



**Probus Warragul
Tarago
Computer Group.**

Friday 10th May 2024

Questions and Answers.

Ask your question and any one can help.

Questions,

Take notes of things you learn about Devices.

I have been going to computer classes for years and always learn something new.

I use an **exercise book** to write the tips in its is very handy to look back on, the mere act of writing it helps you to remember it any way.



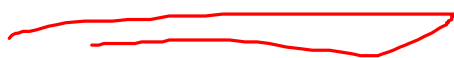
Folders (used to be called directories).

It is a VERY good idea to keep order on your device (phone tablet computer) by putting files into folders so that you can find them.

On my laptop I have a folder called "1 **Probus**" and then with in that I have a folder called "Photos original" an under that I have hundreds of folders named like this "2024 Sale trip". The **1 Probus** is named such because 1 is the first one and so is quick to find.

My personal files are kept in a folder called "Peter My Documents" and under that I have folders named "Excel" and then all of the other Microsoft Apps all in folders.

This is all **very easy** to say but it is easy to get your system **untidy and disorderly.**



A screen dump from my Laptop.

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Local Disk (C:) > 1Probus > 1 Photos Original >'. The left sidebar shows the folder tree with '1Probus' selected. The main pane displays a list of folders sorted by date modified. A context menu is open over the '2024 April GM' folder, showing its creation date, size, and the files it contains.

Name	Date modified	Type
Snowy Mountain Trip	30/04/2024 5:27 PM	File folder
Sale trip 2024	26/04/2024 5:47 PM	File folder
2024 Meanderers	19/04/2024 6:24 PM	File folder
2024 April GM	17/04/2024 4:50 PM	File folder
2024 Middells		
2024 AGM March	20/03/2024 6:59 PM	File folder
2024 Meanderers Walking	17/03/2024 4:07 PM	File folder
2024 Gumbuya	2/03/2024 4:30 PM	File folder
2024 Feb GM	22/02/2024 12:10 PM	File folder
2024 Picnic in Park	31/01/2024 12:58 PM	File folder
2024 Dunny Man	18/01/2024 7:44 AM	File folder
2024 Gumuya	13/01/2024 11:11 AM	File folder
Unsorted	19/12/2023 1:27 PM	File folder
2018 Stawell	19/12/2023 1:26 PM	File folder
Speakers	19/12/2023 1:26 PM	File folder
Temp	19/12/2023 1:26 PM	File folder
Misc	19/12/2023 1:26 PM	File folder

Context menu for '2024 April GM':
Date created: 17/04/2024 4:37 PM
Size: 14.8 MB
Files: 20240417_095738.heic, 20240417_095745.heic, ...

Footy Tipping.

I am not an expert on footy.
I am in a group of 16 blokes and at the end of round 7, I am coming second.
I use Microsoft Co Pilot to research it.



Copilot (preview)

Focus Session Start

not be considered as Microsoft's opinion or a substitute for professional help. Consult a health professional for medical advice.

You

afl teams round 9 carlton versus melbourne who will win

Copilot

In the upcoming **AFL Round 9** clash between **Carlton Blues** and **Melbourne Demons**, the experts' predictions and odds suggest that **Melbourne** is favored to win:

- **Prediction:** Melbourne by **14 points** ¹.
- **Key Matchup:** The defensive duo of **Steven May & Jake Lever** from Melbourne will likely face off against Carlton's twin towers of **Charlie Curnow & Harry McKay**, who have already scored **47 goals** between them this season ¹.

The historical head-to-head results show that Melbourne has won three out of the previous five meetings against Carlton. However, the Blues have managed to secure close victories in recent encounters ¹.

Here are the current odds (at the time of writing) for the Carlton vs. Melbourne match:

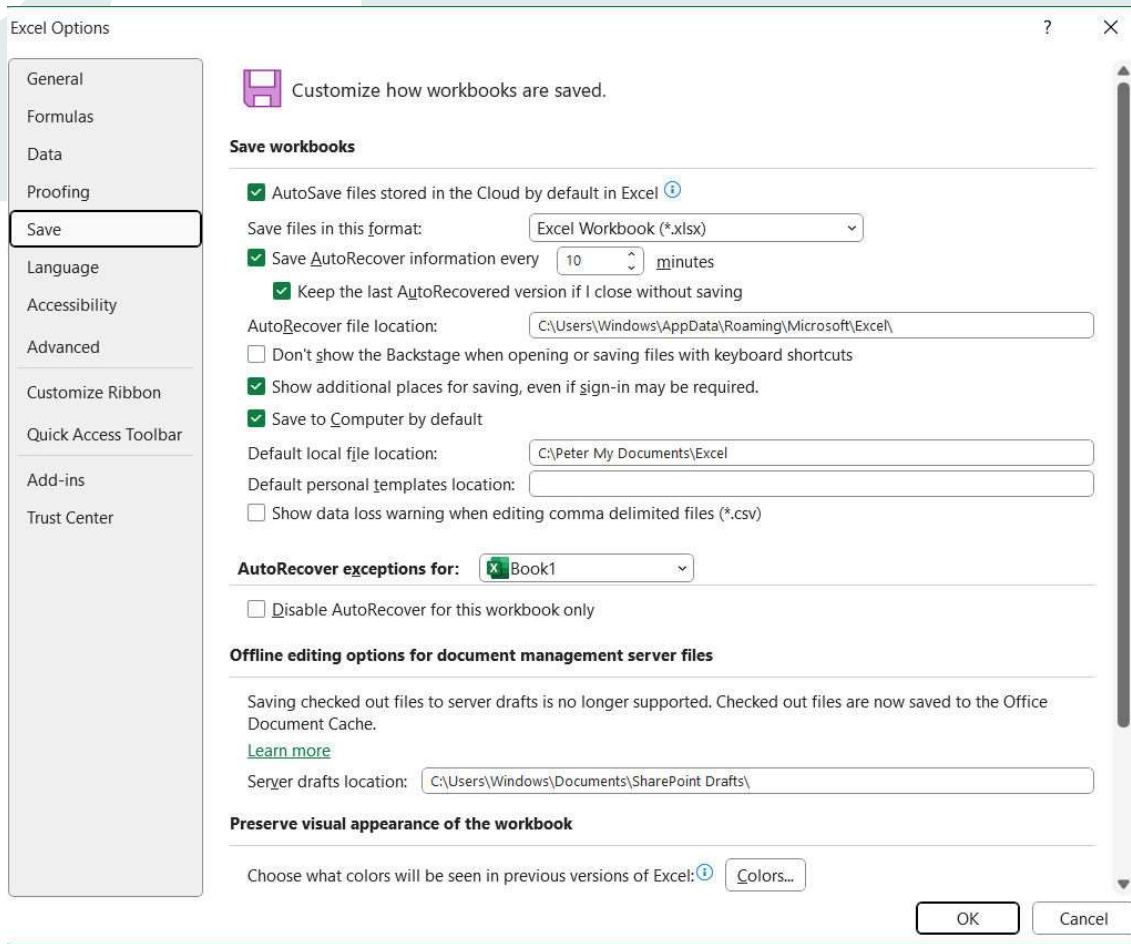
- **Sportsbet:** Carlton \$2.05, Melbourne \$1.77
- **Ladbrokes:** Carlton \$1.96, Melbourne \$1.85
- **Bet365:** Carlton \$2.02, Melbourne \$1.80

Ask me anything...

Copilot in Windows (preview)

7:27 PM
8/05/2024

Excel file saving default location.



To set up Excel to save in your favourite location.

In Excel with a file open, Go to home

Then Excel options

Then choose save.

Tick save to computer by default.

Fill in box below with the full path to where you wish to save the files

Word file saving default location.

Word Options

General
Display
Proofing
Save
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Customize how documents are saved.

Save documents

AutoSave files stored in the Cloud by default in Word [?](#)

Save files in this format: Word Document (*.docx) [?](#)

Save AutoRecover information every 10 minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\Windows\AppData\Roaming\Microsoft\Word\ [Browse...](#)

Don't show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location: C:\Peter My Documents\Word\ [Browse...](#)

Default personal templates location:

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.
[Learn more](#)

Server drafts location: C:\Users\Windows\Documents\SharePoint Drafts\

Preserve fidelity when sharing this document: Document1 [?](#)

Embed fonts in the file [?](#)

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

Cache Settings

OK Cancel

To set up Word to save in your favourite location.

In Word with a file open, Go to home

Then Word options

Then choose save.

Tick save to computer by default.

Fill in box below with the full path to where you wish to save the files

Snap Send and Solve phone App.

Snap Send Solve



This app is very effective especially with Shires, it gets fast results. I am afraid to use it too much as I do not want to get named as a whinger.

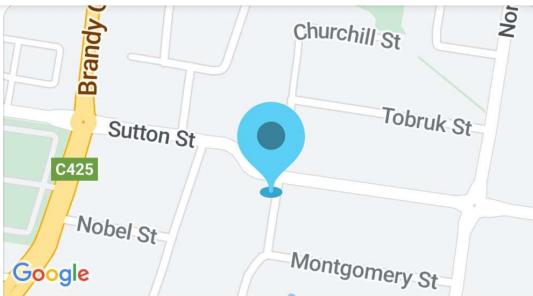
I have spoken to our Shire people at the office saying that I should not have to report these problems as the Shire vehicles are often running around past the problems.

I received a silly answer like they are trained to drive looking straight ahead to retain my driver's licence I have checks each year and MUST have peripheral vision of at least 120 degrees.

It also has the ability to link your report to Facebook, I do not do that.

Submitting a complaint.

← Snap details



Location

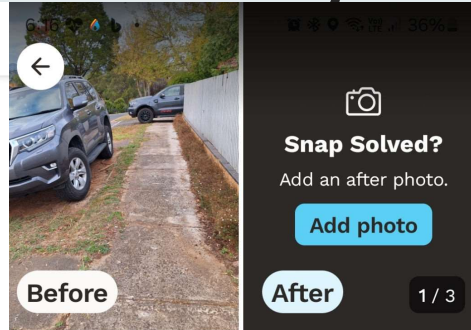
154 Sutton St, Warragul VIC 3820, Australia

Description

These 4 wheel drives persistently park across the footpath and on the nature strip. They have made a terrible mess of the footpath and nature strip and have smashed the storm water drain.

Snap Send Solve ID

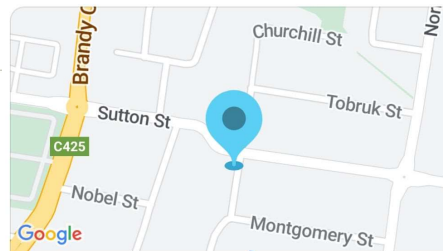
4453181



Sent

Parking - Illegal

8:37 AM · 24 Mar 2024



Location

154 Sutton St, Warragul VIC 3820, Australia

☆ Rate

↪ Share

When I wish to submit a complaint I take a photo or photos of the problem. They like you if possible to take in the photo a land mark or sign post. When I get home where I have Wi Fi I open the App and put my photos in it, because the photos have location details in you can see on the map the problems location, if it is not exact enough you can move the blue pointer so that it is exactly correct. You then have to write a short description of the problem. You then choose from a list choose who you want the report to be sent to.



BEFORE AND AFTER.

Snap Send Solve

Snapped: Damaged Road

Life's full of ups and downs, but a pothole doesn't have to be one of them 🌈

Location: Woody Point, QLD

Shout out to the City of Moret... See more

29 MINUTES AGO

Apple Help.

Tell your email software that the file that it put in **Spam or Junk** is **NOT Spam or Junk**.

Your device should remember that sender for next time.

Mark legitimate emails as not junk

On your iPhone or iPad, **open the message in the Junk folder, tap the Move to Folder button, at the bottom of the screen, then tap Inbox to move the message.** On your Mac, select the message in the Junk folder and click the Junk button in the Mail toolbar. 12 Oct 2023

Apple Help.

Open a document sent as an attachment sent to your email.

[How to Open and Save a Document Received via e-mail \(iPad/iPhone\) by Turner Time Management \(youtube.com\)](#) Click on the blue link.

This is mainly to help people that do not have Microsoft Office on there Ipad.

Android phone back up contacts.

Back up & sync device contacts by saving them as Google contacts:

1. On your Android phone or tablet, open the "Settings" app.
2. Tap Google. Settings for Google apps.
...
3. Turn on Automatically back up & sync device contacts.
4. Pick the account you'd like your contacts to be saved in.

Time for someone to tell us about their favourite app on their phone.

What will we do for our June meeting ?

Some one volunteer to demonstrate something.

Otto has a demonstration to do.