



Windows 7 NEW USER CREATED

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A new User is necessary when more than one person is using the same computer. It's also useful if you want to insert JPG into a WordPerfect document. (JPG is a digital photograph. The term "JPG/JPEG" is an acronym for the Joint Photographic Experts Group which created the standard.)

Here's how to do it.

1. Select Start ► Control Panel (Figure 1).

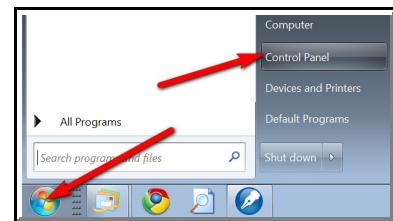


Figure 1

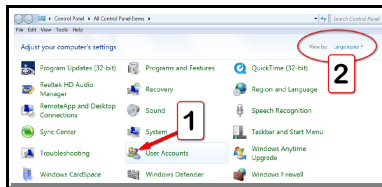


Figure 2

2. Select User Accounts (Figure 2).

① Left-click on the "User Accounts" option.

② If you don't see that option, left-click on options to the right of "View by," in the upper-right of your screen and Left-click on "Category".

3. Left-click on "Manage another account" (Figure 3).

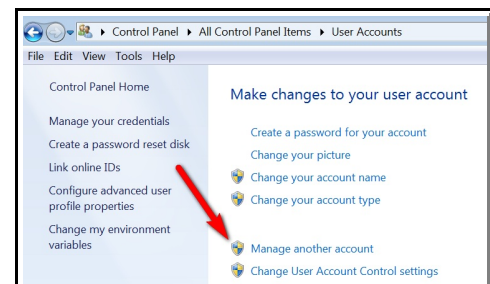
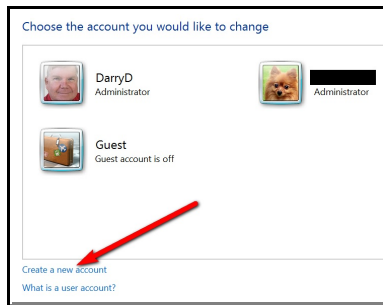


Figure 3

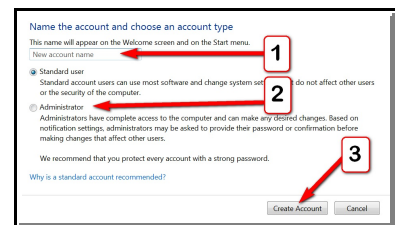
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**Figure 4**

4. Left-click on “Create a new account” (Figure 4).

5. Create Account (Figure 5).

- 1 Type the name for the account. Keep it simple. Your pet’s name will do because no one but you will be using it any way.
- 2 Left-click on “Administrator” remembering that you are the only one who will be using it.
- 3 Left-click on “Create Account” button.

**Figure 5**