



The Windows Advisor

Alphabetical Keyword Index
Updated: March 2020

The Windows Advisor
Software Directory
– from p102

The Windows Advisor contains practical and comprehensive solutions for every subject you need help with!

Your tasks and problems are very important to us! That is why the Alphabetical Keyword Index contains keywords for all articles featured in the current Basic Handbook of *The Windows Advisor* as well as from all update issues since 7/2018.

The Alphabetical Keyword Index and Subject Overview are sent to you with every third update. Each time a new Index arrives, replace your old Keyword Index with the new one to always keep up to date. However, we do recommend that you keep the last Index from each year, so that if you cannot find what you are looking for in the new Keyword Index, you can refer back to an older Keyword Index.

Tip: you will also find the Keyword Index in the Articles section of our website. Go to www.windowsadvisor.co.uk and then click on Articles and you can download the Keyword Index by clicking the link at the top of the page.

Total control – how to find practical solutions in your *Windows Advisor*:

It's really easy to look for articles in *The Windows Advisor*. The Subject Overview on page 85 gives you a complete overview of all of the articles in the Basic Handbook as well as from all update issues since 7/2018. You will quickly and easily be able to find the exact article you are looking for thanks to the simple structure of the Subject Overview.

The Alphabetical Keyword Index from page 87 lists the most important keywords that are covered in each article. For example, if you would like to find more information concerning your hard drive, you will find multiple references under B 8, and W651 – these article numbers refer to the article where you can find the information in *The Windows Advisor* manual.

Tip: you should also keep the updated Subject Highlights sheets, as these provide you with additional help in finding the best articles in your *Windows Advisor*.

Here's just a glimpse of some of the articles that make *The Windows Advisor* an invaluable tool for you:

Highlights from the Windows Advisor

Highlights for Windows 10

- **O 100 – October Update: What’s New in Windows 10?** Windows is now updated around every 6 months and in this update, known as the ‘October 2018 Update’, you will discover the latest changes and useful features. Highlights include: the handy new ‘Clipboard History’ feature, a new way to take screenshots, enlarging text in Windows to make it easier to read, and the improved Microsoft Edge web browser. Microsoft have also made a number of tweaks for Notepad, Cortana and more.
- **W 290 – Windows 10: Text Message App:** This article provides you with the steps needed to set up your phone app in Windows 10. In no time at all, you will be able to use this app to read and reply to text messages on your PC. Further, you can view the latest photos you have taken on your phone.
- **W 312 Windows 10: Top Free Apps from the Store.** The Microsoft Store app allows you to browse through thousands of items (although not everything at the Store is worth having!) of software for your PC – many of them free – and install anything you fancy quickly and safely. In this article you will discover the benefits of choosing your software from the Microsoft Store, how to install Store apps easily and safely and our roundup of the best free apps for Windows 10.
- **W 738 – Windows 10 Update Repair Steps.** Sometimes Windows 10 users encounter real dilemmas: you have discovered a error on Windows 10 which is apparently solved with the next update – but Windows blocks any attempts to install the update. When this happens, many experts recommend a new installation. But there is another way: you can perform an in-place upgrade installation to install the latest Windows 10 version in about 30 minutes and have a running system at your disposal. In this article, I’ll show you how to apply the in-place upgrade and what you have to look out for.

Highlights for All Windows Users

- **B 8 – Backup: Ultimate Guide to Securing Essential Data.** PCs are at best unreliable, meaning that you can easily lose important data due to a defective component or a damaged hard drive. It is essential that you keep regular backups of your data – we’ll show you how in this article.
- **C 6 – Configuration: 7 Essential Steps to Optimise Your PC.** Out-of-the-box, Windows won’t take advantage of the full power of your PC’s hardware. That’s why you need to follow our 7 essential steps to run your important applications at high priority, disable unnecessary services and speed-up Windows startup.

Highlights from the Windows Advisor

- **E 402 - Email: Don't be Fooled by Malicious Attachments!** If you receive a message thanking you for a purchase that you haven't bought with an attached Microsoft Word file receipt... don't open it! Follow our advice and learn how to recognise and avoid malicious files attached to email messages. You'll also discover which file types are potentially dangerous and learn how to use VirusTotal – an excellent free service to check suspicious files.
- **I 510 - Intel Security Gaps Solved.** A serious flaw has been found in computers that have Intel processors and other Intel compatible CPUs. The security bug can be exploited at any time by malware code designed to take advantage of the Meltdown and Spectre bugs. These bugs put your data and passwords in grave danger. The Meltdown and Spectre exploits take advantage of this process and bugs in the design of the processor to seriously compromise your security. Intel and other hardware manufacturers are working tirelessly with Microsoft to come up with fixes to these problems. I'll show you the steps you need to take to protect yourself in this article.
- **M 950 - Music Streaming on Your PC or Phone.** Discover the various ways you can have music playing on your PC or your mobile phone. Find out the pros and cons of the services that provide free streaming as well as paid subscriptions. In this article, you will also learn how to create your own customised radio station – so, if you want to be sure of hearing the type of music you like, try one of our recommended radio stations instead, which have their own Android and iOS apps available. The top-rated streaming services that are currently available are also provided in this article.
- **O 202 - Office: Free Templates for Stylish Documents.** In this article, discover professional Microsoft Office templates (of which there are thousands) to create an impressive Word, Excel, or PowerPoint document in mere minutes. You will also learn how to quickly find and reuse your favourite templates. Template choice for Office versions 2016/2013, 2010 and 2007 are all covered. Great designs really can be created in just a few clicks!
- **S 090 - Screen: Healthy and Comfortable PC Use.** This essential article will help you to stay healthy while working at your computer. In particular, you will discover how to get the lighting right to avoid eye strain, and learn how to protect your back and neck by using the correct seating position. There are also five tips when buying a new monitor, as well as advice on improving screen clarity.

Highlights from the Windows Advisor

- **S 491 - Secure Browsing with the Correct Configuration.** Your web browser is the application you probably use most on your PC, but it is also the one that is most at risk. That is why it is so important to take steps to configure your browser's security settings to protect your PC from coming to harm. The vast majority of malware infections arrive via hijacked or fake websites, since Windows Firewall has blocked most of the other routes hackers used to take to infect PCs. This means that it has never been more important to secure your web browser against attacks. All the latest web browsers come with a raft of security features to help you do that but it is important to take the time to configure the features correctly. Follow the steps in this article for a perfectly configured web browser and enhanced online security.
- **T 996 - Typing Trouble: Solve Common Keyboard Problems.** The keyboard has been with us as long as the computer itself, and apart from the addition of a few keys, it's barely changed. It's tried and tested, and absurdly simple. So what could possibly go wrong? Well, quite a lot as it turns out! Don't worry, with our article you will soon be able to fix annoying problems with your keyboard in simple steps. Find out why your keyboard is producing the wrong characters, how to stop repeated key presses and ACCIDENTAL CAPITALS, as well as how to salvage text you've lost by accident.
- **U 608 - USB Flash Drives: Tips for Trouble-Free Use -** USB drives are cheap, reliable and easy to use, whether you want to transfer files from one device to another or store backups of your personal documents. Sometimes, however, things can go wrong. With our 5 essential tips you will be able to keep your flash drives working, achieve the best speed, insert flash drives correctly, ensure you do not lose your data, and are in a position to recover your files should your flash drive become faulty. Not only that, but you will also find out how to make the right choice when buying a flash drive.
- **V 300 - VirtualBox: Set Up an Extra, Free PC:** If you have ever wished to surf the Internet safely, experiment with Windows, or try out new software on a spare computer, why not do it virtually? With the free VirtualBox program and a copy of Windows to install this article will provide you with all you need to know in clear and simple steps. Soon your 'extra PC' will be just a double-click away whenever you need to use it, running in its own window on your PC's screen!
- **W 450 - Word: Avoid Losing Your Work by Accident.** With the advice provided in this article, you will discover the various features in Word that ensure you should never lose more than a few minutes' work. Learn how to set Word to protect your documents, recover lost work if Word is closed accidentally and keep automatic backups to guard against mishaps.

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- CL 780 - Checklist: Optimise Your BIOS Settings
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- CL 838 - Checklist: Quick Repairs for Monitor Problems
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- CL 860 - Checklist: Quickly Solve Printer Problems
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- CL 882 - Checklist: 7 Tips to Prevent Data Espionage
- CL 885 - Checklist: Solve the Top 3 CD/DVD Errors

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- E 246 - Error Repair for the .NET Framework

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