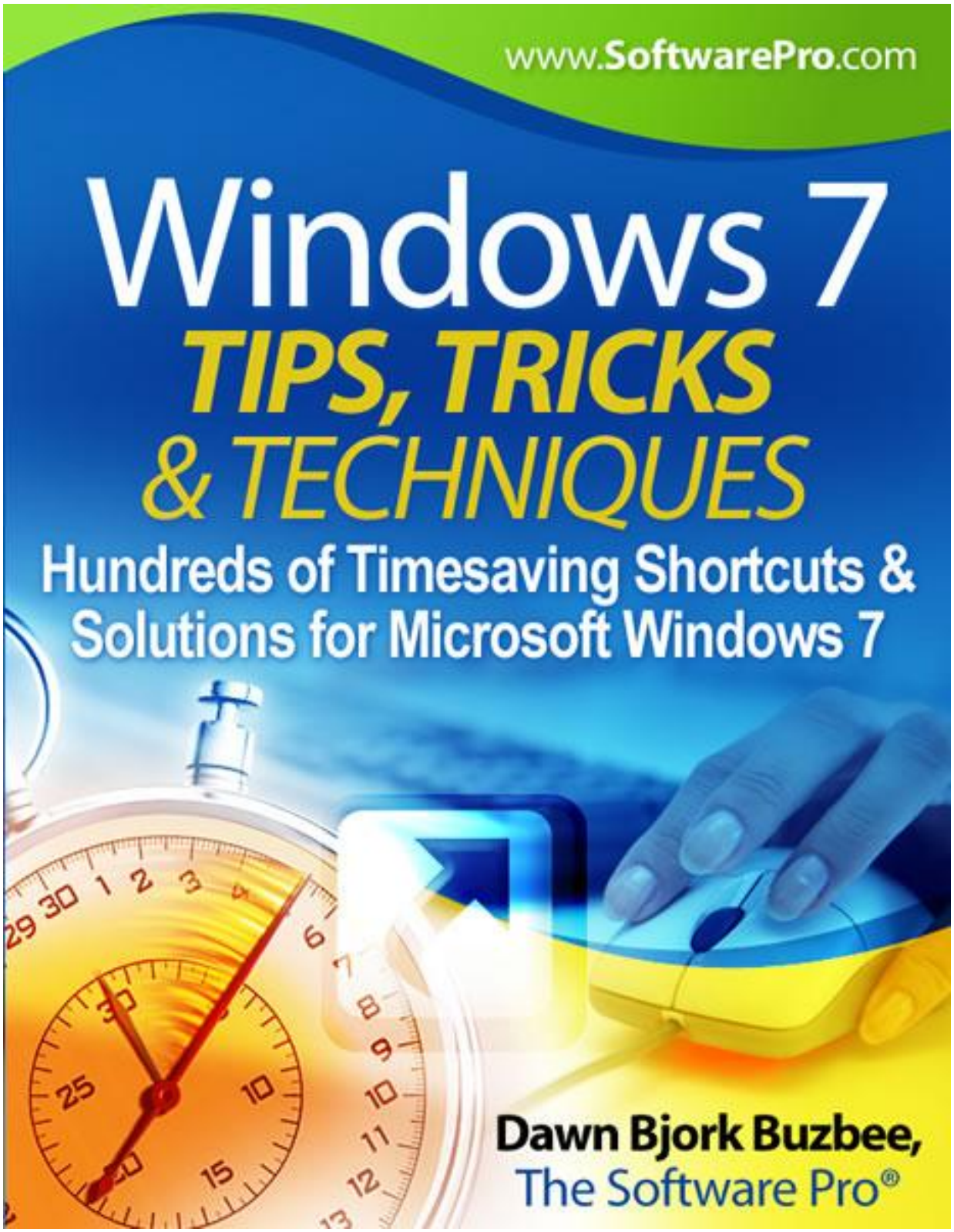

www.SoftwarePro.com
Windows 7
TIPS, TRICKS
& TECHNIQUES
Hundreds of Timesaving Shortcuts &
Solutions for Microsoft Windows 7
Dawn Bjork Buzbee,
The Software Pro®

What's Inside

Getting Started with Windows 7 1

- Not an Installation Manual 1
- Focused on What is Most Important to You 2
- Seven Reasons to Like Windows 7 3
- Windows 7 Flavors 5
- Windows Basics 7
- The Windows 7 Desktop 10
- What is the Aero User Interface? 11
- Windows Keyboard Shortcuts 12
- Easy Ways to Get Help 16

Tips with the Start Menu 17

- Start Menu Navigation 19
- Recently Opened Program List 21
- Pin a Program to the Start Menu 21
- Jump Lists 22
- Search with the Start Menu Search Box 26
- Customize the Start Menu 27
- Shut Down Options 31

Taskbar Techniques 35

- Taskbar Buttons 35
- Use the Taskbar as a Program Launcher 36
- Informative Icons 37
- Program Jump Lists 38
- Taskbar Techniques 39
- Taskbar Keyboard Shortcuts 40
- More Taskbar Tricks 40
- Thumbnail Previews 41
- Show Desktop 42
- The Notification Area 44
- Customize the Taskbar 45

How to Personalize Windows 7 47

- Explore the Control Panel 47
- Windows 7 Themes 48
- Customize a Theme 50
- Personalize the Desktop Background 51
- Display Desktop Icons 52
- Customize Mouse Pointers 53
- Choose an Account Picture 53
- Pick a the Window Color 54
- Work with Sounds 55
- Apply a Screen Saver 56
- User Account Control 57

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Tricks to Arrange Windows 59

- Key Window Controls 59
- Tricks to Close a Window 61
- Size, Move & Arrange Windows 62
- Hide & Display Windows 63
- Windows Flip (Alt + Tab) 64

New Windows Techniques in Windows 7 65

- Snap 65
- Shake 68
- How to Turn Off Snap & Shake 69
- Aero Peek 70
- Windows Aero Flip 3D 71

Explore the Windows Explorer 73

- Start Windows Explorer 73
- The Windows 7 Folder Window 74
- Address Bar 75
- Navigate in a Folder Window 78
- The Task Toolbar 79
- Create & Manage Folders & Files 79
- Search Folders 81
- Optional Window Panes 82
- Icon & List Views 86
- Organize with Libraries 91

Programs, Shortcuts & Gadgets 95

- Desktop Shortcuts 95
- Take Control with the Task Manager 98
- Accessories 99
- Desktop Gadget Gallery 102

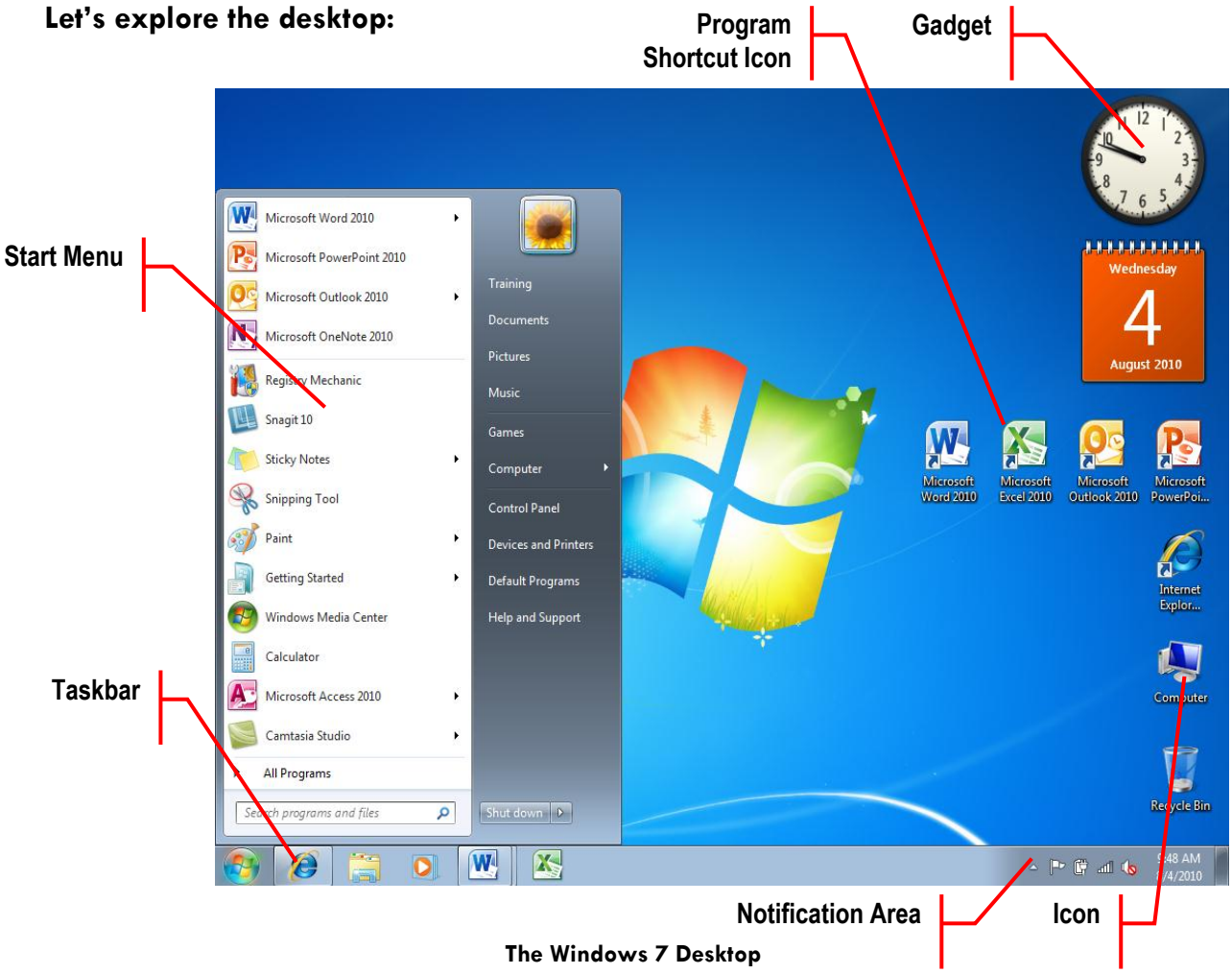
Index 104

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

The Windows 7 Desktop

The place to start your exploration of Windows 7 is the **Desktop**. The desktop is, essentially, Windows Central, and once you become comfortable with its features, it'll be much easier to take advantage of the great tools and shortcuts in Windows 7.

Let's explore the desktop:



The Windows 7 Desktop

- **Start Menu:** Displays shortcuts to all programs, as well as the most frequently used folders and features (page 17).
- **Taskbar:** Displays icons to help you navigate in Windows (page 35).
- **Gadget:** Displays current information with customizable tools (page 102).
- **Icon:** Links to a program, file, or folder stored directly on the desktop (page 52).
- **Shortcut Icon:** Links to a program, file, or folder stored in other sections of the computer (not the Desktop) (page 97).
- **Notification Area:** Includes icons for active and urgent notifications, as well as sound controls and current date and time (page 44).

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

What is the Aero User Interface?

First introduced for Windows Vista, the translucent **Aero** desktop experience in Windows 7 mixes cool graphics with useful new ways to manage your desktop. Aero visual effects include subtle animations and translucent glass windows which you can personalize. Some older or less powerful Windows 7 computers may not support Aero effects.

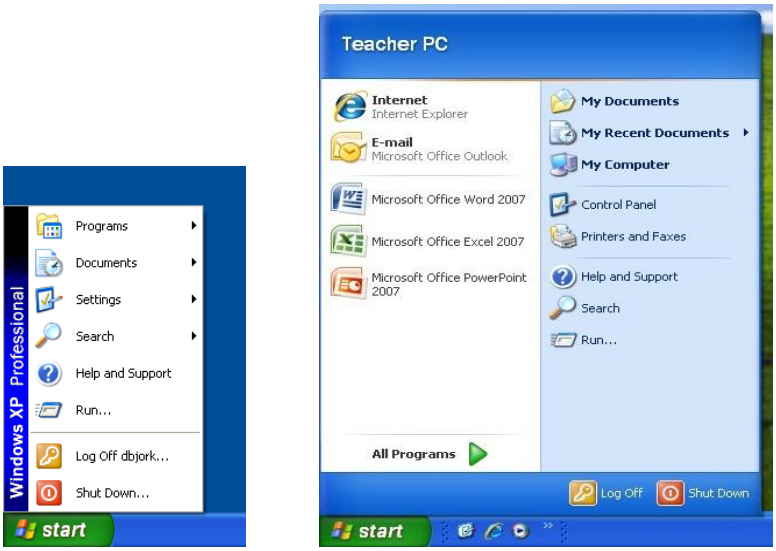
When the Aero interface is enabled, look for these features:

- A new, bigger, more modern font is used for menus and labels.
- The edges of the windows are thicker than they were in the Windows XP days (for easier targeting with your mouse). Parts of the Start menu and window edges are transparent. Windows and dialog boxes cast subtle shadows on the background, as though they're floating.
- When you point to a window button without clicking, the button "lights up." The Minimize and Maximize buttons glow blue; the Close button glows red.
- The ***default*** button in a dialog box—the one Microsoft thinks you really want, vibrates gently, using fading color intensity to draw your eye.
- Animations as you work with Windows 7, especially when you minimize, maximize, or close a window.

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Tips with the Start Menu

Get to just about everything on your computer from the **Start** menu. Unlike Windows XP, the **Start** button is no longer labeled with "start" but provides even more options and shortcuts.



Examples: The Windows XP Start Menu

With Windows 7, the Start menu provides access to all your programs and Windows settings, a Search box for locating documents and other items on your computer, and several other key options.

To display the Start menu:

- Click the **Start** button,
  -OR-
- Press the **Windows Logo** key,
  -OR-
- Press Ctrl + Esc.

In this chapter, you'll explore the key parts of the Windows 7 Start menu, learn tricks for navigation, find out how to take advantage of handy shortcuts and powerful search options, and learn how to customize the Start menu to create an environment which works for you.

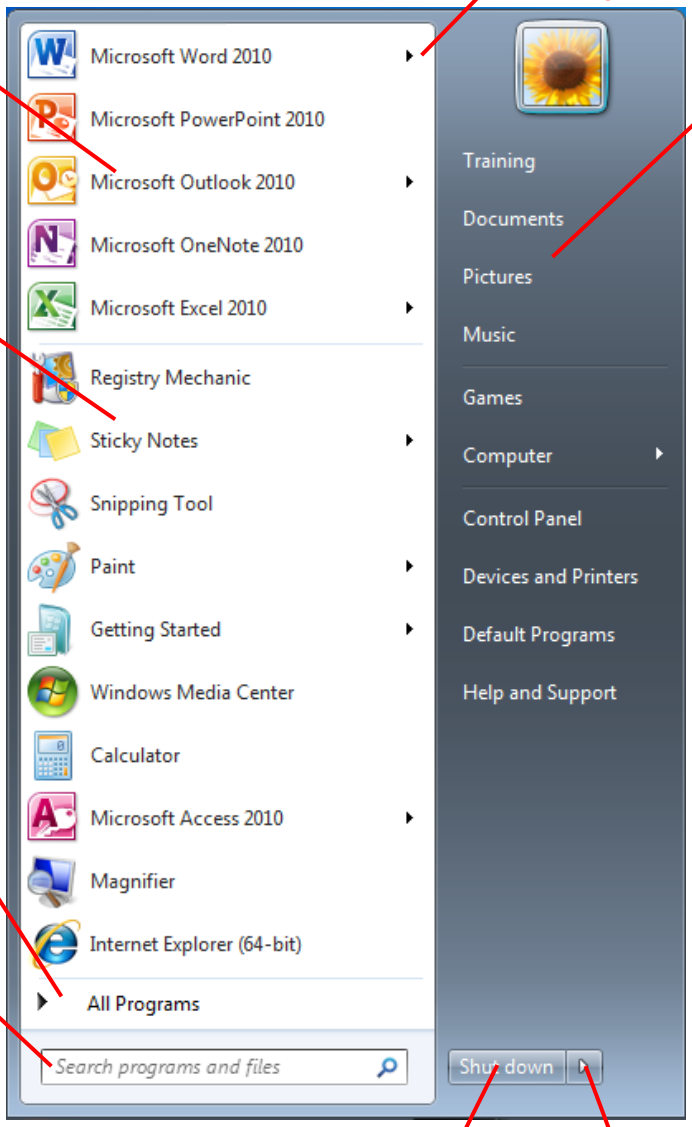
© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Jump List Indicator: Click on a right-pointing arrow for a list of recently opened files

Pinned Items List: Shortcuts to programs pinned to **Start** menu

Right Pane: Shortcuts to folders, programs and features

Most Recently Used Programs List



All Programs

Search Box: Quickly search programs and folders

Shut down button: Close all open programs, shut down Windows, and turn off your computer

Shut down button arrow: Switch users, log off, lock, restart the computer, sleep or hibernate

The Windows 7 Start Menu

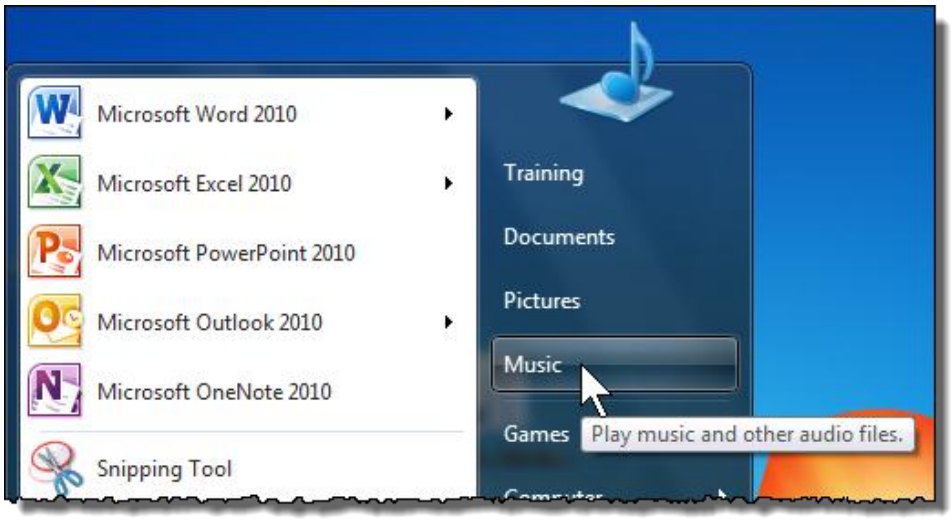
© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Start Menu Navigation

Once it's open, you can navigate and control the Start menu in three different ways: your mouse, the arrow keys and the Search box.

Mouse

As with other Windows icons and items, just left-click on a menu option or program entry you want to move to. In addition to the choices on the left side of the Start menu, key folders and locations such as **Documents** and **Pictures** are accessible from the right pane.



Arrow Keys

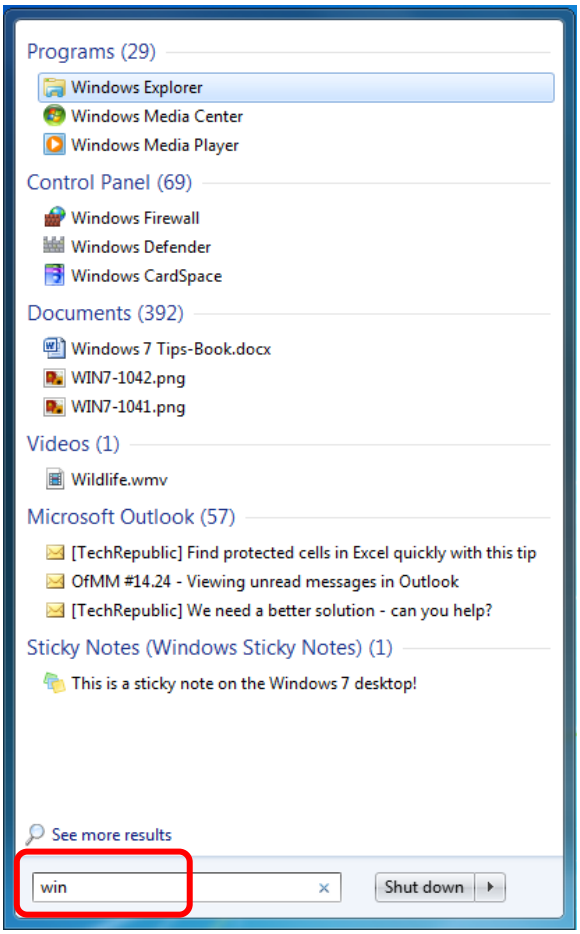
With the Start menu open, you can use the arrow keys to move up and down the menu. For instance, press the up arrow key ↑ to move to the left-hand column from the bottom. Or press the right arrow key → to move to the right side column. Once you've highlighted something in either of the columns, you can press any of the arrow keys to navigate the Start menu or to highlight other commands.

You can also type the first initial of an item's name to select it such as **S** for **Snipping Tool**. More than one items starting with the same letter? Press the letter again. Once you've highlighted something, you can press Enter to pick it (open it), or press Esc to close the Start menu.

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Search Box

Another great way to quickly move to items on the Start menu and your computer is with the new **Start Search** box, my favorite feature in Windows 7. Searching is available to you as soon as you open the Start menu. Just start typing the name of the program or item you want to move to and open. As you type, Windows 7 narrows down the list of possible items. You don't have to type in a complete name or phrase to see results.



The example to the right shows the results of a search on ***win***, that is, the beginning of a search on ***windows***.

Find out more about searching with this powerful tool on page 26.

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Recently Opened Program List

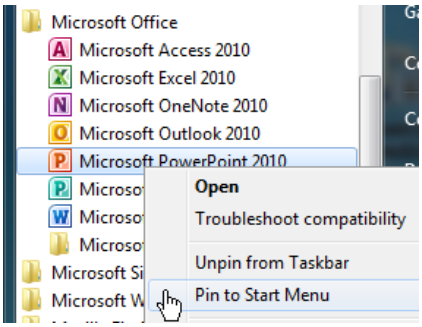
The recently opened programs list in the main portion of the left side of the Start menu displays links to the last 10 programs you started. You can adjust this number up to 30 programs or remove the list entirely. Learn how to customize this list on page 28.

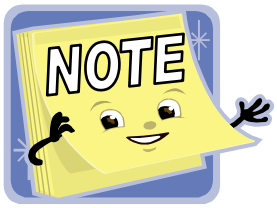
Pin a Program to the Start Menu

Put your favorite programs and folders right where you want them by pinning them to the Start menu. When you "pin" a program to the Start menu, it will always appear in the ***pinned items area*** at the top of the left pane of the Start menu.

To pin an item to the Start menu (Technique #1):

1. Click the **Start** button.
2. Select **All Programs**.
3. Right-click the program you want to pin to the **Start** menu.
4. Select **Pin to Start Menu** from the shortcut menu.





To remove an item from the **Start** menu, click the **Start** button, right-click the item you want to remove in the left pane, and select **Remove from this list** from the shortcut menu.

To remove an item from the pinned list, click the **Start** button, right-click the item you want to remove, and pick **Unpin from Start Menu** from the shortcut menu.

To pin an item to the Start menu (Technique #2):

1. Click the **Start** button.
2. Right-click an item on the **Recently Used Programs** list to pin it to the **Start** menu.
3. Pick **Pin to Start Menu** from the shortcut menu.

To pin an item to the Start menu (Technique #3):

1. Use Windows Explorer to display the item you want to pin to the Start menu.
2. Drag the item to the Start button, and release the mouse button when the **Pin To Start Menu** ScreenTip appears.
3. Once an item is pinned to the Start menu, you can rearrange items by dragging them into whatever order you want.

© The Software Pro® All Rights Reserved
www.SoftwarePro.com

Index

Accessories 99, 101

Account Picture 53

Address Bar 75–77

Aero 1, 5, 6, 11, 13, 38, 43, 48, 54, 59, 61, 65–72

Aero Flip 3D 13, 71

Aero Peek 13, 43, 70

Control Panel 8, 13, 26, 28, 35, 47, 49, 54, 58, 84, 95

Desktop Shortcuts 95–97
- *Create a Shortcut to a File or Folder* 96
- *Create a Shortcut to a Program* 97

Favorites 28, 78, 81, 84, 90, 95, 96

Folders 79–81
- *Create a Folder* 79
- *Delete a File or Folder* 80
- *Rename a File or Folder* 80
- *The Details View Columns* 88

Gadgets 10, 43, 102

Hardware Requirements 3

Help 8, 10, 16, 32, 48

Hibernate 32

Jump Lists 4, 5, 13, 22–25, 28, 38

Keyboard Shortcuts 9, 12–15, 32, 40, 42, 43, 59, 60, 63, 67–73, 83, 100, 101

Libraries 91–94

Lock 32

Log off 32

Mouse Pointers 3, 47, 53, 65, 99

Notification Area ..... See System Tray

Persistent 3D Flip 72

Power Options 33–34

Restart 32

Screen Capture ..... See Snipping Tool

Screen Saver 47, 48, 50, 56

Search Box 17, 19, 20, 26, 34, 69, 77

Search Folders 81

Shake 59, 65, 68, 69

Show Desktop 13, 42, 43, 70

Shut Down Options 31–32

Sleep 32

Snap 4, 13, 59, 65–69

Snipping Tool 99–100

Sounds 47, 48, 50, 55, 83

Start Menu 10, 13, 14, 17–34, 46

Sticky Keys 99, 101

Sticky Notes 99, 101

Switch user 32

System Tray 4, 44

Task Manager 14, 95, 98

Task Toolbar 79

Taskbar 3, 35–46

Themes 13, 43, 48–50, 54–56, 70

Thumbnails 3, 37–41, 61, 70, 83

UAC ..... See User Account Control

User Account Control 5, 57–58

Window Color 50

Windows 7 Versions 5

Windows Explorer 73–94
- *Address Bar* 75–77
- *Details Pane* 82
- *Keyboard Shortcuts* 15
- *Navigation Pane* 84
- *Preview Pane* 83

Windows Flip 48, 64, 65, 101

Windows Logo key 12, 13, 17, 32, 40, 42, 43, 67–73

Windows Vista 1, 3, 11, 13, 47, 57, 71, 102

Windows XP 1, 3, 5, 11, 16, 17, 46, 47, 60, 73, 81

© The Software Pro® All Rights Reserved
www.SoftwarePro.com