

## **The Villages Computer Club - Friday 1 pm Lake Miona**

This week's program will feature a presentation by Peter Cronas and Richard Woods on **Comparing XP and Windows 7**.

What does the future hold for those who are trying to hang on to their XP system as long as possible? If I do make the move what do I get that is not available with XP? Now is the time to get these and lots of other questions you might have answered.

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 <http://thevillagescomputerclub.com/meetings.php> and bring it to the Friday meeting.

Sign up to be on the VCC email list at the VCC home page  
<http://thevillagescomputerclub.com/>

Guests are always welcome.

For information, email Paul Rabenold at **TVCC.Pres@gmail.com**

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[What wonderful things your computer can bring into your home!!!!](#)

You can spend all day, every day, all year and never hear all the music on this web sight It goes from present day to 1930's. Unbelievable how they did this. Try it!

## **Name A Singer -- Any Singer**

This must have taken ages to put together. I've never seen a site like this before!

**Wait for the images of the artists to appear, click on one you like and you can hear and watch them perform. You**

can also type an artist's name in the search box and...

**ENJOY!**

<http://uwall.tv/>

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## **Tutorials for Windows**

The VCC board is trying hard to find the best way to present more Computer Basics for those who need this help... In the meantime, here is a website that will HELP you to HELP YOURSELF. I really encourage all of you to visit this site and see what it has to offer.

[Click here: Free computer basics tutorials](#)

Master the basics of working with your computer! Use our free computer basics tutorials to help you master **the basics** of working with your computer!

Our computer basics tutorials aim to introduce Windows beginners to the basic skills required to work with Windows, no matter what version of the operating system you have. If you're a PC beginner, you can learn about the keyboard, mouse and basic techniques that are used in most Windows software.

Reading and practicing 1 Tutorial a week and in 6 weeks you'll be ready to volunteer to make Basics presentation, I guarantee. Jmax

[Tutorial 1 - Introduction to the mouse](#)

[Tutorial 2 - Introduction to the keyboard](#)

[Tutorial 3 - The clipboard and cut, copy and paste](#)

[Tutorial 4 - More keyboard techniques](#)

[Tutorial 5 - Mouse properties](#)

[Tutorial 6 - Files, folders and paths](#)

## **See also**

[Microsoft's guide to using menus, buttons bars and boxes](#)

[Windows XP Tutorial 2 - Using the Mouse in Windows](#) (also relevant to Vista/Windows 7 users)

[Windows XP Tutorial 3 - Windows in Windows](#) (also relevant to Vista/Windows 7 users)

[Windows XP Tutorial 5 - Files and Folders Demystified](#)

Note: IF you're using AOL, the installed Client program, drag the red heart from this website up onto your carousel so it will be there and easy to get to for study.

Note2: Also at this site on the left side is a list of other 'how to' instructions that includes much more than just BASIC information. Check out the items on that list also.

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## Basic Windows Window Arrangements

1. Minimized - The window appears only as a button down on the Taskbar.
2. Maximized - The window covers the entire screen and cannot be moved or made larger.
3. Restored - The window "floats" on the screen, and can be moved by clicking the title bar, holding down the mouse button and dragging, or it can be resized by placing mouse at the corner or sides until you get a double arrow then clicking and holding down the mouse button and dragging.

When you have more than one window open, you can arrange them to your preference by

- A. Rightclicking the taskbar at the bottom of the screen and selecting Cascade , Tile Horizontally, Tile Vertically
- B. In MSWord for comparing two documents, click View and select View Side by Side

1. Random - This is how the default makes window appear normally, which is the location and size in which you last used them.
2. Cascaded - The windows are overlapped, from the upper right corner of the screen to the lower left. You can see the title bar and clicking on that title bar brings that particular window up front.
3. Tiled horizontally - All windows are arranged from top to bottom so that you can view a portion of each window. Clicking on a particular window makes it become the active window.
4. Tiled vertically - All windows are arranged left to right so you can view a portion of each window. Again, clicking on a particular window makes it the active window.

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## Window Open Pages or Programs Lost

**Sometimes you may be working with many Window screens (pages) open at a time. It is easy to find the lost window if you are working with the screens minimized. That is, there will be a single square between the (-) and the (x) at the right top corner of the pages. Minimized screens may be moved up, down or sideways by clicking on the title bar of that**

page (the blue bar at the time), and holding down the mouse button drag left, right, up or down.

A good feature added to Win 7 is that if you have a double square (maximised) in that top right corner, and you click on the title bar, it automatically changes to a single square (minimized) allowing you to move it up, down or sideways so that you can see the open pages behind the top page.

Click on any bit of a page behind and it immediately comes up front which allows you to work on many windows pages at a time without closing any of them.

If you have more than one program open, you may click on the title of the program shown on the bottom taskbar to bring it up in front of what you were working on. You may return to other open programs by clicking their titles shown on the taskbar.

Rightclick on the program title bar and select Close Window to close the program.

Click the red X at the top of any page to close that page.

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## WINDOWS HELP AND SUPPORT

If you do not know how to perform a task in Windows, you can use the Help feature to find information about the task. Here's how:

1. Click start to display the Start menu.
2. Click Help and Support.

The Help and Support window appears. Common help topics, ways that you can ask for assistance and the tasks for which you can receive help are displayed.

3. To search for specific help information, click this area and then type a word or phrase that describes the topic of interest.

4. Press the Enter key to start the search.

Help topics that match the information you entered are displayed.

5. Click the help topic of interest.

The help topic you selected is displayed. Windows highlights each occurrence of the word or phrase you searched for.

6. When you finish reviewing help information, close the Help and Support Center window.

This tip applies to Windows XP, and probably applies to Vista and Win 7 as well. I'm running XP.

Note: Most Windows Help and Support Index also has a Tutorial which will give you a tour of the OS you're using

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More Help - see my web site [www.jmaxbits.com](http://www.jmaxbits.com)

Nearly all the computer tips I've written in the past 15 years are stored there. So expect to find tips for Win 95,98,Vista, ME, XP and Win 7. The revision date will give you a good clue as to what operating system was in use at that time. Tips are written in a simple to read and simple to follow 'recipe' format. Very little 'flash' and 'splash' will be found in Jmax Bits.

On the WELCOME page you'll find several large blocks naming the subjects. Click the one that interests you and then select a particular file.

These files may be copied or printed

All is free

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## **Windows Troubleshooter Programs**

**All Windows operating systems supply a list of TROUBLESHOOTER programs. These are a great source for Self-Help.**

**To reach the Troubleshooter List in XP:**

- 1. Rightclick START....click Explore**
- 2. Click HELP and select Help and Support to go to the Help & Support Center.**
- 3. Into the SEARCH box, type Troubleshooters.**
- 4. From the options given, select List of Troubleshooters.**
- 5. From the list given, select the one you need for the specific problem you now are trying to solve.**
- 6. Follow each step given.**

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*To those I keep in touch with regularly - enjoy. To those who I send to occasionally - I think of you much more often than you know. Be sure to click on the D below. The older I get , the more this is true. So, 'dance' while you can.*

*Click on the D in dancing below. . . .*

**D**ancing

IN GOD WE TRUST!

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Subject: Trip to the Grocery Store.....

There was a bit of confusion at the store this morning. When I was ready to pay for my groceries, the cashier said, "Strip down facing me."

Making a mental note to complain to my congressman about Homeland Security running amok, I did just as she had instructed.

When the hysterical shrieking and alarms finally subsided, I found out that she was referring to my credit card.

I have been asked to shop elsewhere in the future.

They need to make their instructions to us seniors a little clearer!

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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)