

# Top 10 Tips & Tricks

## Search & Organize in Windows Vista

### 1

#### Explore the new Windows Vista Start Menu.

Looking for specific applications, Web sites, and e-mails is faster than ever with the streamlined Windows Vista **Start Menu**. To find a specific application or file, click the Windows key on the keyboard (or open the Start menu) and enter the file name in the Instant Search field. As you type, Windows Vista dynamically searches filenames, metadata, and the full text of all files and displays the choices by file type. For example, type "out" to find Microsoft Outlook.

### 2

#### Discover the new Search Explorer.

Try filtering by type using the **Search Pane** and selecting "Documents." Next choose to see your files in another way, via the new **Stack view**. Select the author column header control drop down menu, and choose the option to "Stack by author". Explore all the documents by a particular author by double clicking on an author's stack. Now, save that search as a new **Search Folder**. Choose the option "Save Search" found on the top Command Bar and name and save your Search Folder. In the future, to re-run it, simply select the "Searches" folder link on the left side Navigation Pane, and double click on your Search Folder.

### 3

#### Experience the enhanced user interface.

If your PC supports the **Windows Aero** user experience, open multiple files and see how easy it is to locate the right open window using the breakthrough **Windows Flip** (simply ALT+TAB) or **Flip 3D** (Windows key+TAB).

## Browsing with Internet Explorer 7

### 4

#### Browse multiple websites.

Tabbed browsing in **Internet Explorer 7** enables a single Internet Explorer window to run with the convenience of multiple pages. Open a new page by clicking the empty tab on the Toolbar or by right-clicking any hyperlink and choosing **New Tab**. Tabs can also be right-clicked to refresh individual pages, refresh pages as a group, you can close either individual tabs or an entire group, and you can save tabs as a one favorite group. With the **Quick Tabs** feature, the icon just to the right of the Favorites icon, thumbnail images of all open tabs can be seen in a single view helping you manage multiple open tabs.

### 5

#### Print picture perfect web content.

Most websites are simply not formatted to fit cleanly on a standard piece of paper. With Internet Explorer 7's new **Shrink to Fit** printing, websites will no longer get cut off when sent to the printer.

## Collaboration

### 6

#### **Collaborate with a co-worker.**

Want an easy way to share files and applications with a colleague or customer – even when you may not be part of the same network? **Windows Meeting Space** is a new experience in Windows Vista that enables you to start an impromptu collaboration session with other Windows Vista users. Simply open Windows Meeting Space and start a session. Windows Vista will automatically detect other Windows Vista users that are on the same sub-net infrastructure or close enough for you to create an ad hoc (direct PC-to-PC connection) wireless connection. Once you have invited them and they have accepted, you can share documents by simply dragging a document to the **Handouts** area on the bottom right which instantly replicates that file across the other meeting participants' machines. Dragging the file to the presentation area on the left side, starts application sharing, enabling the other participants to watch as you present that file. If someone has a good edit for your file, you can make that edit in real time, or pass control of the application directly to that participant for them to make that edit for you.

### 7

#### **Share a folder or file directly from your PC.**

Windows Vista improves on the Windows network folder sharing experience first introduced with Windows XP by giving you more flexibility in what you can share with other people and improving the setup process. With Windows Vista you can now share folders and individual files with any other user on the same corporate network. From any Explorer, select a file or folder and on the Command Bar choose the option to **Share**. Enter the name of another user on the same network, and give them appropriate rights of access – reader, co-owner, etc. To help close the loop, Windows Vista can even automatically compose an email to the individuals with which you have shared the content. The auto-generated email contains a hyperlink to the shared content, enabling the recipient to instantly be taken to the shared content.

### 8

#### **Create an XPS Document.**

XPS Documents are a new archiving format perfect for preserving content and for securely sharing information in an application independent way. To create an XPS Document, open any document in virtually any application, and select the print option. In the printer selection menu, choose "**Microsoft XPS Document Writer**", and save the file. Double click on the file, which should open it in the **XPS Viewer**, which is hosted by Internet Explorer 7. The XPS Document is a pixel perfect rendition of the original source material.

## Backup & Security

### 9

#### **Speed up your PC's performance.**

Windows Vista introduces a new concept for adding additional performance to a running system. **Windows ReadyBoost™** lets people use flash memory on a USB 2.0 drive, SD Card, Compact Flash, or other memory form factor to provide additional memory cache - memory that the computer can access much more quickly than it can access data on the hard drive. Insert a USB 2.0 memory drive with at least 512MB capacity. When prompted, click "use this device to speed up my computer".

### 10

#### **Recover a previous version of a document.**

Windows Vista introduces a new feature – **Previous Versions**. This allows you to "roll back" the clock to an earlier version of a file that you may have accidentally saved over or edited. In the Documents Explorer, open a document, edit it, save it, and then close it. While selecting the document, choose the "Previous Versions" option on the Command Bar, which will bring up a list of previously saved versions of the individual file. Choose a previous version and Windows Vista will restore your file to that version. Careful, all edits since that version will be lost.