

Chapter 15

Windows Control Panel

Key Terms

Windows Control Panel

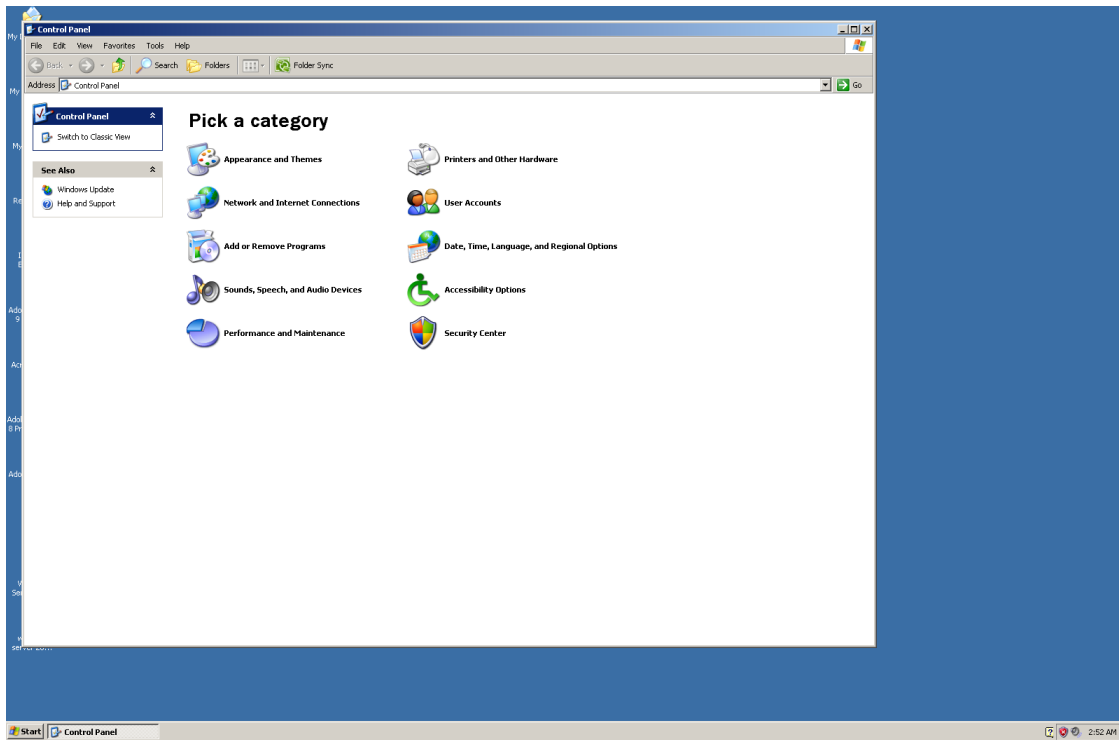
This is the area of Windows that allow you to do many things to and with your computer. You can add new programs, remove unwanted programs, change the keyboard and mouse settings, and many other tasks. While the Control Panel is a powerful and valuable area of Windows, it can also be dangerous to your computer. If you go into an area of the Control Panel that you do not know well, such as the “System” area, do not do anything or change anything that you do not understand. One example is the changing of the size or location of the virtual memory of your computer. This can cause a disaster, unless you know what you are doing. This book does not go into this advanced area.

Windows XP, Windows Vista and Windows 7 all three have Control Panels. All three have similar items on their Control Panel. Windows Vista and especially Windows 7 have many more Control Panel items than does Windows XP. The view of the Windows XP Control Panel can be different from the Windows Vista and Windows 7 Control Panels. All three Control Panels come up in a category view. A category type of view gives major areas that make it easier to decide what you want to do. The category view does not show the individual components of the Control Panel. If you want to change the view of the Control Panel to icons or a list of the components, you can select “Classic View” in Windows XP, and “Icons” in Windows Vista and Windows 7. Icon or list type views show every item or component in the Control Panel. You will notice in Windows 7 there is not a true “Details,” or “List” view.

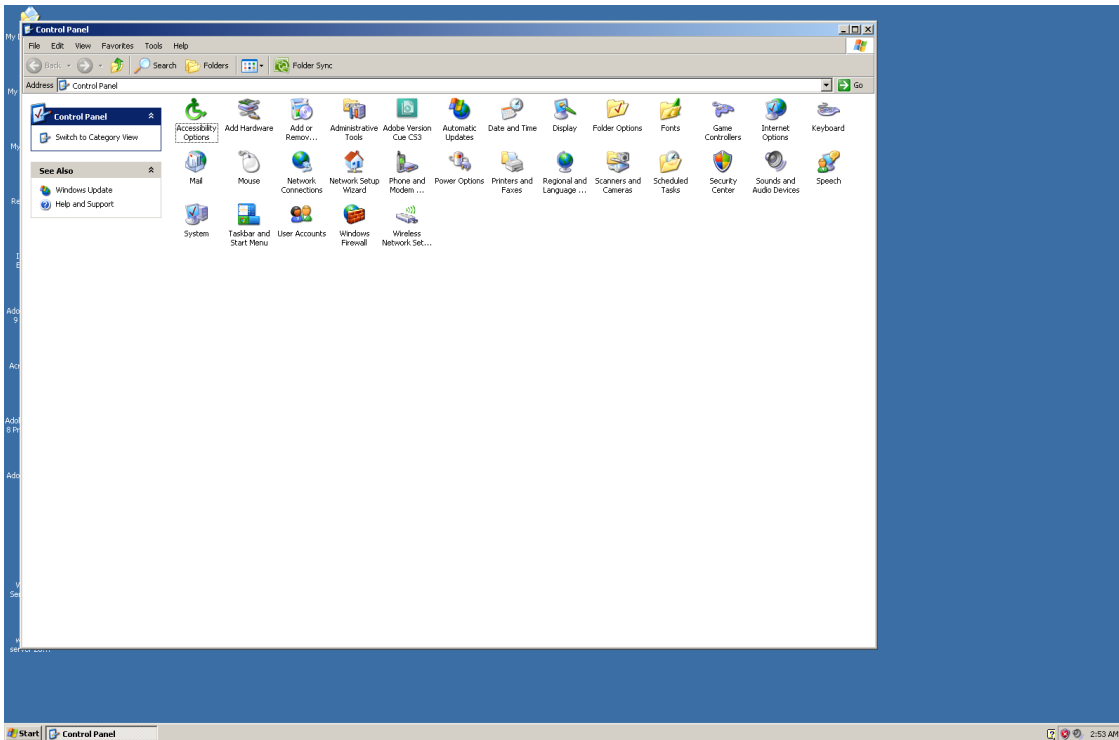
There are a number of ways to start the Windows Control Panel. One very quick way to start the Control Panel in Windows XP is to press and hold down the Windows (Start) Key, tap the letter r, and release both keys. Type “control panel” (without the quotes) and tap the Enter Key one time. Your Control Panel will start. In Windows Vista or Windows 7, tap the Windows (Start) Key one time. Type “control panel” (without the quotes), down arrow until you hear or see “Control Panel,” and then tap the Enter Key one time. As with any Windows

program, be it Windows XP, Windows Vista or Windows 7, you can close the Control Panel by pressing and holding down the Alt key and tapping the F4 Key one time.

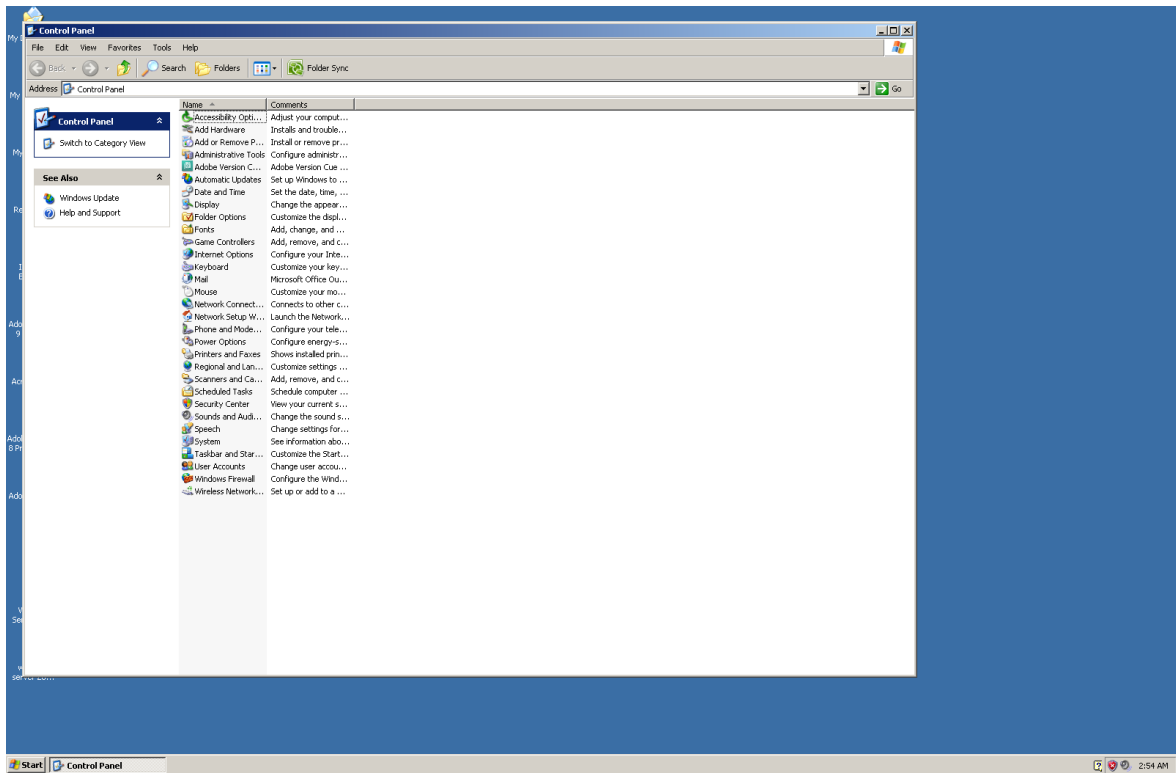
Screenshot of Windows XP Control Panel Category View



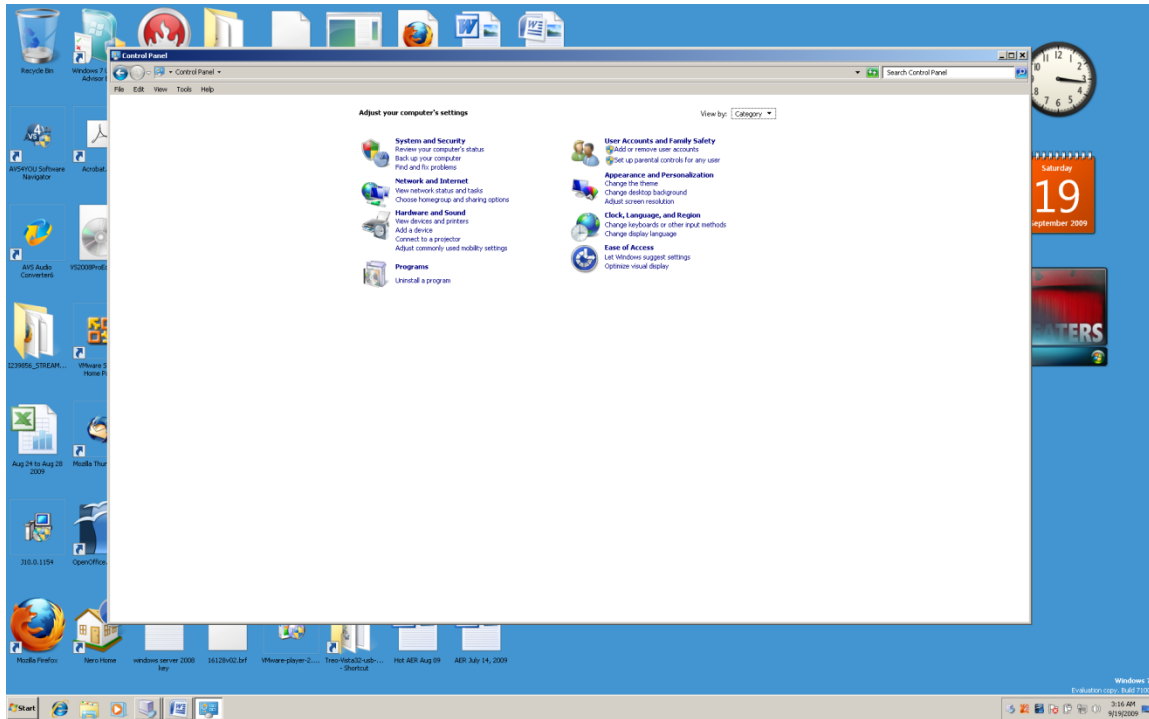
Screenshot of Windows XP Control Panel Icon View



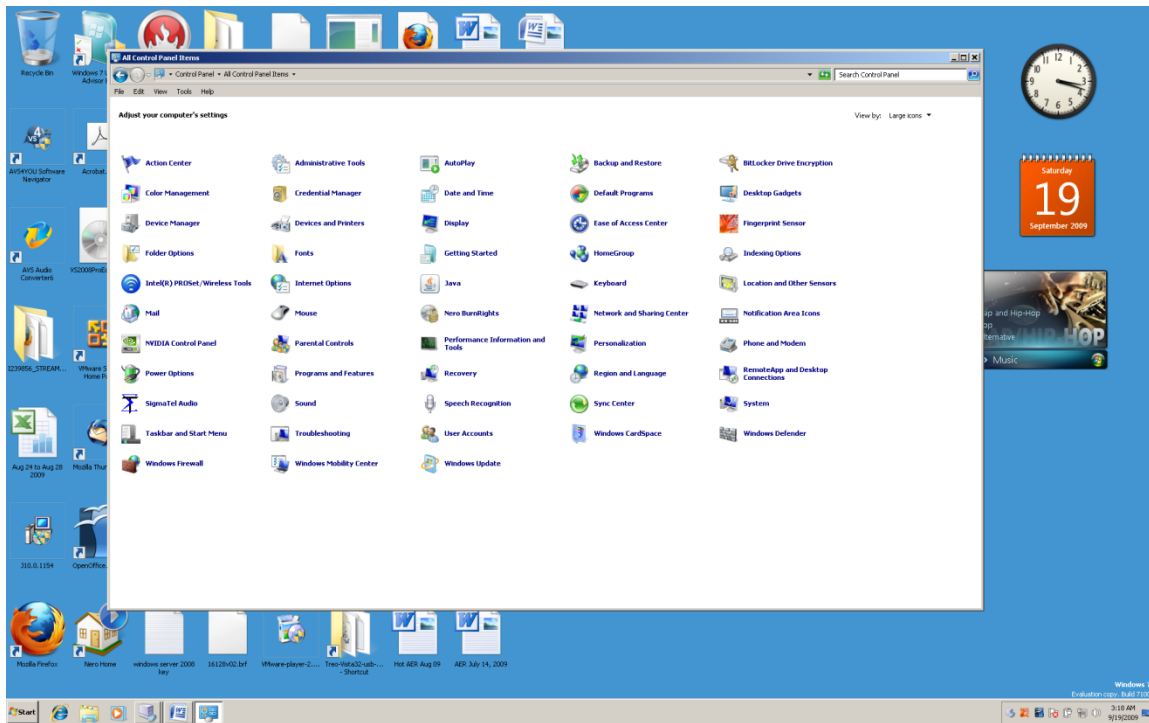
Screenshot of Windows XP Control Panel Details View



Screenshot of Windows 7 Control Panel Category View



Screenshot of Windows 7 Control Panel Large Icon View



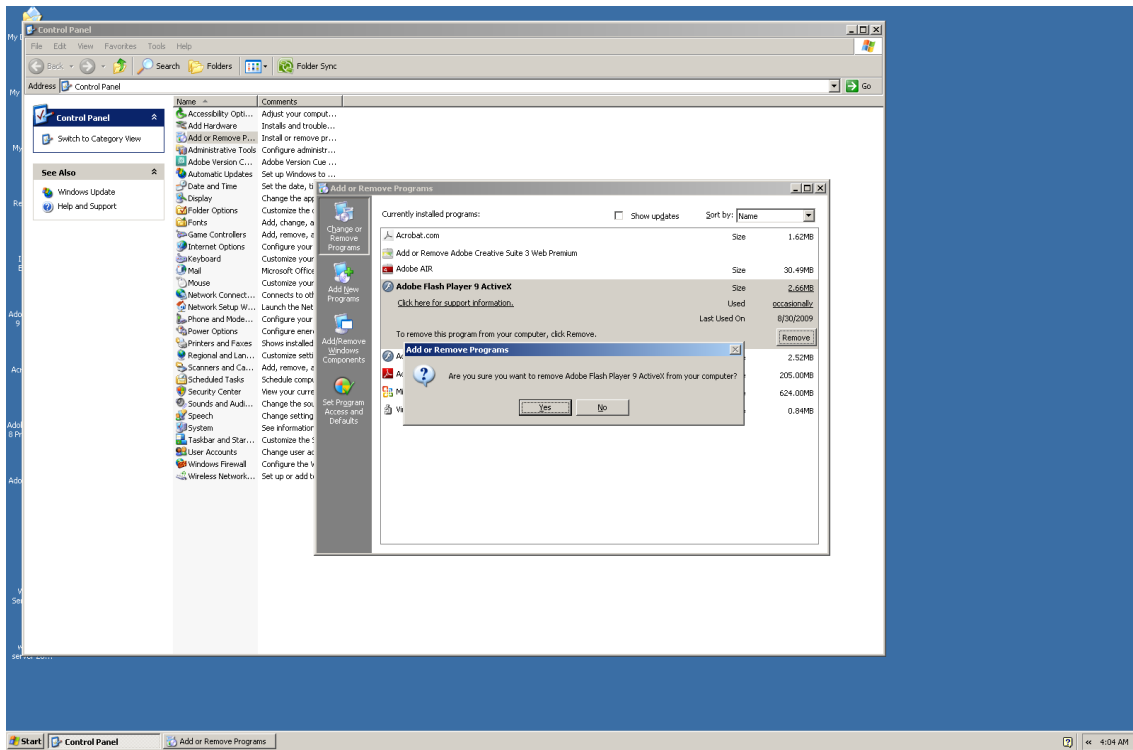
If you are using Windows 7 and are using the “Icon” view, you will be placed on the top left icon when you start the Windows Control Panel. Do the following process to determine approximately how many icons there are, and what they are. You are in column one, at the top. Right arrow one time and you are in column two. Tap the right arrow and you are in column three. Repeat this process until you have counted all of the columns. You cannot use Control Home key combination to get back to the top of column one because it does not work. Tap the left arrow until you are at the top of column one. Tap the down arrow and you are on row two. Down arrow again and your are on row three. Repeat this process until you have counted all of the rows. Multiply the number of rows by the number of columns and you will have an approximate idea of how many icons are in the Windows Control Panel. Now, use your arrow keys to read through the icons on the Control Panel. You might down arrow to the bottom of column one, right arrow one time, and up arrow through column two, right arrow, then down arrow through column three, repeating this process until you have read the Control Panel icons completely. You might right arrow through row one, down arrow one time, left arrow through row two, down arrow one time, right arrow through row three, repeating this process until you have completely read the icons of the Control Panel. If you memorize the first letter of each icon that you know you will use often, just tap that letter when you are in the Control Panel until you hear the icon you want, and then tap the Enter Key one time to open it..

Adding and Removing Programs

The following information about how to uninstall a Windows program assumes that you are in either the list type view of Windows XP, or in the icon type view of Windows 7. You will notice there is a slight difference in how you get to the item that allows you to add or remove programs. It is also important to note that in Windows XP, Windows Vista and Windows 7, many programs you want to put on your computer have a self-installer. Generally, you will use the add and remove programs item to remove programs.

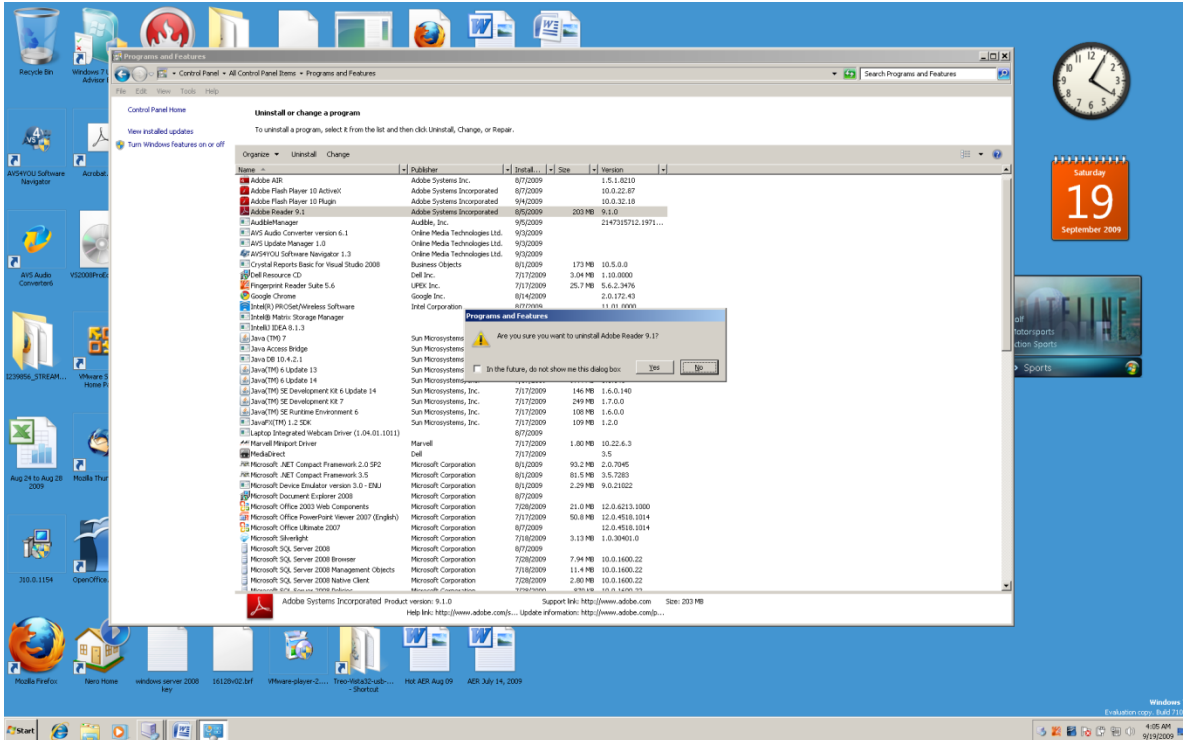
Adding and Removing Programs is the item in the Control Panel of Windows XP that allows you to either install a new program, or uninstall a program. Open the Control Panel and then arrow to or tap the letter “a” until you hear or see “Add or Remove Programs.” Tap the Enter Key one time. Wait a few minutes if you have a lot of programs on your computer. When the programs are listed down arrow to the program you want to remove. If you are a mouse user click the “Remove” button on the highlighted program. If you are a screenreader user tap the Tab Key until you hear “Remove,” and then tap the Enter Key. A box will come up and ask if you really want to delete the program. Tap the letter “y” for “Yes,” or the letter “n” for “No.” If you tap the spacebar on the “Remove” button chances are the program will be instantly removed from your computer.

Screenshot of the “Yes” “No” Box in Windows XP Add Remove Programs



If you are using **Windows 7**, go to the **“Programs and Features”** icon, tap the spacebar one time, down arrow to the program you want to uninstall and tap the Enter Key one time. A box will come up and ask you if you really want to uninstall the program. If you do want to uninstall the program tap the letter y. If you do not want to uninstall the program tap the letter n. You can use your left and right arrow keys to make the **“Yes”** or **“No”** selection.

Screenshot of the **“Yes” “No”** Box in Windows 7 Programs and Features



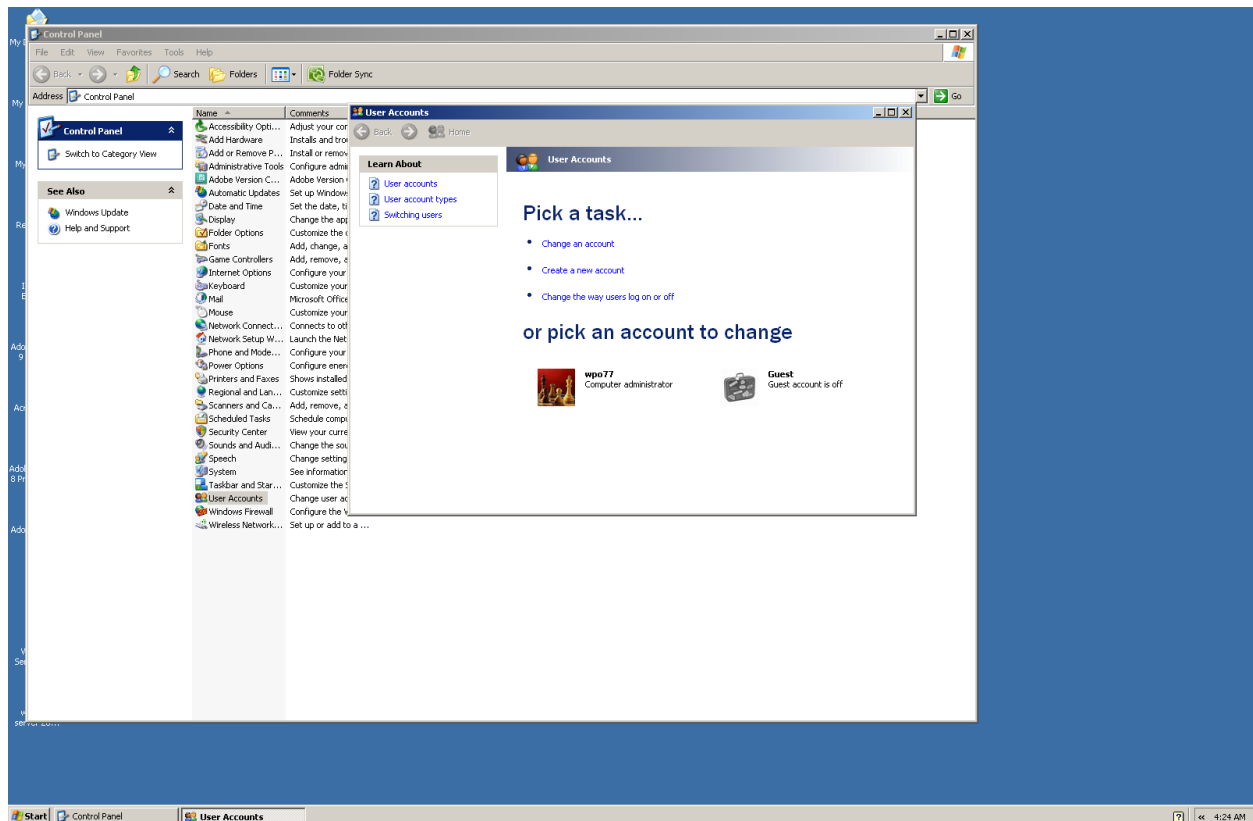
Be very careful when you uninstall a program from any version of Windows. If you are not sure what the specific program does, do not uninstall it. Another thing to be aware of is that certain programs will be instantly uninstalled when you tap the Enter Key or the spacebar. Make absolutely you are over (highlighted) the program you really want to uninstall.

User Accounts

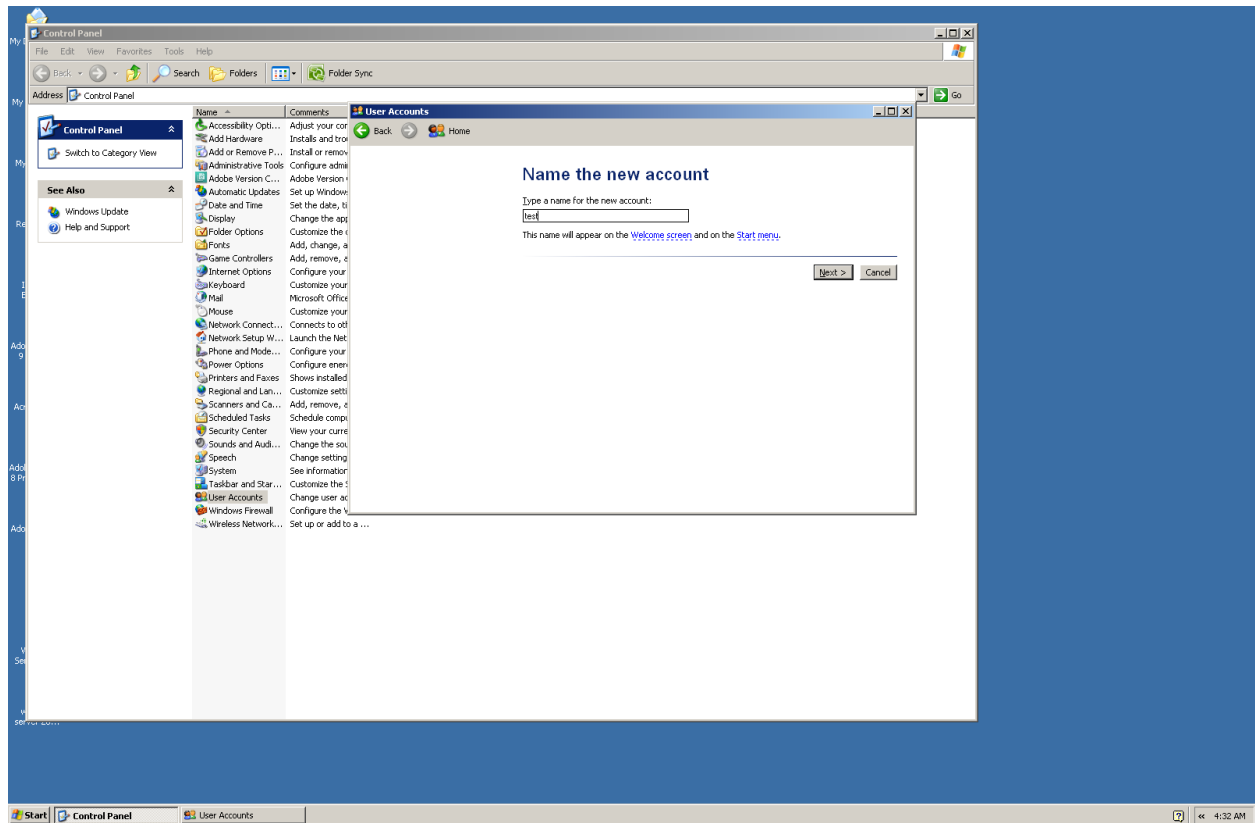
If you have more than one person using your computer you may want to set up a “User Account” for each person. A “User Account” allows each person to have a login and a password. Information that a person has on their account is not accessible by a person using a different account. Each user can select the way the Windows Desktop looks, accessible programs specific to the individual, and email settings. Each person’s files will not be accessible to other User Accounts. There are numerous individual settings that can aid each account to meet a specific user’s needs. We will look at setting up a basic User Account. There are many advanced things you can do with a User Account, but we will not cover them in this book. **When you set up a User Account you do not have to create a password.** This book shows how to create a password in both Windows XP and in Windows 7.

Windows XP User Account Set Up

In **Windows XP** go to the Control Panel. When it comes up tap the letter “u” until you hear or see “User Accounts.” Tap the Enter Key one time. A box will appear with eight links. Tap the Tab Key until you hear or see “Change an account.” Down arrow one time and you will hear or see “Create a new account.”

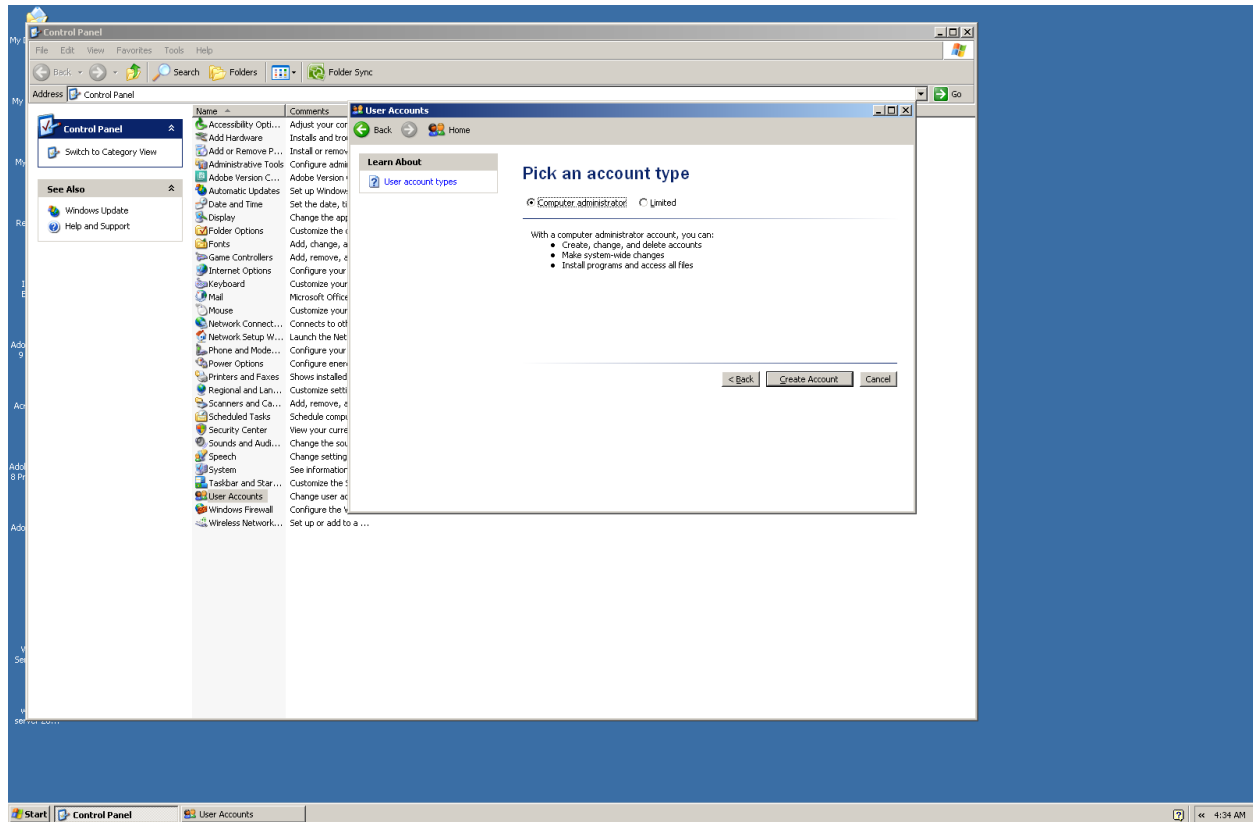


Tap the Enter Key one time and a new box will appear. You will be placed in a “form field” where you will type the name for the new account.

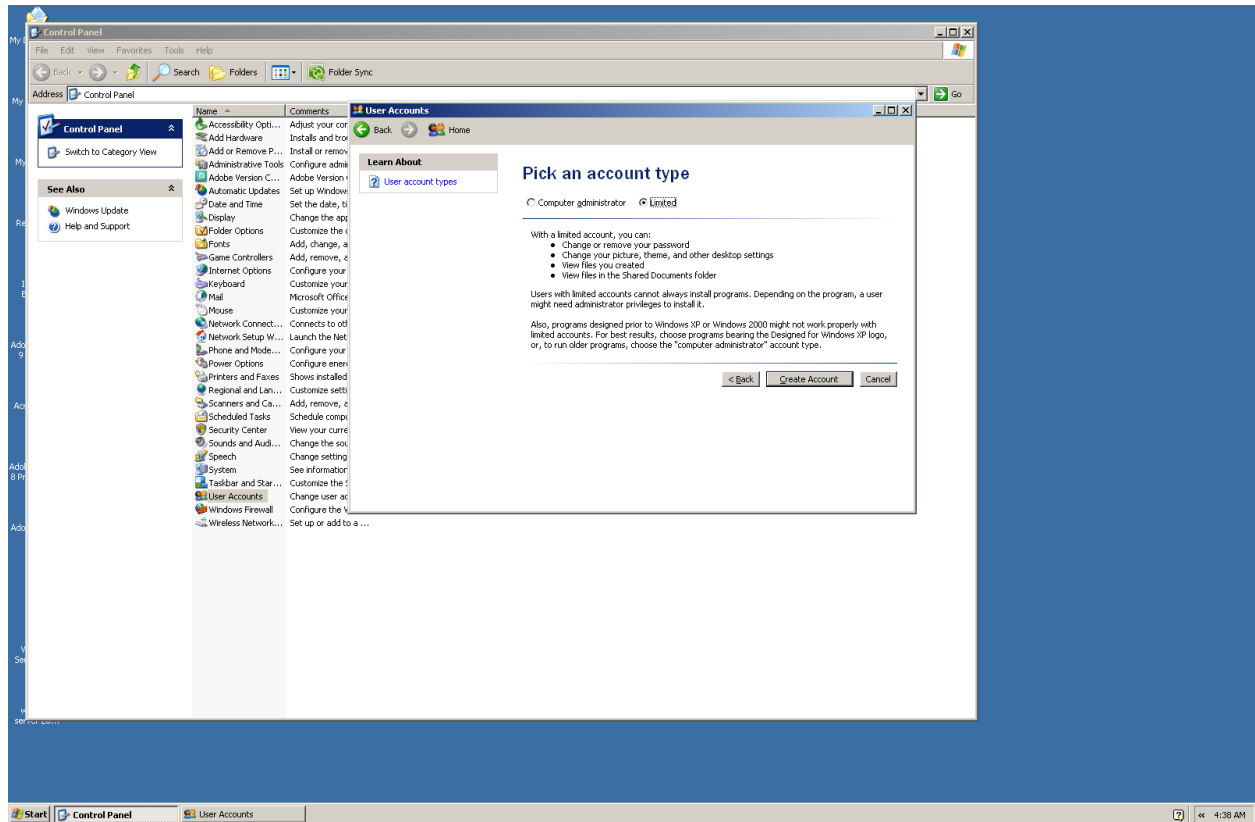


Either tab to the “Next” button and tap the Enter Key or the spacebar, or press and hold down the Alt key and tap the letter “n” to go the next box (screen).

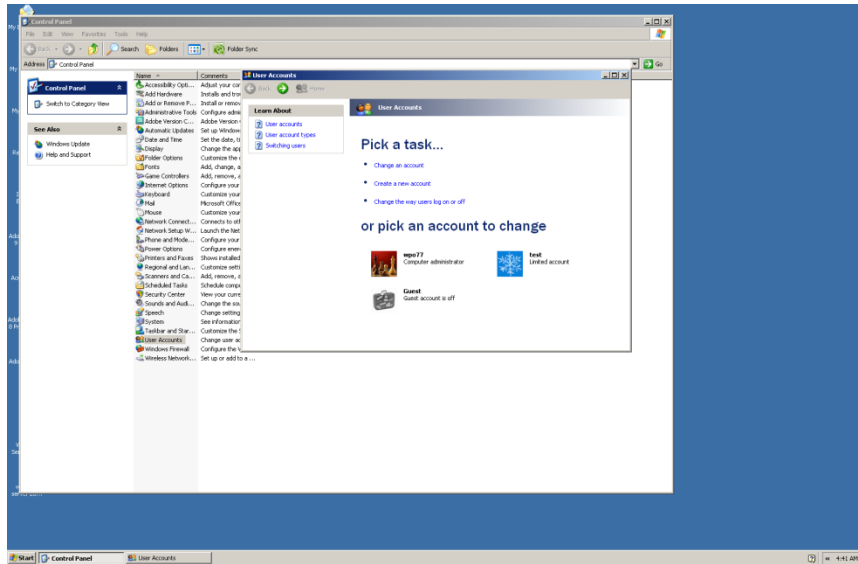
This new box is titled “Pick an account type,” and is on the radio button “Computer Administrator.” If you want the user to have full control of your computer through their User Account, tab to the “Create Account” button and tap either the Enter Key or the spacebar, or press and hold down the Alt Key and tap the letter c.



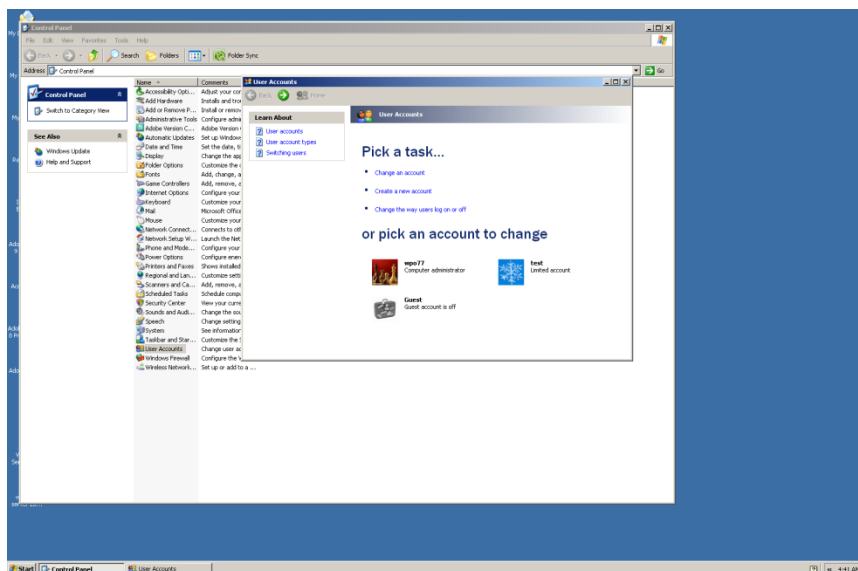
If you do not want the user of this account to have full control of your computer, right arrow one time to the “Limited” radio button. Tab to the “Create Account” button and tap either the Enter Key or the spacebar, or press and hold down the Alt Key and tap the letter “c.”



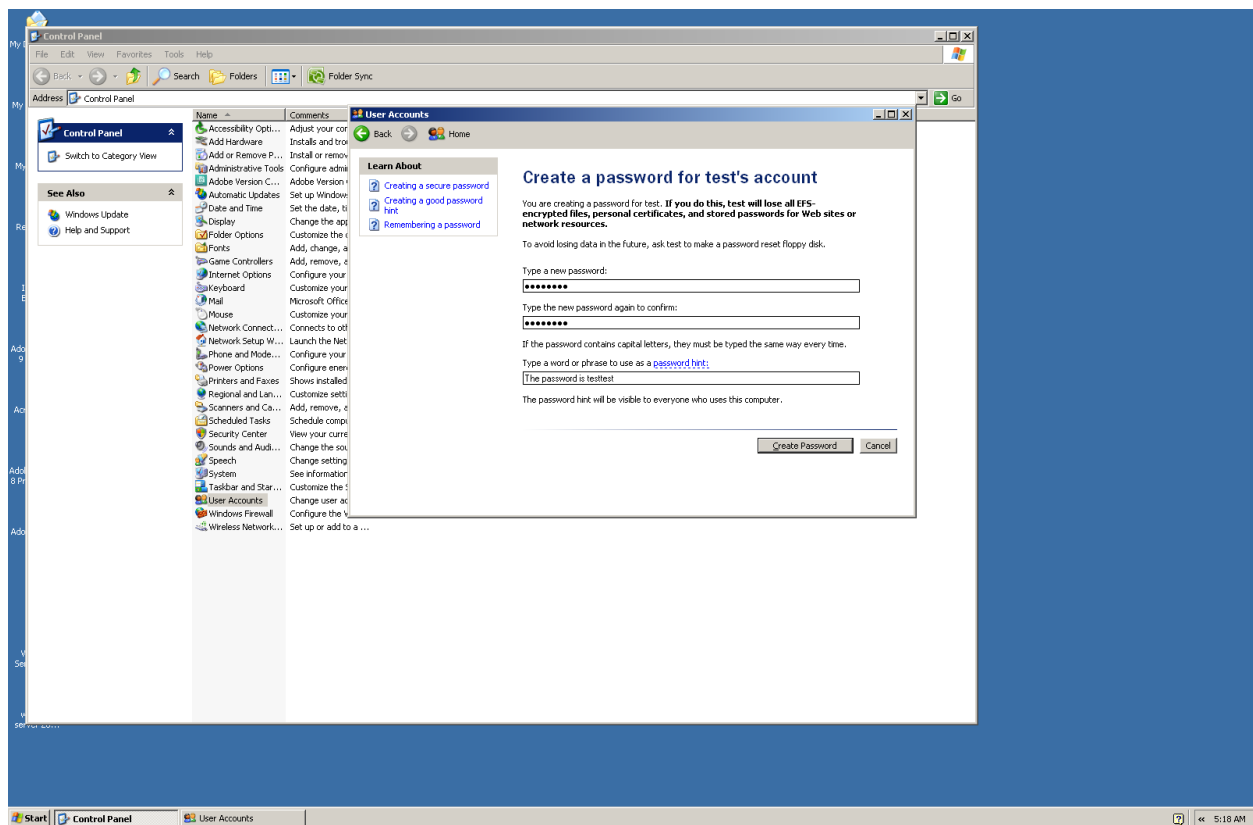
A new box (screen) will appear. It will show all accounts on your computer.



We have not yet set a password for this new account. Tap the Tab Key until you hear or see the User Name for the computer. This will be the name you gave the computer when you installed Windows XP. At this point you are going to have to deal with at least two columns of icons representing User Accounts. There will be your main account, a “Guest” account, and the new account you just created. Make sure you are on your User Account icon, and then try tapping the right arrow key. If this does not take you to the new account, try the down arrow. You are going to have to work with your arrow keys to find this new account. Once you are on the icon that represents the account you just created, tap the Enter Key one time. A new box (screen) will come up. This box has seven links and the icon for your new User Account.



Tap the Tab Key until you hear or see “Change the name.” Down arrow one time to hear or see “Create a password,” and then tap the Enter Key one time. A box (screen) will come up with three form fields, three links, and two buttons. You will be in the first form field that says “Type a new password.” Type a password that you can remember. This can be a word, number, or a combination of letters, words and numbers. Tab one time and you will be in the second form field that says “Type the new password again to confirm.” Type the same password you typed in the first form field. **It is important to understand that when you try to login to this User Account, you must type the password exactly as you have typed it here, including any capital letters.** Tab one time and you will hear or see “Type a word or phrase to use as a password hint.” Type something in this box that will help you remember your password.



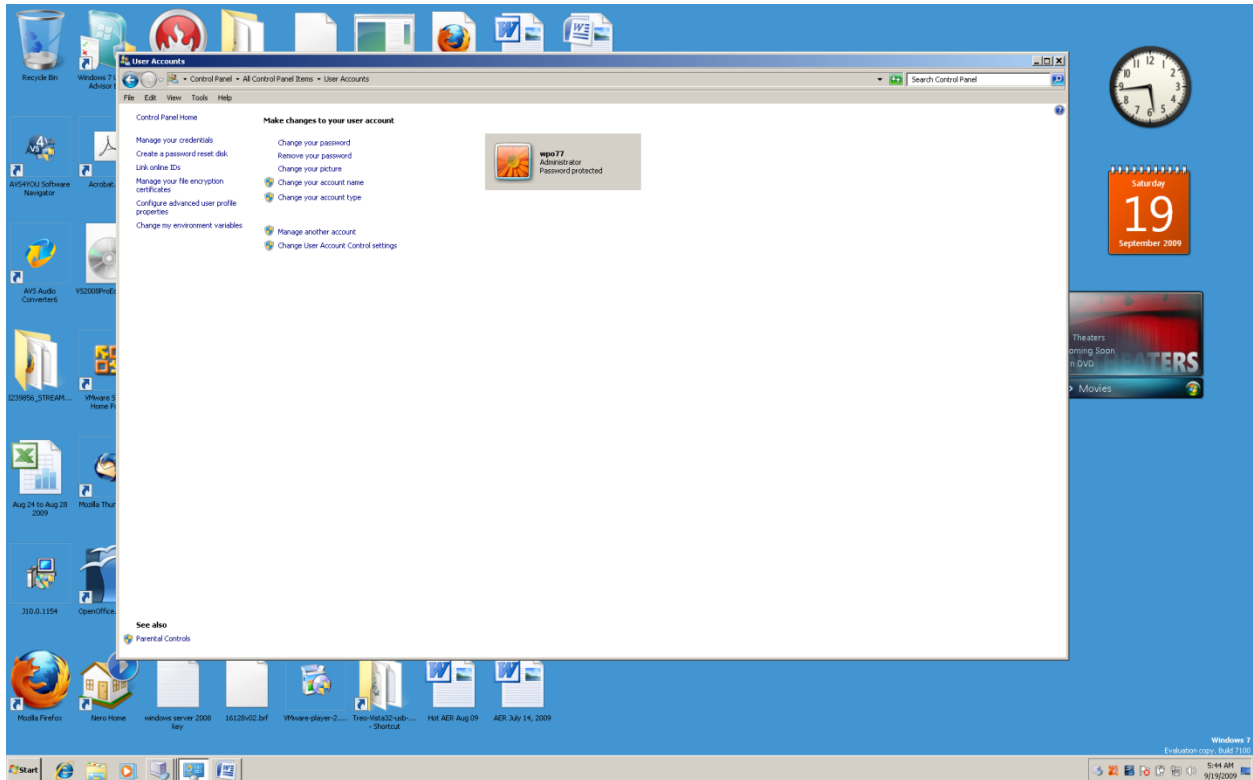
Tab one time and you will be on the “Create Password” button. Tap the Enter Key one time and your password for this new User Account will be created. You will be returned to the box (screen) showing eight links and the icon for this User Account. You will notice if you tab and arrow through this box that the link for “Create a new password,” now says “Change the password.” If you need to change the password for this account, go to this link, tap enter, and then tab and type in the form fields just as you did above.

Log off of your computer by tapping the Windows (Start) Key one time, making sure to release it. Tap the letter “I” two times. If you accidentally keep the Windows (Start) Key down and tap the letter “I” you will “lock” your computer, and need to type your password to log back in. When the login screen comes up you will not hear anything unless you set your screenreader to talk at the login. If it is silent, have someone with vision tell you how many times you need to arrow to get to your new account. Once you are on this User Account icon, tap the Enter Key one time, type your password, and then tap the Enter Key one more time. You will now be logged onto the new User Account and have a default Windows Desktop—the Windows Desktop will look exactly like it did when you first installed Windows XP.

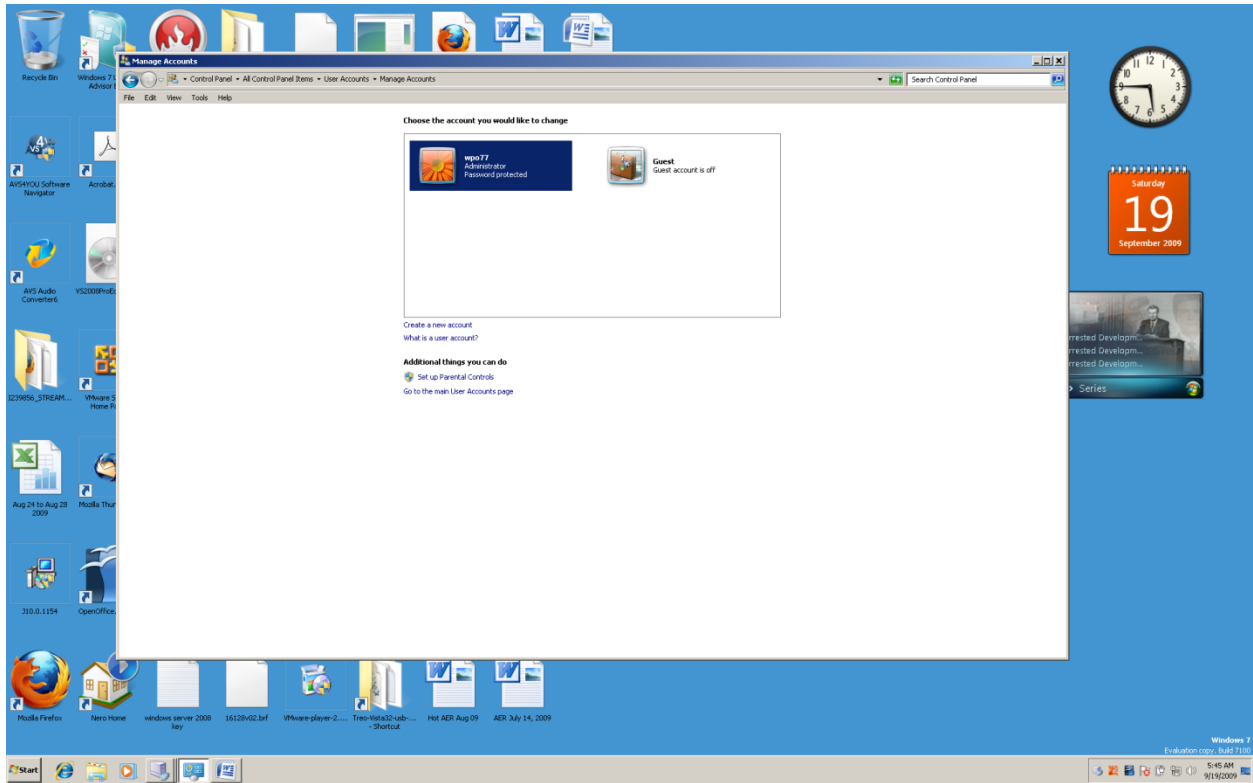


Windows 7 User Account Set Up

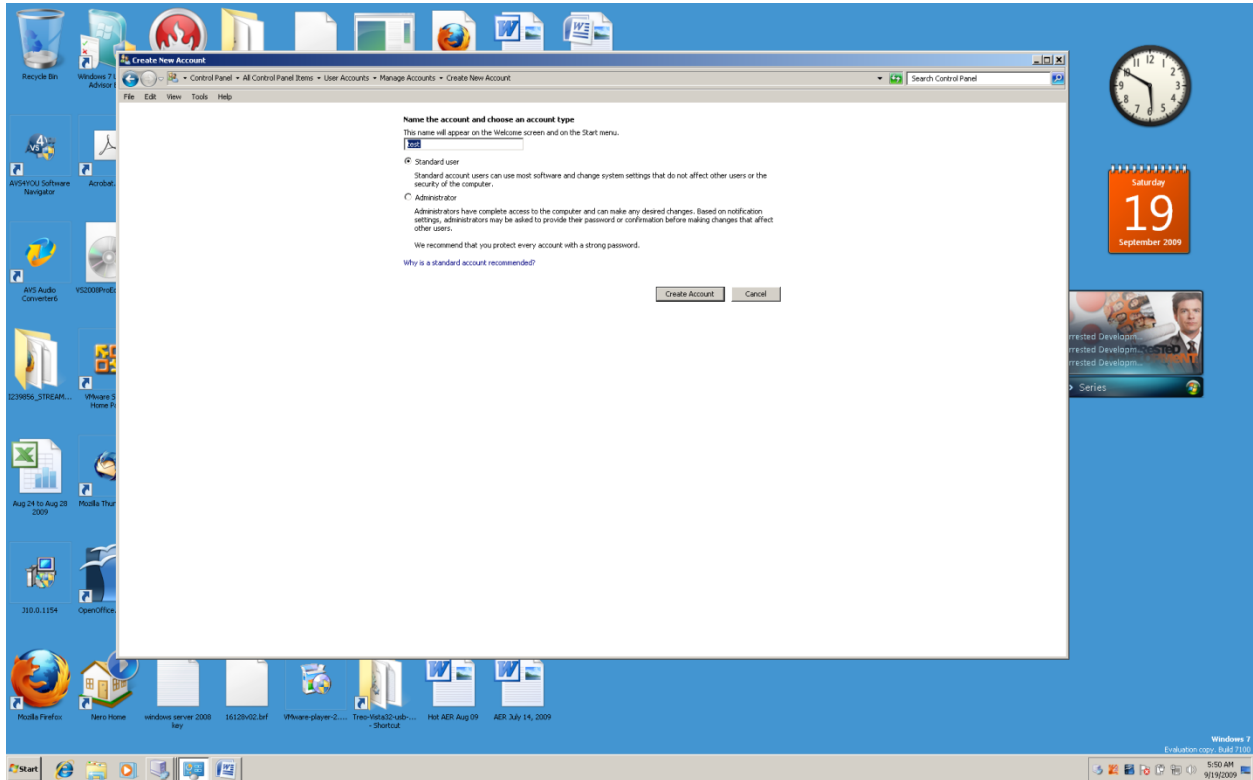
In **Windows 7** go to the Control panel. If you are using the “Icon” view, tap the letter “u” until you hear or see “User Accounts.” Tap the Enter Key one time. A box (screen) will come up showing fourteen links and icons for any User Accounts that already exist on your computer.



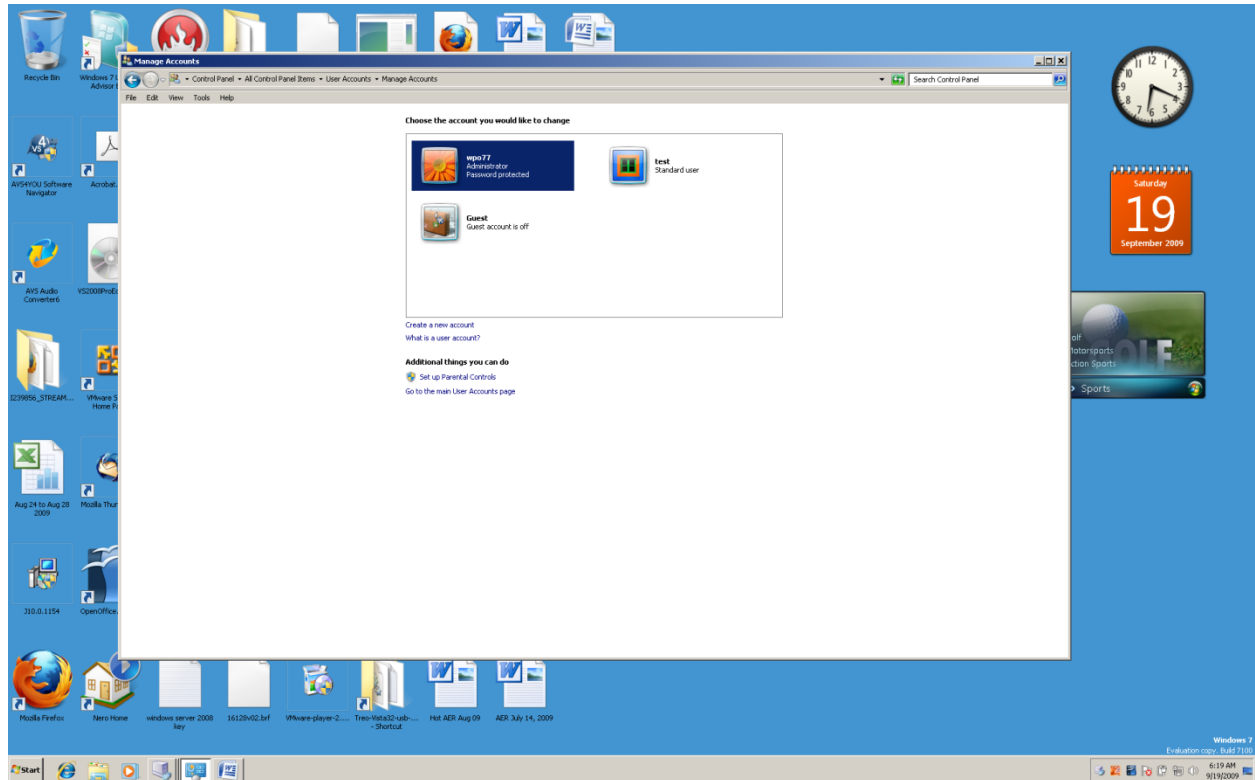
Tab to “Manage Another Account” and tap the Enter Key one time. A box (screen) will come up that shows the icons for all existing User Accounts on your computer, and four links.



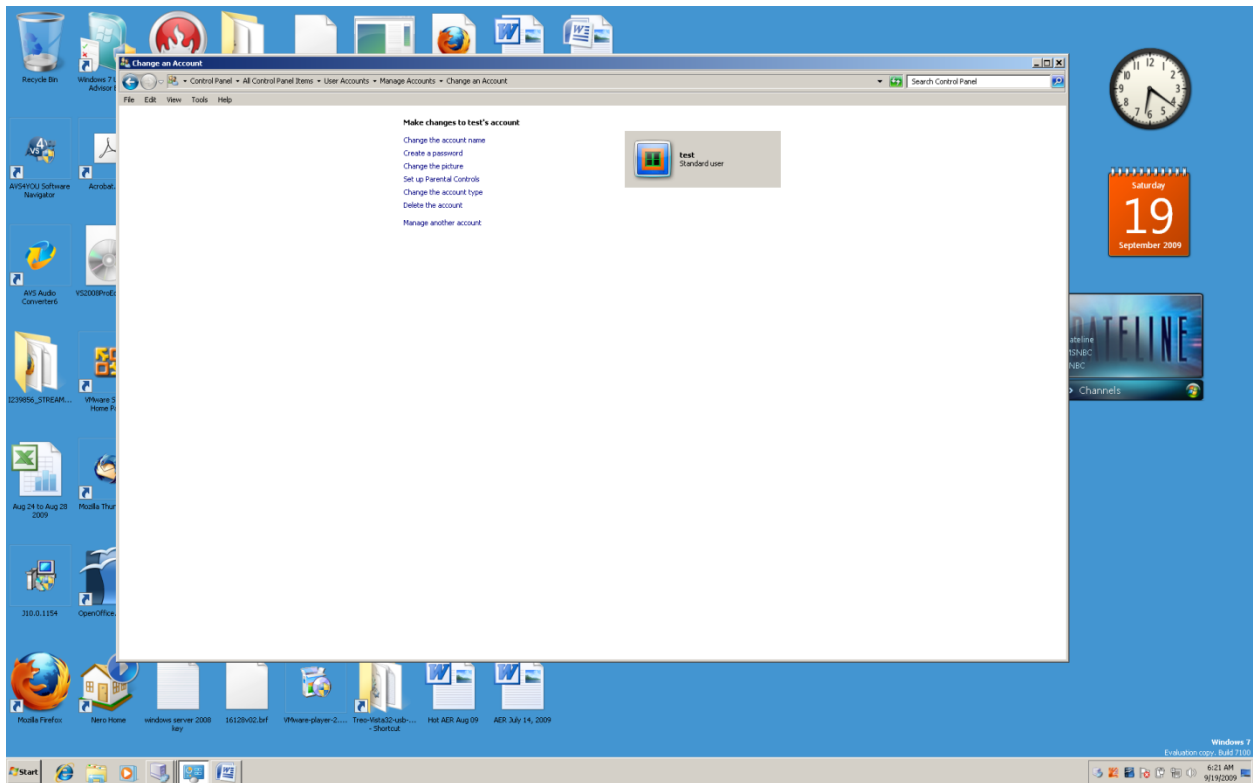
Tab to “Create a new account” and tap the Enter Key one time. A box (screen) will come up with one form field, two radio buttons, one link, and two buttons. You will be in the form field ready to type a name for the new User Account. Type a name for your new User Account.



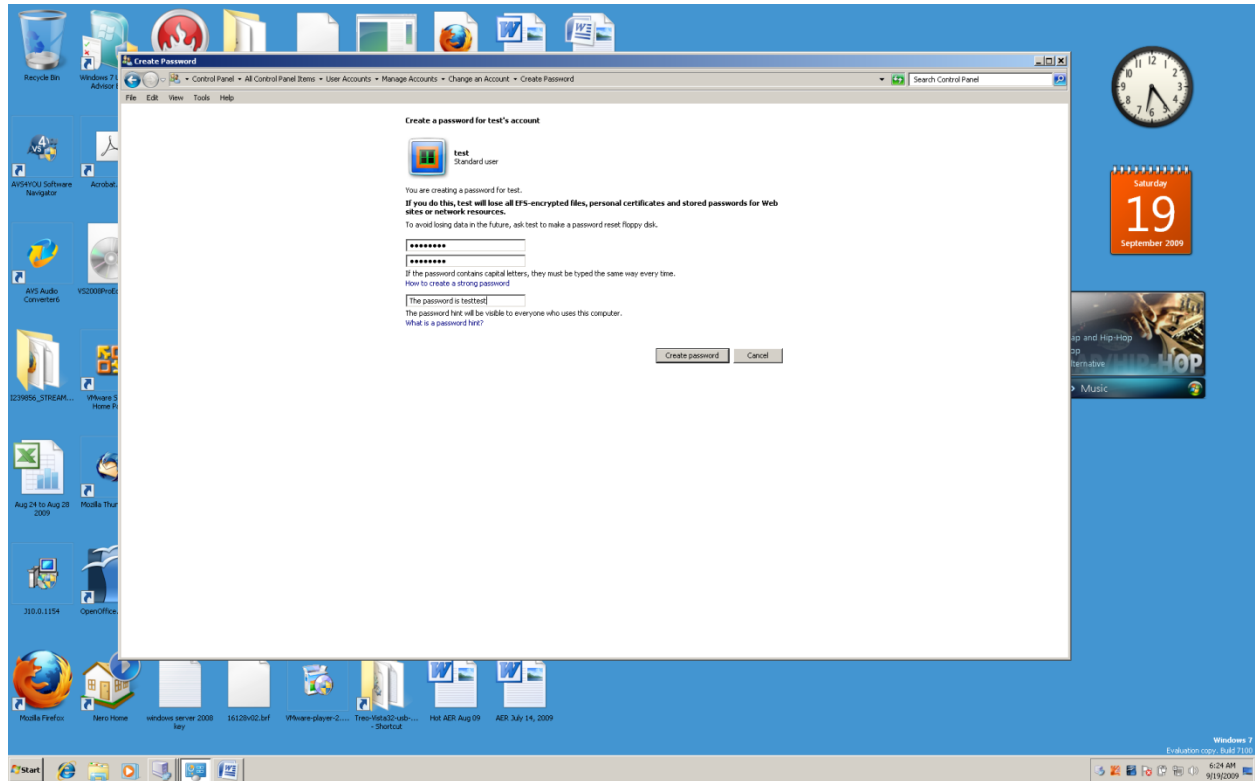
Tap the Tab Key one time and you will be on the “Standard User” radio button. This works like the “Limited” user in Windows XP, and is probably the one you want. If you do want to give the new user full control of your computer, tap the down arrow key one time and you will hear or see “Administrator.” Up arrow one time to the “Standard User” radio button. Tap the Tab key two times and you will hear or see the “Create Account” button. Tap either the Enter Key or the spacebar one time and the new User Account will be created. A new box (screen) will come up with four links and icons representing each User Account on the computer.



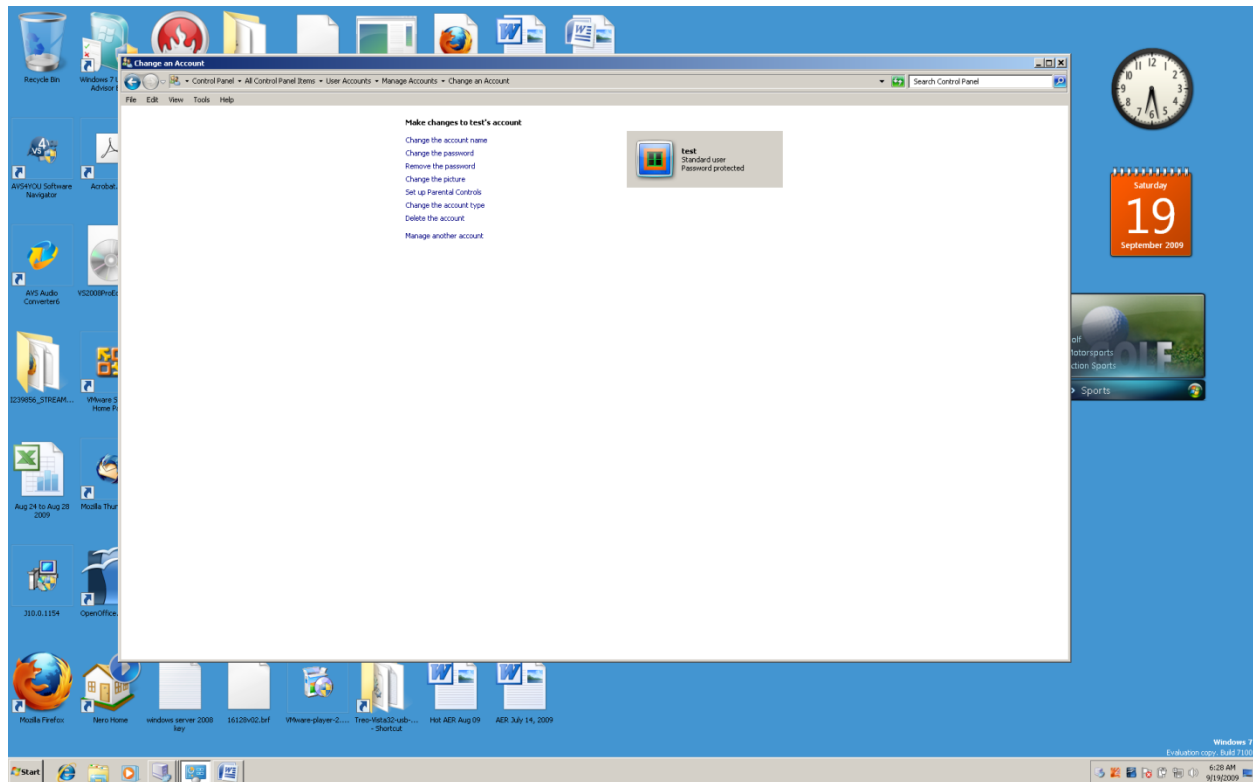
Work with your arrow keys until you find the icon for the new User Account. Tap the Enter Key one time. This box (screen) will show seven links and the icon for the new User Account.



Down arrow one time and you will hear or see “Create a password.” Tap the Enter Key one time and a box (screen will come up with three form fields, two links, and two buttons. You will be in the first form field ready to type a password for the User Account. Type the password, tab one time, and type the password again, exactly as you typed it the first time. Tab two times and type something that will remind you want the password is.

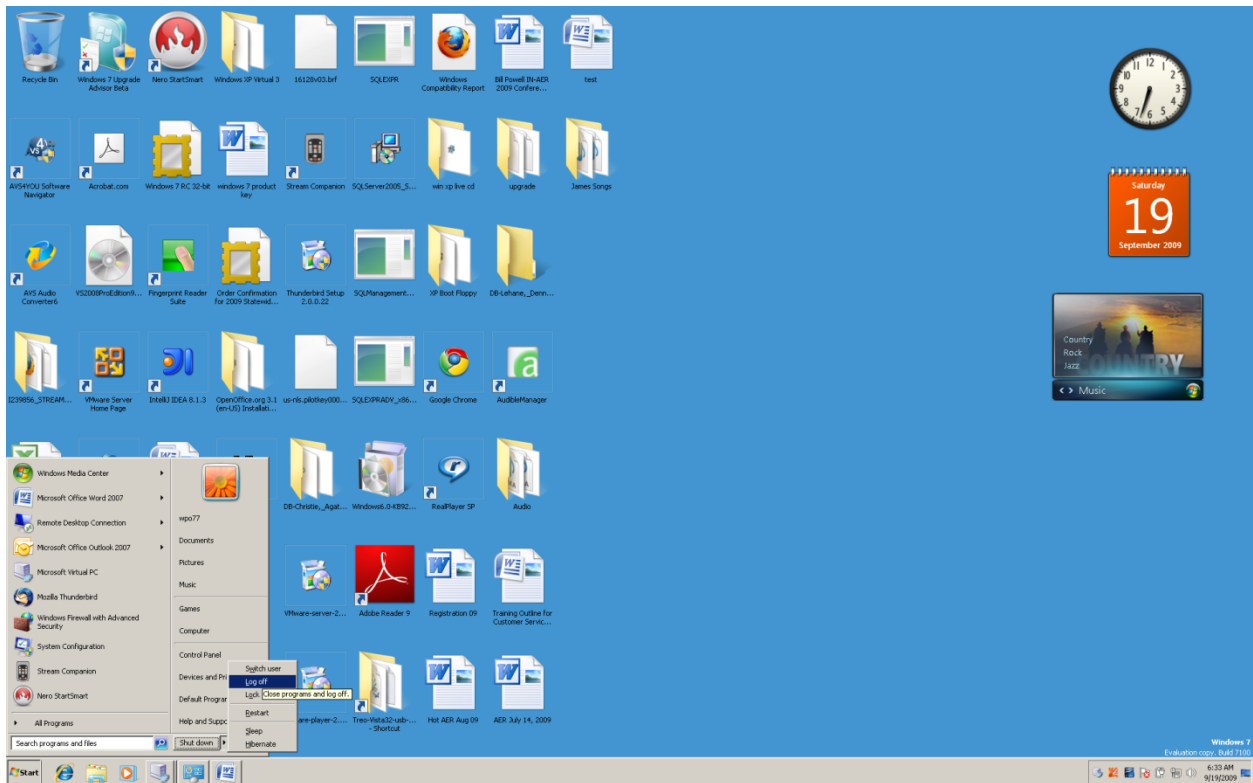


Tap two more times and you will hear or see the “Create password” button. Tap either the Enter Key or the spacebar one time and your password for the new User Account will be created. A box (screen) will come up showing eight links and the icon for the new User Account. The link that said “New Password” will be replaced by a link that says “Change the password.”

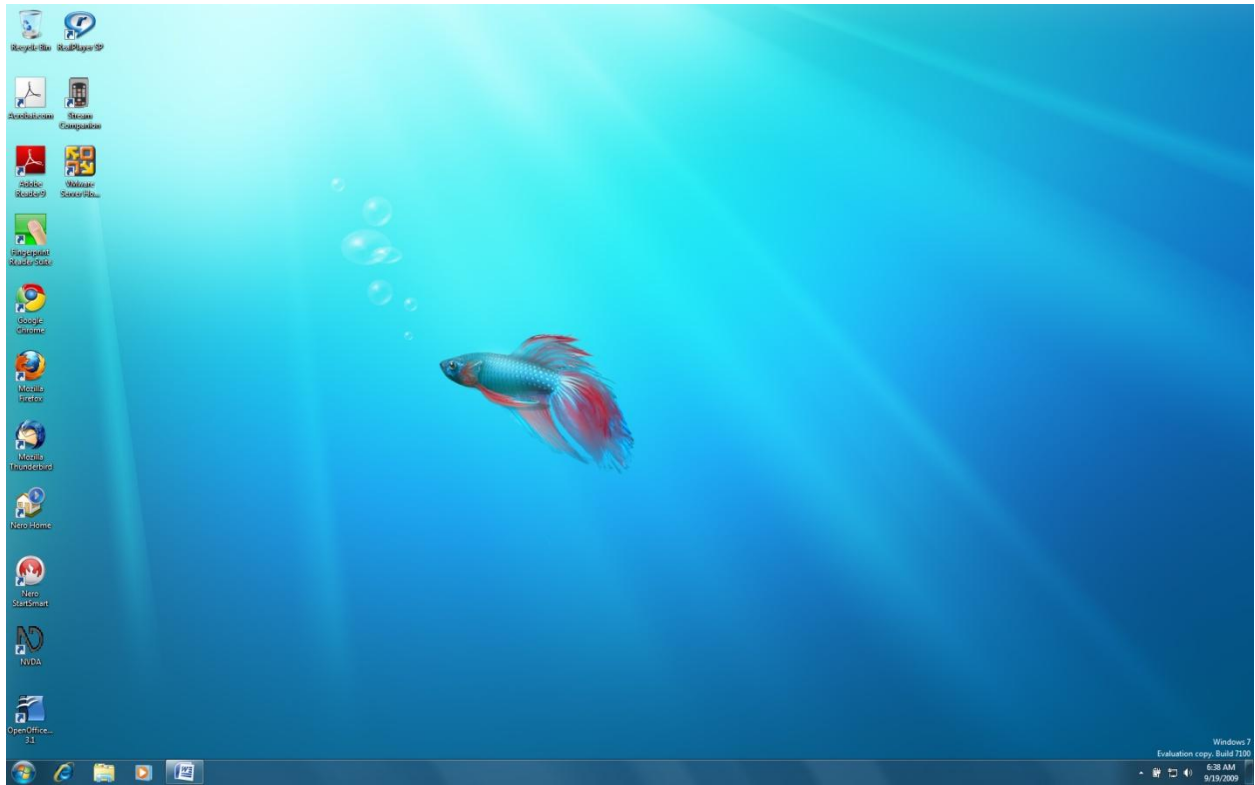


The next time you start or login to your computer there will be a number of icons to choose from. To get to the icon for the new User Account you may need to have a person with sight tell you how many times to arrow to get to that icon. Windows 7 login icons tend to run from left to right, in a line.

Log off of Windows 7 by tapping and releasing the Windows (Start) Key one time. Tap the right arrow key two times. Up arrow to “Log off,” and tap the Enter Key one time--or tap the letter “l”

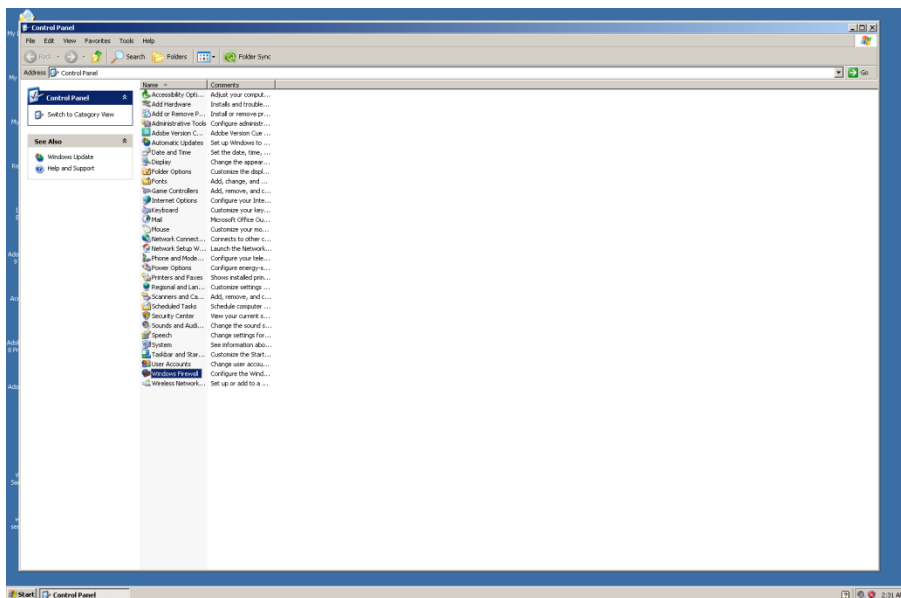


When your computer restarts the Windows Desktop will look exactly as it did when you first installed Windows 7.

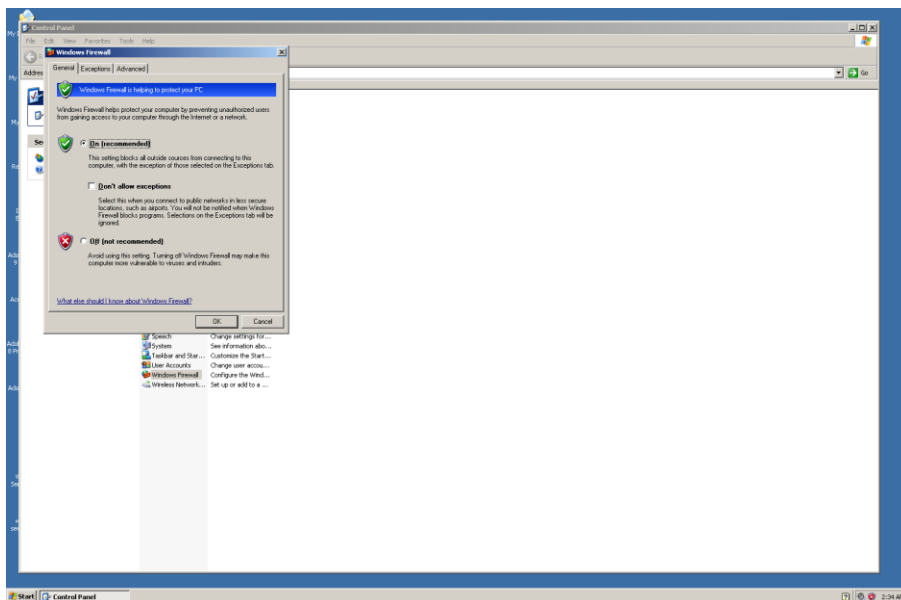


Windows Firewall

If you are using Windows XP, go to the Control Panel and down arrow to or tap the letter “w” until you hear “Windows Firewall.”

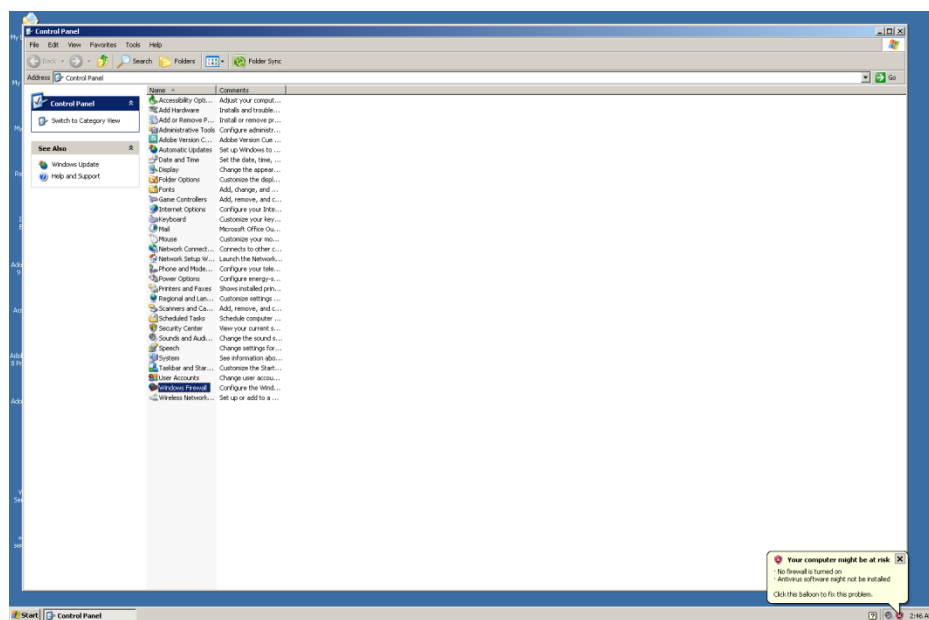


Tap the enter key one time and you will be in the Windows Firewall dialogue box. There are three tabbed panels in this box, and you are in the first of the three panels.



The panel you are in is “General.” The other two panels are “Exceptions” and “Advanced.” When you open the “Windows Firewall from the Control Panel you are placed in the “General” panel, and placed on a checked radio button that says “On (recommended).” Unless you have a commercial level firewall and virus checker, do

not turn this off! There may be times where you need to temporarily turn off the Windows Firewall to install a program, but it is only for the time it takes to install that program. If you do need to turn off the Windows Firewall, and are on the radio button “On (recommended),” tap the down arrow key one time and you will be on the “Off (not recommended)” radio button. Tap the Enter Key one time and you will hear your screenreader read a pop up “bubble” that says “Your computer might be at risk. No firewall is turned on.” You can see this “bubble” at the bottom left of the computer monitor, over the “System Tray” area.

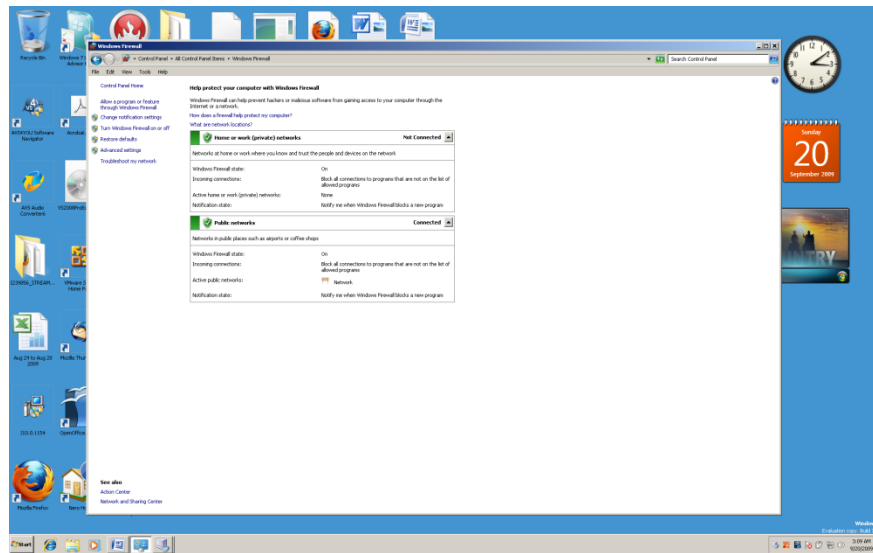


Go back into the Windows Firewall and turn it on by up arrowing one time and tapping the Enter Key.

Open the Windows Firewall and you will be on the “On (recommended)” radio button. Tap the Tab Key one time and you will hear or see a checkbox that says “Don’t allow exceptions.” If you are in an airport, coffee house, or other public place, it might be a good idea to have this on if your computer can connect to the internet. Be aware that this feature will block outside programs, and Windows will not always tell you what programs are being blocked. You can check and uncheck this checkbox by tapping the spacebar, and then tapping the Enter Key one time.

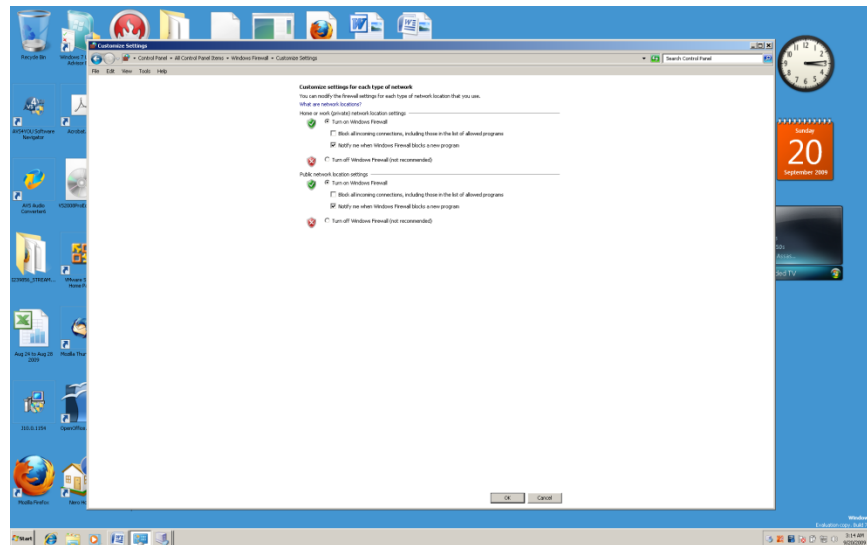
In the other panels are more advanced methods for setting up the Windows Firewall, included adding web address and computer port exceptions. These are not covered in this book.

If you are using Windows 7 go to the Control Panel and tap the letter “w” until you hear or see “Windows Firewall.” Tap the Enter Key one time to open the Windows Firewall dialogue box.

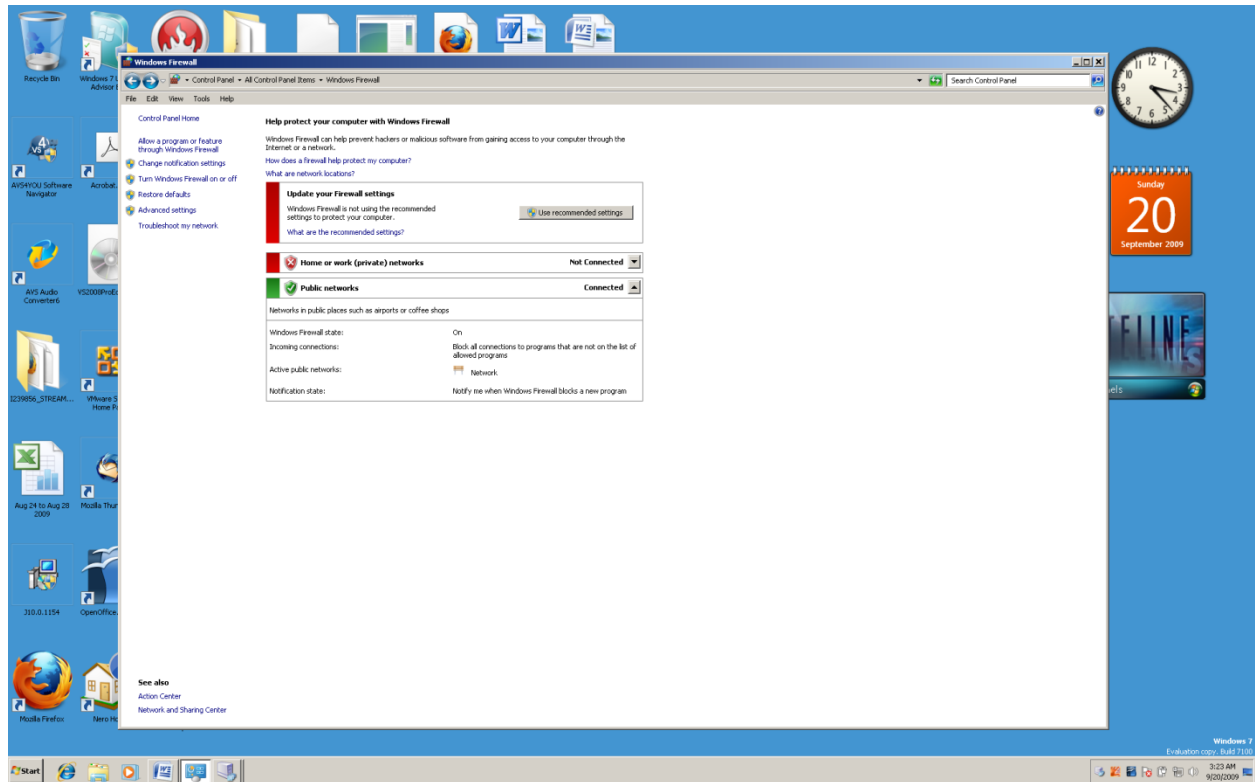


There are eleven links on this page and two buttons that open informational tabs concerning “Public” and “Private” connections. Tap to the link that says “Turn Windows Firewall on or off,” and tap the Enter Key one time.

You are now in the Windows 7 Firewall dialogue box. This is similar to the Firewall diealog box in Windows XP, but there are more items to work with. Two areas with identical items are found in this dialogue box, “Home or work...,” and “Public network...” You will need to top to the first instance where you hear or see a “Turn on Windows Firewall” radio button. At this point you can down arrow to the “Turn off Windows Firewall,” radio button. Tap the Enter Key one time and the Windows Firewall will be turned off. You can turn on the Windows Firewall by opening Windows Firewall in the Control Panel, tab to the radio button for “Turn on Windows Firewall,” and tap the Enter Key one time.



If you do turn off the Windows Firewall in either the “Home” or “Public” settings a “bubble” quickly tells you that your firewall is off, and the Windows Firewall dialogue box places a button on the screen that says “Use recommended settings.” Tab to this button and tap the spacebar one time to turn the Windows Firewall on.



Just as in the Windows XP Firewall dialogue box, you can down arrow from the “Turn on Windows Firewall” radio button and hear or see a checkbox titled “Block all incoming connections, including those in the list of allow programs.” You can use your spacebar to check and uncheck this checkbox. Unlike XP, you can down arrow to a second checkbox that says “Notify me when Windows Firewall blocks a new program.” This is a nice feature in Windows 7, and one that you will want to leave checked.

As in Windows XP, there are many more things that can be done with the Windows Firewall, but they are not covered in this book.

Windows XP and Windows 7 Control Panel offers many more items than are covered in this book. You can set the date and time, change the keyboard and mouse settings, add new hardware to your computer, and even adjust the performance of your computer. If you do not know what an item does, do not start or stop it! Only work with areas you feel comfortable with. You can explore unfamiliar items, but do not change them.

Chapter 15 Review

Test Your Knowledge

1. Name the area of Windows that allows you to change many of the Windows settings and programs.
2. If you have more than one user on your computer, what Control Panel item will allow you to create an account for each person?
3. Name the item on the Control Panel that helps you protect your computer from unwanted programs from other computers.
4. Name the item in the Control Panel that will remove a program from your computer.