



Proud member of www.apcug2.org:
Association of PC User Groups
https://www.youtube.com/user/APCUGVideos

Phoenix PC Users Group Officers

President:

Vice President:

Secretary:

Treasurer:

Advisor:

David Yamamoto

Richard Elardo, PhD

Nancy Ogden

Terry Jamtgaard

Chuck Lewis

Staff Members

Membership Coordinator: Nancy Ogden/David Y. Webmaster: Bill Aulepp **Fountain Hills Coordinator:** Nancy Ogden **East Side Coordinator: David Yamamoto West Side Coordinator:** Bill Aulepp **Public Relations: David Yamamoto Newsletter Publisher:** Bill Aulepp **Newsletter Editor: David Yamamoto**

Contact Information

David Yamamoto: President (AT)PhoenixPCUG.org Richard Elardo Vicepres(AT)PhoenixPCUG.org Nancy Ogden: Secretary(AT)PhoenixPCUG.org Mrs. Jamtgaard: Treasurer(AT)PhoenixPCUG.org **Board of Directors** BOD(AT)PhoenixPCUG.org **Bill Aulepp:** Publisher(AT)PhoenixPCUG.org **Open Position:** Editor(AT)PhoenixPCUG.org Webmaster(AT)PhoenixPCUG.org **Bill Aulepp:**

(AT) = (@) above and in this newsletter Steering Committee: Officers and Members who are present at all three meetings

NEWSLETTER

The Best Accessory for your PC!

This website is gone: www.azacc.org
The Arizona Alliance of Computer Clubs

MAPS TO MEETINGS Page 19

West Side.....Tue, Dec 19, 2017 College America, 9801 North Metro Pkwy E8, Phoenix, AZ

East Side......Wed, Dec 20, 2017 Univ. of Advancing Technology, 2625 W Baseline Road, Tempe (one block west of Fry's Electronics)

Fountain Hills......Thur, Dec 21, 2017
Fountain Hills Library, 12901 N La Montana Drive,
Fountain Hills, Arizona. Starts at 5:30 PM!

Presentation this month: <u>Computer</u> topics, Windows 10, Smart Phones, etc.

For <u>date and time</u> changes: <u>www.phoenixpcug.org</u>

USE STRONG PASSWORDS! Do updates: Java, Adobe Reader, Windows - see #5, #10 below

INSIDE THIS ISSUE	PAGE
Dec 2017 Meetings Calendar	3
1. Phoenix PCUG President's Info	4
2. Pearl Harbor	4
3. History of Christmas	5
4. Greg Skalka	5
5. Facebook	5
6. Smartphone & Tablet Apps	8
7. Tablet Checklist	
8. Tech Heck	10
9. Back to Basics	13
10. Using Windows (File) Explorer	14
11. Working with Single Files	15
12. Google is still growing 21 percent	17
Maps to Meetings	18
Membership Application	19
APCUG PUSH - 1-1-17a.zip	

Page 2 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

Windows 10 Lots of info, even more at: Our meetings!

Look for Windows 10 articles in this issue!
It is better than Windows 7, 8.1 mostly, Western Digital hard drives include Acronis True Image for Windows 10, etc. - for their drives only.
http://supportdownloads.wdc.com/downloads.aspx?p=119&lang=en

Best Free Drive Backup programs for Windows http://www.ghacks.net/2014/08/08/best-free-drive-backup-programs-for-windows/

Hard Drive or SSD backup with iDrive Kim Komando & tips this month: 1-888-825-5254 http://www.komando.com/show-picks, https://www.facebook.com/kimkomando https://www.youtube.com/kimkomando NEW!!

Leo Laporte http://www.techguylabs.com/ news http://leoville.com/ http://tinyurl.com/pu8rscc also Facebook Check Leo's Windows 10 news! https://www.google.com/?gws_rd=ssl#q=leo+laporte+facebook or Google: Leo on YouTube!

June 2014, I tried out Norton Safe Web http://safeweb.norton.com & Online Link Scan www.onlinelinkscan.com One member emailed me about protecting his PC, both excellent ways to avoid malware, ransomware, etc.

Eye on Windows: Comprehensive Windows
10 News http://www.eyeonwindows.com/
http://www.eyeonwindows.com/category/satya-nadella/
http://www.windows10update.com/

Many Windows 10 news, tips and updates for you (a pop-up will happen, sign up - DY) Hardware, Software Reviews & Windows Resources. Last web link is great!

<u>www.batteriesplus.com</u> - batteries & bulbs! <u>http://www.optimabatteries.com</u> spiral batteries motor vehicles! AutoZone & other auto stores.

Windows 10 Plain & Simple 1st Edition
Very Good Book https://twit.tv/shows/windows-weekly Win 10, etc. Microsoft Books
http://www.amazon.com/Windows-Plain-Simple-Nancy-Boysen/dp/0735697949 Windows 10 All-in-One for Dummies - See Page 5 below

http://www.belarc.com/ Your PC's HW, SW audit,

The Kim Komando Show - stations and times - Tuneln, just Google "komando tunein all stations" Listen free on weekends.

www.komando.com/downloads/2321/6-essential-types-of-security-software-you-must-have/all

Komando On Demand Podcasts and News http://www.komando.com/listen/komando-on-demand?utm_medium=nl&utm_source=notd&utm_content=2015-11-28-a-a_facebook too

https://news.komando.com/?utm_medium=nl& utm_source=notd&utm_content=2015-11-28article_4-title

Tim Greer, Microsupport says Acronis True Image and Carbonite, each has pluses. 602-404-4245, 480-232-1101, microsupport.com CryptoPrevent Installation -- Facebook MicroSupport.com, Ray Moore https://www.macrium.com/reflectfree Free backup, disk imaging and cloning solution for personal and commercial use.

Google: Joe Shipley computer, (480) 227-2725 http://joeship.us/ Computer Repair & Services in Gilbert, Chandler, Mesa, Tempe Facebook

Carey Holzman, <u>Carey@CareyHolzman.com</u>, <u>https://www.youtube.com/results?search_quer</u> y=carey+holzman Phoenix, upgrades, repairs

Gene Barlow sells Acronis True Image for Windows 10, 8.1, 8, 7, Vista, XP, Apple Macs. http://www.ugr7.com/. Ask for latest email on Windows 10 and user group discounts!

Barlow's 2017 Newsletter – quarterly newsletter free http://ugr7.com/newsletter-signup.html Facebook Holiday Specials: An additional license for free!

SPSI Computer Specialists Peoria, Az Facebook www.spsi-az.com/, contact Troy, 602-997-7335

WINDOWS 10, CLONE HARD DRIVE FIRST

We appreciate support by: (on Facebook too)

- * College America collegeamerica.com/phoenix
- * University of Advancing Technology uat.edu
- * Maricopa County Library, Fountain Hills mcldaz.org/custom/branches/fountainhills.aspx Also, Google all their Facebook pages

BRING A FRIEND!! WE NEED MEMBERS!! YOU CAN ASK QUESTIONS AT MEETINGS!

David Yamamoto

2017 GENERAL MEETINGS CALENDAR

For date and time changes, check: www.phoenixpcug.org

PRESENTATIONS THIS MONTH

Social Security Problems, Computer topics, Windows 10 https://www.microsoft.com/en-us/

WEST SIDE: CollegeAmerica (see map page 18)

- Tuesday, Dec 19, 2017
- 6:00 PM Steering Committee and (Election of Officers Nov & Dec)
- 6:30 PM Questions and Answers, Viewing websites, etc.

EAST SIDE: University of Advancing Technology (see map page 18)

- Wednesday, Dec 20, 2017
- 6:30 PM Questions and Answers, Viewing websites, etc.

FOUNTAIN HILLS: Fountain Hills Library (see map page 18)

- Thursday, Dec 21, 2017
- <u>5:30 PM</u> <u>New Time!</u> Questions + Answers, Viewing websites, etc.

Meetings For Year 2017: Reserve UAT Oct to Dec- 2017

Dec 19-20-21

http://www.weeklycalendartemplate.com/december-2017-calendar-with-holidays-2464.html



http://www.weeklycalendartemplate.com/

All meetings based on the 3rd Wednesday of each month

REMEMBER*: PAY YOUR DUES! Thanks, only \$36 / year or \$3 / month.

Introducing Windows® 10 http://Microsoft.com/Windows10

Transform the Way You Work & Play. The Future Starts Now. Learn More.

http://www.popsci.com/everything-you-missed-at-microsofts-build-2017-developers-conference Caution & Red Alert: Always do full PC backups prior to installing any software!!!

(DY: Read our previous newsletters for more info!!!)

Page 4 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

David Yamamoto, President of Phoenix PC Users Group, www.phoenixpcug.org/newsletters
For our Special Newsletters, etc. see our Health newsletter at the above web link and other ones soon.
A splendid Holiday Deal - Gene Barlow, Acronis True Image: www.ugr7.com for details!

WESTERN WILL DEIDES, International organization of the second of the second organization organizatio

WESTERN WILDFIRES: https://www.nbcnews.com/storyline/western-wildfires CAL FIRE - California Statewide Fire Map www.fire.ca.gov/general/firemaps

This map provides general locations of major fires burning in California. The fire locations are approximates. Some of the fires on the map are not in the jurisdiction of CAL FIRE and are under the command of another local or federal fire agency. <u>Google</u>: Arizona firefighters help California, also New Mexico, Oregon, Utah, Nevada, Washington, Idaho, Montana, Alaska, American Samoa, etc.

http://www.hawaiinewsnow.com/slideshow?widgetid=208403&clienttype=generic&mobilecgbypass

PHOTOS: Pearl Harbor 76th anniversary

Pearl Harbour memo shows US warned of Japanese attack - Telegraph http://www.telegraph.co.uk/news/worldnews/northamerica/usa/8932197/Pearl-Harbour-memo-shows-US-warned-of-Japanese-attack.html "Dec 4, 2011 - On the 70th anniversary of Pearl Harbour, the attack that propelled America into the Second World War, a declassified memo shows that Japanese surprise attack was expected. ... Now, on the 70th anniversary of Japan's devastating bombardment of the US Pacific Fleet at Pearl Harbour, Hawaii, evidence has emerged showing that President Franklin D. Roosevelt was warned three days before the attack that the Japanese empire was eyeing up Hawaii with a view to "open conflict." Google - Isoroku Yamamoto quotes, movies, etc. https://en.wikipedia.org/wiki/Isoroku Yamamoto Yamamoto was born Isoroku Takano

Study Suggests Adolf Hitler Had Jewish and African Ancestors ...

www.history.com/news/study-suggests-adolf-hitler-had-jewish-and-african-ancestors

Aug 26, 2010 - A recent DNA study by Belgian researchers suggests that the Fuhrer may have been more closely related to ethnic groups he considered "subhuman" than to his "Aryan" compatriots. In the decades since Adolf Hitler's death, the Nazi leader's ancestry has been a subject of ...

Paul Thurrott https://www.thurrott.com/ Mary Jo Foley http://www.zdnet.com/blog/microsoft/ http://tinyurl.com/h4kr658 Google Technology News http://tinyurl.com/zjwzga6 Google Science News http://tinyurl.com/zyhtyto Google Business News http://tinyurl.com/hn2tcr9 Google Health News http://www.zdnet.com/article/microsoft-releases-first-windows-10-redstone-3-pc-test-build/ http://www.computerworld.com/ http://www.networkworld.com/ http://www.zdnet.com/ https://www.pcmag.com/dvorak https://twit.tv/ https://twit.tv/shows?shows active=1 http://www.pcworld.com/ https://www.pcmag.com/ http://www.popphoto.com/ http://www.popphoto.com/2016-annual-readers-contest-winners-and-finalists https://techcrunch.com/ http://mashable.com https://www.onlineprivacyfoundation.org/ Wordpress, build a website: https://www.google.com/search?g=wordpress+reviews&ie=utf-8&oe=utf-8 http://www.popsci.com/ Popular Science Popular Science 137 year archive available online for FREE | Gizmo's Here: https://books.google.com/books/serial/ISSN:01617370?rview=1&source=qbs navlinks s&hl=en http://emagazinepdf.com/2017/05/popular-mechanics-june-2017-usa/ Popular Mechanics - June 2017 USA & more Scientific American: Science News, Articles, and Information https://www.scientificamerican.com/ National Geographic http://www.nationalgeographic.com/ http://www.nationalgeographic.com/magazine/2017/09/holland-agriculture-sustainable-farming/ http://www.sciencemag.org/ https://arstechnica.com/ https://www.laptopmag.com/

Yahoo & Bing can search many technology and science topics also!

http://www.tomsguide.com/
http://www.tomshardware.com/

https://www.usatoday.com/story/news/2017/11/10/hurricane-maria-puerto-rico-seven-weeks-later-survival-mode/851084001/ 7 weeks later, still in survival mode

Page 5 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

"History of Christmas https://tinyurl.com/ybsjte6s - many websites, also search YouTube videos

Since most of have dear friends and loved ones, here's an interesting book:

Proof of Heaven: A Neurosurgeon's Journey into the Afterlife (also search YouTube videos) https://www.amazon.com/Proof-Heaven-Neurosurgeons-Journey-Afterlife/dp/1451695195

DECEMBER HISTORY 1940s

Douglas MacArthur - Wikipedia https://en.wikipedia.org/wiki/Douglas MacArthur

Douglas MacArthur (26 January 1880 – 5 April 1964) was an American five-star general and Field Marshal of the Philippine Army. He was Chief of Staff of the United States Army during the 1930s and played a prominent role in the Pacific theater during World War II. He received the Medal of Honor for his service in the ...

The Redacted Testimony That Fully Explains Why General MacArthur Was Fired | History https://www.smithsonianmag.com/history/redacted-testimony-fully-explains-why-general-macarthur-was-fired-180960622/

Google WWII people: FDR, Truman, Churchill, Hitler, Mussolini, Hirohito, Tojo, Stalin, Eisenhower, Omar Bradley, Goering, many Nazis, Lenin, and more.

History of Christmas Trees - Christmas - HISTORY.com www.history.com/topics/christmas/history-of-christmas-trees

The fierce Vikings in Scandinavia thought that evergreens were the special plant of the sun god, Balder. Germany is credited with starting the Christmas tree tradition as we now know it in the 16th century when devout Christians brought decorated trees into their homes.

The Christmas truce (German: Weihnachtsfrieden; French: Trêve de Noël) refers to a series of widespread but unofficial ceasefires along the Western Front of World War I around Christmas 1914. ... Soldiers were no longer amenable to truce by 1916.

Christmas truce - Wikipedia https://en.wikipedia.org/wiki/Christmas truce also search YouTube.

Greq Skalka, President, San Diego Under the Computer Hood User Group

June 2017 issue, Drive Light www.uchug.org president (at) uchug.org

Raindrops on roses - And whiskers on kittens - Bright copper kettles and warm woolen mittens Brown paper packages tied up with strings - These are a few of my favorite things (from "My Favorite Things," by Oscar Hammerstein / Richard Rodgers)

In The Sound of Music, Maria (played by Julie Andrews in the film version), a nun turned governess, sings of her favorite things to her seven young charges. I wonder how her list might be different if the story was set today, rather than immediately before World War II. Maria's list is of simple things; would today's Maria include tech items like smartphones and Facebook likes in a more modern list?

What would a list of today's favorite technology items look like? And what constitutes a favorite? Is it something you enjoy (like 3D movies) or are merely dependent on and addicted to (perhaps smartphones)? Rodgers and Hammerstein provided some guidance in their lyrics:

When the dog bites - When the bees sting - When I'm feeling sad - I simply remember my favorite things - And then I don't feel so bad

So, if I were to make a list of some of my favorite tech things, it would need to contain things that make me smile and feel happy (perhaps even after being bitten and stung). They don't have to be tremendously useful (raindrops on roses aren't), but should have few negative connotations. That can

Page 5 (DY: Read our previous newsletters for more info!!!)

Page 6 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

be a high hurdle for a lot of our technology, as it seems there is a downside to most of the tech we know and love. Some of the things that would not make my list because of this include:

Smart phones - While it is remarkable to carry access to the internet in your pocket (assuming you have a big enough pocket), these devices can also enable a lot of anti-social behavior. Smartphone addiction is real - the fear of being without your smartphone is called nomophobia. In spite of being one of the most popular devices and being in practically everyone's hands, we are forced out of a concern for safety to enact laws prohibiting their use while driving.

Twitter - While I'll admit I don't use it, it would seem to be a fun and useful way to communicate. It appears to be a poor way for a President to communicate.

Drones - Quadcopters seem fun; I'd like to try one sometime. I've seen some that can fly by themselves, seven unskilled pilots could use them, and are pre-programmed to follow you and take photos and video. Unfortunately, they are sometimes used to invade privacy and interfere with fire crews and commercial aviation, and so now require regulation.

<u>Facebook</u> - What could be wrong with a way to stay in communication with friends and relatives, and share personal information and photos? Unfortunately, its use can become an addiction, it can be a tool for bullying and it can be poor at protecting that personal information.

Email - Another great way to communicate easily, quickly and inexpensively, until your inbox gets filled up with spam, your email account is hacked and you click on a malicious link in a phishing email.

If you look at Maria's favorite things, they are all pretty innocent and non-controversial, even by today's standards. None of them would be subject to laws, regulations or prohibitions (as long as the brown paper packages tied up with string are not left unattended in a public place, and your doctor does not recommend limiting your intake of schnitzel or strudel). With all this in mind, a few of the favorite tech things I might pick to sing about are:

Maps - I've always been fascinated with maps. I used to collect AAA road maps and have bought all sorts of map software, including <u>Microsoft Streets & Trips</u> and <u>DeLorme Street Atlas USA</u>. Now map software programs are pretty much obsolete, as Google Maps and Google Earth now provide all the maps you could ever want online. Satellite photography and street mapping / imaging provide accurate, detailed and up-to-date map information previously unavailable.

GPS - The Global Positioning System was developed by the U.S. military to better locate warfighters and guide munitions, but the signals from its constellation of satellites are available to any user receiver on earth for accurate location and time. It provides the "you are here" to enable easy navigation for any means of travel. The Europeans are currently launching their own constellation of Galileo satellites to complement the U.S. GPS system, the Russian GLONASS and Chinese BeiDou systems. I own at least six discrete GPS receivers (handheld, car-mount and USB), though now most people get their GPS directions through their smartphones.

Office / productivity software - For someone like me, an engineer that can barely handwrite my name (even my printing is not so great), the ability to write quickly and legibly with a word processing program is wonderful. There is no way you would have ever read a column from me without it. With my technical and math orientation, spreadsheets are so useful and actually fun.

Google searches - With all the information available on the internet, it takes a good search engine to sift out what you want. Though there may be concerns about your browsing information being used to sell advertising, Google is still the king, and it lends its name (Googling) to searching the web for good reason.

Digital music - Though vinyl records are making a bit of a comeback, digital music is now the only way to go for portability and streaming. I may not have as much interest in music as I did as a teen, but I

Page 7 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

Page 6 (<u>DY: Read our previous newsletters for more info</u>!!!) appreciate that I can listen to my MP3 files anywhere.

USB Flash drives - When you can have 128 GB of USB3 storage in your pocket (and a small pocket at that) for under \$30, it is remarkable. And these drives just keep getting larger (in capacity) and cheaper.

Chromebooks - These are so useful for most users' computing needs. They are light, fast booting, long running (on battery), low cost and great if what you need is mostly web surfing, email and word processing.

Star Wars - It was 40 years ago this Memorial Day weekend that this remarkable movie was released. Three George Lucas trilogies, two Disney movies, a cartoon series and untold numbers of books and other merchandise items later, Star Wars has become part of our tech culture. I was at the Reagan Library a few weeks ago and was reminded that it also informally lent its name to the SDI (Strategic Defense Initiative) missile defense system proposal that was a factor in the ending of the cold war and collapse of the Soviet Union. To me, Star Wars is just great entertainment that inspires real technology and scientific discovery.

Gigabyte Flash drives and boxed sets of Star Wars - Chromebooks and Fitbits and Amazon Prime stores - Searches with Google (don't switch me to Bing!) - These are a few of my favorite tech things

When the web's slow - When my screen's blue - When it's filled with ads I simply remember my favorite tech things - And then I don't feel so bad - (Apologies to R & H)

Shareware and Freeware By Kent Mulliner, Past-President, Bristol Village Computer Club, OH September 2016 issue BVCC Newsletter www.bvres.org webmaster (at) bvres.org

The two terms, shareware and freeware, are used interchangeably and refer to software that is available without a required payment (examples include Firefox, and the Libre Office Suite). As an alert, we should be aware that these are usually developed / written by goodhearted individuals or groups, but the absence of a revenue source can be a constraint on maintaining and developing the refinements needed by software in a rapidly changing environment. Increasingly, we are seeing Shareware groups seeking donations to offset commercial revenue. Examples include LibreOffice and Thunderbird (this latter was developed by the Mozilla group but they have decided that it is not fair to Mozilla users to transfer revenue to maintain Thunderbird. Thus they are seeking voluntary donations from Thunderbird users to further develop and maintain the program.

Approached practically, encouraging freeware/shareware development through donations is self-serving. The donations enable more active development and maintenance programs to keep the software up to date. The absence of freely given revenue can threaten the continuance of such software.

A current example is Open Office which was the forerunner of LibreOffice. It was developed by Sun Computing (which was bought by Oracle). In the initial purchase, many staff working with Open Office opted to join together to independently develop the software further and hence the birth of LibreOffice. Others stayed with Open Office but they also left Oracle and opted for the umbrella of Apache software (a shareware server company).

The latest word from this group is that they have decided to retire Open Office. In 2015, Open Office had a single update in October while LibreOffice had 14 over the course of the year. While some updates may correct minor bugs, more importantly is that they correct vulnerabilities [to malware] that

have been discovered. Apache Open Offices vice president explained that it faced a severe shortage of staff to address vulnerabilities and that it was hard to adhere to the company's commitment to Page 7 (DY: Read our previous newsletters for more info!!!)

Page 8 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

publicly announcing all vulnerabilities discovered without being able to correct (patch) those vulnerabilities.

The lesson is that while we can appreciate the availability of freeware/shareware, this is only possible if funding is available to support development of the software. It is like National Public Radio. It is only available as long as people are committed to and able to assure its continuance at a quality level that you should demand (and you can make such a demand only because you have paid to make maintenance of that quality possible.

Smartphone & Tablet Apps - Here are a few basic, useful ones

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

Over 10 Billion Served. Remember this kind of advertising? It used to be said of hamburgers, but now it can be said of Android and Apple Apps. Apps, or what used to be called "Programs" or "Applications", are the software that makes Smartphones and Tablets do their magic. Apps either come pre-installed on the device, or are downloaded from either the Android Play store for Android devices, or the Apple Store for Apple devices.

About two years ago, the Android Play Store boasted over 600,000 Apps, and the Apple Store said they had over 1 million. (The App number probably represents the total number of Apps and Widgets.) Recently, I checked and the Android Play Store is now the leader with about 1.6 million, closely followed by Apple, at about 1.5 million. That's a lot of Apps. We, as users of Smartphones and Tablets, typically use only a small number of Apps. I read somewhere that the average Smartphone user has about 90 Apps on their phone. I just counted the Apps on my phone, and I have 84 Apps and 27 Widgets. If you're not sure of the difference between an App and a Widget, talk to someone who has attended the Android Smartphones and Tablets class.

So, it's Apps (and Widgets) that really makes these devices worth the investment. Without the Apps, the Smartphone would just be like a flip-phone - a portable device used to make telephone calls, and Tablets might not even be viable products. The other factor that makes these devices so valuable is their ability to connect to the Internet. And, it is this connection that allows many of the Apps to do so many wonderful things. (Both Smartphones and Tablets can connect to the Internet via Wi-Fi, and the Smartphone has the added capability of being able to connect to the Internet through the cell phone towers.) But, back to Apps. (Because the Android family of devices has the lion's share of the market (around 65%), the rest of this article focuses on that family. However, much of the discussion of Apps, also holds for the Apple family of devices.)

Many of the Apps that you need to do basic things are pre-installed on the device, and available right out of the box. But many other Apps will have to be obtained from the Google Play Store (more on that in a minute). Because a camera is an integral part of both Smartphones and Tablets, a Picture Viewer is one of the very basic Apps. After all, most of us want to see the pictures right after we take them. (Instant gratification; can you imagine, it wasn't that long ago that we would send film away to a developer and we wouldn't get to see the pictures for two weeks, or so, after the pictures were taken.) Three popular and useful Picture Viewer Apps are "Photos", "Gallery", and "QuickPic". And by now, most of us realize that these cameras are capable of taking videos, as well as pictures, so a Video Viewer App is also a basic necessity.

Two popular Video Viewer Apps are "Play Movies", and "VLC". And while we're talking of entertainment, most of us have digital music collections. The same digital music (.mp3 files) that we use on our home computers can be played on our mobile device, so you will need a Music Player App. Two popular Music Player Apps are "Music", and "Play Music". Another activity performed by these devices is to allow access to the internet, and as is similarly done on a computer; a browser is used

Page 8 (DY: Read our previous newsletters for more info!!!)

Page 9 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

for this. A browser is, maybe, not as useful on these mobile devices as it is on a computer, because when internet access is needed, the App knows the exact internet address to use. Apps rarely browse the internet; they typically do a limited set of things, usually with only one specific internet site. (For example, a Banking App only knows how to get to its specific Bank's Server and no other server, and similarly the OneDrive App only knows how to get to the OneDrive Server and no other.) But sometimes a browser is needed and so "Chrome", "Dolphin", and "Firefox" are browser Apps available for mobile devices.

Book reading is another form of entertainment that can be enjoyed with either a Smartphone or a Tablet, although the smartphone screen size may make this impractical. In order to read an electronic book, you will need a Book Reader App. The "Kindle Reader" App is a popular choice. With this App, electronic books of many different (file) types can be read on your mobile device. If you want to borrow books from the County Library, you'll also need a special App that helps you accomplish that task. This App is called Overdrive.

These two Apps, for book reading, may not originally be installed on your device, so both of these Apps will have to be downloaded from the (Google) "Play Store". The Play Store App is probably the most important Apps installed on your device. This App is pre-installed on all Android devices and provides the ability for you to download and install any of the Apps that are available at the Google Play Store, all 1.6 million of them. (By the way, most of the Apps that are popular and useful are free. Some Apps do have a cost, but it is typically low, usually under \$10. All of the Apps mentioned here are free.)

One final App that I find to be useful is a File Manager. This may only be useful or interesting to those with a technical interest into the workings of the Android Operating System. But, if you are interested, this type of App provides insight into the organization of the files and folders on the device, somewhat similar to the way File Explorer provides insight into the organization of a Windows computer's files and folders. Two useful File Manager Apps are "Astro" file manager and "ES File Explorer". Both of these file managers provide a basic view into the Android organization, but not near the capability that is provided by File Explorer on home computers.

So, in summary, the basic useful Apps types are a Picture Viewer, Video Viewer, Book Reader, Music Player, Browser, and File Manager. A search of the Play Store will yield many, many possibilities, for each of these types. The specific Apps mentioned here are just suggestions to start with.

Techspert Talk Tablet Checklist: What can it do? By Melanie Birnbom June 2016 issue CVC Computer Club Newsletter www.cvcomputerclub.com nbirnborn (at) yahoo.com

Tablet Checklist: What can it do?

Q. A frequent question I get from users is: "What can a tablet actually do? Is it just for playing games?

That is why I've put this checklist together using the three main operating systems for tablets: Android, iOS (found on iPads), and windows (this does not include the now discontinued Windows RT operating system.)

Read and Write E-mail

Android: Yes iPad: Yes Windows Tables: Yes

Surf the Internet

Android: Yes iPad: Yes Windows tablet: Yes

Use Sites that Require Flash player:

Android: No iPad: No Windows Tablet: Yes

Page 9 (DY: Read our previous newsletters for more info!!!)

Page 10 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

Play Games Android: Yes (With apps downloaded from Google Play store)

iPad: Yes (With apps downloaded from Apple App store)

Windows Tablet: Yes (With apps downloaded from Windows store. If tablet model has enough computing power you can also download PC games. Windows 10 tablets will allow you to stream games from an Xbox One.

Use Office Programs

Android: Yes (several office suites available including MS Office apps)

iPad: Yes (multiple office suites available as well as MS Office apps)

Windows Tablet: Yes (multiple office suites available and Microsoft Office apps. Users can also run the full desktop version of Office.)

Print

All three tablets will allow you to print from selected apps with compatible wireless printers.

Listen to Music Android: Yu can stream from services like Pandora, Spotify, and Amazon as well keep digital copies of music on your tablet. iPad: Designed to work especially well with iTunes; you can also stream using apps for services like Pandora and Spotify. Windows Tablet: Works with streaming services and Groove Music.

Stream Movies All three operating systems will allow you to watch services like Netflix or Hulu, as well as view videos on websites. (If the videos require Flash Player, only a Windows table will work.)

Ebooks

All three tablets will allow you to download apps for reading eBooks including Kindle and Nook books.

Use Facebook and other Social Media

All three tablets will allow you to use a Facebook app.

Make Video Calls All three tablets allow you to use Skype and other services for video calls and programs like Messenger for video or audio chats in addition to text chatting. Almost every tablet has a built-in front-facing camera.

Use a Keyboard

Nearly any tablet will allow you to connect with a keyboard (usually via Bluetooth). There are keyboard cases available for carrying convenience. Make sure you get the compatible keyboard for your tablet. If it is a case, make sure it is the right size.

Use a Mouse Only Windows tablets are compatible with using a mouse and it is a fairly simple process to pair a Bluetooth mouse.

Use Desktop Versions of Programs Only Windows tablets can run full desktop versions of programs.

Access Cloud Storage All three tablets will allow you access could storage.

Bitcoin Value has Skyrocketed - Should You Invest? https://techtalk.pcpitstop.com/2017/12/04/bitcoin-value-skyrocketed-invest/?bitcoin=&ad id=505330&share-ad-id=1

<u>Tech Heck</u> by Greg Skalka, President, Under the Computer Hood User Group, CA November 2016 issue, Drive Light www.uchug.org president (at) uchug.org

Somewhere between tech heaven and tech hell is tech heck, where most of us that are tech users reside. No one's technology experience is always flawless and perfect, so tech heaven is not achievable in this existence (I mean, really - who has not received a spam email or had a cell call dropped). Likewise, it is unlikely anyone is always bested by technology and gets absolutely no benefit from it, or lives a life of total misery because of technology. We all live somewhere in between,

Page 10 (DY: Read our previous newsletters for more info!!!)

Page 11 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

usually where technology helps us a lot of the time, but betrays us on occasion. We all have our own individual tech checks, and where ours is in that wide spectrum can vary greatly, and even change over time.

I don't think that anyone today can live completely apart from our modern technology. Even if you forsake everything modern and retreat to the wilderness to live completely off the grid and off the land with only stone tools, you'll probably be spotted by surveillance satellites or aircraft. Then the authorities will soon arrive to find out why you are trespassing, or if you do own the land, why you have not been paying your property taxes. In a world that seems to be shrinking due to increased population and easy travel, technology serves the purpose of helping us to better get along with all the other humans here.

That does not mean that everyone has to be "all in" on the latest tech. Each person must decide for themselves what they feel comfortable dealing with and capable of understanding. No one need be forced into using Snapchat or smart phones or self-driving cars, but we all live in a world where these exist, and we can still benefit from their existence. I don't know how to perform laparoscopic (or minimally invasive) surgery, but I am glad the technology to perform it exists, otherwise the recent removal of my appendix might have left a big scar and required a lengthy recovery. All the latest medical devices and procedures help us to live longer and healthier lives, but as I found with my recent procedure, and as we are all finding out as country, there is often a higher financial price to be paid for those advances.

Shunning technology can reduce the negatives of tech heck in a limited sense, but we are all sharing this planet and are affected by what everyone else does, at least to some degree. The Amish certainly don't have to worry about their buggies being set afire by an exploding Samsung Galaxy Note 7, as they shun modern conveniences like smart phones. They will, however, suffer the same unfortunate fate as the rest of us tech users if we can't prevent a climate disaster from human-induced global warming or avoid a global nuclear war. The Amish may decline modern transport and walk beside the roads, but could still fall victim to an accident caused by a cell phone-distracted automobile driver.

Technology connects us all and provides a backdrop for all we do. Television, telephones, computers and the Internet have reduced the distance between us and broken down geographic barriers, all without our having to leave our homes. We have the advantage of knowing what is happening on the other side of the globe; we also have the disadvantage sometimes of knowing exactly what is happening on the other side of the globe. The media's emphasis on sensationalism can make it seem that all news everywhere is bad. The internet can help spread knowledge and tolerance, but can also be used by the hateful and intolerant to spread their views. We benefit from the ability to conduct financial transactions and shop online, but suffer from identity theft, online scams and loss of privacy.

Tech heck is even creeping into the political debate, one of the main current news subjects. Both major party presidential candidates have their own tech problems, Hillary Clinton with email servers, and Donald Trump with having embarrassing recordings from his past made public. We have had concerns about the integrity of election results in the past due to technology; now do we have to worry about the Russians hacking voter databases and influencing our election?

Our technology problems are not even confined to this world alone. Going into space is difficult. We have had many successes, but also a number of failures, and lost lives in the process. We were able to

land men on the moon with computers not much more powerful than a pocket calculator, yet we still crash expensive, sophisticated spacecraft today. Mars appears to be particularly intolerant of our tech-nology, as of the 55 spacecraft humans have tried to send its way, less than half have been successful missions. The recent crash of the European Space Agency's Schiaparelli lander is another

Page 12 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

example of Mars tech heck. The U.S. and Russia have sent the bulk of the missions to the red planet, with NASA succeeding in 19 out of 25 tries, while Russia succeeded in only three of 23. Maybe we don't have to worry so much about election hacking after all.

When it comes to new technology, it appears the young are the most eager and adept adopters. Put a smart phone in the hands of a two-year-old and they will dive right in, but the same device may be intimidating to a senior citizen. My children (in their late 20's now) are more accepting of and accomplished with some new tech than I am, while my parents (in their late 70's) would like to keep up but need some help.

My daughter is not very technical, but knows most everything about social media, and the iPhone and iPad are her weapons of choice. My son is an engineer and has become quite accomplished at building little project boards that communicate over text or the internet, letting him know if his mail was delivered, if a monitored item moved and how much beer is left in the keg. He uses computers all day at work, set up his own home network (with network cameras) and is kind of tethered to his smart phone. He seems quite pragmatic about technology and is not at all intimidated by it; he has no reluctance to just trying things until he gets it working. Part of his confidence I'm sure comes from growing up with all this tech stuff. When I bought network cams like his, I resorted to having him come over to help me set them up (a true indication that I'm getting old). He has no interest in a user group to help solve his tech problems; he'll just Google the problem.

My parents live 100 miles away; I wish I were closer, so that I could help them with their tech problems more often. My dad has been my idol and role model through life. It has always impressed me that he grew up in a farm house with no indoor plumbing or electricity, yet picked up tech and computers easily. He has built his own computers, but lately has had a harder time keeping up with advanced topics like networking and email. My mom has used computers for years but is slowing down a bit as well. Both have cell phones but don't text. My mom now has a smart phone, but is waiting on my nephew to come over and give her more guidance on how to use it. What is intuitive for the younger generation is not so much for the older.

I'm somewhere in between, in my own tech heck. I'm an engineer and spend my work days designing telecom hardware, but no longer have the time or inclination to build little projects like my son. My first computer was a Timex Sinclair 1000, so I knew BASIC pretty well, but by the time C programming came along I was so much into the hardware that programming fell by the wayside. I'm pretty good at networking and setting up tech stuff; I have a wide variety of printers, scanners, cameras, GPS receivers, action cams and other gadgets. I may succeed in conquering technology more due to being methodical and persistent than being skilled. I have lived so long in the Windows environment that I've never had much interest in the Apple world (too expensive) or in Linux (too unfamiliar and seemingly less useful). Mobile devices have never caught on with me; I own a couple of tablets that I rarely use, and I've yet to buy a smart phone (I'm paying for everyone else's data plans, so can't afford one for myself). I don't really see a point in social media like Facebook; it is hard enough keeping up with email.

I am the IT department for my extended household, responsible for keeping everything running. On the whole, things usually work as expected, but with more tech comes more opportunities for interaction problems or outright failures. My least favorite call to receive is from my wife, to tell me while I'm at work that her home PC is having problems (as if there was anything I could easily do to diagnose or fix it remotely). I sometimes wonder if in an afterlife our heaven or hell would be tailored specifically to us individually. In that case, I know my heaven would be a place where everything works and nothing ever breaks or malfunctions, while my hell would be a place where everything was perpetually broken, and Lucifer was constantly after me to fix it all. Oh heck!

Page 13 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

Back to Basics Using Windows (File) Explorer -- Deleting Multiple Files at One Time

By Jim Cerny, Chairman, Forums Committee, Sarasota Technology UG, Florida October 2016 issue, Sarasota Technology Monitor www.thestug.org jimcerny123 (at) gmail.com

[Please read this article with your computer! DO the steps and you will find it all much easier to understand. Otherwise you will forget. Trust me on this.]

This is the fourth, and last, of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). In the previous articles, we looked at the basic window layout when you open this app or program and we also talked about the two "panes" in this app window – the "Folder List" in the left pane, and the contents of a folder displayed in the right pane. Clicking on any folder on the left will show the contents of that folder on the right. In the second article we looked at the different VIEWS you can use in Windows/File Explorer and why I recommended the "Large thumbnail" view for pictures and the "Details" or "Detailed List" view for all other files. In the third article we looked at selecting files for some action, such as to move them, copy them, or delete them. In this article we will learn how to work with MULTIPLE files at one time.

Open the Windows File Explorer app or program and find "Documents" (or "My documents") in the left pane and click on it once with your mouse to open the contents of the Documents folder in the right pane. You should be saving all your documents and most files here. To SELECT a file for some action, left-click on it once in the right pane and the file name should be highlighted. (NOTE: If you double-click on the file name your computer will try to OPEN that file using your computer's default program or app for that file type). When people say "click" using the mouse, they always mean a LEFT-click. A "right-click" of the mouse is specifically stated as a RIGHT-click.

SELECTING FOR ACTION

One of the computer skills that is so very helpful in many different apps is the way to SELECT something for some ACTION. This is a two-step process that allows you to work with files, photographs, emails, menus, and so much more. To select a single file in Windows File Explorer, you simply click (that's a left-click) once on the file name to highlight it. But how do you select MULTIPLE files at one time? Well, there are TWO easy ways and both ways are helpful.

Using the SHIFT key on your keyboard – After you click on the first file, move your mouse to another file in the list and, while holding down the SHIFT key, click on another file name. Presto, ALL the files between have been highlighted! Now if you click on "delete" ALL the highlighted files will be deleted. Did you make a mistake and select too few or too many files? No problem, just click anywhere and the highlight will disappear and you can try again. This is a great way to select multiple contiguous files.

Using the CTRL key on your keyboard – After you click on the first file, hold down the CTRL (control) key and click on any other file names. Every file you click on will be selected or highlighted. This is a great way to select many files that are NOT listed together. Do not let up on the CTRL key until you have completed your selections. If you make a mistake, clicking on a file that was already selected

Page 13 (DY: Read our previous newsletters for more info!!!)

will "un-select" the file. And again, if you have made any mistakes, just remove your finger from the CTRL key and click your mouse on any file name, your highlighted list will go away and you can start over.

Practice these keystrokes a couple of times to get used to it. Naturally if you do not click on "delete", no files will be deleted.

Here are some more useful tips:

+ Do not delete too many files at one time, start with just a few until you get used to it, then go for

Page 14 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

more.

- + The scrollbars should still work, so if you need to select multiple files above or below your first file, you can use the scrollbars to get elsewhere in your list. Clicking on a scrollbar will not change your selections.
- + Select all your files from ONE folder at a time. There may be a way to select files from different folders at one time, but I strongly advise against that if it is possible. You will get too confused.
- + Don't forget you can select a FOLDER as you would a single file. If you move or delete a folder, ALL files and folders IN that folder will be moved to the new (destination) location (folder) or deleted.
- + Yes, you CAN select multiple FOLDERS the same way as you select multiple FILES. You can even select files and folders in the same selection. This is really super-helpful. The computer assumes you know what you are doing, so be careful. This is a great way to copy your stuff to another memory device as a backup.
- + Remember, files deleted from your "C" drive will go to your Recycle Bin folder, but files you delete from other drives (such as a plug-in drive or memory card) will NOT appear in your recycle bin, they will be really deleted.
- + Read the box notices that appear to make SURE you are moving or deleting the correct number of files and, if moving them, that they are going into the proper folder.

Finally, this method of multiple selection comes in very handy in many other computer applications, such as email. You may have to "select" an item by clicking in a box or circle, but there will be a way to do it. If in doubt, ASK GOOGLE – "How do I delete multiple emails in Gmail?" is a good example. Google always loves questions!

Back to Basics <u>Using Windows (File) Explorer</u> -- Using Different "Views" To See Files and Folders
By Jim Cerny, Chair, Forums Committee, Sarasota TUG, FL
August 2016 issue, Sarasota Technology Monitor <u>www.thestug.org</u> jimcerny123 (at) gmail.com

[Please read this article with your computer! DO the steps and you will find it all much easier to understand. Otherwise you will forget. Trust me on this.]

This is the second of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). In the previous article we looked at the two "panes" in this app window – the "Folder List" in the left pane, and the contents of a folder displayed in the right pane. Clicking on any folder on the left will show the contents of that folder on the right. The Folder List in the left pane shows ONLY folders, not files. Clicking on the right-pointing arrow next to a folder in this list will open (immediately below and slightly indented) the folders IN that folder. The arrow will now be pointing down. Click on the down-pointing arrow to remove or "hide" the list of folders in that folder and the arrow will then be pointing to the right again. Please practice this. This is how you can get to and open the folder you want to see.

Is this getting to be too confusing for you? But is it really that difficult to understand that a folder can itself be IN another folder? If you take some time to explore folders in this app it should become clear quickly. Exploring does NOT change anything, you are just looking around. We will get to actually changing some things in future articles.

This time we want to explore the different VIEWS or ways of displaying FILES and FOLDERS using this app. As stated previously, clicking on any folder in the folder list column on the left will open and display the contents of that folder on the right. There are different ways of displaying this information using the "view" options. In Windows 10 click on the "View" tab (menu bar) near the top of the window. On other versions of Windows Explorer you may see a small tool icon which, when clicked, will display the list of viewing options. Although several different "views" are available, we will look at only the two views that I use, but feel free to try the other views as well to see if you like them.

Page 14 (DY: Read our previous newsletters for more info!!!)

Page 15 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

Try the "Large Icon" view option. This is my favorite view when I am working with PHOTOS on my computer. All files that are photos will be displayed as a "thumbnail" of the photo itself with the file name below it. This is great for seeing what photos you have so you can delete photos you no longer want, or move or copy them to another folder, etc. If a file is NOT a photo, such as a document or a spreadsheet, then you will see a simple ICON representing that file "type". Folders are icons too (which actually look like a real folder) and in later versions of Windows, the folder icon will be displayed actually open a bit so you can "peek" and see hints of the photos in that folder. Double-click on any folder in the right pane to display the contents of that folder.

Note that you can select ANY view for ANY folder – just open that folder first and select the view option you want. What is nice about this is that the folder will "remember" your view option the next time you open that folder! So you don't have to select your view each time, only when you want to change it. Remember, changing "views" does NOT change any file or anything, it just changes how things are displayed in the window. Note that if you "hover" your mouse on any file or folder ("hovering" your mouse means that you place your mouse arrow ON something but do NOT click the mouse) it will open a small box with more information about that file or folder.

Try the "Details" or "Detailed list" view. This is my favorite view for ALL OTHER files. Each file name is listed on its own line with some very helpful information next to it. Note that the folders are probably listed first, alphabetically, then the files below them. The contents of a folder are sorted (by default) alphabetically, with the folders together at the top. If you click on the "Name" column header it will REVERSE the sort. Note that the small arrowhead indicates which column is sorted and how (from A to Z or Z to A). Click on the "Size" column header and your list will be sorted by SIZE, largest to smallest (note arrow is pointing downward).

Click again on the "Size" column heading and it will REVERSE the sort (arrow pointing upward). Please practice clicking on different column headers to sort your contents different ways. Sorting by "Type" for example will group all your files in that folder by the "type" of file – a Word document, a jpeg photo, etc. You can do all of this and nothing is changed – you are just looking around and viewing things in different ways. Can you see how using File Explorer can be so important? It can be used to FIND and VIEW anything on your computer. You can use the "sort" options in other "views" as well, just look for them by using the toolbar or "tabs".

Here is an important tip to help you. Double-clicking on a FOLDER in the right pane will OPEN that folder in that pane so you can see its contents. Double-clicking on a FILE in the right pane will OPEN THAT FILE using the DEFAULT app or program for that file type. If you wish to use a different app to open a file (that is, other than your "default" app) you should open that app FIRST and then use that app to find and open the file you want.

Finally, although there is so much that File Explorer can do, it can NOT create a new file. It can COPY files and MOVE them around your computer and RENAME them, but it cannot create a brand new file. You must use an app to do that – and you can understand that to create a new document you must use MS Word, or WordPad, or some other word-processing app. To create a new picture, you must use a camera, a photo app, or the paint app, etc. You use apps to create a new file, give the file a name, and save it to a folder. After that, File Explorer does everything else to work with ALL your files and folders – not only on your "C" drive, but on any memory device that is connected to your computer, such as your smart phone, thumb drive, or memory card.

Using Windows (File) Explorer - Working with Single Files

By Jim Cerny, Chairman, Forums Committee, Sarasota Technology UG, Florida September 2016 issue, Sarasota Technology Monitor www.thestug.org jimcerny123 (at) gmail.com

[Please read this article with your computer! DO the steps and you will find it all much easier to understand. Otherwise you will forget. Trust me on this.]

This is the third of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). In the previous articles we looked at the basic window layout when you open this app or program and we also talked about the two "panes" in this app window – the "Folder List" in the left pane, and the contents of a folder displayed in the right pane. In the second article we looked at the different VIEWS you can use in Windows/File Explorer and why I recommended the "Large thumbnail" view for pictures and the "Details" or "Detailed List" view for all other files.

Once you have learned how to explore your files and folders, how to FIND a file or folder you want, then you can WORK with that file or folder. Every file / folder has a NAME. You cannot have two files with the SAME name in Page 15 (DY: Read our previous newsletters for more info!!!)

Page 16 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

the SAME folder. FILES take up computer space and contain data and information. FOLDERS are LOCATIONS in your computer or memory device.

Now open the Windows File Explorer app or program and find "Documents" (or "My documents") in the left pane and click on it once to open the contents of the Documents folder in the right pane. You should be saving all your documents and most files here. To SELECT a file for some action, left-click on it once in the right pane and the file name should be highlighted. (NOTE: If you double-click on a file name your computer will try to OPEN that file using your computer's default program or app for that file type). When people say "click" using the mouse, they always mean a LEFT-click. A "right-click" of the mouse is specifically stated as a RIGHT-click.

DELETE A FILE

Ok, let's say you want to DELETE a file. As usual, there is more than one way to do the same thing. If you RIGHT-CLICK your mouse on the file name a menu of choices will appear for you to pick from. One of these choices will be "Delete" – and, if you CLICK your mouse on "Delete" it will delete the file! (Another way to delete a file after you have selected or highlighted it is to left-click on the MENU option(s) at the top of the window). A file deleted from your C-drive will be placed in your Recycle bin from which you can restore it if you change your mind. This "Right-clicking" the mouse thing is really helpful in a great many places on your computer – whatever you right-click on, a menu of choices will appear. For example, if you right-click your mouse on your desktop screen you will get a menu of choices of things you can do with your desktop. If you right-click on an icon you will get a menu of choices of what you can do with that icon. To make this pop-up menu go away without making any choices, simply left-click OFF of the menu. So, to delete a single file, highlight the file by clicking on it (in the right pane of the window), then RIGHT-click on the file to get the menu of choices, then click on "Delete".

You need to understand how to delete files from other memory devices too. Suppose you have a small drive or a thumb-drive, camera or memory card is plugged into your computer – how do you delete files from them? Well, the same way. All you have to do is FIND the files. And we discussed that in a previous article. Remember ALL FOLDERS are listed in the LEFT pane of the window – simply scroll down until you find the memory device listed and click on that device (the entire memory of the device is one big folder) and the contents will appear in the RIGHT pane of the window. Click on the folders to open them, etc., until you find the files you want to delete. Files deleted from other memory devices (that is, NOT your C-drive) will NOT go to your Recycle bin, they WILL BE DELETED. So be sure before you delete anything.

MOVE or COPY A FILE TO ANOTHER FOLDER

To MOVE a file simply DRAG the file to another folder. Dragging means placing your mouse arrow pointer ON the file name you want to move, HOLD DOWN the LEFT mouse button and, while you are holding it down, MOVE the mouse until the pointer is EXACTLY pointing at the destination folder. Then let up the mouse button. You can drag ANY file and drop it into ANY folder. But be careful! Only move and copy files to YOUR folders (Documents, Pictures, etc.). Yes you can drag and drop a document file into a pictures folder, it is up to YOU to keep your files where you want them, the computer does not restrict your moving files. The starting folder is called the "origination" folder and the receiving folder is called the "destination" folder. If you DRAG a file from one folder to another you are MOVING the file and it will no longer be in the origination folder. But if you DRAG a file from a folder on one memory device, such as your C-drive, and drop it in a folder on ANOTHER memory device, such as a thumb drive, then it makes a COPY and the original file will still be in the origination folder. The file will now be in TWO places.

To ALWAYS make a COPY of a file, drag it while holding down the "ctrl" key on your keyboard, then it will ALWAYS make a COPY.

While you are DRAGGING the file, as you move the mouse you will see a small box which tells you if you are MOVING the file or making a COPY of the file and will indicate the destination folder. When you let up the left mouse button to complete the move, make sure the tip of the arrow is indeed ON the correct destination folder!

CREATE A NEW FOLDER This also is easy. You should be IN the folder in which you want to create the NEW folder. In other words, you should have clicked on the folder on the left pane into which you want to create a new folder. The contents of that folder will be displayed in the right pane. At the top of the window will be an icon that will create a new folder – look for it and click on it once. A NEW folder will appear in the right pane – the NAME of the folder will be highlighted, "New folder", and ready for you to type in the NAME you want to give it. Every folder has a name, so give it a good one. Do not use odd characters in creating your names, use only letters, numbers, dashes, and spaces. TRY IT NOW Create a new folder and try MOVING files into it, one file at a

Page 16 (DY: Read our previous newsletters for more info!!!)

Page 17 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

time. Then move some of them back. You can drag a file to a folder in the LEFT or the RIGHT pane if you can see the folder. If you cannot see the folder you want, use the scrollbars so that you CAN see it. But remember a folder can be IN another folder, so you may have to open a folder to see it. Give it a try. Try making COPIES of files, and then DELETE the copies. Deleting files you do not need keeps your computer cleaner and easier to find what you need.

NEXT TIME we will look at how to work with MULTIPLE files – that is, deleting, moving, and copying SEVERAL files at one time. This is exciting stuff and makes it easy to make your own BACKUPS of all your FILES on another memory device and also to DELETE many files at one time. To get further help, go to Google and enter your question, such as: "How do I copy a file from one folder to another in Windows 10?" and you will get some great videos to watch too. It helps to be specific with your question.

Cleaning up your computer memory of files that you no longer use will save space and keep your computer running quickly. If you have seldom used files which you want to keep, copy them to another drive (a plug-in portable drive) to free up space on your "C" drive. Just like your car or your health, your computer needs periodic maintenance! (APCUG PUSH - 1-1-17 (1).zip)

Google is still growing 21 percent — and its cloud segment is growing ...

https://www.recode.net/2017/7/24/16020840/alphabet-google-business-stock-earnings-growth-cloud-revenue-profits-q2-2017 Jul 24, 2017 - Of note: Overall, Alphabet revenue grew 21 percent year over year to \$26 billion. Google's "other" business — everything that's not advertising, including its cloud business and Google Play app store — grew 42 percent year over year to \$3.1 billion.

https://www.cbsnews.com/news/mans-oldest-ancestor-identified-by-scientists/

Google is still growing 21 percent — and its cloud segment is growing ...

Time Magazine Person of the Year 2017 - Google - Weinstein news, for details if you wish. http://time.com/time-person-of-the-year-2017-silence-breakers/ (DY: Technology helps spread new)

Google 2017 stories: science and technology, and videos, food stories, weather, overpopulation, climate, bitcoin, Google: Tournament of Roses 2018 Parade, online and on TV

'Let's Just Meet.' Rex Tillerson Says the U.S. is Open to North Korea Talks Without Preconditions http://time.com/5061985/tillerson-north-korea-talks/?xid=homepage

Google: How many languages can world leaders speak? Trump's family? Rex Tillerson?

American Geophysical Union: AGU https://sites.agu.org/

AGU galvanizes a community of Earth and space scientists that collaboratively advances and communicates science and its power to ensure a sustainable future,

New Tech Kids www.newtechkids.com/ NewTechKids is a leader in teaching computational thinking skills to primary school-aged children ...Engineering For Kids www.engineeringforkids.com/ brings science, technology, engineering, and math (STEM), to kids ages 4 to 14 in a fun and challenging way through classes, camps, clubs, and parties. http://www.azfamily.com/clip/13939992/santa-goes-high-tech-at-scottsdale-fashion-square-mall Santa goes high-tech.

<u>https://www.recode.net/</u> Get the latest independent tech news, reviews and analysis from Recode with the most informed and respected journalists in technology and media.

https://www.recode.net/2017/7/24/16020840/alphabet-google-business-stock-earnings-growth-cloud-revenue-profits-q2-2017 Jul 24, 2017 - Of note: Overall, Alphabet revenue grew 21 percent year over year to \$26 billion. Google's "other" business — everything that's not advertising, including its cloud business and Google Play app store — grew 42 percent year over year to \$3.1 billion.

DY - Since I once went to the Yukon Territory Canada, I find the Mounties or RCMP generally interesting: <u>Due South Season 01 Episode 10 The Gift Of The Wheel-man</u> - <u>Canadian Mountie (RCMP) + his father</u>

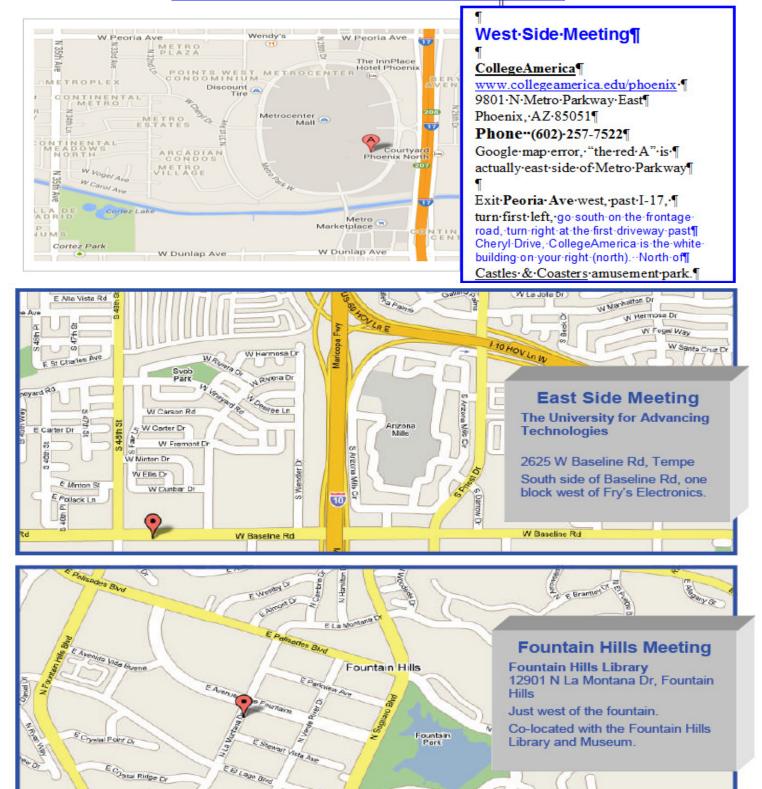
[https://www.youtube.com/watch?v=NYCNCOOheys - helps Chicago detective

Due South Season 01 Episode 00 Pilot https://www.youtube.com/watch?v=RhEbAGGpl1E

Top Science Discoveries of 2017 Documentary https://www.youtube.com/watch?v=5fCnOH2Xbp4

Page 18 Phoenix PC Users Group, phoenixpcug.org/newsletters Dec 14, 2017

HOW TO GET THERE - MAPS TO MEETINGS



(<u>DY: Read our previous newsletters for more info</u>!!!) 602-652-300 Fountain Hills Library Maricopa County Library District https://mcldaz.org/custom/branches/ 602-652-300 University of Advancing Technology 602-383-8228,

E Segundo

E EI Lago Sp

MEMBERSHIP DUES

The Official Policy of the Phoenix PC Users Group is that we do not condone software piracy in any form.

2017 DUES \$36, prorated **Example - \$9 for 3 months**

Phoenix PC Users Group Membership Application

First: (Print Legibly)	Init	tial:
Last:		
Address:		
	Zip Code:	
Home or Cell Phone:	Work Phone:	Ext:
	phone numbers outside the club, and will g contact you in a timely fashion, via email, o	
Receive Electronic PDF newsle	etter in place of a printed one: Yes	No
E-mail address:		
(Print Legibly)		
Signature	Date	/
Release my address to vendors	s? Yes No Note: Ph	one numbers will not be
listed.		
May the club share your e-mai	l address with other members only?	Yes No
With club approved vendors?		Yes No
Mail this completed form with	payment to:	

Phoenix PC Users Group PO Box 45451 Phoenix, AZ 85064-5451





APCUG2.ORG and AZACC.com member.

Our Web address: www.phoenixpcug.org also see www.phoenixpcug.org/newsletters

The Newsletter of the Phoenix Personal Computer Users Group "Users helping users to understand computers".

PHOENIX PC USERS GROUP PO Box 45451 PHOENIX, AZ 85064—5451

STAMP

PLEASE NOTE - OUR NEW ADDRESS