

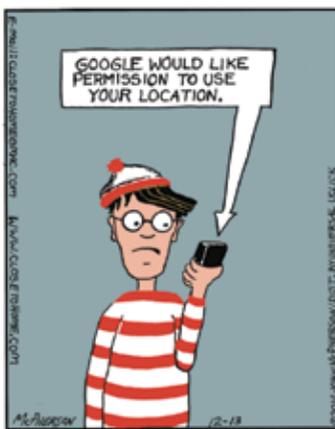
SOCIALLY DISTANT TECHNOLOGY

Welcome to the first edition of the Wayne County Public Library's new "Tech-Talk" Newsletter. In order to provide our patrons with continued technical assistance while practicing social distancing, answers to your questions will be provided in the newsletter along with a new section of our website, "Tech Corner". Both will be updated semimonthly as requests are received.

Should you find you need assistance with any technical question, ask us. Ask about computers, tablets and phones; searching the internet; how to do something in Microsoft Word or Excel; anything! We're still here to help. Simply fill out the request form inside this newsletter or pick one up at the library. Or go online and submit a request from off the library's website. Then look for your answers in the next edition of "Tech Talk" and the "Tech Corner". We will also be happy to put you on our email mailing list to receive every edition of "Tech Talk".

You can find us online at:

www.waynlibraries.org/tech-corner.html



"We are excited about continuing to assist our patrons with their technology questions, and are very pleased to offer this new program."

- Tracy Schwarz
Director

Your Questions...

Help! I'm running out of space!

Submitted by **Diane**

Device: **Kindle Fire** (Instructions similar for any device)

Issue: **Low storage space**

Storage space can become an issue with any portable device such as phones and tablets. Unfortunately manufacturers seem to only provide a limited amount of memory available for storage.

The first thing to do is find out what is taking up most of the space on your device. We do this by going into the settings. The Kindle Fire OS (operating system) is based on the Android OS, so it is very similar to Android phones and tablets. The settings icons for Android and iOS (iPad/iPhone) are pictured above.

For Android go to **Settings → Storage**

For Apple iOS go to **Settings → General → iPhone Storage**

Generally photos and videos take up the most storage space. But apps, media, and messages can sometimes use up needed space. Deleting files that are no longer needed is a good place to start. Clearing the trash folder from your email program is another way to clear space as well as deleting old text messages; especially ones with pictures that are not worth saving.

Lastly, if you haven't installed any external memory, your device has a Micro SD expansion slot. The memory card for this slot is relatively inexpensive and can be purchased in any electronic department. Simply open the door and slide the card in. Now you can move large files, like pictures to this memory card. In the settings, look for the options for where to store items.

[Additional tips can be found here:
www.consumerreports.org/smartphones/how-to-free-up-storage-on-your-phone/](http://www.consumerreports.org/smartphones/how-to-free-up-storage-on-your-phone/)

My file just disappeared!

Submitted by **Anonymous**

Device: Windows 10 Computer

Issue: **Lost files**

No matter how careful we are with saving our files, sometimes there is that one file we know we have saved, but can't find it. First thing, DON'T PANIC. Frantic searching will only cause grief and frustration. Instead take a methodical approach to finding the file.

Begin by identify what type of file was it? A picture? A Microsoft Word document? A downloaded file? etc. Next check that you didn't accidentally delete the file. Look in the recycling bin. If it's there, take note of the "Original Location" then click on the file, then select in the top menu "Recycle Bin Tools", then "Restore the selected items".

SETTINGS ICONS



Apple iOS (iPad/iPhone) Android OS (Tablet/Phone)



Micro SD expansion slot.



Windows Recycle Bin Icon

(continued on next page)

Tips & Tricks

Ever wonder on a Windows PC what that key between Ctrl and Alt with the Windows logo does? The "Windows" key has lots of uses when combined with other keys. Here are some examples:

Windows key alone → Open Start menu.

Windows key + D → Show or hide desktop.

Windows key + E → Open File Explorer.

Windows key + L → Lock the computer.

And a real handy one:

Windows key + (+) or (-)

→ Zoom in and out with magnifier.

There are dozens more. Do a quick internet search for "Windows Key Shortcuts" and you'll find many more!



Lost File... cont.

If it's not in the recycle bin, then open the program you last used to access the file. Most programs keep a recent history of files accessed under the "File" menu at the top. If it's in the list, open it and then save it somewhere you will remember.



Windows File Explorer Icon

If you still can't find the file, it's probably somewhere on the computer that maybe isn't easy to find. Open File Explorer and click on My Computer or the name of your computer; whichever is in the list at the left. Now in the top right is a search box. Enter part of the file name in this box and let the computer search. AGAIN DON'T PANIC! It could still be there somewhere!



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