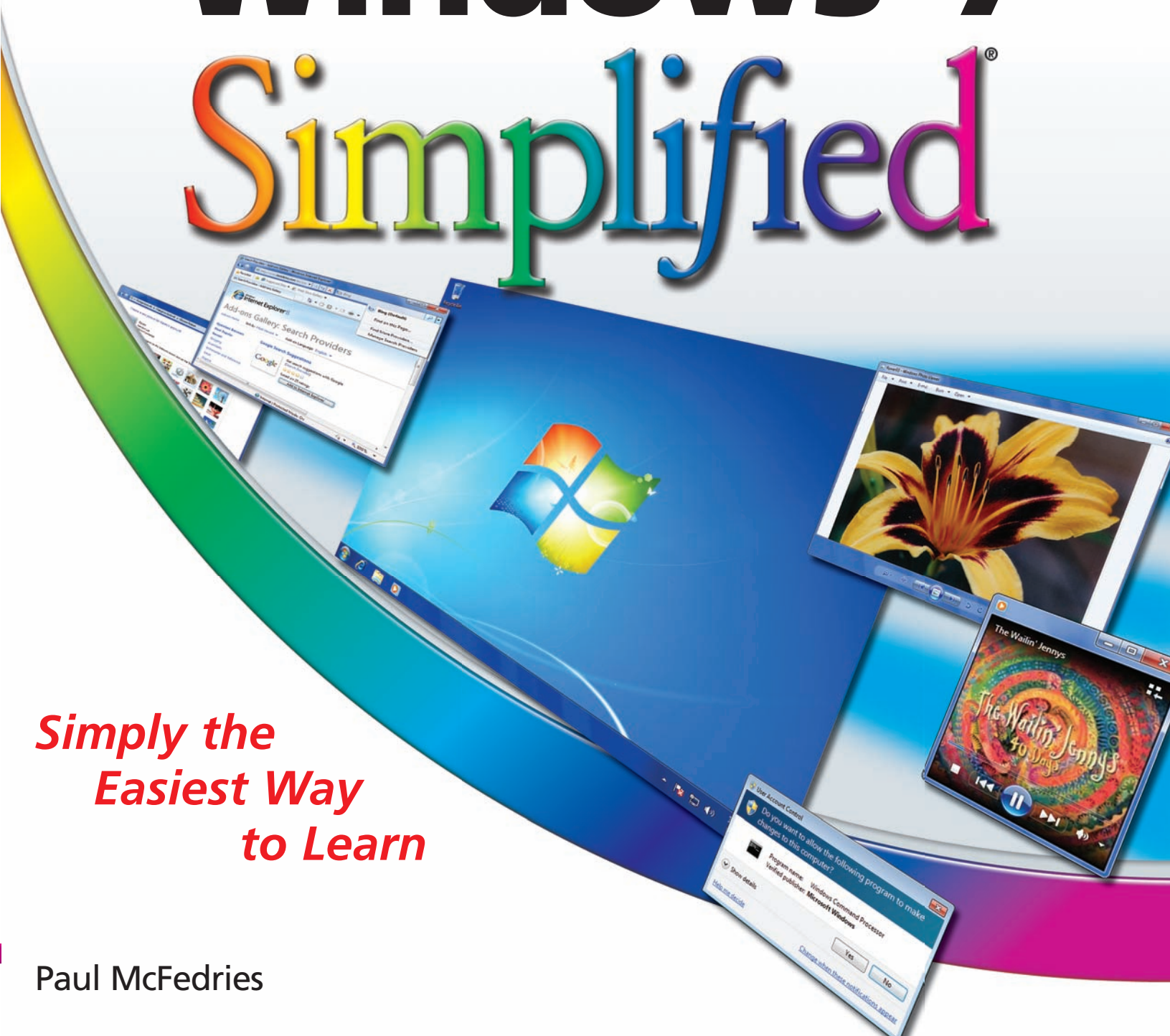


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“What fantastic teaching books you have produced! Congratulations to you and your staff. You deserve the Nobel Prize in Education in the Software category. Thanks for helping me understand computers.”

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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 60 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles *Windows 7 Visual Quick Tips*, *Switching to a Mac Portable Genius*, *iPhone 3G Portable Genius*, *Teach Yourself VISUALLY Office 2008 for Mac*, and *Internet Simplified*. Paul is also the proprietor of Word Spy (www.wordspy.com and twitter.com/wordspy), a Web site that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal Web site at www.mcfedries.com, or to follow him on Twitter at twitter.com/paulmcf.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through of the pages will show you that this book is also chock full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Jody Lefevere for asking me to write this book.

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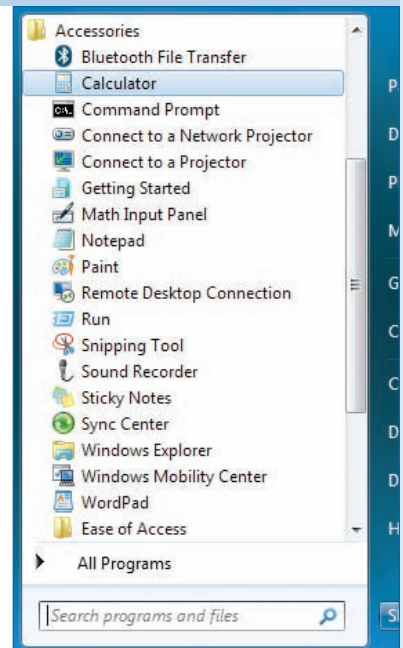
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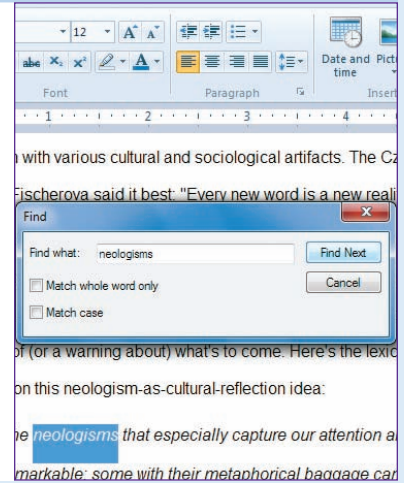
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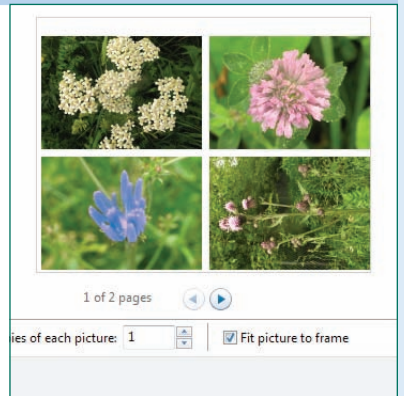
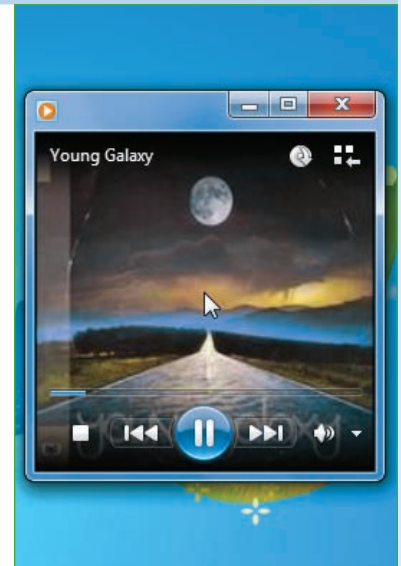


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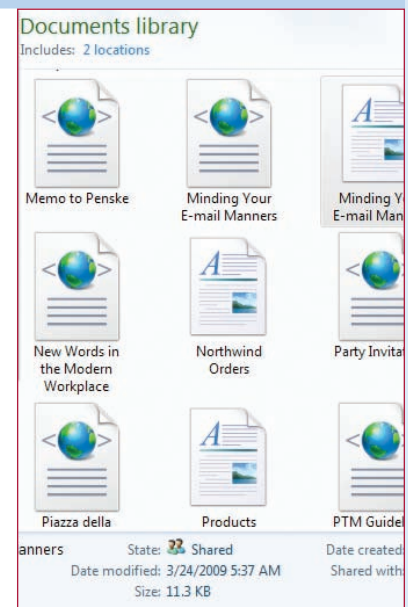
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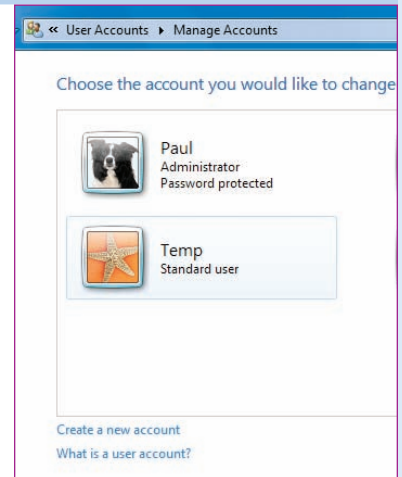
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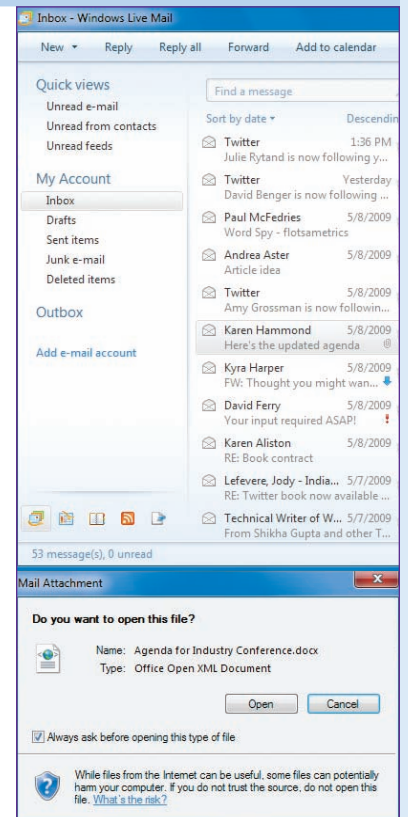


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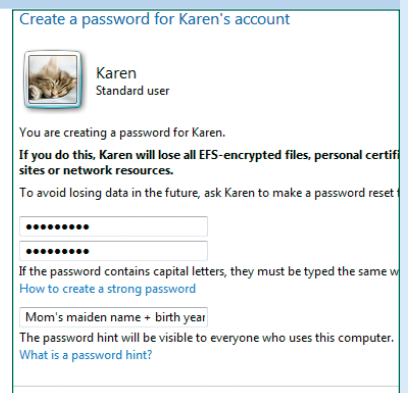
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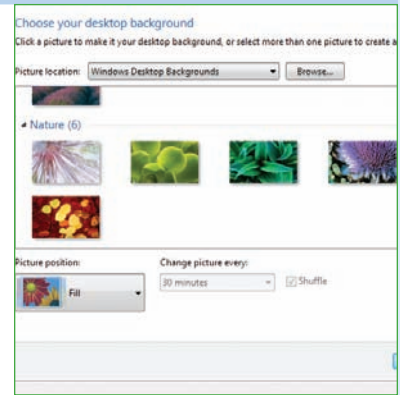
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How to Use This Book

Do you look at the pictures in a book or newspaper before anything else on a page? Would you rather see an image instead of read about how to do something? Search no further. This book is for you. Opening *Windows 7 Simplified* allows you to read less and learn more about the Windows operating system.

Who Needs This Book

This book is for a reader who has never used this particular technology or application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Windows has to offer.

Book Organization

Windows 7 Simplified has 12 chapters.

Chapter 1, **Getting Started with Windows 7**, gives you the basics of starting and stopping Windows 7, understanding the Windows 7 screen, and using a mouse.

In Chapter 2, **Launching and Working with Programs**, you learn how to install and start programs, how to use menus, toolbars, and dialog boxes, and how to switch between program windows.

In Chapter 3, **Creating and Editing Documents**, you learn how to create and open documents, edit document text, and save and print your work.

Chapter 4, **Working with Images**, shows you how to work with images in Windows 7, load images from the digital camera or scanner, and print an image.

With Chapter 5, **Playing Music and Other Media**, you learn how to use Windows Media Player to play music, sound, and video files, audio CDs, and DVDs.

Chapter 6, **Working with Files**, gives you the details on how to view, select, copy, and move files, burn files to a recordable CD, rename and delete files, and search for files.

Chapter 7, **Sharing Your Computer with Others**, shows you how to use Windows 7's User Accounts feature to enable multiple people to share a single computer, and introduces you to some basic networking techniques.

In Chapter 8, **Surfing the World Wide Web**, you learn how to use the Internet Explorer program to browse the World Wide Web.

With Chapter 9, **Working with E-mail, Contacts, and Events**, you learn how to use the Windows Live Mail program to send and receive e-mail messages and track your appointments, events, and tasks.

Chapter 10, **Implementing Security in Windows 7**, gives you information on the Windows 7 security features, including the new Action Center, passwords, parental controls, and more.

Chapter 11, **Customizing Windows 7**, shows you various ways to customize Windows 7 to suit the way you work.

In Chapter 12, **Maintaining Windows 7**, you learn about some programs that enable you to perform routine maintenance that will keep your system running smoothly.

Chapter Organization

This book consists of sections, all listed in the book's table of contents. A *section* is a set of steps that show you how to complete a specific computer task.

Each section, usually contained on two facing pages, has an introduction to the task at hand, a set of full-color screen shots and steps that walk you through the task, and a set of tips. This format allows you to quickly look at a topic of interest and learn it instantly.

Chapters group together three or more sections with a common theme. A chapter may also contain pages that give you the background information needed to understand the sections in a chapter.

Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

The Conventions in This Book

A number of typographic and layout styles have been used throughout *Windows 7 Simplified* to distinguish different types of information.

Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

Italics

Italic words introduce a new term and are followed by a definition.

Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid — for example, the loss of data. A note may also cross reference a related area of the book. A cross reference may guide you to another chapter or another section within the current chapter.

Icons and buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.



You can easily identify the tips in any section by looking for the Simplify It icon. Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps.

Chapter

1

Getting Started with Windows 7

Are you ready to learn about Windows 7? In this chapter, you learn a few basic techniques and concepts that will help get comfortable with Windows. These topics include starting Windows 7, understanding what you can do with Windows 7, and taking a tour of the Windows 7 screen. You also learn how to use a mouse with Windows 7, use the Windows 7 Help system, and activate your copy of Windows 7. The chapter closes by showing you how to restart Windows 7 and how to shut down your system when you are finished using it.



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Start Windows 7

When you turn on your computer, Windows 7 starts automatically, but you may have to navigate the Welcome screen along the way. You use the Welcome screen to log in to Windows 7 using the user account and password you configured when you first set up your computer.

If this is the first time you are starting your computer, you will have to run through a series of configuration steps. These steps configure your main user account, your desktop background, and a few security options. You should select the default options to ensure your computer remains secure and up to date.

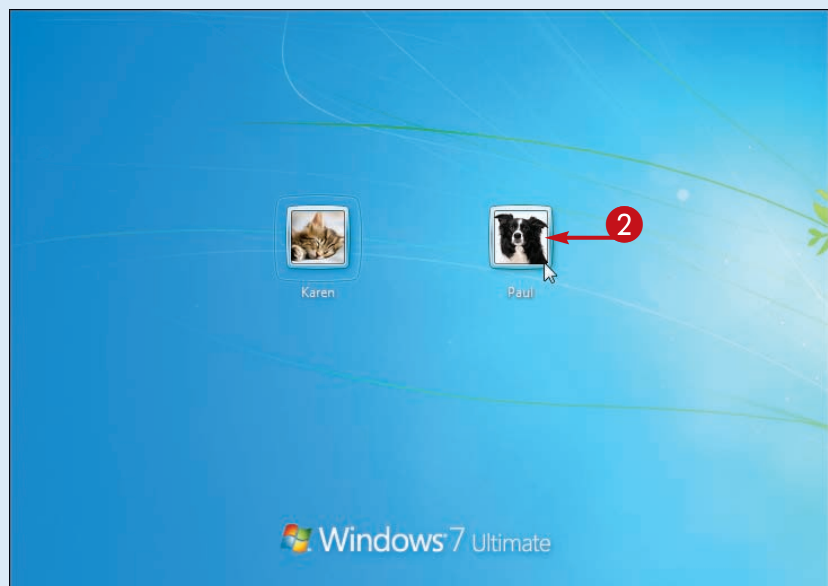
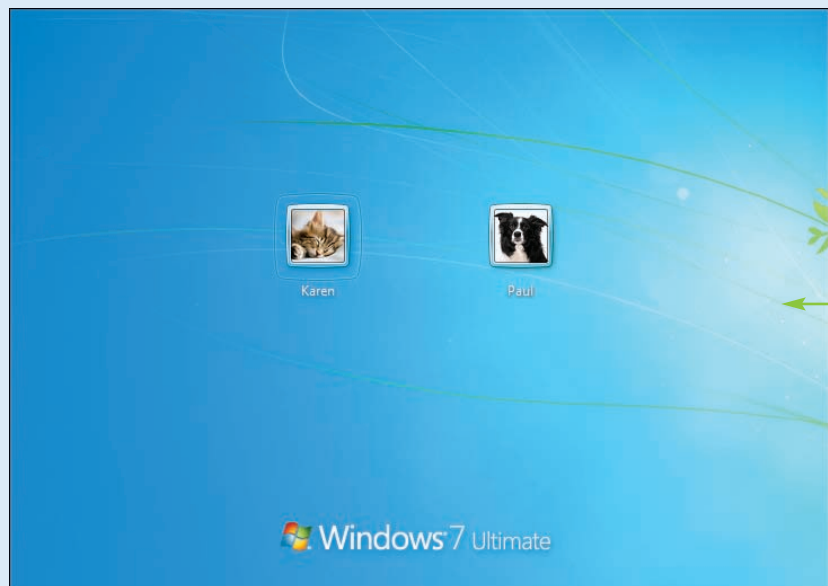
Start Windows 7

- 1 Turn on your computer.
- 2 The Windows 7 Welcome screen appears.

Note: If your version of Windows 7 is configured with just a single user and no password, then you bypass the Welcome screen and go directly to the desktop.

- 2 Click the icon that corresponds to your Windows 7 user name. Windows 7 prompts you to enter your password.

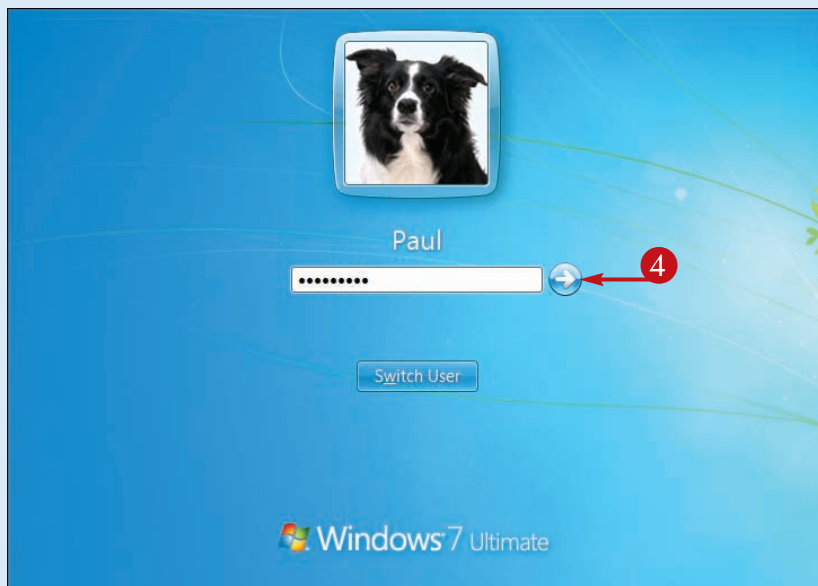
Note: If you are the only user on your computer, Windows 7 prompts you for your password right away, so you can skip Step 2.






- 3 Type your password.

Note: The password characters appear as dots as you type them so that no one else can read your password.




- 4 Click the **Go** arrow () or press **Enter**.

The Windows 7 desktop appears after a few moments.



What happens if I forget my Windows 7 password?

Most Windows 7 user accounts that are password protected are also set up with a password *hint* — usually a word or phrase designed to jog your memory. You choose the question when you set your password, as explained in the “Protect an Account with a Password” section in Chapter 10. If you forget your password, click the **Go** arrow () and then click **OK** to see the password hint.

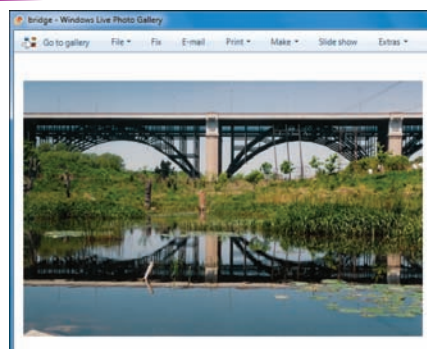
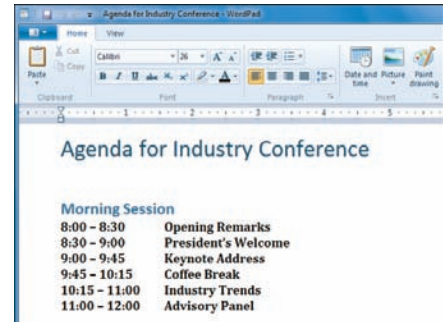
What You Can Do with Windows 7

Windows 7 is an operating system that contains a collection of tools, programs, and resources. You do not do anything directly with Windows 7 itself. Instead, you use its tools and programs to perform tasks, including getting your work

done, creating pictures, editing photos, playing music, surfing the World Wide Web, exchanging e-mail messages, and more. Here is a sampling of what you can do with them.

Get Work Done

With Windows 7, you can run programs that enable you to get your work done more efficiently, such as a word processor for writing memos and letters, a spreadsheet for making calculations, and a database for storing information. Windows 7 comes with some of these programs (such as the WordPad program you learn about in Chapter 3), and you can purchase and install others separately.



Create and Edit Pictures

Windows 7 comes with a lot of features that let you work with images. You can create your own pictures from scratch, import images from a scanner or digital camera, or download images from the Internet. After you create or acquire an image, you can edit it, print it, or send it via e-mail. You learn about these and other picture tasks in Chapter 4.

Play Music and Other Media

Windows 7 has treats for your ears as well as your eyes. You can listen to audio CDs, play digital sound and video clips, watch DVD movies, tune in to Internet radio stations, and copy audio files to a recordable CD. You learn about these multimedia tasks in Chapter 5.



Get on the Internet

Windows 7 makes connecting to the Internet easy. And after you are on the Net, Windows 7 has all the tools you need to get the most out of your experience. For example, you can use Internet Explorer to surf the World Wide Web (see Chapter 8) and Windows Live Mail to send and receive e-mail (see Chapter 9).

The Windows 7 Screen

Before getting to the specifics of working with Windows 7, take a few seconds to familiarize yourself with the basic screen elements, including the desktop, the Start button, the

taskbar, and the notification area. You will interact with these screen elements throughout your Windows 7 career, so getting familiar with them early on will help you in the long run.

Desktop Icon

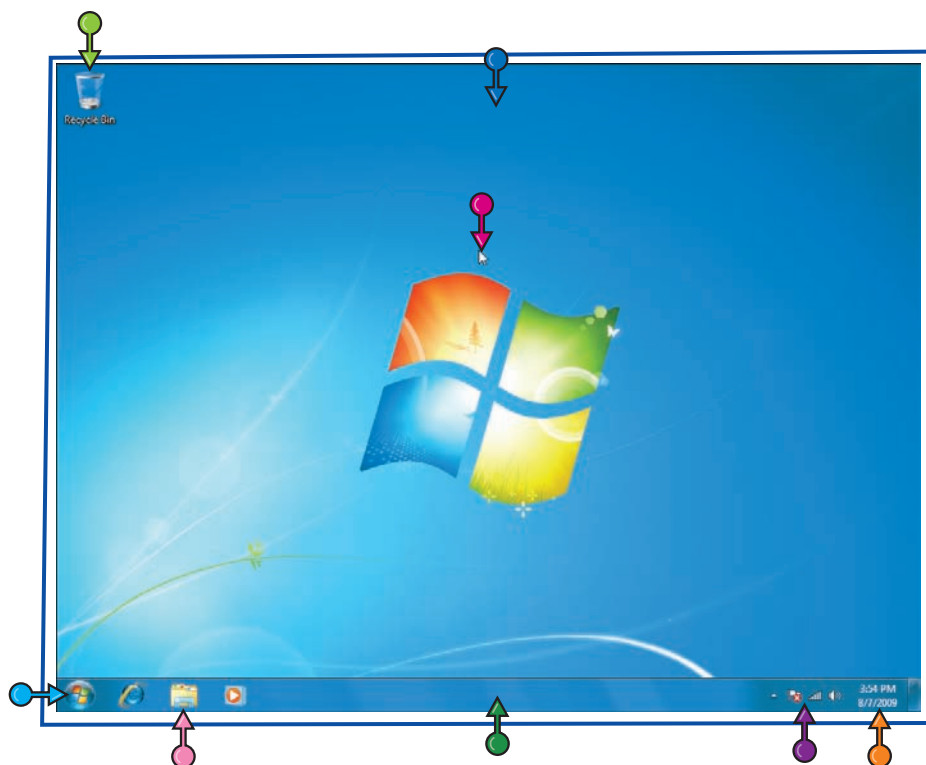
An icon on the desktop represents a program, a Windows 7 feature, or a document. A program you install often adds its own icon on the desktop.

Mouse Pointer

When you move your mouse, this pointer moves along with it.

Desktop

This is the Windows 7 “work area,” meaning that it is where you work with your programs and documents.



Time and Date

This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

Notification Area

This area displays small icons that notify you about things that are happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows 7 is available over the Internet.

Taskbar

The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.

Start Button

You use this button to start programs and launch many of Windows 7's features.

Taskbar Icons

You use these icons to launch some Windows 7 features with just a mouse click.

Using a Mouse with Windows 7

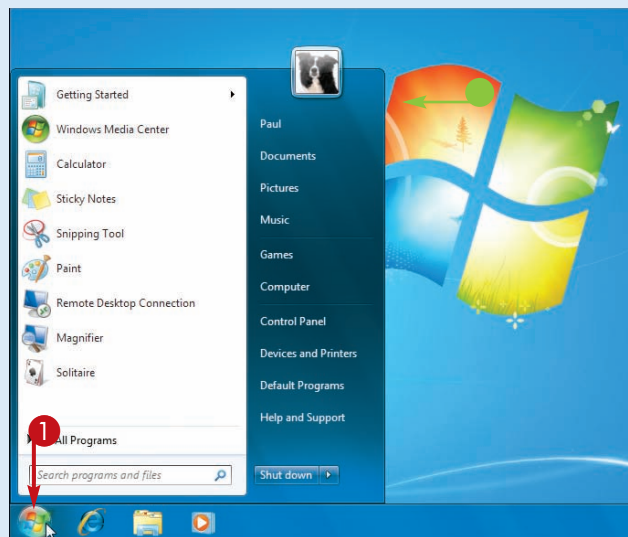
Windows 7 was built with the mouse in mind, so it pays to learn the basic mouse techniques early on because you will use them for as long as you use Windows. These techniques include clicking the mouse, double-clicking, right-clicking, and clicking-and-dragging.

If you have never used a mouse before, remember to keep all your movements slow and deliberate, and practice the techniques in this section as much as you can.

Using a Mouse with Windows 7

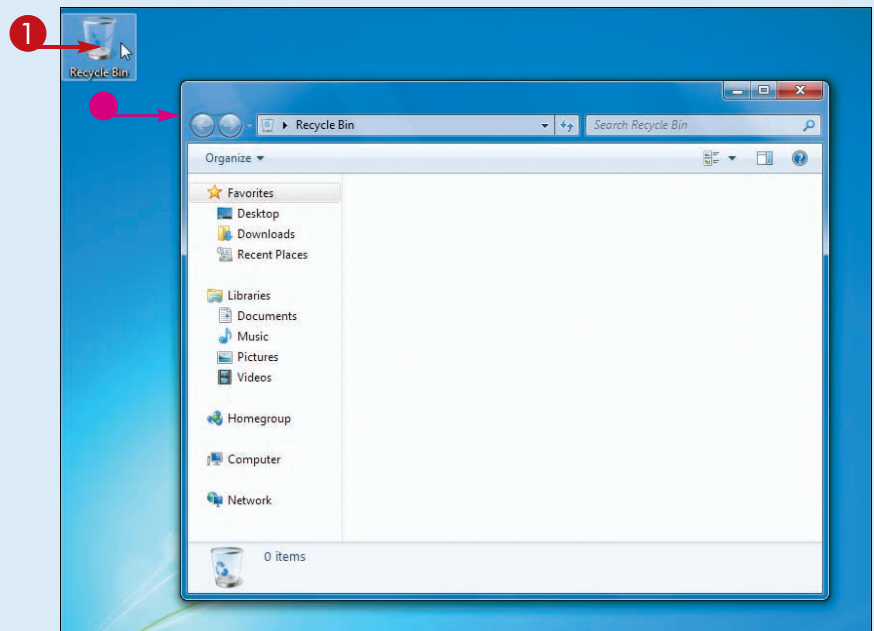
CLICK THE MOUSE

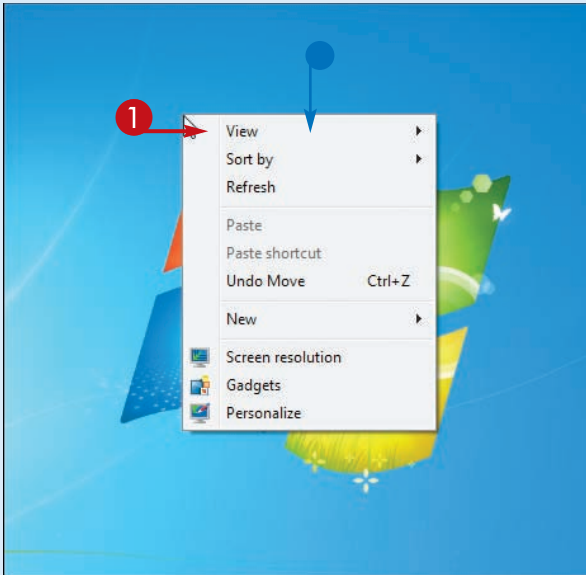
- 1 Position the mouse over the object you want to work with.
 - 2 Click the left mouse button.
- Depending on the object, Windows 7 either selects the object or performs some operation in response to the click (such as displaying the Start menu).



DOUBLE-CLICK THE MOUSE

- 1 Position the mouse over the object you want to work with.
 - 2 Click the left mouse button twice in quick succession.
- Windows 7 usually performs some operation in response to the double-click action (such as displaying the Recycle Bin window).





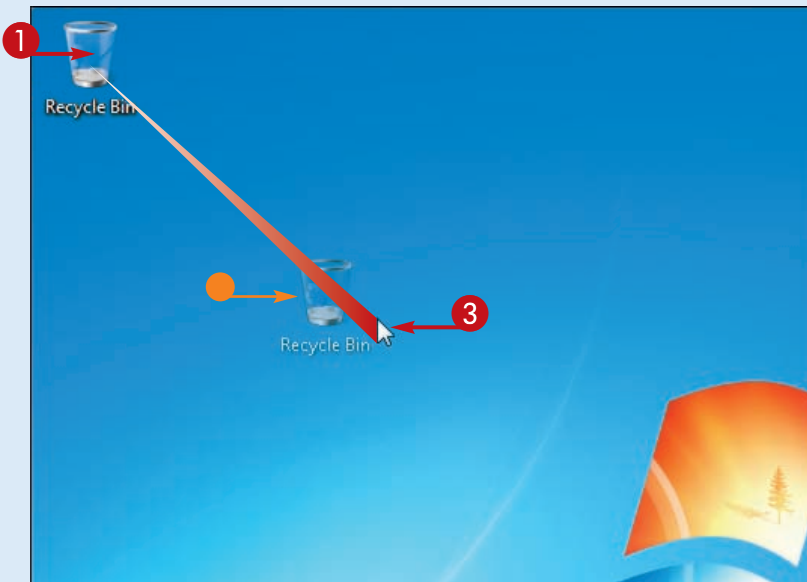
RIGHT-CLICK THE MOUSE

- 1 Position the mouse over the object you want to work with.
- 2 Click the right mouse button.
- Windows 7 displays a shortcut menu when you right-click something.

Note: The contents of the shortcut menu depend on the object you right-clicked.

CLICK AND DRAG THE MOUSE

- 1 Position the mouse over the object you want to work with.
- 2 Click and hold the left mouse button.
- 3 Move the mouse to drag the selected object.
- In most cases, the object moves along with the mouse.
- 4 Release the mouse button when the selected object is repositioned.



Simplify It

Why does Windows 7 sometimes not recognize my double-clicks?

Try to double-click as quickly as you can, and be sure not to move the mouse between clicks. If you continue to have trouble, click **Start, Control Panel, Hardware and Sound**, and then **Mouse** to open the Mouse Properties dialog box. Click the **Buttons** tab. In the Double-click Speed group, click and drag the slider to the left (toward Slow).

How can I set up my mouse for a left-hander?

Click **Start, Control Panel, Hardware and Sound**, and then **Mouse** to open the Mouse Properties dialog box. Click the **Buttons** tab. Click **Switch primary and secondary buttons** (changes to)

Get Help

You can find out more about Windows 7, learn how to perform a task, or troubleshoot problems by accessing the Windows 7 Help and Support system.

Most of the Windows 7 Help and Support system is arranged into various categories, such as “Security and privacy” and “Files, folders,

and libraries.” Each category offers a number of subcategories to help you find the specific area you are looking for. Within each category and subcategory you see a collection of related topics, and these topics provide the instructions of information.

Get Help

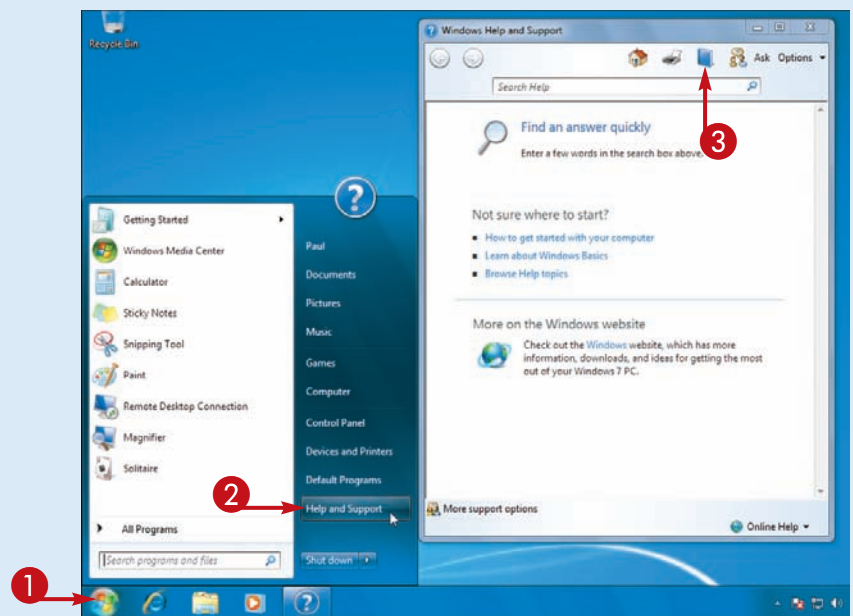
1 Click **Start**.

The Start menu appears.

2 Click **Help and Support**.

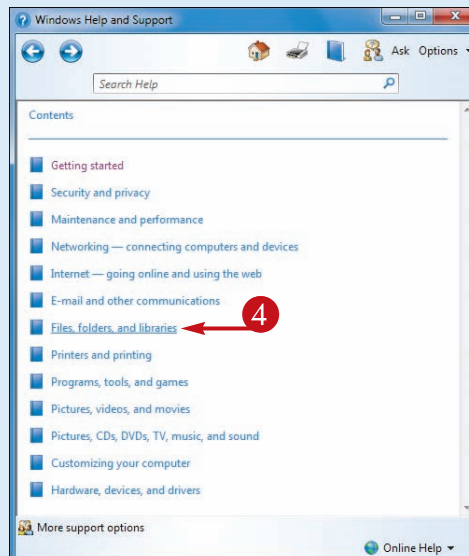
The Windows Help and Support window appears.

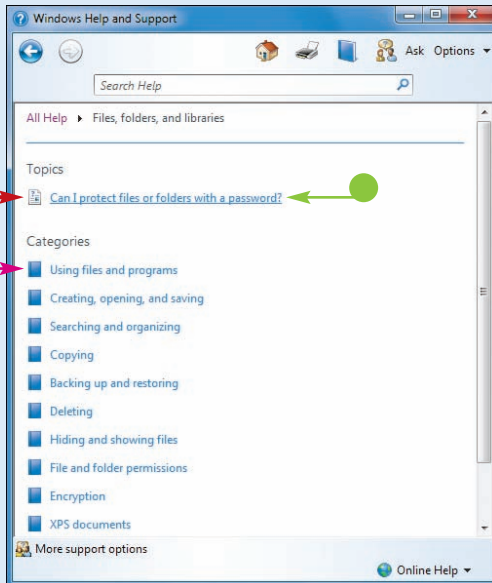
3 Click the **Browse Help** button (🔍).



The Table of Contents appears.

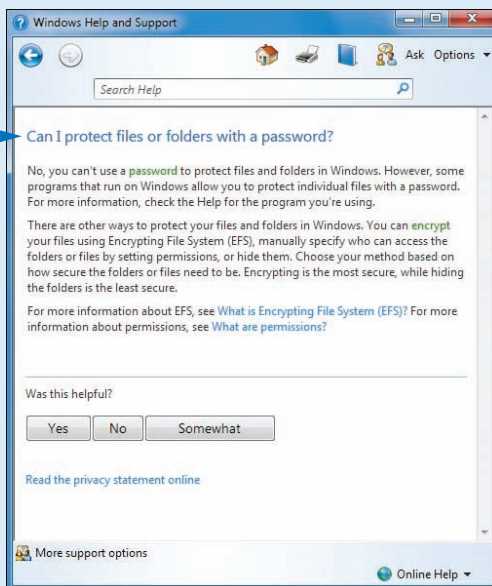
4 Click a category.





- A list of Help topics appears for the category you selected.
- A list of subcategories appears for the category you selected.
- 5 Click a topic.

Note: If the topic you want is part of a subcategory, click the subcategory to display the list of topics it contains, and then click the topic.



- The item you selected appears in the Windows Help and Support Center window.
- 6 Read the article.

Note: To return to a previous Windows Help and Support Center screen, click the **Back** button (⏪) until you get to the screen you want.

Simplify It

How do I get help for a specific program?

Almost all Windows programs have their own Help features. You can access Help in a specific program one of three main ways:

- Click **Help** from the menu, and then click the command that runs the Help features (it may be called **Help Contents**, **Help Topics**, or **Program Help**, where *Program* is the name of the program (for example, **Microsoft Word Help**).
- Press **F1**.
- In a dialog box or program window, click the **Help** button (ⓘ).

Activate Your Copy of Windows 7

To avoid piracy, Microsoft requires that each copy of Windows 7 be activated. Otherwise, your copy of Windows 7 will refuse to run after the activation period has expired. Activating Windows 7 means that Microsoft uses an Internet connection to confirm that your copy of Windows 7 is genuine and has not also been installed on another computer.

This section assumes that Windows 7 has not yet prompted you to start the activation. If you see an icon in the notification area with the message "Activate Windows now," click that message and then skip to Step 5.

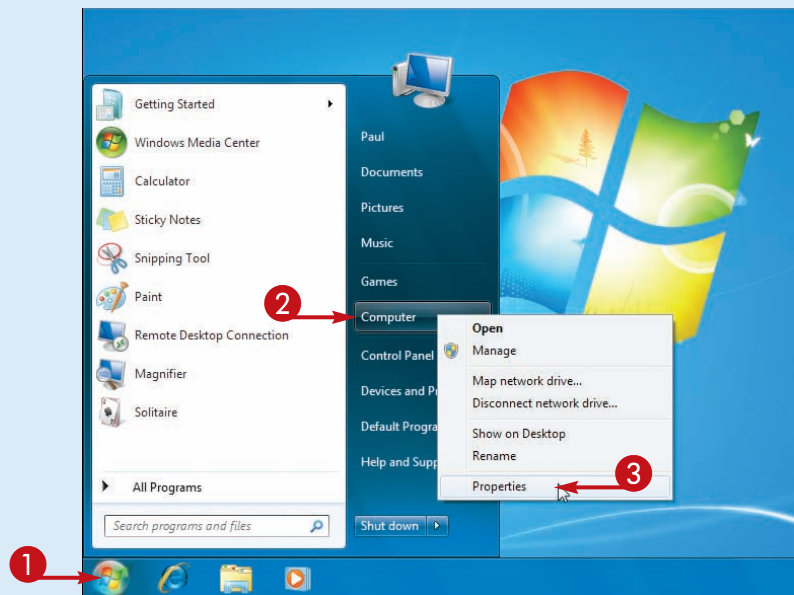
Activate Your Copy of Windows 7

1 Click **Start**.

The Start menu appears.

2 Right-click **Computer**.

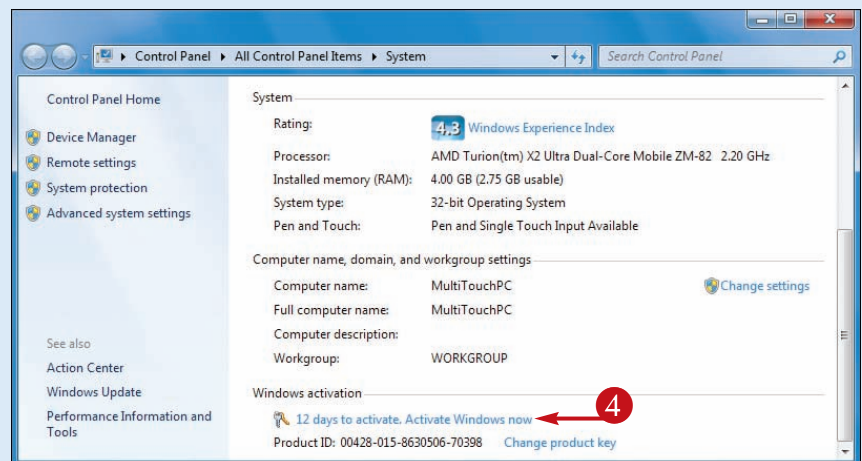
3 Click **Properties**.

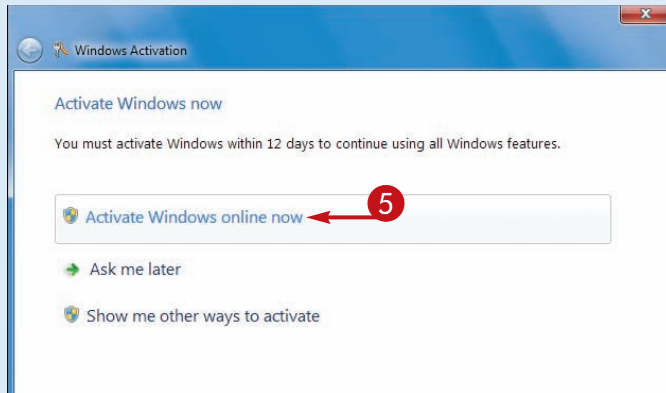


The System window appears.

Note: If the System window shows the Ask for Genuine Microsoft Software logo in the Windows Activation area, then you do not need to perform the rest of the steps in this section. Click the **Close** button (⌵) to close the System window.

4 Click the **Activate Windows now** link.



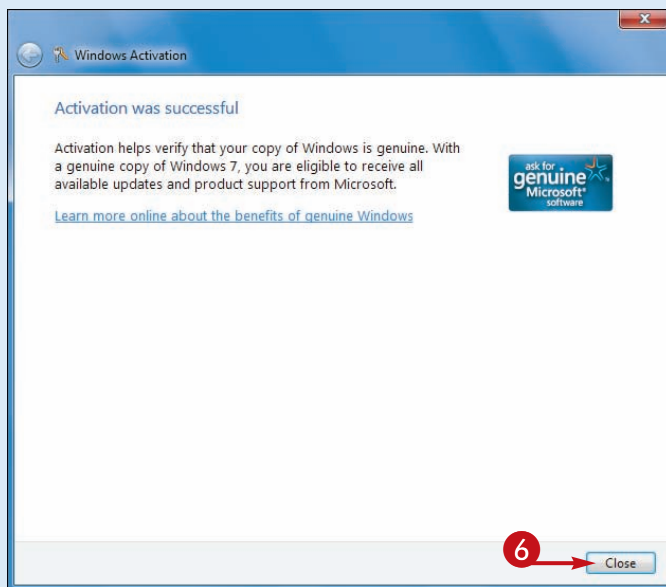


The Windows Activation dialog box appears.

- 5 Click **Activate Windows online now**.

Windows 7 confirms that it has been activated.

- 6 Click **Close**.



Can I activate Windows 7 on more than one computer?

No, not usually. The activation process creates a special value unique to your computer's hardware configuration. When you activate Windows 7, your copy of the program is associated with this unique hardware value, which means your copy works only with that one computer. However, if that computer breaks down, you can telephone Microsoft to let them know, and they should allow you to activate Windows 7 on another computer.

How can I activate my copy of Windows 7 if I do not have Internet access?

If you do not have Internet access, perform Steps 1 to 5 anyway. After a few moments, Windows Activation displays a list of options. Click **Show me other ways to activate**. If your computer has a modem attached, click **Use my modem to connect directly to the activation service**. If you do not have a modem, click **Use the automated phone system**, instead.

Restart Windows 7

You can restart Windows 7, which means it shuts down and starts up again immediately. This is useful if your computer is running slow or acting funny. Sometimes a restart solves the problem.

Knowing how to restart Windows 7 also comes in handy when you install a program or device that requires a restart to function properly. If you are busy right now, you can always opt to restart your computer yourself later, when it is more convenient.

Restart Windows 7

- 1 Shut down all your running programs.

Note: Be sure to save your work as you close your programs.

- 2 Click **Start**.

The Start menu appears.

- 3 Click the power button arrow (▾).

- 4 Click **Restart**.

Windows 7 shuts down and your computer restarts.

