

Carl Bulger presided.

Carl relayed a Treasurer's report from Ken Godstrey that the club treasury still had a balance of \$149.

COMPUTER PROBLEMS AND DISCUSSION:

We had two visitors, a husband and wife, who recently purchased a netbook and wanted to learn more about Windows 7. We provided a brief overview of some its features.

One of their first questions was "What happened to Windows Explorer?"

Bob Blum suggested hitting the Windows icon in the lower left corner which formerly was called the "Start" button. Microsoft now calls this icon "The Pearl". The "button" has the Microsoft "Window" logo with four panes: red, blue, yellow, and green. We'll continue to call it the Start button.

To get to Windows Explorer, hit the Start button >> All Programs >> Accessories >> Windows Explorer.

To make it quickly accessible:

Right click "Windows Explorer" and click on "Pin to Taskbar" and "Pin to Start Menu".

Bob also suggested personalizing Windows Explorer by selecting "Folder Options" on the Control Panel >> View >> check "Show hidden files and folders" and uncheck "Hide Extensions for known file types."

Incidentally, one of the advanced options in this list is "Hide empty drives in the Computer folder." One of our members was wondering why one of the partitions on a large drive was not appearing. It may have been empty and "Hide empty drives in the Computer Folder" may have been checked.

Also, it is convenient to have a Navigate Pane in Windows Explorer. Select "Organize menus" >> Layout >> check "Navigation Pane". Directories will appear in the Navigation Pane. Contents of the directory or Folder you select will appear in the pane on the right.

Libraries are shortcuts allowing you to group files and/or folders even though they may be located in different directories, even on different hard drives. Furthermore, a particular file or folder may be referenced by more than one library.

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To personalize the desktop, Right Click on a blank area of the desktop.

In the submenu you will have the option to "Change Desktop Icons". For example, you can add an icon for "Computer".

Dick Henthorn also has a new Windows 7 computer. He asked how you get a disk to automatically play after you insert it. Bob Blum suggested clicking on Start >> Control Panel (listed in blue area on the right) >> where it says "View by:" select "Category View" in the submenu >> Type "Autoplay" in the Search box in the upper right-hand corner. Then choose what happens automatically when you insert a particular kind of disc. Or, under "View by:" select "Large icons" >> Click on the "Autoplay" icon and you will be presented with the same options.

When you click on the Start button, only the most recently used programs appear. If you then click on "All Programs", they all appear, but you may have to scroll down or right-click on an item to find what you are looking for. Someone asked how to get Microsoft Word to appear. The Microsoft Office programs appear when you right click on "Microsoft Office". If you use it often, right click on "Microsoft Word" and click on "Pin to the Task Bar" and/or "Pin to the Start Menu". You can also rearrange the order of those programs pinned to the Start Menu or the Task Bar by clicking and dragging.

You can drag items you use a lot up to "Favorites".

Henthorn asked what "Microsoft Works" is. It came on his computer. Bob's answer was that it is a stripped down version of Microsoft Office intended to motivate the owner of a new computer to upgrade to Microsoft Office.

Some members use Open Office (www.openoffice.org) instead of, or along with Microsoft Office. Ted Tuck pointed out that Open Office's database program is a poor substitute for Microsoft Office's Access.

Whenever a member has a difficult problem, especially a hardware problem, someone always suggests that the person bring his computer to the meeting so that we can see what is going on and, perhaps, arrive at a solution. Toni Cager did that. In fact, she brought in TWO computers, her old HP Windows XP desktop and her new Dell Windows 7 desktop. Her problem: She was unable to get Microsoft's Windows Easy Transfer program to transfer her data (file, photos, email, etc.) from the old computer to the new computer via a data transfer cable that connects the two computers via their USB ports. We had all sorts of problems, too. At one point our Program Chairman pointed out that there were five separate discussions

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going on in the room while we were attacking the problem and we should "Wrap it up".

Finally, Bob Rapczynski suggested that the program was being preempted by all of the processes that were activated when the computer was first turned on which automatically update programs, scan the computer for malware, defrag the hard drive, etc. Toni had a program on the old computer which insisted on "optimizing the computer". Vic Kiviat suggested that we use Task Manager to find out what was active and terminate those utilities and programs that were unnecessary. After we did that Windows Easy Transfer began to run. It took more than an hour after the meeting ended to complete the task successfully. Vic Kiviat and Bob Rapczynski stayed to offer advice and support.