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

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Disable Laptop Synaptic Touchpad

1. Click Start...click Control Panel
2. Click MOUSE.
3. Click the pointer Options. You should see your Synaptic mouse listed.
4. Click Disable.
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Laptop Numeric Keypad

In order to make a full sized keyboard for a laptop, the numeric keypad is laid on top of the "regular" alpha keypad making it an alpha/numeric keyboard.

To access the numbers and symbols seen on some of your keyboard letters, just hold down the FN key that is on the bottom left of most laptop keyboards and press the NUM Lk or Keypad Lk key, or on some laptops, it's the Scroll key + the FN key to switch from alpha keypad to numeric keypad.

When in the numeric keypad mode, you will be unable to type the letters/symbols of your normal alpha keyboard unless you hold down the FN key.

Pressing the FN + Scroll, Num Lk or Keypad LK again will turn off the numeric keypad and you're back to having all keys available to you on your alpha keyboard.

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Laptop Lid

You may choose what happens when you close the lid to your laptop.

Click START...Control Panel

Select Power Options

On the left top column select 'What closing the lid does'.

Select your preferences when the laptop is running on battery and when it is running on plugin current Laptop Lid is Closed in Win 7

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Laptop Using External Monitor

Q. Any thoughts on whether a laptop screen can be closed so that another larger screen can be attached to the laptop? >>

A. Yes, you may use an external monitor, but if using Vista or Win 7 check the Power Options to select if you wish the computer to Do Nothing, Sleep, hibernate or shut down .

1. Rightclick on desktop and if using XP select Properties, if using win 7 select Screen Resolution.
2. Follow instructions given to select the correct monitor shape you'll be using as external.
4. Use F8 key to select to switch from 1, 2 or both.
5. Click Start and type Power Options into search box.
6. Select 'Change What Closing the laptop lid will do."

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Traveling Abroad with Laptop

Most European wall plugs are 220 current. That would fry your laptop unless you use a plug adapter and the laptops are made for both 110 and 220 !
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Win 7 Media Player 12

<u>Media Player</u> lets you turn your computer into an entertainment center.

1. Watch DVDs on your PC or your laptop

2. Create great hits CDs for your car stereo

3. Organize a digital photo album from your digital camera

4. Edit camcorder videos into something people will want to watch

5. Create DVDs to display your edited movies or photo slide shows

Windows Media Player and the Windows Media Center are two entirely different programs.

Media Center lets you watch and record live TV shows on your PC. If your PC has the equipment to do so, it can turn your PC into a digital video recorder (DVR) that can automatically record your favorite TV shows and movies, letting you watch them at your preferred time and fast-forward through the commercials.

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Stock Media Player's Library with Music

1. Click the Media Player's icon on the taskbar to open it.

2. Click the Organize button and select Manage Libraries, to load Music, select MUSIC to bring up a list of the location of your music folder. If you store music on another drive, add that drive to the list.

3. Click the Folder location and those music files will be added to your Media Player library. They will not be removed from the folder where they were stored.

4. Rip It. When you insert a music CD into the CD drive, Win 7 will offer to 'rip it'. Rip it will add the music on the CD to your computer.

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You may also add your videos, pictures or recorded TV to its Media Player Folder.

Click Organize...Manage Library and select the particular folder to bring up the list showing the location of that folder.

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Song Tags

Inside every music file is a small form called a 'tag' which contains the song's title, artist,album and other related information. Windows Media Player reads those tags in order to sort, categorize and display your music. If some info is missing, it will go out to the internet and attempt to complete the 'tag'. If you prefer that Media Play not do this, Click Organize...select Options...click the Library tab and uncheck the box Retrieve Additional Information From the Internet.

Note: Media Player tells Microsoft every song, file or movie that you play. This allows them to go out and retrieve 'tag' info for you. If you prefer that Microsoft

not keep such surveillance on you, click Organize...Options and click the Privacy tab. Here you may choose the level surveillance you're comfortable with.

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Media Player 12 has two main faces:

1. The Library face

2. The Playing Now face

Toggle between the two using the tiny icon shown in the top(or bottom) right margin.

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Playing CDs

Drop a CD into the computer's CD tray and Media Player will jump up and begin playing it for you. At the bottom of the screen is the control which allows you to go from track to track, adjust volume and fine tune for your listening pleasure.

Should a CD not start playing, look at the navigation pane, along the left side of the screen. You should see the name of the album or Unknown Album. Click it and then click the Media Player's Play button at the bottom of the screen.

To have Media Player automatically play your music CD when inserted, click the START menu button and click Default Programs. Choose Change AutoPlay settings. In the Audio CD category, select Play Audio CD using Windows Media Player. Click SAVE.

Press F7 to mute Media Player to take a phone call. Media Player can play, burn and copy CDs, it can't copy a DVD to your computer.
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Netflix Not Connecting

1. **Test the Internet connection on your device**

   Many devices have an application to test the Internet Connection. If not, try opening the application store or another Internet-enabled application and check if your device is able to reach Internet services.

   - If you are unable to connect to the Internet, you may be having network connection issues.
2. **Restart the device**

Restart your device by unplugging it from power for at least 10 seconds, then plug it back in and turn it on with the power button. Restarting the device is often enough to restore your ability to connect to our service.

3. Disconnect and Reconnect the Netflix application

These instructions will work on most consumer electronic devices with the Netflix application.

- Launch the Netflix app.
- Using the arrows on your remote, enter the following sequence:
  - **Up, Up, Down, Down, Left, Right, Left, Right, Up, Up, Up, Up**
- Select **Deactivate** and exit the screen.
- Restart the Netflix app and sign in to your account.

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New Program Learning - Would you like to learn more about your computer programs?

Use that HELP (?) menu.

Below are just the first 25 help features in my MS Word Program

Results 1-25 of top 100

Automatically save and recover Office files Help > Getting help > Using Microsoft Office

Enable or disable ActiveX controls in Office documents Help > Security and privacy

Enable or disable macros in Office documents Help > Security and privacy

Enable or disable add-ins in Office programs Help > Security and privacy

Save As

Enable keyboard layouts for different languages Help > Working in a different language

Enable keyboard layouts for different languages Help > Working in a different language

Enable or disable security alerts on the Message Bar Help > Security and privacy

Save a file in XPS format Help > Saving and printing > Saving

Enable another language in the interface of Office programs

Save a document in Word

Enable or disable security alerts about links to and files from suspicious Web sites
Help > Security and privacy

Save a file [Help](#) > [Saving and printing](#) > [Saving](#)

Save a file in PDF format [Help](#) > [Saving and printing](#) > [Saving](#)

Use Word to open or save a file in another file format [Help](#) > [Converting documents](#)

Save a SmartArt graphic [Help](#) > [Working with graphics and charts](#) > [Adding charts, diagrams, or tables](#) > [SmartArt graphics](#)

Save a file to a SharePoint library or another Web location [Help](#) > [Collaboration](#) > [Using SharePoint sites to collaborate](#)

Word Options (Save)

Save a file for use in an earlier version of Office [Help](#) > [File management](#)

Compatibility Mode is turned off when I save my document in Word 2007 format [Help](#) > [Converting documents](#)

Choose text encoding when you open and save files [Help](#) > [Working in a different language](#)

Save and recover a backup copy of a document [Help](#) > [Saving and printing](#) > [Saving](#)

Save documents in a previous file format by default [Help](#) > [Saving and printing](#) > [Saving](#)

Apply, customize, and save a document theme in Word or Excel [Help](#) > [Formatting](#)

Save a Word 2007 document in .doc format [Help](#) > [Saving and printing](#) > [Saving](#)

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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