

**The Villages Computer club**

The next meeting of the VCC will be at Hacienda, Friday 4/6/2012 (Good Friday) at 1 pm.

A presentation, INTERNET SECURITY, will be presented by Peter Cronas and John Campbell.

The same presentation will again be presented the following Friday 4/13/2012 at Lake Miona at 1 pm.

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To All: I have not been so impressed like this in over 70 years. We were singing these songs in grade school in 1942. We saluted the flag and even said "Our Father's".

**This is really awesome!!!!!!!**

Kiss's Military Salute...

Do not delete this email... the music will blow your mind. I always thought Gene Simmons & the band "KISS" were a bunch of strange people. This was filmed in Iraq at a USO tour of a US Marine Base. Play it and share

it... [http://www.youtube.com/watch\\_popup?v=5MtdIO23MKM](http://www.youtube.com/watch_popup?v=5MtdIO23MKM)

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**DROPBOX** - use the link below to signup for Free Dropbox

<http://db.tt/oy8cmVa>

To learn about Dropbox - <https://www.dropbox.com/help>

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**Script Error**

Sometimes you may get this message, "An error has occurred in the script on this page."

This error message appears in Internet Explorer. It means that script (such as a Java script) in the page is not working properly.

Sometimes you may solve the problem simply by clicking the REFRESH button on the browsers menu bar. But in most cases Internet Explorer will continue to display the message until the web sites' Webmaster fixes the page.

**If you'd like to continue using the part of the web page that functions correctly without triggering the error message, change the way Internet Explorer handles broken scripts.**

**Click Tools...Internet Options...Advanced tab and uncheck the boxes next to Disable Script Debugging. Also, make sure there is no check in the box next to Display A Notification About Every Script Error. Click Ok.**

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## HP Scanner

Works with most HP Scanners

Put your picture or document into the scanner face down. Close the lid.

1. Click the HP Director icon on the desktop. (If you use a different brand scanner, your scanner software may have a different name. Or you may need to go to the Control Panel, click Printers and select your Scanner there)
2. Click Scan.
3. Click Scan Picture
4. Select Picture
5. Select Save as File
6. Click Scan
7. Click Accept

A box pops up allowing you to give the file a name and to select the folder MY PICTURE as the place to store the file...or select a different folder. Also, give the file a

8. name. Select file type as .jpg.(This is the format extension for a picture, but all scans are creating a picture whether it's a real picture or a text document).
9. Click SAVE

The file will be saved as a .jpg file in the name you gave it, to the folder you selected.

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## Picture to Text Document

To place a picture or graphic anywhere into a Word document.

1. With the MSWORD program open, click INSERT and select TEXT BOX or click Format and FRAME, then select type frame you prefer.
2. Place cursor inside the text box or frame.
3. Locate the clipart/picture/graphic from files on your hard drive, from a floppy disk or your scanner. Doubleclick the clipart picture or the file to insert into text box or frame.
4. To resize, click within the picture box to select, place cursor at a corner and push or pull to reduce or enlarge the size. To make the picture wider, click the black spot on the side of the box and drag right. To make taller, click the black spot at the bottom or top of the picture box and drag up or down.

NOTE: When trying this or any new feature of Word, it is best to save your text document first. If you have trouble with the new feature working, you still have your document intact at the point before you began.

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### **BUSINESS CARDS Using MS WORD 2003**

1. Click Tools, Envelopes & Labels, select Label tab.
2. Click Options, and select Standard Avery 8371, 8372, 8373, 8376 or 8377 label click OK. Or select a different Avery label if you prefer a different size.
3. Select PRINT FULL PAGE, Manual Feed
4. Click New Document, a page will be brought up showing a full page of labels.
5. Create your business card in the first one, just the way you want it to look. Save it to File, giving it a name that you'll recognize later and be able to print more.
6. Now click Tools...Envelopes & Labels, and click PRINT.

Note: Always print on a clean sheet of paper first. Hold this sheet over your business cards to make sure they will align correctly on the page before printing on the business cards themselves.

Note: Print a whole page each time when printing to the business cards. If you try to print a partially empty sheet of cards, they will come lose and get all stuck in the printer due to the glue being softened by the printing of a partial page.

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### **How to Customize Bullets in Word 2007 Bulleted Lists**

The quickest way to create a custom bulleted list in Word 2007 is to change the formatting of an existing (or automatically created) bulleted list. Word automatically formats text as a bulleted list when you begin a paragraph with \* or > or -> or <> or - followed by a space, Word changes what you typed to a bullet and a tab, adds a bullet character by the paragraph, and creates a 1/4-inch hanging indent. (If the paragraphs already have hanging indents, the original settings are preserved.)

**Hover your mouse pointer over the little downward arrow next to the Bullet button.**

The Bullet button (first one in the upper row of buttons on the [Ribbon](#)'s Paragraph tab) offers a tooltip.

**Click the arrow next to the Bullets button to reveal the gallery of bullet [styles](#).**

The Bullet Library portion of the gallery shows (and stores) your favorite bullets.

**If you have other open documents with bulleted lists, check them to see whether they have bullets you like.**

The Document Bullets section lists all bullets in all documents currently open.

**To add a bullet to your Bullet Library, right-click the bullet and choose Add to Library.**

When you add a bullet to your Bullet Library from the Document Bullets collection, the bullet is available for all your documents.

**To remove a bullet from the Bullet Library, right-click it and choose Remove.**

Removing the bullet from your Bullet Library doesn't remove it from the lists in your document.

**Click a bullet in the list to check that it matches all the bullets in the list.**

Clicking one bullet highlights all bulleted items in the list.

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**Create Arrows to Use to Point in Word 2007 Documents**

- 1. Click Insert and select Shapes.**
- 2. Click to select the type arrow you need**
- 3. Click on the page where you want to put the arrow.**
- 4. Drag the arrow to the length you need.**
- 5. Click and use the turn circle to turn it to the degree you want.**
- 6. Select color, size, etc.**

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**Drop Cap Format**

Make the first letter of a doc or paragraph a drop cap (capitol letter that falls below baseline) such as seen often in books. Grabs the attention of the reader. It is wise to use drop caps sparingly.

1. Place your cursor anywhere in the paragraph.
2. Choose Format...Drop Cap.
3. Select the options you want, such as in Margin.
4. Click OK.

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**Customizing Toolbars**

By Dave Hamilton

This Tip is for MS Office and MS Works Programs.

1. To place a new tool onto a toolbar, place the mouse pointer on a toolbar and Right Click.
2. In the dropdown menu, Click on Customize.

3. In the dialog box Click on the Commands tab. On the left side is the categories window which lists the various tool categories. The right window displays the available tools in the selected category.
4. To place a tool on a toolbar Click on the tool and holding down the mouse button drag it to the toolbar where you want to place it and then let go of the mouse button. This technique will allow you to place tools onto a toolbar that otherwise might be on another toolbar

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This comedy skit is one of the most popular ever viewed. Even though Most of us has seen it before, its still a refreshing laugh! They were the best! Watch Harvey try to keep his composure.

[Click Here: Tim Conway and Harvey Corman "The Dentist"](#)

[http://video.staged.com/localshops/tim\\_conway\\_harvey\\_corman](http://video.staged.com/localshops/tim_conway_harvey_corman)

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#### BEST POEM IN THE WORLD

I was shocked, confused, bewildered  
As I entered Heaven's door,  
Not by the beauty of it all,  
Nor the lights or its decor.

But it was the folks in Heaven  
Who made me sputter and gasp--  
The thieves, the liars, the sinners,  
The alcoholics and the trash

There stood the kid from seventh grade  
Who swiped my lunch money twice.  
Next to him was my old neighbor  
Who never said anything nice.

Bob, who I always thought  
Was rotting away in hell,  
Was sitting pretty on cloud nine,  
Looking incredibly well.

I nudged Jesus, "What's" the deal?  
I would love to hear Your take.  
How'd all these sinners get up here?  
God must've made a mistake.

'And why is everyone so quiet,  
So somber - give me a clue.'  
'Hush, child,' He said,  
'they're all in shock.  
No one thought they'd be seeing you.'

JUDGE NOT!!

Remember...Just going to church doesn't make you a  
Christian any more than standing in your garage makes you a  
car.

Every saint has a PAST...  
Every sinner has a FUTURE!

Now it's your turn... Share this poem. Life without God  
is like an unsharpened pencil...It has no  
point!

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## **The Great Caruso**

**Starring Tenor - Mark Schmidt, Bass - Sam Reynolds,  
Soprano - Elise Curran & Mezzo soprano - Lorian Intili**

***Along with an ensemble of performers from the Central  
Florida Lyric Opera***

**Thursday, April 12, 2012 - The Great Caruso (A Tribute) Church on the Square, The Villages, FL (5:00 & 7:30 PM) Tickets are: \$15/\$20/\$25**

**Join Maestro Bill Doherty and the dazzling Central Florida Lyric Opera troupe of performers in this inspiring tribute to the great Italian tenor Enrico Caruso.**

**Called the greatest singer of all time, operatic tenor Enrico Caruso (1873–1921) began singing with passion at a young age and studied seriously with Guglielmo Vergine in 1891.**

**"It was Vergine who emphasized the necessity of singing as nature intended," said Caruso, whose interpretation of Pagliacci's Vesti La Giubba was emotional magic.**

**Known for the rare beauty and power of his voice, he made his operatic debut in L'Amico Francesco in 1895.**

**With the urging of British talent scout, Fred Gaisberg, Caruso recorded a few arias on the gramophone, at the time a new invention.**

**Audiences were able to hear Caruso's perfect pitch and anticipate his performances.**

**These landmark recordings made Caruso the first international recording superstar.**

**"My...records," said Caruso, "will be my biography."**

**He took London by storm in 1902 and followed a year later with a triumphant American debut in Rigoletto at the Metropolitan Opera.**

**In his career, the flamboyant genius sang over 50 roles in Italian and French operas.**

**Caruso's life was immortalized in the film The Great Caruso (1951).**

**Mario Lanza's performance as Caruso was a tribute to his childhood idol and kept the spirit of "The King of Tenor" alive for future generations.**

**To purchase tickets for the performances at the Church on the Square in the Villages, visit the Villages Box Office or call the 24-Hour**

**Automated Ticket Information Line: (352) 753-3229**

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[http://www.centralfloridalyriconopera.org/The\\_Great\\_Caruso\\_Flyer\\_B\\_W.pdf](http://www.centralfloridalyriconopera.org/The_Great_Caruso_Flyer_B_W.pdf)

**Please share this message with your friends. Thank you.**

[www.centralfloridalyriconopera.org](http://www.centralfloridalyriconopera.org)

*Jmax*

Jmax's Website <http://www.jmaxbits.com/>

Jmax Bits Newsletter is now posted each Monday & Thursday on the website. You have the option for a .pdf or a .rtf file.

1. For help with a computer problem, put HELP in the subject line and give me info about the computer you're using, if you know it.

2. To view or print Jmax Bits Good Services List in the Villages area, click link [www.jmaxbits.com](http://www.jmaxbits.com)

3. To sign up for the non-computer newsletter, send an email to [VLGSClassifieds@aol.com](mailto:VLGSClassifieds@aol.com). Put **SUBSCRIBE** in the subject line. To send an Ad, place **AD** in the subject line.

4. The Villages Computer Club's web page: [Click here: Welcome To The Villages Computer Club](#)

To add your name to the VCC announcements list, send email to [TheVCC-subscribe@yahoogroups.com](mailto:TheVCC-subscribe@yahoogroups.com)



5. Fred Benson's website [www.thevillagescomputerbasics.com](http://www.thevillagescomputerbasics.com)