

The Villages Computer Club will meet at 1 p.m. Friday Oct 4th at Hacienda Recreation Center

The program will feature a presentation on **"Using your laptop to manage your music"** by Paul Rebanold.

Email is still a program that almost everyone uses. As familiar as it is there are always things we can do to improve our experience with sending and receiving email? Bobbie continues to update this subject so you can benefit from the latest email techniques.

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

thevillagescomputerclub.com

Win 8 Charms Bar

You may access the Charms Bar from anywhere within Win 8 by using either of the following 3 methods.

1. Mouse: Point at the top or bottom right corners and the Charms Bar will appear along the right side.
2. Keyboard: Press the Windows logo key + the C key.
3. Touchscreen:(if you have touchscreen). Slide your finger inward from the screen's right edge.

Charms Bar has 5 icons:

1. Search: to search through what you're seeing onscreen now.
2. Share: to share what's currently on your screen, via email.
3. Start: takes you back to the START screen. Pressing the windows logo key will also take you to START.
4. Devices: to send your current screen's info to another device, such as the printer, a second monitor or a phone.

5. Settings: allows you to 'tweak' your computer's six major settings. WiFi Network, Volume, Screen, Notifications, Power and Keyboard/language.

Charms Bar Keyboard Shortcut Keys:

1. Windows logo + C = Open the Charms bar
2. Windows logo + Q = Search Apps, files or settings
3. Windows logo + H = Share what you see on your screen
4. Windows logo = Return to START screen
5. Windows Logo + K = Interact with attached devices
6. Windows logo + I = Change settings

Win 8 Start Screen Customized

Adding many tiles to the Start screen can really cause problems finding what you need. You may organize them into groups with different names, such as: Work, Play, Web, People. Good idea to remove tiles which you never use.

1. **Remove tiles you don't need. Rightclick the tile and select 'Unpin from Start'. Unpin does not uninstall the the app.**
2. **Move related tiles next to each other. Drag such tiles as Mail, People and Calendar to a different spot. As you drag a tile, other tiles move out of the way.**
3. **Add tiles, apps, programs, folders and files you need to the START screen.**
 - a. **Press the Start screen's All Apps button. This will list all alphabetically.**
 - b. **Rightclick the item you want to appear on the Start screen and choose 'Pin to Start'. Repeat this for others you wish to add to the Start screen, one at a time. You cannot add many at a time.**
 - c. **Choose the Desktop app and the desktop appears. Rightclick a desired item and select choose 'Pin to Start'.**
4. **Find the gap between the Start screen's existing groups of tiles. Scroll towards the right edge of the Start screen and you'll notice a vertical space between a column of tiles that's a bit wider than the other columns. That space separates the groups of your tiles.**
5. **Create a new group of tiles, drag a tile onto the space between tiles and a vertical bar will appear. Drop your tile and the tile forms a new group.**
6. **To add more tiles to your new group, drag and drop additional tiles into this group.**
7. **Click in the screen's bottommost-right corner to switch to a view of your groups. Now, click the little (-) sign in the bottommost-right corner and you may drag the groups (as a whole group) into your preferred order. For example, the**

group that you use the most, you may want to drag to the left, to be the first group showing when the Start screen is opened.

8. Name the groups. Rightclick the group and wish to name and choose the Name Group icon that appears along the screen's bottom. Type your preferred name into the box that appears and click the Name button.

9. Return to the Start screen. Click any place on the screen except on a group and the groups will expand onto the Start screen to their normal size.

Win 8 Exit

First you must decide which of these you wish to do: Lock, Sign Out, Shut Down, Restart or Sleep your computer.

1. Move the mouse to the bottom right corner to bring up the Charms Bar.
2. Click Settings and select Power.
3. Choose Shut down.
4. If the computer says you'll lose unsaved work, choose Sleep instead and save the unfinished file, then go back to Shut Down.

Temporarily Leave the Computer

You will be away for a short period but do intend to return and continue working.

1. Return to the Start screen - Press the win logo key or open Charms Bar and click Start to return to the Start screen.
2. Click your user picture in the Start screens' upper right corner.
3. Choose one of the 3 options shown: Lock, Sign out or Another account.

Win 8 Taskbar

Jump Lists

Win 8 Taskbar no longer limits you to opening and switching between windows. Now you can also 'jump' to other tasks by right-clicking the taskbar's icons. For instance, rightclick the Internet Explorer icon and up comes a list of recently visited websites. Click any of these websites and be immediately transported to that website.

These Jump lists allows you to go quickly to previously visited locations.

Notification Area (Startup)

The icons at the right end of the taskbar are items running in the background. In previous versions of Windows OS, this was called the STARTUP area.

Icons here depend upon YOUR computer selections as well as some default icons.

- 1. Minimize Windows: a small strip hidden against the taskbar's far-right edge will instantly minimize all open windows. click it again and they re-open.**
- 2. Time/Date: Click this icon to change the Time or Date.**
- 3. Window Media Center Recording: A red circle means WMC is recording something off the television.**
- 4. Media Center Guide Listings: Media Center is downloading the latest TV listings.**
- 5. Safely Remove Hardware: A small icon that tells windows to prepare a gadget for unplugging.**
- 6. Action Center: Windows is asking you to do something important.**
- 7. Wired Network: This icon appears when you are connected to the internet via a PC or an ethernet wired network. A red X appears on this icon if you're not connected.**
- 8. Wireless Network: Your computer is connected wirelessly to an internet. All 5 bars showing indicates a very strong signal.**
- 9. Volume: Click this little speaker icon to increase or decrease the volume. Doubleclick the word Mixer to bring up the mixing panel.**
- 10. Windows Problem Reporting: When this icon appears it means trouble. Click it for possible solutions.**
- 11. Windows Automatic Updates: This icon appears when there are updates to be downloaded to your computer.**
- 12. Task Manager: This allows you to end misbehaving programs that are running.**
- 13. Windows Host Process: This is more trouble, this time with some gadget you've plugged in. It tells you that it's not working. First thing is unplug the device, reload the software and try plugging it in again.**

14. Explorer: Older computers came with slower USB ports. and some faster ones. The ones on the back of the computer were usually the faster ones.

15. Power, Outlet: Indicates that the computer is plugged into a power source and is charging it's battery.

16. Power, Battery: Your laptop or tablet is running on Battery. Hover Mouse over this icon to see how much battery remains.

17. Arrow: The taskbar hides some icons. A small arrow at the front of the Navigation bar will show the additional icons when you click it. You can customize the taskbar to not hide icons, but it's not recommended.

Customizing the Win 8 Taskbar

1. Lock the Taskbar - Setup the taskbar and then select Lock the Taskbar to prevent anything being changed.

2. Auto-Hide Taskbar - You may select to have the taskbar slide down and disappear when you move away from it. To bring it up again just point the mouse at the very bottom edge. Not recommended. Leave it in view all the time.

3. Use small Taskbar button - This is useful for small screens. It shrinks the taskbar to half-height, letting you add more icons.

4. Taskbar location on screen - You may choose any of the 4 edges of the desktop for your taskbar. Drag the taskbar to the edge you prefer.

the windows transparent, allowing you to peek at the desktop behind it. Clicking it minimizes all open windows.5. Taskbar buttons - when you open lots of windows and programs, windows accommodates the lack of space on the taskbar by grouping similar items. Select the option Always Combine, Hide Labels.

6. Notification Area - This section's customize button allows you to choose which icons appear in the Notification Area. Recommended is Show All Icons and Notifications on the Taskbar.

7. Use Peek to Preview the Desktop - Pointing at the strip on the taskbar's far right edge makes

Libraries, Folders and Files in Win 7

You can access your files and folders and organize them in different ways.

The Documents Library - Here organize your wordprocessing documents, spreadsheets, presentations and other text related files. By default text related documents that are moved, copied or stored are stored in the My Documents Folder.

The Pictures Library - Here organize your pictures whether from you camera, scanner or email. By default files that you move, copy or save to the Pictures Library is stored in the My Pictures Folder.

Music Library - Organize and arrange your digital music such as those downloaded from the internet, copied from a CD or sent to you attached to an email. By default files that you move, copy or save to the Music Library are stored in the My Music Folder.

Videos Library - Organize and arrange video clips from your camera, your camcorder or that you downloaded from the internet. By default, files that you move, copy or save to the Videos Library are stored in the My Video Library.

Create a new Library in Win 7

- 1. Click the START button, click user name, and click libraries in the left pane.**
- 2. In Libraries, on the toolbar, click New library.**
- 3. Type a name for the new library and press Enter.**

Remove a folder from a library in Win 7

- 1. On the taskbar, click Windows Explorer button.**
- 2. In the left pane (navigation pane) click the library that you want to remove folders from.**
- 3. In the library pane (above the file list), next to Includes, click Locations.**
- 4. In the box that appears, click the folder you want to remove, click Remove and click OK.**

Viewing and arranging files and folders in Win 7

Just as in previous version of Windows OS, you can use small or large icons, list only names or list details of each file.

Each time you click the left side of the VIEW button on the menu bar it cycles through 5 different views, a) Large icons b) List c) Details and d) Content. IF you click the arrow on the right side of the VIEW button you'll have more options.

Finding files in Win 7

At the top of every window is a Search box. Use this box to locate any file. Just open the box and start typing info about the file.

Copying and moving files and folders in Win 7

- 1. Open the folder where the file or folder that you wish to move is located.**
- 2. Open the folder where you wish to place the file in a second window .**

- 3. Place these windows on the desktop so they are side by side.**
- 4. Now drag the file or folder from the first folder over to the folder in the second window.**

Deleting Files in Win 7

Open the Library or folder in which the file resides.

Select the file and press Delete on the keyboard. The file will be sent to the recycle bin.

Opening Files in Win 7

To open most files, simply doubleclick that file. However, if this is a picture file and you wish to edit that picture, rightclick the file and select Open With to open it in a photo program. Otherwise the picture will open but you won't be able to change it.

A Time for Everything

Sunlight streamed through her window, and Annie wheeled her chair into its warmth. Bright yellow daffodils bouncing in the wind outside made her remember an Easter dream sixty years before.

She had only two weeks to wait until the birth of her first child. She was sitting at a window admiring the flowers near her porch steps when she must have fallen asleep. She began to dream, and in her dream she spoke with the child in her womb....Hello, Johnny.

What? Who are you?

I'm your mother.

Mother? What's a mother?

Johnny, I'm the one, along with your father, who brought you into this world.

Oh? Then where are you? Why can't I see you? You can't see me because you're living inside me. But soon you'll be born, and then we'll see each other.

Born? What does that mean?

Well, Johnny, you've been growing, and there's not enough room for you there.

The life-support system that's keeping you alive won't work much longer.

You mean I'm going to die?

No, you won't die, you'll just begin to live in a new way.

Why should I believe that? I can't see you. Maybe you're not even there. Maybe I'm all alone and just imagining this.

Johnny, you don't think you just came from nothing, do you? Where you're living is real, but the world is much bigger than you think. When you're out here you'll grow tall and strong; you'll run and play; you'll make friends; you'll go hiking in the woods; you'll have a puppy. You'll...

Wait a minute. What are friends? What are woods? What's a puppy?

Friends and woods and puppies are... Johnny, I can't explain them because there's nothing like them where you are. The more I try to explain, the more impossible they'll seem to you. You'll just have to wait and see.

Now I know I'm imagining this. I'm going to die, and I'm afraid.

Johnny, don't be afraid. I know this sounds hard to believe, and I can't really explain it to you, but it's real. Maybe this will help... Do you know what your feet are?

Yes, and I have ten toes too!

That's right, Johnny. But what good are they to you in there? What can you use them for? Nothing.

Right, Johnny, but you have them because there is an earth here for you to walk and run on. Your feet wouldn't make any sense if there weren't a world out here. Can you believe that?

I'd like to, really I would. But I'm afraid.

I know, and what you're afraid of, your birth, will have to come. There will be some pain and darkness. But then there will be light and life, more life than you can imagine. All I can say is that I've been through what you'll go through, and I'll be waiting here for you with open arms and a big smile. What you think of as death you'll find is really birth.

"That dream seemed so real," Annie thought.

Two weeks later her son was born. And now he had grown into a man she'd always been proud of. He'd soon be coming at Easter to visit her at the nursing home...

"Annie". A voice startled her out of her thoughts. An aide perhaps?
She turned, but saw no one. Just a crucifix on the wall above her dresser.

"Annie". She heard the voice again, but this time it seemed to come from within. She understood. She closed her eyes and prayed, "Yes, Lord?"

"Annie, it's almost time for you to come home".

You mean I'm going to die?

No. Annie, you'll soon be born. You'll soon begin to live in a new way.

Lord, I'm afraid. Sometimes I doubt and wonder if you are really there. I wish I could see you face to face.

That's not possible now, Annie, because I'm on the other side of death.

But you don't think you came from nowhere, do you?

No, but sometimes heaven seems like a fairy tale.

Well, I can't describe heaven any more than you could explain your world to Johnny before he was born.

I suppose so, Lord, but I'm still afraid.

I know, Annie, but think of your heart. Has it ever really been satisfied? Have you ever been completely happy? No, because your heart is made for God and for eternity. Johnny's feet were made for walking on earth, and your heart was made for heaven.

I'm still afraid, Lord.

Yes, Annie, and what you fear will have to come. There will be some pain and darkness. But then there will be light and life, more life than you can imagine. All I can say is that I've been through what you'll go through, and I'll be waiting here for you with open arms and a big smile. And what you think of as death you'll find is really birth!

"Amen, Lord." Annie whispered. And she knew her dream was real.

(from "We Believe..." By Oscar Lukefahr, C.M.)

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