Southern Districts Computer Users Club Inc

Supporting inexperienced users with local expertise

July 2016

Vol. 16
No. 07

Club Web Site   http://sdcuci.com
Email Address: sdcucinc@gmail.com

SDCUCI

MEETINGS are held on the third Wednesday of the month at 7.30 pm, in the Hall at the rear of St Mary's Catholic Church Morphett Vale. (Corner Bains Rd and Main South Rd)

Visitors most welcome.
After three visits, visitors will be requested to become members.

Cost $3 per person, which includes the Newsletter, plus coffee/ tea and biscuits.
Subscriptions for twelve months
Single $20
Family membership $30

Novice and experienced computer users will be warmly welcomed

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YARDBROOM REPORT 7/16

Time for reinforcement and forward planning friends!

Anne and I are in freezing Melbourne this month and will miss both the committee meeting as well as the general meeting. The committee is therefore at least 2 members short. Does this affect the proper and orderly running of the Club? Not in the slightest. AND THAT IS THE WAY IT SHOULD BE!

Our committee of 13 members (max 14) is large enough to absorb multiple absences. The club will continue to function because there will always be someone there. However, a number of the "someones" have been there for some time. It may be time for a few different "someones" to step up and share the load.

Running the club is not onerous, it is necessary, and can be very satisfying (and fun). All you need to do is raise your hand - and wave it if you feel the need!!

(Thought I would get this plug in while I was away.) Think about it friends. Enjoy the evening.

Lionel Leddra (President)

What? Still no halo!!!

Our next meeting is scheduled for

Wednesday 17th August 2016 at 7.30 pm.

Topic: Q & A night

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The Committee in 2015 / 2016

PRESIDENT:	Lionel Leddra	lleddra@bigpond.net.au
VICE PRESIDENT:	John Kirby	john.kirby@adam.com.au
SECRETARY:	Trevor Francis	tjfrancis@adam.com.au
TREASURER:	Cheryl McDonald	cherylm@cobweb.com.au

COMMITTEE MEMBERS:

Johanna Berkin (Jo)	joberkin@bigpond.com
Emma Boss	eboss16@bigpond.com
Lindsay Chuck	lindsay.chuck@gmail.com
Jim Greenfield	jamesg@esc.net.au
Linda Kirby	lindakirby60@gmail.com
Anne Leddra	lleddra@bigpond.net.au
Ann Zeugofsge	Zogs22@bigpond.com

NEWSLETTER EDITORS:

Lorraine Loader (Bub)	lorian23@bigpond.com
Wanda McDonald (Bib)	rmcd3779@bigpond.net.au

JULY BIRTHDAYS

We would like to wish

John Kirby   Hal Marshall

Rita Dunlop

Gwyn Billingham

a very Happy Birthday

Editors: Our apologies if we missed your birthday this month but if you haven't given us your birthday month, please see Bib or Bub or someone at the desk.

THIS MONTH'S MEETING - GOOGLE PHOTOS

This month, **Lindsay Chuck** will give a talk on a program/app called **Google Photos.**

This is an interesting program/app, depending on what device you use. If you haven't tried it, take some time and give it a go.

As you would expect, Google is cloud orientated so it shouldn't be a surprise that Google Photos has useful cloud options. One of the useful options is backing up your photos from your smart phone, tablet or laptop/desktop giving you the option of accessing your photos anywhere, anytime.

Google Photos requires a Google account, you may already have one if you use Gmail.

Advantages:

- Free
- Available over different platforms.
  - ◊ Google - Android - install from Play Store
  - ◊ Apple - iOS - install from App Store
  - ◊ Windows - via Web browser Chrome

- Storage Options - Google drive 15GB
- Edit photos
- Different categories - Date, People, Places, Things.
- Backup Option
- Share with friends by creating and sending them a link and at anytime delete that link to stop sharing.
- Your friends don't need a Google Account.

Disadvantages:

- Privacy
- Google Account needed
- Uses data. If you are on a limited data plan, consider options.
- Requires internet to upload photos.

We hope you enjoy Lindsay's presentation and invite you all to hang around afterward for coffee/tea and a biscuit.

Disclaimer: The information contained herein is of a general nature. Always do your own research and seek advice before proceeding on information you don't understand.

OUR JUNE MEETING

Last month President Lionel welcomed 31 members and 2 life members to our meeting. Those who came a little early were treated to a wonderful PowerPoint presentation created by Secretary extraordinaire, Trevor. It's worth coming early to see what new and interesting presentation he has created each month.

Lionel wished everyone **Happy Birthday**, then explained that it is six years this month that we had our first meeting in the Church Hall - 2010. He also noted that his Halo had slipped from page 1 to page 13!!!

Paper and pencils were handed out with the hope that members would jot down questions that they would like answered at a future meeting. They were collected at the end of the meeting.

Trevor demonstrated how **Foxit Phantom** can enable a **PDF** document to be edited. Normally, a PDF document that has to be filled in and returned to sender, has to be printed, filled in and signed, scanned then emailed back to the sender. Now it can be edited, filled in, and signed without messy and time consuming process. There are many options available on the program, eg add text and images, convert to another program like Word, save as a PDF file, etc.

This program is available on a 30 day free trial, after which it can be bought for $89. Alternatively, uninstall the program then re-install for another month. Who said that???

Trevor then added some further information on last month's talk on **VPN** (Virtual Private Network). In browser, Opera, similar to Firefox, VPN has been included and can be turned *Off* or *On*. *Off* makes it a standard browser, *On* allows specific country selection.

He unnecessarily apologised for last month's gremlins which prevented him from presenting his butterfly video. This time everything worked perfectly and we were treated to the wonderful world of his and Kaye's Monarch (or Wanderer) Butterfly Nursery which they have created in their Seaford garden. It was truly amazing and a copy should be given to the Adelaide Zoo, Botanical Gardens or other appropriate body. Maybe even Facebook or U-tube? The presentation was produced using Movie Maker.

June meeting, con't.

Over to **Anne Leddra** who once again came up with some very useful information. However her session notes became blurred whilst waving her hand around and spilling her glass of water!!.

Anne explained that **3-D printing** has another use as Ian & Lorraine discovered whilst in Dubai. In a huge Lolly Shop there, customers can design their own sweets, cake decorations and messages using this process.

Referring to her May presentation, Anne stressed the necessity of making a copy of an original photograph on which to work when editing in any photo editing program, eg Photo Gallery. If you make errors, you always have your original and can start again.

Next, a brief explanation on the use of the **Snipping Tool.** It can be found in Microsoft Windows either from the Start Menu, then Accessories or as an icon on your Desktop. When there is something that is difficult to copy., eg one frame of a video, text or pictures from the internet, use this tool. For example , Anne took a 'snip' from a weather map using the option of a free-form Snip and a Rectangle Snip. Other options are Window Snip and Full screen Snip. It can then be copied and pasted or saved for later use. It will be saved as a Jpeg File. More options - you can email your snip, write or draw on the selected snip using red, blue, black or a custom colour pen with thickness of line and point options. There is also an eraser and highlighter.

Maybe Anne will enlighten us with other useful accessories at another meeting.

Dean Vice then told of his experiences whilst helping people load **Windows 10** onto their computers. 99% worked perfectly, however, on those few that didn't he found the following helpful - Uninstall all USB's. Make sure to do a complete backup of all files. Use the finger pad instead of the mouse. Uninstall AVG. The video card on the computer may not allow Windows 10 to be installed. All this info is very helpful to those who are game enough to install their own programs.

Lionel thanked the speakers then closed the meeting after the raffle draw. **Congratulations** to the winners of the raffle prizes - Alan Coe, Andrew Dunlop and Brenda Colliver.
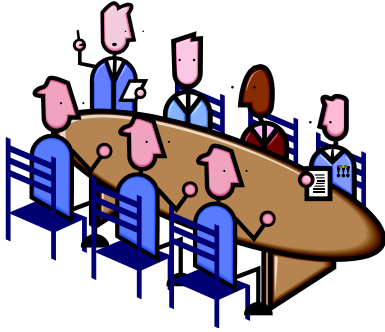
COMMITTEE CAPERS

This month's committee meeting was held on Monday 11th June. Our meeting was attended by only 5 members. Others were either holidaying somewhere, or unwell.

Subjects up for discussion were:

◊ A flyer from **FabLab** notifying us of a presentation on 24/7.

◊ An email received from **Northern Computer Group.** It was decided some of us would attend a meeting. These are held every Tuesday (during school term) between 1.30pm and 4pm

◊ A letter has been sent to Mayor Lorraine Rosenberg requesting her chair and talk at our **AGM** in October. Reply not yet received.

◊ As we have used up some of our **Plan B's,** future topics were again discussed.

◊ As our esteemed President is freezing in Melbourne and our Vice President is away on holidays, we need someone to preside over this month's meeting. After much encouragement, Wanda has agreed to take the challenge!

◊ We need to send a detailed response to the Onkaparinga Council in regards to how their grant money has been spent. Trevor, Jim and Lindsay will meet to finalise.

◊ It was agreed to put a club slogan on the front page of this newsletter. Agreed on *"**Supporting inexperienced users with local expertise.**"*

◊ Q&A night (next month) was discussed and decided who would answer which question. We received 10 questions from members at last month's meeting. Thank you to all who responded.

◊ To add diversity to our meetings, we will arrange external speakers to give a talk. To date, two possible presenters have been contacted.

HOW TO COMPRESS LARGE FILES TO SEND VIA EMAIL

If you need to send several documents or photos via email, you may encounter the issue of your email being too large to send.

Large files such as word documents (.doc format) can make the message slower to send and receive, and your recipient may not be able to download it if their email provider has a maximum message size. There is a solution! Your documents can be compressed to as little as 10% of their original size.

Think of your files like those vacuum seal storage bags. Zipping your files up compresses the files, and packs them all neatly into a single attachment. When your recipient receives the file, their computer will unzip the file - expanding the file back to its original size.

Try this on Windows:

1. Pop all your files into a folder that you want to compress and send.

2. Right click on the folder.

3. Click on "Send to", and click Compressed (zipped) folder.

A new compressed folder is created in the same location. You can rename this folder and email it off to your recipient.

Reproduced from OverSixty website

Editors Note:

Unfortunately, I had the misfortune to drop my iPad which smashed the screen into a lot of little glass shards. I was so convinced I would be up for another $500 for a new one. IT&Computers referred me to **Andrew Ridley** who fixes such disasters as a hobby. Thanks to him I am only $80 worse off and I still have my good as new iPad. If you have the same misfortune as me, Andrew's contact details are:

Phone: 0421 570 499 (ring Mon-Fri from 5pm to 9pm) or
Email: support@andrewsiphonerepairs.com

USB LIBRARY

We have compiled a number of programs that you may need, or like to download to your computer. They are available on meeting nights as well as through the month. They will be updated periodically. Please see Jim or Trevor.

Google Chrome (search engine)

Dropbox (storage in the Cloud)

Firefox (search engine)

Internet Explorer II (upgrade)

Pstudio (simple photo editing)

Skype (video chat)

Install Flashplayer (sometimes needed to play videos or games)

MSE Install (Microsoft Security)

Spybotsd162 (cleaning malware etc)

Camtasia (takes snapshots of computer screen)

AVG Free (anti virus)

AVAST Free (anti virus)

Windows Essentials 54bit (suite of Microsoft programs. Eg Live Mail, Photo Gallery, MovieMaker etc)

Malwarebytes (finds and removes malware)

Ashampoo (recover deleted photos)

Calibre (program to use eReader)

FreeMake Download (download YouTube and clips)

iTunes (popular music manipulation/synchronisation

This list will be updated when new programs become available.

ARE PASSWORD MANAGERS SAFE?

Password management utilities are great tools to not only manage your passwords, but be more secure about how you use them.

Without using a Password Manager, the idea is that you:

◊ Have good, strong passwords (long and complex)
◊ Keep them nowhere but in your head (memorable).
◊ Use a different password on every site or service that requires one (unique).

Yes, that would be ideal. It is also impractical for most people.

Without a Password Manager, most people will compromise their security in one way or another.

It is true that if your computer is compromised, all bets are off. Malware could gain access to whatever it is you have stored on the computer. Avoiding a Password Manager doesn't increase your security one bit. In fact, there's more malicious software out there waiting to see what you type in than there is targeted at stealing the contents of your password manager.

But are Password Managers Safe? Used properly, yes. In fact, they are safer than any practical alternative that you might think of.

Of course there are absolutes - that too, is a practical reality. There is no such thing as absolute security. As I said earlier, if you fall victim to malware, all bets are off, no matter what techniques you use to keep your password information.

In fact, Password Managers are the safest way to keep a record of your online account information, but they are no safer than -

◊ The master password you use to access the password manager
◊ Your own ability to use your computer safely.

The last one scares most people, but my claim is that using password managers is, in fact, the one way to use your computer more safely.

Keep your machine secure by doing the traditional things that you hear over and over; keeping software up-to-date, running up-to-date scans, avoiding malicious websites and downloads, not falling for phishing and so on and so on.
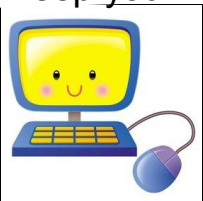
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SANDS COMPUTER GROUP
& BROADBAND FOR SENIORS

ESTABLISHED JANUARY 2011

Coordinator and Editor: Lindsay Chuck

E: Lindsay.chuck@gmail.com

W: http://sandslifestylebfs.wix.com/scgbfs

ZINIO - eMagazines (Free)

Broadband for Seniors recently held a webinar on Zinio, the world's largest newsstand. If reading magazines is your thing, give Zinio a try. Access is available free via your library. There are a variety of categories to choose from and there are thousands of eMagazines available. Back issues are also available.

Getting started
The link below is the Onkaparinga Council which has easy instructions to follow. Requirements are a Zinio account, a library card and best of all, no cost is involved.
Apps are available for iPads/Android and access is available via your browser.
A friend recently commented they have purchased a computer magazine for years by using this program.

http://onkaparingacity.com/onka/living here/libraries/emagazines.jsp

TRUE KEY BY INTEL SECURITY

Here's a **Password Manager** with a difference. While a lot of password managers need a password to sign in, this one enables you to log in using something unique to you. You can use a finger print, your face, a second device and a combination of authentication methods. These methods will depend on the device you have.
A password generator to help you create strong passwords. The free version allows you up to 15 new logins. $20 a year gives you the premium version.
Why use a Password Manager? The strongest passwords are long, random strings of characters and a password generator (normally available in a password manager) can create complex passwords using numbers, letters and special characters. (see article page 9)

www.truekey.com

Computer Courses for 2016.

We are hoping to organise a course on *Email / Internet* for early this year. Please advise a committee member if you are interested.
If you wish to attend any Course, please contact a Committee Member .

If you have a special request regarding a program, eg Word, Publisher, Excel etc, please let a committee member know. We may be able to schedule a course to suit, sometime in the future.

The Three Little Pigs
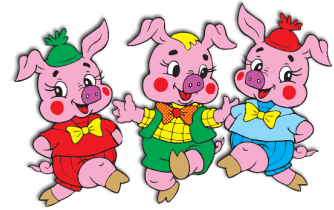
Three Little Pigs went out to dinner one night. The waiter came and took their drink order.

"I would like a Sprite," said the first little piggie.
"I would like a Coke," said the second little piggie.
"I want water, lots and lots of water," said the third little piggie.

The drinks were brought out and the waiter took their orders for dinner.

"I want a nice big steak," said the first little piggie.
"I would like the salad plate," said the second little piggie.
"I want water, lots and lots of water," said the third little piggie.

The meals were brought out and a while later the waiter approached the table and asked if the piggies would like any dessert.

"I want a banana split," said the first little piggie.
"I want a root beer float," said the second little piggie.
"I want water, lots and lots of water," exclaimed the third little piggie.

"Pardon me for asking," said the waiter to the third little piggie, "but why have you only ordered water all evening?"

The third little piggie said -

"Well, somebody has to go "Wee, wee, wee, all the way home!"

Courtesy - Betty (thankyou)

HERE'S A TIP

If you think you have clicked on something which is ransomware, immediately turn your router and computer off (at power point too) to stop it encrypting.

You know you are too old when you have to scroll to your year of birth....

Anagrams

Someone out there must be deadly at scrabble and have too much time on their hands - very clever none the less.

Rearrange PRESBYTERIAN to get BEST IN PRAYER

Rearrange ASTRONOMER to get MOON STARER

Rearrange DESPERATION to get A ROPE ENDS IT

Rearrange THE EYES to get THEY SEE

Rearrange GEORGE BUSH to get HE BUGS GORE

Rearrange THE MORSE CODE to get HERE COME DOTS

Rearrange DORMITORY to get DIRTY ROOM

Rearrange SLOT MACHINES to get CASH LOST IN ME

Rearrange ELECTION RESULTS to get LIES - LETS RECOUNT

Rearrange SNOOZE ALARMS to get ALAS NO MORE Z'S

Rearrange A DECIMAL POINT to get IM A DOT IN PLACE

Rearrange ELEVEN PLUS TWO to get TWELVE PLUS ONE

Rearrange MOTHER IN LAW to get WOMAN HITLER

MEETING RULES
We are allowed to use the facilities at the Hall at the rear of St Mary's Catholic Church Morphett Vale. (Corner Bains Road and Main South Road) in return of a small fee plus respect for their property. We ask for your co-operation in respect to the above. While we can not control what our members do away from our club meetings, Piracy of copyright material can not be condoned at our meetings.

OPEN 365 (Free)

A good way to find out about Open365 is to watch the short YouTube video:

https://www.youtube.com/watch?v=2Xqn14OtcuQ

You have heard of Office365, Microsoft's cloud version of Microsoft Office. Welcome to Open365. An Open Source cloud incorporating Libre Office for document editing, Seafile for file synchronization, KDE for email and Calendar, and Jitsi for chatting and video conferencing.

Firstly, this program is in its beta period. However, if you want to give it a try, you need to sign up for an Open365 account. During the beta period 20GB of cloud storage is available, however, its not clear whether the free storage continues after the beta period ends.

Some of the advantages of the program.

1. Its FREE
2. Microsoft Word, Excel and PowerPoint documents can be edited.
3. Functionality is available via your web browser.
4. Libraries or individual files in the cloud can be created, shared or deleted. Files can be uploaded.
5. There is an option to encrypt the content of libraries, so that they can only be accessed with the right password. Different from the account password.
6. Runs on Windows, Mac, Linux, iOS and Android.

To install, Open365 go to the following link:

https://github.com/Open365/Open/365/

Reproduced from Sands Computer Club

I'm in a serious relationship with my WiFi.
You could say we have a…….connection!

Woodform

Kitchens and Furniture.

We customise kitchens and furniture.

Entertainment units are our specialty.
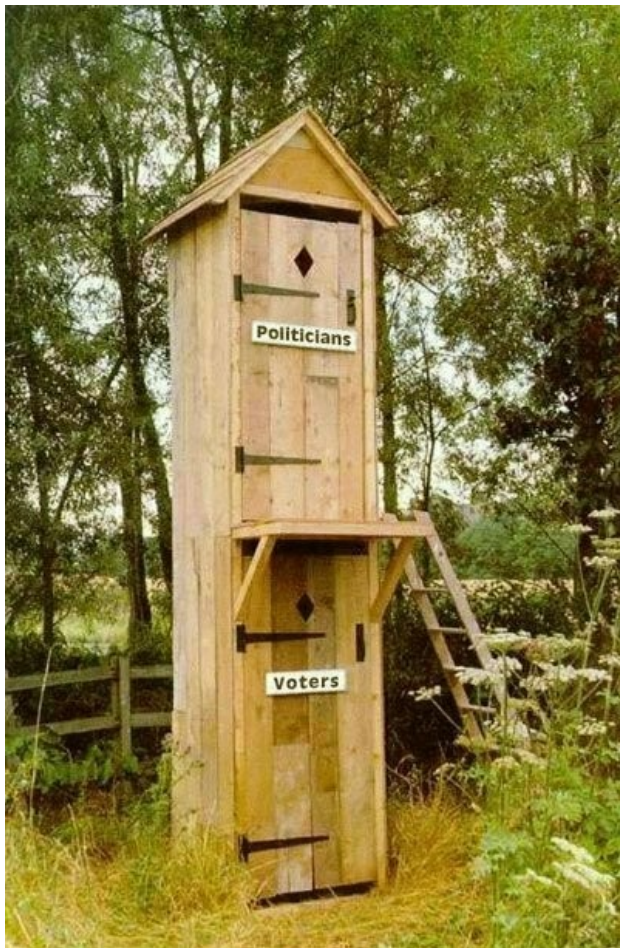
Phone *Craig McDonald* for a free measure and quote.

Unit 19, 4 Aldenhoven Road, Lonsdale
Ph: 8384 6440
Mobile: 0407 794 357
Email: craig@woodform.com.au
www.woodform.com.au

Politicians

Voters

Yep, pretty much says it all!

From the Editors

To ensure the standard of the newsletter is maintained, and the articles remain of interest, contributions from all members will be welcomed. Forward to Bib or Bub.

NOTES