
The Computer Club At Willow Valley

The President's Pen by Sid Paskowitz

Inside this issue:

Coming Programs	2
Windows 10 Pre- installation Preparations	4
Windows 10 Post- installation Suggestions	5
Keyboard Shortcuts	6
Find It Hard to Use Windows 10?	8
Windows 10 Icons and Symbols	11
The Equipment Corner	12
The Mission	12
The Leadership	12

Membership As of this writing, your Computer Club has 566 paid members including 337 who have signed up as Lifetime members. Please keep your email address current on Club records so we can send you important emails. *Those emails only go to Computer Club members for whom we have a good email address.* Let our Treasurer, Charlie Trumbo, know if your email address has changed or if you don't get a future Newsletter.

Windows 10 I am now personally recommending the installation of Windows 10 on PCs that meet Windows 10 requirements but only when pre-installation preparation instructions are carefully followed. Articles elsewhere in this newsletter contain recommendations that have resulted from successful Windows 10 installations on more than 20 PCs. Note that they are my recommendations based on my personal experience. Others who have installed Windows 10 using other approaches have had mixed results. Anyone who follows my recommendations but has less than satisfying results is requested to share their experience with me via email at wvcomputerclub@gmail.com. Articles elsewhere in this Newsletter that are associated with Windows 10 are titled *Windows 10 Pre-installation Preparations*, *Keyboard Shortcuts for PCs* (Mac users check out <http://macmost.com/downloads/MacMostKeyboardShortcutsMavericks.pdf>), *Windows 10 Icons and Symbols*, and *Post-Installation Suggestions*.

At the January 7th Computer Club meeting I presented a Windows 10 Installation Tutorial Video that I believe can be helpful for those considering Windows 10 installation or who have already installed Windows 10. That video can be viewed at <http://www.screencast.com/t/AsvqjkzVlo> (if you can't click on this link, you may want to copy and paste this link into your browser's address box or click on the link in Information Central). The deadline for a free upgrade from Windows 7 or Windows 8.1 to Windows 10 is late July. We are seeing continuing efforts by Microsoft to "encourage" users to upgrade to Windows 10. I suspect those efforts will become stronger as July approaches. As a related matter, if you get a new PC, there is no question about getting Windows 10. Get it.

Information Central (the Computer Club icon on the Kiosk Home Page) contains a section on Windows 10 at: <http://resident.willowvalley.org/kiosk/cclub/index.aspx>.

(Continued on page 2)

Coming Programs

May 12 In the Education Room — Change in Date and Location

Peter Scott, Resident

Medical Imaging

June 2

Charlie Trumbo

Printers—Wired, Wireless, Selection & Maintenance, Cloud Printing

July

Summer Break

*All programs are held
in the Theater at the
Cultural Center
on the 1st Thursday of
the month at 2:00 p.m.
unless otherwise noted.*

President

(Continued from page 1)

That section will continue to expand as new beneficial information becomes available.



Windows 10 Information
[Black Screen](#)
[Installation Tutorial Video](#)
[Windows 10 Apps](#)
[Windows 10 Data Protection](#)
[Windows 10 Information](#)
[Windows 10 Issues](#)
[Windows 10 Privacy](#)
[Windows 10 Recommendations](#)
[Windows 10 Shortcut Keys](#)
[Windows 10 Symbols](#)
[Windows 10 Video Comments](#)

Resident Kiosks As I notified Club members recently via email, we experienced a problem with Resident Computer Kiosks where the Kiosk units did not clear email accounts when the Kiosk units were Restarted, as we have recommended. If a Kiosk unit does not clear its memory when it is Restarted, it is at risk of malicious software (malware) infection. Please remember to Restart a Kiosk unit at the beginning and end of each Kiosk session so your work is not at risk from prior users and your use does not put your own data or future users at risk. Willow Valley IT. has put software on the Kiosk units to fix the problem, and Restart does take a little time to run, so please be patient. As is the case with any software, things can happen, so if you encounter a situation where you note an email address or other unexpected display after Restarting a Kiosk unit, don't use that Kiosk unit. Send me an email at wvcomputerclub@gmail.com and let me know which Kiosk unit has the problem so I can inform IT.

(Continued on page 3)

President

(Continued from page 2)

I am hoping that at some time in the next few months the displays on the Kiosk units will become reasonably uniform throughout Willow Valley Communities and I will be able to demonstrate Kiosk use. My plan is to bring a Kiosk unit to each of the Community auditoriums and show what they are capable of doing and how to use them. Stay tuned.

Elections The election at the April Computer Club meeting resulted in the re-election of the current officers. My thanks to those who continue to devote their time to the Computer Club and to enhancing the quality of life of Willow Valley Residents.

Please Use Well Known Software PC owners are reminded that they can receive the best help if they use software that is familiar to other Residents who volunteer to provide technical assistance. Recommended applications are CCleaner, Malwarebytes, Defraggler and Windows Defender (or Windows Security Essentials). We recognize there are alternatives; however, problems are more quickly diagnosed and repaired when the applications running on the PC are familiar to the helper.

Classes We know we need more classes on computer-related topics and we are looking for instructors who can teach those classes. If you can help other Residents with topics such as Word, Wordpad, Notepad, browsers, email, etc., please send me an email at wvcomputerclub@gmail.com. We need your help.

Windows 10 Mobile Microsoft is doing some interesting things with Windows 10 Mobile for use on smart phones. They are being selective on which devices are getting the first release of Windows 10 Mobile and they are bypassing phone service providers in sending the upgrade directly to devices. If Microsoft continues with that approach, updates to mobile devices will become similar to updates for PCs. That approach also confirms that Microsoft can identify and target individual devices for receiving software updates.

MAC SIG Steve Lynn, head of the Mac SIG group, is looking for suggestions as to how the Computer Club can support Mac users. If you have ideas that can help Steve formulate a plan for supporting Mac users, please send them to him at slynn14@wvrcresident.com. Information Central has been modified based on Steve's recommendations. In the center column of Information Central is a feature called *For MAC Users*. It contains information applicable to Apple computers. Let Steve know if you have suggestions for other beneficial information links that might be added to the MAC Users Corner.

Inventory of Experts We have discontinued the Expertise Inventory in Information Central and have replaced it with a period for questions and answers after regular Computer Club meetings.

Recycling Ed Dahrsnin and his team are accepting working computers and components for recycling, but no CRT monitors or printers. Let Ed know if you would like to help recycle computers. Ed and his team meet on Monday afternoons at Manor North. Working in

(Continued on page 4)

President

(Continued from page 3)

the recycling effort may also help you when you have problems. Thanks to Ed and his team, the Computer Club has given 140 computer systems to the Lampeter-Strasburg School District for families that cannot afford a computer for their students and two laptops to the Hand Middle School in Lancaster for their Science classroom.

Thank You My thanks to all of you who volunteer your time and knowledge to help other Residents. We need more volunteers! •

Windows 10 Pre-installation Preparations by Sid Paskowitz

Please note that some older programs won't run on Windows 10. Also, some older printers, hard drives, or various peripheral pieces of equipment may not have Windows 10 drivers.

- ◆ View the tutorial video at <http://www.screencast.com/t/AsvqjkzVlo>
 - ◆ Set computer power option to *High Performance*
 - ◆ If applicable, install/update Java, hardware (Toshiba, Dell, etc.)
 - ◆ Uninstall and remove all security software (McAfee, Norton, AVG, Kaspersky, etc.) except Malwarebytes.
 - ◆ Update and install all Windows updates until no more updates are available is displayed after clicking *Check for Updates*
 - ◆ (Suggestion: Uninstall Google Chrome if it prevents Microsoft updates from installing)
 - ◆ Install/update/run CCleaner (<http://www.piriform.com>)
 - ◆ Install/update/run Defraggler (<http://www.piriform.com>) or Defragment and Optimize
 - ◆ Install/update/run Malwarebytes (<http://www.malwarebytes.org>)
 - ◆ If you are using Windows 7, install, update, and run Windows Security Essentials. If you are using Windows 8 or 8.1, update and run Windows Defender.
 - ◆ Finally, go to <http://www.microsoft.com> to download and install the latest version of Windows 10 •
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Windows 10 Post-installation Suggestions by Sid Paskowitz

The following Information is not covered in the Windows 10 installation tutorial video cited above. It includes some helpful tips and some things experienced when upgrading to Windows 10 and subsequent to the upgrade. Do the following:

- ◆ Defragment the hard drive
- ◆ Run *Windows Update*
- ◆ Run *Ccleaner* and turn off unnecessary start-up programs
- ◆ Run *Malwarebytes*
- ◆ **Don't use *Driver Update***. Go to the appropriate HP, Dell, Brother, Epson, Canon, and so on site to update drivers.

Other suggestions:

- ◆ Use the *Search* box at bottom-left of screen as a "browser" to find programs, settings and websites
- ◆ Right click on application icons when they need to be run as an Administrator
- ◆ Add icons to Desktop or Taskbar - *IE, Defender, Snipping Tool, Word, Firefox, etc.*

Other helpful information:

- ◆ Restore point displays indicate settings are "before" date and time indicated. Actually the content includes the system status at the restore point.
- ◆ Different browsers work differently on certain websites. For example, the eagle camera does not display the eagles' nest when Mozilla Firefox is used as the browser, but the nest is displayed when Internet Explorer is the browser. Suggestion: try different browsers to determine which works best on a favorite site.
- ◆ Right mouse click - initiates a list of choices
- ◆ Left mouse click (sometimes two quick clicks) - makes a selection at the location of pointer or highlighted area
- ◆ Use the Snipping Tool to take pictures of screen displays
- ◆ Help Others to help you (Password List)
<http://resident.willowvalley.org/kiosk/cclub/p/helpothers.pdf>
- ◆ (External automatic backup drives set up with Windows 7 or 8.1 could be problematic if used with Windows 10) •

Would you like to read or write about a topic?

Contact Sid Paskowitz or Al Williams

Keyboard Shortcuts by Sid Paskowitz

The following keyboard shortcuts are suggested for remembering or keeping alongside a PC in printed form to assist in performing useful functions. They use the computer's operating system and avoid the need to look for menus, tool bars and ribbons in various programs.

Hold down the Control (**CTRL**) key and press:

- ◆ **A** – to select (highlight) all
- ◆ **Alt + Del** - to get out of trouble
- ◆ **B** – to bold selected text
- ◆ **C** – to copy selected area to the computer's electronic clipboard
- ◆ **D** – to display a font change window
- ◆ **E** – to center text
- ◆ **F** – to initiate the Find function
- ◆ **G** – to open a "go to" window
- ◆ **H** – to open a "Find and Replace" window
- ◆ **I** - to italicize selected text
- ◆ **J** – to fully justify text
- ◆ **K** – to open a window to insert a hyperlink
- ◆ **L** – to left justify text
- ◆ **M** – to indent the Margin of the cursor location
- ◆ **N** – to open a new window in Internet Explorer
- ◆ **O** – to open a file or application
- ◆ **P** – to initiate the Print function
- ◆ **Q** – to remove the Margin indents for the current cursor location
- ◆ **R** – to right justify text
- ◆ **S** – to save current file
- ◆ **T** – to open a new tab in Internet Explorer
- ◆ **U** – to underline selected text
- ◆ **V** – to paste (insert) contents of the electronic clipboard
- ◆ **W** – to close current tab in Internet Explorer
- ◆ **X** – to delete selected text and put it on the electronic clipboard

(Continued on page 7)

Keyboard Shortcuts

(Continued from page 6)

- ◆ **Y** - to restore last undo
- ◆ **Z** - to undo last action
- ◆ **+** - to zoom in on a display
- ◆ **-** - to zoom out on a display

The Windows *Logo Key* provides a whole new series of shortcuts. The following is a partial list of the most useful shortcuts. Hold down the Windows *Logo Key* and press:

- ◆ (nothing) - to hide or display the Start Screen
- ◆ **Alt + D** - to create a new virtual desktop
- ◆ **C** - to launch Cortana
- ◆ **Ctrl + >** or **<** - to switch to another virtual desktop
- ◆ **D** - to hide or display the Desktop
- ◆ **E** - to open the File Explorer
- ◆ **F** - to search for a file
- ◆ **F1** - to get Help and Support
- ◆ **I** - to display the Settings menu
- ◆ **K** - to list devices
- ◆ **M** - to minimize all windows
- ◆ **Shift + M** - to restore all minimized windows on the Desktop
- ◆ **Prt Scrn** - to save a picture of the screen; puts on clipboard; saves as file screenshot()
- ◆ **Q** - to open the Search box
- ◆ **R** - to open the Run dialog box
- ◆ **Tab** - to get Task View of open apps; switch between apps
- ◆ **W** - Settings //problem with wireless on at startup - airplane mode
- ◆ **X** - to get to the Start menu
- ◆ **Z** - to access hidden menus
- ◆ **>** or **<** - to place app on right or left side of screen
- ◆ **^** - to maximize window

(Continued on page 8)

Keyboard Shortcuts

(Continued from page 7)

- ◆ **V** - to minimize window

Hold down the **ALT** key and press:

- ◆ **F4** – to stop currently running program or screen pop-up
- ◆ **Tab** – to show icons for all open programs and apps •

Find It Hard to Use Windows 10? by Al Williams

Do you find it hard to use Windows 10? You can't find things easily? Wish you had never upgraded to Windows 10? Why did they fix it; it wasn't broke?

When designers make changes to software, such as Windows 10, they do so because they think they are making it better. They do make it better for themselves, but frequently it isn't for others.

Sometimes designers need to change things to accommodate new technology. Windows 8 and 8.1 were designed to support touch screens. The many users who don't have touch screens didn't like working with the tiles that came with 8 or 8.1.

Windows 10 is better, much better than 8 or 8.1. But it still presents tiles (pictures) to support touch screens—and you can't turn the tiles off. In addition, finding an application is different—I would argue that it is harder to find an application because it is not as convenient. Finally, finding files with the new File Explorer is confusing. Many options are presented in the File Explorer with almost no explanations.

Yes, you can get used to the Windows 10 way of doing things. And, if you are a person constantly working with 10, it makes sense to get used to 10's way. But, if you are a person, like most residents, who sometimes checks their email or sometimes browses for information, why should you be forced to learn 10's way? There is a solution that gives all of the benefits of 10 **and** provides a familiar way to find files and applications. It is called *Classic Shell*.

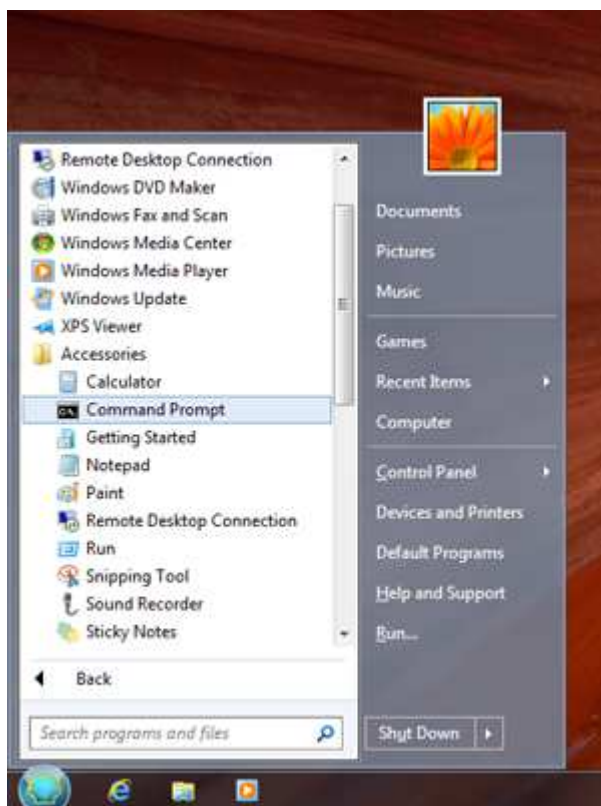
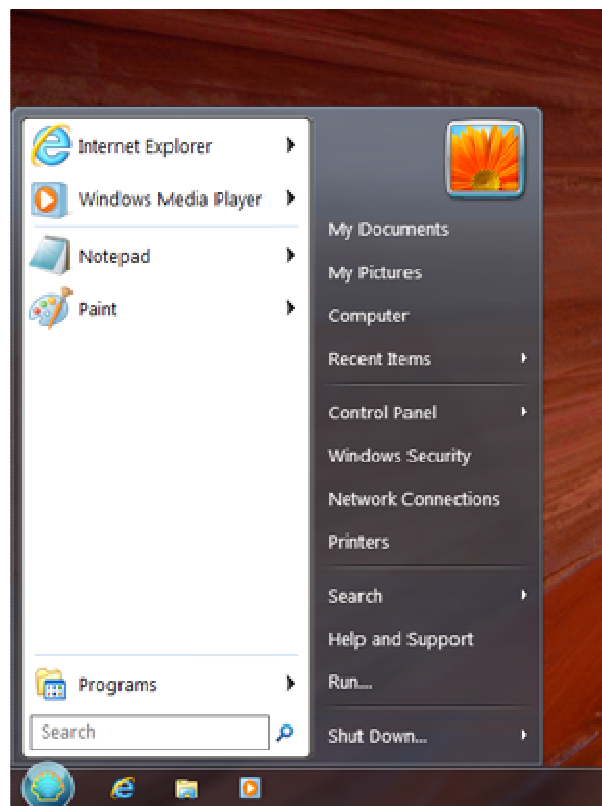
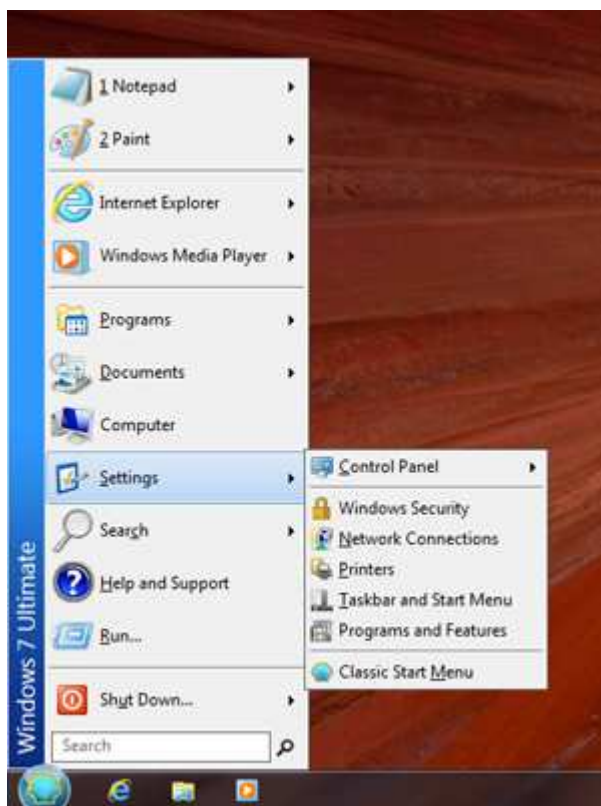
Classic Shell provides a choice of an older Classic menu, a two column menu similar to Windows XP's, or a menu like Windows 7. These choices are shown, in that sequence, on page 9.

Classic Shell also comes with a file explorer named Classic Explorer. It is shown on page

(Continued on page 9)

Find It Hard to Use Windows 10?

(Continued from page 8)

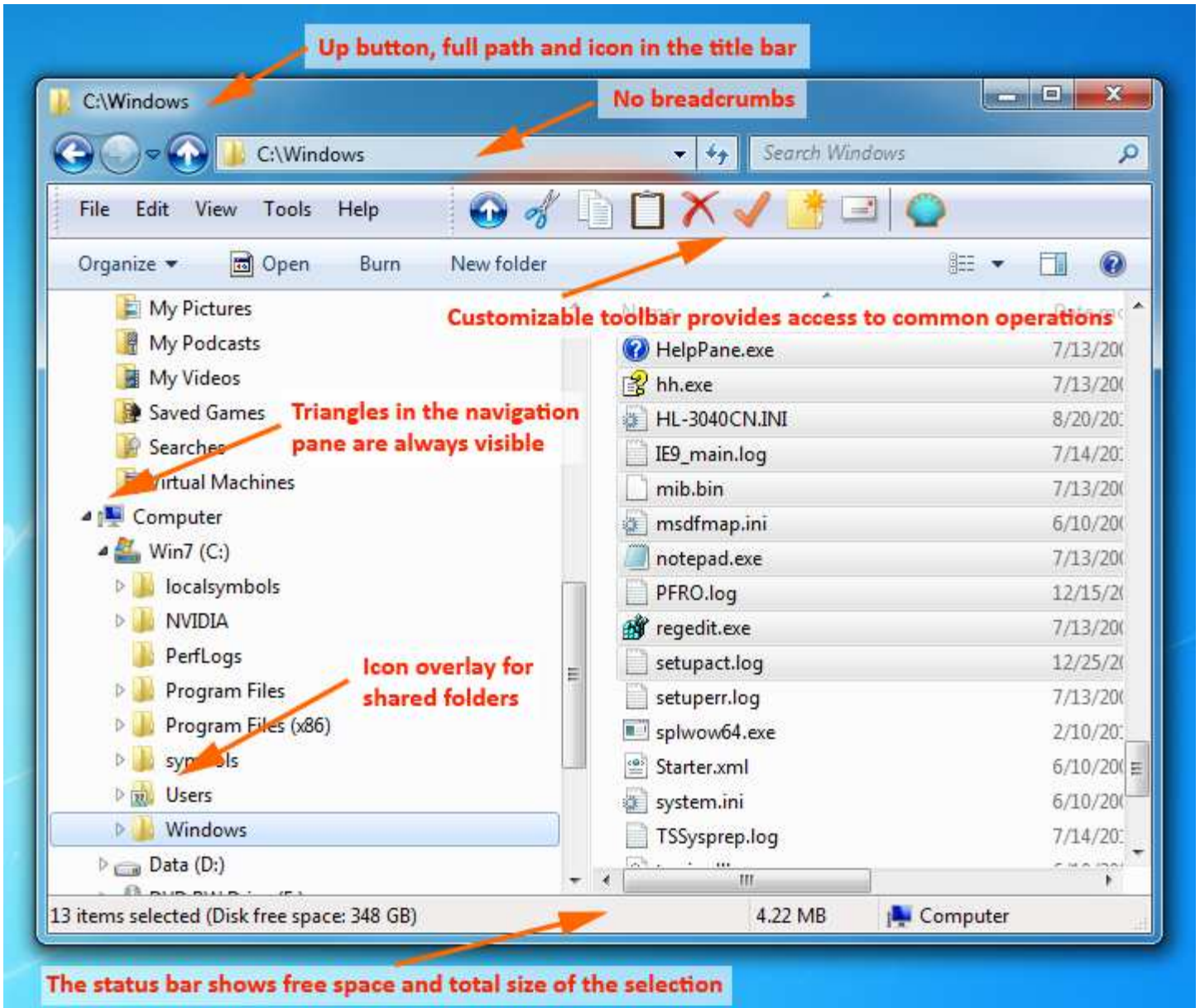


10. It is immediately recognizable and familiar.

Both the menu and the file explorer have several options. For an excellent explanation of how to download, install, and configure *Classic Shell* and *Classic Explorer*, read *How to Geek's* website by googling the phrase "how to geek classic shell," without the quotes, and follow the April 12, 2012 and July 27, 2015 entries. •

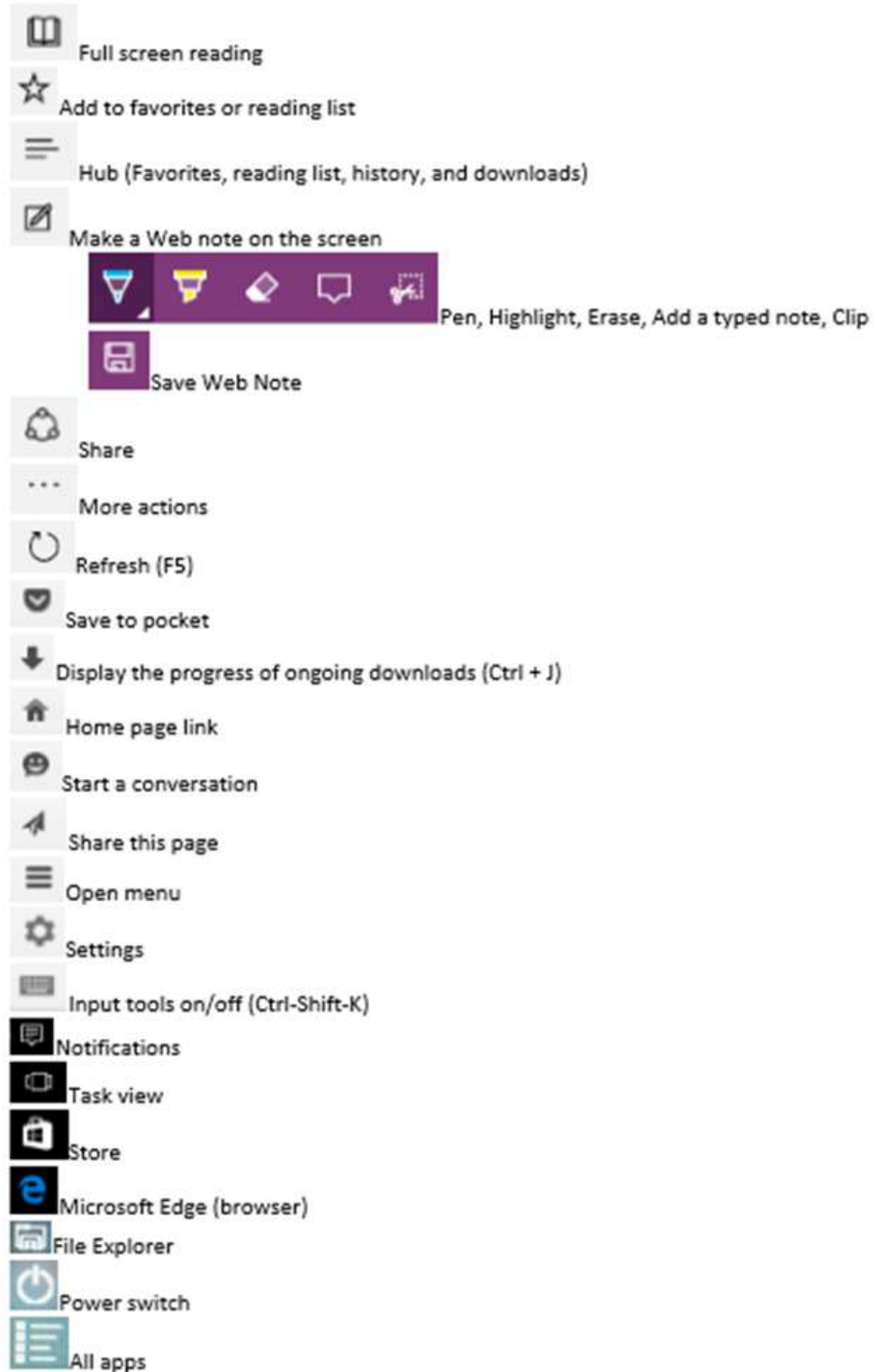
Classic Shell's Windows 7 menu

Find It Hard to Use Windows 10?



Windows 10 Icons and Symbols by Sid Paskowitz

The following Windows 10 symbols and icons can also be found on Information Central at: <http://resident.willowvalley.org/kiosk/cclub/p/win10symbols.pdf>



The Equipment Corner by Ed Dahrsnin

Refurbished Systems

System 443: Dell Inspiron 530s-BYRRLLDd1, Windows 7

System 444: Dell Optiplex GX260-1Y8PT21, Windows 7

System 445: HP Pavilion a1632z, Windows 7

System 448: Dell Dimension 8200-FSZ3111, Windows 7

System 450: Gateway All-In-One Profile, Windows 7

Miscellaneous We have 3 volt CR2023 batteries (suitable for motherboards to keep the system clock running) and a variety of CD-ROM's, floppy disk drives, keyboards, 2-button mice, various power supplies, and assorted cables. Please contact Ed Dahrsnin at 464-6591.

Donations We continue to accept printer cartridges and laptop computers with power adapters. We no longer accept printers. Bring the items to Manor North's recycle closet on the fifth floor of 'J' building on Monday only, from 1pm to 1:30pm. •

The Mission

The Mission of the Willow Valley Computer Club is to:

- Provide the means to educate beginners or interested non-users on how to use a computer.
- Arrange for speakers to talk to the Club about subjects that would be of interest to those with some background and experience in computer use.
- Provide a forum for interchange of computer information among members.

For more information about the Club, contact Sid Paskowitz at 464-2127 or wvcomputerclub@gmail.com •

The Leadership

Officers

President: Sid Paskowitz

Vice President: Bob Scala

Secretary: Marge Schmieder

Treasurer: Charlie Trumbo

Community Representatives

Manor: Larry Gallagher

Manor North: JoAnne Phillips

Lakes: Gene Simasek

Providence Park: Peter Scott

Committee Chairpersons

Program: Bob Scala

Training: Ralph Beedle

Equipment: Ed Dahrsnin

Technical Support: Tony Poulos

Website: Sid Paskowitz

Publicity: Wally Gordon

Newsletter: Al Williams

Mac Interest Group: Steve Lynn

Computer Room Coordinators:
Gene Simasek Lee Wermuth

Microsoft Liaison: Ed Dahrsnin

Past Presidents

Larry Gallagher

Reviewer Acknowledgment

The following individual kindly reviewed this issue:

Sid Paskowitz

Tony Poulos

Thank you,

Al Williams

Interested in reviewing the Computer Club newsletter before it goes to press, providing advice about the content, or writing an article? Please contact:

Al Williams at atwilliams136@gmail.com