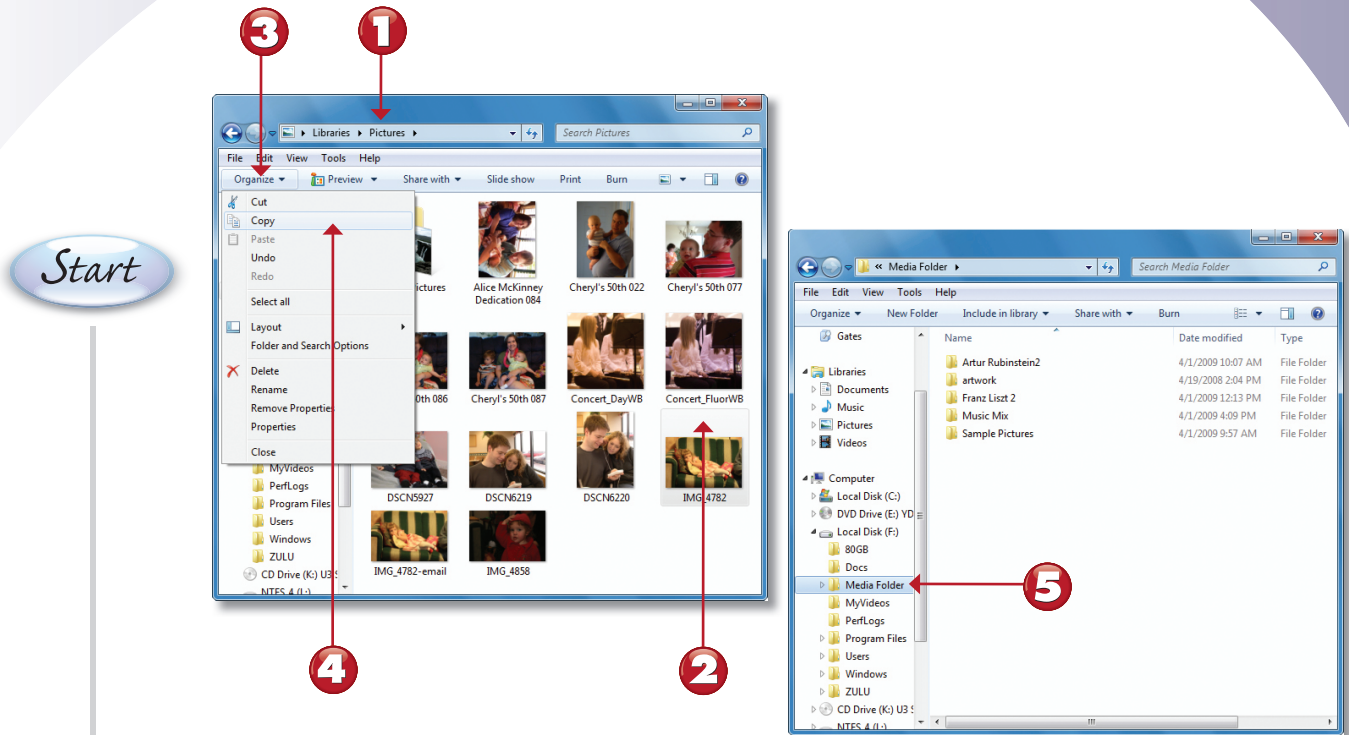


## DEALING WITH DUPLICATES WHILE COPYING FILES

When you copy one or more files to a destination folder, Windows watches out for you by checking for duplicate file or folder names, and gives you options for dealing with any conflicts. This exercise shows you how Windows file copy protection works.



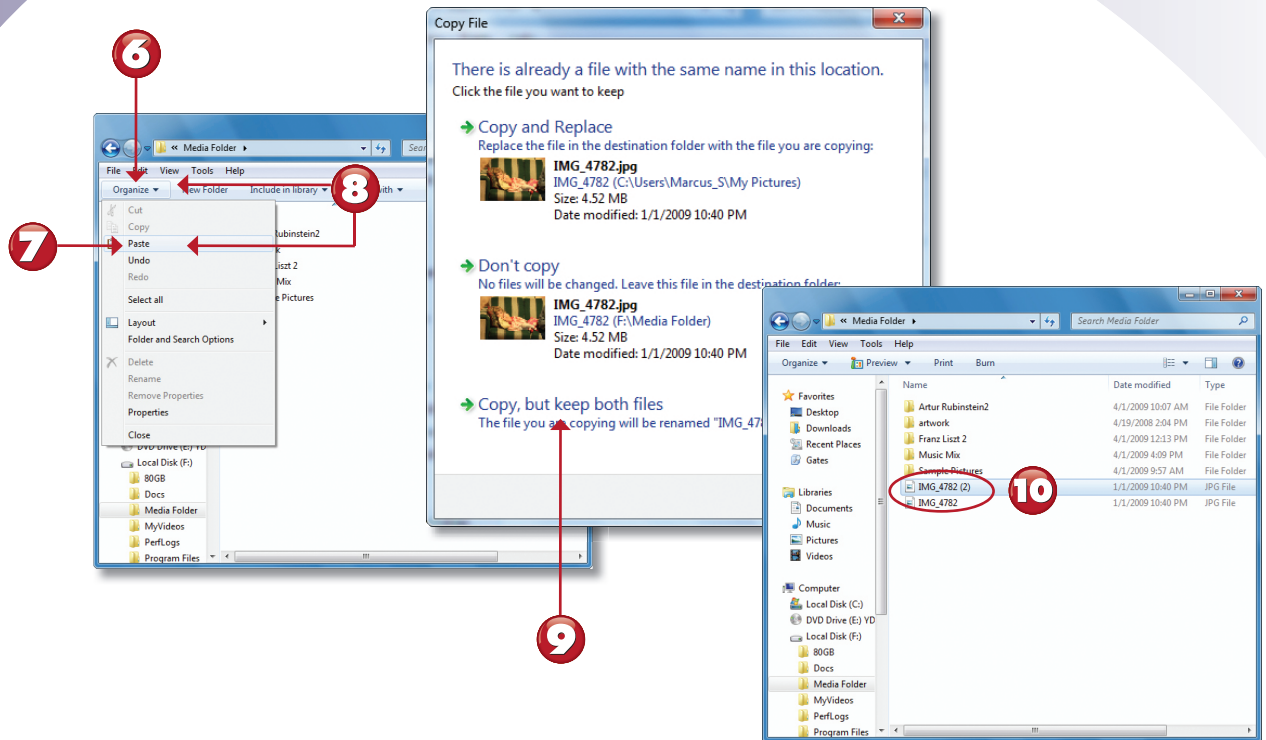
- 1 Open a folder or library.
- 2 Select a **file**.
- 3 Click **Organize**.
- 4 Click **Copy**.
- 5 Navigate to the destination folder.

*Continued*



### NOTE

If you copy a folder into a location that has a folder with the same name, Windows 7 prompts you to choose whether to merge the folder contents. ■



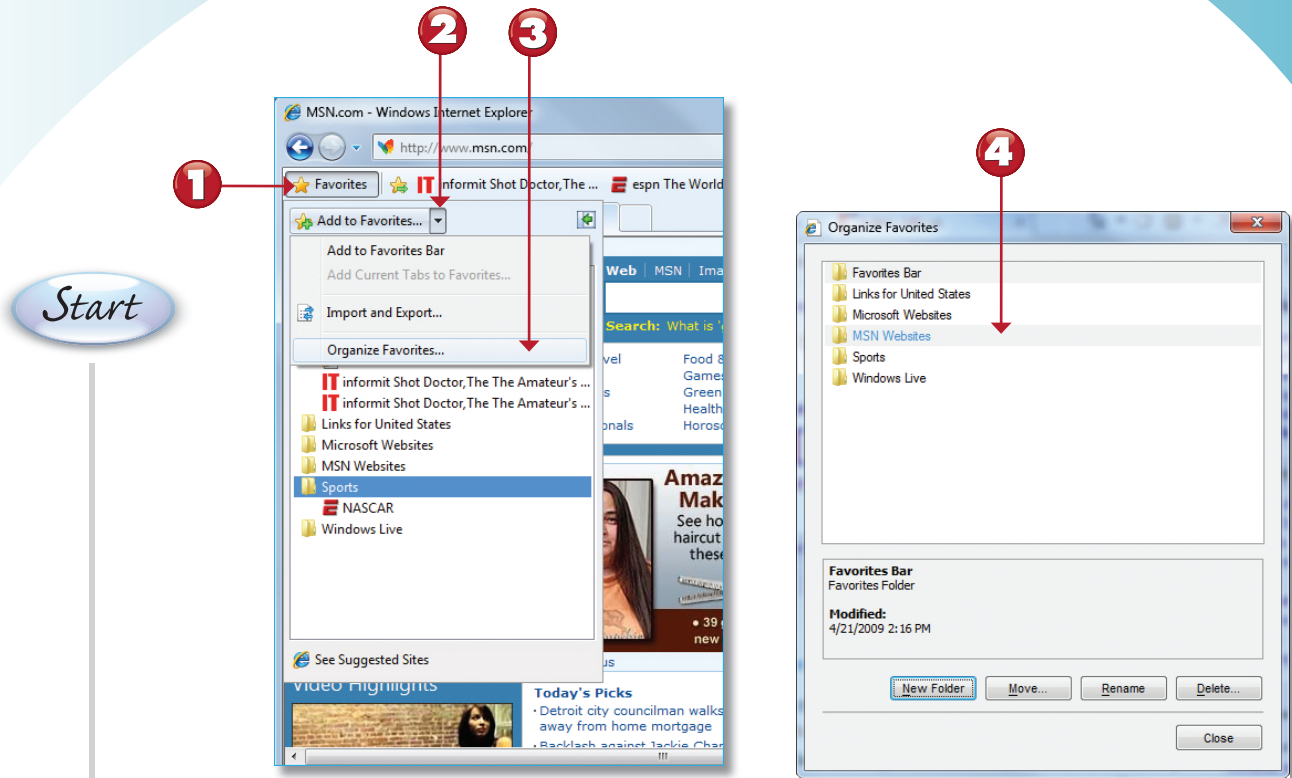
- 6 Click **Organize**.
- 7 Click **Paste**. The file is copied to the destination folder.
- 8 Click **Organize, Paste** again.
- 9 From the Copy File conflict dialog, select **Copy, but Keep Both Files**.
- 10 There are now two copies of the files in the destination folder.

End



## ORGANIZING FAVORITES

Internet Explorer 8 enables you to organize your favorites even after you create them. You can create new folders, delete favorites you no longer use, and move favorites as desired. In this tutorial, you learn how to move a favorite from one folder to another.



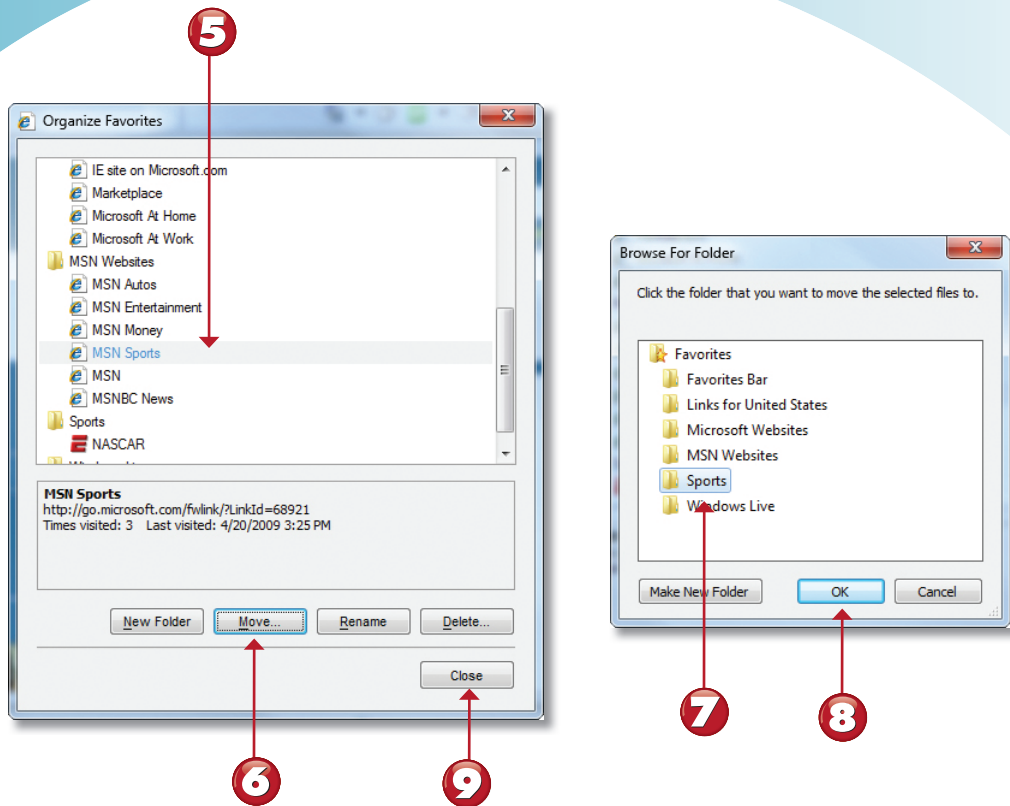
- 1 Click **Favorites**.
- 2 Open the **Add to Favorites** menu.
- 3 Click **Organize Favorites**.
- 4 Click the folder that contains the favorites you want to move, rename, or delete.

*Continued*



### NOTE

The dialog in Step 4 includes options to move, rename or delete existing folders and to make new folders. ■



- 5** Select the favorite to move.
- 6** Click **Move**.
- 7** Select the folder where you want to move the favorite.
- 8** Click **OK**.
- 9** Click **Close**.

*End*



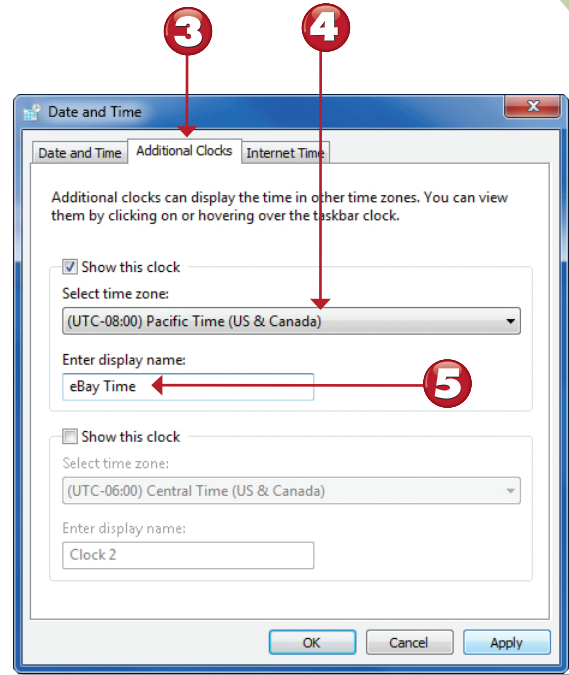
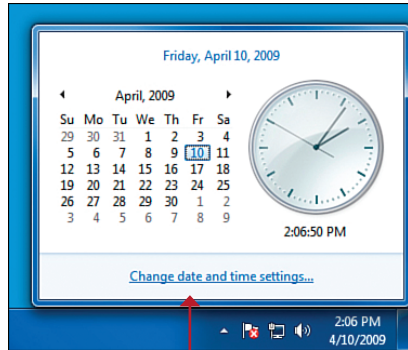
#### NOTE

To see the favorite in its new location, open Favorites and click the Favorites tab. ■

## USING ADDITIONAL CLOCKS

If you need to know what time it is in other time zones, you can configure Windows 7 to display additional clocks.

Start



**1** Click the date/time display in the notification area.

**2** Click **Change Date and Time Settings**.

**3** Click the **Additional Clocks** tab.

**4** Select a new time zone.

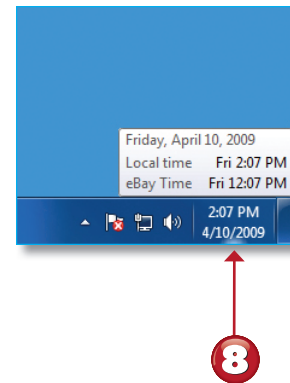
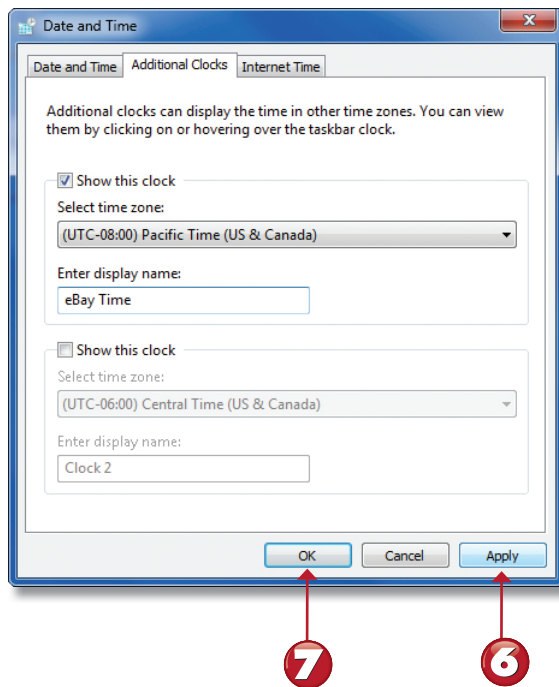
**5** Enter the display name.

*Continued*



### NOTE

When you travel, you can use this option to display the time in your current location or the time at your next destination. ■



6 Click **Apply**.

7 Click **OK**.

8 Hover the mouse over the date/time display to display the regular clock and additional clock.

*End*

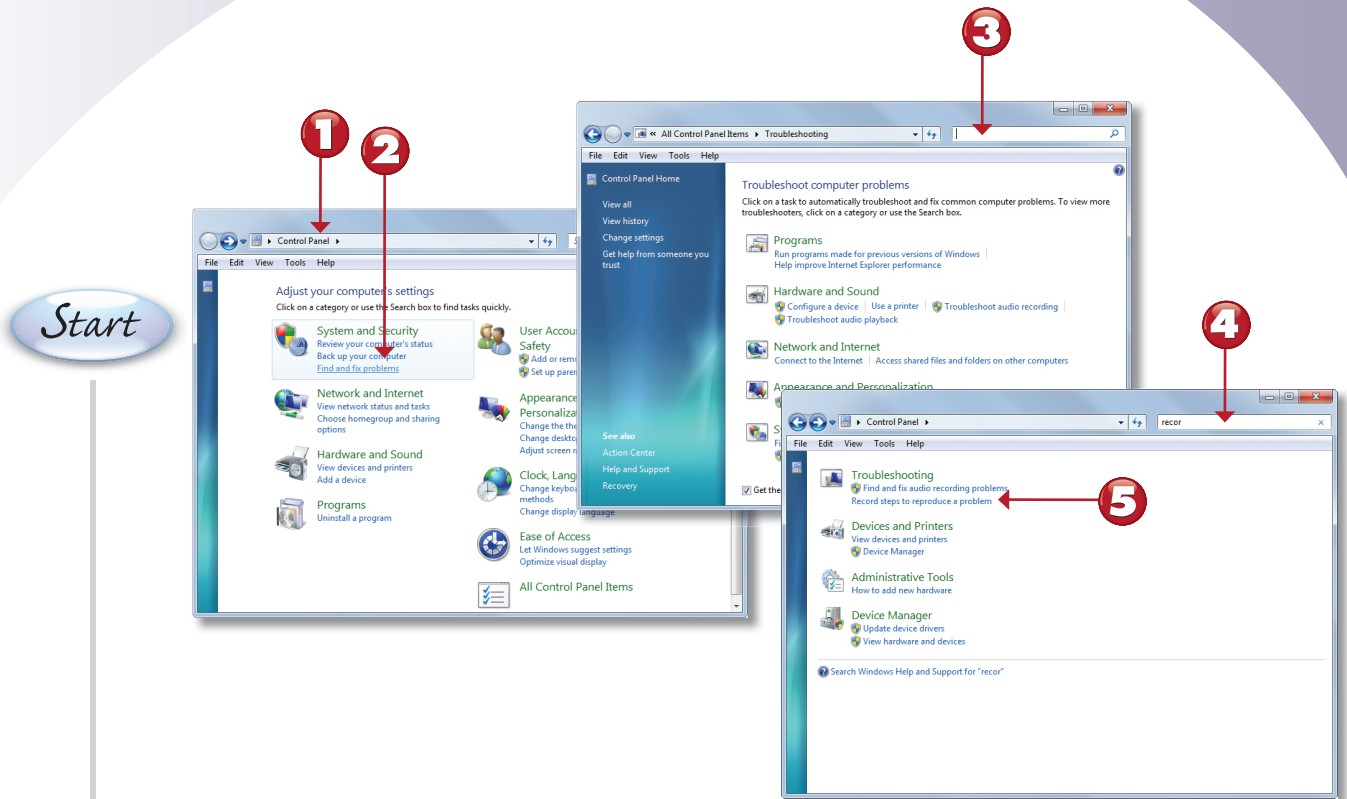


#### NOTE

The regular time is shown as "local time" when you hover the mouse (Step 8). ■

## USING THE PROBLEM STEPS RECORDER

If Windows 7's troubleshooters don't cover your problem, or cannot solve a problem with your system, use the new Problem Steps Recorder to record the steps in your problem and email it to Microsoft for help.



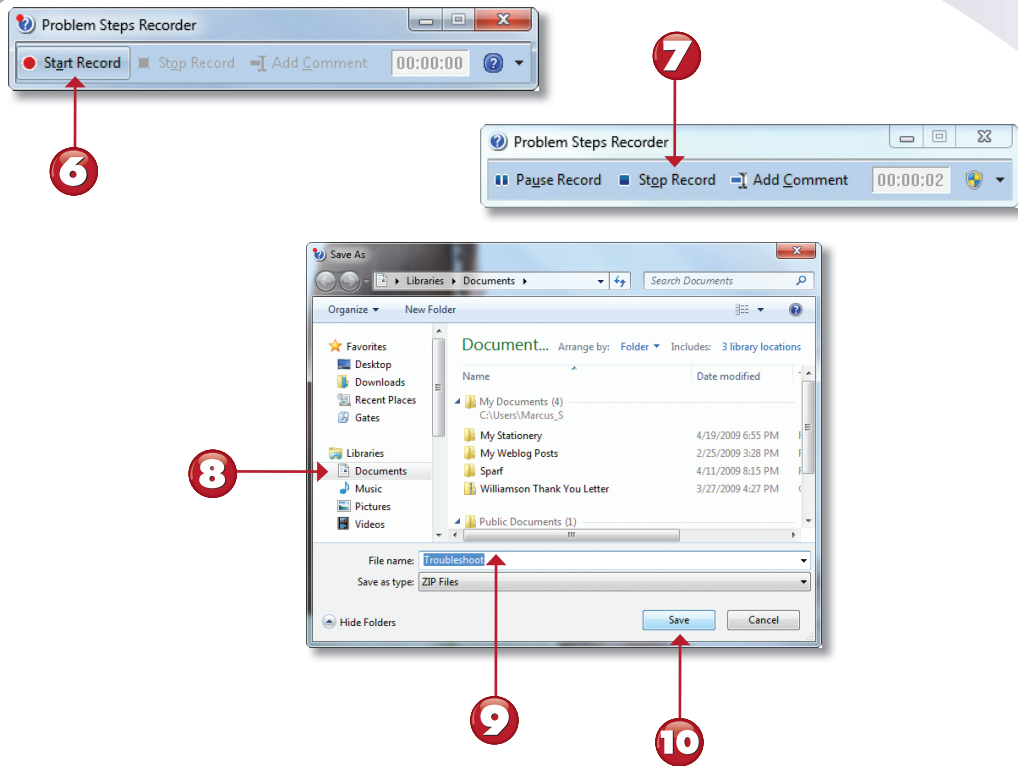
- 1** Open Control Panel.
- 2** Click **Find and Fix Problems**.
- 3** Click the **Search** box.
- 4** Type **record** in the Search box.
- 5** Click **Record Steps** to Reproduce a Problem.

*Continued*



### NOTE

To use this tool effectively, make sure you remember each step you performed before the original problem was displayed. ■



- 6** Click **Start Record** and perform the task you are having problems with.
- 7** Click **Stop Record** after completing the steps in the problem task.
- 8** Navigate to a location for saving the recording.
- 9** Enter a name.
- 10** Click **Save**.

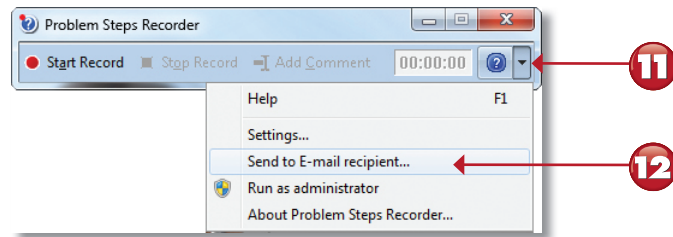
*Continued*



## NOTE

Be sure to press Stop Record as soon as the problem occurs (for example, as soon as an error message is displayed). ■





**11** Open the Problem Steps Recorder menu.

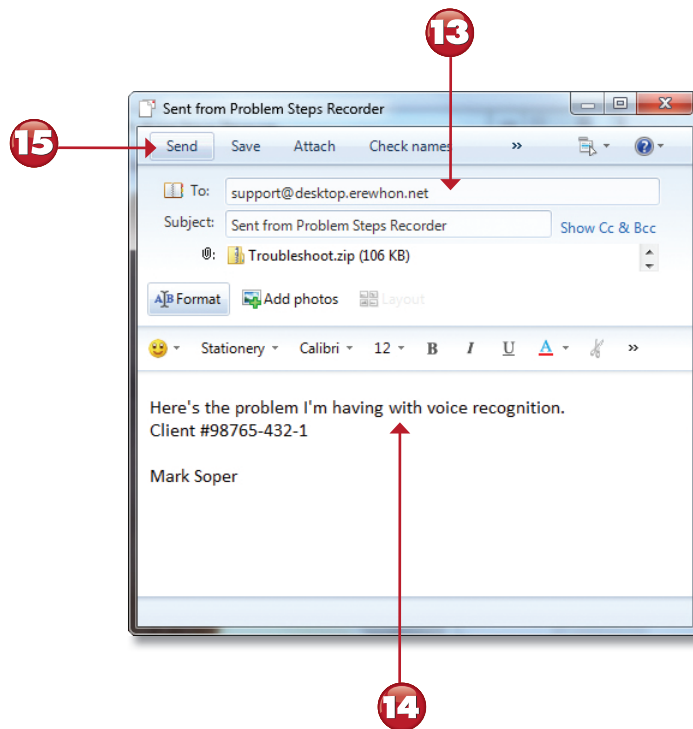
**12** Click **Send to E-Mail Recipient**.

*Continued*



#### NOTE

Make sure you have set up an email client before you use the Problem Steps Recorder so you can email the message to Microsoft or another vendor. ■



**13** Enter or look up the email recipient.

**14** Enter the message.

**15** Click **Send**.

*End*

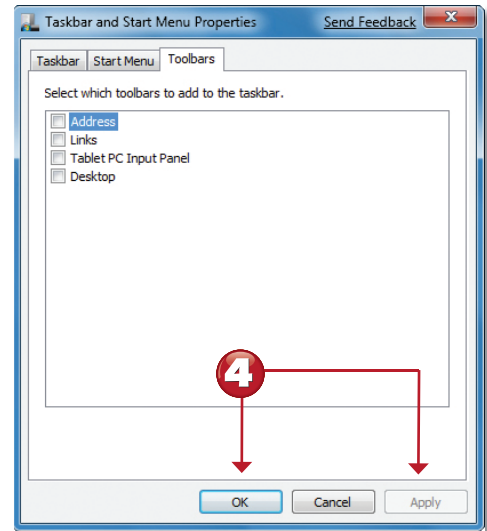
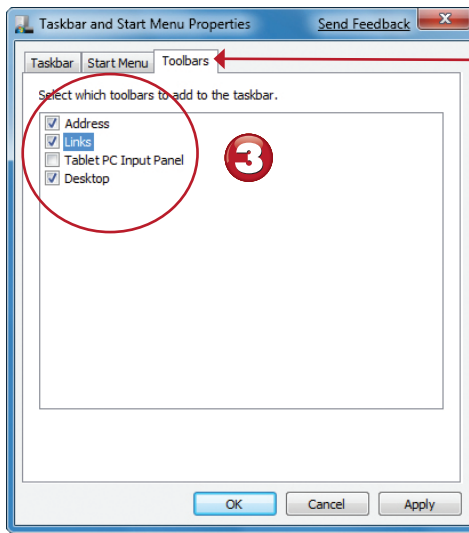
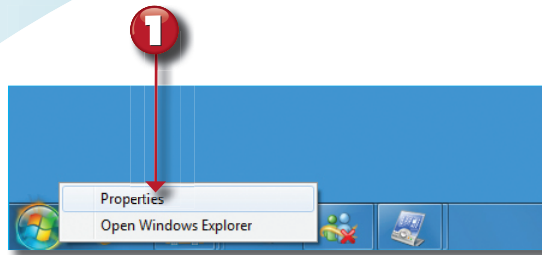


#### NOTE

The subject line can also be changed. The Problem Steps Recorder automatically attaches the recording (in ZIP format) to the message for you. ■

## CONFIGURING TOOLBARS

To make access to some system features faster, you can add additional toolbars between the notification area icons and the taskbar icons.



Start

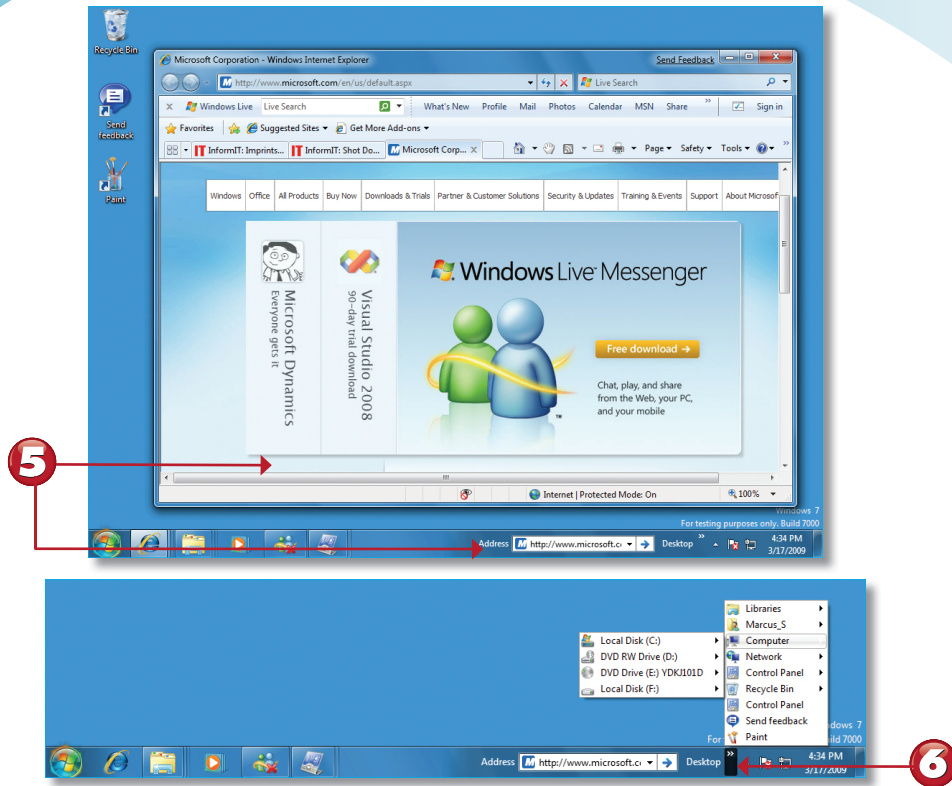
- 1 Right-click the Start orb and select Properties.
- 2 Click the **Toolbar** tab.
- 3 Select the toolbars desired.
- 4 Click **Apply** and then **OK** to use them.

*Continued*



### NOTE

Keep in mind that these toolbars use up space in your Taskbar. ■



- 5** Enter a URL (website address) into the Address toolbar, and it opens the website in your default web browser.
- 6** Open the Desktop toolbar to quickly access drives, the Control Panel, and other system features.

*End*

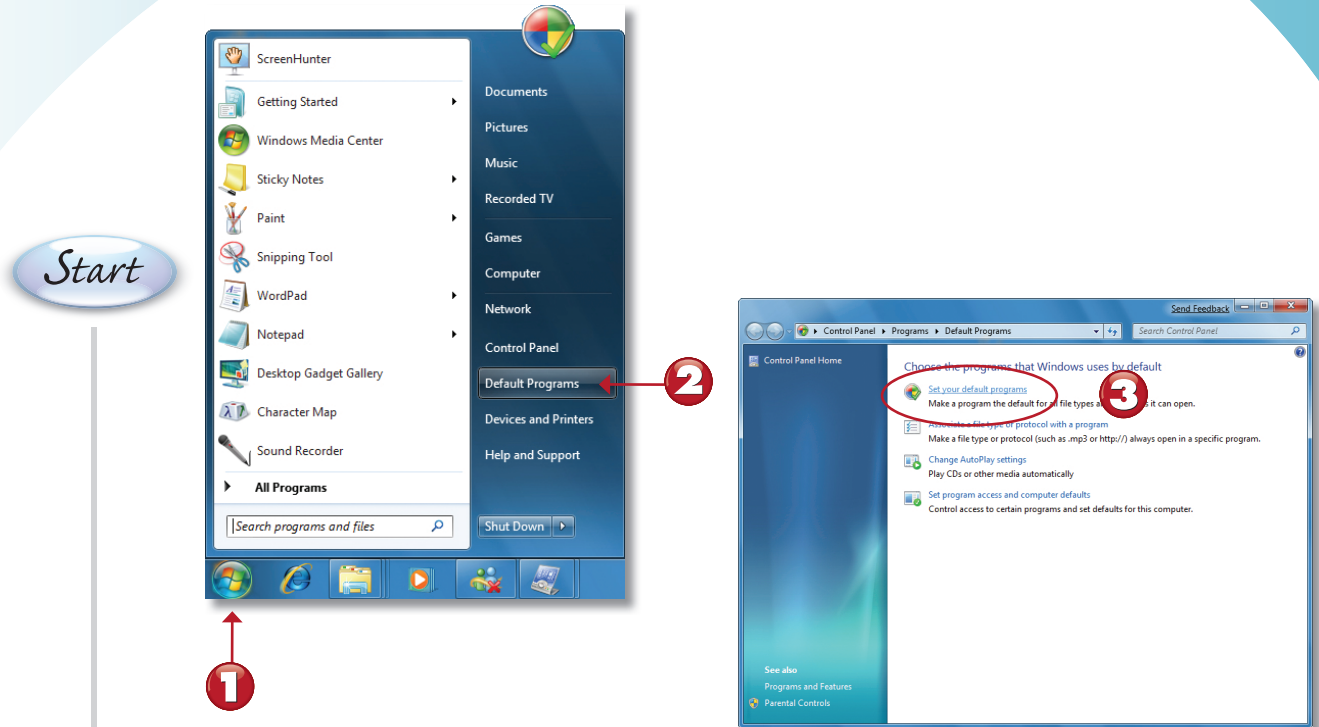


### NOTE

Click the arrow next to some items listed in the Desktop toolbar to open their submenus, as shown in Step 6. ■

## SETTING DEFAULT PROGRAMS

Windows 7's Default Programs menu in Control Panel enables you to select the programs you want to use to open various data file types. You can use Default Programs to solve problems caused by newly installed programs that want to become the default for file types on your system.



- 1 Click **Start**.
- 2 Click **Default Programs**.
- 3 Click **Set Your Default Programs**.

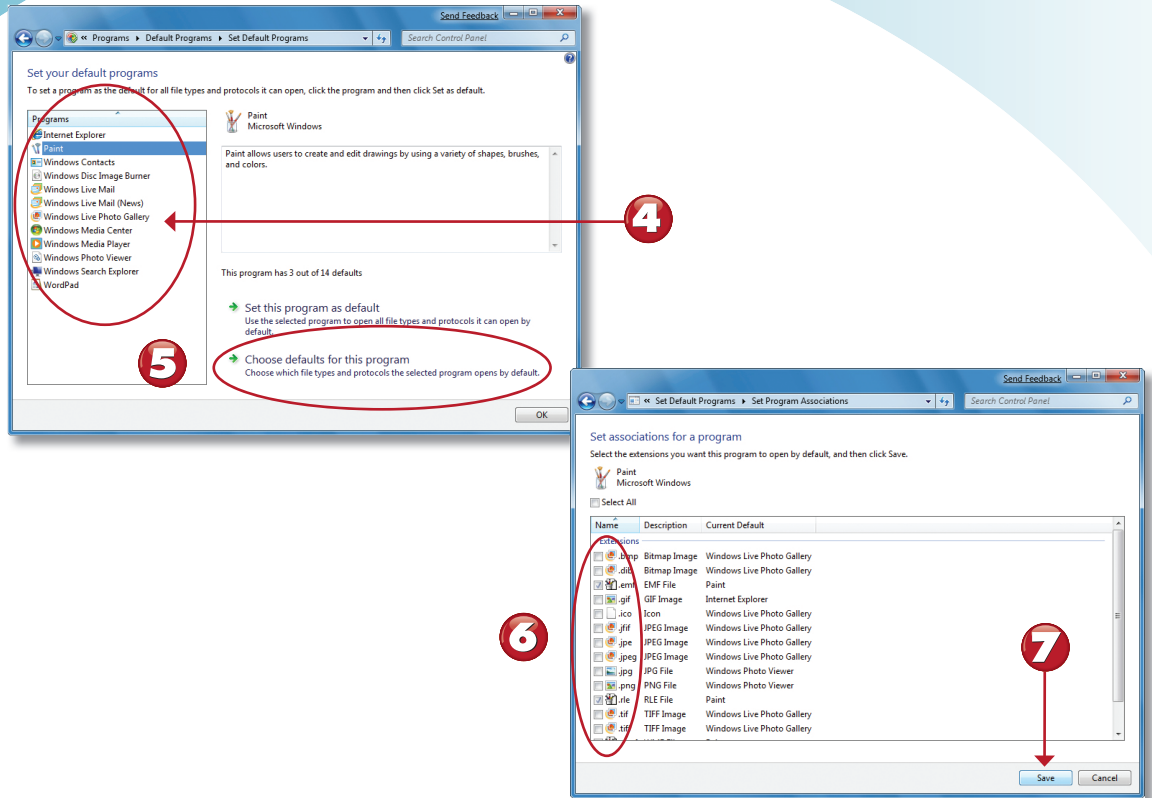
*Continued*



### NOTE

If you are satisfied with the programs being used to open all of the file types on your system, you don't need to use this utility. ■

Start



- 4 Select a program from the list of programs installed on your system.
- 5 To select only certain file types as defaults, click **Choose Defaults for This Program**.
- 6 Scroll through the list as needed. Click an empty checkbox to assign a file type as a default; clear a checkbox to stop using a file type as a default.
- 7 Click **Save** to save changes.

End

**NOTE**

I don't recommend using the Set This Program As Default for most users because some programs are better at handling some types of files than others, even if more than one program can open a particular file type. ■

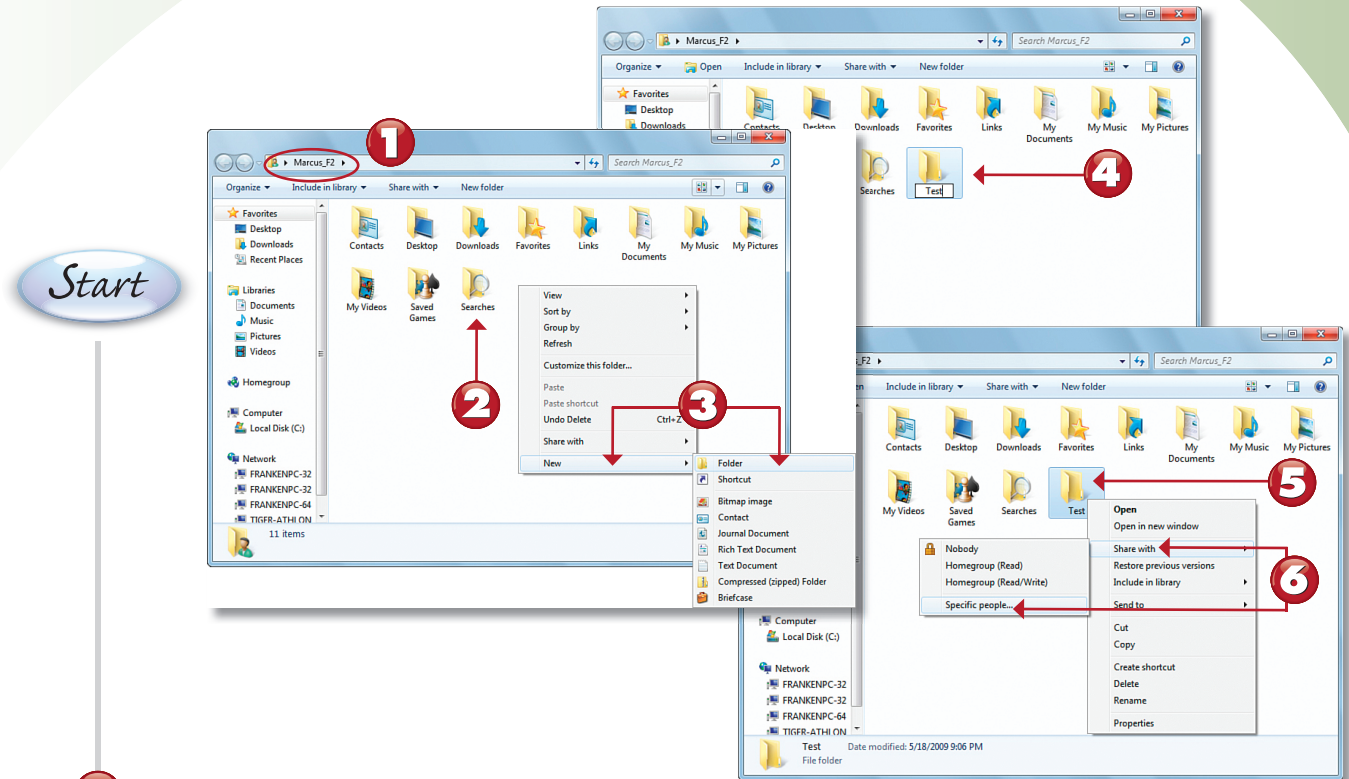
**NOTE**

Repeat as needed to change the defaults for other programs. ■



## SHARING A FOLDER MANUALLY

There are two ways to share folders other than Public in Windows 7: by selecting shares manually, or by creating a homegroup. If you have computers running various versions of Windows, you will need to share folders and printers manually. In this tutorial, you learn how to share a folder and select what level of access you want other users to have.



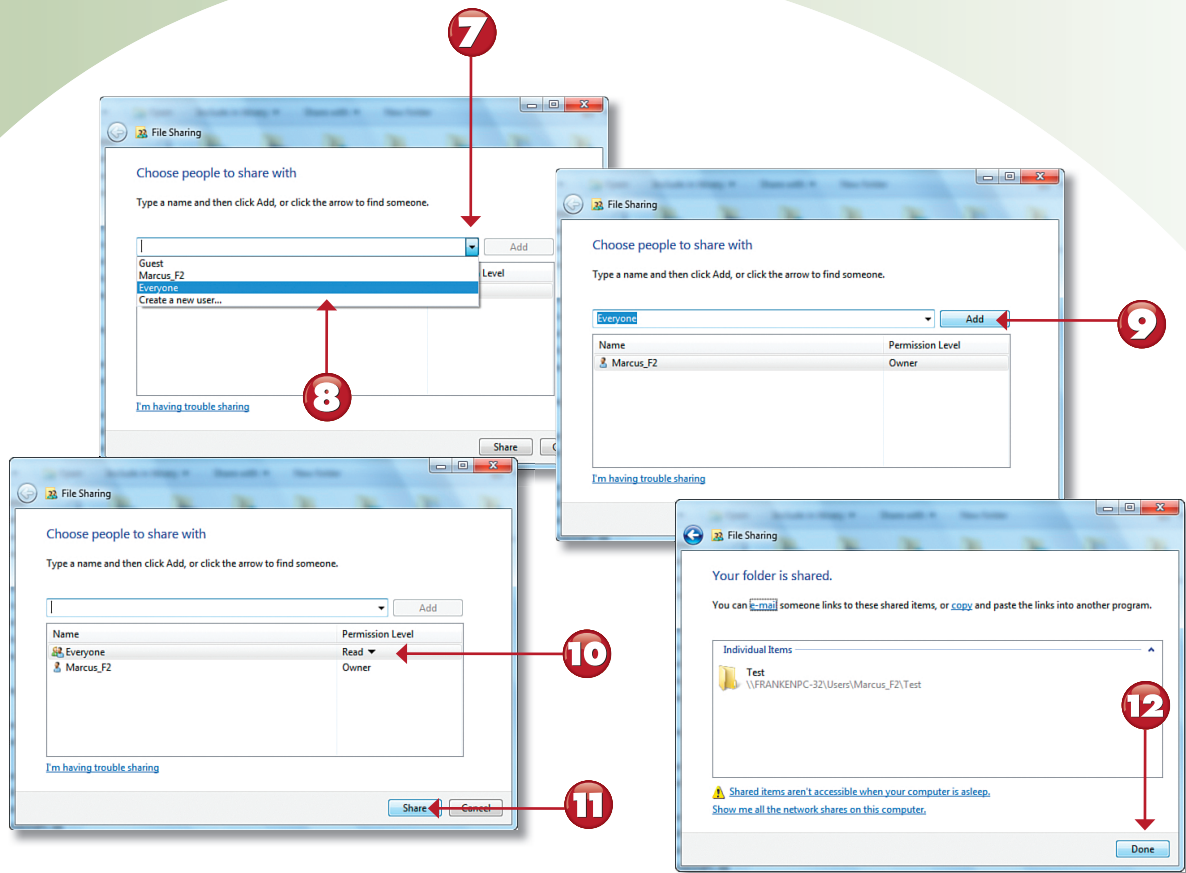
- 1 Open your user folder.
- 2 Right-click an empty area of the folder.
- 3 Select **New, Folder**.
- 4 Enter the name **Test** for the folder.
- 5 Right-click the folder.
- 6 Select **Share With, Specific People**.

*Continued*



### NOTE

The homegroup option is discussed later in this chapter.



- 7** Open the Share With menu.
- 8** Click **Everyone**.
- 9** Click **Add**.
- 10** Click to select Read (network users can't change files), Read/Write (network users can save changes), or Remove (stops sharing).
- 11** Click **Share**.
- 12** Click **Done**.

*End*

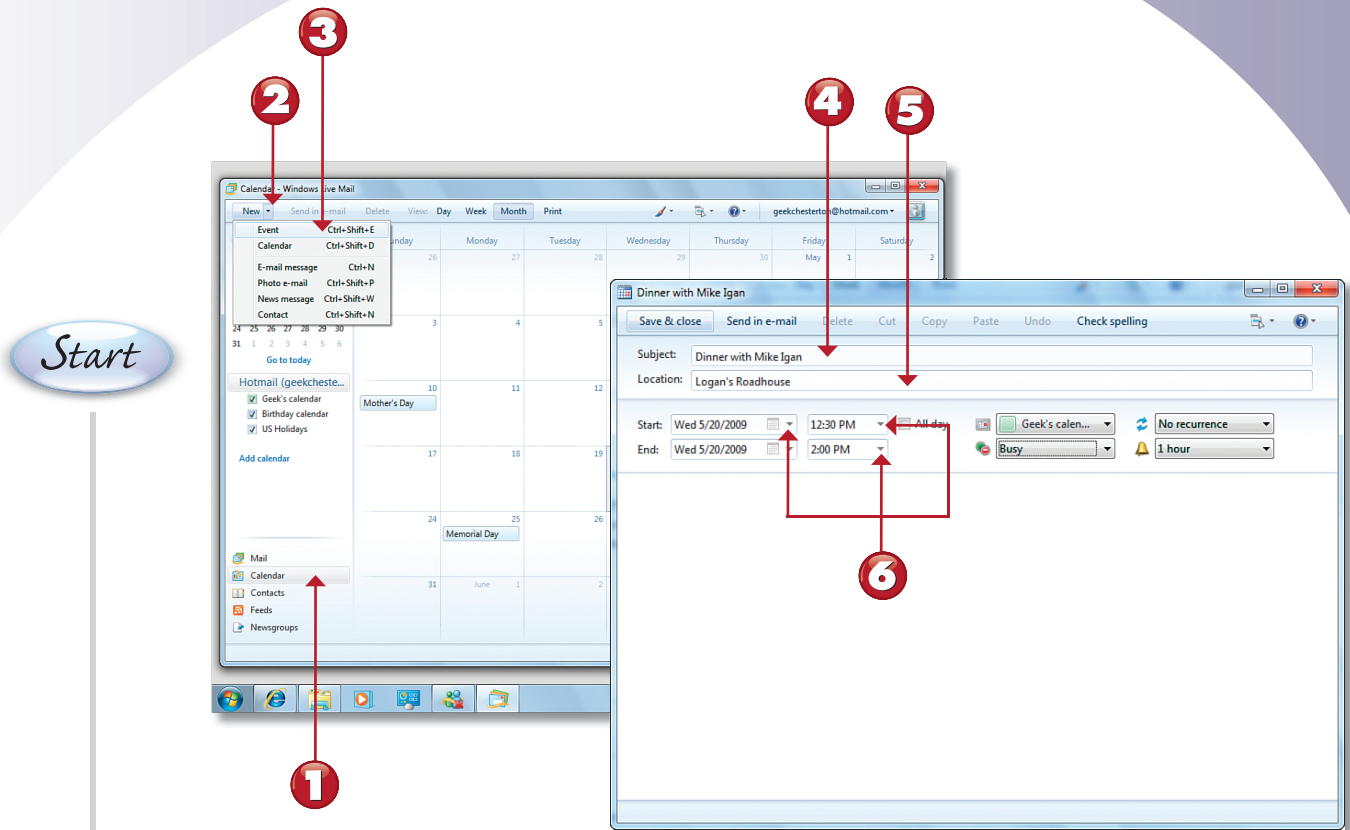


## NOTE

You can now copy or move files to the folder for use by other users.

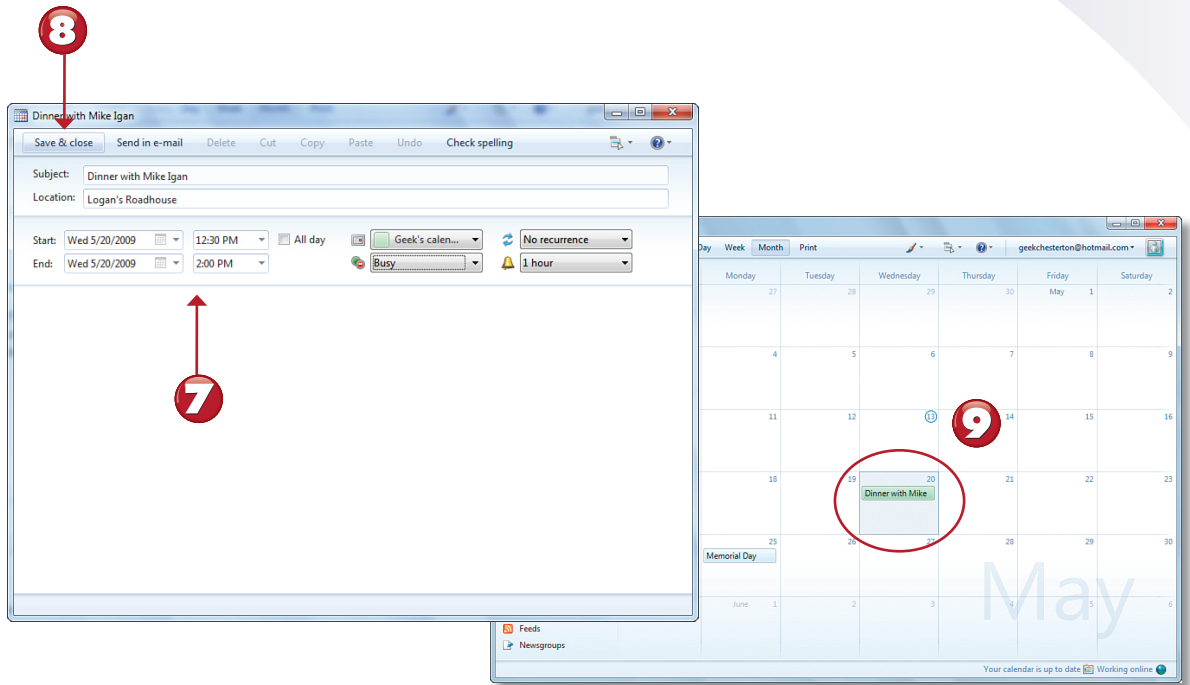
## ADDING AN APPOINTMENT TO THE CALENDAR

Windows Live Mail includes a calendar feature you can use to manage your appointments. In this exercise, you learn how to add an appointment to the calendar.



- 1** Click to open Calendar.
- 2** Click **New**.
- 3** Select **Event**.
- 4** Enter the subject.
- 5** Enter the location.
- 6** Select the start and end time and date.

*Continued*



- 7 Select when to receive a reminder.
- 8 Click **Save & Close**.
- 9 The appointment is placed on the calendar.

*End*



## NOTE

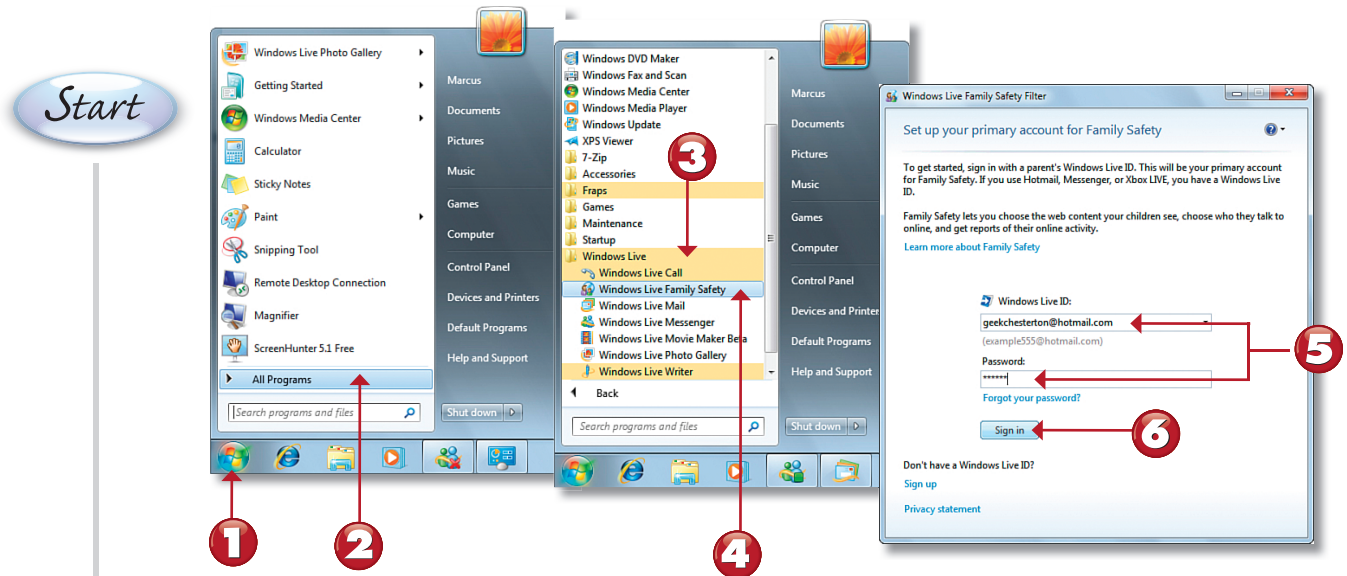
Reminders are displayed in the notification area near the clock. ■

## WINDOWS LIVE FAMILY SAFETY

Windows Live Family Safety can be used to safeguard your entire family or selected users from unwanted web content. Here's an introduction to how it works and how to test its basic functionality.

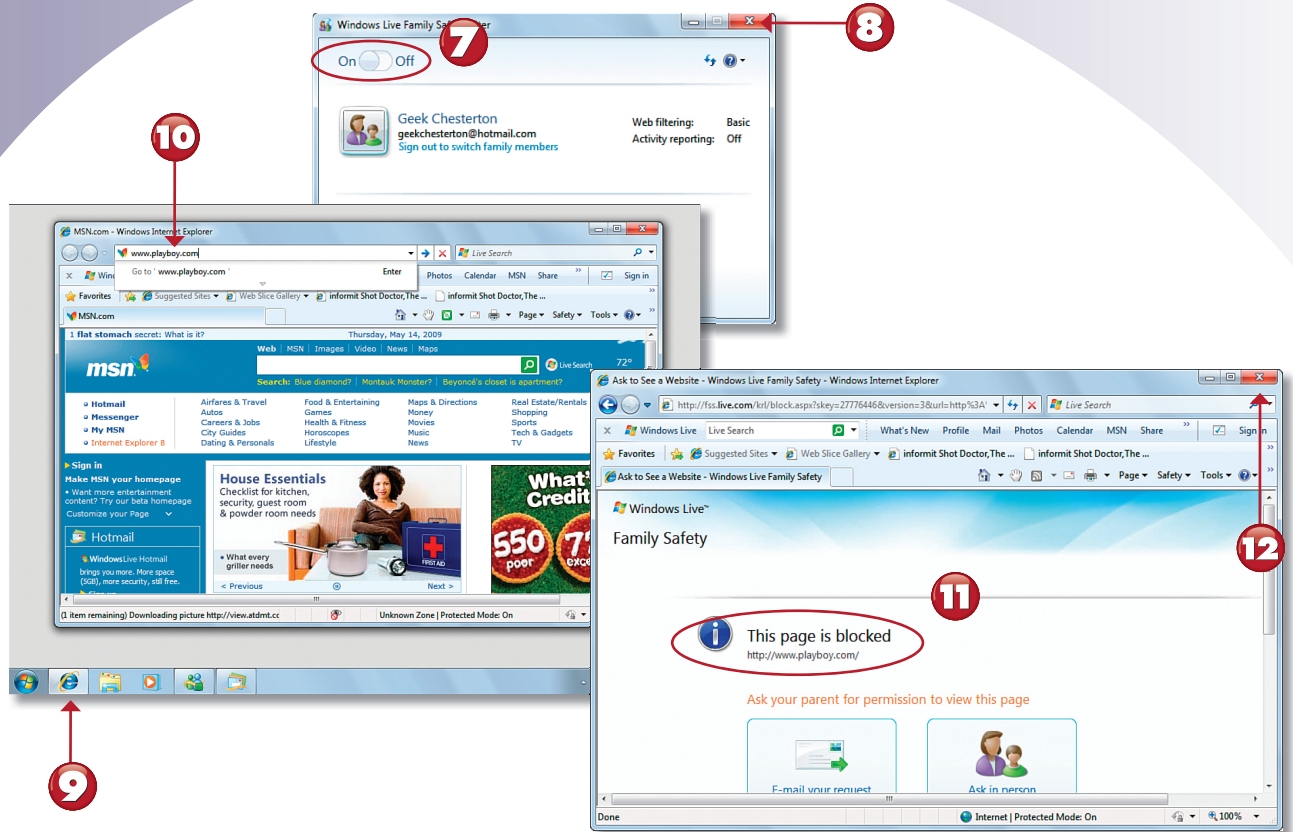
Note that if you want to block websites only for some family members, you must do the following:

1. Set up each family member with a user name and password on the computer.
2. Get a Live email address (such as a Hotmail address) for each member.
3. Follow the link to the Family Safety website to set up monitoring and reporting options.



- 1 Click the **Start** orb.
- 2 Hover the mouse over **All Programs**.
- 3 Click **Windows Live**.
- 4 Click **Windows Live Family Safety**.
- 5 Enter your Windows Live ID and password.
- 6 Click **Sign In**.

*Continued*



- 7** Make sure the filter is on.
- 8** Click **Close**.
- 9** Open Internet Explorer 8.
- 10** Enter the address of a website not suitable for children.
- 11** The page is blocked.
- 12** Close the browser window.

*End*



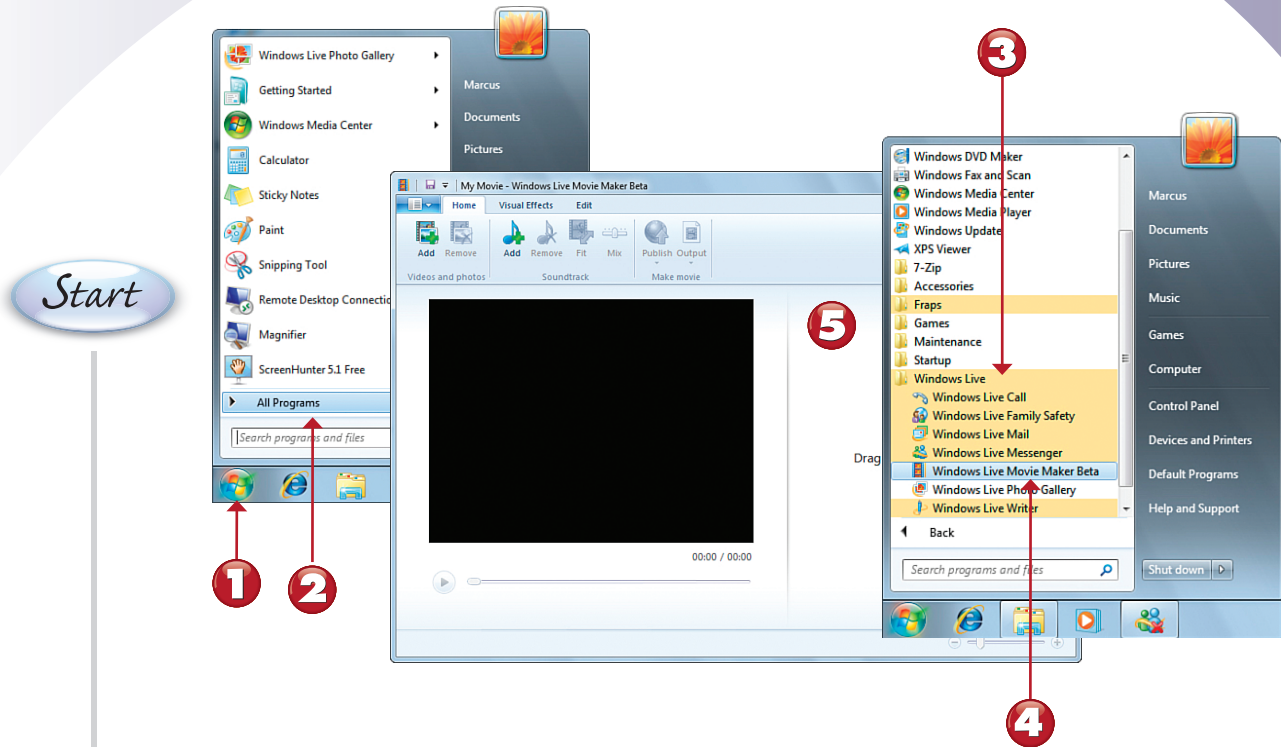
## NOTE

The link to the Family Safety website is shown on the window for Steps 7 and 8. ■



## STARTING WINDOWS LIVE MOVIE MAKER BETA

Windows Live Movie Maker enables you to turn your videos and photos into video files you can upload to websites, burn to video DVDs, copy to portable media players, and much more. Here's how to get started.



- 1 Click the Start orb.
- 2 Hover the mouse over All Programs.
- 3 Click Windows Live.
- 4 Click Windows Live Movie Maker Beta.
- 5 The Windows Live Movie Maker Beta dialog.

*End*

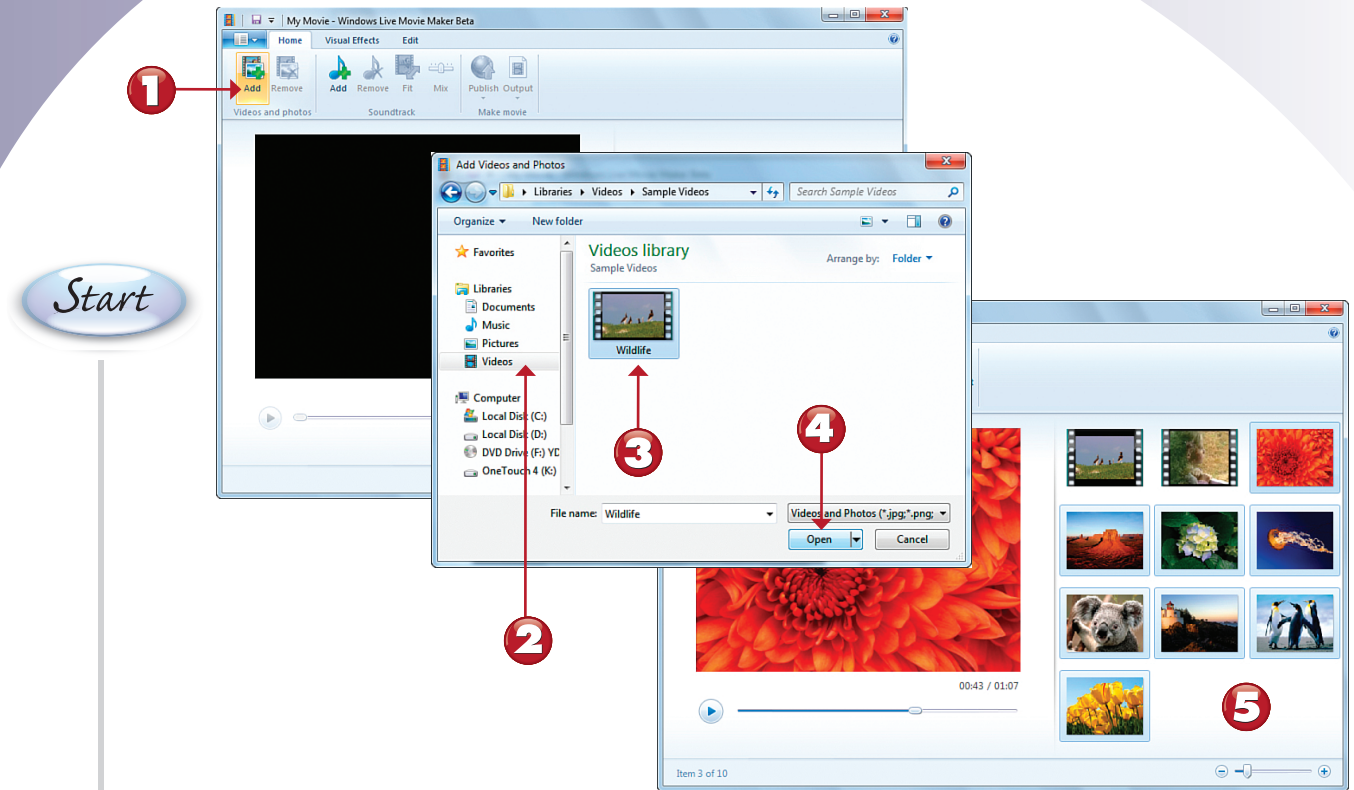


### NOTE

Windows Live Movie Maker is currently in beta (pre-release) form. Windows 7 will update it to its final version via Windows Update. ■

# IMPORTING VIDEOS AND PHOTOS

The first step in using Windows Movie Maker Beta is to import the videos and photos you want to use into its workspace. This tutorial assumes the videos and photos are already stored on a drive or network share available to your computer.



- 1 Click Add (Videos and Photos).
- 2 Navigate to the Videos or Photos folder.
- 3 Select the videos or photos you want to add.
- 4 Click Open.
- 5 Repeat Steps 2-4 until you are finished importing videos and photos.

*End*

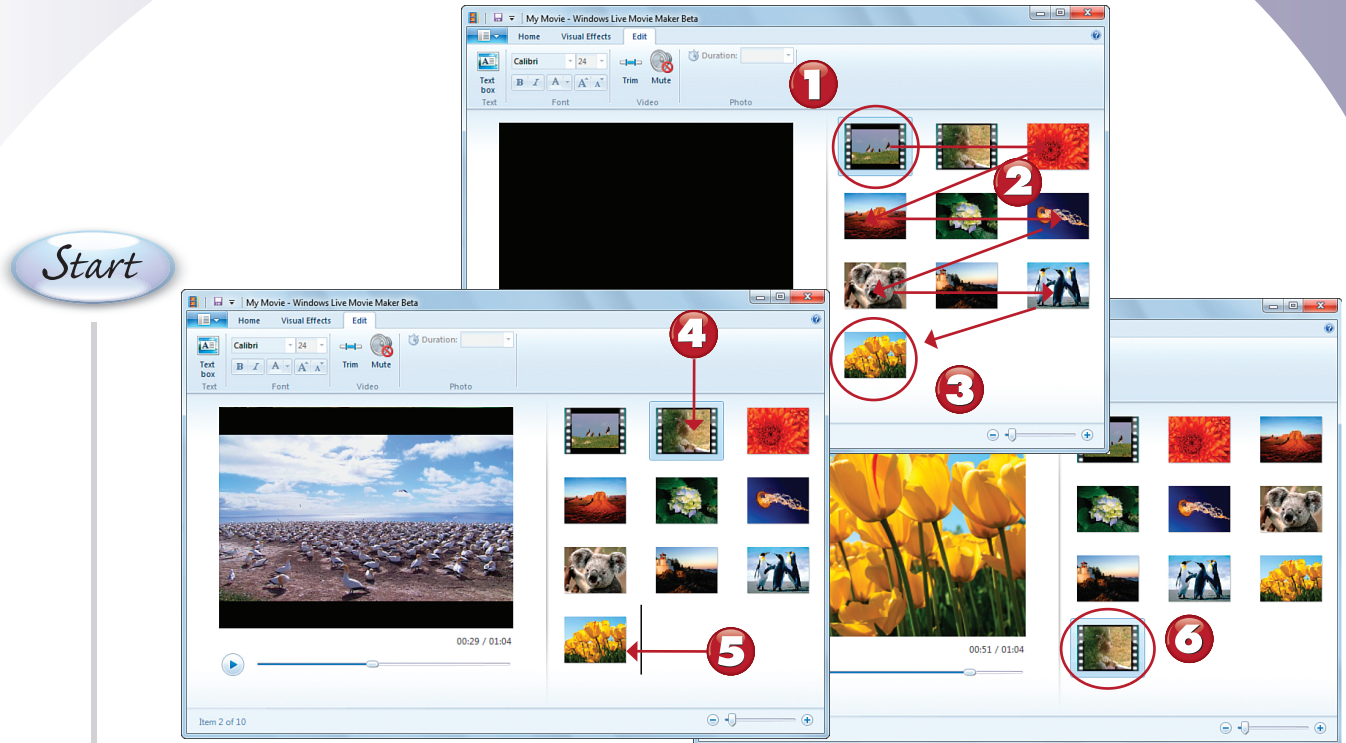


## NOTE

If you want to work with video on your DV camcorder, import it using the Import function in Windows Live Photo Gallery. You can then add it to your Windows Movie Maker project. ■

## CHANGING THE POSITION OF YOUR PHOTOS AND VIDEOS

The order of the videos and photos you add to Windows Live Movie Maker Beta determines how they will play in the final movie. This tutorial shows you the sequence and how to move videos and photos around.



- 1** First element in movie.
- 2** Direction of playback.
- 3** Last element in movie.
- 4** Click an element to move.
- 5** Drag it to the new position.
- 6** Element in new position.

*End*

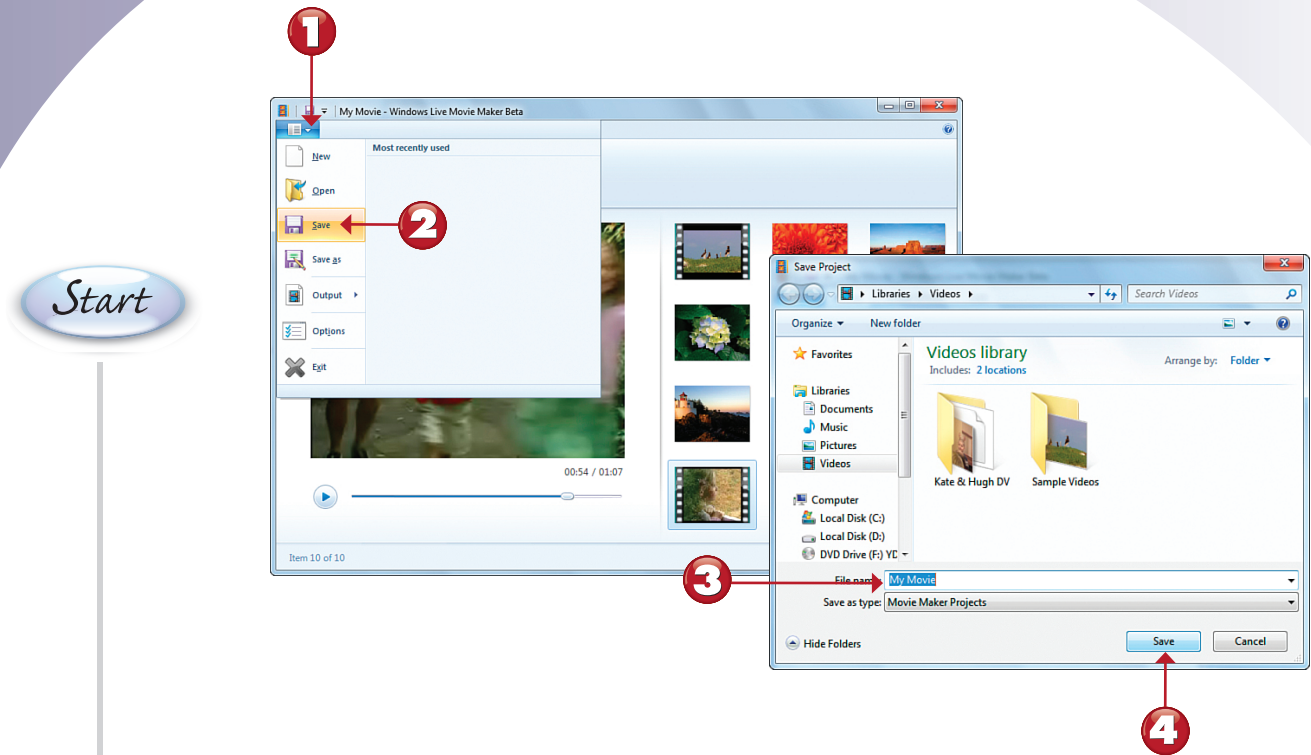


### NOTE

Repeat Steps 4 and 5 as needed until you have the elements in the order you prefer. ■

# SAVING YOUR PROJECT

It's a good idea to save your project as soon as you add videos and photos. You can save it again after each additional step of your project is complete.



- 1** Open the menu.
- 2** Click Save.
- 3** Enter a name for your movie project.
- 4** Click Save.

*End*

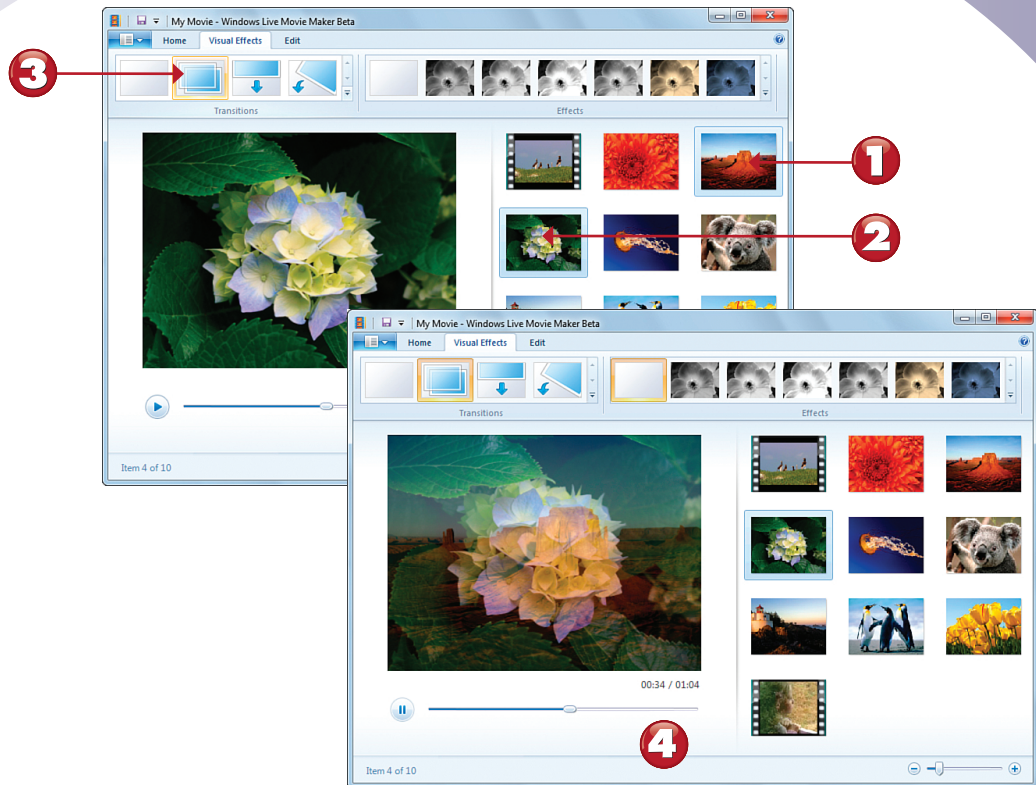


## NOTE

After you save your project, the name of the project appears in the title bar. ■

## ADDING TRANSITIONS TO YOUR MOVIE

Windows Live Movie Maker Beta includes a number of transitions you can add between elements of your movie. Here's how to select and add transitions.



*Start*

- 1** Select an element.
- 2** Select the element that will play next.
- 3** Choose a transition from the Transitions menu.
- 4** The playback window previews the transition.

*End*



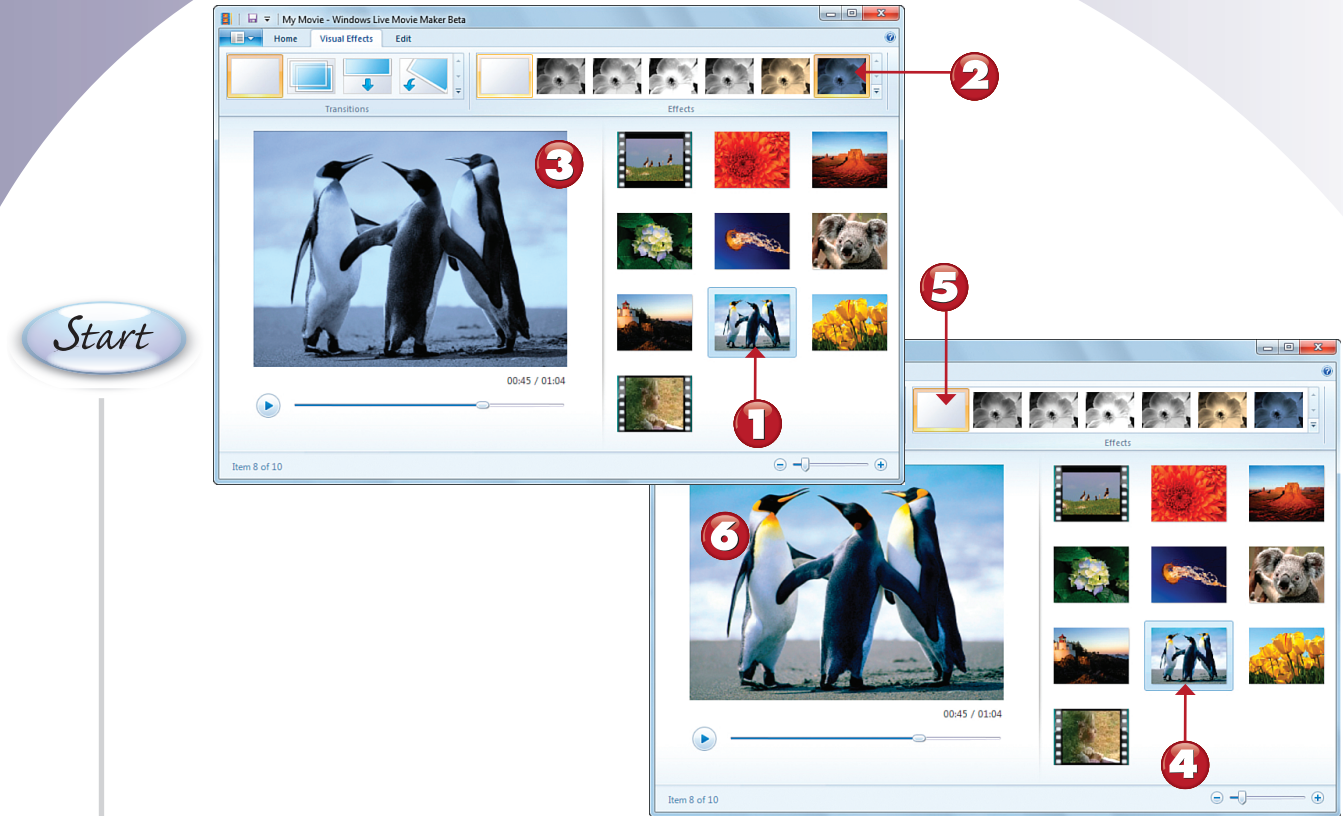
### NOTE

To remove a transition, select the elements and click the No Transitions icon at the left side of the Transitions menu. ■



## ADDING VISUAL EFFECTS TO YOUR MOVIE

Windows Live Movie Maker Beta also includes a number of visual effects you can add to your movie. Here's how to use this feature.



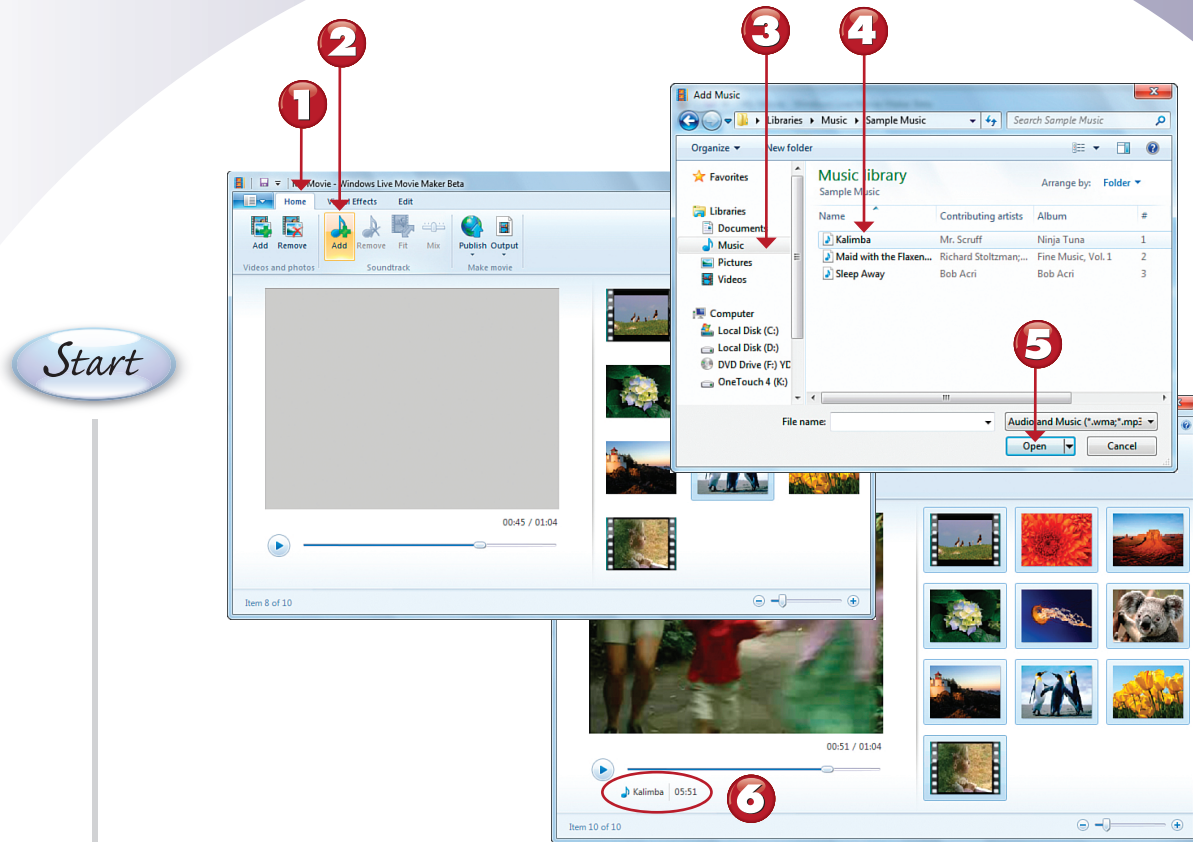
- 1** Select an element.
- 2** Select an effect.
- 3** The effect is displayed in the preview window.
- 4** To remove the effect, select the element.
- 5** Click No Effect.
- 6** The effect is removed.

End



## ADDING A SOUND TRACK TO YOUR MOVIE

Windows Live Movie Maker Beta enables you to add audio to your movie. Here's how to do it.



- 1** Click Home.
- 2** Click Add (Soundtrack).
- 3** Navigate to the folder containing the audio you want to use.
- 4** Click an audio track.
- 5** Click Open.
- 6** The audio track is listed under the playback window.

*End*

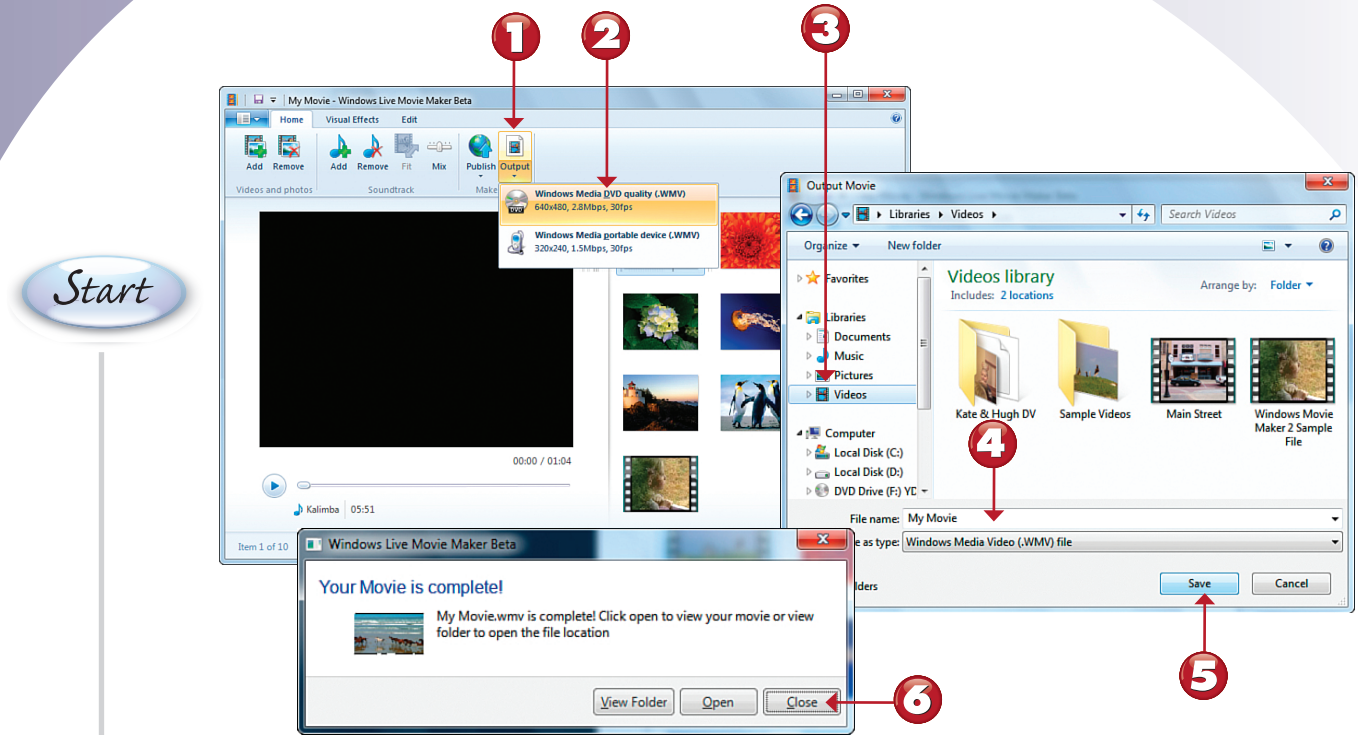


### NOTE

You can add only one audio track per movie project. ■

## OUTPUTTING YOUR MOVIE

You can save your movie in a format suitable for burning to DVD or for viewing on a portable device. In this example, we'll select the option that creates DVD-quality video. Be sure to save your project before continuing.



- 1 Open the Output menu.
- 2 Click Windows Media DVD Quality.
- 3 Open the Videos folder.
- 4 Enter a filename.
- 5 Click Save.
- 6 Click Close.

*End*