

THE VILLAGES COMPUTER CLUB

Friday, 1/4/2013 at La Hacienda 1pm. Topic Navigating 8 by Bob Walton & John Campbell.

Troubleshooting after the presentation.

Viruses!!! Are we safe? I use the free Avast along with free Malwarebytes.

Read this from the N.Y. Times

<http://www.nytimes.com/2013/01/01/technology/antivirus-makers-work-on-software-to-catch-malware-more-effectively.html?pagewanted=2&ref=general&src=me&pagewanted=print>

For the new users:

CUT or COPY and PASTE

1. Select (highlight) the text to be copied.

You do this by positioning your mouse pointer where you want to begin cutting or copying. (To copy the first instruction here, for instance, you might position your mouse by the letter "C" in "CUT"). Press your left mouse button. Now drag your mouse down to "Release the mouse button". If you highlight too far down, then keep holding that mouse button and move back upward to just where you want to stop copying. Release the mouse button.

2. Click EDIT on the Menu bar. Select COPY. The highlighted portion will be copied to the computer's invisible clipboard. It will remain on the clipboard until you copy something else.
3. Bring up the new email form or other document sheet where you want to paste this highlighted text or graphic.
4. Place your mouse cursor on the new sheet exactly where you want the highlighted portion to be.
5. Again, click EDIT and this time select the PASTE option. The copied portion will be inserted into the new document.

If you want to copy an entire article, place your mouse cursor anywhere within the article to be copied, click EDIT and the SELECT All button. This will highlight the entire article instantly. Then, click EDIT and COPY NOTE: It is a lot quicker if you learn to use the keyboard shortcut keys for these functions. Here they are:

SELECT ALL = CTRL + the A key on your keyboard

Copy = CTRL C

Paste = CTRL V

CUT = CTRL X

Note1: when copying from a web site, it's a good idea to look at the top and bottom of that page for a PRINTER FRIENDLY button, click it and then copy that screen. Sometimes when you attempt to copy from a web site and then print it, the printed page be missing some text on one side or the other. The printer friendly page should adjust to your printer .

Note 2: When copying a picture from a web page, it's a good idea to paste it wherever you want to paste it but then save it as a .jpg file onto your own hard drive. With AOL you can paste directly to the email then rightclick the pic and select SAVE AS..... You will then select the folder such as My Pictures in which to store the pic, giving it a name of course and saving it as a

ADD TO An Existing FILE

1. Highlight item you wish to save,(e.g. a portion of Jmax Bits) click CTRL+C or EDIT and COPY to copy that item to the computer's invisible clipboard.
2. Click FILE, OPEN, select the drive on which the file already exists(e.g. click down arrow and doubleclick C:). The C: drive should now be listed in the SAVE IN box.
3. Scroll down until you locate the FOLDER the file is in, doubleclick the folder to get a list of the files in that folder.
4. Scroll to find the particular file to which you wish to add and doubleclick it to open it.
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 to paste the item from step #1.
7. Click FILE and SAVE.

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File changes using CTRL Rightclick

Rightclick on a file presents a dropdown menu. Normally, when you right-click a file in Windows Explorer, a Dropdown menu appears with options to open, view, cut, copy, rename files and so forth. But if you hold the CTRL key while you right-click a file, you'll see an entirely different dropdown menu.

CTRL Rightclick dropdown

The CTRL right-click menu allows you to alter the file view (so you can see small or large icons, details, and so on), rearrange the icons, or create a new folder or file.

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MOVING FILES

Q. How can I move files from the MY DOCUMENTS folder to a new folder I created called MY SPECIAL DOCUMENTS folder?

1. Rightclick START...click Explore. (If using Win 7 click Windows Explorer)
2. Doubleclick MY DOCUMENTS to show all it's files on the right side of the screen. Locate the particular document you wish to move to your MY SPECIAL DOCUMENTS folder.
3. Rightclick the file and select COPY from the drop down menu.
4. On the left column, scroll down to the MY SPECIAL DOCUMENTS folder and rightclick it. Select PASTE from the drop down menu.

The file will be copied there. Doubleclick the MY SPECIAL DOCUMENTS folder to be sure the file is there, then go back to the MY DOCUMENTS folder, rightclick the file and select DELETE.

You can actually hold down the shift key and select a number of consecutive files, or hold down the ctrl key to select a number of non-consecutive files, then rightclick in the blue area and select COPY. Now, rightclick the MY SPECIAL DOCUMENTS folder and select Paste. All the files will be pasted at one time.

You can also click on one file in the MY DOCUMENTS folder, hold down the mouse button and drag it over to the MY SPECIAL DOCUMENTS folder but I don't recommend that new users do the dragging as you can lose a file in any folder you pass if you let go the mouse button while dragging across.

As you've heard me say often: There's more than one way to skin a cat or move a file.

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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.
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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.**
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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

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