Students, Faculty and Staff Guide for Windows 7

This document was originally prepared by Dickinson College. It was modified and adapted for use at Lehman College with the permission of Dickinson College.

Introduction to Windows 7

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Windows 7 Taskbar

You can do so much more from the Windows 7 taskbar. Windows 7's taskbar is greatly improved in two ways. First, you can pin programs to it indefinitely for easy quick launch. Second, on a crowded desktop covered with windows, using the new Aero Peek feature, you can preview individual windows from grouped taskbar applications, and even close documents from the thumbnails themselves. Hold your mouse over the thumbnail to see an even larger view of the file. You can also rearrange and organize buttons on the taskbar, including pinned programs and running programs that aren't pinned, so they appear in the order you prefer. To rearrange the order of buttons on the taskbar, drag a button from its current position to a different position on the taskbar & as often as you like.

Show Desktop

Show desktop on far right corner, but you don't need to click, just put your mouse over it. If you want to keep the desktop & minimize the files, just click it.
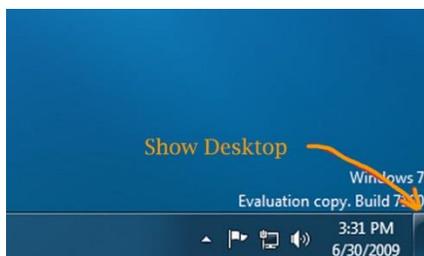
Start Menu

In Windows 7, you have much more control over the programs and files that appear on the Start menu. The Start menu is essentially a blank slate that you can organize and customize to suit your preferences. Find a program you want to add & right mouse click & choose add to start menu.

Click on the Start button on left bottom corner.

The Start menu list will appear & if you hold your mouse over the program you will see a list of recently opened files used by that program on the right. This also shows the location that file was saved to.
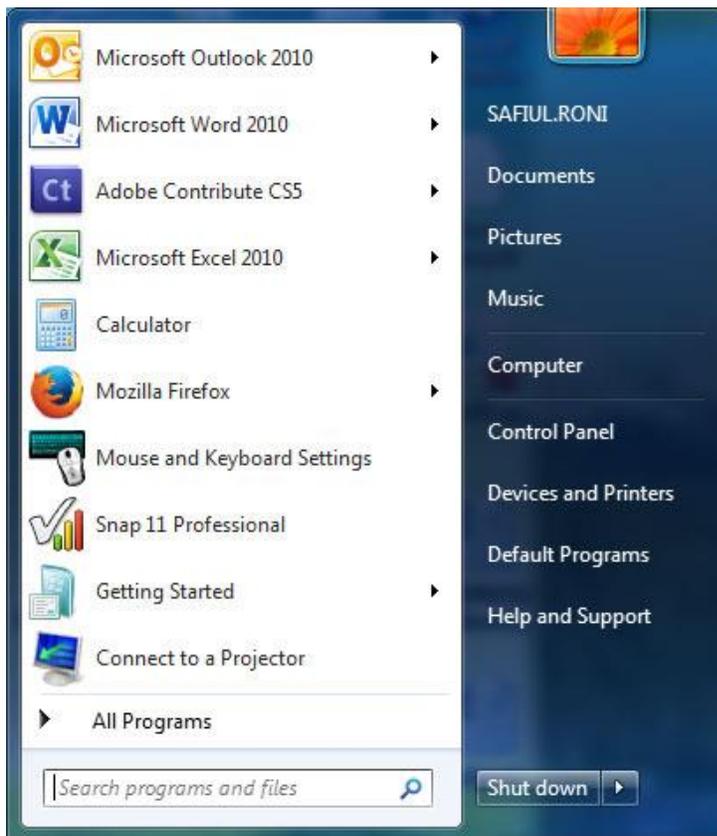
Pin

Pin your favorite programs right to your taskbar. Pinning programs to the taskbar complements pinning programs to the Start menu, like in earlier versions of Windows. When you pin a favorite program to the taskbar, you can always see it there and easily access it with a single click. Windows 7 also includes Jump Lists, so that in addition to launching a program from the taskbar, you can now launch favorite and recent items from that program, just by clicking the same

button. You can also move these around to be in the order you want.

Jump Lists

Jump Lists are lists of recently or frequently opened items, such as files, folders, tasks, or websites, organized by the program that you use to open them. In addition to being able to open recent items using a Jump List, you can also pin favorite items to a Jump List so you can quickly get to the items that you use every day.

On the taskbar, Jump Lists appear for programs that you've pinned to the taskbar and programs that are currently running. You can view the Jump List for a program by right-clicking the

taskbar button, or by dragging the button toward the desktop. You open items from the Jump List by clicking on them.
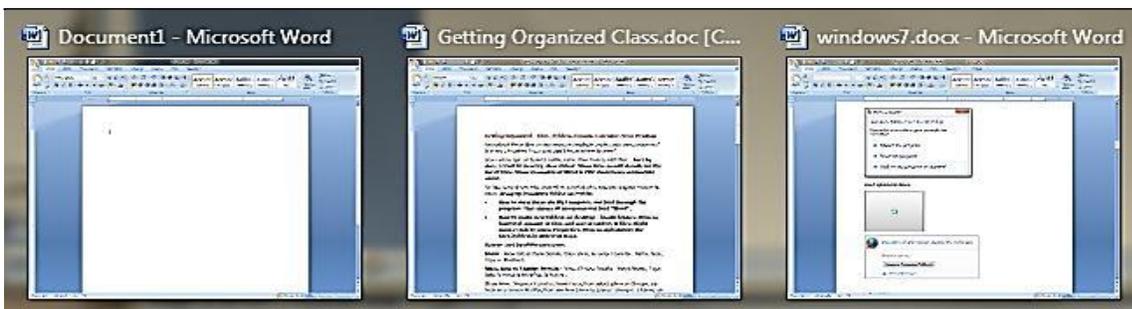
Snap

Easily look at two windows side by side. Drag to one side it will snap into place. Drag back and it will go to its previous position. Maximize window by double clicking on the top bar.
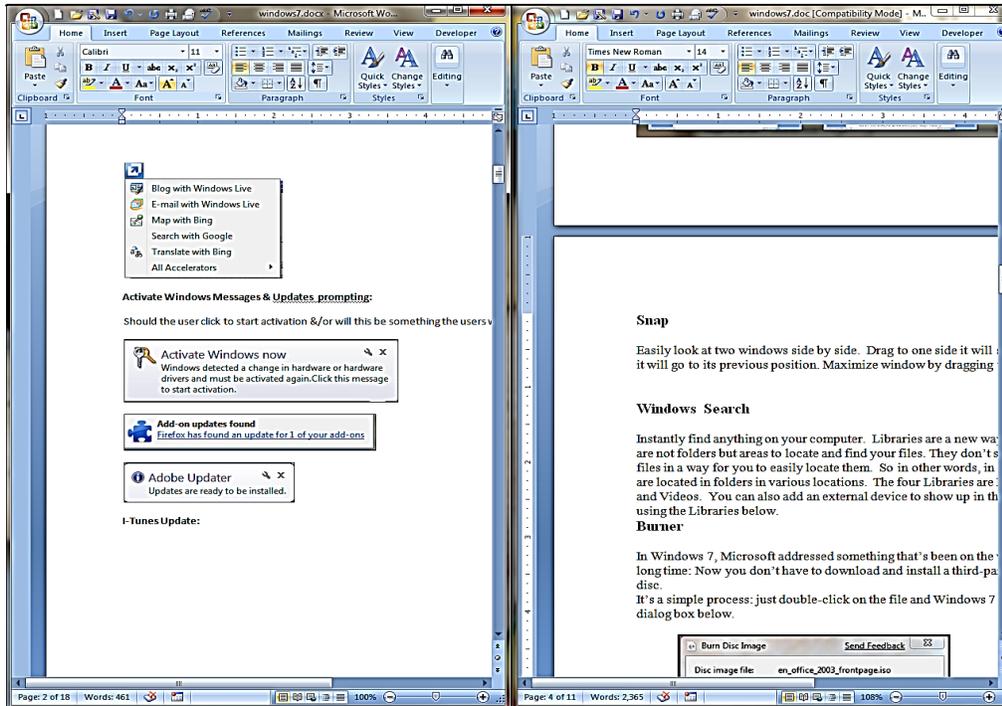
Windows Search

Instantly find anything on your computer.   Click on the Start button on left bottom corner.

Click into the **Search programs and files** area & start typing in the dialog box.
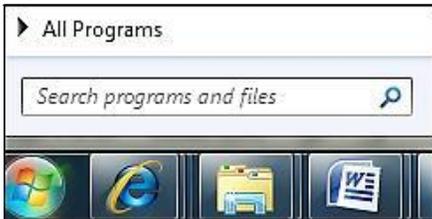
The list will start to appear as you type as shown below:

Library *(the new My Documents area & more)*

Libraries are a new way to see your files. Libraries are not folders but areas to locate and find your files. They don't store your files but gather the files in a way for you to easily locate them. So in other words, in the library are your files that are located in folders in various locations. The four Libraries are Documents, Music, Pictures and Videos. You can also add an external device to show up in the Libraries.

Click on the **Library** Icon found on your taskbar.
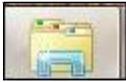
The **Libraries** area will appear as shown below.
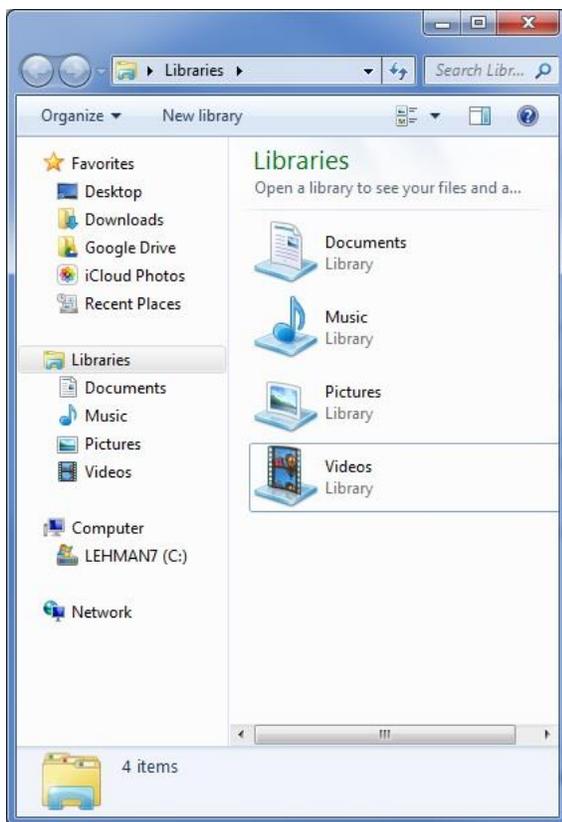
You can even filter your search in various way. *But remember that you did this!*

Example of using the date index/filtering feature below:
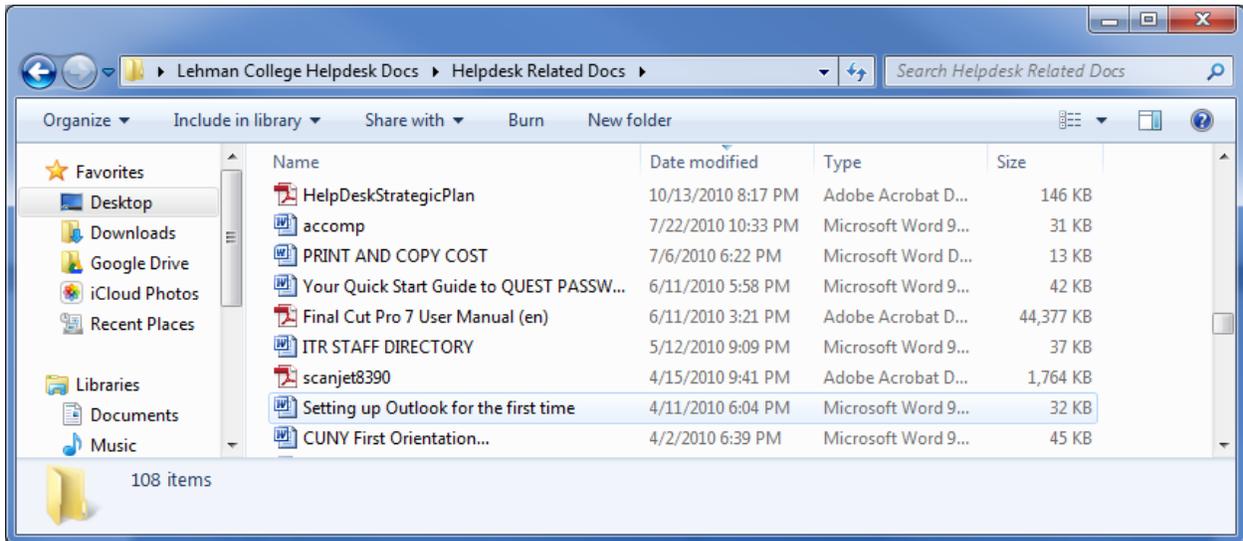
Preview Document in Folder

Once you find your file you can preview it right inside the folder without opening up the program. Select the file you want to Preview, and then click on the Preview Pane button.
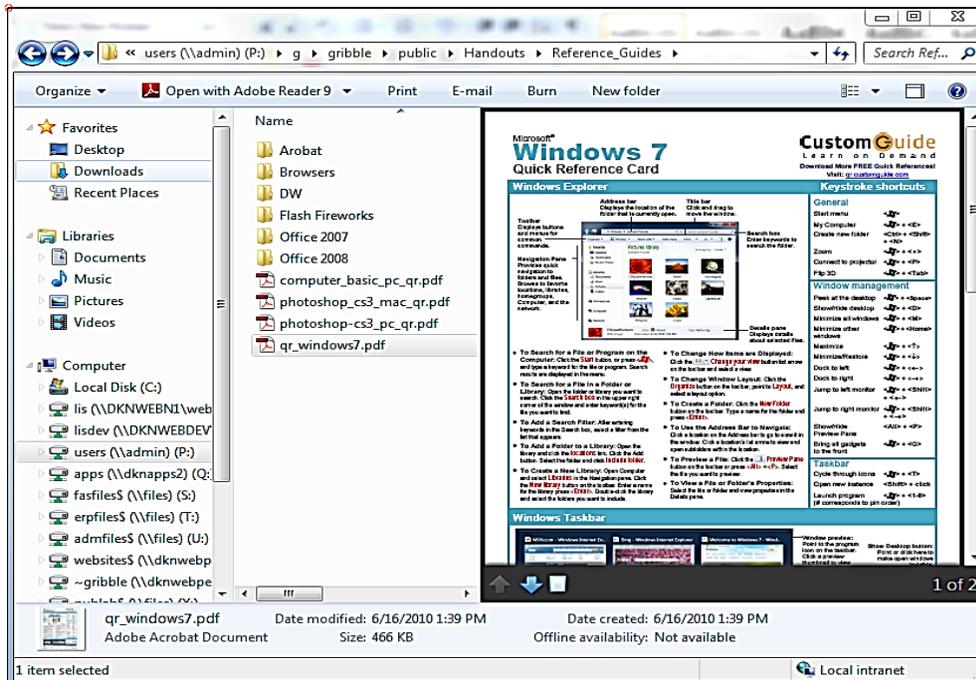
Preview example of an excel file:
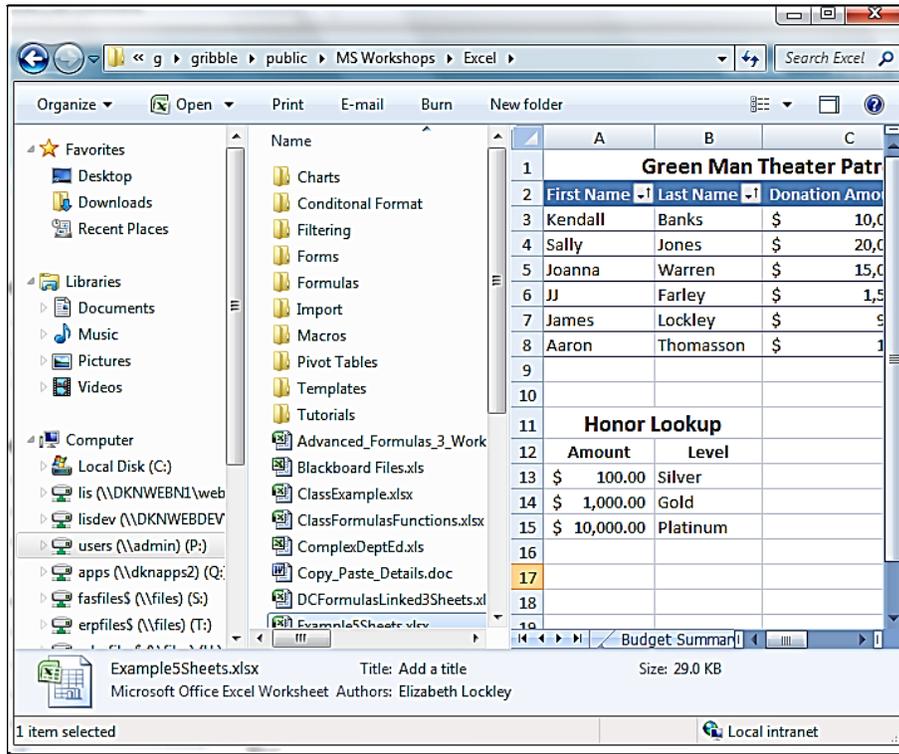
Gadgets

Right click desktop and drag over to your desktop what Gadgets you would like, the news, your pictures and the phases of the moon, right on your desktop. Here are some examples:

Burn to a CD or Send as Email

In Windows 7 you can burn a file to a CD. Select the files you want to burn & click on the **Burn** button found on the toolbar within the Library area. You can also send a document as an email attachment by clicking on **E-mail.**

Calculate more

At first glance the Windows 7 calculator basic but it's you'll see powerful new Statistics and Programmer views. Try the Options menu find different unit conversions (length, weight, volume and more), date calculations (how many days between two dates), and spreadsheet-type templates to help you calculate vehicle mileage, mortgage rates & more.
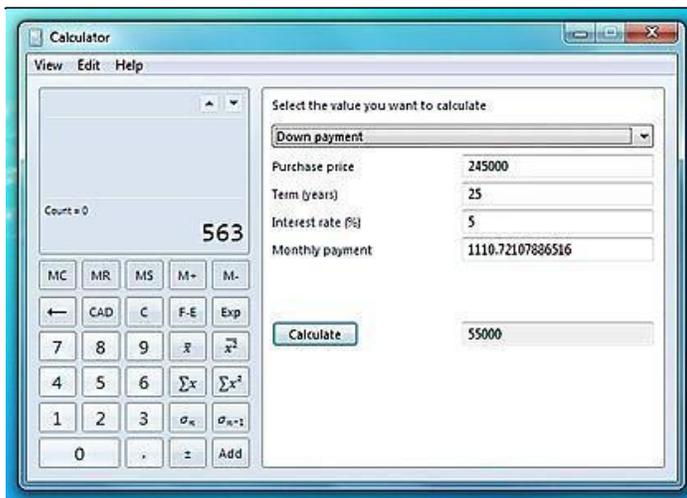
Problem Steps Recorder

Users have a problem with their computer? Windows 7 comes to the rescue with the in-built diagnostic tool called the Problem Steps Recorder which provides a simple screen capture tool. Problem Steps Recorder enables you to record a series of actions. Once you hit **record**, it tracks your mouse and keyboard and captures screenshots with any comments you choose to

associate alongside them. Once you stop recording, it saves the whole thing to a ZIP file, containing an HTML-based **slide show** of the steps. It's a really neat little tool.

Snipping Tool

Snipping Tool can capture a screen shot of anything on your desktop, like a paragraph in a document, a picture you're editing, or a section of a webpage. When you want to share an idea or ask a question, it's a great way to show a co-worker what you're talking about. Instead of writing down the error message, just snip it.

Snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen.
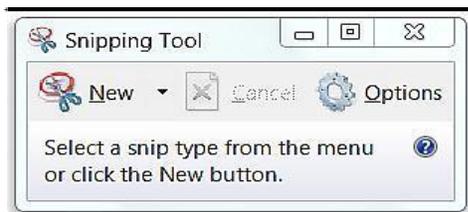
Improved Word Pad

WordPad with Windows 7 has undergone a major renovation. Think of it as a lite version of Microsoft Word. WordPad has a spiffy ribbon interface, making it a snap to create well-formatted documents. WordPad now supports the Office Open XML document (.DOCX) format. This makes it even easier to open .DOCX files created in Word in WordPad.
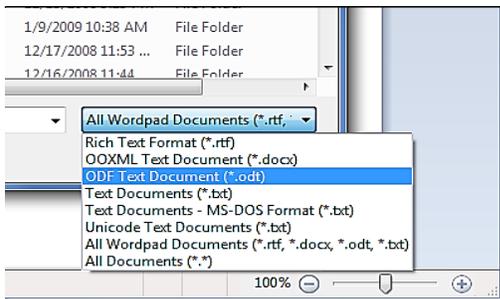
Help & Support

Click on the Start button, then on the Help & Support link for all kinds of helpful hints, tutorials & videos.
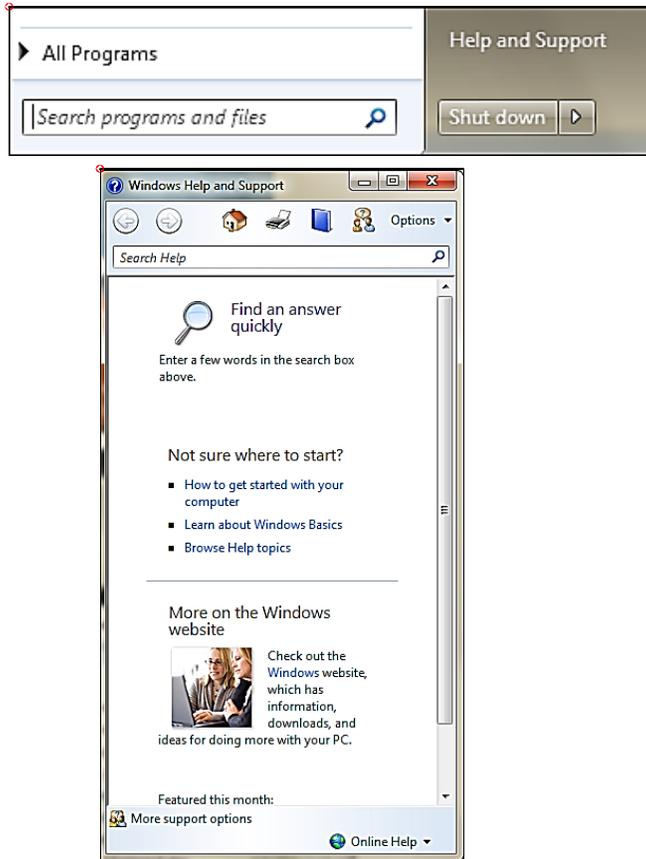
Searching For Files

Start typing in the Search dialog box. Files & emails will appear as you type the words into the Search programs and files dialog box.
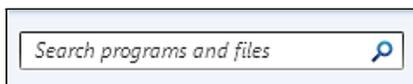
See Search results example below when I typed the word **excel**. Even emails will appear in a search as show below:
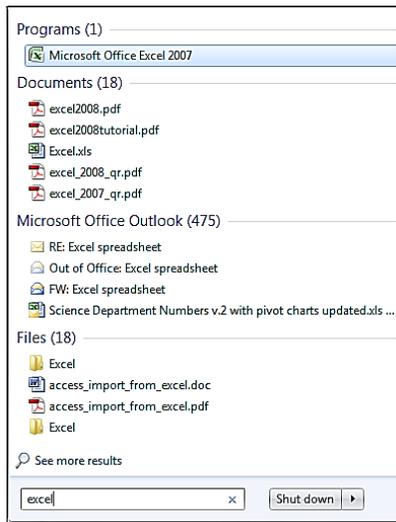
Finally - Shut down

Click on the Start button, then on Shut down. When you click **Shut down**, your computer closes all open programs and shuts down your computer
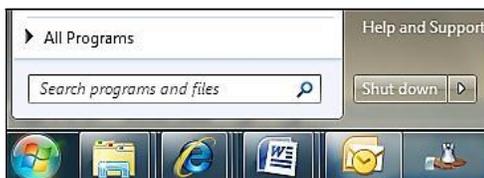
Windows 7 Frequently Asked Questions:

What is a library?

Libraries are new in Windows 7. Libraries are where you go to manage your documents, music, pictures, and other files. It is the location of your documents but more. You can browse your files the same way you would in a folder or you can view your files arranged by properties like date and type. In some ways, a library is similar to a folder. For example, when you open a library, you'll see one or more files. However, unlike a folder, a library gathers files that are stored in several locations. This is a subtle, but important, difference. Libraries don't actually store your items. They monitor folders that contain your items, and let you access and arrange the items in different ways. For instance, if you have music files in folders on your

hard disk and on an external drive, you can access all of your music files at once using the Music library.

How do I create or change a library?

Windows has four default libraries**: Documents, Music, Pictures, and Videos**. You can also create new libraries.

Here are some ways you can modify an existing library:

- **Include or remove a folder.** Libraries gather content from included folders, or *library locations*. You can include up to 50 folders in one library.
- **Change the default save location.** The default save location determines where an item is stored when it's copied, moved, or saved to the library.
- **Change the type of file a library is optimized for.** Each library can be optimized for a certain file type (such as music or pictures). Optimizing a library for a certain file type changes the available options for arranging your files.

What happens if I delete a library or the items in a library?

If you delete a library, the library itself is moved to the Recycle Bin. The files and folders that were accessible in the library are stored elsewhere and therefore aren't deleted. If you accidentally delete one of the four default libraries (Documents, Music, Pictures, or Videos), you can restore it to its original state in the navigation pane by right-clicking **Libraries** and then clicking **Restore default libraries**.

If you delete files or folders from within a library, they're also deleted from their original locations. If you want to remove an item from a library but not delete it from the location it's stored in, you should remove the folder containing the item. When you remove a folder from a library, all the items in the folder will be removed (but not deleted).

What is a folder and how is it different from a library?

A folder is a container for your files. Every file is stored in a folder or a **subfolder** (a folder within a folder). You can access all your folders by clicking **Computer** in the navigation pane (the left pane) of any open folder.

In some ways, a library is similar to a folder. For example, when you open a library, you'll see one or more files. However, you can't store files or folders in a library. This is a subtle, but important, difference. In libraries, you can **include** folders from different locations so that you can see the files in one place. This is a good way to keep your files organized so you don't have to search multiple locations to find what you're looking for.

Should I save my files to a folder or a library?

It doesn't matter. If you save a file to a folder, it appears in any library that includes that folder. If you save a file to a library, the file is actually stored in the **default save location** for that library. For example, if you

save your text files to the Documents library, they will be stored in the My Documents folder, not the library.

Can I change the icon for a folder?

Yes, you can change a folder's icon from the default image.

1. Right-click the folder that you want to change, and then click **Properties**.

2. In the **Properties** dialog box, click the **Customize** tab.

3. Under **Folder icons**, click **Change Icon**, and then do one of the following:

    - Click an icon from the default list, click **OK**, and then click **OK** again.

    - Click **Browse**, navigate to an icon file, click **Open**, click **OK**, and then click **OK** again.

    - Click **Browse**. In the **Icon files** list, click **All files**, navigate to a compatible file (such as a Bitmap file), click **Open**, click **OK**, and then click **OK** again.

    - To change the folder icon back to its default image, click **Restore Defaults**, click **OK**, and then click **OK** again.

Where are the menus that used to appear at the top of open folders in previous versions of Windows?

Menus are hidden by default because the most common menu commands can now be accessed on the toolbar. To display menus, press ALT; or click **Organize**, point to **Layout**, and then click **Menu bar**.

The folder list (also called the folder tree) can be found in the navigation pane (the left pane) of any open folder, under**Computer**.
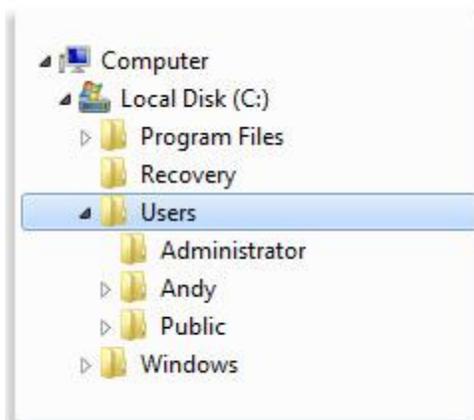
The folder list in the navigation pane

If you don't see the navigation pane, click **Organize**, point to **Layout**, and then click **Navigation pane**.

My Favorite Windows 7 Shortcut & Tips

*On the shortcuts below the **Win** means holding down the Windows key* *on your keyboard*

Win+Left Arrow: Dock the current window to the left half of the screen

Win+Right Arrow: Dock the current window to the right half of the screen **Win+Up Arrow**: Maximize the current window

Win+Down Arrow: If the current window is maximized or minimized

Win+Home: Minimize all but the current window

Win+F: Launch a Search Window

Win+G: Cycle through Gadgets

Win+Space: Aero Peek the Desktop **Win+Plus +**: Zoom Out

Win+Minus -: Zoom In

Alt+F4: Close the active window

Alt+Tab: Switch to previous active window **Alt+Esc**: Cycle through all open windows **Win+Tab**: Flip 3D

Ctrl+Win+Tab: Persistent Flip 3D

Win+T: Cycle through applications on taskbar (showing its live preview)

Win+M: Minimize all open windows

Win+Shift+M: Undo all window minimization **Win+D**: Toggle showing the desktop

Win+L: Lock the desktop (Cntl, Alt, Delete will prompt to log back in)

Getting Help

This guide provides basic resources to acquaint you with Windows OS 7. For additional assistance, visit the following links:

- Visit Microsoft help at: http://windows.microsoft.com/en-us/windows/windows-help#windows=windows-7
- Contact our Help Desk at 718.960.1111 or Help.Desk@lehman.cuny.edu or in the Library and in Carman/108.