



JOE'S COMPUTER TIPS

11

COMPUTER CLASS TIPS AND REVIEWS

(To get back to Contents, do Control + Home.)

Contents

WINDOWS 10 TIPS and Tricks

PHOTOS, Windows 10, Cortana, EDGE2

Basics and Common Things

Printing, Folder, and Default Options

Desktop, Taskbar and New Stuff.

Email Basics

Full Windows 10 Demo.

More Windows 10, Cortana, EDGE

++Windows 10, Cortana, EDGE

Internet Safety, Control Panel, Skype

Things to Know

200 Entertaining Web Sites:

100 Learning Web Sites:

100 Questions and Answers.

100 Songs from YouTube

BASICS:

1. Click on a topic above to go there. To return do **Control Home**.

2. Also do **Control F** to find what you are looking for.

3. Or put a **Control F** and do an ***** and it will take you from section to section.

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DON'T BE AFRAID Of Windows 10!



You will love it. *Joe*



For Tips and Instructions on Windows 10:
Please go to: <http://www.ckcs.org/joetips.pdf>
and click on WINDOWS 10 TIPS

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PHOTOS, Windows 10, Cortana, and EDGE *

Dear Classmates,

On Tuesday at 7 pm:

We will take photos in class, insert the memory stick from the camera into the computer, and in the **FREE Windows Live Photo Gallery** and the default photo program with Windows 10 **PHOTOS** we will:

Rename
Resize,
Auto Adjust,
Crop,
Get rid of Red eye,
Retouch,
Straighten,
Adjust Exposure.
Then send it out in an email.

Will discuss Windows 10, Cortana, and EDGE.

Will do Find My Device so you can locate your laptop and tablet if lost or stolen. Does not work on Desktops.

I'm redoing my class email list. If you would like to be removed from the list, or if you wish to add a friend or relative to the list please email me. joeisaac1234@gmail.com

Please Remember there is no meeting in FEBRUARY.

Last chance to ask questions until March.

kindest regards,

Joe Isaac

Latest Online Tips: <http://www.ckcs.org/joetips.pdf>

Gene Wheeler recommends: Lots of info about all nations.

<http://www.nationmaster.com/>

Gene recommends this web site for UK Basketball Fans.

<http://kentuckysportsradio.com/category/basketball-2/>

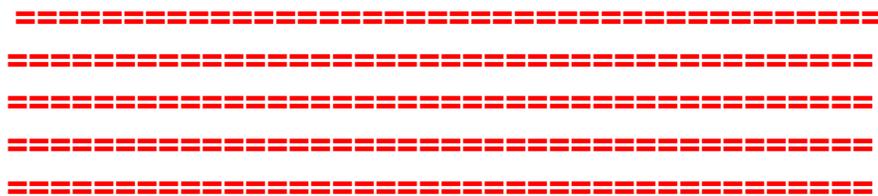
United States Armed Forces Medley

<http://www.youtube.com/watch?v=tnFGc5r9bJE>

ANCHORS AWEIGH

<http://www.youtube.com/watch?v=4KHSjFWVhQ>

I was thinking that if your car gave you as much trouble as your computer, we all would be walking.



DON'T BE AFRAID Of Windows 10!



You will love it. Joe

PHOTOS, Windows 10, Cortana, and EDGE Review *

Dear Classmates,

It sure was nice to see such a good crowd on a frigid cold night. We have a cool bunch of classmates with a lot of good questions.

Thanks to Mike Seiler for all his help.

Our hard working President of CKCS attended.

Thanks for all the classmates who emailed in after watching on the Internet.

Please Remember there is no meeting in FEBRUARY.



kindest regards,

Joe Isaac

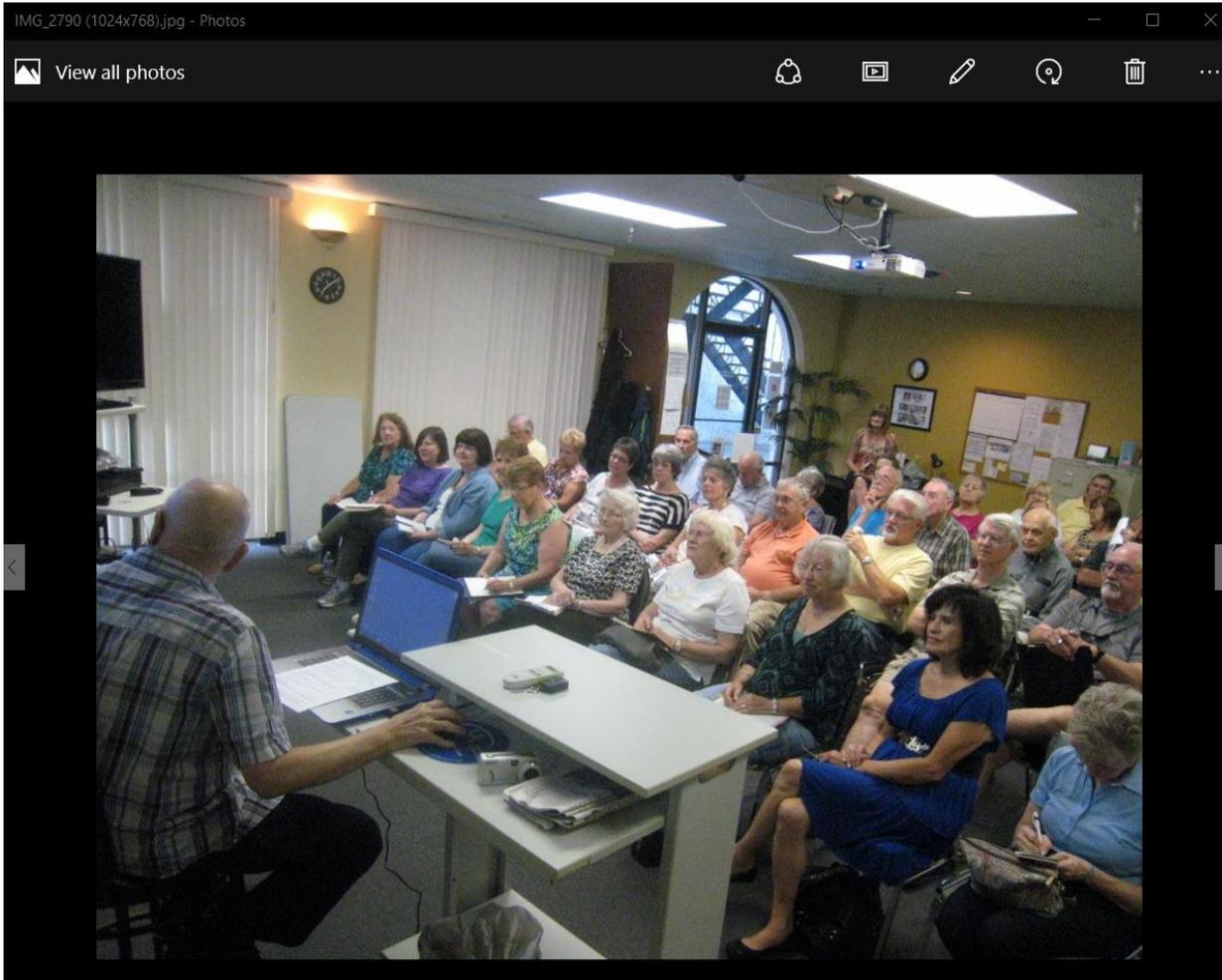
Online Tips: <http://www.ckcs.org/joetips.pdf>

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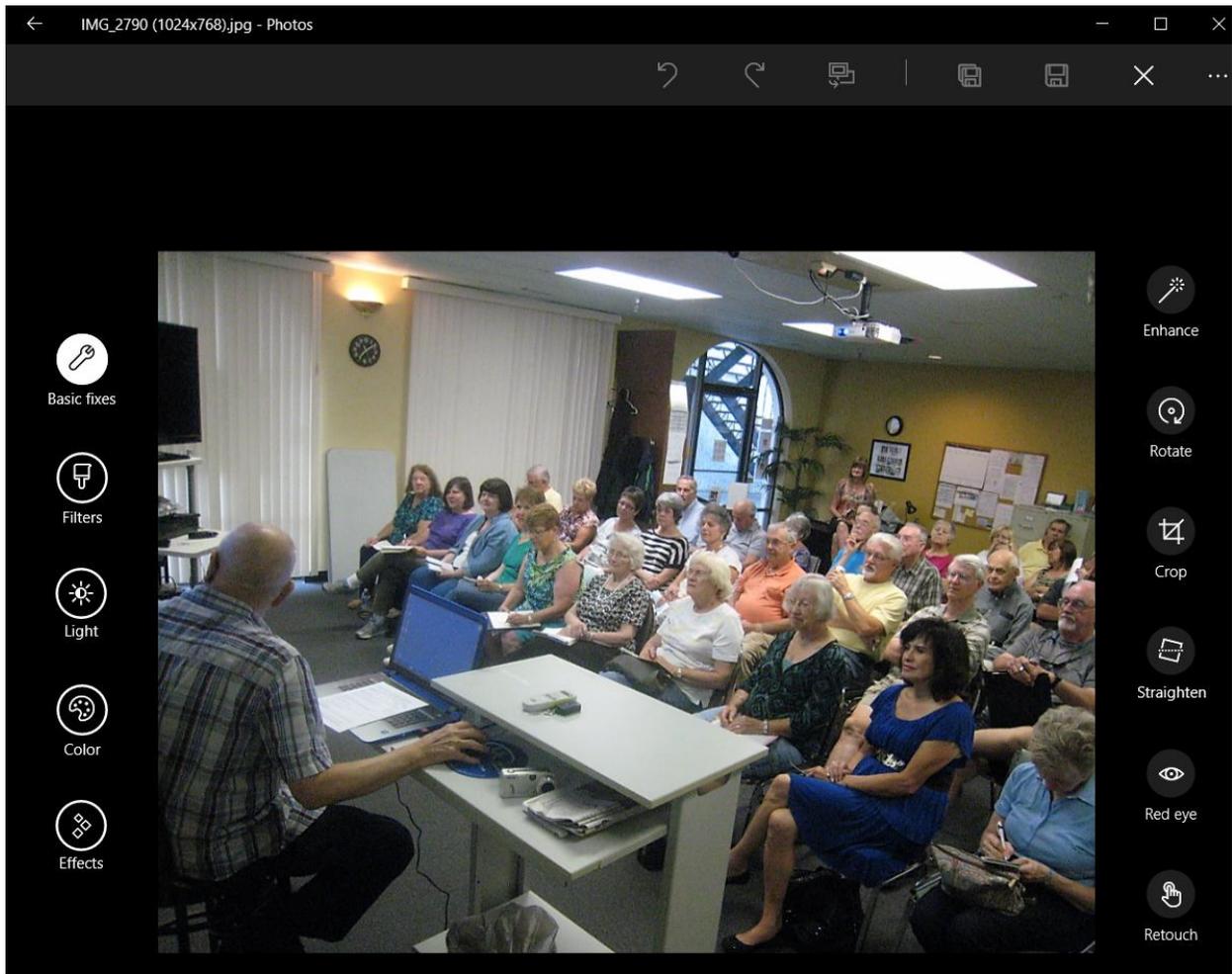
To find out what **version** you have:

Open Internet Explorer: at the top click on Help, then click on About Internet Explorer, and it will show you the version. This works for the version of most any program you have.

Windows 10 PHOTOS screen. Click on the middle icon, a pencil, to configure.



Now you get this screen where you can Enhance, Rotate, Crop, Straighten, Red Eye, and many others.



Red Eye



 This is the EDGE icon in your Taskbar.
EDGE is faster than a speeding bullet.
Edge is the default browser on all Windows 10 computers.

To Open EDGE: Click on this crazy EDGE,  in your Taskbar. left click the 3 dots in the upper right hand corner, then click on Settings. Select options offered. Then click on View advanced settings and select.

When on a web page you want to add to your Favorites, click on the Star at the upper right or do Control D on the keyboard, then click on **Add**.



When on a Web Site, click on the book and all photos, ads, videos, etc. will disappear. I use this all the time, it is great.

Sample:

<http://www.pcworld.com/article/2998898/security-cameras/who-makes-the-best-home-security-camera-we-test-6-new-models-to-find-out.html>

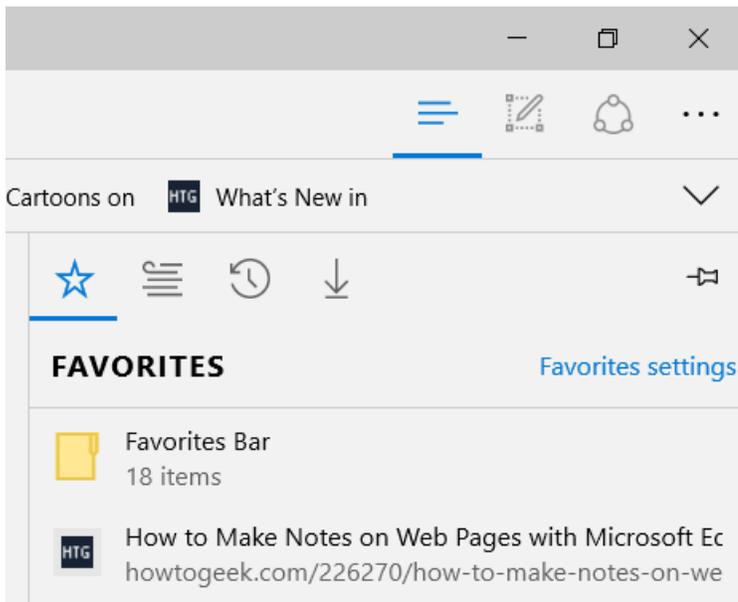
Also when on a Web Site, Right click a word, click on Ask Cortana and she will tell you what it means.

In EDGE, if you do **Define (type in the word)** in the address blank, and hit Enter, it will define the word and a lot of time it will pronounce the word.

To add a link to **START** open it in EDGE and click on the 3 small dots at the upper right, then click on Pin this page to **START**, then Do you want to pin this title to Start, **click Yes**.

<https://www.youtube.com/watch?v=BdWEbweX1rQ&list=RDBdWEbweX1rQ>

Click on the 3 lines for screen below.



The **Star** is FAVORITES. **5 Lines** is a Reading List, **Clock** is HISTORY. **Down Arrow** is DOWNLOADS

Gene Wheeler recommends
<http://kentuckysportsradio.com/category/basketball-2/>
for all you sports fans.

Windows 10 Can Track Your Lost or Stolen Laptop or Tablet, GPS. Does not work on Desktops.

From the Start menu, click **Start** and then choose **Update & security** and **Find My Device**. Click on **Change** to activate the feature-your laptop will then send its current location back to base on a regular basis, assuming it's connected to Wi-Fi. Note that you need to be signed in as an administrator to switch this feature on.

You can then head to <https://account.microsoft.com/devices> on any computer and sign in using your **Microsoft account** to find out where in the world your laptop has gone-any desktops you're running Windows 10 on are listed here too, though the tracking feature only works on laptops and tablets. Click **Find my device** to see your laptop on a map.

1. Rename: Right click the file name, Left click Rename, hit Enter.

2. Renumber:

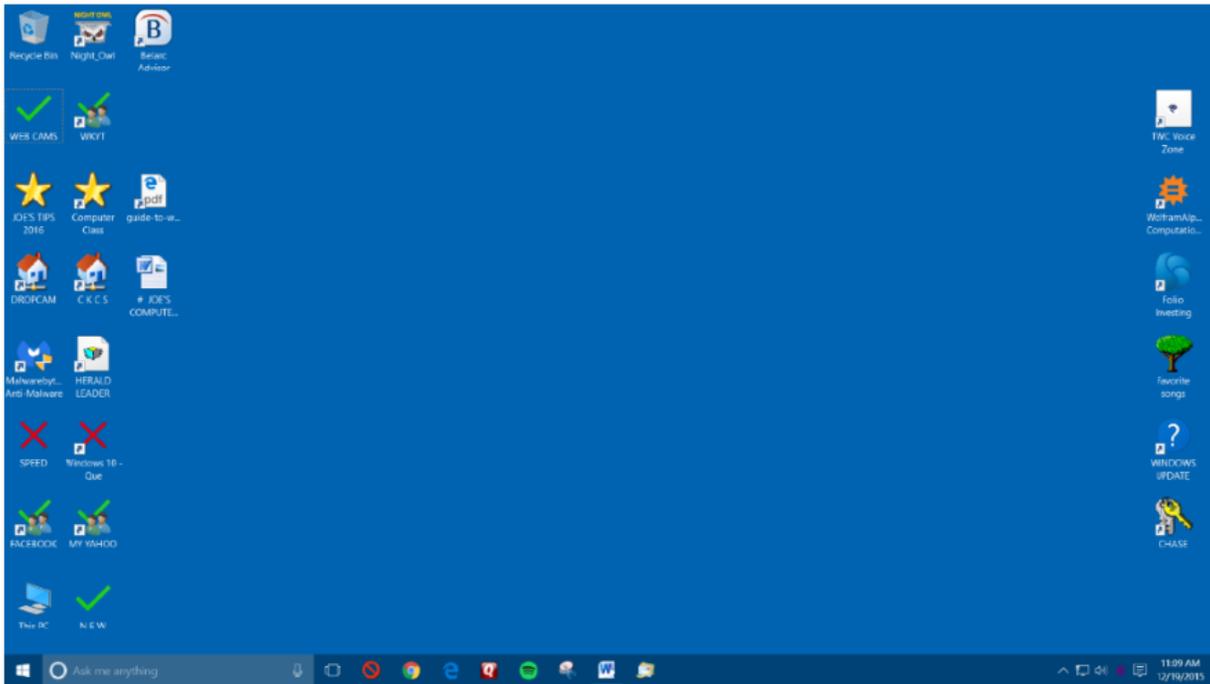
Highlight the photos you want to renumber, Right click on the top one and Left click on Rename, after you rename it, hit Enter..

Put your media stick from you camera into your computer and this window will come up, select **Import all new Items now**. click on Import and all your photos will show up on the screen in Photos.

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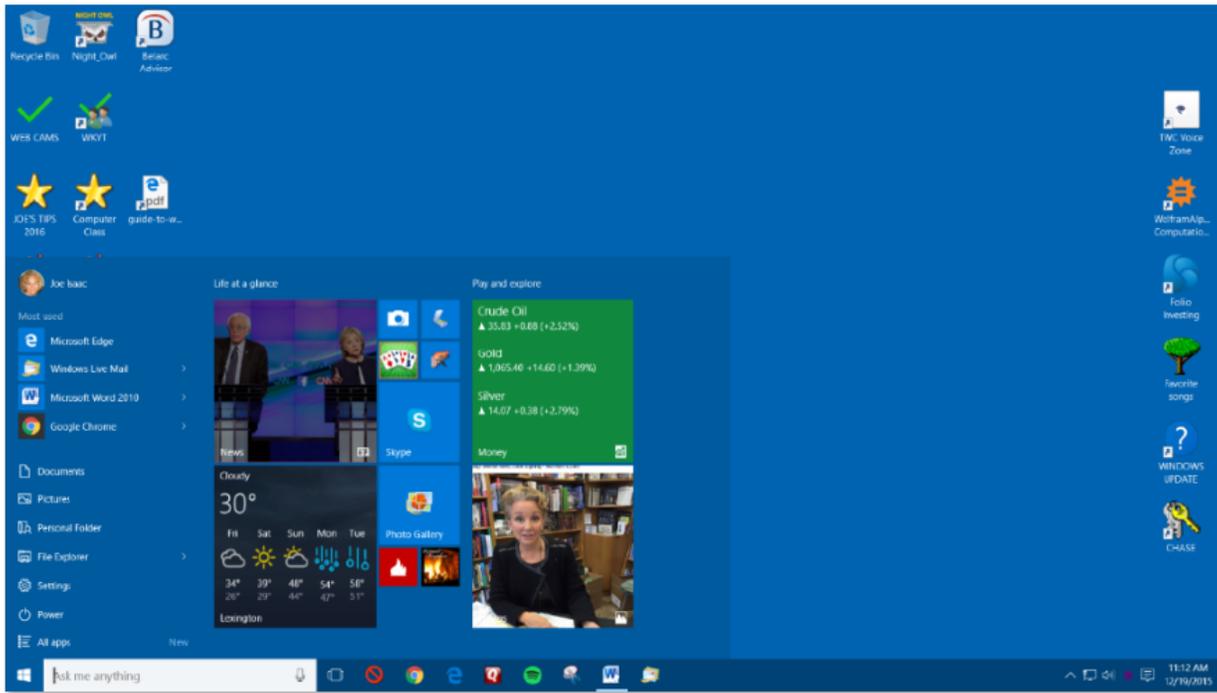
Basic Windows 10: 2 screens:

1. Desktop Screen: Only it will have **your icons** on the screen and **your icons** in the Taskbar plus some new ones.



On the bottom left is the **Start button**, **Search Box**, a microphone icon, click on microphone icon and ask Cortana a question, or type in the Search Box. The next icon is called Task View and will show Apps that are open. Click on the crazy e and it will open **EDGE**.

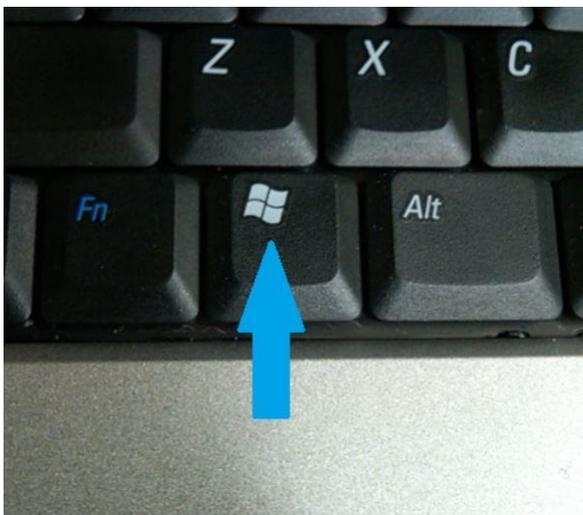
2. Start Screen (the one with the tiles): both screen have the Taskbar.



This is Windows 10 Start Screen, It has a list of your most used apps, most visited folders and recently added software. If this list is not there, click on the 4 lines at the top left. **Power button on the bottom left (turn computer off)**

Bottom left, click on the 4 lines or All apps and you will see all your apps in a single list. Right click an App and select Pin to Taskbar, Pin to Start.

Tile options: right click a tile and you can Unpin from START, Resize, Turn Live Tile on/off, Uninstall.



To go from DESKTOP to START or back again, hit the Windows key on the Keyboard

CORTANA:

Left click an empty space in the search blank, click on the Square Icon, then left click Settings for Cortana Options.

How to Use and Configure Cortana on Windows 10

<http://www.howtogeek.com/224546/how-to-use-and-configure-cortana-on-windows-10/>

Q. Hi Joe, I recall you sharing how to add a shutdown shortcut to the desktop but I can't find it in my archives. I'm using XP. If you could remind me I would appreciate it.

A. This works for XP, Vista, 7, 8 & 10. It saved time.

Highlight and Control C to Copy: **shutdown -s -t 01**

Right click your desktop and select New. Click on Shortcut. In the textbox, do Control V to Paste.

Click on Next, then click on Finish

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For the latest updates: <http://www.ckcs.org/joetips.pdf>

From Bob Isaac

This is good stuff to know in today's world.

http://www.youtube.com/watch_popup?v=QoT0-2vu9m4

From Myra Engle: What a wonderful world sung by:

#MerylStreep #BetteMidler #GoldieHawn #OliviaNewtonJohn #Cher

<https://www.facebook.com/video.php?v=917118161666239>

To create a Panorama photo.

<http://windows.microsoft.com/en-us/windows/photo-gallery-create-panoramas-fuse-photos>

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Big Deal, saves your life.

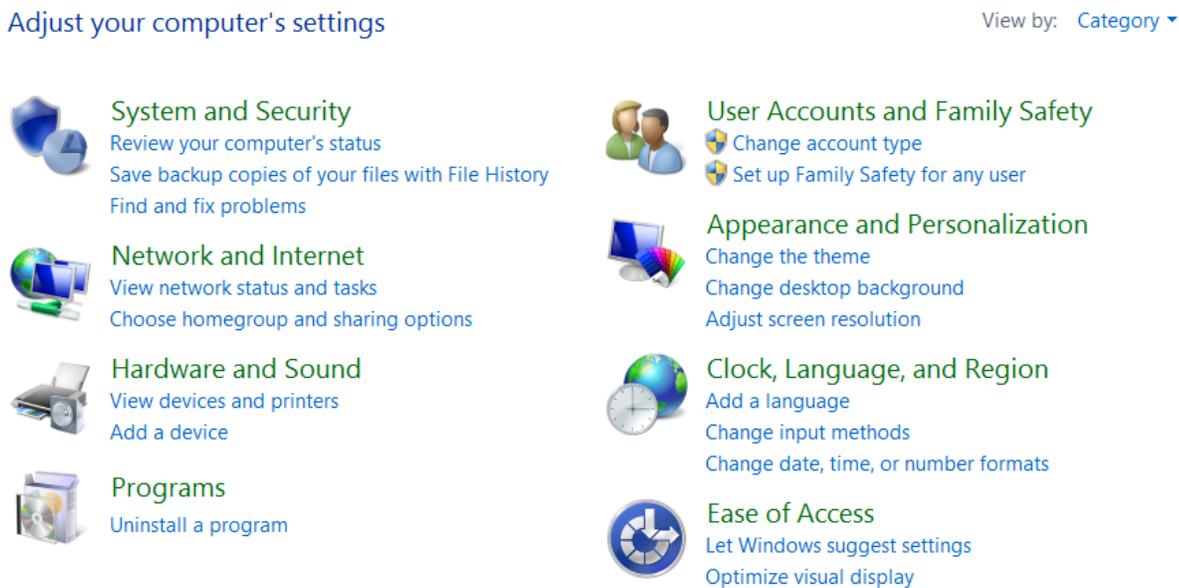
When your computers starts screwing up, first, restart it and if that does not fix it, then:

Go to Control Panel click on Recovery, Open System Restore use System Restore, go back a few days when your computer was working OK and restore to that date.) This does not affect your documents or email, etc., only your system files, etc.

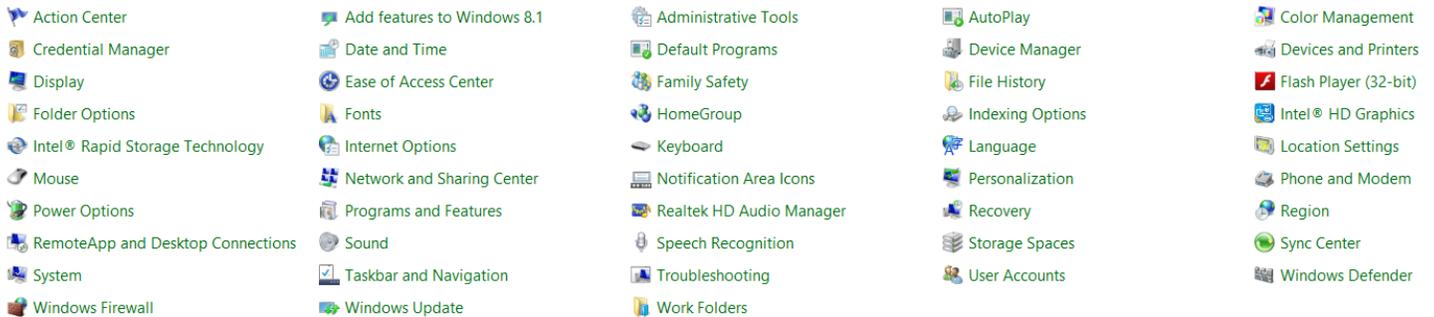
Restore points are automatically created every time you download Windows updates.



When you first go to Control Panel is looks like this:



At the upper right click on Category and then click on Small icons and get this:



Q. Sent: Wednesday, December 30, 2015 7:55 AM

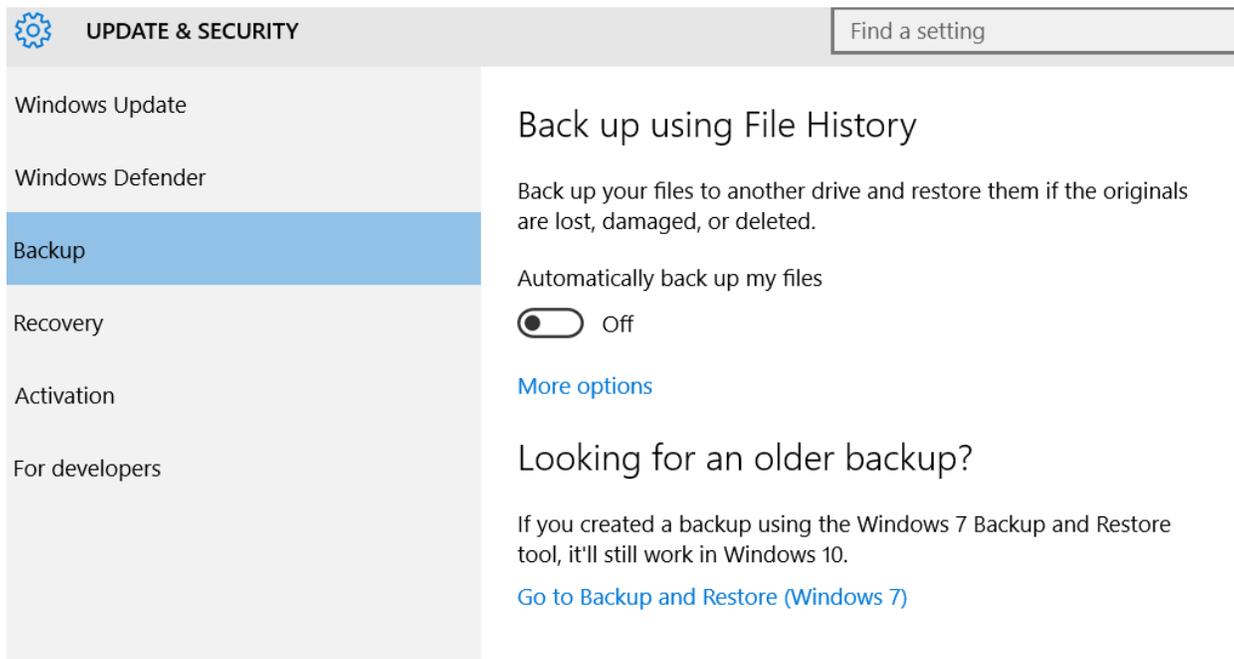
To: '[Joe Isaac](#)'

Subject: Q

Joe, What do you know about a 'history drive' I never heard of that before. Have you?

A. File History is a little like a free Acronis.

Go to START, SETTINGS, UPDATE & SECURITY and click on Backup.



The screenshot shows the Windows Settings application, specifically the 'UPDATE & SECURITY' section. The 'Backup' option is selected in the left-hand navigation pane. The main content area is titled 'Back up using File History'. It includes a description: 'Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.' Below this, there is a toggle switch for 'Automatically back up my files', which is currently turned off. A link for 'More options' is visible. At the bottom, there is a section titled 'Looking for an older backup?' with a sub-description: 'If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.' and a link: 'Go to Backup and Restore (Windows 7)'.

To copy a web link in EDGE. While on the web site, at the upper right click on the 3 dots, then click on **Pin this page to Start, you will get **Do you want to pin this tile to Start?** then click on Yes.**

Do you want to pin this tile to Start?

Yes

No

10 INSANE LATE NIGHT TALK SHOW APPEARANCES (2015)

<https://www.youtube.com/watch?v=S67W0mVdukM>

From Carl Peter: I laugh at all of them except the ones falling on their butts on the ice. That hurts!!

http://www.youtube.com/embed/xKy2ILNQYrI?rel=0&iv_load_policy=3&showinfo=0

BASICS AND COMMON THINGS*



Thanks to Mike Seiler's hard work, you'll be able to see this meeting live on your computer: On Tuesday March 10th at 7pm click on:

<https://www.dropcam.com/p/g5PGQK>

(this one link works on all CKCS broadcasts)

Look to the bottom right of the screen and:

Turn your sound up, and click on the double arrows for full screen.



Please Please Please click on: ckcslex@gmail.com and tell us if you watched this broadcast, we need to know.



Add A Cartoon Touch To Your Photos

It's so easy to have a lot of fun with pictures this way. Check it out today! <http://phrase.it/>



From Myra Engle: What happened the year you were born??

<http://www.infoplease.com/yearbyyear.html>

Q. Should I unsubscribe to spam email?

A. Yes, I always do.

Q. How Do I Change Text Size in EDGE?

A. Open EDGE, click on the **3 dots** in the upper right corner, click on **Settings**, scroll down to **Reading** and select.

TAX FORMS:

Federal: <http://www.irs.gov/formspubs/index.html> (you can actually fill in the forms on line, save them and print them.

You can actually fill out your 1040 tax forms on this web site:

<http://www.irs.gov/pub/irs-pdf/f1040.pdf>

Lexington: <http://www.lexingtonky.gov/revenue>

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MYRA ENGLE

5,000 artists and 100,000 paintings make us the largest online Web Museum in the world! Monet, Van Gogh, Rembrandt, etc..

<http://www.mystudios.com/artgallery/>

Declutter your PC for better security and more storage

http://www.pcworld.com/article/2064514/declutter-your-pc-for-better-security-and-more-storage.html#tk.nl_down

From Jerry Heaton: 100 top movie scenes/ quotes

http://www.flixxy.com/100-movie-quotes-american-film-institute.htm?utm_source=nl#.UcBYhJJm3nl.email

From Myra Engle: **Lindbergh's Flight**

<http://www.airportappraisals.com/>

According to Wikipedia, Dropcam was bought by Google a few months ago for \$555 million.

From Larry Grannis:

Joe, My brother turned me on to this weather site---

<http://forecast.io/> --- it has some neat features.

Joe, Thanks for all you do, specifically narrowing the distance from Kentucky to San Diego. Gratefully.

From Myra Engle: Astonishing wonders of nature. This is amazing photography and brilliantly explained.

<http://www.youtube.com/embed/FiZqn6fV-4Y>

From: Kevin MacNaughton Sent: Sunday, January 17, 2016

Subject: Niagara Falls panoramic shots

This is better than being there. Hope you enjoy. There's 8 separate views . . . great views of Niagara Falls.

After to get to the web site wait 15 seconds and it will start to move. Also on the right and lower left are options.

<http://www.airpano.ru/files/Niagara-Falls-USA-Canada/2-3-2>



3 10 15 Basics and Common Things Review*

Name	Date
2015-03-09 001	3/9/2015 1:09 PM
2015-03-05 001	3/5/2015 5:18 PM
3 5 15 snow storm	3/5/2015 9:18 AM
COUNTRIES	2/28/2015 9:53 AM
NEW FOUND 2 1 15	2/11/2015 5:14 PM
SHEILA PROTRAIT PRO 7900	1/25/2015 5:10 PM
SHEILA PORTRAIT PRO	1/25/2015 4:17 PM
414 Southridge Drive. 1242015	1/24/2015 4:07 PM
BIG SNOW 2015-01-24 001	1/24/2015 9:34 AM
PANOIRAMA 2015-01-13 001	1/14/2015 10:13 AM
JOE'S TIPS 2014	1/9/2015 8:48 AM
# 2015 FAMILY PHOTOS	1/5/2015 9:17 AM
SHARYN 2014	11/9/2014 10:54 AM
Camera Roll	10/30/2014 2:07 PM
UK PHOTOS	10/22/2014 8:59 AM

This is a picture folder:

At the top, If you click on the name tab, it will arrange programs in Alphabetically, click again and it will put them in reverse.

Click on Date at the top it will arrange the items in chronological order, click again and it will reverse them.

This also comes in handy when looking at your Documents Folder or Programs and features.

On this same graphic, if you want to Rename, Delete, or Send to then Highlight the photos you want, Right click on one of them and this action will apply to all highlighted item.

If you hold the Control key down and you can select like the first, third, and fifth item and it will highlight them.

If you hold the Shift key down and select the first item then select the fifth item it will highlight all in between items, like the 1st, 2nd, 3rd, 4th, and 5th item.

If you do Control A it will highlight every item in the folder.

One of my favorite web sites is www.wkyt.com , I get the weather, news and Sky Cams.

1. Spring Cleaning. Free up disk space, Delete unneeded files. Click on Computer, RIGHT click on the Local Disk (C:), click on Properties, at the middle right click on Disk Cleanup. Put a check mark in each one and click OK.

Click on Documents, Pictures, Contacts, Emails, etc. and delete or save questionable ones to a Flash Drive.

Click on Control Panel, Programs and Features and get uninstall programs you do not use.

On your Desktop if you have a lot of document icons on your Desktop, Right Click the Desktop, click on New, Folder and name it Documents and drag all your Desktop documents into this folder. Same with Photos, Web address, etc..

2. F Key Tips:

F1 = HELP: Try it in WORD, Internet Explorer, etc.

F2 = RENAME: In Windows Explorer, just press this key to rename an item. It works just like right-clicking on a file or folder and selecting Rename. When you're finished renaming, just press Enter. Try it on a list of documents or Photos.

F3 = FIND: In Windows Explorer or on the Desktop this generates the "Find or Search" window.

F4 = Opens the Address bar in Internet Explorer.

In Word: repeats the last action

To close an open window press Alt + F4

F5 = REFRESH

Press this key to refresh your active window in Internet Explorer, FrontPage, or Windows Explorer

F6 = NEXT PANE OR FRAME

Press this key to move the cursor around the structure of the Windows Explorer and Internet Explorer.

F7 = SPELL CHECK

F8 = EXTEND SELECTION (WORD)

In Word F8 extends a selection. Try it two ways (in **Word**):

1. Click somewhere in a document to get your blinking text cursor. Press F8. Click somewhere else

Text is selected from the cursor to your click. Try clicking around to see how it remains active

Click on an open space to end this behavior!

2. Click somewhere in a document to get your blinking text cursor. Press F8 twice to select the word

Another F8 selects the entire sentence. Another selects the paragraph. Hitting F8 a fifth selects all.

F9 This key does nothing.

F10 = MENU BAR: File, Edit, View, Favorites, Tools, and Help. Brings up the menu bar in many programs. Try it on Internet Explorer:

F11 Takes Internet Explorer window to "full screen," and back again. In Word, lets you go to the next field in forms.

F12 In Word it is the same as Save As.

3. Change the size type:

On an web site in Internet Explorer:

While on the web site, click on the tab View, Text size and select. (If the tab View is not there, at the top right, RIGHT click an empty space in front of the house, star and gear and select Menu bar.

Email: Open Windows Live Mail, in the upper left corner click on the down arrow (if no down arrow, click on File)

Click on Options, Mail, Compose and set your font size.

To read, do same as above except click on the tab Read, Fonts and select.

4. Save and Save As: When I want to work on a document and keep the original, In Word 2007 click on the ball at the upper left then click on Save as and put an x after the name. Like if the name is Lexington.doc then do save as and put an x after Lexington, then Save.

Control Z this keyboard shortcut has saved me so much time and trouble. When I make a mistake I do **Control Z** and I'm back like it was.

CONTROL Z WILL SAVE YOUR LIFE. MAKE A MISTAKE DO CONTROL Z. I USE IT ALL THE TIME. YOU WILL LOVE IT.

5. How to save your documents, photos, and Contacts to a flash drive?

Put your Flash drive in your computer first, then RIGHT click the file, click on Send to, Name of your flash drive.

6. Make things a lot easier and faster: This is great thing to do.

Use the **Details, Preview, and Navigation** Panes in Windows Explorer. Right click the Start Button, click on Open Windows Explorer. At the top left, click on Organize, then Layout.

7. Drag a photo from the Internet to your Desktop. Have it so you can see both the Internet and your Desktop, left click the photo and drag it to the Desktop.

Snipping Tool: When you snip a photo you do not have to save it, just go to the email or document, and do Control V.

8. Add A Cartoon Touch To Your Photos

It's so easy to have a lot of fun with pictures this way. Check it out today! <http://phrase.it/>



If you want to see it on the Internet then:
Click on the following link to see the picture:
<http://phrase.it/show/jidar7>

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Download: Free DVD PLAYER VLC MEDIA PLAYER

<http://vlc.begin.pro/en/?p=US-SOFT>

Listen to: Elvis Presley - Amazing Grace:

<http://www.youtube.com/watch?v=B3XdXEJEI4E&feature=related>

Web Cam and see a live video of the NIAGARA FALLS

http://www.niagarafallslive.com/Niagara_Falls_Webcam.htm

University of Kentucky web cams:

<http://www.earthcam.com/clients/uky/campus/>

ZIP CODE LOOKUP:

<https://tools.usps.com/go/ZipLookupAction!input.action>

Funny Prank

<http://www.wimp.com/roadblockprank/>

From Myra Engle:

This is the coolest online jukebox ever! There have been some good ones in the past couple of years, but this one is absolutely THE BEST!

Click on the icon in front of the gear for a playlist, middle bottom.

<http://www.1959bhs Mustangs.com/VideoJukebox.htm#>

I ran into my old UK ring and Navy dog tags almost 70 years old and wanted to share,.



T stands for Tetanus shot.
A for blood type, P for Protestant.

From Bob Isaac in Virginia:

This is a great 1-minute commercial. Not a word is spoken, and none is needed..

www.youtube.com/embed/uoABty_zE00?rel=0

Full backup

It's a backup of everything. A "full backup of C:", for example, would be a backup of all the files, folders, and contents on the C: drive.

Incremental backup

An incremental backup includes only those things that have changed since the last backup, and saves those things into a separate, additional, backup file or location.

https://askleo.com/whats_an_incremental_backup/?awt_l=H1NeV&awt_m=JhJbHlh7zJdfbL

GodMode essentially unlocks a centralized table of contents for all of Windows' far-flung features and customization options, drawing all your options together into a single page and sorting them by tweak types. Activating it is easy: Just create a new folder and rename it to following:
GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}

Right click the desktop, click on new folder and copy and paste the above link in. There are over 200 items you may customize.

- ▾ Action Center (17)
 - 🚩 Change Automatic Maintenance settings
 - 🚩 Change Customer Experience Improvement Program settings
 - 🚩 Change SmartScreen settings
 - 🚩 Change User Account Control settings
 - 🚩 Check for solutions to problem reports
 - 🚩 Check security status
 - 🚩 Choose how to check for solutions
 - 🚩 Choose how to report problems
 - 🚩 Fix problems with your computer
 - 🚩 Review your computer's status and resolve issues
 - 🚩 View all problem reports
 - 🚩 View archived messages
 - 🚩 View recent messages about your computer
 - 🚩 View recommended actions to keep Windows running smoothly
 - 🚩 View reliability history
 - 🚩 View solutions to problems
 - 🚩 View the Microsoft error reporting privacy statement online
- ▾ Add features to Windows 8.1 (1)
 - 🚩 Get more features with a new edition of Windows
- ▾ Administrative Tools (11)
 - 🔧 Create and format hard disk partitions
 - 🔧 Defragment and optimize your drives
 - 🔧 Diagnose your computer's memory problems
 - 🔧 Free up disk space by deleting unnecessary files

http://www.pcworld.com/article/2881613/unlock-windows-10s-hidden-powerful-godmode-tool.html#tk.nl_pwr

Windows 10: The best tips, tricks, and tweaks

<http://www.pcworld.com/article/2875600/windows-10-the-best-tips-tricks-and-tweaks.html>

Are you getting the Internet Speed you're paying for?

<http://pcpitstop.com/internet/bw.asp?internetspeedtest=>

<http://www.speedtest.net/>

<http://www.cnet.com/internet-speed-test/>

<http://www.bandwidthplace.com/>



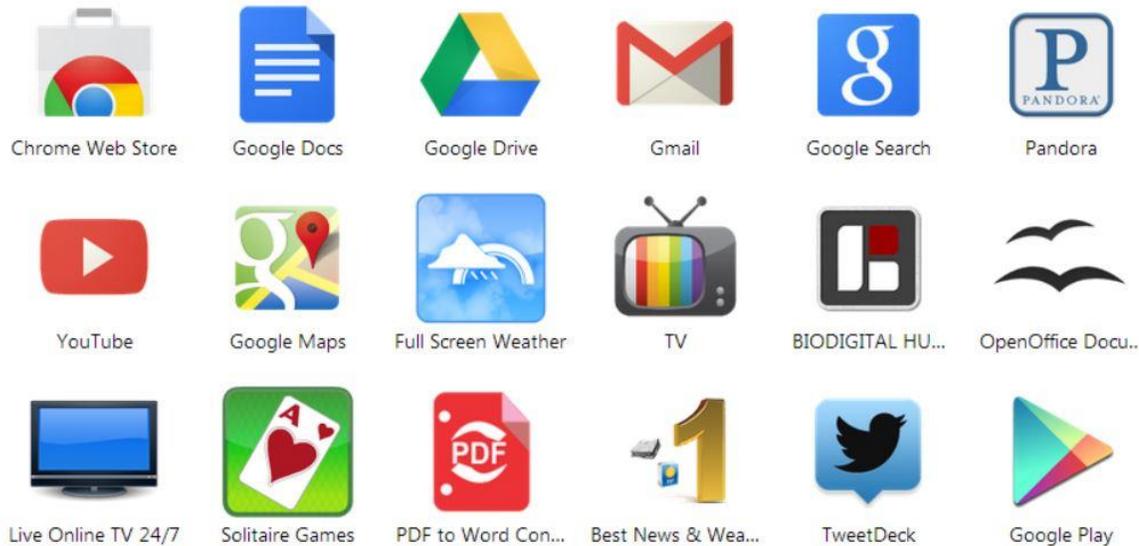
Basics and Common Things.

Dear Classmates,

Tuesday March 12 at 7 pm we are going into **Basics and Common Things**.

1. Spring Cleaning. Free up disk space, Delete unneeded files and uninstall unused programs.

2. Brand New, talking to Google Chrome. You can just say www.ckcs.org and Chrome will type it into the Browser Search box. **Some of the Chrome Pinned Sites.**



4. **Change the size** of your Internet Page or your email?

5. **Save and Save As: Control Z OOPS? Control Y**, puts it back.

6. How to save your documents and photos to a **flash drive?**

7. "Looking Good" Use the **Details, Preview, and Navigation** Panes in Windows Explorer.

9. How to view and arrange Photos?

10. Drag a photo from the Internet to your Desktop. Plus Snipping Tool

11. Add A Cartoon Touch To Your Photos

It's so easy to have a lot of fun with pictures this way. Check it out today! <http://phrase.it/>



This is a meeting you don't want to miss.

kindest regards,

Joe Isaac

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Saw this bumper sticker on a car from Ohio:
SCREW THE GOLDEN YEARS

From Myra Engle: What happened the year you were born??
<http://www.infoplease.com/yearbyyear.html>

From Denise Wright: From outer space; Worth seeing!
<http://dingo.care2.com/cards/flash/5409/galaxy.swf>

Grow old along with me. The best is yet to be; Robert Browning

TAX FORMS:

Federal: <http://www.irs.gov/formspubs/index.html> (you can actually fill in the forms on line, save them and print them.)

You can actually fill out your 1040 tax forms on this web site:
<http://www.irs.gov/pub/irs-pdf/f1040.pdf>

Kentucky: <http://www.revenue.ky.gov/forms/>

Lexington: <http://www.lexingtonky.gov/revenue>

Fayette School:
<http://www.fcps.net/administration/departments/tax-office/tax-forms>

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File a complaint against Telemarketers
<http://www.nocall.ky.gov/Complaint.aspx>

MYRA ENGLE
5,000 artists and 100,000 paintings make us the largest online
Web Museum in the world! Monet, Van Gogh, Rembrandt, etc..
<http://www.mystudios.com/artgallery/>

EASY FIX TO SOME PROBLEMS:
Electronic components can sometimes get into an odd state,
turning the computer off then after a few seconds turn it back on,
forces the equipment to reset and restart from a known good state.
The same is true for software, video cards, network hardware,
other peripherals.

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3 12 13 Basics and Common Things Review*

Hi Gang,

It was really a fun night. You know you all are way up the ladder on computer knowledge and programs.

Please read all of this email and even send it to your friends, there is a ton of information and entertainment here

Class photos are at the end of this email. You were 2 years younger then.

For more info: <http://www.ckcs.org/joetips.pdf>

Kindest regards,

Joe Isaac

CLASS DISCUSSION:

1. On the subject of changing the time of the class from 7 pm to 10 am, only 3 say yes. So it will stay at 7 pm. Also parking would be almost impossible during the day.

2. If you have 2 antivirus programs on your computer, you have no protection because they conflict with each other.

Microsoft Security Essentials defends computers running Windows XP, Windows Vista, and Windows 7 against viruses, spyware, **malware**, and other malicious software.

3. Adrian Sparks has installed a solid state drive and said you won't believe the speed.

Seagate has tasted the need for high-performance speed and now plans to **discontinue 7200-rpm** laptop hard drives in favor of faster **hybrid and solid state drives**.

4. Mike Seiler is starting a **Windows 8 SIG**, if you wish to sign up, please email him at: mj.seiler@insightbb.com
Mike is very knowledgeable and will make a great teacher.

1. Spring Cleaning. Free up disk space, Delete unneeded files. Click on Computer, RIGHT click on the Local Disk (C:), click on Properties, at the middle right click on Disk Cleanup. Put a check mark in each one and click OK.

2. Brand New Google Chrome.

Download

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95346>

How to use Chrome

<https://support.google.com/chrome/?hl=en&p=help&ctx=settings>

How to talk to Chrome

<https://www.google.com/webhp?hl=en>

3. Brand New Internet Explorer 10 for Windows 7. Loads web pages 20 percent faster than previous versions and is safer. This will show up on your Windows Update for Windows 7 only. Internet Explorer 10

<http://www.iegallery.com/PinnedSites>

4. Change the size:

Internet Page: Open Internet Explorer, click on the tab View, Text size and select. (If the tab View is not there, at the top right, RIGHT click an empty space in front of the house, star and gear and select Menu bar.

Email: Open Windows Live Mail, in the upper left corner click on the down arrow (if no down arrow, click on File)

Click on Options, Mail, Compose and set your font size.

To read, do same as above except click on the tab Read, Fonts and select.

5. Save and Save As: When I want to work on a document and keep the original, In Word 2007 click on the ball at the upper left then click on Save as and put an x after the name. Like if the name is Lexington.doc then do save as and put an x after Lexington, then Save.

Control Z this keyboard shortcut has saved me so much time and trouble. When I make a mistake I do **Control Z** and I'm back like it was.

6. How to save your documents, photos, and Contacts to a **flash drive?**

Put your Flash drive in your computer first, then **RIGHT** click the file, click on **Send to**, Name of your flash drive.

To save email addresses to a Flash Drive?

First insert Thumb Drive. Open Windows Live Mail, click on **Contacts**, at the top near right, click the down arrow of **Export**, then click on **Commas separated values (csv)** click on **Browse**, then **Computer**, then click on the Thumb Drive and follow instructions.

7. "Looking Good" Make things a lot easier and faster:

Use the **Details, Preview, and Navigation** Panes in Windows Explorer. Right click the Start Button, click on Open Windows Explorer. At the top left, click on Organize, then Layout.

8. **Windows 8 Search and Share. (Amazing)**

9. How to view and arrange Photos? View them in Windows Live Photo Gallery. To arrange them, Rename them with a number.

10. Drag a photo from the Internet to your Desktop. Have it so you can see both the Internet and your Desktop, left click the photo and drag it to the Desktop.

Snipping Tool: When you snip a photo you do not have to save it, just go to the email or document, and do Control V.

11. Add A Cartoon Touch To Your Photos

It's so easy to have a lot of fun with pictures this way. Check it out today! <http://phrase.it/>



If you want to see it on the Internet then:
Click on the following link to see the picture:

<http://phrase.it/show/jidar7>

=====

WINDOWS 8 SECTION:

RIGHT click the lower left corner for **The Quick Access Menu**. This has some information like the Start Button in Window 7.

To SEARCH just start typing at the Start screen, the text box will show up, then click on Apps, Settings, Files, etc..

Type Security at the Start screen, click Setting tab then Check security status, Change Windows Smart screen settings.

Manage Startup programs with Task Manager. Forget msconfig.

LIVE TILES will show current temperature, current stock market Dow, current Sports headline, etc.

Download: Free DVD PLAYER VLC MEDIA PLAYER

<http://vlc.begin.pro/en/?p=US-SOFT>

Type **Windows Defender** at the Start screen Real time protection.

GREAT WORD TRICK:

In WORD 2007, click on the Globe at the top left, at the bottom click on Word Options, then on the left click on Proofing, then **AutoCorrect** Options. Then type in w. . then in other blank type Windows, at the bottom click on Add. Now when you type w.. Windows will appear.

Words or phrases you use a lot, this is fantastic.

From John L. Saindon: **zipskinny (This is pretty Cool !) Very interesting web site about where you live.**

<http://zipskinny.com/>

Listen to: Elvis Presley - Amazing Grace:

<http://www.youtube.com/watch?v=B3XdXEJEI4E&feature=related>

Insight Video Tutorials for your cable TV:

<http://www.myinsight.com/LearningCenter-DigitalCable-SmartSurfing.asp>

Web Cam and see a live video of the NIAGARA FALLS

http://www.niagarafallslive.com/Niagara_Falls_Webcam.htm

University of Kentucky web cams:

<http://www.earthcam.com/clients/uky/campus/>

Louisville Road Web Cams. Just click on any little green square.

http://www.trimarc.org/perl/map_form.pl?map_layers=Camera+Snapshots

From Myra Engle: (Thank you Myra this is a fantastic web site)

JUST CLICK ON A SPECIFIC AILMENT

<http://www.nlm.nih.gov/medlineplus/tutorials/>

George M. Cohan Medley With the President

<http://www.youtube.com/watch?v=v1rkzUIL8oc&NR=1>

NEW CHANNELS TO VIEW OLD TV SHOWS:

AntennaTV: Insightbb cable channel 188

MeTV programs: Insightbb cable channel 186

<http://metvnetwork.com/programs.php>

=====

Rita Hayworth Sway Dancing

http://www.youtube.com/watch?feature=player_detailpage&v=M5FtClOJATM

ZIP CODE LOOKUP:

<https://tools.usps.com/go/ZipLookupAction!input.action>

This is Fun! Click on Maps, put your street address and zip code in, use the + to enlarge, switch to Birds Eye View and see your house. www.bing.com

Something to look forward to.

Siri competitor Indigo offers personal assistant services for Android and Windows users

Indigo is a voice-activated personal assistant app.

http://www.techhive.com/article/2029205/siri-competitor-indigo-offers-personal-assistant-services-for-android-and-windows-users.html#tk.nl_today

From Carl Peter: **HOW THE INTERNET WORKS**
[Http://www.wimp.com/internetworks/](http://www.wimp.com/internetworks/)

PRANK
<http://www.wimp.com/roadblockprank/>

Window's class of 2011:





Printing, Folders, and Default Options*



You'll be able to see this meeting live on your computer: On Tuesday April 14th at 7pm. Click on: <https://www.dropcam.com/p/g5PGQK>

(This one link works on all CKCS broadcasts)

If your screen goes black, just click on the above link again.

Look to the bottom right of the screen and: Turn your sound up, and

click on the double arrows for full screen.



Please click on: ckcslex@gmail.com and tell us if you watched this broadcast, we need to know.



4 14 15 Printing, Folders, and Default Options*

Dear Classmates,

Microsoft's Windows is the most-used software in the world. It runs on over 90 percent of all computers in existence.

Our Windows Class will meet Tuesday April 14th at 7 pm and after class questions, **we will discuss and demo Printing Options, Folder Options, Default Options, how to create a desktop shortcut to a web site, the best options in Windows Explorer, etc..**

Welcome to the wonderful world of computing.

Joe Isaac

=====

Please remember Windows 8.1 is 88% Windows 7.
These items **will be the same** in Windows 7 and Windows 8.

- 1. Printing Options:** Portrait, Landscape, Two-sided, print black or color only, Print Last Page First
- 2. Folder Options:** Single or Double Click, Show all folders, Display or Hide different files or folders. Make new folders. Show File extensions like .doc or .jpg.
- 3. Default Programs,** which programs open which File extensions .doc .jpg etc...
- 4. OneDrive,** Save some Files and Folders there, save space on your hard drive. Create a link and whoever you send the link, can open the File or Folder. Great idea if you can use it. I love it. **A great way to use some of the 15 GB of free space on OneDrive.**
- 5. EDGE:** Microsoft's new browser, will replace IE someday.
- 6. Spotify:** Now with lyrics so you can sign along.

8. Great things you can do with the Lexington Herald Leader online.

=====

In Windows 7 it is Windows Explorer In Windows 8.1 it is named File Explorer

And contains all your files and folders and drives. From here you can Copy, cut, create, delete, find, move, save, shortcut, zip and unzip Files.

Suggestions for your new Windows 8.1 **laptop:**

Go to <http://www.ckcs.org/joetips.pdf> click on **WINDOWS 8.1 TIPS.**

Q. How do I know if I have a 32 bit or 64 bit Windows?

A. Control Panel, System.

(It also tells you Processor chip speed and amount of RAM.)

32 bit is like a 4 lane highway carrying data, 64 bit is like an 8 lane highway carrying twice as much data.

Q. How do I add to the **Send To menu.**

A. Click the Start button and type **shell:sendto in the search box, hit Enter. Click on File, New, Shortcut. Browse until you find the program and click on it.**

SNIPPING TOOL (greatest thing since sliced bread)

No matter where you are, Internet, word document, email you can draw a rectangle around what you want and save it as a .jpg file.

Type **Snip** in the Start Search box, then hit Enter, left click and drag to capture any part of the screen. Then click on the Floppy Icon at the top to save.

Are you getting what you pay for? Check your Internet Speed.

<http://pcpitstop.com/internet/bw.asp?internetspeedtest=>

<http://speedtest.net/>



Grand Grocery Company, Lincoln, Nebraska, 1942. Reproduction from color slide. Photo by John Vachon. Prints and Photographs Division

From Bill Rauth: SLIDES FOUND AT THE LIBRARY OF CONGRESS...
The pictures are so clear and the color is so vibrant, it looks as though they were taken just yesterday.

<http://extras.denverpost.com/archive/captured.asp>

From WorldStart:

Windows 8.1 is really confusing me. Can you explain what: an App is and do I really need it? Can I compute casually with APP?

An app is simply a program. Microsoft likes to mess with our minds.

Q. Hi, I haven't been able to open the newsletter. I've never had trouble before, What do I need to do. I love getting these, they are very helpful

Thanks,

A. I have done nothing differently, maybe your file association is off.

Can you open other .doc files? I assume you have Microsoft Office.

Any way you can:

1. Go to: <http://www.ckcs.org/joetips.pdf> and click on any date.

All my emails are here.

2. If you need a free Word Processor.

LibreOffice is similar to Office 2003 and install, run, and save files on the local hard drive. CNET gives LibreOffice 5 stars.

http://download.cnet.com/LibreOffice/3000-18483_4-75337651.html

Response:

Thank you Joe,

I was able to get it on the site you sent me.

Thank you so much for all you do for so many people

(Thank you so much for the kind words. It means so much to me.)

Q. We recently purchased a new computer with Windows 8.1 operating system. We could use some training and or guidance Windows 8.1 along with guidance and training in Photo Gallery. Thank you for your helpful assistance.

A. Go to Control Panel and do Windows Update.

For Windows 8.1 TIPS go to:

<http://www.ckcs.org/joetips.pdf>

and at the top click on **WINDOWS 8.1 TIPS**
Under that you will find **Windows Live Photo Gallery** tips.

It will help you a lot. If you have specific questions
please email me.

Response: Joe: What are the requirements to join your group?
I found your tips to be informative and helpful. I will
have more questions as I work through the tips and apps.
Thank you very much.

A. I have a class the **2nd Tuesday each month at 7 pm** for an
hour or so.

This is our web site: <http://www.ckcs.org/>

These are all our meeting schedules:
<http://www.ckcs.org/calendar/meetingcal.shtml>

If you wish to join:
<http://ckcsweb.web.iglou.com/other/onlineap.htm>

We would be delighted to have you as a member.

**WiFi, connects to the internet wirelessly using microwaves in the
2.4 GHz and 5 GHz bands**

Sent: Wednesday, March 11, 2015
To: 'Joe Isaac' ; 'Undisclosed-Recipient:'
Subject: RE: Basics and Common Things Review*

I knew about most of this, but the GodMode. Way cool.

Thanks

7 new hardware technologies you'll see in Windows 10 PCs

<http://www.pcworld.com/article/2907692/seven-new-hardware-technologies-for-windows-10-pcs.html#tk.nl> today

One of the new technologies, the smaller **USB Type C, and 3.1** will become mainstream in PCs around the time Windows 10 ships later this year.

Type-C cable, has data transfer rates of the USB 3.1 protocol, which can transfer data at 10Gbps (bits per second), double that of USB 3.0.

And USB 3.0 is 10 times faster than USB 2.0, which is on most computers now.

From Jerry Markussen: CCleaner Complete Tutorial

<https://www.youtube.com/watch?v=5EwfYCe6zng>



4 14 15 Printing, Folders, and Default Options Review*

Dear Classmates,

You know from the questions and answers, you all are really advanced computer users. What makes me feel really good is that most of you help others with their computer problems.

Take your time reading this email there is a ton of stuff in it.

If you have any questions, please email: joeisaac@twc.com

Take care,

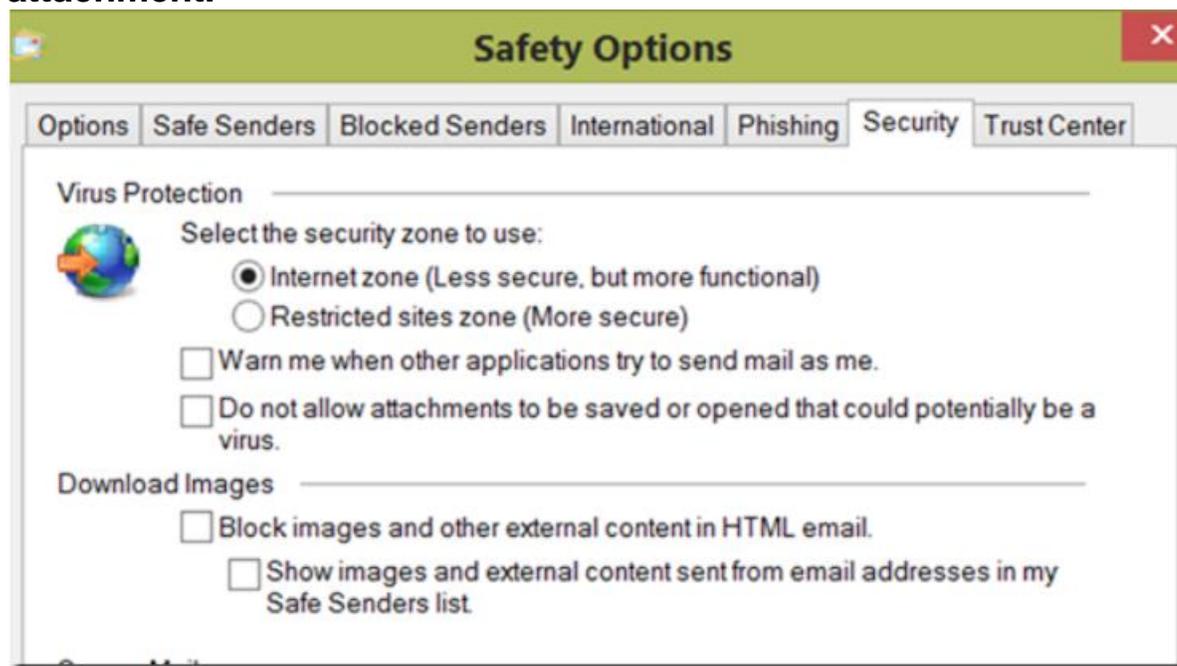
Joe Isaac

Classmate questions:

SCREENSHOTS: To take a full screen photo, Hold down the Windows Key (bottom left of keyboard with 4 squares) and hit the Print Screen key at the upper right. The screen will go dark for a second while it takes a picture.

To see the photos go to Pictures, and click on the folder named Screenshots.

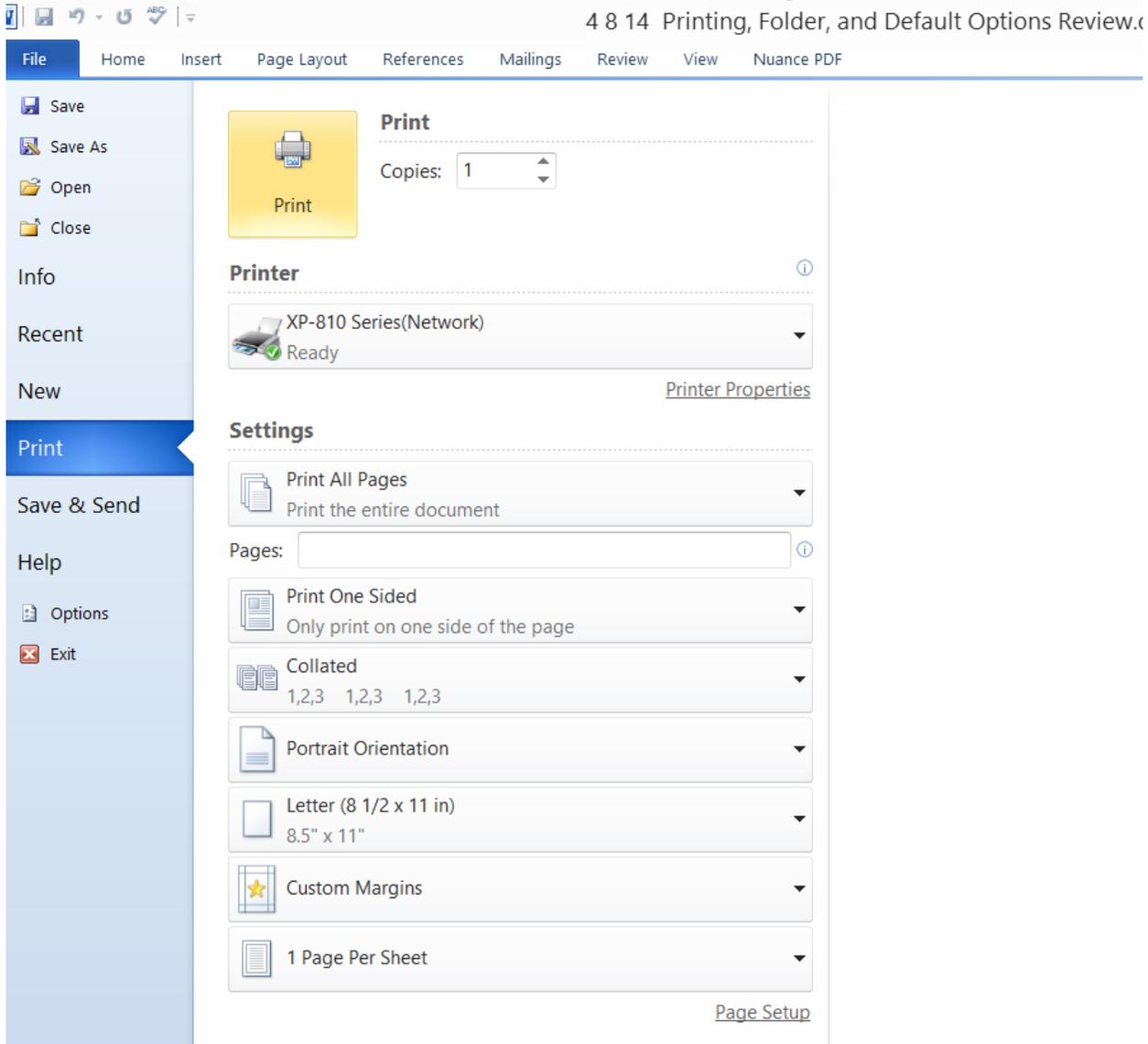
Q. When I try to open attachments on our Windows 7 computer, it tells me that the security settings don't allow the opening of that attachment.



A. Open Windows Live Mail: (your program may be similar.) Click File, Options, Safety Options, then click on the Tab Security and configure like the one above.

1. Printing Options: Using Epson XP-810 printer.

Your printer may have the same options: open a WORD Document, click on Print: Use the down arrows for all the options.



The screenshot shows the Microsoft Word interface with the 'Print' command selected in the File menu. The Print dialog box is open, displaying the following settings:

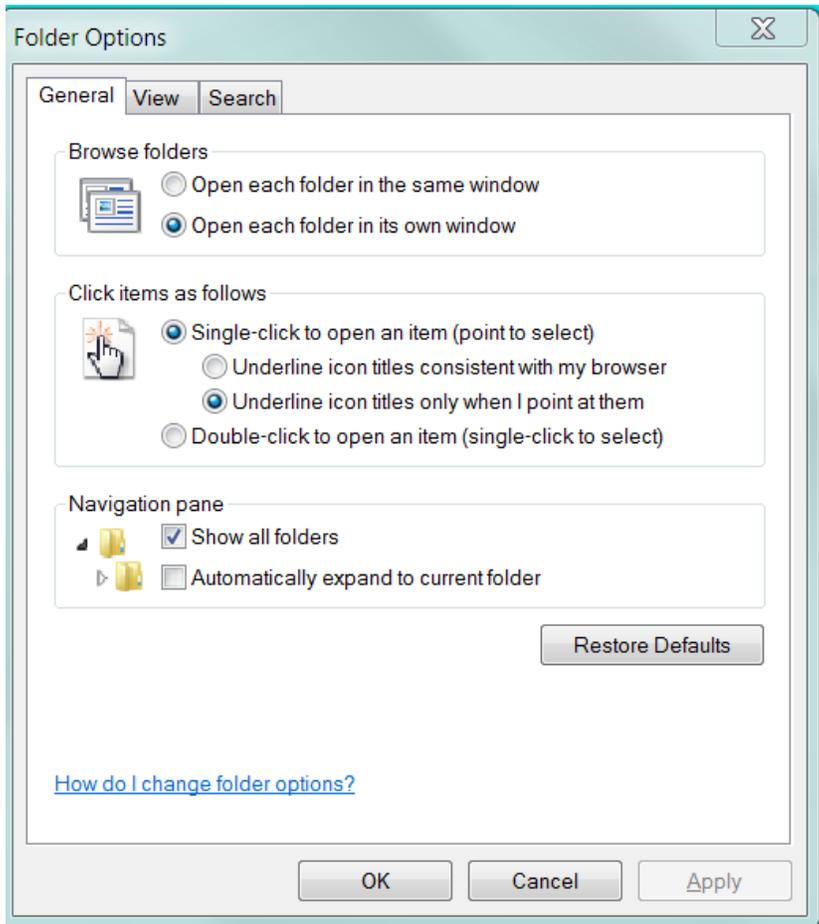
- Print**: A yellow button with a printer icon and the word 'Print' below it.
- Copies**: A dropdown menu set to '1'.
- Printer**: A dropdown menu showing 'XP-810 Series(Network)' with a 'Ready' status indicator and a 'Printer Properties' link.
- Settings**: A section with several dropdown menus:
 - Print All Pages**: 'Print the entire document'.
 - Pages**: An empty text box with an information icon.
 - Print One Sided**: 'Only print on one side of the page'.
 - Collated**: '1,2,3 1,2,3 1,2,3'.
 - Portrait Orientation**.
 - Letter (8 1/2 x 11 in)**: '8.5" x 11"'. A 'Page Setup' link is visible below this setting.
 - Custom Margins**.
 - 1 Page Per Sheet**.

Other Printing Options: Print current page, Print both on sides, print black or color only, Print Last Page First.

Question from a classmate: How do you print in black only.

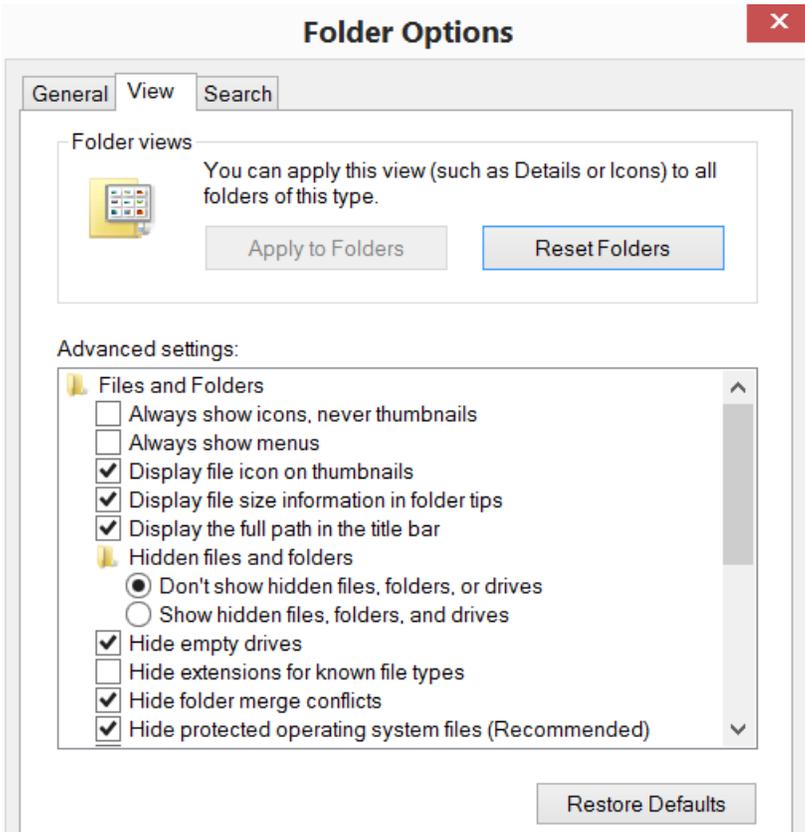
TO PRINT IN BLACK ONLY: OPEN WORD DOCUMENT: Click on File, Print, Printer Properties, Advanced, put a check mark in Black/Grayscale, click on Save Settings. Now every thing you print will be in Black.

2. Control Panel, Folder Options:



**Open each folder in the same window or its own window.
Single or Double Click, Show all folders.**

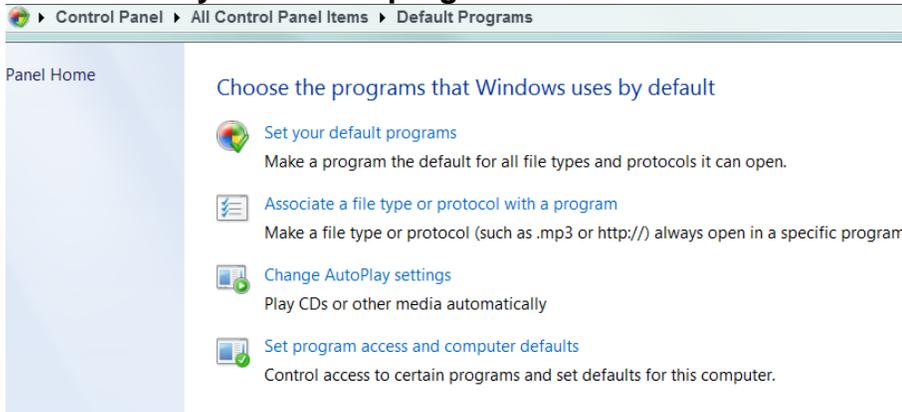




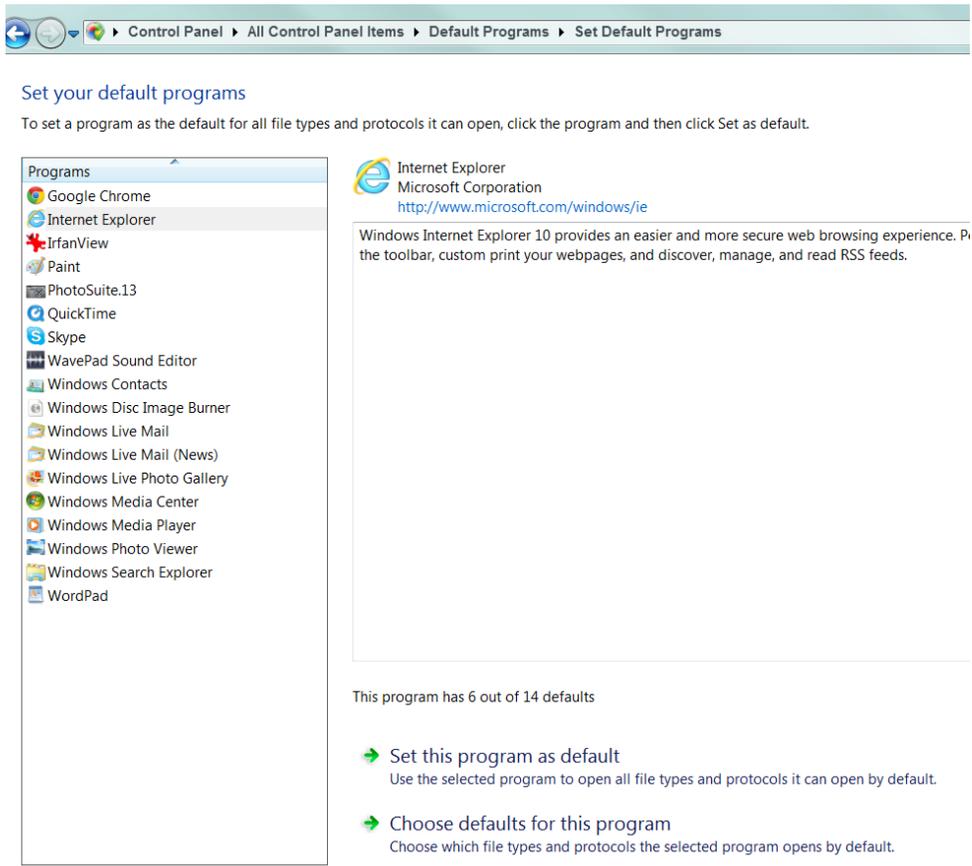
Uncheck Hide extensions of known file types. I want to see the .doc or .jpg extensions. I check Display full path in the title bar.

3. Control Panel, Default Programs.

Click on Set your default programs.



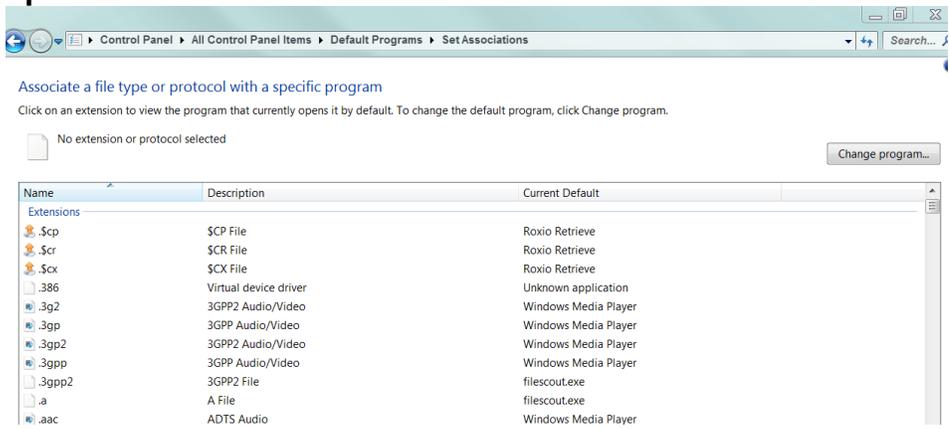
Here is where you set your default programs, that is the programs you want photos, Internet, Windows media player, etc..



Control Panel, Default Programs.

Click on **Associate a file type or protocol with a program.**

Here are the File Extensions like .doc .jpg that you determine what programs opens them.



File extensions that might change when you install a new program are .doc .jpg .pdf etc.. here is where you change them back.

4. OneDrive:

Save some Files and Folders there, save space on your hard drive. Create a link and whoever you send the link, can open the File or Folder. Great idea if you can use it. I love it.

A GREAT WAY TO USE ONEDRIVE.

The big advantage of using OneDrive is that you have **15 GB of free space** and you can drag 20MB, 50MB or larger files or folders there and share them. It also saves space on your hard drive.

VIDEOS take 30 MB a Minute.

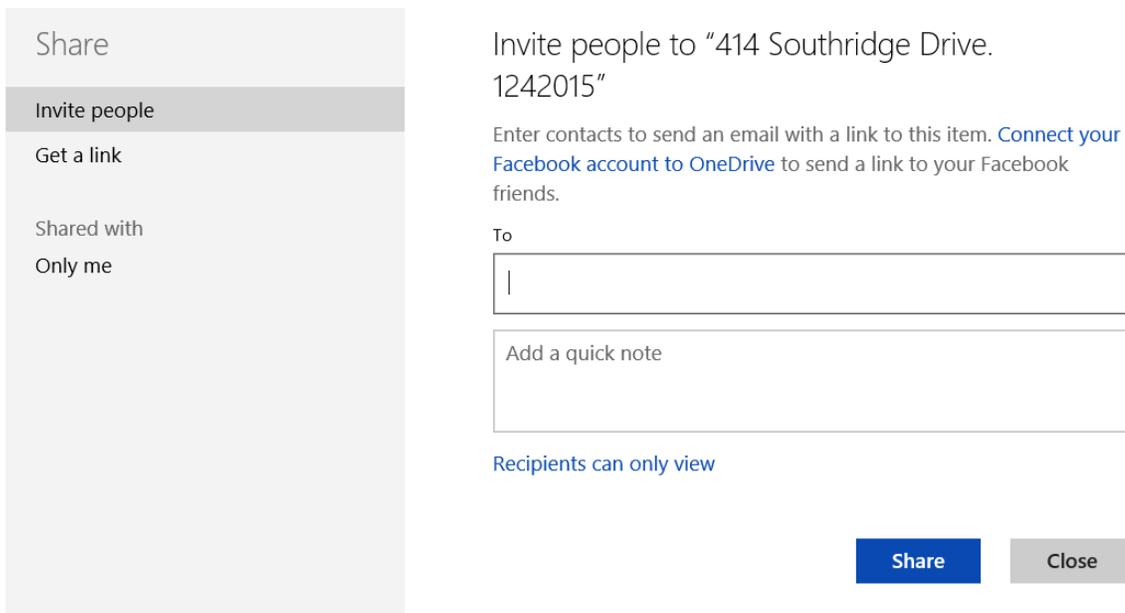
You can use OneDrive to share photos, documents, and other files.

First click on File Explorer in **Windows 8.1. OneDrive comes with Windows 8.1**

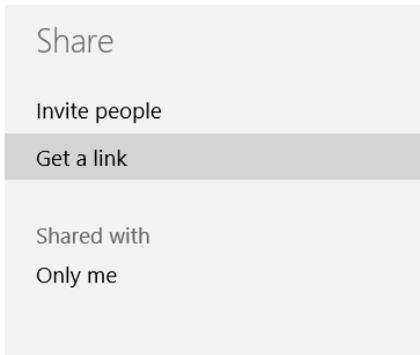
It should show all your files and folders and at the top left show OneDrive.

Drag the file or folder up to OneDrive.

Right click the file or folder and scroll down to Share with, click on OneDrive.



Click on Get a link



Get a link to "414 Southridge Drive. 1242015"

Create a link to copy and paste in an email, blog, or webpage.

Choose an option

View only



Anyone with this link can see the files you share.

Create link

Click on **Create link**, it will create a link, then click on **Shorten link**.

Highlight the link, then Copy and paste the link into your email and anyone you send the link to can open the file or folder.

Caution, when you drag a file or folder from your computer to OneDrive it actually moves them but you can always move them back by dragging them to where they came from, or just make a copy of the file or folder and you will have it in both places.

I drag mine up to OneDrive and leave it there, it leaves me more room on my hard drive.

I created this sample folder: <http://1drv.ms/1LFia4u> for every one to use.

The recipients that use the link should click on the first photo and then click on Play slide show.

If they want a copy of the photos, documents, or other files or folders then highlight what they want and click on Download, then at the bottom click on Save.

=====

Spotify: Now with lyrics so you can sign along.

Download Spotify:

https://www.spotify.com/us/signup/?forward_url=%2Fus%2Fdownload%2F



10 Things you need to know today.

<http://www.theweek.com/newsletters>

Great email, news in a capsule.

Great things you can do with the [Lexington Herald Leader](#) online.

KEEPING IT REAL ... AND ALWAYS FUNNY

LONGTIME COMEDIAN BILL ENGVALL STICKS WITH WHAT WORKS FOR HIM

By Blake Hannon

Contributing Writer

At this point in his comedy career, Bill Engvall doesn't really have anything left to prove. He's been a successful stand-up for close to three decades. As a member of the Blue Collar Comedy Tour alongside Jeff Foxworthy, Larry the Cable Guy and Ron White, he was part of one of the most successful comedy tours in recent memory and helped define "blue collar comedy" for a new generation of up-and-coming comedians.

Engvall will be the first person to tell you he is very content at this point in his career. Granted, if you could sell out a theater on any given night because of your fan base and name recognition alone, you would be too. But just because Engvall is content doesn't mean he's decided to coast — because Engvall is still a stand-up comic, a profession where no matter how popular you are, you always have something to prove.

First you double click on the article and this comes up, now you can click on **Listen** and it will read the article to you.

Click on the envelope icon and you can email it to someone. I did this for my son in Portland on the Cats Basketball news every day.

It will also translate, print, etc..

[Link to above item.](#)

<http://digital.olivesoftware.com/Olive/ODE/LexingtonHeraldLeader/LandingPage/LandingPage.aspx?href=TEhMLzlwMTUvMDQvMDk.&pageno=MTM.&entity=QXlwMTMwMg..&view=ZW50aXR5>

Link to a comic item.

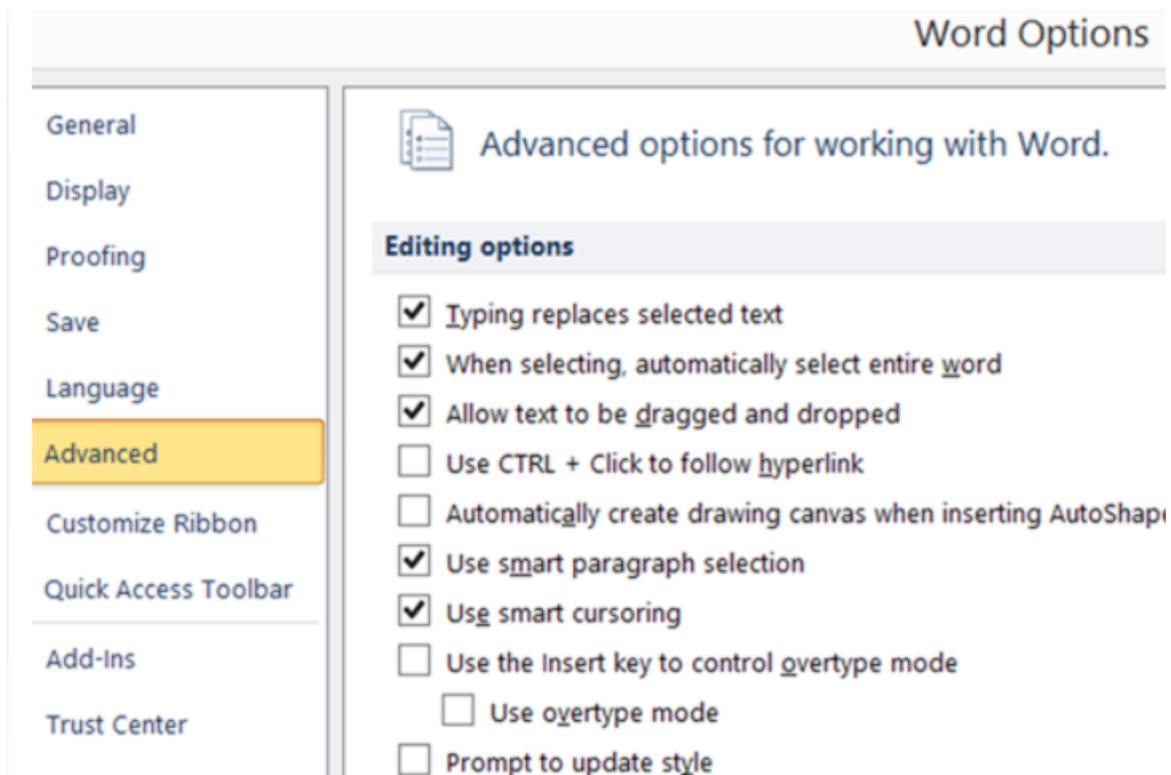
<http://digital.olivesoftware.com/Olive/ODE/LexingtonHeraldLeader/LandingPage/LandingPage.aspx?href=TEhMLzlwMTUvMDQvMDc.&pageno=MjU.&entity=QXlwMjUwOQ..&view=ZW50aXR5>

I pay \$99.95 a year for online only. For hard copy and online about \$233.00 a year.

=====

WORD TIP:

Open Word, on the left click on Options then click on Advanced. and you get this Screen



Uncheck Use CTRL + Click to follow hyperlink. Now all you have to do is single click on the link to bring up the web page.

Windows Explorer in Win 7 and File Explorer in Win contains all your files and folders and drives. [From here you can Copy, cut, create, delete, find, move, save, shortcut, zip and unzip Files.](#)

To Work with your files:

To highlight **noncontiguous** files. Hold Control Key down and click on each individual file. Release the Control Key, now RIGHT click on any highlighted file, all highlighted files will act the same, select, **Delete, Rename, Cut, Copy, Send to, etc..** then hit **Enter** on the keyboard.

Mike Seiler suggested using: at the top click on View, then check **Item check boxes**. Just put a check in front of the files you want.

To highlight **contiguous** files. Hold Shift Key down, put your cursor on the first file and the last file, all in between will be highlighted, Release the Shift Key, RIGHT click on any highlighted file, all highlighted files will act the same, select, **Delete, Rename, Cut, Copy, Send to, etc..** then hit **Enter** on the keyboard.

Say you want to know how to pronounce **contiguous**, then Right click on it, scroll to Look Up and click on Bing, Left click on: <http://www.merriam-webster.com/dictionary/contiguous>

Left click on the sound horn below.

=====

Dictionary SAVE  POPULARITY 

contiguous 

adjective | con-tig-u-ous | \kən-'ti-gyə-wəs, -gyü-əs\  Share  +1  Tweet

—used to describe things that touch each other or are immediately next to each other

=====

Major Microsoft WORD Keyboard Shortcuts:

Control +

A Highlights all

C Copy V Paste

S Save

X Cut

Z Undo

Alt + F4 will close most any program.

To find **Control Panel on Windows 10**, at the lower left corner RIGHT click and it will bring up the Quick Access Menu with Control Panel on it or do Win X on Keyboard.

Q. What is the difference between an application or App and a Program? **A.** None.

Windows Defender Offline is a recovery tool.

<http://windows.microsoft.com/en-US/windows/what-is-windows-defender-offline>

=====

From Myra Engle:

Here are some great computer and cell phone tips.

www.youtube.com/watch_popup?v=QoT0-2vu9m4

Microsoft to start blocking annoying adware by default starting July 1.



Recover files from a dead PC

http://www.pcworld.com/article/2105561/recover-files-from-a-dead-pc.html#tk.nl_pwr

From Myra Engle: One of the best magic acts I've seen....
KEEP YOUR EYE ON THE DOVES!

<http://www.flixxy.com/darcy-oakes-jaw-dropping-dove-illusions-britains-got-talent-2014.htm>

Photos taken by Jerry Markussen: Thanks Jerry, Great Photos.









DESKTOP, TASKBAR, AND NEW STUFF*

Dear Classmates,

Try to make this class, in person or online. Click this link at 7 pm Tuesday May 12th. <https://www.dropcam.com/p/g5PGQK>

**Try It ONCE -
You'll Never Go Back!**



1. Desktop: View and Sort your Icons, Create new Folders and Shortcuts. Personalize; Change the visuals and sounds on your computer.

Rename and reduce long icons on desktop. **Make snazzy Icons.**

2. Taskbar; Jump Lists (Pinned and Recent) and Notification Area
Close several WORD windows at the same time from the Taskbar.

3. Start Button: For a super Menu, Right click the Start Button or do Win + X on the keyboard. You get Menu items: Shut Down, File Explorer, Control Panel, System, Programs and features....

4. Shutdown: Shut down your computer with One click.

5. How to tell what programs are open:

On the Keyboard, hold down the ALT and tap the Tab key and it will show you a thumbnail of all open programs or files.

6. Don't know how much to tip like 15 % of 41.59 ask OK Google.

7. Demo PVA's great web site. See appraisal on your house or neighbor's.

8. Quick and easy way to put a web address on your Desktop:

9. Will Demo how to number photos all at once and **MY YAHOO.**

For the very latest news about computing go to:

<http://www.ckcs.org/joetips.pdf>

kindest regards,

Joe Isaac

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Enter your birthday at the top of the screen, and it will tell you the newspaper headlines on the day you were born, sports headlines for the year, popular songs of the year, price of gas, etc. Just click on this website, then click on Quick Page.

<http://dmarie.com/timecap/>

When I got married in 1947, gas was .23¢ a gallon, stamps were 3¢, Dow was at 181, minimum wage was 40¢ an hour.

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376 DUMMIES.COM HOW-TO VIDEOS From calculus to home repair, how-to videos show you how to get things done quickly, easily, and accurately.

Including: 13 results in "Windows 8.1" of type "Video"

http://www.dummies.com/search.html?filter=VIDEO&cid=dn_promo_videos

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SENIOR HEALTH:

<http://nihseniorhealth.gov/>

From Myra Engle:

The Civil War, Part 1: The Places: Many great historical photos

<http://www.theatlantic.com/infocus/2012/02/the-civil-war-part-1-the-places/100241/>

Q. Lost my Recycle Bin Icon.

A. RIGHT CLICK on the Desktop, left click on Personalize, in the upper left hand corner click on Change desktop icons, then put a check mark in Recycle Bin, then OK.

Sent: Wednesday, April 15, 2015

Q. In a file containing a large number of photos with designated numbers from the photo program, how does one change the designated numbers to sequential numbering 1 --- whatever? I saw it at the time and made the famous mistake of thinking: How cool. I'll remember THAT! Wrong.

Thank you and thank you for all you do to educate us at CKCS!

A. Highlight the photos you want to rename, Right click on the top one and Left click on Rename, after you rename it, hit Enter..

Response: Worked like a charm!! I remembered to highlight the files, but then forgot what to do next. THANKS, JOE!!!



From Carl Peter: SHAQ DANCING
<https://www.youtube.com/watch?t=43&v=s-zgAhTJpis>

Q. Sent: Thursday, April 30, 2015

I thought I cleaned my e mails like I do every month. But It doesn't help. I had 300 this month. One more thing I get some advisement like Regan Reports. How do I unsubscribe this. Hope this won't give you a headache.

A. At the bottom of the email in faint letters is **unsubscribe**, click on it and follow instructions.

If the above does now work and you are using Windows Live Mail or Outlook Express, I can show you a way to block the sender, but it is easier to just **unsubscribe**.

Q. Phone call: before 11 am 4 30 15:
How do I hide the Taskbar?

A. Right click the Taskbar, Left click Properties, put a check mark in Auto-hide the Taskbar then click OK.

To see the Taskbar, put your cursor to the bottom of the page and it will rise up.

From Myra Engle: Wow, is this the future?

Subject: Watch This Doctor- DON'T MISS THIS ONE !!!!!!!

Fascinating video.

<https://www.youtube.com/embed/r13uYs7jglg>

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5 12 15 Desktop, Taskbar, New Stuff, Review *

Dear Classmates,

If you watched online last night, please send an email to ckcslex@gmail.com and let us know how you liked it.

Great crowd, great class, hope you enjoyed it as much as I did.

Thank you for all the good questions and suggestions.

This email has some great information in it, please **take your time reading it.**

Thank you very much for attending or tuning in.

Kindest regards,

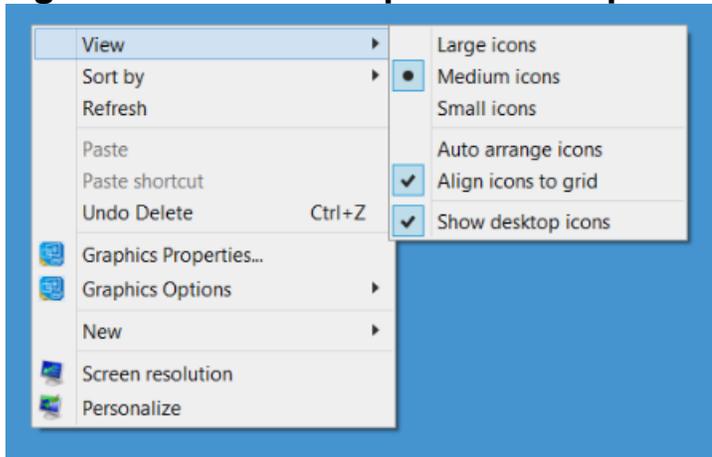
Joe Isaac

=====

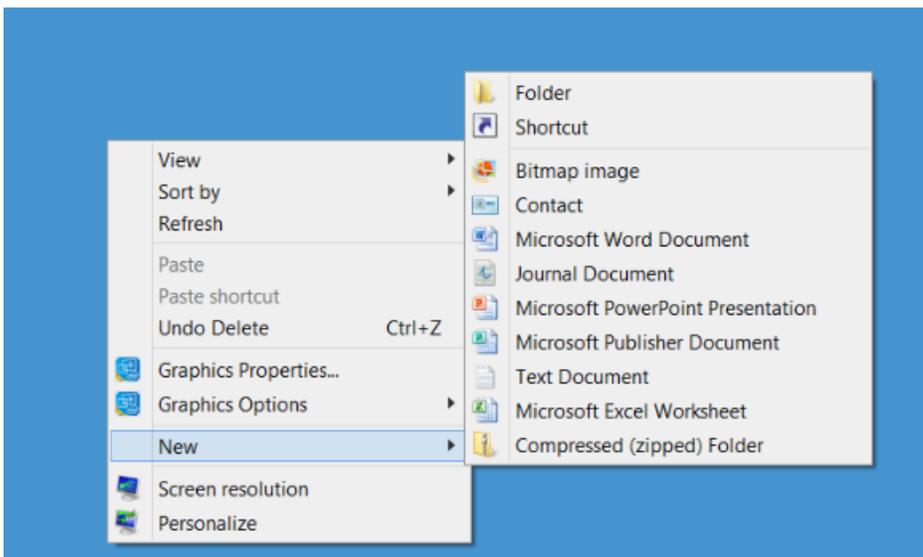
Hitting the Windows key on your keyboard will take you to Start or Desktop. Try it. Saves time.

1. Desktop: View and Sort your Icons, Create new Folders and Shortcuts. Personalize; Change the visuals and sounds on your computer. Rename and reduce long icons on desktop. Make snazzy Icons.

Right click the Desktop for these options:



Main options on this screen are View, Sort by, New, Personalize.



Left click Folder, Name it, Right click it, Left click Properties, Left click Customize at the bottom click on Change Icons, click on one, then OK and OK again.

Main option on New is Folder. Lots of options on Personalize.

Shutdown: Shut down your computer with One click.

This works for XP, Vista, 7, 8, and 10. It saved time. Right click on your desktop and select New. Click on Shortcut. In the textbox, copy and paste: **shutdown -s -t 01** click on Next, Finish.

Easy way to find the right icon on your Desktop: Left click an empty space on your Desktop then on your Keyboard hit the first letter of the icon, hit the letter again if not the icon you want. Great time saver.

2. Taskbar; Jump Lists (Pinned and Recent) and Notification Area

Close several WORD windows at the same time from the Taskbar. To pin Microsoft WORD to the Taskbar: Type **word** in the Search blank, then Right click Microsoft Word and Left click Pin to Taskbar.

A. Jump Lists:

You Right Click on the WORD Icon in the Taskbar and it will give you the recent items you had open in WORD.

If you want the document to stay put, click on the pin at the end it will stay there until you click on the pin again to unpin it.

B. To see how many Word documents are open.

If you have the Word icon pinned to the Taskbar, then just place your cursor on the Word icon and it will show you a thumbnail of all the documents that are open. If you have closed some on the documents, then Right click the Word icon and it will show them. From here you can also Pin them and they will stay there until you unpin them.

C. Configure your Taskbar

Right click the vacant area of the Taskbar. Select Properties.

- 1. Lock the Taskbar.**
- 2. Auto-hide the Taskbar.**
- 3. Use Small Icons.**

- 4. Taskbar Location.
- 5.Taskbar Buttons.
- 6. Notification Area

Under the tab Navigation. Check: **When I sign on go to the Desktop instead of Start.** This way you boot directly to the desktop, like Windows 7.



3. Start Button: For a the Win X Menu, Right click the Start Button or do Win + X on the keyboard. You get Menu items: Shut Down, File Explorer, Control Panel, System, Programs and features....

4. How to tell what programs are open:
On the Keyboard, hold down the ALT and tap the Tab key and it will show you a thumbnail of all open programs or files.

5. Don't know how much to tip like 15 % of 41.59 ask OK Google.

6. Demo PVA's great web site. See appraisal on your house or neighbor's. <http://www.fayette-pva.com/types-of-property/real-property/>
Some time I just type PVA, 40505 (or any Lexington zip code) and it comes up.

STREET NUMBER

STREET NAME *  QUICK SEARCH

* OMIT PREFIXES (E, W, N, S) AND SUFFIXES (RD., ST., DR.)

7 Will Demo how to number photos all at once and MY YAHOO.



Q. My Recycle Bin icon disappeared.

A. RIGHT CLICK on the Desktop, left click on Personalize, in the upper left hand corner click on Change desktop icons, then put a check mark in Recycle Bin, then OK.

Response: Bless your pea picking heart! It's there. And it needs emptying. :) :) Joe, thank you ever so much! I miss all the crowd at CKCS! Thank you, thank you, thank you!!!!!!!!!!!!

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Add **This PC** app, it shows everything on your computer, files like documents, pictures, and drives like C and D. Please do this it will save you time and frustration. **Click the down arrow at the bottom left of Start to get to the Apps, then at the upper Right in the search box type This PC, and on the left, Right click the icon This PC and Pin to Start.**



From Carl Peter: 11 minutes of great video songs.
<https://www.youtube.com/watch?t=292&v=sDc0ID6PJeg>

From Clinton Isaac: Fantastic wild animal photos

<http://www.rense.com/general96/shots.html>

This may be one of the best videos ever of the ocean with a 3D effect.

<http://www.youtube.com/embed/mcbHKAWIk3I>



From Kay Stivers: Great photos of horses and scenes.

<http://www.thepastwhispers.com/Kentucky.html>

How to download Windows Essentials to 2012:

<http://windows.microsoft.com/en-us/windows-live/essentials>

This includes Windows Live Mail, Photo Gallery, Movie Maker, etc..

From Arthur Anderson and Sally Kay Bradford: Wrong Number.
From Carol Burnett.

<http://www.funnieststuff.net/viewmovie.php?id=976>

Hundreds of Readers Digest Videos:

<http://www.bing.com/videos/search?q=readers+digest+videos&FORM=SSVR#>

**From Myra Engle: Just a deck of cards. the end may bring a tear.
It's short.**

<http://stq.do/91qb>

From Kathryn Bickel: 4 Hour Film with Nature Sounds, Relaxing Waves. (This is a keeper, Joe)

<https://www.youtube.com/watch?v=4mEbABPtTv8>

From Mike Seiler: Just move your mouse around on the web site screen.

http://img0.liveinternet.ru/images/attach/c/5/3970/3970473_sprite198.swf

Q. Sent: Sunday, May 10, 2015

Hi! I read books on cd's and since I have a new computer I thought I'd read a new book on the computer and I could not get it to play. I have 8.1 . Do I have to put a program on the computer to get it to play?

A. I just called the Lexington Library and been told you do not need a special program, just put the CD into the Computer.

=====

11 20 17 Email Basics.



GMAIL INSTRUCTIONS **(install gmail, you will love it.)**

1. Go to <http://www.gmail.com>
2. Click the button that says "Create an account" on the bottom right box.
3. Carefully fill out all the fields on the form
4. Click "I accept. Create my account"

You will be taken to an introduction page. Click "Show me my account". You will be taken to your new email account and there will be some emails from the Gmail Team welcoming you, introducing you to some of the features and helping you import your contacts and old mail.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: [Password strength:](#)
Minimum of 8 characters in length.

Re-enter password:

Stay signed in
 Enable Web History [Learn More](#)

Security Question:
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Recovery email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification: Type the characters you see in the picture below.

In the upper right corner of Gmail are 9 dots, click on them then select Calendar and configure. I love my gmail and calendar they are the best.

Microsoft paid \$8.5 billion for Skype.
Google paid \$1.5 billion for YouTube.

Windows Live Mail is a free email app that helps you manage multiple email addresses, calendar info, and contacts.

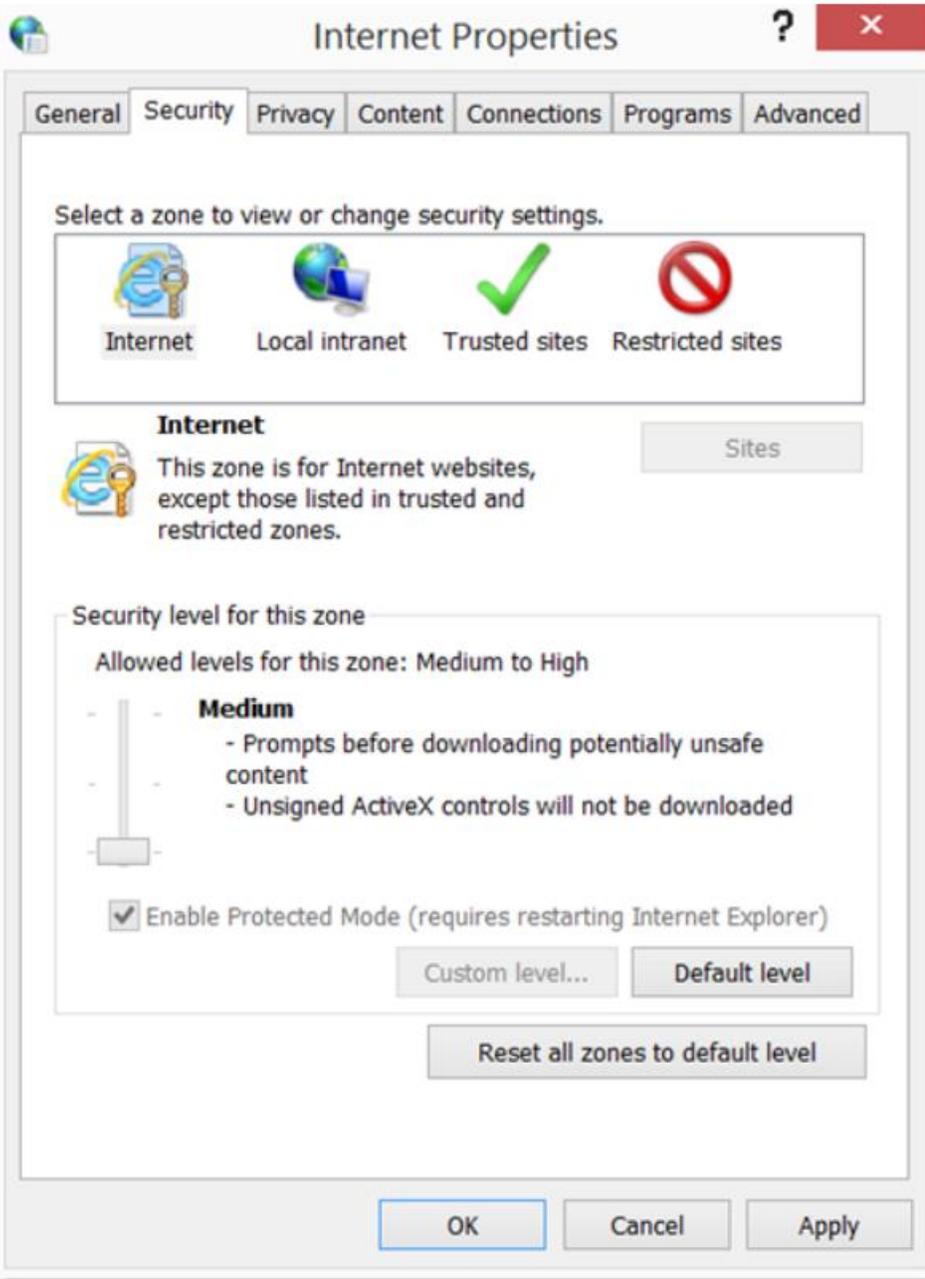
How to configure Windows Live Mail:

http://www.yoingco.com/windows_live_mail_settings_windows_7.htm

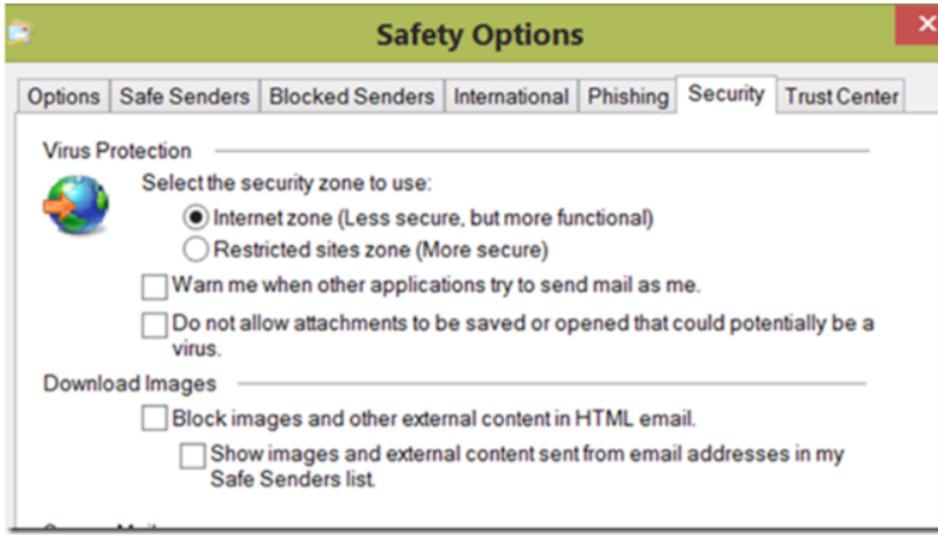
If your computer will not open attachments:

1. GO TO CONTROL PANEL, CLICK ON INTERNET OPTIONS, THEN SECURITY:

IF IT DOESN'T LOOK LIKE PHOTO BELOW THEN DOWN ON THE RIGHT, CLICK ON **Default level**, NOW MOVE THE BOX THAT IS UP AND ON THE LEFT, UP OR DOWN TO **Medium**, AND CLICK OK.



2.

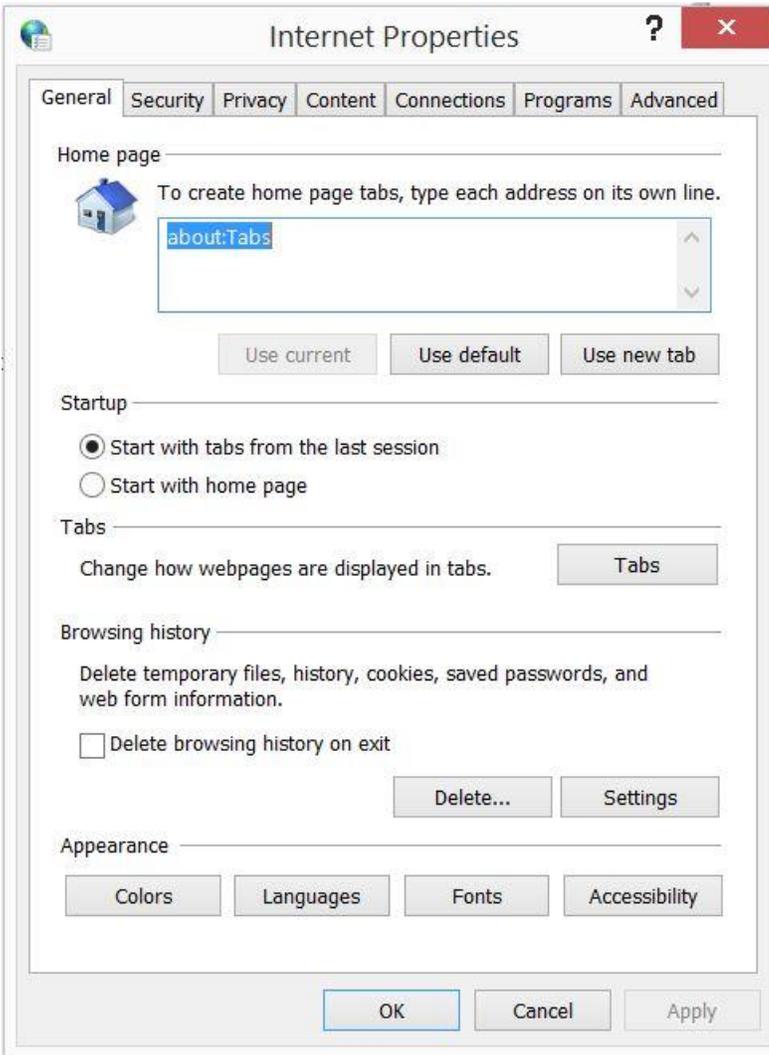


Open Windows Live Mail:

Click File, Options, Safety Options, then click on the Tab: Security and configure like the one above.

Find a person, Business or Reverse phone Lookup
<https://411.info/>

Q. Every time I go to a web site I have to enter my ID and Password.



A. To get this screen go to Control Panel and click on Internet Options

Uncheck: Delete browsing history on exit.

Response: Yes it is working now as it should. Thanks

=====

6 9 15 Email Basics Review *

Dear Classmates,

Thanks for the great attendance and participation.

Please email me if you have a question on Windows Live Mail.

joeisaac@twc.com

There is a lot of information in this email, please take your time reading it.

Take care,

Joe Isaac

Microsoft: There will be no annual fee for Windows 10

2 TYPES OF EMAIL

Webmail stores your email online, and you can access it on any Computer with internet access, samples: Yahoo, Gmail, Hotmail.

Outlook, Live Mail or Thunderbird downloads and stores your email on your computer.

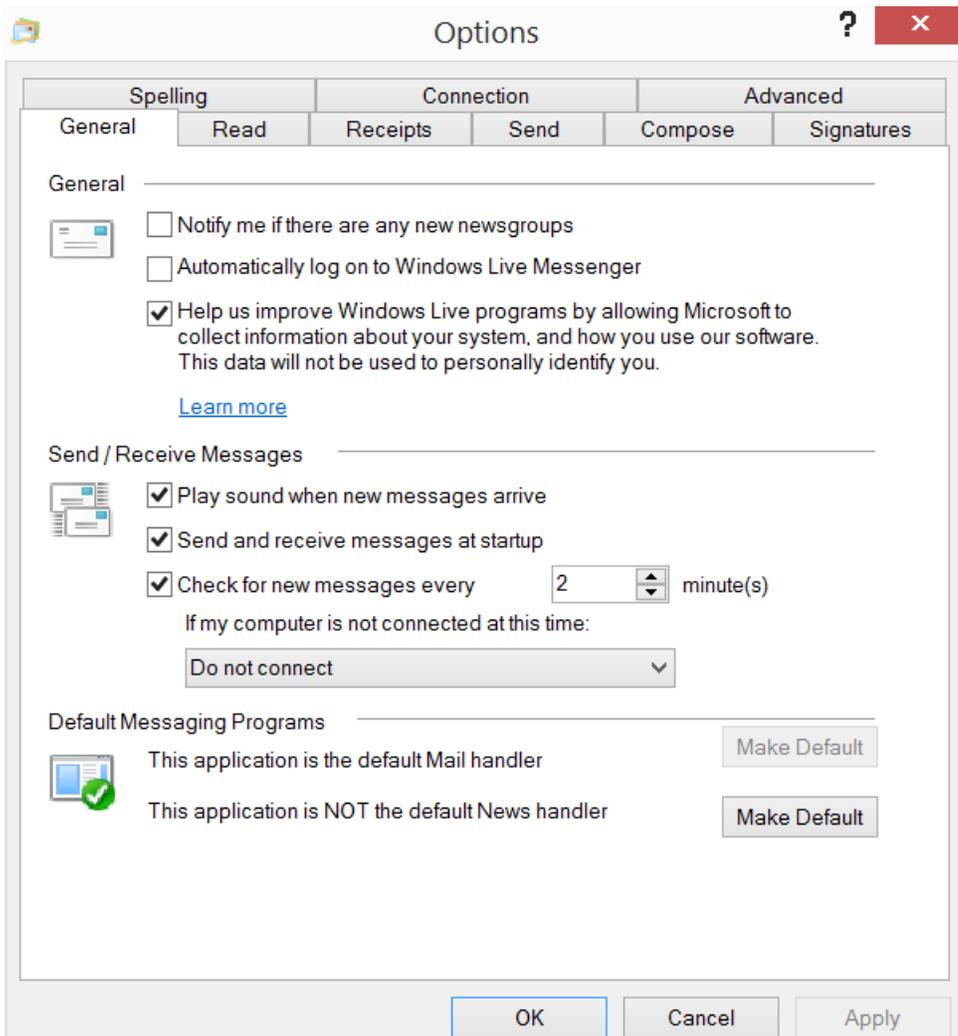
Using Windows Live Mail (WLM), (your email program may be similar.)

HOW TO:

1. Automatically check for messages:

Open Windows Live Mail, at the very top left click on File, Options, Mail, will get this dialog box to use to configure Windows Live Mail

Go here for most of the instructions:



Check for new messages every **Scroll to set minutes.**
Will use the above Options for the rest of the changes below.

2. Change the font used in reading messages.
Click on **Read**, then at the bottom click on **Fonts** and select.

3. Change the font and size of the emails you send.
Click on **Compose**, then **Font Settings** and select. Mine is set on Arial, Bold, 14. **Classmate suggestion:** while here, at the bottom left you may set the color of the type in your email, Red, Blue, etc.

4. Add Signatures to your emails.
Click on **Signatures**, **New** and type. I have 4 different signatures.

5. Automatically Spell Checking your emails.

Click on **Spelling** and make selections.

6. Click on **Receipts** and make a selection. Mine is **Always send a read receipt**

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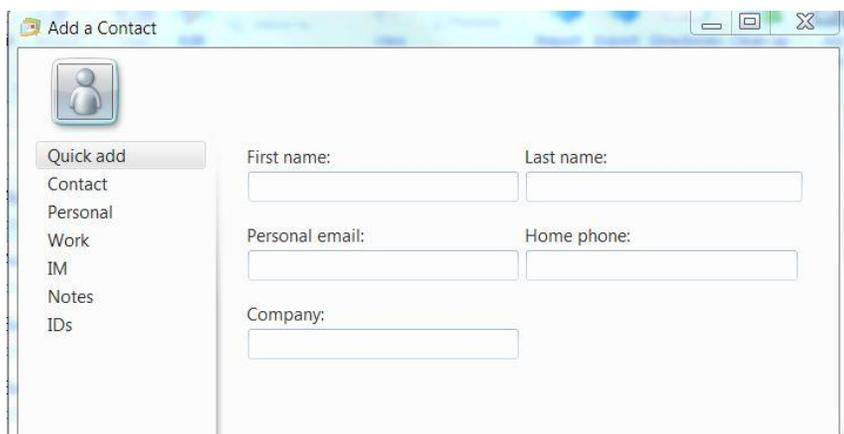
Now we are going to use **Windows Live Mail** itself.
Open **Windows Live Mail**.

6a. Get an email when the person you sent an email opens it.
When you have an email ready to send, in the upper right click on **Read receipt**.

7. Insert a photo into your email.
Open an email message, at the top click on **Insert, Single Photo**, and select a photo.

8. Open **Windows Live Mail**: To add an email address.

At the bottom left click on **Contacts**
then at the top left click on **Contacts** and you will get the screen below:

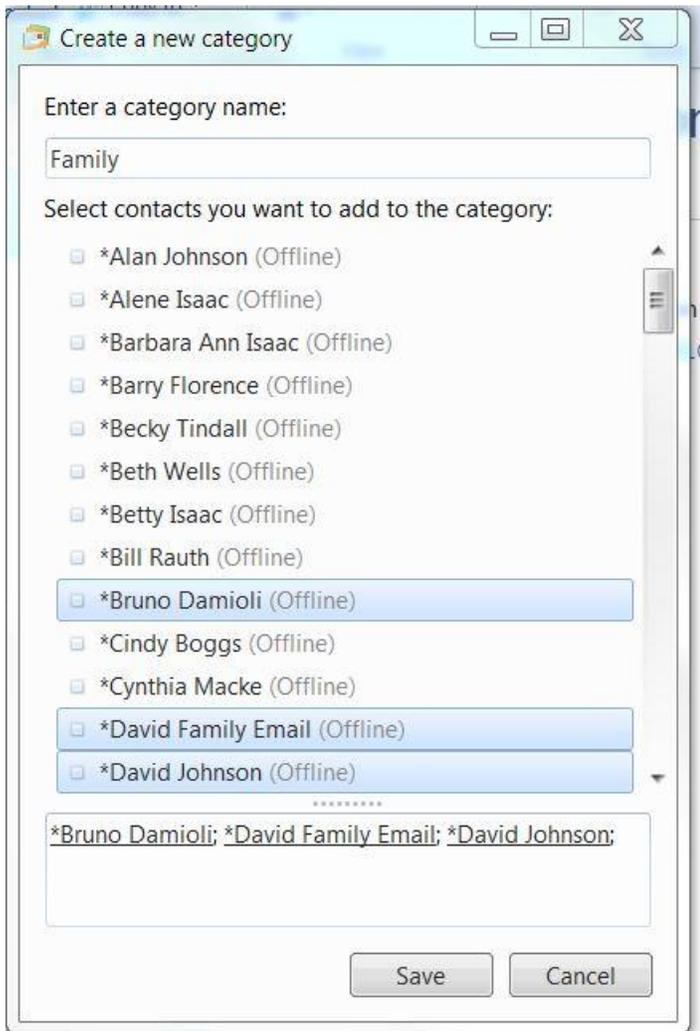


Fill it in and at the bottom click on **Add contact**.

Add **Contacts** from emails you receive.
Right click their email address, if you don't have the email address in your contacts, it will say **Add to Contacts**, If you have the email address it will say **Edit Contact**.

9. Put several email addresses in a folder so you may click on the folder and your whole group will receive an email.

At the bottom left click on **Contacts at the top left click on **Category** and you will get the screen below:**



Now type in the category name like **FAMILY, then click on the people you want and then at the bottom click on **Save**.**

10. Save your email addresses to a USB Thumb Drive. First insert Thumb Drive. Click on **Contacts, at the top near right, click the down arrow of **Export**, then click on **Commas separated values****

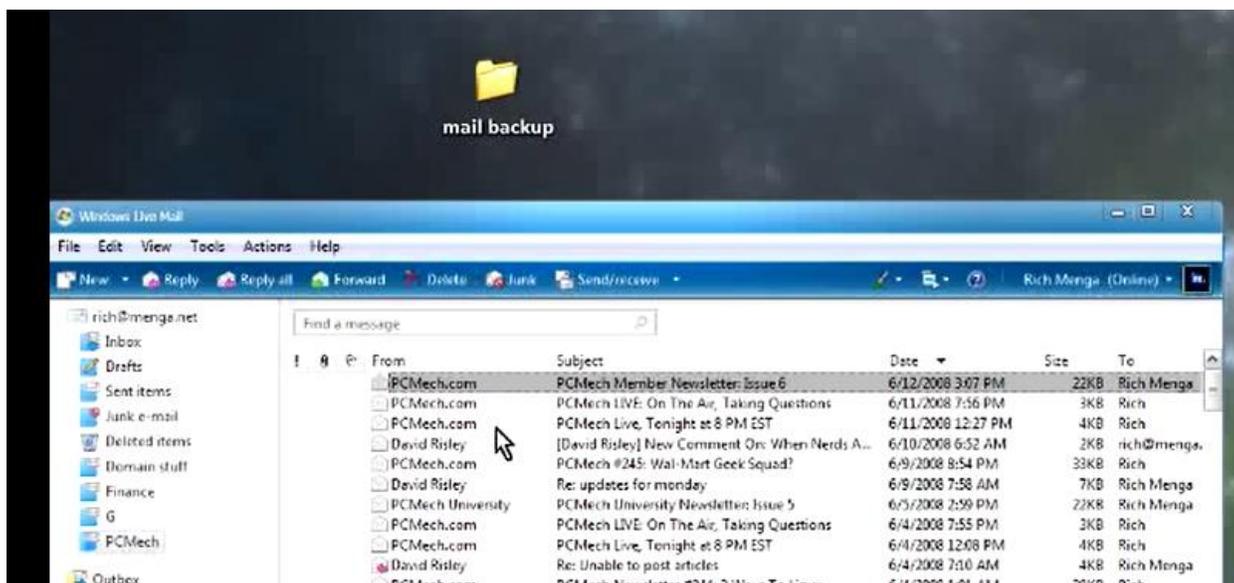
(csv) click on Browse, then Computer then click on the Thumb Drive and follow instructions.

THE EASY WAY TO BACK UP YOUR EMAIL MESSAGES Windows Live Mail Client = Easiest Mail Backup Ever?

Right click the Desktop click on New, Folder, name it **mail backup** and hit Enter.

Go to your inbox highlight the messages you want to save and drag them to the Icon on the Desktop named **mail backup**

To put them back, just highlight them and drag them back to your inbox.



https://www.youtube.com/watch?v=Sne017qhWeQ&feature=player_embedded

11. Copy a photo from an email or web site.

Right click on the Photo click on **Save Picture As**, name it and click on **Save**.

12. Use the **Snipping Tool** to send an email.

Go to Start, type in Snip hit Enter on the keyboard, click on the down arrow after new and select **Rectangular Snip**. With the

+ cursor, draw the line around the text, then open a new email message click on the body of the message, then do Control V to paste it in.

How to copy and paste and use the Snipping Tool in emails.
Gene Wheeler suggests a great shortcut if you are sending it in an email. After you snip it, move your cursor and when you see a very very small dot, RIGHT click, click on Send to: Email recipient.

13. Enlarge and Diminish a photo.
Open Email Program and insert Photo,



put you cursor at the bottom right hand corner until it turns into a double arrow, then drag the photo larger or smaller.

To download **Windows Live Mail** go to:
<http://windows.microsoft.com/en-US/windows-live/essentials-other-programs>

After you download Windows Live Mail you have to call your provider like Time Warner or Windstream to help you configure it.

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14. How to use the Windows Live Mail Calendar for birthdays, meetings, anniversaries, etc.. Fantastic.
Open WLM, at the bottom left click on Calendar, at the top click on Month, then double click on a date, type in the Subject like; John 1948, then at the top Right, click on the **No recurrence** down arrow and click on Yearly. Now your son's birthday will come up every year on that date automatically.

15. Classmate suggestion: At the top, just below the ribbon, there is a Search box. to find a an email type a word that was in the email, then another search bar will come up, and you can select certain email folders, like Inbox or **All email**.

Mike Seiler suggests using your cursor and left clicking at the beginning of the text, hold the Shift Key down and click at the end of the text and that will highlight all in between.

Use Blind Carbon Copy. Show Cc & Bcc, plus show columns.
Open WLM, upper left click on Email message, extreme Right, click on Show Cc & Bcc.

RIGHT click on **From** then click on **Columns** and select.

How to save an email in Documents.

Jo Stratton Tip: Hit the F12 key while reading the email. It should take you to Documents, if not browse to Documents and click on Save.

To attach a file, at the middle top, click on the paper clip, find the file and click on it.

Q. Every day I get a ton Junk mail. I delete them and block them but it comes back the next day I bet I get about 20 of those if you could help me on this I would appreciated it.

A. At the bottom of most of the emails, you can unsubscribe, this is what I do, and it works most of the time. Spammers know you block them so they change email addresses a lot.

Q. Using Windows Live Mail, I get no photos.

A. Open WINDOWS LIVE MAIL at the top left, click on Icon with the down arrow, Options, Safety Options, Security, and uncheck Block images and click OK.

Q. When you receive an email with an attachment how do you send it to another email recipient?

A. If you click on **Forward** it will be sent with the attachment, if you click on **Reply**, it will sent without the attachment.

Q. What is the difference between copy and paste and cut and paste.

A. Copy and paste you have the items in both the original document and the document you pasted it too.

Cut and paste, the item is removed from the original document and is only in the document you pasted it too.

The desktop.ini files are typically hidden system files. They do, in fact, control the appearance of your folders, including any customized folder icons

From Myra Engle:

THIS IS TOO FUNNY NOT TO SHARE WITH SOME OF YOU.

<http://www.youtube.com/watch?v=7QwV437qeSM>

People Search

<http://www.yellowpages.com/whitepages?from=AnyWho&first=DREXEL&last=HENRY&city=&state=TN>

From the Becketts: Stunning BBC commercial

David Attenborough does it again!

www.youtube.com/embed/auSo1MyWf8g?rel=0

From Carl Peter: I've noticed age is catching up to me.....

<http://www.youtube.com/embed/VWf8CXwPogI>



Full Windows 10 Demo*

Dear Classmates,

Our Windows 7, 8.1, & 10 workshop will meet Tuesday August 11 at 7 pm.
We will give a full demonstration of Windows 10.

This will be one of the most important workshops this year.

1. Desktop Screen.
2. Start Screen.
3. Cortana, (you will love her)
4. Edge, Microsoft 's new browser like IE but much faster.
5. Questions from the classmates.

Please attend, but if you cannot, you can watch it at home on your computer:

<https://www.dropcam.com/p/q5PGQK>

Welcome to the wonderful world of computing.

Joe Isaac

Goodbye Windows 8, Hello Windows 10

The familiar Windows Desktop is back, only better.

These are **my** Windows 10 screens, I have been using Windows 10 Beta since October 1, 2014. Most of us will receive the **Windows 10 Home** version. **Your** Windows 10 Desktop will look like this only it will have **your icons** on the Windows Desktop and **your icons** in the Taskbar. It will be very familiar to you and so user friendly.

In the Taskbar you will have a few new icons which will make computing must faster and easier.

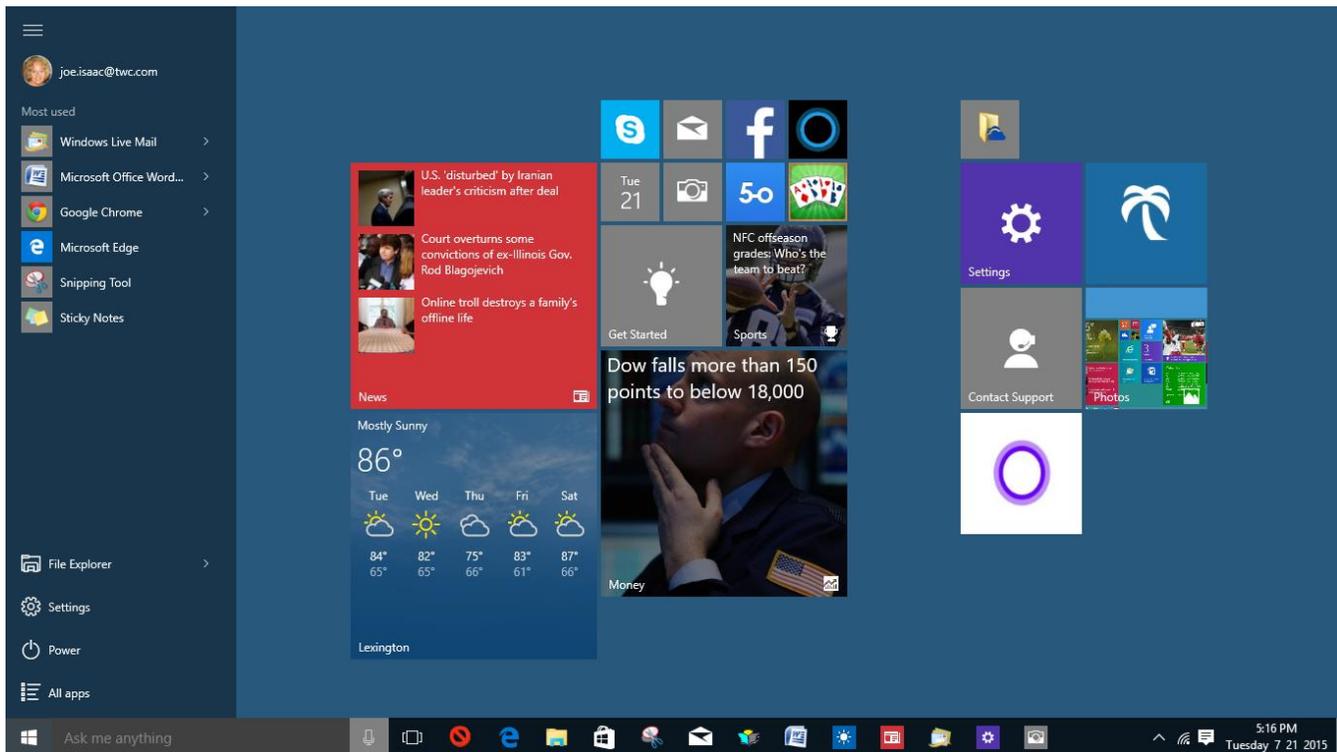
On the bottom left is the Start button, Search Box, a microphone icon, click on microphone icon and ask Cortana a question, or type in the Search Box.

The next icon is called Task View and will show Apps that are open. Click on the crazy e and it will open EDGE.



Windows 10 has a Desktop Screen, just like Windows 7 -- only better. Windows 10 boots straight to the desktop.

Internet Explorer is taking a backseat to a new Web browser **EDGE, which is faster than a speeding bullet**. Microsoft's Siri-like **Cortana voice** assistant you can talk to her and she talks back. If you ask her "who is your Daddy", she may answer "Bill Gates".



This is **Windows 10 Start Screen**, It has a list of your most used apps, most visited folders and recently added software. If this list is not there, click on the 4 lines at the top left. **Power button on the bottom left (turn computer off)**

Bottom left, click on the 4 lines or All apps and you will see all your apps in a single list. Right click an App and select Pin to Taskbar, Pin to Start.

To toggle between the Windows Desktop Screen and the Start Screen, hit the Window key on the Keyboard or left click the Start button on the left side of the Taskbar. You might notice that both screens have the Taskbar.

You can still use your old programs like Windows Live Mail, Photo Gallery, Quicken, Word, and so on just like always.

Microsoft will automatically send out the latest fixes and updates to users throughout the month and not just on Tuesdays.

When you first download Windows 10 do a Windows update.

Windows 10 will receive security fixes for ten years

Please go to: <http://www.ckcs.org/joetips.pdf> and click on Windows 10 TIPS. You will love Windows 10

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Windows 10 Q&A

http://www.microsoft.com/en-us/windows/windows-10-faq?ocid=Reserve_r_Confirmation_mod2_faq

Any questions please email joeisaac@twc.com or call 299-6464

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A Blast from the Past: Remembering Classic Hollywood

<http://www.ba-bamail.com/content.aspx?emailid=16717&memberid=1014983>

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8 11 15 Windows Demo Review

Dear Classmates,

Please take your time reading this email. I apologize for putting so much information in one email, I did not know how else to do it.

I can't tell you how good it made me feel to see so many of my classmates attending this meeting. It was so good to see your smiling faces.

Many thanks for attending our class, in person and online.

You all are the greatest.

Welcome to the wonderful world of computing.

Joe Isaac

To toggle between the Windows Desktop Screen and the Start Screen, hit the Window key on the Keyboard or left click the Start button on the left side of the Taskbar. Both screens have the Taskbar.
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CORTANA:

Left click an empty space in the search blank, click on the Square Icon, then left click Settings for Cortana Options.

Ask her some of these questions.

What's the weather like?

When is Labor Day?

What are you wearing?

Who is your father?

Tell me a joke!

Sing me a song!

Open Word.

Open Internet Explorer.

Open EDGE.

Open Settings.

Open Control Panel.

How to Use and Configure Cortana on Windows 10

<http://www.howtogeek.com/224546/how-to-use-and-configure-cortana-on-windows-10/>

Everything You Can Ask Cortana to Do in Windows 10

<http://lifehacker.com/everything-you-can-ask-cortana-to-do-in-windows-10-1721725525>

Top 50 Funniest Cortana Commands & Questions

http://www.7tutorials.com/top-50-most-funny-cortana-commands-questions?utm_source=howtogeek&utm_medium=email&utm_campaign=newsletter

EDGE is faster than a speeding bullet.

Edge is the default browser on all **Windows 10** computers.

Windows 10 also will come with Internet Explorer 11.

To Open EDGE: Click on this crazy EDGE,  in your Taskbar. left click the 3 dots in the upper right hand corner, then click on Settings. Select options offered. Then click on View advanced settings and select.

When on a web page you want to add to your Favorites, click on the Star at the upper right or do Control D on the keyboard, then click on **Add**.

This is an optional step only. You can skip it if you want.

When on a web page you would like to keep, click on the Star at the upper right or do Control D on the keyboard, click the down arrow, click on Favorites Bar, click on Add.

To show the Favorites Bar, left click the 3 dots in the upper right hand corner, then click on Settings. Move the **Show the favorite bar** to **On**.

The great thing about Edge is the items in the Favorites or Favorites Bar is that you can click on different favorites and as it opens one it automatically closes the other. Click on the Task View icon in the Taskbar to confirm.

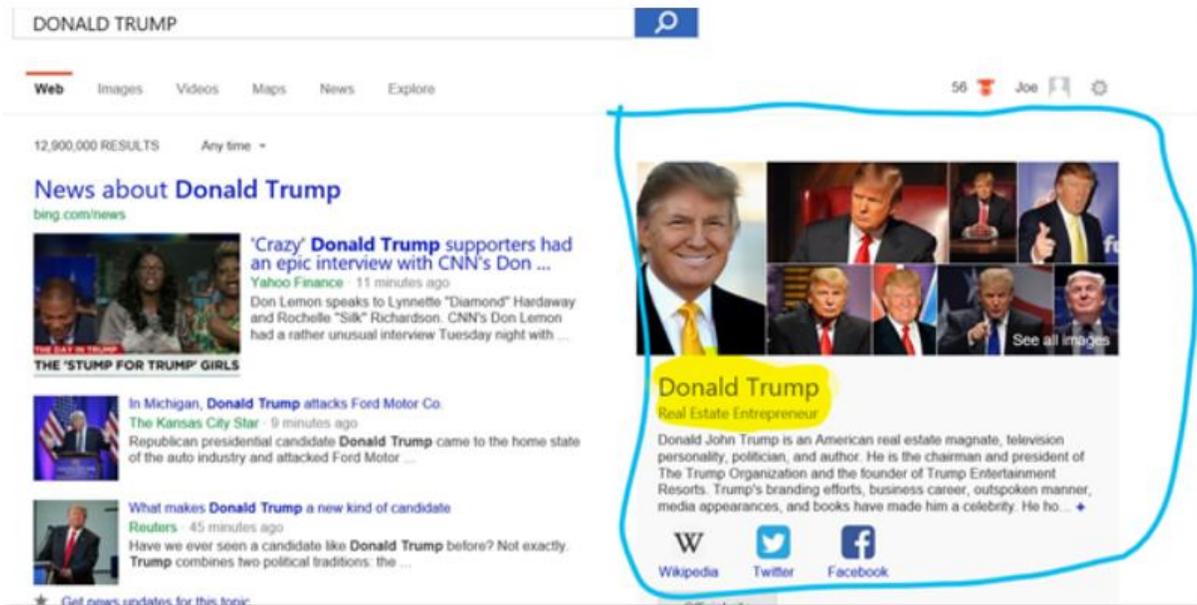
To Remove any web site from the Favorites or Favorites Bar, Right click it and click on Remove.

1. Edge is tightly **wired into Cortana**, the company's virtual personal assistant service. "Cortana is able to infer what you need."
2. It will offer a "**reading view**," which strips away all the menus, ads and other distracting elements that run alongside the text.
3. A user can **make notes**, draw a circle, or highlight directly on a website, and save it to Favorites.

Open EDGE, go to your web site:

On the upper right click on the square with a pen in it. Now on the upper left, blue triangle icon, hold the left click on your mouse and draw a circle around the item you want. Left click the next icon and you can use the highlighter.

After you do this click on the square icon on the upper right and it will save it in Favorites. Or you can use the Snipping Tool and email it. I drew a circle around Trump and highlighted his name.



<http://www.pcworld.com/article/2918252/five-ways-edge-trumps-internet-explorer.html#tk.nl> today

Windows 10 Options:

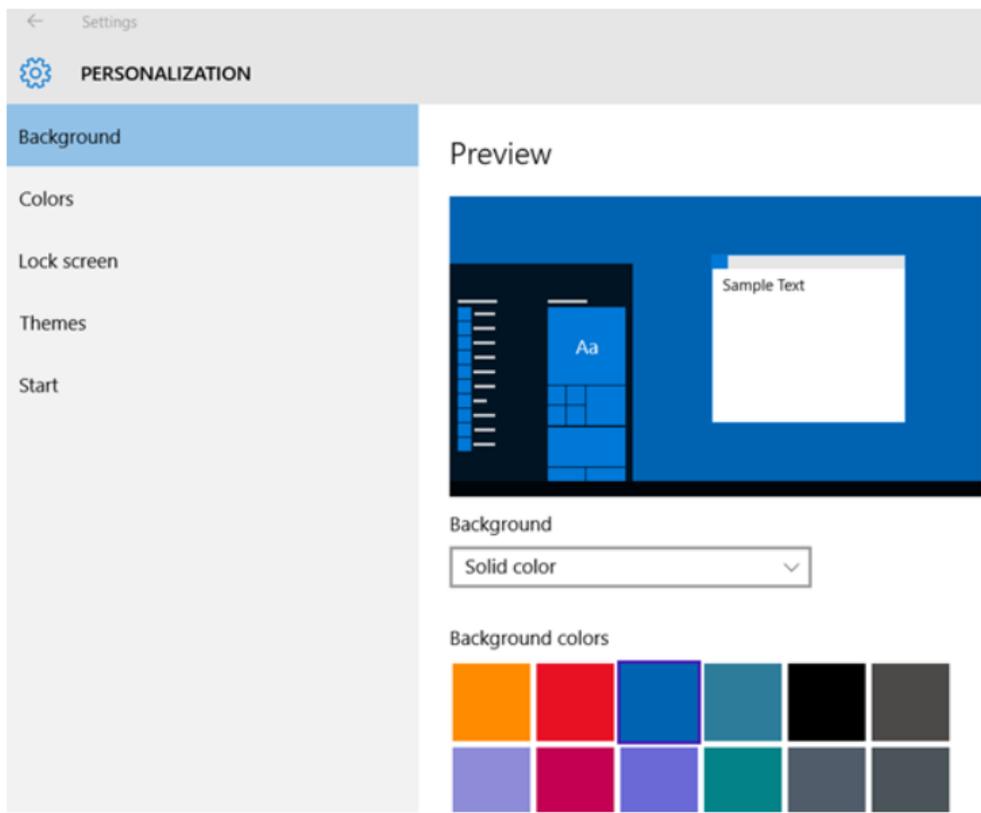
To go from the Desktop to Start or back, left click the Start Button in the left side of the Taskbar, or just hit the Windows key on your keyboard. When in Start, the **Power** icon is on the left side. **Lets you turn your computer off.**

Left click an empty space in the search blank, click on the Square Icon, then left click Settings for Cortana Options.

When you turn your computer on it will go to Desktop. To get to **Start** just hit the Windows key on your keyboard. At the bottom left, click on All apps, scroll and Right click on the **Settings icon** and select Pin to Taskbar or Pin to Start. You will use the Setting icon a lot.

Right click any App and select: Pin to Start, Pin to Taskbar, some have an option to Open file location.

The screen below is a big deal.



You get this screen when you:

Right click the Desktop and click on Personalization

Here is where you configure your Desktop and Start Screen:

1. **Left click on Background**, on the right middle, click on the down arrow for options. I picked Solid color, then click on Blue.
2. **Left click on Themes**, click on Desktop icon settings, (this configures your **Desktop**) I selected Computer (which is **This PC icon**), This shows all your main Folders and Drives, Control Panel, Recycle Bin was already checked. Then click OK.
3. **Left click on Start**. I selected all but: **Use Full start screen**. At the bottom click on **Choose which folders appear on Start** and select the ones you want. I chose: File Explorer, Settings, Documents, and Pictures.

On Start, I right clicked the Icons I did not want on Start, and selected: **Unpin from Start**, others I Resized.

To configure: Update & security:

Go to: **Settings, Personalization, Update & security: left click on Check for updates**

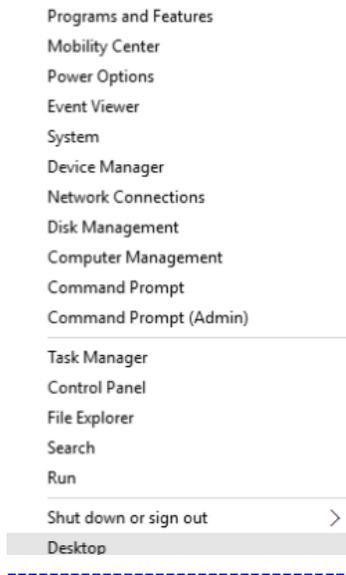
Very Important:

Control Panel, go to **Security and Maintenance**, while there click on Security to see if Windows Firewall, Windows Defender, Spyware protection, etc.. is on, then click on Maintenance to check if those item are set the way you want them.

Very Important:

Win X Menu: Right click the Start Button or on the Keyboard hit the Windows key and X to get the Win X Menu. Great Menu, you will use this a lot. This works in Windows 7, 8.1, 10.

This is Win X Menu in 10



Please check out Windows 10 Q&A, It has a lot of answers.
[http://www.microsoft.com/en-us/windows/windows-10-faq?ocid=Reserve r Confirmation mod2 faq](http://www.microsoft.com/en-us/windows/windows-10-faq?ocid=Reserve_r_Confirmation_mod2_faq)

Also go to: Please go to: <http://www.ckcs.org/joetips.pdf> and click on Windows 10 TIPS

Any questions please email joeisaac@twc.com or call 299-6464

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Windows 10: The 10 best new features you should try first
<http://www.pcworld.com/article/2874400/windows/windows-10-the-10-coolest-features-you-should-check-out-first.html>

From Cortana to Web Notes, and how to use them effectively.
http://www.pcworld.com/article/2952392/browsers/how-to-use-microsoft-edge-windows-10s-new-browser.html#tk.nl_today

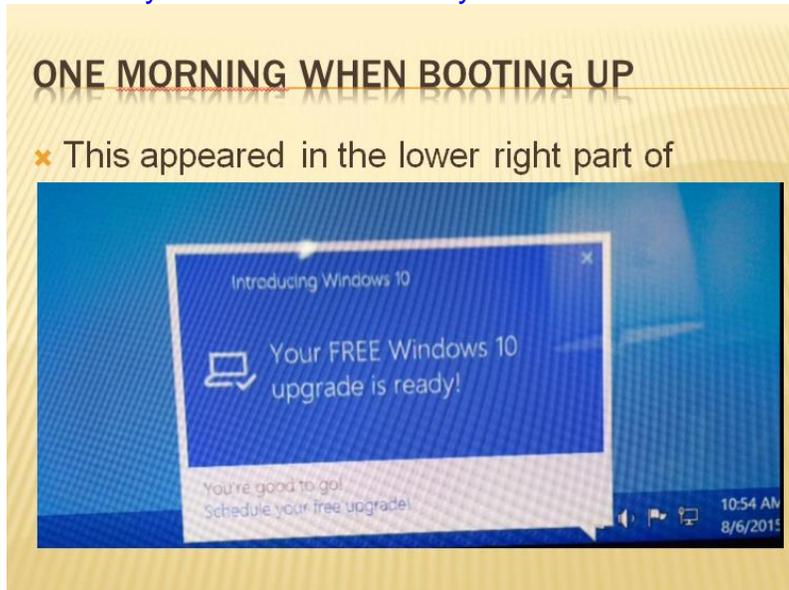
Digging deep into Windows 10

<http://www.pcworld.com/article/2875600/windows/windows-10-the-best-tips-tricks-and-tweaks.html#slide6>

Can I go back to my previous version of Windows if I don't like Windows 10?

Yes, while we think you will love all the features of Windows 10, you will have **one month** after upgrading to revert back to the previous version of Windows on your device.

From Jerry Heaton: Thanks Jerry. Joe.



You get this notice from Microsoft, when you are ready and able to download and install Windows 10. It appears in the lower right part of your screen.

Strangers in the Night - Frank Sinatra

<http://www.ba-bamail.com/content.aspx?emailid=16799&memberid=1014983>

Photos by Jerry Heaton: Thanks Jerry.







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Dear Classmates,

Tuesday, July 8 at 7 pm at our Windows 7, 8.1 Workshop.

After our Question and Answer period and we will discuss and demo:

1. Disk Cleanup: It deletes; Temporary Internet Files, Temporary Files, Recycle Bin, Offline Web Pages, etc.

2. Defragment: (rearranges your data for faster access) As you add and delete programs and files your, it is scattered all over the hard drive Defrag rearranges your data so there are no empty spaces and the programs and data you use the most are put into the fastest accessible portion of your hard drive.

3. System Information. Tells you all about the Hardware and Software on your computer. (More than you want to know).
Will demo the free Belarc Advisor.

4. System Restore: Restores your system to a previous date. Say you installed a new program today and your computer went haywire, use System Restore to restore it to yesterday. Restore Point: Creates one when you download Windows updates.

5. Action Center: Manage security settings for Automatic Updates, Internet Options, and Windows Firewall. **What safety features are turned on.**

6. Anti-Virus programs:
For Windows 7, Microsoft Security Essentials
For Windows 8.1 Windows Defender

7. Power Options; puts your computer to sleep when not in use.

8. Configure Notification Area Icons. They are on the right side of the Taskbar.

9. msconfig: Too many people have too many programs starting up.

10. Ram, Processor or Chip, and Hard Drive

Please take note: There will be NO meeting in August.

kindest regards,

Joe Isaac

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One of the Herald- Leader's greatest treasures is its vast collection of news, feature and sports photographs that show the history of Lexington and Kentucky dating to the 1930s. Today we will begin sharing that treasure trove with you — at www.KyPhotoArchive.com , on social media and in print.

Read more here:

<http://www.kentucky.com/2014/06/29/3315878/kentucky-photo-archive-using-new.html>

Q. How do I increase the size of my font in Windows 7?

A. Right click on your desktop and choose Personalize. Then on the left side, click on the DISPLAY, select Smaller, Medium, Larger, Next, lick on Apply.

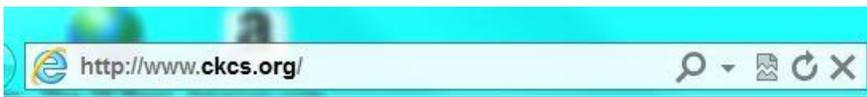
Check your Internet Speed: <http://www.pcpitstop.com/internet/bw.asp>

Drivers are mini-programs (instructions) that tell your computer how to use its hardware (like printers, scanners, etc.)

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Q. Where is the refresh button on tool Bar?

A. At the top of Internet Explorer 11 there is a **curved Arrow next to the X**, to Refresh click on it, or just hit F5 on the keyboard.



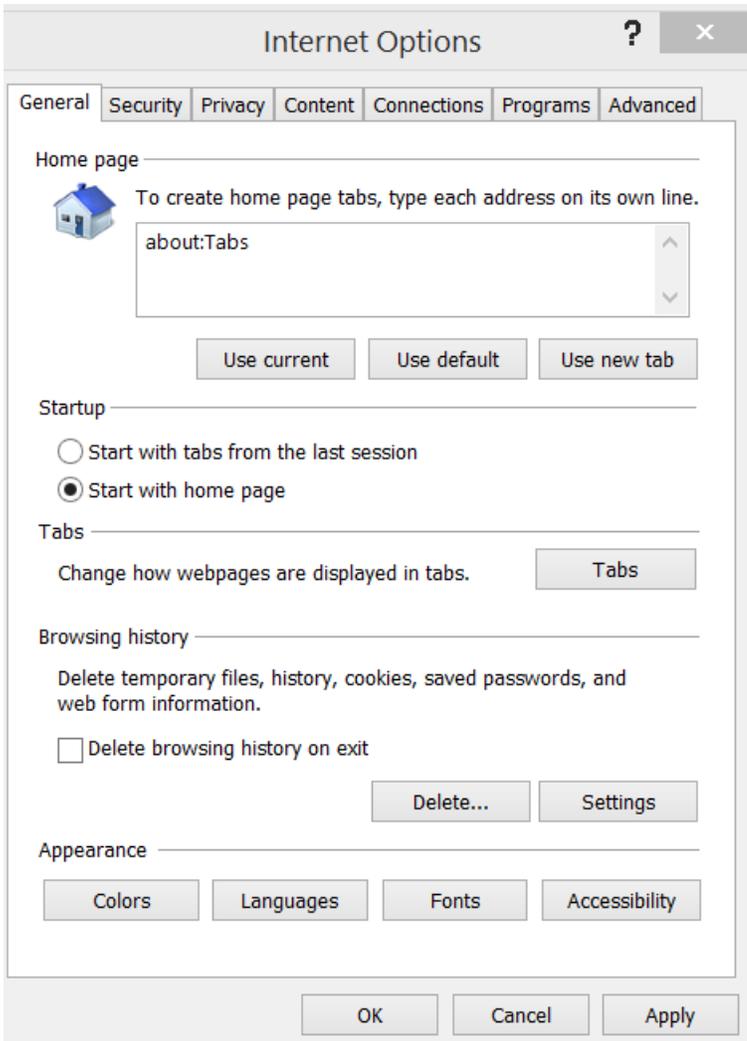
Q. How is the quickest way to switch between open programs or documents?

A. By Jerry Heaton: Do Alt Tab on the keyboard and it will show all open programs.

=====

Q. I am trying to find how to make my internet page blank like you do yours? Thanks,

A. Go to Control Panel, click on **Internet options** you get this screen.



Click on **Use new tab** and at the bottom click on **OK**.

Response: Got it! This is so much better! Thanks,

How to use the Snipping Tool on the Start Screen by Mike Seiler:

1. On the desktop open the Snipping Tool. Click on the Cancel button on the Snipping tool window.
2. Now go to the Start window. Press the CTRL + PRT SC keys. (i.e. the Control key plus the Print Screen key).
3. Your mouse cursor turns into the "+" symbol and the screen gray's out. You are now ready to snip the part of the screen you want to capture.

This method works for any app (program) you open from the Start screen. Also, these steps can be used to capture any drop down windows you might want to capture on the Desktop or the Start screen.

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From Carl Peter:

You have never seen fireworks like this, I hope!!! Surprising shapes and designs!!! Enjoy!!!! Chinese fireworks.....

http://www.youtube.com/embed/LpMB1OZ53g?feature=player_detailpage%22%20frameborder=%22%22%20allowfullscreen%3e%3c/iframe%3e&autoplay=1

Full Length Dubai New Year's Eve 2014 Guinness World Records Fireworks HD 1080p 3D

http://www.youtube.com/watch?v=IchJ_2paHNs

From Myra Engle

This is short and funny!

<https://www.facebook.com/photo.php?v=646039295421798>

30 Breathtaking Satellite Photos

<http://www.boredpanda.com/daily-overview-satellite-aerial-photography-earth/>

Finding Phone Numbers Online

www.anywho.com

1800free411

<https://www.yahoo.com/tech/in-this-short-and-sweet-ask-pogue-a-reader-wants-90089373179.html>

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Dear Classmates,

Tuesday, July 9 at 7 pm, we will have our Windows 7, 8, Vista, and XP Workshop.

Join us at CKCS and bring a friend!

After our Question and Answer period and we will discuss and demo:

- 1. Disk Cleanup:** It deletes; Temporary Internet Files, Temporary Files, Recycle Bin, Offline Web Pages, etc.
- 2. Defrag. (rearranges your data for faster access)** As you add and delete programs and files your, it is scattered all over the hard drive Defrag rearranges your data so there are no empty spaces and the programs and data you use the most are put into the fastest accessible portion of your hard drive.
- 3. System Information.** Tells you all about the Hardware and Software on your computer. (More than you want to know).
- 4. System Restore:** Restores your system to a previous date. Say you installed a new program today and your computer went haywire, use System Restore to restore it to yesterday. Restore Point: Creates one when you download Windows updates.

5. **Action Center:** Manage security settings for Automatic Updates, Internet Options, and Windows Firewall. **What safety features are turned on.**

6. **Microsoft Security Essentials** A free antivirus program.

7. **Power Options;** puts your computer to sleep when not in use.

8. **Configure Notification Area Icons.**

9. **msconfig:** Too many people have too many programs starting up.

10. **Ram, Processor or Chip, and Hard Drive**

Please take note: There will be NO meeting in August.

*kindest regards,
 Joe Isaac*

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Check your Internet Speed: <http://www.pcpitstop.com/internet/bw.asp>

Q. Joe, Can you help?

My computer screen keeps showing this message:

"An unknown application is trying to change your default search engine.

Changing these settings controls the way Internet Explorer treats search queries.

A. Do a System Restore to a date when this was not happening.

Response: Joe, I believe your suggestion is working. Thank you so much for your help.

Q. Joe: I noticed my automatic updates trying to download IE 9. Do I want to do that? Thanks!!

A. Yes, I been using it for months and like it. The address bar and the search bar are the same. It will take a little time to get use to it, but it is great.

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7 9 13 System Tools and System Restore Review *

Dear Classmates,

We had a good crowd and a great bunch of questions and answers. Thank you all. See you in September.

12 months of Windows Tips: <http://www.ckcs.org/joetips.pdf>

Please Remember there is no meeting in AUGUST.

Take care,

Joe Isaac

=====

In Windows 7 Vista, and XP:

(The globe at the extreme left side of your Taskbar is the Start button.)

1. Go to Start, in the search box type Disk Cleanup, and hit Enter.

I put a check mark in all the boxes, then click OK. You'll save hundreds of megabytes. You should do this every month or so.

2. Go to Start, in the search box type Defragment and hit Enter. at the bottom left click on Analyze disk and it will tell you if you need to Defrag. Defrag every 2 or 3 months. It takes an hour or so.

Remember: Uninstall any programs you no longer want, and Delete any files (documents, photos, emails, etc.) you no longer want, then do Disk Cleanup, then Defrag, in this order.

In XP go to: Start, Control Panel (classic view) click on Add or Remove Programs.

In Windows 7 and Vista: Start, type Programs and Features in the Start Search box.

If you click on the tabs at the top it will arrange the items in alphabetical or chronological order, click again and it will reverse them.

3. Go to Start, in the search box type System Information and hit Enter. It will tell you more than you want to know about your computer.

4. Go to Start, in the search box type System Restore and hit Enter.

(When you computers starts screwing up, restart it and if that does not fix it, use System Restore, go back a few days when your computer was working OK and restore to that date.) This does not affect your documents or email, etc, only your system files, etc.

Restore points are automatically created every time you download Windows updates.

One of the nice things about Windows 7 and VISTA is that you don't have to remember where System Information, System Restore, Action Center are located, you just type it in Start Search and hit Enter and it takes you there. Fantastic.

5: Go to Start, in the search box type Action Center and hit Enter. Click on the down arrow of Security and it will show what safety features are turned on. Like Firewall, Virus Protection, etc..

There is also a Troubleshooting Icon that will help you Find and Fix Problems.

6. Go to Start, in the search box type Essentials and hit Enter and it will bring up Microsoft Security Essentials. On the right are Scan Options that include Quick, Full, or Custom. You need to run a virus scan every month or so. I run Full scan when I first get a computer and Quick scans after that. If my computer acts funny I'll do a Full scan anytime. Full scans take a long time and you have to reset your Power Options to 2 hours.

Most antivirus software provides two different functions.

A. Real time virus protection. It listens for virus type activity at all times. If it detects something, it will identify the issue and remove the virus.

B. Full system scan. Those types of scans will actually inspect every file on your system for an infection. If it finds an infected file, it will handle the virus appropriately.

Update, History, and Settings should be viewed here.

7. Go to Start, in the search box type Power Options, and hit Enter. On the right of your checked plan, click on Change plan setting, I set mine to turn off display 10 minutes and put the computer to sleep in 15 minutes.

8. To configure the icons on the right side of the Taskbar (this is called the Notification area).

Go to Start, in the search box type Notification area, and hit Enter. On the right side use the down arrows to make your selection.

9. Too many people have too many programs starting up, this slow down your computer and uses your resources.

Go to Start, in the search box type **msconfig then hit Enter, at the top, click on Startup, now go down through this list and uncheck programs that you do not want to start up everytime you turn on your computer, you can always access these programs by typing there name in the Start Search Box.**

When you finish you should have no more that 4 boxes checked. Be sure your antivirus program is checked.

Don't be afraid to uncheck items, you can always go back and put the check mark back in. Only your Antivirus, like Symantec, McAfee, AVG etc. and your AntiSpyware programs needs to be there plus Microsoft item plus any other program you know and want to open at Start Up.

Every 3 or 4 months you need to go back and check this again. When you install new programs some have the audacity to put them in Start up without your permission.

(HOT TIP: Open Google, type in the file name you want to uncheck, it will have an .exe ending and Google will tell you what it is.) If you make a mistake just go back and put the check mark back in.

When you Start up your computer again, if you get a dialog box: Put a check mark in and click on OK.

Contrary to what you have been told over and over, it is a good idea to unsubscribe to spam you receive.

I know a lot of you are helping other people with their computers and that makes me feel really good.

In Windows 7: To get to the **Send to folder, paste in the following in the Start Search Box.**

%APPDATA%\Microsoft\Windows\SendTo

Let's say you wanted to add Notepad to the Send To menu. In the Start Search box type in Notepad, then RIGHT click on it, left click on Send to: Desktop (create shortcut) now drag the Notepad shortcut to the Send to Folder.

While there you may want to delete some items, just highlight it and hit the delete key on the keyboard.

MORE **SEND TO OPTIONS:**

In Windows 7 hold the Shift key down when you right-click a file or folder you'll get about 20 options instead of 7.

From Gene Wheeler: Letterman's top ten, Farmer's Almanac, Today's Photos, and a host of other information. <http://www.refdesk.com/>

What a Handsome Class. (older photos) like you didn't know.

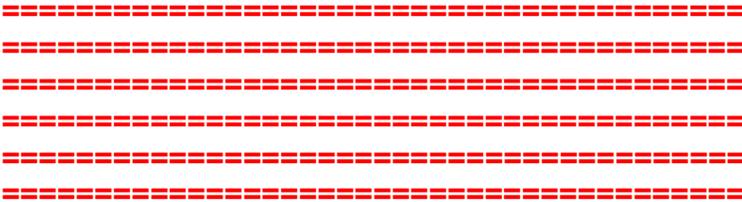












More Windows 10, Cortana, & EDGE*



Dear Classmates,

Our Windows 7, 8.1, & 10 workshop will meet Tuesday September 8, at **7 pm**. We will do a basic and detailed demonstration of Windows 10.

This will be another important workshop.

1. Desktop Screen.
2. Start Screen.
3. Cortana, she is a lot of help and fun.
4. Edge, Microsoft 's new speedy browser.
5. Questions from the classmates.

Please plan to attend, invite your friends, and bring your questions! If you cannot attend, you can watch it at home on your computer: <https://www.dropcam.com/p/g5PGQK> at **7 pm** Tuesday

Attached is Gene Wheeler's UK basketball schedule and roster.

Welcome to the wonderful world of computing.

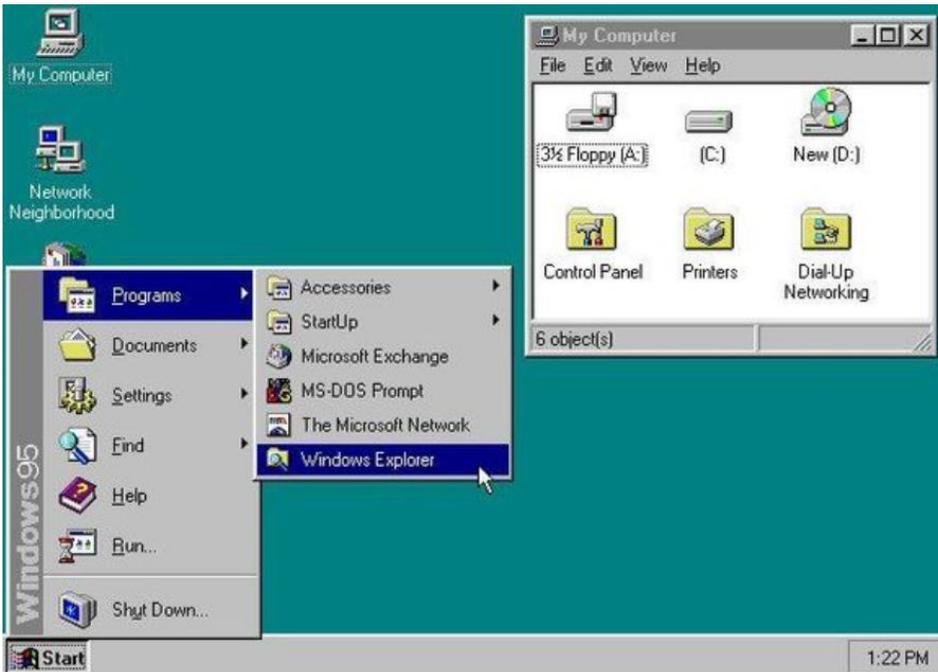
Joe Isaac

Windows 95 is 20 years old.

Twenty years ago, Microsoft changed the world by releasing Windows 95 on August 24, 1995.

I was at Best Buy when the doors opened at midnight, bought Windows 95 came straight home and installed it.

That was the year I started teaching at CKCS.



Windows 95 required a 386DX processor, 4MB of RAM, and 55MB of free space.

Windows 10 requires 1 GHz processor, 2 GB RAM 16 GB of free space.

A GB is a thousand times bigger than a MB.

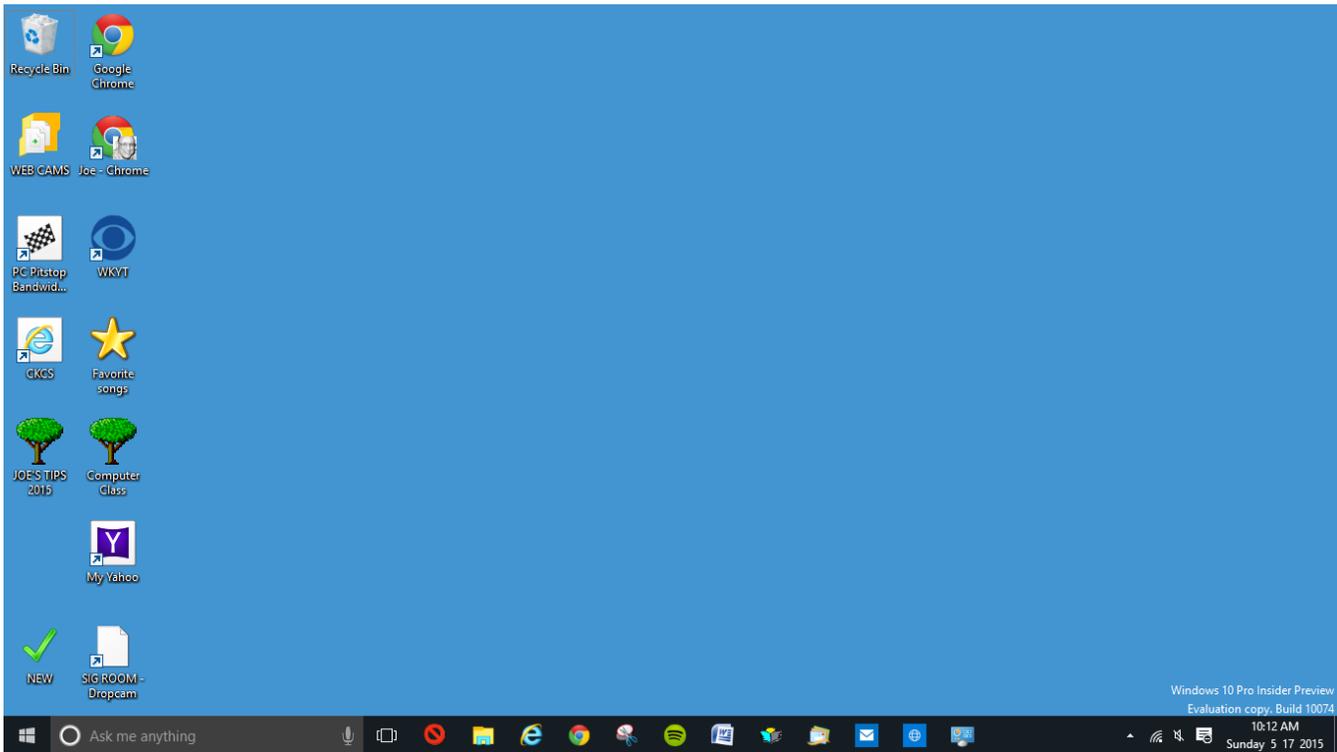
The familiar Windows 7 Desktop is back, only better.

These are **my** Windows 10 screens,

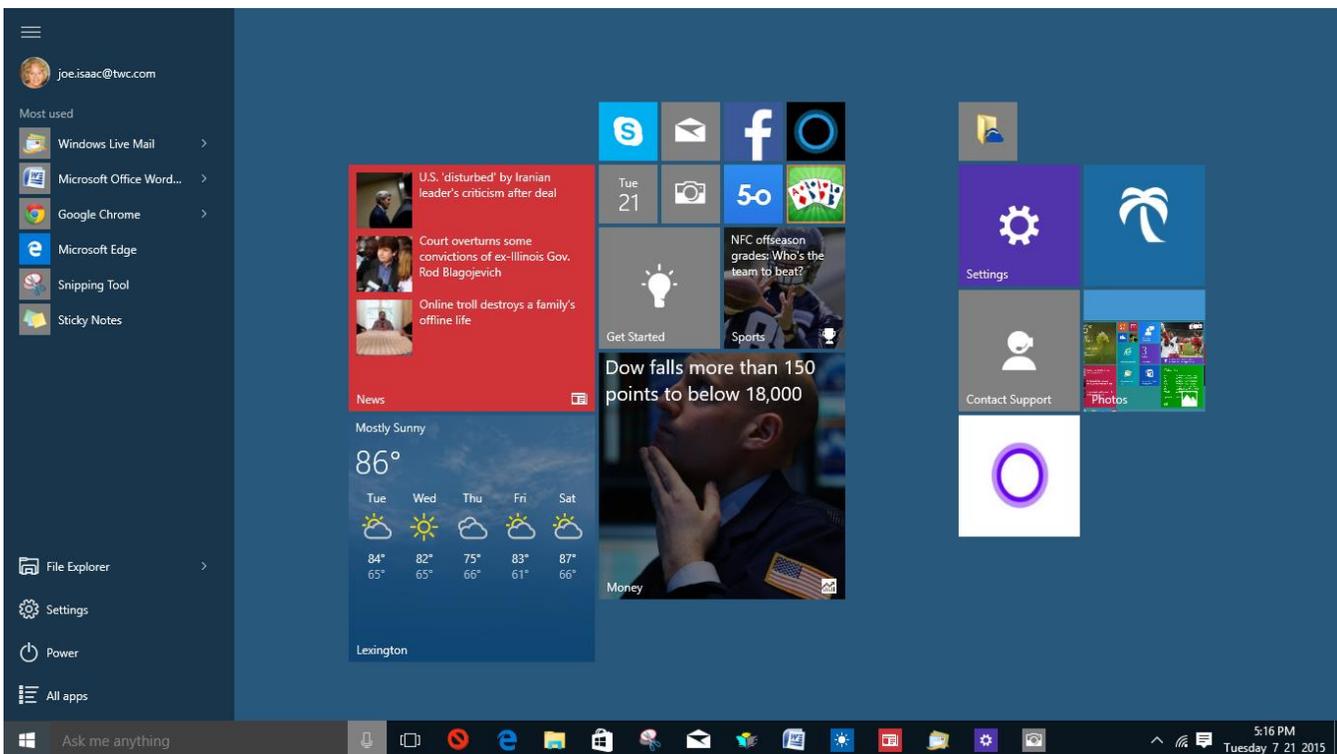
Your Windows will have your icons on the Desktop and Taskbar.

In the Taskbar you will have a few new icons which will make computing must faster and easier.

On the bottom left is the Start button, Search Box, a microphone icon, click on microphone icon and ask Cortana a question, or type in the Search Box. The next icon is called Task View and will show Apps that are open. Click on the crazy e and it will open EDGE.



Windows 10 has a Desktop Screen, just like Windows 7 -- only better. Windows 10 boots straight to the desktop.



This is Windows 10 Start Screen, It has a list of your most used apps, most visited folders and recently added software. If this list is not there, click on the 4 lines at the top left. **Power button on the bottom left (turn computer off)**

Bottom left, click on the 4 lines or All apps and you will see all your apps in a single list. Right click an App and select Pin to Taskbar, Pin to Start.

To toggle between the Windows Desktop Screen and the Start Screen, hit the Window key on the Keyboard or left click the Start button on the left side of the Taskbar. You might notice that both screens have the Taskbar.

You can still use your old programs like Windows Live Mail, Photo Gallery, Quicken, Word, and so on just like always.

"Dancin' The Boogie" - by Silvan Zingg Boogie Woogie Piano Will & Maéva Dancers (Best dancers I've ever seen. Joe.)
<https://www.youtube.com/watch?v=1QQzbCmlZM4>

SUGGESTIONS FOR YOUR NEW Windows 10 Computer.

(The speed of your new computer is going to be a lot faster than your old one.)

Processor: Latest generation Intel core i3, i5, i7 processor or AMD equivalent.

Memory: 4 to 8GB **DDR3**

Ports: Should have both USB3 and USB2 Ports (**USB3 is 10 times faster than USB2**)

Hard Drive: 500GB or 1TB

In addition to the above, a 256GB or larger Solid-State Hard Drive: (SSD) would give you lightning speed. It is a great option. It will spoil you.

SAMSUNG 250GB USB 3.0 Portable SSD T1 \$149.99

SSD Solid-State Hard Drives (SSD)

Use less power, enjoy faster performance.

From this:

To this:



SSD drives, faster than a speeding bullet.

Webcam: if a Laptop.

LCD Monitor: 15.6" or 17" for a Laptop, for a Desktop 24".

DVD-RW Drive: To burn CD's or DVD's.

Digital Media Reader: For your Digital Camera memory stick.

Windows Defender Antivirus program: comes with Windows 10 so you don't need Norton or McAfee. Windows Defender is a great Antivirus program.

As soon as you get online with your new computer go to: **Settings, Personalization, Update & security:** left click on **Check for updates.** This will update your antivirus and all Microsoft Programs

Please go to: <http://www.ckcs.org/joetips.pdf>
and click on **WINDOWS 10 TIPS**

**If you have a question please email me: joeisaac@twc.com
or call 299-6464.**

Laptops make up 80% of the consumer market,

The World's 14 Most Famous Piano Pieces

<http://www.babamail.com/content.aspx?emailid=17133&memberid=1014983#player>

Photo of Windows 10 Class 8 11 15



Panorama photo by **Jerry Heaton** (it was made by combining 3 photos)

Photos of Windows Class 2001

September 2001 COMPUTER FILE

Vol. 7, Issue No. 7

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Visit us at www.ckcs.org



JOE DOES WINDOWS AT SEPTEMBER MEETING

JOE ISAAC PRESENTS WINDOWS 98 AND ME ON MONDAY, SEPTEMBER 10

FREE "TIPS" DISK TO THE FIRST 75



The first 75 people to arrive at our September general meeting will receive a free floppy disk with Joe Isaac's latest collection of TOP FIFTY tips, tricks,

and techniques on Windows 98 and Me.

"This disk represents my life's work," Joe jokes. "It's a compilation of the tips I send out by e-mail." He has spent the last year editing these TOP FIFTY TIPS and it has been a job updating and indexing the tips for ease of use.

The disk contains basic things you need to know to make your computer faster and more fun. This is a must-have, written in easy-to-understand language. You'll love how the tips will help you enjoy your computer more.

During the meeting, Joe will demonstrate how to use the disk to find the things you need to know.

Please come early and bring a friend for a fun and informative evening.

CKCS General Meetings are free and open to the public. Arrive before 7 to qualify for door prizes.

HOW TO GET TO CLUCK EQUINE CENTER

Heading south (outbound) on Nicholasville Rd., after you pass the light at Waller Ave./Cooper Drive, turn left at the next street, Farm Road.

Do not park in the Faculty parking lot

to your right. Continue about a block and a half, and turn right (and then right again) into the Gluck Research Center parking lot directly behind the building.

To reach the second floor, use the exterior stairs near the parking lot, or come indoors and use the elevator on the west side of the building.

Be sure to stop at the sign-in table for door-prize tickets before you take your seat. Your proof of CKCS membership earns you two door-prize tickets.

WINDOWS SIG REGULARS PLEASE NOTE:

The General Meeting will take the place of our regular Windows 98 & Me Tuesday SIG. See you in October.

To receive Joe's weekly Tips & Jokes, e-mail him at j.isaac1@home.com



Another class at the UK Equine Center Jim McCormick photos:
Much better photo, can recognize several classmates.





9 8 15 More Windows 10, Cortana, and EDGE Review*

Dear Classmates,

Thank you very much for your questions, answers, and great attendance. Thanks to all the classmates who helped me.

There is a lot of information in this email, it should make your computing easier and more informative.

Corrected UK Basketball schedule and roster by Gene Wheeler is attached. For future updates email Gene Wheeler: geno2k14@outlook.com

Take care,

Joe Isaac

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Windows 10 is free until **July 29, 2016**, after that Windows 10 Home will cost \$119 and Windows 10 Pro will cost \$199.

Windows 10 is now on more than 75 million devices worldwide.

Hit the Windows key to toggle between the Desktop and Start.



Desktop screen

When you turn your computer on it will go to Desktop. To get to Start just hit the Windows key on your keyboard.

Right click the Desktop and click on Personalization

Here is where you configure your Desktop

1. **Left click on Background**, on the right middle, click on the down arrow for options. I picked Solid color, then click on Blue. If you want your favorite photo for a background right click on the photo and left click on **Set as desktop background**.

2. **Left click on Themes**, click on Desktop icon settings, please select Computer (which is **This PC icon**), One of the most important icon you will have. [This shows all your main Folders and Drives](#), Recycle Bin was already checked. Then click OK.

*Taskbar on both screens

When you turn your Windows 10 computer on you get the Desktop screen.

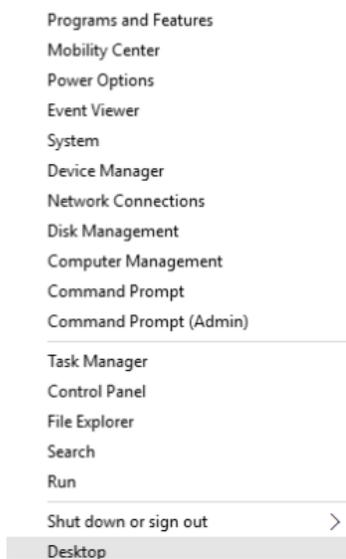
7 new icons in Taskbar, Start Button, Search box, Mike, Task View open 4 programs, Edge, File explorer, Notification icon.

1st icon: Start Button: left click it and it takes you to the Start Screen. which is very useful.

Right click the Start Button or on the Keyboard press the Windows key and X.

This is Win X Menu in 10 Very Useful

This is Win X Menu in 10



2nd part: Search box, type what you want to find.

3rd icon: Cortana mike: left click the mike and ask Cortana a question.

To configure Cortana:

Left click an empty space in the search blank, left click the Square Icon, then left click Settings for Cortana Options.

4th icon: Task View: show open files and folders and lets you switch between them.

5th icon: EDGE,  Microsoft new, best, fastest web browser. Beats Internet Explorer a mile. Edge is the default browser on all Windows 10 computers.

To configure EDGE: left click the 3 dots in the upper right hand corner, then click on Settings. Select options. Then click on View advanced settings and select.

You are going to love this: reading view, which strips away all the menus, ads and other distracting elements that run alongside the text. In the upper right corner left click on the book.



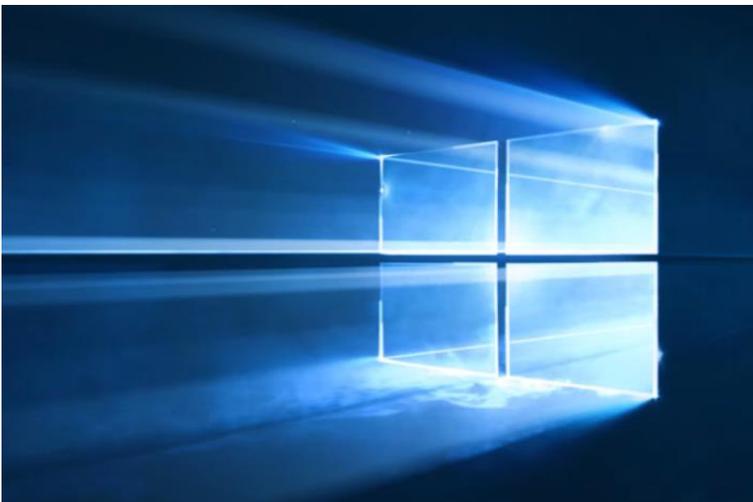
To make a Web page a Favorite click on the Star at the upper right or do Control D on the keyboard, then click on Add.

6th icon: File Explorer, Shows Frequent folders and Recent files used.

7th icon: Notification icon, click on it for information and tips from Microsoft.

Also go to: Please go to: <http://www.ckcs.org/joetips.pdf> and click on Windows 10 TIPS

Any questions please email joeisaac@twc.com or call 299-6464



If you want to download Windows 10 now and not wait for a notice from Microsoft. Click on this link for Windows 7, 8, and 8.1 and follow instructions.

If your Windows update is up to date, your System Requirements should be OK.

<http://www.microsoft.com/en-us/software-download/windows10>

IMPORTANT: To upgrade for free, select **Upgrade this PC now** in the tool. You should **NOT** be asked for a product key during the upgrade process.

Windows product key (xxxxx-xxxxx-xxxxx-xxxxx-xxxxx).

Just do this first: go to Control Panel, click on System and see if you have a 32-bit or 64-bit version of Windows and download the proper version.

[Download Tool Now \(32-bit version\)](#)

[Download Tool Now \(64-bit version\)](#)

I used the 64-bit version link to download Windows 10 for my Desktop and my Laptop and everything went smooth. Call me at 299 6464.

Difference between Windows 10 Home and Windows 10 Pro

Features	Windows 10 Home	Windows 10 Pro
Start Menu	Yes	Yes
Cortana	Yes	Yes
Battery Saver	Yes	Yes
Windows Update	Yes	Yes
Cortana	Yes	Yes
Windows Hello	Yes	Yes
Virtual Desktops	Yes	Yes
Snap Assist	Yes	Yes
Continuum	Yes	Yes
Microsoft Edge	Yes	Yes
Device Encryption	Yes	Yes
Domain Join	No	Yes
Group Policy Management	No	Yes
Bitlocker	No	Yes
Remote Desktop	No	Yes
Microsoft Passport	Yes	Yes
Device Guard	No	Yes

The Glenn Miller Story 1954 complete full movie
<https://www.youtube.com/watch?v=SITQR8Y8Jf4>

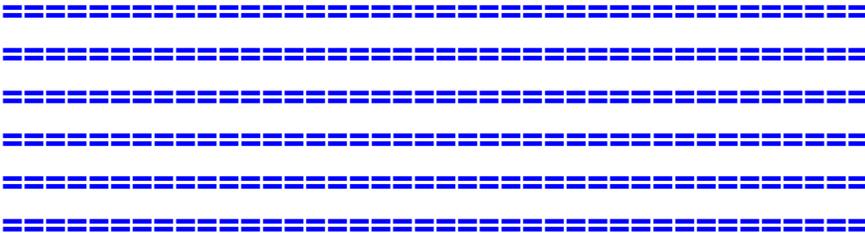
James Stewart Movie Documentary
<https://www.youtube.com/watch?v=EVn-NCXXoRo>

John Wayne Documentary
<https://www.youtube.com/watch?v=pD48yKXh9sA>

Handsome Class and smart too.







++More Windows 10, Cortana, EDGE

Thought you would like this photo.



10 13 15 ++More Windows 10, Cortana, EDGE*

Dear Classmates,

At our meeting on Tuesday, October 13, 7pm, after class questions, We will:

- 1. Tips on Start.**
- 2. Demo OneNote, Alarms & Clock, and Task Manager**
- 3. Disk Cleanup, will add GB's to your hard drive.**
- 4. Demo Security and Maintenance.**
- 5. Demo **Check for updates**, and **View installed updates**.**

Please plan to attend, invite your friends, and bring your questions!

If you cannot attend, you can watch it at home on your computer:
<https://video.nest.com/live/g5PGQK> at 7 pm Tuesday

Happy Computing,

Joe Isaac

=====

FYI:

My Joe does Windows .doc file was 26.8MB, made it a pdf file and it was 9.71MB, amazing.

How to sign into Windows 10 automatically?

After updating to Windows 10, many users find that they must sign in to Windows using a password, even if they previously did not. I'll show you how to sign in to Windows 10 automatically.

https://askleo.com/how-do-i-sign-in-to-windows-10-automatically/?awt_l=H1NeV&awt_m=K52wSWIPOJdfbL

Survey: Users love their desktops more than their cheapo tablets

Keyboard Shortcuts That Work in All Web Browsers

Ctrl+9 – Switch to the last tab.

Ctrl+Tab – Switch to the next tab

Ctrl+Shift+T – Reopen the last closed tab.

Ctrl+T – Open a new tab.

Ctrl+N – Open a new browser window.

Alt+F4 – Close the current window. (Works in all applications.)

F5 – Reload.

Escape – Stop.

Alt+Home – Open homepage.

=====

Zooming

Ctrl + Spin mouse wheel – Zoom in.
Ctrl + Spin mouse wheel — Zoom out.
F11 – Full-screen mode.

Scrolling

Page Down – Scroll down a frame.
Page Up – Scroll up a frame.
Home – Top of page.
End – Bottom of page.

History & Bookmarks

Ctrl + H – Open the browsing history.
Ctrl + D – Bookmark the current website.

Ctrl + P – Print the current page.

=====

what is a "Server" anyway?

A server is nothing more than a computer that provides services or resources to other computers.

Vintage Tips from the 1900s

<http://www.ba-bamail.com/content.aspx?emailid=17529&memberid=1014983>

Our President, Brooke Thomas, took these great photos last year.





Sing Along with the Rock 'n' Roll Hits of the 50s...

The evolution of rock 'n' roll in the 1950s defined of the most exciting times in the history of popular history. Here are 15 classic songs.

<http://www.ba-bamail.com/content.aspx?emailid=17446&memberid=1014983>

What's the richest country in the world? Which is the hottest place on Earth? And which country is the safest? Here's where you can satisfy your curiosity ...

<http://www.ba-bamail.com/content.aspx?emailid=17438&memberid=1014983>

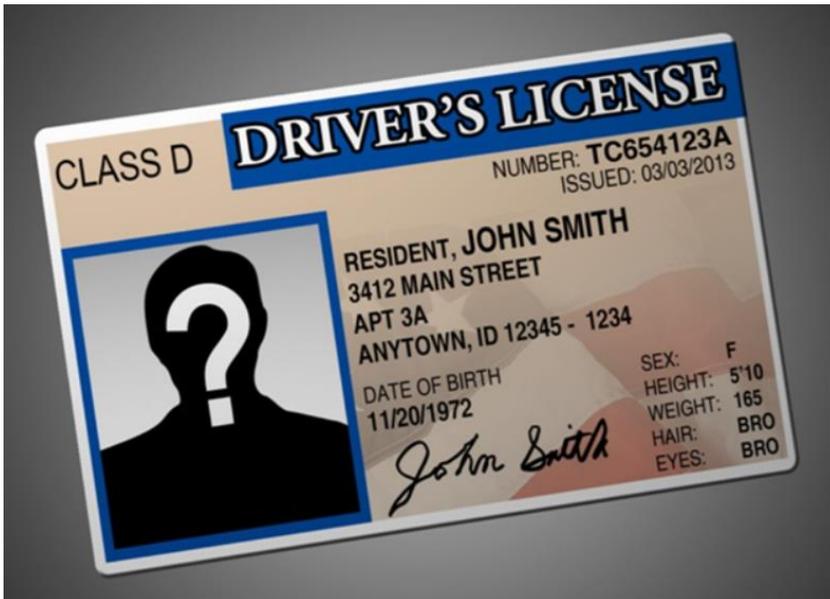
The US Citizenship Test

<http://www.ba-bamail.com/content.aspx?emailid=17532&memberid=1014983>

15 of The Bee Gees' Best Songs

<http://www.ba-bamail.com/content.aspx?emailid=17540&memberid=1014983>

Federal deadline for Kentucky driver's licenses approaching



<http://www.wkyt.com/home/headlines/Federal-deadline-for-Kentucky-drivers-licenses-approaching-330432591.html>

How to upgrade to Windows 10

<http://www.ba-bamail.com/content.aspx?emailid=17553&memberid=1014983>

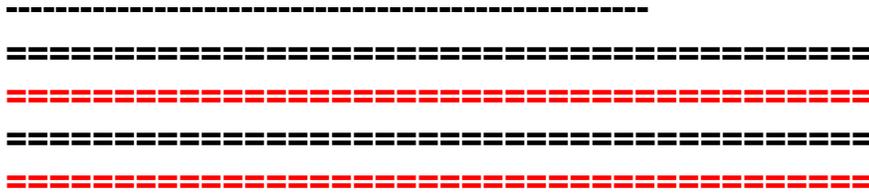
Q. Sent: Sunday, October 4, 2015
To: joeisaac@twc.com
Subject: A question

Dear Joe, I have a question about the mouse and scrolling which I could not find in your TIPS.
I used to be able to use the scroll roller to move one line or item at a time. I now find it moves 4-5 rows or items at a time. Is there a setting where I can go back to just one row scrolling?

Thanks so much!! I happily stay a devoted member but live 40 miles away so have not been able to come to many SIGS. However I like the live streams and especially the newsletters.

A. Glad you watch the class on the Internet and like the newsletters. To adjust the mouse and wheel go to: Control Panel, click on Mouse.

Response: Thanks so much. Perfect solution.



10 13 15 #More Windows 10, Cortana, EDGE Review*

Dear Classmates,

Great class, thanks for attending, and thanks for watching online. Please take your time reading this email, and use only what you want.

Happy computing,

Joe Isaac

START screen:

Right click the Desktop and left click on Personalization
Here is where you configure START.

1. On the left side, left click START, I selected all but: Use Full start screen. At the bottom click on **Choose which folders appear on Start** and select the ones you want. I chose: File Explorer, Settings, Documents, Pictures, and Personal folders.

← Settings

PERSONALIZATION Find a se

Background

Colors

Lock screen

Themes

Start

Start

Occasionally show suggestions in Start On

Show most used apps On

Show recently added apps On

Use Start full screen Off

Show recently opened items in Jump Lists On

Choose which folders appear on Start



CHOOSE WHICH FOLDERS APPEAR ON START

File Explorer



Settings



Documents



Downloads



Music



Pictures



Videos



HomeGroup



Network



Personal folder



2. At the bottom left, click on All apps, scroll, Right click any App and select: Pin to Start, Pin to Taskbar

Click on the down arrow on the Windows Accessories App, it contain Internet Explorer, Snipping Tool, etc..

3. On Start, right click the Icons you do not want on Start, and select: Unpin from Start.

4. To Configure the tiles, right click the tile and select:

Resize: select, Small, Medium, Wide and Large or:
Turn live tile on or off.

5. On the top left you will see your most used Apps.

6. On the bottom left you will see Folders or Apps you put there.

7. On the bottom left you will see Power button **Four lines Bottom left All apps. App**

Notice: if the App has a down arrow after it, click on the down arrow for other options.



Advanced Tips:

Alarms & Clock

<http://www.howtogeek.com/225211/how-to-set-timers-alarms-and-stopwatches-in-windows-10/>

OneNote: Go to Start, left click Apps, scroll to OneNote, right click Pin to Taskbar.

Task Manager: Right click empty space on Taskbar left click Task Manager, if you do not get page of item at the bottom left click More details, Now go to the top and click on Startup and disable everything except your antivirus, if it is there.

You can also close a stubborn program by right clicking it and left click End task.

To see your Windows 10 updates: Go to Control Panel, Programs and features, on the left top, click on View installed updates.

Also go to: Please go to: <http://www.ckcs.org/joetips.pdf> and click on Windows 10 TIPS

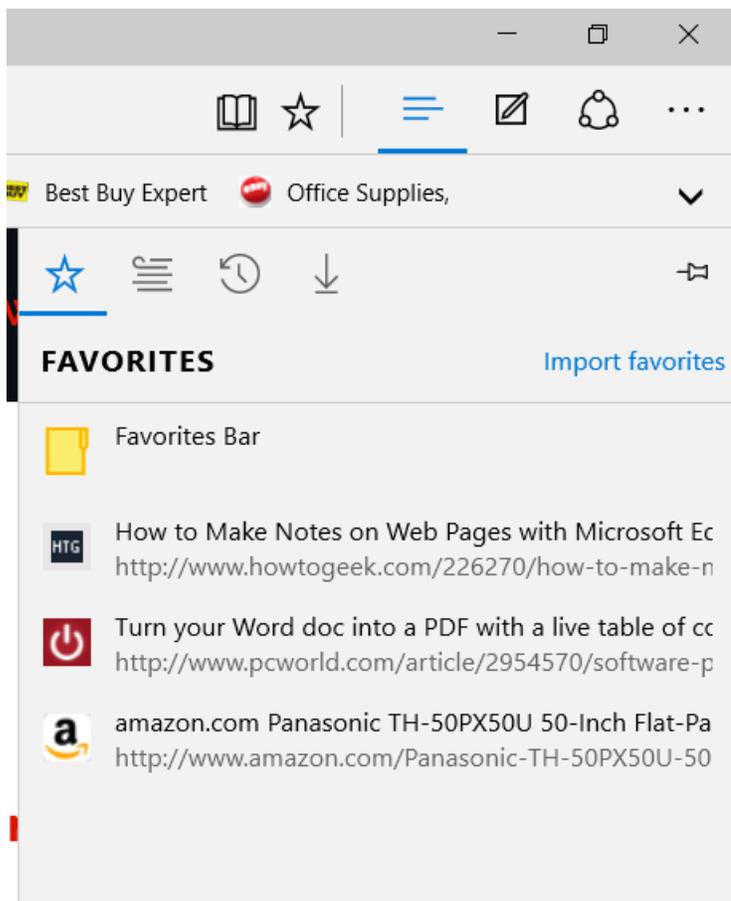
Any questions please email joeisaac@twc.com or call 299-6464

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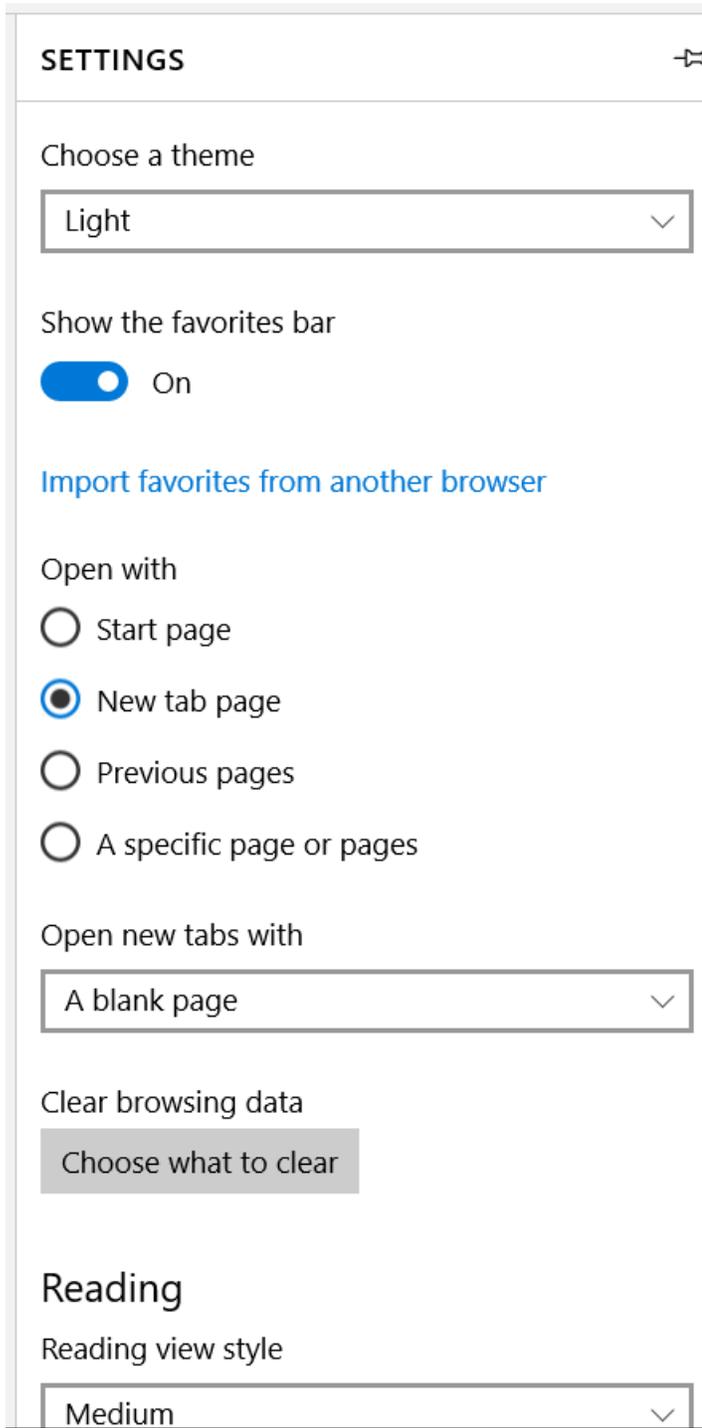
=====

EDGE,  Microsoft new, best, fastest web browser. Beats Internet Explorer a mile. Edge is the default browser on all Windows 10 computers.

The 3 blue lines are called the Hub, and it contains: Favorites, Reading List, History, Downloads.

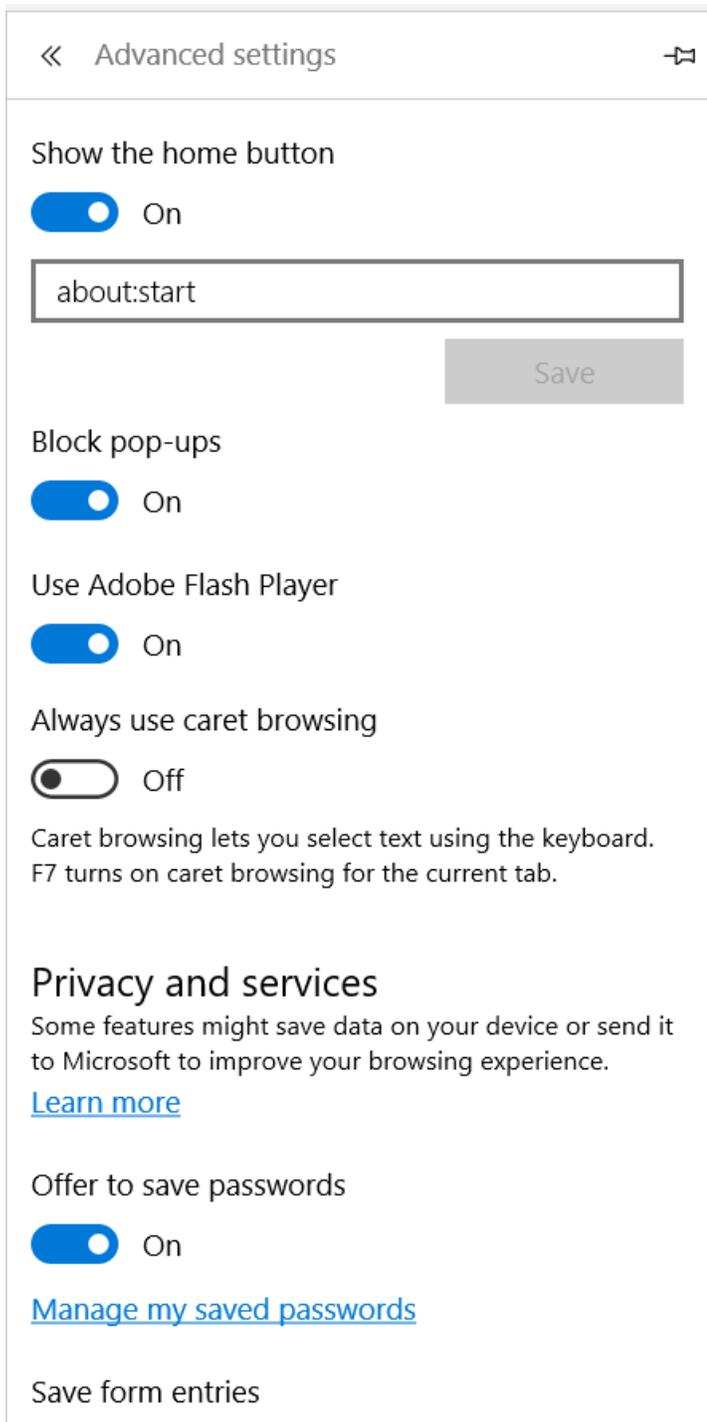


To configure EDGE: left click the 3 dots in the upper right hand corner, then click on Settings. Select options. Then click on [View advanced settings](#) and select.



The image shows a screenshot of the Microsoft Edge Settings application. The window title is "SETTINGS" with a close button in the top right corner. The settings are organized into sections:

- Choose a theme:** A dropdown menu is set to "Light".
- Show the favorites bar:** A toggle switch is turned "On".
- Import favorites from another browser:** A blue link for importing data from other browsers.
- Open with:** Radio buttons are present for "Start page", "New tab page" (which is selected), "Previous pages", and "A specific page or pages".
- Open new tabs with:** A dropdown menu is set to "A blank page".
- Clear browsing data:** A button labeled "Choose what to clear" is visible.
- Reading:** A section header for reading settings.
- Reading view style:** A dropdown menu is set to "Medium".



You are going to love this: reading view, which strips away all the menus, ads and other distracting elements that run alongside the text. In the upper right corner left click on the book.

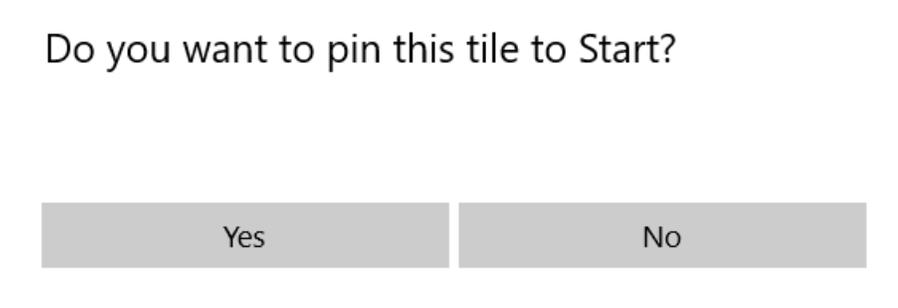


To make a Web page a Favorite click on the Star at the upper right or do Control D on the keyboard, then click on Add.

Another great option:

To make a Web page a Favorite click on the Star at the upper right or do Control D on the keyboard, then click on Add.

To copy a web link in EDGE. While on the web site, at the upper right click on the 3 dots, then click on **Pin this page to Start**, you will get **Do you want to pin this tile to Start?** then click on Yes.



Get answers from Cortana

When you stumble across a **topic on the web** you'd like to know more about, Highlight a word or phrase, right-click it, then click on **Ask Cortana** to find out all about it.

Sometimes you have to click on Copy, the do Control V in Cortana Search blank.

Need help with Windows 10?

Get answers to your questions here.

<http://windows.microsoft.com/en-us/windows-10/support>

From Gene Wheeler: BASKETBALL SPORT SITES

SOME ARE CURRENT, MOST ARE FREEBIES, ENJOY AND FOLLOW THESE BY CHECKING ABOUT TWICE A WEEK. GO BIG BLUE!!!

1. www.UKathletics.com
2. www.kentuckysportsradio.com
3. www.aseaofblue.com
4. www.kentuckysports.com
5. <http://ukrecruiting.bloginky.com>
6. www.CoachCal.com
7. www.Kentucky.com
8. www.spams-ukwildcatbasketball.com
9. <http://www.collegerpi.com/subs/index.html>

Cookies are good:

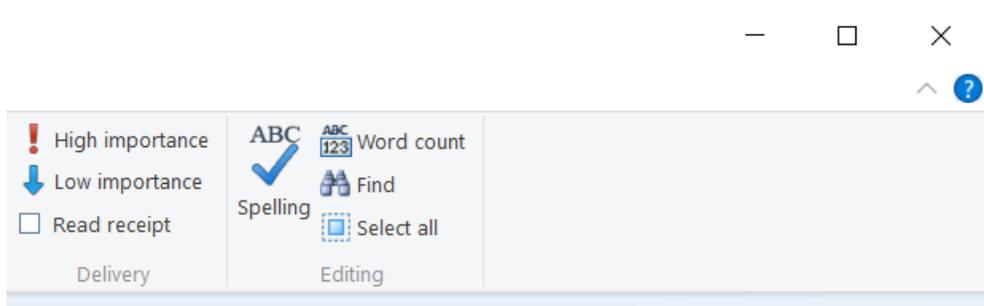
A **cookie** has your name, e-mail address, interests, login information etc.. that is provided by a web page and downloaded by your browser and stored on your machine so the next time your browser requests a page from that same domain, the information is there. You do not have to fill in the information again.

From Myra Engle: You might want to save this web site. Whole BUNCH of search engines/sites: <http://www.allmyfaves.com/>

Blue Danube:

<https://www.youtube.com/watch?v=IDaJ7rFg66A&index=4&list=PL553781589C6A7639>

Read receipt: Windows Live Mail.



When sending an email, put a check mark in **Read receipt** and when the person opens your email you will get this email notice.

From: [Jerry Heaton](#)

Sent: Monday, September 21, 2015 9:05 AM
To: ['Joe Isaac'](#)
Subject: Read: the CKCS newsletter for Oct 2015

Your message

To: Jerry Heaton
Subject: Re: the CKCS newsletter for Oct 2015
Sent: 9/21/2015 8:15 AM

was read on 9/21/2015 9:04 AM.

In case you did not read this in the October Newsletter:

**To use Cortana with a Desktop computer you need a video camera:
(It is a combination microphone and camera.)**



You attach this to the top of your monitor and plug it into a USB port. They cost around \$40. Laptops have a built in video camera.

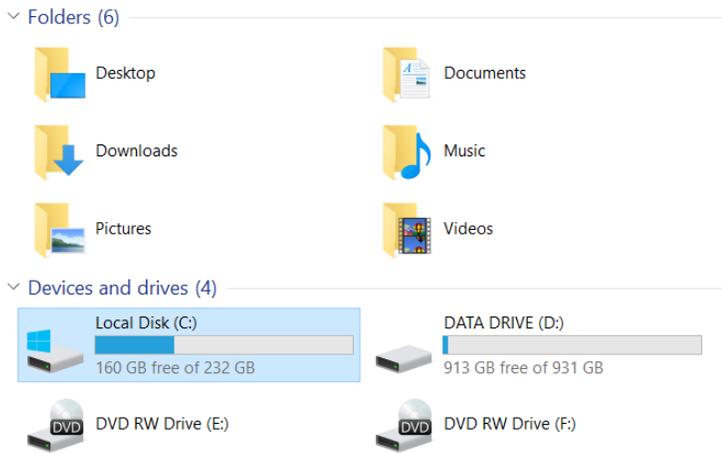
Windows 10 is free until July 29, 2016, after that date you pay over a \$100 for it. You should download it now, it is a great operating system.

See FAQs

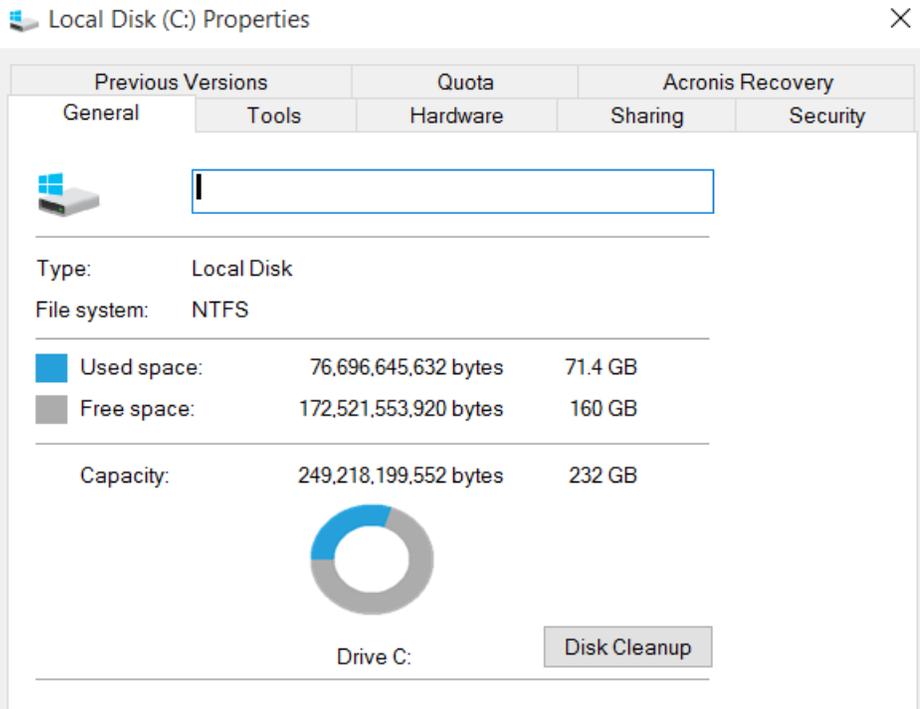
<http://www.microsoft.com/en-us/windows/windows-10-faq?&SEMID=1&WT.srch=1&ocid=Win10Upgrade> SEM BNG MSBranded AC TV en-US sitelink&wt.mc id=Win10Upgrade SEM BNG MSBranded ACTV en-US sitelink

Free up disk space

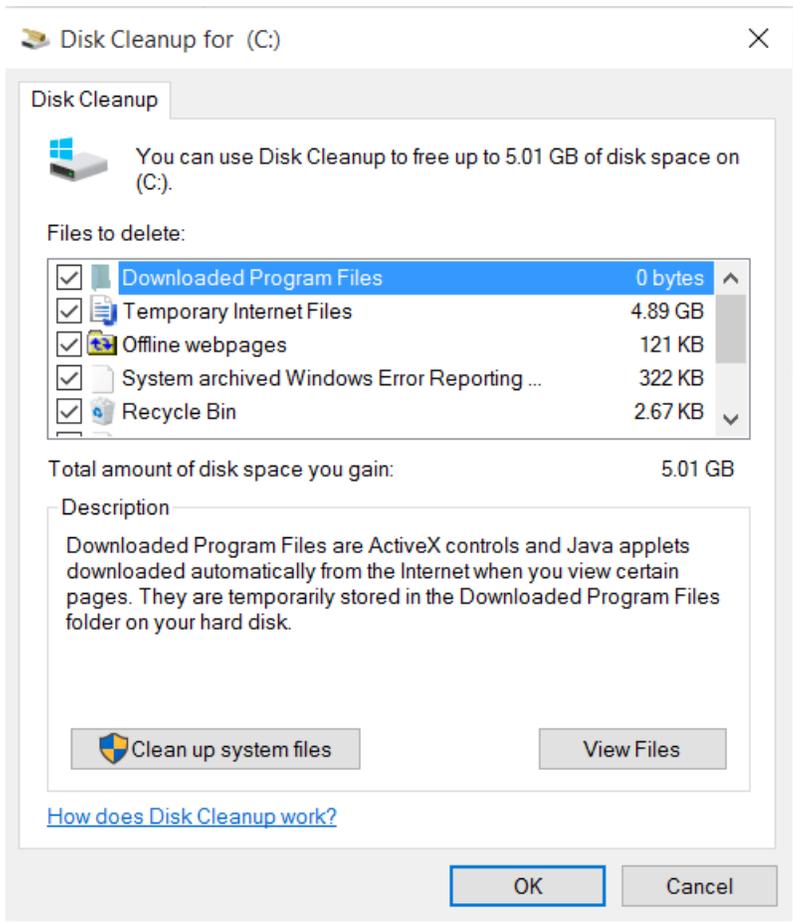
Delete unneeded files. Right click the Start button, left click File Explorer or This PC.



RIGHT click Local Disk (C:), left click Properties,



Left click Disk Cleanup. In a few seconds this screen will come up



**Put a check mark in each one and click OK.
These are all unneeded files. This will give you back a lot of disk space.**

This works the same way in Windows 7 and Windows 8.1 just start where you right click of the C Drive.

If you printer will not work after you upgrade to Windows 10:

Turn your printer on:
Go to Control Panel, click on Devices and Printers, if you see your printer there it should have a check mark on it to signify it is your default printer, if not Right click your printer, click Set as default printer.

If the printer is not there, at the top click on Add a printer.

=====

**FYI: I received this email with an attachment, which I did not open.
This is old but is going around again.**

From: America Airlines
Sent: Thursday, September 10, 2015 9:54 AM
To: joeisaac@twc.com
Subject: Your ticket order #00000360168 approved

Dear customer,

Your payment has been successfully processed and charged from your credit card. Please check your e-ticket in the **attachment** to this e-mail.

Below you can find the order details and e-ticket information:

FLIGHT NUMBER : BQ990936
DATE & TIME : Sep 14 2015, 18:50
DEPARTING : Long Beach
TOTAL PRICE : \$ 610.00

Thank you for flying with America Airlines.

I went to: <http://www.snopes.com/fraud/phishing/aa.asp>

or <http://www.snopes.com> and found it was a scam.

snopes.com: American Airlines ••••

Is a scam being spread via American Airlines ticket confirmations?

Another good web sight is

<http://www.consumerfraudreporting.org/emailhoaxes.php>

Five tips for getting the most out of Windows 10

<http://www.itbusiness.ca/news/five-tips-for-getting-the-most-out-of-windows-10/60024>

Windows 10 tips, tricks, secrets, and shortcuts:

1. Open a File Explorer windows fast
2. Customize the Quick Access list
3. Change File Explorer's opening folder
4. Use the expanded Send To menu
5. Customize the Send To menu
6. Customize the Quick Access toolbar
7. Master advanced search
8. Pin saved searches to Start
10. Group files

http://www.zdnet.com/article/windows-10-tips-tricks-secrets-and-shortcuts-file-explorer/?tag=nl.e541&s_cid=e541&ttag=e541&ftag=TRE7ce1dc9

THE NOSTALGIA MUSIC MACHINE

<http://thenostalgiamachine.com/index.html>

Q. Sent: Sunday, October 11, 2015
To: [Joe Isaac](#)
Subject: Windows 10

Joe,
I have Windows 7 and Microsoft Office 2010

If I download Windows 10 will I lose my Word program or any other programs which I have added ~~ such as Paint Shop Pro or Print Master?

A. No, you will not lose them.

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Internet Safety, Control Panel & Skype*



**Millions
fall victim
to internet
crime every
DAY...**

**Are YOU
Next?**

Internet Safety, Control Panel & Skype*

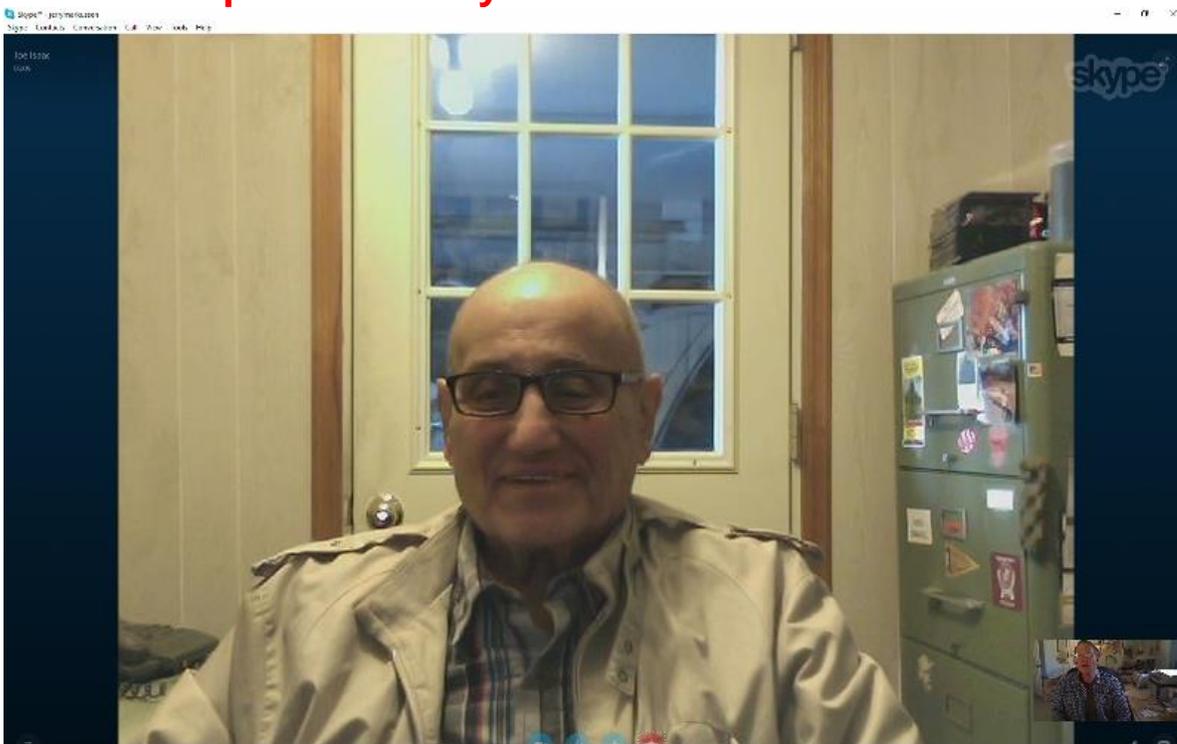
Dear Classmates,

Tuesday, November 10 at 7 pm at CKCS we will Demo:

- 1. Internet Safety: Security Screen, Windows Defender.**
- 2. Control Panel: Great place to configure your computer.**
- 3. System restore. (This will save your life)**
- 4. Crash course in Skype. (Talk and see the person you are talking with.) I'm Skyping with Jerry Markussen.**



This is his picture on my monitor.



This is my picture on his monitor.

5. The best way to explore and enjoy the items on Joe's Tips CD, (A pleasant way to spend some time.)

Fantastic Photos, Beautiful Scenes, Songs, Really Funny Jokes,
"Entertaining" web sites and "Learning" web sites

6. Questions on Windows 10.

Remember to err is human, to really screw up you need a
Computer.

kindest regards,

Joe Isaac

These are still great downloads:

Download and install Windows Essentials, which includes **Photo Gallery, Mail, Movie Maker.**

When downloading be sure to click on;

Choose the programs you want.

<http://windows.microsoft.com/en-us/windows-live/essentials>

To wrap text around a photo: courtesy Jerry Heaton

Right Click on the photo, click on Format Picture, Layout, Square.
Left click and drag photo into the text left or right.

**By Default, Windows 7, 8.1, 10 automatically synchronizes the
computer time with an Internet Time server once a week.**

What's the Windows "Registry?"

The registry is used to store system and program settings.
(configurations). Say you set a font it will make an entry into the
registry. Next time you run the program, it brings up that font.

=====

QUESTIONS AND ANSWERS:

**Q. Do you accept any and all Microsoft Windows Update
automatically to your computer?**

A. Yes.

Windows 3.1	1992
Windows 95	1995
Windows 98	1998
Windows Millennium 2000	
Windows XP	10 25 01
Windows Vista	1 31 07
Windows 7	10 22 09
Windows 8	10 26 12
Windows 8.1	10 18 13
Windows 10	7 29 15

From Gene Wheeler: This site is loaded with information.

<http://www.refdesk.com/>

**From Myra Engle: 100 Movie Quotes like
Bond, James Bond.**

http://www.flixxy.com/100-movie-quotes-american-film-institute.htm?utm_source=nl#.UcBYhJJm3nI.email

Witty Quotes:

<http://www.curatedquotes.com/witty-quotes/>

All kinds of Quotes:

<http://www.curatedquotes.com/>

=====

I sent this comment to WKYT.

Just want to say you have a fantastic web page at

<http://www.wkyt.com/>

**The weather map and its options are great, so are the Sky Cams
and all the other options.**

I visit it once or twice a day. Your IT man deserves a raise.

Enjoy ! Beautiful fall colors.

<http://www.boredpanda.com/before-and-after-autumn-photography/>

Computer Talk: VIRTUAL

Temporarily simulated or extended by computer software:

Google upgraded its logo.



'=====

11 10 15 Internet Safety, Control Panel & Skype Review*

Dear Classmates,

This email contains a huge amount of information, please take your time and read the parts you wish to use.

What a fun night. Lots of fun and learning. Good crowd.

Big thanks to **Jerry Heaton** down in Fort Lauderdale, Florida for Skyping with us.

Gene Wheeler's U K Roster and Schedule is attached. If you wish to be on his mailing list, please email him: geno2k14@outlook.com

Larry Mitchum attended our meeting last night, he sends out the email that announces things to come at CKCS. He is the Mail Chimp manager and works hard for CKCS.

Big time information on: <http://www.ckcs.org/joetips.pdf>

kindest regards,

Joe Isaac

1. Internet Safety.

Keeping your computer safe on the internet.

For Windows 7 and 8.1:

Click on Control Panel, Action Center

Click on the Security down arrow and check it out, then click on the Maintenance down arrow and check it out.

For Windows 10:

Go to Control Panel, **Security and Maintenance**, **click on** down arrow in each and check it out.

Security Screen:

Control Panel Home

Change Security and Maintenance settings

 Change User Account Control settings

 Change Windows SmartScreen settings

View archived messages

Review recent messages and resolve problems

No issues have been detected by Security and Maintenance.

Security

Network firewall	On
 Windows Firewall is actively protecting your PC.	
Virus protection	On
 Windows Defender is helping to protect your PC.	
Spyware and unwanted software protection	On
 Windows Defender is helping to protect your PC.	
Internet security settings	OK
All Internet security settings are set to their recommended levels.	
User Account Control	On
UAC will notify you when apps try to make changes to the computer.  Change settings	
Windows SmartScreen	On
Windows SmartScreen is helping to protect your PC from unrecognized apps and files downloaded from the Internet.  Change settings	
Microsoft account	OK
Your Microsoft account is working properly. View Microsoft account settings	

See also

[File History](#)

SECURITY SCREEN:

Security



Maintenance



Check for solutions to problem reports On

[Check for solutions](#) | [View reliability history](#)

Automatic Maintenance No action needed

Last run date: 9/23/2015 12:39 PM

Windows automatically schedules maintenance activities to run on your computer.

 [Start maintenance](#) | [Change maintenance settings](#)

HomeGroup A homegroup can be created

Share your files and printers with other people on your network.

[Create a homegroup](#)

File History Running

[Change settings](#) | [Restore personal files](#) | [Stop](#)

Drive status OK

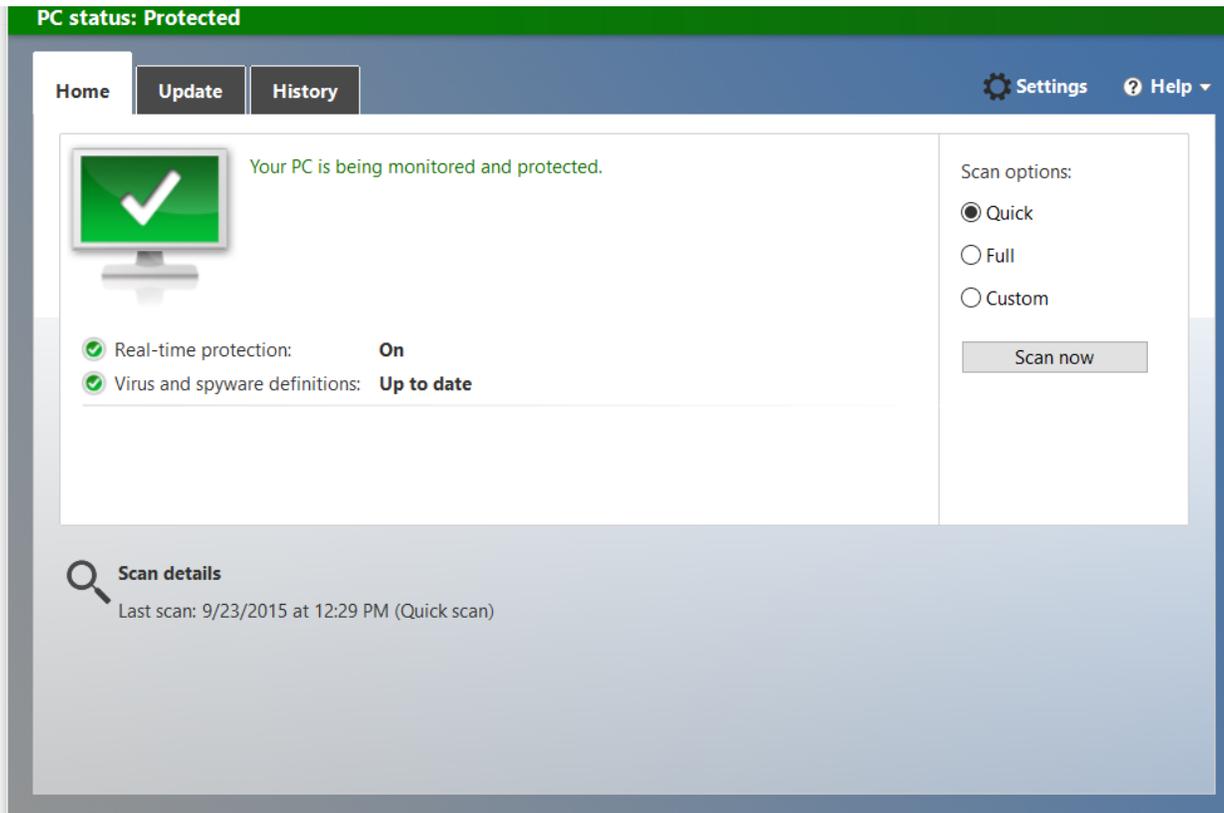
All drives are working properly.

Device software No action needed

Make sure your computer has these safeguards.

=====

Go to Control Panel, Windows Defender, to get this screen:



If you wish to run a Scan, Update, History, and Settings:

The first Scan I run is Full, after that I just run the Quick Scan. If my computer acts up or I think I may have picked up a virus, then I run the Full Scan.

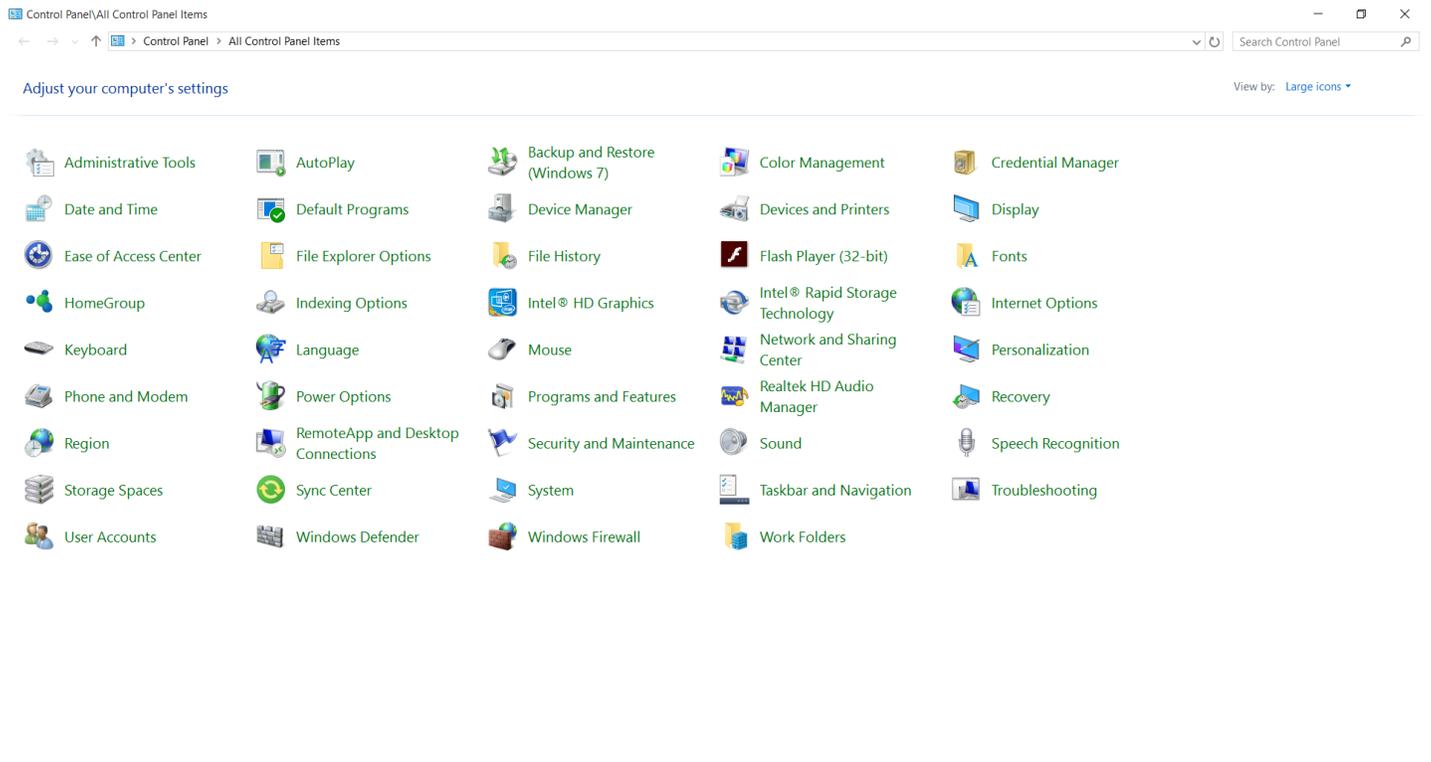
Please back up your documents, photos, email addresses, etc. to a flash drive monthly.

Please don't open unknown attachments or click on unknown web sites.

Windows Defender antivirus Comes Preinstalled In Windows 10.

For the first time in the history of Windows, you'll enjoy protection from viruses, spyware, Trojan horses, rootkits, and other malware from the very first day you turn on your Windows PC--without spending a cent.

2. Control Panel.



If you don't get this screen when you click on Control Panel, in the upper right corner click on View by: and click on Large icons.

We will demo:

Default Programs, File Explorer Options, Devices and Printers, Display, Mouse, Programs and features, **Recovery (system restore)**, Security and Maintenance, System, Windows Defender.

3. System restore. (This will save your life)

Control Panel: Recovery, Open System Restore. Now go back to a date when your computer was working OK.

4. Crash course in Skype. (Talk and see the person.)

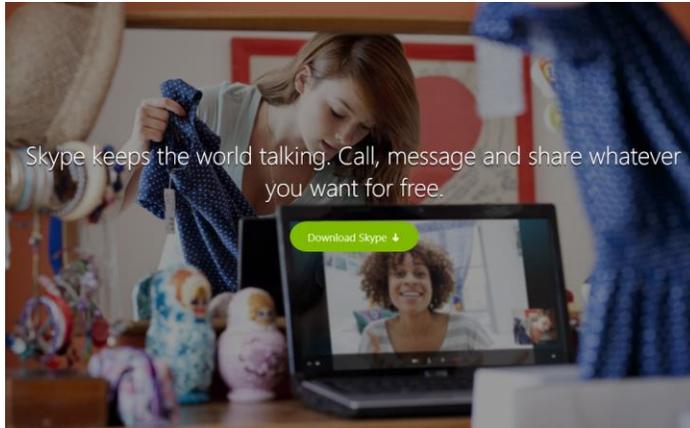
Most of you will already have a Microsoft Account.

If not, you will need a Microsoft Account, with ID and password.

To sign up for a Microsoft account:

1. Click on: [Microsoft account sign-up](#), then tap or click Sign up now.
2. Enter your first and last name,
3. Enter your email address in the **User name** box.

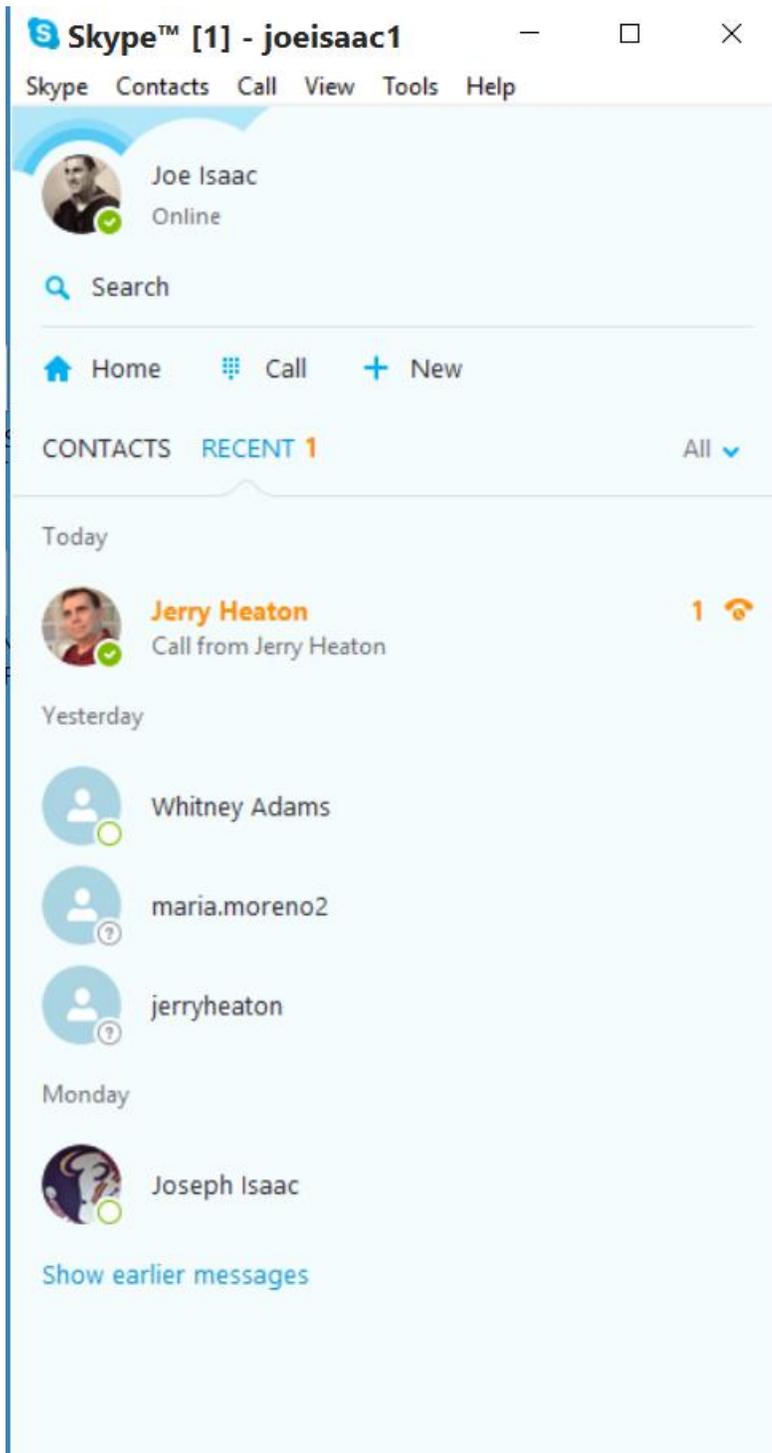
Fill out the rest of the form, and then click Create account.



Go to Start, click All apps, Scroll and click on **Get Skype**, click Download Skype.

Go back to Start, click All apps, This time Scroll to **Skype**, not **Get Skype** and click on the down arrow, right click blue Skype, left click Pin to Taskbar.

Click on Skype icon on Taskbar, at the top left click on search, then type in email address of person you want to skype with and if he has a skype address it will go to him as an invitation and he or she has to accept.



Once accepted their icon will appear when you open Skype and you double click on it. If their computer is on and their Skype is running it will ring them, when they accept, their picture will appear.



I used this photo because back then I had hair and teeth.

If you wish, call me and I will walk you thru it.

5. The best way to explore and enjoy the items on Joe's Tips CD, (A pleasant way to spend some time.)

1. Click on 1000 Fantastic Photos:

Click on any item the color and beauty are fantastic.

2. Click on 122 Sounds: Scroll down and click on Elvis singing America, then click on Firsiren.

3. In the main contents, scroll down and click on Johnny Carson, Dean, How the blonde thing got started Cool Birds, Veterans.

You do not need the Tips CD items below it is on the Internet:

Computer Tips online <http://www.ckcs.org/joetips.pdf>

Scroll thru the monthly Tips and below them are.

These are great, click on any one of them. In class I clicked on the top 2 or 3 in each of them.

200 Entertaining Web Sites:

100 Learning Web Sites:

100 Questions and Answers.

100 Songs from YouTube

BUYING and CONFIGURING A NEW COMPUTER.

Go to: <http://www.ckcs.org/joetips.pdf>

and click on **WINDOWS 10 TIPS**

6. How to pin your apps or programs.

Go to Start, click All apps, Scroll and right click the App and select Pin to Taskbar or Pin to Start.

Hot Tips:

1. IF YOU GET THIS WARNING:

This actions can't be completed because the file is open in another program.

Right click the file, hold the shift key down and left click Delete.

2. FIND A PERSON, Reverse Phone Lookup, Find a Business:

<http://411.info/>

3. **FANTASTIC WAY TO VIEW FILES:

While in the Documents or Pictures folder, at the top click on View, Preview Pane and Details. This way you can view the Documents or Pictures without opening the file.

4. RESIZE A PHOTO: GO TO PHOTO GALLERY:

Under the Tab EDIT you may Auto Adjust, Crop, Get rid of Red eye, Retouch, Straighten, Adjust Color and Exposure. If you want more adjustment, click on Fine tune, and also use the slider.
RIGHT CLICK on an individual photo and Rename or Resize it.

From J T Mellinger:

George Burns sings "I Wish I Was Eighteen Again"

<http://biggeekdad.com/2011/05/i-wish-i-was-eighteen-again/>

Q. Do you know an easy way to print out your contact list?

A. Open Windows Live Mail, at the lower left, click on the Contacts, at the top right click on Export, Comma Separated Value (.CSV), in the blank, type **11 10 15 email addresses**, click on Browse, on the left click on Desktop, Save, Next, Finish.

Now put you thumb drive in right click **11 10 15 email addresses go to Send to: and put on your thumb drive.**

2. To see your email addresses, Right Click on the file, click on Open With: WordPad. Now do Control P to print the file.

3. To Save a copy of your email addresses to a Flash Drive, Right Click on the file then click on Send To: Flash Drive, usually the E: Drive.

Pin Frequently Used Programs To Taskbar or Tiles.

Go to Apps, Right click the program and select Pin to Taskbar, Pin to Start, or both.

From Carl Peter:

To bring some joy to your day... these pictures are magnificent.

The Top 75 'Pictures of the Day' for 2013

<http://twistedgifter.com/2013/10/top-75-pictures-of-the-day-2013/>

Speed up a slow PC without buying new hardware

<http://www.pcworld.com/article/2058086/speed-up-a-slow-pc-without-buying-new-hardware.html#tk.nl> today

What are cookies? Cookies are good and save time.

A cookie is a small text file that collect information like your online preferences, IP address, browser type, demographic data, sometimes your name and email address for verification purposes.

IN WORD 2010, Top Left, Click File, Options, Advanced And **Uncheck:**
Use CTRL + Click to follow hyperlink, then click OK.

Now you just click on the hyperlink.

From Myra Engle: This is terrific!

Thanksgiving Dinner Party... it's short and really hits home for many of us!

<http://www.youtube.com/embed/TX9EAavxrus>

****You won't believe this.**



<http://www.ba-bamail.com/video.aspx?emailid=17525>

20 Interesting Photos

<http://www.ba-bamail.com/content.aspx?emailid=17757&memberid=1014983>

15 Classics from the Bands of the 1960s

<http://www.ba-bamail.com/content.aspx?emailid=17757&memberid=1014983>

****To learn what a word means, enter: define xxxx, in your EDGE browser, it will give you the meaning and how to pronounce it.**

10 Reasons to Finally Upgrade to Windows 10

<http://www.howtogeek.com/212652/10-reasons-to-finally-upgrade-to-windows-10/>

****How do you pronounce Cortana?**

Just ask Cortana how to pronounce her name. She will answer.

****Windows 10 tricks you probably didn't know about.**

<http://www.cnet.com/videos/windows-10-tricks-you-probably-didnt-know-about/>

Hummingbird Nest Documentary. From D Stans

<https://www.youtube.com/watch?v=ebeSc1GybSQ>

Jersey Boys by United States Navy Band. From Carl Peter

<https://www.youtube.com/watch?v=IXIHv1-YPxM&feature=youtu.be>

2 TYPES OF EMAIL

Webmail stores your email online, and you can access it on any Computer with internet access, samples: Yahoo, Gmail, Hotmail.

Outlook, Live Mail or Thunderbird downloads and stores your email on your computer.

Q. Sent: Sunday, November 8, 2015

To: [Joe Isaac](#)

Subject: **Re: 11 10 15 Internet Safety, Control Panel & Skype***

Is this class going to be on the Internet as the last one was? I watched the last one. The picture wasn't always clear, but I did learn some things I didn't know, Sent from my iPad

**A. Yes, it will be on the Internet. Hope the picture will be better.
Are you watching it on a computer or iPad?
This will be a fun and informative session.**

Microsoft Slashes Free OneDrive Cloud Storage

Microsoft has changed its mind about offering **unlimited** cloud storage to users of Office 365 they cut the amount to 1 TB.



They also offered 15 GB of free storage to all OneDrive users and an additional 15 GB of camera storage for photos. Now that 15 GB is being cut back to 5 GB and the photo storage is being discontinued.

Q. Sent: **Monday, November 9, 2015**
To: [Joe Isaac](#)
Subject: **UK basketball schedule?**

Joe, are we going to be receiving that great basketball schedule again this year? I can't remember the name of the fellow who creates it, but I want him to know how much our family used it last year. I don't think I can keep up with the team if I don't have a good schedule like this one –

the Herald Leader schedule sucks.

Thanks again for all you do for CKCS. Love the newsletter and all the other material.

A. Here is the schedule. I also cannot watch a game without Gene Wheeler's Schedule and Roster.

Thanks for the kudos. I love them.

Response: *Joe – you are my go-to guy! Thanks so much and pass on kudos to Gene Wheeler as well.*



12 8 15 Things to Know.*

If you're not using Windows 10, you're denying yourself the greatest operating system ever. It is fun, fast, exciting, and free. You deserve the best.

Email joeisaac@twc.com and I will send you the easy way to download Windows 10. You will love Cortana and EDGE.

Ready or not, Windows 10 is coming to your PC:

Microsoft announced that it will change the update's status from optional to recommended, early next year. If you have Windows Update set to automatic, Windows 10 will automatically be installed on your computer



12 8 15 Things to know

Dear Classmates.

Tuesday December 8 at 7 pm at our Windows Class, after questions from our classmates, we will demo:

1. Desktop Options: View, New, Personalize, and Colored Title Bars Are Back
2. Windows 10 Can Track Your Lost or Stolen Laptop or Tablet, with GPS.
3. Saving Photos and Documents to a Flash Drive.
4. Show online Lexington-Leader. Also Spotify is fantastic.
5. Please do not Defrag and Scan when it is not needed. It just wears out your computer.



6. Microsoft Word: Change your Font, Font Style, and Size. Also an easy way to find out what a word means.
7. Using the Snipping Tool. Greatest thing since sliced bread.
8. How much RAM, PROCESSOR CHIP, Windows 10 version, 32 or 64 bit operating system.???

kindest regards,

Joe Isaac

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Need help with Windows 10?

<http://windows.microsoft.com/en-us/windows-10/support>

Kentucky Wildcats Schedule - 2015-16

http://espn.go.com/mens-college-basketball/team/schedule/_id/96/kentucky-wildcats

From Mira Engle: web site for UK Fans.

www.spams-ukwildcatbasketball.com

Golden Oldies:

From Gene Wheeler: Let me be your first Christmas wisher.

MERRY CHRISTMAS ! & All the Best in 2011

http://ak.imgag.com/imgag/product/preview/flash/bws8Shell_fps24.swf?ihost=http://ak.imgag.com/imgag&brandldrPath=/product/full/el/&cardNum=/product/full/ap/3166187/graphic1

From: Suzanne Hurley **MERRY CHRISTMAS:**

A Christmas Animation Move the Ornament from Less ----- to More and it will do the decorations. Also click on the icons to the Right of More for music, color and snow.

<http://www.powerpres.com/xmascard03.html>

Q. Joe I just received your email and it is in color. I would like to print it in black rather than using color ink. Is there a quick fix?

A. Go to File, Print, Preferences, and select Print Color Images in Black and White.

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Q: What is the difference between **hibernate and sleep**.

A: Sleep stores your computer's state in its **memory**. Starting up is fast, but if power is lost, the memory is wiped.

Hibernation stores everything on the hard drive and then shuts down the computer. But it isn't susceptible to a power failure.

Q. Joe, I have forgotten how to determine what Version of Internet Explorer I have installed. Can you help?

A. Open Internet Explorer: **at the top click on Help, then click on About Internet Explorer, and it will show you the version. This works for the version of any program you have.**

USB: Universal Serial Bus

USB 3.0 is 4.8 Mbps (10 times faster.)

USB 2.0 is at 480 Mbps

Q: When I drag and drop files, how do I know what is happening to them? Are they being moved, copied, or is Windows just creating a short cut?

A: 1. " + " sign in a little white box, the file is being copied.

2. An arrow, Windows is creating a shortcut .

3. Nothing at all, the file is being moved.

MP3 files are compressed Audio Files.

MP4 files are compressed Video Files

If you want a current list of Members Helping Members:
<http://www.ckcs.org/members/private/memhelpmem.html>

BUYING A NEW COMPUTER??

Click on <http://www.ckcs.org/joetips.pdf>
Then click on **WINDOWS 10 TIPS**you'll be glad you did.

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Q. What type of anti-virus software do you recommend?

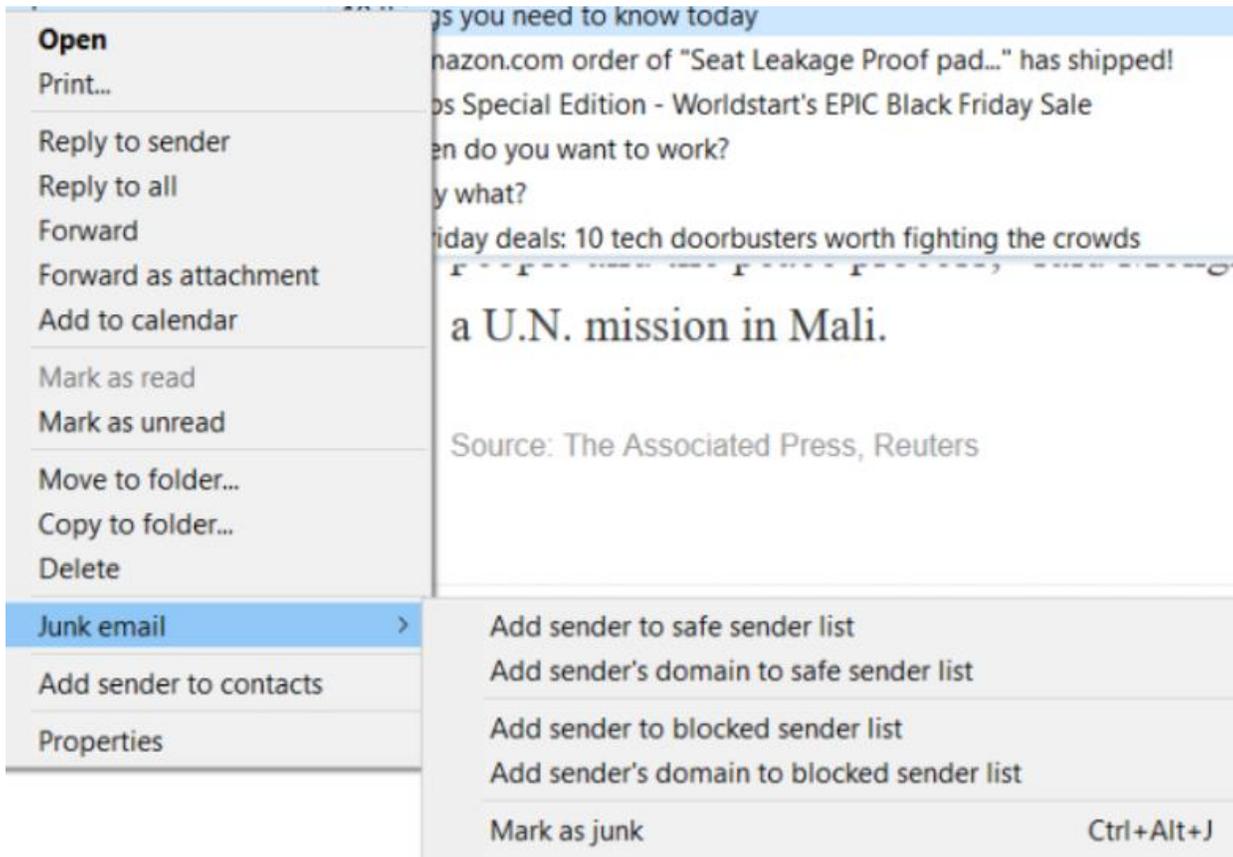
A. I highly recommend Windows Defender. It comes with Windows 10. You do not need Norton, McAfee, etc.

Q. Joe,

I seem to be getting an enormous amount of spam (unwanted advertising) in recent months. Is there something I can do?

A. At the bottom of the email click on **UNSUBSCRIBE**.

Another option: To block an email; Right click the email, left click Junk email and select.



To Unblock a sender: Open Windows Live Mail at the top click on File, Options, Safety Options, Blocked Senders and remove the name.

For your Grandkids:

JINGLE BELLS:

<http://www.youtube.com/watch?v=O2MFducncsq&feature=related>

SANTA CLAUS IS COMING TO TOWN:

<http://www.youtube.com/watch?v=HWv72L4wqCc&feature=related>

SILENT NIGHT:

<http://www.youtube.com/watch?v=9T4WB2zfmps&feature=related>

CPU is an acronym for Central Processing Unit, which is the chip that is often referred to as the "brain" of a computer.

From George Parrott:

Interesting photos of Chicagoans during World War II. Many of our Parents and Grandparents worked in Defense Industries during the War.

<http://galleries.apps.chicagotribune.com/chi-130320-arsenal-democracy-world-war-ii-pictures/#chi-arsenal20ladies-20080617>

Q. Hi Joe:

I have a saved folder in my emails. At one time didn't you show me a way to save the contents of this folder to a flash drive, so I could take it to my out of state computer ? ? ? ? Be thinking about this and we will talk tomorrow.

A. Back up WINDOWS LIVE MAIL or most any email program.

https://www.youtube.com/watch?v=Sne017qhWeQ&feature=player_embedded

Make a folder on the Desktop, then highlight the emails and drag them into that folder. Right click the folder and send to the thumb drive.

Q. Phone call 12 2 14: My printer acts like it is going to print but nothing happens.

A. Go to Control Panel, Devices and Printers, Right click your printer, click **Set as default printer**.

Response: That did it, it is working now. Thanks.

MAPI: **Messaging Application Programming Interface** (MAPI) is a Windows messaging architecture that allows you to send and receive email.

The Safest Room in a House During a Tornado

<http://www.msn.com/en-us/video/watch/The-Safest-Room-in-a-House-During-a-Tornado/vi-BBn4ahP>

Windows turns 30: A visual tour of Windows through the ages

<http://www.pcworld.com/article/210787/windows/windows-through-the-ages.html#slide21>

Find a person, Business or Reverse phone Lookup

<https://411.info/>



12 8 15 Things to know Review

Dear Classmates,

Thanks for coming out such a cold night, great participation and questions.

Windows 10 review: It took Microsoft 30 years, but the new Start menu, Edge browser, apps and Cortana make Windows 10 the best Windows yet

kindest regards,

Joe Isaac



From Katherine Jackson:

This information is for those people like myself, who was afraid of downloading Windows 10 thinking they may mess it up, here is how I got Windows 10 downloaded on my computer:

Last July the day Windows 10 came out, I was in the STAPLES store on Harrodsburg road, they said they were downloading Windows 10 for free, I immediately went home and got my computer, they did the downloading for me for free, plus they walked me through the changes to get me familiar with

the changes,

I do not know if they are still doing this, but I bet they are, it's worth a check.

Comments on the broadcast:

1. Got to watch most of your presentation finally tonight .I enjoyed and hope what you said sticks with me .
2. We watched on the computer tonight. Love Windows 10.
Merry Christmas and Go Cats!
3. Joe thanks for the feed. I was late getting on, but was able to see over 1/2 of it. Thanks, I'd like to receive the email...
4. I'm watching you and you're doing a terrific job.
5. Thanks Joe, I watched it on TV.
6. Skype me when you see this image. Email had a photo of the broadcast.

Personal note, I love to get these emails, it lets us know you are watching.
Thank you so much.

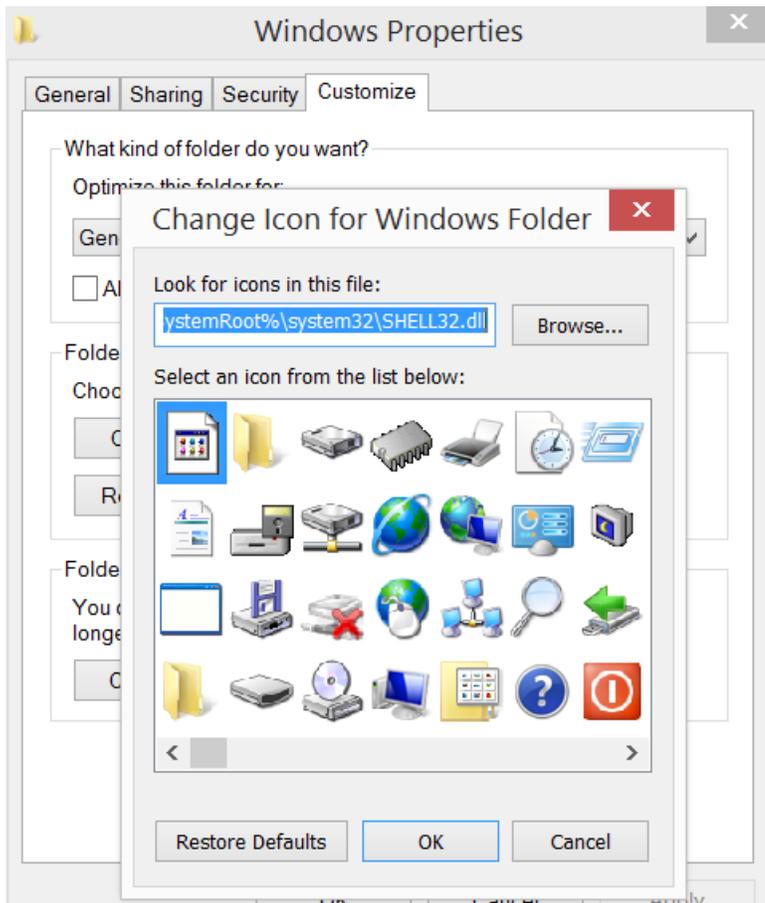
DESKTOP:

1. Background your favorite photo.

If you wish to put a photo on your Desktop, RIGHT click the photo and click on **Set as desktop background**.

While there, at the bottom left, click on Desktop Background and select, Fit, Fill, Center, Tile, Stretch.

Make your Desktop Icons look snazzy.



Right Click the folder you want to change and choose Properties, Customize Tab, and select the Change Icon button. Find one you like, select it and choose OK. Click OK again.

Colored Title Bars Are Back: Right click the Desktop, click Personalize, Color, move Automatically pick.... button to off, and pick a color.

Will demo this next meeting.

2. Windows Can Track Your Lost or Stolen Laptop or Tablet, GPS.

From the Start menu, click **Start** and then choose **Update & security** and **Find My Device**. Click on **Change** to activate the feature-your laptop will then send its current location back to base on a regular basis, assuming it's connected to Wi-Fi. Note that you need to be signed in as an administrator to switch this feature on.

You can then head to <https://account.microsoft.com/devices> on any computer and sign in using your **Microsoft account** to find out where in the world your laptop has gone-any desktops you're running Windows 10 on are listed here too, though the tracking feature only works on laptops and tablets. Click **Find my device** to see your laptop on a map.

3. Saving Photos and Documents to a Flash Drive:

Right click documents or pictures. Click on Send to: then click on Flash drive. I use this method once a month to back up my data.

4. Spotify is free and fantastic. Play your favorite tunes, Glenn Miller, Harry James, etc. <https://www.spotify.com/us/signup/> be sure you sign up for the free one and not the paid one.

Online Lexington Herald-Leader: email articles and photos, print them, have it read to you, or translate it.

5. From Carl Peter: If you like fresh sausage, this video is for you.
(This is fantastic, I laughed all the way thru it. Joe)
<https://www.youtube.com/embed/k1bG2EPGml0>

6. Microsoft Word 2010: Highlight some text:

Do shift key + F3 each time and you get: either:

1. First letter of each word in capital letters.
2. ALL CAPITAL LETTERS
3. all lower case letters.

To find out what a word means, Right Click the word, then click on Look UP.. or Synonyms.

To bring up window and it is too small, to fix it, use your cursor to move the top, sides, and/or bottom of the screen, and the next time you open it should be the size you left.
(If you just use the top right box to maximize it, it will repeat small)

Fantastic Time Saver.

AutoCorrect: Left click File, Options, Proofing, Autocorrect

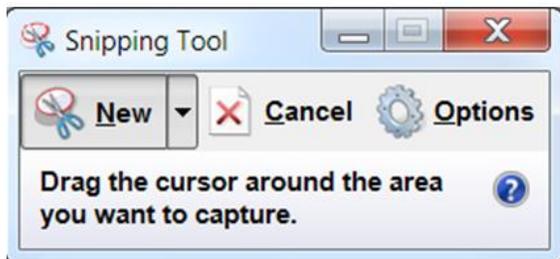
Options: These are mine and it saves me a lot of typing.

l = Left click, r = Right click, w = Windows, co = Control Panel, and c = Computer.

How to change the default font in Microsoft Word

Open a WORD document, just above the blank page left click the arrow at the end of Font. Fix it the way you want and at the bottom left click on Set as Default.

7. Using the **Snipping Tool**. Best thing since sliced bread. Go to Start, type snipping tool and hit Enter.



Click on the down arrow next to New and click on rectangular and drag your mouse to box in what you want. Now open your document or email and do Control V and paste it in.

Or click on File, and choose Send to email recipient, or Save as and save to Pictures.

8. How much RAM, PROCESSOR CHIP, Windows 10 version, 32 or 64 bit operating system.???

Click Start button, Settings, System, Scroll down and click on About.

Can't shut a program down by clicking on the X.
On the Keyboard do Alt + F4

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Using the EDGE browser, it will define a word and may pronounce it.

define computer



Web

Images

Videos

Maps

News

Explore

73,100,000 RESULTS

Any time ▾

com·put·er

[kəmˈpyʊdər]

NOUN

1. an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
synonyms: [personal computer](#) · [PC](#) · [laptop](#) · [netbook](#) · [ultraportable](#) · [\[more\]](#)
- a person who makes calculations, especially with a calculating machine.

Powered by [Oxford Dictionaries](#) © Oxford University Press

The **Belarc Advisor** builds a detailed profile of your installed software and hardware and displays the results in your Web browser.

http://www.belarc.com/free_download.html

Great Photos of downtown Lexington KY

https://www.google.com/maps/@38.0494167,-84.4946959,3a,75y,43.04h,90.53t/data=!3m4!1e1!3m2!1s_zl2t4ERtqGoBf5CV_VI5Q!2e0

These marches will make you get up and go.

United States Armed Forces Medley

<http://www.youtube.com/watch?v=tnFGc5r9bJE>

When Johnny Comes Marching Home - U.S. Military Band

<http://www.youtube.com/watch?v=WMJTycleWrc&feature=related>

THE BATTLE HYMN OF THE REPUBLIC

http://www.youtube.com/watch?v=p5mmFPyDK_8&feature=related

From: Chris Hillenmeyer: Subject: Rich Little He was TOP GUY at one time.
http://www.youtube.com/watch?v=78sSn3E_Vvc&feature=player_embedded

Amazing Christmas display with 176 channels and 45,000 lights! The show is so popular that it requires a crew of 3 people to manage the traffic.
<http://www.flixxy.com/best-christmas-lights-display.htm>

2011 West Virginia University Marching Band Armed Forces Salute
<http://www.youtube.com/watch?v=MjPmmCtHmfE>

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DURHAM, NC BRIDGE. This bridge is 11 foot 8 inches high. Apparently a lot of trucks don't believe the sign.
http://www.liveleak.com/view?i=3c0_1351184890

The Best How-To Geek Articles About Microsoft Office
http://www.howtogeek.com/129935/the-best-how-to-geek-articles-about-microsoft-office/?utm_source=newsletter&utm_medium=email&utm_campaign=021212

From Carl Peter: **(You have got to watch this, Joe)**
This brings tears to my eyes. God love them.



(distant singing)

BIG TIP: Send to:

Holding down the Shift key as you right-click a file or folder will add an absolute ton of new folder locations to the basic Send to menu.

Tweaking the Send To menu

What's that, you say? None of the stock Send to options offer the ability to shuffle your files to the locations you commonly use? Force the issue!

First, create shortcuts to the folder locations you're like to add to the Send To menu by right-clicking them, then selecting Send to > Desktop (create shortcut). Once that's done, open Windows Explorer, then type shell:sendto in the location bar at the top, followed by Enter. You'll be brought to the location that holds your Send To options; just drag and drop in the shortcuts to the folders you want to add to the tool.

My best keyboard action: Erase the past

Control + Z. The keyboard shortcut undoes your last action, or last several actions. Remember this one it is PRIME.

Add mouse-friendly checkboxes to icons View, Left click Item check boxes.

Activating icon checkboxes lets you select multiple files to manage simultaneously, without having to hold down the Ctrl button as you click each one.

Got a file or template you open often? Pin it to the Jump List by clicking the pin icon to the right of the file name in the Jump List itself.

What is malware?

Malware is short for "malicious software." and is unwanted software that is installed without your consent. Examples are Viruses, worms, and Trojan horses.

Microsoft Safety Scanner Do you think your PC has a virus? The Microsoft Safety Scanner is a free downloadable security tool that provides on-demand scanning and helps remove viruses, spyware, and other malicious software. It works with your existing antivirus software.

Note: The Microsoft Safety Scanner expires 10 days after being downloaded. To rerun a scan with the latest anti-malware definitions, download and run the Microsoft Safety Scanner again.
<http://www.microsoft.com/security/scanner/en-us/default.aspx>

From Carl Peter: If you like fresh sausage, this video is for you.
(This is fantastic, I laughed all the way thru it. Joe)
<https://www.youtube.com/embed/k1bG2EPGml0>

From Bill Gruber: George Younce sings "Side By Side" a deeply moving love story about an elderly couple's honeymoon.
<http://biggeekdad.com/2010/10/side-by-side/>

IF THINGS GO WRONG: Try each step until things are OK.



1. **Turn you computer off the on again**, this resets it.
2. **Go to Control Panel, Programs and Features**, and near to top right, click on **Install on**, this brings up the last program you installed. If it is the villain, then **uninstall** it.



Name	Publisher	Installed On	Size	Version
Malwarebytes Anti-Malware version 2.2.0.1024	Malwarebytes	11/13/2015	66.1 MB	2.2.0.1024
Night_Owl_Surveillance_Client version 1.1.28	Night Owl SP,LLC	11/09/2015	49.3 MB	1.1.28
Adobe Acrobat Reader DC	Adobe Systems Incorporated	11/06/2015	186 MB	15.009.20077
Spotify	Spotify AB	10/21/2015		1.0.16.104.g3b776c9
Google Drive	Google, Inc.	10/20/2015	34.3 MB	1.25.0523.2491
Skype Click to Call	Microsoft Corporation	10/15/2015	48.3 MB	7.5.0.9082
Skype™ 7.12	Skype Technologies S.A.	10/14/2015	75.2 MB	7.12.101
Google Toolbar for Internet Explorer	Google Inc.	09/23/2015		7.5.6904.2028
Epson Event Manager	Seiko Epson Corporation	09/15/2015	46.4 MB	3.1.0.0050
Intel® SDK for OpenCL - CPU Only Runtime Package	Intel Corporation	08/22/2015	104 MB	3.0.0.63463
Intel® Control Center	Intel Corporation	08/22/2015	1.66 MB	1.2.1.1011
Realtek High Definition Audio Driver	Realtek Semiconductor Corp.	08/22/2015	26.4 MB	6.0.1.7535
Intel® Management Engine Components	Intel Corporation	08/22/2015	30.9 MB	9.0.0.1323
Windows Essentials 2012	Microsoft Corporation	08/22/2015	5.35 MB	16.4.3528.0331

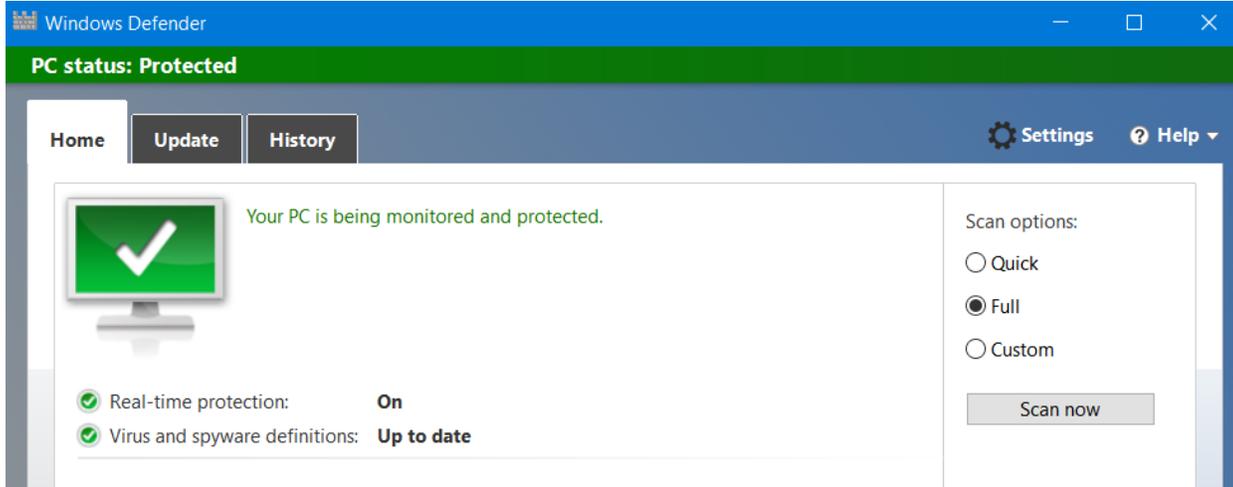
3. **Go to Control Panel click on Recovery, Open System Restore** Go back a few days when your computer was working OK and restore to that date.) This does not affect your documents, photos or email, etc., only a very recent system file, etc. (This will save your life, I love it.)

Restore points are automatically created every time you download Windows updates.



EXTRA MEASURES:

A. Go to Control Panel, Windows Defender and Do a Full Scan



B. Windows Malicious Software Removal Tool 8, 8.1, 10

<http://www.microsoft.com/security/pc-security/malware-removal.aspx>

C. Microsoft Safety Scanner Do you think your PC has a virus?

The Microsoft Safety Scanner is a free downloadable security tool that provides on-demand scanning and helps remove viruses, spyware, and other malicious software. It works with your existing antivirus software.

Note: The Microsoft Safety Scanner expires 10 days after being downloaded. To rerun a scan with the latest anti-malware definitions, download and run the Microsoft Safety Scanner again.

<http://www.microsoft.com/security/scanner/en-us/default.aspx>

D. Download Malwarebytes:

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

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Entertaining Web Sites*

**From Carl Peter: You have never seen fireworks like this, I hope!!!
Surprising shapes and designs!!! Chinese fireworks.....**

http://www.youtube.com/embed/LpMB1OZ53g?feature=player_de tailpage%22%20frameborder=%22%22%20allowfullscreen%3e%3c/iframe%3e&autoplay=1

From Jerry Heaton: 100 top movie scenes/ quotes

http://www.flixxy.com/100-movie-quotes-american-film-institute.htm?utm_source=nl#.UcBYhJJm3nl.email

From Myra Engle: Smile! .. Or just go ahead and laugh. Water Bed.

<https://www.youtube.com/embed/9wm-Ge8LL7o?rel=0>

**"Dancin' The Boogie" - by Silvan Zingg Boogie Woogie Piano
Will & Maéva Dancers (Best dancers I've ever seen. Joe.)**

<https://www.youtube.com/watch?v=1QQzbCmlZM4>

Baba-Mail's Interactive Zoo!

<http://www.babamail.com/content.aspx?emailid=15768&memberid=1014983>

From Myra Engle: Soap Bubbles

<https://www.youtube-nocookie.com/embed/KMrvR836TFI?rel=0>

From Earl Crockett: More WWII Planes

<http://www.mission4today.com/index.php?name=ForumsPro&file=viewtopic&t=14428&finish=15&start=15>

Grand Canyon views worth your time (click on a photo to start a breathtaking tour)

https://www.google.com/search?hl=en&site=imghp&tbn=isch&source=hp&biw=985&bih=501&q=grand+canyon&oq=grand+canyon&gs_l=img.12..0l10.4521.8900.0.12197.12.10.0.2.2.0.105.643.6j4.10.0....0...1ac.1.49.img..0.12.677.67MaczP_IcY

Furnished by D. Stans

Shag Dance winners – can you do this?

<http://www.youtube.com/embed/NF80SbicjBE?rel=0>

Furnished by J. Miller

D-Day Beaches then and now, 70 years later.

<http://www.ibtimes.co.uk/d-day-landing-sites-then-now-normandy-beaches-1944-70-years-later-1450286>

Furnished by Harvey Shackelford

From Debbie and Orville Beckett:

GERMAN WONDERLAND - AMAZING

https://www.youtube.com/embed/ACkmg3Y64_s?rel

From Harvey Shackelford

Great photos National Geographic

<https://www.youtube.com/embed/Hodomt6bBOW>

Full Length Dubai New Year's Eve 2014 Guinness World Records

Fireworks HD 1080p 3D

http://www.youtube.com/watch?v=lchJ_2paHNs

From Myra Engle:

A sweet old lady is asked to say Grace at a gathering of "Seniors at Home" caregivers, and she brought down the house about 90 seconds into her prayer.

Enjoy! <http://stg.do/9i0c>

From Carl Peter: Lone Ranger, Very funny and well told!

<http://biggeekdad.com/2012/10/the-lone-ranger-story/>

From Earl Crockett: Space Station This is probably one of the best videos I have ever seen of the space station... [Click here: Departing Space Station Commander Provides Tour of Orbital Laboratory - YouTube](#)

From Myra Engle: This is the coolest online jukebox ever! There have been some good ones in the past couple of years, but this one is absolutely THE BEST!

<http://www.1959bhsmustangs.com/VideoJukebox.htm#>

From Bob Isaac: These are pretty amazing considering they were taken over to 150 years ago: A compendium of photos from era of the War Between the States.

Run the cursor over the photograph and the picture caption will pop up.

Click photo and enlarge to read the rest of the caption. Or in large in the lower right corner

<http://www.mikelynaugh.com/VirtualCivilWar/New/Originals2/index.html>

From Myra Engle:

There will never be another like him! Jonathan Winters Stick

<http://biggeekdad.com/2013/04/jonathan-winters-stick/#.UXfWSphGZzq.email>

From: Carl Peter Sent: Friday, December 6, 2013
Hope you like this!!!! Don't you wish you were there!!!!!!
Subject: SUPER!!!

<http://www.youtube.com/embed/Hom1k-ug1sQ>

Great Photos of downtown Lexington KY

<https://www.google.com/maps/preview#!data=!1m8!1m3!1d3!2d-84.494687!3d38.049423!2m2!1f310.3!2f90!4f75!2m7!1e1!2m2!1sAAAAA!2e0&fid=5>

From Stan Johnson: 54 pages of photos, WW2, Air Planes!!

<http://www.mission4today.com/index.php?name=ForumsPro&file=viewtopic&t=14428&finish=15&start=0>

From Myra Engle: Washington, IL after the tornado

<http://galleries.apps.chicagotribune.com/chi-131118-aerial-view-of-tornado-damage-pictures/>

From Gene Wheeler:

Incredible Yellowstone National Park Wildlife [60 PICS]

<http://www.lovethepics.com/2013/01/incredible-yellowstone-national-park-wildlife-60-pics/>

From Carl Peter: Dehydrated baby chicks...\$.25

[Click here: #.UTwOkqWVdOQ](#)

From Don Cloyd: Cars, back to the Fifties

https://www.youtube.com/watch_popup?v=GDEn3i6g3qo

YOUR FIRST CAR

This is a web-site featuring the original factory brochures for nearly every American car you have ever owned or dreamed about.

Pick the manufacturer, the year and the model.

<http://www.lov2xlr8.no/broch1.html>

From Pat and Kitty Witt: Use the ocean as if you were there....

This is just marvelous.

<http://www.youtube.com/embed/mcbHKAWIk3I>

From Myra Engle: This is worth the 'trip' ("great web site", Joe)

http://www.youtube.com/watch_popup?v=KcuDdPo0WZk

From Wanda Humphrey: Subject: Italian motorcycle drill team

<http://uk.youtube.com/watch?v=UrLvYrKYVD8>

USMC Silent Drill Platoon

<http://www.youtube.com/watch?v=Y90UPLLo6nY&NR=1>

The Royal Guard of Norway - Sensational!

<http://sorisomail.com/email/16993/exibicao-de-banda-militar--um-espectaculo-imperdivel.html>

From Frances Saindon: The Model T This is a wonderful video showing the first assembly lines at the original Ford auto plant. <http://www.youtube.com/watch?v=S4KrlMZpwCY>

The Price Is Right. Will she go from audience member to millionaire? Watch and see!

<http://www.youtube.com/watch?v=RJw1rlmJ81U>

From Suzanne Hurley: Those of a certain age will particularly appreciate this song!!! **This is funnnny:**

<http://www.youtube.com/watch?v=9yN-6PbqAPM>

National Geographic 2014 USS Ronald Reagan
<https://www.youtube.com/watch?v=PE1pBkuWG4o>

Watch these two fishermen get the surprise of a lifetime.
<http://www.youtube.com/watch?v=RBcu41pQqlg>

From Myra Engle: Fran and Marlo Cowan (married 62 years) playing impromptu recital together. He was 90 in February.
<http://sharing.mayoclinic.org/2009/04/07/mayo-clinic-music-fun/>

Apple Pickin' Time: CAN YOU GET 50% IN THE PAIL
<http://www.ferryhalim.com/orisinal/g2/applegame.htm>

What happened the year you were born??
<http://www.infoplease.com/yearbyyear.html>

From outer space Worth seeing!
<http://dingo.care2.com/cards/flash/5409/galaxy.swf>

Noah's Ark ? FUN GAME
<http://milescooley.com/mc/ecards/cards/2>

Find out square foot of your house. How many baths. Tax assessor's value, and a photo of your house.
<http://www.zillow.com/>

BOOGIE THROUGH LIFE
<http://www.members.shaw.ca/grandmafaiths2/boogie.htm>

Disappearing Car Door - Very Cool!
<http://www.youtube.com/watch?v=AAtkoje4-eM>

Great British car commercial:
<http://www.youtube.com/watch?v=sV4q9joFuPY>

No ordinary jukebox. <http://www.tropicalglen.com/>

<http://bandwidthplace.com/speedtest/>

Irish step dancing! GOOD.
<http://www.youtube.com/watch?v=uaHmcCp77JE>

The Evolution of Dance!

<http://www.youtube.com/watch?v=dMH0bHeiRNq>

America the Beautiful. <http://lerrah.com/america.htm>

Flowers from all the States:

<http://www.jacquelawson.com/viewcard.asp?code=VE44709695>

How hard is it to cancel AOL?

<http://youtube.com/watch?v=xmpDSBAh6RY>

John Wayne narration Wonderful pictures.

<http://sagebrushpatriot.com/america.htm>

Portable outhouse!: http://www.youtube.com/watch?v=wJ_F-JLpCro

Happy Easter.

<http://www.jacquelawson.com/viewcard.asp?code=1484537522255&source=jl999>

Funny Face. <http://www.youtube.com/watch?v=2tqJ-cKVa1I&feature=related>

Weird Eye: <http://www.sunbelt-software.com/stu/eye.htm>

Click on the Bears and move your mouse cursor across the bears - --you do not have to click. Amazing how they do this!!

<http://www.nobodyhere.com/toren.hier>

Great Implosions: <http://www.implosionworld.com/cinema.htm>

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Learning Web Sites*

When you click on a date, be patient it takes time to load.
Scroll down to my articles, they may help make your computing more fun and enjoyable.

Past CKCS Newsletters

<http://www.ckcs.org/newsletters/>

Good medical information: <http://www.webmd.com/>

A collection of health resources called Yahoo Health.
<http://health.yahoo.com/>

Hold the ALT key while entering the numbers.
Use the keypad on the right side of the keyboard.

167 ° degree

0162 ¢ cents

246 ÷ divided by

HOW TO VIDEOS:

PC WORLD: <http://www.pcworld.com/>
<http://www.pcworld.com/video.html>

History Windows. <http://windows-funnypics.blogspot.com/2008/06/windows.html>

U. S. Army Military History: <http://ftp.arl.army.mil/ftp/historic-computers/>

U. S. Library of Congress: www.loc.gov

AARP Web Site of interest for people of all ages, including information about retirement planning. <http://www.aarp.org/>

Hoover Dam:

<http://www.sunsetcities.com/hoover-dam/faqs-00.html>

Puzzling terminology <http://www.whatis.com/>

Educational sites that will help to keep your kids or grandkids entertained.

1. Teaching children how to read: <http://www.starfall.com/>

2. Children of any age. Has links for over 1,200 Web sites:
<http://www.kids.gov/>

3. One of the best homework sites, includes English, math, science, history, art music, technology, foreign languages, college prep, health, life skills, etc. <http://www.homeworkspot.com/>

4. ideas for cooking, planning parties, travel, arts and crafts and lot of games. <http://familyfun.go.com/recipes/kids/>

5. Encourage students to publish their science fair papers and videos. <http://www.scivee.tv/>

7. Younger children can play games, print out coloring sheets and they can even create their own book.
<http://www.seussville.com/lb/home.html>

8. Children can compose and play their own music.
<http://www.creatingmusic.com/>

9. Kids can play endless electronic math games.
<http://www.surfnetkids.com/games/multiplication-fc.htm>

10. Perfect search engine for grade school aged kids.
<http://www.kidsclick.org/>

UK fans website. <http://www.aseaofblue.com/>

JOE'S BEST TIPS: <http://www.ckcs.org/joetips.pdf>
<http://joescomputertips.blogspot.com/>

PC MAGAZINE: <http://www.pcmag.com/category2/0,1738,28,00.asp>

ASK.com : <http://www.ask.com/#subject:ask|pg:1>

WORLDSTART TIPS <http://www.worldstart.com/new-tips/>

INTERNET EXPLORER time saver, if your web address is has a .com ending, like <http://www.gm.com>, all you have to do in type gm into the address space and do Control Enter on the keyboard and it will fill in the rest. It only works on .com

Belarc Advisor is Free and it's great.

Belarc will tell you exactly what is inside a your computer. After you download and run it, you get a report that includes the computer's components (CPU, motherboard, RAM, adapters, cards, etc.), make and model, and all the software installed on the system, complete with license numbers.

http://www.belarc.com/free_download.html

The normal display of Word toolbars:

1. TITLE BAR
2. MENU BAR
3. STANDARD TOOLBAR
4. FORMATTING TOOL BAR
5. RULER.

Yellow Pages and White Pages. <http://www.hotsheet.com/>

If you want to know you IP number. www.whatismyip.com

***BIG DEAL!!!**

Call a company and talk to a human. If you click on their phone number it will bring up their web page. <http://www.gethuman.com/>

***BIG DEAL!!!**

Yellow Pages, White Pages, Reverse Lookup.

<http://www.anywho.com/>

***BIG DEAL!!! Healthfinder:**

The US Department of Health and Human Services and other federal agencies developed Healthfinder as a portal to reputable

sites, self-help groups, and information. Here's how to use the site: <http://www.healthfinder.gov/>

***BIG DEAL!!!**

Houses for Sale in our area and you can check on anyone's house:
http://www.zillow.com/homes/map/413-Southridge-Drive,-40505_rb/ http://www.zillow.com/homedetails/1706-Blue-Ridge-Dr-Lexington-KY-40505/77559536_zpid

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***BIG DEAL!!! THE LIFE MAGAZINE archive was posted online by Google.**

The archive dates back to the 1860s but mostly covers the 20th century with never-before-seen images of any historic topic you can dream up. Marilyn Monroe, NASA missions, JFK's assassination, past Olympics, surfing in the 1960s and on and on are all available for browsing. It's a fascinating look back through history. <http://images.google.com/hosted/life>

Google Earth:

Google Earth Tutorials:

<http://earth.google.com/userguide/v4/tutorials/index.html>

A different search engine. <http://www.el.com/>

5 Great Microsoft Web Services You Probably Don't Use Microsoft is so often the behemoth everyone loves to hate that people overlook the stuff it does right. We tried its newer Web services and found five gems.

http://www.pcworld.com/article/159413/article.html?tk=nl_wbxnws

Corrupt or Missing .dll file. <http://www.dll-files.com/>

NEAT WAY TO BUY OR SELL !

CRAIGS LIST; Lexington, Ky. only: <http://lexington.craigslist.org/>

Find out about email Hoaxes: <http://www.snopes.com/>

Top 25 Hottest Urban Legends.
<http://www.snopes.com/info/top25uls.asp>

TRY IT YOU'LL LIKE IT!

Stocks (Google Stuff)

Put a stock symbol in Google. For example, to view information for Microsoft or Intel, you would type in **msft** and it will bring up **Microsoft** or **intc** and it will bring up **Intel**.

Definitions: (Google Stuff)

Type **Define** and any word you wish to know, like **Define computer** it is amazing.

Daily Fun Site: Phrases

A bird in the hand is worth two in the bush. It's better to light a candle than curse the darkness. These are phrases we've probably all heard of and a lot of us use. Did you know there was a site you could go to in order to find out about their origins and histories?

<http://www.phrases.org.uk/meanings/index.html>

When you click on a file with an extension like .doc Windows knows to open Microsoft Word. Windows knows what program to open by the file extension.

FOR A FULL LIST OF FILE EXTENSIONS:

<http://www.uktsupport.co.uk/reference/fext/fextidx.htm>

Other Basketball sites: <http://www.ukathletics.com/>

http://en.wikipedia.org/wiki/Kentucky_Wildcats_men's_basketball

Test your Geography skills.. FUN GAME

http://www.rethinkingschools.org/just_fun/games/mapgame.html

Windows to the Universe

Learn about our planet, the solar system we live in, astronomy and the universe. You also learn about Space Weather, Space Missions, Myths, Art-Books-Film, History & People, Geology, Life, Physics, and Images & Multimedia about Space.

<http://www.windows.ucar.edu/>

Explore our list of the top 20 achievements and learn how engineering shaped a century and changed the world.

<http://www.greatachievements.org/>

YOU must ASK for your Senior discount!

RESTAURANTS:

Applebee's: 15% off with Golden Apple Card (60+)

Arby's: 10% off (55+)

Ben & Jerry's: 10% off (60+)

Bob's Big Boy: discount varies by location (60+)

Boston Market: 10% off (65+)

Burger King: 10% off (60+)

Chick-Fil-A: 10% off or free small drink or coffee (55+)

Chili's: 10% off (55+)

CiCi's Pizza: 10% off (60+)

Denny's: 10% off, 20% off for AARP members (55+)

Dunkin' Donuts: 10% off or free coffee (55+)

Einstein's Bagels: 10% off baker's dozen of bagels (60+)

Fuddrucker's: 10% off any senior platter (55+)

Gatti's Pizza: 10% off (60+)

Golden Corral: 10% off (60+)

Hardees: \$.50 Senor Coffee (65+)

IHOP: 10% off (55+)

Jack in the Box: up to 20% off (55+)

KFC: free small drink with any meal (55+)

Krispy Kreme: 10% off (50+)

Long John Silver's: various discounts at locations (55+)

McDonald's: Senior coffee \$.71 (55+)

Shoney's: 10% off

Sonic: 10% off or free beverage (60+)

Steak 'n Shake: 10% off every Monday & Tuesday (50+)

Subway: 10% off (60+)

Sweet Tomatoes: 10% off (62+)

Taco Bell : 5% off; free beverages for seniors (65+)

TCBY: 10% off (55+)

Waffle House: 10% off every Monday (60+)

Wendy's: 10% off (55+)

White Castle : 10% off (62+) This is for me ... if I ever see one again.

RETAIL & APPAREL:

Banana Republic: 10% off (50+)

Bealls: 20% off first Tuesday of each month (50+)

Belk's: 15% off first Tuesday of every month (55+)

Big Lots: 10% off

Bon-Ton Department Stores: 15% off on senior discount days (55+)

C.J. Banks: 10% off every Wednesday (60+)

Clarks : 10% off (62+)

Goodwill: 10% off one day a week (date varies by location)

Hallmark: 10% off one day a week (date varies by location)

Kmart: 20% off (50+)

Kohl's: 15% off (60+)

Rite Aid: 10% off on Tuesdays & 10% off prescriptions

The Salvation Army Thrift Stores: up to 50% off (55+)

Stein Mart: 20% off red dot/clearance items first Monday of every month (55+)

GROCERY:

Albertson's: 10% off first Wednesday of each month (55+)

Compare Foods Supermarket: 10% off every Wednesday (60+)

Food Lion: 6% off every Monday (60+)

Great Valu Food Store: 5% off every Tuesday (60+)

Kroger: 10% off (1st Wednesday every month in Lexington, KY.)

Publix: 5% off every Wednesday (55+)

Rogers Marketplace: 5% off every Thursday (60+)

TRAVEL:

Airlines:

Alaska Airlines: 10% off (65+)

American Airlines: various discounts for 65 and up (call before booking for discount)

Continental Airlines: no initiation fee for Continental Presidents Club & special fares for select destinations

Southwest Airlines: various discounts for ages 65 and up (call before booking for discount)

United Airlines: various discounts for ages 65 and up (call before booking for discount) U.S.

Airways: various discounts for ages 65 and up (call before booking for discount)

Rail: Amtrak: 15% off (62+)

Bus: Greyhound: 5% off (62+)

Trailways Transportation System: various discounts for ages 50+

Car Rental:

Alamo Car Rental: up to 25% off for AARPmembers

Avis: up to 25% off for AARP members

Budget Rental Cars: 10% off; up to 20% off for AARP members (50+)

Dollar Rent-A-Car: 10% off (50+)

Enterprise Rent-A-Car: 5% off for AARP members

Hertz: up to 25% off for AARP members

National Rent-A-Car: up to 30% off for AARP members

Over Night Accommodations:

Best Western: 10% off (55+)

Clarion Motels: 20%-30% off (60+)

Comfort Inn: 20%-30% off (60+)

Comfort Suites: 20%-30% off (60+)

Econo Lodge: 20%-30% off (60+)

Hampton Inns & Suites: 10% off when booked 72 hours in advance

Holiday Inn: 10%-30% off depending on location (62+)

Hyatt Hotels: 25%-50% off (62+)

Marriott Hotels: 15% off (62+) Motel 6: 10% off (60+)
Myrtle Beach Resort: 10% off (55+)
Quality Inn: 20%-30% off (60+)
Rodeway Inn: 20%-30% off (60+)
Sleep Inn: 20%-30% off (60+)

ACTIVITIES & ENTERTAINMENT:

AMC Theaters: up to 30% off (55+)
Bally Total Fitness: up to \$100 off memberships (62+)

Busch Gardens Tampa, FL: \$3 off one-day tickets (50+)
Carmike Cinemas: 35% off (65+)

Cinemark/Century Theaters: up to 35% off
U.S. National Parks: \$10 lifetime pass; 50% off additional services including camping (62+)

Regal Cinemas: 30% off
Ripley's Believe it or Not: @ off one-day ticket (55+)
SeaWorld Orlando , FL : \$3 off one-day tickets (50+)

CELL PHONE DISCOUNTS:

AT&T: Special Senior Nation 200 Plan \$29.99/month (65+)
Jitterbug: \$10/month cell phone service (50+)

Verizon Wireless: Verizon Nationwide 65 Plus Plan \$29.99/month (65+).

NOW, go out there and claim your discounts
- - - - and remember ----

YOU must ASK for your Senior discount ---- no ask, no discount.

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Questions and Answers*

(Compiled from lots of emails.)

Please help me out, some of these web sites go bad, so please copy and paste them in an email to me so I can correct them.

joeisaac@twc.com

Q. I thought you gave us a website to get individual houses on street site plus property evaluation?

A. <http://www.fayette-pva.com/?mode=Address>

Q. I lost that email that had All My Favorites on it, please send it to me. **A.** <http://www.allmyfaves.com/>

Q. Joe, I now have a new computer and want to set my e-mail account with the font and size that you use. I cannot find it on your letters that I have saved. Really would appreciate this info. Thanks,

A. In Windows Live Mail, click on File, Options, Mail, Compose, click on the Mail Font setting, then Arial, 14 pt., OK.

Q. How do I get to Device Manager to see if my hardware is operating properly? (Disk drives, Sound, USB ports, monitor, Mouse, Keyboard, etc.)

A. Type **Device Manager** in the Start Search blank.

Q. Happy New Year Thanks for helping me with my camera Now I need your help on how to clean my desktop I got so many junk folders I am trying to make my computer neat looking.

Thanks.

A. 1. Right Click on each folder that you don't need and left click on Delete

2. Right click on your Desktop, click on New, Folder, name it Misc. Now left click and drag the folders that you don't use much into it.

3. 2 rows of icons on the Desktop is plenty, more is self-defeating. (Good advice, but few listen.)

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Q. Sometimes I get an error number, how do I find out what it means?

A. Put the error number in Google or BING and most of the time it will tell you.

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Q. I forgot how to find "defrag". Can you help me? Thanks,

A. Click on MY COMPUTER, then Right Click on the C drive, click on Properties, then Tools, then Defrag.

Q. Some of us check our mail at home and work, how do you leave your pop3 mail on the server.

In Windows Live Mail, Go to Accounts, Advanced, check, Leave a copy of message on server.

Also you may select, 1. Remove from Server after XX days, 2. Remove from Server when deleted from 'Deleted Items.'

Q. I have a question, if someone sent me a e-mail with say 5 pictures and I only wanted to forward one picture in that e-mail to someone else, is that complicated to do?

A. Click on Forward, then right click on the photos you want to eliminate, then click on Cut, and they will disappear.

Q. We're on a web page and there is no print icon?

A. Try Control P. **Response:** It worked.

Q. Once I burn Movie Maker Slide show on the DVD can I change anything.

A. Congratulations on doing the Movie Maker. Any changes must be done on the computer. You will have to redo and reburn.

Q. What is the best way to get rid of Temporary Files.

A. Go to Start, My Computer, RIGHT CLICK on your C drive, click on Properties and on the lower right, click on DISK CLEANUP.

Response: Thanks, I did it and think it worked.

Q. What is File Explorer?

A. File Explorer is a file manager, it contains all your files and folders and drives.

Q. How do I add to the Windows 10 Send To menu.

A. Right click the Start button, click on run and type **shell:sendto in the search box, hit Enter. The Send To folder opens. Click on File, New, Shortcut. Browse until you find the program and click on it.**

Q. I want to keep a couple of my own pictures in the Desktop list but they keep disappearing.

A. In Windows 7, 8, and 10 Right Click the photo and click on Set as desktop background. To Save, Right Click the Desktop, click Personalize, Right click unsaved theme and click on save.

Q. How do I put Web Site Shortcut on my Desktop?

A. At the top Highlight the address, do Control S on the keyboard, right click the Desktop, click on New, Shortcut and do Control V. then click on next and name it, click Finish.

Contrary to what you have been told over and over, it is a good idea to unsubscribe to spam you receive.

Some of the spammers make it easy to unsubscribe and some make it hard.

Q. I want to forward some email without the >>,s at the start of each line of type. I know you published something on this some time back but I can't find it.

Could you tell me again how to delete those >>'s? Thanks,

A. Use it free for 4 weeks and if you like it send the guy \$10. I love it and use it all the time. Take the time to set it up, it is worth it.

Download eClean:

<http://www.jd-software.com/eClean2000/>

Q. I am unable to make a print copy of an email and something from Microsoft Word.

The computer says: Windows cannot print due to a problem with the current printer setup. Check the printer by printing a test page from Windows. Make sure the printer is on and on line. Reinstall the printer driver

A: Go to Start, Control Panel, Devices and Printers and see if your printer is the default. It will have a check mark.

To move Contacts from one computer to another.

Open Windows Live Mail, at the bottom click on Contacts, at the top click on Export, Comma separated values, name it Email Addresses, click on Browse, at the top make sure it is in documents, then at the bottom click on Save.

Move that file to your new computer.

Open Windows Live Mail, at the bottom click on Contacts, at the top click on Import, import Email Addresses and follow instructions.

Q. How do I activate my print screen key.

A. When you hit Prt Scr, the clipboard takes a picture of the whole monitor screen, Do Control V to paste it into Word, WordPad, or Paint.

ADVANCED !!!

If you hold the Alt key down and hit the PrtScn key the clipboard takes a picture of the active window only.

Response: Thanks! You've done it again! Both ways worked. You're the greatest! Thanks again!

In VISTA, Windows 7, 8, 10 you'll find the **Snipping Tool**, which is a giant step over Print Screen.)

Q. I received an email with an attachment and could not open it.

A. To open an attachment you must have the program that can open it. If it has a .pps file extension, and you have the PowerPoint program on your computer. Microsoft has free viewers for WORD, EXCELL, and POWERPOINT.

If you're going to make a slide show, Microsoft's free Movie Maker is the best. You can incorporate, movies, photos, music, text and it is easy to use and you can download Movie Maker from www.Microsoft.com You can also make a DVD that will play on a computer, you need another program to make a DVD that plays on a TV.

When you are **having problems**, restart your computer, if that does not work maybe System Restore, or go is Google or Bing. No matter the problem, if it is Word, Outlook Express, Internet Explorer.

You can find it quicker in Google and Bing than in Microsoft itself.

Q. What about highlighting and printing?

A. If you highlight certain portions of a page go to FILE, PRINT, click on SELECTION, it will only print what you have highlighted.

Q. That's it! I knew it was an easy fix if I could just find the damn thing again. It is in the task bar. Now maybe you can help with underline. I use outlook and it has started with underline when I begin a new email. It even did it when I began this reply. Any thoughts?

A. Open Windows Live Mail, click on Tools or File, Options, Compose, on the right, click on the top Font Setting, then uncheck Underline then click OK, OK.

Q. Every day I get a ton Junk mail. I delete them and block them but it comes back the next day I bet I get about 20 of those if you could help me on this I would appreciated it.

A. At the bottom of most of the emails, you can unsubscribe, this is what I do, and it works most of the time.

Q. How do I fix fonts for composing my emails.

A. Open Windows Live Mail, click on File, Options, Mail, Compose, Font settings. Select a Font, Size, Style, Color, and click on OK. I have mine set on Arial, Bold, 14, Black.
To read your email in larger text, Open Windows Live Mail, click on File, Options, Mail, Read, Fonts, Font size, use down arrow.

Q. Is it possible to have an auto signature in yahoo email?

A. In **Windows Live Mail**, click on File, Options, Mail, Signature. Type in your Signature then check the box Add signatures to all outgoing messages.

This is one of mine, you can have several:
Kindest regards,

Joe Isaac
414 Southridge Drive
Lexington, Ky. 40505-1532

859 299 6464
joeisaac@twc.com

Q. How do you keep photos in order?

A. Right click on the Photo, click on Rename, and put a 1. in front of the name. The next photo put a 2. And so on.
In XP, click on View then Arrange icons by Name or Refresh.
(if them come up in reverse order, just click on Name at the top.) In Vista and Windows 7 in will automatically put them in order.

Q. How do you delete an email?

A. Highlight the email and hit the delete key on your keyboard. This puts the email in the Deleted Items Folder, every day or so you should Right Click on the Deleted Items Folder, then left click on Empty "Deleted Items" Folder.

Q. My email program is jammed up because I tried to send a large file and it is still in the Outbox.

A. Click on Outbox, highlight the large file, and hit the delete key on the keyboard.

Q. How do you save a photo from an email or web site?

A. Right Click on the photo and left click Save Photo As...At the top see where it is saving it, it should save in My pictures in XP and Pictures in Vista and Windows 7, 8, 10. At the bottom right click on Save.

If you want to read USA TODAY free: <http://usatoday.com/>

Q. How do I increase the size of my font in Windows 10?

A. Right click on your desktop and choose Display Settings. Use the slider to increase size 125% 150%, 175%. Then on Apply, and follow instructions.

Q. How do I put my Windows 7, 8, 10 computer in **sleep mode**.

A. To do this automatically: Type **Power Options** in the Start Search Box, click on **Change plan settings** Use the down arrows to set Turn off Display for 10 minutes, Put the computer to sleep set for 15 minutes,

Q. How much space does Windows 10 use compared with previous versions of Windows?

A. Approximate Hard Drive Space Needed:

DOS 6.22	6MB			
Windows 98	321MB			
Windows XP	1.3GB			
Windows Vista	9GB			
Windows 7 & 8, 64 bit	20GB	32 BIT	16 GB	
Windows 10	"	"	"	"

Q. How can I print a Test Page on my printer in Windows 10?

A. Type Devices and Printers in the Start Search blank, hit Enter on your keyboard, right click on your default Printer (the one with a check mark), click on Printer Properties, left click Print Test Page.

Q. Do you accept any and all Microsoft Windows Update automatically to your computer?

A. Yes.

Q. Sometimes I get an error number, how do I find out what it means?

A. Put the error number in Google or BING.

Q. I'm bored with my Mouse Pointer and Hour Glass, how can I change them?

A. Type **Mouse** in the Start search box, click on **POINTERS, Browse** and find the one you want.

Same as above only after you click on Pointers, click on Working in the Background, Browse. Do the same for Busy.

Q. I'm having trouble reading the tiny print on a few of my favorite web sites. Is there a way to change that to larger print?

A. Hold the Control Key down and use the wheel on your mouse.

Q. Is there a short way to complete a .com web address?

A. To go to <http://usatoday.com/> or any .com and just type in like usatoday **Do Control Enter** and it will fill in the rest.

Another good Web Site: YAHOO NEWS

<http://news.yahoo.com/>

Q. When I send documents out in Word 2010 nobody can open them.

A. Even though I use Word 2010, I save it in Word 97-2003, most people can open this. I made this my default.

Open Word 2010, on the top left, click on the round Office button, at the bottom click on Word Options, on the left click on Save, in the top box, Save files in this format: use the down arrow and select Word 97 - 2003 Document (.doc) then click OK.

Response:

Works great. Wish I had known that earlier, would have saved much frustration. Thank you Joe.

***BIG DEAL!!!**

WORD TIP: Editing a Document. FANTASTIC

Shift + F5 will take you back to the previous 3 points of editing and then if used again, it will return you to where you started).

Highlight the words, do Shift + F3 and it will change from: HELLO DOLLY to hello dolly to Hello Dolly

Everyone should do this it saves time and your finger.

Q. JOE, How do I go from Double Click to Single click? (I use Single Click, it saves time and a sore index finger.)

A. Go to Start > Settings > Control Panel and click on File Folders Options and section select Single Click.

Also click on Underlined icon titles only when I point at them. Then click OK.

Windows Explorer is a file manager, it contains all your files and folders and drives. In Windows 10 it is File Explorer.

From here you can Copy, cut, create, delete, find, move, save, shortcut, zip and unzip Files.

Q: I've heard you talk about turning off computers every night for safety and to save electricity, but what about printers? Do those need to be turned off as well?

A: Yes.

Q. How do you configure AutoPlay?

A. In VISTA, Windows 7, 8, 10: Go to Control Panel click on AutoPlay make your selections, then at the bottom click on Save.

Q. How do I subscribe to WorldStart?

A. On the left side of this web site you can subscribe to several of their newsletters and jokes: <http://www.worldstart.com/>

To Unzip a file: Just click it.

(A lot of downloads from the Internet now end in .exe which is a self-extracting file and will open itself.

Q. Where to get rid of old computers.

I have an old computer (still works), two monitors, two printers and a scanner all in working order. Is there a recycling place or what? Thanks

A. The city has a facility on Versailles Road that accepts old computers, monitors, etc. Dial 311 for Info.

If a site is secure the first part of its Web address will read **https** rather than **http**. And a lock will show.

Q. What is difference between RAM and ROM?

A. **RAM** (random access memory), runs your programs, but disappears when computer is turned off.

ROM stands for Read Only Memory. It is permanent and uses instructions it needs to boot up every time you hit the power button. ROM also works closely with the BIOS or Basic Input/Output System.

Q. Sometimes I click on something on a Web Site and it installs a program. How do I find it and get rid of it?

A. Go to Start, Control Panel, click on Programs and Features, Right Click on the program, click on Uninstall.

To change a shortcut icon on your desktop, Right Click the icon, left click Properties, at the top click on Shortcut, then near the bottom click on change Icon.

To change a Folder on your Desktop, Right Click the icon, left click Properties, at the top click on Customize then near the bottom click on change Icon.

Windows key + D Quick way to see your Desktop:

Q. I deleted the Recycle Bin by mistake, how do I get it back.

A. Right Click the Desktop, click Personalize, on the left click on **Change** desktop icons, put a check mark in Recycle Bin, click OK.

Q. What is AMD mean?

A. There are 2 Companies that manufacture processor chips.

AMD: Advanced Micro Devices: <http://www.amd.com/en-us> and

INTEL:

http://www.intel.com/products/processor_number/eng/chart/core2duo.htm

Q. How do you get Google's AutoFill to work all the time?

A. The web site must allow it to work.

Q. Do you think it is a good idea to use a screen saver?

A. NO. It is a terrible idea, it uses electricity, wears out your monitor and hard drive and the fan pulls dust thru your computer. Go to Start, Control Panel, Power Options and set the monitor for 10 minutes and the Hard Drive 15 minutes.

Q. When you make a change the dialog box has 2 options **OK** and **Apply**, which do you use or do you use both.

A. If you click on Apply, it makes the change and the dialog box stays there for you to use to make other changes. If there are no other changes click on OK, it makes the change and the dialog box disappears.

Q. What is happening when I highlight a word or paragraph in **WORD**?

A. A vague mini toolbar appears, with it you can change the font, size, color, **BOLD**, etc. (I really like this feature.)

Q. How do you Compare two documents?

In Word 2007 left click Review, click on Compare select both the old and the new document.

Q. How do you shrink a document by one page?

A. If Print Preview reveals a skimpy last page, click the Shrink to Fit (Word 2003) or Shrink One Page button (Word 2007). Don't like the results? Just press Ctrl-Z to Undo.

Q. How do you change the Font on Envelopes and Labels

A. In Office 2007, click on Mailings, Envelopes, RIGHT click in the address section and click on Font.

Q. How do I just click on a Hyperlink?

A. Open Word 2007, click on the Office Button, at the bottom click on File, Options, Advanced, Editing options, and uncheck, **Use Ctrl + click to follow hyperlink**. It is the fourth item down.

Q. How do I get rid of Read Only in Word?

A. Click the Microsoft Office Button, and then click Open. Browse to the file and right-click it. Click Properties, and then clear the Read-Only check box. Reopen the file.

Q. You have given us with many, many helpful hints. One of the better ones is highlighting a portion of a document or website and then only printing the highlighted section. Is there a way to make multiple highlights on one document? Thanks

A. In Word 2007: Open a word document, near the top left, click on the down arrow next to Clipboard. now highlight the item, do Control C and it will show up on the Clipboard and it will hold 24 different Clipboard Items.

Now as you left click on each Clipboard item it automatically inserts itself into you blank document.

Another option is to Paste all the Clipboard items at the same time.

Q. I accidentally block my cousin's email She can get mine but I can't get her. How can I unblocked.

A. To Unblock a sender: Open Windows Live Mail at the top click on File, Options, Safety Options, Blocked Senders and remove the name.

Q. When you receive an email that just has the person's name, how do you find their email address?

A. Double click the person's name. At the next window RIGHT click the name.

Q. How do you add a picture to an email in Windows Live Mail (not as an attachment)?

A. Click in the body of the email where you wish the picture to go. Click on Insert, Single photo, then BROWSE to find the picture, double click it.

Q. How do you delete addresses in a forward email.

A. After you click on Forward, take your cursor and highlight the addresses, then hit the delete key on your keyboard.

Q. I've received a couple of e-mails that say I should install: ActiveX control "Adobe Flash Player, from Adobe systems Inc.

A. It is free, and I downloaded it to my computer.

It makes surfing the web better and easier.

Q. My photos are too large to email.

A. In Windows Live Photo Gallery Right click the photo to resize it. Use the **arrow to make a size selections: then click on Resize and Save**

Bcc in Windows Live Mail:

In Windows Live Mail, click on **Email message** like you're going to send an email, then on the extreme right, click on **Show Cc & Bcc.**

After you have sent the email, you can see the BCC recipients by clicking on your **SENT** file.

See the size of your Emails in Windows Live Mail:

Right Click on an empty space after the To or From then click on **Columns** and select **Size.**

Q. Where do deleted emails go?

A. To a folder called "Deleted Items". So it continues to take up space on your hard drive.

To really get rid of it, Right Click on the "Deleted Items" folders and click on Empty 'Deleted Items' Folder.

Q. How do you get to the Snipping Tool?

A. Typing **snip** in Start Search box, then hit enter. Any program you want you just start typing in the letters and whammo it's there.

To see and print our current CKCS Calendar:

<http://www.ckcs.org/calendar/meetingcal.shtml>

Q. How do I update Internet Explorer?

A. Microsoft Automatic Updates:

Start, Control Panel, Windows update on the left side many options.

Q. How do you save a photo that is on a web site or email?

A. Right Click on the Photo, select **Save Picture As** then save it to **My Pictures.** Or use the **Snipping Tool** it is fantastic.

Q. When you receive an email with an attachment how do you send it to another email recipient?

A. Click on **Forward** and it will be sent with the attachment, click on **Reply**, it will send the email but not the attachment.

Q. If you want different members of your family to have a folder?

A. Same as above only you **RIGHT CLICK** on the Family folder and it will make a sub folder for members of your family.

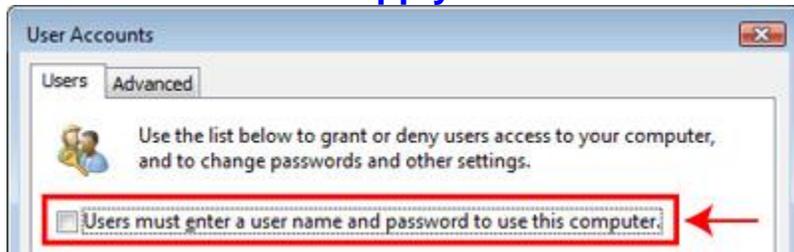
Q. Why is it that I get a **little red X** in my email instead of a picture?

A. This is tricky, it is because your email came from 2 different sites and only the site with the text came with your email.

Q: I am the only user name on my computer. How can I skip the user login step?

A: In **Windows Vista & Windows 7, 8,10** click "Start" and run, type in the Search Bar In either case, type "control userpasswords2" (without the quotes) and click "OK"

Under the "Users" tab, uncheck the box "Users must enter a user name..." and click "Apply".

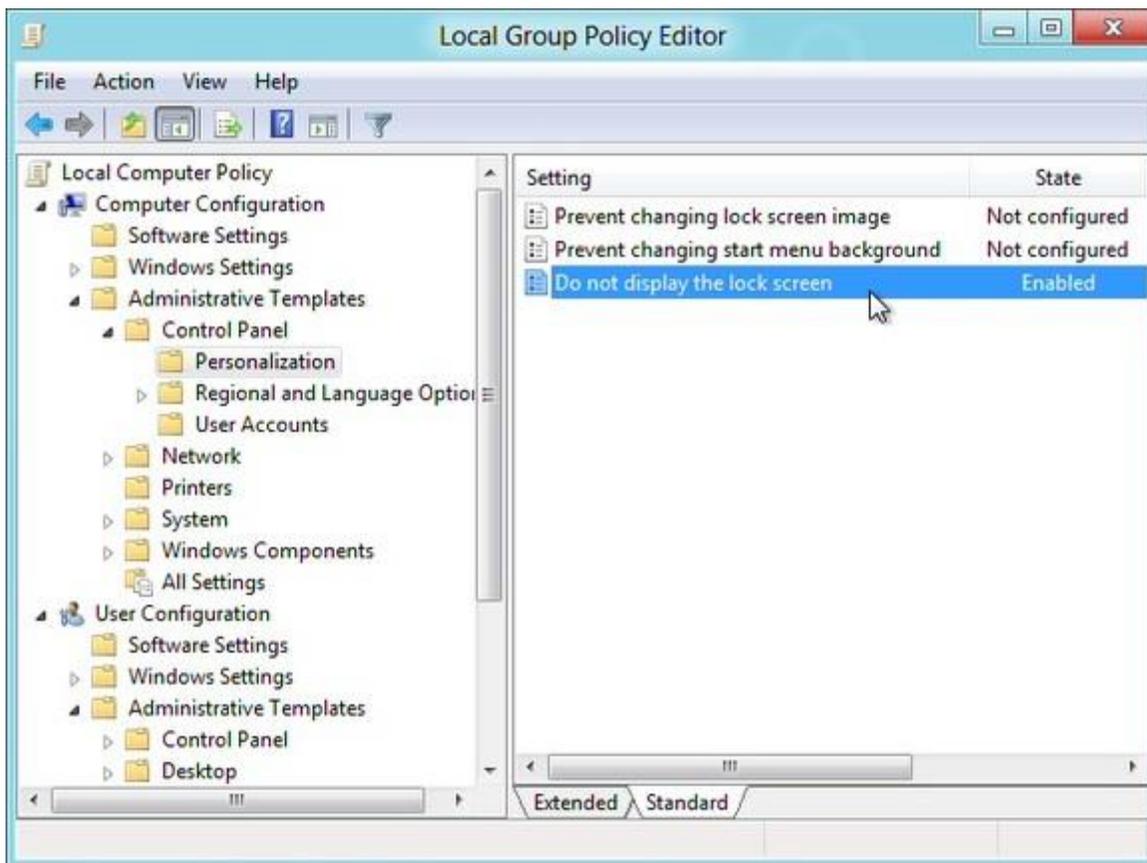


You'll be asked for your Administrative password. If you have one, type it in and confirm. If you don't, just click "OK". The windows may disappear automatically, or click "OK" to close them.

In Windows 8.1, Disable the lock screen (so you don't need a password)

Launch **gpedit.msc** and browse to **Computer Configuration > Administrative Templates > Control Panel > Personalization**. Double-click "Do not display the lock screen", select **Enabled** and click **OK**.

Restart and the lock screen will have gone.



After you remove the lock screen,

Log in automatically

Right click the Start Button or do Win X on the keyboard left click Run, then type **netplwiz** and click OK to launch the User Accounts dialog. Uncheck the "Users must enter a user name and password to use this computer" box and click OK. Enter the user name and password, click OK, restart your system and this time it should boot directly to the Start screen.

Q. I just got a new computer with windows 7 I want to put the quick shutdown on it.

A. In Vista or Windows 7, 8, 10. Right click on your desktop, select New. Click on Shortcut. In the textbox, copy and paste this in: **shutdown -s -t 01** Click on Next when done.

Response: IT WORKS!!!!!! Thanks again

Q. Have you had any feedback on the Microsoft Virus Protection Program? I am thinking about switching from Norton... Any suggestions??

A. Heard nothing but good things about it. I put it on my computer, it works fine. Be sure you uninstall Norton before installing Microsoft's.

Response: I just deleted my Norton and installed Microsoft on both my laptop and desk top... My laptop runs like a new computer.... It was very slow, but runs great now with Microsoft... Thanks...

Q. Joe, where have they hidden "Add/Remove in Windows 7 and Vista, I only have Add Hardware. (They do this to aggravate us)

A. Go to Start, Control Panel, **Programs and Features.**

***BIG DEAL!!!**

Q. How do I find my Web surfing history?

A. Do Control H To add a web site: Do Control D

Q. How do I know which version of Internet Explorer I am using?

A. Open any program, click on Help, then click on About xxx
If you don't see the help Tab, hit the Alt key and it may show up, or Right Click an empty space on the Address Bar and select and select: Menu Bar.

Q. Joe, I want to take about 50 pix in 5 megapixel size and then make a copy and reduce the copy to .3 or .5 megapixel for emailing.

1. How can I do this? **Download Windows Live Photo Gallery**

2. Can I do all 50 at one time? **Yes**

A. RESIZE your photos with Windows Live Photo Gallery:
(fantastic)

The Windows Live Essentials (Mail, Movie Maker, Photo Gallery, etc.) are here:

<http://explore.live.com/windows-live-essentials?os=win7>

The Gallery will show all your photos you have in the folder, you can put a check mark in the photos you want to resize, they will act as one, RIGHT CLICK on one of the photos left click on Resize

and make a selection 800x600 is nice for emailing. Now you will have the Resized photos and the Originals.

First click on the folder then a file. then at the top click on Go to gallery, now select the photos you want to resize by holding the Control Key down to highlight them, now RIGHT Click on one of the photos (they will act as one) select Resize.

After you import your photos in to the Gallery, click on a photo then at the top click on Fix, now you can also: Auto adjust, Adjust exposure, Adjust color, Crop photo, Fix red eye, etc.

Windows 7, 8,10 comes with Sticky Notes, type **sticky** in the search box and hit enter. Type in what you wish, RIGHT CLICK on the note and you can select a color, or click on the + sign and add another note.

Anyone with **Windows 7, 8 and 10** can download **Windows live mail** and it has a fantastic **calendar**. I put all my children and grandchildren's birthdays in it and it will automatically come up year after year. I also put the date for the Windows class on the 2nd Tuesday each month in on one month and now it shows up on every month on the 2nd Tuesday. If you need a calendar this is a good one.

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Songs from YouTube...*

You won't believe this.



<http://www.ba-bamail.com/video.aspx?emailid=17525>

From Ted Mellinger: Too Too Funny
Aaron Wilburn "If My Nose Was Running Money"
<http://www.youtube.com/watch?v=egCelwjluZM>

"Dancin' The Boogie" - by Silvan Zingg Boogie Woogie Piano
Will & Maéva Dancers (Best dancers I've ever seen. Joe.)
<https://www.youtube.com/watch?v=1QQzbCmlZM4>

Don't Cry For Me Argentina sung by Suzan Erens New York
http://www.youtube.com/watch?feature=player_detailpage&v=-dlwVKm8ArQ

From: Myra Engle Subject: USAF Band Flash Mob
Wonderfully done! Joy to the World
<http://www.youtube.com/watch?v=gloSga7tZPg>

B. J. Thomas: Hooked on a Feeling (James, 1968) - Lyrics
http://www.youtube.com/watch?v=Wqt_iZBvtCo

HARD TO BELIEVE 'WE WERE THERE!' 50's Music
https://www.youtube.com/watch?v=sDc0ID6PJeg&feature=player_embedded

Rita Hayworth Sway Dancing

http://www.youtube.com/watch?feature=player_detailpage&v=M5FtCloJATM

Andre Rieu TOP TRACKS

<http://www.youtube.com/watch?v=hWldiztg7cY&playnext=1&list=ALDZPCPAXS78jGXWACC4W91KQIEfnCOBF>

Andre Rieu My Way

https://www.youtube.com/watch?v=e-y581HdWfY&feature=player_embedded

Whitney Houston - I Will Always Love You

http://www.dailymotion.com/video/x4p0n_whitney-houston-i-will-always-love_music

Fred Astaire, Rita Hayworth - Ginger Rogers - Cyd Charisse - Eleanor Powell - Gene Kelly - Donald O'Conner - in "Staying Alive" music.

https://www.youtube.com/watch?v=mz3CPzdCDws&feature=player_embedded

This is One of the Most Touching Videos You Will Ever See

<http://www.ba-bamail.com/video.aspx?emailid=17573&memberid=1014983>

United States Armed Forces Medley

<http://www.youtube.com/watch?v=tnFGc5r9bJE>

John Philip Sousa's March, "The Stars and Stripes Forever"

<http://www.youtube.com/watch?v=a-7XWhyvIpE>

John Philip Sousa's March, "The Washington Post"

<http://www.youtube.com/watch?v=Mxrh1CrMmTY>

Semper Fidelis

<http://www.youtube.com/watch?v=fzeqTyO5Mbs>

US MARINES

<http://www.youtube.com/watch?v=X937WUBgQdg>

World War II Songs

<http://www.6thcorpsmusic.us/>

Aaron Wilburn--Southern Pounderings

<http://www.youtube.com/watch?v=Rr6GDxyVRks>

Aaron Wilburn--Krispy Kremes, Men And Women, Funny Names:

<http://www.youtube.com/watch?v=CWUSOnqqrzQ>

AI JOLSON Mammy scene

<http://www.youtube.com/watch?v=sfjzKYXzsjA&feature=related>

Barry Manilow - I write the songs <http://www.youtube.com/watch?v=w-fev20voMc>

TWO HOURS of Big Band - Part 2 (Glenn Miller, Benny Goodman, Artie Shaw, Tommy Dorsey, Woody Herman)

https://www.youtube.com/watch?v=Cj3sGyG_esc

Billy Vaughn - Harbor Lights

http://www.youtube.com/watch?v=UQ-s-fH_DJo&feature=related

Brad Paisley - You'll Never leave Harlan Alive

<http://www.youtube.com/watch?v=9C541d1Z3e0>

Same song, different photos, Harlan Ky Coal Miners:

<http://www.youtube.com/watch?v=anPfTJyJVQY&feature=related>

Take A Ride Into A Mine (CBS News) <http://www.youtube.com/watch?v=Bk-jrbCi7Sc&feature=related>

Casablanca - As Time Goes By; Play it again Sam.

http://www.youtube.com/watch?v=Wo2Lof_5dy4&feature=related

Casablanca - As Time Goes By

<http://www.youtube.com/watch?v=AY62QByUYJQ>

Dean Martin I'll Be Seeing You -

<http://www.youtube.com/watch?v=o1UUIa9EHGo&feature=related>

Doris Day A Sentimental Journey

<http://www.youtube.com/watch?v=PUw125JMVFI&feature=related>

Dirty Dancing - Time of my Life (Final Dance)

<http://www.youtube.com/watch?v=WpmILPAcRQo&feature=related>

Donna Summer- Hot Stuff

<http://www.youtube.com/watch?v=1ldEhvuNxV8&feature=related>

Dusty Springfield-you don't have to say you love me

<http://www.youtube.com/watch?v=GBwSN0Yw5l0>

Eddie Arnold; Yesterday when I was young

<http://www.youtube.com/watch?v=adJWr9u-wow&feature=related>

Eddy Arnold; Make the World Go Away

<http://www.youtube.com/watch?v=hTKeo4w7npA>

Ella Fitzgerald - Embraceable You

<http://www.youtube.com/watch?v=RF1yQMPMEMo&feature=fvw>

Elvis Presley - Amazing Grace:

<http://www.youtube.com/watch?v=B3XdXEJEI4E&feature=related>

Elvis Presley Jailhouse Rock 1957 color.

http://www.youtube.com/watch?v=tpzV_0l5lI&feature=related

Embraceable You

<http://www.youtube.com/watch?v=5hzigG7Ty-Uw>

Fred Astaire & Eleanor Powell - "Begin to beguine"

<http://www.youtube.com/watch?v=GpRU-vyelks&feature=related>

Glenn Miller: Moonlight Serenade

<http://www.youtube.com/watch?v=n92ATE3lgls&feature=related>

Glenn Miller-In the mood <http://www.youtube.com/watch?v=bR3K5uB-wMA&feature=related>

Top Tracks for The Glenn Miller Orchestra

http://www.youtube.com/watch?v=sg_E4nw4aIU&playnext=1&list=AL94UKMTgg-9ApoCSvtFbP6FB2cUnj8qAB

Gloria Gaynor I will survive -

<http://www.youtube.com/watch?v=Tth-8wA3PdY&feature=related>

GODFATHER MUSIC

<http://www.youtube.com/watch?v=WUUvgdjslQk&feature=fvw>

<http://www.youtube.com/watch?v=9hQA08QTnG8&feature=related>

Guy Lombardo Harbor Lights

<http://www.youtube.com/watch?v=3HC0GDQtOAc&feature=related>

Hank Williams Sr; Your cheatin' heart – tribute

<http://www.youtube.com/watch?v=83gFm2QvxX0&feature=related>

Happy Chandler "My Old Kentucky Home" (if this don't get you, nothing will.)

<http://www.youtube.com/watch?v=sqGuVQsl-7U>

Ink Spots - If I Didn't Care

<http://www.youtube.com/watch?v=rvwfLe6sLis&feature=related>

Jerry Lee Lewis TOP TRACKS

<http://www.youtube.com/watch?v=0dj0qdvG6T4&list=AL94UKMTgg-9CHaLOFUCeJyklpxx8gG2Ve>

Joan Osborne - What Becomes Of The Broken Hearted - [STEREO]

<http://www.youtube.com/watch?v=gA0GcXV2njY>

Joan Osborne & The Funk Brothers - For once in my life

<http://www.youtube.com/watch?v=ql7LbHXPWno>

Johnny Cash - Folsom Prison Blues THP 1959

<http://www.youtube.com/watch?v=i1xSt7iganA&feature=related>

Johnny Cash TOP TRACKS

<http://www.youtube.com/watch?v=eJIN9jdQFSc&playnext=1&list=AL94UKMTgg-9DBGf1lkgAz4GhXR7PVhf3Z>

Kenny Rogers TOP TRACKS

http://www.youtube.com/watch?v=wD_SXKZeN1I&playnext=1&list=AL94UKMTgg-9CF1Bx5TK155h5g9u_iaA9m

Linda Ronstadt - You're No Good

<http://www.youtube.com/watch?v=hr9vKWLgZzo>

Little Richard - TOP TRACKS

http://www.youtube.com/watch?v=GsjVT8Jr_pM&playnext=1&list=AL94UKMTqg-9ArmormtBaKRxpKuanPc2Rg

Loretta Lynn - TOP TRACKS

http://www.youtube.com/watch?v=VuC_I3ymXhM&playnext=1&list=AL94UKMTqg-9BUbJp6dJkx80hqWtRzo3CA

Louis Armstrong - Danny Kaye , Frank Sinatra.

<http://www.youtube.com:80/watch?v=jm6ktYq0Yxk>

Louis Armstrong - TOP TRACKS

http://www.youtube.com/watch?v=m5TwT69i1IU&playnext=1&list=AL94UKMTqg-9Bi_xgvrCUtUIWdKgbKKgi

Marvin Gaye TOP TRACKS

http://www.youtube.com/watch?v=hajBdDM2qdg&playnext=1&list=AL94UKMTqg-9AT7j_2a6yCnmEHuvoS7IxS

Mary MacGregor; TOP TRACKS

<http://www.youtube.com/watch?v=w1F5BLLFAeM&playnext=1&list=AL94UKMTqg-9AnBlkhpO2f-ji0ZH234Tj5>

Patsy Cline – TOP TRACKS

<http://www.youtube.com/watch?v=iuZTk1hdpMs&playnext=1&list=AL94UKMTqg-9BOU7OSXDpd6XAuxW9OUoQ8>

Platters - TOP TRACKS

<http://www.youtube.com/watch?v=UskkwKmcCGU&playnext=1&list=AL94UKMTqg-9BXUmy7vZhpNYGBatIEZu8N>

RAY CHARLES: Hit the Road Jack.

<http://www.youtube.com/watch?v=Q8Tiz6INF7I&feature=related>

Ray Charles - I Got A Woman

<http://www.youtube.com/watch?v=Mrd14PxaUco&feature=related>

Top Tracks for The Righteous Brothers

<http://www.youtube.com/watch?v=XIHusZElwio&list=AL94UKMTqg-9De2rwTBAB34lyRFTRUeu9>

Dancin' The Boogie - Will & Maéva 🎵 🎵 🎵

<http://www.youtube.com/watch?v=1QQzbCmlZM4>

VERA LYNN TOP TRACKS + We'll Meet Again

<http://www.youtube.com/watch?v=FNB8VbFmIOY&playnext=1&list=AL94UKMTqg-9B23vsJpbYCct5FRDXj7iNK>

WHITE CLIFFS OF DOVER

<http://www.youtube.com/watch?v=YUx3MU9iM6c>

WILLIE NELSON: TOP TRACKS.

http://www.youtube.com/watch?v=1TD_pSeNeIU&playnext=1&list=AL94UKMTqg-9CUdhQSkhTaPqtA_oLlvdq6

Wolfgang Amadeus Mozart - TOP TRACKS

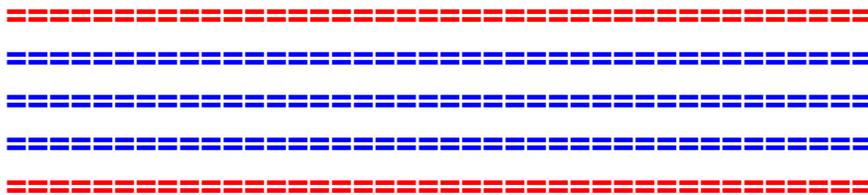
http://www.youtube.com/watch?v=Qb_jQBgzU-I&playnext=1&list=AL94UKMTqg-9AiM0lv4kt5HDuiZuAsnm89

Beethoven - TOP TRACKS

<http://www.youtube.com/watch?v=c1iZXyWLnXg&playnext=1&list=AL94UKMTqg-9Cg88Ethg8njyFGOb3zvQmx>

Moonlight Sonata

<http://www.youtube.com/watch?v=vQVealHWWck&feature=related>



Major Microsoft WORD Keyboard Shortcuts:

Control +

A Highlights all

C Copy V Paste

S Save

X Cut

Z Undo

Alt + F4 will close most any program.

Using Word 2010

If you want to know what a word means, Hold the **ALT** key down and click on the word.

MS Word shortcut hit the **F4** key to repeat what you just wrote.

***BIG DEAL!!!**

Editing a Document.

Shift F5 will take you back to the previous 3 points of editing.

Shift F3 highlighted words will change from lower case to upper case and back again.

Cool tip for your keyboard enthusiasts:

Ctrl + B will bold text.

Ctrl + U will underline text.

Ctrl + I will italicize.

BASICS & STUFF:

Have a SURGE PROTECTOR on your system (electric and phone). I use Belkin SurgeMaster II Electric and Phone Line Protection. UL 1449 Rating of 330V. \$50,000 Connected Equipment Warranty. Cost \$45.

When you are thru using your computer for the day Close all open programs on your Taskbar, Shut Down, then turn the rest of the power off.

When you go on vacation or there is a violent thunderstorm, unplug the electric and phone line.

Desktop: The screen you're looking at when you first turn your computer or boot up.

Icons: The small pictures on the left of the Desktop, when you click or double click on one of them it opens a program.

Taskbar: The Bar that goes across the bottom of your Desktop.

To move a window, put your cursor on the Title Bar (top line of the window), left click and drag to another location.

To resize a Window, put your cursor on either of the four sides and when your cursor changes into a double arrow, left click and drag till you get the size you want.

At the upper right you'll see three buttons: Minus, Box, X

Minus: --- Minimizes the window to the Taskbar, but leaves the program running

Box: [] Maximize Button: It will enlarge the window to fill the screen.

X Close Button: Click on this to close the program.

If you click on ___ [] X in the upper right hand corner of your Window by mistake, move your cursor to an empty spot before you let it unclick, and the computer will do nothing.

Control Z will undo a mistake. If you delete something, **Control Z** will bring it back. I love **Control Z**, use it a lot.

Play Solitaire if you need practice with your mouse.

Let me repeat and repeat and repeat, when typing a document, save the data every few minutes so if something happens to your computer you will not have to do the work all over again.

Just do Control S very often.

Type this Computer belongs to: Then type your name, address, and phone number into WORD or WordPad and name it FBI, then Save. If your computer is ever stolen it will identify the owner.

Sample:

This Computer belongs to:

JOHN SMITH

123 Main Street

Lexington KY

Phone 859 555 1234

SINGLE CLICK. (Why double click !!!!) (This Is Really Great !!!!)

Go to Control Panel, click on Folders Options.

Select **Single Click**. Also click on Underlined icon titles only when I point at them. Then click OK.

Should you leave your computer on 24 HOURS A DAY?

NO!!

I shut my computer down every night. If I'm going to be gone several days I not only shut it down, I unplug the computer from the wall and unplug the Internet line.

You are wearing your fan motor out and pulling dust thru your computer.

Kentucky Utilities will love you.

With the increased use of DSL and Cable Internet and with the growing threat of hackers and worms, it makes even more sense to shut your computer down when not in use.

When you are **having problems**, the first thing you should go is Google or Bing. No matter the problem, Word, Mail, Internet Explorer etc.. I can find it quicker in Google or Bing than in Microsoft itself.

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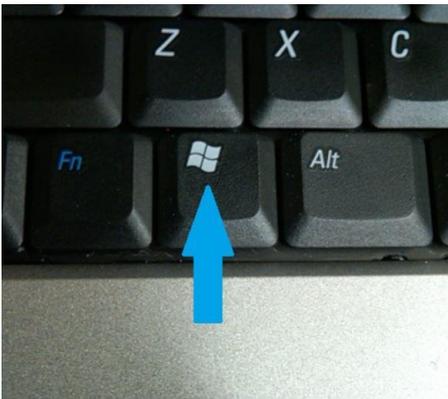
WINDOWS 10 TIPS and Tricks*



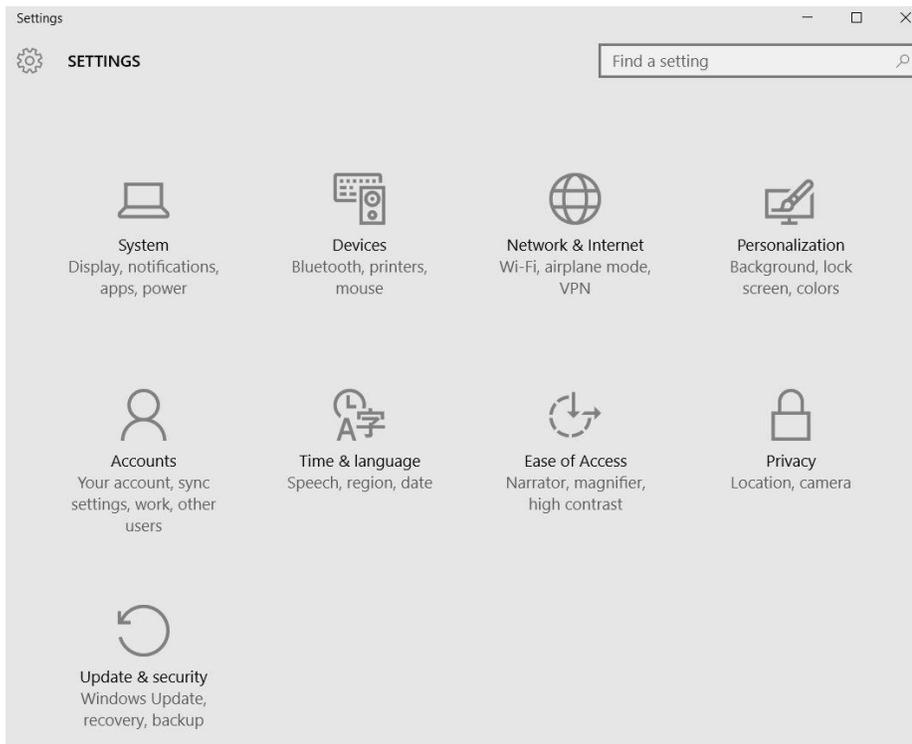
I'm so happy I read these tips.

FOR NEW COMPUTER 10 USERS

Windows Defender Antivirus program: comes with Windows 10 so you don't need Norton or McAfee. Windows Defender is a great Antivirus program.



As soon as you get online with your new Computer click on the Start Button



Now click on: **Settings:** then click on **Update & security:** click on **Check for updates.**
This will update your antivirus and all Microsoft Programs

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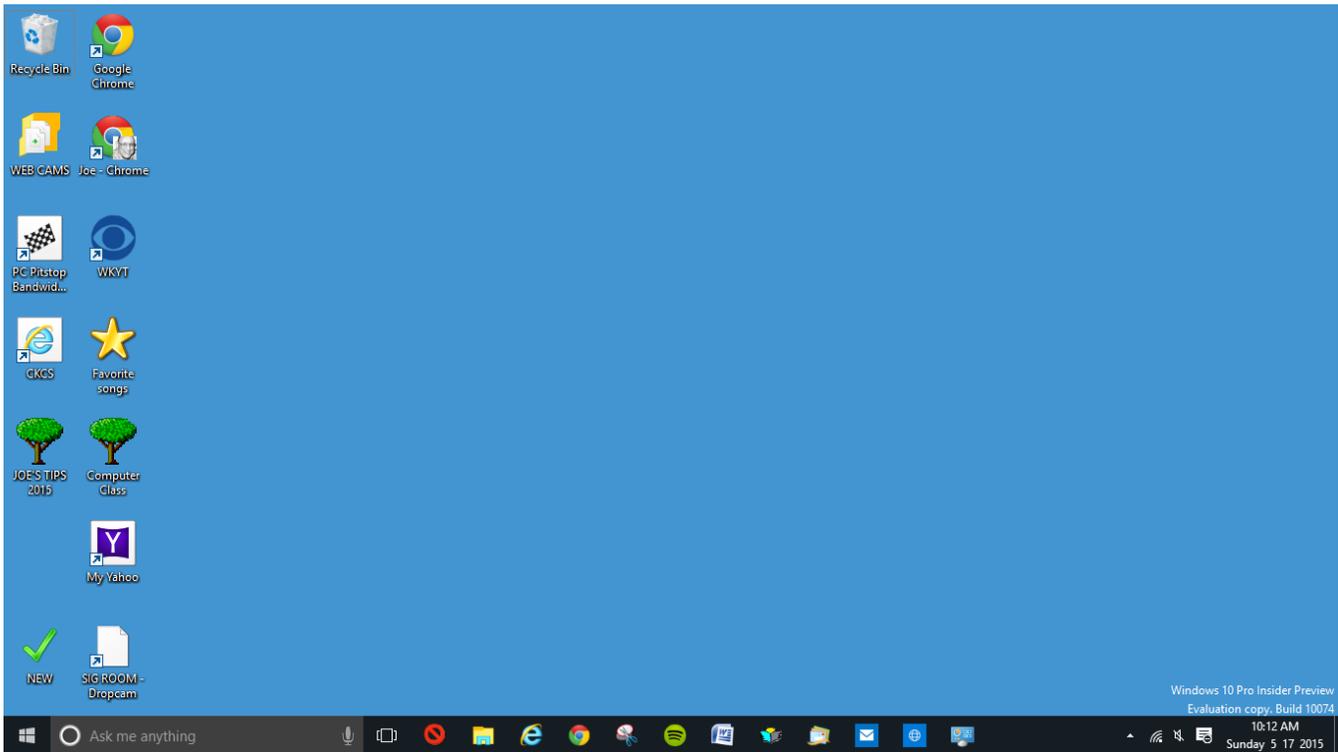
If you like Windows 7, you'll LOVE Windows 10

The familiar Windows Desktop is back, only better.

These are **my Windows 10** screens, **Your Windows 10 Desktop** will look like this only it will have **your icons** on the Windows Desktop and **your icons** in the Taskbar. It will be very familiar to you and so user friendly.

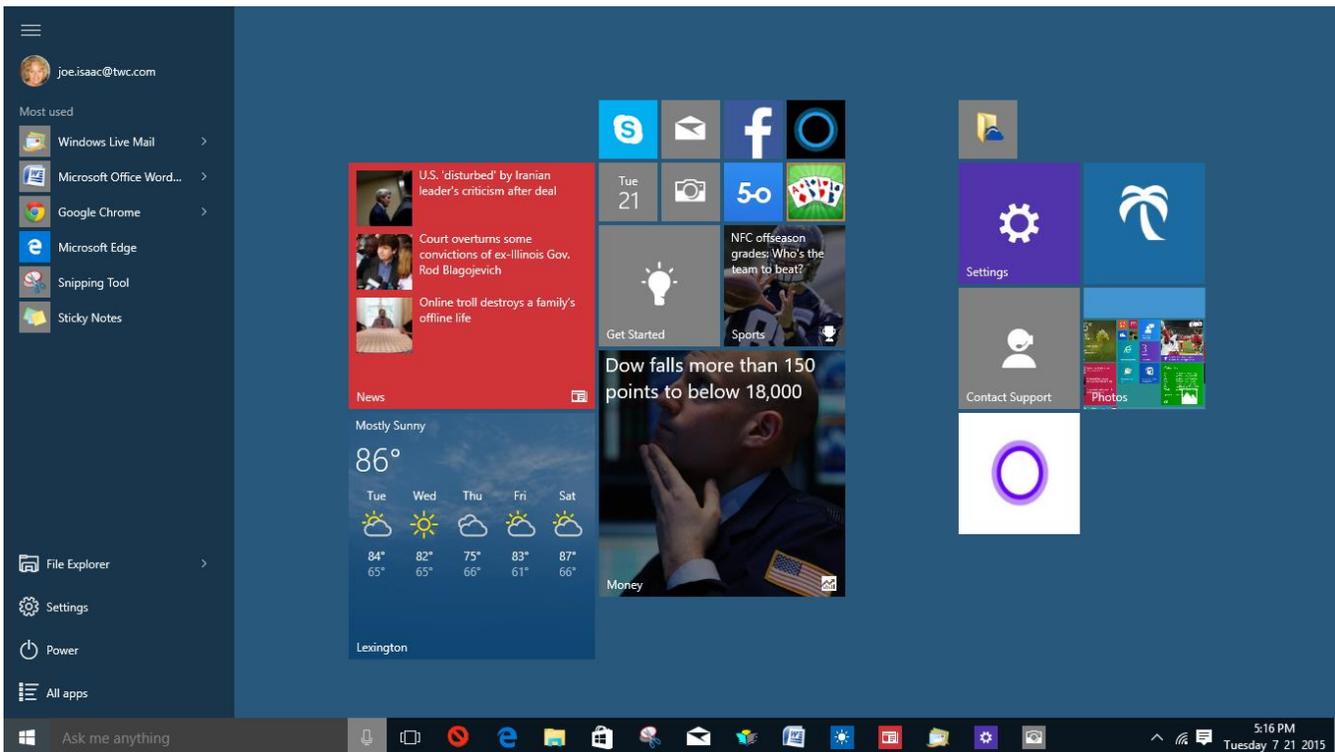
In the Taskbar you will have several new icons which will make computing must faster and easier. On the bottom left is a microphone icon, click on it and type in the Search Box or ask Cortana a question. For Cortana you need a video camera which all laptops have. For a Desktop you need to buy a Microsoft video camera for about \$40.

The next icon is called Task View and will show Apps that are open.



Windows 10 has a Desktop Screen, just like Windows 7 -- only better. Windows 10 boots straight to the desktop.

Internet Explorer is taking a backseat to a new Web browser **EDGE, which is faster than a speeding bullet. Microsoft's Siri-like **Cortana** voice assistant you can talk to her and she talks back. If you ask her "who is your Daddy", she may answer "Bill Gates".**



This is Windows 10 Start Screen, It has a list of your most used apps, most visited folders and recently added software. If this list is not there, click on the 4 lines at the top left. **Power button on the bottom left (turn computer off)**

Bottom left, click on the 4 lines or All apps and you will see all your apps in a single list. Right click an App and select Pin to Taskbar, Pin to Start.

To toggle between the Windows Desktop Screen and the Start Screen, hit the Window key on the Keyboard or left click the Start button on the left side of the Taskbar. You might notice that both screens have the Taskbar.

You can still use your old programs like Windows Live Mail, Photo Gallery, Quicken, Word, and so on just like always.

Microsoft will automatically send out the latest fixes and updates to users throughout the month and not just on Tuesdays.

When you first download Windows 10 do a Windows update.

Windows 10 will receive security fixes for ten years



Great videos of the brand new Windows 10

<https://www.youtube.com/watch?t=17&v=Wwc5jKc-EgE>

<https://www.youtube.com/watch?v=j3ZLphVaxkg>

Windows 10 Q&A

http://www.microsoft.com/en-us/windows/windows-10-faq?ocid=Reserve_r_Confirmation_mod2_faq

Any questions please email joeisaac@twc.com or call 299-6464

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Hit the Windows key to toggle between the Desktop and Start.



Desktop screen

When you turn your computer on it will go to Desktop. To get to Start just hit the Windows key on your keyboard.

Right click the Desktop and click on Personalization
Here is where you configure your Desktop

1. Left click on Background, on the right middle, click on the down arrow for options. I picked Solid color, then click on Blue. If you want your favorite photo for a background right click on the photo and left click on **Set as desktop background**.

2. Left click on Themes, click on Desktop icon settings, please select Computer (which is **This PC** icon), One of the most important icon you will have. This shows all your main Folders and Drives, Recycle Bin was already checked. Then click OK.

*Taskbar on both screens

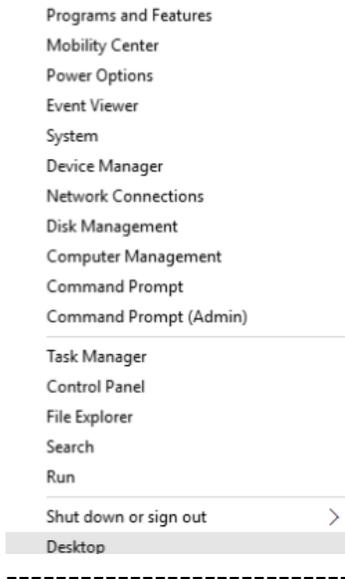
When you turn your Windows 10 computer on you get the Desktop screen.

7 new icons in Taskbar, Start Button, Search box, Mike, Task View open 4 programs, Edge, File explorer, Notification icon.

1st icon: Start Button: left click it and it takes you to the Start Screen. which is very useful.

Right click the Start Button or on the Keyboard press the Windows key and X. This is Win X Menu in 10 Very Useful

This is Win X Menu in 10



2nd part: Search box, type what you want to find.

3rd icon: Cortana mike: left click the mike and ask Cortana a question.

To configure Cortana:

Left click an empty space in the search blank, left click the Square Icon, then left click Settings for Cortana Options.

4th icon: Task View: show open files and folders and lets you switch between them.

5th icon: EDGE,  Microsoft new, best, fastest web browser. Beats Internet Explorer a mile. Edge is the default browser on all Windows 10 computers.

To configure EDGE: left click the 3 dots in the upper right hand corner, then click on Settings. Select options. Then click on [View advanced settings](#) and select.

You are going to love this: reading view, which strips away all the menus, ads and other distracting elements that run alongside the text. In the upper right corner left click on the book.

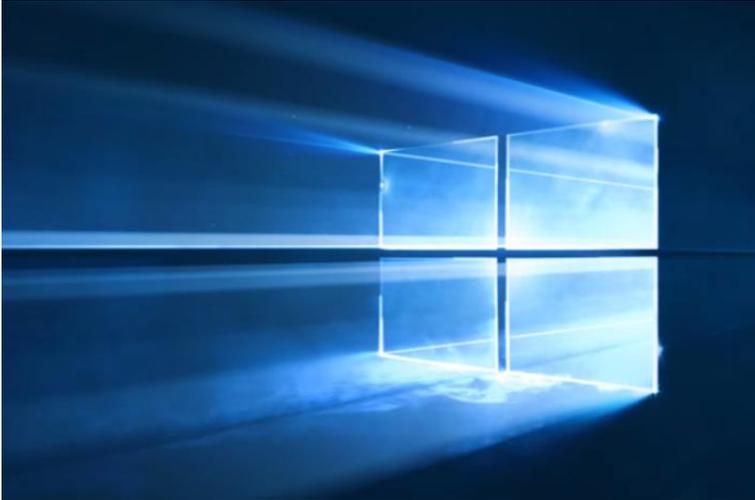


To make a Web page a Favorite click on the Star at the upper right or do Control D on the keyboard, then click on Add.

6th icon: File Explorer, Shows Frequent folders and Recent files used.

7th icon: Notification icon, click on it for information and tips from Microsoft.

Any questions please email joeisaac@twc.com or call 299-6464



If you want to download Windows 10 now and not wait for a notice from Microsoft. Click on this link for Windows 7, 8, and 8.1 and follow instructions. If your Windows update is up to date, your System Requirements should be OK.

<http://www.microsoft.com/en-us/software-download/windows10>

IMPORTANT: To upgrade for free, select **Upgrade this PC now** in the tool. You should **NOT** be asked for a product key during the upgrade process.

Windows product key (xxxxx-xxxxx-xxxxx-xxxxx-xxxxx).

Just do this first: go to Control Panel, click on System and see if you have a 32-bit or 64-bit version of Windows and download the proper version.

[Download Tool Now \(32-bit version\)](#)

[Download Tool Now \(64-bit version\)](#)

I used the 64-bit version link to download Windows 10 for my Desktop and my Laptop and everything went smooth. Call me at 299 6464.

Please check out Windows 10 Q&A, It has a lot of answers.

http://www.microsoft.com/en-us/windows/windows-10-faq?ocid=Reserve_r_Confirmation_mod2_faq

Any questions please email joeisaac@twc.com or call 299-6464

SUGGESTIONS FOR YOUR NEW Windows 10 Computer.

(The speed of your new computer is going to be a lot faster than your old one.)

Processor: Latest generation Intel core i3, i5, i7 processor or AMD equivalent.

Memory: 4 to 8GB **DDR3**

Ports: Should have both USB3 and USB2 Ports (**USB3 is 10 times faster than USB2**)

Hard Drive: 500GB or 1TB

In addition to the above, a 256GB or larger Solid-State Hard Drive: (SSD) would give you lightning speed. It is a great option. It will spoil you.

SAMSUNG 250GB USB 3.0 Portable SSD T1 \$149.99

SSD Solid-State Hard Drives (SSD)

Use less power, enjoy faster performance.

From this:

To this:



SSD drives, faster than a speeding bullet.

Webcam: if a Laptop.

LCD Monitor: 15.6" or 17" for a Laptop, for a Desktop 24".

DVD-RW Drive: To burn CD's or DVD's.

Digital Media Reader: For your Digital Camera memory stick.

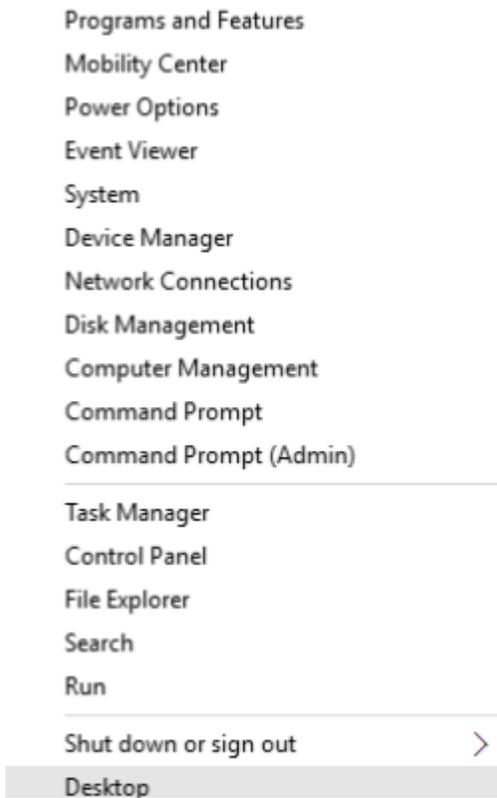
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How to use the Snipping Tool on the Start Screen by Mike Seiler:

1. On the desktop open the Snipping Tool. Click on the Cancel button on the Snipping tool window.
2. Now go to the Start window. Press the CTRL + PRT SC keys. (i.e. the Control key plus the Print Screen key).
3. Your mouse cursor turns into the "+" symbol and the screen gray's out. You are now ready to snip the part of the screen you want to capture.

This method works for any app (program) you open from the Start screen. Also, these steps can be used to capture any drop down windows you might want to capture on the Desktop or the Start screen.

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Right click the Start button or do Win X on the keyboard. This is a great usable menu. I use it a lot.

This is the Win Key



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Windows Essentials 2012: Microsoft no longer supports Windows Essentials 2011

They are fantastic FREE programs and are already installed on most new Windows computers:

Windows Essentials:

<http://windows.microsoft.com/en-us/windows-live/essentials>

Select only the programs you want, like Windows Live Mail, Windows Live Photo Gallery, etc..

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PROGRAMS FOR YOUR NEW COMPUTER

(If these programs are not already on the new computer.)

1. ADOBE READER: PDF viewer

Download <http://get.adobe.com/reader/>

2. GOOGLE CHROME: DOWNLOAD

http://www.net-download.com/chrome/?kw=20&utm_source=bing&utm_medium=cpc&utm_campaign=USC&utm_term=google+chrome+download+2015

3. WINDOWS ESSENTIALS

<http://windows.microsoft.com/en-us/windows-live/essentials>

MAIL, WRITER, PHOTO GALLERY, MOVIE MAKER

4. BELARC ADVISER

Belarc Advisor is Free and it's great.

Belarc will tell you exactly what is inside a your computer, computer's components (CPU, motherboard, RAM, adapters, cards, etc.), make and model, and all the software installed on the system, complete with license numbers.

http://www.belarc.com/free_download.html

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YouTube: <http://www.youtube.com/>

To get songs from the Internet:

Open Internet Explorer: and type **YouTube, Artist, name of song.** While the song is playing click of File, Send, Shortcut to Desktop.

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Windows' overall market share is 91%. The rest of the market includes Macs 5%, Linux PCs 1% and Apple iPhone 0.5%.

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THREE FINGER SALUTE. (If your computer freezes up.)

Control + Alt + Delete

If your computer freezes up, first try the three finger salute. Control + Alt + Delete, you must have all 3 keys depressed at the same time. A screen will come up with the offending program highlighted. Click on End Task and it may resolve your problem.

KEYBOARD shortcut commands.

CTRL+C Copy.

CTRL+S Save.

CTRL+V Paste.

CTRL+Z Undo.

Control + Home: Jumps to beginning of page.

Control + End: Jumps to end of page.

Esc: Stops loading of current page.

**F11: Toggle between full screen and regular view of the browser window
Alt + Left Arrow: Goes back to the previous page.**

SCREEN SAVER vs. POWER OPTIONS:

Go to Start > Control Panel (classic view), click on Power Options.

In Power Options: Set your: Turn off monitor: in 10 minutes. Turn off your hard disks: in 15 minutes.

Please do not use a screen saver it wears out your monitor, increases you electric bill, and pulls lint through your computer.

A well-equipped PC running at full steam will burn from 200 to 300 watts. You'll conserve most by using Power Options. This is much better than running a screen saver.

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THE END