

The Villages Computer Club will meet at 1 p.m. Friday Nov 15 at Hacienda Recreation Center.

The program will feature a presentation on " **Navigating Win 8 the Modern Way** by **Bob Walton**.

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)

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I found this interesting and thought you would too:  
[David Pogue: 10 top time-saving tech tips - YouTube](#)

#### **David Pogue Tips**

1. When on the web tap shift + space to scroll down 1 page, shift + space twice for two pages, shift + space 3 times to back up one page.
2. When a box is to be filled in on the web, type the first letter of the state twice to bring up the form.
3. Increase size of text on the web, press shift +++ to make it smaller press shift \_\_\_\_
4. Typing on iphone or kindle or ipad, press Ctrl-spacebar twice to end a sentence and it'll put the period.
5. On cell phone and you want to call someone back, just hit the CALL button and it'll show the last number called, now just hit call to redial the number.
6. To leave a message you may instantly press the # key to leave a message on T-mobile, the \* for verizon and the I for sprint.
7. In Google type 'define' and the word and it'll define it for you.

Also in Google type first #s of the flight for an airline, type a unit of measure and it'll change to metric,etc.

8. To replace a word in a document, just doubleclick the word and then type over. Doubleclick & drag for a phrase, tripleclick to replace a whole paragraph.

9. Shutter lag is the time between the pressing of the camera button and the actual capturing of the picture. So for capture of a motion press the button half way down and wait for the motion to click down.

10. When giving a talk using powerpoint slides and you want the folks to look at you rather than the slide, press the Ctrl-B key to black out the slide or press Ctrl-W to white out the slide. To return press the ctrl-B or ctrl-W again.

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### **PDF Graphic Saved as JPG File**

- 1. Open the .pdf using Adobe Reader .**
- 2. Place cursor in the upper right corner of the picture you wish to save as a .jpg file.**
- 3. Drag the cursor down to the lower right of the pic to select the picture.**
- 4. Right click the picture and from the drop down menu select Copy Graphic.**
- 5. Open your photo program, such as Photoshop Elements**
- 6. Click File...New and select image from clipboard**
- 7. Click File Save As, locate the folder in which it is to be saved.**
- 8. Give the file a name.**
- 9. In the Format box select ..JPG.**
- 10. Click SAVE**

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### **FOXIT Reads PDF files**

If you have uninstalled Adobe pdf Reader and installed the Foxit pdf reader instead, you may find that some corporate senders of PDF files (bank and insurance statement, for instance) are trying to be helpful but can let my baby cause confusion. They look on your computer for Adobe to open the file and not finding it, give you a message that you need to download Adobe to read the transmitted PDF file. **YOU DO NOT NEED TO DO THIS.** If you know you have FOXIT, you know that it will read any PDF file.

Close the 'download Adobe PDF reader' message. Locate the downloaded PDF file. Double click on it and FOXIT will immediately (much quicker than the previous Adobe) open the file. If you've never used Foxit since you installed it, it may not yet be associated with .pdf files. In this case, first open the Foxit program, click File, locate the .pdf file where you stored it when you downloaded it, doubleclick it. Foxit will open it and afterward when you doubleclick a .pdf file Foxit will pop up and open it for you.

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### **Cute PDF**

## Using CutePDF Writer to create PDF document:

**DO NOT look for any application to run. Just print your document using CutePDF Writer (the printer) to get PDF output.**

1. Open your original document and select **Print** command in File menu of your application to bring up **Print** dialog box.
2. Then select CutePDF Writer as the Printer to print (**DO NOT select "Print to file"** option).
3. You will get a Save As dialog box prompted for saving created PDF file. Select a folder to Save in and enter a File name, then click on **Save**.
4. Go to that folder to find your PDF file.

- \* CutePDF Writer supports Microsoft Windows 98/ME/2000/XP/Vista/7 (x32/x64).
- \* CutePDF Writer requires PS2PDF converter. You may get a free converter [here](#).

## To uninstall CutePDF Writer:

Activate the Control Panel, double click Add/Remove Programs, and double click on the CutePDF Writer list box entry.

Or.

1. On the Windows taskbar, click **Start**.
2. Run Programs -> CutePDF -> PDF Writer -> **Uninstall CutePDF Writer**.

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## PDF File Creator

FREE PDF file creator program

[CutePDF - Create PDF for free, Free PDF Utilities, Edit PDF easily;](#)

1. Download and install the program.
2. Open a document, press PRINT.
3. From the printer drop down menu select 'cutepdf'.
4. Save it as a .pdf file.

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## PDF File Saved as Text File

Q. Is there a way to save a .pdf adobe reader file to a Microsoft Word .txt or .doc file?

A. Yes, Open the .pdf file using adobe reader.

Click File ...select Export Document to TEXT

Now you can go back to the same folder where the .pdf file was and you'll also find the file there with a .txt extension.

Doubleclick the .txt file and it will be opened by Notepad as a text file.

If you wish, you can then open the .txt file using MSWORD or any other word processor and click SAVE AS and save it in one of the formats offered by that wordprocessor.

Note: Using Foxit pdf files, open the document in Foxit and click the menu icon that looks like a face with sunglasses to view the .pdf file as a text file. Click File SAVE AS in order to save the .pdf file as a .txt file.

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HP Scanner

Works with most HP Scanners

Put your picture or document into the scanner face down. Close the lid.

1. Click the HP Director icon on the desktop.
2. Click Scan.
3. Click Scan Picture
4. Select Picture
5. Select Save as File
6. Click Scan
7. Click Accept

A box pops up allowing you to give the file a name and to select the folder MY PICTURE as the place to store the file...or select a different folder. Also, give the file a

8. name. Select file type as .jpg.(This is the format extension for a picture, but all scans are creating a picture whether it's a real picture or a text document).
9. Click SAVE

The file will be saved as a .jpg file in the name you gave it, to the folder you selected.

A Virtual tour of the Smithsonian Museum

<http://www.mnh.si.edu/vtp/1-desktop/>

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Best show I've seen in a very long time!!! Jmax

From a cabaret show, apparently in France.... about 7 min 40 sec

<https://www.facebook.com/photo.php?v=717211468307619&set=vb.234538950336&type=2&theater>

German trapeze couple who are really different!  
Her facial expressions are worth watching.

*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)