THE NEW WINDOWS 7 DESKTOP – QUICK GUIDE

The new desktop image for the AV PCs is based on the Windows 7 operating system. This brief guide describes some of the changes you’ll notice when you start to use the new service.

Logging in:

Firstly you’ll notice that the login screen looks different, however the process remains the same:

1. Press Ctrl, Alt, Del:

The following screen will appear:

2. Enter your University User Name (login ID)
3. Enter your University password
4. Press the Enter key. If you are prompted to reset your password follow the on screen instructions.

Once you are logged in your desktop will appear.
The Start Menu:

**Getting Started:** If you have time why not spend a few minutes exploring the Getting Started section? It will give you lots of useful information about the new interface.

**All Programs:** Access your applications by selecting All Programs and clicking on the Application you wish to open. You may notice the items within All Programs are displayed hierarchically – in Windows XP the menus were cascading meaning if there were a lot of applications installed the menus would expand across the screen.

**Start button:** The Start button has been replaced with a universal Start logo.

**Pin to Start Menu:** You can pin frequently used applications to the Start menu by right clicking on the application and select Pin to Start Menu (in the example on the right MS Word 2007 has been pinned to the Start Menu).

**The Search box** enables you to quickly search for programs and files.

**Logging out:** Click Shut down to shut down the computer, please note: unlike Windows XP you will not be prompted to confirm the shut down. You can also click on the arrow to the right of Shut down for a list of other options e.g. Log Off.

The Task Bar:

The Taskbar icons signify running applications and shortcuts. By default, shortcuts to Internet Explorer (I.E.8 is the default browser on the new 7 image), Windows Explorer and Windows Media Player are on the Taskbar, you can pin your own frequently used applications to Taskbar by right clicking on the application and selecting Pin to Taskbar.

**Jump Lists:** Jump lists replace “My Recent Documents”. If you highlight an application pinned to the Start Menu or Taskbar you will see a list of recent documents or files associated with that program, click on one to open it.
Accessing Documents and Files:

**Windows Explorer:** To access your documents and files click on the Windows Explorer icon which can be found on the Taskbar at the bottom left of your Desktop:

Windows Explorer will open to display your list of Libraries. The “Documents” Library replaces “My Documents” and contains the contents of your Personal Data Area (H Drive). Double click “Documents” to open your H drive or double click “Computer” to view a full list of your available drives.

**Computer:** When you open “Computer” you will notice that the drive letter is at the beginning of the path name making it easier to find what you are looking for. You will also see a graphical representation of available disk space – if your H drive is more than 90% full the blue indicator bar will turn red. Instructions for checking your available disk space can be found in the “Saving Files and Data Storage” section of the Staff Intranet.

Accessing Applications:

**All Programs:** You can access the standard applications (e.g. MS Word 2007) by clicking Start, highlighting All Programs and selecting the relevant application.

**Zenworks:** The network applications can be accessed by clicking on the Zenworks icon on the Taskbar - this replaces the Application Explorer icon on the Windows XP Desktop.

**Further information:** Links to User Guides, Hints & Tips, Virtual Desktop Tours and other useful websites can be found in the “PCs within the University” section of the C&ITS Student Portal pages.