User Friendly

*LACS
A Computer and
Technology
User Group*

IN THIS ISSUE

APCUG EVENTS

Watch your email for APCUG workshops and other upcoming events.

LACS IS A MEMBER OF APCUG

www.apcug2.org
www.facebook.com/APCUG
www.twitter.com/apcug
www.youtube.com/apcugvideos

An International Association of Technology and Computer User Groups

JUNE 14, 2022

Meeting Time: 7:00 - 9:00 PM - via Zoom
Socializing and Q & A: 6:30 - 7:00
Topic: A Guide to Windows 11
Speaker: Bill James, VP of Operations
Computer Club of Oklahoma City
APCUG Board of Advisors Secretary, Region 8 Advisor, and APCUG Speakers Bureau Member

The newest version of Windows, Windows 11, became generally available in early October of 2021. We will discuss the differences and similarities between Windows 10 and 11. There have been design changes, interface changes, and nuanced changes that differentiate the two versions. We will look at the pros and cons, what changes have been made since Windows 10, and what features have been added. There will be a live demo of features of Windows 11 that will help people decide whether they want to upgrade to Windows 11. The program will end with our usual Q & A.

Meet Our Presenter

Bill James joined the Oklahoma PC User's Group, now known as the Computer Club of Oklahoma City, in 1992, to learn about the computer he purchased. A member of the club's Board of Directors since 1998, he was elected President in 2000 and served two terms. Bill is now VP of Operations and newsletter editor and often gives presentations on new software to his club.

Bill attended his first APCUG conference in 2003. He retired from the Federal Aviation Administration as a Supply Systems Analyst at the FAA Logistics Center in Oklahoma City in 2007 where he worked for 38 years.

Tuesday, June 14, 7:00—9:00 PM Via Zoom
6:30—7:00 Socializing and informal Q&A
LACS members on the PC groups.IO list will receive the Zoom link on or about June 12. Guests may ask for the link by emailing Leah Clark at leahjc@sbcglobal.net before June 12.
More information about LACS is at www.lacspc.org.

🌼 FROM YOUR PRESIDENT / EDITOR 🌼

HAPPY FATHER'S DAY

TO ALL LACS FATHERS

WELCOME ALL LACS NEW AND RENEWING MEMBERS

Gavin Faught, LACS Treasurer

New Members (0)

Renewals (1)

Elliot Silverstein

YOUR PHONE — MICROSOFT APP

After listening to Bill James' presentation at our May general meeting (See page 3), I decided to try the Microsoft app, **Your Phone**. I have family and friends who like to send text messages. A group of nine former co-workers of mine like to share pictures of grandchildren, travels, celebrations, etc.

I find typing on the small phone screen difficult. It was a bother to download pictures to my PC to share or save them.

Your Phone enables you to sync your Android phone to your PC to read and reply to text messages, download pictures, etc. from your phone to your PC via Wi-Fi. No cables are needed.

Now, I just click on the Phone Link icon in my taskbar. I can read texts, type replies on my keyboard, view and download photos, and see and edit my Samsung notes on my big PC monitor. I am finding this very convenient. You may want to try it if you use windows 10 or 11 and an Android phone.

To set up *Your Phone*

Be sure Wi-Fi is enabled on your phone.

Settings > Connections > Wi-Fi

Step 1. Download the Your Phone Companion app onto your Android smartphone from the Play Store app.

Your Samsung smartphone may already have the Your Phone Companion (branded Link To Windows) preinstalled, as mine did. To open it go to Settings > Advanced settings > Link to Windows and skip the next two steps.

Step 2. Open the Your Phone Companion app on your Android smartphone.

Step 3. Tap Link your phone and PC to begin the setup process.

For more details, see the recording and PowerPoint slides from the LACS May 10 presentation. Or check with Google or YouTube for more instructions.

CALLING ALL LACS MEMBERS

As your editor, I am asking LACS members for short computer and other technology-related articles for User Friendly. We can all benefit from your experiences. "Members Helping Members" is our motto.

Have you used, or do you have:

- Software that you love or hate? Tell us about it.
- Favorite apps or utilities?
- Hardware or electronic gadgets you can't live without?
- Any tips to share?

We thank you for sharing with us.

GENERAL MEETING REPORT
May 10, 2022
By **Leah Clark,** LACS President/Editor
Topic: **Windows 10 Topics**
Speaker: **Bill James**
Computer Club of Oklahoma City
APCUG Advisor and Speaker

   LACS members and meeting guests received the recording and the PowerPoint slides of this presentation. This article only gives a brief outline of the meeting.

The Windows Start Menu

The Start Menu uses a two-column design, with tiles on the right side, where those of your choice can be pinned. The left column displays a list of applications, settings, and more. You can choose which folders appear here. There are a lot of things you can do with the Start Menu.

Windows 10 Settings

A wide range of settings includes personalization, system and privacy options, and many more. There are hyperlinks under some settings giving more details about that item. Bill gave us a list of things you can adjust from System Settings and from the Control Panel. Bill suggested that you roam around and click on the icons to see what is there. It's a good idea to note any changes you make.

Windows 10 Apps

Bill told us about "Four Apps You Can't Do Without."

1. **Your Phone** enables you to sync your Android phone to your PC to read and reply to text messages, download pictures, etc. from your phone to your PC via Wi-Fi. Bill showed us how to do this.

2. **Voice Recognition** is a voice-to-text feature. Bill demonstrated setting up Windows 10 Dictation.

3. **Add a Quick Event** to add items to your Microsoft calendar directly from your desktop without opening your calendar. Bill didn't have time to show this app.

4. **Quick Assist** allows you to connect to someone who needs your help, or to someone who can help you, by giving complete control over their PC. Only use this with someone you trust. Bill walked us through setting this up to give or receive help.

Ten Essential Windows 10 Keyboard Shortcuts

1. Search for anything: Windows key + S
2. Take a screenshot: Windows + Shift + S
3. Open the clipboard: Windows + V
4. Talk instead of type: Windows + H
5. Open the Emoji panel: Windows + Period
6. Show or hide the desktop: Windows + D
7. Lock your screen: Windows + L
8. Quickly switch tasks: Windows + Tab
9. Snap windows side by side: Windows + ➡ or ⬅
10. Quickly change settings: Windows + A

Some attendees discussed problems with changes in Settings after updates.

Bill explained how you can still get Windows 10 free if you had not already done so. Back up your data before attempting to download Windows 10 — and have patience. Bill explained the causes of some problems when upgrading.

Judy Taylour shared how she customizes the Start menu and the Taskbar to meet her needs. She also recommended getting computer glasses customized for the distance from your screen to your eyes if you use bi- or trifocals.

More discussion and Q & A followed. We thank Bill James for this presentation and look forward to his talk on Windows 11 on June 14.

USING WI-FI FOR EVERYTHING?
Here's Why You Shouldn't

By **Jason Fitzpatrick**
How-To Geek, May 2022

Wi-Fi is ubiquitous, but at this point that doesn't mean you should default to using it exclusively. Here's why you should skip using Wi-Fi in favor of Ethernet where you can.

Charoen Krung Photography/Shutterstock

Wi-Fi Is a Compromise

First off, lest you think we're crusading against Wi-Fi, let us assure you that we think Wi-Fi is great. Breaking free from physically tethered networks makes it possible to do all sorts of useful and fun things.

From backyard laptop use to wireless security cameras, and your smartphone with high-speed internet, it's all possible over every inch of your home, thanks to Wi-Fi. That's amazing. A blazing fast, modern router paired with a new smartphone is a "the future is now" kind of moment.

But, Wi-Fi is ultimately a compromise. It's a compromise based on accepting that we must give up some performance not to be physically tied to the wall by a cable. To use a real-world example that predates Wi-Fi by a long shot, broadcast radio is the same kind of compromise.

Radio allows you to listen to music anywhere. But you won't get the same fidelity you get from listening to an album at home with hard-wired speakers. Same thing with streaming services. The bitrate of a Netflix stream is a fraction of the bitrate you get from a Blu-ray player fed into your TV over an HDMI cable.

Like those things, when we use Wi-Fi, we make tradeoffs. Wi-Fi isn't as fast as Ethernet. It has higher latency. Too many devices connected to Wi-Fi create congestion and connectivity issues.

And that's OK. We make those compromises because it's convenient. If we could only use network-connected devices like tablets and smartphones where we could plug them in, things would look a whole lot different than they do now. But we shouldn't compromise where we don't have to—and that's where Ethernet comes in.

Ethernet Is Great (But Often Overlooked)

If you're a computer geek of a certain age, you can remember a time when Ethernet was it, as far as network connectivity was concerned. There was no Wi-Fi, and if you wanted one computer to communicate with another computer in your home or office, you needed a physical cable connecting both of them.

The arrival of Wi-Fi in the late 1990s and the increasing adoption throughout the 2000s, however, eventually relegated Ethernet—as far as the average household was concerned at least—to the annals of history.

As a result, there are lots of people who don't think about Ethernet at all. They default to adding things to their Wi-Fi network and never consider using an Ethernet cable.

For example, a neighbor asked me for help with a smart TV issue they were having. The problem? The TV wouldn't maintain a stable connection, and streaming media connections would frequently drop, leaving them staring at the message "Netflix has encountered an error."

When I popped over to help them, I noticed their cable modem/Wi-Fi router combo unit

was right there under the TV in the entertainment center. I grabbed a short spare Ethernet cable from my workshop, hooked the TV directly to the router, and their streaming experience went from working some of the time to perfectly working all of the time.

The biggest takeaway from that experience wasn't that Ethernet saved the day (which was an outcome I expected) but that my neighbor hadn't considered there was any way but Wi-Fi to connect their TV to the internet. And that's a shame because when you can use Ethernet, it's a huge upgrade over Wi-Fi.

I'm writing this article while working on a PC connected to my home network by Ethernet cable. Thanks to Ethernet, I have the same latency and bandwidth that I would have right at the modem — but I'm enjoying it at a workstation that's all the way across the house and two stories removed from where the fiber connection enters my home in the basement.

There are a host of advantages to using Ethernet over Wi-Fi in the home, including:

- **Ultra-low Latency:** Wi-Fi will never be as responsive as an electrical impulse sent down a wire. Low latency is ideal whether you're gaming on a PC or a console.

- **Speed:** Even the best Wi-Fi routers still don't hit their maximum theoretical speeds, but it is easy to max out an Ethernet connection.

- **Stability:** Barring damage to the cable or hardware, Ethernet connections are rock solid.

- **No Authentication:** You don't need credentials for Ethernet. Just plug the device into the network and go.

Finally, here's an advantage that isn't inherent to Ethernet but is an advantage when you're using Ethernet and Wi-Fi in a mixed environment. Taking the high-demand devices off the

Wi-Fi network (like your PC or smart TV) and putting them on Ethernet works wonders for lightening the load on your Wi-Fi router. Maybe you don't need a new Wi-Fi router after all—maybe you need to put the most demanding items on Ethernet.

Considering how cheap Ethernet cable is, if you can connect a device with it, there is little reason not to do so.

Devices You Should Connect to Ethernet
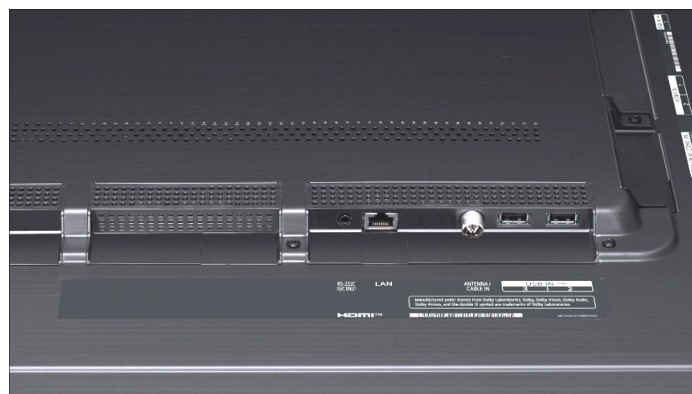
Look for Ethernet ports on all your devices. LG

If, like our neighbor, you hadn't considered using both Ethernet and Wi-Fi for your home network, you might want some suggestions on where to start.

Many homes — both apartments and houses alike — have the internet entering the home in the living room because that's where various telecommunication points, like the cable connection, enter the home.

If you're in that situation and your network gear is right there with your TV, then you have an obvious first stop. Grab a pack of Ethernet patch cables and connect everything in your media center that supports it.

Using my media center as an example would include the smart TV, game consoles like the Xbox, PlayStation, and Nintendo Switch, and streaming boxes like the Apple TV and Roku. Check for Ethernet ports on everything under your TV. No Ethernet port on

your smart TV? Here's how to add one. If you need more ports, unmanaged network switches are inexpensive.

There's a similar situation with home offices. If you have a bunch of gear in the same room as the modem and router, such as your PC, a network laser printer, or any other office gear with an Ethernet port, don't use the Wi-Fi — plug it in.

TP-Link AV1000 Powerline Ethernet Starter Kit

Home not wired for Ethernet? That's no problem with a Power line Ethernet kit.
Amazon $48.08
Best Buy $49.99

Even if your home isn't wired for Ethernet, you can still work around that and take advantage of wired speeds. You can run a long Ethernet cable from one room to another or even use powerline Ethernet to route data signals over your home's electrical wires.

Powerline Ethernet has improved greatly over the years. You can link your basement router to your bedroom gaming setup with gigabit speeds for under $50. It's not exactly having your whole house wired with Cat6, but you won't have to fish any cables or patch any drywall.

However you go about it, though, switching over devices will not only take a burden off your Wi-Fi system, but will also improve that device's connection to the local network and internet.

Jason Fitzpatrick is the Senior Smart Home Editor at How-To Geek. He has over a decade of experience in publishing and has authored thousands of articles at How-To Geek, Life Savvy, and Lifehacker. ❖

ADIÓS, DASHLANE. HELLO KEEPER!
Dashlane No Longer Supports Desktop apps

By **Kurt Jefferson**, Editor
Central Kentucky Computer Society
CKCS Newsletter, October 2022
https://ckcs.org/
lextown2 (at) gmail.com

After using Dashlane for many years, I stopped using the popular password manager. Why? The company decided to no longer support its desktop app on Mac or Windows.

Let me be clear. I wish Dashlane well. But because Dashlane was one of the most expensive, secure, well–designed password managers, I would expect the company to continue providing both a desktop app that sits on the Dock of my Mac along with a web extension for Safari, Firefox, Brave, Chrome, and other popular browsers.

Dashlane developers have decided to only provide a web browser extension on Mac and Windows machines.

This means there will no longer be any updates for the desktop app. Password manager apps are among the essential apps on your computer – and they need to be updated to keep your data secure.

I rely on both tools – a desktop app that I can open at any time by simply clicking on the Dock icon and a browser extension I can use when using Firefox or Safari (my two most–used browsers.) A January 2021 Dashlane blog announced the news: "Today, we're sharing an update that we plan to discontinue support for the Mac and Windows apps. We estimate we'll be sunsetting the app at the end of 2021, and in the meantime, you can continue to use the desktop apps; however, we'll no longer be updating their design, features, or functionality."

Why the change? Dashlane writes in its blog, "We made this decision because we believe it's the highest quality and most secure

experience we can deliver to our customers, putting us closer in line with our principles. In addition to details in this post about this new web experience, we'll provide frequent updates between now and when we stop supporting the desktop apps—so there'll be no surprises."

Surprises? Dashlane might be surprised to discover that many long–time users may well abandon ship.

It seems to be a strange time for a major password manager developer to alienate its user base. But, with the Delta variant and other strains of Covid still raging in Kentucky, the U.S., and the world, a supply chain that is broken beyond belief, and entire industries pleading for workers to apply for jobs, is now the right time to kill a major part of your software package?

Anyway, since I had used other leading password managers, including LastPass and1Password, I opted for another top-tier product: **Keeper**.

In its 2021 review, PCMag.com rates Keeper "Outstanding." It's the only one of the bunch to receive the outstanding rating.

Dashlane, LastPass, Bitwarden, LogMeOnce, and Password Boss all received the "Excellent" rating.

PCMag rates 1Password, NordPass, RoboForm, Sticky Password, McAfee True Key, and Zoho "Good."

PCMag writes, "Keeper Password Manager & Digital Vault delivers an excellent experience across many platforms and browsers. It also offers top-notch features such as robust two-factor authentication support, good sharing capabilities, and full password histories. As a result, Keeper is an Editors' Choice password manager."

It adds, "Keeper offers apps for Windows, Mac OS, Android, iOS, Kindle, Windows Phone, and Linux, as well as browser extensions for Chrome, Edge, Firefox, Internet Explorer, Opera, and Safari. Keeper also maintains a Microsoft Store version."

As soon as I began using Keeper, I felt right at home. It works well. If I want to check a password, look up a secure note, or retrieve a credit card number, I can easily open the Mac app on my Dock without opening a web browser. Isn't that how password managers should work? ❖

FOR BETTER OR FOR WORSE

Cyn Mackley, Cyn's tech Tips
https://cynmackley.com/tag/tech-tips

If you were a fan of Lynn Johnston's **For Better or For Worse** comic strip that ran in newspapers from 1979 until 2008, you'll really enjoy this site. This is a great place to discover this enjoyable slice-of-life strip about a Canadian family dealing with life's ups and downs with humor, even if you aren't familiar with the strip.
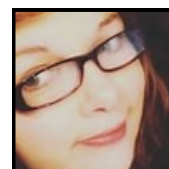
After Johnston retired, the site started the strip over from the beginning. There's a new strip posted every day, many of which have added commentary from Lynn Johnston. She'll talk about what inspired the strip, what was going on in her family at the time, things she wishes she'd written differently, or the reaction to specific strips from readers.

It's an enjoyable look at the creative process and a fun walk down memory lane through the 80s and 90s.

In addition to the daily strip, there's an index of characters, games, interviews with Lynn Johnston, and a store where you can purchase merchandise related to the strip. Click here to check it out: https://fborfw.com/. ❖
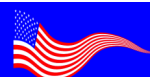
LACS NOTICES

TO PAY YOUR DUES VIA PAYPAL

Go to this link:
www.paypal.com/paypalme/00001024
and then click on **Send**. You'll be asked to log in to your PayPal account or sign up for a PayPal account so that PayPal will know where to get the money to send. Follow the prompts. Once you're done entering your dues amount, please click on **Add a note**. This is where you will give any updated information: physical address, email address, phone number. Please also add what type of dues you are paying: regular, electronic *User Friendly*, contributor, etc. Note if you don't want your contact information published in the roster. If you have any questions, email Gavin Faught at gmfaught@gmail.com

HOW TO JOIN OUR MAIL LISTS

LACS members can join one, or both, of the lists shown by putting just their name in the message body of an e-mail to each of the lists they wish to join from the e-mail address they wish LACS to use. It's highly recommended to join both lists.

Note: The email addresses for the lists may have changed. Members will be notified when the correct addresses are available.

**PC** is for official LACS business only.
LACSList is for any other computer or technology – related messages and questions.

Email computer or technology-related questions or comments to all members on the LACSLIST to lacslist (at) lacs.groups.io.

New members will receive one invitation to join each list; they must respond promptly or follow the above instructions.

Contact Stephanie Nordlinger at nordlacs(at)aol.com if you have any problems or questions about joining the lists.

FIX YOUR PC FOR FREE?
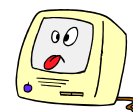
LACS member and presenter, **Jim McKnight**, has an open offer to LACS members to diagnose, repair, disinfect, or upgrade members' PC's for free. There are certain limitations to Jim's offer, so see the details by clicking the "Fix my PC for Free?" link at www.jimopi.net.

Non-members can wisely invest in a one-year <u>new</u> <u>regular</u> LACS membership ($40.00), and Jim will fix your PC problem, too. Contact Jim for specific considerations.

HOW TO CHANGE YOUR CONTACT INFORMATION

Go to www.lacspc.org. Click on **Member Forms** in the bar under the picture. Under **Membership Update,** select **Click Here** to select either the DOC or PDF form. Fill it out, and email it with your changes to membership@lacspc.org or snail-mail it to

The Los Angeles Computer Society
11664 National Blvd. #343
Los Angeles, CA 90064-3802.

ATTENDING A ZOOM MEETING

LACS members on the LAPC PC mail list will receive a link, meeting ID, Passcode, and instructions to attend the LACS general meetings a couple of days before the meeting. **Please let Leah Clark know by the morning of the meeting if you don't have it.**

You can put an icon to the link on your desktop so it's handy at meeting time.

1. Right-click a blank spot on your desktop.
2. Select **New** from the drop-down menu.
3. Select **Shortcut**.
4. Type or copy and paste the link in the box that says "Type the location of the item."
5. Click **Next**.
6. Type a name for the shortcut.

LACS CALENDAR

LACS Board Meeting

Date: Monday, June 6, 2022 via Zoom
Time: 7:00 P.M. (Open from 6:30 P.M.)
Please arrive early so we can start on time.
Where: At your home or wherever you are

LACS GENERAL MEETING

Date: Tuesday, June 14, 2022 via Zoom
Time: 7:00 P.M. (Open from 6:30 P.M.)
Please arrive early so we can start on time.
Where: At your home or wherever you are
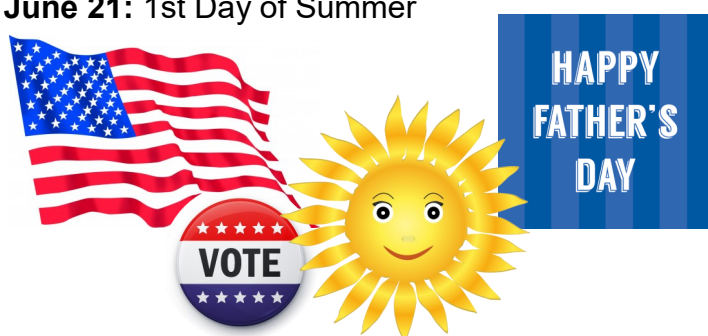
June 06: LACS Board Meeting

June 07: Vote

June 14: LACS General Meeting

June 14: Flag Day

June 19: Father's Day

June 21: 1st Day of Summer

VISIT OTHER COMPUTER USER GROUPS

Check out the URL below for information for visiting other user groups' Zoom and hybrid meetings, a list of groups open to other groups, and for tips and ideas for using and joining Zoom meetings.

https://apcug2.org/tech-things-to-learn-while-sheltering-in-place/

GENERAL MEETING PRESENTATIONS VIA ZOOM

June 14: A Guide To Windows 11
         Bill James
July 12: Social Media for Seniors
         Judy Taylour
Check your email and *User Friendly* for updates to this schedule.

ZOOM MEETINGS

Members on our PC@Groups.IO email list will receive, via email, an invitation to join LACS Zoom general meetings. Click on the URL on the invitation before the meeting and follow the prompts.

Contact Leah Clark at leahjc@sbcglobal.net if you have any questions or if you don't receive the link by the morning of the meeting day.

ZOOM RECORDINGS

LACS members will receive links to the recordings of Zoom meetings via email.

HYPERLINKS

Underlined text (blue in the colored editions) in User Friendly usually means it's a hyperlink to a website. Copy and paste it to the address bar, or click on the link on the online version to see the reference.

USER FRIENDLY BACK ISSUES AND INDEXES

To see back issues of *User Friendly,* go to http://www.lacspc.org/category/user-friendly/.

For indexes to past issues go to https://www.lacspc.org/category/uf-index/

To find a specific article or topic, use the search box on the top right.

MEMBERS HELPING MEMBERS

LACS members volunteer to help other members solve hardware and software problems by telephone during the hours listed below. Select the topic from the list and then contact a person whose number is listed next to it. **Find a helper's email address and phone number on your roster**. If you don't have your roster, call 424-261-6251. Only members in good standing may receive a roster. We hope that you find this LACS free service useful.

If you are experienced using a particular program or hardware, please volunteer to be a consultant. You don't have to be an expert. To volunteer for this list or to make corrections, please email Leah Clark at leahjc@sbcglobal.net or call her at 424-261-6251.

More Quick Consultants, and more categories are always needed. Do we have anyone who can help with Google apps? It won't take a lot of time, and you may decline or postpone a call if it comes at an inconvenient time.

Adobe Creative Suite: PDF,
    InDesign, Photoshop, etc. - 10
Android Smartphones - 8
Apple devices - 11
Anti Malware and Backup - 7, 8
Dragon Naturally Speaking - 3
Genealogy - 8
Groups.IO - 8

Hardware - 7
Lotus Word Pro, Approach - 7
Mozilla Firefox - 7
MS Excel - 8, 11, 12
MS Word - 1, 3, 8, 12
MS Outlook - 8, 1, 10
MS PowerPoint - 8, 11
MS Publisher - 2

Photoshop - 10
Quicken - 8, 12
Thunderbird - 7
Utilities - 7, 8
Visual Basic - 5
Websites - 5
Windows - 7, 8
WordPerfect - 8
Zoom - 2, 9

Number	Name	Preferred Time for Phone Calls	
		From	To
1	Beckman, Loling	10:00 AM	6:00 PM
2	Clark, Leah	7:00 AM	5:00 PM
3	Hershman, Irv	11:00 AM	11:00 PM
5	Ialongo, Gilbert	9:00 AM	5:00 PM
7	McKnight, Jim	8:00 AM	7:00 PM
8	Nordlinger, Stephanie	9:00 AM	5:00 PM
9	Presky, Mark	Any	Any
10	Rozek, E. J.	Noon	8:00 PM
11	Van Berkom, Paula	9:00 AM	5:00 PM
12	Wilder, Joan	9:00 AM	9:00 PM

Note: Times are Pacific Times

OFFICERS, DIRECTORS AND LEADERS

TITLE	NAME	TERM
President	Leah Clark	2022
Past President	Stanley Johnson	2022
Vice President	Stephanie Nordlinger	2022
Secretary	Marcia Jacobs	2022
Treasurer	Gavin Faught	2022
Director	Sylvia Davis	2022
Director	Howard Krivoy	2022
Director	Mark Presky	2022
Director	Irv Hershman	2023
Director	Fred Kong	2023
Director	Emil Rozek	2023
Director	Annette Tossounian	2023
Director	Paula Van Berkom	2023
APCUG Rep.	Leah Clark	
Corporate Counsel	Stephanie Nordlinger	
CCSC Computer Lab	Loling Beckman	
Database Manager	Sylvia Davis	
Groups.IO Email Lists	Stephanie Nordlinger	
Newsletter Editor	Leah Clark	
Program Chair	Stephanie Nordlinger	
Publicity – Press	Mark Presky	
Publicity – Online Media	Open	
Quick Consultants	Leah Clark	
Webmaster	Paula Van Berkom	

Mailing Address: 11664 National Blvd., #343, Los Angeles, CA 90064-3802

Website: www.lacspc.org

Contact the President/Editor at 424-261-6251. Follow the prompts. This is a Google Voice number.

Please use your roster for email addresses and phone numbers to contact any officer, board member or other member, or you may leave a message at the above number. If you don't have your roster, please contact Leah Clark at leahjc@sbcglobal.net and she will email you a copy. Only LACS members may receive a roster.

EXPLORING YOUR WINDOWS PC

By **Dick Maybach**

Brookdale Computer User Group, NJ

www.bcug.com

n2nd (at) att.net

Becoming familiar with your PC is like becoming familiar with a foreign city. You can read a book about it or visit it, but it's far better to do both; a visit gives you first-hand views of the landscape that you aren't likely to forget, and a book helps you understand what they mean.

To become familiar with Windows, I like the book *Windows 10 In Depth* by Brian Knittel and Paul McFedries; although at $40 and almost 1000 pages, it's neither a cheap nor a quick read. Windows 10 comes with many tools you can use to tour its terrain. Spending time visiting while your PC is working well not only removes a lot of the mystery of what it does, but it can help significantly if you run into problems.

The **Task Manager** is a good place to begin. Type "task" in the search box at the bottom left and select Task Manager on the right of the window that appears. (In the rest of this article, I'll replace the words describing such operations with the shortcut "task" > Task Manager.)

Figure 1:* The **Task Manager's Processes** tab, shows what is running. Note the down-arrow at the top of the CPU column, which shows that the tasks are sorted by CPU usage. You can select any column to sort by its quantity. By the way, the 100% on the Disk column means neither that the disk is full nor that it's transferring data at maximum capacity, but only that it's always active. A right-click on a task name will display a menu of actions, and one that I've found helpful is End Task, which shuts it down.

Figure 2: The **Performance tab**, where the CPU item on the left has been selected to show an overview of CPU activity. You can

also see similar memory, disk, and network displays.

Figure 3: The **App History** tab shows what your PC has been doing, including what resources each process has used**.**

Figure 4: The **Resource Monitor** ("resource" > Resource Monitor) is similar to Task Manager but shows more details. Figure 4 shows its Overview tab. As you can tell from the scrolling bars on the right, only a portion of each text panel is displayed here. (The network wasn't being used, so I haven't displayed that window. You can show or hide any window by selecting its title bar.) As with the Task Manager, you can right-click on an activity to bring up a menu of actions.

Figure 5: The **CPU** tab shows that activity. This instance of Windows is running on a virtual machine with four processors, and Figure 5 shows the activity on each, although there wasn't room in the window for CPU 4.

Figure 6: Similarly, the **Memory** tab displays details of your RAM use, as shown in Figure 6. (Faults don't indicate problems; they mean data wasn't in a cache and had to be retrieved from RAM.) Finally, note the memory use summary at the bottom of the window.

Figure 7: The **Security and Maintenance** tool ("maintenance" > Security and Maintenance) will display and help you resolve many problems. Figure 7 shows the usual case. Before taking this screenshot, I selected the Security and the Maintenance items to display those details. As you can infer from the scroll bar, only a portion of the window is visible.

Figure 8: Storage Settings ("storage" > Storage Settings) shows your hard disk usage. Turning Storage Sense on automatically deletes temporary files. The small hard disk here is because this PC is a virtual machine. You need to select "Show more categories" to see more than the Apps & features and Temporary files items. Select a blue icon on the left to display the details of that category.
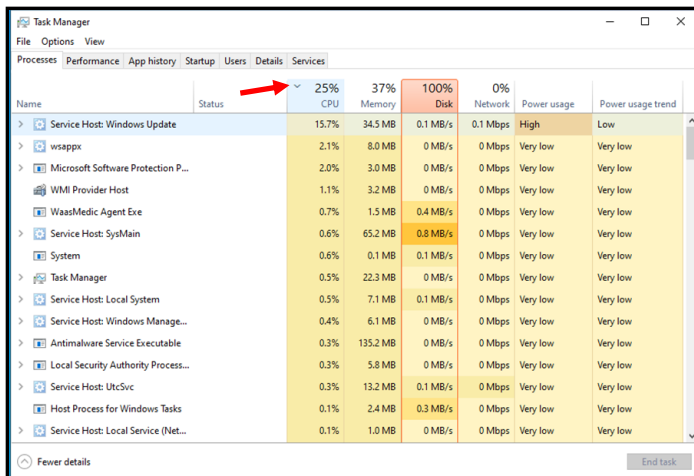
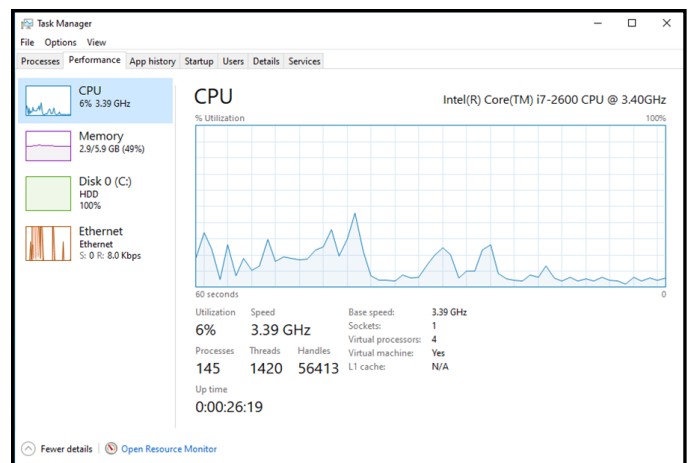**Figure 1.** Task Manager, Processes Tab

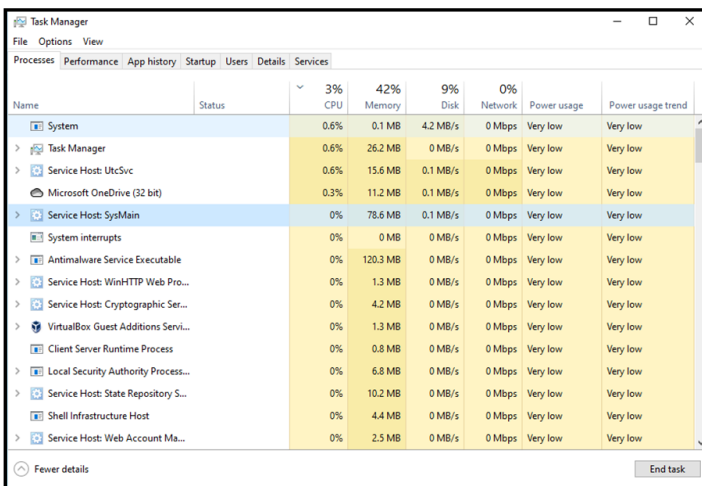**Figure 2.** Task Manager, Performance Tab

Figure 3. Task Manager, App History
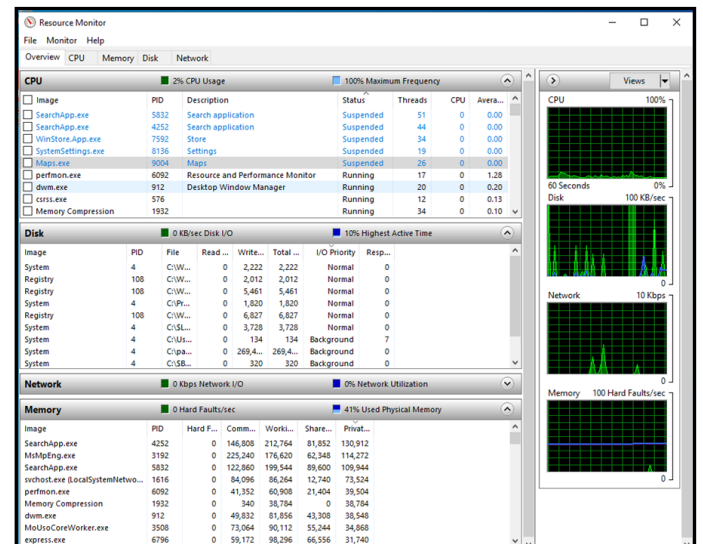

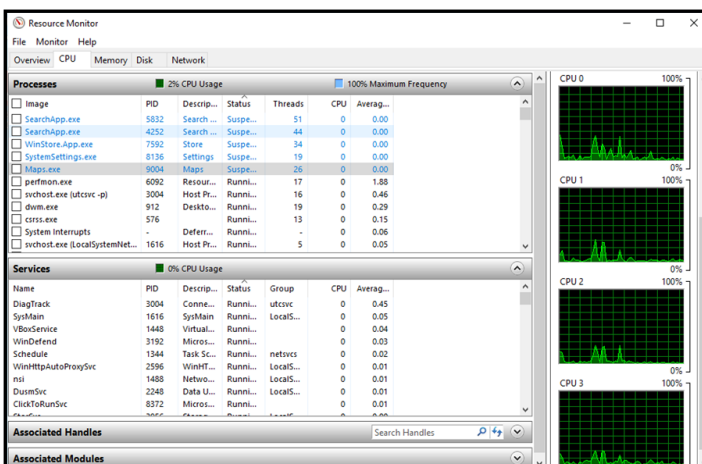**Figure 4**. Resource Monitor, Overview Tab

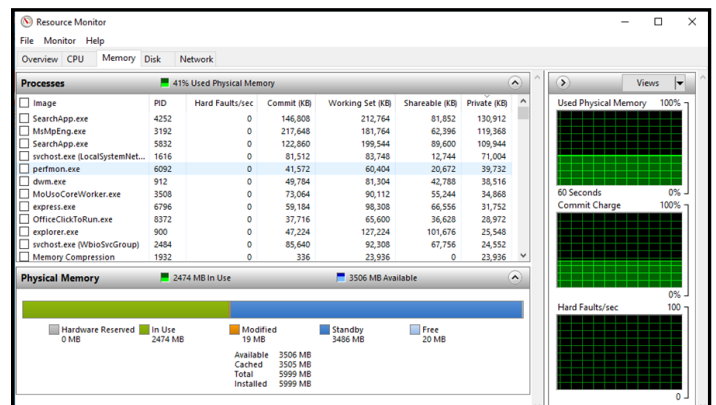**Figure 5.** Resource Monitor, CPU Tab

Figure 6. Resource Monitor, Memory Tab
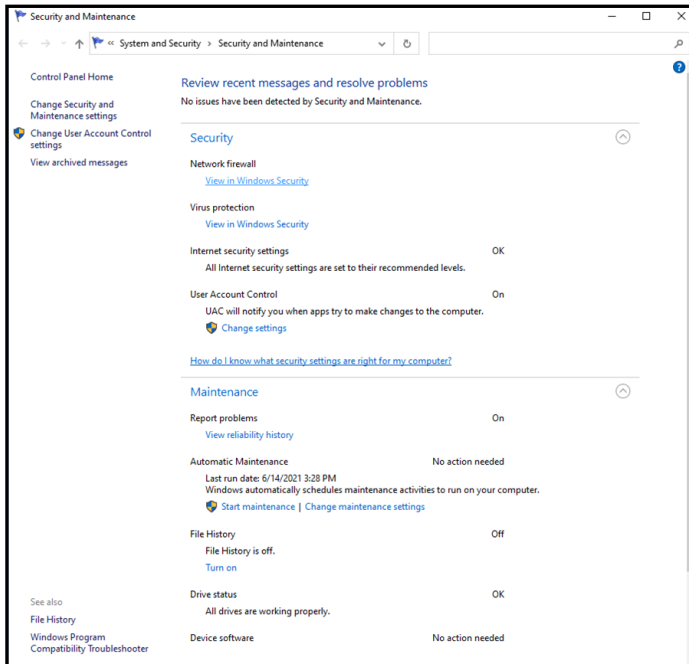
Figure 7. Security and Maintenance Tool

Figure 8. Storage Settings
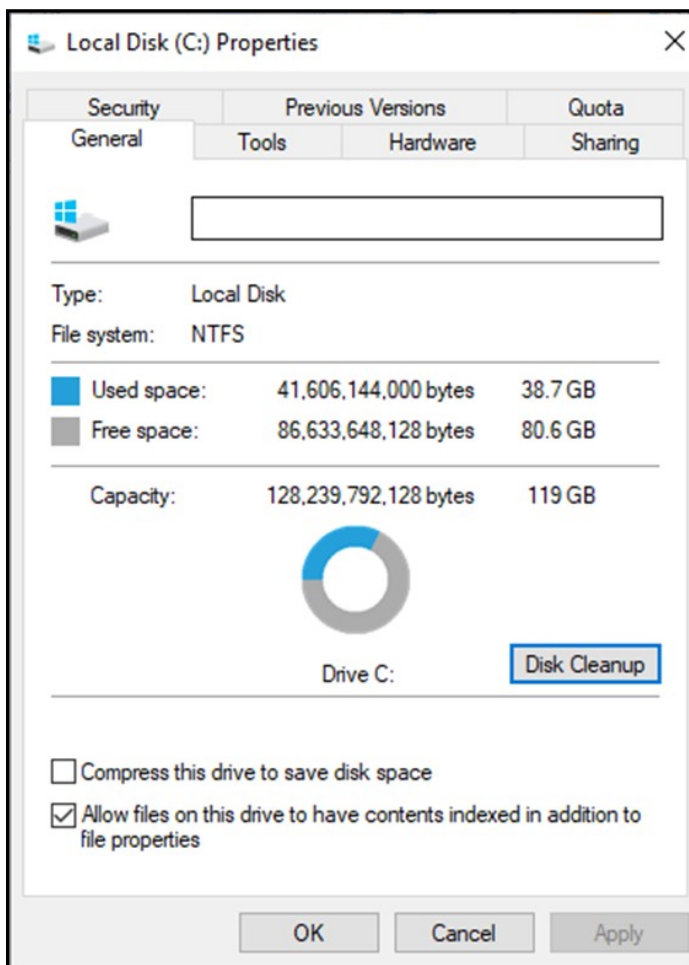
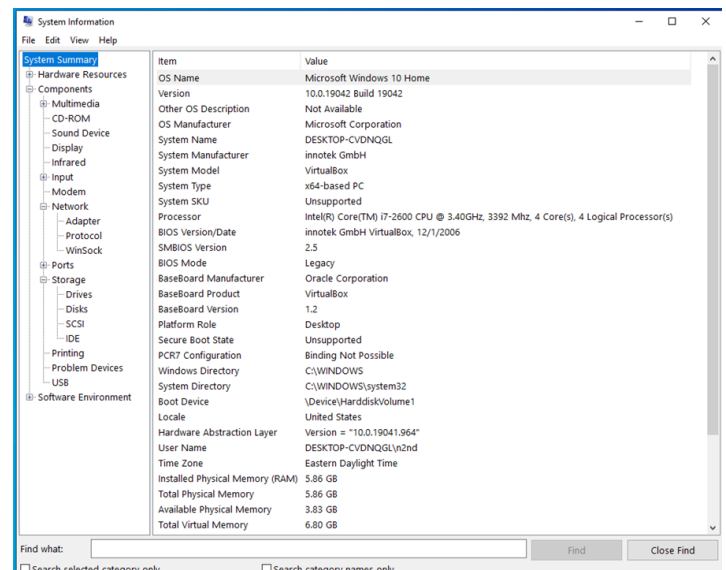**Figure 9.** Local Disk Properties

Figure 10. System Information

Figure 9: You can see another view of your hard disk use by looking at its **Properties** ("file" > File Explorer > Right-click on Local Disk (C:) > Properties). From here, you can also compress your disk (which will slow it down), clean it up by removing unneeded files, check for errors, defrag the file system, and change the security settings.

Figure 10: System Information ("msinfo32" > System Information) can tell you many system details, but understanding the information requires considerable expertise. However, exploring here is much safer than wandering through the Registry. You can find information on your hardware and software faster than by opening the system case, the box that houses the main components of the computer.

Figure 11: If you have a problem, you can ask Windows to help you solve it ("trouble" > **Troubleshoot Settings**.) Don't expect miracles, but it's worth trying before beginning more time-consuming or expensive measures. The Additional Troubleshooters item lets you direct the program toward the area of difficulty.

Figure 12: You can see, and uninstall the programs you've installed with the **Apps & Features utility** ("programs"> Apps & Features > go to the bottom of the page > Programs and Features) to display the software you (and Microsoft) have added after Windows was installed.

Figure 13: Network Status ("network"> Network Status) shows your network's status, usage, and devices.

Figure 14: A firewall ("firewall" > **Windows Defender Firewall**) is your first defense against hackers**.** This screen shows the type of network connection and whether the firewall is active. This is less important at home, where you operate behind the hardware firewall in your Ethernet modem. However, if your PC is a laptop that you use at public hot spots, you must be sure to check that your firewall is set up correctly.

Figure 15: Settings ("settings"> Settings) is a central location for configuring your PC. We've already seen many of the topics displayed in Figure 15 by going directly to them. You've undoubtedly already done this, but it's worth revisiting to ensure you haven't missed something.

In particular, **Phone** lets you link your PC with an Android device. Other worthwhile items are **Network**, which shows the devices and history of use, **Ease of Access** lets you customize to accommodate impaired perception, and **Privacy,** which sets how much info you disclose to MS and websites. Finally, **Update & Security** controls the updating process.

Figure 16: The Device Manager ("device"> Device Manager) shows the device items from the Registry. You can view the devices by type (the view in Figure 16), by connection or by container, as well as the resources by type or connection. You can also update drivers. Of course, you'll need some experience to do anything worthwhile or even safely here.

Figure 17: You should visit the **Registry** ("registry"> Registry Editor > Yes, to allow changes) only if you know what you're doing! See Figure 17. Since XP days, I haven't done this, and Windows 10 allows far safer ways to change its configuration. If you must work here, be sure you have everything backed up first.

As you explore your PC, you'll find much that needs explanation. Consider these puzzles to be opportunities to guide your reading in a good book or your Internet searches. ❖

Troubleshoot

If something on your device isn't working, running a troubleshooter might help find and fix the problem for you.

Recommended troubleshooting

Recommended troubleshooters can help improve your Windows experience. How much do you want Microsoft to help when we find issues on your device that troubleshooters might be able to fix?

Ask me before running troubleshooters ⌄

Share Full Diagnostic data to get additional troubleshooting recommendations.

No recommended troubleshooters right now

Last checked: never

View troubleshooting history

Additional troubleshooters

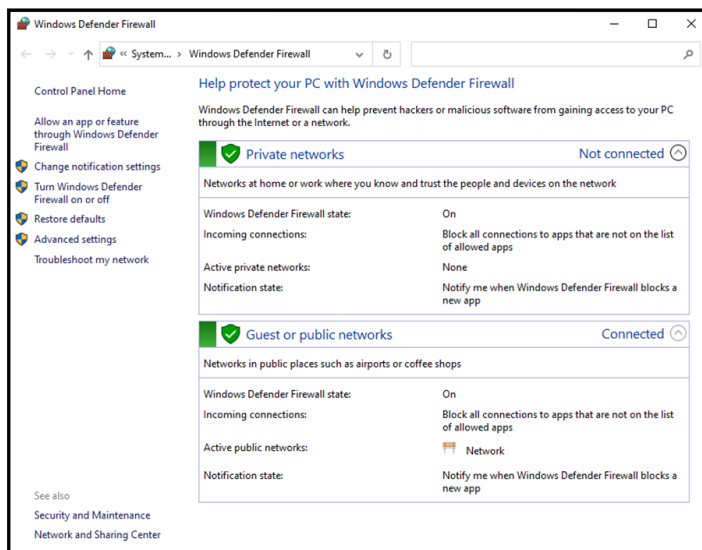Get help

Give feedback

Figure 11. Troubleshoot Settings

Figure 12. Apps & Features

Status

Network status
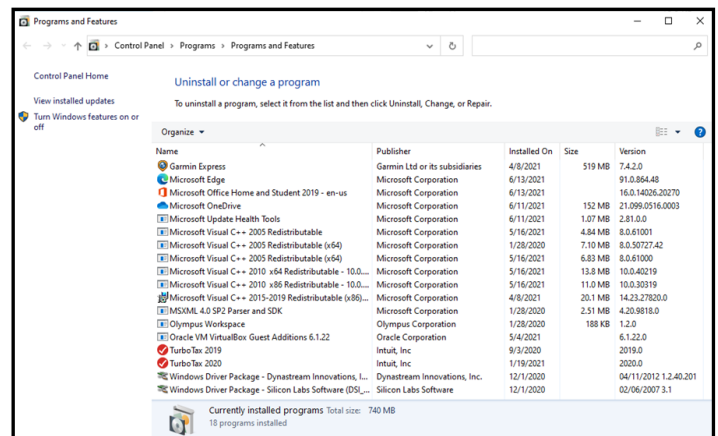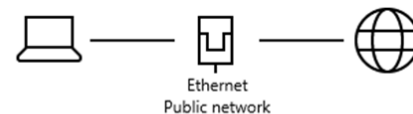
Ethernet
Public network

You're connected to the Internet

If you have a limited data plan, you can make this network a metered connection or change other properties.

Ethernet   3.81 GB
From the last 30 days

Properties   Data usage

Show available networks
View the connection options around you.

Advanced network settings

Change adapter options
View network adapters and change connection settings.

Network and Sharing Center
For the networks you connect to, decide what you want to share.

Network troubleshooter
Diagnose and fix network problems.

View hardware and connection properties

Figure 14. Windows Defender Firewall

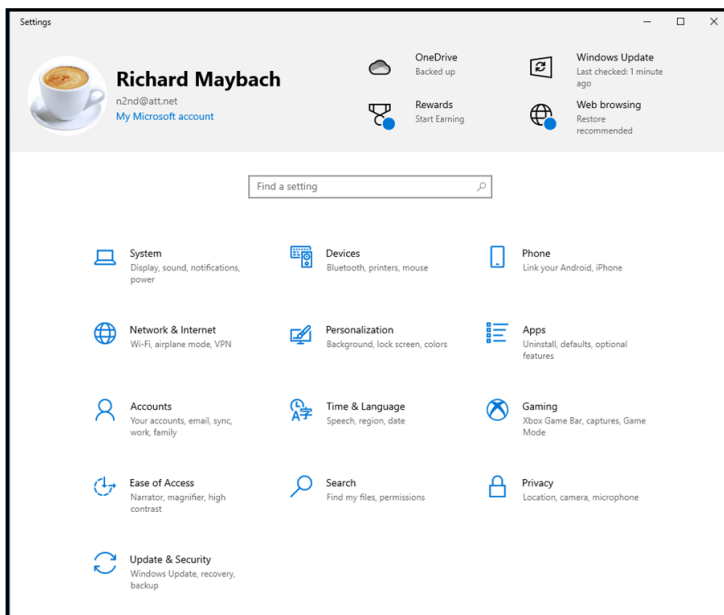**Figure 13.** Network Status
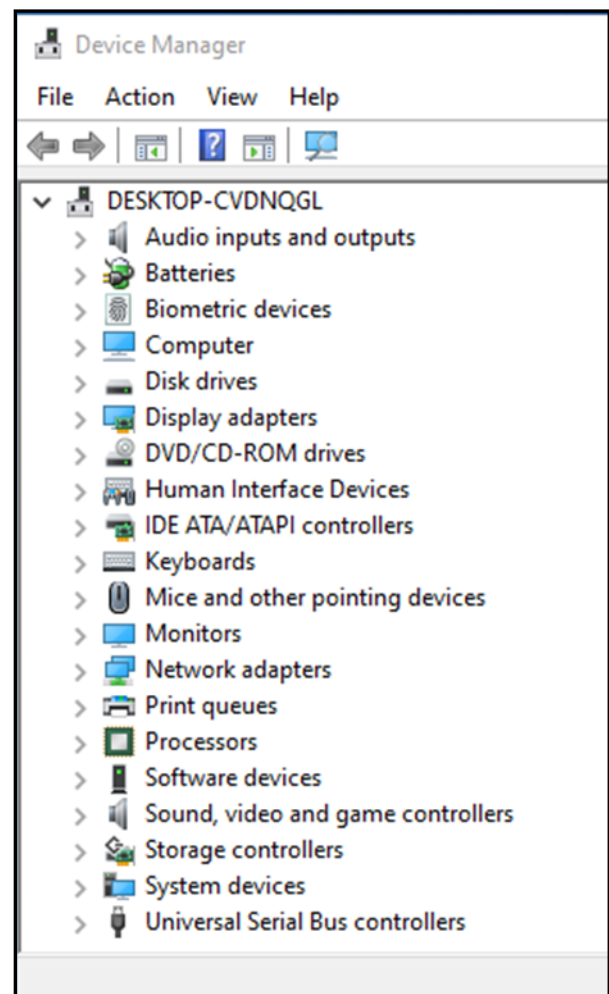
Figure 15. Settings Window

Figure 16. Device Manager Window

WINDOWS TIPS
www.apcug2.org

Set Up a Guest Account on Windows 11

Worried about what visitors might find on your PC? Make them a guest account on Windows 11 and fret no more. Creating a guest account on Windows 11 isn't as easy as it was in previous versions of Windows. However, that does not mean you cannot create any at all. This article has two methods of creating a guest account in Windows 11 that will help you set up a temporary account in no time. How to Set Up a Guest Account on Windows 11 (From makeuseof.com)

Google Photos Updates Its Library and Sharing Tabs To Make Photos Easier To Find

Google Photos is getting a pretty significant layout change that should make it easier to find the photos and albums you're looking for in the library and sharing tabs. Google Photos updates its library and sharing tabs to make photos easier to find – The Verge

5 Warning Signs Your SSD Is About To Break Down and Fail

Worried your SSD will malfunction and break down and take all of your data with it? Look for these warning signs. 5 Warning Signs Your SSD Is About to Break Down and Fail (From makeuseof.com) ❖

FOR MANY HELPFUL TIPS AND TRICKS

for all aspects of computing and operating systems go to
HTTPS://WWW.APCUG2.ORG.

TECHBOOMERS.COM

For learning how to use various websites and internet-based websites and internet-based applications for free.

- https://TechBoomers.com
- https://www.youtube.com/watch?v=O2-bwYlYu1I

SPECIAL OFFERS

Go to the APCUG website https://apcug2.org/discounts-special-offers-for-user-groups/ for discounts and special offers for Members of User Groups. Avast Anti-virus and Acronis True Image, and several book, media and training sites offer discounts including the two mentioned below.

- Members can save at the **Pearson Technology** websites: InformIT, Cisco Press, Pearson IT Certification, Que Publishing, Adobe Press, and Peachpit Press.
  Informit.com/user_groups/index.aspx
  Code for print books: **ITCOMMUNITY**
  Code for eBooks: **DIGITALCOMMUNITY**

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The columns, reviews and other expressions of opinion in *User Friendly* are the opinions of the writers and not necessarily those of the Los Angeles Computer Society. LACS became a California non-profit corporation on July 17, 1991. Its predecessor was the UCLA PC Users Group.

LAUGHING OUT LOUD

Cartoon submitted by Mark Presky

Cartoon from HowtoGeek.com

MEMBERSHIP INFORMATION

Annual Membership Dues:

Regular New and Renewal,
   Printed Newsletter $ 40
   Electronic Newsletter   30
Family-Associate   12
Students   18
Contributor   50
Supporter   75
Benefactor   100
Gift Membership   20
A subscription to *User Friendly* is included with membership.

Associate members live in the same household or work at the same address as a regular member; they do not receive their own subscriptions to *User Friendly*, but may read it on the LACS website. **Students** must prove full-time status. A member may give a 1-year, 1-time **gift** to a non-member.

Monthly general meetings are via Zoom. In-person or hybrid meetings may take place in the future.

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— **Monthly Newsletter** *User Friendly*. We publish your article submissions or free classified ads to buy or sell your computer items.

— **Get FREE help** by phone from knowledgeable members who are Quick Consultants listed in *User Friendly.*

— **Get help by email** by using our LACSLIST Group eMail List. Send your questions to lacslist (at) lacs.groups.io

— **Receive important news** and announcements via *User Friendly* and LACS's Group e-mail lists.

— **Free APCUG (**International Association of Technology and Computer User Groups) **Webinars, virtual conferences, programs, and technical information.** Go to https://www.lacspc.org to see what's offered, and when.

— Occasional **free software and computer books**, if you review them for *User Friendly*.

— **Rewards** for recruiting; LACS will extend your membership for three months for each new regular member you recruit.

— **Annual Holiday Party**

— **Social Interacting** with others who have like interests in computers and technology.

— **Special Interest Groups** (SIGs) on various topics may be created by members.

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Check # _____

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(Same address as primary member)

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City, State, Zip + 4

E-mail Address: E-mail of Associate

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