## About Everyday Work with Windows Vista

Windows Vista™ brings a number of enhancements to the way that you do your everyday work. There are improved search capabilities, easier ways to sort and organize your files, and improvements to the interface that help you manage the many applications and information you work with each day.

Search from the Start Menu

You can now search from the Start menu to find installed programs, files, contacts, e-mail messages, Internet Favorites, and even appointments. Full-text search is done on Microsoft Office® 2007 documents, e-mail, and attachments.

To search from the Start menu, type the first couple of letters of a keyword or name in the Search box.

As you type, the Start menu shows the best possible matches, with priority given to the programs you open most frequently. As you type more letters, the results continue to narrow.
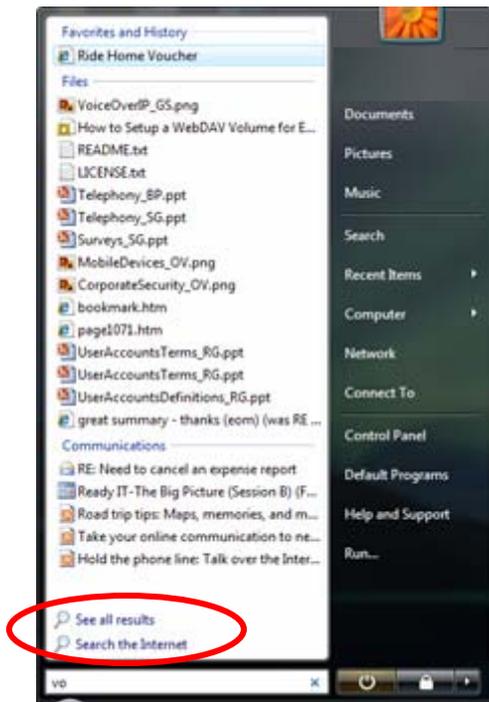
Switch Between Applications

There are several ways to move between your open windows with Windows Vista. First, you can use the traditional Windows Flip method by holding down ALT and pressing TAB.

Note If you have Aero Glass enabled on your computer, you will see a preview of each open window; otherwise you will see the application icon.
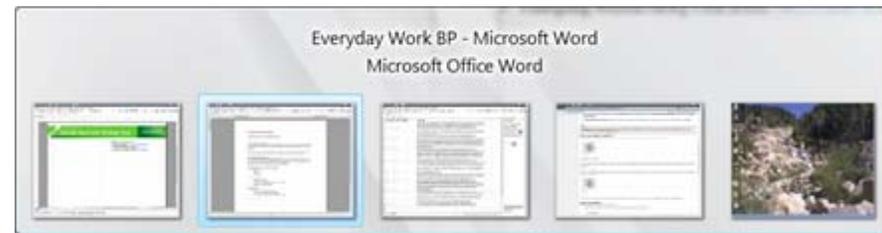
Now with Vista, you can also hold down the Windows Logo key and press TAB to use Windows Flip 3D to preview all your open windows (for example, open files, folders, and documents) without having to click the taskbar.
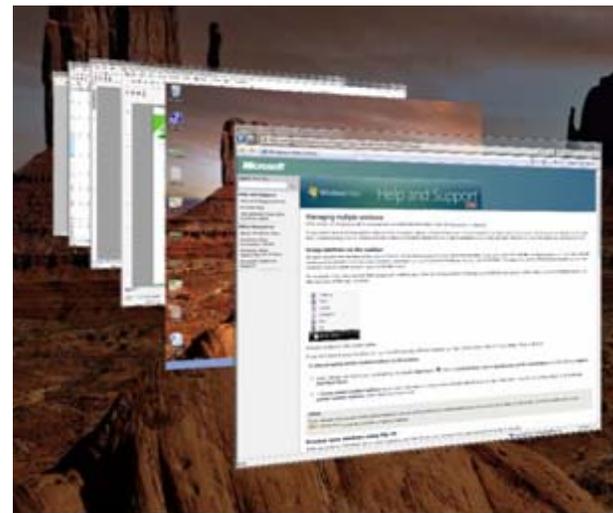
Navigate Quickly Between Folders

The Address bar at the top of the Explorer displays your current location as a series of links separated by arrows. You can see where you are on the computer or on a network with a glance at the Address bar. You can change your location by either typing or clicking a new location within the Address bar. You can also click the Forward and Back buttons to move to the folders you have visited recently, similar to browsing in Internet Explorer.
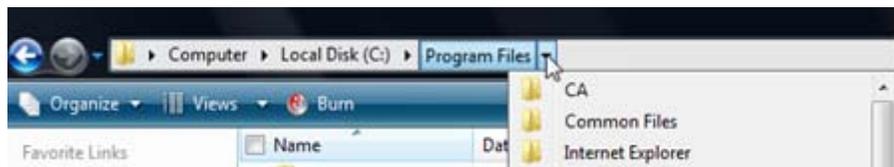
You can also quickly access any folder using the **Folders** button in the lower left corner of the Navigation pane. Click the **Folders** button once to show a full list of local folders and click on any of them to move directly to it. Click the **Folders** button again if you want to hide the list.
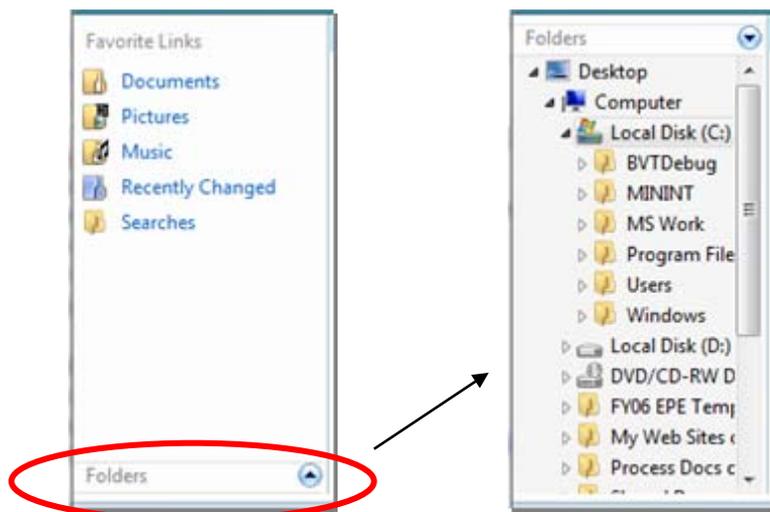
Run an Advanced Search

From within any folder in Windows Explorer, you can also run an advanced search with additional criteria and filters applied to your search results.

- To run an advanced search, click the **Advanced Search** arrow below the Search box.

Note If the **Advanced Search** arrow is not visible, on the **Search Tools** menu, click **Search Pane**. The **Search Tools** menu displays only after you have performed a standard search.

A new search results section opens under the Address bar where you can choose to **Show only** results for e-mail, documents, pictures, calendar items, contacts, RSS feeds, etc. Below that you can apply additional filters, such as words that appear in the title, the name of the author, the date the file was last modified, and more.
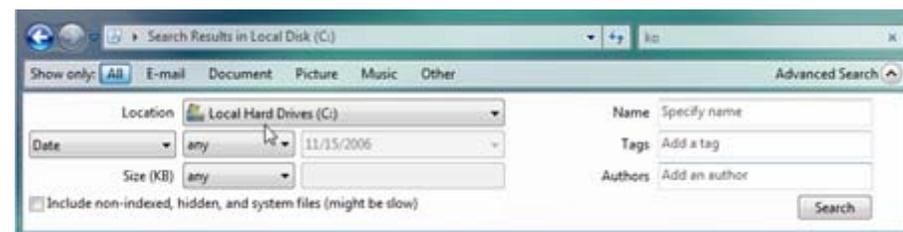
For greater search precision apply multiple filters at once. For instance, you can search for a document with "FY06" in the title that has been modified since 4/1/2006.

Tip When you have conducted a search you can also save the search results by clicking the **Save Search** button on the toolbar. The search is kept up to date by Windows Vista so that results of the search are always immediately available to you.

Receive Updates from RSS Feeds

News Web sites and blogs frequently use an XML format known as RSS (Really Simple Syndication) feeds to distribute updates. RSS feeds are also used for distributing other types of digital content. With Windows Vista and Internet Explorer 7 it is easy to receive RSS feeds. In Internet Explorer 7, the RSS icon on the toolbar turns from gray to orange whenever you access a site that has RSS feeds available.

When you visit a Web site with RSS feeds available, look for icons such as **RSS** or **XML▶** to subscribe to RSS feeds and always receive the latest updates.

For example, go to http://rss.msn.com/ to see a list of RSS feeds available from MSN. Click **XML** next to the RSS feed you want to subscribe to, and then on the next page click **Subscribe to this Feed**.
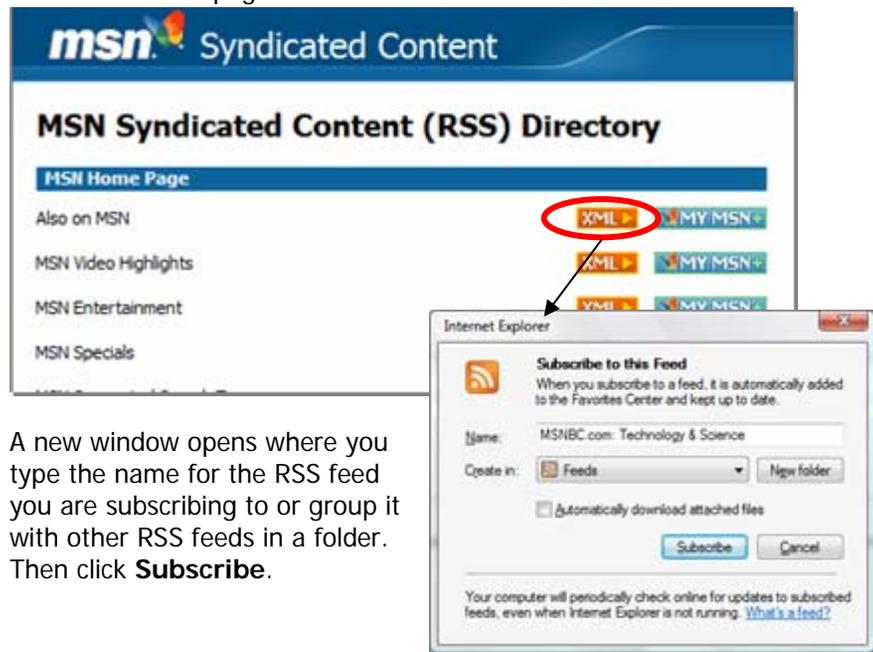

A new window opens where you type the name for the RSS feed you are subscribing to or group it with other RSS feeds in a folder. Then click **Subscribe**.

After you have subscribed to an RSS feed, display the updates right on your desktop using the Feed Viewer gadget in Windows Vista Sidebar.

If the Feed Viewer gadget is not currently displayed, right-click in the Sidebar, click **Add Gadgets** and then double-click **Feed Headlines**.

Mouse over the Feed Viewer and click the icon to the right under the close box. Then select the feed you want to display, and click **OK**.
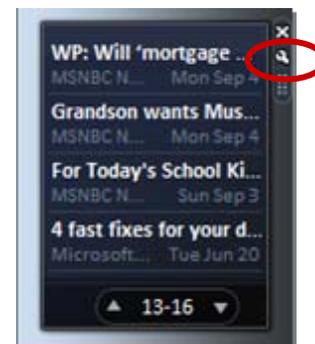
Note You can also find the RSS feeds you have subscribed to in the Feeds section of your Favorites in Internet Explorer 7.

Display International Times

You can use the Clock gadget in Windows Vista Sidebar to display international times on your desktop.

To add a clock, right-click in the Sidebar, click **Add Gadgets**, and then double-click **Clock**.

To customize the time zone shown on the clock, mouse over the clock and click the icon to the right under the close box. Then you can enter a **Clock Name** if you want one displayed on the face of the clock, and you can select the **Time Zone** to be displayed.

## Tagging, Sorting, and Grouping Files

One of the new ways to help you organize and find files in Windows Vista is by adding tags to them. Tags are descriptive labels that you create and attach to your files to make them more discoverable and easier to group. You can sort tags, group tags, or search for tags that you add to your files.

In any folder you can see the properties of your files, such as the name, type, and size. Right-click at the top of the **Name** column and then click **Tags** to display the tag properties for your files.

Note You can drag the columns with your file properties to the right or left to change the order in which they are displayed.

To add tags to a file:

1 Click the file, and then in the Details pane click in the **Tags** box. You can also select multiple files by holding down CTRL and clicking each one.
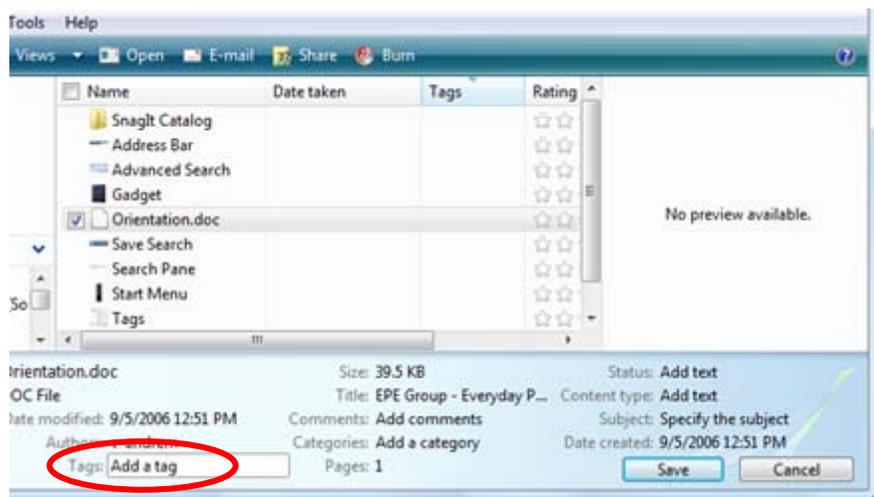
Note Only certain file types can be tagged. If a file type cannot be tagged, the **Tags** box does not display in the Details pane.

2 Type the tags you want to use for the file(s), and then click **Save**. For instance, add tags for a customer name or the name of the project the file relates to.

3 After tags are added, click the arrow next to **Tags,** and then click **Sort** to list the files by their tags.

4 Click the arrow next to **Tags**, and then click **Group**. All of the files appear in related groups.

Tags are stored in file properties, so Windows Vista will compare future searches against the tags you have added and display files that match.