



Happy Valentine's Day



## Club Bytes Vol 2, Feb. 2022

Brought to you by the Lake Gaston Computer Club



### Word of the Month - Monarch butterfly



We have been informed about the plight of the monarch butterfly. Their numbers are diminishing, and it is being affected by climate change. It has also led us to what is happening to the rest of the species of butterflies and moths. When they run the chance of becoming extinct it has a cascading effect on many other species. Who would think something so tiny and fragile could cause this to happen? These are a group that has given us innumerable mechanical, technical to nanomedical solutions. Take a look at this Nova special and be enlightened. <https://www.pbs.org/wgbh/nova/video/butterfly-blueprints/>



### TidBits - Anonymous

#### Lake Gaston Computer Club Gus Best Scholarship

If you wish to donate for the scholarship, make a check payable to LGCC Gus Best Scholarship. All donations are tax deductible as we are a 501-C3 organization. You should mail your donations to Lake Gaston Computer Club, P.O Box 1533, Littleton, NC 27850.

List of Committees are on the Lake Gaston Computer Club website. Click on the Link below.

<https://www.lakegastoncc.org/contact.html>

Member Suggestion Box - If you have a suggestion for the computer club, please send it to [president@lakegastoncc.org](mailto:president@lakegastoncc.org)  
Examples: classes, presentations at monthly meetings, SIGs, newsletter articles.

## Some Comments On Passwords

Remember the days when a simple password was acceptable? Or, then again, you may not be old enough to remember! In any case, passwords are a part of our daily life as we navigate today's technology! No matter how carefully you have crafted your passwords, in all likelihood they are out there. Consider the breach at Equifax of 147 million Americans' public records! We tend not to hear about the smaller breaches- usually obtained through e-mail addresses. Bottomline-**use the strongest possible password for every password you use!!!**

The problem comes when we have multiple passwords, do not use strong passwords, and tend to sometimes forget one or more (**by the way, our Shop folks cannot retrieve it for you**). So, please consider the following suggestions:

- 1- Use a Password Manager-do your research on this, but there are FREE ones that are quite simple and easy to use. These are absolutely memory savers!
- 2- Make a paper copy of all your passwords and keep it safely hidden. Keep it current.
- 3- Update/change your passwords frequently. I could say monthly, but this is something you need to decide, which is solely dependent on your own "Risk tolerance" level. Make a note to do this task either on paper or electronic calendar!
- 4- Who do you want to have access to your passwords and for what purpose? For example, what if something happens to you. All your banking and investments are online, and you are no longer able to do this? You may need/want to alert someone where this is in case you

are incapacitated, and they need to take care of your affairs. They will also need the passwords to your Password Manager and your computer.

Finally, it cannot be over emphasized that passwords are part of our daily lives-AND-our passwords need to be self-managed/monitored regularly.



## From the Repair Shop:

**Something Not Working?**

**Have No Fear, We Are Here!**

Interested in sharing your computer and software talents with other Club members? Please call the Repair Shop at 252-586-9919 if you can join us on Mondays.

- **The number one issue for the Shop is forgotten passwords.** Use a password manager or keep a written list in a secure location. The Shop is unable to recover lost or forgotten passwords!
- **Did you replace your aging computer over the holidays or perhaps have an old one in a closet, basement or garage taking up valuable storage space?** Consider donating it to the computer club. The repair shop refurbishes old computers for worthy causes in our community and for sale to club members to raise operating funds. What can't be refurbished will be recycled in a responsible way. We don't refurbish or donate printers.

The **Repair Shop** in Littleton will only accept donations of all types of computers, tablets, and smartphones on Mondays from 8:30am to 2:30pm.

- The current Windows 10 version is 21H2 (OS Build 19044.1469).
- The current Windows 11 version is 21H2 (OS Build 22000.434).
- The current Mac operating system is Monterey iOS 12.2.
- The current iPad and iPhone operating system is iOS 15.3.
- To check your Windows version, type the word Winver in the bottom left search box (or magnifying glass) then click Winver in the choices list. If you need to update, type the word Update in the bottom left search box (or magnifying glass) then click Check for Updates in the choices list. On the next screen, click Check for Updates; do this even if it says you are up to date. Keep clicking Check for Updates as long as the updates keep coming in.
- Do not download the optional updates; they are not needed unless you have a specific driver problem.
- Since Windows 10 will be supported by Microsoft until October 2025, there is no need to update from Windows 10 to Windows 11 at this time. Give Microsoft time to work out the bugs and problems with their new operating system.

## **Quicken/QuickBooks SIG**

I don't know how many of you had the offer of Quicken for 1 year free when you purchased Turbo Tax. I took advantage of it. Now I'm ready to learn. Janet Lenahan has volunteered to lead a new SIG (Special Interest Group). We haven't picked a date or time yet, but we will meet in the classroom in Littleton where the Repair shop is located. If you are interested in joining the group, please send an email to [communications@lakegastoncc.org](mailto:communications@lakegastoncc.org).

## **Life Savvy**

Tech gear is a perennially popular holiday gift. If you are the proud owner of a new phone, tablet, computer, or other device — or you provide tech support for family and friends with new devices — this

issue of Club Bytes has some help for you that I found in the latest issue of Computerworld.

Check out the appropriate article for you and share these stories, which can help you get the most out of a new product on the market, Android or iOS device, Chromebook, Mac, or Windows PC.

## Everything You Need to Know About Smart Locks Dave McQuilling

“Smarthomes” are increasingly popular, and one of the areas you can smarten up is your door locks. But what are the advantages? Is it safe? And if your phone runs out of battery, will you end up sleeping in the garden shed?

The global smart lock market was worth [\\$1.4 billion in 2020](#), and that number will grow by 20% a year between now and 2028—so it’s safe to say many people feel secure about smart locks. However, they aren’t something brand new—they’re replacing something every home in the developed world has. And spending a few hundred dollars on making a door more intelligent might not be a priority.

But if a smart lock makes your life better, it may be worth the upgrade. Let us take a deeper look at smart locks and what they can do for you.

<https://www.reviewgeek.com/107596/everything-you-need-to-know-about-smart-locks/>



## **iPhones, iPads, and Apple Watches**

**How to Update – Important!!!** You'll want to update to iOS 15.3 right away to get these important security fixes. To do so, open the Settings app on your **iPhone or iPad** and select General -> Software Update.

*Related Roundups: [iOS 15](#), [iPadOS 15](#)*

*Related Forum: [iOS 15](#)*

**All the red titles are links to the articles: Use Ctrl/Click to follow.**

**[6 iPhone hints to make you more productive](#)**

There are many ways to be more productive with your iPhone. Here is a collection of them.

**[20+ iOS 15 changes that help you get things done](#)**

These are some of the most obscure (or exciting) features now available to anyone with an iPhone running iOS 15.

**[10 helpful iPhone tips to use at work](#)** These tips should help you save a little time as we explore the future of work.

**[How to use widgets on iPad and iPhone](#)**

Home screen widgets on iPads and iPhones could be useful to enterprise professionals.

**[Make the most of the Contacts widget for iPhones and iPads](#)**

The Home Screen widget turns your device into a powerful contact and communication management system.

**[8+ useful tips for Notes on iPhone, iPad, Mac](#)**

Do you use Apple's Notes app? It has become an incredibly useful tool that even boasts some collaboration features to help work in teams.

**[How Apple Watch can help you get work done](#)**

Here is a short collection of Apple Watch tools and how to use them to be more productive.

**[10+ tips for better iPhone battery life](#)**

There is nothing worse than running out of power when you're trying to get somewhere or need to get work done. Here is how to stave off that situation.

**[How to make more effective use of Mail on iPhone and iPad](#)**

Most iPhone and iPad users want to get more from Apple's email app. Here is how.

**[How to make Spotlight work for you](#)**

Are you getting the most out of Spotlight search on your Apple device?

**[How to stay as private as possible on Apple's iPad and iPhone](#)**

Use Apple's tools to protect your privacy on an iOS device.

**[How to use iCloud Keychain to audit your passwords](#)**

It is never a bad time to double-check password and account security. Here is how.

### **16+ iPhone tips to get things done faster**

A short collection our Apple blogger's favorite iPhone tips to get things done a little quicker.

### **12+ essential iPad productivity tips**

These iPad tips should help you get things done more efficiently.

### **Essential iPad tips to help you work from home**

This extensive collection of tips should help you become more productive when using your iPad to get work done.

### **10+ Siri tips to help you work at home**

If you are following the science of pandemics, you are still working at home. So how can Apple's Siri help you get your work done?

### **How to fix iCloud when it stops working**

When iCloud goes wrong, follow this checklist of steps to try to make it better.

Keep up with all things Apple at our [Apple Holic blog](#).

## **Macs**

### **How to migrate to a new Mac**

All your files, apps, and settings are on your old computer. Here is how to move them to your new Macintosh, from either macOS or Windows.

### **The best way to transfer files to a new Mac**

Using a cloud storage service removes the hassle of transferring files to your new computer via utilities or external drives — and it also supports mobile devices.

### **10 useful Mac tips for busy workers**

If you work from home, you are probably busier than ever these days. These 10 Mac tips should help you get more done faster.

### **How to use Shortcuts in macOS Monterey**

Shortcut's automations are designed to simplify repetitive tasks; here is what you need to know to begin to use them.

### **30 keyboard shortcuts Mac users need to know**

### **10 ways to get more out of your Mac**

The Mac is festooned with features, some of which are more obvious than others. This collection should help you get things done on your Mac just a little faster.

### **Use Stacks and Search in macOS to get work done**

Here is how to maintain desktop law and order — and find those frequently wanted items fast.

### **12 ways to reduce data use on your Mac**

If you are working remotely and reaching a data cap or in the field using your phone as a hotspot, you may want to cut data use on your Mac. Here are some ideas on how to do so.

### **How to boost your productivity with Safari for Mac**

This small collection of Safari extensions may give your work or research efficiency a boost.

### **How to make more effective use of Mail in macOS**

While we wait for Apple to innovate an application most Mac users rely on daily, here is a few tips that should help you use Mail more effectively.

### **How to make Spotlight work for you**

Are you getting the most out of Spotlight search on your Apple device?

### **10+ WFH tips for Mac users**

This useful collection of tips will help you automate tasks using scheduling and reminder features Apple included in every Mac.

### **10 ways your Mac can help you be more productive**

Here's a handful of useful Mac tips to help you get things done from wherever you are.

### **How to stay as private as possible on the Mac**

Privacy means vigilance, so make sure your Mac extra-vigilant on your behalf. Here is how.

### **How to use FileVault to protect business data on Macs**

If you use Macs for business, you should be familiar with FileVault. Apple's built-in disk encryption system for macOS can help protect corporate data.

Keep up with all things Apple at our [Apple Holic blog](#).

## **What Is the Latest Version of macOS?**

The latest version of macOS is macOS 12.2 Monterey, which Apple released on October 25, 2021. Apple releases a new major



version roughly once every year. These upgrades are free and are available in the Mac App Store. [Read More »](#)

## How to Stop Your iPhone Screen from Automatically Turning

Off BENJ EDWARDS

Does your iPhone screen keep going dark or turning off while reading something, checking a shopping list, or any other time you don't want it to? There is an uncomplicated way to turn off auto-lock on an iPhone in Settings. Here is how.

[HTTPS://WWW.HOWTOGEEK.COM/685035/HOW-TO-STOP-YOUR-IPHONE-SCREEN-FROM-TURNING-OFF/](https://www.howtogeek.com/685035/how-to-stop-your-iphone-screen-from-turning-off/)



**Android devices All the red titles are links to the articles: Use Ctrl/Click to follow.**

The [\*\*smart way to switch to a new Android phone\*\*](#)

Here is how to transfer data, apps, contacts, and more from your old Android phone to a new one, along with tips for a smooth transition.

[\*\*The best Android apps for business in 2022\*\*](#)

Our Android expert highlights the standout apps in the categories that matter most to busy professionals: office apps, privacy and security apps, email and texting apps, note-taking apps, apps for team collaboration, apps for organizing your life, and more.

[\*\*18 advanced tips for Android 11\*\*](#)

Android 12 may be the talk of the town, but for the vast majority of phones right now, Android 11 is still the most current software available. And it is not too late to make the most of it.

[\*\*Got a Pixel? Don't miss these 8 buried Android 12 treasures\*\*](#)

Pixel owners, prepare for productivity: Android 12 holds some spectacular new possibilities for your phone.

[\*\*7 new hidden Pixel treasures to find in Android 12\*\*](#)

[\*\*5 Android 12 features you can bring to any phone today\*\*](#)

New phone did not come with Android 12? Here's how to recreate some of the more interesting additions from Google's latest and greatest Android software.

### **[13 easy ways to cut back on data use in Android](#)**

Trimming back your Android data use can save you or your employer a bundle on your phone bill — and with little downside. So, what are you waiting for?

### **[How to print and scan with Android](#)**

Handle paper documents like a pro with this easy guide to Android printing and scanning.

### **[10 hidden tricks for making the most of Android gestures](#)**

Get around your phone faster than ever with these easy-to-miss advanced shortcuts for Android's current gesture system.

### **[Android security checkup: 16 steps to a safer phone](#)**

Android security does not have to be a source of stress. These level-headed steps are all you need to keep the boogeyman at bay.

### **[The ultimate guide to privacy on Android](#)**

Take back control and decide exactly how information is used on your Android phone.

### **[How to better separate your work and personal life on Android](#)**

With a little creative configuring, you can create totally separate work and personal profiles on any Android phone — and give your brain some actual time off.

### **[iPhone to Android: The ultimate switching guide](#)**

Here is everything you need to successfully switch from an iPhone to a Samsung Galaxy, Google Pixel, or any other Android device.

### **[Android file transfer: How to move data between your phone and computer](#)**

Moving files from your Android device to a Windows PC or Mac (and vice versa) does not have to be difficult — or dependent on any cloud services.

### **[How to back up Android devices: The complete guide](#)**

Make sure all your important data is always synchronized and protected with this easy-to-follow Android backup guide.

### **[12 fast fixes for common Android problems](#)**

Solve annoying issues and get any phone in tip-top shape with these easy-to-implement, expert-approved solutions.

## **Android security: Analysis, advice, and next-level knowledge**

Find even more Android security tips and techniques, along with a healthy dose of clear-eyed analysis, at this comprehensive collection of resources.

For even more Android know-how, see [12 Android tips you shouldn't miss from 2021](#) and keep up with all things Android at our [Android Intelligence blog](#).

## Why Does My Phone Keep Disconnecting from Wi-Fi? By "How-to-Geek" Joe Fedewa

Wi-Fi is something many people take for granted as always being there. It can be very frustrating when your phone seems to have issues staying connected. There are a lot of things that can cause that to happen.

The question of what's causing your phone to disconnect from Wi-Fi can be approached from a few angles. Is the fault with your phone, the router, or your internet connection itself? Let's try to find out which is causing your troubles.

### 1. The Internet is having Issues

Let's start at the simplest and most likely explanation --- your internet is having some troubles. It's not our phone's fault. It's not even your router's fault, your internet provider is just having some problems.

What can you do about this? Unfortunately, not much. If your internet is down or having some intermittent issues, you're going to have to wait it out.

### 2. Your Router is Misbehaving

Okay, so it's not your internet provider. Let's go to the next line of defense----your Wi-Fi router. Like many devices in your home, sometimes a router can randomly start misbehaving. And just like those other devices in your home, a simple reboot can solve the problem. If that doesn't do the trick, there are signs of router problems you can check for. Is the router overly warm to the touch? Are

the cables all securely and firmly connected to the router and modem? These small things can cause the Wi-Fi to be unreliable.

### 3. Too Many Devices on Your Network

It's common nowadays to have dozens of devices in your home connected to Wi-Fi. Something that people don't often think about is routers can have limits to how many devices can be connected at once.

## How to manually update Microsoft Defender Ed Tittel

Microsoft Defender is the built-in anti-malware package that is included with modern Windows operating systems. It's alternatively known as Windows Security (it shows up under Settings as Windows Security) or Windows Defender (sometimes with Antivirus at the end of the name, as in this [Microsoft Docs page](#)). But whatever you want to call it, for many Windows users, this tool is the go-to default for handling security on their PCs.

As with Windows Update in general, sometimes Microsoft Defender updates may not work. Normally, Defender updates are handled as part of routine Windows update behavior, run on a daily basis as a scheduled task. But sometimes, [Windows Update itself runs into problems](#) and doesn't do much (or anything).

Should this happen, there are other ways to keep Defender updated, sidestepping any issues strictly related to Windows Update itself. (See the note at end of story for more advice on this topic.)

<https://www.computerworld.com/article/3645670/how-to-manually-update-microsoft-defender.html?upd=1641842055562>

## Windows PCs

*Editor's note: Most of the stories listed below were written for Windows 10, but most of the instructions will work in Windows 11 as well.*

**All the red titles are links to the articles: Use Ctrl/Click to follow.**

**[How to migrate to a new Windows PC](#)** All your files, apps, and settings are on your old computer. Here is how to move them to your new Windows PC, from either Windows or macOS.

### **[The best way to transfer files to a new Windows PC](#)**

Using a cloud storage service removes the hassle of transferring files to your new computer via utilities or external drives — and it also supports mobile devices.

### **[Windows 11 cheat sheet](#)**

Got a new PC that runs Windows 11? Get to know the interface, features, and shortcuts in the new OS.

### **[Windows 10 cheat sheet](#)**

Does your new PC have Windows 10 instead of 11? Here is how to make the most of it.

### **[30+ free and cheap apps for Windows 10](#)**

From backup to productivity tools, here is the best of the best for Windows 10. Sometimes good things come in free (or cheap) packages.

### **[How to protect your privacy in Windows 10](#)**

Worried about privacy problems in Windows 10? This story offers some quick and easy ways to protect your data.

### **[How to share a Windows 10 PC](#)**

Need to share a Windows 10 PC among employees or temporary workers at the office, or with family members at home? No problem — here is how to do it.

### **[How to replace Edge as the default browser in Windows 10 — and why you should not](#)**

Here's how to make Chrome, Firefox, or another browser the primary one in Windows 10. (But are you sure you want to?)

### **[5 hidden Windows 10 features you should be using](#)**

They may not get much press, but these powerful built-in Windows 10 tools can help you work smarter.

### **[10 classics but essential \(and free!\) utilities for Windows 10](#)**

You can get more from Windows 10 by adding these useful tools.

### **[15 ways to speed up Windows 10](#)**

Want Windows 10 to run faster? Take a few minutes to try out these tips, and your machine will be zippier and less prone to performance and system issues.

### **[How to fix five Windows 10 headaches](#)**

Microsoft has made numerous improvements to Windows 10 over the years, but it still has some annoying quirks. We help you solve them.

### **An introduction to Windows 10's new PowerToys**

Like their '90s namesakes, the tools in Microsoft's new PowerToys app are quite useful for power users.

### **How to handle Windows 10 updates**

Find out how to defer, pause or stop Windows 10 updates entirely, how to uninstall troublesome updates, and a few other update tricks.

### **How to choose the right Windows 10 preview and update channels**

Here's help choosing the best method of testing and updating Windows 10 for yourself or your business.

### **How to protect Windows 10 PCs from ransomware**

Ransomware is running rampant these days, but there are several ways Windows 10 users and admins can protect their PCs. Here is what to do.

## **Stop Shutting Down Your Windows PC** BENJ EDWARDS

If you're in the habit of completely shutting down your Windows PC on a regular basis, you might be inconveniencing yourself unnecessarily. Windows 10 and Windows 11 include more effective methods of saving power—and they also save you time. Here's what to do instead.

<https://www.howtogeek.com/776152/stop-shutting-down-your-windows-pc/>



## **Geeky Stuff**

### **What Is Microsoft's Pluton Security Processor?** IAN PAUL

The first computers packing Microsoft's Pluton security processor arrive in 2022 thanks to [AMD's Ryzen 6000](#) laptop CPUs. If you haven't heard of the technology, Pluton promises improved hardware security by walling off sensitive data like encryption keys inside the CPU package.

<https://www.howtogeek.com/779095/what-is-microsofts-pluton-security-processor/>

## What Is Web3? FERGUS O'SULLIVAN

A new buzzword has taken over the internet: Web3, also known as Web 3.0 or web3. People say it's the future—but what does that really mean? Let's take a look at what Web3 is and what it may have in store for us.

<https://www.howtogeek.com/779970/what-is-web3%c2%a0/>

## Wi-Fi Extender vs. Booster vs. Repeater: What's the Difference? ALBERT BASSILI

You've probably seen the terms Wi-Fi extender, booster, and repeater all over the place. These devices all improve your Wi-Fi's range, but they work a little differently. Here's what you need to know.

<https://www.howtogeek.com/774725/wi-fi-extender-vs-booster-vs-repeater-whats-the-difference/>

## Watch Out For This New Amazon Email Phishing Scam

By How-To Geek Justin Duino

Scam artists are getting so good at creating realistic-looking phishing emails that some are getting past Gmail's spam filters. Although most of us have been trained to spot suspicious email messages, some (like the one above) look like they could be from companies like Amazon.

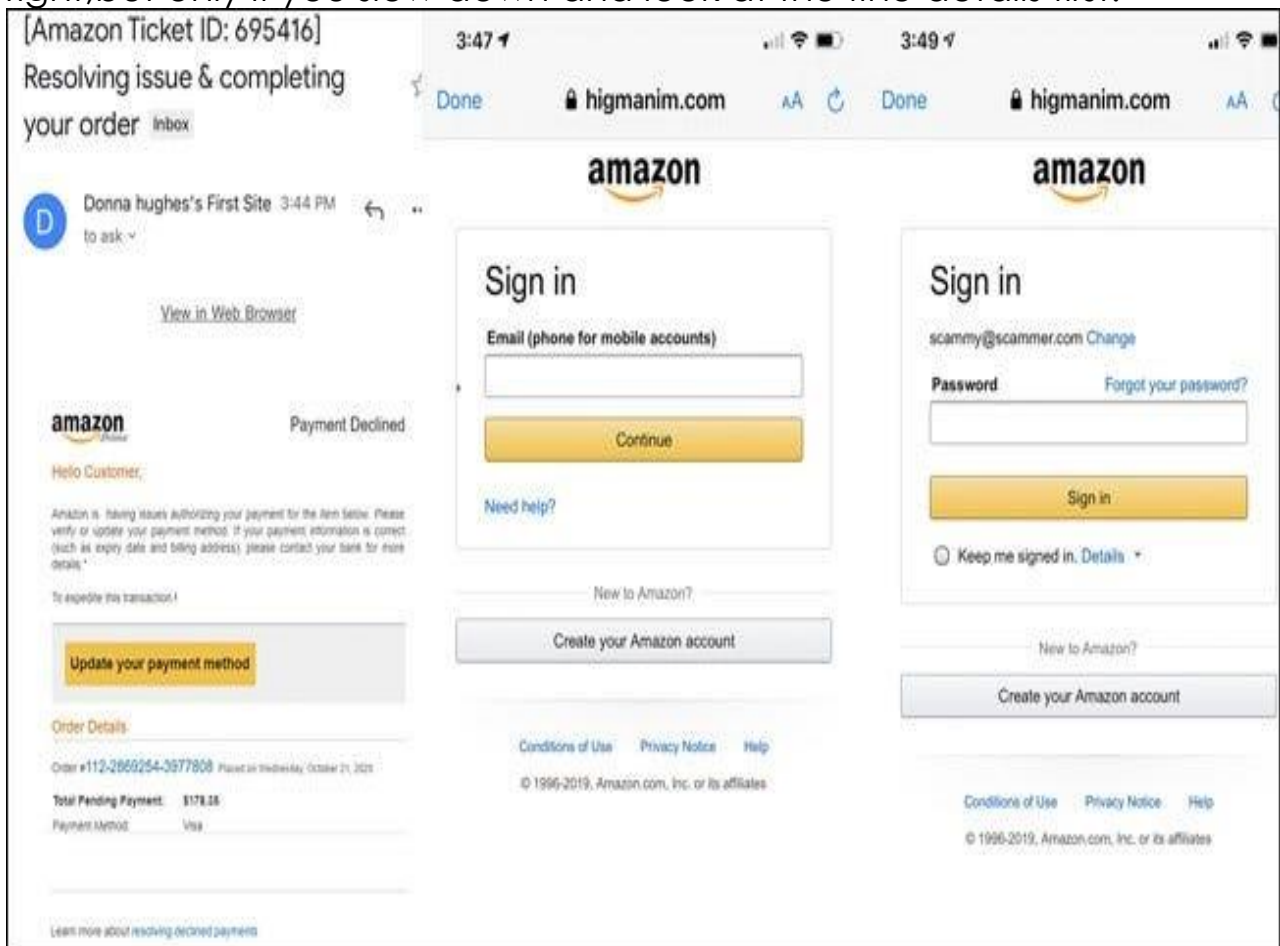
Bad actors posing as companies you do business with is nothing new. If you look at your spam folder right now, chances are that you'll see emails claiming to be from your cellphone carrier (T-Mobile, Verizon, AT&T, etc.) or a large retailer (Amazon, Best Buy, Target, etc.).

In this case, we received an authentic-looking email pretending to be a support ticket from Amazon. The message claims the company is having issues authorizing a purchase and needs us to re-enter our billing information. As this phishing attempt arrived leading up to the holiday shopping season, it's easy to see why someone might instinctually trust the email's legitimacy.

Thankfully, if a similar phishing email ends up in your inbox, there are a couple of easy ways to identify it as spam.

But before we dig into this particular phishing attack, know that we **DO NOT** recommend you open any email that you suspect to be spam or click on links found within the message. Instead, immediately report the email, mark it as spam, and delete the message.

The first thing you should always check before clicking or tapping links in an email is the sender's email address. Although the address can be spoofed, in our case, it wasn't. Combined with the sender's name appearing as "Donna Hughes's First Site" and odd spacing in the email's text, it's easy to tell something isn't quite right, but only if you slow down and look at the fine details first.



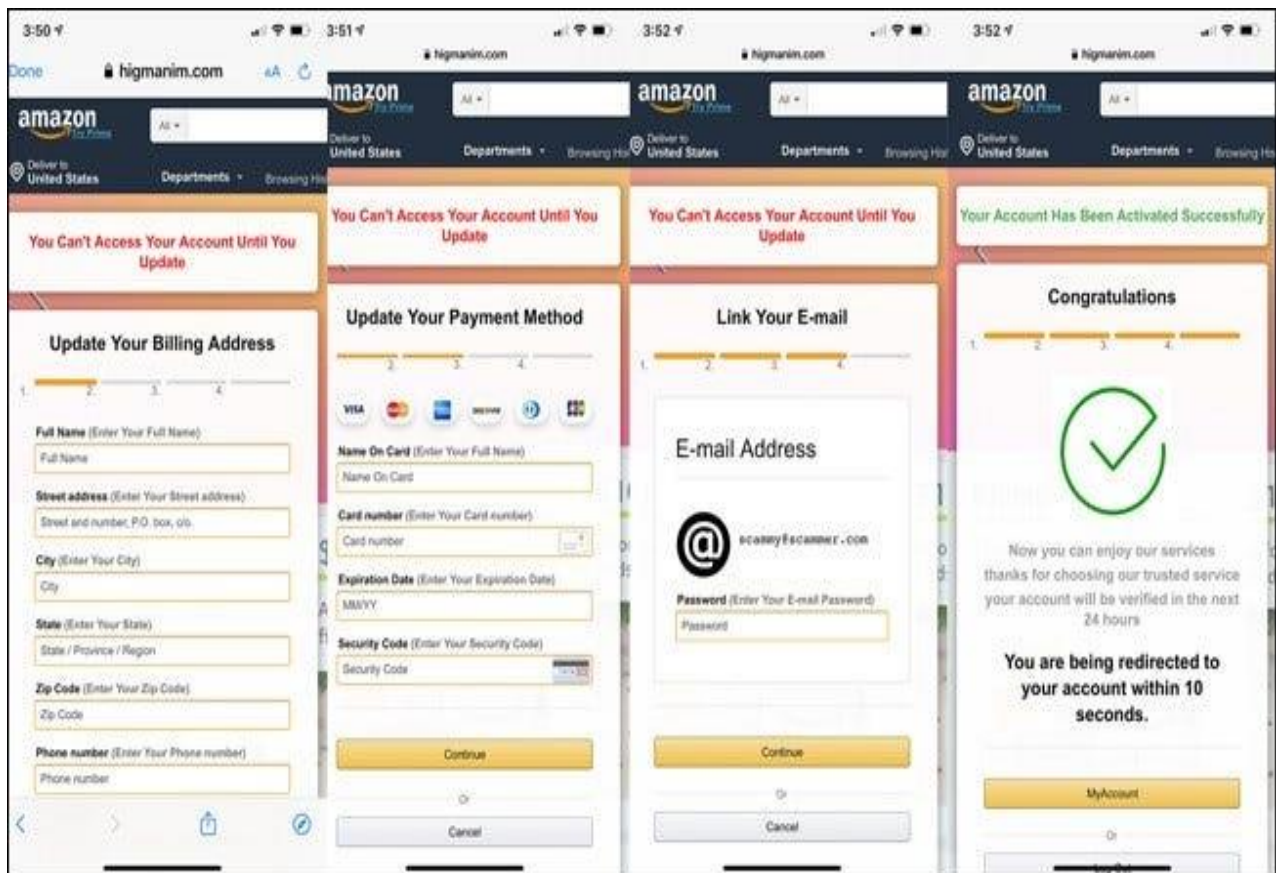
What's interesting/scary about this phishing attempt is that the bad actor is trying to steal multiple pieces of information in one attack. Once you click through the email to update your payment method, you're asked to sign in to your Amazon account. Although



this site might look like Amazon's website, it's not. You will find the completely incorrect URL at the top of the screen.

As you can see from the screenshots, we entered a false email address and password. Whoever created the scam is using this step to steal your Amazon credentials. Make sure you change your Amazon password if you ever entered it into a site like this.

We were then taken to a realistic Settings page that claimed we couldn't access our Amazon account until we updated our billing information. If we actually entered our information, the perpetrator would have our mailing address, phone number, and credit/debit card number.



The cherry on top of this entire scheme is the attempt to steal your login information for your email account. The fake website claims it wants to link your email to your Amazon account, but instead, you'd be giving whoever sent the message the keys to your private emails and possibly also your Google account.

To reiterate, you should never click on a link that you're suspicious of or think might be spam. And if you do, don't enter any personal or credit card information. Instead, close any tabs or windows that were opened, mark the message as spam, and permanently delete the email.

Be safe, and don't click on any links that appear even remotely insecure.



Okay Googlers – here are some incredibly good articles for you this month. Pay attention!

### 5 new Chrome OS features you should find right now JR Raphael,

Got a Chromebook? These advanced, mostly out-of-sight options will grant your computer new powers and change the way you work (for real!). Android may be Google's highest profile platform, but [Chrome OS](#) is arguably the place where the fastest and most exciting progress tends to go down these days.

Every year as of late, we see leaps and bounds being made in how Chromebooks work and what they're capable of doing — the types of programs they're able to run, the kinds of advantages they're able to offer, and the interesting ways they're able to interact with Android to create a more connected and cohesive-feeling Google ecosystem experience.

And while lots o' folks are fast to write Chrome OS off as an irrelevant experiment, let me remind you: Those sentiments are based mostly on outdated myths from the platform's earliest days. Chrome OS is nearly a decade old now, and Chromebooks today are surprisingly capable — almost ironically so, given the product's original limited purpose. What's more, they're actually incredible common, with an ever-expanding presence not only in the education domain but also in the enterprise and regular ol' consumer realms. Heck, they even outsold Macs in some recent quarters. (How 'bout *them* apples?!)

So, yes: When someone scoffs at the very idea of Chrome OS, their comment is usually less about the platform's relevance and more about their own ignorance. Chromebooks are increasingly sophisticated and valuable productivity tools — and from the looks of it, their growth and development will not be slowing down anytime soon.

Here are five interesting elements Google's got cookin' with Chrome OS right now — including one that's already broadly rolled out and four that are under development but readily available, if you know how to find 'em.

[https://www.computerworld.com/article/3603041/chrome-os-features-2022.html?utm\\_source=Adestra&utm\\_medium=email&utm\\_content=Title%3A%20new%20Chrome%20OS%20features%20you%20shoul%20find%20right%20now&utm\\_campaign=Computerworld%20US%20First%20Look&utm\\_term=Computerworld%20US%20Editorial%20Newsletters&utm\\_date=20220114160815&huid=2e069a68-47a7-495a-9e62-068d680c5f4b](https://www.computerworld.com/article/3603041/chrome-os-features-2022.html?utm_source=Adestra&utm_medium=email&utm_content=Title%3A%20new%20Chrome%20OS%20features%20you%20shoul%20find%20right%20now&utm_campaign=Computerworld%20US%20First%20Look&utm_term=Computerworld%20US%20Editorial%20Newsletters&utm_date=20220114160815&huid=2e069a68-47a7-495a-9e62-068d680c5f4b)

## How Gmail filters can help organize your inbox JR Raphael

Gmail's filled with [hidden features](#) and [add-on possibilities](#), but one of the service's most powerful organizational tools is sitting right in the heart of its regular settings.

As you may have guessed by now (especially if you read this story's headline, you clever little cat), I am talking about filters — Gmail's long-standing system for automating your inbox with a series of custom-crafted rules. At a glance, filters can seem complicated. They can seem overwhelming. They can even seem unnecessary.

[https://www.computerworld.com/article/3440520/how-gmail-filters-can-help-organize-your-inbox.html?utm\\_source=Adestra&utm\\_medium=email&utm\\_content=Title%3A%20How%20Gmail%20filters%20can%20help%20organize%20your%20inbox&utm\\_campaign=Computerworld%20US%20First%20Look&utm\\_term=Computerworld%20US%20Editorial%20Newsletters&utm\\_date=20220110190423&huid=2e069a68-47a7-495a-9e62-068d680c5f4b](https://www.computerworld.com/article/3440520/how-gmail-filters-can-help-organize-your-inbox.html?utm_source=Adestra&utm_medium=email&utm_content=Title%3A%20How%20Gmail%20filters%20can%20help%20organize%20your%20inbox&utm_campaign=Computerworld%20US%20First%20Look&utm_term=Computerworld%20US%20Editorial%20Newsletters&utm_date=20220110190423&huid=2e069a68-47a7-495a-9e62-068d680c5f4b)

## [How to Hide Files and Folders on a Chromebook](#)

You might have some things on your Chromebook that you don't want wandering eyes to see. Thankfully, it's super easy to hide files and folders on Chrome OS. Unlike when hiding files on Android, you don't need any special software to do it. [Read More »](#)

**All the red titles are links to the articles: Use Ctrl/Click to follow.**

[\*\*Chromebook cheat sheet: How to get started\*\*](#) Got a new Chromebook? This guide will help you navigate the ever-expanding world of Chromebook apps and figure out how to make the most of Chrome OS.

### [\*\*50 Chromebook tips for maximum productivity\*\*](#)

Supercharge your Chrome OS experience with these time-saving tricks and techniques.

### [\*\*11 smart steps for managing files on a Chromebook\*\*](#)

Working in Chrome OS? These are the efficiency-enhancing file tricks you've been missing.

### [\*\*The smart worker's guide to using a Chromebook offline\*\*](#)

Chrome OS may be cloud-centric at its core, but you can get plenty accomplished offline on a Chromebook — if you set things up thoughtfully in advance.

### [\*\*3 smart shortcuts for a curiously hidden Chrome OS command\*\*](#)

Chromebook owners, take note: These are the shortcuts you've been missing.

### [\*\*How to create your own custom Chrome address bar actions\*\*](#)

Google's Chrome Actions feature is surprisingly good — but follow these tips to make address bar actions great.

### [\*\*Android apps for Chromebooks: The essentials\*\*](#)

Turn your Chromebook into a uniquely versatile modern computing machine with these Chrome-OS-enhancing apps.

### [\*\*The best progressive web apps for productivity\*\*](#)

These standout PWAs are perfect for the Chrome OS environment. They'll help you get more done without any of the usual baggage.

### **Linux apps on Chrome OS: An easy-to-follow guide**

Linux apps can expand your Chromebook's capabilities and open all sorts of interesting options — but first, you must know where to begin.

### **The best Linux apps for Chromebooks**

Make your Chromebook even more capable with this carefully selected set of Linux apps for expanding Chrome OS's potential as a business tool.

### **8 fast fixes for common Chrome OS problems**

Solve your Chromebook woes and keep yourself productive with these easy-to-implement, expert-approved solutions.

### **The 20-minute Chromebook tune-up**

Make your Chromebook faster, smarter, and more pleasant to use with these easy-to-follow annual steps.

### **22 worthwhile ways to use Google Assistant on a Chromebook**

Google Assistant is finally working its way into the fabric of Chrome OS, and it is bringing with it some interesting new possibilities.

### **Crank up your Chromebook's cloud-connecting power**

With a few simple tweaks, your Chromebook can become an even more connected part of your cloud-centric setup.

### **How to turn any website into a custom Chrome OS app**

A handy hack for customizing your Chromebook and bringing native app-like experiences to your favorite sites and services.

### **A timesaving typing tool that works anywhere in Chrome**

Reclaim wasted time and watch your efficiency soar with this spectacularly useful cross-platform add-on.



## **Microsoft Is Fixing Windows 11's HDR Color Issues Soon**

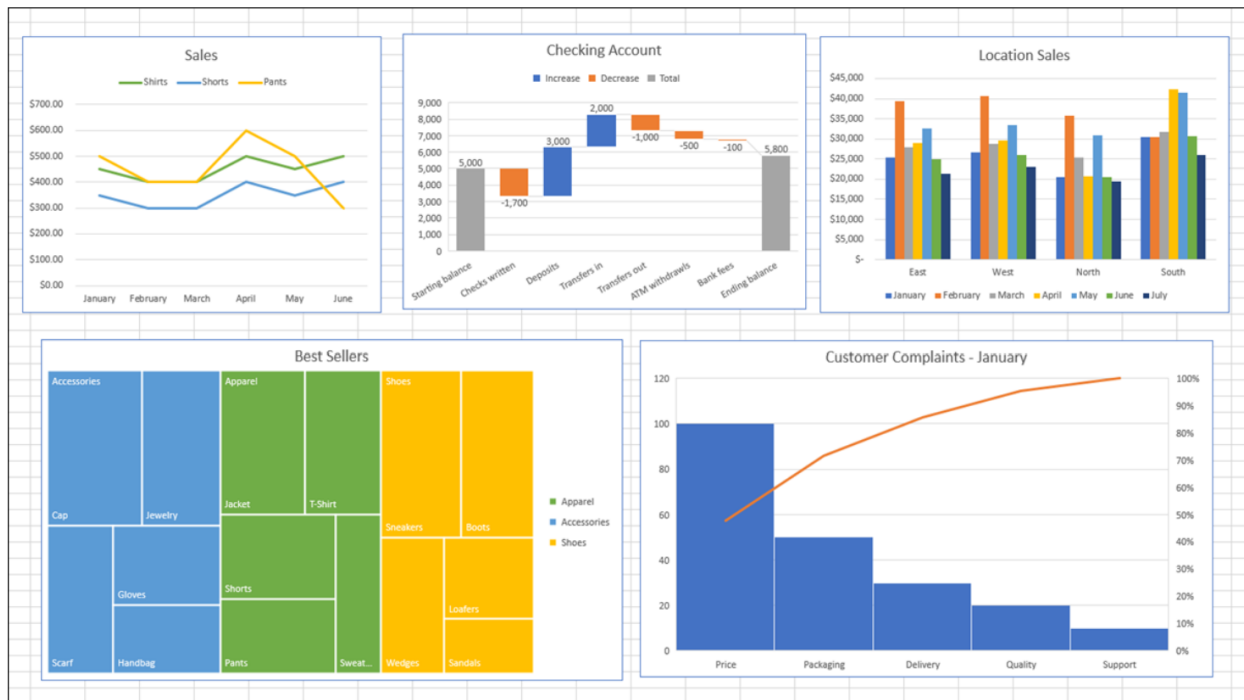
At the end of 2021, Microsoft acknowledged an issue preventing image editing apps from rendering colors correctly on specific HDR displays. The company has released a fix for the problem that is making its way to Windows Insiders on the Beta and Release channel. [Read More »](#)



## 6 Tips for Making Microsoft Excel Charts That Stand Out

SANDY WRITTENHOUSE

Excel makes creating a chart or graph easy, but there are certain things you can do to make your chart more effective. This list of tips can make your graph a successful visual display of your data.



<https://www.howtogeek.com/774446/tips-for-making-microsoft-excel-charts-that-stand-out/>

## How to Animate Single Words or Letters in Microsoft PowerPoint

SANDY WRITTENHOUSE

If you have words that you want to emphasize in your slideshow, you can animate them one at a time. In fact, you can even make each letter pop. Create an impactful slideshow by animating words or letters in PowerPoint.

<https://www.howtogeek.com/773448/how-to-animate-single-words-or-letters-in-microsoft-powerpoint/>

## How to Make Only One Page Landscape in a Word Document SANDY WRITTENHOUSE

By default, Microsoft Word orients its pages in portrait view. While this works fine in most situations, you may have a single page that would look better in landscape view. Here are two ways to make one page landscape in Word.

<https://www.howtogeek.com/775304/how-to-make-only-one-page-landscape-in-a-word-document/>

## How to Wrap Text Around a Table in Microsoft Word

Just like you can wrap text around an image in your document, the same is possible with tables. If you have a small table and want a more pleasing appearance, here is how to wrap the text around it in Microsoft Word. [Read More](#)

## How to Link Text Boxes in Microsoft Word SANDY WRITTENHOUSE

If you want to highlight portions of text in your document, you can [insert text boxes](#). But what you might not know is that you can link these boxes in Microsoft Word and have the text within them flow continuously.

Maybe you have a brochure that uses text boxes to call out features of a product or service. Or maybe you have a document and use text boxes for helpful tips or [pull quotes](#). By linking the text boxes together, you can type in one text box and have the overflow of text move to the next one.

<https://www.howtogeek.com/771794/how-to-link-text-boxes-in-microsoft-word/>

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*Continue for some Laughs.*

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Just a Bit of Humor



"No wonder our Wi-Fi is having problems. We have over 180 devices in our home. I miss the simple days of a computer and a few TVs."



"Your computer must be overheating. It set off the fire sprinklers."



"You dropped your phone where the ocean is 4,800 feet deep. Buying a new one will be a lot cheaper than hiring a deep sea salvage team to recover it."



"I know why it's not working properly. You bought the iPad Amateur instead of the iPad Pro."

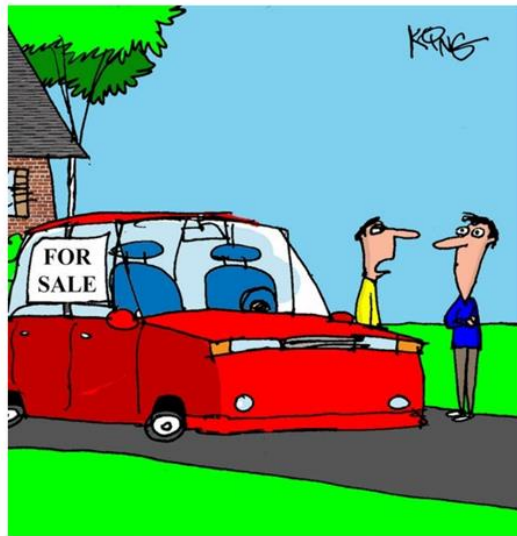




*"He uses it so often, he named our pets after it. The cat is CTRL, and the dog is Z."*



*"Your computer is fine. It's your brain that has a lot of useless programs in it. Unfortunately, it doesn't come with an uninstall button."*



*"Yes, it does come with a tech package. It's called a battery."*



*"Before you soak your monitor in that soapy water, I suggest doing some research on how to properly clean it."*

Keep Going



*"I warned him that his laptop was overheating and that he should get it fixed."*



*"No, it's not a bug. Since you keep losing your phone, I purchased you a phone-locating drone."*



*"Oh no, here comes another one of his 'back in my day' stories."*



*"Yes, I set your phone to airplane mode, but that doesn't mean you have to get on a plane."*





**Until next month**

We are always looking for members with journalistic talents they have yet to explore. If interested, please contact [communications@lakegastoncc.org](mailto:communications@lakegastoncc.org)