



Midland Michigan

# BITS AND BYTES

JULY 2018

<http://mcc.apcug.org/>

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Submitted by Carol Picard - Midland Computer Club

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## **GENERAL CLUB MEETING**

Midland Public Schools Administration Building  
600 E Carpenter Street - Room D

**Wednesday, July 25, 2018  
6:00 P.M.**

## Alexa... What can you do?

By Phil Sorrentino, Newsletter Contributor

December 2017 issue, Sarasota Monitor - [www.thestug.org](http://www.thestug.org) - [philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)

Alexa is a Digital Assistant. If you have access to an Amazon Echo or Amazon Echo Dot, ask Alexa "What can you do?" Alexa will tell you "A lot. You can tell me to turn up the volume, play music, create a To Do list, or look up a topic on Wikipedia." Finally, it will suggest, "To find out more, check out the Things to Try page in the Alexa App." (If you don't have a device, befriend someone who has one and give it a try.)



When you go to the Amazon Echo App and choose Things to Try, you will see quite an impressive list headed by "What's new?" (new things Alexa can do), and Echo Show (an ad for the new Echo Show device). And 28 more topics, alphabetically arranged, starting with "Ask questions," "Calling and messaging," and "Check your calendar." These are many of the things that you can try after you get over asking: "Alexa, what is the temperature," "Alexa what time is it," and "Alexa, tell me a joke."

A Digital Assistant is a complex piece of software that can perform many tasks or services for the user. A Digital Assistant typically includes access to large databases and includes Artificial Intelligence (AI) capabilities. The Digital Assistant software runs on a Server, aided by the App running in the local device (smartphone, computer or dedicated device like the Echo). Remember Client-Server Technology? Digital assistants typically are voice controlled and provide verbal and/ or action results (like answering a question or turning a light on or off). Amazon's Alexa is just one of the digital Assistants that are finding their way into regular use. Others that you may be familiar with are Google's "Ok, Google," Apple's "Siri," Microsoft's "Cortana," and Samsung's "Bixby."



(Siri has been around the longest and appears to have the largest user base, followed by Google and Alexa.) All of these can provide answers to basic time and weather questions, and even basic information lookup questions. Alexa is unique in that it is accessed by use of the Amazon Echo, Echo Dot, or Echo Show devices, not by a computer or smartphone (though you need a smartphone to setup many of its capabilities). Google's Assistant, which is like Alexa, can be accessed by a smartphone (or tablet), and the Google Home device. The Google Home device is like the Amazon Echo device.

Going back to Alexa's list of "Things to Try," there are many things that can be very useful in your daily routine, such as Control of smart home devices, Control music, check your calendar, setting alarms, timers and reminders, Creating ToDo and Shopping lists. Some of these things are inherent and are part of Alexa, and some of these require additional support in the form of "skills." Skills are Amazon's term for additional support from a source other than Alexa or the Alexa App. To see a comprehensive list of these skills, just Google "Amazon Skills," and select "Amazon.com: Alexa Skills."

- Setting a timer is built into Alexa. All you have to do is say "Alexa, set a "Name of timer" for "number of minutes," for example: Alexa, set a "Cook the rice" timer for "15 minutes." In 15 minutes, Alexa will announce "Cook the rice timer" is done." Alexa will continue to announce it until you acknowledge it by saying "Alexa, Stop." (I know battery operated kitchen timers are cheap and reliable, but you typically can't set them by voice.)
- You can also set Alarms for specific times, like "Alexa, set an alarm for 7 in the morning." The alarm, when it occurs, is a pleasant sequence of gentle tones. Again, to stop the alarm tones, just say "Alexa, Stop."
- Another nice feature built into Alexa is the ability to create and maintain a ToDo list and a Shopping list. To add an item to the ToDo list just say, "Alexa Add "Item name" to the ToDo list, like "Alexa add Check the Oil" to the ToDo list. And similarly, to add something to the Shopping list, just say "Alexa,

add "Food name" to the Shopping list, like "Alexa, add Butter to the Shopping list." After you make either of these requests, Alexa will respond and indicate that the item has been added to the requested list. Creating a list is all well and good, but the nice benefit here is that when you look at the Alexa App on your smartphone, your Shopping and ToDo lists are there and immediately updated. So, now your shopping list is available the next time you are at the food store, and your ToDo list is available when you get to Home Depot parking lot and wonder why you drove there.

Another feature I found useful was the ability to check and maintain my calendar. Alexa can be set up to use many calendars, including the Google Calendar. Once the calendar is set up, you can inquire about the activities on your calendar just by saying "Alexa, what is on my calendar for today," or "Alexa what is on my calendar for the next two days." (Alexa can report the activities on your calendar for today, tomorrow, or even four days from now, but will not report activities that happened in the past.) You can even add items to your calendar just by saying "Alexa add "Appointment" to my calendar," like "Alexa, Add "Dentist next Tuesday at 10 in the morning" to my calendar." Alexa will respond that the appointment has been added for the desired date and time. And just as you would expect, when you look at your calendar, on your smartphone or computer, you will see the new appointment. And of course, you can delete items using Alexa. And, you still have complete control over the calendar with your computer or smartphone.

Home automation is another area where Alexa can be very useful. Home automation can take the form of controlling lights, locks, thermostats, and a security system. To accomplish these types of tasks, an appropriate Alexa compatible device and a "skill" for that device will have to be set up. But, once these things are in place, Alexa (as well as your smartphone) can control those devices. I set up a tp-link, Alexa compatible, LED light and obtained the tp-link skill, and once set up I was able to control the light just by saying "Alexa turn on (or off) the living room lamp". (Very cool, sure beats the old X-10 control system.) Maybe an Amazon Echo or a Google Home can help you with some of your daily activities.

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## E-mail Strategy

By Dick Maybach, Member, Brookdale Computer Users' Group, NJ  
February 2018 issue, BUG Bytes - [www.bcug.com](http://www.bcug.com) - n2nd (at) att.net

Too often, when we find ourselves in unfamiliar technological territory, we adopt the first solution that works and ignore any alternatives. This is a good approach for tasks that we seldom perform, but less optimal for those we do every day, such as accessing our e-mail. In this article, we'll step back from which keys we press and which icons we click to look at the e-mail forest. Once we entrust a message to our vendor, it's beyond our control. The portions we can influence are the transferring of messages between our PC and the e-mail server. (For this article, I'll use "PC" as a stand-in for "personal computer or hand-held device.")

There are two different ways to exchange messages between your PC and your e-mail server: (1) by webmail, where you access messages on your vendors website using a browser or (2) by using a client e-mail program on your PC, which transfers the messages to and from the server.

As Figure 1 suggests, when using webmail all your messages as well as your address list are stored only on the server. You must do something explicit to copy this information to your PC. Webmail requires no setup, except for making the vendor's URL a favorite, and minimizes the resource use on your local device. You use your browser, which communicates with the vendor using the same HTML protocol as for any website. All the e-mail-specific software runs on the vendor's site, which also stores all the associated data.

- You usually have only a limited selection of interfaces you can use to access your e-mail.
- The supported services may be limited.
- You need Internet access to see your mail and access your address list.
- If encryption is available it's less secure as you send the unencrypted file and rely on the vendor to encrypt it.
- Since the vendor stores your e-mail as well as your address list, moving to a new vendor is cumbersome, and transferring the stored data may be difficult or impossible.

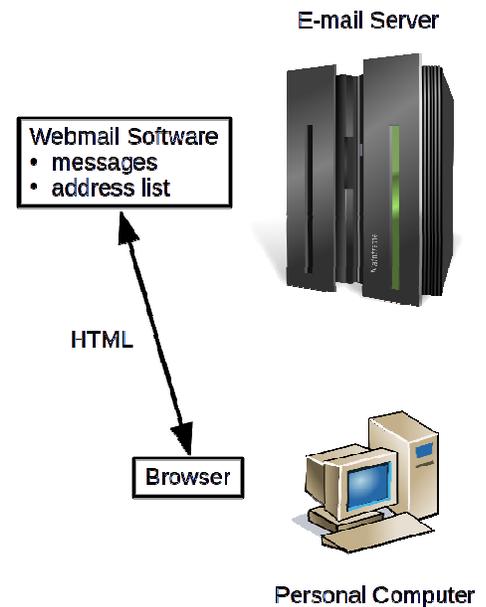


Figure 1. E-mail Using Webmail

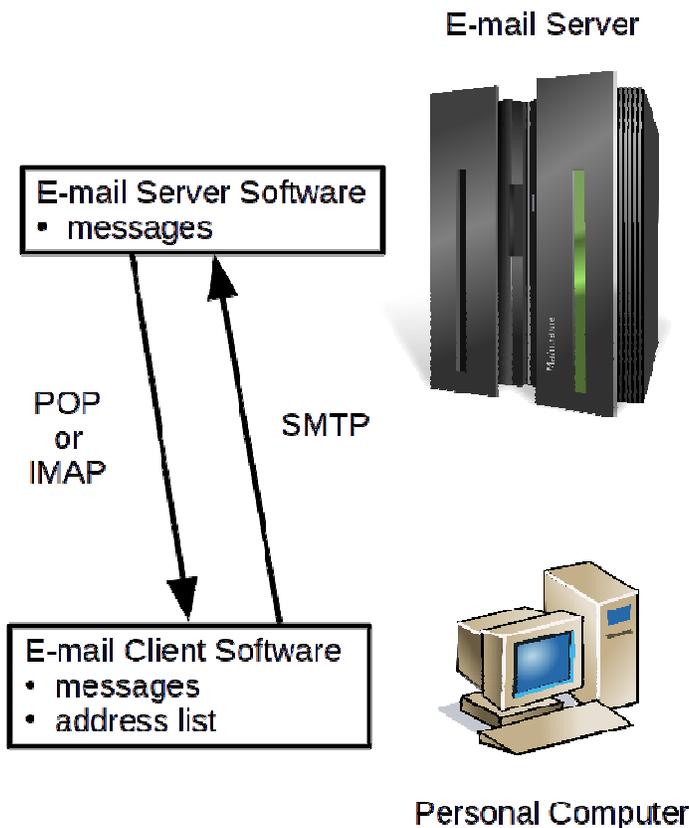


Figure 2. E-mail Using Client Software.

A client e-mail program runs on your PC, as shown in Figure 2, and usually stores some or all your messages and your address list locally, and it must be properly configured. Although the figure shows your messages stored on both the server and your PC, this is not always true. Depending on how you've configured the server and your client, they may appear on only one of these. However, your address list resides only on your PC.

- This approach requires that you configure the client, but most can do this automatically. You have only to enter your e-mail address and password for the client to set up the send and receive protocols. You do have to be sure that the defaults reflect your preferences.
- If the automatic configuration fails, you will need the URL of the POP or IMAP server and the URL of the SMTP server. This information is usually available on your server's website.
- Once set up, the client will periodically check the server for new messages and will download them and alert you, assuming of course you are connected to the Internet.
- Many clients offer additional services, such as encryption, automatic sorting of

messages into folders, SPAM filtering, automatic capturing of e-mail addresses, and calendar functions.

- Encryption is more secure, as it takes place on your equipment, before you send the result to the vendor.
- Your messages may be stored only on your local device. This means they are accessible even if you don't currently have an Internet connection, but it also means you must back up the data.

POP is the older protocol, dating from 1985, a time when storage on servers was dear. As a result, the early implementations deleted messages from the server immediately after they were downloaded. Now, some vendors give you the option of this deletion; moreover, it can be set differently for each PC. I find it convenient not to delete messages when I download them to a laptop but to delete them when I download them to my desktop. This keeps my server clean, allows me to use e-mail when I travel, and stores my e-mail history on my desktop, which I back up regularly. In preparing this article, I found several Internet articles that claimed that POP e-mail was always deleted from the server when it was read and concluded that POP was not practical if you used more than one PC. This may be true for some vendors and when using some e-mail clients, but it certainly isn't for my vendor, AT&T (who farms out their e-mail to Yahoo), and my client, Thunderbird.

IMAP does not delete messages unless you explicitly do so. Although some clients, in particular those running on hand-held devices, may not include attachments when they download messages, or may retain messages for only a limited time. Neither is true for the e-mail vendors and PC clients I use and the way I have them configured. Microsoft uses their own protocol, Microsoft Exchange or MAPI, most commonly used with Hotmail, but I have no experience with it.

Many vendors offer both POP and IMAP, and indeed you may find that you can use both on a single e-mail account. Thus, you can choose the one that works best with each particular device. For AT&T e-mail I use POP on my desktop and laptops and IMAP on my smartphone.

Regardless of the protocol to download messages, you almost certainly use Simple Mail Transfer Protocol (SMTP) to upload them. As its name implies, you probably won't have to configure this.

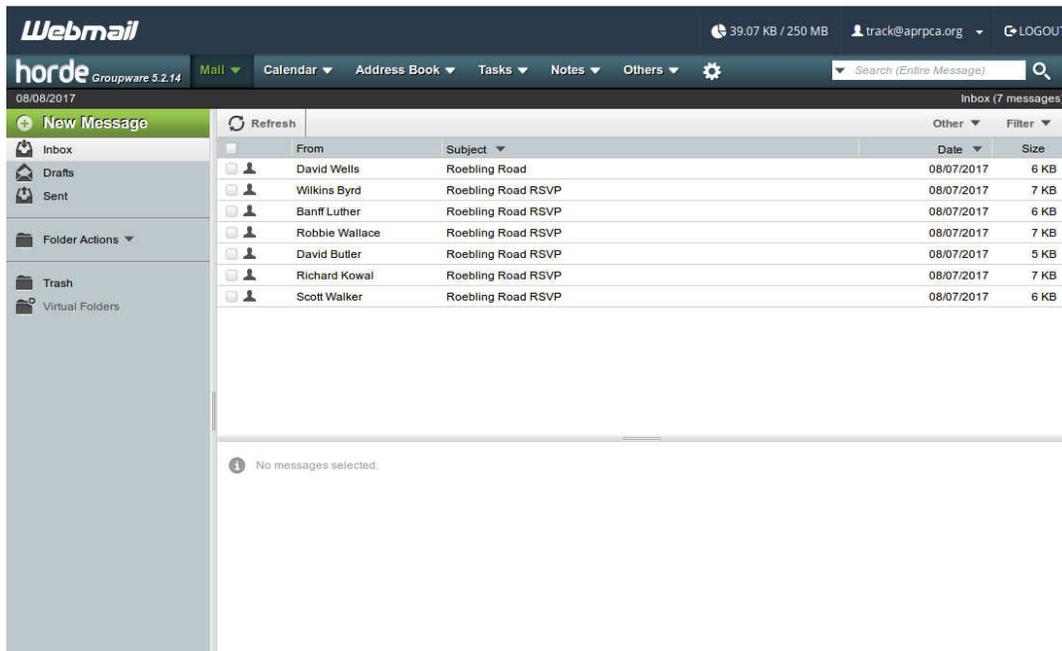


Figure 3. Webmail Window.

Figure 3 shows accessing e-mail using webmail. I use a client for this account, and as a result there isn't much customization here. Otherwise, I would probably have set up several folders in addition to Inbox,

Drafts, and Sent shown. As you can see from the menu bar at the top, this vendor offers additional services, including calendar, address book, note, and task management.

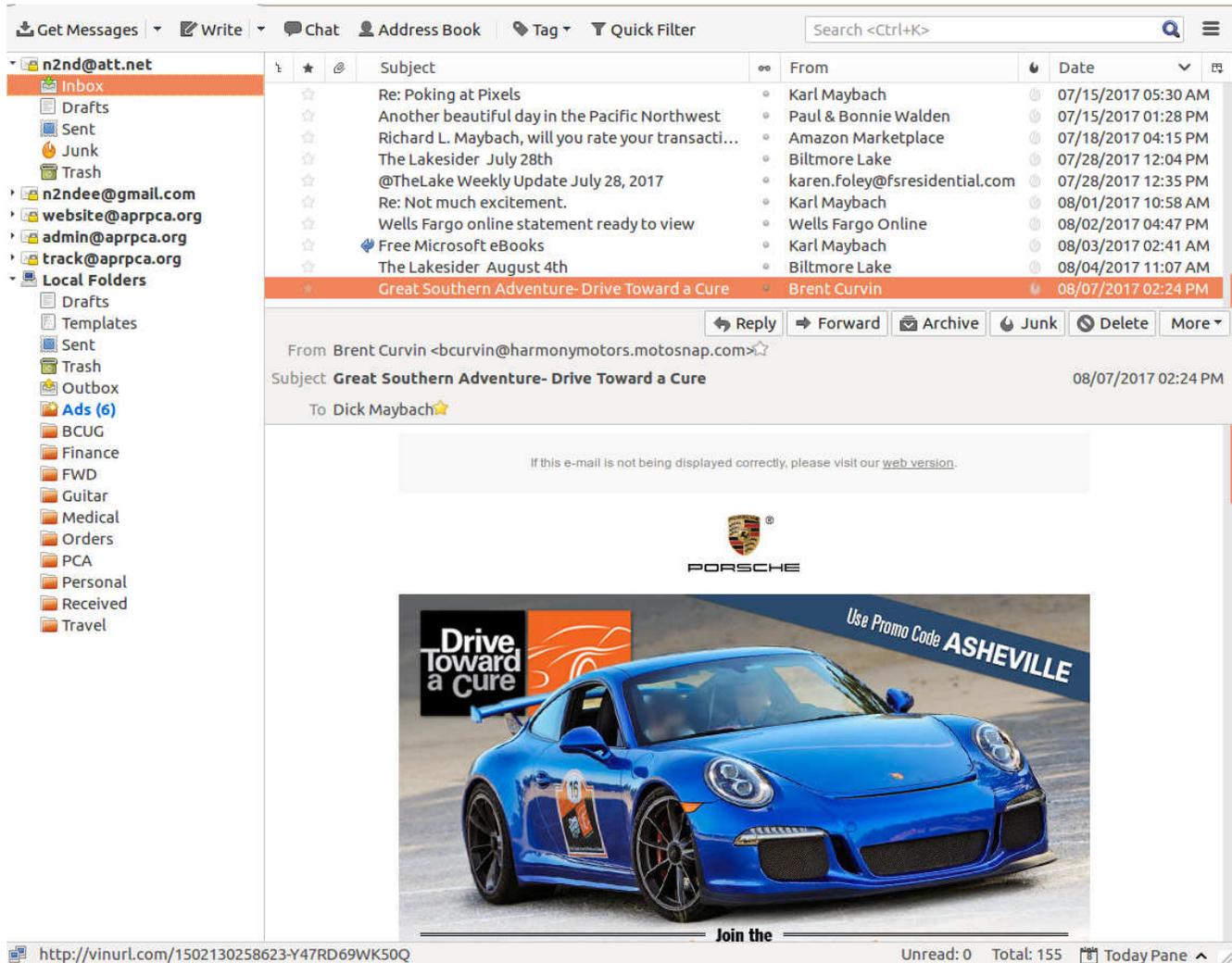


Figure 4. E-mail Client Window.

Figure 4 shows the Thunderbird client, <http://www.mozilla.org/en-US/thunderbird/>, which I how I access all my mail, five accounts, as you can see in the left sidebar. One of these (AT&T) uses POP, and the other IMAP. Every 10 minutes each account is checked for new messages, and a desktop icon tells me if there are any I haven't read. There are four folders on the server, Drafts, Sent, Junk, and Trash. (Although Inbox appears to be on the server, in fact it resides on my PC.) I have also defined several local folders to organize my mail. Two, Ads and FWD, are interesting. Thunderbird allows the creation of filters, and I've set up one to immediately send any message whose subject begins with "Fwd:" to the FWD folder. I've found that these are seldom important and prefer that they not clutter my inbox. Similarly, I've defined several filters to send all messages from specific addresses to the Ads folder, which contained six unread messages when I made this screen-shot. These aren't spam, as I do business with these folks, but again the messages aren't vital, and I prefer that they not obscure more important ones. It's not evident from the shot, but Thunderbird also provides calendar, task management, and encryption services. Like its relative Firefox, there are dozens of add-ons available to add more features.

Privacy is a concern any time you interact with the Internet and especially so with e-mail. Someone with access to your message history probably knows where you live, the make of your car, the name of your bank, the names and addresses of your relatives and friends, your vacation habits, the vendors with whom you deal, and many other details of your personal life. Would you be comfortable if this information were given to a criminal? The leaks that make headlines are ones where the stolen data is made public;

we don't hear about the ones where it is quietly sold. Think about this before you again say, "I have nothing to hide." To reduce the damage should your account be compromised, you should periodically delete your old messages from their server. (This assumes you have copies on your PC; if not, you'll just have to be comfortable with the risk.) Here is the procedure.

- Access your account using webmail. (You may be able to delete server files using a client with POP but check that this is so for your case before you rely on it. You almost certainly can't delete them with a client using IMAP.)
- Delete the files in every folder (inbox, sent, drafts, trash, etc.).
- Again, using webmail, check back in a day or so to be sure the files are gone. (One of my vendors, doesn't actually delete the files, but just marks them for future deletion.)

(A far better method of preserving privacy is to encrypt your messages, but in almost 40 years of using e-mail, I've only convinced two people of this.)

Finally, if you use an e-mail client, look carefully at its defaults. Initially my vendor's POP server deleted my messages after I downloaded them, but when I deleted them on my PC, Thunderbird helpfully sent them back to the server's delete directory. Similarly, I had to change the repository of sent messages from the server to the local sent directory on the PC. Exploring the directories on your server using webmail will show if you have similar problems.

There are several factors that affect the choice of using webmail or an e-mail client to access your messages.

- With webmail, you rely on your vendor to store both your messages and address list, leaving both vulnerable to hacking. This also makes it difficult to change vendors without losing these data.
- Webmail is easier to set up than is a client, which must be properly configured.
- A client makes accessing multiple e-mail accounts much easier.
- If you use a client, you must still periodically check your account using webmail to delete unwanted messages.
- Since a client stores your messages and address list locally, you are responsible for their back up, as well as for moving the data should you get a new computer.
- Changing to a different client program means you may not be able to move some or all of your data to it. (I've had good luck moving address lists, but less moving messages. Fortunately, old e-mail is usually not valuable.)

The choice between POP and IMAP is usually not very important; however, check with the vendor to be sure the features you need are available with the choice you make.

- POP can offer better privacy protection, if it's set up to delete messages from the server as they are downloaded.
- If the vendor has implemented POP so that it's not possible to download a message without deleting it from the server, the account is usable from only one device.
- If IMAP does not download attachments with their messages, you must always have Internet access.
- With IMAP you will certainly have to visit the server periodically using webmail to delete old messages. This may not be needed with a POP account, but you must check.

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## Interesting Internet Finds - March 2018

Steve Costello, Boca Raton Computer Society - [editor@brcs.org](mailto:editor@brcs.org) = <http://ctublog.sefcug.com/>

While going through the more than 300 RSS feeds, I often run across things I think might be of interest to other user group members.

The following are some items I found interesting during March 2018.

**Microsoft Sway vs. PowerPoint: What's the Difference?**

<https://www.groovypost.com/howto/microsoft-sway-vs-powerpoint-whats-difference/>

If you make presentations in MS Windows, this might be of interest to you.

**10 Ways to Explore the Internet Archive for Free**

<https://blog.archive.org/2018/03/07/10-ways-to-explore-the-internet-archive-for-free/>

I used the Internet Archive often. Sometimes to use the Wayback Machine to fix broken links on my blogs, sometimes to listen to music, watch old cartoons and movies, or just to browse for ideas. Check out this resource for yourself.

**Is Wireless Charging Bad for Your Smartphone?**

<https://www.computerworld.com/article/3229750/mobile-wireless/is-wireless-charging-bad-for-yoursmartphone.html>

iPhones are getting wireless charging now, so there are more people using it than ever. If you use, or are thinking of using, wireless charging for your smartphone from any manufacturer, you should read this article.

**Microsoft Blocks All Windows 7 Security Updates Unless You Have Antivirus**

<https://www.howtogeek.com/345946/microsoft-blocks-all-windows-7-security-updates-unless-you-haveantivirus/>

If you are still running Windows 7, this is an important post for you to read and understand.

**How to Manage Your PC When You're on Vacation**

<https://lifelifehacker.com/how-to-manage-your-pc-when-youre-on-vacation-1823701063>

I leave my PC on, with the monitor off, when I am on vacation. I use TeamViewer through a VPN to access every couple of days to check for updates. This post talks about other options you can take.

**Top 5 Places to Download Thousands of Free Adult Coloring Sheets**

<https://mymodernmet.com/adult-coloring-sheets/>

If you are into the adult coloring scene, check out this post and get some free coloring sheets.

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Most Fridays, more interesting finds will be posted on the Computers, Technology, and User Groups Blog: <http://ctublog.sefcug.com/tag/interesting-internet-finds/>

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**Kretchmar's Korner - The Simple Game of Solitaire?**

By David Kretchmar, Computer Hardware technician, Sun City Summerlin Computer Club, NV - March 2018 issue, Gigabyte Gazette - [www.scsccl.com](http://www.scsccl.com) - [tomburt89134 \(at\) cox.net](mailto:tomburt89134@cox.net)

I admit it: I play Microsoft Solitaire (my game: Klondike Solitaire: draw 1, with 3 times through the deck, Vegas scoring). Of course, it's the most widely-played computer game of all time. Sometimes I play for an hour or more at a time, usually while watching TV.

I play "thoughtful solitaire" and will replay a game many times until I beat it, or I determine it cannot be beat (with the effort I want to put into it). More on that later. Klondike Solitaire has become a universal computer program or application, used by over a half-billion users worldwide, on all major operating

systems. I'm going to be specifically discussing the Klondike Solitaire game included with the Windows 10 operating system. This is essentially the same game that has been included in all modern versions of Windows.

Solitaire has long been a popular waste-of-time, and the computer version of the game has made it even more popular. With a little effort and repetition, a player can gain a good working knowledge of the position of each pertinent card in the deck and ultimately know that they have played the best possible game with each set of 52 cards. Remember one thing when playing Solitaire on a computer; if you can do it, it's not cheating.



*Klondike Solitaire is played with a 52-card standard deck, with the layout as shown on the left. There are two main variations of the game; (1) turning over every 3 cards with no limit on the number of passes through the deck and (2) turning over each card, going through the deck 3 times.*

### **A very big number of possible hands**

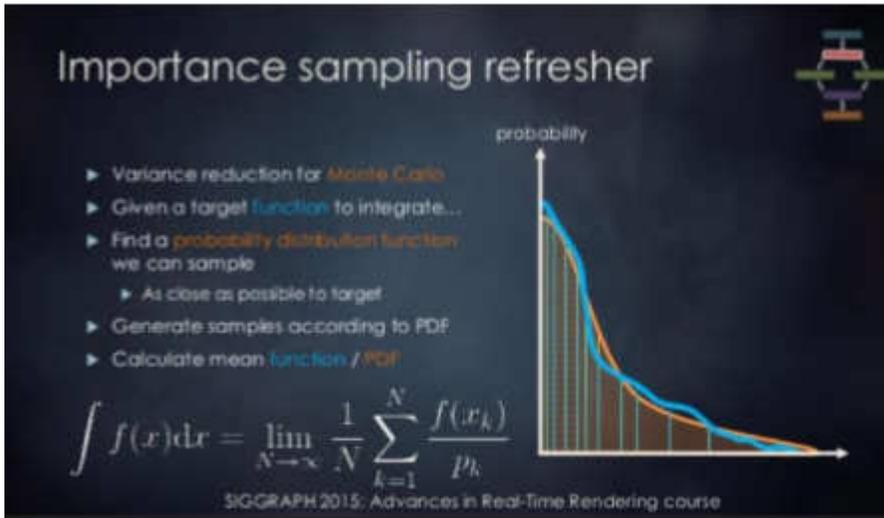
When I started investigating the odds of winning a game of Solitaire (moving all the cards to the Ace piles) I was amazed at the total number of different outcomes possible. I won't get into the details of the mind-boggling math involved, but there are 8 times 10 to the 67th power (8 with 67 zeros after it) different ways of shuffling 52 cards. This number is obviously massive – certainly beyond the understanding of humans and so large it is impossible for today's most powerful computers to accurately compute the odds of winning a game.

Due to the limitation of computers, an exact mathematical solution to the question of what percentage of games are winnable does not exist and, because of the massive number of possibilities, statistical solutions based on playing a huge number of games are wildly inaccurate. Theoreticians have struggled with this game, referring to the inability to calculate the odds of winning a randomly dealt game as "one of the embarrassments of applied mathematics"

Monte Carlo Simulation – 79 to 92 percent of Solitaire games are winnable!

Enter the Monte Carlo Simulation. The Monte Carlo method was invented by scientists working on the atomic bomb in the 1940s, who named it for the city in Monaco famed for its games of chance. Its core idea is to use random samples of parameters or inputs to explore the behavior of a complex system or process that is too complex to be computed (like Solitaire).

Using Monte Carlo simulation for many millions of hands of Solitaire – this is really brute force – estimates of the percentage of winnable Solitaire games, for draw 3, are believed to be between 79% and 92%. I have not come across an analysis, but I know the draw 1 Solitaire game is somewhat easier to win than the draw 3 game, since the player is going to see every single card in the draw pile at least 3 times. I would guess the probability of winning a draw 1 game is at least 92%, possibly much higher. Yet even excellent Solitaire players win fewer than 10% of games played, at least on their first try.



Human error and what turn out to be non-optimal decisions account for the difference between potential wins and actual winning hands. For example: during games a player will have a choice of which card to play; playing a ten of hearts on a black jack instead of a ten of diamonds can result in an entirely different game outcome. A player can only guess which play is optimal, and sometimes the ultimate result of a decision tree will not be known until the end of the game.

#### Thoughtful Solitaire

Solitaire does not have to be a mind-numbing exercise, if you approach each game as probably winnable. If on your first try you lose, play that game again making different decisions as you reach each decision tree. Winning a game of Solitaire, you have lost, sometimes lost several times, is immensely satisfying. Thoughtful Solitaire players will win many times more games than the typical “one and done” player and, in the process, they exercise and stimulate their brains.

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## Dan's Desk - Computer Fundamentals #1

By Dan Douglas, President, Space Coast PCUG, FL

March 2018 issue, The Space Coast PC Journal - [www.spcug.org](http://www.spcug.org) - [datadan \(at\) msn.com](mailto:datadan@msn.com)

*Starting with this March issue, I'm going to start a recurring “Computer Fundamentals” series of articles tied into sessions at the Saturday Learning Center meetings. I'll attempt in this series to explain fundamentals of computers, programming and usage that will hopefully deepen your understanding of how it all works and why things are the way they are.*

Computing is all about taking some input, doing something with it and producing some output. How this evolved into today's pervasive technology is amazing.

Herman Hollerith was a US Census worker leading up to the 1880 census. At that time all census data was counted by hand and he recognized a need for a tabulating machine to reduce the time it took to summarize the information. The input was the census forms, a summary of the data is what needed to be done with the input data and the output was the census reports. He invented a tabulating machine that used punch cards that were like those already in use by automated loom machines. The company that he formed, the Tabulating Machine Company, became a great success until the 1910 census when a Census Bureau technician improved on the Hollerith design and removed the monopoly that had been in place. The Tabulating Machine Company later became a company you may have heard of: International Business Machines Corporation (IBM).

If we jump forward a hundred years, what do we have for 1980 state of the art computing? Computers that take up a large room with special power and cooling requirements. Large cables connecting the main

processing unit to storage devices that were typically disc drives, tape drives, or some other medium. Input was in the form of punched cards (still!), data stored on storage media or operator terminal screens. Output took the form of storage media as in updated files or printed report output, or as a screen display of information. Computer programs were no longer coded on punched cards, but rather as files (think .exe files) that were executed by operator commands or by automation tools. Networking was done by dedicated circuits where security was important from point A to point B. There is a mainframe Operating System (OS) in control of the processing unit. This is the large company environment of 'mainframe' computers still in use throughout the world today.

What came after that was essentially the miniaturization of that mainframe environment into a desktop sized machine. We have a similar OS with either Windows or Mac that runs today's PCs. The PC uses a Central Processing Unit (CPU) typically made by either Intel or AMD that performs the instructions that programs (those .exe files) tell it to process. The input of today takes the form of icons that you click or touch on a display screen, or by automated tasks that run programs periodically. Storage is on your hard disc drive or USB memory stick or SD card. Output can be information displayed on your screen or a report that you print or files that you save on your hard drive.

Here are the core components that every 'computer' type of device have always had:

- a CPU or processing engine of some sort to interpret instructions and to do something - one or more input sources (a button to press, a screen to touch, a sensor, a file to read, etc.)
- one or more programs to take some information or data and do something with it
- one or more outputs (printer, files stored on some media, a screen display, etc.)

Next, we'll look at programming and how your OS controls everything.



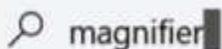
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## Working with Apps on Windows 10

By Rosita Herrick, Windows Corner, Sarasota Technology Users Group  
December 2018 issue, STUG Monitor - [www.thestug.org](http://www.thestug.org) - [hrosita \(at\) aol.com](mailto:hrosita@aol.com)

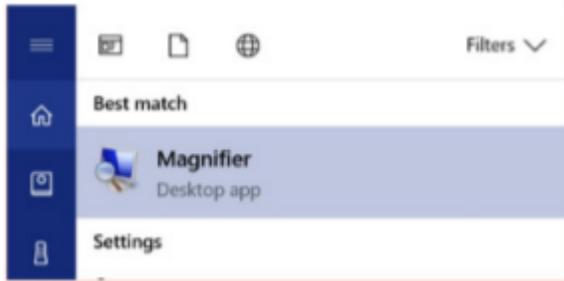
Frequently, either when I am teaching or when I prepare one of the Windows 10 Corner articles, I use a few apps that are distributed with the operating system and are available to any user. At that time, I am always asked how to start these apps. In this last article for 2017, I decided to describe these apps, in addition to some keyboard shortcut keys and right click options that enable me to navigate the operating system faster and easier.

1. To start the Magnifier, just enter the name in the Cortana search box.



magnifier

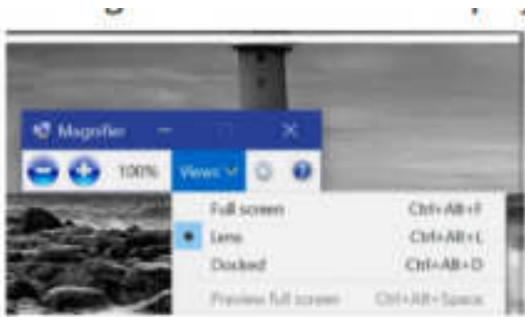
At the top of the display, a link shows up. By clicking on it, the app is started.



Another option is to quickly open the Magnifier by using the keyboard shortcut, Windows key with the plus sign (+), to zoom in and Windows key with minus sign (-) to zoom out. Use Windows key and Esc to exit the magnifier. You can use the Magnifier knowing just these three shortcuts, but there are actually a few more options.

When the magnifier starts, a small box is being displayed where you can change some options. One problem is that sometimes it disappears before you can select additional options. If that happens, close the magnifier by pressing the Windows key and the Escape key and restart it.

Clicking on the Views caret displays the magnification option.



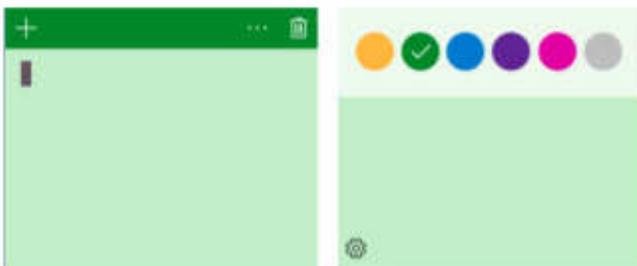
I usually keep the Lens option selected so that I can move the area magnified with the mouse.

2. The next app I use is the Sticky Notes.

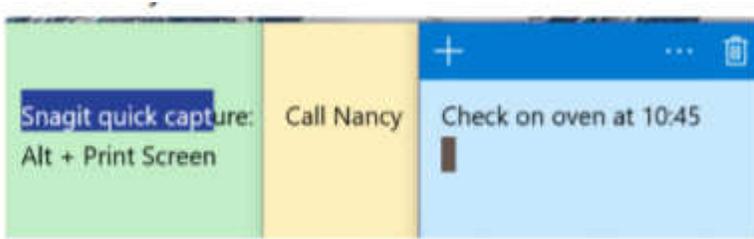
I believe most of us have used a sticky note to remind us of something we need to do, something to buy or just something like a specific keyboard shortcut and/or a reminder to call a friend.

Again, to start Sticky Notes, just type the name of the app in the search box. And then click on the displayed link.

Once Sticky notes is started, a blank square shows on the screen. There are very few options to this simple app.



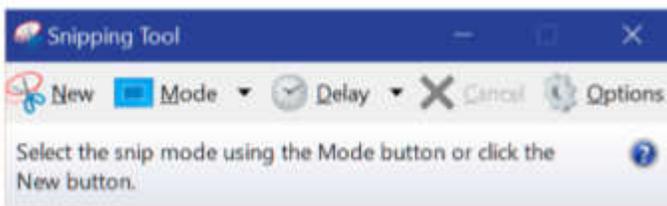
Clicking on the 3 dots displays the option to change the color of the note. As you can see, green is selected. In the first insert, there is a cursor. You can type any comment you want on the note. It stays on your desk until you click on the trash icon to delete it. Also, clicking on the + sign will display another note. The notes can be stacked next to each other either vertically or horizontally.



3. Last, but not least, is the Snipping Tool. Again, enter Snipping tool in the search box. The link displayed looks like this:

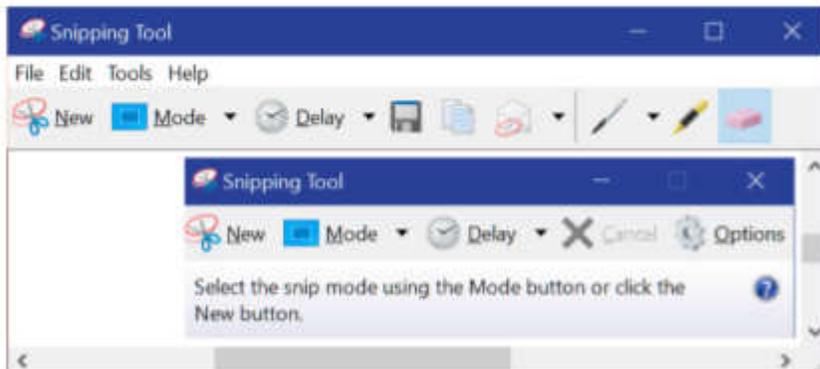


And the starting windows looks like this:



The snip mode can be Free-form, rectangular (shown as a square), Window snip and Full-screen snip. Clicking on the Options icons shows different ways the snipped area can be treated, and, for touch screens, there is a box where the user can select the color of the snip border. To start the snip, click on the New icon. The screen will become less sharp and a cross will appear where the mouse cursor was, and the user can just frame the area to extract.

Here is the result of snipping the tool's display:



Check the File, Edit, Tools and Help tab to work with this app. By the way, you can make notes on the snip by using the pen or highlighter icon, and if you don't like the result, you can erase it by using the eraser.

Here are the YouTube URL's for these three apps.

Snipping Tool: <https://www.youtube.com/watch?v=jRu2exEPFiI>

Magnifier: <https://www.youtube.com/watch?v=GFNPyen9urw>

Sticky Notes: <https://www.youtube.com/watch?v=yvNsNh1QXbq>

Now to the keyboard shortcut keys: A right click on the Windows icon in the lower left corner of the status bar will bring up a list of links to system options, such as starting the Task Manager, Command prompt, Shutdown or Sign up.

Win+E will start the File Explorer.

Win+P will display project options

Win+D will display the Desktop (without closing active apps)

Win+L will display the logon screen (I use this one when I must leave the computer in a common area).

I hope these writings make your use of Windows 10 more enjoyable.

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## **Educational, Fun, and Interesting Web Sites**

Submitted by Carol Picard - Midland Computer Club

### **From How-To Geek**

#### **Emoji Picker**

<https://www.howtogeek.com/351344/how-to-use-windows-10%E2%80%99s-new-emoji-picker-in-any-app/>

#### **Manage Start-up Programs - Windows 10**

<https://www.howtogeek.com/351537/how-to-manage-startup-programs-in-windows-10s-settings-app/>

#### **Notepad updated**

<https://www.howtogeek.com/fyi/microsoft-finally-fixes-notepad-after-20-years-of-inadequacy/>

#### **Gmail's Smart Compose**

<https://www.howtogeek.com/fyi/gmails-smart-compose-basically-writes-emails-for-you-and-its-live-right-now/>

#### **Windows 10 is changing how alt-Tab works**

<https://www.howtogeek.com/352028/windows-10-is-changing-how-alttab-works-here%E2%80%99s-what-you-need-to-know/>

#### **How to use sets in Windows 10 to organize apps into Tabs**

<https://www.howtogeek.com/352109/how-to-use-sets-in-windows-10-to-organize-apps-into-tabs/>

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