

The Villages Computer Club will meet at 1 p.m. Friday Sept 20th at Hacienda Recreation Center.

The program will feature a presentation on **Using email effectively** by **Bobbie Seabolt**,

Following the presentation will be refreshments, door prizes and a problem solving session.

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

A great way to learn about your computer, programs and securing your computer.

1. Open your browser (Internet Explorer, Google Chrome, Firefox, other).
2. Type into the address bar or click the link below www.thevillagescomputerclub.com.
3. Click Presentations. Scroll down to see the list of presentations made at the VCC Friday Meetings.
4. Click the link in the last column, Presentation File and select Open or you may click SAVE to save the file to your computer.

Win 8 Startup Menu

To enter the **STARTUP** Menu for Win 8 to add or remove items from startup,

1. Press down the Windows key and press the r key on the keyboard to bring up **RUN**.
2. Type into the **RUN** box **msconfig** and press **OK**.
3. Select the **STARTUP** tab.
4. Uncheck any item that you do **NOT** wish to have startup every time you start your computer. Check those items that must be started such as your anti-virus program.

Note: If you've not added RUN to your Win 7 program list, you can reach Startup using the same Windows Key + the r key.

You may want to print this 'bit' and keep it near-at-hand.

Windows Keyboard and Key Functions

Windows Key

Windows Key = Start Menu

Holding down the Windows Key and pressing:

E = Windows Explorer

F = Find or Search Dialog Box

M = Minimizes All Open Windows

Shift+M = Maximizes All Open Windows

R = Run Box

Pause/Break = System Properties

CTRL (Control) Keys

Holding down one of the CTRL (Control) Keys and pressing:

A = Select All

B = Bold

C = Copy

I = Italics

P = Print

S = Save

U = Underline

V = Paste

X = Cut

Z = Undo

Esc = Start Menu

Holding down the CTRL Key and pressing the HOME Key will take you to the Beginning of a document.

Holding down the CTRL Key and pressing the END Key will take you to the End of a document.

ALT Keys

Holding down one of the ALT Keys and pressing:

H = bring up the Help menu in a program

Tab = switch between all open programs

F4 = close the current open program

Prt Scr = copy the 'active' window to the computer's clipboard

CTRL and ALT Keys Together

Holding down the CTRL & ALT Keys together and pressing:

Delete Key = Close Program Box appears (Windows Task Manager)

Delete Key 2X = restart your computer

Word Processing Keys

Insert Key = toggles between insert and type over in a document.

Delete Key = sends selected item or what is to the right of the cursor to the recycle bin.

Home Key = goes to the beginning of the active line.

End Key = goes to the end of the active line.

Page Up = goes up the document one monitor viewing area of the screen.

Page Down = goes down the document one monitor viewing area of the screen.

Cursor Keys

Scroll through documents without any changes being made.

Numbers Key Pad

Num Lock ON = number pad can be used as a calculator

Num Lock OFF = the number pad keys are the as as Word Processing Key and Cursor Keys.

Shift Keys

Holding down one of the Shift Keys and pressing:

Any letter will type that letter capitalized in a document.

A number key will type the Special Character listed above the number.

The Delete Key will delete a selected item without sending it to the recycle bin.

Caps Lock Key

Caps Lock Key ON = type all upper case letters. Will NOT type special characters above the number keys.

Caps Lock Key Off = turn OFF the upper case typing.

Tab Key

When pressed will move the cursor to the next set tab. The default on most documents is every half inch.

In a form when pressed will jump to the next box for information input.

Shift Tab will go back one box.

Backspace key - Will erase the letter to the Left of the cursor.

Delete Key - Will erase the letter to the Right of the cursor.

ESC (Escape) Key – Cancels the current task.

Print Screen Key

Pressing the Print Scr Key will copy the viewing area of the monitor to the clipboard for pasting into a program where it can then be viewed or printed.

Holding down the ALT Key when pressing the Print Scr Key will copy ONLY the active window to the clipboard for pasting into a program where it can be viewed or printed.

Scroll Lock Key

Scroll Lock Key is to convert a laptop keyboard to alpha-numeric use.

Toggle between two computers using the same mouse, monitor & keyboard.

Pause-Break Key

Holding down the Window Key and pressing the Pause/Break Key will bring up System Properties screen.

Function Keys (F1 – F12)

Standard Windows Keyboard and the Laptop Keyboard has Function Keys in the top row of keys.

The Laptop keyboard is smaller and the number key pad is located within the letter keys and is activated by pressing the Scroll Lock Key. Also, some Laptop Function keys require pressing the FN key to activate.

Function Keys

F keys has different functions in different programs

F1 = HELP

F2 = Jump

F3 = Previous Menu/Return

F4 = Close Open Programs

F5 = Start up in Safe Mode

F6 = Next Message

F7 = Backward Scroll

F8 = Open in Windows Boot Menu (Safe Mode)

F9 = Update

F10 = Previous Function

F11 = Startup the Recovery Program

F12 = Open 'Save As' in Word

Create Stationery

Q. How can I create Stationery in Outlook?

Ans. If Microsoft Word is your e-mail editor, you can't create new stationery from Word. However, you can create a new stationery in Microsoft Outlook, which Word then adds to its stationery list.

1. From the main Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Compose in this message format** list, click **HTML**.
3. Click **Stationery Picker**, and then click **New**.
4. In the **Enter a name for your new stationery** box, enter a name.
5. Under **Choose how to create your stationery**, select the option you want.

To select a file to base your stationery on, type the path and file name in the **Use this file as a template** box, or click **Browse** to select from a list.

6. Click **Next**.
7. Select the options you want to use.

Note This procedure is available only if you use **HTML** as your message format.

Since Win 7 the Outlook Express is no longer part of the Windows Operating System. You may however use Outlook.

Outlook the Default Email Program

1. Open Microsoft Outlook
2. Click Tools...Options...Other
3. Click General tab.
4. Click the box by Make Outlook the Default Program for Email, Contacts & Calendar.

Fonts changing when using Msword via Outlook to send email.

Internet Explorer for Windows:

1. Go to Tools ,Internet Options, Accessibility. The page is Internet Options. The Tab is General.
2. Check the option to "Ignore font sizes specified on Web page"
3. Click OK and then OK again on Internet options page.

"Win 7 Font Default in Win Mail

To permanently set the default font face and color for new messages in Windows Live Mail, Windows Mail or Outlook Express:

Go to the icon at the top left of Windows live mail (beside the 'message' icon), click on the triangle (down arrow) and from the dropdown menu select options, mail, compose and then font settings.

- Select *Tools / Options...* from the menu in Windows Live Mail, Windows Mail or Outlook Express.
 - In Windows Live Mail, you may have to hold down the *Alt* key to see the menu bar.
- Go to the *Compose* tab.
- Under *Compose Font*, click the *Font Settings...* button next to *Mail*.
- Choose the desired font and color.
- Click *OK*.

Does The Font Still Look Unnaturally Small?

If you have changed your default font to a larger type but still can barely see what you are typing, it may be your reading font settings' fault. Check in the main Windows Mail or Outlook Express window under *View / Text Size*.

Default Stationery Overrides Default Font

Note: to make sure Windows Live Mail, Windows Mail or Outlook Express is using the font you just specified no [default stationery](#) must be defined or its font settings will be used no matter what you specified under *Font Settings*....

Suggested Reading

- [How to Change the New Mail Sound in Outlook, Windows Live Mail, Windows Mail...](#)
- [How to Create a Signature in Windows Live Mail, Windows Mail or Outlook Express](#)
- [How to Change the Font Size of the Windows Mail or Outlook Express Message List](#)

Win Live Mail Groups

1. Click Address Book at bottom left corner of WLM's main window.
2. Click NEW
3. CLICK GROUP or click Create a new Group at the bottom of the contacts list.
4. Enter the New Group information such as Name of new group.
5. Select contacts to be added to this new group. To remove a name just uncheck the name.
6. Click SAVE

Windows Mail: Setting up an account from start to finish

Windows Live Mail is for Windows 7 and Vista.

[Click here: Windows Live Mail 2011](#)

Setting up your e-mail is a bit like setting up a new computer: You do it only once. After you configure your e-mail accounts in Windows Mail, you never have to hassle with it again—unless, of course, you open a new e-mail account.

Windows Mail allows you to send and receive messages from multiple e-mail accounts. You can set up Windows Mail to work with many types of providers, from the biggest, most popular e-mail services all the way down to the smallest Internet service provider (ISP).

Managing multiple e-mail accounts is simplified because each account in Windows Mail is organized in its own folder. You can check for messages from all your e-mail accounts at once by clicking a single button. But first, you'll need to set up each e-mail account one at a time in Windows Mail much as you did if you used Outlook Express.

You can add multiple e-mail accounts in Windows Mail, and send and receive e-mail for all of them from one location just like you could setup different email accounts in Outlook Express by just clicking Tools...Accounts...ADD and enter the ISP(ex. Embarqmail.com),

Type in the server incoming pop.embarqmail.com and the outgoing server smtp.embarqmail.com and check the authentication box.

In the user box type email address jane34@embarqmail.com add the password you used for you embarqmail.com account

Don't be confused

Before you set up Windows Mail, start by collecting the following information for each e-mail account. You will need to enter this information during the setup process:

- Your e-mail address and password.
- The type of e-mail server your e-mail service uses.
- The address of the incoming and outgoing e-mail servers used by your e-mail provider.

Most people know their e-mail addresses and passwords, but many people get confused when asked to enter information about e-mail servers. This is easiest if you gather some basic information from your e-mail provider before you begin adding accounts in Windows Mail.

E-mail server types

Windows Mail supports three types of e-mail servers. You don't need to understand the details about these server types; you just need to find out which one your e-mail service uses both for incoming and outgoing e-mail:

- Post Office Protocol 3 (POP3) servers. Most e-mail services and ISPs use this type of server, especially for personal e-mail accounts. They hold incoming e-mail messages until you check your e-mail, at which point they're transferred to your computer. Messages are typically deleted from the server when you check your e-mail.
- Internet Message Access Protocol (IMAP) servers, such as AOL. These servers let you work with e-mail messages without downloading them to your computer first. You can preview, delete, and organize messages directly on the e-mail server. Copies are stored on the server until you delete them. IMAP is commonly used for business e-mail accounts.
- Simple Mail Transfer Protocol (SMTP) servers. This outgoing mail server handles the sending of your e-mail messages to the Internet. An SMTP server handles only the outgoing e-mail, and is used in conjunction with a POP3 or IMAP incoming e-mail server.

Incoming and outgoing e-mail servers

Once you know the type of e-mail server used by each of your e-mail accounts, you must find out the address of its incoming and outgoing e-mail servers. During the setup process, Windows Mail requires you to enter the address of each e-mail server. There are only two types of incoming servers to choose from: POP3 or IMAP.

Before you set up an e-mail account in Windows Mail, you need to know the address of the incoming and outgoing e-mail servers used by your e-mail provider

POP3 is by far the most common type of incoming e-mail server for personal e-mail accounts. And SMTP is the only type of outgoing e-mail server that works with Windows Mail, so you normally don't even need to check the outgoing server type with your e-mail provider. Practically all personal e-mail accounts—with the exception of web-based e-mail—use an SMTP server for outgoing e-mail.

E-mail server addresses usually have the same format. Most ISPs (named "myisp" in this example) have server addresses like this:

- Incoming server: pop.myisp.com (or imap.myisp.com, if they use an IMAP server)
- Outgoing server: smtp.myisp.com

You can usually substitute the name of your ISP in place of myisp in the example above. If this doesn't work, check with your ISP. Questions about e-mail server addresses are among the most common inquiries e-mail providers get, so they usually have this information posted in the support section of their websites.

Here are server addresses for some of the most popular e-mail services:

- Yahoo!: pop.mail.yahoo.com (incoming) and smtp.mail.yahoo.com (outgoing)
- AOL: imap.aol.com (incoming) and smtp.aol.com (outgoing)
- Gmail: pop.gmail.com (incoming) and smtp.gmail.com (outgoing)
- Embarqmail: pop.embarqmail.com and smtp.embarqmail.com

Finally, you must know whether your outgoing e-mail server requires **authentication**, since there is a check box for this when you set up a new e-mail account in Windows Mail. If you can't find out the answer from your e-mail provider, try sending a test message with the check box selected and another one with the check box cleared, to see which works.

Note: Several years ago Comcast had Outlook Express users change their port from 25 to port 587. If you're using Win Live Mail and having trouble sending email, try changing the port from 25 to 587. This has worked for some Win Live Mail folks with problems.

Note2: Some e-mail services, such as Yahoo! Mail, require a premium subscription for POP3 access.

Web-based e-mail and Windows Live Mail

Many people want to know if they can send and receive Windows Live Hotmail in Windows Mail. The answer is 'NO', Windows Mail does not support the HTTP servers used by Hotmail and other web-based e-mail services.

However, you can set up Hotmail and other web-based e-mail accounts to work with Windows Live Mail. This allows you to store and read Hotmail messages even when you are not connected to the Internet.

Windows Live Mail includes the familiar features of Windows Mail, the mail program included in Windows Vista, plus new features such as the ability to automatically enter the correct settings for e-mail servers used by popular e-mail services, including Windows Live Hotmail, Yahoo!, AOL, and Gmail.

Windows Live Mail also works with e-mail services from other e-mail providers and ISPs, although you will have to configure those accounts manually.

To download Windows Live Mail, go to the [Windows Live Mail](#) website.

Windows Mail Step by step Setup

Once you have collected the required information for each e-mail account, you can start setting up Windows Mail. Here's how to add an e mail account in Windows Mail:

1. Open Windows Mail by clicking the Start button , clicking All Programs, and then clicking Windows Mail.
2. Click the Tools menu, and then click Accounts.
3. Click Add.

After you click Add on the Internet Accounts screen, Windows Mail will ask what type of account you want to add

4. Click E-mail Account, click Next, and then follow the instructions.

After you are done entering all the information for one e-mail account, repeat the process for each e-mail account you want to set up, if you want to add more than the one account.

Note

During setup, you'll be asked to pick a display name. You might want to enter your actual name here rather than your e-mail address, since this is the name that recipients will see when you send them an e-mail message.

Importing your e-mail, & contacts, into Windows Live Mail

Ready to install Windows 7? Great! One thing you'll need to know before you begin, though, is that some familiar programs—like Outlook Express, Windows Mail, Windows Calendar, and Windows Address Book—**aren't included in this version of Windows**. But don't worry, you've got a couple of new options for getting to your e-mail, contacts, and calendars.

You can use a free online service like [Windows Live](#), which is a convenient way to go because you can access all your information from any computer with an Internet connection.

But if you want to have all your data on your PC even when you're offline, you'll need to install a new desktop e-mail program, such as Windows Live Mail, part of [Windows Live Essentials](#), a free suite of programs designed to link what you do on your desktop with what you do online.

Once you've installed Windows Live Mail on your PC, you'll be able to import your existing e-mail messages, calendars, and contacts from Outlook Express (if you're upgrading from Windows XP or earlier) or Windows Mail (if you're upgrading from Windows Vista). You can also set it up to work with Hotmail and other e-mail providers—like Gmail, Yahoo! Mail Plus, or your Internet service provider (ISP)—to keep track of all your e-mail accounts in one place. To learn more about Windows Live Mail, see [So long, Outlook Express!](#)

Making the switch to Windows Live Mail

The steps you'll need to follow to get started with Windows Live Mail will depend on what type of Windows 7 installation you're doing—an upgrade or a custom installation. To find out more about installing Windows 7, see [Installing and reinstalling Windows 7](#). To download Windows Live Mail, go to the [Windows Live Mail](#) website.

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[If you're upgrading to Windows 7 from Windows Vista](#)

Using the Upgrade option during Windows 7 installation will keep your files and settings from Windows Vista in place—including your e-mail, contacts, and calendars. Then, when you start Windows Live Mail for the first time, it will automatically import your data.

If you're already using Windows Live Mail in Windows Vista, good news: You won't have to do anything special to get up and running after you finish upgrading to Windows 7. Just open and use it as you normally do.

[If you're doing a custom installation of Windows 7](#)

Choosing the Custom option during installation doesn't preserve your programs, files, and settings. That includes your e-mail, contacts, and calendars—whether you're using Windows Mail, Outlook Express, or another program. So you'll need to back up your e-mail, calendars, and contacts—along with any other files and settings you want to preserve—by copying them to an external hard disk or a USB flash drive. We recommend using [Windows Easy Transfer](#), a free download, to do this backup. If you're upgrading from Windows XP, see [Upgrading from Windows XP to Windows 7](#). If you're upgrading from Windows Vista, see [Upgrading from Windows Vista to Windows 7 \(custom installation\)](#).

After Windows 7 is installed on your PC, you can use Windows Easy Transfer again to move all your files and settings back to your computer. Then, after you download and install Windows Live Mail, you can import your data.

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Importing e-mail and contacts into Windows Live Mail

After you've moved your e-mail and contacts from the external hard disk or USB flash drive back to your PC and installed Windows Live Mail, you're ready to import your data into Windows Live Mail.

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[To import e-mail](#)

1. Open Windows Live Mail by clicking the Start button . In the search box, type **Windows Live Mail**, and then, in the list of results, click **Windows Live Mail**.
2. Click the File menu, and then point to Import.
3. Click Messages, and then choose the e-mail program from which you want to import e-mail messages.
4. Click Next, and then follow the on-screen instructions. Your imported messages will appear in the folder list under Storage folders.

[To import contacts](#)

1. Open Windows Live Mail by clicking the Start button . In the search box, type **Windows Live Mail**, and then, in the list of results, click **Windows Live Mail**.
2. In the lower-left corner of the Windows Live Mail window, click Contacts.

3. Click the File menu, point to Import, and then click the type of address book that you want to import.

If prompted, browse to the file that contains the contact information that you want to import, click it, and then click Open.

My Gun

Today I swung my front door wide open and placed my Remington 870 right in the doorway. I gave it 6 shells, then left it alone and went about my business.

While I was gone, the mailman delivered my mail, the neighbor boy across the street mowed the yard, a girl walked her dog down the street, and quite a few cars stopped at the stop sign near the front of our house.

After about an hour, I checked on the gun. It was still sitting there, right where I had left it. It hadn't moved itself outside. It certainly hadn't killed anyone, even with the numerous opportunities it had been presented to do so.

In fact, it hadn't even loaded itself. Well, you can imagine my surprise, with all the media uproar about how dangerous guns are and how they kill people.

Either the media is wrong, or I'm in possession of the laziest gun in the world.

.....Well, I'm off to check on my spoons. I hear they're making people fat.

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