The Villages Computer Club will meet at 1 p.m. Friday June 21st at La Hacienda Recreation Center.

The program will feature a presentation on "Protecting and Backing Up Your Data" by Bob Walton.

This is something to think about now while your data is accessible. Don't wait until you have a problem and can't get to your data.

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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Kindle Lending Library

You can borrow one book from the Kindle Owners' Lending Library each calendar month. You can deliver the book to other Kindle devices registered to your Amazon account.

1. **From your device**, open the Kindle Store.

2. Select All Categories, and then select Kindle Owners' Lending Library.

3. Eligible titles display the Prime badge.

When you've made your selection, select Borrow for Free.

NOTE: You can borrow only one book at a time. If you've already borrowed a book, you'll be prompted to return it before you can borrow a different book.
Note: Available titles may change each calendar month.
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HP Officejet 7210 All in One

You can easily check the ink supply level to determine how soon you might need to replace a print cartridge. The ink supply level shows an estimate of the amount of ink remaining in the print cartridges.

Tip You can also print a self-test report to see if your print cartridges might need to be replaced.

For more information, see [Print a self-test report](#).

To check the ink levels from the HP Director

1   In the **HP Director**, click **Settings**, point to **Print Settings**, and then click **Printer Toolbox**.

No You can also open the **Printer Toolbox** from the **Print Properties** dialog box. In the **Print**
te **Properties** dialog box, click the **Services** tab, and then click **Service this device**.

2   Click the **Estimated Ink Level** tab.

If your HP has no HP Director, try this:

Print Diagnostic Page
1. On the Officejet control panel, press * and # simultaneously, then release both buttons.
2. Press 1,2,3 and the SERVICE menu will appear.
3. Press the right arrow button twice and the SPECIAL REPORTS menu will show.
4. Press OK.
5. Press the right arrow button once and the PRINT CARTRIDGE menu opens.
6. Press OK and the Diagnostic page will print.

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Multiple Printers

When more than one printer is installed on the same computer, you must select one of them as the default.

Click Start…Control Panel…doubleclick the Printer Fax icon to open the Printer page.

Click the printer you wish to set as default and click File and select Set as Default. A black check will appear above the printer selected indicating it is the default printer.

When printing a document and you wish to use another printer that is also installed,

1. **Click Print and the printer box will appear.**
2. **In the box near the top, click the down arrow and select the printer you wish to use to print this document.**
3. **The Printer program will revert to the default after printing this document.**

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PRINT CARTRIDGE CLOGGED

Fold a paper towel to about an inch square and soak with very, very warm water.
Press the clogged print cartridge down upon it and hold for 1-2 min or until the ink begins to flow onto the towel. Print a test page.
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Locate the printer in Control Panels' Printers icon.
Rightclick the default printer that is not printing.
Click Maintenance tab and select CLEAN PRINT CRATRIDGES, click CLEAN.
NOTE: Some HP printers do not have a Maintenance tab.

If this does not clean the clogged print head. Remove the cartridge and with a lintfree cloth dampened in WARM water, carefully wipe the copper contacts on the print cartridge and on the print cartridge cradle. Do Not wipe the print cartridge nozzles.

Reinstall the cartridges and rightclick on the default printer and select Print Self Test.

NOTE 2: Be sure you have removed the blue or red tab from the new cartridge that prevents the ink from flowing.
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Here is instructions directly from an HP tech about cleaning print head of a cartridge.

You can clean the cartridges using the Toolbox or manually clean them.

Follow the steps given below to clean the cartridges using the Toolbox.

1. Click Start, Programs, Hewlett-Packard, HP Deskjet 840C Series, and click Toolbox. The HP Deskjet 840C Series Toolbox dialog box appears.

2. On the Printer Services tab, click Clean the Print Cartridges. The Clean the Print Cartridges dialog box appears.

3. Click Clean.

Alternately you can manually clean the ink cartridge contacts, follow the steps given below.

NOTE: You will need a clean, dry, soft, lint free cloth, cotton swabs and distilled water. (Use of cleaning agents or cleaning alcohol may damage the electrical contacts.)

1. Turn your printer on. Raise the top cover and wait until the carriage stops at the center.
2. Unplug the power cord from the back of the printer.
3. Remove the ink cartridges from the cradles and place them on their sides (with the widest side down) onto a scrap piece of paper.

WARNING: Keep new and used Inkjet print cartridges out of the reach of children.

CAUTION: Once you have removed the Inkjet print cartridges, make sure that they are not outside of the printer longer than 30 minutes.

4. To clean the print cartridges:

a. Grasp the top of the black Print cartridge.
b. Dip a clean cotton swab into distilled water and squeeze any excess water from the swab.
c. Clean the face and edges of the inkjet print cartridge. Do not wipe the nozzle plate.

CAUTION: Be careful not to touch the ink nozzles on the bottom of the print cartridge or the copper contacts on the back of the print cartridge. Touching these parts of the Inkjet print cartridge can result in clogs, ink failure, or bad electrical connection.

d. Hold the Inkjet print cartridge up to the light to inspect for fibers on the face and edges. If fibers are still present, repeat steps (b) and (c).
e. Repeat steps (a) through (d) with the tri-color print cartridge, using a clean, moistened cotton swab to avoid any contamination.

5. To clean the cradle contacts:

a. Position yourself at eye level with the printer.
b. Locate the cradle that holds the ink cartridge.
c. Using clean, moistened swabs, wipe the underside of each wall of the carriage where fibers may collect and come in contact with the paper. Repeat until no ink residue is seen on a clean swab.

6. Reinstall the ink cartridges and close the printer's top cover.
Ensure that cradle latches are closed over the top of both cartridges.
7. Reinsert the power cord into the back of the printer.

The above information is available in a graphical format at the HP Web site given below:

http://www.hp.com/cposupport/printers/support_doc/bpd02948.html HP Deskjet 840C can be connected through USB or parallel cable. For information regarding the type of cable being used, visit the Web site given below:

http://www.hp.com/cposupport/printers/support_doc/bpd09185.html It is important to us that we answer your question.
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Print in Grey Scale
(Saves ink)

IF for printing one document in greyscale:
   1. Create document.
   2. Press File…Print.
   3. When the print box appears, click Properties located beside the box containing the name of your printer.
   4. There will be a series of tabs, look for one that says Color management, Advanced or Paper/Quality. Select to print in Greyscale or in Draft/black & white.

If you wish to use greyscale as your default printing:
   1. Click START…Control Panel…Printers/scanners.
   2. Rightclick the printer listed as your Primary printer – the one with the black check by it.
   3. Select Properties.
   4. Follow instructions in step #4 above.
   5. Select Apply and OK
   Note: Some printers have options for Black and White Only instead of Greyscale
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Print Parts of Documents

"Is there a way to print just a certain part of an e-mail document without printing the whole letter?"

1. In your e-mail document, highlight to select only the text you want to print. 2. Choose File + Print. (Clicking the Print icon on the menu bar will print the entire document.) 3. In the Print dialog box, under Page Range, choose Selection.
4. Click Print.

Only the text you selected will be printed.
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OpenOffice.org 3 - Product Description

Compatible with other major office suites, OpenOffice.org is free to download, use, and distribute. Download it now, and get:

Writer – a word processor you can use for anything from writing a quick letter to producing an entire book.

Calc – a powerful spreadsheet with all the tools you need to calculate, analyse, and present your data in numerical reports or sizzling graphics.

Impress – the fastest, most powerful way to create effective multimedia presentations.

Draw – lets you produce everything from simple diagrams to dynamic 3D illustrations.

Base – lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org

Math – lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

Why OpenOffice.org?

OpenOffice.org is synonymous with quality

- **the roots of OpenOffice.org go back twenty years, creating a mature and powerful product**
- **hundreds of thousands of users participated in the beta testing of version 2**
- **independent reviewers around the world have recommended the product**
- **with a fully open development process, OpenOffice.org has nothing to hide - the product stands or falls on its reputation**

OpenOffice.org is easy to use

- **the software looks and feels familiar and is instantly usable by anyone who has used a competitive product**
- **it's easy to change to OpenOffice.org - the software reads all major competitors' files**
- **few language barriers - if it's not yet available in your language, the chances are it will be soon**
- **OpenOffice.org is supported by a global community of friendly volunteers, only too happy to provide assistance to newcomers and advanced users alike**

OpenOffice.org is free software

- **you may download OpenOffice.org completely free of any licence fees**
- **install it on as many PCs as you like**
- **use it for any purpose - private, educational, government and public administration, commercial...**
- **pass on copies free of charge to family, friends, students, employees, etc.**

OpenOffice.org is standards compliant - certified by OSI as open-standard compliant, and the first software package in the world to use OASIS OpenDocument Format (ISO 26300) as its native file format.

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MSWORKS printing envelopes from database

The 4.5a MSWORKS versioncontains a Wizard that takes you through the process step by step. You must treat the envelope as though it were a merge/form letter. It asks what fields do you want to include. You must use the exact fields that you used in your database:

> **[title] [firstn] [lastn]**
> **[address]**
> **[city], [st] [zip]**

then the merge will insert the names in your database into the correct fields.

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Subject: VERY GOOD ADVICE

A friend of a friend left their car in the long-term parking at San Jose while away, and someone broke into the car. Using the

information on the car's registration in the glove compartment, they drove the car to the people's home in Pebble Beach and robbed it. So I guess if we are going to leave the car in long-term parking, we should not leave the registration/insurance cards in it, nor your remote garage door opener.

NOW HEAR THIS...NOT ALL THIEVES ARE STUPID!!

This gives us something to think about with all our new electronic technology.

GPS.

A couple of weeks ago a friend told me that someone she knew had their car broken into while they were at a football game. Their car was parked on the green which was adjacent to the football stadium and specially allotted to football fans. Things stolen from the car included a garage door remote control, some money and a GPS which had been prominently mounted on the dashboard. When the victims got home, they found that their house had been ransacked and just about everything worth anything had been stolen. The thieves had used the GPS to guide them to the house. They then used the garage remote control to open the garage door and gain entry to the house. The thieves knew the owners were at the football game, they knew what time the game was scheduled to finish and so they knew how much time they had to clean out the house. It would appear that they had brought a truck to empty the house of its contents.

Something to consider if you have a GPS - don't put your home address in it... Put a nearby address (like a store or gas station) so you can still find your way home if you need to, but no one else would know where you live if your GPS were stolen.

MOBILE PHONES

I never thought of this.......

This lady has now changed her habit of how she lists her names on her mobile phone after her handbag was stolen. Her handbag, which contained her cell phone, credit card, wallet, etc., was stolen. 20 minutes later when she called her hubby, from a pay phone telling him what had happened, hubby says 'I received your text asking about our Pin number and I've replied a little while ago.' When they rushed down to the bank, the bank staff told them all the money was already withdrawn. The thief had actually used the stolen cell phone to text 'hubby' in the contact list and got hold of

the pin number. Within 20 minutes he had withdrawn all the money from their bank account.

   Moral of the lesson:

   Do not disclose the relationship between you and the people in your contact list. Avoid using names like Home, Honey, Hubby, Sweetheart, Dad, Mom, etc....

   And very importantly, when sensitive info is being asked through texts, CONFIRM by calling back.

   Also, when you're being texted by friends or family to meet them somewhere, be sure to call back to confirm that the message came from them. If you don't reach them, be very careful about going places to meet 'family and friends' who text you.

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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

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