

## The Villages "Tech Know How" EXPO

We are going to be at this expo on Saturday 10/20/12 and if you are free, we probably could use some help. If you would like to work for an hour or so, email me with time you will be able to work. Hours are from 9 am - 3pm. This expo is to acquaint Villagers with the tech clubs in the Villages. We will have an iPad display there.

Art Fenn  
430-0252

Please come and ask your friends and neighbors to attend:

**What: The Villages "Tech Know How" EXPO**

**Where: Colony Cottage Recreation Center**

**When: Saturday October 20th 9:00 AM - 3:00 PM**

Groups attending include:

The Computer Club, Computer Plus, iPad & Android, Apple Mac, Genealogy, Photography, Segway, Science, Amateur Radio, RC Model Boats and Cars, Gems and Minerals, Scuba, Scrapbooking, Astronomy, Home Brewers, AARP Tax Aide and The Villages Lifelong Learning College.

There will be opportunities to learn about these groups, what they do, when and where they meet along with demonstrations and questions and answers. One feature of the EXPO will be an early view and demonstration of Microsoft's Windows 8.

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## HEADS UP!!

If you get an email about "**Romney Almost Being President**", **do not open it.** If you open it, it will install a virus that allows hackers to come in and take your information from your computer, including passwords and financial information.

Please view the link from Snopes below:

<http://www.snopes.com/computer/virus/romneyalmost.asp> dated 10/13/12

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## Labels Created in OpenOffice Draw

**OpenOffice Draw** is a free program provided by Sun Microsystems Inc. OpenOffice Draw is a drawing software that allows users to create posters, banners, labels and more. [Creating labels](#) in OpenOffice Draw is a fairly simple task. With a little patience and some information you will be creating useful labels in minutes.

Read more: [How to Create Labels in OpenOffice Draw | eHow.com](http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ)

[http://www.ehow.com/how\\_2078620\\_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ](http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ)

[Click here: How to Create Labels in OpenOffice Draw | eHow.com](http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ)

1. Open the Draw program from the Start menu.
2. Create the label size or download a template off [the Internet](#). Worldlabel.com has OpenOffice templates for all manufactured label sizes that are free to download. To create your own label, make a box in the main window and then click "Position and Size." Choose the size and position on the paper where the label is.
3. Right-click on the label. A window opens that lets you design the label. Pick a background and a font for the labels.
4. Click "F2" on your keyboard. A window opens that allows you to add text into label. Change the alignment, size, font and color of the text. If you click inside the label, the window disappears. Click "F2" to open the window again. Click "OK" when you are finished.
5. Copy and paste the labels into their position on the page to make duplicates.
6. Click "Save" in the File menu to save your labels. Click "Print" in the File menu. Select your printer and preferences for the printer before pressing "Print."

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### **Disable Laptop Synaptic Touchpad**

1. Click Start...click Control Panel
2. Click MOUSE.
3. Click the pointer Options. You should see your Synaptic mouse listed.
4. Click Disable.

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## **Laptop Numeric Keypad**

**In order to make a full sized keyboard for a laptop, the numeric keypad is laid on top of the “regular” alpha keypad making it an alpha/numeric keyboard.**

**To access the numbers and symbols seen on some of your keyboard letters, just hold down the FN key that is on the bottom left of most laptop keyboards and press the NUM Lk or Keypad Lk key, or on some laptops, it’s the Scroll key + the FN key to switch from alpha keypad to numeric keypad.**

**When in the numeric keypad mode, you will be unable to type the letters/symbols of your normal alpha keyboard unless you hold down the FN key.**

**Pressing the FN + Scroll, Num Lk or Keypad LK again will turn off the numeric keypad and you’re back to having all keys available to you on your alpha keyboard.**

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## **Laptop Using External Monitor**

Q. Any thoughts on whether a laptop screen can be closed so that another larger screen can be attached to the laptop? >>

A. Yes, you may use an external monitor, but if using Vista or Win 7 check the Power Options to select if you wish the computer to Do Nothing, Sleep, hibernate or shut down

1. Rightclick on desktop and if using XP select Properties, if using win 7 select Screen Resolution.
2. Follow instructions given to select the correct monitor shape you'll be using as external.
4. Use F8 key to select to switch from 1, 2 or both.
5. Click Start and type Power Options into search box.
6. Select ‘Change What Closing the laptop lid will do.’

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## **Monitors Multiple in Win 7**

**When you plug a monitor into a laptop Win 7 automatically detects the monitor. However, you must enable additional display and specify how you want to use it.**

1. **Connect the additional monitor to your laptop's VGA, DVI or HDMI port.**

- 2. Turn on the monitor.**
- 3. From the screen Resolution menu, click DETECT.**
- 4. Select the newly detected display.**
- 5. Select EXTEND THESE DISPLAYS. The desktop will then appear on the second monitor as well as on the primary monitor screen.**
- 6. Click APPLY and OK.**

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### **My Monitor Screen is Sideways**

[Click here: My screen is sideways | HelpLine | Chron.com - Houston Chronicle](#)

**Q.** I attempted to press CTRL + ALT + DELETE to bring up the task menu but must have inadvertently pressed a different key combination. Now the display on the screen is horizontal (from left to right) rather than vertical (top to bottom).

**A.** Some video cards support the rotation of the image on your computer screen. You'd use this if you a monitor that can also rotate. Web designers and artists use this, as an example, to check long pages.

It would appear that you managed to press CTRL + ALT + Left Arrow.

To correct this problem simply click CTRL + ALT + Up Arrow.

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### **AOL Organize to AOL Organize**

Replace the Organize folder in the newly installed AOL with the Organize folder from the OLD AOL program.

Go onto the Desktop:

1. Rightclick Start....all programs.
2. Click AOL...System Information.
3. Click AOL Software....Open Data Folder
4. You will see on the screen that opens the Version of AOL that you have been using there. Click the + beside it, unless it already has the (-) beside it.
5. Scroll down to the Organize folder. Rightclick and select COPY.
6. Close all the screens back to your desktop.

Now rightclick on the desktop and select PASTE. A copy of the Organize folder will be pasted to your desktop.

7. Now, plug a Flash drive into a USB port on the desktop, and drag the Organize folder into the Flash drive. Doubleclick the flash drive to confirm that the Organize folder is there.

8. Next, Turn on the laptop. Plug the flash drive into a USB port on the laptop.

9. Rightclick Start...click Explore. Scroll down and doubleclick the Flash Drive so it shows the Organize folder on the right side of the screen. Rightclick the Organize folder and select Copy.

10. Now, Click the + beside the Local C: drive at the top of the left column, and scroll down to Documents and Settings....all users...application data...AOL clicking the + beside each to expand.

11. Scroll down to the AOL version you have installed on your laptop and doubleclick it. Do you see the Organize folder there? IF not, you're in the wrong version of AOL, look for another.

12. Right Click that **AOL 9.1 or AOL 9.5** whichever you installed and select Paste. You will get a popup message stating that there is already an Organize folder, do you wish to replace it with this Organize folder. Select YES and the Organize folder from the desktop will replace the one in the new install of AOL. All your PFC, including address book, favorites and all folders and emails will be there.

**NOTE: Do not make the mistake of clicking the Organize folder and selecting Paste....that will make your old Organize a subfolder of the new Organize and that won't work.**

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**Click Help...click the AOL HELP box, select HELP A to Z**

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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@yahoo.com](mailto:TheVCC-subscribe@yahoo.com)



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