

6 useful tips for Windows

Do you find it interesting when friends or family members find you perform some tasks with your computer, things they have never seen before?

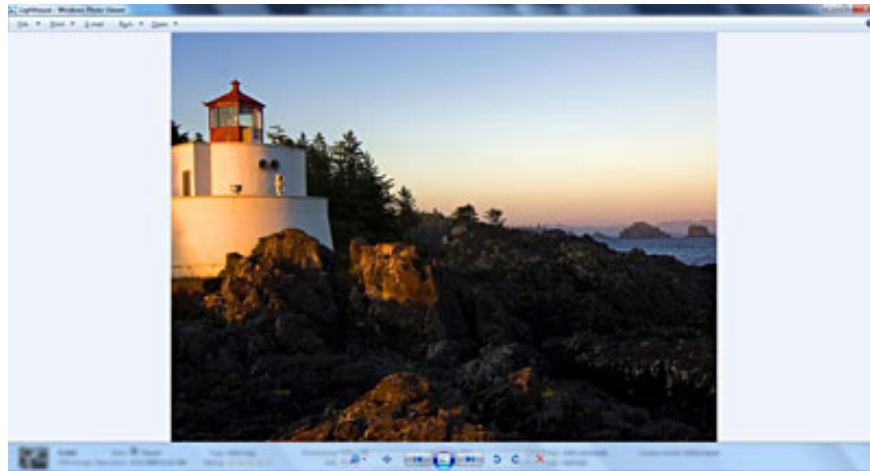
Do you find it interesting when friends or family members find you perform some tasks with your computer, things they have never seen before? If you've ever experienced that, you feel like you're the best computer user in the world. However, if not, here is how. Read 6 tips for Windows 7, Windows Vista, and Windows XP operating systems below and then communicate it to your friends or relatives.

1. Do not zoom in on windows, use full screen mode

When you need to open a large window to view photos or videos, don't enlarge them. Use full screen mode. This tip works well when viewing photos and videos of the largest size in Windows Explorer or Windows Media Player, taking advantage of the screen space often occupied by headers at the top or the taskbar at the end:

Open any picture in Windows Explorer, or open a photo or video using Windows Media Player. Perform:

In Windows 7 and Windows XP, press the **F11** key. The picture or video will expand at the largest size and the title bar and taskbar will be hidden.



View a photo in standard mode of Windows Explorer

If you want to exit full screen mode and return to normal view, press **Esc** (**Escape**).

2. Customize the navigation panel

You can use the navigation pane - on the left side to find files and folders or display links for frequently used folders and items. You can also transfer or copy the news items to another archive right in the navigation panel.

If you don't see the navigation panel on the left when you open a folder window, click **Organize ? Layout** and click the **Navigation pane** to display it.

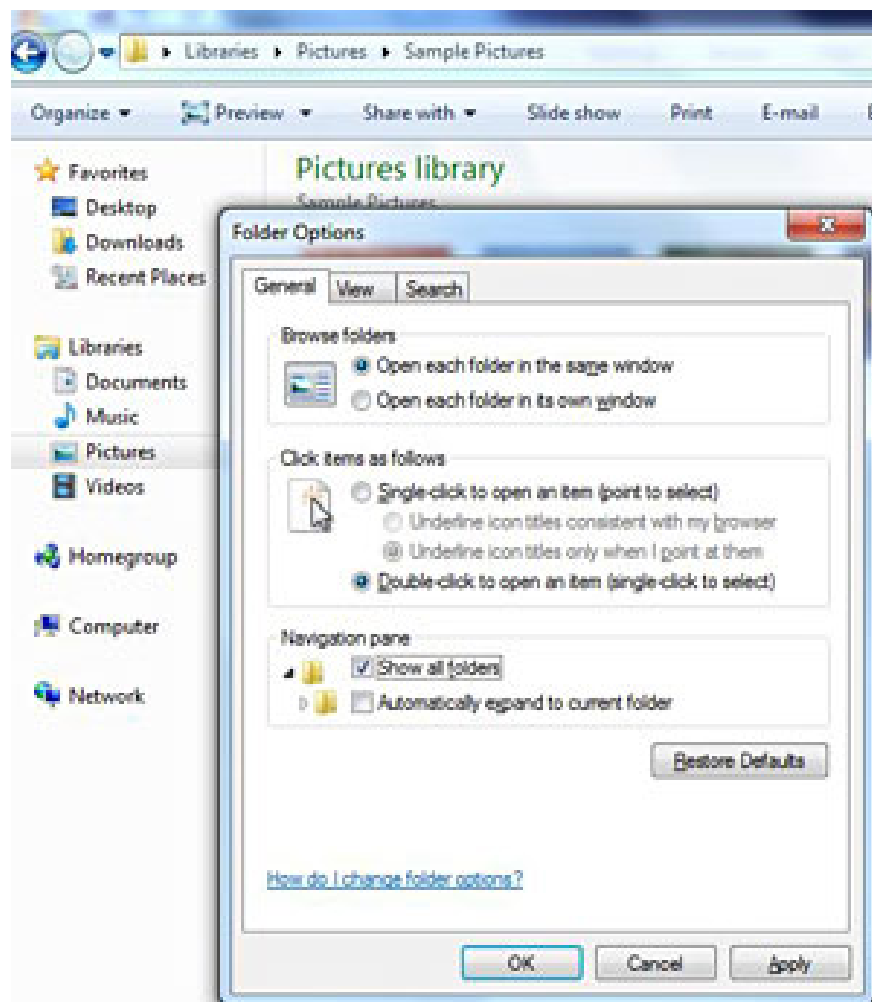
To customize the navigation panel in Windows 7

a. In a folder window or open library, click **Organize ? Folder and search options**.

b. In the **Folder Options** dialog box, click on the **General** tab, and select one or both of the following actions in the Navigation pane:

- To display all the folders on the computer in the navigation panel, including your personal folder, check the **Show all folders** dialog box, click **Apply** to see the changes and click **OK** .

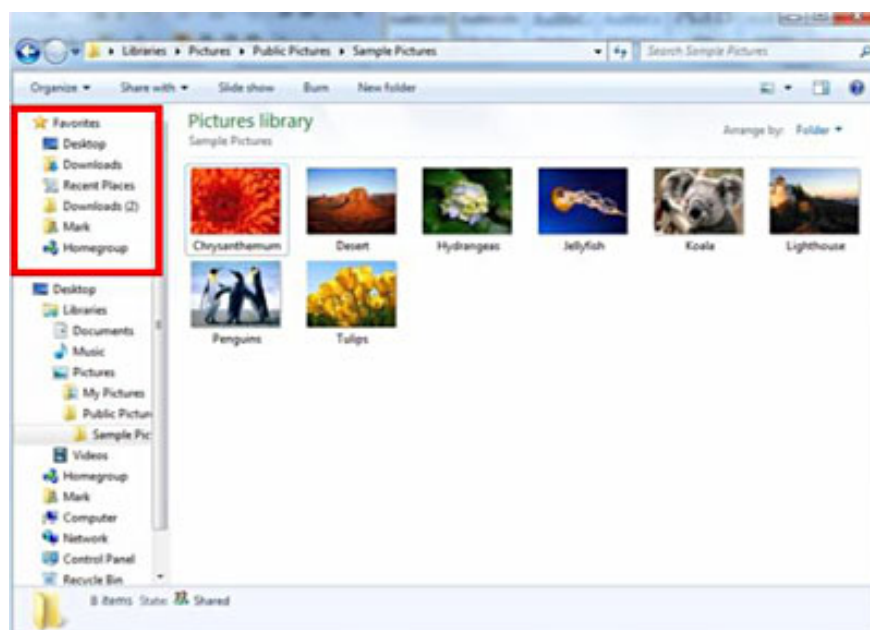
- To automatically expand the navigation panel for the selected folder, check the **Automatically expand** dialog to **current folder** , then click **OK** .



Customize navigation panel in 7

Other ways to customize Favorites in Windows 7

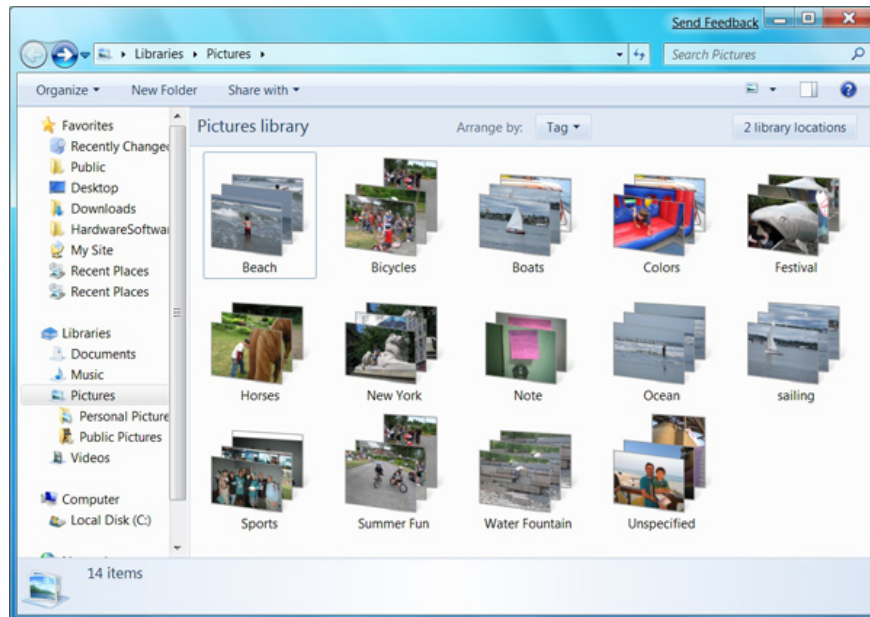
- To add a folder, a library or even a drive, drag it to the Favorites section in the navigation panel. Note: Users cannot add a single file to the Favorites section. However, you can add them to a folder and then continue to Favorites.
- To change the priority order, drag an item up or down in the list.
- To restore the default favorites in the navigation panel, right-click on Favorites and select Restore Favorite Links.
- To open the folder where the favorite item is saved, click Favorites in the navigation panel. Favorites are saved as shortcuts.
- To remove a favorite, right click on it and click Remove. It will remove that favorite from the navigation panel but do not delete the folder or file that the shortcut points to.



Favorites section in the navigation panel of Windows 7

Add folders and files in Windows Vista

In Windows Vista, users can add folders to **Favorite Links** in the navigation panel to open them from any open window. To do this, first open the folder containing the subdirectory you want to add. Then, drag its icon from the original folder to where you want in the navigation panel. Users can also click the **Folders** item at the bottom of the table and drag the folder from the folder list to **Favorite Links** . Note: You cannot add a single file to this item, but you can add them to any folder in Favorite Links.



3. Pin a software or item to the Windows 7 taskbar

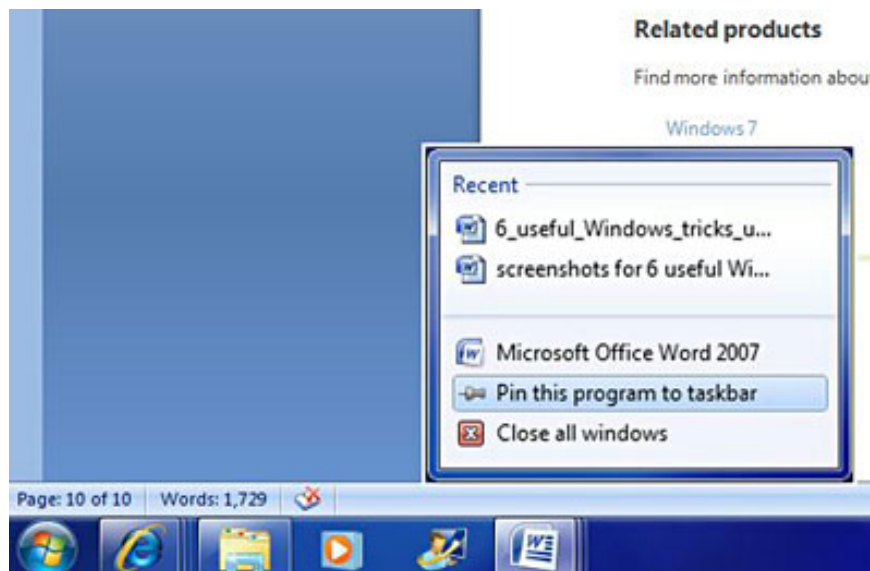
What makes a great taskbar? That's where you can burn your favorite applications or files to access them quickly from any window whenever needed.

In Windows 7, users can also pin frequently used shortcuts or files, folders and websites to Jump Lists in the taskbar.

Pin a software to the taskbar

To pin a software shortcut to the taskbar, follow one of the instructions:

- If this software is being used, right-click the software icon on the taskbar to open the **Jump List** of that software and then click **Pin this program to taskbar** .
- Or if the software is not used, click Start, find the software icon, right-click the icon and click **Pin to Taskbar** .
- You can also pin a software by dragging the software shortcut from the desktop or from the **Start** menu to the **taskbar** .



Pin a software to the taskbar

4. Customize Quick Launch Bar in Windows XP

In Windows XP, the Custom Bar Quick Launch Bar also provides users with shortcuts for their favorite files, folders, and software. You can access Quick Launch Bar in most windows. So this is a useful way to open frequently needed files and applications.

If the Quick Launch Bar bar is not displayed on the right side of the Start button, you can turn it on. To do this, right-click an area of the taskbar. Move your mouse on Toolbars, then click Quick Launch. The Quick Launch Bar will appear on your taskbar.



Quick Launch Bar on Windows XP taskbar

To add a software shortcut to **Quick Launch Bar** , click the **Start** button ? **All Programs** and then drag the application you want to this bar. Release the mouse button and you'll see the application icon appear on Quick Launch Bar.

To add a shortcut of a folder or file to the Quick Launch Bar, open **Windows Explorer** , navigate to the folder, subdirectory or file you want, click and drag it to the **Quick Launch Bar** . Release the mouse button and the icon of the folder / file will appear in the Quick Launch Bar.

To remove a shortcut from Quick Launch Bar, right-click the application's icon, the file, the folder in **Quick Launch Bar** , and click **Delete** . Then, click **Yes** when asked if you want to delete the shortcut. Note: Although the shortcut is removed from the Quick Launch Bar, the actual application, folder or file will not be deleted and still on your computer.

5. Arrange the windows on the desktop

In Windows, users can sort folders in parallel, which helps a lot in case you need to compare 2 data or when transferring files from one place to another. Note: If you are using a non-standard installation (such as setting up 2 screens), the tips below may not work as expected.

In Windows 7

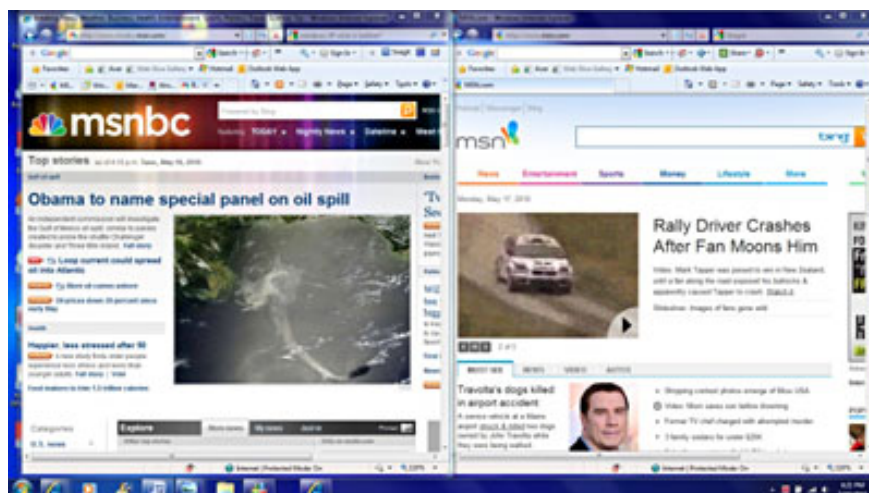
- Drag the title bar of the window to the left or right of the screen until its size is half the size of the screen.
- Release the mouse to expand the window.
- Repeat the 2 steps above for the next window to arrange windows side by side.

To display a window about its original size, click the Maximize button in the title bar of the window. Users can also click on the title bar, hold and move the mouse over the screen. The window will automatically display to full size.



Maximize button

Tip : To drag a currently active window to both sides of the window with a shortcut, press the **Windows** key + left arrow or **Windows** key + arrow to the right.

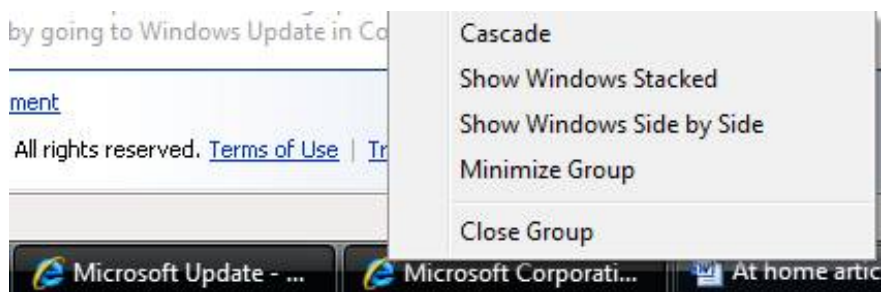


Show windows in parallel

In Windows Vista and Windows XP

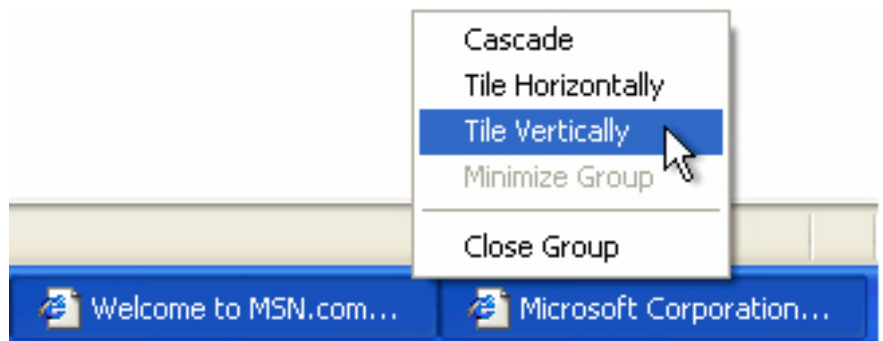
In Windows Vista and Windows XP, users can easily display parallel windows on the desktop. To do so, you need to press and hold down the **Ctrl** key and click on the 2 or more windows you want to open except the taskbar. Release the **Ctrl** key, right-click and follow:

For Windows Vista users, click **Show Windows Side by Side** .



Windows Vista, command displays Windows Side by Side.

For Windows XP users, use the **Tile Vertically** command.



Windows XP, Tile Vertically command

6. Sort files into groups

Windows offers many options for organizing files and folders the way you can work most effectively.

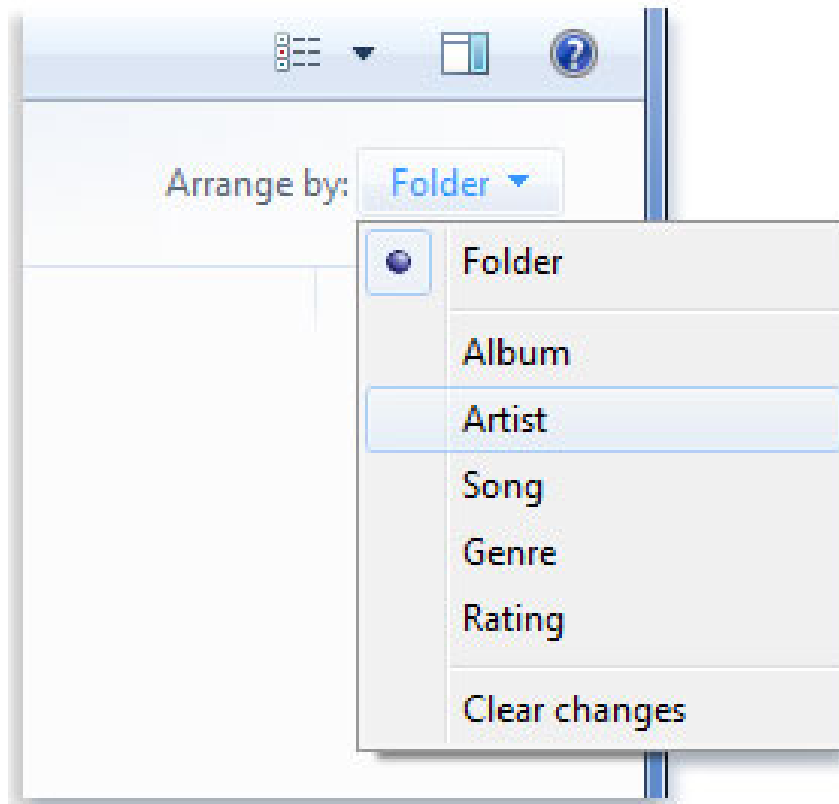
In Windows 7

The easiest and most effective way to organize data in Windows 7 is to use the arrangement file feature in the library.

For example, you can arrange files in the Documents library by author or arrange Music library by artist while looking for a certain album or song.

To arrange a library

- a. In the taskbar, click the **Windows Explorer** button .
- b. In the navigation panel (left panel), click on a library (eg Music).
- c. In that library, click on the **Arrange by** menu , and select a property. For example, in the music library, you can select Artist to quickly arrange music collection by artist.



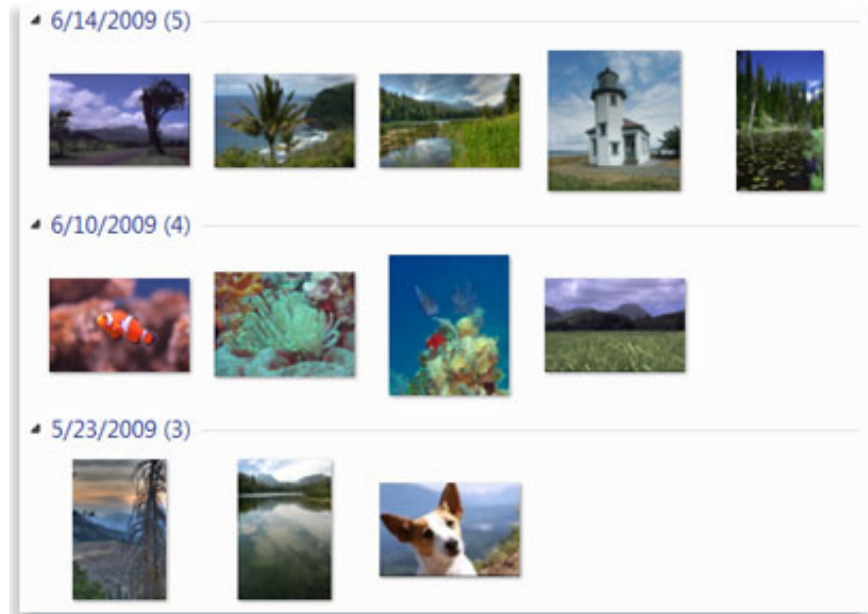
Menu "Arrange by"

- d. When you organize files, Windows not only keeps files in different order. Besides, they are also expressed in a completely different way. The arrangement feature works depending on the properties you choose. For example, arrange photos by placing them into stacks, like:



Files sorted by "stacks"

Sorting by date takes them into groups, like:

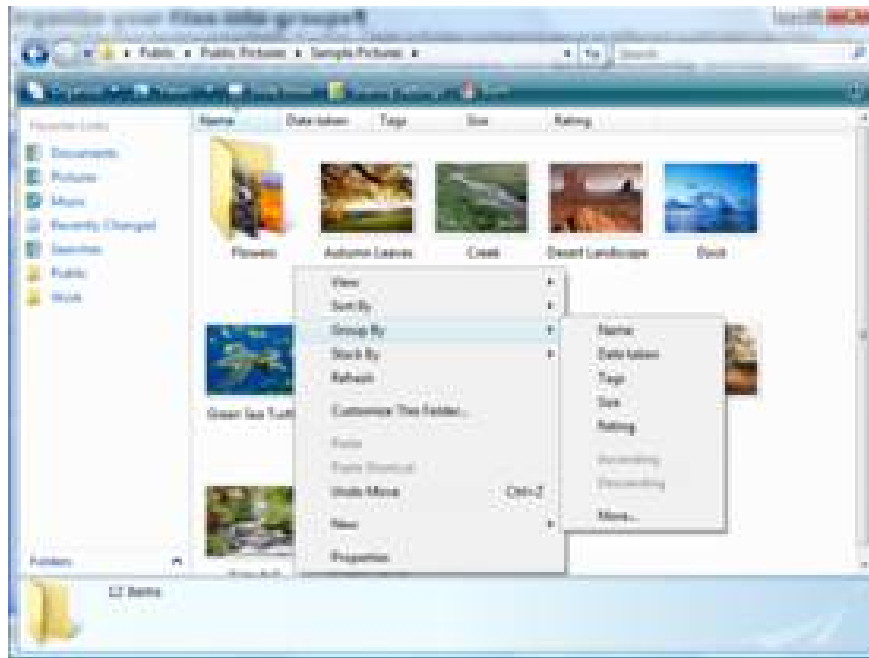


Files are arranged in "groups"

There are 4 default libraries in Windows 7, each with its own sort. Users can create new libraries and choose the sort for them.

In Windows Vista

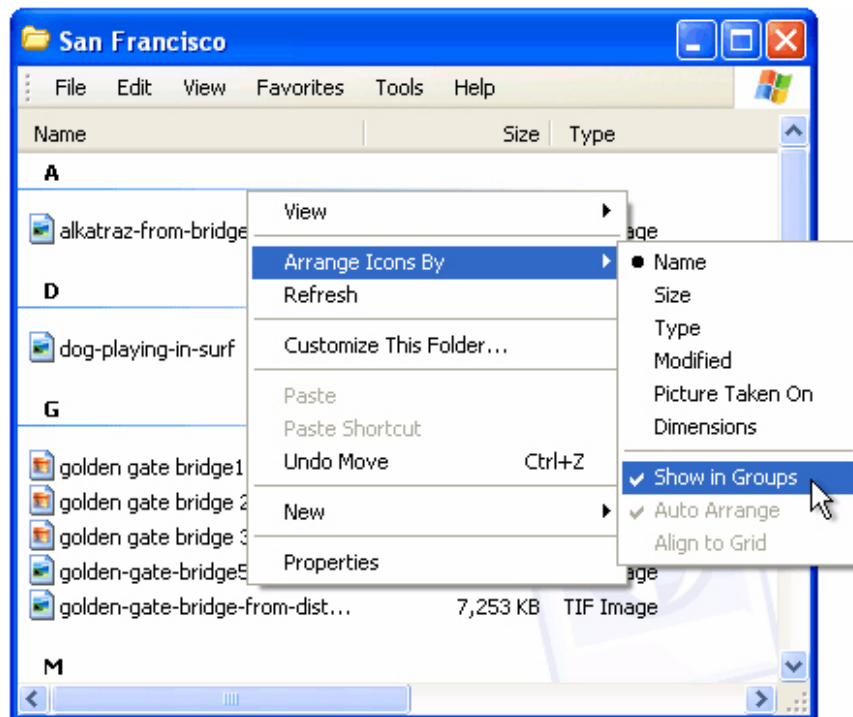
Open a folder that contains several file types and subfolders in it. Right-click an empty area in the window, select **Group By** , and then click on the group selection.



Windows Vista Group by command

In Windows XP

Open a folder containing different files and subdirectories. Right click on an empty area, select **Arrange Icons By ? Show in Groups** . To sort the contents of that window, right-click an empty area of the window, select **Arrange Icons By** , and click **Name, Size, Type, or Modified** (these options may vary depending on the type of internal content).



Windows XP organizes icons by order.

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