



Rick Vidiri, of the Indian River
Sheriff's Department
May 2nd Speaker

Volume 29 Issue 5
May, 2011

MAY 2 — 7:00
INDIAN RIVER
COUNTY MAIN
LIBRARY
1600 21ST STREET

Rick has been in Law Enforcement for thirty years. He has spent five years as a Narcotics, Detective, fifteen years as a Road Supervisor and four years as a Crime Prevention Supervisor. Last year his unit was voted Outstanding Crime Prevention for the state of Florida. He will answer any questions you have on his thirty years in Law Enforcement and also any of the following subjects:

Identity Theft — Personal Protection for women — Hurricane Preparation — Drug Awareness — Teach the Citizen's Academy — Neighborhood Watch. This should be a very interesting and informative meeting.

PC Tips Contest

Do you have any neat tips in your computer files. Why not share them. I am starting a contest to see who can submit the most useful tips that you personally have tried, tested and used. Whoever wins will have the satisfaction of knowing that you have shared some of your favorites. And your name will be in the winner's column of the next issue of the Homepage.

Special points of interest:

- . SIG Schedule
- . Windows 7

Come to the meeting this month and see what you have been missing. Bring at least one friend who probably does not even know that there is a Vero Beach Computer Group with a help desk and Special Interest groups to make your computing easier and more fun.

This information was furnished to us from the *The Association of Personal Computer User Groups (APCUG)* from *The Computer User Group Association of Florida (FACUG)*

Discovering Windows 7 – Part 1 By Neil Stahfest Vice President, Tacoma Area PC User Group, Washington, January 2010 issue, the Data Line, NCStahfest (at) msn.com, www.tapcug.org

Last summer's pre-release date order offer for Windows 7 was too good a deal for me to pass up. I can't remember the last time Microsoft sold copies of its computer operating system for less than \$50. Maybe it was DOS 5.0?

The upgrade from Vista to Windows 7 on my laptop PC was easy. I won't go into the details at this time. I would just suggest that if you're going to use the upgrade path from Vista to Windows 7; run the Windows 7 Advisor to identify any potential hardware or software problems, defrag drive C, run your anti-virus program and then disable or remove it before you start the upgrade. Oh, and it wouldn't be a bad idea to make a copy of your important files (pictures, documents, etc.) on an external device before you start. Just to be safe. <S>

Now, leaping ahead to actually using Windows 7, if you are familiar with Windows Vista your initial impression will be that it looks similar. If you are used to Windows XP, the differences will be more apparent. The taskbar has a round Windows Start Button and all the icons immediately to the right of it represent programs that you can start with one mouse click. The icons probably look bigger than you are used to seeing, it makes them easier to see. There is a control setting that allows you to make them smaller. The icons on the right hand side of the task bar, the "Notification" area, represent various controls and activities that automatically start whenever you turn on the computer.

When you click on the Windows Start Button, you'll notice that there is a Shut Down button in the lower right corner of the Start Menu (circled in red in the picture below). The shut down sequence has been reduced to two key presses (Start button plus Shut Down button). Press on the little triangle to the right of the Shut down button for more options (like Restart).

Also notice that there is a "search box" to the left of the Shut down Button (circled in blue). Try typing key words or phrases here to look for files or information. Windows 7 will start suggesting solutions to your search almost as fast as you can type. You can even use this to find controls that you would normally go to the Control Panel for (like finding and changing file associations or display settings). Don't see what you are looking for? We'll examine file searches in greater depth in the near future. Is there an icon on your desktop that starts a program that you use frequently? Right click on the icon and select "Pin to Taskbar" from the menu that appears. Now you can remove the icon from your desktop (hopefully cleaning up its appearance) and start the program with just one click on the Taskbar icon. You can fit a surprising number of icons on the Taskbar. When there are too many icons to fit on the Taskbar, a second row will be created (accessible through a scroll bar).

Before we leave the subject of the Taskbar, Windows 7 has a new feature that allows you to preview open files. I have two open Microsoft Word documents. Notice in the example shown below, that the icon for Word documents appears to have second icon behind it (circled in red). By hovering my mouse pointer over the icon I can see a preview of both documents. If I point at one of the preview images and click, it will be maximized. Want to look at both documents side by side? Put your mouse pointer at the top of the document window and drag it to one side of your desktop. When the mouse pointer touches the side of the desktop, the document window will snap to fill half of the screen. Now open your second document. Point at the top of the document window and drag it to the other side of the screen. When the pointer touches the side of the screen, the document will snap to fill the other half of the screen. You can do this with pictures, spreadsheets, virtually any kind of file or folder. If you do this with file folders, you can drag files from one folder to another. At this point I think you're starting to see how some things have changed in Windows 7. These don't appear to be changes for the purpose of making changes but changes that actually enhance Windows. My impression is that the new Windows is faster, more useful, prettier and smaller. Yes, smaller! Windows 7 actually takes less space on my hard drive than Windows Vista.

May SIG Schedule

Photoshop Elements — Learn how to put photos on your computer and enhance them using some of the techniques Frank can show you. Please confirm time and date with Frank Lombard. 794-2293

Tuesday May 3, 1:00 — 3:00 PM History Room

Internet & E-mail — Learn about the different browsers available and give them all a try. Tips on how to search the Internet. Learn how to send email and attachments. Tim Glover 589-0636

Wednesday May 11, 2 — 4 PM, History Room

Macintosh — An introduction to Snow Leopard and learn how to use the software that comes with your Mac. Learn about the exciting iLife applications. Eleanor Ryan 562-2869 and Joe Piazza 567-9004

Saturday, May 21, 10:00 — 12:00 History Room

PC Tips — Have fun with your computer. Do you have questions about the operating system, wireless, the software you use. Come with your questions and bring a friend. Jean B Grider 569-4289

Wednesday, May 25, 2:00 — 4:00 History Room

Microsoft Word — We will cover the basics of using Word and similar word processing software. See how to insert photos and text boxes into your document. Joan Pannenberg 231-2618

Thursday, May 26, 2:00 — 4:00 History Room

Below are some photos from the PC Tips SIG. We usually have a good time and learn more about the computer and operating system each month. Each of us learns from the questions ask. In addition to the PC SIG, we also have several really good ones. As you can see from the schedule, we cover several topics. If you have a question, just come to the SIG and hopefully you will get an answer. Quite often, you can just Google your question and get the answer. None of the SIG's (special Interest Groups) require you to register, just come and bring a friend if you like. They are FREE!



Discovering Windows 7 – Part 2 By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington, February 2010 issue, the Data Line, NCStahfest (at) msn.com, www.tapcug.org

More really useful features.

Say you have a program on your Start menu that you use a lot. Open your Start Menu, point at it and right-click. If you click on the little triangle on the right side of the program label you'll see a list of the last files you open using this program. Now all you need to do is click on the one you want to access it. But wait! Instead of clicking on the triangle, place your mouse pointer to the left of the triangle area and right-click.

In the menu that opens you have a choice to pin the program to the Start Menu (which means that it will always be near the top for you) or pinning it to the Task Bar. I suggest pinning it to the task bar. Now to run the program instead of clicking on the Start Menu button and then double-clicking on the program name, all you have to do is point at the program on the Taskbar and click once to run it. This "trick" also works with programs on the Start Menu that are listed under "all Programs".

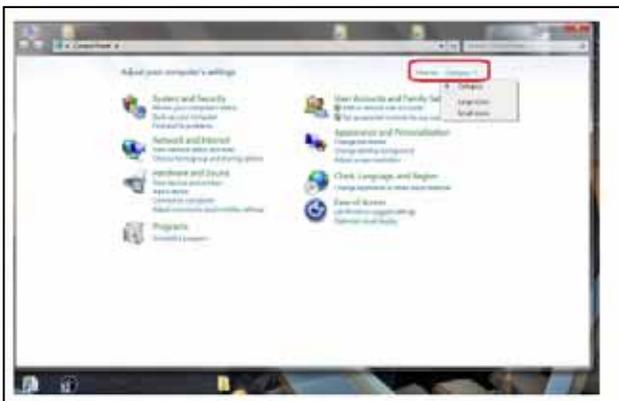
Let's take this a step further. Suppose the program you just pinned to the taskbar is a program like Microsoft Word or Excel. Left-clicking on the program icon starts the program. If you right-click on the icon you'll see a list of the ten most recent files that were opened with it. You'll also notice, that if you point at one of these files, you can pin it to the top of this "recent" list. You can also drag the names of files up and down on the list to change their relative position. Finally, the name of the program (i.e. Excel) can be found at the bottom of the list so you have yet another way to click and run the program. Don't feel the need for this program to be pinned to your taskbar or Start Menu? Just "unpin" it. This doesn't remove the program from your computer, it just removes the link.

Suppose you have one folder where you keep a lot of your work files, for a project. I have a folder for my Windows 7 articles. I could access this folder by going to the Start menu, clicking on Computer, then my hard drive, locating the folder and then clicking on it. Windows 7 gives you an easier way. To set it up; click on the Start Menu, Computer, the hard drive, locate the folder and left click on it and drag it to the Task Bar. When it reaches the Task Bar a pop-up message will say "Pin to Windows Explorer". Release the mouse button. If you didn't have it before, you'll see an icon that looks like this: The next time I want to access the folder, all I have to do is right-click once on the folder

on the Task Bar. Any other folders that you add to the Task Bar will also be located here under the heading of "Pinned" or "Frequent" (you determine which folders are "Pinned"). Of course, if this seems like too much work, you can always just create a shortcut to a folder on the desktop. Before we leave the topic of the Start Menu and Task Bar, I should mention some changes to the Control Panel. If you left click on the



Start Button and then click on Control Panel, you'll see something like this:



This is the control panel in the "Category" view. A few of the utilities have been rearranged but it's pretty much like the one In Windows Vista and Windows XP. The Classic view is no longer available, its now called an "Icon" view. You can reach it by going to the upper right corner of the window where it says "View by: Category" (circled in red) and clicking on "Category". In the pull down menu that appears you can select Large icons or Small icons. The result is the same, only the icon size is different.

As in the past, the Control Panel allows you to change many of the Windows settings. Color settings, Firewall, Date and Time, Power Options, and many more are available here. The list is extensive. Maybe we'll explore this at a later date. In addition, some add-on programs may appear on the Control Panel. In my case I have a CD/DVD burning program installed and an icon "Nero BurnRights" appears on the Control Panel list. Want to get back to the Category view? Click on "View by: Small icons" (or Large icons) and select "Category". That's all there is to it.

