Windows 7:

What's NEW?

- Start Button and Menu
- Search instantly
- Improved Taskbar
- "Jump" "Snap" and "Shake" your way to faster productivity
- Snipping Tool to take pictures of open screens on your desktop. (This does what the popular Snag-It program does)
- Check out the Windows 7 Resource site for more details: http://istraining.partners.org/win7

Office 2007 & Internet Explorer 8:

- The toolbars and menus within the Office applications have been redesigned and are very different from previous versions of Office.
- Watch this 8 minute video on the Word Ribbon: http://sharepoint.partners.org/phs/istraining/win7 desktop/Windows7DesktopGuides/Word2007_RibbonTutorial.swf
- Get up to speed with this Office 2007 video. Get an introduction to the new look in familiar programs of the 2007 Microsoft Office system. (20 - 30 minutes): http://office.microsoft.com/en-us/training/up-to-speed-with-the-2007-office-system-RZ010148252.aspx
- Internet Explorer 8 Features:
  - Tabbed Browsing
  - 2 New Toolbars
- Learn more about IE 8 here:
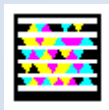 - **http://sharepoint.partners.org/phs/istraining /win7desktop/Windows7DesktopGuides/IE8_ QuickReferenceGuide**.pdf

Resources:

Visit the Windows 7 Desktop Resource site at:
http://istraining.partners.org/win7
At this site you will find the following information:

- Discussion Forum
- Tutorials
- Reference Guides
- And more!

Windows 7 Resource Page
(http://istraining.partners.org/win7)

Q & A:

Q: What Partners PCs can run Windows 7?
A: Supported Partners PCs can be found here:
http://sharepoint.partners.org/phs/istraining/win7 desktop/Win7KBase/WinFAQ04.aspx

Q: What is MGH's timeline for deployment?
A: We are starting the upgrades in April 2013 and expect to have all Partners PCs upgraded by April 2014.

Q: What if I use 3rd party software?
A: Windows 7 has been out since 2009 and most 3rd party applications should be compatible. If you do use any 3rd party/vendor software you will want to check with the vendor for compatibility.

Q: How long will it take to upgrade my PC?
A: On average it will take 30min to upgrade a PC. The biggest time factor is how much data our utility has to backup.

Check out the Windows 7 Resource site for more FAQ's:
http://istraining.partners.org/win7

Are your Files & Data SAFE?

"Saving Your Files Instruction Sheet"

Your computer will be completely reimaged/erased during the Windows 7 upgrade. To make sure you can still access all your essential documents, spreadsheets, Internet Explorer favorites, and more, these files must be saved to your H drive.

What is your H drive?
*Your **H** drive is your own personal space on the network. It is a lot safer saving things on your H drive as it is always backed up, and available from any Partners PC you log into.*

The following are step-by-step instructions on how to save some of the more common files. If you experience any problems, or need assistance with these steps, please call the Computer Help Desk at 6-5085.

My Documents Folder

Saving files in your My Documents folder to your H drive. Here's how:
1. Click on the **My Computer** icon on your desktop
2. Go to Local Disk **(C:)** >Documents and Settings > your user name
3. Right click on the **My Documents** folder and choose copy
4. Click on the **My Computer** icon and open your H drive.
5. Somewhere in it right click and choose paste

This folder is now safely stored on your H drive.
If you wish to place it back on the C drive of your upgraded PC do the following:
1. Click on the **My Computer** icon on your desktop
2. Open your **H drive**
3. Find the My Documents Folder
4. Right click on it and choose **cut**
5. Open **My Computer** OSDisk C: > User > *Your User Name*
6. Right click in this folder and choose **paste**
7. You may be prompted to over-write an existing folder, say OK

Favorites from Internet Explorer

Saving your Internet Explorer website favorites to your H drive.
Here's how:
1. Click on the **My Computer** icon on your desktop
2. Go to Local Disk (**C**:) > Documents and Settings > your user name
3. Right click the **Favorites folder** and choose copy
4. Click on the **My Computer** icon and open your H drive.
5. Somewhere in it right click and choose paste

Your Internet favorites are now safely stored on your H drive. To place them back on the C drive of your upgraded PC do the following:
1. Click on the **My Computer** icon on your desktop
2. Open your **H drive**
3. Find the Favorites Folder
4. Right click on it and choose **cut**
5. Open **My Computer** OSDisk C: > User > *Your User Name*
6. Right click in this folder and choose **paste**
7. You may be prompted to over-write an existing folder, say OK

NOTE: Our backup utility will not back up any 3rd party web browser's settings or favorites. If you use a 3rd party web browsers, such as Firefox, please check the Help section to export those bookmarks/favorites.

Outlook Personal Folders

To confirm if your Personal folders are saved on your H drive prior to the upgrade:
1. Open Outlook and Right click on the **Personal Folder** (It may be called something else, please take note of it/them)
2. Choose **Properties**
3. Click on "**Advanced**" button
4. Look at filename. If it says **H:\...** it is saved on your H drive and you are all set. You must check each individual personal folder you have. If the filename above begins with **C:** instead of **H:\..** you need to move your Personal Folder to your H drive.
1. First close out Outlook completely
2. Click on **Start Menu**, choose **Search**, choose **For Files or Folders**, choose **All Files and Folders**
3. Under **More Advanced Options** make sure the first three items listed have a check mark in them
4. In the field called **All or Part of the File Name** type in *****.PST** and hit search
5. If any .PST files are found highlight them all
6. Then right click on them and choose copy
7. Then go to **My Computer** (found on your desktop) and open your H drive. In there right click and choose paste. This will copy them to your H drive
Here's how to re-connect them in Outlook 2007:
1. Select File | Open | Outlook Data File
2. From the menu on the left click you're H Drive
3. In the window on the right scroll to locate name of your personal folder that you confirmed in the above steps above. It/they should be at the end of all the items in the list
4. Highlight it and then hit OK
5. If you have multiple Personal Folders you will need to do this step for each one.
(Personal Folders have a ".PST" extension, which may show)