

## CCAR Technology *Tips and Tidbit of the Week*



### “Windows 7 Article #2: A Few Tips”

*by Richard Tausch*

- If you want a more Vista-like taskbar rather than the superbar, right-click the Taskbar, go to Properties, check the ‘Use small icons’ option, then change the “Taskbar Buttons” option to ‘Never combine.’
- Search Internet from the Start Menu. You can now Enable Internet search from the Start Menu using your default browser. Run GPEDIT.MSC from the Start Menu search box to start the *Group Policy Editor*. In the left pane, go to *User Configuration->Administrative Templates->Start Menu and Taskbar*. In the right pane, right-click to Edit and Enable **Add Search Internet link to Start Menu** and Viola!
- With Windows 7, you can now create a ‘System Repair Disc.’ This is a CD bootable version of Windows 7 that includes the command prompt and a suite of system tools. Very handy for those really tough spots. To get to this, simply open the Start Menu and type: “system repair disc” in the search field.
- To run a program as an Administrator, it’s now as easy as holding CTRL + SHIFT when you open the application.
- For those who have a multi-monitor setup, Windows + SHIFT + Left (or Right) will shift a window from monitor to monitor.
- Windows 7 now burns ISO files themselves instead of making users locate third-party applications.

- Gone is the “Add Font” dialog. It’s been replaced with a much better system. Download a font and double-click it (you’ll be greeted with the familiar font window, but you should notice it now has a ‘Install’ button).
- Windows 7 now includes Gabriola. This is an elaborate display typeface that takes advantage of OpenType layout to create a variety of stylistic sets.
- If you press Windows + 1, it will create a new instance of the first icon in the task bar. This is handy if you need to open several instances of a program.
- Rearrange System Tray Icons. You can rearrange icons on the taskbar as you wish and start new (or switch to running) instances of the first ten taskbar programs using **Win+1**, **Win+2**, and so on. The nice thing is you can also rearrange system tray icons. Reorder them on the tray or move them outside or back in the tray. Take control of what you want to always keep an eye on.

And here’s to happy computing!

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