

COMPU 360 BYTES

VOLUME 2, ISSUE 1

FEBRUARY 1, 2010

This FREE newsletter offers news and tips to all of our customers regarding upcoming trends in technology.

Our goal is to keep our customers well informed about computer technology.

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Windows 7

In this issue, we are going to look at some of the features of Windows 7. The newest operating system introduced by Microsoft last year has been slow in gaining popularity but offers an array of new features over Windows XP and Vista.

Windows 7 comes in different editions. The first order of business is to decide which version of Windows 7 should you buy. If you are buying a new PC, then you need to decide if the version of Windows 7 installed on your computer meets your computing needs or not.

In developing Windows 7, Microsoft has really tried to listen to the consumer needs. It has kept in mind the issues that Windows Vista faced regarding its lengthy

code and compatibility issues with different software.

If you are already using Windows 7, you will immediately notice that the time to boot your computer has reduced significantly. In previ-

ous versions of Windows, the time to boot your computer was significantly longer. You would turn on your computer and go get a cup of coffee and get back to your PC and hopefully it is up and running. Not so in Windows 7! You will also notice that the time it takes for the PC to come out of Sleep mode has been significantly reduced.



Let us explore some of the features of Windows 7.

Windows 7 Taskbar



Windows 7 taskbar is still the place to easily launch or switch among the open programs. However, there is something missing from the Windows 7 taskbar — Quick Launch bar! Yes, it took a little getting used to without the Quick Launch bar, but now the taskbar offers a lot more space as compared to Windows prior versions. As you launch different programs from the taskbar, the programs open in the same place as their icons thus utilizing the space that was previously occupied by the Quick Launch toolbar.

The Show Desktop icon present in the Quick Launch bar is now caked into the Taskbar at

the end of the Notification Area as highlighted by the circled button in the image above.

To re-organize the icons on the taskbar, simply click and drag them where you want. This feature becomes very handy when you have multiple files open for the same program and you have chosen NOT to combine windows on the taskbar.

The Notification area only displays few items on it. If you have more items than are displayed in this area, simply click on the upward pointing arrow and you will see the rest of the icons in the notification area in a pop-up window.



Aero Shake

Aero Shake

Aero Shake feature is new to Windows 7. Often we use various programs and re-size and display multiple program windows on the desktop.. Sometime this can make the screen look a little cluttered. If you click on Show Desktop button on the taskbar, it minimizes all the programs on the desktop.

What if you wanted to keep only one program window on your desktop, while minimizing the other program windows? Windows 7 offers a new feature — Aero Shake. You can use this feature to quickly minimize every open windows except the one you're shaking. To utilize this feature, you must have a program windows which is not maximized to cover the whole desktop.

To shake all but one program off the desktop, just click and hold down the left mouse button on the title bar of the window of the program that you want to keep open, and then drag or shake your mouse back and forth quickly.

This will minimize all the windows except the one that you want.

To restore the minimized windows again, just shake the open window again and all the minimized windows will re-appear on the desktop.

Aero Shake is a feature which allows you to minimize and restore program windows quickly on your desktop.

Preview Panes in Taskbar



You can now preview panes open in a program by hovering the mouse over one of program icon. In the above image, I have three windows open in the Internet Explorer. By taking your mouse over one of the windows, a red "X" mark appears on the window. You can click on this "X" to close this tab. Also, just click on the pane to maximize the pane and go directly to that webpage.

This is a very good feature in Windows 7 as now you can close tabs from the preview in the taskbar without the need to go to individual tabs in the Internet Explorer

and closing the tabs that you do not need anymore.

Note that this feature is not yet available for Firefox browser.

When you hover your mouse button over a pane, you will notice that it appears on the desktop. To maximize a pane, simply click on the preview pane window and the pane that you were previewing will open up on your desktop.

This feature greatly reduces the time it takes to get to a document or tab from the preview.

Snipping Tool — Windows 7

Snipping Tool is a new feature in Windows 7. It can be launched (started) from the Accessories group in the All Programs.

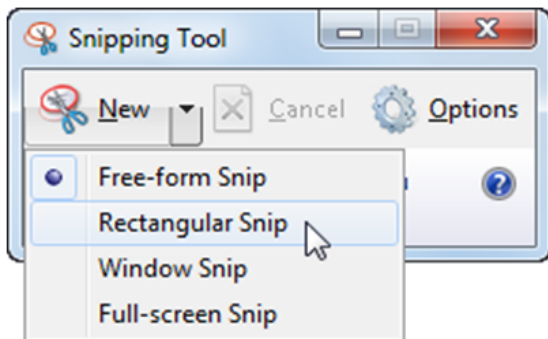
You can use this tool to capture a screen shot or snip, of any object on your screen, and then save it as a file. To snip an image or object on your screen, just choose the type of snip you want to use and capture the image or object using your mouse or tablet pen.

After you capture a snip, it is automatically copied to another window, where you can edit and save it.

Capture a snip

Use the following steps to capture a snip:

- Open Snipping Tool by clicking the **Start button**,
- Click **All Programs**,
- Click **Accessories**,
- Click **Snipping Tool**.
- Click the arrow next to the **New** button,



- Select a **snip type** from the menu, and then use your mouse or tablet pen to capture a snip.

To capture a snip of a menu

If you want to capture a snip of a menu, such as the Start menu, follow these steps:

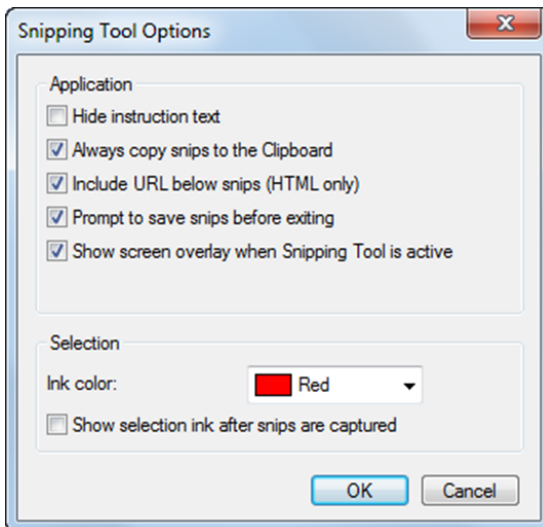
- Open Snipping Tool by clicking the **Start button**,
- Click **All Programs**,

- Click **Accessories**,
- Click **Snipping Tool**.
- After you open Snipping Tool, press **ESC**, and then open the menu that you want to capture.
- Press **CTRL+PRINT SCREEN**.
- Click the arrow next to the **New** button, select a **snip type** from the menu, and then use your mouse or tablet pen to capture the menu.

Annotate a Snip

Once you have used the Snipping Tool to capture an image, you can make notes on or around it using your mouse or a tablet pen.

You can change the color ink by clicking on Op-



tions button. Then choose a different color from the Ink color drop-down box.

Save a Snip

Once you are done making modifications to a snip you should save it. To Save a Snip, Click the Save Snip button.

In the Save As dialog box, enter a name for the snip, choose a location to save the snip in, and then click Save.

In my experience, Windows 7 is less susceptible to crashes as compared to its predecessors.



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Compu 360 News

Please call or e-mail your comments or suggestions.



During the last month, we added the computer class: **Introduction to Windows 7** to our computer training.

For a full listing of computer classes and services that we provide, please visit our website at: <http://www.compu360.com>

In February 2010, we are looking to add at least two more computer classes: Word 2007—Level 2 (Intermediate), and Excel 2007 — Level 2 (Intermediate).

If there is a service or computer class that you would like us to offer, please call or e-mail us.

We offer this newsletter to all our customers via e-mail, currently at least once a month.

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