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## Windows 7 Tips and Tricks

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Windows 7 is now released and offers great new features! In the information below, we offer some helpful navigation tips and tricks to enhance the user experience. These include Aero Shake, Aero Snap, and Aero Peek; Task Bar and Start Menu Enhancements; and New Shortcut/Hotkey Combinations.

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### Aero Shake, Aero Snap, and Aero Peek

Aero is not a new feature, it was first introduced in Vista, but they have expanded and enhanced its functionality. Windows 7 offers three new features called Aero Shake, Aero Snap, and Aero Peek.

#### Minimum Hardware Requirements for running Windows 7 Aero:

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 1 GB of RAM
- 128 MB graphics card

**Aero Shake** is useful for the user who works with multiple windows and wants to focus on just one. Simply left click and hold the top bar of the chosen window and move the window left and right in a “shaking” fashion. The rest of your windows will minimize.

To restore all windows simply “shake” your active window again, and all of your previous windows will reappear.

**Aero Snap** allows the user to automatically manipulate the size of your windows. Drag your active window to the top of the screen, the title bar will flash, let go, and the window maximizes.

Drag your window to either side of the screen, the window fills up that half of the screen. This is very useful for comparing two documents side by side.

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To return these windows to their previous locations, just move them back over.

**Aero Peek** is a new feature that displays miniature preview windows of open applications and allows switching to other windows.

To peek at open applications and windows, simply move your mouse to the bottom of the screen on the taskbar and hover over a group (groups are later discussed in Taskbar and Start Menu Enhancements)

Miniature versions of windows will pop up for each group. Simply move the mouse pointer between the miniature windows to see that active window. To make a window active, just click on it.

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### ***Taskbar and Start Menu Enhancements***

Windows 7 offers a new grouping feature that collects similar windows into one icon on the taskbar. For instance, seven Internet Explorer windows, fifteen word documents, and four file windows, only display on the taskbar as three icons. With **Aero Peek**, move your mouse over the single icon to “peek” at active windows and switch to other windows in that category.

Taskbar icons too large? Right click in an empty space on the taskbar and select properties. On the “**Taskbar and Start Menu Properties**” tab, click the **Taskbar** tab. Then click “**use small icons**” and hit ok.

Have favorite programs or use certain applications heavily? Right click on an existing shortcut and choose either “**Pin to Taskbar or Pin to Start Menu**” to create a shortcut on the start menu or taskbar.

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### ***New Shortcut / Hotkey Combinations***

Windows 7 has lots of great shortcuts. See the full list at:

<http://blogs.technet.com/adhall/archive/2009/08/17/windows-7-keyboard-shortcuts-the-complete-list.aspx>

- Win+Left Arrow and Win+Right Arrow dock the window to the left and right side of the screen
- **Win+Up Arrow** and **Win+Down Arrow** maximize and restore / minimize
- **Win+M** minimizes everything
- **Alt+Up, Alt+Left Arrow, Alt+Right Arrow** navigate to parent folder, or browse Back and Forward through folders in Explorer
- **Win+Home** minimizes/restores all open windows except the active window
- **Alt+Win+#** accesses the Jump List of program number '#' on the taskbar
- Win+P opens the projection / dual monitor menu

***For More Windows 7 Information, visit us at***  
[\*\*\*http://www.cornerstone.us/windows7\*\*\*](http://www.cornerstone.us/windows7)

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