

**** Howell Township Seniors Computer Classes ****

Survey Help

Instructor: Bob Francis – www.web2sons.com

March 4, 2019 from 10am to 11:30am – 1pm to 2:30pm

<http://www.web2sons.org/web2com/PDF/Helpme.htm> Website help

Email: helpme.web2sons@outlook.com

Agenda... Survey questions and answers with Demos

We will start with downloads question from the survey.

Download this PDF file from the web site [web2sons.com](http://www.web2sons.com) (see below.)

Downloads

The default location for Windows 10 is the downloads folder for data.

Downloading or saving files and photos is different for each application, web site or device for data downloading.

- | | |
|-------------------------------------|---------------------------------------|
| a. Music – from a web site | d. Ipad - device |
| b. Email – email application | e. Iphone – phone (device) |
| c. Photos – web site, phone, camera | f. Firefox – web application(Browser) |

How do you find recently downloaded files?

To view the **Downloads** folder, open File Explorer, then locate and select **Downloads**.

A list of your **recently downloaded files** will appear.

Now copy or move the files and/or photos to the file cabinet (File Explorer) to organize.

Download files from [web2sons.com](http://www.web2sons.com) organized with file explorer.

Save photos from the web to the pictures drawer in File Explorer.

- **Mardi Gras** and **St. Patrick's Day** clip art in Google searches.
- Use slide show option in ribbon to view pictures
- Draw on picture with the photo viewer

Download this file as s PDF from this link below. Save file to desktop.

<http://www.web2sons.org/web2com/PDF/Survey-help.pdf>

Video tutorials ...

<https://www.top-windows-tutorials.com/windows-10-tutorial-9-exploring-file-explorer/>

Above is a clickable link to the web site if it still exists. Left click to test it.

<https://www.windowshimp.com/windows-10-tutorials/> more help very good

Difference between Google Chrome and Microsoft Edge browsers.

Howell Township Seniors Computer Learning Class

How to Use Free Windows 10's Built-In Photos App – Do Google search

[How to Use Windows 10's Built-In Photos App](#)

<https://www.howtogeek.com/320942/how-to-use-windows-10s-built-in-photos-app/>

Exploring the new Photos app in Windows 10 Organize, edit and share your photos.

<https://www.cnet.com/how-to/exploring-the-new-photos-app-in-windows-10/>

Search www.Youtube.com for videos on how to

<https://www.youtube.com/watch?v=1Rq1gvKRILw>

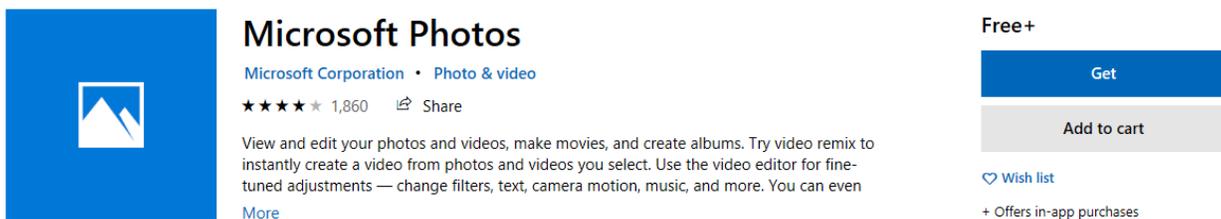
https://www.youtube.com/watch?v=IR0erbBC8BE&list=PLvG6XQ9N54PM1vRDMGeFvOf4RZEF_DMe

How to get the Microsoft photos app ..

Select Microsoft Store icon>select Search>type Photos app

Should open window to Get the app if not already installed.

Free app and you will find other apps for photos in the store.



For PC only. The Windows Photos App is a free application from the Windows store.

Just type **Photos App** in the **search box** to see if it is already installed.

Resources

Here are some web sites for working with pictures

<https://www.photocollage.com/> Online free very good collage maker

<http://www.photospills.com/home.htm>

<https://www.apphmond.com/Collaizer/index.htm>

<https://www.mediafreeware.com/free-photo-collage-maker.html>

Have fun with pictures.

Get started with Gmail...Beginner help

<https://www.groovypost.com/howto/what-is-gmail-a-starter-guide/>

Link to how to organize photos.

<https://organize365.com/10-steps-organizing-computer-step-8-organize-digital-photos/>

Learn to organize your photos the way you want not the way the techs or software makes you do it. Always backup your photo folders to a thumb drive first.

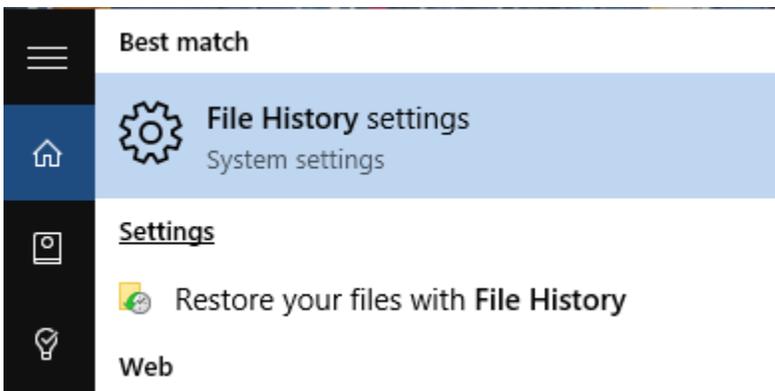
How to Back Up Files with File History in Windows 10

Windows' File History is one of the easiest ways to automatically back up your data files and it even lets you go back in time to retrieve earlier versions of them. However, this helpful feature, which is available in Windows 8 and 10, is turned off by default.

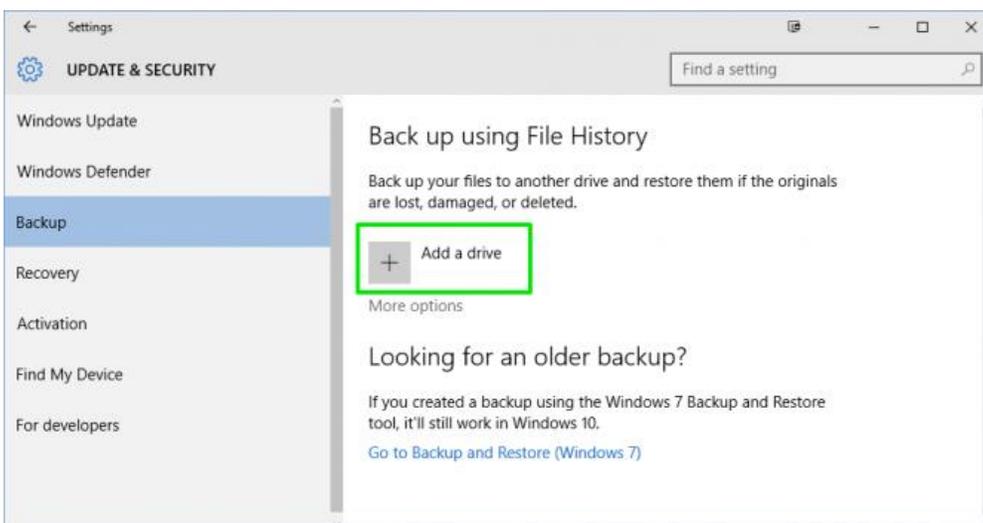
To use File History, you'll need a second storage device, such as a USB hard drive or SD card, to use with File History. Or you could use a network location, such as a shared folder on another PC on your network for the backup location. File History will back up all of the files in your libraries (Documents, Music, Pictures, and Videos), as well as Desktop, Contacts, Favorites, and your OneDrive folders.

How to Set Up File History

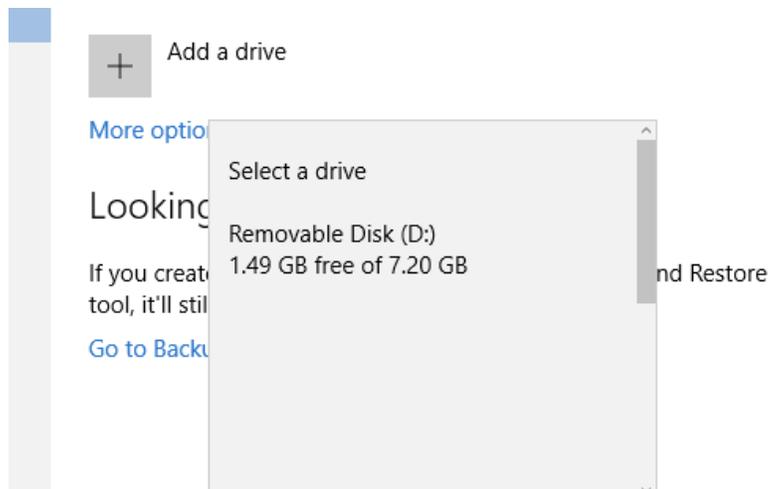
1. Search for "file history" from the taskbar and click on "File History settings."



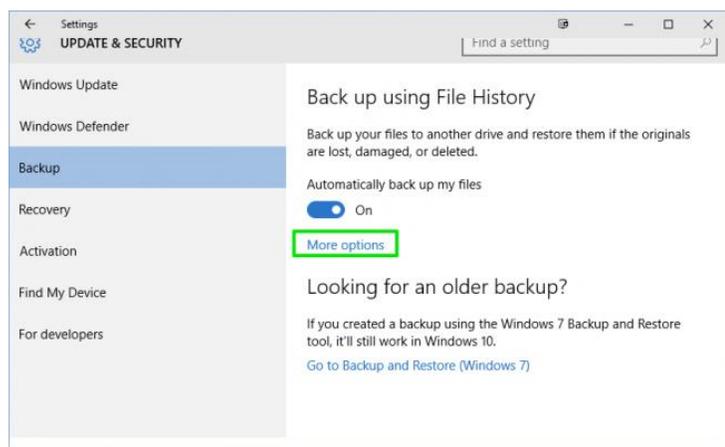
2. Click "Add a drive" in the Settings app.



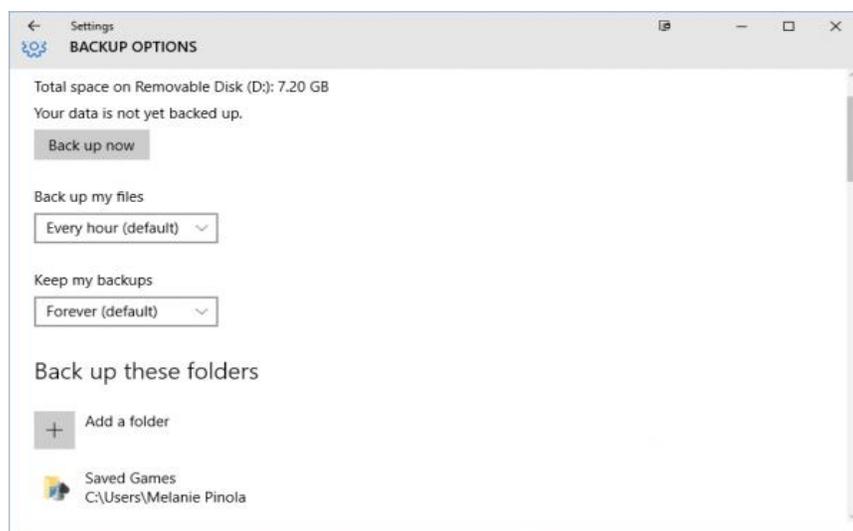
3. Select your drive or network location.



4. Click "More options" to customize File History.



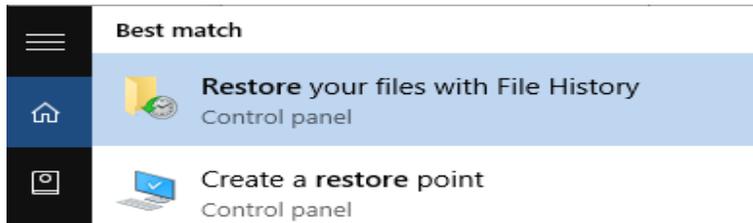
Here you'll be able to change how frequently backups will run, how long they'll be kept, choose the folders to be backed up, exclude folders from the backup, or switch to a different drive.



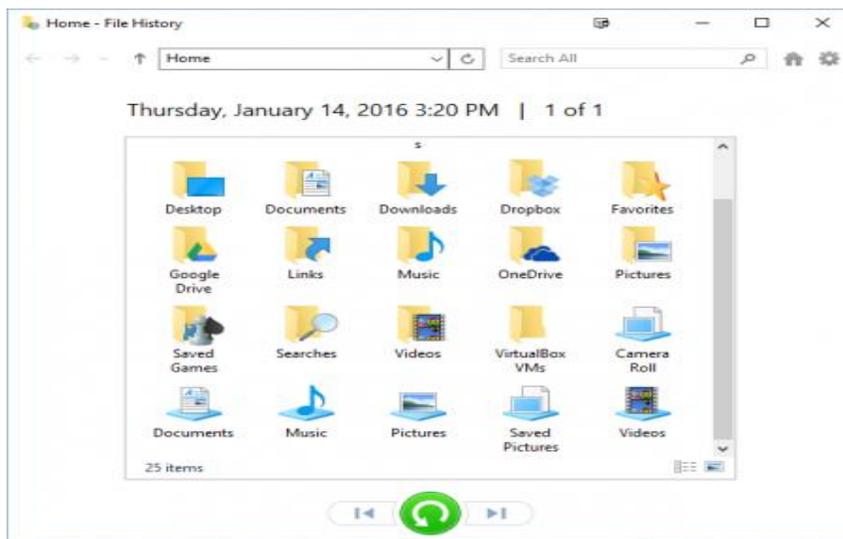
How to Restore a File with File History

To get an important file or folder back:

1. Search for "restore files" from the taskbar and click on "Restore your files with File History."



2. Navigate to the file or folder to restore. If you want to restore a previous version of a file, use the arrows to see earlier versions of it.



3. Click the **Restore** button to save it in its original location. You can save it to a different location by right-clicking on the file then selecting "Restore to" and choosing a new location.

How to Back up to a USB Flash Drive

<https://www.youtube.com/watch?v=kM928At10w4>

Windows 10 File History backup help – this site owned by Microsoft very good

<https://www.techrepublic.com/article/protect-your-data-files-with-windows-10s-enhanced-file-history-tool/>

Lots of free backup software to download

<https://www.pcworld.com/article/3201971/best-windows-backup-software.html>

Do a Google search for "Free backup software" – quotes are used to find the sentence not just single words. Returns fewer options, but still a lot of information, **About 1,980,000 results** (0.43 seconds)

Printing Is different in each application like email, web mail, word, and Adobe.

Check the printer icon on the task bar to open the print queue if printer does not print.

First make sure you have installed the printer with the software disk that came with the printer. Before installing the new printer make sure you remove or uninstall the old printer.

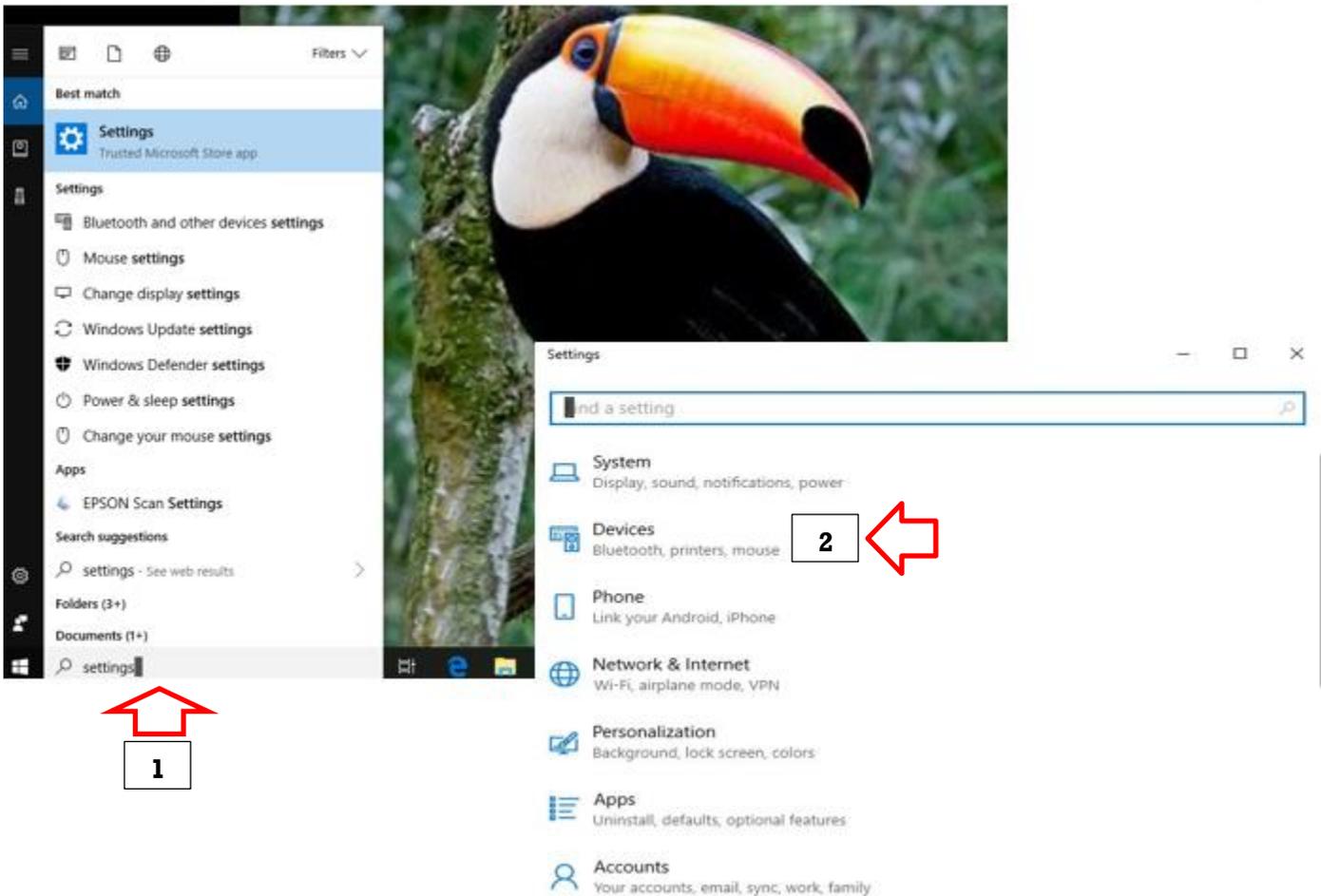
If have a problem with the printer use Windows 10 built in fix.

Click the logo key on the keyboard>select the gear>select Update & Security>select Troubleshoot>select printer>select Run the troubleshooter

Make sure you have selected the right printer before select print button.

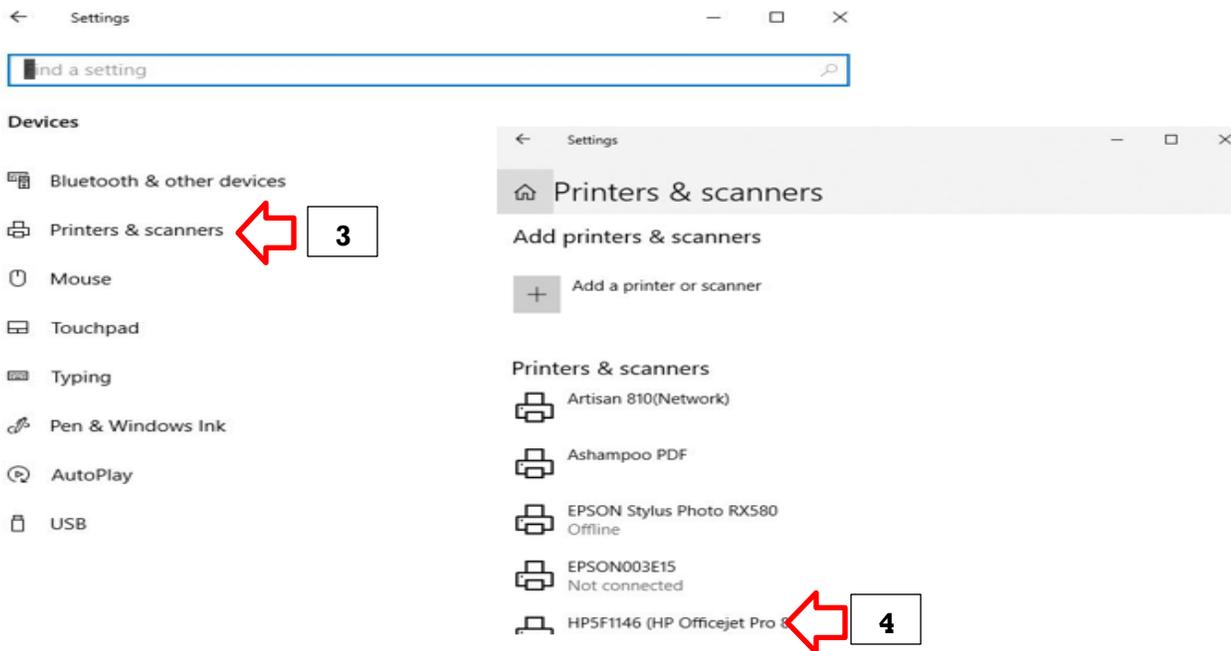
How to check the print queue....if printer not print the item.

1. Type Settings in the search box – lower left corner next to Windows logo – then click Settings.

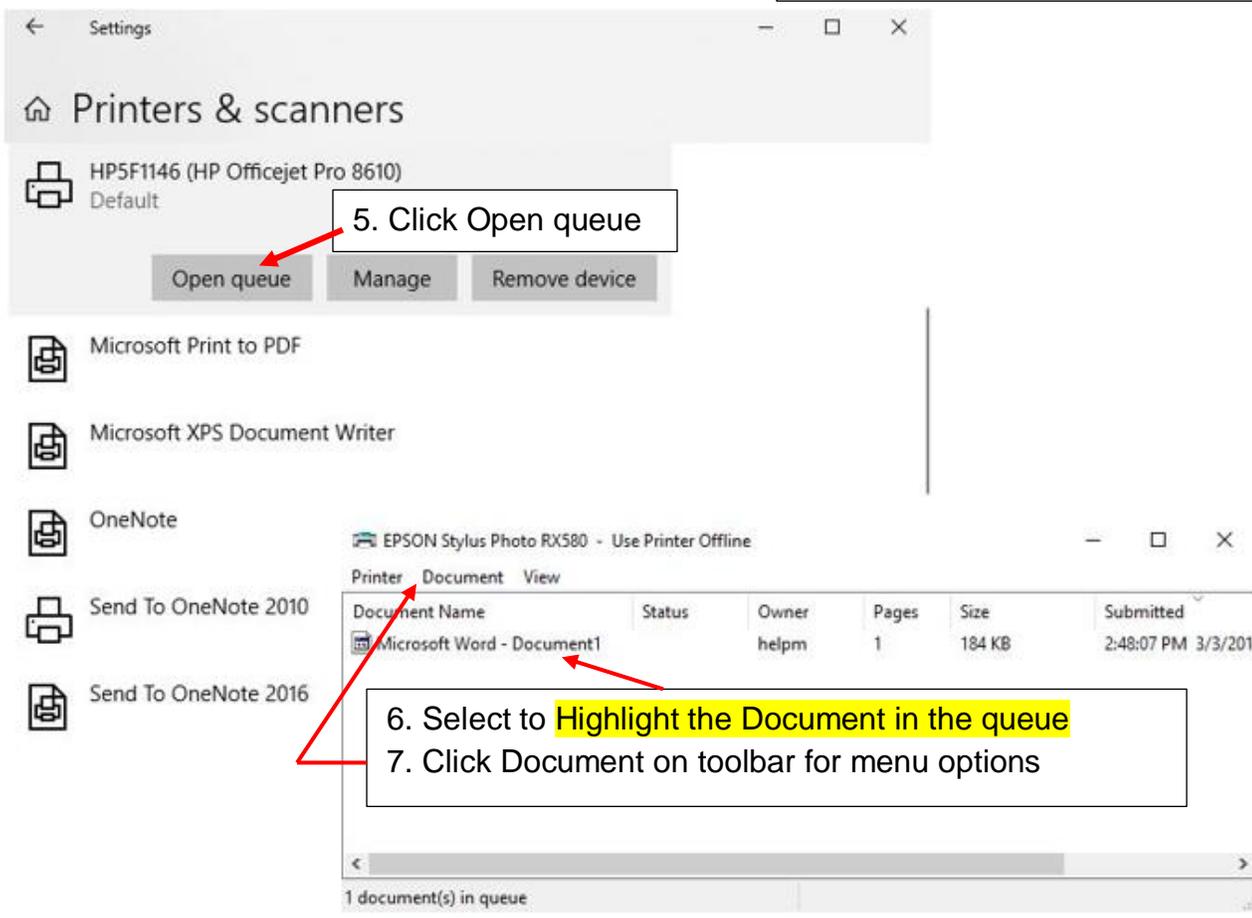


2. Click Devices option

3. Click Printers & scanners option



4. Click Default printer option



If the printer still not print after clean out the queue the printer will have to be unplugged for about 10 minutes to clean out the printer memory.

Some web search ideas to help.

How to print in Windows 10

YouTube video how to...

https://www.youtube.com/watch?v=cjV3_1cGR_o

How to print screen..

<https://www.youtube.com/watch?v=yolh5gqN7lk>

Windows 10 printer problems!! Fix – How to solve it

<https://www.youtube.com/watch?v=cTKuGHtxPZ8>

The web is information over load. When do a Google search it will find millions of links to click on to view the information. *What to look for in the results is first the date, the ad symbol, relevance to what was typed in the search box.* Narrow the search by using quotes like this – “Windows 10 tutorials” use double or single quotes.

<https://www.tutorialspoint.com/windows10/>

This is just one of many. The more info typed in search box the better the results.

Microsoft Fix it tool...

<https://support.microsoft.com/en-us/help/17590/automatically-diagnose-and-repair-windows-file-and-folder-problems>

There is so much information on the web (information over load) with www.Google.com searches and www.YouTube.com. Use the search box to enter what to find and the results are mind blowing. Try YouTube to search for **Windows 10 for seniors videos** and lots of options will be returned. Look at the dates of video.

Now not all work and no play Here are some fun things to try.

1. <http://whathappenedinmybirthyear.com/>
type in the year and press enter – watch and read.
2. <https://www.earthcam.com/> Live
Look for Mardi Gras and Dublin Ireland on St Pats day and more
3. <https://www.google.com/maps/>
Type in the search box **Eiffel Tower or your address**
Click the satellite view box then drag the man to street view
4. <https://www.timeanddate.com/>
Click the calculators' option then enter the dates to calculator
Enter birthday for start date and select today for end date
then click the Calculate Duration button
5. Top search web sites.....
Search engines – www.google.com , www.bing.com , www.yahoo.com , www.duckduckgo.com
6. Search the Microsoft Store for lots of free stuff and free games.



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<http://www.web2sons.com>

If you need one on one help contact us. We can help make sense of the new Start menu and options you can do to make it your own. Desktop can be setup the way you work and use the computer. Need to understand the file system to save your files and pictures? Email us to help you master your computer.



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