

Windows 7 Over view of New and Old features for Home Users

WHAT NEW and WHAT's NOT?

What's New?

- Where are all the tools from XP? ie the Run command to type msconfig
- **New** features - Snap Tool and Jump Lists
- **New** – Libraries - how to use and enhance Search Filters.
- Not new-networking needed to share older O.S. ie XP + Win7.
- Viewing Files and Folders in different Ways
- Not new Installing older Software- .
- **New** Look Of Control Panel And New Features ie. . Find and Fix Problems. ,Setup Backup schedule.
- **New**- Windows Live for free media software , suggested addition
- **New** - Windows Free Security Essentials. , suggested addition

Where's are my familiar tools??

● What happened to the Run command?

The Run command no longer appears on the Start menu in this version of Windows. The search box that appears on the Start menu provides much of the same functionality as the Run command. However, the Run command is still available if you prefer to use it. You can even add it to the Start menu for easier access.

● To add the Run command to the Start menu

1. Right Click on the Start Icon. Click on Properties.
2. Choose the Start Menu tab, and then click Customize.
3. In the list options, find the Run command, left click the mouse to place a Check in the box, then click OK. The Run command will now appear below Help and Support in the Right-hand column

How do I Share a Printer with Windows7, Vista , XP or all 3?

This information came from the Windows 7 Community and Forums

To set up Network Sharing between XP and Windows Vista, please look over the following information. File and Printer Sharing is different in Windows Vista than from the setup in Windows XP.

- 1) First, make sure the Workgroup name is the same on all of the computers in the network. On Windows Vista, the default workgroup name is "WORKGROUP". On Windows XP, the default workgroup name on Windows XP home computers is "MSHOME". On all other versions of XP Professional, it is "WORKGROUP".
- On Windows Vista computers, Go to Control Panel, then Network and Sharing Center:
 - 2) Network Discovery: ON
 - 3) Network set to: Private

Windows 7 Over view of New and Old features for Home Users

- 4) File Sharing is: On
- 5) Public Folder Sharing: ON
- 6) Password Protected: OFF

If you set up duplicate (the same) user accounts and passwords on All computers in your Network, you can turn Password Protected to ON. If you have the Password Protect set to On, you will be prompted for a user name and password every time you try to access a Vista computer from a Windows XP computer. If you encounter difficulties accessing computers that are visible on the network map, make sure the computer being accessed has an account with the same name/password as the system connecting to it uses to login.

File & Print Sharing has to be enabled on any computer you wish to share files or printers from. You also need to actually share the resource in question, right click on the drive/printer/folder, and select sharing. In Windows Vista, the Public Folder Sharing is the same as Windows XP's Shared Docs.

If you are still having problems after setting up for File and Printer Sharing, then check to see if your Anti-Virus is enabled for File and Printer sharing on their firewall or make sure your rules or exceptions allow file and printer sharing.

Windows 7 Over view of New and Old features for Home Users

New features to Try *Work Faster and Better*

Snap -You can use **New** Snap to arrange windows side by side

1. ***Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears.***
2. ***Release the mouse to expand the window.***
3. ***Repeat steps 1 and 2 with another window to arrange the windows side by side***

Example of Snap Tool usage setting up MediaPlayer from the MS website's How To section

Jump Lists **New** idea

- On the taskbar, Jump Lists appear for programs that you've pinned to the taskbar and programs that are currently running. On the Start menu, Jump Lists appear for programs that you've pinned to the Start menu and programs that you've opened recently. (Jump Lists don't appear in All Programs on the Start menu.)

Example Jumplist usage

New Libraries & Searches

- Libraries expand across All User's Public folders(connected Home Groups)
- Use Search Filters; kind, name ,content, date modified, tags)
- Use File Contents for quick views of files to your files to ease searches
- Sort Files by Author, tag name, date, year and more

Example Adding to Library

Example Add locations to library searches

Example of Libraries and Searches

- Add an external devices of Pictures. Go to Folder on device. Left Click to reveal drop-down menu. Select “ Include in Library “ ,

Example of Libraries adding new Categories

Windows 7 Over view of New and Old features for Home Users

Files and Folders – **New** Use tags

- Use tags in all your files to help quickly recall them “where ever “ they exist.
- Open the category grouping; documents, pictures, video, music
- Locate the file without opening it. Enter the tag name on the bottom of the screen.

Search **New** Filter “ things to try, new sort features

- Go to Libraries. Far right window pane type left Click to see choices.
- Select Kind, choose from drop-down list “ picture” can also add Date filter by choosing the calendar. Check out the entire list for more choices.
- Try- Change sort order to “ By Date “

Files and folders – Steps for tagging

- From the Start button, click Documents
- Open Folder of documents

How??Click on file , but don't open it. The bottom of the screen now has fields you can edit. Add the tag name by typing it and hitting enter. Viola. Now you can include this file in your Searches and Sorts by tag name

Example tagging a file

Example File Folder View by Author

New Sorting Features

- Sort by Tag
- Sort by Author

Some of this is old, but it has a new look and feel to it.

Column headers can also control sorting of the files and folders by clicking the column heading.i.e. file name ,

Example File Folder View by tags

Windows 7 Over view of New and Old features for Home Users

Changes to the Control Panel

- Click on the Control Panel from the Start icon
- Views can be switched from category for users who like the old classic view.

New The PROGRAMS uninstall has a new look and feel.

- Type in the search box the control feature you wish to change or learn. For example, type home group in the Search box. Viola. You're in the panel to learn about and change the home group settings.

- **New** Type Displays in the search box to learn about the different two page settings in this new version

Example Movie on Control Panel

Example Movie on BackUp and using the search box.

Windows Live Free Media programs

Movie Maker- complete editing tools for movies. (timeline, storyboard, DVD burning

- Photo Gallery-resize, edit, auto correct, etc
- Family Safety controls

Help from other Sources

- Kim Komando www.kimkomando.com
- Windows 7 for Home user's

Microsoft Security Essentials and Windows Defender

- **New** Microsoft Security Essentials is designed to disable Windows Defender in order to manage the PC's real-time protection, including anti-virus, rootkits, Trojans and spyware. It's a Free download at Microsoft's site

Windows 7 Over view of New and Old features for Home Users

Summary

- ✓ Make use of the Library tool, share through the home group
- ✓ Create Searches with Filters Utilize tags and descriptions to define file
- ✓ View Files and Folders in Different ways for Quick Viewing
- ✓ Use Jump lists for efficiency
- ✓ Use the Snap tool for working between two Windows
- ✓ Look for help resources like Kim Komando, Windows 7 Help Videos and Step by Step answers in the Home Edition section. Signup for Daily Tips or check these sites occasionally for insights and helpful articles.