

What's New in Windows 7

Unlike Windows Vista, which introduced a large number of new features, Windows 7 focuses mostly on improving and enhancing these features to maximize usability. The table below provides an overview of what to expect.

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| Aero updates | The Windows Aero interface is back, with many new functions and features. <ul style="list-style-type: none"> • Aero Peek: Want a quick peek at your desktop? Use Aero Peek to make all open windows transparent. • Aero Shake: Click a window's Title bar and "shake" your mouse to temporarily minimize all open windows except the active window. Shake again to revive all windows. • Snap: Click and drag a window to the right or left of the screen to snap the window to either side of the desktop. Click and drag a window to the top of the screen to maximize it. |
| Redesigned Taskbar | The taskbar has been completely redesigned for Windows 7. Now you can pin your favorite programs and files to the taskbar, rearrange taskbar buttons, and more. |
| Jump Lists | Jump Lists contain shortcuts to popular program commands and recently used files. To open a Jump List for a program, right-click the program icon on the taskbar or open the Start menu and click the program's list arrow. You can also customize a Jump List by pinning your own items to it. |
| Libraries | A library gathers files from different locations on your computer and displays them as a single collection, without moving them from where they're stored. There are four default libraries in Windows 7: Documents, Music, Pictures, and Videos. |
| Action Center | Pop-ups, be gone! The Action Center in Windows 7 consolidates all messages from Windows maintenance and security. Instead of bombarding you with pop-up balloons every time Windows requires your attention, a simple Action Center icon will appear on the taskbar. |
| Search filters | Search filters are now built right into the Search box in Windows Explorer, enabling you to fine-tune your searches quickly and easily. |
| Sticky Notes | Sticky Notes has been promoted from a gadget in Windows Vista to an application in Windows 7. Now you can format a note's text, change its color, and more. |
| Accessibility features | The Ease of Access Center offers a variety of new settings and programs, including Magnifier, Narrator, and On-Screen Keyboard. |

Starting and Logging On to Windows 7

After taking off your jacket and grabbing a cup of coffee, you probably begin your day by turning on your computer.

1. Press **<Ctrl> + <Alt> + <Delete>**. This keystroke combination is a security measure when you start using your computer. The Welcome screen appears with the username and password fields.
 2. Enter your Bates username.
 3. Enter your Bates password and press **<Enter>**.
- ✔ **Tip:** Remember that when you enter your password, Windows will display ********* to protect your password.



Understanding the Windows 7 Screen

When you log on to your computer, the screen shown below appears. Called the **desktop**, this screen serves as a surface for your work. When you open programs or folders, they appear on the desktop. You can also store items on the desktop, such as files, folders, and gadgets, and arrange them however you want.

Understanding the Start Menu

When you want to start working on something, the Start menu is the first place you will go. As the gateway to your computer, use the Start menu to access your computer's programs, files, and settings.

The Start menu has three important parts:

- **Left pane**

The left pane displays a list of commonly used programs. Click All Programs to view a complete list of programs installed on your computer.

- **Search box**

Allows you to instantly search for files and programs on your computer. It searches file names and contents of files that match the search term. The left pane displays search results as you type.

• **Right pane**

Commonly used folders are listed here, such as Documents and Pictures. You can also access computer settings and turn off the computer here.

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| Left pane | Frequently Used Programs | Gives you quick access to the programs you use most often. If a program doesn't appear here you will have to look under "All Programs". |
| | All Programs | Gives you access to all the programs installed on your computer, although you may have to wade through several submenus in order to find the program you're looking for. |
| | Search | Search your computer for files, folders, or programs. |
| Right pane | User | Open folders that contain items unique to your account, such as Contacts, Favorites, and My Documents. |
| | Documents | Opens the Documents library. |
| | Pictures | Opens the Pictures library. |
| | Music | Opens the Music library. |
| | Games | Opens Games Explorer. |
| | Computer | Provides access to the drives, folders, and files on your computer. |
| | Control Panel | Opens the Control Panel. |
| | Devices and Printers | Manage the devices and printers connected to your computer. |
| | Default Programs | Modify the default programs that handle certain activities on your computer. |
| | Help and Support | Opens Windows Help. |
| | Shut down | Click the list arrow for other power options, including Log Off and Restart. |

Browse for help

If you're not totally sure what you're looking for, browsing the Help files is a great way to learn more about your computer.

1. Click the **Start** button on the taskbar and select **Help and Support** from the right pane.

The Help and Support window appears.

There are three categories of help topics that you can access from the Home page of Help and Support:

- **How to get started with your computer:** Help topics include features that get you

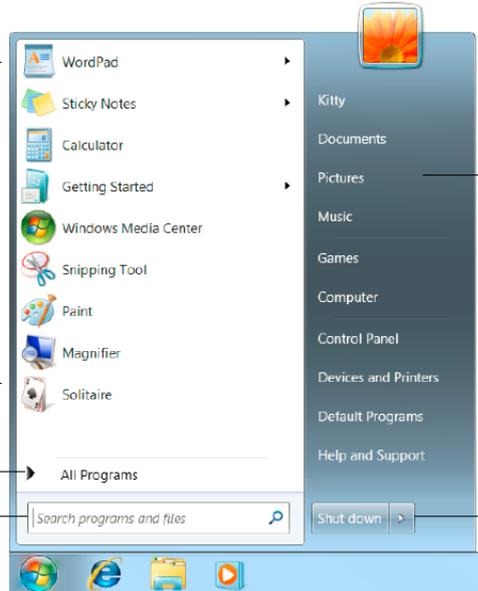
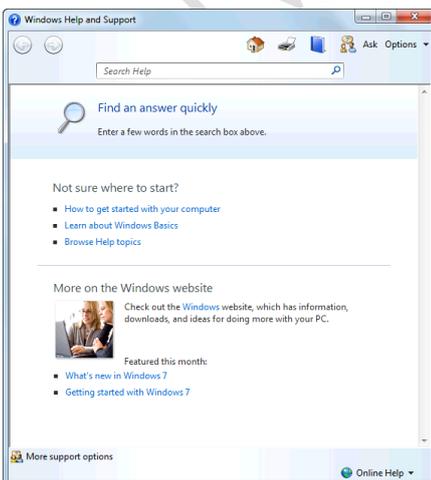
Windows keeps track of the programs you use most often and makes them available here for easy access. Simply click a program icon to open it.

Click here to view a list of all programs installed on your computer.

Search box

The right pane of the Start menu gives you quick access to your documents, files, and system settings.

Shut down, sleep, or lock your computer here.



started with your computer, such as adding users, backing up files, and personalizing Windows.

- **Learn about Windows Basics:** Includes topics on basic computer functions, such as hardware (mouse and keyboard), overviews of the Windows desktop, and more.

- **Browse Help topics:** Includes all help topics, organized by related category.

2. Click a link to view and browse help topics.

Help and Support displays the help topics that you can browse.

Logging Off or Locking Your Computer

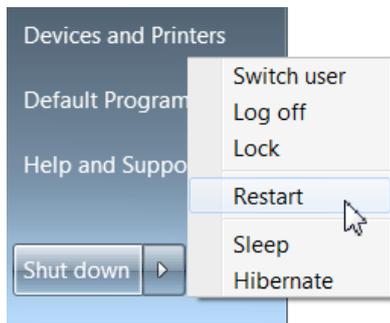
When you are finished using your computer, it's important to logout or lock your computer (Windows computers utilized within a public or departmental lab environment should **never** be powered off. These computers also do not provide the ability to lock your desktop – if you will be leaving the computer unattended for a period of time, please log off). This ensures that files are saved correctly and your computer stays secure.

Logging off your computer

When you logoff your computer, all programs and windows are closed and your Windows session is ended.

1. Click the **Start** button and click the **Log off** button in the right pane of the Start menu. Windows automatically closes any files or programs that are open, and logs off the current individual logged in to the computer.

✔ **Tip:** Make sure all of your files are saved before you Log off, Shut down, or Restart your computer.



Locking your computer

To prevent unauthorized use of your computer, including access to electronic information (documents, spreadsheets,

network/department folders; or programs such as Banner), please lock your computer when stepping away.

1. Manual Locking

Press the **<Ctrl> + <Alt> + <Delete>** keys. Select **Lock this computer** from the menu.

The computer enters lock mode. Access to your computer's Desktop, files, and programs have been secured and will require your Bates Network Password to unlock the computer.

2. Automatic Locking

After 10 minutes of inactivity, your computer's screensaver will automatically start and lock access to your computer's Desktop, files, and programs. Moving your mouse or pressing a key on the keyboard will automatically prompt you for your Bates Network Password to unlock the computer.

.Unlocking

Press the **<Ctrl> + <Alt> + <Delete>** keys. Enter your Bates Network Password, and click the  button or press the **enter** key on your keyboard.

✔ **Tip:** When the computer lock is engaged, no files will be lost and no programs will be closed. The lock essentially freezes the computer in the state in which it is left.

✔ **Tip:** The 10 minute screensaver timeout cannot be adjusted. The automatic screensaver lock feature cannot be disabled.

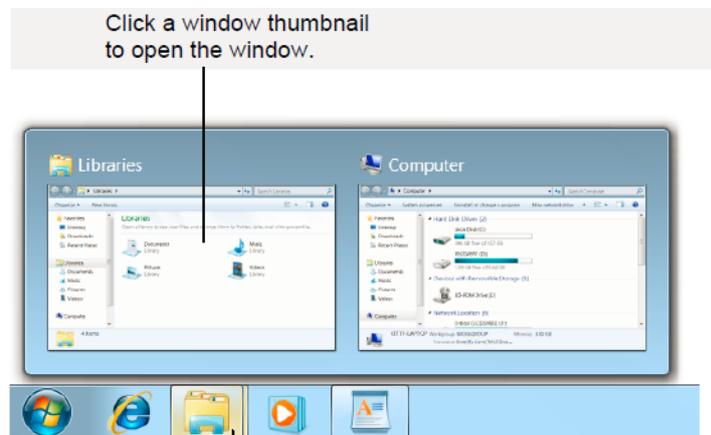
Switching Between Windows

You can have several programs or windows open and running simultaneously, but you can only work in one window at a time. The window you're working with is called the **active window** and always appears on top of any other windows that you have open. If you think about it, you do the same thing at your desk. When you want to work on a piece of paper, you place it on top of everything else.

Taskbar buttons

All open windows are represented by taskbar buttons. Switching between windows by clicking its

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| Switch User | Allows you to work with several accounts on the computer at the same time. |
| Log Off | This option appears only if your computer is connected to a network. This option closes all your programs and disconnects your computer from the network, preparing your computer to be used by someone else |
| Lock | Locks the computer so your password is required to unlock it. |
| Restart | Shuts down all programs and windows, shuts down the computer, and restarts it again. Try this if your computer is acting up. |
| Sleep | This is the default power setting. Keeps all programs and files open on your desktop so you can jump in where you left off. |
| Hibernate | Hibernate goes one step further than sleep, allowing you to keep programs and documents open while shutting off power completely. Hibernate saves your desktop status to the hard disk which allows power to be turned off. |
| Shut Down | Select this option to turn your computer off. It saves your Windows settings and saves any information stored in memory to the local disk. |



Multiple open windows grouped into one taskbar button have a "stacked" appearance.

taskbar button is fast and easy.

- Click the window's taskbar button to make it active. The window becomes the active window.

Other Ways to Activate a Window:

Click any part of the window you want to make active.

Tip: If several windows of the same type are open, Windows will group them into one taskbar button to conserve space. For example, if you have several WordPad documents open, a Live Preview thumbnail-sized window appears when you click on or point to the WordPad taskbar button.

Aero Peek

Aero Peek is a handy new feature in Windows 7. It makes windows temporarily transparent so you can view a window or the desktop.

1. Point to the program on the taskbar that contains the file or window you want to preview.

A thumbnail preview appears for each open file or window.

2. Point to the thumbnail preview for the file or window you want to reveal.

The file or window is enlarged and every other open window is made transparent.

Other Ways to Activate Aero Peek:

Point to the **Show Desktop** button on the right edge of the taskbar or press **<> + <Spacebar>** to take a quick "peek" at the desktop.

Tip: Depending on your taskbar settings, the procedure for revealing a buried window might be different from the one listed above.

Aero Shake

Another new Aero feature in Windows 7 is Aero Shake. Aero Shake allows you to temporarily minimize all open windows except the active window.

1. Point to the title bar of the active window.
2. Click and drag the window's title bar quickly from side to side, or "shake" it.

All open windows are minimized except for the active window.

Tip: To revive all minimized windows, repeat the steps above.

Snap

Probably the most useful of the new Aero features, Snap is a quick way to maximize, compare, and restore open windows, simply by clicking and dragging.

- **To Maximize an Open Window:** Click and drag the window's title bar to the top of the screen, or double-click the window's title bar, or press **<> + <↑>**.
- **To Compare Open Windows Side by Side:** Click and drag the window's title bar to the left or right side of the screen, or press **<> + <←>** or **<→>**.
- **To Restore a Maximized or Compared Window:** Click and drag the window's title bar toward the middle of the screen, or double-click the window's title bar, or use the **<> + <arrow keys>**.

Understanding Parts of the Windows Explorer Window

When you open a folder or library in Windows, Windows Explorer appears. Windows Explorer makes it easy to view and work with the drives, folders, and files on your computer.

- Click the **Start** button and select **All Programs**

Accessories □ **Windows Explorer** from the menu. The Windows Explorer window appears.

Other Way to Open Windows Explorer: Click the **Windows Explorer** button on the taskbar or press **<> + <E>**. **Parts of the Windows 7 Explorer Window**

Using Windows Aero

The Windows Aero user interface was introduced in Windows Vista. It returns in Windows 7, but with many new functions and features.

