

**This Friday Jan 20th at La Hacienda Recreation Center at 1:00 pm we will have our famous Technology Auction and ice cream.**

**You don't want to miss this meeting. You will have a chance to win new laptops, a Tablet, E Reader, Monitor, Digital Camera and numerous other items. The meeting is open to all in The Villages that have a Village ID card. You don't have to be a member of the club to take advantage of this event. Come and have a good time.**

**If you have any questions, email Paul Rabenold at [TVCC.Pres@gmail.com](mailto:TVCC.Pres@gmail.com).**

**Thank you all who participated in the survey, we got 359 responses. This will be a big help as we prepare the 2012 presentation schedule. We plan on sharing the results with you at a future meeting.**

**Please reference our web site at [www.thevillagescomputerclub.com](http://www.thevillagescomputerclub.com)**

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**The Villages Computer Club**

**Friends of Computer Plus message from Pete Rosendahl**

**Computer Plus will meet Thursday January 19, 2012**

at

**Laurel Manor Recreation Center at 1:00PM.**

**The presentation will be Desktop, Laptop, Tablet ???  
All Village residents are welcome to attend the meeting.**

**Another great event.... The Villages Computer Club will hold a Chinese Auction at La Hacienda Recreation Center on Friday 1/20/2012. There will be 3 laptops, a Tablet, E Reader, Monitor, Digital Camera and numerous other items.**

**For folks like me Ice Cream will be served.**

**All Village residents are welcome to attend this exciting event.**

**For more information contact Pete Rosendahl at 352-409-7247.**

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## **CLOSE OPEN PROGRAMS**

Alt+F4, quits almost every Windows-based program.

Ctrl+F4 automatically closes the open window on your screen, but does not shut down the program.

Before installing programs or running scan disk and/or defragmentation close all running programs like this:

Click START...RUN

Type in msconfig

Click OK

Place dot into the SELECTIVE STARTUP

Remove the check from the LOAD THESE ITEMS AT STARTUP.

Click Apply and restart your computer.

Once you've finished the installation of the program or finished scandisk or defrag go back to

START...Run

Type in msconfig

Click OK

Place the check back into the LOAD THESE ITEMS AT STARTUP.

Leave dot in Selective

Click the STARTUP tab and place checks in regscan and the lines that have to do with your anti-virus program, and your anti-spyware programs and any other program that you want to have startup every time you start your computer, then click Apply, OK and YES to restart.

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## **For the New Users**

### **Folder and Files**

#### **CREATE A FOLDER**

1. Right Click START...click.EXPLORE to get to the WINDOWS EXPLORER screen.
2. On the left column click the up arrow at the line that divides the page, to scroll up until you see the C: drive. Click to highlight it.
3. On the top control bar Click FILE...NEW...FOLDER.
4. A box will appear on the bottom right side saying "new folder" with a blinking cursor in the box. This blinking cursor is asking you to type in a name for this new folder you've just created. If you use something like AAA, it'll be very easy to find because things are listed alphabetically and it will be at the very top. But you can name it MY FILE or anything you want.
5. After naming, place your cursor outside the box and click on a blank area of the right screen. The Folder will jump over to the left side of the page and now is ready for you to store anything you wish in it.

6. If you wish, you can create subfolders in this folder by using the same process as above but highlight this folder instead of the C:drive so that the new one created will go under this folder.

#### **SAVE A FILE**

To save a document, etc in this folder:

1. Once you have the document created in your wordprocessor, click File...SAVE.
2. A box will pop up asking where you want to save this file. The top box says SAVE IN: click the down arrow by this box and select C: drive, doubleclick it to show its folders.
3. Find and double click the folder you created above for this purpose so that it's name is listed in the SAVE IN: box window.
4. In the box at the bottom FILE: type in the name you're giving to this particular list or document that you are saving.
5. Click SAVE to the right of the box where you typed the name.

#### **OPEN A FILE**

When you want to open a particular file to work on or to print, to store on a floppy ,etc :

1. Open your Wordprocessor, Click FILE...OPEN...
  2. At the LOOK IN box at the top of this page, click the down arrow and double click the C:drive, find the folder and doubleclick it, find the file and doubleclick it and it will be opened so you can add to it, change it, print it, etc.
- .....

#### **CLOSE A FILE:**

- 1. If the file has not been saved, you must first save the file before closing it or you lose your information.**
- 2. Click the X in the top right corner of the document. Do not click the X in the top right hand of the program or you close the Program in which you're working.**

#### **ADD TO An Existing FILE**

1. Highlight item you wish to save, click CTRL+C or EDIT and COPY.
  2. Click FILE, OPEN, select the drive on which the file already exists( e.g. click C: or A:)
  3. Scroll down until you locate the FOLDER the file is in, doubleclick to get a list of the files in that folder.
  4. Scroll to find the file and doubleclick
  5. Click CTRL and END to take you to the bottom of what is already in the file.
  6. Place cursor at the bottom and click CTRL+P or EDIT and PASTE
  7. Click FILE and SAVE.
- .....

#### **Close Multiple Folders Quickly**

**All Versions** When you drill down through several nested folders, you open a window for each. You can close all or most of them with a single click by holding down the *Shift* key as you click the

Close box in the upper-right corner of the folder window. Doing so closes the current folder and any open folders above it in the folder hierarchy.

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### **Auto Play CDs using XP**

Auto Play is the default set for XP, but if your CDs do not auto play,

Doubleclick MY COMPUTER.

1. Under **Devices with Removable Storage**, right-click the **CD-ROM drive**, and then click **Properties**.
2. On the **AutoPlay** tab, click the program you wish to use to play CDs.
3. Under **Actions**, click the action you want Windows to perform when it detects the media type you selected.
4. To AutoPlay remove the dot from Prompt me each time to choose an action.

Notes:

To open My Computer, double-click the **My Computer** icon on the desktop.

Your removable storage device must be attached to your computer for it to appear in the **My Computer** folder.

If the program does not automatically open, click **Start** on the taskbar, choose **All Programs**, and then select the software program you wish to use.

### **ERROR MESSAGES:**

If you receive an error message when you double-click the CD or DVD icon in Windows Explorer or in My Computer:

- You may not have the CD in the correct drive. Insert the CD and try again.
- After inserting a CD, wait until the light on the front of the drive stops flashing, then double-click the drive icon again.
- Make sure CD is face up and centered in the disc tray.
- You may be trying to read from a blank recordable CD.

If you receive an *Invalid Media* error, the computer is trying to start the operating system using the CD or DVD drive. Remove the disc from the

disc tray immediately after turning on the computer, and before the light on the drive tray is green.

**If CD or DVD drive doesn't appear in My Computer or in Windows Explorer:**

Restart the computer. Check that the drive is receiving power by pressing the Eject button on the front of the drive; if the tray opens, it is getting power.

For more information on specific error messages, click the **Help and Support** icon in the Start menu.

**Check sound and power connections:**

- Check the speaker connection.
- Remove any connected headphone.
- Check to see if the IDE data cable is connected to both the CD/DVD drive and the motherboard if you have installed other hardware components in your computer.
- Check to see if the audio cable from the sound card is attached to the CD-ROM or DVD drive.

**Note:** Refer to the printed *Upgrading and Servicing for the PC* guide that came with your computer to check or adjust connections to your computer.

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**Document Signatures**

To add a signature in a word processor such as MSWord or MSWorks:

1. Bring up a blank document and create the signature that you want to use. It may be only the name in a SCRIPT or it may contain the name, address, phone #,etc.
2. Save this as a file to the Desktop.
3. Now create a document that you want to sign, click Insert....File.
4. Select Desktop as location of the file and click Signature. The signature you created will appear on the document.

You may create more than one signature in this way, but each must be saved as a separate signature document. So you might use Sig 1, Sig2, Sig3 as names for your different signatures. If you're

creating several, it is suggested that you create a folder on your desktop and name it Signature. In this way, when you wish to add a signature to a document, you would again click File...Desktop...Signature (to open the sig folder) and select the particular signature you wish to use for this particular document.

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### Audio Files Won't Play

Q. My sound won't play some files. I have checked my sound card, my speakers and cables. All is ok.

A. This sounds like you've got a sound program associated with ALL sound files, but some players cannot play some types of audio files.

Try this:

1. Instead of just doubleclicking the audio file you're received attached to an email, just download it.
2. Now open a player other than the one you have set as your default. For instance if you're using iTunes as your default, open Windows Media Player, click File and locate the file you downloaded. Click the file and then click Open to see if WMP can play the audio file.
3. OR while signed online, click the big E on your desktop to bring up Internet Explorer, click File and Browse to locate the file you downloaded. Doubleclick that file and see if IE can play it for you.

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### ASSOCIATING FILES WITH PROGRAMS

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer?

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but only if you are **sure this is the program** you want to **Always** use to open this file, otherwise make sure this box is **UNChecked** and then click on OK. By leaving the box below **UNCHECKED** it allows you to try a different program if the first one you tried **DIDN'T** open the program.

To change the program that has been associated with particular file extensions (the three letters after the dot at the end of a file name):

1. In **My Computer** or **Windows Explorer**, on the **View** menu, click **Folder Options**.
2. Click the **File Types** tab.
3. In the list of file types, click the one you want to change.
4. Click **Edit**.
5. In **Actions**, click Open.
6. Click **Edit**.
7. In **Application used to perform action**, enter the program you want to use to open files that have this extension, and then click OK. (Example: If you want to use the program Kodaking.exe to open all .jpg files, you would type into that blank C:\windows\kodaking.exe. This tells the computer the program to use (Kodaking.exe) and it's location or path ( C:\Windows

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**UNASSOCIATING FILES** (Just in case you forgot to take the little check out of the box below the Associate box in the instructions above as I have often done, to my distress later.jmax)

Should you find a file that has been associated with a program that cannot open that file click **on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program and check the "Always use this program to open this type of file" box and then click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.**

Or, Click on MY COMPUTER  
Click on VIEW (on the menu bar at the top)  
Click on OPTIONS  
Click on FILE TYPES tab  
You'll see a list of REGISTERED FILE TYPES

REGISTERED means the computer knows what action to take when this type of file is accessed (associated). For example, when you select Bitmap Image or .bmp, the FILE TYPE DETAILS area reveals the type, extension, and content and which program will be used to open these files.

Clicking the EDIT button will allow you to modify the settings.

(you've mistakenly associated a file with the wrong program and forgot to take out the check mark)

Click on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program, check the "Always use this program to open this type of file" box and click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.

Another way to solve the problem of misassociated files is to use the old Win3.1 File Manager. Now, you won't find it on any menus in WIN9x – instead, Click START...RUN and in the Run dialog box, type in Winfile and press ENTER.

Choose File, Associate, and fill in the box at the top using the extension that's giving you fits. Now scroll to the top of the list of file types and select NONE; doing so completely removes the association from your system. (PCComputing Magazine, October1999.)

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If it weren't for the United States military,  
there would be NO United States of America .

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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)