

The Villages Computer Club will meet at 1 p.m. Friday Oct 11th at Lake Miona Recreation Center.

The program will feature a presentation on "Using Your Laptop to Manage Your Music" by Paul Rabenold.

Your laptop can be a rich source of quality music for you to enjoy. The ability to accumulate lots of it is easy and can present a problem as it accumulates. Finding and playing the songs you want, getting it to your mobile devices, selecting the right software and other items will all be addressed.

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](http://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](mailto:TVCC.Pres@gmail.com)

[thevillagescomputerclub.com](http://thevillagescomputerclub.com)

**Paul Rabenold, President**

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### **Back Ups Made Simple.**

How would you like to be able to backup your entire hard drive and have a spare in case you get corrupted or catch a virus. If you feel comfortable installing or changing hard drives, you can get a USB External Hard Drive Enclosure, also called kits, that allow you to install or change the Hard Drive. The hard drive must be purchased separately.

Shop for Internal Hard Drives which can usually be found on sale for about 50 cents a Gig after rebates. You can install an (internal) Hard Drive in this External Enclosure and use it to back up all your files... much easier than reading, writing and storing CDs or DVDs.

Also, using a cloning program such as Casper XP or Ghost, or Acronis, you can copy (clone) your entire hard to this USB External Hard Drive. Unlike other copy programs, Casper XP will clone your entire Hard Drive to a USB External - and the Hard Drives don't have to be the same size. You can even use a smaller, slower HD as a backup as long as it's big enough to hold the data. <http://www.fssdev.com/products/casperxp/>

If your computer's hard drive crashes or gets corrupted, just install the Cloned Hard Drive in your computer and in about 5 minutes, you're back in operation - exactly like you were when you Cloned your Hard drive to the external. OF course data added to

your computer's hard drive after the clone was saved will not be on the clone unless you add it periodically.

Also - while the Cloned HD is in the External, you can still read / write (non system) files and use it to backup newer data.

The possibilities seem endless Instead of storing many CDs or data DVDs as backups, I have a couple of spare Hard Drives that hold everything and are ready to install when needed.

Sorry - Laptops are physically different and use much more expensive Hard Drives. But, when using my laptop, I copy everything I save to a USB external hard drive.

It is impractical to try to back up Windows onto floppies because there's so much material to back up. At 1.44MB per floppy, your estimate of 500 floppies is probably accurate. I even consider it dangerous to backup to CDs. I feel much better copying important files to an external hard drive.

If you have purchased a new computer and have no easy way to copy files from the old computer to the new one, you can always attach a group of the files to an email and send it to yourself. It may require many emails to send all the data and pictures. Do not open the email in your old computer. Rather, open them in the new computer and Save them to folders in your new computer.

**CRITICALLY IMPORTANT: When you purchase a new computer MAKE SURE that you get a Recovery Disk or that you use the information in the computer's manual to CREATE a set of Recovery Disk. IF your computer crashes, you can usually use the Recovery Disks to get up and going again.**

**Don't just depend upon the Recovery disk installed on your new computer to get you up and running...what if you can't get to that Recovery drive???**

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## **Moving files and folders from one computer to another**

**Note: Programs that require installing cannot just be copied to a flash drive and move to another computer...UNLESS the program is one you've downloaded and saved as the original file such as your AVG, or it's a small .exe program such as Bigjig.exe.**

The easiest way to move folder contents from one computer to another is to use a USB flash drive. Be sure that the size of the flash drive is large enough to contain the amount of material you're transferring, unless you wish to move part, then format the flash drive and then move more using the same flash drive.

1.Plug in the USB flash drive to the old computers' USB port. You'll get a message that the computer has found new hardware. Wait a few seconds and you'll get another message stating that the new software has been installed and is ready for use.

2. Rightclick the START button and select EXPLORE.
3. Click on the + beside the Local C: drive near the top of the left column in Explore.
4. Scroll down and click the folder where you've stored your documents and doubleclick that folder. All the subfolders and files you've created will be listed on the right side of the page.
5. Rightclick the folder you wish to copy to the flash drive and select Copy.
6. Now, scroll down the left column until you see the letter that is the REMOVABLE (flash) drive, rightclick it and select Paste. The folder you selected and all it's contents will be copied to the flash drive. The original folder and contents will remain on the C: drive of the old computer. (I do not suggest that you drag and drop as it is too easy to drop items before reaching the correct folder. Use Copy and Paste to avoid this problem)
7. Continue rightclicking folders and files and selecting copy, then rightclick the Removable drive and select Paste until all the folders and files you want have been pasted to the drive.  
(If you're used to doing Copy & Paste, you can hold down the CTRL key and select ALL the folders and files you wish to place on the flash drive, then rightclick in the blue area and select SEND TO: select the letter that is the Removable flash drive and all will be copied over)
8. Next, click the flash drive icon in the startup tray,(it's a little tray with a green arrow above it)and select the Removable drive, should be the top one listed and you'll get a message that it is now safe to remove (unplug) it. Unplug it.
9. Plug it into the new computer's USB port. Again, you'll get the message that new hardware has been found. Wait and you'll get the message that the new hardware has been installed and is ready for use.
10. Rightclick the START and select Explore.
11. Decide where you wish to store the contents of the flash drive. For instance, you can select the entire contents, rightclick and select Copy and then rightclick the My documents folder and select Paste and the entire contents will be added to the My Document folder of the new computer .  
However, my suggestion is to create a new folder in the My Documents folder and place all the files and folders from the old computer into it.

To create the new folder, at the top of the Explore screen, click File...New... Folder and name that folder so it represents the old computer. Example: HP Desktop 2355 or such. And then select the entire contents of the flash drive, rightclick in the blue area and select SEND TO: select the new subfolder you created (HP Desktop 2355).

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## Copy Pictures to Flash Drive

Easy storage – purchase a large volume flash drive or several if needed. Use one to store documents and a separate one to store your prized pictures. They're cheap! Don't lose those precious moments you've captured with your camera. Besides it's also an easy way to take the pictures with you and share with family and friends.

1. Plug your flash drive into a USB port on your computer. A message will appear in the STARTUP tray that new hardware has been found. Wait a couple of min and you'll see another message stating the new hardware has now been installed and is ready for use.
2. Rightclick Start...click Explore.
3. Scroll down to the folder where your pictures are located. Rightclick the folder and click properties. Look to see how much space the folder contains....such as 590MB or it may be something like 2.3gig. Your flash drive must be big enough to contain this amount of data or you'll have to copy some to one and the rest to another flash drive. IF your flash drive is big enough to contain the whole content of the folder, then do this,
4. Rightclick the folder and select COPY.
5. Now, scroll down near the bottom of the left column until you see the letter that is this new Flash Drive. Rightclick it and select PASTE. The whole folder will be copied to the flash drive. Wait until it finishes copying.
6. Now doubleclick the flash drive itself and you should see on the right side of the screen the yellow folder that you just copied.
7. Doubleclick the yellow folder and make sure that all your pictures are there. IF they are, you may go back to the folder from which you copied them, doubleclick it and delete all the pictures on the right side of the page, or you may leave the original copy on your hard drive. The Flash Drive will be a backup copy.

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## Acronis Backups

(From Don Crosby)

Maxine, in response to a recent Jmax Bits tip on backups:

I used to use Casper for backups and loved the program. Now I am using Acronis for my backups.

I run a full backup **before installing any new software**, takes 20 minutes. I also have Acronis do a backup about **once a week**. When I get the "dinner call" I start the backup and it's finished by the time dinner is over.

I can't tell you how comforting it is to know that if my C:\ drive crashes, I can just shutdown my computer, unplug my primary harddrive (C:), turn the computer back on and it comes up recognizes my cloned hard drive 100%, nothing lost and I'm ready to continue in 5 min.

I also subscribe to Carbonite for my "data only" backup. It runs continuously in the background and backups selected data areas.

So I enjoy the best of both worlds.

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### **Acronis Backups (From Virginia Mauldin)**

Maxine, in response to a jmax bits sent out recently on backing up data, I don't just backup my data but create a mirror image of my C: drive, data, programs,etc.

I use Acronis 9 to clone (make an exact copy) of my hard drive onto an external drive. Then if I want to replace a dying hard drive or upgrade to a larger c hard drive (I've done both) I disassemble the external drive, remove the drive, remove the c drive in the computer and connect the clone. (that process really is easy). Since it is exactly the same, life goes on as before. I can also update the clone from the c drive from time to time by dragging and dropping the newer files from the c drive onto the clone in the external drive using Windows Explorer.

1. attach the external drive and verify in Windows Explorer or My Computer that the system is seeing it.
2. Call up Acronis program and tell it I want to clone a disk ( you can also make images or back up with Acronis also but making a clone is just as easy and all the installed programs are preserved)
3. The Acronis program walks me through choosing the source drive (c drive) and the destination drive (the external) and then I just walk away, checking back from time to time that all is progressing.
4. When Acronis says it is 100 per cent finished, I verify in Windows Explorer that some files, like documents, are just like the current c drive before disconnecting the external.

I make two clones on two different external drives about every 6 months and put one at another location away from my house as a failsafe against a catastrophe like fire or tornado or such. I can update the clone on the external from my c drive from time to time but after I have installed or eliminated some programs I reclone since it is easy so that I have a drive ready to install and use if necessary.

I like being able to change out drives and continue with all data and programs intact if something happens to my c drive or I want to upgrade to a larger drive.

I accumulated three external drives cheaply by watching the paper for good sales several years ago. Of course the external drive must be the same type (IDE or SATA)

as your computer to be able to switch the drive with the one in the computer. When I started all this all computers were IDE and so are my externals. Now most computers and no doubt externals are SATA.

I keep a small 2.5 inch external drive connected to my computer all the time. It came with a backup utility on the external so my computer syncs and backs up the files I choose continually.

Thanks, Virginia and Don. This is very good info. I have Acronis but don't use it as my primary backup. My External hard drive is my primary backup. I have all the programs which can be reinstalled when my computer is up and again running, so I just save all my data to my External Hard drive.

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### **Quicken Setup Using USB for Files**

**Since computers do get hacked sometimes, I don't like leaving my financial info on my computer. To avoid my Quicken files being backed up on my computer, I created 2 USB Flash drives for backup then removed the Quicken program and all it's files. Now, I plug in the Quicken USB drive and select the last Quicken backup file on it. I do my reconciliation,etc and upon completion, I backup to the 2 USB drives. If my computer is hacked, the hacker will only see the Quicken Program but there will be no Quicken data. See below for details. jmax**

First prepare a #1 Quicken USB drive and a #2 Quicken USB drive. Create a folder on each, giving the folder your first name.

#### **Preparation of Flash Drive #1**

Some flash drives come with some files already on the drive. That is why it's very important that the first thing you do is Open the Flash Drive and create a new folder on it, giving it your name.

1. Plug in the new flash drive (don't use one that you've been using to save other files)
2. Rightclick Start...Windows Explorer (in XP click Explore).
2. Scroll Up the left column until you see the Removable Flash Drive. The computer will assign a letter to it. To make it easy to identify, rightclick that drive and click Rename. Type Quicken 1. Click outside the name box and you'll now see the name Quicken 1 in addition to the letter the computer assigned to it. The computer may change the letter when you plug it in at a future time if you have other flash drives plugged in. But you'll always

know you're using the correct flash drive when click on the folder Quicken 1 or Quicken 2 and see your Quicken name.

3. Now, click the Quicken 1 flash drive once to select it. Then click File...New...Folder on the top menu bar. A New Folder will appear under the Quicken 1 drive. Type in your name and click outside the new folder box. You will now see the folder with your name as a folder under the Quicken 1 Removable drive.

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1. Open your present Quicken.
2. Plug in #1 Quicken USB disk. Click File and backup to the folder on this #1 Quicken USB drive. Remove the USB drive. (Double click the Quicken #1 flash drive to confirm that the backup is there before going further)
3. Now, uninstall Quicken completely. Do a search for any Quicken backups or data files and delete those, so there are no Quicken files on your hard drive.
4. Restart your computer and install Quicken. Do NOT set up an account or any files of any kind.
5. Put in the #1 Quicken USB that contains the Quicken backup. Click File on Quicken and open the USB drive's data file with today's date. (If you always put in the USB drive before opening Quicken, Quicken will always quickly find the data files you need.
6. When work is complete. Close the Quicken program. Do NOT do a backup. Do Not click SAVE. The info is already on the USB drive because that's where you've been making changes.
7. Click the Removable disk removal tool in the Systray and select the #1 Quicken USB drive. It is now safe to remove the USB drive that holds your Quicken files leaving no trace of Quicken data on the computer. Only the program is there.
8. As a precaution, you may want to copy the folder from the #1 Quicken USB to a 2nd Quicken USB each month allowing the folder to replace the old folder on the 2nd Quicken USB.

Note: I made a Folder on #1 Quicken Flash Drive and named the folder: Jmax 1 1 2011 (the

date I started using the Flash Drive). I copied a backup of my OLD Quicken to that folder before uninstall the OLD Quicken program.

After the first time you use that Quicken 1flash drive, Quicken will automatically open to that drive, that folder and the proper data file . You will not have to search for it each time as long as you put the flash drive in the same USB port before you open Quicken.

Also, Quicken will put a Backup folder on the #1 Quicken USB after you use it the first time.

Note may even wish to use a 3 USB drive for a Quicken that you store in your banks lockbox.

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### **Computer Rebooting Cycle**

Heat can cause a computer to reboot. A faulty fan or seized fan may not be cooling as it should. Also, dust bunnies can clog the fan. As soon as the CPU heats up, it will reboot. Try this.

1. Shutdown the computer and allow it to cool for about 10 minutes.
2. Remove the cover on the CPU cover.
3. Power up the CPU . If it doesn't reboot as it did before the problem may well be a non-working fan or a fan clogged with dust bunnies, a mouse, a snake or other air-blocking agent.
4. To remove 'dust bunnies' or such, shutdown computer, unplug from power. Open the case and using a can of compressed air blow out the dust.

**Note: In Win 7 it's a good idea to uncheck the automatic restart in system failure because should a system failure occur such as the blue screen of death, the computer begins restart and doesn't stop it just continues to reboot...reboot ....reboot.**

To disable this feature:

1. Click Start...Control Panel
2. Click System
3. On the left column click Advanced system Settings
- 4 Under System Startup and Recovery, uncheck automatically restart

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### **BOOT FAILS**

If Windows fails to boot properly, press F8 while it boots for the Windows StartUp menu, and pick the Logged (\BOOTLOG.TXT) option. It attempts a normal boot but records the status of every step Windows takes during the process. You can use this option to log a failed boot. Then, reboot to Safe mode if necessary and use a text editor to open BOOTLOG.TXT (in your root directory).

Search for "fail" to find the boot steps Windows had trouble with. Failed steps are often excellent clues to the cause of the problem. More info may be found at the following Microsoft.com FAQ sites.

[Q243039](#), [Q192926](#) ,[Q267288](#)



## How to perform a clean boot in Windows XP

**Note** You must be logged on as an administrator or a member of the Administrators group to follow these steps. If your computer is connected to a network, network policy settings may also prevent you from following these steps.

1. Click **Start**, click **Run**, type **msconfig** in the **Open** box, and then click **OK**.
2. On the **General** tab, click **Selective Startup**, and then clear the **Process System.ini File**, **Process Win.ini File**, and **Load Startup Items** check boxes. You cannot clear the **Use Original Boot.ini** check box.
3. On the **Services** tab, select the **Hide All Microsoft Services** check box, and then click **Disable All**.
4. Click **OK**, and then click **Restart** to restart your computer.
5. After Windows starts, determine whether the symptoms still occur.

**Note** Look closely at the **General** tab to make sure that the check boxes that you cleared are still cleared. Continue to step 6 if none of the check boxes are selected. If the **Load System Services** check box is the only disabled check box, your computer is not clean-booted. If additional check boxes are disabled and the issue is not resolved, you may require help from the manufacturer of the program that places a check mark back in Msconfig.

If none of the check boxes are selected, and the issue is not resolved, you may have to repeat steps 1 through 5, but you may also have to clear the **Load System Services** check box on the **General** tab. This temporarily disables Microsoft services (such as, Networking, Plug and Play, Event Logging, and Error Reporting) and permanently deletes all restore points for the System Restore utility. Do not do this if you want to retain your restore points for System Restore or if you must use a Microsoft service to test the issue.

6. Click **Start**, click **Run**, type **msconfig** in the **Open** box, and then click **OK**.
7. On the **General** tab, select the **Process System.ini File** check box, click **OK**, and then click **Restart** to restart the computer. If the issue continues, the issue is with an entry in your System.ini file. If the issue does not continue, repeat this step for the **Process Win.ini File**, **Load Startup Items**, and **Load System Services** check boxes until the issue occurs. After the issue occurs, the last item that you selected is the item where the issue is occurring.

**Note Microsoft strongly recommends that you do not use System Configuration Utility to modify the Boot.ini file on your computer without the direction of a Microsoft support engineer. Doing so may make your computer unusable.**

## How to start the Windows Installer service

**Note** The Windows Installer service does not start if you disable **Load System Services**. To use Windows Installer in this case, you must start the service manually:

1. Click **Start**, right-click **My Computer**, and then click **Manage**.
2. In the left pane, click **Services and Applications**, and then click **Services**.
3. In the right pane, right-click **Windows Installer**, and then click **Start**.

If you run a Setup program without manually starting the Windows Installer, you may receive the following error message:

The Windows Installer service could not be accessed. Contact your support personnel to verify that the windows Installer service is properly registered.

## How to return from a clean boot state

1. Click **Start**, click **Run**, type **msconfig** in the **Open** box, and then click **OK**.
2. On the **General** tab, click **Normal Startup - load all device drivers and services**.
3. Click **OK**, and then click **Restart** when you are prompted to restart your computer.

## REFERENCES

For additional information about troubleshooting startup issues in Windows XP, click the following article number to view the article in the Microsoft Knowledge Base:

[308041](http://support.microsoft.com/kb/308041/) (<http://support.microsoft.com/kb/308041/>) Resources for troubleshooting startup issues in Windows XP

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### **Win XP Boot**

**Creating an XP boot** disk is much more involved and so it is recommended that you have the RECOVERY Disks that came with your computer, or create a set of recovery disks and keep those in a safe place just in case a crash occurs and you have to reinstall the Operating System and the applications or do a full format and recovery. IF your XP will not power up so you can get to the Recovery disks stored in a partition of your C:\drive, you're going to need something to power up.

If you did not receive Recovery Disks when you purchased your computer, then your Recovery disks are probably loaded onto your computer in a partition of your hard drive. Doubleclick MY COMPUTER to list all drives. You should see the C:\ drive and there should also be a drive (probably) F: (Recovery drive). In most cases when you setup a new computer that has the Recovery on a partition of the computer's hard drive, it will suggest that **you** Create a set of Recovery CDs which will then contain the files from the Recovery partition and that will perform a non-destructive recovery (reinstall the operating system without removing data or software that you've installed) or a destructive recovery (a format of the hard drive and then reinstall the operating system and factory installed software, removing all files including those you've created and the programs you've installed).

**IMPORTANT:** BEFORE you NEED recovery disks, is the time to either get them from the manufacturer of your computer, or create them per instructions by the manufacturer of your computer.

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### **Computer Crash**

Sooner or later, your computer is going to crash - when you least expect it, and probably when you need it most.

While your system is working properly turn it on and prepare the following:

#### **Win 98 Create a Windows Emergency Startup Disk.**

- A. At control panel, click the Add/remove Programs icon.
- B. Click the Windows Startup Disk tab
- C. Follow instructions given to create disk.
- D. Date, name and store in a safe place.

In *Windows Explorer*(Win95/98) scroll through the file lists until you find the following files(or use the search feature). Copy them to the same Win 98 Emergency Start Up Floppy A: drive.

**CHKDSK.EXE EDIT.COM FDISK.EXE FORMAT.COM and SCANDISK.EXE.**

**Other files that might be helpful may also be copied to the floppy disk.**

Attrib.exe  
Deltree.exe  
Himem.sys  
Mscdex.exe  
Smartdrv.exe  
Sys.com

Xcopy.exe  
Xcopy32.exe  
Xcopy32.mod

Also save to the floppy a **System Information Report: Click Start...Programs...Accessories...System Tools and System Information.**

e. Now remove the new boot disk from the A: drive, label it clearly "Boot Disk" and place it inside a closable clean dust wrapper (ziplock bags work well).

f. Win95 users, take one additional step. Click on *MY COMPUTER* on your desktop and select *Properties*. Copy down the multi-digit number listed underneath your name on the "Registered To" box. Write this on the boot disk label

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If you did not receive Recovery Disks when you purchased your computer, then your Recovery disks are probably loaded onto your computer in a partition of your hard drive. Doubleclick MY COMPUTER to list all drives. You should see the C:\ drive and there should also be a drive (probably) F: (Recovery drive). In most cases when you setup a new computer that has the Recovery on a partition of the computer's hard drive, it will suggest that **you** Create a set of Recovery CDs which will then contain the files from the Recovery partition and that will perform a non-destructive recovery (reinstall the operating system without removing data or software that you've installed) or a destructive recovery (a format of the hard drive and then reinstall the operating system and factory installed software, removing all files including those you've created and the programs you've installed).

**IMPORTANT:** BEFORE you NEED recovery disks, is the time to either get them from the manufacturer of your computer, or create them per instructions by the manufacturer of your computer.

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### Boot Sector Virus

It makes no difference to a boot sector virus whether a floppy disk or CD or USB flash drive is Bootable(note: means that it has on it the necessary system info to start your computer.) or not, contains only data files, or even has no files. To this type of virus, the boot sector is what's important. Here's how they work. At boot, **if a virus infected floppy,CD,USB flash** is in the appropriate drive, the PC's BIOS reads the boot sector (or a virus written there) into memory first, even before loading the operating system or before loading the antivirus program.

At that point, a virus can spread from an infected floppy,cd,flash drive disk to the computer's hard disk. The process is almost instantaneous: The virus

program in the floppy, CD, Flash drive boot sector gets read, then it takes control of memory--and most boot-sector viruses infect the hard disk immediately.

If the floppy, CD or flash drive is not bootable, the boot process may halt, usually with a Non-System Disk message, but the virus is in memory nevertheless and can spread, usually by copying to the hard disk's boot sector or to its MBR (master boot record).

By infecting those areas of the hard disk, this type of virus loads into memory every time you turn the PC on, even before the operating system loads. This gives the virus an opportunity to restart the cycle by copying to more floppy, CD or flash drive disks as they pass from user to user.

**Caution: Always run a virus scan on any floppy disks, CDs or flash drives you borrow BEFORE moving any info from it to YOUR computer.**

**Also, it is a good idea to update and run your antivirus & malwarebytes programs from SAFE MODE periodically.**

**Run from Safe Mode:**

1. Press the Power up button on the computer.
2. Immediately begin tapping the F8 key.
3. The list of boot methods comes up. Select Safe Mode with Networking.
4. Windows will then be started with only essential files loaded.
5. Select the antivirus program and click Scan ALL FILES.
6. Select the malwarebytes program and click Scan ALL FILES.

Revised 10/10/2013 JMM

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

