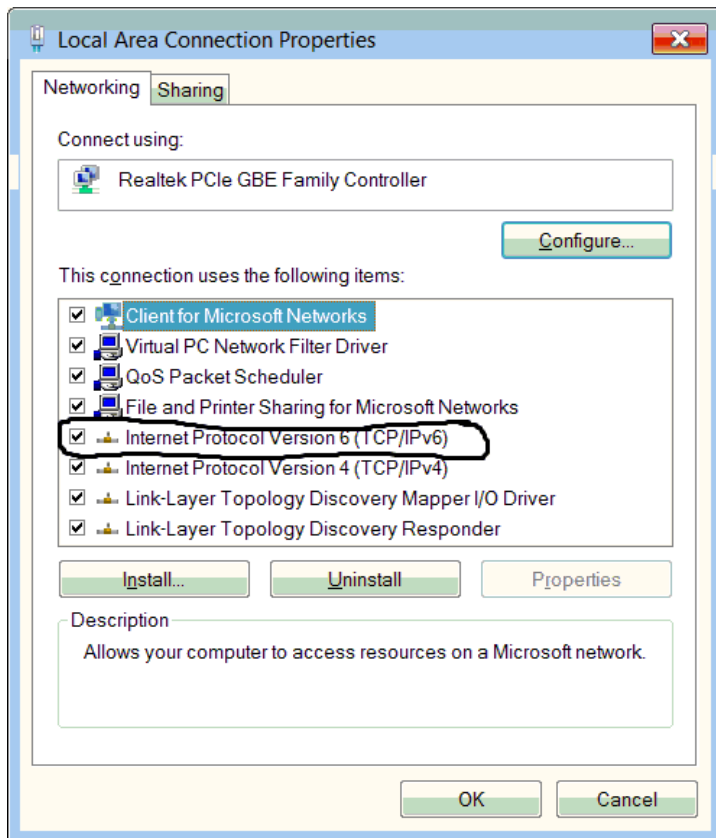


Tips for Windows 7

1) De-activate IPv6

- a) Click on the “Start” Button
- b) In the Search field, type: “ncpa.cpl” then hit “Enter”
- c) R-Click on the Local Area Network or “Wireless Network Connection”
- d) Click on “Properties”
- e) De-click “Internet Protocol version 6 (TCP/IPv6)”
- f) Click “OK”



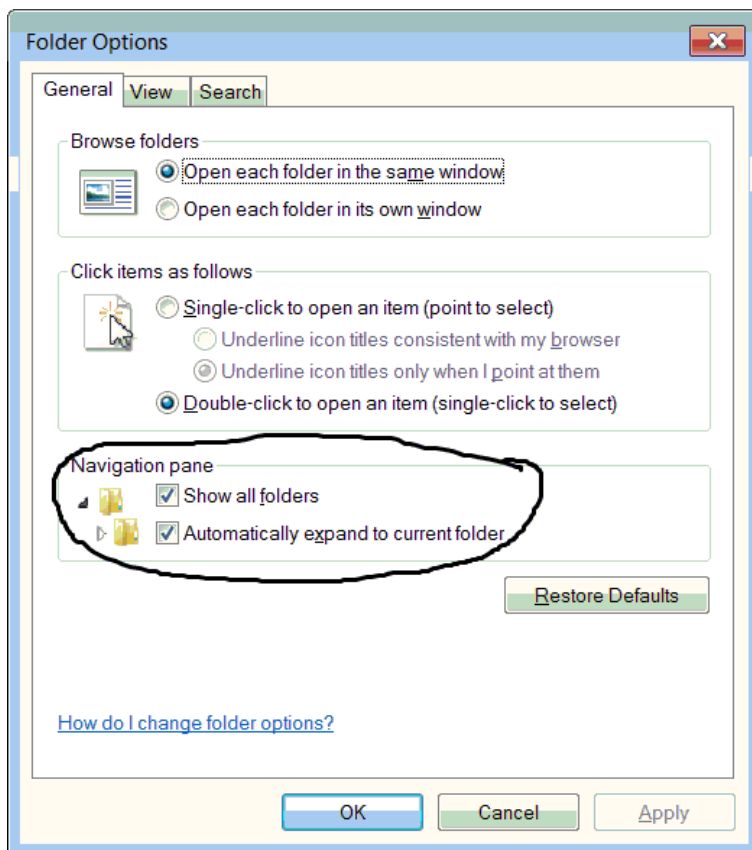
2) Activate Folder Menu

In a folder:

- a) Click on “Organize”
- b) Click on “Layout”
- c) Click on “Menu Bar”
- d) Near the top of the folder, you should see the standard menu: File Edit View

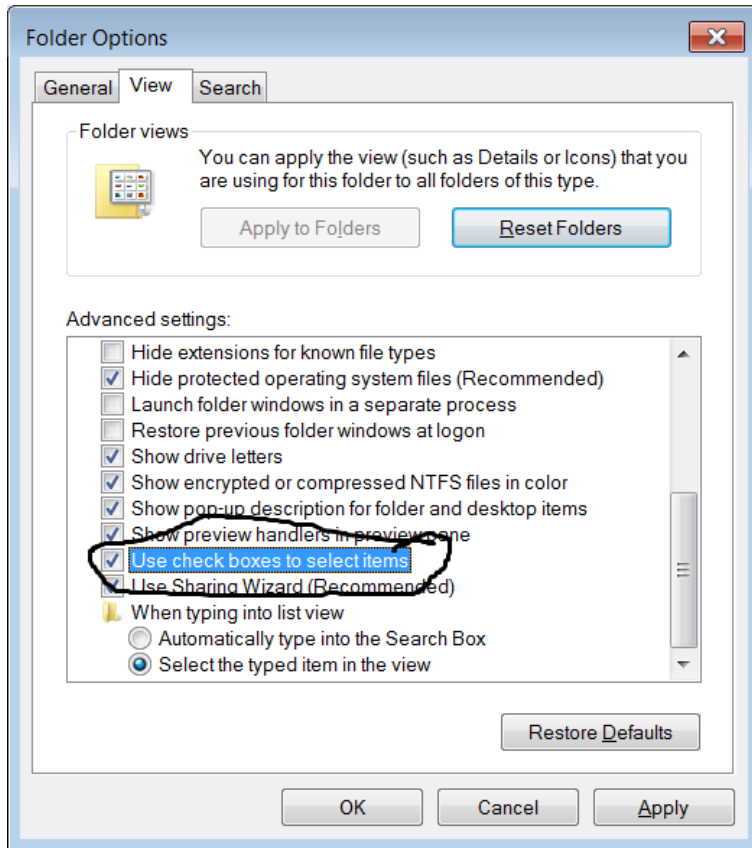
3) Activate the Navigation Field

- a) On the Menu Bar you just activated (above), click on “Tools” → “Folder Options”
(You can also get to this point by going into Control Panel→Folder Options)
- b) In the “General” tab, click on the boxes in front of
Show all folders and
Automatically expand to current folder
- c) This will make the Win7 folder navigation function similarly to the Folder view in XP and
You can drag files into various folders to organize them.
- d) Keep Folders Options open for the next tip.



4) **Activate check boxes for multiple file selection:**

- a) In Folder Options, click on the “View” tab
- b) Scroll down the list until you see
“Use Check Boxes to Select Items” and click in the box in front of it.
- c) Click “OK”



5) **Resize Desktop Icons**

- a) Click once in an empty part of the desktop, be sure to release the button afterward
- b) With one hand press and hold down on the “ctrl” key on the keyboard.
With your other hand push the wheel on the button. The icons should get larger or smaller depending on which way you turn the wheel.