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Alternatives To Microsoft Word

Word was not always the top choice among word processors. [WordStar](#) is a word processor application that had a dominant market share during the early- to mid-1980s. Then Microsoft Word came on the scene and was delivered free to everyone purchasing a new PC.

Today we have many other options. We will look at a few.

[OpenOffice](#) / [LibreOffice](#) are the same but different. This article will give you some history and details: <https://tinyurl.com/zsagq8d>

We will look at the simple with [Jarte](#), [Abiword](#), and the Office look-a-like in [WPS](#). Then we checked out Google Drive.

If you have a Google account, you have 15 gb of storage in their cloud and have access at <drive.google.com>. All your Google data is stored here. Your gMail, your Google Photos, and anything else you upload to the “drive”. If you are storing your photos or movies or Google documents, the storage is free. If you are uploading non-Google files they use your 15 gb of free space. If you run out, you can purchase more space at a reasonable monthly fee.

I use Google Docs and Spreadsheets for most of my writing. Not only is it available on my PC, but also on my cell phone and Chromebook and LinuxMint computer, and at anyone else’s computer. Access is on the web and all files are stored there. Sharing files with others is as simple as clicking Share and sending them the link. They can view but not change or I can set it to allow their comments or even to modify the file.

Email Scams

Do not assume that if it came from someone you know it must be ok to open. Email scammers can make the from email address look like anyone

they want. If you are receiving an email from your bank, insurance agency, or credit card company they will address you by name. They will not send you a dear customer email. If in doubt, do not click any links on the email and call the company on the phone using a number to obtain from your credit card or their website. Do not call the number on the email as it may not be a legitimate number. Look at the from address. Does it appear legit? Mouse over links without clicking and observe in the lower left of your browser the address the link will take you to. Never reply to an email that is going to give you free money.

<https://tinyurl.com/y9px74vl>

Valid Email Addresses

I demonstrated a website where you can test an email address to be sure it is a valid address:tools

<https://www.verifyemailaddress.org/>

Spacebar Trick

This was a new one for me: When on a Web page, press the spacebar to scroll down the page and Shift+Spacebar to scroll up. Watch the video and pick up a few more tricks.

Screenshots In Windows 10

<http://www.laptopmag.com/articles/capture-screenshots-windows-10>

A new way to take screenshots in Windows 10 is to hold down the Windows key and then tap Prtscr. This takes a snapshot of the screen and places it as an image file (png format) in the screenshot folder in documents. Just pressing PrtScr places the image in the clipboard only. We have also looked at other screen print options such as the Snipping Tools, Greenshot, and MWSnap.

Create Your Own Keyboard Shortcuts

<http://www.laptopmag.com/articles/create-keyboard-shortcuts-windows-10>

Article shows you how to create your own keyboard shortcuts to open your favorite programs from the keyboard

Backing Up To The Cloud With Mozy

<https://tinyurl.com/y8459est>

How To Use The Maintenance Programs

<https://tinyurl.com/yc4u3svb>