

## Chapter 14

# Installing and Configuring Applications

Windows 7 introduces a new way to use many built-in programs of Vista by incorporating them into an online feature to make access and collaboration even easier than in previous versions. Live Essentials is a downloadable program suite that provides email and calendaring in an online format. Vista and previous versions of Windows introduced Mail, Calendar, and Contacts, a Getting Started welcome center, Fax and Scan, Media Player, and Media Center. These applications gave users quick access to features they would use on a day-to-day basis, but only on the local machine. Windows 7 utilizes Live Essentials for Mail and Calendar to make online access to those applications available, but it also allows offline access to users' data, which enhances and simplifies application use. It is still fairly straightforward to install, repair, change, and uninstall other commercial applications as well.

Having everyday applications available in Windows 7 results in efficient productivity for users as well as administrators because users will spend less time installing and updating applications. With the new online collaboration of Live Essentials, functionality previously available only in Windows Vista is now available from any Internet-accessible location, thus improving the quality of the user experience.

Windows 7's built-in applications also allow you to use your PC as a hub for multimedia by providing functionality to access audio and video that is stored on your PC from the Internet. You can also send the same audio and video to other media-capable devices within your local network.

In this chapter, you'll learn how to:

- ◆ Use Windows 7's Getting Started feature
- ◆ Manage Live Essentials' Mail features
- ◆ Play a saved digital video in Windows Media Center
- ◆ Use Repair to fix a corrupted application

## Getting Started in Windows 7

Windows Vista provides you with a welcome center that launches automatically by default after you log in. This window displays the edition of Windows Vista that's installed, the CPU,

the amount of RAM, the video card, and the computer name. Windows 7 also features a welcome center, where you are presented with a Getting Started window, as shown in Figure 14.1.

**FIGURE 14.1**  
Getting Started in  
Windows 7



The Getting Started window does not show you the hardware configuration of your PC or which version of Windows 7 you have, but it does offer several links to the following features of Windows 7 that are commonly set up when you first get started:

- ◆ Go Online To Find Out What's New In Windows 7
- ◆ Use A Homegroup To Share With Other Computers In Your Home
- ◆ Back Up Your Files
- ◆ Personalize Windows
- ◆ Choose When To Be Notified About Changes To Your Computer
- ◆ Add New Users To Your Computer
- ◆ Transfer Files And Settings From Another Computer
- ◆ Go Online To Get Windows Live Essentials
- ◆ Change The Size Of The Text On Your Screen

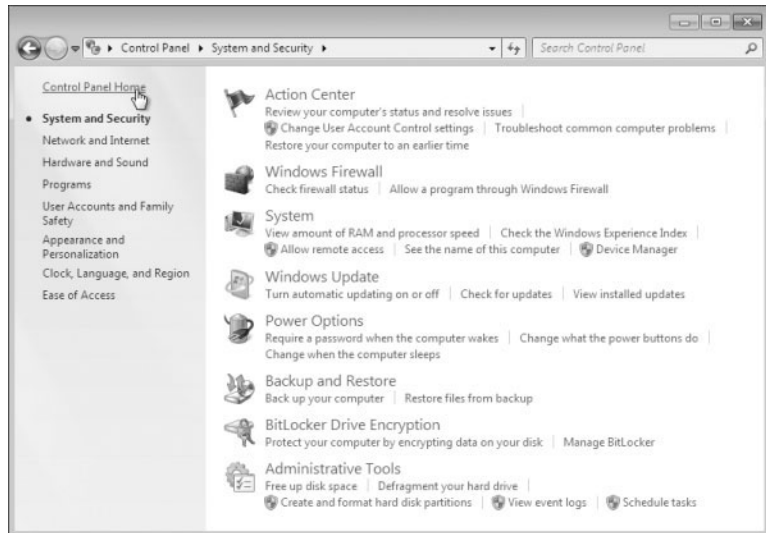
All of the items in the Getting Started window are available from various locations in the Windows 7 interface, and you can even launch them individually from the Start menu's search box. Rather than search around, use Getting Started to gain access by typing **Getting Started** into the search box.

You can also open the Getting Started window with these steps:

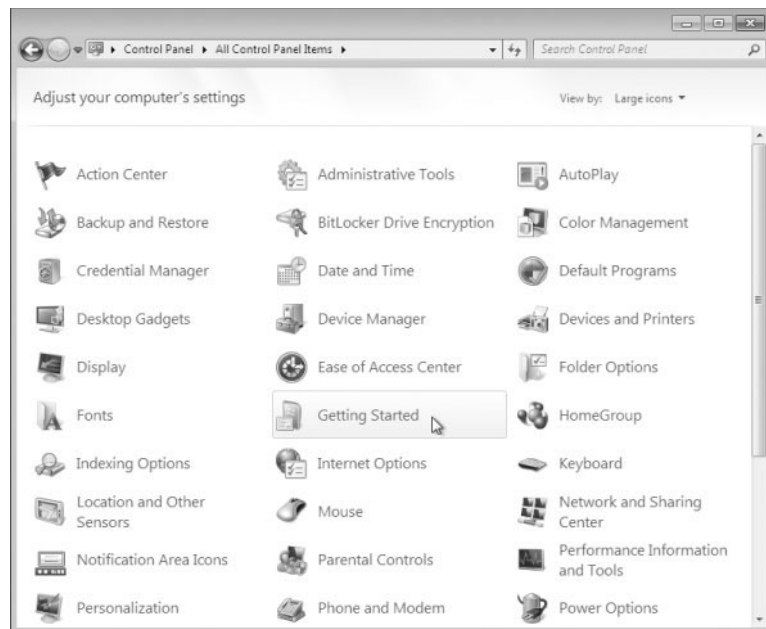
1. Click Start > Control Panel.
2. Choose System And Security.

3. On the left side of the System And Security screen, click Control Panel Home, as shown in Figure 14.2.
4. In the All Control Panel Items window, choose Getting Started, as shown in Figure 14.3.

**FIGURE 14.2**  
Select Control Panel Home.



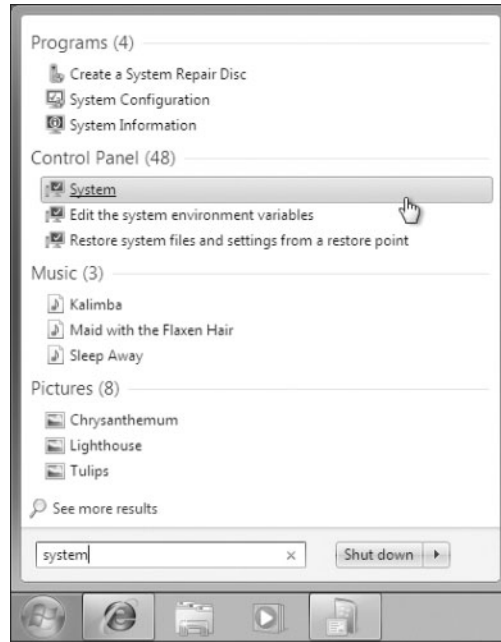
**FIGURE 14.3**  
Choose Getting Started in the All Control Panel Items window.



If you need to access the hardware configuration of your PC or version of Windows 7, you can still do so from the System window in Control Panel. The easiest way is to type **system**

in the Start menu's search box and select System from the Control Panel section, as shown in Figure 14.4.

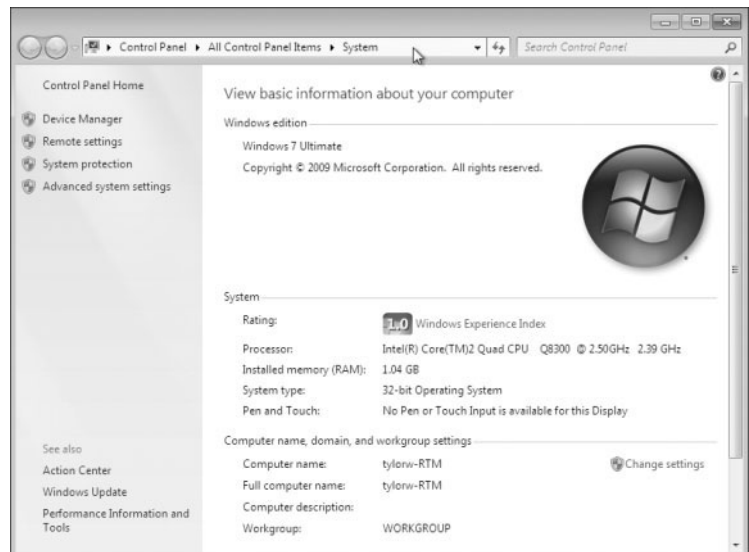
**FIGURE 14.4**  
Choosing System from  
Windows 7 search  
results



The System window that shows the hardware configuration is shown in Figure 14.5.

You can also choose Start > Control Panel > System And Security > System or choose Start, right-click Computer in the Start menu, and select Properties to access the System window.

**FIGURE 14.5**  
Windows 7 System  
window



Although Getting Started allows you access to many of the common initial configuration tasks, you should note that there is no task to configure email. In fact, in Windows 7 no email client is available from the distribution — you must download it, which we discuss in the next section.

## Accessing Email in Windows 7

Windows Mail was introduced in Vista as the replacement for Outlook Express. Windows Mail added new functionality, such as junk email filters. In Windows 7, the Windows Mail program is not available (nor is Outlook Express). Microsoft has opted to include the email program in its Live Essentials download. Why did Microsoft do this? The company seems to have decided that having the users install the more collaborative applications after the fact will give the users better control over which applications they install. The basic installation of Windows 7 has become so streamlined that we barely have to stop and make any decisions. After the installation, users can simply install or uninstall programs as desired. If they have to go online to get their applications, users will be more inclined to use Windows Live, a set of collaborative servers. Again, what does this mean? Live Messenger includes a set of contacts, so why not use the same contacts list for email? Many of the web-based email providers (Yahoo! and Google, for example) also provide contacts, messaging, and email. Your Windows Live account, Live Mail, Live Messenger, and other collaborative programs that might become available in the future can share your collected information across the applications.

### MICROSOFT LIVE ESSENTIALS

You can get the Essentials bundle from <http://download.live.com>. After the web page loads, you may want to take a few minutes to review the available items. Once you decide, click the Download button and either save the file to run later or run the downloaded file directly. After you run the downloaded file, you will be shown the installation options.

## Installing Live Mail

To use Live Mail in Windows 7, you must download and run the installation of the Live Essentials programs. You can choose which applications associated with Live Essentials you want to install. Selecting the Mail option will install Live Mail. Setting up an email account is the first task you'll undertake after you install Live Mail.

## Setting Up Email Accounts with Live Mail

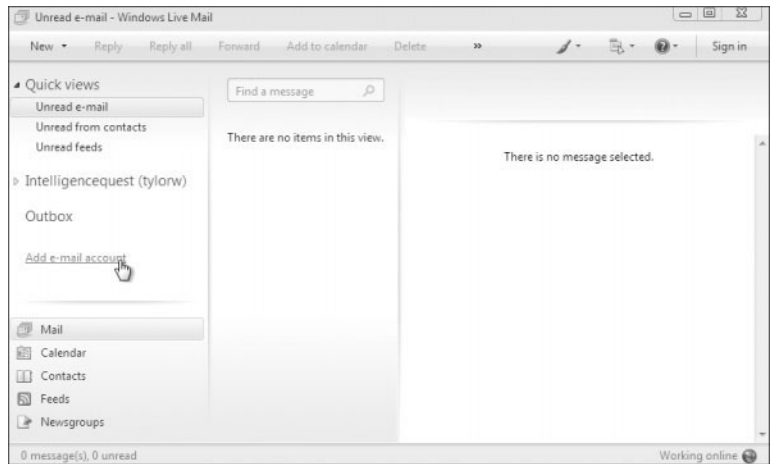
After you install Live Mail, you will set up an email account for access. Assuming you have an SMTP server account, you set up the configuration just as you would with Windows Mail or Outlook Express. With your login credentials, SMTP server, and POP3 server parameters, you are able to compose and read email. In the Windows Live Mail window shown in Figure 14.6, you click Add E-mail Account to launch a wizard that prompts you for configuration parameters.

Perform the following steps to set up a new email account:

1. Open Live Mail by choosing Start > Windows Live Mail.
2. If this is the first time Live Mail has been opened, the Add E-mail Account wizard starts. If this is not the first time Live Mail has been opened, you must select Add E-mail Account in the main window, as shown in Figure 14.6.

3. Type the email address of the account you are adding, the email account password, and the display name for the account.

**FIGURE 14.6**  
Click Add E-mail  
Account in Live Mail.



4. Select the check box in the bottom left of the wizard to manually configure server settings for the email account, and then click Next.
5. Enter the parameters for your email account incoming and outgoing mail server type, along with their authorization parameters, and click Next.
6. Choose Finish, and your new email account is added to Live Mail.

There are several other parameters that you can use to configure the way Live Mail behaves. Next, we'll show you how to use the Options dialog box to customize Live Mail's actions.

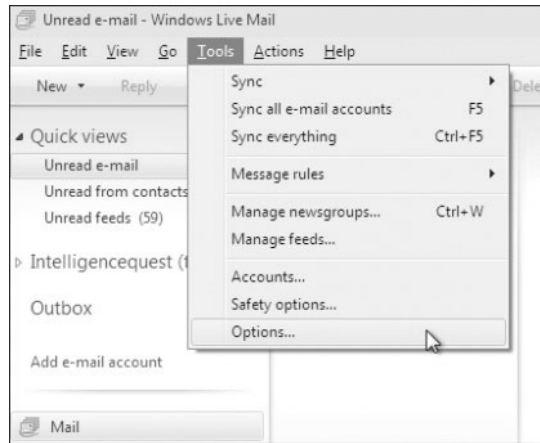
## Configuring Options in Live Mail

Live Mail will work as soon as you configure an email account, but you might want to tweak it for personalized experience. To access the Options dialog box, press the Alt key to activate the standard menu bar. Click Tools > Options to open the Options dialog box, as shown in Figure 14.7.

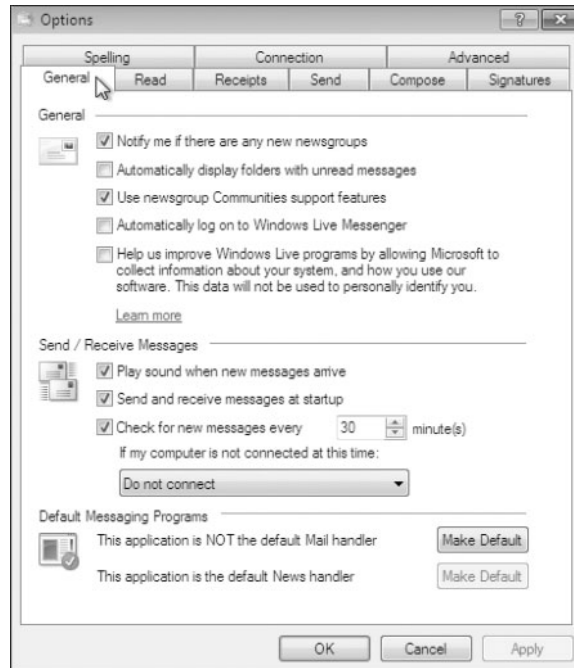
The General tab of the Options dialog box (see Figure 14.8) lets you configure general options, specify how messages are to be sent and received, and select default messaging programs. New options are available in Live Mail that allow you to automatically log on to Windows Live Messenger and to participate in the Windows Live improvement program by allowing Microsoft to collect information about your system and how you use the program (this option is not selected by default).

The Read and the Receipts tabs, as shown in Figure 14.9, allow you to configure the behavior of Windows Mail when messages are read and received. You can also use the Read tab to specify newsgroup behavior and to select the default font and encoding method to be used for reading messages. Use the Receipts tab to configure whether read receipts are requested or sent. You can also configure Secure receipts.

**FIGURE 14.7**  
Live Mail Options  
dialog box

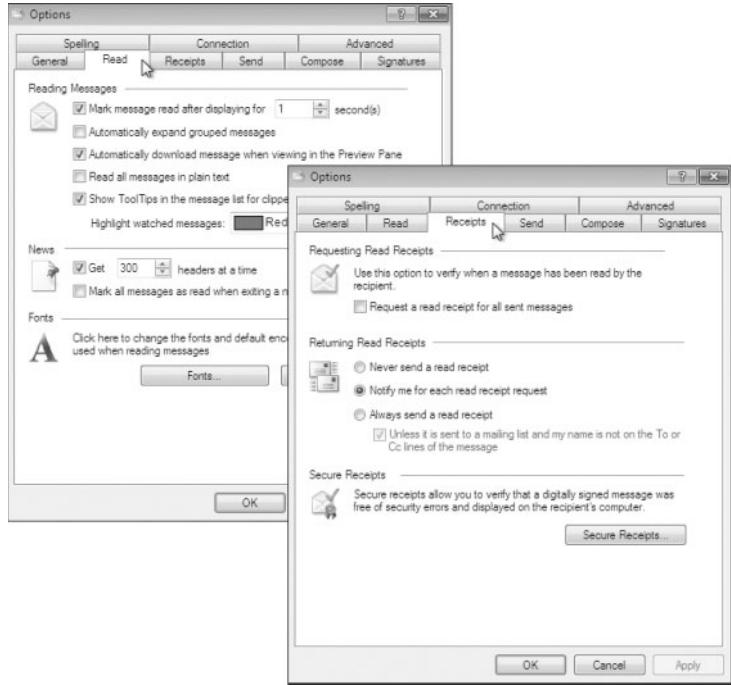


**FIGURE 14.8**  
The General tab of  
Live Mail's Options  
dialog box

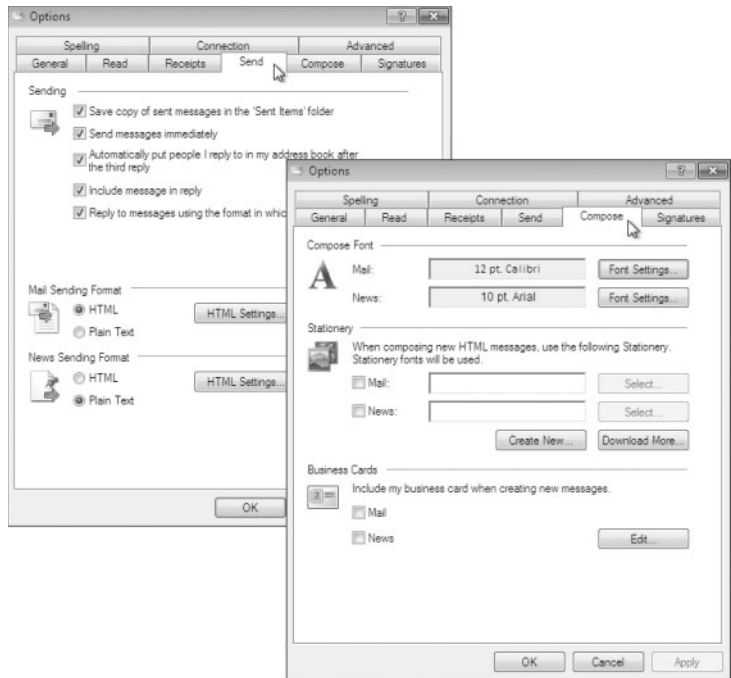


Use the Send tab to configure the behavior of Live Mail when messages are sent. You can also use this tab to configure whether mail and newsgroup messages are sent in HTML or plain text. The Compose tab lets you configure the default font, stationery, and business card that are used for sending mail and newsgroup messages. The Send and Compose tabs are shown in Figure 14.10.

**FIGURE 14.9**  
The Read and Receipts tabs of Live Mail's Options dialog box



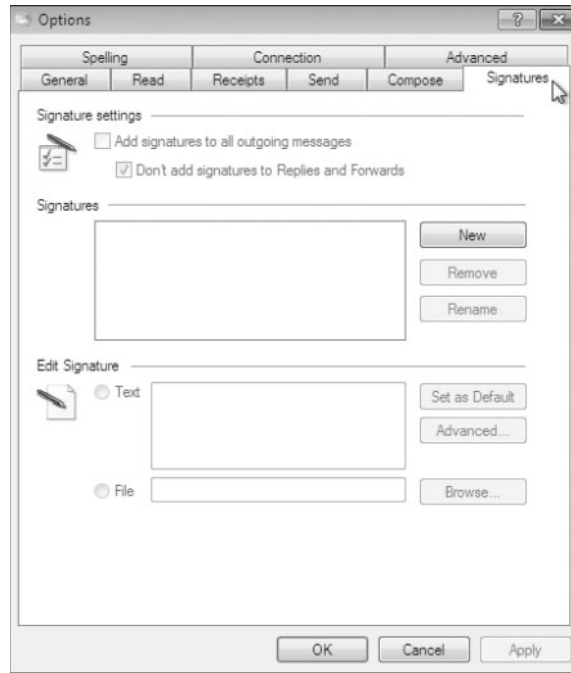
**FIGURE 14.10**  
The Send and Compose tabs of Live Mail's Options dialog box





The Signatures tab, shown in Figure 14.11, lets you add, remove, and configure signatures. Signatures are the text automatically added to the bottom of outgoing messages. They are configured as straight text or added as a file.

**FIGURE 14.11**  
The Signatures tab of  
Live Mail's Options  
dialog box

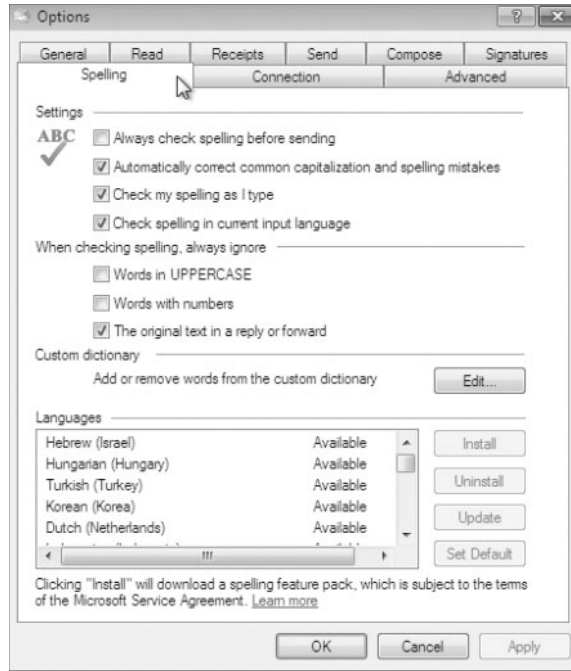


On the Spelling tab (see Figure 14.12), you configure whether Windows Mail will check for spelling errors either before sending or while you are typing the message (the latter is a new feature of Live Mail). The Spelling tab features options for automatically correcting common capitalization and spelling mistakes as well as checking spelling in the current input language. The Spelling tab also lets you choose to ignore spelling when words are in uppercase or contain numbers, and whether the original text is checked for spelling.

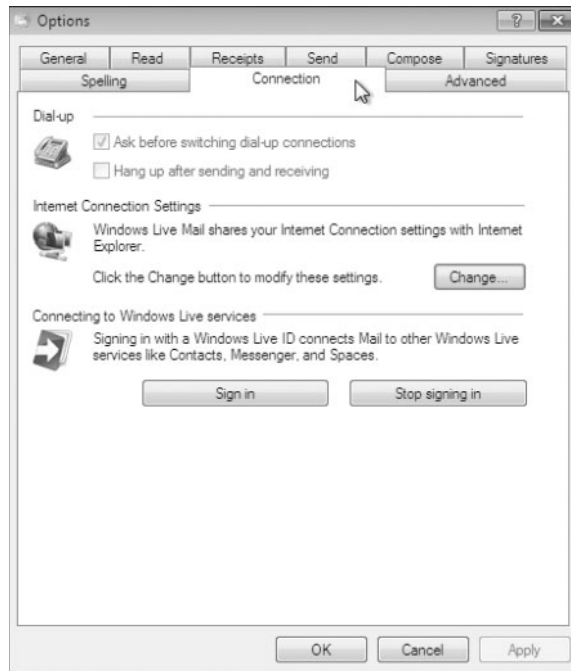
The Connection tab (see Figure 14.13) lets you configure dial-up and Internet connection behavior. Live Mail uses the same Internet Connection settings that Internet Explorer uses. The Connection tab also lets you sign in to your Windows Live account or tell Live Mail to stop signing you in.

The last tab in the Options dialog box is the Advanced tab, as shown in Figure 14.14. You use the Advanced tab to configure IMAP settings, message threads, replies, and forwards. You can also click the Maintenance button to open the dialog box shown in Figure 14.15, which lets you configure maintenance tasks — such as whether deleted items are emptied on exit and how the database is compacted. The Maintenance dialog box also lets you clean up your news-group messages and change the location of your message storage, known as the Store Folder. You can configure the troubleshooting logs from the Maintenance window as well.

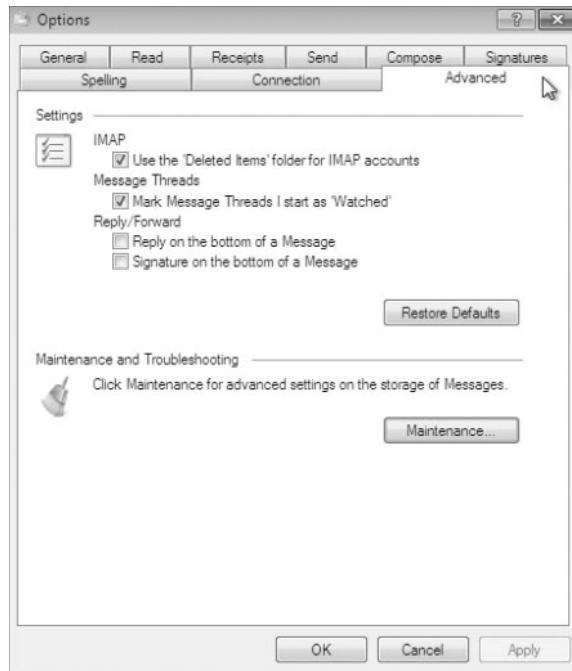
**FIGURE 14.12**  
The Spelling tab of Live Mail's Options dialog box



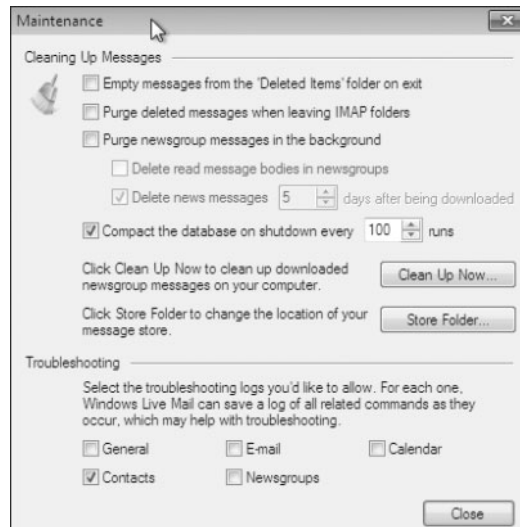
**FIGURE 14.13**  
The Connection tab of Live Mail's Options dialog box



**FIGURE 14.14**  
The Advanced tab of  
Live Mail's Options  
dialog box



**FIGURE 14.15**  
Click the Maintenance  
button to open this  
dialog box.



The security configuration for virus protection features, such as whether an application attempts to send an email on your behalf, was formerly found on the Security tab in Windows Mail's Options window. In Live Mail, these configurations are found in the Safety window.

## Setting Up Safety Parameters in Live Mail

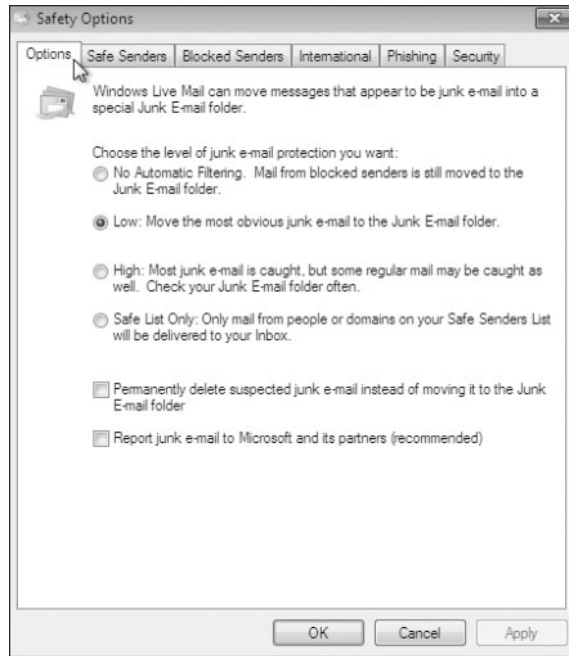
Live Mail includes enhanced safety features to help protect users and give them a better email experience by

- ◆ Identifying and handling junk email
- ◆ Setting up blocked sender and safe sender lists
- ◆ Configuring disallowed top-level domains (international countries and entities)
- ◆ Filtering phishing email
- ◆ Adding security features

You configure these features in the Safety Options dialog box of Live Mail. To access this window, activate the standard menu bar by pressing Alt and then select Tools > Safety Options. This dialog box includes individual tabs for configuring the safety parameters.

The Options tab of the Safety Options dialog box, as shown in Figure 14.16, allows you to configure the junk mail settings for Live Mail.

**FIGURE 14.16**  
The Options tab of Live Mail's Safety Options dialog box



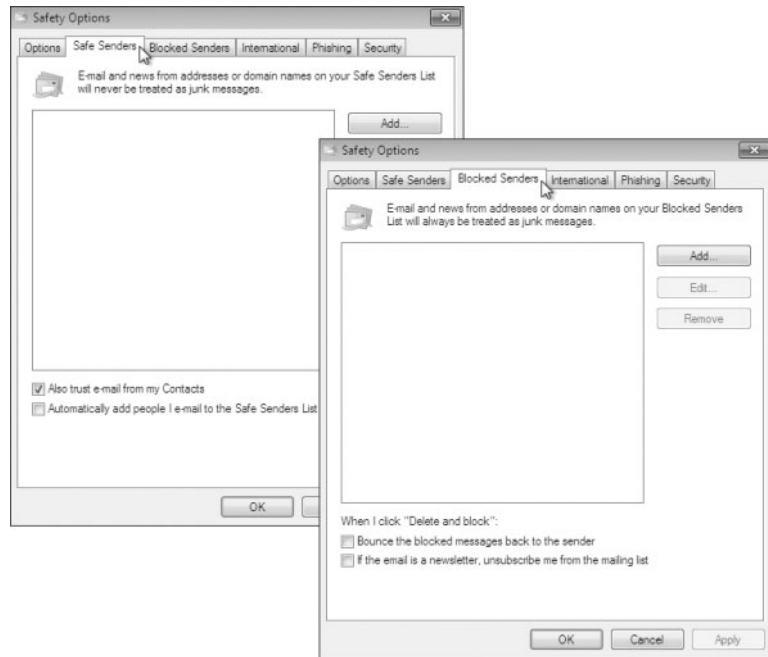
The Options tab lets you choose the level of junk mail:

- ◆ No Automatic Filtering
- ◆ Low
- ◆ High
- ◆ Safe List Only

Two options at the bottom of this tab are “Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder” and “Report junk e-mail to Microsoft and its partners (recommended).”

The Safe Senders and Blocked Senders tabs are shown in Figure 14.17. These tabs allow you to configure a list of addresses you want to always allow or block.

**FIGURE 14.17**  
The Safe Senders and Blocked Senders tabs of Live Mail’s Safety Options dialog box



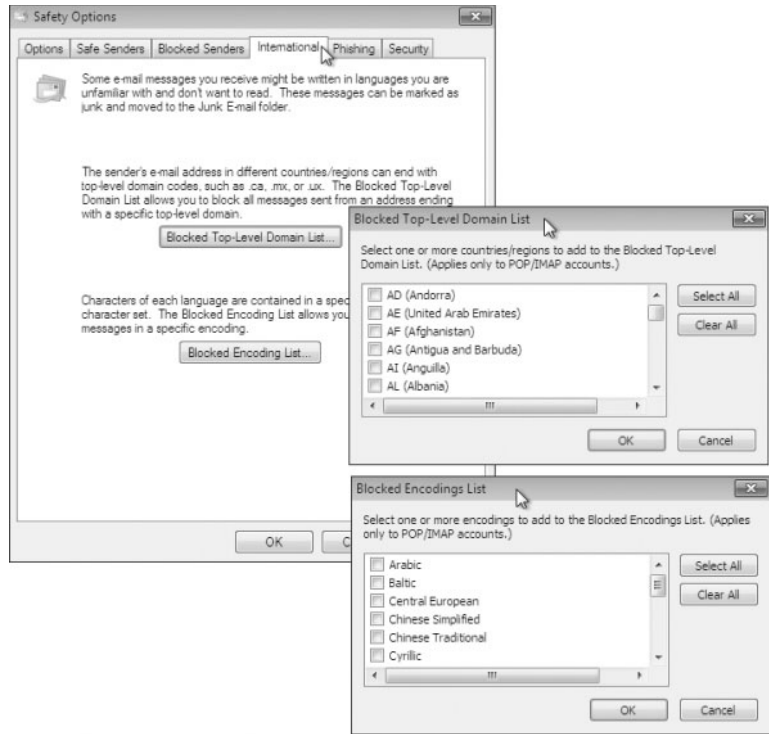
The International tab allows you to choose which top-level domains you would like to block and which character sets may be present in an email you choose to block. Figure 14.18 shows the International tab of as well as the Blocked Top-Level Domain List and Blocked Encodings List tabs.

### ACCESSING EMAIL ON THE WEB USING LIVE MAIL ONLINE

One great feature of Live Mail is the ability to integrate your local email with a web-based email that gives you access to your email from any location with Internet access. The email you access on the Web will initially be your Live email account, but you can even add your other accounts to the web-based version. Using web-based email has proven to be convenient for many users. Live Mail will boost your productivity and user experience to new levels of usefulness by integrating your web-based email with your local email program.

Live Mail conveniently integrates your email contacts and messaging. Also, having a calendar available for keeping track of appointments as well as setting up free time will make Live Mail one stop closer to a complete collaborative solution.

**FIGURE 14.18**  
The International, Blocked Top-Level Domain List, and Blocked Encodings List tabs of Live Mail's Safety Options dialog box



## Using the Live Mail Calendar

Windows Vista includes a program called Windows Calendar that allows you to create events and appointments in a local calendar and then publish the local calendar and perhaps even share it. In Windows 7, the calendar functionality is appropriately part of Live Mail. This calendar is stored in your Live account, making it available anytime you log in. You may want to use it only locally like the Vista version, but having it online makes the calendar even more functional.

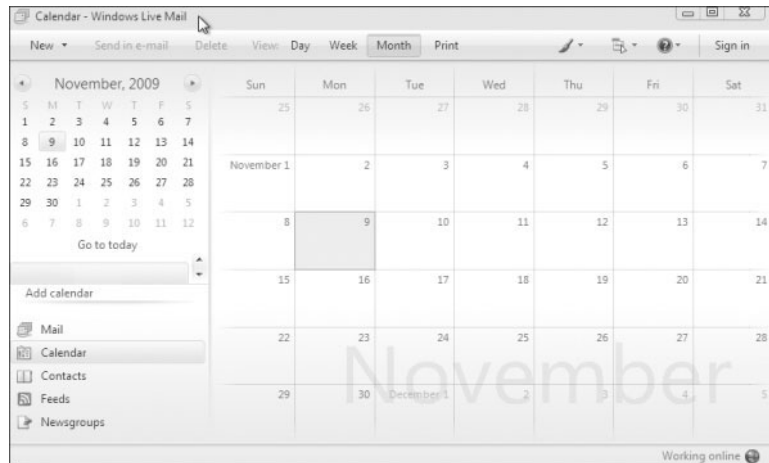
Calendar is available from within the Live Mail program; you launch the Calendar program from the lower-left pane. You are presented with the Calendar window shown in Figure 14.19. A toolbar is available that lets you change your view from month to week or to the day.

The toolbar also gives you the ability to add new events or create new calendars, as shown in Figure 14.20. By creating new calendars, you can have multiple calendars all tied to Live Mail. You can also create a new email message, photo email, news message, or contact by using the New menu.

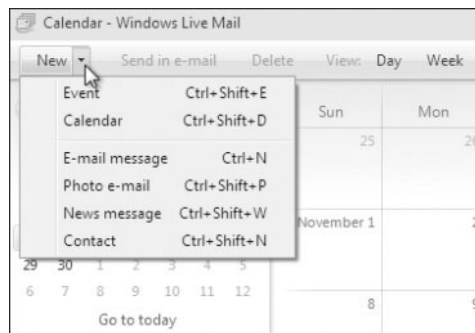
So far we've looked at a local implementation of Calendar, but if you have a Live account, you can sign up for a Live.com mail account and your calendar will then be available any time you log into Live. You can share any of the calendars you have created with friends or colleagues, and you can have one collaborative location. Be assured that you do not have to share all or any of your calendars if you choose not to.

In addition to integrating your email and calendar functionality with a web presence as well as local access, Live Mail provides you with the ability to add friends and colleagues to a common database accessible from your local machine or online.

**FIGURE 14.19**  
Live Mail Calendar



**FIGURE 14.20**  
Live Mail Calendar's  
New menu



## Real World Scenario

### USING EMAIL AND A CALENDAR IN WINDOWS 7

The authors have been using web-based email for a long time, and most of the administrators and users we know do the same. Yes, we have our corporate emails; we can access them using Outlook Web Access and even have them sent to our mobile devices. But we all use web-based email as well. We have even become quite fond of Google's calendar as it allows us to keep track of teaching schedules, our consulting team's schedule, and our personal schedule — all of which we can make available to colleagues and family selectively. The corporate Outlook has a great calendaring function, but alas, this is stuck to our corporate account.

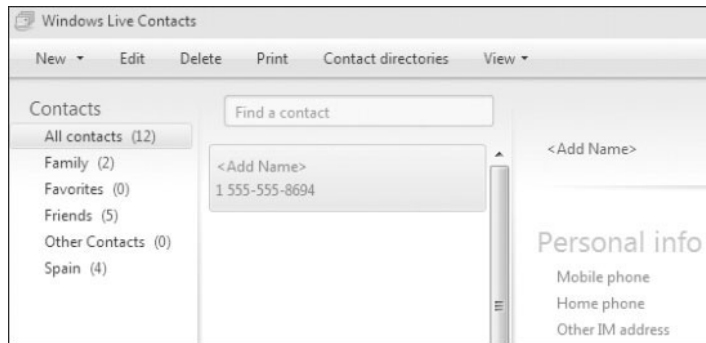
Live Essentials' Mail program allows us to have the same Google email and calendar functionality we have become attached to. You can set up all your email accounts (yep, even Gmail), your contacts, and your calendars in Live Mail and have your consolidated messaging at every

Internet connection. Our consulting team has recommended the Live Essential solution to many clients, who have been pleased with the ease of integration into these collaborative features. We don't think we'll migrate our users away from Exchange and Outlook, but for some, this will be the most convenient and most inclusive solution for our messaging pleasure.

## Using Live Mail Contacts

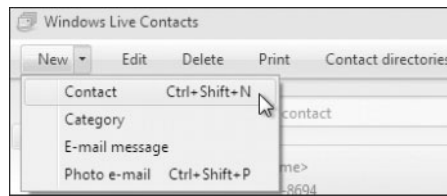
Live Mail Contacts is a component in the Live suite that is used to store contact information for individuals. You can access Contacts by selecting Contacts in the lower-left pane in Live Mail. The Contacts window, shown in Figure 14.21, lets you create, modify, and delete contacts and contact groups. You can also use your default email program to compose an email message to the selected contact.

**FIGURE 14.21**  
Live Mail Contacts  
window



Adding a new contact is as simple as clicking **New > Contact**, as shown in Figure 14.22.

**FIGURE 14.22**  
Choose **New > Contact**  
to add a new contact.

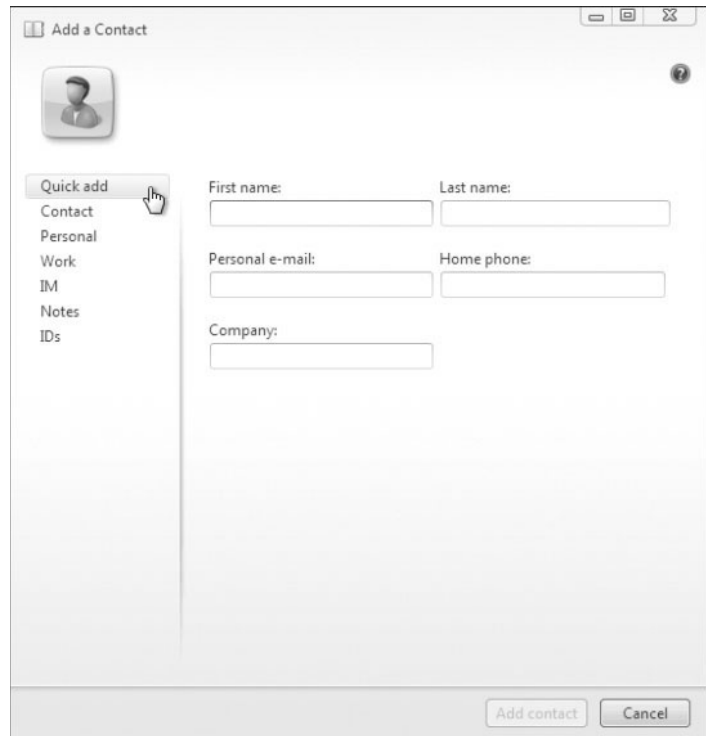


Within each contact, you can record a great deal of information by clicking the Quick Add button (as shown in Figure 14.23). This information includes the following:

- ◆ First name
- ◆ Last name
- ◆ Personal email
- ◆ Home phone
- ◆ Company



**FIGURE 14.23**  
Click the Quick Add button.



You can go even further with your contact information by adding many personal items to the contact information, such as the following:

- ◆ Additional contact information
- ◆ Personal information
- ◆ Work information
- ◆ Internet Messaging (IM) information
- ◆ Notes
- ◆ Digital IDs

As with Live Mail and Calendar, the contact information can also be made available to your Live account so your contacts are never more than an Internet connection away. Live Mail provides a set of applications available to you as a Windows 7 user and administrator. Some applications come installed in Windows 7 by default that provide more features and functionality to the users, such as Windows Fax and Scan.

## Integrating Windows Fax and Scan

Windows Fax and Scan enables you to send and receive faxes without a fax machine. You can also use Windows Fax and Scan to scan documents so that you can fax or email them. To

configure fax support and set fax properties, select Start > All Programs > Windows Fax And Scan. The Windows Fax and Scan application starts, as shown in Figure 14.24.

**FIGURE 14.24**  
Windows Fax and Scan



## Configuring Fax Support

Windows 7 allows you to add and configure fax support. You can add fax support to your computer even if a fax machine is not available. You configure fax support through the Windows Fax and Scan application.

### ADDING A FAX ACCOUNT

Before you can send or receive faxes, you must first create an account. To create an account, click Tools > Fax Accounts and then click Add to create an account. You are prompted to connect to a fax modem on your computer or to a fax server.

### SETTING FAX PROPERTIES

To configure fax settings, click Tools > Fax Settings. The Fax Settings dialog box displays and has four tabs with options and information for your fax support, as follows:

**General** Displays the device name and provides the ability to configure the device parameters to send and receive faxes.

**Tracking** Enables you to set up notification options for fax events and configure the Fax Monitor to display progress when faxes are sent or received. You can also configure sound options in the Tracking tab.

**Advanced** Enables you to configure which folder is used for receiving faxes. Sent faxes will also be stored in the specified folder. It also allows you to include a banner with the fax. The

Advanced tab lets you configure the number of redials to perform, and the start and end times for sending faxes.

**Security** Enables you to configure which users or groups can send and receive faxes and who can manage fax configuration.

### STARTING THE FAX SERVICE

After you configure fax support, you need to start the Fax Service in Windows 7.

Perform the following steps to start the service:

1. Right-click Computer on the Start menu and select Manage from the context menu.
2. Expand Services and Applications and then Services.
3. Double-click Fax Service and click the Start button.
4. Select Automatic as the Startup Type and click OK.
5. Close the Computer Management window.

### Managing Imaging Devices

A scanner is a device that can read text or graphics that are on paper and translate the information to digital data that the computer can understand. After you install a scanner on a Windows 7 computer, you can manage the device through the Windows Fax and Scan application.

If the scanner is a USB scanner, simply connecting the device to the computer should install the appropriate driver, and the scanner will be available in the Windows Fax and Scan application. To configure a scanner that is attached to your computer, click Scan in the lower-left corner of the Windows and Fax application, and then click Tools > Scan Settings, which opens the Scan Profiles dialog box.

If you have a scanner installed on your computer, perform the following steps to view and configure its properties:

1. Select Start > All Programs > Windows Fax And Scan.
2. In the Windows Fax and Scan application, click Scan in the lower-left corner.
3. Select the scanner to modify and then click the Edit button.
4. Modify the settings as desired and then click Save Profile.
5. Click Close to close the Scan Profiles dialog box.
6. Close the Windows Fax and Scan application.

Windows 7 has even more applications installed and available for your convenience, such as Media Player for listening to audio and viewing video.

## Using Windows Media Player 12

Windows Media Player 12, shown in Figure 14.25, enables you to play digital media, organize your media files, burn CDs and DVDs, synchronize files to a portable music player, and shop

for digital media online. To open Windows Media Player 12, choose Start > All Programs > Windows Media Player.

**FIGURE 14.25**  
Windows Media  
Player 12



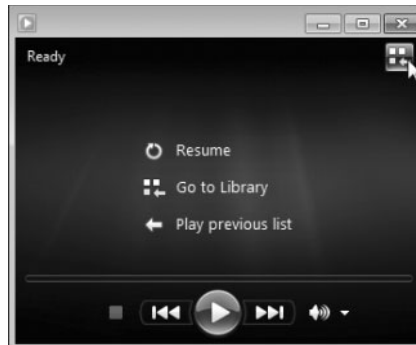
### Understanding the Windows Media Player 12 Interface

The new version of Windows Media Player in Windows 7 has a different look and feel than previous versions. Microsoft is following their goals of making the user experience easier by rearranging menu items to a more logical placement. Windows Media Player 12 has two views you can toggle between:

- ◆ The Library view (the default view when opening Windows Media Player 12 from the Start menu)
- ◆ The Now Playing view

Toggle between the Library and Now Playing views by clicking the icon in the lower right of the Library view or the upper-right of the Now Playing view, as shown in Figure 14.26.

**FIGURE 14.26**  
Windows Media Player  
12 Now Playing view



Windows Media Player 12 organizes your media into several categories available in the Library view. The categories include:

**Playlists** Choosing Save List from your list of songs saves the list as a playlist, which makes it available for future access.

**Music** Any digital music Windows Media Player 12 has discovered on your PC is located in this category. Media files discovered include MP3, WMA, WAV, and so forth.

**Videos** Any videos you have saved from cameras or have downloaded are saved in this category. Media files discovered for this category include AVI, MPEG, WMV, DivX, and so forth.

**Pictures** Media Player saves digital pictures on your PC in this category and can display them to you. File types discovered for this category include JPEG, GIF, and so forth.

**Recorded TV** If your PC has the hardware installed to capture TV, any recorded programs are saved into the Recorded TV category.

**Other Libraries** The Other Libraries category holds media that is stored on other Windows 7 machines in the same HomeGroup as your PC. This category might also hold items you've added that Windows Media Player 12 doesn't recognize.

The following tabbed menu items are available in the Library view of Windows Media Player 12:

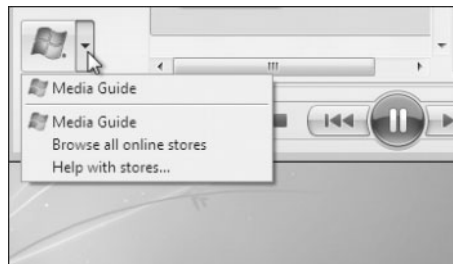
**Play** Used to play a CD or DVD, create and clear playlists, and see what's currently being played.

**Burn** Used to burn music to a CD or data to a CD or DVD. You can burn at various speeds, apply volume leveling to audio CDs, and convert music to a different bit rate.

**Sync** Used to perform two-way synchronization of data between your computer and a portable media device, a flash memory device, or a Portable Media Center.

You can use Windows Media Player 12 as a launching spot to shop online for digital media. Select the drop-down list box in the lower-left corner, as shown in Figure 14.27, to access the Browse All Online Stores option.

**FIGURE 14.27**  
Media options in  
Windows Media  
Player 12



When you play, burn, or sync a protected file, Windows Media Player checks to see whether you have valid media usage rights. If you have valid rights, you are allowed to play, burn, or sync the file. Normally, media usage rights are automatically downloaded for you. So why can't you play your file if you've got a connection to the Internet? Check to see if Download Usage Rights Automatically When I Play Or Sync A File is selected on the Privacy tab of the Options dialog box. If it is enabled, you might have to restore your media usage rights from the online store where you purchased your digital media. Playing a music CD in Windows Media Player 12 can be as simple as inserting the CD into your PC.

## Playing Music CDs in Windows Media Player 12

Playing an audio CD in Windows 7 should be straightforward, because Windows Media Player 12 recognizes the insertion of a music CD into your PC and launches the Player view automatically. Some CDs that contain digital music might prompt Windows 7 to display a dialog box that asks you what you want to do. This happens sometimes when you create your own music CDs and Windows 7 simply sees the music as files. The dialog box offers you the option to play the audio CD, which launches Windows Media Player 7.

If by some chance another program plays your audio CD, then Windows Media Player 7 might not be the default program for playing audio CDs. Perhaps the file format on the CD is captured by another program. You can close the other program and launch Windows Media Player 12 from the Start menu and choose to play an audio CD.

Playing music CDs in Windows 7 using Windows Media Player 12 is fairly simple, but what about movies? Windows Media Player 12 also recognizes DVDs.

## Playing DVDs in Windows Media Player 12

Windows Media Player 12 will react similarly to DVDs as it does for CDs: it will launch automatically into the Now Playing view when you insert a video DVD in your PC's DVD drive. Being able to play multiple media formats without user intervention is another way Microsoft is trying to make the music and movie experience simple.

To play your DVD movie in full-screen view, press and hold the Alt key and then press Enter. Return to the windowed view by pressing the same keystrokes. While in full-screen view, moving your mouse cursor will bring up the play controls, but they will disappear after a few moments of not moving the cursor.

You can play other video files in the same interface as the DVD movie screen as well. You can double-click movies that you have captured on a digital camera or from an Internet source in the Videos library and control them just as you would a DVD movie. What if you have a TV tuner built in or added to your PC? Windows 7's Media Center lets you control this added input.

## Controlling Digital Media with Windows Media Center

Windows Media Center is included in the Home Premium, Professional, and Ultimate editions of Windows 7. Windows Media Center adds the ability to watch, pause, and record live TV (as long as you have the appropriate TV tuner hardware installed). You can also view online entertainment within Windows Media Center from around the world. Windows Media Center plays CDs, DVDs, music, and video much the same way Windows Media Player does, but with more controls available to the user. One thing Windows Media Center does that Windows Media Player does not do is make your PC into a digital video recorder (DVR).

### DISPLAYING TV PROGRAMS IN WINDOWS MEDIA CENTER

To play TV programs and use the DVR capabilities of Windows Media Center, you need to make sure a few items are present. You need a TV tuner to receive broadcast signals and select TV channels. Some TV tuners you can purchase for your PC come with a remote that will integrate into Windows Media Player. If your TV tuner doesn't have a remote, you can still use your keyboard and mouse for control. You also need a TV signal. You might be able to capture over-the-air signals, but remember, this is only a digital signal now and your tuner

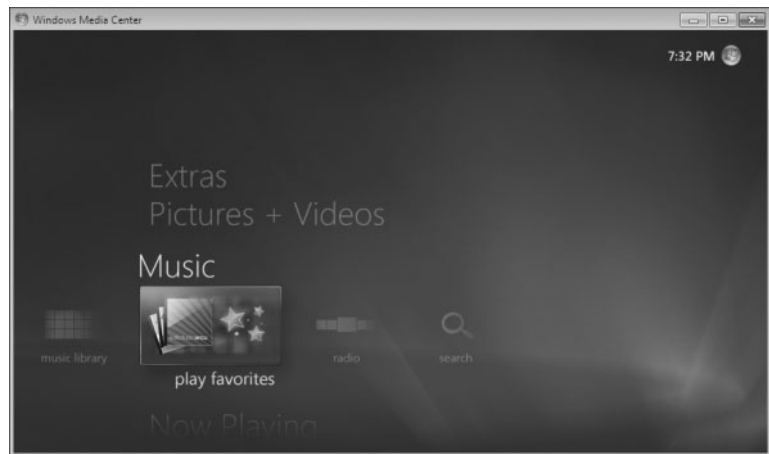
will have to decode these signals or you'll still need an external converter. You also have to make sure you have a version of Windows 7 that has support for Windows Media Center. Probably the best enhancement you can select is a TV tuner that has a TV output as well. TV programs on your computer's monitor will look good, but being able to display any of your digital media on the big screen of a television, even HD programming, will best contribute to your viewing pleasure.

When you launch Windows Media Center for the first time, you are prompted to go through a setup wizard. Windows Media Center is a little more intense than most. There is an express mode, but it will still take you a few minutes for the install application to go through your PC looking for music, videos, and so forth; to ask you questions about your home network and Internet connections; to ask which area of the world you live in (for a TV programming guide); and even ask you for the provider for your TV programming (if you have the TV tuner installed). If you don't know all the answers, you can guess and go back later to change any incorrect parameters if you need to. Changing the parameters after the fact is your first exercise in using the Windows Media Center menu structure.

### Using Windows Media Centers Menus

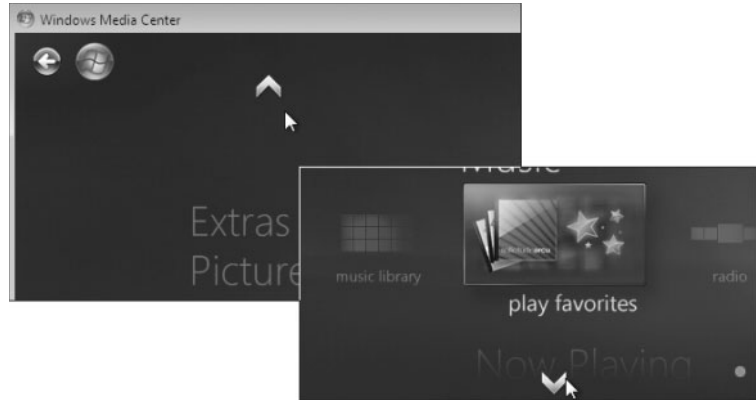
Windows Media Center offers a lot of options for users, and creating access to the options in a convenient manner was an obvious challenge. The Microsoft team seems to have found a great solution by using both vertical and horizontal scrolling for the menu structure. Keep in mind that Windows Media Center is designed to be at home equally on a TV screen as well as a PC monitor. Figure 14.28 shows Windows Media Center as it may appear upon launching if the last thing you were doing was browsing music.

**FIGURE 14.28**  
Windows Media Center's  
main screen



To browse through the various categories offered by Windows Media Center, you use the vertical scrolling options. You access the up and down arrows to scroll through the categories by moving your mouse cursor to a position above or below the categories, and the scroll arrows appear as shown in Figure 14.29.

**FIGURE 14.29**  
Windows Media Center  
category selection scroll  
arrows



After you find the category you are looking for, you can scroll through the items within that category by scrolling horizontally. Access the horizontal scroll arrows by moving your mouse cursor to the left or right of the category item, and Windows Media Center will display the appropriate arrow. Figure 14.30 shows the left scroll arrow displayed for the Extras category.

**FIGURE 14.30**  
The left scroll arrow  
displayed for the Extras  
category



You can scroll through the following categories in the Windows Media Center:

**Extras** The Extras category displays miscellaneous items such as an Extras library where you can find Windows 7 games, Explore option, Internet TV, News, a Learn How item for interactive help, and new hardware Extenders for Windows Media Center allowing access to your audio and video content on your local network.

**Pictures + Videos** Pictures + Videos gives you access to your picture library, video library, and favorites lists.

**Music** The Music category gives you access to your music library, favorites music lists, the ability to search for music, and a radio option that has the ability to capture radio signals being carried by your TV provider (if you have the tuner installed).

**Now Playing** If you want to go back to what you were listening to or watching before you accessed the menu structure, you can return by selecting the Now Playing category.

**Movies** The Movies category allows you to access your movie library, which is where you will find any recorded video you have, movie guides, and movie trailers. You can even play a DVD.

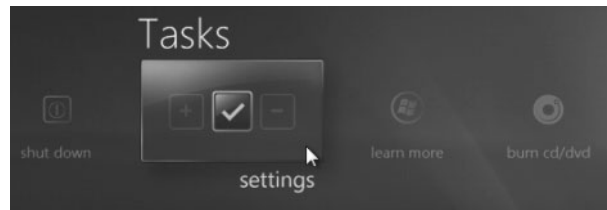


**TV** The TV category follows the Movies category in structure, allowing you access to recorded video, TV guides and schedules, live TV setup, and search functionality (by title, actor, director, and so forth).

**Sports** If you're looking for sports scores, team player information, or sports league information, the Sports category is where you would look.

**Tasks** The Tasks category is where you visit (or revisit) to change your setup options. Figure 14.31 shows the Tasks category with the Settings option selected. Click the Settings box to access the setup parameters and make changes if necessary.

**FIGURE 14.31**  
The Tasks category with  
the Settings option



Along with the standard categories of files you can access on your local machine with Windows Media Center, you can also access other devices on your network and enjoy media stored available elsewhere.

### Accessing Other Devices on Your Network with Windows Media Center

You can have one of your machines set up to use a TV and sound system for viewing and listening to your digital media, utilizing the functionality of Window Media Center. If you have some of your media resources stored on other devices in your network, Media Center provides a central location for accessing the resources and playing them for you. Media Center has the ability to connect to your networked Xbox 360, displaying its library of music, photos, and movies. You can use the Windows 7 HomeGroup functionality to allow other Windows 7 machines on your network to supply music, photos, and video as well.

Windows Media Center, Windows Media Player, and Windows Fax and Scan are programs installed in Windows 7 by default. Live Essentials is a package downloaded and installed via the Web. What if you have purchased a software program and need to install it? Relax, we've come a long way and Windows 7 will protect itself while allowing applications to be installed and then cleanly uninstall themselves when required.

## Installing and Uninstalling Applications in Windows 7

Using the built-in applications in Windows 7 is all well and good, but there will certainly be other applications that will need to be installed. Microsoft might be the author of the applications, or it might be other software vendors. You may install from a CD or DVD or download the installation files from a website and then install the application. No matter which way you get the application, you will more than likely have to go through an installation process.

## Installing an Application from a Disk

One of the operating system protection features of Windows 7 is that in order to install an application, you must have administrator privileges on the machine. You must be able to enter the username and password of an administrator of the local machine in order for the application to install and make the necessary configuration changes. This requirement applies to any installation location, not just from a CD or DVD disk.

### LAUNCHING THE INSTALLATION PROGRAM

Most commercial programs you purchase will be delivered via DVD or CD media and should come with a set of installation instructions. Just like everything else in our computing world, program installation is designed to be simple and seamless, and most written instructions state that you should insert the DVD or CD into the drive and follow the on-screen instructions.

To start an application installation, follow these steps:

1. Close any programs you might be running on your machine. This step is not required, but it's always a good idea.
2. Insert the application installation media into the appropriate disk drive.
3. Wait for the automated installation program to launch (this might take a moment or two).
4. Follow the on-screen instructions.

Normally the on-screen instructions are in the form of a wizard and will walk you through a series of questions (the fewer the better) as you click the Next button to continue. It's nice that most vendors include a default set of answers where possible so that many times you can just "next through the installation" and make changes to the configuration later if necessary. When all is done, you're normally presented with a confirmation screen saying all is well and you can click the Finish button to exit the installation.

There might be times when the automated start does not occur when you insert the installation disc. Why? Well, some users disable the Autorun feature so they don't get prompted each time a disc is inserted.

If your installation does not start automatically, perform the following steps to start the installation:

1. Choose Start ➤ Computer to open the computer window where you can access the drives in your PC.
2. Double-click the drive where you inserted the installation disc to start the automated setup program.

You might be one more step away from launching the application installation if the automated installation does not launch from the previous steps. You might need to locate the setup application and launch it manually.

Perform the following steps to manually launch an application installation:

1. Choose Start ➤ Computer to open the computer window where you can access the drives in your PC.
2. Right-click the drive where you inserted the installation disc and select Explore from the context menu.
3. Locate the application installation program, normally named `setup.exe`, and double-click the file; this should launch the setup program, thus allowing the installation to commence.

After the installation starts, you normally are presented with an installation wizard that provides a series of installation prompts as you progress through the installation.

### **DEALING WITH THE STANDARD INSTALLATION PROMPTS**

There are several standard prompts you may encounter as you install your application. You will be prompted for the following in most wizard-based installations:

**A Serial Number, Registration Number, or Product Key** Most current commercial installation programs require some sort of validation that you have purchased a license to run the application. This is in the form of a serial number, registration number, or license key that is unique to your installation. The installation wizard prompts you for this parameter and will not continue without it. In some cases you can continue and use the application on a trial basis without entering a value, but you will most certainly need to purchase the license to fully use the product or continue beyond a trial period.

**An End-User License Agreement (EULA)** Almost all commercial and most shareware/freeware applications want you to read and agree to a legal document outlining your rights to the program as well as retained rights from the vendor to the use of their program. The EULA is this agreement, and you won't be able to continue with the installation unless you agree to abide by its terms. Most of the time, you will not read this document as it is long and boring, but you *really* should. It may also outline multiple machine usage, copying of the disk for backup, and even whether you can sell the program to someone else when you're done with it.

**Type of Application Installation** The goal of most vendors is to make the installation as simple as possible, but there might be times when you want to add your input to the installation by configuring advanced options. Most programs offer two types of installation: Express, where most (if not all) of the installation questions are answered by default for you by the software vendor, and Advanced, where you are given the opportunity to answer most of the configuration questions as the application installation wizard progresses.

**Where to Install the Program Icon** After the installation, you want to run the application (that's why you are installing it). Most setup programs give you the option of adding the program icon to the desktop and/or adding it to the Start menu. It will be added to your program menu even if you don't choose either of the two options.

**Installation Summary** Most current installation programs present the user with an installation summary at the completion of the installation, with any parameters you configured displayed.

After you install the program, you can run it by clicking the desktop icon (if you added it), choosing Start and selecting the application (if you added it to the Start menu), or choosing Start ➤ All Programs and finding the application in its All Programs folder. Even though you provided answers to configuration questions (or were provided with defaults), many programs will still ask you application-specific questions when you initially launch the program.

Occasionally files associated with an application might become corrupted or an application file might get inadvertently deleted; in this case, you may need to repair the installation.

### **Repairing or Changing an Application**

In some cases, you might need to revisit an application's installation options. If you chose one type of installation — Express, for example — and then realize there are more components that

you need, you might want to change the installed application items. Because these components were part of the install, you need to go through the installation process again to change them. You can use the Change option for your installation from Control Panel.

Perform the following steps to access the Change option for an application:

1. Choose Start, type **control** in the search box, and press Enter (you can also select Control Panel from the Start menu).
2. In Control Panel, select Programs.
3. In the Programs window, select Programs And Features.
4. In the Programs And Features window, select the application you want to change and then choose Change from the menu.

After you perform the previous steps, a new instance of the application installation program starts and you can change the original options to meet your needs. Figure 14.32 shows the choices for step 2, 3, and 4 selections that were used in the previous task.

**FIGURE 14.32**  
Accessing the Change  
menu from Control  
Panel



This process works well to add options, but maybe you just need the installation to rerun because one of the application files has been deleted or because one of the application files has

been corrupted. In this case you would want to repair the installation. You can follow the previous step to access the Repair option, but choose Repair instead of Change.

Bear in mind that with the Repair and Change options, the progression will change from application to application. In fact, some application installations won't offer the Change or Repair option. In most cases, repairing or changing an application will require you to have the original installation media (so you'll have the original files). If you simply don't need the application any longer, you may choose to uninstall the application.

## Uninstalling an Application

If you no longer need an application, you can stop using it and even delete the icon from your desktop, but the application will still be installed using disk space and maybe using memory and CPU resources (if the application launches any components as Windows 7 starts). If you know you are not going to use the program anymore, uninstalling the application is the best course of action.

Perform the following steps to uninstall an application:

1. Choose Start, type **control** in the search box, and press Enter (you can also select Control Panel from the Start menu).
2. In Control Panel, select Programs.
3. In the Programs window, select Programs And Features.
4. In the Programs And Features window, select the application you want to change and then choose Uninstall from the menu.

Finding an application in Control Panel's Programs And Features window assumes the application vendor followed Windows 7 guidelines and included it there. If the program does not appear in the Programs And Features window, you might still be able to uninstall it conventionally by finding the application's uninstall program in its program directory (choose Start ➤ All Programs). Find the application you want to uninstall in All Programs, right-click, and choose Uninstall, or you can locate the uninstall program in the application's All Programs folder.

Some applications or services you use within Windows 7 are not actually installed after the fact — they are Windows features. You have the ability to change these features as well.

## Modifying Windows 7 Features (Built-in Programs)

Windows 7 comes with many programs and services that enhance the functionality of Windows 7 and are known as Windows features. You can turn on features, turn off features, and change some of the features options from the Windows Features dialog box.

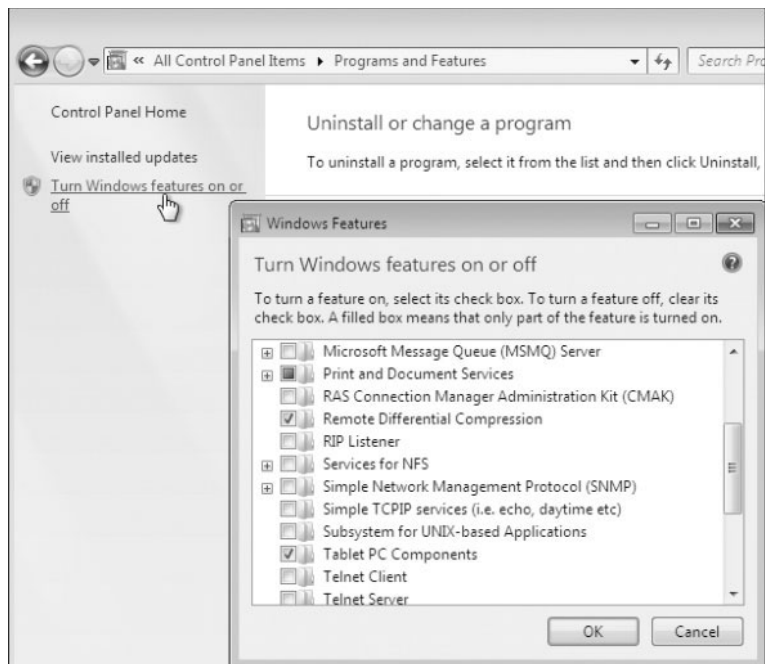
Perform the following steps to access the Windows Features dialog box:

1. Choose Start, type **control** in the search box, and press Enter (you can also select Control Panel from the Start menu).
2. In Control Panel, select Programs.

3. In the Programs window, select Programs And Features.
4. In the Programs And Features window, select the Turn Windows Features On Or Off from the menu in the left column to launch the Windows Features dialog box.
5. In the Windows Features dialog box, select the Windows Feature check box you would like to activate, or deselect to turn off a feature. You can also click the plus sign to expose more subfeatures to turn on or off, as shown in Figure 14.33.

We've gone through quite a few examples in this chapter about programs and features available in Windows 7. We discussed the new and exciting features of many existing programs as well as the introduction of Live Essentials as a web-based collaboration of programs and utilities. The best way to fully understand Windows 7 is to experience it. Get into the operating system, look around, and enjoy.

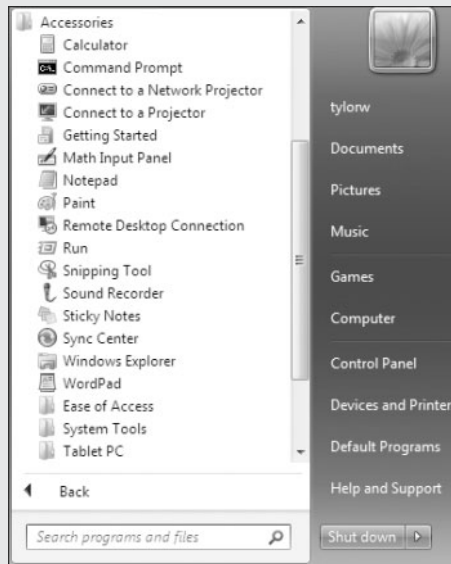
**FIGURE 14.33**  
Windows Feature  
selection window



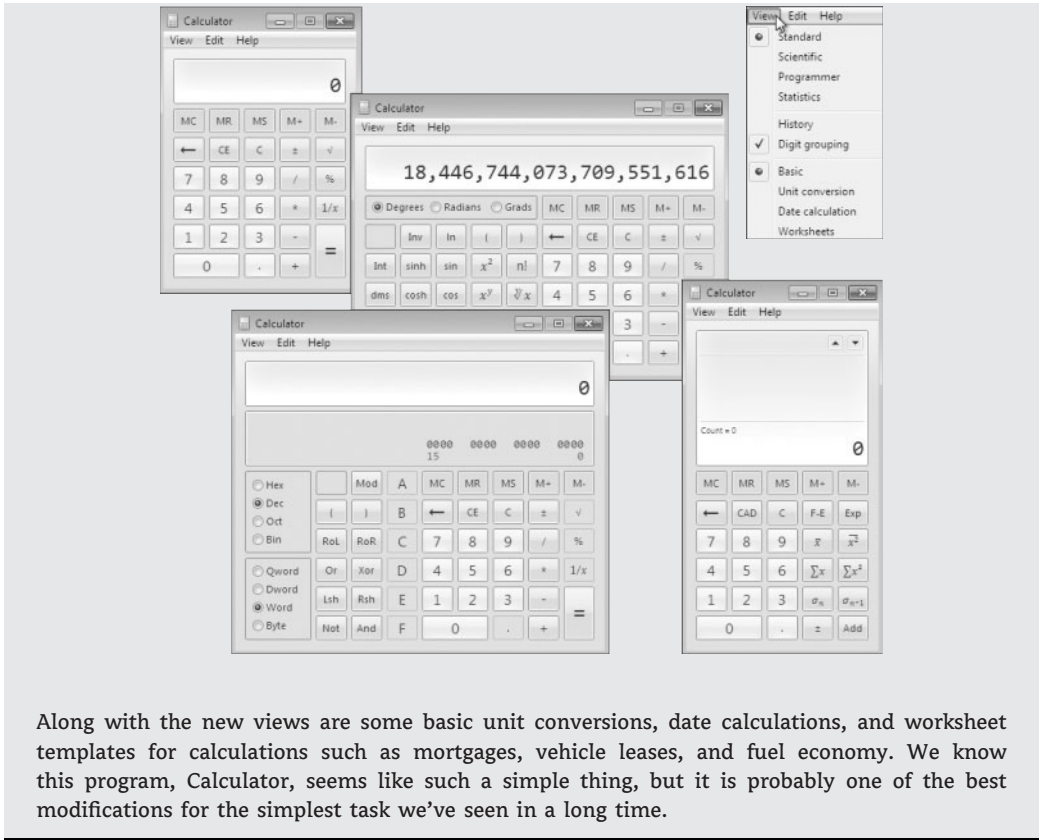
## Real World Scenario

### USING OTHER PROGRAMS INSTALLED IN WINDOWS 7

There are several other programs, like games, installed in Windows 7 by default. Although not overly functional as far as productivity, they look cool and provide an idea of just what Windows 7 graphical components have to offer. The Accessories folder has another series of applications to offer that provide simple, yet valuable tools, as shown here:



The authors use many of these programs on a regular basis. If we have a quick text file to look at, we'll use WordPad or Notepad; if we need to look at our network configuration, we open the command prompt. For any graphic we want to modify, we use Paint (that's the program we used for every screen shot in this book). Take a look at Calculator. The same functionality is there as in previous versions of Calculator, but now in Windows 7, there's even more. Check out the following image to see the four views now available (in addition to Programmer and Statistics from earlier versions).



Along with the new views are some basic unit conversions, date calculations, and worksheet templates for calculations such as mortgages, vehicle leases, and fuel economy. We know this program, Calculator, seems like such a simple thing, but it is probably one of the best modifications for the simplest task we've seen in a long time.

## The Bottom Line

**Use Windows 7's Getting Started feature.** The Getting Started screen in Windows 7 offers the user several quick links for configuring some of Windows 7's features and online resources.

**Master It** You recently installed Windows 7 and when logging in you saw the Getting Started window, but immediately closed it and started exploring your new operating system. You remember seeing something about accessing online resources and would like to go back to Getting Started to see if you can find out more about Windows 7. How will you get back to Getting Started and find the online resources you saw previously?

**Manage Live Essentials' Mail features.** Live Essentials is a program suite for collaborative or online programs that includes Live Mail (taking the place of Windows Mail). There are several configurable Live Mail convenience features.

**Master It** You have downloaded Live Essentials from [download.live.com](http://download.live.com) and installed the program. You selected several of the Live Essential programs, including Live Mail. You



have set up Live Mail and it's working just fine. You saw a colleague using Live Mail and it was making spelling suggestions as your colleague wrote the email (just as Word does), and you want to make this option available in your Live Mail. How do you enable the spelling suggestions?

**Play a saved digital video in Windows Media Center.** Windows Media Center has the ability to play music, TV, and video; launch applications; and even gather Internet statistics for sports teams. Media Center is an entertainment portal that provides superior functionality from a simple interface.

**Master It** You have downloaded a digital video from your camera and placed it into the Video library in Windows 7. You know you can play it in Media Player, but would like to play it in Windows Media Player on your large-screen TV and listen to the audio on your entertainment center. You have installed the required hardware to use your TV and audio system. How do you find the video and play the movie?

**Use Repair to fix a corrupted application.** You can use Control Panel's Programs And Features application to repair or change installation items in Windows 7.

**Master It** You installed an application some time ago from a CD and it's been running fine. While cleaning up, you deleted some files you thought were not being used and now your application won't run. You would like to repair the installation. How do you repair an application in Windows 7?