

The Villages Computer Club

The Villages Computer Club will meet at 1 p.m. Friday May 4th at La Hacienda Recreation Center.

This week's program will feature a presentation by Richard Woods titled **"Looking for the Best Anti-Virus Program."**

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 problem report form found at <http://thevillagescomputerclub.com/meetings.php> and bring it to the meeting.

For more information on the VCC please reference the clubs web site at: <http://thevillagescomputerclub.com/>

Guests are always welcome. For information, email Paul Rabenold at TVCC.Pres@gmail.com

Absolutely amazing what can be done now with medical equipment that is available today. If we had only had this equipment a few years ago!!!! Amazing too, that we can see what things can do using our computer.

An amazing Color Video Of Human Conception To Birth, using Newest Electronic 360 Degree Scanning Technology. Watch what this mathematician concludes is nothing short of Devine engineering.

http://www.youtube.com/watch_popup?v=fKyljukBE70

Subject: Florida Do Not Call Registry Now Free...

You can register for the 'Florida Do Not Call Registry' free of charge...until now you had to pay \$10 and then \$5 each year to renew. You can input your land-line and cell phone number(s). I just did ours and said it will be effective next quarter. Even if you are on the National Registry this one really helps.

Here is the link: www.fldnc.com

Auto Reply Win Mail

Windows mail does not contain Out of Office feature, nor does Windows Live Mail. However, you can set up such by using Outlook.

Demo: Automatically reply to messages while out of the office

When you're out of the office or away from home, you don't want to leave your friends and associates wondering why you haven't responded to their e-mail messages. That might result in bad feelings or missed opportunities! Using Outlook 2003, you can easily set up an automated reply to messages you receive while you're gone. How you create the reply differs depending on the type of server your e-mail account uses.

How do you check what type of server your account uses?

[Play Demo](#)

You can easily check whether your e-mail account uses a Microsoft Exchange server or a different type such as POP3 or IMAP. This demo shows you how.

How to do it (text version):

- [What is an Exchange Server e-mail account?](#)
- [Use Outlook with MSN and MSN Hotmail](#)

Set up an automated reply for a Microsoft Exchange server account

[Play Demo](#)

If you have an e-mail account that uses a Microsoft Exchange server, you can quickly set up an automated reply to messages using the Out of Office Assistant. And you can set up rules to manage your incoming messages so that your Inbox stays organized even while you're away. This demo shows you how.

How to do it (text version):

- [Automatically reply to incoming messages while out of the office \(Exchange e-mail account\)](#)
- [Troubleshoot the Out of Office Assistant](#)

Set up an automated reply for a POP3 or IMAP server account

[Play Demo](#)

If you have an e-mail account that uses a POP3 or IMAP server, the Out of Office Assistant isn't available to you. However, you can still send automatic replies by creating an e-mail template in Outlook 2003, and then combining it with Outlook rules. This demo shows you how.

How to do it (text version):

- [Automatically reply to incoming messages with a POP3 or IMAP e-mail account](#)

Problems watching the video? [Try our troubleshooting tips.](#)

.Note: Gmail is changing it's format. The following refers to the OLD gMail format. You may or maynot have switched to the new format yet.

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 Labels (Folders)

Instead of creating folders in which to save Gmail email, you may add a label or labels to the email from a particular senders. You have the option also to add more than one label to an email.

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 **I**. 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 Blocking Senders

Blocking contacts

Blocking a contact prevents the person from talking to you and seeing when you're signed in to Gmail or Google Talk. Here's how:

1. Click **Contacts** along the left side of any Gmail page.
2. Select the person you'd like to block.
3. Beside **Show in chat list:**, select **Block**.

If you decide you'd like to communicate with someone you've blocked, just select **Always** or **Auto** from the menu beside **Show in chat list:**. You can also unblock a contact by typing their name in the **Search, add, or invite** field at the top of your Chat list. Then, in the blue box that appears, hover over your contact's name and select **Show in chat list**.

Alphabetize a List using MSWORD

MSWORD 2000

Example: The groups list from your AOL address book's Additional Contacts box, each name being separated by a comma.

1. Copy and paste the group of names to a MSWORD document sheet.

2. Click CTRL+A to select all the names.
 3. Press the TABLE button on the top Menu. Select CONVERT TEXT TO TABLE. (Word 2007 click insert and click table. Select Convert Text to Table)
 4. In the box that pops up, select COMMA, click AutoFormat and select NONE. OK. Change the # of columns to 1. Click OK. All the names now will appear in a single column. (Word 2007 Click Ascending to Descending to sort)
 5. Click TABLE again and select SORT ...Ascending/descending order. OK.
 6. Click TABLE again and select CONVERT TABLE TO TEXT. Select Separator COMMA. OK (table disappears)(Word 2007 click Layout and select Convert table to text. Select Paragraphs, click Special and select Paragraph Mark, click Replace all.)
 7. Click EDIT... REPLACE. A Find and Replace screen will appear. Click the REPLACE tab.
 8. Put cursor in the FIND WHAT box.
 9. Click on the SPECIAL button and from the dropdown menu select PARAGRAPH MARK. The symbol(^P) will appear in the FIND WHAT box.
 10. In the REPLACE box, type in a comma and a space(,).
 11. Click the LESS button if necessary to make it a MORE button (it toggles between More and Less).
 12. Click on REPLACE ALL.
- The list should now appear in paragraph text format with a comma separating each name and a space between them.

Subject: An Old Story . . . but still true!
Have a good day.

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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 VLGSCclassifieds@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