

**The Villages Computer Club**

**The Villages Computer Club will meet at 1 p.m. Friday Jan 6th 2012 at La Hacienda Recreation Center.**

**There will be a presentation by Paul Rabenold on How to set-up and use Skype to Call and See family and friends (all free). Following the presentation will be refreshments, 50/50, door prizes and a problem solving session. If you have a computer problem you can't resolve, fill out the problem report form found at [thevillagescomputerclub.com](http://thevillagescomputerclub.com) and bring it to the meeting.**

**We will start to collect VCC membership dues this week. It will go quickly but to help bring a \$5 bill and your Villages ID card. This will help speed things up, however we will accommodate whatever currency you have.**

**We are looking forward to another year of great presentations, giving you excellent technical solutions and good fellowship.**

**There will be a short survey so we can get some feedback from the membership about the club.**

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

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**Computers Plus - a Message from Pete Rosendahl**

Happy New Year!!!

We are looking forward to an exciting new year with special programs and presentations of interest to all Plus attendees.

We would like to invite anyone who would like to participate in developing a program or sharing knowledge with the group to let us know by email or in person. If you know someone who would like to participate please let us know how to contact them.

We also want to let you know that the Computer Club will have the annual electronics Chines Auction on Friday January 20th at La Hacienda Recreation Center. There will be great items, a few of which are 3 laptop Computers, Tablet, Monitor, Printer, etc. So, come and see if you can win.

Please invite your friends to come on Thursday for an informative program on “restoring a computer” with Bob Walton.

Thanks for your support. Pete Rosendahl and Fred Whitson

P Rosendahl  
[pjrdb@msn.com](mailto:pjrdb@msn.com)

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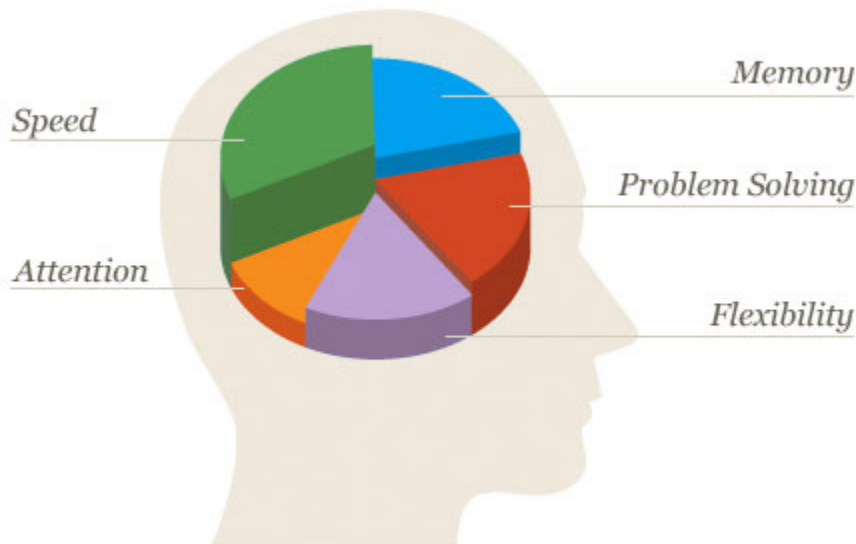
Have you made your list of 2012 Resolutions yet? Today I've included a few ideas of things that might benefit you if you add them to your list.

1. Exercise your brain
2. Use the HELP menus to learn New Programs
3. Use the README files for new programs

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Use that computer to improve the operation of that wonderful BRAIN God created! I'm using it and it's lot's of fun but frustrating at times when I don't do a well as I'd like. Of course, this indicates the very areas that I need to exercise.

Jmax



## Your brain, just *brighter*.

### Improve brain health and performance.

- Brain training produces real world benefits
- Enhance memory, attention and creativity
- Easy, web-based brain training program

[Learn how we can help you.](http://www.lumosity.com/) Click here: <http://www.lumosity.com/>

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**Are you buying a new computer?**

### **Computer to buy with the Right Processor**

**As is always the case personal opinion differs in preference in choosing a computer with the available processors. The following comments are from an experienced computer guru. The info was written a couple years ago but it is still applicable. Thanks Bob.**

**Answers from Bob Petrilak of VCC**

**Q. Which processor to buy?**

**A. Assuming you want Windows Vista Home Premium, look for a laptop with an Intel Celeron Core 2 Duo. Don't confuse this with an Intel Dual Core. The Dual core processors are the older version and much slower.**

**Q. Is it better to buy a 2.3 Pentium processor or a 1.73 Intel dual core?**

**A. Stick with the Intel Core 2 Duo. It executes instructions much faster than AMD processors. You can't judge processor performance any longer just by looking at the speed. Also, by buying a laptop with Vista Premium, you are getting a system with better video performance. Other items of importance to look for are 2GB of RAM and a 7200RPM hard drive.**

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### **Learning to use the Computer, the Internet, and those new devices**

So often I hear folks who have just purchased a computer and sometimes from people who've had a computer for years say, "there's just so much to learn!"

**All it takes is a warm body and a willing spirit! We all started right where you are now.**

I retired and moved to The Villages in June, 1997. My previous experience with computers was with specific programs built for the clinical laboratory, Quicken and a couple different word processors. I had no previous experience with the internet. Most of what I know about computers now, I learned since about August 1997. Who says you can't teach an old dog new tricks? You can learn too **if you're willing to spend the time and make the effort.**

Here are a few tips that helped me. I went to Windows Explorer and double-clicked each and EVERY yellow folder. I had no idea what most of them were. I would then scroll down the right side of the page where the files were listed and any file that was named README, I doubleclicked to bring it up and printed it.

When we went away on trips, the 3 ring binder with the README files went with me along with my Windows for Dummies and AOL for Dummies books. I read these, highlighted them and turned corners down for things that I would try when I got home. I got a laptop later so I could try things while away.

Yes, I was scared to death at first to do anything, for fear I would destroy this expensive 'toy', my computer. Often, I couldn't make it do what I wanted it to do. So I would click the X at the top right corner to get out of that program and search and read some more, and ask more questions.

I learned to look for each program's tutorial by bringing up the program and then clicking on HELP(or clicking the ? at the right end of the menu bar) and typing in tutorial or just scrolling down the list of the HELP indexes. Often I found items that "clicked" with my memory so I would click on that help word and read about it. Most Operating Systems have a Tutorial. Use Help and Search to find these if they're not listed under Accessories/System Tools.

These are just a few of the things that I did to reduce the learning curve quickly that is part of every learning experience. I am still learning new things every day, but it does require effort and time. Learning has always been an exciting adventure for me.

My motto is "**to learn and to pass it on**". The best way to retain what you learn is by teaching another person.

God speed, Jmax

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### **Character Map Accent Symbols**

Are you aware that there are more than 200 symbols other than those on your keyboard that are available for typing? You can see these displayed with each font by accessing your **Character Map**, commonly found in your Windows\Start\Programs\Accessories\System Tools. By selecting the desired symbol the lower right corner will identify a combination of keys to insert that symbol in your correspondence. As an example, with the **NumLock** on, hold the ALT key and select 0163(using numerical keypad) for the British pound symbol; 0150 for a long dash, or 0149 for bullets. This is a useful feature when you need some symbol peculiar to a particular language.

You may want to create a card with a few of these numbers and symbols that you use often.

### Some of the most often used Character Map Symbols: **Characters MAP Symbol**

Click ALT key before pressing each set of numbers

147 = ô            0199 = ç            148 = ö            149 = ò            150 = û

151 = ù            152 = ÿ            153 = Ö            154 = Ü            155 = ç

156 = £            159 = f            134 = å            135 = ç            0134 = †

0135 = ‡            0136 = ^            0137 = ‰            0138 = Š            0139 = ‹

0140 = €            0149 = •            0151 = –            0152 = ~            0153 = ™

0154 = š            0155 = ›            0156 = œ            0157 =            0159 = Ÿ

0162 = ç            0163 = £            0164 = ¨            0165 = ¥            0166 = †

0167 = §            0168 = ¨            0169 = ©            0170 = ª            0171 = ‹

0172 = ¬            0173 =            0174 = ®            0175 = ¯            0176 = °

0177 = ±            0178 = ²            0179 = ³            0180 = ´            0181 = µ

0182 = ¶            0183 = ·            0184 = ¸            0185 = ¹            0222 = ¢

0187 = »            0188 = ¼            0189 = ½            0190 = ¾            0191 = ¿

225 = ß            166 = ª            167 = °  
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### **New Program Learning**

**Would you like to learn more about your computer programs?**

**Use those HELP (?) menus that are found on the menu bar of all programs.**

**Below are just the first 25 help features in my MS Word Program**

## **Results 1-25 of top 100**

[Automatically save and recover Office files](#) [Help](#) > [Getting help](#) > [Using Microsoft Office](#)

[Enable or disable ActiveX controls in Office documents](#) [Help](#) > [Security and privacy](#)

[Enable or disable macros in Office documents](#) [Help](#) > [Security and privacy](#)

[Enable or disable add-ins in Office programs](#) [Help](#) > [Security and privacy](#)

### [Save As](#)

[Enable keyboard layouts for different languages](#) [Help](#) > [Working in a different language](#)

[Enable keyboard layouts for different languages](#) [Help](#) > [Working in a different language](#)

[Enable or disable security alerts on the Message Bar](#) [Help](#) > [Security and privacy](#)

[Save a file in XPS format](#) [Help](#) > [Saving and printing](#) > [Saving](#)

[Enable another language in the interface of Office programs](#)

### [Save a document in Word](#)

[Enable or disable security alerts about links to and files from suspicious Web sites](#)  
[Help](#) > [Security and privacy](#)

[Save a file](#) [Help](#) > [Saving and printing](#) > [Saving](#)

[Save a file in PDF format](#) [Help](#) > [Saving and printing](#) > [Saving](#)

[Use Word to open or save a file in another file format](#) [Help](#) > [Converting documents](#)

[Save a SmartArt graphic](#) [Help](#) > [Working with graphics and charts](#) > [Adding charts, diagrams, or tables](#) > [SmartArt graphics](#)

[Save a file to a SharePoint library or another Web location](#) [Help](#) > [Collaboration](#) > [Using SharePoint sites to collaborate](#)

### [Word Options \(Save\)](#)

[Save a file for use in an earlier version of Office](#) [Help](#) > [File management](#)

[Compatibility Mode is turned off when I save my document in Word 2007 format](#)  
[Help](#) > [Converting documents](#)

[Choose text encoding when you open and save files](#) [Help](#) > [Working in a different language](#)

[Save and recover a backup copy of a document](#) [Help](#) > [Saving and printing](#) > [Saving](#)

[Save documents in a previous file format by default](#) [Help](#) > [Saving and printing](#) > [Saving](#)

[Apply, customize, and save a document theme in Word or Excel](#) [Help](#) > [Formatting](#)

[Save a Word 2007 document in .doc format](#) [Help](#) > [Saving and printing](#) > [Saving](#)

Revised 1/5/2012 JMM

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Absolutely fantastic! Should be required viewing for every person (citizen or illegal) in the US. Required for every child before graduation from HS. Young people should be tested on this material!!

I hope you enjoy this as much as I did.

<http://www.animatedatlas.com/movie.html>

**Click PLAY at the top for the narrative...You can also click on any part of the timeline at the bottom. This is a keeper ! Share with your grandchildren.**

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Check your birthday bible verse

Your Birthday in the Bible  
Look up your birth date and see what Bible verse corresponds to it. ...

**THIS IS NEAT ...**

I haven't seen this before.

Did you know that the Bible has a special verse for everyone's birthday?

Look up your verse now!

**Click here:** <http://WWW.birthverse.Com/mybirthverse.cfm>

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*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)