

THE VILLAGES COMPUTER CLUB

The Villages Computer Club will meet at 1 p.m. Friday, Hacienda Rec Center.

The program will feature a presentation on "Recovering from malware and virus problems" by Carl Bell.

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

Virtual Memory

What is virtual memory? This is a computer system's way of continuing to work when you've used up the available RAM (Random Access Memory). It uses your hard drive's Free space as "memory".

It is better to allow Windows make decisions re how much virtual memory to create and use. When you restart your computer, your RAM memory becomes available again and Virtual memory is not needed unless you again demand more RAM Memory by the programs you run than is available.

If you're using too little RAM or your hard drive is about full, this could cause the computer to put a message your "Virtual Memory is Low".

Playing games or using lots of graphics often require large amounts of RAM memory. You may need to add more RAM to your computer.

To find out how much RAM memory and hard drive FREE space you have, rightclick the MY COMPUTER icon on your desktop and click PROPERTIES. Near the bottom of that screen you'll see listed the amount of RAM memory installed in your computer. Close that screen and doubleclick the MY COMPUTER. Rightclick the C:\ hard drive and click Properties to see how much hard disk FREE space you have.

If you insist on managing the amount of virtual memory rather than allowing Windows to do that, here is how to change Virtual Memory in XP.

To change the amount of virtual memory in XP do the following:

1. Right click on My Computer.
2. Click on the **Advanced** tab.
3. In the Performance section, click on **Settings**.
4. In the Performance Options window, click on the **Advanced** tab.
5. In the Virtual Memory section, click on **Change**.
6. Select the disk drive, usually the C drive, and put a dot next to **Custom Size**.
7. Change the Initial and Maximum sizes to use and then click on the **Set** button.
8. Click on **OK**.

Basic Windows Window Arrangements

1. Minimized - The window appears only as a button down on the Taskbar.
2. Maximized - The window covers the entire screen and cannot be moved or made larger.
3. Restored - The window "floats" on the screen, and can be moved by clicking the title bar, holding down the mouse button and dragging, or it can be resized by placing mouse at the corner or sides until you get a double arrow then clicking and holding down the mouse button and dragging.

When you have more than one window open, you can arrange them to your preference by

- A. Rightclicking the taskbar at the bottom of the screen and selecting Cascade , Tile Horizontally, Tile Vertically (in win 7 you'll see windows stacked, windows side by side)
- B. In MSWord for comparing two documents, click View and select View Side by Side

1. Random - This is how the default makes window appear normally, which is the location and size in which you last used them.
2. Cascaded - The windows are overlapped, from the upper right corner of the screen to the lower left. You can see the title bar and clicking on that title bar brings that particular window up front.

3. Tiled horizontally - All windows are arranged from top to bottom so that you can view a portion of each window. Clicking on a particular window makes it become the active window.

4. Tiled vertically - All windows are arranged left to right so you can view a portion of each window. Again, clicking on a particular window makes it the active window.

Taskbar Wandering

Have you started your computer and found that the taskbar is no longer at the bottom of the screen where you left it? It happens to all of us...unless we're running XP and remember to LOCK THE TASKBAR after making changes.

1. Rightclick in a blank area of the taskbar to get a drop down menu. IF there is not a check beside LOCK TASKBAR, click to put one.

2. In order to make changes to the taskbar, you must first rightclick and UNLOCK THE TASKBAR by clicking LOCK TASKBAR to remove thecheck.

3. Another way to know if your taskbar is locked or not, is to look for a little extra edge at the top of the taskbar which appears there ONLY when the taskbar is unlocked.

4. You may return a wandering taskbar to the bottom of the screen, by clicking on a blank area of the taskbar, hold down the mouse button and drag it to the bottom. At first it may appear to not follow your mouse, just keep dragging and suddenly the bugger will let got it's hold on the side or top of your screen and return obediently to the bottom of the screen. Now quickly before it changes it's mind again, rightclick the taskbar and click LOCK Taskbar.

Add/Remove Programs Shortcut

Place a Shortcut Icon on the Desktop or Launch Toolbar for Add/Remove Programs.

Since it is often necessary to go to the Control Panel and to Add/Remove Programs, it is advisable to create a desktop icon for the Add/Remove Programs.

1. Click Start....Settings...Control Panel.

2. On the drop down list of Control Panel items, rightclick Add/Remove and select Create Shortcut. You will get a message, "shortcut cannot be created here would you like it on the desktop?" Click Yes.

Now, you have the option to use the shortcut on the desktop to go directly to Add/Remove Programs or you may drag it down onto the Launch area of the taskbar at the bottom of your screen.

CHANGE THE SIZE OF THE LAUNCH TASKBAR:

Place the cursor on the vertical bar at the end of the Quick Launch area. The cursor changes to a sideways arrow, allowing you to increase or decrease the size of the Quick Launch area. If you frequently work with several open programs, you may want to adjust the size of the Quick Launch area so there will be enough space across the bottom of the screen for the icons of your running applications.

Taskbar ADD an Icon

1. First rightclick the taskbar and if there is a check beside Lock Taskbar, click it to remove it and unlock the taskbar as no changes can be made to the taskbar so long as it is locked.
2. Rightclick any icon on the desktop that you would like on the taskbar, and while holding down the mouse button drag it onto the taskbar in the Launch area...that is on the right end to the right of START.
By default usually there will already be the Internet Explorer icon, the Desktop icon, and a Media Player icon.
3. If an icon shortcut has not been created for a program you wish to have on the taskbar, create one for that program.
 - a. Click Start....All Programs to bring up the Program List.
 - b. Rightclick the program you want to be able to open from the desktop or from the taskbar.
 - c. Select SEND TO: Desktop(create shortcut) and an icon will be placed on the desktop of that program.
4. Now, follow steps 1 &2 above to place the newly created icon shortcut onto the launch area of the taskbar.

Simple test for those AA, AAA, D, C batteries

Hold the battery an inch or so above a flat surface and drop it on the end without the post. If it is good, it will not bounce and will most likely remain upright.

If the battery is bad, it will bounce several times and most times tip over.

Survival Tip #51: 6 places to find the last water in your home.

If disaster strikes and the water is shut off in your home, look here for water.

- Your water heater
- Your toilet tanks (not the bowl)
- Your water making fridge and ice cubes in your freezer
- The plumbing in your home (access the low point)

- Garden hoses
- Swimming pools, hot tubs

More cool tips and tricks here:

www.facebook.com/ConcernedPatriots

Prepare Now,
Survive Later!

~ Damian Campbell

The German iPad Salesman

You do not have to understand a word of German to appreciate this guy.

The most impressive iPad salesman (or sleight of hand magician) you'll see for a long time!

His intense involvement of the "customer" in his (sleight of hand) movements and German spiel is really clever.

Remember, You don't have to understand one word of German to appreciate his skill.

Click the link:

http://www.youtube.com/watch_popup?v=32bUIa--6GM&feature=youtu.be

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