Using Vista – Sidebar and Gadgets

Another new option in Vista is the sidebar (located on the right side of the screen.) The side bar contains a variety of tools, or Gadgets that can contain useful information.

By Pat Hetu

1. The gadgets are located on the Sidebar, a long, vertical bar located on the right side of the computer screen. To see what gadgets are available, click on the “plus” sign above the gadgets.
2. A menu of available gadgets opens. Double click on a gadget to choose it for your sidebar.
3. The gadget appears on your side bar.

4. You can remove the gadget from the sidebar and place it in another area by clicking on the gadget and dragging it.
5. To remove a gadget, click on the “X” located above right.

6. To edit a gadget’s settings, click on the tool shaped icon located below the “x”

7. The edit settings menu for that particular gadget opens. Make changes as necessary then click OK.
8. The Feed Headlines gadget is an interesting gadget for anyone who would like to keep up on current news items. Double click on it to add it to the sidebar.

9. Once the headlines download, they will appear in the Feed Headlines gadget.

10. Click on the headline. A box opens with more information. To read the full story, click on the story and the web page for that story opens.