# Windows 7 (#1): Introduction to Windows 7

## Text Version

### General Introduction

Hi, I’m Greg Gill from the Office of Learning.

Welcome to the Windows 7 operating system with JAWS Audio On Demand (or AOD) broadcasts. The AODs lay the groundwork for your smooth transition into the Windows 7 operating system using JAWS. There are multiple AODs for each of the following topics:

* Windows 7
* Microsoft Office 2010, and
* Internet Explorer 8

You may review the AODs in any order, but we have numbered the productions for each key topic so that they follow a logical order. For example, we highly recommend that you first listen to the AODs that discuss the Microsoft Office Ribbon before listening to the other Microsoft Office AODs.

For your reference, there are print materials available to accompany these AODs on the Office of Learning's [Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/VIcurriculum.asp) Web page, including a list and topic description for each AOD.

### Introduction to Win 7

Microsoft’s Windows 7 is the successor to Windows Vista. As such, it takes its place as the most recent desktop and workstation upgrade implemented by the Social Security Administration. Windows 7 (or “Win 7”) and Windows Vista are very similar.

The Win 7 interface is not significantly different from the Vista interface although there are several changes. The interface includes:

* Desktop
* Start Menu (including pinning, a new feature of the Windows 7 interface associated with both the Start Menu and the Taskbar)
* Taskbar
* Notification Area, which JAWS may still refer to as the System Tray
* Gadgets
* Windows Explorer/Computer, and
* Jump Lists (another new feature of the Windows 7 interface associated with both the Start Menu and the Taskbar)

Now let's talk about these features in a little more detail.

### Desktop

The Desktop contains a list of icons that access your most frequently used applications. Some of these icons are unique to your profile and you may not modify them. You can, however, add icons to your Desktop for ease of access.

**ALT + TAB** is still the easiest way to move through your open applications. And while the Desktop is included in the **ALT + TAB** cycle, **WINDOWS KEY + M** or **WINDOWS KEY + D**, continue to be the quickest way to get to your Desktop to access most applications.

You can still use the first letter of a Desktop icon’s label for navigation. For example, to move to Microsoft Office Outlook, you can still press the letter **M** repeatedly, until your focus moves to the Microsoft Office Outlook icon. Press **ENTER** to open the application.

### Start Menu

Visually, the Start Button is generally located in the bottom left hand corner of your monitor. You can still access the StartMenu with the **WINDOWS KEY** or with **CONTROL + ESCAPE**. From the Desktop, you can also press **TAB** to move to the Start Button and then press **ENTER** to open the Start Menu.

The structure of the Start Menu in Windows 7 is different from what you were familiar with in Vista and Windows XP. We have created a separate AOD discussing the Start Menu, including directions for pinning an item to your Start Menu. You may also want to review the AODs for both **Windows 7: Start Menu**, and **Windows 7: Logon and Restart**.

### Taskbar

The Taskbar is located to the right of the Start Button. You can move to the Taskbar directly by pressing **Windows Key + T**. You can also move to the Taskbar from the Desktop by pressing **TAB** twice or move from the Start Menu by pressing **Escape** to close the Start Menu and then pressing **Tab** once.

When you press **ALT + TAB** to rotate through your open applications, only active windows display in the rotation. When you move to the Taskbar and press **RIGHT ARROW**, both active applications and applications that are pinned to the Taskbar, even if they are not active, are included in the list.

We have created a separate AOD discussing the Taskbar, which contains instructions for navigating the Taskbar and pinning an item to your Taskbar. This AOD is called, **Windows 7: Taskbar**.

### Notification Area (System Tray)

The Notification Area, previously called the System Tray, is located visually in the far right corner of your screen, immediately to the right of the Taskbar. Examples of items typically in the Notification Area are your audio manager, an application to let you safely eject devices such as USB thumb drives, the volume control, Communicator, access to your antivirus program, and WinZip.

**Note**: The following directions are for navigating the Notification Area with your keyboard. JAWS users can also press **INSERT + F11** to open the **Select a System Tray Icon** dialog, a list of the items in the Notification Area.

To move to the Notification Area from the Desktop, press **TAB** three times. You can move to the Notification Area from the Start Menu by pressing **ESCAPE** to close the Start Menu and then by pressing **TAB** twice.

Press **Up** and **Down Arrow** or **Left** and **Right Arrow** to move through the items in the Notification Area. Press the **Applications** **KEY** to open a context specific menu for a selected item.

### Gadgets

Gadgets are mini-programs such as weather and MSN Headlines and were formerly stored on the Vista Sidebar. You can now post Gadgets directly to the Desktop. SSAlerts is one example of how SSA currently uses the Gadget feature.

Press **Windows + G** to cycle through running Gadgets.

### Windows Explorer/ Computer

You can use Windows Explorer, sometimes known as Computer, to manage files and folders. We have created two separate AODs discussing Windows Explorer: **Windows 7: Windows Explorer Configuration and Screen Study** and **Windows 7: Windows Explorer Navigation**.

Press **WINDOWS** **+ E** to access Windows Explorer.

### Jump Lists

Jump Lists are lists of recent items, such as files and folders, organized by the program you used to open them. You can also pin items to a Jump List so that you can quickly get to items you use every day.

On the Taskbar, Jump Lists display for programs that you've pinned to the Taskbar and for programs that are currently running. On the Start Menu, Jump Lists display for programs that you've pinned to the Start Menu and for recently opened programs.

Please refer to the following AOD for a more detailed discussion: **Windows 7: Jump Lists**.

### New Keystrokes

Microsoft has introduced some new Windows keystrokes that you may find helpful.

While you can still use **Alt + Spacebar,** followed by **X** to maximize a window, or **Alt + Spacebar**, followed by **N** to minimize a window, you can now use a single keystroke to resize the window. **Windows key + Up Arrow** will maximize the current window. **Windows key + Down Arrow** will restore the window if it was maximized or minimize the window if it was restored.

For MAGic users in a dual monitor environment, this next keystroke combination is extremely helpful in moving windows from one monitor to the other. Instead of restoring the application window and then dragging the window to the other monitor, try this: press **Windows key + Shift + Left Arrow** to move the window to the left monitor or **Windows key + Shift + Right Arrow** to move the window to the right monitor. This keystroke automatically moves the window to the left or right monitor without having to resize the window!

### Conclusion

This concludes the **Introduction to Windows 7** AOD. The next topic in the series is **Logon & Restart**.

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