

Windows Explorer additional options

When you are working with files and folders in Windows Explorer, press the **Shift** key while you right click. This presents you with an advanced menu that allows you to access additional options, which also lets you perform certain tasks, such as copying the path to a file, adding to the quick launch bar or putting something new in the startup menu.

Your PC System Health Report

One smart thing that Vista and Windows 7 does is pack in a lot of diagnostic tools. The **System Health Report** monitor provides you with an informative and organized report that can help you pinpoint potential problems. To use this, go to **Start, Control Panel, System and Maintenance, Performance Information and Tools**. You will see a task list on the left. Click on **Advanced Tools**. The last item on the list is **Generate a system health report**.



The report takes roughly 60 seconds to run, which makes it easy to run many of them whenever you need to.

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