Southern Districts Computer Users Club Inc.

Supporting inexperienced users with local expertise

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SDCUCI NEWS

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Meetings are held monthly on the third Wednesday at 7.30 pm, in the hall at the rear of St Mary's Catholic Church on the Corner of Bains and Main South Roads, Morphett Vale

Cost $3.00 per person per meeting. This includes a copy of our Newsletter, plus coffee/tea and a light supper

Visitors are always most welcome

After 3 visits, you are requested to become members

Annual Subscription:
Single — $20.00
Family — $30.00

Both Novice and Experienced computer users will be most warmly welcomed

The Brownpaddock Chatter

Report of the AGM

The Club's A.G.M was held on Wed 16 October. I must thank our guest speaker the Mayor of the City of Onkaparinga, Mrs. Erin Thompson for attending our A.G.M. and giving a very interesting and informative talk.
Lionel Leddra who has been our President for the last six years stood down. We give a big thanks to Lionel for a job very well done. — We can only hope that his successor does as well.

Committee for 2019-20

President: Jim Greenfield **Vice President:** John Kirby
Secretary: Trevor Francis **Treasurer:** Cheryl McDonald
Committee Members: Lindsay Chuck, Linda Kirby: Anne Leddra: Lorraine Loader: Dean Howard: David Porteous: Val Mc Martin. We extend a warm welcome to Val as a new voice in the team.

Christmas Meeting

The Christmas function will be held on Wednesday 11 December, 2019 at the Clubrooms. Numbers must be known in advance to facilitate catering for the event. Tickets may be pre-purchased at the November 2019 meeting.

Jim Greenfield

Our December Members' Meeting

Our Christmas Dinner, to be held at the hall, will replace the December Members' meeting. Time: 1800 for1830 hours; Cost: $20.00. Do join us for a Christmas get together.

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.

My Phone is Acting Funny Again. —

By a Tech Savvy Oldie

Whether setting up access to a smart TV Netflix account or enabling iPhone personal email, some people find it hard to figure out user-friendly technology. However, often the older generation have to ask their offspring "how to".

Whilst seniors are embracing technology, such as smart phones and smart TVs, the constant need to update can be difficult for them to keep up with, often become confused over rapidly-evolving technology, software updates and security "best practices", not to mention dozens of different passwords. The result — giving up! It is so much easier to seek a younger friend or family member's help.

Increasingly, seniors have become major consumers of connected devices. Over 80 percent of 50+ year-olds use technology to stay connected with friends and family, with most appreciating being able to use technology but find the learning curve frustrating.

Whilst family help them navigate the complexities of their connected devices, one 60-year-old said, "I find it interesting, but the advancements come so rapidly, it is hard to keep up — and the expense is ridiculous." "At times, I feel that, if I have to learn one more thing I'll scream, but it is keeping me current with the world."

No one wants to fumble with learning how to use a connected device if it's too challenging. Asking children or grandchildren how to use a new gadget or help can be embarrassing for "Oldies". Younger helpers should be patient with their "Oldies" and not only fix the problem, but walk people through it. Hopefully, both generations can benefit from this interaction. The major snag is — us "Oldies" tend to have rather short memories and, although we may be told umpteen times how to do something, sadly we quickly forget.

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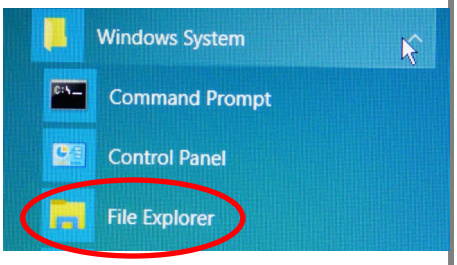
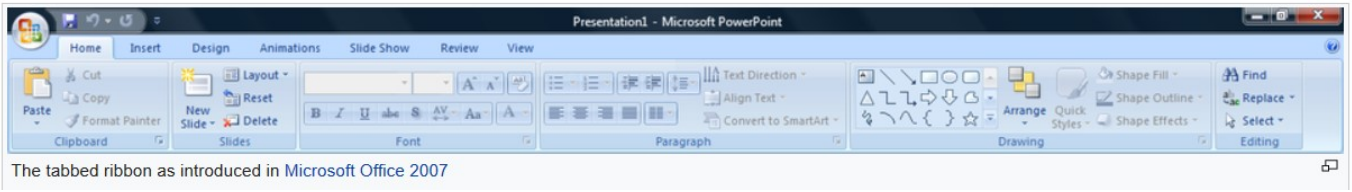
"This PC" (File Explorer) (Windows Explorer)

Immediately after the Club's AGM last month, I asked members if they used Windows Explorer. I was met with a stunned silence. Was it because they did not recognize the name "Windows Explorer" or what? Perhaps I should have referred to "File Explorer". Whatever! File Explorer would have to be the hardest working facility in Windows. Whenever we want to open or save a file, "This PC" by whatever name is the "go-to" place!

So, what is "This PC"? It is the default storage facility at the heart of all recent Windows iterations. It has been variously called My Computer, Windows Explorer, File Explorer and, in Windows 10, is referred to as "**This PC**". There are several ways to get to it. The simplest is to press the "Windows Key" and the "E" key, or you can click on the shortcut on the Task Bar or right click on the "Start" key, scroll down to "Windows System" and left click it then left click on "File Explorer" (circled in red above), or, finally, by asking "Cortana". "This PC" is the ultimate repository for all the folders and files on your computer.





The tabbed ribbon as introduced in Microsoft Office 2007

Why am I writing about "This PC"? Depending on which version of Windows you are using, the Ribbon (above) has been a part of "This PC" since Office 2007, but it was not until Windows 8 that it was available in Windows Explorer (to use the terminology of the day). I suspect, as a result of its late entrance, there are many facets of "This PC" that may be unfamiliar to you. So here goes!

If you left click on "Save" to save a previously unsaved file, the system will plonk the file somewhere in "This PC". The important thing here is the word "somewhere"!

Best Practice is "as soon as you create a new document, or whatever (a file), the **VERY FIRST** thing you should do is click "Save as", give the new file a name and save it in a specific location in "This PC". That way, providing you have set the system to automatically save files every (say) 3 minutes (the default is every 10 minutes) and you somehow lose the file, it should be, at least partially, saved where you designated. If you don't know how to do that, see the article on pages 2/3 in the January 2019 issue of your SDCUCI News. You are keeping them, aren't you? That is, perhaps, just a teeny bit off the track , but it such an important rule to observe, it is well worth

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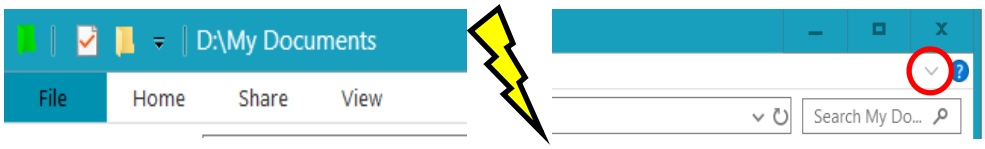
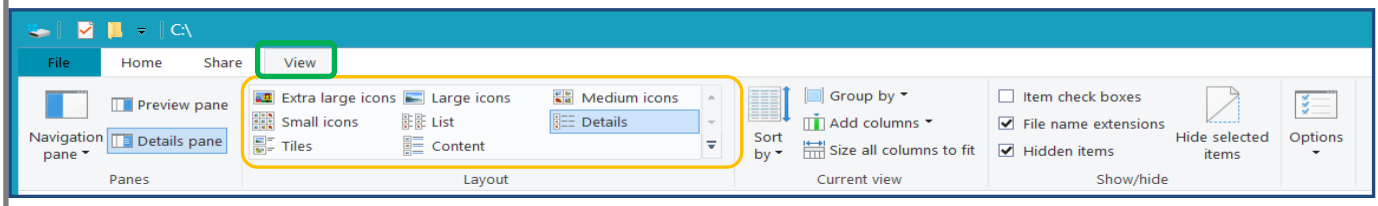
including in this article.

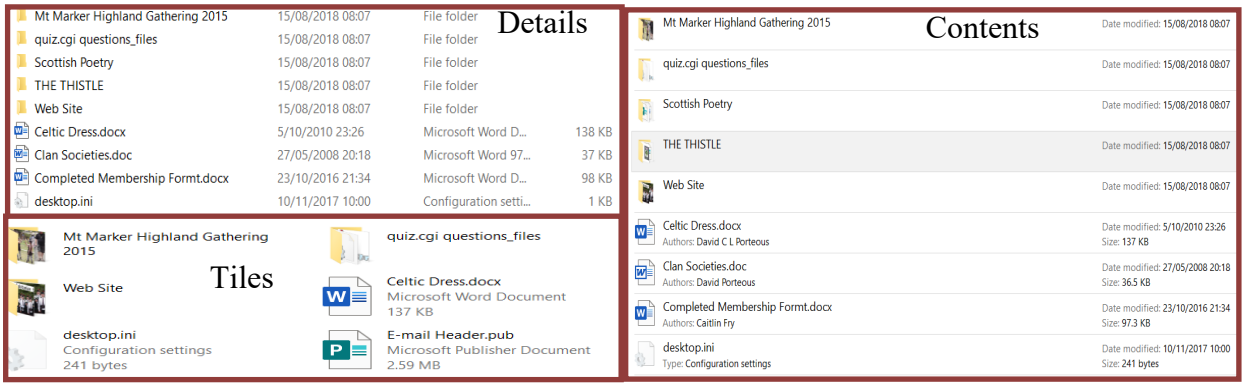


Earlier in this article, I mentioned the Ribbon (below).

Can you see it on your computer? If not, you need to click on the little "down arrow" circled in red (above) to disclose it, or you can press "Ctrl+F1. It will remain visible unless you tell it otherwise. You should be able to see four tabs — File, Home, Share and View. Select "View" (enclosed in green below) to reveal the different ways you can view your files (enclosed in yellow below).

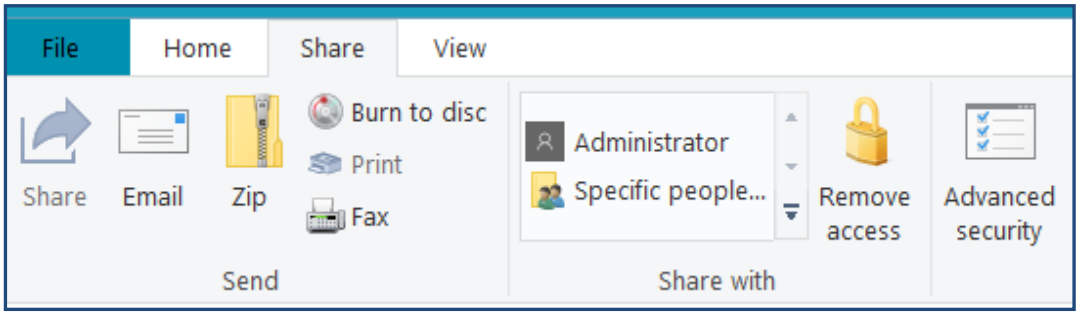


Each "view" has its own benefits — for example, graphic files are best viewed as "Tiles", "Large icons " or even "Extra large icons". Mouse over each one to see how it changes the way the contents are displayed. You will quickly recognise the best use to you of each one. Below is what a particular group of folders might look like under "Details", "Contents" and "Tiles". Try out the other "View" options on the Ribbon to see what each does.



Under the "Home" tab are a number of other options including facilitating pinning a folder/file to "Quick Access" if you tend to use the file a lot; Moving to, Copying to, Deleting or Renaming files and folders, Creating a new folder, as well as accessing the History of a folder of file, should there be any.

As with most actions, Microsoft makes it possible to perform each in a number of different ways, and many, but not all, of the actions on the Ribbon can also be accessed via the mouse Right Click. Also, why not check out the various options available under the "Share" tab illustrated on the left.

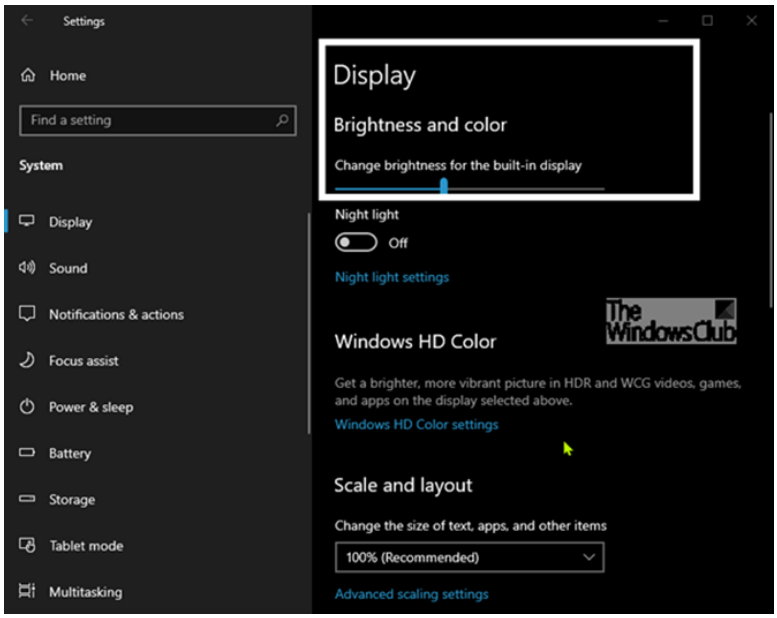


Improve Battery Life Watching Movies & Videos on Windows 10

If you always find that your computer's battery lasts for a shorter time than you expected, you can optimize Windows 10 for better battery life – especially while watching videos and movies on battery power.

Improve Battery Life when watching Movies & Videos

In all Windows iterations, there are several ways to help you improve your computer's battery life while watching movies and videos. The following are applicable to Windows 10.:



1] Reduce Brightness & Colour

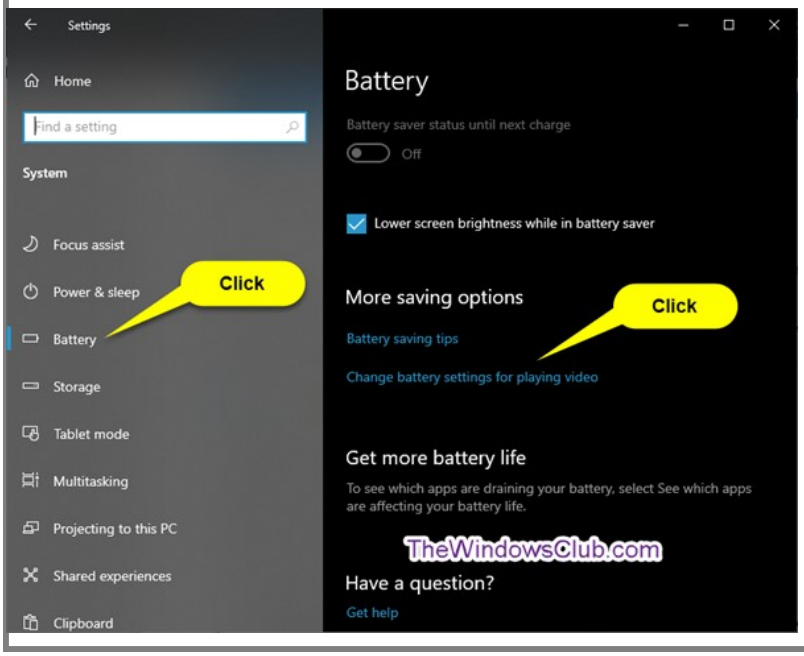
Reduce the screen brightness. That doesn't mean that you need to reduce the brightness to the lowest but make sure that your screen is not set to full brightness. You can either use hotkeys on the keyboard or navigate to Settings > System > Display to accurately adjust the screen brightness.

2] Turn on Battery Saver

The built-in Battery Saver feature helps you extend Windows 10 battery life while watching movies and videos by limiting background activities and push notifications.

By default, the Battery Saver feature in Windows 10 kicks in when the battery level drops to **20%**. You can temporarily turn on the Battery Saver while watching movies for better battery life.

3] Improve Battery Life via Settings



This setting will affect all users on the PC that use the same power plan. Open Settings, and click **System**.

Click **Battery** on the left side. Scroll down on the right side and click **Change battery settings for playing video**.

On the **Video Playback** settings window that opens, scroll down on the right to **Battery options** section and select either **Optimize for**

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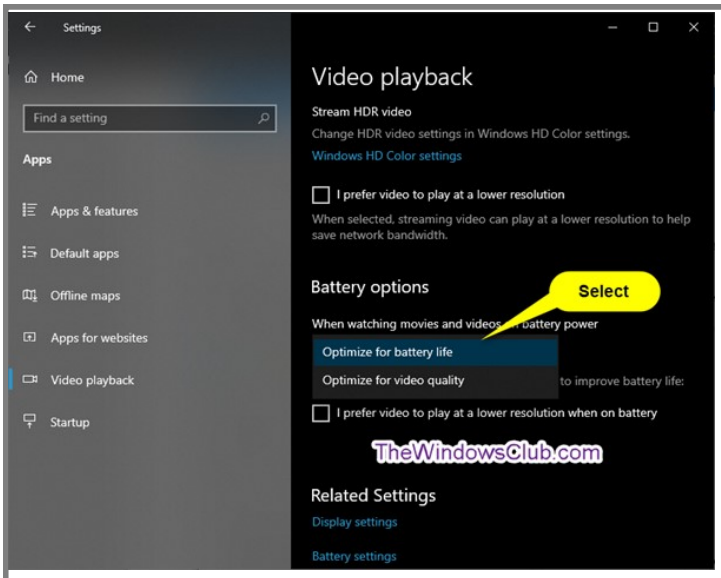
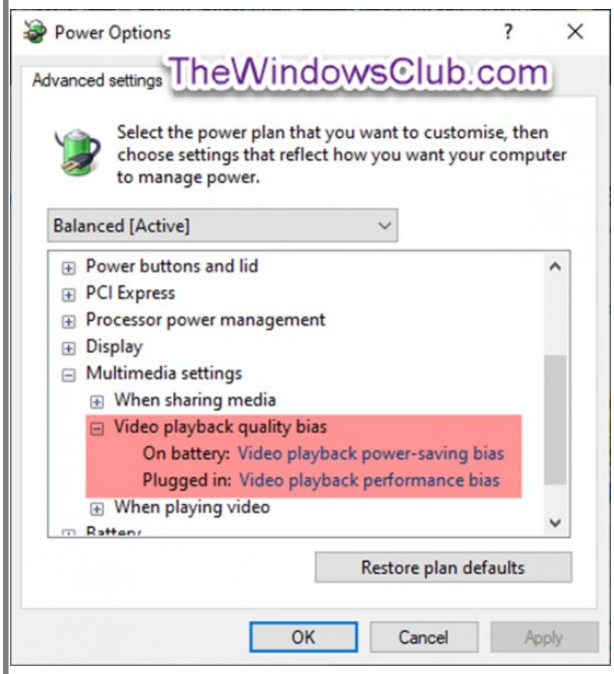


battery life or **Optimize for video quality** in the *When watching movies and videos on battery power* drop-down menu.

You can now exit Settings.

4] Optimize Battery Life via Power Options

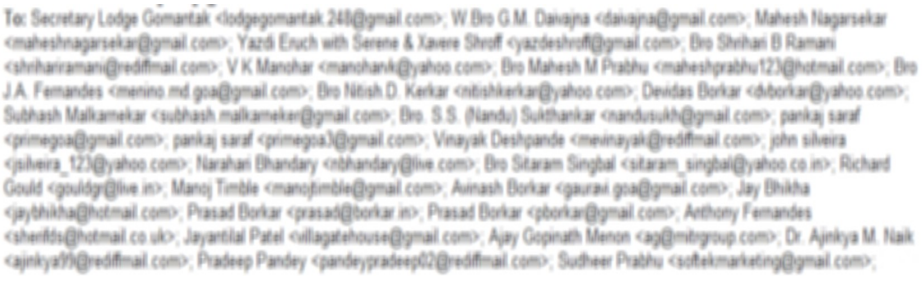


Right-click the **Power icon** in the notification area on the taskbar, click *Power options,* click **Change plan settings** link to the right to open the advanced power settings for your current chosen power plan.

Click on the + sign for Multimedia settings to collapse it. Click on + C sign for Video playback quality bias to collapse it. Now set "On battery" to what you want, and click OK.

When optimized for battery life, Windows 10 will play HDR movies as SDR videos. Otherwise, it will play them as HDR videos but drain your battery faster.

"To:" vs. "Cc:" vs. "Bcc:"


To: Secretary Lodge Gomantak <lodgegomantak.248@gmail.com>; W.Bro G.M. Daivajna <daivajna@gmail.com>; Mahesh Nagarsekar <maheshnagarsekar@gmail.com>; Yazdi Eruch with Serene & Xavere Shroff <yazdeshroff@gmail.com>; Bro Shrihari B Ramani <shriharramani@rediffmail.com>; V K Manohar <manohark@yahoo.com>; Bro Mahesh M Prabhu <maheshprabhu123@hotmail.com>; Bro J.A. Fernandes <menino.md.goa@gmail.com>; Bro Nitish D. Kerkar <nitishkerkar@yahoo.com>; Devidas Borkar <dsborkar@yahoo.com>; Subhash Malkarnekar <subhash.malkarnekar@gmail.com>; Bro. S.S. (Nandu) Sukthankar <nandusukh@gmail.com>; pankaj saraf <primegoa@gmail.com>; pankaj saraf <primegoa3@gmail.com>; Vinayak Deshpande <mevinayak@rediffmail.com>; john silveira <jsilveira_123@yahoo.com>; Narahari Bhandary <nbhandary@live.com>; Bro Sitaram Singbal <sitaram_singbal@yahoo.co.in>; Richard Gould <gouldgr@live.in>; Manoj Timble <manojtimble@gmail.com>; Avinash Borkar <gaurav.goa@gmail.com>; Jay Bhikha <jaybhikha@hotmail.com>; Prasad Borkar <prasad@borkar.in>; Prasad Borkar <pborkar@gmail.com>; Anthony Fernandes <shenfds@hotmail.co.uk>; Jayantilal Patel <villagatehouse@gmail.com>; Ajay Gopinath Menon <ag@mbrgroup.com>; Dr. Ajinkya M. Naik <ajinkya99@rediffmail.com>; Pradeep Pandey <pandeypradeep02@rediffmail.com>; Sudheer Prabhu <softekmarketing@gmail.com>;

Have you ever received an e-mail or a forwarded e-mail with an address field that looks like that on the left (albeit not blurred out) with umpteen person's e-mail addresses on it? Not only is it rude to let everybody know all those person's e-mail addresses, it is also a security and privacy risk, particularly if that e-mail is to be forwarded on to who knows whom! The original sender has lost all control over who gets to know all these person's addresses. If I had been one of the recipients of such an e-mail with my address publicly visible on it, I would be sending the original or forwarding sender(s) a polite but strongly worded note to not do it again and telling them how to rectify the situation.

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So, how do you send an e-mail to lots or just two people , without disclosing to whom you have sent it?

Every e-mail program I have ever come across, potentially has three options for addressing an e-mail to a recipient or several recipients. The first and main one is the "To:" field. The second is the "Cc:" (meaning "Carbon copy") field. These two are visible on every e-mail program. There is a third, the "Bcc:" or "Blind carbon copy" field. This one is often not visible and has to be manually added — why, I have no idea.

Incidentally, the last two terms, "Cc" and "Bcc" come from the time when typists had to make carbon copies of the letters that had to be sent to several people. Back then, there was no photo-copying and, if a document had to be sent to a large number of people, it would be typed onto a wax sheet and run through the "Roneo" or similar machine — a slow and sometimes messy procedure which, no doubt some of us still well remember.

Unfortunately, every e-mail program has its own method of adding the "Bcc" field. Google how to add the "Bcc" field on your particular e-mail program. On most, if not all such programs, you only need to add it once; it will then permanently appear on every new e-mail you send out, but you only need to actually use it when sending an e-mail to multiple addresses.

The "Bcc" field acts quite differently to the other two address fields in that any address (one, one hundred or even more) are visible only to the original sender but not to any of the recipients. Using this field to send out multiple copies of an e-mail maintains confidentiality and privacy and, more particularly, your reputation.

But what if you receive one of these e-mails? If you are one of the final recipients the best thing to do is to let the sender know you are not happy and send him or her a copy of this article. On the other hand, if the e-mail is to be forwarded on to one or more other persons, you can at least rectify what you forward. Once you click "Forward" you unlock every field in the original e-mail. You can now select all those "other" names and addresses and delete them whether they are in the "To" field or the "Cc" field. You will never see any in the "Bcc" field which is that field's whole purpose. If you are forwarding the e-mail to more than one person, leave the "To" field blank (or insert your own name) and put **ALL THE OTHER NAMES** in the "Bcc" field.

How about adding the graphic on the right to your e-mails.

Identity Theft

The important issue of On-line Security has been mentioned in several previous issues of the SDCUCI NEWS, the most recent being the October, 2019, issue dealing with the relationship between drivers' licences and Identity Theft.

Identity theft occurs when a criminal obtains or uses another person's personal details - . name, login, Social Security number, date of birth, drivers licence, etc. The top forms of identity theft are personal details relating to:

- Credit card
- Tax
- Phone or utilities
- Bank
- Loan or lease
- Government documents and benefits
- Other (such as: medical, social media, and other less common forms)

What are the signs of identity theft?

- You stop receiving your regular bills and credit card statements.
- You receive statements for accounts you never opened.
- Debt collectors start calling you about debts you've never heard of.
- The Australian Tax Office alleges you failed to report income.
- Strange withdrawals/charges appear on your financial statements.
- When filing your taxes, you discover that someone beat you to it.
- Someone has already claimed your child as a dependent.
- Your credit report includes lines of credit you never opened.
- You are informed that you have been the victim of a data breach.

What are the types of identity theft?

- Credit identity theft happens when a scammer steals your credit card number outright and uses it to make fraudulent purchases or obtains a credit card or loan under your name.
- Tax identity theft occurs when a scammer gets a hold of your Tax File Number and uses it to obtain a tax refund or get a job.
- Child identity theft allows scammers to obtain a tax refund, claim your child as a dependent, open a line of credit, get a job, or obtain a government ID.
- Medical identity theft happens when criminals use your identity to see a doctor, get medical treatment, or obtain prescription drugs.

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- Criminal identity theft happens when a criminal is arrested and provides law enforcement with a name, date of birth, and fraudulent ID based on a stolen identity.

How can I protect myself from identity theft?

- Everyone should Check their Financial Institution's reports regularly
- Watch out for scam calls and phishing emails.
- Use good cybersecurity.
- What do I do when my identity is stolen?
- Clean up your computer. Start with a good cybersecurity program and scan your system for any potential threats.
- **Reset your passwords** - across all sites.
- Contact your bank and creditors. You can be liable for some or all fraudulent charges and stolen funds if you don't report lost or stolen debit and credit cards immediately.
- Submit a fraud alert to the ACCC ScamWatch — at: https://www.scamwatch.gov.au/report-a-scam)
- Watch your inbox carefully.
- Use multi-factor authentication (MFA). Two-factor authentication is the simplest form of MFA, meaning you need your password and one other form of authentication to prove that you are who you say you are and not a cybercriminal attempting to hack your account.

Why not register for

Be Connected

https://beconnected.esafety.gov.au/

I usually keep this for the Editor's comments but I have had a special request from member, Margaret Smith, to include a message from her. Margaret recently lost her husband and many members expressed their sympathy to her. In response, Margaret says: *"Sincere thanks to the Committee and Members of the Southern Districts Computer Club for the messages of condolence received on the passing of my Husband, Ted. Despite my sadness I have been heartened by the support and friendship extended to me over recent weeks…thank you".*

On a personal note, I broke my left ankle on 4 November when, due to my Parkinson's, I did a magnificent swallow dive down three of my front steps, skinning the front of both shins and sort of landing on my sternum. I now have to take a taxi each way to visit the doctor every second day to redress my legs which have developed golden staph. I see the ortho team at Flinders on Friday for a review. I am sincerely hoping they will allow me to drive as taxis are a bit expensive. As you can imagine, I am in a fair bit of pain at the moment.

Jest a Minute

MacPhail's Hat: As a Christmas present one year, the laird gave his gamekeeper, MacPhail, a deerstalker hat with ear-flaps. MacPhail was most appreciative and always wore it with the flaps tied under his chin to keep his ears warm in the winter winds. Then one cold, windy day the laird noticed he wasn't wearing the hat.

"Where's the hat?" he asked.

"I've given up wearing it since the accident," was the reply.

"Accident?" I didn't know you'd had an accident."

"A man offered me a nip of whisky, and I had the earflaps down and never heard him."

~ Tonight's Topic ~

TIM MATHIE

AUGMENTED REALITY

— For Your Notes —

MEETING RULES

We are allowed to use the facilities at the Hall at the rear of St Mary's Catholic Church, on the corner of Bains and Main South Roads, Morphett Vale in return for a small fee plus respect for their property. We ask for your co-operation in respect to the above.

Whilst we have no control over what our members do away from our Club meetings, piracy of copyright material cannot be condoned at our meetings. Please respect copyright laws at all times.

IT & COMPUTERS

Shop 6, 76 Beach Road
Christies Beach 8186 2736
(Same block as Woolies on Beach Road)
Contact: Jamie or Ash
For all your computing needs
available locally

Need help with your computer?
Looking to purchase a new one?
Need additional peripherals?
Home site visits available !

Looking for excellent customer and after sales service?

New Computers
Repairs
Virus removal
New software & Upgrades

Peripheral units:
Wireless Keyboard Mouse
Sound Boards & Systems
External & Internal Hard Drives

Tell IT & Computers
you are from
S.D.C.U.C.I.

S.D.C.U.C.I can
recommend the
customer service
offered by
IT&Computers