# Windows 7 (#5): Jump Lists

## Text Version

### General Introduction

Hi, I’m Greg Gill from the Office of Learning.

Welcome to the Windows 7 operating system with JAWS Audio On Demand (or AOD) broadcasts. The AODs lay the groundwork for your smooth transition into the Windows 7 operating system using JAWS. There are multiple AODs for each of the following topics:

* Windows 7
* Microsoft Office 2010, and
* Internet Explorer 8

You may review the AODs in any order, but we have numbered the productions for each key topic so that they follow a logical order. For example, we highly recommend that you first listen to the AODs that discuss the Microsoft Office Ribbon before listening to the other Microsoft Office AODs.

For your reference, there are print materials available to accompany these AODs on the Office of Learning's [Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/VIcurriculum.asp) Web page, including a list and topic description for each AOD.

### Introduction and Purpose

Microsoft’s Windows 7 is the successor to Windows Vista. As such, it takes its place as the most recent desktop and workstation upgrade implemented by the Social Security Administration. Windows 7 (or “Win 7”) and Windows Vista are very similar.

In this AOD, we will discuss Windows 7 Jump Lists. Jump Lists are a new feature of the Windows 7 interface and are associated with both the Start Menu and the Taskbar.

### Jump Lists

Jump Lists are lists of recent items, such as files and folders, organized by the program you used to open them. You can also pin items to a Jump List so that you can quickly get to items you use every day.

On the Taskbar, Jump Lists display for programs that you have pinned to the Taskbar and for programs that are currently running. On the Start Menu, Jump Lists display for programs that you have pinned to the Start Menu and for recently opened programs.

You will see the same items in your Jump List for a program in both your Start Menu and Taskbar. For example, if you pin a specific document to the Word Jump List on your Taskbar, you will also see that document on the Word Jump List on your Start Menu.

### Jump Lists on the Taskbar

The keystroke **ALT + WINDOWS KEY + NUMBER**, where **NUMBER** is the location of the program on your Taskbar, will open the Jump List for the program at that location.

Depending upon the specific application, the Jump List may include pinned items and recently opened or frequently opened items. Jump Lists on the Taskbar also include several menu commands, including commands to open or close the item, commands to pin or unpin the item, and commands to open a new instance of the item. The Taskbar Jump List may also include frequently used Tasks. For example, the Outlook Taskbar Jump List includes the command, **New E-mail Message** allowing you to quickly create a new email.

JAWS identifies Jump Lists on the Taskbar as, "**Context Menus**."

### Jump Lists on the Start Menu

You can also pin items directly to Jump Lists on the Start Menu, but these Jump Lists are more limited. Jump Lists are available for applications you have pinned to the Start Menu and for recently opened applications displayed on the Start Menu.

JAWS identifies Jump Lists on the Start Menu as, "**Submenus**."

### Common Tasks

To open an item from the Jump List, use your **ARROW KEYS** to move to the desired item and press **Enter** or **Spacebar**.

To pin an item to the Jump List, open the item and move to the Jump List for the associated application (for example, Word or Internet Explorer). Remember that you can use **ALT + WINDOWS KEY + NUMBER** to open a specific Jump List on the Taskbar. When you have opened the Jump List, **UP** or **DOWN** **ARROW** to select the item, press the **RIGHT ARROW** to move to the pushpin, represented by a pushpin graphic. JAWS says, "**Menu pin**" and the name of the item and button. Press **Spacebar** to pin the item.

To unpin the item, follow the steps for pinning. JAWS says, "**Menu unpin**;" press the **Spacebar** to unpin the item.

### Conclusion

This concludes the **Windows 7: Jump Lists** AOD. The next AOD in the series focuses on **Windows 7: Windows Explorer Configuration and Screen Study**.

# FEEDBACK SHEET:

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in the lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons that appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

**Mail to:**

Gregory Gill

Social Security Administration

EHR Ste 100

6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)