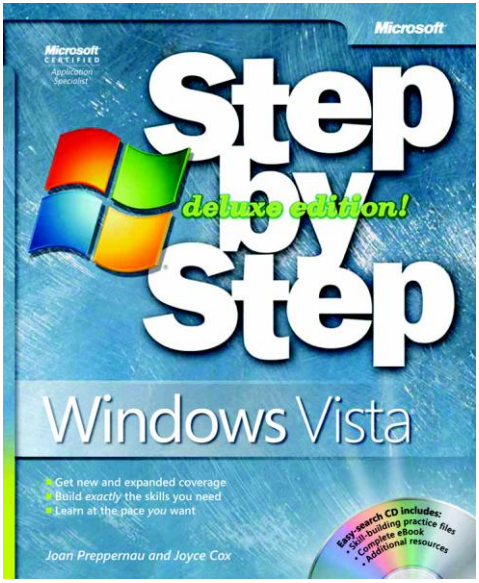

Windows Vista® Step by Step Deluxe Edition

Joan Preppernau and Joyce Cox

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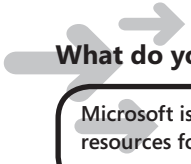

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4 Personalizing Windows Vista

In this chapter, you will learn to:

- ✔ Change the the look of Windows Vista on your screen.
- ✔ Optimize visual effects.
- ✔ Change the desktop background.
- ✔ Select and manage a screen saver.
- ✔ Manage your system date and time.
- ✔ Change your computer's name.

The way programs look on your computer screen and the way you use them are to a large extent determined by the Windows Vista user interface. Some elements of the interface, such as the graphics, fonts, and colors, might seem merely cosmetic but they can affect the way you work. You can personalize almost any aspect of your computer's appearance and functionality to suit your needs and preferences.

In this chapter, you will change the appearance of Windows Vista by working with themes, color schemes, and backgrounds. You will also select a screen saver, update the system date and time, and change the name by which your computer is identified on a network.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Companion CD" at the beginning of this book for more information.

Changing the Look of Windows Vista on Your Screen

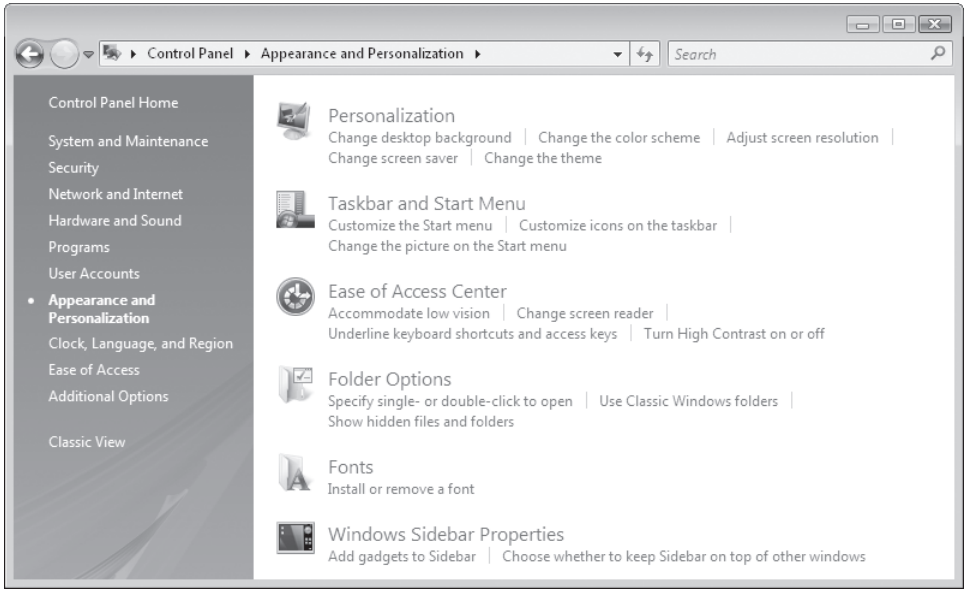
You can easily change the look of the Windows interface by applying a different ***theme***. A theme usually includes a desktop background color or picture; a color scheme that affects title bars and labels; specific fonts that are used on title bars, labels, and buttons; sounds that are associated with specific actions; and other elements. Previous versions of Windows came with a long list of available themes, and additional themes could be downloaded from the Internet. Windows Vista has simplified the theme-selection process by offering only two themes—Windows Vista and Windows Classic. You can search for other themes online, or possibly purchase theme packs from software retailers.

In this exercise, you will switch between the Windows Vista and Windows Classic themes. If you want, you can explore the online options on your own at a later time. There are no practice files for this exercise.

BE SURE TO log on to Windows Vista and display Control Panel before beginning this exercise.

1. In **Control Panel**, click **Appearance and Personalization**.

   The Appearance And Personalization window opens.

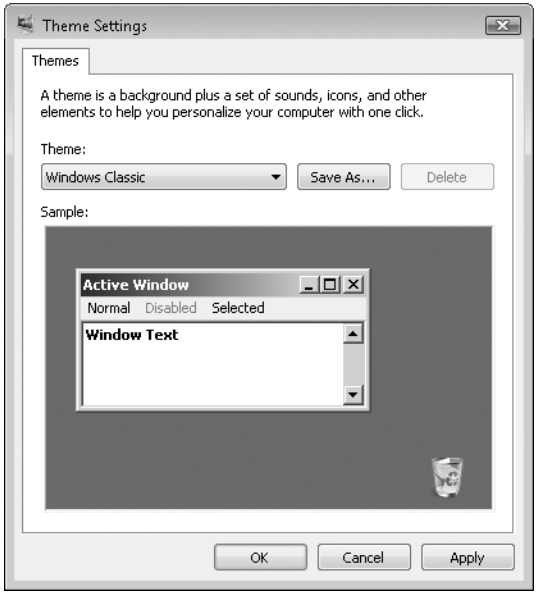


2. Under **Personalization**, click the **Change the theme** task.

   The Theme Settings dialog box opens, displaying a preview of the current theme.

3. Click the **Theme** arrow, and then in the list, click **Windows Classic**.

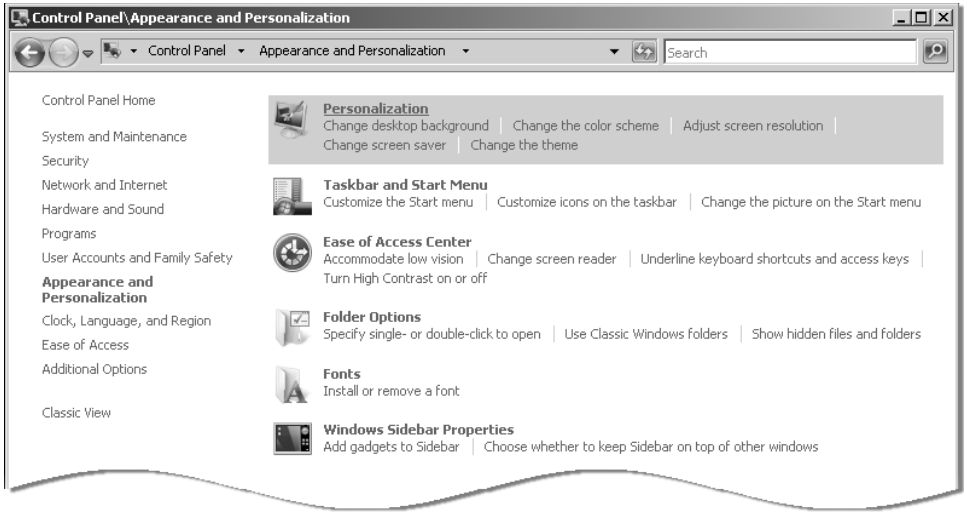
   The Sample box changes to reflect your selection. You might recognize this theme if you previously used a computer running Windows 2000.



4. Click **OK** to close the dialog box and apply your settings.

   The left pane of the Appearance And Personalization window now has a white background. The font, title bar, and buttons have changed, and if you were displaying the Windows Aero interface, you'll notice even more changes, such as the absence of transparency in the window frames.

5. In the **Appearance and Personalization** window, point to **Personalization** to view the Windows Classic item selection indicator.



Minimize

6. In the upper-right corner of the **Appearance and Personalization** window, click the **Minimize** button.

   The solid blue Windows Classic desktop looks quite dull compared to the Windows Vista desktop. The taskbar has changed from blue to gray; the Start button from round to rectangular; and Windows Sidebar, if it is displayed, from translucent to solid gray.

7. On the taskbar, click the **Control Panel\Appearance and Personalization** taskbar button to redisplay the window.

8. Under **Personalization**, click the **Change the theme** task to redisplay the **Theme Settings** dialog box.

9. In the **Theme** list, click **Windows Vista**.

   The Sample box displays the Windows Vista default desktop. Regardless of the desktop background you were displaying before beginning this exercise, the default desktop depicting a lake and mountain scene is shown.

10. In the **Theme Settings** dialog box, click **OK**.

Your desktop, Start button, taskbar, Sidebar, and open windows now have the default Windows Vista look and feel.

Tip You'll be working with the desktop background in the next exercise, so there is no need to reset your desktop background before continuing.

CLOSE the Appearance And Personalization window.

Optimizing Visual Effects

In the previous exercise, you set the desktop theme, which selected the Windows Vista background, sounds, icons, buttons, windows shape, and so on. These options provide a pleasant user interface and are available on any computer running Windows Vista. However, the pinnacle of the Windows Vista visual experience is Windows Aero, which is identified within Windows Vista as a color scheme, but is so much more than simply colors. It is truly a thing of beauty, incorporating soft edges, shadows, transparent window frames, animated window transitions, active previews of hidden windows from the taskbar, and a three-dimensional rotating stack display. In short, all the bells and whistles! Unfortunately, Windows Aero works only on systems that have the necessary hardware configuration, which includes:

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 1 GB of RAM
- 128 MB graphics adapter
- DirectX 9-class graphics processor that supports a Windows Display Driver Model Driver, Pixel Shader 2.0, and 32 bits per pixel

If you purchased your computer before 2006, it is unlikely that it meets these requirements (unless your computer is set up for gaming or professional graphics production). You might be able to upgrade your system by purchasing more RAM and a new graphics card. If your hardware does meet the minimum requirements, you will have the pleasure of the Windows Aero experience when running these Windows Vista editions:

- Windows Vista Home Premium
- Windows Vista Ultimate
- Windows Vista Business
- Windows Vista Enterprise

> **Tip** Don't know which edition of Windows Vista is installed on your computer? Click System And Maintenance in Control Panel, and then click Welcome Center. The edition is reported at the top of the Welcome Center window.

If you purchased a Windows Aero-qualified computer system with Windows Vista already installed, Windows Aero was probably turned on when you first started the computer. If you upgraded your hardware or upgraded to Windows Vista from a previous version of Windows, you might need to make some adjustments.

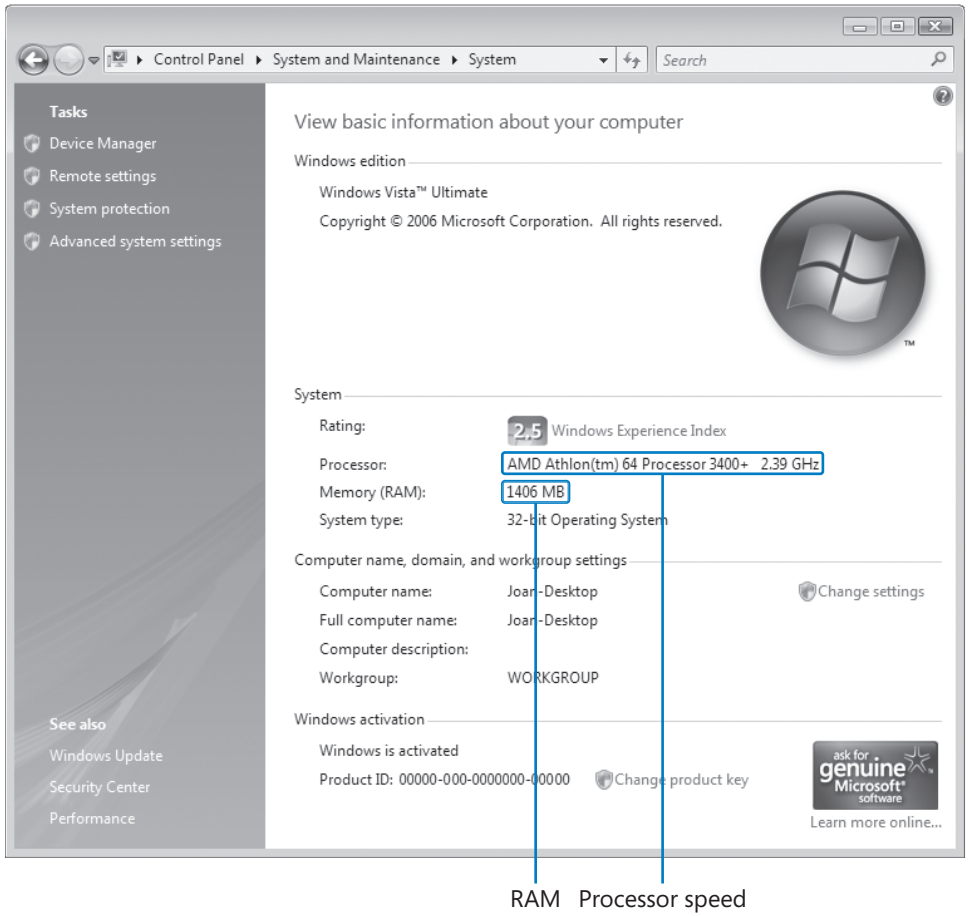
In this exercise, you will check your hardware configuration to see whether it meets Windows Aero requirements, set the monitor colors and refresh rate to the levels necessary to support Windows Aero, and then configure the Windows Aero color scheme, including window frame transparency. There are no practice files for this exercise.

> **Tip** The screens shown in other exercises in this book are captured with Windows Aero and font smoothing turned off, because those features do not present as clearly on the printed page.

OPEN Control Panel.

1. In **Control Panel**, click **System and Maintenance**, and then click **System**.

   The System window opens.



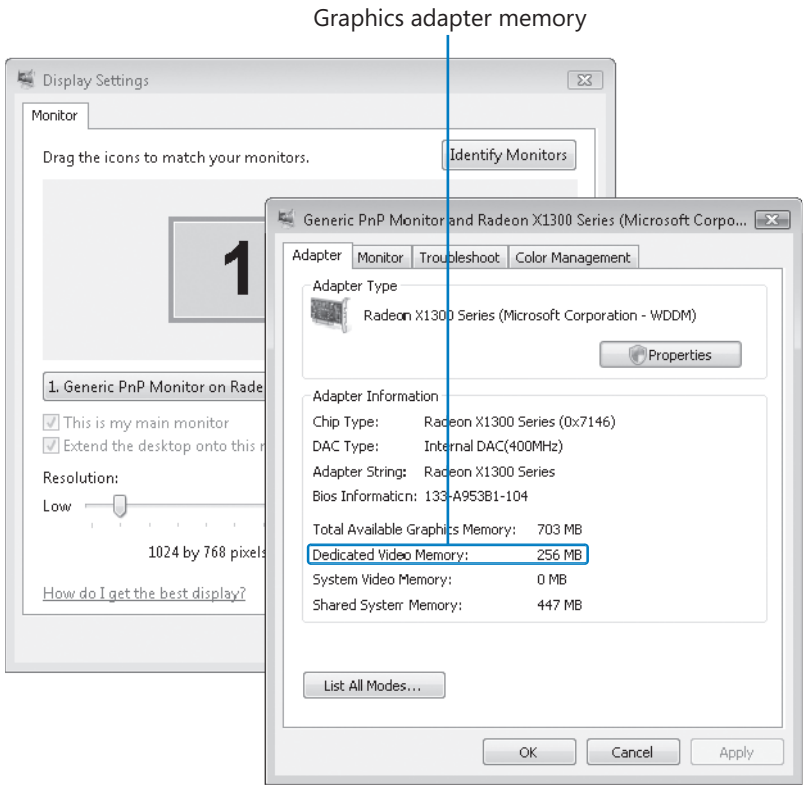
Your processor speed and installed RAM are shown under System. You need a processor speed of at least 1.0 GHz, and at least 1 GB (1024 MB) of RAM to display Windows Aero features.

2. In the **Address** bar, click the arrow to the right of **Control Panel**, and then in the list, click **Appearance and Personalization**.
3. In the **Appearance and Personalization** window, click **Personalization**.

   The Personalization window opens. From this window, you can customize any aspect of the Windows Vista user interface.

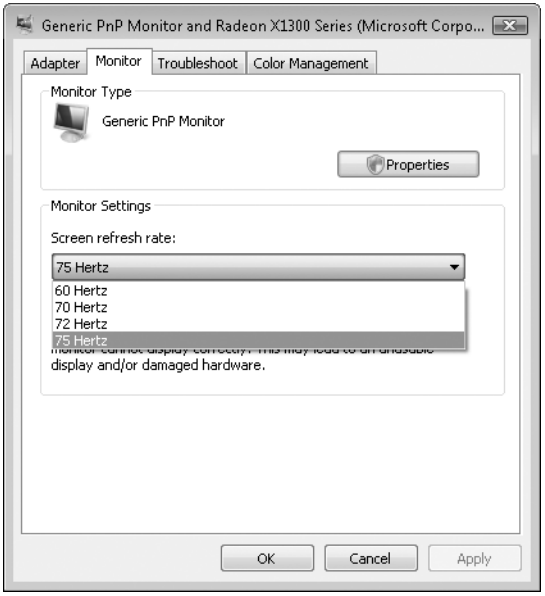
> **Tip** You can display the Personalization window by right-clicking the desktop and then clicking Personalize.

4. In the **Personalization** window, click **Display Settings**. Then in the **Display Settings** dialog box, click **Advanced Settings** to display information about your graphics adapter.



Windows Aero features require 128 MB of dedicated video memory.

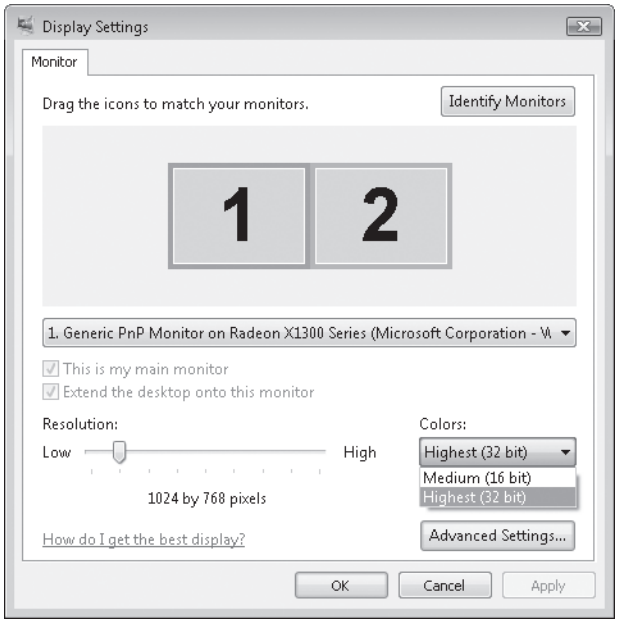
5. In the **Advanced Settings** dialog box, click the **Monitor** tab. In the **Monitor Settings** area, click the **Screen refresh rate** arrow to display a list of valid refresh rates for the selected monitor.



> **Tip** The screen refresh rate, which varies from monitor to monitor, determines the number of times per second your monitor redraws the image. At lower refresh rates, the monitor may appear to be flickering rather than displaying a constant picture, and this can lead to eyestrain. A refresh rate of 70 Hertz (Hz) or above is considered to be flicker-free.

6. Select a screen refresh rate of at least 10 Hertz, preferably 70 or over. Then click **OK**.
7. If your computer system includes multiple monitors on the same graphics adapter or multiple enabled graphics adapters, select the other monitors in turn, click **Advanced Settings**, confirm the available graphics memory, select an appropriate refresh rate, and click **OK**.

8. In the **Display Settings** dialog box, click the **Colors** arrow to display the available color qualities.



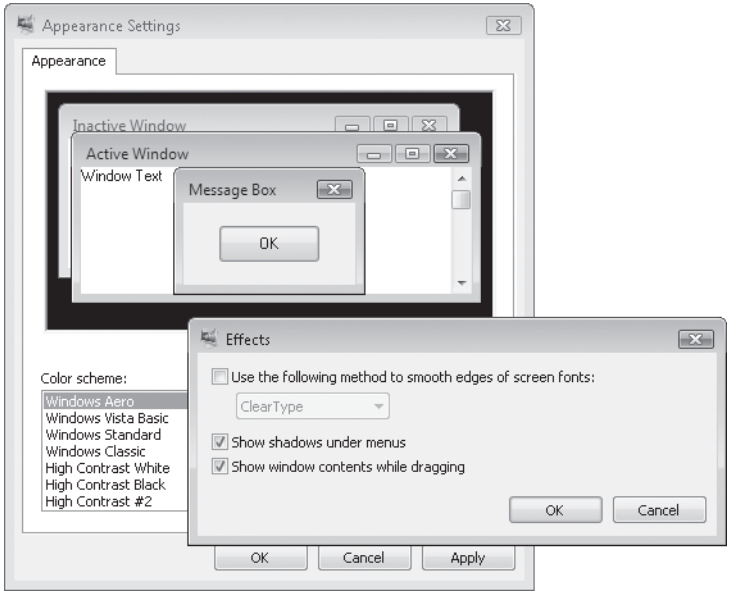
9. Set the color quality to at least **32 bit**. Then click **OK**.

10. In the **Personalization** window, click **Window Color and Appearance**.

    If the Window Color And Appearance page opens, then Windows Aero is already selected as your color scheme; skip to step 15 to continue. Otherwise, the Appearance Settings dialog box opens.

11. In the **Color scheme** list, click **Windows Aero**. Then click **Effects**.

> **Troubleshooting** The Windows Aero option appears only if your hardware supports it.



12. In the **Effects** dialog box, select the **Use the following method to smooth edges of screen fonts** check box if it is not already selected, and in the list, click **ClearType**. Then click **OK** in each of the two open dialog boxes.

Windows Vista applies the Windows Aero interface. One effect you might immediately notice regardless of other settings is the change in the appearance of the Personalization window; the title bar takes on a subtle pattern, and if transparency is already enabled, you can see right through the window frame to whatever is behind the window.

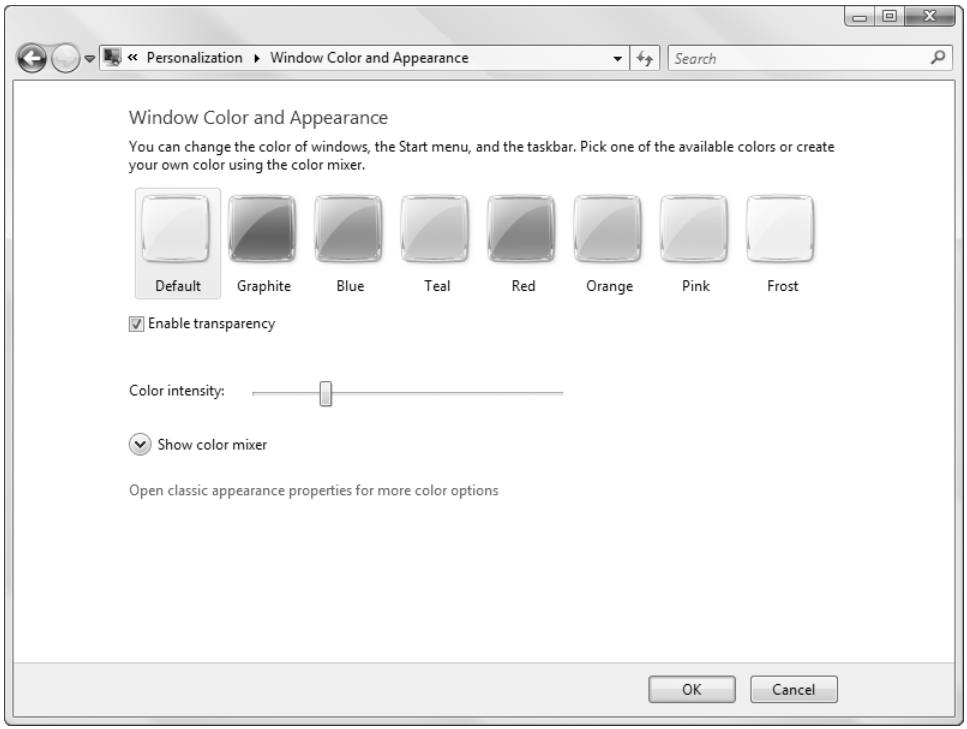
> **Troubleshooting** Screens shown in the remainder of this exercise depict the full Windows Aero user interface; this interface is beautiful on screen, but might not display as well on the printed grayscale page of this book, so you'll need to rely on what you see on screen for a true representation.

13. Point to the **Personalization** taskbar button.

A thumbnail representation of the window appears. This is another effect of Windows Aero.

14. In the **Personalization** window, click **Window Color and Appearance**.

When the Windows Aero color scheme is in effect, clicking this link opens the Window Color And Appearance page.



15. Click each of the eight color icons at the top of the page in turn.

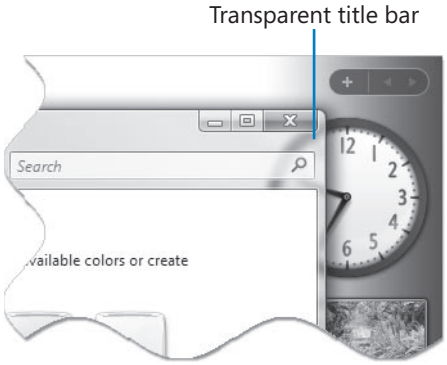
    The current selection is immediately previewed in the frame of the Window Color And Appearance page. The subtle pattern in the window frame might be more apparent against darker colors. You can tailor any of the colors to your liking by clicking Show Color Mixer and then adjusting the Hue, Saturation, and Brightness.

16. Select the **Enable transparency** check box, or if it is already selected, clear it and then reselect it.

    Notice the subtle change between the transparent and solid window frames.

17. With the **Enable transparency** check box selected, drag the active window around the screen so that its title bar passes over another screen element such as a picture on the desktop background, the Sidebar, or a desktop icon.

    You can see through the top, bottom, and both sides of the window frame, although the transparency is most noticeable in the title bar. The Default color provides the most transparency.



18. On the **Window Color and Appearance** page, click **OK**.

CLOSE the Personalization window.

Changing the Desktop Background

If the default Windows Vista desktop background doesn't appeal to you or if you want to change the background for another reason, you can do so at any time. Your choice of background usually reflects your personal taste—what you like to see when your program windows are minimized or closed. Some people prefer simple backgrounds that don't interfere with their desktop icons, and others like photos of family members, pets, or favorite places.

Windows Vista comes with over 35 desktop backgrounds to choose from, including photographs, paintings, and computer art. You can preview each background on your desktop before actually applying it. If you prefer, you can opt for a plain background and then set its color. You can also choose from the 15 sample photos that come with Windows Vista or any digital image of your own.

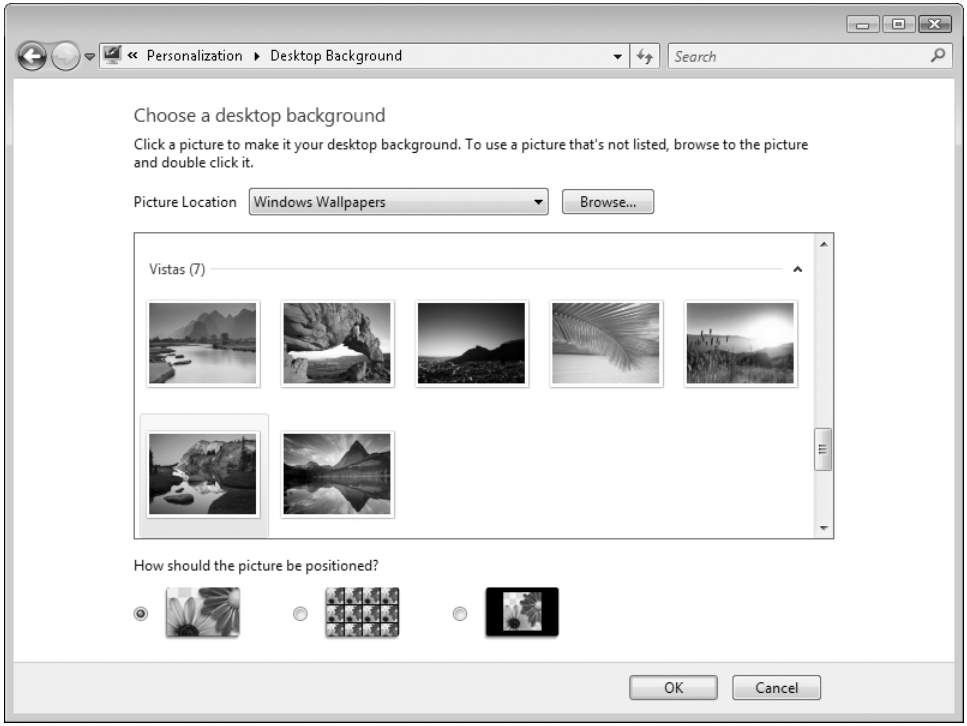
In this exercise, you will preview the available desktop background options, and display a photograph as your background. Then you will switch to a plain, solid color background.

USE the images located in the *Documents\WindowsVistaSBS_Dlx\Backgrounds* folder.
OPEN Control Panel.

1. In **Control Panel**, under **Appearance and Personalization**, click the **Change desktop background** task.

   The Desktop Background page opens, with Windows Wallpapers selected in the Picture Location list, and thumbnails of the available wallpapers grouped in categories in the box below, scrolled to the category containing your current desktop.

   Troubleshooting If your desktop background is currently set to something other than one of the Windows Wallpapers, that category is selected in the Picture Location list and shown in the box.



Tip If Use Check Boxes To Select Items is selected in your Folder Options dialog box, a check box with a check mark appears in the corner of the current desktop background thumbnail. Otherwise, the current background is indicated by a gray box. For more information, see "Moving and Copying Folders and Files" in Chapter 3, "Working with Folders and Files."

2. With **Windows Wallpapers** selected in the **Picture Location** list, scroll through the available wallpapers, and click any thumbnails that interest you.

   When you click a thumbnail, a preview of the wallpaper appears on the desktop behind the window.

3. Click the **Picture Location** arrow, and then in the list, click **Sample Pictures**.

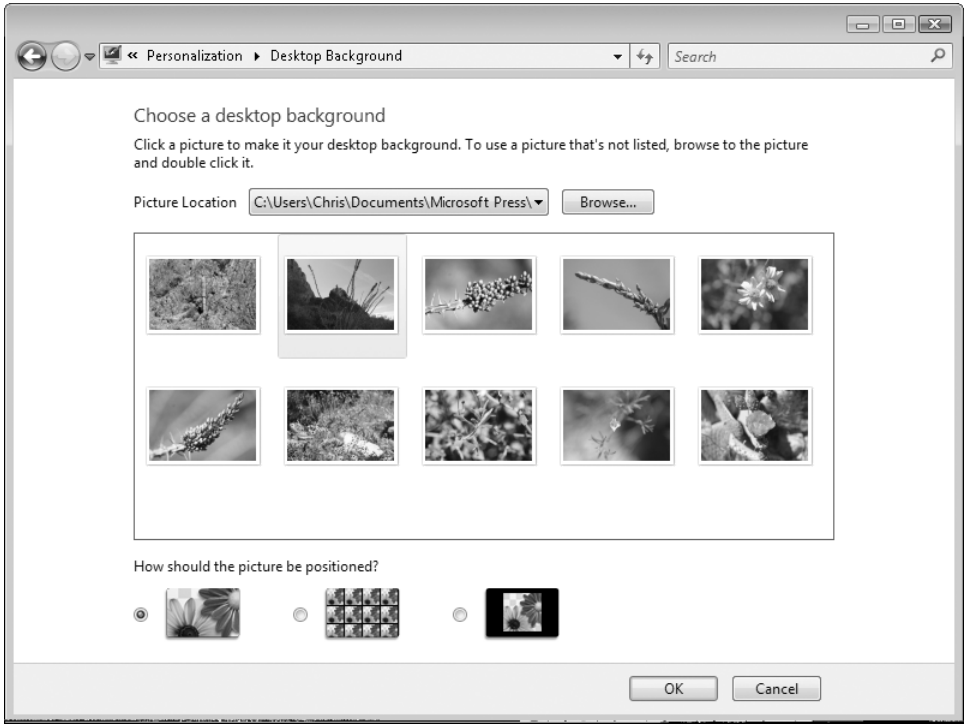
   The 15 sample pictures displayed come with Windows Vista. These pictures are stored in the *Public Pictures\Sample Pictures* folder. (You can also find a link to that folder in your personal *Pictures* folder.) They are also displayed by default in other Windows Vista features such as the Photos screen saver and the Sidebar slide show.

4. In the **Picture Location** list, click **Pictures**.

   The Picture Location box displays the contents of your *Pictures* folder.

5. Click **Browse**. Then in the **Browse** dialog box, navigate to the *Documents\Microsoft Press\WindowsVistaSBS_Dlx\Backgrounds* folder, and double-click the *Arizona02* image.

   The selected picture appears as your desktop background, the Picture Location list shows the path to the practice file folder, and the entire contents of the folder appear in the Picture Location box.



6. Below the **Picture Location** box, select the **Center** option.

On your desktop, the picture changes to its actual dimensions. If your monitor is set to a screen resolution of 1024×768, this might result in blank space above and below the picture; a higher resolution might display blank space on all four sides.

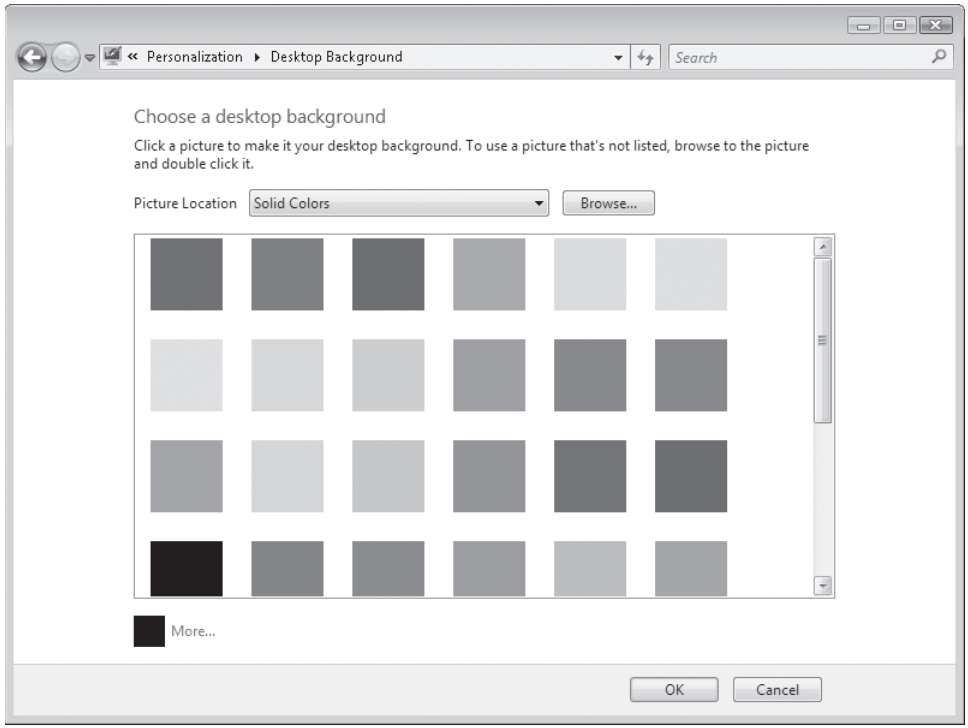
Troubleshooting Results can vary depending on your hardware.

7. Click **Change background color**. In the **Color** dialog box that opens, click any color you like, and then click **OK**.

   The blank space around the picture changes to the selected color.

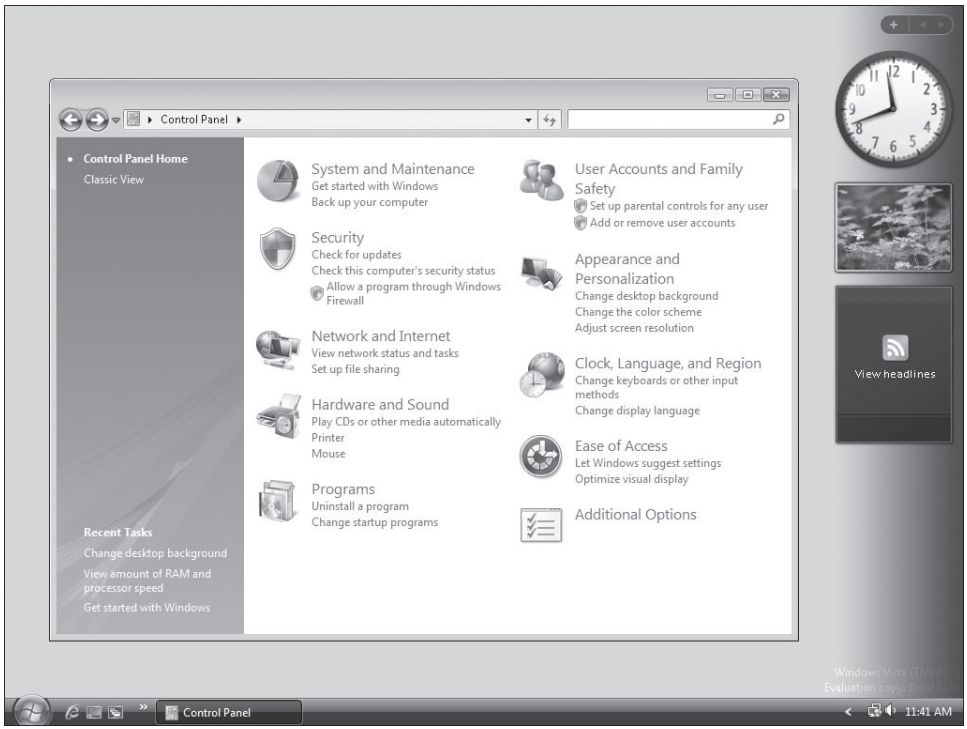
8. In the **Picture Location** list, click **Solid Colors**.

   The window now displays 39 thumbnails of plain, solid colors.



Tip If none of these suit your needs, you can click the More link to display the Color dialog box from which you can select any color.

9. Click the light gray color (third row of the second column, when the window is sized to display six thumbnails across), and then click **OK** to apply your background selection.



CLOSE Control Panel.

BE SURE TO adjust the desktop background to suit your preferences before moving on. We retained the pale gray background to make the graphics in this book easier to see.

Selecting and Managing a Screen Saver

Screen savers are static or moving images that are displayed on your computer after some period of inactivity. The original concept behind screen savers was that they prevented your computer's monitor from being permanently "imprinted" with a specific pattern when it was left on for too long without changing. Modern monitors are not as susceptible to this kind of damage, but it is still a good idea to use a screen saver or to have your monitor automatically use power-saver mode after a period of inactivity.

Another reason for using a screen saver is to protect your computer from prying eyes when you are away from your desk. To further protect your data, you can require that your password be entered to unlock the screen saver after it is set in motion.

The default screen saver is a Windows Vista logo that moves around on a black background. Windows Vista comes with eight additional animated screen savers. You can choose any of these, display a slide show of the images and/or videos in a specific folder as a screen saver, download other animated screen savers from the Internet, or display no screen saver at all.

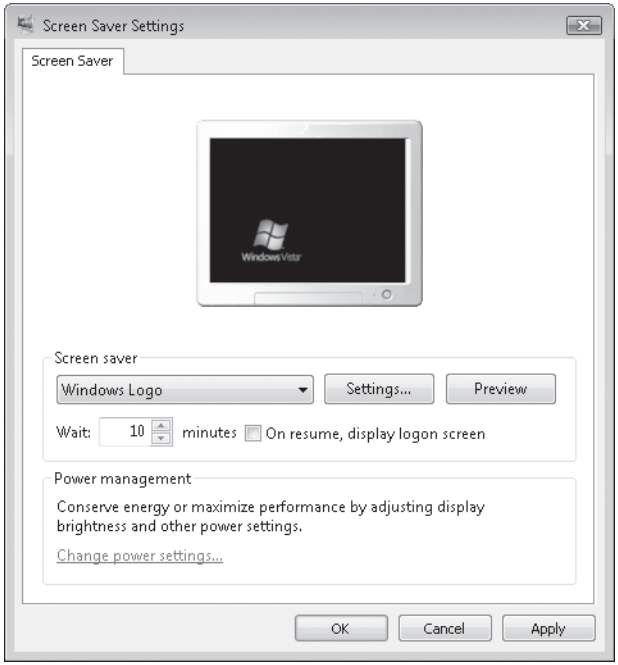
Tip To quickly locate additional screen savers online, visit *search.microsoft.com*, type **screen savers** in the Search Microsoft.com For box, and then click the Search button.

In this exercise, you will preview available screen savers and then select a screen saver that consists of a slide show of photographs.

USE the images located in the *Documents\WindowsVistaSBS_Dlx\Backgrounds* folder.
OPEN Control Panel, and then click Appearance And Personalization.

1. Under **Personalization**, click the **Change screen saver** task.

   The Screen Saver Settings dialog box opens.



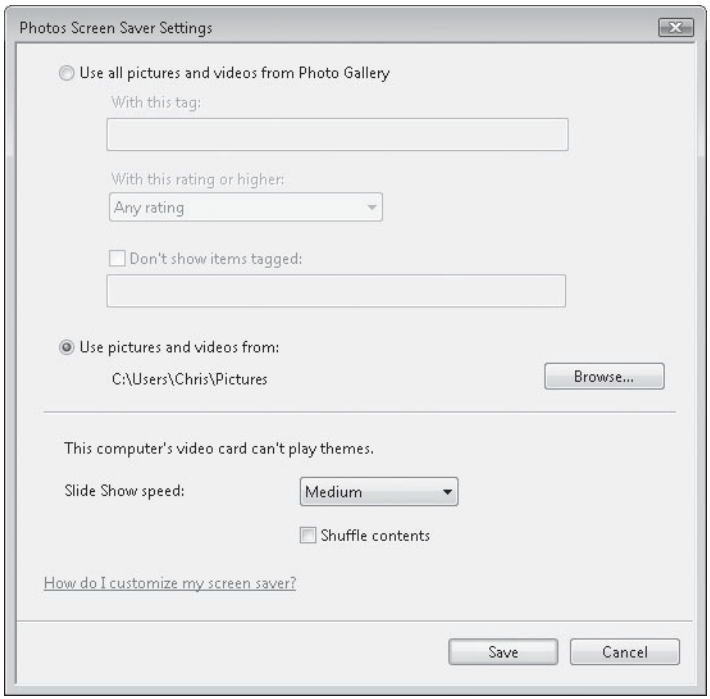
2. Click the **Screen saver** arrow, and then in the list, click **Photos**.

   The preview screen displays a slide show of the 15 pictures in the *Public Pictures**Sample Pictures* folder.

> **Troubleshooting** If you have pictures in your own *Pictures* folder, you might see those pictures instead of the samples in the public *Sample Pictures* folder.

3. Click **Settings**.

   The Photo Screen Saver Settings dialog box opens.



4. To the right of **Use pictures and videos from**, click **Browse**.
5. In the **Browse For Folder** dialog box that opens, browse to the *Documents**Microsoft Press**WindowsVistaSBS_Dlx**Backgrounds* folder, and then click **OK**.

> **Tip** If you have a folder of your own favorite photos on your computer, feel free to browse to that folder instead.

6. Adjust the slide show speed if you want, and then click **Save**.

   In the Screen Saver Settings dialog box, the slide show preview cycles through the pictures in the selected folder. You can click Preview to see the full-screen slide show as it will appear when in action; move the mouse or press the Esc key to return to the dialog box.

   Tip To use a password to return to your regular desktop in Windows Vista, select the On Resume, Display Logon Screen.

7. Choose the screen saver option you want to use on your computer, and then click **OK**.

CLOSE the Appearance And Personalization window.

Managing Your System Date and Time

Your computer has an internal clock that keeps track of the date and time, even when it is turned off. By default, Windows Vista displays the ***system time*** in the notification area at the right end of the taskbar. When you point to the time, the ***system date*** is displayed as a ScreenTip. The system time controls a number of behind-the-scenes settings and is also used by Windows and your programs to maintain an accurate record of happenings on your computer.

Tip If you prefer to not display the time, right-click a blank area of the taskbar, click Properties, click the Notification Area tab, and then clear the Clock check box in the System Icons area of the Taskbar And Start Menu Properties dialog box.

You can set the system date, system time, and time zone manually, or, if your computer is connected to the Internet, you can synchronize your system date and time with an Internet-based ***time server***. If you have a continuous Internet connection, you can program your computer to synchronize itself on a regular schedule. If your computer is on a domain, the time is centrally controlled from the domain server and you can change it only temporarily (until the next time the server synchronizes the domain clock).

In this exercise, you will manually reset your system time and then connect to an Internet time server for an automatic update. There are no practice files for this exercise.

BE SURE TO have an active Internet connection available before beginning this exercise.

1. Close any open programs to display the Windows desktop.

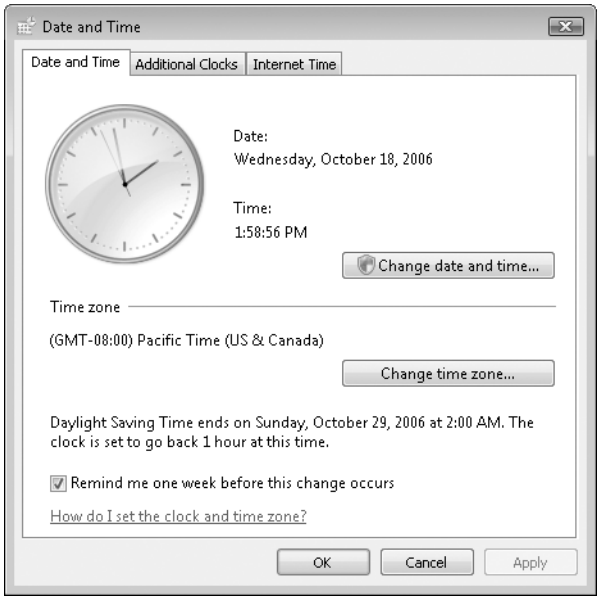
   The notification area displays the current system time.

> **Tip** If your taskbar is vertical, or is more than one row high, the notification area displays the time and the date. For information about changing the taskbar, see "Using and Modifying the Taskbar" in Chapter 2, "Working Efficiently in Windows Vista."

2. Point to the clock to display the current system date as a ScreenTip. Then click the clock to display the date, a calendar, and the time in both analog and digital formats.

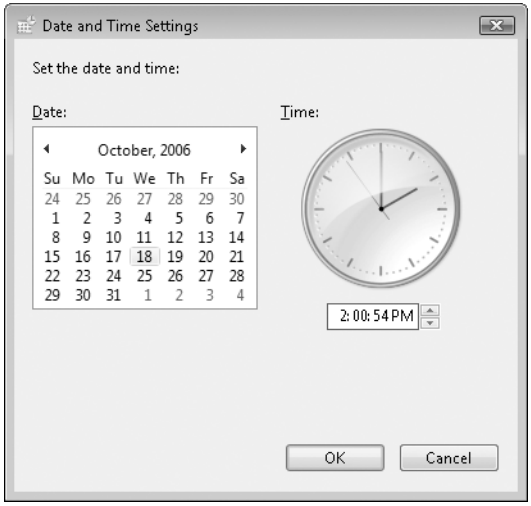
3. Click **Change date and time settings**.

   The Date And Time dialog box opens, displaying the Date And Time tab. This tab displays your current system date, time, and time zone. The system time appears in analog and digital formats, with both clocks changing in one-second increments.



Tip If you want to keep track of the time in a different time zone, you can activate up to two additional clocks. On the Additional Clocks tab of the Date And Time dialog box, select a Show This Clock check box, select the time zone, enter a display name, and click OK. The additional clock is displayed in the ScreenTip that appears when you point to the clock in the notification area.

4. Click **Change date and time**. In the **User Account Control** dialog box, if you are logged on as an administrator, click **Continue**. Otherwise, enter an administrator password, and then click **OK**.



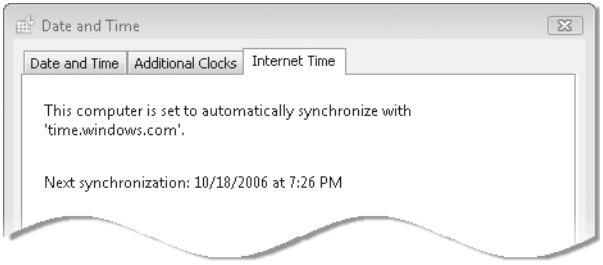
5. In the **Date and Time Settings** dialog box, position the insertion point in the hours (or drag the mouse pointer over the hour displayed in the digital clock to select it), and then click the up arrow to the right of the clock once, to change the hour.

   The analog clock reflects your change, and both clocks stop advancing. You can also use this technique to change the minutes, seconds, and AM/PM setting.

6. In the **Date and Time Settings** dialog box, click **OK**.

   The clock on the taskbar changes to reflect the new time.

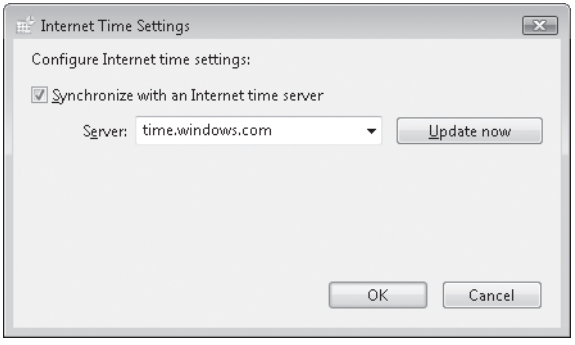
7. In the **Date and Time** dialog box, click the **Internet Time** tab.



> **Troubleshooting** If your computer is on a domain, the contents of the tab will appear dimmed and the Internet Time Synchronization feature will not be available. If this occurs, skip to the end of this exercise.

8. Click **Change settings**. In the **User Account Control** dialog box, if you are logged on as an administrator, click **Continue**. Otherwise, enter an administrator password, and then click **OK**.

   The Internet Time Settings dialog box opens.



9. With the **Synchronize with an Internet time server** check box selected, click the **Server** arrow. In the list, click the server you want to use, and then click **Update now**.

> **Tip** The four servers in the list with *nist* in their names are maintained by the National Institute of Standards and Technology at various locations around the U.S. The time.nist.gov server is at the National Center for Atmospheric Research in Boulder, Colorado; time-nw.nist.gov is at Microsoft in Redmond, Washington; and time-a.nist.gov and time-b.nist.gov are at NIST in Gaithersburg, Maryland.

Your computer connects to the selected time server via the Internet, and updates your system time.

CLOSE the Internet Time Settings dialog box and the Date And Time dialog box.

Changing Your Computer's Name

When Windows Vista was installed on your computer, the person doing the installation provided a name by which the computer is identified. If you installed Windows Vista yourself, you might have chosen a name that was meaningful or helpful to you, such as *TabletPC* or *Accounting1*. If you purchased the computer with Windows Vista already installed, the name might be only a series of numbers and characters. If you have administrator permissions, you can change the computer name.

To view the computer name:

➜ On the **Start** menu, click **Computer**.

The *Computer* folder name appears in the Address bar, and the name assigned to your computer appears in the Details pane at the bottom of the window.

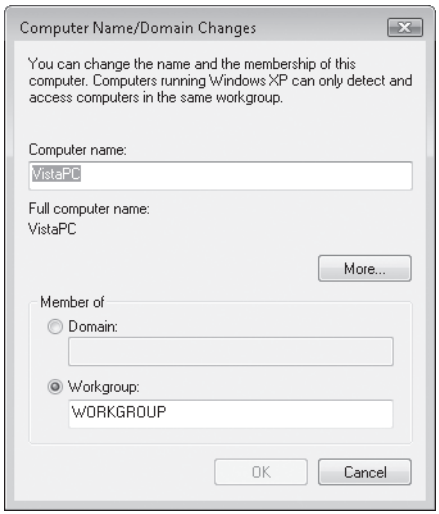
To change the computer name:

1. On the **Start** menu, right-click **Computer**, and then click **Properties**.

   The System window opens.

2. Under **Computer name, domain, and workgroup settings**, click **Change settings**. In the **User Account Control** dialog box, if you're logged on as an administrator, click **Continue**. Otherwise, enter an administrator password, and then click **OK**.

3. On the **Computer Name** tab of the **System Properties** dialog box, click **Change**.



4. In the **Computer Name/Domain Changes** dialog box, replace the existing computer name with the name you want, and then click **OK**.
5. Click **OK** to acknowledge that the name change won't take effect until you restart your computer, and then close the **System Properties** dialog box.
6. In the **Windows** message box, click **Restart Now**, or if it isn't convenient to restart your computer at this time, click **Restart Later**.

Changing the Name of the Computer Folder

By default, the link to your *Computer* folder is called *Computer*. If you want, you can change this name to match your computer name (or any other name, but that might be confusing). To change the link name:

1. On the **Start** menu, right-click **Computer**, and then click **Rename**.
2. With *Computer* selected for editing, type the name you want to appear, and then press Enter.

   The link name can't contain a slash (/ or \), colon (:), asterisk (*), question mark (?), double quotation mark ("), less than sign (<), greater than sign (>), or pipe (|). Some symbols, such as an exclamation point (!), at symbol (@), pound sign (#), dollar sign ($), percent symbol (%), caret (^), ampersand (&), and underscore (_) are valid, as are uppercase and lowercase letters, numbers, spaces, commas, periods, and parentheses. Windows displays up to two lines of characters (if separated by a space) on the Start menu.

Key Points

- You can easily personalize Windows Vista interface elements such as colors, fonts, and the desktop background.
- If your computer hardware meets the minimum requirements, you can enjoy the ultimate Windows Vista visual experience by implementing the Windows Aero color scheme.
- You can choose from a number of screen savers that come with Windows Vista, download others from the Web, and display your own pictures as a screen saver.
- The date and time shown on your computer can be automatically updated from an Internet time server.
- If your computer was assigned an impersonal string of letters and numbers as its name, you can easily change it. In no time, *SQ003GG8* can become *Heidis-Helper*.

Keyboard Shortcuts

Press this	To do this
Windows logo key+D	Display the desktop.
Ctrl+Esc	Open the Start menu.
Windows logo key	Open or close the Start menu.

Press this	To do this in a dialog box or task pane
Spacebar	Select or clear the check box if the active option is a check box.
Arrow keys	Select a button if the active option is a group of option buttons.
Ctrl+Tab	Move forward through tabs.
Ctrl+Shift+Tab	Move back through tabs.
Tab	Move forward through options.
Shift+Tab	Move back through options.

12 Working with Digital Media

In this chapter, you will learn to:

- ✔ View, catalog, and fix pictures.
- ✔ Play music.
- ✔ Configure Windows Media Center options.
- ✔ Burn audio and data discs.
- ✔ Share pictures and other digital media files.

These days, most people use their computers for more than simply creating documents, performing calculations, sending messages, and browsing the Internet. You might want to manage, manipulate, and print photographs; download, catalog, and listen to music; watch and create movies; and share digital pictures and media files with colleagues, friends, and family.

Windows Vista comes with built-in tools to help you make the most of your increasingly available digital media options. Whether you're working with media for personal or business purposes, you can use these tools to achieve professional results.

In this chapter, you will view and catalog pictures, play music, burn an audio CD or photo disc, and share pictures with other people on your network.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Companion CD" at the beginning of this book for more information.

Viewing, Cataloging, and Fixing Pictures

Windows Vista includes a powerful tool for viewing, cataloging, and editing pictures, called Windows Photo Gallery. Photo Gallery is a substantial upgrade of the Windows Picture And Fax viewer available in Windows XP. In addition to viewing, rotating, saving, and opening image files, you can do the following from the Photo Gallery window, without opening the file:

- Create and manage image collections.
- Delete, rename, or copy a file.
- View and edit file properties, including keywords.
- Adjust photo exposure and color settings.
- Fix red eye effects.
- Precisely crop images to standard or custom proportions.

Photo Gallery is designed for use with digital pictures from cameras and scanners, When opening a file from Photo Gallery you can select the image-editing program you want to use from those installed on your computer. You can print pictures, order prints from a professional printing vendor, send pictures in e-mail, or burn them to a disc—all from the simple Photo Gallery interface. If your computer system supports Windows Movie Maker, which also comes with Windows Vista, you can assemble pictures into a movie and view and catalog videos through Photo Gallery.

> **Tip** To run Movie Maker, your video card must support DirectX 9, and you must have video drivers designed for Windows Vista installed.

Photo Gallery supports the following file formats:

Image formats

Bitmap (.bmp)
Joint Photographic Experts Group (.jpeg)
JPEG File Interchange Format (.jfif)
Portable Network Graphics (.png)
Tagged Image File Format (.tiff)
Windows Portable Devices (.wpd)

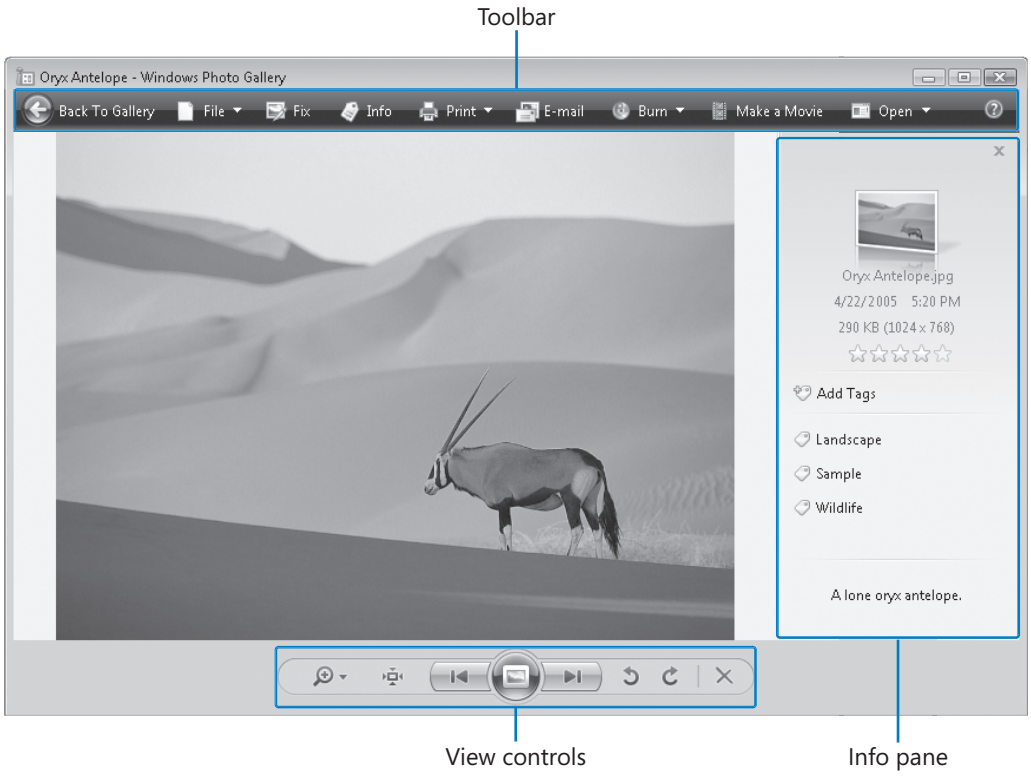
Video formats

Advanced Systems Format (.asf)
Audio Video Interleave (.avi)
Microsoft Digital Video Recordinger-MS (.dvr-ms)
Moving Picture Experts Group (.mpeg)
Microsoft Windows Media Video (.wmv)

Troubleshooting Pictures saved in other formats, including the reasonably common Graphics Interchange Format (.gif files), will not display in Photo Gallery even if they are stored in a cataloged folder. To see and work with a .gif file in Photo Gallery, you must first convert it to a supported format.

Double-clicking any file of a type associated with Windows Photo Gallery opens Photo Gallery and displays the file along with information and commands specific to the file.

- The toolbar displays buttons and menus of commands for working with the displayed picture.
- The Info pane displays properties of the selected image; you can add and edit information within the pane. You can hide the Info pane by clicking the X button in its upper-right corner, and redisplay it by clicking the Info button on the toolbar.
- You can use the View controls at the bottom of the Photo Gallery window to move forward or backward in the folder containing the selected file, display a slideshow of the images, reduce or magnify the image view, and rotate or delete selected images.



When you click the Add Folder To Gallery or Go To Gallery button while viewing a picture in Photo Gallery, or when you click Windows Photo Gallery in the All Programs list on the Start menu, a Photo Gallery window opens in which you can view and work with all the supported-format pictures in all the folders you have added to the gallery. From this window, you can do the following:

- Select and work with one or more pictures.
- Sort all the pictures that have been added to the gallery, regardless of which folder they are stored in, by keyword (tag), date, or rating.
- View the pictures in a particular folder.

In this exercise, you will display a photo in Photo Gallery and then add the folder in which the photo is stored to the gallery. Then in the Photo Gallery window, you will sort and filter the files in various ways to find the ones you want. You will also add tags and adjust the properties of some photos so that they are easier to find.

USE the practice files located in the *Documents\Microsoft Press\WindowsVistaSBS_Dlx\Media* folder.

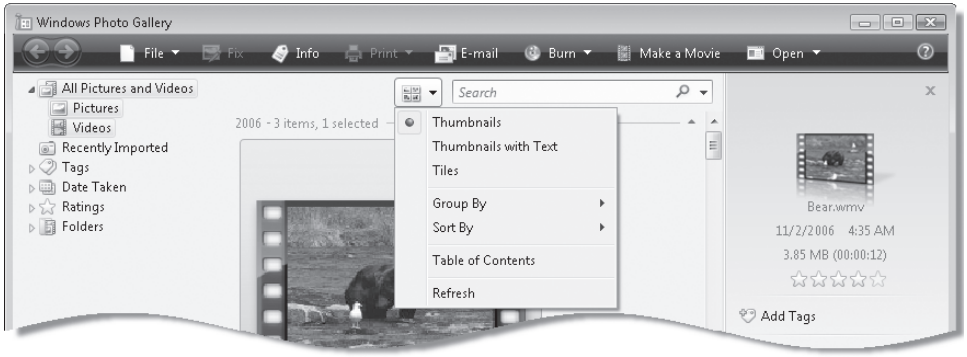
BE SURE TO log on to Windows Vista before beginning this exercise.

1. On the **Start** menu, click **All Programs**, and then click **Windows Photo Gallery**.

   Windows Photo Gallery start, displaying large thumbnails of the sample pictures and videos that come with Windows Vista. The Filter pane on the left displays a multitude of ways in which you can select pictures to display in the gallery. You can view all pictures and video in all cataloged folders, or only those meeting certain criteria such as the tags assigned, the date taken, or the file location.

View

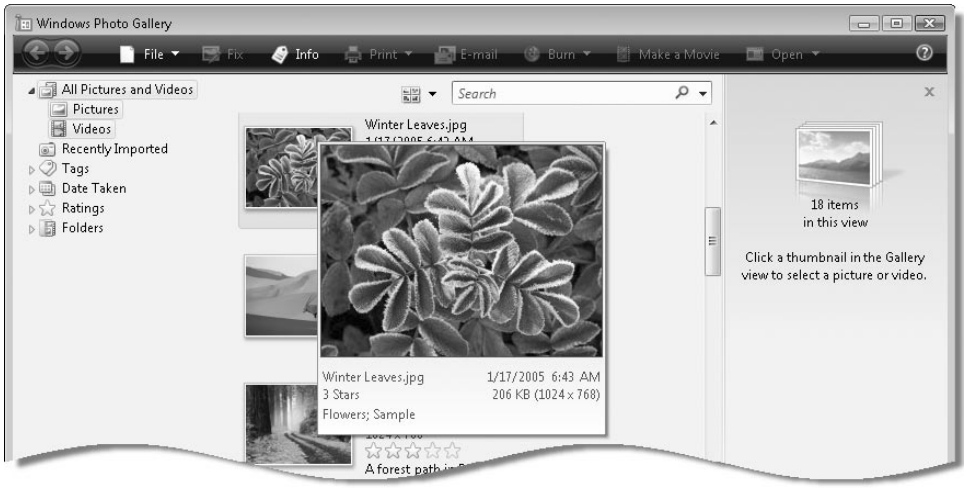
2. Click the **View** button located to the left of the **Search** box to display a list of options for viewing, grouping, and sorting pictures.



3. On the **View** menu, click **Thumbnails with Text** to see that view, and then click **Tiles**.
4. If the Info pane isn't open, click **Info** on the toolbar.
5. Scroll the content pane to view information about the movies and pictures shown in it.

   For each item, Photo Gallery displays the file name, date and time the movie or picture was taken, file size, length (for movies only), rating (if you've assigned one), and any captions you have assigned to the item.
6. Point to any item that interests you.

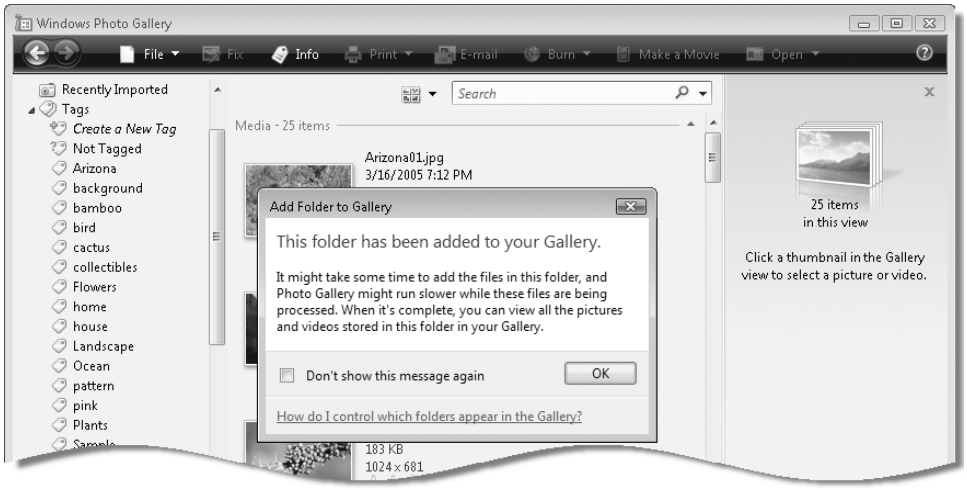
   After a moment, Photo Gallery displays a larger thumbnail of the item.



7. In the **Filter** pane, expand the filter categories and experiment with filtering the gallery contents by different criteria. When you finish, click **All Pictures and Videos**.

   Notice that the available filter categories specifically map to the cataloged pictures and videos.
8. On the **File** menu, click **Add Folder to Gallery**.
9. In the **Add Folder to Gallery** dialog box, navigate to the *Documents\Microsoft Press\WindowsVistaSBS_Dlx\Media* folder, and then click **OK**.

   Windows Photo Gallery adds the folder to the gallery and displays a confirmation message. The Filter list changes to include the properties assigned to the items in the folder you added. At the bottom of the Navigation pane, the *Media* folder appears in the list of folders that are part of the gallery, along with your personal *Pictures* and *Videos* folders and the *Public Pictures* and *Public Videos* folders.



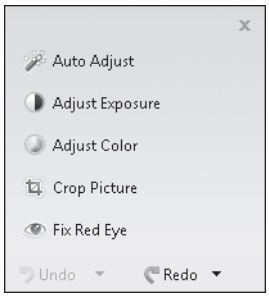
10. In the **Add Folder to Gallery** message box, select the **Don't show this message again** check box, and then click **OK**.

11. In the content pane, double-click the *Arizona10* image.

Windows Photo Gallery displays the picture and its properties.

12. On the toolbar, point to the **File**, **Print**, and **Burn** buttons to see the actions you can take with the displayed picture. Then click **Fix**.

The Info pane displays actions you can take to change the picture



13. In the **Info** pane, click **Auto Adjust**.

    The colors of the picture change, with the background becoming less blue and the photo elements becoming much more clear.

14. At the bottom of the **Info** pane, click **Undo**, and then click **Redo**, noticing the effect of the automatic adjustment.

15. Experiment with other picture fixes that interest you. When you finish exploring, click **Back To Gallery**.

> **Troubleshooting** If a displayed picture is not yet part of a gallery, the Add Folder To Gallery button appears in place of the Back To Gallery button.

16. At the top of the **Navigation** pane, under **Tags**, click **cactus**.

    The content pane changes to display only pictures from the *Media* folder.

17. With the *Arizona10* image selected, look at the file properties displayed in the **Info** pane.

    The *cactus* tag is one of the four tags associated with this image.

18. In the **Navigation** pane, under **Tags**, click **Flowers**.

    The content pane displays 13 items—12 pictures and a video—which are stored in several folders on your computer.

19. In the **Navigation** pane, under **Tags**, click **Wildlife**.

    The content pane displays four pictures and three videos. The videos are indicated by filmstrip markings on the left and right edges of the opening image of the video.

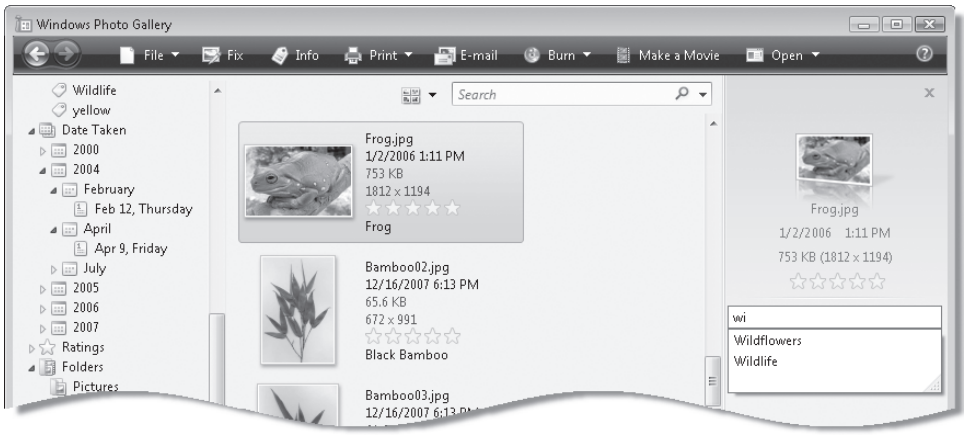
    Obviously, tagging files with keywords provides a powerful way to locate pictures and videos about a particular subject. But it works best only when you tag all your images.

20. At the bottom of the **Navigation** pane, under **Folders**, click the *Media* folder. Then in the content pane, click the *Frog* image.

The selected image does not have any tags assigned.

21. In the **Info** pane, click **Add Tags**. Then in the box that appears, type **wi**.

    After a short pause, Windows Photo Gallery displays a list of existing tags that begin with these letters.



22. In the list, click **Wildlife**, and press Enter to apply the selected tag to the *Frog* image.

23. In the content pane, click the *Cat* image, hold down the Ctrl key, and then click the *Crow* image.

24. Repeat step 21 to add the **Wildlife** tag to both images at once.

25. In the **Navigation** pane, click the **Wildlife** tag.

    The frog, cat, and crow pictures appear among the other Wildlife-tagged pictures.

26. Click the **X** in the upper-right corner of the **Info** pane to close the pane, and then press Ctrl+Home to move to the top of the folder.

Play Slide Show

27. At the center of the **View** controls at the bottom of the window, click the **Play Slide Show** button.

    Photo Gallery displays a full-screen slide show of the pictures in the Wildlife category, shown in the order they appear in the content pane.

28. After viewing the slides once through, right-click the displayed image, and then click **Shuffle**.

    The slide display changes to a random order.

29. Press the Esc key to end the slide show.

CLOSE Windows Photo Gallery.

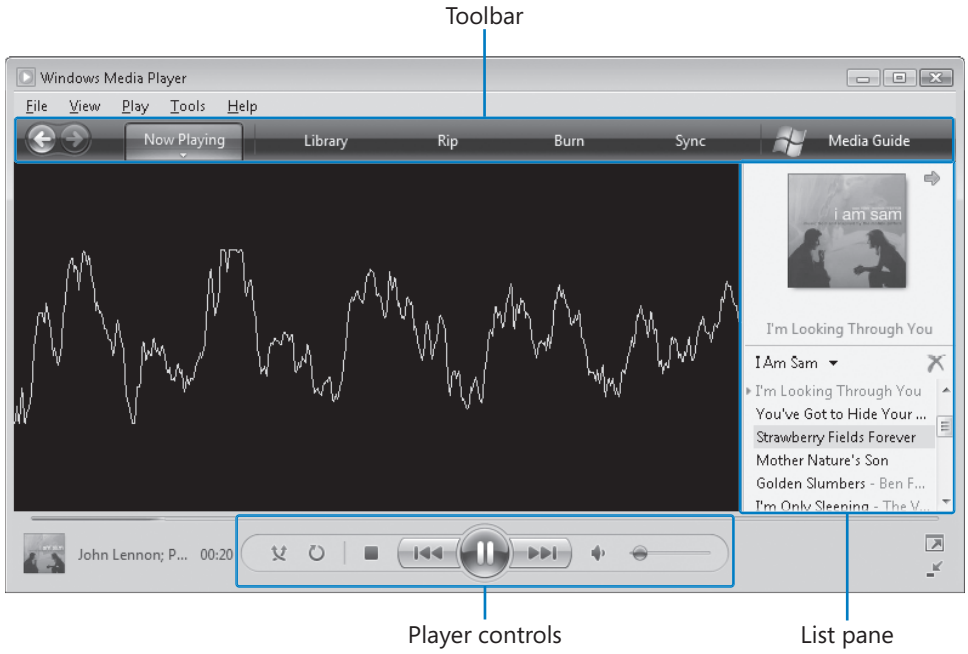
Playing Music

Windows Media Player is an easy-to-use program for managing catalogs of music, pictures, and videos, including recorded television programs. You can play or display any of these types of media by simply inserting a CD or DVD into your computer's CD or DVD drive, or by selecting the media you want to play from the Windows Media Player catalog or from a file on your computer. No special instructions are necessary for this simplest use of Windows Media Player. In this topic, we will discuss ways in which you can refine Player performance.

The first time you start Windows Media Player—for example, by inserting an audio CD into your CD drive and clicking Play in the AutoPlay dialog box—you have the option of manually setting up Windows Media Player. You can change the initial settings at any time, so it is simplest to click Express Settings and then click Finish, to get started with the most commonly used settings.

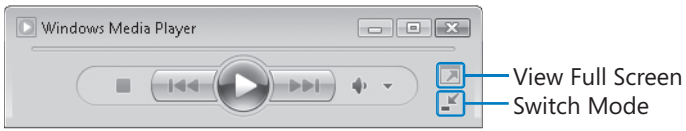
You can display the Player on your computer screen in any of these five modes:

- **Full mode.** The default mode. The CD plays in a window that includes a toolbar with navigation buttons and tabs that provide access to tasks you might want to perform with the media, a video display, a List pane displaying information about the media, and controls for playing the media and changing the window size.

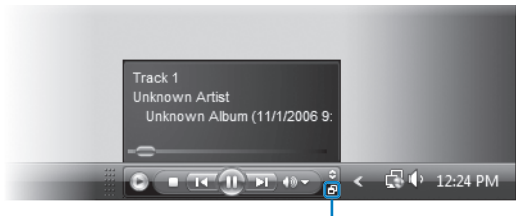


The video pane can display the album cover art or a visualization of the music, or remain blank. To change the display, click the Now Playing arrow, point to Visualizations, and then click the option you want.

- **Compact mode.** Displays only the Player controls. You switch between full mode and compact mode by clicking the Switch Mode button in the lower-right corner of the Windows Media Player.



- **Mini Player mode.** Minimizes the Player to the Windows taskbar with access to the Player controls and other information. To display the Mini Player, right-click the Windows taskbar, click Toolbars, and then click Windows Media Player. To switch back to the previous mode, click the Restore button.



- **Full-screen mode.** Makes a video or picture fill the entire screen. Moving the mouse displays the Player controls. To switch to full-screen mode, click the View Full Screen button in either full or compact mode. Click the button again to switch back to the previous mode.
- **Skin mode.** Displays a small Player window with full controls. Can be customized with "skins" by means of which the Player takes on the shape and look of radios or other gadgets, mythical creatures, movie characters, or other animated graphic themes.

  To switch to skin mode from full mode, right-click a blank area of the tab area or Player controls, point to View, and then click Skin Mode. The Player appears in the current skin in the upper-left corner of the desktop. To change the skin, click Skin Chooser on the View menu, select the skin you want, and then click Apply Skin.

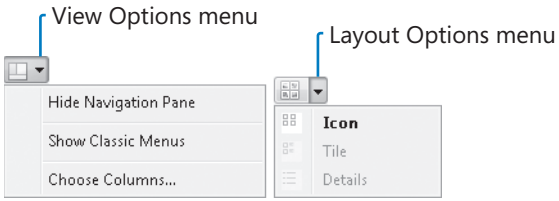
To return to full mode, right-click the skin mode Player, click Switch To Full Mode, and then click the Now Playing tab.

> **Tip** You can download skins from the Web by clicking More Skins in Skin Chooser.

In full mode, the Windows Media Player toolbar includes tabs for the following tasks:

- **Now Playing.** Clicking this button displays a menu from which you can play the current CD, show and hide the List pane, enhance the audio quality, display visual accompaniment to music, and download and install plug-in (helper) programs.
- **Library.** Clicking this button lists the audio files stored on your computer that you have added to the library. They are cataloged by album, artist, and genre. Your ***play lists*** (compilations of tracks from various CDs and other sources) are also listed. You use commands on the tab's menu to create play lists, view the various types of media stored on your computer, add media files to the library, share media files, and download updated information about your media files from the Internet.
- **Rip.** Clicking this button displays the tracks on the CD currently installed in your CD drive. You can select the tracks you want and rip (copy) them to your computer so that you can play them without the CD being inserted in the drive. Commands on this tab set the format and bit rate of the copy (which affects the size of the file and quality of the sound), and determine whether CDs are automatically ripped and whether the CD is ejected after ripping.
- **Burn.** Clicking this button lists the audio files in the library so that you can select tracks to create a burn list. Commands on the tab enable you to specify whether the disc is ejected after burning and whether the sound should be adjusted so that it is consistent across tracks.
- **Sync.** Clicking this button lists the audio files in the library so that you can select tracks to copy to a portable music device. You can also copy files from the device to your computer. In this way, any changes you make to one are synchronized with the other.
- **Media Guide.** Clicking this button connects you to the Windows Media Web site, which includes links to various entertainment options. It is well worth having a look around this site.

Most of the tabs feature Layout Options and View Options menus at the top of the content window. From these menus, you can change the appearance and organization of the Windows Media Player program window.



Tip You must be in full mode to display the classic menu bar.

In this exercise, you will view the Windows Media Player settings, display the menu bar, and personalize the look and feel of the Player by changing the skin.

BE SURE TO have an active Internet connection before beginning this exercise.

1. On the **Start** menu, click **All Programs**, and then click **Windows Media Player**.

   Troubleshooting If this is the first time you have started Windows Media Player, click Finish to accept the default Express Settings installation option.

   Windows Media Player starts.

   Tip If your computer is part of a private network (such as a home network), Windows Media Player might offer to connect to other computers on your network, for the purpose of finding and sharing music, pictures, and video. You can click the notification to turn on media sharing, or you can turn it on at any time from the Network And Sharing Center.

2. If Windows Media Player starts in compact mode, click the **Switch Mode** button to display the entire interface in full-screen mode.

3. On the toolbar, point to each button in turn. First click the button's arrow to display the list of page options, and then click the button to display the page.

4. Click the **Rip** arrow, and then click **More Options**.

   The Options dialog box opens with the Rip Music tab active.

5. Explore the tabs of the **Options** dialog box, noticing how you can customize many different types of Player settings.
6. Make any changes you want, and then click **OK**, or simply click **Cancel** to close the dialog box without making any changes.
7. Click the **Layout Options** button, and then click **Show Classic Menus**.

   The available commands are arranged on the menu bar in five menus: File, View, Play, Tools, and Help.
8. Click the **File** menu, and then point to each menu in turn to see its commands. Then on the **View** menu, click **Skin Chooser**.

   The window changes so that you can choose a skin. The available skins are listed on the left, and a preview of the selected skin appears on the right.
9. Click **More Skins**.

   The Skins For Windows Media Player page opens in your Web browser.
10. Scroll the list of skins, and follow the directions to download a few that you like.

    For the purposes of this exercise, download only skins created by Microsoft. You can come back and explore other skins later.
11. When you finish downloading skins, close your browser window.

12. In the **Skin Chooser** window, click your favorite skin, and then click **Apply Skin**.

Windows Media Player changes to reflect your selection and switches to skin mode. For example, the *XBox Live* skin looks like a game controller, and displays a cool animation when you open it.

Tip Move the mouse pointer over the buttons on the skin you select to learn what features are available for that skin.

Return to Full Mode

13. On the skin, click the **Return to Full Mode** button.

Troubleshooting The appearance of the Return To Full Mode button changes to match the skin, but the icon is the same for all skins.

BE SURE TO apply the skin you want to use and, if you want to, repeat step 7 to hide the menu bar before continuing.

CLOSE the Windows Media Player window.

Configuring Windows Media Center Options

You no longer need to purchase a separate edition of the operating system to enable the powerful Windows Media Center functionality on your computer or designated media server—it is built right into Windows Vista. Although it provides capabilities for viewing and cataloging photographs that are superior to those of Windows Photo Gallery and capabilities for collecting and playing music and videos that are superior to those of Windows Media Player, the main appeal of Windows Media Center is its ability to expand your television into a total entertainment center that accesses content on or through your computer. With a built-in or external analog or digital TV tuner, you can use Windows Media Center to pause, rewind, and record television programs (more than one at a time), including high-definition television (HDTV). And you can do it all from across the room with a remote control.

As with Windows Media Player, you can choose an Express or Custom setup the first time you start Windows Media Center. The Express setup takes less than one minute, and you can immediately get started. For example, you can display a dramatic slide show of photos, with Media Center automatically panning, zooming, and transitioning in a highly professional fashion. By default, Windows Media Center scans your *Music*, *Pictures*, and *Videos* folders for media files. You add or remove any folders you like.

At any time after you complete the initial setup process, you can change settings for all of your media-related tasks through the Windows Media Center. To configure the options, open Windows Media Center from the Start menu, go to Tasks, and then click Settings.

General settings include:

- **Startup and Window Behavior.** Automatically start Media Center when you log on and control window and taskbar interactions.
- **Visual and Sound Effects.** Control transitions between screens and images, sounds, color scheme, and the background color displayed behind images or videos.
- **Program Library Options.** Control which of the programs installed on your computer are available from within Media Center and whether those programs can control content and access media information through Media Center.
- **Windows Media Center Setup.** Manually set up the Internet connection, TV signal, speakers, and display used by Media Center.
- **Parental Controls.** Block the display of content you deem inappropriate for your children. You can temporarily unblock content by entering a four-digit access code of your choosing.
- **Automatic Download Options.** Retrieve media display information from the Internet manually or automatically.
- **Optimization.** Schedule regular maintenance of Windows Media Center at a time that is convenient to you.
- **Privacy.** Control the sending of anonymous usage and reliability information from your computer system to Microsoft, and prevent Media Center from keeping track of the shows you view the most.

If your computer system has a built-in or external TV tuner, you can watch and record television programs on your computer. Windows Media Center downloads television program listings from the Internet. TV settings include:

- **Set Up TV Signal.** Configure Media Center as a television receiver.
- **Configure Your TV or Monitor.** Control the way Media Center displays content on your monitor or another display you connect to the computer.
- **TV Audio.** Choose the audio output you want; available options depend on your system.
- **TV Closed Captioning.** When watching television programs through Media Center, you control the display of closed captioning (when available).

When displaying a slide show of images from your **Pictures** folder or another folder you select, you can control the following settings:

- **Show pictures in random order.** Display a slide show of pictures in the order they appear in the folder or in random order.
- **Show pictures in subfolders.** Include or exclude images stored in subfolders of your *Pictures* or other selected folder.
- **Show caption.** If caption information is saved with an image, you can display it as part of a slide show.
- **Show song information during slide show.** If a slide show is accompanied by music, you can display the song title and artist during each song or only at the beginning and end.

When playing music through Windows Media Center, you can display graphic visualizations of the melody, and show the song title, artist, and other available information during the song or at its beginning and end.

DVD settings include:

- **DVD Language.** You can select language preferences for subtitles, audio tracks, and menus. Your preferences will be automatically selected when viewing a DVD with alternative language selections.
- **Closed Captioning.** Control the display of closed captioning when available on a DVD.
- **Remote Control Options.** Program the actions of remote control buttons.

If you are a serious collector of digital photos, music, and movies, or a television aficionado, you will likely find the Windows Media Center experience a delight.

Burning Audio and Data Discs

With CD and DVD burners becoming increasingly standard with new computer systems and increasingly affordable additions to older ones, ***burning*** audio and data CDs and DVDs is becoming more common as a means of backing up documents, pictures, and music. You don't need to buy a special program to burn your own discs—all the necessary software is part of Windows Vista.

You can create CDs and DVDs in one of two formats:

- **Live File System.** This new disc format is the Windows Vista default format for saving data to a disc. Files are copied, rather than burned, to the disc, without being "staged" in an area of your computer's memory first. You can copy additional files to the disc at a later time and erase files you no longer need from the disc. When you eject the disc from the drive, Windows Vista finalizes the session before opening the drive. Live File System discs are compatible only with Windows XP and later computers.
- **Mastered.** This disc format was the standard when burning discs with Windows XP. A Mastered disc creates a closed session, meaning that no additional data can be added to the disc after you burn it. Files are first gathered into a Temporary Burn Folder and then burned to the disc in one session. After burning the files, the disc is closed and you cannot add or delete data. Mastered discs are compatible with earlier versions of Windows.

To burn a folder of picture files from Windows Explorer:

1. In Windows Explorer, navigate to the folder containing the files you want to burn to CD or DVD. Select either the entire folder or individual files, and then on the toolbar, click **Burn**.

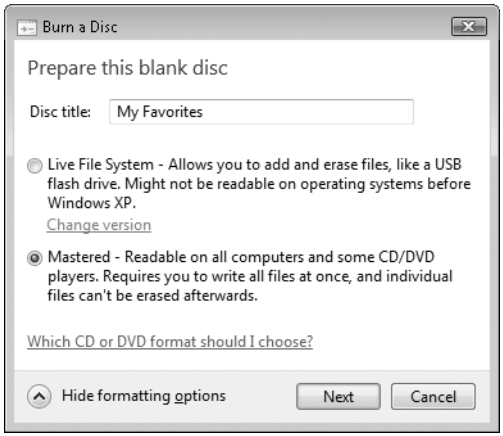
   Windows Vista copies the selected files to a Temporary Burn Folder, opens your disc burner drive, and prompts you to insert a writable disc. If you view the disc burner drive in Windows Explorer, you can see the files that will be burned to the disc.

2. Insert a blank CD or DVD in the drive.

   After scanning the inserted disc, the Burn A Disc dialog box opens.

> **Troubleshooting** If the disc you insert is write-protected due to a previous mastered burn attempt, Windows Vista rejects the disc and asks you to insert another.

3. In the **Burn a Disc** dialog box, enter a name in the **Disc title** box. This is the name that will appear next to the drive letter in Windows Explorer when the disc is in a drive.
4. If you don't intend to burn more data to the disc or want to ensure that the disc is compatible with older operating systems and with CD or DVD players, click the **Show formatting options** button, and in the expanded **Burn a Disc** dialog box, click **Mastered** option.



5. Click **Next**.

   If you are creating a Live File System disc, Windows Vista formats the disc and copies the selected files to it, and then displays the files in Windows Explorer under the heading Files Currently On The Disc. You can leave the disc in the drive and continue to update its contents, or remove the disc from the drive. When you eject the disc from the drive, Windows Vista first prepares the disc by closing the session.

   To copy additional data to a Live File System format disc, insert the disc in the drive, and then either select the files you want to copy in Windows Explorer and click the Burn button, or display the disc contents in Windows Explorer and drag additional files to it.

If you are creating a Mastered disc, Windows Explorer displays the drive, with the selected files listed under the heading Files Ready To Be Written To The Disc, and you then need to click Burn To Disc on the toolbar to initiate the burn.

> **Tip** You can delete files from the Files Ready To Be Written To The Disc list, and add others, before burning the disc.

To burn music tracks to disc from Windows Media Player:

1. In full mode, click the **Burn** tab.
2. Drag the album, play list, or tracks you want to burn into the **Burn List** area of the **List** pane.

3. At the bottom of the **List** pane, click **Start Burn**.
4. When prompted, insert a writable CD or DVD into your computer's disc burner.

   Windows Media Player burns the music files to the disc, and after burning the last track, it finalizes (closes) the disc and then ejects it.

Retrieving Images from a Digital Camera or Scanner

If you have a digital camera or a scanner, you can easily download photographs to a computer that is running Windows Vista. If your camera or scanner is a USB device, Windows Vista recognizes the device and installs the drivers for it the first time you connect it. If your camera or scanner is not a USB device or a Plug And Play device, after connecting the device to your computer, open Control Panel, click Hardware And Sound, and then click Scanners And Cameras to start the Scanner And Camera Installation wizard, which will lead you through the connection process.

Your camera or scanner might come with special software to enable enhanced features. Some manufacturers recommend that you install this software before connecting the device to your computer, so it's a good idea to read the camera or scanner's manual first.

After Windows installs the drivers for your camera, the AutoPlay dialog box guides you through the process of importing or viewing photographs whenever you connect the camera to your computer. If you choose to import the photos, they are copied to your *Pictures* folder or another location you choose. Many digital cameras not only take photos but can also record video clips. You can download these clips in the same way you do photos.

> **Tip** If your digital camera stores images on some kind of removable memory media such as a compact flash card, you can transfer the images to your computer by using an appropriate adapter. Some computers come equipped with built-in card reader drives for this purpose.

After Windows installs the drivers for your scanner, you can use Windows Fax And Scan, a program that comes with Windows Vista, to scan your photographs and store them on your computer.

See Also For information about Windows Fax And Scan, see "Faxing and Scanning Documents" in Chapter 9, "Communicating with Other People."

Sharing Pictures and Other Digital Media Files

If several people work on your computer, you can make your pictures, music, and video files available to them by storing them in your computer's *Public* folders. If your computer is connected to a network, you can share the folders in which you store your media files so that other people on your network can access them.

See Also For information about sharing folders, see "Sharing Drives and Folders" in Chapter 8, "Making Connections."

You can also use Windows Photo Gallery or Windows Media Player to share a collection of media files with other computers running Windows Vista. Usually this type of sharing happens on a home network.

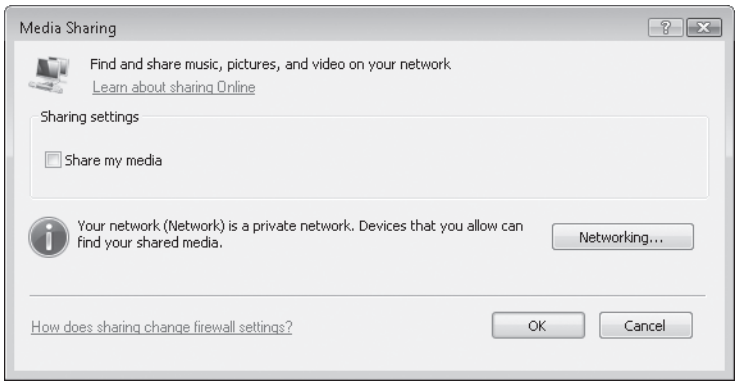
In Windows Photo Gallery, you turn on media sharing by clicking the File button on the toolbar and then clicking Share With Devices. In Windows Media Player, you click the Library arrow and then click Media Sharing. In either case, the Media Sharing dialog box opens. However, in the case of Windows Media Player, you can look for media files that have been shared by other people in addition to sharing your own media files.

In this exercise, you will use Windows Photo Gallery to share your media files with other people on your network.

USE the practice files located in the *Documents\Microsoft Press\WindowsVistaSBS_Dlx\Media* folder.

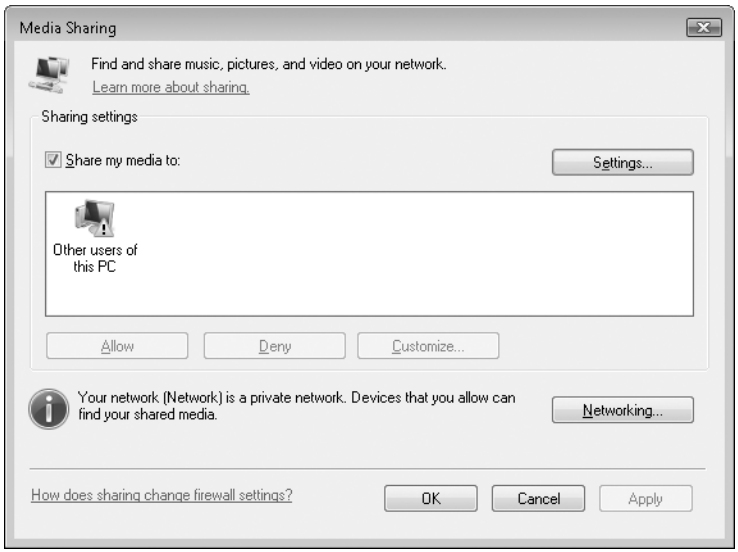
1. On the **Start** menu, click **All Programs**, and then click **Windows Photo Gallery**.
2. On the toolbar, click the **File** button, and then click **Share With Devices**.

   The Media Sharing dialog box opens.



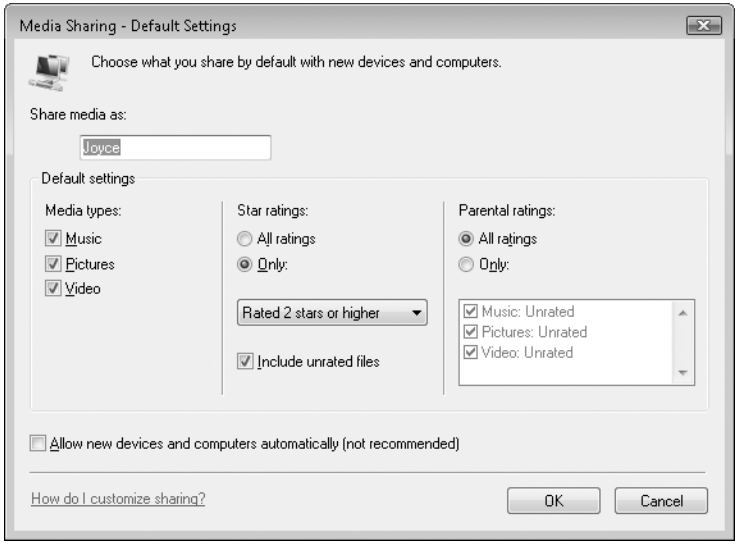
3. Under **Sharing settings**, select the **Share my media** check box, and click **OK**. Then in the **User Account Control** dialog box, if you're logged on as an administrator, click **Continue**. Otherwise, enter an administrator password, and click **OK**.

   The Media Sharing dialog box expands so that you can allow or deny specific users.



4. In the expanded dialog box, click **Settings**.

   The Media Sharing - Default Settings dialog box opens.



In the **Share media as** box, you can change the name of the collection of media files you are sharing.

5. Select or clear the check boxes under **Media types**, **Star ratings**, and **Parental ratings** to include only the specific media files you want to share.
6. Click **OK** to close the **Media Sharing – Default Settings** dialog box, and then click **OK** to close the Media Sharing dialog box.

   Nothing appears to have happened, but the specified media files are now available to other people on your network.
7. Display **Control Panel**, click **Network and Internet**, and then click **Network and Sharing Center**.

   Under Sharing And Discovery, Media Sharing is now turned on.

CLOSE the Control Panel and Windows Photo Gallery windows.

Key Points

- With Windows Photo Gallery, you can view, catalog, search, and sort all the pictures stored on your computer.
- With Windows Media Player, you can create play lists of music tracks from various sources and play music in various modes on your computer.
- Windows Vista makes it easy to burn CDs and DVDs without third-party software. You can burn additional files to a disc at a later time.
- You can share digital media that meets specific criteria with other people on your network without having to share drives or folders.

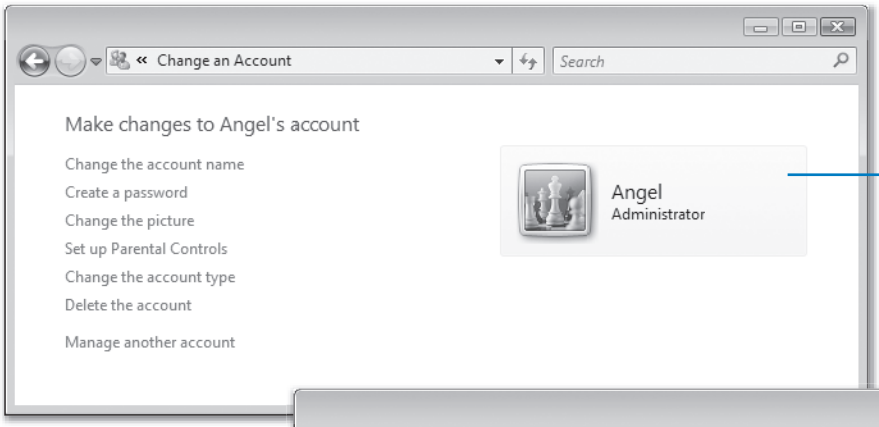
Keyboard Shortcuts

Press this	To do this in Windows Media Player
Ctrl+M	Show or hide the menu bar.
Ctrl+2	Switch to skin mode.
Shift when you insert a CD	Stop a CD from playing automatically.

Press this	To do this in Windows Photo Gallery
Ctrl+F	Open the Fix pane.
Ctrl+P	Print the selected picture.
Enter	View the selected picture at a larger size.
Ctrl+I	Open or close the Details pane.
Ctrl+period (.)	Rotate the picture clockwise.
Ctrl+comma (,)	Rotate the picture counter-clockwise.
F2	Rename the selected item.
Ctrl+E	Search for an item.
Alt+Left Arrow	Go back.
Alt+Right Arrow	Go forward.
Plus sign (+)	Zoom in or resize the picture thumbnail.
Minus sign (-)	Zoom out or resize the picture thumbnail.
Ctrl+B	Best fit.
Left Arrow	Select the previous item.
Down Arrow	Select the next item or row.
Up Arrow	Previous item (Easel) or previous row (Thumbnail).
Page Up	Previous screen.
Page Down	Next screen.
Home	Select the first item.
End	Select the last item.
Delete	Move the selected item to the Recycle Bin.
Shift+Delete	Permanently delete the selected item.
Left Arrow	Collapse node.
Right Arrow	Expand node.
J	Move back one video frame.
K	Pause the video playback.
L	Move forward one video frame.
I	Set the start trim point.
O	Set the end trim point.
M	Split a video clip.
Home	Stop and rewind all the way back to the start trim point.

Alt+Right Arrow	Advance to the next video frame.
Alt+Left Arrow	Go back to the previous video frame.
Ctrl+K	Stop and rewind video playback.
Ctrl+P	Play video from the current location.
Home	Move the start trim point.
End	Move to the end trim point.
Page Up	Seek to nearest split point before the current location.
Page Down	Seek to nearest split point after the current location.

Chapter at a Glance



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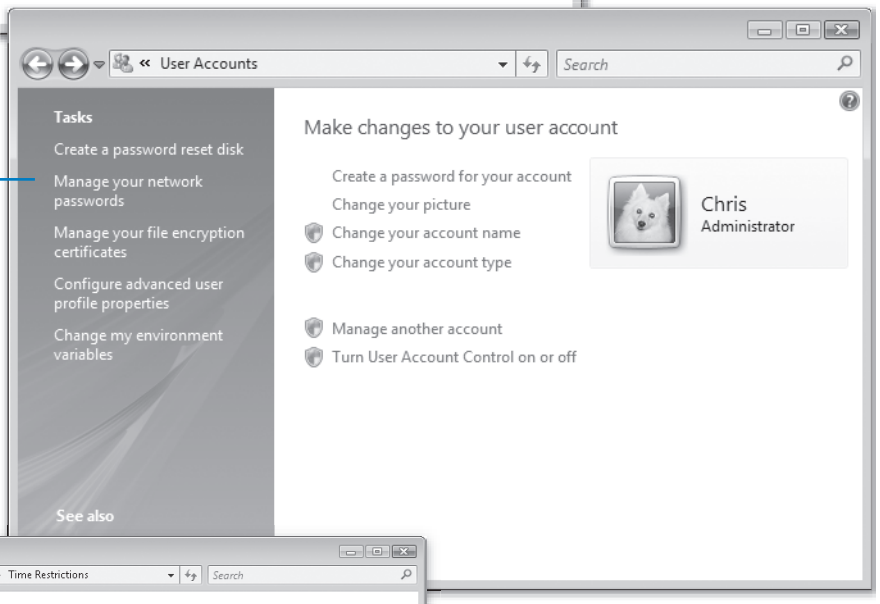

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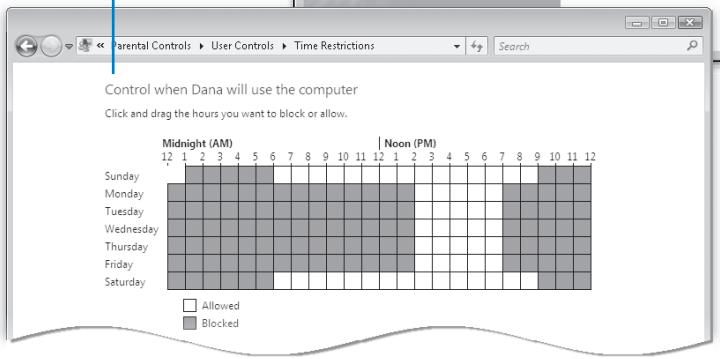
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