



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - February 2012

### Windows 7 and Office 2010

As you may already know, many of our Staff & Corporate Offices across NOAA have started using new computers running Microsoft Windows7 and Office 2010. All newly purchased desktops and laptops here are being deployed with Windows 7 and Office 2010 as well. We will continue this effort until all new computers are installed and then move into the next phase, which will be the upgrade of all existing computers. Below is our current schedule:

- Phase I – Deploy all newly purchased laptops/desktops with Win7 & Office 2010.
- Phase II - Upgrade all existing computers (that meet the minimum Windows 7 requirements) that are not in litigation hold. March 19th – April 30th
- Phase III – Upgrade all computers that are subject to NOAA's litigation hold. May 1st

NOTE: For users subject to litigation hold, our office will use a product called Safecopy2 in order to preserve the metadata.

Training: Most of the features of Office 2010 are similar to the previous version, but if needed, the Commerce Learning Center (CLC) does offer Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) training. For CLC training, go to <https://doc.learn.com/noaa>

Users might want to become more familiar with Windows 7. Below is a link to help you become familiar with Windows 7.

- Windows 7 features can be found at the following site:
  - <http://windows.microsoft.com/en-US/windows7/products/features>

### Acquisition of New IT Equipment

When you have the opportunity to replace IT equipment and/or hardware, please remember that one of our office's responsibilities is improving the management of Information Technology (IT) while ensuring that all IT activities comply with the DOC, NOAA enterprise IT architecture. Allowing us to be a partner in your IT purchases will also aid us in providing prompt and timely support as well as ensure full compatibility with our existing IT infrastructure and implemented security policies.

To continue IT standardization and configuration management throughout NOAA, the Office of the CIO has directed that all IT purchasing decisions be reviewed/approved by their appropriate systems support group. For Corporate Services offices in Seattle this would be our office. Items include, but are not limited to, the acquisition of personal computers, laptops, networking equipment, printers, scanners, smartphones, thumb drives, blank CDs/DVDs, software, and IT support services. When your office or group needs to make such purchases, please have your manager(s) contact us at [SeattleSSD.Requests@noaa.gov](mailto:SeattleSSD.Requests@noaa.gov).

If you have any questions, please call our Helpdesk at x6377 or email us at: [SeattleSSD.HelpDesk@noaa.gov](mailto:SeattleSSD.HelpDesk@noaa.gov) .

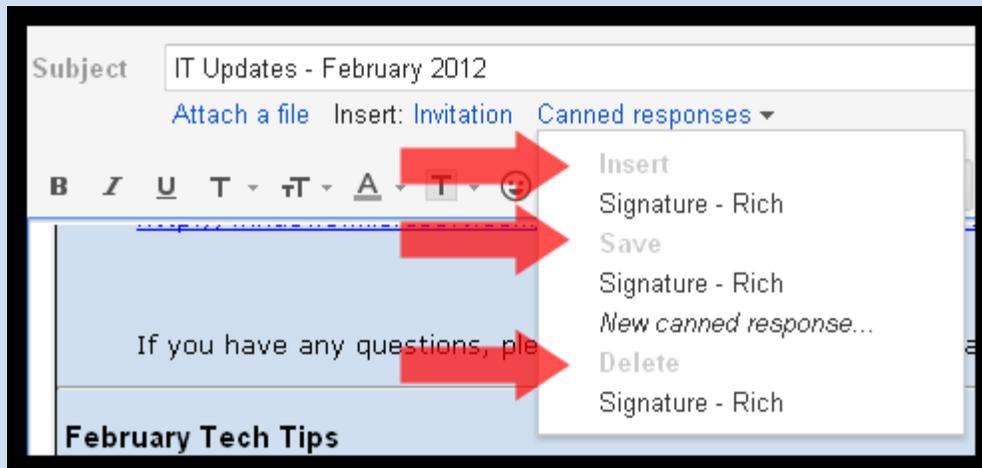
## February Tech Tips

- **Using Gmail LABS to customize your email program - Part 2**

Gmail offers additional ways to view, edit, or customize your email. They put these additional capabilities in what they call Labs. Here is another Lab that might be handy.

Some people have asked about multiple signature blocks for the different responsibilities they have, or different length signature blocks for new email and replies. The Google Mail Lab called Canned Responses can do this and more.

**Canned Responses** saves short text items and allows you to select these items later to include in your email. These items can be signatures, common phrases you need to include in contract offers, common phrases for new hires, etc. To create a new response, put the text you want to save into a new, blank email. When you have everything you want included in the response, use the Canned Response drop-down to select New canned response... Everything in the email editing window will be saved and the Lab will ask you to give it a name. The Lab also has options to Insert or Delete previously saved responses.



If you have any questions, please call the Computer Helpdesk at 6377. Previous Tech Tips located at [www.wrc.noaa.gov/systems/techtips.htm](http://www.wrc.noaa.gov/systems/techtips.htm)