# Windows 7 (#2): Logon & Restart

## 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 the Windows 7 logon/restart process.

### Logging on to Windows 7

Start by pressing any key to activate the PC. JAWS will say, "**Windows Logon Dialog. Press control plus alt plus delete to logon. Logon frame**." Once **CONTROL + ALT + DELETE** is pressed, JAWS will begin reading the agency's Policy for Systems Access. Pressing the **SPACEBAR** or **ENTER** at this point will accept the terms of the policy. JAWS will say, "**Other user**." Press **SPACEBAR** or **ENTER** to move to the next screen. JAWS will say, "**Other user, user name edit**." Enter your 6-digit PIN and **TAB** once. JAWS will say, "**Other user, user password edit**." Type your password (JAWS may say, "**Star**" for each character of your password) and press **ENTER**.

If your logon fails, JAWS will say, "**The user name or password is incorrect, OK button**," but the problem may be with an incorrect domain setting. To correct this problem, press **ESCAPE** to return to the Logon screen, and then **SHIFT + TAB** to the User name edit field. Next, type your two-character domain name, followed by a backslash and enter your 6-digit PIN. For example, type NY (which is a domain name for the New York Region) followed by a backslash and then your 6-digit PIN. TAB once to the Password edit field and type your password. Press **ENTER**. When Windows logon is complete, JAWS will announce, "**JAWS for Windows is ready**," and will report the cursor location.

### Locking your workstation

To lock your workstation, press **WINDOWS KEY + the letter L**. JAWS will say, "**Windows L**." At this point, you have locked the computer. JAWS will say, "**Windows Logon dialog. Press control plus alt plus delete to unlock this computer**." JAWS may also say the name of the user currently logged on to the computer.

### Unlocking your workstation

To unlock your workstation, press **CONTROL + ALT + DELETE**. JAWS will say, "**Alt Control Delete, list box, unlock the computer**." Press **SPACEBAR** or **ENTER**. JAWS will say, "**Unlock the computer password, password edit**." Type your user name and password and press then ENTER to unlock the computer.

### Shutting down your workstation

SSA has customized the Power Button in Windows 7 so that the default action is Restart, rather than Shut down or Log off. To shut down and restart your workstation, press the **WINDOWS** **KEY** and then press the **RIGHT ARROW** once or **TAB** twice. JAWS says, "**Restart split button**." Press **ENTER** to restart your computer.

If you wish to shut down or log off instead of restarting, press **RIGHT ARROW** to activate the split button, then **DOWN ARROW** to select the desired option. Press **ENTER** to execute the desired action.

### Conclusion

This concludes the **Logon & Restart** AOD for Windows 7. The topic for the next AOD in the series is the **Start Menu**.

# 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