

Chesapeake PC Users Group, Inc.

THE PRINTER



PRESIDENT'S CORNER

Welcome Back!

I hope everyone had a safe and happy summer. It's been a long HOT summer, so it's time to come in a cool off at the PC.

September 8th Meeting – Office 2010

Now that Office 2010 has been released, we will have a demonstration of the full product. Please let me know if there are particular program (there are a lot) or feature that you would like to see demonstrated or emphasized.

I'm going to try to hit the high-lights at the meeting as it is a lot to go over. I will also only have time to cover a few of the biggies (Word, Excel, PowerPoint) but as I stated earlier, let me know if there are some features that you would like to see.

October 13th Meeting – Social Networking

Many of you may already be on some of the social networks out there (Facebook, MySpace, etc.) but many have had questions as to what it's all about. At our October meeting we will cover these topics.

November 10 Meeting – Windows 7 SP1

It will most likely be a non-event for most Windows 7 users, but this fall the first Service Pack for Windows 7 will be released. If you have been keeping up on your Windows updates (You BETTER BE) then the changes will hardly be noticeable.

December 8th Meeting – Holiday Party!

Last year's Holiday Party will be tough to top, but the committee is busy at work on planning this year's event. Let us know what you would like to see presented.

I hope to see you at the upcoming meetings!

Michael

Hot to do a Windows 7 Upgrade

by

Fran Damratowski

When upgrading your computer the first thing you need to know is the capability of your computer. Is it ready for Windows 7? The easiest way to find out is to use the Windows Upgrade Advisor <http://windows.microsoft.com/en-US/windows/downloads/upgrade-advisor>. The upgrade advisor will tell you which of the Windows 7 product editions you can upgrade to and the hard ware and programs that will run on Windows 7. Be sure to follow the instructions such as plugging in your USB devices for example your printer and scanner. You

can also check the Windows 7 requirements <http://www.microsoft.com/windows/windows-7/get/system-requirements.aspx> and <http://windows7.windowsreinstall.com/systemrequirements>.

Are you planning to use the 32 bit (x86) or the 64 bit (x64) version of Windows 7? Compare the two versions <http://windows.microsoft.com/en-us/windows7/32-bit-and-64-bit-Windows-frequently-asked-questions>. If you are planning to use the 64

cont'd on Page 10

Soluto - cont'd

An interesting choice on the Soluto icon is “My PC just frustrated me”, which opens the Soluto window, and analyzes the running processes, and tries to determine which program is causing the slowdown. Any information found during the “frustration” analysis is anonymously added to the Genome where it will be comingled with other data and potential solutions may be determined. If a solution to the “frustration” exists, it looks like it will be displayed to the user. When I clicked on the “Frustration” menu item, Soluto identified the beta version of a new security product that I am testing as the potential source of “frustration” but could not yet show any remedy to my “frustration”.

While Soluto is still in the “beta” stage of development, I found it a very useful and worthwhile utility to improve PC performance, particularly in the boot process, and for resolving potential “frustrations”. Users should give Soluto Anti-Frustration Software a try. In my limited experience with it, I would give it my recommendation, as well as a rating of “two thumbs up”.



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Soluto Anti-Frustration Software Improves Boot Time

by
Ira Wilsker

WEBSITES:

<http://www.soluto.com>

<http://blog.soluto.com>

<http://www.soluto.com/About/Media-Kit>

In several past columns I have written about utilities that can speed up the computer boot process. As cluttered as it was, my old XP machine could take up to five minutes to boot; my newer Windows 7-64 machine boots in under two minutes, considering the multilayered security that is installed on it. Traditionally, the ways of speeding the boot process on a PC was to defrag the hard drive, and clean up the programs in the startup that load when the computer is first turned on. When someone tells me that his computer takes forever to boot, my typical responses are “is your hard drive defragged” (defragmented), and “how many little icons do you have on your task bar adjacent to your clock?”. There are several excellent startup managers available (including Windows ‘msconfig’ feature), both independent utilities and components of utility suites, that can easily control what programs load at boot. Simply unchecking unwanted and unnecessary programs at boot is an accepted way of improving boot time. Likewise, there are several excellent defragmentation utilities available, including the simple one built into Windows, that can do a credible job; by defragging the hard drive, it does not have to work as hard when reading files and data, thus providing some improvement in load times.

While these two methods are well accepted and proven to speed up the boot process, a new concept in utilities was recently released that goes an extra step in controlling the boot process using a software “genome” and community experiences to determine what is loading in the computer at boot, how long each item takes to load, displays

what is required or optional to load at boot, and gives the user control of what loads and when it loads during the boot process. Wanted, but low priority items, can be set to load after the computer has fully booted, and is sitting idle, thus not degrading the boot process. Unwanted items can be stopped from automatically loading, but set to load upon demand. The process may sound complex, but it is very simple with the information provided by this new utility, “Soluto Anti-Frustration Software (beta)”.

Available as a free download from www.soluto.com, this software is a “beta” or pre-release version, which by definition, is not a highly refined final “release” version. My 18 month old “new” computer booted very quickly when new, but now that I have a lot of security software and other utilities loading at boot, it was taking between a minute and a half, and two minutes to boot. After I downloaded and installed Soluto, and rebooted the computer such that Soluto could measure and analyze my boot process, my first modification of my boot process improved my boot time by almost 25%! Subsequent refinements of my boot process with Soluto, and input from the “community” have helped me to shave off about another 10% of my boot time.

After being installed, Soluto monitors what loads at each boot. During the boot process, the bottom left corner of the desktop turns up like the corner of a page and displays each item as it is loading, while displaying the elapsed time to boot the computer. Information is gathered during the boot process, and added to what has been gathered at previous boots, to provide the data that is analyzed by the program. The data that is collected is anonymously added to the Soluto PC Genome, where the community

cont'd on Page 4

can input recommendations that will assist the user in determining what can be controlled at boot. According to Soluto, “ This anonymous technical data is gathered and sent to Soluto’s PC Genome, a one of a kind knowledge base containing statistical insights about PC software and hardware behavior, as well as remedies to alleviate PC usage frustrations. By putting this information into the light, the PC Genome will help consumers and vendors alike. Soluto employs another set of innovative algorithms to determine which remedies will have a positive impact on each Soluto user’s unique PC system. These remedies are then shared with other relevant Soluto users.” Soluto has found that by pausing when specific items load in the boot process, and reconfiguring some of the applications, boot time and overall behavior of the computer can improve dramatically. Soluto can also determine those programs that degrade computer performance, and provide the “frustrated” user with possible solutions to reduce or eliminate the source of frustration.

Soluto places a small icon on the task bar that looks somewhat like a smiley-face, and opens displaying the Soluto functions. By opening Soluto anytime after the computer has booted, the first screen called the “Boot Page” displays “Potentially Removable” items in an orange font, along with the boot time and sequence for each. By moving the cursor over any of the “Potentially Removable” items, a brief description of the software is displayed (if it is in the Genome). By moving over the “more” on the display, a recommendation may be shown, as well as a pie chart of what other users of that software have done. The user is given the option to “Pause” or “Delay” the item in subsequent boots. “Pause” prevents the item from being loaded at boot, but the program can still be loaded upon demand; “Delay” postpones the selected program from automatically loading until the

computer is otherwise idle, which means that it will not slow the initial boot process. Since Soluto (beta) has just been released, the genome is still in its infancy, and does not yet contain a comprehensive database of software. The user can easily click on the pencil icon “edit” and open a Wiki which enables the user to “fill in the blanks” about an item, which will then be verified, and added to the Genome. As more users complete the Wiki, the Genome database will become more complete. As the Genome improves through this community input, all of the users can benefit by the dissemination of the information.

The grey section of the main screen “Boot Page” in Soluto displays the “Required - cannot be removed” items that load at boot, in their boot sequence and with their boot time displayed. While most of the items shown are valid Windows components, with an explanation of what each does along with its boot time, some of the items are non-Microsoft files, and lack detailed descriptions. When I first used Soluto, the components of my MagicJack VoIP service (internet based telephone service) were listed as “Required”, and could not be paused or delayed; I opened the Wiki and explained what they were, and then commented that I thought that these particular components should be moved to the “Potentially removable” section where their boot process could be better managed. As the Genome grows and improves, items like this will be better sorted into the appropriate category.

The blue section on the “Boot Page” shows the items that were “Paused” or “Delayed” at boot, and how much time was saved by not loading those items. Clicking on any blue item gives the user the choice of changing the status to boot, “Pause” or “Delay”, which will be implemented the next time the computer is booted.

cont'd on Page 2

MS Excel Tips

Counting Cells with Specific Characters

Let's say that you have a Microsoft Excel worksheet that contains all the people who have ever worked in your department. Each name is prefaced by a single character that indicates the status of the person. For instance, if Fred Davis were retired, his name might show up as "RFred Davis". With quite a lot of these names in the worksheet, you may need a way to count those people with a specific status character.

The easiest way to accomplish this is to use the COUNTIF function. If, for instance, the status character is the letter R (for "retired"), and your range of names is in cells A5:A52, then you could use the following to determine which cells begin with the letter R:

```
=COUNTIF (A5 :A52 , "R*")
```

The formula works because the comparison value is R*, which means "the letter R followed by any other characters." Excel dutifully returns the count. To search for a different status character, simply replace R with the desired status character.

Obviously, if the asterisk has a special meaning in this usage, you can't search directly for an asterisk. Actually, there are three characters you cannot search for directly: the asterisk (*), the question mark (?) and the tilde (~). If you want to search for any of these characters, you must precede the character with the tilde. Thus, if you wanted to determine a count of names that had a question mark as a status code, you could use the following:

```
=COUNTIF (A5 :A52 , "~?*")
```

An alternative to using COUNTIF is to create an array formula that is applied to every cell in the range. The following will do the trick very nicely:

```
=SUM ( LEFT ( A5 :A52 , 1 ) ="R" ) *1 )
```

This must, of course, be entered as an array formula. This means that instead of pressing ENTER at the end of the formula, you would press SHIFT+CTRL+ENTER. The formula checks the left-

most character of a cell, returning the value TRUE if it is R or FALSE if it is not. The multiplication is done to convert the TRUE/FALSE value to a number, either 1 for TRUE or 0 for FALSE. The SUM function returns the sum, or count, of all the cells that meet the criteria.

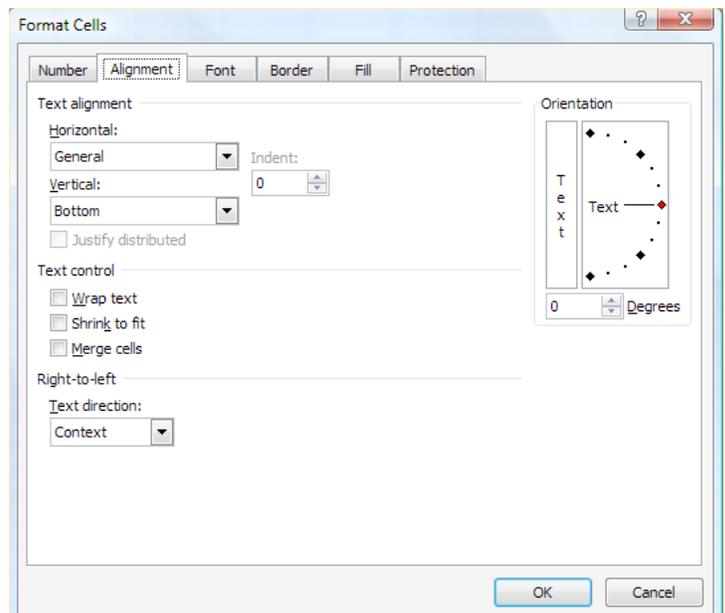
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Indenting Cell Contents

Microsoft Excel allows you to format the contents of a cell in a myriad of ways. One of the formatting options you can apply is to indent the contents of a cell by a certain amount. This is similar to indenting done in a word processor, such as Microsoft Word, except that the indenting is specified in a number of characters, not in a linear distance such as inches or points.

To set the indent to be used in a cell, follow these steps:

1. Select the cells you want to format.
2. Display the Format Cells dialog box. (In Excel 2007 display the Home tab of the ribbon and click the small icon at the lower-right corner of the Number group. In older versions of Excel choose Cells from the Format menu.)
3. Make sure the Alignment tab is selected.



The Alignment tab of the Format Cells dialog box.

cont'd on Page 6
5

Indenting Cell Contents - cont'd

4. In the Horizontal drop-down list, choose Left (Indent). If you are using Excel 2002 or a later version, you can also choose Right (Indent).
5. Using the Indent control, specify the number of characters by which the cell contents should be indented from either the left or right side of the cell. You can pick any whole number between 0 and 15.
6. Click on OK.

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Defining Shortcut Keys for Symbols

Defining Shortcut Keys for Symbols

When you need to insert a special symbol into a cell, the normal way to do it is by using the Insert Symbol dialog box. If you need to insert the same symbol quite often, you may want a way to assign the symbol to a shortcut key so you can insert it easier.

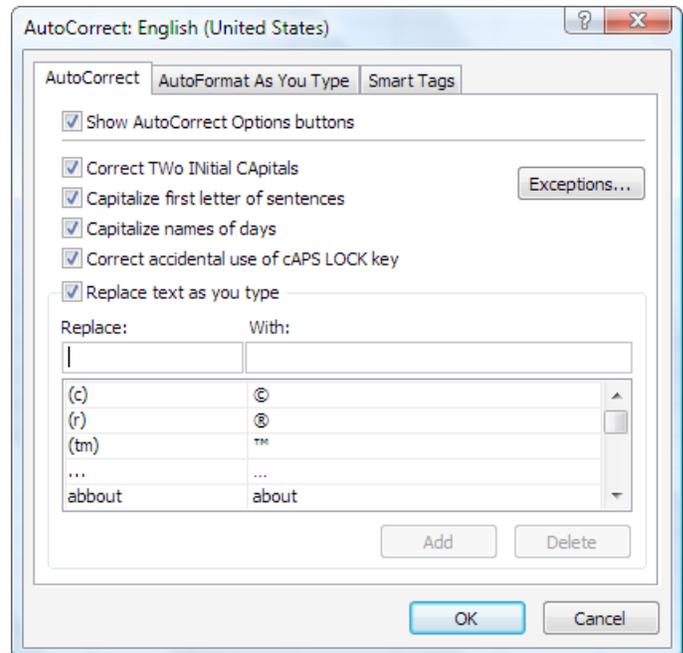
Some symbols have obvious shortcut keys, defined by the folks in Redmond. One of the lesser-known facts is that every symbol has a “shortcut” key, but using that shortcut may not seem that short. How does this work? By holding down the **ALT** key as you type the ASCII or ANSI code for the symbol.

For instance, let's say you want to enter the cents symbol. If you display the Insert Symbol dialog box and select the cents symbol, at the bottom right of the dialog box you can see the character code for the symbol (it is 00A2). This is a hexadecimal number; you need to convert it to regular decimal notation. You can do this by using the formula =HEX2DEC("00A2"), which returns the value 162. If you remember this code, you can hold down the **ALT** key as you type the code, with a leading zero, on the numeric keypad.

This approach works great if you only need to input a few symbols on a regular basis; it doesn't take much work to remember those few codes you need. However, if you have a lot of symbols

you need to work with, then remembering codes becomes more problematic. You could develop your own printed “cheat sheet” for the symbols so that you can refer to it all the time, or you could rely on Excel's AutoCorrect feature to do the remembering for you. Follow these steps:

1. Use the Insert Symbol dialog box to insert the symbol into a cell.
2. Select the cell that contains the symbol.
3. Press **F2** to start editing the cell.
4. Select the symbol, and only the symbol.
5. Press **CTRL+C** to copy the symbol to the Clipboard.
6. Display the AutoCorrect tab of the AutoCorrect dialog box. (In Excel 2010 display the File tab of the ribbon, click Options, click Proofing, and then click AutoCorrect Options. In Excel 2007 click the Office button, click Excel Options, click Proofing, and then click AutoCorrect Options. In older versions of Excel choose AutoCorrect options from the Tools menu.)



The AutoCorrect tab of the AutoCorrect dialog box.

7. In the Replace field, type a short mnemonic for the symbol. This should be a series of

Defining Shortcut Keys for Symbols - cont'd

letters that are not a real word, such as *hrt*, which might be the mnemonic for a heart symbol.

8. In the With field press **CTRL+V** to paste the symbol from the Clipboard.
9. Make sure the Formatted Text radio button is selected.
10. Click OK.

Now you can just type the mnemonic when you want the symbol to appear. When you type the space bar after the mnemonic, AutoCorrect kicks in and replaces it with the symbol.

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MS WordTips

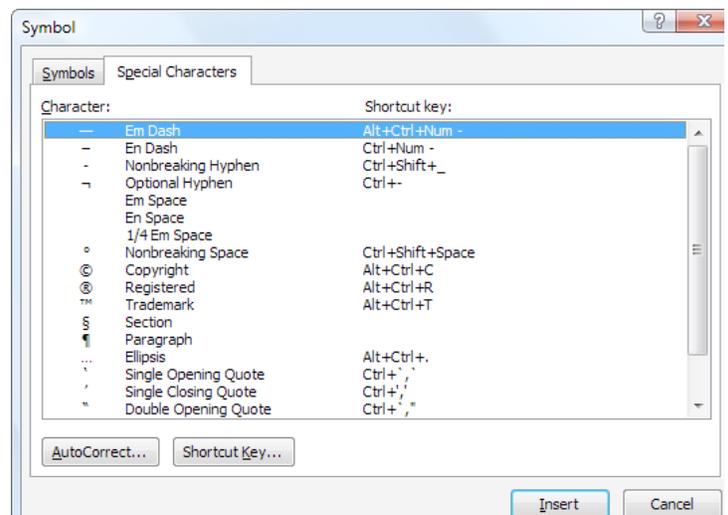
Inserting a Non-Breaking Hyphen

When Microsoft Word calculates line length and wraps text to the next line, it tries to wrap (or *break*) the line at a space or a hyphen—a dash. Sometimes, however, you may not want Word to break a line at a dash. For instance, dashes are used in telephone numbers, and you might not want a line to break in the middle of a telephone number.

The answer is to use non-breaking hyphens instead of regular dashes when you don't want Word to break a line at the hyphen. To do this, hold down the **CTRL** and **SHIFT** keys as you type the dash (this is the same as typing **CTRL** and an underscore). Word will then not break the line at that point.

You can also insert a non-breaking hyphen by following these steps:

1. Choose Symbol from the Insert menu or, in Word 2007, display the Insert tab of the ribbon, click Symbol in the Symbols group, and finally click More Symbols. This displays the Insert Symbol dialog box.
2. Click on the Special Characters tab.



The Special Characters tab of the Symbol dialog box.

3. Highlight the Nonbreaking Hyphen character.
4. Click on Insert.
5. Close the dialog box by clicking on Cancel.

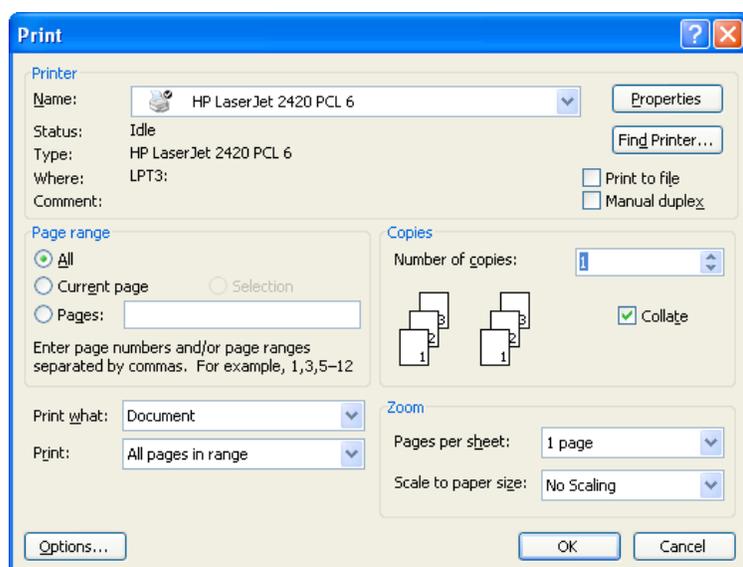
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MS WordTips - cont'd

Printing More Than One Copy

Microsoft Word gives you complete control over how it prints your document. If desired, you can print more than one copy of your document. To print to a file, follow these steps:

1. Choose Print from the File menu. You will see the Print dialog box. (To display the Print dialog box in Word 2007, click the Office button and then click Print.) A really quick way to display the Print dialog box is to simply press **Ctrl+P**.



The Print dialog box.

2. In the Copies box, indicate the number of copies you want to print.
3. In the Range box, specify what you want to print.
4. Check the status of the Collate option. (Select or clear the option based on whether you want the pages of each copy printed in order or not.)
5. Click on OK.

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Slowing Down Mouse Selection

Have you ever noticed that there are times that text scrolls way too fast on your screen when you are trying to select it using the mouse? There are many ways you can attempt to slow down the speed at which text scrolls when you are using the mouse to select text. Perhaps the easiest is to use the keyboard in conjunction with the mouse. You do this by clicking the insertion point at the position where you want the selection to start, and then hold down the **SHIFT** key while you click where you want the selection to end.

However, if you don't want to use the keyboard, and only rely on the mouse, your options are a bit more limited. Perhaps the best idea is to get a mouse that has a scrolling wheel between the two buttons. Using the wheel you can scroll through a document at the speed you want.

Those who have used Word for a while know that there are actually two mouse-scrolling speeds in Word. To use the slower speed when selecting text, move the mouse down to the horizontal scrollbar area. This scrolls downward at a relatively moderate speed. Moving the mouse below the horizontal scrollbar sends the scrolling into full-speed mode. The "moderate speed" zone for scrolling upward is the ruler bar. The actual differences between these scroll speeds depends on the speed of your computer and how many other tasks your system is running.

The final option to try is to slow down the mouse speed using Windows itself. Display the Control Panel, and then open the Mouse applet. (How you access both the Control Panel and the Mouse applet will vary, depending on your version of Windows.) Within the Mouse applet, make sure the Motion tab is displayed. You can adjust the Pointer Speed setting on this tab so it is more toward the Slow side. When you close the applet by clicking on OK, you should notice that your mouse speed is a bit more manageable.

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from the Secretary's desk

Minutes from the August 25th, 2010 Board of Directors Meeting

Attendees: The Mikes Young, Regimenti, DeLuca, Fran Damratowski, Kathy Walker, Craig Barlow, and Kris Johnson

Meeting Topics:

September Meeting – Office 2010 presented by Mike Young

October Meeting – Social Networking presented by Mike Young

November Meeting – Windows 7 Service Pack 1 presented by Mike Young. Fran Damratowski will do a mini presentation of Windows Anytime Upgrade (***Fran's article can be found on page 1 of this issue***)

SIGS:

Technology: Mike Regimenti will give a presentation of Suluto

MSCUG – The CRSIG will visit MSCUG on October 21. (The board will conduct its monthly meeting on the way to Easton)

CRSIG – The refurbishing center is still conducting its business on a month to month basis. There are no new developments about what plans are in progress for the Crownsville property. Fran reported that 2031 computers have been refurbished to date. She had questions about what the center's insurance was for the year. Kathy said that she would look into it. There was some discussion about plans for a celebration of the completion of 2000 refurbished computers but no final decision was made.

Mike DeLuca said that he would set up a PDF for computer applications on the web site so that applicants could send in a completed application via e-mail. The submission of the e-mail would be the applicant's way of acknowledging that they had read and accepted the terms of the application.

Finances

The treasurer reported that the club is solvent. Kathy stated that the club's non-profit status was in good standing.

NEW BUSINESS:

Mike Regimenti said that he is having problems getting out the newsletter but that he will do his best to get one out before the next meeting. Most likely the newsletter will have to be in B&W.

Kris brought up the possibility of giving each donor to the refurbishing center a personalized "thank you" letter but it was decided that it would be too time consuming.

Fran showed the Board a sample of the shirt that she had purchased but stated that there had been comments that it lacked a shirt pocket so she is looking into other options.

Mike Young asked Fran if she could go to the International Conference on Computer Refurbishing in Chicago. She will look into the possibility of her going.

Meeting was adjourned at 9:15 p.m.

Kris Johnson, Secretary

Windows 7 Upgrade - cont'd

bit version you need a 64 bit processor. The easiest way to find out which processor you have on your computer is to use device manager. You can do so by right clicking "My Computer" then left clicking "Properties". You can also run BeLarc Advisor http://www.belarc.com/free_download.html, or CPU-Z <http://cpuid.com/> to get information about your computer. Once you know which processor you have you can go to the manufacturer's website to check the specification of your processor for example Intel at <http://www.intel.com/products/processor/index.htm> or AMD at <http://www.amd.com/us/products/pages/processors.aspx>. While you are there check to see if your processor is capable of virtualization in case you want to run Windows XP.

The next thing you will want to check are the drivers for your peripherals such as your printer and scanner. You can go to the Microsoft Compatibility Center <http://www.microsoft.com/windows/compatibility/windows-7/en-us/default.aspx>. If you do not find your hardware or software listed go to the manufacturers/publishers websites to see if drivers are available for the hardware and updates for the software. Some manufacturers or publishers may not have updates for Windows 7, but the Vista version may work. Do an online search to see if the Vista version of the drivers will work with Windows 7. If you cannot find drivers or updates for the 64 bit version see if they are available for the 32 bit version. If the 32 bit version is available and you want to keep your older peripherals you will then need to install the 32 bit version of Windows 7.

Some software programs will not run under Windows 7. If you have a favorite program that will not run under Windows 7 you can install Windows XP mode which runs under virtualization <http://windows.microsoft.com/en-us/windows7/install-and-use-windows-xp-mode-in-windows-7>.

Now that you know that you can upgrade to either the 64 bit or the 32 bit Windows 7 it would be a good idea to backup any files you wish to save to an external hard drive, DVD, CD, or flash drive. This will be a great time to clean out all those old files you no longer need or just want to archive on a CD/DVD. Gather the programs you will want to install after you upgrade to windows 7 be sure you have any product licenses that will be needed. If you can't find the product licenses print a copy of BeLarc Advisor before you attempt the upgrade. Look for software licenses. All of your files and programs should be intact if you upgrade from Vista or another edition of windows 7. It's better to be safe than sorry.

Now you need to decide which of the windows 7 product editions to install. You can compare the different product editions to determine which product edition meets your needs <http://windows.microsoft.com/en-us/windows7/products/compare?T1=tab15>.

Be sure to click on the tabs for more information about the different of Windows 7 product editions. You can also find more information about the different product editions by doing a web search for a comparison of the different Windows 7 product editions.

If you have a computer with either Vista or Windows 7, the easiest way to upgrade is to use "Windows Anytime Upgrade". Windows Anytime Upgrade can be found in the Control Panel. If your Control Panel is set to "Category", change it to "Large Icons" by clicking on "View by." The list is arranged alphabetically.

To upgrade click on "Windows Anytime Upgrade" you will be asked to enter your product ID key (5 groups of 5 numbers and letters of the alphabet) follow the directions on the screen. Be sure to click on the upgrade button in the lower right corner. It will take about 10 minutes. All of your programs and files should be intact.

cont'd on Page 11

The reason it happens so quickly is that all product editions of all Windows 7 are actually on your computer you are simply activating the upgrade. If you do not already have any products ID keys you can purchase a copy of the Windows Anytime Upgrade product ID (not the full product) either in a retail store or online. Any valid ID product key will work if you already have one it is not necessary to purchase another one. A number of websites related to anytime upgrade are listed at the end of this article.

If you are upgrading from Windows XP to Windows 7, you will need to do a clean install. Here it is important to find your product IDs for any software that you which to reinstall and to save your files. Microsoft has published a tutorial to help you make the transition. **PRINT THE TUTORIAL AND FOLLOW IT EXACTLY.**

<http://windows.microsoft.com/en-us/windows7/help/upgrading-from-windows-xp-to-windows-7>.

If you have a netbook you would like to upgrade to a higher version of Windows 7, you need to consider the fact that netbooks are bare bones computers. Most use the Intel Atom processor that is limited to 2 GB of RAM, most are sold with 1 GB of RAM, and it doesn't have an optical drive. If you should choose to upgrade Microsoft comes through again with some help <http://windows.microsoft.com/en-us/windows7/installing-windows-7-on-a-netbook> and <http://store.microsoft.com/Help/ISO-Tool>

DO NOT PLACE A FULL VERSION DISK OF WINDOWS 7 IN YOUR COMPUTER AND INSTALL IT OVER THE TOP OF A PREVIOUS VERSION OF YOUR OPERATING SYSTEM. It will create confusion. You will have duplicate copies of your files that will require much work to clean up and some files will not be in the correct folder or library.

If you are interest in more information before you begin, check out the websites listed below be sure

to click on all of the tabs and links of all of the websites listed in this article. The websites are a virtual treasure.

<http://www.microsoft.com/windows/windows-7/default.aspx>

<http://windows.microsoft.com/en-US/windows7/upgrading-to-windows-7-frequently-asked-questions>

<http://windows.microsoft.com/en-us/windows7/Installing-and-reinstalling-Windows-7>

<http://windows.microsoft.com/en-us/windows7/help/upgrading-from-windows-vista-to-windows-7-custom>

<http://windows.microsoft.com/en-US/windows7/help/getting-started>

<http://windows.microsoft.com/en-US/windows7/help>

http://en.wikipedia.org/wiki/Windows_Anytime_Upgrade

<http://www.microsoft.com/windows/windows-7/get/anytime-upgrade/find-your-edition.aspx>

<http://windows.microsoft.com/en-US/windows7/Upgrade-to-another-edition-of-Windows-7-by-using-Windows-Anytime-Upgrade>

<http://windows.microsoft.com/en-US/windows7/products/features/windows-anytime-upgrade>

<https://profile.microsoft.com/Regsysprofilecenter/subscriptionwizard.aspx?wizid=f5186ad1-5ab8-4bde-971b-e6d9b074aaaa&lcid=1033>

NB Club members in good standing can bring their club flash drives to the next club meeting and download a copy of the websites in this article so they can just click on them rather than typing them.

The Next Regular Meeting will be at
The Severn River Middle School

Wednesday
September 8th, 2010

Meeting will be held in the large meeting room.
It starts at 7:00 P.M. with club business
and a short discussion period.

presentation on
MS Office 2010

by

Michael Young

Members and their friends are welcome to
come, ask questions and become enlightened.

How to Find: Severn River Middle School

SRMS is close to the Arnold, MD campus of the Anne Arundel Community College. From Annapolis and points south, take Rte 2 (Ritchie Highway) north about 3 miles from the intersection of Rt. 50, **turn right on College Parkway**. At the first light, turn left on Peninsula Farm Road. (Of course, if you are coming from points North, you would turn left onto College Parkway) about a half-mile down the road the large SRMS school building, set back off a large two level parking lot, will be visible on your right. Park here and go to the main entrance. Signs will be posted to direct you to the **Large Group Room** where we will be meeting.

How to find: The Technology SIG, A ChPCUG
Special Interest Group**

The meetings are held at the SRMS in the Library.



1783 Forest Drive #285
Annapolis, MD 21401

FIRST CLASS

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President's Corner

Excel Tips

Word Tips

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... and a little bit more!

Note: The date above your name on the mailing label is the expiration date of your membership. Contact the Membership Chairman (page 2, column 2) to update.

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