

# Beginning Windows Vista

## Lesson 8

<b>Lesson 8 – Search, Help and a look at Email and the Internet.....</b>	<b>1</b>
Email and the Internet .....	1
Email Demonstration.....	2
Internet Browser Demonstration.....	3
Search, Help and Support Features.....	3
<b>Exercise 8 – Search, Recycle Bin and Help.....</b>	<b>3</b>
Searching for Files/Folders .....	3
Deleting and Restoring.....	4
Help and Support.....	5

### Lesson 8 – Search, Help and a look at Email and the Internet

The following is a brief introduction to the popular subjects of Email and the Internet as demonstrated by your instructor. If you are interested in pursuing these subjects, consider signing up for the Email and Internet class in our next 8-week session. We will conclude this lesson with an exercise using the Vista Search and Help functions.

#### Email and the Internet

The Internet is like a giant telephone company for computers because it allows computers all over the world to communicate with one another. Of course with computers most of the communication is not by voice (although they do that too) but with documents, images, sound recordings and even videos. To use the Internet your computer has to be connected to a local company which, in the computer world, is referred to as your Internet Service Provider (ISP). Sometimes your local phone company (such as AT&T) is your ISP, or it could be your Cable TV Company or another company that you connect with over your home phone line.

Instead of a telephone, you use programs running on your computer to communicate with other computers. For example, one such program facilitates person-to-person messages using electronic mail (Email). The Email program that comes with Vista is Windows Mail. It works much the same as ordinary (snail) mail, but you can exchange mail in minutes if not seconds — even with correspondents half way around the world! Instead of a telephone number,

these programs use email addresses which have the form: “janedoe@somewhere.net” or similar.

Another type of Internet communication requires you to use an “Internet Browser” program. The browser program that comes with Vista is Internet Explorer. With this program your computer communicates with other computers that have been set up to respond to “calls”, i.e those with the odd www addresses. Although all computers on the Internet, including yours, have a unique Internet Protocol (IP) address — similar to a telephone number — only those set up to receive “calls” have a www (World Wide Web) address. You have probably heard of these as they take the form

“www.somecompany.com” or similar.

So, to place a computer “call” to, say, Bank of America, you enter their address into your computer browser program like this: [www.bofa.com](http://www.bofa.com) This connects you to something akin to the old telephone PBX board where the company operator says “Bank of America” and then asks where to direct your call. In this case, the bank’s computer sends you a message that the browser program displays on your screen. It is the bank’s “home page” usually containing a directory to their various departments, services or other information. When you select a particular place (called a “link”), the bank’s computer sends that “page” to be displayed on your screen. Thus, you can probe their “web pages” for the information you want. Computers with these internet addresses are referred to as “server” computers. Your computer is called the “client”. The servers serve the clients by sending the “web pages” you request back to your screen.

There is an astounding amount of information available as you browse the Internet. Almost any company or organization that you deal with will have a web presence as do just about all local, state and federal governments. For example, you can research health issues at the National Institutes of Health by going to the [www.nih.gov](http://www.nih.gov) web site.

### **Email Demonstration**

Your instructor will open the Windows Mail program, discuss its properties and demonstrate how you read, create and send Email messages. Please note that Windows Mail is a “local” Email program, i.e. it resides on your computer. Another type of Email you may use is called “Webmail” where the program actually resides on a server computer and you use your Internet Browser program to access the server. Either one works although the local version is

generally faster especially if you are using the slower dial-up type of Internet connection.

### **Internet Browser Demonstration**

The Internet Explorer program is accessed from the Vista Start menu. Your instructor will open this program and demonstrate some of its basic functions. All lab computers start browsing the Internet at the Google “home page.” Your home computer may start at a different page such as Yahoo or MSN. Your instructor can show you how to change your “home page” if desired.

The demonstration will include how to use the Google “search engine” to find documents, pictures, music and similar objects that are available from around the world. The Internet has literally billions upon billions of information sources that you can investigate.

### **Search, Help and Support Features**

Vista has extensive built-in Search, Help and Support facilities to assist with locating files on your computer and providing instructions on how to perform the many tasks available with each program you run. In addition to the local Help and Support facility built-in to Vista, they can also use the resources available on the Internet if you are so connected.

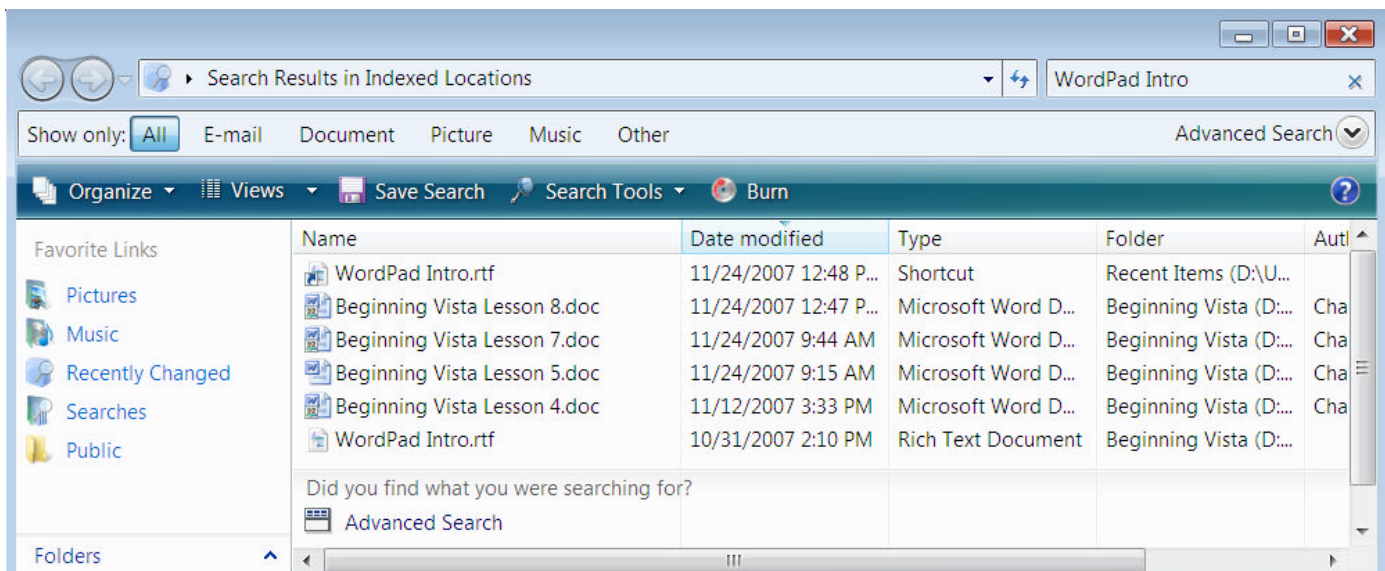
## **Exercise 8 – Search, Recycle Bin and Help**

### Searching for Files/Folders

If you forget where you saved a file or folder you can use the Vista Search facility to find it. It is a very powerful and dynamic tool for locating anything stored on any device connected to your computer.

1. Click on Start and observe the Search box at the very bottom of the Start menu.
2. Start entering the file name “WordPad Intro” in the Search box. Notice that as you type Vista starts displaying all the programs, files and folders that start with a “W”. When you add the “o” the list shrinks to those that start with “Wo”, etc. By the time you get WordPad entered you will probably find WordPad Intro.rtf displayed right at the top. To open it, just double click on the file name.

If you enter the entire “WordPad Intro” phrase and then press the Enter key you should see a display similar to the following illustration.



Here Vista displays a list that not only includes the WordPad Intro file itself, but also all documents where the file name has been used, for example, in Lessons 4, 5, 7 and 8. Again, you can open the file or any of the displayed files or folders by double clicking them.

If you have a file folder open, you don't need to go to the Start to initiate a search. Just enter your search term(s) in the Search box in the upper right part of the window as shown above.

### Deleting and Restoring

When you are through with documents or folders it is time to delete them. However, the computer has an extra safety feature regarding deletions. All deleted items are actually sent to the “Recycle Bin,” which is simply another folder on your computer's Desktop. If you decide to recover one or more of your “deleted” files you can go to the Recycle Bin and restore them to their original location. Of course, once you empty the Recycle Bin, the files are permanently deleted.

1. Open the BegVista folder and then select (click once) on the WordPad Intro file. Press the Delete key and answer Yes to the “are you sure ...” question. The file will be sent to the Recycle Bin.

2. Return to the Desktop. Double click on the Recycle Bin icon. Notice that WordPad Intro is there. Click once on WordPad Intro to highlight it, then go to the Command Bar and click on “Restore this item.” The file will disappear from the Recycle Bin and be restored to its original location.
3. Return to BegVista and note that WordPad Intro was restored to the original location.

When the time comes to permanently get rid of files and/or folders, go to the Desktop, open the Recycle Bin, at the command bar click on “Empty the Recycle Bin.”

### Help and Support

Vista has an extensive Help and Support feature. This exercise uses the Help Search Box to demonstrate a typical use of the Help application.

1. Click on Start and then on Help and Support. This will open the Help window. At the top of the window is a Search Box. Click inside the box to place the Insertion Point, then type Recycle Bin and press the Enter key.
2. The search results are listed below. Click on “Delete a file or folder” and the window displays information on how to use delete. In this case it describes how to delete something by right-clicking the mouse and then selecting “Delete”. This is an alternate to using the Delete key on the keyboard.
3. Read through the instructions and you will see much of what you learned in the above section on Deleting and Restoring.
4. As you have time, explore other features of the Help window. Perhaps you have questions on a particular subject such as saving a file or creating a new folder. Try searching for keywords related to the subject, and observe how the help system works.

This concludes your introduction to Windows Vista. You have learned the basics, and you are encouraged to continue by practicing what you have learned so far. Explore the many other features of Vista on your own using the Help feature. Don't hesitate to experiment and learn with this wonderful new tool.

You might consider progressing to the Intermediate Vista course. Here we expand upon what you've learned so far and address more advanced subjects

such as downloading and installing new programs; how to protect yourself from malicious software; open, view, edit and print pictures; transfer pictures from your digital camera to the computer; scan documents and photos into the computer; and further instruction on using the many capabilities of Word Processing plus much more.