

October 2018



The Next General Meeting of CCCGC will be **October 2, 2018**

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# Charlotte Bytes

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See us on the Web  
[www.cccgc.net](http://www.cccgc.net)

Official Publication of the Charlotte County Computer Group Corp.  
PROMOTING COMPUTER LITERACY AND EDUCATION IN CHARLOTTE COUNTY

VOL. XXX  
No. X

*The President's Platform by Grover Mudd, President CCCGC*

October Volunteer of the month is Linda Corrick

Election of club officers and directors is coming up soon. Linda Corrick has been appointed Chairperson of the nominating committee. If anyone is interested in any office or directorship please contact Linda at the office. These nominations should be determined by the end of October so they can be published in the November Bytes.

The slate of nominees that the committee suggests will be announced at the November meeting at which time nominations will be taken from the floor. The elections will be held at the December meeting. Please help support your club.

We have some changes in scheduling of classes for November.

Dick Evans is moving to Tuesday, same time, same place, and Rose Kopenec will teaching on the first Thursday. The days will be noted on the calendar.

**We need help from our members.** If you know of any business, hospital, or organization that has computers to be donated, please advise them to contact us. or let us know so that we can contact them.

**We are very low on Computers to be donated.**

# September Program Highlights

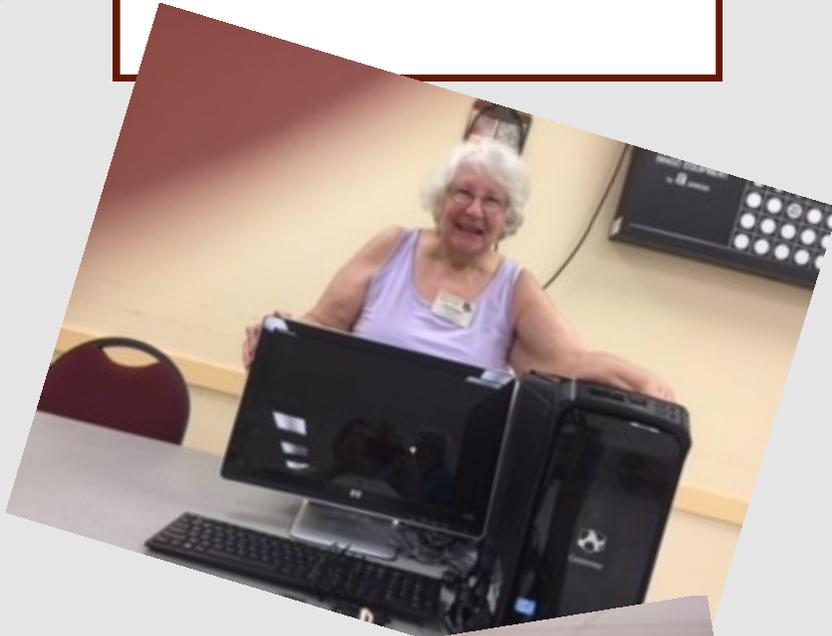


50/50 Drawing

Shari McNemar had the winning ticket this month. You can tell by her smile she was pleased to grab the money and go. Thanks again to all that participated in supporting our group.

Computer Drawing

WOW! Rose Kopenec had the winning ticket for this great machine. She was already standing after taking pictures of the previous winner and was on the way back to her seat when her number was called. She will be able to find a way to use this as her home machine. We appreciate the gang that got tickets and participated.



Door Prize Winners

George Krause  
Ron Green  
Amos Eckman  
Charlie Burns  
Raphaela Rozanski



# WELCOME

# New Members

Angela Capozzi      Maryanne Hood      Barry Mazzoni  
Kimberly Wilson      Shirley Dasher      Laura Hawley  
Christine Wallace-Brown      Larry Corbin

The Executive Board and Members of CCCGC welcome each of you to the group. We're Here To Help. Membership Has Its Privileges.

If you have any questions, concerns or need computer help, please contact us at the office. We will endeavor to help you any way we can.

## Program High-Lights

There were 47 members attending the meeting.

**DICK EVANS TOOK THE CLASS ON A RIDE THRU PROGRAMS.**

CCLEANER has had difficulties and Version 5.45 was the culprit. CCleaner pulled this version and reversed back to the version 5.44. After a while, the problem was fixed and the new version was listed as 5.46, look and make sure you have the correct version. If not, install the new 5.46 and it will get rid of the older versions on your computer. This program is not available in Ninite. Go to our website [ccgc.info](http://ccgc.info) and move down to right hand side at bottom under the heading of software.

A program that does work like CCleaner is Glary Utilities. To make Ninite simple to run, go to [www.ninite.com](http://www.ninite.com) and locate the programs that you are using on your machine and put a check mark next to the programs. Ninite will put a tiny program on your computer that includes all your maintenance programs. Those specific programs will be updated.

If you want different or more programs, just connect to Ninite again.

When you run Ninite, the programs being updated also removes the older versions you have on the computer. You can use Ninite to keep the most current version on your machine including Malware Bytes and Superantispyware etc. You should check with Ninite before you run the programs. If you use this process, you can ignore the nag screens that say you are not up-to-date.

We think Glary Utilities is a good program. Glary has a section called Tools and some of these utilities can be useful. There is a handout on the [ccgc.info](http://ccgc.info) website that covers parts of Glarys. Like most programs, there is a nag screen and you can UN check the box for update reminders.

There is a section called Advanced Tools you should check out.





**Microsoft**  
**REGISTERED**  
*Refurbisher*



**October 2, Meeting**

For more information go to  
[www.cccgc.info](http://www.cccgc.info)  
View/download Bytes  
Please be sure to  
register online for  
classes



**For the latest Classes & Events Calendar**  
**Please click on button below**  
[Events Calendar](#)

- Officers and Board of  
Directors for 2018
- President: Grover Mudd
  - Vice President: Yvette Pilch
  - Secretary: Lydia Rist
  - Treasurer: Harold Nixon
  - Director: Dick Evans
  - Director: George Kopenc
  - Director: Ron Muschong
  - Director: Vacant
  - Director: Donna Whalen

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The Charlotte County Computer Group Corp.

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Donations, gifts, bequests, legacies, devices and transfers are deductible under federal

Articles in the Bytes are courtesy of the following Tech Sites

*DIGITAL COLO-*

[www.dickevanstraining.blogspot.com](http://www.dickevanstraining.blogspot.com)



[Into Windows](#)

**daves.computer.tips**



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### Volunteer of the Month: Linda Corrick

Linda has been a volunteer for a number of years.

She volunteers on the front desk on Wednesdays. At home she inputs new and renewed members info into our database. It is not a simple program, and it takes a great deal of concentration. Linda also served on the Executive-Board.

Where ever she is needed Linda is there.

Thanks for your dedication to the Club.



# Charlotte Bytes



Presentation for Volunteer of the Month



## September Picture Highlights



## How To Organize Your Messy Windows Desktop (And Keep It That Way)

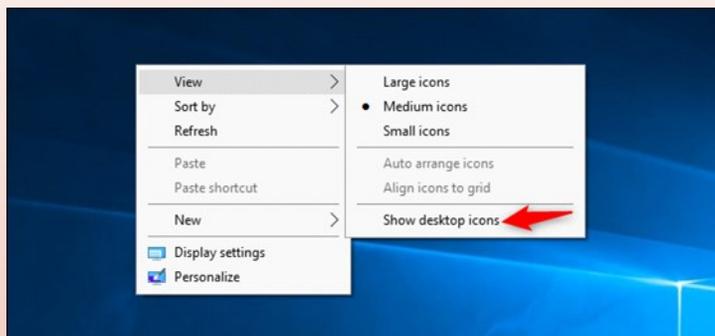
Chris Hoffman @chrisbhoffman

The desktop is a convenient place to store files and program shortcuts, but it can get messy fast. Here's how to tidy your desktop up so you can quickly find everything you're looking for—and make sure it stays nice and organized.



If you don't use your desktop much, but programs keep dropping shortcuts on it, here's a quick solution: Hide everything to get a perfectly clean desktop.

To toggle desktop icons on or off, right-click your desktop and select View > Show Desktop Icons. Your desktop will appear empty.

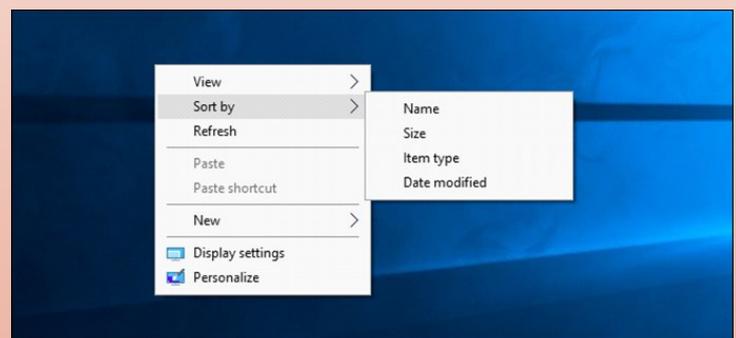


To see your desktop icons again, click the "Show Desktop Icons" option again. Or, you can open a File Explorer or Windows Explorer window and click the "Desktop" folder to view the contents of your desktop in a standard file browser window.

That's the nuclear option, of course. If you like storing files and program shortcuts on your desktop, you won't want to hide them all.

## Quickly Sort Your Desktop Icons

For a quick organization, you can right-click your desktop and select an option in the "Sort By" menu. For example, select "Name" to sort files alphabetically or "Date Modified" to sort them chronologically. This makes it easier to find what you're looking for if your desktop is very messy.



You can also use the options under the "View" menu to choose the size of your desktop icons and decide whether they're aligned to a grid. If you uncheck "Auto Arrange Icons," you can drag and drop icons anywhere you want. If this option is enabled, icons will always be grouped, one after the other.

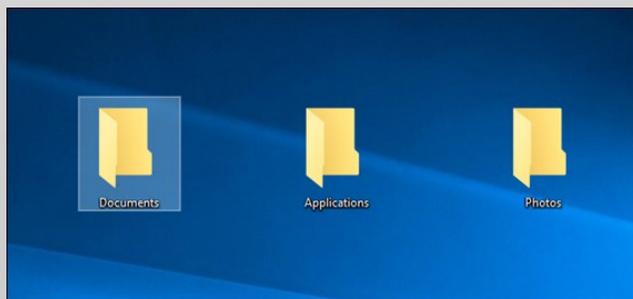
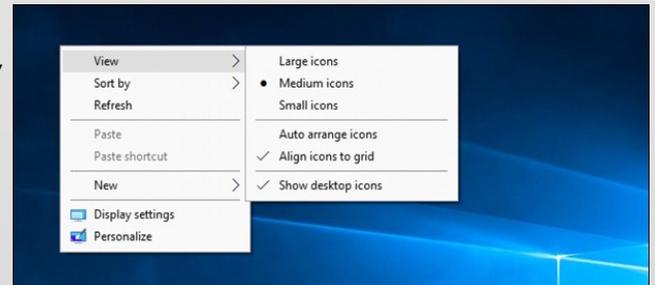
## View Menu

These options can be helpful, but they're no substitute for truly taming the clutter.

### Organize Your Files and Shortcuts Into Folders

Consider using folders to keep your desktop organized. To create a folder, right-click the desktop, select **New > Folder**, and give the folder a name. Drag and drop items from your desktop into the folder. You can double-click a folder on your desktop to open it, so it takes a few more clicks to open your files—but they're still easy to find.

For example, you could have separate folders for your photos and documents, or keep files related to a single project in their own folder. And yes, you can drag and drop program shortcuts into folders, too.



If you'd like to clean up your desktop quickly, you can select everything on your desktop and then drag and drop them into a folder. You can then move items back onto your desktop as you need them.

### Use the Desktop as a Temporary Working Area

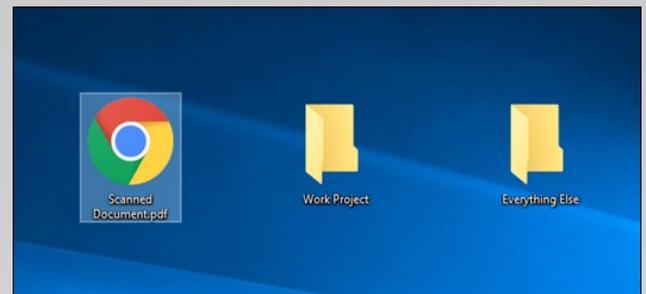
The desktop works well as a workspace, giving you a convenient place to store files with which you're working currently.

For example, you might store spreadsheets you're working on,

documents you've scanned, photos you've just taken, or things you've just downloaded on your desktop.

To keep the desktop useful for this task and prevent it from getting too cluttered, try only storing files on your desktop for as long as you need them. When you're finished with a project or task, move the associated files to another folder like your main Documents or Photos folder—or even dump them in a folder on your desktop.

In other words, treat the desktop like you should treat a physical desktop or counter—place things on it while you're using it, and clear them away afterward rather than letting them pile up.



### Put Shortcuts in Your Start Menu and Taskbar

Programs often add shortcuts to your desktop when you install them, which makes your desktop get more and more cluttered over time.

Try placing program shortcuts elsewhere, such as on your taskbar or in your Start menu. To pin a program shortcut to your taskbar, right-click it and select "Pin to Taskbar." It will always appear as an icon on your taskbar, and you can drag the icon to the left or right to position it.

To get more space for icons on your taskbar, you can remove some things to free up space. For example, to hide the Cortana search box on Windows 10, right-click your taskbar and select **Cortana > Hidden**. You can also click **Cortana > Show Cortana Icon**, which will make Cortana be a standard taskbar icon instead of a large search box.



You can also place shortcuts in your Start menu. To do so, right-click a shortcut and select “Pin to Start.” On Windows 10, it will appear as a tile at the right side of your Start menu. On Windows 7, it will appear as a shortcut at the left side of your start menu.

You can also pin apps right from the Start menu—either right-click a shortcut in the all apps list in the Start menu and select “Pin to Start,” or drag the icon to the pinned apps area.

On Windows 10, you can drag and drop pinned application shortcuts in your Start menu to organize them into groups, and click the header at the top of the group to give it a name. For example, you could create a “Work” group with shortcuts to applications you use for work or a “Games” group that contains shortcuts for your games.

Also, if you’re using Windows 10, you can unpin all those pinned apps Microsoft put there to make the Start menu your own. Feel free to unpin any shortcuts you don’t use.

RELATED: [10 Ways to Customize the Windows 10 Start Menu](#)

After you’ve moved all the shortcuts you want to your taskbar and Start menu, you can delete them from your desktop like you’d delete any file—or move them to a folder.



If you accidentally delete a shortcut and want it back on your desktop, open your Start menu and find the shortcut in the list of all your installed applications. Drag and drop the shortcut to your desktop.

## Install Fences

If you like storing files and application shortcuts on your desktop, give Stardock’s Fences a shot. This utility creates rectangles (“fences”) on your desktop. You can create as many fences as you want, name them, and assign different colors to them. Move files, folders, and shortcuts in and out of these fences

with drag and drop. You can resize them, too. If you make a fence too small for everything you’ve placed in it, that fence will gain a scroll bar you can use to scroll through its contents. You can even “roll up” a fence to temporarily hide all its contents.

Fences adds much-needed organization features to the Windows desktop. You can even configure rules in Fences to automatically place files into appropriate fences when you put them on your desktop. For example, you could create a rule that automatically puts image files into a Photos fence. This works similarly to the Stacks feature Apple is adding to macOS Mojave.

Fences costs \$10, but there’s a 30-day free trial you can play with. If you find Fences useful after those 30 days, it’s well worth the purchase.

Fences also adds two other neat little features. First, you can double-click any open space on your desktop to hide all the fences and the icons they contain. A quick double-click brings them all back, so it’s a great balance between having a clean desktop and one with all the icons you love having there.

The other cool thing is that fences always remember their position on your desktop. If you’ve ever played a game (or logged into your PC remotely) and had the resolution of your monitor changed on you, you know that can mess with the icons on your desktop. With your icons in fences, you don’t have to worry about that. They stay where you put them.