

**REMEMBER CLOCKS GO BACK 1 HOUR THIS WEEKEND!!**

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The Villages Computer Club will meet at 1 p.m. Friday Nov 1st at La Hacienda Recreation Center.

The program will feature a presentation on " Navigating Windows 8 the Classic Way"" by John Campbell.

This is the first part of a 2 part presentation 11/1 and 11/15. Navigating the classic way and the modern way. Some people might like to use Windows 8 from the desktop (familiar look and feel) or some might like to use the Windows 8 Apps. These presentations will show you both capabilities.

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

thevillagescomputerclub.com

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**The next iPad meeting will be on Tuesday November 5, 2013 at 1:30, Colony Cottage.**

**Due to all the questions on IOS 7, we will have a presentation on IOS 7 at our meeting with various topics of the new IOS discussed. If you haven't upgraded to IOS 7.0.3, you should. We will have a panel for questions including Mark Rzemieniewski, Best Buy Lady Lake Manager, Paul Rabenold, and John Campbell.**

**A hands on Basic Training Session will held after the panel. If you have any questions or comments, let me know.**

**Thanks,  
Art Fenn, 430-0252**

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**PRINT SCREEN**

The easiest way to capture a full-screen of what you're seeing on your computer monitor is by pressing the Print Screen key on the keyboard. A picture of the screen is sent to the computer's invisible Clipboard. The picture may be pasted onto a document or an email form to save or to send to someone.

1. With the document you wish to copy on the screen in front of you, press the PRINT SCREEN key on your keyboard. Usually found next to the F12 key.
2. Open any wordprocessor e.g. Notepad, Wordpad, MSWord, MSWorks, etc. or an email form.
3. Place the mouse cursor onto the blank document or email form and press CTRL + V key to paste what was copied to the computer's clipboard by Print Screen.
4. You may save the picture to file or send it to someone in an email so they can see the same screen that you're looking at on your computer.

**NOTE:** The PRINT SCREEN feature takes a picture of the screen, so expect to see the menu bars, etc which were also on the screen. To take a picture of only the ACTIVE page without including the edges of pages behind the active page, hold down the ALT key when you press the Print Scr key.

**Note 2:** After pasting a print screen picture into an AOL email form, rightclick the picture and select RESIZE – Full Page. This will increase the size of the picture so it will appear to the recipient just as it does on your screen. Failing to resize makes the text in the picture small and unreadable by the recipient.

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### **Change Language from Spanish to English in AOL**

1. Click on Keyword on the top menu bar.
2. Select "go keyword" option.
3. Type into the box Change Welcome Screen
4. Click the go button.
5. Select Aol Experience since this is the default Aol Welcome Screen in English.
6. Click the guarder button.
7. Click Close.

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### **Copy and Paste Does not Work**

When you highlight and select a document in MSWord or other word processor and then attempt to paste that to a different program such as Word Pad or an email, it just won't paste. It doesn't even copy it to the computers clipboard. What can you do?

**Solution:**

**Restart your computer.**

**There are all kinds of 'fixes' listed in Google but try the simplest first.**

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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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## **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](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](http://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 and 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, and 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**

And this president says America is no longer a Christian Nation??????

**Please watch to the end or you will miss something interesting.**

<http://hawthornephoto.com/walk.htm>

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**If you listen to nothing else this year...Listen to Dr. Robert. The link is below. It's long but it may save your life or the lives of our children. JMAX**

"Sadly heart disease, diabetes, high blood pressure and obesity are at an all time high because of this terrible mistake.

The frustrating truth is we have ALL been slowly poisoned, sickened, and fattened up by three decades of the wrong policy on national nutrition.

Because the fact is... Sugar is the real #1 cause for most of the health and weight problems in the United States.

Dr. Robert proves this in his video  
[Sugar: The Bitter Truth.](#)

Worst of all, new studies show that the average American currently eats 141 pounds of sugar per year."

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**Save this tip....you may need it soon**

Clean water with bleach

Bleach is one of the best ways to kill harmful bacteria in water. Bleach does have a limited shelf life, so watch the dates. 3 Steps to clean water with bleach:

- Use 4 drops (about 0.375 milliliters) of unscented bleach per quart. Double the bleach if water is slightly cloudy.
- Mix well and wait 30 minutes.
- If water does not have a bleach smell, then repeat Step 1. If the bleach smell is too strong, then wait before drinking or use a carbon filter for better taste.

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### *Razors Care*

*Many men and women use razors to shave and those razor blades are expensive. For the unit I use, the blades cost \$15 for six, and they don't last long. Actually, there is a little blue stripe next to the blade – when it turns white, usually after about a week or so, the manufacturer recommends a new blade be used.*

*So, a \$15 pack of blades will last about eight weeks.*

*I saw a show about knives on television a bit over two years ago and they were talking about how knives and razors get dull after a short time. The knives got dull because of the user dragging the cutting edge over a plastic cutting board. A questioner asked about razors which do not come in contact with a hard edge and considering they're made with surgical steel, why do they get dull so quickly? The answer was – rust. Any metal left in the bathroom will begin to rust in only a few hours. So when a razor gets dull, it's because rust has formed on the edge. The moderator suggested the razor be stored in the dry bedroom instead of the bathroom and all its steam.*

*A day or two later I was thinking about that and realized there is a better way. My wife uses glycerin which she buys down at Wal Mart's cosmetic counter for under \$2, and when I saw that bottle on her dresser, I had an idea.*

*I took a small jelly jar (a baby food jar would work as well) and filled it half way with glycerin. Now when I finish shaving I run water over my razor to remove the shaving cream, never touching or brushing the blade, and then I stand the razor (blade down) into the glycerin.*

*The blade is no longer exposed the air or moisture, the glycerin is actually good for my face, and my razors now last at least six months each~!! I once used one for nine months, shaving every day and changed it only because I was going on a cruise.*

*Now a six-pack of \$15 razors can last as long as 36 months~!! No one believes it until they give it a try and they are amazed. My wife, my three sons, and several friends doubted me but now in their bathrooms is a jelly jar half filled with glycerin. They are believers.*



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*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)