

# TIPS & TRICKS



## Tips and Tricks for Windos 7

### With multiple windows

If you have multiple windows open, put the mouse pointer in the top coloured margin of the window, you want as the main, and hold down the left mouse button and shake it. Shake again to bring it all back.

### Reliability Monitor

If you are having problems with your computer, click start orb, type reliability in the search box, click view reliability history and reliability monitor generates a report. Click view by day or week, and browse.

### Problem steps recorder

If you have a problem and want to ask someone, click start orb type psr in the search box, click start record, and after recording the problem hit stop when finished. To leave a comment while recording, click leave comment, highlight the problem on the screen with the mouse, and type your comment. Name the auto saved file. It saves as a HTML file for ease of emailing to anyone.

### Add a folder to the start menu

Left drag to the orb, hold it there until the menu opens, and drop I where you want it to be