# Orange Bytes

## NOCCC meetings for Sunday October 9, 2022

### MAIN MEETING -

.Presentation for Main Meeting will be pot luck.
Every effort will be made to make it interesting
If you have a presentation you would like to see, SPEAK

## Special Interest Groups (SIGs) & Main Meeting Schedule

**9:00 AM – 10:30 AM**

*Beginners Digital Photography ...........Science 129*
Questions and Answers about Digital Photography

*Linux for Desktop Users………………Science 131*
Beginners' Questions about Linux

**10:30 AM – 12:00 PM Noon**

*3D Printing  ................................. Irvine Auditorium*
Questions and Answers about 3D printing

*Advanced Digital Photography… ........Science 129*
Questions and Answers about Digital Photography

*Linux Administration ...........................Science 131*
More topics about the Linux operating system

*Mobile Computing ................................Science 109*
We discuss smartphones, tablets, laptops, operating systems and computer related news.

*VBA and Microsoft Access/Excel ........Science 127*
Using VBA code to enhance the capabilities of Access and Excel

**12:00 PM Noon – 1:00 PM**

*3D Printing………………………………. Irvine Auditorium*
Questions and Answers about 3D printing

*PIG SIG ……………………………………….. Irvine Courtyard*
Bring your lunch. Consume it in the open-air benches in front of the Irvine Hall. Talk about your computer and life experiences.

# 1:00 PM – 3:00 PM Main Meeting

# At publishing deadline ???

……………..…….. *Irvine Auditorium*

**3:00 PM – 4:00 PM**

Board Meeting………………………………………………
*Science 129*

Verify your membership renewal information by checking your address label on the last page

**Mark your calendars for these meeting dates**
**2022: Oct 9, Nov 6, Dec 4,**
**2023: Jan  8, Feb  5, Mar  5, Apr  2, May  7,**

Coffee, cookies and donuts are available during the day in the Irvine Hall lobby.
Food and drinks need to remain outside the Irvine Auditorium.

## "Friends Helping Friends"
## since April 1976

# Table of Contents

**Special email addresses**
**Jim Sanders is editor@noccc.org**
**membership@noccc.org**

**Our Website**
**WWW.NOCCC.ORG**

Reminder: Membership expiration dates have been advanced by two years. So if your membership expired in August, 2020 it was now August, 2022. Or to put it another way, your membership renewal is now past due. The same concept holds true for Sept., so pay your renewal at the meeting.

## A LITTLE HUMOR

**It has been reported that women who put on a little weight, live longer than men who comment on it!**

# Board of Directors

**Contact information and email forwarding addresses**

**President  Robert Strain**
president@noccc.org  **( cell 714.222.2140)**

**Vice President  (acting) Jim Sanders**
vicepresident@noccc.org  **( 714-544-3589)**

**Secretary position is open**
secretary@noccc.org

**Treasurer Dr. Don Armstrong**
treasurer@noccc.org  **(home 714.773.1187)**

**Webmaster Jim Sanders**
webmaster@noccc.org  **(home 714.544.3589)**

**Director Terry Dickson**
terry@noccc.org  **(home 714.899.9913)**

**Director Dennis Martin**
dennis@noccc.org  **(home 951.926.3065)**

**Director Richard Miller**
richard@noccc.org  **(cell 714.309.1504)**

# GMAIL TIPS

## 1. How to undo a sent email

Right after you send an email, you can cancel it. You'll see a little box pop up in the lower left-hand corner of Gmail that says, "Message sent." Next to it, you'll see two options: Undo or View message. Click **Undo** to make sure your recipient doesn't see the email. Here's what it looks like:
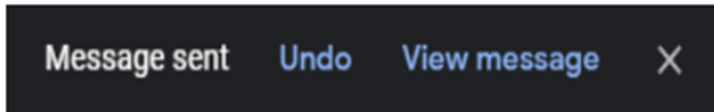


If you want even more time to make up your mind, good news. You can adjust the amount of time you have before this option fades away. To choose how long you have to take back a message, do this:

Go to Gmail and head to **Settings**.

Tap or click **See all settings**.
  Next to Undo Send, choose whether you want a cancellation period of five, 10, 20 or 30 seconds.

## 2. Snooze emails so you don't forget

The Snooze feature lets you save an email for later. It's like putting a pin on a conversation so you can revisit it when you have more free time. You can pick a pre-selected or custom time when the email can pop up at the top of your inbox.

For example, maybe you're putting out fires at 8 a.m. and you know you'll have more time at 3 p.m. Select the email you want to revisit and click the clock icon on the far right:
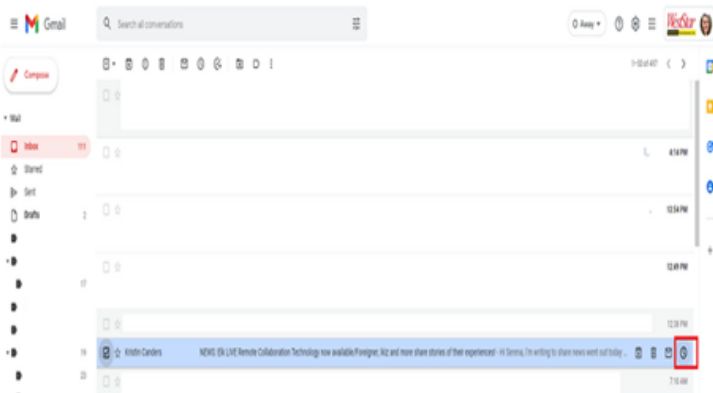


Hit **Snooze** and pick the time you want to see the email again. You can even snooze multiple messages by selecting them all at once. Later on, you can find snoozed emails by going to **Menu** > **Snoozed**.

## 3. Use advanced search to find exactly what you're looking for

If you have thousands of emails cluttering up your inbox, finding a particular email can feel like searching for a needle in a haystack. Luckily, you can use hacks to narrow down the search.

For example, you can type **from:** and type someone's email to filter out all other senders. This is helpful if you want to revisit past threads. You can also type **subject:** to look up particular words in the subject line.

## 4. Of all the best Gmail tips and tricks, this one is especially useful

Insert full stops into your email address to filter messages from different senders. Say your email address is avocado@gmail.com, and you subscribe to several streaming services. In those streaming accounts, add a plus sign and another word, such as avocado+streaming@gmail.com.

All email correspondence from those accounts will still go to your primary Gmail account, but now you can easily filter them into specific folders or quickly find them through the search bar.

Pro tip: If you start receiving emails you didn't sign up for and they contain your custom plus sign, it might give you a pretty good idea of which companies or services have been sharing your information.

## 5. Schedule emails

Don't hit the Send button if you want your email to go out at a specific time. Tap the downwards arrow to the right of the Send button. A little box pops up that says Schedule send.
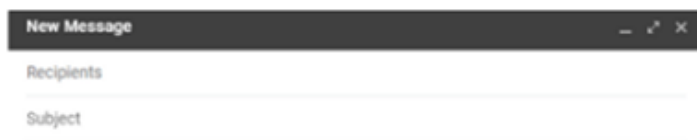
no longer relevant to you. Luckily, you can mute the conversation by selecting it and clicking **More** > **Mute**. This removes it from your inbox and sends the conversation to your archives.

## 7. Use Confidential mode

To protect sensitive data, send a confidential message. This means people can't forward, copy, print or download your message or attachments. You can also set email message expiration dates or require a verification code through text before someone opens a message. To turn it on, log in to an administrator account. From the Admin console Home page, head to **Apps**. Click **Google Workspace > Gmail > User settings > Confidential mode**. Then, check the box next to **Enable confidential mode**. Save your changes and you're good to go.
**RELATED**: 8 ways Google constantly invades your privacy

## 8. Find out if someone opened your email

Now that we have gone over some of the best Gmail tips and tricks, it's time to check out Gmail extensions. Email Tracker for Gmail has over 2 million active users, and for good reason. It's a free way to get follow-up alerts, mail merge and link tracing features.
When using Gmail without any add-ons, you never know when someone has opened an email. With this extension, you can get peace of mind and know that the person you reached out to saw your email. You can also check out other reputable extensions to maximize your inbox.

## 9. How to access Gmail even when you're offline

You can still send emails even when the internet is out. Just head to Gmail offline settings and check the box next to **Enable offline mail**. It looks like this:
Next page

From there, you can decide when you want it to go. It will sit in your **Scheduled** folder until the time comes. You can cancel it and reschedule it as much as you want.

## 6. Muting threads is another one of the best Gmail tips and tricks

Sometimes, you're part of an email conversation that is

Hit **Save changes** and you're good to go.

## 10. Add a delegate

You should never share your password with anyone. But you can share an inbox with someone. If you grant someone access to your Gmail account, they can sort emails with filters, archive emails and use labels to organize emails. They can also send, read and delete email messages.
To add a delegate, open Gmail on your computer and head to **Settings** > **See all settings** > **Accounts and Import** or **Account** > **Add another account**. Enter the email address of your delegate and hit **Next Step** > **Send email to grant access**.



# The Most Useful Windows Keyboard Shortcuts

by Suzanne Kantra on May 02, 2022
in Software & Games, Computers and Software, Tips & How-Tos, Tech 101, Time Savers :: 18 comments

Windows may be designed for touchscreens, but thanks to a use a just keyboard and mouse. These shortcuts let you do th down menus and can save you a bit of time and effort.

Here are some good ones to remember, along with several i Windows. These are the ones we believe are useful, of the d

## Must-Know general Windows shortcuts

You can find the full set of Windows shortcuts on Microsoft.com broke

### Shortcuts when editing documents

**Ctrl + A** — Select all items in a document or window

**Ctrl + C** — Copies selected text or item

**Ctrl + X** — Cuts selected text or item

**Ctrl + V** — Pastes text or item on clipboard to your cursor location or d

**Ctrl + D** — Delete selected text or item

**Ctrl + Z** — Undo something

**Ctrl + Y** — Redo something

**Ctrl + B** — Turn on or turn off bold

**Ctrl + I** — Turn on or turn off italics

**Ctrl + U** — Turn on or turn off underline

**Shift with any arrow key** — Select more than one item in a window or

**Ctrl + Shift with any arrow key** — Selects blocks of text by paragraph cessively more paragraphs are highlighted.

**Ctrl + Shift with End key —** Selects all text from the cursor to the end

**Ctrl + Shift with Home key —** Selects all text from the cursor to the be

**Ctrl + Right arrow** — Move the cursor to the beginning of the next wo

**Ctrl + Left arrow** — Move the cursor to the beginning of the previous

**Ctrl + Down arrow** — Move the cursor to the beginning of the next pa

**Ctrl + Up arrow** — Move the cursor to the beginning of the previous p

**Ctrl + either the plus (+) or minus (-) signs** — Zooms in or out.

**Ctrl + S** — Save a document.

**Ctrl + P** — Print a document.

**Ctrl + P** — Print a document.

**Windows key + the period (.) key** — Opens the Emoji panel

## Shortcuts for navigating the desktop, apps and settings

**Ctrl + Shift + Esc** — Opens the task manager.

**Ctrl+plus (+) or Ctrl+minus (-)** — Zoom in or out of a large number of items, like apps pinned to the Start screen

**Alt + Tab** — Switch between open apps (except desktop apps in Windows 8)

**Windows logo key +Tab** — Cycle through open apps (except desktop apps in Windows 8)

**Shift + Delete** — Delete the selected item without moving it to the Recycle Bin first

**Windows key + D** — Pulls up or hides the Desktop.

**Windows logo key + L** — Lock your PC or switch users

**Windows logo key + M** — Minimize all windows

**Windows logo key + Shift + M** — Restore minimized windows on the desktop

**Ctrl + Alt with any arrow key** — Rotate entire screen in direction of arrow key. Helpful for viewing photos or videos that aren't right-side up.

# Windows 11 shortcuts

**Windows logo key + A** — Open Quick Settings (Bluetooth, WiFi, Airplane Mode, Battery Saver, Brightness, and more)

**Windows logo key + C** — Open Chat from Microsoft Teams

**Windows key + H** — Launch voice typing

**Windows key + K —** Open Cast from Quick Settings

**Windows logo key + N** — Open notification center and calendar

**Windows logo key + S** — Search for any file or an app installed on your computer

**Windows logo key + W** — Open Widgets

**Windows logo key + Z** — Open the snap layouts

# Windows 10 shortcuts

**Windows logo key + A** — Access the Action Center menu where you can view your notifications and access commonly used settings like Wi-Fi and Bluetooth

**Windows logo key + I** — Access Windows Settings

**Windows logo key + C** — Open Cortana in listening mode

**Windows logo key + S** — Search for any file or an app installed on your computer

# Windows 8 shortcuts

**Windows key + C** – Opens the Charms bar, the menu that pops out from the right of your screen that gives you quick access to Search, Share, Start, Devices and Settings. If you use this shortcut within an app it will open app-specific commands.

**Windows key + F** — Open the Search charm to search files

**Windows key + S** — Opens the Search charm to search everywhere (including your files, settings and the Web).

**Windows key + H** — Opens the Share menu for the app you're using.

**Windows key + I** — Opens the Settings charm, which includes often-used functions such as Volume, WiFi Networks and Power.

**Windows key + X** — Calls up a menu of advanced system tools, such as the Control Panel, Command Prompt, Task Manager and File Explorer.

**Windows key + tab** — Lets you toggle between all the apps you have open.

**Alt + F4** — Closes an app you're using.

**Windows key + the period (.) key** — Snaps or docks the app you're using to the right or left 20% of your screen. Press once for right alignment, twice for left alignment and three times to go back to full screen.

# NOCCC Board of Directors meeting September 11, 2022

Robert Strain
started: the Meeting

Members to be called discussed. Terry, Don and , Mike, Tommy Crenshaw, (moved)

No Bytes issues were returned, Mr. Faye who was coordinated the scholarships is apparently not active any longer. Students who are to receive scholarships should be discussed further. Crenshaw's membership is still active until ?? 9/14/19 paid until 2020, and has dues owed.

Discussed who should be attending meetings. Non-receipt of Bytes was discussed. Discussion on who is or is not receiving the Bytes. V.P. Report: Nothing to report

Acting Secretary Report: Nothing to report

Treasurer's Report: $1,335.39 in checking acccount . The Treasurer's research on costs of printing the Bytes was discussed. The Audobon Society was contacted to compare their costs of printing their newsletter, whose costs were over $1300. At Westprint Quality Printing Services. So the economical printing service in Florida will be continued which delivers the Bytes for much less.

$10.02 was made on refreshments sold today, Checks from 3 members recd. September $74.16 made from September Bytes. on distributing Postage was $33.06

It was noted that Bytes Insurance will not expire until next year in August. A certificate of liability insurance was recd. by the University for $2 Million coverage. It was noted that the University is insured against any claims coming from the Computer Club membership.

The cost of a 10-pack package of USB flash drives was discussed and selected for necessary tasks and procedure for reimbursement. NO ADDITIONAL OFFICIAL BUSINESS WAS DISCUSSED AND IT WAS MOVED AND SECONDED THAT THE MEETING BE ADJOURNED.

## A little More Humor



If you used one of these:

Stay at home! You are in the high risk group.



Did you know?

By replacing your potato chips with grapefruit as a snack you can lose up to 90% of what little joy you still have left in your life.



When I offer to wash your back in the shower, all you have to say is yes or no.

Not all this "who are you and how did you get in here?" nonsense.

**To All Members:**

The line above your mailing address
now shows your joindate. Please use
your join **month** to choose when to
renew your membership.

# Dated Material – Please deliver before October 9, 2022

| Membership Level ($) | 1 Year | 3 Years |
|---|---|---|
| Individual Member ........................................... | 35 | 90 |
| Each Additional Family Member .... ................ | 15 | 40 |
| Full-Time* Enrolled College Student | 20 | |
| Enrolled High School Student | 15 | |
| *Minimum 12 Semester Hours | | |
| | | |
| Business Member + Ad (Business Card) | 180 | |
| Business Member + Ad (¼ Page, ½ Page) | 465, | 800 |
| Business Member + Ad (Full Page) | 1,475 | |
| Contributing Member | 75 | |
| Supporting Member | 100 | |
| Advocate Member | 250 | |
| Patron Member | 500 | |

Directions to the NOCCC meeting location



Irvine Hall  ===>



An International
Association of Technology
& Computer User Groups

Enter CA-55 N (Costa Mesa Freeway) crossing Interstate 5 toward Anaheim/Riverside for 9 miles.  *Notice freeway and street signs stating "Chapman University."*  Exit toward E Chapman Ave.  Turn right onto N Tustin St.    Turn left onto E Walnut Ave.

1) Turn left past N. Center St. for the **best place to park** in the underground parking structure ( Lastinger under the sports field).Pay the small fee ($2) to park Ask members or help@noccc.org about parking details, restrictions, and our price break!

2) Turn left onto N Center St. On the right is the Hashinger Science Center, 346 N Center St. Orange California. Parking on the University side is free. Parking on the residential side is a city violation that may cost you a tow away and a ticket!