Ann's Choice Technology Newsletter
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File History on PCs. What Good Is It?

Check March 2025 newletter. Here's how to enable File History on a Windows 10 computer. (You'll need an external drive.)

1. Click **Start**.
2. Type **Control Panel**.
3. Click **File History**.
4. Click **Select Drive** and select your external drive from the list.
5. Want to exclude certain folders? Click **Exclude folders>Add** and browse for the folders you want to exclude.
6. You can adjust how often File History backs up your files. Click **Advanced Settings** and make your selection.
7. Suppose you want to back up additional files or folders that are not listed. Here's how:
   A. Right-click the file or folder.
   B. Click **show more options**.
   C. Click **Send to**.
   D. Select one of the folders that is listed in the pre-selected backup folders. **Documents** is probably the reasonable choice.
8. Toggle on **Run Now**. The pre-selected folders and the folders in them will be saved and updated on the schedule you selected.
That's it!

Next month: **Restore files** using File History (Windows 10).

The Computer Club meets the first Thursday of each month at 9:30 AM

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The Clipboard

Whether or not you know it, when you **copy** and **paste**, you're using the **clipboard**, a place in memory where copied text is stored until you paste it somewhere. Unfortunately, there's a built-in limitation of **one** to the number of copy and paste functions you can use at a single time. However, you can modify the clipboard settings so that you can copy two or more pieces of text and paste them in another position or even in another document. Here's how:

1. Click **Settings**.
2. Type **Clipboard settings** (if it doesn't show).
3. Turn on (toggle) **Clipboard History**.
4. Turn on (toggle) **Clipboard history across your devices**.

Now, if you copy **two or more** separate pieces of text and hold down the **Windows logo key** and tap the **V** key, a popup appears showing all the pieces of text you've copied and allowing you to select which piece of text you'd like to paste. Select it, reposition your cursor where you want to paste it, and hit **Ctrl+V**. Do that as often as necessary to get all your copied text into your new document or into your new position.

As an added bonus, if two or more of your devices are signed into the same Microsoft account, you can paste that text into a document in another device.

So, you ask, "Why didn't Microsoft enable both of these functions by default?" The answer: "That's Microsoft!"

G E E K

C O R N E R

Create a Recycle Bin for Your Flash Drives

As noted in the February 2025 newsletter, files deleted from a flash drive cannot be retrieved. However, you can automatically delete them to the Recycle Bin on your hard drive and later restore them to your flash drive if you so wish. Here's the link[1] with directions. Caution: You are modifying your registry. Do so at your own risk.[2]

www.elevenforum.com/t/enable-recycle-bin-for-removable-drives-in-windows-11.5106/

[1]*Don't pay attention to all the introductory blather. Just follow the directions, and you should have no problems.—Ed.*

[2]*I tried it. It worked perfectly except that it did not create a recycle bin on my flash drive. **Deleted files appeared in the Recycle Bin on my computer**. I was able to restore them from the Recycle Bin on my computer to my flash drive, so I'm satisfied that I can retrieve files that I deleted from my flash drive.—Ed.*

Find Your Mouse Pointer

Depending on the size and color of your mouse pointer, you may occasionally find it difficult to find. Want to locate it quickly? Here's how:

1. Click **Start**.
2. Type **Control Panel**.
3. Click **Mouse>Pointer options**.
4. At the bottom, check the box next to **Show location of pointer when I press the CTRL key**.

That's it!

Now when you want to find your pointer, tap the CTRL key. A circle will appear around your pointer, converge on it, and disappear.

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ANN'S CHOICE TECHNOLOGY NEWSLETTER

Excel Tip: Automatically Insert Decimal Point

Do you sometimes work with spreadsheets in which all your numeric entries need a decimal point, such as with a budget? Instead of inserting a decimal point followed by two digits (the cents), Excel can do it for you. Here's how:

1. **File>Options>Advanced**. (You may have to choose **More** after **File**.)
2. Select (click) **Automatically insert decimal point**.
3. You can choose the number of digits that follow the decimal point.

That's it! Keep in mind that if you want to insert a whole number such as 36, you must enter a double zero following the 6 or the 36 will be entered as .36.

But there's more. The 36 in the paragraph above will display as 36, not as 36.00. If you want to have two digits after each entry, you must format your spreadsheet to show two decimal places. Here's how:

4. Highlight the column(s).
5. **Format>Format Cells**.
6. Select **number** (or **currency** if you want the $ sign to display).
7. Select the number of decimal places, usually 2.

That's it! Now when you enter 3600 it will display as 36.00. If you are unconcerned about the appearance of the spreadsheet you can disregard steps 4—7.