

Bits of Bytes

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

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September 2021

Issue 9



The Prez Sez

by John Pearce, President, P*PCompAS

The next membership meeting is at 9 AM MT, September 4th, at Springs Community Church. The meeting will also be available via Zoom. I don't have any information about the September program.

There were eleven people at the August Digerati breakfast. We had a wonderful server and the tables in the meeting room were ready for us. My thanks to Joe Nuvolini for making the arrangements with Perkins Restaurant. The next Digerati breakfast gathering will be September 18th. ☺



Meeting Minutes

by Greg Lenihan, P*PCompAS Secretary

President John Pearce began the 7 August 2021 hybrid membership meeting at 9:00 am. David George made coffee and John Pearce brought doughnuts. A \$1 contribution is requested for coffee from members. A motion was made to approve the minutes from July and they were unanimously approved. After some audio feedback issues with Zoom, the problem got fixed when John somehow became muted and he unmuted himself. From that point on, everyone could hear better.

OFFICER REPORTS

Vice-President Cary Quinn said we have a presentation today and is

Next P*PCompAS meeting: Saturday, 4 September 2021

No topic has been announced yet.

working on future presentations. Secretary/Newsletter Editor Greg Lenihan announced the next newsletter deadline as 21 August. He still does not know why he has a problem e-mailing the newsletter to the membership. He may have to notify members that if they did not get a newsletter, they can download it from the webpage.

Treasurer Toni Logan moved \$700 from checking to savings and paid Joe back \$10 for club expenses. We now have \$2931.33 in savings and \$161.29 in checking. We have one outstanding payment owed to Ann Titus for badge expenses. Toni requests receipts for any expenses owed.

Membership Chair Ann Titus had nothing to report.

BOD Chair/Nominating Chair/Librarian Paul Godfrey had nothing to report.

APCUG Rep Joe Nuvolini announced that Judy Taylour would become our APCUG regional advisor.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS

The next social breakfast meeting will be Saturday, 21 August.

Our next membership meeting is on 4 September.

John asked if anyone had Covid concerns about attending the Volunteers Luncheon and no one raised their hand. It will probably be at Old Chicago's.

Paul Godfrey saw a notice about our meeting in the publication *Life After 50*. No one admitted to placing the notice and it used an old

e-mail address. Cary Quinn will look into it. Judy Taylour recommends advertising at Nextdoor.com.

AROUND THE ROOM

Cary Quinn got a call at work from a lady who wanted to see her daughter in the Olympics on her Smart TV, but it was not being broadcast. He recommended NBCOlympics.com and she was able to watch it on her PC.

AJ Whelan got a call at 6:30 am and found out he won a million-dollar lottery. Congratulations.

Phyllis Butler lives in a cottage near a main building with wi-fi. Her speed is not good and gets a message that "service is too low." She asked about extenders, which would boost the signal. It was recommended she ask if the main building set up another router for her or point it her way. She could also ask them to offer extenders. Phyllis also uses AOL and pays for tech support and recently they

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Nominating: Paul Godfrey, Ann Titus, & Harvey McMinn

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Ann Titus
Harvey McMinn
Jeff Towne
A.J. Whelan



John Pearce leading the 7 August membership meeting with Zoom attendees in the background.



Those physically present at the 7 August “hybrid” membership meeting



Digerati attending the breakfast at Perkins on 21 August. Thanks to Cary for taking the picture.

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What is a Web Font?

by Vann Vicente, reprinted with permission from [HowToGeek.com](https://www.howtogeek.com)

Original article at: <https://www.howtogeek.com/730585/what-is-a-web-font/>



Did you know that your web browser is automatically downloading and using fonts that aren't installed on your

system? Web fonts help the pages you browse every day look better. Here's what they are and how they work.

Desktop Fonts vs. Web Fonts

We all use fonts every day. Some of them [come with your operating system](#), some come from applications like the Adobe Creative Suite or Microsoft Office, and some are ones that you download or purchase and [install yourself](#). When they're installed, you can use these fonts in word processors, image editing software, and more. These are desktop fonts, and they're stored locally.



Another type of font has become more important as our computing experience has moved online. These are Web Fonts—typography stored on the cloud (and then cached in your browser) and used to generate the text that appears on websites.

A Brief History of Web Fonts

In the early days of the internet, typography on web pages was limited to what fonts were installed on your system. If a font wasn't installed, the web page would load a standard “fallback” font that was more likely to be available. Because of this, web designers often chose default system fonts for their sites.

Among these were Microsoft's [Core Fonts for Web](#), a set of typefaces made freely available for web design. This pack included widely used system fonts like Times New Roman, Arial, [Comic Sans](#), and Trebuchet. Alternatively, designers could use font families such as Serif, Sans-Serif, and Monospace to specify the general style of a font even if a specific one wasn't available.

This changed in 2010 when Google launched [Google Fonts](#), a vast open-source repository for free fonts that can be used anywhere on the web. Since then, other competitors, like Adobe's Typekit and web-hosted font plugins, have emerged. Millions of websites from around the world

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Meeting Minutes (Cont. from page 1)

wanted her to add McAfee for her computer and phone. If she wants it, there will probably be a McAfee app to download for each. Phyllis got an Apple watch to work with her iPhone and really likes all the health readings available (pulse, blood pressure, fall feature), but doesn't like the way it works with Google mail. She is paying \$94 a month (phone and watch), but she does not have to use Life Alert.

Toni Logan asked if there is a way to test the power on her All-in-One desktop. It occasionally turns off. When it comes back on it does

a disk check. The PC is only five years old. It might be a memory problem or thermal issue. Harvey McMinn recommends cleaning the fan.

Paul Godfrey says the sound sometimes disappears on his desktop. He believes he has updated the drivers. If he unplugs the cable from the front panel and plugs it back in, it comes back after a few seconds. Cary Quinn recommends trying a different connector, and cleaning the tip of the plug.

Harvey McMinn got an e-mail from the State of Colorado about a lawsuit with CenturyLink.

He received a check for \$63. Supposedly they were being sued for additional fees on their bills. He can only get CenturyLink Internet where he lives, but he signed up for Starlink a week ago. It is not available for him yet. The price is \$99 down and \$99 a month.

Bob Kotz wondered if anyone tried putting the Safari browser on a Windows 10 computer. No one admitted to it.

PRESENTATION

Judy Tylour from the APCUG Speaker's Bureau gave a presentation on Ergonomics. ☺

Nybbles and Bits: Windows 11

By John Pearce, P*PCompAS

A few tidbits about Windows 11. In case you missed it, the Microsoft introduction of Windows 11 is [here](#). At one time, Microsoft offered a [PC Health Check](#) app to verify compatibility with Windows 11 however it has been taken down and replaced with “Coming Soon.” This web page also shows the minimum system requirements.

If you can't wait for Microsoft's PC Health Check, there is an open source app [WhyNotWin11](#) available on GitHub. Don't let GitHub intimidate you. It is actually easy to locate the download. When you click the link, scroll down to

the WhyNotWin11 section heading. This section shows an example of the output produced by the app. Scroll down a little further to the Download heading and click on the link “Download latest stable release.” The download is an .exe file and does not do an install. Just double click on the downloaded file to run it. Depending on the security settings in your computer, you may get two security warnings about the app being unsigned. You may ignore those warnings for this app.

This is a link to the [document for supported processors](#). For the Intel Core series, it looks like

anything before the 8th generation is not supported for Windows 11. If you don't want to mess with WhyNotWin11 and you want to know which processor you have, click on Start, Settings, System, and then scroll down the left side to click on About. Look for Processor on the right side.

I have two PC's with Windows 10 installed and neither of them meets the Windows 11 requirements. Fortunately, Microsoft's [Lifecycle for Windows 10](#) shows support for Windows 10 Home and Pro until October 14, 2025. ☺

Web Fonts (Continued from page 3)

run on web fonts, including [Google's productivity suite](#).

How Web Fonts Work

The biggest Web Font provider, Google Fonts, is an expansive web library of over a thousand fonts. You can use them on your website by pulling them via CSS, and mobile developers can access these fonts when creating Android apps.

When a web page uses Google Fonts, it pulls a font from Google's database and then displays the text in that font to you in your browser. These fonts are hosted on Google's server and are loaded nearly instantaneously. Other cloud font services work much the same way.

Another alternative is using self-hosted, embedded fonts on the web instead. This is done through the [Web Open Font Format](#) (WOFF)—a compressed font file developed by Mozilla that's compatible with most modern web browsers. WOFF is useful if you want to embed a custom font that isn't available on a web font service.

Getting Web Fonts

The Google Fonts repository and all the fonts under it are entirely free to use and accessible to everyone. It only uses fonts under an open license, and many of these fonts have become staples of web design, like Roboto, Lato, and Montserrat. [Google hosts a website](#) that lists all of



its available fonts and allows you to try them out and compare them with each other. Google also offers a database of free vector icons.

Since these fonts are freely available, you can download the original font files [for use on your desktop](#) as well. Many websites host Google Fonts' repositories, including [Google's own Github](#). You can use these fonts in projects, freely share them with others, and download them from other places on the internet for free.

Many website builders and content managers like WordPress and Squarespace come with support for web fonts out of the box. If you're using a custom website, you need to upload the font file to your server and use CSS code to point to the font file that you want to use.

If you'd like to learn more about using web fonts for your website, check out this [CSS Web Font Guide](#) from W3Schools.

RELATED: [How to Install and Manage Fonts in Windows 10's Settings App](#) ☺

5 Best Diagnostic Tools For Your PC

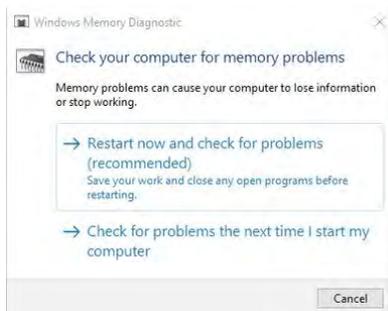
by Melissa Hadam at Komando.com (article from 7/27/21)

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We all know that PCs sometimes run into glitches and quirks. Even brand new computers can have their share of problems. When they do, we want to fix them as quickly as possible.

Thankfully, there are hundreds of diagnostic tools out there to help you address just about any problem you could be having with your Windows computer. If your computer is on the fritz, a diagnostic tool might be the solution you need. We've rounded up five of the best diagnostic tools for your PC.

1. Windows Memory Diagnostic Tool



If you aren't a fan of third-party apps, you're in luck. Windows Memory Diagnostic Tool is built directly into the operating system, so you won't have to download anything extra.

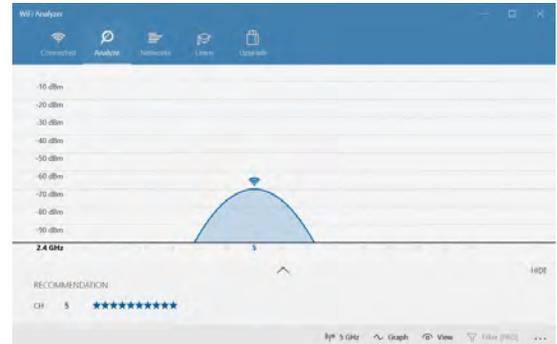
What does it do? It scans your RAM to see if they have errors. Once it finds the error, it will tell you where it is so you can fix it. It's relatively simple to run:

- Hold down the **Win + R** keys to open the Run dialogue box.
- Type **mdsched.exe**.
- Press **Enter**.
- The program will ask to restart your computer now to check for problems. Make sure to have all work saved before clicking on this option.

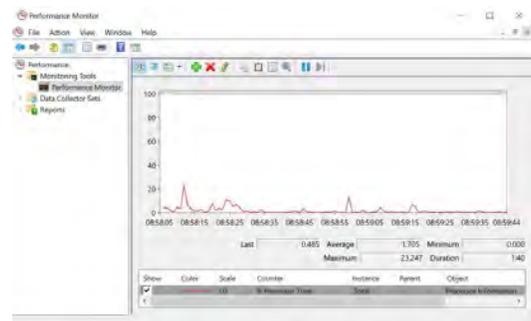
2. WiFi Analyzer

Ever struggle with sluggish internet? Slow Wi-fi can cause problems, so if your Wi-Fi isn't meeting your expectations, try using the free [Wi-Fi Analyzer tool](#).

The tool analyzes your network to see if it's working efficiently or needs to be altered or moved in some way. Once it runs its diagnostics, it will tell you your best options to get a better Wi-Fi signal.



3. Performance Monitor



No matter which version of Windows you have, it contains some form of Performance Monitor to ensure your computer runs smoothly. In Windows 10, it now exists as a separate app that comes with your computer.

Once launched, it shows how much of your CPU is being occupied when you opened the app, but you can add different widgets to give you more information, including energy used and disk usage.

Here's how to find it in Windows 10: Type **Performance Monitor** in the search box in the lower-left corner of Windows. Select the Performance Monitor app in the search results and you're ready to use the tool.

4. HWINFO

Not only is [HWINFO](#) free, but it also provides the most comprehensive readout of any diagnostic tool on this list. It offers you a complete read-out of all the information you could begin to ask for, including the temperature of your CPU and details of all your hardware and

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Combining Several Short Videos Into One Long Video

From RicksDailyTips.com, with permission granted through the APCUG

Question from Tina: Our church hosted a gospel music festival this past weekend and I videoed the performances of eight groups, each of which sang several songs each.

There was a considerable gap between the performances so I stopped recording after each group had finished singing their last song.

That left me with eight relatively short videos instead of just long one.

How can I combine all of those short videos to make one long video?

Rick's answer: This is a common issue Tina, and luckily there's a very simple solution.

You can use a fantastic free program called **Video Combiner** to create one video file that contains all the performances.

What's more, you'll even be able to arrange the order of the performances into the order of your choosing.

Just follow the steps below to create your awesome multi-group music video:

1 – Download Video Combiner from Oldergeeks.com and run it.

2 – Press the **Windows+E** key combination to open a "File Explorer" window.

3 – Navigate to **the first video file that you want to include in the single large video** and drag it onto the Video Combiner window and drop it there (release the mouse button).

Note: You should now see that video's filename displayed inside the window.

4 – Drag **each of the other videos you wish to include** onto the Video Combiner window.

5 – Use the green **Up Arrow** and **Down Arrow** buttons to move the videos into the desired order. (The video at the top will be played first.)

6 – (Optional) – The default format for the output video is **MP4**. That should be fine for most applications but you can select a different video



format if you want to.

7 – After you've added all the short videos and selected the order in which they should be played, click the **Combine Videos Now** button to create the one large video.

Video Combiner will now get busy creating the new video. Be aware that this will take some time to complete (up to an hour or more depending on the length of the individual videos).

That's all there is to it. After you've completed all the steps listed above you should end up with one large video that contains all the shorter videos that you chose to include in the finished product.

I hope this helps, Tina. Good luck! 😊

Diagnostic Tools (Continued from page 5)



processing components. Simply open the program and request a report. It's that simple.

5. Speccy by CCleaner

Another free diagnostic tool, Speccy by CCleaner, can give you as little or as much information as you are looking for. While it does give you details regarding your hardware, it can also help you prevent common issues. For example, you can get real-time temperature readings to ensure your computer never overheats.

While Speccy is free, it has a premium option that comes with even more features for \$19.99. The premium version comes with:

- Advanced PC insights
- Automatic updates
- Premium support
- Recommended for home users 😊

How to Type With Your Voice in Windows 10

by David Buck, reprinted with permission from [HowToGeek.com](https://www.howtogeek.com)

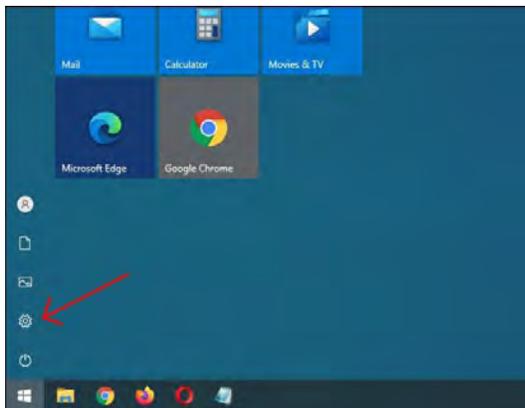
Original article at: <https://www.howtogeek.com/739660/how-to-type-with-your-voice-in-windows-10/>

If you're tired of typing with a keyboard, entering text can be as easy as using your voice in Windows 10. The OS includes built-in speech recognition and dictation features. Here's how to set them up.

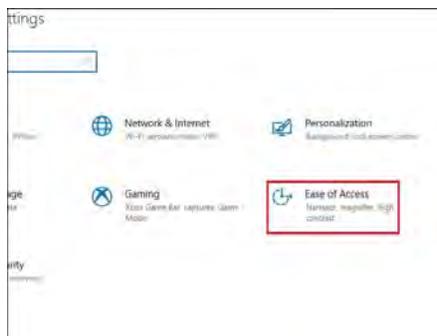
How to Enable Dictation and Speech Recognition in Windows 10

Microsoft's dictation software is a useful way to write text quickly in Windows 10 using the Windows+h keyboard shortcut. But it may not already be enabled by default on your system, so you may have to make a quick trip to settings to enable it.

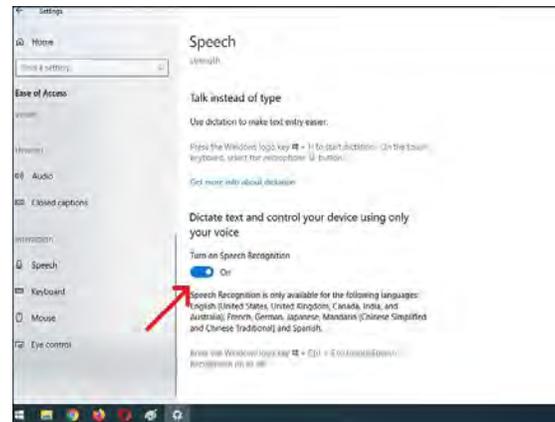
Begin by opening Windows Settings. To do so, open your Start menu and click the gear icon. You can also get there by pressing Windows+i on your keyboard.



In Settings, click "Ease of Access."



On the left pane, scroll down and click "Speech" in the sidebar. Under Speech settings, click the switch located below "Turn on Speech Recognition." It should switch over to the "On" position.



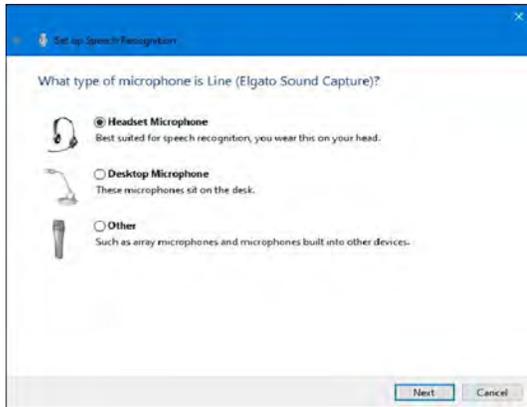
Keep in mind speech recognition is only available in a few languages, including English, French, German, Spanish, Mandarin, and Japanese. To perform this action quickly, hit Windows+Ctrl+s to toggle speech recognition on or off instantly.

When you toggle speech recognition on for the first time, you will need to set it up to recognize your voice.

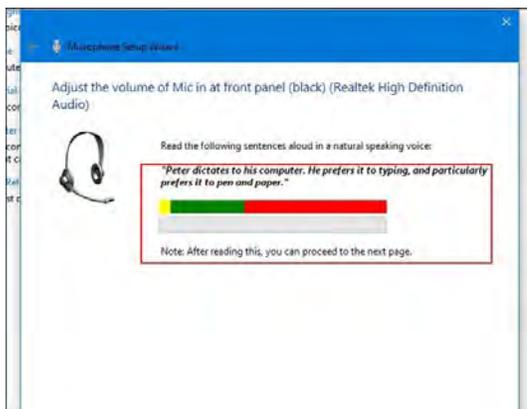


To perform the [initial microphone setup](#), hook up either a headset microphone, desktop microphone, or other peripheral mics. Then follow the on-screen prompt to choose and calibrate your microphone. We recommend using a headset mic for dictation software.

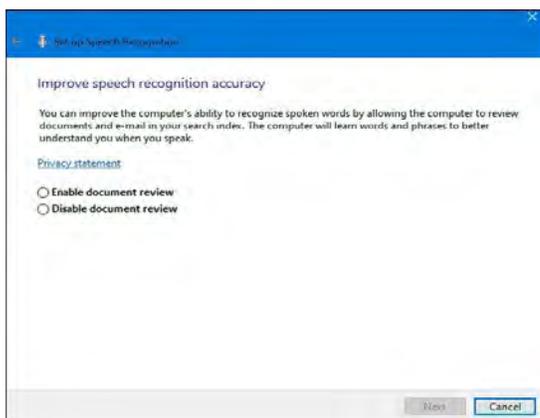
Continued on page 8

Type With Voice (Cont. from page 7)

Once the headset is connected, say the on-screen phrase into your microphone, so the system will capture your voice and be able to recognize it while using the program.



Finish up by selecting whether or not you want to allow the computer to review documents and email to help it improve speech recognition accuracy.



Once the setup is complete, you're ready to begin typing with your voice!

RELATED: [How to Set Up and Test Microphones in Windows 10](#)

Typing With Your Voice In Windows 10

After you've successfully set up your microphone, you can start typing with your voice. The wizard will ask you to toggle run Speech Recognition every time you start up the computer. Answer appropriately according to your preferences, and you're finally ready to start typing with your voice.

If you want to use dictation, select a text field and call up the dictation bar with Windows+h. We'll use a blank text document as an example. After hitting Windows+h, the dictation bar will pop up at the top of the screen:



Dictation will automatically turn on and prompt you to speak once you call up the dictation bar. If it doesn't, simply click the microphone icon to enable it.

Begin speaking into your microphone. Speak in complete, deliberate sentences. You can say whatever you like, and you'll see it typed on the screen as you go along. Here are some tips while you dictate:

- **Punctuation:** To add punctuation, say the name of the punctuation mark you want to use as you work. For example, say "period" to place a period at the end of a sentence, or say "comma," "E-M dash," "semicolon," "exclamation point," or "question mark" to add those punctuation marks to your document.
- **Parentheses:** For parentheses, say "open parentheses" to start a parenthetical phrase and "close parenthesis" to end the phrase.
- **Numerical Values:** Say "numerical" followed by a number to type out the numerical values.
- **Navigating Paragraphs:** To move to the next paragraph, say "next line" or "next paragraph."
- **Deleting Text:** To delete words, say "delete," followed by the word you want to delete. You can also say "delete previous sentence" to get rid of an entire sentence you no longer wish to keep in the document.
- **Selecting:** To select a word, say "select," followed by the word you wish to highlight.
- **Move to Beginning or End of Sentence:** If you want to go to the beginning or end of a sentence, say "go to start of the sentence" or

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Type With Voice (Cont. from page 8)

“go to the end of the sentence.” This also works for navigating paragraphs and the start or end of a document.

Remember to speak clearly and avoid speaking too fast, as it can mess with your writing flow as the software tries to catch up your pace (When talking fast, we experienced some input lag until we slowed down a bit).

Stop dictating by say, “stop dictating.” To turn it back on—or if it cuts out unexpectedly—click the microphone on the dictation bar to re-enable it:



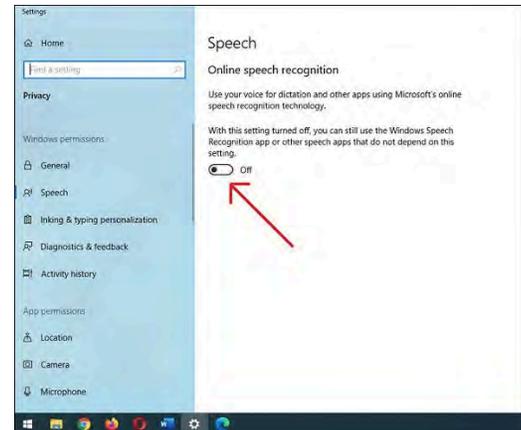
Dictation will allow you to use your voice to write things faster and easier than if you were typing them, and it's pretty fun too.

How to Disable Dictation and Speech Recognition in Windows 10

Dictation software is ideal for a number of uses, but there you may decide to disable it at some point. If you accidentally enable dictation or simply no longer wish to use it, disabling it is fairly straightforward. All you need to do is hit Windows+h again to toggle it off.

If you want to shut off speech recognition entirely, so you don't accidentally start dictation, disable it by using Windows+Ctrl+S. This will completely disable speech recognition.

Alternatively, head back to Windows Settings. Click “Ease of Access” again, find “Speech,” and flip the switch beneath the words “Turn on Speech Recognition” to the “off” position.



Remember, you can always turn speech recognition back on and use the dictation feature any time with Windows+H. Happy writing! 😊

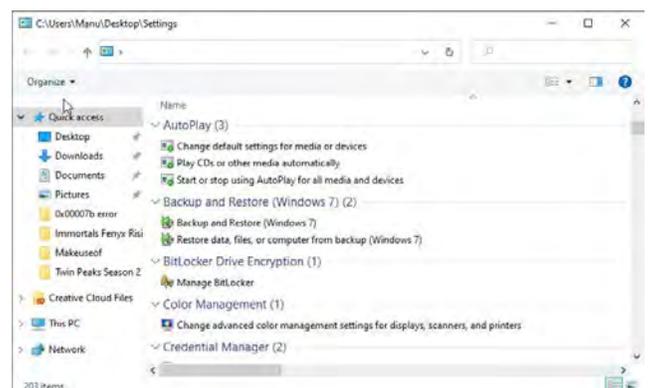
Tip: Access Nearly All Windows Settings At Once (A.K.A. God Mode)

Most users are unaware that there is another way to access Windows settings without using the Control Panel. Granted, users can look up a particular setting using Windows search, but it's likely that it won't display the exact setting you're looking for.

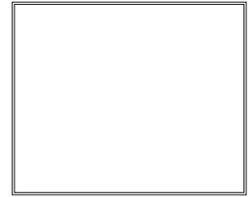
This is when you can use a nifty folder trick to access nearly all Windows settings from one menu. Dubbed “God Mode,” this tip is particularly easy to execute:

1. Right-click on a blank area on your desktop.
2. Click on **New > Folder**.
3. Rename the new folder to:
GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}
4. Hit enter, and you should see the folder icon change.

5. Double-click on the newly created folder to access a plethora of neatly categorized Windows settings. 😊



P*PCompAS Newsletter
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Coming Events:

Next Membership Meeting: 4 September beginning at 9 am (see directions below)

Next Breakfast Meeting: 18 September @ 8:30 am, Perkins, 3295 E. Platte Ave.

Newsletter Deadline: 18 September

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

