Heritage Computer Club Notes 3-6-2020

Image Formats Explained
The most common image file has the extension JPG or JPEG. Many cell phones save pictures taken in this format. Others you might run across are PNG, GIF, and a newer Apple one, HEIC. Windows can open all of the above formats except for HEIC. Here is an article that explains how to open them in Windows or how to convert them to JPG.
https://tinyurl.com/yddyfjrv

Shift Click Method
We saw how to copy text in a web page by selecting the first word, scrolling down with the mouse and then while holding the shift key down licking after the last word. All in between the first and last will be selected. Then we copied that selected text and pasted it into a Word document. Using the Shift+Win+S shortcut, we then drew a box around a picture which pasted it into the Windows clipboard. We went back to the word document and pasted the picture.
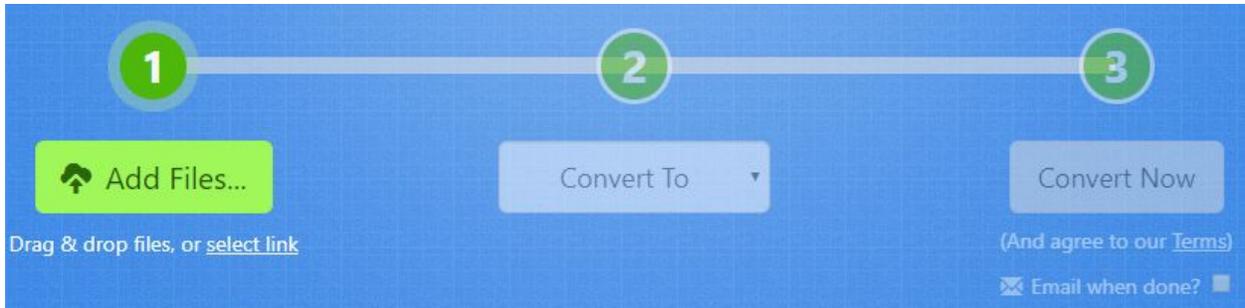
We learned a few shortcuts:
Ctrl+Z   Undo the last action
Ctrl+X   Cut the selected and place it in the clipboard
Ctrl+C   Copy the selected
Ctrl+V   Paste from the clipboard

TinyURL is a URL shortening web service, which provides short aliases for redirection of long URLs. Kevin Gilbertson, a web developer, launched the service in January 2002 as a way to post links in newsgroup postings which frequently had long, cumbersome addresses.
http://tinyurl.com

Convert Files
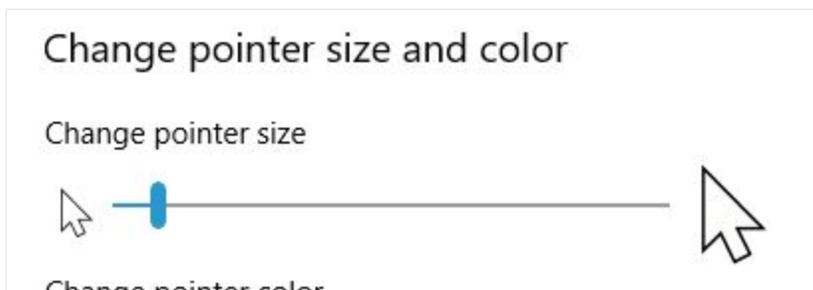
We used zamzar.com to convert a PDFto a DOCX file. The program used OCR (Optical Character Recognition) to make the words editable in a DOCX file. The free online version only allows 2 conversion a day.

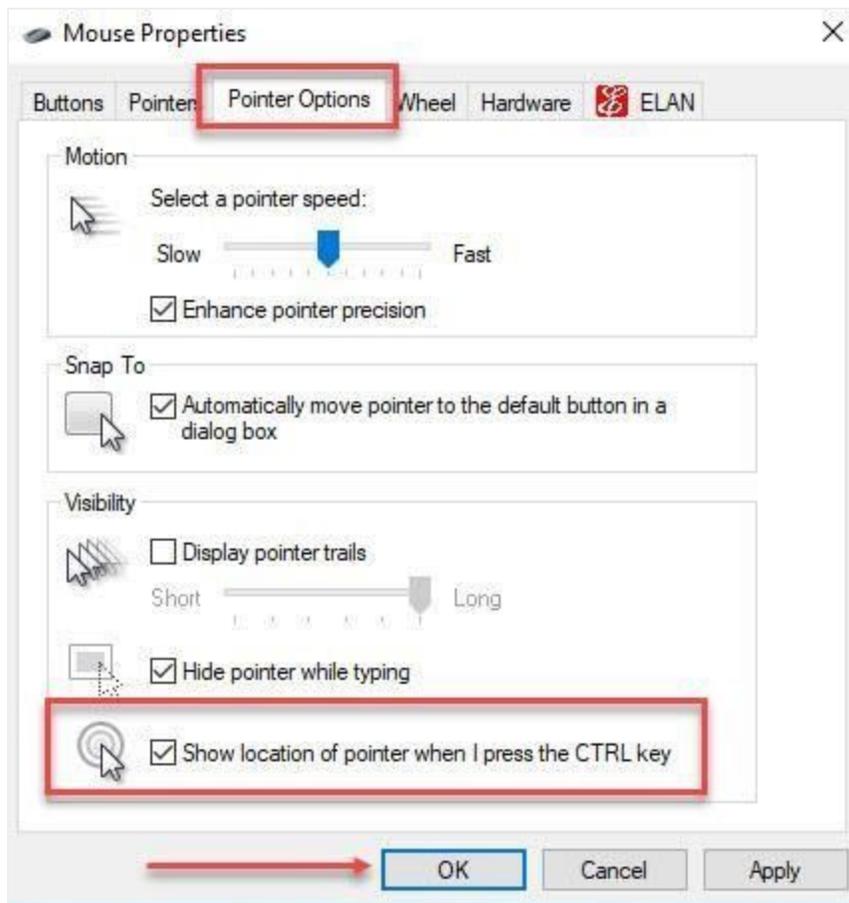**Mouse Adjustments**

Win+I > Devices

Mouse > Adjust mouse & cursor size

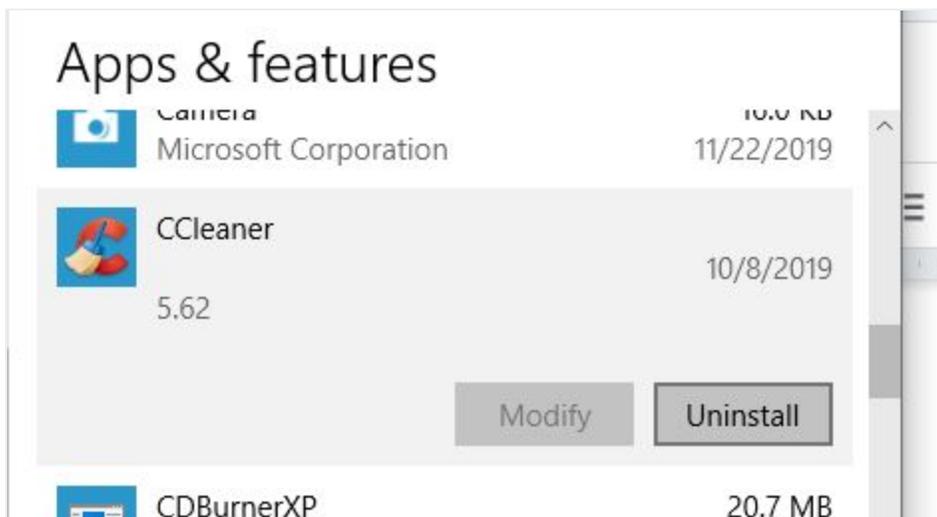Drag to change the size

Click Additional mouse options

Mouse locator
Ever have trouble locating the mouse? It is there somewhere but you can't see it. One simple switch and hitting the ctrl key will display flashing circles around the pointer.

Uninstalling a Program

We got into this because I was talking about not having antivirus programs on your Windows 10 PC. Windows comes with Windows Security which includes a great antivirus called Defender. To remove the antivirus that came with your PC:

Win+I > Apps and give it time to display all the apps on your PC. Scroll down and locate the one to uninstall.

Click on it and then choose Uninstall

Shift+Ctrl+B
Turns on and off the bookmark bar on the browser

Shift+Win+S
Lets you draw a box around an item on the screen and save it to the clipboard

Win+V
Displays the contents of the clipboard

Edge Chromium Browser Launches

Microsoft is officially launching its new Edge Chromium browser today across both Windows and macOS. A stable version of the browser is now available for everyone to download, just over a year after the software maker revealed its plans to switch to Chromium. Microsoft is initially targeting Edge at enterprise users of Windows and macOS, but consumers will be able to manually download and install it, too.

We downloaded and installed it during class and it worked well; a lot like Chrome and Brave.
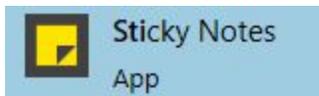https://tinyurl.com/wlldfcs

Google Chrome will support Windows 7 until at least July 2021
Microsoft will end support for its Windows 7 operating system next week on January 14, 2020. The last Patch Day for Windows 7 will provide users with a last round of security updates before support ends.
https://tinyurl.com/vmuofz2

What about WordPad? It is free as it comes with Windows. It is useful for most of what I use Word for and is very quick to open. The only downside is that it does not include a spell checker. Enter tinySpell. This is a very small spell checker that adds the capability to WordPad among other applications.

Sticky Notes

Sticky Notes is built into Windows! To find the application in Windows 10, click on your start button and type in sticky notes. If you do not have a place to type then Win+Q will show the place to type. Select the Sticky Notes option. Right-click the entry in your start menu and select Pin to taskbar so you can open the program directly from your desktop.

Informed Delivery

I demonstrated how I receive an email from the USPS each morning showing me what mail to expect that day. Here is the site to access to set that up for you.

https://tinyurl.com/seh3vpo

Backup Review

I have written an article on backing up using EaseUS. You can download the application from the club site at www.cccgc.info and read the article at:

https://davescomputertips.com/how-to-lets-talk-backups/

Is CCleaner Safe?

Some Windows software has become so ingrained into PC users' minds that we don't think twice to recommend them. Unfortunately, this leads to major issues when a popular tool goes rogue. That's exactly what's happened with CCleaner. Once everyone's favorite Windows maintenance utility, its increasingly shady behavior means that you should now leave it in the dust.

https://tinyurl.com/yc2j7b6z

Some Windows software has become so ingrained into PC users' minds that we don't think twice to recommend them. Unfortunately, this leads to major issues when a popular tool goes rogue. That's exactly what's happened with CCleaner. Once everyone's favorite Windows maintenance utility, its increasingly shady behavior means that you should now leave it in the dust.

Maintenance Programs

We talk a lot about using the three key maintenance programs at least once a week. You do not have to purchase them, just use the free versions.

https://tinyurl.com/vcf6jjo