The Notification Area (system tray)

1) Windows Update – Notification that Microsoft has updates available
2) Adobe Update – Notification that Adobe has updates available
3) Touchpad/Trackpoint settings - Enable and disable Touchpad and Trackpoint
4) Presentation Director – Connecting the ThinkPad to external projectors or monitors. 4) Notebook LCD & Projector (XGA 1024x768) is a safe, generic setting that should work on all campus classroom projectors
5) Safely Remove Hardware - for stopping external devices (usb hard drive, flash drive, etc)
6) Symantec Endpoint Protection – Antivirus. Please let the weekly scan run. If Symantec cannot handle the problem, please contact a the Service Desk or your technical support person. You can edit the time of the weekly scan.
   a) Double click icon to launch
   b) Click Scan for Threats shows scheduled scans
   c) Right Click weekly scan > Edit > Scan Schedule tab to edit schedule
7) Microsoft Windows Wireless – We now use Windows Wireless to manage wireless networking instead of Lenovo Access Connections. The globe icon over the two screens indicates that you are connected to a network. A red x over the two screens indicates you are not connected to a network.

To connect to a wireless network, single click on the icon. You will see the message below and click on Connect to a network

You will then see a list of available wireless networks. Highlight the appropriate network and click [Connect] (or simply double click the appropriate network).

Note: This is also where you go to set up a profile for your secured wireless at home or elsewhere. Click “Set up a connection or network” to create a profile with the necessary security information for the particular network to which you need to connect.
You will then have to click on Enter/select Additional log on information.

A box will then prompt you for your “LEAP Credentials” which are your WFU username and password. Hit [OK] and you will receive a message indicating that you have successfully logged on to the network.
The New Start Button (the Windows flag icon at the lower left)

The right side of the new start menu is shortcuts to common locations on the computer. The left side is about program and document management.

- The Start Search box at the bottom searches the computer for programs and files. Clicking on the All Programs takes you to a list of all the installed programs, categorized by folders.
- The Recent Applications list recently opened applications.
- Pinned Applications are permanently “stuck” to the top of the start menu. You can right click a Recent Application (or other shortcut) and select “Pin to Start Menu” to pin it in the Pinned Applications area. You can also right click a shortcut and “Add to Quick Launch” to add it to the Quick Launch area (to the right of the start button).
- Shutdown/Restart is the button with the arrow, NOT the button immediately to the right of the Start Search box. That button will put the computer to sleep.
Data Location

The Userdata folder does not exist in Vista!

The quickest way to get to your data is to use the shortcut on the desktop that is labeled with your name.

Be aware that it is only a *shortcut*. It actually opens a Windows Explorer window to C:\Users\WFUT4002009, which is the default folder for the operating system. That is where all of your data resides.

Most of your old data from the computer is actually stored in C:\Users\WFUT4002009\Documents.
(If you have a My Documents shortcut on the desktop, it will take you to C:\Users\WFUT4002009\Documents)

By default, WFU-installed programs will save in corresponding folders under C:\Users\WFUT4002009\Documents

Thunderbird users: Be aware that your email is now under C:\Users\WFUT4002009\AppData\Roaming\Thunderbird\n
Outlook users: Your email data is most likely under C:\Users\WFUT4002009\AppData\Local\Microsoft\Outlook
Backing Up Data

The old model of burning a single folder (userdata) in order to get all of your data backed up is not a viable model any more. Information System’s recommendation for backup is to copy the WFUT4002009 folder to an external USB hard drive.

1) Plug an external USB hard drive into the computer and let Windows recognize the drive
2) Open the external drive and create a new folder for each backup
3) Open another window and navigate to C: \ Users
4) Drag the WFUT4002009 folder to the external drive and into the new folder you just created to start the copy process.
5) You will receive the following message because there are system files scattered throughout the WFUT4002009 folder. Check the box for “Do this for all current items” and click [Skip] to complete the copy process.

6) You can still back up specific data files and folders to discs (CD-R or DVD-R) using the Roxio program included on the Thinkpad. Start > All Programs > WFU Backup > Roxio Creator Business Edition > Data Disc. Add Data allows you to specify specific files and folders to be burned

The problem is that you can not burn the whole WFUT4002009 folder (nor the whole Documents folder) because it crashes the burning process every time.

7) A word about other backup utilities and programs. We tested a number of commercial and open source backup programs. None of them consistently captured 100% of the data set. Because of that, we can not recommend using one of the programs at this time.
**Office 2007**

The interface has changed drastically for all Office programs (except Outlook, which retains it’s more traditional look).

Menus are no more in Office. Menus have been replaced with the Ribbon. The Ribbon is made up of Tabs, Groups, and Commands. Items are grouped by common functionality. Clicking Tabs allows you access to Groups and Commands. The small arrows next to Group names and Commands gives you more options. Double clicking a Tab will hide the ribbon. Double clicking the Tab again will unhide it.

Other items to note:
1) Office Button – Has replaced the File menu for the most part. Here you can Open, Save, Save As, Print, and get to Options (formally Tools > Options).
2) Quick Access Toolbar – Commonly used tools are placed across the top of an Office document. The Quick Access Toolbar is completely customizable by the user using the down arrow at the end of the Quick Access Toolbar.
3) Office 2007 has new file formats - docx for Word, xlsx for Excel, and pptx for PowerPoint. Office is set to save in the old format (.doc, .xls, .ppt) by default because some entities might not be able to accept the new file formats (publishers, grant agencies, etc). You can choose to use either format by using the Save As command in the Office Button. For Word, Office Button > Save As > Word Document is the new .docx format. Office Button > Save As > Word 97-2003 Document is the old .doc format. The Title Bar tells you the Mode. “Compatibility Mode” indicates that you are working with the old Office formats. The vast majority of users on WFU campus now all have Office 2007 and the ones who do not should have a compatibility pack installed so that they can open and read the new formats.
4) Saving as the old format typically does not greatly impact your document, but you might lose some features or have some features substituted for the old format. If you use new features and save in the old format, you will get a warning about saving in the old format and losing some features.
5) If you use the Equation Editor in Word – plan ahead. The new equation editor has problems when saved in the old .doc format. If you are going to save your documents in the old format, you have to use the old Microsoft Equation editor, which is found under Insert > Object > Object > Microsoft Equation 3.0.
Printers, Drivers, and Software

Network Printers
1) You must be authenticated to the campus network.
2) Start > Run
3) \servername\printername (contact your technical support person for your specifics if you don’t know them)
4) [OK]
5) When prompted to install the driver click [Install]
6) When the print queue window opens, the printer has been installed. You can now set it as default or go into properties to add an access code, if needed.

Local USB printers
Try plugging your usb printer in and see if it automatically installs. If it does not, then you need to determine if there is a Vista driver for your particular model. Go to the manufacturer’s web site and search by model to see if the manufacturer has created a Vista driver. If so, follow the manufacturer’s instructions for installing the driver. XP and earlier Windows drivers typically DO NOT work and often cause more problems.

If the manufacturer chose not to create a Vista driver, you are typically out of luck and it is time to buy a new printer. Manufacturers are not required to create Vista drivers for every printer they have ever made. Sometimes, you can find other sites claiming to have Vista compatible drivers, but be skeptical. They sometimes contain malware or are scams, especially when they are “for sale”.

Other hardware
Just as local printers need Vista-compatible drivers, so many other devices like scanners, PDAs, camera, etc. Check the manufacturers’ websites for Vista compatibility for your specific devices.

Software
Again, just because a particular program worked in XP, there is no guarantee that it works in Vista. Some do, but many require upgrades to the newest version to work in Vista. Check the manufacturer’s website to see if your version is Vista compatible or whether a Vista compatible upgrade exists.
MalWare and Spyware

As always, we encourage users to download and install freely available tools to scan their computers for harmful software that they can get while online. Symantec Endpoint Protection is designed to protect against virus software, but there are other threats beyond viruses. WFU recommends two products Spybot Search & Destroy and MalwareBytes. The download links for both of these programs are under Start > All Programs > WFU Security and AntiVirus

When installing MalwareBytes, the user can accept all the defaults presented during the install process. When installing Spybot, the user should **uncheck** all the options except for Automatically Update in order for the most confusion-free operation of the software.

KeyServer and VPN

The KeyServer now requires authentication in order to use keyed software. If you are on-campus and authenticated to the network, you simply launch the keyed program and a key is checked out if available. This is the same as it has always been since KeyServer was implemented.

Now, if you are off-campus, you **must** use VPN to authenticate prior to launching a keyed program. Start > All Programs > Cisco Systems VPN Client > VPN client launches VPN. Highlight the profile and click the Connect button. You will be prompted for your username and password.

Note that VPN is not an internet connection itself. It secures your connection that you already have and connects and authenticates you to our network.