

# Ann's Choice Technology Newsletter

## A Publication of the Ann's Choice Computer Club

VOLUME 11 ISSUE 2

FEBRUARY 2020

### UPCOMING EVENTS



**Files and Folders:  
a basic guide  
February 6, 9:30,  
LPT08**

**Stay Safe in the  
Cloud: encrypt  
your files with  
Cryptomater  
March 5, 9:30,  
LPT08**

**The Beginner's  
Guide to Excel: a  
basic tutorial,  
April 2, 9:30,  
LPT08**

**MS PowerPoint  
Tutorial, May 2,  
9:30, LPT08**

## Windows OS Vulnerability Discovered NSA finds critical flaw in Windows OS

THE NATIONAL SECURITY AGENCY, having discovered a critical flaw in Windows OS, strongly encouraged Microsoft to design and release a patch to fix it. In the past, the NSA has not publicly announced that it had found vulnerabilities. It decided to do so in order to encourage Microsoft to address the issue through a patch. Microsoft has released the patch.

This seems to represent a change for the better in relations between the NSA and Microsoft. Previously, the NSA had secretly collected security exploits of Windows so that it could use the tools in designing its own hacks.

Microsoft announced that the flaw had not been used in any active attacks.

Microsoft releases security updates on the second Tuesday of each month, and this patch aligned with that schedule according to Jeff Jones, a senior Microsoft director.

Should you be concerned? If you have Windows 10, your updates are automatic. If you have an earlier version, make sure your updates are set to automatic. Why? *"Because patches have been publicly released, the underlying vulnerabilities can be reverse-engineered to create exploits to target unpatched systems."*\*

\*Bass, D. and Sebenius, A. (2020, January 15). NSA finds a vulnerability in Windows, *Bloomberg News*. Retrieved from <https://digital.olivesoftware.com/olive/ODN/PhiladelphiaInquirer/Default.aspx>

The Computer Club meets the first Thursday of each month at 9:30 AM. All meetings are held in Liberty Commons, LPT08

**Computer Club**  
**Howard Bennett**  
**Treasurer**

**Joe Walton**  
**Scheduling**

**Ray Schwegel**  
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**Jim Meyer**  
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**Mike Sultanik**  
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**Bert Holmes**  
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Computer problems or questions? Maybe we can help. Email us at [annschoice815@gmail.com](mailto:annschoice815@gmail.com) or contact one of the members below.

Joe Walton 215 675 1637	Howard Bennett 215 672 6129	Gary Frantz 215 674 8781 (10 am-4 pm only)
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### How to Print the Contents of a Folder in Windows 7, 8, and 8.1

1. Open the folder whose contents you want to print as a list
2. Hold down the shift key and Right-click any blank space in the folder
3. Click on *Open Command Window Here*
4. In the command prompt window that pops up, type "dir>list.txt" (without quotes) and hit Enter
5. This will create a text file named list.txt
6. Close the command window
7. Your folder is still open
8. Click on list.txt
9. Print the list

Or, copy the link below into your address bar for another way to list the files in your folder

[spadixbd.com/freetools/jdirprint.htm](http://spadixbd.com/freetools/jdirprint.htm)



Worried about  
 someone reading your  
 files in the cloud?



Come to the Computer Club room on March 5 and learn how to encrypt your files using the app, **Cryptomator**, with the cloud file storage site Dropbox.

Both apps are **free downloads** (Cryptomator.org and Dropbox.com), and you'll be surprised at how easy it is to keep your files safe from prying eyes!

Encrypt Your Cloud Files With Cryptomator  
 March 5, 9:30 a.m., LPT-08  
 Presenter: Gary Frantz

All back issues of the Ann's Choice Technology Newsletter are available on the Ann's Choice website.



## GEEK CORNER

- Is your taskbar getting crowded with icons?
- Do you have too many tiles on your Start Menu?
- Would you prefer shortcuts to your favorite apps on your desktop? Windows 10 doesn't make it easy, but there *is* a way to do it.
  1. Hold down the Windows key and tap the letter r
  2. In the box next to the word "open", type "shell:appsfolder" (no quotes)
  3. Find your app, right click it, and you know what to do from here
  4. Or, you can select one of the other options

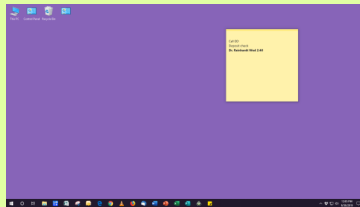
DO YOU WRITE REMINDERS on your desktop calendar and then forget to check your calendar? Do you put notes in your weekly planner and then neglect to check your planner? (Editor: I do!)



### Sticky Notes is the solution!


Sticky notes were first introduced in Windows 7, but there doesn't seem to be much talk about them anymore. That's unfortunate, because they can be *extremely* useful as reminders of who to call, errands to run, email to answer, etc.

This is how it appears on your desktop: You can make the yellow sticky note bigger or smaller as you like.



- Click on Cortana
- Type "Sticky notes" (without the quotes)
- Right click the app and pin it to the taskbar
- Click the icon on the taskbar and follow the prompts
- You can enter and delete entries just as you would in Word
- You can move it to any position on your desktop

Left click and hold the top yellow band and drag to where you want it

- That yellow note is right in front of you at all times
- Sticky note missing? Click the  icon on the taskbar, and it will reappear on the desktop
- Want a printed copy to carry with you to the store? Use the *Snipping Tool* (December 2019 issue of the Newsletter)
- Need help? See the top of page 2 for help contacts

Get this newsletter delivered to your inbox each month. Email your request to [gsf314@verizon.net](mailto:gsf314@verizon.net).

# The Browser Cache

## WHAT IS IT?

A CACHE (PRONOUNCED “CASH”) IS A COLLECTION OF SNAPSHOTS AND DATA from web pages you've visited in the past that is **automatically** saved on your hard drive. **It makes your Internet run faster.** Having a copy of a web page or part of a web page—the Google logo, for example—on your hard drive makes the page load faster on your next visit because your computer or mobile device doesn't have to download it from the internet again. Even though download speeds are faster than ever, loading data from your hard drive is faster than downloading it from the Internet.

However, not only may the cache take up much hard drive space, it can cause problems. In fact, when talking with tech support about a problem, most often the tech will tell two things:

- (1) Unplug your computer and all peripherals; wait ten seconds; plug them back in and restart
- (2) **Clear your cache**

## WHY SHOULD I CLEAR IT?

Your browser will be forced to retrieve the **newest copy available** from the website, something that should happen automatically but sometimes does not.

Issues such as **404 errors** or **502 errors** (among others) may indicate your browser's cache is **corrupted**.

Clearing the cache can **delete malicious files** that may have been added to the cache without your knowing it..

Over time, the cache can grow to a huge size; clearing it can recover some of that previously used space on your hard drive.

Clearing the cache can resolve problems such as difficulty loading a web page or **accessing your email..**

## HOW DO I CLEAR IT?

Clearing the cache is a simple process. **First, open your browser.**



On Windows based computers, hit the sequence **CTRL+SHIFT+DEL**. The standard options are already checked in the dialog box that displays. Click the “Clear data” or “Delete” button. If you're given a time option at the top of the dialog box, change it to “all time” or its equivalent.

On Macs, hit the sequence **COMMAND+ALT+E**.

Enter the addresses below into you browser address bar for additional information/pictures as well as directions on how to clear caches in **mobile apps**.

[lifewire.com/how-to-clear-cache-2617980](http://lifewire.com/how-to-clear-cache-2617980)

[askleo.com/whats\\_a\\_browser\\_cache\\_how\\_do\\_i\\_clear\\_it\\_and\\_why\\_would\\_i\\_want\\_to/](http://askleo.com/whats_a_browser_cache_how_do_i_clear_it_and_why_would_i_want_to/)