

## Bryley Tips and Information January 2010

### 1. Seven Reasons to Upgrade to Windows 7

The latest version of Microsoft's desktop organizer/operating system, Windows 7, is here. The main question: Should you upgrade your current computers to Windows 7? The answer is that Microsoft queried its customers and asked what features of Windows XP they loved and what additions did they care to see. The results led to the creation of Windows 7, which will improve the work you do every day and is compatible with many older computers. (Call Bryley Systems at 888.280.5799 with compatibility questions. Or, email [Sales@Bryley.com](mailto:Sales@Bryley.com).)

Here are the top 7 reasons to upgrade your existing business PCs to Windows 7:

1. Quicker Access: Windows 7 boasts new features such as *Pin* that allows you to pin programs to your taskbar and pin files to *Jump Lists* – lists of all the files and websites you use the most that can be opened in two clicks. Analogous to pinning notes on a bulletin board, *Pin* helps you organize and keep information at your fingertips.

*Windows Search* is another feature that allows you to instantly locate virtually any file on your PC right from your Start menu by simply typing in a word or two. Windows 7 is also designed to help your PC Sleep and Resume more quickly, making it easier for you to get right back to work.

2. Optimize Management of Open Windows: *Snap* allows you to instantly resize and rearrange your open windows simply by dragging their borders to the edge of your screen, allowing you to expand to full screen and back, or arrange windows side by side.
3. Better Protection for your PC: Keep your PC safe with the new backup and restore features that allow you to configure your PC to systematically backup your files. Secure your important information with *BitLocker*, a data encryption application that allows you to put a virtual lock on your files.
4. No Program Left Behind: Run Windows 7 in XP mode and reap all of the new benefits of Windows 7 while continuing to leverage all of your older business and productivity programs that require Windows XP. (Note: XP mode requires a processor with virtualization support, which is usually only found in newer, higher-level PCs.)
5. Sharing Made Easier: Share files and printers among multiple Windows 7-based PCs across your home network through the new application *HomeGroup*.
6. Easily Create and Share Videos: Social Media is the inbound-marketing wave of the future. With *Windows Live Essentials* you can create inbound-marketing videos and slideshows and share them on social media sites, such as You Tube, in minutes.
7. Connect to Wireless Networks Faster: Now view and connect to any available wireless network in as few as three clicks.

Learn more about Windows 7 and its features at [www.microsoft.com/windows/windows-7](http://www.microsoft.com/windows/windows-7).

## **2. Tips on using and presenting with Microsoft PowerPoint**

Microsoft's PowerPoint is the premier slide-creation tool, used by millions to emphasize critical information in their presentations.

One of the most-useful features is the PowerPoint Master, the template on which your slide-show can be based to give each slide the same look-and-feel from top-to-bottom. For details, visit <http://www.smallbusinesscomputing.com/biztools/article.php/3728096>.

Microsoft's basic Dos and Don'ts on presenting with PowerPoint include:

- Do make it compelling, but keep it simple, short, and relevant to the audience
- Use vibrant colors with many graphics in your slides – “A picture is worth 1,000 words”
- Don't read directly from your slides; pass out a handout after the presentation if needed

[Http://www.microsoft.com/smallbusiness/resources/technology/business-software/presenting-with-powerpoint-10-dos-and-donts.aspx#PresentingwithPowerPointdosanddnts](http://www.microsoft.com/smallbusiness/resources/technology/business-software/presenting-with-powerpoint-10-dos-and-donts.aspx#PresentingwithPowerPointdosanddnts) for details.

Other PowerPoint-tip sites:

- Ellen Finkelstein's general tips [http://www.ellenfinkelstein.com/powerpoint\\_tip.html](http://www.ellenfinkelstein.com/powerpoint_tip.html)
- ComputerTips <http://www.computertips.com/Microsoftoffice/MsPowerPoint/aheader.htm>

## **3. Announcements, news, and events**

Welcome Corey Monteiro – Corey recently joined the technical staff of Bryley Systems as a Technical-Support Engineer/IT Consultant. Corey is a Microsoft Certified Professional and has over seven years experience with Microsoft Windows-based networks.

Bryley time-and-materials rates increase on 3/1/2010 – The bad news: Bryley is increasing its time-and-materials rates, effective March 1, 2010. **The good news: Rates will remain unchanged for Bryley's Premier Clients;** those with a service agreement. Please call 978.562.6077, option 2, for details.

Attend our Avaya PARTNER ACS webinar – Join Bryley Systems for a live training webinar on the Avaya PARTNER ACS telephone system on Wednesday, February 10<sup>th</sup> at 9:30am.

Attend our Avaya IP Office webinar – Join Bryley Systems for a live training webinar on the Avaya IP Office telephone system on Wednesday, February 10<sup>th</sup> at 10:30am.

Follow Bryley Systems on Twitter – Visit <http://Twitter.com/BryleySystems>.

Friend us on Facebook – Please goto <http://www.facebook.com/pages/Bryley-Systems-Inc/176028273181?ref=ts> to friend Bryley Systems.

Monthly service-ticket survey drawing – We hold a drawing each month for those who respond to our service-ticket surveys. (The survey is announced at the bottom of each email notification on the completion of a service-ticket.) Winners are announced in *Bryley Tips and Information*.

**Our December 2009 winner was David Bouvier at Bouvier Tax and Financial Services.**

Free webinars on Intelligent Communications – Attend an enlightening discussion on Intelligent Communications and how it is transforming businesses around the world.

These sessions are sponsored by Avaya Inc., a world-leader in communications solutions. Bryley Systems, an Avaya Business Partner, is fully versed in these solutions.

Please register at <https://secure.avaya-news.com/ats/show.aspx?cr=122&fm=437>.

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Client service

If you have questions about, or issues with, our client service or response, please contact Beverley Denio, Client-Service Manager, at 978.562.6077 x201, or Gavin Livingstone, President, at 978.562.6077 x215. (Respective email addresses are [BDenio@Bryley.com](mailto:BDenio@Bryley.com) and [GLivingstone@Bryley.com](mailto:GLivingstone@Bryley.com).)

#### Bryley's Client-Service Portal

Over the past years, Bryley has made significant investments in our business systems and infrastructure to enable real-time communications regarding the timeliness and quality of services we deliver. A result is that client-service requests (with resulting service tickets) may now be added, viewed, or updated through our Client-Service Portal.

This real-time environment is available 24 x 7 at [www.Bryley.com](http://www.Bryley.com) by selecting “Client Login” from the upper-right corner of the home-page. Registered users may perform these functions:

- View the current status and details of their service tickets
- Enter new service requests
- Review invoices
- View reports

To use this capability, please contact Beverley at 978.562.6077 x201 to setup a username and password. Training is also available at no charge.

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Contact Bryley Systems Inc.

Bryley Systems is a full-service, end-to-end provider of business-technology solutions, fulfilling the information-technology needs of organizations throughout New England since 1987. Areas of expertise include:

- Managed Technology
- Computer-network performance and reliability
- Network security
- Unified Communications

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