

Bits & Bytes

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April 2010

Next Meeting is
Friday
April 23, 2010
At
6:30 P.M.
Building D&E

MEMBERSHIP

Membership dues for 2010 are now due and can be paid at the meeting on April 23rd, or by mailing your check to P O Box 79145, Barefoot Bay - \$10.00 for a single membership or \$15.00 for husband and wife.

Each month I have a complete listing of all members available and would appreciate your checking to make sure your listing is accurate. Our new directory will soon be printed so it is important we have correct information.

Hope to see you all at the next meeting!

Lorraine Audie
Membership

Inside

Membership	1
Minutes.....	1
Organization Structure	2
Education	2
Sunshine	2
Computer Tip	3
Help Line	5

MINUTES

Barefoot Bay Computer Club

Monthly Meeting
March 26, 2010

The meeting was called to order at 6:30pm by Ross Randolph. The pledge of Allegiance was led by Ross Randolph.

Jeanine Kornbrath read the Treasurer report. A motion by Eleanor Miles to accept the report as read was seconded by Mary Beaudoin.

Lorraine Audie stated there were 40 members present. Please check the membership list for e-mail address and name to make sure it is correct. Give Lorraine any changes. There were three guests (Doris Ruth, Ken Blackwell and Bob Spatarelle) and five new members (Renee Magee, Natalie Robinson, Cathy Schroeder, Priscilla Grath and Mark Coddington).

Paul Carroll was asked to give the Help Line telephone number: (321) 541- 6381. It is a local call.

Rollin Rice presented the program which was Presentation of Keyboard Music by Computer. Since very few of us have a keyboard, Rollin gave us a website which will enable us to obtain the music and transfer to our computers. It is www.pianola.co.nz. It was an interesting program and the music was easy listening.

Our April program will be presented by Tammy Tepper of Creative Memories. Her presentation will be about digital photographs and creating a scrapbook using a computerized program.

A question and answers segment was held. The meeting was adjourned at 7:40 pm. A 50/50 sharing was held followed by coffee and homemade desserts.

Our next meeting will be held on April 23, 2010 at 6:30 pm. in Bldg D/E.

Respectfully

Eleanor Miles

EDUCATION

Computer classes have ended for this year but planning for next year's classes is a year-long process. As more members either purchase a new computer or upgrade their old one to the Windows 7 operating system, it now becomes apparent that a computer class should be given for basic instructions on the Windows 7 operating system. I do not have Windows 7 and I am not planning to upgrade until my current computer "crashes" and I'm forced to buy a new one. Until such time as I get a new computer that has Windows 7 on it, I am not in a position to teach the class or put a handout together.

I am asking for someone in the club who has Windows 7 on his/her computer and feels he/she could teach some "basic" skills on how to maneuver the Windows 7 operating system, please contact either me or any one of the computer club officers. Classes for 2011 would be held during February and March so there is plenty of time for someone to become proficient enough to teach some basic skills and perhaps put together a basic handout with step-by-step instructions.

Again, I am putting out a plea for members to become involved with the education area of our club. We need members to join the Education Committee. One person cannot do it alone—it's a team effort. If you would like to serve on the Education Committee, please send me an e-mail at joyesp@bellsouth.net or call me at **581-9431**.

During the months of June, July and August, "round table" discussions will be held in lieu of the monthly meeting. If you have any questions about how to work a particular program, bring the question to the round table discussion group. You just might find your answer there!

I hope our "snowbirds" have a safe journey back to their summer residence and I hope everyone has a great summer.

Joyce Espitee

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

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.

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Vice-Pres...Pat Towne..... 664-5396
Secretary....Joyce Espitee.....581-9431
Treasurer.... Jeannine Kornbrath.....664-5612
Refreshments....Eleanor Miles.....664-4823

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Director.....Ed Zimmer.....664-4004
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Ed. of Bits & Bytes ...Paul Carroll..... 664-2551
Sunshine.....Emily Carrigan.....664-7043
WebmasterEvelyn Murray..... 664-3711

COMPUTER TIPS

URL to Desktop

Have you ever wondered how to put your favorite Web Site as a Desktop Shortcut?

1. Open the Website.
2. Click File
3. Click Send— Shortcut to Desktop.

TO COPY PART OF A WEB PAGE AND ADD IT TO A WORD DOCUMENT

1. At the Web page, press the "Print Scr/Sys Rq" key
2. Open Paint by clicking START - PROGRAMS (or ALL PROGRAMS) - ACCESSORIES - PAINT.
3. Click CTRL + V (to paste)
4. Click the Select Symbol (a square within a square) in the upper left of the page.
5. With the Left Mouse depressed, draw a square around the part that you want to capture into your word document.
6. Click CTRL + C (this copies to the clipboard)
7. Open your word document, place cursor where you want to insert your captured data.
8. Click CTRL + V (to paste)

You now have that part of the web page in your word document.

Quick Steps: Vista

To enable the "Run" command

1. Right click the "Start Orb"
2. Click Properties in the context menu that appears.
3. Click the "Customize" button on the Start Menu page.
4. Scroll down the list until you come to the "Run command", and click to select it.
5. Click "OK" twice to save your changes and close the windows.

To Add Favorites To the Vista Start Menu:

1. Right click the "Start Orb"
2. Click Properties in the context menu that appears.
3. Click the "Customize" button on the Start Menu page.
4. Scroll down and click to put a check mark in front of "Favorites Menu"
5. Click "OK" twice to save your changes and close the windows.

To close the start menu without clicking on an item, press the esc key on your keyboard, or click on your desktop, or press the Windows Logo Key.

To Clear The Recent Items List:

1. Click the "Start Orb"
2. Right Click Recent Items in the start menu.
3. Click "Clear Recent Items List".

To Quickly shut down your Vista computer using the keyboard:

1. Tap the Windows Logo key on your keyboard.
2. Tap the right arrow key 3 times.
3. Press the "Enter" key.

To Customize the Right Pane of the Start Menu:

1. Right click on a blank spot on the taskbar and click "Properties" in the context menu.
2. In the Taskbar and Start Menu Properties window, click the "Start Menu" tab.
3. On the Start Menu page, click the "Customize" button.

4. In the Customize Start Menu window, select the options that you want.
5. Click "OK" in both windows to close them and save your changes.

To Restore Start Menu default settings:

1. Right click on a blank spot on the taskbar and click "Properties" in the context menu.
2. In the Taskbar and Start Menu Properties window, click the "Start Menu" tab.
3. On the Start Menu page, click the "Customize" button.
4. In the Customize Start Menu window, click "Use Default Settings".
5. Click "OK" to save your changes and close the window.

Another way to navigate the start menu with your keyboard:

1. Press the Windows Logo key, or the Ctrl+Esc keyboard shortcut to open the Start Menu.
2. Press the up arrow key once to highlight "All Programs"
3. Press the right arrow key to expand "All Programs"
4. Continue to use the arrow keys to navigate through the programs list.
5. To open a submenu, press the right arrow key.
6. To close a submenu, press the left arrow key.
7. When you have highlighted the program you want to run, press the "Enter" key on your keyboard.

To Change the start menu power button action:

1. Click on "Start", then click on "Control Panel".
2. In the Control Panel, click on "Hardware and Sound".
3. Click on the "Power Options" link

OR

1. Press the windows logo key,
2. type "Power Options" in the search box
3. press "enter" on your keyboard.
4. Click "Change Plan Settings" on your selected power plan.
5. Click "Change Advanced power settings".

6. In the Power Options window, find "Power buttons and lid" and click the plus sign next to it to expand the menu.
7. In this expanded menu, click the plus sign next to "Start menu power button".
8. Click on the word "Setting" under Start menu power button, and then click the drop down list that appears.
9. Click to choose either "Sleep", "Hibernate", or "Shut down".
10. Click "OK" to save your changes, and then close the open windows.

To Change the Start Menu To Classic View:

1. Right click on a blank spot on the taskbar and click "Properties" in the context menu.
2. In the Taskbar and Start Menu Properties window, click the "Start Menu" tab.
3. On the Start Menu page, click "Classic Start Menu".
4. Click "OK" to save your changes and close the window.

CHANGE TEXT SIZE

Win XP

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.

Win Vista

Right click a blank spon on the desktop and select Personalize.

Click adjust font size (DPI) on the left of the screen

Click larger (120 DPI) or Click Custom DPI

Change "Scale to this percentage of normal size" to 1 of the 4 options.

Click OK

**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.

+++++

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.

When you sign up for the Help Line
on the Web, an e-mail is sent to you
automatically from the Web Site
which lists your user name and pass-
word..

Be assured that your password is not
seen by anyone. It is a computer gen-
erated e-mail and no one sees it but
you.

E-MAIL INFORMATION

Did you know that you can
email anyone in the Com-
puter Club by just using their
first name followed by a pe-
riod followed by their last
name followed by

[@barefootbaycomputerclub.c
om](mailto:@barefootbaycomputerclub.com) Example:

[John.Smith@barefootbaycom
puterclub.com](mailto:John.Smith@barefootbaycomputerclub.com)