

Windows



TM

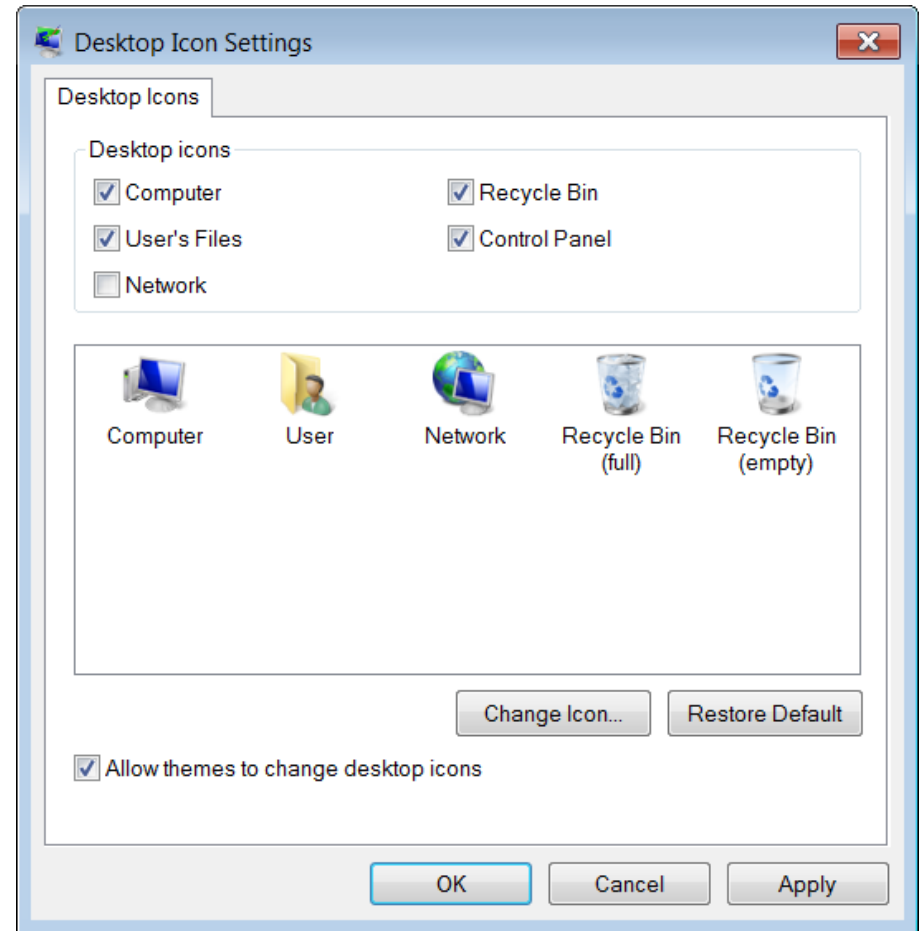


# User

Right-click the Desktop  
Personalize

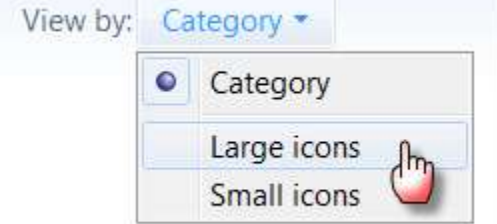
Change Desktop Icons

- ✓ Computer
- ✓ User's Files
- ✓ Control Panel



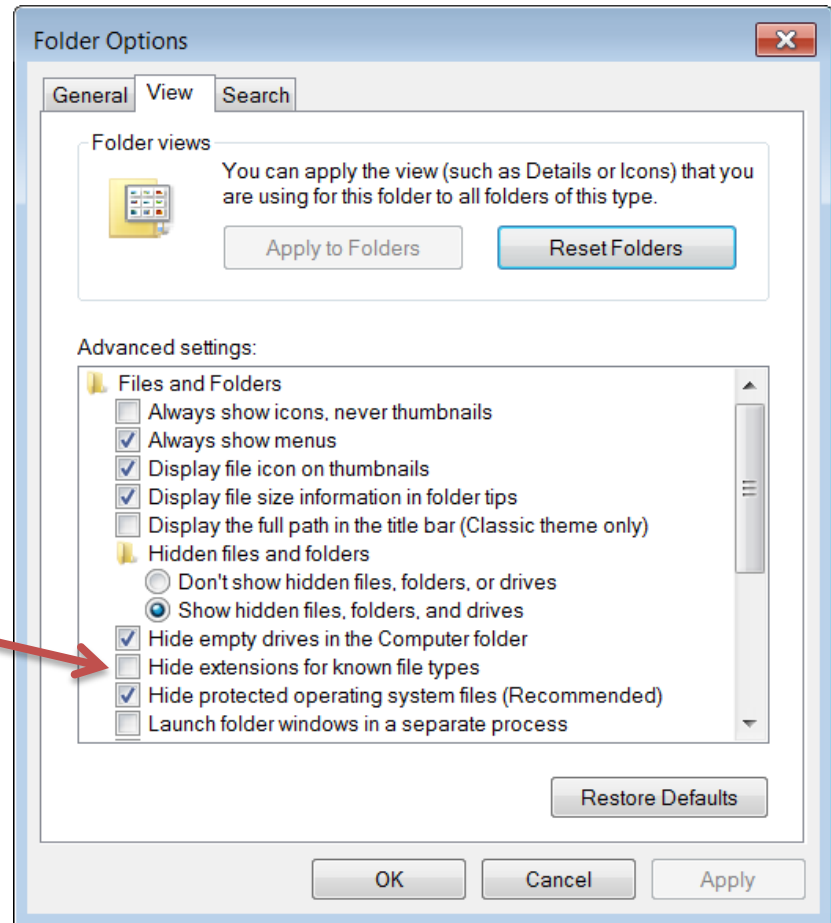


# Control Panel



# Folder Options

You need to see extensions (.jpg) for known file types. Uncheck Hide extensions for known file types.



# Windows Explorer

Windows Explorer is an application that displays the contents of libraries, folders and files on your computer's drives.



You can also access Windows Explorer by **right-clicking on the Start button** and choosing **Open Windows Explorer**.

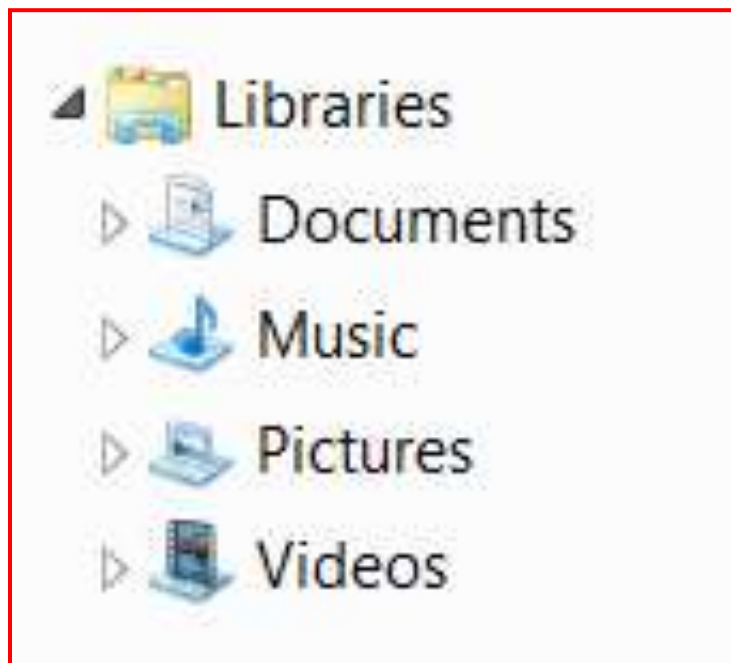


# Working With Libraries

Libraries organize folders from different locations into a common library

A Library is not a folder but a way of viewing.

# Default Libraries



Libraries don't use "My"

Right-click Documents  
and choose Properties.

Notice that the My  
Documents is the default  
location when saving.

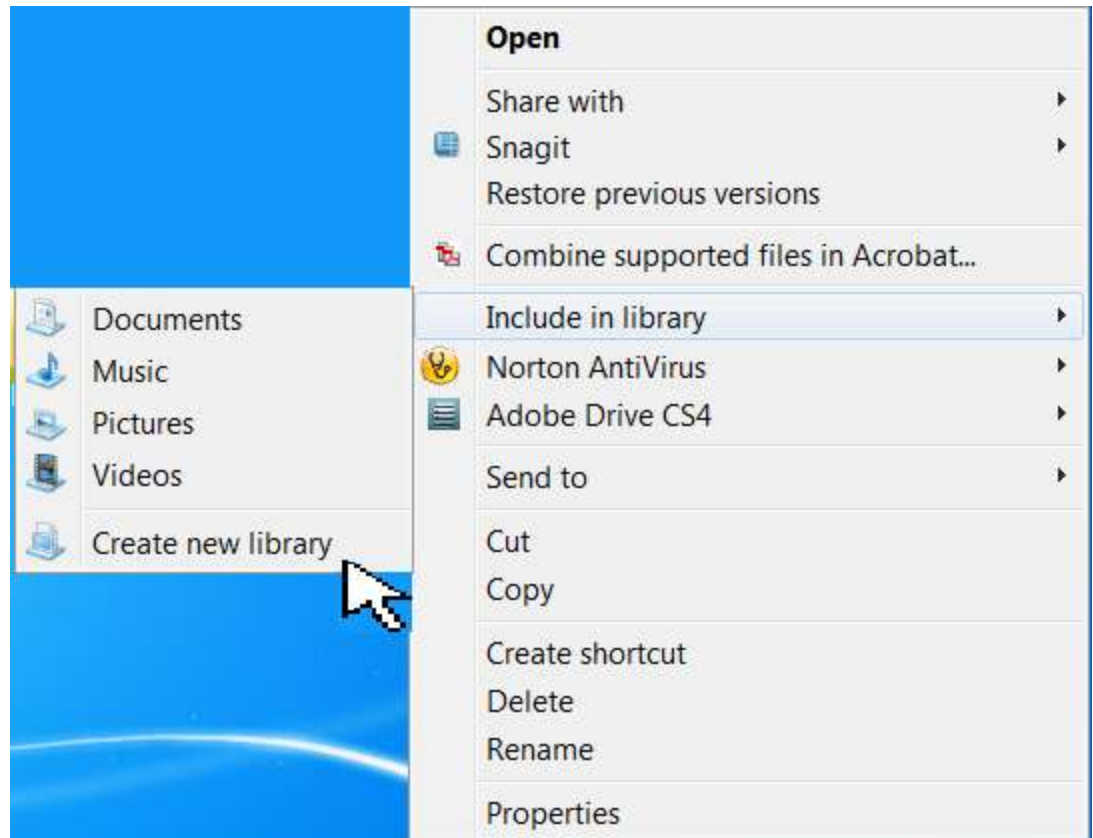
# Adding a Folder to a Library

Create a folder on your Desktop named “Vacation Pics”.

Right-click

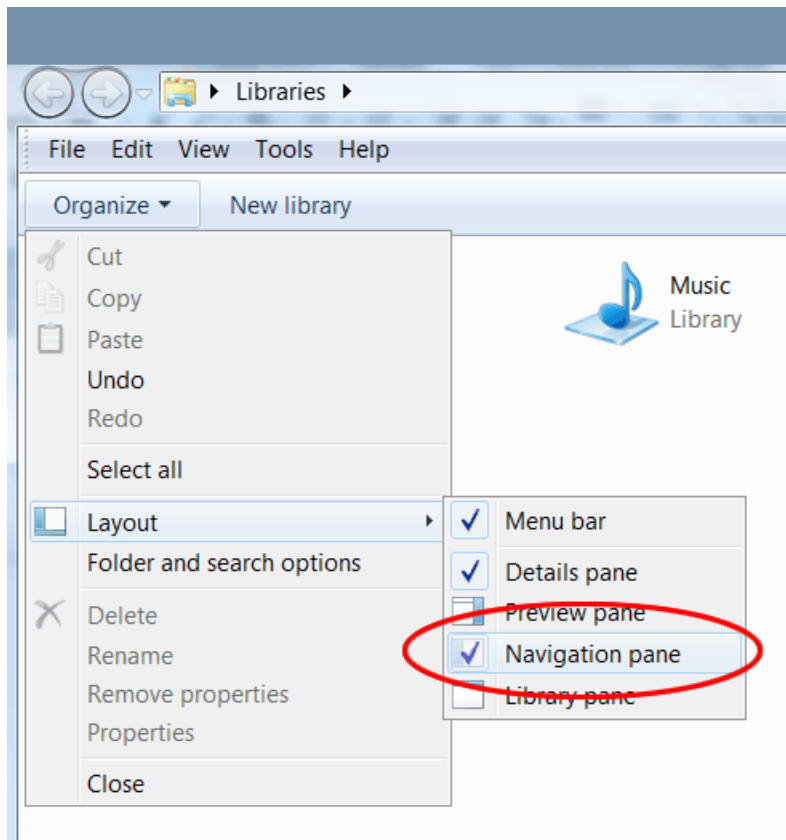
Include in library

Pictures



# Library Tips

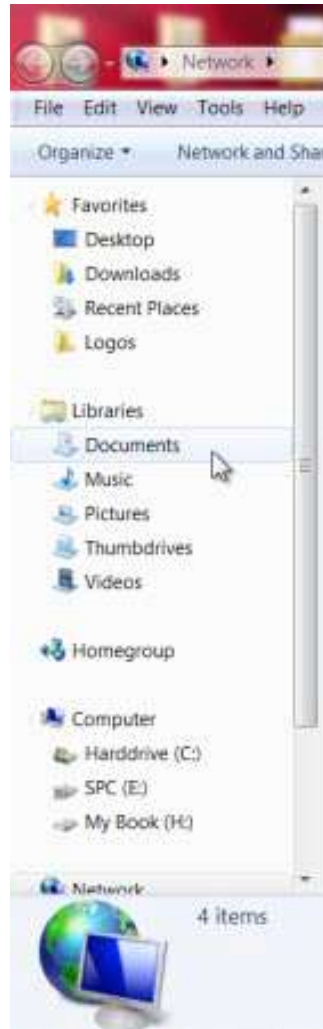
- ✓ Deleting a Library does not delete what's in it.
- ✓ External (thumb) drives cannot be added to Libraries without an extra [downloadable tool](#).
- ✓ Right-click and Properties to see the locations included in the library.



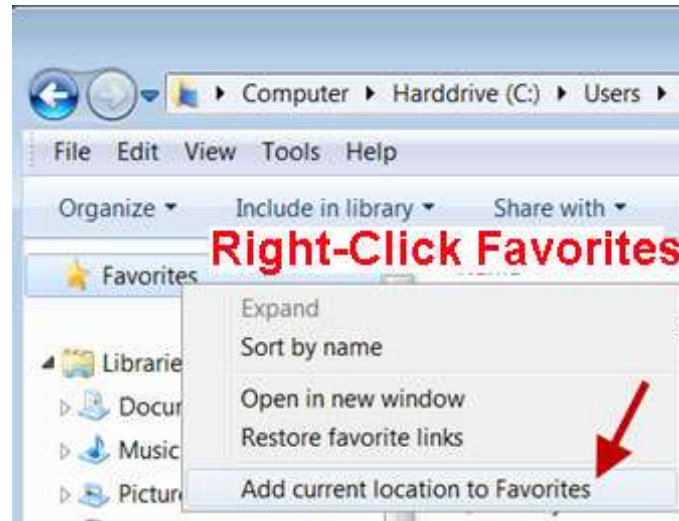
# Navigation Pane

Organize Layout  
Navigation Pane

# Customize Favorites for Easy Saving



Locate the Folder you want to add to Favorites, then



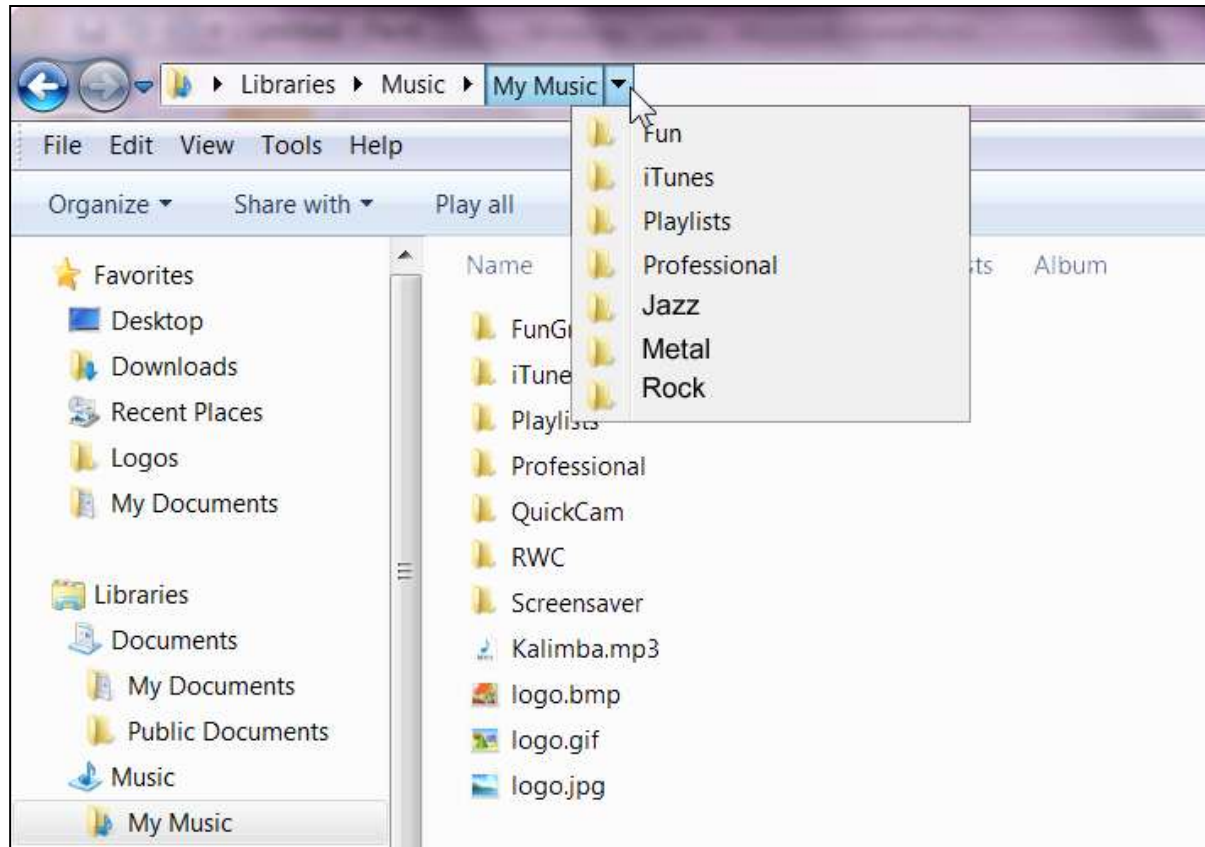
~OR~

Click and drag the folder to Favorites at the top of the Navigation Pane on the left.

Your folder is now easily accessible in the Save dialog box.

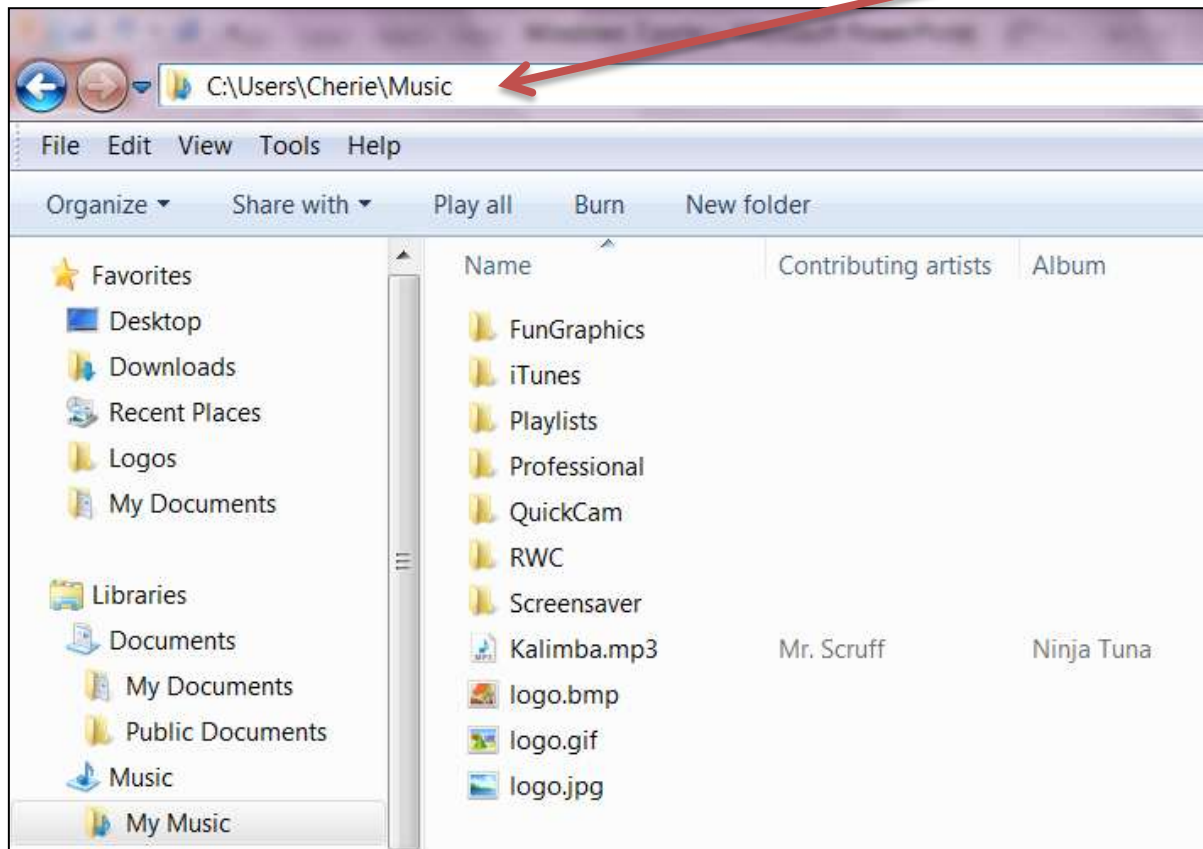
# Breadcrumb Navigation

Each time you click on the arrow icon, a drop down menu appears listing all the sub folders



# Or “Path”

Click on the Address bar to see the path.



# Aero Peek



# AERO

Aero is a visual style that allows for translucent windows.

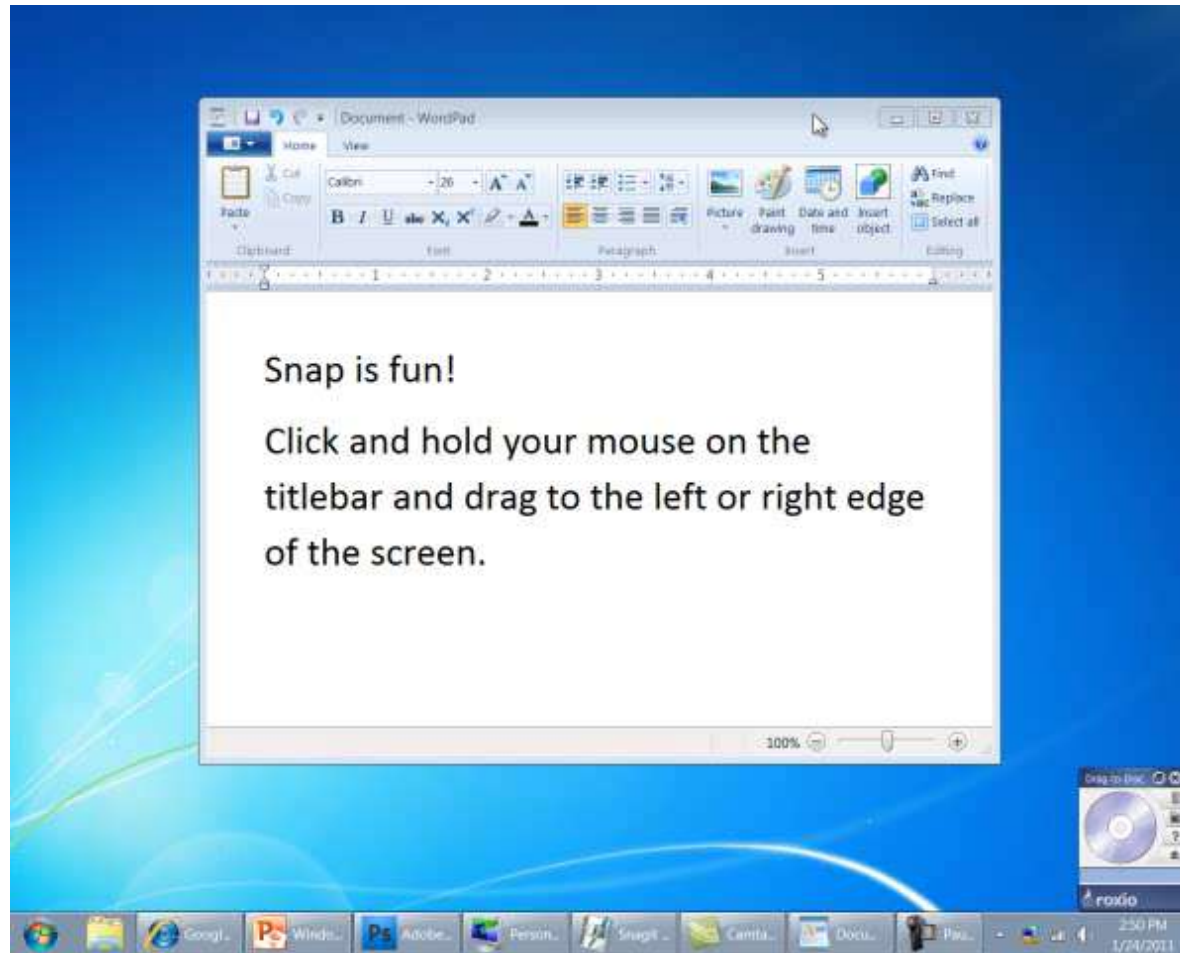


Control Panel → Personalize

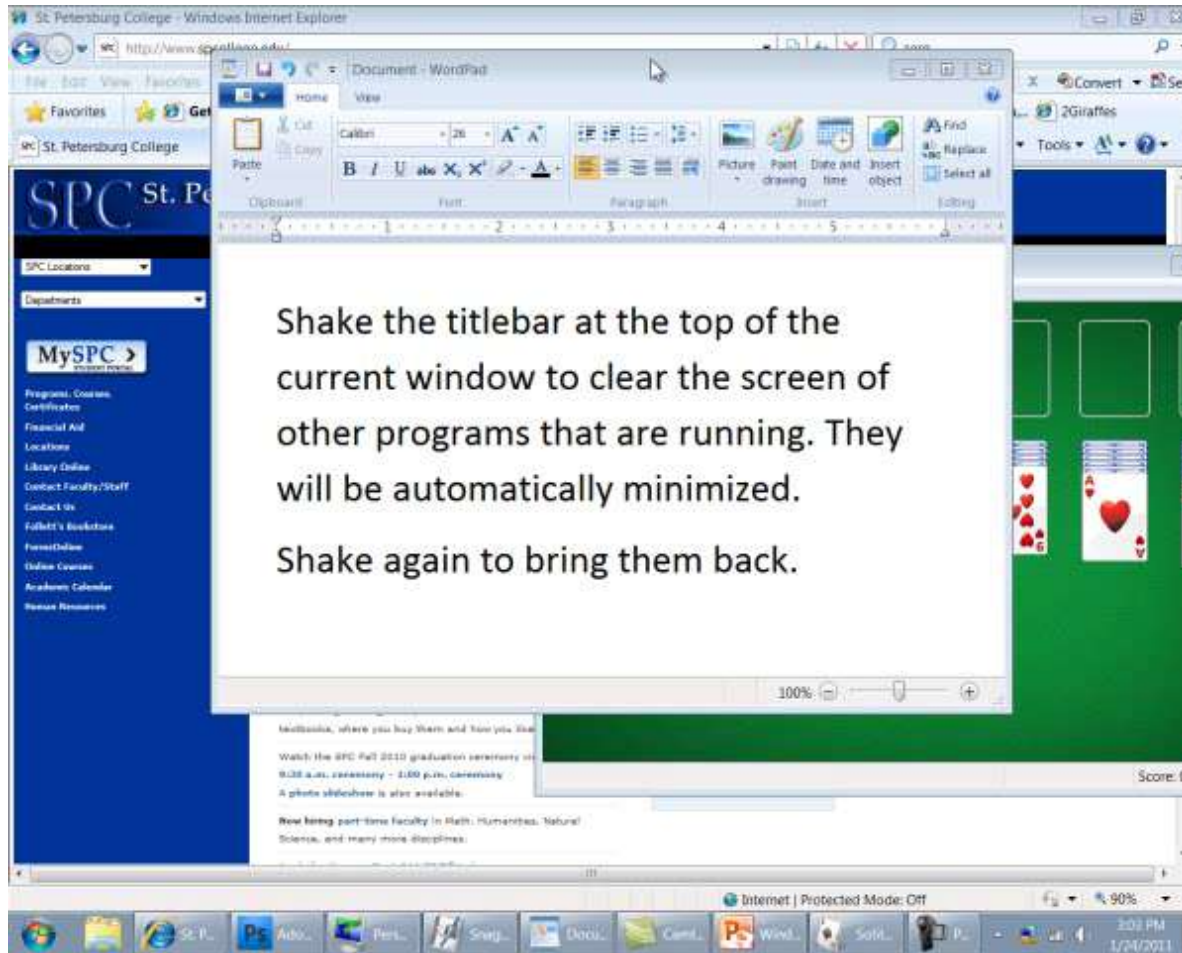
Select an Aero Theme

Then change your Window Color

# Snap



# Shake



# Jump Lists

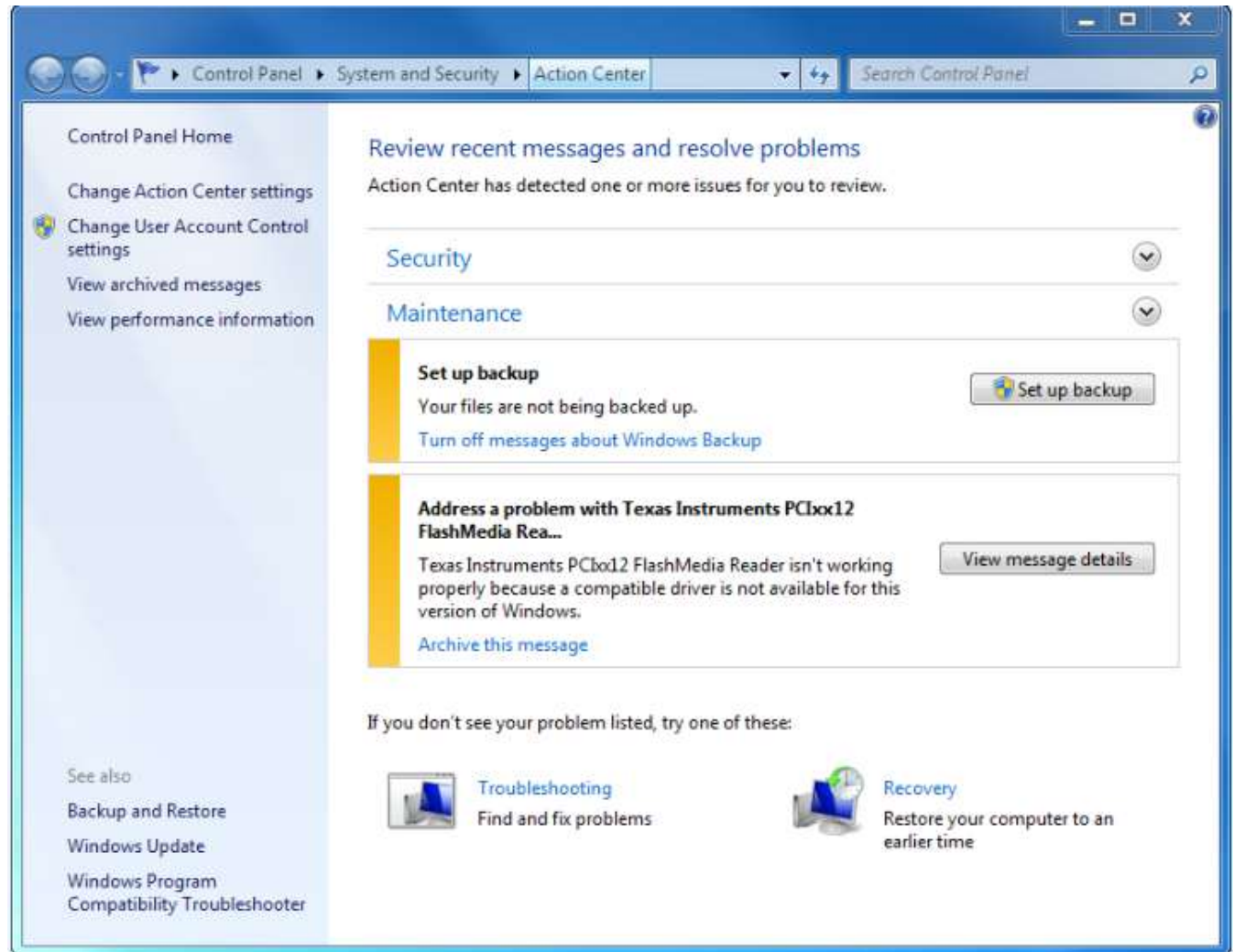
Using Internet Explorer, drag the little icon in front of the web address down to the Internet Explorer icon on the taskbar and release. It's now available with a right-click on that icon. Works for folder locations dragged to the Windows Explorer icon too.



# Other Windows 7 Highlights

- Desktop changes (Jump List, Aero Peek, Shake, and Snap)
- Windows XP Mode
- Action Center (convenient location for tools)
- Homegroups (for easy network setup)
- Windows Live Essentials and Security Essentials
  - Free antivirus
- Rescue disc
- Improved Backup and Restore utility

# Action Center Window



# Network and Sharing Center

