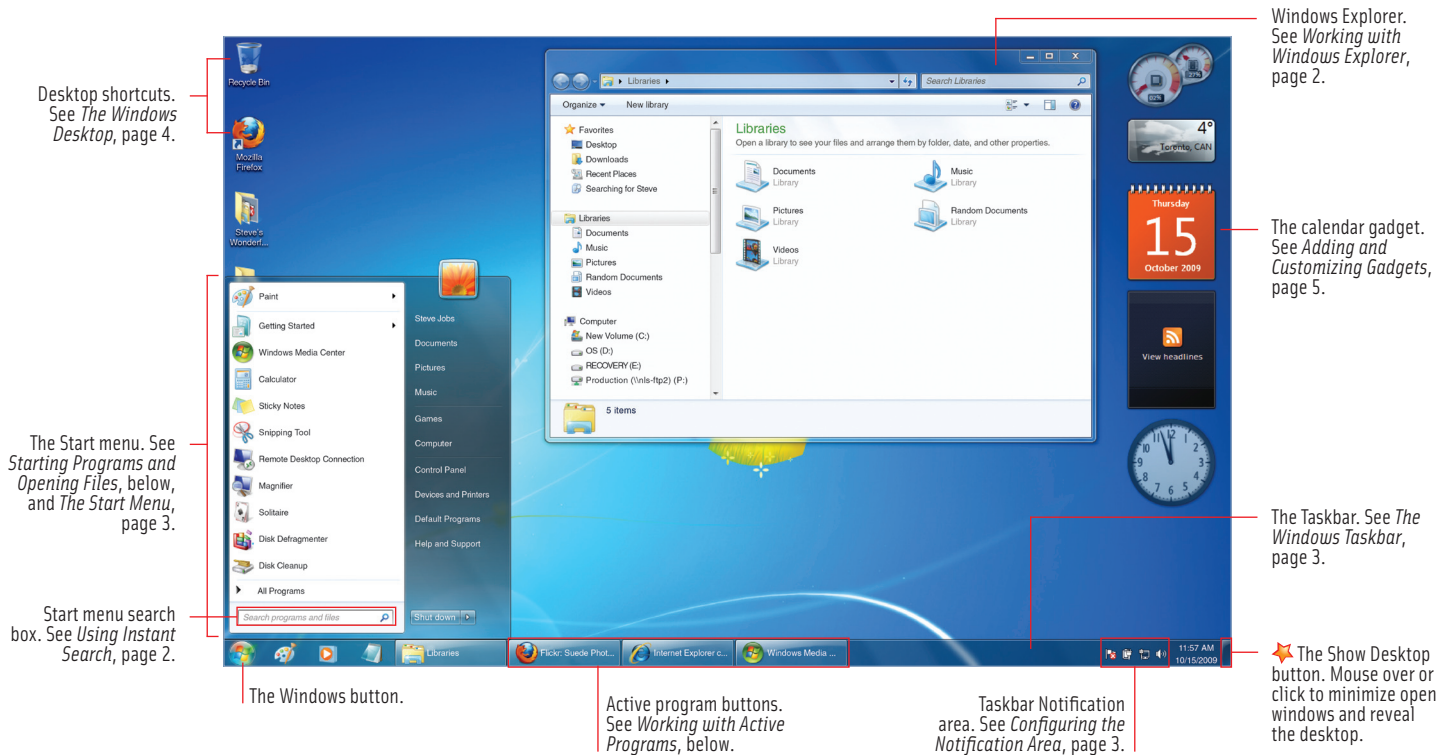




Getting to Know Windows 7

Windows 7 is an operating system that handles all of your computer's core functions, allowing you to run programs, connect to networks, manage files, and store important data. This version of Windows features an innovative new library system for accessing and organizing files, as well as adding a host of new improvements to the Taskbar and Windows Explorer. Gadgets have

also been expanded and can now be moved freely around the desktop to reduce clutter and increase their functionality (see *Adding and Customizing Gadgets*, page 4).



Starting Programs and Opening Files

To open the Start menu: click the Start button or press CTRL+ESC to open the Start menu (shown on the Windows 7 Desktop, above). The Start menu is a central point of access to all of your programs and personal files. See *The Start Menu*, page 3.

To start a program from the Start menu: click the Start button . Choose **All Programs**, and then select a program from the menu.

To start a program from the Taskbar: click a quick launch icon (e.g.). You can modify the Taskbar to include quick launch icons for programs you use often, or remove them to avoid clutter (see *Pinning Program Icons to the Taskbar*, page 3).

To open a file: click the Start button , and then click . Browse to the file and double-click it.

Working with Active Programs

To view an active program: click the active program button on the Taskbar (e.g.), or press ALT+TAB to cycle through all active windows. All open programs, folders, or documents appear on the Taskbar. See *Configuring the Taskbar and Displaying and Arranging Windows*, page 3.

To view notifications or monitor status: double-click the program or system icon (e.g.) in the Notification area of the Taskbar. You can also right-click the icon to open a context menu of options. See *Configuring the Notification Area*, page 3.

TABLE OF CONTENTS

Files & Folders

- Working with Windows Explorer
- Libraries **2**
- Working with Files & Folders
- Tagging Files
- Instant Search
- Search Results

Taskbar & Start Menu

- Jump Lists
- Pinning Programs to the Taskbar
- Configuring the Taskbar
- Configuring the Notification Area
- Displaying and Arranging Windows
- Configuring the Start Menu

Windows Desktop & Aero

- The Windows Desktop
- Recycle Bin **4**
- Aero Snap and Aero Shake
- Aero Flip 3D
- Viewing Taskbar Thumbnails
- Adding and Customizing Gadgets

Interface & System Settings




- Window Color and Appearance
- Desktop Background
- Screen Saver and Themes **5**
- Customizing Mouse Functions
- Removing Programs
- Date, Time, and Region Options

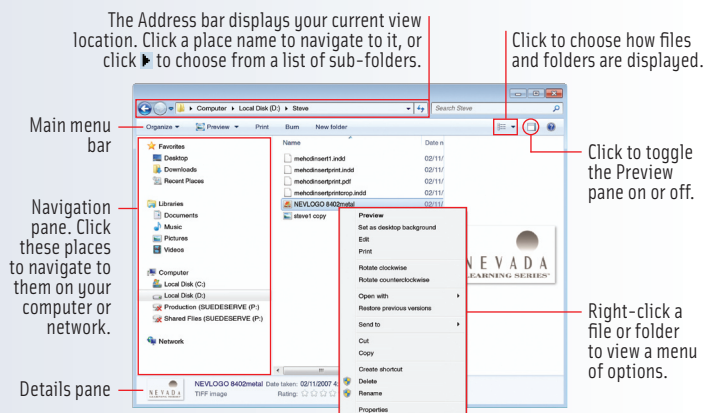
Network Resources & Security

- Finding Network Folders
- Sharing Drives and Folders
- Changing Your Password
- Encrypting and Compressing Files
- Safely Removing Hardware
- Disk Cleanup **6**





Working with Windows Explorer


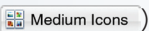
Windows Explorer is the primary tool used to browse, view, and organize files and folders in Windows 7.

To open Windows Explorer: click the Windows Explorer icon  in the Taskbar Quick Launch area. For a more detailed view of your computer's storage resources, click the Start button  and choose **Computer**  from the menu.



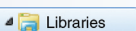
To show/hide the traditional menu bar (File, Edit, etc.): press the ALT key.

To display sub-folders in the Navigation pane: click  or  beside the drive or folder you want to view sub-folders for. Click  or  to collapse sub-folders.

To sort folder contents by view: in Windows Explorer, click  in the main menu bar and choose a view from the menu. From this menu, you can also choose the size of display icons (e.g. .

★ Libraries

New in Windows 7, libraries are collections of similar files that may be stored in different folder locations on your networks or computer, but are grouped together in a single centralized place for easy browsing and access. Default libraries enable you to collect media files (e.g. **Documents**, **Music**), but you can create custom libraries as needed.

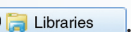
To view libraries: in Windows Explorer, click  in the Navigation pane. Double-click a library to open it.

To add a folder to a library: right-click the folder containing the files you want to include in a library. From the menu, choose **Include in Library** and select an appropriate library to add the contents of the folder to.

To remove a folder from a library: in Windows Explorer, click  and navigate to the folder you want to remove from a library. In the Navigation pane, right-click the folder and choose **Remove location from library** from the menu.

To view and customize library properties: in Windows Explorer, right-click the library and choose **Properties** from the menu. You can use the available options to quickly add or remove folders from the library, or choose to optimize the library for certain types of content. Click **OK** when finished.

To sort items in a library: double-click the library to open it. Next to the library title at the top of the screen, click the **Arrange by** drop-down menu and choose a sorting option (e.g. **Folder**, **Date modified**, **Type**).

To create a new library: in Windows Explorer, click . In the main menu bar, click **New library**. Type a name for the library and press **ENTER**.

To delete a library: right-click the library and choose **Delete** from the menu. Click **Yes**.

To restore default libraries: in Windows Explorer, right-click  and choose **Restore default libraries** from the menu.

Working with Files and Folders

To open a file or folder: double-click the item.

To create a new folder: right-click in the place where you want to create a new folder, and choose **New** ► **Folder**. Type a name for the folder and press **ENTER**.


To rename a file or folder: right-click the item and choose **Rename**.


To delete a file or folder: right-click the item and choose **Delete**. Alternatively, select the item and press the **DELETE** key, then click **Yes**. To restore deleted items, see *Recycle Bin*, page 4.

Tagging Files

You can add keywords to the properties of a file in Windows Explorer, making the file easier to find when you perform a search.

Note: Some file formats are not compatible with tags.


To add tags to a file: in Windows Explorer, navigate to and select the file you want to tag. In the Details pane at the bottom of the folder window, click **Add a tag** and type appropriate keywords into the field (separated with a semicolon). Click .

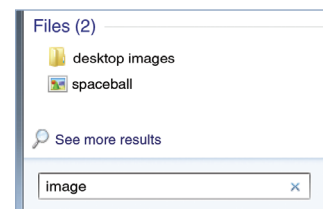
To remove tags from a file: select the file. In the Details pane, click the **Tags** area to expand it. Click to highlight the tag you want to remove and press the **DELETE** key. Click .

Searching for Files and Folders

Using Instant Search

Use the search box located at the bottom of the Start menu to quickly locate files, folders, and programs on your computer.



To locate files, folders, and programs with Instant Search: click the Start button . In the search box, begin typing keywords. As you type, files and folders that match your criteria are displayed. Click an item to open or display it.



If you can't find the item you are looking for, click **See more results** to open a **Search Results** window (see *Working with Search Results*, below).


Working with Search Results

If you want to expand your search to include several different folder locations, or to perform a more specific search, you can do the following:

1. Click the Start button , and press **F3** to open a **Search Results** window. Begin typing in the search box, located at the top-right of the window.
2. Scroll down to the bottom of the list of results and, in the **Search again in** section, click .
3. In the **Choose Search Location** dialog box, check the boxes of the locations you want to search, expanding options as needed, and click **OK**.

Saving Custom Searches

If you frequently perform the same search, you can save your custom search criteria so you can access up-to-date results easily.

To save a search: create and complete a custom search (see *Working with Search Results*, above). In the main menu bar, click **Save search**. In the **Save As** dialog box, type a file name and choose a location to save the custom search to (the default is **Favorites**). Click .

To use a saved search: in the Windows Explorer Navigation pane, browse to the saved search file location and click it. Updated results that match the saved search criteria are displayed.