

## Part

# Quick Start Guide

On your computer screen is the most exciting new release of Windows in the last 10 years: Windows 7. This Quick Start Guide will get you up and running with Windows in no time. You'll learn what's new in Windows 7, how to find your way around the Windows 7 desktop, where to find your programs and documents, and several ways you can quickly tailor the desktop to suit your needs and tastes. After you get to know your new Windows desktop, you can jump into the top 12 things you'll want to do or set up on your new computer. You'll also learn some basic Windows tasks and skills and where to get more details about them in this book.

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# Getting Around Quickly

This Quick Start Guide means just what it says. It will help you quickly locate specific information within this book, and it will show you the basics of using Windows 7 and your PC. Very few of us have taken a formal, structured class that taught us everything we need to know about using Windows and computers. Often we learn or are taught on a need-to-know basis by friends or coworkers. It's easy to feel intimidated when we watch others effortless perform tasks like clicking, dragging, copying, pasting, connecting, and printing.

This book is designed so that you can use it *your way*. There's no computer gene that some have and some don't—everybody learns differently and at their own pace. As a result, you will find plenty of written and visual instructions in this book. And, while the chapters are numbered, you don't have to read them in a particular order—or even read all of them. Read this book a la carte; sample a few topics like appetizers when you're hungry for just a little bit of information, or build a seven course meal when you want to consume information until you're stuffed.

What would you like to know? Table QSG-1 describes where to go for more information in this chapter and this book.

**Table QSG-1.** *Information Location*

To do this...	Go to...
<b>View a short description of each chapter</b>	"How to Use this Book" in the Introduction.
<b>Learn more about the content of a particular chapter</b>	The first page of each chapter describes what you will learn in the chapter. At the end of the chapter, the Summary section describes key skills or features you have learned about, and the Next Steps section suggests related chapters.
<b>Find information in this book</b>	<p>Some people like to search for particular terms or words, and some like to browse things at a heading or outline level. You can do either, whichever suits your preference or current need.</p> <ul style="list-style-type: none"> <li>■ <b>Contents at a Glance</b> at the beginning of the book provides the chapter numbers and names.</li> <li>■ <b>Contents</b> at the beginning of the book provides a more comprehensive look at each chapter down to several levels of subheadings.</li> <li>■ The <b>Index</b> at the back of the book provides page numbers for key words, concepts, and features in this book.</li> <li>■ If you are reading this book as an eBook, use the <i>word search</i>, <i>text search</i>, or <i>full text search</i> features provided by the eReader. Searching capabilities and features vary by type of eBook.</li> </ul>
<b>Twelve things you should do right away</b>	See "A Digital Dozen Things to Do Right Away" in this Quick Start Guide.
<b>Learn about the new Windows 7 features</b>	See "Learning Your Way around the Desktop" and "What Else is New or Improved in Windows 7" in this Quick Start Guide.
<b>Learn about basic Windows, mouse, and keyboard skills through examples of common Windows tasks</b>	See "Learning Basic Windows Skills and Concepts" in this Quick Start Guide.

## Learning Your Way Around the Desktop

Your desktop is what fills your screen after you log in to your Windows account: the **Desktop Background**, **Start button**, **Taskbar**, **Notification Area**, and **Desktop Icons**. It is your palette, your gateway, your dashboard, and your organizer. Take a quick look at the new and improved Windows 7 desktop in Figure QSG-1.

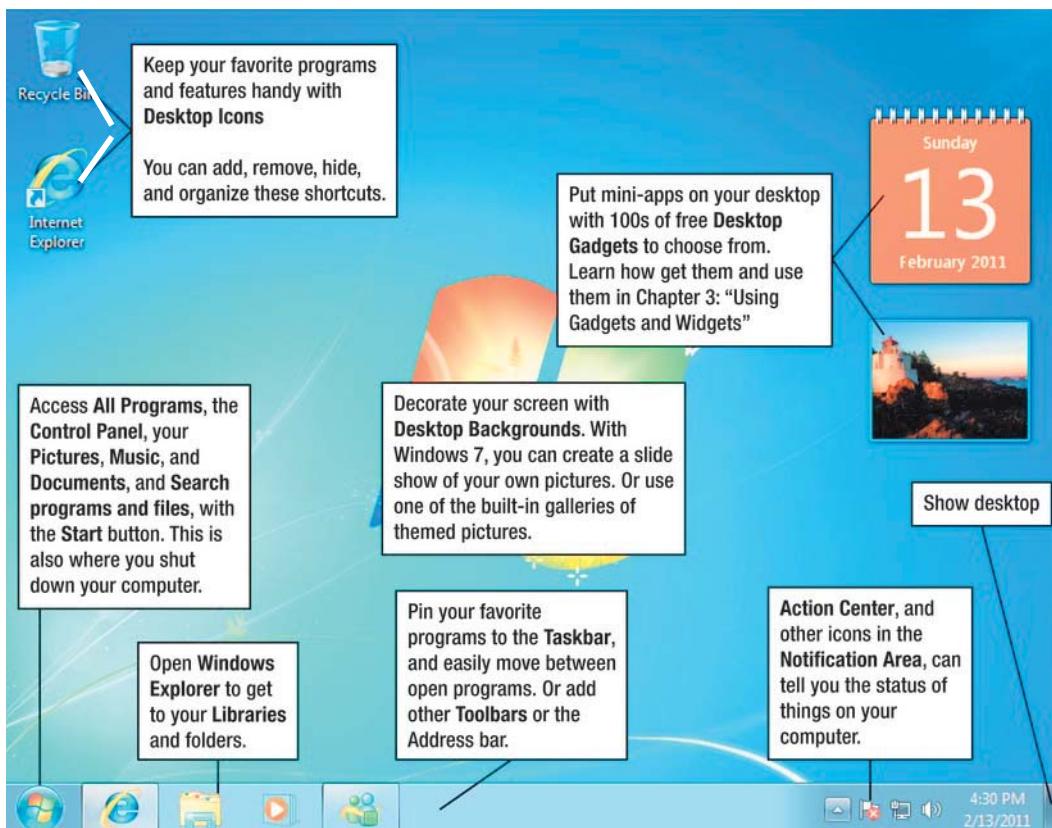
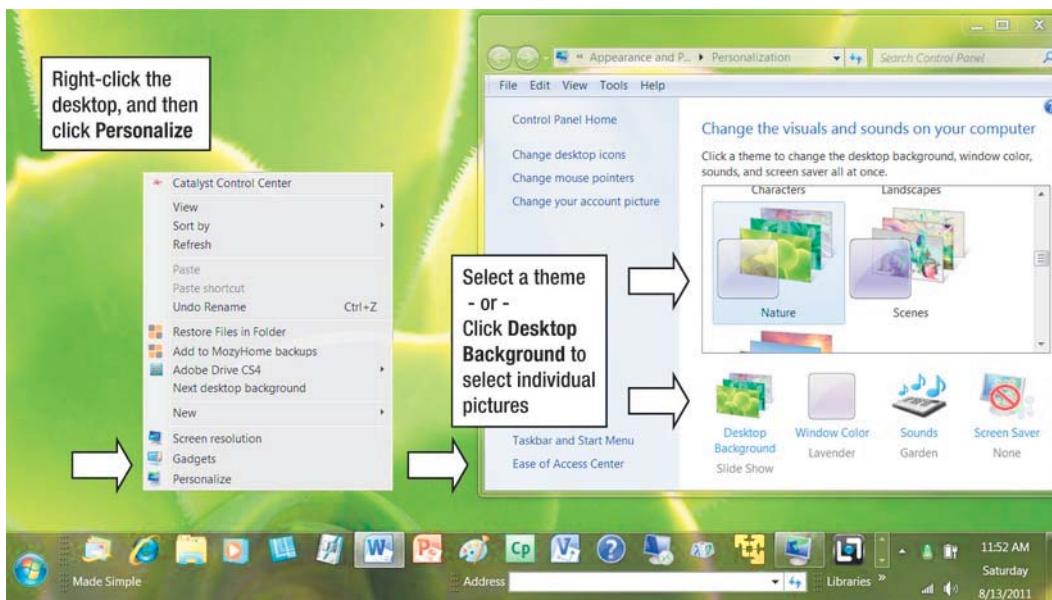


Figure QSG-1. The desktop is where everything starts (and ends)

Your desktop is like a first impression—it can set the tone for how you see and view everything about your computer. Use the **Desktop Background** as your palette to display or share with others interesting pictures and colors. It's a gateway to everything you do on your computer; you get to programs, features, settings, files, and libraries through the **Start** button and the **Taskbar**. It's your dashboard: the **Taskbar** tells you what programs are running and which windows are open, and the **Notification Area** gives you the status of important features and settings that are vital to running your computer. It's an organizer: you can bring all of your favorite or most frequently used things up front and center with **Desktop Icons**, **Desktop Gadgets**, and pinned items on the **Taskbar**.

## Desktop Background

This is a picture, design, or color that covers your entire screen area. Everything else on your desktop sits on top of it. Figure QSG-2 shows a desktop background created from one of the built-in themes.



**Figure QSG-2.** You can customize your desktop colors, background, and theme in the Personalization window.

You can change just your background or you can use Themes, which can coordinate a color theme for your program window borders and taskbar with a group of pictures. You can also rotate pictures with a slide show that changes the picture in the background at intervals from every 10 seconds to every day,

To change your background, theme, or colors:

1. Right-click the desktop and then click **Personalize**.
2. In the Personalization window do one of the following:

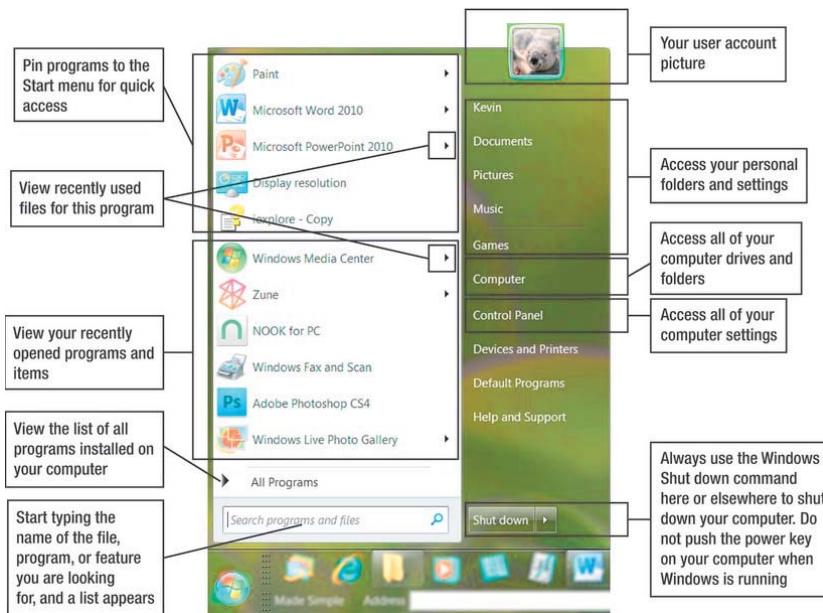
Select a theme from the themes list.

Click **Desktop Background** to select your own pictures or set up a slide show.

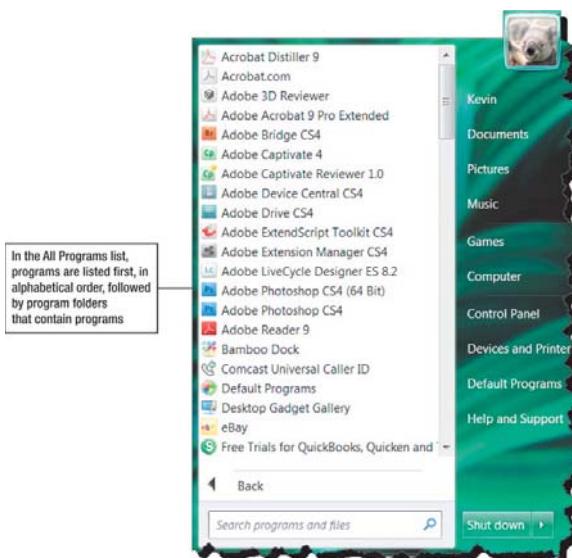
To learn more about the desktop, see Chapter 1: “Customizing And Personalizing Windows.”

## Start Menu

Click the **Start** button to access the **Start menu**. You can get to almost any file, program, feature, or setting on your computer. Figure QSG-3 shows the Start menu, and Figure QSG-4 shows the “other half” when you click **All Programs**.



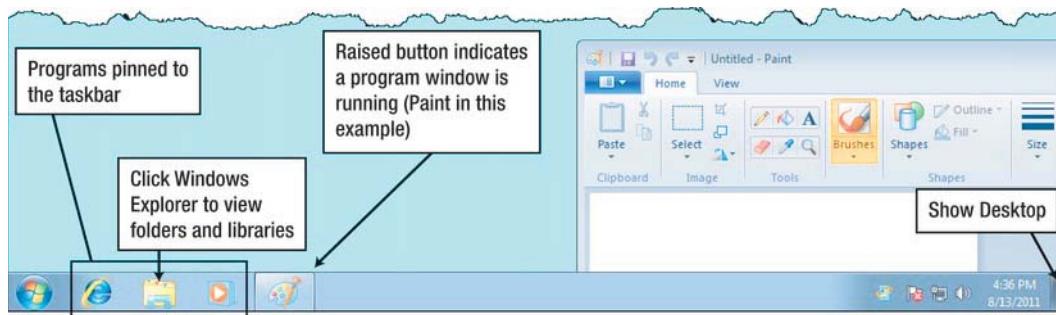
**Figure QSG-3.** The Start button provides access to programs, settings, files, folders, and shut down options.



**Figure QSG-4.** All Programs on the Start menu

## Taskbar

The **Taskbar** refers to both the entire bar across the bottom (or sides or top if you moved it), and the toolbar area between the Start button on the left and the Notification Area and Show Desktop button on the right, as shown in Figure QSG-5. The Taskbar combines the Quick Launch toolbar and open windows icon buttons that were separate in Windows XP and Windows Vista.



**Figure QSG-5.** Program buttons on the Taskbar

Here are a few things you can do to customize the taskbar:

- To pin a program to the taskbar, click the **Start** menu, locate the program in **All Programs**, right-click the program icon and then click **Pin this program to taskbar**. Or, right-click the program icon of an already open program on the taskbar, and then click **Pin this program to taskbar**.
- To add other toolbars such as the Address bar, Desktop, Links, Libraries, or any other folder, right click the taskbar, click **Toolbars**, and then select a toolbar from the list or select **New Toolbar**.
- To make the taskbar taller, right-click the toolbar, and clear the checkbox for **Lock the toolbar**. Then you can click the top edge of the taskbar and drag it up to the desired height.
- To minimize all windows so that only the desktop background is showing, click the **Show Desktop** button. If you have your desktop set to show desktop icons, or gadgets, or both, these will still show on the desktop.
- To move the taskbar to another side of the desktop, click and drag the taskbar to the desired location. Or right-click the taskbar, click **Properties**, and then select the new location in **Taskbar location on screen**.

## Notification Area and Time

The notification area, on the far right side of the taskbar, displays icons that tell you the status and notifications about incoming e-mail, Windows updates, network connection status, and other information about the state of your computer. The Action Center icon notifies you of issues that require your attention.

The time area, to the right of the notification area, displays the clock time, day of the week, and calendar date in a wide variety of formats, as shown in Figure QSG–6. The formats available depend on the language and region your computer is set for.

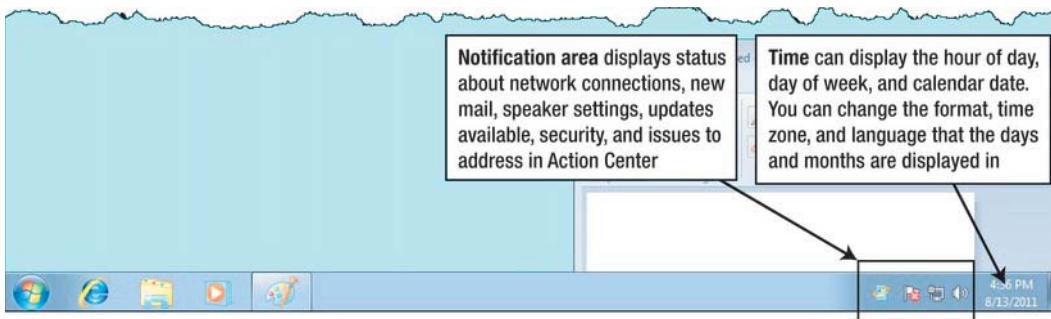


Figure QSG–6. Notification and Time areas

Here are a few ways to customize these areas:

- To change how notifications are displayed, right-click an empty area of the notification area, and then click **Customize notification icons**.
- To change the time settings, right-click the time area on the taskbar, and then click **Adjust date/time**.
- To change the language for the days of week and month names, click the **Start** button, and in **Search programs and files**, type **Region**. In the list that appears, click **Region and Language**.

## Desktop Icons and Gadgets

**Desktop icons** are shortcuts on your desktop to files, folders, programs, and features. Since the desktop itself is a folder, you can also store actual files, folders, and programs there, too.

**Desktop gadgets** are mini-applications or mini-viewers that you can use directly on your desktop. Desktop gadgets are off when you first install Windows, but it is easy to add them from Windows or get additional gadgets from the Web.

Figure QSG-7 shows some examples of desktop icons and desktop gadgets.

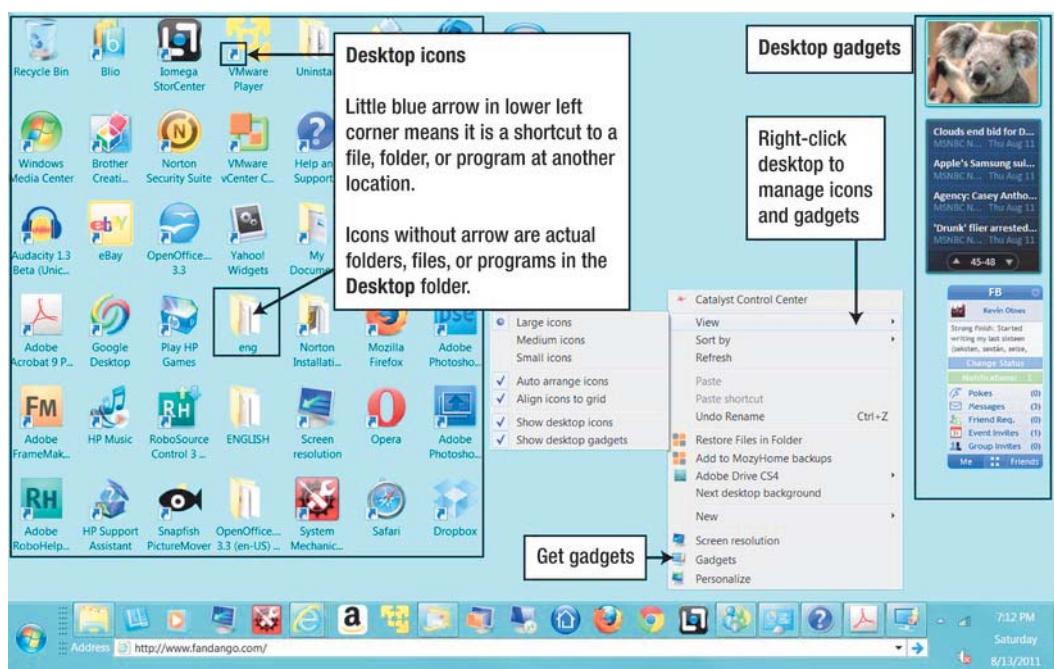


Figure QSG-7. Desktop icons and desktop gadgets

- To add icons to the desktop, copy and paste the icons from a folder or hold down the Control key while you click and drag a program icon from the All programs menu.
- To show, hide, or arrange desktop icons or gadgets, right-click the desktop, click **View**, and then select your settings. (Gadgets snap to each other like magnets when you put them close to each other.)
- To get or add gadgets, right-click the desktop and then click **Gadgets**.

To learn more about icons and gadgets, see Chapter 1: “Customizing And Personalizing Windows” and Chapter 3: “Using Gadgets and Widgets.”

## New or Improved in Windows 7

Windows 7 isn't just a facelift to make Windows look prettier. The changes and improvements make Windows 7 faster, easier, safer, more versatile with new hardware, and better equipped to how we use computers today. See Table QSG-2 for more information.

**Table QSG-2.** *Changes and Improvements*

Feature	Where to Learn More About It
<b>Backup and recovery</b>	Protect your computer with improved backup and recovery features. See Chapter 16: "Protecting Your Computer and Data."
<b>Finding files and programs</b>	On the Start menu, the <b>Search Programs and Files</b> box allows you to find files, folders, or programs by name. You will find examples throughout this book. Many procedures start with using the Search Programs and Files box. It is often much quicker than navigating through a series of menus like "Click the Start button, click Control Panel, and in Control Panel locate the item you want to open."
<b>Homegroup</b>	Share files and printers with other Windows 7 computers on your home network easier with the homegroup feature. See Chapter 15: "Connecting to the Internet and Home Networks."
<b>Libraries</b>	Organize and store your pictures, music, videos, and documents easier, even when they are in multiple folders on your computer or network. See Chapter 2: "Checking Out Libraries."
<b>Make it easier to read what's on your screen</b>	Use <b>Display</b> in <b>Control Panel</b> to adjust the size of text as it appears on your screen. See Chapter 1: "Customizing And Personalizing Windows."
<b>Multiple monitors</b>	Manage your multiple monitor positions, screen resolution, and screen rotation all in one window. See Chapter 14: "Connecting Monitors and Hardware."
<b>Other network improvements</b>	Manage your home networks and connections through the <b>Network and Sharing Center</b> . See Chapter 15: "Connecting to the Internet and Home Networks."

Feature	Where to Learn More About It
<b>Personalizing Windows</b>	Do more with your desktop background, themes, window color, and screen saver.  See Chapter 1: "Customizing And Personalizing Windows."
<b>Transferring User Account files and settings from another computer</b>	You can transfer user accounts from your old Windows XP or Windows 7 computer with the Windows Easy Transfer Wizard.  See Chapter 12: "Setting Up and Transferring User Accounts."
<b>Windows Live Essentials</b>	Download this free set of programs, if they weren't already installed by your computer manufacturer. They include programs for e-mail, instant messaging, blogging, making movies, and managing your photos.  See Chapter 7: "Getting Free Goodies like Windows Live Essentials."
<b>Windows Live Family Safety</b>	Monitor and manage parental controls for all of your computers from a web page. Windows Live Family Safety is free and is part of the Windows Live Essentials pack.  See Chapter 7: "Getting Free Goodies like Windows Live Essentials" and Chapter 12: "Setting Up and Transferring User Accounts."
<b>Windows XP Mode and Windows Virtual PC</b>	If you have one of the business editions of Windows 7 (Professional, Ultimate, or Enterprise), you can run most legacy programs in Windows XP Mode or Windows Virtual PC.  See Chapter 18: "Using Windows at Work and On the Road."

## A Digital Dozen Things to Do Right Away

Windows 7 is a very nice surprise. Many of us toiled away for close to 10 years with the reliable, sturdy, and familiar Windows XP at home and at work. A new and improved Windows was long overdue. While Windows Vista had some shiny new chrome and improvements under the hood, it wasn't enough for most of us or our employers to make the switch from Windows XP.

But Windows 7 came through. We can forget about Vista and pretend it was just a bad dream; we can wave a fond farewell to our faithful companion Windows XP.

So it is understandable if you can't wait to use Windows 7. It really is more fun, more powerful, and in most cases, easier to use. There are no tasks that are harder to do with Windows 7, but even improvements can take some time to get used to. The following sections show why certain tasks are important, how to perform them, and where to find more detailed information on them:

- Set up a backup process and create a system repair disk.
- Create a Password Reset Disk.
- Store your installation disks, product keys, manuals, and warranty information.
- Set up virus protection.
- Make sure Windows Update is set.
- Transfer settings and files from old computer.
- Set up user accounts and parental controls.
- Set up network connections and sharing.
- Set up e-mail and IM.
- Select your web browser.
- Import/export your favorites, passwords, and cookies.
- Install programs.
- Set up your printers.
- Optimize touch screen settings.

## Setting Up Backup and Creating a System Repair Disk

*From Chapter 16: “Protecting Your Computer and Data”*

Backup is like an insurance policy: you hope you never need it, but you should set it up before you do need it. It only takes a few minutes to set up your backup process. Your first backup will take two to three hours; your regular backups after this may take about 30 minutes. In any edition of Windows 7, you can save your backup to an external drive or portable media such as USB flash drives or DVDs. With Windows 7 Professional, Ultimate, and Enterprise, you have the option of storing your backup on a network location.

A **System Repair Disk** is a special boot disk that allows you to start your computer without running Windows on your hard drive. This allows you to restore your entire computer from a disk image.

To set up backup:

1. Click the **Start** button, and in the search box type **Backup and Restore**. In the list that appears, click **Backup and Restore**.
2. Click **Set up backup**. Select a location you want to send the backup to from the list of internal or externally attached local drives, (or network, if you have a business edition of Windows 7), and then click **Next**. In the next page of the wizard you will select what you want to back up.
3. Accept the default, **Let Windows choose**.
4. Click **Next**. The next page in the wizard is where you schedule your backups.
5. Select how often to perform the backup and when. Select a time when you know your computer will be on for several hours. Click **OK** when you are done.
6. Click the **Save settings** button.

If the button said **Save settings and exit**, when you click the button your settings are saved. In the main Backup and Restore window, click **Back up now**. Backup will begin.

If the button said **Save settings and run backup**, when you click the button then backup will begin immediately.

To create a System Repair Disk:

1. When backup completes, click **Create a system repair disk**.  
You will need a blank CD or DVD for this.
2. Follow the instructions in the wizard and then click **Create disc**.

When you finish creating the system repair disk, be sure to label it and store it in safe accessible where you can easily find it if you ever need it.

## Creating a Password Reset Disk

*From Chapter 12: “Setting Up and Transferring User Accounts”*

When you first set up your computer and start adding accounts, create a **Password Reset Disk** in case somebody else who has Administrator-level access accidentally or deliberately changes your account, or you forget your password. A password reset disk doesn't have to be a floppy disk (if you can even find one), CD, or DVD. You can also use a USB flash drive or external hard drive.

To create a password reset disk:

1. Click the **Start** button, and in the search box type **password reset**. In the list that appears, click **Create a password reset disk**.

The Forgotten Password Wizard page appears.

2. Click **Next**.

The Create a Password Reset Disk page appears.

3. Select which drive to store the password reset disk on, and then click **Next**.

**TIP:** If you can't tell what each drive letter is, open **Computer** in another window to find descriptions of each drive.

The Current User Account Password page appears.

4. Type your current user account password for this account, and then click **Next**.

A Progress page will appear.

5. When the Progress page reaches 100%, click **Next**.

6. When the wizard completes creating the Password Reset Disk, click **Finish**.

**NOTE:** Each user must create their own Password Reset Disk for their account.

7. Be sure to mark or label the disk so that you know that it contains the Password Reset information, and also which computer and which user this reset key is for.

## Storing Your Installation Disks, Manuals, and Warranty Information

When you set up a new computer, it's easy to accumulate a big mess of boxes and packing materials, and to misplace or accidentally throw out something you will need later. Get organized now to avoid such situations later. If you downloaded installation files, you should select a location on your computer or network to store those too.

What you should save:

- Software installation disks and their product keys
- Hardware and driver installation disks
- System Repair Disk
- Disaster Recovery Disk (from manufacturer or from disk you created when prompted by computer manufacturer to do so)
- Password Reset Disk
- Receipts and warranty information for your computer and any separate hardware you added
- Installation and user manuals

There are lots of different containers you can use to store things:

- **File or folder boxes for your manuals, receipts, and warranties:** If you have a lot of papers, tabbed folders that can be labeled or alphabetized can be helpful, especially for small receipts that otherwise might float around loosely in the box.
- **DVD disk albums with disk sleeves or plastic disk bins:** Be sure to keep your product keys written down with your disks. Index cards are handy for writing down your product keys, and for organizing if you keep them in a bin.

### Go digital!

You may be able to store most of your paper things in PDF files.

- If you have a scanner, scan your receipts, product keys, and simple one- or two-page manuals to PDF or graphics files, and then store the files on your computer.
- Look for online PDF versions of your manuals and download them to your computer. You'll often find these available from the hardware or software manufacturer's support site.

**NOTE:** Even if you can create or download PDF files for your paper items, you will still need to keep your physical installation, repair, and reset disks.

You should also keep installation files for any programs you downloaded from the Internet. There is a handy **Downloads** folder in **My Documents**, or you can create a special folder of your own. If possible, regularly make a backup copy of this folder and store it safely away from your computer.

See Chapter 2: “Checking Out Libraries” to learn how to access the Document library and create your own libraries.

See Chapter 5: “Installing Programs” to learn about storing and protecting installation disks, files, and product keys.

See Chapter 13: “Printing, Faxing, and Scanning” to learn more about using a scanner, optical character recognition programs, and going paperless.

See Chapter 16: “Protecting Your Computer and Data” to learn more about backing up folders and files.

## Setting Up Virus Protection

*From Chapter 16: “Protecting Your Computer and Data”*

Most new computers come with a free 30, 60, or 90 day trial version of a virus protection program or security suite. If you have a trial version, you can usually buy an upgrade to the full version by opening the program and clicking a buy, purchase, or upgrade button or command and providing payment information. If you aren’t sure what kind of virus protection you have, and you haven’t been bombarded with warning messages from Windows that virus protection is off, you can easily check your security status.

**TIP:** When you install your antivirus software, or if it is already installed on your computer, make sure you set the software to automatically download and install antivirus software updates.

To check your security status and set up virus protection if needed:

1. Click the **Start** button, and in the search box type **Security status**. In the list that appears, click **Check security status**.
2. In **Action Center**, click the **Security** down arrow to see what virus programs are installed and running.

If Action Center says your virus protection is on, that’s great and you’re done here.

If you don’t have a virus protection program installed, you easily find one from the Action Center. Continue to the next step.

3. In the Action Center Security section, click **Find a program online**.

Windows will connect to the Internet and access a Microsoft web page listing virus protection and security programs that are compatible with Windows 7.

4. Click the company logos to go to the websites and view the offerings. Most offer a free 30-day trial so you can install the program and try it before you buy it.
5. When you find one that you like, follow the instructions on your screen to purchase, download, and install the software.

**TIP:** You may be able to get free security software from your employer if you often use your home computers to work from home or connect to the corporate network. Also, many Internet providers offer free or reduced cost security suites for their subscribers.

## Setting Windows Update to Automatic

*From Chapter 16: “Protecting Your Computer and Data”*

Many of the newsworthy mass infections of computers by viruses and Trojan horses could have been prevented if users had kept their computer security up to date with Windows Update and automatic updating of antivirus software. Fortunately, Windows makes it easy for you to “set it and forget it” with Windows Updates.

To set Windows Update to automatically install updates:

1. Click the **Start** button, and in the search box type **Windows Update**. In the list that appears, click **Windows Update**.
2. In the left column of the **Windows Update** window, click **Change settings**.  
The **Change settings** window appears.
3. Click the drop-down list under Important updates, and then select Install updates automatically (recommended).
4. If desired, set how often you want Windows to install updates and at what time.  
If your computer is not on at the scheduled time, Windows will install the updates the next time your computer is on.

## Transferring Settings and Files from an Old Computer

*From Chapter 12: “Setting Up and Transferring User Accounts”*

If your new Windows 7 computer replaces a Windows XP or Vista computer, you can copy all of your personal settings, documents, and preferences to your new one with Windows Easy Transfer.

Windows Easy Transfer is a wizard that will guide you through the process:

1. Run Windows Easy Transfer on your old and new computer. (You may have to download and install Windows Easy Transfer on your old computer if it is running Windows XP. Windows Vista already has Windows Easy Transfer.)
2. Choose a method of transfer—through a network connection, an Easy Transfer cable, or by copying to storage media such as a USB flash drive, external hard drive, or removable discs such as CDs or DVDs.
3. Windows Easy Transfer scans your old computer to determine what can be transferred and the size of the transfer.
4. Choose what to transfer. Windows Easy Transfer suggests what to transfer, but you can customize the list to include or exclude specific files or folders.
5. Transfer the files and settings directly to your new computer (via a Easy Transfer cable or in real time through a network connection) or to a storage location (network share, external hard drive, USB flash drive, or CD/DVD discs) for transfer later to the new computer.

To access the Windows Easy Transfer wizard:

1. On your new computer, click the Start button and in the Search box type Windows Easy Transfer.
2. In the search results list that appears, click Windows Easy Transfer.
3. Follow the instructions in the wizard.

The Windows Easy Transfer wizard works quite well, but there are a lot of things you can do before, during, and after the transfer to make it smooth and successful. Fortunately, we have taken the scariness out of it with extensive instructions and screen shots to walk you all the way through.

**TIP:** Windows Easy Transfer allows you to transfer one or all user accounts to the new computer. You can save a lot of time for yourself and the rest of your family if you do this right away because you won't have to start all over creating new accounts for them on the new computer—Windows Easy Transfer can do that for you.

## Setting Up User Accounts and Parental Controls

*From Chapter 7: “Getting Free Goodies like Windows Live Essentials” and Chapter 12: “Setting Up and Transferring User Accounts”*

You will want to set these up right away to protect preferences, access, and privacy for each user, and where needed, place controls or restrictions on your children’s use.

User Accounts allow you to:

- Assign each user the appropriate permissions level. This will give you control over what programs are installed, and it will prevent the wrong people from accidentally doing something that harms the computer or other users.
- Provide each user with their own set of folders in My Documents.
- Let each user have separate desktop backgrounds, color preferences, and other personal customizations.
- Set separate parental control levels for each child.
- Control access to each account by letting users have their own passwords.

To add a user:

1. Click the **Start** button, and in the search box type **User Account**. In the list that appears, click **User Accounts**.
2. In the **User Accounts** window, click **Manage another account**.

**TIP:** If all you want is a temporary account for a visitor, click **Guest**, and you’re done.

3. In the Manage Accounts window, click Create a new account.

The Create New Account window appears.

4. In the Create New Account window, type the new account name, select Standard user or Administrator, and then click Create Account.

The new account is displayed.

**CAUTION:** Neither of the Standard user accounts in this example are password protected, but they should be.

To add a password:

After you add a user account, the user should log in to their account to set the password. Once they are logged in, they can set their own password.

1. Click the **Start** button, and in the search box type **password**. In the list that appears, click **Change your Windows password**.
2. In the **User Accounts** window, click **Create a password for your account**.
3. On the **Create Your Password** page, type the new password in both boxes, and optionally type a password hint that will help you remember but not be obvious for others to guess.
4. Click **Create password**.
5. When you are done, the user account will now display “Password Protected” under the name.

To set up Parental Controls:

1. Log in to Windows with an Administrator account.
2. Click **Start**, and in the **Search programs and folders** box, type **Parental Controls**.
3. In the list that appears, select **Parental Controls**.
4. In the **Parental Controls** window, click the user you want to apply the settings to.
5. In the **User Controls** window, click **On, enforce current settings**.
6. Click **Time Limits**.
7. In the **Time Restrictions** window, select the hours each day that you want to block use of the computer.
8. Click **OK** when you are done with the Time Restrictions.
9. In the **User Controls** window, click **Games**.
10. In the **Games** window, click **Set game ratings**.
11. In the **Game Restrictions** window, set blocking games by rating and content:
  - **Allow or block games with no rating:** Choose one or the other.
  - **Which ratings are ok for user to play:** Choose one level. Your selection includes all of the levels above it.
  - **Block these types of content:** Select none, one, many, or all. By default, none are selected (nothing is blocked). There are about 76 separate checkboxes. Content types are listed alphabetically, not by maturity level.

12. Click **OK**.
13. Click **Block or Allow** specific games.

The Game Overrides window displays what games currently installed on this computer can be played according to the ratings and content descriptions you selected in the Games Control window. If you have several ages of users, such as adults, teens, and younger, you may have games that are not suitable for younger users. You can ensure that those games are blocked if they are not already blocked by the rating level or content blocking.
14. When you are done viewing or making changes, click **OK** twice to exit Game overrides and Games Controls.
15. In the **User Controls** window, click **Allow and block specific programs** if you want to block your child from using specific programs.
16. In the **Applications Restrictions** window, click **<User> can only use the programs I allow**. It takes a few minutes for Windows to complete gathering a list of most of the registered programs on your computer.

**CAUTION:** This list will appear with no programs selected. If you close this window without selecting programs, when this user logs in, many background programs will not run. Instead, your child will see 20 or 30 message boxes saying that Parental Controls has blocked specific programs.

17. A good way to use this list is to click **Check All**, and then clear the check boxes for the specific programs you want to block.
18. Click **OK** when you are done selecting which programs are allowed, and then click **OK** again to close the Parental Controls for this account. Repeat this procedure for each user account you want to set Parental Controls for.

**CAUTION:** Parental Controls do not include any kind of web or e-mail filtering. Through Parental Controls, you can block specific e-mail programs from running, but you can't block Internet Explorer. However, you can get web filtering and additional parental controls through Windows Live Family Safety, which is part of Windows Live Essentials.

## Setting Up Network Connections and Sharing

*From Chapter 15: “Connecting to the Internet and Home Networks”*

Windows 7 made several improvements that make connecting to a network and sharing with other computers easier. With the Network and Sharing Center, you can quickly see if you are connected to a network and set up a connection if you aren’t.

### Setting Up Your Network Connections

To check your current connections, go to the Network and Sharing Center:

1. Click the Windows **Start** button, and in the **Start** menu’s search box, type **Network**.
2. In the results list, under **Control Panel**, click **Network and Sharing Center**. The Network and Sharing Center appears.
3. At the top of the page, check the diagram under **View your basic network information and set up connections** it should show a computer connected through a network to the Internet. If there is a red X on one of the connections in the diagram or says “You are currently not connected by any networks,” you may just need to set up the network connection.

To connect to a home network and then to the Internet, make sure you have the following:

- An Internet Service Provider (ISP)—this is usually your cable or telephone company.
- A cable or DSL broadband modem, usually provided by your ISP for a small monthly rental fee.
- A router to provide wireless or wired access for your computers. Even if you only plan on having one computer, getting a wireless router will give you the freedom to move your computer to almost any room in your house.

**TIP:** If you are setting up new Internet service, check with your ISP to see if they have combination modem/routers.

To connect to a wired home network:

- Connect an Ethernet cable (also known as Cat5e, Cat6, LAN cable) to your PC and your router. Windows should automatically detect the network and connect to it. If this is your own home network, you shouldn't need a password to connect. If you can't get a network or Internet connection and have everything connected from the computer to the router to the modem to the wall jack where your ISP line comes in, there are several things you can check:
  - Make sure all cable connections are firmly connected.
  - Check your modem and routers to make sure the power is on.
  - Try replacing each cable one by one. Sometimes the cable is defective.

To connect to your wireless home network:

1. Make sure your broadband modem is on.
2. In Windows on your computer, click the **Start** button, and then type **Network** in the **Start** menu's search box.
3. In the list that appears, click **Network and Sharing Center**.
4. Click **Set up a new connection or network**.
5. Click **Connect to the Internet** and then click **Next**.
6. In the Connect to the Internet window, click **Wireless**.

Windows will detect any nearby wireless networks and list them. If you live in a densely populated area, you may see other wireless networks listed besides your own. The green bars next to each detected network in the list indicate their signal strength. The more green bars, the stronger the signal.

7. Click your wireless network.

The network entry will expand to show a **Connect** button.

8. Select **Connect automatically** (if this is your own network and you plan to use it all the time when you are at home), and then click **Connect**.

If you set up security protection when you previously installed your wireless router, you will be prompted for a network security key. Type the network security key and then click **OK**. If you don't remember your network security key, check the documentation that came with your wireless router on how to reset the security key.

## Setting Up Network Sharing

If all of your computers are running Windows 7, you can use the new homegroup feature. With homegroup, you can share any, all, or none of your Libraries with other Windows 7 computers or users on your home network. If this is the first Windows 7 computer you have connected to your network, you'll have to create the homegroup. Fortunately, homegroups are easy to create and easy for the other computers to join.

To create a homegroup for the first Windows 7 computer on your home network:

1. Click the **Start** button, and then type **homegroup** in the **Start** menu's search box.
2. Click **Homegroup**. Since this is the first Windows 7 computer on your home network, you will be prompted to create a homegroup.
3. Click **Create a homegroup**. The next screen prompts you to choose what you'd like to share with other computers in your homegroup—music, videos, pictures, and documents. Most items are preselected, except for documents, which tend to be more private or individual. You may want to select documents if you regularly work on many of your documents from more than one computer in your homegroup.

The settings that you select to share apply only to the current user. Each user must specify their settings by logging on to the computer under his or her own account.

4. Select or clear the check boxes to specify what to share and then click **Next**. In the next screen, Windows displays the password for your homegroup. You will need to type this password on each computer in your home network to join the homegroup. The password is case sensitive.
5. Follow the instructions on your screen and then click **Finish**.

After you have set up the first computer in a homegroup, when you add other Windows 7 computers to your home network, they will detect the homegroup and offer to join it.

## Adding Network Printers

There are many ways to share your printers on your network. With homegroup features, network sharing, network-ready printers, and the growing popularity of network attached storage, you have more choices than ever. See Chapter 13: “Printing, Faxing, and Scanning” for complete steps and diagrams for almost every imaginable way to share printers in your home networks.

## Setting Up E-mail and IM

*From Chapter 7: “Getting Free Goodies like Windows Live Essentials” and Chapter 8: “Communicating with E-mail, IM, and Social Networks.”*

Windows 7 doesn’t provide any free e-mail or instant messaging programs. However, Microsoft includes them in a group of free programs called **Windows Live Essentials** that you can download and install on Windows 7. Computer manufacturers have the option of pre-installing Windows Live Essentials on their computers, so you may already have it.

You have many choices for free e-mail and instant messaging accounts that you can access from any computer on the Web. If you just want to dive into getting and setting up an e-mail or IM service, the following list provides some of the more popular programs and where to download them from:

- Windows Live Mail and Windows Live Messenger: Download Windows Live Essentials from <http://explore.live.com/windows-live-essentials>. Windows Live Mail can be accessed as a program on your computer or as web-based mail (no installation required) at <http://mail.live.com/>.
- Mozilla Thunderbird: You can download this mail client from [www.mozilla.org/thunderbird](http://www.mozilla.org/thunderbird).
- Gmail (Google) is web-based so you can access it by going to their web site in almost any browser: [www.gmail.com](http://www.gmail.com). You can download their instant messaging program, Google Talk, from [www.google.com/talk/](http://www.google.com/talk/).
- Yahoo! Mail is web-based so you can access it by going to their web site at [www.yahoo.com](http://www.yahoo.com). You can also download Yahoo! Messenger from <http://messenger.yahoo.com>.
- AOL Mail is web-based so you can access it by going to their web site at <http://mail.aol.com>. You can download AOL Instant Messenger from [www.aim.com](http://www.aim.com).
- Meebo is an instant messaging client program that can display all of your IM accounts from Google Talk, AOM, Yahoo!, Windows Live, and many more, all in one window. You can set up Meebo at [www.meebo.com](http://www.meebo.com).
- Trillian is another instant messaging client like Meebo, and it can display most of your IM accounts in one window. You can download it from [www.trillian.im](http://www.trillian.im) (Note that is .im at the end, not .com).

## Transferring Your Contacts and Address Books

Almost every installation program for e-mail or instant messaging will offer the option to import your contacts and address books from your old e-mail service to your new one (you can also do this yourself later on). Sometimes it's hard to find this feature, but it's usually offered. It would be nice if you could tell your new e-mail program to import contacts or the address book from your old e-mail program.

What you really need to do is the following:

1. In your old e-mail program, find an export contacts or address book command.
2. Export the contacts to a file. There many file formats for contacts, so before you export the contacts, you may need to find out what file formats your new e-mail program can import.
3. Open your new e-mail program and find the import contacts feature.
4. When prompted for the file name and location of the contacts file, browse to the folder where you stored the exported contacts.

The key to success is finding the export command on your old e-mail program and the import command on your new e-mail program.

## Selecting and Setting Up Your Web Browser

*From Chapter 9: “Surfing the Web”*

When you get a new Windows 7 computer, Internet Explorer is usually set up as your default web browser. In some countries and regions, however, the government requires that no browser can be set as the default, so you will be shown a list of alternate browsers you can install instead of Internet Explorer.

Even if Internet Explorer is already set as your default web browser, you still have a choice, and you can install several different web browsers on the same machine. Here are some of the more popular alternatives:

- **Mozilla Firefox**, [www.mozilla.com/firefox](http://www.mozilla.com/firefox)
- **Google Chrome**, [www.google.com/chrome](http://www.google.com/chrome)
- **Opera**, [www.opera.com](http://www.opera.com)
- **Apple Safari**, [www.apple.com/safari/download/](http://www.apple.com/safari/download/)

**NOTE:** If you are on a corporate network, check with your IT department before installing a different browser or updating to a newer version of your existing browser. Sometimes internal programs and web sites need to be updated or tested for compatibility with new browsers or versions by your IT department before they will approve and support it.

## Import/export your favorites, passwords, and cookies

If you've been using your browser for a long time on your old computer, you probably have a lot of favorite web sites on your Favorites lists. If you are starting with Windows 7 on a new computer, you can export your favorites or bookmarks from your old computer to a file, and then import that file into your browser on your new computer. Many browsers store the favorites in a file named or similar to **bookmarks.htm**.

Some browsers can import all of your browser settings: bookmarks, passwords for web sites, and cookies. You can find import and export options in most browsers. Several browsers also offer syncing of your browser settings (for the same browser) across all of your computers:

- In Internet Explorer, select **File > Import and export**. Sync is available through Windows Live Mesh, a feature available with Windows Live Essentials.
- In Mozilla Firefox, select **Bookmarks > Show All Bookmarks > Import and Backup**. To set up Sync for Firefox, select **Tools > Set Up Sync**
- In Google Chrome, select **Customize** (wrench button in toolbar) **> Options > Bookmarks > Bookmark manager**. To sync Chrome settings, select **Customize** (wrench button in toolbar) **> Options > Personal Stuff > Sync > Set up sync**.
- In Opera, select **File > Import and Export**. To sync Opera settings, select **Tools > Synchronize Opera > Enable Synchronization**.
- In Apple Safari, select **File > Import Bookmarks** or **File > Export Bookmarks**. To sync Safari settings across all of your Safari installations on other computers as well as your iPad, iPhone, or iTouch, set up MobileMe at [www.apple.com/mobileme/setup/pc.html](http://www.apple.com/mobileme/setup/pc.html).

**TIP:** When you use Windows Easy Transfer to move your User Accounts from your old computer to your new Windows 7 computer, you can include your browser settings. This way you don't have to export the settings from your old computer and then import them into your new computer.

## Installing Programs 1 – 2 – 3

*From Chapter 5: “Installing Programs”*

Installing a program may seem as simple as putting a disk in your computer or downloading and file and clicking install. But once in a while something goes wrong during or after installation. Follow these simple steps and you may minimize installation headaches:

**1.** Prepare for installation:

- a.** Check to make sure you have any needed license or activation keys.
- b.** Allow time to download and run the installation program.
- c.** Check program requirements: memory, disk space, video memory.
- d.** Login as an administrator, or have an administrator user nearby who can enter password if required for User Account Control.
- e.** Check program compatibility with Windows 7 and other programs on your computer.
- f.** Create a System Restore checkpoint if you are installing a large program or several programs in a row.

**2.** Start the installation:

- a.** Locate and run the installation program from the Web, your computer, or a folder on your network.
- b.** Review security warnings when they appear. Proceed if you feel safe.
- c.** If installation goes okay, you can finish the installation.

If installation doesn’t work, see Chapter 5: “Installing Programs” and Chapter 17: “Troubleshooting and Maintaining Your Computer.”

**3.** Finish the installation:

- a.** Even if the installation program doesn’t require it, restart your computer when installation is complete.
- b.** After restarting your computer, try out the newly installed program.  
If the program doesn’t work correctly, uninstall it and then reinstall. Or, run System Restore to restore your computer to a restore point before the install when your computer last worked correctly.
- c.** Store your installation programs/disks and product keys in a safe place.

## Setting Up Your Printers

*From Chapter 13: “Printing, Faxing, and Scanning”*

Most printers should just work when you connect them to your computer. Windows detects and identifies the device, and then it installs the right drivers from the set of drivers that are already provided by Windows.

To install a new printer out of the box:

1. Unpack the printer. The box usually contains a power cord, installation instructions, warranty information, a starter ink cartridge set, and an installation disk. Most printers don’t come with the USB cord to hook up the printer to your computer.
2. Remove all of the wrapping. Some parts may be taped to keep parts from opening or coming apart during shipping.
3. Follow the installation instructions provided by the manufacturer. There may be important steps to unpack and install the printer cartridges before turning on the printer and connecting it to the computer.

To install an older printer on a Windows 7 computer:

1. Make sure your computer is connected to the Internet.
2. Try installing from the printer’s original installation disk, if available, because it may contain print utilities from the manufacturer that are not included in the printer drivers provided by Windows 7.
3. Connect the printer to the computer and turn on the printer. If Windows 7 has the drivers, it will automatically install the printer; you will find it in the Devices and Printers folder.

If Windows 7 can’t find the right printer driver, it will attempt to locate a driver from Windows Update. A printer model may be so new that there were no drivers available when Windows 7 was released. Conversely, your printer may be so old or uncommon that drivers weren’t included in Windows 7. In either case you can, try installing the driver manually.

To manually install a printer driver:

1. Click the **Start** menu, and in **Search programs and files**, type **Add a printer**.
2. In the list that appears, click **Add a Printer**.
3. In the **Add Printer** wizard, click **Add a local printer**.
4. In the **Choose a printer port** page, make sure **Use an existing port** is selected, and then click **Next**.

5. On the Install the printer driver page, click Windows Update.
6. When Windows finishes updating the list of printers, select the printer manufacturer and printer model, and then click **Next**.
7. Complete the wizard, and then click **Finish**.

## Learning Basic Windows Skills and Concepts

Whether you learn better by reading descriptions or seeing illustrations, one of the best ways to learn Windows is with hands on experience. Throughout the book you will find examples and explanations of various skills and techniques integrated with procedures. Chapter 6: “Using WordPad, Paint, and Accessories” provides a wide variety of exercises and explanations to help you learn many basic keyboard and mouse skills.

Table QSG-3 lists skills and tasks that are the basis for a lot of things you do in Windows and on your PC.

**Table QSG-3. Skills and Tasks**

Skills and Tasks	Where to Practice It
<b>Installing programs</b>	In addition to “Installing programs 1-2-3” and Chapter 5: “Installing Programs,” there are many other examples throughout the book: <ul style="list-style-type: none"><li>■ Chapter 3: “Using Gadgets and Widgets”</li><li>■ Chapter 7: “Getting Free Goodies like Windows Live Essentials”</li><li>■ Chapter 9: “Surfing the Web”</li><li>■ Chapter 16: “Protecting Your Computer and Data”</li><li>■ Chapter 17: “Troubleshooting and Maintaining Your Computer”</li><li>■ Chapter 18: “Using Windows at Work and On the Road”</li></ul>
<b>Installing hardware devices and drivers</b>	<ul style="list-style-type: none"><li>■ Chapter 13: “Printing, Faxing, and Scanning”</li><li>■ Chapter 14: “Connecting Monitors and Hardware”</li><li>■ Chapter 17: “Troubleshooting and Maintaining Your Computer”</li></ul>
<b>Building keyboard skills</b>	<ul style="list-style-type: none"><li>■ Chapter 6: “Using WordPad, Paint, and Accessories”</li></ul>
<b>Practicing text and paragraph formatting</b>	<ul style="list-style-type: none"><li>■ Chapter 6: “Using WordPad, Paint, and Accessories”</li></ul>

Skills and Tasks	Where to Practice It
<b>Building mouse skills</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Common Windows hotkeys for file, formatting, and editing commands</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Using right-click menus</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Using drag and drop</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Using CTRL keys</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Using cut and paste</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Copying text or pictures between programs</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Formatting text, characters, and paragraphs</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Inserting pictures or objects into a document</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Using the new Office-style ribbon</b>	■ Chapter 6: "Using WordPad, Paint, and Accessories"
<b>Working with folders and libraries</b>	■ Chapter 2: "Checking Out Libraries"
<b>Save vs. Save as</b>	■ Chapter 17: "Troubleshooting and Maintaining Your Computer"

## Making Your PC More Touch Friendly

Windows has provided various touch interface features in Windows since 2001 when Microsoft introduced the Windows-based Tablet PC. Originally, touch in Windows meant you could use a stylus to tap the screen in place of using a mouse. Along with handwriting recognition, you could eliminate the need for a mouse and keyboard. But Windows has never been re-designed from the ground up as a touch interface. Windows 7 does provide many features for touch, but they don't yet match the experience of using an iPad or Android-based tablet. Reports in computer publications and information from Microsoft indicate that the next version of Windows will be very touch-friendly.

In the meantime, there are several types of devices you can use for touch input in Windows 7. Understanding what they are designed for and their limitations will help you understand how to get the most out of a touch screen; see Table QSG-4.

**Table QSG-4. Touch Input Devices**

Device	Description
<b>Windows tablets</b>	Many computer manufacturers offer devices that only function as tablets. Some offer docks with keyboards or USB ports so that you can add a keyboard, mouse, etc. These devices often have limited memory and slower hardware, so they're not very suitable for intensive multi-application work or as an overall replacement for your desktop PC or laptop.
<b>Convertible tablet/laptop or netbook</b>	There are several convertible tablets designed (and priced) more for business users. Convertible means the screen flips or rotates so that you can use it in either laptop mode with the built-in keyboard and touchpad, or as a touch screen tablet folded flat. Because these are designed for business users, their performance is similar to that of a regular laptop.
<b>All-in-one touch screen desktops</b>	These tend to be designed as media centers, so they have the memory to do all of your intensive office and graphics-type programs as well.
<b>Touch tablet input devices</b>	You can add graphic tablets like those produced by <b>Wacom</b> that provide a small tablet area that sits on your desk. They usually offer finger touch as well as stylus touch support.
<b>Touch-screen monitors</b>	These can be purchased for home use but are probably more often used for things like public kiosks with the keyboard, mouse, and PC itself hidden from view.

Within the limitations of Windows 7, there are several features you can use to make your touch screen friendlier to your touch:

- Simplify your expectations for what you can do with a touch user interface. Use the touch features for uses they do best. While you can type documents, create spreadsheets, and create presentations just using the touch user interface and soft keyboards, those are not suitable for performing these tasks for hours on end. Choose the programs in each category that work best on touchscreens for viewing pictures, watching videos, listening to music, reading eBooks, browsing, and e-mail
- Set up **Tablet PC** in **Control Panel**. If your computer is sold as a Windows 7 touch device, this should already be in Control Panel. If not, install it through **Control Panel > Programs and Features > Turn Windows features on or off**.

- Download and install Microsoft Touch Pack for Windows 7 from [www.microsoft.com/download/en/details.aspx?id=17368](http://www.microsoft.com/download/en/details.aspx?id=17368). While not essential to using multi-touch, it includes several games and applications that can be helpful in getting proficient with touch.
- Teach your computer to read your handwriting. To open Handwriting Personalization, click **Start > All Programs > Accessories > Tablet PC > Personalize Handwriting Recognition**.
- Pin a shortcut to the taskbar, Start menu, or desktop to the Tablet PC Input Panel. The Tablet Input Panel provides a small input area for handwriting recognition or touch keyboard. You'll find it at **Start > All Programs > Accessories > Tablet PC > Tablet PC Input Panel**.
- Pin a shortcut to the taskbar, Start menu, or desktop to the On-Screen Keyboard. This is different from the keyboard in the Tablet Input Panel. You'll find it at **Start > All Programs > Accessories > Ease of Access > On-Screen Keyboard**.
- Learn more about touch gestures and practice them. Click **Start > Help and Support** and then search for "using touch gestures."
- Build proficiency by practicing. Solitaire and other card games are a great way to practice the actions you would normally do with a mouse. For an even greater challenge, try the editing and formatting exercises with WordPad in Chapter 6: "Using WordPad, Paint, and Accessories."
- Try any touch software provided by your computer manufacturer. These provide quick access to media programs, games, and features designed for touch. For example, Dell provides the Duo Stage software for its Inspiron Duo Tablet PC, as shown in Figure QSG-8.



**Figure QSG-8.** Dell Stage touch UI provided by Dell for its Inspiron Duo Tablet PC

- Use desktop icons as your main access to programs and files. Use large icons, and thin them out to only a dozen or less. You can add a folder to the desktop and put less frequently used icons there, as shown in Figure QSG-9. To further clean up the desktop, auto-hide the task bar. Right-click **Start** button > **Properties** > **Taskbar tab** > **Auto-hide the taskbar**.



**Figure QSG-9.** A few large icons on the desktop provide easy access

- Try out different media players, browsers, and mail programs to see which is easiest to use on a touch screen. For example, Windows Media Center with its “10-foot interface” is really good for touch because of its large UI and easy navigation. It was designed for easy use with a remote control, so it’s not as dependent on mouse or keyboard input. Figure QSG-10 shows the main page of Windows Media Center.



**Figure QSG-10.** Windows Media Center is well suited for touch screens

- Give your fingers bigger targets on windows and menus. Create a custom theme in Personalization. Customize your windows colors and sizes through the Windows 7 Basic (non-Aero) theme. You can make scroll bars, menus, text, and buttons larger. Right-click the **desktop > Personalize > Windows Color > Advanced appearance settings > Windows Color and Appearance**. When you find the right settings, save them as a custom theme. This way, if there are times you want your desktop to look normal, you can switch back and forth between a standard Aero theme and your enlarged touch UI screen. Figure QSG-11 shows an example of the settings at a larger size.



**Figure QSG-11.** Using a Basic (non-Aero) Windows colors setting you can make menus, scroll bars, buttons, and labels extra-large for easier targets

## Summary

With this Quick Start Guide you now have a pretty good orientation to the new and improved desktop and Windows 7 features. Now you know a few quick procedures to get your computer up and running. But we've only scratched the surface of what you can do with Windows 7 and your PC. *Windows 7 Made Simple* is more than a book using Windows 7. It's about how to do much more on your computer, starting with Windows 7.

## Next Steps

As mentioned at the beginning of the Quick Start Guide, even though the chapters are numbered, you don't have to use them in order. The closest thing to a list of specific things to do is "A Digital Dozen Things to Do Right Away." Before you dive into the fun things, it really is important that you set up protection for your computer with scheduled backups, a Password Reset Disk, activated virus protection, and security programs and Windows Update set to automatic.

## New Users

If you are a new PC or Windows 7 user, after reading this Quick Start Guide, I suggest starting with Chapter 6: “Using WordPad, Paint, and Accessories” to learn and improve your mouse and keyboard skills with the section on WordPad. Then move on to these chapters in whatever order interests you most:

- Chapters 1-11
- Chapters 16-17

## Experienced or Advanced Users

Many common computer tasks don’t change much between versions of Windows. But several features and functions have improved or change quite a bit. The following chapters will help you with those changes, as well as the more technical or advanced features:

- Chapter 1: “Customizing And Personalizing Windows”
- Chapter 2: “Checking Out Libraries”
- Chapter 12: “Setting Up and Transferring User Accounts”
- Chapter 13: “Printing, Faxing, and Scanning”
- Chapter 14: “Connecting Monitors and Hardware”
- Chapter 15: “Connecting to the Internet and Home Networks”
- Chapter 16: “Protecting Your Computer and Data”
- Chapter 17: “Troubleshooting and Maintaining Your Computer”
- Chapter 18: “Using Windows at Work and On the Road”

Part

