Southern Districts Computer Users Club Inc

Supporting inexperienced users with local expertise

September 2016

Vol. 16
No. 09

Club Web Site http://sdcuci.com

Email Address: sdcucinc@gmail.com

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

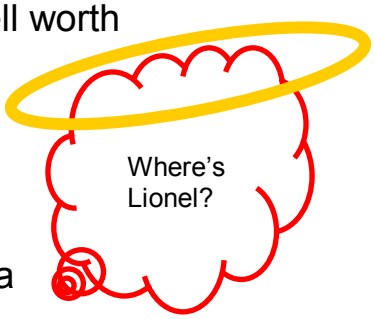
Novice and experienced computer users will be warmly welcomed

YARDBROOM REPORT 9/16

What can we learn from a string of letters? Depends on the letters I suppose. RAA means helpful folk, NBG is exactly that, OCD means a bit of a hangup - I've got it a bit!, and OCC means???? Actually it means a very active computing group.

Our Computer Club (OCC) is a club in the Northern suburbs of Adelaide. Smaller than our club and very active. They meet once a week and the format of their meeting is more of a workshop than the single presentation evening that we normally have. Their technical guru is able to answer questions from the floor and demonstrates/illustrates the answers on a computer linked to a display screen. There is also a show and tell of interesting equipment and software.

A small group of our committee members attended their meeting recently by invitation. It was well worth the trip. Very welcoming folk, delicious afternoon tea and lots of new ideas and information. We learnt a lot. We will reciprocate in the near future.



Lionel Leddra

Our next meeting is scheduled for

Wednesday 19th October 2016 at 7.30 pm.

ANNUAL GENERAL MEETING
Please bring a SMALL plate of supper

The Committee in 2015 / 2016

PRESIDENT:	**Lionel Leddra**	**lleddra@bigpond.net.au**
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SECRETARY:	**Trevor Francis**	**tjfrancis@adam.com.au**
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SEPTEMBER BIRTHDAYS

We would like to wish

Wanda McDonald
Trevor Francis
&
Ken Rowley

a very Happy Birthday.

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

THIS MONTH'S MEETING - September

Unfortunately, our guest speaker for tonight, Paul Shearer is unable to give us the talk on **The Internet of Things,** so we have put another Plan B into motion.

Jason Adams from **IT&C Computers**, Beach Road, Christies Beach is going to provide a taste of things happening here and now in regard to some of the newer style equipment available, what to be aware of now that summer is approaching (is summer really approaching ??!!) what is happening with the NBN and if time permits, a look at answering member's questions without notice.

Sit back and take it all in, then please stay for a while and enjoy the company of our fellow members and with a warming cuppa and a biscuit or two.

News flash from Central Queensland

Three troopers are undergoing counselling after a routine arrest turned to tragedy when the suspect threw himself into a waterhole and drowned.

"Things escalated rather quickly," a distraught trooper, Andrew Patterson told a local journalist. "At most the poor guy was probably looking at a six month good behaviour bond for stealing one sheep."

"We were riding by his camp and noticed the bloke grinning like an idiot and doing a bit of dance by himself so we were concerned that he might have been consuming some drugs," fellow trooper Winton Banjo added. "I observed a suspicious jumbuck -shaped lump in his tucker-bag and was preparing to ride back to the station to get a search warrant when he up and jumped into the billabong. Like I suspected. Drugs."

Trooper divers recovered the body of drifter Andy Sang from the small dam on the property of a local squatter. All three troopers are to receive counseling and given fully paid compassionate leave.

"I'm going to have to take some time off to recover from the shock," said visibly shaken trooper Billy Boyle. "People don't realise how emotionally wrenching the life of a trooper can be. I suspect I'll be haunted by the ghost of that poor soul every time I ride by that billabong."

OUR AUGUST MEETING

Last month Lionel was back on deck to open the meeting and welcome 25 members, which included our two newest members, Peter & Lesley Schneider. Our two visitors were Jillian Hayne and Taylor Harcourt-Heron.

Once again we were entertained pre-meeting by another slide-show presentation from Trevor. Thankyou—we look forward to this each month.

The aim of the meeting was to try and answer members' questions which were collected last month. Trevor, Lionel & Lindsay were on hand to answer these, however Jim called in sick, looking for sympathy with a nasty cold - he's OK now, but is still away. He's in Queensland.

Lionel explained that the interpretation of a question may not be what the asker meant, and if this was so, then at the end of the meeting, further information could be available from the speakers. A Power Point Presentation complimented the answers which we have included in this newsletter on pages 6, 7 & 9.

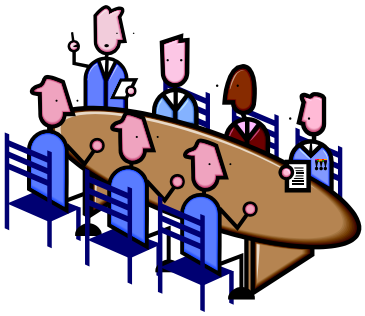
Lionel didn't need to use his cow bell to hasten each speaker to conclude his answer, and all ran exceedingly smoothly, credit going to the pre meeting preparation carried out by our speakers. They put in such a lot of extra time and energy to present to the members interesting and informative sessions. I know that I value their input very much.

One or two explanations relating to questions were answered then Lindsay then pointed out some issues with the Anniversary Update of Windows 10. See page 10 for more information.

Tea, coffee and a biscuit or two after the meeting was accompanied by much chatter.

Raffle Prize Winners were
Roy Buckle
Geoff McNamara
Emma Boss

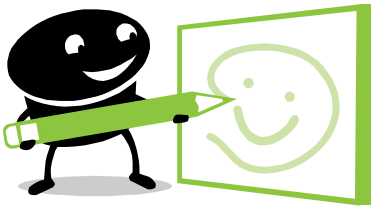
COMMITTEE CAPERS



The September committee meeting was held on Monday 12th with 7 members attending.

Subjects up for discussion were:

- A few committee members visited OCC (Our Computer Club) on Tuesday 30th August at Hillcrest Community Hall. An email was received by them thanking us for our visit.
- Treasurers Report received and accepted. An audit is required of the books prior to our AGM. Payment for Public Liability was approved.
- Discussed this month's meeting as our guest speaker is unable to attend. Trevor to contact IT&C Computers for replacement speaker. Request received from member to discuss NBN further.
- AGM discussed. 2 committee members not standing and we have 2 new nominations. There will be no increase in fees this year.
- Catering and entertainment for our Christmas Party was discussed. Possibly have outside caterers this year so costs and availability to be looked into.
- Ideas for raffle prizes and costs discussed.
- Topics for future meetings discussed.



The meeting closed at 2.50 pm.

Afternoon tea was served.

IN MEMORY

We would like to give our sympathy to Heather Linehan on the passing of her husband **Peter Linehan.** He was a much loved father and grandpa and both have been members of our club since 2010.

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.

ANSWERS FROM OUR Q & A NIGHT

Q1 We have an Epson wireless printer but why does our computer ask for a cable connection to scan documents?

Hard wire the scanner to the computer i.e. Via Ethernet or USB.
Try again—check if it works that way.
If not, completely uninstall program, turn computer off. Then reinstall.
Do not plug USB or Ethernet into the computer until requested by the install program.
Once operating, the program can be modified for Wi-Fi.
THOUGHT! Mayby the printer driver is for XP and needs to be updated for later Windows version.

Q2 How do you put signatures onto your computer documents?

Make a hard copy of your signature.
Scan the document, name and save it (in a suitable folder) to your hard drive.
Remember in which folder you put it and where to find that folder again!
Have your electronic document open. Navigate to where you want to insert the signature. Go to "Insert", navigate to the folder holding your signature, select and hit OK. Signature will appear in the document.
You may need to select "layout" to insert this. Right click signature, select "picture" the "layout" and hit "tight" and "OK" You will then be able to manoeuvre your signature to where you want it—and decide how big you want it.

Q3 Can a Samsung tablet use Telstra for the internet? We are using gmail but would like to be on Telstra.

The short answer is yes. However, gmail is webmail and requires an Internet Service Provider to connect to the internet. Telstra is an ISP. Using Telstra will require an account and may require a device like a pocket Wi-Fi to connect to the internet. Suggest speaking with a committee member about your circumstances before proceeding.

Q4 What is Cortana on Windows 10?

Cortana is a voice-activated personal assistant. Think of it as Siri, (Apple's talking assistant), but for Windows. You can use it to get weather forecasts, set reminders, tell you jokes, send email, find files, search the Internet and so on. It is available with Windows 10.

Q5 How to use Trove?

The first question may be: **Why** does one want to use Trove?
Trove is a multi-million dollar exercise by the National Library of Australia to digitise all newspapers around Austrlia from our earliest times to immortalise the newspaper records of our country. So, it is basically a genealogy program.

To use Trove: Go to Google and type http://trove.nia.gov.au/
There are many categories to search on. The main ones are the digital newspapers.

Continue on page 7

Q6 Working with photography—get into and find the right pictures.

1. Set correct date and time on the digital camera (This will allow sorting and sequencing at any later stage).
2. Set up filing system in pictures library (This can be based on events or chronology). E.g. each day during a holiday.
3. Create a filing system the **YOU** understand—i.e. if alphabetic sequence suits you, do it that way, or if chronological or event sequence suits then that is the way to go.
4. File the photographs regularly instead of facing a mountain of photos to sort and file.
5. Prepare your filing system before you take the photos—that way you will know where to put your photos in the first place.

Golden Rule: If you don't know where you put the photos, how will you know where to find them!!! The secret is rule 5.

Q7 Windows 10 pictures. When I right click to get menu up, the whole lot disappears and computer goes back to standby screen. Is there a simple way or any way of fixing it?

The demonstration indicates this might be an individual enquiry that will require individual attention.

Q8 How difficult is it to follow instructions on Google?

Firstly, if you have problems reading the specific answer on Google,
PRINT IT OUT
If necessary, use 'Snipping Tool' to select the part of the question for which you required answers - or - print selected page - or - highlight part and then print selected area - or - paste into Word and save.

Q9 Using Microsoft Outlook. Emails that return for various reasons. Some still come through after many months. Address deleted from Address book. How can I stop these returned emails from continuing/ permanently remove?

The error message on the returned email should give you an indication as to why the email has bounced. I suggest you create a rule in Outlook to automatically direct it to junk. The mail server will send the email numerous times but will eventually stop. Unless you have access to the mail server to delete the email there is little you can do.

Q10 Picsizer or free photo sizing tool rather than through email.

Download and install Picsizer onto your computer. Select appropriate parameters and options.
Reason to use Picsizer—easy reduction of image size.
E.g. Movie Maker, Power Point, Word and others will fail if there are too many large picture files open. Picsizer allows simple picture size reduction in folders allowing much better control on the above programs. See Jim for the Picsizer program.

Continue on page 9

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
- **Picsizer (**popular program to change image sizes)

This list will be updated when new programs become available.

Q11 What is a browser extension?

Wikipedia gives the following definitions—Google **Chome Extenstions** are **browser extensions** that modify the Google **Chrome browser.** These **extensions** are written using web technologies like HTML, JavaScript and CSS. Google **Chrome Extensions** are downloadable through the **Chrome** Web Store (formerly the Google **Chrome Extensions** Gallery). If you haven't tried them they may save you time.

See Google. What are the risks of using extensions?

Browser extensions are pieces of code that run in your web browser. They can do malicious things like display ads, track your browsing and capture your passwords and private data. A safe extension could automatically update and become malware.

Q12 Should I turn my router off when I'm not using my computer?

This question was put to an ISP and the answer was no. However the device is not damaged by turning it off. Turning your router off will, like turning other electrical appliances off, save electricity. By leaving your router on you should ensure your network is secure, and if you leave your computer on 24/7, this increases the risk of being hacked.

If you require further clarification of any of these, or other questions, please see a committee member, and he/she will endeavour to assist.

Reminder - 2016-2017 fees are due and payable by end September.

$20 single membership
$30 family membership

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

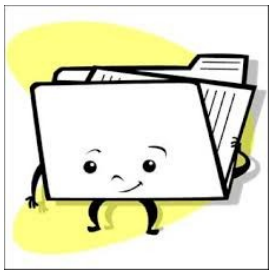
From Lindsay with thanks - re Windows 10

There have been a number of issues being reported on social media, especially since the release of the **anniversary update**. An article by Bob Rankin says what has been said before. **DON'T UPDATE YET.**

Postpone or remove the update until Microsoft has sorted out the problems. Lindsay hasn't had any issues with the two laptops that he has updated, but he is monitoring them.

For further info ***Ask Bob Rankine*** https://askleo.com/ You can subscribe and get some great tips from one of the experts.

MANAGING YOUR DIGITAL RECORDS - from Lindsay with thanks.



Name your files properly :

- Be descriptive but keep it short.
- Leave out spaces, use full stops, capital letters, underscores.
- Consider adding a consisted date format ie. YYYYMMDD

Control & organise your digital records:

- Consider a simple folder structure.
- Name digital object meaningfully but succinctly.
- Review your digital records at regular intervals and delete those that don't have a permanent value.

Manage your emails:

- Review regularly and delete emails of a temporary value or you're not sure of.
- Control emails of permanent value using a folder structure and identify subject, function or activity.
- Add a meaningful subject to every email.
- Email in a string or conversation rather than creating a new message. (Delete earlier copies of the string).

Backup

- Theft, natural disaster, accidental deletion, hard drive failure or a coffee spill can mean bad news for your digital photos, emails and documents.

Computer Courses for 2016/17

We are hoping to organise a course on *Email / Internet* later 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, PowerPoint, photo editing &/or transferring images from device to computer, please let a committee member know. We may be able to schedule a 'one-on-one' course to suit.

A Visit to the Northern Computer Group.

A few committee members visited this energetic club on Tuesday 30th August. They call themselves, OCC, or Our Computer Club, and have a membership of from 15 to 20 who are all retired. They have a very small committee of President, Secretary and Treasurer.

At first I thought that the meeting was to be much more formal than our monthly meetings, with Apologies and Minutes being tabled, however, after receiving a very warm welcome things changed. Their minutes are on their web site, on a computer screen operated by Elwin Scriven, their "computer guru". He had difficulty opening their emails after having changed the password last week, and it took some time for him to present the minutes. We felt quite happy that they have technical problems too.

The meeting then took on a workshop feeling, with spontaneous questions being asked and answered, and experiences shared while some members used their laptops.

Elwin suggested, if possible, to watch an SBS program (22.8.16) now on YouTube, called Defeating the Hackers.

He explained that secure websites had an 's' after 'http,' and to check the address on the status bar at the bottom to see if it looked genuine.

Elwin showed mixed graphic files that he has accumulated over many years. In fact the graphics numbered over 79,000, with files having a number of topics as well as quick reference guides for many Microsoft office programs like *Windows 10 for Dummies*, *Adobe Digital Editions* for e-readers together with a companion program *Calibre*.

He explained how to use a Host file to block bad websites, and advised never to do banking using free Wi-Fi.

There was a 'Show & Tell' segment promoting new or handy 'gadgets' or 'add-ons' like speakers, a wireless extender, a 2-port USB switch and a screen cleaning kit, and one member showed off his new $300 FitBit watch that is a mini computer and does amazing things.

3 pm sharp - Afternoon Tea. Once a month they have a special spread with a birthday cake - we timed it right!

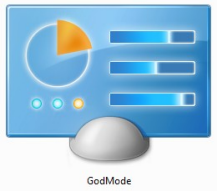
More examples of programs followed - one to read "mobi" files, a safe download called "Ninite.com to keep all your programs and apps automatically updated and many more.

Elwin gave us a copy of 'today's disc', so, when time permits, we'll be able to access the disc and pass on some of his hints. He makes one each week for their members. We had a great time.

GOD-MODE

The week we attended the **OCC Computer Club**, they gave a couple of useful tips in getting around your computer.

One of these was a thing called "**God-Mode",** whereby each and every icon under "Control Panel" can be expanded out to display all the sub topics under each main Control Panel icon. This is done by creating a new folder on the desktop: renaming it (by pasting in a specific piece of code from developers) then hitting the "enter" button.



It is quite remarkable that when one now double clicks on the newly created folder, a full and total list of all actions available in Control Panel are up on screen - basically in a Windows Explorer style Window.

To enable the hidden feature for Windows 7, 8 and 10, here's what you need to do:

Step 1 - Right click on your desktop and make a new folder. For the folder's name, paste the string given below:

GodMode. {ED7BA470-8E54-465E-825C-99712043E01C}

Do not forget to insert the period after "GodMode." You can also alter the name of the folder (even though the string is called GodMode). To do so, simply alter the "GodMode" part of the string to the name you want.

Step 2 - Once you have inserted the string, hit Enter and the icon will resemble the Control Panel.

Step 3 - Open the folder to see the available customization options/ configuration settings at your disposal. It is pretty easy to shift around GodMode on your system the same manner in which you can shift any traditional folder.

In the even you change your mind and want to remove the customization, just click on the GodMode icon on your sytem and simple delete it. Re-enabling it is easy too and can be done using any of the above mentioned steps.

Other customisation is possible by googling "God-Mode" on the net.

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.

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JUMPSUITS
MUFTI
PLAYBILL

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E E B U S A S S U A G E S N U S
I T M B U W I P I N G I I U A K
K I A E B G P S I N S L R C R E
S C L Z M L E N R T L G O C D E
I R F I E S N E S E E U I I H T
R A N M R U F E N D P B W P O J
Y U E E G M J N I L T E R H U I
K N N T E U U V A D F D A E S N
T C O I N F W Y Z J I S C R E G
S H A B C T B A C K W O O D S O
S I C S E I S T I U S P M U J I
D E Z I L E G N A V E X E O N S
S R A L U C O N I B E E R S B T

A 54 year old woman had a heart attack and was taken to the hospital. While on the operating table she had a near death experience.
Seeing God, she asked “Is my time up?”
God said, “No, you have another 43 years, 2 months and 8 days to live.”

Upon recovery, the woman decided to stay in the hospital and have a face-lift, liposuction, breast implants and a tummy tuck. She even had someone come in and change her hair colour and brighten and whiten her teeth.
Since she had so much more time to live, she figured she might as well make the most of it. After her last operation, she was released from the hospital.

While crossing the street on her way home, she was killed by an ambulance.
Arriving in front of God, she demanded: “What happened? I thought you said I had another 43 years to live.Why didn’t you pull me from out of the path of the ambulance?
God replied: **“I didn’t recognise you!”**

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