

**Activities/
Resources
for
Outcome #4**

Microsoft® Vista

Start a program

- Internet Explorer
- Calculator
- Notepad

Pin/Unpin a program

- Calculator

Remove a recently used program

- Internet Explorer

Use a Program

- Calculator

Exit a Program

- Calculator

Move / Resize / Close a window

- Use Internet Explorer and then close

Switch between windows

- Use Internet Explorer and calculator and keep open

Grouped taskbar buttons

- Use Word and start a new document

Save vs. Save As & Create a folder while saving

- We will be saving the document with your name as
 - My Name
 - Add your middle name
 - Then save as My Whole Name in a New Folder named My Stuff

Show Desktop

Shortcut Menu

- Use the word document, type your name
- Right click on your name

Getting Help

(DEMO ONLY) Print Status

Create a short cut

- to My Stuff on Desktop



(LOOK AT ONLY) Customize start Menu and Taskbar

- When finished click Cancel

(DEMO ONLY) Moving items to Start Menu

Item Properties

- My Whole Name
- Recycle Bin
- My Stuff folder

File Management / moving or copying files / creating folders / rename files or folders

- Create 3 folders under My Stuff
 - Personal
 - Business
 - Old
- Bring a copy of sample pictures to My Stuff
- Move My Stuff to desktop
- Move My Name document to Personal
- Rename My Whole Name to My Full Name
- Rename My Stuff to Your First Name

Views / show/hide folder list pane

- Change views under My Stuff
- Show/hide folder list

Select multiple items

- Use items under My Stuff to move and copy to different folders

Delete items / Recycle Bin

- Delete My Full Name
- Restore the deletion

Search

- My Name
- Clipart on the web

(DEMO ONLY) Burn a CD

(LOOK AT ONLY) Control Panel Options

Close Windows Session

(DEMO ONLY) Change Login Password

Vista /Windows 7 Tips



Vista Desktop



Windows 7

Install a USB device

Before you install your device

Check the instructions included with the device to determine whether a driver should be installed before you connect the device. Typically, Windows detects a new device after you connect it, and then installs the driver automatically. However, some devices require you to install the driver before plugging the device in.

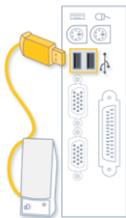
Also, while most devices that have power switches should be turned on before you connect them, others require that you turn them on during the installation process. Because of issues like this, it's a good idea to read the instructions included with a new device before you connect it.

If the instructions that came with your device contradict the information in this topic, follow the instructions that came with the device.

Plugging your device in

If your USB device uses a power cord, you should connect the device to a power source and turn it on before connecting it.

Next, determine which USB port you want to connect your device to. If your computer has USB ports on the front, consider using one of those if you plan to frequently connect and disconnect the device.



*A typical USB cable
and port*

Plug the device into the USB port. If Windows is able to install a device driver automatically, you'll be notified that the device is ready to use. Otherwise, Windows will prompt you to insert a disc containing the driver for the device.

After installation is complete, check the information for your device to see if any additional software that might have been included with the device should be installed.

Occasionally you might have a USB device that Windows cannot recognize and that did not come with a disc containing a driver. If this is the case, you can try to find a driver for the device yourself. Start by checking the website of the device manufacturer. You can often download drivers from the support section of such sites. For more information, see [Troubleshoot USB device problems](#).

Notes: When connecting a device to a USB port on a USB hub, monitor, or other device that's plugged into your computer, ensure that the USB port has enough power to support your device. Smaller devices, such as USB flash drives and mice, and devices with their own power cords, such as printers, typically work properly when connected to an unpowered USB hub. Some devices that use more power, such as USB-powered scanners and web cameras, require a hub that has its own power cord to function properly. If a device doesn't work properly when connected to a hub, try connecting it directly to one of your computer's USB ports. Devices that transfer large amounts of information, such as external hard disks, scanners, and video cameras, function best when connected to high-speed USB 2.0 ports. Some older computers may include only USB 1.x ports, or a mix of USB 1.x and 2.0 ports. If your device requires a high-speed port to function properly, check information provided by the manufacturer for your computer to ensure that the port you're using supports USB 2.0. If your computer includes only USB 1.x ports, you can add USB 2.0 ports by installing a USB 2.0 card inside your computer.

Add or remove a printer

To print, you need to connect a printer directly to your computer (when it is connected in this way, it's referred to as a *local printer*), or create a connection to a network or shared printer.

To add a local printer

First, connect the printer to your computer following the manufacturer's instructions. Windows will attempt to automatically install the printer. If Windows can't automatically install it, or if you've previously removed the printer and want to add it again, follow these steps:

1. Open Printers by clicking the **Start** button , clicking **Control Panel**, clicking **Hardware and Sound**, and then clicking **Printers**.
2. Click **Add a printer**.
3. In the **Add Printer Wizard**, select **Add a local printer**.
4. On the **Choose a printer port** page, make sure that the **Use an existing port** option button and the recommended printer port are selected, and then click **Next**.
5. On the **Install the printer driver** page, select the printer manufacturer and model, and then click **Next**.

Notes If your printer is not listed but you have the manufacturer's installation CD, click **Have disk**, and then browse to the folder where the printer driver is stored. For help, refer to the manufacturer's instructions. If you don't have the installation CD, click **Windows Update**, and then wait while Windows checks for available drivers.

6. Complete the additional steps in the wizard, and then click **Finish**.

It's a good idea to print a test page to check if the printer is working correctly. For more information, see [Print a test page](#).

If you have added a printer but are unable to use it, your printer driver might not be compatible with Windows Vista. Check the printer manufacturer's website for the latest compatibility information and driver updates. For more information, see [Find and install printer drivers](#).

To add a network, wireless or Bluetooth printer

Before you begin, make sure you know the name of the printer that you want to add. Sometimes the name is displayed on the printer itself. If the name is not on the printer, contact the printer owner or your network administrator to find out the

printer's name before following the steps below.

1. Open Printers by clicking the **Start** button , clicking **Control Panel**, clicking **Hardware and Sound**, and then clicking **Printers**.
2. Click **Add a printer**.
3. In the **Add Printer Wizard**, select **Add a network, wireless or Bluetooth printer**.
4. In the list of available printers, select the one you want to use, and then click **Next**. If your computer is connected to a network, only printers listed in **Active Directory** for your **domain** are displayed in the list.
5. If prompted, install the printer driver on your computer.  If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
6. Complete the additional steps in the wizard, and then click **Finish**.

To remove a printer

Note You can't remove a printer if you have items in the **print queue**. If items are waiting to print when you try to remove a printer, Windows will wait until printing is complete, and then remove the printer. If you have permission to manage documents on the printer, you can also cancel all print jobs and then try to remove the printer again. For more information, see [Cancel printing](#) and [What are printer permissions?](#)

1. Open Printers by clicking the **Start** button , clicking **Control Panel**, clicking **Hardware and Sound**, and then clicking **Printers**.
2. Right-click the printer that you want to remove, and then click **Delete**.

If you can't delete the printer, right-click it again, click **Run as administrator**, and then click **Delete**.  If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

To add a shortcut to Printers to the Start menu, right-click the **Start** button , click **Properties**, and then, on the **Start Menu** tab, click **Customize**. Select the **Printers** check box, and then click **OK**.

What is program compatibility?

Program compatibility is a mode in Windows that lets you run programs written for earlier versions of Windows. Most programs written for Windows XP also work in this version of Windows, but some older programs might run poorly or not run at all. If an older program doesn't run correctly, start the Program Compatibility Wizard to simulate earlier versions of Windows.

Open the Program Compatibility Wizard by clicking the **Start** button , clicking **Control Panel**, clicking **Programs**, and then clicking **Use an older program with this version of Windows**.



Do not use the Program Compatibility Wizard on older antivirus programs, disk utilities, or other system programs, because it might cause data loss or create a security risk.

Change your desktop background (wallpaper)



Applies to all editions of Windows Vista.
Which edition of Windows Vista am I using?

Your **desktop** background (also called *wallpaper*) can be a digital picture from your personal collection or one that comes with Windows. You can also select a color for your desktop background or use a color to frame your background picture.



Windows comes with lots of desktop background choices

To change the desktop background

1. Open Desktop Background by clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, clicking **Personalization**, and then clicking **Desktop Background**.
2. Click the picture or color you want for your desktop background.

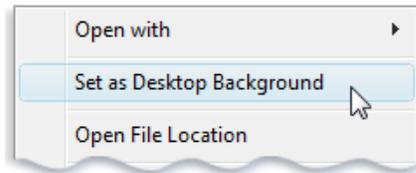
If the picture you want to use is not in the list of desktop background pictures, click the Picture location down arrow to view other categories, or click **Browse** to search for the picture on your computer. When you find the picture you want, double-click it. It will become your desktop background and appear in the list of desktop backgrounds.



Look for pictures in other locations on your computer

3. Under **How should the picture be positioned**, choose to have the picture fit the screen, tile, or be centered on the screen, and then click **OK**.

Note If you choose to have a centered picture as your desktop background, you can also have a color background to frame your picture. Under **How should the picture be positioned**, click **Change background color**, click a color, and then click **OK**.



Right-click a picture to set it as the desktop background

Note Some compatibility problems might be caused by [drivers](#). If an older driver is causing problems, you'll need to update it manually. For more information, see [Update drivers: recommended links](#).

Customize Windows Sidebar

You can customize Windows Sidebar by hiding it, keeping it on top of other windows, adding and removing gadgets from it, detaching gadgets to place them on the [desktop](#), and more.

To open Sidebar

- Open Windows Sidebar by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Windows Sidebar**.
- Right-click the Sidebar icon  in the [notification area](#) of the [taskbar](#), and then click **Open**.

> To close Sidebar

Closing Sidebar won't close detached gadgets that are on your desktop.

- Right-click Sidebar, and then click **Close Sidebar**.

To open Sidebar again, right-click the Sidebar icon  in the notification area of the taskbar, and then click **Open**.

> To exit Sidebar

Exiting Sidebar closes Sidebar and all gadgets. It also removes the Sidebar icon from the notification area of the taskbar.

- Right-click the Sidebar icon , and then click **Exit**.

To always keep Sidebar and gadgets on top of your windows

You can keep Sidebar and any detached gadgets that are on your desktop on top of your open windows. If open windows are [maximized](#), they will automatically lock against Sidebar.

1. Open Windows Sidebar properties by clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, and then clicking **Windows Sidebar Properties**.
2. Select the **Sidebar is always on top of other windows** check box, and then click **Apply**.
– or –
Right-click a detached gadget, and then click **Always on Top**.

> **To add a gadget**

You can add any installed gadget to Sidebar. If you want, you can add multiple instances of a gadget. For example, if you are keeping track of time in two time zones, you can add two instances of the Clock and set each accordingly.

1. Right-click Sidebar, and then click **Add Gadgets**.
2. Double-click a gadget to add it.

> **To place a gadget on the desktop**

You can detach gadgets from Sidebar and place them anywhere on the [desktop](#).

1. Right-click the gadget you want to detach, and then click **Detach from Sidebar**.
2. [Drag](#) the gadget to the location you want on the desktop.

NoteTo move the gadget back to Sidebar, right-click the gadget, and then click **Attach to Sidebar**.

> **To remove a gadget from Sidebar**

- Right-click the gadget, and then click **Close Gadget**.

> **To search for gadgets installed on your computer**

1. At the top of Sidebar, click the plus sign (+) to open the Gadget Gallery.



2. In the Search box, type the name of the gadget you want to find. As you type, the list of gadgets will narrow to the closest match.

> **To change an individual gadget's options**

- Right-click the gadget you want to change, and then click **Options**.

NoteSome gadgets might not have options.

> **To uninstall a gadget**

1. At the top of Sidebar, click the plus sign to open the Gadget Gallery.



2. Right-click the gadget, and then click **Uninstall**.

Note If you uninstall gadgets that came with Windows, you can restore them to the Gadget Gallery by following these steps:

- a. Open Windows Sidebar properties by clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, and then clicking **Windows Sidebar Properties**.
- b. Click **Restore gadgets installed with Windows**.

To place Sidebar on a different monitor



If you have two or more monitors, you can place Sidebar on any one of them.

1. Open Windows Sidebar properties by clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, and then clicking **Windows Sidebar Properties**.
2. Under **Display Sidebar on monitor**, select the monitor you want.

To bring gadgets to the front using a keyboard shortcut



- Press the Windows Logo key  +SPACEBAR.

To tab through gadgets using a keyboard shortcut



- Press the Windows Logo key  +G, and then continue pressing G to cycle through the gadgets.

Burn a CD or DVD

If your computer includes a CD or DVD recorder, you can copy files to a **writeable** disc. This process is called *burning a disc*. By default, Windows burns discs in the **Live File System** format, but you can also choose to burn discs in the **Mastered** format.

NoteYou can use Windows to burn a data disc, which is useful for storing, archiving, and sharing files among different computers. If you want to make a disc that will play in a music or video player, you should burn the disc using a music or video program.

▼ To burn a disc using the Live File System format

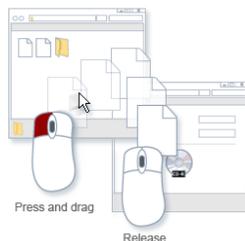
1. Insert a writeable CD or DVD into your computer's CD or DVD recorder.

2. In the dialog box that appears, click **Burn files to data disc**.

3. In the **Burn a Disc** dialog box, type a name for this disc, and then click **Next**.

It might take several minutes for the disc to be formatted in the default Live File System format. When the formatting is complete, an empty disc folder opens.

4. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.



As you drag files into the disc folder, they are copied automatically to the disc. *You can copy files to the disc folder by dragging them to the disc icon or to an open disc folder*

Burn a disk using master format.

Choose the Mastered format when you need a highly compatible disc that will play in computers with an older version of Windows or in media devices such as CD and DVD players that can read digital music and video files. For more information about choosing a disc format, see [Which CD or DVD format should I use?](#)

1. Insert a writeable CD or DVD into your computer's CD or DVD recorder.

2. In the dialog box that appears, click **Burn files to data disc**.

3. In the **Burn a Disc** dialog box, type a name for this disc, and then click **Show formatting options**.

4. Click **Mastered**, and then click **Next**.

An empty disc folder opens.

5. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.
6. On the toolbar, click **Burn to disc**.

The selected files are copied to the disc. When the disc burning is complete, the disc burner tray will open and you can remove the disc. You can now use the disc in another computer or media device. This type of disc does not need to be closed.

Working with digital pictures

Photo editing and printing once required a darkroom or a professional photo lab—not to mention advanced training. But in the last decade, digital cameras and computers have revolutionized the field of photography, making it possible for anyone to edit and print photos at home. In this article, you'll learn how the tools in Windows can help you view, organize, edit, share, and print your digital pictures.

Getting pictures from your camera into your computer

Most digital cameras store pictures on a **flash memory card**, such as a **Compact Flash** or **Secure Digital (SD)** card. When you've filled a memory card to capacity with pictures, you'll need to **import** the pictures to your computer. Then you can erase the memory card and use it to take a new batch of pictures.

There are two main ways to import pictures:

- **Connect the camera directly.** You can import pictures by connecting the camera directly to your computer using a **universal serial bus (USB)** cable. With this method, your camera must be turned on, so importing pictures will use up some battery power. You'll also need to keep the cable handy if you import pictures regularly.



USB cable

- **Use a memory card reader.** The fastest way to import pictures is to use a memory card reader that you purchase separately. Remove the memory card from your camera, slide it into the card reader, and then plug the card reader into your computer's **USB port**. Many computers have built-in card readers, allowing you to slide memory cards directly into the computer.



Memory card reader

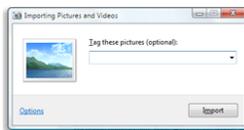
Whichever method you choose, Windows should automatically recognize your camera or card reader when you plug it into your computer (if it doesn't, see [Troubleshoot camera connection problems](#) or [Troubleshoot USB device problems](#)). Then, follow these steps:

1. In the **Autoplay** dialog box, click **Import pictures using Windows**. Windows will locate the pictures on your memory card.



This dialog box appears when you plug a camera or card reader into your computer

2. After Windows locates your pictures, you're asked if you want to create a **tag** (a word or a short phrase that describes the group) for the pictures you're importing. If you do, type the tag name in the **Tag these pictures (optional)** box. If the pictures being imported don't have any single characteristic in common, skip this step. You can always add tags to individual pictures later (see "Organizing and finding your pictures" in this article).



You can add a tag to pictures when you import them

3. As Windows begins importing your pictures, select the **Erase after importing** check box if you want to delete the pictures from your memory card after importing is finished. That clears space on the card so that you can take a new batch of pictures.



Select the check box to erase the imported pictures from your memory card

After your pictures are imported, they'll appear in Windows Photo Gallery.

Windows Photo Gallery and the Pictures folder

Windows Photo Gallery is a tool included with Windows that you can use to view, organize, edit, share, and print your digital pictures (and videos too). It opens automatically after you import a batch of pictures. To open it at other times, click the **Start** button , click **All Programs**, and then click **Windows Photo Gallery**.



Windows Photo Gallery

Windows Photo Gallery is designed to be used with the Pictures folder, the main storage location for pictures on your computer. Any pictures in the Pictures folder—which includes those you've imported—appear in Photo Gallery. To open the Pictures folder, click the **Start** button , and then click **Pictures**.



The Pictures folder

Windows Photo Gallery and the Pictures folder can do some of the same things. For example, you can view pictures, print pictures, and see a slide show of your pictures from either the Pictures folder or Photo Gallery. So, which one should you use?

In general, Photo Gallery is the best place to work with your pictures. It lets you see all of your pictures in one place and makes it easy to view them by date, tag, and other criteria. It also includes some features that the Pictures folder doesn't have, such as the ability to fix the exposure and color of a picture, crop it, and remove red eye.

Viewing your pictures

Windows Photo Gallery provides a variety of options for viewing your picture collection. When you first open Photo Gallery, you'll see all of your pictures and videos. To see only pictures, click the arrow next to **All Pictures and Videos**, and then click **Pictures**.



Click Pictures to see your entire picture collection

Working with thumbnails

Windows Photo Gallery displays your pictures as *thumbnails*—small versions of the full-sized pictures. To display as many thumbnails as possible, make Photo Gallery window fill your screen by clicking its **Maximize** button .

To change the size of thumbnails, click the **Zoom** button , and then move the slider up or down. You can make thumbnails smaller to quickly browse a large picture collection. Or, make thumbnails larger to see more detail in each picture. Changing the thumbnail size does not affect the full-sized version of the picture.



Large thumbnails (left); small thumbnails (right)

To return to the original view of medium-sized thumbnails, click the **Default Thumbnail Size** button .

At small and medium thumbnail sizes, pointing to a thumbnail displays a larger-sized preview, along with some information about the picture.



Point to a thumbnail to show a larger preview

Rotate a picture

Vertical pictures might appear sideways in Photo Gallery. You can rotate these pictures to the correct orientation by clicking the **Rotate counterclockwise** button  or **Rotate clockwise** button .



Thumbnail before rotation (left) and after rotation (right)

View a picture at full size

To view a picture so that it fills most of the Photo Gallery window, double-click the picture. On the right side of the window, the Info pane displays information about your picture and allows you to add tags to it (see "Add tags to pictures" below).

To see the largest possible view of the picture, maximize the Photo Gallery window. You can also close the Info pane by clicking the close button in the top corner of the pane.

To zoom in on part the picture, click the **Zoom** button and move the slider up. While you're zoomed in, you can **drag** any part of the picture with the hand pointer  to move the picture around. To return to the regular view, click the **Fit to Window** button .



Full-sized picture (left); zoomed picture (right)

To get back to the thumbnails view, click **Back To Gallery**.

See a slide show of your pictures

You can view your digital pictures as a full-screen slide show that runs automatically. You can also choose from a variety of slide show themes that include animation and other visual effects. Some themes display several pictures on the screen at once, as shown in the picture below.



Sample slide show

To start a slide show, select the pictures that you want, and then click the **Slide Show** button at the bottom of Photo Gallery. If you don't select any pictures, the slide show will include all of the pictures in the current view.



*The Slide Show
button*

While a slide show is running, you can pause it, adjust the speed, go forward or backward, and choose whether pictures are shown randomly or sequentially. To display the slide show controls, move the mouse over the bottom of the screen. If the controls are not displayed, right-click the slide show to display a menu.



Slide show controls

To end a slide show, press ESC, or click **Exit** on the slide show controls.

Notes

To see slide show themes, your computer must have a subscore of at least 3.0 in the Graphics category of the Windows Experience Index. For more information, see [What is the Windows Experience Index?](#)

Certain slide show themes are included only in Windows Vista Home Premium and Windows Vista Ultimate.

What is User Account Control?

User Account Control (UAC) is a feature in Windows that can help prevent unauthorized changes to your computer. UAC does this by asking you for permission or an **administrator password** before performing actions that could potentially affect your computer's operation or that change settings that affect other users. When you see a UAC message, read it carefully, and then make sure the name of the action or program that's about to start is one that you intended to start.



By verifying these actions before they start, UAC can help prevent **malicious software (malware)** and **spyware** from installing or making changes to your computer without permission.

When your permission or password is needed to complete a task, UAC will alert you with one of the following messages:

Windows needs your permission to continue



A Windows function or program that can affect other users of this computer needs your permission to start. Check the name of the action to ensure that it's a function or program you want to run.

A program needs your permission to continue



A program that's not part of Windows needs your permission to start. It has a valid **digital signature** indicating its name and its publisher, which helps to ensure that the program is what it claims to be. Make sure that this is a program that you intended to run.

An unidentified program wants access to your computer



An unidentified program is one that doesn't have a valid digital signature from its publisher to ensure that the program is what it claims to be. This doesn't necessarily indicate danger, as many older, legitimate programs lack signatures. However, you should use extra caution and only allow this program to run if you obtained it from a trusted source, such as the original CD or a publisher's website.

This program has been blocked

This is a program that your **administrator** has specifically blocked from running on your computer. To run this program, you must contact your administrator and ask to have the program unblocked.

We recommend that you log on to your computer with a **standard user account** most of the time. You can surf the Internet, send e-mail, and use a word processor, all without an **administrator account**. When you want to perform an administrative task, such as installing a new program or changing a setting that will affect other users, you don't have to switch to an administrator account. Windows will prompt you for permission or an administrator password before performing the task.

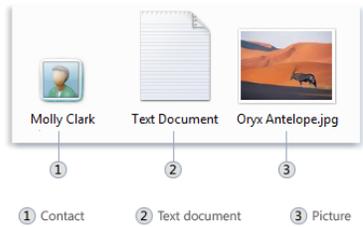
To help protect your computer, you can create standard user accounts for all the users who share the computer. When someone who has a standard account tries to install software, Windows will ask for an administrator account's password so that software can't be installed without your knowledge and permission.

Working with files and folders

What are files and folders?

A **file** is very much like a typed document that you might find on someone's desk or in a filing cabinet; it's an item that contains a collection of related information. On a computer, examples of files include text documents, spreadsheets, digital pictures, and even songs. Every picture you take with a digital camera, for example, is a separate file, and a music CD might contain a dozen individual song files.

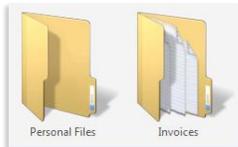
Your computer represents files with **icons**. By looking at a file's icon, you can tell at a glance what kind of file it is. Here are some common file icons:



You can tell what kind of file an icon represents by its appearance

A *folder* is little more than a container in which you can store files. If you put thousands of paper files on someone's desk, it would be virtually impossible to find any particular one when you needed it. That's why people often store paper files in folders inside a filing cabinet. Arranging files into logical groups makes it easy to locate any particular file.

Folders on your computer work exactly the same way. This is what a typical folder icon looks like:



An empty folder (left); a folder containing files (right)

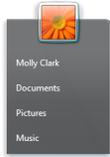
Not only do folders hold files, but they also can hold other folders. A folder within a folder is usually called a *subfolder*. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

How Windows organizes your files and folders

When it comes to getting organized, you don't need to start from scratch. Windows comes with a handful of common folders that you can use as anchors to begin organizing your files. Here's a list of some of the most common folders you can store your files and folders in:

- **Documents.** Use this folder to store your word-processing files, spreadsheets, presentations, and other business-oriented files.
- **Pictures.** Use this folder to store all of your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people.
- **Music.** Use this folder to store all of your digital music, such as songs that you copy from an audio CD or [download](#) from the Internet.
- **Videos.** Use this folder to store your videos, such as clips from your digital camera, camcorder, or video files that you download from the Internet.
- **Downloads.** Use this folder to store files and programs that you download from the web.

There are many ways to find these folders. The easiest method is to open the **personal folder**, which gathers all of your common folders in one place. The personal folder isn't actually called "personal"—it's labeled with the user name that you used to log on to the computer. To open it, click the **Start** button , and then click your user name at the top of the Start menu's right pane.



You can open common folders from the Start menu

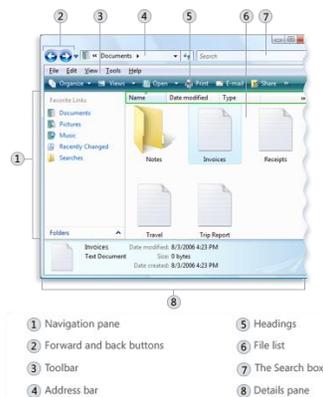
You can also find the Documents, Pictures, and Music folders in the Start menu, just below your personal folder.

Remember that you can create subfolders inside any of these folders to help you better organize your files. In the Pictures folder, for example, you might create subfolders to organize pictures by date, by event, by the names of people in the pictures, or by any other scheme that helps you work more efficiently.

[↑Top of page](#)

Understanding the parts of a folder

When you open a folder on the desktop, a folder window appears. In addition to showing the contents of the folder, a folder window has a variety of parts that are designed to help you navigate around Windows or work with files and folders more easily. Here is a typical folder and each of its parts:



The Documents folder

Folder part

What it's useful for

Address bar

Use the Address bar to navigate to a different folder without closing the current folder window. For more information, see [Navigate using the Address bar](#).

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| Back and Forward buttons | Use the Back and Forward buttons to navigate to other folders you have already opened without closing the current window. These buttons work in conjunction with the Address bar; after you use the Address bar to change folders, for example, you can use the Back button to return to the original folder. |
| The Search box | Type a word or phrase in the Search box to look for a file or subfolder stored in the current folder. The search begins as soon as you begin typing, so as you type B, for example, all the files that start with the letter B will appear in the folder's file list. For more information, see Find a file or folder . |
| Toolbar | The toolbar allows you to perform common tasks, such as changing the appearance of your files and folders, copying files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the commands that are useful. For example, if you click a picture file, the toolbar shows different buttons than it would if you clicked a music file. |
| Navigation pane | Like the Address bar, the Navigation pane lets you change the view to other folders. The Favorite links section makes it easy to change to a common folder or start a search that you previously saved. If you often go to the same folder, you can drag that folder to the Navigation pane to make it one of your own favorite links. For more information, see Working with the Navigation pane . |
| File list | This is where the contents of the current folder are displayed. If you typed in the Search box to find a file, only the files that match your search will appear. For more information, see Tips for finding files . |
| Column headings | Use the column headings to change how the files in the file list are organized. You can sort, group, or stack the files in the current view. For more information, see Tips for finding files . |
| Details pane | The Details pane shows the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file. For more information, see Add tags or other properties to files . |
| Preview pane | Use the Preview pane to see the contents of many kinds of files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. The Preview pane is not displayed by default in most folders. To see it, click the Organize button on the toolbar, click Layout , and then click Preview pane . |

Viewing your files in a folder

When you open a folder and see your files, you might prefer larger (or smaller) icons, or an arrangement that lets you see different kinds of information about each file. To make these kinds of changes, use the Views button in the toolbar.

Each time you click the Views button, the folder window changes the way it displays your file and folder icons, alternating between large icons, a smaller icon view called Tiles, and a view called Details that shows several columns of information about the file.

If you click the arrow next to the Views button, you have even more choices. Drag the slider up or down to fine-tune the size of the file and folder icons. You can see the icons change size as you move the slider.



The Views options

Finding your files

When you need to find a particular file, you'll often know that it's located somewhere in a common folder like Documents or Pictures. Unfortunately, actually locating the file you want might mean browsing through hundreds of files and subfolders—not an easy task. To save yourself time and effort, use the Search box to find your file.



The Search box

The Search box is located at the top of every folder. To find a file, open the folder that contains the file you are looking for, click the Search box, and start typing. The Search box **filters** the current view based on the text that you type. Files are displayed as search results if your search term matches the file's name, **tags**, or other file properties. Text documents are displayed if the search term occurs in any of the text inside the document. Your search looks in the current folder as well as all subfolders.

If you have no idea where to look for a file, you can expand your search to include the entire computer, not just a single folder. For more information, see

Copying and moving files and folders

Occasionally, you might want to change where files are stored on your computer. You might want to move files to a different folder, for example, or copy them to **removable media** (such as CDs or memory cards) to share with another person.

Most people copy and move files using a method called *drag and drop*. Start by opening the folder that contains the file or folder you want to move. Then open the folder where you want to move it to. Position the folder windows on the desktop so you can see the contents of both of them.

Next, **drag** the file or folder from the first folder to the second folder. That's all there is to it.



To copy or move a file, drag it from one folder to another

When using the drag-and-drop method, you might notice that sometimes the file or folder is copied, and at other times it is moved. Why is that? If you are dragging an item between folders that are on the same hard drive, then the items are moved so two copies of the same file or folder aren't created on the same hard drive. If you drag the item to a folder that's on a different hard drive (such as a network location, for example) or to removable media like a CD, the item is copied. That way the file or folder isn't removed from its original location.

Creating and deleting files

The most common way to create new files is by using a program. For example, you can create a text document in a word processing program or a movie file in a video editing program.

Some programs create a file when you open them. When you open WordPad, for example, it starts with a blank page. This represents an empty (and unsaved) file. Start typing, and when you are ready to save your work, click **File** in the menu bar and then click **Save As**. In the dialog box that appears, type a file name that will help you find the file again in the future, and then click **Save**.

By default, most programs save files in common folders like Documents, Pictures, and Music, which makes it easy to find the files again next time. For more information on creating new files, see [Save a file](#).

When you no longer need a file, you can remove it from your computer's **hard disk** to save space and keep your computer from getting cluttered with unwanted files. To delete a file, open the folder that contains the file and then select the file. Press DELETE and then, in the **Delete File** dialog box, click **Yes**.

When you delete a file, it's temporarily stored in the Recycle Bin. Think of the Recycle Bin as a safety folder that allows you to recover files or folders that you deleted accidentally. Occasionally, you should empty the Recycle Bin to reclaim all of the hard disk space being used by your unwanted files. To learn how to empty the Recycle Bin, see.

Opening an existing file

To open a file, double-click it. The file will open in the program that you used to create or edit it. If it's a text file, for example, it will open in your word-processing program.

That's not always the case, though. Double-clicking a digital picture, for example, will usually open a picture viewer. To actually edit the picture, you need to use a different program. Right-click the file, click **Open With**, and then click the name of the program that you want to use.

Adapted from Microsoft.com Windows Vista and Windows 7 online tutorial. www.microsoft.com/windows