Step-by-Step Tasks in Full Color

Includes

- Workshops
- More than 500 of the Most Essential Windows 7 Tasks

Microsoft®

Windows® 7

1 2 3 4 5 6 7 on Demand

What you need, when you need it!

Steve Johnson, Perspection, Inc.

que®

Microsoft® Windows® 7 On Demand

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Library of Congress Cataloging-in-Publication Data is on file

ISBN-13: 978-0-7897-4201-8
ISBN-10: 0-7897-4201-2

Printed and bound in the United States of America
First Printing: Sebtermber 2009
12 11 10 09 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

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Introduction

Welcome to *Microsoft Windows 7 On Demand*, a visual quick reference book that shows you how to work efficiently with Windows 7. This book provides complete coverage of basic to advanced Windows skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Windows 7, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Windows 7. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at *www.perspection.com*.

How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

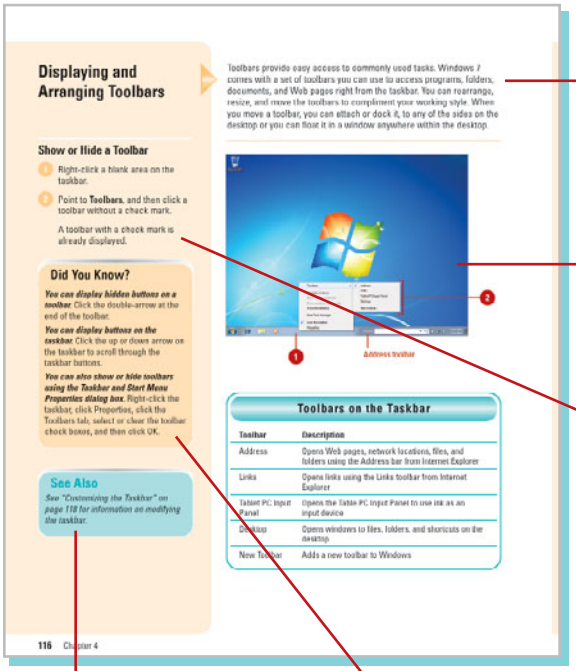
Workshops

Microsoft Certified Applications Specialist

Get More on the Web

Step-by-Step Instructions

This book provides concise step-by-step instructions that show you "how" to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A "Did You Know?" provides tips and techniques to help you work smarter, while a "See Also" leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

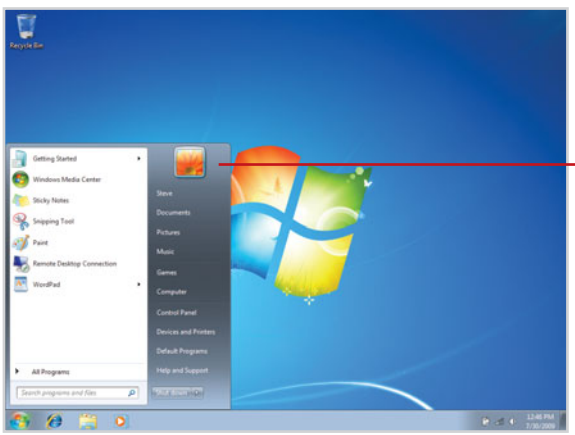
Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

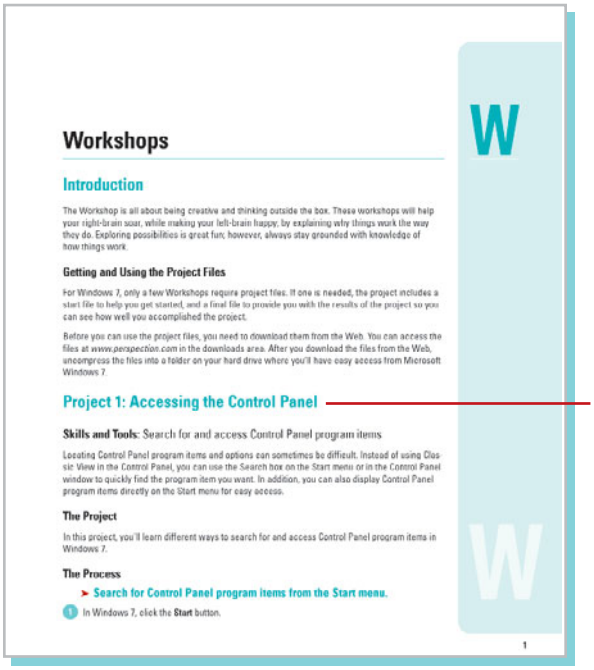
This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at *www.perspection.com.*



Real world examples help you apply what you've learned to other tasks.

Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the Web at *www.perspection.com.*



Workshops

Introduction

The Workshop is all about being creative and thinking outside the box. These workshops will help your right-brain soar, while making your left-brain happy, by explaining why things work the way they do. Exploring possibilities is great fun; however, always stay grounded with knowledge of how things work.

Getting and Using the Project Files

For Windows 7, only a few Workshops require project files. If one is needed, the project includes a start file to help you get started, and a final file to provide you with the results of the project so you can see how well you accomplished the project.

Before you can use the project files, you need to download them from the Web. You can access the files at *www.perspection.com* in the downloads area. After you download the files from the Web, uncompress the files into a folder on your hard drive where you'll have easy access from Microsoft Windows 7.

Project 1: Accessing the Control Panel

Skills and Tools: Search for and access Control Panel program items

Locating Control Panel program items and options can sometimes be difficult. Instead of using Classic View in the Control Panel, you can use the Search box on the Start menu or in the Control Panel window to quickly find the program item you want. In addition, you can also display Control Panel program items directly on the Start menu for easy access.

The Project

In this project, you'll learn different ways to search for and access Control Panel program items in Windows 7.

The Process

➤ Search for Control Panel program items from the Start menu.

1 In Windows 7, click the **Start** button.

W

W

1

The **Workshops** walks you through in-depth projects to help you put Windows 7 to work.

Microsoft Certified Applications Specialist

This book prepares you for the Microsoft Certified Applications Specialist (MCAS) exam for Microsoft Windows 7. Each MCAS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with a MCAS objective to confirm that you can meet the requirements for the exam. Information about MCAS appears in the back of the book. The MCAS objectives are available on the Web at *www.perspection.com.*

Microsoft Certified Applications Specialist

About the MCAS Program

The Microsoft Certified Applications Specialist (MCAS) certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Earning an MCAS certificate acknowledges you have the expertise to work with Microsoft Office programs. To earn the MCAS certification, you must pass a certification exam for Microsoft Windows 7. Additional exams are available for the Microsoft Office desktop applications of Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint, Microsoft Office Outlook, or Microsoft Office Access. (The availability of Microsoft Certified Applications Specialist certification exams varies by program, program version, and language. Visit *www.microsoft.com* and search on *Microsoft Certified Applications Specialist* for exam availability and more information about the program.) The Microsoft Certified Applications Specialist program is the only Microsoft-approved program in the world for certifying proficiency with Microsoft Office programs.

What Does This Logo Mean?

It means this book has been approved by the Microsoft Certified Applications Specialist program to be certified courseware for learning Microsoft Windows 7 and preparing for the certification exam. This book will prepare you for the Microsoft Certified Applications Specialist exam for Microsoft Windows 7. Each certification level has a set of objectives, which are organized into broader skill sets. Throughout this book, content that pertains to a Microsoft Certified Applications Specialist objective is identified with the following MCAS certification logo and objective number below the title of the topic:

Microsoft Certified Application Specialist

WIN / 1.1.1
WIN7-2.2.1

C

C

525

Logo indicates a task fulfills one or more MCAS certification objectives.

Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Windows 7. Some of the information includes:

Transition Helpers

- **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

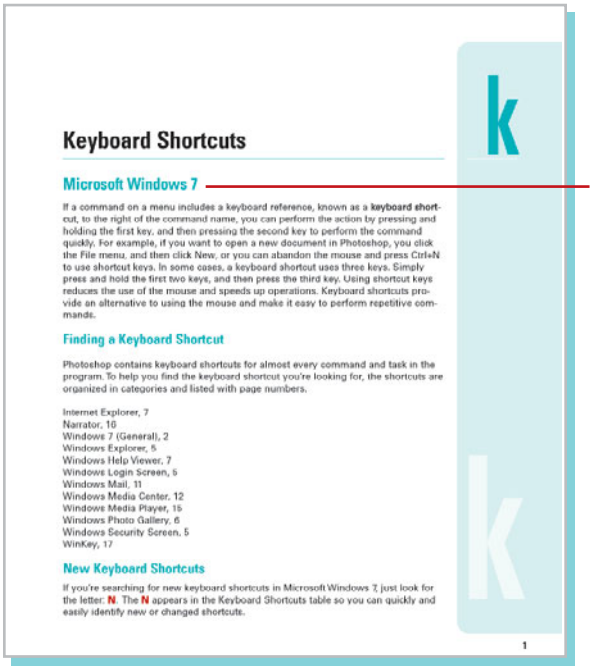
Productivity Tools

- **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- **Photographs.** Download photographs and other graphics to use in your Office documents.
- **More Content.** Download new content developed after publication. For example, you can download a complete chapter on Office SharePoint Server 2007.

You can access these additional resources on the Web at *www.perspection.com.*



Keyboard Shortcuts

k

Microsoft Windows 7

If a command on a menu includes a keyboard reference, known as a **keyboard shortcut**, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. For example, if you want to open a new document in Photoshop, you click the File menu, and then click New, or you can abandon the mouse and press Ctrl+N to use shortcut keys. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Using shortcut keys reduces the use of the mouse and speeds up operations. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

Finding a Keyboard Shortcut

Photoshop contains keyboard shortcuts for almost every command and task in the program. To help you find the keyboard shortcut you're looking for, the shortcuts are organized in categories and listed with page numbers.

Internet Explorer, 7
Narrator, 10
Windows 7 (General), 2
Windows Explorer, 5
Windows Help Viewer, 7
Windows Login Screen, 5
Windows Mail, 11
Windows Media Center, 12
Windows Media Player, 15
Windows Photo Gallery, 6
Windows Security Screen, 5
WinKey, 17

New Keyboard Shortcuts

If you're searching for new keyboard shortcuts in Microsoft Windows 7, just look for the letter: **N**. The **N** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

k

1

Additional content is available on the Web. You can download a document of keyboard shortcuts.

3

Managing Files and Folders

Introduction

File management is organizing and keeping track of files and folders, helping you stay organized, so information is easily located. A **folder** is a container for storing programs and files, similar to a folder in a file cabinet. As with a file cabinet, working with poorly managed files is like looking for a needle in a haystack—it is frustrating and time-consuming to search through irrelevant, misnamed, and out-of-date files to find the one you want. Windows allows you to organize folders and files in a file hierarchy, imitating the way you store paper documents in real folders. Just as a file cabinet contains several folders, each containing related documents with dividers grouping related folders together, so the Windows file hierarchy allows you to organize your files in folders, and then place folders in other folders. Windows 7 comes with four libraries: Documents, Pictures, Music, and Videos. Libraries (**New!**) are special folders that catalog folders and files in a central location. A library includes and displays folders that are stored in different locations on your computer, Homegroup, or network.

Using the file management tools, you can save files in folders with appropriate names for easy identification, quickly and easily create new folders so you can reorganize information and delete files and folders that you no longer need. You can also search for a file when you cannot remember where you stored it, create shortcuts to files and folders for quick and easy access, and even compress files and folders to save space.

A folder can hold different types of files, such as text, spreadsheets, and presentations. The Documents folder is the main location in Windows 7 where you store your files. However, there are some special folders, such as Pictures and Music, designed with specialized features to store specific types of files.

What You'll Do

Use the Explorer Window

Change the Explorer Window View

Open and View the Computer

Work with Libraries

Navigate Between Folders

View the Folders List

Customize the Navigation Pane

Organize Files by Headings

Search for Files and Folders

Perform an Instant Search

Add Properties and Tags to Files

Create and Rename Files and Folders

Copy and Move Files and Folders

Delete and Restore Files and Folders

Create a Shortcut to a File or Folder

Change Folder Options

Change File and Folder List Views

Customize Personal Folders

Share Folders or Files with Others

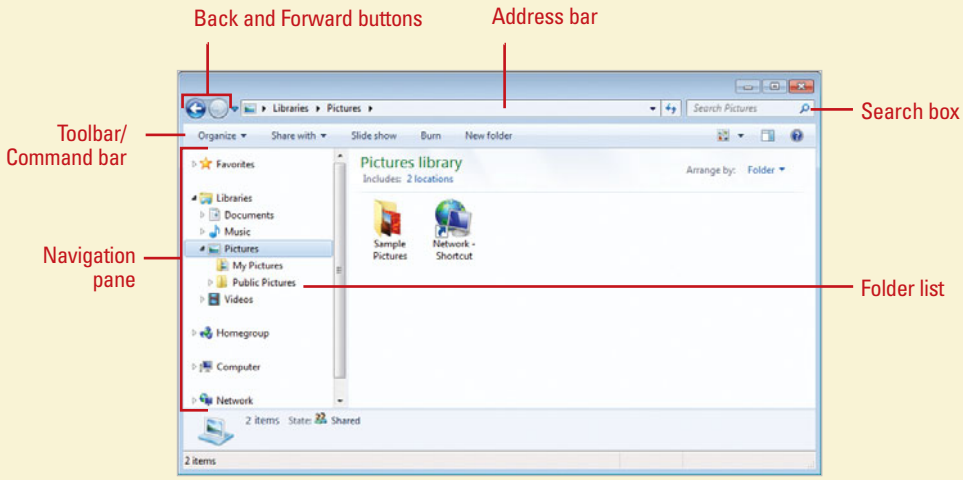
Compress Files and Folders

Manage Files Using a CD or DVD

Using the Explorer Window

The Explorer windows are powerful easy-to-use tools for working with files consistently across Windows 7. Explorers give you more information and control while simplifying how you work with your files. The experience is easy and consistent, whether you're browsing documents or photos or even using the Control Panel. Key elements of the Explorer windows in Windows 7 are designed to help you get to the information you need, when you need it. Each Explorer window includes the following elements:

- **Back and Forward buttons.** Use to navigate between previously viewed folders.
- **Address bar.** Use to navigate directly to a different location, including local and network disks, folders, and web locations.
- **Search box.** Use to perform instant searches, which show only those files that match what you typed in the Search box for the current folder and any of its subfolders.
- **Toolbar/Command bar.** Use to perform file related commands. Toolbar/Command bars display only the task buttons that are appropriate for the files being displayed. There are two consistent buttons on every Toolbar/Command bar: Organize and Views.
- **Navigation pane.** (**New!**) Use to display common folders, such as Favorites, Libraries, HomeGroup (a shared network), Computer, and Network, using a Folder list tree structure.
- **Libraries.** (**New!**) Use to access common folders, such as Documents, Music, Pictures, and Videos. A library is a collection of files and folders linked from different locations, including your computer, HomeGroup, or network, into a central place. A file or folder can be stored in one location, yet linked to a library for easy access. For example, your My Documents folder located in your personal folder (the one with your account name) is linked to the Documents library.



Changing the Explorer Window View

Windows 7 displays the contents of a drive or folder in different ways to help you find the information you are looking for about a file or folder. The available views include Extra Large, Large, Medium and Small Icons, List, Details, Tiles, and Content (**New!**).

Icons view displays icons in different sizes (Extra Large, Large, Medium, and Small), sorted alphabetically in horizontal rows with the name of the file or folder below each icon. When you view files using one of the Icon views, Live icons—thumbnails—display the first page of documents, the image of a photo, or the album art for individual songs, making it easier to find exactly what you are looking for.

List view displays small icons, sorted alphabetically into vertical columns with the name of the file or folder next to each icon.

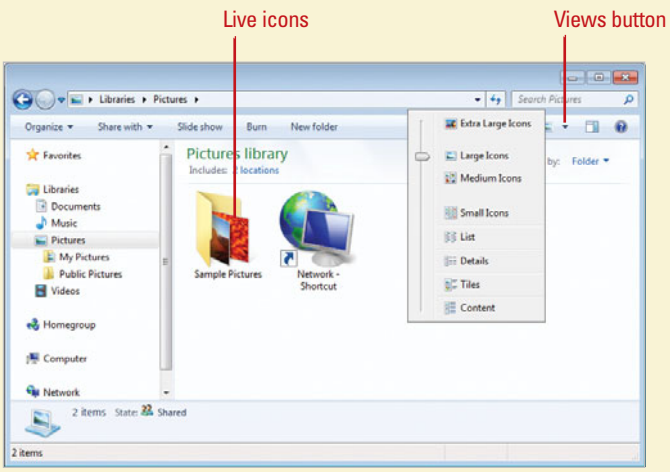
Details view displays small icons, sorted alphabetically in a vertical column with the name of the file or folder and additional information, such as file size, type, and date, in columns to the right.

Tiles view displays icons, sorted alphabetically into vertical columns, with information about the file next to each icon.

Content view (**New!**) displays medium icons in a vertical column with date modified information.

Switching Between Views

You use the Views button on the toolbar in an Explorer window to quickly switch between window views. When you click the Views button, the view switches between the following views: List, Details, Tiles, Content (**New!**), and Large Icons. If you want to select a different view, you can click the arrow next to the Views button to display a menu, where you can click a view or drag the slider. When you drag the slider, you can position it anywhere within the range, not just the main positions.



Opening and Viewing the Computer

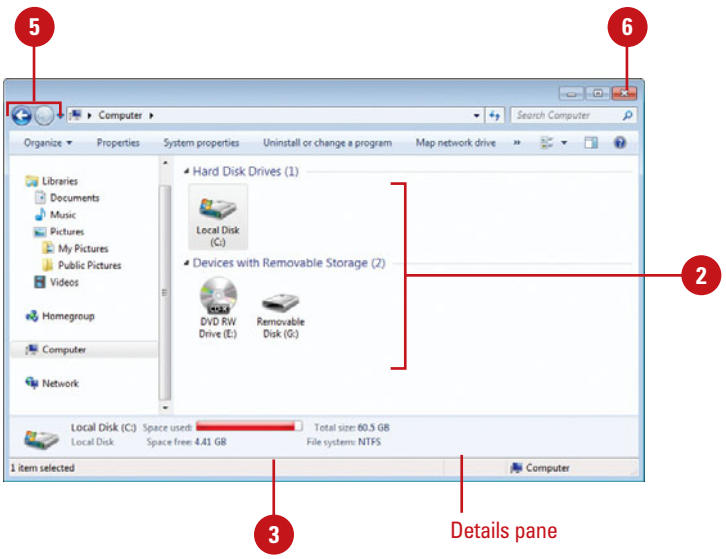
The Computer window is the starting point to access every disk, folder, and file on your computer. You can access the Computer window from the Start menu. The Computer window displays several types of local, removable, and network drives. Drives and folders are represented by icons. Each drive is assigned a drive letter, denoted with parentheses and a colon, such as Local Disk (C:), to make it easier to identify. Typically, the floppy is drive A, the hard (also known as local) disk is drive C, and the CD or DVD is drive D. If your computer includes additional drives, your computer assigns them letters in alphabetical order. Once you open more than one drive or folder, you can use buttons on the Command bar to help you move quickly between folders.

Open and View the Computer

1. Click the **Start** button, and then click **Computer**.
2. Click a drive to select it.
3. Review the drive details in the Details pane.
4. Double-click the drive to open it.
5. Click the **Back** button or **Forward** button on the toolbar to return or move to a previously visited window.

   TIMESAVER *You can press the Backspace key to go back to a previous folder you visited.*

6. When you're done, click the **Close** button.



Did You Know?

You can add the Computer icon to the desktop. Right-click the desktop in a blank area, click Personalize, click Change Desktop Icons in the left pane, select the Computer check box, and then click OK.

You can find Windows system information in Computer. Click the Start button, click Computer, click System Properties on the toolbar.

You can find drive or device properties in Computer. Click the Start button, click Computer, click the drive or device, click Properties on the toolbar, and then click the General tab.

See Also

See "Changing the Explorer Window View" on page 55 for information on changing the display of a folder's contents.

Typical Disk Drives on a Computer

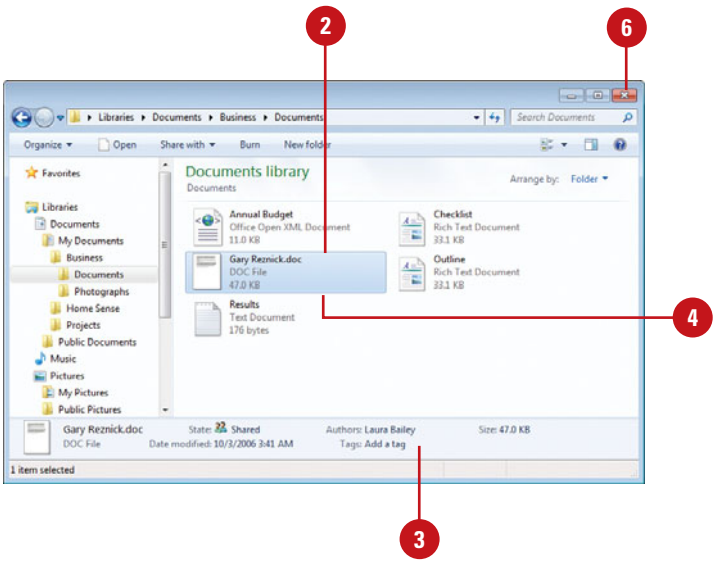
Icon	Type Description
Local	A hard magnetic disk (or hard disk) on which you can store large amounts of data. The Local Disk (C:) stores all the files on your computer.
Floppy	A soft removable magnetic disk that comes in a 3½-inch size, which stores up to 1.44 MB of data. Floppy disks are slower to access than a hard disk, but are portable and much less expensive.
Removable	A removable magnetic disk on which you can store computer data, such as a Zip disk (requires software). Another is a Flash memory card the size of a large stamp that holds128, 256, 512 MB or greater. Flash drives connect directly into a USB plug without software.
CD-ROM	**Compact Disc-Read-Only Memory** An optical disk on which you can stamp, or burn, up to 1 GB (typical size is 650 MB) of data in only one session. The disc cannot be erased or burned again with additional new data.
CD-R	**Compact Disc-Recordable** A type of CD-ROM on which you can burn up to 1 GB of data in multiple sessions. The disc can be burned again with new data, but cannot be erased.
CD-RW	**Compact Disc-Rewriteable** A type of CD-ROM on which you can read, write, and erase data, just like a hard disk.
DVD	**Digital Video Disc** A type of DVD-ROM that holds a minimum of 4.7 GB, enough for a full-length movie.
DVD-R	**Digital Video Disc-Recordable** A type of DVD-ROM on which you can burn up to 4.7 GB of data in multiple sessions. The disc can be burned again with new data, but cannot be erased.
DVD-RW	**Digital Video Disc-Rewriteable** A type of DVD-ROM on which you can read, write, and erase data, just like a hard disk.
HD-DVD DVD-ROM	**High Density Digital Video Disc** A type of high density on which you can read data; the disc appears as a high density drive.
Blu-ray	**High Density Blu-ray Disc** A type of high density DVD-ROM on which you can read data; the disc appears as a high density drive.

Viewing and Opening Documents

Windows makes it easy to manage the personal and business files and folders you work with every day. You can access your Documents folder from the Start menu, which displays the Documents library folder. The Documents library folder (**New!**) links and displays files and folders from different locations on your computer in a central place, which includes your My Documents folder located in your personal folder. In the folder, you can view file information, organize files and folders, and open files and folders. Once you open more than one folder, you can use buttons on the Command bar to help you move quickly between folders. Depending on previous installation, devices installed, or other users, your personal folders might differ.

View and Open Documents

1. Click the **Start** button, and then click **Documents**.
2. Click a file to select it.
3. Review the document details in the Details pane.
4. Double-click the file to open it.
5. Use the scroll bars to view additional documents. Drag the scroll box, or click the scroll arrows.
6. When you're done, click the **Close** button.

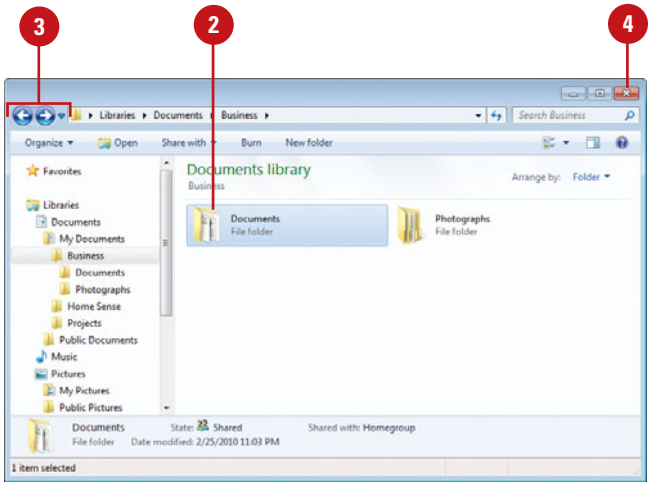


Did You Know?

Windows creates a separate Documents folder for each user.
When you share a computer, Windows creates a separate Documents folder and stores personalized settings for each user. Each user's Documents folder is located in the Documents And Settings folder under the user's name on the local hard disk.

Open Any Folder and Switch Between Folders

1. Click the **Start** button, and then click the user account name, or any other Explorer window, such as **Documents**, **Pictures**, or **Music**.
2. Double-click the folder to open it.
3. Click the **Back** button or **Forward** button to return or move to a previously visited window.
4. When you're done, click the **Close** button.



Did You Know?

Windows stores music and picture files in separate folders in your personal folder. Windows stores music files in the My Music folder and pictures in the My Pictures folder in your personal folder, which you can access from the Start menu or the Music and Pictures libraries.

See Also

See "Changing the Explorer Window View" on page 55 for information on changing the display of a folder's contents.

See "Working with Libraries" on page 60 for information on using and creating libraries.

For Your Information

Opening a Document with a Different Program

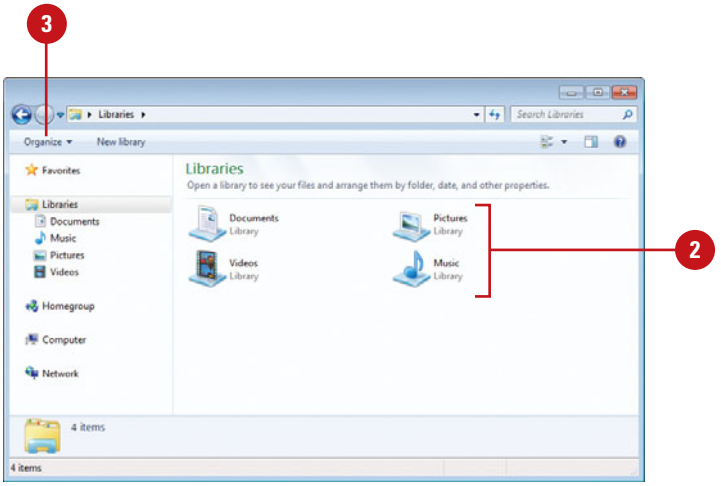
Most documents on your desktop are associated with a specific program. For example, if you double-click a document whose file name ends with the three-letter extension ".txt," Windows automatically opens the document with Notepad, a text-only editor. There are situations, though, when you need to open a document with a program other than the one Windows chooses, or when you want to choose a different default program. For example, you might want to open a text document in WordPad rather than Notepad so that you can add formatting and graphics. To do this, right-click the document icon you want to open, point to Open With, and then click the application you want to use to open the document, or click Choose Program to access more program options. Once you open a text file using WordPad, this option is automatically added to the Open With menu.

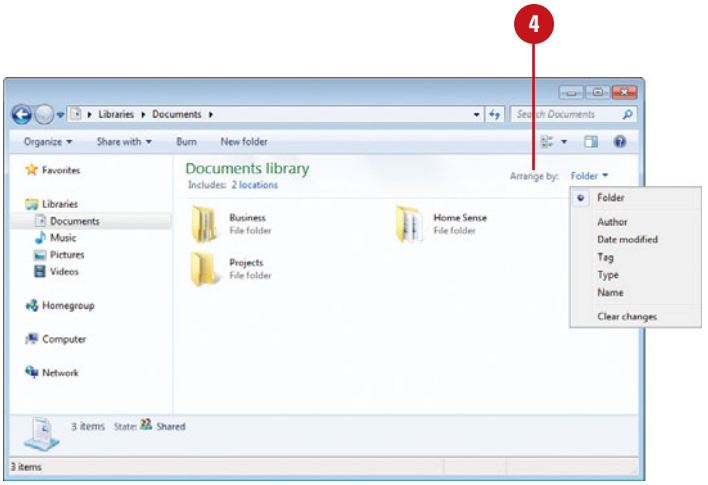
Working with Libraries

Libraries (**New!**) are special folders that catalog folders and files in a central location. A library includes and displays folders that are stored in different locations on your computer, Homegroup, or network. Windows 7 comes with four libraries: Documents, Pictures, Music, and Videos. The Documents library, for example, includes files and folders from your My Documents and Public Documents folders, which are actually stored in your Users folder. Instead of navigating to separate folders, you can quickly navigate to one central place, the Documents library. You can create additional libraries at any time and include folders from different locations or remove them. After you open a library, you can quickly arrange all files and folders included in a library by folder (the default) or other properties based on the library type (General Items, Documents, Music, Pictures, or Videos). When you save a file to a library, you can specify which folder it actually gets stored in.

Open and View a Library

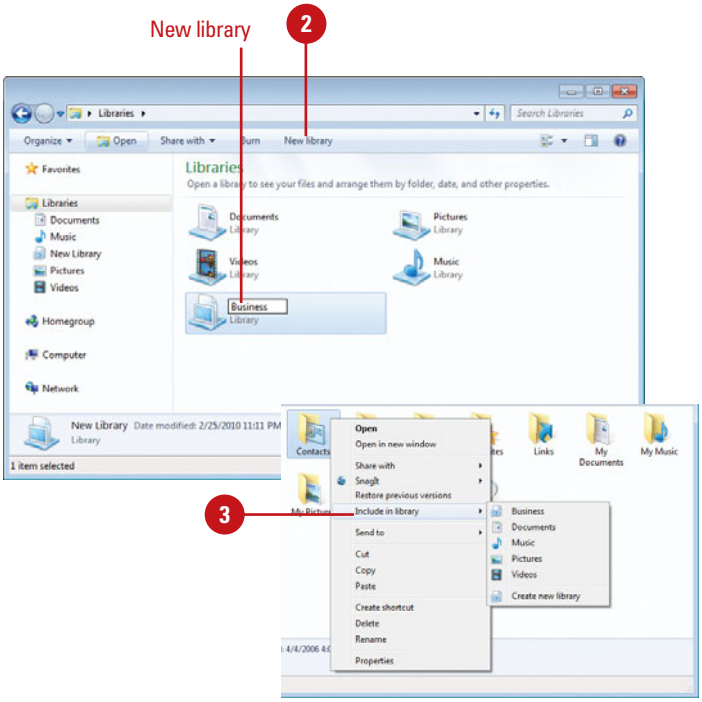
1. Click the **Windows Explorer** button on the taskbar.
2. Double-click a library folder.
   - To open a specific library, click the **Start** button, and then click **Documents**, **Pictures**, or **Music**.
3. To display the Library pane, click the **Organize** button on the toolbar, point to **Layout**, and then click **Library pane**, if necessary.
4. To change the library display, click the **Arrange by** button on the Library pane, and then click an option.
   - **Folder.** File and folders.
   - **General Items.** Date modified, Tag, Type, or Name.
   - **Documents.** Author, Date modified, Tag, Type, or Name.
   - **Pictures.** Month, Day, Rating, or Tag.
   - **Music.** Album, Artist, Song, Genre, or Rating.
   - **Video.** Year, Type, Length, or Name.
   - **Clear changes.** Clears any arrange by modifications.





Create a New Library and Include or Remove Folders

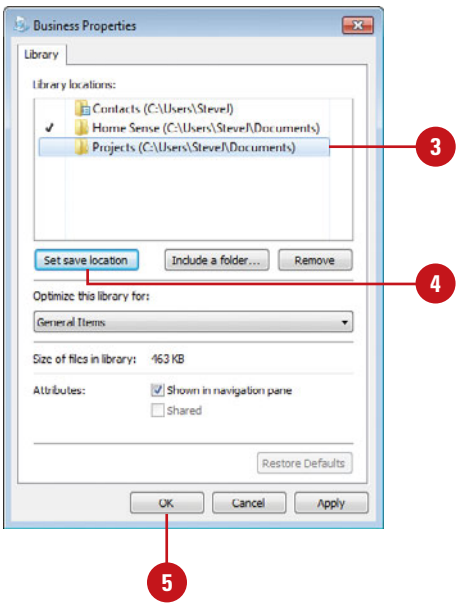
1. Click the **Windows Explorer** button on the taskbar.
2. Click the **New library** button on the toolbar, type a library name, and then press Enter.
   - To delete a library, right-click the library, click **Delete**, and then click **Yes**.
3. To include a folder in a library, navigate to the folder location, right-click the folder, point to **Include in library**, and then select the library you want.
4. To remove a folder from a library, open the library, click the **Locations** link on the Library pane, select the folder you want to remove, click **Remove**, and then click **OK**.



Change the Save Location

1. Open the folder you want to change the save location.
2. Click the **Organize** button on the toolbar, and then click **Properties**.
3. Select the library location where you want to save files.
4. Click **Set save location**.

   A check mark appears to the left of the selected folder location.
5. Click **OK**.

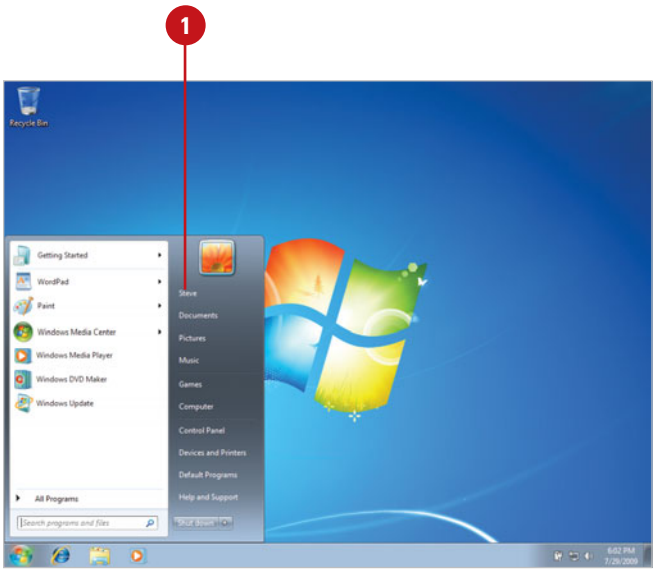


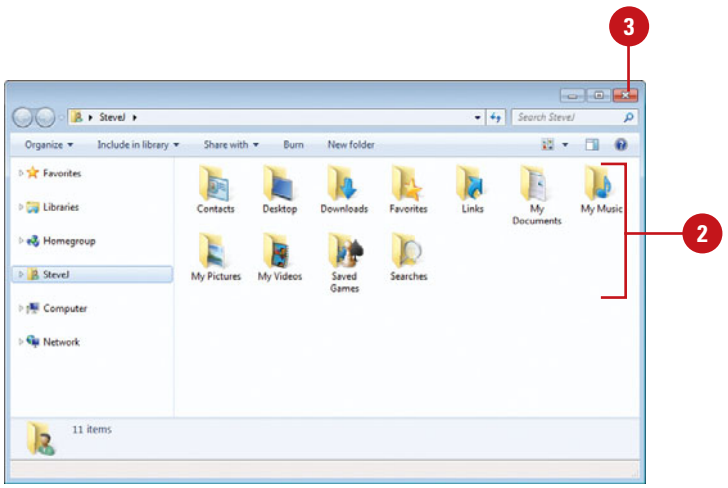
Working with Personal Folders

Windows 7 comes with a personal folder that stores your most frequently used folders in one location. The personal folder appears on the Start menu with the name of the person logged on to the computer. The personal folder only contains files and folders associated with a user account and are unique for each user on the computer. The personal folder includes a variety of folders: Contacts, Desktop, Downloads, Favorites, Links, My Documents, My Pictures, My Music, My Videos, Saved Games, and Searches. You can access these folders using the personal folder on the Start menu. The My Documents, My Pictures, My Music, and My Videos folders are included in the Documents, Pictures, Music, and Videos libraries (**New!**) respectively, so you can also access them by name on the Start menu.

View and Open a Personal Folder

1. Click the **Start** button, and then click the user account name at the top of the right column on the Start menu.
2. Double-click a folder to open it.
3. When you're done, click the **Close** button.





Navigating Between Folders

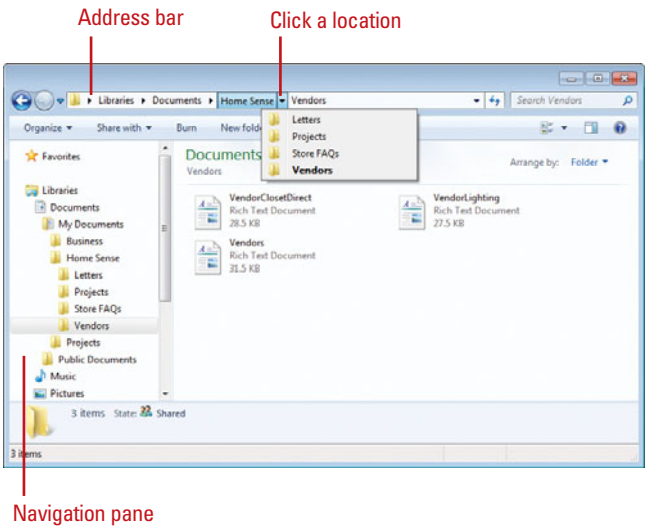
The Address bar appears at the top of every Explorer window and displays the current location on your computer or network. The location appears as a series of links separated by arrows. You can change your current location by either typing a new location—even a web address on the Internet—or selecting one using the Address bar. You can also use the Back and Forward buttons to the left of the Address bar to switch between locations you have previously visited.

Navigate to a Location

- **Click a location**. Use either of the following methods:
  - **Visible folder location**. To go directly to a location visible in the Address bar, click the location name.
  - **Visible subfolder location**. To go to a subfolder of a location visible in the Address bar, click the arrow to the right, and then click the location name.
- **Type a location**. Click a blank space (to the right of text) in the Address bar, and then type the complete folder name or path to the location, and then press Enter.

  You can type common locations and then press Enter. The common locations include: Computer, Contacts, Control Panel, Documents, Favorites, Games, Music, Pictures, Recycle Bin, and Videos.

  If you type a web address (URL) in the Address bar, the Explorer window switches to Internet Explorer.



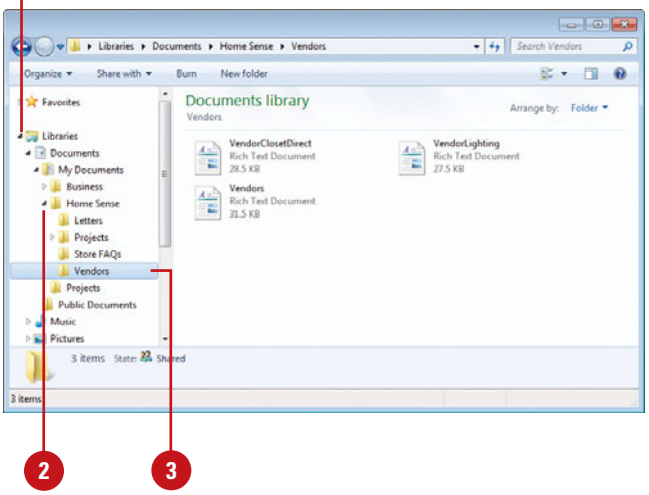
Viewing the Folders List

Windows offers a useful feature for managing files and folders, called the **Folders list**, which is integrated under categories—Favorites, Libraries, Homegroups, Computer, and Network—into the Navigation pane (**New!**). The Folders list displays the window in two panes, or frames, which allows you to view information from two different locations. The Navigation pane displays the file hierarchy of all the drives and folders on the computer, and the right pane displays the contents of the selected drive or folder. This arrangement enables you to view the file hierarchy of your computer and the contents of a folder simultaneously making it easy to copy, move, delete, and rename files and folders. Using the non filled arrow and the filled arrow to the left of an icon in the Folders list allows you to display different levels of the drives and folders on your computer without opening and displaying the contents of each folder.

View the Folders List

1. Open any folder window.
2. In the Navigation pane, point to an item to display the navigation arrows.
3. Perform the commands you want to display folder structure and contents:
   - To show the file and folder structure, click the non filled arrow.
   - To hide the file and folder structure, click the filled arrow.
   - To display the contents of a folder, click the folder icon.

Folder list tree structure



Did You Know?

You can quickly determine if a folder contains folders. When an arrow doesn't appear next to an icon in the Folders list, the item has no folders in it.

Changing the Explorer Layout

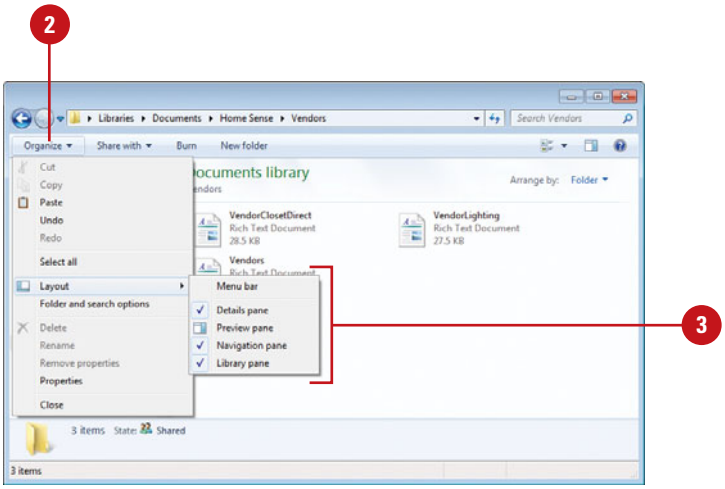
Windows 7 gives you the option to customize the layout for each Explorer window depending on the information the window contains. The layout for each Explorer window includes a Menu Bar, Details pane, Preview pane, and Navigation pane. The Details and Navigation panes appear by default. Some Explorer windows, such as a library folder, also include a Library pane (**New!**), which you can use to display the library name, includes link and Arrange by view options. The Organize menu shows or hides the layout elements. If you prefer working with menus like the previous version of Windows, you can show the menu bar and use traditional menus.

Change the Explorer Layout

1. Open the folder window you want to change.
2. Click the **Organize** button, and then point to **Layout**.
3. Select the layout item you want to show or hide: **Menu Bar**, **Details Pane**, **Preview Pane**, **Navigation Pane**, or **Library Pane** (**New!**).

   Layout options vary depending on the type of Explorer window.

TIMESAVER *To quickly display the Menu bar, press the Alt key, and then release it. Press the Alt key again to remove it.*

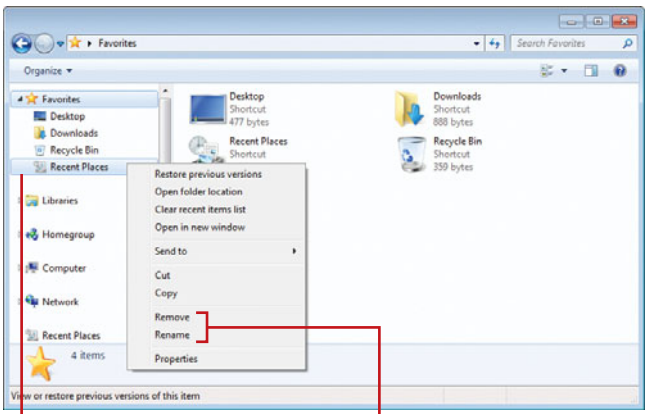


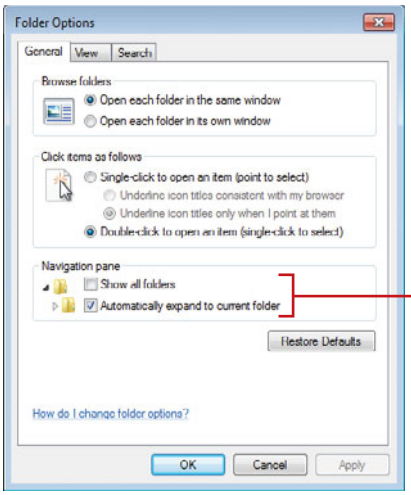
Customizing the Navigation Pane

The Navigation pane provides links to commonly used drives and folders to reduce the number of clicks it takes to locate a file or folder. Windows 7 provides a default list (**New!**) of favorites, libraries, homegroups, and networks in the Navigation pane. You can customize the list of favorites for your own purposes. You can move current links, add or rename folders, or remove an item. If the Navigation pane gets cluttered, you can restore it back to the original default items and start from there. You can also set Navigation pane options to show all folders (**New!**) like the Folder list in Windows Vista and automatically expand the folder list to the current folder (**New!**).

Customize the Navigation Pane

- **Move a link.** Drag an item in the Navigation pane to a higher or lower position in Favorites.
- **Add a link.** Drag an item from its original location to a position in the Navigation pane in Favorites.
- **Rename a link.** Right-click the link in Favorites, and then click **Rename**. Type a new name, and then press Enter. The original folder or search is not renamed, only the Navigation link.
- **Remove a link.** Right-click the link in Favorites, and then click **Remove**. The original folder or search is not removed, only the Navigation link.
- **Restore default links.** Right-click the Favorites link in the Navigation pane, and then click **Restore favorite links**.
- **Show all folders like the folders list. (New!)** Click the **Organize** button, click **Folder and search options**, select the **Show all folders** check box on the General tab, and then click **OK**.
- **Automatically expand the folder list to the current folder. (New!)** Click the **Organize** button, click **Folder and search options**, select the **Automatically expand to current folder** check box on the General tab, and then click **OK**.





Organizing Files by Headings

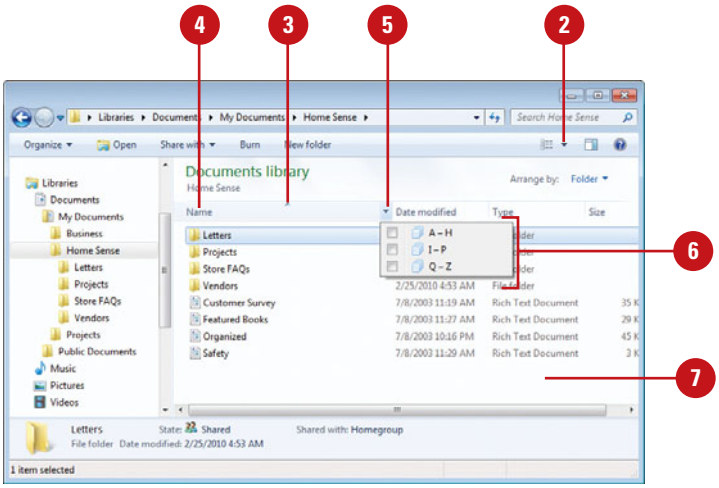
In Explorer windows, files and folders appear in lists with headings at the top in Details view. You can use the headings to change how files are displayed in the window. You can use filtering and sorting to display the files and folders you want. Filtering displays only files and folders with the properties you select by heading type. For example, the A - H filter for file and folder names displays only files and folder that start with A - H. Sorting displays the files and folders in ascending or descending order by heading type. For example, the sort by name displays files and folders from A to Z or Z to A. You can apply a filter and sort a column to achieve the results you want.

Organize Files Using Filtering or Sorting

1. Open the folder that contains the files you want to sort or filter.
2. Click the **Views** button arrow, and then click **Details**.
3. To sort files by headings, click the heading title you want to sort by. An arrow in the middle of the heading indicates the sort direction, ascending and descending.
4. Point to the heading you want to filter by.
5. Click the arrow to the right of the heading you want to filter by.
6. Select the property check boxes you want to filter by.
7. Click in a blank area to close the search menu.

   A check mark replaces the arrow to indicates a filter is in place.

   - To cancel the search, press Esc.



Searching for Files and Folders

Sometimes remembering precisely where you stored a file can be difficult. Windows 7 allows you to use Windows Search Explorer (by default) or a third-party search application, such as Google Desktop Search, to help you find and view all of your files or folders in one place. You start a search by using the Search box. As you type in a Search box, the search looks for matches in the file name, contents, and property tags, and displays the highlighted results (**New!**) in a Search Results folder. If you don't find the file or folders you're looking for, you can perform an advanced search using a menu (**New!**) from the Search box. An advanced search gives you the option to find files or folders by type, name, title, location, date (taken, modified, or created), size, or property tag. The search locates files and programs stored anywhere in indexed locations, which includes personal folders, e-mail, offline files, and web sites in your History list.

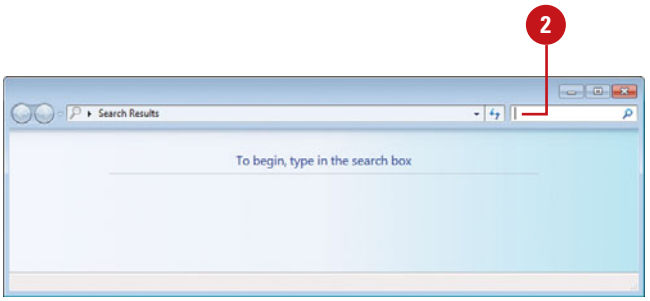
Create a Simple Search by Type

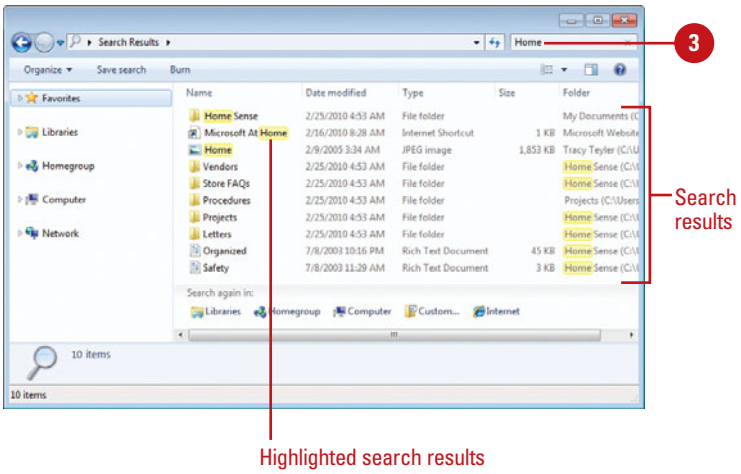
1. Start the default search application using any of the following:
   - Open an Explorer window in the location where you want to search.
   - Press Windows logo+F.
2. Click in the Search box or press Ctrl+F.

   A search menu appears. Disregard the menu for a simple search.
3. Type a word or part of a word.

   As you type, programs and files that match your text appear highlighted (**New!**) in the Search Results window. You don't have to press Enter.

   TROUBLE? *In the Search box, you must press Enter to start a search for non-indexed files.*





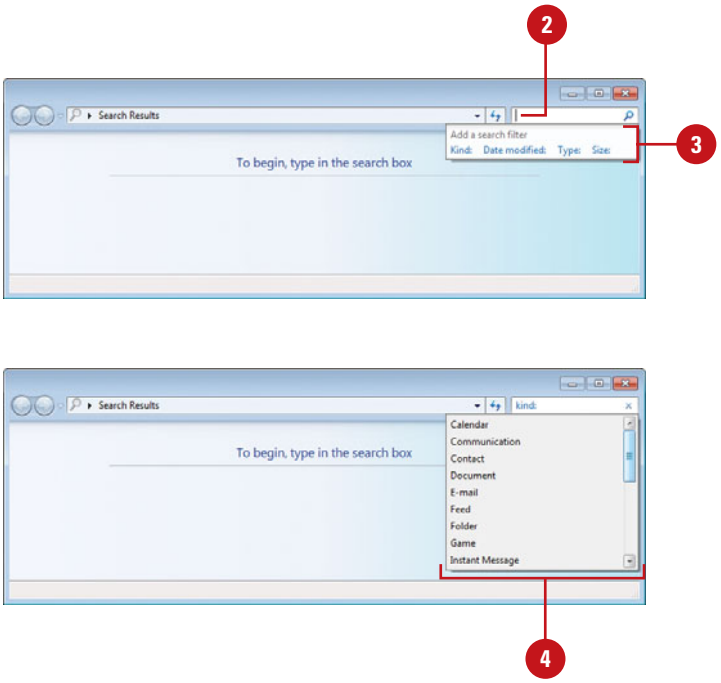
See Also

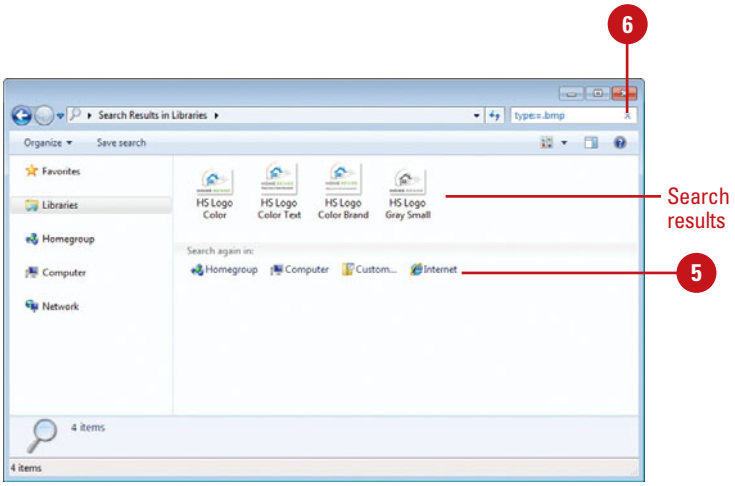
See "Setting Default Programs" on page 122 for information on using Windows Search Explorer (default) or a third-party search application.

Create an Advanced Search

1. Start the default search application using any of the following:
   - Open an Explorer window in the location where you want to search.
   - Press Windows logo+F.
2. Click in the Search box or press Ctrl+F.

   A Search menu appears with advanced options.
3. Click the filter option you want on the Search menu. The filter options vary depending on the folder contents. Some of the filter options include:
   - **Name.** Searches by file name.
   - **Authors.** Searches by the document's author.
   - **Tags.** Searches by a property tag.
   - **Date modified.** Searches by date modified.
   - **Size.** Searches by file size.
   - **Type.** Searches by file type.
4. Type in the Search box or select from the menu the criteria you want based on the search option you selected.
   - To add more search filter options, click back in the Search box at the end to display the Search menu.
5. To search again in other locations, click one of the following locations: **Libraries**, **Homegroup**, **Computer**, **Custom**, or **Internet**.
6. To clear and close the search, click the **Close** button (x) in the Search box.



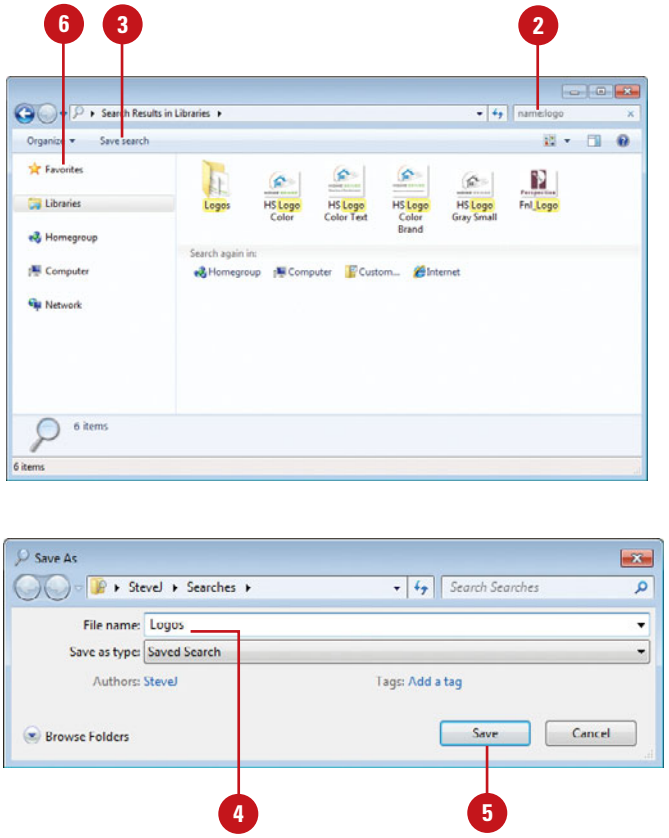


Saving a Search

If you frequently perform the same search, you can save your search results like any file and perform or modify the search again later. When you save a search, the search is saved by default with Window Search Explorer in the Searches folder in your personal folder and added to the Favorites folder in the Navigation pane. Like any link, you can move a saved search from the Searches folder to the Favorites category in the Navigation pane to make it more accessible. To run a saved search, display the saved search link, and then click it.

Save a Search

1. Start the default search application using any of the following:
   - Open an Explorer window in the location where you want to search.
   - Press Windows logo+F.
2. Click in the Search box, specify the criteria you want, and then perform the search.
3. Click the **Save search** button on the toolbar.
4. Type a name for the search.
5. Click **Save**.
6. To use a saved search, click the saved search link in Favorites in the Navigation pane or double-click the saved search in the Searches folder in the personal folder.



Did You Know?

You can quickly perform a recent search. Click in the Search box to the display the Search menu. At the top of the Search menu displays recent searches, which you can select to quickly perform again. If the list gets cluttered, you can remove items. Point to the item on the menu, and then press Delete.

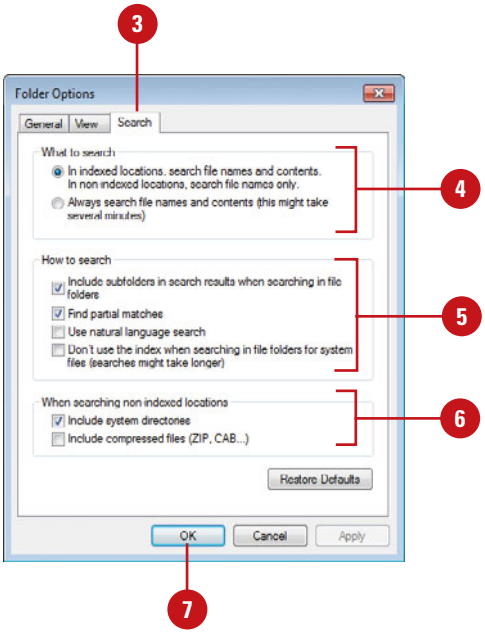
Changing Search Options

When you perform a search for files or folders, Windows 7 uses the search options to help customize the search results. You can specify whether you want to search for file names and content or just for file names and whether to include subfolders or find partial matches. For non-indexed searches, you can set options to include system directories or compressed files (ZIP, CAB...). The search options are available in the Folder Options dialog box under the Search tab.

Change Search Options

1. Click the **Start** button, and then click **Documents**.
2. Click the **Organize** button on the toolbar, and then click **Folder and search options**.

   TIMESAVER *After a search, click Search Tools on the toolbar, and then click Search Options.*
3. Click the **Search** tab.
4. Select the What to search option you want.
5. Select or clear the check boxes under How to search:
   - **Include subfolders in search results when searching in file folders.**
   - **Find partial matches.**
   - **Use natural language search.**
   - **Don't use the index when searching in file folders for system files (searches might take longer).**
6. Select or clear the check boxes under When searching non-indexed locations:
   - **Include system directories.**
   - **Include compressed files (ZIP, CAB, ...)**
7. Click **OK**.



Performing an Instant Search

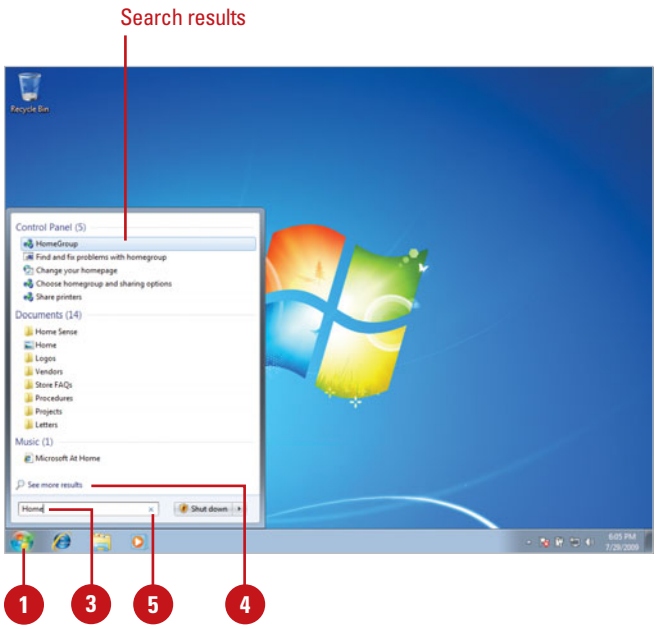
You can also find files and programs using the Search box at the bottom of the Start menu and at the top of every Explorer window. As you type, the Search box (**New!**) filters out items that don't match the text you type. The search results continue to narrow as you continue to type. The search includes text in the file name, text in the file, tags (a custom file property), and other file properties. The search locates files and programs stored anywhere in indexed locations, which includes personal folders, e-mail, offline files, and web sites in the History list for your web browser. If you don't find what you are looking for during a search, you can click See more results (**New!**) at the bottom of the Start menu search results to use additional Windows search capabilities. After you complete a search, you can use the Arrange by option to display your results the way you want (**New!**), which include Top Results and other properties, such as Date modified and Type.

Find a File or Program Using the Search Box on the Start Menu

1. Click the **Start** button.
2. Click in the **Search** box.
3. Type a word or part of a word.

   As you type, programs and files that match your text appear on the Start menu. You don't have to press Enter.

   TROUBLE? *In the Search box, you must press Enter to start a search for non-indexed files.*
4. If you don't find what you are looking for during a search, you can click **See more results** to use Windows search capabilities.
5. To clear and close the search, click the **Close** button (x) in the Search box.



Did You Know?

You can display search properties. Right-click the heading in an Explorer window that you want to see properties for, and then click More.

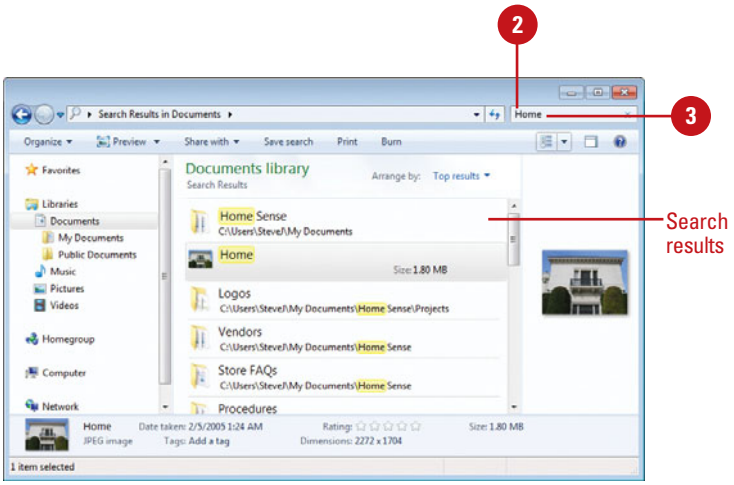
Find a File or Folder Using the Search Box From a Folder

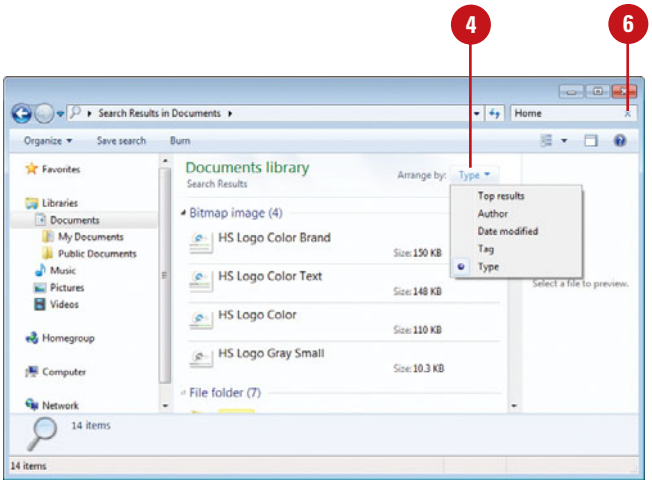
1. Click the **Start** button, and then open the Explorer window where you want to start looking, such as **Documents**, **Pictures**, or **Music**.
2. Click in the Search box.

   A search menu appears. Disregard the menu for a simple search.
3. Type a word or part of a word.

   As you type, programs and files that match your text appear highlighted (**New!**) in the Search Results window. You don't have to press Enter.

   TROUBLE? *In the Search box, you must press Enter to start a search for non-indexed files.*
4. To change the results display, click the **Arrange by** button (**New!**), and then select an option: **Top Results** or other properties, such as **Author**, **Date modified**, **Tag**, and **Type**.
5. To search again in other locations, click one of the following locations (**New!**): **Libraries**, **Homegroup**, **Computer**, **Custom**, or **Internet**.
6. To clear and close the search, click the **Close** button (x) in the Search box.





Did You Know?

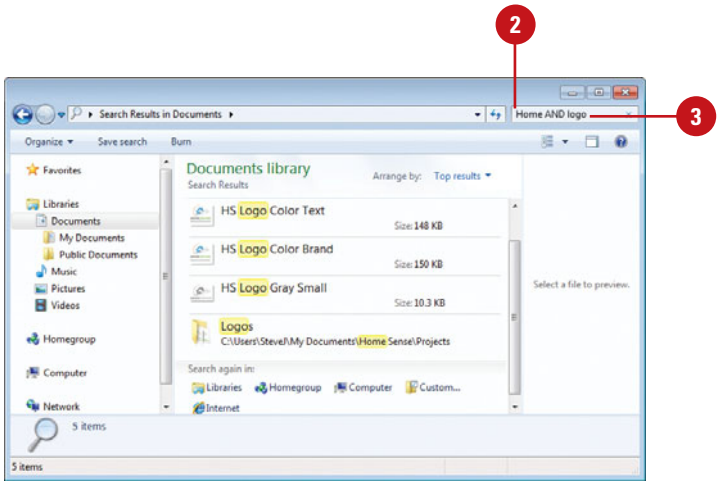
You can use wildcards to expand a search. Use the * (asterisk) wildcard symbol in a file name when you're unsure of the entire name. For example, type **S*rs** to find all files beginning with "S" and ending with "rs," such as Stars and Sports cars.

Performing an Advanced Search

The Search box at the bottom of the Start menu and at the top of every Explorer window filters out items that don't match the text you type. The search includes text in the file name, text in the file, tags (a custom file property), and other file properties. In the Search box, you can perform advanced searches by specifying properties and using boolean filters. For example, *Name:Agenda* finds only files that have the word *agenda* in the file name. In addition, you can use boolean filters, such as AND, NOT, OR, Quotes, Parentheses, >, or <. For example, *Agenda* AND *Report* find files that contain both words *agenda* and *report*. When you type boolean filters, you need to use all capital letters. You can also combine properties and boolean filters together to create a more specific search.

Find Files and Folders Using the Search Folder

1. Turn off natural language search. (default off).
   - Click the **Start** button, click **Control Panel**, click **Appearance and Personalization**, click **Folder Options**, click the **Search** tab, clear the **Use natural language search** check box, and then click **OK**.
2. Click in the **Search** box at the bottom of the Start menu or at the top of an Explorer window.
3. Type an advanced search. See the table for some examples.



Search Examples

Example	Description
agenda AND report	Finds files that contain both *agenda* and *report*.
agenda NOT report	Finds files that contain agenda, but not *report*.
agenda OR report	Finds files that contain either *agenda* or *report*.
"Agenda Report"	Finds files that contain the exact phrase "Agenda Report" in quotes.
(agenda report)	Finds files that contain both words agenda and report in any order.
date: >10/10/08	Find files that are later than 10/10/08.
size: < 100 MB	Find files that are less than 100 MB.
subject: agenda AND report	Find files with the subject agenda and any files that contain the word report.

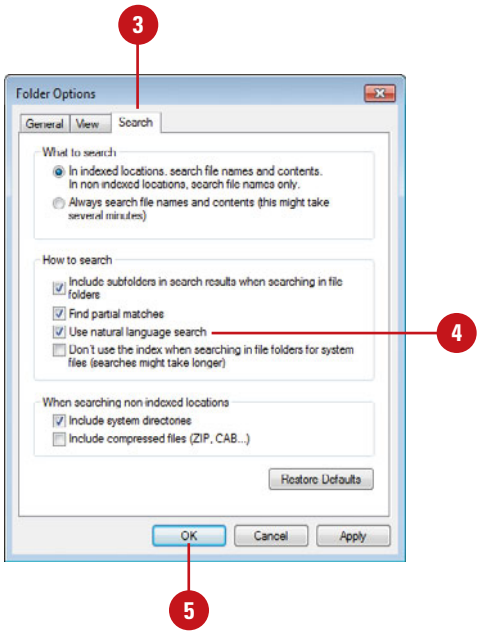
Performing Natural Language Searches

If using properties and boolean filters seems a little too much for you to handle, you can find files using natural language search, which allows you to perform the same property or boolean search, yet use a form that is easier to use. Instead of *kind: document author: (Steve AND Holly)*, you can type *documents by Steve and Holly*. Before you can use natural language in a Search box, you need to turn it on under the Search tab in Folder Options in the Control Panel.

Turn On Natural Language Search

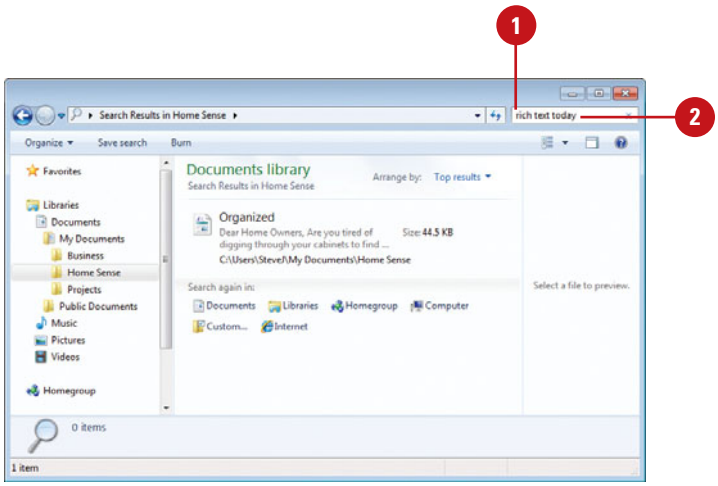
1. Click the **Start** button, and then **Control Panel**.
2. Click **Appearance and Personalization**, and then click **Folder Options**.

   TIMESAVER *In an Explorer window, click the Organize button, and then click Folder and search options.*
3. Click the **Search** tab.
4. Select the **Use natural language search** check box.
5. Click **OK**.



Perform a Natural Language Search

1. Click in the **Search** box at the bottom of the Start menu or at the top of an Explorer window.
2. Type a natural language search. Some examples include:
   - documents modified today
   - e-mail from holly sent this week
   - music by Mozart
   - videos of family created December 2008

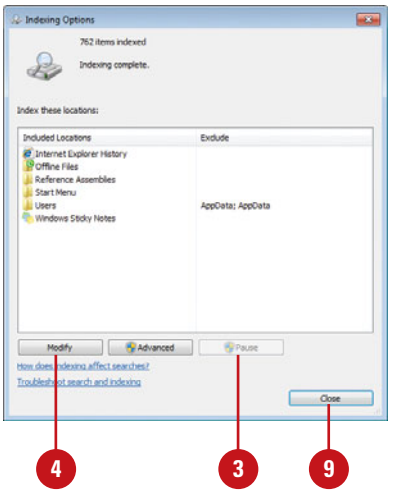


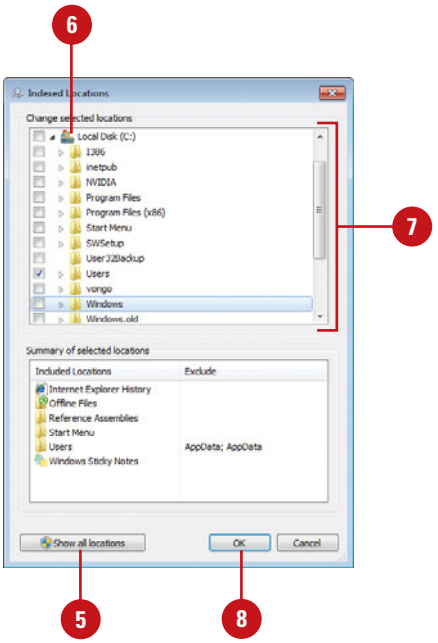
Modifying the Index to Improve Searches

Windows keeps track of files in indexed locations and stores information about them in the background using an index, like the one found in the back of this book, to make locating files faster and easier. You can use Indexing Options in the Control Panel to view, pause, add, remove, and modify indexed locations, indexed file types, and other advanced index settings. For example, if a file type is not recognized by the index, you can add it; if you want to stop indexing new content for 15 minutes to specify options, you can pause it; or if you're having problems with the search index, you can rebuild or restore it.

View, Pause, Add, or Remove Indexed Locations

1. Click the **Start** button, and then click **Control Panel**.
2. Click the **Indexing Options** icon in Small icons or Large icons view.
3. To pause new indexing for 15 minutes, click **Pause**.
4. Click **Modify**.
5. If you don't see all the locations, click **Show all locations**.
6. If a folder location contains subfolders, you can double-click the folder to expand it.
7. Select or clear the check box next to the folder locations you want to add or remove from the index.
8. Click **OK**.
9. Click **Close**.



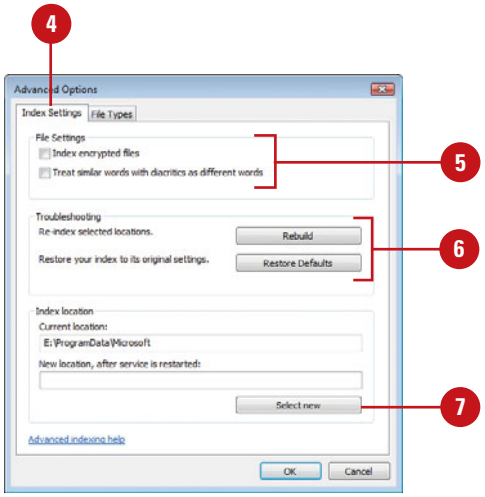


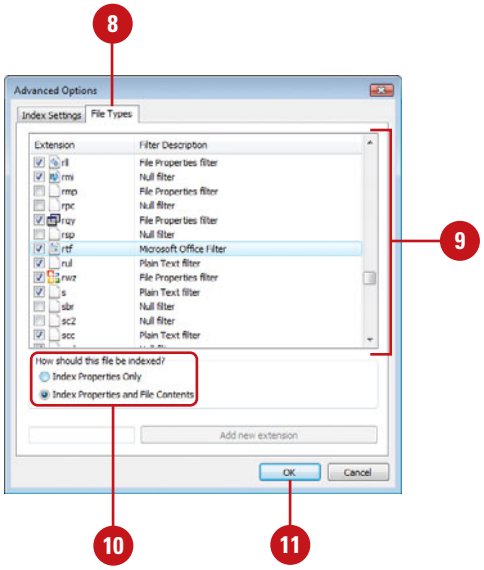
Did You Know?

You can index file attributes for a folder. Right-click the folder, click Properties, click the General tab, click Advanced, select the Allow This File To Have Contents Indexed In Addition To File Properties check box, and then click OK twice.

Set Advanced Indexing Options

1. Click the **Start** button, and then click **Control Panel**.
2. Click the **Indexing Options** icon in Small icons or Large icons view.
3. Click **Advanced**.
4. Click the **Index Settings** tab.
5. Select or clear the following check boxes:
   - **Index encrypted files.**
   - **Treat similar words with diacritics as different words.**
6. For index troubleshooting, use either of these buttons:
   - To re-index selected locations, click **Rebuild**.
   - To restore your index to its original settings, click **Restore Defaults**.
7. If you need to change the Index Location, specify a new location or click **Select new**.
8. Click the **File Types** tab.
9. Select or clear the check boxes with the file types you want to include or exclude in the index.
10. For each selected file type, click the option to specify how the file should be indexed.
11. Click **OK**.
12. Click **Close**.



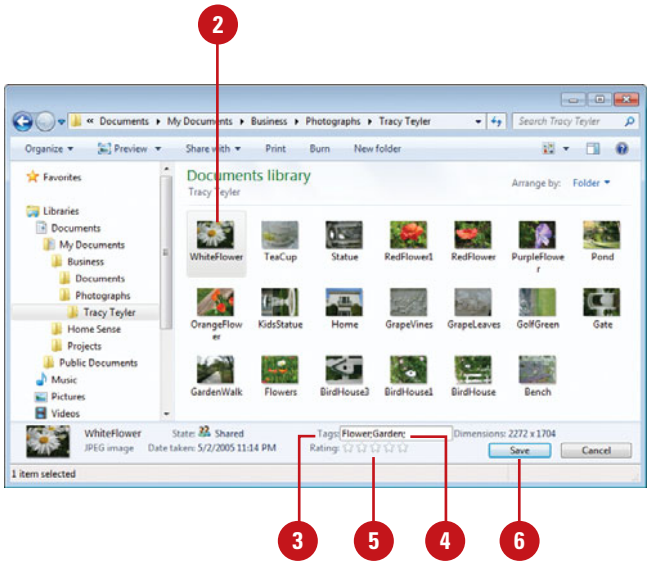


Adding Properties and Tags to Files

When you create a file, Windows automatically adds properties to the files, such as name, creation date, modified date, and size. These properties are important to Windows, however, they may not be useful when you are searching for a file. You can add or modify common file properties and create or modify custom tag properties to make it faster and easier to locate files in the future. You can add or modify properties for most files. However, there are some exceptions, such as plain text (.txt) or rich text format (.rtf) files. You can add or modify properties using the Details pane in an Explorer window, the Details tab in the Properties dialog box, or in the Save As dialog box. If you want to remove some or all of the property information in a file, you can quickly remove it using the Properties dialog box.

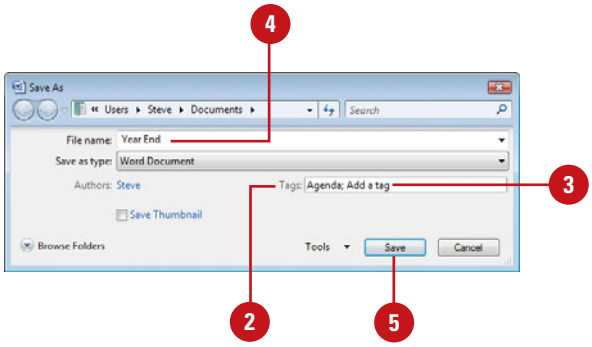
Add or Modify Properties

1. Click the **Windows Explorer** button on the taskbar.
2. Click the file you want to add or modify properties.
3. In the Details pane, click the tag you want to change, and then type the new tag.
   - If you want to work with more properties and tags or the Details pane is not available, right-click the file, click **Properties**, and then click the **Details** tab. When you're done, click **Apply**.
4. To add more than one tag, separate each entry with a semicolon.
5. To rate a file using the rating property, click the star that represents the rating you want to give the file.
6. Click **Save**.



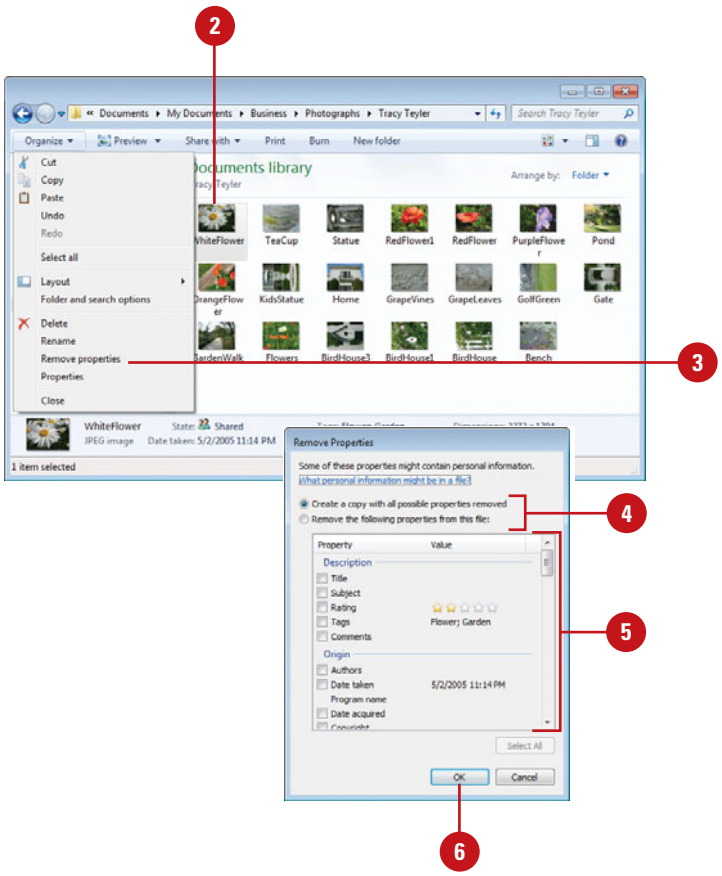
Add or Modify Properties While Saving a File

1. Click the **File** menu or Program button in the program you are using, and then click **Save A s**.
2. Type tags and other properties in the boxes provides.
3. To add more than one property, separate each entry with a semicolon.
4. Type the name of the file.
5. Click **Save**.



Remove Properties

1. Click the **Windows Explorer** button on the taskbar, and then locate the file in which you want to remove properties.
2. Select the file you want to remove properties.
3. Click the **Organize** button on the toolbar, and then click **Remove properties**.
4. Click the **Create a copy with all possible properties removed** option or click the **Remove the following properties from this file:** option.
5. Select or clear the check boxes for each property.
6. Click **OK**.



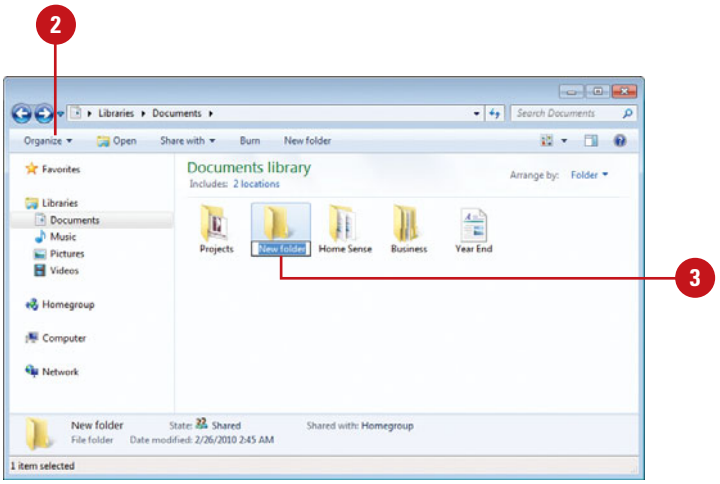
Creating and Renaming Files and Folders

The keys to organizing files and folders effectively within a hierarchy are to store related items together and to name folders informatively. Creating a new folder can help you organize and keep track of files and other folders. In order to create a folder, you select the location where you want the new folder, create the folder, and then lastly, name the folder. You should name each folder meaningfully so that just by reading the folder's name you know its contents. After you name a folder or file, you can rename it at any time.

Create a Folder

1. Open the drive or folder where you want to create a folder.
2. Click the **Organize** button on the toolbar, and then click **New folder**.

   TIMESAVER *Right-click a blank area of the window, and then click New folder.*
3. With the New Folder name selected, type a new name.
4. Press Enter.



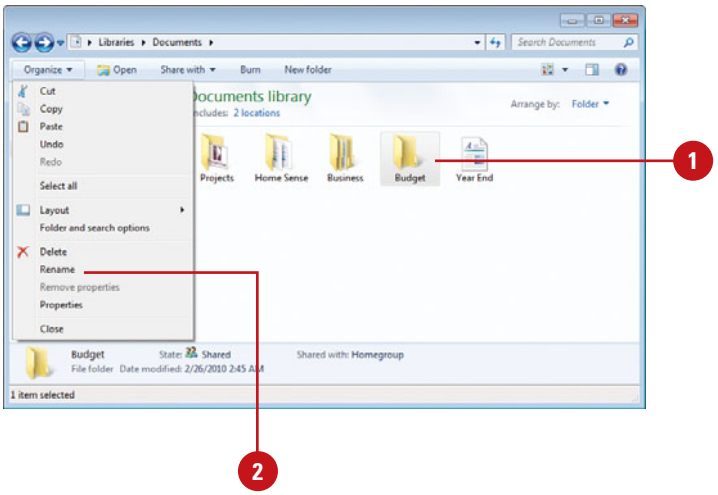
Did You Know?

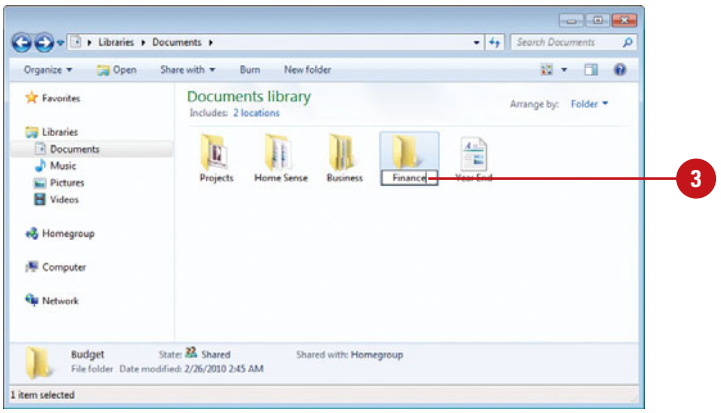
File names can be up to 255 characters. You can use spaces and underscores in names, but you can't use the following characters: @ * : < > | ? " \ or /. Remember the best way to keep your files organized is with a consistent naming convention.

Rename a File or Folder

1. Click the file or folder to select it.
2. Click the **Organize** button on the toolbar, and then click **Rename**.
3. With the name selected, type a new name, or click to position the insertion point, and then edit the name.
4. Press Enter.

TIMESAVER *Right-click the file or folder you want to rename, click Rename, type a name, and then press Enter. You can also select the file, click the file name, type a name, and then press Enter.*





Did You Know?

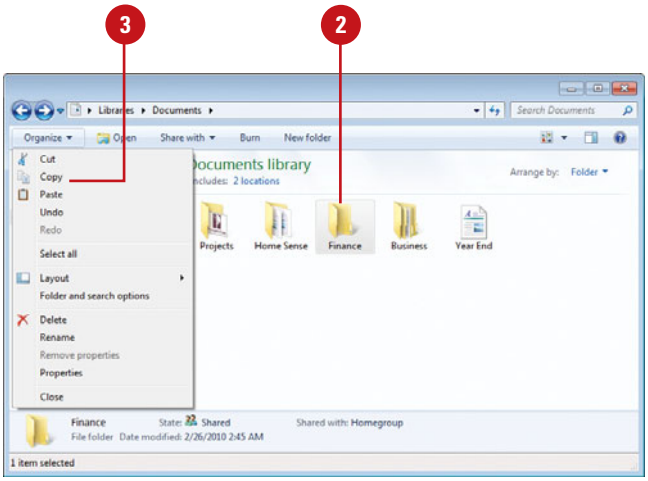
You can rename a group of files. Select all the files you want to rename, right-click one of the selected files, click Rename from the shortcut menu, type a name, and then press Enter. The group name appears with numbers in consecutive order.

Copying and Moving Files and Folders

Sometimes you will need to move a file from one folder to another, or copy a file from one folder to another, leaving the file in the first location and placing a copy of it in the second. You can move or copy a file or folder using a variety of methods. If the file or folder and the location where you want to move it are visible in a window or on the desktop, you can simply drag the item from one location to the other. Moving a file or folder on the same disk relocates it whereas dragging it from one disk to another copies it so that it appears in both locations. When the destination folder or drive is not visible, you can use the Cut (to move), Copy, and Paste commands on the Edit menu to move or copy the items.

Copy a File or Folder

1. Open the drive or folder containing the file or folder you want to copy.
2. Select the files or folders you want to copy.
3. Click the **Organize** button on the toolbar, and then click **Copy**.
4. Display the destination folder where you want to copy the files or folder.
5. Click the **Organize** button on the toolbar, and then click **Paste**.



Did You Know?

You can arrange files and folders in an Explorer window by using Auto Arrange or Align to Grid. The Auto Arrange option keeps icons in a window organized so they don't overlap each other, while the Align to Grid option aligns icons in a window according an invisible grid to keep them organized. To turn either of these options on, click the View menu in folder you want to modify, and then click Auto Arrange or Align to Grid. To display the menu bar, click Organize on the toolbar, point to Layout, and then click Menu Bar.

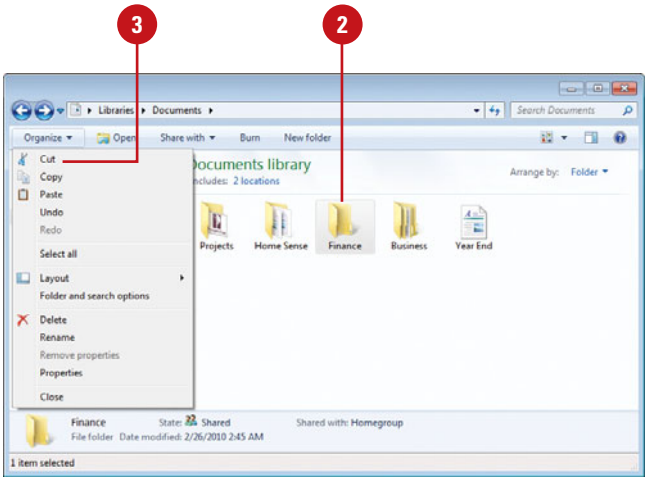
For Your Information

Sending Files and Folders

When you right-click most objects on the desktop or in Computer or Windows Explorer, the Send To command, located on the shortcut menu, lets you send, or move, a file or folder to a new location on your computer. For example, you can send a file or folder to a removable disk to make a quick backup copy of the file or folder, to a mail recipient as an electronic message, or to the desktop to create a shortcut. You can also use the Send To command to move a file or folder from one folder to another. To send a file or folder, right-click the file or folder you want to send, point to Send To on the shortcut menu, and then click the destination you want.

Move a File or Folder

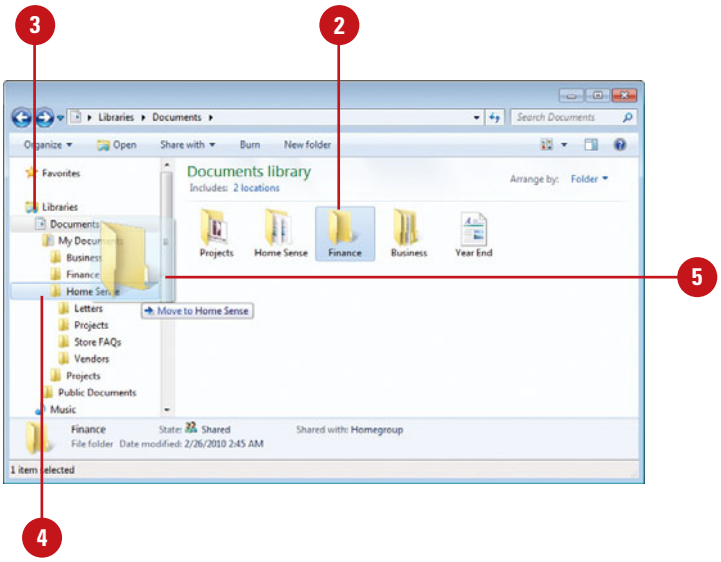
1. Open the drive or folder containing the file or folder you want to move.
2. Select the files or folders you want to move.
3. Click the **Organize** button on the toolbar, and then click **Cut**.
4. Display the destination folder where you want to move the files or folder.
5. Click the **Organize** button on the toolbar, and then click **Paste**.



Copy or Move a File or Folder Using Drag and Drop

1. Open the drive or folder containing the file or folder you want to copy or move.
2. Select the files or folders you want to copy or move.
3. In the Navigation pane, point to a folder list to display the expand and collapse arrows.
4. Click the arrows to display the destination folder, and then click the destination folder.
5. Right-click the selected files or folders, drag to the destination folder, and then click **Copy Here** or **Move Here**.

TIMESAVER *To move the selected items, drag them to the destination folder. To copy the items, hold down the Ctrl key while you drag.*



Deleting and Restoring Files and Folders

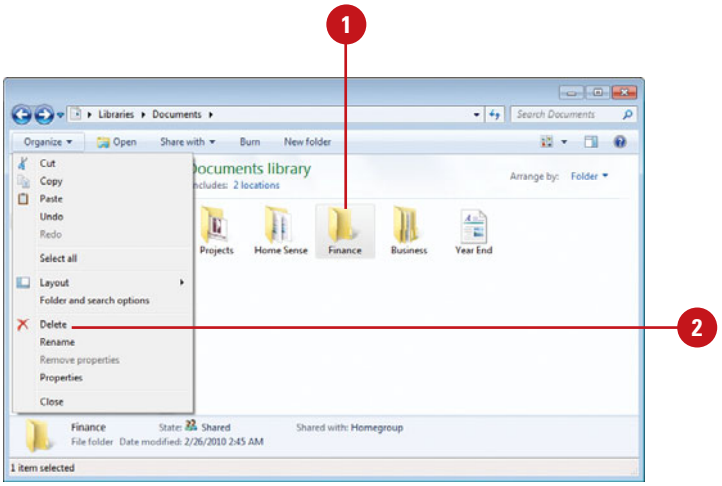
When you organize the contents of a folder, disk, or the desktop, you might find files and folders that you no longer need. You can delete these items or remove them from the disk. If you delete a file or folder from the desktop or from the hard disk, it goes into the Recycle Bin. The **Recycle Bin**, located on your desktop, is a temporary storage area for deleted files. The Recycle Bin stores all the items you delete from your hard disk so that if you accidentally delete an item, you can remove it from the Recycle Bin to restore it. Be aware that if you delete a file from a removable disk, it is permanently deleted, not stored in the Recycle Bin. The files in the Recycle Bin do occupy room on your computer, so you need to empty it to free up space.

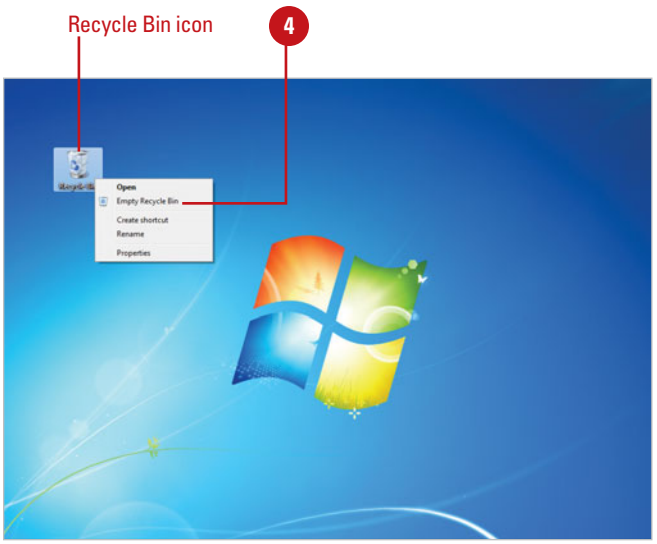
Delete Files and Folders

1. Select the files and folders you want to delete.
2. Click the **Organize** button on the toolbar, and then click **Delete**.

   TIMESAVER *Press the Delete key to delete selected items.*
3. Click **Yes** to confirm the deletion and place the items in the Recycle Bin.
4. On the desktop, right-click the **Recycle Bin** icon, and then click **Empty Recycle Bin**.

   Your computer permanently removes the items.





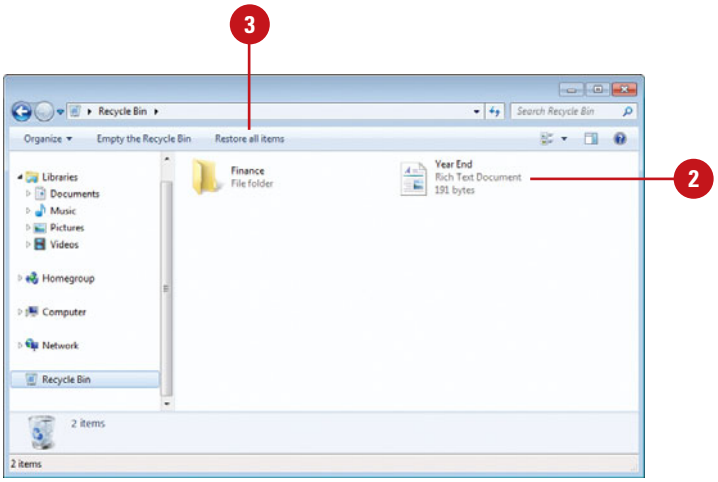
Restore Files and Folders

1. Double-click the **Recycle Bin** icon on the desktop.
2. Select the item or items you want to restore.
3. Click the **Restore this item** or **Restore all items** button on the toolbar.
4. Click **Yes** to confirm the restore or click **No** to cancel it.

Did You Know?

You can undo a deletion. If you accidentally delete a file, click Organize, and then click Undo Delete. Windows remembers your last three actions.

You can't open a deleted folder and restore selected items. When you've deleted a folder, you have to restore the entire folder.



For Your Information

Changing Recycle Bin Properties

You can adjust several Recycle Bin settings by using the Properties option on the Recycle Bin shortcut menu. For example, if you want to delete files immediately rather than place them in the Recycle Bin, right-click the Recycle Bin, click Properties, and then select the Don't Move Files To The Recycle Bin check box. Also, if you find that the Recycle Bin is full and cannot accept any more files, you can increase the amount of disk space allotted to the Recycle Bin by increasing the Maximum size (MB) amount.

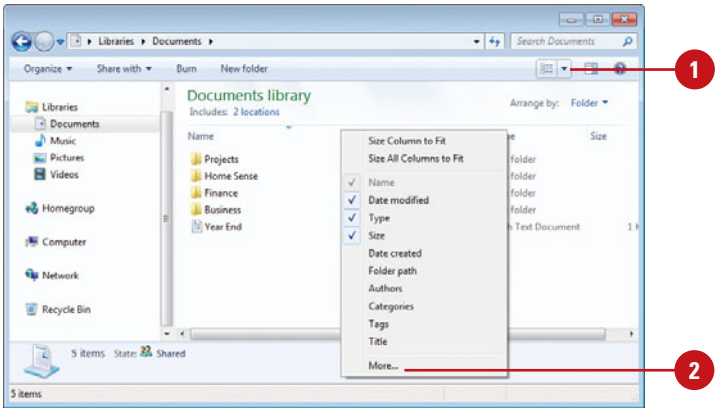
Changing File and Folder List Views

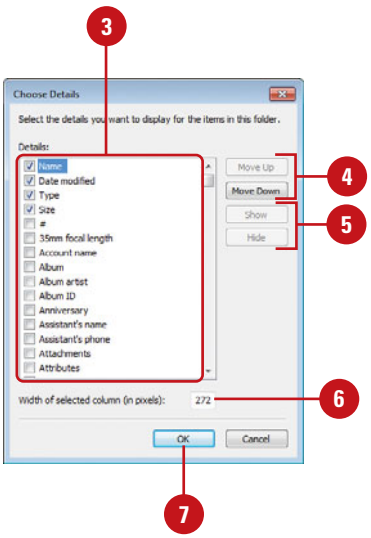
You can display files and folders in a variety of different ways, depending on what you want to see and do. When you view files and folders in Details view, a default list of file and folder information appears, which consists of Name, Size, Type, and Date Modified. If the default list of file and folder details doesn't provide you with the information you need, you can add and remove any file and folder information from the Details view. If you need to change the way Windows sorts your files and folders, you can use the column indicator buttons in the right pane of Details view. Clicking one of the column indicator buttons, such as Name, Size, Type, or Date Modified, in Details view sorts the files and folders by the type of information listed in the column.

Change File Details to List

1. Open the folder you want to change in Details view.
2. Right-click a column title, and then click **More**, or click the **View** menu, and then click **Choose Details**.

   TIMESAVER *Right-click a column title in Details view, and then click the detail you want to show or hide.*
3. Select the check boxes with the details you want to include and clear the ones you don't.
4. Click the **Move Up** or **Move Down** buttons to change the order of the selected items.
5. Click the **Show** or **Hide** buttons to show or hide the selected items.
6. Specify the width in pixels of the column for the selected items.
7. Click **OK**.





Did You Know?

An ellipsis indicates information is hidden. To show the information, drag the edge of the column indicator button to resize the column.

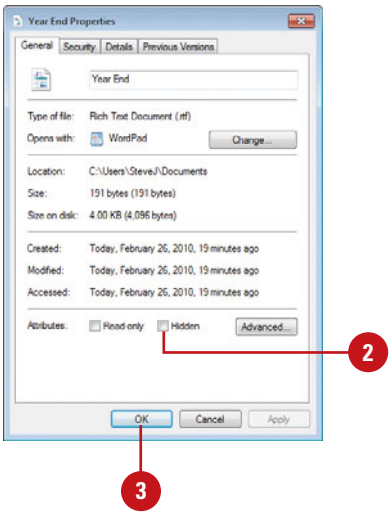
Hiding Files and Folders

If you want to hide files and folders for added privacy purposes, you can do it by setting two separate options: one to set the option to hide specific files and folders, and the other to set a general folder option to show or hide files and folders. If you set the option to hide specific files and folders and the Show hidden files and folders option is set, the hidden files and folders appear transparent. If the general option is set to Do not show hidden files and folders, the hidden files and folders are actually hidden. The only way to view them again is to set the general option to Show hidden files and folders again. Anyone can show hidden files and folders, so it shouldn't be used for security purposes.

Show or Hide Hidden Files and Folders

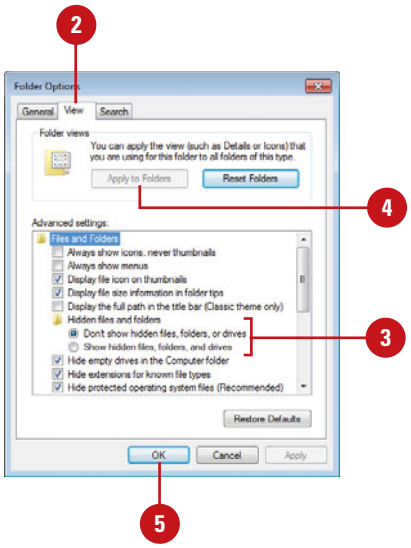
1. Right-click the file or folder you want to hide or unhide, and then click **Properties**.
2. Select or clear the **Hidden** check box.
3. Click **OK**.

   The files or folders appear transparent or hidden.



Show or Hide Hidden Files and Folders

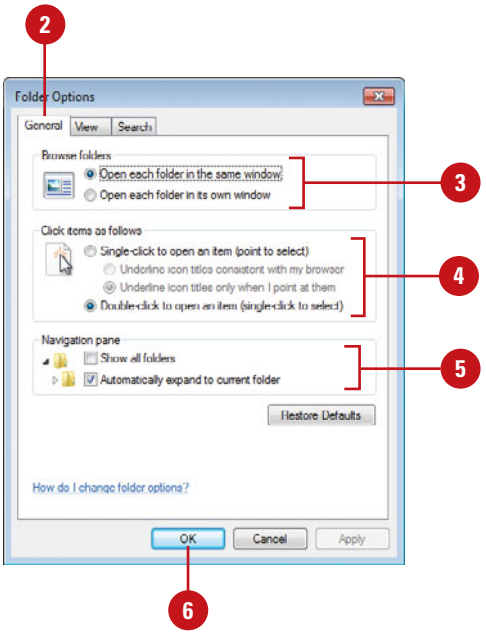
1. In an Explorer window, click the **Organize** button on the toolbar, and then click **Folder and search options**.
2. Click the **View** tab.
3. Click the **Do not show hidden files and folders** or **Show hidden files and folders** option.
4. To set the current view to all folders, click **Apply to Folders**.
5. Click **OK**.



Changing Folder Options

When you work with files and folders, Windows displays folder contents in a standard way, known as the **default**. The default folder view settings are as follows: Tiles view displays files and folders as icons; common task links appear in the left pane; folders open in the same window; and items open when you double-click them. Depending on previous installation or users, your folder view settings might differ. Instead of changing the folder view to your preferred view—Icons, List, or Details—each time you open a folder, you can change the view permanently to the one you prefer. In addition to the defaults, you can change options such as folder settings to show or hide file extensions for known file types, show or hide hidden files and folders, show or hide protected operating system files, and show pop-up descriptions of folders and desktop items. You can also set Navigation pane options to show all folders (**New!**) like the Folder list in Windows Vista and automatically expand the folder list to the current folder (**New!**).

Change Folder Options



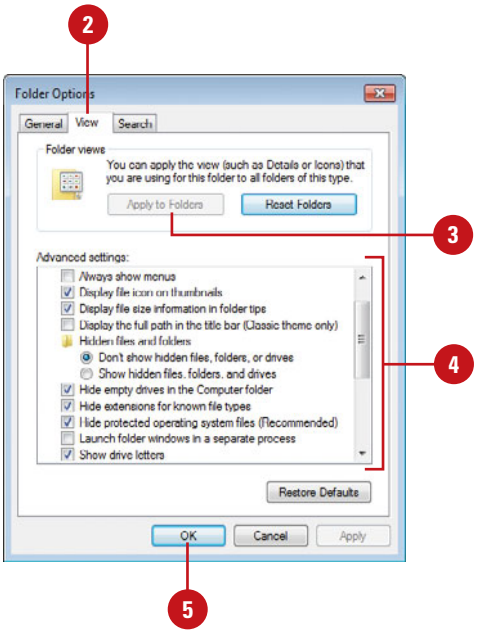
1. In an Explorer window, click the **Organize** button on the toolbar, and then click **Folder and search options**.
2. Click the **General** tab.
3. Select a Browse folders option to display each folder in the same window or its own window.
4. Select a Click items as follows option to single-click or double-click items.
5. Select the Navigation pane (**New!**) check boxes option to **Show all folders** or **Automatically expand to current folder**.
6. Click **OK**.

Did You Know?

You can restore all folder options to default Windows settings. On the General tab in the Folder Options dialog box, click Restore Defaults.

Change the Folder View

1. In an Explorer window, click the **Organize** button on the toolbar, and then click **Folder and search options**.
2. Click the **View** tab.
3. To set the current view to all folders, click **Apply to Folders**.
4. Select the check boxes for the options you want, and clear the check boxes for the ones you don't. Some common options include:
   - **Always show menus**.
   - **Hidden files and folders**.
   - **Hide extensions for known file types**.
   - **Hide protected operating system files (Recommended)**.
   - **Show encrypted or compressed NTFS files in color**.
   - **Show pop-up description for folder and desktop items**.
5. Click **OK**.



Did You Know?

You can reset folder views to original Windows settings. On the View tab in the Folder Options dialog box, click Reset Folders.

For Your Information

Understanding File Extensions

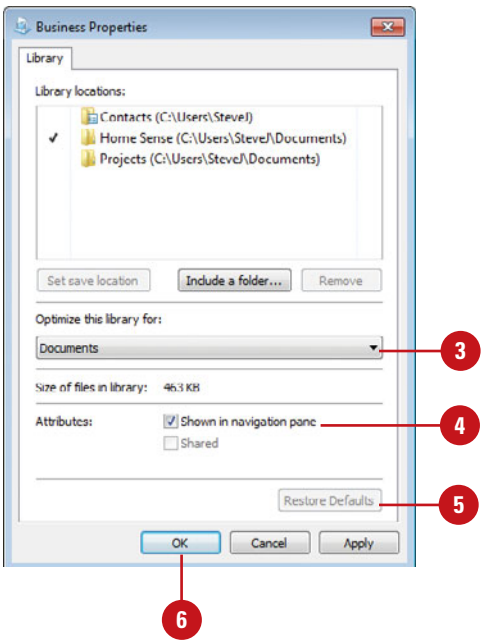
The program Windows uses to open a document depends on a three-letter extension to the document's file name, called a **file extension**. You might have never seen a document's file extension because your system might be set up to hide it. The file extension for simple text files is ".txt" (pronounced "dot t-x-t"), and many graphic files have the extension ".bmp". This means that the full name for a text file named Memo is Memo.txt. If you double-click a document whose file name ends with the three-letter extension ".txt," Windows automatically opens the document with Notepad, a text-only editor. If you want to display or change file extension settings, click the Start button, click Control Panel, click Appearance and Personalization, and then click Folder Options. If you want to display file extensions in dialog boxes and windows, click the View tab, and then clear the Hide Extensions For Known File Types check box in the Advanced settings list box. If you want to change the program Windows automatically starts with a given file extension, click the Start button, point to All Programs, click Default Programs, click Associate A File Type Or Protocol With A Program, select the file type, and then click Change Program to see the list of the file extensions Windows recognizes and the programs associated with each of them, and then make changes as appropriate.

Customizing Library Folders

In your library folders, you can customize view options based on the contents. In the toolbar of the Pictures and Music library folders, Windows provides buttons with file management activities specifically related to the contents of the folder, such as Slide Show in the Pictures library, or Play All in the Music library. The Arrange by options are also related to the folder contents, such as Rating in the Pictures library, or Artist in the Music library. When you create a new library folder, you can customize it for documents, pictures, music, and videos by applying a folder template (**New!**), which is a collection of folder tasks and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized tasks and viewing options for working with documents, pictures, music, and videos.

Customize a Library Folder

1. Open the library folder you want to change.
2. Click the **Organize** button on the toolbar, and then click **Properties**.
3. Click the **Optimize this library for** list arrow, and then select the type of folder you want: **General Items**, **Documents**, **Pictures**, **Videos**, or **Music**.
4. To show or hide the library in the Navigation pane, select or clear the **Shown in navigation pane** check box.
5. To restore library default settings for this folder, click **Restore Defaults**.
6. Click **OK**.

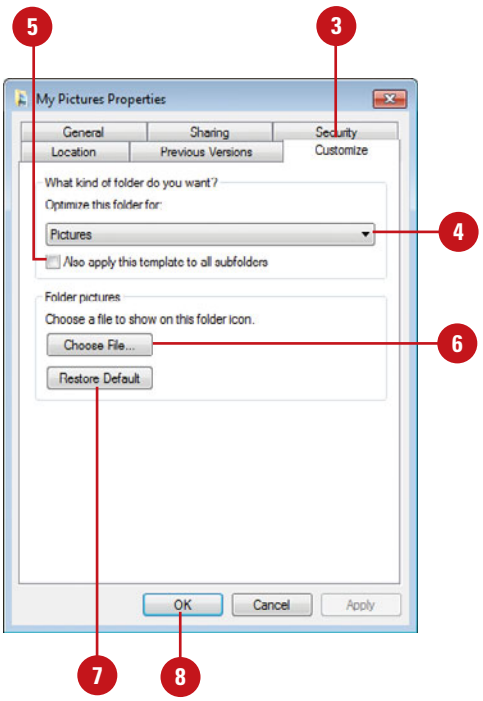


Customizing Personal Folders

In your personal folders, you can create your own folders and customize view options based on the contents. In the toolbar of the Pictures and Music folders, Windows provides buttons with file management activities specifically related to the contents of the folder, such as Slide Show in the Pictures folder, or Play All in the Music folders. When you create a new folder, you can customize it for documents, pictures, music, and videos by applying a folder template, which is a collection of folder tasks and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized tasks and viewing options for working with documents, pictures, music, and videos.

Customize a Folder

1. Open the folder you want to change.
2. Click the **Organize** button on the toolbar, and then click **Properties**.
3. Click the **Customize** tab for a folder.
4. Click the **Optimize this folder for** list arrow, and then select the type of folder you want: **General Items**, **Documents**, **Pictures, Videos**, or **Music**.
5. Select the **Also apply this template to all subfolders** check box to apply the option.
6. To select a picture for display on the folder icon, click **Choose File.**
7. To restore the default picture for the folder, click **Restore Default**.
8. Click **OK**.



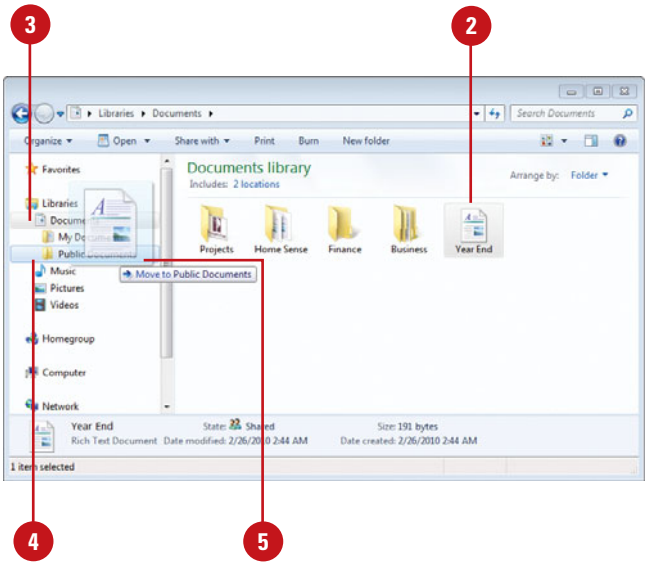
See Also

See "Customizing the Taskbar" on page 118 for information on modifying the taskbar.

Sharing Folders or Files with Others

Windows 7 maintains a set of personal folders and options for everyone on your computer to make sure the contents of each user's personal folders remain private. The contents of your personal folders are private, unless you decide to share the contents with others who use your computer. If you want the other users on your computer to have access to files, you can place those files in a shared folder called the Public folder that each user can access. If you're connected to a network, the files in the public folder are available to network users. You can also share files from any folder on your computer that you want to designate as a shared folder to those connected to your network or Homegroup (**New!**), a shared network. When you specify a shared folder, you can also set access permission levels for a person or group. If you no longer want to share a folder, you can change the Share with option to Nobody (**New!**).

Share a File or Folders from the Public Folder



1. Open the drive or folder containing the files or folders you want to share.
2. Select the files or folders you want to share.
3. In the Navigation pane, point to a folder list to display the expand and collapse arrows.

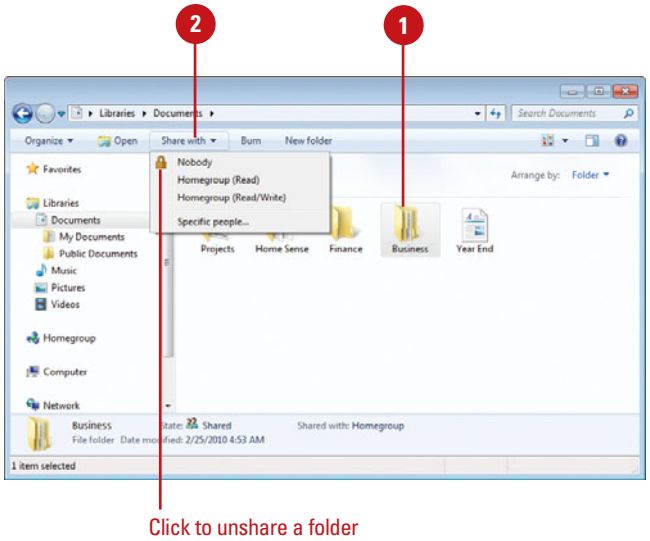
   TIMESAVER *Click the Public link in the Navigation pane.*
4. Click the arrow next to the Public folder (Public Documents, Public Pictures, etc.) in a library to display the Public subfolders.
5. Drag the selected items onto the Public folder or subfolder where you want to share files.

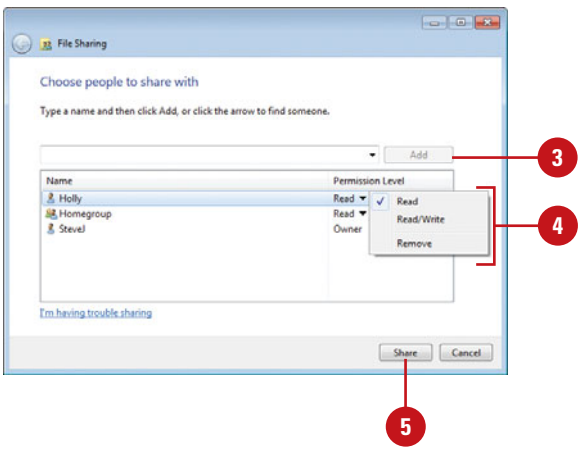
See Also

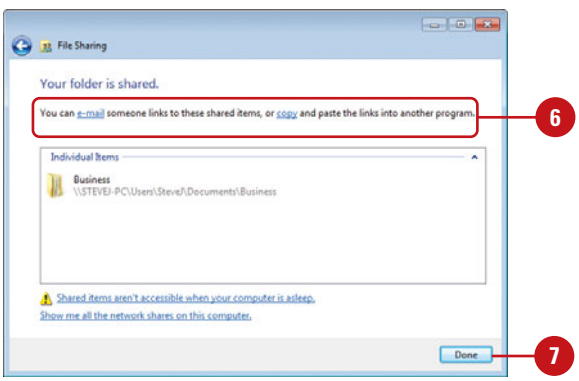
See "Setting Network Sharing Options" on page 372 for information on controlling access to a public folder over a network.

Share or Unshare a Folder on Your Computer

1. Select the folders you want to share.
2. Click the **Share with** button on the toolbar, and then click **Specific people**.
   - **Share with Homegroup.** Click the **Share with** button, and then click **Homegroup (Read)** or **Homegroup (Read/Write)**.
   - **Unshare a folder.** Click the **Share with** button, and then click **Nobody**.
3. Do any of the following:
   - Type the name of the person with whom you want to share files, and then click **Add**.
   - Click the arrow to the right of the text box, click the person's name, and then click **Add**.
   - Click the arrow to the right of the text box, and then click **Create a new user** to create a new user account.
4. Click the arrow next to the permission level for the person or group, and then select a sharing permission:
   - **Read.** Allows viewing only.
   - **Read/Write.** Allows viewing, adding, changing, and deleting all files.
   - **Remove.** Deletes the current permission setting.
5. Click **Share**, and then wait while Windows sets up sharing.
6. If you want, click the e-mail or copy link to notify people you have shared this folder and files.
7. Otherwise, click **Done**.





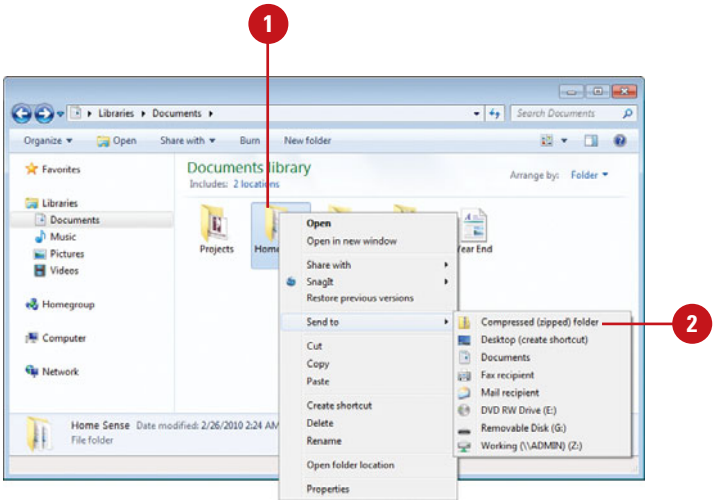


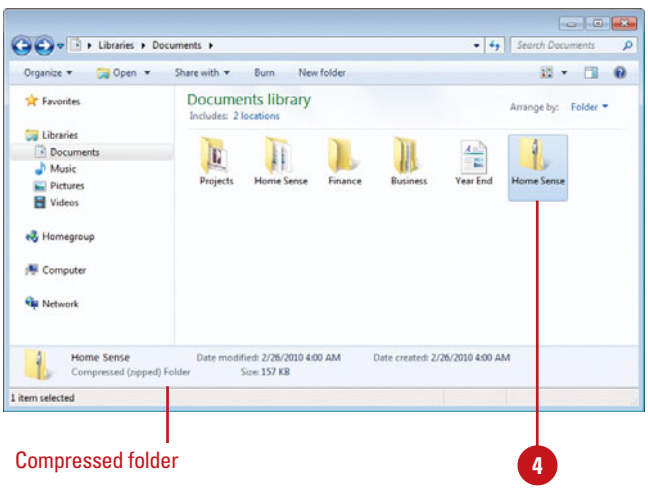
Compressing Files and Folders

You can compress files in special folders that use compressing software to decrease the size of the files they contain. Compressed folders are useful for reducing the file size of one or more large files, thus freeing disk space and reducing the time it takes to transfer files to another computer over the Internet or network. A compressed folder is denoted by a zippered folder icon. You can compress one or more files in a compressed folder by simply dragging them onto the compressed folder icon. When a file is compressed, a copy is used in the compression, and the original remains intact. You can uncompress, or extract, a file from the compressed folder and open it as you normally would, or you can open a file directly from the compressed folder by double-clicking the Compressed File icon. When you open a file directly, Windows extracts the file when it opens and compresses it again when it closes.

Compress Files and Folders

1. Select the files and folders you want to copy to a compressed folder.
2. Right-click one of the selected items, point to **Send to**, and then click **Compressed (zipped) folder**.
3. If you want, rename the compressed folder.
4. To copy additional files or folders to the compressed folder, drag the files onto the compressed folder.



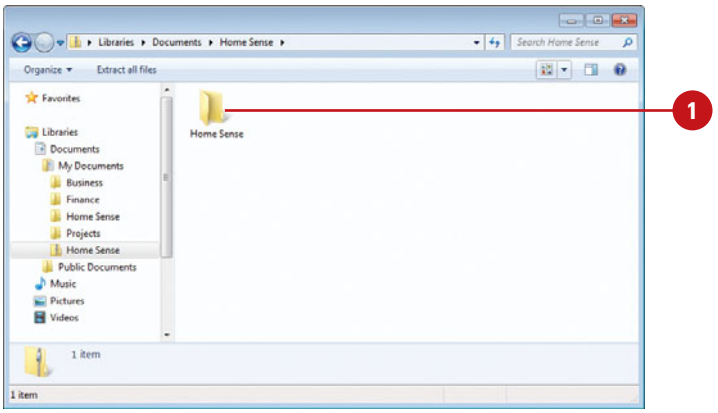


Did You Know?

You can also compress file attributes in a folder. Right-click the folder, click Properties, click the General tab, click Advanced, select the Compress Contents To Save Disk Space check box, and then click OK twice.

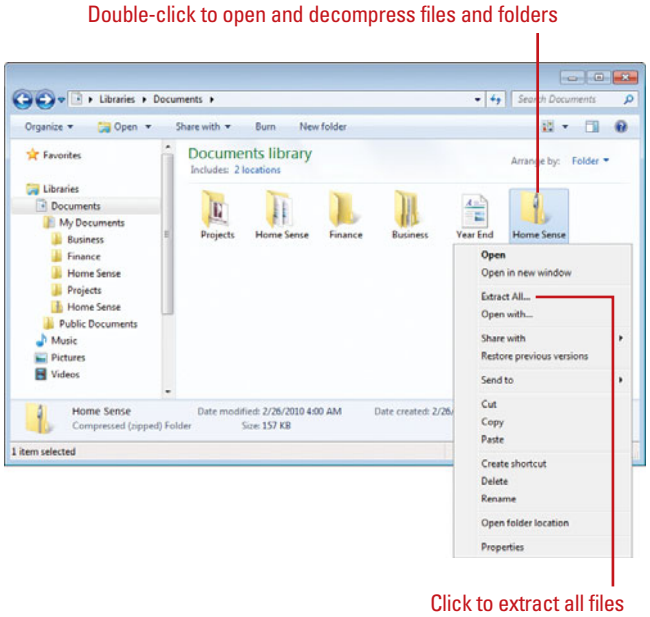
View Compressed Files

1. Double-click the compressed folder to open it.
2. Double-click an item in the folder to open it using its associated program.



Uncompress Files and Folders

- **Individual files or folders.** Double-click the compressed folder to open it, select the files and folders you want to uncompress, and then drag the selection from the compressed folder to a new location in an uncompressed folder.
- **All files.** Right-click the compressed folder, and then click **Extract all**, and then step through the Extraction Wizard.



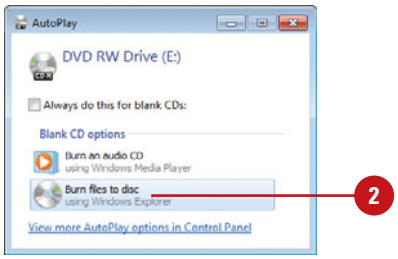
Managing Files Using a CD or DVD

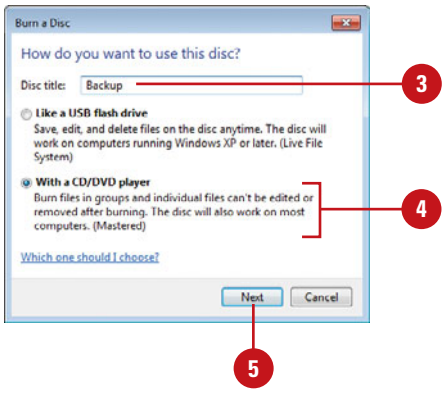
The low cost and large storage size of discs, either CD or DVD, makes creating and using CDs or DVDs an effective way to back up information or transfer large amounts of information to another computer without a network. Before you can create a CD or DVD, you must have a blank writable CD or DVD and a recorder (also known as a writer or burner) installed on your computer. You can copy, or write, files and folders to either a writable disc (CD-R or DVD-R) or a rewriteable disc (CD-RW or DVD-RW). With writable discs, you can read and write files and folders many times, but you can't erase them. With rewriteable discs, you can read, write, and erase files and folders many times, just like a hard disk. When you burn a disc, Windows needs disk space on your hard disk equal to the capacity of the disc. For a typical CD, this is between 650 and 740 megabytes (MB) and for a DVD, this is about 4.7 gigabytes (GB). Do not copy more files and folders to the CD or DVD than it will hold; anything beyond the limit will not copy. You can burn a disc using one of two formats: Live File System or Mastered. The **Live File System** format (*Like a USB flash drive* option) allows you to copy files to a disc at any time, while the **Mastered** format (*With a CD/DVD player* option) needs to copy them all at once. If you need a disc for Windows XP or later and want the convenience of copying files at any time, the Live File System is the best choice. When you need a compatible disc for older computers, the Mastered format is the better choice.

Burn a Disc Using the Mastered Format

1. Insert a writable CD or DVD into your CD or DVD recorder.
2. Click **Burn files to disc**.
3. Type a name for the disc.
4. Click the **With a CD/DVD player** option.
5. Click **Next** to continue.
6. Open the folder that contains the files you want to burn, and then drag the files onto the empty disc folder.
7. Click **Burn to disc** on the toolbar.

   The selected files are copied to the disc. The disc recorder tray opens when the disc is complete.





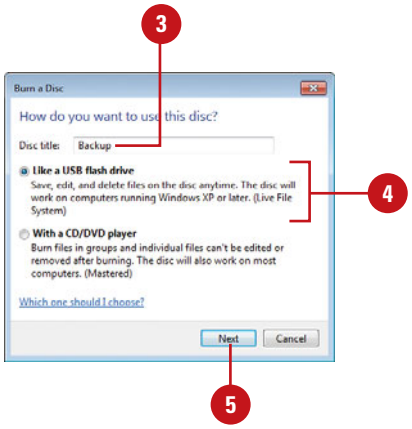
Burn a Disc Using the Live System Format

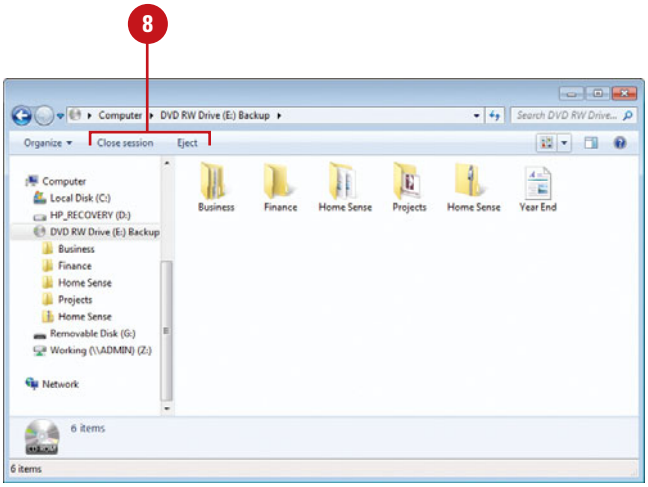
1. Insert a writable CD or DVD into your CD or DVD recorder.
2. Click **Burn files to disc**.
3. Type a name for the disc.
4. Click the **Like a USB flash drive** option.
5. Click **Next** to continue.

   Windows names, formats, and prepares the disc for use.
6. Upon completion, open the folder with the files you want to burn.
7. Drag the files into the disc folder.

   As you drag files into the disc folder, they are copied automatically to the disc.
8. To close the session and prepare the disc for use, display the disc folder, click the **Eject** button or **Close session** button on the toolbar.

   After you close a session, you can still add files to the disc. However, you need to close the session.





Did You Know?

You can erase some or all of the files on a disc. Insert the writable disc with the Live File System format, click the Start button, click Computer, click the writable drive, and then click Erase This Disc on the toolbar to erase all the files. Double-click the writable drive, select the files you want to delete, and then press Delete.

Live File System Versions

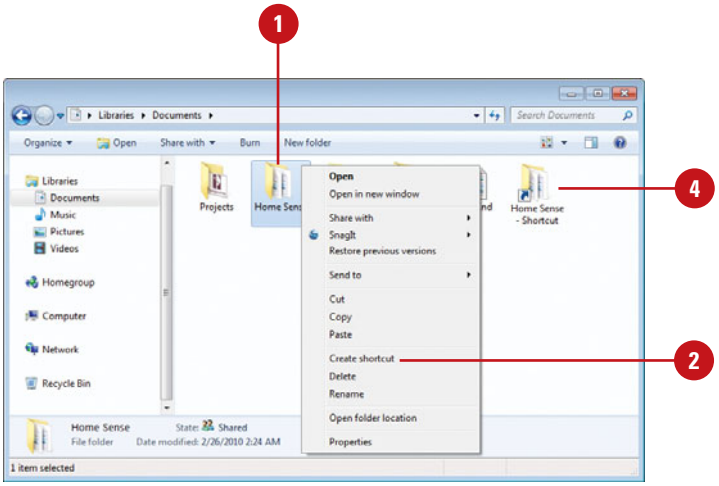
Version	Compatible with
1.02	Windows 98 and many Apple Computers; also works if you need to format DVD-RAM or MO (Magneto-optical) discs
1.5	Windows 2000, Windows XP, and Windows Server 2003
2.01	Windows XP and Windows Server 2003
2.5	The latest version of Windows; Windows Vista or Windows 7

Creating a Shortcut to a File or Folder

It could take you a while to access a file or folder buried several levels down in a file hierarchy. To save some time, you can create shortcuts to the items you use frequently. A **shortcut** is a link that you can place in any location to gain instant access to a particular file, folder, or program on your hard disk or on a network just by double-clicking. The actual file, folder, or program remains stored in its original location, and you place an icon representing the shortcut in a convenient location, such as in a folder or on the desktop.

Create a Shortcut to a File or Folder

1. Open the drive or folder containing the file or folder in which you want to create a shortcut.
2. Right-click the file or folder, and then click **Create shortcut.**
3. To change the shortcut's name, right-click the shortcut, click **Rename** from the shortcut menu, type a new name, and then press Enter.
4. Drag the shortcut to the desired location.



Did You Know?

You can improve performance by limiting desktop items. To improve performance on your computer and find files more easily, it's better to create desktop shortcuts rather than store files in the Documents folder.

For Your Information

Placing Shortcuts on the Start Menu and Taskbar

You can place shortcuts to frequently used files, folders, and programs on the Start menu or toolbar on the taskbar. To do this, simply drag the shortcut file, folder, or program to the Start button, wait until the Start menu opens, drag to the All Programs submenu, wait until the submenu opens, and then drag the shortcut to the appropriate place on the menu. You can also drag a shortcut to a toolbar on the taskbar using the same method. When you release the mouse, the item appears on the menu or toolbar.

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