

THE VILLAGES COMPUTER CLUB

VCC meeting on Friday Oct 5th , La Hacienda at 1:00PM

This week's program will feature a presentation by Fred Benson on Using Skype

Calling friends and family anywhere in the world. Treat them to some special Skype visual effects.

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>

SKYPE Setup

PC running Windows 7

How to...

- [Find the audio settings.](#)
- [Change playback options.](#)
- [Change recording options.](#)
- [Check Skype's configuration to use a Windows default device.](#)

How to find the audio settings

1. Click on the **Start** button and navigate to the **Control Panel** tab.

Control Panel Window will appear

2. In the Control Panel window find the **Hardware and Sound** section. Click on it.

3. And then click the **Sound** section.

Note: If your Control Panel is in Classic view, double click the Sound section directly.

How to change playback options

Once you've found your audio settings, the Sound window opens with **Playback** tab selected.

Click on the sound device Skype uses.

1. It should have a tick beside it. If it doesn't, set it as your default by clicking the Set Default button.
2. Click on the Properties button. This opens the Speaker properties window. Check the Device usage dropdown and select "Use this device (enable)".
3. Now click the Levels tab on the Speaker properties window.
4. Check the Speakers volume is high enough and make sure it is not muted.
5. Make sure that **Microphone** volume is muted.
6. Click **Apply** and OK to close.

How to change recording options

Choose the **Recording** tab on the **Sound** panel.

Click on the recording device that Skype uses.

7. It should have a tick beside it. If it doesn't, set it as your default by clicking the Set Default button.
8. Click on the Properties button. This opens the **Mic properties** window. Check the Device usage dropdown and select "Use this device (enable)".
9. Now click the **Levels** tab on the **Speaker properties** window. Slide the Microphone Boost to 0 to disable it.
10. Check Mic volume is set to maximum.
11. Click **Apply** and **OK** to close.

Now make a test call in Skype to check your microphone.

If you are still having problems with the microphone:

Click on **Start > All Programs > Accessories > Sound Recorder**.

The Sound Recorder panel will appear.

Try to record your speech through your microphone. Now play it back.

If you **can't hear** what you recorded, go to the **Sound** section of the **Control Panel** and play with the microphone settings until the recording test works for you.

If you **can hear** your recording, make sure that Skype uses the Windows default audio device (follow the steps below).

How to check Skype's configuration

Start **Skype**

Click on **Tools > Options** in the main menu.

The **Skype Options** panel will appear.

Find the **Audio Settings** tab, click on it.

In the **Microphone** and **Speakers** dropdown menus, select the devices that you chose in the Control Panel.

Click **Save**.

Test your sound in Skype

If you are still having problems with your audio or microphone, go back to the **Sounds and Audio** section of the **Control Panel**:

In **system tray** users should select the volume icon:

- **Mute all** has to be unchecked.
- **Wave Mute** has to be unchecked.
- **Microphone Mute** has to be unchecked.
- Other channels (CD Player, Video, 3D Depth, etc) are not necessary.

Now test your sound again.

Shortcut added to the taskbar

To add an icon example: MSWORKS) to the XP taskbar, you must first UNLOCK the taskbar. Rightclick on the middle of the taskbar and select LOCK THE TASKBAR to remove the check.(Win 98 doesn't have the lock)

Click Start...All Programs...then rightclick MSWORKS and select SEND TO:.....DESKTOP(CREATE SHORTCUT)from the drop down menu.

Now, click once on this MSWORKS icon on the desktop and drag it down to a blank area in the middle of your taskbar and let go the mouse button. When the icon is there, you can delete the one on the desktop by rightclicking it and selecting DELETE.

If using XP, rightclick on a blank area of the middle of the taskbar again and this time select LOCK TASKBAR to lock it.

Win 7 shortcut added to the taskbar

Rightclick the program and select PIN TO TASKBAR or PIN TO START MENU.

Folder Icons or Details XP

For a demo, rightclick START and click Explore.

If you prefer to see pictures (icons) that represent the subfolders stored in a folder, then you would want to click VIEW and select ICONS.

But, if you prefer to know more about each folder, then click VIEW and select DETAILS. You will usually see a little block that has what appears to be tiny icons on it sitting on the menu bar. Click that little block and you'll get the same choices as when clicking VIEW. There are also other choices such as thumbnails, that's icons with a frame. Also, List which is just a list of folder content with no other info.

Note: Win 7 The tiny VIEW icon is at the right end of the menu bar. Click it and then click the down arrow to select your preference.

Libraries, Folders and Files in Win 7

You can access your files and folders and organize them in different ways.

The Documents Library - Here organize your wordprocessing documents, spreadsheets, presentations and other text related files. By default text related documents that are moved, copied or stored are stored in the My Documents Folder.

The Pictures Library - Here organize your pictures whether from you camera, scanner or email. By default files that you move, copy or save to the Pictures Library is stored in the My Pictures Folder.

Music Library - Organize and arrange your digital music such as those downloaded from the internet, copied from a CD or sent to you attached to an email. By default files that you move, copy or save to the Music Library are stored in the My Music Folder.

Videos Library - Organize and arrange video clips from your camera, your camcorder or that you downloaded from the internet. By default, files that you move, copy or save to the Videos Library are stored in the My Video Library.

Create a new Library in Win 7

- 1. Click the START button, click user name, and click libraries in the left pane.**
- 2. In Libraries, on the toolbar, click New library.**
- 3. Type a name for the new library and press Enter.**

Remove a folder from a library in Win 7

- 1. On the taskbar, click Windows Explorer button.**
- 2. In the left pane (navigation pane) click the library that you want to remove folders from.**
- 3. In the library pane (above the file list), next to Includes, click Locations.**
- 4. In the box that appears, click the folder you want to remove, click Remove and click OK.**

Viewing and arranging files and folders in Win 7

Just as in previous version of Windows OS, you can use small or large icons, list only names or list details of each file.

Each time you click the left side of the VIEW button on the menu bar it cycles through 5 different views, a) Large icons b) List c) Details and d) Content. IF you click the arrow on the right side of the VIEW button you'll have more options.

Finding files in Win 7

At the top of every window is a Search box. Use this box to locate any file. Just open the box and start typing info about the file.

Copying and moving files and folders in Win 7

- 1. Open the folder where the file or folder that you wish to move is located.**
- 2. Open the folder where you wish to place the file in a second window .**
- 3. Place these windows on the desktop so they are side by side.**

4. Now drag the file or folder from the first folder over to the folder in the second window.

Deleting Files in Win 7

Open the Library or folder in which the file resides.

Select the file and press Delete on the keyboard. The file will be sent to the recycle bin.

Opening Files in Win 7

To open most files, simply doubleclick that file. However, if this is a picture file and you wish to edit that picture, rightclick the file and select Open With to open it in a photo program. Otherwise the picture will open but you won't be able to change it.

It is amazing how much helpful info one can glean from the computer's access to email and websites. Use your computer to get information.

For instance, here is a great bit of info on controlling fleas on your animals...or in your house if it's been infected. Below that are two more informative articles. You may agree or disagree with all 3 but at least you have the info. You don't have to just rely on the newspapers and TV.

An email from Bob

"To all,

Please excuse me if I come across as a know-it-all on fleas, because I don't. However, having studied veterinary entomology and entomology in general I disagree with the statement that we should apply shampoo before water. We really have to go by the directions on the bottle. It is the manufacturers business to know which way to apply their product. But that isn't the only reason I disagree.

If nothing else, maybe my response will help everyone to understand why we have such a problem with fleas. First, from what I know about fleas, we should understand that fleas don't emit a substance impervious to water or insecticides no matter when water is applied during the animals bath. I believe this misconception comes from someone's confusion about the fact that there is a stage in the fleas life cycle when the flea is impervious to both chemicals and water (either order). Fleas, like most insects go through a life cycle, which many of you may remember from biology class as: egg, larva, pupa, and adult. Different shampoos and flea medications attack different stages in the flea's developmental cycle, but neither water nor chemical insecticides attack the PUPAL stage. The pupal stage is like the cocoon of a butterfly, and the cocoon is the only stage that cannot be penetrated by water or insecticides no matter what order in which they are applied. So, if the flea makes it to the pupal stage it WINS unless you have some chemical like "Advantage or Frontline" that remains viable on the animal long enough for conditions to be right for the adult to emerge from the cocoon. This is why shampoos, flea killers, and flea preventatives attack the flea cycle before and after the pupal stage with "insect growth regulators" (IGR's) and insecticides. Sometimes the adult flea doesn't emerge from the cocoon for months. For example, a pupa can lie dormant on the ground for months if undisturbed or if the temperature and humidity isn't right. Consequently, its not surprising fleas are so difficult to get rid of." Bob

DR. OZ on eating fruit

We all think eating fruit means just buying fruit, cutting it up and popping it into our mouths. It's not that easy. It's important to know how and when to eat fruit.

What's the correct way to eat fruit?

IT MEANS NOT EATING FRUIT AFTER A MEAL! FRUIT SHOULD BE EATEN ON AN EMPTY STOMACH.

Eating fruit like that plays a major role in detoxifying your system, supplying you with a great deal of energy for weight loss and other life activities.

FRUIT IS THE MOST IMPORTANT FOOD.

Let's say you eat two slices of bread, then a slice of fruit. The slice of fruit is ready to go straight through the stomach into the intestines, but it's prevented from doing so.

In the meantime, the whole meal rots and ferments, and turns to acid. The minute the fruit comes into contact with the food in the stomach, and digestive juices, the entire mass of food begins to spoil.

Eat your fruit on an empty stomach, or before your meal! You've heard people complain: Every time I eat watermelon I burp, when I eat durian my stomach bloats, when I eat a banana I feel like running to the toilet, etc. This will not happen if you eat the fruit on an empty stomach. Fruit mixes with the putrefying other food and produces gas. Hence, you bloat!

There's no such thing as some fruits, like orange and lemon are acidic, because all fruit becomes alkaline in our body, according to Dr. Herbert Shelton who did research on this matter. If you have mastered the correct way of eating fruit, you have the Secret of Beauty, Longevity, Health, Energy, Happiness and normal weight.

When you need to drink fruit juice drink only fresh fruit juice, NOT the concentrated juice from the cans. Don't drink juice that has been heated. Don't eat cooked fruit; you don't get the nutrients at all. You get only the taste. Cooking destroys all of the vitamins.

Eating a whole fruit is better than drinking the juice. If you should drink the juice, drink it mouthful by mouthful slowly, because you must let it mix with your saliva before swallowing it. You can go on a 3-day fruit-fast to cleanse your body. Eat fruit and drink fruit juice for just 3 days, and you will be surprised when your friends say how radiant you look!

KIWI: Tiny but mighty, and a good source of potassium, magnesium, vitamin E and fiber. Its vitamin C content is twice that of an orange!

AN APPLE a day keeps the doctor away? Although an apple has a low vitamin C content, it has antioxidants and flavonoids which enhances the activity of vitamin C, thereby helping to lower the risk of colon cancer, heart attack and stroke.

STRAWBERRY:Protective Fruit. Strawberries have the highest total antioxidant power among major fruits and protect the body from cancer-causing, blood vessel-clogging free radicals.

EATING 2 - 4 ORANGESa day may help keep colds away, lower cholesterol, prevent and dissolve kidney stones, and reduce the risk of colon cancer.

WATERMELON:Coolest thirst quencher. Composed of 92% water, it is also packed with a giant dose of glutathione, which helps boost our immune system. Also a key source of lycopene, the cancer-fighting oxidant. Also found in watermelon: Vitamin C and Potassium.

GUAVA & PAPAYA:Top awards for vitamin C. They are the clear winners for their high vitamin C content. Guava is also rich in fiber, which helps prevent constipation. Papaya is rich in carotene, good for your eyes.
