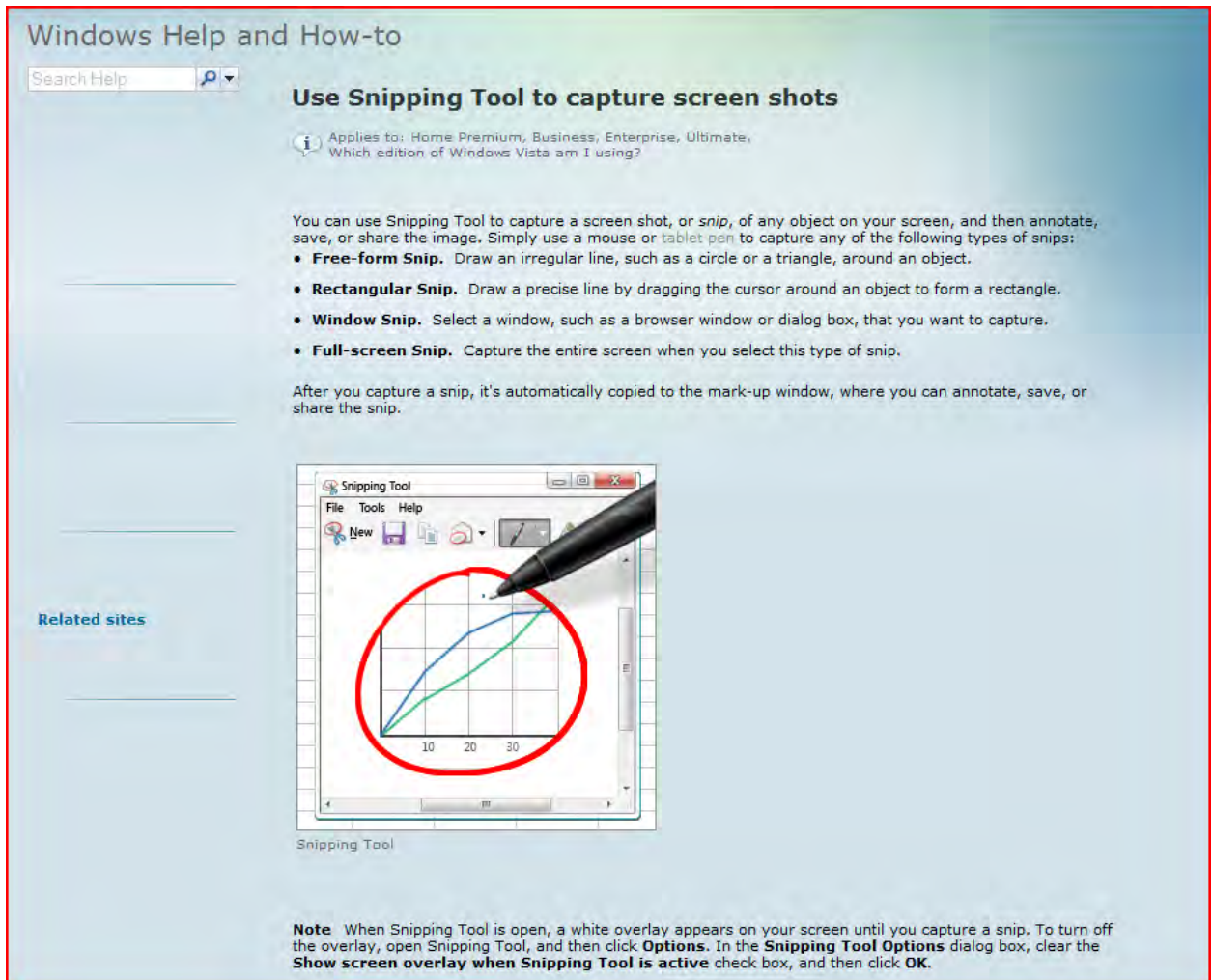


A. The Snipping Tool

Windows Vista Home Premium, Business, Enterprise, and Ultimate include a screen capture tool called the Snipping Tool. The tool provides a means of capturing items on the screen. Free-form shapes outlined with an irregular line using the mouse, rectangular areas, an active window, or full screen captures are possible. There are many shareware and commercial programs that provide the same or even additional functions although most of them will have to be purchased. The following screen capture is from a Microsoft Windows Help and How to page:

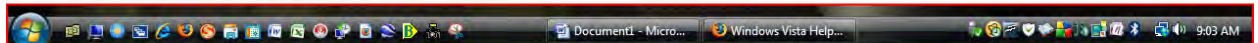


Once the image is captured, click on Edit, copy (or Cntrl-c), then paste the image into your word processor. This page is an example. You can then add annotations, objects, arrows, or other items. I use the tool for presentations, outlines, and for teaching tools. There are many options for using the screen captures which should be explored. You should find the Snipping tool in your Start, All Programs, Accessories menu. I added it to my Quick Launch toolbar using the below instructions.

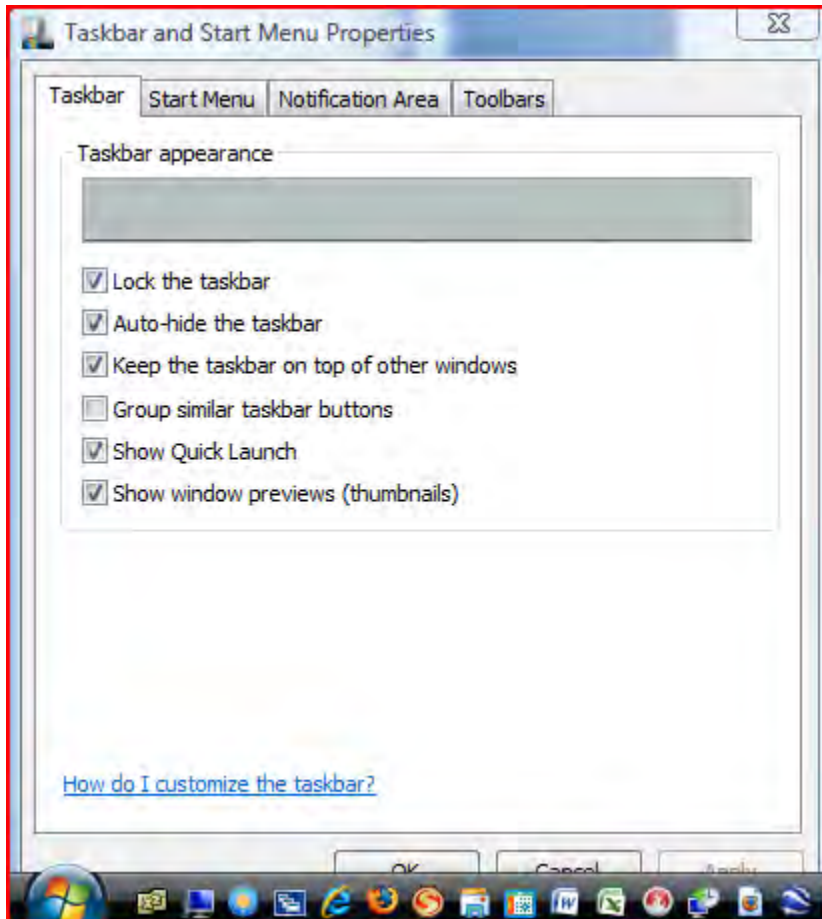
B. Using the Quick Launch Bar

The Quick Launch bar is an area of the Windows desktop at the bottom of the screen. The Quick Launch is also a part of other Windows versions (XP, ME etc.) My Quick Launch bar within the desktop tool bar looks like the following:

The Quick Launch bar is the group of Icons (Shortcuts) on the left.



To activate the Quick Launch, right click the toolbar at the bottom of your screen, then select properties and you should see something similar to the following:



Note that the above are my choices of how I want to use the Taskbar. Now uncheck Lock the taskbar and check Show Quick launch. At the right of the Quick Launch bar, drag the vertical separator to the right with your mouse to make room for Icons that you may wish to add.

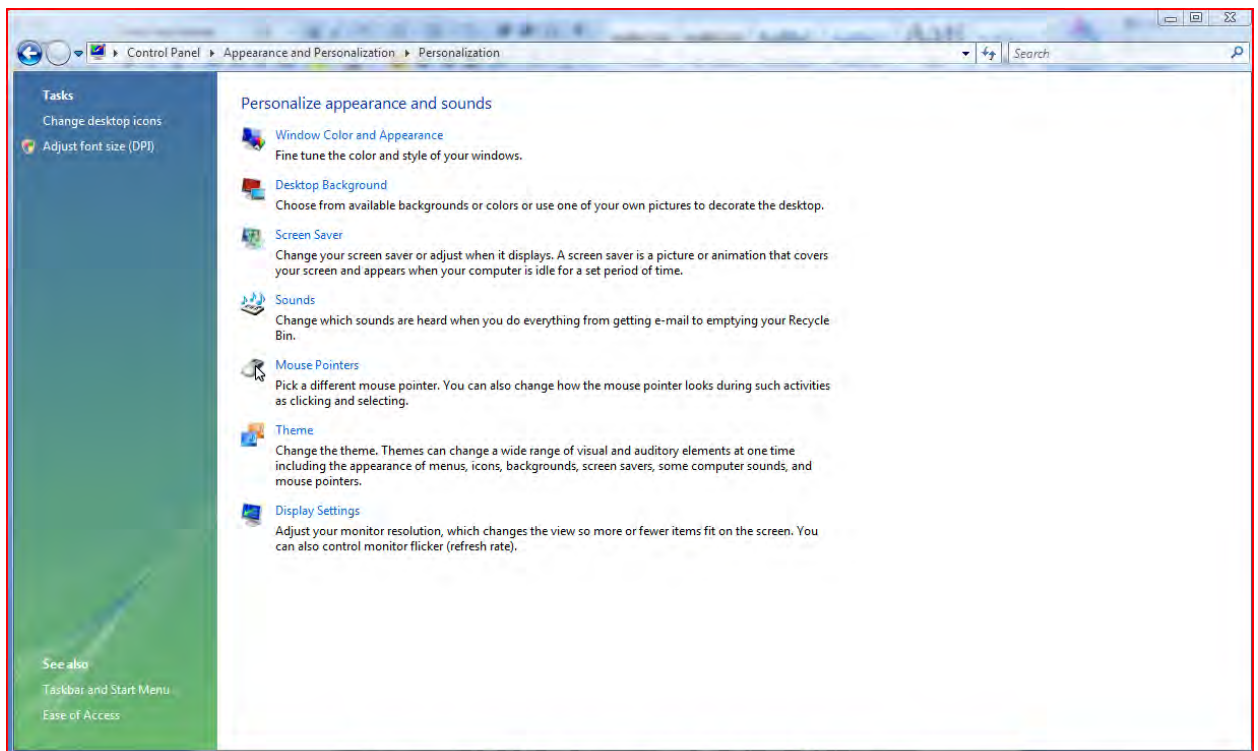


(Separator bar)

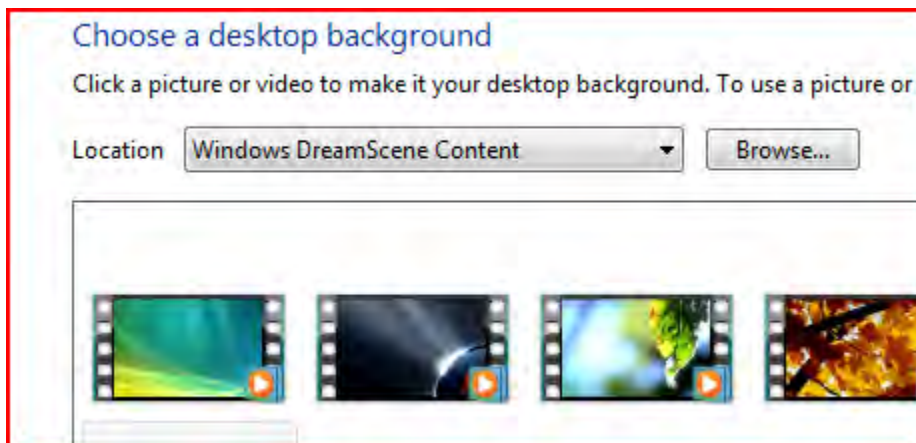
You can now drag shortcuts from your start menu to the desktop and from there into the Quick Launch bar. When you are done, delete the Icons from the desktop and then go back and lock the taskbar.

C. Personalize Appearance and Sounds of the Vista Desktop

Vista and particularly Vista Ultimate added some features that were not a part of prior Windows versions. Vista Ultimate provides a means of using a short Video for a desktop background image instead of a fixed jpg or bmp image. To reach the Personalize the appearance and sounds window, you can right click on empty area of your desktop or you can go to control panel, then select the Personalize Icon. The following Window appears:



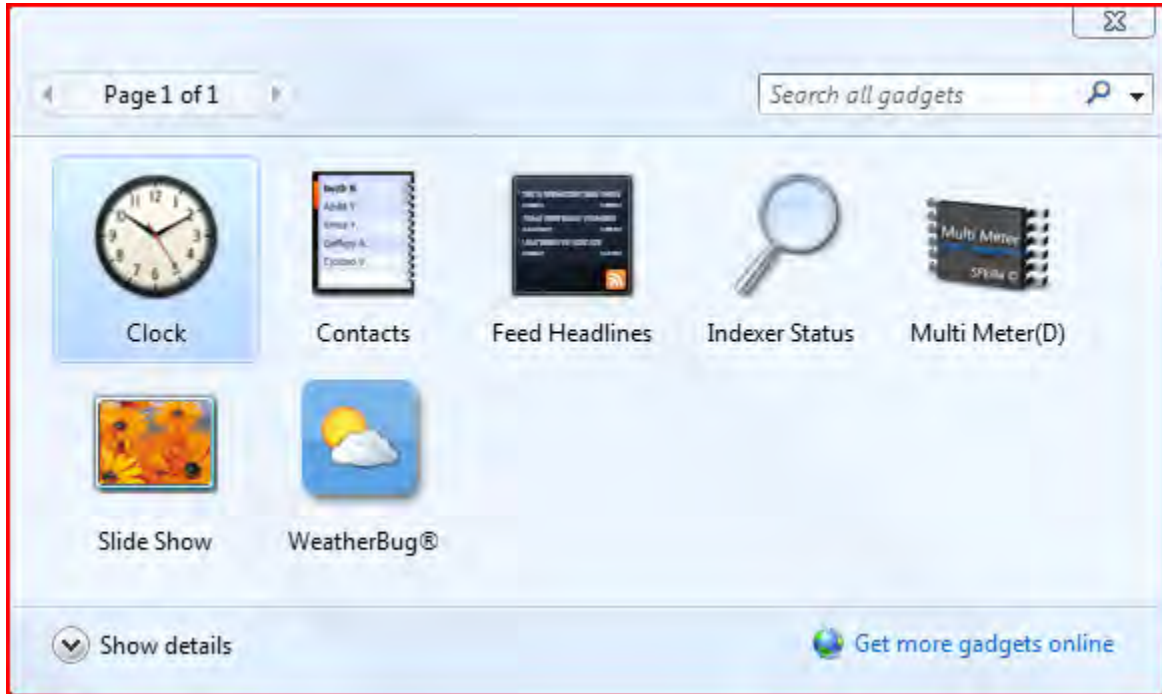
Pick Desktop Background, then in the Location bar select Windows DreamScene Content:



Holding the mouse over any of the thumbnails puts the choice on your desktop background. Click OK to accept the choice.

D. Using Windows Gadget Sidebar

The Windows Sidebar (Gadgets) can be found in your Start, All Programs, Accessories menu.



Gadgets can be selected from the above Window or by clicking on Get more gadgets online. The gadgets that I use on my desktop are shown on the next page. Note that if you have limited hardware resources in your computer, gadgets will slow things down.

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
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Core1 25% 

Core2 27% 

RAM 42% 