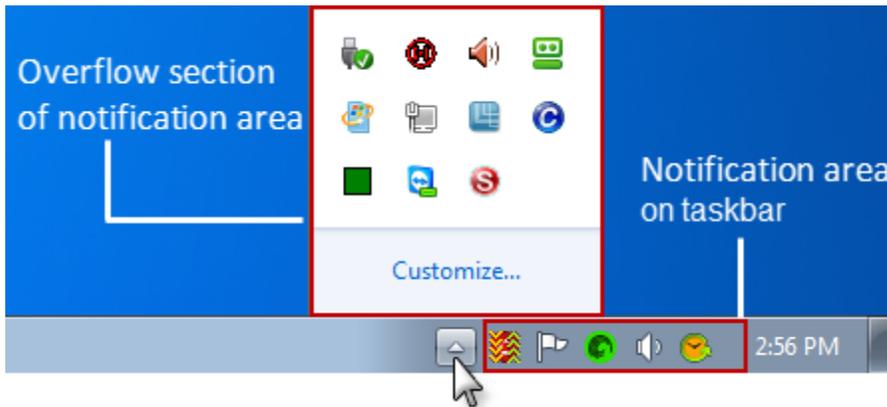


WINDOWS 7, TIPS & TRICKS

1. Notification Area (System Tray in XP)

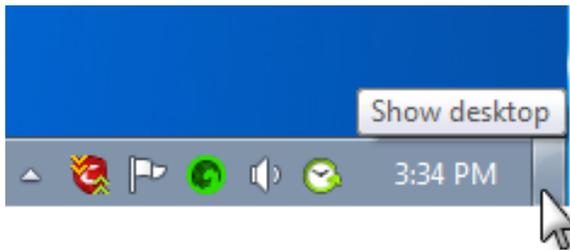
Located in the bottom right of your screen, on the taskbar. Click the “up pointing arrow” to see hidden icons.



Click on “Customize” to change options for hiding/showing icons and to turn system icons on and off. I always have my Antivirus icon showing.

2. Where’s the “Show Desktop” Icon?

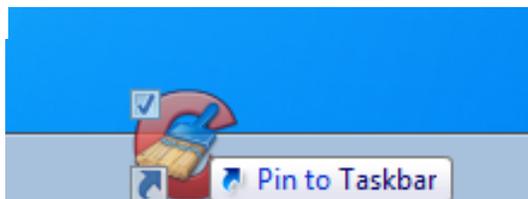
Its way over in the lower right now. How’s that for hiding it?



When your desktop has an Aero theme, then just hover mouse on the Show Desktop icon to “peek” at the desktop. Left click it to actually move to the desktop. I have the Aero theme disabled. In that case you can’t “peek” at the desktop, only switch to it with a left click.

3. Pinning Programs to the Taskbar

You can pin a program directly to the taskbar so you can open it quickly and conveniently.



This feature is similar to the old “Quick Launch” with a few twists.

Simply drag the program's shortcut from the desktop or Start Menu to the taskbar. Release, then click on Pin to Taskbar.

4. Recently Opened Documents

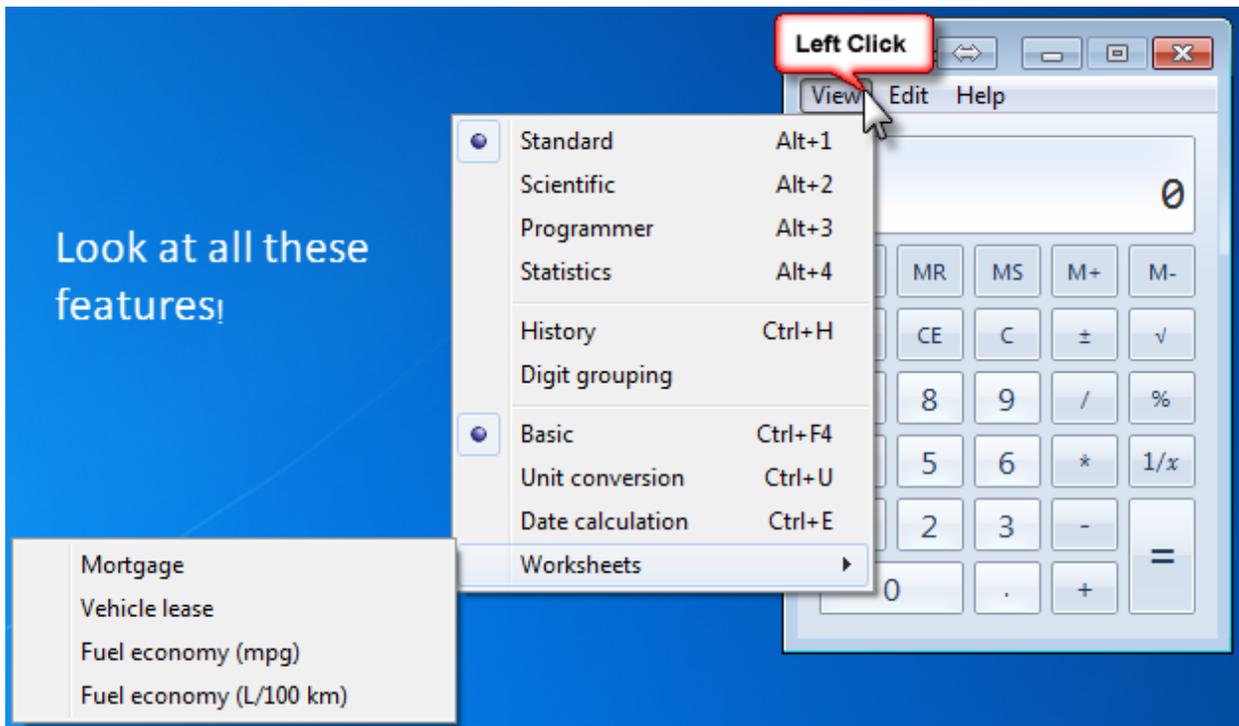
It’s easy to find a list of recently opened documents for a particular program.



Right click on the “pinned” icon and you will see a list of recently opened files or documents. Left click on the file or document you would like to reopen.

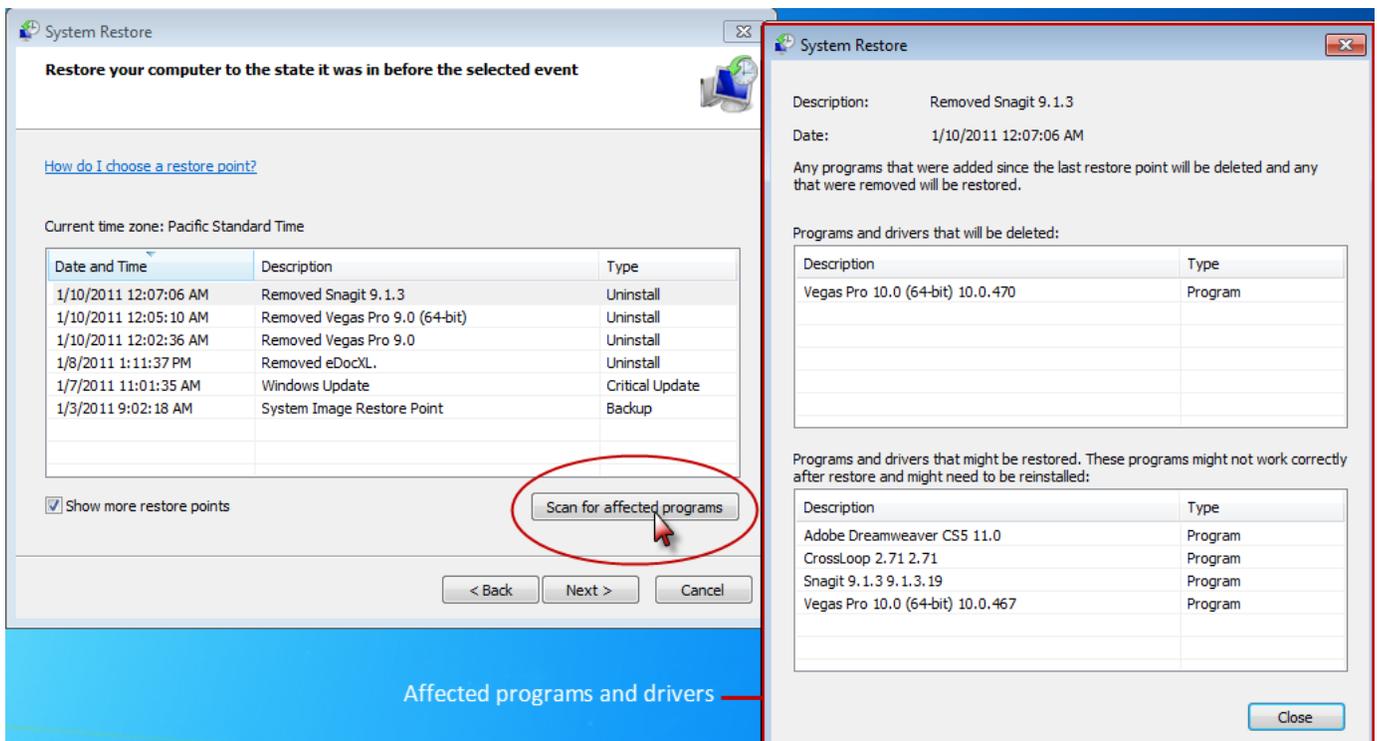
5. What a Calculator!

The Windows 7 calculator has many great features. Although you may not use it often, look at these options and see if it might be of benefit to you. Open the Calculator as you normally would. Then left click on “View”.



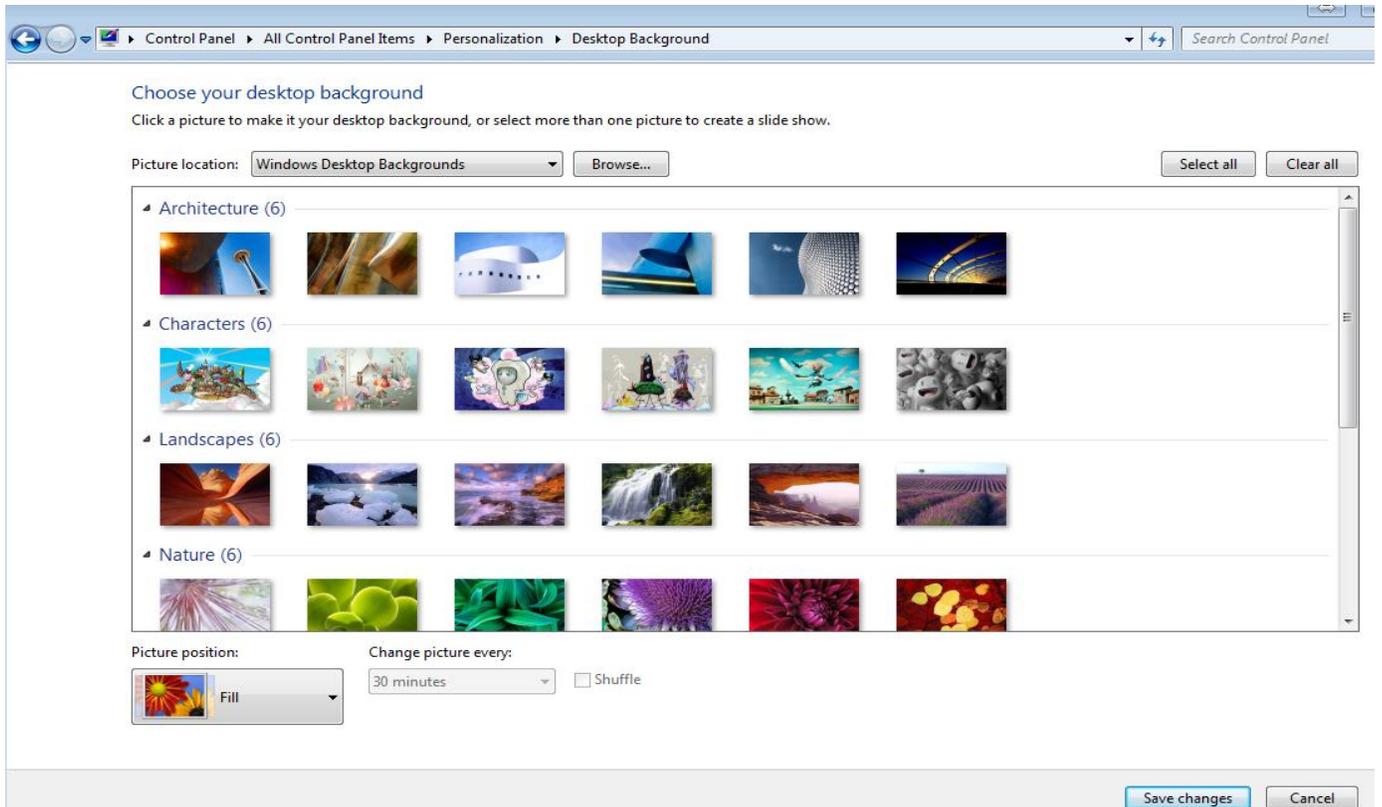
6. System Restore

System restore is not a new feature in Windows 7, but it does have a great option that allows you to see what programs and drivers will be affected by the restore point you select. Click on “Start”. In “search programs and files” type **rstrui.exe**, then press Enter. Click on the “Next” button. Finally, click on “Scan for affected programs”.



7. Desktop Slideshow

Windows 7 comes with some very attractive new wallpapers, and it's not always easy to decide which one you like the best. So why not choose a few and let Windows display them all in a desktop slideshow? Right click an empty part of the desktop, select Personalize, Desktop Background, then hold down Ctrl as you click on the images you like. Choose how often you'd like the images to be changed (anything from daily to once every 10 seconds), select Shuffle if you'd like the backgrounds to appear in a random order, then click Save Changes and enjoy the show.



8. Sticky Notes

Have a to-do list, need to remember to make that phone call?? Use Windows 7 Sticky Notes to paste those reminders right on your screen. Click Start, All Programs, Accessories, Sticky Notes.

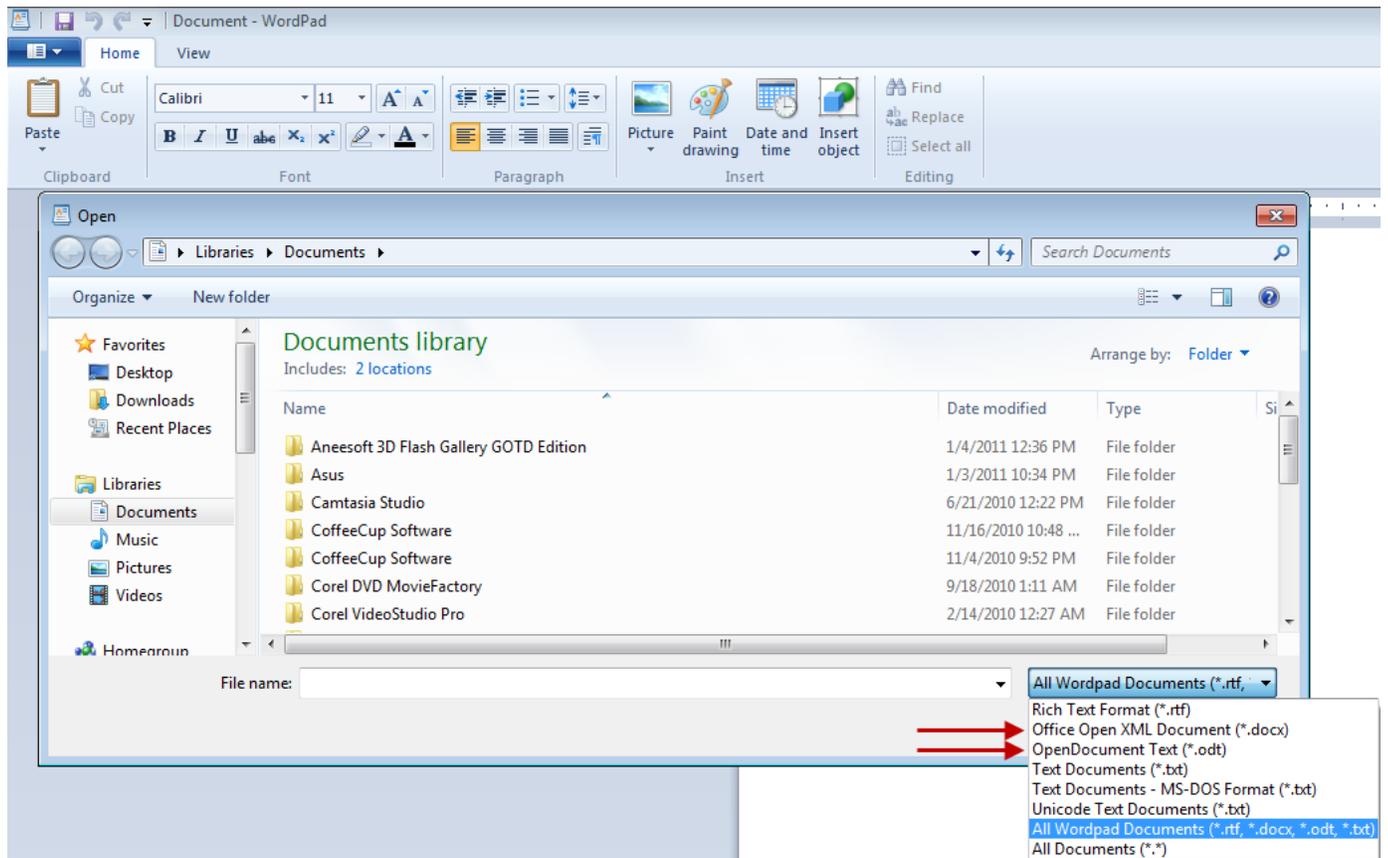


To hide notes click on the Sticky Notes taskbar icon.

Click again to make them reappear.

9. Word Pad

The Windows 7 Word Pad now has the ability to open, edit and save in Word 2007 and 2010 (.docx) file format. It can also open and save in the Open Office (.odt) file format.



10. Calibrate your Display

For all of you that work with photos there are many times that the colors in your printed photo are way different than the colors you see on your monitor. One solution might be to “calibrate” your monitor to get the best color display possible. You can adjust basic color settings, gamma, brightness, contrast, and color balance. Click on Start, then Control Panel. In “Search control panel” type the word “calibrate”. The following screen appears. Click on “Calibrate Display Color” and follow the prompts.

