

# BrainStorm® Quick Start Card for Microsoft® Windows® 7



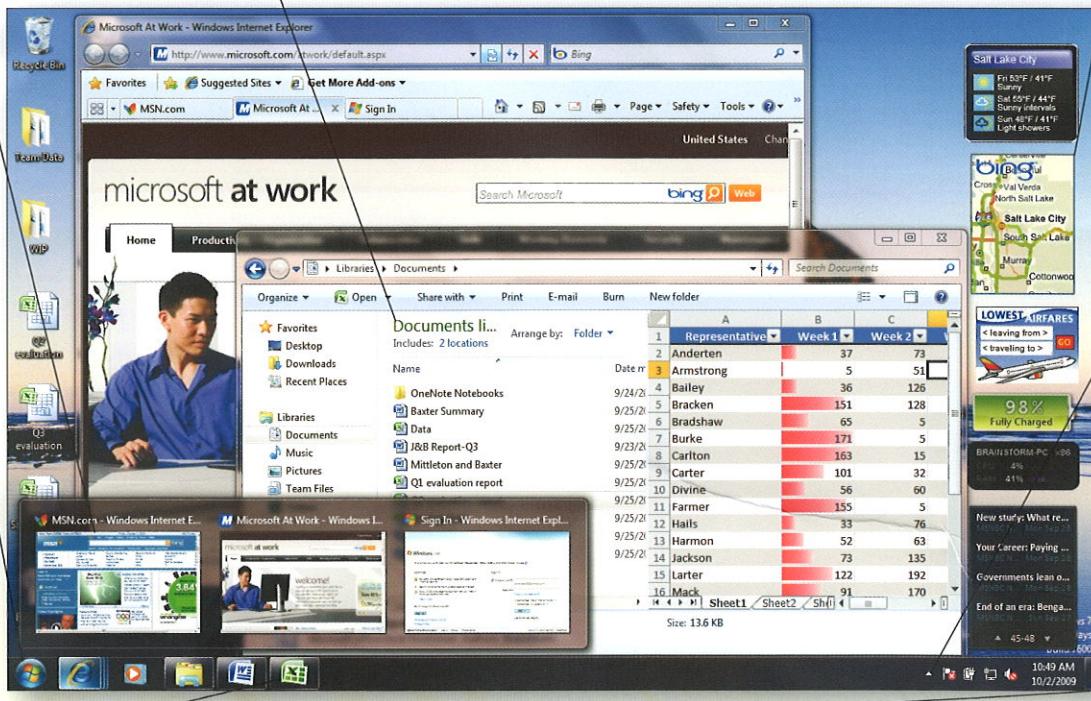
## Getting Started

Experience heightened performance with Microsoft® Windows® 7, where your everyday tasks are simpler and your work space is more enjoyable. Windows 7 brings you fast access to favorite applications; instantaneous, comprehensive search capabilities; more intuitive organization; effortless navigation; unprecedented device compatibility; and much more, all in an eye-popping, fully customizable environment.

**Windows Explorer:** Click the new Windows Explorer button on the Taskbar to manage and organize files and folders. Here you can copy, move, and delete files, preview files without opening them, and access the new Libraries feature, which groups together similar items stored in various locations.

**Preview Buttons:** Preview your open applications and documents. Hover over a thumbnail to view a full-screen preview. Click to move to that open window or tab.

**Instant Search:** Locates any program, folder, file, song, photo, e-mail, etc. when you open the Start Menu and type a few key letters.



**Windows Taskbar:** Houses the Start menu, the Notification area, and icons for all open programs and documents. Hover over icons to preview minimized windows.

**Gadgets:** Perform specific functions as mini-applications. Gadgets provide quick access to information such as, lowest airfares, news, and even live traffic. Hundreds of innovative gadgets are available online.

**Notification Area:** Displays icons related to status, connectivity, and notifications. Drag an icon to the desktop to hide it. To see hidden icons, click the arrow button on the left side of the area. To return a hidden icon to the Taskbar, drag it from the hidden icons window.

**Show Desktop Button:** Makes all open windows transparent when you hover over it. Click to minimize all windows, then click again to restore.

## Keyboard Shortcuts

In Windows 7 you don't need to be tethered to your mouse. Make navigating even easier using the Windows key and the following keystrokes:

<b>W</b>	Opens and closes the Start menu (use for Instant Search)	+ <b>D</b>	Shows the desktop
+ <b>T</b>	Scrolls through items on your Taskbar	+ Spacebar	Activates Aero™ Peek at the desktop
+ <b>Ctrl</b> + <b>Tab</b>	Advances through windows using Aero™ Flip 3D	+ <b>F</b> OR <b>F3</b>	Opens a search dialog
+ Up arrow	Maximizes the active window	+ <b>E</b>	Opens Windows Explorer
+ Down arrow	Minimizes/restores the active window	+ <b>L</b>	Locks the computer
+ Left arrow	Snaps the window to the left side of the screen	+ <b>R</b>	Opens the Run dialog window
+ Right arrow	Snaps the window to the right side of the screen	+ <b>P</b>	Open presentation settings
+ <b>Home</b>	Minimizes all but the active window	+ <b>U</b>	Opens Ease of Access Center
+ <b>(+/-)</b>	Zooms in/out; opens Magnifier	+ <b>X</b>	Opens Windows Mobility Center
+ <b>M</b>	Minimizes all open windows		
+ <b>Shift</b> + <b>M</b>	Restores all open windows		
+ <b>G</b>	Brings gadgets to the top		



**SHORTCUTS:** Follow the link at the bottom of the card for a closer look at the time-saving shortcuts of Windows 7.



Links to additional online content are indicated throughout this card by the symbol to the left. Visit [BrainStormInc.com/cards/windows7](http://BrainStormInc.com/cards/windows7).

## Keeping Your Favorites within Reach

When you don't have time to click around in menus and folders, Windows 7 eliminates the extra steps. Want to get back to that spreadsheet you had open yesterday? Two clicks and you're there.

### Finding What You Need with the Jump List New

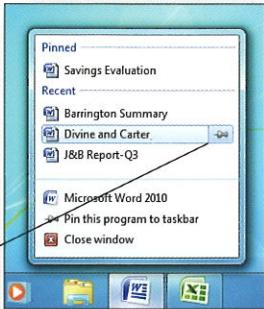
A Jump List is an application-specific menu that gives you instant access to recent items and common tasks. It allows you to open a recent file, launch a favorite video, or start a new e-mail directly from the Taskbar. You can also pin your most-used files to the Jump List so they'll always be right where you need them.

To access a Jump List from the Taskbar:

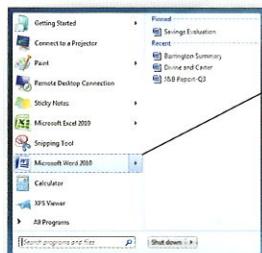
1. Right-click the application icon on the Taskbar.
2. Left-click the desired item.

To pin an item to the Jump List:

1. Highlight the item in the Jump List by hovering over it.
2. Click the **Pin** icon  that appears to the right.



You can also access Jump Lists from the Start Menu:



1. Click the **Start** button .
2. Hover over the application name, OR click the arrow to the right.
3. The Jump List appears in the right panel, displaying recent and pinned items.
4. Click an item to open.

### Personalizing Your Taskbar

Customize your Taskbar by pinning your favorite program to it. This makes the icon always visible, even when the application is not open.

To pin an application to the Taskbar:

1. Right-click the icon in the Taskbar when the application is open.
2. Select **Pin this program to taskbar** in the Jump List.

### Previewing All Your Open Windows New

Don't waste time locating a specific item among many open windows. Instead, simply hover and click. For example, you need to find one open web site among all your Internet Explorer® tabs. Instead of clicking each tab, hover over the Internet Explorer 8 icon in your Taskbar, hover again over the thumbnails to see a full preview, and click to instantly switch to what you're looking for.

A full-size preview appears as you hover over a thumbnail and disappears as you move the cursor away.

Thumbnails display all Internet tabs or open instances of an application.



**OPTIMIZED NAVIGATION:** Learn more about how Windows 7 takes Aero to the next level in both design and utility.

## Reducing Desktop Clutter

Windows 7 brings you new, intuitive ways to resize and arrange your open windows. You can clear your desktop with a few flicks of your wrist, compare windows side-by-side without resizing, and maximize a window simply by dragging it up.

### Minimizing All but One Window New

Sometimes you need to clear the desktop of all open windows except the one you're using. Perhaps you want to view a gadget or something on your desktop. Don't spend time minimizing your other windows one by one.

To minimize all but the active window:

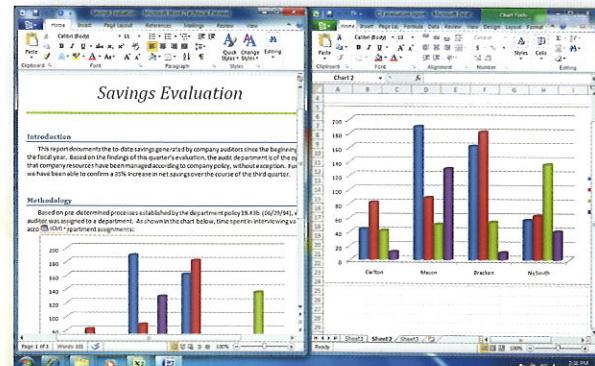
1. Grab the active window by clicking the title bar.
2. Shake the window by quickly moving your mouse back and forth as you hold down the left-click button.
3. All remaining open windows are minimized.
4. To reopen the windows, simply shake the active window again.



### Using Snap Points To Move Windows

When you want two windows open on the screen for easy comparison or need a window maximized quickly, don't drag, resize, and drag again. Instead, snap windows into place and get on with your work.

To effortlessly arrange two windows side-by-side:



1. Grab one of the windows by clicking the title bar.
2. Drag the window to the left of your screen until your cursor reaches the edge.
3. The window automatically resizes to fill half of your screen.
4. Repeat and drag the second window to the right of your screen.

**Note:** Use this same Snap feature to maximize a window. Drag it to the top of your screen and the window expands to full-screen mode. Drag the window back to the center of the screen to restore to window view.

### Sneaking a Peek at Your Desktop New

If you want to quickly glance at your desktop without disrupting all your open windows, hover over the space at the far right of the Taskbar.



Your windows become transparent for as long as you hover over the Aero™ Peek button, allowing a clear view of your desktop.

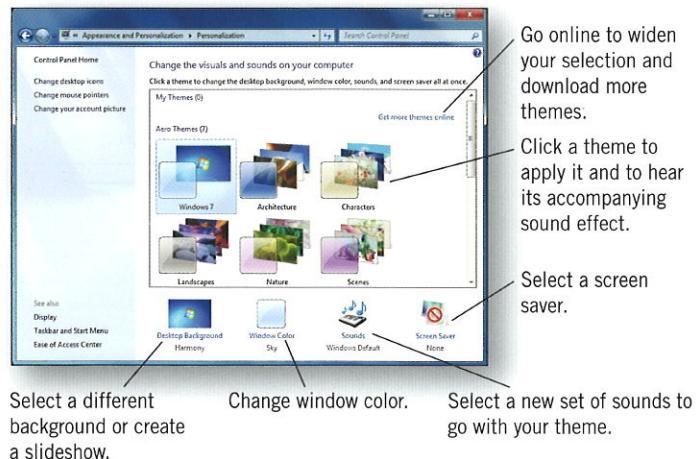
To minimize all the windows at once, click this space. Click it again to restore the windows.

## Personalizing Your PC

Windows 7 gives you almost endless options in selecting the look, sounds, and extras that make your PC your own. With new themes and gadgets included in Windows 7, as well as more available online, you'll have a fresh look as often as you like.

### Setting a Desktop Theme

Windows 7 offers several ready-made themes so you can quickly change your PC's atmosphere. These themes include wallpaper, window color, and sounds, all activated with one click. To change the theme, open the Control Panel in the Start menu and select **Change the theme** under Appearance and Personalization.

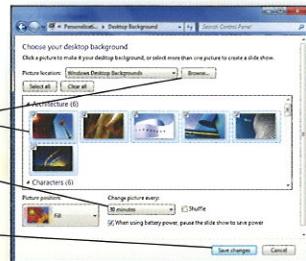


### Using the Wallpaper Slideshow

Can't decide which picture to set as your desktop wallpaper? Simply set your wallpaper to play a slideshow. Use the scenes in the Windows 7 themes or a selection of your own photos.

To set up a wallpaper slideshow:

1. In the Control Panel, select **Change desktop background**.
2. Select or browse for the photos you want to include.
3. Choose how often you want the picture to change.
4. Click **Save changes**.



### Managing Gadgets

Gadgets are mini-applications that give you vital information at a glance. With hundreds of gadgets available online, you can find the tools you need. Check traffic before you go home, get low airfare alerts, even listen to the radio or watch live TV—all by just glancing at your desktop and without opening a browser.



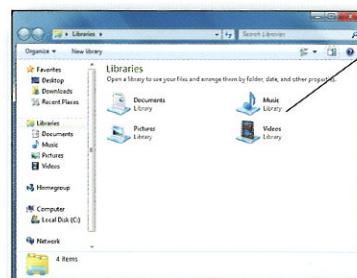
**GADGETS:** Explore the online gallery and discover your new favorites for personal and office use.

To add gadgets, click **Appearance and Personalization** in the Control Panel, OR right-click on the desktop and select **Gadgets**.



## Staying Organized with Libraries

Windows 7 offers a new way to logically group and view all kinds of content, no matter where it's stored on your computer. With Libraries you can quickly see in one collection, for example, all of the photos on your PC, whether they're in your pictures folder, included with your documents, or even on an external hard drive.



There are four default Libraries included in Windows 7 (Documents, Music, Pictures, and Videos), but you can create additional libraries, designate which folders are included in a library, and change the way items within a library are arranged and displayed.

### Creating a New Library

To create a new library:

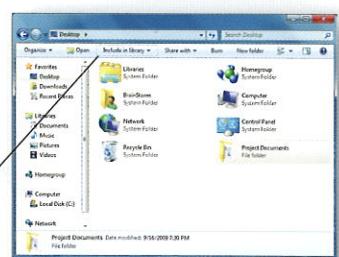
1. Click the **Start** button.
2. Click your user name in the right pane of the Start menu.
3. Click **Libraries**, then click **New library**.
4. Enter a name for the library, then press **Enter**.



### Including or Removing Folders

To add a folder to a library:

1. Click the **Windows Explorer** button in the Taskbar.
2. Navigate to the folder you want to include and click it once.
3. On the toolbar, click **Include in library**.
4. Select a library.



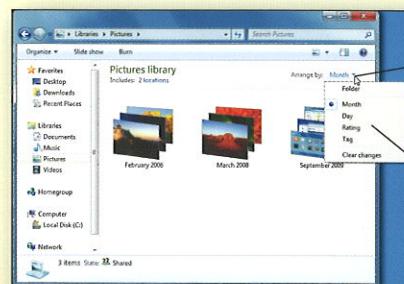
To remove a folder from a library:

1. Click the **Windows Explorer** button in the Taskbar.
2. Click the library from which you want to remove the folder.
3. Click **locations** in the Library pane.
4. Select the folder.
5. Click **Remove**.
6. Click **OK**.



### Arranging Items in a Library

Would you like to see all your documents listed by the date they were modified? Perhaps you prefer grouping your songs by artist instead of by folder. You can easily change the way your libraries are arranged.



Click the **Arrange by** drop-down arrow to select the way your items are grouped.

Categories in the **Arrange by** list vary depending on the library in which you are working.

## Finding What You Need Faster

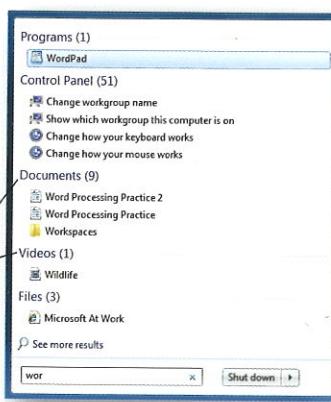
Do you need to open a document, but you can't remember where it's saved or what it's called? Do you want to read an old e-mail, but you don't have time to go searching for it? There's an easy answer to these problems: Windows Search. Type a few characters and you get instant results, pulled from the farthest reaches of your PC. With Windows Search, nothing stays hidden for long.

### Searching from the Start Menu

There's no need to open a separate window to search in Windows 7. Just click the Start menu button and start typing. You'll get a comprehensive list of programs and files pulled from everywhere—the Control Panel, your music collection, even your Outlook inbox.

To conduct a search using the Start menu search bar:

1. Click the **Start** button OR press the **Windows** key .
2. Begin typing the text you are searching for. (**Note:** You don't need to click the search bar first.)
3. If the file or program you want appears on the list, click it once to open it.
4. If you don't see what you're looking for, click a heading or library name to see the full list of results under that heading.

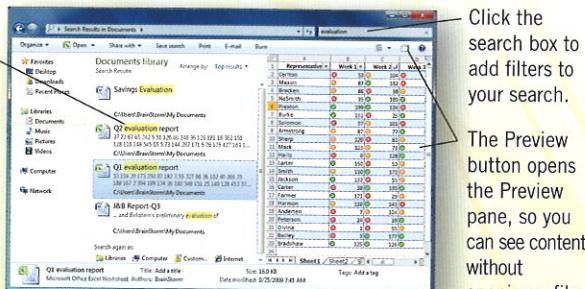


**SEARCH:** See how harnessing the powerful search features allows you to instantly scan your entire digital world.

### Refining Your Search in Windows Explorer

When you click a heading or a library name in the Start menu search results, the full list of results appears in Windows Explorer. Here you can view the complete list, preview files without opening them, and narrow your search using specific filters.

The results list highlights your search terms wherever they appear.

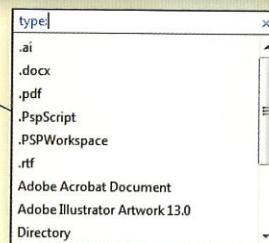
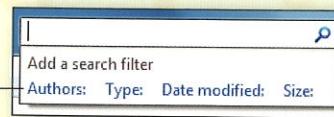


Click the search box to add filters to your search.

The Preview button opens the Preview pane, so you can see content without opening a file.

To add filters to narrow your search:

1. Click the search box in the Windows Explorer window.
2. Select a filter. **(Note:** The available filters vary depending on your search.)
3. Select from the list of options presented.
4. Your search changes according to the new filter.
5. Repeat these steps if you wish to further narrow the search.

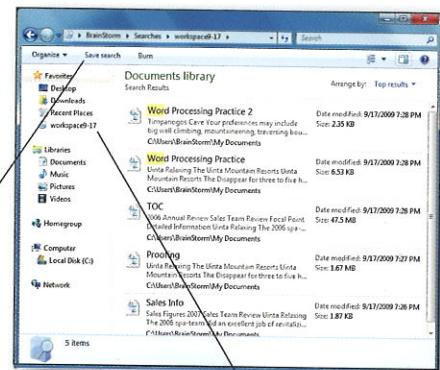


### Saving a Search

If you repeatedly look for the same group of files, you may want to save your search criteria. Then the next time you search, you won't need to remember your original key words and filters. The search will automatically appear.

To save a search:

1. Perform the search by typing the key words or letters in the search box and adding all necessary filters.
2. Click **Save search** on the toolbar.
3. Type a name for the search in the File name box.
4. Click **Save**.



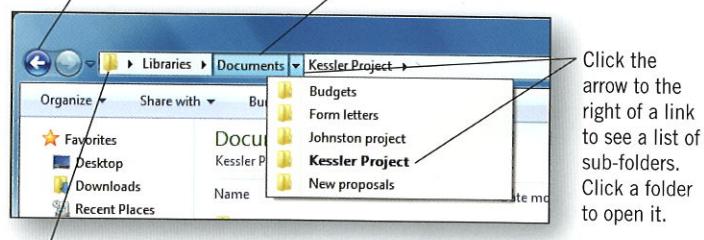
**Note:** A shortcut to your search will appear under Favorites. Simply click the shortcut the next time you need to search.

### Navigating Using the Address Bar

It's easy to find your way around libraries and folders in Windows 7. The address bar displays your current location with a series of links (also known as bread crumbs) separated by arrows.

Click the back arrow to return to the previous window.

Click a link in the address bar to go directly to that location.



Click the arrow to the right of a link to see a list of sub-folders. Click a folder to open it.

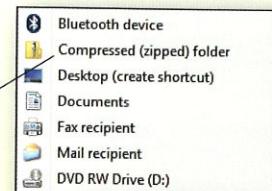
Click to type the file path to your desired location. **Note:** You can also simply type in the name to common locations (such as Documents or Favorites).

### Compressing Files and Folders

Compressing files and folders makes them more manageable to send via e-mail or to save to a disc.

To compress (or zip) a file or folder:

1. Right-click the file or folder you want to compress.
2. Select **Send To** from the menu.
3. Select **Compressed (zipped) folder**.



**Note:** To extract (or unzip) a compressed folder, right-click and select **Extract All**. To extract a single file from a compressed folder, open the folder and drag the file to a new location.

### Connecting to a Wireless Network

When you're away from the office, you are constantly connecting to and disconnecting from wireless networks. Windows 7 makes it easy to view available networks and connect.

1. Click the **Network** icon in the notification area of the Taskbar.
2. Click a network.
3. Click **Connect**.
4. Enter the network security key, if prompted.

For more settings, click the Network icon and select **Open Network and Sharing Center**.

## Managing Devices

Phones, printers, digital cameras, MP3 players, and more—these devices all connect to and work with your PC. But, with so many devices, you need a home base to manage them all. Windows 7 makes it easy to manage all your devices from one place. You can effortlessly program, import, browse, sync, and more to interact with all your accessories.

### Seeing Your Devices at a Glance

The Devices and Printers window is a convenient location that displays detailed images of all the devices connected to your PC. To open this window:

1. Click the **Start** button .
2. Select **Devices and Printers** in the right pane of the Start menu.

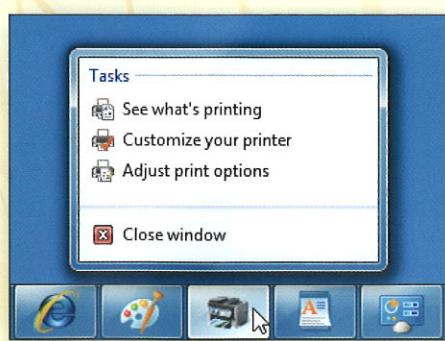


### Using Device Stage

Device Stage is a new Windows 7 feature that revolutionizes the way you interact with devices. When you connect a compatible device, instead of getting a generic window with vague options, you see a real-life image of your exact device in a polished window customized by the device manufacturer. Here you are offered a tailored list of options for managing your device, checking its status, and running common tasks.



Device Stage also works with the Jump List feature. When your device is connected, its own icon appears on the Windows 7 Taskbar. When you hover over the icon, you see a picture of your device, and when you right-click the icon, you get the same detailed list of tasks and other options available in the Device Stage window.



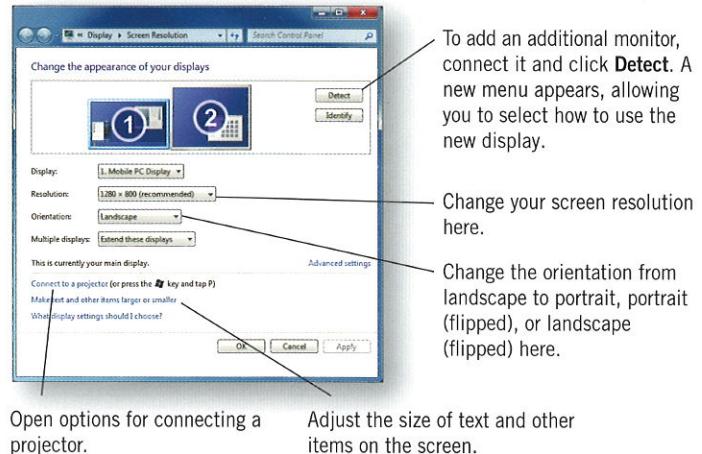
## Working with Displays and Projectors

Windows 7 makes it easier to adjust your visual display for use in any situation. With simple new display settings, you can make any change quickly, whether you're adding an additional monitor, connecting to a projector, or quickly adjusting laptop settings.

### Changing the Appearance of Your Display

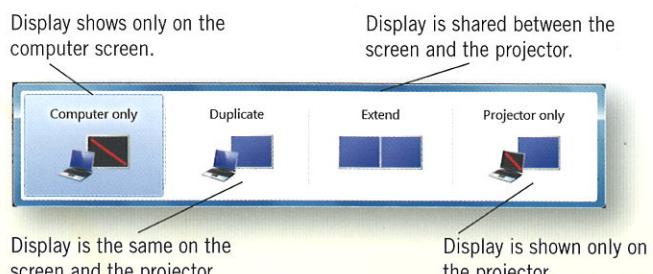
To change the resolution, use multiple monitors, select a different orientation, and more, open the new Screen Resolution dialog.

Right-click the desktop and select **Screen resolution**, OR open the Control Panel in the Start menu and select **Appearance and Personalization | Display | Adjust screen resolution**.



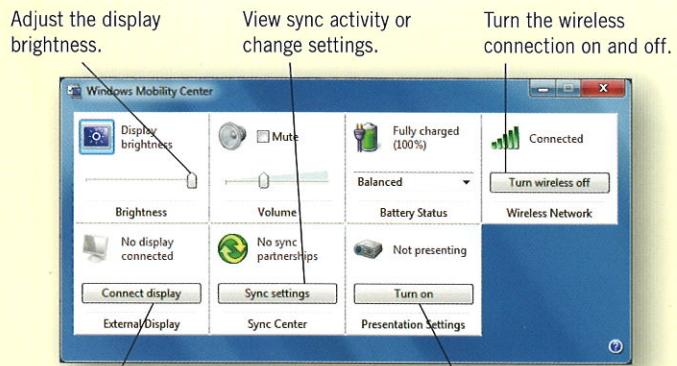
### Choosing a Presentation Setting

When you give a presentation using a projector, you can easily select a projector setting. Simply press **Alt + P**. (Note: You can also open the Control Panel and select **Appearance and Personalization | Display | Connect to a projector**.)



### Adjusting Laptop Settings with Mobility Center

If you are working on a mobile system, such as a laptop, you can use the new Mobility Center to quickly access common mobility settings. To open the Mobility Center, press **Alt + X**, OR open the Control Panel and select **Hardware and Sound | Windows Mobility Center**.



## Managing Notifications

Your PC comes with notification icons and some programs automatically add notification icons. With all of those icons, the notification area can start to get crowded. With Windows 7 you have complete control over which notifications you see, when you see them, and which icons appear in the notifications area of your Taskbar.



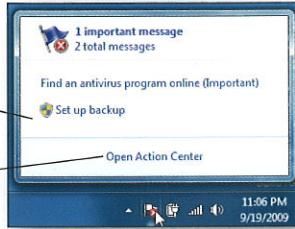
**NOTIFICATIONS:** Learn how Windows 7 streamlines alerts and gives communication control back to you.

## Using Action Center New

Action Center is a place where you can view all your alerts at once and take steps to resolve problems when they arise. When there is a message waiting, the Action Center icon appears in the notifications area of the Taskbar.

To act on a notification:

1. Click the **Action Center** icon .
2. Click the link (or links) provided to perform important tasks, OR click **Open Action Center** to see more details.

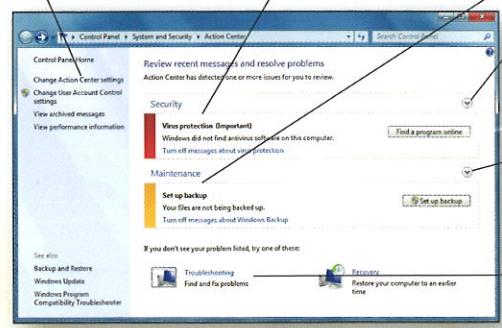


**Note:** You can also open Action Center by opening the Control Panel and clicking **System and Security | Review your computer's status**.

Select the notifications you wish to receive.

Address important (red) issues.

Consider suggested (yellow) tasks.



View details and take action on security items.

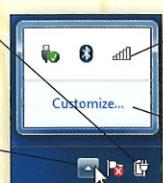
View details on system maintenance items.

Troubleshoot any problems you have encountered.

## Customizing the Notification Area

The notification area, on the right side of the Taskbar, contains icons that show information on network connectivity, updates, e-mail, and more. You can choose which icons appear and which are hidden.

To hide an icon, drag it from the notification area toward the desktop.



To make a hidden icon reappear, drag it from the hidden window back to the Taskbar.

To see more options, click **Customize**.

To view hidden icons, click the up arrow.



Here you can view each icon separately and select settings for hiding or showing icons and notifications.

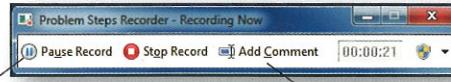
**Note:** You can also open this window by right-clicking the Taskbar and selecting **Properties | Customize**.

## Recording a Problem New

Once in a while, you may run into a problem with one of your applications that you can't fix. Instead of explaining the issue over the phone to your help desk, give the IT pros exactly what they need to diagnose your problem by using the Problem Steps Recorder.

To record your problem:

1. Open the Control Panel and select **Troubleshooting | Get help from a friend | Problem Steps Recorder**.
2. Click **Start Record**.
3. Reproduce your problem by performing the actions (clicks, keystrokes, etc.) that produced the problem.
4. Click **Stop Record**.
5. Save the file that is created and send it to the person designated to help you solve the problem.



Pause your recording if you get interrupted.

Add comments about the issues you encounter as you record.

## Zooming in with the Magnifier Tool New

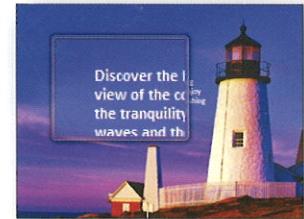
When you are viewing objects that are difficult to see, or when you are trying to read a page with very small type, you can use the improved magnifier tool to make everything on the screen bigger or to focus on one area.

To use the Magnifier:

1. Hold down the **Windows** key and press the **+** key.
2. Click the **Magnifier** icon that appears on the screen.
3. Click **Views** to choose among full screen, lens, or docked. (Lens view allows you to focus on small portions of the screen while still giving you full use of the cursor.)
4. Click **+** and **-** to zoom in and zoom out.
5. To exit the Magnifier, hold down **Esc**.



Click **Views** to change from full screen to lens view.



## Get More Training

BrainStorm, Inc., offers a complete line of end-user training solutions designed to increase user productivity, including:



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