

Bits & Bytes

Volume 14, Issue 5 Published by the Barefoot Bay Computer Club, Box 79145, Barefoot Bay, FL 32976

May 2010

Next Meeting is
Friday
May 28, 2010
At
6:30 P.M.
Building D&E

This will be the last regular meeting until September. June, July and August will be round table meetings

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

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MINUTES

Barefoot Bay Computer Club Minutes of Monthly meeting April 23, 2010

The meeting was called to order at 6:30 p.m. by Evelyn Murray, our previous president. The Pledge of Allegiance was led by Evelyn Murray who introduced our new president, Elaine McGee. We all extend a warm welcome to Elaine.

Evelyn asked if everyone had read the previous minutes in the Bits and Bytes. A motion was made by Barbara Evers to accept the minutes as printed in Bits and Bytes, it was seconded by Paul Carroll.

Lorraine Audie stated there were 32 members in attendance, two guests—Ralph Thomas and Bob Spatarella—and two new members—Ken Blackwell and Wilma Weglein. The 2010 directories will be passed out after the meeting.

Tammy Tepper of Creative Memories presented an excellent program on scrapbooking. Tammy stated there are 3 different types of Software to use in assembling your Creative Memories Scrapbook. Memory Manager Software priced @39.95 is used for organizing pictures. Always back up pictures you are working on. Media Library organizes by date and time if clock and date are set. It can access pictures by date. Storybook Software is used for invitations and thank you cards. Picasa is a free Software that is available on the internet.

The meeting was adjourned at 7:45 p.m. with a reminder that the next meeting will be held on May 28, 2010 in Bldg D/E at 6:30 p.m.

A sharing was held. Coffee and refreshments were served.

Respectfully

Eleanor Miles

The telephone help line will be shut down for the summer from May 30, 2010 until August 29, 2010

This newsletter will not be published in June, July and August

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 CONDITIONS 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.

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.....Elaine Renee Magee.....663-3036
Vice-Pres....Pat Towne..... 664-5396
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.....Ed Zimmer.....664-4004
Past Pres.Larry Phillips.....664-9137
Ed. of Bits & Bytes ...Paul Carroll..... 664-2551
Sunshine.....Emily Carrigan.....664-7043
WebmasterEvelyn Murray..... 664-3711

35 MM SLIDES

I just finished putting over 5000 slides on to a memory disc and wondering if any of our members had the same problem I had, as what to do with them as they are getting old, fading, or just deterioration.

I have a "WOLVERINE" F2D, 35mm film to Digital Converter that can scan 35mm slides or film strips and put them on a memory card (disc) or send them to a computer. It is a very simple procedure and takes about 1 minute to scan 4 slides. There are two trays, 1 for slides and one for film strips. I used the tray for slides where you put them in slide the tray into the converter and push a button wait a second push the button again then move the tray to the next picture and repeat this procedure 4 times. There is a 2 1/2x 3 inch color LCD where you can edit the picture as needed.

This unit belongs to me and I am willing to loan this unit to anyone that needs to convert the slides or film strips. They will need a memory card that has the capacity to handle their needs.

I will answer any questions either by phone or e-mail.

HAROLD L. BROOKS
772-664-8372
HBrooks19@cfl.rr.com

TO GIVE AWAY

16" Computer Monitor FREE
Can be seen at 1106 Indigo Dr. or call 664-9644
Ask for Loach

COMPUTER TIPS

To change the name from which your emails are sent in Windows Live Mail, Windows Mail or Outlook Express:
Select Tools | Accounts... from the menu.

In Windows Live Mail, you may have to hold down the Alt key to see the menu.

In Windows Mail and Outlook Express:
Go to the Mail tab.
Highlight the desired email account.
Click Properties.
Make sure the General tab is selected.
Type the name you want to appear in the From: line of your emails in the Name: field under User Information.
Click OK.
Now click Close.

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

COMPUTER TIPS cont'd

COPY FILES OR FOLDERS TO CD or DVD in WINDOWS XP

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

REMOVE YOUR FULL NAME FROM OUTGOING E-MAIL

1. **Open Outlook Express** and click "Tools" then "Accounts" in the menu bar.
2. In the Accounts window, click on your e-mail account in the list. You might have to click on the Mail tab first, and then click the "Properties" button on the right.
3. In the account properties window, click the "General" tab and then in the Name section, delete your last name, or clear the whole thing and put in

whatever you want.

4. Click "OK" and you will be all set.

For people using **Windows Mail**:

1. Open Windows Mail
2. Click on "Tools" then click on "Accounts" in the menu bar.
3. In the Internet Accounts window, click on your mail account. (it should have the word, (default) at the end of the name.)
4. Click on the "Properties" button on the right.
5. In the properties window, make sure you are viewing the "General" tab and locate the "User Information" section.
6. In the "Name:" section, remove the information you don't want to show.
7. Click the "OK" button to save your changes and close the window.

If you are using **Microsoft Outlook**:

1. Open Outlook.
2. Click on "Tools" then "Account Settings..." in the menu bar.
3. Make sure you have the E-mail tab selected, then click on your email account and click "Change" in the space above.
4. In the "User Information" section, change your name as desired.
5. Click the "Next" button, then click "finish".

**TELEPHONE HELP
LINE**

**SPECIAL NOTICE
FOR MEMBERS ONLY**

The **TELEPHONE** help line
is up and running.

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)