# Bits of Bytes

# Newsletter of the Pikes Peak Computer Application Society, Colorado Springs, CO

Volume XXXVI May 2016 Issue 5



# Meeting Minutes

by Toni Logan, Secretary, P\*PCompAS

The President called the 2 April 2016 meeting to order at 9 am and thanked everyone for attending. He reminded us that the refreshments are free for first-time guests and a donation for all others. The coffee has been donated to us by Starbucks at Citadel Crossing. The minutes were approved as printed in the newsletter.

#### OFFICER REPORTS

Vice-President Harvey McMinn reported that the presentation in May will be by a former FBI agent, Don Cesare, whose book is "Blue Gray Black, My Service to County." Harvey McMinn is still trying to connect with Samsung for a presentation.

Treasurer Bill Gardner gave reports on the past two months. The final tally in the treasury is \$6125.57. The reports are filed for audit. Bill also reported that we had some old checks that we didn't need and they were shredded. He has the current checks from the former Treasurer, Dennis Conroy. An audit of the books has been completed.

Membership Chairwoman Ann Titus reported that only four previous members have not reupped for this year.

Newsletter Editor Greg Lenihan reported that the deadline for next month's newsletter is April 23.

Librarian Paul Godfrey introduced two guests: Marc Olson and Julie Anthony.

# Next P\*PCompAS meeting: Saturday, 7 May 2016

Our speaker will be Don Cesare, a former FBI agent and author of "Blue Gray Black, My Service to Country."

Hospitality Chairwoman Pat Krieger reported that a new donut buyer was needed since Warren Hill had moved away from the area.

#### **OLD BUSINESS:**

The church needs to be contacted again as to a gift for them for this year.

# **NEW BUSINESS**

Joe Nuvolini will download Windows 10 and install it at the next meeting for the club's computer. The club will receive a free copy of Acronis 2016 from Gene Barlow.

# AROUND THE ROOM

"Around the Room" audio is available on the PPCOMPAS website.

# **PROGRAM**

We had a SKYPE presentation from Gene Barlow on "Picking the Best Backup Approach."



Joe Nuvolini running the Skype call with our presenter, Gene Barlow

## **DRAWING**

AVG Software—Cary Quinn
Book on Works 2007—Dennis
Conroy
Multimeter—Pat Krieger
Acronis program—Dennis Conroy

# **Uninstall Quicktime for Windows**

If you were at the club breakfast in April, you probably heard this.

QuickTime for Windows has dangerous security vulnerabilities that let attackers take over your computer, but Apple won't be updating it to fix them. It's time to uninstall it.

To uninstall QuickTime, open the Control Panel, click "Uninstall a program" under Programs, select "QuickTime" in the list, and click "Uninstall." The QuickTime uninstaller will remove both the QuickTime desktop application and the QuickTime browser plug-in. If you don't see QuickTime in the list here, you don't have QuickTime installed.

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# **Committees**

Hospitality: Pat Krieger Programs: Paul Godfrey, Toni Logan, and Peter Rallis Publicity: Harvey McMinn Nominating: Vacant

# **Board of Directors**

Norm Miller Bob Blackledge Warren Hill John Pearce Joe Nuvolini Here is some information I think I have learned about Windows 10 upgrades. As you may recall, I tried Windows 10 on my desktop shortly after its initial release. Before doing so, I made an image of

Windows 7 using Acronis True Image, which was installed on my desktop. When I was unhappy with Windows 10, I restored my Windows 7 image. It turns out this was a mistake.

Nuggets from Nuvo
by Joe Nuvolini, P\*PCompAS

When you upgrade to

Windows 10, the new OS takes the product key and activation details from your earlier OS. These are saved on the Microsoft servers, along with your PC details. Moving forward to the present, after upgrading my laptop to Windows 10, I decided I liked what I saw and decided to upgrade my desktop computer again. Not so fast, my friends. I have tried at least 3-5 times to upgrade but the upgrade hangs up and will not complete. I have tried it using the GTX method as well as downloading the ISO file, burning it to a flash drive, and running it from the setup.exe file. No luck!

Here's what I believe the problem is. Microsoft thinks my desktop has already been upgraded. When you upgrade, your old OS is archived in the windows-old directory. If instead of loading the True Image of Windows 7 back on the desktop, I had used the windows-old file to restore it, I may have been able to try the upgrade again at a

try the upgrade again at a later date. I did make an image of Windows 10 using True Image after I installed it. I could restore it with its windows-old directory but I learned that you only have 30 days to restore it to the previous OS using the

windows-old file. I guess I am stuck with Windows 7 on my desktop for good. That's not all bad as I do like the Windows 7 OS.

Anyway, if you did what I did and wonder why you can't upgrade to Windows 10 again, this may be the reason.

Also, for anyone who didn't get my e-mail concerning our Web site, let me reiterate. APCUG is in the process of changing Web hosting services. They are switching from "real-ware. com" to GoDaddy.com. During the transition our Web site URL will change temporarily from ppcompas.apcug.org to ppcompas.apcugweb.org. This is a temporary change. When the transition is done. we will revert back to our current address. You can access our site with either address now and I will be maintaining both sites until the 

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# Grab These Free Windows Essential Apps

by Kim Komando (tip from 4/1/16)

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Microsoft's operating system Windows comes with good, basic software that can get you started using your computer. Windows 10 has the Web browser Edge, for instance, a media player, maps, Money and others.

If you want it to do more, you can add third-party software, like photo editors, graphics programs, utilities, games, productivity software, and much more.

If you've been using a computer for a while, you probably knew that. What you might not know is that Microsoft has a lot of other free software programs.

Who doesn't want free stuff? Besides, these five popular computer programs have stood the test of time. Meaning, millions of people just like you have worked out the bugs a long time ago. So, you can download any one of these five programs, or all of them, to instantly boost your productivity.

# **Photo Gallery**

With Windows Photo Gallery, you can easily import your photos and videos from your camera or phone. You can edit your photos with a wide range of editing tools and create fun slide shows. Plus, click on the Share button to send it to family and friends with an e-mail or message.

#### **Movie Maker**

Do you need to tweak your videos to turn them into Facebook masterpieces? Movie Maker is an easy-to-use, free video-editing tool. You can import video files in a number of formats to clip them, cut them and splice them.

Edit the audio, add narration, a soundtrack, and create titles. When you're done, show it off by publishing it to a website or on a social media site.

# **Windows Live Writer**

Publishing your own website, or a blog, is a fun way to keep a journal about your life. Windows Live Writer gives you a nice desktop program that links up with blogging sites and content management systems, like WordPress.

You can create new posts with text, photos and videos. You can add maps and share your writing with the world. It also lets you archive old posts, in case something happens to your online service.

#### OneDrive

OneDrive is Microsoft's cloudbased storage service. You can keep a lot of stuff in there, including photos, documents, Excel files and PowerPoint presentations.

When you save your files to OneDrive on your computer, you can easily access them from your smartphone or tablet, too. Windows 10 has OneDrive built right in.

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A few hard-core digerati braved the windy, cold, snowy Saturday to attend the monthly club breakfast at the Country Buffet. But Spring is almost here in the Springs, and moisture is always welcome. And the opportunity to get together with like-minded tech enthusiasts is not to be wasted.



# How to Search for Files from a Certain Date Range in Windows 8 and 10

By Walter Glenn, reprinted with permission from HowToGeek.com

Original article at: http://www.howtogeek.com/243511/how-to-search-for-files-from-a-certain-date-range-in-windows-8-and-10/

Say you're searching for a file, and you know it was last modified during a certain period of time. You can limit your searches to date ranges in Windows, but it's not immediately obvious.

Searching a specific date range in Windows 8 and 10 is harder than it needs to be. Back in the days of Windows XP, File Explorer presented a calendar selector front and center. Even in Windows Vista and Windows 7, that selector wasn't hard to get to. In Windows 10, you have to jump through a hoop or two first.

# How to Search a Date Range with the Keyboard

First of all, if you like using the keyboard, you can easily select a date range by typing it in the search box in any folder, just like in previous versions of Windows. Just use the following syntax:

modified:2/1/2016 .. 2/20/2016

The key is the two periods between the dates, which tells the search engine to use it as a range. You could also use "Datecreated:" or just "date:" instead of "modified:" if you wanted to.

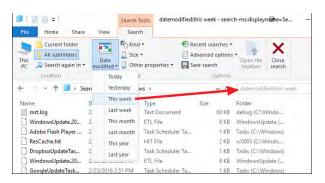


And if you're a real keyboard junkie, know that Windows uses the <u>Advanced Query Syntax</u> for search commands. This means you can search using Boolean operators, file properties, kinds of files, and a lot more. In fact, when you select options using the File Explorer UI, Windows is really just inputting those text searches for you.

# How to Select a Date Range with the Mouse

Speaking of the File Explorer UI, it is still possible to search for a range of dates using just your mouse. This is where those hoops come in.

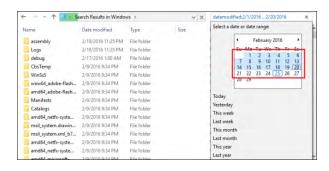
In the File Explorer ribbon, switch to the Search tab and click the Date Modified button. You'll see a list of predefined options like Today, Last Week, Last Month, and so on. Pick any of them. The text search box changes to reflect your choice and Windows performs the search.



To choose a more specific date range follow those steps, then click anywhere on the text in that box after the colon (so, for example, on "this week") and a calendar will pop up. Click any date to search for files modified on that day.

To search a range of dates, you have a few options:

- Click a date and drag your mouse to select the range. This is the easiest option if your range falls within a month.
- Click one date and then Shift-click another date. This makes it easier to select a range that spans multiple months.
- Click the name of the month at the top of the calendar to select the whole month.
   When you do that, the calendar zooms out to show you the whole year. You can select the whole year as a range and the view will keep zooming out until you can select an entire decade.



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# Do I Need a Smartphone?

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida, http://scccoputerclub.org, philsorr (at) yahoo.com

Many of you have already answered this question in the affirmative. But for those of you who might still be on the fence, here are a few thoughts that might help make the decision.

- 1. Contact information is always available. Put a phone number in your contact list and never have to put that phone number in again. Phone numbers in your phone can be synchronized with the contacts in your e-mail software. With an Android phone, the phone numbers come directly from the contacts list in a Gmail account. The phone numbers will always be available and they will be backed up, so when you change phones (phone disaster or new phone envy), the contacts will show up on your new phone. No need to reconstruct or transfer your phone numbers. Addresses are also handled in the same way.
- 2. Your Calendar is always available. How many times have you been asked "Is Thursday, the 24th, at 2pm ok?" Doesn't it seem that every doctor's office visit ends with that question? Well, with your calendar available on your phone, you can easily answer the question and propose an alternative, if need be. Not only can you see your appointments on the calendar, but you can see appointments on other calendars, if you link them. You can easily see your appointments and your significant-other's appointments, so that a good decision can be made. I even have a calendar with important dates like birthdays and anniversaries linked in so I can always know when one is coming up.
- 3. You can get some things accomplished during

## Search for Files (Cont. from page 4)

Don't forget, once you've selected your date range, you can also add other parameters like file name or file type to your search. And if you think it's a search you're likely to perform again, go ahead and save it by clicking the Save Search button. Next time, your search will be just one click away. ©

what would be wasted time. How many times have you sat in a doctor's office much longer than you expected? Sometimes there's a good reason for the delay, but that doesn't help you, if you have to sit and wait, unable to accomplish the things you expected to do. Well, if you had your smartphone (which is really a small computer), you might be able to accomplish some of those things you would normally do at home. You could check your e-mail. If you need to, you can even answer your e-mails, at least if the answers are relatively short. (The keyboards on most smartphones are probably only good for short answers, although some people get very proficient, using some of the special keyboard enhancer Apps.) You could catch up on the news. Newsreader Apps are very easy to use. You could check on your investments. Yahoo Finance is one App you might use. And if you have done all the investigating you want to, you can always play a game like Solitaire, Angry Birds, or 2048. Keep in mind that you could do all this while listening to music from your own music collection on your phone, or from a streaming service like Pandora or Spotify.

- 4. You can check or make a list of things you want to do, or to buy, or whatever. There are many note-taking apps that keep track of notes you create so you will not forget all those things you have to do before next weekend. Some note-taking apps keep the notes in the cloud, so they're accessible from any device, and some keep the notes on your phone so you don't even need to have an Internet connection.
- 5. You can determine how to get to a location and get directions to a place of interest. The Maps App and Google Earth give you great views of places you may not be familiar with, and they can even give you turn-by-turn directions to get anywhere from your current location. With these apps, you can find the nearest restaurant or gas station, and get directions if needed. And with "Cortana," the Microsoft Personal Assistant, you can verbally ask for these things, and sometimes receive audible answers.
- 6. You can take pictures when you didn't even think to bring a camera. Most smartphones have

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# Meet an Old Friend: Snipping Tool

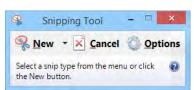
By Nancy DeMarte, 1st VP, Sarasota Technology User Group, FL,www.thestug.org, ndemarte (at) verizon.net



I use a tool almost daily that has been part of Windows through many versions: Snipping Tool. I am surprised so many people don't even

know it exists. Introduced in Windows Vista, it can be found in the Accessories folder in All Programs in Vista and Win 7 and in the Accessories apps list in Windows 8.1. An updated version comes with Windows 10.

What does it do? It is a screen capture tool. I use it to make digital copies of small or large sections of documents or spreadsheets or photos and use them in my articles or tutorials. I capture pictures, objects or text from web pages and copy them into Word so I can save or print. I have used the Snipping Tool more than once to copy an error message from my screen and e-mail it to a tech support person. I have also snipped charts from Excel and added them to PowerPoint slides. There isn't any limit to what you can capture from your screen with this tool.



Besides being free, this little tool is easy to use. I keep it pinned to my taskbar for convenience.

When I want to capture something on the screen, I click the Snipping Tool scissors icon, which opens its main window and shows three commands. Clicking the arrow next to New gives me a choice of four types of snips: Free-form, Rectangular, Window, or Full screen. Free-form lets me use a stylus or my finger on a touch screen to draw around an object or section of the screen. The Rectangular option, by far the one I use the most, lets me draw a rectangle around an area of any size. The Window option makes a perfect clip of an entire window, and Full screen captures the whole screen. If the Snipping Tool window opens on top of an area I want to capture, I just drag the tool window to a different spot before I snip.

Let's say I want to capture the Editing group on the Home tab of the Word ribbon. I make sure 'Rectangle snip' is selected. When I click New, the whole screen turns grayish except for the Snipping Tool window. I click



a corner of the Editing group and drag around the area I want. When I let go, the Snipping

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# Smartphone (Cont. from page 5)

two cameras, as part of the device. A rear-facing camera for taking pictures of scenery, and a front-facing camera for use with Skype or for taking "selfies." A camera might be very useful if you get into a traffic altercation. By the way, with the camera on the smartphone, you can even deposit checks into your checking account without ever going to the bank. All it takes is the check, your smartphone, your bank's app, and a steady hand.

7. You can watch videos, or movies, if you are stuck in a place where there is just nothing to do. Most phones have enough memory to hold a few movies, considering a

movie might be about 5 GB. And there is always video streaming if you have a Netflix or Hulu+ account. If you are in a Wi-Fi area you won't even have to use up any of your "data."

- 8. You can check the weather, but then you could always look out the window. However, you can check the weather at any location, and find out how the weather is up north where some of your friends might be. Don't you love to do this in the winter? I usually tell them I just got out of the pool.
- 9. Your smartphone can act as a bunch of useful tools. There are apps that turn your smartphone into a calculator (that's not very earth-shaking), into a compass

(that's a neat trick), and even into a flashlight (bet you didn't see that one coming). One neat calculator even shows a tape, and lets you go back to see what each and every entry was. One of the compasses looks just like the one you used when you were a boy or girl scout. And the flashlight is a nice thing to have when the lights go out, or you are in a dark movie theater.

So, you might not need a smartphone, but you might find some of these things helpful. And when you look at the total list of things you can do with that small device, you just might find this reason enough for you to trade in your trusty flip phone for a new smartphone. ©

# 10 Awesome Google Features You're Not Using

by Kim Komando (tip from 4/8/16)

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Google has made a name for itself as the top search engine on the Web because its algorithms are the best at finding exactly what you're looking for. But, it's so much more than that. Anyone who has played around with Google's site knows there are plenty of other great things you can do there.

From custom search functions to fun games, Google is loaded with awesome content you might not know about. That's why we've made a list of the best Google features you probably don't know about yet and how you can find them. Some of these cool tools will make your life easier and others will just blow your mind.

# 1. GOOGLE FLIGHT SEARCH

The Internet is full of helpful flight search websites that help you

find the cheapest tickets for your next vacation. We all know about sites like Expedia and Kayak. But, did you know Google is in on this market, too?

It's true. And, if you like any of those other sites, then you'll love Google Flight Search. That's because Google-owned ITA Software provides the information used by most flight search sites. That means Google Flight Search will give you quick access to the information from those other sites in one place.

You can quickly pick starting points and destinations on a map. When you've clicked on the airports you want, click on the tabs under the destination information to filter the results by length, price and date. You can also click the red "Show Flights" button.

When you find a flight you like, you can book it directly on the airline's site. You can even get information about checking luggage for that particular airline.

Having a great online tool isn't the only thing you need to get a great price on tickets. Click here to learn three secrets to getting the lowest airfare.

## 2. ATARI BREAKOUT

Not every cool Google features is a practical tool to save time and money. In fact, sometimes the company comes up with some pretty fun time wasters.

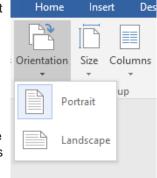
How many of you remember Atari Breakout? It's the old game developed by Apple co-founders Steve Wozniak and Steve Jobs.

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Snipping Tool (Cont. from page 6)

Tool clipboard opens, showing that my snip has been successful. Now I can choose whether to save the snip, cancel the capture if it is not what I wanted, or copy it directly into a new location without saving. I usually save the snip so I can use it later. I click the Save icon, which opens the Snips folder in my Pictures folder, name the file, choose a file extension from the four available (HTML, PNG, GIF, or JPEG), and click Save.

Occasionally, I want to capture a view that is not visible on the main screen, such as a drop down menu that requires an extra click to open. Snipping Tool has a way to handle this situation. I open the Snipping Tool and press the Esc (escape) key on the keyboard. Then I



open the menu, which minimizes the Snipping Tool. Next I hold down the CTRL (control) key and press the PrtScrn (print screen) key, which leaves the menu open and restores the Snipping Tool so I can proceed to snip the area containing the menu, as shown.

A few features are only visible when a snip has been captured and is on the clipboard. In this view, I have access to a pen with choices of ink color, a highlighter, and an eraser, all of which can be used to add a caption or notes to the snip. Another option is to send a snip directly from the clipboard to an e-mail recipient, either within an e-mail or as an attachment.

There are other free screen capture apps, such as Jing by Tech Smith (for Windows) or Skitch by Evernote (for Windows or Mac). There are also full-featured capture tools for a price, such as Snaglt, also by Tech Smith. The paid tools have more features than the free ones, which often results in a longer learning curve. Snipping Tool is free, simple, and does the job. Plus, if you have a Windows computer, it's already installed and ready to use.  $\odot$ 

## Google Features (Cont. from page 7)

It starts with a row of bricks at the top of the screen. You've got to break the bricks with a bouncing ball. You keep the ball moving by sliding a paddle across the bottom of the screen. It's a pretty simple game, but very addicting.

Thanks to Google, you can <u>play</u>
<u>Atari Breakout</u> on your computer
whenever you want. Simply, go to
the Google Image Search page and
search "Atari Breakout." Then, wait
for the fun to begin.

The search will look standard at first, showing a few screenshot images of the game. But, then the images will reorganize as the game's bricks and your ball and paddle will appear.

So, the next time you're on Google, have some fun, but try not to waste too much time.

# 3. GOOGLE PUBLIC DATA EXPLORER

Google's normal search engine is a great research tool, but the site has some very specific tools that can be even more helpful depending on what you're looking for. For instance, the Google Public Data Explorer is a treasure chest full of information on public statistics.

To use the tool, just go to the <u>Google Public Data</u> page. Then, use the search bar to find a topic. Keep your searches simple, like "Unemployment in the U.S."

Google will then mine its resources on the Web to return results from sources like the U.S. Bureau of Labor Statistics. Click the link and Google compiles the information into a readable graph. You can even modify the data using things like gender, age and state.

This is an extremely useful tool for students doing research or anyone just looking to get a better understanding of social and economic conditions around the world.

## 4. GOOGLE TRANSLATIONS

Learning a new language can be tough, but Google can help you translate words back and forth between languages quickly when you're in a bind. This function is integrated right into the regular Google search, so you don't even have to visit another page.

To translate with Google, just type in "translate (word) to (language)" in the search bar. For instance, you could write "translate apple to French."

Google will then return normal search results along with one special addition. At the top of the page above the results, there will be a simple white box with your original word and translation inside. Google will let you know it less than a second that "pomme" is French for apple. It also has a small speaker icon that will let you hear the word if you aren't sure how to pronounce it.

Want to translate larger blocks of text? No problem. Google Translate is a full-fledged webpage and app that lets you translate entire paragraphs from one language to another.

# 5. GOOGLE NUTRITION COMPARISON SEARCH

What's healthier, an orange or a banana? Finding out is easier than ever with this simple search tool. Just like the translator feature, Google will let you compare the nutritional information from many foods using the regular search bar.

Just type "compare" into the search bar, along with the foods you want to look at, such as "compare broccoli and asparagus." Google will do the rest.

When the site returns your search results, it will include a large white box at the top. The box will contain both of the items you

want to compare, along with some nutritional information. For foods like broccoli, it will even give you the option to modify the results for different varieties and how it was cooked.

This is a great feature to use if you're counting calories or just want to know a little bit more about the foods you eat every day.

#### 6. GOOGLE DEFINITIONS

Finding definitions for words you don't know is now easier than ever thanks to Google. Google even goes above and beyond to provide you everything you could ever need to know about a word.

To find a definition, just type "define (word)" into the Google search bar, such as "define tintinnabulation" - it's "a ringing or tinkling sound" if you were wondering. The search will return with a standard dictionary entry at the top of the page that includes pronunciation, parts of speech, and every possible definition.

If you click the gray arrow at the bottom of the box, you get access to even more information about the word. You can find out where and when it originated and how often it has been used over time. You even have the option to translate it into another language.

You used to have to buy a subscription to expensive services like the Oxford English Dictionary to find information like that. Now, it's right at your fingertips.

# 7. GOOGLE CONVERSIONS

Whether you're cooking or helping your child with math homework, odds are you're going to have to convert different units of measurement. Your recipe might call for half a cup of milk, but the carton says eight ounces. Or, maybe your kid is learning about the metric system.

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#### Google Features (Cont. from page 8)

Don't panic; Google has your back. It has an easy to use converter tool built right into the search function. Just type in a search like "convert eight ounces to cups" to find the correct conversion.

Your search will come back with a nice conversion calculator at the top of the page with your answer already plugged in. If you have another question, you don't have to search again.

You can edit the numbers and units of measurement right in the calculator to find out a new conversion. When you type in the numbers, it converts them for you in real time!

# 8. GOOGLE NGRAMS

This is a really unique research tool for those studying languages and books, but, you don't have to be professor to appreciate it.

Google nGrams is a feature of Google Books that lets you search how many times specific words occur in over 5 million books. It then charts your results on a graph, so you can see how often certain words are mentioned over time by using books from those time periods.

It's pretty interesting to look at the popularity of words over time. You can see which words were popular a hundred years ago and which ones are used more frequently now.

To use nGrams, just type in the words you want to search for in the search bar at the top of the page. Separate each word with a comma, so the algorithm knows they are different terms. You can then modify your search by year and language. The large graph will then show you the ups and downs of the word usage over time.

For serious researchers, Google also lets users download the raw data for free to run their own experiments.

# 9. GOOGLE SKY

If you thought Google Earth was great, then this going to blow your mind. You can step off of our planet and into the universe with Google Sky.

Instead of searching locations on this planet, this feature lets you look at outer space using images from different telescopes, probes and satellites. It works similarly to Google Earth. You can search for items in the search bar at the top and Google Sky will show you the most recent images of the stars, planets and galaxies you are looking for.

The tool also includes showcases at the bottom of the page to direct you to popular and interesting parts of the map, like images from the Hubble Telescope and shots of our own Solar System.

In addition to the basic map, you can look at infrared and microwave images of space. You can also look at historic map of the stars made by Giovanni Maria Cassini in 1792! You can also overlay these different images on top of one another to see how they compare.

# 10. EXCLUDE SEARCH TERMS

Google's algorithms are really good at searching the Internet to find the information you're looking for. But, have you ever been frustrated because searches keep returning with words or phrase you don't want?

You can use special terms and symbols called search operators to refine your searches and make sure they come back the way you want. One of the helpful search operators helps you exclude search terms that you don't want to show up in your results

It's pretty easy to do, too.
Simply, enter the minus (-) symbol in your search before any words you don't want in your results. That little symbol tells Google's search algorithms to ignore any results that

show up with the dashed words.

Say you wanted to search for "puppies," but didn't want to see sites that were selling them. Just type in "puppies -sales" and you're set.

This is a great tool for everyone, whether you're doing serious research or just trying to find a smoothie recipe without strawberries. Sometimes the words you leave out of a search are just as important as the words you put in. 

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# Free Windows Apps (Cont. from page 3)

You can access OneDrive in your Web browser, or you can download this handy program. It creates an icon that lets you upload files to OneDrive with a drag and drop. Just double-click on it to see what's in your OneDrive account. Note: You'll need a free Microsoft account to log in.

## Windows Live Mail

Windows used to have a builtin email program called Outlook Express. In Windows Vista, it became Windows Mail. Then Microsoft dropped it from Windows 7.

However, it still exists under the name Windows Live Mail, and you can get it back. It gives you the usual email features, and lets you manage multiple email accounts, sync contacts, calendars and more, even when you're offline.

# **Download instructions**

Click on the blue link below or head over to Windows Essentials >> click the purple Download Now button.

When the download is complete, open the executable file >> follow the installation instructions. You can install all the programs at one time or one by one.

Note: You will be prompted to sign into your Microsoft account, or to create one if you don't have one.

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# **Coming Events:**

Next Membership Meeting: 7 May beginning at 9 am (see directions below)
Next Breakfast Meeting: 21 May @ 8 am, Country Buffet, 801 N. Academy Blvd.
Newsletter Deadline: 21 May.

Check out our Web page at: http://ppcompas.apcug.org

