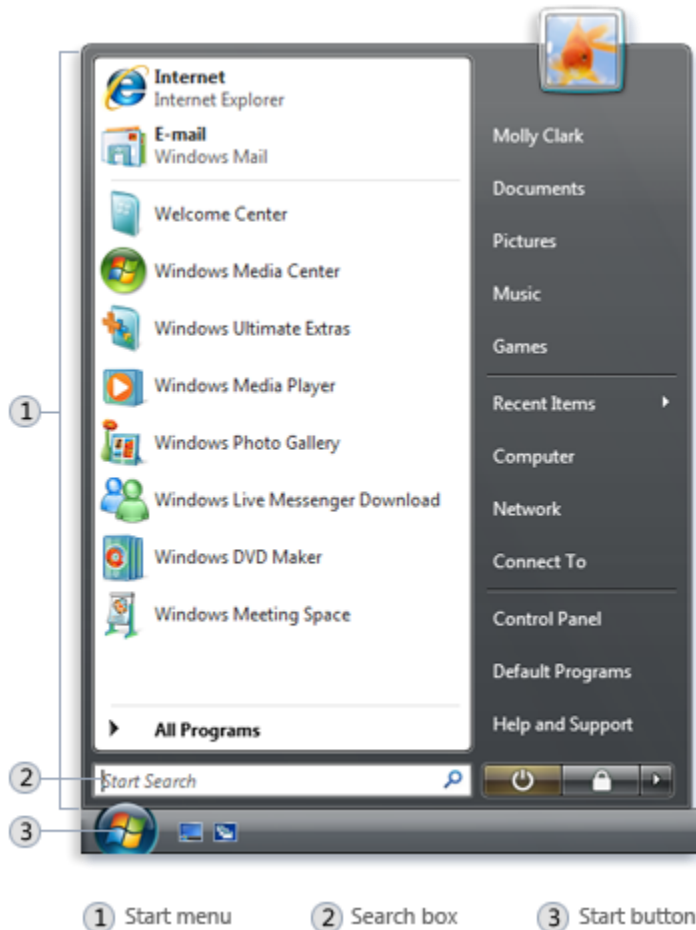


Basic Windows Vista Guide

Getting started with the Start menu

To open the Start menu, click the **Start** button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard. The Start menu appears.



Start button and Start menu

Opening programs from the Start menu

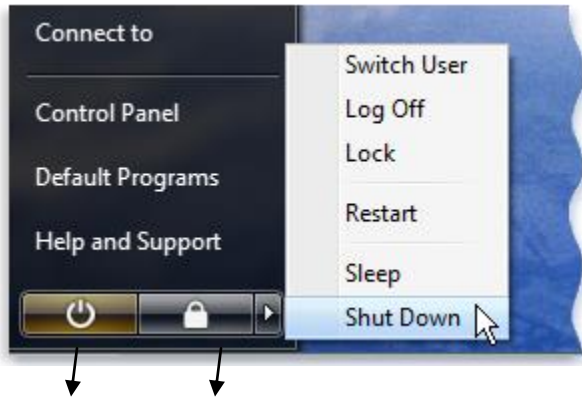
One of the most common uses of the Start menu is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start menu closes.

If you don't see the program you want to open, click **All Programs** at the bottom of the left pane. Instantly, the left pane displays a long list of programs in alphabetical order, followed by a list of folders.

Turning off your computer properly

It is important to turn off your computer properly.

To shut down your computer, click the arrow next to the **Lock** button, and then choose **Shut Down**.



Power button Lock button
(sleep)

Putting your computer to sleep is the fastest way to turn it off, and the best option for resuming work quickly.

Use the Power button on the Start menu

When you click this button, your computer goes to sleep. Windows automatically saves your work, the display turns off, and any noise from the computer's fan stops. The whole process takes only a few seconds.

The next time you turn on your computer (and enter your password, if required), the screen will look exactly as it did when you turned off your computer.

To wake your computer, press the power button on your computer case.

Click the Lock button to lock your computer without turning it off. Once locked, your computer cannot be used until you unlock it with your password.

Clicking the arrow next to the lock button displays a menu with additional options for switching users, logging off, restarting, or shutting down.

Windows Sidebar



Windows Sidebar is a long, vertical bar that is displayed on the side of your desktop. It contains mini-programs called gadgets, which offer information at a glance and provide easy access to frequently used tools.

You can customize Windows Sidebar by hiding it, keeping it on top of other windows, adding and removing gadgets from it, detaching gadgets to place them on the desktop, and more.

To customize Windows Sidebar

Right-click Sidebar, and then click on an option.

Windows Sidebar is open by default.

To close Sidebar

Right-click Sidebar, and then click Close Sidebar.

To open Sidebar again, right-click the Sidebar icon in the notification area of the taskbar, and then click Open.

The Search box

The Search box is one of the most convenient ways to find things on your computer.



The Start menu Search box

To use the Search box, open the Start menu and start typing. You don't need to click inside the box first. As you type, the search results appear above the Search box in the left pane of the Start menu.

A program, file, or folder will appear as a search result if:

- Any word in its title matches or begins with your search term.
- Any text in the actual contents of the file—such as the text in a word-processing document—matches or begins with your search term.

Click any search result to open it.

Finding out where trouble lies and how to fix it.

System Restore:

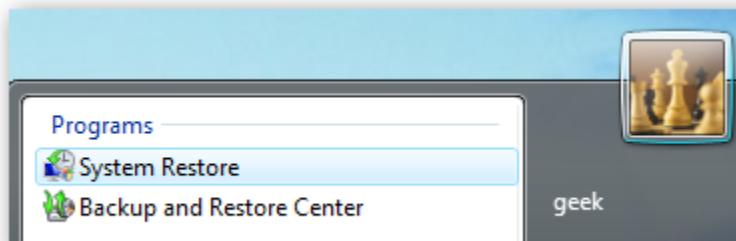
Windows Vista has a feature called System Restore that automatically backs up registry and system files whenever you install new software or drivers. This feature is useful when you are having trouble with Vista. Use System Restore to take your system files back to a time when you were not having any trouble. But don't worry, System Restore won't remove Windows Vista.

Using System Restore in Windows

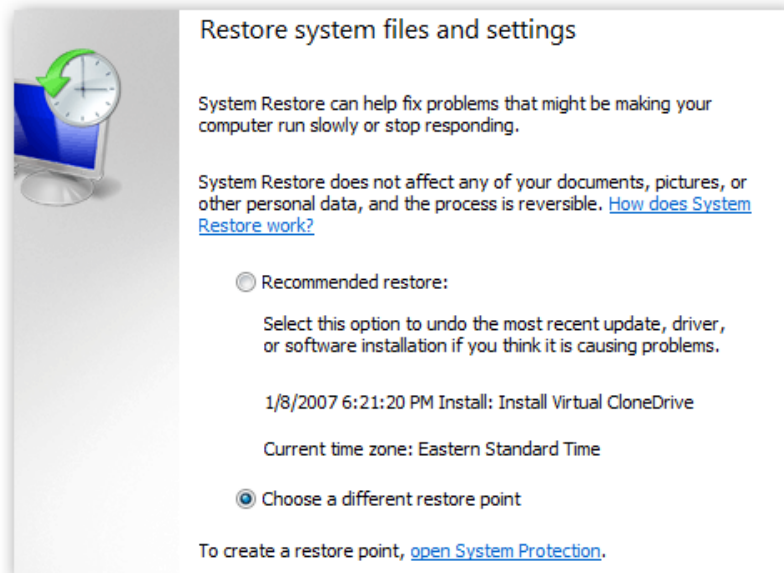
For best results, you should run System Restore from safe mode.

To get into Safe mode, you can reboot and use the F8 key right before Windows starts up.

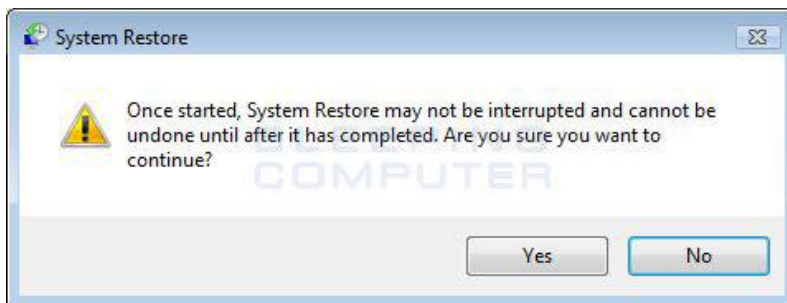
Type *restore* into the Start menu search box, and you'll immediately see System Restore at the top of the start menu:



You will immediately see a screen where you can choose to roll back the system to the last restore point. Select "Recommended restore", and just click next



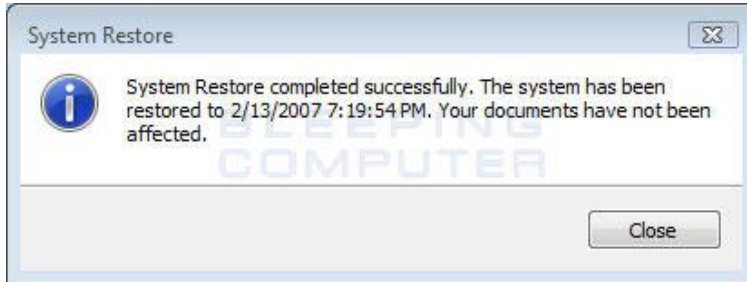
Vista will display a second prompt asking you to confirm that you would like to continue the restore.



If you are sure you want to do the restore, then press the **Yes** button. Vista will now log you off of the computer and start the System Restore process as shown below.



Once system restore has completed the process, your computer will restart and when Vista boots back up it will be restored to its previous state. When you log in to Vista for the first time after the restore, you will see a message showing that the restore was successful.

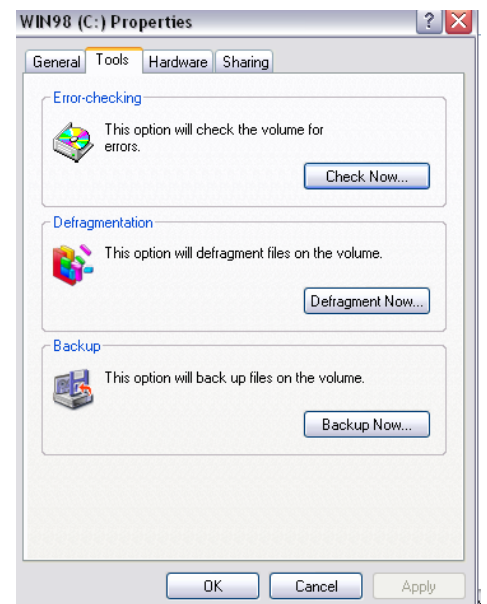


If there are any problems with your computer due to the last restore, you can revert back to your previous settings by going back into the System Restore Utility and selecting the **Undo**.

Hard Disk (CHKDSK):

In most cases, problems that develop on a hard disk are from either corrupt system files or physical errors. To identify a possible hard disk problem, you will need to scan your drive for errors.

1. On your desktop, double Click **Computer**
2. Right click the hard disk (:C)
3. Select Properties
4. Select the Tools tab
5. Click the Check Now button under Error-Checking.
6. Select the option: "Automatically fix file system errors"
 - Select the option: "Scan for and attempt recovery of bad sectors". Selecting this option will perform a thorough scan of your selected hard disk and attempt to fix any physical errors on the drive. Depending on the size of your hard disk, this could take quite some time to complete. For best results, avoid using your computer system during this process.
7. Click Start



If none of the above troubleshooting steps has helped you with your computer problem, please call CISD Help Desk on 211 2480 for assistance.