

2011 NCBSA Conference

Microsoft Windows 7



By Kay S. Tatum

PERFORMANCE DIMENSIONS, INC.

Windows 7 Training Notes

New in Windows 7 — For XP or Vista Users

If you're upgrading to Windows 7 from [Windows XP](#) or Windows Vista, you'll find pleasant improvements with the new features in Windows 7. Here's how those new features stand out in Windows 7:

- **Search the Start menu:** XP users have to hunt for programs on the [Start menu](#). Windows 7 improves upon Vista's feature for typing into the Start search box what you want to open (program or document name or content). Opening anything could hardly be faster or easier.
- **Taskbar icons:** You can now start a program that is pinned to the taskbar (always there). Taskbar icons indicate the number of windows open in a program and the progress in its background activities.
- **Jump lists:** With a right-click or click and [drag](#), taskbar icons display lists of recently opened documents and [shortcuts](#) to common tasks for that program, such as creating a new document or playing all your music.
- **Fewer UAC alerts:** [User Account Control](#) security alerts occur much less often than in Vista but still provide essential security from programs you don't intend to run.
- **Action Center:** Security and maintenance alerts appear in the Action Center, making it easier for you to assess your computer's condition and take appropriate action.
- **Aero Peek:** Open [windows](#) turn transparent with Aero Peek so that you see through to the [desktop](#), [gadgets](#), and other windows that you might want to [switch](#) to (with Alt+Tab).
- **Themes with automatic background changes:** Instead of having one static background picture on your desktop, you can use themes to change the picture regularly in a new kind of slideshow on the desktop.
- **Calculator history:** Like the paper tape of old, the new calculator displays each of the steps you take in a calculation, and you can copy this history for pasting elsewhere.
- **Device Stage:** Devices such as printers and [flash drives](#) can display more detailed information and options than ever before.
- **Improved Backup:** Windows 7 provides a built-in [backup program](#) that can automatically backup your most important documents or your entire computer to a flash drive or portable hard drive.

Windows 7 Keyboard Shortcuts

[Keyboard shortcuts](#) save time and show off your Windows 7 prowess. Make Windows 7 do your bidding faster by using these handy [keyboard shortcuts](#):

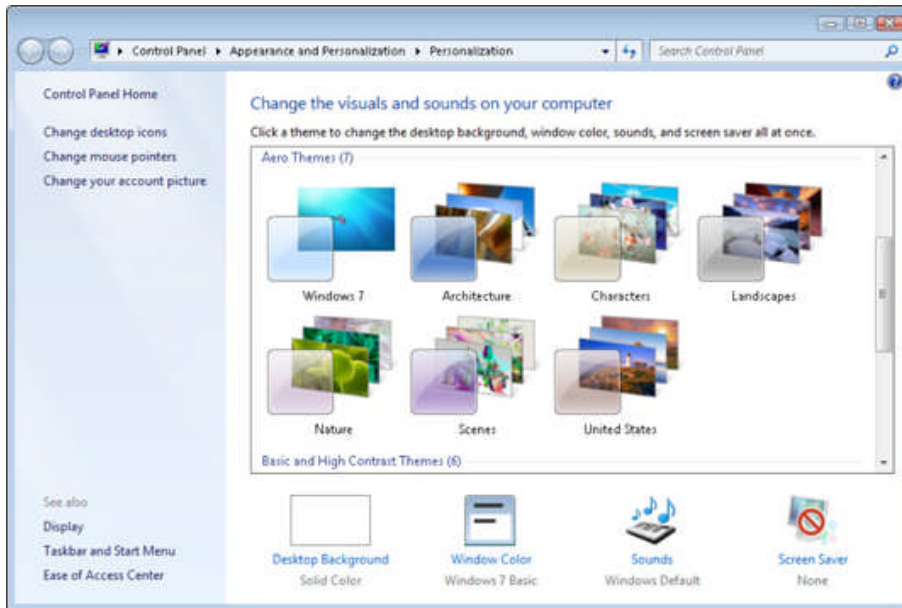
To Do This . . .	Do This . . .
Move from one window to another window	Press Alt+Tab or Alt+Tab
Maximize your current window	Press Alt+Up Arrow
Minimize your current window	Press Alt+Down Arrow
Send current window to screen's left	Press Alt+Left Arrow
Send current window to screen's right	Press Alt+Right Arrow
Show or hide the Desktop	Press Alt+D
Access your laptop's main settings	Press Alt+X
Launch Windows Explorer	Press Alt+E
Lock your PC	Press Alt+L

How to Change the Desktop Background in **Windows 7**

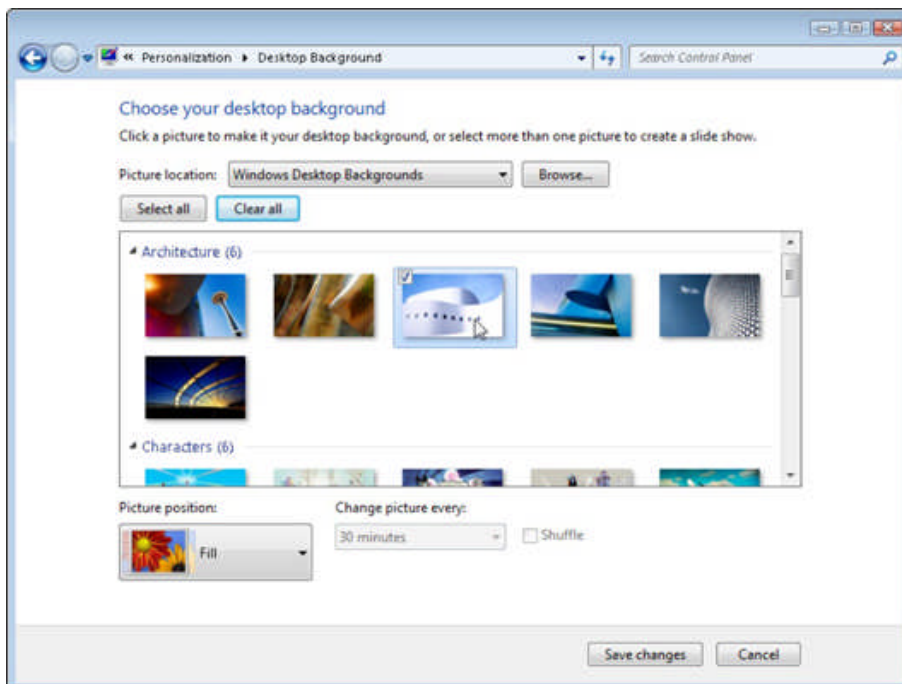
To jazz up your [desktop](#), Windows 7 covers it with pretty pictures known as a background. (Most people refer to the background as *wallpaper*.) You can easily change the desktop background in Windows 7 to let your own personality shine through.

1. Right-click a blank part of the desktop and choose Personalize.

The Control Panel's Personalization pane appears.



2. Click the **Desktop Background** option along the window's bottom left corner.



Try different backgrounds by clicking them; click the Browse button to see pictures from different folders.

3. Click any of the pictures, and Windows 7 quickly places it onto your desktop's background. Found a keeper? Click the Save Changes button to keep it on your desktop. If not, click the Picture Location menu to see more choices. Or, if you're still searching, move to the next step.
4. Click the Browse button and click a file from inside your personal Pictures folder. Most people store their digital photos in their Pictures folder or library.

5. Click Save Changes and exit the Desktop Background window when you're satisfied with your choices.

Exit the program, and your chosen photo stays stuck to your desktop as the background.

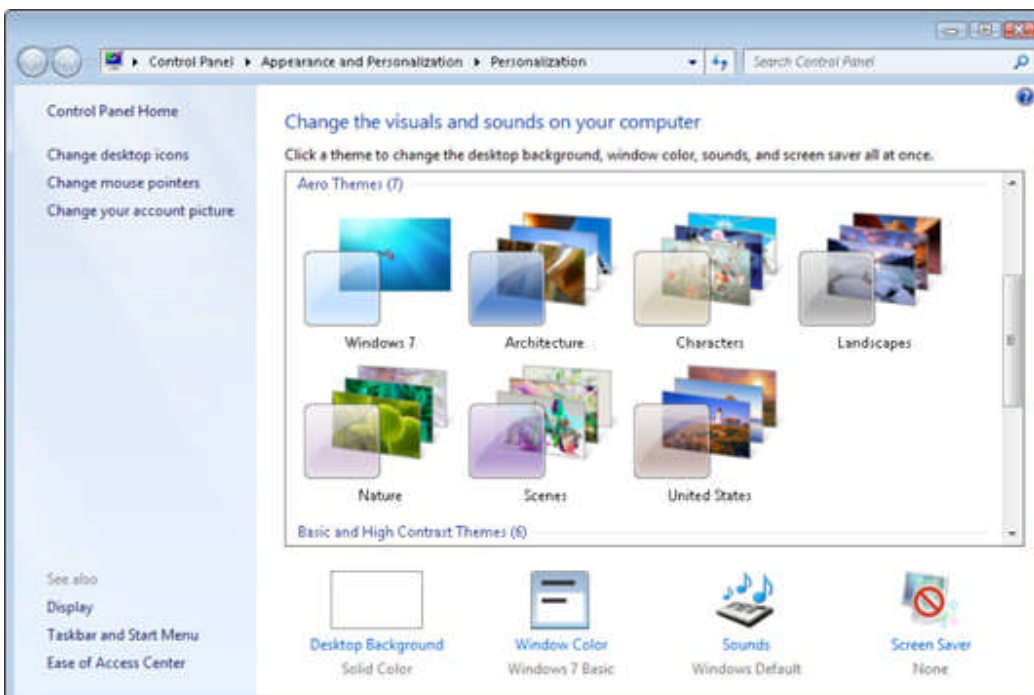
Here are some other tips for sprucing up your desktop image:

- Adjust the way the picture looks using the Picture Position option. Windows 7 now gives you *Fill* and *Fit* options for enlarging small photos, like those taken with cell phones.
- Right-click any photo in your Pictures folder and choose Set as Desktop Background — for a quick wallpaper change.
- If a background photograph makes your desktop **icons** too difficult to find, try using a single color, instead: In Step 2 above, find Solid Colors on the Picture Location box's down arrow.
- To change the entire *look* of Windows 7, right-click on the desktop, choose Personalize, and select a **Theme**. Themes affect backgrounds, icons, **cursors**, and sounds so that they coordinate with each other.

How to Choose a Desktop Theme in Windows 7

In Windows-speak, a *desktop theme* is simply a collection of settings that control the way Windows looks and sounds. When you choose a desktop theme in [Windows 7](#), you could be changing the desktop background, the look of **icons**, and the Windows color scheme all at once.

To try one of Windows 7's built-in themes, right-click your desktop and choose Personalize. Windows 7 lists its token bundled themes, as well as an option to create your own. If you click any theme, Windows 7 tries it on immediately.



Choose a preconfigured theme to change how Windows looks and sounds.

The window offers the following types of themes, with options listed along the window's bottom.

- **My Themes:** Themes you've personally created appear here.
- **Aero Themes:** This category includes Windows 7's bundled themes, including its original one, meant for [PCs](#) with powerful graphics.
- **Basic and High Contrast Themes:** These include high-contrast themes for the visually impaired and the old standby of the Windows Classic — a favorite with productivity hounds — which brings a retro-yet-super-speedy look and feel to Windows 7.

Instead of choosing from the preassembled themes, feel free to make your own. Just make your way through the various options and decide what you like best. Change the Desktop Background, Window Color, Sounds, and [Screen Saver](#). After setting Windows just the way you like it, save your work by clicking Save Theme and typing a name.

How to Use Flip and Flip 3D in [Windows 7](#)

When you have many windows open in Windows 7, you can use the Flip and Flip 3-D features to quickly organize your [applications](#). Flip and Flip 3-D, like [Aero Peek](#), allow you to view what is happening in all of your open [windows](#) and shuffle them so that the one you want is on top.

Flip

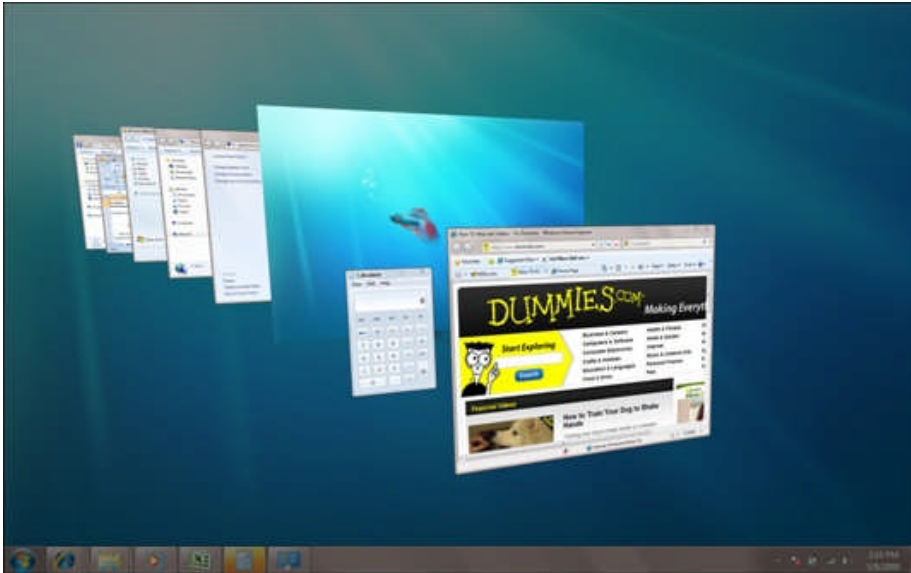
To use the Flip feature, hold down Alt and press Tab. Windows 7 displays a panel in the middle of the [desktop](#) showing [thumbnails](#) of each open window. Each time you press Tab, a different one of the windows is selected and its name appears at the top of the panel. When you release the Alt key, the panel hides again and the last window selected becomes the open window on your display.



If you want to take your time scrolling through the open windows, hold the Ctrl key down while you press the Alt and Tab key. The thumbnail panel will open and stay that way even after you release all the keys. This allows you to use the right and left arrow keys to find the one you want. When you've highlighted the window you want to work with, press Enter to close the panel and display the selected window on the desktop.

Flip 3D

To use the Flip 3D feature, hold down the Windows logo key (the key with picture of a waving flag divided into four parts) and then press the Tab key. All the open windows will cascade across your desktop in 3-D. Flip through the cascading thumbnails by continuing to press the Tab key. When the thumbnail of the window you want appears at the front of the stack, release the Windows logo key. Your windows will all lay back down with the window you want on top.



If your mouse has a center wheel, you can then flip through the 3-D stack by turning the wheel. (Turn the wheel forward to flip backward through the stack and backward to flip forward.)

As with Flip, holding the Ctrl key down while activating Flip 3D ensures that the windows remain cascaded across your desktop while you peruse them with your right and left arrow keys. When the window you want to access is at the front of the stack, you can press Enter to close the stack and display its window on top of the desktop.

With Windows 7 you now also have the Aero Peek option for looking at open windows. Just hover your mouse above any taskbar button to view thumbnails of all the open windows. Thumbnails not big enough for you? Just slide your mouse up into the thumbnail and the window will appear full screen. When you find what you're looking for, just click the thumbnail, and that window will stay on your [desktop](#) for you.

How to Pin Taskbar Items to Start Menu in Windows 7

Part of the Windows 7 redesign is to have the taskbar as your primary quick launch location for your programs. But you don't have to leave it that way. You can pin taskbar items back to the [Start menu](#) if you prefer to launch your programs, files, or [folders](#) from there.

Normally to pin an item on the taskbar, you just need to right-click the program's [icon](#) and choose Pin to the [Start Menu](#), but this option is missing when you right-click a taskbar icon. Instead, you see the Jump List and other unhelpful choices, such as Unpin This Program from the Taskbar.

To [move](#) a taskbar [shortcut](#) to the Start menu, open the taskbar's folder in Windows Explorer and pin the program icons from there. Click Start→[Computer](#) and navigate to c:\users\\AppData\Roaming\Microsoft\Internet Explorer\Quick Launch\User Pinned\Taskbar.

You can simply type the taskbars pathname into the [address bar](#) of the Computer window.

This folder holds all the programs pinned to the taskbar. Pick the program that you want to stick on the Start menu, [right-click](#) it, and choose Pin to Start Menu. The program shows up at the bottom of the Pin List, which is in the upper-left corner of the Start menu.

How to Pin a File or Folder to the [Windows 7](#) Taskbar

In Windows 7, you pin a file or [folder](#) to the taskbar to have them available at a moment's notices — well, sort of. Unfortunately, you can't turn individual [documents](#) or folders into [icons](#) on the toolbar. But you *can* pin a file to the Jump List of for its associated [application](#) and pin a folder to the [Windows Explorer](#) Jump List. For example, you can pin a song to the Jump List for [Windows Media Player](#).

1. Click the Windows Explorer icon on the taskbar.
2. Navigate to the file or folder you want to pin.
3. [Drag](#) the folder or document (or [shortcut](#)) to the taskbar.

Windows tells you where it will pin the folder, document or shortcut.

4. Release the mouse button.

That's all it takes.

5. [Right-click](#) the icon for the program where you placed the file or folder.

Your file or folder will appear in the Pinned pane at the top of the Jump List.

To remove a pinned item from the Jump List, just hover the mouse over the item, and then click the stick pin to the right of the item. The item will fall off the Jump List.

How to Use the Problem Steps Recorder in Windows 7

Windows 7 includes a fabulous new feature that is sure to help anyone needing tech support — the Problem Steps Recorder (PSR). Once you know how to use the Problem Steps Recorder in Windows 7, you'll be able to record exactly what your computer is doing wrong so that you can show whoever you've asked for help.

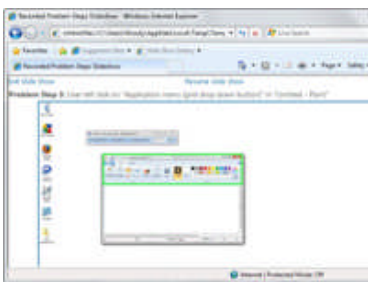
We've all been in situations where the computer is doing something it isn't supposed to do, whether it is the result of a bug or user error. When you call someone for help, they often respond "that's not possible." With the new PSR feature you can show them that not only is it possible, it is actually happening.

Your friend simply has to [log on](#) to Internet Explorer and they can view a slideshow of what you've done and how the computer reacted. This simple process will greatly speed up the resolution of computer problems.

1. Make sure you remember which steps you took to create the problem.

Practice, if need be, until you figure out just how show to your guru friend the sorry state you're in.

Don't forget that anything appearing on the screen, even fleetingly, may be recorded, and your friend may be able to see it. So now isn't the time for checking your bank balance.



2. Click Start, immediately type psr, and press Enter.

The PSR, which resembles a full-screen camcorder, springs to life.

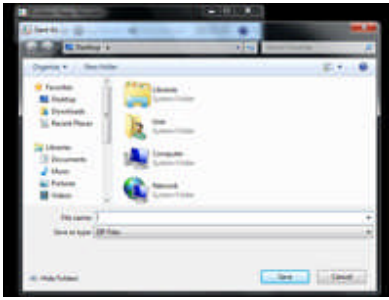
You can also start the PSR from the [Control Panel](#).

3. Click Start Record.

The recorder starts. You know it's going because the title flashes "Problem Steps Recorder — Recording Now."

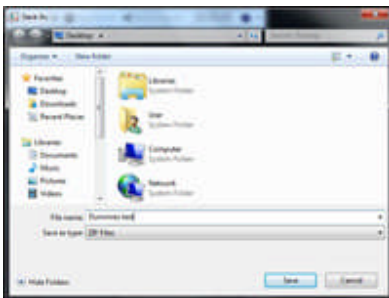
4. If you want to type a description of what you're doing, click the Add Comment button.

The [recording](#) pauses and the screen [grays out](#) a bit. A box appears at the bottom of the screen that says Highlight Problem and Comment. Click the screen wherever you want to draw your guru's attention, and [drag](#) the mouse to highlight the problematic location. Type your description in the box and click OK. Recording continues.



5. When you're done with the demo, click Stop Recorder.

PSR responds with the Save As [dialog box](#).



6. Type a name for the file (it's a regular Zip file) and click Save.

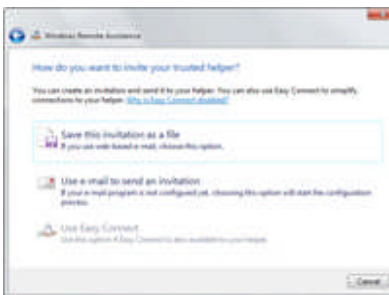
Save the recording as soon as you finish it.

7. Send the file to your guru friend.

Sneakernet works.

8. When your friend receives the Zip file, have her double-click it and then double-click the **MHT file inside.**

You have several options, but one of the most effective is to show the file as a [slide show](#).



9. Have your friend review the report.

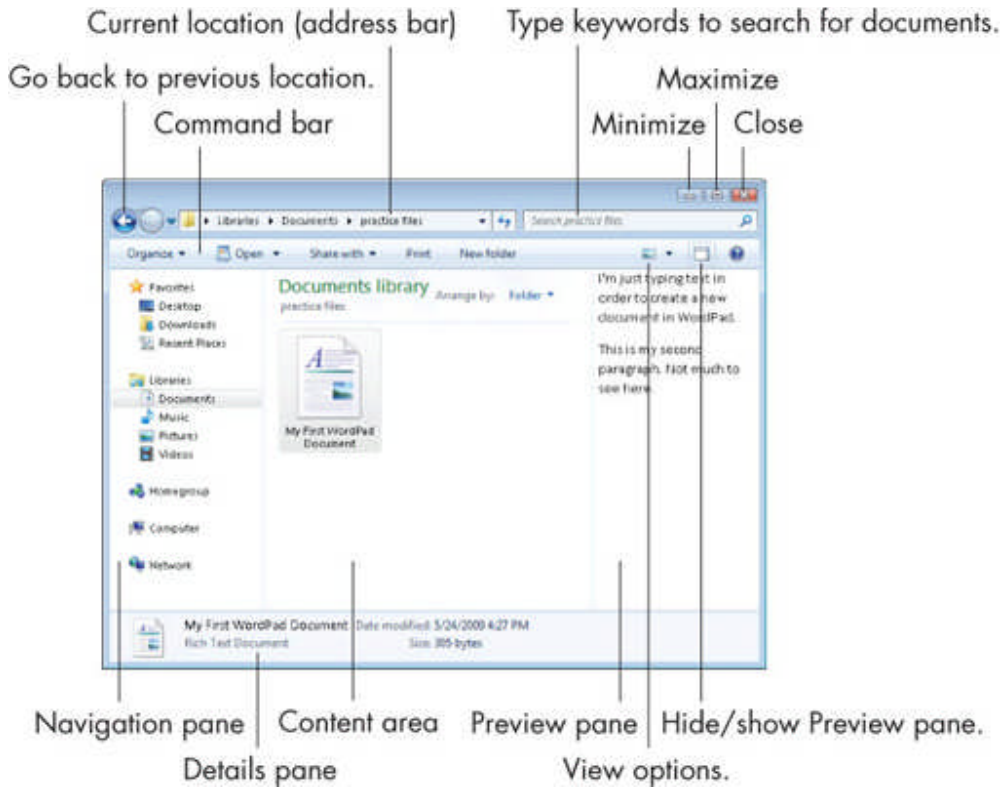
The recording appears as a series of snapshots, along with detailed accounts of what has been clicked and where in plain English.

10. When you're done, click the red X button to close the Problem Steps Recorder.

Magical. Now you just have to sit back and wait for them to figure out where the problem is.

How to Use Windows Explorer in Windows 7

In [Windows 7](#), use Windows Explorer to discover what your computer has to offer. With Windows Explorer, you can navigate through Windows 7 [libraries](#) and [folders](#), preview content details, and use keywords to search for specific [documents](#). Here's a look at the Libraries folder:

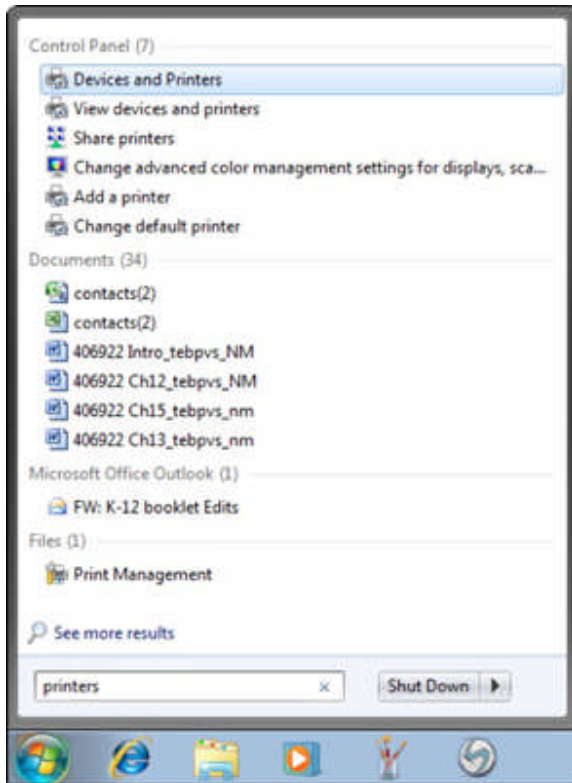


How to Search for a File or Folder from the Windows 7 Start Menu

Although you can open a separate Search window, one of the easiest ways to search for files and [folders](#) in [Windows 7](#) is to search straight from the [Start menu](#). Fortunately, Windows 7 has made massive improvements to its search technology.

Windows 7 uses a more advanced search index that continuously monitors every file and even the words within most of your files.

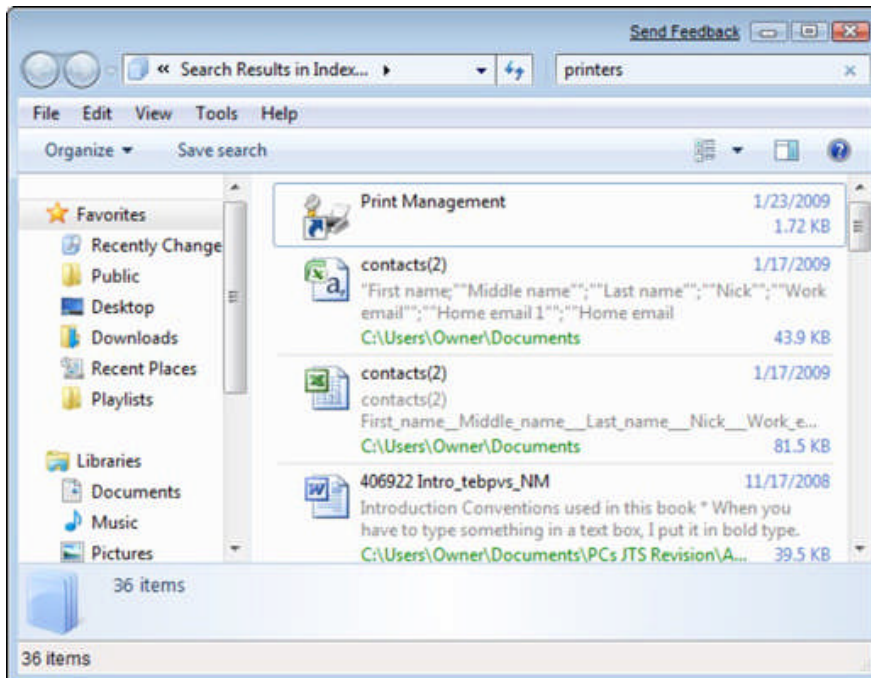
1. Open the [Start menu](#) and type a search term in the search field at the bottom.



The Search field and results in the Start menu.

A list of [search results](#) appears divided by the location of the results.

2. Click the See More Results link.



The Search Results in Indexed Locations window appears.

Click View to cycle through the various options of [icon](#) sizes or text listings.

3. When you locate the file you wanted, double-click it to open it.

If you don't see what you're looking for, choose the Folder and Search Options command from the Organize menu to modify Search settings. You can alter the locations to search, indicate whether to find partial matches for search terms, and more.

In Windows 7, you can save the results of a search so that you can review them later. To save a search, click the Save Search button, provide a filename and type, set the location to save it to, and then click Save. The search results are saved as a search folder on your [computer](#) in your [username](#) folder.

Advanced Searching in Windows 7

Most of the searches you'll need to perform in Windows 7 will be simple and straightforward. However, when you need to really drill down into the index to find a long lost file, consider using search filters to unleash the advanced search tools in Windows 7. You can use advanced search filters to modify a search so that the search engine takes into account specific file characteristics, which can help you isolate the most likely candidates.

Windows 7's Add a Search Filter options appear in a drop-down menu box immediately beneath the Search text box in a Windows Explorer window. The actual search filters you'll see listed vary depending on the type of drive, folder, or file that's currently selected in the Explorer window. The filters can include any of the following:

- **Date Modified:** Search for files based on the date they were last modified.
- **Date Taken:** Searches for photos by the date they were snapped.
- **Date Created:** Searches according to when the file was created. You can select the date (or a range of dates) from a mini-calendar that appears.

You can also be less specific and choose: A Long Time Ago, Earlier This Year, Earlier This Month, Last Week, Earlier This Week, or Yesterday.

- **Size:** Search for a specific file size by typing its KBs or MBs in the search [text box](#). Or, you can search by various size ranges.
- **Kind:** Search for files of a specific type as selected from the drop-down list that appears when you click the Kind option.
- **Type:** Searches based on certain file types by extension, such as [.pdf](#), [.jpg](#), or [.docx](#).
- **Name:** Searches by filename. You can enter all or part of the filename in the search text box after the Name filter.

When you don't know all of a filename, you can use the [asterisk](#) (*) to stand for one or more wildcard characters in the filename and a question mark (?) to stand for individual wildcard characters.

- **Length:** Search for an audio or video file by its relative length. You can enter the exact length or select one of the Length options that appear in the drop-down list.
- **Tags:** This filter lets you search for a file by the tags assigned to it. Enter one or more tags after the Tags filter in the Search text box.
- **Authors:** Search for file by a particular author. Enter an author name after the Authors filter in the Search text box or select the name from the drop-down list that appears. (This filter is called Artists when searching audio files.)

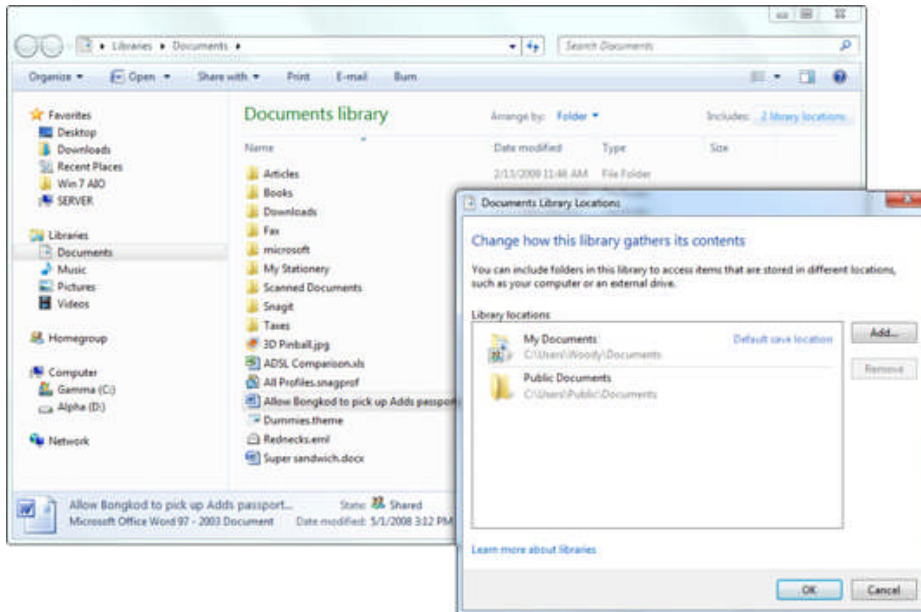
You can chose one or more of the search filters when looking for a file, but keep in mind that all the conditions you specify with the Date Modified, Size, Kind, Type, Name, Tags, and Authors search filters are *inclusive*, which means that *all* their conditions must be met in order to be returned to your [Search Results](#) window.

How to Customize Windows 7's Documents Library

Windows 7 brings a powerful [new feature](#) to the table: [libraries](#). Libraries are a way to pull related bits of information together from many different [folders](#). You can pull together the documents in ten of the folders on your [desktop](#) plus the ones in your computer's `\Public` folder, on an external drive, and in the `\Public` folder on another computer connected to your [network](#) and treat them all as though they were in the same folder.

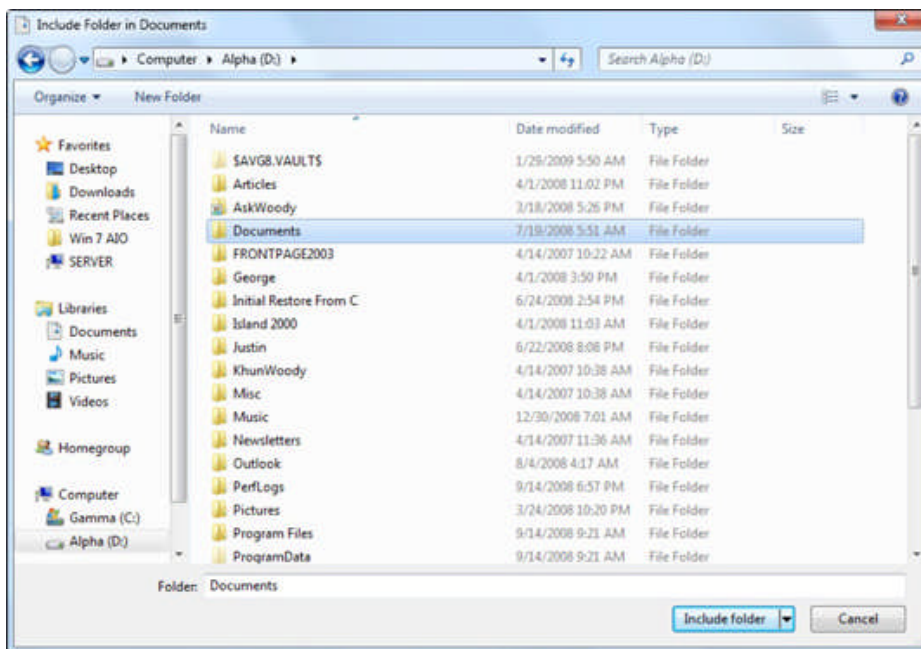
You can customize the new [Documents library](#) in Windows 7 to locate your documents wherever you happen to keep them. Microsoft looks for documents in the Documents folder and on the [Desktop](#). If you don't keep all of your documents in those two places, you'll need to let Windows know so that it includes all your documents in your Documents library:

1. Choose Start→Documents to bring up the Documents library.
2. In the upper-right corner, click the box that says Includes: 2 Library Locations.



Windows 7 invites you to change where the library looks for its contents.

3. Click the Add button and then navigate to a folder that you want to include in the library.



Add any folder — even folders on your network — to the library.

For example, you might have a Documents folder on your D: drive that you want included.

4. Select the folder you want to add to the library and click Include Folder.

Back in the Library Locations dialog box, you see that the new folder has been added.

5. Click OK to go back to the library.

The Documents library now includes all the items in the new folder.

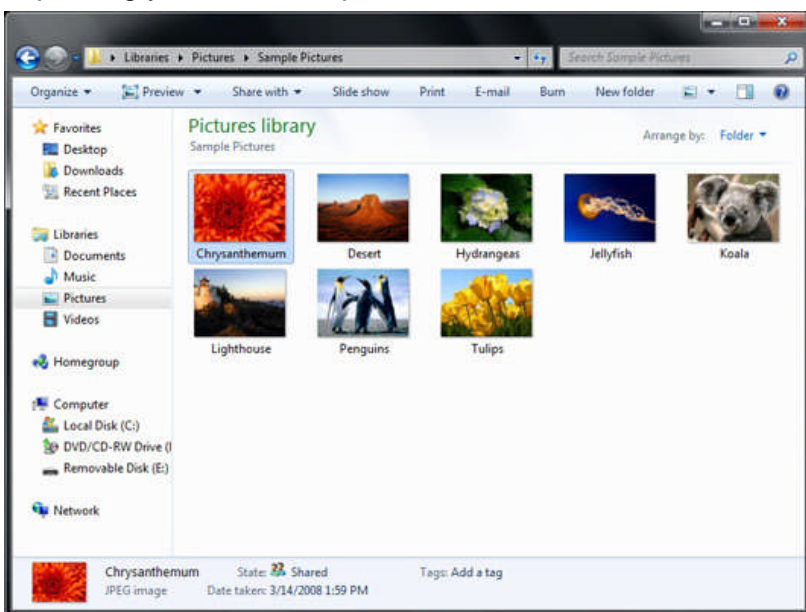
Another way to add a file or folder to a library is to simply **drag** and **drop** it. Just select the files or folders you want and then drag it to the library in the **Navigation pane** and release it. Windows doesn't change the actual file's location, but you can now access it through your library.

Libraries work fabulously with **homegroups**. When you connect to a homegroup, you are automatically linked to the libraries on all the other **computers** in the homegroup, making it simple to share music, files, and videos.

View and Organize Images in The Pictures Library

Your Pictures **Library** is easily the best place to store and view your **digital images** in Windows 7. When Windows 7 imports your digital camera's photos, it automatically loads them into the Pictures Library to take advantage of that **folder's** built-in viewing tools.

Located on the **Start menu's** right side, the Pictures Library allows you to view and work with any of the pictures on your PC or **network**. When viewing the images in the Pictures Library, you'll see all the usual file-viewing tools along with a convenient row of buttons along the top for displaying, e-mailing, or printing your selected photos.



Use the following tips to help you view your pictures your way.

- Click the View button to cycle quickly through different thumbnail sizes.
- Click the Organize button, choose Layout, and select Preview Pane to view a single **large image** with thumbnails of the other images in the folder beneath it.
- **Drag** the **Details Pane's** top edge upward with your mouse, and the pane expands to show oodles of additional information about your photos.

- Want to cover your entire [desktop](#) with a photo? [Right-click](#) the picture and choose Set As Background. Windows immediately splashes that photo across your desktop.
- Hover your mouse pointer over any photo to see the date it was taken, its rating, size, and dimensions. (Essentially, you see the primary information that would appear in the Details Pane without having to lose your place.)
- If you come across a picture that is rotated the wrong way, you can let Windows 7 know to fix that. Just right-click any photo that shows up sideways. Choose Rotate Clockwise or Rotate Counter Clockwise.

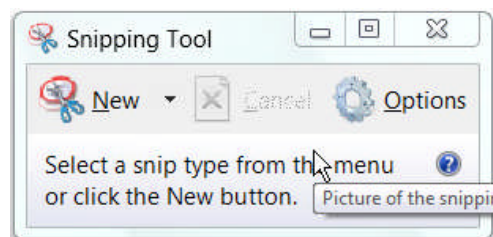
You can use the Pictures Library's Arrange By [drop](#)-down list to sort through all the photos in your library:

- **Folder:** This shows your Pictures library, including any folders inside it. Double-click any folder to see inside; click the blue Back arrow in the top-left corner to return.
- **Month:** Handy for viewing [photos taken](#) over the long term, this option stacks your photos into piles organized by the month and year you shot them.
- **Day:** Click this when you want to see all the photos snapped on a particular day. They are grouped by day, with your most recent photos in the topmost group.
- **Rating:** Rate your currently selected photo or photos by clicking any of the rating stars on the Details Pane. This is particularly useful when you want to create a slideshow of your best work.
- **Tag:** The Pictures library stacks your photos according to their tags, letting you retrieve all the photos with a specific tag with just a click.

To add a tag on the fly, just select a photo (or several photos), click the Tag area in the Details Pane, and type an appropriate tag.

Use The Snipping Tool To Capture Screen Shots

You can use Snipping Tool to capture a screen shot, or [snip](#), of any object on your screen, and then annotate, save, or share the image.



You can capture any of the following types of snips:

- **Free-form Snip.** Draw a free-form shape around an object.
- **Rectangular Snip.** **Drag** the cursor around an object to form a rectangle.
- **Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- **Full-screen Snip.** Capture the entire screen.

After you capture a snip, it's automatically copied to the **Clipboard** and the mark-up window. From the mark-up window, you can annotate, save, or share the snip. The following procedures explain how to use Snipping Tool.

To capture a snip

1. Click on the **Start** button.
2. Type **Snipping Tool** in the **Search** box.
3. Click on the **Snipping Tool** menu that displays in the **Start** menu.
4. Click the down arrow next to the **New** button, select **Free-form Snip, Rectangular Snip, Window Snip,** or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.
5. You can now perform the following actions:
 - Click on the **Save** icon to save the snip to a file
 - Click on the **Copy** icon to paste the snip into a different document
 - Click on the **Send Snip** icon to email the snip to a recipient or to a recipient as an email attachment
 - Click on the **Annotation** icon to write or draw on or around the snip in the mark-up window
 - Click on the **Highlight** icon to add highlighting on or around the snip in the mark-up window
 - Click on the **Eraser** icon to erase the annotation or highlighting added to the mark-up window

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:

1. After you open **Snipping Tool**, press **Esc**, and then open the menu that you want to capture.
2. Press **Ctrl+PrtScn**.
3. Click the down arrow next to the **New** button, select **Free-form Snip, Rectangular Snip, Window Snip,** or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.

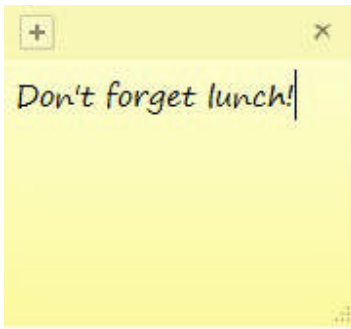
Sticky Notes in Windows 7

The **Sticky Notes** accessory enables you to plaster the electronic equivalent of good old-fashioned Post-It notes all over your Windows 7 **desktop**. You can use Sticky Notes in Windows 7 as onscreen reminders: you can even color code them to help you stay organized.

They remain securely wherever you put them on the desktop until you delete them!

1. To create a Sticky Note, click Start→All Programs→Accessories→Sticky Notes.

Windows opens a new blank note on the [desktop](#), positioning the [cursor](#) at the beginning of the note.

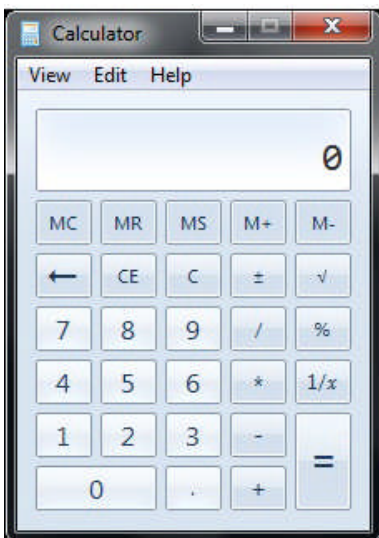


2. Type the text of the note

New Features in Windows 7's Calculator

Windows has always had a [calculator](#), but for the most part it was a pretty cheap calculator. Windows 7 has substantially improved the calculator, adding more functions. You can now use the calculator in Windows 7 for everything from calculating your recent gas mileage to statistical analysis.

To run the Calculator, choose Start→All Programs→Accessories→Calculator. You'll probably see the standard, basic Calculator window.



With the Calculator in standard mode and with the basic configuration, you can do simple mathematical operations by entering the values to be computed separated by the operators (+ for addition, - for subtraction, * for multiplication, and / for division) and then clicking the equal (=) key.

Keep in mind that you can enter your numbers and mathematical operators into the Calculator by either clicking the onscreen buttons or using the number keys or [numeric keypad](#) on your [keyboard](#).

The Calculator has three separate modes that you can [switch](#) to by selecting them from the View menu (or pressing the [shortcut](#) keys shown in parentheses):

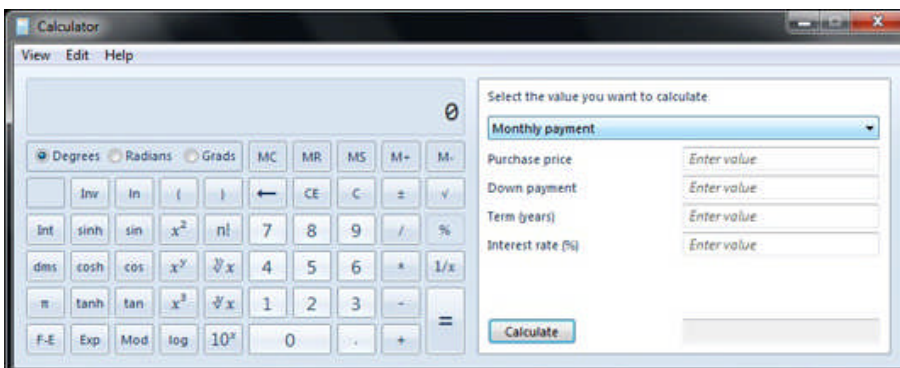
- **Scientific (Alt+2):** Adds keys for performing trigonometric calculations — great for all the engineers out there.



- **Programmer (Alt+3):** Adds keys for performing programming calculations in different number systems, including [hexadecimal](#), octal, and binary number systems, along with the usual decimal system using different word and byte sizes (and if you don't know what that is, you probably don't need this mode).
- **Statistics (Alt+4):** Adds keys for doing statistical calculations involving linear regression.

The new Calculator also offers the following specialized configurations (also available from the View menu) designed for more complex calculations:

- **Unit Conversion (Ctrl+U):** Adds fields for converting all sorts of measurements (angles, pressures, temperatures, weights, time, velocities, mass, and so on) from one set of units to another.
- **Date Calculation (Ctrl+E):** Adds fields for performing calculations between two dates.
- **Worksheets:** Adds fields for calculating results, such as finding the necessary down payment or your monthly [mortgage payment](#); the residual value of a leased vehicle; or the fuel economy of your vehicle.



Press Alt+1 to return the Calculator immediately to standard mode from any of the other three modes and press Ctrl+F4 to return to the basic configuration from any of the other available configurations.

How to Import Images from a Camera Using Windows 7

Not only has Windows 7 changed its photo viewing and organizing features, it has also changed the way you import images from a camera. Now when you transfer images from your camera, Windows asks you to take the opportunity to go ahead and add the [tagging](#) information.

Most digital cameras come with software for transferring images to your PC. However, in most cases, you're better off using Windows 7's built-in software, which is able to easily fetch photos from nearly any make and model of digital camera.

1. Plug the camera's cable into your computer.

Most cameras come with two cables: One that plugs into your TV set for viewing, and another that plugs into your PC. Plug the small end into your camera, and the larger end into your computer's [USB](#) port.

Transferring the images from your camera with a [memory](#) card reader speeds up the process. When you slide your card into the reader and hook it up to your PC, Windows 7 will run through the same steps as below and do it faster.

2. Turn on your camera (if it's not already turned on) and wait for Windows 7 to recognize it.



If you're [plugging in](#) the camera for the first time, Windows 7 sometimes heralds the camera's presence by listing its model number in a [pop-up window](#) above your taskbar by the clock.

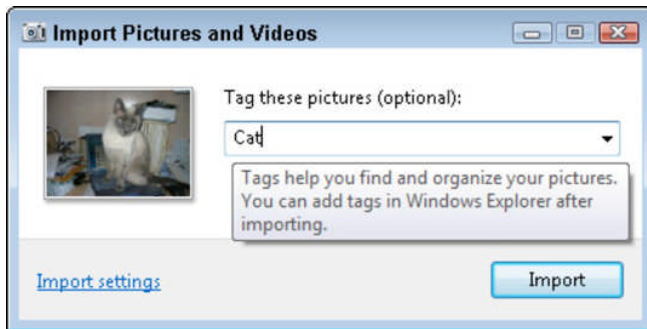
If Windows 7 doesn't recognize your camera, make sure that the camera is set to display mode — the one that lets you view your photos on the camera's viewfinder. If you still have problems, unplug the cable from your PC, wait a few seconds, then plug it back in.

3. In the AutoPlay window, click the Import Pictures and Videos Using Windows option.

After you click the Import Pictures and Videos Using Windows option, the Import Pictures and Videos box appears.

If you want, also select the Always Do This for This Device check box. It tells Windows 7 to automatically grab your camera's pictures whenever you connect it to your PC.

4. Type a tag or name for your photos and click the Import button.

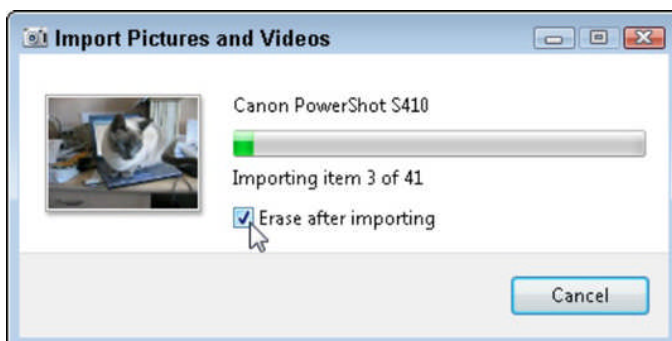


Clicking the Import button brings your camera's photos into your PC and automatically renames them.

Type a word or two to describe the photos. For example, if you type the word **Cat**, Windows 7 names the incoming photos as Cat 001, Cat 002, Cat 003, and so on. Later, you can use your Start menu's Search box to find all the pictures with a given tag.

Clicking the Import Settings link in the bottom left corner lets you change how Windows 7 imports your photos.

5. Select the Erase After Importing check box.



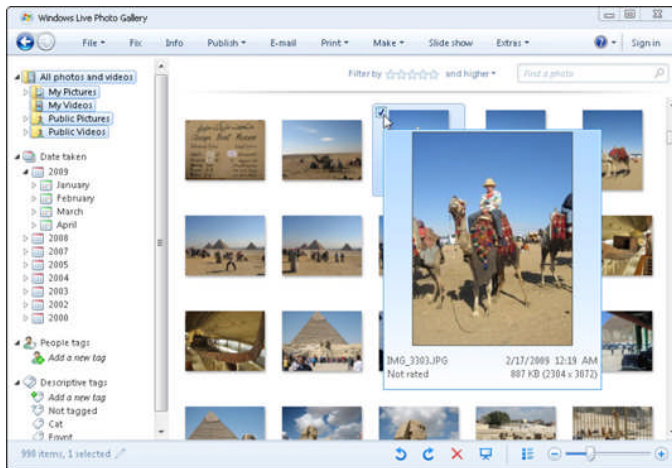
When Windows finishes importing your photos, it displays the [folder](#) containing your new pictures.

Adjust Photos Using Windows Live Photo Gallery

You can automatically adjust photos using Windows Live [Photo Gallery](#) with [Windows 7](#). Windows 7's free Windows Live Photo Gallery feature allows you to fix such common mistakes as tilted horizons, [red eyes](#) from flash photos, washed out colors, or photos that need some [cropping](#) to bring out details. If you're not sure where to begin, you can sit back and let the [Windows Live Photo Gallery Auto Adjust](#) feature do the work for you.

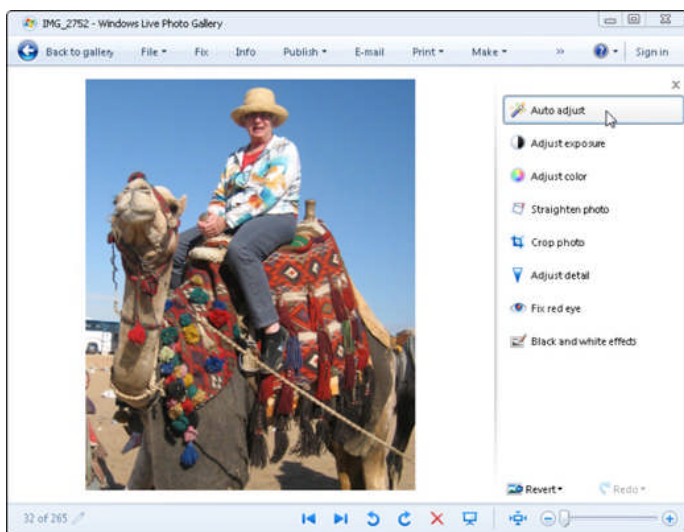
The Windows Live Photo Gallery will evaluate your photo and provide you with a "fixed" version. However, if at any point you decide that you're not satisfied with the fixes provided, you can click the Revert button and Windows 7 will bring back the original photo.

1. Click the **Start button**, choose All Programs, choose Windows Live, and click Windows Live Photo Gallery.



After a few moments, the program appears on your screen with your photos already cataloged by the date you snapped them.

2. Click the awful photo, and click the Fix button on the toolbar.



The photo repair tools quickly appear along the window's right edge.

3. Click Auto Adjust.

The program evaluates your photo and chooses the settings it thinks the photo needs. Surprisingly enough, Auto Adjust usually makes the photo look much better.

- If you think it's perfect, click the Back to the Gallery button to save your changes and **move on**.
- If it looks worse now, click Undo and move on to Step 4.

- If it is better but still not quite fixed yet, move on Step 4.

4. Click Adjust Exposure to find the Brightness, Contrast, Shadows and Highlights settings.

Slide the bars to further tweak Auto Adjust's changes. If the photo *still* doesn't look right, move to Step 5.

After using a tool category like Adjust Exposure, click its name to shrink [its tools](#). That makes it easier to find and adjust the other category settings.

5. Click Adjust Color to adjust the Tint, Color Temperature, and Saturation settings.

Just as before, slide the bars to the center or edge to either enhance or remove Auto Adjust's settings. If the photo *still* doesn't look right, move to Step 6.

6. You can continue your way through the Windows Live Photo Gallery's other [editing tools](#).

The Photo Gallery has tools that you can use to straighten the image, remove red eye, sharpen or soften the image and crop out unwanted items.

7. Click Back to Gallery button to save your changes or click Revert to discard your changes and move on.

If want to keep some of the changes but not all, click the Undo button repeatedly to remove the most recent changes.