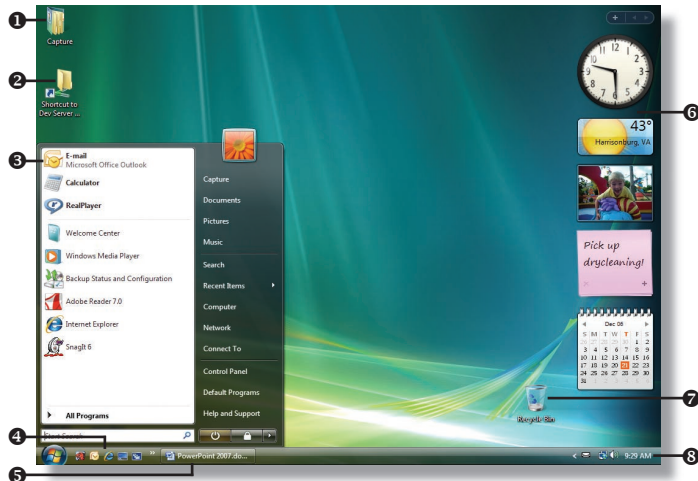




## Getting Started

### The Windows Vista Desktop



- 1 **Icon** – links to a program, file, or folder that is stored on the desktop.
- 2 **Shortcut Icon** – links to a program, file, or folder that is stored in other sections of the computer.
- 3 **Start Menu** – displays shortcuts to all programs, as well as the most frequently used folders and features.
- 4 **Quick Launch Bar** – provides single-click access to programs, files, and folders.
- 5 **Taskbar** – displays buttons and icons to help you navigate in Windows.
- NEW!** 6 **Sidebar** – contains quick access to continuously updated programs.
- 7 **Recycle Bin** – contains deleted files.
- 8 **Notification Area** – contains icons for active and urgent notifications, as well as sound controls and the current time.

### Using the Taskbar

- To change what is displayed on the Taskbar, right-click the **Taskbar**, select **Toolbars**, and select a toolbar from the shortcut menu.
- To change Taskbar properties, right-click the **Taskbar**, and select **Properties** from the shortcut menu. Make selections and click the **OK** button.
- To lock or unlock the Taskbar, right-click the **Taskbar** and select **Lock the Taskbar** from the shortcut menu.
- To move the Taskbar, unlock the **Taskbar**. Click and drag the **Taskbar** to the top, bottom, or side of the desktop.
- To display hidden icons in the notification area, click the **Show hidden icons** button.

### **NEW!** Using Live Thumbnails

To view the content of a window, rest your mouse pointer on the taskbar button and a live thumbnail will appear displaying the window.

*Note: The window does not need to be minimized to display a live thumbnail.*

### Using the Start Menu

Click the **Start** button to display the **Start** menu.

- 1 **Pinned Items List** – contains shortcuts to programs that you have pinned to the **Start** menu.
- 2 **Most Frequently Used Programs List** – contains shortcuts to the programs you use most frequently.
- 3 **All Programs** – contains shortcuts to all programs on your computer.
- 4 **Search Box** – allows you to quickly search your programs and personal folders.
- 5 **Right Pane** – contains shortcuts to folders, programs, and features.
- 6 **Power Button** – allows you to put your computer to sleep.
- 7 **Lock Button** – allows you to lock your computer without turning it off.



### Working with Windows

- To switch between open windows, hold the **Alt** key and press the **Tab** key to scroll through thumbnails of the open windows. Release the tab key to open the window. You can also click the **Switch between windows** button on the **Quick Launch Bar**. Press the right arrow key to scroll through previews of the open windows and press the **Enter** key to open the window.
- To minimize all open windows and show the desktop, click the **Show desktop** button on the **Quick Launch Bar**.
- To arrange open windows, right-click the **Taskbar** and select **Cascade Windows**, **Show Windows Stacked**, or **Show Windows Side by Side** from the shortcut menu.

### Using the Sidebar **NEW!**

- To close the Sidebar, right-click in the **Sidebar** and select **Close Sidebar** from the shortcut menu.
- To open the Sidebar, click once on the **Windows Sidebar** icon in the **Notification Area**.
- To add a gadget to the Sidebar, right-click in the **Sidebar** and select **Add Gadgets** from the shortcut menu. Double-click the gadget you want to add. Click the **Close** button.
- To edit an editable gadget, right-click the gadget in the **Sidebar** and select **Options** from the shortcut menu. Make selections and click the **OK** button.
- To move a gadget, click and drag the gadget to a new location in the **Sidebar**.
- To change Sidebar options, right-click in the **Sidebar** and select **Properties** from the shortcut menu. Make selections and click the **OK** button.

### Putting Your Computer to Sleep

When you put your computer to sleep, Windows will save your work and lock your computer.

1. Click the **Start** button.
2. Click the **Power** button.

*Note: To completely shut down your computer, click the **Start** button. Click the arrow next to the **Lock** button and select **Shut Down** from the resulting menu.*