

Windows7 Upgrade

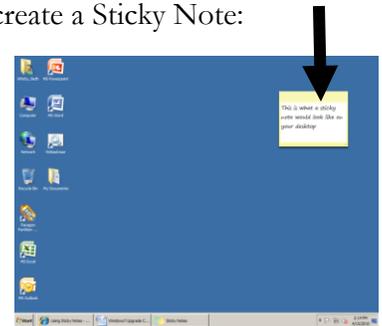
 Windows7 has renamed some familiar folders – check out the table below for a quick reference:

<u>Windows XP</u>	<u>Windows7</u>
My Computer	Computer
My Documents	Documents
My Pictures	Pictures
My Music	Music

Sticky Notes

You can use Sticky Notes to write a to-do list, jot down a phone number, or do anything else that you'd use a pad of paper for. You can use Sticky Notes with a tablet pen or a standard keyboard. To create a Sticky Note:

1. Click on Start
2. Click on Sticky Notes
3. Type your message and click anywhere outside the note to save.
4. You can click and drag the note to anywhere on your screen and if you want to add another note click the “+” or if you want to delete a note click on the “x”



Show Desktop Icon

If you have multiple windows open and would like to get to your desktop quickly you can either:

On your keyboard hold down the Windows key + D

Or

Click on the Show Desktop icon that is next to your clock



Find Programs

To find a specific program you can either:

Click on Start – All Programs and find the program that you would like

Or

Click on Start and type in the program you are looking for in the Search Programs or Files. Your results will display above the search box and you can choose the one you want.

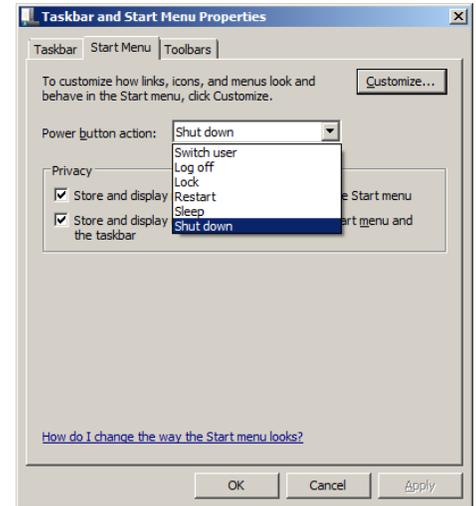


Power Button Settings

By default when you click on Start you will see the option to Shut Down. If you click on this it will automatically shut down your computer. If you want a different choice you can click on the arrow next to Shut Down and choose if you want to Switch User, Log off, Lock, Restart or put the computer to sleep.

If you do not want the default choice to be Shut Down you can change this by:

1. Start – Control Panel – Taskbar and Start Menu
2. Click on the Start Menu tab
3. Next to Power Button Action click the drop down arrow and choose the action you would like to be the default.
4. Click OK
5. Now click on Start and you will see that the button that used to say Shut Down will say whatever you chose to be the new default.

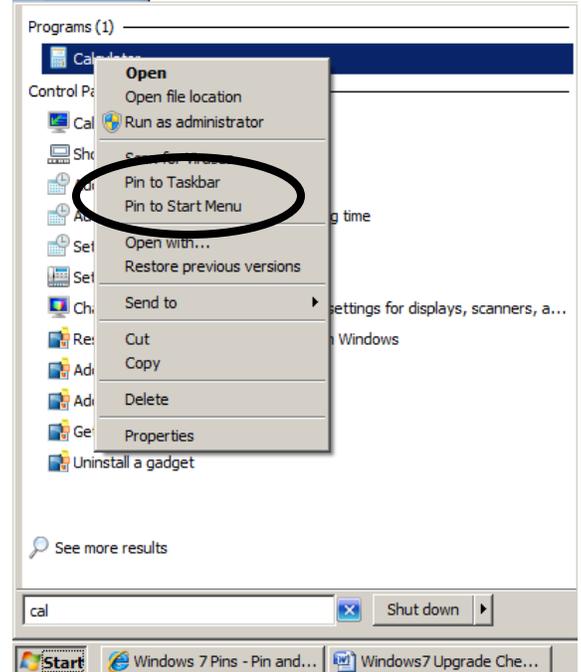


Pin Program Shortcuts

"Pinning" is a great way to add shortcuts to your most-often used programs in Windows 7. You can pin items to the Taskbar, at the bottom of the screen, or to the Start menu. That saves a lot of clicks and makes you more efficient.

To do this:

1. Click on Start
2. Search for the program that you want to "pin"
3. When the program comes up in your results right click on it and choose Pin to Taskbar or Pin to Start Menu



If you have questions or problems with your upgrade please contact the helpdesk at 7293.