

The Villages Computer Club

No meeting will take place this Friday **7/6 or 7/13** for the VCC. Please stay tuned for more info about upcoming meetings.

Block Senders in Windows Live Email

To add a sender to your list of blocked senders in Windows Live Mail or Windows Mail:

- Highlight a message from the undesired sender in the message list.
- Make sure the *Home* ribbon is active.
- Click the down arrow beneath *Junk* in the *Home* ribbon.
- Select *Add sender to blocked sender list* from the menu.
 - Select *Add sender's domain to blocked sender list* from the menu to block messages not only from this sender but from all addresses at the same domain (what follows the '@' sign).

Block a Sender in Windows Live Mail 2009 (and Earlier) or Windows Mail

To add a sender to your list of blocked senders in Windows Live Mail or Windows Mail:

- Open a message from the undesired sender or highlight it in the message list.
- Select *Actions | Junk e-mail | add sender to blocked senders list* (Windows Live Mail) or *Message | Junk E-mail | Add Sender to Blocked Senders List* (Windows Mail) from the menu.
 - Select *Actions | Junk e-mail | Add sender's domain to blocked senders list* (or *Message | Junk E-mail | Add Sender's Domain to Blocked Senders List*) from the menu to block messages not only from this sender but from all addresses at the same domain (what follows the '@' sign).
 - In Windows Live Mail, you may have to hold down the *Alt* key to see the menu.
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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!

Of course, you can also press the windows key + the D key to view the desktop.

Libraries, Folders and Files in Win 7

You can access your files and folders and organize them in different ways.

The Documents Library - Here organize your wordprocessing documents, spreadsheets, presentations and other text related files. By default text related documents that are moved, copied or stored are stored in the My Documents Folder.

The Pictures Library - Here organize your pictures whether from you camera, scanner or email. By default files that you move, copy or save to the Pictures Library is stored in the My Pictures Folder.

Music Library - Organize and arrange your digital music such as those downloaded from the internet, copied from a CD or sent to you attached to an email. By default files that you move, copy or save to the Music Library are stored in the My Music Folder.

Videos Library - Organize and arrange video clips from your camera, your camcorder or that you downloaded from the internet. By default, files that you move, copy or save to the Videos Library are stored in the My Video Library.

Create a new Library in Win 7

- 1. Click the START button, click user name, and click libraries in the left pane.**
- 2. In Libraries, on the toolbar, click New library.**
- 3. Type a name for the new library and press Enter.**

Remove a folder from a library in Win 7

- 1. On the taskbar, click Windows Explorer button.**
- 2. In the left pane (navigation pane) click the library that you want to remove folders from.**
- 3. In the library pane (above the file list), next to Includes, click Locations.**
- 4. In the box that appears, click the folder you want to remove, click Remove and click OK.**

Viewing and arranging files and folders in Win 7

Just as in previous version of Windows OS, you can use small or large icons, list only names or list details of each file.

Each time you click the left side of the VIEW button on the menu bar it cycles through 5 different views, a) Large icons b) List c) Details and d) Content. IF you click the arrow on the right side of the VIEW button you'll have more options.

Finding files in Win 7

At the top of every window is a Search box. Use this box to locate any file. Just open the box and start typing info about the file.

Copying and moving files and folders in Win 7

1. Open the folder where the file or folder that you wish to move is located.
2. Open the folder where you wish to place the file in a second window .
3. Place these windows on the desktop so they are side by side.
4. Now drag the file or folder from the first folder over to the folder in the second window.

Deleting Files in Win 7

Open the Library or folder in which the file resides.

Select the file and press Delete on the keyboard. The file will be sent to the recycle bin.

Opening Files in Win 7

To open most files, simply doubleclick that file. However, if this is a picture file and you wish to edit that picture, rightclick the file and select Open With to open it in a photo program. Otherwise the picture will open but you won't be able to change it.

Click to follow hyperlinks

By default, you follow — or open — **hyperlinks** by pressing CTRL while clicking the hyperlink. If you prefer, you can set hyperlinks so that you follow the hyperlinks by just clicking them.

1. Click the Microsoft Office Button , and then click Word Options.

2. Click Advanced.

3. Under Editing options, clear the Use CTRL+ Click to follow hyperlink check box.

Folder Icons or Details XP & Win 7

Rightclick START and click Windows Explore.

If you prefer to see pictures (icons) that represent the subfolders stored in a folder, then you would want to click VIEW and select ICONS.

If you prefer to know more about each folder, then click VIEW and select DETAILS. On the menu bar you will see a little block that has what appears to be tiny icons on it sitting on the menu bar. Click that little block and you'll get the same choices as when clicking VIEW. There are also other choices such as thumbnails, that's icons with a frame. Or you may select List which is just a list of folders and Files with no other info.

Note: Win 7 The tiny VIEW icon is at the right end of the menu bar. Click it and then click the down arrow to select your preference.

System Image of Win 7 Backup and Restore

Using the program in Win 7

1. Click Start...Control Panel and select Backup and Restore.
2. In the upper left-hand portion of the screen, click on Create System Image. It will scan for a drive on which to create that image.. You can select the drive to which it stores the image.
3. Click Next it will show the drive you'll be backing up (ex C:\ drive). If backing up to DVDs, have several blank DVDs on hand. It will tell you the size of the image and how each DVD should be labeled.
4. It will say Insert DVD and it will say it's going to Format the DVD. Click OK.

5. Insert DVDs as it instructs.

6. When the image is completed, it will ask if you'd like to create a CD System Repair Disk on the image. Select YES. Because should you need to use the image, it will ask for the repair disk. The Repair CD is a boot disk for the System Restore Image.

Note: I use Webroot's System Eraser which I created using their Window Washer software to clean the hard drive before restoring the image.

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***Window Washer** is specially designed to protect privacy of the user. This software removes the tracks of online activities, erases securely all incriminating files and speeds up computer performance. It completely destroys data from previously deleted in a non-recoverable way. It is safe and completely increases the system performance and wash away on and off line activities. It functions as an Internet washer, system cleaner, registry cleaner and privacy protector. It runs in the background and cleans the tracks. It works with IE, Netscape, NeoPlanet, AOL, CompuServe, Opera and others.*

The main features of Window Washer are:

- * It is the safest evidence eliminator that protects privacy*
- * It cleans up the browsers cache, cookies, history, recent documents and others*
- * Downloaded program files recycle bin*
- * It contains CHK scan disk files, and Drop Down Address Bar*
- * MS Office 92 and 2000 tracks*
- * It cleans Windows Temp Files Folder.*

Download Window Washer 6.6 (3.4 MB) 32 and 64 bit

This is a 30 day trial version but this gives you time to create the Eraser. ~\$30 to purchase. This program is not for newbies.

A POEM WORTH READING and sharing!

(Author unknown)

He was getting old and paunchy And his hair was falling fast,
And he sat around the Legion, Telling stories of the past.

Of a war that he once fought in And the deeds that he had done,
In his exploits with his buddies; They were heroes, every one.

And 'tho sometimes to his neighbors His tales became a joke,
All his buddies listened quietly For they knew whereof he spoke.

But we'll hear his tales no longer, For old Bob has passed away,
And the world's a little poorer For a Soldier died today.

He won't be mourned by many, Just his children and his wife.

For he lived an ordinary, Very quiet sort of life.

He held a job and raised a family, Going quietly on his way;
And the world won't note his passing, 'Tho a Soldier died today.

When politicians leave this earth, Their bodies lie in state,
While thousands note their passing, And proclaim that they were great.

Papers tell of their life stories From the time that they were young
But the passing of a Soldier Goes unnoticed, and unsung.

The ordinary fellow Who in times of war and strife,
Goes off to serve his country And offers up his life?

The ordinary Soldier, Who offered up his all, Is paid off
with a medal And perhaps a pension, small.

Should you find yourself in danger, With your enemies
at hand, You'd want a loyal Soldier, Who would fight
until the end

He was just a common Soldier, And his ranks are growing
thin, But his presence should remind us We may need his
like again.

For when countries are in conflict, We find the
Soldier's part Is to clean up all the troubles That the
politicians start.

If we cannot do him honor While he's here to hear the
praise, Then at least let's give him homage At the
ending of his days.

Perhaps just a simple headline In the paper that might
say:

"OUR COUNTRY IS IN MOURNING, A SOLDIER DIED TODAY