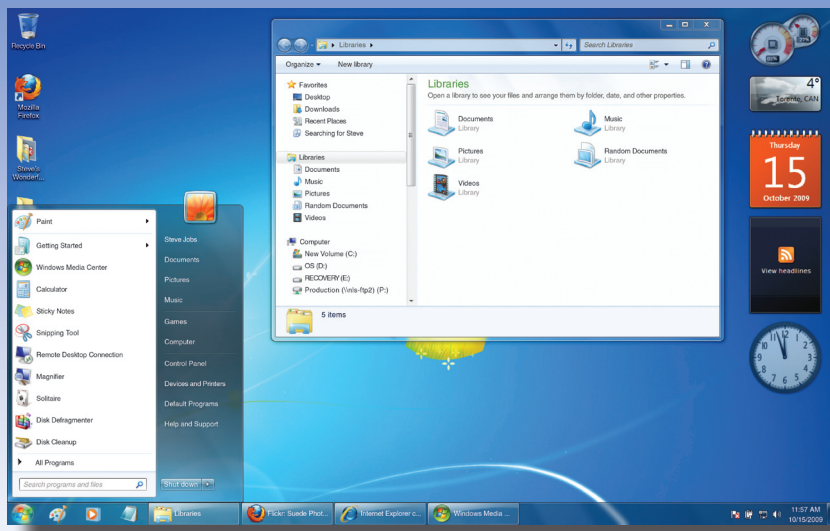


Windows XP to Windows 7 Transition



Everything you need to know to understand and utilize your new operating system.

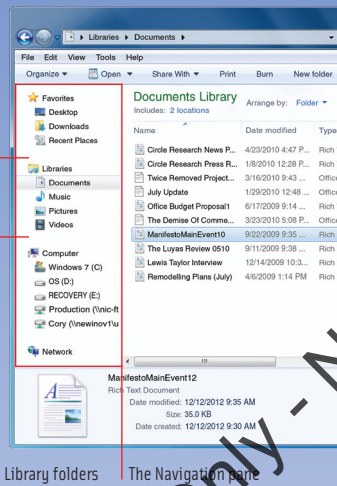
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What's New in Windows 7?

Windows Explorer

Windows Explorer is the central location for browsing, viewing, and organizing files and folders in Windows 7. Along with the desktop, Documents folder, and local and network drives, it displays the new Libraries folders – virtual folders that group like files located anywhere on your computer together in one convenient location.

To open Windows Explorer: click the Windows Explorer icon on the Taskbar. For a more detailed view of your computer's files and storage, click the Start button and choose **Computer** from the menu.



Improved Start Menu

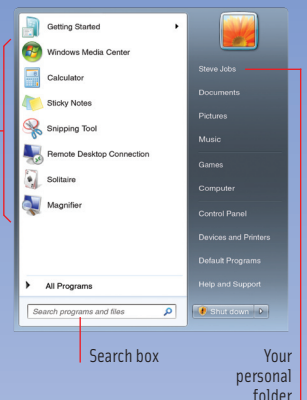
Aside from providing access to your programs, common folders, and files, the Windows 7 Start menu also features the Instant Search box which returns search results in real time. Open the Start menu by pressing on the Taskbar.

Pinning Programs to the Start Menu

Frequently used programs can be 'pinned' to the top of the Start menu, allowing for quicker access.

To pin a program to the Start menu: in the Start menu, click **All Programs** and navigate to the program you want to add. Right-click the desired program icon and choose **Pin to Start Menu**.

Quick links to recently used programs



The Aero Desktop

The Aero Desktop features a number of handy new organizational tools, such as animated thumbnail previews in the Taskbar, and the Aero Snap and Shake window manipulation functions.

To maximize a window using Aero Snap: drag a window's title bar to the top of the screen until an outline expands to fill the screen. Release the mouse button.

To minimize all windows except the one you're working in: 'shake' (click, hold, and quickly drag left and right) the title bar of the window you're working in to minimize all other windows. Shake again to restore all windows.

Searching for Files and Folders

While the new Instant Search box located at the bottom of the Start menu allows you to perform quick and simple searches, the Search Results window offers an expanded set of search options. You can also save frequently performed search results to reuse in the future.

To expand your search results:

1. Click the Start button, and press F3 to open a Search Results window. Begin typing in the search box, located at the top-right of the window.
2. Scroll down to the bottom of the list of results and, in the Search again in section, click **Custom...**
3. In the Choose Search Location dialog box, check the boxes of the locations you want to search, expanding options as needed, and click **OK**.

To save a search: after completing an expanded search (see above), in the main menu bar, click **Save search**. In the Save As dialog box, type a file name and choose a save location. Click **Save**.

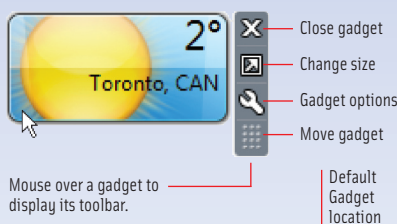


The 'My' Folders

The 'My' folders (e.g. My Documents, My Music) are the default save locations for the many personal files you save to your computer, such as documents and images.

To display the My Folders in the Windows Explorer Navigation pane: right-click a blank space below the folder list in the Navigation Pane (See *Windows Explorer*, left) and choose **Show all folders** from the menu.

Desktop Gadgets



Mouse over a gadget to display its toolbar.

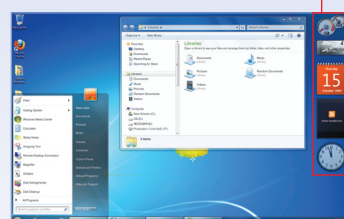
Default Gadget location

Desktop Gadgets are mini-applications such as weather reports and news feeds that can be placed anywhere on your desktop. By default, gadgets stay in the background behind open windows.

To place a gadget on the desktop: right-click the desktop and choose **Gadgets** from the menu. In the gadget gallery window, drag and drop a gadget to a desired location on the desktop. Alternatively, double-click the gadget to add it to a default desktop location.

To move a gadget to another location on the desktop: click and drag the gadget.

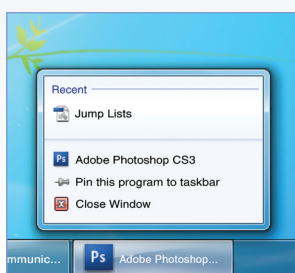
To change a gadget's options: right-click the gadget and choose **Options**. Make the desired changes and click **OK**.



Jump Lists

A jump list is a menu of program-specific options and actions that appears above an open program button on the Taskbar.

To display a jump list: right-click an active Taskbar button. Alternatively, click on a Taskbar button and drag up to display the jump list.



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