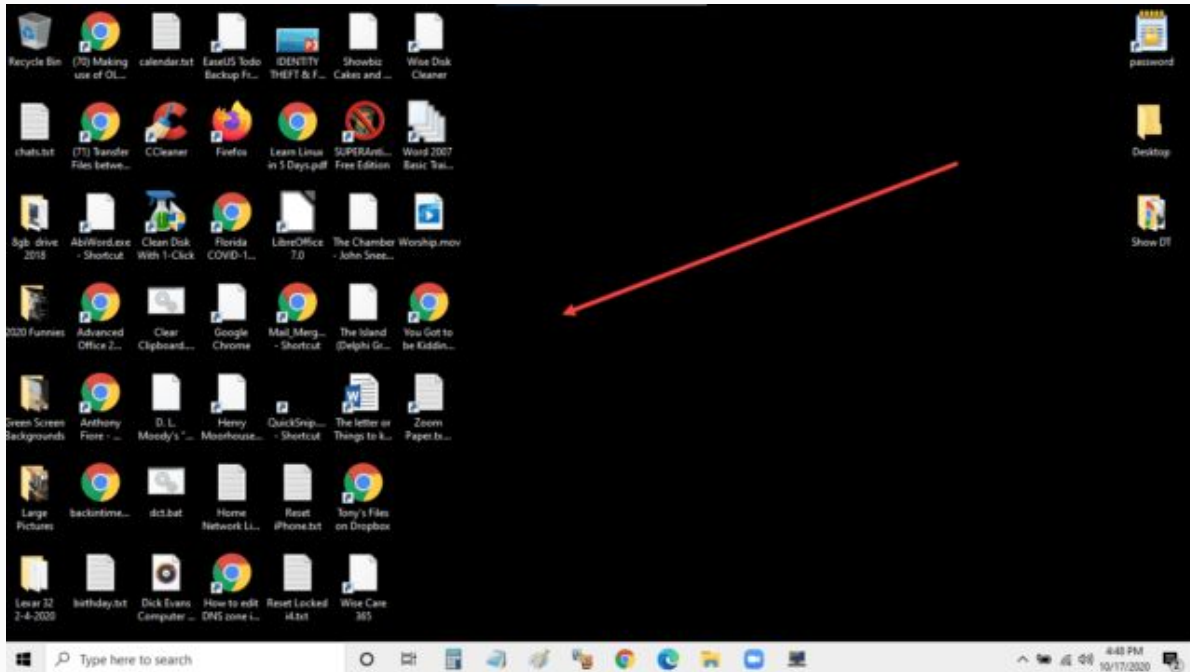


Useful Windows Stuff

By Dick Evans

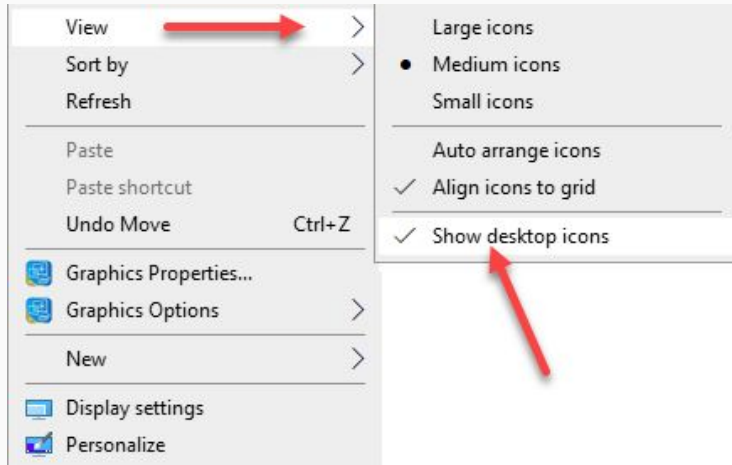


Desktop ICONs Off



Does your
desktop look like
this or even
more cluttered?

ICONS on/off Toggle



Right-click on a blank spot on the desktop and choose View.

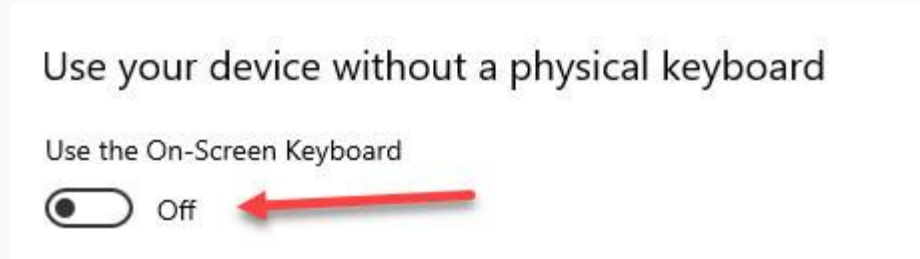
Then notice the bottom right selection--Show desktop icons. *Uncheck it* and all the desktop items disappear.

Repeat to toggle them back on.

Onscreen Keyboard

Windows 10 has an onscreen keyboard that can be used with or without a touchscreen. When a key or two is not functioning on the keyboard you can simply open the onscreen keyboard and click the keys with your mouse or your finger if you have a touchscreen.

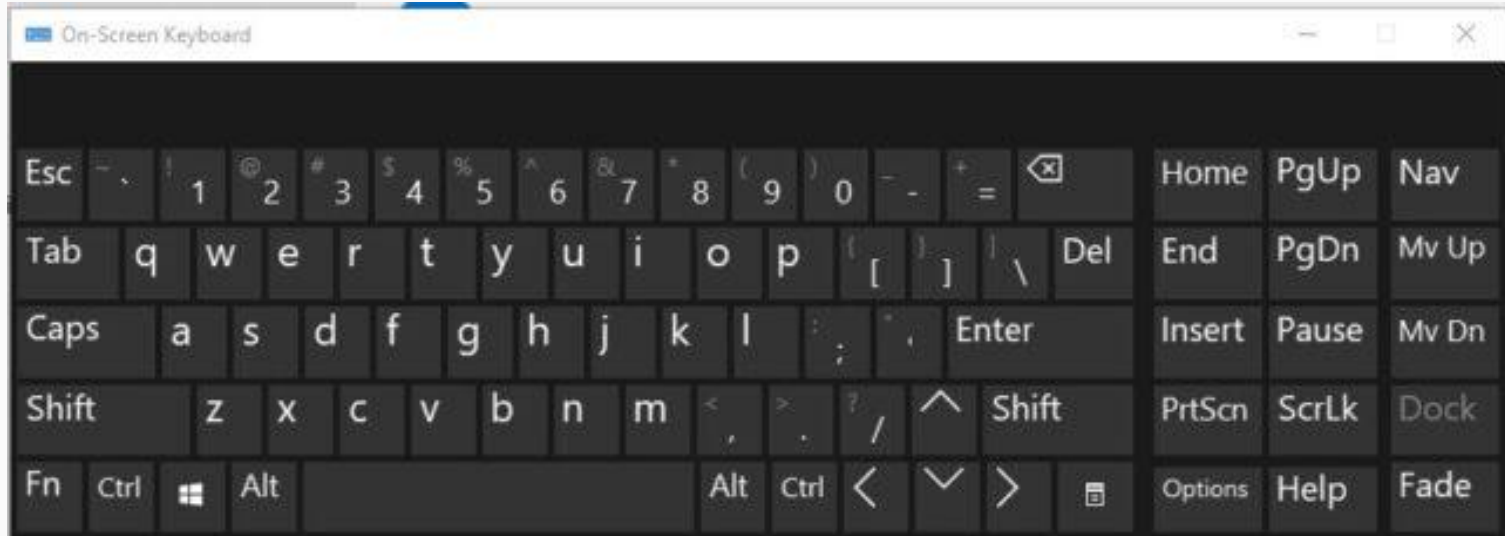
First, you have to activate the on-screen keyboard in Settings.



Win+I to open Settings, then click *Home > Keyboard*

Click *Use the On-Screen Keyboard* switch to turn in On.

The Keyboard

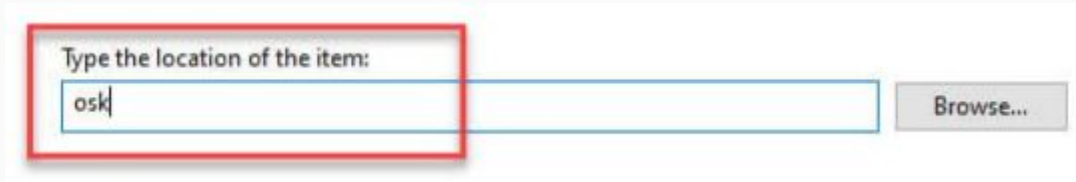


Just click the keys or touch with a touchscreen. Grab a corner to change the size and the title bar to reposition the keyboard

Create A Shortcut

Even easier is to create a shortcut on the desktop to turn the keyboard on.

Right-click on the desktop and select New > Shortcut



Type osk and click Next, then give it a name and click Finish

Now you have a shortcut on the desktop to turn on the On-Screen Keyboard.

Right-click and select *Pin to taskbar* or simply drag it to the taskbar, if you like. If it is on the taskbar it becomes a one-click toggle on and off.

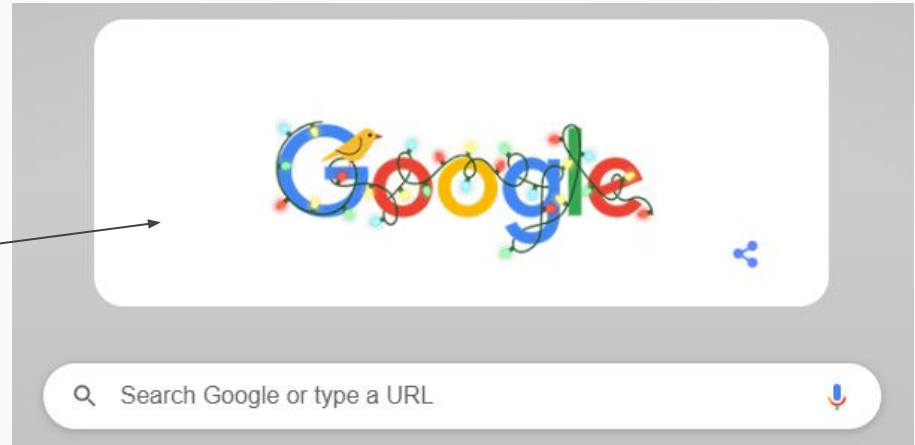
The Google Menu

I find many using Google Chrome but very few taking advantage of the Google Apps Menu that comes with it. There is also confusion over Google Search and Google Chrome. I find users believing they are using Google Chrome when in fact they are on another browser and using the Google Search Engine.

Search Engines

A search engine is a web app that performs a search for information on the web. There are many search engines but the ones we see the most are Google, Yahoo, and Bing. Duck Duck Go is also popular as it is said to not store any of your information. I use Google for most of my searches, even on my smartphone.

No matter which browser you use, going to www.google.com brings up the Google Search Engine.



Browsers

In the Internet world, Google Chrome is used by two-thirds of users. Firefox and Edge followed by Opera rank next but together they only have about fifteen percent of the total. Apple users have Safari and that one ranks second overall but rarely used by Windows users.

The default browser for Windows 10 is Edge. Google Chrome and the new Edge are both based on the same Chromium platform. Edge is working much like Chrome even using many of the same available browser extensions.

If you establish an account (Google account, Microsoft account, etc) and sign in to a browser like Google Chrome your data such as preferences and bookmarks (favorites) and extensions can be shared between computers.

Google Apps Menu

The Google Apps Menu I want to demonstrate is part of the Search Engine and not the Browser. No matter what browser you are using, open www.google.com.



In the upper right of the Google Search page, the “Sign in” button allows you to log into your Google account. Click it and sign in to your Google account.



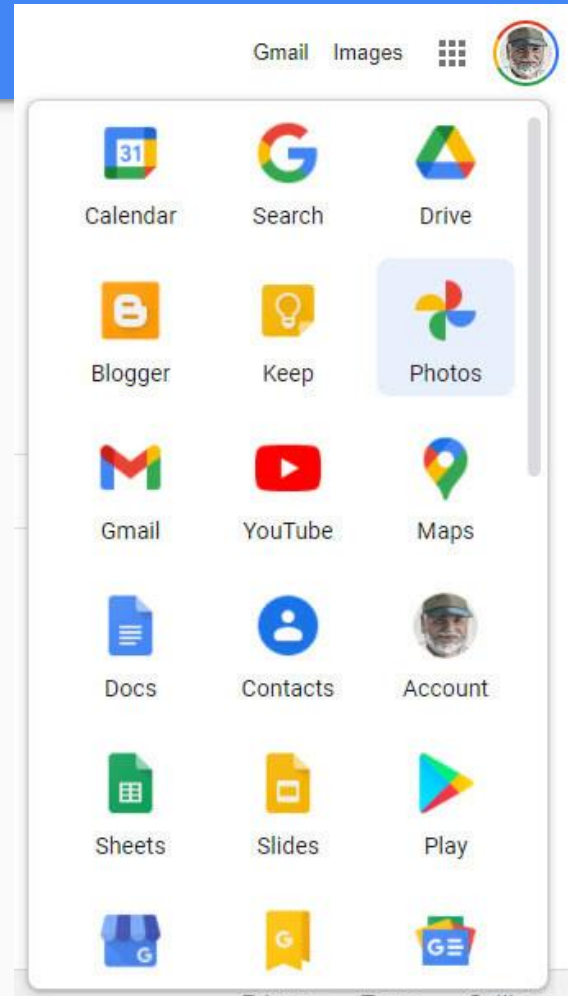
Once you have done that, the button is replaced with your picture from your Google profile. The square made of nine little squares opens the Google Apps Menu.

The Menu

Click the Google Apps button and see the menu of all the Google Apps that are available to you. There are so many they don't all fit on one screen. Use the scroll bar to see the rest of them.

There are 33 apps on my screen. If I want an app I use frequently up toward the top, I simply drag it up and place it where I want it to be.

By the way, if you do not sign in to a Google account, you still have access to the Apps Menu. As you click on an app, you may be asked to sign in or create a Google account.



Printing Postcards

I remember when we used to go away on vacation and send postcards to those back home with pictures depicting the places we were. We would buy them off a rack at a local store and add something like “Having a great time. Wish you were here!”



Make A Postcard

In this time of staying home, why not create some individual postcards to send to friends and family? Think about it. You can find some pictures specific to that person from their Facebook page or from your own collection. Use it for the front side and hand write a quick message on the back. Add thirty-five cents postage and put it out for the mail carrier to pick up.

When your friend gets the postcard it will surely put a smile on their face.



In Google Docs [create a new document](#).



Move the left margin to 1.25 and the right to 6.00

This sets the size of the postcard to 6" wide

Create the table by clicking *Insert > Table > 1x1*

Then right-click in the cell and make the *Minimum row height 4"*

Add The Image

Insert > Image and locate a picture to use.

You can even add a description under the picture.

Note: check the height after you add the picture to be sure it is not more than 4". If so, click the picture and a resize it to fit within the 6x4 box



KY with the first snow of the winter, December 1, 2020

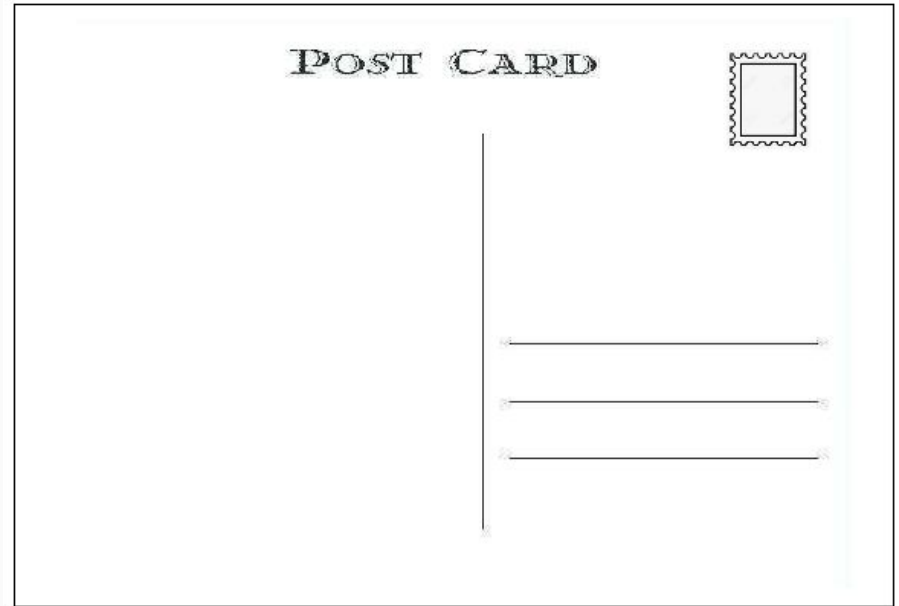
Postcard Backside

Now place a sheet of cardstock in your printer and print page 1.

If you want to get fancy, create a back of the postcard as a second document and print it on the backside of the picture.

Then cut the postcard out with scissors. Add your handwritten words and their address. Remember to add a real 35 ¢ postage stamp.

Perhaps these could make great Christmas Cards or Invitations to a party or ...



Questions?

Dick Evans

Class every Thursday afternoon on Zoom from 2:00-4:00 pm. Get on the mailing list for weekly updates.

<http://eepurl.com/Ny5QH>

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