



### Microsoft OneDrive

### What does it do?

- Securely save and share what's important
- All your stuff safe in one place
- Automatic backup and sync all your files to the cloud
- Access your folders without your PC in the OneDrive mobile app.
- Sensitive documents secured in a Personal Vault

# Pricing Plans

- If you subscribe to Microsoft 365 you already have OneDrive.
- Microsoft 365 versions (all require you to have a Microsoft account):
  - Family for up to six people \$179 per year 6 TB of cloud storage
  - Personal for one person \$129 per year 1 TM of cloud storage
  - Basic for one person \$29 per year 100 GB of cloud storage
  - Free for one person free 5 GB of cloud storage
  - Subscribed accounts also have varying amounts of Outlook mail storage

I have about 350 GB in my document, picture and other folders

## One precaution

Care when using software that automatically writes your data as you enter it i.e. does not require you to save. This also applies to Dropbox where I had my genealogy data corrupted! The problem is that whilst your data is being written to your programme, OneDrive might be simultaneously uploading it to the cloud. The solution is to ensure that your data from such programmes (not the programme itself) is stored outside the folders that OneDrive uploads to the cloud. I have a folder in the computer's root directory for that purpose - i.e. "C drive".

### 10 Common Problems with OneDrive

- Visit PC Mag website <u>https://au.pcmag.com/onlinecloud-backup-services/100590/10-common-</u> <u>problems-with-microsoft-onedrive-and-how-to-fix-them</u>
- There appears to be nothing to worry about.

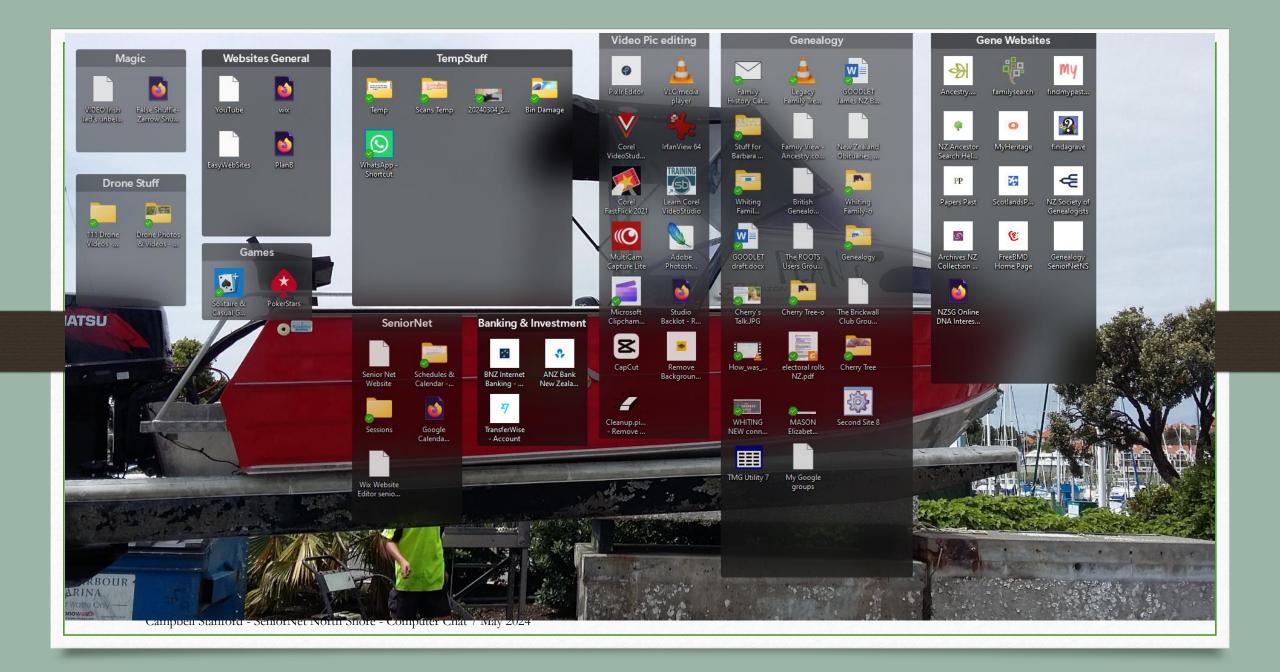
### Fences

https://www.stardock.com/products/fences/

### What is it?

<u>Gets rid of the growing clutter on your desktop</u>. It is a tool that can help you organize your computer's desktop screen. It places all the icons and shortcuts into different shaded sections of your desktop. These shaded sections are known as fences, and these are resizable. It packs several features, including:

- Automatic desktop organization
- Multiple desktop pages
- Quick hide feature for a cleaner desktop
- Fences customization
- Folder portals, etc.



### Another trick to reduce appearance of fences

#### Fences

#### Double clicking will roll-up your Fence!

Double clicking a Fence group's titlebar will cause it to roll-up into its titlebar, saving you space.

Move your mouse over to reveal the Fence, or double-click again to disable. Move Fence to edge of screen to dock to the edge of the screen.

Don't show this message again



See next slide to see how the same screen looks now. No need to click on the title bar to open up the fence – just hover!



### Cost



Automatically organize your desktop shortcuts and icons with Fences!

- Always up to date with the latest version of Fences
- System Requirements: Windows 10/11
- Languages: English, Dutch, French, German, Korean, Polish, Portuguese, Russian, Spanish, Simplified Chinese, and Traditional Chinese

#### Need a permanent License? Click here



### Sundries

- Double click on the desktop to hide and/or retrieve all fences
- Drag a rectangle on your desktop to create a new fence
- Click on bar-menu top-left corner of any fence to select options

# Video Editing

### What for?

- Years ago, I had a lot of family videos on VHS tapes. A mate and I learnt how to convert these to digital files (MP4). No one (including myself) felt enthused to look at most of them. This is especially true when the videos were so long and full of boring bits.
- The same tends to apply to modern video files already saved in digital format.
- The younger generation, (and others,) tend to have very short attention spans.
- Hence, if you want to target a particular group of people, much editing is required. This will include cutting bits out and preferably adding sounds and/or music.

# Software

https://www.capcut.com/

- I started with quite a powerful programme called "Corel Video Studio". (It was not cheap). Whilst I slowly got the hang of it, it was not intuitive and required quite a bit of re-learning each time that I occasionally used it.
- There is now a lot of <u>free</u> apps for editing videos, some more intuitive than others and very powerful.
- One free app called "Microsoft Clipchamp" comes with Windows 11. However, after quite a bit of experimentation I found the free "<u>CapCut</u>" superior, especially as it was more intuitive. It is available on both PC and mobile phones.



# Default Apps by File Type

### Where to Find and adjust if desired

- In Windows 11 as set up on <u>my</u> computer:
  - Right-click on windows icon bottom left of task bar
  - Select Settings/Apps/Default apps
  - Scroll to the very bottom of the list and select "Choose defaults by file type"
- There appears a list of all file extensions in alphabetical order and the default app that will open that file type.
- Click on the app name to make changes to the default app if required.