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PC Updater News



Make Windows Do Tricks

You probably use Windows like you have always used Windows; you use it to run programs, and then you ignore it. Well, OK, you can keep doing that. Or you could try out some new features in Windows 11. These all run in the current '22H2' version of Windows 11. There are more coming late this year in the 23H2 release, more on that below. There's nothing new in Windows 10, and only security patches will be added, from now to the end-of-service date in October 2025.

App Switching

Press and hold Alt-tab. All your open apps appear, and you can pop any of them to the top. Easy.

Snap Layouts, by the Numbers



This is a quick way to size a program to use half the screen, or a third, without all the manual sizing. Just drag a window to the top of the screen to show the available snap layout, and drop it on the position you where you want that program to appear. OR, hold down the Windows logo key (start key) and press Z, and something like the left popup above will appear. Type the number of the layout, and the popup will change, so then type the number of the box. This all-keyboard method is the easiest way to position and size a window.

Tabs in Explorer

There are tabs in Explorer now, just like in every browser program. If you need several windows open in Explorer, you can use Snap Layouts and arrange them all on-screen, but if one window is what you need, just right-click on a folder or drive, and from the popup menu choose 'Open in new tab.' Or use Ctrl-t to open a new tab.

Compact View in Explorer

Compact View reduces line spacing in File Explorer. Look for it in the View menu. When it's on, more items fit in the left-column navigation menu.

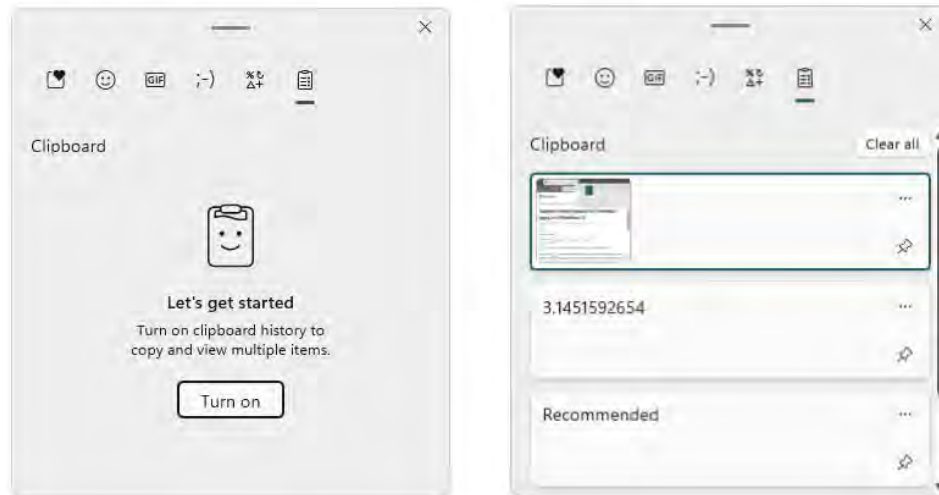
Live Captions



Live Captions adds text captions on-the-fly for meetings, videos, basically anything going on that's playing speech. And it's very fast, keeps up with the speaker very well. It's not perfect (note the 'land' typo above), but it's frequently better than YouTube's AI captioning.

Run Live Captions by pressing Start and typing 'live captions' and pick it from the search results list. Or run it with the keyboard shortcut Win-Ctrl-L. That's hold down the start key, the CTRL key, and tap L. It's an app, and will download the first time you run it. Once it's running, to always have it available, right-click the icon on the task bar, and choose 'Pin to taskbar.'

Clipboard History



What if the clipboard could remember the last few items you've pasted? It can. Just press Win-v (the start button with v), and you can paste anything you're recently had on the clipboard. The first time you use Win-v instead of ctrl-V, you'll be asked if you'd like to turn it on. Yes, do that; there is no down side to clipboard history. Bonus: The same screen also shows international characters and icons you can place in a document.

Minimize Everything

Win-d minimizes every open window. It's handy to get to a desktop shortcut quickly without messing up all your window placements. Win-d again to pop them all back up.

Full Screen

F11 enters full screen mode, in nearly all browsers, and in File Explorer. More importantly, F11 EXITS full-screen mode, handy for closing those evil web pages that ask you to call a phone number that is very clearly NOT safe. If F11 doesn't work, try Alt-F4, which closes nearly any program. Or close the browser from Task Manager (Ctrl-Alt-Delete).

Screen Captures

There are a few ways to do screen captures in Windows, but the very simplest

is to use Win+PrtSc. That is the Windows logo/start button pressed with PrtSc, which is sometimes is labeled as PrintScreen, and is usually above the Home button. That shortcut places a copy of the entire screen, with multiple monitors if you have them, into a folder 'Screenshots' inside your Pictures folder. (In Documents). You can drag or attach that to an email from there.

Undo

And the shortcut to never forget is Ctrl-Z, for Undo. It's your "Oops" key to go back a step. This works in most programs, even many that don't mention Undo in the menus.

Keyboard Shortcuts Chart for Windows 11

Science Translations' Keyboard Shortcuts for Windows		
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PC410.COM		
Keyboard Short Cuts for Windows 11		
Window Snapping		Managing Desktops
⌘ + Left	Snap window to left side	⌘ + Ctrl + D Create and enter new desktop
⌘ + Right	Snap window to right side	⌘ + Ctrl + F4 Close current desktop
⌘ + Up	Snap window to top/maximize	⌘ + Ctrl + Left/Right Switch desktops
⌘ + Down	Snap window to bottom/minimize	
Combine these to place windows in corners: Example: ⌘ + Left + ⌘ + Up		Navigating Windows
Managing Windows		⌘ Or CTRL + Esc Shows Windows Start Menu
⌘ + Tab Task view; switch windows/desktops		⌘ + S Search (keyboard)
Alt + Tab Switch between windows		⌘ + I Open Windows settings
⌘ + M Minimize all windows		⌘ + A Open Quick Settings
		⌘ + H Start Dictation
		⌘ + X Open start button context menu
General Windows Short Cuts		
Copy to clipboard:	Ctrl + C / ⌘ + Insert	Select All: Ctrl+A
Paste:	Ctrl + V / ⌘ + Shift + Insert	Select to end: Shift+End
Exit:	Alt + F4	Select to start: Shift+Home
Find:	Ctrl + F	Short-cut menu: Shift+F10
Lock Windows:	⌘ + L	Show Top Menu: F11
Show Desktop:	⌘ + D	Undo: Ctrl+Z
Open Explorer:	⌘ + E	
Change Monitor:	⌘ + Shift + Left/Right	Managing Text
Open pinned programs:	⌘ + 1/2/3...	Bold: Ctrl+B
Run Command:	⌘ + R	Italics: Ctrl+I
Project Screen:	⌘ + P	Select all: Ctrl + A
Show/Resize Options:	Alt + Space	Select letters: Shift + Left/Right
Redo:	Ctrl+Y	Select line: Shift + Up/Down
Refresh windows:	F5	Select word: Ctrl + Shift + Left/Right
Rename:	F2	Select from Cursor (1 line): Shift Home/End
Save:	Ctrl+S	Select from cursor: Ctrl + Shift + Home/End
		Cut: Ctrl + X
revised 9/2021		
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The free Windows 11 shortcut chart is still available to download and print, or ask me for the post card version when you see me. Get it from <https://pc410.com/win11>

23H2 for Windows 11

And then, coming this Fall, for Windows 11 ONLY, will be the feature release 23H2. The emphasis is artificial intelligence, apparently built-into Windows, and known as Windows Copilot. Translation: More built-in prompts to use server-based AI in various programs, and the start of some programs using AI directly within our computers. Some programs will have substantial upgrades: Paint will add background blurring and removal, assisted by AI.

Standard warning: Business-class computers don't run AI internally. That takes either a remote server, or a high-end video processor that can run a heavy AI

load, or coming soon from AMD, a processor that adds an AI processor on the main chip.

So for now, AI “inside” Windows is not on your computer, so any information you type into an AI is also being used to train the AI. Be careful where you use your business data.

Here’s a sneak peak at what’s on the way in 23H2:

<https://blogs.windows.com/windowsexperience/2023/09/26/the-most-personal-windows-11-experience-begins-rolling-out-today/>



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