

# SIMPLE TECHNIQUES FOR MAKING A "WINDOWS.. COMPUTER EASIER TO USE

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Virtual Technology  
Conference  
Saturday, 02/11/17  
@ 1 PM ET

Conference Description  
& Registration Links go to

[apcug2.org/content/virtual-conferences](http://apcug2.org/content/virtual-conferences)

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**THE LOS ANGELES COMPUTER SOCIETY**

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“Meeting Notes”

# SUMMARY

All versions of "Windows.." suffer from various problems that Microsoft has inadvertently designed into them.

Here are some tips and tricks dealing with these problems in order to make "Windows.." easier to use.

# TOPICS

- "Windows Explorer" versus "File Explorer"
- Problems caused by "Hide file extensions.."
- Turn off "Hide file extensions.."
- File and folder naming with year-month-day pre-pended
- Drag and drop depends on the tip of the mouse cursor

# TOPICS (continued)

- Open two windows of Windows Explorer/File Explorer before you drag and drop
- Rename and copy--then rename and paste to save on typing
- Right-click on a Task Button to generate new windows

# TOPICS (continued)

- Use Ctrl + and Ctrl - When Using Web Browsers
- Ignore and cancel pop-up messages that tell you that "You need to format the disk.."
- Windows.. automatically changes default audio devices!!

# "WINDOWS EXPLORER" VERSUS "FILE EXPLORER"

- On the lower-left region of your Windows.. desktop, you will find a folder-like icon on the left side of your Taskbar:



Recycle Bin



Google Chrome



sample.docx



RevoUninst...  
Freeware P...



sample.zip



sample.exe



7:59 AM  
2/11/2017







# "WINDOWS EXPLORER" VERSUS "FILE EXPLORER" (continued)

- "Windows Explorer" in "Windows 7" and earlier
- "File Explorer" in "Windows 8.1" and "Windows 10"
- In this presentation, I will usually call it "Windows Explorer/File Explorer"

# PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.."

- The 3 character file extensions at the end of file names tell your operating system and software programs what type of file that the file is.
- MS-DOS, "Windows 1", "Windows 2", "Windows 3.0", and "Windows 3.1" did not hide file extensions from view

# **PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)**

- "Windows 95", "Windows 98",  
"Windows ME", "Windows 2000",  
"Windows XP", "Windows Vista",  
"Windows 7", "Windows 8.1", and  
"Windows 10"  
all default to hiding the display of file  
extensions.

# PROBLEMS CAUSED BY

## "HIDE FILE EXTENSIONS.." (continued)

- "macOS" (formerly called "OS X") also defaults to hiding file extensions in the "Finder" file manager
- Android, and other distros of Linux never hide file extensions.

See

<http://www.howtogeek.com/192628/mime-types-explained-why-linux-and-mac-os-x-dont-need-file-extensions/>

# **PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)**

- Since "Windows 95", Microsoft has apparently decided that they should be the ones to decide what file formats are the right ones for you to use.

# PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)

- If "Hide file extensions of known file types is turned on":

"sample.doc"

"sample.zip"

"sample.txt"

and

"sample.exe"

all will be displayed as

"sample"

# PROBLEMS CAUSED BY

## "HIDE FILE EXTENSIONS.." (continued)

- If "Hide file extensions of known file types is turned on" and no version of "Microsoft Word.." since "..2007" is installed:

"sample.doc", "sample.zip",  
"sample.txt", and "sample.exe"  
all will be displayed as  
"sample"



# PROBLEMS CAUSED BY

## "HIDE FILE EXTENSIONS.." (continued)

- If "Hide file extensions of known file types is turned on" and a version of "Microsoft Word.." since "..2007" is installed:

"sample.doc", "sample.docx",  
"sample.zip", "sample.txt", and  
"sample.exe"

all will be displayed as

"sample"

# **PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)**

- If you do not see the extension of a file, you will not know what you can do with a file: You will not know that a file that has a .zip is an archive that needs to be "expanded" or that a certain video file is an .mp3 file that and that it needs a different player program from the one that you already have.

# **PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)**

- The default hiding of file extensions by "Windows 95" and all versions of "Windows.." after "Windows 95" can confuse you and it can subject you to malware that looks like document or graphics files:

# PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS.." (continued)

- When "Windows.." hides file extensions, it will always hide the file extensions of \*.exe files which makes it easier for malware to lure you into clicking on executable files since files such as "famous actress.jpg.exe" appear as "famous actress.jpg" in your computer.

# PROBLEMS CAUSED BY

## "HIDE FILE EXTENSIONS.." (continued)

- See

[http://vlaurie.com/computers2/Articles/  
when-you-cant-open-email-  
attachment.htm](http://vlaurie.com/computers2/Articles/when-you-cant-open-email-attachment.htm)

and

[https://www.reddit.com/r/Windows10/  
omments/3z3js2/the\\_fact\\_that\\_windo  
ws\\_hides\\_extensions\\_for\\_known/](https://www.reddit.com/r/Windows10/comments/3z3js2/the_fact_that_windows_hides_extensions_for_known/)

# TURN OFF "HIDE FILE EXTENSIONS.."

- For "Windows XP", "Windows Vista", "Windows 7", and "Windows 8.1", you can turn off "Hide file extensions.." by going to "Folder Options" in the "Control Panel".
- For "Windows 10", you can turn off "Hide file extensions.." by going to "File Explorer Options" in the "Control Panel"

# **TURN OFF "HIDE FILE EXTENSIONS.."**

## **(continued)**

- For "Windows XP", "Windows Vista", "Windows 7", and "Windows 8.1", you can select "Show hidden files, folders, and drives" by going to "Folder Options" in the "Control Panel".
- For "Windows 10", you can select "Show hidden files, folders, and drives" by going to "File Explorer Options" in the "Control Panel"

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED

- To make files sort in a the order that you created or received them, pre-pend the year-month-day to the name of a file:

`<year>-<month>-<day>-<description>.<file  
extension>`



# **FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)**

- For example, if you receive in your email a receipt file from an organization that you donate money to and the name of the file is Girl Scouts Cookie Share Donation.pdf, you can prepend the year, month, and date to the name of the file to make it sort neatly in your computer:

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)

For example, if you receive an receipt from an organization that you donate money to:

2017-02-11 Girl Scouts Cookie Share Donation.pdf



Year

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)

For example, if you receive an receipt from an organization that you donate money to:

2017-02-11 Girl Scouts Cookie Share Donation.pdf

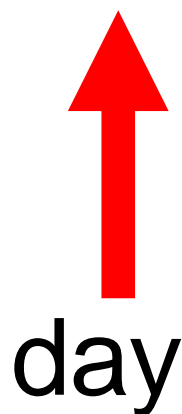


month

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)

For example, if you receive an receipt from an organization that you donate money to:

2017-02-11 Girl Scouts Cookie Share Donation.pdf



# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)

For example, if you receive an receipt from an organization that you donate money to:

2017-02-11 Girl Scouts Cookie Share Donation.pdf



description

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)

For example, if you receive an receipt from an organization that you donate money to:

2017-02-11 Girl Scouts Cookie Share Donation.pdf



file  
extension

# **FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED (continued)**

If you then store all of your donation receipt files in a folder called "Donations" in your computer, they will then sort nicely in the order that you made the donations:

2017-01-07 <name of organization>.<file extension>

2017-02-05 <name of organization>.<file extension>

2017-03-15 <name of organization>.<file extension>

# FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PRE-PENDED

**(continued)**

To sort files and/or folders in a "Windows Explorer" or "File Explorer" window:

Select "List" view.

Then click on the top of the "Name" column to toggle between

alphanumeric low to high

and

alphanumeric high to low



Documents

File Home Share View

This PC > Documents

Search Documents

- Quick access
  - Desktop
  - Downloads
  - Documents
  - Pictures
  - Hide
- Local Disk (C:)
  - Music
  - Videos
- OneDrive
- This PC
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
- Local Disk (C:)

2017-01-07 Girl Scout Cookie Share Donation.txt

2017-02-10 Wikipedia Donation.txt

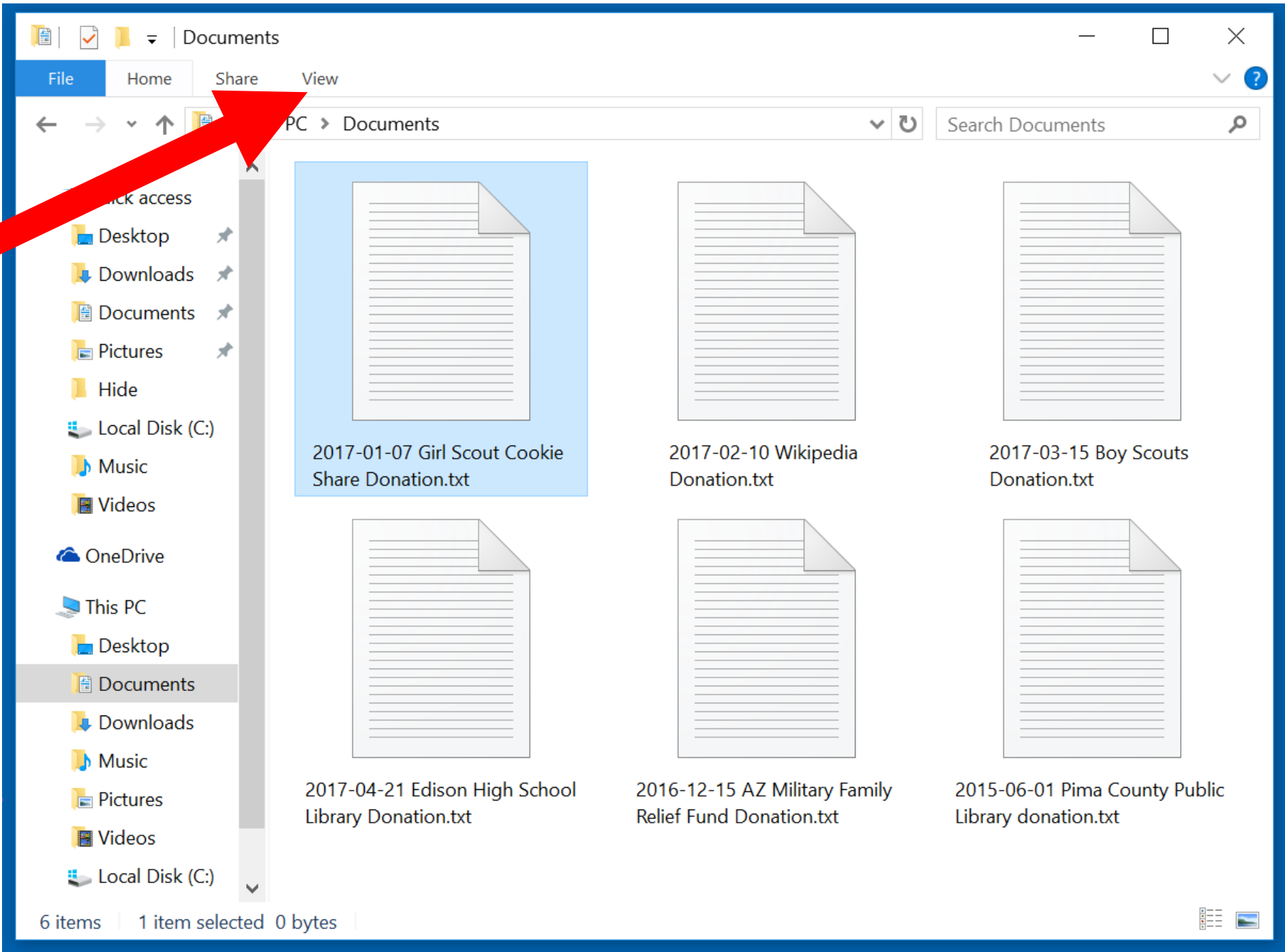
2017-03-15 Boy Scouts Donation.txt

2017-04-21 Edison High School Library Donation.txt

2016-12-15 AZ Military Family Relief Fund Donation.txt

2015-06-01 Pima County Public Library donation.txt

6 items | 1 item selected | 0 bytes





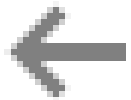
Documents

File

Home

Share

View



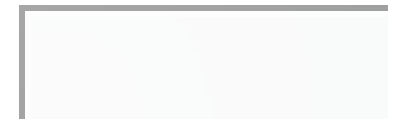
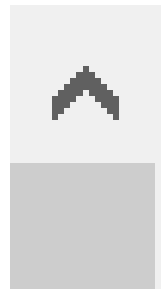
This PC



Documen



Quick access



Documents

File

Home

Share

View

Navigation pane

Preview pane

Details pane

Panes

Extra large icons

Large icons

Medium icons

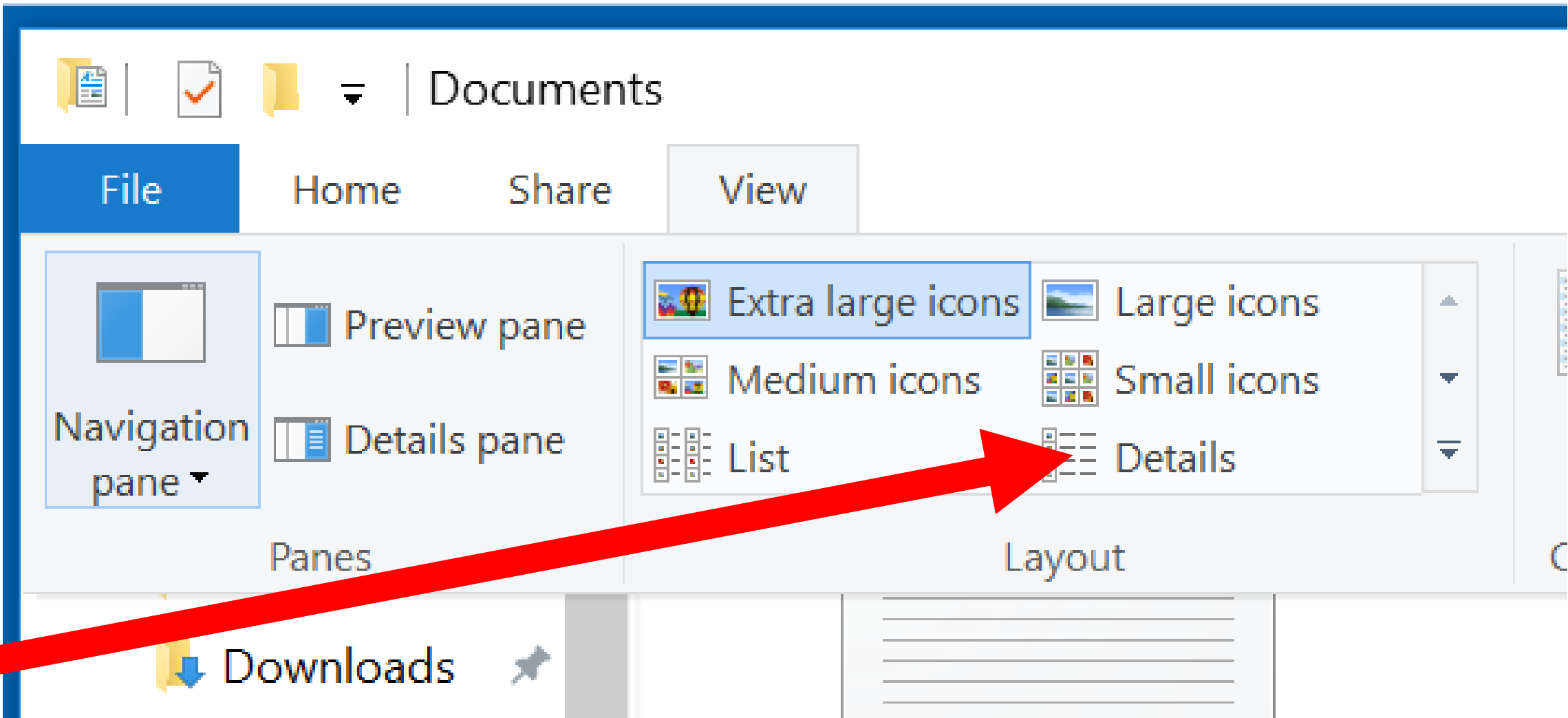
Small icons







List

Details

Layout

Downloads



Name	Date modified	Type	Size
 2017-01-07 Girl Scout Cookie Share Donation.txt	2/9/2017 7:36 AM	Text Document	0 KB
 2017-02-10 Wikipedia Donation.txt	2/9/2017 7:38 AM	Text Document	0 KB
 2017-03-15 Boy Scouts Donation.txt	2/9/2017 7:38 AM	Text Document	0 KB
 2017-04-21 Edison High School Library Donation.txt	2/9/2017 7:38 AM	Text Document	0 KB
 2016-12-15 AZ Military Family Relief Fund Donation.txt	2/9/2017 7:39 AM	Text Document	0 KB
 2015-06-01 Pima County Public Library donation.txt	2/9/2017 7:44 AM	Text Document	0 KB



## Name



2017-01-07 Girl Scout Cookie Share Donation.txt



2017-02-10 Wikipedia Donation.txt



2017-03-15 Boy Scouts Donation.txt



2017-04-21 Edison High School Library Donation.txt



2016-12-15 AZ Military Family Relief Fund Donation.txt



2015-06-01 Pima County Public Library donation.txt

Name



2017-01-07 Girl Scout Cookie Share Donation.txt



2017-02-10 Wikipedia Donation.txt



2017-03-15 Boy Scouts Donation.txt



2017-04-21 Edison High School Library Donation.txt



2016-12-15 AZ Military Family Relief Fund Donation.txt









2015-06-01 Pima County Public Library donation.txt



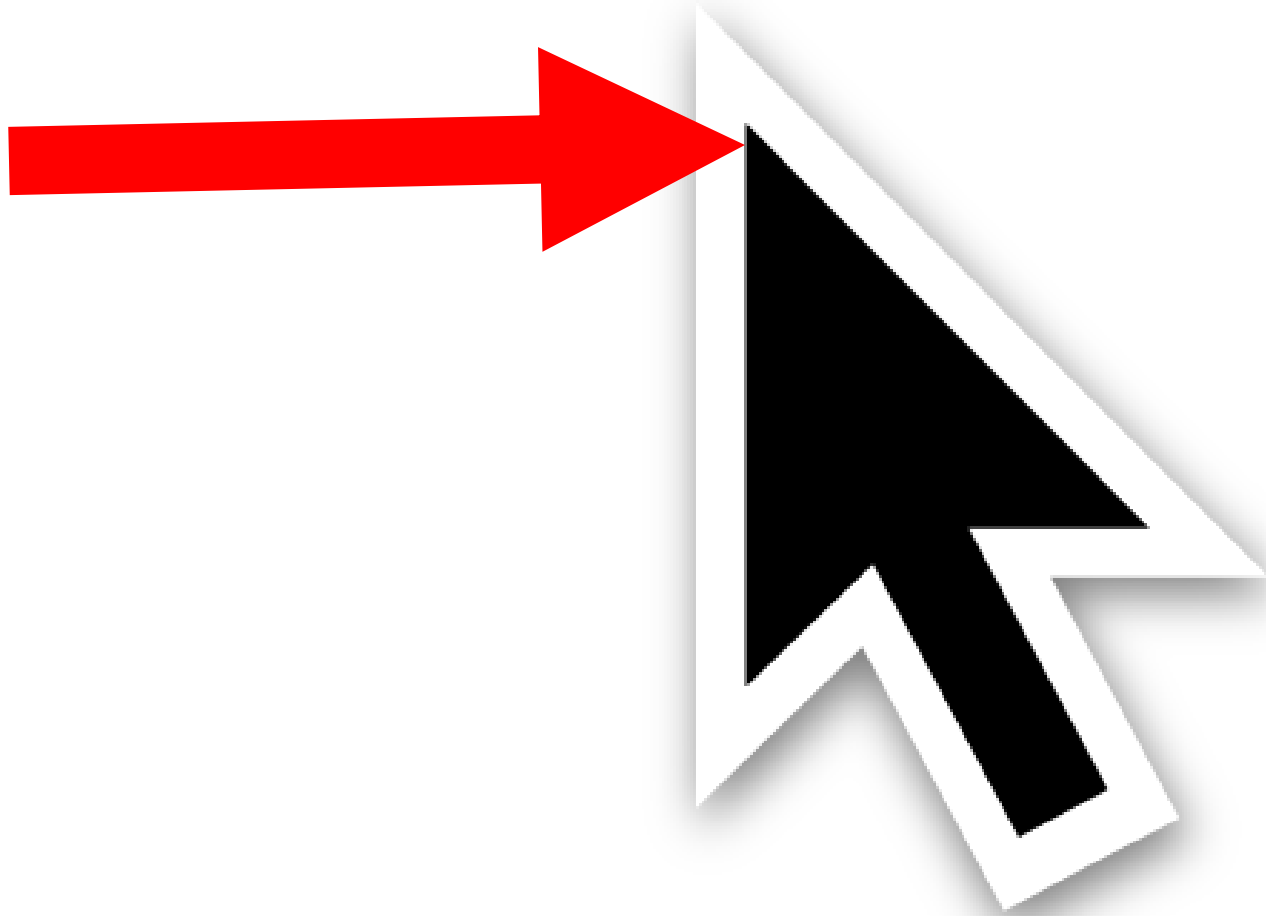


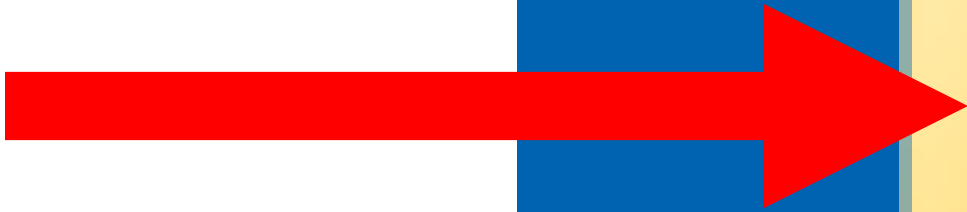
## Name

-  2017-04-21 Edison High School Library Donation.txt
-  2017-03-15 Boy Scouts Donation.txt
-  2017-02-10 Wikipedia Donation.txt
-  2017-01-07 Girl Scout Cookie Share Donation.txt
-  2016-12-15 AZ Military Family Relief Fund Donation.txt
-  2015-06-01 Pima County Public Library donation.txt

# DRAG AND DROP DEPENDS ON THE TIP OF THE MOUSE CURSOR

- When you drag and drop, the point on the mouse cursor determines what you drag from the first window and where you drop into the second window





Easier  
Presentations

# DO NOT DRAG AND DROP OVER FOLDERS

- When you drag and drop on top of folders, you will probably never know where something lands
- Instead, scroll up, or scroll down, or page up, or page down until you see individual files instead of folders.  
Then drag and drop on top of the individual files instead.

# **OPEN TWO WINDOWS OF WINDOWS EXPLORER/FILE EXPLORER BEFORE YOU DRAG AND DROP**

- To reduce the probability of making mistakes:  
Use the right mouse button to open a second window.
- Then use the right mouse button to drag from the first window to the second window.

# **OPEN TWO WINDOWS OF WINDOWS EXPLORER/FILE EXPLORER BEFORE YOU DRAG AND DROP (continued)**

- When dragging and dropping from one Window into a second window, drop into existing files in the second window, to avoid inadvertently dropping into an unintended existing folder in the second window

# **OPEN TWO WINDOWS OF WINDOWS EXPLORER/FILE EXPLORER BEFORE YOU DRAG AND DROP (continued)**

- The paste button in the second window that you open can be used to avoid dropping a file or folder from the first window into an existing folder in the second window



# **OPEN TWO WINDOWS OF WINDOWS EXPLORER/FILE EXPLORER BEFORE YOU DRAG AND DROP (continued)**

- The paste button in the second window that you open can be used to avoid dropping a file or folder from the first window into an existing folder in the second window

# RENAME AND COPY; THEN RENAME AND PASTE TO SAVE ON TYPING

- To save on retyping the same characters over and over, use the right mouse button to "Rename" but do not actually rename. Then use the right mouse button to "Copy".
- Then go to another file and use the right mouse button to rename. Then use the right mouse button to "Paste" followed by a small amount of typing:

# RIGHT-CLICK ON A TASK BUTTON TO GENERATE NEW WINDOWS

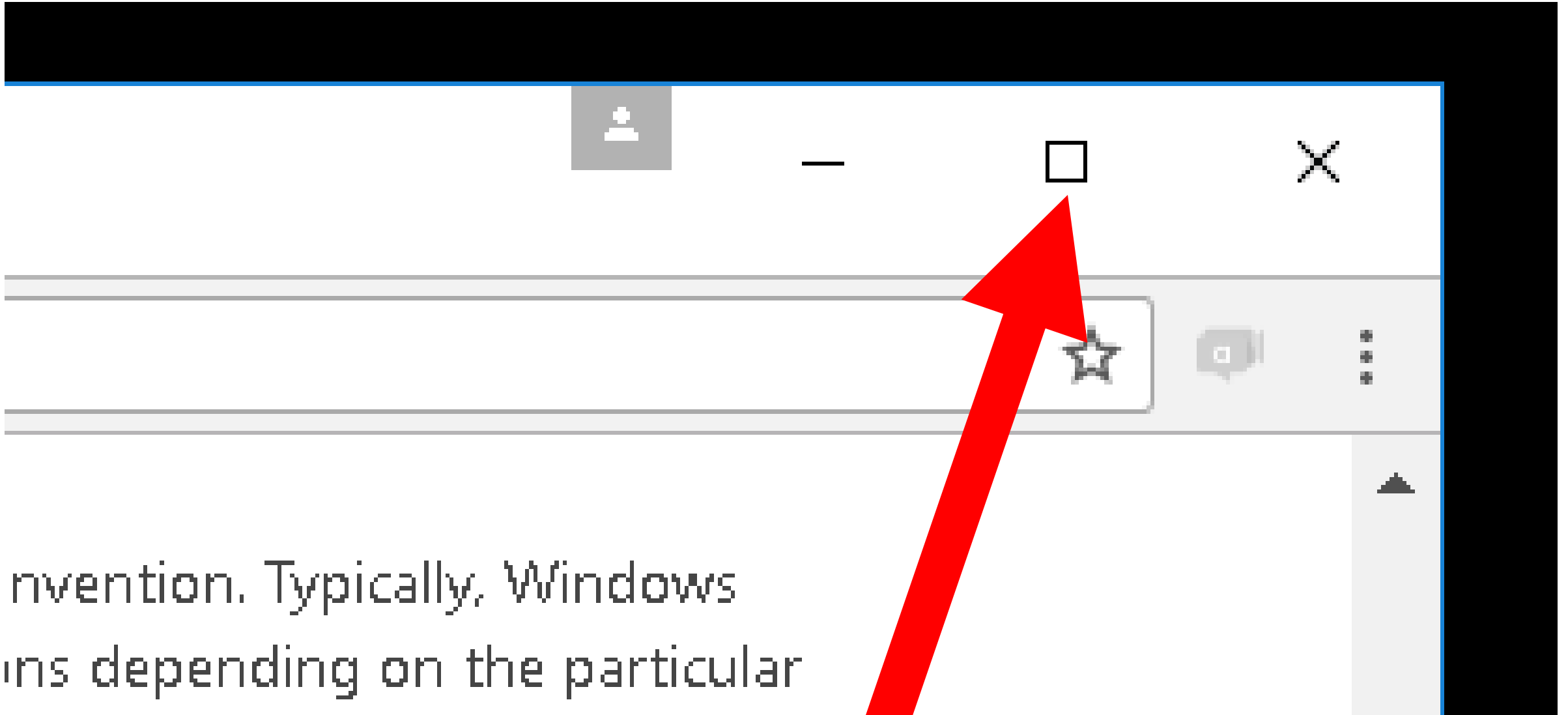
- To generate new windows, right-click on a "Task Button" (on the "Taskbar") and select the name of the application program in the pop-up "Tasks" list
- When you left-click on a "Task Button", you just toggle between "restoring" or "minimizing" the associated window

# USE CTRL + AND CTRL - WHEN USING WEB BROWSERS

- When using a Web browser such as Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox, etc.:  
Use the keyboard sequence of Ctrl + to enlarge the content that you are viewing and  
use the keyboard sequence of Ctrl - to reduce the content that you are viewing

# USE CTRL + AND CTRL - WHEN USING WEB BROWSERS (continued)

- If you still cannot get to something on the edges or one of the corners of a Web page, try clicking on the square "maximize" button in the upper-right corner of the Web browser window:



nvention. Typically, Windows  
ins depending on the particular

# **IGNORE AND CANCEL POP-UPS THAT TELL YOU "YOU NEED TO FORMAT THE DISK.."**

- Sometimes, when you are doing something in a "Windows.." computer, you will get a pop-up message that says "You need to format the disk.."
- Ignore and cancel these spurious dialog box messages

 Microsoft Windows



You need to format the disk in drive E: before  
you can use it.

Do you want to format it?

Format disk

Cancel



Microsoft Windows

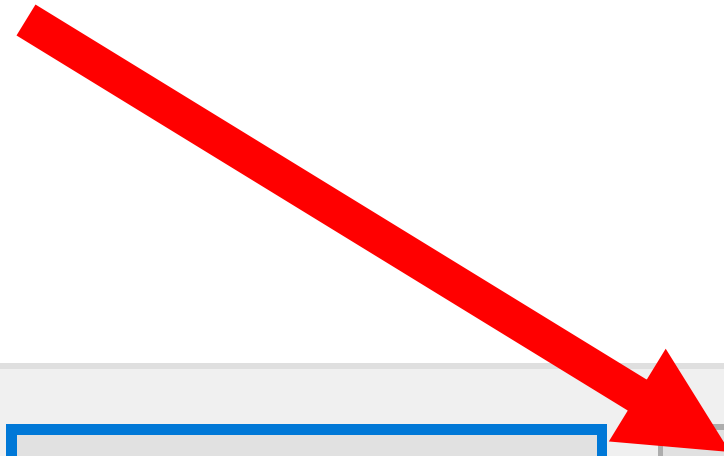


You need to format the disk in drive E: before you can use it.

Do you want to format it?

Format disk

Cancel



# **IGNORE AND CANCEL POP-UPS THAT TELL YOU "YOU NEED TO FORMAT THE DISK.."**

**(continue)**

- These spurious dialog box messages often occur when you are using various free programs to repair or modify hard drives or hard drive partitions
- These spurious dialog box messages also occur when you are running the "Windows To Go" applet in the "Control Panel"

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !!

- For "Windows Vista", "Windows 7", "Windows 8.1", and "Windows 10", when you attach a HDMI monitor (that has sound support), the audio circuitry inside the monitor is immediately made into the default playback device, even if the speaker jack of the monitor does not have speakers attached to it.

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !!**

- To turn your existing speakers or headset audio back on, you have to re-enable it inside the "Playback" tab in the Sound applet in the "Control Panel" by right-clicking on the desired device:

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !!

- For "Windows Vista", "Windows 7", "Windows 8.1", and "Windows 10", when you attach a USB Webcam that has a microphone, the Webcam's microphone is immediately made into the default recording device, if you are not actively speaking into the microphone of your headset at the time that the USB Webcam was attached to a USB port.

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !!

- To turn your existing headset's microphone or a standalone microphone back on, you have to re-enable it by right-clicking on it inside the "Recording" tab in the Sound applet in the "Control Panel":

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- If you disconnect and then reconnect the HDMI cable of the existing monitor (and this monitor has HDMI sound support) or if you use an HDMI cable to attach a second monitor (that has HDMI sound support) to the computer, "Windows 10" will usually automatically re-configure the newly-attached monitor to become the default device for audio "Playback".

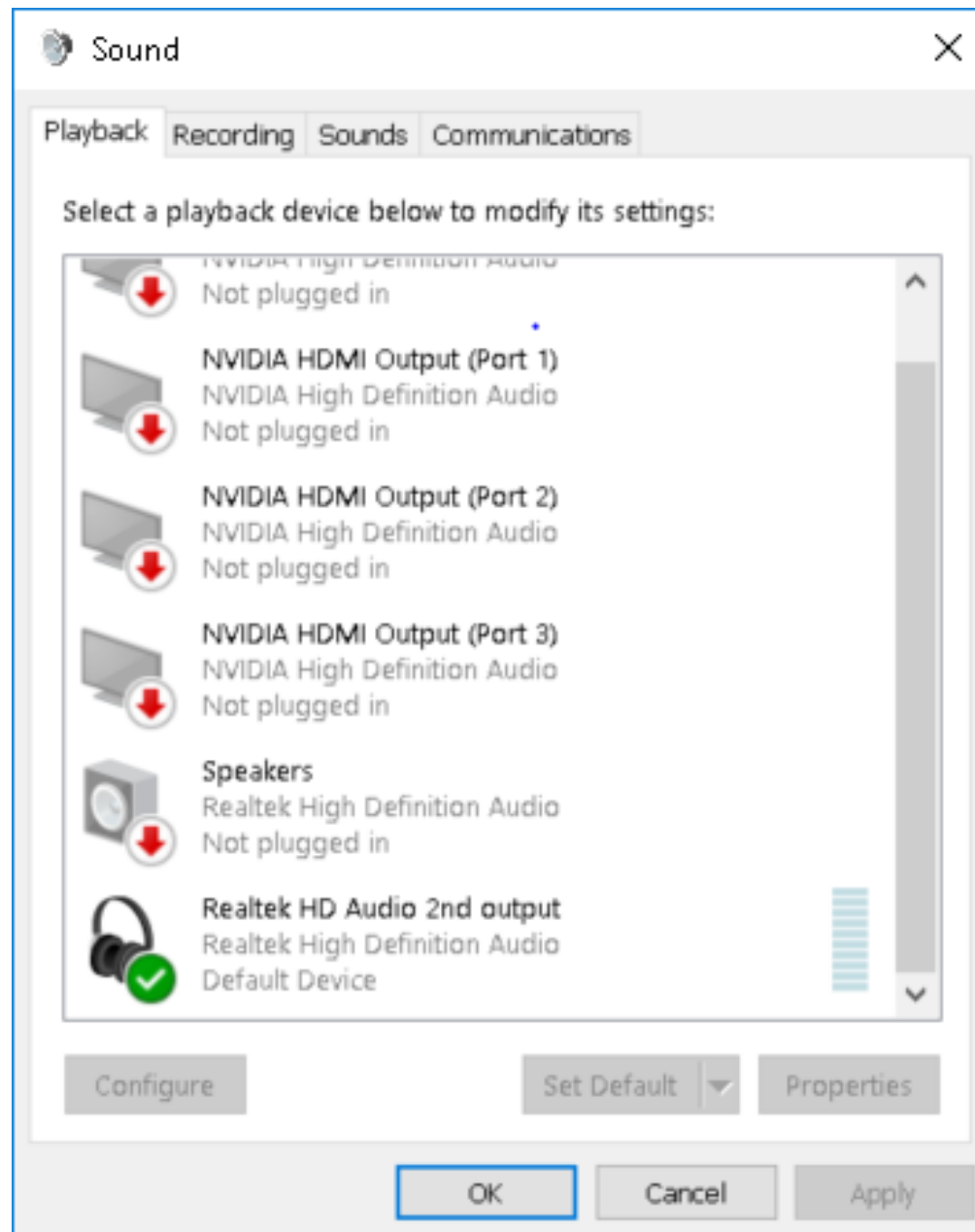
# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- If you disconnect the HDMI or DisplayPort cable of the existing only monitor (that has HDMI sound support) or if you use an HDMI or DisplayPort cable to attach a second monitor (that has HDMI/DisplayPort sound support) to the computer, "Windows 10" will usually automatically re-configure the HDMI-based sound controller inside the LG monitor to become the default device for audio "Playback".



# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Here is an example of what happens:  
A computer running "Windows 10 Home" was set to send "Playback" audio from a motherboard-based Realtek sound card to a set of Hewlett Packard speakers:





Realtek HD Audio 2nd output  
Realtek High Definition Audio  
Default Device

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- In this case, we disconnected the HDMI cable that ran from the NVidia graphics adapter to the an older Samsung monitor that did not have audio support for it's HDMI port.

We disconnected the HDMI cable from the old Samsung monitor.

Then we connected the HDMI cable to a newer LG monitor that has audio support for it's HDMI port.

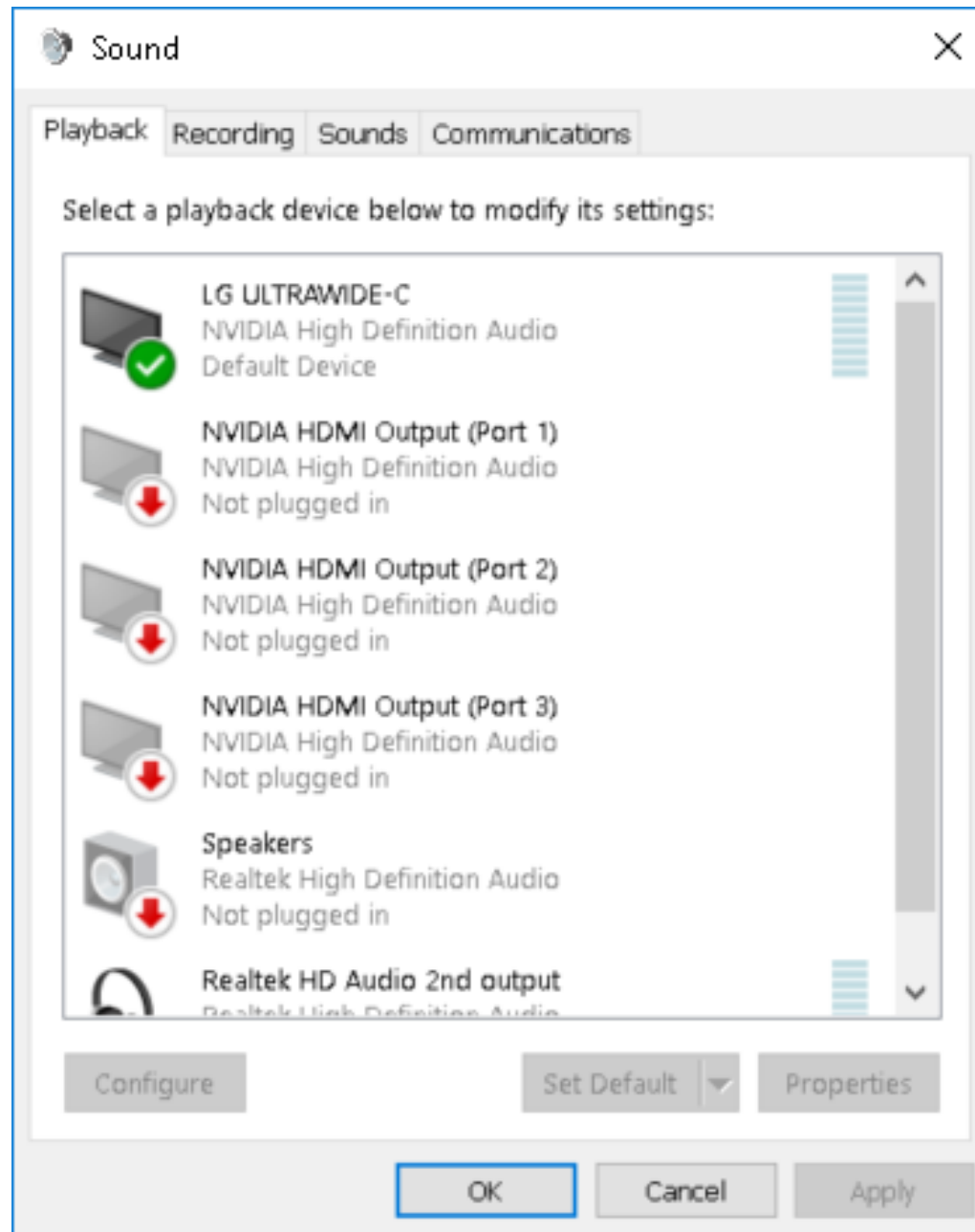
# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

- As soon as we connected the LG monitor, it's audio-capable HDMI port became the "default device" for sound "playback":

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

- Then we connected the HDMI cable to a newer LG monitor that has audio support for it's HDMI port.

As soon as we connected the LG monitor, it's audio-capable HDMI port became the "default device" for sound "playback":





1. Selecting

LG ULTRAWIDE-C

NVIDIA High Definition Audio

Default Device



# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

- After the LG monitor became the "default device" for sound "playback", the motherboard-based Realtek sound card was no longer sending audio to the "Hewlett Packard speakers"

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- This often-unwanted re-configuration of the default "Playback" audio device does not occur if the monitor that you connect to or that you disconnect and re-connect to does not have support for sound for their HDMI or DisplayPort jacks.

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- For Windows 7 or 8.1 or 10 (if you have at least two devices in the Playback tab and/or the Recording tab of your Sound applet, and everyone does), when you right-click on an existing device in the "Playback" tab or the "Recording" tab of the "Sound" applet in Windows.., you can either "Set as Default Device" and/or "Set as Default Communications Device".

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- In a Windows 7 or 8.1 or 10 computer, any working audio device in the "Playback" tab or the "Recording" tab of the Sound applet can perform one, both, or none of these two functions (if at least two devices are shown in the "Playback" tab or the "Recording" tab:

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

- According to Leo Notenboom at [http://ask-leo.com/how\\_do\\_i\\_get\\_sound\\_out\\_of\\_the\\_correct\\_speakers\\_in\\_windows\\_7\\_and\\_vista.html](http://ask-leo.com/how_do_i_get_sound_out_of_the_correct_speakers_in_windows_7_and_vista.html):

# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

<Start of quote:>

- Default Device: This is the default playback device. If a program that plays sound does not itself explicitly choose one of the other devices, this is where sound will be played.

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Default Communication Device: This is a new concept and it represents the device that communications programs, such as Skype, would use to play sound by default. Again, if the program itself allows the user to select a different device, this doesn't apply. But if the program simply uses the default communications device, this is where the sound would go.

<end of quote>

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- When "Windows.." sets your "Default device" and/or your "Default communications device" to the wrong device in the Playback or the Recording tab of the Sound applet, you have to manually set these devices back to the way you want them to be by right-clicking on them:





## Speakers

High Definition Audio Device

Default Device



## Speakers

iMic USB audio system

Default Communications Device

Configure Speakers

Test

Disable

Set as Default Device

Set as Default Communication Device



Show Disabled Devices



Show Disconnected Devices

**Properties**



## Speakers

High Definition Audio Device

Default Device



## Speakers

iMic USB audio system

Default Communications Device

ers  
le  
er  
S  
t

- Configure Speakers
- Test
- Disable
- Set as Default Device
- Set as Default Communication Device
- ✓ Show Disabled Devices
- ✓ Show Disconnected Devices

**Properties**



# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Windows.. can be unpredictable on how it reconfigures your "Playback" devices when you plug in a different HDMI monitor:  
In the following case, we were originally using a USB headset as both a "Default Device" and a "Default communications device" as shown in the "Recording" tab of the Sound applet:

## Sound

Playback

Recording

Sounds

Communications

Select a playback device below to modify its settings:



Speakers

iMic USB audio system

Default Device

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- After we changed to a different HDMI "LG" monitor, Windows.. left the speakers of our USB headset as the "Default device". However, Windows.. made the LG Ultrawide monitor into the "Default Communications Device" which made our USB headset's speakers useless for communicating by means of Skype, Zoom, Team Viewer, etc.:

## Sound

Playback

Recording

Sounds

Communications

Select a playback device below to modify its settings:



**Speakers**

iMic USB audio system

Default Device



**LG ULTRAWIDE-4**

NVIDIA High Definition Audio

Default Communications Device



# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Here is an example of what happens when you plug in a Webcam that has a microphone into a "Windows Vista", "Windows 7", "Windows 8.1" or "Windows 10" computer:  
A computer running "Windows 10 Home" was originally configured to use the microphone of a Logitech analog headset as the "default device":

## Sound

Playback

Recording

Sounds

Communications

Select a recording device below to modify its settings:



Microphone

iMic USB audio system

Default Device

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- As soon as we attached a Logitech USB Webcam to the computer, it's microphone immediately became the default microphone device for the "Recording" tab of the "Sound" applet and the microphone of the headset that we were using became inactivated:

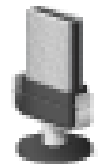
 **Sound**

Playback Recording Sounds Communication

Select a recording device below to modify



**Microphone**  
HD Webcam C615  
Default Device



**Microphone**  
iMic USB audio system  
Ready

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- As soon as we plugged in the Webcam, Windows.. had made it's microphone into both the "default device" and the "default communications device" for the "Recording" tab of the Sound applet

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- To put the microphone of our headset back into service, we had to right-click on it:

Sound



Playback Recording **Sounds** Communications

Select a recording device below to modify its settings:



Microphone  
HD Webcam C615  
Default Device



Microphone  
iMic USB audio system  
Ready

- Configure Speech Recognition
- Disable
- Set as Default Device
- Set as Default Communication Device

---

- Show Disabled Devices
- Show Disconnected Devices

**Properties**

Configure

Set Default



Properties

OK

Cancel

Apply

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- From the pop-up, context menu, we clicked on "Set as Default Device".



3D audio system

Configure Speech Recognition

Disable

Set as Default Device

Set as Default Communication Device



Show Disabled Devices



Show Disconnected Devices

**Properties**



# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Then, we right-clicked on our headset microphone again:

Sound



Playback Recording **Sounds** Communications

Select a recording device below to modify its settings:



Microphone  
HD Webcam C615  
Default Device



Microphone  
iMic USB audio system  
Ready

- Configure Speech Recognition
- Disable
- Set as Default Device
- Set as Default Communication Device

---

- Show Disabled Devices
- Show Disconnected Devices

---

- Properties**

Configure

Set Default



Properties

OK

Cancel

Apply

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- This time, we clicked on  
"Set as Default Communications Device"

5D audio system

Configure Speech Recognition

Disable

Set as Default Device

Set as Default Communication Device



Show Disabled Devices



Show Disconnected Devices

**Properties**



# WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)

- After we made our headset into both a "default device" and a "default communications device", a green checkmark was shown next to it and the Webcam's microphone no longer had a green checkmark next to it:

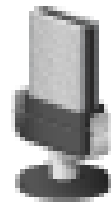
Playback

Recording

Sounds

Comm

Select a recording device below to m



Microphone

HD Webcam C615

Ready



Microphone

iMic USB audio system

Default Device

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- When you are making an audio or video recording, do not plug in or change any additional HDMI monitors or headsets or microphones or Webcams to your computer: If you do so, you will end up recording or listening to a different device than the one that you started with!



# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- Prior to using any sound devices that are attached to your "Windows.." computer for "Playback" and/or "Recording" activities, it is best for you to right-click and disable any "Playback" and "Recording" devices that you are not using.

# **WINDOWS.. AUTOMATICALLY CHANGES DEFAULT AUDIO DEVICES !! (continued)**

- However, if you attach a different monitor, or a different headset or a different stand-alone microphone or a different USB audio controller, your "Windows.." will usually still make the newly-attached audio-capable device into your "default device" for audio "playback" or "recording"

# MORE WAYS TO MAKE YOUR "WINDOWS.." COMPUTER EASIER TO USE

- For more-advanced ways to make your computer easier to use, see [http://aztcs.org/meeting\\_notes/winhard\\_sig/win/easier/win-easier2.pdf](http://aztcs.org/meeting_notes/winhard_sig/win/easier/win-easier2.pdf)

# Questions?

## **SIMPLE TECHNIQUES FOR MAKING A "WINDOWS.. COMPUTER EASIER TO USE**

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An International  
Association of Technology  
& Computer User Groups