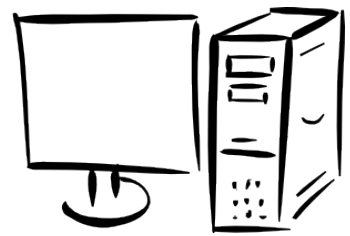


Bits & Bytes



Arkansas' Premier Computer Club

August '17

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

Email: jrc@bvcc.arcoxmail.com

Meetings

August 14th

BVCC Board Meeting

5:30 pm

Computer Club Meeting

Highlands Crossing 7 pm

HELP CLINICS

Wednesday, August 16 9 am-noon

Genealogy August 19 10 am-12 noon

Help clinics are a free service for computer club members.

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

PROGRAM

Election of Officers

For our August meeting Joel Ewing will give a presentation on Home Networking - The terminology of networks and the hardware that can enable all your home, network-enabled devices to talk to each other and share a single Internet interface.

This public meeting is in Room A at Highlands Crossing Center, 1801 Forest Hills Blvd. Bella Vista. The Genealogy Special Interest Group will meet on August 12 from 10 am to noon.

Officer Candidates:

President: Joel Ewing
Vice President: Woody Ogden
Treasurer: George Borkowski
Secretary: Kathy Fourt

Board Candidates (2 positions):

Mary Wynne
Marilyn Russell

The continuing Board position is held by Marie Herr.

Volunteers for other positions:

Public Relations Chair: Norman Farria
Membership Chair: Geri Hoerner
Bits & Bytes Editor: Julie Storm
Program Chair: **OPEN**

All meetings are on the lower level of the Center. You may use entrance A on the West side or entrance C on the South side and take the elevator or stairs to the bottom floor. Entrance A (Main entrance) is closer to the stairs. Entrance C (The Apartments) has a covered walkway, is closer to the elevator, and has more parking.

The NE Village House entrance to the lower level will no longer provide access to our rooms.

Monthly meetings are in Community Room A (marked 1001) NW wing lower floor.

Welcome New Members

Bring a guest!

Guests are always welcome

Genealogy SIG 10 AM John Ruehle Center
3rd Saturday 10-12 am

Microsoft Edge

Microsoft Edge helps you do more with page markup, sharing, and Cortana.

[Mark up and share a webpage](#)

Share your ideas by marking up and sharing webpages you visit.

1. From the desktop, select the Microsoft Edge icon from the taskbar to open the browser, and then go to the website you would like to highlight and share.
2. Select the Web Note icon on the right end the options bar across the top of the window to reveal the mark up toolbar.
3. Select the Pen drop , down arrow to reveal the pen color options, and then select a color.
4. Write or draw on the page with your finger.
- Write or draw on the page using your mouse.
5. Select the Share icon toward the right end of the Web Note bar to reveal the Share pane.
6. Select OneNote from the options, and then select Send.
7. Select Exit at the right end of the Web Note bar to exit the Web Note function.

[Activate Reading view and share your Reading list](#)

Eliminate distractions with the Reading view and your Reading list.

1. From the desktop, select the Microsoft Edge icon from the taskbar to open the browser, and then go to the online article you wish to read.
2. Select the Reading view icon at the right side of the address bar.
3. Select the Add to favorites or Reading list icon toward the right end of the options bar along the top of the window to open the Add to pane.
4. Select Reading list, and then select Add to add the article.
5. Select the Start button at the lower left corner of the screen to open the Start menu.
6. To read the article, either select the reading list icon in the Microsoft Edge browser, or select the Reading List tile to open the app, and then select the article to open it.

[Set a reminder with Cortana](#)

Get more done and stay organized with Cortana's reminders.

1. Select the microphone icon or move close to the device, and say Hey, Cortana.
2. When the word Listening appears at the bottom of the Cortana pane, say Remind me to : and tell Cortana what you want her to remind you of.

Note: If necessary, you can type the request into the Cortana text box at the bottom of the pane, instead of speaking the request.

3. Cortana asks you to confirm the reminder, and then select Remind.

[Ask Cortana to find a document](#)

Have Cortana find you what you need, when you need it.

1. Select the microphone icon or move close to the device, and say Hey, Cortana.
- When the word Listening appears at the bottom of the Cortana pane, say Find the [name of the document] document. Wait for Cortana to list the document on the screen, and then select the document to open it.

[Highlight a word to define it](#)

Look up any word right from **Microsoft Edge**.

1. From the desktop, select the Microsoft Edge icon from the taskbar to open the browser, and then go to the online article you wish to read.
2. Touch the word you wish to define in the text.
- Double , click the word you wish to define in the text.
3. Press and hold the highlighted word until a square appears, and then release.
- The word highlights in blue. Right , click the highlighted word.
4. Select Ask Cortana from the options menu.
5. Notice that the Cortana pane opens at the right side of the screen and displays information about the word.

[Ask Cortana to find online pictures](#)

Cortana loves to get things for you. Ask her to search for pictures of things you'd like to see.

1. Select the microphone icon or move close to the device, and say Hey, Cortana.
2. When the word Listening appears, ask Cortana to show you a picture of something you'd like to see.

Navigating Windows 10 is intuitive and familiar.

Turn on a live tile

1. From the desktop, select Start to open the Start menu.
2. Press and hold the Weather app until two circles appear at the corners of the tile.
 - Right-click the Weather app to reveal the right-click menu.
3. Select the ellipsis icon, then select Turn live tile on.
4. The tile face changes to show information.
5. Select an empty space on the menu to deselect the tile.

Add a virtual desktop

1. Select the Task view icon on the taskbar.
2. Select New desktop in the bottom right corner of your screen.
3. Two miniature images of your desktops appear above the taskbar labelled Desktop 1 and Desktop 2. Select the one you want to use.

Use multiple apps

1. Select an icon from the taskbar, or select a tile from the Start menu to open an app.
2. Drag the app to the right until it snaps into place, filling the right half of the screen.
3. Select a second taskbar icon or Start menu tile to open a second app.
4. Drag the app to the upper left corner of the screen until it snaps into place.
5. Open a third app from the taskbar or Start menu and drag it to the left side of the screen until it snaps into place on the screen.

Note: You can snap up to four apps on your screen. However, be aware that your device's resolution capabilities may not be able to support more than two.

Switch apps

1. Select several apps to open them.
2. Swipe from the left edge, or select the Task view icon at the bottom of the screen to view all open apps.
3. Choose the app you want from the windows shown.

Keyboard shortcuts

Windows logo Key + Left or right arrow Snap a window into place **Ctrl + A** Select everything

Windows logo Key + D Display and hide the desktop **Ctrl + C** Copy a selected item

Windows logo Key + Ctrl + D Create another virtual desktop **Ctrl + D** Delete a selected item and move to the recycle bin

Windows logo Key + Ctrl + F4 Close a current virtual desktop **Ctrl + P** Print

Windows logo Key + Ctrl + left arrow or right arrow Switch to a different virtual desktop **Ctrl + V** Paste a selected item

Windows logo Key + + (Plus sign) Zoom In **Ctrl + X** Cut a selected item

Windows logo Key + - (Minus sign) Zoom out **Ctrl + Y** Redo the last thing you did

Windows logo Key + L Lock your device or switch people **Ctrl + Z** Undo the last thing you did

Windows logo Key + O Lock or unlock the screen orientation **Alt + Tab** Switch to another open window

Windows logo Key + Left or right arrow Snap a window into place **Ctrl + A** Select everything

Windows logo Key + D Display and hide the desktop **Ctrl + C** Copy a selected item

Windows logo Key + Ctrl + D Create another virtual desktop **Ctrl + D** Delete a selected item and move to the recycle bin

Windows logo Key + Ctrl + F4 Close a current virtual desktop **Ctrl + P** Print

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!

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

Please check often!

WANTED

The BVCC needs your help. If you have an hour or more you can give to the Recycling Center they need greeters to assist people dropping off their recyclables. Our income is derived from dues and compensation for hours donated to the Recycling Center.

Club Officers:

Sylvia Hill- President

Bob Shewmake Vice-President:

Secretary:

Treasurer: Joel Ewing

Board Members:

Marie Herr, Ken Nelson, Marilyn Russell

Committee Chairs:

Jim Prince, Membership

Julie Storm, Newsletter Editor

John Reese, Programs

Earl Cummings, Librarian

Nancy Jones, Public Relations

Joel Ewing Webmaster

Marie Herr, Education

Bob Shewmake, Genealogy Liaison

Support Your Club

With your attendance

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