



# THE WYSIWYG



June 2020

Volume 32 Issue 6

**STERLING HEIGHTS COMPUTER CLUB**

PO Box 385

Sterling Heights, Michigan 48311-0385

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## **MAIN MEETING: TUESDAY JUNE 2 7:00 PM**

**Same day/time as usual**

**Location: Your house,  
Video conference**

\* \* \* \* \*

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## **This Month's Main Meeting Topic:**

**"Utility Apps"**  
will be presented online by  
APCUG Speakers Bureau member  
**Judy T aylour**

\* \* \* \* \*

What is a utility? An application that performs a specific task and adds functionality to your computer or helps your computer perform better. System monitoring, backing up, system maintenance, password management, virus protection, and more -- we all have our favorites.

Judy shares some favorite apps in this presentation. Please plan to share one of your favorites during the Q&A part of the meeting. Hopefully, we will all learn about at least one new utility we want to try.

\* \* \* \* \*

Hopefully by September the meeting restrictions mandated by the MI State Government will have been lifted, and we can return to traditional SHCC meetings at our new location at St. Thomas Lutheran Church in Sterling Heights.

Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding whether to become a member or not. July and August don't count since there is no main meeting in those months. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of Sterling Heights.

**DUES: \$30/YEAR**

**CLUB ADDRESS:** PO Box 385, Sterling Heights, MI 48311-0385  
**CLUB E-MAIL ADDRESS:** Info@SterlingHeightsComputerClub.org  
**CLUB WEB PAGE:** <http://www.SterlingHeightsComputerClub.org>

## 2020 SHCC Officers – Thanks to all!!!

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### Resource People

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General Computer Questions	Jack Vander- Schrier
Hardware	(open)
MS Publisher	(open)
MS Word	Rick Schummer
Spreadsheets	Rick Schummer

### SHCC Coordinators

Associate Editor	Rick Schummer
Door prizes	Don VanSyckel
Greeter for visitors	Jim Waldrop
Newsletter Publisher/Editor	Paul Baecker
Program Coordinator	Mike Bader
Publicity	Patrick Little
Publicity	Phil Reynaud
Welcome & check-in desk	Jim Waldrop
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### Club Dues Amounts

**T**he club dues were increased to \$30 per year at the November 2018 meeting.

This includes a digital version of the newsletter sent monthly, except for July and August, when the club does not meet.

A paper version of the newsletter is available in place of the digital newsletter, for an additional \$31 per year. (increased at March 2019 meeting)

Associate memberships, for a second member of a household, remain at an additional \$15 per year.

### Four-Month Meeting Schedule

**JULY 2020**  
**SHCC — NO Meeting**  
 12 - SEMCO meeting

**SEPTEMBER 2020**  
**1 - SHCC Main Meeting**  
 13 - SEMCO meeting

**AUGUST 2020**  
**SHCC — NO Meeting**  
 9 - SEMCO meeting

**OCTOBER 2020**  
**6 - SHCC Main Meeting**  
 11 - SEMCO meeting

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to : newsletter@SterlingHeightsComputerClub.org

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## The President's Pen

by Don VanSyckel



Last month's meeting was the first remote meeting that SHCC has held. Things went well and attendance was good. This month because of the unrest caused by the Governor, SHCC will be having another remote meeting. Judy Taylour, also from APCUG, will present "**Utility Apps**". Judy, in addition to being involved with APCUG since 1995, is a 32-year member of the Santa Clarita Valley Computer Club (SCV Computer Club) where she serves as President, Editor, and Webmaster. This meeting will use ZOOM like last month's meeting did.

Watch for the email about the June meeting. If you don't get an occasional email from SHCC, send an email to [Secretary@SterlingHeightsComputerClub.org](mailto:Secretary@SterlingHeightsComputerClub.org) to have it updated.

A reminder that when we meet in September it will be at the new location, St. Thomas Lutheran Church. The church is located in Sterling Heights on the north side of 15 Mile Road about 1/3 mile east of VanDyke Avenue. Enter from the parking lot on the east side of the building. The first couple of meetings will include experimenting with room layout of tables and chairs to decide what works best for us. More on this in the September WYSIWYG issue.

In the past SHCC has held a Gab Fest in the summer. Members have asked if we're doing it again this summer. As you remember, I emailed out a survey a while ago. The response for a Gab Fest was good. At this point the virus scare is subsiding (have you noticed the number of cars on the roads?) so watch for more information to come. It looks like August, about three months from now, at my place as we've done in the past. People will decide for themselves if they will attend or not; the summer sunshine feels awfully good.

Last Month's Meeting:

"Tune Up Your Windows PC" was presented remotely by Jere Minich of the Association of Personnel Computer User Groups (APCUG). We were pleased that attendance was close to that of our traditional meetings. Jere did a great job and the questions indicated that the topic was well received.

\* \* \* \* \*

APCUG kicked off their new **Getting to Know Windows from An Insiders Point of View** series of monthly online presentations on May 13 with the "**What's new with Windows 10, the 2004 Spring feature update**" segment. This is the first of four segments (the next one will be held on June 10). If you missed this first 2-hour event, you can watch the recording of it at this web link:

<https://youtu.be/J-p-uju19Sw>

## USPS "Informed Delivery"

News and/or Opinion from the Editor

Did you know that you can receive a daily preview of the mail that will be delivered to your physical mailbox by the U.S. Postal Service via email?

Go to the USPS web site (<https://www.usps.com>) and select "**Quick Tools**" from the menu and then "**Informed Delivery**". Select the "**Sign Up For Free**" button, fill in the necessary info, and you will receive a daily email with images of that day's mail (magazines and catalogs and some advertising supplements will not be imaged).

With the current flow of government checks in the mail system, it can be beneficial to know what's coming to you. Earlier this month, the service showed me two items out for delivery that day. But I never received the items, one of which was a check. I filed a complaint on the USPS web site, but as always I don't expect any reply. The USPS is very poor with their customer complaint responses (hmmm....perhaps they just get too many?), but I know what mail is EXPECTED to have been delivered.

An online communication system that was set up by residents in my subdivision has many notations of mail missing from mailboxes lately. I suspect that crooks know that checks are coming from Washington D.C. and are stepping up their mailbox theft activity. At least I can be aware of the mail that the Postal Service *plans* to deliver to my address on any particular day.



## Night Light — A Little-Used Feature of Windows 10

By Martin Arbagi, Editor — The DataBus  
Dayton Microcomputer Association, OH  
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An increasing amount of scientific evidence now indicates that bluish-white light — the kind that typically occurs at noon of a clear day — tends to stimulate the brain centers that keep us awake. On the other hand, light from the red-orange bands of the spectrum — the type that usually occurs at dawn or evening — either makes us sleepy or at least does not actively excite the "waking centers" of our brains.

Unfortunately, bluish-white light is precisely what the screens of most computer monitors and other digital devices usually emit. Thus, for example, reading yourself to sleep with an e-book can actually keep you

(Continued on page 8.....**Night Light**)

## A Windows 10 Screen Saver to Display Your Photos

By John Krout

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**Y**ou are swimming, or perhaps sinking, in an ocean of photos. Your relatives and friends send photos all the time. You might shoot some yourself too.

You can turn those photos into an entertaining and personalized slide show screen saver on your Windows computer. Read on to learn how.

### WHAT IS A SCREEN SAVER?

Many years ago, before flat-screen monitors became available, we used TV-like cathode ray tube (CRT) computer monitors. Those were big and ungainly things, power-hungry, and I am glad they are gone. But they had another significant problem: if an image was displayed on the screen for a very long time, the phosphors on the screen became "burned" by the brightest portions of the image. Those burns were permanent, and those burned portions of the screen were unable to portray whatever the computer wanted to show there later.

Hence screen savers were born, simple programs that appeared automatically after some minutes of computer inactivity, displaying moving images so that no burns could happen. Several screen savers are provided by Windows 10 and prior versions of Windows.

That same burn effect could also happen to TV cameras of that era. One of the most famous occurred in the TV camera carried to the Moon by the Apollo 11 astronauts. With no atmosphere, the sky was black and the objects in view were very brightly lit by the sun, a high contrast challenge for any TV camera. The metal flagpole, placed by the astronauts, was so bright that it burned the TV camera. When the camera was panned slightly to one side, two flagpoles appeared, the real one in its new position and the burned image showing where the pole had previously appeared. The astronauts could not see that, but Walter Cronkite did and so did the rest of the world. Cronkite was mystified by that, and said so, which surprised me because he was a TV broadcasting professional. At that time I was only 16 years old, and I recognized the cause of it immediately.

A second related purpose of a screen saver is to hide and lock the current screen so that nobody can view it. This was an early cybersecurity effort to prevent passers-by who might accidentally change your work in progress or have illicit intent to see your work or use the computer without your permission. Those concerns remain important today.

When you return to the computer and tap a key, the slide show ends and you are prompted to log in.

### STEP BY STEP

**First step:** copy all the photos you want to include in a slide show screen saver into one folder on your Windows computer. One possible place is the Pictures folder.

If you already have a huge number of photos in Pictures, and you do not want to include all the photos in a screen saver, then you can make a new sub-folder specifically for screen saver photos, select the photos you want to include in the slide show screen saver, Copy those selected photos, and then Paste the copies into the new sub-folder.

Yes, folders can contain sub-folders. The containing folder is often called a parent folder.

If you do not know how to make a folder, here is a quick tutorial:

- Open File Explorer. Browse to the Documents folder.
- In the right pane, the current contents of the Documents folder are displayed.
- Right-click there, and a menu appears, including the word **New**.
- Point at that word **New** and a sub-menu appears, including the word **Folder**.
- Left click on the word **Folder**, and a new folder is created, and named New Folder (what a surprise). The name is highlighted, which means you can type any other name you want, so long as that name you choose is not already given to another folder in the same parent folder.

**Second step:** In the Windows 10 Start menu, select Control Panel.

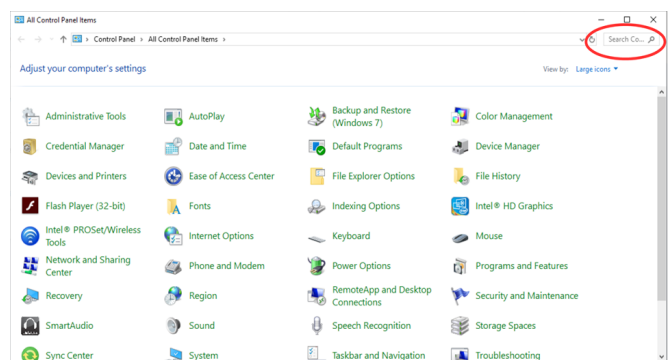


Illustration 1

You will see something like **Illustration 1**. Alas, Screen Saver does not appear in the rather long list of icons.

Note the Search field in the upper right corner, which is circled in the illustration.

Click in the Search field, so a cursor appears there. Type **Screen Saver**. Results appear immediately, so you do not need to tap the Enter key.

Control Panel Search is a great quick way to reach specific parts of the Windows 10 settings without learning exactly how to navigate through three or four screens.

In this case, Search shows a results page such as that depicted in **Illustration 2**.

Under the heading Power Options, click on **Change Screen Saver**, which is circled in Illustration 2.

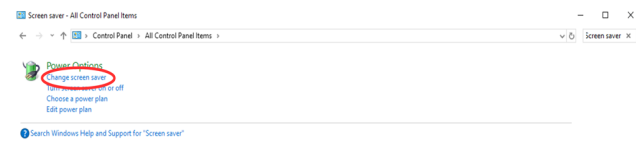


Illustration 2

The Screen saver dialog window appears, as shown in **Illustration 3**. This is where you can get down to the business of activating and configuring your Photos screen saver.

The dialog window includes a dropdown menu for the selection of screen saver types. Initially, yours will likely say None, which is the default.

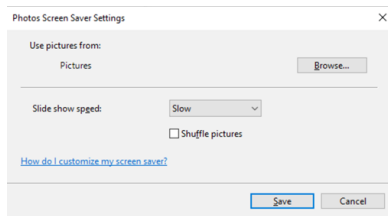


Illustration 3

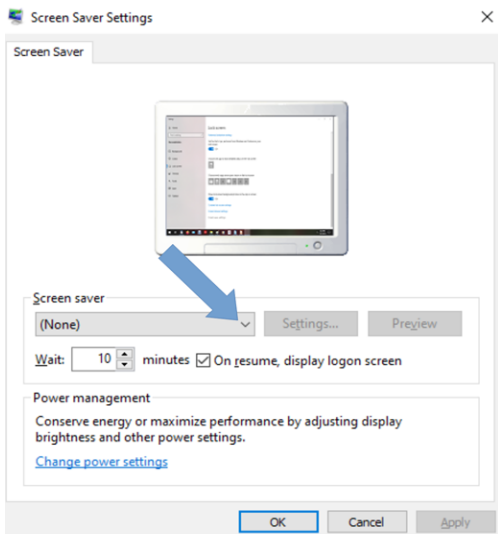


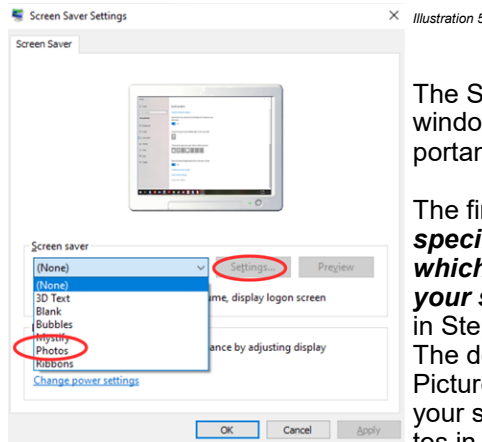
Illustration 4

A typical menu is shown in **Illustration 4**. Yours may differ depending on when you obtained your version of Windows because some types are added from time to time. Photos, which has been a Windows screen saver

for a very long time, should appear in all the versions of the menu and is circled in **Illustration 4**. Select **Photos**.

Selection from the menu causes the menu to disappear. You can tell that you selected Photos because that word remains visible, to the left of the down-arrow.

After that, in the dialog window, the Settings button is active. Click on the Settings button, which is also circled in Illustration 4. A Screen Saver Settings dialog window opens. That dialog window is shown in Illustration 5.



The Settings dialog window has three important purposes.

The first purpose is to **specify the folder in which you stored your selected photos** in Step One above. The default folder is Pictures. If you put your screen saver photos in Pictures, then

you do not need to change this setting. Otherwise, click the Browse button, and a standard Windows folder selection navigator window appears. Navigate to and select your folder, and then click the OK button in the folder selection window.

The second purpose is to choose the **speed** of the slide show of photos, meaning the duration of each photo on the screen. The speed options include Slow, Medium, and Fast. Not very descriptive, right?

The speed is a matter of individual taste. Try Medium first. In a moment or two, you will learn how to test that setting. If that speed is not ideal for you, then go back to the Screen Saver Settings window, change the speed setting, and test again.

The actual duration of photo display each setting on your computer depends on a great variety of factors, such as the speed of your hard drive, the speed of your CPU, the amount of RAM memory in your computer, and the number of programs running on your computer.

The third purpose is to choose the **order in which the photos are displayed**. The Shuffle checkbox tells the computer to display the photos in Random Order. If you do not check that box, then the photos will be displayed in file-name order.

Once you are done with the settings, click on the Save button, and the Settings window closes.

**Third Step:** You can test your slide show by clicking the Preview button in the Screen Saver dialog window. This preview capability allows you to see the actual duration of each photo. You can try it out and decide if the speed is too fast or too slow for your taste, and then reopen the Screen Saver Settings window to adjust the speed if necessary.

When you are done setting up your screen saver, tap the OK button at the bottom of the dialog window. The dialog window closes. You can close the Control Panel Search Results screen as well.

After that, all you have to do is wait, keep your hands off your mouse and keyboard. Eventually, your customized screen saver will take over.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## Quick Review: PIXresizer News and/or Opinion from the Editor

Have you ever tried to attach photos to an email message, only to discover that your email service has an attachment limit too low for this purpose? No worries. There are many free tools out there for reducing the file size of photos, and [PIXresizer](#) is one that I've used many times successfully.

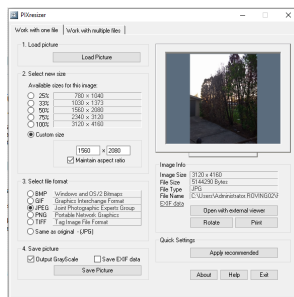
This program allows you to change a photo file size to a percentage (25%, 33%, 50%, 75%, or your custom selection) of the original, while maintaining the image's aspect ratio (the ratio of height vs. width).

Although its primary purpose is making simple changes to your photos before posting, viewing or sending them online, it also has a few other features:

- Save (or not) EXIF data (camera info, location data, etc. — some consider EXIF data a privacy concern)
- Work with single files or batches of files
- Output GreyScale (create a black & white image)
- Alter the file format (BMP, GIF, JPEG, PNG, and TIFF)

The program works with all versions of Windows.

The safe link to this free program is in the WebPageReviews section on page 13. (Caution: Some so-called 'download' web sites include spyware/malware in downloaded files.)



## Creating a Series in MS Excel

By Dorothy Fitch, Green Bytes Editor  
GVR Computer Club, Green Valley, AZ  
<https://ccgvaz.org/>

Have you ever wanted to create a series of numbers or dates in Excel?

It's very simple! Here's how.

- Step A. To create a number series, start by typing a 1 and a 2 in top two cells in the first column. Drag your mouse to highlight the two cells. Move your mouse to the lower right corner of the cell with the 2 in it until you see a small crosshair (different from the white "plus sign" cursor).
- Step B. Drag down with your mouse as far as you want to go, and you'll get a number series that increases by one.
- Step C. If you start with 1 and 3, you will get a series of odd numbers.
- Step D. Try starting with 5 and 10.

You can also create a series going horizontally in the same way.

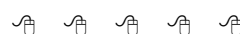
If you want a column with all the same number in it, just enter 1 in the top cell.

Step A.	Step B.	Result	Step C.	Step D.
1	1	1	1	5
2	2	2	3	10
3	3	3	5	15
4	4	4	7	20
5	5	5	9	25
6	6	6	11	30
7	7	7	13	35
8	8	8	15	40
9	9	9	17	45
10	10	10	19	50
11	11	11	21	55
12	12	12	23	60
13	13	13	25	65
14	14	14	27	70
15	15	15	29	75

Do you want a series of dates? Use the same approach. Start with 12/30/2019 and 12/31/2019. Note that the dates go correctly across to different months and years.

C	C	D	C
12/30/2019	12/30/2019	12/30/2019	12/30/2019
12/31/2019	12/31/2019	12/31/2019	12/31/2019
			1/1/2020
			1/2/2020
			1/3/2020
			1/4/2020

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*



## How Does a Router Work? A Simple Explanation

By Megan Ellis

<https://www.makeuseof.com/>

Routers are an important piece of technology that most of us have in our homes, but many of us don't really understand them. In fact, most people don't even realize what a router technically is and how it's different from a modem.

Luckily, we are here to demystify the basic functions of a router so that you can get a better understanding of your network devices.

### What Does a Router Do?

To put it simply, a router connects devices within a network by forwarding data packets between them. This data can be sent between devices, or from devices to the Internet. The router does this by assigning a local IP address to each of the devices on the network. This ensures that the data packets end up in the right place, rather than getting lost within the network.

Imagine this data as a courier package—it needs a delivery address so that it ends up at the right recipient. Your local computer network is like a suburban road—just knowing this location within the world at large (i.e. the World Wide Web) isn't enough.

The package could easily end up at the wrong house with limited information. Thus, the router makes sure that each location (device) has a unique number so that the package goes the right address.

If you need to return the data to the sender, or send out your own package, your router does this job too. While it handles each packet individually, it does this so quickly that it feels instantaneous—even when multiple devices send out data at once.

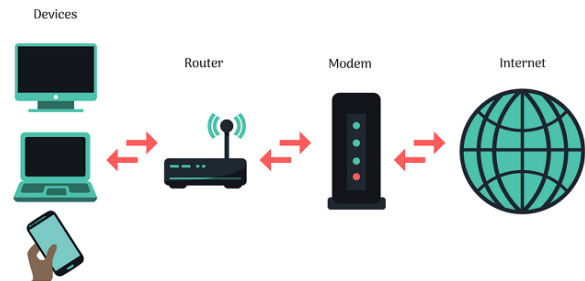
### How Is a Router Different Than a Modem?

Since modern modems often come equipped with a built-in router, the distinction between modems and routers is often blurred. But those who remember the early days of the Internet know that they have distinct functions.

You need your modem to connect to the Internet via your ISP, while you need a router to connect multiple devices in a network—including your modem. Therefore, the router allows your modem and multiple devices to transfer data from one location to another. The modem is the conduit that sends data to and from the Internet.

You need a modem due to the different types of signals used by computers compared to the Internet at large.

Computers and mobile devices use a digital signal, while the Internet works on an analog signal.



The modem converts these signals to the correct format. This is where the device gets its name from: a modem is a modulator and demodulator. You will often [receive a modem from your ISP](#) when signing up for an Internet package; we've looked at the [best replacement modems/routers if you have Comcast](#).

This signal conversion is the dedicated function of the modem. Actually coordinating these signals is the router's job.

### What Is a Router Used For? When Do You Need One?

Once upon a time, in a single-PC household, you only needed a modem to connect to the Internet. Technically, if you only want to connect one device, you can still use only a modem. Though for security reasons and future flexibility, it's best to [use a router even with only one device](#) on your network.

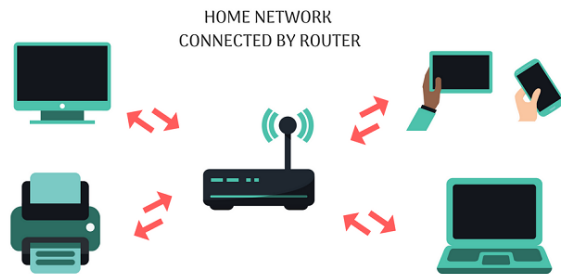
But now that homes usually have more than one device, a router is essential. Think back to the example of a road name versus your house's number. If there was only one home on the road, you wouldn't need the house number since it's the only location. But when there are multiple houses on a road, you need a local address.

You need a router not only when you want to connect multiple devices to the Internet, but also if you want to connect multiple devices to each other. Without the Internet, you can still create a local network of computers and other devices. This enables you to transfer and share files with specific devices within a network, including printers, scanners, and game consoles.

Without the router, the data wouldn't end up at the right device. A command to print a document is useless if it ends up on your smartphone or a Google Home speaker—it needs to go to your printer.

Speaking of Google Home, routers are even more essential when it comes to connecting your smart home. Since a smart home is also a local network of devices, without a router they can't talk to each other. Depending

on the device, you might still need an Internet connection if services are cloud-hosted. But ultimately, the router coordinates these data packages.



A local network can exist without the Internet or a modem, but it cannot exist without a router.

### Differences Between a Wired and Wireless Router

The difference between a wireless and wired router is what type of connections each device allows. A wired router only has LAN cable ports, while a wireless router (also known as [a Wi-Fi router](#)) includes antennae and a wireless adapter that allows devices to connect without a cable. {Note: Antennae can be visible or hidden within the router.}

Most routers and modems nowadays include both LAN ports and antennae. There are a few points you should keep in mind before you select [which Wi-Fi router to buy](#) to make sure that you select the right one for your situation.

### Finding Out More About Your Internet Devices

Now you know what a router does and the role it plays in connecting your devices to the Internet. If you're still looking for more information to sort through the jargon, we have a more guides to check out.

For example, what is [the difference between a router, a hub, and a switch](#)? Turns out you don't need to spend cash on each device to connect your home network to the web. We've also looked at [the best travel routers](#) for when you're on the go.

***This article is republished, with permission, from the MakeUseOf web site.***

{Ed. note: A big advantage of having YOUR own router, connected between your ISP's router/modem and your devices, is that YOU control the access to your home network (and everything connected to that network). Your ISP does not have access beyond YOUR own password-protected router, although they do have access to THEIR equipment. If you need service from your ISP, just remove YOUR router from the network, get the service done, and reconnect your router.}

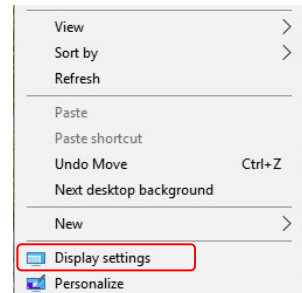


*(Night Light....Continued from page 3)*

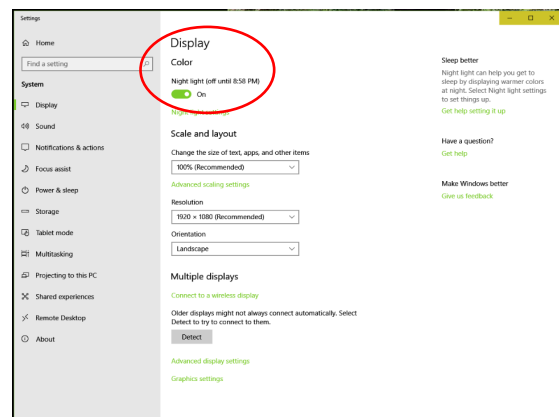
awake, as can taking that spread sheet home from the office so you can work on it after dinner.

Microsoft's latest operating system, Windows 10, has a feature that can mitigate this problem. It's called "Night Light," and is frequently ignored when setting up or customizing a PC. I myself initially thought it was designed to have monitors glow softly at night, thereby making the computer easier to find in a darkened room. I finally blundered into the correct use of Night Light almost by accident. Night Light is easily set up.

Merely go to your Desktop and right-click your mouse. (Left-click if you use a left-handed mouse, as I do.) The familiar screen shown at the right shows up. Now click on "Display Settings."



The screen shown below now appears. Finally, move the slide switch labeled "Night Light" (circled in red) to the ON position.



Two comments before finishing:

- (1) *Night Light knows when to turn on.* If you look closely at the second screen, you'll see that the day I wrote this article, my PC switched to Night Light at sunset: 8:58 P.M. Obviously, I was writing during the summer! Windows 10 knows your approximate location by, among other things, your IP address, and will adjust for time zone, latitude, longitude, and Daylight Savings Time.
- (2) *Turn Night Light OFF if you are working on something that requires true color rendition.* For example, if that project you brought home from the office is not a spread sheet, but rather an advertising campaign with lots of graphics, you don't want the color distortion that Night Light will inevitably generate.

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## Cleanup for the New Year 2020

By Jim Cerny, Forum Coordinator  
The STUG Monitor [www.thestug.org](http://www.thestug.org)  
[jimcerny123@gmail.com](mailto:jimcerny123@gmail.com)

It's time to give your Windows computer a good look and clean out all the junk! I bet most people clean out their garage more often than their computer. Sure you can run apps that delete stuff and you should do that regularly. But to start the New Year I am talking about going over ALL your files on your C-drive and your emails as well. Deleting the files you no longer want or need will not just free up some space (does anyone really care about space anymore?) but will make your backups run much more quickly and you will be able to find things so much more easily. Trust me on this – make it your new year's resolution! So here are my tips on what to look at to delete those unwanted files.

1. BEFORE YOU START deleting files, why not back them up first? Use a small portable drive (a "thumb" drive that plugs into your USB port) and copy everything you want to it. You should do this monthly anyway.

2. USE WINDOWS EXPLORER and go through ALL your folders and look at all your files. You need only look into the folders you save files in – such as Documents, Downloads, Music, Pictures, and Videos. You can SORT the list of files in a folder by DATE, so you can look for those old files easily and delete them. You can delete multiple files at one time by left-clicking the first file you want to delete, then holding down the "Ctrl" (control) key while you click on other files. When you let up on the Ctrl key you will have selected multiple files. Or you can hold down the "Shift" key when left-clicking on the second file and all files in-between will be highlighted.

3. DO NOT DELETE A FOLDER without looking inside it and seeing everything in it. Deleting a folder will delete all files and other folders in it. Look before you delete.

4. DELETING FILES AND FOLDERS FROM YOUR C-DRIVE will put them in your Recycle Bin, so you need to delete them from there too. If you delete files from an auxiliary drive (such as a USB "thumb" drive) they will NOT go to your Recycle Bin.

5. PHOTOS – Go through all your photo files, every photo, and delete the ones you do not want. Each photo is a file. Get a small portable drive and put all your photos on it and then delete them from your C-drive. Copy them to another device for backup. Or, use "Google Photos" and put them all there – it's free and really nice.

6. BANKING – Review ALL your charge or debit cards and cancel those you no longer need or want. Review ALL AUTO-payments. Are you still auto-paying for a service you do not use? Lots of people do not stop their auto-payments when they need to.

7. CONTACT LIST – Review ALL contacts on your contact list. Do you have more than one contact list? Delete all those old contacts you no longer need. Cut the cord.

8. APPS and programs – delete those apps you no longer use.

9. OLD CDs? -- Do you still have any old CDs? Copy them to a portable drive and throw them away. Yes, you can copy music and other files too.

10. REORGANIZE – Now that you have deleted a lot of files, review the folders you have remaining and reorganize what you are keeping. Delete old folders you no longer want and create new and more meaningful folder names and move the files into them. You can change file and folder names using Windows Explorer.

11. BOOKMARKS – Review your bookmarks (web page shortcuts) and "tabs" on your web browsers and delete the ones you no longer use.

12. EMAIL – Review all your saved email folders and delete the ones you no longer need. How many emails are in your Inbox? More than 50? You can set your email option to automatically delete old emails for you.

Maybe this is a bit much to do in one session, so just pick one at a time. And give yourself a nice reward for doing it! Your computer will thank you and you will be thankful yourself the next time you think "Where did I put that file?!"

***This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.***

*{Ed. note: It's never too early or late in the year to consider the tips in this article. A few additional comments:*

1. Every file (document, photo, video, music file) that is important to you should be saved in at least two places — on your PC, and on another device or drive.
2. Remember that any file that you download from the web ends up in the Downloads folder, unless you have told your web browser to save them elsewhere on your computer.
3. In your email account, check the spam/junk folder at least weekly to be sure that your email service has not put good mail there (it happens all the time). Most services will regularly empty that folder without any notice to you.
4. When searching through your photo file collection, consider using File Explorer's Preview Pane (located in the View tab) to easily view and delete photos you no longer want to keep.
5. If your hard drive gets close to 90% full, Windows will start to complain by acting sluggish. Windows needs sufficient hard drive space to work. File Explorer can tell you how much free space is there.
6. Throwing away music CDs into a landfill is probably not the best idea. Legally, you have to possess the original media to be able to rip music to other file formats. But if one were

*(Continued on page 11.....Cleanup)*

# Help! Windows is Confusing

By Cyn Mackley

<https://cynmackley.com>

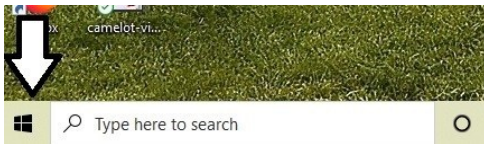
**A** reader is finding Windows 10 to be very confusing:

*"I've just upgraded from Win 7 to 10 and am finding it very difficult. Nothing seems logical as in XP and 7, which I had no problems with. Can you help at all please, I'd be eternally grateful."*

I promise you, it's not as confusing as it may seem. So let's start at the beginning with the Start Menu:

Remember back when Microsoft removed the Start Button in Windows 8? If you don't, count yourself fortunate to have missed that debacle. The Start Button is the foundation of Windows. If you're moving to Windows 10 from Windows 7, you'll notice that it's changed from round to square. But it's still in the same spot at the far-left bottom of the screen. Just click to see the Start Menu.

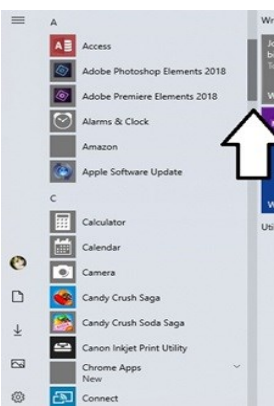
Make sure to click on the square Windows button to get the Start Menu. If you click the magnifying glass or the search box, you'll get the search window.



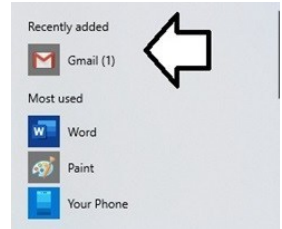
Here's a look at the basic Start Menu. To the left, you'll see an alphabetical list of all of the programs installed on your PC and to the right you have Live Tiles. Live Tiles can freak some folks out. I promise there's nothing to worry about. I'll get into them in-depth in a separate lesson. Let's break down the parts of the Start Menu.



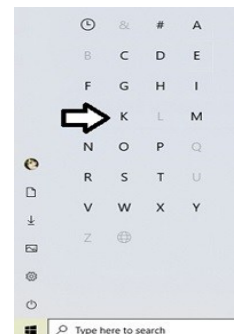
When we talk about 'apps' in Windows 10, it means exactly the same thing as saying 'program.' 'App' is short for 'application'. An application and a program are the exact same thing. Just scroll through your apps to view them in alphabetical order.



At the top, you'll see any recently installed apps and your most recently used programs.

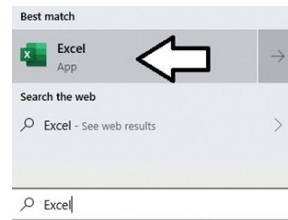
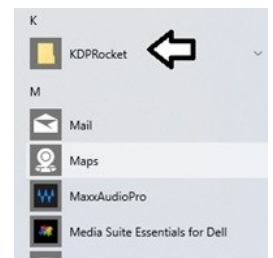


To quickly navigate click the heading of the group of apps. In this case, the 'A'.



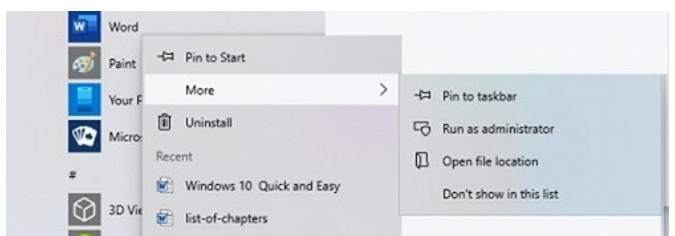
You'll see a map that you can navigate by clicking on a letter or symbol.

Click the letter and you'll be taken to that group of apps.



Remember, to search for an app, just type the name in the search box (In this example "Excel") and click on the result to open.

Right-click on an app for options to Pin to the Start Menu or taskbar or uninstall the program. For some programs, you'll have options to run as an administrator or even to access recently used files.



If you choose to Pin something to the Start Menu, you're making a shortcut for it among the Live Tiles on the right.



Pin an app to the taskbar and you'll have a shortcut on the bar at the bottom of your desktop.



If you want more Windows tips, consider buying my Windows 10 Guide from our store.

***This article is republished, with permission, from the Cyn Mackley's Tech Tips web site.***



***(Cleanup.....Continued from page 9)***

*to still choose to get rid of CDs, many organizations would surely accept them (charities, libraries, senior living places....even I, depending on the music category).*

7. *Leaving files in the Recycle Bin makes them available for restoring if they were accidentally put there, but the files still take up drive space until you empty the Recycle Bin.*
8. *Online storage services are convenient, unless you can not access their web site when you want to, or the site loses your files. I once had an email account with an Internet service called BoxFrog. One day, I went to log in and the service presented a brief notice: "Out of business". All the content was lost. More often, you get what you pay for.*
9. *Cancelling (closing) debit and credit cards can cause your credit score to suffer. Perhaps better to just put the cards in a drawer until they expire, and then just not renew them. The Discover Bank states: "There's no harm in keeping old accounts open — even if the card is in your drawer. Keeping them open helps you maintain your length of credit history".*
10. *Occasionally backup your browser bookmarks. If you need to reinstall your browser, depending on how you do it, you may lose all of your bookmarks. You will certainly lose any IDs/passwords that the browser is storing for you.*



## Help, I'm Stuck! What Do I Do Now?

By Dorothy Fitch, Editor  
GVR Computer Club, AZ  
Green Bytes [www.ccgvaz.org](http://www.ccgvaz.org)  
newsletter@ccgvaz.org

**H**ave you ever forgotten how to do something you have done before in a software program or operating system? Or perhaps you know you should be able to do something you need to accomplish, but don't have a clue how to do it? Wandering through menus and settings can be laborious and often, not very productive. So, how can you get "unstuck" in your task?

There are lots of resources you can try. If you aren't in a hurry, you can check out your local library.

If you need immediate help, your first instinct might be to use the program's Help system. However, I sometimes think that people who write Help information aren't really using the program in a "real-world" setting and don't cover everything you might encounter. They tell you what they expect you want to know, not what you really do need to know.

The best way I have found to get "unstuck" is to search the Internet instead. In your favorite search engine, type name of the program and exactly what you are trying to do. I am re-learning InDesign, an Adobe product for graphic design, and it is very complex. The version I have is older and pressing F1 for Help doesn't work, as the product is no longer supported. All I wanted to do was to put a box around some text, and so I googled this: *indesign put box around text*.

I immediately got lots of answers, some with video tutorials (which you aren't going to find in the application's Help system). Not only did I find many ways to put a box around text, but I also learned how to remove a box, which might come in handy someday. And how was I to know to look for the Glyphs menu to insert special character? Web to the rescue again.

Sometimes, a Help system doesn't mention what you are looking for because the product can't do it. I had to search the Web to learn that Paint.net, my favorite (free) graphics editing software, supports RGB color format, but not CMYK, which was what I needed. Their Help information didn't even mention CMYK.

And what do you do if you get an error message you don't understand? Just google the text of the message! I encountered this cryptic error message in InDesign when creating a PDF and couldn't figure out how to resolve it.

"The document's transparency blend space doesn't match the destination color space specified in the Export Adobe PDF settings. To avoid color appearance changes in the PDF, click cancel and change either the document's transparency blend space, or the destination color space."

When I searched for *indesign the document's transparency blend space doesn't match*, I got several suggestions of what to do, and eventually figured out how to fix the problem.

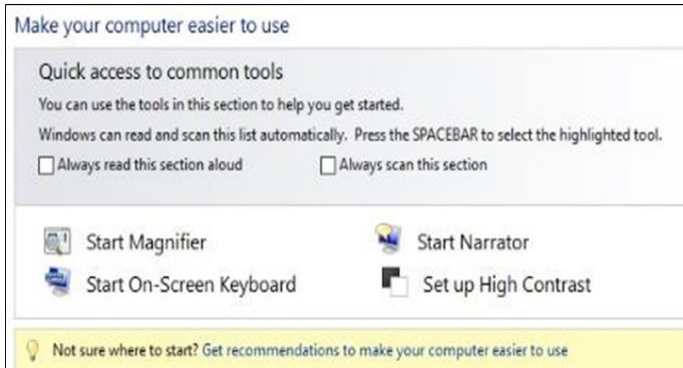
The bottom line is that people who answer questions in a User Forum or blog, those who take the time to create tutorials and videos, and authors of Tips and Tricks columns are more likely to get you "unstuck" than any product's Help system. All you have to do is ask the Web for help.

*This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.*

## Windows 10 Helps with Vision Problems

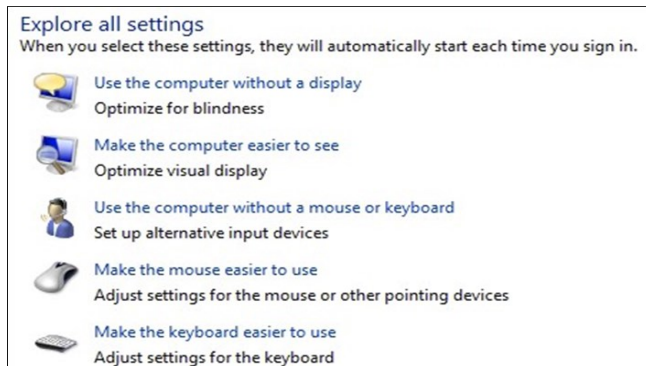
By Nancy DeMarte, 2nd Vice President  
Sarasota Technology Users Group, FL  
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[education@thestug.org](mailto:education@thestug.org)

As we age, many of us find that our vision begins to deteriorate, making it difficult to read the computer screen. Windows has a long history of aiding users with this problem, but Windows 10 has increased the number of vision assistance features and made them easier to use. This article explores the vision tools located in the **Ease of Access Center** on the Control Panel. Type "Control" in the Windows Search box and click Control Panel > Ease of Access Center. If you intend to visit the Ease of Access Center often, you can save time by pinning it to the Start menu or Quick Access toolbar (located above the ribbon). To do this, open the Control Panel, then right click Ease of Access Center and click your choice of locations.



The **Vision** section of Ease of Access has several tools. Some have so many options they can be confusing.

To help you begin, Windows 10 offers a survey which will help you know where to start, given your specific vision problems. (See the yellow box above.) Your answers will generate recommendations for which tools will give you the most help. The four most popular tools are listed above the yellow box. Below the box is a partial list of settings that can be personalized. (See below)



After a setting is selected and turned on, it starts up the next time you open the Ease of Access Center and stays on until you turn it off.

Here are brief descriptions for some of the Vision tools featured in Windows 10:

**Magnifier** can enlarge the contents of the whole screen, locate or dock the magnified text at the top of the screen, or create a magnifying lens which you can move with a mouse or touch to magnify specific sections of the screen. To turn on Magnifier, hold down the Windows logo key and press the + key. To turn it off, hold down the Windows logo key and press the Esc key. Magnifier has many optional settings. It is usually safer to stay with the default settings until you find you need to change one.

**High Contrast** makes text or graphics easier to see by emphasizing their difference. For example, a black background with white or light-colored text might be easier for some people to read. Others might prefer a white background with black text. To turn high contrast on or off, hold down the Shift and Alt keys on the left side of the keyboard and press the Print Screen key (PrtScr) on the top row of the keyboard.

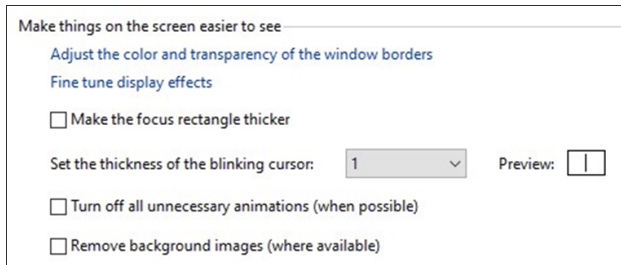
**Narrator** is a screen reader. After you choose a male or female voice, Narrator reads aloud everything on the screen and can describe the content of videos (Audio Description).

Narrator is easy to turn on and off from Ease of Access Center or by typing Narrator in the Search box. Adjustments can be made to the reading speed. You will need speakers to use this tool. Some recent changes made to Narrator are explained in the box below:

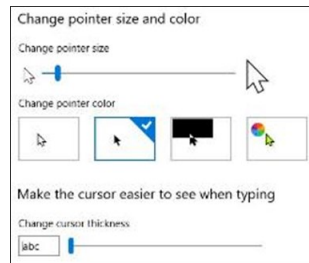


**On-Screen Keyboard** is a keyboard which appears on the screen with a black background and white characters. This keyboard option may be easier for some users to see. It can be used with a mouse or touch if you use a touch screen computer.

**Display** includes tools to make your screen easier to read. Use the slider to change the text size or brightness of the display. A few other settings are shown below:



**Cursor and Pointer** lets you choose the size and color of the mouse pointer and cursor. This is a good option for those who have trouble finding the pointer on the screen. More settings for a mouse pointer can be found in the Control Panel in 'Mouse'.



**Color Filters** are options for those with color blindness. Choose between grayscale or various color groupings until you find one that makes it easier to see photos or colored graphics.

**Speech Recognition:** If you have your PC connected to the Internet and have turned on 'speech recognition' in the Control Panel, your computer will type your words as you speak them. You must also turn on the computer's microphone. To do this, type 'microphone' in the Search box. As of now, speech recognition includes six languages.

**Cortana:** Microsoft's digital assistant, Cortana, is an easy-to-use shortcut to many types of tasks, such as opening an app, sending an email, and answering questions. Just turn on Cortana by typing her name in the Search box and talk to her.

Not all the tools described here are found in **Ease of Access**. Type a tool's name in the Windows Search box to find it. Most of the accessibility tools have a "Get Help" link to click if you need assistance. If you need even more help, talk to Cortana.

***This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.***

{Ed. note: Be aware that Windows 10 features mentioned in our newsletter articles and in web columns can change at any time (one reason not to purchase a Windows 10 book). Microsoft 'owns' your Windows 10 computer (in a manner of speaking) and can add/change/remove anything that they choose, usually (but not exclusively) during their twice-yearly Version Feature Updates (which are typically pushed to your PC in March and September of any year). Read all about it at the web site link in the WebPageReviews on page 14.}



## Web Page Reviews Overload

(Web sites that did not fit on page 14)

How much RAM do you really need? (If shopping for a new Windows PC, do not accept less than 8GB. Consider upgrading your old PC to 8GB of RAM if the PC accepts that much.)

<https://www.makeuseof.com/tag/much-ram-really-need/>

How to edit photos with free **FastStone Image Viewer**. Web site also has downloadable User Guide ("tutorial"). <https://davescomputertips.com/how-to-edit-photos-with-faststone-image-viewer/>

**PIXresizer** is a free tool designed to make very simple changes to your photos before posting, viewing or sending them online. (For Windows only.)

<https://bluefive.pairsite.com/pixresizer.htm>

How to check if your VPN connection is actually encrypted. They all tell us that it is, but.....

<https://www.online-tech-tips.com/computer-tips/check-vpn-connection-actually-encrypted/>

USB flash drive vs. external HDD and SSD: Which is best for you? If anything digital is important to you, it should be stored in TWO places — on your computing device and on a separate storage device.....or even on two separate storage devices.

<https://www.maketecheasier.com/usb-flash-drive-vs-hdd-vs-ssd/>

Google Maps (just one of many online mapping services) has lots of hidden navigation, geospatial search, and customization tools. Here is a list of 44 of them.

<https://www.pcmag.com/news/44-google-maps-tricks-you-need-to-try>

Save yourself some time behind the wheel and check out these traffic apps that are ready to guide you quickly to your destination.

<https://www.lifewire.com/best-traffic-apps-4570916>

Next for Windows 10: What to expect from the version 2004 update (released in May 2020).

<https://www.zdnet.com/article/what-to-expect-from-windows-10-version-2004/>

How to skip the Login Screen in Windows 10.

<https://www.maketecheasier.com/how-to-skip-login-screen-windows-10/>

Viruses, Trojans, and other malicious programs attack your OS and your apps. With phishing attacks, the target is you, the user. Here's how to protect your personal information and avoid phishing scams.

<https://www.pcmag.com/how-to/how-to-avoid-phishing-scams>

## Web Page Reviews

by Paul Baecker — [webwatch@sterlingheightscomputerclub.org](mailto:webwatch@sterlingheightscomputerclub.org)



This column attempts to locate sites containing valuable, amusing, and free content, with no overbearing pressure to purchase anything.

**Club members only** are encouraged to submit favorite sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue. Also check the SHCC web site (“Web Page Reviews”) for previous gems.

How to test a suspicious link without clicking it.  
<https://www.lifewire.com/how-to-test-a-suspicious-link-without-clicking-it-2487171>

Features and functionality removed in Windows 10 (so far). This web page is updated as Microsoft deems appropriate.  
<https://docs.microsoft.com/en-us/windows/deployment/planning/windows-10-removed-features>

Secure email services for privacy concerned people. (Some, but not all, are free services).  
<https://itsfoss.com/secure-private-email-services/>

What’s the difference between “sleep” and “hibernate” in Windows?  
<https://www.howtogeek.com/102897/whats-the-difference-between-sleep-and-hibernate-in-windows/>

Good webcams can be hard to find. Fortunately, you can use many digital cameras as makeshift webcams.  
<https://www.howtogeek.com/669410/how-to-use-a-digital-camera-as-a-webcam/>

How to increase your Windows laptop’s battery life.  
<https://www.howtogeek.com/169720/how-to-increase-your-windows-laptops-battery-life/>

Cable clutter is the scourge of the modern computer desk. Here are five ways to clean it up.  
<https://www.makeuseof.com/tag/clean-up-computer-cable-clutter/>

What is a PDF file and why do we still rely on them?  
<https://www.makeuseof.com/tag/what-is-pdf-file/>

How to get colored Window title bars on Windows 10 (instead of the usual dull white).  
<https://www.howtogeek.com/222831/how-to-get-colored-window-title-bars-on-windows-10-instead-of-white/>

How to disable Microsoft’s occasional large blue “Get even more out of Windows” pop-up window on Windows 10.  
<https://www.ghacks.net/2019/08/09/how-to-disable-get-even-more-out-of-windows-on-windows-10/>

How to create an Internet favorite or bookmark in various web browsers and on Android/Apple devices.  
<https://www.computerhope.com/issues/ch000858.htm>

The goal of the Eelo project is to remove all Google services from Android to give you an alternate mobile operating system that doesn’t track you and invade your privacy. Clearly, there is a demand for something different than the Apple-Google worldwide market duopoly on mobile devices.  
<https://itsfoss.com/gael-duval-interview/>

Argon One case moves all Raspberry Pi 4 ports to the back for proper cable management.  
<https://www.pcmag.com/news/argon-one-case-moves-all-raspberry-pi-4-ports-to-the-back>

A traveling geek couple offers videos, blog articles and tutorials on many PC and cellphone topics (free and paid content).  
<https://geeksonatour.com/>

Three ways to create bootable Linux Ubuntu USB startup disk.  
<https://www.tecmint.com/create-bootable-ubuntu-usb-disk/>

**NOTE: Many of the links in the digital newsletter connect to the Internet if clicked. For those that do not, copy and paste the link into your Internet browser.**

## Web Watch Column on the Club Web Site

Check out the **WebPageReviews** section on the club’s web site. There you can see past web sites reviewed in this column. They are arranged into various *keyword* categories to help locate a specific topic or site.