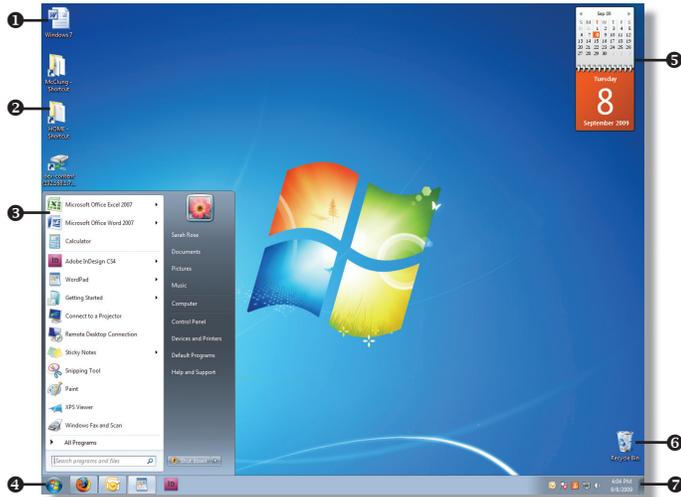




Getting Started

The Windows 7 Desktop



- 1 **Icon** – links to a program, file, or folder that is stored on the desktop.
- 2 **Shortcut Icon** – links to a program, file, or folder that is stored in other sections of the computer.
- 3 **Start Menu** – displays shortcuts to all programs, as well as the most frequently used folders and features.
- 4 **Taskbar** – displays buttons and icons to help you navigate in Windows.
- 5 **Gadget** – displays current, updated information.
- 6 **Recycle Bin** – contains deleted files.
- 7 **Notification Area** – contains icons for active and urgent notifications, as well as sound controls and the current date and time.

Using the Start Menu

Click the **Start** button or press the Windows key to display the **Start** menu.



- 1 **Pinned Items List** – contains shortcuts to programs that have pinned to **Start** menu.
- 2 **Most Frequently Used Programs List** – contains shortcuts to the programs you use most frequently.
- 3 **All Programs** – contains shortcuts to all programs on your computer.
- 4 **Search Box** – allows you to quickly search your programs and personal folders.
- 5 **Right Pane** – contains shortcuts to folders, programs, and features.
- 6 **Shut down button** – allows you to close all open programs, shut down Windows, and turn off your computer.
- 7 **Shut down button arrow** – allows you to switch users, log off, lock, restart the computer, sleep or hibernate.

Using the Taskbar

- To add a toolbar to the Taskbar, right-click the **Taskbar**, select **Toolbars**, and select a toolbar from the shortcut menu.
- To change Taskbar properties, right-click the **Taskbar**, and select **Properties** from the shortcut menu. Make selections and click the **OK** button.
- To lock or unlock the Taskbar, right-click the **Taskbar** and select **Lock the Taskbar** from the shortcut menu.
- To customize what is displayed in the notification area, click the **Show hidden icons** button. Click the **Customize** shortcut. Select icon and notification options and click the **OK** button.

TIP! For one-click access to a folder on the Taskbar, right-click the **Taskbar**, select **Toolbar**, and select **New toolbar** from the shortcut menu. Locate and select the folder you want to display on the **Taskbar** and click the **Select Folder** button.

Working with Gadgets

The Sidebar is not available in Windows 7. But the components of the Sidebar, called Gadgets, are available. Gadgets are mini-programs that display current, updated information.

- To display gadgets, right-click the **Desktop** and select **Gadgets** from the resulting menu.
- To display a gadget on the Desktop, click and drag the gadget to the place that you want it on the **Desktop**.
- To change gadget properties, right-click the gadget and select options from the shortcut menu.
- To close a gadget, click the **Close** button in the upper-right corner of the gadget.

TIP! To quickly minimize all windows except for one, select the **Title Bar** of the window you want to keep open and quickly shake your mouse pointer back and forth.

NEW! Using Jump Lists

Jump lists are a list of recent items that you can access from the taskbar button. Right-click the **Taskbar** button for a program and do any of the following from the shortcut menu:

- To open a recently used file, select the file name.
- To open the program, select the program name.
- To pin the taskbar button to the taskbar, select **Pin this program to taskbar**.
- To close the item, select **Close window**.

Working with Windows

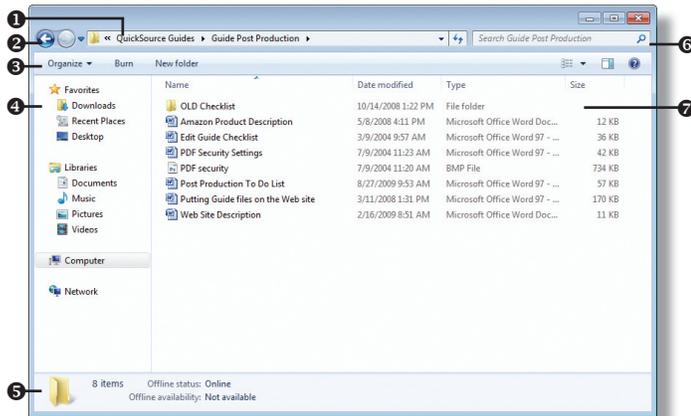
- To arrange open windows, right-click the **Taskbar** and select **Cascade Windows**, **Show Windows Stacked**, or **Show Windows Side by Side** from the shortcut menu.
- To scroll through open windows, hold the **Alt** key and press the **Tab** key. (To open the selected window, release the **Alt** key.)
- To hide all open windows, right-click the **Taskbar** and select **Show the desktop** from the resulting menu or click the **Show desktop** button in the bottom-right of the **Taskbar**.

Note: If you have transparency enabled, place your mouse pointer on the **Show desktop** button to quickly hide open windows.



Files & Folders

The Windows 7 Folder Window



1. **Address Bar** – displays the folder navigation.
2. **Forward and Back Buttons** – allow you to navigate to folders that you have already opened.
3. **Toolbar** – contains shortcuts for working with the folder or selected item.
4. **Navigation Pane** – contains shortcuts to the Folders list and commonly used folders.
5. **Details Pane** – displays the properties of the folder.
6. **Search Box** – allows you to quickly search the current folder.
7. **File List** – displays the contents of the current folder or selected item.

Navigating in a Folder Window

- To go back to a previously opened folder, click the **Back** button.
- To go forward to a previously opened folder, click the **Forward** button.
- To go to a recently opened folder, click the **Recent Pages** arrow and select a folder from the resulting menu.
- To go to a commonly used folder, select a folder in the **Favorites** section of the **Navigation Pane**.
- To go to a folder or location displayed in the **Address Bar**, click once on the folder or location name.
- To go to a subfolder of a folder displayed in the **Address Bar**, click on the arrow next to the folder name and select a subfolder from the resulting menu.
- To preview a file, without opening the program it was created in, select the file and click the **Show the preview pane** button on the toolbar.

Creating a New Folder

1. Open the folder that you want to create the new folder in.
2. Click the **New folder** button on the toolbar.
3. Enter a name for the folder and press the **Enter** key.

Renaming a File or Folder

1. Select the file or folder you want to rename.
 2. Click the **Organize** button on the toolbar.
 3. Select **Rename** from the resulting menu.
 4. Enter a new name for the folder and press the **Enter** key.
- Note: To quickly rename a file or folder, select the file or folder you want to rename. Press and hold the file or folder name until it displays a black box around it. Enter a name for the file or folder and press the **Enter** key.*

Deleting a File or Folder

1. Select the file or folder you want to delete.
2. Click the **Organize** button on the toolbar.
3. Select **Delete** from the resulting menu.
4. Click the **Yes** button to confirm deletion.

Hiding a File or Folder

1. Select the file or folder you want to hide.
2. Click the **Organize** button on the toolbar.
3. Select **Properties** from the resulting menu.
4. Check the **Hidden** box.
5. Click the **OK** button. (If a dialog box appears, select whether you want to apply the change to the folder only or to all files and subfolders and click the **OK** button.)

Changing the Folder View

1. Open the folder you want to change the view for.
2. Click the arrow on the **Change your view** button on the toolbar.
3. Select a view from the resulting menu, or click and drag the slider until the folder view you want is displayed.

*Note: To quickly change the folder view, click the **Change your view** button on the toolbar until the view you want is displayed.*

Changing Folder Options

1. Open the folder you want to change options for.
2. Click the **Organize** button on the toolbar.
3. Select **Folder and search options** from the resulting menu.
4. On the **General** tab, make selections.
5. *Optional:* Click on the **View** tab and make additional selections.
6. Click the **OK** button when you are finished.

*Note: To hide or display folder layout features such as the Menu bar, click the **Organize** button on the toolbar, select **Layout**, and select an option from the resulting menu.*

Working with Libraries NEW!

A library is used to organize folders into one collection no matter where they are originally stored on your computer. A folder is stored and displayed in the library, but is also stored in its original location.

- *Adding or a folder to a library*, select the folder on your computer that you want to include in a library. Click the **Include in library** button on the toolbar and select the library you want from the resulting menu.
- *To create a new library*, open a folder window and click the **Libraries** shortcut in the **Navigation Pane**. Click the **New library** button on the toolbar. Enter a name for the library and press the **Enter** key.
- *To change a library's default save location*, open the library you want to change. Click the locations shortcut next to **Includes**. Right-click the folder you want to save as the default location and select **Set as default save location** from the resulting menu.

Creating a Shortcut to a File or Folder

1. Right-click the desktop.
2. Select **New** and select **Shortcut** from the resulting menu.
3. Click the **Browse** button.
4. Select the file or folder you want to create a shortcut for.
5. Click the **OK** button.
6. Click the **Next** button.
7. Enter a name for the shortcut and click the **Finish** button.



Personalizing

Changing the Desktop Background

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Desktop Background** shortcut.
3. Click the arrow on the **Picture location** box and select a folder from the resulting menu. (If the folder you want is not in the list, click the **Browse** button. Locate and select a picture in the folder you want and click the **Open** button.)
4. Do one of the following:
 - To select one picture, select the picture.
 - To select several pictures that will change at a specific interval, select the folder name. Make selections in the **Change picture every** section.
5. *Optional:* Click the **Picture position** box and select an option from the resulting menu.
6. Click the **Save changes** button.
7. Click the **Close**  button.

*Note: If you selected several pictures for your background, you can manually change the background to the next picture. Right-click the **Desktop** and select **Next desktop background** from the shortcut menu.*

Changing the Window Color

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Window Color** shortcut.
3. Select the color you want.
4. *Optional:* Check or clear the **Enable transparency** box.
5. *Optional:* Click and drag the **Color intensity** slider.
6. *Optional:* To apply a customized color, click the **Show color mixer** button. Make changes in the **Hue**, **Saturation**, and **Brightness** sections.
7. Click the **Save changes** button.
8. Click the **Close**  button.

Working with Sounds

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Sounds** shortcut.
3. Do any of the following:
 - To change the sound scheme, click the arrow on the **Sound Scheme** box and select a sound scheme from the resulting menu.
 - To change the sound for a particular action, select the action in the **Program** box. Click the arrow on the **Sounds** box and select a sound from the resulting menu.
4. *Optional:* Check or clear the **Play Windows Startup sound** box.
5. Click the **OK** button.
6. Click the **Close**  button.

Applying a Screen Saver

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Screen Saver** shortcut.
3. Click the arrow on the **Screen saver** box and select a screen saver from the resulting menu.
4. Enter or select the amount of time you want the computer to be idle before the screen saver will start in the **Wait** box.
5. *Optional:* Check or clear the **On resume, display logon screen** box.
6. Click the **OK** button.
7. Click the **Close**  button.

Applying a Theme

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Select the theme you want to apply.
3. Click the **Close**  button.

TIP! Use Aero themes to get the most out of your Windows 7 experience. Many features such as **Windows Flip** (displays live thumbnails of all open windows) and **Flip 3D** (a three-dimensional display of all open windows) are not available if Windows Aero is not enabled.

Customizing a Theme

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Make changes to the desktop background, window color, sounds, and screen saver. (The new theme will appear in the **My Themes** section.)
3. Click the **Save theme** shortcut.
4. Enter a name for the theme in the **Theme name** box.
5. Click the **Save** button.
6. Click the **Close**  button.



Changing Desktop Icons

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Change desktop icons** shortcut.
3. Check the boxes for the icons you want to appear on the Desktop in the **Desktop icons** section.
4. *Optional:* To change the icon for an item select the item and click the **Change Icon** button. Select the icon that you want and click the **OK** button.
5. *Optional:* Check or clear the **Allow themes to change desktop icons** box.
6. Click the **OK** button.
7. Click the **Close**  button.

Changing Mouse Pointers

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Change mouse pointers** shortcut.
3. Click the arrow on the **Scheme** box and select a pointer scheme from the resulting menu.
4. *Optional:* To change mouse pointer options, click on the **Pointer Options** tab and make selections.
5. Click the **OK** button.
6. Click the **Close**  button.

Changing Your Account Picture

1. Right-click the **Desktop** and select **Personalize** from the shortcut menu.
2. Click the **Change your account picture** shortcut.
3. Do one of the following:
 - To use a default picture, select the picture you want in the box.
 - To use a picture on your computer, click the **Browse for more pictures** shortcut. Locate and select the picture you want and click the **Open** button.
4. Click the **Close**  button.



Searching

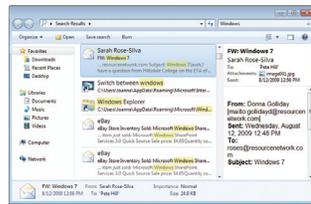
Searching for an Item on Your Computer

1. Click the **Start** button.
2. Enter what you want to search for in the **Search programs and files** box.
3. Do one of the following:
 - To open item or location, click the item name in the **Start** menu.
 - To view more results in specific group, click the group heading.
 - To view all results, click the **See more results** shortcut.

Searching for an Item in a Folder

1. Open the folder you want to search.
2. Enter what you want to search for in the **Search "Folder name"** box. (The results will be displayed in the **File** list.)
3. **Optional:** To apply a search filter, click in the box. Press a search filter button and make selections.
4. **Optional:** To return to the folder view, select the text in the **Search "Folder name"** box and press the **Delete** key.
5. Click the **Close** button when you are finished.

TIP! Windows 7 makes searching easier by showing sections of text with the search word or phrase highlighted. Turn on the **Preview pane** in the search results window so that you don't have to open each document to find what you are looking for.



Setting a Default Program

1. Click the **Start** button.
2. Select **Control Panel** in the right pane of the **Start** menu.
3. Click the **Programs** shortcut.
4. Click the **Default Programs** shortcut.
5. Click the **Set your default programs** shortcut.
6. Select the program you want in the **Programs** box.
7. Do one of the following:
 - To set the program as the default for all file types, select **Set this program as default**.
 - To choose which file types the program should be the default for, select **Choose defaults for this program**. Check the boxes for the file types you want to choose and click the **Save** button.
8. Click the **OK** button.
9. Click the **Close** button.

Associating a File with a Program

1. Click the **Start** button.
2. Select **Control Panel** in the right pane of the **Start** menu.
3. Click the **Programs** shortcut.
4. Click the **Default Programs** shortcut.
5. Click the **Associate a file type or protocol with a program** shortcut.
6. Select the file type you want to change.
7. Click the **Change program** button.
8. Select the program you want to open the selected file type with.
9. Click the **OK** button.
10. Click the **Close** button.
11. Click the **Close** button.

Note: To quickly associate a file with a program, right-click the file, select **Open With**, and select **Choose Default Program** from the shortcut menu. Select the program you want to open the file type with and check the **Always use the selected program to open this kind of file** box. Click the **OK** button.

Saving Search Results

1. Search for an item on your computer or in a folder.
2. Click the **Save Search** button on the toolbar.
3. Enter a name for the search folder in the **File name** box or leave the default name.
4. Click the **Save** button.

Note: By default, a shortcut to the search will be displayed in the **Favorites** section of the **Navigation Pane** and the search itself is saved in the **Searches** folder located in your personal folder.

Programs

Creating a Shortcut to a Program

1. Click the **Start** button.
2. Select **All Programs** from the **Start** menu.
3. Right-click the program you want to create a shortcut for.
4. Select **Send To**.
5. Select **Desktop (create shortcut)** from the resulting menu.

Pinning a Program to the Start Menu

When you "pin" a program to the **Start** menu it will always appear in the top-left pane of the **Start** menu.

1. Click the **Start** button.
2. Select **All Programs**.
3. Right-click the program that you want to pin to the **Start** menu.
4. Select **Pin to Start Menu** from the shortcut menu.

Note: To remove an item from the **Start** menu, click the **Start** button, right-click the item you want to remove in the left pane, and select **Remove from this list** from the shortcut menu.

Using the Task Manager

The **Task Manager** displays all programs, services, and processes that are running on your computer.

1. Right-click in the **Taskbar**.
2. Select **Start Task Manager** from the shortcut menu.
3. Click on the **Applications** tab.
4. Do one of the following:
 - To view a program, select the program, and click the **Switch To** button.
 - To end a program that is not responding, select the program, and click the **End Task** button.
 - To run a program from the **Task Manager**, click the **New Task** button. Click the **Browse** button. Locate and select the program you want to run, and click the **Open** button. Click the **OK** button.
5. Click the **Close** button.

Setting a Program to Run at Startup

1. Click the **Start** button.
2. Select **All Programs**.
3. Right-click the **Startup** menu.
4. Select **Open** from the resulting menu.
5. Locate and select the shortcut to the program you want to run at startup.
6. Click and drag the shortcut to the **Startup** folder.
7. Click the **Close** button.



Accessories

Using the Calculator

The calculator in Windows 7 allows you to switch modes, as well as convert units, calculate dates, and perform worksheet functions such as calculating a monthly payment or gas mileage.

1. Click the **Start** button.
2. Select **All Programs** and select **Accessories**.
3. Select **Calculator**.
4. Click on the **View** menu and do any of the following:
 - To change the calculator type, select **Standard**, **Scientific**, **Programmer**, or **Statistics** from the resulting menu.
 - To convert units of measurement, select **Unit conversion** and make selections.
 - To calculate dates, select **Date calculation**, make selections, and click the **Calculate** button.
 - To perform worksheet functions, select **Worksheets**. Select a worksheet type, make selections, and click the **Calculate** button.
5. Click the **Close** button when you are finished.

Working with Sticky Notes

1. Click the **Start** button.
2. Select **All Programs** and select **Accessories**.
3. Select **Sticky Notes**.
4. Enter text in the note that appears.
5. *Optional:* To create a new note, click the **New Note** button.
6. *Optional:* To delete a note, click the **Delete Note** button. Click the **Yes** button to confirm deletion.

Taking a Screen Capture

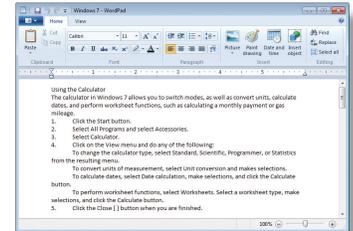
The Snipping Tool is a tool that can be used to capture a part of your screen or the entire screen. You can save the captures as an HTML, PNG, GIF, or JPEG file.

1. Click the **Start** button.
 2. Select **All Programs** and select **Accessories**.
 3. Select **Snipping Tool**.
 4. Click the arrow on the **New** button and do one of the following:
 - To draw a freeform line around an object, select **Free-form Snip**. Click and drag your mouse around the area that you want to capture.
 - To draw a rectangle around an object, select **Rectangular Snip**. Click and drag to select the area you want to capture.
 - To capture an entire window, such as a browser or dialog box, select **Window Snip**. Move your mouse pointer to select the window that you want to capture.
 - To capture the entire screen, select **Full-screen Snip**. (The Snipping Tool will automatically capture the entire screen.)
 5. *Optional:* To write on the capture, select **Pen** from the **Tools** menu and select a pen option from the resulting menu.
 6. *Optional:* To highlight portions of the capture, select **Highlighter** from the **Tools** menu.
 7. *Optional:* To copy the capture, select **Copy** from the **Edit** menu.
 8. *Optional:* To send the capture, select **Send To** from the **File** menu and select **E-mail Recipient** or **E-mail Recipient (as attachment)** from the resulting menu.
 9. *Optional:* To save the capture, select **Save As** from the **File** menu. Enter a name for the file in the **File name** box and click the **Save** button.
 10. Click the **Close** button when you are finished.
- Note: You can also use the buttons on the Snipping Tool toolbar to edit, save, and send the capture.*

Working with WordPad

The improved WordPad interface in Windows 7 gives it the look and feel of Word 2007. You can open .doc and .docx files using WordPad.

1. Click the **Start** button.
2. Select **All Programs** and select **Accessories**.
3. Select **WordPad**.
4. Enter and format text, graphics, and objects.
5. When you are finished, click the **WordPad** tab.
6. Select **Save** from the resulting menu.
7. *Optional:* To save as another file type, click the arrow on the **Save as type** box and select a file type from the resulting menu.
8. Select a location to save the file.
9. Click the **Save** button.



Working with Notepad

Notepad is a program used for viewing and editing text files.

1. Click the **Start** button.
2. Select **All Programs** and select **Accessories**.
3. Select **Notepad**.
4. *Optional:* To apply a font to the whole document, select **Font** from the **Format** menu. Make selections in the **Font**, **Style**, and **Size** boxes. Click the **OK** button.
5. When you are finished, select **Save** from the **File** menu.
6. Select a location to save the file.
7. *Optional:* Click the arrow on the **Encoding** box and select an option from the resulting menu.
8. Click the **Save** button.

Note: Font formatting is not saved with the file.

Using the Sound Recorder

You can use the Sound Recorder to record audio directly onto your computer. You must have a sound card installed on your computer and you must also have access to a microphone or other audio input device.

1. Click the **Start** button.
2. Select **All Programs** and select **Accessories**.
3. Select **Sound Recorder**.
4. Click the **Start Recording** button.
5. Record your audio. (Your elapsed time will be displayed in the **Sound Recorder** window.)
6. When you are finished, click the **Stop Recording** button.
7. Select a location to save the file.
8. Click the **Save** button.
9. Click the **Close** button.

QUICK Source

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Shortcuts

Copy the selected item.....	Ctrl + C
Cut the selected item.....	Ctrl + X
Paste the selected item.....	Ctrl + V
Undo an action.....	Ctrl + Z
Delete selected item and move it to the Recycle Bin.....	Delete
Delete selected item without moving it to the Recycle Bin..	Shift + Delete
Rename the selected item.....	F2
Select all items in a document or window.....	Ctrl + A
Search for a file or folder.....	F3
Display properties for the selected item.....	Alt + Enter
Close the active item or exit the active program.....	Alt + F4
Open the shortcut menu for the active window.....	Alt + Space
Close the active document.....	Ctrl + F4
Switch between open items.....	Alt + Tab
Cycle through items in the order they were opened.....	Alt + Esc
Cycle through screen elements in a window or desktop.....	F6
Display the shortcut menu for the selected item.....	Shift + F10
Open the Start Menu.....	Ctrl + Esc
Refresh the active window.....	F5
Cancel the current task.....	Esc
Display the Help and Support.....	F1
Open Windows Task Manager.....	Ctrl + Shift + Esc

Windows Key Shortcuts

Dock the current window to the left half of the screen.....	Win + Left Arrow
Dock the current window to the right half of the screen.....	Win + Right Arrow
Maximize the current window.....	Win + Up Arrow
If the current window is maximized, restore it; if the current window is restored, minimize it.....	Win + Down Arrow
Minimize all but the current window.....	Win + Home
Quickly hide all open windows*.....	Win + Space
Display windows using Flip 3D*.....	Win + Tab
Display windows Persistent Flip 3D*.....	Ctrl + Win + Tab
Display the Magnifier.....	Win + Plus Sign
Open the projection menu.....	Win + P
Cycle through applications' live previews on taskbar.....	Win + T
Minimize all open windows.....	Win + M
Toggle hiding and showing the desktop.....	Win + D
Lock your computer.....	Win + L
Open the Search window.....	Win + F
Open the Ease of Access window.....	Win + U
Open System Properties in the Control Panel.....	Win + Pause

*Works only if you have an Aero theme applied.

Getting Help

Browsing for Help Topics

1. Click the **Start** button.
 2. Select **Help and Support** in the right pane of the **Start** menu.
 3. Click the **Browse Help** button on the toolbar.
 4. Select a topic heading.
 5. Click once on a topic to view Help information.
 6. Click the **Close** button when you are finished.
- Note: You can also click the **Browse Help topics** shortcut in the **Find an answer** section of the **Help and Support** home window.*

Searching for Help Topics

1. Click the **Start** button.
2. Select **Help and Support** in the right pane of the **Start** menu.
3. Enter what you want to search for in the **Search Help** box.
4. Click the **Search Help** button.
5. Click once on a topic to view Help information.
6. Click the **Close** button when you are finished.

Getting Help in a Dialog Box or Window

Some windows and dialog boxes contain links to Help topics that are specific to the function you are performing.

1. Do one of the following:
 - To get Help in a dialog box, click the **Help** button in the upper-right corner of the box.
 - To get Help in a window, click the **Get help** button on the toolbar.
2. Click once on a topic to view Help information.
3. Click the **Close** button when you are finished.

Getting Online Help

When you are connected to the Internet, the most up to date information will be displayed when you search for Help.

1. Click the **Offline Help** button at the bottom-right corner of the **Windows Help and Support** window.
2. Select **Get online Help** from the resulting menu.

Finding Additional Help

If you did not find the answer to your question in Windows Help and Support, you can ask for help from experts and other Windows users, ask a friend for help, or go to the Microsoft Windows website. Click the **Learn about other support options** button on the toolbar and make a selection.

Using Windows Basics

Windows Basics are Help topics for beginning computer users or users that are new to Windows 7.

1. Click the **Help and Support home** button on the toolbar.
2. Click the **Learn about Windows Basics** shortcut.
3. Click on a topic to view Help information.
4. Click the **Close** button when you are finished.



Printing a Help Topic

1. Display the Help topic you want to print.
2. Click the **Print** button on the toolbar.
3. Select print options.
4. Click the **Print** button to print the topic.