

Bits & Bytes

Volume 14, Issue 1 Published by the Barefoot Bay Computer Club, Box 79145, Barefoot Bay, FL 32976

January 2010



MINUTES

Barefoot Bay Computer Club
Monthly Meeting Minutes

No December Meeting

Next Meeting is
Friday
January 22, 2010
At
6:30 P.M.
Building D&E

Therefore

MEMBERSHIP

Your 2010 Annual Dues are due now.
If you have not paid your dues, please do so at the
next meeting
Membership is \$10.00 per person and \$15.00 per
couple.

A membership list will be at the back table during
the meeting. Please check the list and make sure your
information is correct.

Lorraine Audie,
Membership Chairperson

No Minutes

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EDUCATION

Education classes for Barefoot Bay Computer Club members will be held at the library conference room from 2:00 to 5:30 p.m. as follows:

| | |
|-------------|--|
| February 4 | Basic Skills—Part I (XP operating system) |
| February 11 | Basic Skills—Part II (XP operating system) |
| February 17 | MS Word—Part I (word processing program) |
| February 24 | MS Word—Part II |
| March 4 | E-Mail and the Internet |
| March 11 | PrintShop |

The library will provide five laptops for our members to use for our classes for “hands on” training. These laptops will be given to the first five members who sign up for a class and do not have a laptop. Members who have their own laptops may bring them to the class. Laptops may be shared with other members who do not have one.

The first Basic Skills class will cover using the mouse, understanding your Windows desktop and working with windows, opening and closing files and folders, and working with “cut, copy and paste.”

The second Basic Skills class will cover creating files and folders, moving files and folders, deleting and renaming files and folders, creating shortcuts, emptying the Recycle bin, changing the looks of your desktop, removing programs from your computer, and printing documents, as well as some computer maintenance tips.

MS Word—Part I will cover the menu tabs and tool bars, creating and saving documents, spell check, opening and closing documents, highlighting text and editing documents, using bold, italics and underscore, finding and replacing text, paragraph alignment, changing size and color of text, adding borders and horizontal lines, and printing a document.

MS Word—Part II will cover changing the page layout, creating headers and footers, adding page numbers, setting tab stops, creating bullet point and numbered lists, indenting paragraphs, changing line spacing, addressing an envelope, preparing labels, creating a table and working within a table, create a document using columns, adding clip art or pictures to your document, and downloading clip art from the online Microsoft Clip Art Gallery

The class on the Internet will include understanding Internet Explorer, visiting websites and searching the Internet, using the Favorites folder and changing your Home Page. The portion of the class on E-Mail will include reading, composing and sending e-mail using the Webmail (such as Yahoo, AOL, Gmail, ATT, etc.) and reading, composing and sending e-mail using Outlook Express. (Outlook Express is not included with the Vista and Windows 7 operating system, but is very similar to the Windows Mail or Windows Live Mail with Vista and Windows 7.)

If time permits on any of the above classes, a brief overview on using the HELP feature on your computer and in various programs will be included.

Bits & Bytes is the official publication of the Barefoot Bay Computer Club, PO Box 779145, Barefoot Bay, FL 32976. It is published monthly except during the months of June, July and August.

Deadline for submission of articles and advertising is **Noon** of the **first Wednesday** of the month.

NOTE: Neither the Barefoot Bay Computer Club nor Bits & Bytes assumes any responsibility or liability for the quality of service or products, or alleged misrepresentation of either, in regard to advertising or articles contained herein.

| | |
|--|----------|
| President.....Larry Phillips..... | 664-9137 |
| Vice-Pres...Bob Preikschat..... | 664-5746 |
| Secretary....Joyce Espitee..... | 581-9431 |
| Treasurer..... Jeannine Kornbrath..... | 664-5612 |
| Refreshments....Eleanor Miles..... | 664-4823 |

| | |
|---|-----------------------------|
| Education Chairman.....Joyce Espitee..... | 581-9431 |
| Membership.....Lorraine Audie..... | 664-2482 |
| Director.....Ross Randolph..... | 664-9856 |
| Director.....Ron Beaudoin..... | 664-8913 |
| Past Pres.Evelyn Murray..... | 664-3711 |
| Ed. of Bits & Bytes ...Paul Carroll..... | 664-2551 |
| Sunshine.....Emily Carrigan..... | 664-7043 |
| Webmaster | Evelyn Murray..... 664-3711 |

COMPUTER TIPS

COPY FILES OR FOLDERS TO CD or DVD in WINDOWS XP

This is just one of the many ways to do this

All mouse clicks are Left unless stated otherwise.

1. Right Click START
2. Click EXPLORE
3. Right Click START again
4. Click EXPLORE again
5. Right Click blank area on the task bar (Left of Icons by clock)
6. Click Tile Windows Vertically
7. Highlight File or Folder you want to copy to CD or DVD in the Left Pane
8. Right Click it
9. Click Copy
10. Open My Computer in the Right Pane
11. Double Click the Drive where you have the disk you want to copy to
12. Right Click it
13. Click Paste
14. Click Write these files to CD
15. Insert a Blank CD
16. Type in a name if you want
17. Check "Make a HighMat – compatible CD" if this has Audio or Video and is to be played on a CD or DVD Player.
18. After writing is done, Click Finish
19. To copy more Files or Folders. Go to #7

You can keep adding files to the CD until the CD is full

COMPUTER CLASS AT LIBRARY

This is a library sponsored class
BASIC SKILLS...how to turn on the computer, how to use the mouse, how to get to the internet, setting up an e-mail account, how to get to e-mail, and how to shut down.

Classes....cost \$5/ class...Tuesday only, 9 to 11 AM, and 11 to 1 PM

You have to register prior to a class, at the library.

Barbara Evers came forward after the November meeting and volunteered to teach a class on creating greeting cards using the PrintShop program. (Thanks, Barbara, for volunteering to teach!) The PrintShop program is not that expensive to purchase and it does provide a lot of pre-made cards for various occasions as well as a large number of graphics if you wish to be really creative and make your own card design.

The cost of the education classes is \$6.00 per class, payable in advance when submitting your registration form.

The registration form is included as part of this newsletter and can be printed on your computer. Forms will also be available at the January meeting.

Please remember—we need at least five (5) people to sign up for a class or that class will be cancelled.

If you have any questions regarding the classes, you may contact Joyce Espitee at 581-9431.

At our computer club meeting a few months ago, we gave a survey form to the attending members and asked them to complete it providing information about what they would like to have taught at a computer class. The survey form was also included as part of the newsletter. It was very disappointing that to date we have received only two completed surveys from our members.

Joyce Espitee
Education Committee

Sunshine

If you know of any member who is ill, in hospital, or who has had a death in the family, please call Emily Carrigan at 664-7043 so that cards can be sent.

PLEASE EVERYONE, LET
EMILY KNOW OF ANY CONDI-
TIONS THAT NEEDS A CARD
TO BE SENT.
664-7043

**SPECIAL NOTICE
FOR MEMBERS ONLY
The TELEPHONE help line
has been restarted.**

**The new telephone number is
321-541-6381.**

**This number is a local call.
Leave a message and some-
one will return your call.**

**You can still post your ques-
tions or problems on the
Barefoot Bay Computer
Club Website.**

**Log on to [http://
barefootbaycomputer-
club.com](http://barefootbaycomputer-club.com)
And click on Help Line.**

ATTENTION

**If you are having problems post-
ing a question on the Barefoot
Bay Website, please contact Paul
Carroll at ptkaro@yahoo.com
and I will send you a PDF file of
the instructions on how to do it,
that you can print.**

COMPUTER TIPS

Vista

To Arrange Icons on your Desktop:

1. Point to the icon you want to move with your mouse pointer.
2. Hold down your left mouse button and drag the icon to the place on your desktop where you want the icon to go.
3. Release the left mouse button

To Turn on (or off) Auto Arrange:

1. Right click on a blank spot on your desktop.
2. In the menu that appears, point to "View" and a sub-menu will drop down
3. In the sub-menu, click on "Auto Arrange"

To Hide (or show) Desktop Icons:

1. Right click on a blank spot on your desktop.
2. In the menu that appears, point to "View" and a sub-menu will drop down.
3. In the sub-menu, click on "Show Desktop Icons"

FOR SALE

SATA II RAID 2 Channel PCI Express
XP and Vista compatible
\$15

NOTE: Satisfaction guaranteed or money
cheerfully refunded.

Call Walt Hammers, 772-567-3211 or e-mail
HammersWorks@comcast.net.

TELEPHONE HELP LINE

SPECIAL NOTICE FOR MEMBERS ONLY

The TELEPHONE help line
has been restarted.
The new telephone number is
321-541-6381.

This number is a local call.

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Leave a message and some-

COMPUTER TIPS

Arrange Desktop Icons

If the desktop icons are all bunched up on the left side of the screen and when I try to move one, it moves all right, but then it flips right back to where it was.

Your icons are being controlled by a setting called "Auto Arrange"

To turn off the auto arrange setting in Windows XP, right click on a blank spot on your desktop.

On the menu that appears, point to "Arrange icons by" and a sub-list will drop down.

On the sub-list, click to remove the check mark from "Auto Arrange".

Now, you should be able to place your icons wherever you want.

Vista, follow these directions:

To turn off the auto arrange settings in Windows Vista, follow these directions:

1. right click on a blank spot on your desktop.
2. In the context menu that appears, point to "View".
3. In the sub-list under view, click to remove the check mark from, "Auto Arrange".

Change Text Size

You also can change text size in Windows. Right-click a blank spot on the desktop and select Properties. Open the Appearance tab. Under "Font size," select Extra Large or Large. Click Apply. The screen will go dim for a minute. When it returns to normal, click OK.

Computer Ram

Windows XP needs 512 megabytes of RAM; Vista and 7 need 2 gigabytes. To check your total, click Start then Control Panel. Double-click System. The number will be on the window that opens.

Open a Word 2007 document in an earlier version of Word

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to download the Microsoft Office compatibility pack at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

This downloads the file "fileformatconverters.exe"
Run it.

Run activex control if it pops up



Barefoot Bay Computer Club Computer Classes—Spring 2010

Do you feel you still need more training on basic skills? Did you get a new computer and are struggling with how to use it? Do you want a simple way to get, receive, read and send e-mail? Do you want to learn how to create documents and print labels? If the answer to these questions is “Yes” then sign up for the computer classes that the Barefoot Bay Computer Club will offer during February and March.

Schedule of Classes: Time: 2:00 p.m. — 5:30 p.m. in Mainland Library Conference Room

| | |
|-------------|--|
| February 4 | Basic Skills—Part I (XP) & File Organization |
| February 11 | Basic Skills—Part II (XP) |
| February 18 | MS Word—Part I |
| February 25 | MS Word—Part II |

| | |
|----------|-------------------|
| March 4 | Internet & E-Mail |
| March 11 | To be determined |
| March 18 | To be determined |
| March 25 | To be determined |

COST: \$6.00 per class. NOTE: If less than 5 people sign up for a particular class, that class will be cancelled. **Payment is required at the time of registration.** Checks should be made payable to **Barefoot Bay Computer Club.** **No refund on missed classes.** The schedule may be subject to change based on availability of the teachers.

If you are interested in attending any of these classes, simply complete the registration form below and mail the form and registration fee to **Bob Preikschat, 604 Amaryllis Drive, Barefoot Bay, FL 32976.** If you have a laptop computer, please feel free to bring it with you to the classes. **Note: Wireless Internet connection is available.**

Computer Class Registration Form

I am a member of the Barefoot Bay Computer Club and would like to attend the following Spring 2010 computer classes. (Please check the classes you want to attend.)

| | | | |
|--------------------------------------|--|-----------------------------------|----------------------------|
| <input type="checkbox"/> February 4 | Basic Skills—Part I (XP) & File Organization | <input type="checkbox"/> March 4 | Internet / E-Mail |
| <input type="checkbox"/> February 11 | Basic Skills—Part II (XP) | <input type="checkbox"/> March 11 | PrintShop (greeting cards) |
| <input type="checkbox"/> February 18 | MS Word — Part I | <input type="checkbox"/> March 18 | To be determined |
| <input type="checkbox"/> February 25 | MS Word — Part II | <input type="checkbox"/> March 25 | To be determined |

Name: _____

Address: _____ Telephone: _____

E-Mail Address: _____ Do you have your own laptop? Yes No

Please check which operating system you have on your computer. Microsoft ME MS XP Vista

Do you have MS Word as your data processing program? If so, what version? 2003 2007

Mail this form and a check made payable to Barefoot Bay Computer Club to **Bob Preikschat, 604 Amaryllis Drive, Barefoot Bay, FL 32976.**

Payment enclosed: _____ Classes @ \$6.00 each = \$ _____



Evelyn Murray, CRS, GRI, ABR

In Business since 1973

Office: 772-664-3309

Cell: 321-302-3445

Email: Evelynsold99@bellsouth.net

Web: <http://www.evesellsflorida.net>

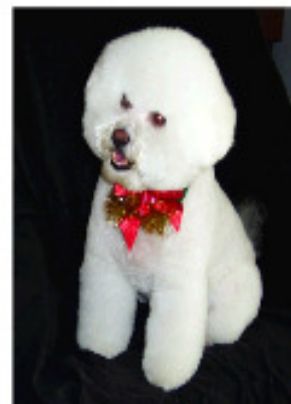


People don't care how much I know....
Until they know how much I care

Evelyn H. Murray Realty, Inc.

Broker/Owner

We are listing homes
for the fall and winter season, call us.



Suzie sez: My mommie is awesome!