Microsoft® Windows 7

Intermediate
Quick Reference Guide

The Default Libraries

Windows 7 features new storage entities called Libraries. These are available by clicking the Windows Explorer icon in the taskbar. These folders can reference multiple locations on your computer.

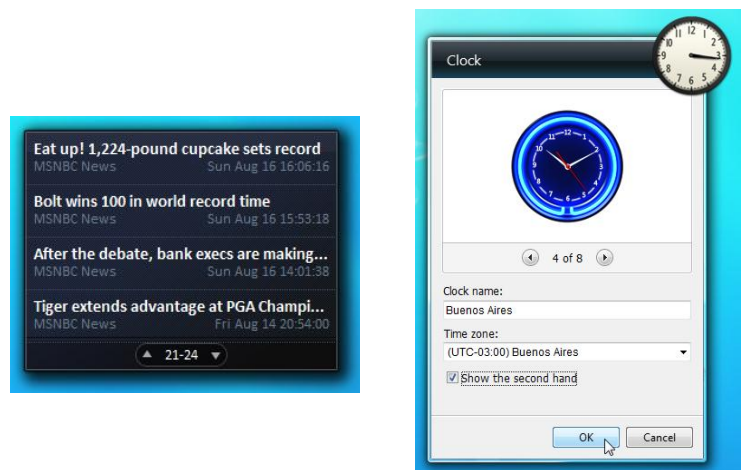| Documents	Use this Library to store your work. References My Documents and the Public Documents folder.
Music	Store digital music and ripped CD tracks/albums here. References My Music and the Public Music folder.
Pictures	Store digital pictures. References My Pictures and the Public Pictures folder.
Videos	Store digital video clips. References My Videos and the Public Videos folder.

Windows Key Shortcuts

Win + Up	Maximize
Win + Left	Snap to left
Win + Shift + Left	Jump to left monitor
Win + Home	Minimize/Restore all other windows
Win + Shift + T	Cycle backwards through taskbar items
Win + G	Brings any open gadgets on top of other opened windows
Win + X	Mobility center for laptop options
Win + + or – key	Zoom in or out
Win + Down	Restore/Minimize
Win + Right	Snap to right
Win + Shift + Right	Jump to right monitor
Win + T	Focus on the first thing in the taskbar (press T again to cycle through items)
Win + Space	Use Aero Peek to view desktop
Win + P	External display options for multiple monitors (mirror, extended desktop, etc)
Win + a number key	Launches a new instance of the application in the nth spot of the taskbar
Win + Tab	Uses Flip3D to quickly switch between open windows

Desktop Gadgets

Calendar	View the days of the year in three different ways.
Clock	Select your time zone and choose from eight different faces.
Contacts	Provides quick access to Windows Contacts.
CPU Meter	Displays current CPU load and RAM usage.
Currency	Use exchange rate to change currencies.
Feed Headlines	Get RSS feed headlines from different news sources.
Notes	Leave yourself a quick note to remind you about something.
Picture Puzzle	Arrange the pieces to complete the picture.
Slide Show	Select a folder with images for a virtual picture frame.
Stocks	Use this stock ticker to watch different stock markets.
Weather	Get up to the minute weather info from around the world.

To modify a gadget, click the wrench/spanner icon and make your changes. Some gadgets can be shown larger than default to display more information:

Using the Recycle Bin

When you delete a file or folder, it will be moved to the Recycle Bin. You can also click and drag files and folders into the Recycle Bin.

If you deleted something by accident, double-click the Recycle Bin to see its contents; select file(s) and click Restore these items.

To empty the Recycle Bin and reclaim the disk space, right-click the Recycle Bin and click Empty Recycle Bin.

Sending a Fax with Windows Fax and Scan

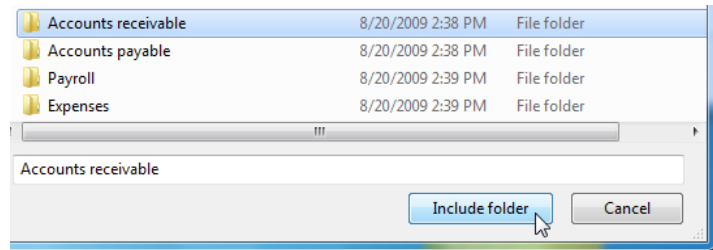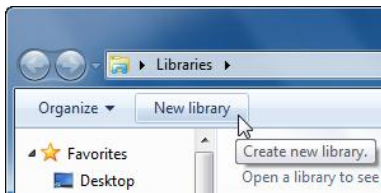| Setup	Your computer must have a fax modem and service or be connected to a fax server to handle incoming and outgoing faxes. You will need a scanner if you plan to attach a document or image to your fax.
Message Setup	Click the New Fax command.
Cover Page	Choose from different cover page templates, filling in information where necessary, or choose no page.
Recipient Information	Enter a fax number or choose contact from Windows Contacts. Make sure dialing rules for the recipient's area are followed (country code, area code, etc).
Subject	Add a title to the fax.
Body	Type your message in the body of the fax, applying whatever formatting you like to the message.
Preview	Because a fax is basically a photocopy, preview your message to make sure it is easy to read after it has been faxed. This is important if you have attached a diagram.
Send	Click the Send button to forward the fax via your computer's fax modem or fax service.

Windows Media Player Controls

Windows Media Player can switch between full mode and mini mode. Hover your mouse over a the mini player to view the following controls:
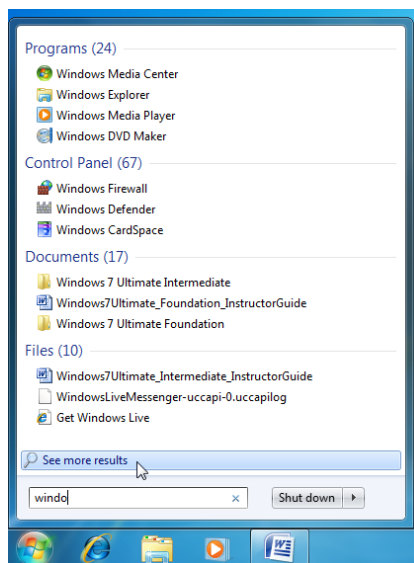

Creating a New Library

1. Open Windows Explorer and click the New library button.
2. Give the new library a name and press Enter.
3. Open the library and click Include a folder.
4. Browse and add as many folder locations as you like.

Searching in the Start Menu

Type the first few letters of the program, file, or property you are looking for and Windows will start searching. The more specific you can make your search, the fewer results you will have to search through:

Searching Tips and Tricks

If you only know part of the file name, you can use the asterisk (*) character to help find files that have similar names. If we were to search for "sym*", the * represents any possible characters after the letters "sym." Search results might include things like "symbol," "symphony," and "symbiosis" might show up in the list of results.

If you press Ctrl + F when the Search Results window is open, you can add more criteria to your search. You can search based on the following criteria:

Kind	Define the kind of file you are looking for. This includes documents, pictures, music, movies, etc. Windows will examine the file extensions and search for relevant matches. For example, common picture file extensions are .jpg, .gif, .png, .bmp.
Date modified	Specify the date the file or program was last modified.
Type	The Type option is a more precise version of the Kind searching. Define the exact type of file extension you are looking for. Windows 7 recognizes a large number of different file extensions, and the more programs you have installed on your computer the more file types Windows will be able to recognize.
Size	You can define approximately how large the file is in bytes.