

The Villages Computer Club

The Villages Computer Club will meet at 1 p.m. Friday March 22th at Lake Miona Recreation Center.

The program will feature a presentation on "Basic Windows 8 Navigation Part 1" by Bob Walton and John Campbell.

Following the presentation will be refreshments, door prizes and a problem solving session.

If you have a computer problem you can't resolve, fill out the troubleshooting request form found at thevillagescomputerclub.com and bring it to the meeting. Forms are also available at the meeting. Ask for one when you pick up your door prize ticket.

Guests are always welcome, please bring your village ID card. For information or to sign up to be on the VCC email list, visit the website or email Paul Rabenold at TVCC.Pres@gmail.com

Sort Folder Content in Windows 7

The folders and files in a folder are by default sorted in alphabetical order by name. The subfolders shown first and then the files. The order may be changed to sort them by any properties shown in the Detail View.

To display or hide a property in Details view:

1. Rightclick the column heading and click More.
2. In the Choose Details dialog box, select the check box of a property you want to display or clear the check box of a property you wish to hide.
3. Click OK.

To sort items in a folder window:

1. In Details view, click a column heading to sort the contents in ascending or descending order by that property. Click the heading a second time to sort the contents in the opposite order.

2. In any view, rightclick the Content Pane, select Sort by, and then click the property by which you want to sort the items. Select ascending or descending on the shortcut menu to change the sort order of the selected property.

From Step By Step Windows 7 by Joan Preppernau & Joyce Cox

Copy the content of a file by using shortcut keys

- 1. Press CTRL + A to select the entire content of the file.**
- 2. Press CTRL + C to copy that content.**
- 3. Press CTRL + V to paste the copied content to another document, an email form, etc.**

Folders and Files in Windows 7

There are 8 different ways in which you may view your Win 7 folders. To change the way you view them, rightclick a folder and at the top right click the down arrow beside the small picture icon to give you the list of different views shown below. Choose the view you prefer.

Click the icon to the right of the folder view to open the file preview box. Now you may rightclick a file within a folder and a preview of that file will be shown in the preview box.

Extra Large Icons

Large Icons

Medium Icons

Small Icons

Lists

Details

Tiles

Content

Alphabetize a large group of names or items. (MSWORD 2003)

It's a good idea to print these instructions before beginning.

Example: The groups from your address book, each name being separated by a comma. (When the comma is used in this manner it is known as a delimiter). It has used AOL addresses, but you can use it to alphabetize any list of addresses.

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.
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.
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)
7. Click EDIT... REPLACE. A Find and Replace screen will appear. Click the REPLACE tab.
8. Put cursor in the FIND WHAT box. Click the MORE button. (Click the LESS button if necessary to make it a MORE button, it toggles between More and Less).
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 on REPLACE ALL.

The list should now appear in paragraph text format with a comma separating each name and a space between them.

If this is a group of names from your AOL address book, select and copy the group, Bring up the AOL Address book, click on the AOL group, click EDIT, click on the box containing the addresses, they will highlight, Now press CTRL V to paste the newly alphabetized group into the box to replace the old group. Remember to place a parenthesis before the first name and after the last name, so when you send they will all go as blind copies and you won't be sending out a list of names for all the recipients to see. NOTE: AOL 9.0 alphabetizes the address book for you. By clicking the Name column in the AOL alphabetized list you can arrange in ascending or descending order.

Or after sorting, click Table...Convert table to text which removes the table lines, then

Click on EDIT, REPLACE, and then click the SPECIAL tab and click on Paragraph Mark. This will place the end of paragraph character into the "Find what" line. Now tab down to the "replace with" line and press the comma key. Click on the Replace All button. Your data should look like it did before you started.

AOL ADDRESS BOOK MAILING LABELS(Version 9.0 9.7)

You can print mailing labels for people whose addresses you have stored in your Address Book. You must use Avery 5160 or compatible labels in your printer for this feature to function as expected.

To print mailing labels for contacts you choose

1. On the **Mail** menu on the AOL toolbar, click **Address Book**.
2. In the **Address Book** window, select individual Address Book entries by clicking them while holding down the CTRL key, and then click **Print**.
3. In the Print window, choose **Selected contacts**, click **Mailing Labels**, and then click **OK**.

To print mailing labels for all contacts stored in your Address Book

1. On the **Mail** menu on the AOL toolbar, click **Address Book**.
2. In the **Address Book** window, click **Print**.
3. In the **Print** window, choose **All contacts**, click **Mailing Labels**, and then click **OK**.

Note: The address labels required is Avery 5160 is the size for return addresses.

To create a hard copy of all addresses to use as your phone book, follow directions above but select **ALL** instead of Mailing Labels and print. All address and all info listed on their address card will be printed. I find this very convenient for use daily.

Labels Created in OpenOffice Draw

OpenOffice Draw is a free program provided by Sun Microsystems Inc. OpenOffice Draw is a drawing software that allows users to create posters, banners, labels and more.

[Creating labels](#) in OpenOffice Draw is a fairly simple task. With a little patience and some information you will be creating useful labels in minutes.

Read more: [How to Create Labels in OpenOffice Draw | eHow.com](#)

http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ

1. Open the Draw program from the Start menu.
2. Create the label size or download a template off [the Internet](#). Worldlabel.com has OpenOffice templates for all manufactured label sizes that are free to download. To create your own label, make a box in the main window and then click "Position and Size." Choose the size and position on the paper where the label is.
3. Right-click on the label. A window opens that lets you design the label. Pick a background and a font for the labels.
4. Click "F2" on your keyboard. A window opens that allows you to add text into label. Change the alignment, size, font and color of the text. If you click inside the label, the window disappears. Click "F2" to open the window again. Click "OK" when you are finished.

5. Copy and paste the labels into their position on the page to make duplicates.
6. Click "Save" in the File menu to save your labels. Click "Print" in the File menu. Select your printer and preferences for the printer before pressing "Print."

Purchase or use online labels – [Click here: Online Labels - Labels for laser and inkjet printers! Compatible with all popular software programs for printing!](#)

[Office Depot® Labelswww.OfficeDepot.com](#)
Paper, Labels, Envelopes & More.

[Avery Compatible Labelswww.uslabel.net](#)
Freezer Grade Label Sheets 1000 Sheets

[Pre Printed Labelswww.LabelUniverse.com](#)
Buy Warning, Made in USA, Address & other labels online. Low Prices!

[Stamps.com Official Sitewww.Stamps.com](#)
Print Approved Postage w/ just a PC, Printer & Web Connection!

Read more: [How to Create Labels in OpenOffice Draw | eHow.com](#)
http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vy32dSY

Children's Sermon

A Baptist pastor was presenting a children's sermon. During the sermon, he asked the children if they knew what the resurrection was. Now, asking questions during children's sermons is crucial, but at the same time, asking children questions in front of a congregation can also be very dangerous.

Having asked the children if they knew the meaning of the resurrection, a little boy raised his hand. The pastor called on him and the little boy said, "I know that if you have a resurrection that lasts more than four hours you are supposed to call the doctor."

It took over ten minutes for the congregation to settle down enough for the service to continue.

Genealogy Info

[Genealogy.com - Family Tree Maker Family History Software and Historical Recorder](#)

[JewishGen Family Finder \(JGFF\)](#)

[Cyndi's List of Genealogy Sites on the Internet](#)

[FamilySearch Internet - Search](#)

[FamilySearch](#)

[RootsWeb.com Home Page](#)

[American Family Immigration History Center](#)

[National Obituary Archive\(NOAA\) - Arrangeonline.com](#)

[USIGS - United States Internet Genealogical Society HOME](#)

<http://genealogy.custhelp.com> - Answer

[Ancestry.com - Genealogy and Family History Records](#)

[Natchez National Historical Park profile - Natchez National Historical Park, M](#)

[Cyndi's List - Germans From Russia](#)

[Largest Free Genealogy Search, Free Public Record Search Census records us](#)

[VILLAGES GENEALOGICAL SOCIETY](#)

Is this what is meant by an attitude of 'entitlement'?

The last 10 seconds left me speechless!

<http://www.youtube.com/watch?v=rPRtIOmPOD0&sns=em>

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 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](#)

5. Fred Benson's website www.thevillagescomputerbasics.com

