

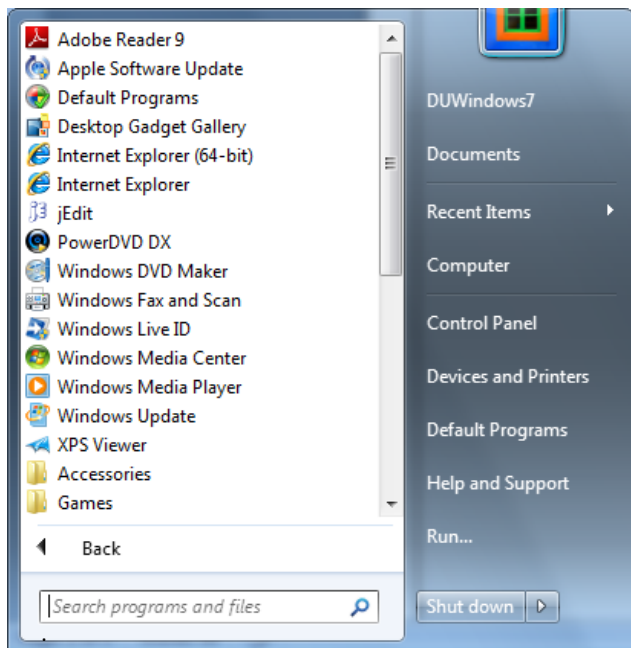
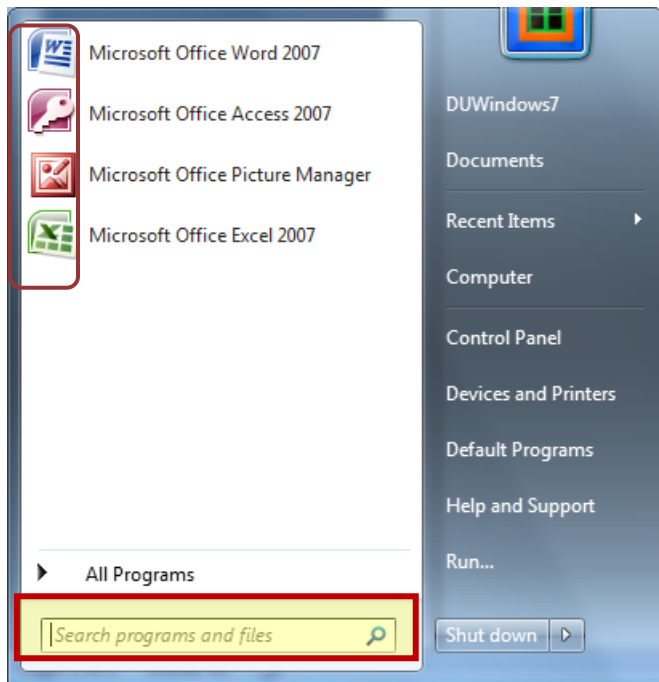
This guide is designed to assist with the transition from Windows XP to Windows 7.

Start Menu

The Windows Start button glows when you put your mouse over it. The location of the Start button is the same in Windows 7 as it is in Windows XP.

You can pin icons to the left-hand side of the Start Menu (called the Jump List) for easy access to files, folders, and programs. There is also a list of recently used programs.

A new search feature has been added for quick searches of programs and files.



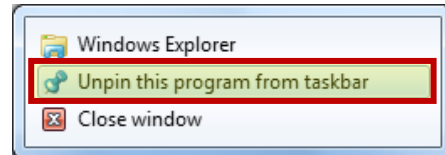
Selecting **All Programs** will open a list of all of your device's programs. The list will be located where the Jump List and recently used programs are usually found.

Taskbar



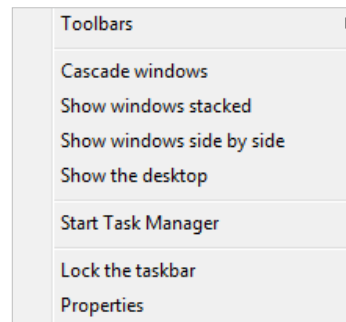
Personalizing the Taskbar

In Windows 7, the taskbar serves as a dock in which you can personalize what items are always available to you at a single mouse click. To pin an icon to the taskbar, right-click and select **Pin to taskbar** or drag a desktop icon down to the taskbar. To unpin a program icon, right-click the program icon and select **Unpin from taskbar**.



Stacking Windows

Stacking windows describes working with two windows simultaneously. To stack windows, open 2 windows and right-click on the taskbar. Select **Show windows stacked**. This will stack the windows on top of each other. To stack the windows side by side choose **Show windows side by side**.



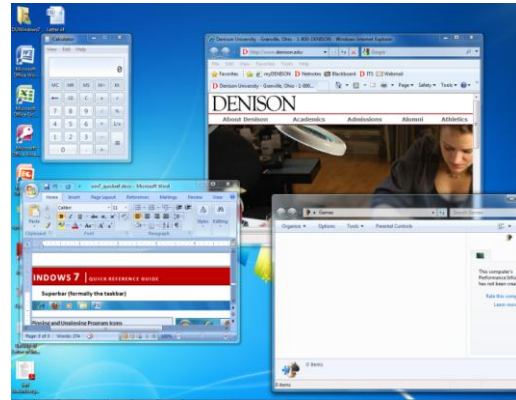
Aero Peek

Aero Peek allows the user to view the desktop by moving the mouse over the taskbar. Hovering over an open program icon on the taskbar will show you the application in a small window. Hover over the far right side of the taskbar and you can view what's on the desktop transparently.



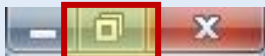
Aero Shake

Aero Shake allows the user to clear all active windows on the desktop except for one. Click the top of the desired window and shake it with the mouse. Inactive windows will drop to the Taskbar while the desired window will stay open. Closed windows can be re-opened by shaking the open window again.

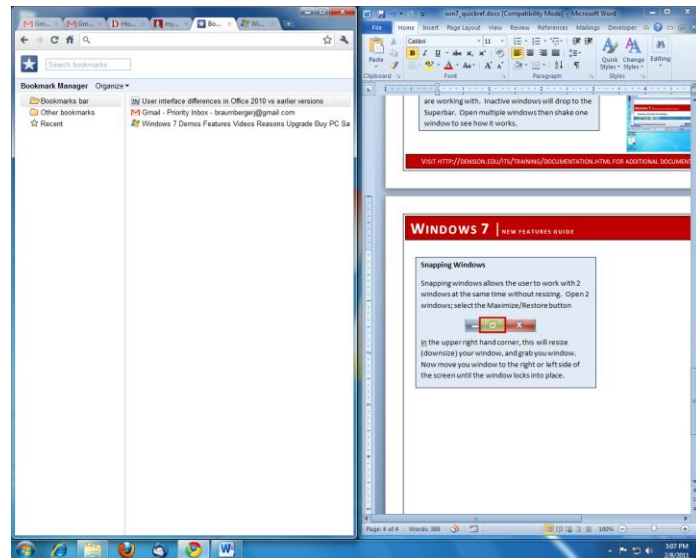


Snapping Windows

Snapping windows allows the user to work with two windows at the same time without resizing. Open two windows and select the **Maximize/Restore** button

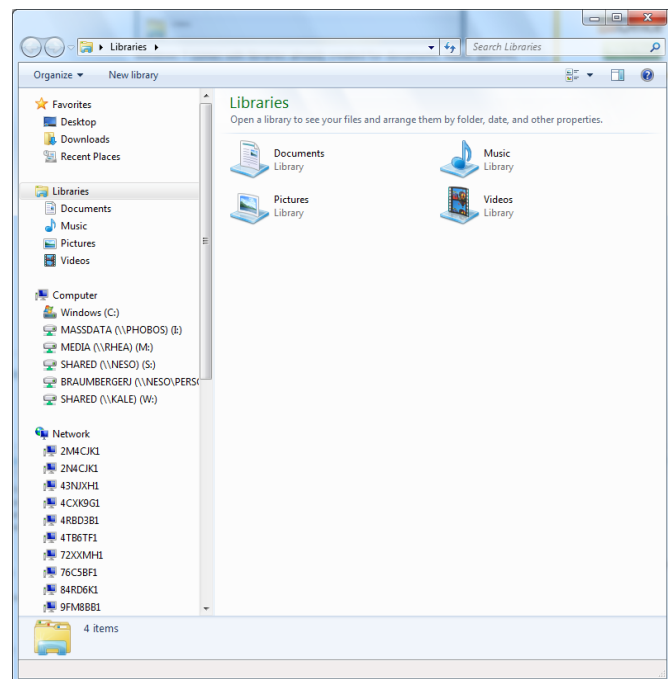


in the upper right-hand corner. This will resize and grab the windows. Moving each window to the right or left side of the screen will lock it into place.



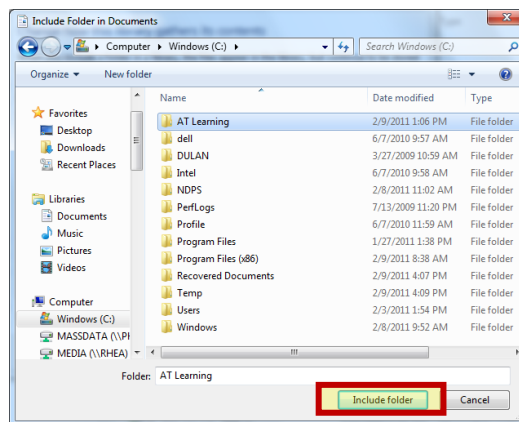
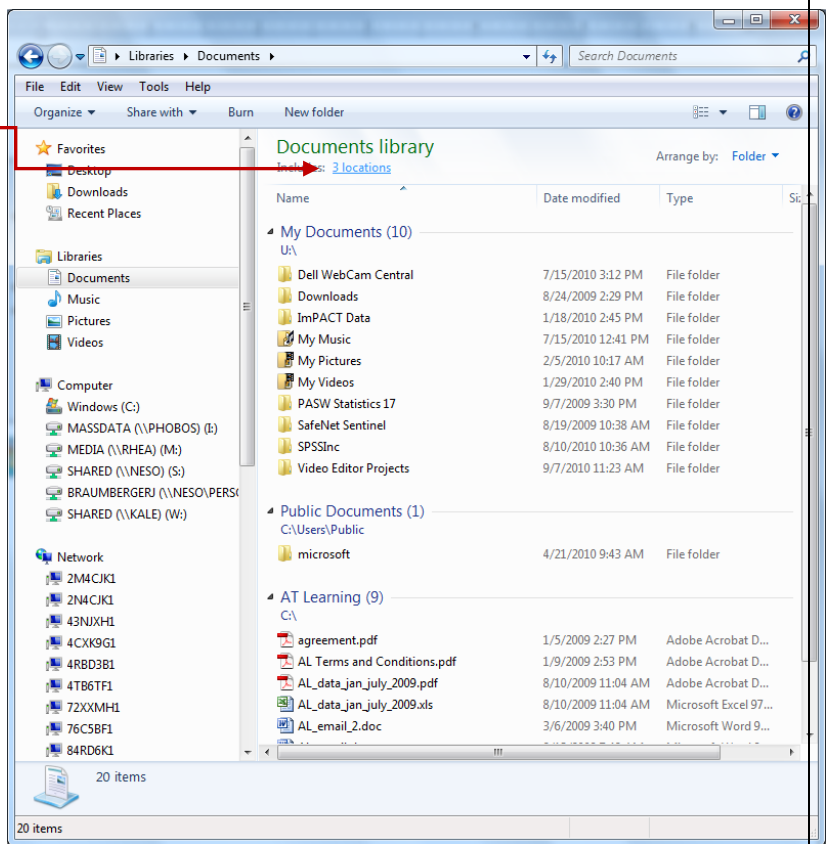
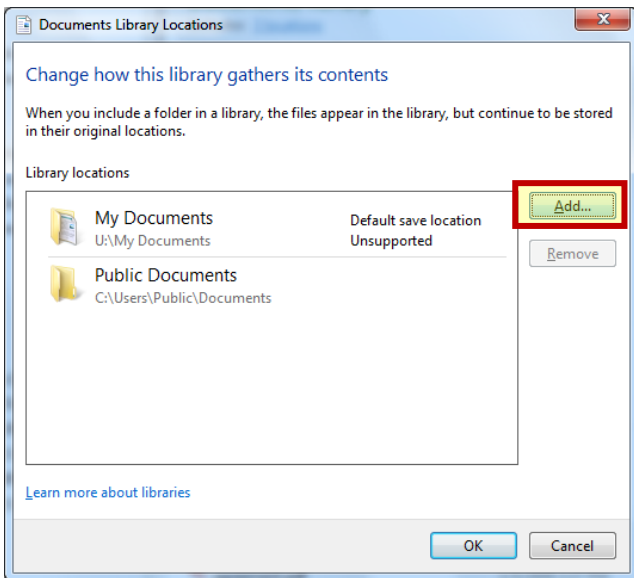
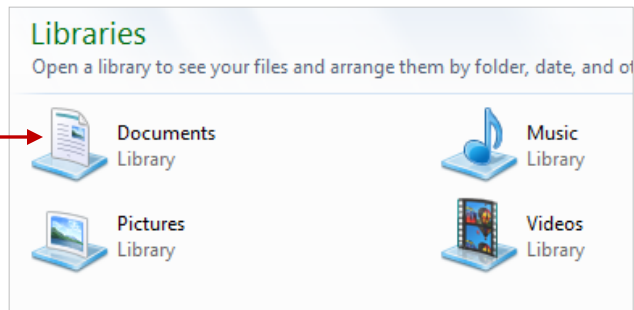
Libraries

Libraries allow users to access folders and files from a single location regardless of where they are stored on the device's hard drive. The folders and files can include documents, photos, music, or videos. The Libraries icon is located on the Windows taskbar.



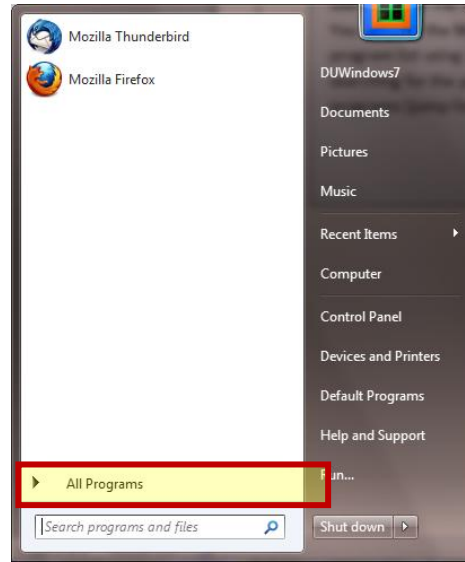
How to store a folder in a library

1. Open the Library feature by clicking the **Library** icon located on the taskbar (see below).
2. Select **Documents Library**.
3. Select the **locations** link under Documents Library.
4. This will open a new window. Click the **Add** button (see below) and browse to the folder you want to add to the Documents Library.
5. Select **Include Folder**.



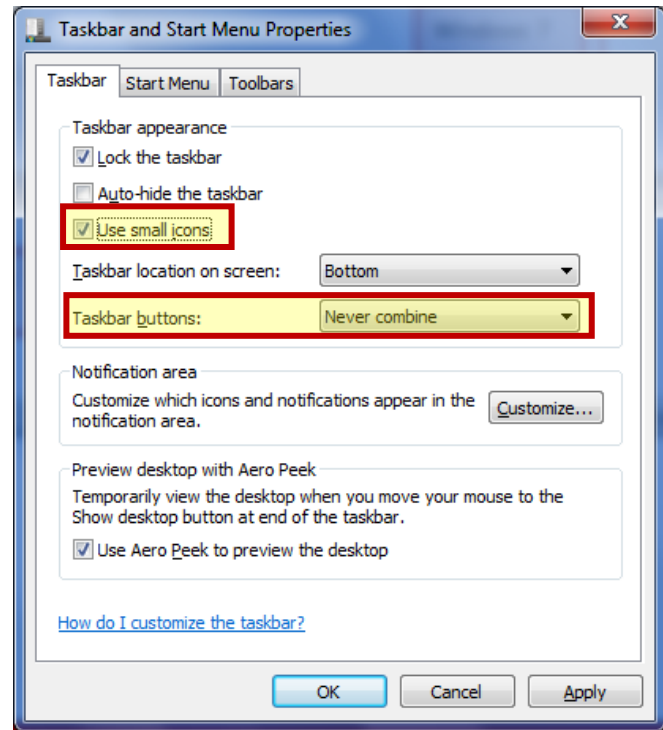
Magnifier

The Magnifier will enlarge certain parts of the screen so that the user can see them more clearly. The user can find the Magnifier by hitting the **Start** button and typing Magnifier into the **Search** feature, or by clicking **All Programs** and selecting the Magnifier out of a list.

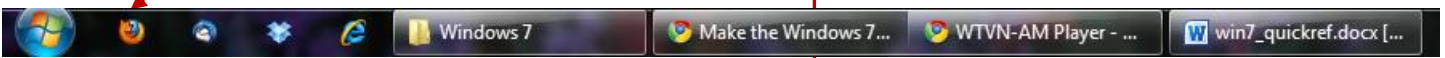


Make your taskbar in Windows 7 look like it does in Windows XP

1. Right-click the Taskbar and select **Properties**.
2. Check **Use small icons** and select **Never combine** from the Taskbar drop-down menu, then select **OK**.
3. Right-click your desktop and select **Personalize**. Scroll down and choose the **Windows Classic** theme (see below).



Windows 7 theme



Windows Classic

