

Bits of Bytes

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

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Issue 3



The Prez Sez

by Joe Nuvolini, President, P*PCompAS

Hope you all enjoyed the CES 2019 presentation at the February meeting. At the March meeting, Jeff will discuss using "The Cloud." That is a timely subject since Home Group was recently removed from Windows 10. I use Dropbox for my cloud app. I like it because there is both a Windows app as well as an Android app. Using Dropbox, I can transfer files among computers as well as with my tablet and cell phone. See you all at the meeting! ☺

Meeting Minutes

Transcribed by Greg Lenihan, P*PCompAS

President Joe Nuvolini called the 2 February 2019 meeting to order at 9:00 a.m. Coffee is free for first-time guests and a dollar donation for others. The minutes from the February meeting were approved with an explanation that if a program is not announced by the time the newsletter goes out, then there would be no program (but there would be a meeting).

OFFICER REPORTS

President Joe Nuvolini said he filed the club's 2018 federal income taxes the morning of the meeting.

VP Jeff Towne said the March presentation would be about storage on the cloud and how he uses it.

Next P*PCompAS meeting: Saturday, 2 March 2019

Jeff Towne will present "The Cloud and Dropbox. How I Use Them."

Treasurer Chuck Harris was out of town.

Secretary Cary Quinn had nothing to report.

Editor Greg Lenihan passed out some newsletters and stated the next deadline was February 16th.

Barista David George had nothing to report.

Librarian Paul Godfrey was not present.

Membership Chair Ann Titus introduced Bob, a former CoSNUG member, who was checking us out.

Hospitality Chair Ilene Steinkruger was recognized for taking care of getting the volunteers to the January luncheon. Also Bob Blackledge picked up the tab until he gets reimbursed by the treasurer. Ilene said she sent a card to the family of Arline Granberg, a former member who passed away in Wisconsin.

OLD BUSINESS: None

NEW BUSINESS

President Nuvolini asked members what they thought of the breakfast at the Golden Corral. Ilene thought it was quite good. You can join their "Good as Gold" club to get coupons and ads via e-mail. It was noisy in the room where we sat, but the manager said the others there were not regulars.

ANNOUNCEMENTS

President Nuvolini said our club won an Amazon Echo Dot through the APCUG. It was mentioned that a program could be done on it, and afterwards it would be part of the drawing.

President Nuvolini showed a five-minute video on streaming to add to Jeff Towne's presentation last month.

PROGRAM



Joe Nuvolini gave an overview of CES 2019.

DRAWING

Speakers—Greg Lenihan
CD Cases—Bob Blackledge
Printer—Harvey McMinn ☺

In This Issue

Articles

7 Search Sites Other Than Google	2
Get Help With File Explorer on Windows 10	3
My Favorite Android Apps	9
New Computer: The First Thing I Do	7
Tip: Move Your Window	9

P*PCompAS

Meeting Minutes	1
The Prez Sez	1



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7 Search Sites to Use Other Than Google

by Francis Navarro at Komando.com (tip from 1/12/19)

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Google now processes over 1.2 trillion searches per year, equating to over 3.5 billion searches per day, and 40,000 searches per second! There's no denying it, Google is the go-to search engine for the majority of web denizens.

We use it so much that "Google" has become a verb synonymous with searches - "Just Google it" is now part of our modern lexicon. It is truly an amazing resource for your research, or when you're just looking for something to pass the time away.

However, if you're looking for something specific, like what streaming movie to watch on a late night, a funny GIF that captures a moment, or maybe a search engine that's safer for kids, there are other resources that are up to the task.

For those special searches, here are seven search sites you can use other than Google.

1. Find streaming movies

With all the video streaming options available nowadays, it can be terribly difficult to keep track of what's on and what's not. And with all the content scattered among different services, searching for a particular movie or TV can be challenging.

Thankfully, there's a service that will do the hard work for you. It's called [JustWatch](#).

JustWatch crawls through all the streaming sites including Netflix, Amazon Prime Video, Hulu, HBO, YouTube, iTunes, Roku and Vudu,

and it will show where a particular movie is available to stream (free or otherwise).

You can even fine-tune and filter the results any which way you like - by year, rating, price, genre, quality and age rating. This is extra useful if you're wondering if a movie or TV show is something you can get for free on other streaming sites.

For example, if you search the cult favorite "UHF," JustWatch will show you that it's available on subscription services Amazon Prime Video and Hoopla, free to stream (with ads) on Tubi and available to rent or buy everywhere else.

Here's another cool feature. Looking for something new to watch? JustWatch's Timeline can show you what's new on any particular service at any given time.

JustWatch isn't limited to home streaming services either. It can also help you find all the latest theater movies, and give you summaries, show trailers and even let you buy tickets.

And even better, if you missed out on seeing that summer blockbuster in the theater, you can find out where to stream, rent or buy it.

[Click here to get started with JustWatch.](#)

2. Kid-safe search engine

Kiddle is a kid-safe search engine that's powered by Google Safe Search, although it's not

Continued on page 4

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P*PCompAS welcomes any comments, letters, or articles from members and non-members alike. Please send any articles to the editor (see last page for address). The editor reserves the right to reject, postpone, or edit for space, style, grammar, and clarity of any material submitted.

Get Help With File Explorer on Windows 10

By Chris Hoffman, reprinted with permission from HowToGeek.com

Original article at: <https://www.howtogeek.com/404740/get-help-with-file-explorer-on-windows-10/>

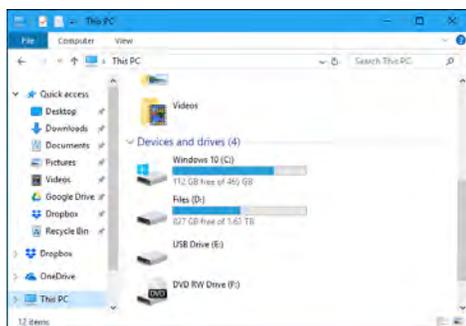
Windows 10 no longer has built-in help for File Explorer, as Windows 7 does. Microsoft makes you search the web for information, so here's what you need to know about using Windows 10's file manager.

File Explorer Interface Basics

While it's been renamed "File Explorer" in Windows 10, this application is basically the same as Windows Explorer on Windows 7. It does have some new features, including a ribbon interface and built-in Microsoft OneDrive for syncing your files to the cloud.

The "Quick Access" area in the sidebar replaces "Favorites" on Windows 10. You can drag and drop folders to the Quick Access area to "pin" them for easy access in the future. Windows 10 will automatically add your recently used folders to this area, too. You can [customize Quick Access from the options window](#). To remove an individual folder from Quick Access, right-click it and select "Unpin From Quick Access."

The "This PC" section replaces the "My Computer" item on Windows 7. It contains shortcuts to user data folders on your PC as well as other drives, such as USB drives and DVD drives.

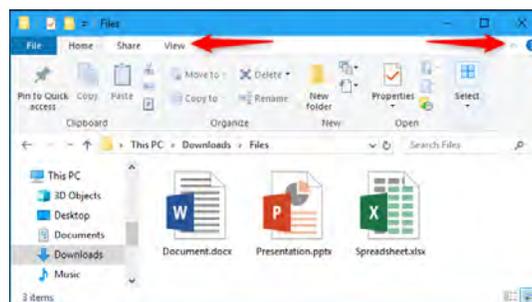


How to Use the Ribbon

The ribbon in File Explorer works just like the ribbon in Microsoft Office applications like Word and Excel. There are a few different ways you can use it.

If you want more space in your file browsing windows, you can leave the ribbon collapsed by default. You can still click any of the tabs at the top—like "Home," "Share," or "View" to view the commands and click a button. The ribbon will only appear temporarily.

If you'd rather see the ribbon all the time, you can expand it. To do so, either click the arrow near the top right corner of the File Explorer window or press Ctrl+F1.



The Home toolbar offers basic options for working with files, including Copy, Paste, Delete, Rename, New Folder, and Properties.

The Share tab offers options for emailing, zipping, and printing files, as well as burning them to disc and sharing them on the local network.

Continued on page 5



It was the second month with the digerati enjoying themselves at the Golden Corral. The business of the day was savoring the good food with like-minded geeks.



7 Search Sites (Continued from page 2)

affiliated with Google. Kiddle promises a safe web environment for children. It even includes image and video search, all vetted by Google's team of editors.

Kiddle even includes a 700,000 article encyclopedia that has searchable topics ranging from the sciences to the arts.

Worried about your kid's privacy? Well, Kiddle claims that it doesn't collect personally identifiable information, either, and its logs are deleted every 24 hours.

Do you want to give your kids the best of the web without compromising their safety? [Bookmark Kiddle.co now](http://Bookmark.Kiddle.co.now).

3. Get fun animated GIFs

Sometimes, nothing sums up your thoughts more than the perfect GIF. What are GIFs? Well, they're the often funny, often cute, short animated images that loop continuously. You've probably seen them on web messaging and social media services or sent to you via text messaging.

If you want to get in on the fun and start sharing clever and hilarious GIFs, Giphy is the place to go.

The site is packed with GIFs dealing with pretty much everything imaginable. It's super easy to use, too. Simply enter a topic idea in the search bar on the site and you'll see tons of results to browse through.

Looking for a happy birthday GIF? A GIF that conveys gratitude, frustration, excitement? Giphy has them all!

They're easy to share too. Simply click on the GIF that you want, click on the "Copy link" button on the right pane, choose the format (short link and the GIF link works best for sharing) and you can copy and paste the link to pretty much anywhere.

Even better, via Giphy's [iOS](#) or [Android](#) app, you can instantly share any GIF via text

messaging, Facebook, Messenger, Instagram, Snapchat, or Twitter.

[Click here to visit Giphy and start sharing those perfect GIFs!](#)

4. Search space images

From ancient to modern man, we have always been enthralled by the heavens. It's almost instinctive that we always reach out and aim for the stars.

This fascination led the U.S. government to create NASA in the 1950s, and to this day, the agency continues to feed our hunger for the final frontier. But other than visiting outer space itself, what better way to experience the great unknown but with pictures and/or videos?

The NASA Image Library has pictures across 60 collections combined into one searchable database. This is convenient since you don't have to hop from page to page just to zero in on what you're looking for.

Searching for pictures of our solar system, far-off galaxies or the moon landings? Browse through NASA images and you're bound to find what you're looking for.

You can even download the images in assorted resolutions, share them on social media sites or embed the images on your own website. Better yet, they're all free! [Click here to explore space with the NASA image library](#).

5. A place for coders and developers

Are you a coder or a software developer? Then this site is for you. It's called Libraries.io and it lists thousands and thousands of pieces of open source software, packages and tools you can use for your projects.

Not only that, with a Libraries.io account, the service will alert you with software update, incompatibility and dependency notifications.

This site has a wide selection of package managers including

WordPress, PyPi, Rubygems, Atom and Platform IO. If it's open source, Libraries.io has it!

[Click here to visit Libraries.io, the go-to site for open source software.](#)

6. Make money using a search site

You're most likely familiar with Microsoft's search engine called Bing. Microsoft tries its best to push Bing, but it simply doesn't have the same pull as Google.

To widen its reach and user base, Microsoft has an idea. They will pay and reward you if you use Bing for your web searches.

How does it work? It works with something called Microsoft Rewards. The Microsoft Rewards program pays users in the form of Amazon, Starbucks, Burger King, Xbox, Microsoft Store or other types of gift cards (or sweepstakes entries).

After signing up for a Microsoft account, sign into Bing using the account and begin searching to earn reward points.

The system then tracks your points in the upper-right part of the screen, so you can keep track of your earnings while you do what you normally do anyway: search with Bing.

7. Use a search site that does not track you like Google

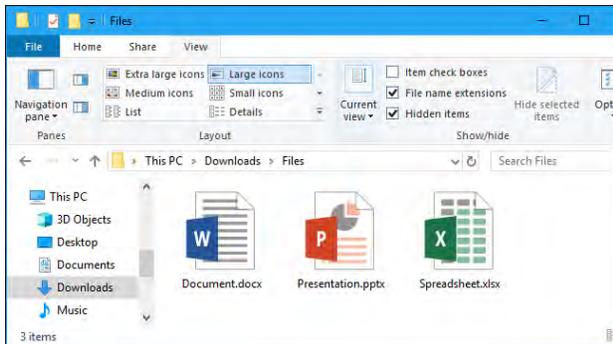
DuckDuckGo has been around for more than 10 years, and it has a small but loyal user base. In 2017, [DuckDuckGo](#) reported 20 million searches a day. To give you an idea of how that fits into the world of search, Google reports an average of 3.5 *billion* searches a day. Last year, it released a mobile app and browser extension.

- It doesn't track you the way Google does.
- It doesn't allow targeted advertising.
- Search results are unbiased and not based on your search history.

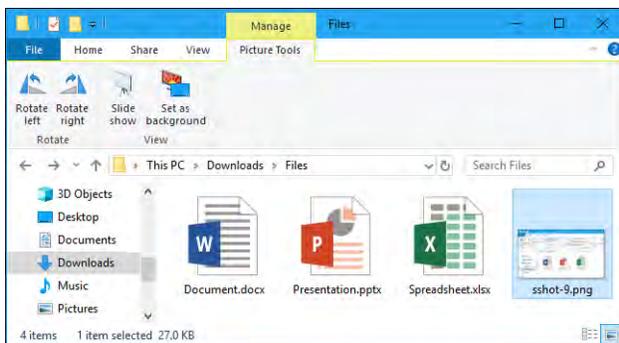
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File Explorer (Continued from page 3)

The View tab contains options for controlling how the files appear in File Explorer and how they're sorted. You can enable a preview or details pane to see more information about a selected file, choose whether you want large file icons or a dense file list, and sort files by any criteria you like. You can also choose to [show or hide file name extensions](#) or hidden files from here. Just click the "Hidden items" checkbox to [show or hide hidden files](#) without opening the Folder Options window.



The Manage tab will sometimes appear on the ribbon with contextually appropriate commands. For example, if you select some pictures, you'll see a "Picture Tools" tab with options for rotating the selecting images and setting them as your desktop background.



How to Pin Frequently Used Commands

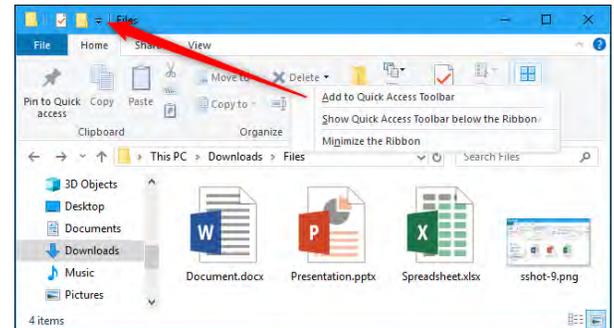
The [Quick Access Toolbar](#) appears at the top left corner of the File Explorer window, on the title bar. It provides convenient access to commands you frequently use. To add a command to the Quick

7 Search Sites (Cont. from page 4)

- It does deliver advertisements that are related to your keywords, but they are fewer than Google's. We did side-by-side search tests with DuckDuckGo and Google, and we found very similar quality search results in both browsers, and we liked the advertisement-free simplicity of DDG. In fact, it reminded us of the old days of Google. ☺

Access toolbar, right-click it on the ribbon and select "Add to Quick Access Toolbar."

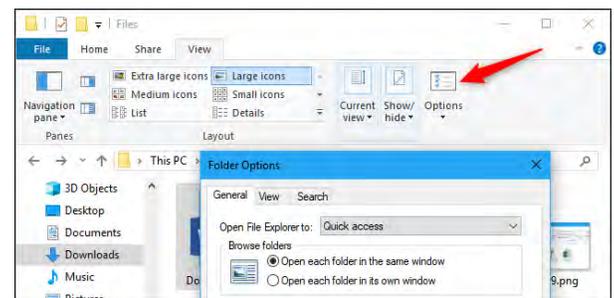
If you'd like more space for commands, you can right-click anywhere on the ribbon or tab bar above it and select "Show the Quick Access Toolbar Below the Ribbon" to turn it into a more standard toolbar.



How to Change File Explorer's Settings

To change File Explorer's settings, click the "View" tab on the ribbon and click the "Options" icon.

This opens the familiar Folder Options dialog that existed on Windows 7, too. It has a few new options—for example, you can control whether File Explorer opens to the Quick Access or This PC views, or whether it automatically shows recently and frequently used folders in the Quick Access view.



Useful Keyboard Shortcuts

File Explorer is packed with useful keyboard shortcuts to help you accomplish tasks faster. Here's a quick list of some:

- **Windows+E** – Open a File Explorer window. This works anywhere in Windows 10.
- **Ctrl+N** – Open a new File Explorer window. This only works in File Explorer itself.
- **Ctrl+W** – Close the current File Explorer window.
- **Ctrl+Mousewheel Up or Down** – Change the size of files and folder icons (zoom in or out.)

Continued on page 6

File Explorer (Continued from page 5)

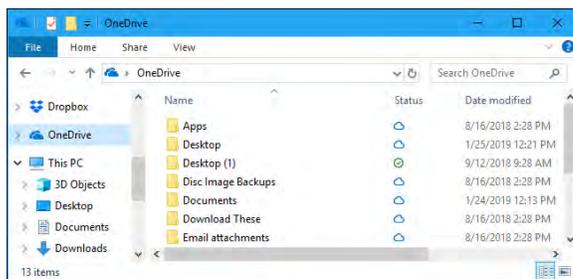
- **Ctrl+Shift+N** – Create a new folder
- **Backspace** or **Alt+Left arrow** – View the previous folder (go back.)
- **Alt+Right arrow** – View the next folder (go forward.)
- **Alt+Up arrow** – View the folder the current folder is in.
- **Ctrl+F**, **Ctrl+E**, or **F3** – Focus the Search box so you can quickly start typing a search.
- **Ctrl+L**, **Alt+D**, or **F4** – Focus the address (location) bar so you can quickly start typing a folder address.
- **F11** – Maximize the File Explorer window. Press F11 again to shrink the window. This works in web browsers, too.

You can find a complete list of Windows 10 keyboard shortcuts on [Microsoft's website](#).

How to Use OneDrive

OneDrive is built into File Explorer on Windows 10. It synchronizes files online using the Microsoft account you sign into Windows 10 with. It works similarly to Dropbox, Google Drive, and Apple's iCloud Drive.

To get started, click the "OneDrive" option in File Explorer's sidebar. You'll be prompted to sign into OneDrive, if necessary. If you aren't, you can just place files in OneDrive. They'll be uploaded to Microsoft's servers. You can access them in the OneDrive folder on other PCs you sign into the same Microsoft account with, via OneDrive apps on your phone, and on the OneDrive website.



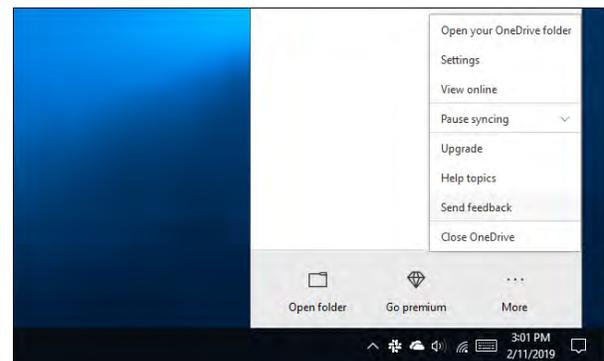
The "Status" field in the OneDrive window shows you the status of each file. A blue cloud icon indicates the file is stored on OneDrive online but will automatically be [downloaded when you open it](#). A green checkmark indicates the file is stored both on OneDrive and on your current PC.

You can control OneDrive's settings from the OneDrive notification area (system tray)

icon. Click the cloud-shaped OneDrive icon in the notification area at the bottom right corner of your screen—if you don't see it, you probably need to click the little up arrow to the left of the icons to find it. Click "More" and click "Settings" to find OneDrive's various settings, where you can control which folders are synchronized, how much of your upload and download bandwidth OneDrive uses, and other settings.

OneDrive can automatically "protect" files in important folders like your Desktop, Pictures, and Documents by syncing them. To set this up, click the "Auto Save" tab in OneDrive's settings and click the "Update Folders" button under Protect Your Important Folders.

If you don't like seeing OneDrive, you can [disable it and remove the icon from File Explorer](#).



How to Access Network Drives

Folders, printers, and media servers shared on the local network appear in the "Network" view. You may have to scroll down to the bottom of File Explorer's sidebar to locate and click it.

Windows 10 no longer includes the [HomeGroup feature](#), so you can't use that to share files and folders between your computers easily. You can either use OneDrive or use the old-fashioned file and folder sharing network options.



Continued on page 7

The Journey to My New Computer: The First Thing I Do

By Leo Notenboom, <https://newsletter.askleo.com>; published under the Creative Commons License

How I resolved a classic chicken-and-egg dilemma: I have to turn the machine on to back it up, but I want to back it up prior to turning it on.

My new laptop is here, and I'm ready to start playing with it.

The first thing I'll do probably won't surprise you, but how I do it almost certainly will.

The problem I want to solve

I want to [back up](#) my machine. Specifically, I want to create a pristine image of the hard drive *before* I do anything to it.

Anything.

Unfortunately, in order to install [backup](#) software, I'll have to fire up the machine and complete Windows setup first. That defeats

the purpose, as by then the [hard disk](#) will no longer be "pristine"; it'll have been modified by the setup process.

I want a backup before I set it up. I want an image of the hard disk that I've only semi-jokingly referred to as the disk "before I turn on the machine".

Of course, short of removing the hard disk (not a practical option here), I'll have to turn on the machine to back it up.

A classic chicken-and-egg dilemma: I have to turn the machine on to back it up, but I want to back it up prior to turning it on.

Rescue disk to the rescue

Popular imaging backup software like Macrium Reflect or EaseUS Todo creates rescue disks.

They "rescue" by restoring a backup image to a machine that won't boot from its internal hard drive or replacing whatever is on that hard drive.

What many people don't realize is that rescue disks can also be used to back up.

So the sequence I'll follow is this:

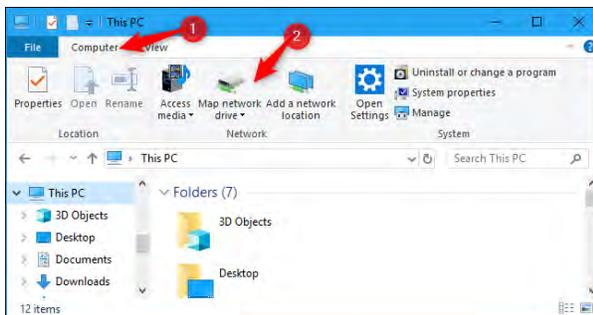
- Using a different machine, create a bootable Macrium Reflect (Free) rescue "disk" on a USB stick.
- Turn on the new machine and immediately enter the [BIOS/UEFI](#) configuration.
- Change it to boot from a USB stick.
- [Reboot](#), booting from the

Continued on page 8

File Explorer (Continued from page 6)

If you need to map a network drive for easy availability, you can do that from the This PC view. First, click "This PC" in the sidebar. The "Computer" tab will appear on the ribbon. Click it and select "Map Network Drive" and use the instructions your IT department provides for connecting.

The mapped drive will appear under Network Locations in the This PC view.

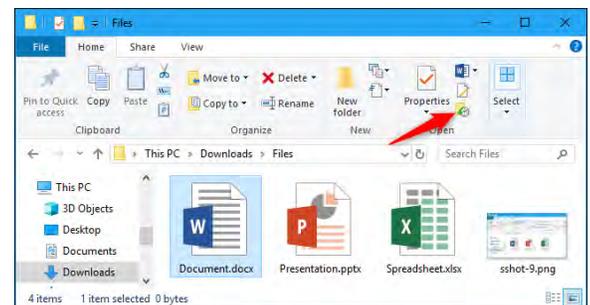


How to Back Up and Restore Your Files

Windows 10 contains File History, a file backup and restore tool. It's not just for making and restoring huge backups—File History can

automatically back up different versions of your files, and you can use File Explorer to restore those previous versions easily. First, you have to [set up File History](#) from Settings > Update & Security > Backup. Enable "Automatically back up my files."

After you've set it up, you can select a file or folder, click "Home" on the ribbon, and click the "History" button to view and restore older versions of that file or folder.



Windows 10's File Explorer is packed with other useful features, too. You can [tag any file](#), [use a dark theme](#), or [re-enable the "libraries" feature](#). Microsoft is working on a tabbed interface for File Explorer, but you [can get File Explorer tabs today](#). ☺

First Thing I Do (Cont. from page 7)

rescue disk.

Make a backup image to an attached external hard drive.

Reboot, immediately entering the BIOS/UEFI configuration to reset it to boot from the hard disk as normal.

Reboot one last time into Windows 10's initial setup.

The result will be an image of the hard disk before Windows setup was ever attempted.

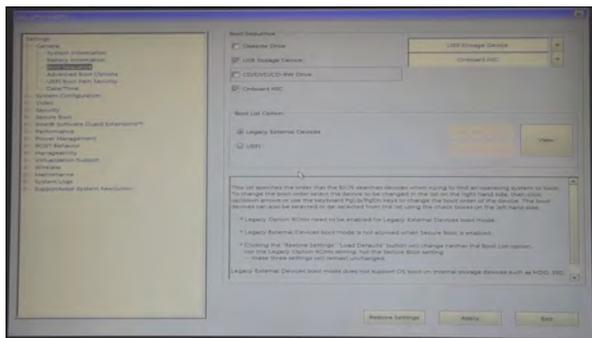
Changing BIOS settings

Honestly, this was probably the most difficult part of the exercise to figure out.

As I've explained before, modern UEFI BIOSs are complex and have additional security that — in extreme cases — can lock the machine down so tightly that I wouldn't be able to do what I wanted. Fortunately, the Dell BIOS didn't come that locked down.

The sequence I used follows, but I need to be clear: unless you're dealing with a Dell machine — perhaps even a very similar Dell — what you need to do will almost certainly be different. As with this entire series, I'm presenting my experience not as a step-by-step guide, but rather an example of the kinds of things you'll need to look for and do.

- I powered on the machine and began pressing F2 to enter BIOS Setup.
- I disabled "Secure Boot".
- In "Advanced Boot Options", I enabled both "Enable Legacy Option ROMs" and "Enable Attempt Legacy Boot".
- In "Boot Sequence" I switched from "UEFI" to "Legacy External Devices".
- I then had to reboot and return to the "Boot Sequence" BIOS setup page.
- I disabled "Diskette Drive" and "CD/DVD/CD-RW Drive" from the Boot Sequence, and made sure that "USB Storage Device" was to be checked first.



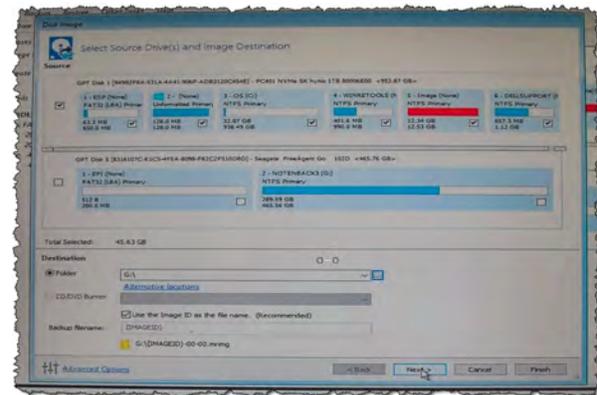
Dell UEFI/BIOS Settings page showing boot order.

I inserted the rescue disk USB stick and rebooted the machine. Macrium Reflect started automatically.

Creating the image backup

The copy of Macrium Reflect on its rescue disk is essentially identical to the version that you install on your PC. Using it, I:

- Selected "Image selected disks on this computer".
- Selected the internal hard drive, including all of its partitions, as the disk to be backed up.
- Connected my external USB hard disk.
- Selected that external disk as the destination for the backup image.
- Ran the backup.



Backup Image settings in Macrium Reflect Free.

Reflect proceeded to image the internal hard disk and create an image backup file on the attached external drive.

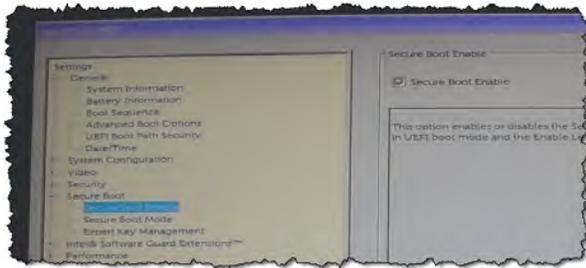
Once the backup was complete, I detached my USB rescue disk and external disk.

Undoing the BIOS changes

In order to boot into the pre-installed Windows, I needed to revert the changes I'd made to my BIOS settings. Specifically:

- In "Advanced Boot Options" I disabled "Attempt Legacy Boot".
- In "Boot Sequence" I changed "Boot List Option" back to "UEFI".
- Back in "Advanced Boot Options" I disabled "Enable Legacy Options ROMs". (I'm not sure why it had to be done in this sequence.)
- I enabled "Secure Boot".

Continued on page 9

First Thing I Do (Cont. from page 8)**Dell UEFI/BIOS secure boot enable.**

After doing all that, I exited the BIOS setup. After a somewhat lengthy reboot, the machine began Windows' first-time setup.

Why?

As I mentioned above, the moment you turn on a machine with Windows pre-installed, you

initiate the Windows setup program. By definition, that immediately begins making changes and customizations to the copy of Windows installed on that hard drive.

By backing up the hard disk before any of that happens and saving the backup image somewhere safe, I have an additional recovery option available in the future: a restore to *true* factory-fresh condition, as if I'd never touched it. I can start Windows setup from scratch and, should I want to, make completely different choices in the process.

It's not a replacement for backups taken after Windows has been set up. Those represent additional options that, with Windows already set up, might require less work should you ever need them.

But this truly pristine backup gives me an ability to truly start over that those backups simply can't provide. ☺

My Favorite Android Apps

By Mary Philips, Secretary, Interactive Computer Owners Network, MO, www.iconusersgroup.org, Mary (at) iconusersgroup.org

Because our ICON membership includes folks who have both iPhone/iPad tablets AND Android phones and Microsoft PCs, we try to include diverse articles to help everyone learn something.

However, I don't see many articles about Android apps so I'll share a little about the ones I especially like. My smartphone is a Samsung Galaxy S8.

Google Assistant with Voice Recognition – I really like being able to talk to her and ask her for information, directions or ask her to call individuals or businesses for me.

Do Not Disturb – My husband complained because my phone was making notification noises during the night and waking him up. One day I discovered Do Not Disturb. I set it to turn on at 10 PM each day and turn off at 7 AM the next day. (Under Sounds and Vibrations)

Location -- I especially like this when we're traveling and need directions to specific places.

Voice Recorder – I used this when I wanted to record an audio book for my son and his wife.

Flashlight – I have a practice of staying up late after my husband goes to bed and he's turned off all the lights except in my computer room. I turn on the flashlight and avoid running into walls, etc. At one of our meetings a friend demonstrated how he carries his phone in his shirt pocket and when he's in a darkened restaurant, he tells his assistant to turn on the flashlight.

Calculator – I use my calculator every time to go to the grocery store to compare prices.

Texting – I like texting because it's so much faster than email. Though I do check my email if I'm expecting something.

Portrait mode only – I keep this turned off so I can rotate to landscape mode especially when I'm watching a YouTube "How To" video.

Camera Zoom feature – This I like when I'm taking a picture of

something at a distance and want it closer up.

Clock – I like to take frequent naps and I set the alarm to awaken me.

I should use the calendar for making appointments and plans, but I haven't weaned myself from my little daily planner yet. ☺

Tip: Move Your Window to Any Side of the Screen, or to the Next Monitor

If you click the "Windows" key, plus one of the arrows (right, left, up, down), your current window will move to that side of the screen.

Similarly, "Windows," plus "Shift," plus one of the arrows will move your window into whatever monitor is that way (right, for example). ☺

P*PCompAS Newsletter
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Coming Events:

Next Membership Meeting: 2 March beginning at 9 am (see directions below)

Next Breakfast Meeting: 16 March @ 8 am, Golden Corral, 1970 Waynoka Rd.

Newsletter Deadline: 23 March

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

