

## SCA Computer Club notes

### Classes for the Month of May



To enroll, log into the website at <https://computer.scaclub.org/>. Go to Calendars and select Classes/Events. Click on the class you want to take and under "Action", click on "**Enroll**". (Be sure to check the date as there may be multiple offerings of the class). If you need to cancel your enrollment, please log back in, select the class again and click on "**Drop**". All classes are FREE to Computer Club members in good standing and are geared for *beginners* unless otherwise indicated. A member can take any class as many times as desired. **IMPORTANT: You must have your SCA Resident ID with you to check-in at the Monitor desk AND AGAIN in the front of the Classroom to ensure you are enrolled on the day of the class. Check-in will begin 20 minutes before the scheduled class time. If you are late, you may be bumped from the class by someone on the waiting list.**

***Our Centers are following the Nevada Governor's directive regarding "Stay at Home".*** When the Centers re-opens classes will resume. Please check the calendar on the website to see what is available and to sign up.

In the meantime, please continue to practice control and prevention measures against Covid-19:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.

Recognize personal risk factors. [According to U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

**If your Computer Club membership has expired during the time we have been closed, do not worry. Once we re-open you can come in and renew it.**

If for some reason, you do not wish to receive the Club newsletter each month, please do us a favor and **CONTACT US via the website** (instead of just marking it as spam or junk) and we will remove you from our mailing list. Doing it this way will ensure you do not get future club emails and we do not get a lot of returned emails marked as junk/spam. IF you want to receive our Club newsletter and you are not getting it in your email, check your Junk or Spam folder to see if it is there. Or check your account profile to ensure we have your **correct** email address on file. If you need to update it, you can do so there.

## Special Interest and User Groups

A SIG is a *“special interest group”* that meets on a weekly or monthly basis. *“User Groups”* also meet on a monthly basis. We invite ANY Computer Club member who is interested in learning more about a specific product/application or a specific topic to join in the discussions.

The *Photoshop Elements SIG is scheduled to meet* will meet on **Fri, May 29 from 9:30- 11:30 AM**. We cover topics that build upon skills learned in the basic Photoshop Elements class and participants can get help with Photoshop Elements related problems.

*Computer Talk is scheduled to meet again (starting May 7) weekly* from **9 –10 AM every Thursday** and is designed as a “question and answer” session. Can’t figure out how to do something? Anyone can ask anything computer related. Do you have a question regarding a specific product or application? Bring your questions and join the discussion each Thursday. New members are always welcome.

If you are an Apple user, the *Apple User Group* will meet monthly to investigate Apple products. Do you have questions regarding specific Apple products or applications? Join the meeting scheduled for **Saturday, May 4 from 10 AM- noon** and see if this is the group you have been looking to join.

### Latest UPDATE on what is going on...

As of this printing, the Sun City Anthem Centers remain closed so there will not be any computer classes available. When will we start up again? Good question. When we find out, we will let you know. When we open again, classes will resume. Check the Calendar for classes.

We hope everyone is doing well; adjusting to their new schedules, practicing safe distancing and good prevention habits during these trying times. Staying tethered to one’s computer or television set for hours at a time may seem entertaining, but we all need to get up and physically move around also.

As one’s computer time increases due to the current situation, please remember to **be safe online**. *What can you do to protect yourself?* PLEASE DO NOT BE FOOLED. Take the same precautions we have told you about, only be more vigilant.

- ◆ Consider **not** answering the phone unless you know whom it is that is calling. If you do not recognize the number, let them leave a message. If it is someone you know, they will leave a message and you can call them back.
- ◆ Do **not** believe everything you read online or what you hear from your neighbors or any emails you receive out of the blue, especially about Covid-19. Do your homework and use trusted sources to get your information. There is **NO** instant cure. Having an alcoholic beverage every hour will **NOT** prevent you from getting it the virus. You **cannot** catch Covid-19 by texting (or exchanging emails) with someone who has symptoms. Our HOA website at: [sca-hoa.org](http://sca-hoa.org) provides updated information on Covid-19 as well as the Centers for Disease Control and Prevention’s (CDC) website at [cdc.gov/covid19](http://cdc.gov/covid19)
- ◆ Do **NOT** click on links in emails or texts you are not sure of. Companies are **NOT** offering FREE vaccinations. Again, there are no pills or lotions available to treat or test for the virus at this time. Do **not** fall for that.

### Latest UPDATE on what is going on...

- ◆ Do **NOT** provide personal information to someone who calls you telling you that you are eligible for money from the government because they just passed a historic stimulus package. Do **NOT** provide personal information to anyone who calls (or emails you) telling you that because you are on Medicare, you can get tested immediately or that you will receive a stimulus check in the mail if you provide your bank name and checking account number for direct deposit.
- ◆ Do **NOT** provide **ANY** personal information, banking information, medical information, etc. over the phone or via text or email. Do **NOT** let fear (or hope) interfere with your better judgment. Reach out to someone you trust to check on things if you have any doubts.

We hope you are keeping busy, both physically and mentally. If you have read (or listened to) everything on your “to do” list, here are some other FREE audiobook sources you might want to explore. As a reminder, our Club does not make any recommendations regarding resources, but simply let’s you know what is available based upon our research. You might be familiar with some of these sites and if so, let us know what you think.

Audible Stories: <https://stories.audible.com/start-listen>

OverDrive: <https://www.overdrive.com/>

Open Culture: <http://www.openculture.com/freeaudiobooks>

LibraVox: <https://librivox.org/>

Lit2Go: <https://etc.usf.edu/lit2go/>

Loyal Books: <http://www.loyalbooks.com/>

Some additional TV/movie sites:

Popcornflix: <https://www.popcornflix.com/pages/discover/d/movies>

Tubi TV: <https://tubitv.com/>

Retrovision TV: <https://retrovision.tv/>

Classic Cinema Online: <http://www.classiccinemaonline.com/>

Top Documentary Films: <https://topdocumentaryfilms.com/>

Open Culture: <http://www.openculture.com/>

**All us on the SCA Computer Club Board wish you and your families well. We want you to stay safe and healthy (as we all deal with this pandemic) and we hope to see you in the club again soon.**

## Macintosh Finder Basics

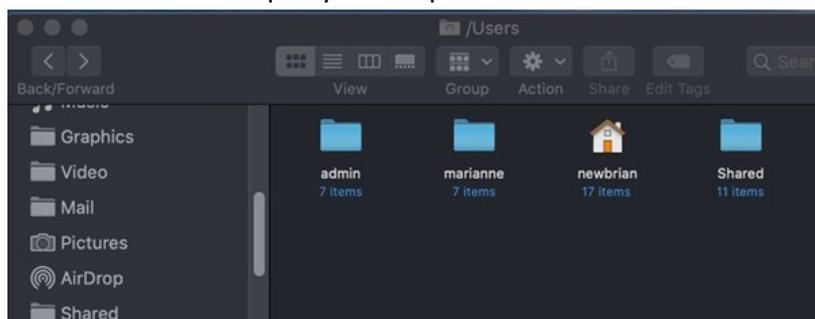
By Brian Corr

Let's start by giving a basic description of the Finder and its purpose. According to the Apple Help System the Finder is the home base for your Mac. The Finder icon looks like a blue smiling face; click the icon in the Dock to open a Finder window.



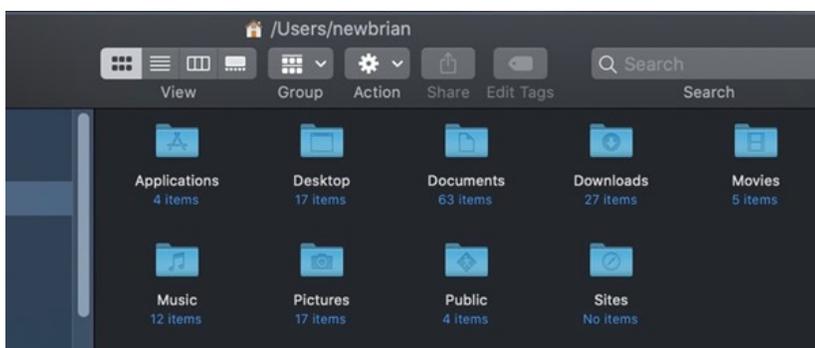
You use Finder windows to organize and access almost everything on your Mac. Folders, Documents and Apps are the basic items managed by the Finder. At the lowest level of the startup volume on your computer is a Folder called "Applications" which includes all the apps (previously referred to as programs) installed as part of the operating system, plus any other apps you may have installed from the Apple App Store or from third party developers. Also at this low level is a folder called Users, which contains a home

folder for each user who has an account on the computer. There are also quite a few folders at the lowest level that contain the basic parts of the operating system. *These should almost never be touched by the user unless they have thorough knowledge of the consequence of making changes to these folders or their contents.*

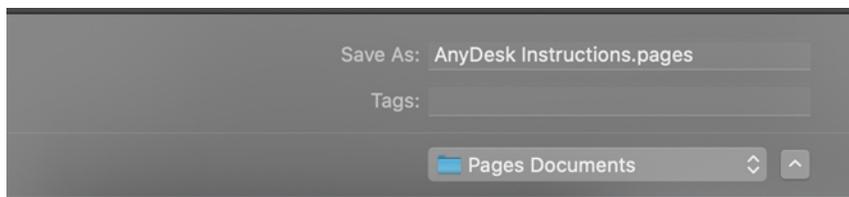


Inside the "Users" folder will be a home folder for each user and an additional folder called "Shared". This folder is for information (usually preferences) that are accessible to all users on the computer. Each user's

home folder is only accessible to that user so privacy is maintained between the users. The operating system sets up a default suite of folders within each user's home folder to initially organize that user's data. These folders, have distinctive icons and names indicating what should be stored in them but these guidelines are not enforced so you could store pictures in your documents folder or music on the desktop



but why would you?? There are 4 folders which require additional explanation. The "Applications" folder that is in each users home folder is for apps that are installed only for the use of that particular user. The "Public" folder allows a user to put items in it which will be accessible to all users on that computer (permissions on anything placed in that folder are changed to "all"). The "Sites" folder is for posting web sites which can then be served to users on that computer or on the local network. The "Desktop" folder is actually a windowed presentation of the files and folders that are visible on your desktop. Other folders may be created automatically the first time certain apps are used, for instance the Pages app will create a folder called "Pages Documents" in the "Documents" folder to store its documents but you can choose a different folder in the save dialog.



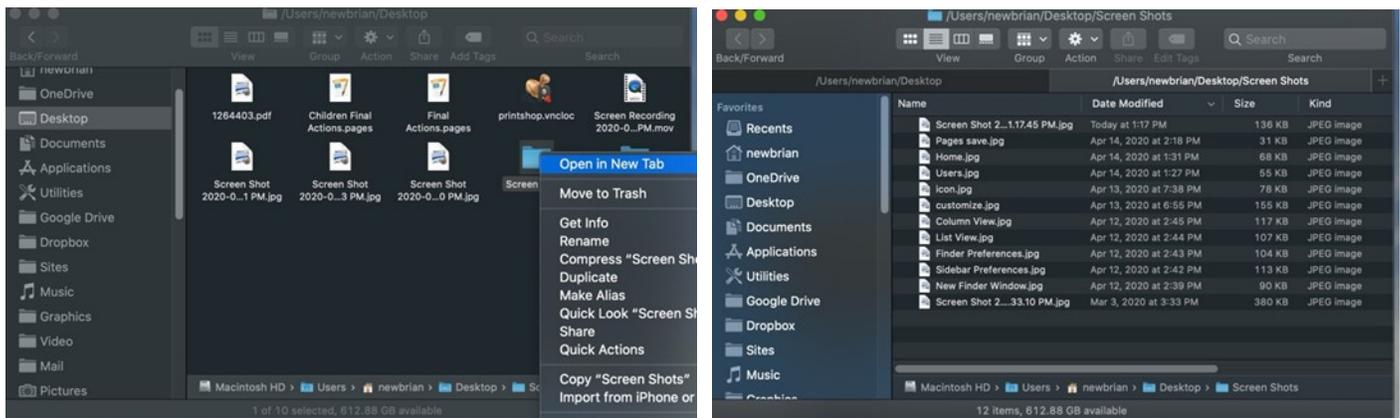
While this basic structure of folders and files seems logical and complete it is only a beginning. You can extend it to give better organization by creating folders

## Macintosh Finder Basics (continued)

with more specific purpose within the existing folder structure. You can create a folder within the documents folder for medical documents or financial documents or even more specific like your bank or mortgage company. Doing this is simply a matter of creating the folder and dragging existing documents into the folder or creating them within the folder by saving documents to that location. Let's do a simple exercise to demonstrate. A simple way to navigate to one of the existing folders is to click on the "Go" menu item on the menu bar and select "Documents". This will open the documents folder in your home directory and display its contents. Click on the "File" item on the menu bar and select "New Folder". This will create a new folder called "Untitled folder" with the name highlighted so you can type in the name you wish to give this folder. Once named you can drag files in the documents folder over the top of that folder and release which will move that file into the new folder. You can confirm this by double-clicking on the folder and the window that opens will show that file. As you create folders within folders please keep in mind that naming and organizing these folders will make it easier to find your documents but if you do not use logic in your naming conventions it can actually make it harder to find your documents.

### Finder Windows versus Tabs

The Finder uses a concept developed in browsers in recent years called "Tabs". It allows you to have multiple folders open but only one is visible at a time but you can easily switch between those tabs simply by clicking on the tab across the top of the window. If you open a Finder window either by clicking on the finder icon in the dock or by double clicking on a folder or volume on your desktop you will have a window without any tabs. If there is a folder displayed in the open window that you would like to open in a tab,



simply right click (or Control-click) on the folder and select "Open in a new tab". You can also double-click a folder on your desktop and it will be opened in a tab. If, when you right click on a folder, it says "Open in a new Window" it means that the option to open new folders in a tab (instead of a window) is not checked in the Finder preferences. Switching between having multiple tabs or multiple windows is very easy and at times you want the compact display in tabs and at times you want separate windows open so you can easily compare contents or drag between the open windows. If you are in a tab view and you want a tab to be opened in a separate window simply click on that tab and drag it to an open location on the desktop. Conversely if you have several finder windows open and you want to combine them up into a tabbed display go to the "Window" menu item and select "Merge all Windows".

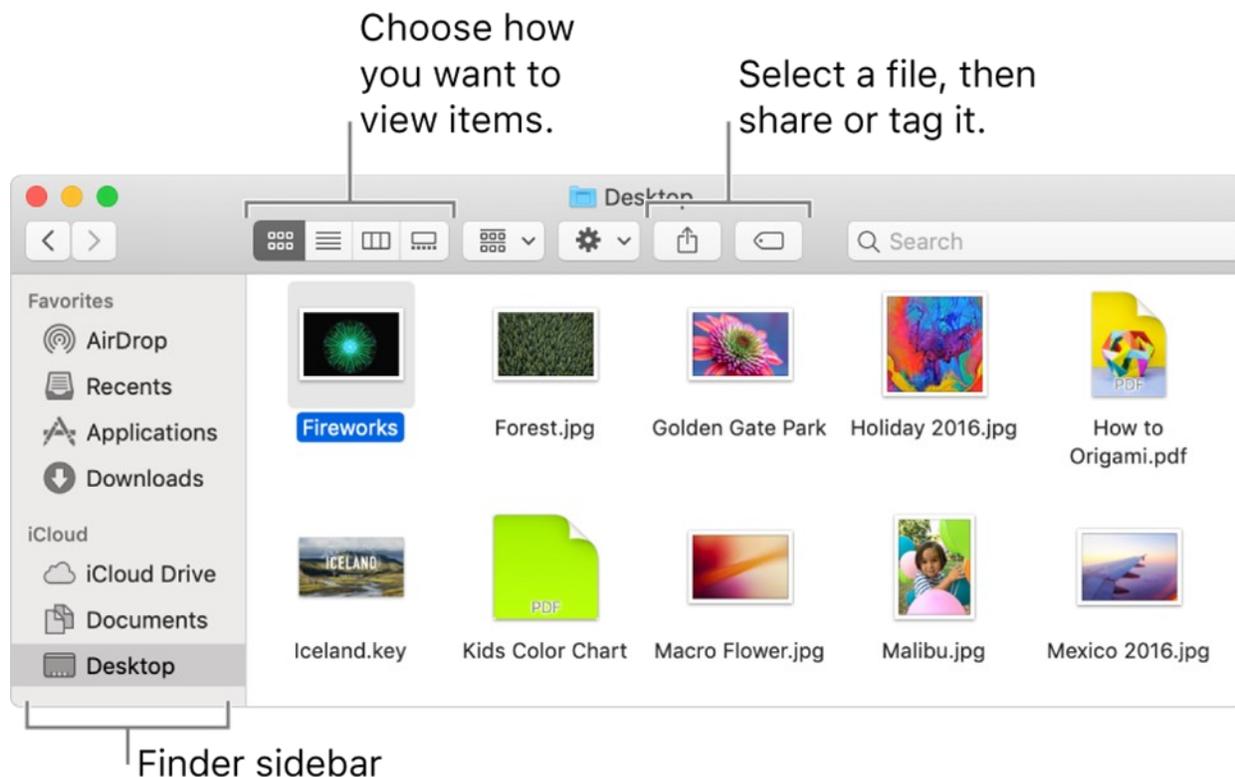
### Customizing

The Finder window is infinitely customizable and some time spent configuring it will pay huge dividends.

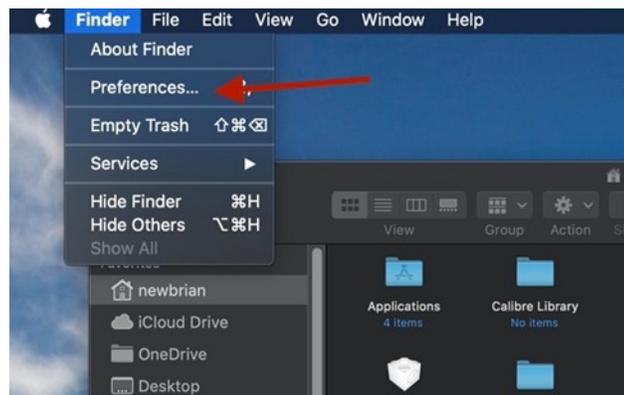
The Finder Sidebar is the first thing I like to customize. If the sidebar is not visible in a finder window simply go to "View" in the upper menu and select "Show Sidebar". There are two significant ways to customize

## Macintosh Finder Basics (continued)

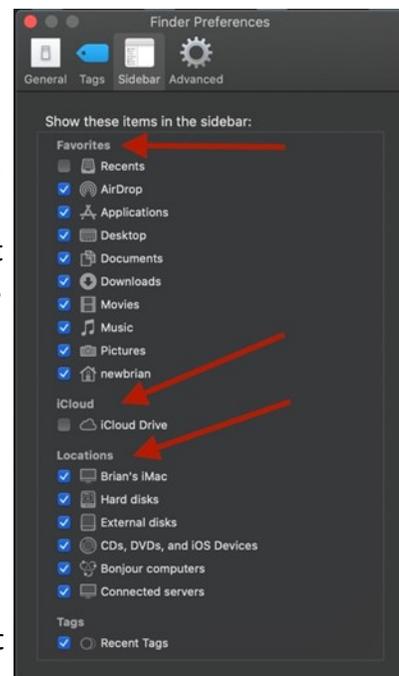
the sidebar. The first is to open the Finder Preferences which you do by clicking on the desktop so the



Finder is the front application and then clicking on “Finder” next to the Apple icon in the upper left corner of the screen. Click on “Preferences” in the drop down menu that appears.



In the window that opens click on the “Sidebar” tab across the top of the window and you will be presented with a long list of checkbox selectable items to show on the sidebar. It is divided into four (4) sections; **Favorites, iCloud, Locations, and Tags**. The first two (2) items in the list are **Recents** and **Airdrop** which are not folders like the rest of the **Favorites**. **Recents** is



really a live search of the documents that you have most recently modified. *It is not an actual folder and creates confusion since deleting the document from this display actually deletes it from wherever it is.* I leave it off, but as long as you understand how it works you may choose to have it available on the sidebar. *Airdrop* is a capability to transfer files with any other Apple devices nearby using Wi-Fi but not requiring the two devices to be on the same network. The rest of the items in the **Favorites** are specific folders that exist on your Macintosh by default, each with their own logical content. In the next section is only the one item, **iCloud Drive**, and clicking on it makes the iCloud Drive available on the sidebar. The next section called

## Macintosh Finder Basics (continued)

**Locations** actually consist of storage devices including connected servers and other computers available on the local network.

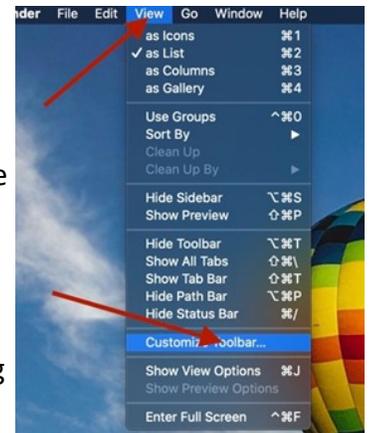
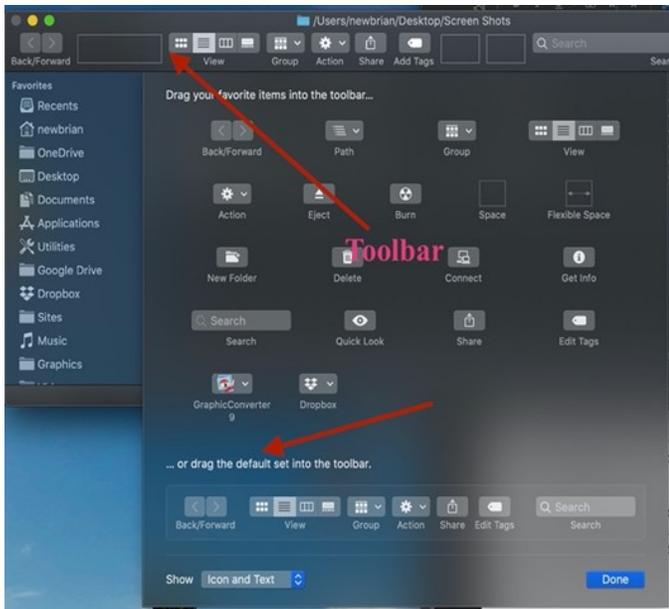
There is another more intuitive way to customize the sidebar. You can simply drag folders or volumes (like external drives) to the sidebar in whatever position you want and they will remain in that position in any open finder window. If you later wish to delete the folder or volume you simple need to drag it clear of the sidebar. *Deleting the item from the sidebar does not in any way affect its contents.* The order of items on the sidebar is just as easily customized by simply dragging items into the desired order.

The next customization I'd like to present is in the general section of the finder preferences. The default finder window that opens when you click on the Finder in the dock is Recents but you can choose an actual folder to open instead by going to the finder preferences and selecting the "General" tab and then in the lower portion of the window click on the "New Finder windows show:" and make your desired selection. The selections available in addition to Recents, are your home directory, Desktop, Documents, iCloud or other which gives you the ability to choose any specific folder you want to be your initial folder when opening the Finder.

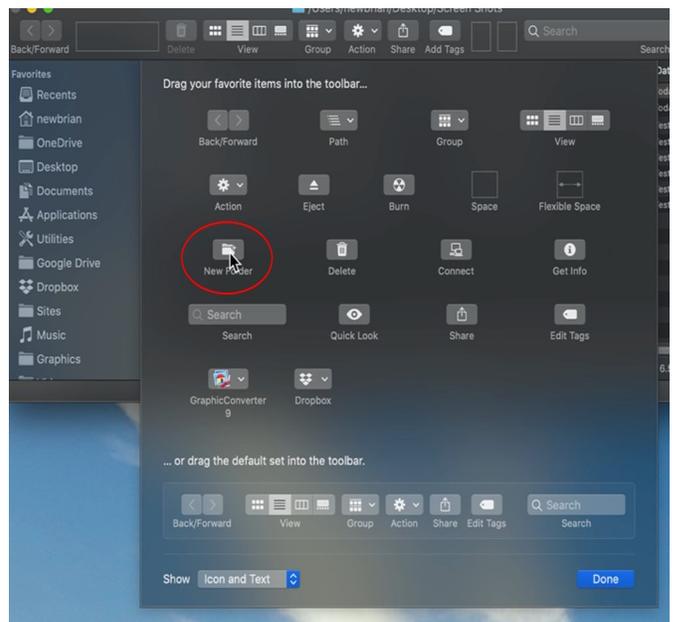
While we are in the finder preferences there is one more thing I like to change in the advanced tab. I've turned off the "Show warning before emptying the Trash" option so my trash empties immediately when I choose to empty the trash.

The next thing that is easily customized is the toolbar at the top of Finder windows. The tools displayed in the finder window when you first open it are only the defaults and you can add tools, delete tools or move them around to make your Finder experience more responsive. To customize your toolbar select

**View** in the top menu of the Finder and then select "Customize Toolbar". In the window that opens there is a default set of tools in the lower half that you can drag to the toolbar area of the Finder Window to return to

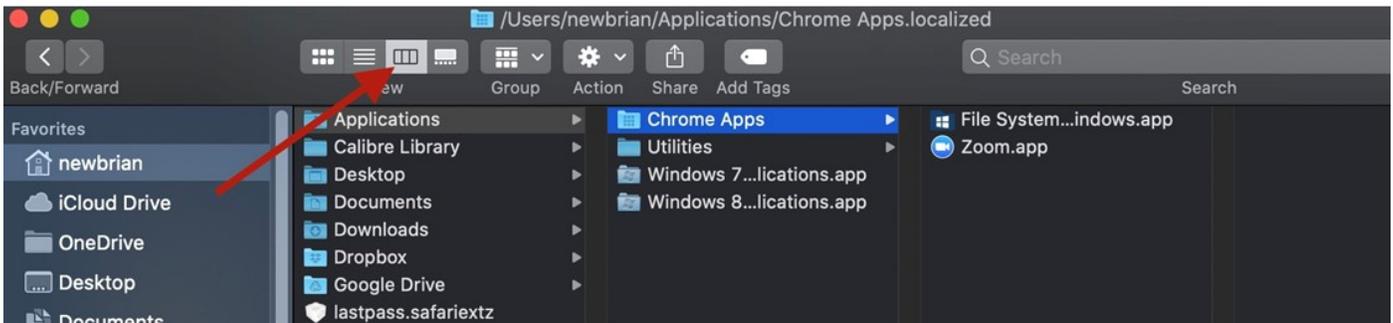
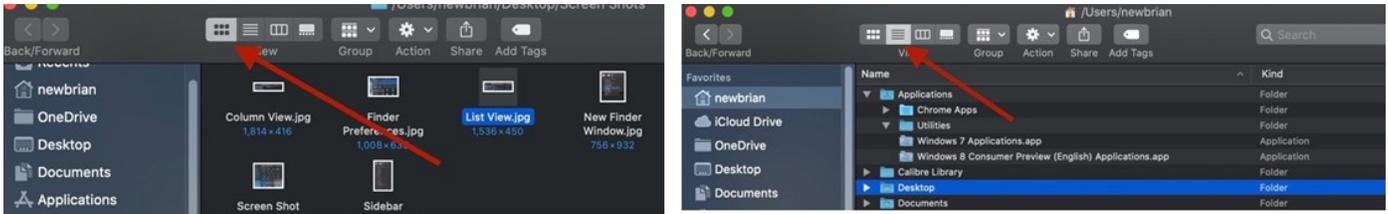


the default configuration and many additional tools that you can simply drag to whatever location on the toolbar area you wish. You can also drag any item that is already on the toolbar off and you can drag any items already on the toolbar to a different location on the toolbar. Here is an example of dragging the New Folder icon to the toolbar, it really is as simple as that.

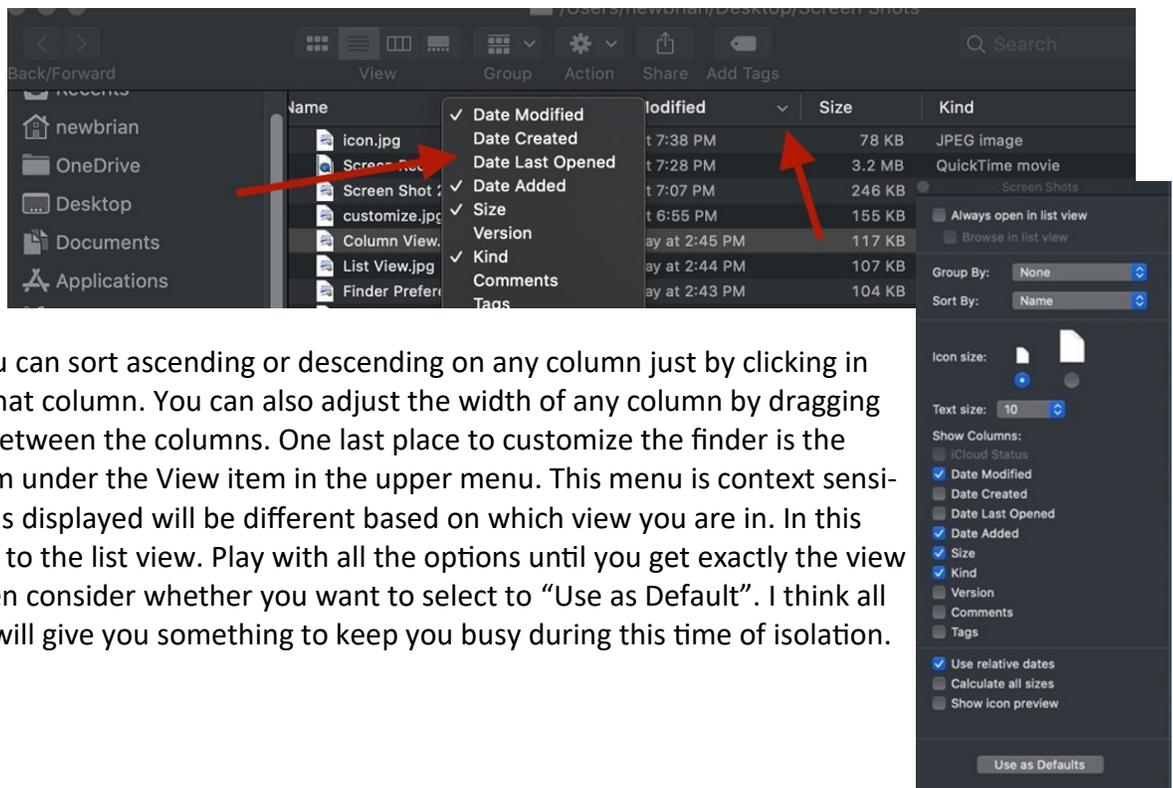


## Macintosh Finder Basics (continued)

Another area of customization is the selection of the view you will use for each Finder Window you open. There is one very important point to be made about selecting the view you want to use. The setting of this option remains with the particular folder you have open when you set the option unless you open view options and set the current option as the “always” option. The option for the views, in the order they appear on the toolbar, are icon, list, and column. The icon view may be suitable for a folder with only a few varied files, while a list view may be suitable for a long list of similar data items while a folder that includes imbedded folders might be better suited for a column view.



My go to view is the *list* view because it allows you to customize the view by changing the columns displayed and the order of the items based on the contents of any of the columns. If you right click in the column title area you will get the list of available items you can select to display. You can drag column headings left and right to change



the order and you can sort ascending or descending on any column just by clicking in the heading for that column. You can also adjust the width of any column by dragging the vertical line between the columns. One last place to customize the finder is the View Options item under the View item in the upper menu. This menu is context sensitive so the options displayed will be different based on which view you are in. In this case it is relevant to the list view. Play with all the options until you get exactly the view you want and then consider whether you want to select to “Use as Default”. I think all this information will give you something to keep you busy during this time of isolation.

## How to Forward your email to Another email account

Do you have more than one email account? Some of us use an Internet provider email account or an old business account (but have since retired) and we want to create (or have) another email account used just for our personal business. So how does one transfer emails from one account to another?

Depending upon which email account you have, here are some helpful hints.

**Gmail** is a widely used email provider, but if you want to migrate your email *from Gmail to another provider*, try this:

1. On a computer, *sign in* to your Gmail account.
2. Click the *gear icon* on the top right of the screen, then click "*Settings*".
3. Click the "*Forwarding and POP/IMAP*" tab.
4. Click *Add a forwarding address* button and enter the new email you'd like to forward to.

Enter the email address and click Next, then follow the onscreen prompts and you're done.

Now, all your Gmail messages will be sent to your new email address.

But what if you have a **Yahoo! or AOL** email account and you want to move your emails into your newly created Gmail account? If that is the case, then you need to **import** the mail from that account into your new Gmail account.

1. Create a new Gmail account and then *sign in* to your Gmail account.
2. Click the *gear icon* on the top right of the screen, then click "*Settings*".
3. Click the *Accounts and Import* tab.
4. In the *Import mail and contacts* section, click "*Import mail and contacts*".

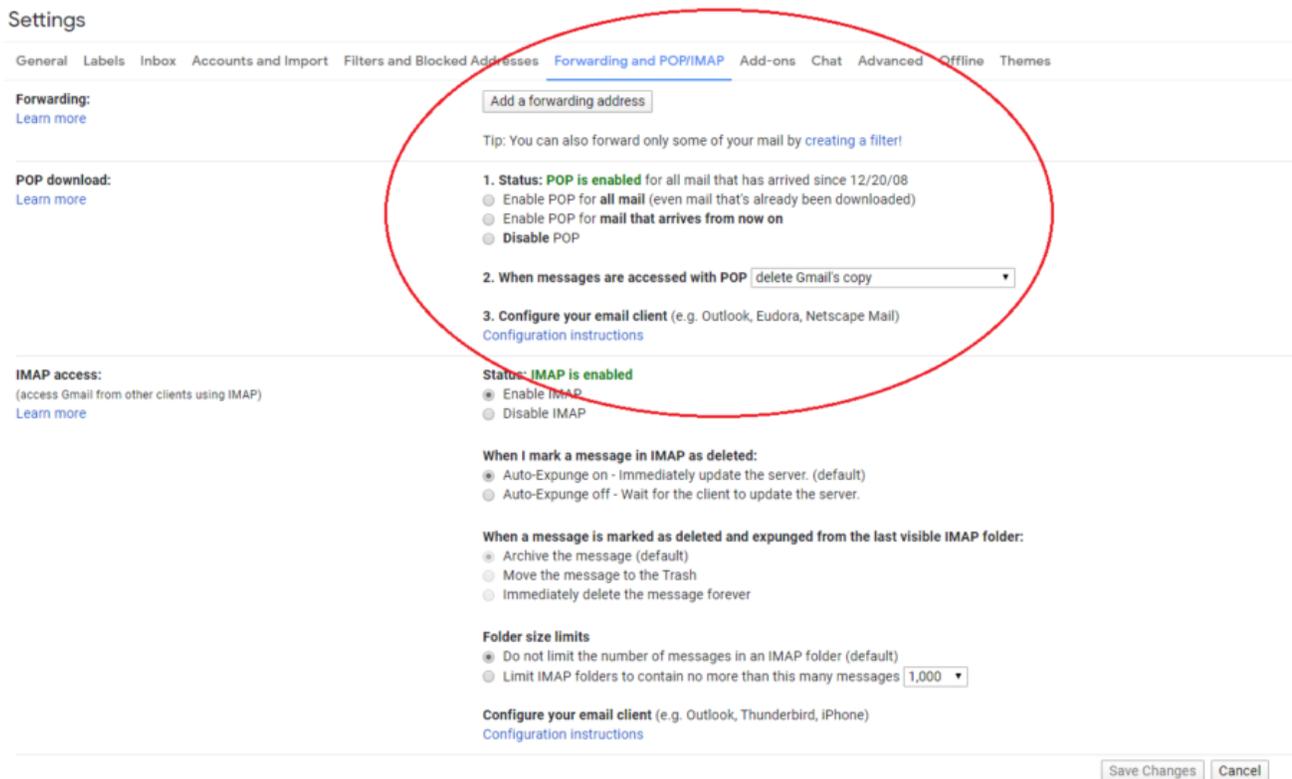
Follow the onscreen prompts and choose which email account you'd like to import from and what, specifically, you'd like to import from the account.

Google notes this email import feature works for Yahoo!, Hotmail, AOL and other email services.

But what if you already use Gmail and you created a second Gmail account? Supposed you shared an account with another and now you just want your own account? You can still transfer email from one Gmail account to another, but you have to know how to do it.

1. On a computer, navigate to Gmail and *sign in* to the account you'd like to *import from*.
2. Click the *gear icon* on the top-right of the screen, then click "*Settings*".
3. Click the *Forwarding and POP/IMAP* tab.
4. Toggle "*Enable POP*" for all mail on.
5. Choose what you'd like Gmail to do with the original messages.
6. Click Save changes.

## How to Forward your email to Another email account (continued)



Supposed you have a **Yahoo! Mail** account that you have used for years and now you want to try to use another email account, e.g. Gmail, Outlook, Century Link, etc. Although Yahoo! does not have an import feature, one can *forward* mail from Yahoo! to another account.

1. On a computer, navigate to Yahoo Mail and *sign in* to the account you'd like to forward from.
2. Click the gear on the top right of the screen, then click "*More Settings*".
3. Click "*Mailboxes*" on the left side of the screen.
4. In your *Mailbox List*, click on the email account *you're currently accessing*.
5. Under the *Forwarding section*, enter the email address you'd like to forward to.
6. Click "*Verify*".
7. Follow the onscreen prompts.

Now, all emails sent to your Yahoo! account will be forwarded to your new account.

**Outlook** mail is a little trickier depending upon which version you use because the options of backing up your mail and importing/exporting can vary. So, the easiest way is to forward your email from your Outlook account to another account.

1. On a computer, navigate to Outlook and *sign in* to the account you'd like to forward from.
2. Click the *gear* on the top right of the screen, then click "*View all Outlook settings*".
3. In the *Mail* tab, click "*Forwarding*".

## How to Forward your email to Another email account (continued)

4. Select the *Enable Forwarding checkbox*.
5. Enter the email address you'd like to forward mail to and decide if you want to keep copies of the forwarded messages in your Outlook account.
6. **Click Save.**

Now, all emails sent to your Outlook account will be forwarded to your new account.

***Some last words about email accounts.*** If you are creating a new email account because yours has gotten out of hand, (e.g. too many emails and you just don't want to deal with it, so you are starting over) here are some suggestions so you do not repeat old habits with your new email account.

- If you get a lot of spam email, try to reduce it. **How?** First try to recognize it. *If an email is coming from a sender of which you are not familiar, or if the email has a lot of spelling errors or poor grammar, or if the email contains an attachment (and you do not know from whom it is sending it to you), it is a good chance that it is **SPAM**.*
- As we have mentioned many times before, clicking on attachments (especially from those you do not know) can put you at risk for a variety of cyber-attacks (e.g. malware, viruses, etc.) So **DO NOT REPLY**. Many email providers offer spam filters that will try to identify spam before it gets into one's inbox. *Look in settings.* In Gmail, click on the three-dot icon and click on "**Report Spam**". This will notify Google and hopefully any more emails coming from that sender address will automatically go into your spam folder. So do not forget to go to your Spam folder every now and then and delete them all.
- Far too many of us save emails that we really do not need to save. We read them and instead of deleting them (if we no longer need them) we simply leave them in our Inbox. Before we know it, our Inbox has hundreds (if not thousands) of emails in it.
- If one needs to "save" an email for any reason, consider creating a folder, then moving the email we want to save into the folder for future reference. For example, suppose you get weekly shopping advertisements from your local grocery stores and you want to save those emails so you can look at them again before you head to the stores. Create a folder called Grocery (or something like that) and put those emails in there. Now, most ads expire after a week or so, so you can delete them from your folder once they expire. Or, create a folder to hold just your grandkids emails, or your medical emails, etc. Leaving them in your Inbox (along with all of the other emails) just makes them harder to find if you really need to save them and go back to them at a later date.

## Microsoft OneDrive

How is data stored? Some folks store their data on their computers, some store their data on external devices (e.g. external hard drives, flash (or thumb drives)) and some use a cloud service to store their data. Cloud storage services are pretty much the norm for mobile phones and computers nowadays; some are FREE, while others charge a fee to host one's data.



Windows 10 users have a default cloud storage service available called OneDrive. OneDrive is part of the Windows 10 operating system and users can store their data (documents, photos, common files, etc.) there should they choose to do so. Microsoft provides 5GB of storage FREE for one's personal use.

If more storage desired, then one can pay for it, e.g. \$1.99/mo for 100GB. If one subscribes to Office 365 Personal for \$69.99/yr (or \$6.99/mo) one gets 1TB of storage, along with Office apps (Outlook, Word, Excel, PowerPoint, and Skype) and for PC users only, Publisher and Access are also included). The apps can be installed on multiple devices and the apps are automatically updated as needed. BTW, the servers on which the data is stored is managed by Microsoft themselves and not contracted out to third parties.

OneDrive is displayed in the Windows 10 file Explorer and appears just like any other file folder or directory on the system. Stored on one's local drive, one can add folders and subfolders, copy files to the folders (or move them from one folder to another, etc.) just like other files stored on one's hard drive.

So, what is the difference if one stores one's files locally or is one uses OneDrive? Well, if one uses OneDrive, then every file that is stored on the local drive *in the OneDrive directory* is automatically copied and saved to the cloud, making them accessible from the Internet from on any system/device or location. One does not need to be on one's computer to access them. If one accesses one's OneDrive account (from a different device than one originally stored the files on), the files will be synced automatically so that one always has the most recent version available regardless of which device is used to access the file(s). This allows greater flexibility if one is traveling, uses multiple devices, etc. And one always has a back-up copy (in the cloud) should one's device decide to crash. OneDrive is primarily used for Windows PCs but also works with Mac, iOS and Android users.

Are there other FREE cloud storage services available if one doesn't want to use OneDrive? Of course, there are. Google offers personal cloud storage service for anyone with a Google email account and provides 15GB free storage. Additional storage is offered for a fee. If one wants more than just storage, G Suite starts as low as \$6/mo and has many included applications as well as 30GB storage. There is also Apple iCloud storage service that provides 5 GB free and offers additional storage for a fee. Some other cloud storage systems are Dropbox, Backblaze, Carbonite, Nextcloud, etc.

Do I need to use cloud storage for my data? Absolutely not. One can store their data on their personal devices, e.g. computer, laptop, tablet or use an external device (e.g. external hard drive or flash (or thumb drive)). Although storing one's data using a cloud storage service is used by millions of folks, there are still those who want to keep their files out of the cloud and prefer to store their data on their own devices. It is a personal decision, so do what is best for you and your data.

## Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves

**Q. I get a lot of emails. I thought my service provider was supposed to filter out SPAM but I still get a lot of it. Is there anything I can do to eliminate or reduce it?**

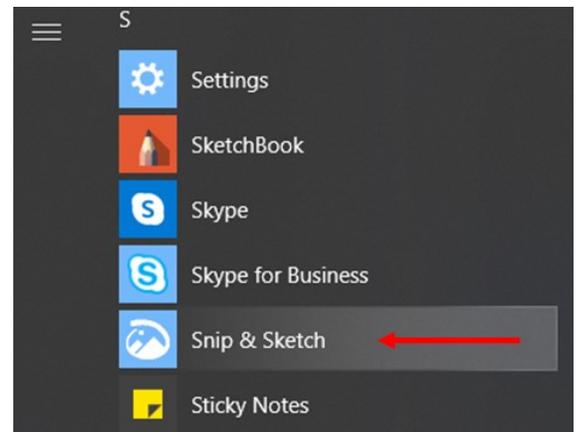
**A.** Excellent question. Yes, service providers do try to identify SPAM and filter it out so it doesn't appear in your Inbox because many spam emails contain malware or are used as phishing schemes. But you can't totally rely on your service provider. You can identify spam by looking at the sender's address (if you do not recognize the sender there is a good chance it might be spam). You might notice poor spelling or grammatical errors (another indication it might be spam). And of course, it might have an attachment, which we all know never to open unless we trust the sender or we are expecting it (from the sender). So now that you can identify potential spam you can do the following:

- \* do not reply as doing so just might make the spammer know you have an active account (and you will probably get MORE spam).
- \* adjust your spam filter settings in your email account. Most providers allow one to "Report Spam" or identify the email as "Junk". Some even allow one to block the sender.
- \* create an additional email address and use it just for your personal emails (for friends and family). Once created, do not use it for online shopping and don't provide it to anyone except your friends and family.
- \* lastly, you can create a new email account and delete your old account. This might be a last resort as you would have to notify everyone (and businesses) that linked to your old account to change your email account. This would include any banking institutions, medical offices, companies you do business with, friends and family, etc. It could be a labor-intensive task to start anew and even doing so would not guarantee you would not get spam email.

**Q. I heard there is a way that I can take a picture of what I am looking at on my screen. Sometimes I see something in an article and I don't necessarily want to "save" the entire article, but would like a paragraph or an illustration that appears within the article. How do take a picture of just selected content?**

**A.** Do you remember the old Snap Assist (e.g. back in Windows 7)? Well, **Snip & Sketch** is the application that Windows 10 introduced in Windows 10 version 1809. It allows one to easily take a screenshot of one's screen by using the combination keys of the Windows key + Shift + S to open the app or from your Start Menu, go to the letter "S", look for Snip & Sketch and click on it. Once open, there are four screen-capture modes:

Rectangular, Freeform, Window, or Fullscreen.



## Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves

After completing a capture, you can annotate it, share it, or save it.



A recent improvement lets one delay a screenshot for either three (3) or ten (10) seconds, allowing one to arrange just how one wants to capture the screen. To use this technique, click on the three (3) dots in the upper right-hand corner, e.g. the “More’ option> Settings. Some other options allow one to add a color outline and choose its thickness or even set the PrtScn key to instantly take a screen capture. Give it a try and tell us how you like it.

### ***Q. I heard that Windows 10 is having yet another new update. When will I get it?***

**A.** Excellent question? As of April 16, 2020, Microsoft is close to releasing a final, stable version of the May 2020 Update (Code-named 20H1). Microsoft hasn’t revealed a release date yet, but we expect it sometime in early May. Some have recommend you wait for a stable version of the update to become available. When it is, you can head to Settings > Update & Security > Windows Update and you’ll be [offered the update](#).

If you want the update early before testing is finished, you can join the Release Preview update track on your Windows 10 PC by heading to Settings > Update & Security > Windows Insider Program, enabling Insider builds on your system, and selecting “Just fixes, apps, and drivers.” You’ll receive early versions of Windows 10 updates and apps before they’re released to the wider public. Again, we don’t recommend this for most people.

### ***Q. I use OneDrive but I do not want to sync each and every file. Is there a way to customize it so it only syncs the files and folders I want ?***

**A.** Many folks find OneDrive convenient because they can access their files from anywhere. But they do not want everything synced to their OneDrive, just as you have indicated. So, yes, there is a way to customize what you want synced. Right-click on the OneDrive icon (e.g. the clouds icon normally found in the system tray along the bottom of one’s task bar on the far right side near or next to the clock) and then click on “Settings”. (Note if you have disabled OneDrive, you will have to enable it first in order to customize it). On the “Account” tab, click “Choose Folders” and a list of folders currently being synced will be displayed. Check (or uncheck) the box next to each folder as you desire. Checking the box will sync only that folder. Remember, if you do not want all of the files and folders synced, be sure to uncheck the box next to “Sync all files and folders in OneDrive”.

**Stay safe, stay healthy and stay engaged mentally and physically.**