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.

I want to apologize to a few people that went to Lake Miona last week vs. La Hacienda. The recreation new was in error and posted a meeting at the wrong place and wrong subject. This is very unusual and they have a great hit rate. With all the information they process mistake are bound to happen. Sorry for the inconvenience.

The VCC web site is a good place to verify any meetings http://thevillagescomputerclub.com/

Paul Rabenold
If you have any questions, email TVCC.Pres@gmail.com
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The next iPad meeting onTuesday July 3, 1:30 at Colony Cottage. We will be discussing iTunes and Basic apps. If you have any favorite apps, please email me so I can pass them on.

I would also like you to email me about ideas or topics for future meetings. We would like to discuss topics you want. I need a few assistants to help me at the meetings. If you are fairly familiar with the iPad and want to help, let me know.

Great free app for learning the iPad: SCOTutor for iPad. It is about 2hr and is broken down into chapters for easy viewing. It is basic basic, but has a wealth of valuable information. It can be downloaded at the app store.

If you have any questions, let me know.

Thank you for interest,

Art Fenn, 430-0252

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iPad Basic Operations

Reset IF Freezes or Other Problems – No loss of Apps
        Hold down <u>SLEEP/WAKE</u> and <u>HOME</u> buttons until you see the Apple logo – Push Wake
Turn off iPad
        Hold <u>SLEEP/WAKE</u> button for 5 seconds and slide to off.
Turn off screen
        Touch <u>SLEEP/WAKE</u> button for ½ second.
Screen Photo
        Push <u>SLEEP/WAKE</u> and <u>HOME</u> buttons for ½ sec. Photo goes to the photo library.
Switch by Volume Control
        Slide to red position to lock orientation, check general settings for setup.
Mute
        Hold down <u>VOLUME</u> button on the right side down for a few seconds.
Delete Apps
        Touch and hold icon until it wiggles and hit X, it will be deleted from iPad not iTunes.
Move Apps
        Touch (not on the X) and hold icon until it wiggles then drag it where you want it.
Make folder
        Touch and hold icon until it wiggles and drag it over another app - name folder
Bottom Tray
        Can put 6 apps (iPad) at the bottom of the page and they stay on all pages.
Delete Active Apps - Double click on <u>Home</u> Button to delete app – Swipe right to adjust
        brightness and iPod music controls.
Zoom Screen
        Double tap on the screen to zoom in and out – with most apps.
Notifications

Drag down from digital clock.

Split Keyboard

Drag thumbs across keyboard in opposite directions, reverse to return.

All Capital Letters

Double tap on Shift Keys - tap again to return to normal.

Battery life

10 Hours – iPad may not charge through computer USB. (not enough power)

Misc

Discharge battery often to 10% before recharging - Apple recommendation

iPhone/iTouch charger - won't charge iPad (not enough power) need 10w

Ereaders - apps available. (Nook, Kindle, etc.)

iPad Today Show on Twit.Tv Great show on the iPad

http://twit.tv/ipt **New 1X/week - old shows available to view.**

Typing

Press . (period) hold and then flick up for '

Press , (comma) hold and then flick up for "

Double click the space bar to get a . (period) and a space

Tap 2 fingers on the space bar and get 2 spaces, 3 for 3, 4 for 4

Push and hold the following to get special characters

Letter Keyboard – E, Y, O, S, L, Z, C, N, !, ?, ,

Number Keyboard - #, 0, $, -, ., ?, ', "

Classes

The Villages Life Long Learning College

Other help

Use Google or Youtube to ask a specific question - great resources

iPad Manual & iPad Tours on the Apple Website

The three Apple Stores in the Orlando area.

iPad Tutor App **– A must have!! This app shows you all the basic and many other operations on your iPad. It is called** SCOtutor **and is at the app store for free - a two hour tutorial.**

To log on to WiFi at the The Villages Regional Rec Centers:

Click on Settings app, General should be highlighted, click on network, click on Wi-Fi, under choose network, click on The VillagesDotNet.

The form on the next page should appear. Type in your Golf ID, which is the number on your Villages ID Card. You will need your golf pin # (4 numbers). If you don't know it, call the listed numbers. After entering the numbers, you must scroll down and agree to these terms. At the top left of the page, you should see the internet symbol next to the word iPad, now you are on the internet.

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Copy Files from one Computer to another Computer Quickly

If these computers are not a part of a home network and already share files, then the easiest and fastest way is to

1. Plug a flash drive into the USB port of the computer.
2. Drag & Drop or Copy and Paste files from this computer onto the Removeable USB flash drive.
2. When all the files you wish to move or copy have been copied to the Flash drive, unplug the flash drive from that computer and plug it into a USB port on the other computer.
3. Rightclick Start and select Explore (Win 7 is a little different, click Start (globe) and select Windows Explorer).
4. Scroll down the left column where all Drives and folders are listed until you find the letter that is the USB removeable Flash Drive. Doubleclick it to show it's folders and files on the right side of page.
5. Now, Scroll up to the folder in which you wish to place the files that you copied to the flash drive.
6. Drag and drop, or copy and paste the files to the folder you selected.
These files are now on both computers and also on the flash drive. You may format the flash drive to remove the files so the flash drive will have more space for use again.
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Create a new folder on your hard drive

Example: to create an additional folder under the My Documents folder

1. Rightclick Start and select Explore
2. Click My Documents at the top of the left column.
3. Click File...New...Folder
4. A blue title folder will appear on the right side of the screen, type a name of this new folder right over the blue NEW FOLDER title.
5. Click outside the folder name and you'll see the new folder now on the rightside of the screen under My Documents
Now, you can save any document into this folder by select File...Save As....and when the explore box pops up awaiting your decision, just click My Documents (if it's not already listed in the top box) scroll down and doubleclick the folder you created steps 2-5.
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What does 'delete' mean?
Many users are still convinced that when they delete a document or file on their computer, it vanishes into thin air -- but that's hardly the case.

As "Sam," a security engineer who wishes to remain anonymous because of the nature of his job, explains: "When a user 'deletes' a file, it's not really gone. Deleted files are sent to the Trash folder. At this point, files can still be recovered." However, even if the Trash folder is emptied, it doesn't mean the file has disappeared completely. "But the longer a deleted file is left on a drive, the greater the chance the file cannot be recovered," Sam says.

Formatting and disk wipe
Then there are times when you really do need to permanently delete everything. If you are in the process of donating or selling your computer, or if you have sensitive information stored on it which you wish to be deleted permanently (such as medical information, bank or legal documents, or Social Security numbers), tech experts recommend reformatting your hard drive or performing a disk wipe. According to The Tech FAQ, "Formatting the hard drive or any of its partitions will completely erase all data that is present."

A thorough "disk wipe" will essentially overwrite your hard drive to the point where recovery is impossible. As "Sam" explains, "When the U.S. Government wants to delete information from an entire hard drive, it employs the Department of Defense disk wipe, which means the entire drive has its data overwritten with a random pattern of zeros and ones (binary data) three times. At this point, any data on the hard drive is considered unrecoverable. In some instances, the platters are removed from the hard drive and dipped in caustic acid -- referred to as 'erase by physical destruction.'"

Users can (and should) erase the hard drives of their old computers so their data cannot be found by anyone else. One program "Sam" and other tech experts recommend is Darik's Boot and Nuke, which will delete the contents of a hard drive with certainty. Another program is Window

Washer which can write over deleted files 9 times.

Consequences of not deleting files
Sensitive information carelessly stored on computers can lead to identity theft. Never store sensitive information such as credit card numbers on your computer. IF you use financial software, Save the data files to a flash drive. Do not allow it to be stored on the computer by the default setting. This way, only the software program is on the computer and all the data must be accessed via the flash drive.

A program I use to wipe a hard drive clean that I'm getting rid of is Window Washer.

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File changes using CTRL Rightclick

Rightclick on a file presents a dropdown menu.
Normally, when you right-click a file in Windows Explorer, a
Dropdown menu appears with options to open, view, cut, copy,
rename files and so forth. But if you hold the CTRL key while
you right-click a file, you'll see an entirely different dropdown menu.

CTRL Rightclick dropdown
The CTRL right-click menu allows you to alter the file
view (so you can see small or large icons, details, and so on),
rearrange the icons, or create a new folder or file.

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Common file extensions:

Those 3 letters after the dot that tells you the program in which the file was created and therefore which program will open the file so you can view it.
Example: .jpg this is a picture file and would require a picture viewer
.pps this is a powerpoint file and would require the MS Office Powerpoint program or the Powerpoint viewer to open and view the contents.

http://en.wikipedia.org/wiki/Filename_extension

.ARC
ARC file, these are files compressed using the program ARC (archive). (AOL's Windows software will decompress these files.)

.ART
Art file, a Johnson-Grace compression scheme that compresses graphics extremely well while still retaining good image quality. (AOL's software

will display these files.)

.AVI
Audio Visual, these are Windows Video files. (AOL's Windows software will
display these files if Video for Windows is installed.)

.BAT
BAT is a Batch File; scripts that run in DOS, and are usually designed to
automate tasks.

.BMP
itmap, a type of graphics file used by PC-Paintbrush that comes with Windows
and other programs. (AOL's Windows software can display these.)

.COM
These are small programs for DOS and. They are usually utilities, but not
always.

.CPT
A file compressed with Compactor. AOL's Macintosh software will decompress
these.

.DLL
Dynamic Link Library, these files give functionality to other programs. They
usually need to be installed into the WINDOWS/SYSTEM directory. VBRUN300.DLL
is a good example.

.DOC
Documents, this is the default file extension for Microsoft Word and some
other programs. Most files with this extension will be Microsoft Word, but
there are many that are plain text.

.DOCX
Microsoft Word 2007 documents. You may save Word documents as .doc , the 2003 Word format so that those who
do not have Word 2007 will be able to open them with Word 2003. Or save the text document as .rtf so any word
processor can open and view it. If you receive such a file and you do not have Word 2007, download the DOCX
converter from www.microsoft.com

.DOT
Document Template, these files are templates for Microsoft Word.

.EPS
Encapsulated Postscript File, these are graphics images designed for vector
graphics. Most drawing programs such as Aldus Freehand and Adobe Illustrator
use this format. (AOL's software can not display these.)

.EXE
Executable, this is a DOS or Windows application. Most major programs end
with this extension. It is also used for Windows self-extracting archives,
which are programs that when run explode into several smaller programs.

.GIF

Graphics Interchange Format, this is a type of graphic image very common on online services and the internet. (AOL's software can display these.)

.JPG
Joint Photographers Experts Group, a graphics format designed to take up as little space as possible while retaining as much quality as possible. .JPG's are smaller than .GIF's, but take longer to display. (AOL's software will display these).

.INI
Initialization file, these files are used by programs to set parameters an preferences. Normally, these files should not be tampered with.

.ME
This is a commonly used extension in DOS programs that tells you to do something. For example, you'll commonly see files named READ.ME or OPEN.ME and that's exactly what you should do with them.

.MID
Musical Instrument Digital Interface, MIDI files are songs for most sound cards and MIDI boards. There are different types, an not every .MID file will play on every sound card/midi board. (AOL's software will play these files.)

.MOD
Music Modules, these are Amiga files that have been adopted by the PC community. They are music files that include the instruments as well as the score, and play through a sound card, not MIDI. You will need a special program to play these files in Windows or on the Macintosh.

.PCX
These are older graphics files, commonly used for clip art.

.PICT, .PCT
The original Macintosh Graphics format. (AOL's Macintosh software will display these files.)

.SEA
Self Extracting Archive, these are Macintosh files that explode into several smaller programs. They can not be used by PC owners.

.SCR
Screen Saver, these are Windows Screen Savers. To use them, copy the .SCR file into the Windows directory, and run the Control Panel and then the Desktop Applet.

.SIT
Stuffit files, these are Macintosh compressed files that can be extracted by PC users with programs such as UNSIT and UNSTUFF. Many of the files with this extension will not run on PC's even after extraction. (AOL's Macintosh software will open these files).

.SND
Sound, these are Macintosh System 7 sounds that can be played on PC's using

converters such as SOX. (AOL's Macintosh software will run these files.)

.SYS
System file, these are drivers used by DOS and Windows. Be sure to read the
file description and any accompanying documents carefully.

.TIF
Tagged Image Format, these are bitmapped graphic images popular among desktop
publishers. (AOL's software will not display this file type.)

.TTF
True Type Font, these are scalable fonts commonly used in Windows. You will
need to install these in your Control Panels.

.TXT
Text files, these are usually just plain text that can be read by most
programs, especially Notepad and Simple Text. (AOL's software will display
these if they are 16K or less.)

.WAV
Wave files, these are Windows sound files. Mac users can find utilities to
convert them. If you don't have a sound card, the Windows program SPEAK.EXE
may allow you to hear them. (AOL's Windows software will display these.)

.WKS (WK1, WK3)
Worksheet files, these are Lotus 1-2-3 spreadsheet files. Most popular
spreadsheet programs can display these files.

.WP5
Word Perfect 5.0 file, these files can be read by Word Perfect and many other
popular word processing programs.

.XLS
Excel spreadsheet file, these are spreadsheet files that can be read by
Microsoft Excel and some other spreadsheet programs.

.ZIP
This is one of the most common format for compressed files

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Message from one who served us all.
If this doesn't hit home with my retired military friends, particularly the Vietnam Vets--an everyone else too, I'll be amazed. I only regret I didn't have it to send on Memorial Day.
Watch and Share - Myself being a Vietnam era veteran, I can relate to how this man must feel. We were never recognized for our service but I am through this video. Send this out to all Vietnam era veterans and give them the praise that we never got.

Take a look at this one. I think you will be happy that you did.

[Click Here](#)
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http://www.youtube.com/watch_popup?v=G4nX0Xrn-wo&sns=em
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We all need to read this one over and over until it becomes part of who we are!;

HOW TO STAY YOUNG

1. Try everything twice.
On one woman's tombstone she said she wanted this epitaph:
"Tried everything twice. Loved it both times!"

2. Keep only cheerful friends.
The grouches pull you down.
(Keep this in mind if you are one of those grouches!)

3. Keep learning:
Learn more about the computer, crafts, gardening, whatever...
Never let the brain get idle. 'An idle mind is the devil's workshop.'

4. Enjoy the simple things.

5. Laugh often, long and loud.
Laugh until you gasp for breath.
And if you have a friend who makes you laugh,
spend lots and lots of time with HIM/HER.

6.. The tears happen:
Endure, grieve, and move on.
The only person who is with us our entire life, is ourselves.
LIVE while you are alive.

7. Surround yourself with what you love:
Whether it's family, pets, keepsakes, music, plants, hobbies,
whatever..
Your home is your refuge.

8. Cherish your health:
If it is good, preserve it.
If it is unstable, improve it.
If it is beyond what you can improve, get help.

9. Don't take guilt trips..

Take a trip to the mall, even to the next county,

to a foreign country, but NOT to where the guilt is.

10. Tell the people you love that you love them, at every

opportunity.

I love you, my special friend.

11. Forgive now those who made you cry. You might not get a

second chance..

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