

THE PRINTER

Celebrating 25 Years of Users Helping Users



PRESIDENT'S CORNER

Spring has finally Sprung!

It's finally starting to warm up in Maryland and the activities of the users group are really starting to get hot. We have some great meetings planned, with excellent speakers, and we have two courses going on. We are really hitting our stride and I hope that you can take advantage of all of the programs that we offer.

In preparation for the Windows 7 course, the users group has purchased a new video projector unit. This projector will project at a much higher resolution than our old projector and project in a wide screen format. This is helpful as many people have monitors in a wide screen format. Windows 7 takes advantage of the wide screen and displays more information.

Windows 7 Course April 6 – May 25

Many people are in the process of upgrading to Windows 7. But if you are upgrading from Windows XP, there are a lot of changes and features that take some getting used to. Sam Shepherd will be teaching a full course on all things Windows 7. The course outline is in this issue of The Printer for more details. Sign up quick as seating is limited.

Building Microsoft Excel macros

At the next scheduled Technology SIG meetings, Leo Kotschenreuther will demonstrate how to build macro commands within Excel spreadsheet. This is a very useful skill and can help to increase your personal productivity.

April 14th Meeting – PhotoBook design and layout by Mike Delucia

In Mike's own words:

Through the years I have been creating a sort of Family History through a series of photo albums (the old fashioned kind with real photographs). They are big and bulky and must be handled with care. Now that we are in the digital photo age, I searched for a similar approach using digital photo albums. There are many available in local stores and on-line services. I have seen and tried a few and last year I found what I was looking for.

The vender is MPIX (www.mpix.com), and I really like their service and quality. I plan to bring in a few sample albums and also do a demonstration of their software - basically go through the process of creating the albums.

May 12th Meeting – Sketch Up by Special Guest Jonathan Brunelle

Google SketchUp 7 - Create 3D models and share them with the world Google SketchUp is software that you can use to create 3D models of anything you like. Build models and add them to Google Earth.

June 2nd Meeting – Activating TechNet

Two years ago users group offered subscriptions to the Microsoft TechNet program. We plan to do this again in April or May. There seems to be questions as to how to access the account properly and how to download and install the software provided. At the June 2 meeting, we will review the process of downloading the software from TechNet and how to make the optical discs

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PRESIDENT'S CORNER - Cont'd

from this software for installation.

I hope to see you at the upcoming meetings!

Michael

Microsoft Word & Excel Tips - cont'd

Deleting a Hyperlink

Part of Microsoft Excel's compatibility with the Web is to allow you to define hyperlinks in your workbooks. There may come a time when you no longer need a particular hyperlink. Fortunately, deleting a hyperlink in Excel is very easy to do. All you need to do is follow these steps:

1. Right-click on the hyperlink. Excel displays a Context menu.
2. Choose the Hyperlink option from the Context menu. Excel displays a submenu.
3. Choose Remove Hyperlink from the submenu. Excel dutifully removes the hyperlink.

You should note that in some versions of Excel (such Excel 2003 and Excel 2007) there is a Remove Hyperlink option directly on the Context menu displayed in step 1. If this is the case, consider yourself fortunate—you can directly remove the hyperlink without the extra steps.

Don't make the mistake of thinking that you can get rid of a hyperlink simply by clearing a cell (moving to the cell and pressing **DEL**). You can do this in the newer versions of Excel, but you cannot in the older versions. If you do this, the hyperlink text is gone, but the hyperlink itself is still lurking in the background. If you type some information in the cell again, you will notice it is underlined, indicating it is still a hyperlink. The reason for this is because Excel considers the hyperlink to be a format of the cell. Pressing **DEL** only clears the contents of the cell, not its format. You can use other editing techniques to get rid of a hyperlink, however, provided those techniques result in getting rid of formatting or overwriting the formatting.

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2 Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.

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Windows® 7

OPERATING SYSTEM COURSE

Course Schedule

The course will be given on eight consecutive Tuesdays starting on April 6, 2010. The class will meet in classroom ??? in the Severn River Middle School at 7:00 pm and will run to approximately 9:00 pm. The class will be taught using a single computer projected for all to see. The instructor will use Power Point as an aid to the lecture and the slides material will be available as a handout before class for note taking. The computer will also be available to demonstrate Windows 7. Cost of the course will be \$50.00.

Week 1 - April 6, 2010 (Tuesday after Easter)

- Selecting your version.
- How to install and/or upgrade.
- Compatibility: Virtual Mode, XP Mode.
- User accounts & UAC.

Week 2 - April 13, 2010

- Compare the new look to the old:
What are the choices?
- Start Menu: Customize, Jump List.
- Gadgets.
- Task Bar: Customize.
- Personalize the Desktop.

Week 3 - April 20, 2010

- Libraries, Folders, Documents, Files.
- Virtual Folders.
- Cloud computing.

Week 4 - April 27, 2010

- The new Windows Explorer:
Understanding and using.
- Making it work for you.
- Customize Windows Explorer.

Week 5 - May 4, 2010

- New Search Tool: Use, Filter & Save.
- Configuring.
- Folder Options.
- Compressed Folders.

Week 6 - May 11, 2010

- Networking.
- Browsing the Web.
- E-mail.
- Live services.

Week 7 - May 18, 2010

- Performance tools.
- Monitoring.
- Improving memory.

Week 8 - May 25, 2010 (Tuesday before Memorial Day)

- File and PC backup.
- Troubleshooting.
- Third party tools, eg:
Firefox, Security Essentials.

For additional information call: Sam Shepherd @ 410-647- 6077

There's still time to join this class!

Things to Consider When Buying a Computer

by

*Fran Damratowski,
Chesapeake PC Users Group*

Considerations

There are several things to be considered when buying a computer. First how much can you afford to spend for a new computer? How much are you willing to pay for a new computer? These are two different questions because you may be able to afford a \$9000 computer, but do you want or need it. Second, how will it be used? Include everyone who will be using it on a regular basis, then go up at least one level. For example your processor will not work with virtualization, but if you go up a level you can get virtualization.

What type of computer will best meet your needs?

A laptop usually has the same components as a new standard desktop. It can be configured to meet your needs. It also has advantages that a standard desktop doesn't have. Only a limited amount of space is needed for the entire system. They are easy to carry from place to place and they can be stored when not in use. They can be fairly light, about five to seven pounds, but they can weigh more. There are some disadvantages to laptops. They are expensive to upgrade. For example to upgrade the hard drive or memory they must be removed and replaced. If the hard drive is corrupted, it may need to be replaced and the OS reinstalled. Of course if it is only a matter of needing more hard drive space, an external hard drive can be used or some files can be removed and stored on a CD or DVD. Memory is a different story. Laptops usually have two slots for random access memory (RAM). If a laptop has 4 gigabytes (GB) of RAM it is usually divided into two 2 GB sticks of memory, thereby filling both memory slots. If you want to add more memory the two sticks must be removed and replaced with

two larger sticks of RAM. Memory cannot simply be added to the computer. Purchasing more memory can be expensive. It's probably a good idea to purchase a laptop with the intention of not upgrading the hardware.

A *netbook* is essentially a smaller, lighter (about 3 lbs), less expensive laptop computer. The major differences are the lack of a CD/DVD, smaller hard drives, less memory, and lower end processors. It only has ports such as USB, HDMI, and Card readers. Programs must be loaded using an external CD/DVD drive. Files can be loaded using a USB flash drive. These computers are intended for light duty use. Like the laptop described above they can be expensive to upgrade.

The full or midsize size desktop computer can be configured to meet your needs. It is easy to upgrade by adding components such as additional memory, a second optical drive, multiple hard drives, and memory. It is much larger and heavier than a laptop or net book. They are about 18 to 20 inches in height, about 8 inches in width, 18 to 20 inches in length, and weigh about 20 to 30 or more pounds depending on the contents of the case.

The all-in-one is another type of desktop computer, it consists of a one piece monitor, system, optical drive, and ports. It uses a standard keyboard and mouse. The all-in-one component uses about as much desk space as a monitor alone. The height is about 15 to 16 inches, the width is about 18 to 20 inches, the depth is about 3 to 4.5 inches and the weight is about 20 pounds. The disadvantage is probably the difficulty upgrading it because the entire computer including the monitor must be disassembled. Several companies sell all-in-ones one example is the Dell Studio One.

Another type of desktop computer is the small form-factor or mini-computer. The advantage of this type of computer is that it only uses a small amount of space. There are basically two types of small-form-factor computers cubes and smaller size standard desktop computers. One example of a cube is the Dell Inspiron 400 also known as the Zino (H 3.4" X W 7.8" D 7.8") it weighs about 3.5 pounds. Another example of a cube, is the smaller Apple Mac Mini (H 2" X W 6.5" D 6.5"). Several companies sell what are essentially smaller full size desk top computers one example is the Hewlett-Packard Slimline computer. The height is 12.24 inches as opposed 18 to 20 inches for the standard desktop computer, the width is 4.43 inches as opposed to about 8 inches, and the length is 15.91 inches as opposed to 18 to 20 inches. The disadvantage is the same as any other small computer little room to upgrade the hardware. The hardware must be removed and replaced.

Quality

There are several ways to find information about the quality of a computer. The quickest and easiest is experience your own or that of a friend. The public library has computer magazines that review computers as well as Consumer Reports (February 2010). Another source of reviews is the internet. It's easier to find a review if you type the word review followed by the name and model number of the computer. Some computer magazines will put their reviews on line these are usually written by the staff of the magazine. You can also find consumer reviews on line these should be taken with the proverbial "grain of salt". If someone is angry they may write a scathing review, it is rumored that people may be paid to write a positive review.

Hardware

The first thing that comes to mind when considering a computer is the processor. There are two major manufacturers of processors for PCs Intel and Advanced Micro Devices (AMD). For information about Intel processors go to <http://www.intel.com/products/processor/index.htm> then click on Compare features and specification (specs) side-by-side (<http://ark.intel.com/>). This will take you to the families of the Intel processors. Choose the family then the processor in that family that interests you. If you click on the processor you can then see the specs for that processor. If you are interested in comparing processors you can check the boxes of the processors that interest you. You can compare Intel processors across families. If you are interested in an AMD processors go to <http://www.amd.com/us/products/Pages/processors.aspx> you can compare processors within a family, but not between families of AMD processors. The specs are important because you may find that you are unable to perform a function because the processor does not support that function. For example if you plan to install virtualization and XP mode you must have a processor capable of virtualization.

Memory is something that can speed up a computer therefore put as much memory as possible in the computer. Choose memory over the processor in a computer such as a laptop, netbook or small-form-factor compute because the original memory must be removed and replaced. A full size computer will probably have some empty slots to add memory. It is a good idea to check the specs of the computer to determine if there are extra memory slots available. You can go to the company selling memory to determine the type and speed of the memory required for your computer.

The video card is another area of memory need. Video memory on the video card is preferred to shared memory. If the video needs memory it is faster if the memory is on the card as opposed to using RAM. You can sometimes find the type of video card on the computers spec sheet.

Hard drives come in a variety of sizes currently up to 2 Terabytes (TB). Speeds range from 5400 RPM to 15,000 RPM. The size and speed you choose will depend on your needs. If you are only using your computer for email and surfing the internet a small drive is sufficient. If you are planning to work with videos a larger hard drive will be needed. There are two different ways of connecting hard drives to your motherboard IDE or SATA the type you will need depends on your motherboard. This will only be an issue if you plan to add an additional internal hard drive. You can also add an external hard drive to any type of computer if you need additional storage space. A new type of hard drive has recently come on the market a solid state hard drive, these are very expensive.

An optical drive is a necessity today it is one of only two ways of transporting data. The other way of transporting data is with a flash drive. Floppy drives are no longer included with a new computer. You will have some choices of type of CD/DVD writer. A DVD-RW is a drive that is capable of rewriting a rewritable CD or DVD disk; most drives can use either DVD-R or DVD+R disks. A DVD-DL drive is capable of reading and writing Dual/Double Layer disks. A dual layer disk can hold 8.4 GB of data as opposed to a single layer disk which can only hold 4.7 GB of data. Blu-ray drives and disks come in two varieties single layer (25 GB) and double layer (50GB). The Super Multi drive will read and write many types of disks. The drive may include Dual/Double Layer and Blu-ray, but it must specify that it is

capable of reading and writing these two types of disks.

One of the reasons for purchasing a computer is to surf the internet and read and send email. Today all new computers come with a RJ 45 port for an Ethernet cable since most people use a broadband connection. Laptops will usually come with a wireless card. Wireless cards can be used with desktop computers and some may include a RJ 11 port with a telephone modem. A broadband connection is faster and more convenient than a telephone connection. There are several different protocols for broadband the chart below describes the different protocols.

802.11a = 5 GHz, ~20 Mbit/s, shorter range (~50 ft. indoors & ~100 ft outdoors)

802.11b = 2.4 GHz, ~5 Mbits/s, longer range (~150 ft. indoors & ~300 ft outdoors)

802.11g = 2.4 GHz, ~22 Mbits/s, range same as 802.11b (~150 ft. indoors & ~300 ft outdoors)

802.11n = 2.4 &/or 5 GHz, ~50-144 Mbits/s, longest range (~229 ft. indoors & ~820 ft outdoors)

Other peripherals may be included with a computer for example a desktop computer will usually include a keyboard and a mouse. Laptops have built in keyboards and speakers the mouse must be purchased separately. Sometimes other items such as a webcam or printer are included as part of a package deal.

Software

Operating Systems

There are several different operating systems (OS) available such as Windows and Linux for PCs and MAC OS for Apples. Since Windows

has captured about 90% of the market we will only look at Windows. Windows is available as either a 32-bit version or a 64-bit version. The differences are in the architectural design and the amount of data that can be handled simultaneously. Sixty four bit hardware and software is in the process of being developed. Older 32-bit software will often run on a computer with a 64-bit processor and OS, but 64-bit drivers are needed for hardware. It is a good idea to check with the manufacturer of older peripheral such as printers and scanner to determine if 64 bit drivers are available. There are actually six versions of windows, but three are not available for sale to the general public. Windows 7 Starter is installed only by computer manufactures on low end PCs such as netbooks it is available only as a 32-bit version and can use 1 GB of RAM. Windows Home basic is only available in emerging markets, not the USA. Windows Enterprise is only sold through volume licensing to companies which have a Software Assurance contract with Microsoft.

The three versions of Windows available to the general public:

Windows 7 Home Premium generally loaded on a purchased computer. It can be upgraded to the other two versions of Windows 7, but it cannot use Windows XP mode.

Windows 7 Professional was developed for "enthusiasts" and business users it can use XP mode

Windows 7 Ultimate has all of the features of Windows 7 Professional with the addition of BitLocker, an encryption system and the ability to switch between 35 languages.

All Windows 7 OSs contain all of the functions of all versions of windows 7. They can be activated by purchasing the appropriate key. A comparison of these three versions of Windows 7 can be found at <http://www.microsoft.com/windows/windows->

[7/compare/default.aspx](http://www.microsoft.com/windows/windows-7/compare/default.aspx)

Office Suites

Although many office suites are available most people use Microsoft (MS) Office. New computers generally have MS Works installed at the time of purchase. This is soon to be replaced with MS Office Word 2010 and MS Office Excel 2010. These two programs will be ad-supported and be limited to creating, editing, and viewing. Currently there are five versions of MS Office 2007 available it is assumed that there will be as many version of MS Office 2010 available. Comparisons of the five versions of MS Office 2007 can be found at <http://office.microsoft.com/en-us/products/fx101635841033.aspx>

Other Software

Usually other software is included with the purchase of a new PC it might be freeware such as Adobe Reader. Trial versions of software is almost always included they might include 60 days to 6 months of an antimalware program such as Norton or McAfee or upgraded office suites. There are many other possibilities such as free or trial online storage.

In summary buy the best computer you can afford. Look at your current and future needs. Read the spec sheets and reviews and look at what is included in the box. Look for the best price Manufacturers can build a computer to your specifications sometimes with free shipping.

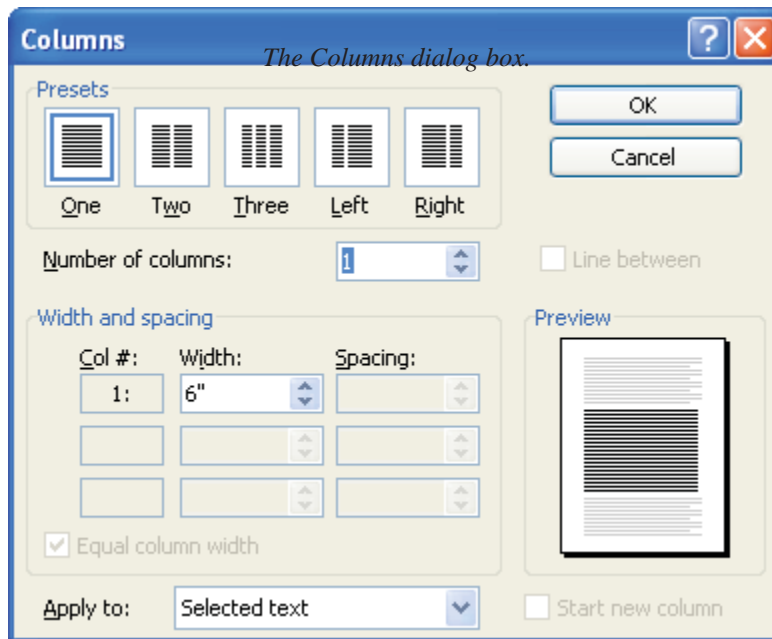
Happy Shopping!

Microsoft Word & Excel Tips from Sharon Parq, Associates

Mixing Column Formats On a Page

It is not uncommon to have a document that mixes different column layouts on a single page. For instance, let's assume you have a five-page document, and you want to format the center part of page two as three columns. You want the rest of the document to remain a single column. To overcome this formatting challenge, you can follow these steps if you are using Word 97 through Word 2003:

1. Select the text that will appear in the columns.
2. Choose the Columns option from the Format menu. Word displays the Columns dialog box.



3. In the Number of Columns field, specify the number of columns you desire.
4. In the Apply To box, make sure it says Selected Text.
5. Click on OK. Word places the selected text into its own section and sets it in the number of columns you specified.

If you are using Word 2007, then the steps are a bit different:

1. Select the text that will appear in the columns.
2. Choose the Page Layout tab for the ribbon.
3. In the Page Setup group, click the Columns drop-down list.
4. Pick the number of columns you want to use for the selected text.

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WUBI?

What The Heck Is A WUBI?

by

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This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

The Windows-based Ubuntu Installer (WUBI) is a program that allows you to install and remove Ubuntu-Linux from within Microsoft Windows (98, 2000, XP, Vista, or Windows 7). WUBI automatically creates a dual boot option that lets a Microsoft Windows user try Ubuntu without risking any data loss due to disk formatting or partitioning. Normally, installing Ubuntu or any version of Linux on a system that is also running Windows is intimidating and very risky. Total failure to boot Windows is a common result.

WUBI to the rescue: The WUBI installer is now included on every Ubuntu Live CD and easily installs Ubuntu INSIDE of windows (all versions), and in the same partition (drive letter) as Windows if you like. The install process is like any other program installed in Windows. Installing this way is soooooo easy. Also, when you want to remove Ubuntu, you just go to Add/Remove Programs and remove it like any other program running under Windows.

Dual-boot: After the installation, a new (dual) boot option screen appears right after power up, allowing you to select whether you want to run either Windows standalone or Ubuntu standalone.

Wow, what a great way to play with Linux/Ubuntu without the hassle of partitioning the hard drive and dealing with those messy dual-boot managers like GRUB or GAG. Yuck (Yes, those are real acronyms. Not the Yuck. It just means yuck).

To start the process, you need an Ubuntu Live (Install) CD that you or a friend has downloaded and burned. You can also go to the Ubuntu website and have them mail you a free CD (10 weeks).

To install Ubuntu using WUBI, just insert the "Ubuntu Install CD" while Windows is running. Do not boot the CD. The CD should start. If not, go to My Computer, open the CD and click on wubi.exe. When you see the opening window, simply select "Install Inside Windows". After that, you answer a few questions about what drive letter, and how much drive space you want to allow for Ubuntu.

That's it!

I have tried this under XP and Windows 7 and it is flawless.

NOTES:

- Hibernation is not supported when installing Ubuntu via WUBI (for either Windows or Ubuntu).
- Follow these links for detailed WUBI operating instructions:
<http://wiki.ubuntu.com/WubiGuide> and here:
<http://help.ubuntu.com/community/Wubi>
- Ubuntu 32 bit can run under Windows 32 bit or Windows 64 bit.

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

Wednesday
April 14th, 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
Photobook Design & Layout

by
Mike DeLucia

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.



Chesapeake PC Users Group

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FIRST CLASS

INSIDE THIS VERY ISSUE!

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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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