

Index

A

- access point (AP), 364, 366
 - security for, 365
- accessories, 25
 - working with, 29
- accounts
 - for Live Messenger, 208
 - Mail account, setting up, 168-169
- Active Search Directory, 350
- ActiveX controls, 333
 - Information Bar and, 343
 - Mail security zones and, 345
- activation, Windows Vista, 5
- Add Hardware Wizard, 450, 452
- Add-on Manager, 344
- add-ons
 - Internet Explorer without, 138
 - security, managing, 344
- Add Printer Wizard, 400-401
- Add Search Providers option, 155
- adding/removing. *See also* deleting
 - components, 437
 - indexed locations, 78
 - programs from Startup menu, 28
 - recently used documents, 31
- Address bar, 116
 - browsing folders and programs from, 141
 - in Explorer windows, 54
 - folders, navigating between, 62
 - in Internet Explorer, 139
 - Web searches with, 154
- Address Book security, 345
- addresses. *See* e-mail; IP addresses; URLs (Uniform Resource Locators)
- administrative tools, 485. *See also* event logs; performance charts
 - memory problems, checking for, 491
 - security settings, monitoring, 494-495
 - System Configuration tool, 500
 - system information, viewing, 499
 - viewing, 486
- Adobe's Type 1 PostScript font, 115
- Advanced Research Projects Agency Network (ARPANET), 133
- advanced searches. *See* searching
- advertising banners, 333
- adware, 331, 344
 - Information Bar and, 343
- Aero, 2
 - introduction to, 6-7
 - live thumbnails, 6
 - preparing for, 7
 - running, 7
- AIF files, 289
- Airbrush tool, 236
- alerts. *See also* Defender; Security Center
 - Internet Explorer as default, turning on/off alert for, 164
 - with Live Messenger, 232
 - printer alerts, 407
- Align to Grid option, 82
- alignment of document text, 34
- All Programs submenu, 26
 - command, 13
 - Internet Explorer, finding, 138
- allocation units, 426
- antivirus software, 310, 322, 330-331
- Apple/Microsoft's TrueType font, 115
- applications. *See* programs
- Applications and Services Logs, 487
- appointments. *See* Calendar
- archiving
 - event logs, 488-489
 - faxes, options for, 424
- Arial font, 34

Arrow command, 13
arrows in dialog boxes, 19
articles. *See* newsgroups
ASF files, 289
Attachment Manager, 180-181
attachments
 to instant messages, 223
 Movie Maker movies, sending, 306
 opening, 180-181
 pictures, e-mailing, 243
 with replies, 179
 saving, 181
 sending, 180-181
 unsafe attachments, 180
 virus protection for, 331
AU files, 289
audio. *See also* music
 AutoPlay options, setting, 124
 effects, adding, 277
 Web feeds, 152
auditing security options, 494-495
authority certificates, 334
Auto Adjust in Photo Gallery, 242
Auto Arrange
 for desktop icons, 102
 Explorer windows, files in, 82
Auto-hide for taskbar, 118
Auto Synch, 270-271
AutoComplete
 for URLs (Uniform Resource Locators), 140
 Web forms, filling out, 140-141
Automatic Updates, 310, 330, 440
 enabling, 311
 for Service Pack (SP), 506
AutoMovie, 304
AutoPlay, 124
 digital pictures, downloading, 250-251
 ReadyBoost option, 443
AVI files, 289

B

Back/Forward buttons
 on Address bar, 62
 in Explorer windows, 54
 in Web pages, 144
backgrounds. *See also* desktop
 for instant messages, 219

Paint, replacing colors in, 237
 Web page picture as, 158-159
backing up, 467
 advanced settings, restoring backup with, 480-481
 all files, 472
 Backup Wizard for, 472-473
 catalog of backed up files, 478-479
 copying files from backup, 482
 deleting backup sets, 484
 encryption certificate, 328
 on installing Vista, 503
 manual backups, 474-475
 permissions, 470
 restoring backups, 478-479
 scheduling backups, 476-477
 selected files, 473
 settings, changing, 474-475
 starting Backup and Restore Center, 471
 strategy for, 468
 turning on/off automatic backups, 476-477
Backup and Restore Center, 471. *See also* backing up
Backup Job Information dialog box, 470
backup medium, 468
backup sets/jobs, 468
Backup Status and Configuration dialog box, 474
Backup Wizard, 472-473
bad sectors, 434
battery status. *See* power options
Bcc button for e-mail, 174
BitLocker, 329
bitmapped fonts, 115
blogs, creating, 220
Blu-ray Disc movies, 124
Bluetooth devices, support for, 364, 369
Blur effect, 300
BMP files, 249, 289
 for Paint pictures, 234
boldfacing text, 34
boolean filters
 in natural language searches, 75
 for searches, 74
BowTie transition, 299
bridges, 348
brightness

- Mobility Center settings, 382
- Photo Gallery, correcting in, 242
- broadband connections, 135
- Brush tool, 236
- buffering, 263
- bullets in document text, 34
- burn in, 104
- burning discs. *See* CDs; DVDs
- Business Card style, 173
- Business Edition, 2
 - Sound Recorder files in, 276
- bytes, 430

C

- cable modems, 135
- cache files, cleaning up, 435
- Calculator, 29
 - working with, 45
- Calendar, 29
 - all-day appointments, 197
 - appointments, 196
 - scheduling, 197
 - searching for, 199
 - creating, 198
 - events, 196
 - scheduling, 197
 - Internet, publishing on, 200
 - opening, 196
 - printing, 199
 - recurring appointments, scheduling, 197
 - searching for appointments, 199
 - sharing, 198
 - subscribing to, 200
 - tasks, creating, 198
 - view, changing, 196
- calibrating game controllers, 464
- Calibri font, ClearType with, 109
- Called Subscriber Identifier (CSID), 422
- Cambria font, ClearType with, 109
- Candara font, ClearType with, 109
- captions
 - DVD captions, Media Player displaying, 259
 - Photo Gallery, adding in, 241
- capturing video/audio, 286-287
- CardSpace, 327
- case-sensitivity of passwords, 4, 318
- catalog of backed up files, 478-479
- Cc button for e-mail, 174
- CD-ROMs, 57
- CD-Rs, 57
- CD-RWs, 57
- CDs. *See also* Media Center; Movie Maker
 - AutoPlay options, setting, 124
 - backing up on, 468
 - copying files to, 270
 - deleting files on, 97
 - Live File System, burning discs with, 96-97
 - Mastered format, burning discs with, 96
 - Media Player, playing music with, 258
 - ripping CD music, 268-269
- CE devices, 228-229
- cell phones
 - Bluetooth-enabled devices, support for, 364
 - calls from, 228-229
 - with SideShow, 391
- centering pictures, 101
- Certificate Authority (CA), 339
- certificates, 332-333
 - importing, 339
- Character Map, 44
- characters. *See also* wildcard characters
 - case-sensitivity of passwords, 4, 318
 - in file names, 80
 - in passwords, 4, 318, 494
 - special characters, inserting, 44
- check boxes, 19
- Check Disk, 434
- Classic style, 11
- Classic view of Control Panel, 100
- clean install, 503
- cleaning up
 - hard disks, 435
 - newsgroups, 195
 - old installation, 504
- ClearType, 109
- clicking with mouse, 10
- client computers, 348
 - connection type, 355
- client/server networking, 349
- Clipboard, 32-33
- clips. *See* Movie Maker
- clocks. *See also* dates and times

- additional clocks, adding, 111
- Close button, 17
- closing
 - documents, 38
 - windows, 17
- collapsing toolbars, 117
- Color Management, 460
- colors
 - for Aero, 7
 - display colors, 105
 - for document text, 34
 - for instant messages, 219
 - Photo Gallery, correcting in, 242
 - picture colors, inverting, 236
 - profiles, viewing, 461
- COM ports, 401
- Command Bars, 2
- command buttons, 19
- command-line interface, 46
- command prompt, 46
 - System Restore, starting, 444
- commands
 - MS-DOS commands, running, 47-48
 - Start menu commands list, 13
 - syntax, 46
 - working with, 18
- compatibility
 - of Live File System versions, 97
 - of portable devices, 271
 - Program Compatibility Wizard, 51
- complex passwords, 494
- components, adding/removing, 437
- composing e-mail, 174
- Compressed File icon, 94
- compression
 - attributes, compressing, 94
 - creating compressed files or folders, 94-95
 - decompressing files or folders, 95
 - NTFS, compressing files and folders with, 328
 - as search option, 71
 - viewing compressed files, 95
- computer administrator accounts, 310
 - user accounts, creating, 312-313
- computer administrators. *See also* domain networks
 - security precautions for, 319

- Computer command, 13
- Computer Management
 - disk settings, viewing, 497
 - local users and groups, managing, 498
 - viewing tools, 496
- Computer window
 - opening, 56
 - system information, finding, 57
- Connect to command, 13
- Connect to Internet Wizard, 136, 168
- Consolas font, ClearType with, 109
- console tree, 485
- contacts, 29. *See also* Live Messenger
 - adding contacts, 172
 - digital IDs, 339, 346
 - groups, adding and editing, 172, 173
 - importing/exporting Mail contacts, 171
 - Live Messenger status, changing, 213
 - meetings, trusted contacts for, 202
 - printing contact information, 173
 - reply address, adding, 172
 - sorting, 173
- Content Advisor, 333, 336
- contiguous locations, 434
- contrast
 - High Contrast, 125
 - Photo Gallery, correcting in, 242
- Control Panel, 99. *See also* hardware
 - administrative tools, accessing, 486
 - appearance, changing, 18
 - Classic view, viewing in, 100
 - dates and times, setting, 110
 - Speech properties, 128
 - Start menu settings, accessing, 119
 - taskbar, accessing, 119
 - user account options, changing, 22
 - viewing, 100
- Control Panel command, 13
- Control Panel Home, 100
- cookies, 333
 - controlling use of, 338
 - deleting, 337, 338
- copying. *See also* drag-and-drop
 - backup, files from, 482
 - disks, files to and from, 431
 - files, 82
 - folders, 82

- text in document, 33
- Web page text, 158-159
- cover pages. *See* faxes
- Create Basic Task Wizard, 436
- Create Task dialog box, 436
- Creativity Fun Packs
 - for Media Player, 272
 - for Movie Maker, 283
- credentials agency, 332
- credits in Movie Maker, adding, 301
- cropping Movie Maker clips, 298
- Ctrl+Alt+Delete for ending programs, 52
- currency options, changing, 114
- customizing
 - desktop, 102
 - Live Messenger, 232
 - Navigation pane, 65
 - personal folders, 91
 - power options, 384
 - remote computer settings, 376
 - searches, 71
 - Sidebar, 14, 103
 - Start menu, 12, 120-121
 - taskbars, 118-119

D

- data bit settings, changing, 460
- Date and Time dialog box, 110
- dates and times. *See also* Calendar
 - accurate time, maintaining, 111
 - clocks, adding, 111
 - regional options, changing, 114
 - searching by date, 68-69
 - setting, 110
- Daylight Savings Time, setting, 110
- Debugging Mode startup option, 447
- decimal symbol, changing, 114
- decompressing files or folders, 95
- default programs
 - access, setting, 123
 - command, 13
 - file type associations, changing, 122-123
 - setting, 122-123
- defaults. *See* default programs; printers
- Live Messenger contact groups, 217

- Mail accounts as, 169
- operating system default startup, 448
- Windows Firewall defaults, restoring, 137
- Defender, 29
 - options, changing, 325
 - working with, 324
- defragmenting disks
 - Check Disk, running, 433
 - performing disk defragment, 434
 - scheduling disk defragment, 434
- Deleted Items folder for e-mail, 184
- deleting. *See also* documents; Live Messenger; Movie Maker
 - backup sets, 484
 - CDs, files on, 97
 - components, 437
 - cookies, 338
 - with Disk Cleanup, 435
 - DVDs, files on, 97
 - e-mail, 184-185
 - favorites, 149
 - fax cover pages, 415
 - files, 84
 - folders, 84
 - hardware devices, 465
 - history entries, 150-151
 - indexed locations, 78
 - Internet files and information, 337
 - links, 65
 - Links bar, button from, 147
 - Mail accounts, 169
 - network connections, 361
 - news servers, 190
 - newsgroup messages, 195
 - printers, 403, 465
 - programs from startup menu, 28
 - properties, 77
 - recently used documents, 31
 - scanners, 247
 - skins from Media Player, 274
 - sound effects, 277
 - undoing deletion, 85
 - user accounts, 312
- Designed for Microsoft Windows Vista, 450
- desktop

- backgrounds
 - changing, 101
 - pictures as, 253
- Computer icon, adding, 57
- effects, 109
- exploring, 8-9
- meetings, sharing in, 204
- pictures as background, 253
- remote computer desktop, 376
- showing/hiding icons, 102
- starting Windows Vista at, 4-5
- themes, selecting, 108-109
- Web page, shortcut to, 159
- Desktop Background dialog box, 101
- destination files, 39. *See also* links/linking
- destination programs, 39
- Details view, 55, 88
 - file details, changing, 90
 - folder details, changing, 90
- device drivers. *See* drivers
- Device Manager, 449
 - deleting hardware devices, 465
 - using, 453
 - viewing settings, 454
- DHCP (Dynamic Host Configuration Protocol) server, 503
- dial-up connections, 135
 - networks, connecting to, 360-361
 - options, changing, 459
 - settings, changing, 380
- dialog boxes. *See also* specific types
 - help, using, 21
 - language, changing, 113
 - options choosing, 19
- Diamond transition, 299
- DIB files, 289
- digital cameras. *See also* digital photographs; Movie Maker
 - downloading pictures from, 250-251
 - installing, 246
 - Movie Maker movies, saving, 307
 - testing, 247
- digital IDs, 332-333. *See also* certificates
 - e-mail with, 346
- digital media receivers, sharing files with, 374-375
- digital photographs
 - as desktop background, 253
 - downloading, 250-251
 - Internet, ordering prints on, 245
 - printing, 245
 - as screen savers, 252
- Directory Services Restore Mode startup option, 447
- disabled users. *See* Ease of Access Center
- Disk Cleanup, 435
- Disk Defragmenter, 434
- disks. *See also* defragmenting disks; floppy disks; hard disks
 - cleaning up, 435
 - Computer Management, viewing settings in, 497
 - converting, 429
 - copying files to and from, 431
 - errors, checking for, 433
 - formatting, 428-429
 - free space, determining, 430
 - optimizing disks, 434
 - quotas for users, setting, 432
 - tasks, scheduling, 436
- display adapters, 106
- Display Properties dialog box, 253
- documents. *See also* embedding
 - closing, 38
 - copying text in, 33
 - creating and editing, 30-32
 - deleting
 - recently used documents, 31
 - text, 32
 - drag-and-drop text in, 33
 - existing document, opening, 31
 - fax from document, sending, 417
 - formatting text, 34
 - indents in paragraphs, setting, 36
 - inserting/deleting text, 32
 - moving text in, 33
 - opening, 58
 - other programs, opening with, 59
 - page setup, changing, 30
 - paragraphs
 - indents, setting, 36
 - tabs, setting, 35
 - part of document, printing, 37
 - previewing, 37
 - printing, 37
 - recent document, opening, 31, 60

- saving, 38
- selecting text in, 32
- special characters, inserting, 44
- viewing, 58
- word wrap, 30
 - display, changing, 35
- Documents command, 13
- Documents folder, 58
- domain networks
 - Active Search Directory, 350
 - administrator password, changing, 319
 - computer properties, viewing, 354
 - connection properties, viewing, 355
 - guest accounts, creating, 314
 - joining, 358-359
 - logon security, increasing, 316
 - searching, 350-351
 - starting Windows Vista on, 4-5
 - type of account, changing, 315
 - user accounts, 312-313, 359
 - viewing, 350
- domains, 349. *See also* domain networks
- DOS commands. *See* MS-DOS commands
- Dots Per Inch (DPI), 107
 - for printer resolution, 398
 - for scanning pictures, 248-249
- double-clicking with mouse, 10
- Download.com, 331
- downloading. *See also* Creativity Fun Packs
 - digital photographs, 250-251
 - from FTP sites, 161
 - gadgets, 14
 - Live Messenger, 208
 - Media Player plug-ins, 272
 - Movie Maker versions, 283
 - Service Pack (SP), 506-507
 - skins for Media Player, 274
 - Ultimate Extras, 510
 - virus protection and, 331
 - from Web page, 160
- draft e-mail messages, 183
- drag-and-drop
 - files, 82-83
 - folders, 82-83
 - with mouse, 10
 - Movie Maker clips, 294
 - text in document, 33

- drivers, 450
 - latest drives, use of, 453
 - updating settings, 455
- drives, Computer window displaying, 56-57
- DSL (Digital Subscriber Lines), 135
- dual-boot, 448
- DualView, 462
- DVD Maker, 29, 306-308
- DVD-Rs, 57
- DVD-RWs, 57
- DVDs, 57. *See also* Media Center
 - AutoPlay options, setting, 124
 - backing up on, 468
 - deleting files on, 97
 - Live File System, burning discs with, 96-97
 - Mastered format, burning discs with, 96
 - Media Player, playing movie with, 259

E

- e-mail. *See also* attachments; contacts; Mail; phishing; spam
 - adding addresses, 172
 - certificate information in, 334
 - choosing servers, 169
 - composing, 174-175
 - deleting, 184-185
 - with digital IDs, 346
 - diverting incoming mail to folders, 189
 - draft messages, 183
 - with encryption, 175, 346
 - finding messages, 182-183
 - flagging messages, 183
 - folders, 182
 - diverting incoming mail to folders, 189
 - forgery on, 332
 - forwarding, 179
 - instant messages with, 223
 - international junk e-mail, blocking, 186-187
 - junk e-mail
 - international junk e-mail, blocking, 186-187
 - marking, 188
 - options, setting, 186-187
 - maintenance options, changing, 185
- e-mail, (*continued*)

- marking blocked or safe e-mail, 188
 - Movie Maker movies, sending, 306
 - new folders for, 182
 - opening, 178
 - other programs, using, 164
 - pictures, e-mailing, 243
 - plain text, reading in, 178
 - priority level, setting, 175
 - reading, 178
 - recovering deleted e-mail, 184
 - replying to, 179
 - rules for incoming e-mail, setting, 189
 - saving in-progress messages, 175
 - secure e-mail, sending, 346
 - security information bar for, 343
 - sending, 174-175
 - signatures, creating, 176
 - sorting messages, 182
 - spam, avoiding, 331
 - spell-checking, 175
 - stationery, creating, 176-177
 - Stationery Setup Wizard for, 177
 - Web pages, sending, 163
 - Windows Firewall and, 135
- E-mail command, 13
- Ease In effect, 300
- Ease of Access Center, 125
- Utility Manager, 126
- EasyTransfer Cable, 508-509
- editing
- documents, text in, 32
 - Fax Cover Page Editor, 411, 414-415
 - Live Messenger contacts, 217
 - Mail contacts, 172
 - Media Player Playlist, 267
 - objects, 41
 - Paint, pictures in, 236-237
 - Photo Gallery, pictures in, 242
 - properties of files, 77
- effects
- for desktop, 109
 - Movie Maker, video effects in, 300
 - sound effects, adding, 277
- ellipsis (...), 19, 90
- embedding, 39
- editing embedded objects, 41
 - new and existing objects, 40
 - OLE (object linking and embedding), 39
 - resizing embedded objects, 41
- EMF files, 289
- emoticons in instant messages, 220
- emusic, browsing, 262
- Enable Boot Logging startup option, 447
- Enable VGA Mode startup option, 447
- Encrypting File System (EFS), 311, 328
- encryption
- with BitLocker, 329
 - of e-mail, 175, 346
 - Encrypting File System (EFS), 311, 328
 - of offline files, 388
 - for wireless network, 365
- enhancements for Media Player, 273
- Eraser tool, 236-237
- error checking disks, 433
- error correction for ripping CD music, 268
- Ethernet networks, 366
- event logs. *See also* Calendar
- archiving, 488-489
 - audited events, 494-495
 - filtering, 488
 - monitoring activities, 487
 - saving, 488-489
 - settings, changing, 490
 - sorting, 488
- Event Viewer, 487. *See also* event logs
- opening log file in, 489
- Exchange Instant Messaging, 207
- exiting
- Media Center, 278
 - nonresponding programs, ending, 52
 - programs, 26-27
- expanding/collapsing toolbars, 117
- Explorer bar, Internet Explorer, 139
- Explorer windows, 1, 2, 3. *See also* Details view; Icons view; List view; Tiles view
- arranging files and folders in, 82
 - layout, changing, 64
 - in Photo Gallery, 240
 - switching between views, 55
 - view, changing, 55
 - working with, 54
- exporting. *See* importing/exporting
- Extra Large Icons, 238-239
- Eye transition, 299

F

- Fan Up transition, 299
- FAT file systems, 426-427
 - backing up data on, 470
 - formatting disks for, 428-429
 - partitioning disks, 497
- fault tolerance, 426
- Favorites Center
 - accessing favorites, 149
 - adding Web page to, 148
 - importing favorites, 148
 - organizing favorites, 149
- Fax and Scan, 29, 411. *See also* faxes
 - working with, 248-249
- Fax Cover Page Editor, 411, 414-415
- Fax Monitor, 424
- fax servers, 411
- Fax Setup Wizard, 412-413
- faxes, 397
 - answer mode, changing, 420
 - archiving options, changing, 424
 - cover pages
 - creating, 414-415
 - deleting, 415
 - renaming, 415
 - scratch, creating from, 414
 - sending, 416
 - templates, copying, 415
 - document, sending fax from, 417
 - manually receiving, 420
 - modems, installing, 412
 - Outbox folder for, 418-419
 - outgoing faxes
 - canceling, 418
 - pausing and resuming, 418-419
 - properties, changing, 422
 - restarting, 418
 - viewing sent fax, 419
 - printing, 411
 - properties, changing, 422-423
 - received faxes, 420
 - properties, changing, 422-423
 - reviewing received faxes, 421
 - reviewing received faxes, 421
 - sending, 416-417
 - setting up for faxing, 412-413

- sorting faxes, 421
- tracking options, changing, 424
- viewing sent fax, 419

feeds. *See* Web feeds

file allocation table (FAT) file systems.
See FAT file systems

file extensions, 59

- explanation of, 89
- for Movie Maker projects, 305
- showing/hiding, 88

file formats

- appropriate format, selecting, 249
- Paint, saving pictures with, 235
- for Web feeds, 153

file systems, 426-427. *See also* FAT file systems; NTFS file systems

- backing up data on, 470
- selection of, 427

files, 1. *See also* attachments; compression; documents; encryption; links/linking; offline files; properties; public folders; sharing

- associations, changing, 122-123
- copying, 82
- deleting, 84
- details, changing, 90
- drag-and-drop, 82-83
- filtering, organizing with, 66-67
- groups
 - creating, 66-67
 - renaming, 81
- hidden files, showing, 87
- moving, 82-83
- naming/renaming, 80-81
- recently changed files, opening, 60
- restoring, 84-85, 88
- Search box, finding with, 73
- sending, 82
- shadow copies of files, creation of, 446
- Sharing Folders, 224-225
- shortcuts, creating, 86
- showing/hiding, 87
- sizes, explanation of, 430
- stacking files, 66-67

FileZ, 331

Fill With Color tool, 236-237

Film Age Old effect, 300

filtering. *See also* boolean filters
event logs, 488
files, organizing, 66-67
instant message contacts, 223
Media Access Control (MAC) filtering, 365
newsgroup messages, 193
FilterKeys, 125
finding. *See* searching
firewalls, 135. *See also* Windows Firewall
Live Messenger and, 211
Remote Assistance, 230
first-line indent marker, 36
first-party cookies, 333
flagging e-mail messages, 183
flash drives. *See* USB flash drives
flash memory cards
formatting, 428-429
free space, determining, 430
speed, boosting, 443
flicker, eliminating, 105
flicks, changing, 393
Flip, 6, 7
Flip 3-D, 6, 7
flipping pictures, 236
floppy disks
drives, 56-57
free space, determining, 430
NTFS file system and, 427
Password Reset disks, creating, 320
folders. *See also* compression; e-mail;
encryption; Media Player; new folders;
personal folders; public folders;
sharing
Address bar, browsing from, 141
all folder options, changing, 88
Computer window displaying, 56-57
copying, 82
creating, 80
default options, changing, 88
defined, 53
deleting, 84
details, changing, 90
Documents folder, 58
drag-and-drop, 82-83
hidden folders, showing, 87
for Movie Maker collections, 293
moving, 82-83

naming/renaming, 80-81
opening, 59
options, changing, 88-89
restoring, 84-85, 88
saving files in new folders, 38
Search box, finding with, 73
sending, 82
Sharing Folders, 224-225
shortcuts, creating, 86
showing/hiding, 87
Start menu, accessing from, 12
switching between, 59
templates, applying, 91
view, changing, 88-89
visible folder locations, 62
Folders list
in Explorer windows, 54
in Mail window, 170
newsgroups on, 191
viewing, 63
fonts, 34
ClearType for, 109
installing, 115
for instant messages, 218-219
viewing, 115
foreign languages. *See* languages
formatting
disks, 428-429
document text, 34
instant messages, 218-219
photos, 244
Forward button. *See* Back/Forward buttons
forwarding e-mail, 179
Found New Hardware Wizard, 400
fragmented files, 434
FTP sites, downloading from, 161
Full Edition of Windows Vista, 503

G

gadgets. *See* Sidebar and gadgets
game controller settings, changing, 464
Game Controllers properties, 464
games, 48-49. *See also* Media Center
AutoPlay options, setting, 124
Internet games, playing, 50
Live Messenger, sharing on, 231
optimizing, 442

- getmusic, browsing, 262
- GIF files, 289
 - as attachments, 180
 - for Paint pictures, 234
- gigabytes (GB), 430
- Google, 154
- graphics. *See also* pictures
 - file size, 430
 - optimizing, 442
- groups/grouping. *See also* files
 - Computer Management, managing local users and groups with, 498
 - contact groups, 172, 173
 - Live Messenger contacts, 217
- guest accounts, 310
 - creating, 314
 - on domain networks, 314
 - type of account, changing, 315

H

- handwriting
 - instant messages, 218-219
 - Journal entries, 394
 - recognition, 112
 - with Table PC Input Panel, 395
- hanging indent marker, 36
- hard disks, 56-57. *See also* defragmenting disks
 - cleaning up, 435
 - converting, 429
 - errors, checking for, 433
 - formatting, 428-429
 - free space, determining, 430
 - optimizing disks, 434
 - quota settings, 432
 - tasks, scheduling, 436
- hardware, 449. *See also* Device Manager; drivers; legacy hardware; modems
 - classes, 453
 - color profiles, viewing, 461
 - deleting devices, 465
 - drivers, 450
 - installing devices, 450, 452
 - plug and play hardware, 449, 450
 - viewing settings, 454
 - Vista, minimum requirements for, 502
- HD DVD AutoPlay options, setting, 124

- headers/footers for Web pages, 157
- headings, sorting files by, 66
- Help and Support, 9
 - command, 13
 - for games, 49
 - in Mail, 167
 - program help, using, 21
 - working with, 20-21
- hibernate mode, 24, 384
 - updates, installing, 441
- Hide Extensions for Known File Types check box, 89
- hiding. *See* showing/hiding
- High Contrast, 125
- high priority updates, 440
- hits, 154
- Home Basic Edition, 2
 - Aero with, 7
 - Sound Recorder files in, 276
- Home Premium Basic Edition, 2
- hot plugging, 401
- HTTP (Hypertext Transfer Protocol), 169
- hyperlinks, 134
 - with Media Guide, 262

I

- ICC color standard, 461
- icons, 1. *See also* specific types
 - Computer icon, adding, 57
 - Desktop icon, 8
 - in Explorer windows, 55
 - Live icons, 2
 - security icons, 323
 - showing/hiding desktop icons, 102
- Icons view, 55
 - folders in, 88
- IEEE 1394 ports, 281
- IMAP servers, 169
- importing/exporting. *See also* Movie Maker
 - certificates, 339
 - digital photographs, 250-251
 - favorites, 148
 - Internet account settings, 169
 - Mail information, 171
 - Photo Gallery options, 254
 - video or audio, 288
- incoming network connection, 349

- indents in document paragraphs, 36
- indexed locations
 - advanced options, setting, 78-79
 - working with, 78
- Information Bar, 343
- ink-jet printers, 398
- input languages, changing, 112
- Input Method Editor (IME), 112
- installing/uninstalling. *See also*
 - downloading
 - cameras, 246
 - digital cameras, 246
 - fax modems, 412
 - fonts, 115
 - hardware devices, 450, 452
 - network cards, 356
 - plug and play hardware, 450
 - preparing to install Vista, 502-503
 - printers, 400-401
 - programs, 438-439
 - Service Pack (SP), uninstalling, 507
 - updates, 441
 - Vista, installing, 504-505
- instant messages, 207
 - attachments, sending files as, 223
 - backgrounds for, 219
 - blocking/unblocking contacts, 222
 - colors for, 219
 - defined, 210
 - emoticons in, 220
 - filtering contacts, 223
 - formatting, 218-219
 - nudging, 220
 - pictures
 - preferences, setting, 215
 - showing/hiding, 223
 - receiving, 218
 - saving, 220
 - sending, 218
 - voice clips in, 220-221
 - winks, inserting, 220-221
- Instant Search, 1-3
 - command, 13
 - in Internet Explorer, 139
 - performing, 72-73
 - Web searches, 154-155
 - working with, 12
- international junk e-mail, blocking, 186-187
- Internet, 133. *See also* certificates; cookies;
 - downloading; URLs (Uniform Resource Locators)
 - cache files, cleaning up, 435
 - Calendar, publishing, 200
 - cell phone calls, 228-229
 - connecting to, 135
 - creating connections, 136
 - deleting files and information, 337
 - photo prints, ordering, 245
 - privacy options on, 338
 - radio stations, listening to, 263
 - Remote Assistance, 230-231
 - security zones, 334-335
 - sharing connections, 378-379
 - streaming media, 263
 - telephone calls
 - cell phone calls, 228-229
 - regular telephone calls, 227
 - video calls, 226
 - Welcome Center, connecting through, 4-5
 - Windows Live, 511
- Internet command, 13
- Internet Connection Sharing (ICS), 378
- Internet Explorer, 1, 29, 133, 134.
 - See also* cookies; Favorites Center; Web feeds; Web pages
 - add-on security, 344
 - browsing Web with, 140-141
 - Content Advisor, 333
 - setting ratings with, 336
 - History list
 - deleting entries, 150-151
 - number of days pages saved on, 150-151
 - viewing, 150
 - home page, changing, 146
 - Information Bar, 343
 - IP address, locate, 46-47
 - Links bar, modifying, 147
 - Local Machine security zone, 335
 - phishing, protecting against, 340
 - pop-ups, displaying, 143
 - protected mode, browsing in, 138
 - resetting settings, 164
 - security, 309
 - certificates, 332-333
 - enabling, 311

- Restricted Site zones, adding sites to, 335
- security zones, 332
- selecting, 334
- Web sites, 334
- starting, 138
- tabs, browsing with, 142-143
- turning on/off
 - alerts, 164
 - tabs, 143
- window, viewing, 139
- Work Offline option, 141
- zooming in, 145
- Internet Properties dialog box, 335
- inverting picture colors, 236
- invitations to meetings, 202-203
- IP addresses
 - remote computers, setting up, 376
 - for Virtual Private Network (VPN) connection, 362
- iPods, copying media files to, 270-271
- ISPs (Internet service providers), 135
 - creating Internet connections, 136
 - phone dialing options, changing, 459
- italicizing text, 34

J

- Journal, 381
 - handwriting entries, 394
 - instant messages, handwriting, 218-219
- JPEG files, 249, 289
 - as attachments, 180
 - for Paint pictures, 234
- junk e-mail. *See* e-mail

K

- keyboards
 - On-Screen Keyboard, 125, 127
 - settings, changing, 458
 - shortcuts, 18
 - for Web searches, 154
 - wireless keyboards, 364
- kilobytes (KB), 430

L

- landscape orientation. *See* page orientation
- Language toolbar, 112, 116
 - switching languages with, 112-113
- languages
 - dialog boxes, changing language for, 113
 - input languages, changing, 112
 - natural language searches, 75
 - regional options, changing, 114
 - Text services, changing, 112
 - Text-to-Speech (TTS) options, changing, 128
- LANs (local area networks), 348. *See also* network projectors
- laptop computers. *See also* power options
 - copying media files to, 270-271
 - secondary monitors with, 462
- laser printers, 398
- Last Known Good Configuration, starting computer with, 447
- layouts
 - Explorer layout, changing, 64
 - Mail window layout, 170
- LCD displays with SideShow, 391
- legacy hardware, 454
 - deleting, 465
- libraries. *See also* Media Player
 - Media Center libraries, 280
- licenses for copying music, 269
- Life Messenger, 207
- Links dialog box, 43
- links/linking, 39. *See also* hyperlinks; short-cuts
 - customizing use of, 65
 - deleting link, 65
 - finding linked objects, 43
 - objects, 42-43
 - renaming links, 65
 - restoring default links, 65
 - updating linked files, 43
- Links toolbar, 116
 - in Internet Explorer, 147
- list boxes in dialog boxes, 19
- List view, 55
 - folders in, 88
- Live Call, 229
- Live File System, burning discs with, 96-97

- Live icons, 2
- Live Mail, 169, 511
- Live Messenger, 29, 511. *See also* instant messages
 - adding contacts, 216
 - blocking/unblocking contacts, 222
 - cell phone calls, 228-229
 - creating account, 209
 - customizing, 232
 - deleting and editing contacts, 216-217
 - downloading, 208
 - filtering contacts, 223
 - games, sharing, 231
 - groups of contacts, 217
 - passwords, forgotten, 209
 - personal information, changing, 215
 - pictures
 - preferences, 215
 - showing/hiding, 223
 - preferences
 - setting, 213
 - sign-in preferences, 214
 - Remote Assistance, 230-231
 - searching for contacts, 219
 - Sharing Folders with, 224-225
 - showing/hiding menus, 214
 - starting Windows with, 210
 - status, changing, 213
 - stopping automatic sign-in, 210
 - telephone calls
 - regular telephone calls, 227
 - video calls, 226
 - updating, 211
 - viewing, 212
- Live OneCare, 511
 - for shared folders, 224
- Live Search, 154
- Live Space, 511
- live thumbnails, 6
- live video, capturing, 287
- local disk drive, 56-57
- local fax, 411
- Local Intranet security zones, 334-335
- Local Machine security zone, 335
- local printers. *See* printers
- Local Users And Groups tool, 498
- Lock command, 13

- locking/unlocking
 - computer, 321
 - taskbars, 117
 - wireless networks, 365
- Log on to Windows dialog box, 4-5
- logging on/off
 - computers, 23
 - pictures at logon, changing, 317
 - security, increasing, 316
 - workgroup computers, 23
- LPT ports, 401

M

- MAC filtering, 365
- Magnifier, 125, 127
- Mail, 29, 165. *See also* contacts; e-mail; newsgroups
 - account, setting up, 168-169
 - blocked items, 178
 - contact groups, 172, 173
 - digital IDs, 339, 346
 - Help and Support in, 167
 - importing/exporting information, 171
 - layout, customizing, 170
 - security enhancements, 309
 - adjusting zone levels, 345
 - enabling, 311
 - sending secure e-mail, 346
 - security information bar for e-mail, 343
 - starting, 166-167
 - viewing window, 170
 - Web browser, options for starting from, 167
- Manage Wireless Networks folder, 370-371
- MAP files, 289
- mapping network drives, 372
- Mastered format, burning discs with, 96
- Maximize button, 17
- McAfee antivirus software, 331
- measurement system, changing, 114
- Media Access Control (MAC) filtering, 365
- Media Center, 29, 255
 - finding files, 280
 - settings, changing, 279
 - starting, 278
- Media Center Extenders, 255
- Media Guide, browsing, 262

Media Player, 29, 255
 adding files to Library, 265
 Auto Playlist, creating, 267
 AutoPlay options, setting, 124
 browsing files, 264
 content protection, turning on/off, 269
 copying files to CDs, 270
 Creativity Fun Pack for, 272
 deleting files from Library, 265
 editing Playlist, 267
 enhancements, selecting, 273
 folders, 265
 copying media files, changing folders
 for, 268
 Library, 264-265
 playing files from, 265
 searching Library, 264
 licenses to copy music, 269
 Media Guide, browsing, 262
 music CD, playing, 258
 network sharing options, 374-375
 new features, 256
 Now Playing List, creating, 266
 online stores, browsing, 262
 playback volume, setting, 261
 Playlists
 Auto Playlist, creating, 267
 creating, 266
 hard disk, adding files from, 267
 Now Playing List, creating, 266
 plug-ins for, 272
 portable devices, 270-271
 radio stations, listening to, 263
 ripping CD music, 268-269
 searching Library, 264
 shuffling music, 258
 skin, applying, 274
 starting, 256
 testing sound hardware, 260
 updating, 256
 visualizations, selecting, 273
 volume controls, 260-261
 window, viewing, 257
Media Player bar, 116
Meeting Space, 29
 changing settings in shared session, 205
 control of shared session, 205
 holding meetings, 202-203

 invitations, sending, 202-203
 joining meetings, 202
 participant status, changing, 202, 203
 sharing information, 204-205
 starting meetings, 201
 trusted contacts, selecting, 202
Memo style, printing contacts in, 173
Memory Diagnostic Tool, 491
memory (RAM)
 optimizing, 442
 problems, checking for, 491
 speed of computer, optimizing, 443
menu bar, 18
 in Mail window, 170
 Media Player menu bar, showing/hiding,
 256
menus. *See also* shortcut menus; Start
 menu
 Live Messenger menus, showing/hiding,
 214
 Open With menu, 59
 working with, 18
Message list in Mail window, 170
metric system, changing, 114
microphones with Sound Recorder, 276
Microsoft Excel, macro virus checking, 331
Microsoft Exchange Server, 207
Microsoft Passport, Windows Live ID with,
 208
Microsoft SpyNet, 324, 325
Microsoft Word, macro virus checking, 331
Minimize button, 17
 for Narrator, 129
Mirror Vertical effect, 300
mixplay, browsing, 262
MLV files, 289
mobile phone calls, 228-229
Mobility Center, 381
 presentation settings, changing, 382-383
 Tablet PC utility and, 396
 viewing, 382-383
modems. *See also* dial-up connections
 fax modems, installing, 412
 hardware settings, changing, 460
 networks, connecting to, 360-361
 testing, 460
 types of, 135
modulation, changing, 460

- monitors. *See also* multiple monitors
 - for Aero, 7
 - display size, changing, 105
 - flicker, eliminating, 105
 - screen savers for, 104
- mouse
 - basic techniques, 10
 - changing settings, 456-457
 - pointer, 10
 - appearance, changing, 457
 - options, changing, 457
 - shortcut menu commands, 11
 - speed, changing, 456
 - swapping button functions, 11
 - wheel
 - speed, changing, 456
 - windows, resizing, 17
 - wireless mice, 364
 - working with, 10
- MouseKeys, 125
- Movie Maker, 29, 281
 - automatically creating clips, 295
 - AutoMovie, working with, 304
 - capturing video/audio, 286-287
 - CD, saving movie to, 307
 - collections
 - adding clips to, 293
 - narration saved in, 303
 - previewing clips in, 294
 - renaming, 293
 - viewing, 292
 - combining clips, 295
 - computer, saving movies to, 306
 - Creativity Fun Pack for, 283
 - credits, adding, 301
 - cropping clips, 298
 - definition of clips, 282
 - deleting
 - clips, 293
 - storyboard, clips from, 296
 - titles, 301
 - video effects, 300
 - digital movie cameras, saving, 307
 - displaying clip properties, 289
 - e-mail attachment, sending movie, 306
 - end trim point, setting, 298
 - existing project, opening, 285
 - file types, 289
 - folders for collections, 293
 - importing
 - slide shows, pictures for, 291
 - video or audio, 288
 - live video, capturing, 287
 - naming/renaming
 - clips, renaming, 289
 - collections, 293
 - narration, adding, 303
 - opening project, 285
 - order of effects, changing, 300
 - pictures
 - importing, 291
 - video, taking pictures from, 291
 - planning projects, 282
 - PowerToys in Creativity Fun Pack, 283
 - previewing
 - clips in collections, 294
 - monitor size, changing, 297
 - projects, 297
 - project files, 282
 - creating, 296
 - properties to project, adding, 305
 - renaming clips, 289
 - restoring original clips, 298
 - saving
 - CD, movie to, 307
 - computer, movies to, 306
 - projects, 305
 - slide shows, creating, 290-291
 - soundtrack, adding, 302
 - source material, selecting, 282
 - splitting clips, 295
 - start trim point, setting, 298
 - starting, 283
 - Storyboard view
 - transitions in, 299
 - viewing clips, 296
 - timeline trim handles, 298
 - Timeline view, 296-297
 - soundtracks, adding, 302
 - title or credits, adding, 301
 - transitions in, 299
 - trimming clips in, 298
 - Title Overlay track, 301
 - titles, adding, 301

- transitions, 282, 299
- trimming clips, 282, 298
- video effects, adding, 300
- window, 284
- MovieTasks pane, 288
- movies. *See* Movie Maker; video
- moving. *See* also drag-and-drop
 - favorites, 149
 - files, 82-83
 - folders, 82-83
 - gadgets, 14
 - taskbar, 119
 - text in document, 33
 - toolbars, 117
 - windows, 16
- MPE files, 289
- MPEG files, 289
- MPG files, 289
- MP2 files, 289
- MP2V files, 289
- MP3 files, 289
- MS-DOS commands, 46-47
- MSN Direct, 228
- MSN Games Web site, 50
- MSN Hotmail, Windows Live ID with, 208
- MSN Messenger, Windows Live ID with, 208
- multifunction devices, 398
- multiple monitors
 - movement between monitors, changing, 462-463
 - options, setting, 462
- music. *See also* CDs; Media Center
 - licenses for copying, 269
 - ripping CDs, 268-269
- Music command, 13
- Music folder, 59
 - playing music files, 275
 - viewing files in, 275
- Music On Device pane, 270-271

N

- naming/renaming
 - clips, 289
 - favorites, 149
 - fax cover pages, 415
 - files and folders, 80-81

- Instant Search for file name, 72
- links, 65
- networks, 357
- newsgroup messages, 195
- printers, 403
 - searching by file name, 68-69
- narration in Movie Maker, 303
- Narrator, 125, 126
 - shortcuts, list of, 129
 - Text-to-Speech (TTS) options, changing, 128
- natural language searches, 75
- navigating
 - dialog boxes, 19
 - between folders, 62
 - Media Center, 278
 - Web pages, 144
- Navigation pane
 - Calendar tasks, clearing, 197
 - customizing, 65
 - in Explorer windows, 54
- .NET Messenger Service, 207
 - status, checking, 211
- NetStumbler, 365
- network adapter, 358
- Network and Sharing Center, 347
 - location, choosing, 352
 - network map, viewing, 353
 - options for sharing files, setting, 374-375
 - viewing, 352-353
- Network command, 13
- Network Connections, 349
 - connection properties, viewing, 355
- network discovery, 352
- Network folder, 350
- network hubs, 348
- Network Identification Wizard, 358
- network interface cards (NICs), 348
- Network Project Wizard, 381
- network projectors, 381
 - connecting to, 390
- Network Setup Wizard, 404
- networks. *See also* domain networks; Mobility Center; Network and Sharing Center; network projectors; printers; remote computers; wireless networks
 - computer properties, viewing, 354
 - connection properties, viewing, 355

networks, (*continued*)
 deleting connections, 361
 dial-up connection, creating, 360-361
 disconnecting from mapped drive, 372
 explanation of, 348-349
 on installing Vista, 503
 joining workgroup networks, 356-357
 mapping drives, 372
 Media Player, sharing files with, 374-375
 modem, connecting with, 360-361
 NTFS file system and, 427
 Remote Assistance, 230
 renaming, 357
 shared folder, viewing, 351
 shortcuts to, 373
 starting Windows Vista on, 4-5
 viewing, 350-351
 Virtual Private Network(VPN), creating, 362-363

New Fax window, 416

new folders
 creating, 80
 for e-mail, 182
 for favorites, 149

New toolbar, 116

newsgroups
 canceling messages, 194
 conversation threads, 192
 deleting old messages, 195
 filtering messages, 193
 news server, selecting, 190
 opening messages, 192
 posting messages, 194
 reading messages, 192
 replying to messages, 195
 subscribing to, 191
 watching conversations, 193

nonresponding programs, ending, 52

Notepad, 29

Notification Area, 9
 customizing, 119
 networks, viewing, 354

Now Playing List, creating, 266

NTFS file systems, 311, 328, 426-427
 backing up data on, 470
 floppy disks in, 427
 formatting disks for, 428-429
 partitioning disks, 497

nudging instant messages, 220
number options, changing, 114

O

objects, 39. *See also* embedding
 editing, 41
 finding linked objects, 43
 linking, 42-43

offline files
 availability settings for, 389
 changing settings for, 388
 sync settings for, 387
 viewing, 389
 working with, 141

older programs, running, 51

OLE (object linking and embedding), 39

On-Screen Keyboard, 125, 127

op-ups, blocking, 331

Open Source button, 43

Open With menu, 59

opening
 attachments, 180-181
 Calendar, 196
 Computer window, 56
 documents, 58
 e-mail, 178
 folders, 59
 gadgets, 14
 Internet Explorer tabs, 142-143
 Movie Maker project, 285
 newsgroup messages, 192
 personal folders, 61
 recent document, opening, 31, 60
 Sidebar, 14
 windows, 16-17

operating systems, 1
 dual-boot systems, startup on, 448

optimizing
 disks, 434
 performance of computer, 442

Option buttons, 19

orientation of page. *See* page orientation

Outbox folder for faxes, 418-419

outgoing faxes. *See* faxes

outline fonts, 115

P

- page orientation
 - for documents, 30
 - for Movie Maker pictures, 290
 - for Web pages, 156
- page setup. *See also* margins
 - documents, changing in, 30
 - Web pages, printing, 156-157
- Paint, 29, 233
 - background colors, replacing colors with, 237
 - different formats, saving pictures in, 235
 - drawing pictures in, 234
 - editing pictures, 236-237
 - filling part of picture, 237
 - text, adding, 234-235
- Palm OS devices, 228-229
- paper size
 - for documents, 30
 - for photos, 244
- paragraphs. *See* documents
- parallel ports, 401
- parental controls, 326
 - Content Advisor, 333, 336
- parity settings, changing, 460
- partitioning disks, 497
- passwords. *See also* Security Center
 - with BitLocker, 329
 - case-sensitivity of, 4, 318
 - creating or changing, 318
 - domain networks, changing administrator password on, 319
 - for FTP sites, 161
 - Live Messenger forgotten passwords, 209
 - policies, changing, 494
 - power options, setting for, 385
 - resetting, 320
 - unlocking computer with, 321
 - for users, 22
 - for VPN) connection, 363
 - for Web sites, 333
- PDA(s) (personal data assistants)
 - Bluetooth-enabled devices, support, 364
 - with SideShow, 391
- peer-to-peer networks, 349
 - joining, 356
- Pen and Input Devices, 381
 - accessing, 396
 - flicks, changing, 393
 - pen options, changing, 392
 - pointer options, changing, 393
- Pencil tool, 236
- performance charts, 492-493
 - creating, 492-493
 - reliability charts, viewing, 493
 - viewing, 492
- Performance Information and Tools, 442
- permissions. *See also* networks; user accounts
 - backup permissions, 470
 - for sharing files or folders, 93
- personal certificates, 332
- personal folders
 - customizing, 91
 - working with, 61
- phishing, 186-187, 331
 - checking and reporting on, 341
 - protecting against, 340-341
- Phone and Modem properties, 412
 - dialing options, changing, 459
- phone calls. *See* telephone calls
- Phone List style, 173
- Photo Gallery, 29, 233. *See also* digital photographs
 - captions, adding, 241
 - e-mailing pictures with, 243
 - editing pictures in, 242
 - finding pictures in, 241
 - formatting photos in, 244
 - importing/exporting options, 254
 - options, setting, 254
 - ratings, adding, 241
 - scanning pictures, 248-249
 - storage of scanned pictures, 249
 - tags, adding, 241
 - viewing pictures in, 240
- photographs. *See* digital photographs; pictures
- Pick Color tool, 236
- pictures, 233. *See also* digital photographs; instant messages; Media Center; Movie Maker; Paint; Photo Gallery
 - AutoPlay options, setting, 124
 - as desktop background, 101, 253

- pictures (*continued*)
 - e-mailing, 243
 - editing in Photo Gallery, 242
 - Live Messenger picture preferences, 215
 - of meeting participants, 203
 - printing, 244
 - scanning, 248-249
 - as screen savers, 252
 - size of graphics file, 430
 - slide show, viewing as, 239
 - user account pictures, changing, 317
 - viewing, 238-239
 - Web feeds, 152
 - Web page, saving picture from, 158-159
- Pictures command, 13
- Pictures folder, 59
 - viewing pictures in, 238
- pinned items, 12
 - Favorites Center, pinning, 148
 - Start menu, pinning/unpinning items on, 12, 120
- ping IP address, 46-47
- plain text (.txt) files. *See* TXT files
- Playlists. *See* Media Player
- plug and play hardware, 449, 450
- plug-ins for Media Player, 272
- PNG files, 249, 289
- point size of fonts, 115
- POP3 servers, 169
- Pop-up Blocker, 342
- pop-ups
 - Internet Explorer, displaying in, 143
 - setting blocking options, 342
- portable computers. *See also* power options
 - copying media files to, 270-271
 - secondary monitors with, 462
- portrait orientation. *See* page orientation
- posting newsgroup messages, 194
- Power command, 13
- power options, 384
 - advanced options, setting, 385
 - customizing, 384
 - defining power button, 384-385
 - for mobile devices, 384-385
 - Mobility Center settings, 382
 - password protection, setting, 385
 - preferences. *See also* Live Messenger
 - printer preferences, changing, 410
- presentation settings in Mobility Center, 382-383
- Preview pane
 - in dialog boxes, 19
 - in Mail window, 170
 - newsgroup messages in, 192
- previewing. *See also* Movie Maker
 - digital photographs, 251
 - documents, 37
 - Web pages, 156
- previous versions, restoring file or folder using, 446
- Print dialog box, 406
- Print Preview
 - documents, previewing, 37
 - for Web pages, 156
- print queue, 406
- printers
 - alerts, 407
 - background printing, 408-409
 - canceling print job, 407
 - default printers
 - printing documents with, 405
 - specifying, 402
 - deleting, 403, 465
 - installing, 400-401
 - local printers, 399
 - installing, 400
 - network printers, 399
 - setting up, 400
 - pausing, 406-407
 - preferences, changing, 410
 - properties, changing, 408-409
 - renaming, 403
 - shared printers, 399
 - creating shared printer, 404
 - specific printer, printing documents with, 405
 - speed, measurement of, 398
 - spooling settings, changing, 408-409
 - types of, 398
 - viewing, 399
 - wireless printers, 364
- Printers and Faxes folders, 410
- Printers and Faxes window, 402
- Printers window toolbar, 399
- printing, 397

- alerts, 407
- background printing, 408-409
- Calendar, 199
- canceling print job, 407
- contact information, 173
 - with default printer, 405
- deferring print jobs, 406-407
- documents, 37
- faxes, 411
- photos, 244
- specific printer, printing with, 405
- Speech Recognition reference card, 130
- spooling settings, changing, 408-409
- Web pages, 156-157

privacy

- instant message contacts, blocking, 222
- Internet privacy options, 338

Private FTP sites, 161

private key, 332

product activation, 502-503

product key information, 502

Program Compatibility Wizard, 51

programs, 1. *See also* default programs

- Address bar, browsing from, 141
- defined, 25
- exiting, 26-27
- help, 21
- installing/uninstalling, 438-439
- meetings, sharing in, 204
- nonresponding programs, ending, 52
- older programs, running, 51
- other program, opening documents with, 59
- sharing information among, 39
- starting from Start menu, 26
- Startup submenu, adding to, 28

Programs and Features

- components, adding/removing, 437-439

Programs list, 27

projectors. *See* network projectors

properties. *See also* Control Panel

- adding, deleting, or modifying, 76-77
- fax properties, changing, 422-423
- Movie Maker project, adding properties to, 305
- printer properties, changing, 408-409
- Recycle Bin properties, changing, 85
- saving files, adding or modifying on, 77

- Properties command, 430
- protocol of computer, viewing, 355
- public folders
 - network sharing options, setting, 374
 - sharing files or folders from, 92
- Public FTP sites, 161
- public key, 332
- publisher certificates, 332-333
- publishing Calendar on Internet, 200

Q

- Quick Launch toolbar, 9, 116
 - Media Player, starting, 256
- Quick Tabs, Internet Explorer, 139, 142
- quitting. *See* exiting
- quotas for disks, setting, 432

R

- radio. *See also* Media Center; Movie Maker
 - listening to, 263
- RAM. *See* memory (RAM)
- ratings in Photo Gallery, 241
- reading e-mail, 178
- ReadyBoost, 443
- Reboot option, 447
- received faxes. *See* faxes
- Recent Items command, 13
- Recently Changed folder, 60
- recently used documents, opening, 31, 60
- Recreational Software Advisory Council (RSAC), 333
- Recycle Bin, 84-85
 - backup files, deleting, 484
 - cleaning up, 435
 - properties, changing, 85
- red-eye corrections, 242
- refreshing Web pages, 144
- regional options, changing, 114
- Registry settings, changing, 495
- reliability charts, viewing, 493
- reminders. *See* Calendar
- Remote Assistance, 230-231
- remote computers, 346
 - connecting to, 376-377
 - controlling, 376-377
 - setting up, 376
- remote controls with SideShow, 391

- Remote Desktop Connection, 376
- removable disks, 57
- renaming. *See* naming/renaming
- repairing software programs, 439
- replying
 - to e-mail, 179
 - to newsgroup messages, 195
- Research task pane, 163
- resizing
 - desktop icons, 102
 - Movie Maker, monitor size for, 297
 - objects, 41
 - toolbars, 117
 - Web page text, 145
 - windows, 17
- restarting computer, 24
- Restore Down button, 17
- restore point, creating, 444-445
- Restore Wizard, 471, 478-479
 - advanced settings, restoring backup with, 480-481
- restoring. *See also* System Protection
 - advanced settings, restoring backup with, 480-481
 - Backup and Restore Center, 471
 - backups, 478-479
 - computers, 444-445, 483
 - files, 84-85, 88
 - folders, 84-85, 88
 - Movie Maker clips, 298
 - previous versions, restoring file or folder using, 446
 - replacement options, setting, 483
 - Windows Firewall defaults, 137
- Restricted Site security zones, 334-335
- Return to OS Choices Menu startup option, 447
- rich text format (.rtf) files, 76
- right-clicking with mouse, 10
- right indent marker, 36
- ripping CD music, 268-269
- rotating pictures, 236
- routers, 348, 364-365
- RSS feeds. *See* Web feeds
- RTF files, 76

S

- Safe Mode, starting computer in, 447
- Safely Remove Hardware, 450, 465
- Satellite Radio, browsing, 262
- Save As dialog box, 38
- saving. *See also* Movie Maker; Web pages
 - documents, 38
 - event logs, 488-489
 - instant messages, 220
 - Internet Explorer tabs, 142-143
 - properties, adding or modifying, 77
 - searches, 70
 - System Information, 499
 - themes, 108
 - voice clips, 221
- scalable fonts, 115
- scaling Web pages, 156
- scanners
 - deleting, 247
 - documents, scanning and faxing, 417
 - installing, 246
 - pictures, scanning, 248-249
 - storage of scanned pictures, 249
 - testing, 247
- scheduling
 - backups, 476-477
 - disk defragment, 434
 - tasks, 436
- screen resolution, 105
 - for Movie Maker, 283
 - for secondary monitors, 462
- screen rotation, Mobility Center settings, 382
- screen savers, 104
 - digital photographs as, 252
 - pictures as, 252
- screen text size, changing, 107
- Search box
 - advanced search with, 74
 - e-mail messages, finding, 182-183
 - in Explorer windows, 54
 - finding files/folders with, 73
 - in Photo Gallery, 240
- Search command, 13
- search engines, 154-155
 - providers, changing, 155

- Search folders, 2, 3, 68. *See also* searching
- Search Help box, 20
- searching. *See also* indexed locations;
 - Instant Search
 - advanced searches, 68-69
 - with Search box, 74
 - boolean filters for, 74
 - for Calendar appointments, 199
 - domain networks, 350-351
 - examples of, 74
 - for history entries, 151
 - for instant message contacts, 219
 - linked object, finding, 43
 - Media Player Library, 264
 - for MS-DOS commands, 46
 - natural language searches, 75
 - options, changing, 71
 - Photo Gallery, finding pictures in, 241
 - for research material, 163
 - saving a search, 70
 - simple search by type, 68
- secondary monitors. *See* multiple monitors
- security, 1, 309. *See also* Internet Explorer; Mail; passwords; phishing
 - administration tools for monitoring, 494-495
 - antivirus software, 310, 322, 330-331
 - Attachment Manager and, 180-181
 - auditing, 494-495
 - BitLocker, 329
 - CardSpace, 327
 - Defender, 324-325
 - firewalls, 135
 - Information Bar, 343
 - locking computer, 321
 - logon security, increasing, 316
 - Parental Controls, 326
 - system protection, setting, 444
 - for wireless networks, 365, 367
 - zones, 332
- Security Center, 309. *See also* Automatic Updates; Windows Firewall
 - acting on alerts, 323
 - antivirus software, 310, 322, 330-331
 - essential settings, viewing, 322
 - icons, 323
 - latest information, obtaining, 323
- Security Warning dialog box, 160
- Send To command, 82
- serial ports, 401
- servers. *See also* ISPs (Internet service providers)
 - DHCP (Dynamic Host Configuration Protocol) server, 503
 - fax servers, 411
 - for networks, 348
 - news server, selecting, 190
- Service Pack (SP), 501
 - uninstalling, 507
 - updating to, 506-507
- service type for computer, viewing, 355
- Services and Applications Tools, 496
- Set Programs Access and Computer Defaults icon, 122
- shadow copies of files, creation of, 446
- sharing. *See also* domain networks; embedding; Network and Sharing Center; networks; printers
 - any folder on computer, 93
 - Calendar, 198
 - Internet connections, 378-379
 - meeting information, 204-205
 - OLE (object linking and embedding) and, 39
 - Public folder, sharing files or folders from, 92
- Sharing Folders, 224-225
- Shatter In transition, 299
- shortcut menus
 - Media Player skin mode, accessing, 274
 - mouse, accessing with, 11
- shortcuts
 - to files or folders, 86
 - keyboard shortcuts, 18
 - in Narrator, 129
 - to networks, 373
 - Start menu, adding to, 120-121
 - to Web page, 159
- showing/hiding
 - desktop icons, 102
 - file extensions, 88
 - files and folders, 87
 - Live Messenger menus, 214
 - Magnifier, 127
 - Media Guide menus, 262
 - Media Player menu bar, 256
 - toolbars, 116

- ShowSounds, 125
- shutting down computer, 24
- Sidebar and gadgets, 1, 3, 8
 - adding gadgets, 15
 - customizing, 14, 103
 - uncovering Sidebar, 15
 - working with, 14
- SideShow, 381
 - viewing, 391
- signatures for e-mail, 176
- SIP-server technology, 207
- size. *See also* resizing
 - display size, changing, 105
 - font size, 34
 - searching by, 68-69
- skewing pictures, 236
- skin to Media Player, applying, 274
- sleeping computer, 24
- slide shows
 - with Movie Maker, 290-291
 - pictures, viewing, 239
- SmartWatch, 228
- SMTP (Simple Mail Transfer Protocol), 169
- snap-in tools, 496
- SND files, 289
- software. *See also* drivers; Web browsers
 - antivirus software, 310, 322, 330-331
 - AutoPlay options, setting, 124
 - installing/uninstalling program, 438-439
 - publisher certificates for, 332-333
 - repairing programs, 439
 - Upgrade Advisor software, 502
 - Vista, minimum requirements for, 502
- sorting
 - contacts, 173
 - e-mail messages, 182
 - event logs, 488
 - faxes, 421
 - files, 66-67
- sound. *See* audio
- Sound Recorder, 29, 255
 - recording sounds with, 276
- SoundSentry, 125
- soundtracks in Movie Maker, 302
- source files, 39. *See also* links/linking
- source material for movies, 282
- source programs, 39
- spam, 331
 - security information bar for, 343
 - Windows Firewall and, 135
- special characters, inserting, 44
- speech. *See* Narrator; Speech recognition
- Speech properties, 128, 130
- Speech recognition, 112
 - options, setting, 131
 - setting up, 130
- speed of computer, boosting, 443
- Speed Up Double effect, 300
- spell-checking e-mail, 175
- spooling settings, changing, 408-409
- SpyNet, 324, 325
- spyware, 331, 344
 - Information Bar and, 343
- SSID (Service Set Identifier) broadcast, 364, 365
 - viewing, 370
- stacking files, 66-67
- standby mode, 384
 - updates, installing, 441
- Start menu and button, 2, 3, 8
 - administrative tools, accessing, 486
 - commands, list of, 13
 - customizing, 120-121
 - Documents folder, 58
 - highlight, turning on/off, 439
 - Internet search, starting, 155
 - pinned items, 12, 120
 - programs, starting, 26
 - rearranging items on, 120
 - shortcuts, adding, 120-121
 - showing/hiding toolbars with, 116
 - style, choosing, 120
 - working with, 12-13
- Start Windows Normally option, 447
- Starter Edition, 2
- starting
 - Internet Explorer, 138
 - Last Known Good Configuration option, 447
 - Live Messenger, starting Windows with, 210
 - at Log on to Windows dialog box, 4-5
 - Mail, 166-167
 - Media Center, 278
 - Media Player, 256

- meetings, 201
- Movie Maker, 283
- programs, 26
- Safe Mode option, 447
- Speech recognition, 131
- Vista, 4-5
- Startup submenu, 28
- stationery, e-mail, 176-177
- Stationery Setup Wizard, 177
- Status bar
 - in Internet Explorer, 139
 - in Mail window, 170
- Sticky Notes, 381, 394
 - creating, 395
- StickyKeys, 125
- stop bits, changing, 460
- StorageTools, 496
- Storyboard view. *See* Movie Maker
- streaming media, 263
- stretching pictures, 101, 236
- styles for Start menu, 120
- subscribing
 - to Calendar, 200
 - to newsgroups, 191
 - to Web feeds, 152
- SuperVideo CDs, 124
- switching
 - between Explorer window views, 55
 - between folders, 59
 - between input languages, 112
 - between users, 22-23
 - between windows, 16
- Symantec antivirus software, 331
- Sync Center, 381. *See also* offline files
 - establishing connection, 386
 - Mobility Center, accessing with, 382
- System Configuration tool, 500
- system directories, searching, 71
- System Information, viewing, 499
- System Protection
 - setting, 444
 - shadow copies of files, creation of, 446
- System Recovery Options, 483
- System Restore, 444-445
- System Tools, 496

T

- Tablet PC Input Panel, 116, 381, 394
 - handwriting with, 395
- Tablet PCs. *See also* Pen and Input Devices
 - handwriting journal entries, 394
 - options, changing, 396
 - settings, 381
- tabs
 - in dialog boxes, 19
 - in Internet Explorer, 142-143
 - paragraph tabs, setting, 35
- tags. *See also* properties
 - Instant Search including, 72
 - Photo Gallery, adding in, 241
 - searching by property tag, 68-69
- Task Manager, 52
- Task Scheduler, 436
- taskbars, 8. *See also* Notification Area
 - customizing, 118-119
 - Links bar on, 147
 - locking/unlocking, 117
 - Media Player button, displaying, 256
 - moving, 119
 - showing/hiding toolbars with, 116
- tasks, creating, 197
- TCP/IP for installing Vista, 503
- telephone calls. *See also* cell phones; Internet
 - personal phone, making calls from, 229
 - video calls, 226
- television. *See also* Media Center
 - with SideShow, 391
- templates
 - fax cover page templates, copying, 415
 - folders, applying to, 91
- text. *See also* documents; fonts; Web pages
 - formatting document text, 34
 - with Paint, 234-235
 - screen, changing size on, 107
 - size of text file, 430
 - wrapping text in documents, 30
- text boxes, 19
- Text services, changing, 112
- Text-to-Speech (TTS) options, changing, 128

- themes
 - for Aero, 7
 - for desktop, 108-109
 - thumbnails
 - Aero live thumbnails, 6
 - with Quick tabs, 142
 - TIFF files, 249, 289
 - for Paint pictures, 234
 - Tiles view, 55
 - folders in, 88
 - tiling pictures, 101
 - Time Zone Settings dialog box, 110
 - time zones, setting time for, 110
 - Timeline view. *See* Movie Maker
 - times. *See* dates and times
 - Times New Roman font, 34, 115
 - Title bar in Internet Explorer, 139
 - titles
 - Movie Maker, adding titles in, 301
 - searching by, 68-69
 - ToggleKeys, 125
 - toolbars, 18
 - expanding/collapsing, 117
 - in Explorer windows, 54
 - list of, 116
 - in Mail window, 170
 - moving and resizing, 117
 - showing/hiding, 116
 - tools. *See also* administrative tools
 - Ease of Access Center tools list, 125
 - Memory Diagnostic Tool, 491
 - with Paint, 234
 - Tools button, 141
 - tracking faxes, changing options for, 424
 - tracks in FAT file system, 426
 - Transfer Files And Settings Wizard, 501
 - transferring files from other computer, 508-509
 - transitions in Movie Maker, 282, 299
 - Transmitting Station Identified (TSID), 422
 - transparency for Aero, 7
 - trimming clips, 282, 298
 - TrueType font, 115
 - Trusted Sites, 334-335
 - TuCows, 331
 - turning on/off. *See also* Internet Explorer
 - AutoComplete options, 141
 - automatic backups, 476-477
 - BitLocker, 329
 - Media Player content protection, 269
 - menu features, 18
 - natural language search, 75
 - screen savers, 104
 - Start menu highlight, 439
 - User Account Control, 313
 - Welcome Center, 4
 - TXT files
 - as attachments, 180
 - properties, adding, 76
 - Type1 PostScript font, 115
 - typefaces, 115
- ## U
- Ultimate Edition, 2
 - extras, obtaining, 510
 - underlining text, 34
 - undoing
 - deletions, 85
 - Photo Gallery corrections, 242
 - uninstalling. *See* installing/uninstalling
 - updating, 425. *See also* Automatic Updates
 - driver settings, 455
 - history, viewing, 441
 - linked files, 43
 - Live Messenger, 211
 - manually updating Windows, 441
 - Media Player, 256
 - Service Pack (SP), 506-507
 - Upgrade Advisor software, 502
 - URGE, browsing, 262
 - URLs (Uniform Resource Locators), 140
 - in Address bar, 62
 - explanation of, 141
 - USB flash drives, 364, 366
 - connection to wireless network, setting up, 369
 - formatting, 428-429
 - free space, determining, 430
 - Password Reset disks, creating, 320
 - saving network settings on, 368
 - speed, boosting, 443
 - USB ports
 - explanation of, 401
 - for Movie Maker, 281
 - network interface cards (NICs) and, 348

- printers, connecting, 400
- user accounts, 310. *See also* passwords
 - adding, 312-313
 - Computer Management, managing local users and groups with, 498
 - deleting, 312
 - on domain networks, 312-313, 359
 - logon security, increasing, 316
 - pictures, changing, 317
 - switching between users, 22-23
 - turning on/off User Account Control, 313
 - type of account, changing, 315
- user groups, 310
- user names, 22
 - for FTP sites, 161
- Utility Manager, 126

V

- VCDs, 259
- VeriSign, personal certificates from, 332
- video. *See also* DVDs; Media Center; Media Player; Movie Maker
 - AutoPlay options, setting, 124
 - capture cards, 281
 - live video, capturing, 287
 - phone calls, 226
 - Web feeds, 152
- Video CDs AutoPlay options, 124
- Virtual Private Network (VPN), 349
 - creating and establishing connection, 362-363
- viruses
 - antivirus software, 310, 322, 330-331
 - avoiding, 330-331
 - macro virus checking, 331
 - Mail security zones and, 345
 - plain text, reading e-mail in, 178
 - Windows Firewall and, 353
- Vista editions, 2
- visualizations for Media Player, 273
- voice. *See also* Narrator; Speech recognition
 - instant messages, adding to, 220-221
- volume
 - Media Player volume controls, 260-261
 - Mobility Center settings, 382
- volumes on disk, 497

W

- wallpaper, 101
 - Web page picture as, 159
- WANs (wide area networks), 348
 - incoming network connection, 349
 - Virtual Private Network (VPN), 349
- Watercolor effect, 300
- WAV files, 289
 - sound effects, creating, 277
 - Sound Recorder saving, 276
- Web addresses. *See* URLs (Uniform Resource Locators)
- Web browsers
 - defined, 134
 - history of, 133
 - Live Messenger, configuration for, 211
 - Mail from browser, starting, 167
 - other browsers, using, 164
- Web feeds, 134
 - gadgets for accessing, 14
 - settings, changing, 153
 - subscribing to, 152
 - viewing, 153
- Web pages, 134. *See also* Favorites Center; search engines
 - downloading files from, 160
 - e-mail, sending page by, 163
 - navigating in, 144
 - pictures, saving, 158-159
 - previewing, 156
 - printing, 156-157
 - refreshing, 144
 - resizing text, 145
 - saving, 162
 - pictures or text, 158-159
 - text
 - copying, 158-159
 - finding, 155
 - resizing, 145
 - viewing, 140
 - zooming on, 145
- Web sites, 134
 - CardSpace, 327
 - Content Advisor, 333
 - cookies, 333
 - phishing, checking and reporting, 341

webcams. *See also* Movie Maker
video options, 226

Welcome Center, turning on/off, 4

Welcome screen, 4

WEP (Wired Equivalent Privacy), 365, 367

wheel. *See* mouse

Wi-Fi networks. *See* wireless networks

Wi-Fi Protected Access (WPA), 367

wildcard characters
for Instant Search, 73
with MS-DOS commands, 47

windows, 1. *See also* Computer window;
Explorer windows
closing windows, 17
help, using, 21
moving and resizing, 16-17

Windows Aero. *See* Aero

Windows Color System (WCS), 461

Windows Complete PC Restore, 483

Windows Easy Transfer, 508-509

Windows DVD Maker, 306-308

Windows Firewall, 135, 310, 330
enabling, 311
Live Messenger and, 211
and networks, 353
and printers, 407
setting up, 137
shared printers and, 404

Windows Live, 511

Windows Live ID, 208, 210

Windows Logs, 487

Windows Mail. *See* Mail

Windows Media Center, 1

Windows Ultimate Extras, 4

Windows Update Web site, 440

Windows Vista PC Capability Ready, 7

Windows Vista PC Premium Ready, 7

Windows Vista Setup Wizard, 502, 504-505

winks in instant messages, 220-221

Wired Equivalent Privacy (WEP), 365, 367

Wireless Network Properties dialog box, 370

Wireless Network Setup Wizard, 368

wireless networks, 347. *See also* network
projectors; USB flash drives
available network, connecting to, 364
Bluetooth-enabled devices, support, 364
displaying connection and security, 371

locking down, 365
manually connecting to, 365
Mobility Center settings, 382
other computers, setting up on, 367
security checks for, 365, 367
setting up, 366
viewing connections, 370

wizards. *See* specific types

WM files, 289

WMA files, 289
Sound Recorder saving, 276

WMF files, 289

WMP-URGE integration, 262

WMV files, 289

word wrap. *See* documents

WordPad, 29. *See also* documents

Work Offline option, 141

workgroups. *See also* networks
defined, 349

workstations, 348

World Wide Web, 133

worms, 330, 332
Windows Firewall and, 353

wrapping text. *See* documents

X - Z

Xbox 360, sharing files with, 374-375

XML feeds. *See* Web feeds

Yahoo, 154

Zoom tools, 145

zooming, 144-145

zune, copying media files to, 270-271