My Microsoft® Windows® 7 PC

Katherine Murray

My Microsoft® Windows® 7 PC

Katherine Murray

que®
800 East 96th Street
Indianapolis, Indiana 46240 USA

My Microsoft® Windows® 7 PC

Copyright © 2012 by Pearson Education, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-4895-9
ISBN-10: 0-7897-4895-9

Library of Congress Cataloging-in-Publication Data is on file.

Printed in the United States of America

First Printing: October 2011

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Bulk Sales

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

U.S. Corporate and Government Sales

1-800-382-3419

corpsales@pearsontechgroup.com

For sales outside of the U.S., please contact

International Sales

international@pearson.com

Editor-in-Chief
Greg Wiegand

Acquisitions Editor
Loretta Yates

Marketing Manager
Dan Powell

Development Editor
Todd Brakke

Managing Editor
Kristy Hart

Senior Project Editor
Lori Lyons

Copy Editor
Chuck Hutchinson

Indexer
Tim Wright

Proofreader
Sheri Cain

Technical Editor
Sharon Fields

Publishing Coordinator
Cindy Teeters

Book Designer
Anne Jones

Compositor
Bronkella Publishing LLC

Contents at a Glance

	Introduction	1
Chapter 1	Getting Started with Windows 7	9
Chapter 2	Preparing Your Windows 7 PC	41
Chapter 3	Getting and Staying Connected: Phones, Devices, and Tablets	67
Chapter 4	Securing Your Windows 7 PC	89
Chapter 5	Find What You're Looking for—Fast!	115
Chapter 6	Exploring, Downloading, and Running Programs	133
Chapter 7	Organizing Files and Folders	161
Chapter 8	Doing the Web Thing (Plus Email and Calendars, Too)	193
Chapter 9	Ready, Set, Media!	241
Chapter 10	Cataloging and Fine-Tuning Your Photos	275
Chapter 11	Personalizing Windows 7	303
Chapter 12	Networking—at Home and on the Road	329
Chapter 13	Windows 7 Care, Feeding, and Troubleshooting	345
	Index	363

Table of Contents

Introduction **1**

Highlights of Windows 7 2
Versions of Windows 7 3
What You'll Find in This Book 4
Let's Begin 6

1 Getting Started with Windows 7 ..... **9**

Starting and Stopping Windows 7 10
Starting Windows 7 11
Using the Start Menu 13
Finding What You Need on the Start Menu 13
Learning the Taskbar 17
Learning Taskbar Tools 17
Navigation Basics: Using the Mouse and Keyboard 22
Using the Mouse 22
Working with Windows 26
Starting a Program 26
Opening a Document 29
Switching to a Different Window 30
Arranging Windows 31
Getting the Help You Need 35

2 Preparing Your Windows 7 PC **41**

Transferring Files 42
Using Windows Easy Transfer 42
Setting Up Programs 45
Setting Up Your Printer 48
Getting Ready to Use Hardware 51
Updating Drivers 53
Setting Up Internet Connections 56
Managing Your PC Power 59
Preparing for Recovery 62

3 **Getting and Staying Connected: Phones, Devices, and Tablets** **67**

Connecting Devices to Windows 7 68
Syncing Your Phone 69
Syncing Your MP3 Player 75
Moving Files from a Flash Drive 79
Setting Up Your Drawing Tablet 82
Getting Started with Your Drawing Tablet 82

4 **Securing Your Windows 7 PC** **89**

Working with the Action Center 90
Working with an Action Center Alert 92
Setting Up User Accounts 97
Setting a Password 102
Using Windows Defender 105
Turning on Your Windows Firewall 109
Changing User Account Control Settings 111
Changing User Account Control Settings 111

5 **Find What You're Looking for—Fast!** **115**

Performing a Simple Search 116
Using the Search Box 117
Using the Search Folder 119
Extending a Search 120
Understanding Search Filters 121
Expanding Your Search 122
Searching Online 123
Customizing and Saving a Search 126
Creating a Custom Search 126
Saving Your Search 129

6 **Exploring, Downloading, and Running Programs** **133**

Finding and Starting a Program 134
Working with Program Windows 138
Exploring a Program Window 139
Copying Content Between Programs 141
Closing a Program 143
Downloading and Installing Programs 144
Getting Ready to Download a Program 145
Purchasing, Downloading, and Installing a Program 147
Repairing and Uninstalling Programs 149
Repairing Installations 149
Uninstalling Programs 150
Working with Gadgets 153
Display Running Gadgets 154

7 **Organizing Files and Folders** **161**

Working with Windows 7 Libraries 162
Getting Started with Windows 7 File Libraries 162
Taking a Look at Windows Explorer 164
Using the Navigation Pane 166
Adding Folders to Libraries 167
Creating a Library 168
Arranging Library Display 171
Managing Folders 173
Finding the Folder You Want 173
Removing Folders 180
Finding, Organizing, and Sharing Your Files 181
Finding Files 181
Previewing Files 182
Displaying and Updating File Information 183
Tagging Files 184
Compressing and Uncompressing Your Files 189

8 **Doing the Web Thing (Plus Email and Calendars, Too)** **193**

Getting Online with Internet Explorer 194
Starting Internet Explorer 194
A Look Around the Internet Explorer Window 195
Displaying Browser Toolbars 197
Using the Notification Bar 198
Selecting Your Home Page 199
Browsing and Searching the Web 200
Navigating the Web 202
Searching for Information 204
Adding a Search Provider 206
Working with Tabs 210
Opening a New Tab 210
Changing the Tab Display 211
Displaying Colorful Tabs 212
Pinning a Site to the Taskbar 213
Working with IE9 Tools 215
Changing Site Display 217
Adding and Managing Favorites 218
Viewing Your RSS Feeds 223
Adding Web Slices 226
Securing Your Browsing Experience 227
Blocking ActiveX Controls 228
Sending a Link by Email with Windows Live Mail 235
Sending Mail 236

9 **Ready, Set, Media!** **241**

Watching TV and Movies on Your PC 242
Looking Around the Windows Media Center Window 243
Watching Internet TV on Your PC 245
Watching Live TV on Your PC 249
Recording a Series or a Show 251
Setting Recording Options 252
Sharing Media on Your Phone 256

Enjoying Media with Windows Media Player 258
Exploring the Windows Media Player Window 259
Playing Tunes in Windows Media Player 260
Creating a Playlist 265
Streaming Your Media 268
Viewing the Media Guide 271

10 **Cataloging and Fine-Tuning Your Photos** **275**

Adding Pictures to Your PC 276
Connecting Your Camera and Downloading Pictures 276
Adding and Viewing Pictures from Your Phone 278
Viewing Photos on Windows Phone 7 278
Viewing Photos in the Pictures Library 281
Looking Around the Pictures Library 281
Viewing Pictures in the Picture Library 282
Using the Windows Photo Viewer 284
Managing Your Pictures 287
Rotating Pictures 288
Tagging Pictures 292
Sharing Your Pictures 296
Printing Pictures 299
Printing Your Photos 299

11 **Personalizing Windows 7** **303**

Changing Your Desktop 303
Choosing a New Background 304
Choosing a Desktop Theme 306
Adjusting the Look of Windows 7 310
Choosing a Color Scheme 310
Changing the Font Size 314
Adjusting the Mouse 320
Changing Mouse Pointers 320
Changing System Sounds 325

12 **Networking—at Home and on the Road** **329**

Setting Up a Home Network 330
Gathering Your Equipment 330
Getting Started with a HomeGroup 335
Creating and Setting Up a HomeGroup 336
Using Your HomeGroup 340

13 **Windows 7 Care, Feeding, and Troubleshooting** **345**

Updating Windows 7 346
Backing Up and Restoring Your Files 349
Backing Up Your Files 349
Using System Tools 354
Disk Cleanup 354
Disk Defragmenter 356
Compatibility with Windows 7 357
Using the Windows Compatibility Center 358

Index **363**

This page intentionally left blank

About the Author

Katherine Murray has been writing about technology since before Microsoft Windows—*any* Microsoft Windows—even existed. She's worked with every consumer version of Windows that has ever been made, marveling with the masses at Windows 3.1, swearing at Windows ME, enjoying Windows XP, and threatening to throw her computer off the roof, thanks to Windows Vista. Now with Windows 7, she feels we have arrived at a sleek, smart, reasonably lightweight operating system that does pretty much what most users need it to do. She started writing about technology 24 years ago and still enjoys it, specializing in Microsoft Office technologies and the fascinating ways in which we stay in touch with each other through cloud technology, blogging, social media, and more. You'll find Katherine's blog, BlogOffice, at www.murrayblogoffice.blogspot.com. In addition to writing books, she writes regularly for CNET's TechRepublic and Windows Secrets.

Dedication

This book is dedicated to the folks who just want their computers to work, simply and easily, so they can get on with the really fun things in life (like grandchildren!).

Acknowledgments

Most creative projects require the talents and know-how of a number of people, and this is certainly true in the world of book publishing. Many thanks to the whole crew at Que Publishing for their insight, encouragement, and great editing all the way through *My Microsoft Windows 7 PC*. Special thanks to Loretta Yates for thinking of me for this project and to Laura Norman, series editor, for her experience and good suggestions on practical preparations for this project. I also greatly appreciate the expertise of Todd Brakke, development editor; Lori Lyons, project editor; Chuck Hutchinson, copy editor; and Sharon Fields, technical editor, who helped ensure that everything you find in the book is accurate and easy to read.

It's been a real pleasure for me to come back to Que and write after all these years. My career in technical writing began at Que way back in 1987 (really!), when I wrote *Using PFS: First Publisher.* The world has changed since then, but it's great to see that Que's caring about quality has been a constant all the way along.

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As Editor-in-Chief for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Service group, however, where I will forward specific technical questions related to the book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Greg Wiegand
Editor-in-Chief
Que Publishing
800 East 96th Street
Indianapolis, IN 46240 USA

Reader Services

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.

This page intentionally left blank

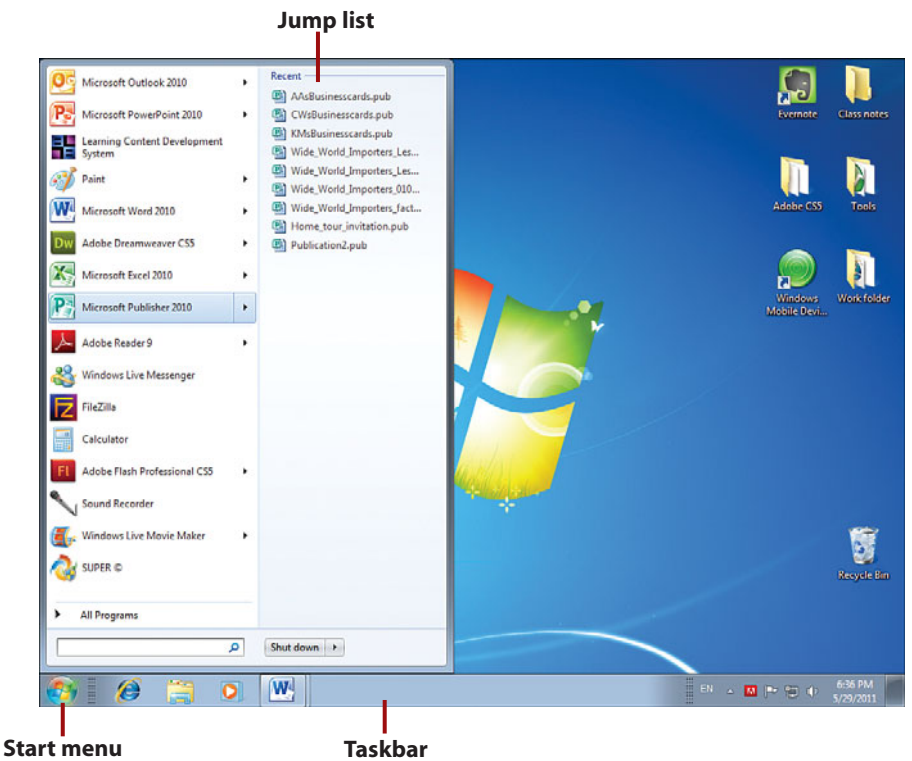
Introduction

If you're new to computers (or even if you're not), you might not be too familiar with what your operating system can do for you. Many people purchase their computers with a specific set of tasks in mind. You want to check email, update your favorite social media sites, and browse and shop online. Or you plan to use your home computer to work on the files from work you're not quite finished with. Or maybe you're interested in organizing your photos, music, or videos in a way that makes them easy to find later.

In this book, you'll learn how to use Windows 7 to do all these things—and more—on your Windows 7 PC. We'll begin with a simple introduction to your machine, and soon you'll know how to connect various devices to your system and get Windows 7 talking to them. Throughout the rest of this book, you'll learn how to accomplish all the other basic tasks you'd like to master with Windows 7, including setting up security and privacy measures for your system, finding files, preparing media, working with pictures, networking your home computers, and much, much more.

Highlights of Windows 7

Windows 7 gives you a simple, streamlined way to work with the programs, files, and settings on your computer. As you'll learn in more detail in Chapter 1, the screen is easy to understand and navigate, and mouse and keyboard techniques are easy to learn. The familiar Start menu has been enhanced to give you easy access to programs and files of all sorts, and the taskbar, along the bottom of your window for starters, makes it simple to choose the file and program you want to work with.



Windows 7 includes several features that make getting to the files and programs you want—or enjoying music, movies, or pictures on your computer—easier than ever. These new features include

- Jump lists, which enable you to move directly to a file you want when you click a program icon—either in the Start menu or on the taskbar
- Taskbar previews, which show you a thumbnail image of the file when you hover the mouse pointer over the application icon on the taskbar

- Snap, Shake, and Peek, which make it simple for you to view and arrange open windows
- Homegroups, which give you a way to easily share files and printers on a home network
- Remote Media Streaming, which lets you listen to or watch the media on your home PC no matter where you are by connecting over the Internet
- Play To, which enables you to play music or movies on another computer or device in your home
- Touch capability, which lets you use the touch capability of your monitor to point to, open, select, and even paint images on the screen

You'll find these features covered throughout this book in the appropriate chapters. Note that to be able to take advantage of some of the features—such as Homegroups, Remote Media Streaming, or touch capability—you must have other computers connect to your Windows 7 PC or home network, or use a touch-capable device.

Versions of Windows 7

Windows 7 is available in several different editions, each of which offers capabilities related to what you want to accomplish with your PC:

- Windows 7 Starter is available on netbook computers. It is a lightweight version of Windows 7 that makes it easy to connect to wireless networks, add and set up devices, and work with the programs and files you need.
- Windows 7 Home Premium is designed to shine a spotlight on all your media, while giving you access to all the programs and files you need. You can easily set up a home network, watch and record Internet TV, and share music and media.
- Windows 7 Professional is geared toward the business user, offering a reliable and secure experience and making it easy to add devices and back up your files.
- Windows 7 Ultimate combines the features of Home Premium and Professional with enhanced security features such as BitLocker, which can protect your files against loss or theft.

Oranges to Oranges

If you want to compare the different versions of Windows 7 to see which edition works best for you, visit www.windows.microsoft.com.

What You'll Find in This Book

This book takes a practical and visual approach to showing you just the tasks you need to know to make the most of your Windows 7 PC. You'll find out how to set up, manage, and secure your hardware and software and discover ways to customize Windows 7 so that it works the way you do. Specifically, here's what you'll find:

- Chapter 1, "Getting Started with Windows 7," introduces you to Windows 7 and demonstrates how to use the Start menu and taskbar. You'll also learn how to use the mouse and keyboard, find out how windows operate, and find out how to get help.
- Chapter 2, "Preparing Your Windows 7 PC," shows you how to transfer your files and get everything set up and ready to roll in Windows 7. You'll also set up your printer, make sure you have Internet access, and learn about managing your PC's power.
- Chapter 3, "Getting and Staying Connected: Phones, Devices, and Tablets," shows you how to set up and manage devices with your Windows 7 PC.
- Chapter 4, "Securing Your Windows 7 PC," introduces you to the Action Center and shows you the ins and outs of setting passwords, creating user accounts, updating your security settings, turning on a firewall, backing up your files, and creating trusted contacts.
- Chapter 5, "Find What You're Looking For—Fast!" takes a close look at all the techniques you need for searching for specific files on your computer. You'll learn how to tailor your search to get accurate results and search on various file properties as needed.
- Chapter 6, "Exploring, Downloading, and Running Programs," begins by exploring the Windows 7 gadgets already installed on your Windows 7 PC. You'll also discover how to locate and launch a program, create a program shortcut, use the Task Manager, download a program from the Internet, and install and run programs.

- Chapter 7, "Organizing Files and Folders," starts off with coverage of the new Windows 7 libraries and then shows you how to add and remove folders in Windows Explorer. You'll also learn about changing file views, previewing files and folders, hiding folders, and sharing files in a variety of ways.

- Chapter 8, "Doing the Web Thing (Plus Email and Calendars, Too)," takes you online with Internet Explorer 8 and goes through the basics of secure browsing. You'll learn to work with multiple web pages, view Quick Tabs, add pages to your favorites list, and learn what web slices are all about.

- Chapter 9, "Ready, Set, Media!" introduces you to all things media on your Windows PC. You'll learn about Windows Media Player and Windows Media Center, find out how to sync media with your phone, discover how to create audio CDs, stream your media, change video display modes, record sound, make movies, and much more.

- Chapter 10, "Cataloging and Fine-Tuning Your Photos," helps you download your pictures to your PC and view them in your Pictures Library and in the Windows Photo Viewer. You'll find out how to create a Picture Slide Show; tag the photo files; and organize, share, and print your pictures.

- Chapter 11, "Personalizing Windows 7," shows you how you can tweak Windows 7 so that it fits the way you like to work and play. Choose a new theme, change your desktop, adjust the color scheme and font size, customize the way your mouse works, and add new alert sounds if you like.

- Chapter 12, "Connecting to a Network," explores how to create a new home network, add other PCs and a printer, and learn to share files among your computers. You also learn how to create a network connection, log on to available networks, and manage your network connections.

- Chapter 13, "Windows 7 Care, Feeding, and Troubleshooting," wraps up the book with information about how to upgrade your version of Windows 7, install and uninstall programs, and problem-solve any challenges you may be having with your PC. You'll also learn about the various diagnostic tools that are part of Windows 7 so that you can check your system regularly and keep things running smoothly.

The chapters are organized so that you can jump in and read about whatever interests you most, or you can choose to go through the book sequentially if you like. Along the way, you'll find tips, notes, and two kinds of sidebars: Go Further, which gives you additional information about getting more from the topic at hand, and It's Not All Good, which lists common pitfalls and trouble spots you can watch out for.

Let's Begin

If you have a new PC that you haven't yet set up, go ahead and unbox it and follow the instructions in the system to connect the system unit, monitor, keyboard, and mouse. You can also connect your printer if you have one. Have the disc that came with your computer handy. The first time you press the Power button, Windows 7 will start. The screen will likely walk you through a number of steps as your computer is configured for the first time. Follow along with the onscreen prompts and provide information as needed. When the desktop appears, with the Windows 7 Start button in the lower-left corner, you're ready to begin.

When you're ready, turn the page and let's get started exploring your Windows 7 PC!

This chapter shows you how to connect your devices and sync your files by exploring these tasks:

- Connecting devices to Windows 7
- Synching your phone
- Synching your MP3 player
- Moving files from a flash drive
- Setting up your drawing tablet

3

Getting and Staying Connected: Phones, Devices, and Tablets

Today we live in a connected age. We listen to music on our computers, our phones, and in our cars. It seems as if we're forever moving documents from our work PC to our home computer and over to our laptop, and maybe sending them to our mobile device before we're through. We type, doodle, paint, speak, and meet on just about every conceivable piece of technology, gathering information from our browsers, tablets, phones, and more.

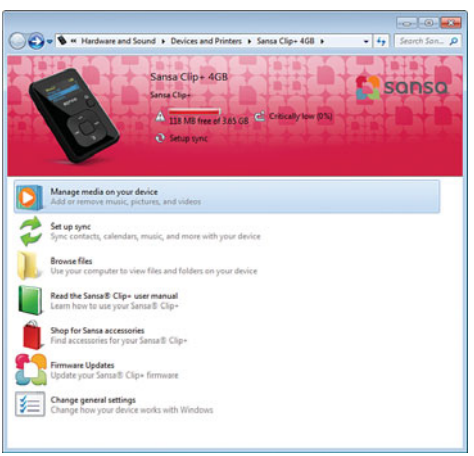
All this connection is a great thing, but sometimes getting all the different pieces of technology communicating can be a bit of a headache. This chapter shows you how to connect your various devices to Windows 7 so that you can share files easily and get on with other, more creative tasks.

Connecting Devices to Windows 7

One of the challenges of being the program everybody wants to plug in to is that you need to be able to accommodate all kinds of different hardware and software. This means that even though Microsoft offers several ways devices can connect to Windows 7, the hardware manufacturer—the company that manufactured your mobile phone, for example—must provide the driver needed for the device to recognize the specific Windows 7 tool designed to help the device sync up.

This means that Device Stage, for example—the newest and smartest connectivity utility offered by Windows 7—is available for your device only if the device manufacturer has created the necessary driver for the device to be able to use Device Stage.

So depending on the device you're connecting to Windows 7 and the drivers available for that device, you may see the following:



- Device Stage, which was introduced in Chapter 2, "Preparing Your Windows 7 PC," helps you sync your device to Windows 7 and share photos, music, files, and more.

- Windows Mobile Device Center is a utility that was first made available for Windows Vista and now is part of Windows 7. If your device requires it, you need to download Windows Mobile Device Center from Microsoft Downloads. (You learn how to do that later in this chapter.)

Windows 7 Sync Center: For Networks Only

The Windows 7 Sync Center, although it might *sound* as though you could use it to sync your devices, is really intended to synchronize files when you're working on and off a network. The Sync Center keeps track of the files that have been synchronized and updates files as needed.

Yes, it's a little confusing, but the bottom line is this: Make sure your Windows Updates are turned on so that you always have the most current version of Windows 7. Chances are that the most important drivers you need to keep Windows 7 communicating happily with your devices will be updated automatically through the Windows Updates you receive. But it's a good idea to check your device manufacturer's website regularly or use the steps in the "Updating Drivers" section in Chapter 2 to make sure you have the most recent version of the driver available for your device.

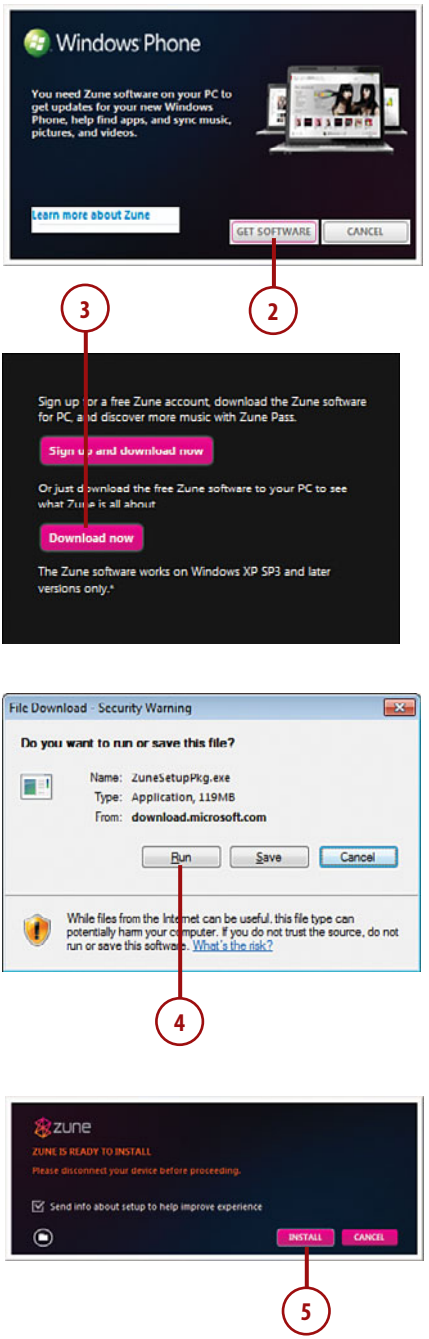
Syncing Your Phone

No matter what kind of smartphone you're using, you can sync the phone with Windows 7 and transfer files—including pictures, music, videos, and Office Mobile documents—to your computer. This gives you great flexibility in the media and files you enjoy on your phone and enables you to share the files with your computer so you have access to them anywhere. The process is different, depending on the operating system of the phone you use.

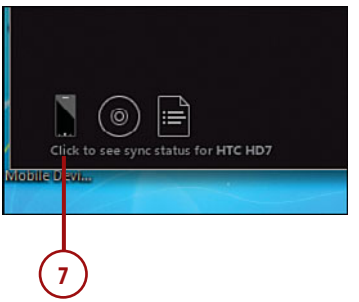
Connecting Your Windows Phone 7

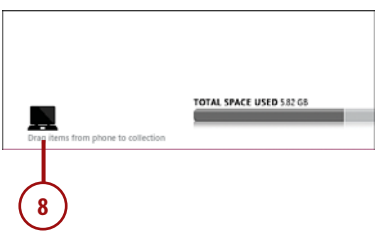
Excitement is growing about the Windows Phone 7 because of its beautiful touchscreen, full-featured mobile operating system, and easy integration with Microsoft programs. This phone—which is available from a handful of providers—enables you to make the most of touch capability and download and use more than 10,000 apps.

1. Begin by connecting your phone to a USB port on your computer.
2. When prompted, click Get Software.
3. You are taken to Microsoft's Zune site. Click Download Now.
4. In the File Download dialog box, click Run to download the software and click Run again.
5. Disconnect your phone as prompted and click Install.



6. You are prompted to let the Zune software restart your computer and then reconnect your Windows 7 phone. The Zune software launches automatically.
7. To begin the sync, click Start and then click Skip. Click the icon in the lower-left corner of the Zune window to check your phone sync status.
8. Click the phone and PC icon (alternately) to sync items from the phone to your computer and vice versa. Drag and drop the files you want to sync.





Subsequent Syncs

After you set up your initial synchronization, Zune updates your files automatically whenever you connect your phone to your PC. You can change your sync preferences by clicking Settings in the upper-right area of the Zune window.

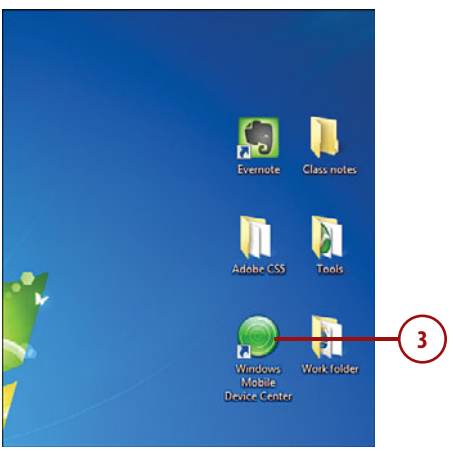
Disconnecting Your Windows 7 Phone

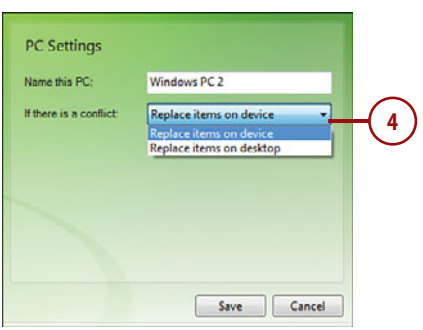
Remember to remove your Windows 7 phone safely by clicking the Show Hidden Icons arrow in the notification area, clicking the Safely Remove Hardware icon in the gallery, and choosing to eject your phone.

Connecting Your Windows 6 Phone

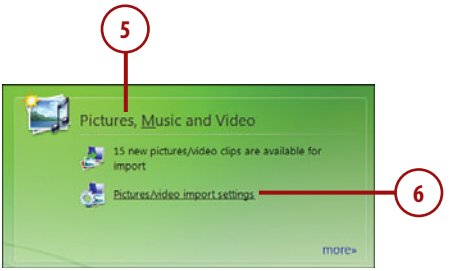
If you're using a Windows phone model made prior to Windows Phone 7, your phone uses an earlier mobile operating system, such as Windows Mobile 6.5. This means that you need to download and install Windows Mobile Device Center (instead of Zune, for the Windows Phone 7) to be able to synchronize the files on your phone and your computer.

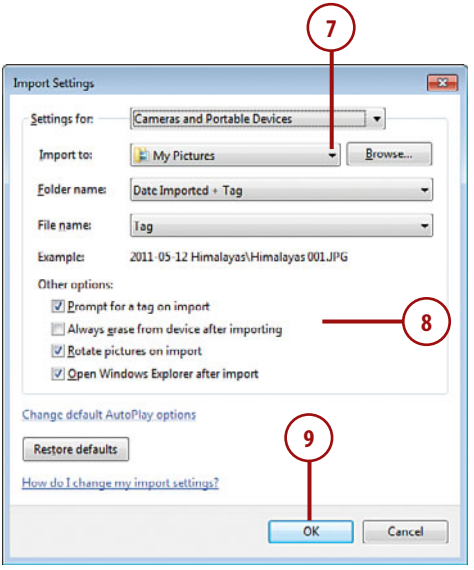
1. Using your web browser, go to Microsoft Downloads (www.microsoft.com/downloads) and enter **Windows Mobile Device Center** in the search box.
2. Click Microsoft Windows Mobile Device Center 6.1 for Windows Vista (32-bit or 64-bit, depending on which type of computer you have).
3. After you download and install the software (the utility will lead you through the steps), plug your phone in to an available USB port and double-click the Windows Mobile Device Center icon on your desktop.
4. Click Mobile Device Settings and choose how you want Windows Mobile Device Center to handle any conflict when syncing files between your phone and PC.





5. Set sync preferences for picture files by clicking Pictures, Music and Video.
6. Click Pictures/Video Import Settings.
7. Click the arrow and choose the location where you want imported files to be stored.
8. Change other import options as needed.
9. Click OK.





Yes, It's Okay That It Says "Vista"

Even though the Windows Mobile Device Center *says* Windows Vista, it works with Windows 7 as well.

Not Sure Whether You Have a 32-bit or 64-bit Computer?

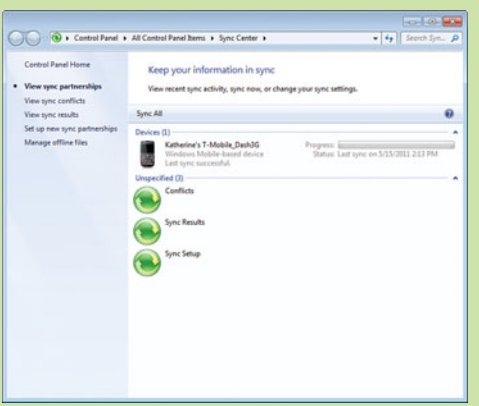
There's an easy way to check the type of computer you have. Click Start, and on the right side of the Start menu, right-click Computer. Click Properties. The value to the right of the System Type item tells you whether you're using a 32-bit or 64-bit PC.

>>> Go Further

WHATEVER HAPPENED TO ACTIVESYNC?

If you've use Windows phones previously with a Microsoft Windows operating system, you may be wondering what happened to ActiveSync, which was used to synchronize devices. Windows Mobile Device Center is an improved version of ActiveSync, which was originally designed for Windows Vista.

Windows Mobile Device Center works with Sync Center (remember that?) to create a mobile partnership and manage the synchronization of your files among the PC and supported devices. Sync Center also manages file relationships so that you have the most current versions of files whether you're working connected to a network server or using an offline PC or device.



You can check the sync status in Sync Center by clicking the Sync Center icon in the Show Hidden Icons gallery in the notification area. Sync Center tells you when the most recent sync was performed and lists any outstanding sync operations.

The Apple Doesn't Fall Far from the Tree

If you're using an iPhone or an iPod Touch, you still need to use Apple iTunes to sync your files. After you set up iTunes to run in Windows 7, however, all you need to do to synchronize your devices is to connect it with the cable that came with the device. You can find out more about Apple iTunes by going to www.apple.com/itunes/.

Syncing Your MP3 Player

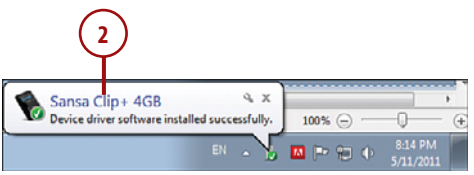
Your MP3 player probably gives you lots of joy, enabling you to take your favorite albums, podcasts, and more basically anywhere you want to go—to the gym, on your bike, on the trail, at your desk. Windows 7 makes it easy to sync your MP3 player and transfer the audio files you want to listen to so you'll have your tunes on the road.

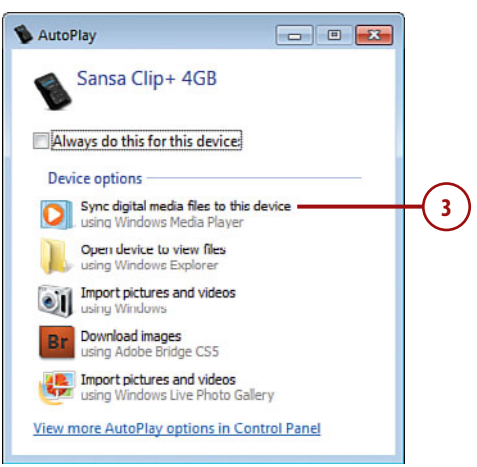
Many different types of MP3 players are available, of course, and some will have their own software requirements and sync with Windows 7 in different ways. Your iPod, for example, uses iTunes to sync your media. This section describes one way you can sync your MP3 player and set device preferences, but be sure to follow the on-screen prompts for your particular device if the process you experience is somewhat different from the ones described here.

Copying Files to Your MP3 Player

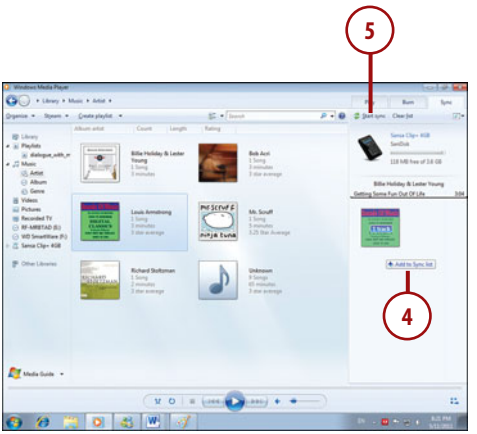
The easiest way to move files to your MP3 player is to choose the option Windows 7 presents to you as soon as you connect the device to your USB port.

1. Connect the device to your Windows 7 PC.
2. Windows 7 displays a message that the driver has been installed.
3. Choose Sync Digital Media Files to This Device from the AutoPlay dialog box that appears after the driver is installed.





4. In Windows Media Player, drag the files, playlists, or albums you want to sync to the column on the right.
5. Click Start Sync. Windows Media Player shows you the status of the synchronization and then lets you know that it's safe to remove your MP3 player from the USB port.



Where's Device Stage?

Not all devices appear in Windows 7 Device Stage. Because Device Stage is a new utility in Windows 7, not all third-party manufacturers have produced drivers that enable devices to use Device Stage for synchronizing and file management. You can check with the manufacturer of your device to see whether an update is available for the device model you have.

A Tiny Little USB

When you prepare to connect your MP3 player to your PC, you'll notice that the USB cable for connecting the device is different from the ones you use to connect other hardware to your computer. When you connect your printer to your PC, for example, the USB cable has what are called type A or B connectors at either end. Your MP3 player likely uses a mini or micro-USB cable, which has a small USB connector on one end and a traditionally sized USB connector on the other. Plug the small end into the port on your MP3 player and plug the regular-sized USB connector into an available USB port on your PC. Because the number of different USB cable connectors can get confusing, the important thing is to use the cable that came with your device. Windows 7 will do the rest!

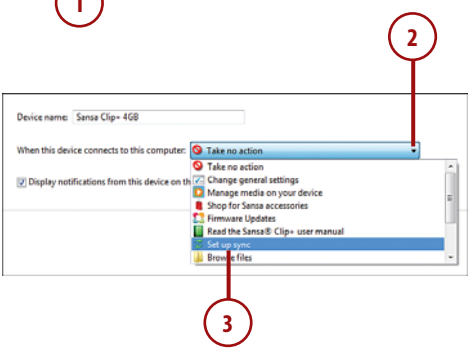
Setting Connection Defaults

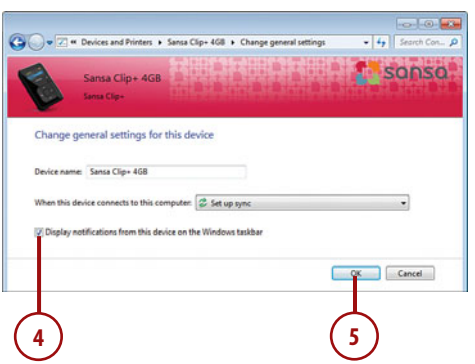
You can set up the way Windows 7 responds when you connect your MP3 player by changing the general settings for the device.

1. From the Device Stage window, click Change General Settings.
2. Click the arrow for the option that controls what happens when the device is connected to the computer.
3. In the list, click the action you want Windows 7 to take.
4. Leave the notifications check box selected.
5. Click OK.

Changing Connection Settings

You can change the connection behavior for your device at any time. In the Device Stage, click Change General Settings and repeat the steps in the list. If your device doesn't open Device Stage, click Start, click Device and Printers, right-click the device icon, and choose the option you want to set from the displayed list.





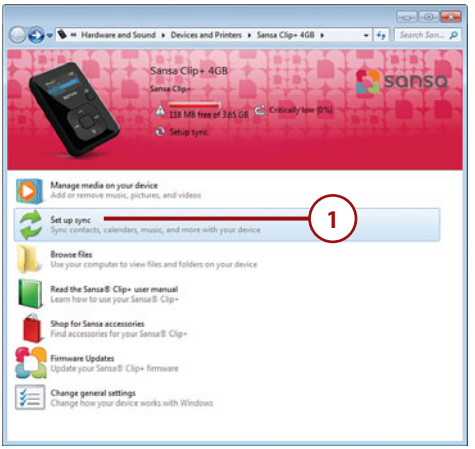
Specifying Sync Options

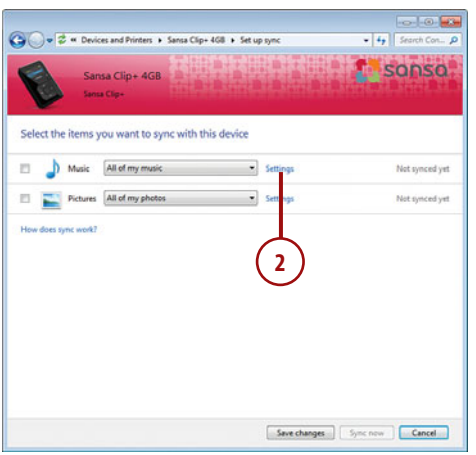
You can choose the way Windows 7 syncs the files on your device by choosing one-way or two-way synchronization. One-way synchronization syncs the files in one direction only—for example, from your media library on your PC to your MP3 player. Two-way synchronization syncs the device and the computer both ways, so both systems have the same files.

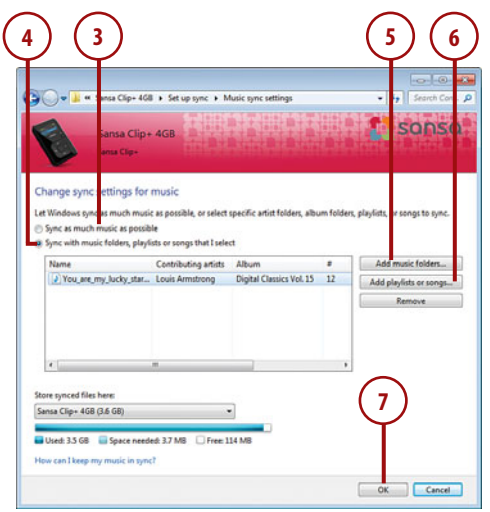
1. Click Set Up Sync from the device's Device Stage window.
2. Click Settings for the item you want to change.
3. Click to save as much music as you have room for.
4. Click to specify the folders, songs, or playlists you want to sync to your device.
5. Click to add specific folders to the sync.
6. Click to choose a playlist or songs.
7. Click OK to save the settings.

Keeping Track of Space on Your Device

Windows 7 shows you how much space is used on your device, how much is needed for the folders and files you want to sync, and how much space is left over.







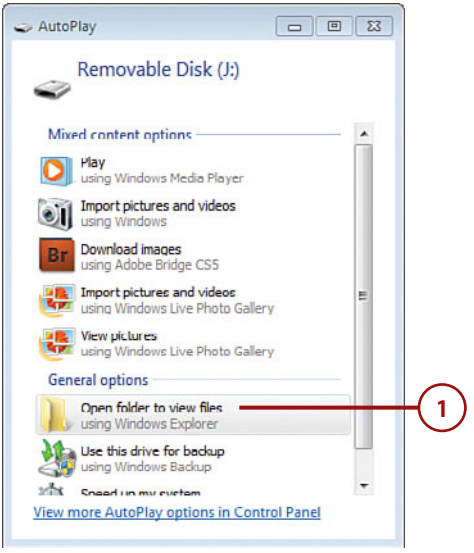
Moving Files from a Flash Drive

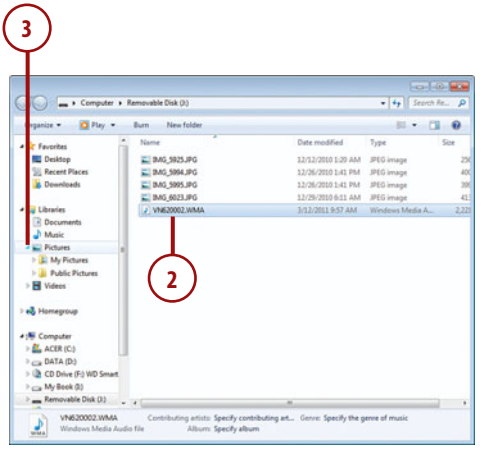
Small storage devices, called *flash drives* or *thumb drives*, enable you to easily move files from one device to another when you don't have the option of sharing a network or when the files you want to share are too big to attach to an email message.

Viewing and Moving Flash Drive Files

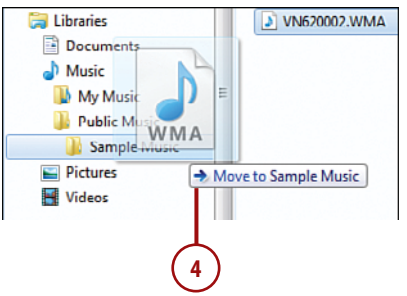
When you first connect the flash drive to your USB port, Windows 7 automatically senses the addition and displays the AutoPlay dialog box so that you can tell the program what to do next.

1. Click Open Folder to View Files.
2. In Windows Explorer, select the file(s) you want to transfer.
3. Click a folder arrow to locate the subfolder you want to use to store the file(s).





4. To move the file, press and hold the Shift key and drag it to the folder.
5. Release the mouse button and Shift key.



Selecting Multiple Files

Of course, you don't have to move files one by one. If you want to select all the files on the flash drive, press Ctrl+A. If you want to choose a couple of the files that happen to be next to each other, click the first file you want, press and hold Shift, and click the last file in the set you want to move. If you want to choose different files on the flash drive that are not beside each other, press and hold Ctrl and click each file you want to move.

Copying Files from the Flash Drive

If you want to leave the files on the flash drive and copy a version of the files to your Windows 7 PC, click the files you want to copy and then drag them to the destination folder. By default, Windows 7 copies the files you drag, leaving the originals intact in the original folder.

Compressing Many Files

If you have many different files you want to move or copy to a new location, you can compress all the files into one before you move them. To get the specific steps on compressing files, see Chapter 7, "Organizing Files and Folders."

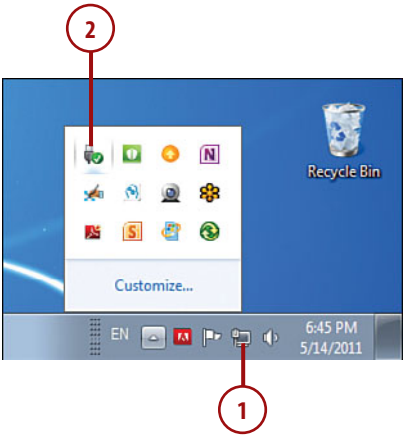
Removing the Flash Drive

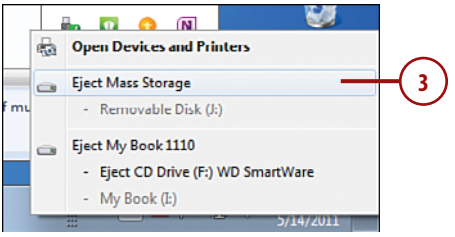
When you're ready to remove the flash drive, it's a good idea to let Windows 7 close the drive properly before you remove it. Chances are everything will be fine if you just pull the drive out of the port, but why take a risk when removing it the safest way takes only two extra clicks?

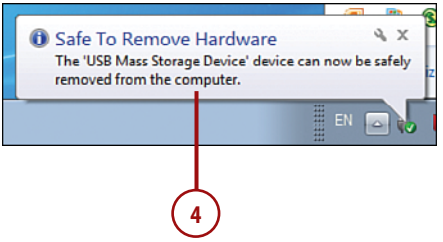
1. Click the Show Hidden Icons arrow in the notification area.
2. Click the Safely Remove Hardware icon.
3. Click the flash drive in the list.
4. When you see the Safe to Remove Hardware message, remove the flash drive.

On Second Thought...

If you decide you want to check something on the flash drive after you've used the Safely Remove Hardware tool, Windows 7 isn't able to view the contents of the drive unless you remove the drive from the port and reinsert it.







>>> Go Further

BOOSTING PERFORMANCE WITH READYBOOST

If you love the idea of optimizing the performance of your computer and accessing your files as quickly as possible, you may want to use your flash drive as additional memory. Windows 7 includes a feature called ReadyBoost that enables you to use the flash drive as a disk cache, or a segment of memory that stores data in such a way that it can be accessed more quickly.

You can use a number of different storage devices with ReadyBoost: a USB flash drive, SD card, flash memory, or CompactFlash. When you connect the device, the Windows AutoPlay dialog box appears. You can click the ReadyBoost tab to set the amount of space you want to use as the disk cache.

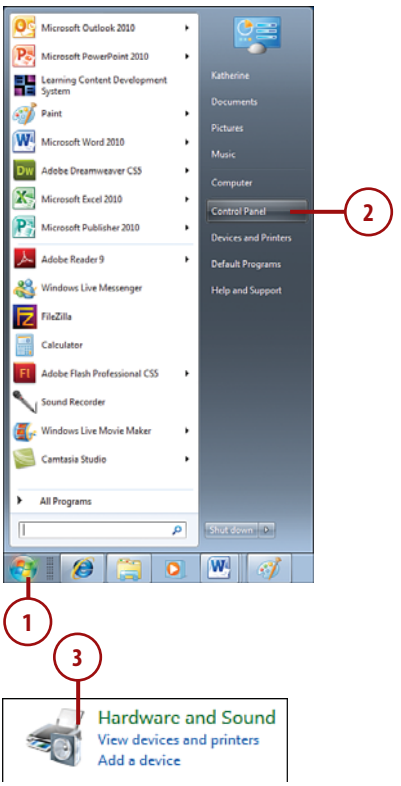
Setting Up Your Drawing Tablet

Depending on the type of work you do, a drawing tablet may be part of your normal toolkit. No matter what manufacturer made the drawing tablet you have, the device came with a CD that includes installation software, drivers, and possibly a manual for your device. Install the manufacturer's software before you plug the device into Windows 7. The software probably walks you through the steps of calibrating the tablet so that it responds to your handwriting and gestures. You can also specify settings (or tweak things that aren't working well) by using the Control Panel.

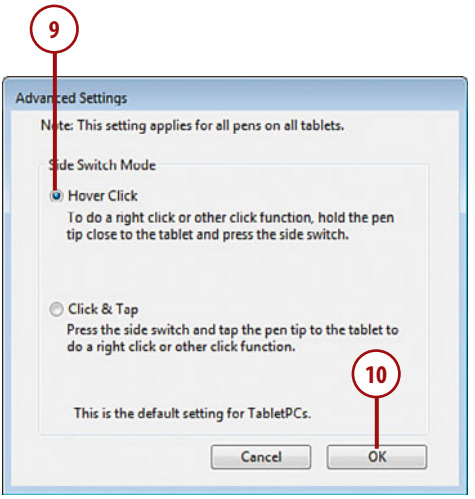
Getting Started with Your Drawing Tablet

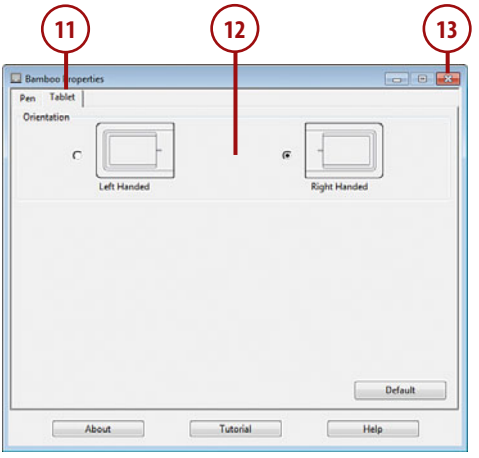
Windows 7 includes a number of settings you can customize so that your drawing tablet will work the way you want it to in Windows 7. The types of settings may vary depending on the capabilities of your tablet model, but the steps here give you a sense of how to find and set drawing tablet options.

1. Click Start.
2. Click Control Panel.
3. Click Hardware and Sound.
4. Scroll down to the area that reflects your tablet and click Set Up Your Pen and Tablet.
5. Click the arrows and click your choice to select the way you want the pen buttons to function.
6. Adjust the Soft-Firm slider to change the feel of the pen tip.
7. Choose whether you want to hear an audible click when you use the tablet.
8. Click Advanced.



9. Choose how you want Windows 7 to recognize right-clicks on the pen.
10. Click OK.
11. Click Tablet for more options.
12. Click to choose right-handed or left-handed use.
13. Click the close box to save your settings.





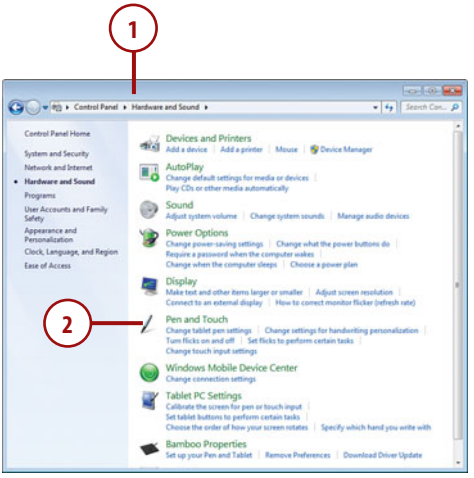
Different Strokes for Different Folks

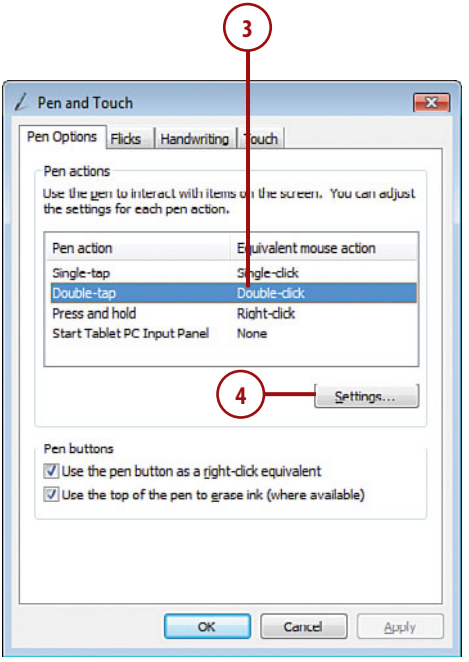
The settings shown here are part of the configuration for a Bamboo drawing tablet, so if you are using a tablet made by a different manufacturer, you may see different options from the ones shown here.

Choosing Preferences for Your Tablet

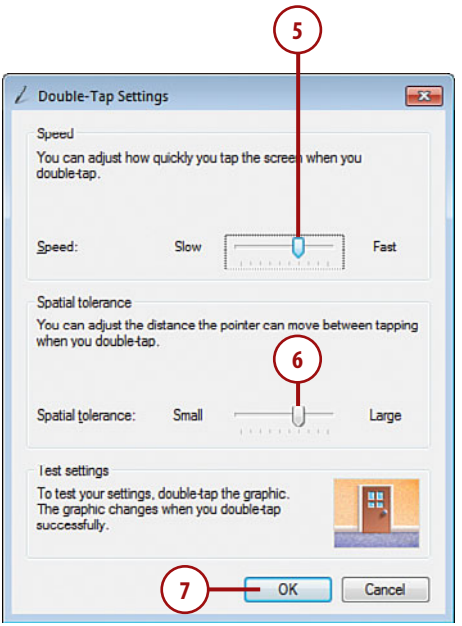
Windows 7 includes a number of settings you can customize so that your drawing tablet works the way you want it to in Windows 7.

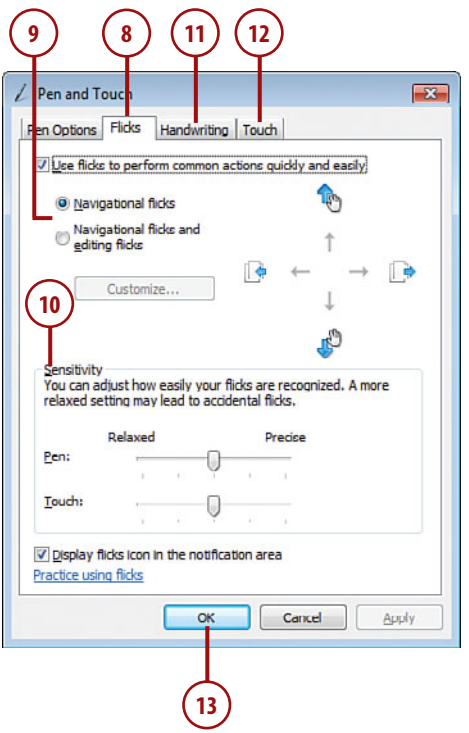
1. Display the Hardware and Sound screen of the Control Panel.
2. In the Pen and Touch area, click Change Tablet Pen Settings.
3. In the Pen Options list, click Double-Tap.
4. Click Settings.





5. Adjust the slider to control the speed for double-tapping.
6. Change the Spatial Tolerance setting to allow space in the double-tap.
7. Click OK to save your settings.
8. Click the Flicks tab.
9. Click whether you want to use flicks to navigate onscreen or use them for both navigation and editing.
10. Choose how sensitive you want the tablet to be to flicks and touch.
11. Click the Handwriting tab and choose whether you want Windows 7 to learn automatically from your handwriting on the tablet.
12. Click Touch and choose your preferences for using touch on the device.
13. Click OK to save your preferences.





Customizing Flicks

If you click Navigational Flicks and Editing Flicks, the Customize button becomes available. You can click Customize to adjust the flick controls for all directions of the pen and even create your own custom flick actions.

Index

A

accepting recommended backup locations, 350

accessing
- favorite websites in Favorites bar (Internet Explorer), 221
- shared files in HomeGroups, 341
- themes online, 308

Action Center
- alerts, 92-95
- messages, archiving, 94
- problem reporting, updating, 95-97
- system status, reviewing, 90-91

activating
- Sleep mode, 12
- Windows Defender, 109
- Windows Firewall, 109

ActiveSync, 74

ActiveX controls, blocking in Internet Explorer, 228-229

adapters, wireless network adapters, 331

Add Web slices tool (Internet Explorer), 226-227

adding
- computers
  - *to HomeGroups, 338*
  - *to wireless networks, 333*
- favorite websites to Favorites bar (Internet Explorer), 219-220
- folders
  - *to Favorites list, 179*
  - *to libraries, 167-168*
  - *to My Pictures folder, 287-288*
- gadgets to desktop, 156
- printer properties, 51
- programs to Startup folder, 47
- search providers to Internet Explorer, 206, 209
- user accounts, 98

adjusting
- date and time, 318
- desktop, font size, 314
- screen resolution, 316-317

Administrator account
- passwords
  - *changing, 104-105*
  - *setting, 103-104*
- user accounts, customizing, 99

administrator status, checking, 44
Aero, 307, 310
alerts (Action Center), 92-95
antispyware, Windows Defender, 105
appearance of taskbar, changing, 20
applications
  downloading, 145-147
  installing, 148-149
  pinning to Start menu, 14-16
  pinning to taskbar, 21
  starting, 26-27
  windows, 139-140
applying filters to searches, 121
archiving Action Center messages, 94
arranging windows, 31-33, 141
Ask tool, 38
audio, selecting sound scheme, 325-326
auto-hiding taskbar, 18
automatic updates
  settings, viewing, 149
  turning on, 346-348

B

background image, selecting, 304-306
backing up files, 349-351
  files, restoring, 352-354
  recommended backup locations, 350
Balanced power plan, 59
blocking ActiveX controls in Internet Explorer, 228-229
browsing history, viewing in Favorites bar (Internet Explorer), 225-226
burning
  CDs in Windows Media Player, 267-268
  photos to disc, 298
buttons
  mouse buttons, changing, 324-325
  Show Desktop, 141

C

calendar (Windows Live Mail), 237
Calendar gadget, 154
cameras. *See* digital cameras
cascading windows, 31
changing
  appearance of taskbar, 20
  date and time, 318
  desktop icons, 309-310
  folder views, 177-178
  font size, 314
  gadget settings, 157
  library display, 171
  mouse buttons, 324-325
  mouse click speed, 322-323
  mouse pointer, 320-321
  notification area, 21-22
  passwords, 104-105
  playback order in Windows Media Player, 264
  power management plan settings, 60
  screen resolution, 316-317
  size of Start menu icons, 15
  User Account Control settings, 111-112
  Windows Firewall settings, 110
checking
  administrator status, 44
  hardware device properties, 52
  network status, 334-335
choosing
  background image, 304-306
  default programs, 45-46
  desktop color scheme, 310, 313-314
  desktop theme, 306, 308
  power management plan, 59-60
  screen saver, 319-320
  sound scheme, 325-326
  Windows 7 version, 10
click speed (mouse), changing, 322-323
clocks, adjusting date and time, 318
Clock gadget, 154
closing
  programs, 143-144
  windows, 34-35

color scheme (desktop), selecting, 310, 313-314
color-coding tabs in Internet Explorer, 213
compatibility, Windows Compatibility Center, 358-360
compressing files, 80, 189-191
computers
  adding to wireless networks, 333
  naming, 340
connecting
  digital camera to computer, 276-278
  Windows Phone 6, 72-74
  Windows Phone 7, 70-71
connection defaults, setting for MP3 player, 77
context menus, displaying, 23
Control Panel
  Action Center
    alerts, 92-95
    messages, archiving, 94
    problem reporting, updating, 95-97
    system status, reviewing, 90-91
  User Account Control, 92, 111-112
  User Accounts and Family Safety, changing passwords, 104-105
cookies, deleting in Internet Explorer, 229-230
copying, 186
  content between programs, 141-143
  files to MP3 player, 75-76
  photos, 279, 289-290
CPU Meter gadget, 154
creating
  libraries, 168-169
  folders, 175, 287-288
  HomeGroups, 336-338
  playlists in Windows Media Player, 265-267
  restore points, 153
  shortcut to programs, 137-138
  system image, 63
  system repair disc, 62
  user accounts, 98
Currency gadget, 154
custom searches, performing, 126-129
customizing
  Aero, themes, 310
  user accounts, 99
  website display in Internet Explorer, 217

D

date and time, changing, 318
default printer, setting, 50
default programs, selecting, 45-46
definition file (Windows Defender), 108
deleting
  cookies in Internet Explorer, 229-230
  folders, 176, 180-181
desktop
  background, selecting, 304-306
  color scheme, selecting, 310, 313-314
  font size, adjusting, 314
  gadgets
    adding to, 156
    settings, changing, 157
  icons, changing, 309-310
  mouse
    buttons, changing, 324-325
    click speed, changing, 322-323
    pointer, changing, 320-321
  screen resolution, adjusting, 316-317
  screen saver
    choosing, 319
    options, setting, 320
  theme, selecting, 306-308
  windows
    arranging, 31-33
    closing, 34-35
    resizing, 34-35
    switching between, 30-31
Desktop Gadget Gallery, 158
Details pane (Windows Explorer), 165
Device Stage, 53, 68, 76
devices
  drawing tablets, 82-86
  drivers
    organizing, 54
    updating, 53

flash drives
moving files from, 79-80
removing, 81
MP3 player
connection defaults, setting, 77
copying files to, 75-76
syncing, 75, 78
syncing with Windows Media Player, 270-271
troubleshooting, 55-56
Windows Phone 6, connecting, 72-74
Windows Phone 7, connecting, 70-71
digital cameras, connecting to computer, 276-278
disaster recovery
system image
creating, 63
restoring, 64
system repair disc, creating, 62
Disk Cleanup utility, 354-355
Disk Defragmenter utility, 356-357
displaying
automatic update settings, 149
context menus, 23
file properties, 184
files in My Documents folder, 14
gadgets, 154-155
hardware information, 53
mouse pointer, 323
programs in Startup folder, 47
taskbar, 18
ToolTips, 34
web pages with One Box (Internet Explorer), 201-202
documents, opening, 29
downloading
photos, 276-278
programs, 145-147
themes, 308
dragging and dropping files, 186
drawing tablets, setting up, 82-86
drivers
organizing, 54
for printers, installing, 49
updating, 53

E

editing photos, 291-292
email
photos, emailing, 297
Windows Live Mail
email, sending, 236-237
signing in, 235
encrypted files, indexing options, 125
establishing
HomeGroups, 335-338
wireless networks, 331-332
exiting programs, 143-144
expanding searches, 122
Explorer, 164
exporting favorite websites from Favorites bar (Internet Explorer), 221

F

Favorites bar (Internet Explorer)
accessing, 221
adding websites to, 219-220
History tab, 225-226
importing/exporting favorites, 221
organizing, 222-223
RSS feeds, viewing, 223-224
Favorites list, adding folders to, 179
features of Windows 7, 2
Feed gadget, 154
files
backing up, 349-351
compressing, 80, 189-191
copying and pasting, 186
dragging and dropping, 186
libraries
creating, 168-169
display, changing, 171
folders, adding, 167-168
folders, removing, 170
hiding, 172
viewing, 162-164
locating, 27, 116-119
custom searches, 126-129
expanding searches, 122
indexing options, 124
online searches, 123
results, filtering, 121
moving, 187, 191

opening, 29
previewing, 28
properties, displaying, 184
rating, 185
restoring, 352-354
shared files in HomeGroups, accessing, 341-342
sharing, 191
sorting, 188
tagging, 118, 184-185
transferring with Windows Easy Transfer, 42-44

filtering search results, 121

finding
files to restore, 354
folders, 173, 181-182
programs, 136

firewall. *See* Windows Firewall

flash drives
files, moving, 79-80
removing, 81

folders
adding
to Favorites list, 179
to libraries, 167-168
creating, 175, 287-288
deleting, 176, 180-181
finding, 181-182
locating, 27, 173
moving, 176
My Pictures, creating new folders, 287-288
previewing, 182-183
Public folder, moving files to, 191
removing from libraries, 170
renaming, 178
searching, 127
views, changing, 177-178

font size (desktop), adjusting, 314

function keys, 24

G-H

gadgets
adding to desktop, 156
displaying, 154-155
settings, changing, 157

game ratings, 102

hardware
drivers
organizing, 54
updating, 53
information, displaying, 53
properties, checking, 52
troubleshooting, 55-56

Help and Support Center, 36-37

help information, printing, 37

hidden files, displaying, 129

hiding
libraries, 172
mouse pointer, 323
panes (Windows Explorer), 166
system icons, 22

home page, selecting (Internet Explorer), 199-200

HomeGroups, 329, 335
computers, naming, 340
establishing, 335-338
Internet time, setting, 339
joining, 338
printers, sharing, 342
shared files, accessing, 341
sharing, turning off, 342
viewing, 340-341

hovering, 23, 34

I

icons
changing, 309-310
hiding, 22
in notification area, 22
overlays, 195
Pictures library, 284

importing
favorite websites to Favorites bar (Internet Explorer), 221
photos on Windows Phone 7, 279

increasing security in Internet Explorer, 233-234

indexing options, performing searches, 124

InPrivate Browsing, Internet Explorer, 206

installations, repairing, 149-150

installing
printers, 48-49
programs, 148-149

interface
Windows Media Center, 244-245
Windows Media Player, 259-260

Internet connection
naming, 58
setting up, 56-58

Internet Explorer
ActiveX controls, blocking, 228-229
Add Web slices tool, 226-227
cookies, deleting, 229-230
Favorites bar, 219
accessing, 221
favorites, adding, 219-220
History tab, 225-226
importing/exporting favorites, 221
organizing, 222-223
RSS feeds, viewing, 223-224
home page, selecting, 199-200
InPrivate Browsing, 206
menu bar, 197
notification bar, 198-199
One Box, 196, 201-202
page tabs, 196
privacy options, setting, 231-232
search providers, adding, 206, 209
searching for information, 204-205
security, 233-234
SmartScreen Filter, 234
Snap technique, 195
starting, 194
tabs
color-coding, 213
opening, 210-211
positioning, 211
taskbar
web content, printing, 216-217
websites, pinning to, 215
toolbars, 197-198
Tools, 196
View Favorites, 196
web pages, navigating, 202-203
website history, viewing, 203
websites, customizing display, 217
Internet time, setting on HomeGroups, 339
Internet TV, 245, 248-250
ISPs (Internet service providers), 331

J-K-L

joining HomeGroups, 338
jump lists, 16-17, 135

keyboard layout, 24-25

launching
Internet Explorer, 194
Windows 7, 11
Windows Media Center, 242-243
layout of keyboard, 25
legacy programs, compatibility with Windows 7, 360
libraries, 162
creating, 168-169
display, changing, 171
folders
adding, 167-168
removing, 170
hiding, 172
Pictures library
icons, 284
photos, burning to disc, 298
photos, copying, 289-290
photos, editing, 291-292
photos, emailing, 297
photos, moving, 289-290
photos, printing, 299
photos, rotating, 288-289
photos, setting properties, 294-295
photos, sharing, 296-297
photos, tagging, 292-293
photos, viewing, 281-284
slide shows, 286-287
Windows Photos Viewer, 284
viewing, 162-164
Library pane (Windows Explorer), 165
local time, adjusting, 318
locating
files, 116-119
custom searches, 126-129
indexing options, 124
online searches, 123
results, filtering, 121
searches, expanding, 122
files and folders, 27
folders, 173, 181-182
media in Windows Media Player, 263
programs, 136-138
logon screen, displaying with screen saver, 319

M

Maintenance Alerts (Action Center), 92-95
managing search providers, 209
Manual Activation mode (voice recognition), 25
manually checking for updates, 348-349
maximizing windows, 33
media
  locating in Windows Media Player, 263
  sharing on smartphones, 256-258
  streaming in Windows Media Player, 268-269
Media Guide, viewing in Windows Media Player, 271-273
menu bar, Internet Explorer, 197
menus, Start menu, 13
messages (Action Center), archiving, 94
Microsoft Security Essentials, 106
monitor, adjusting screen resolution, 316-317
mouse, 22
  buttons, changing, 324-325
  click speed, changing, 322-323
  hovering, 23, 34
  multiple items, selecting, 24
  pointer
    changing, 320-321
    hiding/displaying, 323
moving
  files, 79-80, 187
  folders, 176
  photos, 289-290
  taskbar, 19
MP3 player
  connection defaults, setting, 77
  copying filers to, 75-76
  syncing, 75-78
multiple items, selecting with mouse, 24
music
  CDs, burning in Windows Media Player, 267-268
  playback order, changing in Windows Media Player, 264
  playing in Windows Media Player, 260-262
  playlists, creating in Windows Media Player, 265-267
My Documents folder, displaying files, 14
My Pictures folder, adding new folders, 287-288

N

naming
  computers, 340
  Internet connection, 58
navigating web pages in Internet Explorer, 202-203
navigation
  keyboard, 24-25
  mouse, 22-24
Navigation pane (Windows Explorer), 165-166
Network and Sharing Center, checking network status, 334-335
networking
  establishing, 331-332
  HomeGroups, 335
    computers, naming, 340
    establishing, 335-338
    joining, 338
    printers, sharing, 342
    shared files, accessing, 341
    sharing, turning off, 342
    viewing, 340-341
  ISPs, 331
  network status, checking, 334-335
  wireless networks
    adding computers to, 333
    required equipment, 330
new features of Windows 7, 2
notification area
  changing, 21-22
  icons, 22
notification bar, Internet Explorer, 198-199

O

Office Ribbon, 140
One Box
  Internet Explorer, 196
  searching for information, 204-205
  web pages, displaying, 201-202
online searches, performing, 123

online themes,
downloading, 308
opening
files, 29
tabs in Internet Explorer, 210-211
ordering photos online, 285
organizing
drivers, 54
favorite websites in Favorites bar (Internet Explorer), 222-223

P

page tabs, Internet Explorer, 196
paid Internet advertising, 205
panes (Windows Explorer), hiding, 166
parental controls
game ratings, 102
setting for user accounts, 100-101
user accounts, 100-101
passwords
changing, 104-105
setting, 101-104
pasting files, 186
PC Tuners, 245
performance, enhancing with ReadyBoost, 82
performing system scans, 106-108
peripheral devices
mouse
buttons, changing, 324-325
click speed, changing, 322-323
pointer, changing, 320-321
printers, installing, 48-49
personalizing the desktop
background image, selecting, 304-306
color scheme, selecting, 310, 313-314
font size, adjusting, 314
icons, 309-310
mouse
buttons, 324-325
click speed, 322-323
pointer, changing, 320-321
screen resolution, adjusting, 316-317
screen saver
options, setting, 320
selecting, 319
sound scheme, selecting, 325-326
theme, selecting, 306-308
phones
smartphones, sharing media, 256-258
Windows Phone 7
photos, importing, 279
photos, viewing, 278
photos
burning to disc, 298
copying, 289-290
copying to phone, 279
downloading, 276-278
editing, 291-292
emailing, 297
importing on Windows Phone 7, 279
moving, 289-290
ordering online, 285
printing, 299
properties, setting, 294-295
rotating, 288-289
scanning, 280
sharing, 296-297
tagging, 292-293
viewing
in Pictures library, 281-287
on Windows Phone 7, 278
Picture Puzzle gadget, 155
Pictures library
icons, 284
photos
burning to disc, 298
copying, 289-290
editing, 291-292
emailing, 297
moving, 289-290
printing, 299
properties, setting, 294-295
rotating, 288-289
sharing, 296-297
tagging, 292-293
viewing, 281-284
slide shows, 286-287
Windows Photo Viewer, 284
pictures. *See* photos
pinning
programs
to Start menu, 14-16
to taskbar, 18, 21
websites to taskbar (Internet Explorer), 215

playback order, changing in Windows Media Player, 264
playing music in Windows Media Player, 260-262
playlists, creating in Windows Media Player, 265-267
positioning
  tabs in Internet Explorer, 211
  taskbar on desktop, 19
power management plan
  selecting, 59-60
  settings, changing, 60
Power Save power plan, 59
preferences (printer), setting, 50
Preview pane (Windows Explorer), 165
previewing
  files, 28, 182-183
printers
  drivers, installing, 49
  installing, 48-49
  preferences, setting, 50
  properties, adding, 51
  setting as default, 50
  sharing, 49
  sharing in HomeGroups, 342
printing
  help information, 37
  photos, 299
  web content with Internet Explorer, 216-217
privacy
  InPrivate Browsing, 206
  Internet Explorer options, 231-232
problem reporting (Action Center), updating, 95-97
programs
  adding to Startup folder, 47
  content, copying between, 141-143
  default programs, selecting, 45-46
  downloading, 145-147
  exiting, 143-144
  installations, repairing, 149-150
  installing, 148-149
  locating, 138
  pinning to taskbar, 18, 21
  purchasing online, 147
  removing, 46
  searching for, 136
  shortcut, creating, 137-138
  starting, 26-27
    from jump list, 135
    from Start menu, 134
  switching between, 139
  uninstalling, 150-153
  windows, 139-141
properties
  of hardware devices, checking, 52
  of photos, setting, 294-295
  of printers, entering, 51
Public folders, moving files to, 191
purchasing programs online, 147

Q-R

Quick Access toolbar, 140
quitting programs, 143-144
rating files, 185
ReadyBoost, 82
recommended backup locations, accepting, 350
recording TV shows, 251-252, 255
recovering deleted folders, 181
redisplaying hidden libraries, 172
Refresh button (Windows Explorer), 165
removing
  folders from libraries, 170
  flash drives, 81
  folders, 180-181
  programs, 46
renaming folders, 178
repairing program installations, 149-150
required equipment for wireless networks, 330
resizing windows, 33-35
resolving compatibility issues, Windows Compatibility Center, 358-360
restore points, creating, 153
restoring
  files, 352-354
  system image, 64
results of searches, filtering, 121
reviewing
  system status, 90-91
  Windows update history, 349
rotating photos, 288-289

RSS feeds, viewing in Favorites bar (Internet Explorer), 223-224

S

Safely Remove Hardware tool, 81
SafeSearch, 102
saving searches, 174
scanning photos, 280
scheduling
  backups, 349-351
  defragmenting, 357
screen resolution, adjusting, 316-317
screen saver
  options, setting, 320
  selecting, 319
scrollbars, 141
Search box, performing searches, 117-119
search providers
  adding in Internet Explorer, 206-209
  managing, 209
searches, 116-119
  custom searches, 126-129
  expanding, 122
  indexing options, 124
  online searches, 123
  options, setting, 174
  results, filtering, 121
  saving, 174
searching
  for files to restore, 354
  for programs, 136-138
security
  Internet Explorer, 233-234
    ActiveX controls, blocking, 228-229
    cookies, deleting, 229-230
    privacy options, 231-232
  Microsoft Security Essentials, 106
  Windows Defender, 105
    activating, 109
    definition file, 108
    system scans, changing options, 108
    system scans, performing, 106-107
  Windows Firewall
    activating, 109
    settings, changing, 110
Security alerts (Action Center), 92-95
selecting
  background image, 304-306
  default programs, 45-46
  desktop color scheme, 310, 313-314
  desktop theme, 306-308
  file transfer method (Windows Easy Transfer), 44
  home page (Internet Explorer), 199-200
  multiple items with mouse, 24
  power management plan, 59-60
  screen saver, 319-320
  sound scheme, 325-326
  Windows 7 version, 10
sending mail in Windows Live Mail, 236-237
setting
  Internet connections, 56-58
  passwords, 101-104
  printer as default, 50
  privacy options in Internet Explorer, 231-232
  search options (Windows Explorer), 174
  User Account Control, 111-112
shared files in HomeGroups
  accessing, 341
  sharing, turning off, 342
sharing
  files, 191
  media on smartphones, 256-258
  photos, 296-297
  printers, 49
  printers in HomeGroups, 342
shortcut keys
  files, copying and pasting, 186
  windows, arranging, 33
Show Desktop button, 141
shutting down Windows 7, 13
signing in to Windows Live Mail, 235
size of icons in Start menu, changing, 15
Sleep mode, activating, 12

Slide Show gadget, 155
slide shows, 286-287
smartphones, sharing media, 256-258
SmartScreen Filter (Internet Explorer), 234
Snap technique, 33, 195
sorting files, 188
sounds schemes, selecting, 325-326
Speech Recognition, 25
Start menu, 13
  icons, changing size of, 15
  jump lists, 16-17
  pinned programs, 14
  programs
    pinning, 15-16
    searching for, 136
    starting, 134
  searches, performing, 116
starting
  Internet Explorer, 194
  programs, 26-27
    from jump list, 135
    from Start menu, 134
  Windows 7, 10-11
Startup folder, adding programs, 47
status bar, 141
streaming media in Windows Media Player, 268-269
Suggested Sites (Internet Explorer), 223
switching
  between programs, 139
  between windows, 30-31
syncing
  devices with Windows Media Player, 270-271
  MP3 player, 75, 78
  phone, 69
system icons, hiding, 22
system image
  creating, 63
  restoring, 64
system repair disc, creating, 62
System Restore, 153
system scans
  options, changing, 108
  performing, 106-107
system status, reviewing, 90-91
system time, adjusting date and time, 318
System Tools
  Disk Cleanup, 354-355
  Disk Defragmenter, 356-357

T

Tab key, 25
tabs (Internet Explorer
  color-coding, 212-213
  opening, 210-211
  positioning, 211
tagging
  files, 184-185
  photos, 292-293
taskbar
  appearance of, changing, 20
  auto-hiding, 18
  displaying, 18
  moving, 19
  notification area, changing, 21-22
  programs, pinning, 18, 21
  tools, 17
  websites, pinning, 215
text, adjusting font size, 314
themes
  Aero, customizing, 310
  downloading, 308
  mouse pointer, selecting, 321
  selecting, 306-308
time, setting on HomeGroups, 339
time zones, adding additional clocks, 318
title bar (program window), 140
toolbars, Internet Explorer, 196-198
ToolTips, revealing, 34
transferring files, 42-44
troubleshooting
  compatibility issues, 358-360
  devices, 55-56
turning off sharing in HomeGroups, 342
turning on
  automatic updates, 346-348
  InPrivate Browsing, 206
TV shows, recording, 251-252, 255
TV Tuner Troubleshooter, 250
TV tuners, 245
  Internet TV, watching, 249-250
  TV shows, recording, 251-252, 255

U

uncompressing files, 189-191
uninstalling programs, 150-153
updates
  checking for manually, 348-349
  history, reviewing, 349
updating
  Action Center problem reporting, 95-97
  automatic updates, turning on, 346-348
  drivers, 53
USB connectors, 76
User Account Control, 92
user accounts
  Administrator, setting passwords, 101
  creating, 98
  customizing, 99
  parental controls, 100-101
  passwords, changing, 104-105
  passwords, setting, 103-104
utilities
  Disk Cleanup, 354-355
  Disk Defragmenter, 356-357

V

versions of Windows 7, 3, 10
View Favorites, Internet Explorer, 196
viewing
  automatic update settings, 149
  browsing history in Internet Explorer, 225-226
  file properties, 184
  gadgets, 154-155
  HomeGroups, 340-341
  libraries, 162-164
  photos
    in Pictures library, 281-287
    on Windows Phone 7, 278
  programs in Startup folder, 47
  RSS feeds in Internet Explorer, 223-224
  visited websites, 203
voice recognition, 25

W

watching Internet TV, 245, 248-250
Weather gadget, 155
web browsers, Internet Explorer
  ActiveX controls, blocking, 228-229
  Add Web slices tool, 226-227
  cookies, deleting, 229-230
  Favorites bar, 219-224
  History tab, 225-226
  home page, selecting, 199-200
  InPrivate Browsing, 206
  menu bar, 197
  notification bar, 198-199
  One Box, 196
  page tabs, 196
  privacy options, 231-232
  search providers, adding, 206, 209
  searching for information, 204-205
  security, 233-234
  starting, 194
  tabs, color-coding, 213
  tabs, opening, 210-211
  tabs, positioning, 211
  toolbars, 197-198
  Tools, 196
  View Favorites, 196
  web content, printing, 216-217
  web pages, displaying with One Box, 201-202
  web pages, navigating, 202-203
  websites, customizing display, 217
  websites, pinning, 215
web pages
  navigating, 202-203
  printing, 216-217
web-based mail, Windows Live Mail
  calendar, 237
  email, sending, 236-237
  signing in, 235
websites
  adding to Favorites bar, 219-220
  display, customizing in Internet Explorer, 217
  history, viewing, 203
wheel (mouse), customizing, 325

windows, 139-140
arranging, 31-33, 141
closing, 34-35
resizing, 34-35
switching between, 30-31
Windows 7
features, 2
Help and Support Center, 36-37
logon screen, displaying, 319
shutting down, 13
Sleep mode, activating, 12
starting, 10-11
Sync Center, 69
versions, 3
Windows 7 Home Premium, 3, 10
Windows 7 Professional, 3, 10
Windows 7 Starter, 3, 10
Windows 7 Ultimate, 3, 10
Windows Compatibility Center, 358-360
Windows Defender, 105
activating, 109
system scans
options, changing, 108
performing, 106-107
Windows Easy Transfer, transferring files, 42-44
Windows Explorer, 27, 164
Details area, 183
files
compressing, 189-191
copying and pasting, 186
locating, 27
moving, 187
opening, 29
previewing, 28
properties, viewing, 184
rating, 185
sharing, 191
sorting, 188
tagging, 184-185
folders
adding to Favorites list, 179
creating, 175
finding, 181-182
locating, 173
moving, 176
previewing, 182-183
removing, 180-181
renaming, 178
views, changing, 177-178
HomeGroups, viewing, 340-341
libraries
creating, 168-169
display, changing, 171
folders, adding, 167-168
folders, removing, 170
hiding, 172
Navigation pane, 166
panes, hiding, 166
programs, locating, 136
searches, 174
Windows Fax and Scan, scanning photos, 280
Windows Firewall
activating, 109
settings, changing, 110
Windows key, 24
Windows Live Family Safety, 102
Windows Live Mail
calendar, 237
mail, sending, 236-237
signing in, 235
Windows Media Center
extending to Xbox 360, 258
interface, 244-245
Internet TV, watching, 245, 248-250
launching, 242-243
media, sharing on smartphones, 256-258
TV shows, recording, 251-252, 255
Windows Media Center gadget, 155
Windows Media Player, 243
CDs, burning, 267-268
interface, 259-260
media, streaming, 268-269
media devices, syncing, 270-271
media, locating, 263
Media Guide, 271, 273
music, playing, 260-262
playback order, changing, 264
playlists, creating, 265-267
Windows Phone 6, connecting, 72-74
Windows Phone 7
connecting, 70-71
photos
importing, 279
viewing, 278
Windows Photo Viewer, 284
Windows Remote Assistance, 38
Windows Update window, reviewing update history, 349
wireless network adapters, 331

wireless networks
adding computers
to, 333
establishing, 331-332
HomeGroups, 335
computers,
naming, 340
establishing, 335-338
joining, 338
printers, sharing, 342
shared files,
accessing, 341
sharing,
turning off, 342
viewing, 340-341
network status,
checking, 334-335
required
equipment, 330
work area, 141

X-Y-Z

XBox 360, setting up
Windows Media
Center, 258

Zune Software, photos
importing, 279
viewing, 278

This page intentionally left blank