

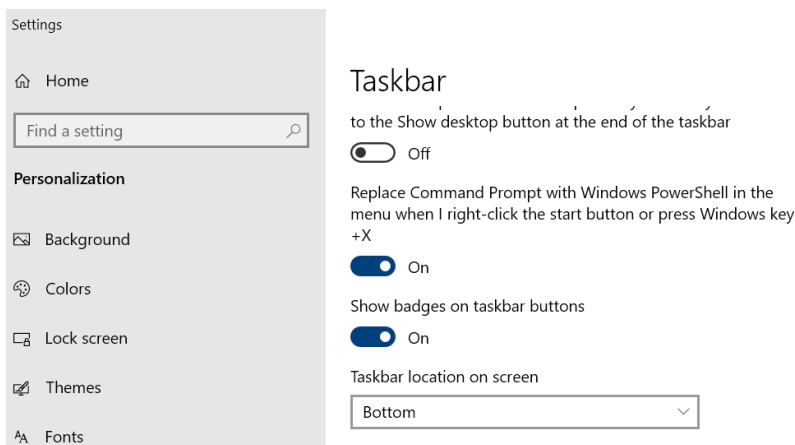
# My Favorite TECH Tips and Tricks

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Deerfield Beach Computer Club

Dec 4 2020

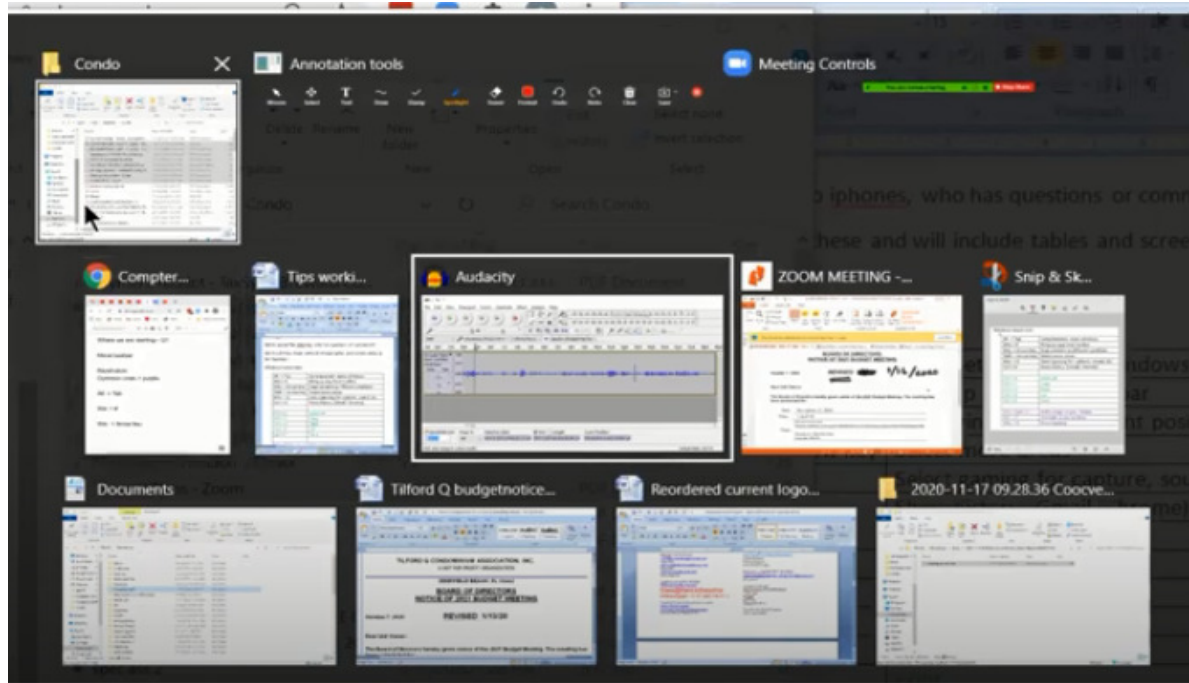


Move taskbar--right click and select 'Taskbar Settings,' scroll down to taskbar location and pick location... or right click and drag on some Windows computers

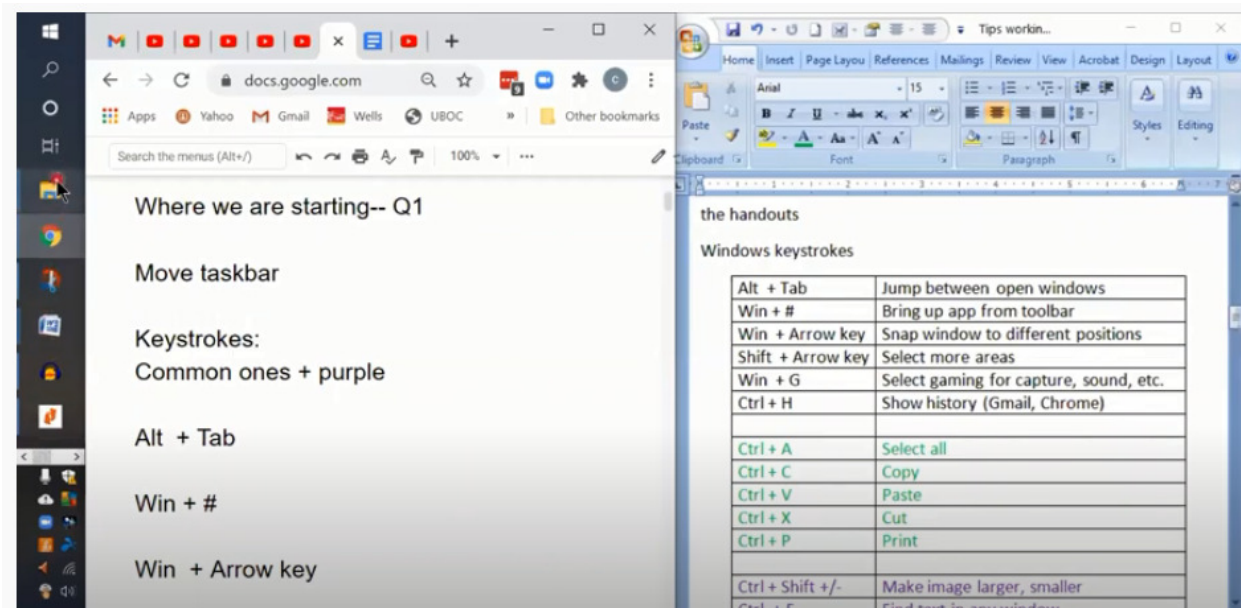


## Keystrokes:

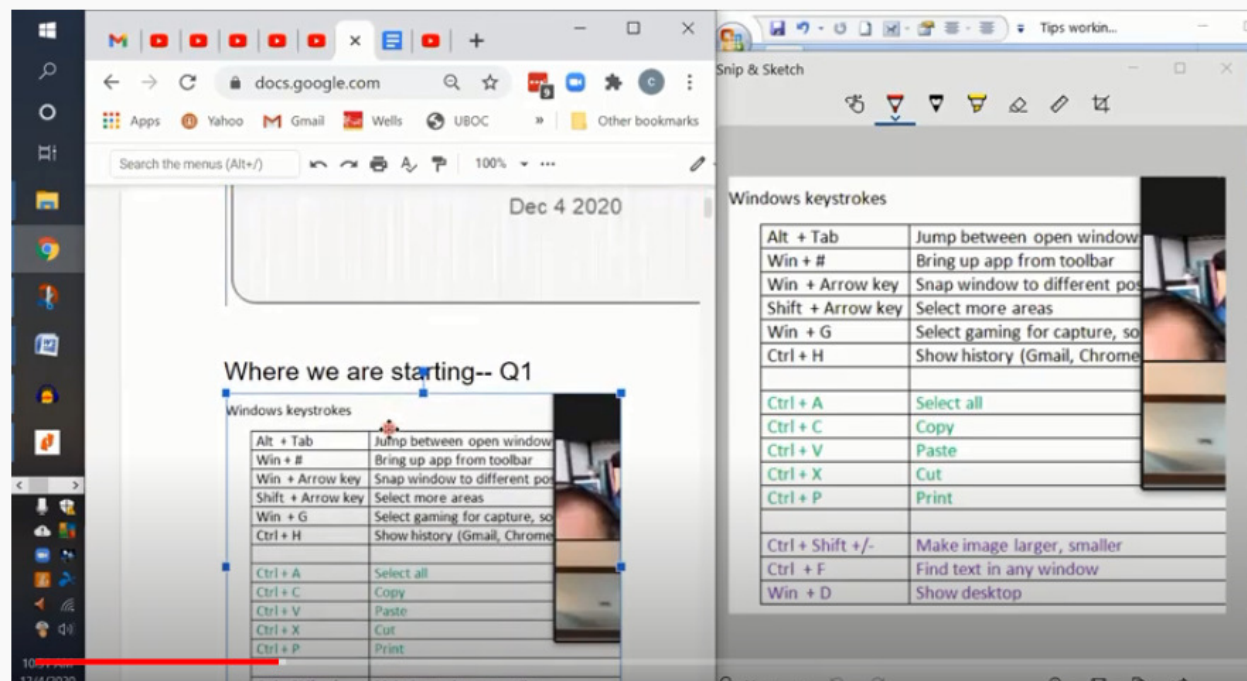
Alt + Tab--see all open windows (including ones that are minimized), tab thru them and open any you want



Win + #--bring up/open app for any position on taskbar (showing on left edge)--highlighted App (chrome) is in position 2, word is in position 4 as shown in this example



Ex. of Snipping tool/Snip and Sketch (free with Windows. Search in Windows search to find and install) used to capture screenshot of right window and paste in open Google doc as jpeg

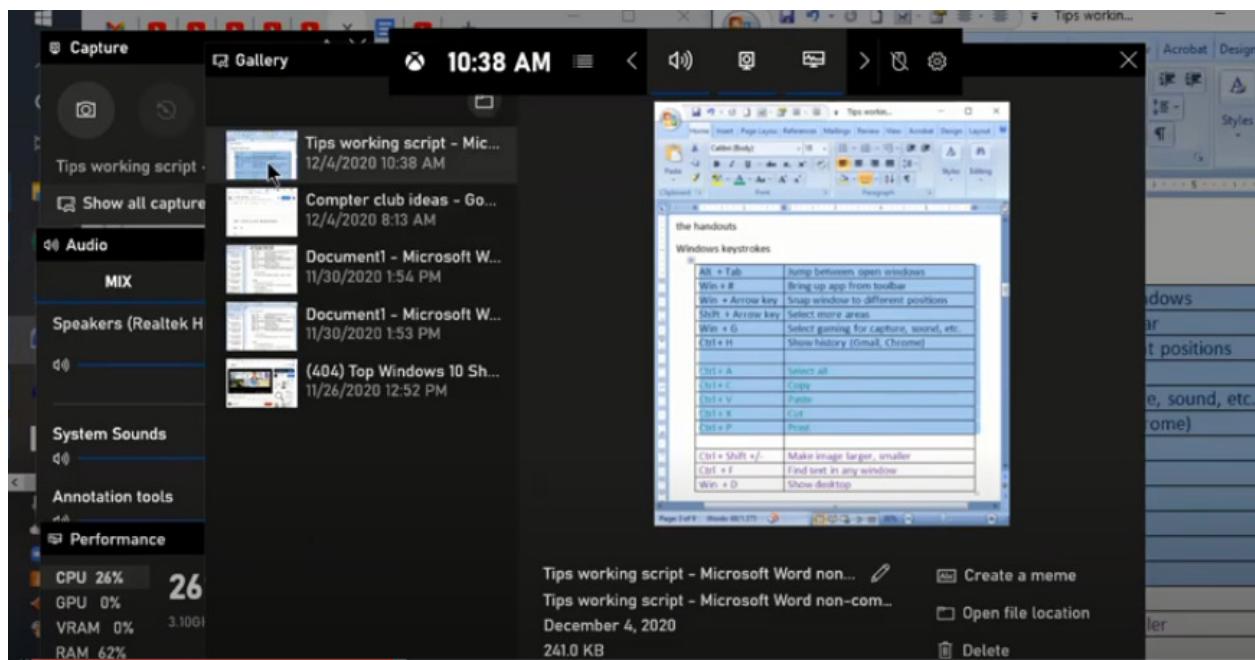
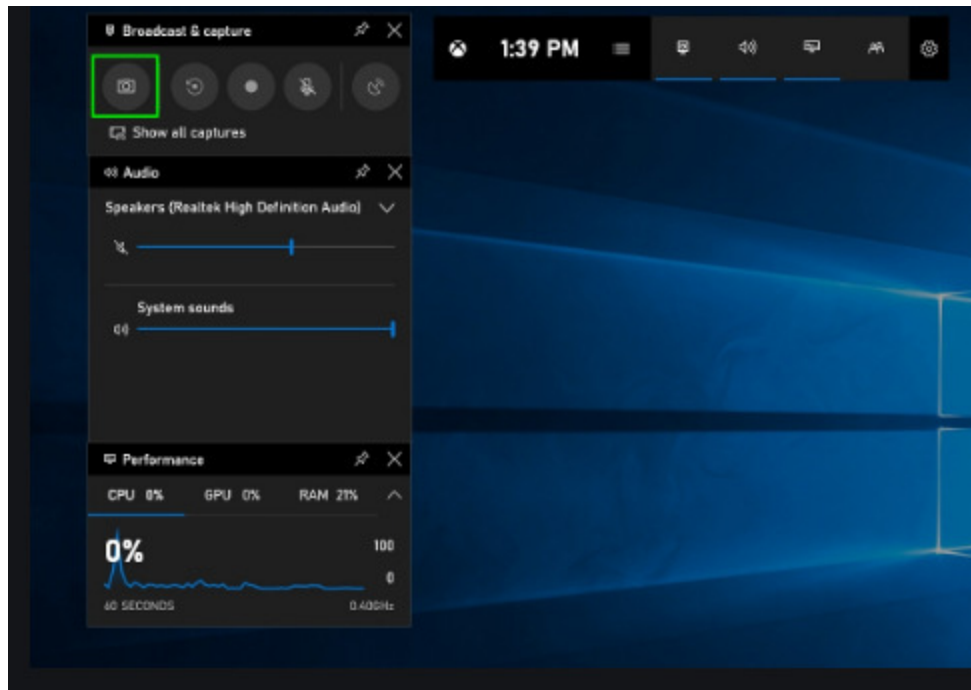


Win + Arrow key--jump between open windows and move their position on the screen

Shift + Arrow key--docs, file list, file items

Name	Date modified	Type	Size
Payment receipt - TaxSys - Broward Co...	11/28/2020 10:03 AM	PDF Document	93
ZOOM MEETING - NOV 17, 2020 - CH...	11/17/2020 12:43 PM	JPG File	188
ZOOM MEETING - NOV 17, 2020 - CH...	11/17/2020 12:41 PM	PDF Document	189
Attendees at COOCVE Nov 2020 mtg	11/17/2020 10:46 AM	PDF Document	551
COOCVE Document Re-Write	11/11/2020 2:31 PM	PDF Document	733
TILFORD Q - WHATS COMING UP-rev	10/31/2020 3:42 PM	Microsoft Office ...	13
car regis payment - Broward County, FL	10/18/2020 9:39 AM	PDF Document	59
Meeting Information - Zoom	10/13/2020 9:49 AM	PDF Document	124
Current Plans - Zoom	10/13/2020 9:43 AM	PDF Document	117
Broward hurrican guide	7/30/2020 6:28 PM	PDF Document	186

Win + G--select for screen capture, audio controls, performance and more



Ctrl + H--capture history in Chrome or Gmail

Chrome | chrome://history

Apps Yahoo Gmail Wells UBOC My FB IHDS zoom GoodVibeU GUV CC wp edit » Other bookmarks

History Search history

Today - Friday, December 4, 2020

- 11:10 AM Compter club ideas - Google Docs docs.google.com
- 10:05 AM Use this link for the Computer club call today - calling2carol@gmail.com - Gmail mail.google.com
- 10:05 AM Inbox (8,744) - calling2carol@gmail.com - Gmail mail.google.com
- 9:05 AM Getting a list of attendees in a regular Zoom meeting - calling2carol@gmail.com - Gmail mail.google.com
- 8:34 AM Post Attendee - Zoom us02web.zoom.us
- 8:34 AM Post Attendee - Zoom us02web.zoom.us

## Windows keystrokes



Alt + Tab	Jump between open windows
Win + #	Bring up app from toolbar
Win + Arrow key	Snap window to different positions
Shift + Arrow key	Select more areas
Win + G	Select gaming for capture, sound, etc.
Ctrl + H	Show history (Gmail, Chrome)
Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + P	Print
Ctrl + Shift +/-	Make image larger, smaller
Ctrl + F	Find text in any window
Win + D	Show desktop



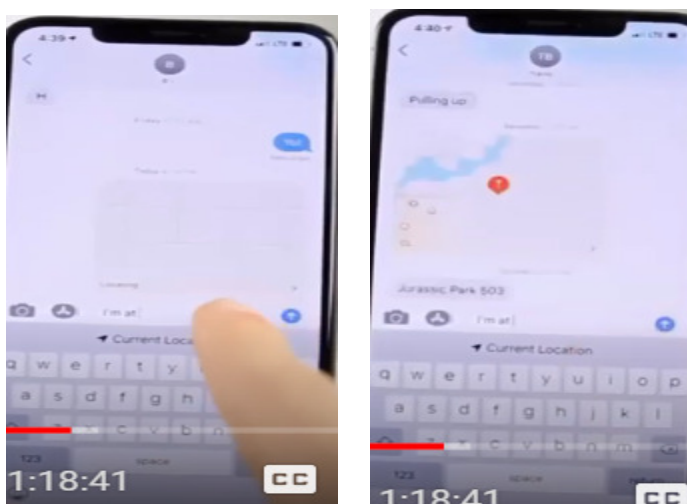
# Iphone

## [16 hidden iphone tricks](#)

Taking screenshot and sharing it--Tap and hold on the preview, you get a window with options for sharing in one step

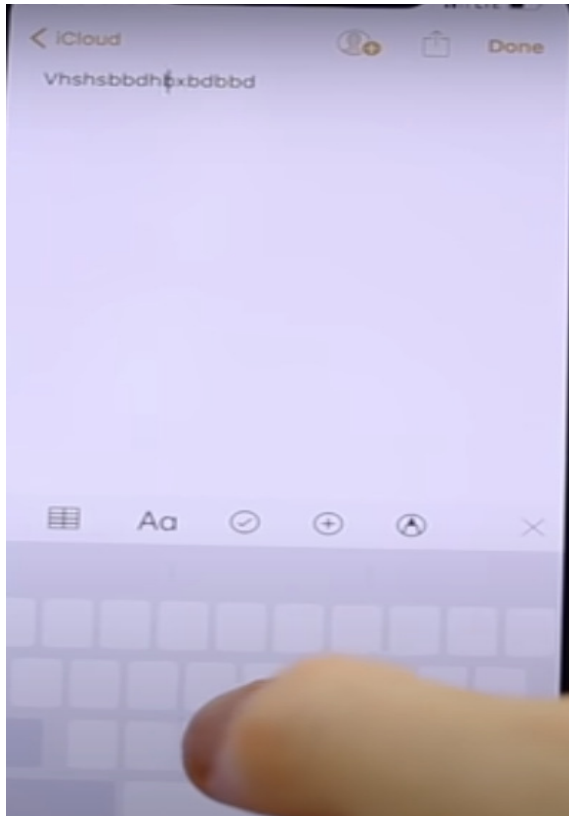


Show your location--in text message, text 'I am at' and space, then tap current location in autocorrection section to send (1:18)



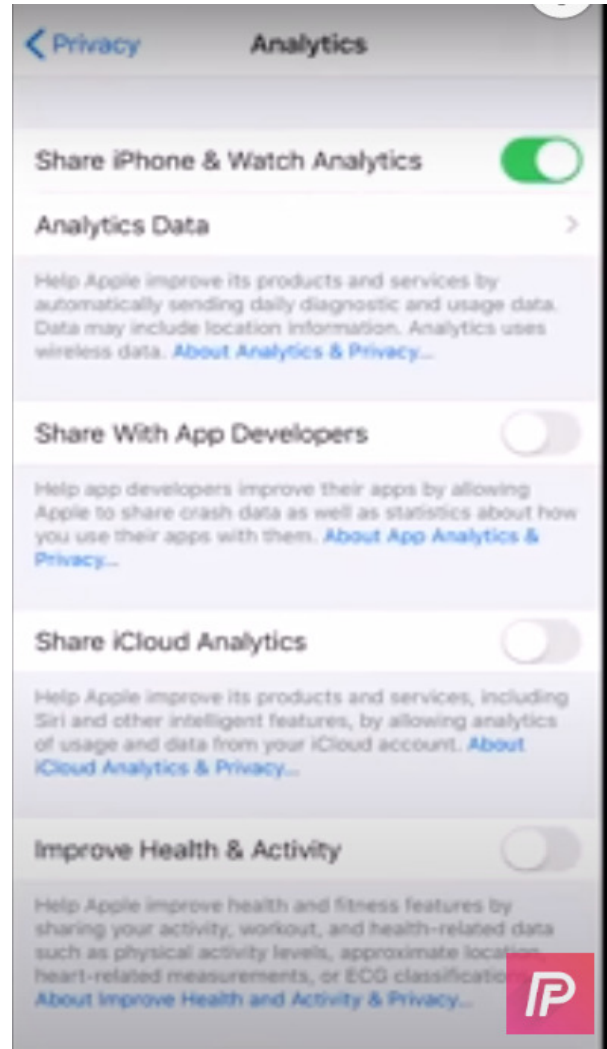
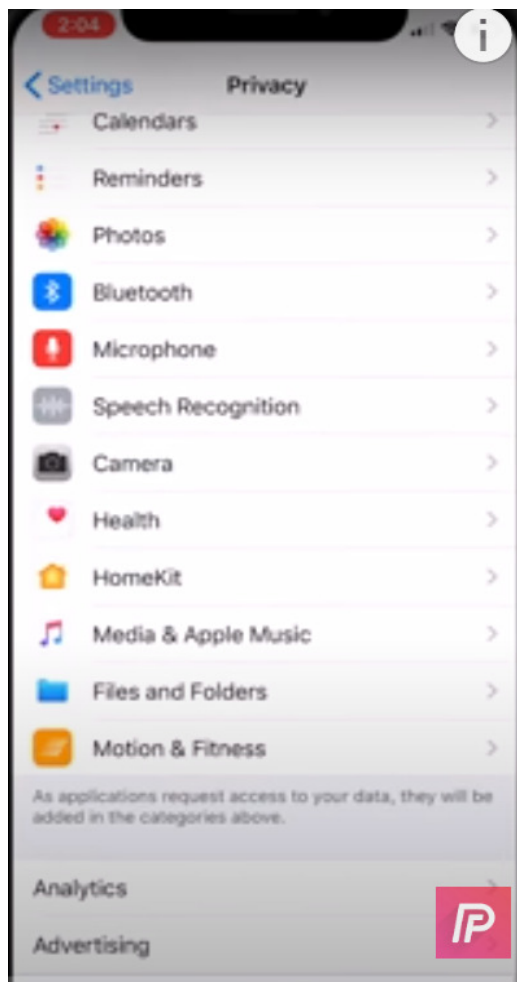
Make speakers louder (5:18)- (settings, music, equalizer, EQ, Late Night)

To slide cursor to specific spot in text (like a track ball), press and hold space bar and slide side to side (10:43)

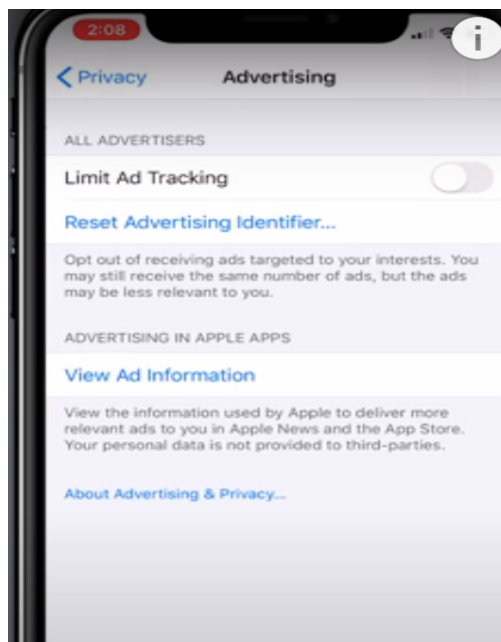


[7 settings to turn off](#) -turn off these keys

- Iphone and icloud analytics--settings, privacy, analytics and turn it off

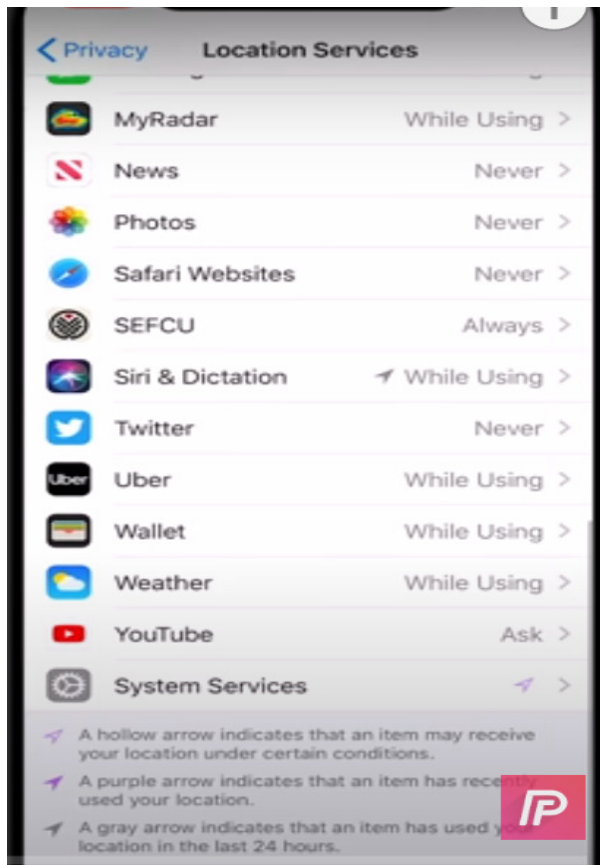


- ad tracking--go to Privacy, then Advertising, then Turn On Limit Ad Tracking so you can turn it off

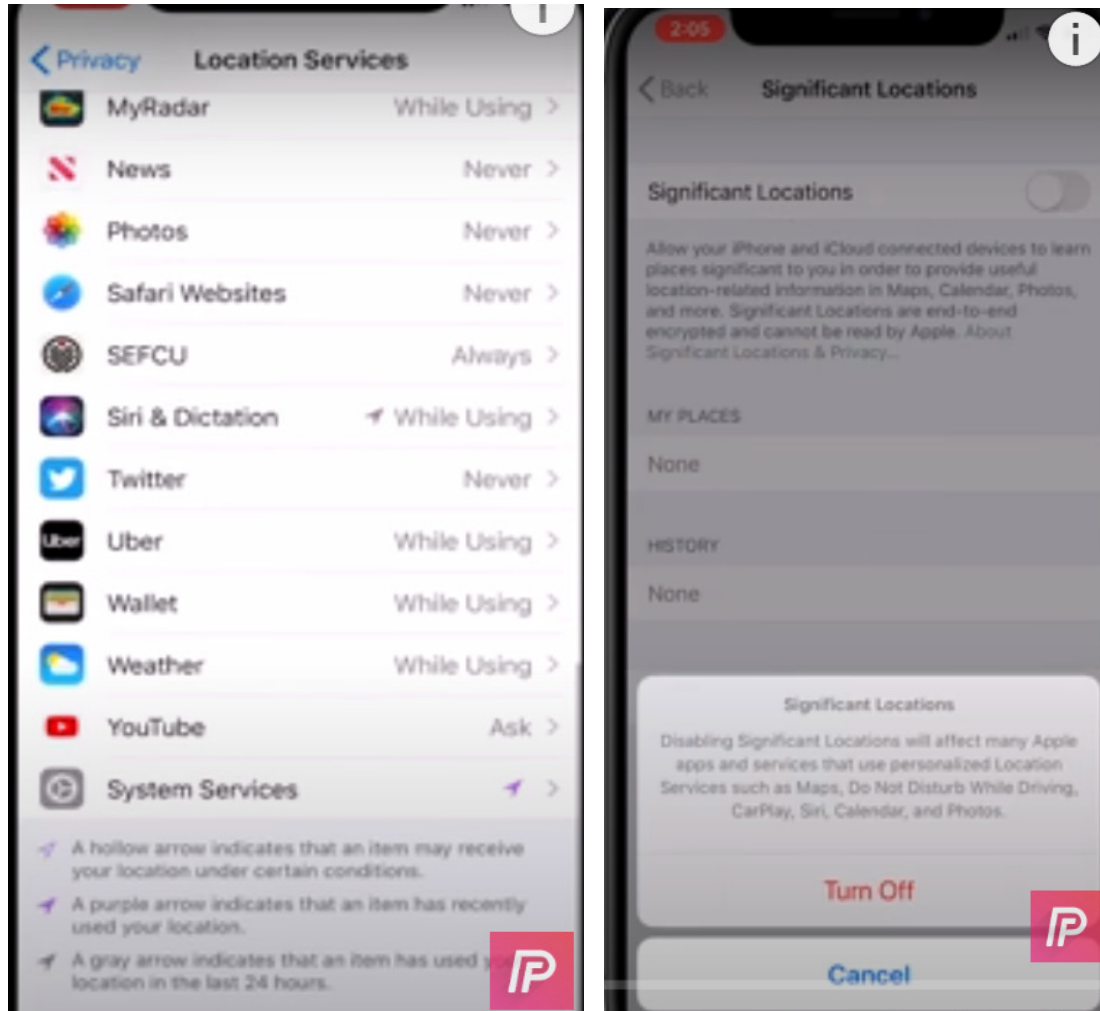




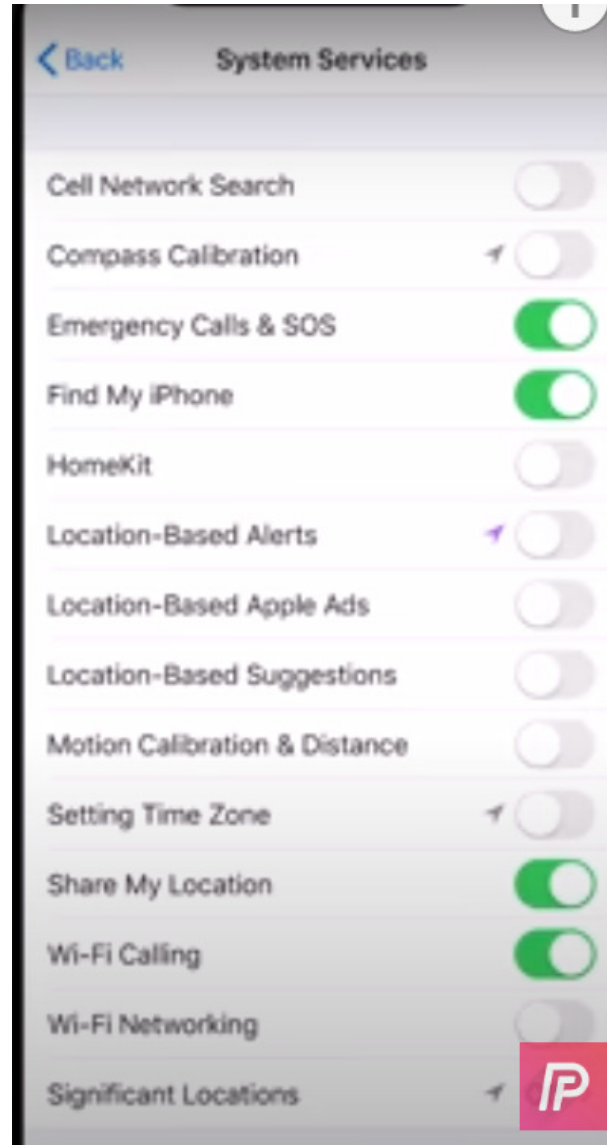
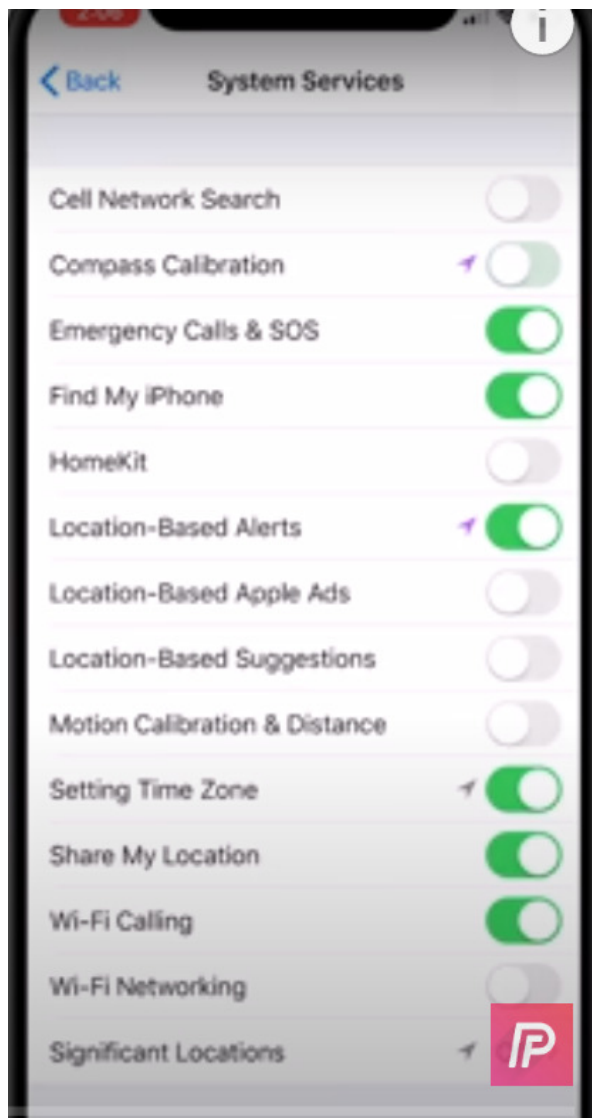
- Location services--privacy, location services, turn off all you don't need



- System services--privacy, go to location services, scroll to bottom for system services and turn off, scroll to significant locations and turn off

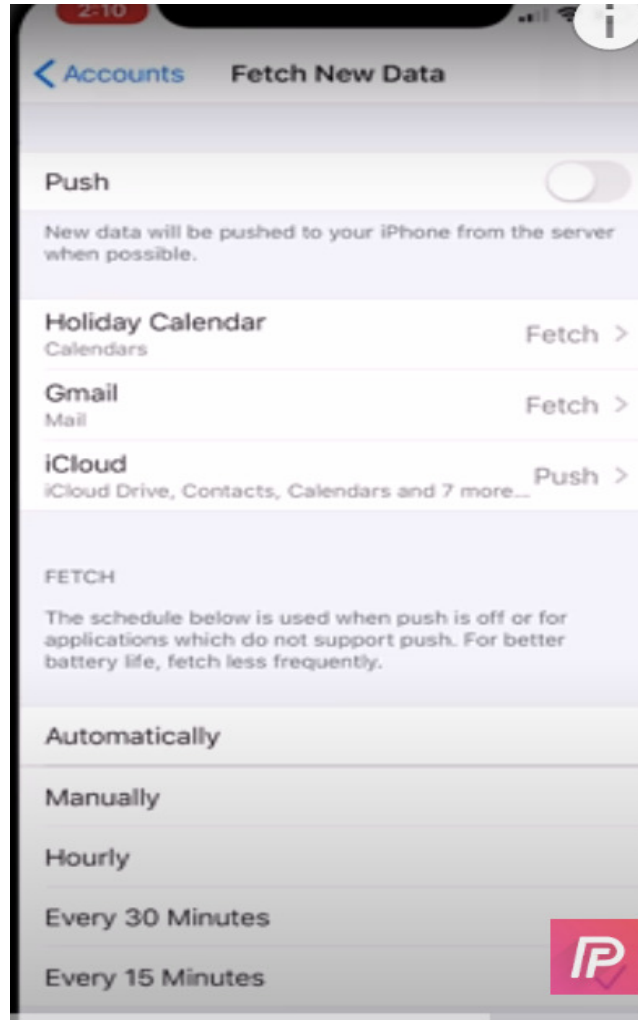


- Go back to System services and turn off everything but Emergency Calls and Find My Iphone

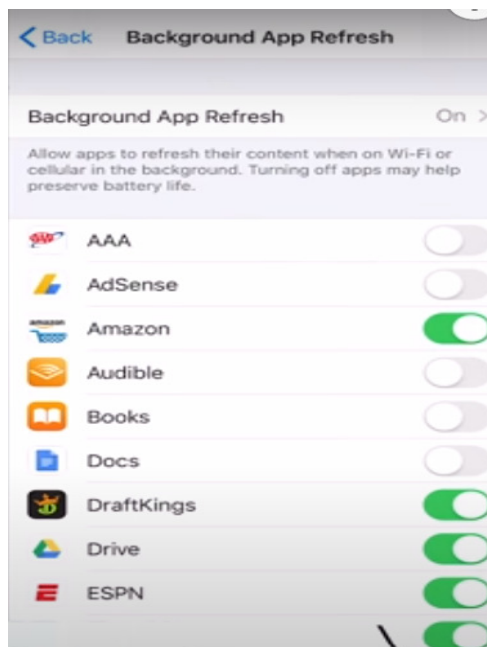


- push vs fetch (constant checking vs periodic)

Change push to fetch--go to Settings, passwords and Accounts and select Fetch new Data, then turn off Push and then select how often you Fetch each application



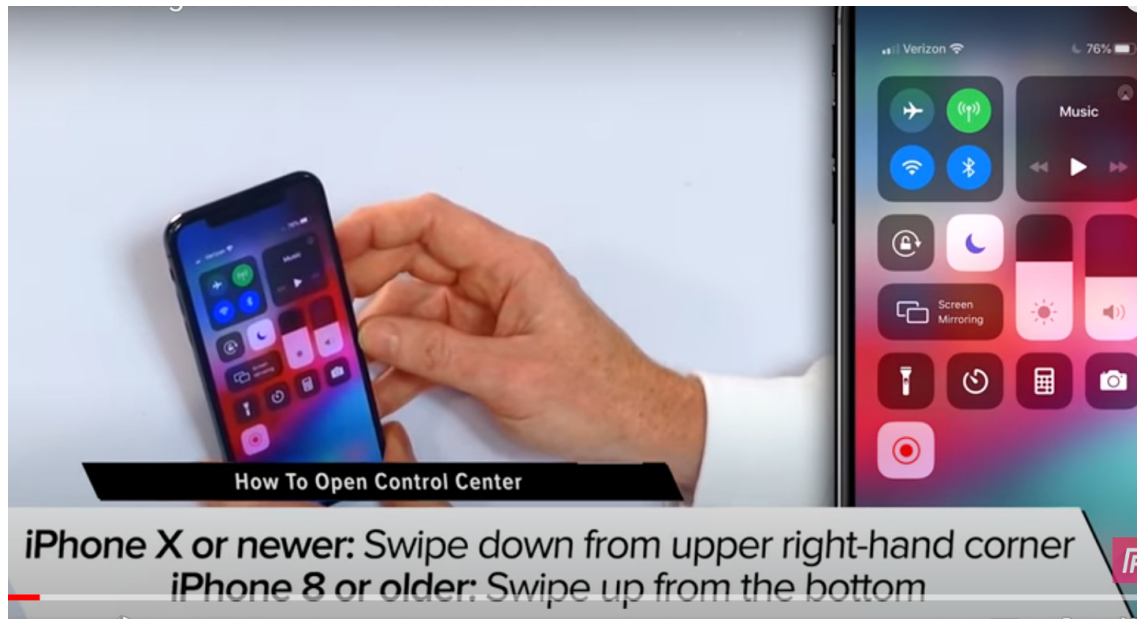
- auto background refresh-Settings, General, then Background App Refresh. Turn off most apps, since don't need them refreshing in the background taking power and battery



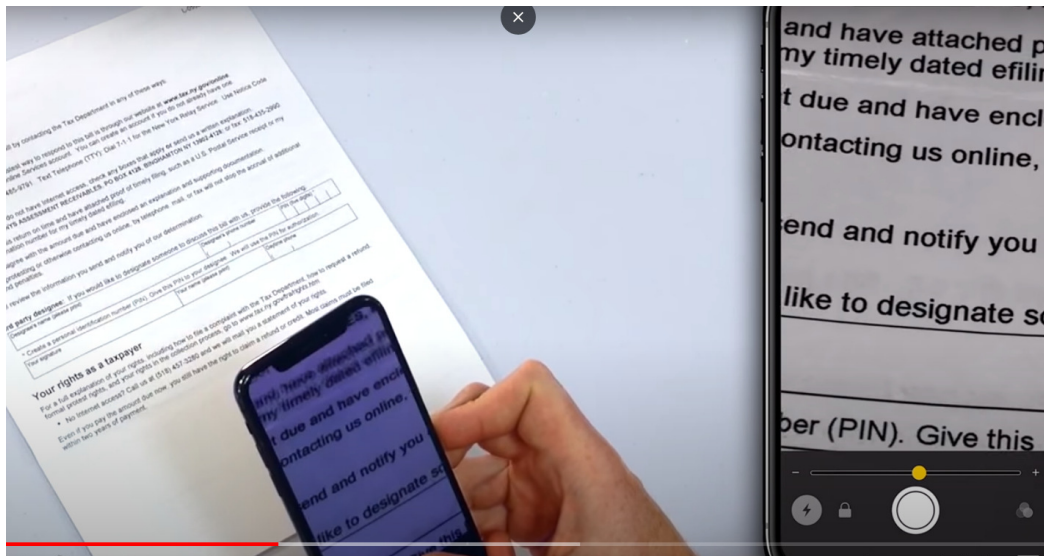
## [settings to turn on](#)

-turn on these--

- Customize control center



- Magnifier--settings, (general), accessibility, magnifier, turn on, optimize--triple click the side button(power) to turn on



Turn off unknown callers

Auto lock--takes energy to turn off and on, set for never

## [25 tips to improve battery life](#) 25 tips to improve battery life

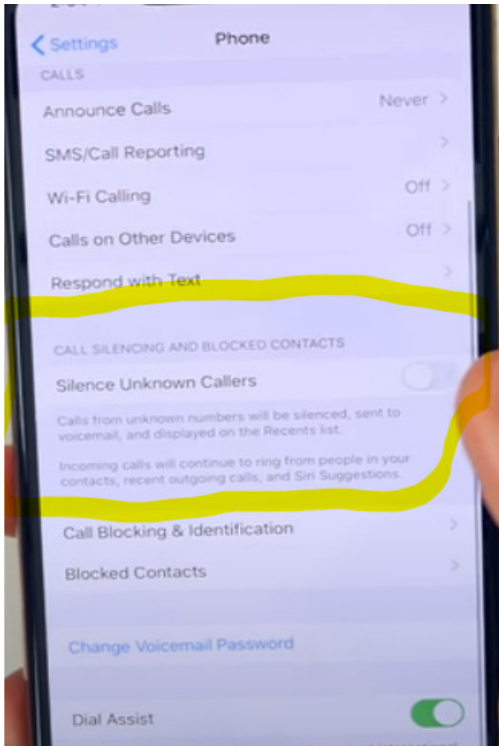


Turn off unnecessary notifications--Settings, Notifications, then select each app individually to either turn off the notification or decide how you want to receive it

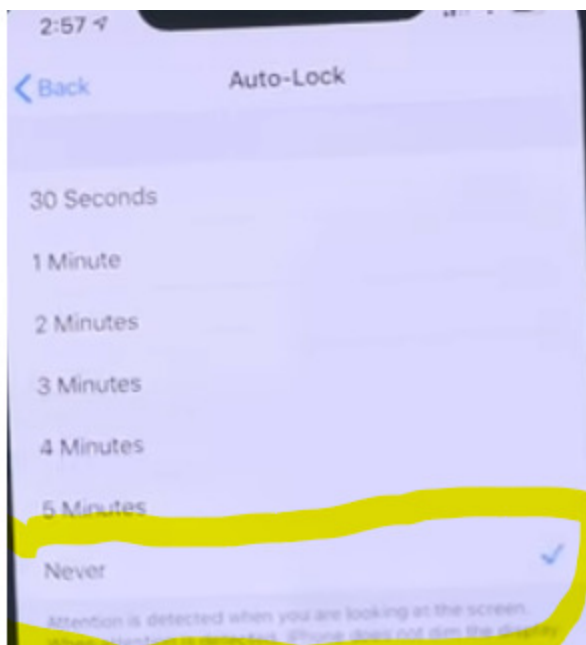


Vibration on ring

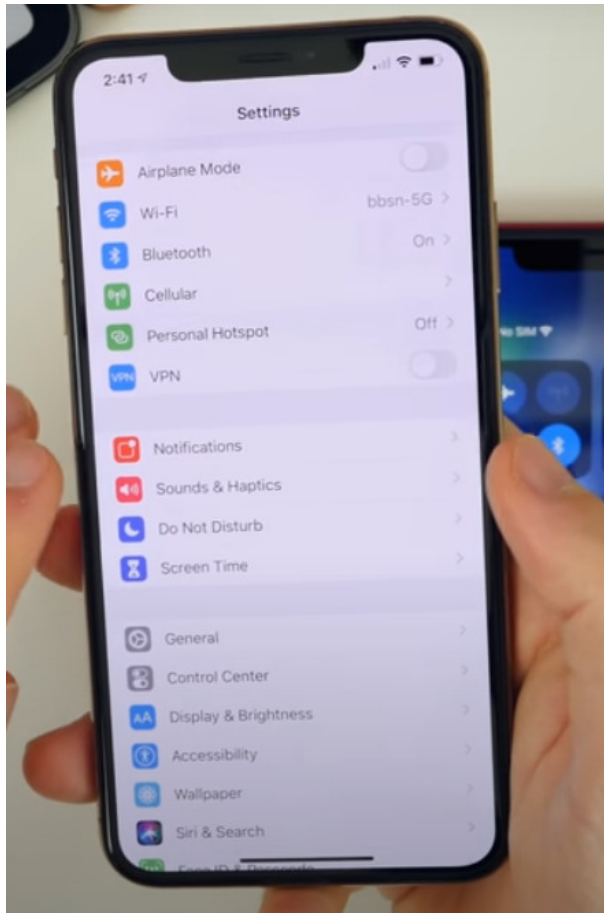
Turn off unknown callers--settings, Phone and Silence Unknown Callers. NOTE: This may cause you to miss calls from people not in your call list like doctor's offices, people you know calling from a different place, etc.



Auto lock--Settings, Display and Brightness, Auto-lock-takes energy to turn off and on, set for never



To see where your battery life is going, go to Settings, Screen time, to see notifications



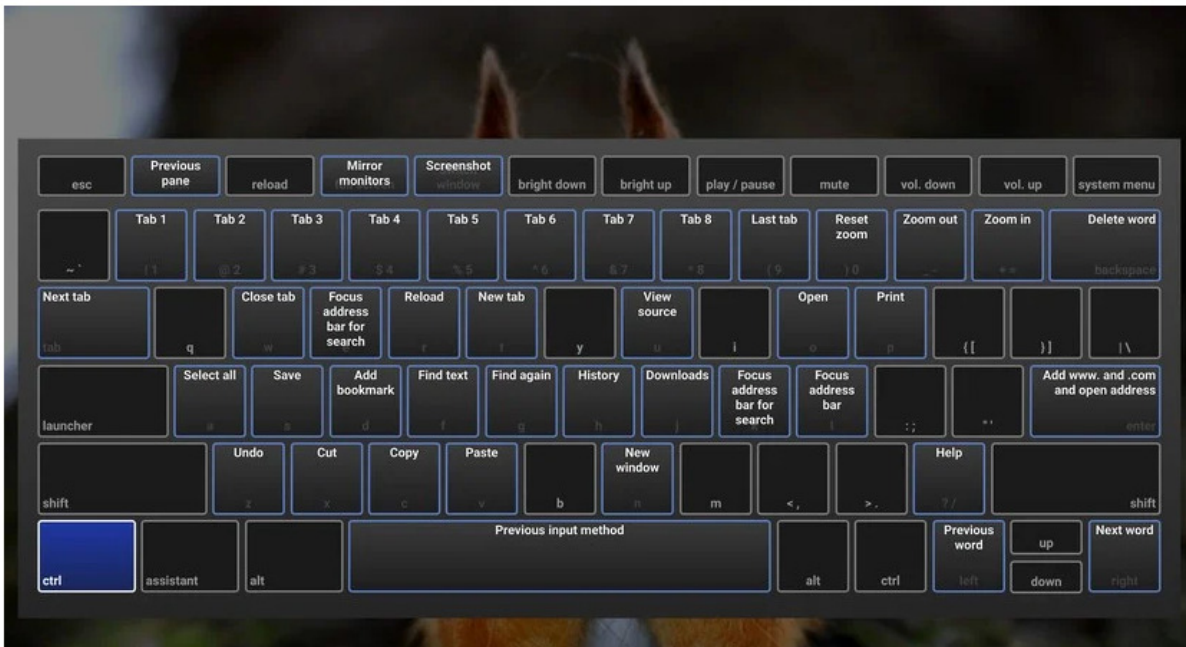
**Poll**

**Chromebook tips**

Search from keyboard--right above Shift key



## 4. See all of your keyboard shortcuts



Press **Ctrl + Alt + ?**, and you'll see an overlay of the keyboard with all the key functions and shortcuts.

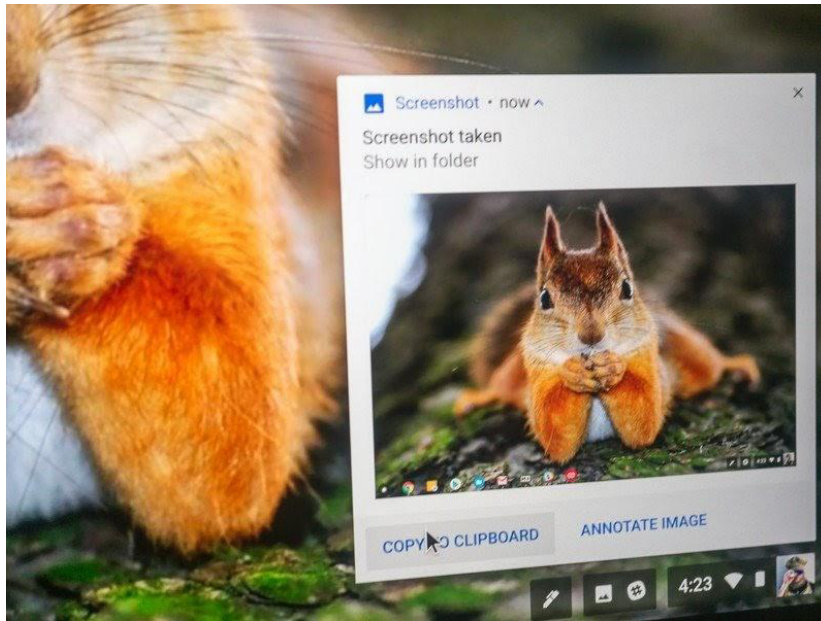


## Change your taskbar position

By default, your Chromebook's shelf (the taskbar) is along the bottom of the screen but you can also set it to be on the right or left side.

Just right-click on it and pick the Shelf position menu for your settings.

## Take a screenshot



Press Ctrl + Presentation (usually above the 6 key)



You'll get a desktop notification to click and view the screenshot, or you can always find later it by opening the Files app.

[More: How to take a screenshot on a Chromebook](#)

Additional useful links:

[27 best chrome tips](#) (Beebom)

[15 best chrome tips](#) (Android central)