Club Bytes Vol 3, March 2022

Brought to you by the Lake Gaston Computer Club

Word of the Month - **Ada Lovelace**

Women's History Month. London-born Ada Lovelace (1815-1852) had a passion and gift for mathematics from a young age. She is credited with being the world's first computer programmer, as she drafted plans for how a machine called the Analytical Engine could perform computations. The machine, invented by her friend, mathematician, and inventor Charles Babbage, is considered to be the first general computer. Lovelace detailed applications for the Analytical Engine that relate to how computers are used today. Grace Hopper (Programmer for Harvard Mark I electromechanical computer), Katherine Johnson ("Hidden Figures"-Critical Space Calculations), Margaret Hamilton (Software Engineering-Apollo 11), Adele Goldberg (Graphical User Interfaces), Stephanie Shirley (Software Firm for Hiring Women), and Megan Smith (Net Neutrality and Tech Diversity) are more important women whose roles in Information Technology through the years allow computer science to thrive today.

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.

<u>List of Committees</u> are on the Lake Gaston Computer Club website. Click on the Link below.
https://www.lakegastoncc.org/contact.html

<u>Member Suggestion Box</u>
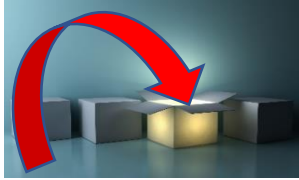
 If you have a suggestion for the computer club, please send it to president@lakegastoncc.org Examples: classes, presentations at monthly meetings, SIGs, newsletter articles.

Bright Idea> **president@lakegastoncc.org**

<u>Social Media Profiles</u>
Those of us in our "Senior Years" often forget how much information we or others have put on the web about ourselves, or more importantly what a hacker can do with it! Know that you can anonymize and protect yourself from search results by changing your privacy settings. Each site works differently. Go to each social media site and search for "Privacy Settings". While cleaning up review and lock down all the personal information available on these sites to anyone but you.

  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. <u>Check out our new mug shots on the website.</u>
https://www.lakegastoncc.org/repairShopCrew.html

- **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 19044.1526).
- The current Windows 11 version is 21H2 (OS Build 22000.493).

- The current Mac operating system is Monterey iOS 12.2.
- The current iPad and iPhone operating system is iOS 15.3.1

- 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.

Life Savvy

How to Clean a Laptop Screen TIM BROOKES

Laptops get moved around a lot, which means they're often smudged from opening and closing the lid. If you don't take care when cleaning the screen, you could scratch it or damage the protective coatings.

Here's a quick guide you can follow to avoid damaging your display.   https://www.howtogeek.com/773731/how-to-clean-a-laptop-screen/

You Can Download Wordle and Keep It Free Forever
DAVE LECLAIR

I COULDN'T FIGURE OUT WHERE TO PUT THIS TOPIC BUT I JUST KNEW IF ANYONE IN THE CLUB WAS PLAYING THEY WERE SAVY SO, IT'S HERE!

Everyone has been obsessed with Wordle lately. However, that obsession may have turned to apprehension when it was purchased by The New York Times. Fear not, though, because you can download the original Wordle through your browser and keep it free no matter what NYT decides to do with it.

RELATED Wordle Sells to The New York Times for Millions of Dollars

If you want to make sure you can keep playing Wordle for free every single day of the week, even if The New York Times decides to put it behind a paywall, it couldn't be simpler—you just need to right-click on the Wordle webpage and click "Save As." https://www.howtogeek.com/783557/you-can-download-wordle-and-keep-it-free-forever/ https://www.nytimes.com/games/wordle/index.html

Do Disinfecting Wipes Expire? Jason Fitzpatrick

Disinfecting wipes are a handy way to clean surfaces and disinfect them in the process, but they don't last forever. Here's what

you need to know about when they expire, how to read the
expiration code, and more.
https://www.lifesavvy.com/112742/do-disinfecting-wipes-expire/

Why Do You Have So Many Unread Emails? JOE FEDEWA

THIS IS ANOTHER TOPIC I DIDN'T KNOW WHERE TO PUT SINCE IT IS ALL
OVER DEPENDING WHO YOU HAVE YOUR SERVICE WITH. EMAIL!

Email is more like physical mail than we might like. You probably
get tons of unwanted emails, but unlike physical mail that
can *literally* fill your mailbox until you dispose of it, you can let unread
emails pile up forever. Don't let that happen to you.

When an email arrives in your inbox you have a few choices.
You can open the email and read it, immediately archive or delete
it, or completely ignore it and let it sit there unread. That last choice
is what I want to talk about.
https://www.howtogeek.com/781283/why-do-you-have-so-many-
unread-emails/

Apple Closes Its Education Discount Loophole in the USA
DAVE LECLAIR

Apple has long offered a discount for students and people who work in
education, but the company did a terrible job of actually making sure
you were involved in education to get it. Those days are gone, as
Apple is now using Unidays for verification in the US.
https://www.howtogeek.com/781242/apple-closes-its-education-
discount-loophole-in-the-usa/

So Your iPhone Has Stopped Receiving Updates, Now
What? TIM BROOKES

Apple supports iPhones for around seven years before they
stop receiving major iOS updates. So what are the implications of an

iPhone that can no longer move on to the next major version each fall?
https://www.howtogeek.com/774128/so-your-iphone-has-stopped-receiving-updates-now-what/

Have You Cleaned Out Your iPhone's Lightning Port Recently? TIM BROOKES

Most iPhones are now water and dust-resistant, but there's one area that's still susceptible to the elements: the charging port. Cleaning out your Lightning port can prevent or solve problems with charging, so it's a good idea to check and clean it now and then.
https://www.howtogeek.com/772835/have-you-cleaned-out-your-iphones-lightning-port-recently/

Apple's Tap to Pay Lets iPhones Accept Contactless Payments DAVE LECLAIR

Apple has unveiled a new feature that lets businesses take iPhone-to-iPhone payments without any additional hardware. This could be a game-changer for small businesses that need to accept credit cards.

RELATED How to See Which Merchants Accept Apple Pay

"As more and more consumers are tapping to pay with digital wallets and credit cards, Tap to Pay on iPhone will provide businesses with a secure, private, and easy way to accept contactless payments and unlock new checkout experiences using the power, security, and convenience of iPhone," said Jennifer Bailey, Apple's vice president of Apple Pay and Apple Wallet in a press release.
The first company to get on board with Apple's new payment system is Stripe, which will start using it in Spring 2022. Apple said other companies would jump on later in 2022. The system will work with Apple Pay, contactless credit and debit cards, and other digital wallets through a simple tap to an iPhone.

For businesses who use companies like Stripe to process their credit cards, being able to take contactless payments right from an iPhone without any additional card readers could be a game-changer, as it allows them to get out to where their customers are and take payments quickly and safely.

"Whether you're a salesperson at an internet-first retailer or an individual entrepreneur, you can soon accept contactless payments on a device that's already in your pocket: your iPhone," said Billy Alvarado, Stripe's chief business officer.

RELATEDHow to Set Up and Use Apple Pay on an iPhone

As far as privacy and security goes, Apple says that "With Tap to Pay on iPhone, customers' payment data is protected by the same technology that makes Apple Pay private and secure." If you trust Apple Pay with your payments now, the same level of security will apply to this new feature.

How popular this is will depend on developers adopting it, as Apple is releasing it for them to use. Only time will tell how many payment processors decide to use Tap to Pay, but seeing as it's Apple pushing it, we'd expect it to catch on.

How to Manage App Permissions on Android   JOE FEDEWA

Android permissions used to be a mess, but modern versions of Android have simplified them greatly. Now, you grant apps access to certain features as it needs them. You can also manually revoke permissions from any app.

You don't need to root, install a custom ROM, or switch to an iPhone to do this anymore. In fact, Android finally has the app permission system it should have had all along, similar to the iPhone's system (though still room for improvement).
https://www.howtogeek.com/230683/how-to-manage-app-permissions-on-android-6.0/

Stop Closing Apps on Your Android Phone
JOE FEDEWA

Since its birth, Android has had to deal with one big misconception. Some phone makers have even helped perpetuate this myth. The truth is you do not need to kill Android apps. In fact, closing apps can make things worse.

It's unclear where this idea came from, but it's been present on Android since the very beginning. "Task Killer" apps were very popular in the early days. Even as a techy person, I was guilty of using them at one time. It's understandable to think closing background apps would be a good thing, but we'll explain why it's not.

https://www.howtogeek.com/771413/stop-closing-apps-on-your-android-phone/

Geeky Stuff

Intel CPUs Are Getting Mystery "Critical" Security Updates
DAVE LECLAIR

Intel is about to announce a security issue with some of its CPUs. The company has released "critical" CPU microcode updates that fix an undisclosed severe security issue. They're rolling out to Linux systems, and updates for Windows PCs likely aren't far behind.

The updates, classified as "critical," were first spotted by Phoronix. Intel will likely provide more information soon and the microcode updates should make their way to Windows Update shortly, too. The details of the security flaw have not yet been publicly revealed.

As for which processors are affected, updates were discovered for Intel Whiskey Lake and Tiger Lake CPUs, though there could be others. We only know about the two discovered by Phoronix for sure. We'll have to wait for updates to release to the masses to find out exactly which chips have the vulnerability.

Even though the patch was spotted on Linux, the folks at Phoronix did its testing on a Dell XPS with Linux, but Dell issued "urgent" Windows firmware binaries for the same computer around

the same dates. Your PC manufacturer may provide fixes for your system, but hopefully, Microsoft will roll them out to all affected PCs soon.

Depending on the urgency, we could see the update pushed during the next Patch Tuesday in February 2022, or Windows could issue an Out of Band update to address them sooner.

What Is "Ethereum 2.0" and Will It Solve Crypto's Problems?
BENJ EDWARDS

If you're not too familiar with Ethereum, you can conceptualize it by imagining a giant, distributed virtual computer running on the internet.   Unlike a virtual machine running on a single PC, Ethereum is a distributed virtual machine made up of thousands of computers (called nodes) linked by a blockchain. These nodes can execute "smart contracts," which are programs that run on the Ethereum virtual computer. And since Ethereum is dynamic and distributed, the size of the virtual machine can shrink or grow at any time as nodes join or leave the network.

Payment in Ether (a cryptocurrency that runs as one of the applications on the Ethereum network) gives people the incentive to run these nodes and provide the computational power (known as "mining") to execute the smart contracts and verify the chronological order of transactions on the Ethereum blockchain. That verification process is called "consensus."

There are problems with Ethereum today. To understand the need for Ethereum's upgrade, you need to understand Ethereum's current drawbacks. Ethereum's architects and experts alike have pointed out a handful of main problems with how Ethereum works, and they generally regard these problems as standing in the way of wider growth of Ethereum applications.

Click on the link for a geeky ride into the virtual world of Ethereum.
https://www.howtogeek.com/782335/what-is-ethereum-2.0-and-will-it-solve-cryptos-problems/

What's the Difference Between Incognito Mode and a VPN? FERGUS O'SULLIVAN

VPNs and Incognito Mode are two of the most popular tools for online privacy. A VPN makes you harder to track while browsing, while Incognito Mode gives you a fresh browser that doesn't remember your history—and won't give you away to websites while browsing on the VPN. Want to learn more about them. Click on the link.

https://www.howtogeek.com/715802/whats-the-difference-between-incognito-mode-and-a-vpn/

The Brain-Implant Future Is Almost Here. Are You Up for It?
SYDNEY BUTLER

The Neuralink company is on track to start human trials of its implant technology and it seems likely that brain implants will be ready for human use within this century, sooner rather than later. What does that mean for you?

https://www.howtogeek.com/782668/the-brain-implant-future-is-almost-here.-are-you-up-for-it/

8 Cybersecurity Tips to Stay Protected in 2022 MARSHALL GUNNELL

As new technology emerges, cybersecurity protocols also evolve. However, there are some basic tips you should carry with you everywhere to stay better protected against cyber attacks. Here are some general rules to follow to stay safe in 2022.

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Use Strong Passwords and a Password Manager
Use Two-Factor Authentication (2FA)
Double-Check That Link Before You Click
Use a VPN When On Public Wi-Fi
Keeps Apps and Devices Up-to-Date
Don't Jailbreak Your iPhone
Don't Store Sensitive Info on Your Phone (and Always Use a Passcode Lock)
Use Privacy-Focused Apps

https://www.howtogeek.com/778547/cybersecurity-tips-to-stay-protected/#autotoc_anchor_6

Did You Know? You Can Drag and Drop Browser Links to Your Desktop BENJ EDWARDS

In at least four major browsers—Chrome, Edge, Firefox, and Safari—on Windows, Mac, and Linux, you can easily drag and drop a shortcut link to a website straight to your desktop. Here's how to do it.

https://www.howtogeek.com/776449/did-you-know-you-can-drag-and-drop-browser-links-to-your-desktop/

How to Attach a Folder to an Email MAHESH MAKVANA

Do you want to attach an entire folder to an email instead of individual files? If so, you'll have to first turn your folder into a ZIP file, as email services don't allow attaching folders to email. Here's what to do.

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Attach a Folder to an Email on Desktop
Attach a Folder to an Email on Android
Attach a Folder to an Email on iPhone or iPad

https://www.howtogeek.com/778912/how-to-attach-a-folder-to-an-email/

Meet Chrome OS Flex, Google's new weapon for desktop domination By JR Raphael, Contributing Editor, Computerworld

Google's Chrome OS platform has come a ridiculously long way in an incredibly short time.

Back when it launched in 2010, Chrome OS truly was just a browser in a box — a dead-simple operating system designed to act as a portal to the web and not much more. The software had no desktop, no task bar, and barely even anything in the way of settings. It was essentially just a full-screen browser window — and that's it.

Fast-forward to 2022, and Chrome OS is a fully featured and impressively polished computing solution. Between the platform's ongoing expansion and the rapid evolution in how we all use computers, Chromebooks are now a genuinely practical and often advantageous option for business, personal, and education-related use.

The trick now for Google, particularly on the business front, is getting companies to give up the Windows habit and actually give Chrome OS a try.

Part of that challenge is closing the gaps with how some companies still approach computing. Plain and simple, while Chrome OS might be able to handle 95% of a typical organization's needs, lots of places still rely on legacy programs that operate only in the Windows environment. So a little over a year ago, Google came up with a way to handle that and offer enterprises the ability to run Windows apps within Chrome OS with virtually no ongoing effort. https://www.computerworld.com/article/3649716/chrome-os-flex.html?utm_source=Adestra&utm_medium=email&utm_content=Read%20more%3A%20Meet%20Chrome%20OS%20Flex%2C%20Google%27s%20new%20weapon%20for%20desktop%20domination&utm_campaign=Computerworld%20US%20First%20Look&utm_term=Computerworld%20US%20Editorial%20Newsletters&utm_date=2022021620565 9&huid=2e069a68-47a7-495a-9e62-068d680c5f4b

How to Clear Cache and Cookies in Google Chrome
MARSHALL GUNNELL

If you're trying to fix loading or formatting issues to improve your browsing experience on Google Chrome, clearing your cache and cookies is an excellent place to start. Here's how and what happens when you delete them.

https://www.howtogeek.com/661729/how-to-clear-cache-and-cookies-in-chrome/

What's New in Chrome 98, Available Today JOE FEDEWA

We're kicking off February 2022 with a new release of Google Chrome. Version 98 of the popular browser brings a new "Privacy Guide" for checking up on some important settings, cleaner emojis, and a new screenshot tool. Let's take a look.
https://www.howtogeek.com/782992/whats-new-in-chrome-98/

How to Start Google Chrome Without Extensions on Windows BENJ EDWARDS

If you need to troubleshoot Google Chrome—or just want a leaner, faster experience—it can be helpful to temporarily run the browser with all of your extensions disabled. There's an easy way to do it in Windows 10 or Windows 11, but it's not obvious. We'll show you how.
https://www.howtogeek.com/779557/how-to-start-google-chrome-without-extensions-on-windows/

How to Turn On (or Off) Closed Captions on YouTube

MAHESH MAKVANA

If you are deaf, hard-of-hearing, or just somebody who prefers having subtitles while watching videos, it's easy to turn on closed captions for your YouTube videos. Here's how to do that on desktop and mobile.

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What Are Closed Captions on YouTube?
Enable (or Disable) Closed Captions for a Specific YouTube Video
Enable (or Disable) Closed Captioning for All YouTube Videos

HTTPS://WWW.HOWTOGEEK.COM/778647/HOW-TO-TURN-ON-OR-OFF-CLOSED-CAPTIONS-ON-YOUTUBE/

Firefox 97 Is Out, and It Removes a Bunch of Themes (Unless You Do This) DAVE LECLAIR

If you're a Firefox user, it's time to get excited because there's a new version of the browser available to download right now. Firefox 97 removes the colorway themes and adds Windows 11-style scrollbars to the browser (along with the usual set of fixes and tweaks).

RELATED Try Firefox's Colorful New Theme System Before It's Gone

The most significant change that made its way to Firefox 97 is the removal of the colorway themes, which were always meant to be available for a limited time. They were added in Firefox 94, so they made it through a few versions before being retired, as was the plan.

Thankfully, if you really like the colorway themes, you can keep your favorite one by having it enabled when the feature expires. You won't be able to switch between all 18 after that, but at least the theme you've enjoyed for the last couple of months will stick around.

Another notable change is that Firefox now supports the new style of scrollbars on Windows 11, which means the browser will blend in better with the rest of Microsoft's operating system. While the scrollbars didn't exactly break the browser experience, it's still nice to have it blend in a little better with the OS.

Mozilla also released some minor tweaks and fixes for its browser in Firefox 97. You can download the latest version of the browser right now and give it a try for yourself.

Mozilla Firefox Is Now a Better VPN Browser Than Chrome
DAVE LECLAIR

Multi-Account Containers is one of Firefox's most remarkable features. It just got better, as you can now use it to connect Firefox VPN to multiple servers as you switch back and forth between accounts.

Firefox is taking a significant step ahead of other browsers in terms of VPN functionality by adding support for its Multi-Account Containers feature, as announced in a blog post by Mozilla. Having the ability to switch between VPN servers quickly makes Firefox a terrific browser option for anyone who regularly connects to a VPN (specifically, to Mozilla's VPN).
https://www.howtogeek.com/783728/mozilla-firefox-is-now-a-better-vpn-browser-than-chrome/

How to Restart Mozilla Firefox BENJ EDWARDS

If you need to troubleshoot Firefox (or your add-ons) on Windows, Mac, or Linux, you can restart the browser from within the app without losing any of your open tabs. Here's how to do it.
https://www.howtogeek.com/779313/how-to-restart-mozilla-firefox/

How to Create a Guest Account on Windows 11
JOE FEDEWA

An easy way to share your computer is to use a dedicated guest account. They can have their own space without access to your personal stuff. We'll show you how to create a guest account in Windows 11.

Unfortunately, it's not as easy as it once was to create a guest account in Windows. There are two ways we can get around this. Both methods will create password-free local accounts that anyone can use. We'll show you each method works.
https://www.howtogeek.com/779862/how-to-create-a-guest-account-on-windows-11/
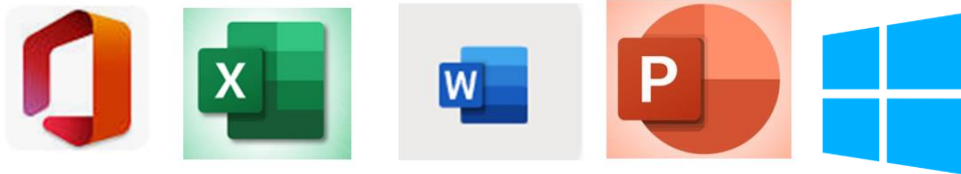
Microsoft 365 Portable Genius is FREE for a Limited Time ($12.00 Value)

Microsoft 365 makes the world of business go around, but if you're not familiar with the service, work may be harder than it has to be. From Word, to Excel, to PowerPoint, and more,

Microsoft 365 Portable Genius addresses 11 key topics that will help you become a master of getting stuff done. [Claim your free copy here.](#)

How OneDrive Works: the Very Basics
Where to place your files and what OneDrive does with them.

by [Leo A. Notenboom](#)
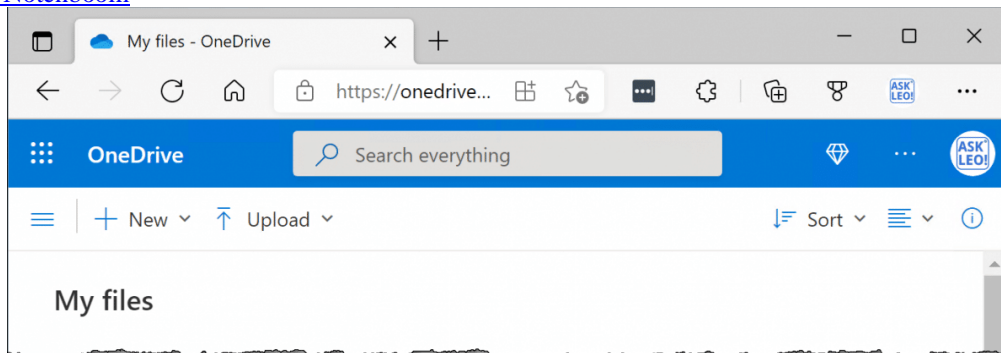
Microsoft OneDrive online. (Screenshot: askleo.com)

OneDrive is a free, useful service. Learn the basics here.

I want to understand the ramifications of copying files to OneDrive versus moving files to OneDrive.

I think a good way to answer your question is to review what OneDrive does, how it works, how it relates to the files on your [hard disk](#), and how all that relates to "the [cloud](#)".

OneDrive Basics

OneDrive monitors a specific folder on your computer — C:\Users\<login id>\OneDrive — for files, folders, and changes. Items added or changes made are automatically uploaded to OneDrive.com cloud storage, where you can access them online. Files not within the OneDrive folder on your computer are not involved in OneDrive in any way.

Life without OneDrive

Without OneDrive, your files are stored on your computer in the folder(s) you select.

For example, you might have a document — I'll call it "example.docx" — in your Documents folder. On your hard drive, then, that file would live in the folder:

    C:\Users\<login id>\Documents

And its full path would be

    C:\Users\<login id>\Documents\example.docx
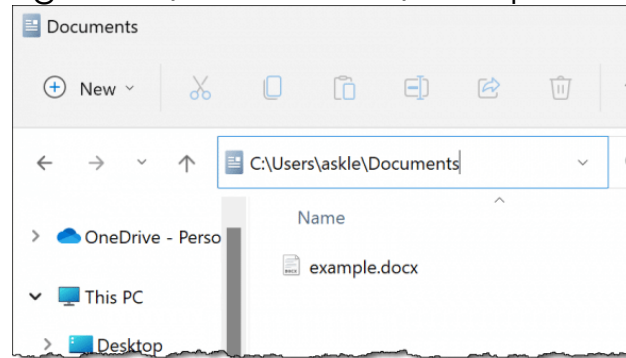
example.docx in the Documents folder. Click for larger image. (Screenshot: askleo.com)

   Until you back up your machine or make a copy of this file some other way, that's the only place it lives; it's the one and only copy of your file.

OneDrive starts with files in a folder on your machine

    OneDrive starts out the same way; just in a different folder. Say you put your example document in your OneDrive folder. On your hard drive, then, that file would live in the folder:

    C:\Users\<login id>**OneDrive**

And its full path would be

    C:\Users\<login id>**OneDrive**\example.docx
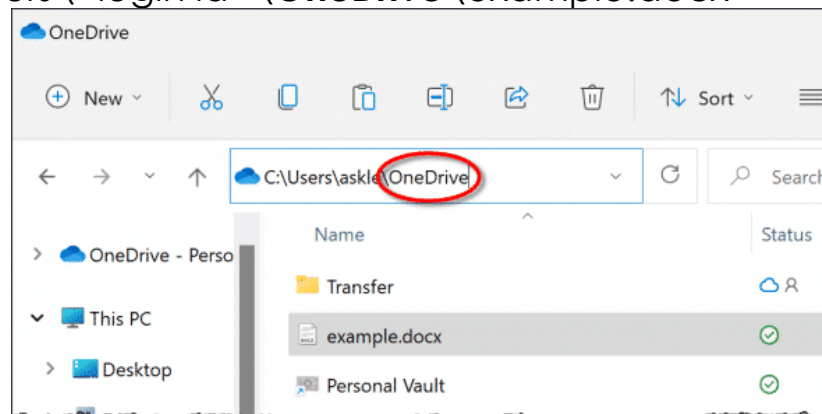
example.docx in OneDrive. Click for larger image. (Screenshot: askleo.com)

There's nothing really different about this. It's just a file in a folder…
Until you have the OneDrive app running and are signed in to your
Microsoft/OneDrive account.

OneDrive automatically copies to the cloud

Any file you put in your OneDrive folder is automatically copied to the
OneDrive cloud servers and made available in your OneDrive account.[1]
What that means is that shortly after
C:\Users\<login d>**OneDrive**\example.docx
has been created, you'll find a copy of the file online in your OneDrive cloud
storage. To create the account go to
https://www.microsoft.com/en-us/microsoft-365/onedrive/online-
cloud-storage
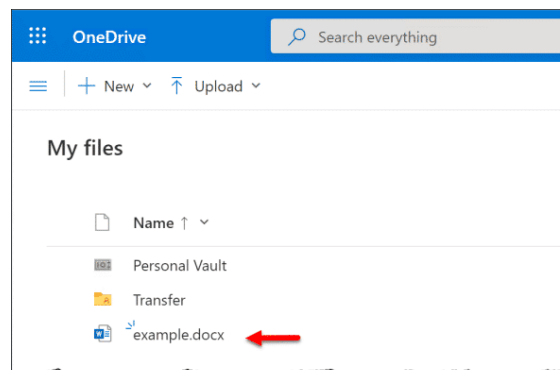
example.docx in OneDrive online.
Click for larger image. (Screenshot: askleo.com)
The file now exists in both places —

- On your machine, in the OneDrive folder
- In the cloud, in your OneDrive.com account

— because you placed the file in your OneDrive folder on your
machine.

OneDrive counts subfolders

Let's say you have many files and folders and sub-folders full of
documents and more. As long as they're "underneath" the
OneDrive folder on your machine, they're "in" OneDrive.
For example:
C:\Users\<login id>**OneDrive**\Project1\Support
Documents\Excuses\reasons-we-fail.docx

is "in" OneDrive, because it exists within, or "underneath" the OneDrive folder. That means that all the subfolders and all the files underneath the OneDrive folder are also automatically uploaded to your OneDrive account online.
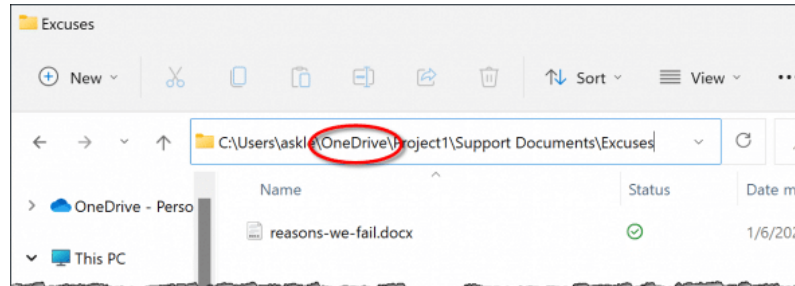
A project document deep in OneDrive. Click for larger image. (Screenshot: askleo.com)

All because you placed those files anywhere within your OneDrive folder.

Files elsewhere are unaffected

Only files within the OneDrive folder are managed by OneDrive.

What this means is that our original example:

C:\Users\<login id>\Documents\example.docx

is not within the OneDrive folder, and thus *is not affected* by and has nothing to do with OneDrive. OneDrive is nowhere in its path.

It's just a file on your machine, and nothing more.

Now we can get to your answer.

Copying a file to OneDrive

Copying creates a duplicate of the original file.

So if we start with our example:

C:\Users\<login id>\Documents\example.docx

and *copy* it to OneDrive:

C:\Users\<login id>**OneDrive**\example.docx

Then there are now two copies of the file: one within OneDrive, and one not.

Related: Beware: Microsoft can really, and I mean *really*, set things up so that "Documents" is very confusing. The "Documents" I'm talking about is "C:\Users\<login id>\Documents". To understand the confusion, see: Why Is My OneDrive Full?

In addition, after the copy is put into the OneDrive folder, OneDrive notices the new file and uploads it to OneDrive.com online.
There are now three copies of the file:

- One in Documents, on your machine.
- One in OneDrive, on your machine.
- One in OneDrive.com, online.

If you delete or change the file in Documents, it will have no effect on the file on OneDrive, as they are completely separate files. Similarly, if you delete or change the file in OneDrive, it will have no

Moving a file to OneDrive

effect on the file in Documents for the same reason.By moving, we are simply changing the location of a file on your hard disk.

Once again starting with our example:

C:\Users\<login id>\Documents\example.docx

if we *move* it to OneDrive:

C:\Users\<login id>**OneDrive**\example.docx

Then there is only one copy of the file on your hard disk: within OneDrive. Moving just changed its location.[3]
In addition, after the move is made, OneDrive notices the file and uploads it to OneDrive.com online.
There are now two copies of the file:

- One in OneDrive, on your machine.
- One in OneDrive.com, online.

OneDrive synchronization

One feature of OneDrive I've not yet talked about is synchronization. It is simply this:

- If a file within your OneDrive folder changes or is deleted, it is uploaded to or deleted from your OneDrive.com online.[4]

This is one of the reasons I sometimes refer to OneDrive as "nearly continuous backup". Every time you hit "save" on any document that is stored anywhere in the OneDrive folder on your machine, the saved file is then also uploaded to the cloud.
Perhaps as important in terms of your question, this is *not* true for any files or folders that are *not* within your OneDrive folder.

There's more to OneDrive

OneDrive has many more features than what I've described above, but understanding this fundamental function is enough to begin putting it to use. With that under your belt, you'll be able to explore what more you can do.

Do this

Take a few minutes to understand the basics of OneDrive. Consider using it for at least a minimal amount of near-real-time [backup](). It's free and it's useful. You don't have to explore or understand its more complex features.

Then, [subscribe to Confident Computing]() for more tips and explanations. Less frustration and more confidence, solutions, answers, and tips in your inbox every week.

Related Questions

Is it a good idea to use OneDrive?

I believe it's a very good idea to use OneDrive, even at its most basic, as a form of almost real-time backup. As a bonus, the backup is independent of your location, and you can access it from anywhere.

What are the disadvantages of using OneDrive?

There are few disadvantages to using OneDrive. If you have a slow internet connection, it might be slow itself or cause other activities to slow down as it synchronizes files. As long as you maintain basic security on your Microsoft account, there's really no reason to avoid it.

How do I transfer files to OneDrive?

The easiest way to transfer files to OneDrive is to install or enable OneDrive on your computer and then copy or move files into the OneDrive folder. They'll be automatically uploaded to the cloud. Alternately, you can visit OneDrive.com on the web, sign in with your Microsoft account, and upload there.
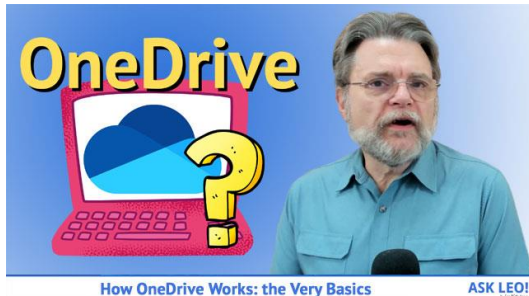
To view the AskLeo video:
Just click on the highlighted link below

(Duration: 11:31 — 10.2MB)

To read the full AskLeo article:
Copy this link and paste it into your browser
or Ctrl + Click to follow link.
https://askleo.com/how-onedrive-works-the-very-basics/

How to Quickly Locate Your Mouse Pointer on Windows 10
BENJ EDWARDS

How often do you lose your tiny Windows 10 mouse pointer in your football sized display? It is so frustrating to try and find that tiny little critter. There's a way to quickly locate the wayward arrow by pressing the Ctrl key. Here's how to turn it on.
https://www.howtogeek.com/718871/how-to-quickly-locate-your-mouse-pointer-on-windows-10/

How to Screenshot on Windows 10
CHRIS HOFFMAN

By taking a screenshot, you can capture an image of your entire display—or just an area of it. Windows 10 has a variety of built-in tools for easily capturing a screenshot, and we've also got some even more powerful third-party tools to recommend.

Update: Did you update to Windows 11? Don't worry, taking a screenshot on Windows 11 is easy.
https://www.howtogeek.com/226280/how-to-take-screenshots-in-windows-10/

How to Use the Navigation Pane in Microsoft Excel

SANDY WRITTENHOUSE

To move around your workbook easier, find the content you need faster, and update basic properties in one spot, the Navigation pane in Microsoft Excel is a handy tool. Let's take a look at how you can use it.

Microsoft introduced the Navigation pane to provide a better Excel experience to those with disabilities, those using an unfamiliar workbook, and those who have tons of sheets in a workbook. The tool offers a way to quickly move to a sheet, chart, table, or object as well as a search to find exactly what you need in a flash.

https://www.howtogeek.com/776709/how-to-use-the-navigation-pane-in-microsoft-excel/

How to Create a Pivot Table in Microsoft Excel

SANDY WRITTENHOUSE

If you're like many spreadsheet application users, you might feel intimidated by pivot tables. But if you start with the basics and learn how to build a pivot table in Microsoft Excel, it can become your favorite feature.

https://www.howtogeek.com/779789/how-to-create-a-pivot-table-in-microsoft-excel/

How to Merge Two Columns in Microsoft Excel

SANDY WRITTENHOUSE

Some tasks for taking care of data in Excel are intuitive, like inserting currency. Then there are others that are not, like combining

columns. We'll show you a few different ways to merge two columns in Microsoft Excel.

You may have imported data from an external location or had someone enter data in your sheet. If you end up with two columns that would work better as one, you can combine them using an operator or a function.

https://www.howtogeek.com/782211/how-to-merge-two-columns-in-microsoft-excel/

12 Basic Excel Functions Everybody Should Know
SANDY WRITTENHOUSE

Microsoft Excel contains many functions that allow you to perform tasks without a calculator or extra work. But if you're unfamiliar with formulas, it can feel intimidating. Here, we've listed 12 simple but useful Excel functions to get you started.

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https://www.howtogeek.com/765624/basic-excel-functions-everybody-should-know/

How to Create a Project Timeline in Microsoft Excel

SANDY WRITTENHOUSE

Are you managing a small project or tasked with creating a timeline for one? Without extensive tools like a Gantt chart or expensive software like Microsoft Project, you can create a simple project timeline right in Microsoft Excel.
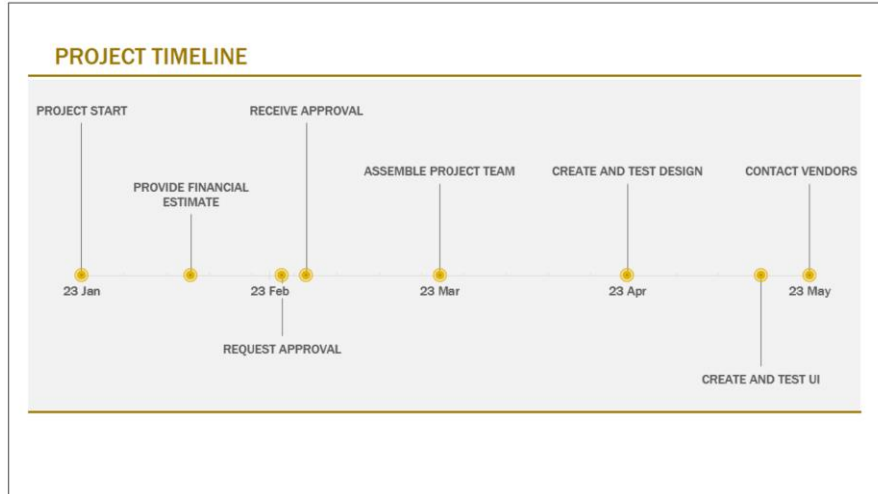
How to Lock an Object's Position in Microsoft PowerPoint

SANDY WRITTENHOUSE

Have you ever accidentally moved an item in your slide and then had to spend time putting it where it was? In Microsoft PowerPoint, you can lock an object in position. This prevents those mistaken moves and wasted time.

## How to Add Titles to Slides in Microsoft PowerPoint
SANDY WRITTENHOUSE

You may not think much about using slide titles for your presentations. But for accessibility and the use of other features, slide titles are important. Here, we'll show you how to add titles to slides in Microsoft PowerPoint.

For those using screen readers, slide titles are essential. And if you use features like custom slide shows or hyperlinks to slides in your presentation, slide titles are necessary elements.

Just a Bit of Humor

"More documents to shred? I feel I have more to offer this company than sharp claws."
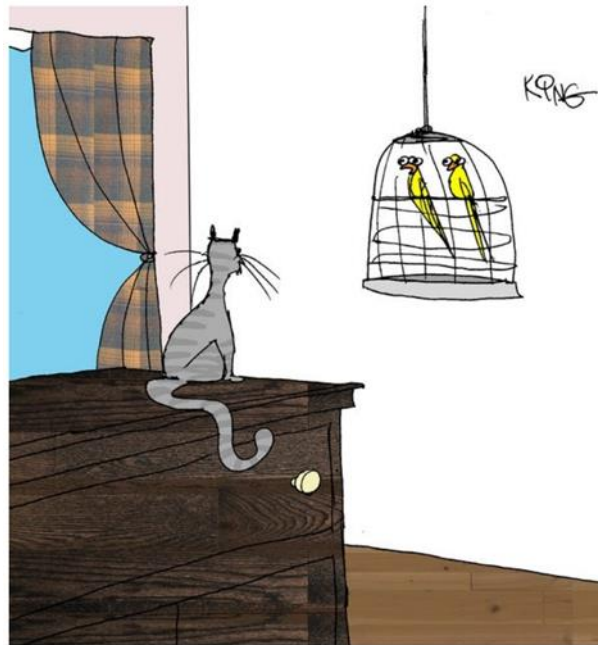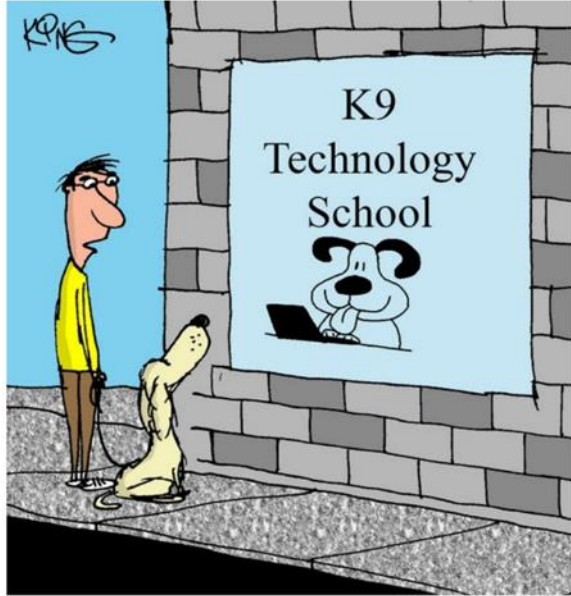

"I think we have a lurker, but I get the feeling he's not one of those passive observers."

COMPUTER TECH SUPPORT? ALRIGHT... I'VE REMOVED ALL OF MY COOKIES... NOW WHAT?

"I should take all our old computers, gadgets and phones out of the attic. The ceiling can no longer take the weight."
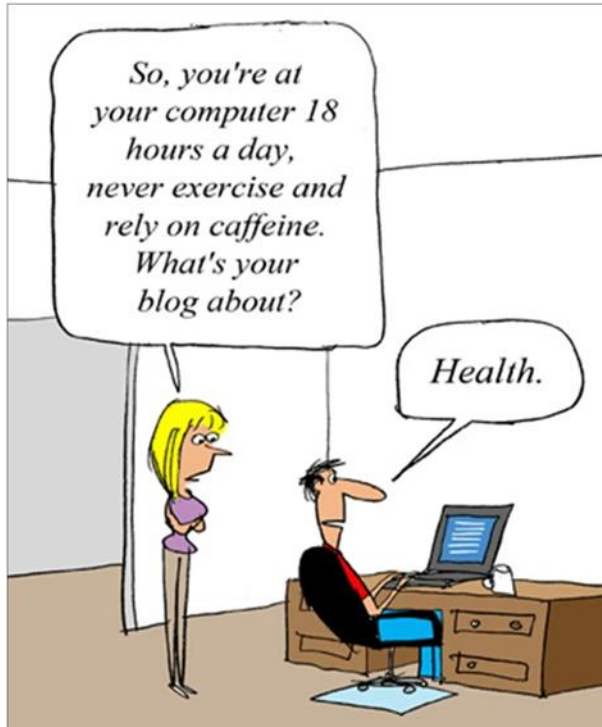

"This isn't obedience school. This is much more useful."

"It's OK to close tabs. Just click on it. Once you realize that you don't need that many open, it'll get easier. You can do this!"

"It's not that I didn't understand the assignment, I couldn't figure out how to use the school's outdated computer."

So, you're at your computer 18 hours a day, never exercise and rely on caffeine. What's your blog about?

Health.

"That bird looks just like your drone."

"Every time I got frustrated with my computer, I would slam on the keyboard. This time the keyboard fought back."

"The pilots are trained on all the plane's technology, but they're still having a hard time with the backup camera."

bye

There will not be a newsletter next month.
The staff will be out of commission.

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