

The Villages Computer Club will meet at 1 p.m. Friday March 23rd at Lake Miona Recreation Center.

There will be a presentation by *Richard Woods - Looking for the best Anti-Virus Program.*

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 problem report form found at thevillagescomputerclub.com and bring it to the meeting.

You will also find the presentation schedule for 2012 on the web site. Please take a look.

If you have any questions, email Paul Rabenold at TVCC.Pres@gmail.com.

Troubleshooters in Win 7

- 1. Click Start...Control Panel.**
- 2. Click Help...View Help**
- 3. Type into the Search box Win 7 Troubleshooters**
- 4. Click the Search icon**

You may wish to print these shortcuts and post them near your Win 7 computer

Windows 7 Keyboard Shortcuts

Win7's Windows-key combinations speed up opening system tools, navigating between files and apps, and performing other common tasks. (Note that many of these shortcuts work in XP and Vista as well.)

§ Win+Pause: Displays the System Control Panel applet.

§ Win+D: Shows the desktop.

§ Win+Spacebar: Shows the desktop without minimizing open windows (Aero Peek).

- § **Win+E:** Opens Windows Explorer with Computer selected.
- § **Win+F:** Opens a Search window for finding files or folders.
- § **Win+Ctrl+F:** Opens a Search window for finding computers on a network.
- § **Win+G:** Cycles through Gadgets (if any are installed).
- § **Win+L:** Locks your computer or switches users.
- § **Win+M:** Minimizes all windows.
- § **Win+Shift+M:** Restores minimized windows.
- § **Win+P:** Chooses a presentation display mode.
- § **Win+R:** Opens the Run dialog box.
- § **Win+T:** Cycles through and previews programs on the taskbar.
- § **Win+U:** Opens the Ease of Access Center (Utility Manager in XP).
- § **Win+X:** Opens the Windows Mobility Center (which isn't installed by default on desktop PCs).
- § **Win+(numbers 1 to 5):** Starts the program pinned to the taskbar in the position indicated by the number. If the program is already running, it switches to that program.
- § **Win+Shift+(numbers 1 to 5):** Starts a new instance of the program pinned to the taskbar in the position indicated by the number.
- § **Win+Ctrl+(numbers 1 to 5):** Switches to the last active window of the program pinned to the taskbar in the position indicated by the number.
- § **Win+Alt+(numbers 1 to 5):** Opens the Jump List of recently accessed items for the program pinned to the taskbar in the position indicated by the number.
- § **Win+Tab:** Cycles through open programs by using Aero Flip 3-D. (You must have Aero working; Win7 Home Basic and Starter don't use Aero.)
- § **Win+Ctrl+Tab and then Left or Right Arrow:** Opens Aero Flip 3-D to cycle through open programs.
- § **Win+Ctrl+B:** Switches to the program that displayed a message in the notification area.

§ **Ctrl+click:** Pressing Ctrl while clicking a taskbar icon will scroll through multiple windows of that icon's application.

§ **Win+Up Arrow:** Maximizes the window.

§ **Win+Left Arrow:** Docks the active window to the left half of the screen.

§ **Win+Right Arrow:** Docks the active window to the right half of the screen.

§ **Win+Down Arrow:** Minimizes the window.

§ **Win+Shift+Up Arrow:** Stretches the window to the top and bottom of the screen.

§ **Win+Shift+Left or Right Arrow:** Moves the window from one monitor to another.

§ **Win+Home:** Minimizes all but the active window.

Desktop Show

A little trick you may enjoy in Win 7 using is the button to show you the DESKTOP, no matter where you are or what you're doing...note the little vertical button to the right of the time at the bottom right end of the taskbar. Click that little almost invisible box and it'll bring up the Desktop. Cute! isn't it!

Control Panel Access in Win 7

Three ways to access Control Panel in Win 7.

- 1. Click Start...Control Panel and browse list.**
- 2. Type keywords into the Search box at top of Control Panel.**
- 3. Click Start and type keywords into the Search box.**

Good book for Win 7 Users - EASY - Microsoft Windows 7 by Mark Edward Soper.

I purchased mine at Amazon.com in the cheap books category. Got a New book still in shrink wrap for less than \$5. jmax

**

Add Windows Components in Windows XP

You must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. If your computer is connected to a network, network policy settings might also prevent you from completing this procedure.

- 1. Click START...Control Panel....Add/Remove Programs.**
- 2. Click the Add/Remove Windows Components button on the left side of the list to bring up the Windows Components Wizard.**
- 3. Place a check in the box of the component you wish to add. Follow instructions given. Note: If a check is already in that box, it indicates that component is already installed. If it is installed but not configured, click Configure.**

Note: You may be asked for your Microsoft Office CD or the Microsoft Windows XP install CD.

To Add or Remove Windows Components:

(Have your XP install CD ready in case it asks for it)

EXAMPLE: To add Accessibility Options

- 1. Click START...Settings...Control Panel....Add/Remove Programs.**
- 2. Click the Add Windows Components button on the left side of the screen.**
- 3. The Windows Setup box will open (XP). On Win 98 click the Windows Setup tab to open the setup box.**
- 4. Click the check box for Accessibility Options. Click Details for other options that can be added. Place a check in any of the boxes listed.**
- 5. Click OK, and then follow the instructions on your screen.**

When installation is complete, you will be prompted to restart the computer so that the changes can take effect.

Notes:

The Details button is used to display the list of components included in a group of components. A check in a box with a white background indicates all the options have already been selected. A check in a box with a grey background indicates that only some of the options have been selected to be installed. For instance, if there is no Magnifier on your computer, there will be a check in the Accessibility box and the background will be grey. Click details and place a check in the Magnifier box. The Magnifier will be installed and then will be found listed on your START PROGRAMS list under Accessories\Accessibilities.

Driver location in XP

drivers are in i386 file already on the HD.

If not and your computer came with a setup set of disks (or you created one when you did the original setup of XP) there should be a disk with hardware drivers.

How to log on to Windows XP if you forget your password or your password expires

This article describes how to log on to Windows XP if you forget your password or your password expires and you cannot create a new one.

Note If you have not created a password reset disk, and you have also forgotten the password for all user accounts, you cannot log on to your existing Windows installation for security reasons. This information applies to starting Windows XP typically, to safe mode, and to Recovery Console. In this case, you must perform a "clean" installation of Windows XP, re-create all user accounts, and then reinstall all your programs.

Method 1: Use a password reset disk

If you created a password reset disk for Windows XP, reset your password by using the password reset disk.

For additional information about how to use a password reset disk, click the following article numbers to view the articles in the Microsoft Knowledge Base:

[305478](http://support.microsoft.com/kb/305478/) (http://support.microsoft.com/kb/305478/) How to create and use a password reset disk for a computer that is not a domain member in Windows XP

[306214](http://support.microsoft.com/kb/306214/) (http://support.microsoft.com/kb/306214/) How to create and use a password reset disk for a computer in a domain in Windows XP

Method 2: Log on as an administrator to reset the password

If you cannot log on to Windows by using a particular user account (including the Administrator or Computer Administrator accounts), but you can log on to another account that has administrative credentials (including the Administrator or Computer Administrator accounts), follow these steps:

- 1. Log on to Windows by using the administrator account that has a password that you remember.**

Note You cannot log on as usual by using the Administrator or Computer Administrator account to a Windows XP Home Edition-based computer or to a Windows XP Professional-based computer in a workgroup. To log on as the Administrator or Computer Administrator, you must start Windows XP in safe mode. For additional information, see the "[Windows XP Home Edition or Windows XP Professional in a workgroup](#)" section.

- 2. Click Start, and then click Run.**
- 3. In the Open box, type the following command, and then click OK: control userpasswords2**
- 4. Click the user account that you forgot the password for, and then click Reset Password.**
- 5. Type a new password in both the New password and the Confirm new password boxes, and then click OK.**

Warning If you reset the password for a user account in this manner in Windows XP Professional, the following kinds of information for that user will be no longer available:

- Email messages that are encrypted with the user's public key.
- Internet passwords that are saved on or remembered by the computer
- Any files that the user has encrypted

You should now be able to log on to Windows with the user account and the new password. The following sections provide step-by-step instructions to reset the password for a typical user account in Safe Mode by using the Administrator (or Computer Administrator account).

Windows XP Home Edition or Windows XP Professional in a workgroup

To log on as Administrator and reset the password, follow these steps:

1. Restart the computer. After the Power On Self Test (POST), press the F8 key.
2. On the Windows Advanced Options menu, use the ARROW keys to select Safe Mode, and then press ENTER
3. When you are prompted to select the operating system to start, select Microsoft Windows XP *edition* (where *edition* is the edition of Windows XP that is installed), and then press ENTER.
4. On the To begin, click your user name screen, click Administrator.
5. Type the administrator password, and then press ENTER.

Note In some cases, the Administrator password may be set to a blank password. In this case, do not type a password before you press ENTER.

6. Click Yes to acknowledge that Windows is running in safe mode.
7. Click Start, and then click Control Panel (or point to Settings, and then click Control Panel).
8. Click User Accounts.

9. Click the user account whose password you want to change.
10. Click Change the Password if you want to keep a password, or click Remove password if you do not want to use a password. If you remove the password, go to step 11.
11. Type the new password for the user, and then click Change Password
12. Quit the User Accounts tool, and then restart the computer

Windows XP Professional in a domain

To log on as Administrator to reset the password, follow these steps:

1. In the Welcome to Windows dialog box, press CTRL+ALT+DELETE.
2. Type the logon information for the Administrator account, including the password, and then click OK.

Note The Administrator password may be set to a blank password. In this case, do not type a password before you click OK.

3. Click Start, click Run, type compmgmt.msc, and then click OK.
4. In the Computer Management (Local) box, expand Local Users and Groups.
5. Click the Users folder.
6. In the right pane of the Computer Management window, right-click the user account whose password you want to reset, and then click Set Password.
7. Click Proceed.
8. In the New password box, type the new password for the user account.
9. Type the same password in the Confirm password box, and then click OK
10. Click OK to acknowledge that the new password has been set.
11. Quit the Computer Management snap-in, and then restart the computer

Applies to XP Home Edition and XP Professional edition

Clear history trail on the AOL Desktop Software

The arrow at the right of the address bar on the AOL navigation bar displays a drop-down menu that lists the last 300 areas or webpages that you have visited. If this list (known as your history trail) becomes too long and confusing, you may clear the list.

You can manually clear out the history trail whenever you wish to do so, or let the AOL Desktop Software automatically clear it whenever you switch Usernames or sign out.

To clear the history trail on AOL Desktop:

1. Sign in to AOL Desktop.
2. Go to AOL Keyword: [Toolbar Settings](#). Click the Settings A-Z and scroll down to Toolbar Settings.

Note: This keyword can be accessed only within the AOL Desktop Software; however, the Keyword feature is not available in AOL Desktop v10.1.

3. Perform one or both of the following:
 - To clear the history trail immediately: Click **Clear History Trail Now**, and then click **Yes**.
 - To clear the history trail every time you sign off or switch Usernames: Check the **Clear History Trail and Auto-complete after each time I Sign Off or Switch Screen Names** box.
4. Click **Save**.

She began painting at 12 years of age

Awesome.

Click below. At the end of the paintings click, on the video that follows.

<http://www.shangralafamilyfun.com/prodigy.html>

Wow !! How amazing is this and how creative !

Some people are problem solvers its amazing!

We take something so simple as windows and sunlight for granted.

Click here: for simple cheap solution.

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