

The Villages Computer Club - No meeting this Friday, Aug 30th.

The pizza workshop last Friday was quite the meeting. Thanks for your patience in a crowded and noisy environment. Even with the large amount of people lots of valuable technical information was shared and lot of questions got answered.

The pizza was good, many asked where we ordered it from. Flippers is in Spanish Springs and gave us a good discount.

I want to thank every member who came to the meeting, I hope it was a benefit to each of you.

This was the first time we did a meeting like this (members only with pizza) so if you have any comments for the future please email me at TVCC.Pres@gmail.com

Remember there is no VCC meeting on Aug 30th this coming Friday.

Paul Rabenold, VCC President

BCC Emails to groups

Emails sent to more than one person should be sent as BCC emails so that each recipient sees only your name (the sender) and their own name. Never send a group of addresses just as SEND TO as these are often harvested by dishonest people running many computers 24/7 for the purpose of harvesting and selling those names to porn sites, marketers, etc.

Protect the email addresses of friends and family by using the BCC function for email to groups

I send the following message back to people who send me emails showing all addresses.

I notice that you've sent this email to many people and all their addresses are shown in the email I received. People share their email addresses with us believing we are going to protect them by keeping them private. We can protect their addresses from being harvested by computers running 24/7 to be sold to porn sites, marketers, etc.

1. Put your own name in the SEND to box, so you will get a copy of the email.
2. Open your address book and click each name, clicking BCC after each. or if you've created a GROUP, click the group and put a parentheses before the first name and after the last name which causes them to be sent as a BCC. That is, each person will only see your name and their own name...not all the names.

If I get more emails from that person, showing addresses I send the following response. I don't usually get more email address loaded emails from the person.

Thank you so very much for all the email addresses shown in your email to me. I can get \$3-\$10 per name from porn groups and marketers.

Web Page Printing

Want to know if the web pages you're about to print will be cut off on one side before you begin printing?

1. **On the File menu, click Print Preview. IF part of the right side is cut off, you might want to change the default margin just for this page.**
2. **Click Page Layout icon and change the Page Setup, Margins, orientation (landscape or portrait), etc.**

Another way I have found is to highlight the portion you want to print and "print selection."

This seems to work when the web site has "boxes" . It eliminates the box on the left side (usually on the left side with links to other pages) and allows the portion of the website you want to be printed out in its entirety. Of course, if it has a "printer friendly" option, that would be the best choice.

Another option, highlight the portion you want to print, press CTRL + the C key to copy. Open your word processor and a new document. Press CTRL + V to paste. IF the margin still need to be adjusted, highlight the text and move margins to suit your need.

Click File and Print Preview to confirm before printing. IF still outside margins, select Landscape as the feature to use on your printer's properties.

Zen Creative

1. Depends on the size of the player ie. 512 or 1gb or more. Most audio books start at 4 hours and can run up to 12 hours.

2. Download them from cassette or cd you just rip them with media player to the library, I set a new folder for audiobooks under My Music. If you download them online - then do the same and save them to a folder under my music that media player can pick up.

3. Depending on the player, I have a Creative 1gb. You just go to sync

to the player and drag the folders over to the sync folder and then it will automatically sync to the player and put them under the "music" section. There is a setting to make sure that the sections (chapters) are separate so you can then listen and go to different chapters.

Steps

Plug the player into the PC with USB and use mini cable from earphone to the input jack on PC so you can hear (test the file).

Go to audiobook source...

Download to subfolder under My Music - Audiobooks

Go to Media Player and find the folder and book you want to go on the player.

Select the sync function

Select all the "chapters" ie. files from the book and drag to the sync folder.

Media Player will sync them to the player.

Note: A lot of the players come with their own software that you can download and sync directly to the player. I prefer to use the Media Player method so I can keep the audiobooks on the PC as well as the player. Either way works well.

PS. Test with just one chapter to make sure the volume is good and that the book sounds good before you transfer all the files (chapters).

Zen Creative Audio Books

You can insert bookmarks during playback. The following hard drive based ZEN players support bookmarks: ZEN Vision, ZEN Vision:M, ZEN Sleek Photo, ZEN Sleek, ZEN MicroPhoto, ZEN Micro. You can use up to 10 bookmarks at any one time.

The ZEN Xtra also supports bookmarks though you cannot place two or more bookmarks for one song or audio book.

To insert a bookmark

1. In the **Now Playing** screen, press the **Options** button and select **Set Bookmark** .

Playback pauses and the **Set Bookmark** screen appears.

2. Select a bookmark number.

Your bookmark is assigned to the selected bookmark number. If all 10 bookmark numbers have been assigned, you can replace an existing bookmark with the new one.

To go to a bookmark

1. Press and hold the **Menu/Back** button.

The main menu appears.

2. Select **Music Library** and then **Bookmarks** .
3. Select the bookmark that you want.

XP Troubleshooters

Using Sound problem as example

Rightclick Start...click Explore.
Click HELP....click HELP AND SUPPORT.
Click Fix Problems
Click Troubleshooting Problems...click Related Problems
Click List of Troubleshooters....click Sound
Follow instructions to troubleshoot your sound problem

ZIPand UNZIP

A file with the .zip extension indicates this file has been compressed (archived or zipped) Before the file's contents can be used, the file must be unzipped (uncompressed).

Most files available for downloading have been compressed, or 'ZIPPed', so they'll download faster for you. A ZIPPed file can be easily recognized since its actual filename will end with a .ZIP extension. For example, NEWFILE.ZIP.

A single .ZIP file may contain only one file, or it may contain dozens of separate files, which is why you'll often hear the process referred to as 'extraction' or 'decompression'. Generally, the terms are interchangeable.

You have several unzipping options available. IF using Win XP, there is an unzipping program built in. AOL and some other ISPS have an unzipping program built into their program. And one can add an unzip

option right to the zipped file so it can unzip itself. Many downloaded program have this option so that although the program files are all zipped, when you doubleclick to install, it first unzips the file and extracts the files within.

Two unzipping programs commonly used prior to Windows XP were Winzip, PKUnzip .

Installing Winzip and extracting files:

1. Once you've downloaded the Winzip program to your desktop, doubleclick it to install it.
2. During the install process it will create a folder in your Program Files folder for itself and will extract its many files to that folder, create an icon and put it on your desktop and will associate itself with any .zip files that are presently on your computer and any .zip files that are stored in your computer in the future.
3. During installation it will ask you to choose to use the unzipping or Classical View option to use. Always select the Classical View.
4. When you download a .zip file to your computer, just locate and doubleclick that file and Winzip will pop up. You will see a list of files contained in the zipped file.
5. You may select to View the files one by one by clicking one of the files and selecting VIEW. Or you may press CTRL + the A key to select all the files and extract all of them to the same folder where you SAVED the downloaded.zip file. Or you may extract the files to any other folder of your preference that is on your computer. For instance, you may download the zipped file you received attached to an email to your desktop, but when you extract the files, if they are pictures, you may select to EXTRACT (save) them to your My Pictures folder. Once extracted the files will have the extension of the program in which they were created such as .doc, .tif,.wks, .jpg etc.
6. To open one of these extracted file, locate the folder in which they were placed when extracted, scroll down to the particular folder you wish to open and doubleclick it.
7. The program associated with the extension of that file will pop up and open the file immediately

WAVE PLAYER

The sound recorder only allows 60 sec. The Wave Player will record several minutes.

WAVE PLAYER

1. Locate the WAVEPLYR.EXE on your computer. Click Start...all programs...accessories...entertainment.Recorder. (I have not found WAVEPLYR.exe in Win 7)
2. Click MICROPHONE, a Sound Selection box will pop up with PCM in the box, leave it.
3. Click NAME and select RADIO QUALITY.
4. Click SAVE AS and type .wav in that box. Close the box
5. Click the red RECORD button and begin recording.
6. When recording is complete, click WAVE on the menu bar and select SAVE RECORDING.
7. Locate the folder to which you wish to save it, give it a name and click SAVE.

Note you can create a recorded message, save it as a file, then attach that file to an email and send it along to a friend on a birthday,etc.

Note: After saving the file, it's a good idea to locate the file, rightclick it and select Properties to see just how big the file is...sometimes what seems to be a small file may be actually very big.

Keyboard Accessibility Keys

Windows XP provides "accessibility options" for people with physical problems. Toggle Keys, Filter Keys, and Sticky Keys.

If you accidentally cause the function to be activated, Windows does give you a quick message, but it's easy to miss the message if you happen to hit the Return Key during the process.

If you hold down a key for more than 5 seconds, you will enable the "Toggle Keys" feature which gives a beep when you press the Caps Lock, Scroll Lock or Num Lock keys.

If you hold down the Shift key for 8 seconds it turns on the "Filter Keys" option which ignores quick keystrokes or repeated keystrokes.

If the Shift key is pressed 5 times in a row, it turns on the "Sticky Keys" which makes the Shift, ALT, CTRL and MS Windows keys toggle instead of your needing to hold them down.

To turn off these features, click START...Settings...Control Panel...Accessibility Options. Click Settings and uncheck USE SHORTCUT. Uncheck the options. Click Apply and Ok

Applications Run with Win 8

You should run the Compatibility Assistant for Win 8 before upgrading to Win 8 in order to learn which of your old apps will run on Win 8.

According to Microsoft, any software or applications currently working in Windows 7 will transition without upgrade to Windows 8. If you're using an older version of Windows, however, there are no guarantees.

Classic Start (Win 8)

Do you miss that START icon?

<https://ninite.com/>

Press CTRL + above link.

Select Classic Start on the Utilities list. Download and RUN

URGENT!!! Women at risk!!!

**Thieves work 'women at the pumps'. Don't be a victim!!!
A new way to rob you at the pump. Watch this short video from NBC.**

<http://www.today.com/news/rossen-reports-sliders-target-women-gas-stations-6C10865415>

Do you wonder why your diets don't work? Do you still believe Calories in must be calories out by exercise. The following is long and complex but you'll understand the truth about what is fat, what is sugar, what real LDL and it's relationship to Chronic Heart Disease. You'll also learn why America is "fat". It's the best lecture on this subject I've ever heard...Hang in their for the finish. You'll be glad you did. Then send it to your kids for the sake of your grandchildren. Jmax

<http://www.youtube.com/watch?v=dBnniua6-oM>

This is absolutely unbelievable!!!!

[Click here: Guang Dong - Pas de deux - LE PLUS GRAND CABARET DU MONDE - YouTube#t=41](#)

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 VLGSCclassifieds@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