This sheet covers many of the basic commands for using the Windows 7 operating system.

WELCOME TO WINDOWS 7

After you log into your machine, the first screen you see is called the desktop, an area on which icons and windows are displayed. Desktop icons line the left side of your screen. Across the bottom of the screen is the taskbar, which displays the applications currently open and running. To switch between different programs, click the mouse pointer on the program you want to work. To use the keyboard, hold down **Alt**+**Tab** to select the program and then release the keys.

You can also permanently "pin" an application to the taskbar for easy access. First, open the application, then right-click on its icon in the taskbar and choose **Pin this program to the taskbar**. You can remove a pinned program from the taskbar by right-clicking on its icon in the taskbar and then choosing **Unpin this program from the taskbar**.

LOGGING IN

When you start your computer on campus, an Authorized Access Only screen appears. Click **OK** to accept the Acceptable Use Policy. A login screen appears, and if you're connected to the network, **Log on to:** should say **SALISBURY**. Enter your username and password and click the right arrow to log into the network.

If you are on an SU laptop and are not connected to the network, you will want to log onto the computer itself: **Log on to:** should be set to the computer name, usually **LAPXXXXX**, where *XXXXX* is the SU inventory barcode from the sticker. You may need to use **LAPXXXXX \username** as the username, substituting your username for *username*.

If this is a personal computer, you will log in with whatever username and (optional) password you set when you first set up your computer.

THE START MENU

Most of your actions you'll perform within Windows start with the **Start Menu**. When you click the **Start** button in the lower left hand corner of the screen, the **Start Menu** appears.
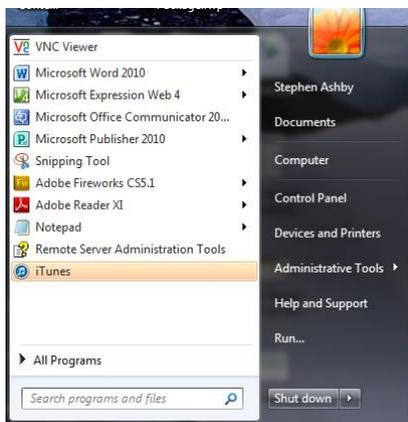
The Start Menu pops up with a two column layout. On the left side are for program shortcuts and the right side are for folders and computer management.

PROGRAMS COLUMN

The Programs area of the Start Menu displays program shortcuts, starting with Pinned items at the top.

PINNED ITEMS

You can add programs to the Pinned items area by right-clicking the programs icon within the Start Menu and choosing **Pin to Start Menu**.

RECENTLY OPENED PROGRAMS

Beneath the Pinned items area are Recently opened programs. On some items, a Jump List indicator may appear. Clicking on the Jump List indicator will expand the display to show Recent files.
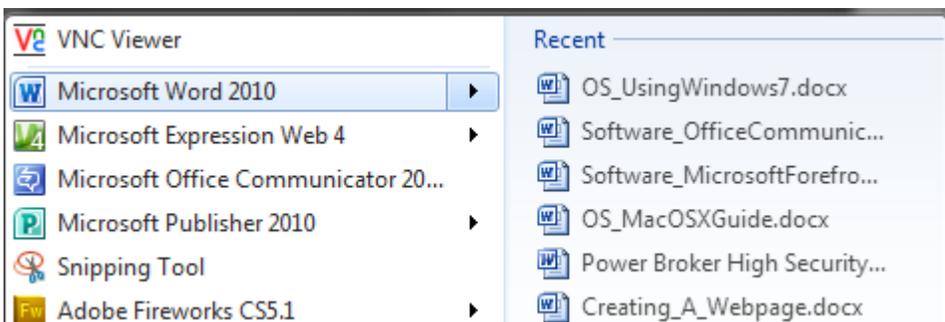
ALL PROGRAMS

All Programs replaces the Pinned items area and Recently opened programs area with a scrollable list of your installed applications when clicked.
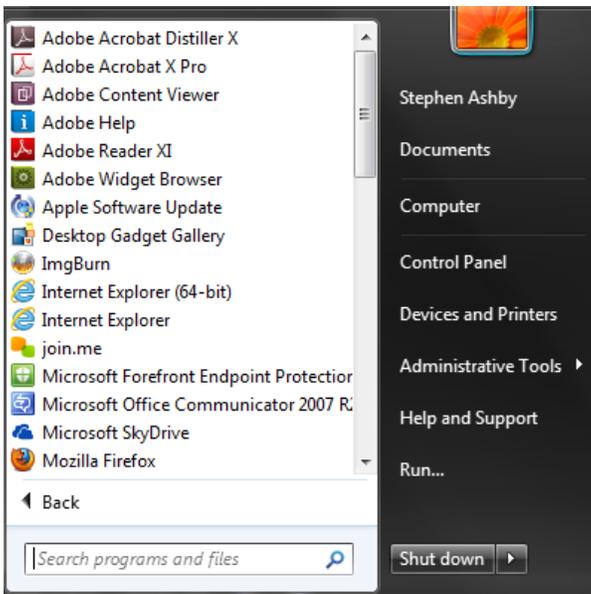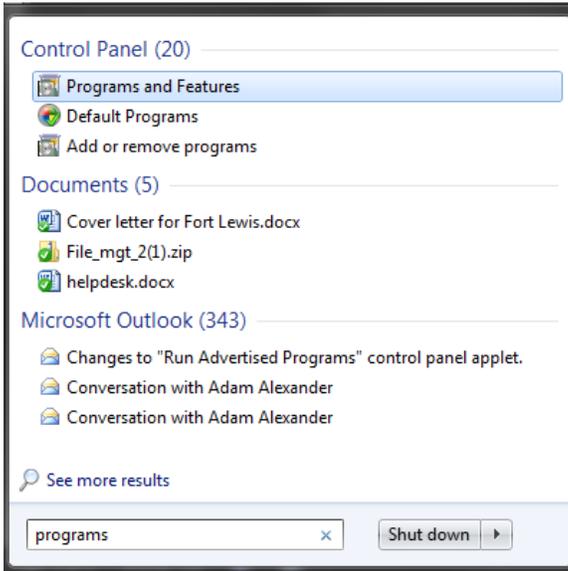
At the very bottom of the program area is the Start menu Search box, which allows you to search programs and files on your computer.

Typing anything in the Start menu Search box will replace the Start menu with an abbreviated search result, with an option to **See more results**. Clicking any of the results will open the associated file or program.

FOLDERS AND COMPUTER MANAGEMENT COLUMN

On the right hand side of the Start Menu are shortcuts to your folders and computer settings. The images below illustrate different ways it could display, depending upon your user preferences and customizations.
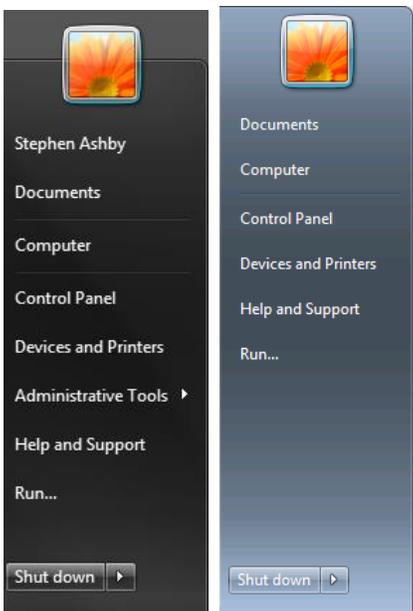
PERSONAL FOLDERS AND LIBRARIES

In the first section you have your personal folders and libraries. Clicking on your name will open your personal folders in a new window. Below that will appear your Libraries, such as **Documents**, **Pictures**, and **Music**. Clicking on any of those will open the library in a new window. What folders and libraries display on the Start Menu will depend upon your Windows 7 setup.

COMPUTER

The **Computer** link gives you quick access to your hard drives, network drives, files and folders.

COMPUTER MANAGEMENT TOOLS

Below the **Computer** link are links to tools which help you add or remove items and alter the appearance and settings of your computer.

CONTROL PANEL

Control Panel contains programs that help you perform computer management and maintenance actions, such as adding or removing programs, and changing your desktop background and screensaver.

DEVICES AND PRINTERS

Devices and Printers is a shortcut to the **Devices and Printers** control panel, which allows you to add and remove devices and printers from your computer.

SHUT DOWN

The **Shutdown** button does more than just shut down your computer. It also gives you the option to switch users, log off, lock your workstation, restart, sleep or Hibernate your computer.

THE TASKBAR

Across the bottom of your screen is the Windows Taskbar. The Taskbar gives you information about what is currently happening on your computer. In addition to the Start Menu, the taskbar also has Pinned applications, a Notification area, a clock and a Show Desktop button

PINNED APPLICATIONS

Directly to the right of the Start Menu is the Pinned Applications area. This is an area where you can permanently place frequently used programs and folders.

You can add any open program to the Pinned Applications area by right-clicking its icon in the taskbar and choosing **Pin this program to the taskbar.** You can remove any Pinned Application by right-clicking its icon in the Pinned Applications area and **choosing Unpin this program from the taskbar**.

### JUMP LISTS AND STACKED ICONS

Windows 7 no longer displays an icon for every window you have open. Instead, it groups, or "stacks" the open windows for each application under one icon. For example, if you have three Microsoft Word documents open, Windows XP would display three

Microsoft Word icons in the task bar. This could get quite cluttered as more and more applications open. Windows 7 recognizes they are all Microsoft Word documents, and displays a single icon for the open application. When you hover your mouse over the application, it will show a preview of each application window for you to choose from.

As you can see in the image above, applications with more than one window open show as "stacked". An application with a single box around it shows that it is running. And pinned applications that are not highlighted are not open.

Right-clicking on a program icon in the taskbar will bring up a jump list of recently opened documents. This can be configured in the Taskbar and Start Menu Properties.
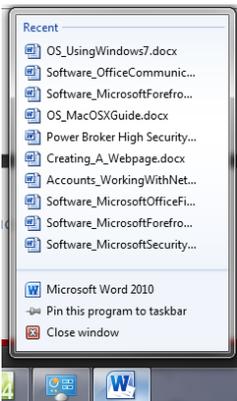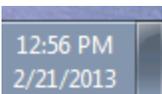

NOTIFICATION ICONS

To the left of the clock is the Notification Area. This has icons for notifications, as well as for programs that are running in the background.
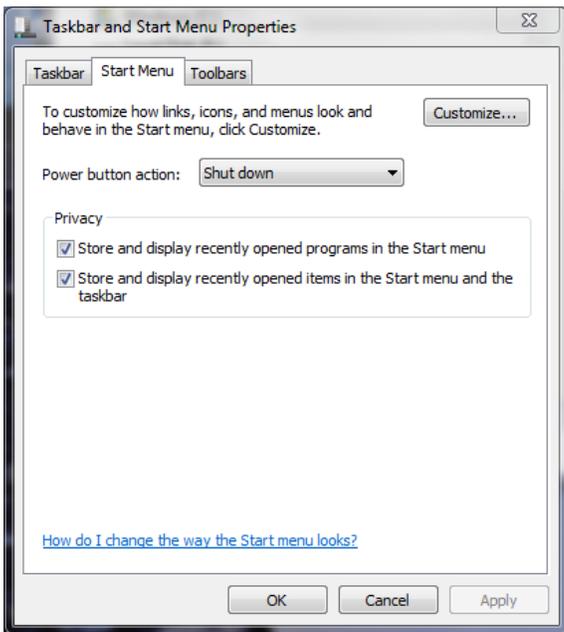
SHOW DESKTOP ICON

To the right of the clock is the Show Desktop button, which appears as a tall, vertical bar. Clicking on this button will minimize all open windows.

SETTING THE TASKBAR AND START MENU PROPERTIES

You can open the **Taskbar and Start Menu Properties** window at any time by right-clicking an empty space in the Taskbar or Start Menu and clicking **Properties**.
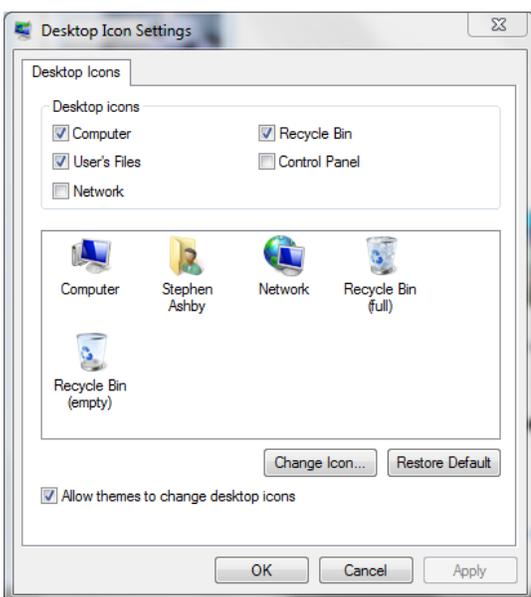
THE DESKTOP

The Desktop consists of the Taskbar, which we've already covered, your desktop background, and icons.

ICONS

Icons on your desktop represent shortcuts to other file and folder locations. Because Windows saves your desktop files in its own folder, you can also save files directly to the desktop. Your personal files, folders, shortcuts and icons are saved to the desktop in the folder **C:\Users*username*\\Desktop**, where *username* is your username.

You can create a shortcut from any file, folder or application by right-clicking on its icon, clicking **Send to** and choosing **Desktop (create shortcut).**

You can also personalize the default icons that display on the desktop. Right-click anywhere on the desktop and choose **Personalize**. Then, choose **Change desktop icons**.

By default, **Computer**, **Recycle Bin** and **User's Files** are usually selected. (User's Files are represented by a folder with your name displayed below). You can add or remove any of the default Desktop icons by checking or unchecking the box next to them. Click **OK** to close.

SETTING THE THEME, BACKGROUND AND SCREENSAVER

Right-click anywhere on the desktop and choose **Personalize** to get access to the themes, backgrounds and screensaver. By default, you start in Theme. Choose from any of the pre-installed themes, or you can choose to download more online.

If you'd rather create your own theme, you can start with a default theme, and then change the elements of it, like the background, window color, and so on, as described below. Click **Save Theme** if you want to save it once you've finished.

DESKTOP BACKGROUND

Click **Desktop Background** to change the background of your desktop. Choose from any of the pictures shown, or browse for your own. You can also set a background from any picture you see on the internet by right-clicking the picture and choosing **Set as background**.

SCREEN SAVER

Click **Screen Saver** to change the screen saver from a variety of pre-installed options.

OTHER FEATURES

Windows has a variety of built-in features and programs to help you perform common actions.

WORKING WITH COMPRESSED (ZIPPED) FOLDERS

Windows incorporates the ability to create, view, and extract compressed folder, also known as zip files, eliminating the need to install a separate program for that function. To create a compressed folder, select your file(s) or folder(s) and then right-click your selection. Choose **Send to** and then **Compressed (zipped) folder**. This will create a *.zip file that you can name.

To view the contents of your compressed folder, double-click the folder to open it. To extract the files from the compressed folder, click **Extract all files**. Choose the folder where you would like your files to be extracted, and click **Extract**. You can also drag and drop individual files and folders from the compressed folder to extract only certain files and folders.

SNIPPING TOOL

Windows includes a handy utility for taking screenshots called the Snipping Tool. The snipping tool allows you to take screenshots of pre-defined areas, such as windows, or of user-defined areas, either freehand or rectangular selections. To use the Snipping Tool, click the **Start Menu**, and choose **All Programs**. Select the **Accessories** folder, and then click **Snipping Tool**.
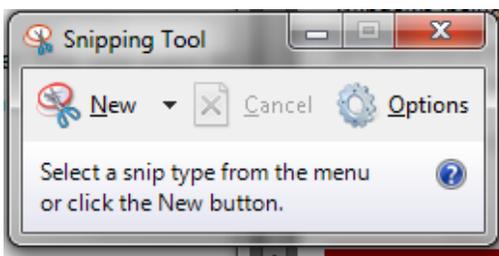
Select **New** and then choose the type of selection you wish to make.

Once you have created your screenshot, it appears in a new screen with some options. You can choose to save the screenshot as a file, copy it to the clipboard for use in other programs, or you can email the screenshot. The snipping tool also offers some minor editing tools: pen, highlighter, and eraser.

THE SYSTEM CONTROL PANEL

The System Control Panel gives you information about your computer, including the Windows edition, the type of processor and installed memory, and the computer name. To access this control panel, click the **Start Menu** and click **Control Panel**. Then, click **System** (if you do not see system, change the **View by:** in the upper right corner to **Large icons** or **Small icons**).

BURNING A CD/DVD

When you have a blank CD or DVD in your CDRW/DVDRW drive, you can use Windows to burn files to a CD or DVD for storage. To send a file to a CD or DVD, right-click the file or folder and choose **Send to** and then choose your CD or DVD drive. Windows gives you two different options to work with CDs and DVDs, which you select when you first choose to burn a file to your blank disc.
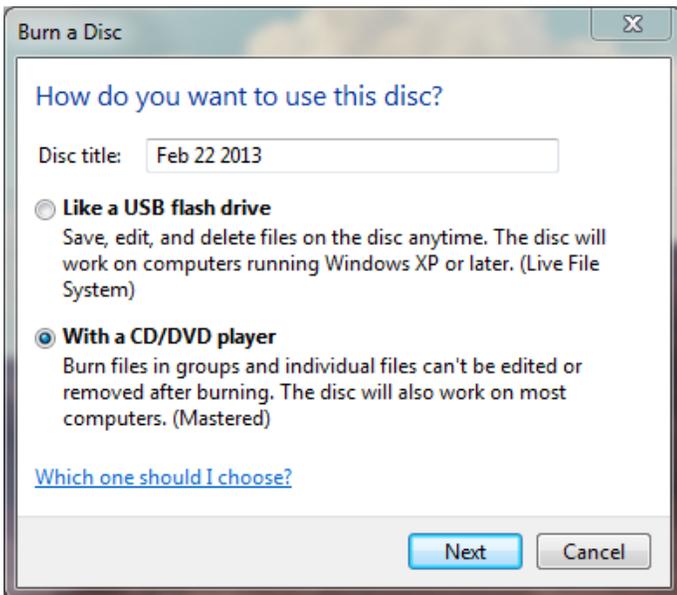
The **Live File System** uses the CD or DVD much like a USB flash drive. It will act like any other drive, and will allow you (in most cases) to write, move, and delete files right from the CD or DVD. These generally can't be shared though, especially with Macintosh users. This is the best option if you want to use the CD or DVD as a temporary backup or extra hard drive.

The more commonly used option is the **Mastered Disc**. In a mastered disc, your files are all collected in a temporary folder until you are ready to "burn" them to the CD or DVD. Once you burn the disc, the files are permanently moved to the CD or DVD, and the disc is "finalized", which makes it readable by any computer. This is the option you'll want to use for permanent backups, or for sharing files between other users.

If you choose to use the Live File System, choose **Like a USB flash drive** and click **Next**. Your files will write to your disc. If you choose to use the Mastered Disc, then choose **With a CD/DVD player** and click **Next**. Your files will be saved in a folder. You can continue to add more files to the disc in the same manner (right-click the file, and choose **Send to** and then selecting your CD or DVD drive).
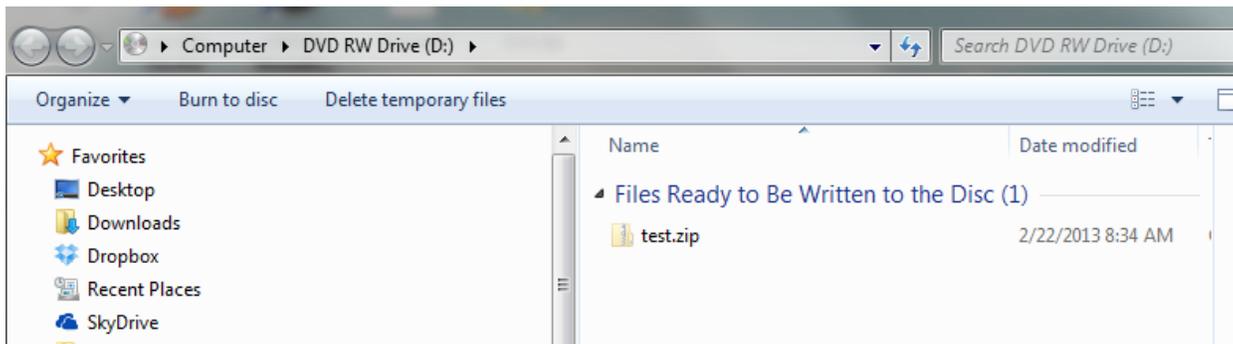
Once you are ready to write your files, click **Burn to disc**, and follow the steps in the Wizard to burn the disc.

BURNING A DISC IMAGE FILE (ISO)

Windows can also burn a disc from a disc image file, or ISO. To burn a disc image file:

1. Insert a recordable CD or DVD in your disc burner.
2. Double-click the disc image file.
3. Select your disc drive.
4. If you want to verify the disc image was burned correctly, check **Verify disc after burning**.
5. Click **Burn** to burn the disc.

UNINSTALLING OR CHANGING A PROGRAM

The Programs and Features control panel allows you to uninstall or change a program, and add or remove Windows features. Click **Control Panel,** and then click **Programs and Features** (if you don't see **Programs and Features**, change the **View by** in the upper right corner to **Large icons** or **Small icons**). This will display a list of all your installed programs. Clicking a program will give you an option to **Uninstall**, or **Uninstall/Change** the program. This display also lists when the program was installed, which is helpful if you are trying to track down a problem caused by an application or add-on, such as a toolbar causing your browser to behave strangely.

From here you can also **view installed updates**, and **turn Windows features on or off**, such as installing or uninstalling the built-in Games.

WORKING WITH LIBRARIES

In Windows 7, Microsoft departed from the old "My Documents" format, and created a new way of working with files and folders called Libraries. Libraries are collections of files that can be in many different locations, but are all collected in one "library" where you can view them in a single display, without changing where they are stored.

For example, in Windows XP, if you looked in the My Documents folder, it would only display files saved in My Documents. In Windows 7, you could set your Documents Library to display files from My Documents, a Work In Progress folder on your desktop, a folder named My Docs on the root of your C drive, and so on.

You can include folders in your library from everywhere except our network drives, and removable media devices like CDs, DVDs and most flash drives.

TO INCLUDE A FOLDER FROM YOUR COMPUTER IN A LIBRARY

1. In the taskbar, click the **Windows Explorer** button .
2. In the navigation pane (the left pane), navigate to the folder that you want to include and single-click it (don't double-click).

3. In the toolbar (above the file list), click **Include in library**, and then click a library (for example, **Documents**).

TO REMOVE A FOLDER FROM A LIBRARY

1. In the taskbar, click the **Windows Explorer** button .
2. In the navigation pane (the left pane), click the library that you want to remove folders from.
3. In the library pane (above the file list), next to **Includes**, click **Locations**.
4. In the dialog box that appears, click the folder you want to remove, click **Remove**, and then click **OK**.

TO CHANGE A LIBRARY'S DEFAULT SAVE LOCATION

A library's default save location determines where an item will be stored when it's copied, moved, or saved to the library.

1. Open the library you'd like to change.
2. In the library pane (above the file list), next to **Includes**, click **Locations**.
3. In the **Library Locations** dialog box, right-click a library location that's not currently the default save location, click **Set as default save location**, and then click **OK**.

COMMON SHORTCUTS

Windows 7 includes keyboard shortcuts for many of its common functions. Some of the more popular shortcuts are listed below.

Press this key…	To do this…
F1	Display Help
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + D	Delete
Ctrl + A	Select All
F3	Search
Alt + F4	Exit a program
Alt + Tab	Switch between open items
Ctrl + Alt + Tab	Use arrow keys to switch between open items
Ctrl + Mouse scroll wheel	Change the size of the Desktop icons, or file and folder icons
Windows Key + Tab	Cycle through open programs using Areo Flip
Ctrl + Windows Key + Tab	Use arrow keys to cycle through open programs using Aero Flip
F5	Refresh the active window
Shift when you insert a CD or DVD	Prevent the CD or DVD from automatically playing
Windows Key	Opens the Start Menu
Windows Key + D	Display the desktop
Windows Key + M	Minimize all windows
Windows Key + L	Lock your computer
Ctrl + Shift + Click on a taskbar button	Open the program as an administrator
Windows Key + Plus Sign (+) or Minus Sign (-)	Zoom in or out
Ctrl + Alt + F	Switch to Full Screen Mode

For the complete list of Windows 7 shortcuts, visit http://windows.microsoft.com/en-US/windows7/Keyboard-shortcuts