Introduction to Vista
The Vista Login Screen

Vista, like XP, “remembers” the previous user.

After logging in, you can select your own picture.

For a different user to login, click on Switch User

Ease of Access Options

Shutdown/Sleep Options
The Welcome Center

The Welcome Center opens automatically when you login to Vista for the first time. It contains links to various help files and demos.

If the Welcome Center does not open automatically, go to:

Start Button -> Control Panel -> System and Maintenance -> Welcome Center
The Start Menu

Click on the **Start** button (1) to open the **Start** menu.

To view and browse your local and network drives, click on **Computer** (2).

To see the rest of the programs on your computer, click on **All Programs** (3).

Click on your name (4) to view your personal folders.

Use the **Start Search** box to search for programs and files (5).

Click on the arrow (6) for a list of Startup-Shut Down options.
Where’s My Computer?

For reasons known only to Microsoft, My Computer does not appear on the desktop by default, and the name has been changed to Computer. You can find it on the Start Menu:

Right-click on Computer and then click on **Show on Desktop** to place an icon on the Desktop.

The search box is available in every folder window.

This menu will change, depending on the type of files in the folder.

To display more folders, click here.
The Sidebar

The Sidebar is the vertical region on the right side of the Vista desktop. It contains a number of gadgets – small programs and utilities that perform various functions.

To close the Sidebar -
Right-click on the Side bar:

- Bring Gadgets to Front
- Add Gadgets...
- Properties
- Help
- Close Sidebar

Click on Close Sidebar.

To re-open the Sidebar, click on this icon, found in the Notification area (the lower right corner of the Windows screen).

Click here to see more gadgets.

Click here to go online and download more gadgets.
The Snipping Tool

The Snipping Tool is a built-in graphics utility that you can use to capture screen shots.

To activate the Snipping Tool:

1. Click on the Start button.
2. Type “snipping” in the search box at the bottom of the Start menu.
3. Click on Snipping Tool.

Click on Options and then select Display icon in the Quick Launch toolbar (the lower left corner of the Windows screen) to display the icon.
Aero

Aero is Vista’s new graphical interface.

It allows you to display all of your currently running programs as full color screen shots and to tab or cycle through them to change the active program.

To activate this feature:

1. While holding down the Windows key, press the Tab key.
   
   Keep pressing the Tab key to cycle thru the windows. Release the Windows key to select a window

   OR

2. Click on the Switch between windows icon located on the Quick Launch toolbar. Use the Tab key or the scroll wheel on your mouse to cycle thru the windows. Hit Enter or click on a window to select it.
Aero – cont.

Aero can display thumbnails of programs that have been minimized. Hover the mouse over the program in the system tray to display the thumbnail.

To turn off Aero features:

1. **Start Button -> Control Panel -> Appearance and Personalization -> Personalization -> Window Color and Appearance**
2. Click on **Open classic appearance properties**…
3. Select a color scheme other than Vista Aero and click **Apply**.
Vista Performance Information

To check your computer’s performance information, go to:

Start Button -> Control Panel -> System and Maintenance -> Performance Information and Tools

The performance of various hardware components is rated on a scale from 1 to 5.9.

The base score is determined by the component with the lowest score.

How is this score related to the way software will perform on your machine? Here’s what Microsoft has to say:

A computer with a base score of 1.0 or 2.0 usually has sufficient performance to do most general computing tasks. However, a computer with this base score is generally not powerful enough to run Windows Aero, or advanced multimedia experiences.

A computer with a base score of 3.0 is able to run Windows Aero and many new features of Windows Vista at a basic level. Some of the new Windows Vista advanced features might not have all of their functionality available. For example, a machine with a base score of 3.0 can display the Windows Vista theme at a resolution of 1280 × 1024, but might struggle to run the theme on multiple monitors.

A computer with a base score of 4.0 or 5.0 is able to run all new features of Windows Vista with full functionality, and it is able to support high-end, graphics-intensive experiences.

The Windows Experience Index is designed to help you make smart buying decisions related to your use of Windows Vista.

- **When buying a new PC**, it is useful for determining the quality of the Windows experience you can expect from a PC you are considering purchasing.
- **When upgrading a PC**, the index is useful for estimating the overall improvements you can expect to get when replacing or adding a new hardware component to your computer.
- **When buying software**, the software package may include the recommended Windows Experience Index score a PC should have in order to run the particular software application satisfactorily.
Software Updates

The W&M I.T. systems administrator has seen to it that critical operating system and Office updates are automatically pushed out to all machines on the W&M domain. Besides critical updates, there are other updates that must be downloaded manually. To do this:

Start Button -> Control Panel -> Security – Check for updates
UAC – User Account Control

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

To turn UAC on or off: **Start Button -> Control Panel -> User Accounts -> User Accounts**

This is the box that will open when User Account Control is activated.

Change your picture here.
Printers

To add a printer or clear a print queue:

Start Button -> Control Panel -> Hardware and Sound -> Printer

Click here to add a printer.

Double-click on a printer icon to see what documents are in the queue.
Desktop Background

To change the desktop background:

**Start Button -> Control Panel -> Appearance and Personalization -> Change desktop background**

Click here to locate one of your own pictures.

You can also get to these desktop options by right-clicking on the desktop and selecting Personalize.