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How to Copy, Cut, and Paste on a Windows PC.

How-To Geek



Copy, cut, and paste are three basic operations that every Windows user should know by heart. The concepts behind them apply to nearly every application you'll ever use. Here's how they work.

Understanding the Clipboard

When you copy or cut something (such as a block of text, an image, or a link), Windows temporarily stores the data in a special memory location called the Clipboard. Think of it as a temporary holding pen. When you Paste the information you copied, Windows retrieves the contents of the Clipboard and puts it where you want it to go.



Typically, the contents of the Clipboard reset when you restart your PC, although it is possible to pin items to the clipboard in Windows 10 using an opt-in feature called Clipboard History (See later). You can then recall them as many times as you want quickly by pressing the Windows+V keyboard shortcut.

(Windows+ means holding down the Windows key on your keyboard then pressing the letter, in this instance, hold down the Windows key and press the letter V).

In Windows 10, you can even synchronize your Clipboard between devices using the cloud, but that is an optional setting you have to turn on in System Settings. Not only can you paste from your clipboard history, but you can also pin the items you find yourself using all the time. You can do that by:

1. To share your clipboard items across your Windows 10 devices, select **Start > Settings > System > Clipboard**. Choose **Automatically sync text that I copy** under **Sync across devices**. The sync feature is tied to your Microsoft account, or your work account, so remember to use the same login information on all your devices.
2. To get to your clipboard history at any time, press **Windows logo key + V**. You can also **paste** and **pin** frequently used items by choosing an individual item from your clipboard menu.

The Difference Between Copy and Cut.

When you copy something, Windows makes a copy of the information you want to the Clipboard and also leaves it in its original location. In contrast, when you perform the cut operation, Windows copies the information to the Clipboard but also removes the information from the original location. That means you typically use copy to duplicate information and cut to move the information from one location to another. These fundamental concepts apply across almost every application, so let's go over the various different ways to copy, cut, and paste in Windows.



How to Copy, Cut, and Paste Using Keyboard Shortcuts.



It's important to know the three fundamental keyboard shortcuts for Copy, Cut, and Paste have been included in Windows for decades. Microsoft borrowed these shortcuts from the Mac, which still uses them with the Mac's special Command key instead of Ctrl.

Copy: After selecting one or more items using your mouse or keyboard, press Ctrl+C. The information will be copied to the clipboard.

Cut: After selecting one or more items, press Ctrl+X, and the information will be copied to the clipboard and removed from the original location.

Paste: Select a destination by clicking on an area (or by placing your cursor in the position where you want the information to go), then press Ctrl+V.

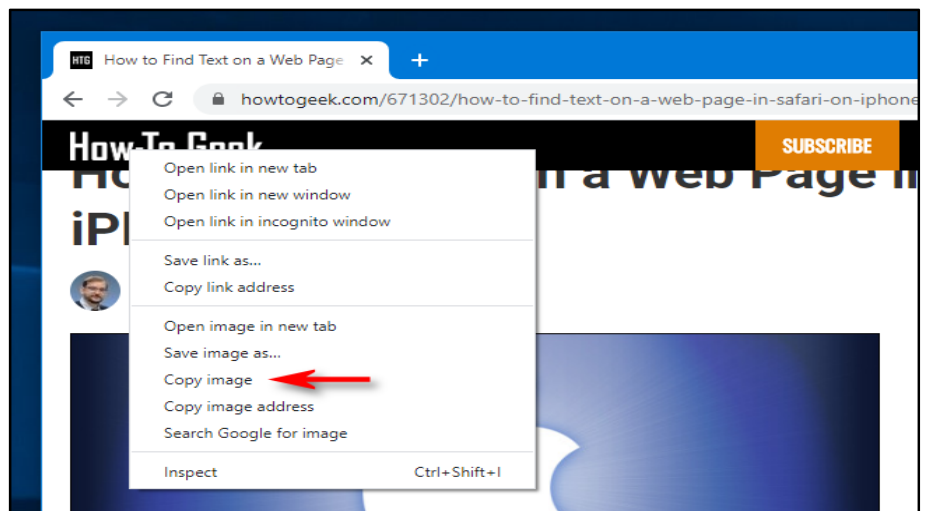
Alternative Copy, Cut, and Paste Keyboard Shortcuts

If you need to copy in a program that interprets Ctrl+C as a break character (such as a terminal emulator), you can use Ctrl+Insert instead. To cut, use Shift+Delete. To paste, press Shift+Insert. These shortcuts aren't as commonly used today, but they are still almost universally recognized in Windows.

How to Copy, Cut, and Paste Using Right-Click

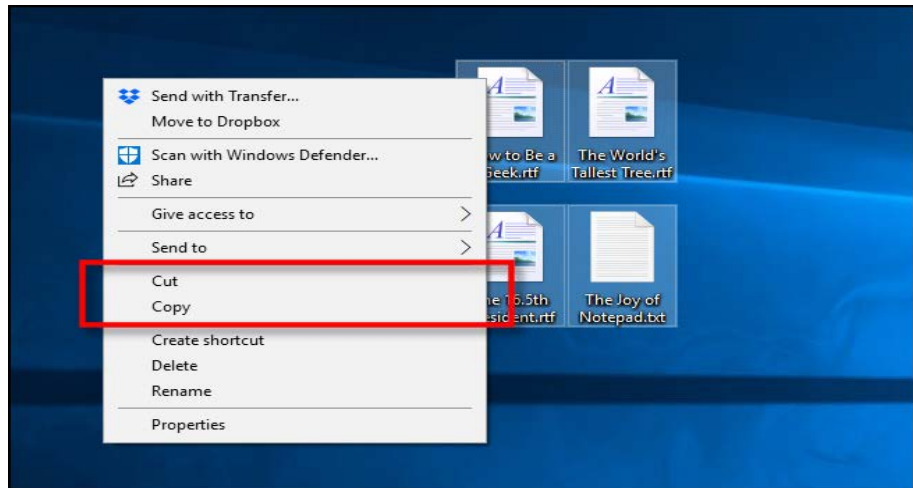
In many programs, you can copy, cut, and paste using the right button on your mouse. First, select an element of a document (such as a web page), then right-click, and you'll likely see a context menu that includes Copy or Cut commands.

You can then right-click in a destination document and select Paste to put the contents of the Clipboard in that location.





The same principle works in File Explorer and on your Desktop. Select a file, folder, or group of files you'd like to Copy or Cut. Right-click on the files, and you'll see a context menu pop-up. Select "Copy" if you'd like to duplicate the file somewhere else. Select "Cut" if you'd like to move the file to another location.

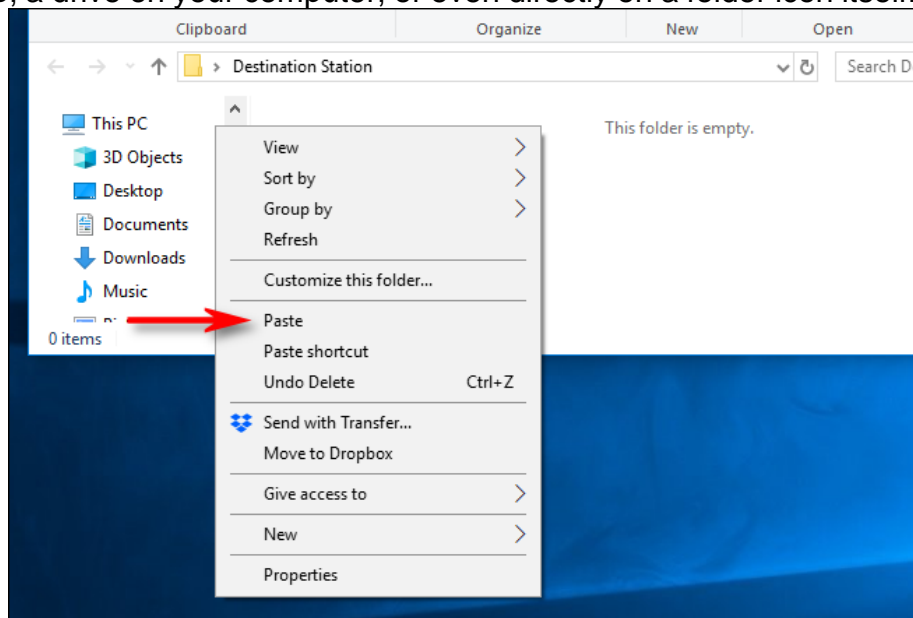


Then navigate to the new location and right-click where you'd like to put the files. The destination right-click can be inside a folder window, on the desktop, a drive on your computer, or even directly on a folder icon itself. Select "Paste" in the right-click menu that pops up.

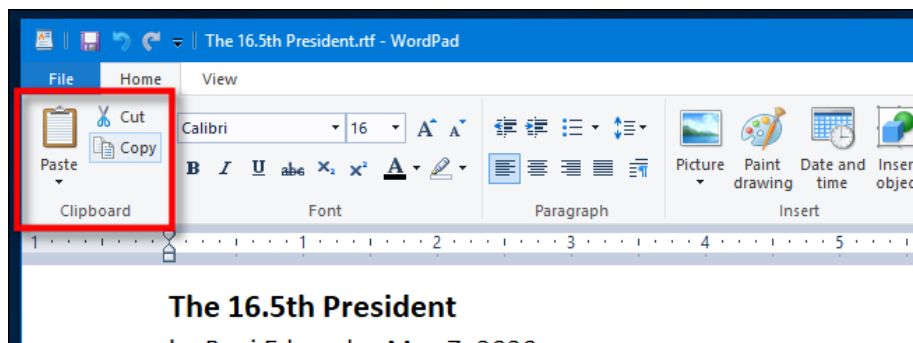
The files you just Cut or Copied will appear in the new location. Very handy!

How to Copy, Cut, and Paste Using Application Menus

You can also Copy, Cut, and Paste by selecting menu items with a mouse or touch screen. In programs with a Ribbon-style interface, you'll typically see a Clipboard or Edit block that contains Copy, Cut, and Paste buttons.



In programs with compressed or hamburger-style menus (like Chrome and Firefox), you can often find the Copy/Cut/Paste functions in a section labelled Edit.

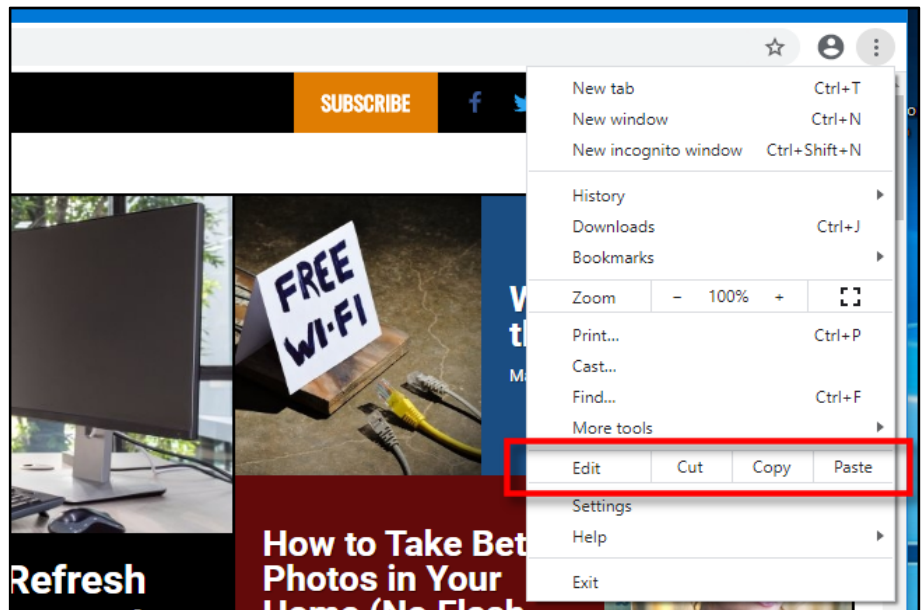




Also, many older Windows programs include a series of drop-down menus at the top of the application window. Among them, you'll often find a menu titled Edit (which you can often call up by pressing Alt+E). In that menu, you can usually find Copy, Cut, and Paste commands.

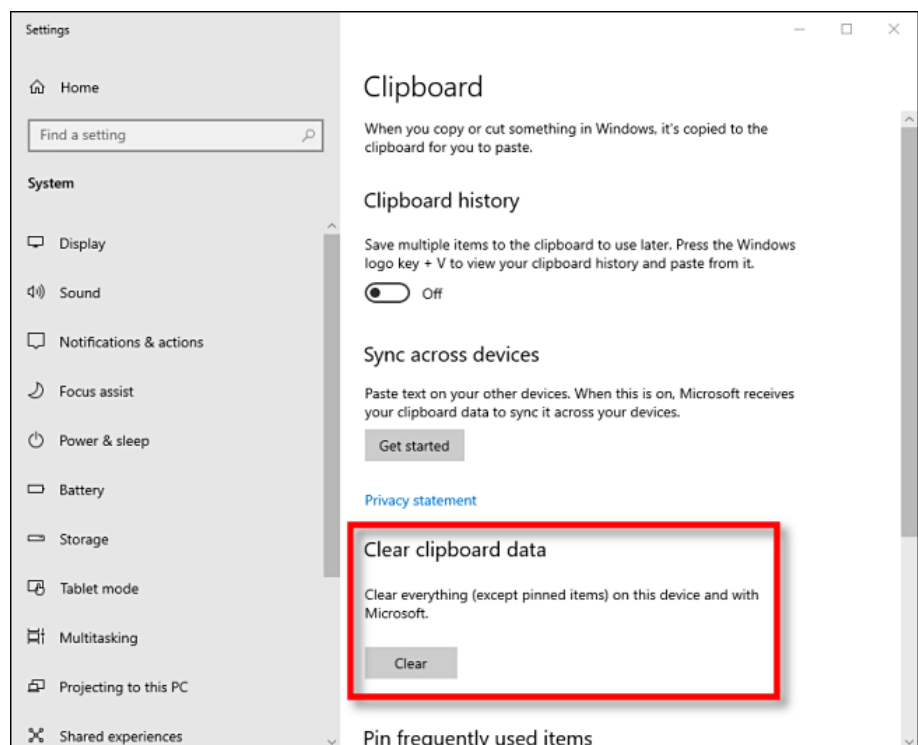
How to Empty Your Clipboard

To erase the contents of your Clipboard, just copy something new. Simply copying any word on a web page or document will replace the contents of the clipboard with whatever you just copied. You might want to do this after copying something sensitive like a password or credit card number, ensuring that you won't accidentally paste it into another application.



If you'd like to clear the data in your Clipboard History, you can manually erase it yourself. Open System Settings, then navigate to System > Clipboard. Find the section called "Clear Clipboard Data" and click on the "Clear" button.

You can also create a custom shortcut that will clear your Windows Clipboard. See [HERE](#).





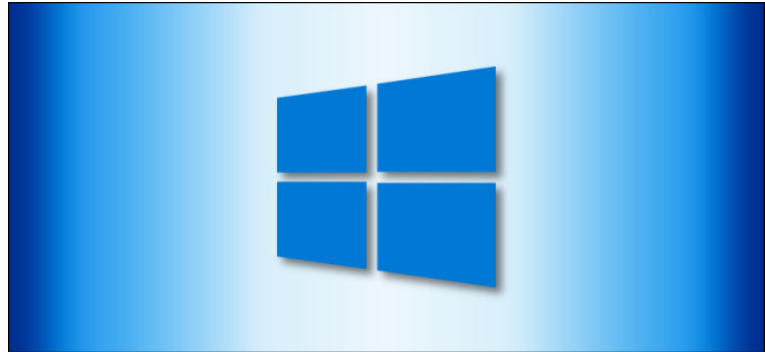
How to Enable and Use Clipboard History on Windows 10

Windows 10 takes copy and paste to another level with a feature called Clipboard history, which lets you see a list of items you have copied to the clipboard recently. Just press Windows+V..

What Gets Stored in Clipboard History?

Clipboard history first appeared in Windows 10's October 2018 Update (Version 1809). Currently, Clipboard history supports text, HTML and images less than 4 MB in size. Larger items won't be stored in the history.

Clipboard history stores a maximum of 25 entries, with the oldest items disappearing as new ones appear. Also, unless an item is pinned to the Clipboard, the Clipboard history list will reset every time you restart your computer or device.

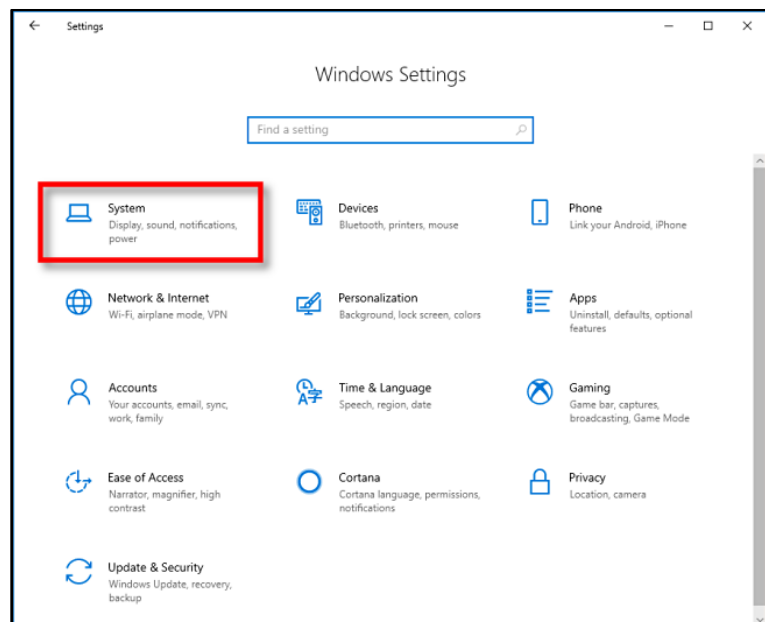


How to Enable Clipboard History in Windows 10

First, click the "Start" button, and then click the "Gear" icon on the left side of the Start menu to open the "Windows Settings" menu.

You can also press Windows+i to get there.

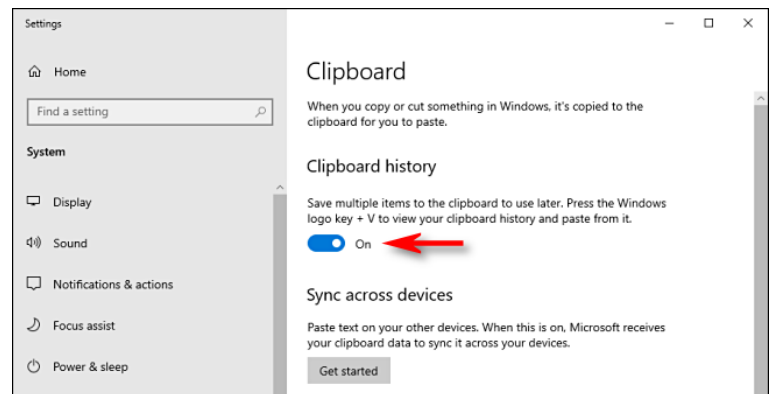
In Windows Settings, click on "System."





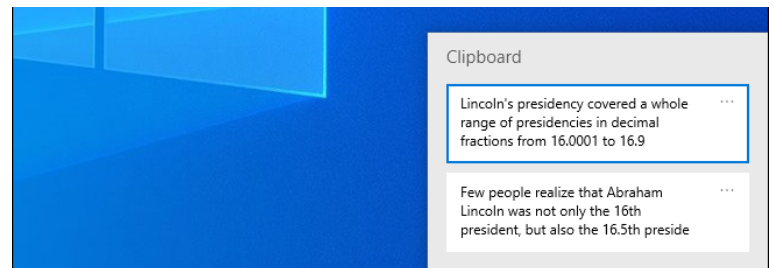
On the Settings sidebar, click on "Clipboard." In Clipboard settings, locate the section called "Clipboard history" and toggle the switch to "On."

Clipboard history is now turned on. You can now close Settings and use the feature in any application.



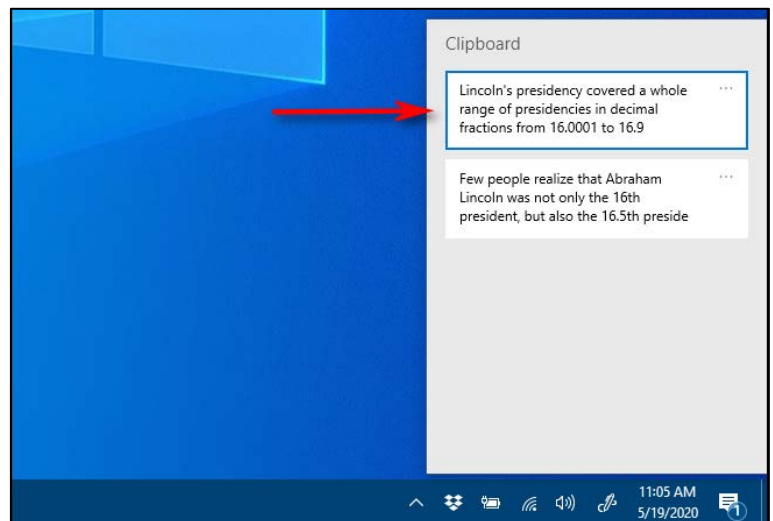
How to View Clipboard History in Windows 10

Once you have enabled Clipboard history, you can call up a list of items you have copied recently while using any application. To do so, press Windows+V.



A small window will pop up. The most recent items you've copied are at the top of the list.

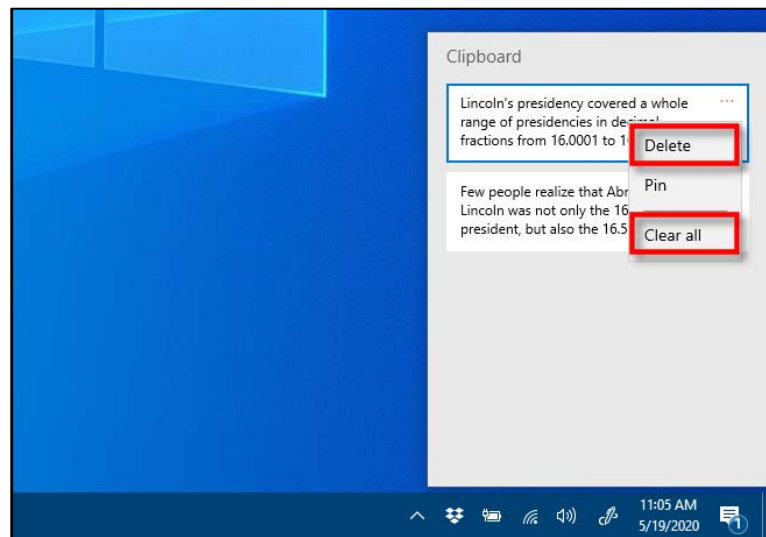
You can click on any item in the Clipboard history list to paste it into an open application.



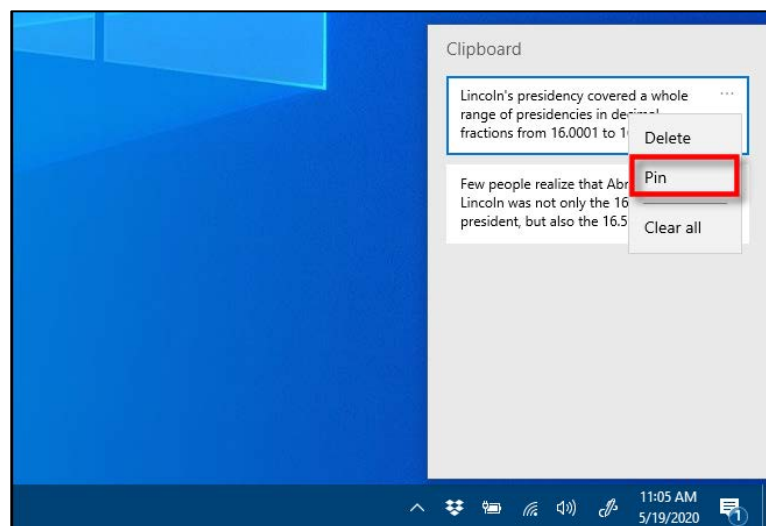


To remove items from Clipboard history, click on the ellipses (three dots) beside the item you'd like to delete. Select "Delete" from the small menu that pops up.

If you'd like to remove all the items from Clipboard history, click "Clear All" In the ellipses menu.



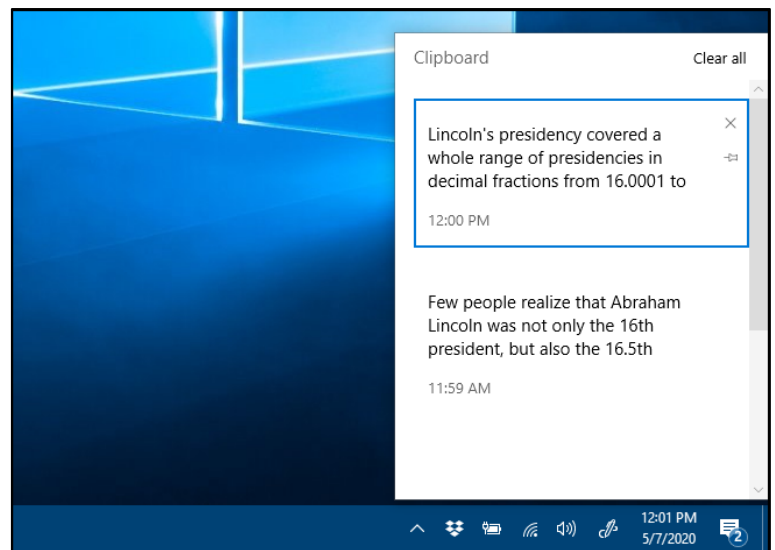
It's also possible to pin an item on the Clipboard history list. That way, it will stay on the list even if you reboot the computer or click a "Clear All." To do so, click on the three-dot menu and select "Pin." You can unpin the item later by selecting "Unpin" from the ellipses menu.



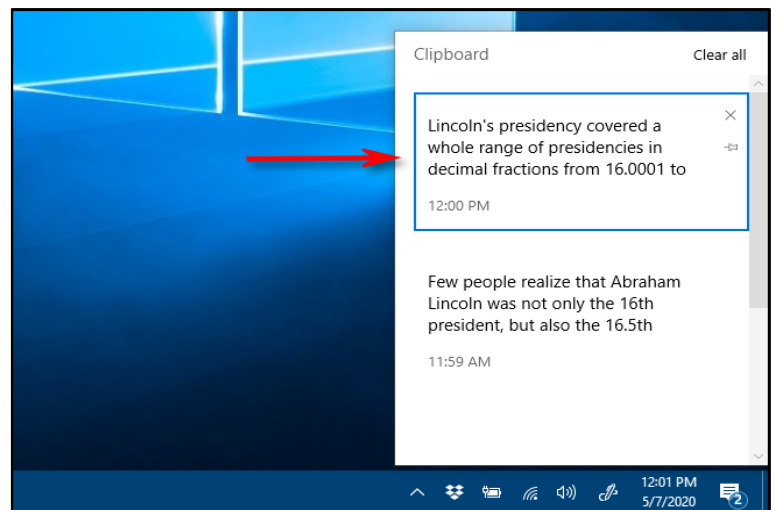
The Clipboard history interface has a slightly different look to it on older versions of Windows 10. Here are instructions for those running an earlier version.



After using the Windows+V keyboard shortcut, a small floating window will pop up either near the application you are using, or if all windows are closed or minimized, in the lower-right corner of your screen. The most recent items you have copied will be at the top of the list.



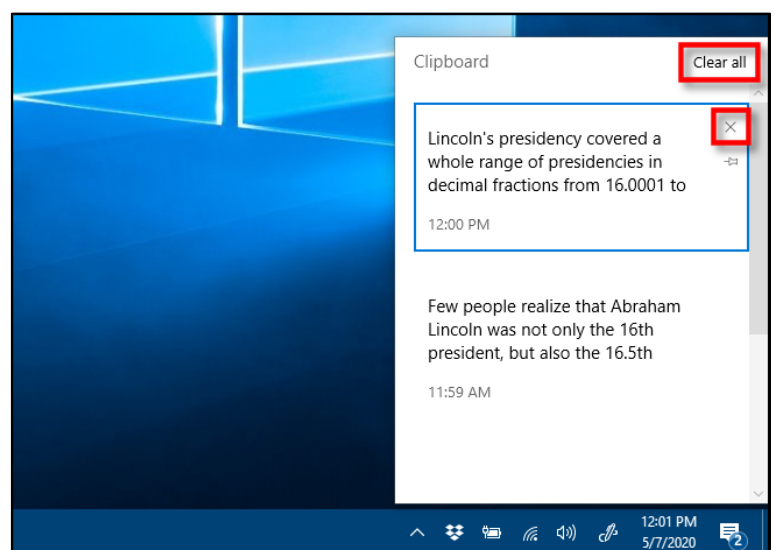
While the Clipboard history window is open, you can click on any item in the list to paste it into an open application or document.



To remove items from Clipboard history, click the small "X" beside an item on the list. Or you can clear the entire list by clicking "Clear All" in the upper-right corner of the Clipboard history window.

You can also pin an item to the Clipboard history list by clicking on the tiny pushpin icon beside the item. That way, the item will remain on the Clipboard history list even if you reboot the computer or click "Clear All."

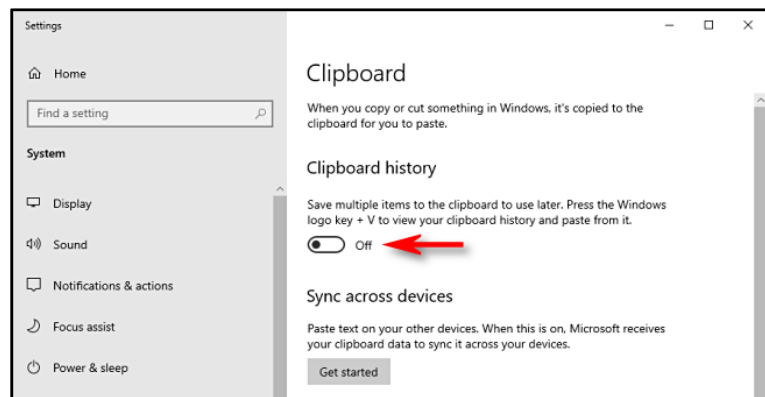
How to Disable Clipboard History in Windows 10





To turn off Clipboard history in Windows 10, navigate to Settings > System > Clipboard. Locate the option titled "Clipboard history" and toggle the switch to "Off."

Once disabled, if you press Windows+V, you will see a small window alerting you that Windows 10 cannot show your clipboard history because the feature is turned off.



How to Delete Gmail Messages in Bulk Laptop

When you start a fresh [Gmail](#) account, it seems like you have all of the space you'll ever need. But after several years of emails, that may not be the case. If you're looking to free up some space, follow these instructions for how to delete old emails in Gmail

Here's how to search for and delete Gmail messages in bulk:

Search by date

In the search bar, you can type the date in a YYYY/DD/MM format to filter out emails before a certain date. If you type `before:2014/01/01`, you'll see a list of all of the emails you received prior to Jan. 1, 2014.

You can also search by how old emails are. If you type `older_than:1y`, you'll receive emails older than 1 year. You can use `m` for months or `d` for days, as well.

If you want to delete them all, click the Check all box, then click "Select all conversations that match this search," followed by the Delete button.

Labels and Categories

If you want to get more specific than a date or time, you can refine your search by looking through the categories the emails are kept in or the labels you assigned them to.

If you have a label called "XYZ," you can search for `label:XYZ` to find those emails. If you want emails that Gmail has classified as being in your social or promotions folders, try `category:social` or `category:updates`.

Combinations

Now you can take what you've learned and combine them. If you type `older_than:1y label:XYZ`, you'll see all emails older than 1 year with the label you assigned. For those who have organized inboxes, this is an efficient way to search through and then delete old emails you never use anymore.



If you're looking to get even more advanced, Google offers a [full list of search operators](#) to filter through your email and find what you no longer need, including how large messages are, whether they have stars and who sent the email in the first place. With these tips, you'll be able to teach others how to delete old emails in Gmail, and save money on online storage.

A quick guide on the QR Code.

If the Covid-19 epidemic did one thing - it brought the QR (Quick Response) code system out from near obscurity to everyday usage. The code itself has been around for ever but was used primarily by industry. It was developed in Japan back in 1994 as a replacement for the barcode which could only hold a small amount of information. As it wasn't patented by the developers, when it was added to the ISO International Standards in 2000, it could be used freely right across the globe.

How do QR Codes work?

The modern-day QR Code consists of 7 parts. Each of these parts creates a sort of pixel pattern that looks similar to a crossword puzzle. Each element has a specific purpose that conveys certain information through the Code such as the print direction, timing, error tolerance, and empty spaces to differentiate the Code from what surrounds it. Able to store up to 7089 digits or 4296 characters, including punctuation marks and special characters, the Code can equally encode words and phrases such as internet addresses.



Positioning detection markers.

Located at three corners of each code, it allows a scanner to accurately recognize the Code and read it at high speed, while indicating the direction in



Alignment markings.

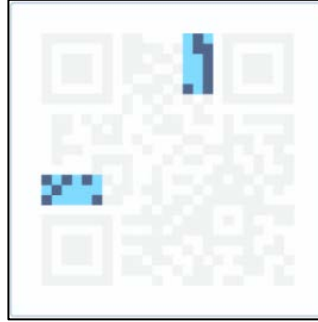
Smaller than the position detection markers, they help straighten out QR Codes drawn on a curved surface. And, the more information a Code stores, the larger it is and the more alignment patterns it requires.



Timing pattern.



Alternating black/white modules on the QR Code with the idea of accurately helping configure the data grid. Using these lines, the scanner determines how large the data matrix is.



Version information.

With currently 40 different QR Code versions, these markers specify the one that is being used. The most common ones are versions 1 to 7.

Data and error correction keys.



Format information.

The format patterns contain information about the error tolerance and the data mask pattern and make it easier to scan the Code.



The error correction mechanism inherent in the QR Code structure is where all your data is contained, also sharing the space with the error correction blocks that allow up to 30% of the Code to be damaged.

Quiet zone.



This is similar to the importance of white space in design, that is it offers structure and improves comprehension. For whom or what you may ask? For the scanning program. In order to distinguish the QR Code from its surroundings, the quiet zone is vital.

What information can you put into a QR Code?

The QR Code has evolved over the last few years. It is no longer constrained to characters or numbers. With a customizable, mobile-friendly landing page, for instance, you no longer need



to link to a website in order to provide your audience with information. Additionally, it can store a gallery of pictures, video playlist, sound demo, PDF, information on how to reach you or your business, and so much more. This truly makes it a one-stop QR Code solution for marketers and businesses.

The popular types of QR Codes.

[App Store](#)

Linking to multiple app stores with just one scan, it makes the promotion and download of your mobile apps much more efficient by reaching a wider target audience, regardless of the scanner's cellular operating system.

[PDF](#)

Digital magazines, brochures, eBooks, with this Code you can simultaneously boost your marketing, save on printing costs, and offer customers the chance to save and share documents all from the palm of their hand.

[Social Media](#)

Share all of your social media platforms on a mobile-friendly landing page. Whether it's Twitter, Snapchat, YouTube or Instagram, your audience can choose which platform to follow you on.

[Coupon](#)

Remove the hassle of couponing for your customers with this Code. With one scan, they can save your promotion to their mobile devices, share it on social media or by email, and redeem it with ease at your nearest location or online store.

[Business Page](#)

Let your audience get to know you a little better at their own convenience. If you don't have a website, then this QR Code is the perfect, mobile-friendly platform to let customers know your mission statement, how to reach you, your physical store locations, opening hours and how to find you with Google Maps.

Make your own QR Code.

Once you already have an idea of the kind of information you want to share with your target audience, go to [QR Code Generator](#) and select the appropriate type of Code, input the necessary information and design your QR Code to fit your brand image or your own personal taste.

If you want to put an icon on your desktop which will take you straight to the QR Code Generator page, here's how:

1. Open your desktop and right click an empty area and select **New** then **Shortcut**.
2. In the box below "Type the location of the item" type: **<https://www.qr-code-generator.com/solutions/>** then click **Next**.
3. In the box below "Type a name for this shortcut" enter **QR Generator**.
4. This will put an Icon on the Desktop titled QR Generator, right click the icon, scroll down to **Properties**, then select **Change Icon**.
5. Click browse and select **SHELL32.dll**. You'll find this file in the **C:\windows\system32** directory.
6. Select an Icon then click OK and OK again.



A couple lived near the ocean and used to walk the beach a lot. One summer they noticed a girl who was at the beach pretty much every day. She wasn't unusual, nor was the travel bag she carried, except for one thing; she would approach people who were sitting on the beach, glance around furtively, then speak to them. Generally the people would respond negatively and she would wander off, but occasionally someone would nod and there would be a quick exchange of money and something she carried in her bag. The couple assumed she was selling drugs, and debated calling the Cops, but since they didn't know for sure they just continued to watch her.

After a couple of weeks the wife said, "Honey, have you ever noticed that she only goes up to people with boom boxes and other electronic devices?" He hadn't, and said so. Then she said, "Tomorrow I want you to get a towel and our big radio and go lie out on the beach. Then we can find out what she's really doing." Well, the plan went off without a hitch and the wife was almost hopping up and down with anticipation when she saw the girl talk to her husband and then leave.

The man walked up the beach and met his wife at the road. Well, is she selling drugs?" she asked excitedly. "No, she's not," he said, enjoying this probably more than he should have. "Well, what is it, then? What does she do?" his wife fairly shrieked. The man grinned and said, "Her name is Sally, and she's a battery salesperson." "Batteries?" cried the wife. "Yes," he replied.

She sells "C" cells by the seashore.

Sorry!