

Beginning Windows 7

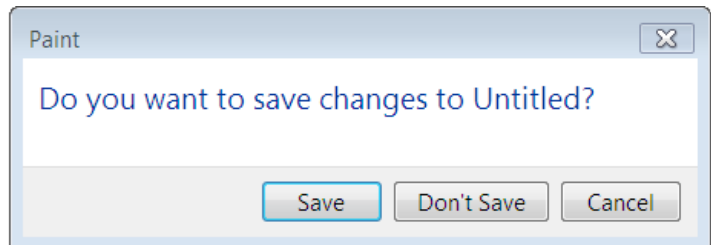
Lesson 3

Lesson 3 –Dialog Boxes and Multimedia	1
Dialog Boxes	1
The “Save As” Dialog Box	2
Retrieving Files	3
Multimedia	3
Exercise 3 — Dialog Boxes & Multimedia	4
Dialog Boxes	4
Save and Retrieve a File	5
Multimedia	5
Homework 3.....	6

Lesson 3 –Dialog Boxes and Multimedia

Dialog Boxes

Dialog boxes appear when the computer needs instructions from you. In other words you are having a dialog with your computer. For example, when you close the Paint program you will most likely see this dialog box pop up.



You must click on one of the “**Action Buttons**” at the bottom of the box before proceeding. “Don’t Save” will close Paint with no further actions. “Save” will open a “Save As” dialog box permitting you to save your work. “Cancel” simply closes the Dialog box and returns you to Paint with no action. In general, when dialog boxes are open you must respond to them before you can proceed with other functions. The above is a very simple dialog box although an even simpler one might be a box with a single “OK” action button.

Some dialog boxes require a text entry. These usually appear as long narrow boxes into which you enter text. First you should click inside the box to make sure that it has “focus” and the Insertion Point (a blinking vertical bar) is in the

box. Then you can enter text. Sometimes the text box has a down-arrow at the right end. Clicking on the arrow produces a drop-down box containing a list of possible entries. Clicking on one of the items in the list will automatically fill in the box with that item.

Other dialog boxes use *option buttons* and *check* boxes as shown here. Option buttons are round and arranged in a multiple choice group. Only one button in the group may be selected. In this example if you click on one of the empty buttons in the “What to search” box, all other buttons in the group will be unselected.

Check boxes are selected by clicking inside the box. Clicking again will uncheck the box. Unlike Option Buttons multiple check boxes may be selected. You will find dialog boxes used not only within programs running on your computer, but also when browsing the Internet and using Email.

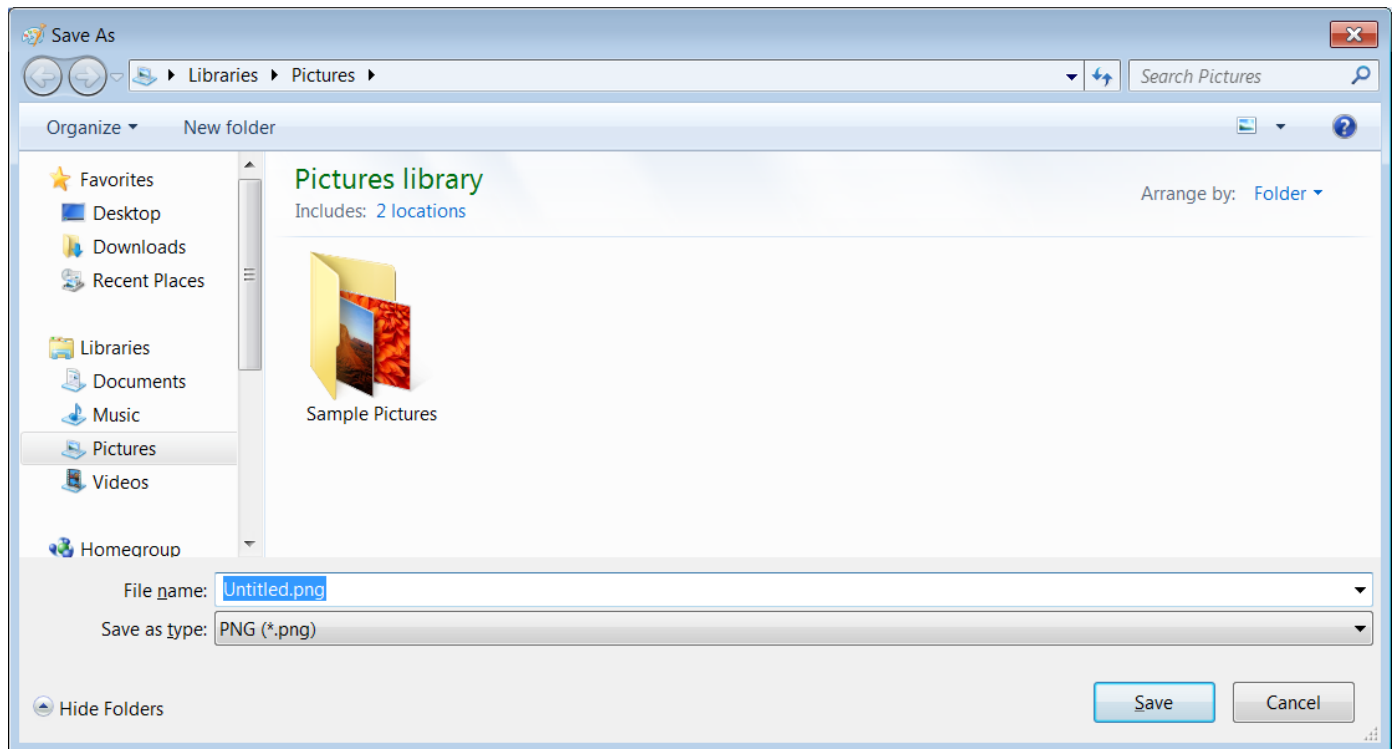


The “Save As” Dialog Box

Suppose you have used the Paint program to start a wonderful work of art and you want to save it so you can return to it later. As mentioned above when you attempt to close the program a “Do you want to save ...” dialog box appears. Clicking on “Save” opens a “Save As” dialog box similar to that illustrated below.

To save (or retrieve) a file the computer must know two things: (1) where to save it, and (2) what name to give it. You use the Save As dialog box to provide this necessary information. The address bar (located just below the title bar) contains the location where the file will be stored – in this case the suggested location is the Pictures folder because Paint creates picture files. (If you were closing a WordPad document it would default to the Documents folder.) You could select other locations by clicking on the list along the left side of the Save As dialog box.

Near the bottom of the dialog box is the “File name:” text box. Notice that the file name “Untitled.png” appears there and it has already been “selected” (i.e. a dark background). At this point you can enter a more appropriate file name by simply typing – whatever you type will replace the highlighted text and become the file name. Once you have selected the location and entered file name a click on the “Save” action button at the bottom of the dialog box saves the file.



Retrieving Files

To retrieve the file described above one must navigate to the Pictures folder (click on the Start button then along the right side of the Start Menu then click on Pictures). The resulting window looks much like the Save As window and it displays all the files and folders stored in the Pictures folder. Double clicking on the file that was saved will start the Paint program and display the selected picture.

Multimedia

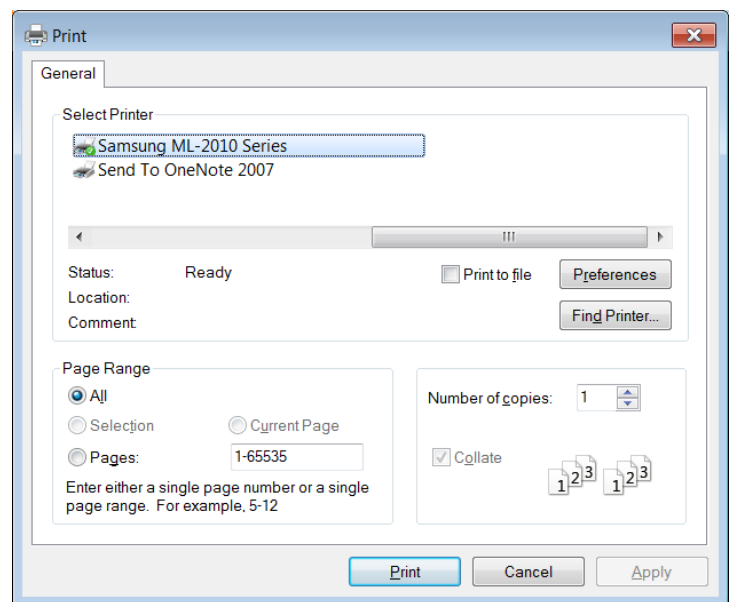
The term “multimedia” refers to the ability of the computer to handle files containing text, images, audio and video materials. For example, you can use your computer to play music and/or videos recorded on CD’s or DVD’s if your

computer is equipped with speakers and appropriate CD or DVD drives. It also works when browsing the Internet and you select music or video files.

Exercise 3 — Dialog Boxes & Multimedia

Dialog Boxes

1. Open the Beginning W7 folder and double click on one the “Sample Letter.rtf” file to open it.
2. Hold the Ctrl key down and type a “p” (for Print). This opens a Print dialog box similar to that illustrated here.
3. If there are several printers connected to your computer they will be listed in the Select Printer area. Clicking on one will direct the printout there.
4. Notice the several option buttons in the Page Range area. The default is set to “All” which would print all the pages in the document. If you select “Pages” then the text “1-65535” (which is the same as the default “All”) will be selected (or highlighted), and entering 1,4-6,9 in the box prints only pages 1, 4 through 6 and 9. “Selection” and “Current Page” are “greyed out” in this illustration because they cannot be used in this example. If, for example, you had selected (highlighted) some text in the document prior to opening the dialog box, then the Selection button would be active, and if selected then only that text would be printed.
5. The default “Number of copies” box is set to 1, but you can type in any number you like to make multiple copies. The up/down arrows at the end of the box are called “spin boxes” because clicking on them will cause the number to increase or decrease once per click.
6. With the “Collate” box checked multiple copies of the document will print in the order shown, i.e. copy number one will be in page 1,2,3... order. If you uncheck Collate then all page 1’s will print followed by all page 2’s, etc.



7. Once all your selections have been made, a click on the Print action button will start the printout.

Save and Retrieve a File

1. Open the Paint program and create your masterwork of art. Click on the X to close the program and when the dialog box appears click on Save. Observe the resulting “Save As” dialog box and type a new file name. (Remember, when text is highlighted with the blue background, whatever you type replaces all the highlighted text.)

CAUTION – You can use letters, numbers spaces and the following special characters in file names: \$ % - _ @ ~ ‘ ! () ^ # & + , ; = [] { }. But do not use these characters: / \ : * ? “ < >. You will see an error message if you enter any of these in a file name.

2. Click on Save. Your document is saved in the Pictures folder and the Paint program closes.
3. Click on Start, then click on Pictures along the right side of the Start Menu to open the Pictures folder. Observe the folder contents. Double click on the file name you entered in step 1 and notice that the Paint program opens and displays your file.
4. Close the Paint program without making any changes. Notice that it closes immediately without the “Do you want to save changes” dialog box. If you had made the slightest change to your drawing you would see the “Do you want to save changes” dialog box.

Multimedia

Your instructor will provide a music or video CD for your practice.

1. Make sure your speakers are turned on.
2. Press the button on the front of the CD drive to open the drawer.
3. Place the CD in the drawer (label up), then gently push the drawer in.
4. Wait for the “Media Player” program to open and note that your computer starts playing the first track on the CD.
5. Observe the list of tracks on the screen. Click on any desired track to skip to it.

6. Minimize the Media Player window so you can listen to the music while performing other computer tasks.
7. Press the CD button to open the drawer and remove the CD.
8. At the Task Bar, click on Media Player to open it. Then close the window.

Homework 3

- Review Lesson 3.
- Open your Beginning W7 folder then open one of your lessons. Use Ctrl-P or click on the Print icon in the upper left corner of the window to print a copy. Try highlighting some text using drag and drop and then open the print dialog box. Notice that the “Selection” option button is enabled. Select it and print – notice that only the highlighted text prints.
- Try playing a music CD or a DVD on your home computer.
- Preview Lesson 4