

Windows 7: Desktop Enhancements



New Ways to Juggle Windows

Windows 7 comes with three simple yet powerful features called Shake, Peek, and Snap to help you instantly clear desktop clutter.

Shake – To focus on a single window, shake it. All of the other windows that you currently have open will be hidden automatically.

Peek – To turn any open windows transparent and enable a clear view of your desktop, move your cursor to the bottom right-hand corner of your taskbar.

Snap – To size and rearrange windows, simply drag them to the edges of your screen. Dragging a window to the left or right edge of the screen resizes it to fill half of the screen (which is useful for comparing two windows), and dragging a window to the top edge of the screen maximizes it.



Retooled Taskbar

Since Windows 95, the taskbar has served as the go-to spot to see what programs you have open and the switch between windows. In Windows 7, the taskbar has been completely redesigned for increased productivity and ease-of-use.

To arrange programs on the taskbar, simply drag program icons left or right. You can also pin frequently-used programs to the taskbar by right clicking on them in the Start Menu and selecting *Pin to Taskbar*. To get thumbnail previews of your programs, move your cursor over their taskbar icon (see graphic). You can also open jump-lists, which display controls and recently opened documents for each program, by right-clicking on the program's taskbar icon.



Improved Gadgets

Gadgets, the popular mini-programs introduced in Windows Vista, are now more flexible and fun. You can move gadgets anywhere on the desktop by clicking and dragging the gadget's icon and you can also download new gadgets by opening the Gadget Desktop Gallery and clicking *Get More Gadgets Online*. To open the gadget gallery, simply type the word "gadgets" into your Start Menu search bar and click *Desktop Gadgets* or *Desktop Gadget Gallery*.