Working with Windows Programs

Files You Will Need:

WIN B-1.rtf
WIN B-2.bmp
WIN B-3.wmv
WIN B-4.wma
WIN B-5.wmv
WIN B-6.wmv
WIN B-7.rtf
WIN B-8.bmp
WIN B-9.rtf
WIN B-10.bmp
WIN B-11.wmv
WIN B-12.wmv

Now that you know how to work with common Windows graphical elements, you're ready to work with programs. A **program** is software you use to accomplish specific tasks, such as word processing and managing files on your computer. Windows comes with several **accessories**—built-in programs that, although not as feature-rich as many programs sold separately, are extremely useful for completing basic tasks. In this unit, you work with some of these accessories. You're a tour developer for Quest Specialty Travel, a growing company that uses Windows 7 on its computers. You want to prepare a document outlining ideas for travel packages, so you plan to use two Windows accessories, WordPad and Paint, to create it. You also want to use two other multimedia accessories, Windows Media Player and Windows Media Center, to play travel videos and sound clips and to create a travel movie.

OBJECTIVES

Start a program

Open and save a WordPad document

Modify text in WordPad

Work with a graphic in Paint

Copy data between programs

Embed or link an object

Print a document

Play a video or audio clip

Work with Windows media

Starting a Program

A **Windows program** is software designed to run on computers using the Windows operating system. The most common way to start a Windows program is to use the Start menu, which provides easy access to programs installed on your computer. Clicking the Start button 🌐 on the taskbar displays the Start menu, which lists common and recently used programs, and the All Programs submenu, which you can click to list all the programs installed on your computer. In this lesson, you start a Windows accessory called **WordPad**, a word-processing program that comes with Windows. A **word processor** is a program that you use to enter, edit, and format text and graphics. As you look for WordPad on the All Programs submenu under Accessories, you might notice an accessory called **Notepad**. The accessory names are similar, and both programs work with text. Notepad is a **text editor**, in which you can enter and edit text only with basic document formatting. With both programs, you can open only one document per open program window at a time. 🎨 Before you can use WordPad to prepare a text document of tour package ideas, you need to start the program.

STEPS

1. **Click the Start button 🌐 on the taskbar**

    The Start menu opens. If you frequently use a program, it appears on the left column of the Start menu for easy access. When a program, such as WordPad, appears on the Start menu with an arrow, the submenu displays a list of recently opened files for the program known as a **jump list** for easy access. If the program you want to start doesn't appear in the frequently used list, you can use the Search box at the bottom of the Start menu, or you can use the All Programs submenu to locate and start it.

2. **Point to All Programs on the Start menu**

    The All Programs submenu opens, listing the programs and subfolders for programs installed on your computer. WordPad is in the folder called Accessories.

3. **Click Accessories on the All Programs submenu**

    The Accessories folder list opens, as shown in Figure B-1. The Accessories folder contains several programs to help you complete common tasks. The All Programs submenu remains open and displays the Back command at the bottom.

4. **Point to Back on the All Programs submenu**

    The Start menu reappears, displaying the recently used programs in Windows 7.

5. **Click All Programs on the Start menu, then click WordPad on the All Programs submenu under Accessories**

    Your mouse pointer changes momentarily to ⟳, indicating that Windows is starting the WordPad program. The WordPad window then opens on your screen.

6. **Click the Maximize button 🗖 in the upper-right corner of the WordPad window, if necessary**
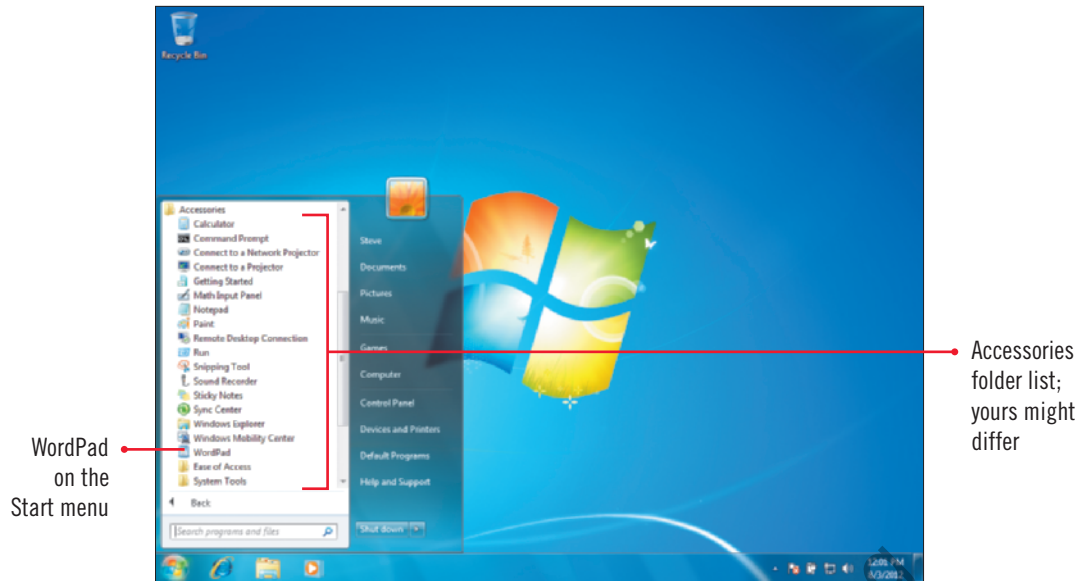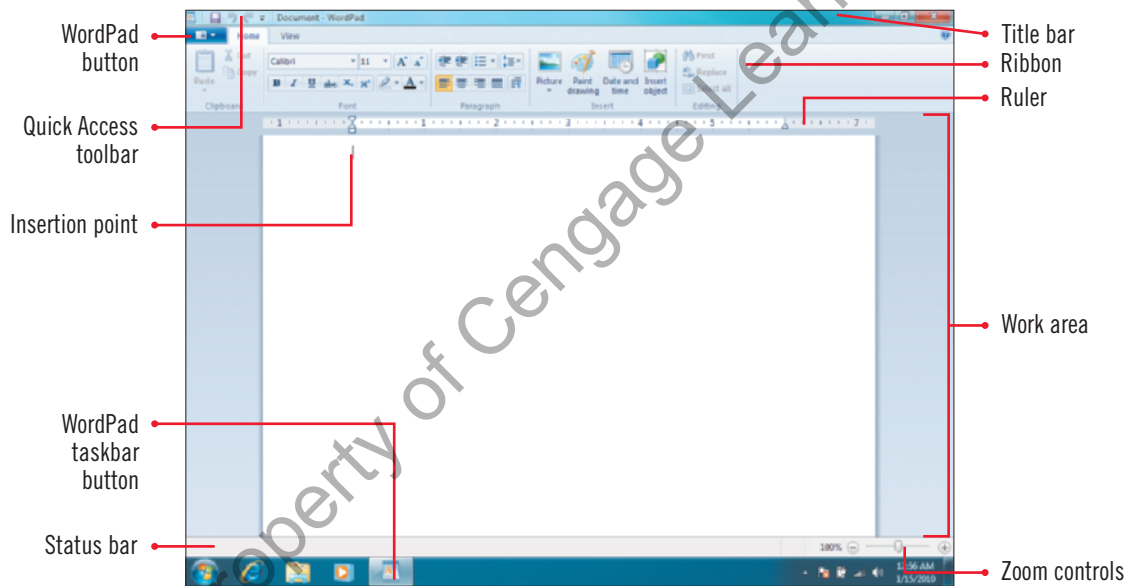
    The WordPad window expands to fill the screen, as shown in Figure B-2. The WordPad window includes a title bar at the top with the filename (currently untitled with the name "Document") and program name, a customizable toolbar, called the **Quick Access toolbar**, the **WordPad button** to select file-related commands, a **Ribbon** with two tabs—Home and View—to quickly select document-related commands, as well as the ruler, the work area, and the status bar. A blinking line, known as the **insertion point**, appears in the work area of the WordPad window, indicating where new text will appear. A button, called a taskbar button, appears on the taskbar. **Taskbar buttons** represent open windows on the desktop. In the next lesson, you open and save a document in WordPad.

FIGURE B-1: Starting WordPad using the Start menu

Accessories
folder list;
yours might
differ

WordPad
on the
Start menu

FIGURE B-2: Windows desktop with the WordPad window open

WordPad
button

Quick Access
toolbar

Insertion point

WordPad
taskbar
button

Status bar

Title bar
Ribbon
Ruler

Work area

Zoom controls

Creating documents in other languages

You can install multiple languages on your computer, such as Hebrew, Arabic, Japanese, French, Spanish, German, and many others. You can choose which language you want to use when you create a document, then Windows makes the characters for that language available. To install additional languages, click the Start button, click Control Panel, then click Change keyboards or other input methods (under Clock, Language, and Region) to open the Region and Language dialog box. Click Change keyboards to open the Text Services and Input Languages dialog box with the General tab on top, then click Add to open the Add Input Language dialog box. The languages you can add appear in a list. Scroll down the list, click the plus sign next to the language you want to add, click the plus sign next to Keyboard or Speech, then click the check box next to the language element you want to add. If you have more than one language installed, the Language bar allows you to select the language you want to use. To set Language bar settings, click the Language Bar tab in the Text Services and Input Languages dialog box, and then click the option to display the Language bar, either Docked in the taskbar or Floating On Desktop. The Language bar will not appear unless you have more than one language installed. To compose a document that uses more than one language, click the Input language button on the Language bar, click the language you want to use in the list that opens, then type your message. The language setting remains in place until you change it or shut down your computer. Any recipient of multilanguage documents must also have the same languages installed on their computer to read and edit the documents.

Opening and Saving a WordPad Document

A **document** is a file you create using a word-processing program, such as a letter, memo, or resume. When you start WordPad, a blank document opens which is known as the **document window**. You can enter information to create a new document and save the result in a file, or you can open an existing file and save the document with changes. Until you save a document, it is stored in the computer's **random access memory (RAM),** temporary storage whose contents are erased when you turn off the computer. To store a document permanently, you save it as a file. The first time you save a file, you need to specify a filename and folder in the Save As dialog box. The next time you save, the program saves the file with the same name in the same folder. If you want to change a file's name or location, you can use the Save As dialog box again to create a copy of the original file. 🎨 You have been brainstorming some new tour ideas. Rather than typing the information from scratch, you open an existing document. You want to preserve the original tour ideas so you save it with a new name before making changes to it.

STEPS

QUICK TIP

To quickly open a recently used file, point to the WordPad button, then click a file in the right column of the menu.

1. **Click the WordPad button ▣▣▬, then click Open**

   The Open dialog box opens. You use the Open dialog box to locate and choose the file you want to open. The **Navigation pane**, located on the left side of the dialog box, is used to navigate to common locations and recently used files and folders. The **Address bar** at the top of the dialog box indicates the current folder location. The folder location, which appears as a series of links separated by arrows, creates a **path** from the drive to the folder. You select a location by clicking a drive or folder location name in the Address bar, or by clicking a link arrow to the right of the location to select a subfolder location.

TROUBLE

In this book, files are displayed with file extensions. Your display might differ.

2. **Click Computer in the Navigation pane, or click the leftmost link arrow in the Address bar and click Computer, then, in the window, double-click the drive and folder where you store your Data Files**

   A list of files and folders appears in the file list, as shown in Figure B-3. The files shown are determined by the option chosen in the Files type list. The Files type list box indicates that the documents shown in this list are in the All Wordpad Documents (.rtf), the default format for WordPad files. **Rich Text Format (RTF)** is a file format that includes formatting for text files and can be opened and read by many other programs.

TROUBLE

If there aren't any filenames in the file list, click the Files of type list arrow, then click Rich Text Format (*.rtf).

3. **In the list of files, click WIN B-1.rtf, then click Open**

   The WIN B-1.rtf file is a document that contains your tour package ideas. The only way to prevent accidental changes from occurring to an original document is to save it in another file with a new name.

4. **Click the WordPad button ▣▣▬, point to Save as, click Rich Text document, then click Browse Folders, if necessary, to expand the dialog box**

   The Save As dialog box opens, as shown in Figure B-4. You use the Save As dialog box to save an existing document with a new name and in a different folder or drive. The Save as submenu allows you to select a file format for the new document. In addition to RTF, you can also save documents in **Office Open XML Document (DOCX)**, which is for Microsoft Word 2007, **OpenDocument Text (ODT)**, which is for exchanging Office documents, and **Text Document (TXT)**, which is for plain text.
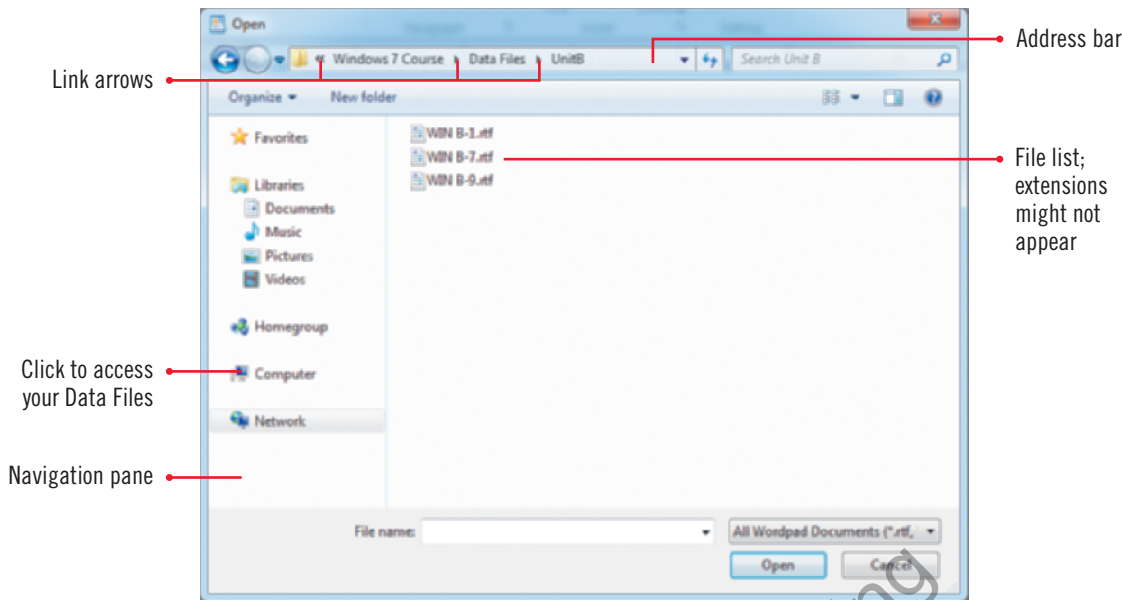
5. **Type Tour Ideas in the File name text box**

   As soon as you start typing, the text you type replaces the selected text in the File name text box. When you type a name in the File name text box, **AutoComplete** suggests possible matches with previous filename entries. You can continue to type or click the File name list arrow, then click the correct filename from the list.
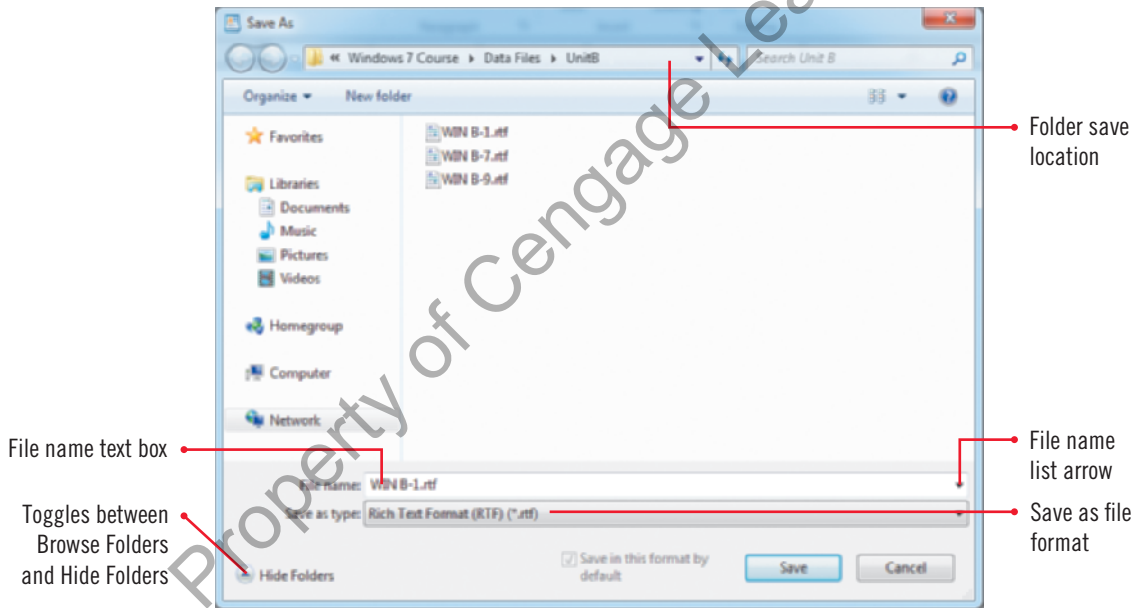
6. **Click Save**

   The file is saved as Tour Ideas.rtf in the same folder and drive as the WIN B-1.rtf file.

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FIGURE B-3: Open dialog box

Link arrows

Address bar

File list; extensions might not appear

Click to access your Data Files

Navigation pane

FIGURE B-4: Save As dialog box

Folder save location

File name list arrow

Save as file format

File name text box

Toggles between Browse Folders and Hide Folders

Property of Cengage Learning

Working with filename extensions

The program Windows uses to open a document depends on a three- or four-letter extension to the document's filename, called a **filename extension**. You might have never seen a document's filename extension because your system might be set up to hide it. The filename extension for simple text files is ".txt" (pronounced "dot t-x-t"), and many graphic filenames have the extension ".bmp." This means that the full name for a text file named Memo is Memo.txt. If you double-click a document whose filename ends with the three-letter extension ".txt," Windows automatically opens the document with Notepad, a text-only editor. If you want to display or change filename extension settings, open the Control Panel,

click Appearance and Personalization, then click Folder Options. If you want to display filename extensions in dialog boxes and windows, click the View tab in the Folder Options dialog box, then click the Hide extensions for known file types check box to deselect it in the Advanced settings list box. If you want to change the program Windows automatically starts with a given filename extension, right-click the file that you want to change, point to Open with, click Choose default program, then click the program you want to use to open this file. If you want all files of that type to open with the same program, select the Always use the selected program to open this kind of file check box, then click OK.

Modifying Text in WordPad

When you use a word-processing program, you can **edit**, or change, the contents of the document without re-creating it. You can move text from one place to another using the Cut and Paste commands or the **drag-and-drop** method, which allows you simply to drag text from one location to another. When selected text is cut from a document, Windows removes it from the document and places it on the **Clipboard**, a temporary storage place where it remains available to be pasted elsewhere. You can also change the **format**, or the appearance, of the text and graphics in a document so that the document is easier to read or more attractive. For special emphasis, you can combine formats, such as bold and italic. In addition, you can change the font style and size. A **font** is a set of characters with the same typeface or design, such as Arial or Times New Roman, that you can increase or decrease in size. Font size is measured in points; one **point** is 1/72 of an inch high. 🎨 You want to add an introduction and modify and move text in the Tour Ideas document, then make the document more attractive.

STEPS

1. **Press [↓] three times to place the insertion point in the fourth line, type Quest Specialty Travel (QST) takes the toil out of travel and puts the thrill back in! Each tour includes adventure, culture, and education (ACE)., then press [Enter]**

   WordPad keeps the text on multiple lines together in the same paragraph, using a process called **word wrap**. The text wraps to the edge of the window or to the right margin of the ruler depending on your word-wrap settings. When you press [Enter], you create a new paragraph. To correct a mistake or to change text, press [Backspace] to delete the character to the left of the insertion point until you delete the text, then retype the text.

2. **Move the pointer in the margin to the left of "Live your dreams with Quest Specialty Travel!," so that the pointer changes to ⤴, then click**

   When the pointer is in the left margin, clicking selects the entire line. Table B-1 describes several methods for selecting text in a document.

3. **Click the Cut button ✂ on the Home tab on the Ribbon, click ⌶ after the space after the word "world." in the last sentence, then click the Paste button 📋 on the Home tab**

   The text you selected in Step 2 is cut from the document, placed on the Clipboard, and is now pasted at the location of the insertion point.

4. **Double-click the word French in the fourth item in the bulleted list to select the entire word, then click the selection and drag it to the left of the word "farm"**

   As you drag the pointer, a vertical line next to the pointer indicates where the selection will be placed.

5. **Position ⌶ to the left of the first character in the line "Quest Specialty Travel" at the top of the document, then click and drag to the end of the line**

   The text you dragged over is selected.

6. **Click the Center button ≡, the Bold button 𝐁, and the Italic button 𝐼 on the Home tab**

   The title is now centered and in bold and italic. Note that the Center button is selected ("turned on"), and the Align Left button is deselected ("turned off"). Related buttons on a toolbar, such as Align text left, Center, and Align text right, act like options in a dialog box—click one to turn it on, and the other related ones turn off. Some buttons, such as Bold, Italic, Underline, and Start a list, act as **toggle** switches—click once to turn the format feature on, click again to turn it off.

7. **Click the Undo button ↺ on the Quick Access toolbar**

   Italics are removed from the selected text. The **Undo** command reverses the last change made.

8. **Click the Font list arrow Arial ▼ on the Home tab, scroll down the font list, click Times New Roman, click the Font Size list arrow 10 ▼ on the Home tab, click 18, then click the Save button 💾 on the Quick Access toolbar**

   The size of the selected text changes to 18-point Times New Roman, as shown in Figure B-5.

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FIGURE B-5: Editing and formatting a WordPad document

Undo button

Home tab on
the Ribbon

Selected Bold
button

Unselected
Italic button

Click the left
margin to
select the line

Alignment
buttons

Your line
wrap might
differ
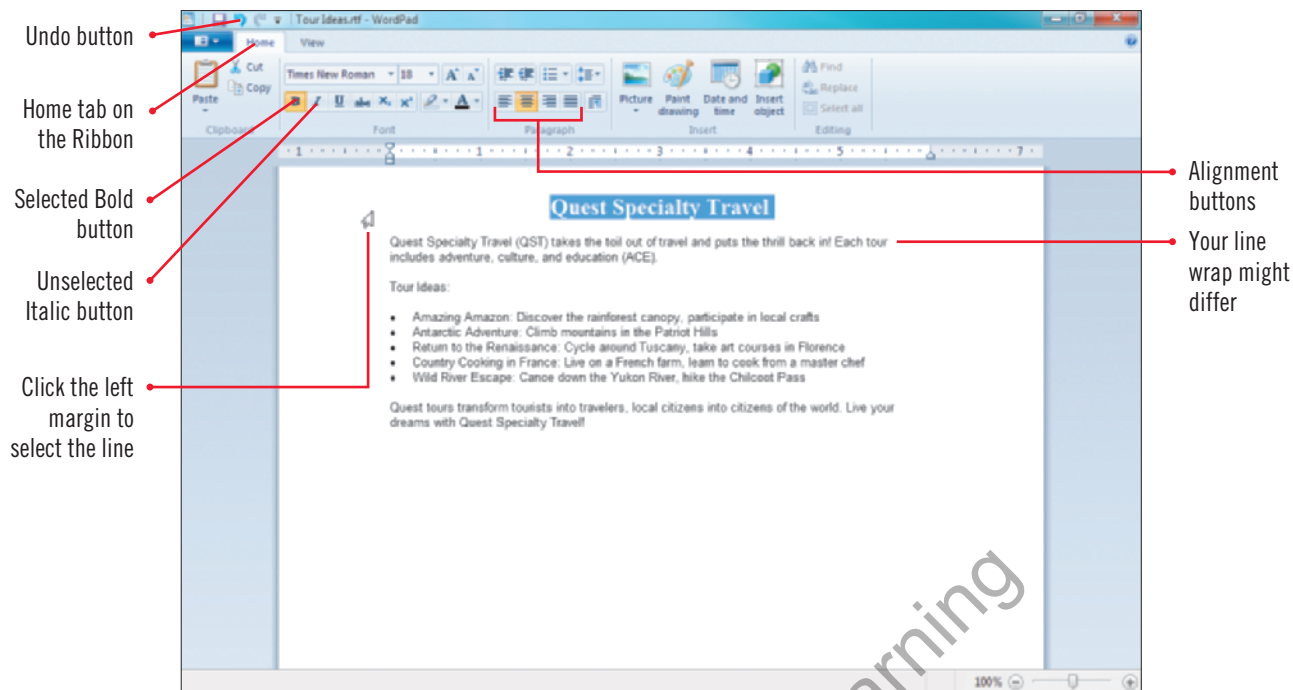
**TABLE B-1:** Methods for selecting text

to select	do this
A single word	Double-click the word
A single line	Click the left margin to the left of the first character in the line
A single paragraph	Triple-click a word within the paragraph or double-click in the margin to the left of the paragraph
Any part of a document	Drag the pointer over the text you want to select
A large selection	Click at the beginning of the text you want to select, press and hold [Shift], then click at the end of the text you want to select
The entire document	Triple-click in the left margin, press [Ctrl][A], or click the Select all button on the Home tab

Setting paragraph tabs and indents

Tabs set how text or numerical data aligns in a document. A **tab stop** is a predefined stopping point along the document's typing line. Default tab stops are set every half-inch on the ruler, but you can set multiple tabs per paragraph at any location. Each paragraph contains its own set of tab stops. The default tab stops appear as small hash marks below the ruler, and the manual tab stops appear as dark marks on the ruler itself. To display the tab stops for a paragraph on the ruler, click any word in the paragraph. To set a tab stop, click the ruler where you want to set it. Once you place a tab stop, you can drag the tab stop to position it where you want. To delete a tab stop, drag it off the ruler. If you want to add or adjust tab stops in multiple paragraphs, simply select the paragraphs first. When you indent a paragraph, you move its edge in from the left or right margin. You can indent the entire left or right edge of a paragraph or just the first line. The markers on the ruler

control the indentation of the current paragraph. The left side of the ruler has three markers. The top triangle, called the **first-line indent marker** 🔽, controls where the first line of the paragraph begins. The bottom triangle, called the **hanging indent marker** △, controls where the remaining lines of the paragraph begin. The small square under the bottom triangle, called **the left indent marker** ▢, allows you to move the first-line indent marker and the left indent marker simultaneously. When you move the left indent marker, the distance between the hanging indent and the first-line indent remains the same. The triangle on the right side of the ruler, called the **right indent marker** △, controls where the right edge of the paragraph ends. You can also click the Paragraph button 🔳 on the Home tab to open the Paragraph dialog box and manually set paragraph indents.

Working with a Graphic in Paint

Paint is a Windows accessory you can use to create and work with graphics or pictures. You can open and save pictures created in, or for, other graphics programs and the Internet using several common file formats, such as .bmp, .tiff, .png, .gif, or .jpeg. A **bitmap** file is a map of a picture created from small dots, or pixels. The value of each dot is stored in one or more bits. One bit is used to represent a dot in black and white, or monochrome graphics, whereas multiple bits are used to represent a dot in graphics with color or shades of gray. With a 4-bit graphic, you can use 16 unique colors, an 8-bit graphic 256 colors, and a 24-bit graphic 16 million colors. To draw or modify graphics in Paint, you use buttons, including those in the Tools and Shapes groups, on the Home tab on the Ribbon, and described in Table B-2. The Colors group on the Home tab allows you to select the colors you want to use in Paint. You can open more than one Windows program at a time, called **multitasking**, so while WordPad is still running, you can open Paint and work on drawings and pictures. You decide you want to include the Quest logo in the Tour Ideas document you created. However, you need to modify it before you can insert the logo.

STEPS

1. **Click the Start button** 🔵 **on the taskbar, point to All Programs, click Accessories, click Paint, then click the Maximize button** 🔲 **in the Paint window, if necessary**

   The Paint window opens and is maximized in front of the WordPad window. The Paint window includes a title bar at the top with the filename (currently "Untitled") and program name, a customizable toolbar called the **Quick Access toolbar**, the **Paint button** used to select file-related commands, and a Ribbon with two tabs—Home and View—to quickly select document-related commands. In addition, the Paint window contains the status bar and the canvas area. The **canvas area**, or **work area**, is the white drawing area within the Paint window that doesn't include the gray area.

2. **Click the Paint button** 🔲, **then click Open**

   The Open dialog box opens with all the picture files in the selected folder listed.

3. **Navigate to the drive and folder where you store your Data Files, click WIN B-2.bmp in the file list, then click Open**

   The file named WIN B-2.bmp, which is a logo, opens in the Paint window, as shown in Figure B-6.

4. **Click the Paint button** 🔲, **click Save as, then save the file as QST Logo.bmp to the drive and folder where you store your Data Files**

   As you type the new name of the file, Windows automatically determines the file type and changes the format in the Save as type list. In this case, the format changes to 24-bit Bitmap.

5. **Click the Magnifier tool** 🔍 **on the Home tab, then click the canvas area**

   Notice that the pointer changed to 🔍 when you positioned it over the canvas area. The image magnifies to display the logo larger. A tool remains turned on until another tool is selected.

6. **Click the Fill with color tool** 🪣 **on the Home tab, click Color 1 on the Home tab if necessary, click the fourth small square from the left in the first row of the Color Box, then move the pointer into the canvas area**

   The pointer changes to 🪣. Color 1 indicates the foreground color and Color 2 indicates the background color. If you want to change the background color, click Color 2 instead of Color 1 before you select a color.

7. **Position** 🪣 **so that the pour tip of the icon is in the right unfilled section of the top part of the compass, then click**

   The closed area you clicked filled with red, the current foreground color. See Figure B-7.

8. **Click the Save button** 💾 **on the Quick Access toolbar**

   Now you can use the recolored logo in other documents.

Working with Windows Programs

FIGURE B-6: Company logo in Paint

Home tab
on the Paint
Ribbon

Color Box;
yours might
display at
the bottom
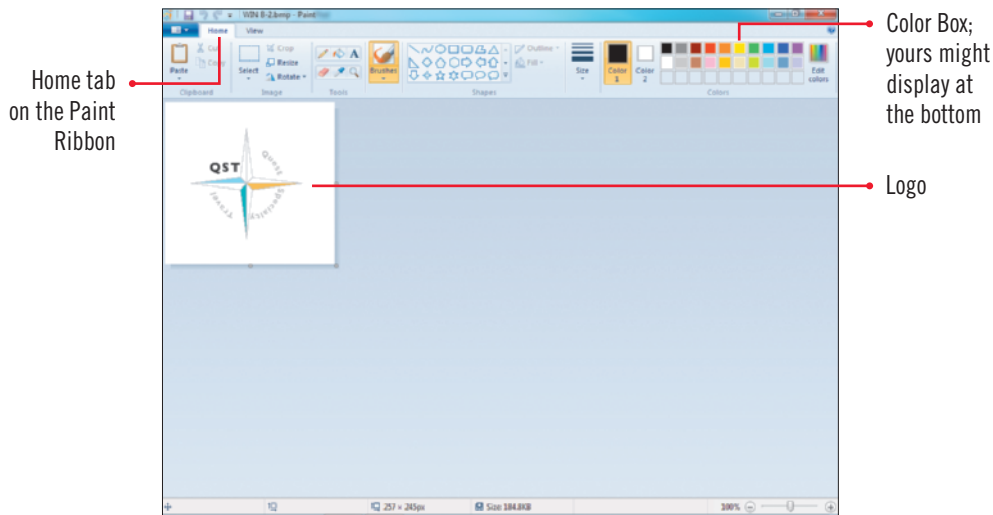
Logo

FIGURE B-7: Company logo with a new color fill

Fill with
color button

Fill bucket
pointer

Click in here to
fill with color

Click to
select red

Background
color (white)

Foreground
color (red)
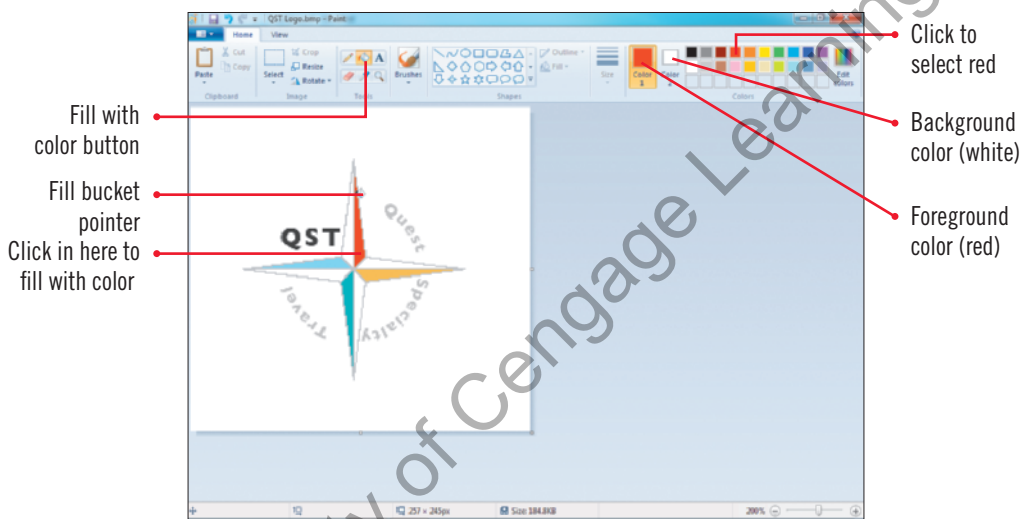
TABLE B-2: Tools on the Home tab

tool	used to	tool	used to
Paste	Paste Clipboard or file to the canvas	Eraser/Color Eraser	Erase or color part of a drawing
Cut	Remove selection to the Clipboard	Color picker	Pick up a color from the picture for drawing
Copy	Copy selection to the Clipboard	Magnifier	Magnify part of an image
Crop	Remove contents outside selection	Brush	Draw a brush stroke using a brush with the selected size and shape
Resize	Resize or skew selection	Shapes	Draw a shape
Rotate	Rotate or flip selection	Shape outline	Draw a shape with an outline color or brush
Rectangular selection	Select a square or rectangular shape	Shape fill	Draw a shape with a fill color or brush
Free-form selection	Select a free-form or irregular shape	Size	Draw a shape with a line thickness
Pencil	Draw a freehand line	Color 1	Select a foreground color
Fill with color	Fill a closed shape with the current color or texture	Color 2	Select a background color
Text	Enter text in drawings	Edit colors	Change the selected color

Working with Windows Programs

Copying Data Between Programs

One of the most useful features Windows offers is the ability to use data created in one file in another file, even if the files were created in different Windows programs. To work with more than one program or file at a time, you simply need to open both of them. To switch from one open window to another, click the correct taskbar button. If you **tile**, or arrange open windows on the desktop so that they are visible, you can switch among them simply by clicking in the window in which you want to work. You can use the Cut, Copy, and Paste commands to move and copy data between different files. You want to add the company logo, which you modified in Paint, to the Tour Ideas document containing your ideas for travel packages.
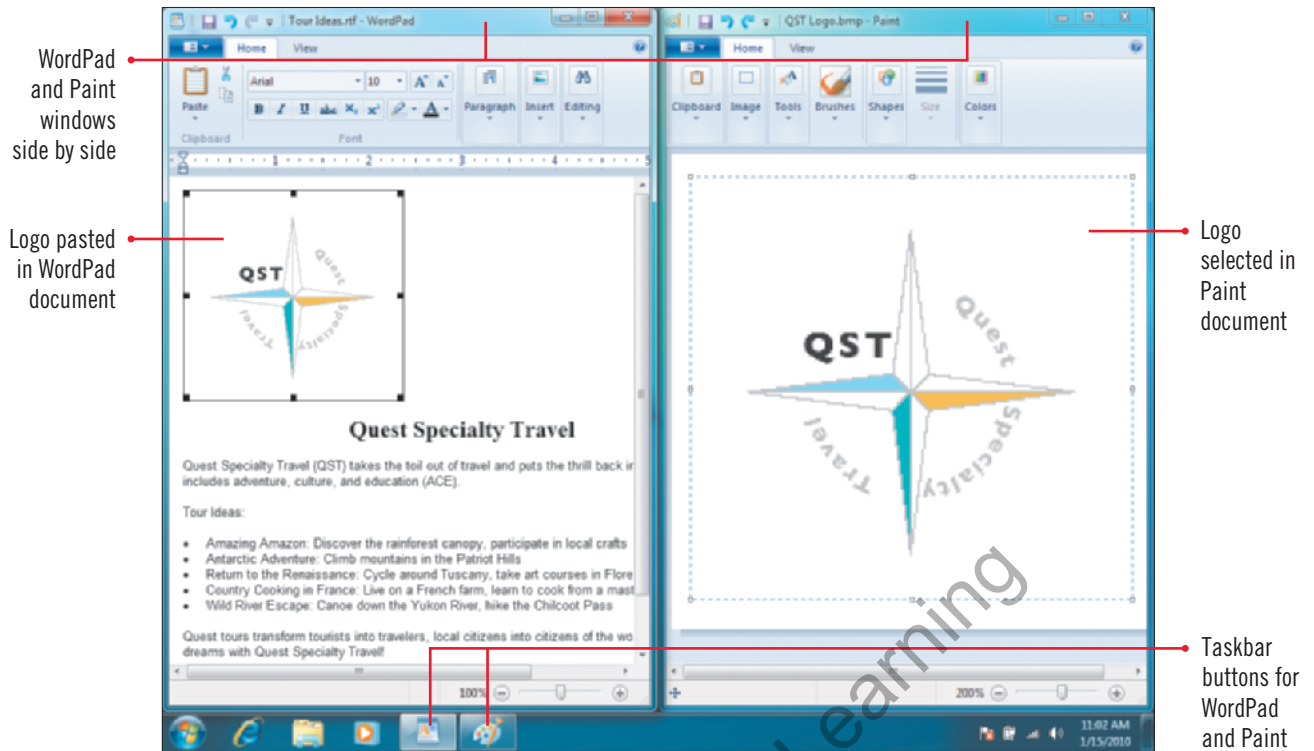
STEPS

1. **Place the mouse pointer on an empty area of the taskbar, right-click, then click Show windows side by side on the shortcut menu**
The windows (Paint and WordPad) are tiled next to one another vertically, so you can maneuver quickly between them while working. Neither window is active at the moment.

2. **Click the QST Logo.bmp – Paint taskbar button on the taskbar**
Clicking a taskbar button makes the window associated with that button the **active window**, so the Paint program window becomes the active window.

3. **Click the Image button on the Home tab if necessary, click the Select tool button arrow ▢ on the Home tab, click Rectangular selection, position the cursor in the upper-left corner of the canvas, click, then drag around the QST logo to select it**
Dragging with the Select tool selects an object in Paint for cutting, copying, or performing other modifications.

4. **Click the Clipboard button on the Home tab, then click the Copy button 🗎**
A copy of the logo is placed on the Clipboard, but it also remains in its original place in the file.

5. **Click anywhere in the WordPad window to make it active, then click at the top of the WordPad document, above the first line of text**
Clicking in an inactive window is another way to make that window active. The WordPad program becomes active, and the insertion point is blinking near the left margin in the first line on the Tour Ideas document page, where you want the logo to appear.

6. **Click the Clipboard button on the Home tab, if necessary, click the Paste button 📋 in the WordPad window, then click the logo to select it**
The logo is pasted into the document. A selection rectangle with resize handles, as shown in Figure B-8.

7. **Click the Maximize button ▣ in the WordPad window, click the Center button ≡ on the Home tab, then click a blank area of the document window, if necessary**
The logo is deselected, and is now centered horizontally on the page.

8. **Click the Save button 🖫 on the Quick Access toolbar in the WordPad window**
You're finished working with Paint. To close a program and any of its currently open files, click Exit on the Paint menu or click the Close button in the upper-right corner of the program window.

9. **Click the QST Logo.bmp – Paint taskbar button on the taskbar, click the Save button 🖫, then click the Close button ❎ in the Paint window**

FIGURE B-8: Logo copied from one program to another

WordPad and Paint windows side by side

Logo pasted in WordPad document

Logo selected in Paint document

Taskbar buttons for WordPad and Paint

Switching between files

When you open many file and program windows, the taskbar groups windows from the same program together in one taskbar button to reduce the clutter on the taskbar and save space. For example, if you have five windows open, and two of them are WordPad files, the two WordPad files are grouped together on the taskbar within the one button named *WordPad*. When you click the *WordPad* button on the taskbar, a thumbnail appears for each open WordPad file, from which you can choose the file you want to view, as shown in Figure B-9. You can point to the thumbnail to temporarily view it or click the thumbnail to switch to it. (To open more than one WordPad window, you need to start two versions of the program using the Start menu.)

FIGURE B-9: WordPad taskbar buttons grouped on taskbar
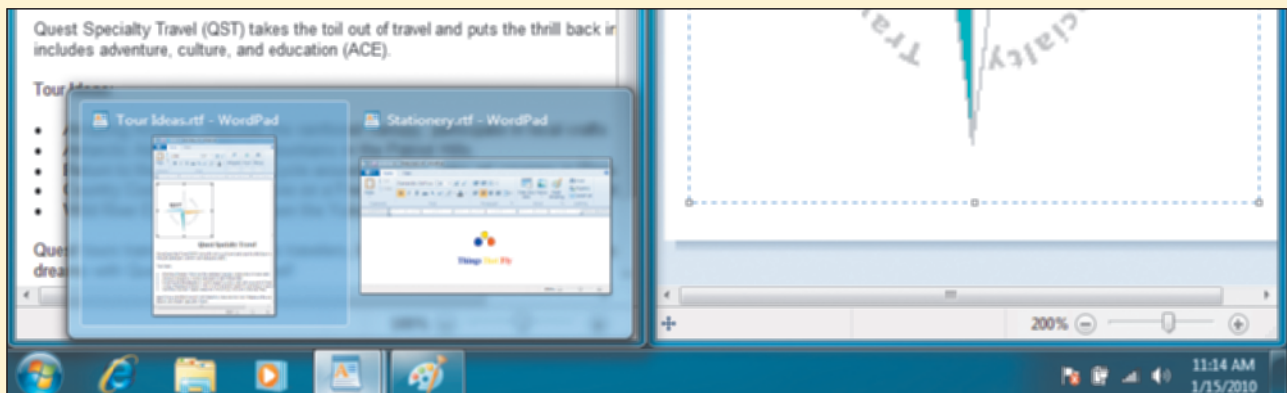
Embedding or Linking an Object

Object Linking and Embedding (OLE) is a way to share information—an object—between two programs. An **object** can be a picture from a graphics program, a chart from a spreadsheet program, a video clip, text, or almost anything else you can create on a computer. The program that creates the object is the **source program**; the program that creates the file into which you want to insert the object is the **destination program**. Likewise, the file that originally contained the object is called the **source file**, and the file where you want to insert the object is called the **destination file**. With **embedding**, a copy of the object becomes part of the destination file, which also increases the size of the file. If you want to edit the object, you make changes in the destination file using the source program, and the original file remains intact. With **linking**, a representation of the object appears in the destination file, but the object is actually stored in the source file. Because a linked object is not stored in the destination file, the object doesn't increase the size of the destination file. If you want to edit the linked object, you make changes in the source file, and the changes will be reflected in the other file the next time you open or update it. The company logo is not final yet, so you want to link the source file to the document. Then, you can quickly update the document once the logo is finalized.

STEPS

QUICK TIP

To create a new object from Paint, click the Paint drawing button on the Home tab, draw the image you want, click the Paint button, then click Exit and return to document. Double-click the object to edit it.
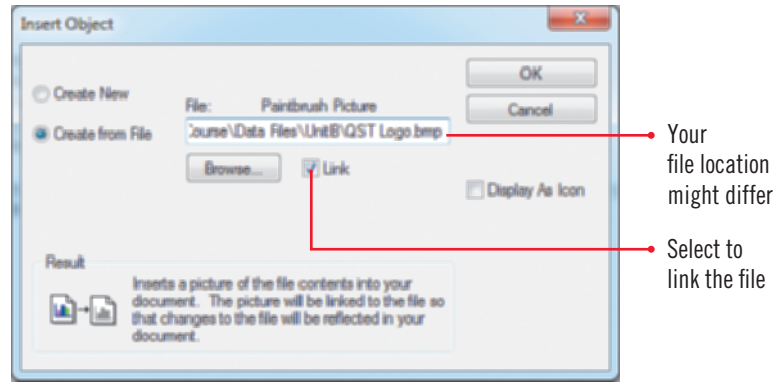
QUICK TIP

When you open a destination file with a linked object, the destination program checks the source file location to reestablish the link. If it doesn't find the file, it displays an alert, asking you to locate it and reestablish the link.
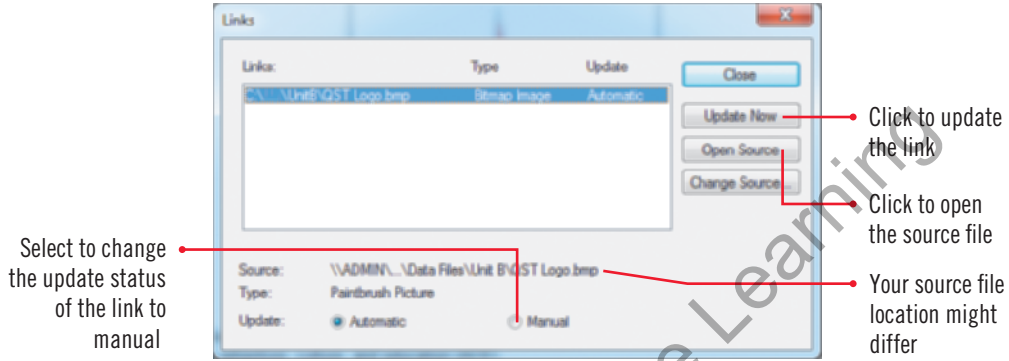
TROUBLE

If your circle doesn't match Figure B-12, use the Undo button on the Quick Access toolbar, then repeat Step 8.

1. **In the WordPad document, click the QST logo image to select it, then press [Delete]**
   The nonlinked logo is now deleted from the Tour Ideas document.

2. **Click the Insert object button on the Home tab to open the Insert Object dialog box, then click the Create from File option button**

3. **Click Browse to open the Browse dialog box, navigate to the drive and folder where you store your Data Files, click QST Logo.bmp, then click Open**
   The file you selected is listed in the Insert Object File text box. So far, you have completed the same steps to insert a new version of the logo as a linked file that you would have done if you planned to embed the object.

4. **Click the Link check box to select it, as shown in Figure B-10, then click OK**
   The two files are now linked. The linked object—the QST logo—remains outlined on the WordPad page.

5. **Right-click the QST logo image, then click Links**
   The Links dialog box opens, as shown in Figure B-11. The box lists the linked objects in the document; in this case, it contains just one—the logo.

6. **Click the Manual option button, then click Close**
   The Links dialog box closes. Now the linked logo will be updated only when you choose to do so.

7. **Double-click the QST logo image in WordPad**
   The QST Logo.bmp file is opened in Paint, and the Paint window becomes the active window.

8. **Maximize the Paint window, click the Oval tool in the Shapes Box, select the second color in the second row in the Colors Box, drag to draw a circle around the logo, then save the image and close Paint**

9. **Right-click the QST logo image, then click Links, click Update Now, click Close, then save your changes and deselect the logo**
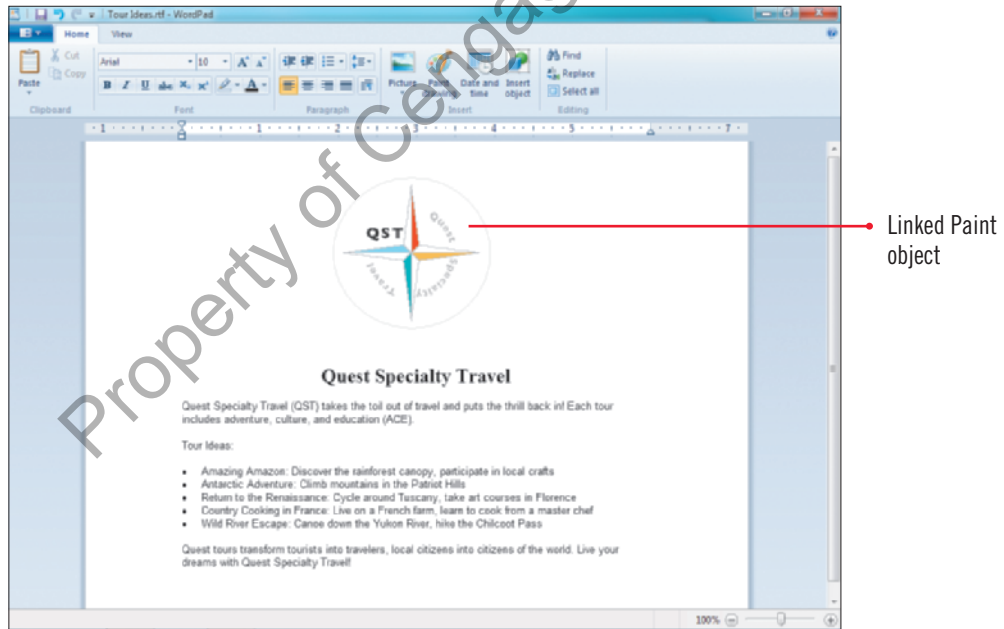   WordPad updates the QST logo from the Paint file. See Figure B-12.

FIGURE B-10: Insert Object dialog box

Your
file location
might differ

Select to
link the file

FIGURE B-11: Links dialog box

Click to update
the link

Click to open
the source file

Select to change
the update status
of the link to
manual

Your source file
location might
differ

FIGURE B-12: WordPad document with updated linked object

Linked Paint
object

Finding, changing, and breaking a linked object

Instead of opening the source file to make changes to a linked object, you can open a linked object from within the destination file using the Open Source button in the Links dialog box. The Open Source button finds the source file containing the linked object and opens that file. The Links dialog box keeps track of the source file location. You can change the source file to a different file or location by using the Change Source button. If you want to disregard a link and change it to an embedded object, right-click the linked object in the destination file, click Object properties to open the Linked Bitmap Image Properties dialog box, click the Link tab, click Break Link, click Yes in the message box, then click OK. On the Link tab in the Linked Bitmap Image Properties dialog box, you can also open or change the source file, change update options, and update the source for the selected object.

Printing a Document

Printing a document creates a **printout** or **hard copy**, a paper document that you can share with others or review as a work in progress. Most Windows programs have print options that you can set using a Print dialog box. Although printing options vary from program to program, the process works similarly in most of them. Typically, you can access the Print dialog box using a Print command on a menu. If you want to use the current print options and bypass the Print dialog box, you can use the Quick Print command on the Print submenu. It is a good idea to use the **Print Preview** feature to look at the layout and formatting of a document before you print it. You might catch a mistake, find that the document fits on more pages than you wanted, or notice formatting that you want to do differently. Making changes before you print saves paper. You decide to preview the Tour Ideas document to ensure you are satisfied with how it looks before printing it. When satisfied with the result, you print the Tour Ideas document.

STEPS

1. **In the WordPad window, add your name to the bottom of the document, click the WordPad button 🔲▾, point to Print, then click Print preview**

   The Print preview window opens and a reduced but proportionate image of the page appears in the Print preview window, as shown in Figure B-13.

2. **Move the pointer over the logo so that the pointer changes to 🔍 , then click the screen**

   The preview image of the page zooms in to appear larger. Note the size of the **margin**, which is the space between the text and the edge of the document.

3. **Click the Page setup button 📄 on the Print preview tab**

   The Page Setup dialog box opens. In this dialog box, you can change the margin setting to decrease or increase the area outside the dotted rectangle. You can also change other printing options, including the paper size and page orientation. Page **orientation** describes the direction text is printed on the page. When the page is taller than it is wide, its orientation is **portrait**; when the page is wider than it is tall, its orientation is **landscape**.

4. **If necessary, drag to select the number in the Left text box, type 1, select the number in the Right text box, type 1, then click OK**

   The document appears in the Print preview window with the smaller page margins.

5. **Click the Print button 📄 on the Print preview tab**

   The Print dialog box opens, as shown in Figure B-14, showing various options available for printing.

6. **Select the printer you want to use if necessary, then click Print**

   The Tour Ideas document prints. While a document prints, a printer icon appears in the notification area of the taskbar that you can point to in order to get status information. The Print preview window closes, and you return to the Tour Ideas document.

7. **Click the Save button 💾, then click the Close button 🗙 in the WordPad window**

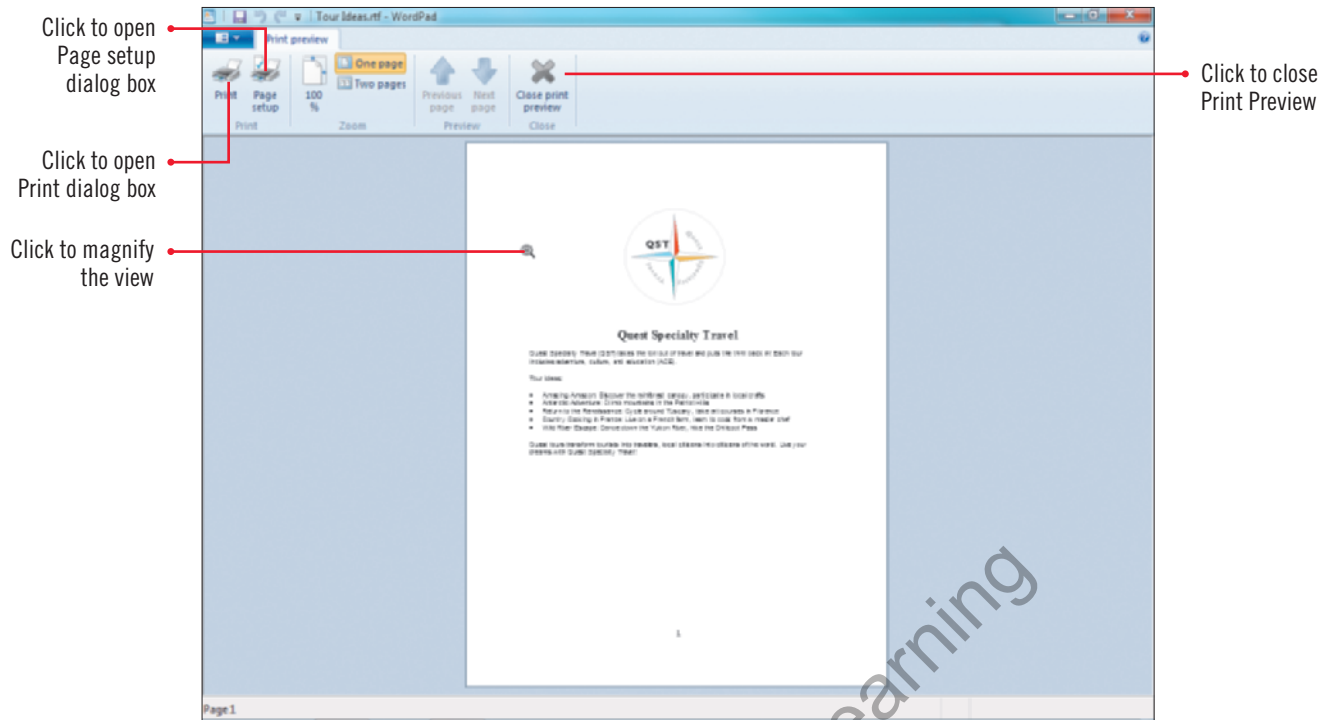   WordPad saves your changes in the documents and the program closes.

FIGURE B-13: WordPad document in Print Preview

Click to open Page setup dialog box

Click to open Print dialog box

Click to magnify the view

Click to close Print Preview

Quest Specialty Travel

Page 1

FIGURE B-14: Print dialog box

Double-click icon to add a printer

Selected printer; your name and view might differ

Printer Information

In a multiple page document, set which pages to print
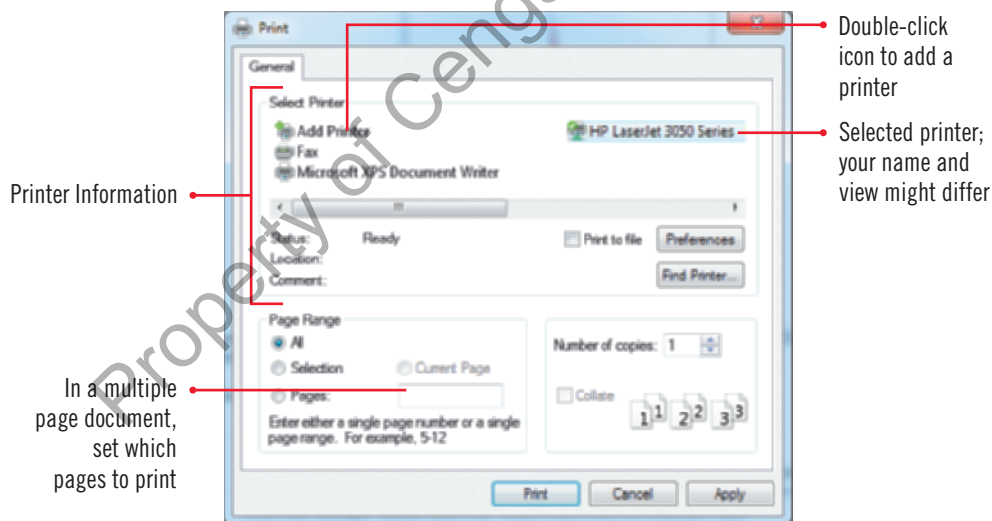
Creating an XPS document

XML Paper Specification (XPS) is a secure fixed-layout format—similar to an Adobe PDF file—developed by Microsoft that retains the format you intended on a monitor or printer. An XPS document is useful when you want to create a document primarily intended to be read and printed, not modified. Windows 7 allows you to save a document as an XPS file, which you can send to others for review in an e-mail. To create an XPS file, select the Microsoft XPS Document Writer in the Print dialog box instead of a printer, click Print, specify a filename and location, then click Save. To view an XPS file, you need to have a viewer—free downloadable software from Microsoft Office Online—installed on your computer.

Playing a Video or Audio Clip

Windows 7 comes with a built-in accessory called **Windows Media Player**, which you can use to play video, audio, and mixed-media files, known as **clips**, stored on your computer, a CD, a DVD, a local network, or the Internet. You can also copy, or **rip**, individual music tracks or entire CDs to your computer and create your own jukebox or playlist of media. In addition, you can create, or **burn**, your own audio CDs or data DVDs, and copy music and videos to portable digital audio players and PCs, such as an MP3 player, cell phone, or mobile device. You can also access online stores to purchase music and other media. With Windows Media Player, you can modify the media, control the settings, and change the player's appearance, or **skin**. Windows 7 comes with Windows Media Player version 12; however, new versions are periodically released. To check online for the most recent version of Windows Media Player, right-click the taskbar in Windows Media Player, point to Help, then click Check for updates. 🎨 You want to learn how to use Windows Media Player to play travel video and audio clips for customers.

STEPS

1. **Click the Windows Media Player button 🔘 on the taskbar, then click the Maximize button 🔳 in the Windows Media Player window, if necessary**

   The Windows Media Player window opens. A taskbar with tabs is at the top of the window and player controls that look and function similarly to those on a CD or DVD player are along the bottom. The Library window opens by default, as shown in Figure B-15, displaying the media you currently have stored on your computer.

2. **Right-click a blank area of the Windows Media taskbar, point to File on the menu, click Open, navigate to the drive and folder where you store your Data Files, click WIN B-3.wmv, then click Open**

   A video clip of wildflowers appears in the Now Playing window, a smaller more compact window, as shown in Figure B-16. The video clip plays once.

3. **Click the Switch to Library button 🔳 in the upper-right corner of the Now Playing window**

   The Library window opens in Windows Media Player.

4. **Right-click a blank area of the Windows Media taskbar, point to File on the menu, click Open, navigate to the drive and folder where you store your Data Files, if necessary, click WIN B-4.wma, then click Open**

   The video clip is closed and the audio clip plays once. You can play the media clip continuously, or **loop**.

5. **Click the Turn repeat on button 🔄 at the bottom of the Media Player to turn on the option, then click the Switch to Now Playing button 🔳 at the bottom of the Media Player window**

   The Now Playing window opens. When you play audio in the Now Playing window, you can display a **visualization** (a visual effect), which displays color and shapes that change with the beat of the sound.

6. **Right-click a blank area of the window, point to Visualizations, point to Battery, then click eletriarnation**

   The visual effect continuously displays while the audio plays. The Play tab from the Library window can be accessed from the Now Playing window as well.

7. **Right-click a blank area of the window, then click Show list**

   The Play tab from the Library window opens in the Now Playing window.

8. **After the audio repeats several times, click the Stop button ⬜ at the bottom of the Windows Media Player window**

   You can control the playback of media in the Now Playing window.

9. **Right-click a blank area of the window, then click Hide list, click the Switch to Library button 🔳, click the Turn repeat off button 🔄 to turn off the option, then click the Close button 🔲 in the Windows Media Player window**

Working with Windows Programs

FIGURE B-15: Library window in Windows Media Player

Navigation pane; your contents might differ

Local media

Address bar

Streaming media from another computer

Repeat button

Shuffle button

Play/Pause button

Windows Media taskbar

Use the Search box to locate media

Play tab in the List pane; your contents might differ

Switch to Now Playing button
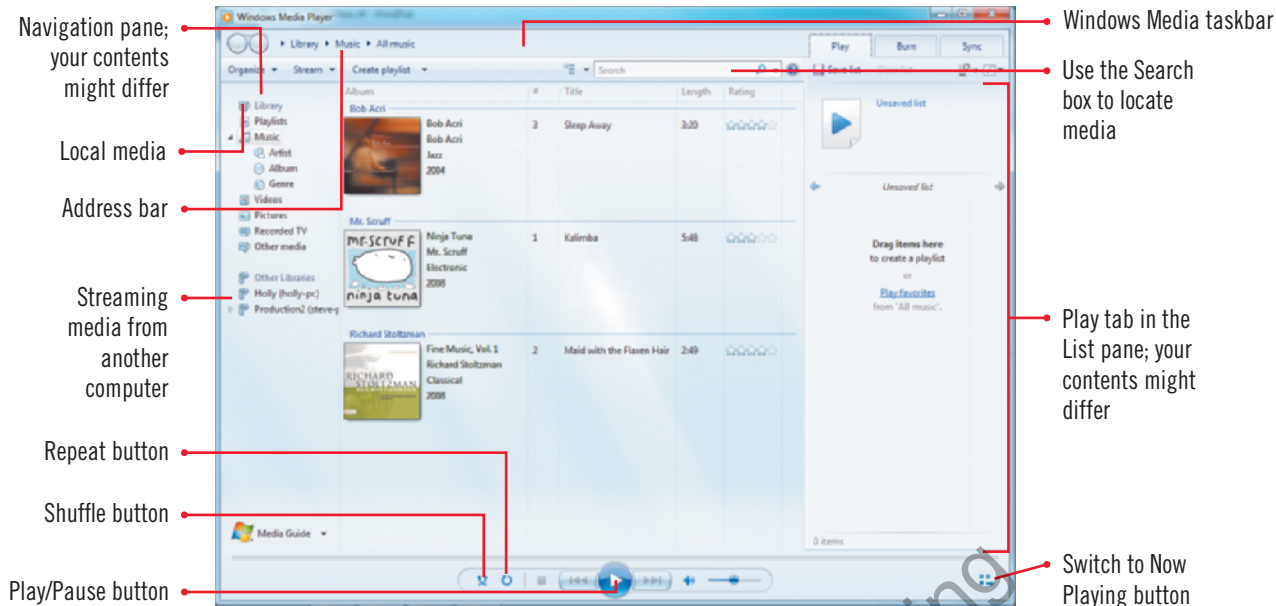
FIGURE B-16: Playing a video clip in the Now Playing window

Media information

Video clip

Press and hold to rewind

Stop button

Drag to review or forward media

Switch to Library button

Resize window to view more playback controls

Press and hold to fast-forward

Mute button

Volume button

Play/Pause button

Playing media from other computers or the Internet

You can use Windows Media Player to play media available on the Internet or from other networked computers, such as videos, live broadcasts, and music tracks. You can stream the media directly from another computer on your network or over the Internet or from a Web site, or you can download the media file to your computer. Delivering high-quality, continuous video, live broadcasts, sound, and music playback is known as **streaming media**. When you stream the media, the video or music starts playing while the file is transmitted to you from another networked computer or over the Internet. The streaming media is not stored on your computer. If you have media on another computer over a network, HomeGroup (a home-sharing network), or the Internet, you can use commands on the Stream menu to allow access and control of the media on your computer. You can access the streaming media from the Navigation pane just your like local media. You can also use the Media Guide button in the Windows Media Player to help you find media—music, movies, and radio—on the Internet. To stream media from the Internet, locate the Web site that contains the media you want to play, click the link to the media, then wait for Windows Media Player to start (if necessary) and the first data bits to be transmitted to a temporary memory storage area called a **buffer** and for the media to start playing automatically. The buffer continues to download the media until it's done as Windows Media Player plays the media in the buffer. When you download a media file, you wait for the entire file to be transferred to your computer. To download a file, use a Web browser to locate the media you want to download from the Internet, then click the download link to download and save it locally.

Working with Windows Media

If you have Windows Home Premium, Professional, or Ultimate edition you can use Windows Media Center to play and work with media. Windows Media Center is an entertainment system integrated into your computer that lets you watch live or recorded TV or Netflix movies, play video and look at pictures, listen to music and radio using an FM tuner or the Internet, play and burn CDs and DVDs, browse online media, and play games. Windows Media Center is designed with a display and navigation unlike other Windows programs. When you start Windows Media Center, the program window fills the entire screen and no menus or toolbars are displayed. You navigate by scrolling through a list of main categories, and then scrolling through commands for the selected category. Play, Record, and other VCR/DVD type commands are available when you move the pointer to display them. In addition to the pointer, you can use a remote control or a touch screen to navigate the system and play the media you want. To play FM radio or watch TV, you need to have an FM tuner and a TV tuner card installed on your computer. After creating a DVD for the latest marketing promotion, you want to use Windows Media Center to play it.

STEPS

1. **Click the Start button ⊕ on the taskbar, point to All Programs, then click Windows Media Center**

   The Windows Media Center window opens with its categories listed. When you move your mouse, the Home button moves to the upper-left corner along with the Back button. The Home button brings you back to the main menu screen. The lower-right corner displays VCR and TV tuner controls.

2. **Click the Maximize button 🔲 if necessary, point to the list in the middle of the start screen, then move the pointer to the top or bottom edge of the screen above or below the list to display an arrow and scroll the list**

   You can click the up or down arrow to scroll categories one at a time.

3. **Click the up or down arrow to scroll to the Tasks category, as shown in Figure B-17, click the settings command, then click the Media Libraries command**

   The settings command allows you to customize Windows Media Center and add media libraries.

4. **Click the Videos option, click Next, click the Add folders to the library option, click Next, click the destination option where you store your Data Files, click Next, navigate to the drive and folder where you store your Data Files, select the UnitB check box, click Next, click the Yes, use these locations option, click Finish, then click the Back button ⊖**

   The media files in the UnitB folder are added to their respective libraries, available for use. The Windows Media Center Home screen window opens.

5. **Press [Up Arrow] or [Down Arrow] to scroll to the Pictures + Videos category**

   The category is selected with the picture library, play favorites, and video library commands displayed.

6. **Click the video library command**

   The video library category is now active. The Data Files from UnitB are cataloged in the video library.

7. **Click <folders> at the top of the video library category screen, if necessary, click UnitB, point to WIN B-5, then click the thumbnail**

   After a moment, the video plays, as shown in Figure B-18. If the playback and navigation controls autohide, move the mouse to display them again.

8. **Move the pointer to display the controls, then click the Home button ⊕**

   The Windows Media Center Home screen window reopens. If the video has not completed playing, the Home screen controls display with the video playing in the background.

9. **Click the Close button 🔲 in the Windows Media Center window**

Working with Windows Programs

FIGURE B-17: Navigating in Windows Media Center

Back button

Home button

Close button

Category

Commands in a category

Playback controls

Pictures + Videos
Music
Movies
TV

Tasks

shut down   settings   learn more   burn cd/dvd   sync   add extender
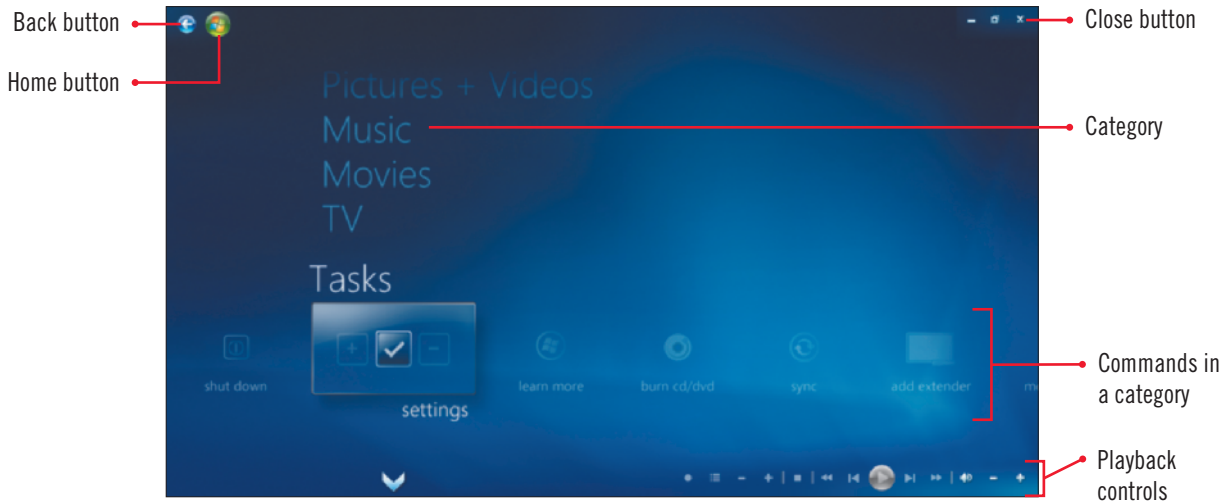
FIGURE B-18: Playing a video in Windows Media Center

Playback controls

3:13 PM

0:03

0:11

Changing Windows Media Center settings

You can set up and customize Windows Media Center by selecting the Tasks category on the Home screen, and then selecting the settings command. You can set general options for Windows Media Center and specific options for each of the media types, including TV, Pictures, Music, and DVD. You can also set options for extenders and libraries. A Windows Media Center Extender is a device you connect to your computer, such as a TV, DVD player, digital camera, or Xbox 360.

When you connect an extender, you can control the device from Windows Media Center within a networked environment. Before you get started with Windows Media Center, it's a good idea to set general options, which include startup and window behavior, visual and sound effects, program library options, Windows Media Center setup, parental controls, automatic download options, optimization, and privacy.