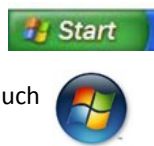


INTRODUCTION

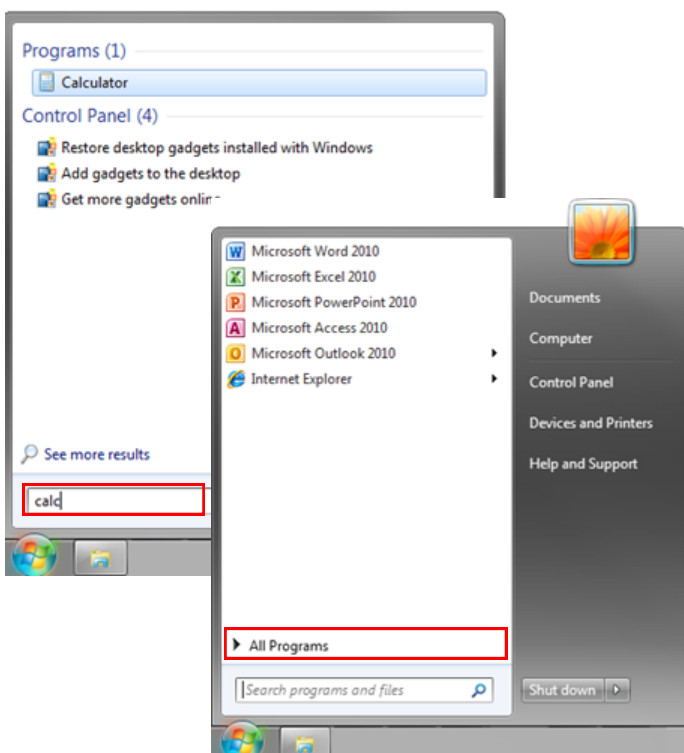
The Windows 7 operating system includes a number of improvements on earlier versions of Windows. This Quick Start Guide introduces and explains the significant changes and differences from Windows XP to Windows 7.

THE START MENU

In Windows 7, the 'Start' button has been replaced with the Windows Icon. Click this icon to open the Start Menu; you will notice it has much fewer items listed.

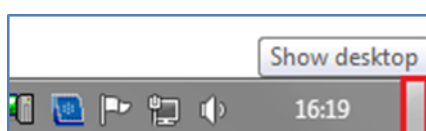


Browse for all items via the 'All Programs' option, or use the search box to find files, folders, programs, and e-mail messages. Type the first few letters of the item or feature you want to find and the results will automatically start to display.



LOCATING THE DESKTOP

You may have previously used the 'Show Desktop' icon in previous versions of Windows. This function is still available, but has moved to the bottom right of the taskbar. Select the grey rectangle to 'Show Desktop'.



WINDOWS EXPLORER: FINDING YOUR FILES

The icon next to the start icon is Windows Explorer. Windows Explorer acts like your filing cabinet and enables you to access your files and folders quickly.

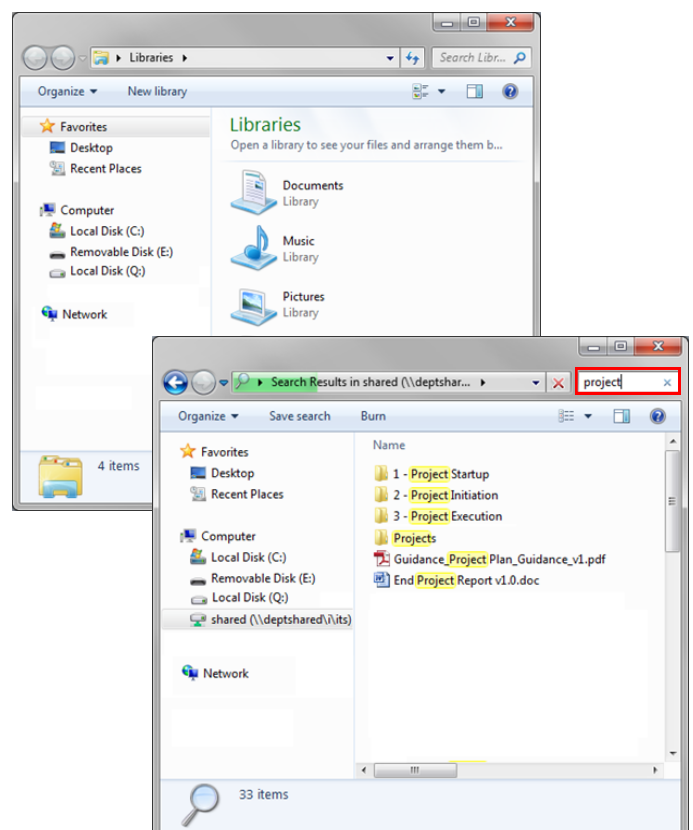


NAVIGATING THE FOLDER STRUCTURE

Within Windows Explorer you can navigate the folders on the left to locate your files.

SEARCHING FOR FILES OR FOLDERS

Using the Search box on the top right of the Windows Explorer window you can search for files or folders by key words. Windows Explorer will check your current location and any subfolders for matches.



PINNING AND JUMP LISTS

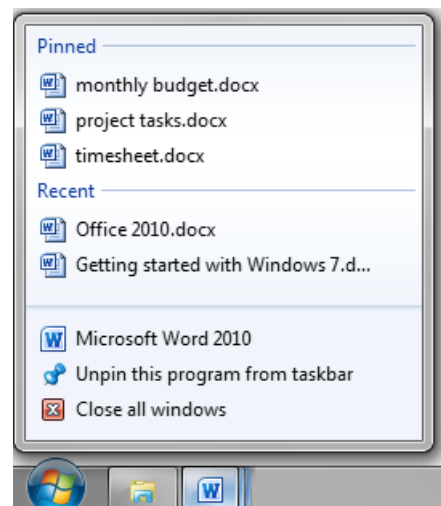
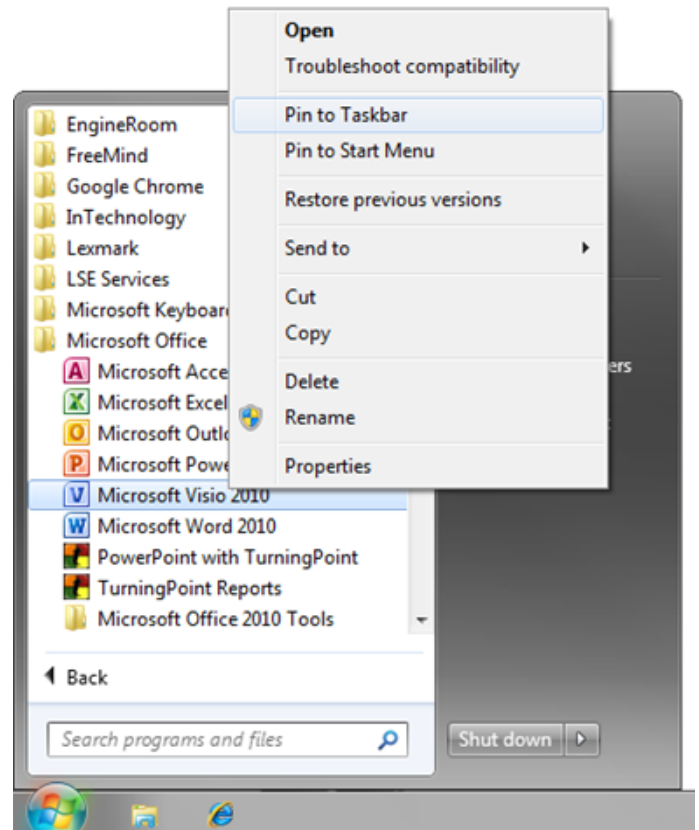
Windows 7 allows you to pin files and programs to either the taskbar or to the Start Menu. These jump lists allow you to access these items quickly and easily.

- Using the Start Menu navigate to or search for the program you wish to pin, right click and select either 'Pin to Taskbar' or 'Pin to Start Menu'.
- Items can also be dragged to the taskbar, selecting 'Pin to Taskbar'



Once you have pinned a program (e.g. Microsoft Word) you can pin individual files as well, allowing you quick access to the files you use most often directly from the Taskbar.

- Use Windows Explorer to locate the file and click and drag the file to the toolbar. When the 'Pin to Microsoft Word 2010' (or relevant program) menu displays, release the mouse button. Or if it a file you have already opened it will appear in the recent section of the jump list
- Now, when you right click on an icon on the taskbar, you will see a list of pinned files. Click on the file, to open it directly.



MANAGING MULTIPLE WINDOWS

Windows 7 no longer displays every file you have open in the taskbar separately. Hover over a specific program icon to get a

