



THE COMPUTER CONNECTION

SAUK COMPUTER USER GROUP

FEBRUARY 2021

VOLUME THIRTY-ONE
NUMBER TWO

INSIDE THIS ISSUE:

- EDITING WHILE SPELL CHECKING/ COMPUTER JOKE 2
- COPYING AND PASTING WITHOUT AFFECTING THE CLIPBOARD 3-4
- ARE EMAILS REALLY DELETED 5-7

The Whiteside County Senior Center will not open in February for meetings. We had 16 people at the January meeting with the Zoom app from APCUG. We will have to have another remote meeting in February

Neal will host a few help sessions to answer questions you may have. Please try one, it's not that difficult if you have a camera and microphone. The time will be 7:30pm for all meetings and Fridays only

Jan. 15, 22, 29 and Feb 5 & 12

Joe Fornero

January
SCUG BOARD
MEETING MINUTES
DATE: 1/9/2021

Meeting was called to order by: Neal Shipley.

Attending the meeting were: Neal Shipley, Howard Paysen, Jim Maloney, Tom & Nancy Rich, Terry & Glenda MacLennan, Joe Fornero.

Treasurer's report was presented by: Joe F.

Discussion Highlights:

In 2-3 weeks SCUG is being given 4 computers and a server

from Illinois Retina Center in Peru, IL. Electronic books are available for purchase from AARP at 40% off. Neal will send out emails regarding Friday evening Zoom Trainings.

Future Programs: February Program will be on OneDrive and a U-tube Video about I-cloud operations.

Adjournment.

Respectfully submitted by Tom Rich, for Secretary

Club Information

Sauk Computer User Group
PO Box 215
Sterling, IL 61081-0215

Art Bendick - President
abendick278@gmail.com

Website
www.saukcomputerusergroup.org

SCUG Email
saukcomputerusergroup@gmail.com

Editor and Printing done by:
Joe Fornero

Member of



An International Association of Technology & Computer User Groups

Editing While Spell Checking

By Allen Wyatt

You already know that Word includes a powerful spell-checking utility. You may not know, however, that you can edit your document as you are spell-checking. I find this particularly useful, as I often recognize other, non-spelling errors as I am running the spell checker.

To do this, any time the spell-checker is prompting you to correct a word, press **Ctrl+Tab**. This changes the focus to your document and away from the spell-checker; you can now edit your document directly. If you prefer you can simply click the mouse pointer in your document, near the place where you want to make your edit.

When you are ready to resume spell-checking, simply click on Resume in the Spelling and Grammar dialog box (Word 2007 and Word 2010) or the Spelling task pane (later versions of Word).

By Allen Wyatt

(last updated December 12, 2020)

https://wordribbon.tips.net/T006090_Editing_While_Spell-Checking.html

The Next Drawing

The regular drawing for next meeting whenever that happens, will be \$50 gift certificate from Candlelight, 2 - \$25 gift cards from local family restaurants and a 1Tb flash drive, a USB flashlight plus some misc. items.

Note the next meeting will be February 13th, the date in Golden Echo was wrong.



Copying and Pasting without Affecting the Clipboard

By Allen Wyatt

Gary loves the Clipboard. In his job he creates many documents with the same information, so the Clipboard allows him to copy text and then paste it into a new document. There are times when Gary, though, wants to keep the text he currently has in the Clipboard with adding any more text when he copies something additional. Gary wonders if there is a way to copy and paste without affecting what is already in the Clipboard.

Actually, there are a number of different ways you can get around the Clipboard; I'll discuss five of them in this tip. Perhaps the easiest way is to rely on the specialized function keys that Word provides for moving or copying text. If you want to copy text, follow these steps:

1. Select the text you want to copy.
2. Press **Shift+F2**. The message *Copy to where?* appears in the status bar.
3. Move the insertion point to where you want the copy pasted.
4. Press **Enter**.



That's it; the text is copied and whatever you have in the Clipboard remains unaffected. If you want to move the text, the only change is that you would use **F2** in step 2.

A different way to do this relies on the addition of the mouse. Follow these steps, instead:

1. Select the text you want to copy.
2. Locate in your document where you want to copy the text—just make sure you can see it on the screen.
3. Hold **Shift+Ctrl** as you right-click on the target location.

Again, the text is copied and whatever you have in the Clipboard remains unaffected. To move the text instead of just copying, just press **Ctrl** in step 3 instead of **Shift+Ctrl**.

A third technique you can use is to rely on the Office Clipboard. This is an expanded version of the Clipboard that is available by displaying the Home tab of the ribbon and clicking the small icon at the bottom-right of the Clipboard group. Doing so displays the Clipboard pane at the left side of

the screen. The pane shows the last several items added to the Clipboard. This means that even if you press **Ctrl+C** or **Ctrl+X**, you don't really wipe out what was previously on the Clipboard—it is accessible through the Clipboard pane.

You should note that anything you copied or moved using the first two suggestions in this tip does not show up in the Clipboard pane, as those techniques bypass the Clipboard entirely. If you want to understand more about the Office Clipboard, [you might find this tip to be helpful](#).

The fourth approach is to rely on what is essentially the Windows version of the Office Clipboard. This expanded keyboard was added to Windows 10, so if you have an older version of Windows, you can't use this approach. You can pull up the Windows Clipboard by pressing **Win+V**. If you have the Office Clipboard pane visible on the screen, when you press **Win+V**, you'll note that the contents of the two are very similar. The difference is that the Windows Clipboard is available anywhere in Windows, while the Office Clipboard is, as the name implies, available only in Office.

Finally, one approach that many people are not aware of is to rely on the Spike, which is different than the Clipboard. You can [find more information about the Spike in this tip](#).

By Allen Wyatt

(last updated January 9 2020)

<https://wordribbon.tips.net/>

[T009956_Copying_and_Pasting_without_Affecting_the_Clipboard.html](#)

Are Deleted Emails Really Deleted?

By Leo Notenboom

"Permanently deleted" email may or may not be recoverable. Depending on the situation and motivation, that email could come back to haunt or help you.

It is said that deleted files are never completely erased unless you actually do so with the proper software. Does this also refer to emails? Once I erase an email (incoming or outgoing), does that stick around somewhere also?

When you "permanently" delete a file, the operating system just sets a flag or removes an entry from a list. The file's data remains on disk until the space is overwritten by other files some time later. This can allow some files to be "un" deleted if they haven't been overwritten.

Does the same apply to email messages?

It's ... complicated.

Deleting email is similar to deleting a file on disk. Both can use recycle or trash bins, and both permanently delete when the bin is emptied. With an online service, there's no way to know what "permanent" means. In a desktop mail program, there are several ways a permanently deleted email might still be recoverable. Depending on the situation, backups (either your own or those of the service you use) might be a way to recover. And, of course, the person at the other end of the message — sender or recipient — could also have a copy.

When deleted emails aren't really deleted

In most email programs and web interfaces, deleting a message doesn't actually delete it. Instead, the message is moved to a special folder, typically called "trash" or "deleted items". What happens next depends on the program or service.

Most online services automatically delete email from trash after some amount of time — usually 30 days. This gives you a month to change your mind and recover anything you didn't mean to delete.

Desktop email programs often have a setting controlling what happens to trash, so you can decide whether it's left alone until you explicitly empty it, or emptied automatically when you exit the program.

The real question is, what happens when deleted emails are actually deleted from the trash?

Emptying trash online: we just don't know

When it comes to online services, we really don't know how trash is handled. It's hidden behind the service provider's interface. Chances are it varies from service to service, and in fact might even change over time; they're not obligated to tell us.

The practical effect for users, though, is that once an email has been removed from an online service's trash folder, it's gone.

There's no getting it back, except possibly in some exceptional circumstances I'll talk about in a moment.

Emptying trash in programs: it varies

Desktop email programs store email on your computer in a variety of different ways. Some use a fairly complex database in a single file (see below for an explanation); some use a less complex file for each folder; and others use your operating system's disk structure, mapping email folders to disk folders and storing individual email messages as individual files.

What happens when trash gets emptied varies a great deal.

When the email program keeps individual messages as individual files, it's pretty safe to assume they behave exactly like deleted files, because they *are* deleted files. It's possible they could be undeleted.

Programs using database files, like Microsoft Office Outlook's [PST](#) files, can be much more complex. In the case of a PST, for example, when a message is deleted it's simply marked as deleted, but not overwritten until the space it was using is needed. Deleted mail might still exist in one form or another within the database for some time.

Using a "compact" operation, when the program provides it, removes the unused space so the database no longer has the message. The complication is that the compact function may *copy* the database to a new file and simply *delete* the old one. That means there may be a deleted copy of the old database that could be undeleted, still containing remnants of the deleted message.

I told you it could get complicated.

Don't forget about backups

It's easy to overlook the impact of backing up when it comes to recovering deleted email.

That exceptional circumstance I mentioned earlier is exactly that: your online email service almost certainly backs up your account. We don't know how often or for how long, but in order to be able to recover from various types of failures, they need to have backups.

The irony is that these backups are useless to you and me. They exist to protect the service, not us. If you delete an email, the service won't retrieve it from their backups for you.

However, they could get a court order to retrieve an email from their [backup](#). This means even if you've completely deleted an email, the service could possibly recover it from the backups they took before you deleted it.

The same is true for your own backups and your desktop email program. If you're backing up as you should, it's possible an email you've completely deleted from your desktop email program could be recovered from one of your backups.

Don't forget about the other person

Another scenario people often forget is that email, by definition, starts off with two copies: the copy in the sender's Sent Mail folder, and the copy received by the recipient.

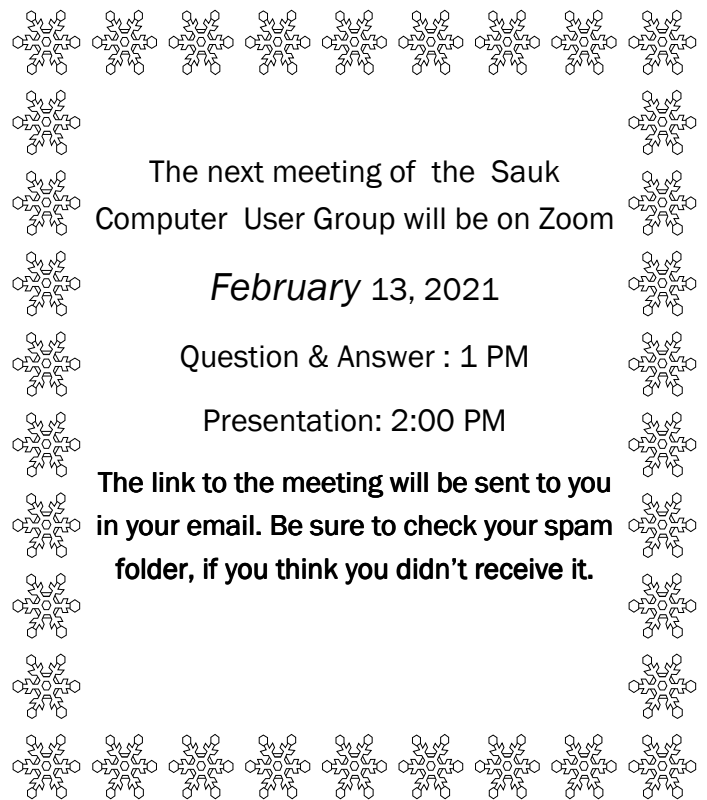
Regardless of which you are — sender or recipient — it's always possible the email message might be recovered from the other.

Deleted emails can back to haunt you from this overlooked source.

By Leo Notenboom

<https://askleo.com/deleted-emails-really-deleted/>

There will be a Question & Answer Session starting at 1 PM on Zoom. Bring any questions you have about your computer or problems you may be having. It will be conducted by:
Neal Shipley



The next meeting of the Sauk Computer User Group will be on Zoom

February 13, 2021

Question & Answer : 1 PM

Presentation: 2:00 PM

The link to the meeting will be sent to you in your email. Be sure to check your spam folder, if you think you didn't receive it.

Neal Shipley will be hosting an online Zoom meeting with a Question & Answer time and will have a presentation on using Cloud storage.