

Chapter 5

Managing the Windows 7 Desktop

Windows 7 allows a user to configure their Desktop to suit their personal preferences. These options include customizing the Taskbar and Start menu, creating shortcuts, setting display properties for their themes, and configuring Windows gadgets.

Because of Windows 7's modular architecture, support for multiple languages and regional settings is improved over previous versions. The support that comes with localized editions of Windows 7 allows users to view, edit, and print multilingual documents, which can include documents that are written in almost any language.

You can also specify locale settings for the Desktop to customize items such as the date format and currency for your geographical location.

The accessibility options support users with limited sight. You can configure the Desktop and use Windows 7 utilities to provide a higher degree of accessibility.

You can also configure the Power button to make it easier for your users. Its default setting is Shut Down, but you can change that. Finally, we'll look at using a machine with multiple users and how to configure the options to customize these users.

In this chapter, you'll learn how to:

- ◆ Understand the Start menu shortcuts
- ◆ Customize the Start menu and Taskbar
- ◆ Work with regional settings
- ◆ Use accessibility features

Configuring Desktop Settings

Before you begin configuring, let's discuss what the Windows 7 Desktop actually is. The Windows 7 Desktop is the visual settings that appear when a user logs into the operating system. The Desktop includes the wallpaper, Start menu, and icons, as shown in Figure 5.1.

The Windows 7 Desktop default settings also include the default All Programs section, as shown in Figure 5.2. One of the advantages to the Windows 7 Desktop is that administrators can configure the Desktop the way they like it.

Microsoft includes premade Desktops called themes. Administrators can set Windows 7 to use the Windows 7 Aero theme, the Windows 7 Standard theme, the Windows 7 Basic theme, the Windows Classic theme, or any customized theme that the administrator wants.

FIGURE 5.1
 Default Windows 7
 Desktop from a clean
 install

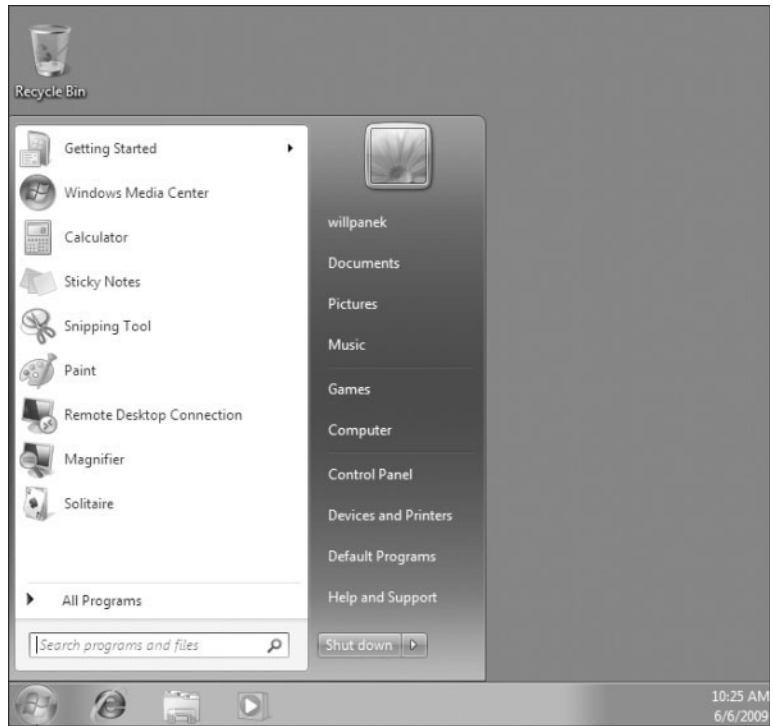
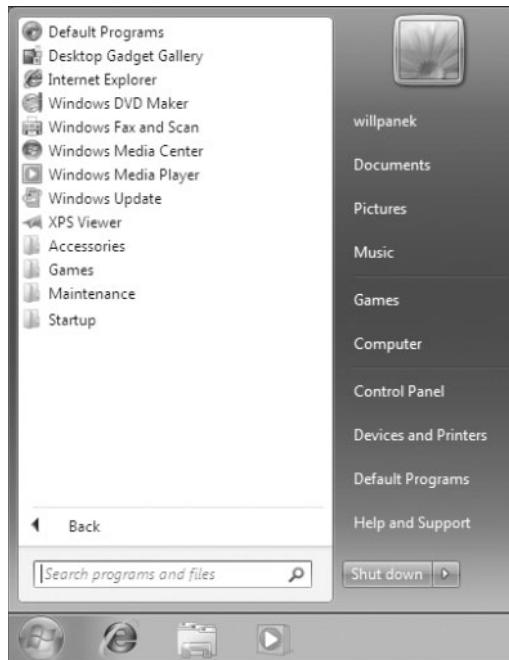


FIGURE 5.2
 Default All Programs
 section

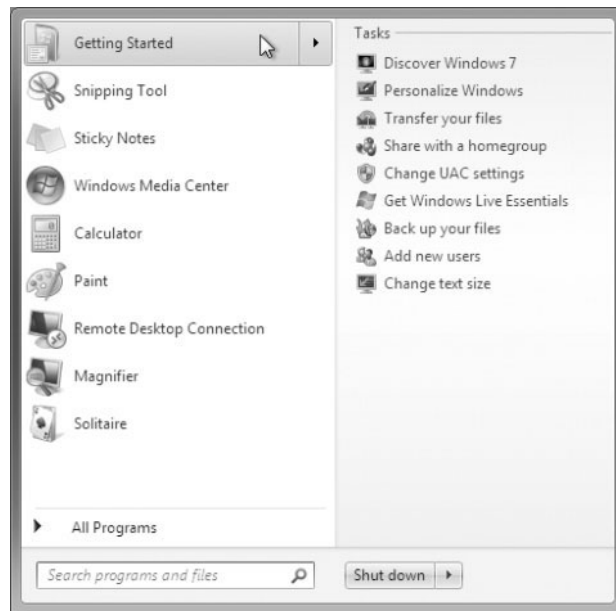


The Windows 7 Default Desktop appears (on a clean install only) after a user has logged on to a Windows 7 computer for the first time. Users can then configure their Desktops to suit their personal preferences and to work more efficiently.

When an administrator installs Windows 7 from a clean install, they will notice that the Desktop contains no icons except for the Recycle Bin. The following list shows the common default options that appear on the Start menu and All Programs section.

Getting Started Use Getting Started to access preset tasks, as shown in Figure 5.3. Some of these tasks include Discover Windows 7, Personalize Windows, Transfer Your Files, Back Up Your Files, and Add New Users.

FIGURE 5.3
Getting Started tasks



Windows Media Center This shortcut starts the Windows Media Center that is used to play the multimedia files.

Calculator This shortcut starts the Calculator program.

Sticky Notes This application places a Sticky Note on the Desktop, like the one shown in Figure 5.4. You can then type a message or reminder onto the Sticky Note. The note remains on the Desktop until you remove it.

Snipping Tool This tool allows a user to capture an item on the Desktop, as shown in Figure 5.5. The user clicks the Snipping Tool and then drags the cursor around an area that will then be captured. The captured area can be drawn on, highlighted, or saved as a file.

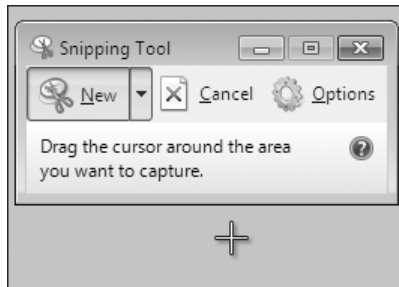
Paint This shortcut starts the Paint program, an application that allows you to change or manipulate graphic files.

Remote Desktop Connection This program allows a user to connect remotely to another machine. To connect to another computer, the Remote Desktop Connection must be enabled on the receiving computer.

FIGURE 5.4
Sticky Notes



FIGURE 5.5
Snipping Tool



Magnifier The Magnifier utility is one of the Ease Of Access utilities. The Ease Of Access utilities are included with Windows 7 to allow limited-sight users to experience Windows 7 more easily. Some of these tools include the Magnifier, Narrator, and On-Screen Keyboard.

Solitaire This shortcut starts the Solitaire game. You can also access this game from the Games section of the Start menu.

Default Programs When choosing the Default Programs shortcut, you can access four different configuration items: Set Your Default Programs, Associate A File Type Or Protocol With A Program, Change Autoplay Settings, and Set Program Access And Computer Defaults.

Default Gadget Gallery This shortcut opens the default Gadget Gallery. Gadgets are mini-applications that can be placed on the Desktop. Gadgets are explained in detail later in this chapter in the section “Configuring Windows Gadgets.”

Internet (Internet Explorer 8) This shortcut starts the built-in web browser. When used with an Internet connection, Internet Explorer 8 provides an interface for accessing the Internet or a local intranet.

Windows DVD Maker This application is used to view and edit photo and video files to create your own personal DVDs.

Windows Fax And Scan This application allows the user to create and manage scans and faxes. Windows Fax And Scan allows users to send or receive faxes from their workstation.

Windows Media Center Windows Media Center lets you watch TV on your computer or laptop. When you start the Media Center for the first time, a wizard walks you through the TV setup. Windows Media Center also allows you to play DVD movies and music.

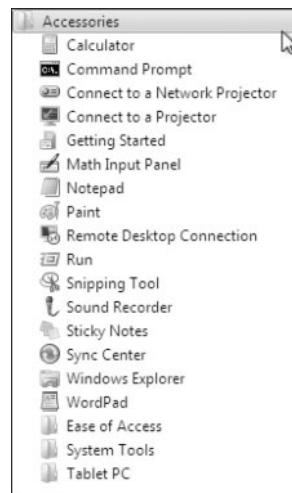
Windows Media Player The Windows Media Player allows a user to play all your media files. Windows Media Player allows you to play videos, music, pictures, and recorded TV.

Windows Update This shortcut allows users to receive updates from either Microsoft's web server or from a Windows Server Update Services (WSUS) machine. Windows Updates allows you to receive updates and security patches for the Windows 7 operating system.

XPS Viewer The XPS viewer is a new application that allows you to view Microsoft XML Paper Specification (XPS) files. The XPS viewer also allows you to print these files.

Accessories The Accessories section includes many Windows 7 tools such as Calculator, Command Prompt, Windows PowerShell, Ease Of Use, Run, Paint, Notepad, and so forth, as shown in Figure 5.6.

FIGURE 5.6
Accessories section of
Start menu



Games This section opens up the games that are included with Windows 7, among them Chess Titans, FreeCell, Games Explorer, Hearts, Internet Backgammon, Internet Checkers, Internet Spades, Mahjong Titans, Minesweeper, Purple Place, Solitaire, and Spider Solitaire.

Maintenance The Maintenance section includes important maintenance utilities like Backup And Restore, Create A System Repair Disk, Help And Support, and Windows Remote Assistance.

Startup The Startup section allows administrators to place application shortcuts within the Startup section. After these shortcuts are placed in the Startup section, the application automatically starts when the system user logs in.

User Documents This shortcut (shown as willpanek in Figure 5.2 earlier) opens the user's personal folders.

Documents By default, the Documents folder stores the documents that the user creates. Each user has a unique Documents folder, so even if a computer is shared, individual users have unique personal folders.

Pictures This application displays any pictures that are in the user's Pictures folder.

Music This shortcut displays any music that is in the My Music folder.

Computer This shortcut allows users to centrally manage your computer's files, hard drives, and devices with removable storage. Also allows you to manage system tasks and other places (such as other computers on the network) and to view details about your computer.

Control Panel Control Panel holds many utilities and tools that allow you to configure your computer. We discuss Control Panel in greater detail in Chapter 6, "Managing the Interface."

Devices And Printers This shortcut opens the Devices And Printers section. Here you can add or configure any of your hardware devices or printers.

Help And Support This shortcut is used to access the Windows 7 Help And Support resources. Users can also access Windows 7 online help from this utility.

Search This feature searches for pictures, music, video, documents, files and folders, computers, or people.

Shut Down Button This button is used to shut down the computer. There is an arrow next to the button that allows your machine to Switch User, Log Off, Lock, Restart, or Sleep.

REMOTE MANAGEMENT TOOLS

If you use any kind of remote management tools, you might want to rename the Computer icon to the actual computer's name. This allows you to easily identify which computer you're accessing.

When you configure the Desktop, you have the ability to switch between background and Desktop themes. To switch between these different themes, right-click an area of open space on the Desktop and select Personalize. In the Theme Settings section, you can then select the theme you want to use.

The Desktop also includes the Recycle Bin. The Recycle Bin is a special folder that holds the files and folders that have been deleted, assuming that your hard drive has enough free space to hold the deleted files. If the hard drive is running out of disk space, the files that were deleted first will be copied over. You can retrieve and clear files (for permanent deletion) from the Recycle Bin.

Administrators or users can configure the Desktop by customizing the taskbar and Start menu, adding shortcuts, and setting display properties. You'll learn about these configurations in the following sections. Let's start with the Desktop themes.

Configuring Windows Aero

Windows Aero is the user interface component of Windows 7. When the Windows Aero theme is configured, open windows are displayed with a transparent glass effect and subtle animations.

MINIMUM REQUIREMENTS

Enabling Windows Aero on a computer that has less than 1 GB of RAM and less than 128 MB of video RAM could adversely affect the performance of the computer. Ensure that your computer meets the minimum requirements before you enable Windows Aero. We discuss Windows 7 minimum requirements in detail in Chapter 2, “Installing Windows 7.”

To enable Windows Aero, you must first ensure that the Windows 7 theme is selected. This can be accomplished through the Personalization Control Panel option. You can open this Control Panel option by right-clicking the Desktop, selecting Personalize, and then choosing the Windows 7 theme by clicking the theme you want in the Aero Theme (7) section.

After you choose the Windows 7 theme, you can configure the theme’s background picture, color, sounds, and screen savers. To configure the theme’s background picture, click the Background link on the bottom and then choose the picture you like. To configure the Windows Aero color scheme, just click the Color link below and then select the color you want from the Color Scheme list.

You do the same for sounds and screen saver. Just click the link below the Themes box and select the sounds and screen saver that you want to use with your theme.

After you specify your Desktop theme, it’s time to configure your Taskbar and Start menu. Perform the following steps to configure your Windows 7 themes:

1. Right-click an open area of the desktop and choose Personalize.
2. Scroll down to the Aero Themes (7) section and choose a theme.

The Personalization dialog box also includes several configurable options that control various aspects of your theme:

Desktop Background This option lets you pick your Desktop background, which uses a picture or an HTML document as wallpaper.

Windows Color And Appearance This option allows you to fine-tune the color and style of your windows.

Sounds This option lets you choose the sounds that will be played based on the action taken. Each action can have its own sound.

Screen Saver This option lets you select a screen saver that starts after the system has been idle for a specified amount of time. You can also specify a password that must be used to re-access the system after it has been idle. When the idle time has been reached, the computer will be locked, and the password of the user who is currently logged on must be entered to access the computer. You can also adjust monitor power settings.

Windows 7 includes many different screen saver options that can be used and configured. Some of these screen saver options are:

- ◆ None
- ◆ 3D Text
- ◆ Blank

- ◆ Bubbles
- ◆ Mystify
- ◆ Photos
- ◆ Ribbons

Change Desktop Icons This option allows users to customize the Desktop icons. Users also have the ability to change shortcut icons.

Change Mouse Pointers This option allows users to customize the appearance of the mouse pointers.

Change Your Account Picture This option lets users change their account picture. The account picture is the picture next to your account name when you log on.

Perform the following steps to configure your theme options:

1. Right-click an unoccupied area on the Desktop and select Personalize to open the Personalization dialog box.
2. Select Desktop Background and then select the Picture Library option from the pull-down menu. Click the Clear All box. Then put a check in the picture that you want to use for your Desktop background. In the Picture Position box, choose Fill. Click Save Changes.
3. Click Screen Saver, select the 3d Text, and specify a wait of five minutes. Click OK.



Real World Scenario

CONFIGURING PERSONAL PREFERENCES

One thing that we noticed as IT managers is that the most common configuration changes that users make is to configure their Desktop. This lets them use the computer more efficiently, and the customization makes them more comfortable with their computer.

To help users work more efficiently with their computers, we would determine which applications or files are frequently and commonly used and add shortcuts or Start menu items for those elements. You can also remove shortcuts or Start menu items for elements that are used seldom or not at all, helping to make the work area less cluttered and confusing.

Less-experienced users will feel more comfortable with their computer if they have a Desktop personalized to their preferences. This might include their choice of Desktop theme (for example, Windows 7 Aero or Windows Classic themes) and screen saver.

Perform the following steps to change your account picture:

1. Right-click your Desktop and choose Personalize.
2. Click the Change Your Account Picture link in the upper-left corner.
3. Choose a new picture for your account.
4. Click the Change Picture button.

ACCOUNT PICTURES

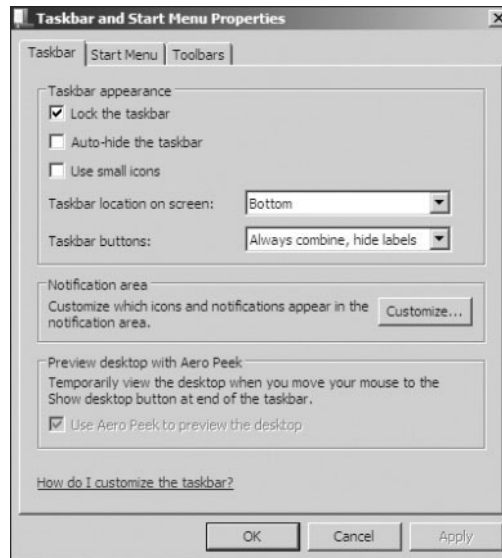
You also have the ability to add more pictures to your choices by browsing the pictures on your computer system. Users can also download pictures that can be used for the account picture.

Now that you have seen how to configure your Desktop theme, let's take a look at how to configure your Taskbar and Start menu.

Customizing the Taskbar and Start Menu

Users can customize the Taskbar and Start menu using the Properties dialog box shown in Figure 5.7. The easiest way to access this dialog box is to right-click a blank area in the Taskbar and choose Properties from the context menu.

FIGURE 5.7
The Taskbar tab of the Taskbar And Start Menu Properties dialog box



The Taskbar And Start Menu Properties dialog box has three tabs: Taskbar, Start Menu, and Toolbars. Let's look at each one.

CONFIGURING TASKBAR PROPERTIES

On the Taskbar tab of the Taskbar And Start Menu Properties dialog box, you can specify Taskbar features, such as whether the Taskbar is always visible and its location on the screen. Table 5.1 lists the properties on the Taskbar tab.

Next let's look at the second tab and see how to configure the Start menu properties.

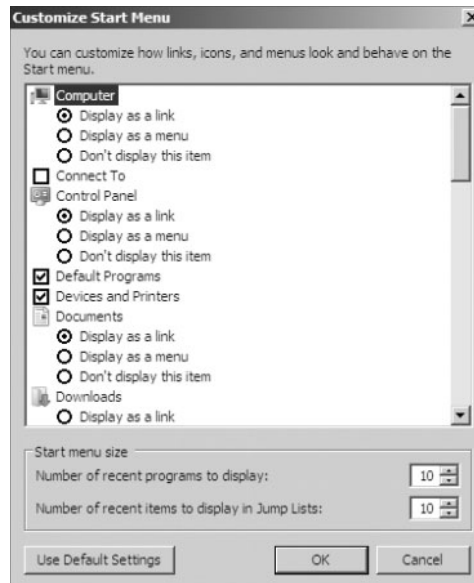
CONFIGURING START MENU PROPERTIES

The Start menu tab of the Taskbar And Start Menu Properties dialog box allows you to customize your Start menu. By selecting the Start Menu tab, you can customize many of the Windows 7 Start menu options and even configure the Power button.

TABLE 5.1: Taskbar Properties

PROPERTY	DESCRIPTION
Lock The Taskbar	Locks the taskbar into the current position so it cannot be moved around the Desktop and locks the size of the Taskbar. This option is enabled by default.
Auto-Hide The Taskbar	Hides the Taskbar. This option is disabled by default. When it is enabled, you show the Taskbar by clicking the area of the screen where the Taskbar appears.
Use Small Icons	Allows the use of small icons on the desktop. This is disabled by default.
Taskbar Location On Screen	Allows you to choose where the Taskbar location will be on your Desktop. The four choices are Bottom, Left, Right, and Top.
Taskbar Buttons	Allows an administrator to decide what to do with the Taskbar buttons. There are three choices: Always Combine And Hide Labels, Combine When Taskbar Is Full, and Never Combine.
Notification Area	Allows you to customize which icons and notifications appear in the notification area.
Preview Desktop With Aero Peek	Allows you to temporarily view the Desktop when you move your mouse to show desktop buttons at the end of the Taskbar.

Users or administrators can add or remove items from the Start menu, remove records of recently accessed items, and specify which Start menu options are configured by clicking the Customize button. Figure 5.8 shows the options for customizing the Start menu for Windows 7.

FIGURE 5.8
Customize Start Menu dialog box

The Customize Start Menu dialog box shows a list of options that administrators or users can enable or disable to change the look and feel of the Start menu. Table 5.2 lists the options that you can configure using the Customize Start Menu dialog box.

TABLE 5.2: The Start Menu Customizable Options

OPTION	SETTINGS
Computer	The Computer icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Connect To	The Connect To option can be enabled or disabled.
Control Panel	The Control Panel icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Default Programs	The Default Programs option can be enabled or disabled.
Devices And Printers	Enabled by default. Shows the Devices And Printers shortcut on the Start menu.
Documents	The Documents icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Downloads	This option shows the Downloads folder on the Start menu. The three choices are Display As Link, Display As A Menu, and Don't Display This Item (the default setting).
Enable Context Menus And Dragging And Dropping	The Enable Context Menus And Dragging And Dropping option can be enabled or disabled.
Favorites Menu	The Favorites menu can be enabled or disabled.
Games	The Games icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Help	The Help option can be enabled or disabled.
Highlight Newly Installed Programs	The Highlight Newly Installed Programs option can be enabled or disabled.
Homegroup	This option displays the Homegroup shortcut on the Start menu. It is not enabled by default.
Music	The Music icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Network	The Network option can be enabled or disabled.
Open Submenus When I Pause On Them With The Mouse Pointer	The Open Submenus When I Pause on Them with the Mouse Pointer option can be enabled or disabled.

TABLE 5.2: The Start Menu Customizable Options (*CONTINUED*)

OPTION	SETTINGS
Personal Folder	The Personal Folder icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Pictures	The Pictures icon can be configured to be displayed as a link, as a menu, or not displayed at all.
Printers	The Printers option can be enabled or disabled.
Recent Items	This option shows Recent Items on the Start menu. It is not enabled by default.
Recorded TV	This option shows the Recorded TV folder on the Start menu. The three choices are Display As Link, Display As A Menu, and Don't Display This Item (the default setting).
Run Command	The Run Command option can be enabled or disabled.
Search	The Search option can be enabled or disabled.
Search Communications	The Search Communications option can be enabled or disabled.
Search Favorites And History	The Search Favorites And History option can be enabled or disabled.
Search Files	The Search Files icon can be configured to search the user's files, search the entire index, or to not search for files.
Search Programs	The Search Programs option can be enabled or disabled.
Sort All Programs Menu By Name	The Sort All Programs Menu By Name option can be enabled or disabled.
System Administrative Tools	The System Administrative Tools icon can be configured to be displayed on the All Programs menu, on the All Programs menu and the Start menu, or not displayed at all.
Use Large Icons	The Use Large Icons option can be enabled or disabled.
Videos	This option shows the Videos folder on the Start menu. The three choices are Display As Link, Display As A Menu, and Don't Display This Item (the default setting).

The final tab in Taskbar And Start Menu Properties dialog box is Toolbars. Let's take a look.

CONFIGURING TOOLBAR OPTIONS

The Toolbars tab of the Taskbar And Start Menu Properties dialog box allows you to configure which toolbars will be displayed on the Taskbar, as shown in Figure 5.9. The toolbars that can

be displayed include the Address, Links, Tablet PC Input Panel, and Desktop toolbars. None of the toolbars are enabled by default.

FIGURE 5.9
Toolbars tab of the
Taskbar And Start Menu
Properties dialog box



Perform the following steps to check your current Taskbar and Start menu configuration and then configure Taskbar and Start menu properties:

1. Select Start > All Programs. Note the size of the icons in the Start menu. There is no Programs menu item for Administrative Tools.
2. Right-click an empty space on the Taskbar and choose Properties.
3. Click the Start Menu tab and then click the Customize button.
4. In the Customize Start Menu dialog box, scroll down to System Administrative Tools, click Display On The All Programs Menu And Start Menu, and then click OK twice.
5. Select Start > All Programs and note that the All Programs menu lists Administrative Tools.
6. Edit the Taskbar and Start Menu properties as you like or return them to their default settings.

Knowing how to configure your Start menu allows you to customize the user's environment. Now let's look at how to set up and configure shortcuts.

Configuring Shortcuts

As you know, shortcuts are links to objects that are easily accessible from your computer. You can use a shortcut to quickly access a file, program, folder, printer, or computer from your Desktop. Shortcuts can exist in various locations, including on the Desktop, on the Start menu, and within folders.

To create a shortcut from Windows Explorer, just right-click the item for which you want to create a shortcut, and select **Send To** > **Desktop (Create Shortcut)** from the context menu. Then you can click the shortcut and drag it where you want it to appear.

Perform the following steps to create a shortcut and place it on the Desktop:

1. Select **Start** > **All Programs** > **Accessories** > **Windows Explorer** to start Windows Explorer.
2. Expand **Computer**, then **Local Disk**, then **Windows**, and then **System32**. Right-click **System32** and choose **Send To** > **Desktop (Create Shortcut)**.
3. In the **System32** folder, scroll down until you see **Calc**. Right-click **Calc** and select **Send To** > **Desktop (Create Shortcut)**. A shortcut to **calc.exe** will be placed on the Desktop.
4. View the Desktop and verify that both shortcuts are present.

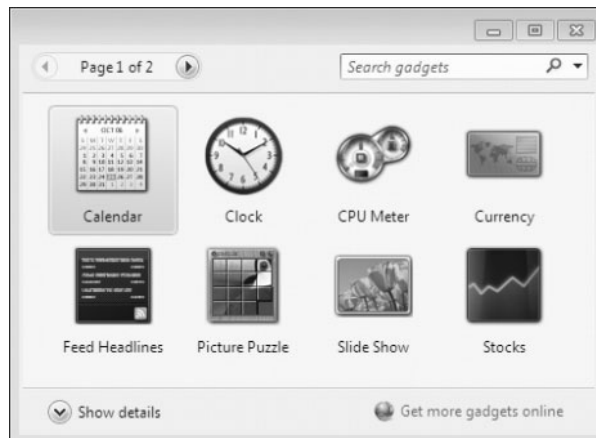
After you set up your shortcuts, you can configure how your display will look by adding gadgets. Let's look at how to set up and configure gadgets.

Configuring Windows Gadgets

Windows gadgets were first introduced in Windows Vista Sidebar. Windows 7 has removed the Sidebar but still allows you to add gadgets. Windows gadgets are programs that provide quick, visual representations of information, such as the weather, RSS (web) feeds, your calendar, and the current time.

Windows gadgets are installed by default on Windows 7, but they have to be added to the Windows 7 Desktop, as shown in Figure 5.10.

FIGURE 5.10
Windows gadgets



Administrators or users can add or remove gadgets to the Windows desktop. To remove a gadget, click the gadget and choosing **Remove**.

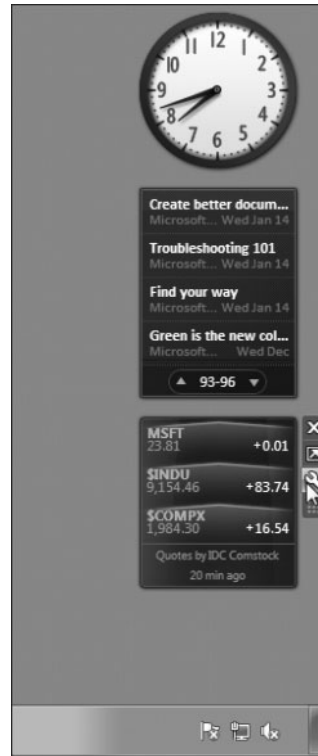
To add a gadget, right-click the desktop and choose **Gadgets**, choose the gadget that you want by right-clicking the gadget and choosing the **Add** link.

Perform the following steps to add the Windows 7 gadgets to your desktop:

1. Right-click the desktop and choose **Gadgets** to open the **Add Gadgets** screen.
2. Right-click the gadget that you would like to install and choose **Add**.
3. Close the **Add Gadgets** screen.

After you have added the gadget to the desktop, you can configure the gadget. To do so, mouse over the gadget and a small picture of a wrench appears, as shown in Figure 5.11. Click the wrench to configure the gadget.

FIGURE 5.11
Configuring the gadget



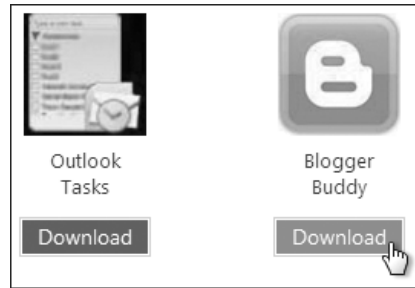
Administrators or users can also remove gadgets at any time by closing the gadget. Again when you mouse over the gadget, you can click the X above the wrench to close the gadget (see Figure 5.11). You can also add other gadgets by going to the Internet and viewing and adding other gadgets.

Perform the following steps to add other gadgets from the Internet:

1. Right-click the desktop and choose Gadgets.
2. Click the Get More Gadgets Online link.
3. Find the gadget you want to install and choose Download, as shown in Figure 5.12.
4. After you click the Download link, it will take you to another website where you click the Download link again.
5. The File Download box appears. Click the Save button.
6. Save the file to a folder on your machine.
7. After the download is complete, click the Open button.
8. On the Desktop Gadgets screen, click the Install button.

After the installation is complete, the new gadget appears on the Desktop.

FIGURE 5.12
Installing a new gadget
from the Internet



Now that you know how to add and configure gadgets to your desktop, you'll learn how to set your regional settings and multiple language settings.

Managing Multiple Languages and Regional Settings

In addition to configuring your Desktop, you can configure the language and regional settings that are used on your computer Desktop. Windows 7 supports multiple languages through the use of multilanguage technology. Multilanguage technology is designed to meet the following needs:

- ◆ Provide support for multilingual editing of documents.
- ◆ Provide support for various language interfaces in your environment.
- ◆ Allow users who speak various languages to share the same computer.

In the following sections, you will learn about multilingual technology, what options are available for Windows 7 multilingual support, and how to enable and configure multilingual support.

Configuring Multilingual Technology

Windows 7 is built on Multilanguage User Interface (MUI) technology and thus supports user options to view, edit, and process documents in a variety of languages. These options are provided through Unicode support, the National Language Support API, the Multilingual API, language files, and Multilingual Developer Support. Let's discuss each in turn:

Unicode This is an international standard that allows character support for the common characters used in the world's most common languages.

National Language Support API This is used to provide information for locale, character mapping, and keyboard layout. Locale settings are used to set local information such as date and time format, currency format, and country names. Character mapping arranges the mapping of local character encodings to Unicode. Keyboard layout settings include character typing information and sorting information.

Multilingual API This is used to set up applications to support keyboard input and fonts from various language versions of applications. For example, Japanese users will see vertical text, and Arabic users will see right-to-left ligatures. This technology allows users to create mixed-language documents.

Language Files These are files in which Windows 7 stores all language-specific information, such as text for help files and dialog boxes. They are separate from the operating system files.

System code can thus be shared by all language versions of Windows 7, which allows modular support for different languages.

Multilingual Developer Support This is a special set of APIs that enables developers to create generic code and then provide support for multiple languages.

Configuring Windows 7 Multilanguage Support

Multilanguage support is implemented using Multilanguage User Interface (MUI) technology, which allows the Windows 7 user interface to be presented in different languages and for applications to be viewed and edited in different languages based on the language file selected.

Depending on the level of language support required by your environment, you may use either a localized version of Windows 7 or install language files to support multiple languages. In this section we'll describe these versions and show you how to configure multilanguage support.

USING LOCALIZED VERSIONS OF WINDOWS 7

Microsoft provides localized editions of Windows 7. For example, users in the United States will most likely use the English version, and users in Japan will most likely use the Japanese version. Localized versions of Windows 7 include fully localized user interfaces for the language that was selected. In addition, localized versions allow users to view, edit, and print documents in many different languages.



Real World Scenario

MULTILANGUAGE ORGANIZATIONS

We are IT managers for an organization that has locations around the world, so we must know what country our computers are being shipped to. We have to ensure that the appropriate Windows 7 language is installed on those computers.

Often we are setting up multiple computers at the same time. Most of us use a third-party imaging tool to create our computer operating system images. We must be sure to install the proper image for the country. A few times we had to ship machines back from other countries because we failed to install the appropriate localized version of Windows.

Installing the localized version of Windows 7 is important, but what if you have users who speak multiple languages? Let's take a look at Windows 7 language packs.

INSTALLING WINDOWS 7 LANGUAGE PACKS

Windows 7 MUI support provides user interfaces in several languages. This is useful in multinational corporations where users speak several languages and must share computers. It is also appropriate when administrators want to deploy a single image of Windows 7 worldwide. You can manage multiple users who share a single computer and speak different languages through user profiles (covered in Chapter 8, "Configuring Users and Groups") or through Group Policies (covered in Chapter 9, "Managing Security").

To implement multilanguage support, the appropriate language files to be implemented must be installed on the computer. There are two types of languages files in Windows 7:

Multilingual User Interface Pack (MUI) This type of language file provides a translated version of the majority of the user interface. A license is required to use MUIs.

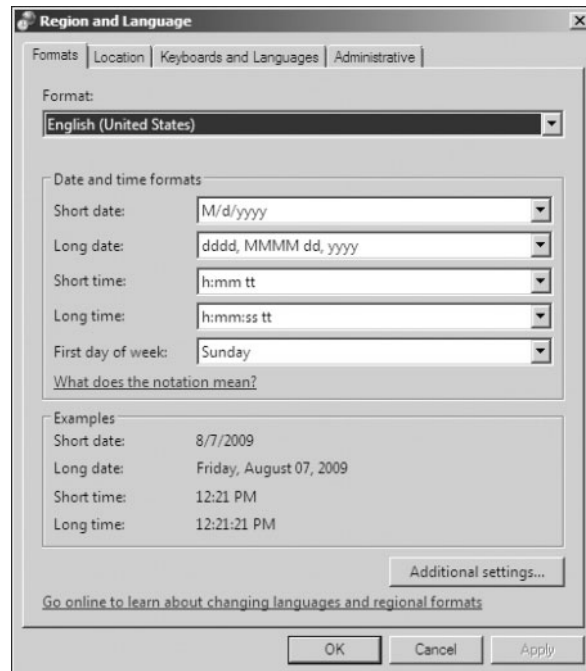
Language Interface Pack (LIP) LIP language files consist of freely available files that provide a translated version of the most popular aspects of the user interface. LIPs require a parent language because LIP files do not translate all components of the user interface.

Now that you have seen what the multilanguage options are, let's take a look at how to configure and enable multilingual support.

Enabling and Configuring Multilingual Support

On the Windows 7 operating system, you can enable and configure multilingual editing and viewing by choosing Start > Control Panel > Regional And Language Options. This opens the Region And Language dialog box, as shown in Figure 5.13.

FIGURE 5.13
The Region And Language dialog box



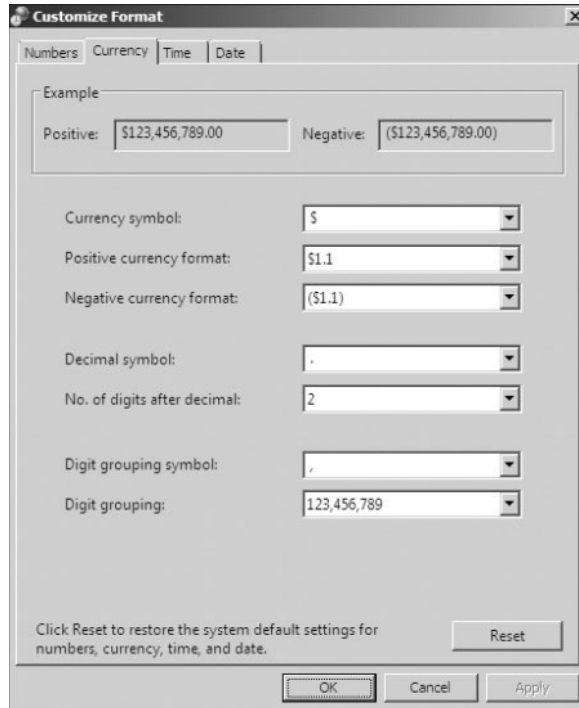
Here you can configure options on the following tabs:

Formats Tab The Formats tab of the Region And Language dialog box enables you to configure how numbers, currencies, dates, and times are displayed on the screen. You can change the current format using the Current Format drop-down list, which provides many different format options such as English (United States), German (Germany), and Chinese (Singapore).

The Customize This Format button provides the ability to customize how numbers, currencies, times, and dates are displayed based on user or corporate preferences.

On the Formats tab, you can click the Additional Settings button to configure the rest of your options, as shown in Figure 5.14.

FIGURE 5.14
Additional Settings
screen



Location Tab The Location tab of the Region And Language dialog box, as shown in Figure 5.15, enables you to specify the current location to use in software that provides localized information, such as news and weather information. The Current Location drop-down list provides you with a list of locations that can be selected.

Keyboards And Languages Tab The Keyboards And Languages tab of the Region And Language dialog box enables you to configure the input and keyboard language, and allows you to install or uninstall language packs, as shown in Figure 5.16. This tab also provides the ability to configure the language bar options and advanced keyboard settings. Click the Install/Uninstall Languages button to open the Install Or Uninstall Display Languages Wizard, which lets you select the languages to install or uninstall on your computer.

Administrative Tab The Administrative tab, as shown in Figure 5.17, allows you to support languages for non-Unicode programs. This enables non-Unicode programs to display menus and dialog boxes in the user's native language. This tab also allows you to copy the current settings to reserved accounts, such as the default user account or to system accounts.

FIGURE 5.15
Location tab

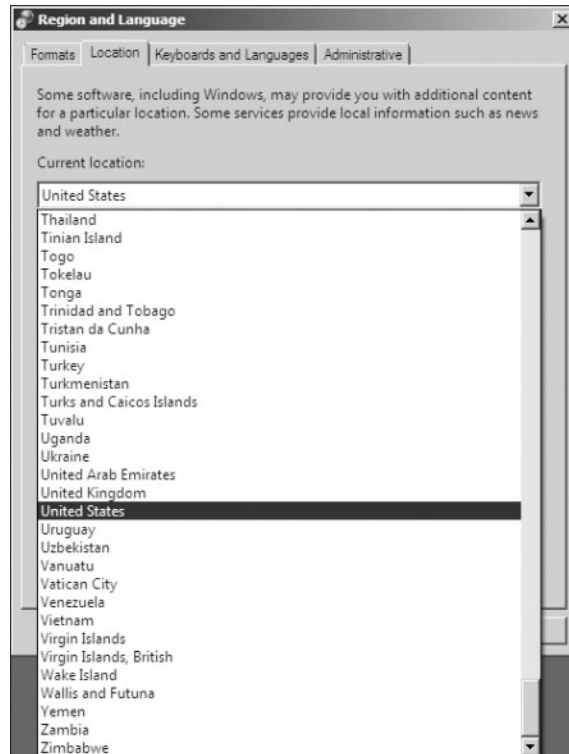


FIGURE 5.16
Keyboards And
Languages tab

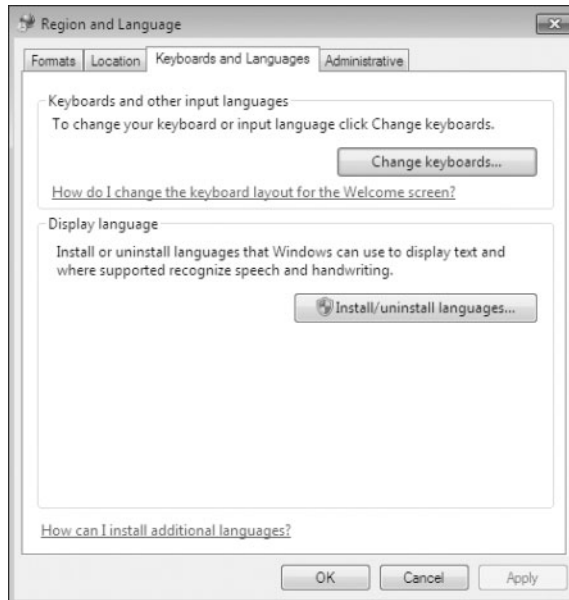


FIGURE 5.17
Administrative tab



Perform the following steps to configure the locale settings on your computer:

1. Select Start > Control Panel > Regional And Language Options.
2. One by one, click the Formats, Location, Keyboards And Languages, and Administrative tabs and note the configurations on each tab.
3. Click the Formats tab and select the Danish (Denmark) option from the Current Format drop-down list. Then click the Apply button.
4. In the Number, Currency, Time, and Date fields, note the changed configurations.
5. Reset your locale to the original configuration and click Apply.

SUPPORTING MULTILINGUAL ENVIRONMENTS

Your company has an office in Tokyo. Computers are shared by users there who require both English and Japanese language support, for document management as well as the UI. Your CIO has asked you to set up a system that lets users in the Tokyo office use Windows 7 in any language.

To do this, you must install each language file to use. Each computer user can select the preferred UI and specify locale information. This is stored as part of the user's profile. When you log on as a specific user, you see the linguistic and locale information that has been configured.

After configuring your multilingual support, another feature that can be configured is your accessibility features. The next section focuses on configuring the accessibility options.

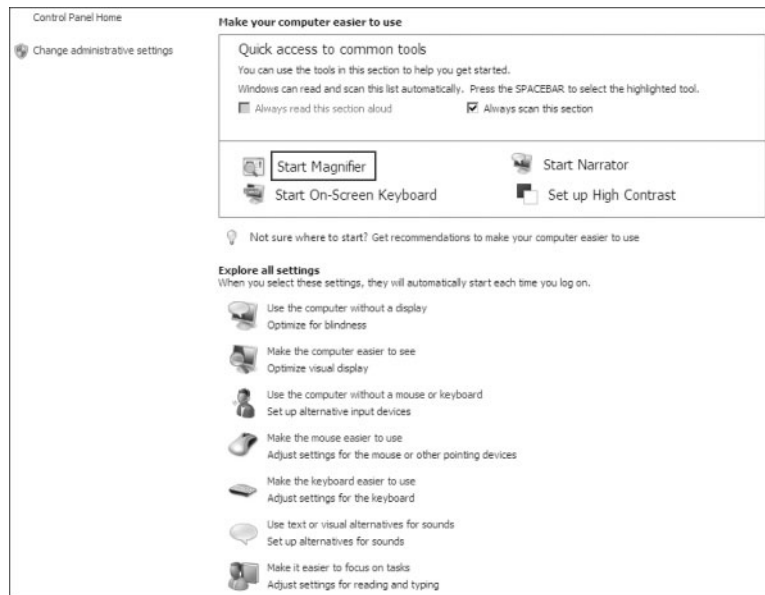
Configuring Accessibility Features

Windows 7 allows you to configure the Desktop so those users with special accessibility needs can use the Desktop more easily. Through its accessibility options and accessibility utilities, Windows 7 supports users with limited sight, hearing, or mobility. This section describes how to use these accessibility features.

Setting Accessibility Options

Through the Ease Of Access Center available in Control Panel, you can configure keyboard, sound, display, mouse, and general properties of Windows 7 for users with special needs. To access the accessibility options screen, as shown in Figure 5.18, select Control Panel > Ease Of Access Center.

FIGURE 5.18
The Ease Of Access Center



The Ease Of Access Center provides several options for customizing the computer to make it easier to use. Some commonly configured accessibility options include magnifying the text on the screen, configuring the text on the screen to be narrated, configuring an on-screen keyboard, and configuring a high-contrast desktop environment. Here are some other settings that can be modified for improved accessibility:

Use The Computer Without A Display This option allows the computer to be optimized for visually impaired users, as shown in Figure 5.19. You can turn on the narrator, turn on audio descriptions, and turn off animations.

Make The Computer Easier To See This option allows the display to be optimized for users with sight impairments, as shown in Figure 5.20. You can select a high-contrast color scheme, turn on the narrator and audio descriptions, turn on the screen magnifier, and fine-tune display effects.

FIGURE 5.19
Use The Computer
Without A Display
option

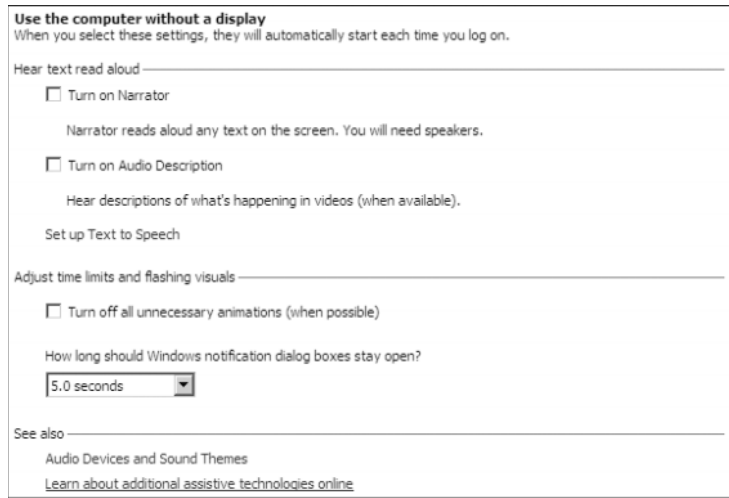
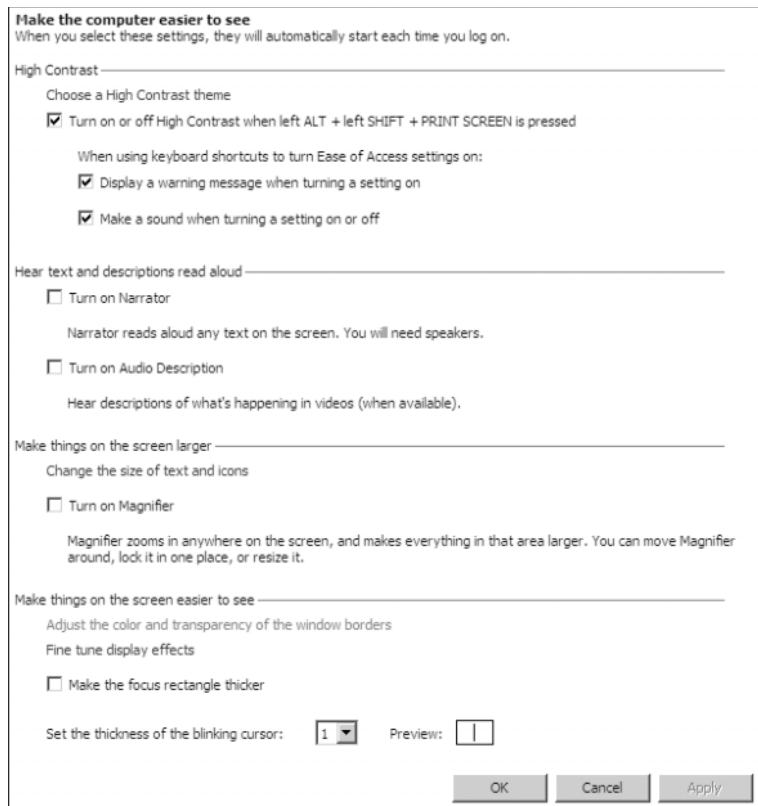


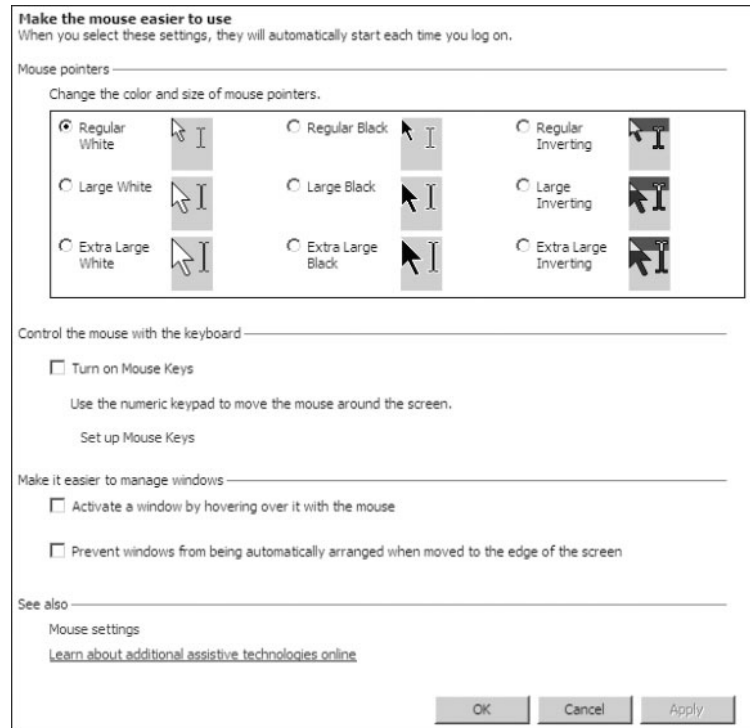
FIGURE 5.20
Make The Computer
Easier To See options



Use The Computer Without A Mouse Or Keyboard This option allows the computer to use an alternative input device. You can configure the on-screen keyboard to be displayed, or you can configure speech recognition.

Make The Mouse Easier To Use This option adjusts the appearance of the mouse pointer, whether the keyboard should be used to move the mouse around, and whether hovering over a window will activate the window, as shown in Figure 5.21.

FIGURE 5.21
Mouse options



Make The Keyboard Easier To Use This option optimizes the keyboard configuration, as shown in Figure 5.22. This contains settings for using Sticky Keys, Filter Keys, and Toggle Keys. Sticky Keys allows the Shift, Ctrl, Alt, or Windows key to be used in conjunction with another key by pressing the keys separately rather than simultaneously. Filter Keys ignores brief or repeated keystrokes and slows the repeat rate. Toggle Keys makes a noise whenever you press the Caps Lock, Num Lock, or Scroll Lock key.

Use Text Of Visual Alternatives For Sounds This option allows you to specify whether you want to use Sound Sentry, which generates a visual warning whenever the computer makes a sound, and whether to display captions for speech and sounds on your computer.

Make It Easier To Focus On Tasks This option allows you to configure settings for optimizing reading and typing settings, and animations. Some of the settings are Turn On Narrator, Turn On Sticky Keys, Turn On Toggle Keys, and Turn On Filter Keys.

FIGURE 5.22
Keyboard accessibility
options

Make the keyboard easier to use
When you select these settings, they will automatically start each time you log on.

Control the mouse with the keyboard _____

Turn on Mouse Keys

Use the numeric keypad to move the mouse around the screen.

Set up Mouse Keys

Make it easier to type _____

Turn on Sticky Keys

Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.

Set up Sticky Keys

Turn on Toggle Keys

Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.

Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds

Turn on Filter Keys

Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.

Set up Filter Keys

Make it easier to use keyboard shortcuts _____

Underline keyboard shortcuts and access keys

Make it easier to manage windows _____

Prevent windows from being automatically arranged when moved to the edge of the screen

See also _____

Add a Dvorak keyboard and change other keyboard input settings

OK Cancel Apply



Real World Scenario

USING STICKY KEYS

You can access the sticky keys by clicking the Shift key 5 times. As an IT Manager, I would always disable this feature. The reason for this is that a common hacking trick is to change the 5 Shift keys from the sticky keys to use the command prompt.

So if they change the 5 Shifts keys to the Command prompt, what can that do, Right? Well that can give a hacker full access to your computer. At the Logon screen, click the Shift key 5 times and if the sticky keys are enabled, they will appear. If you change the 5 Shift keys to use the Command prompt, then the command prompt will appear.

At the command prompt, if the hacker types **System**, the System account will open, bypassing the Logon screen. For 5 minutes, the hacker will be logged on as the System account.

Windows 2008 Server and Windows 7 have made this hack much harder to pull off. They have changed the permissions on the SETHC.exe file (this is the file that is started when the Shift key is hit five times) to make it harder to hack this file.

Now that you have an understanding of the different accessibility options, let's take a look at how to use some of the Accessibility utilities.

Configuring Accessibility Utilities

Windows 7 provides several accessibility utilities, including the Magnifier, Narrator, and the On-Screen Keyboard. Let's take a look at these options in more detail.

Using the Magnifier Utility The Magnifier utility creates a separate window to magnify a portion of your screen, as shown in Figure 5.23. This option is useful for users who have poor vision. To access Magnifier, select Start > All Programs > Accessories > Ease Of Access > Magnifier. As you can see in Figure 5.23, when you place your mouse over an object, it magnifies the object.

FIGURE 5.23
The Magnifier utility



Using the Narrator Utility The Narrator utility can read aloud on-screen text, dialog boxes, menus, and buttons. This utility requires that you have some type of sound output device installed and configured. To access Narrator, select Start > All Programs > Accessories > Ease Of Access > Narrator. This brings up the dialog box shown in Figure 5.24.

FIGURE 5.24
The Microsoft Narrator dialog box



Using the On-Screen Keyboard The On-Screen Keyboard displays a keyboard on the screen, as shown in Figure 5.25. Users can use the On-Screen Keyboard keys through a mouse or another input device as an alternative to the keys on the regular keyboard. To access the On-Screen Keyboard, select Start > All Programs > Accessories > Ease Of Access > On-Screen Keyboard.

FIGURE 5.25
The On-Screen Keyboard



Perform these steps to configure the Windows 7 accessibility features:

1. Select Start > All Programs > Accessories > Ease Of Access > Magnifier.
2. Experiment with the Magnifier utility. When you finish, click the Exit button in the Magnifier Settings dialog box.
3. Select Start > All Programs > Accessories > Ease Of Access > On-Screen Keyboard.
4. Select Start > All Programs > Accessories > Notepad to open Notepad.
5. Create a text document using the On-Screen Keyboard. When you finish, close the Notepad document without saving it.
6. Close the On-Screen Keyboard.

Two other Desktop options that you can use are Shut Down and Switch Users. Let's take a look at these features.

Configuring the Power Button

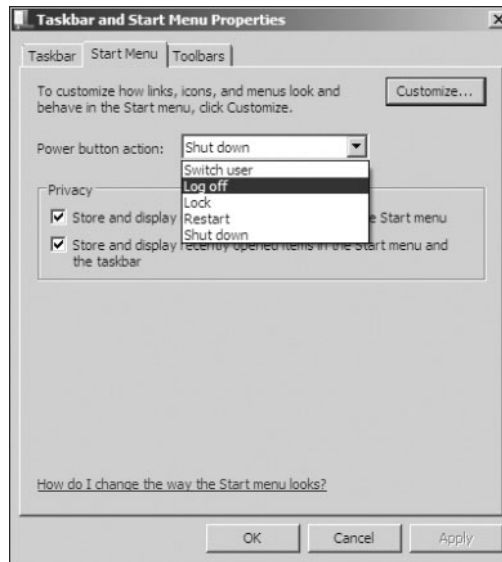
Unless you decide to run your computer 24 hours a day, you will eventually want to shut down. By default on the Start menu, you have a Shut Down button (this is called the power button). By clicking this button, your machine will power off. But the power button does not have to be set to the Shut Down option. You can configure this button to Switch User, Log Off, Lock, Restart, or Shut Down, as shown in Figure 5.26.

You may have a machine that is shared by multiple users, and it may be better for you to have the Switch User button on the Start menu instead of the Shut Down button. Configuring the Switch User option would make it easier on your users.

Perform the following steps to configure the power button to Switch User:

1. Right-click the Shut Down button and choose Properties.
2. The Taskbar And Start Menu Properties dialog box appears. Make sure that you are working on the Start Menu tab.
3. From the Power Button Action drop-down list, choose Switch User.
4. Click OK.
5. Click the Start menu and verify that the power button is now set to Switch User.

FIGURE 5.26
Shut Down button
options



If you have a machine that has multiple users, these users might be working on the machine at different times. Let's talk about how to configure your machine for multiple users.

Managing a Multiple-User Environment

Many organizations have machines that multiple users must work on. As an administrator, you can configure a Windows 7 machine for multiple users.

When a user first logs onto a Windows 7 computer, the user will have a generic default Desktop and generic default settings. An administrator can configure the machine so that a preset Desktop and preset configuration takes effect, as shown in Figure 5.27.

As you can see in Figure 5.27, there are two check boxes in the Copy Your Current Settings To section. These two check boxes allow an administrator to copy their current settings to the Welcome screen, system accounts, and a new user.

Perform the following steps to make your administrative account the default settings for all new users:

1. Click Start > Control Panel > Region And Language.
2. Click the Administrative tab.
3. Click the Copy Settings button.
4. Check the New User Accounts check box.
5. Click OK.

Another task that an administrator can complete is to allow the users' Desktop to follow them anywhere on the network. Let's now look at roaming profiles.

FIGURE 5.27
Configuring the
Welcome screen and
new user account
settings



Managing User Profiles

User profiles are the Desktop settings that a user currently uses. When a user logs onto Windows 7 and sets up their Desktop, this is called a local user profile.

As an administrator, you can set it up so that the user's local profile can become a roaming profile. A roaming profile is a user profile that follows the user to any machine that they log into.

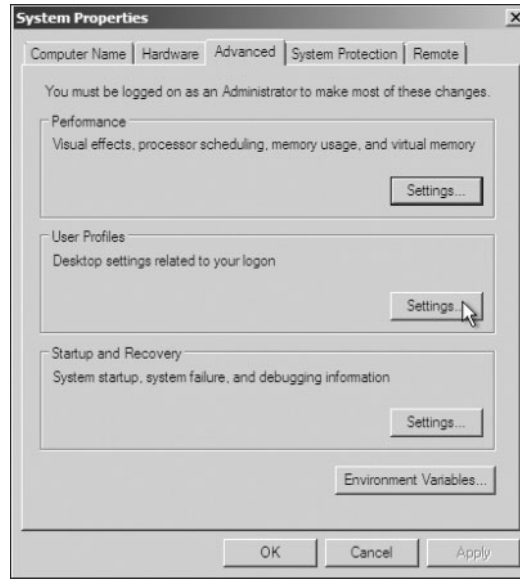
To set up a roaming profile, you must first be connected to a domain (domains are explained in detail in Chapter 12, "Networking with Windows Server 2008"). Then the administrator needs to set up a shared folder on a server and copy the user's profile to that folder. The user's domain account properties would need to point to the roaming profile, and you are all set.

Perform the following steps to copy the Windows 7 user's profile to a server location. Your Windows 7 computer must be part of a domain to complete these steps. On the domain you must have a shared folder that you can place the profile into.

1. Click Start > Control Panel > System.
2. Click the Advance System Settings link in the upper-left corner.
3. In the System Properties dialog box, click the Advanced tab.
4. On the Advanced tab, click the Settings button in the User Profiles section, as shown in Figure 5.28.

5. Choose a profile and click the Copy To button.
6. Copy the profile to one of your servers.

FIGURE 5.28
Click Settings in the
User Profiles section.



You'll learn how to turn this account into a roaming profile through Active Directory in Chapter 12. The steps that you just completed are the client-side steps to the process; we'll discuss the server-side steps in Chapter 12.



Real World Scenario

ROAMING PROFILES

As an IT Manager, I like to set up roaming profiles for my network users. Many users are not computer savvy. You can give a good salesperson a calling list and a phone, and they can sell. But we ask them to do everything on a computer.

When you set up roaming profiles, it does not matter where the user logs on; their Desktop will follow them from place to place. This enables a user to feel more comfortable when they see a Desktop that they are accustomed to seeing. Because a user knows their own Desktop and icons, it will help with their productivity.

User profiles are an easy way to make your users feel better no matter what computer they log onto. Knowing how to configure your Desktop from start to finish is a great way to personalize any Windows 7 computer.

The Bottom Line

Understand the Start menu shortcuts. The Start menu has many default shortcuts that are preloaded when the Windows 7 operating system is created. Some of the default shortcuts are Getting Started, Windows Media Center, Calculator, Sticky Notes, Snipping Tool, Remote Desktop Connection, Startup, and Internet.

Master It You are the system administrator for your organization, and you have salespeople who need an application to start every time they log into the Windows 7 system. How would you configure the application so that it starts when the salespeople log into their machine?

Customize the Start menu and Taskbar. Users can customize the Taskbar and Start menu using the Taskbar And Start Menu Properties dialog box. This dialog box has three tabs: Taskbar, Start Menu, and Toolbars. The easiest way to access the dialog box is to right-click a blank area in the Taskbar and choose Properties from the context menu.

Master It You are the system administrator for your organization, and you have a user who has received a computer that was previously used by another user. The machine was not formatted, but the new user's data was migrated over. The user complains because the Taskbar disappears on its own. The user gets the Taskbar back when the mouse is moved over the bottom of the screen. How can you stop the Taskbar from disappearing?

Work with regional settings. Multilanguage and regional support is available with Windows 7 that allows the user interface to be presented in different languages and that allows applications to be viewed and edited in different languages. Depending on the level of language support required by your environment, you may use either a localized version of Windows 7 or install language files to support multiple languages.

Master It You are the system administrator for an organization that has multiple sites all over the world. You are responsible for rolling out Windows 7 client machines to users in all offices. You have to set up a Windows 7 machine for a user overseas. How do you configure the Windows 7 machine?

Use accessibility features. Windows 7 allows you to configure the Desktop so those users with special accessibility needs can use the Windows 7 Desktop more easily. Through its accessibility options and accessibility utilities, Windows 7 supports users with limited sight, hearing, or mobility.

Master It You are the administrator for a mid-sized computer training company. You have a user that has difficulty seeing the Desktop clearly. You have already made the icons larger, but the user is still having issues. What other steps can you show the user so that the Desktop and applications are easier to see?