



Midland Michigan

# BITS AND BYTES

February 2013

<http://mcc.apcug.org/>

## GENERAL CLUB MEETING

7:00 P.M.

4th Wednesday of the month at the  
Midland Community Center  
2001 George St., Midland, MI

**This month's date:**  
**February 27, 2013**

**This month's topic: eBooks and the  
Library presented by Ann Jarvis  
from Grace A. Dow Memorial  
Library**

**What you missed! Windows 8 - The Basics -  
presented by Howard Lewis**

### Program Coordinators

Howard Lewis      lewis3ha@chartermi.net

Bill Tower          tower.w@gmail.com

Please let Howard or Bill know of topics you  
would like covered at future meetings.

### President Piper's Ponderings

Gibbs on *NCIS* is known to have 50 Rules which governs his job and his life.

This led me to develop my own 50 Life Rules. I have extracted ten of those which I felt were relevant to dealing with computers, hence **10**

**Computer Rules.** Their sequence represents only the order in which I originally thought of them.

#2-What knows he of England, who only England knows? *Kipling* (Sales people should know not only their only product, but their competition's products.)

#3-Don't believe what you are told; always double-check your facts. (Applies to everything you hear.)

#12-Reach your own balance between dealing with facts and dealing with people. (Both are necessary to get anything done.)

#26-When you raid the cat house, you take the piano player too. (Buying a Mac means buying into the entire Apple ecosystem.)

#36-Perception is reality. (Judge people by their actions and the friends they keep.)

#38-When the student is ready, the teacher will appear. (This helps when you want to learn something new?)

#41-Don't ask your barber if you need a haircut. (Be careful who you seek advice from.)

#45-If you can't be right, be wrong at the top of your voice. *Lucy* (Beware of these people.)

#49-Know when to ask for help; not too fast and definitely don't wait too long. (This applies to everyone from peons to Presidents.)

#51-Sometimes you're wrong. (Again, this applies to all of us.)

Maybe we can exchange each other's Life Rules at the next General Meeting.

*(The above comments are the opinion of the author and do not necessarily reflect the views of the Midland Computer Club.)*



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**Useful, useless and strange (in no particular order) Web Sites:**

<http://tinyurl.com/bjokbl9>

If you have upgraded to Windows 8, or are thinking about upgrading to Windows 8, this video might be a big help. This video is by Scott Hanselman, a five year Microsoft employee, who felt that there was inadequate learning information about Windows 8. So on his own, he generated this 25 minute video he has entitled "The Missing Windows 8 Instructional Video."

<http://www.howcast.com/>

This site hosts quite a number of "how-to" videos, all the way from technical to family.

<http://www.madeinusa.org>

You can either use their catalog or search for products which are made in the U.S.A.

<http://meetingboy.com/>

For a good laugh, read some of the comments made by various people regarding their jobs.

<http://tinyurl.com/chbcfq>

Here is a great video on a Canadian reporter who goes out into a northern Ontario park to help in the annual census of black bears. You will get a chuckle or two out of some of his comments.

**Board Meeting**

First Thursday of the month  
 7:00 PM  
 Chapel Lane Presbyterian Church,  
 5501 Jefferson Ave., Midland MI

**Membership Enrollment Form**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Membership dues FAMILY (\$20) STUDENT (\$15) New Member \_\_\_\_\_ Renewal \_\_\_\_\_

Please fill out the above form and mail it along with payment of check or money order to :

**MIDLAND COMPUTER CLUB**  
 1816 Bauss Ct  
 Midland, MI 48642-4023

**Attn: Membership Chairman**

You may also pay for membership at a regular club meeting

## Tips, Tricks & Techniques

### Rearranging Tiles On the Windows 8 Start Screen

When you first start up Windows 8, you find 20 tiles staring at you from the Start screen. The Start screen has replaced the Start menu that has been found in previous versions of Windows ever since Windows 95. There are a several things that can be done with these tiles to make the Start screen more personal and easier for you to use.

**Figure 1** shows the Start screen which normally appears when starting Windows 8 up for the first time. For most of us “old-time” Windows users, the most frequently used tile is the one in the lower left corner of the screen, which allows you to switch over to the “desktop” screen, with which we are usually familiar. But, this figure also shows that tiles can be larger (the Mail tile) or smaller (the Maps tile) and dynamic (the Weather tile) or static (the Messaging tile). All of these properties can be changed.

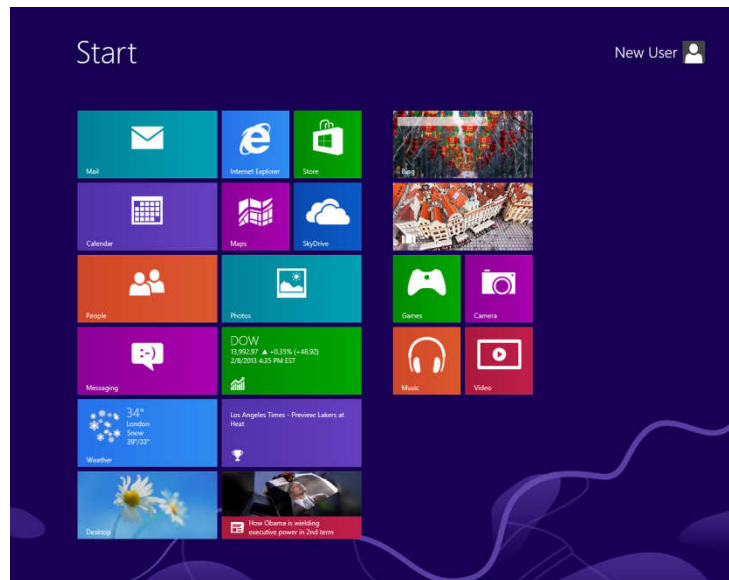


Figure 1

For example, any of these tiles can be made smaller by simply right-clicking on the tile (**Figure 2**) and selecting Smaller on the bar which is displayed at the bottom of the screen.

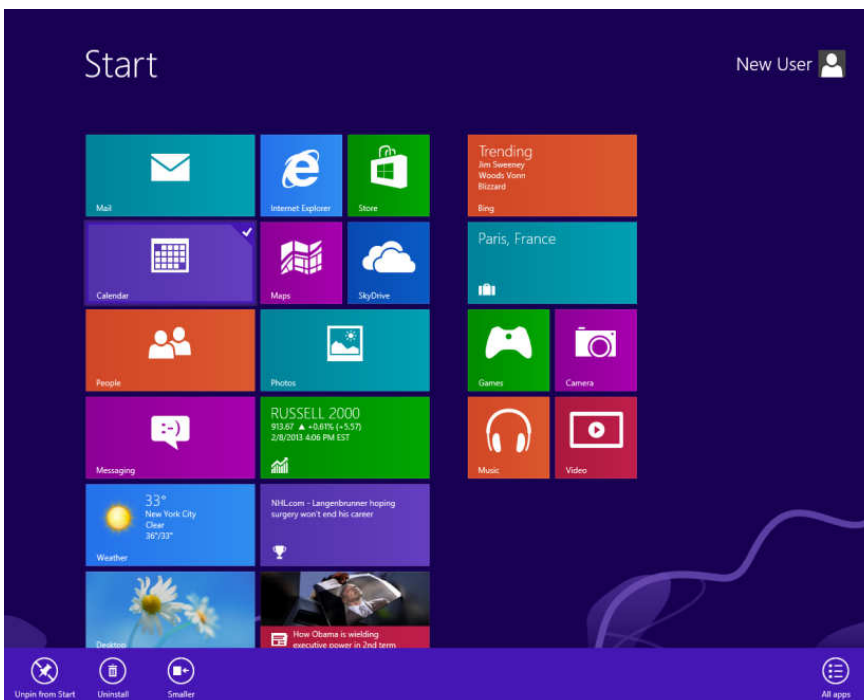


Figure 2

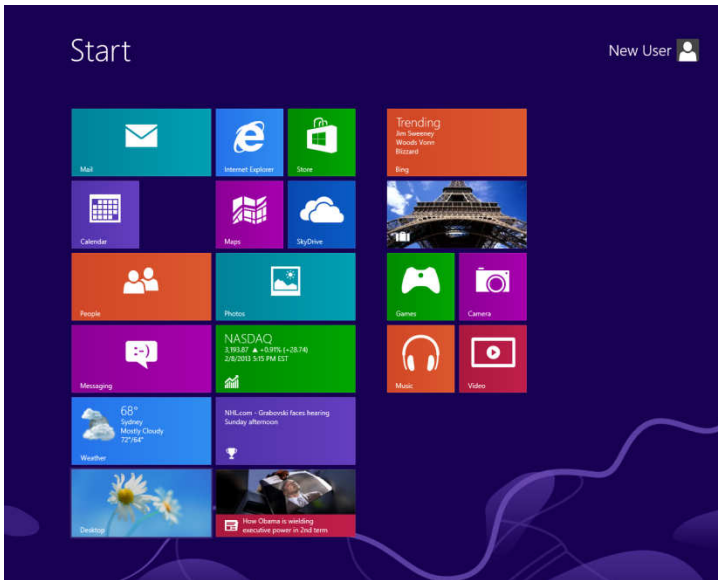


Figure 3

**Figure 3** shows the results of making the Calendar tile smaller. By making the tiles smaller you can now fit more tiles on the first page of the Start screen, but you lose some functionality in the “dynamic” tiles (to be discussed at another time).

Another useful way to arrange tiles is to move those that are the most frequently used to the beginning of the list so that they are available on the first page of the Start screen. To accomplish this, simply click on the tile and move it to wherever you want it to be positioned.

**Figure 4** shows that the Camera tile has been repositioned in the space vacated by the Calendar tile when it was reduced in size. With these two procedures, you can make the Start screen much more useful for your particular needs.

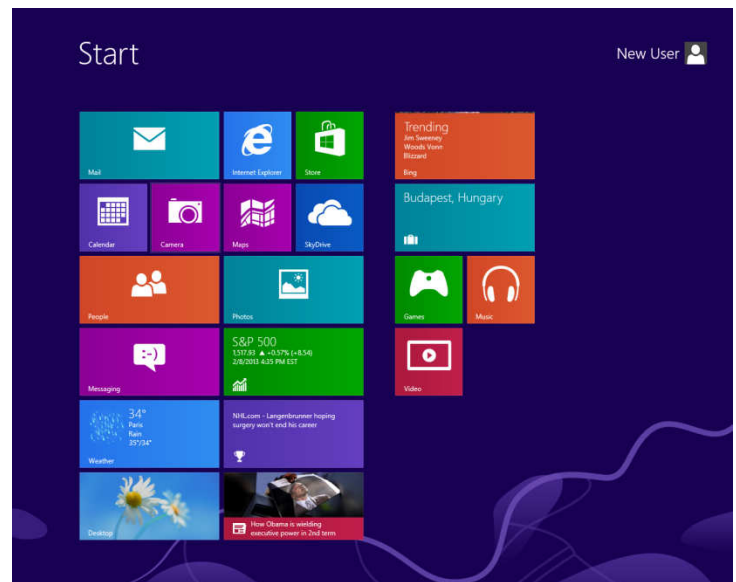


Figure 4

Another thing that can be done is to group tiles into logical groups. If you notice, in the preceding examples, there are two groups on the Start screen. This is indicated by the larger space between the groups (for example, between the Photos tile and the Games tile). You can create additional groups as necessary to collect like apps together to easily find the item you want.

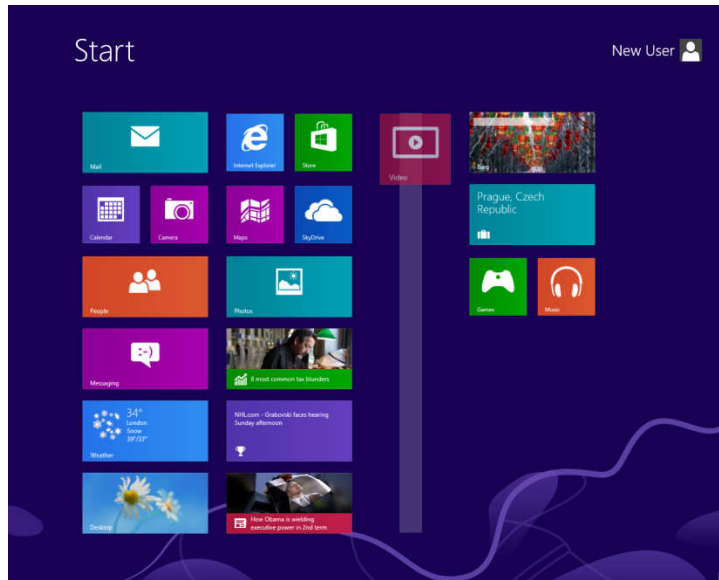


Figure 5

**Figure 5** shows that when dragging the Video tile into the space between the groups, a light bar appears. By dropping the Video tile on this light bar, a new group is formed.

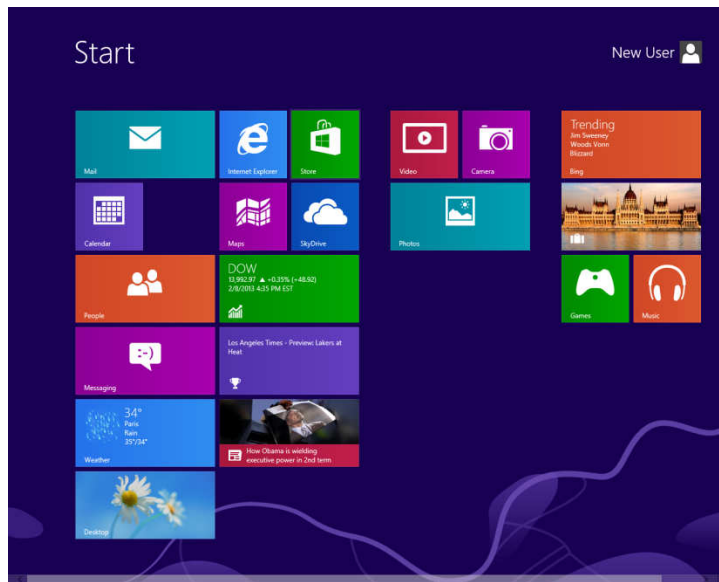


Figure 6

**Figure 6** then shows the result of collecting all of the tiles associated with photos and movies together in one group.

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**Document Your Life with Photo-Graphic Memory**

By Phil Sorrentino, Member, Sarasota PCUG, Florida

September 2012 issue, PC Monitor, [www.spcug.org](http://www.spcug.org), [pcugedit \(at\) verizon.net](mailto:pcugedit@verizon.net)

A photographic memory is probably something we all would like. And, just think, you can have at least the effect of a photographic memory just by using your camera and your computer to document your activities... your life.

It is amazing how much paper we collect along the way. Most of it goes neatly into file folders and then those folders go neatly into multi-draw filing cases or boxes. Before you know it you have multiple multi-draw filing cases in the den, the home office and/or the bedroom closet. Have you ever looked at the pile of paper you have collected over these many years? It's not a pretty picture. Now there are some things that we just have to hang on to, like licenses, automobile registrations, titles of any sort, and certain special papers that might have an emotional or historical attachment. But the rest of the pile might be eliminated or at least pared down. (And how about old tax forms? How many years do you have to keep the paper? Or is an electronic copy good enough for taxes paid 10 years ago?)

What I'm suggesting is that with your computer, and a scanner and a camera, you can probably cut the paper you need to save down to a very manageable size, and even eliminate some of those storage cases. The scanner is really the key here. The camera is for unusually large items, or those things that just can't be copied on a flat-bed scanner. Consider this, review the contents of some of those folders and if you need to know that something occurred, and is relevant, like an award you were given from your last employment. If you have not looked at it since you received it, then you can probably scan it in and throw away the original. I know how difficult this will be for some people, but after a little practice it will get a lot easier. (A very important thing here is that you have adequate "backup" to guarantee that you will never lose the scanned in files. If you don't have adequate backup, which means multiple copies of the data files of the scanned objects, then this is not going to be a good idea. So before you commit to this, make sure you have a good backup plan in place. Make sure that you can guarantee at least two if not three copies of the scanned in files. The first two copies could be two external or portable disk drives and the third might be on DVD or a flash memory device.) Once the backup plan is in place and you are really using it, the fun begins. Gather your papers, separate the ones that you have to keep and make a pile of those that can be shredded after they are scanned. Do you really need those greeting cards you received 15 years ago?

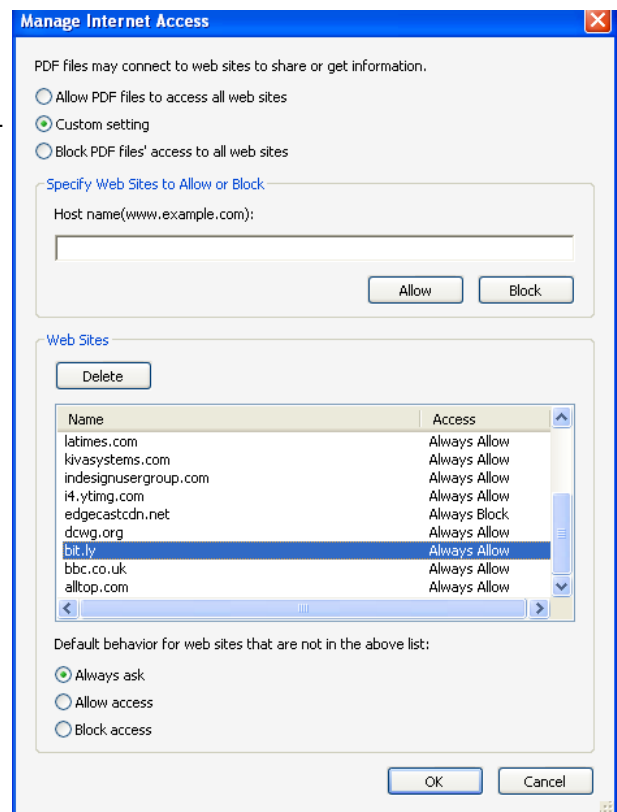
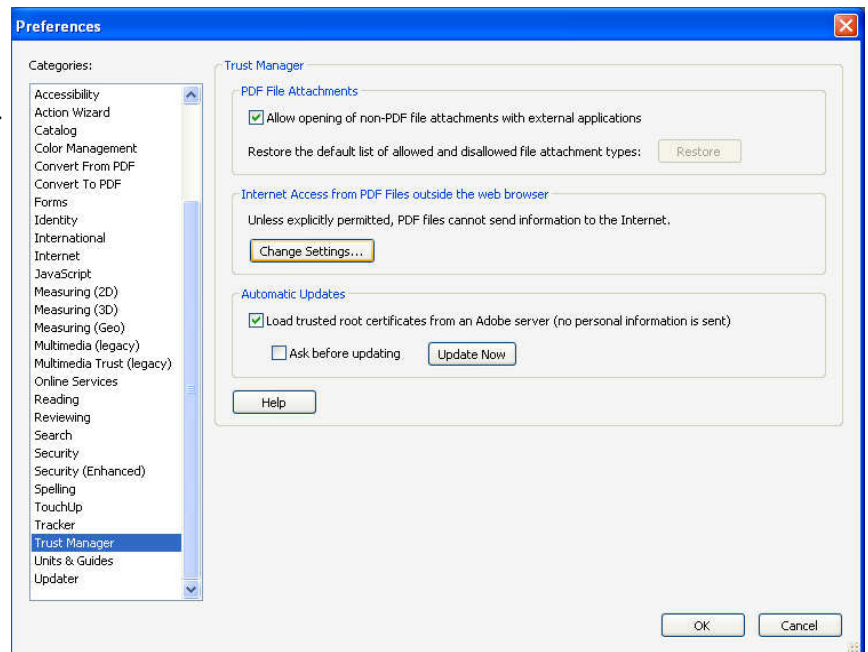
In order to make sure that you can retrieve any of these “documents”, it is good to establish a naming convention before you start to scan the paper documents; after all, it is no use to have all the data if you can't access it quickly. As you collect your scanned documents, you will be creating a database. Two popular ways of organizing your database are 1- by date, and 2- by event. If every file that you want to keep has a name starting with “yyyy-mm-dd” and is followed by a descriptive name, then when the digital files are put in a digital folder, they will organize in a chronological fashion. yyyy represents the year, like 2011, mm represents the numerical value of the month like 04 for April, and dd represents the day of the month like 01 for April 1. (For some databases only the year and month may be adequate.) Now, when you go looking for a document, all you have to know is the date associated with the item, and you can just look in the chronological order to find it.

Let's say that if you scanned in an award that you received in June 1976, then you would look in the area of 1976-06, to find that document. Windows Explorer makes it easy to find scanned documents because it shows a thumbnail photo of the file, while you are searching for the file. This is especially helpful because a scanned file is usually saved as a .jpg file, a picture file.

If you do use this naming convention, then you can organize your folders to represent either years (or groups of years), or events. If you choose to be completely chronological, then the folders will be named 1970, 1971, 1972, ... you get the idea. Then you could put the 1970s folders into a folder named 1970s, and you could do the same with all other decades. If you choose to organize around events, then the folders might have names like “awards”, “house info”, “car info”, “career”,... – really, any collection of events or things that makes sense to you and any others who will use the database.

Besides your scanned in documents, you can include photos from your digital camera. If you use the same naming convention with your photos, then you can mix them in with the documents and they all will organize in chronological order. Sometimes that makes a lot of sense when you have both pictures and documents that are part of the same event. This combination sometimes helps tell the complete story of the activities of the specific event.

Another way to organize your database is to organize your folders around event; then you might name your folders “birthdays”, “anniversaries”, “parties”, “weddings”,... you get this idea too. So these would represent those types of events throughout the years. The fact that the files are chronologically named means they would organize chronologically inside the folders, making it easy to find a specific event within an event folder. And you can mix the two types of database folders. You could have your basic folders



chronologically named, but inside a year you might have a series of events like “a vacation trip to the Grand Canyon” where the pictures from the trip would show what you saw and the documents you collected like maps and brochures from the particular destinations. As long as each file is chronologically named, the files will organize in a way that will make it easy for you to find a specific document, or group of pictures.

Not only do you save storage space, but once your pictures and documents are in your database, they are immediately available because they are literally at your finger tips (if your fingers are on the keyboard). I bet you’ll be able to impress your friends how fast you can find those awards you received from your first employer. Of course there are always a few items that just can’t be committed to electronic files and there are always a few pictures of the grandchildren that just must be made into an 8 by 10 for the wall. But, just think, with a lot of those paper documents shredded, and all of your photos committed to digital files, you won’t need all of that paper and picture storage. It will probably free up some valuable storage space and maybe you can even make a few bucks by selling those filing cabinets.

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### **Get creative with Text Boxes**

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida  
September 2012 issue, Sarasota PC Monitor, [www.spcug.org](http://www.spcug.org), [ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

When you use Microsoft Office, you create and edit text all the time. Word, of course, is dominated by text; Excel and PowerPoint both use text in many of their functions. All recent versions of Office also include a tool called a “text box” for special uses of text. Let’s find out what it is and how to use it.

A text box is a specialized shape in which you can enter text. It functions outside the regular margin constraints of a document and can be moved or resized as needed. A text box is useful for adding a caption to a photo or annotating a diagram or chart. If you want to emphasize an important statement in a document, you can use a text box to repeat the statement in a “pull quote” and locate it in an unexpected spot, such as along a margin (known as a Sidebar) or across columns in the document. Its flexibility makes a text box useful in many situations.

Text boxes have most of the same properties as shapes. In Word 2007 and 2010, when you click the Insert tab, then Text Box, you open the Text Box gallery of 36 preformatted text boxes, as well as the “Draw text box” option. If one of the preset boxes meets your needs, click to insert it into the document. Older versions of Word lack this gallery, but you can still draw a text box, which is most often my choice. Click “Draw text box” at the bottom of the gallery. Then click anywhere in your document where you want the text box to appear and drag diagonally down the page to the right to create the text box. At first the box covers a portion of the normal text. This is because the default text wrapping setting is “in front of text.” If you don’t want the text box to hide the document text, select the text box so “handles” appear around the box. At this point, the Text Box Tools Format tab appears on the ribbon. Click Format, and then Text Wrapping in the Arrange group. Change the setting to Tight, which will position the text box within the existing text and also allow you to move the text box. Do this by clicking an edge so a crossed arrows icon appears and dragging it to a new location. You can also resize the box by dragging an edge or corner. To enter text in the box, replace the informational text with your own.

Once a text box is created and located in the document, it can be formatted in many ways. To format the text, select it, and a small version of the Font group on the Home tab will appear. Use these tools to change the font style, size, color, and other attributes. (You can also click the Home tab and use the full set of options in the Font group.) To format the text box itself, select it and use the tools on the Text Box Tools Format tab. For example, you can fill the box with a color, remove or change the border styles, make the text read vertically, or add special 3-D effects.



In Office 2007 and 2010, text boxes are not limited to a rectangular shape. You can add text to any of the items in the shapes gallery. Click Insert – Shapes and click a shape. Click in your document and draw the shape in the same way you drew the text box. Change the text wrapping to Tight as you did above, then right click inside the shape and choose “Add Text.” The large number of shape choices gives you many options for text boxes. Another approach is to begin with a classic text box, even after it is filled with text. Select it, which opens the Text Box Tools Format tab. Click Format and select “Change shape,” which opens the shapes gallery. Click a new shape, and the text box transforms into that shape with all its contents intact. Another interesting possibility is inserting a photo or piece of clip art into a text box. With the text box or shape selected, click the Insert tab – Picture. Click the photo you want, then Insert. The photo appears in the text box, resized to fit. The same steps work to insert clip art, charts or tables within text boxes.

Text boxes can be rotated for a dramatic effect. In Office 2010, select the text box, and click and drag the little green rotator circle above the box to rotate it left or right. In Word 2007, for an unknown reason, classic text boxes cannot be rotated, even though shapes can. One way to work around this problem is to create a text box, cut it using the Cut command on the Home tab, and then paste it as a “Picture (Windows Metafile)” using the Paste Special command option under the Paste icon.

Occasionally, you might create a text box in Word that you’d like to reuse at a later time. You can save it by selecting the text inside the box and then clicking Insert and the arrow under the Text Box icon. Choose “Save Selection to Text Box Gallery.”

Besides Word, text boxes appear in Excel and PowerPoint 2007/10. Neither program contains a text box gallery, but each has the “Draw a Text Box” tool, which gives you all the functions that Word does, including rotation. You can also start with a shape and include text by right clicking and using the “Edit Text” command.

Have a little fun. Create a few text boxes in your next document, spreadsheet or presentation.

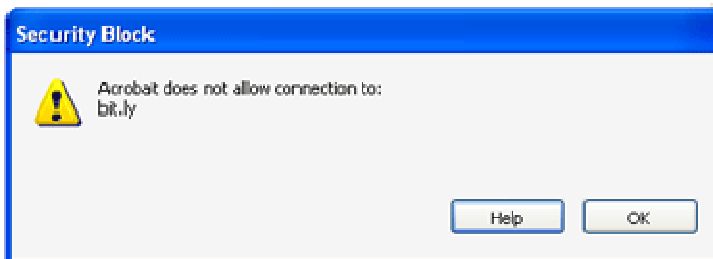
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## How to Override Acrobat’s Security Block

Linda Gonse, Editor/Webmaster, Orange County PC Users’ Group, CA  
August 2012 issue, nibbles & bits, [www.orcopug.org](http://www.orcopug.org), editor (at) orcopug.org

It came as a surprise to me that the link I was clicking on in the newsletter’s pdf did not open. Nearly all of the newsletter’s web addresses have been shortened to make it easier for readers that prefer to type them into a browser.

My next surprise came from the error message (image below) that popped up.



### Acrobat will prevent you from opening links to domains that have been blocked.

First, I checked my version of Acrobat Pro. It is 10.1.3. I had recently upgraded and prior to the upgrade was able to click on the bit.ly links with no problem.

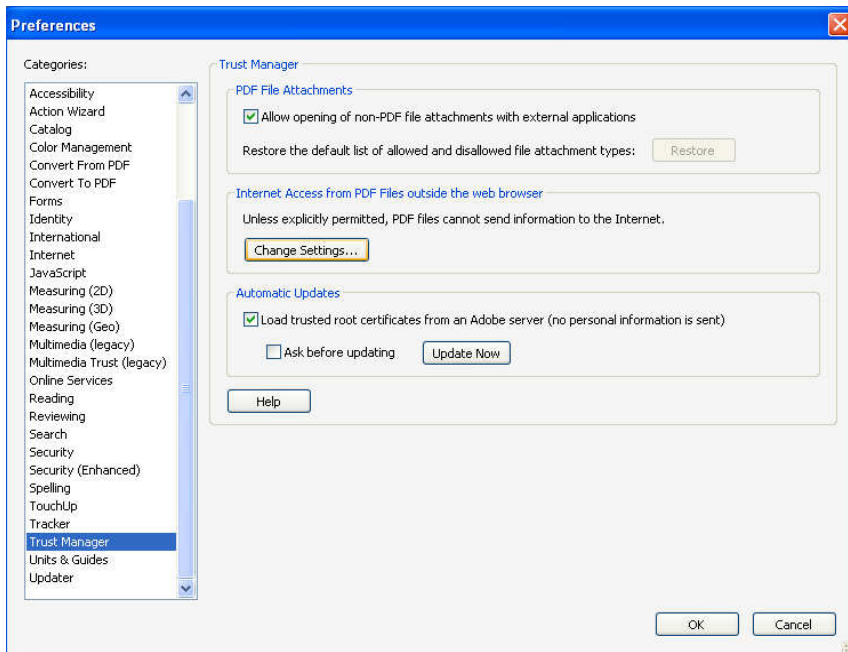
Then, I went online to check what other people were saying and doing about this security block.

<http://adobe.ly/OVYSbA>

I discovered that they were not all happy with it, but there is a way to make the links work that are from domains that you know and plan to visit.

You will need to open Acrobat and go to Edit and to Preferences. In the Preferences dialog box, select Trust Manager in the list on the left side.

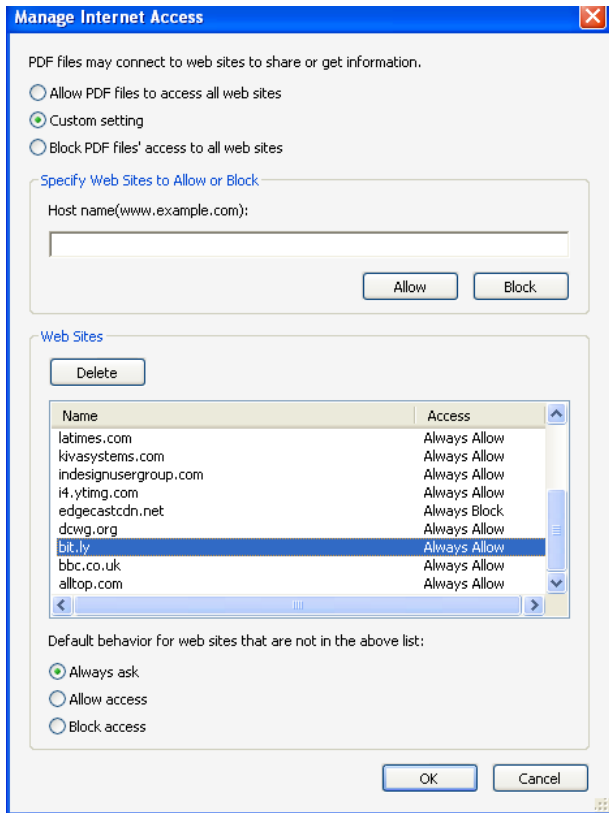
The dialog box automatically changes to show you the options available. Click on the button to Change Settings.



**You can tell Acrobat what sites you want to open from a link in a PDF.**

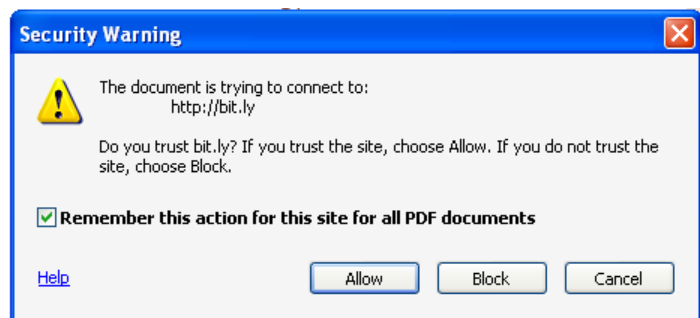
Find the URL that you want to open from a link. In my case, it was bit.ly. To the right of it were the words Always Block. Click on the domain name and click the Delete button. Then, click OK, and close the program.

In this box, you could also type in the URL you want to change instead of clicking on a link. I found it easier to have the program add the domain name for me and it was less hassle in the event that I misspelled it.



**Check that the words to the right of the domain now say Always Allow.**

I reopened Acrobat and the newsletter. Then, I found a bit.ly link in it and clicked on the link. A message came up telling me that the document was trying to connect to bit.ly and asked if I would allow it. Before I clicked on Allow, I checked the box to “Remember this action for this site for all PDF documents.” Then, I clicked Allow.



**Check “remember this action” and press Allow.**

To see the change you made by this action, retrace your steps to the Trust Manager and Change Settings. Look for the URL you wanted to change and you will note that the words to the right of it now say Always Allow.

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## Have Fun and Learn with PAINT

Jim Cerny, Director, Sarasota PCUG, Florida, November 2012 issue, Sarasota PC Monitor  
www.spcug.org, jimcerny123 (at) gmail.com

Feed your creative side! Learn a little about computer graphics.

I've always liked the Paint program -- it comes free with Windows. Sure, there are other drawing and graphic programs you can use, many of them free on the internet, but since everyone who has Windows has the Paint program, you might want to know a little about it. To open Paint on your computer click on the "Start" button in the lower left of your screen, then move your mouse to "All Programs" and a list of your computer programs will be displayed. Scroll down to the "Accessories" folder and click on it. In the list of programs in the Accessories folder find "Paint" -- click on it once and it will open. You can play with Paint and make your own drawings and you can open a photo in Paint and then draw or put text right on the photo. But before we do that, let me tell you why I like the Paint program and why I think it is worth your time to learn about it.

Paint is an excellent program for new computer users because it can teach you some basic computer commands for doing graphics. You can draw and work with shapes, colors, lines, pictures, and more. But the important thing is that what you learn in Paint will come in handy in many other graphic programs. Paint is also an easy program to learn on your own by using its own "help" option. When you open Paint (in Windows 7), click on the little blue circle with the tiny white question mark in the upper right corner of the window (or just hit the "F1" key on your keyboard). Then click on the article title you want to learn about. I suggest starting at the top and read all the sections if you have not used Paint before. Don't worry, the entire help article is not long and you can read it all in less than a half hour. But you really need to actually do what the instructions tell you so that you will build up your computer skills. The program is simple enough to learn easily and it will introduce you to some great computer graphics. But, on the other hand, Paint is limited in what it can do. For example, it is not intended to be a complete photo editing program by any means.

Play with Paint for a while and learn how to draw and change shapes. Select different colors and draw some lines, circles and squares (to draw perfect circles and squares, hold down the "shift" key while you drag your mouse to create the shape). Try selecting different brush types -- you can select oil or water color, for example, or crayon or marker. Notice how you can see "through" some colors to the others underneath (Paint prior to Windows 7 does not have this feature). Now draw a text box by clicking on the text tool which is a capital letter "A". In the box will be the insertion point ready for you to type your text. You can make the box "transparent" or "opaque" and move it wherever you want. Make a mistake? -- just click on the "undo" arrow, the small blue arrow curving to the left at the very top-left of the Paint window.

One thing Paint can do is allow you to put text right in your photo. If you click on "help" you will see the "Adding text" title -- click on it to learn how. But let me step you through this, one step at a time (in Windows 7), to introduce you to this:

1. Open the Paint program (see instructions above).
2. Click on the dark blue rectangle in the upper left of the window. This used to be the old "file" menu but in Windows 7 the word "file" is gone. (No, I don't know why they removed the word "file"!).
3. Click on "Open" which will display a window in which you can find the photo you want to work with in Paint. Click on the photo and click on "Open" at the bottom right of the window. The photo will now be in the Paint program window -- but wow -- look how big it is!
4. Why so big? Well, I guess the Paint program is used to dealing with images with fewer pixels, but it's no big deal -- let's zoom out to see the whole image at once. Click on the "View" tab and then click on the "Zoom out" tool until you see the whole image in the window. Now we can work with it much more easily.

5. Click on the “Home” tab and then click on the “Text” tool – this is the large capital letter “A” in the “tools” section of the Home tab ribbon. You are now ready to draw a rectangle in which you will type your text.
6. On the photo, drag your mouse (hold down the left mouse button) to draw a rectangle. If you draw it in the wrong place, just move it to where you want by dragging it with your mouse. You can also change the size of the rectangle by dragging the little white “handles” at the corners or sides. Try it!
7. When you draw this rectangle, the “Text” or “Text tools” tab is opened for you. This is where all the text editing tools are, and there are not that many.
8. The “insertion point” is already in the rectangle ready for you to type your text – but wait a second, where is that insertion point again? It is in the upper left of the rectangle you drew, but it may be VERY tiny! Can you even see it? The Paint program had no idea how large your photo was going to be so the larger (i.e. more pixels) your photo is, the smaller the font will appear. Remember, we zoomed out to see the whole photo. So, get the font larger by clicking on the little black arrowhead next to the number in the “Font” tool area and pick a big number, say “72” and see how big that is. You can enter numbers larger than 72 if you want by using the keyboard.
9. Select a color for your text. Pick a color from the color pallet that will stand out on the photo, such as yellow. Just click on the color you want and that color should then appear in the “Color 1” box. This will be your text color.
10. You can select other text options if you wish, such as bold, italic, or a different font. Also, select if you want your text box to be transparent (my choice) or if you want it to be “opaque” (that is, to have a background color). The background color will be the color in the “Color 2” box which you can change if you want by clicking on that box. If your text color and the background color are the same, you will see no text!
11. After you type your text you can still move the box to where you want by dragging it. Once you click outside the box, that’s it, your text is now part of the photo and the box is gone. If you make a mistake, just click the “undo” blue arrow at the top left of the window and you can try again.
12. Save your photo with a NEW NAME. Click on the blue rectangle again (the old “file” menu), move your mouse to “Save as...” and then click on your file type (probably “.jpg”). In the window that opens, pick the folder into which you want to save your photo and enter a good name in the name box. Click “Save”. If you do not give it a new name it will replace your old photo which will be lost.

I think you will enjoy using the Paint program, let it bring out the artist in you. While you are drawing your masterpiece, you will be learning some very helpful computer skills. Computer graphics can really do some amazing things and there are several programs free on the internet if you want to do more. So have fun and get colorful!

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## Back To Basics - Using Menus

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August 2012 issue, Sarasota PC Monitor, [www.spcug.org](http://www.spcug.org), [jimcerny123 \(at\) gmail.com](mailto:jimcerny123@gmail.com)

You walk into McDonald’s or Burger King and up there on their nice flat-panel displays are their menus. Their choices are limited so their menus are short. But if you go to the Ritz and ask for the wine list – wow, what a list of choices! And their choices are grouped into categories too. Each restaurant has its own menu of choices. So do computer programs.

Menus, toolbars, and ribbons are the tools we use to do what we want in a program. They provide us with specific commands (or actions) or options we can change. Whether you are playing a game, creating a document, are on the internet, or doing email, every program has options (or commands) and these options can be changed by you. Toolbars and ribbons have symbols (icons) which are intended to give you a visual clue as to what that tool or option does. If you don’t want to guess, just “hover” your mouse (that is, move your mouse so the arrow is pointing to a tool symbol) and a small box will appear with the name of that tool. This is a good way to learn the tools or icons you want to use.

Menus, however, use words to tell us what the option or command is. Clicking on (use the left mouse button please) the word of a menu, such as “File”, or “Edit”, or “Help” will open a menu of options for you. (Ribbons are another form of a tool bar of options). Sometimes you will not see the full and complete menu right away, just wait or click on the arrow at the bottom of that short list to get the complete menu. (The shorter list that first appears shows menu commands that you have recently used.) Menus have no “X” in the upper right corner to close the menu unless the menu opens in a window. Sometimes a menu will appear because your fingers hit some wrong keys. So how do you get rid of a menu without doing anything? – Just click OFF of the menu and the menu will go away (and no option is selected). If you do want to select one of the menu options, just click on it. What happens next is either the command or option will be put into effect, or you may get another menu or window with more options. Microsoft and most other software (programs) have generally agreed on some conventions for menus. Although these may not always apply, try looking at some menus in the programs you use to see if these work:

- If a menu has a letter underlined try holding down the “Alt” key on your keyboard and then hitting that letter. The menu should appear without you using the mouse to click on it.
- If a menu item has three periods after it “...” it means that selecting that item will open another menu or window of options.
- If a menu item has a keystroke code next to it, such as “Ctrl + P” or “Ctrl + C” it means that this command or option can also be made by hitting that key combination on your keyboard without having to open the menu at all. To do “Ctrl + C” for example, you hold down the control key on your keyboard and then hit the letter “c” key.
- If a menu item has an arrow next to it pointing to the right, it will show you more options under that menu when you pause your mouse there.
- You can use the arrow keys (up and down) to move to the menu option you want, then hit the “Enter” key to do it. If a menu item has a right-arrow, hit the right-arrow key to see that list.
- If a menu item is in gray (i.e. not black) it means that you can not use that menu option now. For example, you cannot use the “copy” menu option until you have first highlighted or selected something to copy. So, that command will be gray in the menu until you have selected something, then it will be black and usable.

Some menu options will have boxes or circles for you to click on to put a dot or a checkmark in them. Round buttons are usually called “radio” buttons because they may allow only ONE of the items on the list to be selected. Like car radios you can only push one of the buttons at a time. You can’t listen to two stations at once, can you? Boxes, however, can be checked or unchecked in any combination. After making your selections, click on “ok” or “apply” at the bottom.

The bigger and better the program the more options there are available for you. Try playing with some menus in a game program or the Paint program just for fun. What you learn will apply to many programs and you will enjoy using your computer even more. Once you master how to use menus, go to the Ritz and ask for their wine list!

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