

# Index

## *Numerics*

10/100 Ethernet connector, 259  
100BaseT cable, 258

## • A •

Accelerators in Internet Explorer, 155, 201  
access point, wireless, 263  
accessibility settings, 21, 213, 230–232  
account, user. *See also* Administrator  
    account  
    adding, 248  
    changing, 249  
    Control Panel settings, 211–212  
    Guest, 21, 246–247, 385  
    icon, 252–253  
    introduction, 245–247  
    logging on, 20–23, 250  
    Parental Controls, 204–205  
    picture, changing, 252–253  
    privacy, 23–25  
    security setup, 247, 253–254  
    Standard, 246–248, 251, 385  
    switching between, 45, 249–250  
    transferring to Windows 7, 368  
    types, 245–246, 251  
Acrobat Reader (Web site), 156  
Action Center, 40, 190–193  
activating Windows, 347–348  
active window, 50, 65  
ActiveX, 198  
adapter, network, 256, 259–260  
Ad-Aware (Web site), 203  
Add button in dialog boxes, 60  
add-ons, 155–156, 162–163, 198–201  
Address Bar, 50–51, 76, 201  
address book, e-mail, 186–187  
Address box, browser, 149  
Address toolbar, 43  
Administrator account  
    Control Panel access, 209  
    initial account setup, 20  
    installing programs, 229  
    Internet settings troubleshooting, 161  
    Parental Controls, 204  
    password resetting, 342  
    permission messages, 190–191  
    permissions for, 246, 385  
    transferring files and settings, 360  
Adobe Acrobat Reader (Web site), 156  
Adobe Flash (Web site), 156  
Aero effect, turning off, 381  
Aero Peek, 43  
All Programs menu, 31, 34  
Anti-Phishing Working Group (Web site), 201  
antispymware program, 203  
antivirus program, 161, 193, 197,  
    352–353, 359  
AOL e-mail (Web site), 166, 171, 174  
Appearance options, 212–218, 376  
Apple iPod, 187, 289, 302, 332, 380  
Apple iTunes, 286, 290, 302–303, 380  
Apple QuickTime, 104, 156, 296  
arranging files and folders, 123–125  
arrow on taskbar, 41  
arrows in Address Bar, 51  
AutoComplete, 352  
Auto-Hide Taskbar option, 42, 383  
AutoPlay, 75  
avast! Home Edition (Web site), 197  
Avery labels (Web site), 132  
AVG Anti-Virus (Web site), 197  
Avira AntiVir Personal (Web site), 197

## • B •

Back arrow in folders, 76  
background options, 28–29, 213–214, 315  
backing up files  
    Action Center monitoring of, 193  
    Backup and Restore, 234–238  
    Contacts list, 187  
    on laptop, 392  
    overview, 11, 22  
    photos, 125, 316–318  
    Windows 7 advantages, 12  
Backward button, 51

- battery power indicator, 41
  - Bcc designation for e-mail recipients, 177
  - BitLocker, 206
  - black and white effect on photo, 326
  - blog editor, 168
  - bookmarks (Favorites), 152–153
  - borders, window, 59
  - broadband connection, 143, 145, 260
  - browser, Web, 147. *See also* Internet Explorer
  - Burn button in command bar, 54
  - burn-in, monitor, 215
  - burning to CD/DVD, 13, 54, 71, 89–93, 301–302
  - Business Card or vCard (VCF) file, 187
- C •
- cable
    - Easy Transfer, 359–362
    - network setup, 256, 258–259, 261
  - cache, Internet, emptying, 162
  - Calculator program, 115–116
  - camcorder, importing video from, 329
  - camera
    - copying files to computer, 310–313
    - installing, 225–226, 310
    - memory cards or flash drives, 72, 93–94
  - Cancel button in dialog boxes, 60
  - canceling a print job, 134–135
  - case sensitivity of passwords, 25
  - Category view, Control Panel, 210
  - Cc designation for e-mail recipients, 177
  - CD
    - files and folders
      - backing up, 316–318
      - burning/copying to CD, 13, 54, 71, 89–93, 301–302
    - music
      - from CD to PC, 288, 299–301
      - playing, 75, 293–294
      - ripping CD to PC, 288, 297, 299–301
    - photos, copying to CD, 316–318
    - saving files directly to, 102
    - types of, 89
  - CD drive, 71
  - CD-R disc, 89
  - CD-RW disc, 89
  - CD-RW drive, 71
  - Character Map program, 116
  - chat program, 168, 188
  - check boxes in dialog boxes, 61, 63–64
  - children, Internet access control, 168, 204–205
  - ClamWin (Web site), 197
  - cleaning hardware, 244
  - cleaning up desktop, 27–28
  - cleanup, disk, 235, 240–241
  - clicking options, changing, 343
  - Clock, Language, and Region, 226–227
  - closing window, 67
  - codecs, 288
  - Comma Separated Values (CSV) file, 187
  - command bar, 53–54
  - command buttons in dialog boxes, 59–60
  - compression, file, 300
  - Computer filing program, 69. *See also* files and folders
  - Computer in Navigation Pane, 56
  - contacts, 176–177, 186–187
  - Control Panel
    - accessing, 209
    - Appearance and Personalization, 212–218, 376
    - Clock, Language, and Region, 226–227
    - Devices and Printer, 222–225
    - Ease of Access, 230–232
    - Family Safety, 168, 204–205, 211–212
    - Hardware and Sound, 218–226
    - Network and Internet, 145, 212, 375. *See also* Internet; network organization of, 210–211
    - Programs, 227–230
    - System and Security, 191, 194, 211–212, 234–243
    - User Accounts, 211–212. *See also* user account
  - copying
    - documents for pasting in other locations, 108–112
    - files and folders
      - to CD or DVD, 13, 54, 71, 89–93
      - within PC, 84–86, 94
    - music
      - from CD, 288, 299–301
      - to CD, 90, 301–302

to portable player, 302–304  
 old to new computer. *See* transferring files and settings  
 photos to CD or DVD, 316–318  
 copy-protection software, 300, 347–348  
 cropping photos, 324–325  
 crossover Ethernet cable, 261  
 CSV (Comma Separated Values) file, 187  
 Ctrl, Alt, Delete key combination for Task Manager, 344, 346  
 cutting/copying and pasting documents, 108–112  
 cyberspace, 142



Darik's Boot and Nuke (Web site), 370  
 data files for programs, 86  
 date and time settings, 227, 390  
 Date Modified, 123  
 defaults  
   icon actions, 75  
   program, 231, 303, 380  
   restoring settings, 60, 340–341  
 Deleted Items folder in e-mail, 175  
 deleting  
   files and folders, 29–31, 83–84, 274, 280  
   libraries, 80  
   network files, 280  
   restoring files, 338–340  
 Dell computers, recycling (Web site), 370  
 desktop. *See also* windows on desktop  
   background options, 28–29, 213–214, 315  
   cleaning up, 27–28  
   Favorites, 55  
   icons, 26–28  
   overview, 25–27  
   Recycle Bin, 26, 29–31, 83–84, 339  
   right-click menus, 26, 98  
   themes, 29, 216–217  
 Desktop toolbar, 43  
 Details Pane, 57  
 Details view of folder, 121–123  
 Devices and Printer, 222–225  
 dialog boxes, 59–64, 133–134, 340–341  
 dialup connection, 143–147, 260, 391–392  
 digital video recorder (DVR), Media Center as, 304

disabilities, modifying Windows for, 21, 213, 230–232  
 Disk Cleanup, 235, 240–241  
 disks (drives). *See also* hard disk drive  
   CD, 71  
   DVD, 16, 71, 89  
   flash, 71–72, 93–94, 358, 365  
   floppy, 71, 94  
   formatting, 94  
   viewing, 70–71  
 display (monitor)  
   advantages of turning off, 46  
   background options, 28–29, 213–214, 315  
   burn-in, historical problem of, 215  
   multiple displays, 220  
   screen resolution, 163–164, 217–218, 220  
   screen saver, 21, 215, 382–383  
 display name for e-mail account, 170  
 disposing of old computer, 369–370  
 dock (taskbar)  
   Auto Hide feature, 42, 383  
   customizing, 41–43, 213  
   defaults, restoring, 341  
   features of, 36–37  
   locking in place, 42, 383  
   moving windows to/from, 38, 117, 384  
   notification area, 39–41, 43  
   organizing, 382  
   overview, 26  
   Pin/Unpin options, 37, 382  
   programs on, 98  
   screen location, 42  
   switching among tasks, 38–39  
   toolbars, 43–44  
   Windows 7 advantages, 14–15  
 documents. *See also* printing  
   cut/copy and paste method, 108–112  
   library, 48–49, 78–79, 99, 271  
   opening, 99–100, 102–108, 274  
   programs, compared to, 97  
   public compared to individual user, 48  
   saving, 100–102  
 downloading information from the Web, 56, 106, 149–150, 159–161, 288  
 Drafts folder in e-mail, 174  
 drag-and-drop functionality, 52, 84–85

## drivers

- Easy Transfer cable, 360
- installing, 242–243, 353
- missing, 242–243, 349, 353
- printer, 137

drives (disks). *See also* hard disk drive

- CD, 71
- DVD, 16, 71, 89
- flash, 71–72, 93–94, 358, 365
- floppy, 71, 94
- formatting, 94
- viewing, 70–71

## drop-down list boxes, 62–63

## duplicating CD, 90, 94, 301

## DVD

- automatic playing, 75
- files and folders
  - backing up, 316–318
  - burning/copying to DVD, 13, 54, 71, 89–93, 301–302
- movies, creating, 90, 326–332
- photos, copying to DVD, 316–318
- playing, 75, 294–295
- region codes, 294
- types of, 89

## DVD drive, 16, 71

## DVD Maker, 326–327

## DVD/CD-RW drive, 89

## DVD+R disc, 90

## DVD-R disc, 89–90

## DVD+RAM disc, 90

## DVD-RW disc, 90

## DVD-RW disc, 89–90

## DVD-RW drive, 71, 89

## DVR (digital video recorder), Media Center as, 304

## • E •

## Ease of Access Center, 213, 230–232

## Easy Transfer

- deciding what to transfer, 367–369
- Easy Transfer cable method, 359–362
- introduction, 357
- network method, 358, 362–365
- overview, 358–359
- removable drive method, 365–367

## e-mail

- address book, 186–187
  - attachments, 180–185
  - Contacts, 176–177, 186–187
  - finding messages, 186
  - installing Windows Live Mail, 167–169
  - introduction, 165–167
  - junk, 187–188
  - mail client not installed message, 348
  - multiple accounts, 172
  - PC-based, 166–167
  - phishing scams, 180, 201–202
  - photos sent through, 180–181, 183–185, 318
  - receiving and reading messages, 172–175, 177–180
  - safety, 180, 197, 201–202
  - sending messages, 176–178
  - server settings, 171
  - setting up, 22, 169–172
  - spam, 187–188
  - Web-based, 166, 171, 173–175
- e-mail address, 170
- embedding photo in e-mail, 181, 183–185
  - encrypting hard drive contents, 206
  - envelope, printing, 132
- error messages
- activating Windows, 347–348
  - antivirus program malfunction, 352–353
  - AutoComplete, 352
  - driver, missing, 349, 353
  - folder access denied, 355–356
  - installing software, 351
  - Internet Explorer setup, 353–354
  - mail client not installed, 348
  - opening files, 104–105
  - printer software, 349–350
  - programs making changes, 350
  - saving changes, 351
  - suspicious software, 351
  - unopenable files, 355
  - View important messages, 354
- Experience Index, 16
- exposure in photo, adjusting, 322–323
  - extension, file, 105, 355
  - external hard drive, 72, 358, 365–367

## • F •

- F1 key for Help, 371
- Family Safety, 168, 204–205, 211–212
- Fast Ethernet cable, 258
- Fast User Switching, 250
- Favorites, Internet Explorer, 152–153
- Favorites in Navigation Pane, 55
- file associations, 102–106, 303
- file extension, 105, 355
- filename, 81–82, 101, 105, 355
- files and folders. *See also* documents
  - access denied message, 355–356
  - arranging, 123–125
  - arranging and grouping, 121–123
  - attachments to e-mail, 180–185
  - backing up. *See* backing up files
  - browsing, 70–72
  - burning to CD or DVD, 13, 54, 71, 89–93, 301–302
  - compression of, 300
  - copying. *See* copying
  - defaults, restoring, 341
  - deleting, 29–31, 83–84, 274, 280, 339
  - Details view, 121–123
  - e-mail organization, 174–175
  - finding, 86, 119–125, 342
  - flash drive, 93–94
  - folder options, 213
  - formats. *See* formats, file
  - grouping, 123–125
  - hidden information in, 86–88
  - icons, 70
  - index of computer contents, 119–120, 127
  - libraries compared to folders, 72–74
  - memory cards, 93–94
  - missing, 121–123
  - moving, 84–86
  - naming rules, 81–82, 125
  - navigating through, 74–80
  - new folder, creating, 80–81
  - opening, 104–105, 274
  - Public folders, 48, 272, 287
  - renaming, 81–82, 125
  - restoring deleted or damaged, 338–340
  - saving, 182–183
  - selecting, 82–83, 109–110
  - sharing, 250–252, 262, 270–279
  - tagging, 57, 125, 289
  - transferring. *See* transferring files and settings
  - unopenable, 355
  - viewing options, 70, 121–123
  - writing to CD or DVD, 13, 54, 71, 89–93, 301–302
- Fill option for backgrounds, 29
- filtering file and folder views, 123
- finding. *See also* Search box; searching
  - e-mail messages, 186
  - files and folders, 86, 119–125, 342
  - networked computers, 126
  - photos, 125
  - windows, 117–118, 383
- Firefox Web browser (Web site), 147
- firewall settings, 192–195, 341, 352
- firmware upgrade, 304
- Fit option for backgrounds, 29
- flash drive, 71–72, 93–94, 358, 365
- Flash Player (Web site), 156
- Flip 3D view option, 117–118
- floppy drive, 71, 94
- folder, defined, 72. *See also* files and folders
- fonts, 213
- footer, Page Setup, 131–132
- forgotten password, 25, 254, 341–342
- formats, file
  - association with programs, 105, 355
  - background images, 214
  - Contacts list, exported, 187
  - music, 296–297, 302
  - photos, 321
  - saving documents, 101
  - Zip, 161, 230
- formatting disk or memory card, 94
- Forward arrow in folders, 77
- Forward button, 51
- free programs, 13, 112–116
- Freecycle Network (Web site), 370
- full-screen mode, 164, 295

## • G •

gadgets, 26, 44–45, 213  
 games, 13  
 Gmail, 166, 171, 173  
 Google (Web site), 154–155, 166, 171, 173, 297  
 grading PCs for Windows, 16  
 graphics (pictures). *See also* photos  
   background, 28–29, 213–214, 315  
   blocked in e-mail, 180  
   file formats, 214, 321  
   requirements, 15  
   saving Web-based, 159  
   user account icon, 252–253  
 The Green Button (Web site), 308  
 grouping files and folders, 123–125  
 Guest account, 21, 246–247, 385

## • H •

hand pointer for links, 148  
 hard disk drive. *See also* disks (drives)  
   cleaning up, 235, 240–241  
   encrypting contents, 206  
   erasing old, 370  
   partitions in, 206  
   portable, 72, 358, 365–367  
   viewing, 71  
 hardware  
   cleaning, 244  
   disposing of old computer, 369–370  
   drivers for, 137, 242–243, 349, 353, 360  
   drives. *See* drives (disks)  
   errors in installing, 349  
   keyboard, 226  
   monitor. *See* monitor  
   mouse. *See* mouse  
   networking, 256, 258–260  
   printer, 133–134, 222–224  
   requirements for Windows 7, 15–16, 394  
   scanner, 225–226  
   speakers, 221–222  
   video card, 15, 220  
 Hardware and Sound, 218–226  
 header, Page Setup, 131–132  
 Help and Support Center, 373–374  
 Help system, 130, 371–376  
 Hibernate option, 46, 238, 241–242, 389  
 hidden files, displaying, 86, 342

hidden information in files/folders, 86–88  
 hiding taskbar, 42, 383  
 hijackers, 198–201  
 hints, passwords, 254  
 History list, Internet Explorer, 153  
 home network, 194  
 home page setup on the Web, 151–152  
 Homegroup  
   joining, 269  
   in Navigation Pane, 56, 126  
   overview, 22  
   setting up, 261–262, 268–270  
   sharing files, 252, 270–279  
   viewing members, 56, 126  
 Host Process, 41  
 hotspot, connecting to Internet, 144–145, 390–391

## • I •

IAF (Internet Account File), 172  
 icons  
   controlling default actions, 75  
   desktop, 26–28  
   file and folder, 70  
   running or non-running programs, 46  
   shortcut, 84  
   small, 42  
   user account, 252–253  
 images (pictures). *See also* photos  
   background, 28–29, 213–214, 315  
   blocked in e-mail, 180  
   file formats, 214, 321  
   library  
     browsing, 313–315  
     creating, editing and viewing, 330–332  
     Homegroup networks, 269–271  
     indexed, 120  
     Media Player monitoring, 287  
     restore defaults, 340  
     sharing, 251–252, 269–271  
     saving Web-based, 159  
     user account icon, 252–253  
 IMAP, 171  
 Inbox, 174  
 Include in Library button in command bar, 54  
 index of computer contents, 119–120, 127  
 ink cartridge for printer, 137

InkBall, 13  
 instant messaging, 168  
 Internet  
   add-ons, 155–156, 162–163, 198–201  
   connecting to, 41, 143–147, 258, 390–391  
   controlling access, 168, 204–205  
   defined, 141–143  
   deleting temporary files, 162  
   downloading information, 56, 106,  
     149–150, 159–161, 288  
   full-screen mode, 164  
   navigating the Web, 147–155  
   network access, 144, 259  
   page fit problems, 163–164  
   plug-ins, 155–156, 162–163, 198–201  
   radio stations, 297  
   safety on, 192–195, 198–206  
   saving information, 157–161  
   searching, 121, 127–128, 153–155  
   transferring settings, 144  
   troubleshooting, 161–164  
 Internet Account File (IAF), 172  
 Internet Explorer  
   AutoComplete settings, 352  
   defaults, restoring, 341  
   Favorites, 152–153  
   History list, 153  
   home page setup, 151–152  
   moving from page to page, 148–151  
   pop-ups, managing, 147  
   reminder to set up, 353–354  
   removing, 229  
   safety, 198–203  
   searching, 153–155  
   security zones, 200  
   setting up IE 8, 144–147  
   in Start menu, 33  
   Windows 7 advantages, 14  
 Internet service provider (ISP), 143, 146,  
   171, 188  
 iPod, 187, 289, 302, 332, 380  
 iTunes, 286, 290, 302–303, 380

## • J •

Jump Lists, 38–39  
 junk e-mail (spam), 187–188  
 Junk E-mail folder, 175

## • K •

keyboard, 226

## • L •

LAN (local area network), 260  
 Language and Region options, 226–227  
 language settings, 227  
 laptop  
   backing up prior to travel, 392  
   Control Panel settings, 226  
   Hibernate option, 46, 238, 241–242, 389  
   lid-closing options, 389–390  
   Mobility Center, 387–388  
   power options, 389  
   settings adjustments, 387–388  
   speeding up Windows 7, 16  
   travel location information, 390–392  
   Windows 7 advantages, 12  
 lassoing files and folders, 66, 83  
 libraries  
   adding files or folders to, 54  
   creating, 80  
   defaults, restoring, 340  
   defined, 33, 73  
   deleting, 80  
   Document, 48–49, 78–79, 99, 271  
   folders, compared to, 72–74  
   Library window, Media Player, 289–291, 293  
   managing, 78–80  
   in Navigation Pane, 56, 73  
   overview, 11  
   Pictures, Music, and Videos  
     browsing pictures, 313–315  
     creating, editing, and viewing, 330–332  
     Homegroup networks, 269–271  
     indexed, 120  
     loading music, 286–289, 296  
     Media Player monitoring, 287  
     restore defaults, 340  
     sharing, 251–252, 269–271  
     sharing files, 251–252, 262, 270–274  
   lid-closing options for laptops, 389–390  
 lighting in photos, adjusting, 322–323  
 links, Web page, 148, 152–153  
 Links toolbar, 43  
 list boxes in dialog boxes, 61–62

local area network (LAN), 260  
 location information for laptops, 390–392  
 Locations in Library window, 79–80  
 Lock option for computer, 45  
 locking taskbar, 42, 383  
 logging off, 45–46, 250  
 logging on  
   e-mail, 171  
   to Internet, 144–145  
 managing multiple users, 250  
 passwords, 23–25  
 screen saver settings, 21, 382–383  
 to Windows 7, 20–23

## • M •

Manage Add-Ons window, 162–163  
 margins, Page Setup, 132  
 Maximize button, 66  
 maximizing window, 66–67  
 McAfee virus removal tool (Web site), 197  
 media. *See* music; pictures; video  
 Media Center, 14, 39–40, 304–308  
 Media Player  
   browsing through libraries, 289–291  
   controls, 292–293  
   defaults, restoring, 341  
   DVD, playing, 294–295  
   file association issue, 104, 303  
   full-screen mode, 295  
   introduction, 285  
   music. *See* music  
   playlist management, 297–299  
   privacy issue, 291  
   settings, 286  
   TV shows, 296  
   videos, 295–296  
 memory card, 71, 93–94  
 memory card reader, 71, 93, 312  
 memory requirements, 16  
 menu, Start, 380. *See also* Start menu  
 menu bar, 51–53  
 menu retrieval, 345, 380  
 Messenger, 168  
 Microsoft Corporation, 11. *See also*  
   *specific programs*  
 Minimize button, 38  
 Minimize Windows option, 39  
 Mobile PC, 226. *See also* laptop  
 Mobility Center, 387–388  
 modem, 144  
 monitor  
   advantages of turning off, 46  
   background options, 28–29, 213–214, 315  
   burn-in, historical problem of, 215  
   multiple monitors, 220  
   screen resolution, 163–164, 217–218, 220  
   screen saver, 21, 382–383  
 mouse  
   canceling clicks, 60  
   cleaning, 244  
   dragging files and folders with, 84–85  
   settings, 225  
   troubleshooting, 342–343  
 Movie Maker, 165, 328–332  
 movies, creating on DVD, 90, 326–332.  
   *See also* video  
 moving files and folders, 84–86, 108–112  
 Mozilla Firefox Web browser (Web site),  
   147  
 Mozilla Thunderbird (Web site), 167  
 MP3 file format, 297, 302  
 MP3 player, 72  
 music. *See also* Media Player  
   burning to CD, 90, 301–302  
   copying from CD, 288, 299–301  
   copying to portable player, 302–304, 380  
   downloading to, 288  
   file formats, 296–297, 302  
   library  
     creating, editing and viewing, 330–332  
     Homegroup networks, 269–271  
     indexed, 120  
     loading into, 286–289, 296  
     Media Player monitoring, 287  
     restore defaults, 340  
   loading into libraries, 286–289  
   playing, 293–294  
   ripping from CD, 288, 293, 299–301  
   settings, 286  
   tags for, 289  
   TV shows, 296  
   videos, 295–296  
 My Documents folder, 48

• **N** •

nag screen. *See* permission message

Navigation Pane, 55–56, 73

netbook, 18, 381

network. *See also* Homegroup  
 cable for setup, 258–259, 261  
 defined, 126  
 deleting files, 280  
 finding computers on, 126  
 home, 194  
 Internet connection through, 144, 259  
 introduction, 255  
 organization, 256–257  
 printer sharing, 135, 279–281, 349  
 security levels for, 194  
 setting up, 257–262  
 sharing files, 262, 270–279  
 transferring files/settings, 358, 362–365  
 troubleshooting, 266–267, 281–287  
 wireless. *See* wireless network  
 work, 194

network adapter, 256, 259–260

Network and Internet, 145, 212, 375.  
*See also* Internet; network

Network in Navigation Pane, 56

network location in Computer window, 72

network name (SSID), 263–264

Network notification, 40

New context menu on desktop, 26, 98

New folder button in command bar, 54

New Toolbar option, 43

Next button in dialog boxes, 60

no program, 104

notebook computer  
 backing up prior to travel, 392  
 Control Panel settings, 226  
 Hibernate option, 46, 238, 241–242, 389  
 lid-closing options, 389–390  
 Mobility Center, 387–388  
 power options, 389  
 settings adjustments, 387–388  
 speeding up Windows 7, 16  
 travel location information, 390–392  
 Windows 7 advantages, 12

notification area, taskbar, 39–41, 43

Now Playing window, 289, 292–293

• **O** •

OK button in dialog boxes, 60

opening documents, 99–100, 102–108, 274

operating system defined, 9. *See also*  
*Windows entries*

optical mouse, 244

option button, defined, 60–61

Organize button, 54, 57, 80–81

orientation, Page Setup, 132

Outlook Express, 33

• **P** •

Page Setup for printing, 130–132

paper choices for printing, 138, 318

paper source, Page Setup, 131

parasites, 202–203

Parental Controls, 168, 204–205, 211–212

partition, hard drive, 206

Password Reset Disk, 24–25, 254, 341

passwords  
 create or change, 254  
 e-mail account, 170  
 forgotten and hints, 25, 254, 341–342  
 Homegroup, 269–270  
 troubleshooting, 341–342  
 user account, 23–25, 253–254

pasting documents, 108–112

path, defined, 76

PC-based e-mail programs, 166–167.  
*See also* Windows Live Mail

permission message  
 Action Center, 192  
 Administrator power to ignore, 190–191  
 controlling, 22, 335–336, 379–380  
 as safety issue, 189–191  
 Windows 7 advantages, 12, 335

Personalization options, 212–218, 376

Phishing Filter, 201

phishing scams, 180, 201–202

Photo Gallery, 168, 317, 320–326

photos. *See also* pictures  
 backing up, 125, 316–318  
 copying to CD or DVD, 316–318  
 as desktop backgrounds, 29  
 editing, 320–326  
 e-mailing, 180–181, 183–185, 318

photos (*continued*)

- file formats, 321
- finding, 125
- organizing, 313–315, 317
- Pictures library, 313–315
- printing, 318–320
- recognizing camera, 310
- slide show viewing, 315–316
- tags for, 125, 311–312, 314, 317
- transferring to computer, 310–313
- Windows Live Photo Gallery, 168, 317, 320–326

Picasa (Web site), 317

pictures. *See also* photos

- background, 28–29, 213–214, 315
- blocked in e-mail, 180
- file formats, 214, 321
- library
  - browsing, 313–315
  - creating, editing and viewing, 330–332
  - Homegroup networks, 269–271
  - indexed, 120
  - Media Player monitoring, 287
  - restore defaults, 340
  - sharing, 251–252, 269–271
  - saving Web-based, 159
  - user account icon, 252–253

Pin/Unpin options for taskbar, 37, 382

playlist management, 297–299

Plug and Play capability, 259

plug-ins (add-ons), 155–156, 162–163, 198–201

POP3, 171

Pop-Up Blocker settings, 147, 201

portable computer. *See* laptop; netbook

portable hard drive, 72, 358, 365–367

portable player, copying music to, 302–304

ports, network setup, 260

power button, 241–242, 346

power indicators, 41

power settings, 215, 389

Preview button in command bar, 54

Preview Pane, 72

previewing print job, 131

previous file versions, restoring, 339–340

Print dialog box, 133–134

Print Preview option, 131

Print Screen key, 386

## printer

- adding, 222–224
- adjust settings, 133–134
- cancel print job, 134–135
- choice, of, Page Setup, 132
- drivers for, 137
- ink cartridges, 137
- multiple, 224
- paper for, 138, 318
- sharing, 135, 279–281, 349
- troubleshooting, 137

printing

- envelopes, 132
- Help pages, 373
- methods, 129–130
- multiple documents, 130
- Page Setup, 130–132
- photos, 318–320
- previewing, 131
- settings, 133–134
- troubleshooting, 137, 349–350
- Web pages, 135–136

privacy issue, Media Player, 291

problem solving. *See* error messages; troubleshooting

programs. *See also* Windows entries

- adding to Start menu, 35
- All Programs menu, 31, 34
- antispyware, 203
- antivirus, 161, 193, 197, 352–353, 359
- associations with files, 102–106, 303
- automatic startup, 36
- chat, 168, 188
- data files, 86
- defaults, 231, 303, 380
- Defender, 203
- defined, 97
- documents, compared to, 97
- DVD Maker, 326–327
- Easy Transfer, 357–369
- e-mail, 166–167, 171, 173–175. *See also* Windows Live Mail
- Family Safety, 168
- free, 13, 112–116
- frozen, 344, 346
- importance of not moving folder for, 86
- installing, 228–230, 351, 359

- media players, 104, 156, 296, 303. *See also* Media Player
  - Movie Maker, 168, 328–332
  - opening documents, 99–100, 102–108, 274
  - operating system defined, 9
  - Photo Gallery, 168, 317, 320–326
  - removing, 227–230
  - Ribbon interface, 50, 114
  - right-clicking to open, 98
  - running compared to non-running icons, 46
  - running older, 16
  - saving documents, 100–102
  - shortcut control, 98, 229
  - starting, 34, 97–99
  - Toolbar, 168
  - troubleshooting, 344–345
  - warnings for potential changes, 350
  - Windows Live, 22
  - Writer, 168
  - Programs category, 227–230
  - Public folders, 48, 272, 287
  - public network, 194
- **Q** •
- question mark button in dialog boxes, 54, 60, 371
  - queue, print, 134–135
  - Quick Access Toolbar, 50
  - Quick Launch toolbar, 13, 37, 381–382
  - QuickTime, 104, 156, 296
- **R** •
- radio, Internet, 297
  - radio type, wireless, 265
  - Rathbone, Andy (*Upgrading and Fixing PCs For Dummies*), 15, 258
  - Real video, 106
  - RealPlayer (Web site), 156, 296, 303
  - rebuilding the index, 127
  - Recent Places in Favorites, 56
  - Recycle Bin, 26, 29–31, 83–84, 339
  - recycling old computers, 370
  - red-eye, removing from photo, 325–326
  - RefDesk (Web site), 142
  - Region and Language options, 226–227
  - region codes for DVD, 294
  - region options, 227
  - renaming files and folders, 81–82, 125
  - resolution, screen, 163–164, 217–218, 220
  - Restart option, 45
  - restarting computer when frozen, 346
  - Restore button, 66
  - Restore Defaults button in dialog boxes, 60, 340–341
  - restore point, 229, 234, 336–338
  - restoring deleted files, 338–340
  - Ribbon interface for programs, 50, 114
  - right-click menus, 49, 75, 211
  - rotating photos, 315
  - router, 256, 259, 263–264
- **S** •
- Safely Remove Hardware option, 40
  - safety
    - Action Center, 190–193
    - antivirus program, 161, 193, 197, 352–353, 359
    - downloading files from the Web, 161
    - e-mail, 183, 197, 201–202
    - encrypting computer, 206
    - firewall settings, 192–195, 341, 352
    - Internet, 192–195, 198–206
    - networked computers, 194, 281
    - Parental Controls, 168, 204–205, 211–212
    - passwords. *See* passwords
    - permission messages, 189–191
    - phishing scams, 180, 201–202
    - spyware, 192, 202–203
    - themes from the Web, 217
    - update settings, 195–196, 235
    - user account security, 247, 253–254
    - viruses. *See* viruses, computer
    - wireless settings, 263–264
  - Save compared to Save As commands, 103
  - saving
    - defined, 100
    - documents, 100–102
    - files and folders, 182–183
    - searches, 127–128
    - video, edited, 332
  - scanner, installing, 225–226

- screen (monitor)
  - advantages of turning off, 46
  - background options, 28–29, 213–214, 315
  - burn-in, historical problem of, 215
  - multiple displays, 220
  - resolution, 163–164, 217–218, 220
  - screen saver, 21, 215, 382–383
- screen saver, 21, 215, 382–383
- scroll bar, 58–59
- Search box
  - folder-specific, 51, 121–122
  - missing files and folders, 342
  - Start menu, 33, 119–121
  - Web browser, 127, 153–154
- searching. *See also* finding; Internet Explorer
  - e-mail messages, 186
  - Google, 154–155, 166, 171, 173, 297
  - Help system, 372
  - Internet, 121
  - the Internet, 127–128, 153–155
  - overview, 11
  - saving searches, 127–128
  - Windows 7 advantages, 13
- security
  - Action Center, 190–193
  - antivirus program, 161, 193, 197, 352–353, 359
  - downloading files from the Web, 161
  - e-mail, 183, 197, 201–202
  - encrypting computer, 206
  - firewall settings, 192–195, 341, 352
  - Internet, 192–195, 198–206
  - networked computers, 194, 281
  - Parental Controls, 168, 204–205, 211–212
  - passwords. *See* passwords
  - permission messages, 189–191
  - phishing scams, 180, 201–202
  - spyware, 192, 202–203
  - themes from the Web, 217
  - update settings, 195–196, 235
  - user account security, 247, 253–254
  - viruses. *See* viruses, computer
  - wireless settings, 263–264
- selecting
  - files and folders, 66, 82–83, 109–110
  - multiple windows, 66
  - text, 109–110, 159
- Sent Items in e-mail, 174
- server information for e-mail setup, 171
- Share with button in command bar, 54
- sharing computers. *See also* network; user account
  - files and folders, 250–252, 262, 271–279
  - introduction, 245–246
  - overview, 11
  - printers, 135, 279–281, 349
- shortcut
  - creating, 107–108
  - icon for, 84
  - printer, 130
  - program, 98, 229
- Shoutcast (Web site), 297
- Show Desktop Icons option, 26
- Shut Down button, 21, 31, 33, 45, 346
- side by side, placing windows, 67–68, 118, 384
- Sidebar, 13, 44
- signal strength, wireless, 265
- Silverlight (Web site), 156, 168
- size, Page Setup, 131
- Sleep option, 46
- slide show, 315–316, 326–327
- sliding controls in dialog boxes, 64
- SmartScreen Filter, 201
- SomaFM (Web site), 297
- sorting files and folders, 121–123
- Sounds settings, 219–221
- spam (junk e-mail), 187–188
- speakers, setting up, 221–222
- spooler, print, 135
- Spybot – Search & Destroy (Web site), 203
- spyware, 192, 202–203
- SSID (network name), 263–264
- stacking files and folders, 123–125
- stacking objects, 68, 123–124
- Standard account, 246–248, 251, 385
- Start button, 31
- Start menu
  - buttons on, 31–33
  - customizing, 34–36, 213
  - defaults, restoring, 340
  - Help system access, 371
  - overview, 26
  - starting program from, 34, 97–98
- starting programs, 34, 97–99

- starting Windows 7, 20–25
  - Startup folder, 36
  - straightening photos, 323–324
  - stretched background, 29
  - switching users, 45, 249–250
  - symbols in Character Map program, 116
  - System and Security, 191, 194, 211–212, 234–243
  - System Restore, 234, 336–338
  - System settings, 234, 238–240
- T •
- tab, browser, 152
  - Tablet PC Input Panel, 43
  - tag
    - defined, 57
    - music file, 289
    - photo, 125, 311–312, 314, 317
  - Task Manager, 41, 344, 346
  - task pane, Windows XP, 53
  - taskbar
    - Auto Hide feature, 42, 383
    - customizing, 41–43, 213
    - defaults, restoring, 341
    - features of, 36–37
    - locking in place, 42, 383
    - moving windows to/from, 38, 117, 384
    - notification area, 39–41, 43
    - organizing, 382
    - overview, 26
    - Pin/Unpin options, 37, 382
    - programs on, 98
    - screen location, 42
    - switching among tasks, 38–39
    - toolbars, 43–44
    - Windows 7 advantages, 14–15
  - technical information on computer, 234, 238–240
  - Temporary Internet Files, removing, 162
  - text
    - changing size, 22, 164
    - selecting, 109–110, 159
  - text boxes in dialog boxes, 61
  - themes, desktop, 29, 216–217
  - Thunderbird (Web site), 167
  - tiled background, 29
  - tiled windows, 68
  - time and date settings, 227
  - time zone setting, 390
  - title bar, 49–50, 65–66
  - toolbar
    - folder, 80–81
    - Internet Explorer, 149–151
    - Quick Access Toolbar, 50
    - Quick Launch, 13, 37, 381–382
    - taskbar, 43–44
    - turning on and off, 43
    - Windows Live Toolbar, 168
  - transferring files and settings
    - deciding what to transfer, 367–369
    - Easy Transfer, 359–362
    - Internet settings, 344
    - introduction, 357
    - network method, 358, 362–365
    - overview, 32, 358–359
    - photos from camera, 310–313
    - removable drive method, 365–367
  - transition, 327–328, 331
  - tree metaphor for folder structure, 73–74
  - troubleshooting. *See also* error messages
    - Action Center monitoring, 193
    - clicking options, 343
    - default settings, restoring, 60, 340–341
    - excessive permission messages, 335–336, 379–380
    - finding hidden files and folders, 86, 342
    - folder menu retrieval, 345
    - frozen programs, 344
    - in Help system, 374–376
    - Internet, 161–164
    - missing drivers, 242–243, 349, 353
    - mouse function, 342–343
    - network, 266–267, 281–287
    - older programs not running, 344–345
    - password problems, 341–342
    - printing, 137, 349–350
    - restoring deleted or damaged files, 338–340
    - System Restore, 234, 336–338
    - Windows 7 freezing, 344, 346
    - wireless network connections, 266–267
  - turning computer on and off, 46
  - TV set, connecting to computer, 305, 308
  - TV shows on Media Player, 296
  - TV tuner, 304, 307

## • U •

UAC (User Account Control), 12, 190, 192  
 Undo option, 113  
 Unpin/Pin options for taskbar, 37, 382  
 update settings, 41, 192, 195–196, 235  
 Upgrade Advisor (Web site), 394  
 upgrading. *See also* transferring files and settings  
   disposing of old computer, 369–370  
   firmware, 304  
   preparation checklist, 393–394  
   video card, 15  
   Windows 7 advantages, 12  
   from Windows Vista, 394–397  
   from Windows XP, 386, 393, 397–398  
*Upgrading and Fixing PCs For Dummies* (Rathbone), 15, 258  
 USB ports, 41  
 user account. *See also* Administrator account  
   adding, 248  
   changing, 249  
   Control Panel settings, 211–212  
   Guest, 21, 246–247, 385  
   icon, 252–253  
   introduction, 245–247  
   logging on, 20–23, 250  
   Parental Controls, 204–205  
   picture, changing, 252–253  
   privacy, 23–25  
   security setup, 247, 253–254  
   Standard, 246–248, 251, 385  
   switching between, 45, 249–250  
   transferring to Windows 7, 368  
   types, 245–246, 251  
 User Account Control (UAC), 12, 190, 192  
 username, 21–22

## • U •

VCF (Business Card or vCard) file, 187  
 versions of Windows, 17–18, 385–386  
 video  
   creating, 90, 326–332  
   editing, 331  
   importing, 329–331  
   library

  creating, editing and viewing, 330–332  
   Homegroup networks, 269–271  
   indexed, 120  
   Media Player monitoring, 287  
   restore defaults, 340  
   sharing, 251–252, 269–271  
   playing, 295–296  
   recording with Media Center, 304  
   saving edited version, 332  
 video card, 15, 220  
 video mode (screen resolution), 163–164, 217–218, 220  
 View button in command bar, 54  
 View important messages message, 354  
 View pop-up menu on desktop, 26, 28  
 viewing options for files and folders, 70, 121–123  
 viruses, computer, 161, 183, 193, 197, 338  
 volume controls, 40, 219–221

## • W •

wallpaper, desktop, 28–29, 213–214, 315  
 WAN (wide area network), 260  
 WAP (wireless access point), 263  
 warning from system. *See* permission message  
 WAV ripping format, 301–302  
 Web browser, 147. *See also* Internet Explorer  
 Web pages. *See also* Internet  
   downloading information from, 56, 106, 149–150, 159–161, 288  
   home page, 151–152  
   links to and from, 148, 152–153  
   navigating through, 147–155  
   printing pages, 135–136  
 Web-based e-mail programs, 166, 171, 173–175  
 Welcome Center, 22  
 Welcome screen, 20–21  
 WEP wireless security, 263  
 wide area network (WAN), 260  
 Wi-Fi (wireless) network, 255, 263–267  
 Winamp (Web site), 297, 303  
 WinCustomize (Web site), 217  
 WindowBlinds (Web site), 217  
 Windows, versions of, 17–18, 385–386

- Windows 7
  - adding or removing components, 229–230
  - advantages of, 11–15, 335
  - customizing. *See* Control Panel
  - free programs, 13, 112–116
  - freezing up of, 344, 346
  - hardware requirements, 15–16, 394
  - introduction, 9–11
  - logging off, 45–46, 250
  - logging on, 20–23
  - speeding up, 16, 381
  - starting, 20–25
  - upgrading. *See* upgrading
- Windows 7 “E,” 18
- Windows 7 Enterprise, 17
- Windows 7 Home Basic, 17–18
- Windows 7 Home Premium, 17
- Windows 7 Professional, 17
- Windows 7 Starter, 17
- Windows 7 Ultimate, 17
- Windows Automatic Updates, 41
- Windows Defender, 203
- Windows DVD Maker, 326–327
- Windows Easy Transfer. *See* Easy Transfer
- Windows Experience Index, 16
- Windows Firewall, 192–195, 341, 352
- Windows Host Process, 41
- Windows Live, 22, 168
- Windows Live Family Safety, 168
- Windows Live Mail
  - attachments, 180–185
  - Contacts, 176–177, 186–187
  - finding messages, 186
  - installing, 167–169
  - receiving and reading messages, 172–175, 177–180
  - sending messages, 176–178
  - setting up, 169–172
  - spam, 187–188
- Windows Live Messenger, 168
- Windows Live Movie Maker, 168, 328–332
- Windows Live Photo Gallery, 168, 317, 320–326
- Windows Live Toolbar, 168
- Windows Live Writer, 168
- Windows Media Audio (WMA) file format, 297, 302
- Windows Media Player
  - browsing through libraries, 289–291
  - controls, 292–293
  - defaults, restoring, 341
  - DVD, playing, 294–295
  - file association issue, 104, 303
  - full-screen mode, 295
  - introduction, 285
  - music
    - burning/copying to CD, 301–302
    - copying from CD, 288, 299–301
    - copying to portable player, 302–304
    - downloading to, 288
    - files for, 289, 296–297
    - loading into libraries, 286–289
    - playing, 293–294
    - ripping from CD, 288, 297, 299–301
    - settings, 286
    - tags for music files, 289
    - TV shows, 296
    - videos, 295–296
  - playlist management, 297–299
  - privacy issue, 291
  - settings, 286
  - tags for music files, 289
  - TV shows, 296
  - videos, 295–296
- windows on desktop
  - active window, 50, 65
  - Address Bar, 50–51
  - borders, 59
  - closing, 67
  - command bar, 53–54
  - Details Pane, 57
  - dialog boxes, 59–64, 133–134, 340–341
  - finding lost, 117–118, 383
  - managing, 38, 64–68
  - menu bar, 51–53
  - moving to and from taskbar, 38, 117, 384
  - Navigation Pane, 55–56
  - parts of typical, 47–48
  - scroll bar, 58–59
  - selecting multiple, 66
  - side-by-side display, 67–68, 118, 384
  - size, changing, 59, 66–68
  - title bar, 49–50
  - workspace area, 52

- Windows Problem Reporting, 40
- Windows Security Essentials (Web site), 197
- Windows Update, 192, 195–196, 235
- Windows Vista
  - excessive permission messages on, 335
  - folder access, 74
  - free programs in, 113
  - networking with, 274–279
  - printer sharing, 279–280
  - upgrading to Windows 7, 357, 394–397
  - Windows 7 advantages, 12–13
- Windows XP
  - DVD movie limitation, 326
  - file sharing in, 262
  - free programs in, 113
  - hardware requirements issue, 15
  - lack of permission messages, 335
  - Limited compared to Standard user
    - accounts, 246–247
    - menu bar disappearance, 53
    - networking with, 274–279
    - printer sharing, 279–280
    - task pane in, 53
    - title bars in, 50
    - upgrading to Windows 7, 357, 360, 386, 393, 397–398
    - volume controls in, 220
    - Windows 7 advantages, 12–15
    - workgroup names in, 262
  - wireless access point (WAP), 263
  - wireless network
    - connecting to, 41, 144–145, 390–391
    - hotspots, 144, 390–391
    - introduction, 255
    - organization of, 257
    - security levels, 263–264
    - setting up, 263–267
    - troubleshooting, 266–267
    - wired network, compared to, 258
- WMA (Windows Media Audio) file format, 297, 302
- word wrap, 114
- WordPad, 101, 113–114
- work network, 194
- workgroup names, 262
- workspace, window, 52
- WPA/WPA2 wireless security, 263
- Writer, 168
- WYSIWYG (what you see is what you get), 130
  - X •
- XPS Document Writer, 133
  - Y •
- Yahoo! Mail Plus (Web site), 166, 175
  - Z •
- Zip file, 161, 230
- Zune, 302