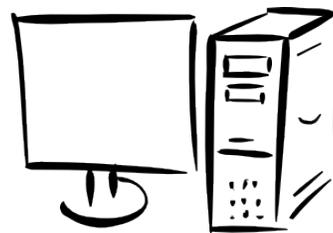


# Bits & Bytes



Arkansas' Premier Computer Club

## June 2016

### Bella Vista Computer Club - John Ruehle Center

Highlands Crossing Center 1801 Forest Hills Blvd Suite 208 (lower level) Bella Vista, AR 72715

Website: [www.bvCompClub.org](http://www.bvCompClub.org)

Email: [jrc@bvcc.arcoxmail.com](mailto:jrc@bvcc.arcoxmail.com)

#### Meetings

##### June 13th

BVCC Board Meeting

5:30 pm

Computer Club Meeting

Community Room at

Highlands Crossing 7 pm

#### HELP CLINICS

Wednesday, June 1 1-4 pm

~~Saturday, June 4 9 am-12 noon~~

Wednesday, June 15 9 am-12 noon

*Bring your tower, laptop, tablet or smartphone for problem solving.*

#### Classes

No classes are scheduled

<http://bvcompclub.org/June2016.htm>

Be sure to check the class schedules at the meeting and sign-up for the ones you are interested in. There is no charge for classes to Club members.

A Windows 10 laptop computer will be raffled to a member in attendance at the June 13 meeting of the Bella Vista Computer Club. (re-scheduled from last month). Tickets available at the door for \$1 each; 6 for \$5. The 7 pm meeting is in the Community Room of Highlands Crossing Center (lower level), 1801 Forest Hills Blvd. Bella Vista.

David Lee of Mach 1 Financial Services will present a program on financial matters, aimed to the needs of seniors.

#### Welcome New Members

Roberta Effinger

Cindy Monroe

Genealogy SIG 10 AM John Ruehle Center

3<sup>rd</sup> Saturday 10-12 am

We are glad you came!

Many of you have already downloaded to Windows 10; this is information for those who are “still thinking” and some added tips.

## How to Claim Your Free Windows 10 Upgrade

I have good news for you: you can claim your free Windows 10 upgrade now (or by July 29) and keep on running your familiar old Windows version indefinitely. This is not a trick, or a [hack](#), or anything illegal. It's a feature built into the Windows 10 upgrade process by Microsoft, who obviously doesn't want to draw a lot of attention to it.

In a nutshell, the process involves temporarily upgrading to Windows 10, then using the Reset feature to roll back the upgrade, returning to your previous [Windows 7](#) or 8 environment. Here is what you need to do:

First, make sure your current copy of Windows is genuine and activated. Open Control Panel and navigate to System and Security > System. Near the bottom of the page is the [Activation](#) section.

You should see “Windows is activated,” your Product ID below it, and the Genuine Microsoft Software logo over to the right. If so, then you have a genuine copy of Windows and are qualified for a free upgrade to Windows 10. If not, you will have to buy a copy of Windows 10 when you want it. Next, go ahead and upgrade to Windows 10. You can use the Get Windows 10 tool provided by Microsoft on [this page](#). During the Windows 10 upgrade process, your old version's activation status and Product ID will be checked and stored on Microsoft's activation server. A “digital entitlement” license key for your new Windows 10 upgrade will be generated and stored on the activation server, too.

### Are You Digitally Entitled?

In some (hopefully rare) cases, the upgrade to Windows 10 or or the rollback process may fail. So I recommend that you make a full image backup of your old Windows 7 or 8 system BEFORE doing the upgrade to Windows 10. If anything goes wrong, you can restore from the backup, and your computer will be exactly as it was.

After Windows 10 is installed, open the Start menu and navigate to Settings > Update & security > Activation. Instead of seeing your Product ID on this page, you will see a reference to the Windows 10 digital entitlement.

You no longer need to know a Product ID! Microsoft safely stored all the information about your hardware system, old Windows version, and new Windows 10 upgrade that is needed to install Windows 10. You can wipe your hard drive and do a clean installation of Windows 10, as many geeks prefer to do, using the [Media Creation Tool](#) to create a bootable CD or USB installation device.

Once you have your free digital entitlement, it's yours forever. Should anything corrupt your Windows 10 installation, you can re-install it using the Media Creation tool without any trouble; no Product ID required.

You have 30 days from the time you install the Windows 10 upgrade to change your mind and go back to your previous version of Windows. Microsoft calls it “resetting” a PC. To reset your PC, open the Start menu and navigate to Settings > Update & security > Recovery. Go ahead and select “Go Back to Windows 7” or 8.1. That process will take less than 15 minutes, in most cases.

Now you have your familiar old Windows version and a digital entitlement to a free Windows 10 upgrade. When you're good and ready, you can upgrade to Windows 10. You can even downgrade to your older version as many times as you wish, as long as you do so within 30 days after upgrading.

## GMail Tricks You Probably Haven't Tried

Google's GMail is the world's best email system, in my opinion. With over a billion active users, it's also the most popular. GMail has many features that make life in your inbox more pleasant and productive, but today I'll show you some tricks it can do that most people have not discovered. Read on for the scoop...

### **More GMail Tips and Tricks**

I've used GMail since 2004, and would never consider going back to a world where I'm tied to an email program on one desktop computer. The main benefit of any webmail service is of course the ability to access your email anywhere, on any device. [GMail's spam](#) and malware filters are lightyears ahead of the competition. Its filing, search, and retrieval functions work intuitively and accurately. It's online 99.9999% of the time, in my experience.

I've written before about GMail basics, message filtering, addons, and how to add new features with [GMail Labs](#). You can find those articles by visiting [AskBobRankin.com](#) and searching for "gmail" using the search box at the top of the page. Here are some additional GMail tricks most people don't know about.

**Customize your email address without changing it.** Often times, you need to supply your email address when creating an online account, making a purchase, etc. By adding a plus sign and a tag to the end of your GMail address, you can keep track of who has shared your email with others. For example, when making a purchase at Kohls, you could enter [janedoe+kohls@gmail.com](mailto:janedoe+kohls@gmail.com) on the order form. Messages sent to that address will still appear in the [janedoe@gmail.com](mailto:janedoe@gmail.com) inbox. Similarly, when signing up for [online newsletters](#), you could enter [janedoe+news@gmail.com](mailto:janedoe+news@gmail.com), and use a GMail filter to sweep all incoming newsletters to a special label (folder).

You can also add dots to your username, like this: [jane.doe@gmail.com](mailto:jane.doe@gmail.com) or even [j.a.n.e.d.o.e@gmail.com](mailto:j.a.n.e.d.o.e@gmail.com). Gmail ignores the dots and treats all those addresses the same as [janedoe@gmail.com](mailto:janedoe@gmail.com). And if you want to get really fancy, use dots and the plus sign: [jane.doe+whatever@gmail.com](mailto:jane.doe+whatever@gmail.com). (See [Tame Your Inbox With Filters](#) to learn how to create filters in GMail.)

**Consolidate all of your email accounts** under the GMail Webmail system. Yes, even Yahoo Mail, Hotmail or Outlook.com mail, AOL mail, and your company's email such as [yourname@yourcompany.com](mailto:yourname@yourcompany.com). All of your email from all of your accounts get the benefits of GMail's filters, filing system, etc. Yet your [company mail](#) is still sent and received via your company's email server, and copies can remain on that server as well as on GMail. When you want to send an email or reply to one, you can pick from a dropdown list which email account you wish to use.

To add email accounts to your GMail account, click on the gear icon in the upper-right corner of any [GMail page](#). Select "Settings" and then "Accounts and Import." In the section labeled, "Send mail as..." click on "Add another email address you own." Follow the prompts, respond to the verification email that Google sends to the added address, and repeat as necessary.

"Import mail and contacts" is the section just above "Send mail as..." It allows you to fetch all of your contacts and old mail stored on Yahoo, Hotmail, Outlook.com, AOL, and other [Webmail servers](#). Once they are all in your GMail account, you can forget about the old servers unless you need to send or receive mail through them. Note that the importation process can take several days if you have lots of old mail on another email service.

**Gmailify your mobile inbox.** Users of the Gmail app for Android can "Gmailify" their [@yahoo.com](mailto:@yahoo.com), [@hotmail.com](mailto:@hotmail.com), and/or [@outlook.com](mailto:@outlook.com) accounts to take advantage of Gmail (spam filtering, search, and organization features) without changing your existing email address. The [Official Google Blog](#) explains how to link foreign accounts to a Gmail account and "Gmailify" them. <https://gmail.googleblog.com/2016/02/gmailify-best-of-gmail-without-gmail.html>

**Delegate authority over your Gmail account** to an assistant, supervisor, or even a group of coworkers. You can give another person access to your Gmail account without revealing your Gmail password. That delegate may then send Gmail in your name, read your mail, and delete messages for you. But a delegate can never change your password or other settings. You can have an infinite number of delegates managing your Gmail account, or be a delegate on an infinite number of Gmail accounts. You can add or remove a delegate at any time. <https://support.google.com/mail/answer/138350?hl=en>

**I touched on the existence of GMail Labs** in the beginning of this article. But there are some cool optional features there that you can enable with a couple of clicks. If you are logged into your GMail account, click the gear icon, select "Settings" and then "Labs." One of my favorites is "Quote selected text." That allows you to highlight a block of text in a message, and it will be quoted in the outgoing reply message. Without this feature, you have to manually trim all the unwanted text in your reply message. You can quickly enable any of the Labs options to try them out, or disable them if desired.

I've been using Gmail for 12 years, and have 25 gigabytes of messages stored there. I've moved from one computer to another, and switched Internet service providers several times over those years. But my email has stayed constant, and GMail just keeps getting better. Do you use any of these [GMail features](#)? Do you have some GMail tips to share?

## For Sale

The Computer Club has 11  
19" monitors for sale  
\$25.00 each

### Reminders

Be sure to check the class schedules at the meeting and sign-up for the ones you are interested in. There is no charge for classes to Club members.

Check your Membership to see if it is renewal time. We value each one of you!

### Club Officers:

Bob Shewmake: President

Rich Clark: Past-President

Vice-President: Sylvia Hill

Secretary: Joe Tropansky

Treasurer: Joel Ewing

### Board Members:

Marie Herr, Ken Nelson, Marilyn Russell

### Committee Chairs:

Jim Prince, Membership

Julie Storm, Newsletter Editor

Marilyn Russell, Programs

Earl Cummings, Librarian

Nancy Jones, Public Relations

Ryan Smith, Webmaster

Marie Herr, Education

Bob Shewmake, Genealogy Liaison

Kathy Clark, Genealogy Communications

The **Bits & Bytes** will be updated as new information comes.

Please check often!

*Classes and open house clinics are free to Computer Club members. Club membership fee-\$20; ½ price additional family member. Classes and help clinics are held at the John Ruehle Center located in the Highlands Crossings Center, 1801 Forest Hills Blvd., Suite 208, Bella Vista. Class descriptions at [bvcompclub.org](http://bvcompclub.org)*