

Organisational Development Learning Guide

Windows 7

The first thing you notice in Win7 is the revamped interface. There is a new Taskbar and the Windows Explorer has had a facelift. Here are a few of the most popular new features.

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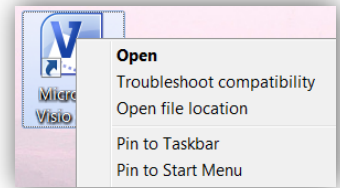
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Taskbar

To put a program shortcut on the Taskbar;

- Right mouse click the program and choose **Pin to Taskbar** (or you can pin it to the Start Menu).
- If you open a program that is not pinned to the taskbar an Icon for the program, appears on the Taskbar until you close the program. If you want to include the program on the Taskbar permanently, you can pin this here by right mouse clicking the Icon.



By default the Taskbar does not show individual icons for every window open, it groups the windows by program.

The pinned program Icon appears normal on the Taskbar but when a program is opened the Icon appears to be “shadowed”.



To preview the open windows;

- Move your cursor over the program Icon.

To view recent items;

- Right mouse click the program Icon.

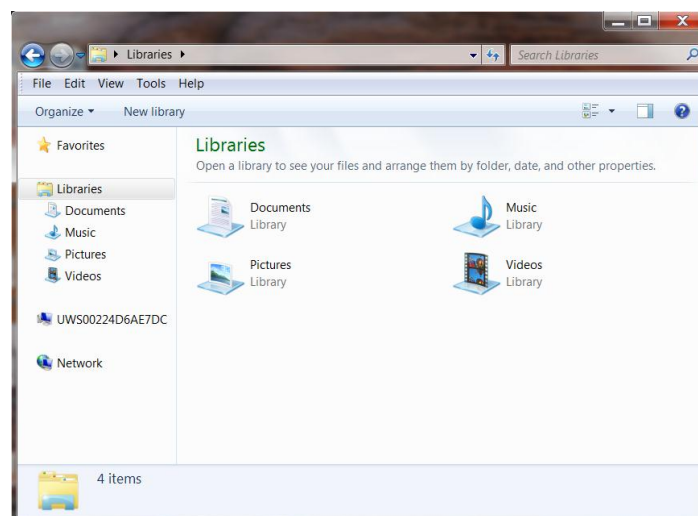
Right mouse clicking the Icon also allows you to;

- Open another copy of the program
- Unpin the program from the taskbar.
- Close all of the opened files of the program.



Windows Explorer

Windows Explorer also sees some changes. The two main changes are the Navigation Pane, particularly the Libraries and the Preview Pane.



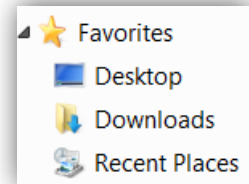
Libraries

Libraries, is used to group content such as Documents, Music, Pictures, and Videos into virtual folders. You can create additional Library folders.

Favourites.

Favourites, groups your favourite folders. By default there are three folders, **Desktop**, **Downloads** and **Recent Places**.

You can add other folders by locating the folder in the main window and simply dragging the folder underneath the existing folders where it will create a shortcut.



My Computer

There is also a My Computer group in the pane, which includes shortcuts to all your connected drives. (In UWS it is called UWS00#####)

Preview Pane

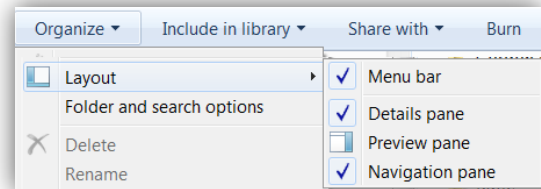
Preview Pane existed in earlier versions of Windows but usually it was buried away in a folder. Now it appears on the top right of the Window or you can use the Keyboard shortcut **Alt P**.

Layout

The Layout allows you to choose the way the window appears.

To open the Layout;

- From the **Organise** button, choose **Layout**
- Here you can choose to show or hide the;
 - Details Pane,
 - Preview Pane,
 - Navigation Pane or
 - Menu Bar if you prefer to use it.



Start Menu.

There are some minor changes to the Start Menu, mainly the new Jump Lists.

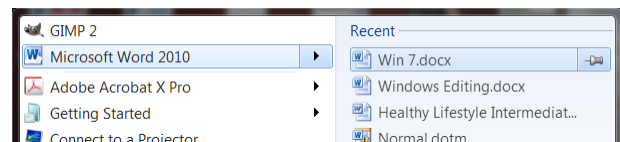
Jump Lists

Jump Lists are lists of recently opened items, such as files, folders, or websites, organised by the program that opens them. (Note, not all programs produce this list)

You can use a Jump List to open these items, and you can also pin favorites to create a permanent link.

To see the jump list;

- The program Icon needs to be pinned to the Start Menu.
- Locate the program Icon and press the small arrow to the side to show the list.



To pin a recent file;

- Open the list as above.
- Move your cursor over the file and choose the pin icon (Or right mouse click and choose **Pin to this list**)

Window effects

There are some shortcuts that allow you to sort what you see on the screen.

Snap


Snap is the Win7 way to resize open windows, by dragging them to the edges of your screen.


If you drag the title bar of a window;


- To the top of the screen it will maximise the window (to the full screen)
- To the side edge of the window, it will take up half of the screen on that side.
If you drag another window to the other side it will put the two side by side.

To return it to its normal size, drag the title bar of a window away from the edge.

There are keyboard shortcuts too..

Windows logo key  + Left Arrow - Snap to the left side of the desktop

Windows logo key  + Right Arrow - Snap to the right side of the desktop.

Windows logo key  + Up Arrow - Snap to the top edge of the desktop.

Peek

Peek makes all your open windows transparent so you can see objects (like Icons and Gadgets) behind them on the Desktop.

The Peek button is at the end of the taskbar.

Moving your cursor over the button will temporarily make your windows transparent. Clicking the button hides them until you release them by clicking the button again.

Shake

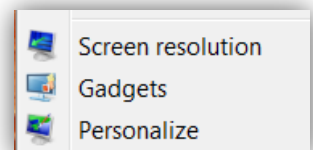
The Shake command will close all other windows, leaving a single window.

To apply shake, click the top of a pane and give your mouse a shake. Every open window except that one instantly disappears. Shake again will return the other windows.

Visual effects

The way you setup your screen has changed as well. The screen resolution is easier to access and the Themes have been re-vamped.

If you Right Mouse click the desktop there are three options you can choose to modify the screen.



Screen Resolution

In Windows 7, you can access Screen Resolution without having to find it in Personalise.

Gadgets

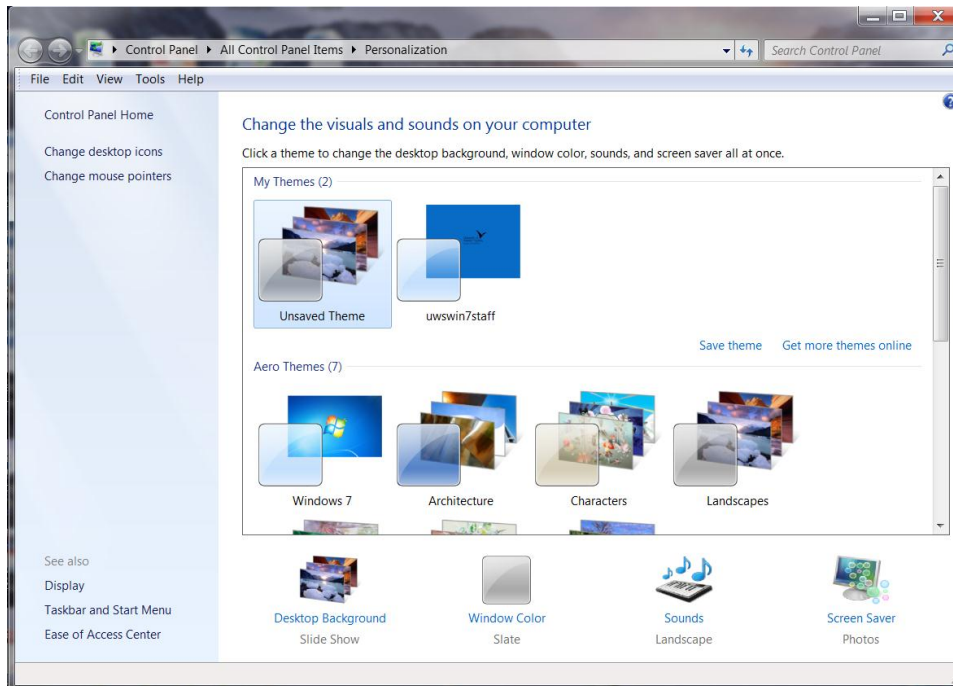
Gadgets are still available in Windows 7 but the Sidebar has disappeared. If you want to install a Gadget it will appear on the Desktop allowing you to place it anywhere.

Personalise

In Windows 7, Personalise appears in different groups or sections.

When you access the Personalise command the default screen that appears is the Themes (See following Diagram).

You can select a built in Theme or use the **Get more themes online** link.



Beneath the Themes you can see links to; **Desktop Background, Window Colour, Sounds and Screen Saver**

The **Display** link, in the Navigation Pane, opens a Window that allows you to change the size of the Icons irrespective of your screen size. You do need to reboot to activate it.

Shut Down

Last but not least the Shutdown menu in Windows 7 has been simplified to an easy-to-read, text menu.