

**The Villages Computer Club will meet at 1 p.m. Friday December 7th at La Hacienda Recreation Center.**

**The program will feature a presentation by Bob Walton on Windows 8 features. I know you will find this to be an interesting and helpfull subject.**

**Following the presentation will be refreshments,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 [thevillagescomputerclub.com](http://thevillagescomputerclub.com) and bring it to the meeting.**

**Guests are always welcome, please bring you village ID card.. For information or to sign up to be on the VCC email list, visit the website or email Paul Rabenold at [TVCC.Pres@gmail.com](mailto:TVCC.Pres@gmail.com).**

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**AUTOSAVE IN MSWORD 2007**

- 1. Click to bring up a new document form.**
- 2. Click Word Options, click SAVE**
- 3. Check AutoRecovery and enter how often you wish this to be done, 5-10 min usually. Click SAVE.**

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## **Music to Player Devices**

**Q. How to take music from a CD to my computer so I can then put it into my device player (Sansa Player).**

**A.**

- 1. Open Microsoft's Windows Media Player and click the Rip tab.**
- 2. Click Format and select MP3. It will be easier to add to your Sansa Player.**
- 3. Select More Options and click the Rip Music tab.**
- 4. Click Change and locate the Music folder on your computer.**
- 5. Create a new subfolder and name it the CD Name. Now you should see in the blank the path to that folder. E.g. C:\My Documents\My Music\Tenderly**

6. Click Sync on the WMP menu bar and plug your player into USB port so Windows Media Player can recognize it.
7. Select and drag the music over to the Playlist column on the right side of the screen.
8. Click 'Start Sync' to move the selected music to your player.

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### **CutePDF Writer to create PDF document:**

**DO NOT look for any application to run. Just print your document using CutePDF Writer (the printer) to get PDF output.**

1. Open your original document and select **Print** command in File menu of your application to bring up **Print** dialog box. (CutePDF will be listed with the Printers when installed)
  2. Then select CutePDF Writer as the Printer to print (**DO NOT select "Print to file"** option).
  3. You will get a Save As dialog box prompted for saving created PDF file. Select a folder to Save in and enter a File name, then click on **Save**.
  4. Go to that folder to find your PDF file.
- \* CutePDF Writer supports Microsoft Windows 98/ME/2000/XP/2003/Vista (x32/x64).
  - \* CutePDF Writer requires PS2PDF converter. You may get a free converter [here](#).

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### **PDF Reader Foxit**

**The Adobe PDF program that is installed at the factory for nearly all PCs is a 50mb program. Foxit is a 5mb program that does the same thing, allows you to view .pdf files.**

**For more information see the PDF presentation on the Villages Computer Club website, [Click here: Welcome To The Villages Computer Club](#). Click Presentations and then click PDF Presentation to view it, or you may download it to your computer.**

**Foxit can be downloaded Free at [Click here: Foxit Software - Foxit Reader 3.0 for Windows](#). The Foxit in the left column is the free program.**

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**Convert ordinary files created on most word processors to .pdf files using CutePDF. This neat little program is also free and can be downloaded at [Click here: CutePDF - Create PDF for free, Free PDF Utilities, Edit PDF easily;](#)**

**CutePDF is installed as a 'printer' so you will find it in the Printers area.**

**To use it to convert a file to the .pdf format:**

- 1. Open the file up on your screen.**
- 2. Click File...print.**
- 3. When the printer screen opens, click the down arrow in the printer Name box and select CutePDF that will be listed there as an alternate printer.**
- 4. Now, you may save the .pdf file, print it or send it via email.**

**Note: the best thing about sending files to others in the .pdf format is that when it is opened on their computer, it will look exactly as it did on your computer. Whereas, documents created in word processors and sent in the format of that word processor may not look the same when opened in another computer.**

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## **The AOL Toolbar Carousel**

To access your Toolbar Carousel Settings, click the CHECK MARK on the lower right of the Toolbar Carousel. This will give you quick access to the controls for the Carousel section of the Toolbar. From there, you can add, edit, move, and remove AOL Toolbar icons.

### **To add a Toolbar icon:**

1. On the Toolbar Carousel Settings window, click ADD.
2. Click the EXTRAS or DEFAULTS tab.
3. Check the items you want to add, then click ADD.

### **To add a custom icon on the Toolbar Carousel:**

1. While on AOL, navigate to the favorite area or site you want to add.
2. Click the Heart icon on the upper-right of the window, then click ADD TO TOOLBAR.
3. In the Select Icon window, select a Toolbar icon you want to use.
4. In the Enter Label box, type the name for the Toolbar icon (maximum of 8 letters), then click SAVE.

### **To edit a Toolbar icon:**

1. On the Toolbar Carousel Settings window, click EDIT.
2. Select the new icon you want to use, type the new name in the Enter Label box, then click SAVE.

### **To move a Toolbar icon:**

1. On the Toolbar Carousel Settings window, click the icon you want to move, then click MOVE ICON LEFT or MOVE ICON RIGHT.
2. Click SAVE.

### **To remove a custom icon:**

1. On the Toolbar Carousel Settings window, click the icon you want to remove, then click REMOVE.
2. Click YES.

Note: The AOL webmail ([www.aol.com](http://www.aol.com)) does not have the carousel. However, even FREE AOL users may install the AOL Client program and get all the features.

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## PHONE KEYPAD LETTERS & NUMERS

- 1 -
- 2 - ABC
- 3 - DEF
- 4 - GHI
- 5 - JKL
- 6 - MNO
- 7 - PQRS
- 8 - TUV
- 9 - WXYZ
- 0 -

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**A successful businessman was growing old and knew it was time to choose a successor to take over the business.**

**Instead of choosing one of his Directors or his children, he decided to do something different. He called all the young executives in his company together.**

**He said, "It is time for me to step down and choose the next CEO . I have decided to choose one of you. "The young executives were Shocked, but the boss continued. "I am going to give each one of you a SEED today - one very special SEED. I want you to plant the seed, water it, and come back here one year from today with what you have grown from the seed I have given you. I will then judge the plants that you bring, and the one**

**I choose will be the next CEO ."**

**One man, named Jim, was there that day and he, like the others, received a seed. He went home and excitedly, told his wife the story. She helped him get a pot, soil and compost and he planted the seed.**

**Everyday, he would water it and watch to see if it had grown. After about three weeks, some of the other executives began to talk about their seeds and the plants that were beginning to grow.**

**Jim kept checking his seed, but nothing ever grew**

**Three weeks, four weeks, five weeks went by, still nothing.**

**By now, others were talking about their plants, but Jim didn't have a plant and he felt like a failure.**

**Six months went by -- still nothing in Jim's pot. He just knew he had killed his seed. Everyone else had trees and tall plants, but he had nothing**

**Jim didn't say anything to his colleagues, however, he just kept watering and fertilizing the soil - He so wanted the seed to grow.**

**A year finally went by and all the young executives of the company brought their plants to the CEO for inspection.**

**Jim told his wife that he wasn't going to take an empty pot.**

**But she asked him to be honest about what happened.**

**Jim felt sick to his stomach, it was going to be the most embarrassing moment of his life, but he knew his wife was right. He took his empty pot to the board room.**

**When Jim arrived, he was amazed at the variety of plants grown by the other executives. They were beautiful - in all shapes and sizes. Jim put his empty pot on the floor and many of his colleagues laughed, a few felt sorry for him!**

**When the CEO arrived, he surveyed the room and greeted his young executives.**

**Jim just tried to hide in the back. "My, what great plants, trees and flowers you have grown," said the CEO . "Today one of you will be appointed the next CEO !"**

**All of a sudden, the CEO spotted Jim at the back of the room with his empty pot. He ordered the Financial Director to bring him to the front. Jim was terrified.. He thought, "The CEO knows I'm a failure! Maybe he will have me fired!"**

**When Jim got to the front, the CEO asked him what had happened to his seed, Jim told him the story.**

**The CEO asked everyone to sit down except Jim. He looked at Jim, and then announced to the young executives, "Behold your next Chief Executive Officer!**

**His name is "Jim!" Jim couldn't believe it. Jim couldn't**

even grow his seed.

"How could he be the new CEO ?" the others said.

Then the CEO said, "One year ago today, I gave everyone in this room a seed. I told you to take the seed, plant it, water it, and bring it back to me today. But I gave you all boiled seeds; they were dead - it was not possible for them to grow.

All of you, except Jim, have brought me trees and plants and flowers. When you found that the seed would not grow, you substituted another seed for the one I gave you. Jim was the only one with the courage and honesty to bring me a pot with my seed in it. Therefore, he is the one who will be the new Chief Executive Officer!"

- \* If you plant honesty, you will reap trust
- \* If you plant goodness, you will reap friends
- \* If you plant humility, you will reap greatness
- \* If you plant perseverance, you will reap contentment
- \* If you plant consideration, you will reap perspective
- \* If you plant hard work, you will reap success
- \* If you plant forgiveness, you will reap reconciliation

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This is too good not to share.

<http://blip.tv/davidhorowitztv/bill-whittle-6444929>

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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)**