

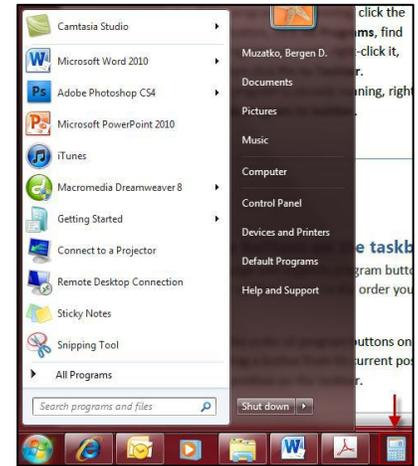
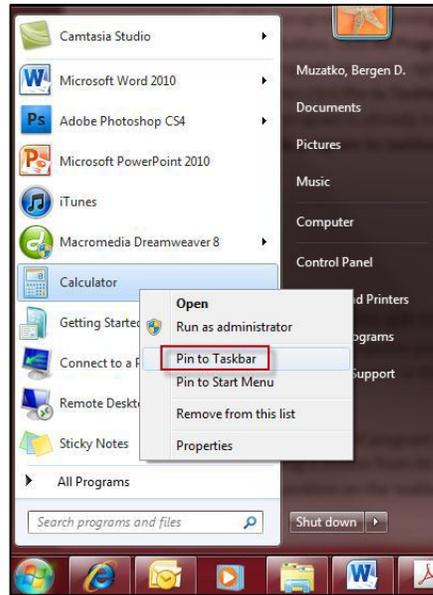
Windows 7 – What's New

Windows 7 offers some exciting new features. There is a lot in common with previous versions however; you might still need a hand getting up to speed. This guide is filled with useful tips and information from Andy Sweet's video: Getting around the desktop. <http://windows.microsoft.com/get-started>. Explore what you can do with Windows 7.

Pin a program to the taskbar

You can pin a program directly to the taskbar as a shortcut, so that you can open it quickly and conveniently, rather than having to look for the program in the Start menu each time. Here's how:

- If the program isn't running, Select the **Start** button, select **All Programs**, find the program you want, right-click it, and then select **Pin to Taskbar**.
- If the program is already running, right-click the program button on the taskbar, and then select **Pin this program to taskbar**.



Rearrange buttons on the taskbar

Rearrange and organize program buttons on the taskbar so they appear in the order you prefer. To rearrange the order of program buttons on the taskbar, just drag a button from its current position to a different position on the taskbar.



Using Jump Lists

Jump Lists are lists of recent items accessed, such as files, folders, or websites, organized by the program that you used to open them. You can open programs, recent items, and favorite items using Jump Lists. This allows quick access to the items you use every day. Here are some ways to use Jump Lists:

To open an item from a Jump List

You can view the Jump List and then open items both from the taskbar and the Start menu. Here's how:

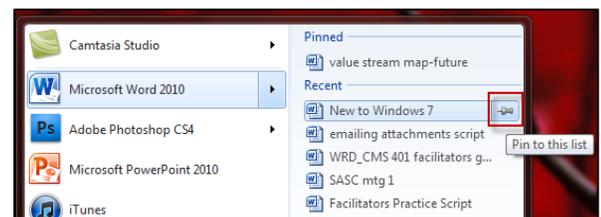
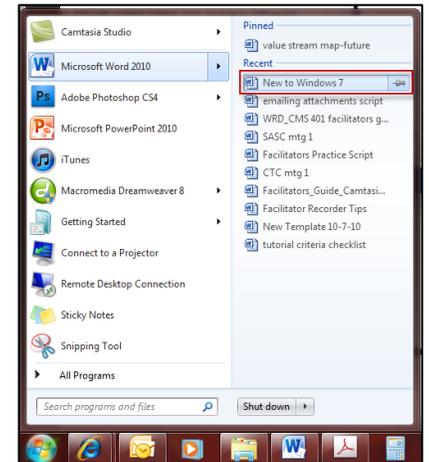
- Right-click the program's icon on the taskbar, and then select the item.
- OR -
- Select the **Start** button, point to a pinned program or recently used program, point to or select the arrow next to the program, and then select the item.

To pin and unpin an item to a Jump List

- Pin a favorite item to a Jump List so it will always appear at the top of the list. This allows quick, easy access. Here's how: To pin an item to a Jump List, open the program's Jump List, point to the item, select the pushpin icon, and then select **Pin to this list**.
- To remove an item from a Jump List, open the program's Jump List, point to the item, select the pushpin icon, and select **Unpin from this list**.

To change the order of items in a Jump List

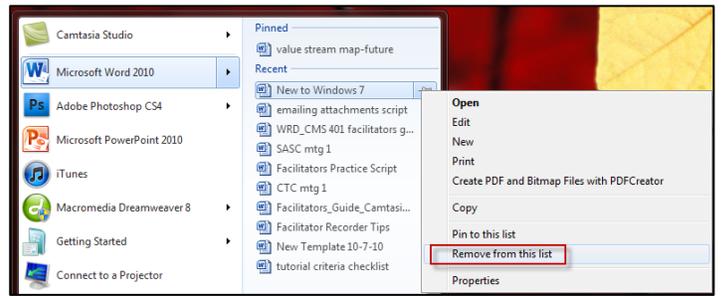
- To change the order of either pinned items or recent items, open the Jump List, and then drag the item to a different position.



To remove a recent item from a Jump List

To remove a recent item entirely from a Jump List: Open the Jump List, right-click the item, and select **Remove from this list**.

Don't worry, you won't delete the file, you're just removing it from the Jump List. The next time you open that item, it might reappear in the Jump List again.



Snap a window

Side by Side, Vertically or Top/Bottom

Use Snap to arrange windows on the screen either side by side, Vertically or Maximize.. This is especially helpful when comparing two documents, or focusing on one document. Here' how:

- **Side by side:** Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears and release.
- **Top/Bottom:** to the top of the screen and release.
- **Vertically:** Point to the top or bottom edge of an open window until the pointer changes into a double-headed arrow.



Drag the edge of the window to the top or bottom of the screen to expand the window to the entire height of the desktop

To return the window to its original size, drag the title bar away from the top of the desktop, and then release.

Minimize open windows using Aero Shake

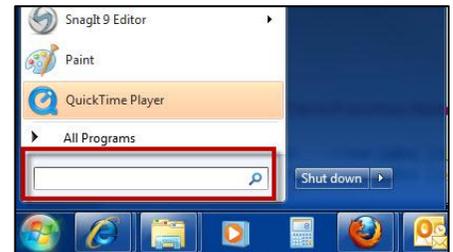
Use the Aero Shake feature to quickly minimize every open window except the one you want. You can then restore all of your windows just as easily. Here's how:

1. In the window you want to keep open, drag (or shake) the title bar back and forth quickly.
2. To restore the minimized windows, shake the open window again.



Enhanced Search Function

Select the Microsoft Orb (Start Icon) . In the search field located at the bottom, begin to type the file or application name you wish to find. Items with the search criteria will appear in the window. Select the item to open.



Live Taskbar Previews

Manage lots of open programs, documents and browser windows easily with thumbnail and full-screen previews of open windows.

1. Point to a taskbar icon to see actual images of all of your open files or programs.
2. Move your mouse over the image to preview the window full-screen.
3. Select (click) the full screen image to start working on it.
4. Close windows from the thumbnail previews by selecting the red X on the image.



Common Term/Function Name Changes

- My Computer is now called Computer
- My Documents is now called Documents