

The Villages Computer Club

VCC meeting on Friday July 27th, Lake Miona at 1:00PM

Yes we are at Lake Miona again this week. Occasional we have to change our meeting location due to special events at the recreation centers. So we are actually back on our normal schedule with the meeting this week at Lake Miona.

**This week's program will feature a presentation by Bob Petrilak on:
Clean Up And Speed UP Your Computer.**

What can yo do to keep a computer from slowing down over time or speed up one that is already slow?

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 Troubleshooting Request form found at <http://thevillagescomputerclub.com/> and bring it to the meeting.

Sign up to be on the VCC email list at the VCC home page (above)

For more information on the VCC please reference the clubs web site (above)

**Guests are always welcome as long as they have .
For information, email Paul Rabenold at TVCC.Pres@gmail.com**

If you have not done so check out The Villages Computer Plus Club meetings at <http://www.villagescomputerplus.com/meetings.html>

AOL Support Plus Plan

<http://get.aol.com/plans/>

MS Outlook 2002 exported and saved as a .csv file

1. Click File...Import and Export to open the Import/Export wizard.
2. Click Export to a file...click Next.
3. Choose file type of .csv ...click Next.
4. Select the folder to be exported, Contact...click Next.
5. Type a file name such as, my address book .csv ...click Next
6. On the choice of Actions, select Map Custom Fields.
7. Click mappings you want to include, such as First Name, Last Name, Email address,etc. ...click OK.
8. Click Finish.

Note: This .csv file can now be imported into many webmail programs, even AOL webmail. For more info [Click here: Import addresses to AOL Mail - AOL Help](#)

Export Contacts from OE 6 and save as a CSV file

1. Click File...Export...Address Book.
2. Select Text file (it will auto save it as a .csv file). Click Export.
3. Give it a file name, such as myaddresses.csv
4. Choose the folder into which you wish to save the file.
5. Select fields to export, such as First Name, Last Name, Email Address and click OK.
6. Click Finish.

Note: This .csv file can now be imported into many webmail programs, even AOL webmail. For more info [Click here: Import addresses to AOL Mail - AOL Help](#)

Import Addresses to AOL Webmail (www.aol.com)

The addresses must already be saved as a .csv file before they can be imported into AOL webmail.

1. Go to www.aol.com and log into your aol account.
2. On the left side, click Contacts.
3. Click Import.
4. Click Browse and click the .csv file that contains the addresses you wish to import.
5. Click Finish. The addresses will begin being exported from that .csv file.
6. When you get the 'export successful' click OK

7. Now you can import this file into your AOL webmail account.

For more info [Click here: Import addresses to AOL Mail - AOL Help](#)

Adding RAM Memory to CPU (Central Processing Unit)

(Adding memory to a laptop is different. See your Laptop Manual)

First you must know the kind of memory to use and the amount your computer can handle. If you go to www.crucial.com, you can select search my computer for the type of RAM memory needed. It will search your computer for you and tell you the type needed and how much your model computer can handle.

- 1. Shut down and unplug the power from the computer tower.**
- 2. Remove the cover to the tower, just the side where you can see the 'guts' of it. This is usually the left side of the tower as you sit facing the tower.**
- 3. Now grip the metal skeleton of the tower to discharge any static electricity from your own body.**
- 4. Next look at the motherboard, that's the board where all kinds of little things are attached. You will see a strips of slots sorted onto the mother board that are about 3 inches long and that has 2 or three slots in it. If three, then you'll see that 2 of them have a strip of memory in them and all you have to do is to add the 1G strip to the empty slot.**
- 5. If only 2 slots, you'll have to remove one of the 256 strips. To release the strip so you can remove it, place thumbs on the little ends that hold the memory strip and press outward. You'll hear a little click and then you can pull up on the memory strip and it will easily lift out. Remove the first one in the row and note which side is facing towards the outside. You'll want to put the new strip into the strip in the same direction. One side will be most likely pretty flat and the other side will have little rectangle pieces.**
- 6. To put the new strip in, turn it so it is in the same direction of the one you've removed. Gently fit it's bottom edge into the slot so the ends fit into the notch of the end pieces that you clicked open to release the strip in step 5. Once the bottom edge is in the slot, the pressed downward pretty hard until you hear the click that means the ends have clipped onto the memory strip to fasten it into the slot. Once it clicked correctly you won't be able to pull it out without releasing those end brackets.**
- 7. Now, before you put the side panel back on, plug in the computer and power up.**

As the black screen comes up, you may get a message acknowledging the increase RAM memory. Sometimes it requires you to press OK to accept it. IF you get an error message, then it will tell you that the memory you've installed is not the correct type memory for this computer or some such.
- 8. If all goes well and it continues to startup desktop, then rightclick My Computer and select Properties. On the screen that comes up near the bottom it will tell you how much Ram is in your computer. IF You've removed a 256 strip and added a 1**

GB, then it should show 1,256MB or 1.25GB. If you had 3 slots and didn't have to remove a strip in order to add the 1G strip, then it should show 1.5G or 1,512MB.
9. IF the RAM shows up that you've added, then put the panels back on the tower and you're finished.

Types of CDs

CD-DA	COMPACT DISK-DIGITAL AUDIO
CD-ROM	(READ-ONLY-MEMORY)
CD-ROM TYPES	CD-ROM STORAGE OF COMPUTER DATA OR FOR COMPRESSED AUDIO OR VIDEO/GRAPHIC DATA
CD-R TYPE AND WRITE ONCE - CD'S FOR AUDIO/VIDEO	CD'S FOR COMPUTER DATA
CD-RW	REWRITEABLE
CD-ROM XA	EXTENDED ARCHITECTURE
CD-i	USED IN EDUCATIONA SYSTEM
BRIDGE DISK	THREE BRIDGE DISC FORMATS
ENCHANCED CD	USED BY RECORDING ARTISTS
CD-MO	USE MAGNETIC FIELD TO STORE DATA
(MAGNETO-OPTICAL)	
MULTISESSION CD	DATA CAN BE ADDED AT DIFFERENT TIMES
SUPER AUDIO CD	HIGH RESOLUTION AUDIO CD FORMAT(SACD)
DOUBLE DENSITY CD	INCREASE STORAGE CAPACITY OF CD(DDCD)
DOUBLE -LAYERED	DATA CAN BE CONSTRUCTED ON TWO LAYERS DVD DISKS
DVD-ROM	READ ONLY MEMORY
DVD-RAM	DIGITAL VERSATILE DISK HOLDS ALL TYPES OF DATA
DVD-AUDIO	AUDIO DATA
DVD-R	WRITE ONCE AND READ
DVD-RW	RECORD AND ERASE MULTIPLE TIMES

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To Play Only Some of the Music TRACKS on a CD

1. Bring up Windows Media Player.
2. Hold down the CTRL key and Insert the CD. The list of tracks will be displayed.
3. Hold down the CTRL key and click to select the tracks you DON'T want to hear.
4. Rightclick and select Disable Selected Tracks so these selected tracks will not be played.

Note: this only works when you insert a CD. The next time you insert the CD, you'll have to repeat the process or all the tracks will be played.

Hardware Device Failure

Sometimes the setup procedure doesn't find everything in your system.

If an installed hardware device is missing, it may be that the driver has not been installed.

IF using XP, it's plug and play feature will find most drivers for common devices.

1. Rightclick MY COMPUTER and select Properties.
2. Click Hardware and Device Manager.
3. Scroll down the Device manage list to find the device that is not working. Click the + beside it.
4. The device will be listed. Rightclick and click Properties, if the driver is installed it should tell you the device is working.
5. Return to step 4 above. This time rightclick the device and select Remove. It will be removed.
6. Restart the computer and XP's plug and play should put up a message NEW HARDWARE found and then give another message that XP is installing.

Path Names Incomplete

Path is a term given to the way the computer lists the structure of a file in the Windows Operating system.

For example:

the path C:\windows\media\hornblower.wav is a way of telling you that the file hornblower.wav is a wav file that is located in the C: drive, the windows subfolder, the media subsubfolder. So once you know the path C:\windows\media\hornblower.wav, you know you will be able to find the actual file simply by

1. **Rightclicking Start...click Explore.**
 2. **Then click the + beside the C: drive in the left column to expand it's folders.**
 3. **Scroll down and click the + beside the Windows folder to expand it's folders.**
 4. **Scroll further down to the Media folder and doubleclick it.**
 5. **Now look on the right side of the screen and you'll find the file hornblower.wav**
 6. **IF you doubleclick that file it will play a sound since it's a .wav file.**
 7. **IF you rightclick the file, you will be given several choices of actions to take on the file.**
- To find the PATH of a particular file so you can locate it in Explore, rightclick START and click SEARCH. Put the name of the particular file in the top box. and click the down arrow in the LOOK IN box and select the Local C: drive. Click Search Now.**

But, have you done a search for a particular file and got a list such as the one below with two of the paths showing ...at the end? Those 3 dots ... are there to tell you that there is more to the PATH. To see the rest you must widen the column.

Name	In Folder
Organize	C:\lotus
URL Organize	C:\Program files
Shortcut to Organize	C:\Program Files\America Online...
URL Organize	C:\Program Files\URL Organizer
URL Organizer	C:\Documents and Settings\Own...

Change the width of a column:

1. Place your mouse cursor on the upright divider, that's that little crack between column titles.
2. Click the left mouse button, hold it down and drag to the left to make the column more narrow.
3. Hold down the mouse button and drag to the right to make the column wider so you can see the rest of the path of those two lines that have the ...
4. The file at the very end of the path is the one you're looking for .

Disable the Numeric Keypad

The alpha/numeric keypad on a laptop is controlled by the numloc key located somewhere at the top right of your laptop keyboard.

Numloc ON turns numeric on and you may now use the numeric section of the keyboard just as you did the numbers keypad on a regular keyboard. Holding down the FN key will allow you to type letters instead of the number.

Turn OFF numloc and that area of the laptop keyboard once again is alpha. Holding down the FN key will not allow you to type a number since you already have option to type numbers.

Notice key words, REQUIRED and MANDATORY

<http://www.foxnews.com/us/2012/05/24/new-york-public-school-makes-learning-arabic-mandatory/>

Subject: Florida Retirement?

Fifteen years ago my wife and I moved into a retirement development on Florida coast - The Delray/Boca/Boynton Golf, Spa, Bath and Tennis Club on Lake Fake-A-Hatchee. There are 3000 lakes in Florida; only three are real.

Our biggest retirement concern was time management. What were we going to do all day? Let me assure you, passing the time is not a problem. Your days will be eaten up by simple, daily activities. Just getting out of your car takes 15 minutes. Trying to find where you parked takes 20 minutes. It takes 1/2 hour on the check-out line in and one hour to return the item the next day.

Let me take you through a typical day. We get up at 5:00 AM, have a quick breakfast and join the early morning 'Walk and Talk Club.' There are about 30 of us, and rain or shine we walk around the streets, all talking at once. Every development has some late risers who stay in bed until 6 AM. After a nimble walk avoiding irate drivers out to make us road kill, we go back home, shower and change for the next activity.

My wife goes directly to the pool for her underwater Pilate's class, followed by gasping for breath and CPR. I put on my 'Ask me about my Grandchildren' T-shirt, my plaid mid-calf shorts, my black socks and sandals and go to the clubhouse lobby for a nice nap.

Before you know it, it's time for lunch. We go to _____ to partake of the many tasty samples dispensed by ladies in white hairnets. All free! After a filling lunch, if we don't have any doctor appointments, we might go to the flea market to see if any new white belts have come in or to buy a Rolex watch for \$2.00.

We're usually back home by 2 PM to get ready for dinner. People start

lining up for the early bird about 3 PM, but we get there by 3:45 PM, because we're late eaters. The dinners are very popular because of the large portions they serve. You can take home enough food for the next day's lunch and dinner, including extra bread, crackers, packets of mustard, relish, ketchup and Sweet-and-Low along with mints.

At 5:30 PM we're home ready to watch the 6 o'clock news. By 6:30 PM we're fast asleep. Then we get up and make 5 or 6 trips to the bathroom during the night, and it's time to get up and start a new day all over again.

Doctor related activities eat up most of your retirement time. I enjoy reading old magazines in subzero temperatures in the waiting room, so I don't mind. Calling for test results also helps the days fly by. It takes at least half an hour just getting through the doctor's phone menu. Then there's the hold time until you're connected to the right party. Sometimes they forget you're holding, and the whole office goes off to lunch.

Should you find you still have time on your hands, volunteering

provides a rewarding opportunity to help the less fortunate. Florida has the largest concentration of seniors under five feet tall and they need our help. I myself am a volunteer for 'The Vertically Challenged Over 80.' I coach their basketball team, *The Arthritic Avengers*.

**The hoop is only 4.5 feet from the floor.
You should see the look of confidence on their faces when they make a slam dunk.**

Food shopping is a problem for short seniors or 'bottom feeders' as we call them, because they can't reach the items on the upper shelves. There are many foods they've never tasted. After shopping, most seniors can't remember where they parked their cars and wander the parking lot for hours while their food defrosts.

Lastly, it's important to choose a development with an impressive name. Italian names are very popular in Florida . They convey world traveler, uppity sophistication and wealth. Where would you rather live? Murray's Condos or *The Lakes Of Venice*? There's no difference. They're both owned by Murray, who happens to be a cheapskate.

I hope this material has been of help to you future retirees. If I can be of any further assistance, please look me up when you're in Florida . I live in *The Leaning Condos of Pisa On Boynton Beach* .

People are awesome. The computer brings us these awesome sights

http://www.youtube.com/watch_popup?v=EEu42L0ufBY

Iguazu Falls Argentina/Brazil borders.

<http://www.lovethepics.com/2011/11/incredible-iguazu-falls-over-under-or-on-a-boat-in-devil%E2%80%99s-throat-26-pics/>



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

3. To sign up for the non-computer newsletter, send an email to 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

5. Fred Benson's website www.thevillagescomputerbasics.com