Windows 7

January 6, 2015
# TABLE OF CONTENTS

- **Introduction to Your Windows 7 Desktop** ................................................................. 2

- **The Windows 7 Desktop** .................................................................................................. 3
  - Desktop Icons .................................................................................................................. 3
  - Start Menu ......................................................................................................................... 3
  - Taskbar .............................................................................................................................. 4

- **Customizing the Desktop** ............................................................................................... 5
  - Change the Appearance of the Start Menu and Taskbar ................................................. 5
  - Change Display Properties ............................................................................................... 6
  - Arrange Icons on the Desktop .......................................................................................... 8
  - Add Shortcut Icons to the Desktop .................................................................................. 8

- **Using Search** .................................................................................................................... 10

- **Recovering/Restoring Files** ........................................................................................... 11
  - Files Saved on the Network ............................................................................................. 11
  - Files Saved Locally .......................................................................................................... 11

- **Exiting Windows** ............................................................................................................ 11
  - Log Off Windows ............................................................................................................. 12

- **Virus Scans and Spyware Removal** ................................................................................ 12

- **Keyboard Shortcuts** ....................................................................................................... 13

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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email **help@aims.wisc.edu**
Introduction to Your Windows 7 Desktop

Welcome! This guide is designed to help you familiarize yourself with the basics of the standard AIMS installed Windows 7 desktop.

This guide assumes some basic understanding and familiarity of the Windows operating system, such as how to use Windows (minimizing, maximizing, moving, etc.), creating, editing and deleting files and folders, etc. Application-specific questions (such as MS Word, Outlook, etc.) are not covered in this guide. If you have questions that are not answered in this handout, please contact the Help Desk.

AIMS Computer Support Help Desk Hours:
Monday - Friday
7:15 AM -- 5:00 PM

AIMS Computer Support Help Desk Phone Number:
(608) 265-6900

AIMS Computer Support Email:
help@aims.wisc.edu

Calls received during off hours will be forwarded to voicemail which is checked every morning and throughout the day. In the event of an emergency, such as a network outage, the voicemail message will direct you on how to reach the on-call member of the support staff.
The Windows 7 Desktop

The Windows opening screen is known as the **desktop**. The desktop contains icons for various programs, files or folders. It also contains the Start menu and the taskbar.

**Desktop Icons**

These are the default icons included on your desktop. You may choose to add additional icons as needed.

- **Computer**
  This displays your computer’s contents and lets you manage your files.

- **My Network Places**
  This displays available resources on the network if you are connected to one. This replaces the Network Neighborhood icon seen in previous versions of Windows.

- **Recycle Bin**
  This is a temporary storage place for deleted files. You can use it to retrieve local files deleted in error. Be sure to empty it regularly to conserve space.

- **Internet Explorer**
  This opens the Internet Explorer browser window for online access.

**Start Menu**

Windows has a **Start** button that provides a menu of items and programs you can choose from as shown in **Figure 1**.
Taskbar

The **taskbar** is located across the bottom of the screen and can be moved to the top, left or right edge of the screen by clicking on it and dragging it to the desired location. **Figure 2** outlines the different areas on the taskbar.
Customizing the Desktop

You can customize your Windows desktop in a number of different ways. You can change the appearance of the start menu/taskbar, change the display properties, arrange how icons appear on the desktop, and add shortcuts to your desktop.

Change the Appearance of the Start Menu and Taskbar

1. Right click on an empty area on the taskbar and choose Properties as shown in Figure 3.

2. The Taskbar and Start Menu Properties dialog box will appear. Select the Start Menu tab as shown in Figure 4.
3. You can click **Customize** to change the appearance of links, icons, and menus as shown in *Figure 5*. After applying your custom settings, click **OK**.

![Figure 5](image)

**Change Display Properties**

1. Right click on an empty part of the desktop and choose **Personalize** as shown in *Figure 6*.

![Figure 6](image)
2. The **Personalization** window will open. *Figure 7* outlines each section. To preview a change click **Apply**. To save the change click **OK**.

*Figure 7*

- **Themes** - Changes display color preferences
- **Desktop** - Changes the background picture
- **Display** - Adjusts the resolution, calibrates the color, and changes the size of windows on the monitor
- **Screensaver** - Changes the image(s) on the screen when the computer is not in use
Arrange Icons on the Desktop

1. Right click in a blank area on the desktop to see the menu shown in [Figure 8].

2. Select **Sort by** or **View** and choose how you want the icons arranged: by **Name, Size, Type, Modified** or **Auto Arrange** as shown in [Figure 9] and [Figure 10].

Add Shortcut Icons to the Desktop

1. Right click on the program you want to create a shortcut for as shown in [Figure 11].
2. Select **Send To** and **Desktop (create shortcut)** as shown in **Figure 12**. You will now have a shortcut icon on your desktop.
Using Search

1. Click on the **Start** button and then click inside of the box labeled **Search programs and files** as shown in **Figure 13**. Enter a folder, file, or program name.

![Figure 13](image)

3. You will then be able to select the appropriate folder, file, or program from the listed results as shown in **Figure 14**. If the correct option isn’t listed, click **See more results**.

![Figure 14](image)
Recovering/Restoring Files

Occasionally you may find that you need to recover a corrupted, deleted or previous version of a file. The recovery process depends on where the file was previously saved. See the document titled Saving Files to the Network for more detailed information on the importance of saving critical files to the network.

Files Saved on the Network

Files that have been saved on the network drives, i.e.: H, G, P, Q etc..., are backed up on the AIMS server and are usually recoverable. If you need a file from one of these drives recovered, please contact the AIMS Help Desk at 265-6900 for assistance.

Files Saved Locally

Files that have been saved to your C: drive are not backed up on the network and more than likely will not be able to be restored once deleted. Files recently deleted may be in the recycle bin. If this is the case, double click to open the recycle bin. On the top bar, click Restore all items.

Exiting Windows

Windows 7 does a lot of housekeeping at the end of each session to ensure that your computer will function properly the next time you turn it on. It is extremely important that you shut down your computer at the end of your session every work day.

Important security, virus scan and operating system updates are frequently installed during the startup process. Neglecting to properly log off at the end of your workday may cause you to miss critical updates.
Log Off Windows

1. Close all running applications
2. Select the **Start** button and then click **Shut down** as shown in **Figure 14**.

![Figure 14](image)

Virus Scans and Spyware Removal

AIMS Computer Support has various tools to scan and remove spyware from your computer. Please do not download spyware or virus removal programs from the Internet on your own. If you suspect you have a spyware problem or wish to have your computer scanned for spyware, please call the AIMS Help Desk at 265-6900.
# Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + ESC</td>
<td>Opens the Start menu</td>
</tr>
<tr>
<td>ALT + ESC</td>
<td>Closes the current application and opens the last application you were in that is still active.</td>
</tr>
<tr>
<td>ALT + SPACEBAR</td>
<td>Opens the control menu of the current application.</td>
</tr>
<tr>
<td>ALT + SPACEBAR + N</td>
<td>Minimizes the current application.</td>
</tr>
<tr>
<td>ALT + SPACEBAR + M</td>
<td>Maximizes the current application.</td>
</tr>
<tr>
<td>ALT + F4</td>
<td>Closes the current application.</td>
</tr>
<tr>
<td>ALT + TAB</td>
<td>Allows you to switch between active applications.</td>
</tr>
</tbody>
</table>