

## Windows Explorer

## Keystroke shortcuts

**Toolbar**  
 Displays buttons and menus for common commands.

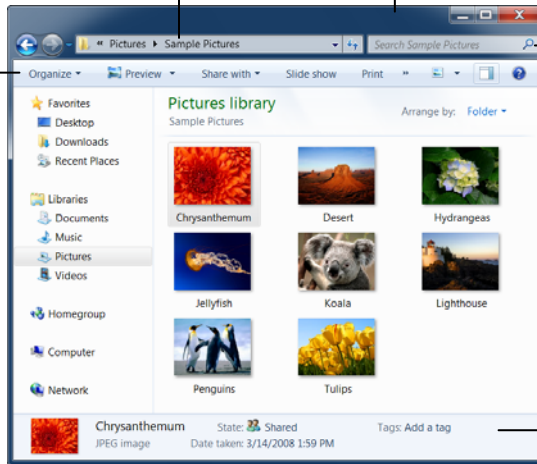
**Navigation Pane**  
 Provides quick navigation to folders and files. Browse to favorite locations, libraries, homegroups, Computer, and the network.

**Address bar**  
 Displays the location of the folder that is currently open.

**Title bar**  
 Click and drag to move the window.

**Search box**  
 Enter keywords to search the folder.

**Details pane**  
 Displays details about selected files.



- **To Search for a File or Program on the Computer:** Click the **Start** button, or press **<Windows>**, and type a keyword for the file or program. Search results are displayed in the menu.
- **To Search for a File in a Folder or Library:** Open the folder or library you want to search. Click the **Search box** in the upper right corner of the window and enter keyword(s) for the file you want to find.
- **To Add a Search Filter:** After entering keywords in the Search box, select a filter from the list that appears.
- **To Add a Folder to a Library:** Open the library and click the **locations** link. Click the **Add** button. Select the folder and click **Include folder**.
- **To Create a New Library:** Open Computer and select **Libraries** in the Navigation pane. Click the **New library** button on the toolbar. Enter a name for the library press **<Enter>**. Double-click the library and select the folders you want to include.

- **To Change How Items are Displayed:** Click the **View** button list arrow on the toolbar and select a view.
- **To Change Window Layout:** Click the **Organize** button on the toolbar, point to **Layout**, and select a layout option.
- **To Create a Folder:** Click the **New Folder** button on the toolbar. Type a name for the folder and press **<Enter>**.
- **To Use the Address Bar to Navigate:** Click a location on the Address bar to go to view it in the window. Click a location's list arrow to view and open subfolders within the location.
- **To Preview a File:** Click the **Preview Pane** button on the toolbar or press **<Alt> + <P>**. Select the file you want to preview.
- **To View a File or Folder's Properties:** Select the file or folder and view properties in the Details pane.

### General

- Start menu **<Windows>**
- My Computer **<Windows> + <E>**
- Create new folder **<Ctrl> + <Shift> + <N>**
- Zoom **<Windows> + <+>**
- Connect to projector **<Windows> + <P>**
- Flip 3D **<Windows> + <Tab>**

### Window management

- Peek at the desktop **<Windows> + <Space>**
- Show/Hide desktop **<Windows> + <D>**
- Minimize all windows **<Windows> + <M>**
- Minimize other windows **<Windows> + <Home>**
- Maximize **<Windows> + <↑>**
- Minimize/Restore **<Windows> + <↓>**
- Dock to left **<Windows> + <←>**
- Dock to right **<Windows> + <→>**
- Jump to left monitor **<Windows> + <Shift> + <←>**
- Jump to right monitor **<Windows> + <Shift> + <→>**
- Show/Hide Preview Pane **<Alt> + <P>**
- Bring all gadgets to the front **<Windows> + <G>**

### Taskbar

- Cycle through icons **<Windows> + <T>**
- Open new instance **<Shift> + click**
- Launch program **<Windows> + <1-9>** (# corresponds to pin order)

## Windows Taskbar



**Start button:**  
 Opens the Start menu.

**Program icon:** Click to open the program. Rearrange icons by clicking and dragging.

**Window preview:**  
 Point to the program icon on the taskbar. Click a preview thumbnail to view the window.

**Show Desktop button:**  
 Point or click here to make open windows invisible.

**Notification area:** The Action Center, clock, and other system icons are located here.

## Aero



Aero Peek makes open windows invisible so you can view the gadgets and icons on the desktop.

- **To See Through Windows with Aero Peek:** Point to the **Show Desktop** button on the right edge of the taskbar or press **<Win> + <Space>**.
- **To View Open Windows with Aero Peek:** Point to the program icon on the taskbar that contains the file or window you want to view. Click the thumbnail preview to view the window.
- **To Minimize Other Windows with Aero Shake:** Click and drag a window's title bar quickly from side to side. Or, press **<Win> + <Home>**.
- **To Compare Windows Side by Side with Aero Snap:** Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen. Or, press **<Win> + <Left>** and **<Win> + <Right>**.
- **To Maximize an Open Window with Aero Snap:** Click and drag the window's title bar to the top of the screen or, drag the bottom border of the window down to the taskbar. Or, press **<Win> + <Up>**.
- **To Flip through Windows with Flip 3D:** Press **<Win> + <Tab>**; continue to hold down the **<Win>** key while pressing **<Tab>** to scroll through the open windows.

## Personalization

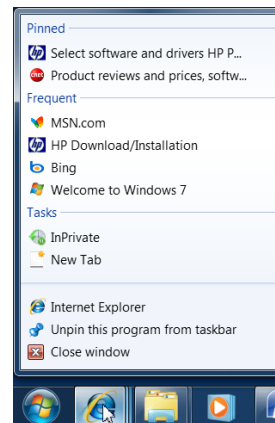
- **To Personalize Windows 7 Appearance and Sounds:** Right-click the desktop and select **Personalize**. The Personalization window appears. Click the appropriate links to personalize these settings:
  - **Themes** – Change menus, icons, backgrounds and sounds all at once.
  - **Desktop Background** – Choose built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
  - **Window Color** – Change window color and transparency.
  - **Sounds** – Change which sounds play when you perform different tasks.
  - **Screen Savers** – Adjust what it displays and when it appears.
  - **Desktop Icons** – Add icons to the desktop, such as Computer and Network.
  - **Mouse Pointers** – Change how the pointer looks and acts, reverse buttons.

## Maintenance

- **To Defragment your Hard Disk:** Open the Computer window (click the **Start** button and select **Computer**). Right-click the disk you want to defragment and select **Properties** from the contextual menu. Click the **Tools** tab and click the **Defragment now** button.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open the Computer window (click the **Start** button and select **Computer**), right-click the hard disk, select **Properties** from the contextual menu and click the **Disk Cleanup** button.
- **To Uninstall a Program:** Click the **Start** button and select **Control Panel**. Click the **Uninstall a program** link under Programs. Select the program you wish to uninstall from your computer, and click the **Uninstall** button on the toolbar.

## Jump Lists

Items at the top of the list are pinned to the program's jump list.



The Frequent section displays files or pages that have been frequently used.

Right-click an icon on the taskbar...

...to view the jump list for the program.

- Jump Lists are quick shortcuts to files and commands that a program uses frequently. The items that appear in a jump list change according to the program selected. For example, Internet Explorer displays frequently visited pages, Microsoft Word displays frequently opened documents.
- **To View a Jump List:** Right-click an icon on the Windows 7 taskbar. Or, click the **list arrow** next to a program icon in the Start menu.
- **To Pin a Program to the Taskbar:** Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar** from the jump list.
- **To Pin an Item to the Jump List:** View the program jump list. Right-click the item you want to pin and select **Pin to this list**. Or, point to an item on the jump list and click the **Pin to this list** button.
- **To Remove an Item from the Jump List:** View the program jump list. Right-click an item that appears in the jump list and select **Remove from this list** from the contextual menu.

## Gadgets

- **To Add Gadgets to the Desktop:** Right-click the desktop and select **Gadgets** from the contextual menu. Double-click the gadget you want to add to the desktop.
- **To View Gadgets:** Press **<Win> + <G>**. The gadgets on your desktop appear on top of the windows that are open.
- **To Remove a Gadget from the Desktop:** Point to a gadget and click the **Close** button that appears.
- **To Download New Gadgets:** Right-click the desktop and select **Gadgets** from the contextual menu. Click the **Get more gadgets online** link at the bottom of the window, click the Desktop gadgets tab, and click the **Download** button for the gadget you want to add.
- **To View a Gadget's Options:** Point at the gadget, then click the **Options** button to view and change settings for that gadget.

## HomeGroup

- **To Join a Homegroup:** Before you begin, make sure you have the homegroup password. Click the **Start** button and select **Control Panel**. Click the **Network and Internet** link. Click the **HomeGroup** link and click **Join Now**. Complete the wizard and enter the homegroup password as prompted.
- **To Create a Homegroup:** Click the **Start** button and select **Control Panel**. Click the **Network and Internet** link. Click the **HomeGroup** link and click **Create a homegroup**. Complete the wizard to create the homegroup.