This document is designed to provide answers to some common questions you might receive during your meetup.

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**General Windows 7 Questions**

For more answers go to Windows 7 Help (Start Menu > *Help and Support >* Search for answers or browse several lists of topics) or online at Help & How-to ([www.microsoft.com/windows7](http://www.microsoft.com/windows7)).

**Web Slices and Accelerator**

***Will there be more Accelerators for Internet Explorer 8? If so, how do I find them?***

To find the most current list of accelerators, and to manage which ones you are using, do the following:

1. Open *Internet Explorer.*
2. Click *Tools* and then click *Manage Add-ons.*
3. In *Manage Add-ons*, under *Add-on Types,* click *Accelerators* to display a list of your current Accelerators.
4. At the bottom of the screen, click *Find More Accelerators.*
5. On the Internet Explorer Gallery webpage, click the Accelerator you want to install, and then click *Install Accelerator.*
6. In the *Add Accelerator* dialog box, do one of the following:
	* If you're adding a new Accelerator, click *Add.* When you add an Accelerator, you can also select the *Make this my default provider for this Accelerator* Category check box.
	* If you're replacing an existing Accelerator, click *Replace.*

*(*[*http://windows.microsoft.com/en-US/Windows7/Using-Accelerators-to-find-addresses-define-words-and-do-other-tasks-with-selected-text#section\_2*](http://windows.microsoft.com/en-US/Windows7/Using-Accelerators-to-find-addresses-define-words-and-do-other-tasks-with-selected-text#section_2)*)*

***Can I have Internet Explorer 8 make a sound when a Web Slice is available or updated?***

Yes. To enable sounds for Web Slices, follow these steps:

1. Open *Internet Explorer.*
2. Click the *Tools* button, and then click *Internet Options.*
3. Click the *Content* tab, and then, under *Feeds and Web Slices*, click *Settings.*
4. In the *Feed and Web Slice Settings* dialog box, select one or both of the following check boxes:
	* Play a sound when a feed or Web Slice is found for a webpage
	* Play a sound when a monitored feed or Web Slice is updated

*(*[*http://windows.microsoft.com/en-US/Windows7/Web-Slices-frequently-asked-questions*](http://windows.microsoft.com/en-US/Windows7/Web-Slices-frequently-asked-questions)*)*

**Custom Desktop**

***How do I personalize my screen saver?***

Windows comes with several screen savers. You can also create your own screen savers from personal pictures that you've saved on your computer. Also, some software companies offer screen savers that you can download from the web. Note: You should download screen savers only from trusted sources.

*(*[*http://windows.microsoft.com/en-us/windows7/Change-your-screen-saver*](http://windows.microsoft.com/en-us/windows7/Change-your-screen-saver)*)*

***Can I save a picture as my desktop from the Pictures Library?***

Sure! To make any picture stored on your computer (or a picture you are currently viewing) your desktop background, just right-click the picture, and then click *Set as Desktop Background.*

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 *(*[*http://windows.microsoft.com/en-us/windows7/Change-your-desktop-background-wallpaper*](http://windows.microsoft.com/en-us/windows7/Change-your-desktop-background-wallpaper)*)*

***Where can I find other desktop backgrounds?***

Microsoft offers more desktop backgrounds and themes that can be found at: [*http://windows.microsoft.com/en-US/windows7/downloads/personalize*](http://windows.microsoft.com/en-US/windows7/downloads/personalize)

***Can I save desktop themes I have created to reuse later? To share with others?***

Sure! Go to *Control Panel > Appearance and Personalization > Personalization.* Create your custom desktop and then click *Save theme*. After you name it, it will show up in the *My Themes* area to use again later or share.

**Search and Taskbar**

***Can I search in just one library – or one category of files – at a time?***

Sure. To search in a single library, just click on the Windows Explorer icon on the taskbar. Choose the library you want to search, and you can search there for the particular item you are looking for.

***How can I narrow down my Search?***

When you are searching within an isolated library, you will be offered “search filters” to help narrow your search. For example, you can search music by album, artist, genre and length. Moreover, Windows will remember every search, no matter how complicated. As soon as you start typing, suggested terms from previous searches that are similar to your current search term will appear under the search box—sort of like a search box in a web browser.

*(*[*http://windows.microsoft.com/en-us/windows7/help/find-what-you-are-looking-for-staying-organized-in-windows-7#section\_3*](http://windows.microsoft.com/en-us/windows7/help/find-what-you-are-looking-for-staying-organized-in-windows-7#section_3)*)*

***How can I change how buttons appear in my Taskbar?***

1. Open *Control Panel*, then click *Appearance and Personalization*, and then *Taskbar and Start Menu.*
2. Under *Taskbar appearance*, you have the option to:
* change the location of the taskbar or hide it,
* change the size of icons,
* combine icons

 *(*[*http://windows.microsoft.com/en-us/windows7/Change-how-buttons-appear-on-the-taskbar*](http://windows.microsoft.com/en-us/windows7/Change-how-buttons-appear-on-the-taskbar)*)*

***How do I rearrange buttons on my Taskbar?***

To rearrange the order of program buttons on the taskbar, drag a button from its current position to a different position on the taskbar. You can rearrange programs as often as you like.

 *(*[*http://windows.microsoft.com/en-us/windows7/Rearrange-buttons-on-the-taskbar*](http://windows.microsoft.com/en-us/windows7/Rearrange-buttons-on-the-taskbar)*)*

**Photopalooza**

**How to Edit Photos**

***What If I make a mistake? Can I ever go back?***

Sure, if you do not like the outcome while you are editing, just click *Undo* to revert to original. After the fact, *Windows Live Photo* *Gallery* automatically saves your corrected photo. You can always revert to the original later by opening the photo, clicking *Fix*, then clicking *Revert.*

***When I correct red-eye, it gives the person in my photo a black eye. Why?***

The computer is picking up the under-eye red and correcting this, as well. Click undo and draw a correction box closer around the individual eye.

***Can I use this program in XP or Vista?***

Yep, sure can. Go to http://download.live.com to get Windows Live Photo Gallery and the rest of the applications included in Windows Live Essentials.

**Create a Panorama**

***Can I stitch photos vertically?***

Sure, just rotate 90 degrees before you tell the computer to stitch them.

*Where can I find the step-by-step directions for stitching my photos together?*

 <http://www.windowslive.com/Desktop/PhotoGallery>

**Add Art to Your Photos**

***Can I use Paint to draw and write on things other than a photo?***

Sure, just open Paint from the Start menu.

***Can I undo a photo that I have painted on and saved to Windows Live Photo Gallery?***

No, so make a copy before you begin painting if you think you might want an unpainted copy, as well.

**Media Mania**

**Windows Media Center**

***How do I set up the Media Center?***

The first time you start Media Center, you'll see a setup page with information about various features, as well as two setup options. The quickest method is, not surprisingly, Express.

***How do play a recorded TV program?***

1. On the Windows Media Center start screen, scroll to TV, click Recorded TV, click the show you want to watch, and then click Play or Resume.
2. To control the playback of a recorded TV program, move the mouse to display the playback controls, and then do any of the following:
	* Click Pause   to temporarily pause the program. You'll see a time span bar that shows how much time has passed in the recording. When you're ready to resume the program where you left off, click Play‌ .
	* Move the slider that appears above the playback controls to a different point to start watching from that point in the recorded program.
	* Click Skip Backward‌ or Rewind to watch something again, and click Fast Forward or Skip Forward‌ to move ahead in the program.
	* Click the Volume Increase button or the Volume Decrease button to increase or decrease the volume, and click the Mute button to turn the sound on or off.
3. When you're finished watching the recorded program, move the mouse, and then click Stop‌ .

*(*[*http://windows.microsoft.com/en-us/windows7/Record-TV-in-Windows-Media-Center*](http://windows.microsoft.com/en-us/windows7/Record-TV-in-Windows-Media-Center)*)*

**Burn a Party Music CD**

***How do I set up the Media Center?***

The first time you start Media Center, you'll see a setup page with information about various features, as well as two setup options. The quickest method is, not surprisingly, Express.

 *(*[*http://windows.microsoft.com/en-us/windows7/Getting-started-with-Windows-Media-Center#section\_1*](http://windows.microsoft.com/en-us/windows7/Getting-started-with-Windows-Media-Center#section_1)*)*

***How do I add files to Windows Media Center?***

The first time you start Windows Media Center, it looks for media files in the Music, Pictures, and Videos libraries on your computer. Through these libraries, you can control which songs, movies, and other media appear in Media Center. If you add or delete a file in any of those folders, the content that appears in Media Center is automatically updated.

There are two ways to do this:

* From outside of Media Center, add or remove folders in Windows libraries. When you add or remove a folder, the change is reflected in Media Center.
* From within Media Center, add or remove folders that you want Media Center to monitor for media files. When you add or remove a folder, the change is reflected in your Windows library.

 *(*[*http://windows.microsoft.com/en-us/windows7/Add-media-files-to-Windows-Media-Center*](http://windows.microsoft.com/en-us/windows7/Add-media-files-to-Windows-Media-Center)*)*

***What types of files are supported in Windows Media Center?***

The following table lists the music file types that are supported in Media Center.

| **Music file types (format)** | **File name extensions** |
| --- | --- |
| Windows Media Audio file | .asx, .wm, .wma, and .wmx |
| Windows audio file | .wav |
| MP3 audio file | .mp3 and .m3u |
| Advanced Audio Coding | .aac |

The following table lists the video file types that are supported in Media Center.

| **Video file types (format)** | **File name extensions** |
| --- | --- |
| Windows Media file | .wm and .asf |
| Windows Media Video file | .wmv |
| Windows video file | .avi |
| Windows TV file | .wtv |
| Microsoft Recorded TV Show file | .dvr-ms |
| Movie file | .mpeg, .mpg, .mpe, .m1v, .mp2, .mpv2, and .vob |

The following table lists the picture file types that are supported in Media Center.

| **Picture file types (format)** | **File name extensions** |
| --- | --- |
| JPEG | .jpg and .jpeg |
| JPEG XR | .hdp and .wdp |
| TIFF | .tif and .tiff |
| RAW file format | .raw |
| GIF | .gif |
| Bitmap | .bmp |
| Portable Network Graphics | .png |

Note:

* Digital pictures taken with a digital camera and saved in RAW format aren't supported in Media Center.
* Animated GIF files aren't fully supported. For this file format, you can view the still image but not the animation.

 *(*[*http://windows.microsoft.com/en-us/windows7/File-types-supported-by-Windows-Media-Center*](http://windows.microsoft.com/en-us/windows7/File-types-supported-by-Windows-Media-Center)*)*

**Setting Up With Ease**

**Windows Easy Transfer**

***What can I transfer to my new computer?***

You can transfer most files and program settings. Specifically:

* Files and folders. Everything within the Documents, Music, Pictures, and Shared Documents folders. Using advanced options, you can select additional files and folders to transfer from other locations.
* E‑mail settings, contacts, and messages.
* Program settings. Settings that keep your programs configured as you had them on your old computer. Windows Easy Transfer doesn't transfer the programs themselves. Some programs might not work in this version of Windows, including security programs, antivirus programs, firewall programs (your new computer should already have a firewall running to help ensure safety during the transfer), and programs with software drivers.
* User accounts and settings. Desktop backgrounds, network connections, screen savers, Start menu options, taskbar options, folders, specific files, network printers and drives, and accessibility options.
* Internet settings and favorites. Internet connection settings, favorites, and cookies.
* Music. Electronic music files, playlists, and album art.
* Pictures and video. Pictures—which includes any visual file type (for example, JPG, BMP, and GIF)—and personal videos.

*(*[*http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions*](http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions)*)*

***How do I get an easy transfer cable?***

You can buy an Easy Transfer cable on the web, from your computer manufacturer, or at an electronics store. Using an Easy Transfer cable to move files and settings from your old computer to a new one helps simplify the transfer process. Windows Easy Transfer is designed to work with the Easy Transfer cable. You'll see instructions about when to plug the cable into each computer during the transfer process.

*(*[*http://windows.microsoft.com/en-US/windows7/How-to-get-an-Easy-Transfer-cable*](http://windows.microsoft.com/en-US/windows7/How-to-get-an-Easy-Transfer-cable)*)*

***Which versions of Windows will work with Windows Easy Transfer?***

You can use Windows Easy Transfer to transfer files and settings from a computer running Windows XP, Windows Vista, or Windows 7 to another computer running Windows 7. Note that you can't transfer files from a 64-bit version of Windows to a 32-bit version of Windows.

*(*[*http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions*](http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions)*)*

***Can I transfer programs?***

No. Windows Easy Transfer transfers only program settings, not the programs themselves. To use the programs from your old computer, install them on your new computer, and then transfer files and settings for those programs.

*(*[*http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions*](http://windows.microsoft.com/en-us/windows7/Transferring-files-and-settings-frequently-asked-questions)*)*

**Control Your Computer With Your Voice**

***What languages are recognized by speech recognition?***

Speech Recognition is available in English, French, Spanish, German, Japanese, Simplified Chinese, and Traditional Chinese.

 *(*[*http://windows.microsoft.com/en-US/Windows7/Set-up-Speech-Recognition*](http://windows.microsoft.com/en-US/Windows7/Set-up-Speech-Recognition)*)*

***What are my options for the magnifier?***

Magnifier enlarges different parts of the screen. This is especially useful for viewing objects that are difficult to see, but also for seeing the whole screen more easily. There are three modes:

* Full-screen mode. In full-screen mode, your entire screen is magnified. You can then have Magnifier follow the mouse pointer.
* Lens mode. In lens mode, the area around the mouse pointer is magnified. When you move the mouse pointer, the area of the screen that's magnified moves along with it.
* Docked mode. In docked mode, only a portion of the screen is magnified, leaving the rest of your desktop in a normal state. You can then control which area of the screen is magnified.

***How can I change the size of text and icons?***

1. Search “Adjust screen resolution”
2. Choose one of the following:
	* Smaller - 100% (default). This keeps text and other items at normal size.
	* Medium - 125%. This sets text and other items to 125% of normal size.
	* Larger - 150%. This sets text and other items to 150% of normal size. This option appears only if your monitor supports a resolution of at least 1200 x 900 pixels.
3. Click *Apply.*

To see the change, close all of your programs and then log off of Windows. This change will take effect the next time you log on.

Also note that using the optimal resolution that an LCD monitor or laptop screen was designed to display based on its size will keep text from looking blurry.

 *(*[*http://windows.microsoft.com/en-us/windows7/Make-the-text-on-your-screen-larger-or-smaller*](http://windows.microsoft.com/en-us/windows7/Make-the-text-on-your-screen-larger-or-smaller)

**Family Friendly Fun**

**Uploading Photos**

***How do I get Windows Live Photo Gallery?***

Download it, along with the other Windows Live Essentials applications, from <http://download.live.com>.

***I have XP (or Vista) – can I use Windows Live Photo Gallery?***

Sure! Download it, along with the other Windows Live Essentials applications, from http://download.live.com.

***Does Windows Live Photo Gallery store the photos on the Internet or on my computer?***

On your computer. However, if you want to upload your photos to a photo sharing site on the Internet, such as your Windows Live account, Windows Live Photo Gallery does that in a snap.

***What if I don’t use my account in a while – will my account be closed? I would not want to lose those photos that I have stored on the account.***

No, the photos are on your local computer, and not on the Internet. You can associate your Windows Live account with Windows Live Photo Gallery to make sharing and tagging photos with your contacts easier.

***What is a “card reader”?***

A card reader is a device that enables you to take a memory card from a camera or phone and transfer things you saved to that card to your PC. Many PCs – desktops and laptops – now come with a card reader built in.

***Where can I buy an external digital card reader? Do I need a specific reader for my camera or can I use a “generic” reader?***

Readers are available at most electronics and camera stores or online from major retailers. Most card readers support multiple kinds of cards, but read the packaging to make sure your card is supported. If your digital camera connects to your computer via a USB cable, you can also use that to move photos from your camera to your PC without a separate digital card reader.

**Parental Controls**

***Can I control which games my children play?***

Yes, you can choose to block:

* All games.
* Only games you determine inappropriate.
* Games based on age ratings.
* Games based on content ratings.

These four methods can be used in combination.

Parental Controls can be set to block most games. However, if your computer doesn't recognize a game, it won't be blocked by Parental Controls. If you discover an unblocked game, you can add the game to the list of blocked programs manually.

 (<http://windows.microsoft.com/en-us/windows7/Specify-which-games-children-can-play>)

***Can I prevent my children from using specific programs?***

Yes, you can use Parental Controls to determine which specific programs your child can use. For example, if you use a program to keep track of your finances, you can prevent your child from opening it and viewing your financial information.

*(*[*http://windows.microsoft.com/en-us/windows7/Prevent-children-from-using-specific-programs*](http://windows.microsoft.com/en-us/windows7/Prevent-children-from-using-specific-programs)*)*

***Can I use parental controls in the Media Center?***

Yes, Windows Media Center comes with a separate Parental Controls tool that allows you to prevent children from watching objectionable TV shows and movies. Only TV shows and movies that don't exceed the maximum allowed rating can be viewed without the access code. Not all TV shows and movies are rated, but you can also configure Parental Controls to block unrated content.

To set Parental Controls within Windows Media Center, go to Tasks > Settings > General > Parental Controls.

 *(*[*http://windows.microsoft.com/en-US/windows7/Use-Parental-Controls-in-Windows-Media-Center*](http://windows.microsoft.com/en-US/windows7/Use-Parental-Controls-in-Windows-Media-Center)*)*

***Can I use parental controls to manage my child’s Internet access?***

Yes, there is a separate tool called Windows Live Family Safety that allows you to create age-appropriate restrictions on what sites your child visits and with whom she or he communicates online. You can download Windows Live Family Safety at http://download.live.com.

**MovieMaker**

***Can I use this program in XP or Vista?***

You can use this program on Windows Vista, but it will not work on Windows XP. If you have Windows 7 or Windows Vista go to http://download.live.com to get Windows Live Photo Gallery and Movie Maker and the rest of the applications included in Windows Live Essentials. Note that the rest of the Windows Live Essentials programs work on Windows XP.

**Make A Video Call**

***Can I web-chat/video call in XP or Vista?***

Sure! You just need a webcam and Windows Live Messenger. Download it for free at <http://download.live.com>

***Can I conduct a web-chat over a dial-up Internet connection?***

Using video in a conversation over a standard, dial–up Internet connection is possible, but performance improves greatly with a broadband connection such as a cable modem, digital subscriber line (DSL), or local area network connection.

***How easy – or difficult – is it to install a webcam?***

Easy. Many computers have a webcam built in. If yours does not, you typically connect the webcam to your computer's USB port. Read the instructions that came with your camera to install it. Some will require that you install the camera driver before connecting the camera. Some webcams will require that you install the driver after. The driver is almost always distributed on a CD that comes with the camera.

Some newer cameras may simply be Plug and Play, which means you have to connect it and wait for the computer to recognize it. Whatever the case, read the documentation for your specific camera to install it correctly. To install a microphone, simply plug it into the correct port of the soundcard at the back of your PC.

***Can I tell which of my contacts has a webcam?***

Yes, if your contact has a webcam installed, the webcam icon will be visible. If they don’t have a webcam, the icon isn’t there.

**General Tips**

* Use themes to customize and personalize your Windows 7 PC with styles that match your personality.
* You can unlock upgraded editions of Windows 7 without using original media or additional software.
* Reveal a hidden calendar by clicking on the clock in your Windows 7 system tray.
* The Windows 7 Snap function lets you drag a window to the edge of the screen and then snap it in place.
* With Shake, just click a title bar and shake your mouse, making all other open Windows minimize.
* Hover over taskbar icons to preview open windows of that program.
* You can change the order of icons on the taskbar by clicking & dragging them to the order and locations you prefer.
* You can drag icons and shortcuts to the task bar, enabling you to launch them with a single click.
* Jump Lists  - Right click on taskbar icons to open a jump list of items related to that program.
* When you drag an item into an Outlook email, it will automatically attach the file to the email.
* Using a projector is easy, just plug it in, use the keystroke "Windows+p" and you're ready to go.
* You can move windows across multiple monitors without having to minimize or shrink the window first.
* In Windows 7 Ultimate and Professional editions, you can access Windows XP Mode.
* Windows 7 Search Builder allows clicking search fields to build a query without memorizing search syntax.
* Action Center is a single location for collecting important security and maintenance notifications.
* Get one-click access to available networks, whether they are based on Wi-Fi, mobile broadband, or a VPN.
* With improved Windows Search, just typing a few letters shows relevant results from files and folders.
* The new Windows 7 calculator offers two new options - programmer and statistics.
* Backing up data on Windows 7 is easy, especially with "Recommended," and "Let Me Choose" options.
* Windows Media Center in Win 7 plays more A/V formats, including 3GP, AAC, DivX, MOV, XVID, and more.
* Create keyboard shortcuts for any program by selecting the shortcut tab and setting a Shortcut Key.
* Pin frequently used folders to the taskbar. They show up in the Jump List when you right click Explorer.
* ALT+TAB enables you to dynamically bring windows to the top of the list for a full preview.
* De-clutter screens- Hit Win+Home to minimize all inactive windows, while active one stays put.
* To customize a desktop slide show, choose Personalize>Desktop Background. CTRL-click photos to choose.
* Desktop covered with windows? Hit Win+Space & Aero Peek shows just your desktop icons & gadgets.
* To quickly open up a second instance of the same application, hit Shift + click the taskbar menu.