

# **VISTA HAND-OUTS**

**A Beginners Tour of Vista Seminar July 26, 2007**

**I mentioned earlier that the Welcome Center was like a distribution hub.**

**Here are some routines you may find helpful. Some of them will work in XP.**

## **TO CHANGE THE BACKGROUND:**

**First, click on 'Show all 14 items' to expand the view.**

**Next, double-click on 'Personalize Windows'. This will bring up the 'Personalize Appearance & Sound' screen.**

**Select 'Desktop Background'.**

**You will see 36 full color JPEG thumbprints from which to choose.**

**Double-Click on your selection. The new picture will appear.**

**NOTE: You can also reach the 'Personalize Appearance & Sound' screen by:**

**Right-Clicking any blank part of the Desktop.**

**Click on 'Personalize' in the pop-up menu.**

**This gets you to the 'Personalize Appearance & Sounds' screen.**

**CHANGE MONITOR RESOLUTION:** (Microsoft normally ships Vista with a lower resolution than your monitor may support).

**At the ‘Personalize Appearance & Sound’ Screen, (see above)**

**Click on ‘Display Settings’**

**This brings up a screen with a ‘slide-bar’ that you can adjust to your preference. Slide the bar to the right for higher resolution, and to the left for lower resolution.**

**Click O.K.**

**Remember, the higher the resolution, the smaller the Icons and the Text.**

### **FINDING YOUR EXPERIENCE INDEX:**

**From the Welcome Center, Click on ‘View Computer Details’.**

**In the upper right panel, Click on ‘Show more details’.**

**This gives you a screen showing the ‘Windows Experience Index’.**

**This particular machine has a rating of 5.3, which is very good. If we Click on ‘Windows Experience Index’, we get a further breakdown. Look for the lowest numerical rating, which is 5.3 for the Processor.**

## **RELIABILITY & PERFORMANCE TEST:**

**Click on the Start Button**

**In the SEARCH Box, type ‘reliability and performance’. (by the time you type three or four letters, SEARCH will have found the link for you – check in the upper box)**

**Click on ‘reliability and performance’ in the programs panel.**

**Click ‘Continue’ in the Microsoft warning box.**

**The Reliability & Performance screen will come up.**

**In the left panel, Click on ‘Performance Monitor’.**

**Watch for spikes that may hit close to 100. If you see too many, your computer may need more RAM or a hardware upgrade. It might also be telling to keep an eye on your Hard Drive.**

**When you are through, click on FILE, then EXIT.**

## **ADDING/DELETING GADGETS:**

**To add a gadget, Click the + button at the top of the Sidebar.**

**Vista will show you 12 available gadgets. Double-Click a gadget to add it to the Sidebar. Close the window when you are through adding gadgets.**

**To remove a gadget, move the mouse over it in the sidebar, then click the X button that appears beside the gadget.**

### **3-D VIEW OF CURRENTLY OPEN WINDOWS:**

**While holding down the Windows logo key, press TAB. Spin your mouse scroll wheel to flip through the applications or folders. Let go of the Windows key when your window is on top.**

### **CHANGING SCREEN SAVERS:**

**Click START**

**Select 'Control Panel'.**

**Select 'Appearance & Personalization'.**

**Select 'Change Screen Saver from the Personalization area.**

**Click on the down arrow in the Screen Saver box.**

**Select a screen saver.**

**Click O.K.**

### **TO OPEN WINDOWS EXPLORER:**

**Click START**

**Select 'All Programs'**

**Click 'Accessories'**

**Click on 'Windows Explorer'**

**or**

**Right-Click Start button**

**Click on 'Explorer'**

**CHANGING FONT SIZE: (Visual enhancement)**  
**(This won't change the resolution)**

**Click on 'START'**

**Click 'Control Panel'**

**Click 'Appearance & Personalization'**

**Click 'Personalization'**

**In left Panel, Click on 'Adjust Font Size'**

**Click 'Continue' in the warning box**

**This brings up the DPI Scaling box**

**Select the size you want.**

**For more precise control, Click on 'Custom DPI'**

**Drag the slider to change font size. You may have to try several different settings.**

**Click O.K.**

**CHANGING SIZE OF TASKBAR: (Visual enhancement)**

**Right-click on an unoccupied portion of the Taskbar. At the pop-up screen, if 'Lock the Toolbar' is checked, click on the text.**

**The screen will go dark.**

**Right-click the toolbar again, the check mark should be gone.**

**Position the pointer along the upper border of the Taskbar.**

**When the pointer becomes a two-headed arrow, slowly drag it up towards the center of the screen.**

**The Taskbar will expand. You will have to again lock the Taskbar by reversing the above process.**

## **KEYBOARD SHORTCUTS:**

**Click 'START'**

**Click 'Help & Support' (right panel)**

**Type 'Windows Keyboard Shortcuts' in upper Search box**

**Click on the small Blue magnifying glass in the Search box.**

**This brings up a list of Shortcuts.**

**Click on the one (s) you want.**

## **FULL SCREEN:**

**Double-Click on the window's title.**

**(Works on XP)**

## **EXITING A PROGRAM:**

**If you are having a tough time aiming for that little X in the upper right corner, try this.**

**Right-Click the program button in the Taskbar, and select CLOSE.**

**(Works on XP)**

## **OPENING THE START MENU:**

**Pressing one of the Microsoft keys will open the START menu just as though you clicked the START button.**

**(Works on XP)**

## **RUN COMMAND:**

**This installs the familiar RUN option into the Vista Start Menu.**

**Click on START**

**Click on CONTROL PANEL**

**Select 'Appearance and Personalization'**

**Under the 'Taskbar and Start' menu,**

**Select 'Customize the Start button'**

**At the next screen, click on 'Customize'**

**This brings up the 'Customize Start Menu'**

**Scroll down to the 'Run Command' and click the square box to the left.**

**Click O.K.**

**Click O.K.**

**The RUN command will now be in the right panel of the Start Menu.**

## **User Account Control**

**This was setup to deliver us from evil, but I promise you that it will drive you crazy in a very short period of time.**

**No matter what you do, you will soon get a message telling you that Windows needs your permission to continue, or that a Program needs your permission to continue. Another will tell you that an unidentified program wants access to your computer – even though you yourself were trying to install that particular program.**

**You can easily turn off this pain-in-the-neck system if you so desire, but be advised that Microsoft does not recommend it.**

**Click START button, choose Control Panel. Click ‘User Accounts and Family Safety’.**

**Click ‘User Accounts’ and select ‘Turn User Account On or Off’.**

**Click ‘Continue’, then O.K.**

**Remove the check mark from the ‘Use User Account Control to help protect your computer’, then click O.K.**

**You will have to restart the computer.**

**Be aware – Vista will now start nagging you to turn on ‘User Accounts Control’.**

