The Villages Computer Club will meet at 1 p.m. Friday July 19th at La Hacienda Recreation Center.

The program will feature a presentation on "**Photo Management and Edit and Sharing Options**" by Bob Petrilak.

Photos are important to everyone. They represent memories that you want to keep and share with others. Digital photos offer new opportunities and challenges. Come listen to Bob as he shows us how to use software tools to make this job enjoyable.

Following the presentation will be refreshments, door prizes and a p roblem 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

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General Keyboard Shortcuts

- CTRL+C (Copy)
- CTRL + P (Print)
- CTRL + S (Save)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)

- ALT+F4 (Close the active item, or quit the active program)
- CTRL + F4 (closes open window withoug shutting down the program)
- ALT+ENTER (Display the properties of the selected object)
- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (Activate the menu bar in the active program)
- RIGHT ARROW (Open the next menu to the right, or open a submenu)
- LEFT ARROW (Open the next menu to the left, or close a submenu)
- F5 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box Keyboard Shortcuts

- CTRL+TAB (Move forward through the tabs)
- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)
- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- SPACEBAR (Select or clear the check box if the active option is a check box)
- Arrow keys (Select a button if the active option is a group of option buttons)
- F1 key (Display Help)
- F4 key (Display the items in the active list)
- BACKSPACE (Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box)

Microsoft Natural Keyboard Shortcuts

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the **System Properties** dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)
- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)

- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the **Run** dialog box)
- Windows Logo+U (Open Utility Manager)

Accessibility Keyboard Shortcuts

- Right SHIFT for eight seconds (Switch FilterKeys either on or off)
- Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
- Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
- SHIFT five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
- Windows Logo +U (Open Utility Manager)

Windows Explorer Keyboard Shortcuts

- HOME Display the top of the active window
- END Display the bottom of the active window.
- NUM LOCK+Asterisk sign (*) Display all of the subfolders that are under the selected folder
- NUM LOCK+Plus sign (+) Display the contents of the selected folder
- NUM LOCK+Minus sign (-) Collapse the selected folder
- LEFT ARROW Collapse the current selection if it is expanded, or select the parent folder
- RIGHT ARROW Display the current selection if it is collapsed, or select the first subfolder

Shortcut Keys for Character Map

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

- RIGHT ARROW (Move to the right or to the beginning of the next line)
- LEFT ARROW (Move to the left or to the end of the previous line)
- UP ARROW (Move up one row)
- DOWN ARROW (Move down one row)
- PAGE UP (Move up one screen at a time)
- PAGE DOWN (Move down one screen at a time)
- HOME (Move to the beginning of the line)
- END (Move to the end of the line)
- CTRL+HOME (Move to the first character)
- CTRL+END (Move to the last character)
  - SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Switching Between Applications Using Your Keyboard
First, Press and hold down the ALT key, Now, tap the TAB key.
You will see a small window pop up with the icons for every running application.
Keep tapping the TAB key until the one you want is highlighted.
Now release the ALT key to switch to the highlighted application.
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If you don't use the number keys on the numeric keypad, you can use them as single-click keyboard shortcuts for launching your 10 favorite apps. Start by pressing the Num Lock key if
it isn't already on.

Next, right-click on an existing program shortcut and choose Properties. Open the Shortcut tab. Click once inside the Shortcut Key field, press the number key that you want to associate with the program, then click on OK. Repeat the steps for each app. For Internet Explorer, you'll have to
make a shortcut to the Desktop icon first, then follow the same steps using the new shortcut.

 If your Num Lock key isn't turned on by default, check your system's BIOS setup for a Num Lock default setting.
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Shift + Tab moves backwards in fields.
 CTRL + Enter sends email when you're ready, without returning to the mouse to click "send." At least, this works with Outlook Express, Netscape, AOL e-mail and possibly other email programs
as well.

Right-clicking from the keyboard - select the item and press [Shift][F10].

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Windows 7 Keyboard Shortcuts

Win7's Windows-key combinations speed up opening system tools, navigating between files and apps, and performing other common tasks. (Note that many of these shortcuts work in XP and Vista as well.)

▪ **Win+Pause:** Displays the System Control Panel applet.

▪ **Win+D:** Shows the desktop.

▪ **Win+Spacebar:** Shows the desktop without minimizing open windows (Aero Peek).

▪ **Win+E:** Opens Windows Explorer with Computer selected.

▪ **Win+F:** Opens a Search window for finding files or folders.

▪ **Win+Ctrl+F:** Opens a Search window for finding computers on a network.

▪ **Win+G:** Cycles through Gadgets (if any are installed).

▪ **Win+L:** Locks your computer or switches users.

▪ **Win+M:** Minimizes all windows.

▪ **Win+Shift+M:** Restores minimized windows.

- **Win+P:** Chooses a presentation display mode.

- **Win+R:** Opens the Run dialog box.

- **Win+T:** Cycles through and previews programs on the taskbar.

- **Win+U:** Opens the Ease of Access Center (Utility Manager in XP).

- **Win+X:** Opens the Windows Mobility Center (which isn't installed by default on desktop PCs).

- **Win+(numbers 1 to 5):** Starts the program pinned to the taskbar in the position indicated by the number. If the program is already running, it switches to that program.

- **Win+Shift+(numbers 1 to 5):** Starts a new instance of the program pinned to the taskbar in the position indicated by the number.

- **Win+Ctrl+(numbers 1 to 5):** Switches to the last active window of the program pinned to the taskbar in the position indicated by the number.

- **Win+Alt+(numbers 1 to 5):** Opens the Jump List of recently accessed items for the program pinned to the taskbar in the position indicated by the number.

- **Win+Tab:** Cycles through open programs by using Aero Flip 3-D. (You must have Aero working; Win7 Home Basic and Starter don't use Aero.)

- **Win+Ctrl+Tab and then Left or Right Arrow:** Opens Aero Flip 3-D to cycle through open programs.

- **Win+Ctrl+B:** Switches to the program that displayed a message in the notification area.

- **Ctrl+click:** Pressing **Ctrl** while clicking a taskbar icon will scroll through multiple windows of that icon's application.

- **Win+Up Arrow:** Maximizes the window.

- **Win+Left Arrow:** Docks the active window to the left half of the screen.

- **Win+Right Arrow:** Docks the active window to the right half of the screen.

- **Win+Down Arrow:** Minimizes the window.

- **Win+Shift+Up Arrow:** Stretches the window to the top and bottom of the screen.

- **Win+Shift+Left or Right Arrow:** Moves the window from one monitor to another.

- **Win+Home:** Minimizes all but the active window.

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XP SHORT CUT KEYS

To see a list of the shortcut keys for this version of windows:
Rightclick START...EXPLORE.
Click HELP...Help and Support.
In the Help and Support screen that comes us, type into the SEARCH box Shortcut Keys. Click the arrow.
Scroll down the list to Windows Keyboard Shortcut Keys Overviews.
Click on the individual links to see a list of shortcut keys.
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SVCHOST Problem

DO NOT remove svchost.exe. This is a core operation system file that is used to run other applications. You need to find out what application svchost is running. Once you find this out you can decide whether or not to stop this program from launching. To find out what program is consuming 50% of you CPU time, download and run process explorer from Microsoft. The file is procexp.exe.

To you download it from this page. The page also tells you how to install it and how to use it.

http://technet.microsoft.com/en-us/sysinternals/bb896653.aspx

You will probably find the offending program in the start tab of msconfig.

Go to start/run

Type in "msconfig" and then OK

Click the startup tab and look for the program. Uncheck the box next to it and then OK. Restart your computer.

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Wrapping Text around a Graphic in Word 2007

When you first insert a picture into a document, Word 2007 places it in line with the text. Sometimes, you want the text to wrap around the picture. When you need to change the text wrapping style, select the picture, click the Text Wrapping button in the Arrange group on the Format tab, and choose an option from the menu.

The Text Wrapping button gives you several options.

In Line with Text is the default wrapping option in Word 2007 and it's the one you're least likely to use. It places the picture in line with the text. The height of the line on which the picture appears is adjusted to match the height of the picture.	**Square Wrapping** wraps the text squarely around the picture.
Tight Wrapping causes Word 2007 to figure out where the actual edges of the image are and snuggles the text up as close as possible.	**Behind Text** in Word 2007 enables the text to spill right over the top of the picture, as if it weren't even there. The picture appears behind the text.
In Front of Text option places the picture on top of the text. The picture might obscure some of the text.	**Wrap Top & Bottom** option places text above and below the image, but doesn't allow any text to appear beside the picture.
Through Wrapping is like the tight option but it results in an even tighter fit. If Word finds any blank spaces within the picture, it fills the space with text.	**Edit Wrap Points** lets you design your own wrapping shape around the picture by dragging the little handles on a wrapping outline.

When you choose Tight wrapping (or any other type of wrapping besides In Line with Text), the image becomes a free-floating object and is no longer tied to a specific position within the text. You can drag the picture anywhere you want. You can even put it right in the middle of a paragraph, and Word wraps the text around both sides
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Create Arrows to Use to Point in Word 2007 Documents

1. **Click Insert and select Shapes.**
2. **Click to select the type arrow you need**
3. **Click on the page where you want to put the arrow.**
4. **Drag the arrow to the length you need.**
5. **Click and use the turn circle to turn it to the degree you want.**
6. **Select color, size,etc.**

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Customizing Toolbars
By Dave Hamilton (VCC Member)

This Tip is for MS Office and MS Works Programs.

1. To place a new tool onto a toolbar, place the mouse pointer on a toolbar and Right Click.
2. In the dropdown menu, Click on Customize.
3. In the dialog box Click on the Commands tab. On the left side is the categories window which lists the various tool categories. The right window displays the available tools in the selected category.
4. To place a tool on a toolbar Click on the tool and holding down the mouse button drag it to the toolbar where you want to place it and then let go of the mouse button. This technique will allow you to place tools onto a toolbar that otherwise might be on another toolbar

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Change Case of Document (Msword)

1. Highlight the portion of document to have a change of case.
2. Click FORMAT…CHANGE CASE.
3. Select Toggle CASE.
4. Press OK

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A 5-year Old's First Job

A young family moved into a house, next to a vacant lot. One day, a construction crew turned up to start building a house on the empty lot.

The young family's 5-year-old daughter naturally took an interest in all the activity going on next door and spent much of each day observing the workers.

Eventually the construction crew, all of them 'gems-in-the-rough,' more or less, adopted her as a kind of project mascot. They chatted with her,

let her sit with them while they had coffee and lunch breaks, and gave her little jobs to do here and there to make her feel important.

At the end of the first week, they even presented her with a pay envelope containing ten dollars. The little girl took this home to her mother who suggested that she take her ten dollars 'pay' she'd received to the bank the next day to start a savings account.

When the girl and her mom got to the bank, the teller was equally impressed and asked the little girl how she had come by her very own pay check at such a young age. The little girl proudly replied, 'I worked last week with a real construction crew building the new house next door to us.'

'Oh my goodness gracious,' said the teller, 'and will you be working on the house again this week, too?'

The little girl replied, 'I will, if those @#*^%$ at Lowe's ever deliver the &*^%# sheet rock...

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