YOUR NEW WINDOWS 7 DESKTOP – QUICK GUIDE

The new student desktop image is based on the Windows 7 operating system. This brief guide describes some of the changes you'll notice when you start to use the new service. Further information and links can be found on the C&IT Services Student Portal pages.

Logging in:

Firstly you'll notice that the login screen looks different, however the process remains the same:
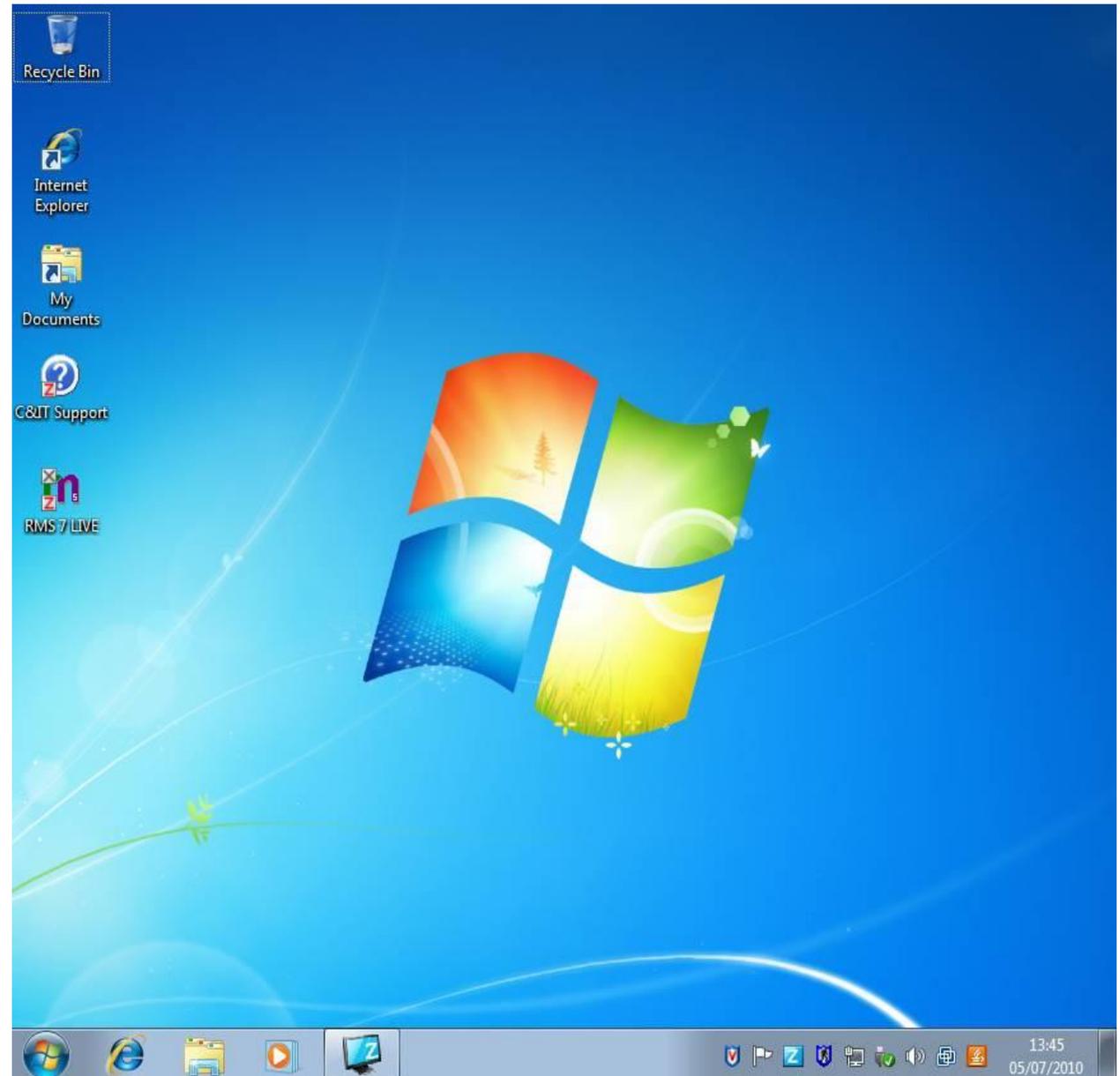
1. Press Ctrl, Alt, Del:

Press CTRL + ALT + DELETE to log on

The following screen will appear:

Log on to Novell Network

Username

Novell password

Computer Only Logon

2. Enter your User Name (Matriculation Number)
3. Enter your University password
4. Press the Enter key. If you are prompted to reset your password follow the on screen instructions.

Once you are logged in your desktop will appear. You may notice that your profile has been reset meaning that any desktop settings from your old Windows XP profile will no longer be there, e.g. your desktop background. Set your background image in Windows 7 by right clicking anywhere on the desktop and selecting Personalise.
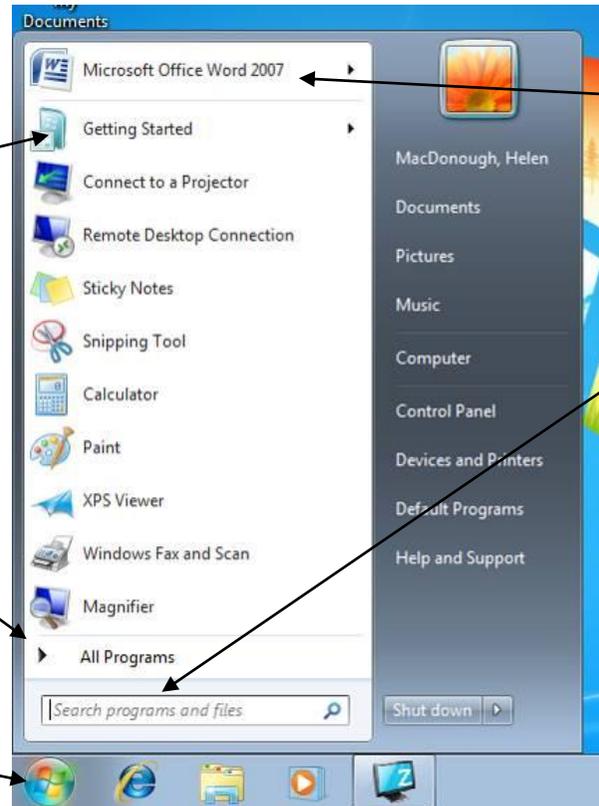
The Start Menu:

Getting Started: Why not spend a few minutes exploring the Getting Started section? It will give you lots of useful information about the new interface.

All Programs: Access your applications by selecting All Programs and clicking on the Application you wish to open. You may notice the items within All Programs are displayed hierarchically – in Windows XP the menus were cascading meaning if there were a lot of applications installed the menus would expand across the screen.

Start button: The Start button has been replaced with a universal Start logo.

Pin to Start Menu: You can pin frequently used applications to the Start menu by right clicking on the application and select Pin to Start Menu (in the example on the right MS Word 2007 has been pinned to the Start Menu).

The Search box enables you to quickly search for programs and files.

Jump Lists: Jump lists replace "My Recent Documents". If you highlight an application pinned to the Start Menu or Taskbar you will see a list of recent documents or files associated with that program, click on one to open it.

Documents

Microsoft Office Word 2007

Getting Started

Connect to a Projector

Remote Desktop Connection

Sticky Notes

Snipping Tool

Calculator

Paint

XPS Viewer

Windows Fax and Scan

Magnifier

All Programs

Search programs and files

MacDonough, Helen

Documents

Pictures

Music

Computer

Control Panel

Devices and Printers

Default Programs

Help and Support

Shut down

The Task Bar:

The Taskbar icons signify running applications and shortcuts. By default, shortcuts to Internet Explorer (I.E.8 is the default browser on the new 7 image), Windows Explorer and Windows Media Player are on the Taskbar, you can pin your own frequently used applications to Taskbar by right clicking on the application and selecting Pin to Taskbar.
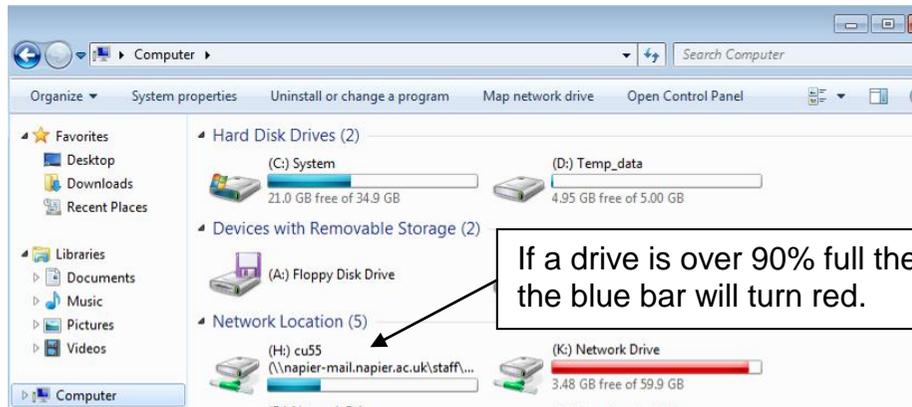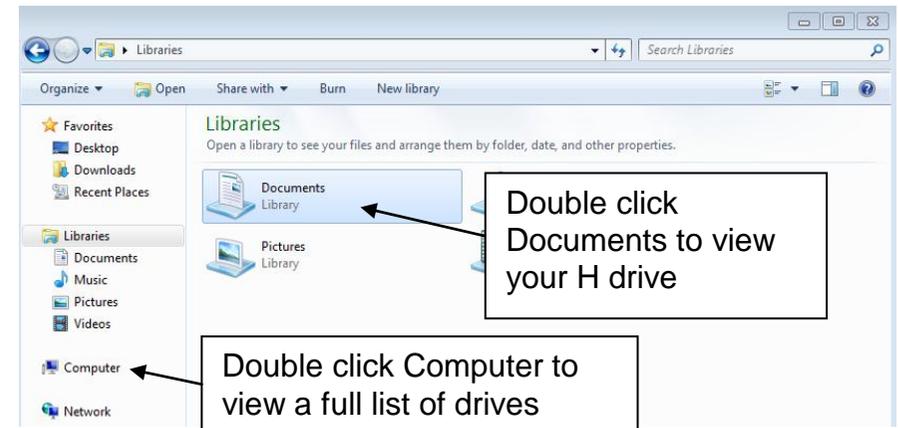
13:45
05/07/2010

Checking Print Credit: There is no longer a GPAS icon on the taskbar however you can check your Print Credit via the "Check Print Credit" link on the Student Portal homepage.

Accessing Documents and Files:

Windows Explorer: To access your documents and files click on the Windows Explorer icon which can be found on your Desktop:

Windows Explorer will open to display your list of Libraries. The "Documents" Library replaces "My Documents" and contains the contents of your Personal Data Area (H Drive). Double click "Documents" to open your H drive or double click "Computer" to view a full list of your available drives.

Double click Documents to view your H drive

Double click Computer to view a full list of drives

If a drive is over 90% full then the blue bar will turn red.
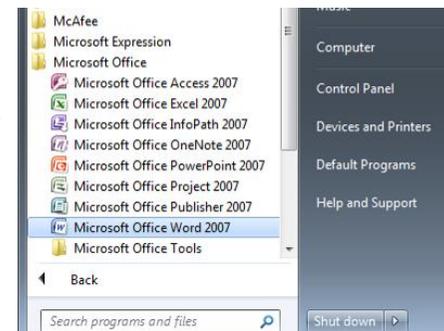
Computer: When you open "Computer" you will notice that the drive letter is at the beginning of the path name making it easier to find what you are looking for. You will also see a graphical representation of available disk space – if your H drive is more than 90% full the blue indicator bar will turn red. Instructions for checking your available disk space can be found in the "Saving Files and Data Storage" section of the Student Portal.

Accessing Applications:

All Programs: You can access the standard applications (e.g. MS Word 2007) by clicking Start, highlighting All Programs and selecting the relevant application.

Zenworks: The network applications can be accessed by clicking on the Zenworks icon on the Taskbar - this replaces the Application Explorer icon on the Windows XP Desktop.
You can also access networked applications by clicking Start, All Programs, Applications – you will then see a list of the Zenworks applications.

Further information: Links to User Guides, Hints & Tips, Virtual Desktop Tours and other useful websites can be found in the "PCs within the University" section of the C&ITS Student Portal pages.