Work Smart: Windows® 7 New Features

About Windows® 7 New Features
The Windows® 7 operating system offers several new features to help you work faster and more efficiently, and enable you to access the files, folders, programs, and applications quickly that you use most.

Additionally, Windows 7 simplifies how you can navigate your way around a busy desktop and you computer’s taskbar, enhance search capabilities, and back up and restore functionality to help you manage and protect your files and data.

Topics in this guide include:
- Using a Jumplist to Access Files
- Windows Resize: Managing A Desktop
- Printing from Multiple Networks
- Managing Power Settings
- Backing Up and Restoring Data

Windows 7 New Features
Windows 7 helps you become more efficient by simplifying and streamlining your everyday tasks. It includes several features that make navigating and working with your desktop, files, folders, and applications easier, and helps you protect your data and manage your operating system.

For more information, see http://www.microsoft.com/windows/windows-7/default.aspx.

Navigating Quickly with the Taskbar
Windows 7 features an enhanced taskbar that simplifies how you navigate around a busy desktop, enabling you to quickly access the programs and files that you use most. The taskbar icons are larger, which makes them easier to select with either a mouse or the new Windows 7 touch features. For more information, see Intuitive User Experience at http://msdn.microsoft.com/en-us/library/dd371715(VS.85).aspx.

If you rest your mouse over any open program’s icon, Windows 7 displays a graphic thumbnail of the program’s open instances. If you are using Internet Explorer®, it will show each tab as a different thumbnail. Additionally, you can identify windows easily by resting your mouse over an icon’s thumbnail view. Windows 7 then expands the thumbnail to full-screen mode, as the figure below shows.
**Tip**

The thumbnail views of open windows are helpful particularly when you install applications, as you can watch a thumbnail of the progress bar.

**Notes**

- To close a window or thumbnail, you simply click the **Close** (x) button in the top right corner of the thumbnail.
- You do not have to minimize all open windows to view your desktop. In Windows 7, just rest your mouse over the **Show Desktop** button, as the figure to the right shows, and Windows 7 displays a full-screen view of your desktop.

### Using Windows Taskbar Keyboard Shortcuts

The following Windows 7 keyboard shortcuts make it easier to do everyday tasks:

- Press **SHIFT**, and click the taskbar icon to launch a new instance of a program.
- Press **SHIFT+CTRL**, and click the taskbar icon to launch an elevated new instance, which provides additional administrator privileges.
- Press **CTRL**, and click a taskbar group to restore the group’s last active window. If you continue to click a taskbar group, it will restore the group’s subsequent windows.

### Using a Jumplist to Access Files

The Windows 7 Jumplist feature is a list that populates automatically to include the programs and files that you use most often. You can open Jumplist entries quickly, including documents and Web pages. If your desktop is full of open items, this is an easy way to find exactly what you need.

Additionally, you can “pin” applications to the Windows taskbar, which enables you to access your recent files quickly via the Jumplist.

There are two ways that you can access your Windows 7 Jumplist:

- Click **Start** ( ), and then click the arrow next to a program to see the files you most recently used, such as Windows Media Player files.

- OR –

  - In the Windows taskbar, right-click on the program’s icon for which you would like to see your most recent files, such as Internet Explorer or Microsoft Office Word® 2007.
Pinning Applications to the Taskbar

To pin an application to the taskbar:

- Right-click the application, and then select **Pin this program to taskbar**, as the figure to the right shows.

Repeat as necessary for any applications that you want to access from the Jumplist.

Windows Resize: Managing a Desktop

Windows 7 makes it very easy to manage multiple windows on your desktop. You can:

- Maximize a window by dragging its border to the top of the screen.
- Minimize that same window by dragging its border from the top of the screen.
- Compare documents quickly by locking a window to the screen’s left or the right side. Simply drag the window left or right, and as your cursor touches the screen’s edge, the window resizes to fill that half of the screen.

Using Windows Resize Keyboard Shortcuts

The following Windows shortcut keys make it easy to use the Windows Resize feature:

- To maximize the active window, press the Windows (\(\mathbb{W}\)) logo key and the UP ARROW.
- To minimize the active window, or restore it to its original size, press \(\mathbb{W}+\)DOWN ARROW.

Dock the active window to the screen’s side, press \(\mathbb{W}+\)LEFT or RIGHT ARROW (depending to which side you want to dock your window).

Working with External Displays

Windows 7 includes improved support for any display device that you connect to your computer, including video projectors and other computer monitors. You can toggle your screen’s view between your laptop and an external display by pressing \(\mathbb{W}+P\). There are several options, as the graphic below shows:

- View your desktop on your laptop (default).
- Duplicate your desktop on the video projector.
- Extend your desktop on the projector.
- Show your desktop only on the projector.

Printing from Multiple Networks

If you have a printer at home and another at the office, Windows 7 makes it easy to switch between them. You no longer have to select a printer manually when you change locations. Instead, Windows 7 enables you to select a default printer for each network location, and then uses each location automatically when you connect to its network. This is *location-aware printing*.
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Get Started

To establish location-aware printing:

1. Click Start, and point to Devices and Printers.
2. Click on a printer from the Printer and Faxes section.
3. Select Manage default printers, and the dialog box that displays below appears.
4. Click the Change my default printer when I change networks box to select that option.

![Manage Default Printer dialog box](image)

Use the drop-down arrow to Select network and Select printer, and then click Add.

5. Repeat this step to add additional default printers to other networks, and then click OK.

Note

You can set up the Windows 7 location-aware printing only if you first install and connect the necessary printers to the appropriate network.

Optimizing Your Display

Windows 7 enables your display’s high resolution automatically, if you have the necessary hardware and drivers. This optimizes your monitor’s display, provides you with the best visual experience possible, and reduces eyestrain.

The default setting is your monitor’s optimal choice for the visual display. However, to change your display’s resolution:

1. Right-click on your desktop, and click Screen Resolution. The Change the appearance of your display dialog box appears.
2. Click the Resolution drop-down box, and use slide bars to set your resolution.

![Change the appearance of your display dialog box](image)

Again, by default, Windows 7 selects the optimal choices for your particular display.

More Work Smart Content: [http://microsoft.com/itshowcase](http://microsoft.com/itshowcase)

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3 Click **Apply** to confirm your settings, and then click **OK** when you finish making changes.

### Changing the Size of Text That Displays

You can maintain the optimal resolution that Windows 7 establishes so that your photos and videos display at full resolution, but still make text larger by displaying it up to 150 percent its normal size. At 100 percent, text displays at 96 dpi; at 125 percent, it displays at 120 dpi; and at 150 percent, it displays at 144 dpi. To change your text size:

1. Right-click on your desktop, and click **Screen Resolution**.
2. Click on **Make text and other items larger or smaller**. The **Make it easier to read what’s on your screen** dialog box appears.
3. Select the text size you prefer, and click **Apply**.

Windows 7 then prompts you to restart your system to save these changes.

### Managing Power Settings

The two biggest users of power on your laptop are your display and hard drive. Windows 7 lets you manage your laptop power so that you can conserve battery power when you are not using your laptop. To manage your laptop’s power consumption:

1. Click **Start**, point to **Control Panel**, and then click **System and Security**.
2. Click **Power Options**. There are two options from which you can choose:
   - Balanced
   - Power saver
3. Click **Change plan settings** to change how your machine functions when it is on battery power, versus when plugged in to an outlet. You can adjust four settings in the **Change settings for the plan** dialog box, including the new **Dim the display** feature that can conserve your battery life significantly.

Additionally, you can manage more power-management settings by clicking **Change advanced power settings**. The **Advanced settings** dialog box appears, from which you can control hard-disk usage and processor power.
management, and preset what happens when your laptop battery runs low.

4 In the Advanced Settings dialog box, make the changes you require, click Apply, and then click OK. Windows 7 will prompt you to confirm your changes.

### Recording Steps for Troubleshooting

You can use Problem Steps Recorder to capture the steps you take on your computer, including a text description of where you click your mouse and a picture of the screen (screen capture) during each mouse click. Once you capture these steps, you can save them in a file for use during troubleshooting issues.

If you are having an issue, perform the following steps to use the Problem Steps Recorder:

1. Click Start, and type Problem Record in the search bar.
2. Select Record Steps to reproduce a problem.
3. Click Start Record, and then proceed through the steps to reproduce your issue.

Once the recording begins, the Problem Steps Recorder dialog box changes, so that you can pause the recording at any time, and then resume it later.

4. Click Stop Record when you have captured the necessary information.
5. In the Save as dialog box that appears, type a name for the file, and then click Save. The Problem Steps Recorder saves the file with the .zip file extension.

To view the steps that you recorded, open the .zip file, and then click the file labeled MHTML document. Your recording will open in your browser.

### Backing Up and Restoring Data

The Windows 7 Backup and Restore features make it easier for you to back up your data. The Windows Backup and Restore Center provides one location from which you can manage all backup and restore options.

Additionally, the Automatic File Backup feature keeps your files safe, as it performs a complete, image-based backup of your entire computer.

### Notes

- Before backing up and restoring files, remove your laptop from its docking station, and plug it into a wall outlet for power. If you are
using an external drive to back up your data, connect it.

- The backup process varies depending on the type, and amount, of data that you have on your machine.

**Backing Up Your Data**

To back up your data:

1. Click **Start**, click **Control Panel**, click **System and Security**, and then click **Backup and Restore**. The **Backup** dialog box appears.

2. Select **Set up backup**. The Select where you want to save your backup dialog box appears.

3. Highlight the location in which you want to save your backups, and then click **Next**. If you have a USB drive connected to your computer but cannot locate it in the list, click **Refresh**.

4. The **What do you want to back up?** dialog box appears, from which you can choose two backup options, and then click **Next**.

5. In the **Review your backup settings** dialog box that appears, review your settings in the **Backup Summary** pane, and then click **Save settings and run backup**.

   ![](image1.png)

   Your data backup will begin, and a progress meter appears on your desktop. Once complete, the **Windows Backup has completed successfully** window appears.

6. Click **Close** to end the backup program.

**Important**

- Do not turn off your computer or remove your USB device while the data backup occurs.
- You can adjust your computer’s backup schedule by clicking on the **Change schedule** link in the **Review your backup settings** window.
Restoring Data

To retrieve your data from backup, make sure you are connected to your UBS device, if necessary, and complete the following steps:

1. Click Start, click Control Panel, click System and Security, click Backup and Restore, and then in the Restore dialog box that appears, select Restore my files.

2. In the Browse or search your backup for files and folders to restore dialog box that appears, click Browse for files or Browse for folders.

3. Select a file or folder that you would like to restore, and then click Add. Repeat this step if necessary, and then click Next.

4. In the Where do you want to restore your files? window, select In the original location or browse to the location to which you would Windows to save your data, and then click Restore.

Windows 7 restores your data to the location you specify on your computer.

5. Once you restore the necessary data, click Finish.

Managing Your Operating System

Windows Vista® first introduced User Account Control (UAC) to prevent users from making unwanted changes to their computers. Prior to completing a change, Windows Vista would prompt the user to confirm the change.

The default Windows 7 UAC setting enables you to make changes to your computer without requiring that you confirm the change, and the Windows 7 UAC reduces the applications and tasks that require specific administrator privileges.

To change your account’s UAC settings:

1. Click Start, click Control Panel, and in the Adjust your computer settings dialog box, click on User Accounts.

2. In the User Accounts window, click User Accounts, and then click Change User Account Control settings. The Choose when to be notified about changes to your computer dialog box appears, as the graphic below shows.
3 Move the slide bar to select the notification level you desire, and then click OK.

**Using Windows 7 Shortcuts**

Several new Windows 7 keyboard shortcuts enable you to work quickly and efficiently, even if you have multiple windows open on your desktop. These shortcuts include:

- To minimize all windows except the one in which you are working, press the Windows (⊞) logo key+HOME.
- To make all windows transparent so that you can see your desktop, press ⊞+SPACEBAR.
- To maximize the active window, press ⊞+UP ARROW.
- To minimize the active window, or to restore a maximized window to its original size, press ⊞+DOWN ARROW.
- To lock the active window to one side of your monitor, press ⊞+LEFT or RIGHT ARROW.
- To work with dual monitors, and move the active window to the adjacent monitor, press ⊞+SHIFT+LEFT or RIGHT ARROW.

- To scroll through your taskbar items, press ⊞+T.
- To adjust your display’s presentation settings, press ⊞+P.
- To zoom in or out, press ⊞+ PLUS or MINUS SIGN.
- To open a new instance of a particular application, press SHIFT+click the taskbar icon.

**For More Information**

- Welcome to Windows 7
- Windows Client Featured Resources