

Windows 7 is Microsoft's newest operating system. An operating system is the platform that runs your software applications and hardware components. That is, software such as Microsoft Office or Adobe Photoshop are distinct from your operating system and do *not* have to change with an operating system upgrade.

What *does* change with Windows 7:

- The taskbar's appearance
- The look and feel of the windows that you open in Windows Explorer
- Your documents are now stored inside of libraries, which are folders with enhanced features (Page 2)
- **Extras:** most of this guide is devoted to new optional features that you can explore at your leisure (Pages 2, 3, 4)


Navigating in Windows 7

Opening Programs and Files

The New Start Menu:

The new start menu has the same location as Windows Vista and XP.

Starting a Program from the Start Menu:

Click the start menu  and select All Programs. Navigate to the application that you would like open and select it.

Starting a Program from the Taskbar:

Click on one of the icons  located to the right of the start menu.

Working with Windows Explorer

Windows Explorer (Not to be confused with Internet Explorer) is the application commonly used to navigate and view files and folders. (See Figure 1)

Open Windows Explorer:

One easy way is to click the folder icon  in the taskbar.

Show or Hide the Traditional Menu Bar:

Press the Alt key when inside of a Windows Explorer window in order to view the File, Edit, View, Tools and Help menus (appears underneath the Back button on top left)

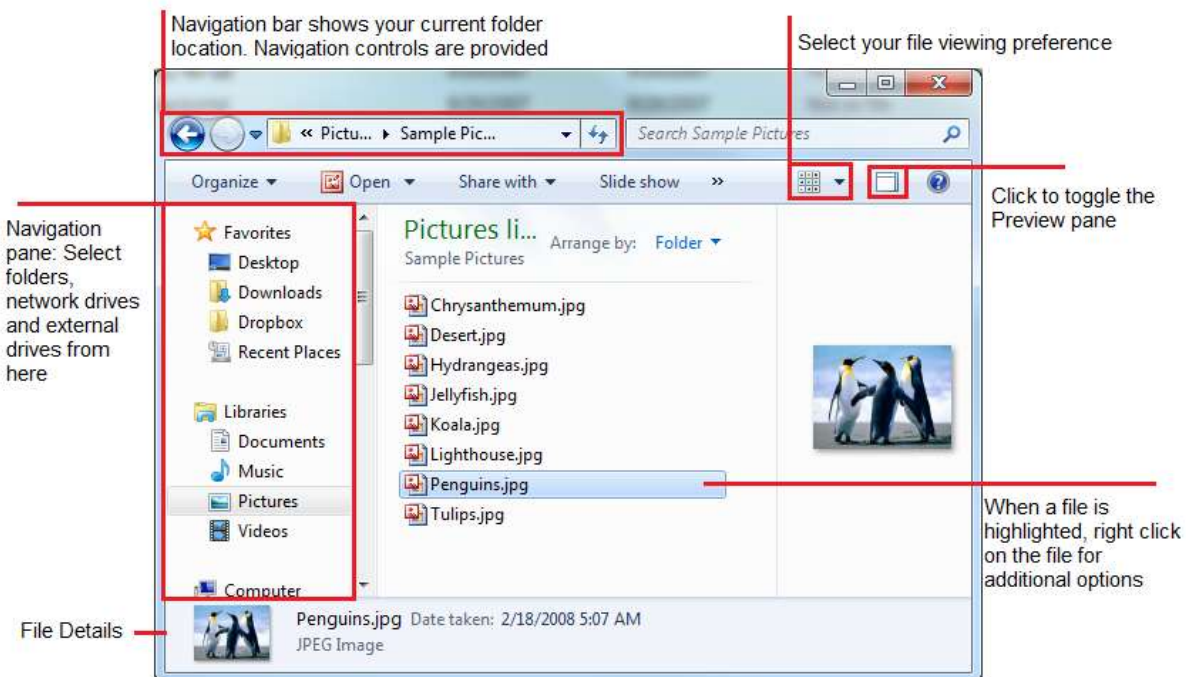



Figure 1: Anatomy of a Windows Explorer page

Libraries and Folders

You can group shortcuts of similar files and folders that are physically located across different network drives and local hard drives into general libraries for easy browsing.

How to Access Libraries


In order to access libraries, click on the libraries icon

 **Libraries** located to the left of Windows Explorer. You can now select the library of your choice to view the files and folders associated with it.


Adding Files and Folders to a library

To add a file or folder to a library, right click on the desired folder/file and select the option **Include In Library**. An additional side menu should appear with your libraries listed. Select a library to place a shortcut to your file/folder inside the selected library.

Removing Items From The Library

Click on  **Libraries** in Windows Explorer and select (Single Left Click) the library that contains the file or folder you need removed. Once selected, right click on the library to open additional actions. Select **Properties**, highlight the file or folder you want removed, and click the **Remove** button. This will not delete the file or folder, just the library shortcut.

Create a New Library

Click on  **Libraries** and select **New library** on the top menu bar. Name your new library to complete the creation.

Create a Shortcut on the Desktop

Folder and file shortcuts will allow you to access nested/network folders from your location of choice. Find the file or folder you need easier access to, right click the icon for additional actions and select: **Send to > Desktop (create shortcut)**. You can now use or move the new icon on your desktop to access the nested folder.

Check Folder and File Sizes


Right click on the desired file or folder. Select **Properties** and look at *Size*.

Quickly Burn Files to a CD or DVD

Folder and files can be burned directly to a CD or DVD. CD's have a capacity of 700MB, DVD's have 4.7GB and DL DVD's have 8.5GB. Right click on the file or folder and select **Send To > DVD RW Drive** (name may vary). Insert your blank media disc and follow the prompts.

Keyboard Shortcuts


General Shortcuts


Lock your keyboard  + <L>
So no one can access your files or email when you're away from your desk


Start Menu 

My Computer  + <E>

Create new folder <Ctrl> + <Shift> + <N>

Zoom in/out  + <+/->

Connect to projector  + <P>

Flip through windows 3-D  + <Tab>

Flip through all your open windows quickly in an attractive 3-dimensional format

Window Management

Open new instance of program <Shift> + click

Eg., if you have one Excel spreadsheet open, and want to open another spreadsheet to see them side by side

Peek at the desktop  + <Space>

Show/Hide desktop  + <D>


Minimize all windows  + <M>


Minimize other windows  + <Home>


Maximize window  + <↑>

Minimize/Restore window  + <↓>

Snap window to left side  + <←>

Snap window to right side  + <→>

Cycle through taskbar icons  + <T>

Bring all gadgets to the front  + <G>

Show/Hide Preview Pane  + <Home>

When viewing files and folders in Windows Explorer, you can preview files in the preview pane

If you have more than one monitor:

Jump window to left monitor  + <Shift> + <←>

Jump window to right monitor  + <Shift> + <→>

Windows Aero is a background process that manages the appearance and behaviors of open windows. This new feature allows users to easily manage open windows for ease of access.

Every window has a title bar. The title bar can be **Left Clicked** and dragged to move the window



Maximize a Window Using Aero Snap

Drag the title bar of the window to the top of the screen. You should see a clear outline of the window fill the screen. Release the mouse to maximize. To minimize, drag the title bar *Down* to return the window to its original size. You can also use the keyboard shortcuts: <Windows> + <↑> or <Windows> + <↓>.

Side By Side View Using Aero Snap

Drag the title bar of the desired windows to the left or right of the screen. You should see an outline of the window appear. Release the mouse to resize the window. Drag the title bar towards the middle of the screen to return the window to its original size. You may also use the keyboard shortcuts: <Windows> + <←>, <Windows> + <→>.

Aero Peek

The Windows 7 toolbar has been optimized to better accommodate multi-tasking. Similar applications are now *Grouped* together and Aero Peek can be used to *Preview* the active windows. (See Figure 2)

Mouse over the taskbar icon to "Peek" at your open windows



Your open windows will be grouped on the taskbar

Figure 2: Aero Peek Preview

Turn Aero Peek Off

If this new feature is not preferred, you can revert back to the old Windows Vista style taskbar. Right click on an empty portion of the taskbar and select **Properties**. Select *Use small icons*, *Taskbar buttons: Never combine*, and uncheck *Use Aero Peek to preview the desktop*.

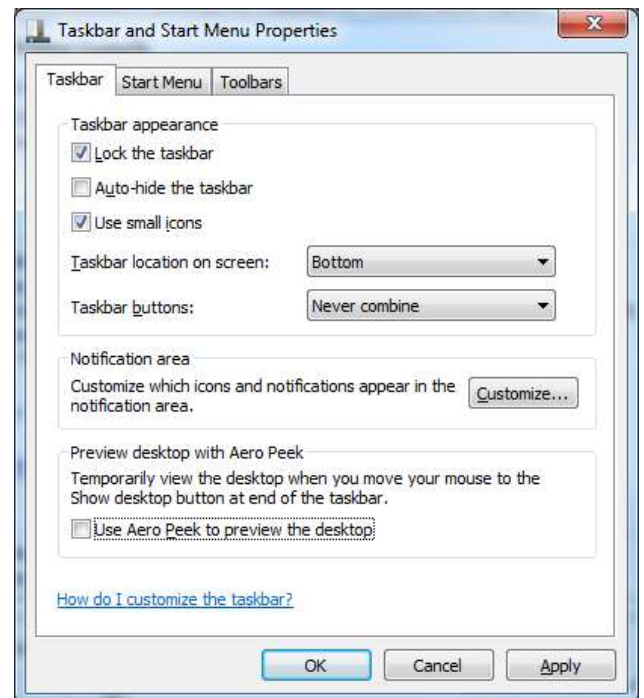


Figure 3: Taskbar Properties Menu

Useful Productivity Features

Windows Search Bar (See Figure 4)

The search bar can be used to find, open and run various applications, folders or files. Type in the name of the file you are looking for and when it appears in the search, click its name to open.

Snipping Tool (see Figure 4)

The snipping tool can be used as an alternative to the traditional "Screen shot". As opposed to capturing the entire screen into an image, the snipping tool can be used to capture only the desired content. The captured image can then be saved or pasted into a word document/e-mail.

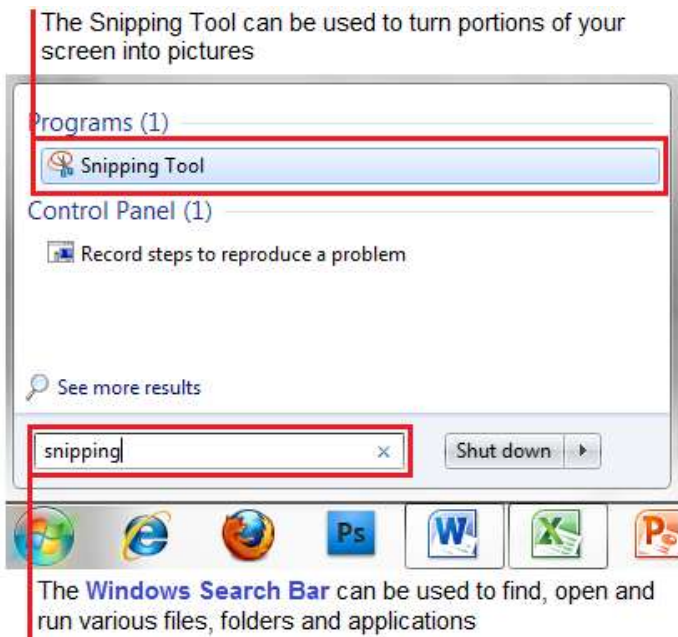


Figure 4: Snipping Tool and Windows Search Bar

Easy Projector or Dual Monitor Configuration

Select **Connect to a Projector** from **Start > All Programs > Accessories**, search bar or keyboard shortcut **<Win> + <P>**. You can now easily select your display preference.

Fun New Features

Adding and Customizing Gadgets

Desktop gadgets are small applications that run on the desktop. There are many types of gadgets and many provide fast and convenient information.

Adding a Gadget

Right click on your desktop and select **Gadgets**. Click and drag your gadget of choice onto the desktop. You can freely move and position your gadget to your location of choice.

Customizing The Gadget



Figure 5: Weather Gadget

Highlight the mouse over the gadget and the options toolbar will appear to the right of the gadget. Different gadgets have various options available.

Stickies

Sticky Notes are the virtual replacement to Post-It Notes. You have the freedom to move and stack them just like traditional Post It Notes. Select **Sticky Notes** from **Start > All Programs > Accessories** or type into the search bar.

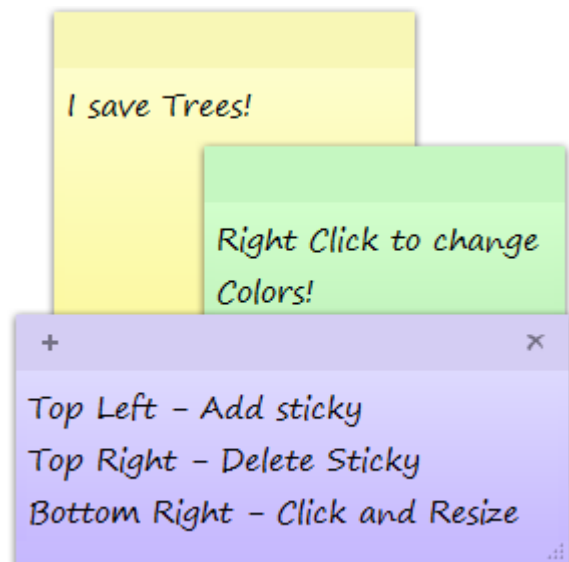


Figure 6: Stickies