

The Villages Computer Club

**After two weeks of no Computer Club meeting we are back and continuing with our weekly presentation schedule. Fri 7/20 1 pm
Lake Miona**

This week's program will feature a presentation by Paul Rabenold on Facebook.

Whats the status of this popular social networking tool? How is it used to stay in contact with family and especially grandchildren? This is where all the family photos are.

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 h ome page (above)

For more information on the VCC please reference the clubs web site (above)

Guests are always welcome.

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

Android Session August 7th

iPad Session September 4th

Check web site for details:

<http://villagesipadandroid.weebly.com/index.html>

The next iPad meeting will Tuesday September 4, 1:30 pm at Colony Cottage Rec Center. The program has yet to be decided, so I am looking for suggestions

If you have any questions or comments, please contact me.

Art Fenn

430-0252

We have also have a website <http://villagesipadandroid.weebly.com/>

If you have phone or tablet that has an Android Operating System there is a meeting o Tuesday August 7, 1:30pm at Colony Cottage Rec Center.

Migrating to Gmail

Email accounts aren't easy to get rid of - they store information you might need in the future, and the fact that most of them are free means it's easier to just keep it and go on using it. One could keep that old Hotmail account, even if it's mostly used as a send-your-spam-here account. If you're ready to make the switch to Gmail from, say, AOL or another service, the [good folks at CNET note that Google provides a tool](#) to help you move everything over to a new Gmail account. You'll be able to take advantage of all the features and convenience of a Gmail account with everything you had at the old account.

Even if you don't want to give it up now, you can [point your account to Gmail](#) and run everything from there. Choices abound.

Gmail Contacts Added

1. Click **Contacts** along the left side of any page.
2. Click the **New Contact** button in the top-left corner of the Contact Manager.
3. Enter your contact's information in the appropriate fields.
4. Click **Save** to add your contact.

You can enter additional contact info by clicking **More Information** or by clicking the **add** link next to the appropriate field. Enter your contact's information in the appropriate fields and click **Save**.

NOTE: Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send messages to addresses not previously stored in your Contacts list. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in. "Also, each time you mark a message as 'Not Spam,' your Contacts list is automatically updated so that future messages from that sender are received in your inbox.

Importing CSV files

To import contacts to Gmail:

1. Create a [custom CSV file](#), or [export the address book](#) from your other webmail provider or email client as a CSV file.
2. Sign in to Gmail.
3. Click **Contacts** (located below your list of views) on any Gmail page.

USING LABELS

Labels do all the work folders do and give you an extra bonus: you can add more than one to a [conversation](#). Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.

Create a label:

Click the **Labels** drop-down menu or if you have keyboard shortcuts enabled, type **L**. Or, just click Settings > Labels.

1. Select **Create new**.
2. Type the name of your new label and click **Ok**

Any selected messages will automatically be categorized under your new label. If you'd like to keep organized, you can remove a labeled conversation from your inbox by [archiving](#) it and view it later by clicking **All Mail**, or by clicking the label name along the left side of any Gmail page.

To apply a label to a message, you can select the checkbox next to the message(s) in question, and then select the label name from the **Labels** drop-down menu (or you can label a single message while you're reading it by using the drop-down menu or the keyboard shortcut **L**). You can also drag a message to a label's name to move that message to a label.

Edit a label name:

1. Click the down-arrow to the left of the label.
2. Select **Rename**.
3. Enter the new label name, and click **OK**.

All the messages categorized under your old label name will now be categorized under your new label.

Organizing and deleting labels

You can control which labels appear in your list on the left.

1. Click **Settings > Labels**
2. Click the **show** or **hide** link next to each label to choose whether it's listed. Or, if you see a label you don't need anymore, you can always click **remove**. (You'll have to confirm that you'd like to remove the label by clicking **OK**).

You can also show, hide, or delete one label at a time by clicking the down-arrow to the left of that label.

Use the **Move to** drop-down menu or the keyboard shortcut **v** if you want to apply a label to a message and move it to that label at the same time.

Gmail Insert Images

1. Go to the top right of the gmail page and click on "Settings."
2. Then click on "Labs."
3. There is an option that is called "Inserting Images." Click on the box to enable.
4. At the bottom of the page click on the button that allows you to save changes. (Very important!)
5. Open up a new page to compose a message and now you will have a new icon that looks like a small picture of mountains or hills. (On my computer it is the 9th icon)
6. Click on this icon and you will get a box that gives you the option to either browse your computer to get the file, or enter the URL of where the image resides on the internet if it is on a website instead of on your computer.
7. Once it loads, or finds it on your computer, click on "Add Image."

It sounds like a long process, but once you have the icon installed, the directions get reduced to...Click on icon, select picture and "add image."

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Attachments sent using Gmail

1. Click Compose Mail.

2. Address
3. Type in Subject line
4. Click Attach A File, just under the Subject line. The Explore box will pop up allowing you to locate and doubleclick the file you wish to attach. The name of the file will be seen beside the paper clip.
5. Write your message.
6. Click Send.

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Gmail Attachments Downloaded and Saved

1. Doubleclick to open the email. If it has a paperclip this indicates there is an attachment.
2. Scroll down to the bottom of the email, there will be the name of the file that's attached and a DOWNLOAD button.
3. Click the Download button. This will bring up a box with the option to open or to save. Click SAVE if you wish to keep the file.
4. When you click SAVE a box will come up with DESKTOP in the top box. Click the down arrow and select the C: drive and the doubleclick the folder in which you wish to save the file.
5. Click SAVE and the email's attachment will be saved to that folder. IF later you wish to open any of these or send them to someone they will be in that folder.

Subject: FW: MAMA'S BIBLE

Four brothers left home for college, and they became successful doctors and lawyers.

One evening, they chatted after having dinner together. They discussed the 95th birthday gifts they were able to give their elderly mother who moved to Florida .

The first said, "You know I had a big house built for Mama."

The second said, "And I had a large theater built in the house."

The third said, "And I had my Mercedes dealer deliver an SL600 to her."

The fourth said, "You know how Mama loved reading the Bible and you knowshe can't read anymore because she can't see very well. I met this preacher who told me about a parrot who could recite the entire Bible. It took ten preachers almost 8 years to teach him. I had to pledge to

contribute \$50,000 a year for five years to the church, but it was worth it Mama only has to name the chapter and verse, and the parrot will recite it."

The other brothers were impressed. After the celebration Mama sent out her "Thank You" notes.

She wrote: Milton , the house you built is so huge that I live in only one room, but I have to clean the whole house. Thanks anyway."

"Marvin, I am too old to travel. I stay home; I have my groceries delivered, so I never use the Mercedes. The thought was good. Thanks."

"Michael, you gave me an expensive theater with Dolby sound and it can hold 50 people, but all of my friends are dead, I've lost my hearing, and I'm nearly blind. I'll never use it. Thank you for the gesture just the same."

"Dearest Melvin, you were the only son to have the good sense to give a little thought to your gift. The chicken was delicious. Thank you so much."

Love, Mama