

Ann's Choice Technology Newsletter

A Publication of the Ann's Choice Computer Club

VOLUME VII ISSUE 6

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UPCOMING EVENTS

OneDrive: What It Is and What It Is Not

Paul Greenwald
June 5, 9:30 a.m.
LP-T08

PowerPoint Made Simple: It's Easier Than You Think

Gary Frantz
Sept 4, 9:30 a.m.
LP-T08

Shake It!

Are you a multitasker? Do you sometimes have several open windows cluttering up your desktop? You don't have to minimize each one individually if you want your desktop to look a little neater. Use the **shake** function. It's not enabled by default, but it's very easy to access and enable it. Here's how:

1. Click on the Windows logo icon on the taskbar.
2. Type **Shake** in the search bar at the top of the screen.
3. Click on the option that says **Grab a window's title bar and shake it to minimize other windows**.
4. That will take you to **System>Multitasking**.
5. The (probably) fourth option from the top will be **Title bar window shake**.
6. Toggle the button to **On**.

That's it!

Now when you want to minimize all windows except the one you're working on, click on the **title bar** at the top of the window and **shake** it. All the other windows are **minimized**, and the one you're working on is **maximized**.

The Computer Club meets the first Thursday of each month at 9:30 AM
All meetings are held in Liberty Commons, LPT-08

Computer Club

Bert Holmes
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Bob Klimek
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Mike Sultanik
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Gary Frantz
Technology

Members at Large:

Elaine Craft
Paul Greenwald
Ellen Newman
Vince Pisacane
Marv Pollack

Uh, oh! Your Flash Drive Files are Corrupted!

You inserted your flash drive, opened it, and found that some of your files had very strange names: t=#d5*x, or m33uYR#*. Furthermore, the files themselves may be corrupted. Or maybe your flash drive's name has been corrupted. What a mess! But don't despair. You may be able to fix your drive. Here's how:

1. Insert the USB drive into the USB port of your system.
2. Click on **My Computer**.
3. Right-click the **Removable Disk** icon.
4. Click **Properties**.
5. Click on the **Tools** tab.
6. Click on **Scan and Repair Drive**.
7. An **Error Checking** box will appear and your drive will be scanned and repaired. You may have to run this more than once.

That's it!

Do You Text?

Of course you do. But did you know that having Bluetooth enabled uses power? Why not turn it off when you're not using it? Here's how:

Android: **Settings>Notifications>**toggle off **Bluetooth**.

iPhone: **Settings>Bluetooth>**toggle off **Bluetooth**.

When you reverse the process, Bluetooth is again enabled and you'll receive all the messages that were sent to you when you had Bluetooth disabled.

GEEK CORNER



IMAP (Internet Message Access Protocol) VS POP (Post Office Protocol)

While discussing what seemed to be a glitch in the delivery of an eCard at a recent Computer Club meeting, Marv Pollock offered a **verbal** explanation of the difference between IMAP and POP. Below is a **written** explanation of the major differences for those who may be interested.*

IMAP

1. IMAP synchronizes your emails across **all your devices** so that reading, deleting, or moving an email is reflected on all devices.
2. Since emails are stored on the server and not deleted from the server when you download them, you can access them from any device that has an internet connection.
3. The email headers only are downloaded initially; the full email is downloaded when you open it.

POP

1. POP downloads emails to a **single device only** and **usually** deletes them from the server. Emails are thus stored on that device only.
2. Since emails are removed from the server when downloaded, it is normally very difficult to access them from multiple devices.
3. Since all emails are downloaded in full, this can use more storage space on the device.

In general, POP is best if you want to store your email on your device for access when you have no internet connection. IMAP is best if you want to access your email when you want to read it on multiple devices.

**Thanks to MS Copilot for assisting with this research.—Ed.*

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What's in a Name?

A rose by any other name would smell as sweet.[†]



Want to change the name of your computer? * It's easy.
Here's how:

1. Click the **Start** button.
2. Type **About your PC** and hit **Enter**.
3. Win 11: A page titled **System > About** appears.
4. Win 11: **Rename this PC** appears in the upper right corner.
5. Win 11: Click on **Rename this PC**. (Go to #9 below.)
6. Win 10: A page titled **About** appears.
7. Win 10: **Rename this PC** appears at the bottom of the page.
8. Win 10: Click on **Rename this PC**.
9. You may be asked for your administrator password.
10. A box showing the current name and a space for a new name appear.
11. Type the new name (no spaces) and hit **Next**.
12. **Restart** your computer.

That's it!

You can find the **original** name of your computer by checking the Windows Registry. Here's how:

1. Press **Win + R** to open the **Run** dialog box.
2. Type **Regedit** and press **Enter**.
3. Go to
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\SchedulingAgent.
4. In the right pane, look for a value named **OldName**. The data in this value will be your computer's original name.

[†]*Thanks to Shakespeare.—Ed.*

^{*}*Interesting, but probably of little value to you—Ed.*