



Minimize open windows using Aero Shake

You can use Aero Shake to quickly minimize every open window except the one you want. You can then restore all of your windows just as easily. Here's how:

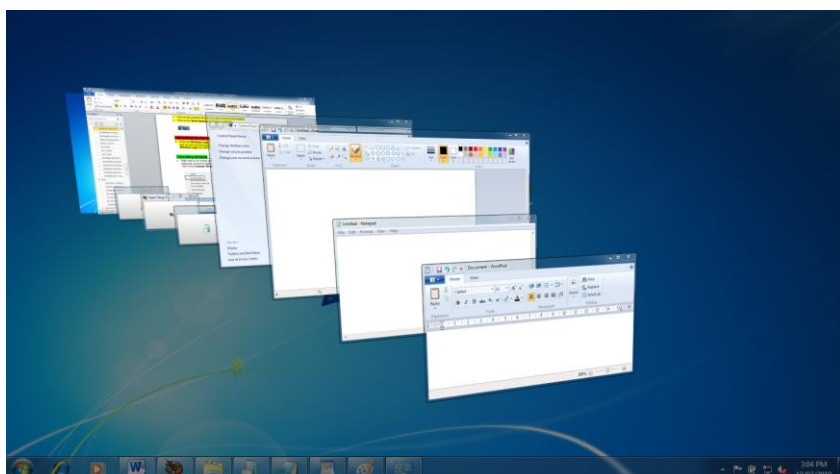
In the window you want to keep open, drag (or shake) the title bar back and forth quickly. To restore the minimized windows, shake the open window again.



Using Windows Flip 3D – Requires Aero

Press the **Windows Logo** key (and keep it held down). Repeatedly press the **Tab** key and you will cycle through the windows displayed on your screen. Release the **Windows Logo** key when you see the window you require.

NOTE: The Windows Flip 3-D requires that you have Windows Aero enabled



The Taskbar

The new Windows 7 taskbar is still the same familiar place for switching between windows. But now it's easier to see, more flexible, and more powerful.



In Windows 7 Home Premium and above, you can point to a taskbar icon to see an actual image of open files or programs. Then, move your mouse over the image to preview the



window full-screen. You can even close windows from the thumbnail previews—a big time saver

Pin a program to the taskbar

You can pin a program directly to the taskbar so that you can open it quickly and conveniently, rather than having to look for the program in the Start menu each time. Here's how:

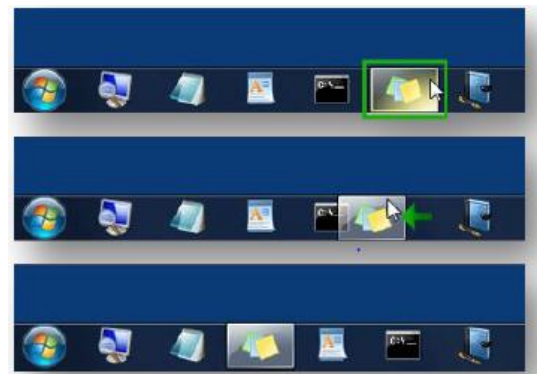
- If the program isn't running, click the Start button, click All Programs, find the program you want, right-click it, and then click Pin to Taskbar.
- If the program is already running, right-click the program button on the taskbar, and then click Pin this program to taskbar.



Rearrange buttons on the taskbar

You can rearrange and organize program buttons on the taskbar so they appear in the order you prefer.

To rearrange the order of program buttons on the taskbar, just drag a button from its current position to a different position on the taskbar.

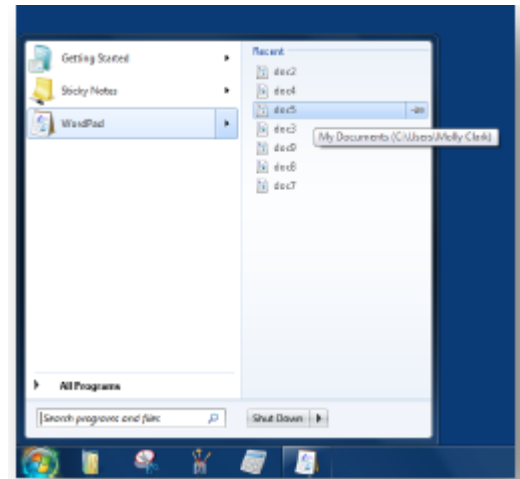




Using Jump Lists

Jump Lists are lists of recent items, such as files, folders, or websites, organized by the program that you use to open them.

You can open programs, recent items, and favourite items using Jump Lists so that you can quickly get to the items you use every day.

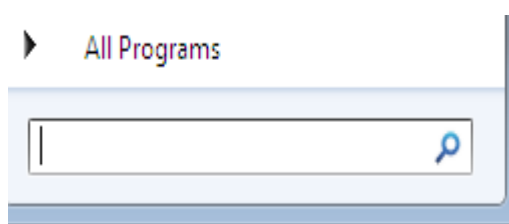


Libraries

In previous versions of Windows, managing your files meant organizing them in different folders and subfolders. In Windows 7, you can also use libraries to organize and access files by type, regardless of where they're stored.

- A library gathers files from different locations and displays them as a single collection, without moving them from where they're stored.
- There are four default libraries (Documents, Music, Pictures, and Videos), but you can create new libraries for other collections.
- The Documents, Music, and Pictures libraries appear on the Start menu by default. Like other items on the Start menu, you can add or remove libraries, or customize their appearance

Search Facilities



If you cannot find the program, file or folder when working in Windows 7 start typing into the **Start** menu search box, and you'll instantly see a list of relevant documents, pictures, music, and e-mail on your PC. Results are now

grouped by category and contain highlighted keywords and text snippets to make them easier to scan. Few people store all their files in one place these days. So Windows 7 is also designed to search external hard drives, networked PCs, and libraries. Overwhelmed by your search results? You can instantly narrow them by date, file type, and other useful categories.




Internet Explorer 8

Windows 7 comes with Internet Explorer 8



Accelerators

One of the heavily promoted new features is 'Accelerators' – shortcuts that let you transfer that information into another web page or service quickly and easily.

If that sounds complicated it's not – it's just a case of highlighting text and a small icon pops up by the corner of the selected text. 

New version, familiar features



How do I access my home page?

Simply click on the house icon, located near the upper right of the screen, to go directly to your home page.



A webpage looks broken. Can I fix it?

Compatibility View lets you view websites designed for older browsers. To fix misaligned text or images, click the Compatibility View button to the right of the Address Bar.



How do I access my 'Favorites'?

Simply click on the star icon in the upper left corner of the screen. To add a Favorite to the Favorites Bar, click on the star-arrow icon next to the star.



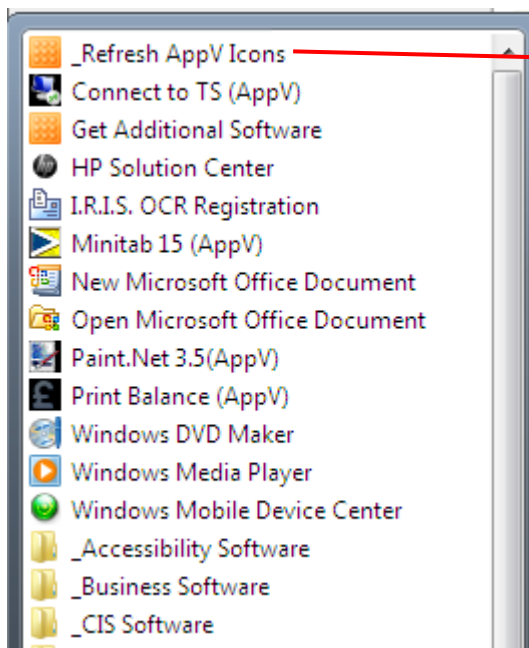
How do I stop and refresh pages?

The stop and refresh icons are located to the right of the Address Bar.



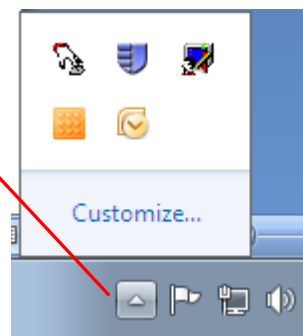
How to access additional software -AppV

When staff are upgraded to Windows 7 they will find that software may not appear, this is because software applications have been Virtualised. This means the applications use the power of the PC, but are never actually installed. They reside in a virtualized layer known as a "bubble". The new refresh program to update start menu icons has been installed on the start menu of all users (students and staff). This program will run at every logon but only update the start menu when required. It can also be run manually from the start menu icon if you are expecting a new piece of software.



To Access the additional software you need to use the **Refresh AppV Icons** it will reside at the top of the All Programs section.

OR via the show hidden icons bottom right hand corner



Once selected this Virtualisation refresh dialog box will appear. Please be aware however, that the re-population of the applications can take several minutes.

