Probus Association of Victoria Inc.

Reg. No. AOOO9835H ABN 51 370 595 374



"Hello! Probus Victoria Members, It is undeniable that we are living in an era defined by technology. Recognizing this, Probus Association of Victoria is pleased to introduce 'PAV Tech Talk,' a forthcoming resource designed to offer comprehensive technological information and support.
Our coverage will encompass a broad spectrum of topics, including artificial intelligence, computer software, practical tutorials, and useful tips. We intend to leverage the vast reservoir of available knowledge. This initiative will present several key concepts and guidance within the main body of our newsletter. with embedded links, facilitating in-depth exploration of the respective subjects."

"Quotes for Google to find an exact phrase" Use Quotation Marks If you're searching for something in Google but getting bogged down with irrelevant results, consider wrapping your query in quotes. Google will only show results that exactly match whatever you have written in quotes. This makes it much easier to find what you're looking for and eliminates extraneous search results.

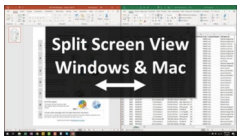
Essential Shortcuts:

Windows + W: Opens the Widgets panel.

Windows + A: Accesses Quick Settings (Wi-Fi, Bluetooth, Volume).

Windows + Z: Accesses Snap Layouts for multitasking.

Windows + Shift + S: Opens the Snipping Tool for specific area screenshots.



How to run 2 programs side by side on your Computer Screen.

1. Open the first program.
2. Press the Windows key + Left Arrow key (or Right Arrow key) to snap it to that half of the screen.
3. Press the Windows key + Right Arrow key (or Left Arrow key) to snap the second program to the other side.



Windows Sandbox: A place to test untrusted software without risking your PC. Something that made us hesitate before double-clicking on the file. Maybe it was a utility from GitHub, a driver mirror you do not fully trust, or an installer that Windows Defender flagged as "unknown." In those moments, the usual options are not great. You can either roll the dice, run it on your main PC, and hope for the best, or you can skip it entirely. Windows gives you a third option, and it is one most Windows users overlook. Windows Sandbox lets you run untrusted software inside a disposable Windows Desktop that disappears the moment you close it. There is no cleanup, no lingering files, and no direct risk to your real system if something goes wrong. Before getting into how to use it, it helps to understand what Sandbox actually is and why it works the way it does. This is a link to Kevin Stratert who works for Microsoft. In the video he will explain how to use Sandbox. The QR code and will take you to the video. Kevins YouTube channel is excellent and has lots of information on Microsoft programs.

iWork

Best Microsoft 365/ Microsoft Office Alternative: iWork

Apple began including the iWork suite of office apps for anyone who purchased a new iPad or iPhone after the release of the iPhone 5S in late 2013. The iWork suite includes a word processor (Pages), spreadsheet (Numbers), and presentation software (Keynote). How do these apps stack up to Microsoft's versions? The iWork suite isn't quite as complete but also not quite as bloated. Most of us don't need all the extra features packed in with our word processor or spreadsheet, and for us, iWork is perfect.
www.apple.com/au/iwork/

February 2026 Tech Talk.
Issiue1
Editor Ernie Brigham
Email
webmater@probusvic.com.au



This remains the property of PAV and can not be reproduce without permission from PAV

Outlook Freeware is excellent place to get free programs for Outlook email programs. Always use Windows Sandbox for any programs you are downloading .
www.outlookfreeware.com/en/

Google Drive

Google Drive is a cloud storage service built into your Gmail account. 15GB storage A generous starting point for personal use, shared across Google services "Cloud" means you can access it from any device connected to the internet. Using Google Drive, you can create documents and spreadsheets, easily share files with other users, edit documents others have shared with you, and upload files and folders from your computer.



Probus Association of Victoria Inc.

Reg. No. AOOO9835H ABN 51 370 595 374

How To Create a Restore Point for Windows

A system restore point adds an extra layer of protection—without needing a full backup. What It Does If something goes wrong after the update, you can roll Windows back to its previous state. Think of it as a *checkpoint in time*.

How to Create One

Search **"Create a restore point"** from the Start menu
Select your system drive (usually **C:**)
Click **Create**
Name it something like *Pre-Patch Tuesday – January 2026* Let Windows finish
It's quick, simple, and offers peace of mind—especially if you rely on your PC daily.

DATA RECOVERY TOOLS

You can use free data recovery tools to get back files you accidentally deleted on your computer. Recuva is highly recommended because it's easy to use and works on many different devices. Some data recovery tools limit the amount of data you can recover without paying, so choose wisely. Retrieve files you thought were gone forever using these freeware data recovery tools. These apps can recover documents, videos, images, music, and more from hard drives, USB drives, and media cards. I suggest that every computer owner install a file recovery program as soon as possible, ideally immediately after purchasing a computer. This is a list of free Data Recovery Tools.
Recuva, Wise Data Recovery, Disk Drill, Windows File Recovery.
Just type the name in to Google

How to get Microsoft Copilot

Windows:

On Windows 11, copilot app should already be installed by default. You can find the Copilot app pinned to the taskbar or on the Start menu. If the Copilot app is not already installed on your device, you can get it for free from the Microsoft Store.

MacOS:

MacOS You can get the Copilot app for free from the Apple App Store. Copilot requires macOS 14.0 or later and a Mac with an Apple M1 chip or later. Copilot for macOS is currently only available in the US, UK, and Canada, but it will roll out soon

PDF X: PDF Editor &PDF Reader

Are you looking for a PDF Reader Editor then this is the one for you. PDFX is a free app for Windows and is available on Microsoft Store PDF X is a productive PDF reader & editor for Windows. It's powerful for users to view, print, edit, and annotate Adobe Acrobat PDFs. [Features] View PDF • Horizontal or Vertical scroll, Single Page or Continuous scroll modes. • Search text, zoom in, zoom out & Presentation Mode. • Open Embedded Adobe Acrobat PDF Files • Share and print PDF documents • Thumbnails • Bookmark specific pages or sections of PDFs Annotate PDF • Adding annotations, removing annotations, editing annotations • Markup with highlight, underline, strikeout • Add text comments, text boxes, and hyperlinks to PDF

What can PDF F do:

- Fill out PDF forms
- Fill & sign PDF form
Page Editor
- Merge PDF
- Split PDF
- Extract - Extract the desired pages to create a new PDF
- Append - Insert another file • Rotate & delete pages
Convert PDF
- Convert PDF to Word
Convert PDF to Excel (PDF to Xls)
- Convert PDF to PNG (PDF to Image)
- Convert PDF to JPEG (PDF to TXT)
- Convert PDF to Web Pages (PDF to HTML)
- Convert PDF to XML
Convert to PDF
- Convert Word to PDF
- Convert Excel to PDF
- Convert PowerPoint to PDF
- Convert PNG to PDF
- Convert JPEG to PDF (Image to PDF)
- Convert RTF to PDF
- Convert Text to PDF
the following features:
- Convert PDF files to Word, Excel, image, etc
There is in the app to pay for and go Premium. However the free version dose all you need.



COMPUTER TIPS AND TRICKS

1. When typing on your smartphone, instead of putting in the full stops yourself, finish the word and hit the space bar twice. This automatically puts in the full stop and starts a new sentence.
2. Save time when highlighting. Instead of dragging the mouse across the piece of text you want to highlight, just double click the word you want to highlight and it will be selected. Also, if you triple click, the whole paragraph will be highlighted. Once you've highlighted text you want to remove, you don't need to hit delete or backspace, just type over it.
3. My Favorite Mac Shortcut: If you're on a Mac, try **Command + Spacebar**. It opens **Spotlight Search**, which is your personal Google for everything on your computer.
4. Accidentally closed a tab or deleted a file? Simply press **Ctrl + Shift + T** on most browsers to reopen the last closed tab, or use **Ctrl + Z (Command + Z on Mac)** to undo your most recent action.
5. Activate Airplane Mode while charging your device to speed up the charging process. This temporarily disables Wi-Fi, Bluetooth and calls and data to reduce background usage while charging.
6. **Undo Everywhere with a Simple Keyboard Shortcut** Did you know you can undo nearly any action in a Windows operating system? You probably know that pressing **Ctrl + Z** will undo anything you just typed, but this also applies to everything else. For example, if you accidentally moved or deleted a file, hitting **Ctrl + Z** will bring it right back to its original location. Additionally, you can redo anything you undid by pressing **Ctrl + Y.**
7. What does **Ctrl+F** do on a laptop? **Ctrl+F (Control Find)** is a keyboard shortcut used to **search for text within a document or web page**. It stands for **"Control + F"** and works by bringing up a search bar that you can type words into, which then searches throughout the document looking for any instances of those words