Your new desktop quick start guide

Find your software programs

● Just like your old desktop, your new one has a **Start** menu at the bottom left of the screen. Click there to get to your applications.

● In the Start window that opens up, click **All Programs**.

● Programs (like **Internet Explorer**) and folders that contain programs (like **Microsoft Office**) will appear in **Start** window.

Keep them handy

● You may be accustomed to launching your programs by clicking a desktop icon. We'll show you how to create desktop shortcuts, but if you 'pin' programs to the taskbar they'll still be available when you're running other programs.

● The taskbar runs along the bottom of the screen. In the example below, Internet Explorer, Windows, and Outlook have been pinned to the taskbar.
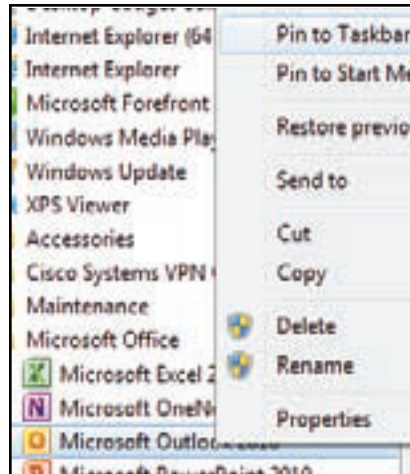
● To pin a program, open the **Start** menu.

● In the **Start** window, navigate to the program you want to pin. In the example at the left, this is **Microsoft Outlook**, which is accessed by clicking **All Programs** and then clicking on **Microsoft Office**.

● Right click the program you want to pin. A menu of options will pop out.

● Clicking on **Pin to Taskbar** will place a shorcut of the program in the taskbar.

● To put a shortcut in the **Start** window, click **Pin to Start Menu**.

● To put a shortcut on your desktop, click **Send to**, and in the menu that pops out, click **Desktop (create shortcut)**.

Find your files

● On your old desktop, your files were probably in two folders: **My Data**, which was files on your D: drive, and **My Documents**, which was files on your Y: drive.

● Your new desktop is similar, but not identical, so let's look at the differences. You can get a view of the folder structure by clicking on the **Windows Explorer** icon (left) in the taskbar at the bottom of your screen.
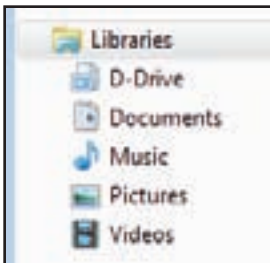
● At left is an excerpt from the window that opens when you click the Explorer icon. Shown here are **Libraries**, which are like shortcuts to folders. (See the links at the bottom of this page for details on libraries and other features.)

● **D-Drive** is a library that contains everything that was in your **My Data** folder on your old desktop.

● **Documents** is a library that contains everything that was in your **My Documents** folder on your old desktop.

● When you save a file from Word or another program, the default location for that file is now the **Documents** library.

● To create a new library, right click on **Libraries**, and then scroll to **New** and then **Library** in the menu that pops out.
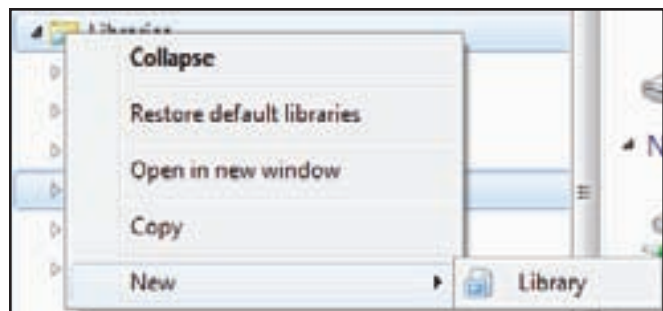
Links

● The ▓▓▓▓ Desktop Diner includes FAQ, desktop highlights, and links to other resources
http://www.▓▓▓▓▓▓▓.com/sites/EnterpriseSystems/The_Desktop_Diner

● The ▓▓▓▓ Desktop Encyclopedia contains more than 50 articles on Windows 7
http://▓▓▓▓▓▓:91/Pages/Product.aspx?Product=Windows