

# User Friendly

LACS  
A Computer and  
Technology  
User Group

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Watch your email for APCUG workshops and other upcoming events.



**LACS IS A MEMBER OF  
APCUG**

An International  
Association of Technology  
and Computer User Groups

[www.apcug2.org](http://www.apcug2.org)

[www.facebook.com/APCUG](https://www.facebook.com/APCUG)

[www.twitter.com/apcug](https://www.twitter.com/apcug)



★ **Celebrate** ★

*Christmas, Hanukkah, Kwanzaa,  
and the New Year*

We wish you a happy holiday season and urge you to let us know how we can help you enjoy your computer and other technical equipment more. The November Meeting Report on pages 2-3 of this issue should give you many ideas of better ways to use your devices. If you want a particular topic or a Special Interest Group (SIG), let us know. Also, please help us to increase our membership. Let's make a New Year's resolution to attend our Zoom general meetings. Happy New Year!

**THERE WILL BE NO GENERAL MEETING  
IN DECEMBER.**

**Don't forget to pay your 2024 LACS dues  
before or in January 2024.**

See pages **2, 8, and 19** for updates on the new dues-paying system and for the amount due in 2023.



## FROM YOUR PRESIDENT / EDITOR



### WELCOME NEW AND RENEWING MEMBERS TO LACS

**Gavin Faught, LACS Treasurer**  
**Members Renewed for 2024 (17)**

Loling Beckman, Contributor  
Janet Chesne  
Guy Clark  
Leah Clark  
Edie Ditmars  
Leonardo Israeli  
Helen Karagozian  
Howard Krevoy  
Larry McDavid  
Sheila Moncavage  
William Oppenheim  
Charlotte Sermpile  
James Somerville  
Kim Stocksdales  
Annette Tossounian  
Paula Van Berkorn  
George Wolkon, Contributor



**WARNING: THE FULL ANNUAL DUES  
AMOUNT IS DUE IN JANUARY 2024  
FOR ALL MEMBERS.**

Beginning in 2024, **all** LACS members' annual dues will be payable in January. You may pay your 2024 dues in November or December, 2023 or in January, 2024. Use the following chart to see the prorated amount you will owe for the remainder of 2023. When paying by PayPal, Zelle, or check, please note for what year and level you are paying.

MEMBERSHIP LEVELS	Select the month you are renewing or are joining LACS.				
	Yearly Rate	Monthly Rate	Dec.	Nov.	Oct.
New/Renewal with Newsletter	\$40	\$3.33	\$3.33	\$6.66	\$10.00
New/Renewal with Electronic Newsletter	\$30	\$2.50	\$2.50	\$5.00	\$7.50



Happy  
Hanukkah

H  
a



Merry  
Christmas



Happy  
Kwanzaa



Happy  
New Year

I have often used Google Lens on my Android phone to identify a flower or something I had photographed. Until I saw the article on page 7, I didn't know I could use it on my PC to analyze any image. Yes, we live and learn!

## GENERAL MEETING REPORT

November 14, 2023

By **Leah Clark**, LACS President/Editor

**Topic:** Useful Utilities & Accessibility

**Speaker:** Judy Taylour, APCUG Regional X Advisor and Speakers Bureau.



Judy Taylour started by discussing many utilities she finds useful in her computer work. Here is a list of the apps and programs she spoke about in both the utilities and accessibility parts of the presentation, with a short comment on each. Members of LACS received the link to the meeting recording so they can get the details on each one. There was much more information than what's in this report.

Most utilities have both free and paid versions. The approximate time into the recording is noted to make it easier to find the ones you want to review.

### USEFUL UTILITIES

**Belarc Advisor** reports on your computer system's hardware, software, patch and security status, networking inventory, serial numbers, and more. 0:10:14

**TinyURL** shortens lengthy URLs to make them easier to share and access. 0:12:18

**Bitwarden** is an excellent open-source, cross-platform password manager. 0:13:20

**CCleaner** analyzes, fixes, tunes, and cleans your hard drive. 0:16:59

**Evernote** helps you organize ideas, projects, and to-do lists. 0:18:27

**Edge Collections** is a good way to collect notes for different projects together. 0:19:35

**Grammarly** reviews spelling, grammar, punctuation, clarity, and other mistakes, and to customize your style, tone, etc. 0:20:39

**iDrive** is a cloud backup solution. 0:22:08

**Nextdoor** is a social network for your neighborhood to keep you informed about what's

going on in your area. 0:25:11

**NitroPDF Reader** is a good alternative to Adobe Reader. 0:28:00

**Patch My PC** updates all your software that is not updated by Microsoft Patches. 0:29:27

**Hard Disk Sentinel** monitors and analyzes SSDs and HDDs to ensure maximum safety of your data and warns about possible imminent failure. 0:33:14

**PayPal** is a safe way to pay for online shopping because no one knows your credit card or bank account numbers. 0:35:46

**Venmo** can be linked to your bank account for sending money to family and friends, and for making purchases. 0:37:34

**Recuva** can restore deleted material from HDs, USB drives, and memory cards. 0:44:03

**Revo Uninstaller** uninstalls things left behind by Windows's built-in tool. 0:44:48

**Unchecky** automatically unchecks all the checkboxes when you are installing a program to prevent unwanted software from sneaking onto your hard drive if you forget to click on Custom Install. 0:46:06

**VLC Media Player** plays every media format for viewing videos. 0:50:48

**Pay/Wallet Apps** include many ways to pay for purchases and often to receive rebates. 0:51:16

**ColorNote** keeps all your Android notes, passwords, medications, and more encrypted and easily at hand, and syncs them with your computer. 0:53:37

**Everything** locates files and folders by file name on your computer and monitors changes. 0:56:13

**WordCloud Generator** generates word cloud graphics using the words you choose. 0:56:57

**Larry McDavid**, an LACS member, spoke about **Snagit**, one of his favorite programs. He has found it to be a very effective screen-capturing program. Its major advantages are that it will scroll to capture an entire article, and you can select any segment on a screen to copy. It will also capture video. You can edit what was captured. 1:02:32

### ACCESSIBILITY

Judy then proceeded with the second part of her presentation on accessibility. She started with information on preventing problems by arranging the computer screen, chair, and desktop peripherals to align your body correctly when working. She discussed the importance of using computer glasses and having good lighting. Judy explored software, peripherals, and accessible and assistive technology to make your computer, phone, or tablet easier to use.

Some functions have different names and locations in Windows 10 and 11. Judy lists some of the differences toward the end of the presentation. For many customized settings, go to Settings > Ease of Access or Accessibility > then scroll down the list of options to find what you want.

#### Document Accessibility

In Word, go to Review > Check Accessibility > check “Keep accessibility checker running while I work.” Judy has found this to help make documents easier to read. 1:11:53

**Repetitive Strain Injury** affects muscles, tendons, and nerves in your hands, wrists, arms, neck, and upper back. RSI can result from poor posture, repetitive motions, or using the wrong keyboard or mouse. 1:13:02

**Sticky Keys** at > Keyboard > Sticky Keys lets a user push shortcut key combinations one key at a time. 1:16:11

**Monitor Touch Keyboard** at Settings > Ease of Access or Accessibility > Keyboard > On-Screen Keyboard. 1:16:31

**Key Warning Sound** at > Keyboard > Toggle Keys to play a sound when typing in all caps or when the Num Lock key is pushed. 1:17:10

**Mouse Pointer** at > Keyboard > Mouse Pointer to change the pointer size and color, to change the speed of the pointer or cursor, to single click to open an item, or to choose how many lines to scroll at a time. 1:18:16

**High Contrast** allows you to have a black background, enlarge the text, etc. 1:21:53

**Desktop Icons:** Right-click on your desktop > View > Select the size and position of desktop icons. 1:23:35

**Taskbar Icons:** Go to Settings > System > Display > to change the size of icons and text. 1:23:56

**Magnifier:** Go to Settings > Ease of Access or Accessibility > Magnifier > Turn on. 1:24:46

**View Word Document:** In a Word document, go to View > Zoom > Page Width to make a document easier to see and edit. 1:27:07

**Narrator:** go to > Narrator for a screen reader that describes what’s on your screen; it is controlled by keyboard, touch, and mouse. There are over 30 options to customize! You can also talk to your computer. 1:28:44

**Closed Captions:** Go to Closed Captions in Ease of Access to customize the size and color the way you like. 1:31:11

**Mono Audio:** If hearing is better in one of your ears than the other, you can turn the sound up differently for each one. 1:33:53

**iPhone Accessibility** features include vision, hearing, and physical and motor skills. Go to Settings > Control Center > Customize Controls > Accessibility or triple-click the Home button. Judy showed a lot of helpful options. iPhone SOS can make emergency calls even without cellular or Wi-Fi coverage. There is a fall-detection function. 1:34:52

**Android Phones:** Go to the Google Play store > Accessibility Suite. 1:39:22

**RSI Assistive Mouse** is a large trackball mouse for those who lack fine motor skills. There are other ergonomic mice available for various needs. 1:40:39

**Low-Vision Keyboard:** Judy showed keyboards with yellow stickers with black letters on the keys. She also showed various ergonomic keyboards. 1:43:06

**Dragon Home** is a Magnifier/Reader for low-vision users. 1:45:56

**Hearing Aids and Bluetooth** help you stay connected to audio devices. 1:46:26

**Opticon Hearing Aid Solutions** are built on BrainHearing™ technology. 1:47:08

Judy has links to some of her sources at the end of her presentation. ❖

## WHY DO PEOPLE CREATE FREE SOFTWARE?

**Free isn't always free, but sometimes it's close enough.**

By [Leo A. Notenboom](#)

The Best of Ask Leo!

[leo@askleo.com](mailto:leo@askleo.com)

Free software exists for reasons ranging from pure altruism to pure deceit.



What prompts an individual or organization to create and offer software for free? Occasionally, there's a hidden agenda, but surprisingly often, there isn't.

Naturally, I can only speculate, but I can think of several broad reasons that individuals or organizations creating free software might have for their generosity.

- Fun
- Altruism
- Promoting an agenda
- Making money in some related way

- Establishing credibility
- Creating a need for follow-on paid components
- Bait and switch tactics
- Outright lies

### Fun

Believe it or not, some people actually enjoy computers. In fact, there are those who would work with computers even if they weren't getting paid. These are folks for whom computers are a hobby, a career, or both.<sup>1</sup>

Programmers who just love what they do are one source of free software. While it may be more than that, one motivation is the ability to produce something people find useful because they can and want to. They may not want to be burdened with the additional responsibility or commitment that getting paid for their work might imply.

They just want to have fun.

### Altruism

There are also those who produce free software to give back to their communities or to the world. They see what they do as a way to make the world a better place. Perhaps they get satisfaction from offering software to folks who can't afford equivalent commercial software.

Some folks donate money; others donate time; those with skills often give back by utilizing those skills in various ways.

There are many ways programmers can offer their skills, but with a little entrepreneurial spirit, it's not uncommon for free software to result.

### Agenda

Some free software is created by individuals or organizations to promote an agenda of some sort.

For example, consider the old "https every



where" browser add-on, which promotes using https connections wherever possible.

This software is freely available to encourage people to use HTTPS secure connections, but also to raise awareness of privacy issues and encourage sites to support HTTPS as a secure connection mechanism.<sup>2</sup>

### Money

It may seem contradictory, but some people offer free software, expecting it to make money. The idea is that software spreads far and wide by being given away. Once installed, the software reminds or encourages the user to donate to the software creator. The reminders can range from the polite to the obnoxious, but the bottom line is that enough people may donate to make the effort worthwhile.

Most donationware, as it's sometimes called, rarely recovers the cost of creation, but it's one way to offset that expense and reward the creator, particularly for especially useful software.

Another approach that is particularly common on mobile platforms is advertising. The program — typically a game — is completely free, but you watch advertisements that generate income for the creator.

Yet another approach is branding or brand-building. Services like Outlook.com, Gmail, and others are free, but they act as a hook into their respective software ecosystems.

### Credibility

Some free software exists to give the creator credibility for other commercial efforts.

Organizations use this technique more often than individuals. By producing a good free utility, the company's other efforts benefit. Individuals purchasing other software are more likely to look to that company if they've had a good experience with the free product.

"Free for non-commercial use" is another example. Many vendors make software available for individuals to use at no charge, hoping

that the reputation they garner will justify a purchase from the corporate environment.

There's an old saying, "Give them razors, sell them blades." Razors, while more expensive, are typically a one-time cost. Blades, however, must be replaced periodically for as long as you own that razor. It doesn't take many blade refills to recoup the expense of the razor that cemented the relationship with a customer for a much longer term.

The same is true for software. I can think of two common scenarios:

1. Give the software away for free and sell support.
2. Give the base software away for free and sell add-ons for additional functionality.

For example, I use a shopping-cart package that is totally free and quite useful just as it is. However, some of the additional functionality I want is provided by paid add-ons. So far, my "free" software has cost me a couple hundred dollars. I'm not complaining at all — the base software lets me see what I was getting into and made me feel better about paying for the additions.

### Bait

And then there's the dark side: free software used as bait.

Unfortunately, we often see this in the world of malware, but it's true in other venues as well. It works like this:

A company hypes a free solution.

That free solution, which does exist and is indeed free, is also difficult to find.

Instead, the companies steer you to a free trial, which is not the same. After the trial period is over, payment is required.

It's quite legitimate to use a free product to advertise the existence of a more fully-featured commercial product. It's something else to hype a free product as a lure to trick your prospects into downloading the free trial, which is ultimately not free.

### Lies

The worst case of bait and switch is the Free Scan scam. You think the software is free, but it's not, and it never was.

This scenario is all too common.

You see an online ad (usually with many exclamation marks) for a "free scan" to help you fix some problem.

The scan, which is indeed completely free, reports errors.

Sometimes those errors are legitimate; sometimes they're legitimate but entirely blown out of proportion to scare you; and sometimes they're out-and-out lies.

If you want to fix the errors, it costs money.

Some "free downloads" are a variation on this theme. The download is indeed free, but you still need to pay if you actually want to use what you downloaded.

### Footnotes

1: I've often referred to my own career in this light: computers and technology are both my career and my hobby.

2: I'd say the agenda has succeeded since most websites these days are https. ❖

## WHAT YOU NEED TO KNOW ABOUT GOOGLE LENS

**This is Part 1 of a two-part article.**

By **Stuart Berg**, Daves Computer Tips  
dave@davescomputertips.com

Google Lens is not well known, but it should be. It enables you to search the Internet to analyze a specific image you choose. Why? I'm glad you asked. It's because you might want to find a similar image, identify something in an image, find the source of an image, find where the photo was taken, find information about the image, translate text, convert an image to text, answer a homework question, and find where to buy something in an image

Using your phone's camera, the Lens uses arti-

cial intelligence to find text and objects from within images and even from a live view. It then enables you to find what the internet can tell



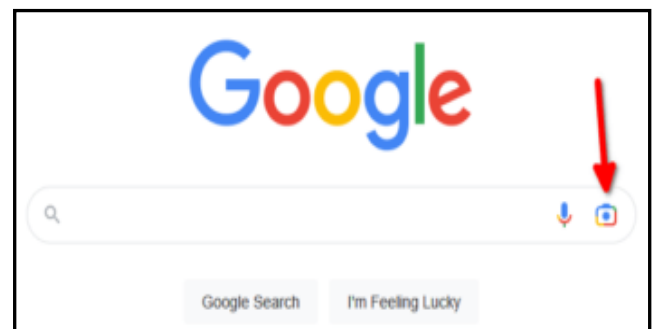
you related to that image. Using Google Lens for the flag shown here will recognize it as the Flag of Spain.

Or maybe you see the dog photo shown below and would like to know the breed. Using Google Lens will immediately tell you that the dog is a Cocker Spaniel.

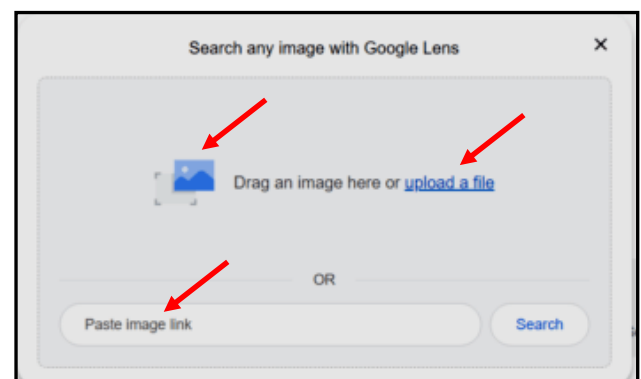


Google Lens can be used from any browser by just opening Google search, as shown below at Google.com.

Note the camera icon. Clicking on it will open



Google Lens in your browser. It offers three ways to use Lens: drag an image, upload an image file, or paste an image link, as shown in the image below.



***Stuart Berg** has played with, worked with, and built computers for over 55 years. He led a life full of engineering and financial application development and management. Now retired, he enjoys focusing on helping people solve their computer problems. ❖*

## LACS INFORMATION

### PAY DUES BY PAYPAL OR ZELLE

To pay by PayPal, go to this link:

[www.paypal.com/paypalme/00001024](http://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 an account so that PayPal will know where to get the money to send. Follow the prompts. Once you have entered your dues amount, click on **Add a note**. Tell us of any updated information: physical address, email address, phone number, and what type of dues you are paying: regular, electronic *User Friendly*, etc. or if you don't want your contact information published in the roster.

To pay by Zelle, log into your bank with your username and password.

Select **Transfer Money > Send Money with Zelle**. Follow the instructions. The name of the recipient is **Los Angeles Computer Society**. Select **Send by email**. The email address is:

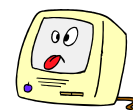
**lacompetersociety@gmail.com**. The wording may be a little different on your bank's site. Email questions to Gavin at [gmfaught@gmail.com](mailto:gmfaught@gmail.com).

### HOW TO JOIN LACS'S MAIL LIST

LACS now has **one** active general list: [PC@LACS.Groups.IO](mailto:PC@LACS.Groups.IO). Use this email address to ask questions, to offer any comments or suggestions, and to conduct official LACS business.

New LACS members should receive an invitation to join our list with two weeks to accept. LACS members who want to join the list should send an email to [LACS+subscribe@Groups.IO](mailto:LACS+subscribe@Groups.IO) from the email address they want to use with their name and phone number. Stephanie, our Groups.IO Coordinator, will check your membership and add you to the PC list. Contact her at [nordlacs@AOL.com](mailto:nordlacs@AOL.com)

### 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](http://www.jimopi.net).

Non-members can wisely invest in a one-year new regular 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](http://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](mailto:Membership@lacspc.org) or snail-mail it to

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

### ATTENDING A ZOOM MEETING

LACS members who are on our PC email 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 or have any problem.**

**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, December 4

**Time:** 7:00 P.M. (Open from 6:30 P.M.)

**Place:** Wherever you are via Zoom

Please log in early so we can start on time.

**December 4: LACS Board Meeting**

**December 7:** Hanukkah Begins

**December 7:** Pearl Harbor Day

**December 25:** Christmas

**December 26:** Kwanzaa

**December 31:** New Year's Eve



### VISIT OTHER APCUG COMPUTER USER GROUPS AND SEE THEIR NEWSLETTERS

Many APCUG groups allow members of other groups to attend their meetings. LACS heartedly welcomes visitors from other user groups, and we are welcome to join other groups' meetings.

Go to [www.APCUG2.org](http://www.APCUG2.org) . Click on **Member Benefits**, then on **Groups Sharing Meetings** or on **Newsletters Online**. A list of groups sharing meetings is arranged by time zones.

## UPCOMING MEETINGS/EVENTS

**December 2:** Holiday Party

**January 9, 2024:** TBA

Check your email and *User Friendly* for updates to this schedule.

### ZOOM MEETINGS

Members on our PC email list will receive, via email, an invitation to join LACS Zoom general meetings. Click on the URL in the invitation before the meeting and follow the prompts. Contact Leah Clark at [leahjc@sbcglobal.net](mailto: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 color editions) in *User Friendly* usually means it's a hyperlink to a website. Copy and paste it into your browser's search or into your address bar. Or click on the link on the online version to see the referenced place.

### 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 or 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 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](mailto:leahjc@sbcglobal.net) or call her at 424-261-6251.

Adobe Creative Suite: PDF, InDesign, Photoshop, etc. - 10	Hardware - 7	Photoshop - 10
Android Smartphones - 8	Lotus Word Pro, Approach - 7	Quicken - 8, 12
Apple devices - 11	Mozilla Firefox - 7	Thunderbird - 7
Anti Malware and Backup - 7, 8	MS Excel - 8, 11, 12	Utilities - 7, 8
Dragon Naturally Speaking - 3	MS Word - 1, 3, 8, 12	Visual Basic - 5
Genealogy - 8	MS Outlook - 1, 8, 10	Websites - 5
Groups.IO - 8	MS PowerPoint - 8, 11	Windows - 7, 8
	MS Publisher - 2	WordPerfect - 8
	PDF 24 - 8	Zoom - 2, 9

Preferred Time for Phone Calls			
Number	Name	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 Berkomp, 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	2024
Vice President	Stephanie Nordlinger	2024
Secretary	Marcia Jacobs	2024
Treasurer	Gavin Faught	2024
Director	Loling Beckman	2025
Director	Howard Krivoy	2025
Director	Mark Presky	2025
Director	Irv Hershman	2024
Director	E. J. Rozek	2024
Director	Annette Tossounian	2024
Director	Paula Van Berkom	2024
Immediate Past President	Stanley Johnson	
APCUG Representative	Leah Clark	
Corporate Counsel	Stephanie Nordlinger	
Database Manager	Loling Beckman	
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](http://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](mailto:leahjc@sbcglobal.net) and she will mail you a copy. Only LACS members may receive a roster.

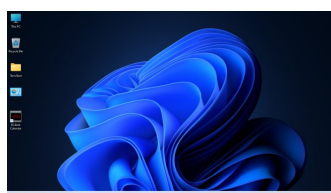
## CUSTOMIZING YOUR WINDOWS 11 DESKTOP

### Tom Burt's Windows 11 Desktop

by **Tom Burt**, Vice President  
Sun City Summerlin Computer  
Club <https://www.scscc.club>  
Tomburt89134(at)cox.net



#### Introduction



Windows 11 usage steadily increases as more users upgrade from Windows 10 or buy a new PC with Windows 11 pre-installed. This article will offer a few configuration options for making the Windows 11 desktop more to your liking. We'll touch on various settings, mainly in the Personalization area.

#### Choosing a Theme

The default theme is **Windows Light**. PCs from commercial vendors like HP, Lenovo, or Dell may have customized this. Click the **Settings** gear icon on the Start menu and choose **Personalization > Themes**. The Themes settings screen will display (see screenshot below.)

It shows your current theme along with any customizations. Note that a Theme includes colors, images, sounds, and mouse cursor settings. When you have adjusted all the related settings, you can **Save** those settings as a named custom Theme.

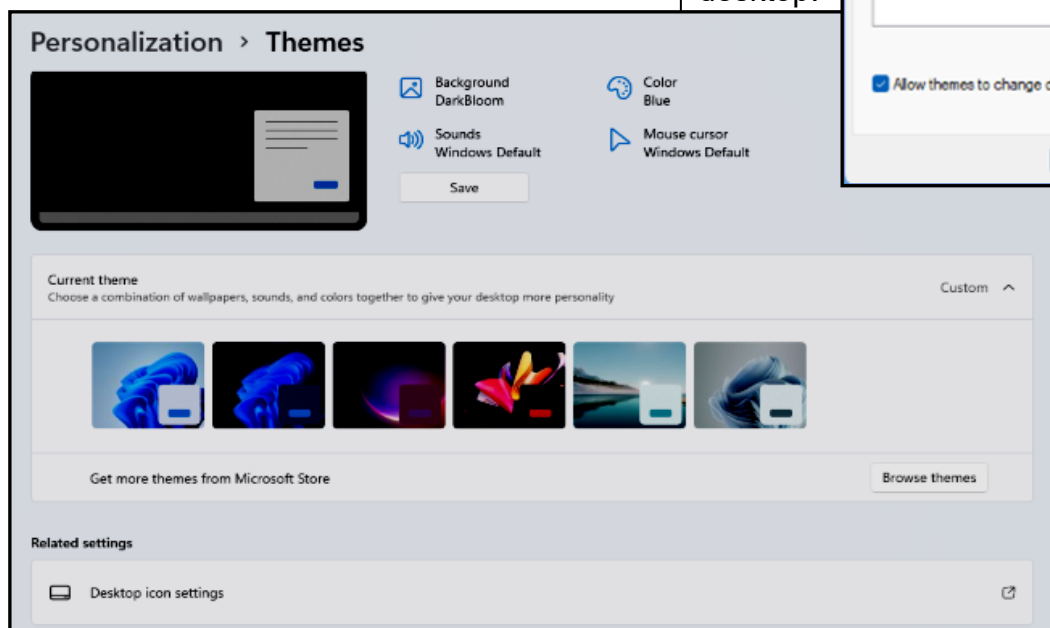
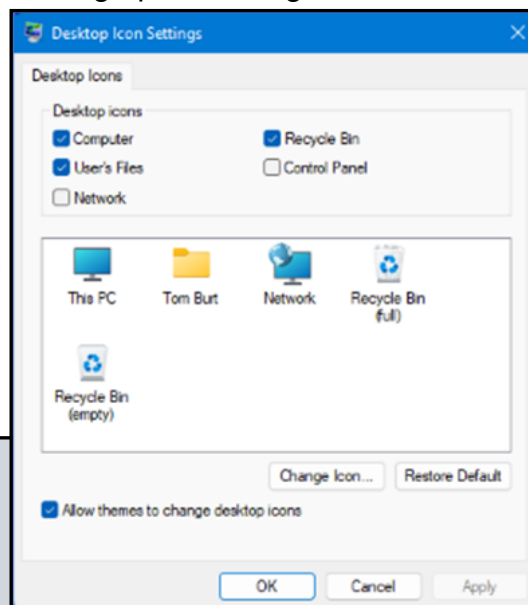
#### Themes Settings

Windows 11 offers six default Themes. Hover the mouse over each to see the name and behavior. Some Themes rotate between several background images. I decided to keep the default "Windows Light" theme and then to customize it.

#### Choosing Desktop Icons

On the main Themes settings, under **Related settings**, is a link for **Desktop icon settings**. Click this to bring up the dialog below.

You can click the checkboxes to specify which icons you want to appear on your desktop.



The central panel shows how each icon will appear. You can select an icon and click the "Change Icon" button to open an icon chooser dialog. In addition, you can click the

**Restore Default** button to revert an icon to the Windows default.

Unchecking the “Allow themes to change desktop icons” checkbox will retain your desktop icon settings if you decide to change to a different theme.

### Choosing a Desktop Background

My next Desktop customization was to select a different background wallpaper. I liked the blue bloom but preferred it on the dark background used in the “Windows Dark” Theme. So I Googled for the location of the images for Windows 11 themes and found the blue bloom on a dark background at

<C:\Windows\Web\Wallpaper\Windows>, named “img19.jpg”.

I copied this image to my **Photos\Saved Pictures** folder and renamed it “DarkBloom.jpg.” I then went to **Settings > Personalization > Background**, and set the dropdown to “Picture,” and clicked the “Browse photos” button. Next, I browsed to Pictures\Saved Pictures and selected my DarkBloom.jpg image. That set my background to the desired Dark Bloom.

You can set the Desktop background to a solid color, a single image, or a rotating slide show. Knock yourself out!

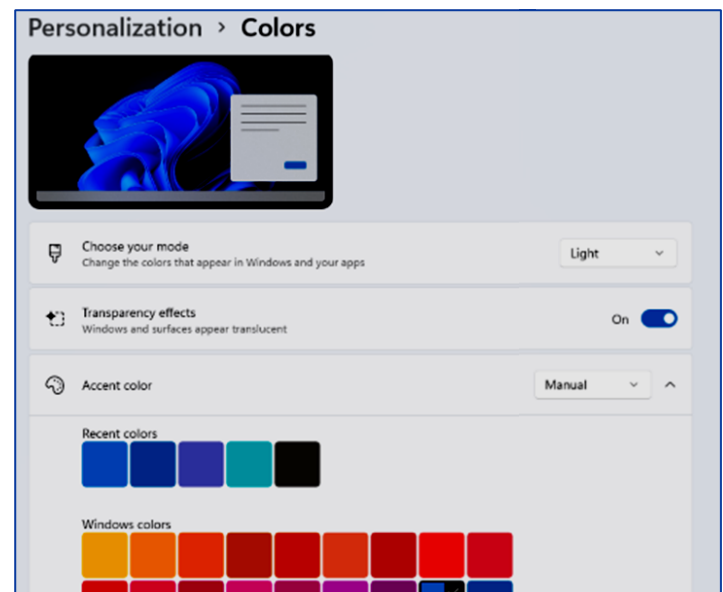
### Choosing Colors

My next Desktop customization was to change some of the color settings. I went to **Settings > Personalization > Colors**. This opened the screen partially shown in the next column.

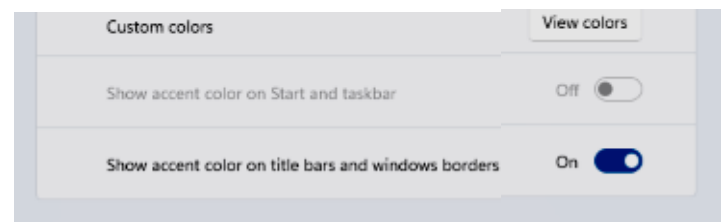
I left the Mode (Light) and “Transparency effects” settings **On** as they were. I set the Accent color mode to Manual, and then I chose a medium blue from the palette. I could have created a custom color if I didn’t like any of the palette’s colors.

Next, I scrolled further down until I saw a slider button for “Show accent color on title bars and windows borders.” I clicked to turn this On. See screen in next column.

### Colors Settings



### More Colors Settings



### Configuring the Taskbar

My next Desktop customization was to set up the Taskbar. I visited **Settings > Personalization > Taskbar** to bring up the settings screen. See **Figure 1** on page 14.

### Taskbar Settings

I turned on the sliders for Search and “Task view” and turned off Widgets and Chat. Under the Taskbar corner icons (Pen menu, Touch keyboard, and Virtual touchpad), I left them all Off.

I next clicked the down chevron to open the “Taskbar corner overflow” settings. The Taskbar corner was formerly known as the Notification area and the Windows Tray. Next, I turned on the Microsoft OneDrive and Windows Update Status icons to make them visible. The others appear in the overflow popup. See **Figure 2** on page 14.





Figure 1



Figure 2



### Taskbar Corner Overflow Settings

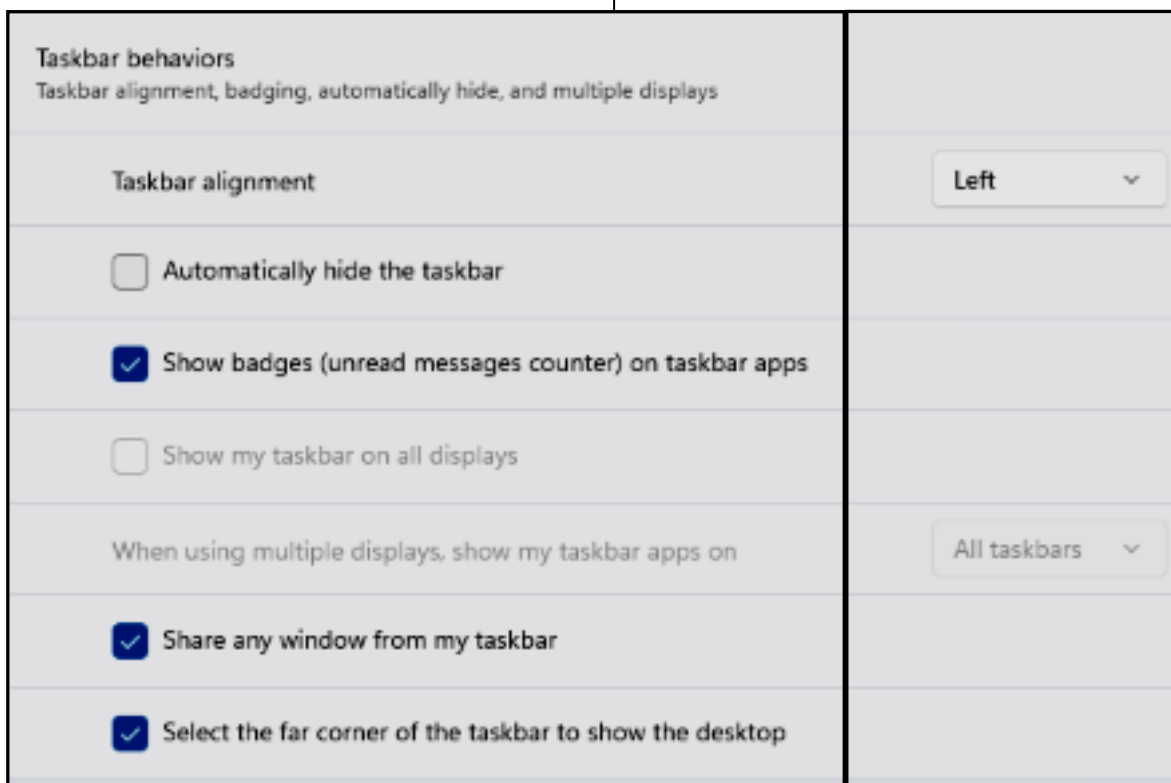
Lastly, I clicked the down chevron to open the **Taskbar Behaviors** settings. See **Figure 3** below.

#### Taskbar Behaviors Settings

For Taskbar alignment, I selected Left from the dropdown. The default is Center. I left the “Automatically hide the taskbar” unchecked, and I left the “Show badges (unread messages counter) on taskbar apps” checked.

### Adding Shortcuts to Programs

Use the File Explorer to browse the program’s .exe file (usually in Program Files or Program Files (x86)). Left-click to select the .exe file and press Shift + F10 to bring up a context menu. Hover the Mouse over the “Send to” menu option and wait for a secondary menu to appear. Then click “Desktop (create shortcut).” Finally, rename the new Desktop shortcut to suit. ❖



**Figure 3**

## HANDS ON WITH MICROSOFT COPILOT IN WINDOWS 11

### Your Latest AI Assistant

By [Judy Taylor](#), October 26, 2023  
[www.apcug2.org](http://www.apcug2.org)

The first generative AI built into an operating system is here. We take **Microsoft Copilot** out for a spin. A colorful new icon will soon appear on your Windows 11 taskbar, leading

to a new era in desktop computing in the form of Microsoft Copilot. This AI chat sidebar powered by OpenAI, Bing, and Microsoft technologies can change computer settings or open apps. It can not only generate text and images, but it can also create either based on the other. Learn more about Copilot in this PCMag article.

[Hands On With Microsoft Copilot in Windows 11, Your Latest AI Assistant | PCMag](#) ❖

## DEVICE COMMUNICATIONS — BLUETOOTH

BY Phil Sorrentino

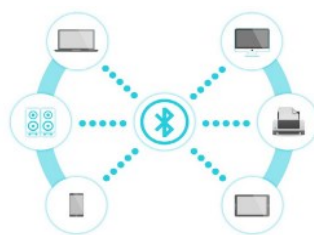
Sarasota Technology User Group

[www.thestug.org](http://www.thestug.org)



Here's a simplified introduction to how computer devices communicate.

When two devices need to 'talk' to each other, they must first agree on the method of communication.



Will they use wires or wireless signals? If wires, how many will be needed? Once

these physical aspects are agreed upon, they must decide how much data will be sent at a time. For instance, serial ports send data bit by bit, while parallel ports send multiple bits simultaneously.

These devices must speak the same language, known as a protocol, to communicate effectively. One example of this is Bluetooth, a wireless standard that covers both the physical and protocol levels. Before any communication can happen between two Bluetooth devices, they must be paired using a shared code or Passkey.

Here's a simple description of Bluetooth pairing: Device A looks for other Bluetooth devices nearby. It finds Device B and prompts you to enter a Passkey, which is done automatically when you select the device to pair. Device A sends the Passkey to Device B, which sends it back to A. At this point, the devices are paired and ready to exchange data.

To fully use Bluetooth, devices must be compatible with Bluetooth profiles and additional protocols that guide how Bluetooth-based wireless communication happens. Various profiles are designed for different purposes, including multimedia audio streaming (A2DP), control of audio/video equipment (AVRCP),

sending images (BIP), sending print jobs (BPP), establishing connections (GAP), transmitting medical data (HDP), supporting devices like mice and keyboards (HID), and exchanging messages, often for hands-free automotive use (MAP).

As Bluetooth usage expands, we rely on the profiles implemented in our devices. With all the devices you own or plan to get, you're likely to encounter Bluetooth. Some common Bluetooth applications include:

- Wireless control between a mobile phone and a hands-free headset
- Wireless communications between PCs and their peripherals like mice and keyboards
- Replacing traditional wired serial communications in devices like GPS receivers and medical equipment
- Communication between game consoles and their controllers
- Baby monitor systems
- Garage door openers
- Health sensor devices

If a Bluetooth device is to communicate with another device, it must be compatible with a subset of the profiles available. There are many profiles available. Some of the Profiles currently defined and in use are as follows:

### Advanced Audio Distribution Profile (A2DP)

This profile defines how multimedia audio can be streamed from one device to another over a Bluetooth connection. This profile is designed to transfer an audio stream of up to 2 channel stereo, either to or from a Bluetooth host. For example, music can be streamed from a mobile phone to a wireless headset, a hearing aid, or from a laptop to a wireless headset. Also, voice can be streamed from a

microphone to a recorder on a PC.

### **Audio/Video Remote Control Profile (AVRCP)**

This profile is designed to provide a standard interface to control TVs, stereo equipment, etc., to allow a single remote-control device to manage all of the equipment to which a user has access. It is commonly used in car navigation systems to control streaming audio.

### **Basic Imaging Profile (BIP)**

This profile is designed for sending images between devices, and it includes the ability to resize and convert images to make them suitable for the receiving device.

### **Basic Printing Profile (BPP)**

This profile allows devices to send text, emails, and other items to a printer.

### **Generic Access Profile (GAP)**

This profile provides the basis for all other profiles and defines how two Bluetooth devices discover and establish a connection with each other.

### **Health Device Profile (HDP)**

This profile is designed to facilitate transmission and reception of Medical Device data.

### **Human Interface Device Profile (HID)**

This profile provides support for devices such as mice, keyboards, and joysticks, as well as sometimes providing support for simple buttons and indicators on some devices.

### **Message Access Profile (MAP)**

This profile allows the exchange of messages between devices and is mostly used for hands-free automotive use.

Some of today's more common applications of Bluetooth are:

- Wireless control of and communications between a mobile phone and a hands-free headset. Wireless communications with PC input and Output devices, the most common being the mouse and keyboard.

- Replacement of traditional wired serial communications used in test equipment, GPS receivers, medical equipment, bar code scanners, and traffic control devices
- Between game consoles such as Nintendo's Wii, Sony's PlayStation, and their respective controllers.
- Between video camera and remote monitor in Baby Monitor Systems.
- Between a garage door opener motor and a remote garage door opener controller.
- Between a health sensor medical device and mobile phone or dedicated telehealth devices.

There are many reasons for computer devices to communicate with each other, going beyond the typical internet connection. ❖

## **APPLE INTRODUCES NEW FEATURES FOR COGNITIVE ACCESSIBILITY**

**Along with live speech, personal voice, and Point and Speak in Magnifier**

By [Judy Tylour](#), [www.apcug2.org](http://www.apcug2.org)

Assistive Access includes a customized experience for Phone and FaceTime, which have been combined into a single Calls app, as well as Messages, Camera, Photos, and Music. The feature offers a distinct interface with high-contrast buttons, large text labels, as well as tools to help trusted supporters tailor the experience for the individual they support. For example, for users who prefer communicating visually, Messages includes an emoji-only keyboard and the option to record a video message to share with loved ones. Users and trusted supporters can also choose between a more visual, grid-based layout for their Home Screen and apps, or a row-based layout for users who prefer text. Read more at [Apple previews Live Speech, Personal Voice, and more new accessibility features – Apple](#).

**FOR MANY HELPFUL TIPS AND TRICKS**

Go to <https://www.apcug2.org> for all aspects of computing and operating systems.

**SPECIAL OFFERS**

Go to the APCUG website at <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](http://Informit.com/user_groups/index.aspx)  
Code for print books: **ITCOMMUNITY**.  
Code for eBooks: **DIGITALCOMMUNITY**
- See books on digital imaging and photography, gaming, animation, film and video, post-production, audio, music technology, broadcast and theatre at [Routledge](http://Routledge.com) | [Focal Press](http://Focal Press.com) today! They offer discounts to User Group members.

**TECHBOOMERS.COM**

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

- <https://TechBoomers.com>
- <https://www.youtube.com/watch?v=O2-bwYIYu1I>

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**LAUGHING OUT LOUD**

From The Sarasota Technology Group



NEVER HAVE I FELT SO  
CLOSE TO ANOTHER SOUL  
AND YET SO HELPLESSLY ALONE  
AS WHEN I GOOGLE AN ERROR  
AND THERE'S ONE RESULT  
A THREAD BY SOMEONE  
WITH THE SAME PROBLEM  
AND NO ANSWER

**NOTICE**

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.



## MEMBERSHIP INFORMATION and BENEFITS of MEMBERSHIP

### 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.

### Members also enjoy these special benefits:

— **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 or email (See your roster) from knowledgeable members who are Quick Consultants listed in *User Friendly*.

— **Get help by email** by using our group email list. Send your questions to [PC@LACS.Groups.IO](mailto:PC@LACS.Groups.IO)

— **Receive important news** and announcements via *User Friendly* and LACS's email list.

— **Free APCUG** (International Association of Technology and Computer User Groups) **Webinars, virtual conferences, programs, and technical information.** Check *User Friendly* and your email to see what's offered.  
— Occasional **free software and computer books**, if you review them for *User Friendly*.

— **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.

**NOTE: See page 2 of this issue for an update on the new dues-paying system and for the amount due for each category of membership in 2023.**

Date: \_\_\_\_\_

Check # \_\_\_\_\_

# LACS

## New or Renewal Membership Application

See note above for amount changes for 2023

Please mail your dues and this form to:

**Los Angeles Computer Society, 11664 NATIONAL BLVD. #343, LOS ANGELES CA 90064-3802**

### Please PRINT Clearly

☐ New      ☐ Renewal

☐ New / Renewal with printed newsletter - \$40.00      ☐ Associate - \$12.00      ☐ Student - \$18.00

☐ New / Renewal with electronic, no paper, newsletter - \$30.00      ☐ Gift Membership - \$20.00

☐ Contributor - \$50.00      ☐ Supporter - \$75.00      ☐ Benefactor - \$100.00      ☐ Other

Name: First \_\_\_\_\_

Last \_\_\_\_\_

Name of Associate: First \_\_\_\_\_

Last \_\_\_\_\_

(Same address as a primary member)

Address: \_\_\_\_\_

City, State, Zip + 4 \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail of Associate \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Publish Contact Info in Roster ☐ Yes      ☐ No

Did a member of LACS invite you to join? If so, who? If not, how did you hear about LACS? \_\_\_\_\_

# First Class Mail

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## Los Angeles Computer Society

### **GENERAL MEETINGS ARE ON ZOOM.**

Before each meeting, members and invited guests will receive an email with the URL link to the meeting. If you haven't received it by the morning of the meeting, let Leah Clark know. When you click on the link, you will enter a waiting room. Then the host or a co-host will admit you to the meeting.

Please try to arrive at least a few minutes before the meeting start-time so you don't interrupt the meeting and any technical problems can be solved. If you need to take a break during a meeting, do not click on Leave or End. If you do, the meeting will be interrupted for someone to re-admit you from the waiting room. You may turn off your video when you are gone.