



Bristol Village Computer Club Newsletter

November 2015

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Next Computer Club (BVCC) Meeting
Len Nasman will do a presentation on 'Computer Tips'
November 9, 2015, 7:30PM Glenn Center
Also on BTV

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If you are reading this on your computer display, remember that **Acrobat Reader** has a *zoom* feature (under "View" in your top tool bar) for enlarging or reducing text and graphics.

Old Newsletters Available: Newsletter copies back to 2010 are available on the [BVCC Home Page](#). Use the pop down **Newsletter** menu to locate the newsletter you want to see.

Bristol Village TV Reminder

By Len

CHANGES ARE COMING IN JANUARY

For some time now, if you had a newer TV set with a digital tuner you could connect it directly to a wall outlet and receive all of the basic TV channels supplied by Time Warner. As of January, 2016 this will change. You might know that the FCC has changed the regulations as the technology has moved from analog to digital signals. In 2012 TV stations no longer broadcast over the air analog signals. This meant that every one who used a TV antenna had to get a converter box to change the new digital broadcast signals from digital to analog to match their TV sets.

Now this change is coming to cable TV. As of January, 2016 you will need either a Time Warner cable box or a Time Warner converter box to receive cable TV here in Bristol Village.

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Notes from Kent

By Kent Mulliner

Computer Club December Program

Since this newsletter is so late, it does afford the opportunity to alert you to our December 14, 2015, program at 7:30 p.m. in the Glenn Center Auditorium. The speaker will be Kimberly Roush, technology trainer with the library, who will be describing the computer training program by the Garnet A. Wilson Public Library for Pike County. The new pro-

gram is made possible by Americorps' Guiding Ohio Online which is administered by ServeOhio, the Ohio Commission on Service and Volunteerism, and the State Library of Ohio. Kimberly will be offering one-on-one walk-in assistance and training workshops for Pike County residents.

TO UPGRADE OR NOT TO UPGRADE TO WINDOWS 10? by Abby Stokes

What to do about Windows 10 and its free upgrade remains a nagging question. Abby Stokes is the author of *Is This Thing on? A Computer Handbook for Late Bloomers, Technophobes, and the Kicking and Screaming* (New York: Workman Publishing), now in its 3rd updated edition (as of March 2015) with a new sub-title: *A Friendly Guide to Everything Digital for Newbies, Technophobes, and the Kicking and Screaming*. Abby has presented a couple of webinars for the Bristol Village Computer Club on **SKYPE**. The new edition of her book carries a note that free video tutorials and resources are available at AskAbbyStokes.com, The following is from her blog.



If you have a PC computer you've possibly seen this window, or something like it, pop up when you turn your computer on. What are you to do? Well, I don't want to tell you what to do, but here's what I'm going to do.

Wait...Wait...And then wait some more.

The free upgrade to Windows 10 will be available (for those with PCs running Windows 7 or Windows 8.1) until August 2016. So there's plenty of time for early adopters to discover and protest what's wrong with Windows 10 and give Microsoft a chance to fix the bugs.

When I do take the plunge and upgrade (over this winter during a snow storm when I've nothing better to do) I plan to document my experience and share my tips on how to upgrade and what you'll find that's different - both good and bad. Stay tuned!

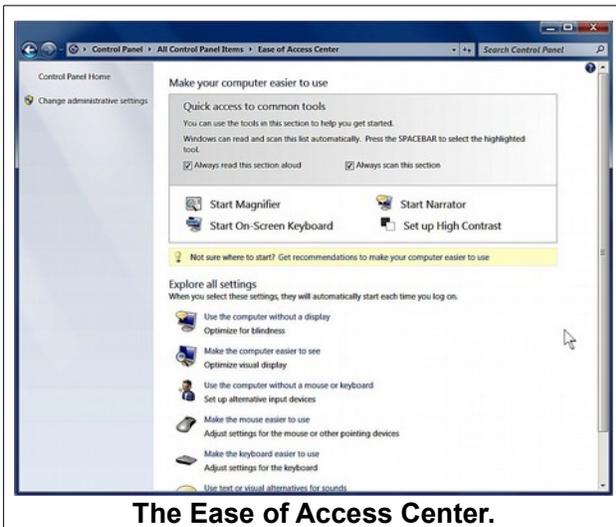
If you want to read more from the horse's mouth, here are links to [Windows 10 Specifications Page](#) and [Windows 10 Upgrade Page](#).

Potpourri – Tips and Tricks

By Len

The Ease of Access Magnifier

There are a number of features in Windows that make the computer easier to use for those with limited vision or other problems. These are found in the *Ease of Access Center* dialog box.

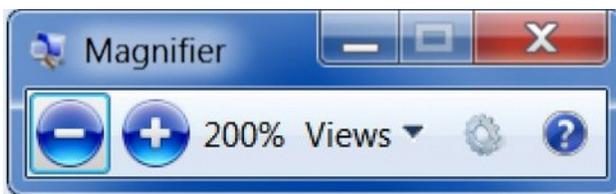


The Ease of Access Center.

To open the *Ease of Access* Center, select **Start, Control Panel**.

Before you try the *Magnifier*, remember that you can increase the font size in most **web browsers** by pressing the **Ctrl** and **+** keys. **Ctrl –** reduces the font size in web browsers.

For our aging eyes, the *Magnifier* function can be a big help. From the *Ease of Access Center* dialog box, select the **Start Magnifier** option.



The *Magnifier* window should open on your computer. The default magnification is 200%. Use the plus or minus buttons to change the magnification.

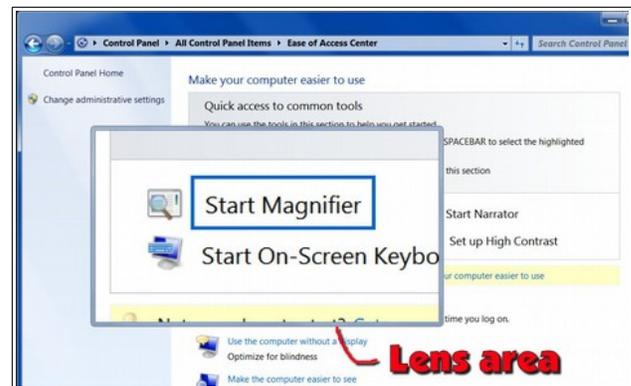
NOTE: Once the Magnifier has been opened, the Magnifier Window will disappear from the display. To re-open it, move the mouse cursor to the Taskbar and select the Magnifier tool

To view magnified areas that are off the display, move the mouse cursor to an edge of display and the display will be panned in that direction.

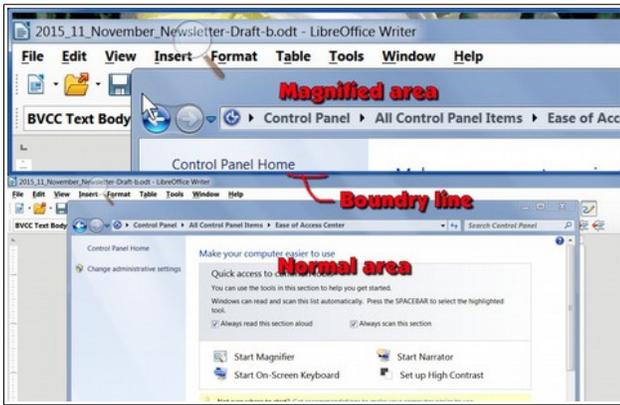
Select the **Views** option to choose the view style.



The *Lens* Magnifier option magnifies a rectangular area of the display. As you move the mouse cursor, the Lens area moves.



The *Docked* Magnifier option magnifies a strip across the display.



There are a number of keyboard shortcuts that work with the magnifier. To turn the magnifier on, press a **Windows** key and then (while holding the Windows key down) press the **+** key. Continuing to press **Windows +** will increase the magnification. **Windows -** reduces the magnification. For more keyboard shortcuts, visit:

<http://windows.microsoft.com/en-us/windows/keyboard-shortcuts#keyboard-shortcuts=windows-7>

Although it is sometimes confusing to see where you cursor is located, the Magnifier can be a big help for old tired eyes.

Context Menus

Context Menus appear when you *right click* on something. For example, if you right click on an empty place on the desktop, a context menu will appear similar to the example shown. In Windows, the most commonly used Desktop option is probably *Personalize*. Personalize allows you to change the Desktop background picture, or Screen Saver, or other things.



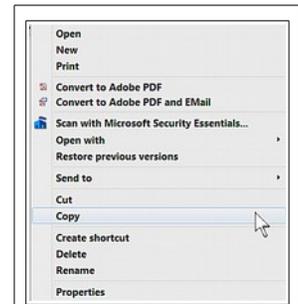
Desktop Context Menu.

In the next Example, the *Windows Explorer* tool on the *Taskbar* was right clicked. The Windows Explorer *Context Menu* shows a list of recently opened folders. Near the bottom, it has an option for opening a new Windows Explorer window. There are times when it is useful to open more than one window at the same time.



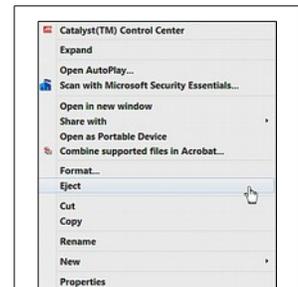
Windows Explorer Context Menu.

When Windows Explorer is open, right clicking on a folder or file will bring up a very useful *Context Menu*. You can use this *Context Menu* to copy or delete files.



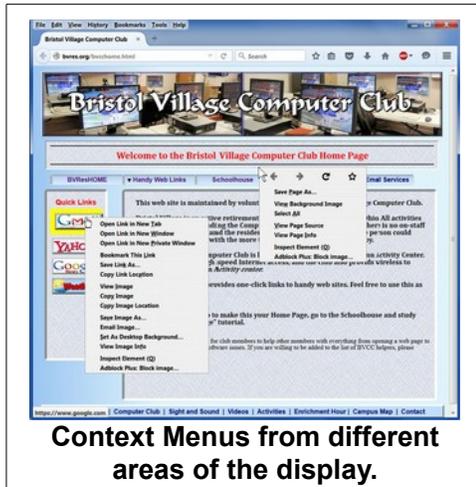
File Context Menu.

The *Context Menu* that appears when you right click on a removable disk (flash drive) in Windows Explorer provides an option for Ejecting the flash drive. This can be easier than trying to find the Eject option on the Taskbar.

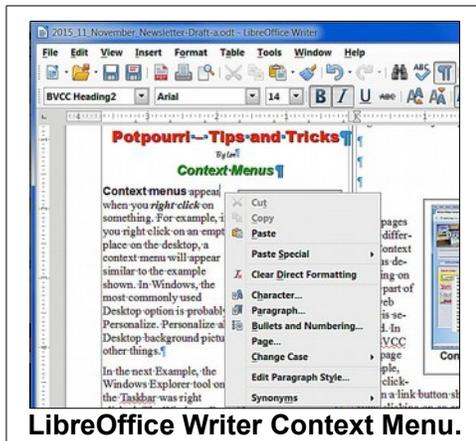


Flash Drive Context Menu.

Web pages have different **Context Menus** depending on what part of the web page is selected. In the BVCC web page example, right clicking on a link button shows one **Context Menu** while right clicking on an empty area of the same page brings up a different **Context Menu**.



Different **Context Menus** appear within different programs. I am using LibreOffice Writer to create this newsletter. When I right click on a text area of the page I get a **Context Menu** that provides editing options.



Don't be afraid to right click on different areas of program displays to see what **Context Menus** are available.

Search Engines

A **web search engine** is a software system that is designed to search for information on the **World Wide Web**. The most common Windows search engines are:

- Google (68% market share)

- Bing (from Microsoft, 11% market share))
- Yahoo (Now powered by Bing)
- Duck Duck Go (Clean interface and no ads.)

Google lists the search results based on the number of hits to a web site, but that is adjusted by commercial sites who pay a fee to Google to appear higher on the list.

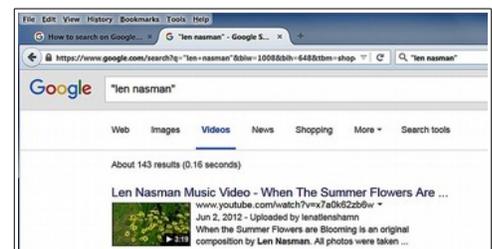
There are a few tricks to use to improve your searches. First, observe that search engines are not case sensitive. In other words entering new york will get the same result as entering New York.

Try to start with a word or words that best describe what you are looking for. For example, entering *headache* will probably get better results than entering *my head hurts*.

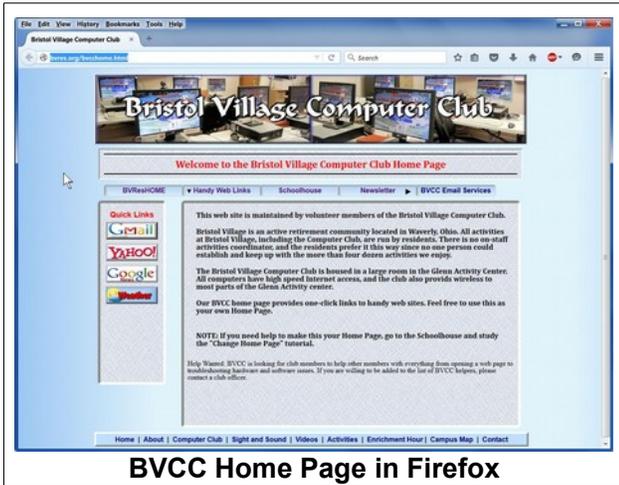
When you enter multiple words, enclose them in quotes. For example when I enter len nasman in Google, I get 17,200 results. This finds all of the len entries and all of the nasman entries. When I enter "len nasman," The search is limited to sites where both words appear together and I get 1,140 results.

Try entering the same search words in the different search engines and compare the results. You will see more or fewer results, and they will appear in a different order in the different search engines.

Observe that you can search for images or videos as well as general word searches.



Using the BVCC Home page



BVCC Home Page in Firefox

The BVCC Home Page has several features worth noting.



The column of buttons on the left side of the screen provide one click links to popular web sites.

Moving the mouse cursor over buttons that have a small arrow reveals additional pop down or pop out options.

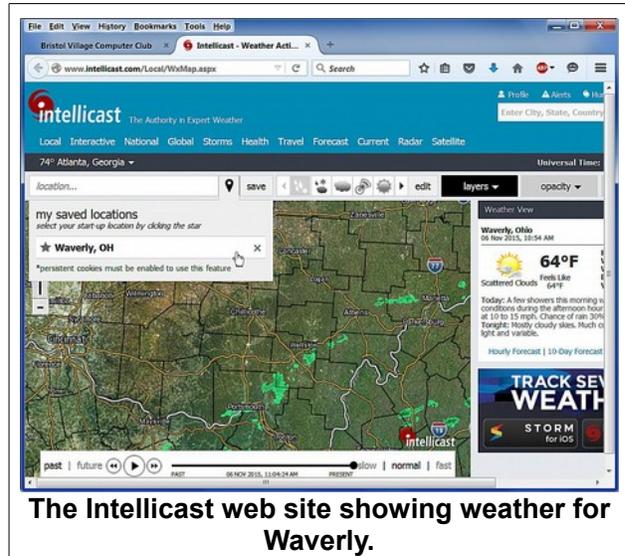
The **BVResHome** button sends you to the general Bristol Village Residents page. There you can find links to activities, videos, and other information.

The **Schoolhouse** button has links to tutorials on various subjects.

The **Newsletter** button provides access to the newsletter archives.

The **BVCC Email Services** button provides information about Email services available to BVCC members.

The **Weather** button is a link to the Intellicast web site. This page can be customized to show a specific location.



The Intellicast web site showing weather for Waverly.

The Intellicast page has many useful options to explore. If you like to keep track of what is happening around the country, this is an excellent resource.

Windows Shortcut Keys

To improve your computer use you should learn a few shortcut keys. For example, if you are adding text or images to an email or document, the



Copy and **Paste** shortcuts can save a lot of time. Here is how it works. Let's say that you are in the middle of writing an email or creating a document and you would like to add a picture. Right now, for example, I would like to add an emoticon to this paragraph. I jump to the Google image search window and enter emoticon. I select the image I want, **right click** on the image, and then select **copy image**. Then I place the cursor where I want the image to appear in my document and press **Ctrl+V**.

Maybe you would like to copy some text from a web page and add it to a document.

Tips

1. Another way to copy and paste files is to use the keyboard shortcuts **Ctrl+C** (Copy) and **Ctrl+V** (Paste).

In the above example, I used **Ctrl+C** to copy the text from a web page, Then I used **Ctrl+V** to paste the text into the location above.

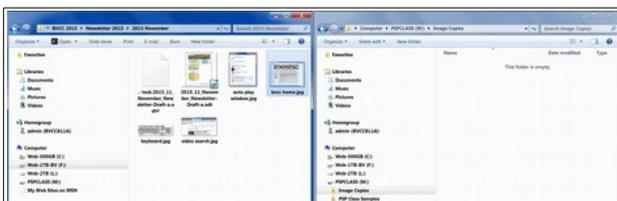
The **Copy** and **Paste** trick can also be used to copy files from one location to another.

Here is an example that uses **Copy** and **Paste**, together with opening two windows to copy files from a hard drive to a flash drive. First, insert the flash drive and when the **Autoplay** dialog box appears, select **Open folder to view files**.



When the Windows Explorer window is open (and selected) hold the **left Windows key** down and press the **right cursor control arrow**. This will cause that window to fill the right half of the screen.

Right click on the Windows Explorer in the **Taskbar** and select Windows Explorer to open a new Windows Explorer window.



You should now have two Windows Explorer windows side by side on the display. Next, locate the file on the hard drive (in the left side window that you want to copy, select it (it should be highlighted), press **Ctrl +C**. Next, select the folder on the flash drive (in the right side window), and then press **Ctrl+V**.

A copy of the selected file should now be in the selected folder on the flash drive. BTW, this trick also works for copying and pasting entire folders.

