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

The program will feature a presentation on "**Basic Windows 8 Navigation**" 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

thevillagescomputerclub.com

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Win 8 Print Screen

1. Hold down the Windows Key (that's the one at the bottom left of your keyboard) and press the Prt Sc (Print Screen) key on the keyboard.

2. Open the document or email form where you wish to paste the image, and rightclick. Select Paste.

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Win 8 Snipping Tool

Press the Windows key and start typing "Snipping Tool." The option to open the program will be offered to you simply by hitting the Enter key.

With this, you can take a snapshot of the entire screen if you desire. However, there is also the option to capture any "free form" section of the display screen or a simple rectangular area.

Once you've defined the area you want to capture, Snipping Tool saves that portion of the display image, and even lets you direct the image to be saved any folder you wish. (Source: pcadvisor.co.uk)

Here's a quick guide on how to use the Snipping Tool:

- **Choosing Free Form Snip will allow you to drag the cursor to define and capture any irregular part of the screen.**
- **Choosing Rectangular Snip will allow you to drag the cursor to define any size rectangular area to capture.**
- **Choosing Windows Snip will allow you to select any open window, such as a browser window or a dialogue box (instant message, etc.) and capture its contents.**
- **Choosing Full-Screen Snip will allow you to capture the entire screen (same as Print Screen).**

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Desktop Text Size Change in Win 8

Rightclick the desktop in blank area and select Screen Resolution. Near the bottom of that screen click <u>Make text and other items larger or smaller</u>.

Select SMALLER, MEDIUM OR LARGER.

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Activate Cap Lock Sounds in Win 7

1. **Go to start, click on control panel.**
2. **Now go to Ease of Access Center and click on Make the keyboard easier to use.**
3. **Place check in both Turn on Toggle Keys and in the box Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds**
4. **Click OK.**

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Privacy and Security in the Consumer Cloud: The not so fine print

The consumer cloud expanded again this week with the addition of Google Drive to more familiar brands like Dropbox, Microsoft SkyDrive, Apple iCloud, and Amazon Cloud Drive. Unfortunately, most of these cloud-based file storage services come with privacy and security caveats, often involving language such as "You give us the right to access, retain, use and disclose your account information and Your Files..." and "We do not guarantee that Your Files will not be subject to misappropriation, loss or damage and we will not be liable if they are..."

Why cloud?

Before I explain why it is now more important than ever to read the "Terms of Service" and "Privacy Policy" that apply to any online services you may want to use, let me say a few words about what the consumer cloud means in practical terms. It means Internet access to gigabytes of online storage space–at low or no cost–from a wide range of devices, desktop to smartphone.

Full access is provided to the account holder and partial access may be made available to third parties designated by the account holder, like friends and family, on some consumer cloud services (we will deal with service operator access in a moment).

The way that people use and access consumer cloud services varies considerably but here's just one example: I have about 30 gigabytes of music on my Amazon Cloud Drive. This happened when I got a Kindle Fire for Christmas and, in my enthusiasm to explore it without first reading the manual, accidentally initiated a 5-day sync-a-thon between one of my home computers and the Amazon cloud.

I decided to let the massive file transfer run its course and as a result I am now enjoying almost instant access to a familiar collection of thousands of songs in my own cloud, from just about any Internet-enabled device. When I buy new songs from Amazon they auto-magically get added to my Cloud Drive which enables me to pull down a local copy to any device.

Are they private?

I am happy to tell people about my use of the cloud for music storage because all of my MP3s are legal copies, ripped from my own CDs or purchased from either iTunes or Amazon. But what if someone questions that assertion? Could Amazon or some other entity scan my cloud drive for illegal content? Yes. Consider this section of the Amazon Cloud Drive Terms of Use:

5.2 Our Right to Access Your Files. You give us the right to access, retain, use and disclose your account information and Your Files: to provide you with technical support and address technical issues; to investigate compliance with the terms of this Agreement, enforce the terms of this Agreement and protect the Service and its users from fraud or security threats; or as we determine is necessary to provide the Service or comply with applicable law.

In other words, there is a fairly broad range of circumstances under which Amazon might look at your stuff, whether it is MP3s, JPEGs, PDFs, spreadsheets, doc files, or anything else you might decide to put in your cloud (you will find roughly similar language in the terms of use for Google Drive, Dropbox, Microsoft SkyDrive, and Apple iCloud). How you feel about these terms may depend on what your files contain. For example, it would be convenient for me to store all of my digital photos in the cloud, but my feelings about that are quite different from my feelings about storing music files in the cloud.

I do not mean to single out Amazon. As Sean Ludwig at VentureBeat recently pointed out, there are many similar policies at Apple, Google, Dropbox, and Microsoft. He points to a longer article containing a useful comparison of the various consumer cloud providers—with the unexplained exception of Amazon—over at The Verge. As both articles point out, Google may have a bigger perception problem in the privacy arena than other consumer cloud providers because Google Drive is covered by the company's omnibus privacy policy that highlights just how many different pieces of information Google stores about the people who use its services.

Are they serious?

An area of added concern that extends to several of the companies mentioned is the reservation of rights to use your cloud content to advance the interests of the cloud service provider. Here is Google:

When you upload or otherwise submit content to our Services, you give Google (and those we work with) a worldwide license to use, host, store, reproduce, modify, create derivative works (such as those resulting from translations, adaptations or other changes we make so that your content works better with our Services), communicate, publish, publicly perform, publicly display and distribute such content. The rights you grant in this license are for the limited purpose of operating, promoting, and improving our Services, and to develop new ones.

Quite frankly, Google's lawyers could have made that whole paragraph a lot less scary if they had put the meat of the last sentence first, thereby making it clear that there are limited circumstances under which Google can use the very broad rights you are granting to them by uploading your stuff. Unfortunately, I'm pretty sure the words still mean the following scenario is entirely possible and legal: that special song you wrote and recorded and uploaded to Google Drive shows up on TV as part of a Google ad campaign, illustrated by those photos you took of your girlfriend (and this could happen without warning and without payment). Of course, you might be happy for the exposure, but that probably depends on the content of the song, the nature of photos, and even the current state of your relationships.

Are they secure?

Clearly, there are many good reasons to read the terms of use and privacy policies of any cloud service you are considering using before you start to upload files. If you need further persuasion, consider what one provider says about the security of your cloud data:

5.3 Security. We do not guarantee that Your Files will not be subject to misappropriation, loss or damage and we will not be liable if they are. You're responsible for maintaining appropriate security, protection and backup of Your Files.

That's right, you are on your own when it comes to security. I do not get a warm and fuzzy feeling from this paragraph, which is part of the Amazon Cloud Drive terms of use. And I wonder how the Amazon Marketing department got away with this statement used to encourage people to pay for storage on Amazon Cloud Drive: Your files are securely stored online.

What they mean is that you have a backup of your local files in the cloud, not that there is anything inherently secure about their cloud. After all, as section 5.3 of the terms of use is going to tell you: When it comes to security, all bets are off.

All of which means I am not keen to put anything precious or hard to replace on that cloud drive unless I already have a strongly protected local backup. And bear in mind that the Amazon claim is arguably even more disingenuous if you buy files like books and music and video that are delivered to the cloud and never downloaded.

Indeed, cloud security disclaimers should give companies as well as consumers cause for concern. At an information security conference in San Diego last October the chief privacy counsel of a major insurance company made a strong case for saying that standard cloud services are not compatible with privacy regulations such as Gramm–Leach–Bliley. In other words, standard cloud contracts don't come with enough privacy and security assurances to permit their use for storing sensitive personal information that is subject to legal penalties for non-compliance.

Finally, even if compliance doesn't concern you, think about what stands between your data in the consumer cloud and anyone who might want to steal it, ransom it, or otherwise mess with it: a password. That's right, we are in the second decade of the twenty-first century and the security of your cloud data depends on nothing more than your ability to create and protect an unguessable password. Until that changes, the bottom line is sad but simple: When you drive into the cloud you do so at your own risk.

[Privacy and Security in the Consumer Cloud: The not so fine print](#)

Posted: 28 Apr 2012 06:20 AM PDT

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Windows Live OneCare

Windows Live OneCare (previously known as Windows OneCare Live and formerly <u>code named</u> A1) was a computer security and performance enhancement service developed by <u>Microsoft</u> for <u>Microsoft Windows</u>. A core technology of OneCare was the multi-platform RAV (Reliable Antivirus),[1] which Microsoft purchased from <u>GeCAD Software</u> Srl in 2003,[2] but subsequently discontinued.[3] The software has been available as an annual paid subscription, which could be used on up to three computers.

On 18 November 2008, Microsoft announced that Windows Live OneCare would be discontinued on 30 June 2009 and will instead be offering users a new free anti-malware suite called <u>Microsoft Security Essentials</u> to be available before then. However, virus definitions and support for OneCare will continue until a subscription expires.[4] In the end-of-life announcement, Microsoft noted that Windows Live OneCare would not be upgraded to work with <u>Windows 7</u> and would also not work in Windows 7 XP Mode.[5]

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Control Panel Access in Win 7

Three ways to access Control Panel in Win 7.

1. Click Start...Control Panel and browse list.

2. Type keywords into the Search box at top of Control Panel.

3. Click Start and type keywords into the Search box.

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GMail Account Setup

1. Open your browser and go to www.google.com

2. Near the top, click GMail

3.Click CREATE AN ACCOUNT

4. Complete the profile questions. Put a check in the Make Google my Home Page box

5. Copy the weird word patterns. This proves you're not a 'computer'.

6. Put a check in I agree to terms & services. Do not put a check in the box that says

Google may use my account information to personalize +1's on content and ads on non-Google websites. **About personalization.**

6. Click NO without putting a check in either of the HOME PAGE options.

Your account has been created.

When you sign in, you must add @gmail.com to the user name you've created.

Example: jmaxpjp2@gmail.com
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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 l. 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.

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The Five Finger Prayer

This is beautiful - and it is surely worth making the 5 finger prayer a part of our lives.

1. Your thumb is nearest you. So begin your prayers by praying for those closest to you. They are the easiest to remember. To pray for our loved ones is, as C. S. Lewis once said, a 'sweet duty.'

2. The next finger is the pointing finger. Pray for those who teach, instruct and heal. This includes teachers, doctors, and ministers. They need support and wisdom in pointing others in the right direction. Keep them in your prayers.

3. The next finger is the tallest finger. It reminds us of our leaders. Pray for the president, leaders in business and industry, and administrators. These people shape our nation and guide public opinion. They need God's guidance.

4. The fourth finger is our ring finger. Surprising to many is the fact that this is our weakest finger, as any piano teacher will testify. It should remind us to pray for those who are weak, in trouble or in pain. They need your prayers day and night. You cannot pray enough for them.

5... And lastly comes our little finger - the smallest finger of all which is where we should place ourselves in relation to God and others. As the Bible says, 'The least shall be the greatest among you.' Your pinkie should remind you to pray for yourself. By the time you have prayed for the other four groups, your own needs will be put into proper perspective and you will be able to pray for yourself more effectively.

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 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

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