NEWSLETTER
The Best Accessory for your PC !

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

MAPS TO MEETINGS   Page 18

West Side………….Tue, Mar 14, 2017
College America, 9801 North Metro Pkwy E8, Phoenix, AZ

East Side…………..Wed, Mar 15, 2017
Univ. of Advancing Technology, 2625 W Baseline Road, Tempe (one block west of Fry's Electronics)

Fountain Hills……..Thur, Mar 23, 2017
Fountain Hills Library, 12901 N La Montana Drive, Fountain Hills, Arizona. **Starts at 5:30 PM**!

Presentation this month: Computer topics, Windows 10, Smart Phones, etc.

For date and time changes:
www.phoenixpcug.org

USE STRONG PASSWORDS! Do updates: Java, Adobe Reader, Windows!

Phoenix PC Users Group
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President:	David Yamamoto
Vice President:	Richard Elardo, PhD
Secretary:	Nancy Ogden
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Bill Aulepp:	Webmaster(AT)PhoenixPCUG.org

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

Windows 10 Lots of info, even more at: Our meetings!
Feb 16, 2017 at 5:30 PM at Fountain Hills Library!

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 Carbonite
Kim Komando & tips this month: 1-888-825-5254
http://www.komando.com/show-picks, "Happy Wife, Happy Life" hmm
https://www.facebook.com/kimkomando

Leo Laporte http://www.techguylabs.com/
http://leoville.com/   http://twit.tv/people/leo-laporte 1-88-88-ASK-LEO Listen, The Tech Guy - TuneIn http://tinyurl.com/pu8rscc
Check Leo's Windows 10 news!
https://www.google.com/?gws_rd=ssl#q=leo+laporte+facebook

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:
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!

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

Windows 10 Plain & Simple 1st Edition
Very Good Book for Windows 10, Microsoft Books
http://www.amazon.com/Windows-Plain-Simple-Nancy-Boysen/dp/0735697949

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

The Kim Komando Show - stations and times - TuneIn, 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

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

Tim Greer, Microsupport says Acronis True Image and Carbonite, each has pluses.
602-404-4245, 480-232-1101, microsupport.com
CryptoPrevent Installation --
MicroSupport.com by Ray Moore

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

Carey Holzman, Carey@CareyHolzman.com,
https://www.youtube.com/results?search_query=carey+holzman

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 November 2016 Newsletter –
http://ugr7.com/newsletter-signup.html

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

IMPORTANT: DON'T MOVE TOO FAST TO WINDOWS 10, CLONE DRIVE FIRST

Windows 10 Update 325 MB 64 bit or 160 MB 32 bit
http://www.computerworld.com/article/2957258/microsoft-windows/microsoft-issues-first-hefty-windows-10-update.html

We appreciate support by:
* 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

Proud member of www.apcug2.org: Association of PC User Groups

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2017 GENERAL MEETINGS CALENDAR

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

PRESENTATIONS THIS MONTH
Computer topics, CES, Windows 10, etc.

WEST SIDE: CollegeAmerica (see map page 20)
- Tuesday, March 14, 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 20)
- Wednesday, March 15, 2017
- 6:30 PM - Questions and Answers, Viewing websites, etc.

FOUNTAIN HILLS: Fountain Hills Library (see map page 20)
- Thursday, March 23, 2017
- 5:30 PM - New Time! Questions + Answers, Viewing websites, etc.

Meetings For Year 2017:   Reserve UAT Oct to Dec- 2017
Mar 14-15-23, April 18-19-20, May 16-17-18, June 20-21-22
July 18-19-20, Aug 15-16-17, Sept 19-20-21, Oct 17-18-19, Nov 14-15-16, Dec 19-20-21

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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.
TeamViewer hacks have everyone placing blame **http://www.techrepublic.com/article/upgrade-from-windows-7-to-windows-10-on-the-same-hardware/**
https://www.google.com/#q=TeamViewer+hack
Windows 10,, and many other topics! Edited 11-13-2016.
Caution & Red Alert: Always do full PC backups prior to installing any software!!!
(DY: Read our previous newsletters for more info!!!)

David Yamamoto, President of Phoenix PC Users Group, www.phoenixpcug.org/newsletters
For Business, Science, Health, etc. see our planned newsletters at the above web link.

Be sure to read our previous 2016 newsletters, especially our December 2016 newsletter! This year in our regular newsletters, we are going to focus on articles sent to us from APCUG experts. In our Science - Health - Business - Newsletters - probably bi-monthly, we'll feature articles from the Internet. Our Advanced Newsletter - probably bi-monthly, we'll feature topics for advanced users.

"Pixel and Pixel XL bring the power of Google to your fingertips. Google: Pixel phone for info.
https://www.cnet.com/products/google-pixel-phone-review/ or
Google Pixel Is the Best Phone on the Planet https://www.wired.com/2016/10/review-google-pixel/

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-rolls-out-windows-10-creators-test-build-15031-for-pcs/

Windows news, Microsoft news, ransomware news, worse than ransomware - Google: newest info.
Microsoft Surface Phone: Everything you need to know: www.trustedreviews.com/news/microsoft-surface-phone-release-date-news-specs-price... https://www.wired.com/ http://tinyurl.com/avrhdxp
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DY: One man's opinion who builds and repairs Widows computers:
Carey Holzman: "Listening to Kim Kommando (Komando - DY) for advice is like listening to a parrot. She has never fixed a computer for money. She has an enthusiasm for technology but no experience in actually doing any repairs for customers. She basically just reads like online and then parrots it back out in her own words, often getting context and meaning wrong. This causes me a lot of nightmares from customers who are misinformed by her lack of experience. She is good for entertainment purposes only. It's basically like getting tech advice from a Kardashian." (DY: What do you think, dear reader? Please send your opinions to: president(at)phoenixpcug.org (use (@) for (at).
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Win 10 Disable Touchpad - Labell, Disabling a Touchpad in Windows 10
By Leti Labell, Potomac Area Technology and Computer Society
September 2016 issue, PATACS Posts, www.patacs.org, editor (at) patacs.org

Windows 10 Tips and Tricks
You can disable your laptop's mouse touchpad whenever you have an external mouse connected to your computer. Select "Settings" under the Start Menu, then select "Devices (Bluetooth, printers, mouse)". Click on "Mouse & touchpad." Scroll down, and you will see "Leave touchpad on when a mouse is connected." Click to turn this option OFF.
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Windows 10 – Tuning Up Your Start Menu Tom's Tech-Notes Tom Burt, Vice President, Sun City
Summerlin Computer Club, Nevada http://www.scs-cc.com   tomburt89134 (at) cox.net

Windows 10, originally released in July, 2015, recently saw its second major update (V1607-Anniversary) in July, 2016. By now, most Windows 10 users have received that update. Originally, I had mixed feelings about the new hybrid "list and tiles" Start menu. However, I've gradually come to like it as a way to declutter my desktop and actually make it easier to find things. Here's a screen of my desktop today: The exact details don't matter. As you can see, I still have a lot of icons on the desktop that I use to

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

launch applications. Over a year of using Windows 10, I've steadily reduced the original number of icons by half to what you see in the screen shot. However, even now, when I'm working intensely and need to start an application while I have others running, it gets irritating. I have to minimize those other apps to uncover the desktop icons so I can double-click the one I need to launch the new app. Also, to launch from a desktop icon, I need to double-click it – something my stiff fingers no longer do well.

The Windows 10 V1607 Start Menu is the best incarnation yet and helps me with some of the above issues. You can open the start menu by clicking the flag icon at the bottom left of the screen or by pressing the Windows key. Following is a screen shot of my current Start menu:

I have stretched the Start menu out to allow four 3-column groups and have almost all my tiles sized to the medium, square size. In this layout, I don't need to scroll to find a particular tile. The tiles are grouped and labeled along functional lines, such as "Tom's Key Apps", Image Tools, "Movie and Video Tools", "Web Browsers and Tools" and others. The app tiles I use most are at the top left.

To launch an app, I just press the Windows key to pop open the Start menu and then click the tile of the app. The app starts up and the Start menu closes back up. I no longer need to uncover desktop icons and double click. Tiles are especially nice on hand-held touch screen devices.

Down the left side of the Start menu is the standard complete list of all installed programs. You can right-click on any program in the list and choose "Pin to Start" to add a tile for that program to the array of tiles. You can then drag the tile to wherever you want it in either an existing group or a new group.

You can right click the tile to adjust its size to small, medium, wide or large. The wide and large sizes are useful for "modern" apps that animate their tiles with "live" content. News and Weather apps are examples. The medium tiles display the app's name and an icon.

You can adjust the width of the Start menu by opening it, positioning the mouse cursor over the right edge until the cursor turns to a double arrow, and then dragging to the right (to widen) or to the left (to narrow). Tile groups will automatically move to fit the new shape of the Start menu window. You can adjust the height of the Start menu by opening it, positioning the mouse cursor over the top edge until the cursor turns to a double arrow, and then dragging up or down.

You can rename tile groups by clicking the space just above the group and then typing a name. You can move entire groups around by clicking and dragging the group's title space.

To remove a tile from the Start menu, right click it and select "Unpin from Start". That program will still be listed in the Start menu's left-side list of all installed programs. I got rid of quite a few of the default tiles for apps I never use.

To add a tile/icon to the Windows Taskbar, right click either the tile or the program name in the program list. In the pop-up menu, hover the mouse over the "More" option to get a second pop-up and choose "Pin to Taskbar". After the icon appears on the Taskbar, you can drag it left or right to where you want it to be permanently. So, that's a quick summary of things you can do to make the Windows 10 Start menu work better for you! (DY: Read our previous newsletters for more info)

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Your eyes can so easily be deceived!
By Babette Bloch, Contributing Editor, Golden Gate Computer Society
August 2016 issue, Golden Gate Computer Society Newsletter, www.ggcs.org, editor (at) ggcs.org

WE'VE ALL HEARD OVER AND OVER not to click attachments and links in e-mail messages that are suspect. There is less talk about another way to get sucked into trouble either by incurring a big fee or
(DY: Read our previous newsletters for more info!!!)

worse, an invasion of your computer. I call it "The Technical UNsupport" or "The Program Support That Isn't" It's the second time I've run into this scam, or worse, and it's well worth avoiding.
Case 1: A Quicken SIG member who had a problem thought he was contacting Quicken's Tech Support. He'd googled the very words "Quicken Support" and found this: Quicken® Help 1-800-656-6115, Get 24x7 unlimited quicken support and phone help from quicken tech experts. Quicken Mac Tech Support includes quicken diagnose, install, upgrade and fix http://quicken-help.com/

He thought he was talking to the real Quicken Support, and they led him through a long discussion of the problem, plus getting permission to actually look at his program on his computer. And then they came up with a diagnosis that the whole program was corrupted and would cost $300 to fix. At that point he hung up and called me.

Case 2: When I was wrestling the Windows 10 upgrade and everyone in GGCS I called was not available; my husband tried to call the Quicken Store in Corte Madera. After 20 minutes on hold, he gave up and turned to Google, looking for "Windows 10 Support Phone Number." He found: Call - +44-800-086-8333(UK) for Microsoft Windows 10 Technical Support. Get Certified Technician for Windows 10 Update Failed, Windows 10 Activation Error Call +61-1800-502-681(Australia), Windows 10 Update from 8, 8.1, 7 Call to Toll Free Number – 1- 855-883-1117(USA)

Call 1-855-883-1117 Microsoft Windows 10 Technical Support
www.microsoftwindows10technicalsupport.com/ He called the number and then handed me the phone to explain the problem I was having. A man with a slight Indian accent told me they could take care of the whole thing and download Windows 10 from their end to my computer; just give them access! At which point I hung up. And they called back! And I hung up again.

What was going on? The huge, main clue was that neither of these links had a site URL that was any of the following: quicken.com, intuit.com, or Microsoft.com. In addition, when I clicked the link with my computer today, running the MalwareBytes program, it would not let me open either site and said each was a "malicious site." So if you're looking for any help by searching the Internet, regardless of what search engine you use, watch those links before you click! The description before the link's notation can be very misleading. Make sure the link is for the company whose product you are searching. If in doubt, use a search for the phone number or name of the suspect (subject - DY) in the description. In addition, one has to wonder why Google doesn't vet such links and puts them so high in the list.

What is PayPal and how does it work?
https://techboomers.com/t/what-is-paypal

TechBoomers.com - Free Website
and App Courses **https://techboomers.com/** **https://techboomers.com/c/social-websites**
TechBoomers.com is a free educational website that teaches older adults and others with basic computer skills how to use popular websites and apps. (Seems excellent: DY)

At Techboomers, one of the most common security questions that we get from our users is with respect to websites that require you to pay for something: "is it safe to put my credit card details into this website?" Often, the answer is "yes," but some people are still a little uncomfortable with entering their credit card details into every single website that requires payment, either for a subscription to a service or an item that they want to buy from someone. And with all of the horror stories about how permanent information on the Internet is, and how often others try to steal it (and sometimes succeed), we totally understand that.

That's where a website like PayPal.com is useful. Just enter a few of your personal and financial details into PayPal, and you can use it as a payment method on millions of websites across the

Internet, including eBay.com and OverStock.com! And here's the kicker: you don't have to reveal your credit card or bank account details to any of those websites. That's right; authorization of your PayPal account is all that you need to seal the deal!

So what exactly is PayPal? PayPal is a financial tool that lets you conduct transactions online without entering your financial details into every website you deal with. Link your credit card and/or bank account to PayPal, and then add to (or withdraw from) a secure money pool, shop at retailers who accept PayPal, or send money to other PayPal users.

How does PayPal work? 5 key ways to use PayPal
1. Pay from your credit card or bank account
When you sign up for PayPal, you can link your credit card account, your bank account, or both to your PayPal account. That way, when you pay for something using PayPal, you get to choose where the money comes from!

2. Create a secure pool of money
You can transfer money from your bank account to your PayPal account. That way, when you want to send money or pay for something with PayPal, you can just use the money in your PayPal account. You don't have to involve your credit card or bank account details at all in the transaction!

3. Draw money from your PayPal account when you need it

If you need to make a purchase that can't be completed with PayPal, don't sweat it! PayPal allows you to easily transfer money back into your bank account from your semi-anonymous pool on PayPal if liquid cash would be more useful to you in a certain situation.

4. Seamless online shopping through PayPal
Millions of websites accept PayPal as payment, and shopping with PayPal is a snap on sites like eBay.com, OverStock.com, and HomeDepot.com! When you go to check out, simply select PayPal as your payment type, log into your PayPal account, and select where you want the money to come from: your bank account, your credit card, or your balance on PayPal. No credit card details required!

5. Transfer money quickly and easily to other PayPal users
If your friends or family members use PayPal, too, then you can send them money when they need it with just a few quick clicks! Just type in their email address or phone number, choose how much money you want to give them (and in what currency), write them a note if you want, select where the money's going to come from -- your credit card, your bank account, or your PayPal balance -- and send your gift off!

That's an introduction to what PayPal is and what it does! Throughout our PayPal course, we'll teach you everything you need to know to make PayPal your best friend when it comes to transferring money online. We'll show you how to sign up for a PayPal account, transfer money to your PayPal account, use your PayPal account for online purchases, and do all this and more as safely as possible. Let us be your guide for using PayPal to move money online safely and quickly! TechBoomers' PayPal course: **https://techboomers.com/p/paypal**
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Using Windows Explorer Is a Must, Back to Basics
By Jim Cerny, Chairman, Forums Committee, Sarasota Technology UG, Florida
July 2016 issue, Sarasota Technology Monitor, www.thestug.org , jimcerny123 (at) gmail.com

This is a start of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). It is very important for ALL VERSIONS of Windows users. This program (or app) allows you to do everything you can think of with FILES and FOLDERS. The icons for this app (see illustration) have not changed very much over the years, it is basically a yellow folder.

What's the big deal? I have taught classes many times on using "Files and Folders" or "Computer Organization" and in every class many students were amazed to discover answers to most of their computer frustrations just by learning how to use this one app or program. Even if you have used this app before, I believe reading these articles will help you discover more or easier ways to help you with your Windows computer.

Windows Explorer (or File Explorer in Windows 10, why they changed the name I'll never know) can easily perform the following functions. Have you ever wanted to do any of these things?
·Organize all your files and folders on your computer and other memory devices
·Move, copy, delete, and rename files and folders   ·Create new folders
·Copy files and folders TO and FROM other devices such as other drives, phones, cameras, disks, etc.
·Create quick and easy backups of your stuff

Please take a look at the large illustration of a sample of the File Explorer window – I will be referring to it in the next couple of articles. Please remember that this app or program is in ALL versions of Windows and the functions are basically the same. So let's get started simply by understanding what this app shows you in its window without really doing or changing anything. It may help you to think of a steel filing cabinet in an office. You don't want to just throw things into the drawer, you would never be able to find an item without searching through everything. So you use a FOLDER and write a NAME on the folder and put things INTO that folder so you can find them. Everyone has done that, right? Remember that you can put a folder INTO a folder too – so you could have one big folder that

you have named "Home Expenses" and have folders IN that folder such as "Electric bills", "Phone bills", "Water bills", etc. So, to get to a specific electric bill you would have to first look IN the "Home Expenses" folder and then open the "Electric bills" folder in it. It's not too hard, right?

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Basically, the File Explorer app is a way to find and organize anything in memory on your computer's C drive and any memory device connected to your computer. This is one app that I think Windows has done pretty well to help us all use our computer. The app window has two basic areas (called window "panes", get it?) a left pane and a right. The LEFT pane contains the list of FOLDERS and only folders. You will never see a "file" in this list! The RIGHT pane displays the contents of any folder you have selected in the left pane. When you click on a folder name in the left column, the contents of that folder appears in the right area of the window.

EVERYTHING on your computer is organized in FOLDERS. You could think of your entire "C" drive as one big folder. If you connect another drive, that whole drive is a folder as well. Your C drive contains hundreds or thousands of folders, way too many to see them all at one time in the list on the left, so only the highest level of folders are shown in the list. If a folder in this list contains at least one folder then there will be an arrowhead ">" next to the folder name pointing to the right. If you click on this arrowhead (which is pointing to the right) it will change to an arrow pointing DOWN ("v") and will display below, indented, the names of all the FOLDERS in that folder.

Thus you can view the contents of any folder on any memory device connected to your computer. If you connect another drive, for example, to your computer, that drive or disc will be given a letter (such as "E" or "F") which is a folder. You will see it appear in the folder list on the left probably at the bottom of the list. You can explore all you want to look to see what is in any folder on your computer.

But remember that YOUR stuff, YOUR files, are in folders put there for YOUR use – such as "Documents" (or "My documents"), "Pictures", "Music", etc. Windows has and needs hundreds of other folders to store their stuff too, so do not go changing any files or folders in their folders, stay in your folders. Although any folder may contain ANY kind of a file, the folders provide for you with Windows means you should put all photo files into "Pictures" all documents into "Documents", etc.

So you can see that folders, which can contain files and more folders, are organized like an "outline" that you did in grade school. You have Roman numerals I, II, III, IV, etc. and under each of these you have the capital letters A, B, C, etc. and under each of them could be numbers 1, 2, 3, etc. Each level is indented slightly to show you visually that a list is contained within the element above, etc. Folders are LOCATIONS in your computer memory into which you put your FILES (or more folders).

Now it's your turn. Open your Windows Explorer or File Explorer app and open some folders to see what is inside them. Use the scrollbars (if they appear) to scroll up and down the lists. When you have clicked on a folder, the contents of that folder will appear in the right pane. Click on some arrows to see how you can list the folders in a folder. Try to stay within your "Documents" or "Pictures" folders. Doing this will only display what you have and will NOT CHANGE anything, so don't' worry about messing anything up. We will get to moving things around later.

Next time we will look at the different ways to VIEW or display the contents of a folder, and this also will not change anything either, so it is safe to play with different display options. If you want to learn more right away, use Google and view some videos. Learning the basics of Windows File Explorer puts you in the driver's seat of your computer.
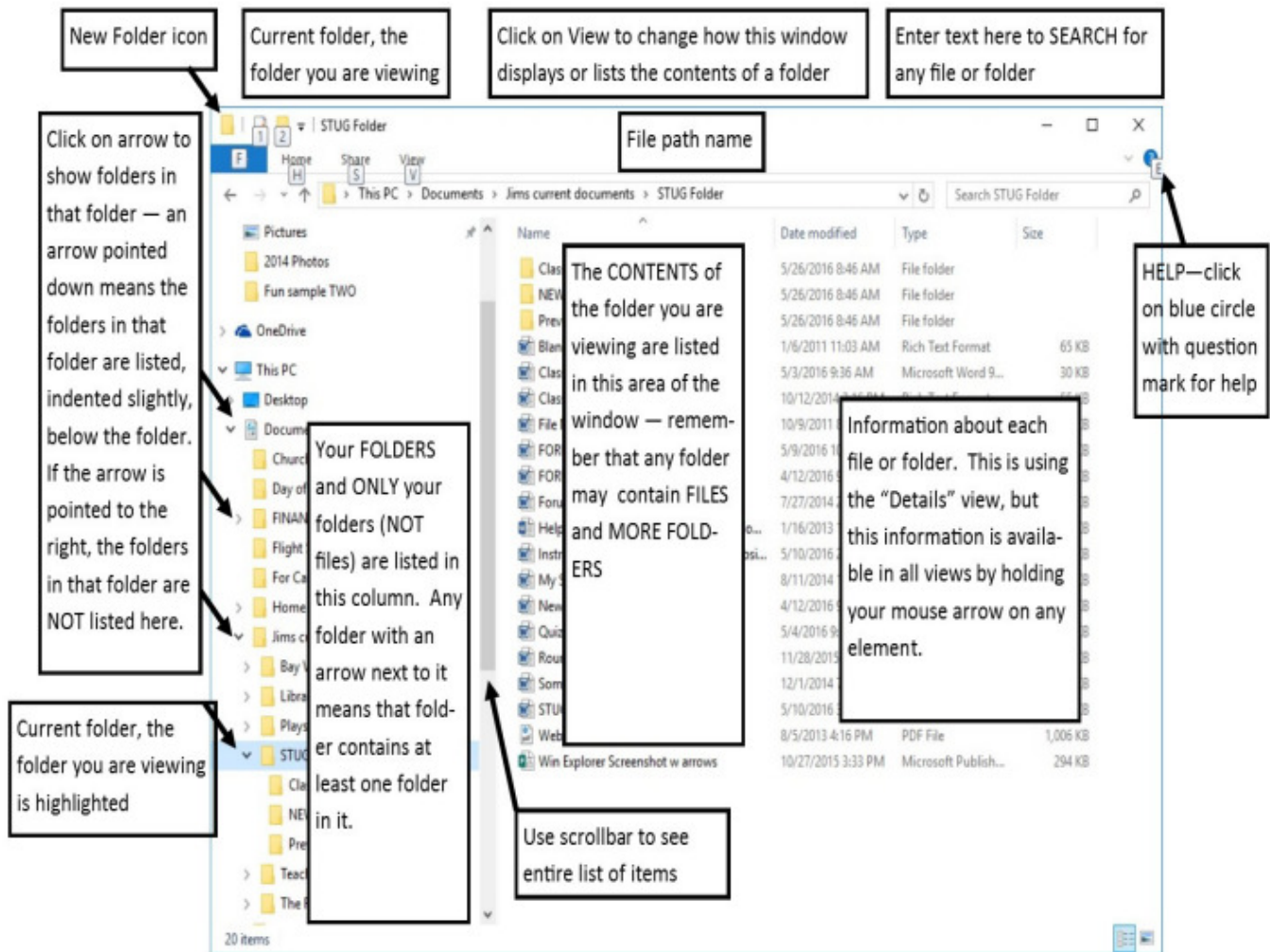
Windows 7

Windows 10

Windows Explorer

File Explorer

BASIC WINDOWS 10 FILE EXPLORER ELEMENTS

New Folder icon

Current folder, the folder you are viewing

Click on View to change how this window displays or lists the contents of a folder

Enter text here to SEARCH for any file or folder

Click on arrow to show folders in that folder — an arrow pointed down means the folders in that folder are listed, indented slightly, below the folder. If the arrow is pointed to the right, the folders in that folder are NOT listed here.

File path name

HELP—click on blue circle with question mark for help

The CONTENTS of the folder you are viewing are listed in this area of the window — remember that any folder may contain FILES and MORE FOLDERS

Your FOLDERS and ONLY your folders (NOT files) are listed in this column. Any folder with an arrow next to it means that folder contains at least one folder in it.

Information about each file or folder. This is using the "Details" view, but this information is available in all views by holding your mouse arrow on any element.

Current folder, the folder you are viewing is highlighted

Use scrollbar to see entire list of items

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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 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 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!

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Using Windows (File) Explorer -- Using Different "Views" To See Files and Folders
By Jim Cerny, Chair, Forums Committee, Sarasota TUG, FL
August 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 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.

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 -- 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 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.

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

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 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!

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   "Pinterest • The world's catalog of ideas https://www.pinterest.com/explore/gardening/ Explore Solar Stirling, Stirling Cycle, and more! https://www.pinterest.com/pin/535717318159119209/ https://www.pinterest.com/pin/386817055473669249/ https://www.pinterest.com/explore/technology/"

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NASA released a ton of software for free and here's some you should try https://techcrunch.com/2017/03/02/nasa-released-a-ton-of-software-for-free-and-heres-some-you-should-try/

(Computer) "Programming merit badge requirements released - Bryan on Scouting http://blog.scoutingmagazine.org/2013/07/15/programming-merit-badge-requirements-released/

Today the Boy Scouts of America releases Programming merit ... Explain how the programs you wrote for requirements 5a, 5b, and 5c ..... I understand the meaning of it, but 'methods' have their own meaning in the programming world (in .... I remember earning my computer merit badge with a booklet that …" http://blog.scoutingmagazine.org/2016/02/11/10-black-leaders-who-got-their-start-in-scouting/

Imagine STEM - Girl Scouts www.girlscouts.org/en/our-program/ways-to-participate/series/imagine-stem.html Discover how Girl Scouts explore science, technology, engineering, and math (STEM) in a fun, innovative program that breaks down traditional gender roles

How-To Geek - For Geeks, By Geeks   http://www.howtogeek.com/ .Includes help, tutorials, tips and how-to guides for Windows and Linux. How-To Geek Apple - just Google it for more info.

Google: Sites like khan academy for chemistry … and many other subjects too, many are free!

http://lifehacker.com/im-a-telemarketer-heres-how-to-get-rid-of-me-1540911401 The most efficient way to get the person to stop calling you requires you to say one sentence: "Please put me on your do not call list."
(DY: Read our previous newsletters for more info!!!)

The Kim Komando Show helps dad build a gaming PC
http://www.komando.com/happening-now/384818/the-kim-komando-show-helps-dad-build-a-gaming-pc/all

3D Origami software: Explore Origami Sympa, Origami Committees, and more!
https://www.pinterest.com/pin/479281585322998708/ **Also, Google: Free origami software**

NOVA - The Origami Revolution - PBS www.pbs.org/wgbh/nova/physics/origami-revolution.html
Engineers are using origami to design drugs, micro-robots, and future space missions.

3D fractal software - Google: Free fractal software

http://www.wincalendar.com/Holiday-Calendar/March-2017

https://www.google.com/search?q=Saint-Patricks-Day&ie=utf-8&oe=utf-8
https://www.google.com/search?q=saint+patrick%27s+day+youtube&ie=utf-8&oe=utf-8
https://www.google.com/search?q=saint+patrick%27s+day+fractals+videos&ie=utf-8&oe=utf-8
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Irish and American Foods
Best corned beef cabbage recipe http://allrecipes.com/recipe/16310/corned-beef-and-cabbage-i/ **Corn:**
https://www.pinterest.com/explore/flint-corn/ http://www.wnyc.org/story/314127-reviving-an-heirloom-corn-that-packs-more-flavor-and-nutrition/ **Mesquite smoked meats or fish YouTube it**

St. Patrick's Day Parade & Faire - Phoenix, Arizona https://stpatricksdayphoenix.org/ **Saturday, March 11, 2017. Featuring Parade, 3 Stages of Irish Music, Irish Stepdancing, Bagpipers, Food & Beverages.**

Arizona Saint Patrick's Day YouTube
https://www.google.com/search?q=Arizona+Saint+Patrick%27s+Day+youtube&ie=utf-8&oe=utf-8

Arizona Aloha Festival http://www.azalohafest.org/ **A free family event in Tempe! Mark your calendars for March 11 and 12, 2017, 10 am to 5 pm at Tempe Beach Park.**
https://www.google.com/search?q=Arizona+Aloha+Festival+youtube&ie=utf-8&oe=utf-8

Hawaiian Culture in Arizona - Hawaii for Visitors, http://www.hawaiiforvisitors.com/ **U.S. Mainland …Hawaiian culture in.. Arizona. .. Hawaii clubs, Hawaiian style events, musicians, hula performers, outrigger canoe teams, and Hawaiian restaurants in Arizona. ... Mesa …based club founded to …**

Okay men, did any of us screw things up with our sweeties?
(Think Valentine's Day!!)
"This might help: "Gender & the Brain: Differences between Women & Men
http://www.fitbrains.com/blog/women-men-brains/"
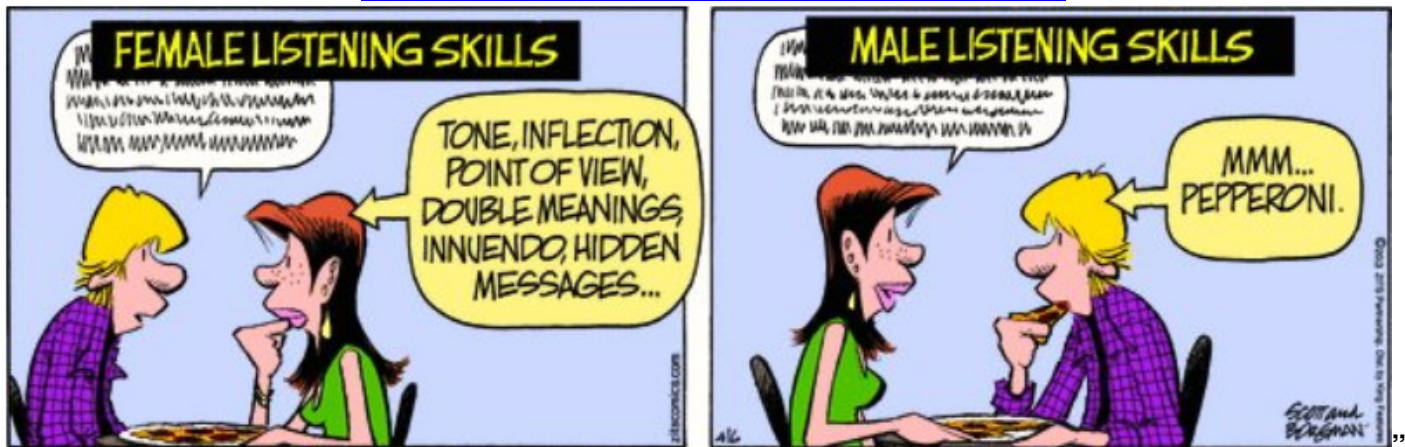
(DY: Read our previous newsletters for more info!!!)

St Patrick's Day - Fractal

St Patrick's Day Phoenix, Arizona

https://stpatricksdayphoenix.org/
Saturday, March 11 | 10:00am | Salute to Irish Music and Dance

Arizona Aloha Festival

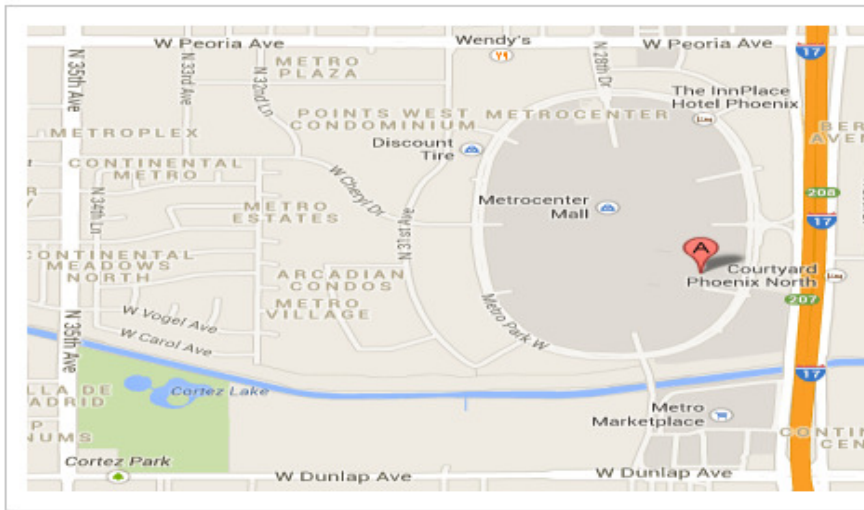**http://www.azalohafest.org/**
March 11 and 12, 2017, 10 am to 5 pm at Tempe Beach Park

AZ SOLAR ENERGY CONFERENCE 2017 - probably October - stay tuned!
https://www.google.com/search?q=az+solar+energy+conference+2017&ie=utf-8&oe=utf-8

Page 17 (DY: Read our previous newsletters for more info!!!)

HOW TO GET THERE - MAPS TO MEETINGS

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West·Side·Meeting¶
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CollegeAmerica¶
www.collegeamerica.edu/phoenix·¶
9801·N·Metro·Parkway·East¶
Phoenix,·AZ·85051¶
Phone·(602)·257-7522¶
Google·map·error,·"the·red·A"·is·¶
actually·east·side·of·Metro·Parkway¶
¶
Exit·**Peoria·Ave**·west,·past·I-17,·¶
turn·first·left,·go·south·on·the·frontage-
road,·turn·right·at·the·first·driveway·past¶
Cheryl·Drive,·CollegeAmerica·is·the·white-
building·on·your·right·(north).··North·of¶
Castles·&·Coasters·amusement·park.¶
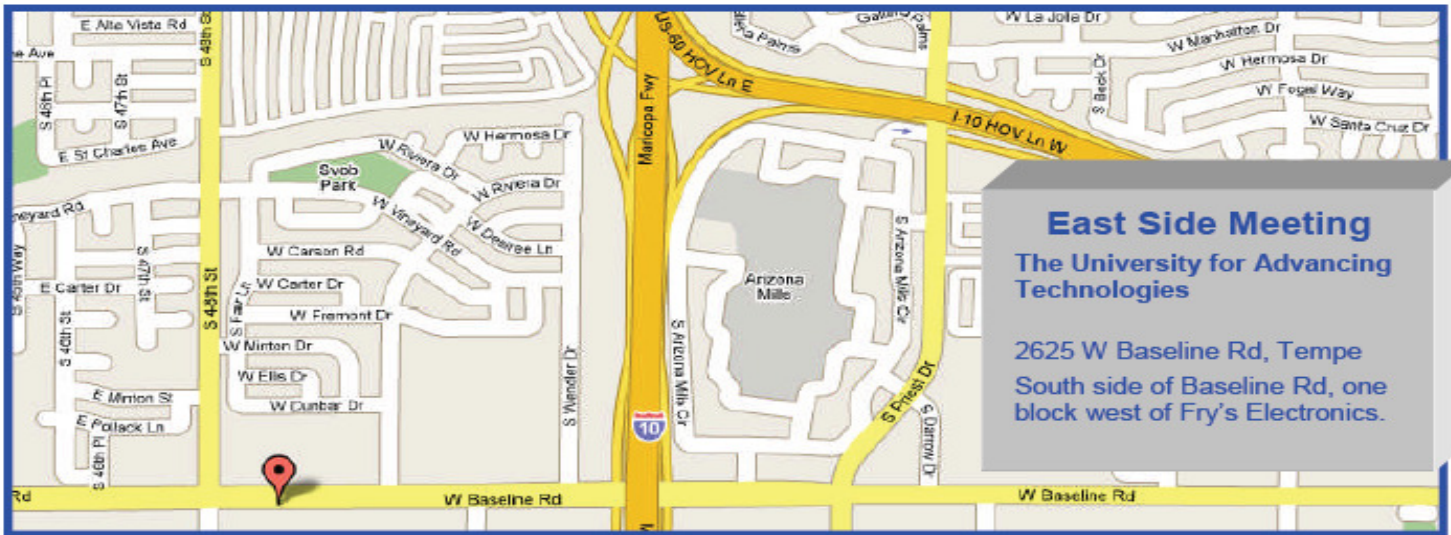
East Side Meeting
The University for Advancing Technologies

2625 W Baseline Rd, Tempe
South side of Baseline Rd, one block west of Fry's Electronics.
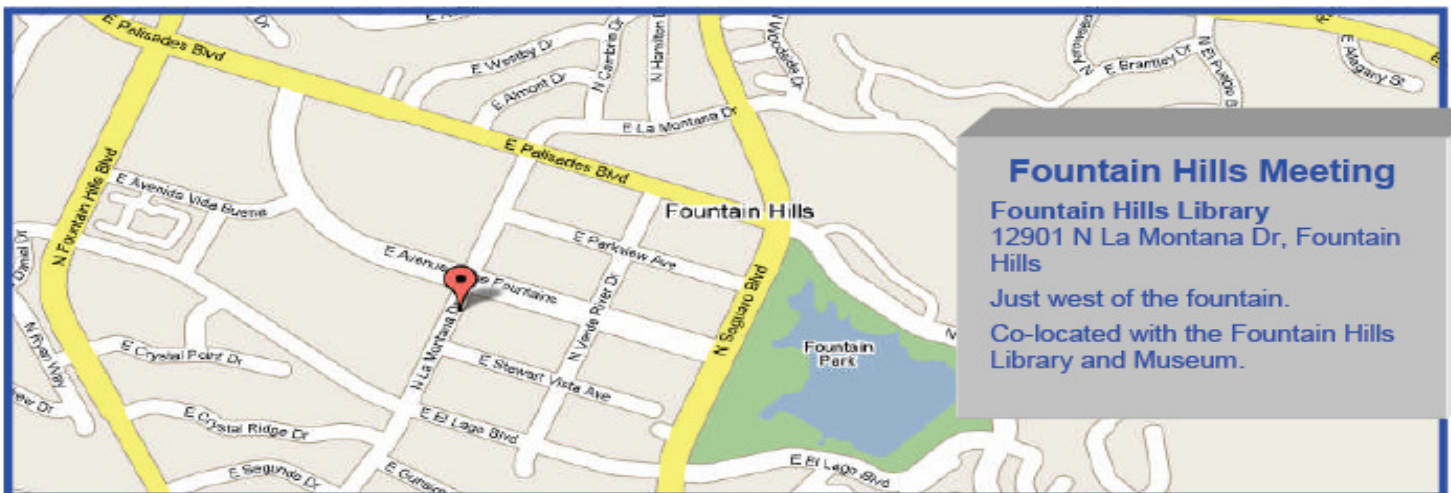
Fountain Hills Meeting
Fountain Hills Library
12901 N La Montana Dr, Fountain Hills
Just west of the fountain.
Co-located with the Fountain Hills Library and Museum.

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

MEMBERSHIP DUES

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

2016 DUES $36, prorated
Example - $9 for 3 months

Phoenix PC Users Group Membership Application

First: (Print Legibly) _____**Initial:** _____

Last:_____

Address:

_____

City, State: _____ **Zip Code:**_____

Home or Cell Phone: _____ **Work Phone:** _____ **Ext:** _____

<u>Please note</u>: We <u>DO-NOT</u> share phone numbers outside the club, and will generally only use your phone information, if we cannot contact you in a timely fashion, via email, or the club website.

Receive Electronic PDF newsletter in place of a printed one: Yes _____ **No** _____

E-mail address: _____
(Print Legibly)

Signature
_____**Date**_____/_____/_____

Release my address to vendors ?   Yes _____ **No** _____ **Note: Phone numbers** will not be

listed.

May the club share your e-mail address with other members only?   Yes _____ **No** _____

With club approved vendors?   Yes _____ **No** _____

<u>Mail this completed form with payment to:</u>

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   **STAMP**
PHOENIX, AZ 85064—5451

PLEASE NOTE - OUR NEW ADDRESS