# East SIG Report – June 2018

The June meeting opened as usual with **Paul Woolard** welcoming members, followed by Q&A conducted by **George Skarbek**.

Q: After recently updating to Windows build 1803 my computer displays the HP logo but Windows gets stuck on the rotating circle and refuses to boot.
A: Previous versions of Windows were easier to get into "Safe Mode" to solve this sort of problem. This was done by simply pressing the F8 key while booting. I would suggest you boot from "Hirens Boot Disk" from either a DVD or USB drive and under Advanced Diagnostics look for an item called Start Up problems.

Q: My laptop has updated to Windows 1803 but the taskbar has moved to the side and I don't have the Timelines feature.
A: You may have to unlock the taskbar first to be able to move it. Once the taskbar is unlocked left click on the taskbar, hold and drag it to your preferred position at the bottom of the screen. You may need to log into your MicroSoft account to display Timelines.

Q: The 1803 Windows update reset all my privacy settings back to the default settings. How can I get my privacy settings back?
A: The easiest and quickest way to reset your privacy settings is to use "Privacy Repairer" or "ShutUp10". Both are freeware. (Paul) A website called makeuseof.com is a good source of computer related information on this and other matters.

Q: Is there a way to save your setting in Windows before an update?
A: The only way to save your settings in Windows is from a pre update backup. However as Windows updates are automatic this is not really a solution as you cannot avoid your computer updating to the latest version at some time. Saving your settings is usually not a problem with Windows programs.

Audience comment: I have a computer with a small C drive so I save all my documents to the D drive. After the Windows 1803 update I discovered that my documents were now being saved to the C drive. Not only did it change my settings back to the C drive, it also synced with OneDrive in the cloud. When I went looking for documents I thought were in the C drive I found then under OneDrive. Others may like to check to see if they encounter similar issues.

After a ransomware remark from the audience, George commented as follows. I tested some ransomware in a Virtual machine running Windows 98. Windows 98 displayed the following warning *"The program cannot run under a 16 bit operating system".* In conclusion, Windows 98 may be safer to use than later versions of Windows.

Following Q&A **George Skarbek** demonstrated how to share files or folders between computers now that HomeGroup has been omitted from the latest Windows 10 update (version 1803). To share files or folders with other computers on your network, open Windows File Explorer and highlight the item you wish to share. Right click on the file or folder selected to bring up a context menu and then select "Give access to" from the various options**.**
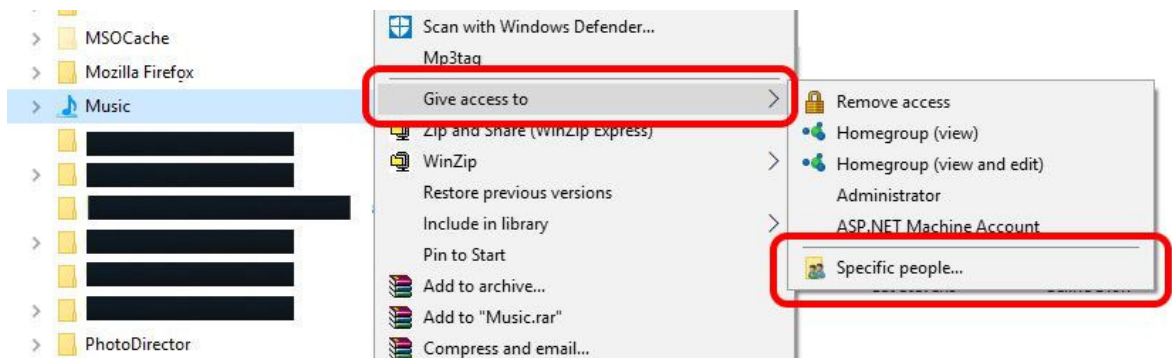
Alternatively, with your selection highlighted you can select the Share tab on the File Explorer menu on the top left of the File Explorer Window.
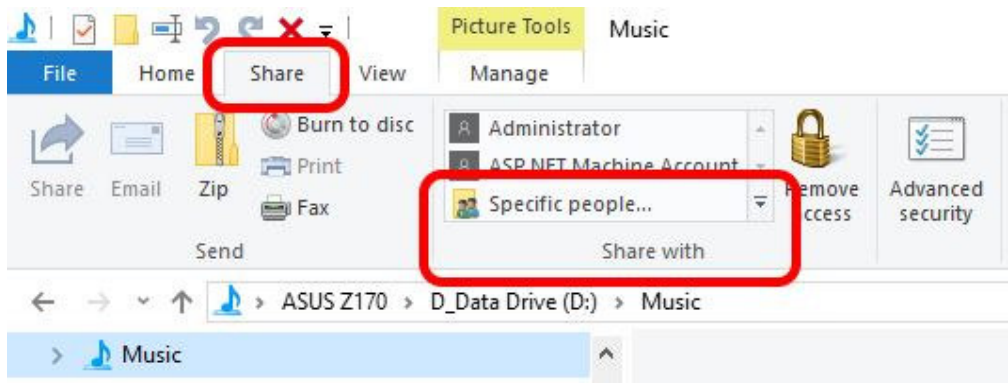


From there you can choose who access is granted and the specific type of access you wish to give, either read or write access. In cases where the previous procedure does not work, George demonstrated how sharing can be achieved using DOS commands via a DOS box from within Windows.

The next presentation was by **Trevor Hudson** and comprised 2 videos from a suite of videos Trevor has prepared on "How to prepare your computer for disposal". The two videos played relate to removing all traces of data from the **Firefox** and **Chrome** browsers. The two videos titled "How to Delete all Browsing History in Mozilla Firefox" and "How to Delete all Browsing History in Google Chrome" can be found on YouTube or Vimeo.

After a short break **Stuart Bedford** showed "How to improve efficiency and reduce strain with Keyboard Shortcuts". As the majority of keyboard shortcuts are the same in the various versions of Windows and Windows programs, they only need to be learnt once. Stuart believes the use of shortcuts can be quicker than reaching for the mouse and dragging it to the appropriate menu item.

The first and often overlooked keyboard shortcuts are those underlined characters found in Windows menus. By pressing the Alt key and the underlined menu character such as Alt + F, will bring up the File menu. The combination of Alt + F, Alt + R then Alt + 1 in Word will open the Word file at the top of the "Recent File" list. Once practiced this is much quicker than using

a mouse. Another very useful shortcut is Alt + F then Alt + A to bring up the Save <u>A</u>s dialogue box found under the <u>F</u>ile menu.
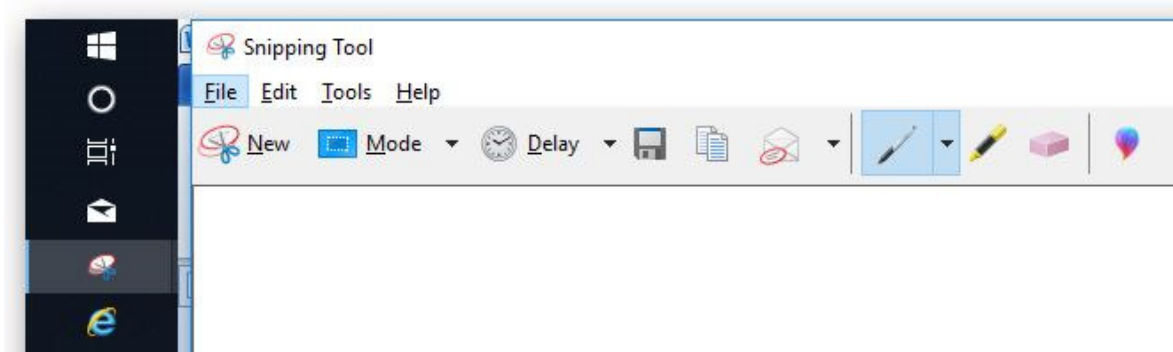


When the Alt key is pressed in programs that use the Windows ribbon menu, the characters that would normally be underlined appear in small boxes adjacent the command. i.e. After pressing the Alt key, the F in <u>F</u>ile appears in a small square box adjacent the word File when the menu is displayed. Try this and it will be obvious how it works.

Some of the common shortcuts Stuart recommends and demonstrated are shown below:
Windows Key + E → Opens File Explorer
Windows Key + D → Minimises all open Windows to displays the Windows desktop
Windows Key + R → Display the Run dialogue box
Windows Key + (Up/Down/Left/Right arrows) → Sends the current Window to 50% of the screen
ALT + F4  → Closes the current Window
ALT + Tab → Cycles through open Windows
CTRL + S → Saves the current file
CTRL + P → Opens the Printer options
CTRL + O → Opens a file
CTRL + Z → Undo last action / multiple actions
CTRL + Y → Redo last action
CTRL + F → Find text
CTRL + ALT + DEL → Opens Task Manager
SHIFT + F10 → Displays the same context menu as the right mouse click

In Windows you can make your own keyboard shortcuts as follows:
- Press Windows Key + R to open the Run dialogue box
- Type shell:appsfolder and click OK (This displays a list of all apps on the computer)
- To make a keyboard shortcut for NotePad, scroll down to NotePad, right click the NotePad icon and select "Create Shortcut" from the menu options.
- Click "Yes" to create the shortcut on the desktop.
- Right click on the NotePad shortcut (now on the desktop) and select Properties
- In the box labelled "Shortcut key" type Ctrl + Alt + N
- To open NotePad now, all that is required is to press Ctrl + Alt + N.

In his presentation Stuart has demonstrated how a combination of mouse and keyboard shortcuts can lead to greater efficiency and that it's well worth investing some time to learn a few of these shortcuts.

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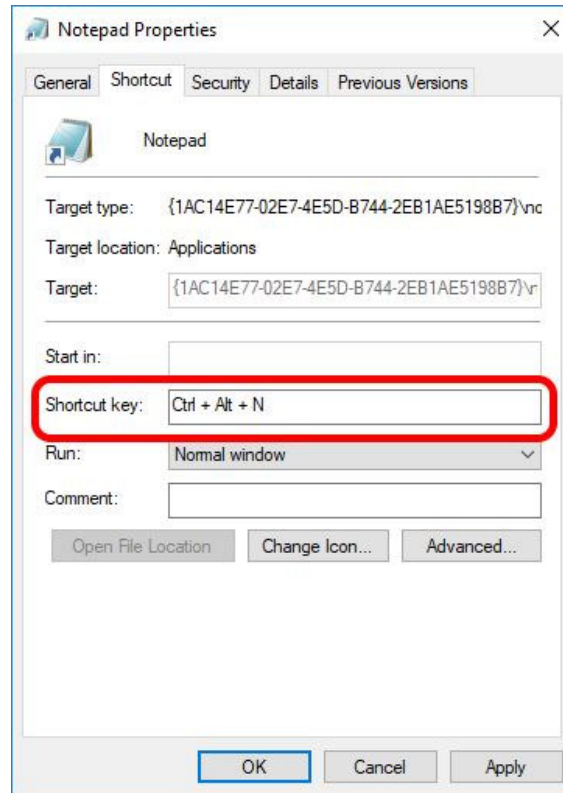


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Neil Muller