The Villages Computer Club - NO MEETING THIS FRIDAY, MARCH 9, 2012

****
****

Kindle Fire Software Update

We have a new, free over-the-air software update available for Kindle Fire. This update enhances fluidity and performance, improves support for manually set up e-mail providers in the Email app, and offers a new full screen mode for viewing web pages. The update will be automatically delivered to your Kindle Fire.

If you are not sure what software version you're running, tap the Quick Settings icon, tap "More," then tap "Device." If your System Version is "Current version: 6.2.2," you are running the latest software. If your System Version is "Current version: 6.0, 6.1, or 6.2.1" follow the instructions below to take advantage of all of the features available for Kindle Fire.

To update your Kindle Fire, ensure you are connected to a Wi-Fi network and that your battery is fully charged. Tap the Quick Settings icon in the upper right corner of your device, then tap "Sync." The software update will automatically download in the background and will be applied once download is complete and the device is asleep.

If you'd like to manually download and install the software update on your Kindle Fire, follow the instructions below. Please note that you'll need a USB cable (sold separately) to transfer the update to your Kindle Fire.

Download Version 6.2.2

Here's how to download the Kindle Fire software update version 6.2.2 and transfer it to your Kindle Fire via USB:

1. **Determine your software version:** Tap the Quick Settings icon, tap "More," then tap "Device." If your System Version is "Current version: 6.2.2" you are running the latest software. If you see a System Version other than "Current Version: 6.2.2," please proceed with the steps below to update your Kindle Fire to the latest software.

2. **Download your software:** Click on the link below to download the software update file directly to your computer:

[Download Software Update 6.2.2](#)

3. **Transfer software to your Kindle Fire:** Turn your Kindle Fire on and unlock the screen. Then connect it to your computer using a USB cable (sold separately). Drag and drop the new update file from your computer to the kindleupdates folder on your Kindle drive. (The drive is typically displayed as a "device" icon).

4. **Monitor file transfer and disconnect:** Check your file transfer progress to ensure the file transfer to your Kindle Fire is complete before disconnecting. After the file has transferred successfully, tap the "Disconnect" button on your Kindle Fire screen to safely disconnect your Kindle Fire from your computer. Disconnect the USB cable from your Kindle Fire and your computer.

5. **Start the software update:** Ensure your battery is fully charged. Tap the Quick Settings icon in the top right corner of your screen, then tap "More..." then Device. Select "Update Your Kindle." (This option will be grayed out if the most recent update has already been installed or if the file transfer was not successful.) Your Kindle Fire will restart twice during the update. After the first restart, you will see the Kindle Fire logo on the screen.

6. **Once the update is complete**: The Device screen will display "Current Version: 6.2.2" when the update is complete.

If you cannot successfully update your Kindle Fire software using the instructions above or encounter any difficulty with your software update, please contact Kindle Support by clicking the "Contact Us" button in the right hand column of this page.

****

Shortcuts for Computer Drives

Sometimes it may save time to be able to doubleclick a desktop shortcut to open a Drive on your computer.

Create a Drive Shortcut:

Doubleclick MY COMPUTER. On the screen that appears, you should see a C:\ drive, an E:\(CD-ROM) drive and F:\(DVD) drive. You may also see a D:\(Recovery) drive.

Rightclick the CD-ROM drive and from the drop down menu select Create a Shortcut. You will get a message that it can't create the shortcut here but will put it on the desktop. Say OK.
Now, rightclick the DVD drive and select create a shortcut. Again, you'll get the message stating that you can't create a shortcut but can put one on the desktop.

Say OK.
Go to the desktop and you'll see these new shortcuts. Doubleclick one of them and it should bring that one into view. Showing the list of it's folders,etc.
****

Explore and Control Panel Shortcuts Created

Explore Shortcut.
1. Click START…ALL PROGRAMS…ACCESSORIES...
2. Rightclick WINDOWS EXPLORER.
3. Select SEND TO: from the drop down menu.
4. Click DESKTOP (shortcut).

Control Panel.
1. Rightclick START and click EXPLORE.
2. Scroll down to Windows,
3. Click the +.
4. Scroll down to the System32 folder and doubleclick it.
5. Scroll down to Control Panel.exe.
6. Rightclick Control Panel.exe
7. Select SEND TO: from the drop down menu. Click DESKTOP (shortcut)

Note: Once the shortcuts are on the desktop, you may rightclick on the taskbar and click LOCK TASKBAR to unlock it. Then drag the two shortcut icons to the Launch area of the taskbar. Then, rightclick the taskbar again and select LOCK TASKBAR.

****

Windows keyboard shortcuts overview
Use shortcut keys as an alternative to the mouse when working in Windows. You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using keyboard shortcuts. Keyboard shortcuts may also make it easier for you to interact with your computer.
Click a heading, or press TAB to highlight a heading, and then press ENTER.

    General keyboard shortcuts

Press	To
CTRL+C	Copy.
CTRL+X	Cut.

CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
ALT+Enter	Displays the properties of the selected object.
ALT+SPACEBAR	Opens the shortcut menu for the active window.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.

ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.
F6	Cycle through screen elements in a window or on the desktop.
F4	Display the Address bar list in My Computer or Windows Explorer.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
CTRL+ESC	Display the **Start** menu.
ALT+Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
F10	Activate the menu bar in the active program.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
F5	Refresh the active window.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

[Dialog box keyboard shortcuts](#)

Press	To
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.

SHIFT+TAB	Move backward through options.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option.
ENTER	Carry out the command for the active option or button.
SPACEBAR	Select or clear the check box if the active option is a check box.
Arrow keys	Select a button if the active option is a group of option buttons.
F1	Display Help.
F4	Display the items in the active list.
BACKSPACE	Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box.

[Natural keyboard shortcuts](#)

You can use the following keyboard shortcuts with a Microsoft Natural Keyboard or any other compatible keyboard that includes

the Windows logo key (   ) and the Application key (   ).

Press	To
	Display or hide the **Start** menu.
+BREAK	Display the **System Properties** dialog box.
+D	Show the desktop.
+M	Minimize all windows.
+Shift+M	Restores minimized windows.
+E	Open My Computer.
+F	Search for a file or folder.
CTRL+ +F	Search for computers.

+F1   Display Windows Help.

+ L   Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.

+R   Open the **Run** dialog box.

       Display the shortcut menu for the selected item.

       Open Utility Manager.
+U

[Accessibility keyboard shortcuts](#)

Press	To
Right SHIFT for eight seconds	Switch FilterKeys on and off.
Left ALT +left SHIFT +PRINT SCREEN	Switch High Contrast on and off.
Left ALT +left SHIFT +NUM LOCK	Switch MouseKeys on and off.
SHIFT five times	Switch StickyKeys on and off.
NUM LOCK for five seconds	Switch ToggleKeys on and off.
+U	Open Utility Manager.

[Windows Explorer keyboard shortcuts](#)

Press	To
END	Display the bottom of the active window.
HOME	Display the top of the active window.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the selected folder.
LEFT ARROW	Collapse current selection if it's expanded, or select parent folder.

RIGHT ARROW	Display current selection if it's collapsed, or select first subfolder.

Notes

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the

    +L will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.

Keyboard Shortcuts AOL Calendar Settings Page

Shortcuts can help you save time.
These are the key combinations for the actions on the Calendar Settings page.

Key Combination	Action
control+alt+N	Compose
control+alt+M	Check Mail
control+alt+H	Show or hide the keyboard shortcuts table
control+alt+B	Back to Mail
control+alt+S	Save

escape   Cancel
_____
****

How do I export contacts from AOL Mail?

From the AOL HELP file. [Click here: How do I export contacts from AOL Mail? - AOL Help](#)

Unfortunately, the feature to export the AOL Address Book is not available when using AOL Desktop software. You may only use the feature using Mail on Web, refer to this help article:

[How do I export contacts from AOL Mail?](#)
It's easy to export your contacts as a file -- in your choice of CSV, TXT or LDIF format.

Here's how:

1. In the left panel, click **Contacts**.

2. In the toolbar at the top, click **Tools** and select **Export**.

3. Where will you be *importing* your contacts (Gmail, Outlook, Thunderbird, Mac AddressBook etc.)? Take a quick look in the Help for that application to figure out which format to use for the

contacts file you're creating here (CSV, TXT or LDIF). Then select the File Type by clicking the radio button next to it, and click **Export**.

4. When you click **Export**, a file called "contacts.csv", "contacts.txt" or "contacts.ldif" is downloaded to your computer depending on the format you selected. Nice work! You have exported your contacts.

Now go do some importing! :-)

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