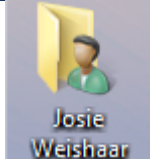
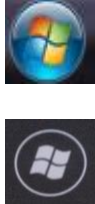



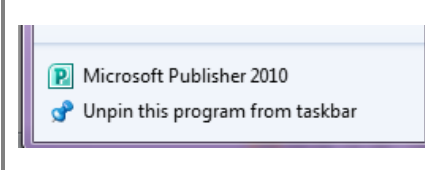
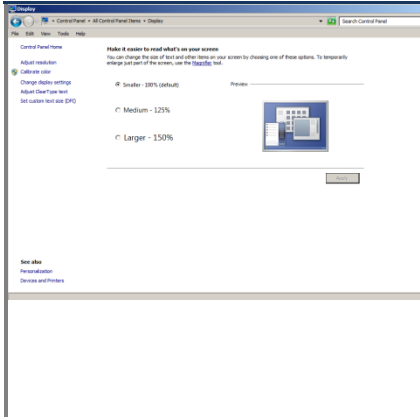
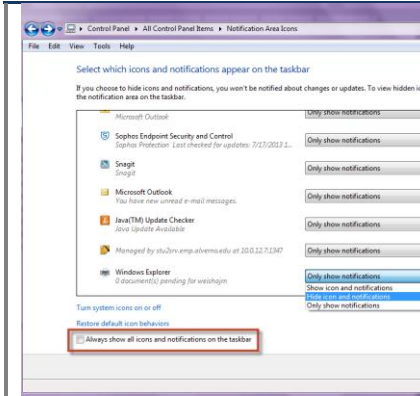
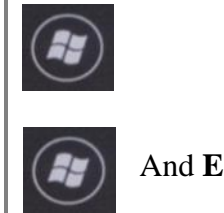


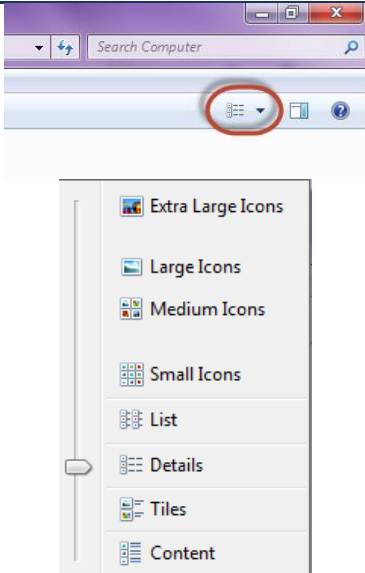

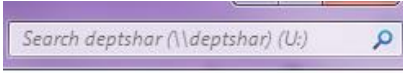
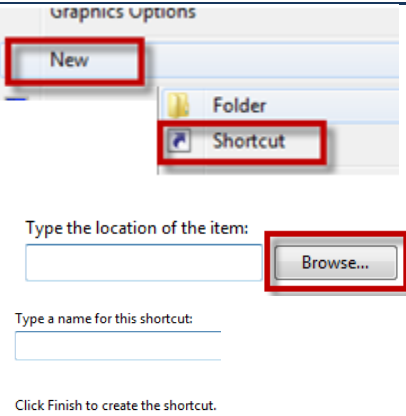
## Windows 7 New Features & Tips and Tricks

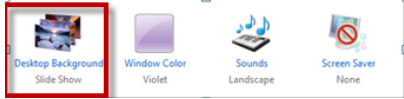
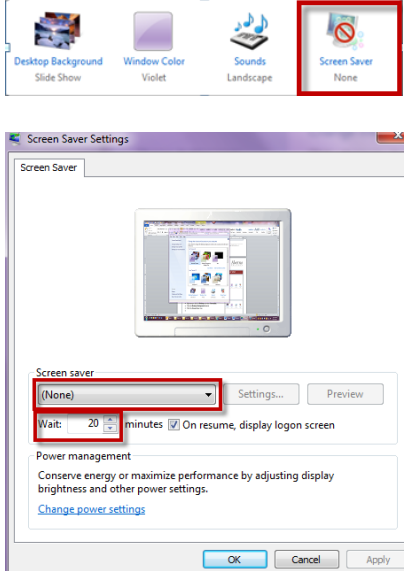
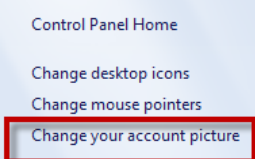
Welcome to Windows 7! There are very few differences between Windows XP and Windows 7. Now that most of the campus has been upgraded to Windows 7, we are publishing some new features and Tips and Tricks.

Standard Computer Setup	Screen Shot
<p><b>User folder on desktop</b>            Each user has a folder on their desktop (in the upper right-hand corner) with their name on it that contains the items shown below. <b>These files are on your local hard drive (C: drive) and are not backed up. If your computer crashes they will be lost.</b> Any files moved during your Windows 7 upgrade have been stored here. You should look at the files saved to this folder and move them either to some form of removable media or your N: drive or another network drive.</p> 	
The Taskbar	Screen Shot
<p><b>Where's the Start Button?</b></p> <ul style="list-style-type: none"> <li>The Start Button has been replaced by a new icon. The new Start Button is in the same place and works the same way as the old one.</li> <li>Another option to access the Start Menu is to use the <b>Windows button</b> on your keyboard.</li> </ul>	
<p><b>Where's the Show Desktop icon that was in the Quick Launch Toolbar in Windows XP?</b>            The Show Desktop feature allows you to quickly minimize all your windows and go to your desktop. Your computer is setup to "Peek at desktop". By hovering over the rectangle next to the date and time on the lower right-hand corner of your monitor, you will be able to see your desktop. Moving your mouse cursor away from the rectangle will return the screen you were viewing before you looked at your desktop.</p> <p>Right-mouse click on the rectangle and uncheck "Peek at desktop" to stop that feature. Clicking on the rectangle will take you to your desktop rather than "peeking" at the desktop. Click the rectangle again to return to the window you were viewing before you went to your desktop.</p>	

The Taskbar (continued)	Screen Shot
<p><b>Cycle through the open programs</b> Hold down the <b>Alt</b> key and tap the <b>Tab</b> key to cycle through all the open programs on your computer. Release the keys when you want to move to that program.</p>	
<p><b>Hovering over the open programs in the Taskbar will preview the program.</b> Click on it to make it active.</p> <p><b>NOTE: This feature might look different depending on the Theme you have selected.</b></p>	
Taskbar Shortcuts	Screen Shot
<p>You can pin your favorite programs to your Taskbar by using the drag and drop feature.</p> <ul style="list-style-type: none"><li>• Click on your <b>Start Button</b>.</li><li>• Hold down the left mouse button on the program you want to pin.</li><li>• Drag the icon to the Taskbar and let go of the mouse button when you get to the desired location on the Taskbar.</li><li>• When the program is running, there will be a white box around the icon.</li></ul>	
<p>To unpin a shortcut on the Taskbar, <b>right-mouse click</b> on the icon and select <b>Unpin this program from the taskbar</b>.</p>	


Personalization	Screen Shot
<p><b>Changing the size of fonts and icons on your computer</b></p> <ul style="list-style-type: none"><li>• Click the <b>Start</b> button.</li><li>• Click <b>Control Panel</b>.</li><li>• Click <b>Personalization</b>.</li><li>• Click <b>Display</b> (on the lower left-hand side of the window).</li><li>• Select <b>Medium</b> or <b>Large</b>.</li><li>• Click <b>Apply</b>.</li><li>• You will be required to <b>Log off</b> your computer for the changes to apply.</li></ul>	
<p><b>How to disable popup notifications</b></p> <p>When printing anything from your computer, a notification “bubble” will display in the lower right-hand corner of your screen. To disable this feature:</p> <ul style="list-style-type: none"><li>• Click on the <b>Start</b> button.</li><li>• <b>Control Panel</b>.</li><li>• <b>Notification Area Icons</b>.</li><li>• Uncheck “<b>Always show all icons and notifications on the taskbar</b>”.</li><li>• Make your individual selections. Click the down arrow next to each item and select <b>Hide icon and notifications</b> to turn off the popup for that item.</li><li>• Click <b>OK</b>.</li></ul>	
Keyboard Shortcuts	Screen Shot
<p><b>Start Menu</b></p> <p><b>My Computer</b></p>	

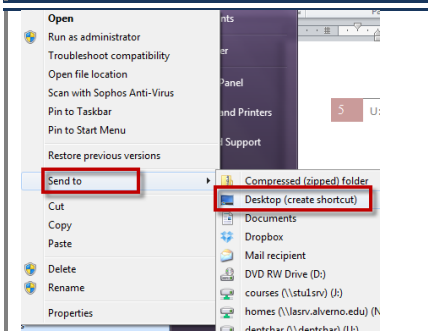
Files & Folders	Screen Shot
<p><b>Windows 7 Folder Window in My Computer</b> Change the <b>Folder View</b> by clicking the down arrow in the upper right-hand corner of the window. Make your selection from the drop-down menu.</p>	 A screenshot of a Windows 7 File Explorer window titled "Search Computer". The view menu is open, showing options: Extra Large Icons, Large Icons, Medium Icons, Small Icons, List, Details, Tiles, and Content. A red circle highlights the view menu icon in the top right corner of the window.
<p><b>To preview a document.</b></p> <ul style="list-style-type: none"><li>• While in <b>My Computer</b>, click on the file you want to preview.</li><li>• Click on the <b>Show the Preview Pane</b> icon in the upper right-hand corner of the window.</li><li>• The Preview Pane will open and display your file.</li><li>• To close the Preview Pane, click on the icon again.</li></ul>	 A close-up screenshot of the File Explorer toolbar. The "Show the Preview Pane" icon, which looks like a document with a magnifying glass, is circled in red.
<p><b>To search for an Item on Your Computer</b></p> <ul style="list-style-type: none"><li>• While in <b>My Computer</b>, navigate to the drive you want to search.</li><li>• Click in the <b>Search bar</b> and enter your search term.</li><li>• As you type your search term, the search will automatically begin and the search term will be highlighted in the results.</li></ul>	 A screenshot of the search bar in a Windows 7 File Explorer window. The search bar contains the text "Search deptshar (\deptshar) (U:)" and a magnifying glass icon.
<p><b>To create a Shortcut to a File or Folder on your desktop</b></p> <ul style="list-style-type: none"><li>• <b>Right-mouse click</b> on the desktop.</li><li>• Select <b>New, Shortcut.</b></li><li>• Click the <b>Browse</b> button.</li><li>• Select the file or folder you want.</li><li>• Click <b>OK.</b></li><li>• Click <b>Next.</b></li><li>• Enter the name for your shortcut and click <b>Finish.</b></li></ul>	 A screenshot of the "New" dialog box in Windows 7. The "New" button is highlighted with a red box. In the "New" list, "Shortcut" is selected and also highlighted with a red box. Below the list, the "Browse..." button is highlighted with a red box. The dialog box also contains fields for "Type the location of the item:", "Type a name for this shortcut:", and a "Click Finish to create the shortcut." instruction.

Personalization	Screen Shot
<p><b>Changing the Desktop Background</b></p> <ul style="list-style-type: none"><li>• Right-mouse click the <b>Desktop</b> and select <b>Personalize</b>.</li><li>• Click the <b>Desktop Background</b> shortcut.</li><li>• Click the arrow on the <b>Picture location</b> box and select a folder from the menu. Click <b>Browse</b> if the folder doesn't appear in the list.</li><li>• Select one picture. To have several pictures change at specific intervals, select the folder name where the pictures are stored. In the <b>Change picture every:</b> section, make your selection and click <b>Save changes</b>.</li><li>• Close the window.</li></ul>	
<p><b>Changing the Screen Saver</b></p> <ul style="list-style-type: none"><li>• Right-mouse click the <b>Desktop</b> and select <b>Personalize</b>.</li><li>• Click the <b>Screen Saver</b> icon.</li><li>• Click the down arrow to make a selection. You can preview the screen saver before applying it.</li><li>• Make changes to the screen saver lock (<b>on resume, display logon screen</b>). After the <b>wait</b> time, your screen saver will be locked and you will be required to login with your username and password to unlock your screensaver.</li><li>• To disable this feature, uncheck the box in front of <b>On resume, display logon screen</b>.</li><li>• After you have made your changes, click <b>Apply</b> and <b>OK</b>.</li></ul>	
<p><b>Changing your Account Picture</b></p> <ul style="list-style-type: none"><li>• Right-mouse click the <b>Desktop</b> and select <b>Personalize</b>.</li><li>• Click <b>Change your account picture</b>.</li><li>• To use a picture, select the picture you want from the images displayed.</li><li>• To use a picture that is stored on your computer, click <b>Browse for more pictures</b>. Find the picture you want and click <b>Open</b>.</li><li>• Close the window.</li></ul>	

## Programs Screen Shot


### Creating a Shortcut to a Program on your Desktop

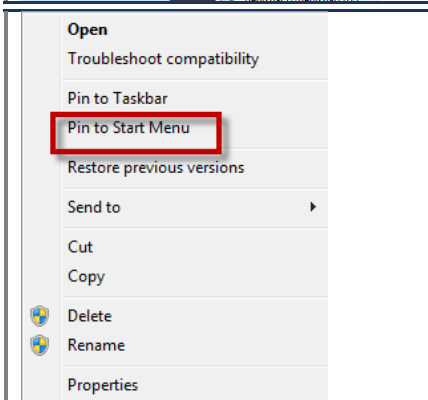
- Click on the **Start**  **button.**
- Select **All Programs.**
- Right click the program that you want to create a shortcut to.
- Select **Send To.**
- **Desktop (create shortcut)** from the menu.



### Pin a Program to the Start Menu

Programs pinned to the Start menu will appear in the top-left pane of the Start menu.

- Click on the **Start**  **button.**
- Select **All Programs.**
- Right click the program that you want to pin to the Start menu.
- Select **Pin to Start Menu.**

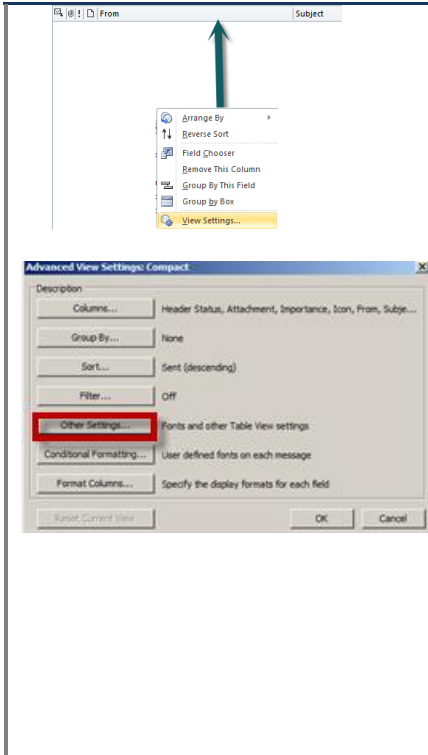
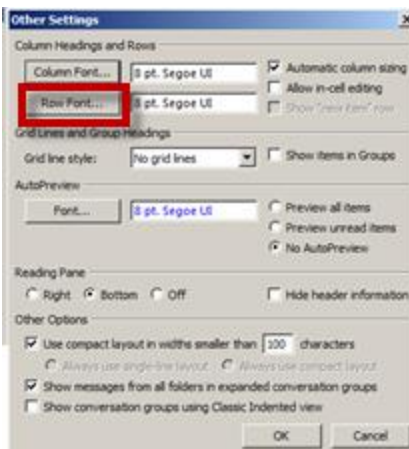


## Outlook tips Screen Shot

### Change the font in Outlook

To change the font size of your viewing pane:

- While in your **Inbox**, **right-mouse click on one of the field names (From, Subject, etc.).**
- Click **View Settings.**
- In the **Advanced View Setting Compact** window, click **Other Settings.**
- In the **Other Settings** window, click on **Row Font** to adjust the font size of messages within your **Preview Pane.**
- Click **OK, OK.**

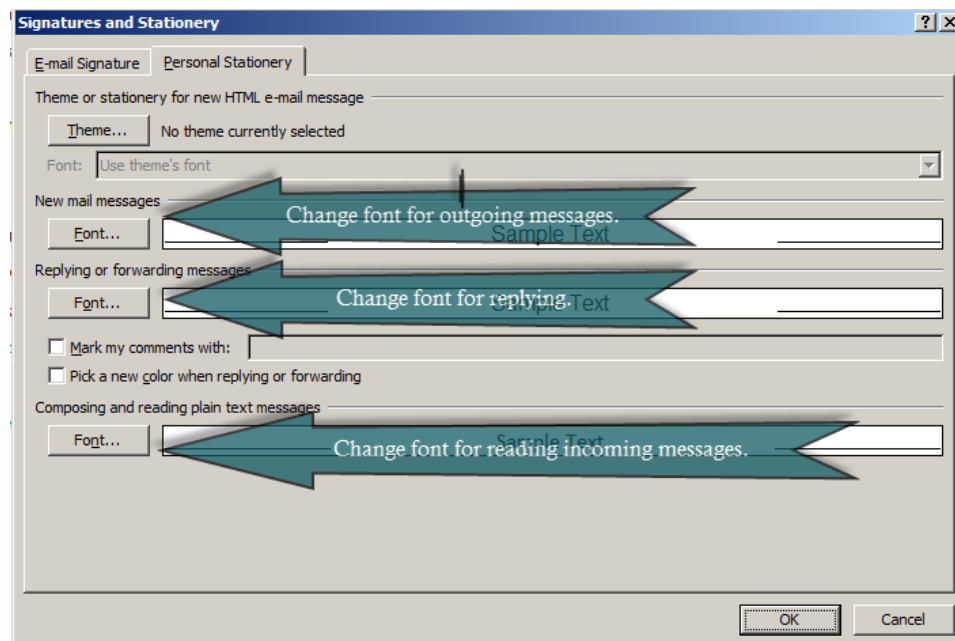
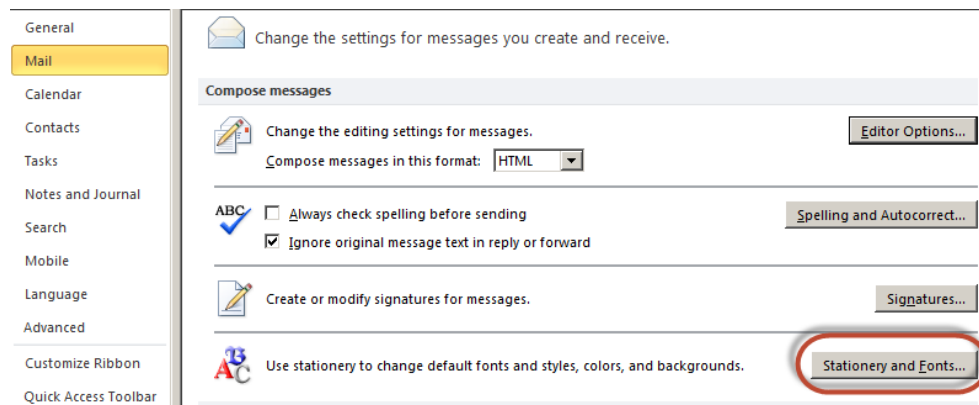



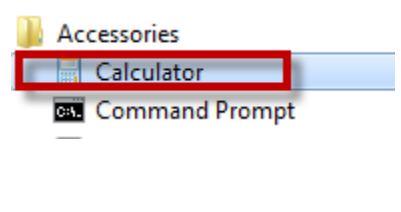

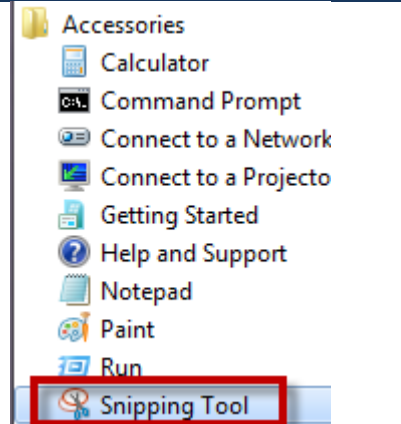

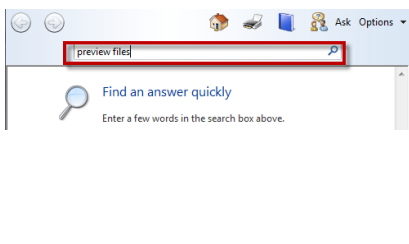

## Outlook tips (continued)

## Screen Shot

### To change the font attributes of outgoing messages

- While in your **Mailbox**, click on **File, Options**.
- Click on **Mail**.
- Click on **Stationary and Fonts**.
- Make your selection and click **OK**.



Accessories	Screen Shot
<p><b>Using the Calculator</b> To access the calculator:</p> <ul style="list-style-type: none"> <li>Click on the <b>Start</b>  <b>button.</b></li> <li>Select <b>All Programs.</b></li> <li>Click on <b>Accessories.</b> Select <b>Calculator.</b></li> </ul>	
<p><b>Using the Snipping Tool (screen capture)</b> The Snipping Tool can capture a part or your entire screen. You can save the captures as .html, .png, .gif or .jpeg files.</p> <ul style="list-style-type: none"> <li>Click on the <b>Start</b>  <b>button.</b></li> <li>Select <b>All Programs.</b></li> <li>Click on <b>Accessories.</b> Select <b>Snipping Tool.</b></li> </ul>	
HELP!!	Screen Shot
<p><b>Windows 7 Help</b></p> <ul style="list-style-type: none"> <li>Click on the <b>Start</b>  <b>button.</b></li> <li>Select <b>Help and Support</b> (in the right pane of the <b>Start Menu</b>).</li> <li>Enter your search words in the <b>Search Help</b> box.</li> <li>Hit the <b>Enter</b> key on your keyboard.</li> <li>Click the <b>Print</b> button to print your Help Topic if needed.</li> </ul>	
<p><b>Help features are available for installed programs</b></p> <ul style="list-style-type: none"> <li>Click on the  if available.</li> <li>Or click on <b>Help</b> in the program menu.</li> </ul>	
<p><b>Help is also available by clicking on the Alverno Service Desk icon on your desktop.</b></p>	