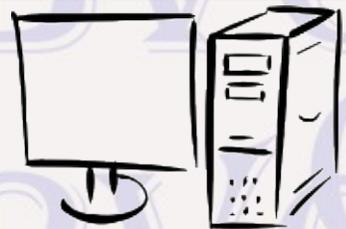# Bits & Bytes

Arkansas' Premier Computer Club

May 2019

Bella Vista Computer Club - John Ruehle Center

HOW TO FIND US

All meetings are on the lower level of the Highlands Crossing Center in Bella Vista. You may use entrance A on the West side or entrance C on the South side and take the elevator or stairs to the lower level. Turn left (West) to reach the General Meeting room, right for the John Ruehle Training Center. Additional information is on our web site.

MEETINGS

Board Meeting: May 13, 6:00 pm, John Ruehle Training Center

General Meeting: May 13, (2nd Monday), 7:00 pm, Community Room 1001.
Program: "Safe Disposal of Computers & Mobile Devices", Joel Ewing. Considerations for eliminating personal data from computer devices, and physical disposal sites.

Bring a guest! New Members and Guests are always welcome at the General Meeting

Genealogy SIG: May 18 (meets 3rd Saturday of the month).

MEMBERSHIP

Single membership is $20; $10 for each additional family member. Join by mailing an application (from the web site) with check, or complete an application

HELP CLINICS

Saturday, May 4, 9am – noon

Wednesday, May 15, 9am – noon

Saturday, June 1, 9am – noon

Help clinics are a free service for BVCC club members, held in the Training Center

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

CLASSES

"Computer Security for Regular People, Part 2" – Justin Sell, Tuesday, May 21, 6:30 – 8:30 pm
Part 1 will be offered again on 3rd Tuesday in June.

"Introduction to GIMP (GNU Image Manipulation Program)", Thursday, May 23, 9am - noon

Advance sign up required for classes: Contact Grace: email to edu@bvcompclub.org, text 469-733-8395, call 479-270-1643, or sign up at the General Meeting. Classes are **free to Computer Club members** and are at our John Ruehle Training Center.

Check the monthly calendar and announcements for any last minute schedule changes at http://bvcompclub.org .

USING THE IPHONE OR IPAD KEYBOARD TO ENTER TEXT

By Jim Cerny, Instructor, Sarasota Technology User Group, Florida

June 2018 issue, *STUGMonitor*

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There will be many times when you will want to enter text on your iPad or iPhone. You probably have already used your screen keyboard many times. But here are some helpful things you may not know your keyboard can do:

- Touch in any area where there is text for you to edit or a place for you to enter text and the keyboard should appear on your screen. If you do not have your keyboard displayed, you are not able to key in or enter text.
- If you touch in a place where there already is text, you will see the "insertion point" (which is a small vertical line) appear BETWEEN two characters where you touched.
- To MOVE the insertion point to a different place, touch at that place. This can be very tricky to do on a small screen, but you can do it! Just keep trying – if you get a black bar that says "Select – Select all – Insert photo" just touch somewhere else on the screen and that bar will go away. If you are entering text into a blank or empty space, you cannot position the insertion point, it must be at the beginning of the blank area.

Now, on your screen keyboard, notice the following:
- Touching the small left pointing arrow with a small "x" in it will DELETE the character to the LEFT of the insertion point. Hold this down to delete many characters quickly.
- Touching the up arrow will "shift" the keyboard to capital or uppercase letters. Touch twice to keep uppercase for many letters (caps-lock for you who remember the old typewriters). Touch again to get back to lowercase.
- Touch the "return" bar at the lower right to go to a new line.
- Touch the small button with the little microphone on it to SPEAK your text. Try it, you may like it!
- Touch the "123" button to enter numbers and other characters. On this keyboard that appears you can return to the regular keyboard or you can touch "# + =" to get more characters.
- Touch the "emoji" button (the one with the smiley face) to get hundreds of small symbols to insert as a character. When on the emoji screen you can touch "ABC" to return to the regular keyboard.
- To EDIT text, touch TWICE in the text area and a small grey "highlight" of text will appear with two small "lollypops", one at each end. Carefully DRAG a lollypop to expand or reduce the highlighted area. If you make a mistake, just touch outside the highlight and you can start over.
- When some text is highlighted, you will see a black bar with "Cut – Copy – Replace" on it. Cut will remove the text (which you can "paste" somewhere else next if you like), Copy will leave the text there but will make a copy you can paste and Replace will let you type new text in its place. Other tools/options are available by touching the right white arrow on the bar.

Strangely, there are TWO places to adjust settings for the keyboard. At "Settings – General – Keyboard" you can turn on or off the keyboard options or even select or add a new keyboard for a different language. Here the "Text replacement" option will allow you to have a full long text string replace a

shorter text. For example, you could have the text you enter as "omw" be automatically replaced with "on my way". Also, here is the "Predictive" option that, if turned on, will provide you with a band of three words immediately above your keyboard as you type. If one of the words is what you were starting to type, just touch the word at it will complete it for you. I like this option. If one of the predictive words is in quote marks, touching it will enter that text exactly as it is even if it is not a real word, and it will not correct the word.

The other place to change some keyboard settings is at "Settings – General – Accessibility – Keyboard" which has a few more settings such as "key repeat", "sticky keys", etc. It seems to be almost overkill to have so many settings and options for the keyboard, many of which you will probably never use, but they are there.

And don't forget that if you have any questions about ANY option, just ask Google! Be specific, such as "What are sticky keys on my iPhone?" or "How do I make my iPhone keyboard easier to see?" There are so many options I am sure some of them will appeal to you, so happy typing!

WINDOWS 10 MAY UPDATE
COMING SOON TO *YOUR* PC

By Tom Burt,
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April 2019 issue, Gigabyte Gazette
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The technical pundits are in full rhapsody over the upcoming release of the "first-half" 2019 releasee of Windows 10. The official version number is V1903. Most of our Windows 10 Home users will get this release when Microsoft decides to push it out to their PCs via Windows Update. That will likely be sometime in April, possibly early May, especially for newer PCs.

As in the past, once it's available, if you just can't wait to get V1903, you can download and run the latest Windows Media Creation tool to update your Windows 10 PC or create installation media.

Chris Hoffman of **How-To-Geek** writes that Windows 10 will no longer automatically install those big feature updates every six months. Home users can pause smaller updates, too. In fact, Windows will even let you pause updates after checking for them! http://bit.ly/2VvDJMh

Ed Bott of **ZD-Net.com** has written an excellent article summarizing all of the important new features of the V1903 update, including screen shots and brief descriptions. You can read Ed's article at: https://zd.net/2uUPSP9

Mauro Huculak at **PureInfotech** has also written a comprehensive, illustrated review of V1903 new features at: http://bit.ly/2G2RHOU

I won't try to duplicate what Ed or Mauro have written, but I'll mention a few of the new features. Many of these new "features" are enhancements to the Settings interface to reduce lingering dependence on the old "Desktop Control Panel."

- The Start panel, by default, now has fewer tiles and has automatically grouped some into folders. This affords a less cluttered view and more room for adding your own tiles.
- The Windows Search has been nicely enhanced and also decoupled from Cortana. You can now use icons at the top of the search window to filter the scope of the search.
- Windows Hello (biometric sign-in) has been cleaned up and enhanced. To use this, your PC needs a camera or a USB security key. Laptop users may find this especially useful.
- The Settings system for preferences has an updated, improved font manager / installer that makes installing new fonts an easy drag and drop action.
- The Windows Print dialog has been enhanced and cleaned up.
- The Settings > System > Storage screen has been reworked to give more useful information for each drive known to the system.
- The Snip and Sketch tool (new in Win 10 V1809) has been enhanced to take a snapshot of a specific Window as well as of the entire screen or an arbitrary rectangle on the screen.

The "Patch Tuesday" date in May is May 14. That's the earliest likely date V1903 will start being delivered to PCs. This presumes that there are no last-minute stability issues with the release. Microsoft presumably doesn't want to repeat the experience from the last update (V1809) when they had to pull the update and spend a month dealing with reliability issues.

Preparing for V1903
In anticipation of the V1903 update, I recommend that Windows 10 users make an image or clone backup of their C: drive. Use your favorite backup imaging tool: Acronis True Image, Casper, Macrium Reflect or the Windows internal backup imaging tool. You will need an external hard drive with enough space to hold the image or clone. The Computer Club's Hardware / Software Repair Lab team can help you with this if you've never done it.

I also recommend that Windows 10 users make a named Restore Point. This will allow you to easily revert your PC back to a known good state in case your PC's V1903 update runs into problems. While this is uncommon, taking precautions pre-update is good insurance.

A final recommendation is that when Windows Update indicates it is planning to deliver the update, if you are running a third-party anti-virus program (Avast, McAfee, Malware Bytes, Norton, …) you should disable the anti-virus program before the update begins installing. Many updating problems have been caused by conflicts between the third-party anti-virus program and Windows Update.

I saw a statistic recently that Windows 10 is now installed on 800 million devices. Even if this is somewhat overstated, updating such a huge number of PCs is a truly enormous undertaking. There are bound to be unforeseen hardware / software configurations that have issues with the upgrade.

Here's hoping your own upgrade experience is smooth and trouble free and that the end-result is an improved experience using Windows 10.