

**VCC WORKSHOP THIS FRIDAY**

**The Villages Computer Club will meet at 1 p.m. Friday Feb 17th at La Haceda Recreation Center.**

**This week there will be a workshop with Skype, Facebook, Learning Resources, Basics, iDevices, Nook, Kindle, AOL, and General Questions.**

**There will be refreshments, 50/50, and door prizes. Look for more detail at [thevillagescomputerclub.com](http://thevillagescomputerclub.com).**

**If you have any questions, email Paul Rabenold at [TVCC.Pres@gmail.com](mailto:TVCC.Pres@gmail.com).**

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**POA**

**PROPERTY OWNERS' ASSOCIATION of The Villages**

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**E-Meeting Notice**

**General Membership Meeting Tuesday Feb. 21, 2012**

Third Tuesday of the Month - 7:00 PM  
Laurel Manor Recreation Center

**Speaker: Diane Digristine  
Licensed Sales Agent & Claims Adjuster  
AAA Insurance Agency  
"Do Residents of The Villages  
Need Flood Insurance?"**

**Presentation followed by Question & Answer Session  
Coffe and Donuts for All after the Meeting**

## All Residents Welcome - Come and Join us

### Please Note:

**Our fill-able online Membership Form for 2012 is on the website. Click "[Here](#)" and it will take you directly to the Membership Form.**

**Fill it out online, print it, and send it to the address below or bring to a POA Membership Meeting.**

Property Owners' Association, P.O. Box 1657, Lady Lake, FL 32158-1657 [www.poa4us.org](http://www.poa4us.org)

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### AOL Download Folder

The default for the AOL Download Manager is to send every attached file to the C:\My documents\user\public\public download folder. You may change this preference.

1. Rightclick Start and click Open windows explorer. (click Explore if using XP)
2. Click once on the C:\ drive to select it, then click File...New...Folder. Name that folder AOL Downloads. Click outside the name box to save it.
3. Now, that you have that folder created, Open AOL and click File. Scroll down and click the Download Manager.
4. Click Preferences at the top right of that screen and put the dot in the Specific Folder.
5. Click Browse. It will bring up Windows explorer list.
6. Click the + beside the C:\ drive, then doubleclick the AOL Download folder you created in step 2 above. Now your specific box will have the path C:\AOL Downloads. This means that every file you receive attached to an email and which you click Download now will be opened in AOL, but it will be automatically stored in that C:\AOL Downloads folder.

From time to time, you go to that AOL Downloads folder and move files to more permanent storage folders of your choice and delete the junk ones you do not wish to keep.

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### AOL Footer Ads

Do you want to remove the annoying advertising footer AOL sticks at the bottom of e-mails? (You don't see them, but the person you send a message to does.) If you're a

paid AOL user, log on to AOL WebMail, choose Settings (it's on the right side of the screen), then Compose, and click "Turn on/off message footer."

IF you're using the installed AOL Client program,

Click Keyword and type in Footer.

If there is a check in the box SHOW FOOTER IN EMAILS SENT....., Click to remove the check.

Click SAVE.

If you're a paying AOL user, you can get rid of those ads.

If you're using a MAC, go to keyword AOL Message Footer Settings. Uncheck the box "show the message footer....."

Another way to get rid of those ads and make more room for email:

"Click on the top blue bar (the Title bar) of the email and drag it down until the ad's are hidden. Then go back up to the Title bar again which is now about 1/3 of the way down the page, again click it and this time drag it back up to the top of the monitor screen. "

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## 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.
4. Click **Import** in the top portion of the Contact Manager.
5. Click the **Browse...** button and locate the CSV file you'd like to upload.
6. Select the file and click the **Import** button.

Once you've successfully uploaded the document, Gmail will display the number of contacts imported.

### A few things to keep in mind:

If some entries aren't included in your Contacts list, Gmail tells you why these entries were left out.

If you receive error messages when attempting to import your contacts, you may need to [edit your CSV file](#).

## Exporting Gmail contacts

You can quickly export your Gmail Contacts list into a CSV file. Here's how:

1. Sign in to Gmail.
2. Click **Contacts** along the side of any Gmail page.
3. Click **Export** at the top of your Contacts list.
4. Choose whether to export all contacts or only one group.
5. Select the format in which you'd like to export your contacts' information.
6. Click **Export**.
7. Choose **Save to Disk** then click **OK**.
8. Select a location to save your file, and click 'OK.'

Depending on the requirements of the program to which you're importing your contacts, you can easily edit this CSV to fit your needs.

Note 1: contact exports will not include group information.

Note 2: AOL addresses are not saved as .csv files. Here is one way of converting and moving them to Gmail, but I doubt you'll find it any easier than just redoing the addresses manually.

[http://www.hyperorg.com/blogger/mtarchive/exporting\\_an\\_aol\\_address\\_book\\_1.html](http://www.hyperorg.com/blogger/mtarchive/exporting_an_aol_address_book_1.html)

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### Villages Net Export Contacts

1. Click Contacts and select Export.
2. Name this new file Village Net Address Book
3. Select My Documents as the folder to which to export the address book, but before exporting create a new folder in My Documents and name it Village Net Address Book
4. Click Export. The addresses will be saved as Village Net Address Book.csv

### Import to gMail

1. Open your gMail account and sign in.
2. Click Contacts and select Import.
3. Click Browse and locate the Village Net Address Book.csv file
4. Click Import.

The addresses from Villages.net will be imported to your gMail account.

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### Webpage Printing

When you print email from a webmail, or print an article from a webpage, the right end of the text is incomplete?

Try this: Instead of rightclicking and selecting Print, or clicking File and selecting Print, try clicking the small printer icon on the webpage article or the webpage email. I found that the text will then be printed completely and correctly.

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## **Changing Web page fonts and background colors**

When Web authors and designers create Web pages, they often specify particular type (font) faces, colors, sizes, and background colors. These settings are specified for each item, or in a "style sheet", which is a type of template for specifying how different styles should appear throughout a Web page or site.

You can override any or all of these settings, which is useful if you have limited or low vision. You can specify your font and color preferences for all pages that do not use style sheets, and then you can specify whether to use any or all of your preferences on pages that use style sheets.

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## **To change the appearance of the Windows toolbar**

- You can add or remove standard toolbar buttons, use smaller toolbar buttons like the ones used in Microsoft Office, and change the order they are displayed on the toolbar. Just right-click the toolbar, and then click **Customize**.
- You can move or resize the Address bar and Links bar by dragging them up, down, left, or right. You can even move them into the menu bar!
- You can hide the Address bar or Links bar by right-clicking the toolbar, and then clearing the check mark for each item you want to hide.
- You can add items to the Links bar by dragging the icon from the Address bar or dragging a link from a Web page.
- You can rearrange items on the Links bar by dragging them to a new location on **the bar**.

## **To display Web page text larger or smaller**

- On the **View** menu, point to **Text Size**, and then click the size you want. .

## **To change how Web page colors are displayed**

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.
2. On the **General** tab, click **Colors**.
3. Change the settings as needed.

## **To specify fonts and colors to always use for Web pages**

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.

2. On the **General** tab, click **Accessibility**.
3. Change the settings as needed

*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@yahoogroups.com](mailto:TheVCC-subscribe@yahoogroups.com)

5. Fred Benson's website [www.thevillagescomputerbasics.com](http://www.thevillagescomputerbasics.com)