create a secure and easy-to-manage homegroup network among your Windows 7 computers.
- ▶ Lesson 9, “Connecting to Other Windows Computers,” helps you add your new Windows 7 computer to an existing network containing computers running Windows XP or Windows Vista, access shared folders, and print to shared printers.
- ▶ Lesson 10, “Using Windows Backup,” shows you how to make a backup of your system and files you can use to recover from a disaster, keep it updated with scheduled backups, create a system repair disc you can use for disaster recovery, and test your backup to be sure it works.
- ▶ Lesson 11, “Using Action Center,” helps you master this new feature for reporting system security and maintenance problems and helps you troubleshoot problems with your system.

By teaching you the essentials of Windows 7 in a simple, no-frills manner, Teach Yourself Windows 7 in 10 Minutes helps make Windows 7 more useful and more fun with a minimal time commitment from you.

## Conventions Used in This Book

Whenever you need to click a particular button or link in Windows or one of the other sites described in this book, you’ll find the label or name for that item bolded in the text, such as “Click the **Create an Account** button.” In addition to the text and figures in this book, you also encounter some special boxes labelled Tip, Note, or Caution.

**TIP:** Tips offer helpful shortcuts or easier ways to do something.

**NOTE:** Notes are extra bits of information related to the text that might help you expand your knowledge or understanding.

**CAUTION:** Cautions are warnings or other important information you need to know about the consequences of using a feature or executing a task.

## LESSON 4

# Enjoying Photos and Media

## Windows 7 Media Tools

Windows 7 Home Premium, Professional, and Ultimate editions feature several media playback programs, including Windows Photo Viewer, Windows Media Player, and Windows Media Center. Windows Photo Viewer provides convenient windowed or full-screen viewing of your digital photos, whereas Windows Media Player and Windows Media Center also support music and video playback. Windows 7 also includes a wizard to help you print your photos in a variety of sizes.

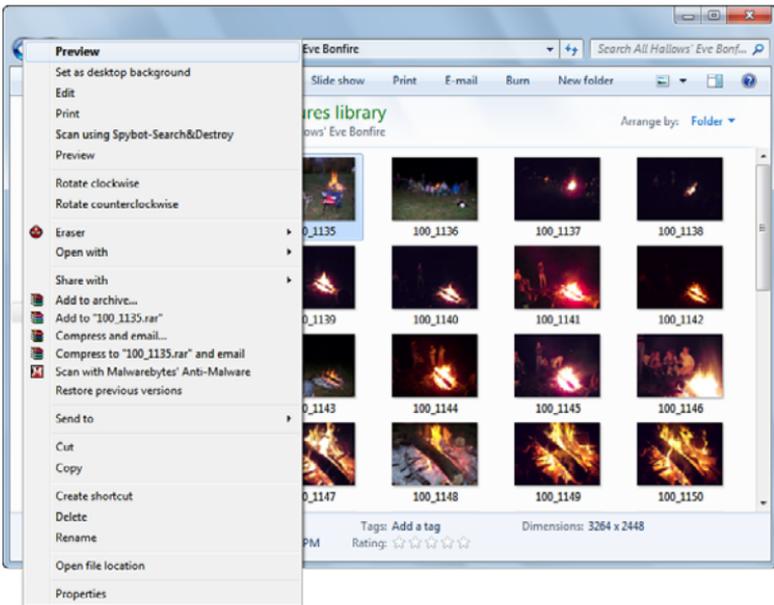
## Starting Windows Photo Viewer

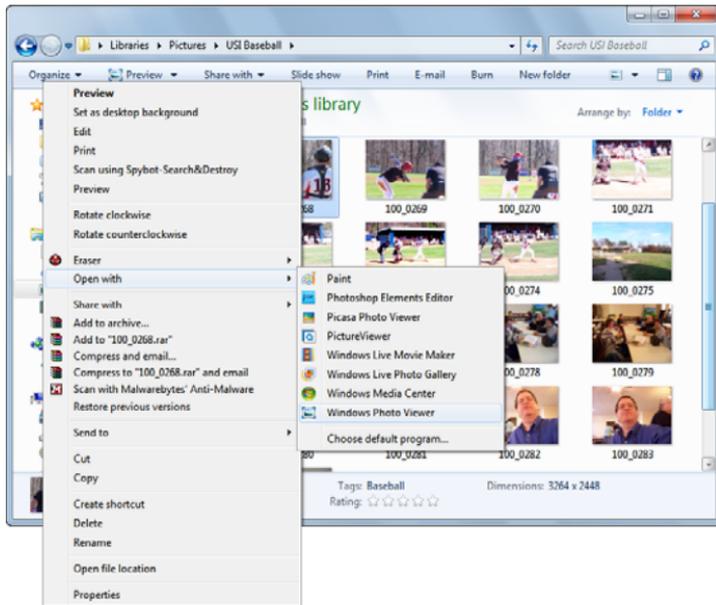
Windows Photo Viewer provides windowed or full-screen playback for common digital photo file types such as JPEG and TIFF and can also be used to view RAW files after you install the appropriate RAW codec. Here's how to open a photo with Windows Photo Viewer:

1. Click **Start**.
2. Click **Pictures**.
3. Navigate to the picture you want to view.

**4.** Choose from one of the following:

- ▶ If you have not installed any other photo-viewing or photo-editing programs, double-click the photo or right-click it and select **Preview** (see Figure 4.1).
- ▶ If you have installed other photo-viewing or photo-editing programs, right-click the photo, select **Open With**, and select **Photo Viewer** from the list of programs (see Figure 4.2).

**FIGURE 4.1** Opening Windows Photo Viewer with Preview.



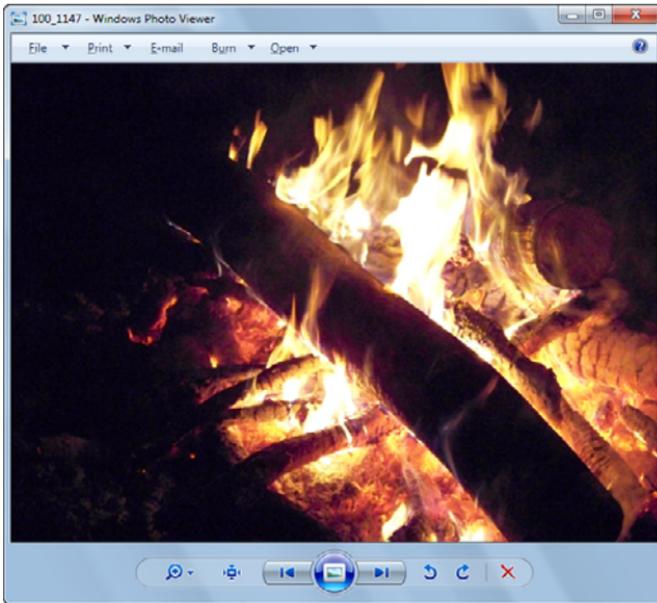
**FIGURE 4.2** Opening Windows Photo Viewer from the Open With menu.

## Using Windows Photo Viewer

The Windows Photo Viewer display is shown in Figure 4.3.

Use the controls along the bottom of the screen (from left to right) to:

- ▶ Adjust picture magnification
- ▶ Toggle between full-image view and actual size view
- ▶ Move to previous photo
- ▶ Start slide show
- ▶ Move to next photo
- ▶ Rotate photo to left (counterclockwise)
- ▶ Rotate photo to right (clockwise)
- ▶ Delete photo



**FIGURE 4.3** Windows Photo Viewer.

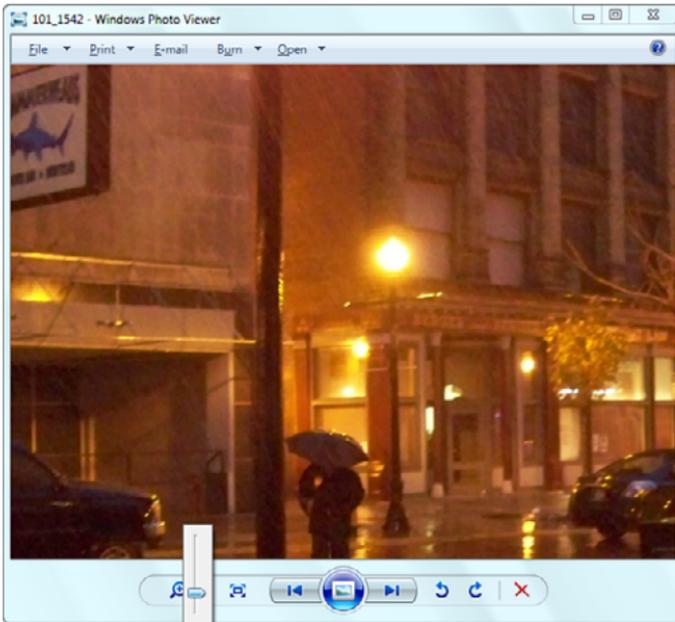
## Adjusting Picture Magnification

Windows Photo Viewer automatically scales photos to fit in the current window. If you want to see how sharp your photo is, or need to view a portion of your photo, adjusting the magnification is helpful. Here's how:

1. Open the photo in Windows Photo Viewer.
2. Click the slider at the left end of the controls below the photo and move it upward until you reach the desired magnification (see Figure 4.4).

To adjust what portion of the picture fits into the display window:

1. Move the mouse pointer into the photo. The default pointer turns into a hand.
2. Click and drag the photo until you see the desired portion of the photo inside the Windows Photo Viewer window.
3. Release the mouse button.



**FIGURE 4.4** Adjusting magnification in Windows Photo Viewer.

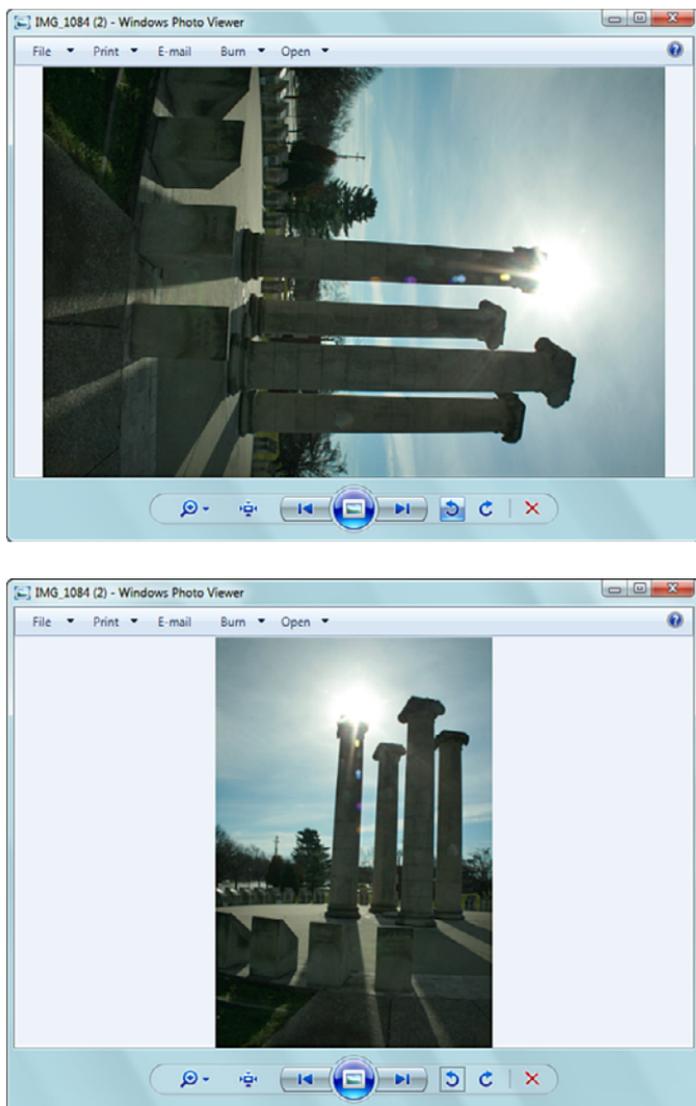
**NOTE:** The magnification adjustments affect only viewing size; print size is set by the settings used by your printer.

## Rotating Photos

If you like to shoot vertical photos, it can be irritating to view them until they're rotated to the correct orientation. To rotate a photo:

1. Open the photo in Windows Photo Viewer.
2. If the top of the photo faces left, click the right curved arrow. If the top of the photo faces right, click the left curved arrow.
3. Click the forward or back arrows to save changes to the current photo and display another photo.

Figure 4.5 compares a vertical photo before and after rotation.



**FIGURE 4.5** Rotating a photo with Windows Photo Viewer.

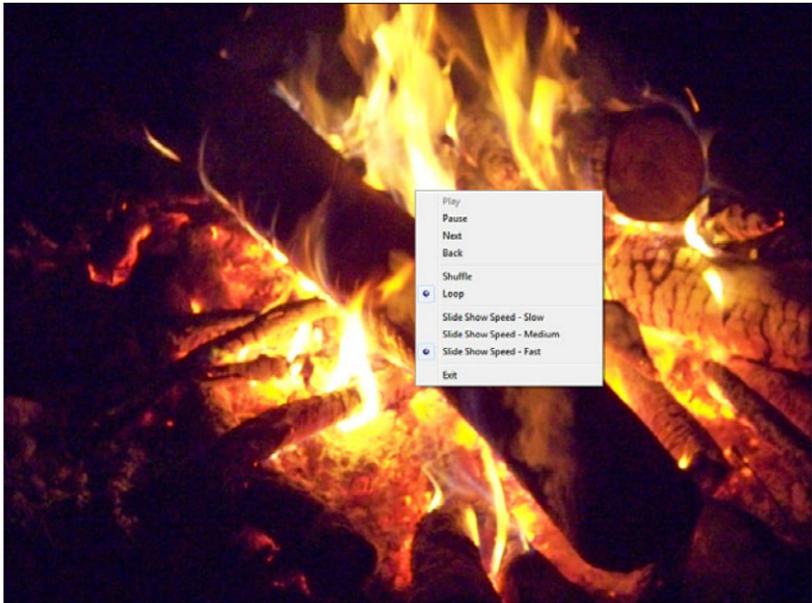
**NOTE:** You cannot rotate a photo stored on read-only media, such as a recordable CD or DVD. If you need to rotate a photo stored on read-only media, copy it to your hard disk and then rotate it.

## Viewing Your Photos in a Slide Show

To view the photos in the current folder as a slide show, click the **Slide Show** button, as shown in Figure 4.3. Each photo displays full-screen.

By default, slide shows play in a loop at medium speed. However, you can also advance to the next or previous photo manually, pause the show, shuffle picture order, and select fast or slow playback speeds. To adjust playback options, do the following:

1. Right-click the display after starting the slide show.
2. Select the option(s) wanted (see Figure 4.6).



**FIGURE 4.6** Slide show playback options in Windows Photo Viewer.

3. Click away from the menu to put changes into effect.
4. To close the show and return to the normal Windows Photo Viewer display, click **Exit**.

## Using the File Menu

The File menu includes options to:

- ▶ Delete the current photo.
- ▶ Make a copy of the current photo into any folder.
- ▶ Copy the photo to the Windows Clipboard.
- ▶ Display image properties, including exposure metadata (see Figure 4.7).

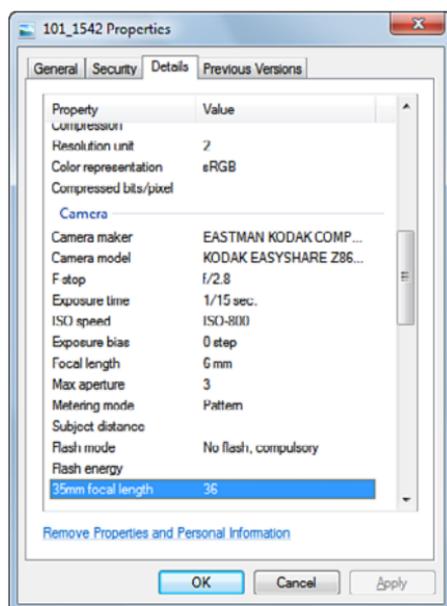


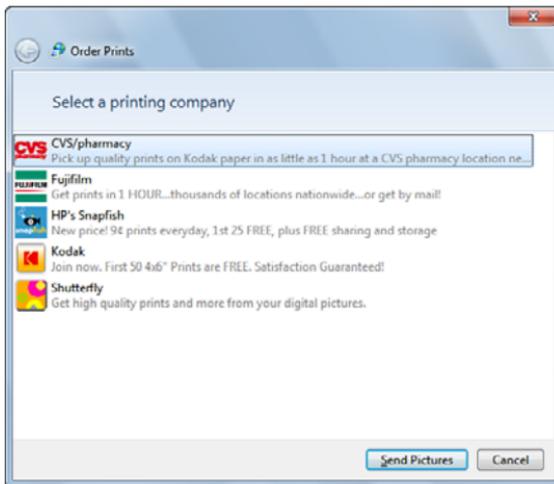
FIGURE 4.7 Viewing exposure metadata.

- ▶ Exit the program.

## Using the Print Menu

The Print menu provides two ways to print:

- ▶ Select **Print** to make prints with your own printer.
- ▶ Select **Order Prints** to order photos from a variety of online photo print providers (see Figure 4.8).



**FIGURE 4.8** Preparing to order prints from an online provider.

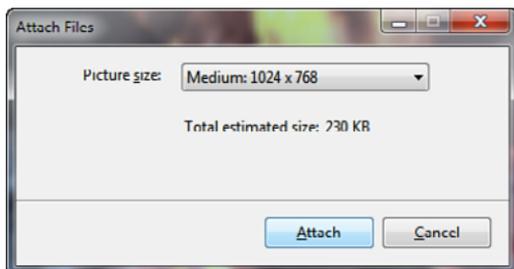
TIP: If you want to order prints from multiple photos, I recommend installing Windows Live Photo Gallery. You can select multiple prints and use its Print menu to order prints. Learn more at <http://download.live.com>.

To learn more about printing photos with any Windows 7 application, see “Printing a Picture” later in this lesson.

## Emailing a Picture

Windows 7 does not include an email program. However, after you install an email program such as Windows Live Mail (available as part of Windows Live Essentials) or others, you can use the E-Mail menu to email photos. Using Windows Photo Viewer to email your photos enables you to send a reduced-size version of your photo that’s easier for recipients to view and takes less time to download and upload. Here’s how to do it:

1. Select a photo you want to email.
2. Click **E-Mail**.
3. Select the size of photo you want to email (see Figure 4.9).

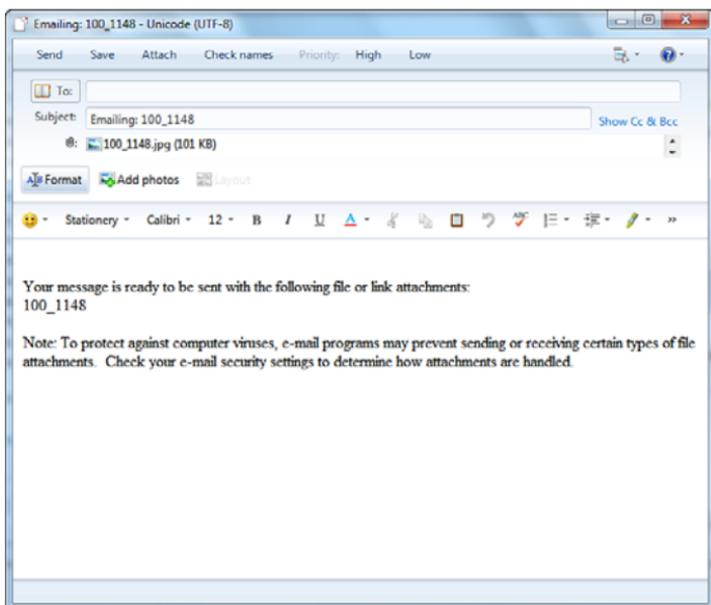


**FIGURE 4.9** Creating a smaller-sized version of a photo to email.

**4. Click Attach.**

**NOTE:** The default photo dimensions are 1024×768 (medium). Other sizes include 640×480 (smallest); 800×600 (small); 1280×1024 (large); and original size.

**5. Your email program opens, creates a message, and attaches the photo to the message (see Figure 4.10).**



**FIGURE 4.10** Windows Photo Viewer attaches your photo to an email message.

6. Enter the recipient's address.
7. Add other text as desired.
8. Send the message.

NOTE: If you use Windows Live Mail, you might be asked if you want to create a photo email. A photo email stores a photo online using Windows Live Skydrive, embeds a small thumbnail in the message, and includes a link to the photo.

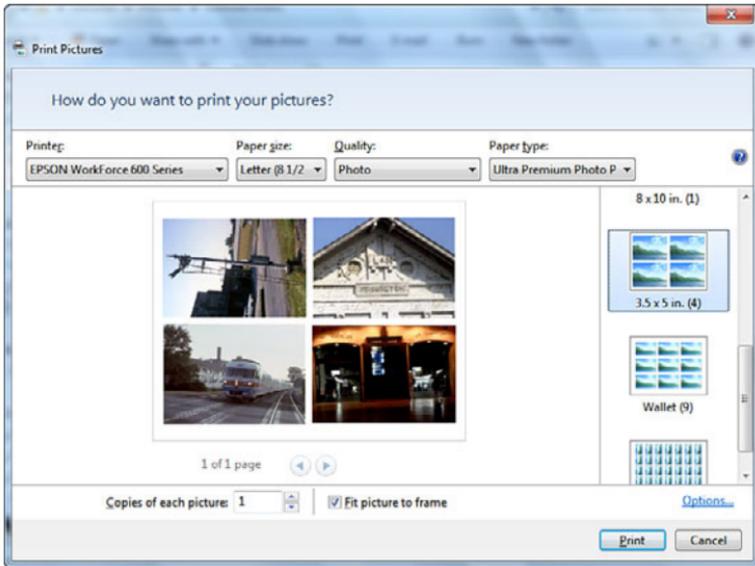
By creating a photo email, you can send a photo in its original size without filling up the recipient's email inbox.

## Printing a Picture

Windows 7 automatically uses its Print Pictures Wizard whenever you select Print from within Windows Photo Viewer or after selecting one or more photos from Windows Explorer.

The Print Pictures Wizard (see Figure 4.11) provides options for:

- ▶ Selecting the printer
- ▶ Paper size
- ▶ Print quality
- ▶ Paper type
- ▶ Print layout
- ▶ Number of copies of each picture
- ▶ Whether to fit pictures to frame
- ▶ Printer options



**FIGURE 4.11** Using Print Pictures to print four pictures on a single sheet of paper.

TIP: Physical printers connected to your computer, physical printers shared over a network, and virtual printers that create PDF, XPS, or other files are all listed in the Printer menu. Print Pictures “remembers” the last printer selection made.

Network printers are listed as `\\computername\printername`.

To print your photos, do this:

1. Select the picture or pictures you want to print.
2. Click **Print**. The Print Picture Wizard opens.
3. Select the printer you want to use.
4. Select the paper size.
5. Choose the print quality.
6. Choose the paper type.
7. Select the number of copies of each picture to print.
8. Select the layout.
9. Click **Print**.

## Photo-Printing Tips and Tricks

Paper size, quality, and paper type settings vary with the printer you select. To see additional paper sizes, click **More**.

By default, Print Pictures lists only photo papers in its **Paper Type** menu. To see other options, such as **Plain Paper**, follow these steps:

1. Click the **Options** link (see Figure 4.11) to open the Print Settings dialog.
2. Click **Printer Properties**.
3. Select the paper type.
4. Click **OK** to close the dialog.

By default, Print Pictures lists only photo-optimized quality settings in its **Quality** menu. To see other options:

1. Follow the previous set of instructions to select the paper type.
2. Open the **Quality** menu.
3. Select the desired option.

**CAUTION:** Make sure you select a paper type that matches the paper you use, or your photo prints might be of poor quality.

The Print Settings dialog includes links to help you get better prints. Use the **Color Management** link to select the correct printer profile for your printer. Use the **Printer Properties** link to view and select additional paper types, check ink levels, and perform additional printer-specific tasks.

## Using Windows Media Player

Although Windows Media Player can play video, DVD movies, and photos, its most common use is for music and audio file playback. The following sections show you how to perform common tasks with music files. These methods can also be used to work with other types of files.

To start Windows Media Player:

1. Click **Start**.
2. Hover the mouse over **All Programs**.
3. Scroll down to Windows Media Player.
4. Click **Windows Media Player**.
5. The first time you start Windows Media Player, you are prompted to select **Recommended** or **Custom Settings**. If you want to use recommended settings, click **Finish**. To use custom settings, click **Custom Settings**, click **Next**, and provide the information requested.
6. Windows Media Player opens to the Album view of the Music library (see Figure 4.12).

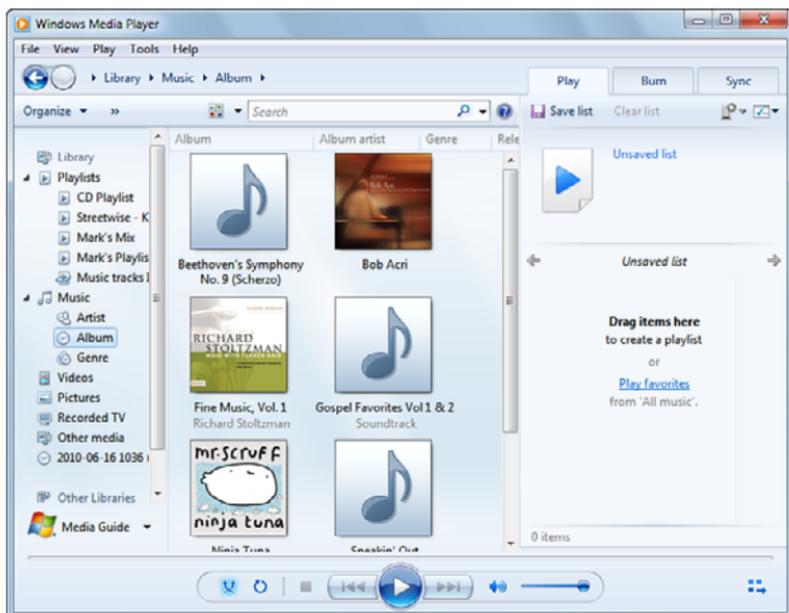


FIGURE 4.12 Windows Media Player playing an audio CD.

NOTE: To turn on the menu bar shown in Figure 4.12, click **Organize, Layout, Show Menu Bar**.

## Playing and Ripping an Audio CD

Windows Media Player can convert audio CDs into digital music files (a process called “ripping”) or play the music on the CD. To play an audio CD:

1. Insert the CD into the optical drive on the computer.
2. Windows Media Player reads the CD tracks.
3. The CD starts playing automatically (see Figure 4.13).

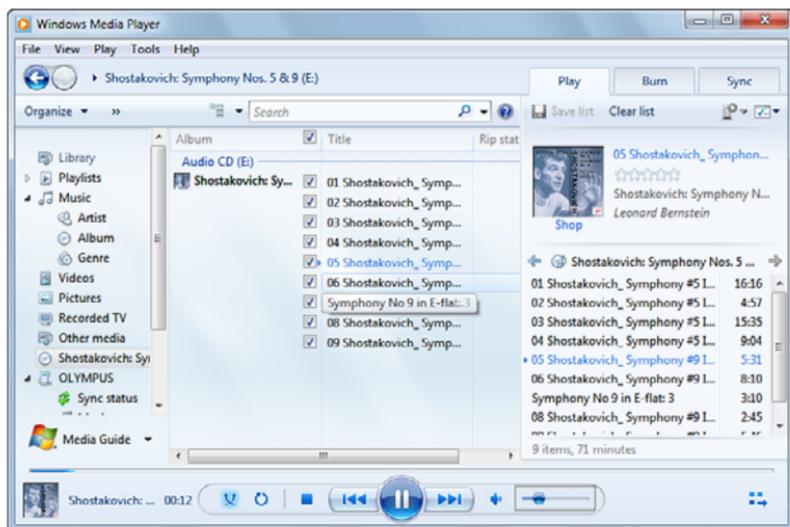
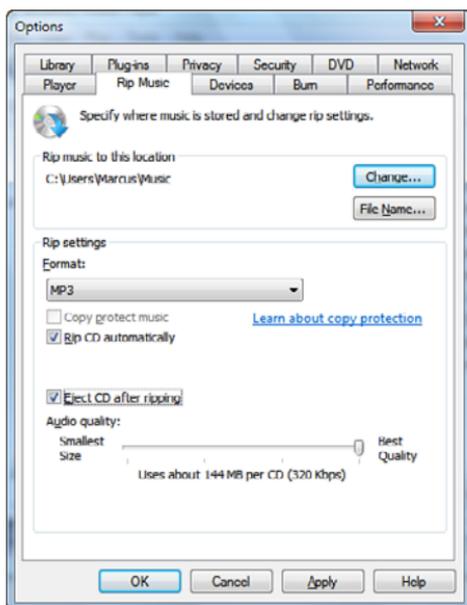


FIGURE 4.13 Windows Media Player playing an audio CD.

CDs can be ripped into your choice of several different digital formats. The most popular are Windows Media Audio (WMA) and MP3. To select a format and a bit rate:

1. Click **Tools**.
2. Click **Options**.
3. Click the **Rip Music** tab (see Figure 4.14).



**FIGURE 4.14** Windows Media Player’s Rip Music tab configured for automatic ripping and ejection of CDs and the highest bit rate for creating MP3 audio files.

4. Open the **Format** menu and select the format desired.
5. Adjust the **Audio Quality** slider to select the bit rate desired.
6. To rip CDs automatically, click the **Rip CD Automatically** check box. This setting takes effect after you insert a new CD.
7. To automatically eject the CD after ripping, click the **Eject CD After Ripping** check box.

8. Click **Apply**.

9. Click **OK**.

**TIP:** Unless you have a portable media player that can play only WMA files, I recommend creating MP3 files. The default sampling rates for WMA and MP3 files are suitable for creating music for portable media players. However, if you are building a digital media library for playback on high-quality speakers, consider increasing the bit rate. This can result in higher-quality audio but also larger file sizes.

To rip the CD manually:

1. Right-click the CD icon in the left pane.
2. Select **Rip CD** to Library.
3. A progress bar appears next to each track in the middle pane.
4. At the end of the process, the CD is listed in the Album/Music library.
5. You can eject the CD manually if you did not select the option to automatically eject the CD.

## Creating a Playlist

A playlist is a list of songs you can play, burn to CD, or sync to a portable media device. To create and save a playlist, do the following:

1. Select a song, video, or photo.
2. Drag it to the **Playlist** pane on the right side of the Windows Media Player interface.
3. Repeat Steps 1 and 2 until your playlist is complete.
4. Click **Save List**.
5. Enter a name for the list in the **Name** field above the list of songs (see Figure 4.15).

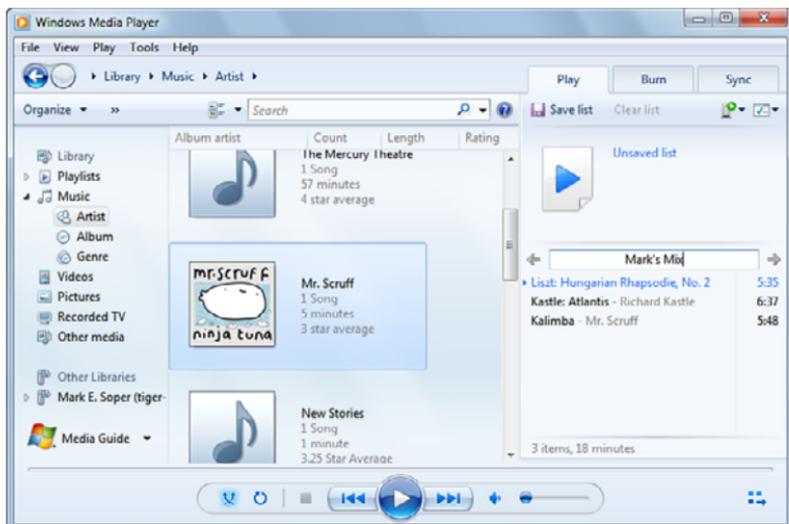
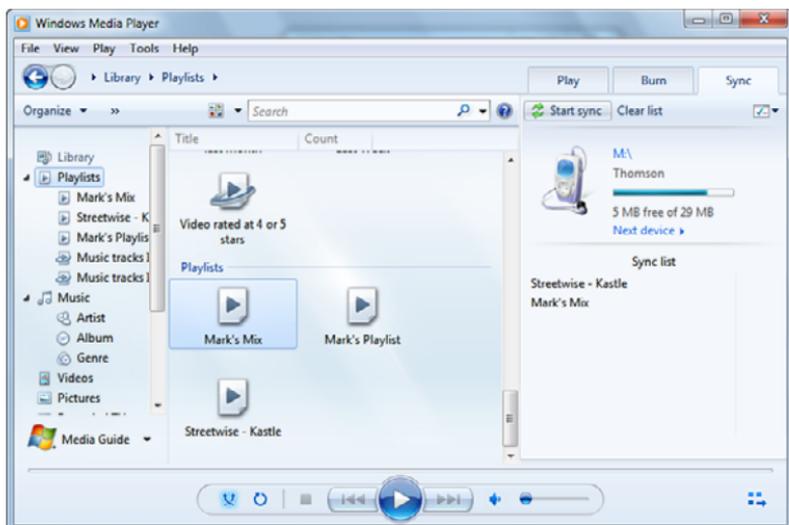


FIGURE 4.15 Creating a playlist.

## Syncing Files to a Portable Media Device

When you sync files to a portable media device, you can sync a saved playlist or create a new list. To sync files from a playlist, do the following:

1. Connect the portable media device to your computer.
2. Windows Media Player switches to the **Sync** tab.
3. Click **Playlists** in the right pane.
4. Drag a playlist to the **Sync** pane.
5. Repeat Step 4 until you have added all the playlists you want to the sync list.
6. Click **Start Sync** (see Figure 4.16).
7. Disconnect the device when you see the Sync Completed message.
8. Click the **Click Here** link to display the results of the file synchronization.



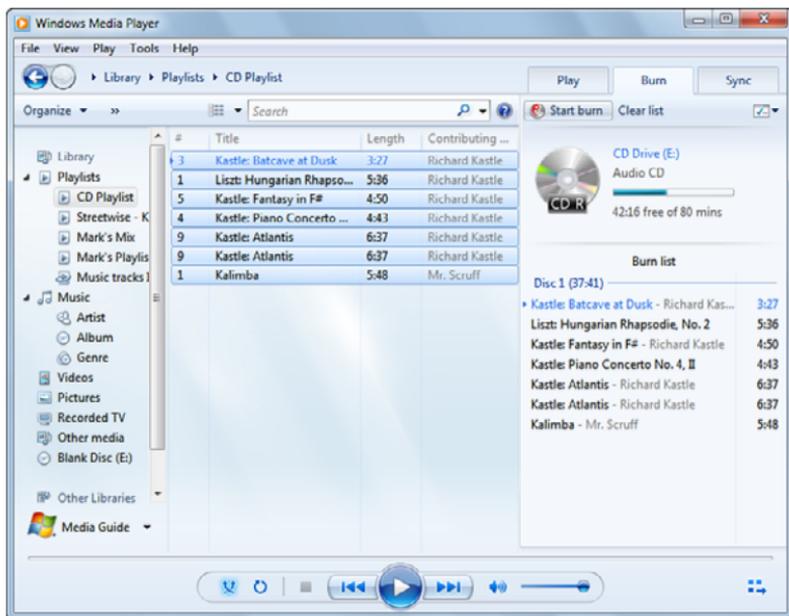
**FIGURE 4.16** Synchronizing a playlist to a portable media player.

**NOTE:** To sync individual media files instead of a playlist, select individual media files and drag them to the sync list in Steps 3–5.

## Burning an Audio CD

Windows Media Player makes it easy to create an audio mix CD of your musical favorites. Here's how to create an audio CD:

1. Click the **Burn** tab.
2. Insert a blank CD.
3. Drag playlists or individual songs to the burn list.
4. To change the order of a music track, drag it to the preferred location.
5. Click **Start Burn** (see Figure 4.17).



**FIGURE 4.17** Preparing to burn an audio CD.

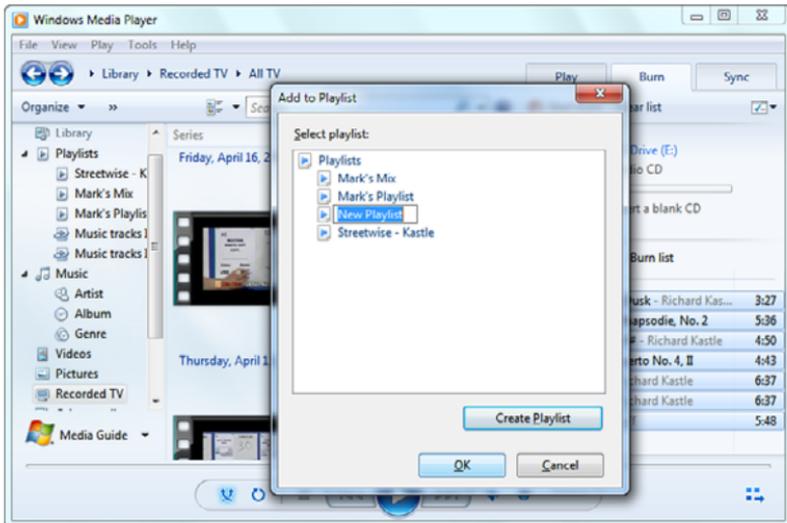
- At the end of the burn process, the CD is ejected.

**TIP:** Use CD-R media if you want to create a disc that can be played on the widest range of CD players. If you have players that can use CD-RW media, you can use CD-RW discs to create an audio mix CD for short-term use. You can erase the contents of a CD-RW disc using Windows Explorer.

To create a playlist from the burn list:

- Click the first file in the burn list.
- Press and hold either Shift key.
- Click the last file in the burn list. All files should now be highlighted.
- Right-click the highlighted burn list.
- Select **Add To** and then **Additional Playlists**.
- Click **Create Playlist**.

7. Enter a name in place of **New Playlist** (see Figure 4.18).
8. Click **OK**.



**FIGURE 4.18** Creating a playlist from a burn list.

## Using Windows Media Center

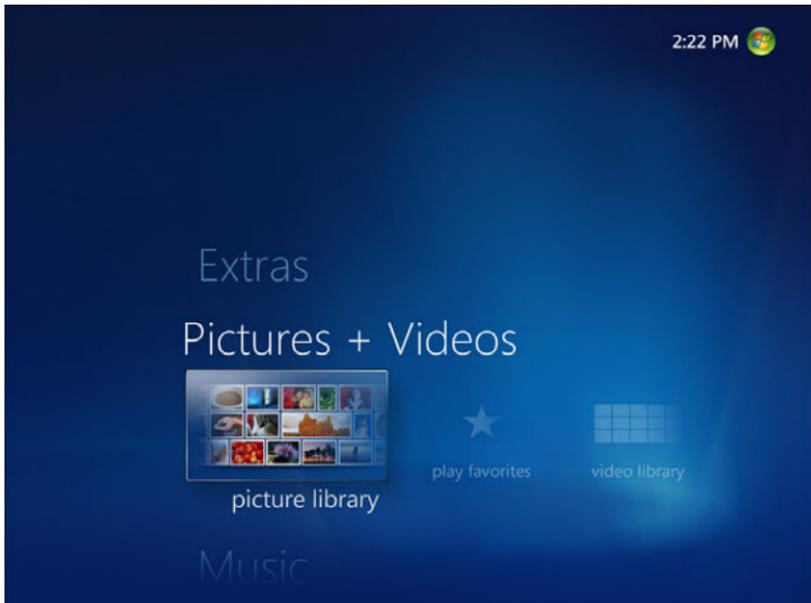
Windows Media Center, like Windows Media Player, can play all types of media supported by Windows. However, Windows Media Center can also watch and record TV on computers equipped with a TV tuner. Because it can be used to watch and record TV, Windows Media Center is designed primarily for use with big-screen TVs and home theater systems. It includes a 10-foot UI (user interface) and support for optional infrared (IR) remote controls.

### Initial Setup

Windows Media Center must be configured before you can use it. Here's how to perform initial setup.

1. Click **Start**.
2. Hover the mouse over **All Programs**.

3. Click **Windows Media Center**.
4. When the Windows Media Center window opens, click **Continue**.
5. The Get Started dialog appears. Click **Express** to perform basic setup.
6. Windows Media Center displays its main menu (see Figure 4.19). Each major category, such as Movies, Music, and so on, is often called a “stripe.”



**FIGURE 4.19** Windows Media Center's main menu.

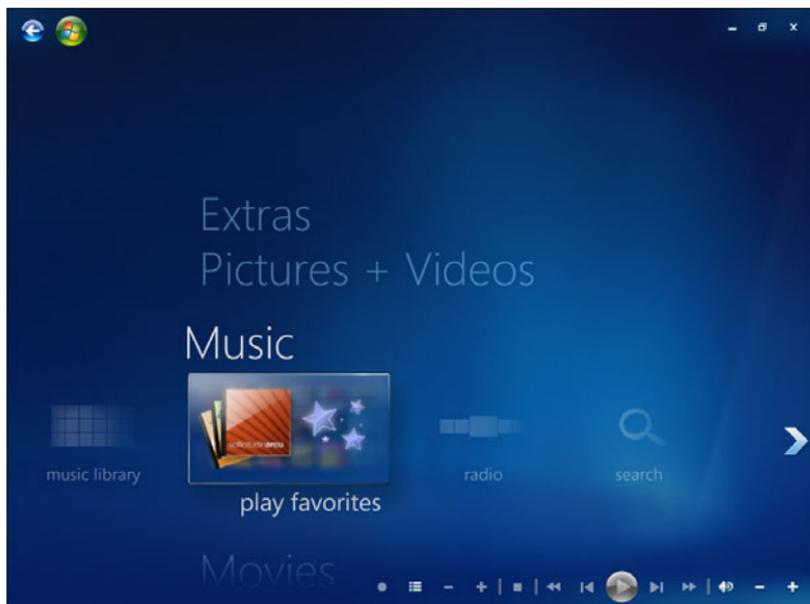
NOTE: If you have a TV tuner, you also need to connect it to your TV source (broadcast, cable, and so on) and configure it before you can watch TV with Windows Media Center. To configure your TV tuner, click **Tasks, Settings, TV, TV Signal, Set Up TV Signal**, and follow the prompts. To learn more, see the online articles “Setting Up and Watching ATSC with Windows Media Center” at <http://www.informit.com/articles/article.aspx?p=1396502> and “Windows 7 Feature Focus: Windows Media Center” at [http://www.maximumpc.com/article/news/windows\\_7\\_feature\\_focus\\_windows\\_media\\_center](http://www.maximumpc.com/article/news/windows_7_feature_focus_windows_media_center).

## Navigating Through Windows Media Center

You can use a mouse and keyboard or a Windows Media Center-compatible remote control with Windows Media Center. Use the following methods to navigate Windows Media Center with a mouse and keyboard:

- ▶ To return to the main menu, click the green Windows Media Center icon at the upper-left corner of the current dialog.
- ▶ To return to the previous dialog, click the left arrow next to the Windows Media Center icon in the upper-left corner.
- ▶ To scroll horizontally, move the mouse to the left or right edge of the screen and click the arrow that appears.
- ▶ To scroll vertically, use the mouse’s scroll wheel.
- ▶ To move in any direction (up/down/left/right) with the keyboard, use the directional arrows.
- ▶ To control playback of videos or music, use the DVD/VCR-style control cluster in the lower-right corner.

Figure 4.20 illustrates the on-screen controls just listed.



**FIGURE 4.20** Windows Media Center mouse-based navigation controls.

## Setting Up Libraries

By default, Windows Media Center displays media found in the current user's Pictures, Music, and Videos libraries and recorded TV and movies folders on the current system. To add additional locations on the same computer or other computers on the network, follow these steps:

1. Click the green Windows Media Center icon in the upper left-hand corner (if you are using a mouse), or press the Windows Media Center **Home** button on your Windows Media Center remote control.
2. Click **Tasks**.
3. Click **Settings**.
4. Click **Media Libraries**.
5. Select the media library to manage; in this example, we work with the recorded TV library (see Figure 4.21).



**FIGURE 4.21** Selecting a media library.

6. Click **Next**.
7. Select whether to add or remove folders from the library.
8. Click **Next**.
9. Select where to browse for folders: This Computer; Another Computer; Manually Add a Folder (in this example, we choose **Another Computer**).
10. Click **Next**.
11. Scroll down to the location you want to add.
12. Click the empty check box for the location (see Figure 4.22); you can scroll and select multiple locations in this step.



**FIGURE 4.22** Adding the My Videos folder from a network computer to a Windows Media Center library.

13. Click **Next**.
14. To complete the process, click **Finish**.

**NOTE:** To add or remove other locations (folders), click **No** in Step 14 and continue as prompted.

## Playing Media with Windows Media Center

The following sections discuss how to play back videos and photos from Windows Media Center. The methods in these examples are similar to those used to play back other types of media, such as recorded TV shows, music, and movies.

All TV shows, including Internet TV, live TV, recorded TV and movies recorded from broadcast, cable, and so on, are accessed from the TV menu stripe. Movies on DVD, Blu-ray (when you add a third-party Blu-ray player), or ripped from those media, are accessed from the Movie menu stripe. All music tracks on CD, ripped from CD, or downloaded from the Internet, are accessed from the Music menu stripe.

## Video Playback

Videos other than those recorded from TV are viewed in the Video Library section. To view videos from the main menu:

1. Click **Pictures + Videos**.
2. Click **Video Library**.
3. Click the wanted view: Folders, Date Taken, or Shared.
4. Highlight an item to see details (see Figure 4.23).



**FIGURE 4.23** Selecting a video in the Video Library's default Folders view.

5. Navigate to the video you want to play, and click it.
6. To play all videos in the current view, click **Play All**.

NOTE: The Shared view in any Windows Media Center library lists media residing on another computer on the network. When you play back shared media, you might see a *Buffering x%* message appear before and during playback, and pauses during playback.

## Viewing Photos

Digital pictures and scanned photos are viewed in the Picture Library section of the Pictures + Videos task. To view pictures from the main menu:

1. Click **Pictures + Videos**.
2. Click **Picture Library**.
3. Click the wanted view: Folders, Tags, Date Taken, Ratings, Slide Shows, or Shared. Figure 4.24 illustrates a typical Date Taken view.



FIGURE 4.24 Viewing Picture Library by Date Taken.

4. Click to navigate to the specific item you want to view.
5. Click a photo to view it individually.
6. To view all photos in the current view, click **Play Slide Show**.
7. To stop playback, press the Esc key or click the square **Stop** button in the media playback control cluster (see Figure 4.20).

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