President's Corner: Windows 10
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Introduction
As I have not written a column for *Random Access* since July, 2016, I thought I would combine a few interrelated topics from my past presentations in a single column for this the first month of 2017. For this month's column, I will cover Microsoft Edge and OneDrive. Time permitting, I will catch up on other topics in the coming months.

Although I do provide some directives on how to use Microsoft Edge, this is not intended to be an exhaustive tutorial on the browser. For more information about Edge or other Windows topics, I recommend consulting such resources as Microsoft, GCF LearnFree.org, and How-To Geek.

Microsoft Edge
Microsoft Edge is the new web browser that is shipping with Windows 10. Microsoft intends it to replace Internet Explorer in the new operating system. It is configured as the default web browser when Windows 10 is installed, although you may change the default to Internet Explorer or a third-party browser such as Google Chrome. The interface for Edge is slimmed down compared with Internet Explorer. It sports a search bar, tabs, toolbar, and icons for accessing the various settings and features of Edge. There is no menu bar or favorites bar, as you will see in Internet Explorer. The idea is to provide more space for displaying web pages.

Finding a website or searching for content is accomplished with the same search field. Enter a URL such as www.cugg.org, and Edge will take you to the site. If you enter a word or phrase, Edge will invoke the search engine to find matching results. (By default, Bing is the search engine for Edge, but it may be changed to another provider such as Google. The option to change the search provide may be found by clicking the Ellipsis icon, clicking "Settings," scrolling down and clicking "Advanced settings," and then clicking "Search in the address bar with...")

Many options are available for customization Edge to your liking. The various settings are accessible by clicking the Ellipsis icon and then clicking "Settings." Here you will find settings for the theme (light or dark), the content or home page to be displayed by default, what new tabs should display by default, settings for your favorites, clearing the browser data, synchronizing your favorites, reading style, and font size. Advanced settings include enabling the home button, managing pop-ups, caching form and password data, the Do Not Track option, the default search provider, and managing cookies.

Saving a website may be accomplished in different ways. You may save a bookmark of the site to your Favorites by pressing CTRL+D, or by clicking the Star icon in the toolbar, giving the favorite a name, and then clicking "Add." Favorites may be organized as needed in subfolders, but no auto-alphabetization feature is provided as with Internet Explorer. You may also pin a site as a tile to the Start menu by clicking the Ellipsis icon and then clicking "Pin this page to Start."

Lastly, you may save a site to the Reading List, which is meant to serve as a temporary holding place for material to be read at a later date. Simply click the Star icon, click "Reading List," give the saved page a name, and then click "Add." The Reading List is like the Favorites list, except that it does not support the creation of folders and subfolders to organize bookmarks.

If a site does not display properly in Edge (which will inevitably occur), it may be opened in Internet Explorer. Just click the Ellipsis and then click "Open with Internet Explorer." Since many sites are optimized for one browser but not another, you may find Edge is not always the best browser to use.

One limitation of Edge in the initial versions of Windows 10 is that it did not support software extensions. (Software extensions provide additional functionality to the browser, such as the RoboForm and LastPass extensions for managing passwords for your favorite websites). With the release of the Windows 10 Anniversary Update on August 2, 2016, support for extensions was added to Edge. (In a future article, I will discuss how to install the Anniversary Update.) To search for and install extensions, click the Ellipsis, click "Settings," click "Extensions," and then click "Get extensions from the Store." A wide variety of extensions are available including RoboForm, LastPass, AdBlock, Java, and Flash. Some extensions have settings that you may change as needed. Once an extension is installed, you may hover over the extension's icon with the mouse cursor. When the gear icon appears over the extension, click it to access its settings.

Support for Flash videos is built into Edge. With the Anniversary Update, you may install Adobe's Flash Player as an alternative for playing Flash videos. However, be aware that Adobe Flash videos have been created to deliver malware to unsuspecting users' computers, so installing the extension for Adobe Flash may be risky. Consider how important Flash support is to you before installing it and potentially exposing your computer to attack. I would recommend first testing Edge (or any other web browser such as Internet Explorer, Chrome, or Firefox) without installing Flash to see whether it meets your needs without the additional vulnerability of installing Flash. As more sites are switching to HTML5, you may find you can get along without Flash.

Cortana, the default search agent for Windows 10, is silently integrated with Edge to assist in finding information. When visiting a restaurant's website, Cortana can provide you hours, directions, contact information, and menus. When visiting a shopping website, Cortana can provide information about available coupons. When watching a video, Cortana can look up the song's lyrics or help you buy the song. Cortana can also provide information about where to find an app for a particular website. You can also highlight a word, phrase, or image on a web page and right-click it to get more information from Cortana.

Reading View is available when you wish to read a page without the clutter of ads, navigation bars, and pictures. Reading View may be enabled by pressing CTRL+Shift+R. Your experience may vary depending on the page, as Edge may not always sift out the clutter to present a stripped down view of the page.

The Web Notes feature allows you to capture a screenshot of a web page and then use mark-up tools for drawing and highlighting. You access the feature by clicking the icon of a dotted square with a pencil. You may use a highlighter tool, an eraser to clear highlights, a comment tool to add remarks about some item on the page, and a clipping tool to select only the portion of the page you wish to save. The marked-up page may then be saved (using the Disk icon) to OneNote, your Favorites, or your Reading List; or shared with someone else using the Share icon.

OneDrive
OneDrive is a cloud service provided by Microsoft for accessing, sharing, and collaborating on documents. It is like Google Drive in that you may access files stored in OneDrive from any PC, Mac,

or smartphone with an Internet connection. The software is pre-installed with Windows 10, but is also available for other operating systems. Visit the OneDrive website to get started.

OneDrive is available in a variety of price-points. OneDrive Personal is the least expensive version available. The free version provides for up to 5 GB of storage. For 50 GB of storage, you may pay a charge of $1.99 a month. Data encryption is not provided with the personal plan, so it is not a recommended solution for storing confidential information.

OneDrive+Office 365 is integrated with Microsoft's new cloud-based Office suite. It includes collaboration support as well as more storage space than the free version. Personal. Personal price plans as of October 8, 2016, are $6.99 a month for 1 TB or storage, and $9.99 a month for 1 TB of storage for each of five users. The lower business price plan goes for $5.00 per user a month for 1 TB of storage and files up to 10 GB in size. The more expensive plan goes for $10.00 per user a month for 5 TB of storage for a minimum of five users and advanced data encryption.

When OneDrive is installed on a computer, a folder is created for you to store any files to be synchronized with the cloud. Files may be dragged or saved to the folder as needed. Files may also be deleted and subfolders created for organizing files. Files may also be uploaded directly to the cloud by logging into OneDrive in a web browser and then dragging files into the browser.

Files may be edited directly from the OneDrive folder, or through the web browser. However, when using a web browser, only Office and text documents may be edited. (Office documents and text files may also be searched and viewed.) Other files types such as PDF, Open Document (LibreOffice and OpenOffice), and Corel WordPerfect may be viewed in the browser, but not edited. Other features for web access include displaying PowerPoint slideshows, syntax highlighting and code completion for various programming and markup languages, automatic adding of geo-location to photos, custom tagging of photos, and photo slideshows. Other files types may be stored in OneDrive, but cannot be edited, searched, or viewed through a web browser or the OneDrive app for your mobile device.

As a final note, I spent some time reading up on OneDrive, Google Drive, and Dropbox as possible products that I could use for my personal files. Since I like the ability to modify documents from a web browser, I passed over Dropbox. As much of my work for CUGG is done using LibreOffice, I passed over OneDrive in favor of Google Drive, which does support the Open Document format. With Google Drive installed on my laptop, desktop, and iPhone, I can modify a document and make it easily accessible to my other devices without transporting it from computer to computer with a flash drive. I also use the Google Drive app to automatically copy photos from my iPhone to the cloud, thus making it easier for me to get access to them from any computer and ensuring I do not lose them in the event my iPhone should become lost or broken. Information about Google Drive is available here.