

# BVCC Newsletter

## March 2013



If you are reading this on your computer display, remember that **Acrobat Reader** has a *zoom* feature (under “**View**” in your top tool bar) for enlarging or reducing text and graphics.

### Next Computer Club (BVCC) Meeting

Maintaining Your Computer for Best Performance

Jere Minick

Live Webinar from Florida

March 11, 2013 7:30PM Glenn Center

### New Quick Index

You can now jump directly to articles in this newsletter. Just left click on the Index listing.

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### Notes from Kent

#### Toolbar Dangers

**Toolbar** is the name given the collection of functions (usually icons) that stretch along the top of your screen. And it has increasingly become an attractive target for malware or nuisance-ware purveyors, if only because it is the prime real estate on a web screen. A recent example of malware or nuisance-ware is **MyWebSearch Toolbar**.



This program is active in preempting your home page or primary search engine without, as yet, being overly nasty. Removal is relatively simple, except you have to identify it. It may appear as “MyWebSearch” when prepared to search the web or another alias such as “Webfetti,” “Zwinky,” or “Weath-erblink.” To remove, click the **start** button (in the lower-left corner of your screen) and then clicking on **Control Panel** in **Vista** or **Windows 7** (or **Settings** then **Control Panel** in **Windows XP**). In **XP**, click on “add/remove programs,” in **Vista** on “Programs and Features” or on “Uninstall a Program” under “Programs” in **Windows 7**. Then click on the offending program name. To complete the removal process, you need to restart your computer. Also note that the search box (on the right, identified with “Enter text here”) also needs cleaning. Depending on the version of Windows, clicking on the

left or right of that box will yield a list of search engines, one of which (as in the illustration) is “My Web Search.” Highlight that entry and then click delete in the box that drops down. You can also select which search engine is your “default” and the order of the search engines.

### Windows 7 vs Windows 8

Following Len's ad libbed presentation on **Windows 8** at the January Club Meeting, I was pretty well convinced that I had little interest in learning Windows 8. To provide some perspective, I made a similar decision about the **Windows Vista** about eight years ago and have never questioned its wisdom. Back then, I made it a point to purchase a **Windows XP** desktop which came with a loadable Windows Vista Upgrade disk. Suffice it to say that I never was tempted to load the Vista disk (although I have been forced to learn some things about Vista to assist club members who fell prey to the Vista experience.

This raised the question of what are the alternatives to Windows 8 today. A blog by PC World contributor Tom Spring,

<http://www.pcworld.com/article/2026879/how-to-get-a-new-pc-that-runs-windows-7-not-windows-8.html>, offers some answers to my question.

Spring suggests that dealers/manufacturers (like Dell, HP, and Lenovo) can continue to sell **Windows 7** until October 2014 but found that **Windows 7** from those manufacturers are increasingly scarce; however, he also found that availability was largely a function of knowing where to look on those companies' sites.

<http://www.pcworld.com/article/2015107/downgrading-from-windows-8-to-7-what-you-need-to-know.html>.

The secret seems to be that for “**home computers**” Windows 8 predominates, but, in the “**small and medium business**” category, **Windows 7** is pervasively offered as a choice. Beyond the major manufacturers, the author found that Windows 8 is predominant at storefront dealers (such as **Best Buy**), **Windows 7** was readily available online (even at **BestBuy.Com**).

In conclusion, if you are not eager to be forced to use Windows 8 when you buy a new machine, it appears premature to worry that **Windows 7** will not be an available option (as long as you are willing to search a little). Spring reports trying to buy a **Windows 7** computer using its phone number, only to be informed that the only **Windows 7** machines they had were one laptop and a refurbished HP. When he searched online narrowing the search to **Windows 7**, he found hundreds of machines.

Kent

## Windoze Tips and Shortcuts

By Len

### Undo

Most programs have an **Undo** tool on the toolbar. For example, this Newsletter is created with **LibreOffice Writer**. Here is the **Undo** tool in LibreOffice Writer.



In the LibreOffice Writer example, there is also a **Redo** tool available after the **Undo** tool has been used. The **Tool Tip** that appears when you hover the mouse pointer over a tool in LibreOffice Writer reminds you what each tool does.

In most Windows software, there is a keyboard shortcut for **Undo**; **[Ctrl+Z]**. In LibreOffice Writer, this does the same thing as the **Undo** tool.

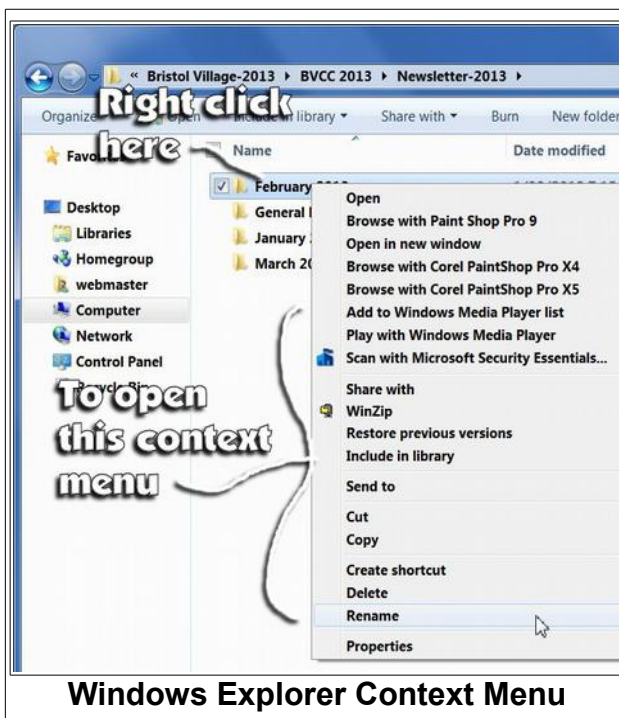
However, **Ctrl+Z** works in many other programs. For example, suppose you are playing **Solitaire** and want to **Undo** your last move. just press **Ctrl+Z**.

## Windows Explorer - Rename

This discussion of *Rename* applies to *Windows Explorer* users. In Windows, you should know that *right clicking* on an item brings up a **context menu** with a number of options.

One of the context menu options when you click on a folder or file in Windows Explorer is **Rename**. The **Rename** tool is useful when organizing your files and folders. Sometimes when you create a new folder and do not change the default name, it will be named *New Folder*. If you see a folder with the name *New Folder*, you will want to use the **Rename** tool.

Windows has a lot of keyboard shortcuts. One shortcut provides an alternative to the *Context Menu Rename* function.



Windows Explorer Context Menu

To **Rename** a file or folder, select it (by left clicking on it) and then press the **F2** key. This will highlight the current name. Just start typing and you will replace the current name with your new name.

**NOTE:** If you change a *file name*, you must retain the file extension. For example, if you rename *Picture.jpg* to *MyPicture* (without

the .jpg), the system will no longer recognize the file type. Later, if you double click on the file name, the system will not be able to automatically open the associated program.

## Windows Explorer – Selection

When you are using Windows Explorer to copy or delete files, there are selection tricks for selecting multiple entries. To select a range of items, select the first item and then hold the **Shift** key down and select the last item.

To select several non-adjacent items, hold the **Ctrl** key down as you select items. An alternative method for selecting non-adjacent items is to hold the **Ctrl** key down, use the cursor up or down arrow keys to move around on the list and press the **Space Bar** to add an item to your selection.

## Keyboard Shortcuts

Windows has over 100 different keyboard shortcuts. It is probably impossible to memorize all of them. However, there are a few very useful shortcuts that everyone should know about. Here are a few handy shortcuts.

**NOTE:** some application programs have their own shortcuts that override Windows shortcuts. Other programs may allow you to define your own shortcuts. For example, in Paint Shop Pro I have defined Ctrl+F12 to capture a screen. This is how I added many of the illustrations to this newsletter.

### Keyboard Shortcuts

Undo: **Ctrl+Z**

Rename: **F2**

Copy: **Ctrl+C**

Paste: **Ctrl+V**

Multiple adjacent select: **Shift +select**

Non-adjacent select: **Ctrl+Select**

Close current Window: **Alt+F4**

## Word Processing Shortcuts

In word processing programs, the *cursor control arrow keys* can also be used to move the text cursor around. The arrows can also be used to jump around. Word processing shortcuts can be found in the following table. You should open a document in your word processing program and give these shortcuts a try.

### END and Home

This applies to word processing programs. It also applies to text entry boxes in most Windows applications. Recall that word processing programs have a text cursor that shows where the next text will be placed.

#### Word Processing Shortcuts

*Jump* to end of line: **End**

*Jump* to start of line: **Home**

*Jump* to top of document: **Ctrl+Home**

*Jump* to bottom of document: **Ctrl+End**

*Select* from cursor to end of line: **Shift+End**

*Select* from cursor to start of line: **Shift+Home**

*Jump* to end of word: **Ctrl+right arrow**

*Jump* to beginning of word: **Ctrl+left arrow**

*Jump* to start of previous paragraph: **Ctrl+up arrow**

*Jump* to start of next paragraph: **Ctrl+down arrow**

*Select* word: **double click**

*Select* sentence: **triple click**

*Select* paragraph: **4 clicks**

*Select* everything in document: **Ctrl+A**

*Find* word: **Ctrl+F**

*Find and replace*: **Ctrl+H**

With the text cursor somewhere in a line of text, press the **End** key to jump to the end of the line, and press the **Home** key to jump to the beginning of the line.

To jump to the beginning of your text document, press **Ctrl+Home**. To jump to the end of your text document press **Ctrl+End**.

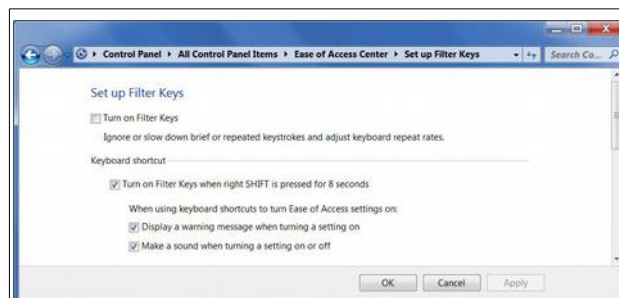
To *select* everything from the cursor to the end of a line, press **Shift+End**.

To select everything from the cursor to the beginning of a line, press **Shift+Home**.

### Filter Keys

Windows has a number of options that are designed for accessibility. One option is the *Filter Keys* function. Normally, when a key is held down for a time, it will start repeating. This can be a problem for people who have coordination problems or who are using a push stick. If the *Filter Keys* function is on, the keys have to be held down a long time before the key press is recognized by the system. If the *Filter Keys* function is turned on by accident, a normal user will suspect that the keyboard is not working.

Pressing and holding the right shift key down for 8 seconds can toggle *Filter Keys* on. This has happened by accident to club members who have a friendly cat, or who have laid a book or something on the keyboard. There is a **Control Panel** option for *Filter Keys* settings.



Filter Keys Settings

### Sticky Keys

The *Sticky Keys* function is another accessibility option. If you have trouble doing multiple key presses (like Ctrl+C), when the *Sticky Keys* function is turned on, the system will remember the Ctrl key press until another key is pressed.

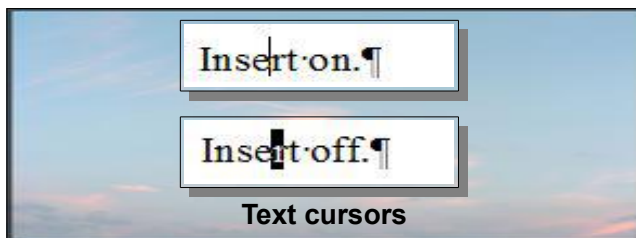
This function may be turned on by pressing the Shift key 5 times in succession. If this happens by accident, you might be confused by how your keyboard is responding.

### The Insert Key

The Insert key (sometimes labeled **Ins** on some keyboards) can cause confusion while entering text. The Insert Key is a toggle. This means that each time it is pressed it switches between on and off.

Normally, most people using word processing programs will leave the Insert function on. If you position the text cursor in the middle of text and start typing with insert on, the new characters will be inserted into the text cursor location. If you type with the cursor in the middle of some text with the insert off, the new text will replace the characters already in the document.

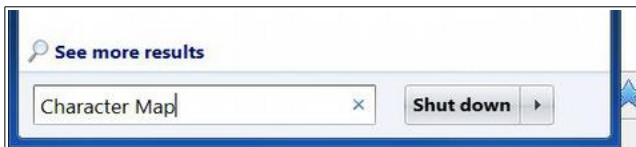
The text cursor will look different if insert is on or off.



### Special Characters

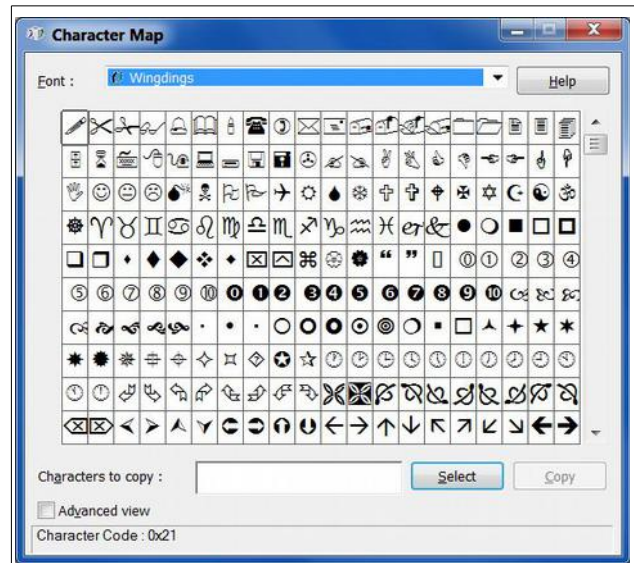
If you ever want to insert an ä or ö or ©, or @, or even a ☺ into a document, you need to know about the *Character Map*.

In *Windows 7*, select **Start** and then enter *Character Map* in the search window.



This will open the **Character Map** dialog box.

**NOTE:** To open the *Character Map* in Windows XP, select **Start, All Programs, Accessories, System Tools**.



The Wingdings Character map

You can change the *Font* that is being mapped by selecting the arrow to the right of the font name.

To insert a character from the Character Map to your document, select the desired character, copy it, and then paste it into an open document.



The Times New Roman Character map

Observe that in the Times New Roman map illustrated, the © symbol has been selected. Also note that in the lower right corner of the dialog box, a keystroke alternative is shown. This is available for the first 256 characters in the font set. In the case of

the © symbol Alt+0169 is the keystroke alternative. If you hold the Alt key down and enter 0169 using the numeric key pad, the copyright symbol will be inserted into your text. If you have particular symbols (like the ä in Swedish) that you use frequently, it pays to memorize the keystroke alternative for special characters.

## **LibreOffice 4 Released**

LibreOffice version 4 was released a short time prior to creating this newsletter issue. It is available for downloading at:

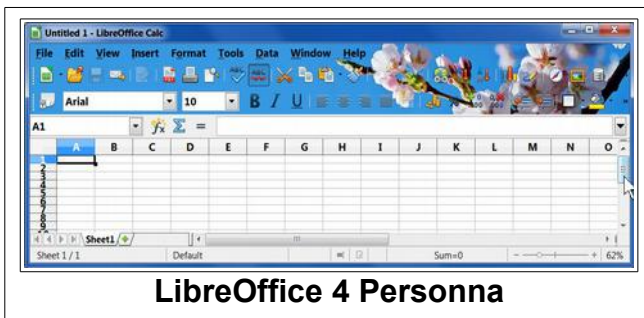
<http://www.libreoffice.org/download/>

One new feature noticeable to users who take advantage of Paragraph Styles is that the font style used by paragraphs is now displayed in the pop down paragraph style selection options.



**LibreOffice 4 Paragraph Styles**

A fun cosmetic change to LibreOffice 4 is that you can now personalize the display by using the same *Personnas* available for Mozilla Firefox and Thunderbird.



**LibreOffice 4 Persona**

Other changes in LibreOffice 4 include additional file formats (like Microsoft Publisher and the latest Microsoft Office files) that can be imported into LibreOffice.

I will be rewriting my series of LibreOffice tutorials found on the [bvres.org](http://bvres.org) web site to reflect the changes in LibreOffice 4. Check the [web site](#) or watch for a newsletter announcement.

## **Want to try Windows 8?**



**Windows 8 Start Screen**

If you want to see what Windows 8 is like, it is available for review on one of the computers in the Computer Room. There is a label on the monitor that shows where it is installed.



**Remember... the Computer Club has a shredder for use by members**

**Prevent identity theft**

