

**The Villages Computer Club will not have a meeting on Aug 31st in order to celebrate the Labor Day weekend. Have a good time and we will see you at the Sept 7th meeting at La Hacienda Recreation Center.**

**Please reference the [www.thevillagescomputerclub.com](http://www.thevillagescomputerclub.com) for more information.**

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### **MSWord 2007 Backup Copies**

**Set Word to make backup copies of all documents you create in MSWord 2007.**

- 1. Open MSWord 2007.**
- 2. Click the Office button at the top left corner.**
- 3. Click Word Options at the bottom of the column that is displayed.**
- 4. Click Advanced option on the left side of the page.**
- 5. Scroll down to the SAVE area.**
- 6. Place a check in the Always Create Backup Copy checkbox.**
- 7. Click SAVE.**

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### **Headers and Footers in Word 2007**

**Create a Header for a Word document:**

- 1. Place cursor at the top margin line, click Insert.**
- 2. Click Header in the Header/Footer area of the menu bar.**
- 3. Click Edit Header.**
- 4. Write or copy and paste whatever you wish to use as a Header for your document.**

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**Create a Footer for a Word document**

- 1. When document is completed, click Insert.**
- 2. Click Footer in the Header/Footer area of the menu bar.**
- 3. Click Edit Footer. An area will appear at the very bottom of the page.**
- 4. Enter the info you wish to show as a footer to your document.**

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**What is an HTB**

**It's a home theater in a box. That is, all the items you need to setup a home theater is contained in the 'box', Audio/Video Receiver, speakers, and a remote. Many also include a Blu-ray Disc or DVD player. It is easier for a novice to know just what to buy to setup a home theater.**

**The Audio/Video (A/V) receives the audio and video signals and distributes the video to your TV and the audio to the HTB's speakers.**

**HTB's may come as 2.1, 5.1 or 7.1 channel configuration for home theaters. This means it has 2 speakers (left & right), 5 speakers (additional 3 speakers) or 7 speakers (adds two more speakers) and a subwoofer for deep bass.**

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### **AOL Address Book Reloaded From AOL Server**

### **DELETE THE ADDRESS BOOK FILES FOR THE SCREEN NAME HAVING the DIFFICULTY**

NOTE: The following steps will delete the Address Book contents from your hard drive. The Address Book will be empty until you sign on to AOL, then the Address Book files will automatically be replaced from the AOL Server and the Address Book contents will be updated.

NOTE: Please close the AOL software before you perform the steps below.

#### **1. FIND AND DELETE THE ADDRESS BOOK FILES FOR SCREEN NAMES WITH NO SPACES**

NOTE Windows' Find program cannot search properly for files that contain spaces. If the Screen Name that is having difficulty contains spaces, go to Section 2 to find and delete the Address Book files for that Screen Name.

- a. Click START, then click SEARCH.
- b. Click ALL FILES AND FOLDERS.
- c. In the All or part of the file name box, type

(YourScreenName).AB\*

then click SEARCH.

NOTE: (YourScreenName) is the Screen Name that is having difficulty, such as SteveCase.ab\*.

NOTE: In Windows 98, click Start, select Find, then click Files or Folders. Type in the Named box, then click Find Now.

NOTE: In Windows Me/2000, click Start, select Search, then click For Files or Folders. Type in the Search for files or folders named box, then click Search Now.

- d. In the Name column, right-click the first file for the Screen Name having difficulty, then click DELETE.
- e. Click YES to delete the file.
- f. Repeat steps d and e for all files for the Screen Name having difficulty, then click the X in the upper right corner to close the Find window.

## 2. FIND AND DELETE THE ADDRESS BOOK FILES FOR SCREEN NAMES THAT CONTAIN SPACES

- a. Click START, then click SEARCH.
- b. Click ALL FILES AND FOLDERS.
- c. In the All or part of the file name box, type

\*(Portion of your Screen Name after the space).AB\*

then click SEARCH.

NOTE: Type an asterisk, followed by the portion of their Screen Name after the space, such as \*Case.ab\* for Screen Name Steve Case.

NOTE: In Windows 98, click Start, select Find, then click Files or Folders. Type in the Named box, then click Find Now.

NOTE: In Windows Me/2000, click Start, select Search, then click For Files or Folders. Type in the Search for files or folders named box, then click Search Now.

- d. In the Name column, right-click the first file for the Screen Name having difficulty, then click DELETE.
- e. Click YES to delete the file.
- f. Repeat steps d and e for all files for the Screen Name having difficulty, then click the X in the upper right corner to close the Find window.

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## **How to separate an egg**

**Disregard the language barrier, just watch the self explanatory video.**

**How to separate an egg white from yolk. Watch <http://bbs.wenxuecity.com/cooking/1160651.html>**