

This is an overview of new features in Windows 7.

Start Menu

The start menu will list all programs that are installed on the computer. This menu can be customized and organized to suit your preferences.

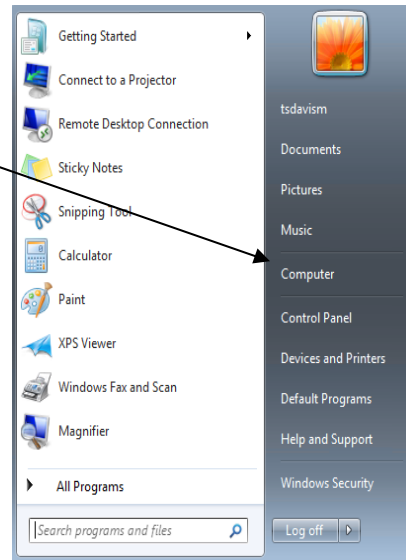
Click on the Start button on the left bottom corner.



From the Start Menu you can access your Computer and Network drives.

All Programs

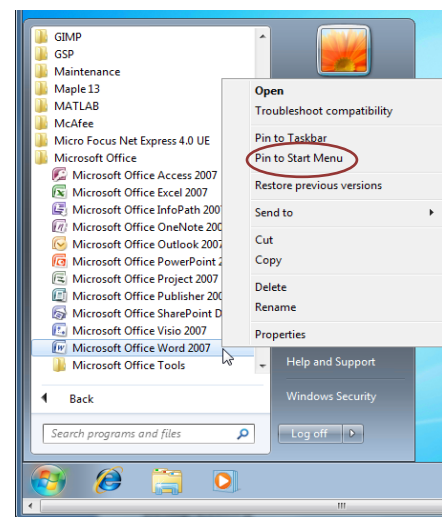
Search for programs and files



The Start menu can be customized to suit your preferences.

To Pin an item to the Start Menu, navigate to the application in the menu, right click and choose **Pin to Start Menu**.

Items can be arranged on the menu by clicking on the item and dragging to the new location.



Start

To access your computer and network drives, click **Computer** on the start menu.

Window

Address Bar

Displays the location of the folder that is currently open and can be used for navigation.

Location List

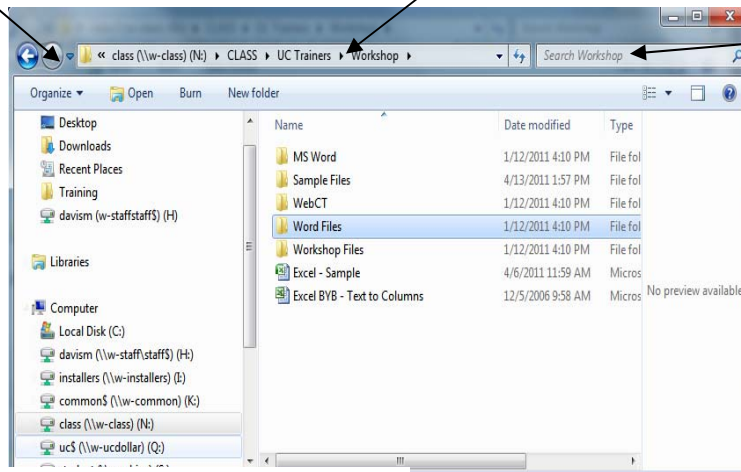
Click a name to navigate to it, or on the arrow to view and open subfolders within the location.

Navigation Pane

Provides quick navigation to folders and files. The Navigation Pane can be customized.

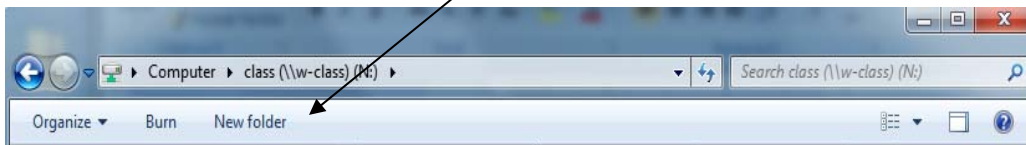
Search Box

Enter keywords to search folder.



Toolbar

Displays buttons and menus for common commands such as **Burn** and **New Folder**



Taskbar



The taskbar is the long horizontal bar at the bottom of your screen. When you open a program, folder, or file, Windows creates a corresponding button on the taskbar. The button shows an icon that represents the open program and allows you to quickly switch between them.

When a window is active (its taskbar button is highlighted), clicking its taskbar button minimizes the window. Minimizing a window doesn't close it or delete its contents—it temporarily removes it from the desktop. To switch to another window, click its taskbar button.

When you move your mouse pointer to a taskbar button, a small picture appears that shows a thumbnail of the corresponding window. Hold your mouse over the thumbnail to see a larger view of the file. To rearrange the order of buttons on the taskbar, drag a button from its current position to a different position on the taskbar.

Pin

You can pin a program directly to the taskbar so you can open it quickly and conveniently.

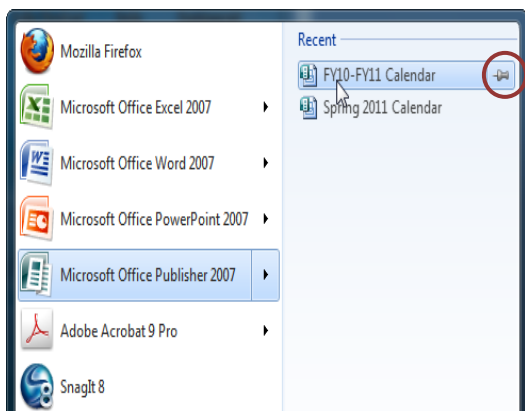
If the program is already running, right-click the program's button on the taskbar and then click Pin this program to taskbar.

– Or –

If the program isn't running, click Start, find the program's icon, right-click the icon, and then click Pin to Taskbar.

Jump Lists

Jump Lists are shortcuts to frequently used files and commands used by a program. The items that appear change according to the program selected. To pin an item to the program Jump List, right click the item you want to pin and select **Pin to this list**, or point to the item and click the **Pin to this list button**.



Resizing Windows with Aero Snap

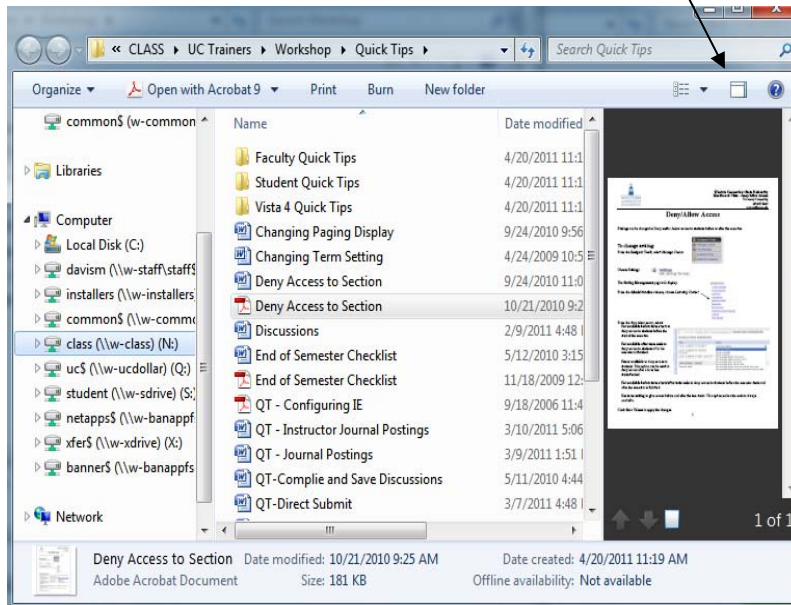
To compare windows side by side, click and drag a window's title bar to the right side of the screen and it will "snap" into place. Drag the other window to the left side of the screen to snap into position. Drag back and the window will return to its previous position.

To maximize an open window, click and drag the window's title bar to the top of the screen, or drag the bottom border of the window to the taskbar. Drag window back to return to previous size.

Preview Document in Folder

Documents can be previewed within a folder without opening the program.

Click the **Preview Pane** button to display the Preview Pane.
Select the file. The file will display in the Preview Pane.



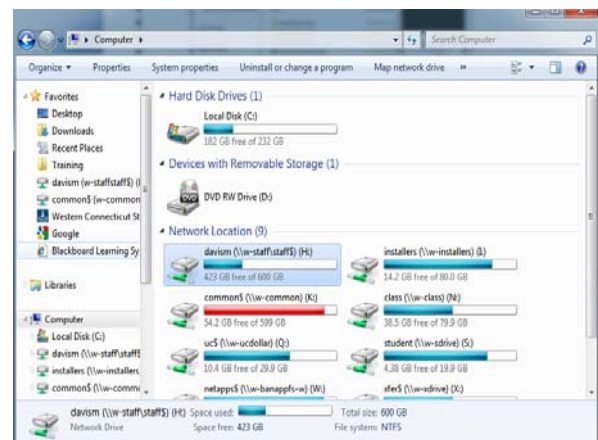
Favorites

Shortcuts to frequently accessed folders and network drives can be added to the Favorites area on the navigation pane.

Click the **Start Button** and choose **Computer**. Select the drive or folder that you wish to add. Drag it to the Favorites section in the navigation pane.

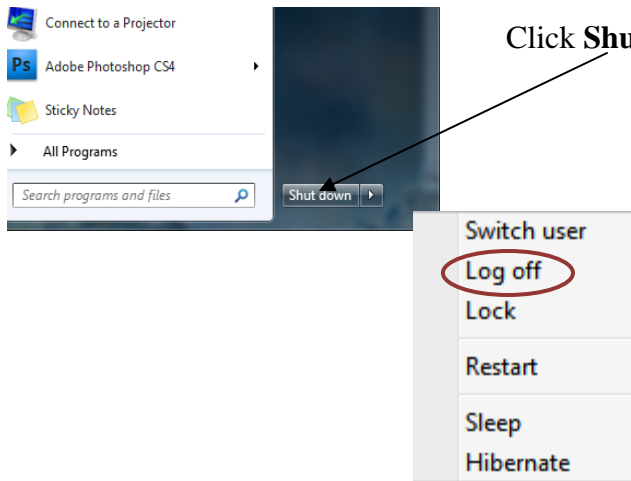
To change the order of favorites, drag a favorite to a new position in the list.

To remove a favorite, right-click the favorite, and then click Remove. This removes the favorite from the navigation pane—it doesn't delete the files or folders that the shortcut points to.



Shut Down or Log Off

Click the **Start Button**



Click **Shut down** to shut down the computer.

-Or-

Click the arrow and choose **Log off**.

Help

Select **Help and Support** from the **Start Menu**,

-Or-

Click the **Help** button on the toolbar at the top of a window.

