

Carl Bulger presided.

PRESENTATION:

Flo Strawser brought in her laptop with the XP operating system for some help with copying pictures, music, data, etc. to a floppy (this laptop has a floppy drive), to a flash drive, and to a CD. Then we installed the Microsoft Office Compatibility Pack so that her Office 2003 program can read documents created in Office 2007 and Office 2010.

Helping were Dan Lee, Charlotte Melichar, Vic Kiviat, and Bob Blum among others.

If your computer has a Floppy Drive, it will be designated Drive A:. Newer computers do not come with Floppy Drives because the maximum storage capacity of a floppy is usually only 1.44 MB. Flash drives, CDs, and DVDs have much more storage capacity. While the smallest external flash drive is 512 MB, that size is now rare. More common are 1, 2, 4, 8, 16, 32, 64, and 128 GB flash drives. As prices have come down with increased availabilities, internal solid state drives are also becoming more common in new computers because of their speed advantage over mechanical hard drives.

CDs can store at least 700 MB per disc and DVDs can store at least 4.7 GB per disc; more if they are double-sided or Blu-Ray.

Flash drives are inserted in a USB port, floppies in the Floppy Drive A:, DVDs and CDs in the CD/DVD player. Some of the older players will only play CDs or DVDs. A special Blu-Ray player is needed for Blu-Ray discs. To copy to a CD or DVD, you'll need a CD and/or DVD burner which usually doubles as a player. Today all you need for burning and playing CDs and DVDs is one unit that does it all, except for Blu-Ray discs.

How does one record to each of these? Click on the My Computer icon. Each of the drives will be listed, hard drives first, followed by drives for Removable media. Insert media in one of the drives, then click on that drive's icon. It should list the contents of any files on that media or show that it is empty. You can then open Windows Explorer (Start, Right Click, select Explorer) to select the files you want to store on the Removable media. You can select files one at a time, or a block of contiguous files (Click on the first file, Shift-Click on the last file), or non-adjacent files by holding down the CTRL key while clicking on each one. You can then Click-and-Drag the selected files to the Drive icon where your Removable Media resides or to the window listing its contents. A small window will open showing that the file(s) being

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transferred to the Removable Media. When the transfer is complete, the file should be listed on the Removable Media's table of contents. You have the choice of moving the file to the Removable Media, i.e., deleting the file from the original location or copying the file to the Removable Media. The safest thing is to copy it in case something goes wrong in the transfer. Later you can delete the source file after you're sure the transfer occurred correctly.

For XP, there are many third party programs that facilitate burning files to a disc. Windows Media Player 11 will also do it. You can click on a link to download it in the Multimedia section of the Freeware page: <http://home.comcast.net/~BSCClub/freeware.htm#Topic6> . Copying files to flash drives and floppy drives is much faster and easier.

Flo's computer has Microsoft Office 2003. For her to be able to view all Powerpoint presentations, Excel, and Word documents generated in Microsoft Office 2007 or 2010, she'll need the compatibility packs. If she goes to <http://www.update.microsoft.com/> , she should be offered those compatibility packs. If not, she can go to <http://office.microsoft.com/en-us/products/microsoft-office-compatibility-pack-for-word-excel-and-powerpoint-HA010168676.aspx> and download them from there.

Someone asked Flo if her computer was slow to boot up (We had noticed some problems getting the display to project on the classroom screen.) She wasn't sure what was starting up when she turned on the computer. We went to START >> RUN >> msconfig >> Start Up tab for a listing of all of those programs that start up automatically when the machine is turned on. She saw one program on the list that she didn't need to start up automatically. She unchecked it and re-booted her computer. A dialogue box appeared reminding her that she had made a change. If she is satisfied with the change, she can check "Don't show this dialogue again".

Simultaneously hitting CTRL-ALT-DELETE will bring up the Windows Task Manager. There she can see what applications, processes, and services are running. If she clicks a couple of times on the CPU heading on the Processes Tab, she can tell what percentage of the CPU time is being used by the most active processes.

Bob Blum suggested that Flo download and run the free Wise Registry Cleaner to clear out some of the registry errors that tend to interfere with the speed and optimization of the system. <http://www.wisecleaner.com/products.html>

We went to START >> Control Panel >> System to see how much Random Access Memory (RAM) was installed. It was the minimal amount. Since adding RAM can dramatically speed up a slow computer, we went to a well-known manufacturer and distributor of RAM, Crucial.com. They have a service which will scan your computer and tell you what is the maximum RAM capacity of your computer, what kind of RAM it is, and how much it would cost to add more. Kingston.com will do the same thing.

COMPUTER PROBLEMS: