



# Vero Beach Computer Group Homepage

## IMPORTANT NOTICE !!

The Username and Password for the "Members Only" Section changed in March. If you haven't heard from us about it, please go to [vbcg.org](http://vbcg.org) and submit an update to your e-mail address, or send us an e-mail at [webmaster@vbcg.org](mailto:webmaster@vbcg.org) .

Would you like to donate an afternoon each week to help the public with computers at the Main Library? There are now two sections which need your help badly. See page 5.

## General Meeting - April 6

### Anna Roessler, Speaker

**The Vero Beach Computer Group welcomes Anna Roessler from AMR Computer Parts, who will present the monthly program at the Vero Beach Computer Group meeting held at the Vero Beach main library. The time is 7 PM; the place - the Multimedia room on the main floor. The general public is always welcome to these events.**

**After returning from Hanover, Germany, where she attended a show of great proportions, she will invite us to see new products and gadgets, including new cameras, unique storage units among other accessories. A must see for the latest items.**

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### E-mailStripper

<http://papercut.biz/emailStripper.htm>

Don't you hate it when you try to copy something, and no matter what, the formatting stays the same as the original article, and you get the article with half lines, different fonts, etc. Well one answer is to go to Papercut's homepage on the Internet and download "emailstripper". Then just select the article and copy it. Then open emailstripper and do a **paste, strip and copy**. Then place it into the document where you want to save it. (Use Ctrl+A=select all, Ctrl+C=Copy, Ctrl+V=Paste.)

Jean

# Did You Know That ?

By Jean B. Grider  
Staff Writer

I have been volunteering at the Library six mornings a month for an hour before the Library opens. ( I have to get up before breakfast, as a matter of fact!) One of the classes I teach two times a month is called: "Keyboarding Basics". It has been a rather interesting undertaking. First of all the name made me wonder. The notice went on to say, **"In this class you will sharpen your skills on the basic keyboard. You will learn the standard layout of the keyboard and the functions of the keys."** I was amazed at how many people did not know these simple things. Glance through them and see if you know what each key does.

## The Keys on your Keyboard

Backspace — Deletes the character to the left of the cursor

Delete — Deletes the character to the right of the cursor

Arrow Keys — Navigates through the document (up, down, left and right)

Tab — Tabs you from one field to another (also Indents)

Caps Lock — Turns on/off your keyboard to type all capital letters or lower case

Num Loc — Turns off/on the numeric key pad

Space Bar — Will space one space at a time

Enter — Will send you to the next line adding a line space each time it is pressed, (Backspace and Delete will delete a line if you hit ENTER too many times)

Insert — Turns on/off inserting text or typing over text (Check this one out — Did You Know That?)

Home — Takes you to the beginning of a line (Did You Know That?)

End — Takes you to the end of a line (Did You Know That?)

Shift — Ctrl — Alt Keys are usually used with another key to perform a certain function

Ctrl+Home — Takes you to the beginning of a document (Did You Know That?)

Ctrl+End — Takes you to the end of a document (Did You Know That?)

Ctrl+A — Selects all of a document

Ctrl+C — Copies selected text to the Windows Clipboard

Ctrl+V — Paste contents of the Windows Clipboard

Alt+Print Screen — Copies desktop to Windows Clipboard (Ctrl+V will paste it into document)

Win — Brings up Start Menu, Ctrl+Esc will do the same thing

Esc — Can usually be used to cancel or get out of a program

Alt+F4 — Closes the top open window

The characters above the alpha and numbers can be used by holding the shift key down as you press the character you want. As in the case of the @ that is used in e-mail addresses. To get this character, just hold the shift key down and tap the 2 on top of your keyboard.

You can hold Ctrl+Shift+> to increase font size in Microsoft software (Did You Know That?)

You can hold Ctrl+Shift< to decrease font size in Microsoft software (Did You Know That?)

Ctrl+1 — Single space selected data in Microsoft Software (Did You Know That?)

Ctrl+2 — Double space selected data in Microsoft Software (Did You Know That?)

Ctrl+5 — 1 1/2 Space on selected data in Microsoft Software (Did You Know That?)

F1 — Is usually Help

F2 — Renames (Did You Know That?)

F3 — Brings up the Find Window

F5 — Refreshes

Each Function Key does something, these are just the ones I use all the time.

Win+Break — Brings up System Properties in Windows XP (Did You Know That?)

**Did you ever wonder where the article got its name, "Did You Know That?"  
Now you know !**

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***Meetings and SIGs***

All meetings are held in the Indian River County Library at 1600,  
21st Street, Vero Beach, Florida

**April 2004**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Computer Basics 6:00–7:00 PM - History Room	6 <b>General Meeting</b> <b>7:00 PM</b> <b>Multimedia Room</b>	7 Microsoft Office 2-4 PM - Multimedia Room	8	9	10
11	12 Internet 1:00–3:00 PM  Multimedia Room	13 New to Computers 2:00–4:00 PM - History Room	14	15	16	17 Mac 10:00 - Noon - Multimedia Room
18	19	20 Quicken 6:00–7:30 PM - History Room	21	22	23	24
25	26 Web Design 6:00–7:30 PM - History Room	27	28 Digital Imaging 6:00–7:30 PM - Multimedia Room	29	30	

## Officers, Board Members and Chairpersons

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### Important Dues Notice

The annual dues are only \$20.00 for either a single or family. They are payable in January of each year. Newsletters and communications from VBCG are delivered via web site and e-mail. However, if it is necessary, these things can be mailed. That is, sent to you by snail mail, so, if you require it, be sure that we have your snail mail address, **and** you specifically request it.

If you haven't heard from us, please go to VBCG website, or send us an email at [webmaster@vbcg.org](mailto:webmaster@vbcg.org).

### The Library needs help.

Please Volunteer - call *Lucia Robinson at 778-1838*

#### Library Volunteers - April 2004

April 7 Ione Anderson  
 April 6, 13, 20 27 Barbara Campbell  
 April 16, 23 Jim Crawford  
 April 20, 27 Rosemary Gagliardo  
 April 5, 12, 19 Peggy Repass  
 April 5, 31 Lucia Robinson  
 April 16 Eleanor Ryan  
 Afternoons (1-3 or 2-4 PM)

#### Tuesday morning classes:

PC Basics and e-mail - Barbara Campbell

#### Wednesday morning classes:

Keyboard, mouse, internet - Jean Grider

#### 2nd & last Thurs. morning classes:

Keyboard, mouse, internet - Jean Grider

**These Fascinating and Valuable Articles are Provided by our Webmaster,  
Tim Glover**

**Tip 1**

KatMouse v1.01 [216k] W2k/XP FREE, Lockergnome Windows Digest, 11-04-02

<http://www.mywebattack.com/gnomeapp.php?id=105504>

KatMouse is a mouse wheel enhancement utility that adds useful functionality to your wheel mouse. First of all it overcomes the requirement that the window must have keyboard focus in order for the scroll wheel to work. In addition, it allows for quick switching between active and inactive windows by simply pressing the wheel button. You can scroll most windows page-wise by holding the wheel button over the window and clicking the left (up) or right (down) mouse button. Additional features include custom settings for selected applications or classes and more. Note: This does not work with Logitech Mouseware. [MWA]

**Tip 2**

Redfield Plugins [229k] W9x/2k/XP FREE, Lockergnome Windows Digest, 11-4-02

<http://www.redfieldplugins.com/Downloads.htm>

{Photoshop filters} This review was originally supposed to be about only the Seamless Workshop Adobe Photoshop-compatible plugin, but you can't get seamless Workshop without downloading redfieldplugins.exe, which contains four other plug-in filters. The Seamless Workshop plug-in filter will allow you to create a seamlessly tiled image from any image file. The Jama 3D filter will let you add some 3D feel to your 2D images by adding deformations (such as a crumpled paper effect). The Jama 2000 filter is a Demo, and it generally allows you to do the same things as Jama 3D, but with more options. Lattice Composer "produces a variety of weave patterns, fabric textures, body art tattoos and skeleton simulations" along with extraordinary 3D text effects. The Lattice XP filter is Demo filter and "is an extremely powerful 3Dstructure maker." You can make effects like glossy metal or plastic surfaces or melted glass. Like I said I was only going to review the Seamless Workshop filter, but the other filters were too good to pass up. I hope you enjoy them as much as I do! [BS]