

The Villages Computer Club - no meeting Friday 7/5/2013 due to Holiday.

The next iPad meeting will be on Tuesday July 2,2013 at 1:30, Colony Cottage.

We will be discussing various apps and then a Basic Training Session with a question and answer period. I am in the process of updating the apps list I sent you, and I need your favorite apps to put on the list. This is one the ideas of having a club so we can share apps. If there any subjects or apps you would like covered in future sessions, let me know.

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To all Jmax Bits Folks from Pat Worden author of VLGSClassifieds@aol.com

Click here:

http://www.jacquielawson.com/viewcard.asp?code=4218596955036&source=jl999&utm_medium=internal_email&utm_source=pickup&utm_campaign=receivercontent

For the new computer users

CUT or COPY and PASTE

1. Select (highlight) the text to be copied.

You do this by positioning your mouse pointer where you want to begin cutting or copying. (To copy the first instruction here, for instance, you might position your mouse by the letter "C" in "CUT"). Press your left mouse button. Now drag your mouse down to "Release the mouse button". If you highlight too far down, then keep holding that mouse button and move back upward to just where you want to stop copying. Release the mouse button.

2. Click EDIT on the Menu bar. Select COPY. The highlighted portion will be copied to the computer's invisible clipboard. It will remain on the clipboard until you copy something else.

3. Bring up the new email form or other document sheet where you want to paste this highlighted text or graphic.
4. Place your mouse cursor on the new sheet exactly where you want the highlighted portion to be.
5. Again, click EDIT and this time select the PASTE option. The copied portion will be inserted into the new document.

If you want to copy an entire article, place your mouse cursor anywhere within the article to be copied, click EDIT and the SELECT All button. This will highlight the entire article instantly. Then, click EDIT and COPY NOTE: It is a lot quicker if you learn to use the keyboard shortcut keys for these functions. Here they are:

SELECT ALL = CTRL + the A key on your keyboard
Copy = CTRL C
Paste = CTRL V
CUT = CTRL X

Note1: when copying from a web site, it's a good idea to look at the top and bottom of that page for a PRINTER FRIENDLY button, click it and then copy that screen. Sometimes when you attempt to copy from a web site and then print it, the printed page be missing some text on one side or the other. The printer friendly page should adjust to your printer .

Note 2: When copying a picture from a web page, it's a good idea to paste it wherever you want to paste it but then save it as a .jpg file onto your own hard drive. With AOL you can paste directly to the email then rightclick the pic and select SAVE AS..... You will then select the folder such as My Pictures in which to store the pic, giving it a name of course and saving it as a .jpg. When you wish to share this pic with someone, send it as an attachment and you're less likely to get a response from the recipient that they only got a rectangle with a RED X in it and no picture. This doesn't solve all the RED X problems but it does help a great deal to avoid the red X.

What does 'delete' mean?

Many users are still convinced that when they delete a document or file on their computer, it vanishes into thin air -- but that's hardly the case.

As "Sam," a security engineer who wishes to remain anonymous because of the nature of his job, explains: "When a user 'deletes' a file, it's not really gone. Deleted files are sent to the Trash folder. At this point, files can still be recovered." However, even if the Trash folder is emptied, it doesn't mean the file has disappeared completely. "But the longer a deleted file is left on a drive, the greater the chance the file cannot be recovered," Sam says.

Formatting and disk wipe

Then there are times when you really do need to permanently delete everything. If you are in the process of donating or selling your computer, or if you have sensitive information stored on it which you wish to be deleted permanently (such as medical information, bank or legal documents, or Social Security

numbers), tech experts recommend reformatting your hard drive or performing a disk wipe. According to The Tech FAQ, "Formatting the hard drive or any of its partitions will completely erase all data that is present."

A thorough "disk wipe" will essentially overwrite your hard drive to the point where recovery is impossible. As "Sam" explains, "When the U.S. Government wants to delete information from an entire hard drive, it employs the Department of Defense disk wipe, which means the entire drive has its data overwritten with a random pattern of zeros and ones (binary data) three times. At this point, any data on the hard drive is considered unrecoverable. In some instances, the platters are removed from the hard drive and dipped in caustic acid -- referred to as 'erase by physical destruction.'"

Users can (and should) erase the hard drives of their old computers so their data cannot be found by anyone else. One program "Sam" and other tech experts recommend is Darik's Boot and Nuke, which will delete the contents of a hard drive with certainty. Another program is Window Washer which can write over deleted files 9 times.

Consequences of not deleting files

Sensitive information carelessly stored on computers can lead to identity theft. Never store sensitive information such as credit card numbers on your computer. IF you use financial software, Save the data files to a flash drive. Do not allow it to be stored on the computer by the default setting. This way, only the software program is on the computer and all the data must be accessed via the flash drive.

A program I use to wipe a hard drive clean that I'm getting rid of is Window Washer.

ADD TO An Existing FILE

1. Highlight item you wish to save,(e.g. a portion of Jmax Bits) click CTRL+C or EDIT and COPY to copy that item to the computer's invisible clipboard.
2. Click FILE, OPEN, select the drive on which the file already exists(e.g. click down arrow and doubleclick C:). The C: drive should now be listed in the SAVE IN box.
3. Scroll down until you locate the FOLDER the file is in, doubleclick the folder to get a list of the files in that folder.
4. Scroll to find the particular file to which you wish to add and doubleclick it to open it.
5. Click CTRL and END to take you to the bottom of what is already in the file.
6. Place cursor at the bottom and click CTRL+P or EDIT and PASTE to paste the item from step #1.
7. Click FILE and SAVE.

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.

MOVING FILES

Q. How can I move files from the MY DOCUMENTS folder to a new folder I created called MY SPECIAL DOCUMENTS folder?

1. Rightclick START...click Explore.
2. Doubleclick MY DOCUMENTS to show all it's files on the right side of the screen. Locate the particular document you wish to move to your MY SPECIAL DOCUMENTS folder.
3. Rightclick the file and select COPY from the drop down menu.
4. On the left column, scroll down to the MY SPECIAL DOCUMENTS folder and rightclick it. Select PASTE from the drop down menu.

The file will be copied there. Doubleclick the MY SPECIAL DOCUMENTS folder to be sure the file is there, then go back to the MY DOCUMENTS folder, rightclick the file and select DELETE.

You can actually hold down the shift key and select a number of consecutive files, or hold down the ctrl key to select a number of non-consecutive files, then rightclick in the blue area and select COPY. Now, rightclick the MY SPECIAL DOCUMENTS folder and select Paste. All the files will be pasted at one time.

You can also click on one file in the MY DOCUMENTS folder, hold down the mouse button and drag it over to the MY SPECIAL DOCUMENTS folder but I don't recommend that new users do the dragging as you can lose a file in any folder you pass if you let go the mouse button while dragging across.

As you've heard me say often: There's more than one way to skin a cat or move a file.

ASSOCIATING FILES WITH PROGRAMS

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer?

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but only if you are **sure this is the program** you want to Always use to open this file, otherwise make sure this box is UNChecked and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

ASSOCIATING FILES WITH PROGRAMS

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer? When you click the OPEN WITH, up comes the File Association box with a list of programs and it's waiting for you to pick the program to be used to open this file.

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file**" box but **only** if you are **sure this is the program** you want to **Always** use to open this file, otherwise make sure this box is **UNChecked** and then click on OK. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program.

Example: You have received a picture with the file extension .jpg. You click on the file to open it and get the message "Which program do you want to use to open this file?" or the message, "There is no program associated with this type file?"

1. Rightclick the file and select click 'Open With' to bring up the File Association box.
2. Scroll down and select the Windows picture and fax viewer (this is the default used by Microsoft).

The picture file with the .jpg extension should pop up on your screen.

3. Go back and repeat the above process but this time place a check in the 'ALWAYS USE THIS PROGRAM TO OPEN THIS TYPE FILE' box. Now every time you click on a .jpg file the Windows picture and fax viewer program will open it for you.

Revised 6/22/2008 JMM

To change the program that has been associated with particular file extensions (the three letters after the dot at the end of a file name).:

1. In **My Computer** or **Windows Explorer**, on the **View** menu, click **Folder Options**.
2. Click the **File Types** tab.
3. In the list of file types, click the one you want to change.
4. Click **Edit**.
5. In **Actions**, click Open.
6. Click **Edit**.
7. In **Application used to perform action**, enter the program you want to use to open files that have this extension, and then click OK. (Example: If you want to use the program Kodaking.exe to open all .jpg files, you would type into that blank C:\windows\kodaking.exe. This tells the computer the program to use (Kodaking.exe) and it's location or path (C:\Windows

UNASSOCIATING FILES (Just in case you forgot to take the little check out of the box below the Associate box in the instructions above as I have often done, to my distress later.jmax)

Should you find a file that has been associated with a program that cannot open that file click **on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program and check the "Always use this program to open this type of file" box and then click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.**

Or, Click on MY COMPUTER
Click on VIEW (on the menu bar at the top)
Click on OPTIONS
Click on FILE TYPES tab
You'll see a list of REGISTERED FILE TYPES

REGISTERED means the computer knows what action to take when this type of file is accessed (associated). For example, when you select Bitmap Image or .bmp, the FILE TYPE DETAILS area reveals the type, extension, and content and which program will be used to open these files.

Clicking the EDIT button will allow you to modify the settings.

(you've mistakenly associated a file with the wrong program and forgot to take out the check mark)

Click on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Select the correct program, check the "Always use this program to open this type of file" box and click on OK. Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive.

Retirement age retired to 70

This is what happens when you are forced to work after the age of 70 ...

[CLICK HERE](#)

[Click here: Starry Starry Night, Secrets of Old Age - YouTube](#)

The logo for Jmax, featuring the word "Jmax" in a stylized, red, cursive font.

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