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The Digital

# Viking



## Twin Cities

PC USER GROUP

NEWSLETTER

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*TC/PC Exists to Facilitate and Encourage the Cooperative Exchange of PC Knowledge and Information Across All Levels of Experience*

**June 2018**

**Membership Information** 2

**Alexa...What Can**

**You Do?** ..... 3

**Be Prepared** ..... 5

**Nibblers** ..... 6

**SIG Information**..... 10

**TC/PC Calendar**..... 11

**One Dongle to**

**Rule Them** ..... 12

**One Drive**

**Files on Demand**..... 13

**Membership Application** 15

**Maps to Events** ..... 16

## General Meeting Tuesday, June 12, 2018 7:00 PM

### Annual Meeting and Pizza Party

**Summit Place  
8505 Flying Cloud Drive  
Eden Prairie, MN 55344**

This is your chance to comment, compliment, and complain about the direction the club is headed and, better yet, a chance to socialize with other club members at Punch Pizza at TC/PC's expense. What's not to like? Hope to see a good turn-out and some suggestions for meeting topics. A special thank you to Carl Larson this year for several suggestions for meeting topics that, thankfully, Jack Ungerleider ran with. Thank you, Carl and Jack! ☺

**Note:** Saturday SIG leaders are on well-deserved summer vacations, so no Saturday SIGS June through August. They will be back in September. Last month's calendar mistakenly listed SIGs on Saturdays in June. Always check [www.tpc.com](http://www.tpc.com) for schedules! ☺

TC/PC is a Member of



**24-Hour Information • [www.tpc.com](http://www.tpc.com)**  
Application form inside back cover

# The Digital Viking

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Contact Sharon Walbran at: SQWalbran@yahoo.com

Deadline for ad placement is the 1<sup>st</sup> of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: Twin Cities PC User Group

## TC/PC 2016-2017 Board of Directors

Meets once or twice per year. All members welcome to attend.

Visit [www.tpc.com](http://www.tpc.com) for meeting details.

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## TC/PC Member Benefits

Product previews  
and demonstrations

Special Interest Groups  
Monthly Newsletter

Discounts on products  
and services

Contests and prizes

## Business Member Benefits

All of the above PLUS:

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payment of each renewal

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Viking* Newsletter

Up to 5 newsletters mailed to  
your site  
(only a nominal cost for each  
additional 5 mailed)

## Newsletter Staff

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Jeannine Sloan

# Alexa... What can you do?

By Phil Sorrentino, Newsletter Contributor

December 2017 issue, Sarasota Monitor, [www.thestug.org](http://www.thestug.org)

[philsorr \(at\) yahoo.com](mailto:philsorr@yaho.com)



Alexa is a Digital Assistant. If you have access to an Amazon Echo or Amazon Echo Dot, ask Alexa "What can you do?" Alexa will tell you "A lot. You can tell me to turn up the volume, play music, create a To Do list, or look up a topic on Wikipedia." Finally, it will suggest, "To find out more, check out the Things to Try page in the Alexa App." (If you don't have a device, befriend someone who has one and give it a try.) When you go to the Amazon Echo App and choose Things to Try, you will see quite an impressive list headed by "What's new?" (new things Alexa can do), and Echo Show (an ad for the new Echo Show device). And 28 more topics, alphabetically arranged, starting with "Ask questions," "Calling and messaging," and "Check your calendar."

These are many of the things that you can try after you get over asking: "Alexa, what is the temperature," "Alexa what time is it," and "Alexa, tell me a joke."

A Digital Assistant is a complex piece of software that can perform many tasks or services for the user. A Digital Assistant typically includes access to large databases and includes Artificial Intelligence (AI) capabilities. The Digital Assistant software runs on a Server, aided by the App running in the local device (smartphone, computer or dedicated device like the Echo). Remember Client-Server Technology? Digital assistants typically are voice controlled and provide verbal and/or action results (like answering a question or turning a light on or off). Amazon's Alexa is just one of



Hey Cortana



the digital Assistants that are finding their way into regular use. Others that you may be familiar with are Google's "Ok, Google," Apple's "Siri," Microsoft's "Cortana," and Samsung's "Bixby."

(Siri has been around the longest and appears to have the largest user base, followed by Google and Alexa.) All of these can provide answers to basic time and weather questions, and even basic information lookup questions. Alexa is unique in that it is accessed by use of the Amazon Echo, Echo Dot, or Echo Show devices, not by a computer or smartphone (though you need a smartphone to setup many of its capabilities). Google's Assistant, which is like Alexa, can be accessed by a smartphone (or tablet), and the Google Home device. The Google Home device is like the Amazon Echo device.

Going back to Alexa's list of "Things to Try," there are many things that can be very useful in your daily routine, such as Control of smart home devices, Control music, check your calendar, setting alarms, timers and reminders, Creating ToDo and Shopping lists. Some of these things are inherent and are part of Alexa, and some of these require additional support in the form of "skills." Skills are

Amazon's term for additional support from a source other than Alexa or the Alexa App. To see a comprehensive list of these skills, just Google "Amazon Skills," and select "Amazon.com: Alexa Skills."

- Setting a timer is built into Alexa. All you have to do is say "Alexa, set a "Name of timer" for "number of minutes," for example: Alexa, set a "Cook the rice" timer for "15 minutes." In 15 minutes, Alexa will announce "Cook the rice timer" is done." Alexa will continue to announce it until you acknowledge it by saying "Alexa, Stop." (I know battery operated kitchen timers are cheap and reliable, but you typically can't set them by voice.)
- You can also set Alarms for specific times, like "Alexa, set an alarm for 7 in the morning." The alarm, when it occurs, is a pleasant sequence of gentle tones. Again, to stop the alarm tones, just say "Alexa, Stop."

Another nice feature built into Alexa is the ability to create and maintain a ToDo list and a Shopping list. To add an item to the ToDo list just say, "Alexa Add "Item name" to the ToDo list, like "Alexa add Check the Oil" to the ToDo list. And similarly, to add something to the Shopping list, just say "Alexa, add "Food name" to the Shopping list, like "Alexa, add Butter to the Shopping list." After you make either of these requests, Alexa will respond and indicate that the item has been added to the requested list. Creating a list is all well and good, but the nice benefit here is that when you look at the Alexa App on your smartphone, your Shopping and ToDo lists are there and immediately updated. So, now your shopping list is available the next time you are at the food store, and your ToDo list is available when you get to Home Depot parking lot and wonder why you drove there.

Another feature I found useful was the ability to check and maintain my calendar. Alexa can be set up to use many calendars, including the Google Calendar. Once the calendar is set up, you can inquire about the activities on your calendar just by saying "Alexa, what is on my calendar for today," or "Alexa what is on my calendar for the next two days." (Alexa can report the activities on your calendar for today, tomorrow, or even four days from now, but will not report activities that happened in the past.) You can even add items to your calendar just by saying "Alexa add "Appointment" to my calendar," like "Alexa, Add "Dentist next Tuesday at 10 in the morning" to my calendar." Alexa will respond that the appointment has been added for the desired date and time. And just as you would expect, when you look at your calendar, on your smartphone or computer, you will see the new appointment. And of course, you can delete items using Alexa. And, you still have complete control over the calendar with your computer or smartphone.

Home automation is another area where Alexa can be very useful. Home automation can take the form of controlling lights, locks, thermostats, and a security system. To accomplish these types of tasks, an appropriate Alexa compatible device and a "skill" for that device will have to be set up. But, once these things are in place, Alexa (as well as your smartphone) can control those devices. I set up a tp-link, Alexa compatible, LED light and obtained the tp-link skill, and once set up I was able to control the light just by saying "Alexa turn on (or off) the living room lamp". (Very cool, sure beats the old X-10 control system.) Maybe an Amazon Echo or a Google Home can help you with some of your daily activities. 🖥️

[Go to Page 1](#)

## Be Prepared

By Ken Goodman, Member, Central Kentucky Computer Society

February 2018 issue, CKCS newsletter

[www.ckcs.org](http://www.ckcs.org) , [newsletter \(at\) ckcs.org](mailto:newsletter@ckcs.org)

It's happened to many of us. We've made a mistake, hardware crashes or an update causes our PC to go south. You never know when it will happen, but it does. I've developed a plan for just those occasions that helps make the recovery easier.

The first step is an image backup. This allows you to recover the entire system if your hard drive crashes or it is corrupted. Most external hard drives have a program that will do this, or you can use a program such as Acronis Backup. Make sure that you have the backup recovery program saved some place safe so that you can recover the system.

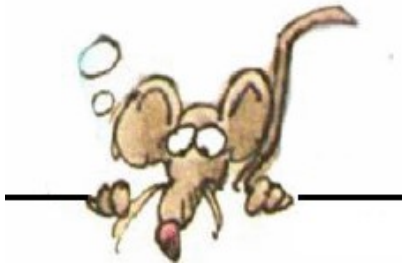
The next step is a second backup, this time of all my personal files. I prefer this to be stored in the cloud. This can get a few, or all my documents, pictures, music, etc. back when I recover. If you own Microsoft Office 365 you have a large cloud repository on One Drive. If not, there is Google Drive, Dropbox, etc. You can also use the windows built-in backup File History available in the Setting app.

Once I have all my backups in place, I create two additional resources. These are a copy of all my currently installed or saved software I have downloaded. I set up a library in file manager called Software and move my downloaded software to it. I categorize the library into folders. They include Applications, Internet or Online, Games, Graphics or Pictures, Multimedia or Music & Video, and Tools or Utilities. I also make sure that this library is backed up with my personal files.

The second of these resources is a catalog of all my software keys. Have you ever tried to install a program on your new computer and lost the key? If so, you understand that this will save you from repurchasing the program. I keep this information in two places. The first is a loose-leaf binder labeled 'Software Bible' with A- Z indexes. When I receive a key for a piece of software, I print the email and the file sheet(s) in my binder under the programs name. The second place I store this information is in a saved folder on my e-mail account. My primary email is setup as 'imap' so that it retains the emails I do not delete in the cloud as well as bringing it into my computer through my e-mail program. I can then use my e-mail to search for the program and retrieve the key. If that doesn't work I have the 'Software Bible' as a backup.

I hope this will help you to be prepared for an emergency or a new computer. 

[Go to Page 1](#)



# NIBBLERS

By Jeannine Sloan

## Myths about Artificial Intelligence

You can differentiate between a machine and a human. AI is already writing financial news, sports stories and weather reports, and readers aren't noticing. "I fear that AI may replace humans altogether," Stephen Hawking told Wired in 2017. The truth is we simply don't know where AI will lead us,...

Read the Washington Post article:

<https://tinyurl.com/y9vphy2e>

## Keyboard Shortcut

Windows Logo key + g will temporarily turn on the Gaming Toolbar. If you do not use your computer for gaming turn it off to save resources. It disappears in seconds.

## How to Clean up Windows 10 to Gain Disk Space

Here are our top tips to efficiently use the inbuilt features to clean up windows 10 files and gain space on Windows 10. We recommend to backup Windows 10 system before beginning the cleanup process.

<https://mashtips.com/clean-up-windows10-disk-space/>

## SpaceNews

factories as OneWeb's telecom satellites. Credit: NASA

<http://spacenews.com/startup-with-softbank-airbusinvestment-planning-video-constellation-with-severalhundred-satellites/>

## Tech Rescuing Endangered Journalists

"The idea is to say to the people who would arrest or kill a journalist that if they do so there will be 10, 20, 30, or perhaps 40 journalists who will continue his work, and make sure that the story doesn't get killed as well, but continues and makes more noise." Laurent Richard

[https://www.cjr.org/the\\_media\\_today/daphne\\_project\\_forbidden\\_stories.php](https://www.cjr.org/the_media_today/daphne_project_forbidden_stories.php)

## Windows 10 Diagnostic Data

This article describes diagnostic data collected by Windows at the Full diagnostic data level (inclusive of data collected at Basic), with comprehensive examples of data we collect per each type. For additional, detailed technical descriptions of Basic data items, see Windows 10, version 1709 Basic level diagnostic events and fields and Windows 10, version 1703 Basic level diagnostic events and fields.

Intro article found here:

<https://docs.microsoft.com/en-us/windows/configuration/windows-diagnostic-data-1703>

## Windows 10 Help, Tips and Tricks

All our Windows 10 help and how-to posts can be found right here. From beginner topics through to the more advanced users, we're here to help everyone who uses Windows 10: All versions. <https://www.windowcentral.com/windows-10-help>

## Keep Scrollbars Always Visible

How to prevent Windows 10 from hiding scrollbars automatically with a new option available with version 1803. In order to prevent scrollbars from hiding automatically on Windows 10, use the following steps:

Open Settings: Under "Simplify and personalize Windows,"

Turn off the Automatically hide scrollbar in Windows toggle switch.

Click on Ease of Access.

Click on Display.

<https://www.windowcentral.com/how-keep-scrollbar-always-visible-windows-10-april-2018-update>

## Best USB Type-C Adapters as of May 2018

The adapter you require depends on what you need to do. Whether it's to change a USB Type-C port into a Type-A (or the other way around), hook up various older devices to a new Ultrabook, or connect a smartphone to a PC, there are various options available. We rounded up a few that will cater to different requirements, but the best option to get the job done with loads of features is the HooToo hub.

<https://www.windowcentral.com/best-usb-c-adapters>

## Stop Auto-Play Videos on Browsers

Having the ability to turn off auto-play within the browser settings is always a welcome option. In addition to that, being able to add website exceptions makes the browsing experience much more personal. However, it seems more developers are bringing this feature into their browsers. In time, this may become a universal option for all browsers, and third-party extensions may no longer be required to perform these tasks. Always keep your browser up to date for the latest features.

<https://mashtips.com/stop-video-auto-play-browser/>

## How to use Google Drive

It's probably one of the easiest cloud services to start using. So, rather than providing you with every detail under the sun, this guide offers a brief introduction to the Drive interface, allowing you to better navigate and use the suite.

<https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&hl=en>

Intellectual property has the shelf life of a banana. **Bill Gates**

## App Volume and Device Preferences

You can customize sound settings for each app in Windows 10. Follow these steps:

Open Settings

Left-click on Sound

Scroll down and left-click on Other Sound Options

The apps you use will be listed with controls for volume, input and output device choices.

Make adjustments wanted

## Taming Cling Wrap

Having trouble getting plastic wrap over your product without it sticking to itself too soon? Try putting the roll in the freezer for a few minutes. Or store it there.

## Open System Configuration tool by using the Start Menu (Windows 10 only)

Unlike Windows 7 and Windows 8.1, Windows 10 also includes a shortcut for System Configuration in the Start Menu.

Open the Start Menu and scroll down to the Windows Administrative Tools. In this folder, click or tap the System Configuration shortcut.

<https://www.digitalcitizen.life/ways-start-system-configuration-windows>

## Preventing-5-Household-Bugs-Infesting-Your-Home

U.S. Environmental Protection Agency's rule of thumb: If a crack can hold a credit card, it could hide a bed bug. Do a sealant sweep of the house to keep unwanted visitors at bay. Read more here:

<http://mentalfloss.com/article/541383/diy-tips-preventing-5-household-bugs-infesting-your-home>

## Review of Computer Terms

Machine language - All computers and electronic devices communicate in binary, which is a series of 0's and 1's or Off and On electrical signals.

All software written on your computer is created in a high-level programming language that humans can

understand. When complete, the program is compiled into a low-level machine language that computers understand

Software and Hardware - Software is instructions and code installed into the computer, like the Internet browser you're using to view this page. Hardware is a physical device you can touch, like the monitor you're using to display this page. See the differences between computer hardware and software for more information

## Review of Computer Terms

Transistors - The computer contains millions of transistors, which are used to create machine language using logic gates that turn on and off the circuits.

ASCII codes - Each binary 0 or 1 is considered a bit and each number, letter, or other character is made up of eight bits (one byte). A common method for storing and editing text is done with ASCII codes, which is one byte of binary. For example, the lowercase letter "a" has an ASCII code decimal value of 97, which is 01100001 in binary.



## How to Block an Unwanted Number On Any Smartphone

Whether you've become inundated with calls from telemarketers or just want to avoid getting them from a certain someone, it's easy to block unwanted calls.

[https://www.digitaltrends.com/mobile/how-to-block-anumber/?utm\\_source=feedly&utm\\_medium=webfeeds](https://www.digitaltrends.com/mobile/how-to-block-anumber/?utm_source=feedly&utm_medium=webfeeds)

## Blockchain in Retail: Changing the Shopping Experience

Examples of blockchain inventory and supply chain management systems include those developed and launched by IBM, Microsoft, and Mojix. These retail-oriented blockchain platforms are set to transform how retailers can align their inventory with end-user demand for an enhanced shopping experience. WAVE is another example of a blockchain company that offers a decentralized database that leverages blockchain to document every action in a supply chain.

Interesting article here:

[https://readwrite.com/2018/05/17/blockchain-in-retail-changing-the-shoppingexperience/?utm\\_source=feedly&utm\\_medium=webfeeds](https://readwrite.com/2018/05/17/blockchain-in-retail-changing-the-shoppingexperience/?utm_source=feedly&utm_medium=webfeeds)

## Control, Protect, and Secure Your Account, All in One Place

How to see everything Google collects on you. Since 2016, Google has allowed every user to see all of this information through a privacy website called My Activity. This will show you a timeline of every interaction you've made through one of Google's apps – whether it's watching a video on YouTube or asking for directions through Google Maps. Prepare yourself, it's a bit scary.

[https://myaccount.google.com/?utm\\_source=my-activity&utm\\_medium=home&utm\\_campaign&pli=1https://myactivity.google.com](https://myaccount.google.com/?utm_source=my-activity&utm_medium=home&utm_campaign&pli=1https://myactivity.google.com)

## Still running Windows 10 version 1607 or 1703?

Microsoft has released new builds for both, but you'll need to install them manually. If you're not sure whether you need one of these updates, check your Windows 10 version number by right-clicking on the Windows button in the lower left of the screen, clicking System, and then scrolling down to Windows Specifications. Look for Version, and if you see 1607 or 1703 then these updates apply to you. Read the article from TechRepublic:

<https://tinyurl.com/ybs6j8ah>



[Go to Page 1](#)

# Special Interest Groups (SIGs)

w Work phone h Home phone c Cell phone  
\* Meets at an alternate location

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN

Confirm with a SIG group if they meet elsewhere.  
For more info contact the SIG Leader(s) listed here.

Get SIG announcements!  
Link from [www.tpc.com](http://www.tpc.com)

## Board of Directors\*

All members are welcome! Check [www.tpc.com](http://www.tpc.com) for location.

Selected Saturday mornings

## Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system.

Second Saturday @ 9 AM-Noon

Note: No Meetings June-August

Jack Ungerleider 612/418-3494 c  
jack@jacku.com

## Tech Topics

Technical presentation/discussion on various technical topics from the following areas:

- Web/Internet
- Mobile Devices and Apps
- Playing with Programming
- DIY (3D Printing, R-Pi, other hobby electronics, etc.)

Second Tuesday @ 6:00-7:00 PM

Every month

Right before the general meeting.

Jack Ungerleider 612/418-3494 c  
jack@jacku.com

## Microsoft Access

All levels. Presentations by expert developers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmeier 952/934-8492  
skuhlmeier@hotmail.com

## Microsoft Office

Addresses the use, integration, and nuances of the Microsoft Office applications.

Combined with Systems on Saturday

Third Saturday of the Month

9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmeier 952/934-8492  
skuhlmeier@hotmail.com

## Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

Directions to **Edina Executive Plaza** for **Systems on Saturday, Access, Word and Picture Perfect SIGs**: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200 . There is ample parking in the building's lot. Conference Room #102 is on 1st floor.

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at [www.tpc.com](http://www.tpc.com)

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. \*Meets at Edina Executive Plaza.

**June**

**July**

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12 General Meeting Annual Meeting & Pizza Party 6PM Tech Topics	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10 General Meeting TBA 6PM Tech Topics	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					<u><a href="#">Go to Page 1</a></u>	

# One Dongle to Rule Them and In the Darkness, Bind Them

By Chris Woods, Member, Under the Computer Hood UG

February 2018 issue, Drive Light, [www.uchug.org](http://www.uchug.org), 1editor101 (at) uchug.org



Mobile Highway

Items of interest to Mobile Device Users

When you get a wireless mouse, keyboard or any other of a myriad of wireless devices, what is common is that they all come with their own dongle. Most operate within the 2.4 GHz range and are mated to that device. Lose the dongle and you might as well kiss it goodbye. Ever noticed, on some of these devices, a tiny orange asterisk tattooed upon its surface?



The orange asterisk symbol stands for Unifying Receiver, one of the dirty little secrets of peripheral manufacturers. Why have all your USB ports taken up with dongles when only one is required, the Unifying Receiver?

Logitech introduced its Unifying Receiver back in 2009. At first, it was only for Logitech's line of devices, and it was limited to keyboards and mice. Many manufacturers have quietly included the same function on their peripherals. One of the pieces that make this magic work is the Logitech Unifying Software ([http://support.logitech.com/en\\_us/software/unifying](http://support.logitech.com/en_us/software/unifying)).

The software acts the same as a Bluetooth pairing, mating the device to the receiver. To set up this pairing you first download the software. Then plug in the Unifying Receiver to a USB port and allow its driver to load. Finally, you run the software. When you run the software, there is a prompt that will ask you to turn each device (mouse, keyboard, etc.) off and on. If the device is compatible it is paired to that one receiver. To add other devices later you run the software again and follow the prompts. Right now, it's still limited to six devices per receiver. A space saver for systems that are port limited, provided the device is recognized as compatible. As of this writing, according to Toms Hardware: "

A Logitech Receiver will pair up to 6 Logitech and non-Logitech peripherals, provided they both have the symbol. A Microsoft Receiver will pair most devices...but not Logitech."

*I have not seen any compatibility lists, but I can confirm from a tech standpoint that most peripherals that have the symbol pair without issue. I have a user at work that has a Logitech Unifying Receiver with an Asus keyboard, a Logitech mouse, and a Wacom drawing tablet. The limiting factor seems to be if your OS sees the device as an HID (Human Interface Device). For someone using many wired HID's and wanting to switch to wireless to open USB ports the Unifying Receiver can come in very handy. 🖱*

[Go to Page 1](#)

# OneDrive Files on Demand

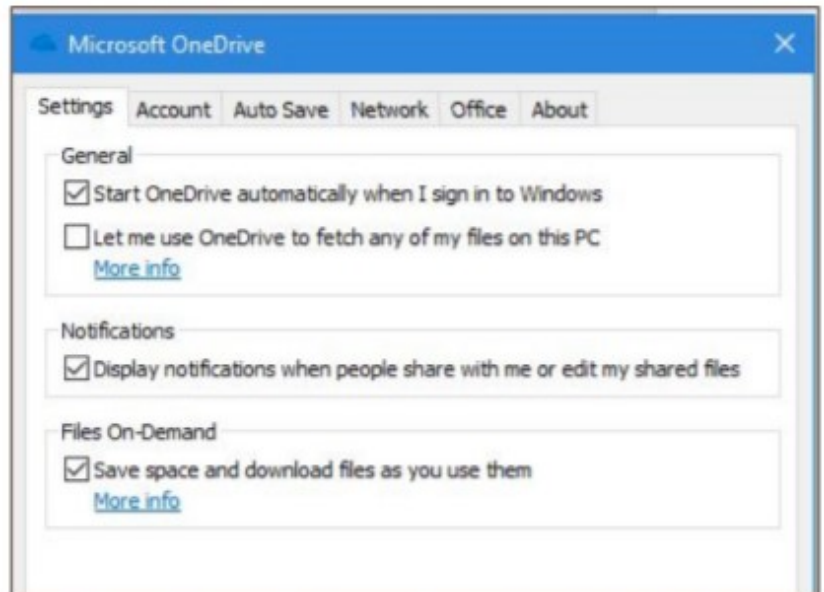
By Nancy DeMarte, 2nd Vice President,  
The Sarasota Technology Users Group, FL  
March 2018 issue, Sarasota Monitor  
[www.thestug.org](http://www.thestug.org) / [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

The 2017 Creators update (1709) to Windows 10 included several changes. One of my favorites is “Files on Demand,” a new process to make files stored on OneDrive, the Microsoft cloud, available on your PC and other devices.

Anyone with a Windows 10 computer and a Microsoft account automatically has 5GB of free storage on OneDrive. If more space is needed, \$1.99 a month will provide 50GB of storage. Office 365 subscribers have 1TB (1000 GBs) of OneDrive storage. If you have files stored on OneDrive, you might want to consider Files-on-Demand to manage them.



To set up Files-on-Demand, you must enable it in OneDrive. First, locate the OneDrive icon on your computer. It may be listed in the File Explorer left column, or it may be an icon in the notification area of the taskbar. If it isn't visible in that area, click the upside-down V and look for it in the group of hidden icons that opens. The OneDrive icon resembles two white or blue clouds overlapping. If you still can't find it, try using the Cortana search box or get it from the Microsoft store or Apple store.



*Files-on-Demand option on the settings tab in OneDrive*

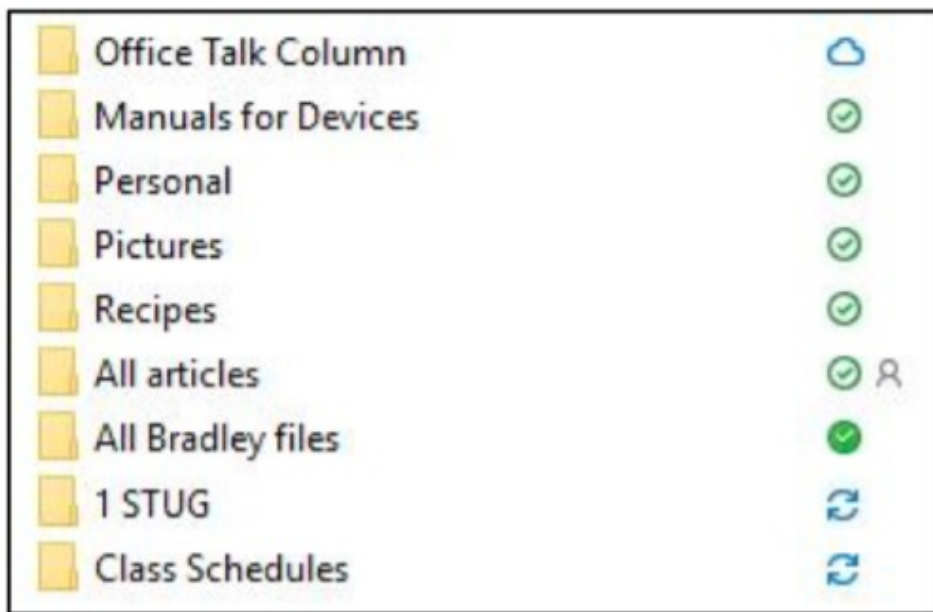
Right-click the OneDrive icon and click the Settings tab. Under Files-on-Demand, click next to “Save space and download files as you use them.” and click OK. The feature is now enabled. If you want to use Files-on-Demand in OneDrive on other devices besides your computer, you need to enable it on each device.

The goal of Files-on-Demand is to save space on your computer or device by storing files on the Internet but making them easily available and up to date on your computer and other devices.

- If you double-click a file in OneDrive, it downloads to your computer or device while remaining stored on OneDrive.

- If you right-click one or more OneDrive files and select “Always keep on this device,” files will be available on both your device and OneDrive but will use hard drive space.
- If you want to save space on your computer, right click a file or folder in OneDrive and click “Free up space.” This makes new files created on other devices sync to your computer. If you do not click this command, these new files will appear as online-only.

To help you remember what the status is of files and folders saved in OneDrive, a new status column has been added that contains an icon next to each file. The screen shot below shows how they look and what the icons mean.



*Folders stored in OneDrive with status icons*

The folder next to the white cloud with a blue outline is stored only on OneDrive. The folders with a checkmark in a white circle outlined in green will download to the computer when opened. The small people icon means that folder is shared.

The folder with the solid green circle and checkmark has been marked “Always keep on this device.” It will use hard

drive space.

Although stored in OneDrive, the two folders with blue circular arrows are synced between OneDrive and one or more computers and devices.

**Tips:**

- If you delete a file from OneDrive using File Explorer, it will also be deleted from your device.
- If you want to disable Files-on-Demand, go to One Drive Settings tab and remove the checkmark next to “Save space and download files as you use them.” When the feature is turned off, all your files which are synced to OneDrive will download to your computer and will no longer sync.
- For more information about Files-on-Demand, here is a useful website. Copy and paste it into the address bar on your browser: <http://bit.ly/2p8KJAc>

It takes a little practice to get used to this new system, but its options make it an improvement over the old one.💻

[Go to Page 1](#)



## You have just read an issue of The Digital Viking.

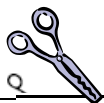
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As a member of TC/PC, you may attend any or all of the monthly Special Interest Group (SIG) meetings and be eligible for software drawings. The small membership fee also includes access to real-live people with answers via our helplines, discounts, and various other perks.

Does membership in this group sound like a good way to increase your computer knowledge?

It's easy to do! Simply fill in the form below and mail it to the address shown.  
(If you use the form in this issue, you will receive an extra month for joining now.)



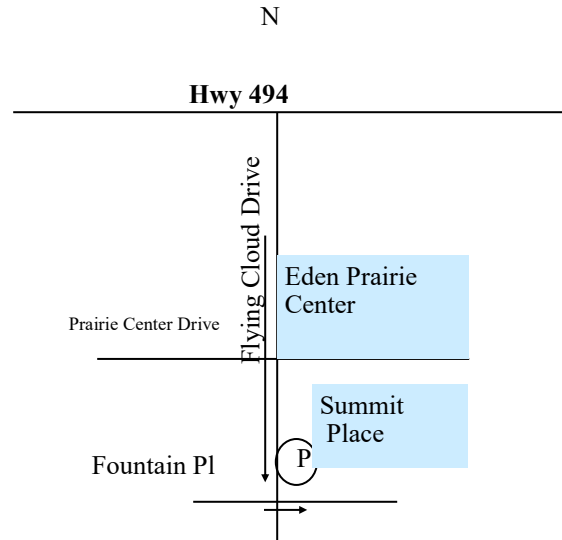
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**June 12, 2018**  
**General Meeting 7:00 PM**

**Annual Meeting  
And Pizza Party**

**Summit Place**  
**8505 Flying Cloud Dr.**  
**Eden Prairie, MN 55344**

**More info and map: [www.tpc.com](http://www.tpc.com)**



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