# Windows 7 (#3): Start Menu

## 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 and Purpose

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 operate very similarly.

In this AOD, we will discuss the Windows 7 Start Menu. The Windows 7 Start Menu has four main parts:

* A Search field
* A left pane containing a list of programs on your computer
* A right pane containing a list of links to parts of windows that you are likely to use frequently, and
* The Power Button, which is a split button, from which you can shut down, restart, lock your computer, log off your computer, or log on as a different user.

We will discuss each of the four parts.

### Search Field

When you open the Start Menu by pressing the **WINDOWS KEY** (or **Control + Esc**), your focus is in the Search edit field. The Search edit field is located at the bottom of the left pane. JAWS says, "**Menu, Search box edit. Type text in this Edit field or press Up and Down arrow to move through items**."

The Search edit feature is an efficient way to locate just about anything on your computer. We encourage you to experiment with it until you master the process. The exact location of the items for which you are searching does not matter. Windows will search all of the items in your main folder and other common locations, including email.

As you type your search terms, Windows filters out everything that does not contain the letters you typed, and the results appear above the Search box in the left pane of the Start Menu. As you add letters or terms to your search, the results narrow to fewer items.

Your search results are organized by type. For example, if I type "JAWS," included in my search results are three programs, followed by seven Outlook items, followed by six files. Note that the search results indicate I have a total of 1570 Outlook items and 81 files that meet the terms of my search.

To review and select an item from the results, simply **down arrow**. Press **enter** to select a specific result. Continue typing additional terms to narrow your search further. If you hear, "**See more results**," the displayed results are now above you in the list and you must **Up Arrow** to see them.

Remember my 1500+ Outlook items? There is no room in the Start Menu to display all of the items. "See more results" is a link. If I press **enter** on the link, a separate **Search Results** window opens and displays my additional items in a list.

### Left Pane

The left pane shows a customizable list of programs on your computer, and may include a list of recently or frequently used programs. Selecting All Programs displays a complete list of programs on your computer.

To get to the All Programs submenu, **Up Arrow** from the Search field. Your focus will be on All Programs. Press **Right Arrow** or **Enter** to expand the All Programs submenu. **Up Arrow** again to move your focus into the list. Once you are in the All Programs list, you can use your directional keys or first letter navigation to move around in the list. For example, press the **Home** **KEY** to move to the top of the list. Press **J** to move to JAWS.

To expand a closed folder in the list, press **Right Arrow** or **Enter**. To collapse an open folder on the list, press **Left Arrow** or **Enter**. Press **Enter** to execute the desired program or utility. If focus is on an individual item in a folder group, you cannot use the **Left Arrow** to move to the main item in the folder group or to collapse the group. When you are on an individual item, the **Right** and **Left Arrows** move between the left and right panes of the Start Menu. You must be on the main item in the folder group to use **Left Arrow** or **Enter** to collapse the group.

### Right Pane

The right pane of the Start Menu contains links to commonly used folders and settings. From the Search field, press **TAB** to move to the right pane. The first item in the right pane is a folder with your name, which points to your User file on the C Drive.

To move through the items in the right pane, you may use your navigation keys (e.g., **Home**, **End**, **Up** and **Down Arrow**) or you can use first letter navigation (e.g., press **R** to go to Recent Items, press **R** again to move to Run…).

Other items in the right pane might include the Control Panel, Devices and Printers, Administrative Tools, Run…, and Help and Support.

### Pinning/Unpinning

The left pane of the Start Menu contains a list of recently used programs, but you can pin items you want to remain permanently at the top of the left pane.

To do this, from the Search field, **Up Arrow** to the All Programs submenu and press **Right Arrow** or **Enter**. Move to the item you wish to pin. Once you select it, press the **Applications Key**. The **applications key** is the first key to the left of the **Right Control** **KEY**. You can also press **Shift + F10**. This opens the Context Menu. Select **Pin to Start Menu** or you can press the letter **U** and then press **ENTER**.

To unpin an item from the Start Menu, move to the item you wish to unpin. Once you select it, press the **Applications KEY**, or press **Shift + F10**. From the Context Menu, select **Unpin from Start Menu** or press **U** and then press **ENTER**.

### Conclusion

This concludes the **Windows 7: Start Menu** AOD. The next AOD in the series focuses on the **Windows 7: Task Bar**.

# FEEDBACK SHEET:

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As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

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Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Timeframes:**

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 1 2 3 4 5

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