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 biscuits

Visitors are 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 Yardbroom Report — September 2019

Committee report for the month

Our Committee meeting on the 9th September saw numbers down to near the lowest to meet quorum requirements. (Quorum 4 people—we had 5).

We have a need to increase the number of members on our committee. As Trevor explained in his earlier email, there is no pain in arranging a nomination nor in being elected— So *"Please Consider"*.

Our Guest Speaker and Returning Officer for our upcoming AGM is the new Mayor of the City of Onkaparinga: Mrs. E Thompson. It will be interesting to hear how she is finding the job and perhaps the changes that are being implemented!

As from September, subscriptions for the coming year are due. This year will be offering payment by EFT as well as by cash.

Our projectors are getting quite old and tired so in the coming months they will be replaced with new ones. We intend to purchase two units of the same make and model so there is consistency between them.

Our October Members' Meeting

This will be our Annual General Meeting. Come along to hear our new Mayor tell us of her plans for our City and to welcome back Jim Greenfield as President.

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 August Meeting

By Secretary — Trevor Francis

Jason from IT & Computers was our guest speaker in August — and what a wealth of knowledge he presented us with at 110 KPH.

He started off with a detailed introduction of himself before moving into all the things we users do wrong such as using third party tools to keep our computers clean without understanding what these tools do. His comment was that "few of them are actually good and many are straight up snake oil". His reference to CCleaner was understandably cool. He said, "It is a very powerful tool if you understand exactly what it is doing and don't just tick all the boxes thinking it will turbo-charge your computer."

This applies to any maintenance program you may have on your computer — if you are not sure what it does, firstly ask a techie and, subject to his or her advice, seriously consider ditching it.

"Windows", he said, "has its own tools — chkDsk, Disk Cleanup and Disk Defrag. The simplicity of their user interface belies their actual functionality".

Jason strongly emphasized "DON'T CLEAN THE REGISTRY" **— ever!**

Always store important stuff such as bank details, passwords etc. in an external hard drive that is **not** permanently plugged into your computer! If it is, unplug it immediately!

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Gmail Tips & Tricks — Find Emails Quickly & Accurately

Gmail is an excellent email client. If you receive a lot of emails every day, it would be really cumbersome to find a particular email. The best thing to do is to "Star" them with a particular colour and manage emails using labels. If you really do get a lot of emails, even that may not be enough to find a particular one. Like Google Search tips, there are Gmail Search tips to help find emails quickly and accurately.

Gmail Search Tips and Tricks

You need to know the search tips to find the particular email in Gmail. Below is a fairly comprehensive list of search tools (called "Operators") you can use in Gmail.

Gmail Search Operators

In the **Search Mail** field (in both the main Gmail window and in the advanced search window), you can use the following operators:

subject: — Searches the **Subject** line.

from: — Searches for sender's name and email address. Partial addresses are OK.

to: — Searches the **To** line for names and addresses.

cc: — Searches for recipients in the **Cc** field.

bcc: — Searches for addresses and names in the **Bcc** field.

label: — Searches for messages assigned a label. When using this, replace whitespace characters in label names with hyphens.

has:userlabels — Searches for emails that have any labels except those used by default (i.e., not including labels such as "inbox", "trash," and "spam" but including smart labels).

has:nouserlabels — Searches for messages that have no labels except those that Gmail uses by default.

starred, is:starred — Searches for starred messages. You can specify the colour of a star or other mark using *has:*.

is:unread, *is:read*, *is:important* finds messages so marked in Priority Inbox.

has:attachment — Searches for messages that have files attached to them.

filename: — Searches within file names of attachments. You can include file name extensions to restrict your search to certain file types.

has:userlabels — Searches for emails that have any labels except those used by default (i.e., not including labels such as "inbox", "trash," and "spam" but including smart labels).

has:nouserlabels — Searches for messages that have no labels except those that Gmail uses by default.*is:*

is:chat — Searches for chat logs.

in: — Searches in the folder you specify, such as *Drafts, Inbox, Chats, Sent, Spam, and Trash. Anywhere* (includes the Spam and Trash folders).

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after: —Finds messages sent on or after a date, typed as YYYY/MM/DD.
before: — Searches for messages sent before a date.
larger: (or *larger_than:*) — Finds emails exceeding a size you specify; bytes is the default measurement; use *k* for kilobytes and *m* for megabytes.
size: — Searches for messages exceeding the given size in bytes.
smaller: (or *smaller_than:*) — Searches for messages smaller than the specified size. Specify the size in bytes (no suffix) or using *k* or *m* as above.
deliveredto: — Searches for email with the specified email address in a "Delivered-To" header line.

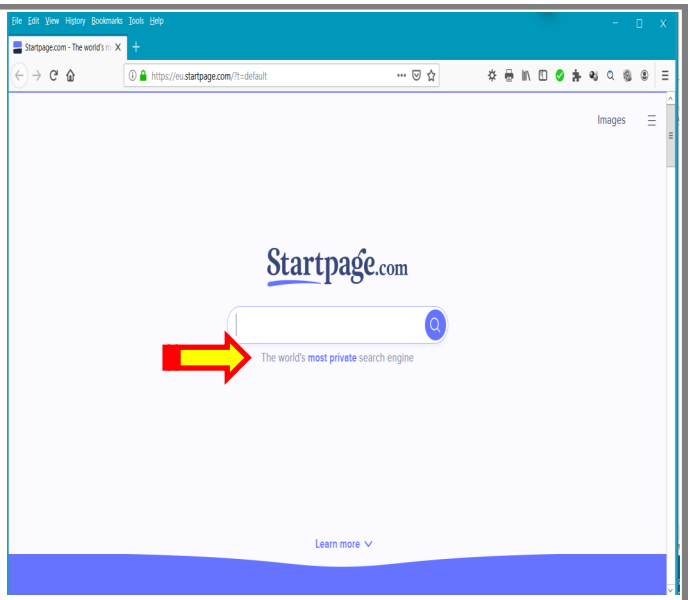
How to Combine Operators and Search Terms

Operators and search terms can be combined with the following modifiers:

By default, Gmail combines terms with an invisible "*AND*".

"" — Searches for a phrase (not case-sensitive).
+ — Searches for a term exactly as typed.
or — Finds messages containing at least one of two terms or expressions.
- (minus sign/dash) — Returns messages that do not contain a specified term or expression.
( ) (parentheses) — Searches for terms or expressions as a group.

Startpage.com



At out July meeting a referred to "Security" — that hardy annual that is (quite rightly) being jammed down our collective throats. In regards to that issue, I referred to a particular secure search engine I use called "Startpage.com. On the right is their search window. No frills or bells and whistles — just the basics. The important thing is that it is PRIVATE as the web page says (arrowed in red and yellow right). The site mines nothing and stores nothing. Oh, and it is also FREE to use!

The other thing it does is to always use "HTTP**S**" rather than just "HTTP". The "**S**" stands for **"secure".**

Incidentally, YOU should ALWAYS use the "https"prefix rather than the "HTTP".

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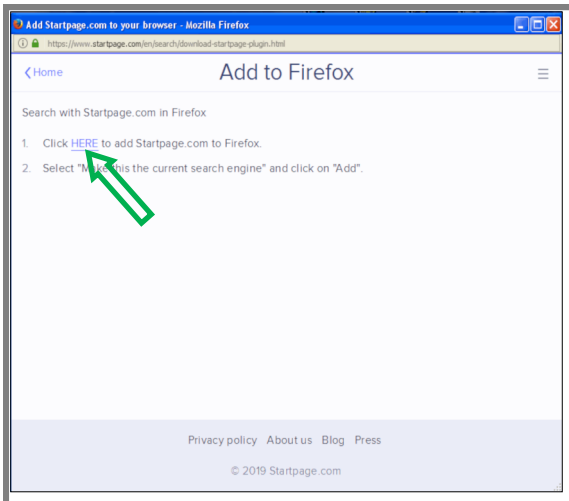
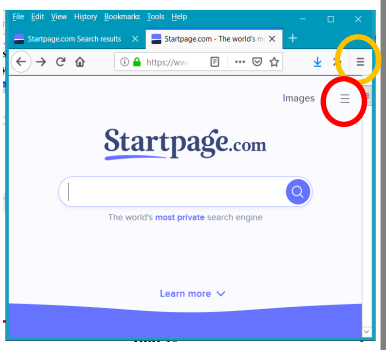
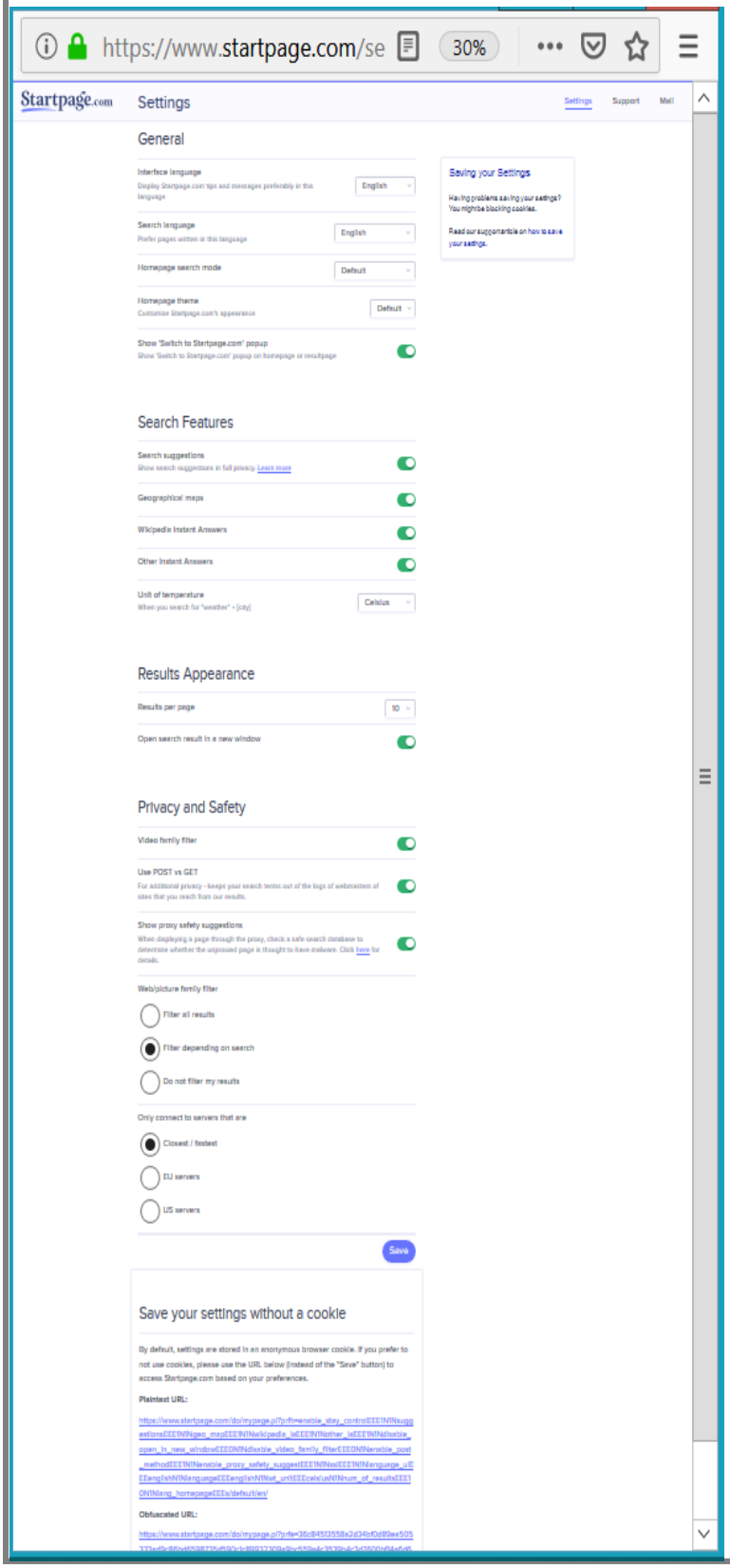


To start using "Startpage", in your current browser enter "Startpage.com". In the window that comes up, click on "Make Startpage.com your... (search engine name). On the resultant window "Add to …(your usual browser), click on "HERE" (arrowed in green, left) to add Startpage to your browser.

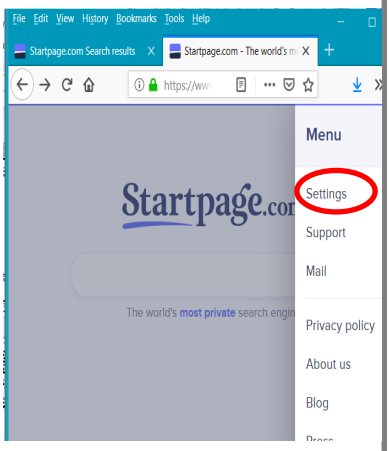
The page below should appear. Click on the three parallel lines on the "Startpage window circled in red (being careful that you don't click on those three similar parallel lines on your browser's window (circled in yellow) as they may be quite close together).





The resultant window will look something like the one below right. Click on "Settings.

Scroll down the "Settings Page (left) carefully checking your personal preferences as you go. At the bottom click either on "Save" or one of the two other options to save your settings.



Now, when you click on your web browser, the Startpage search box should come up on the screen.

Why I like my Mac!

By Dean Howard

I have heard that people think that Macs are expensive when you look at the top shelf. Macs come with a choice of hard drive sizes. Desk tops 21.5 inches and 27 inches together with a choice of drive sizes with a large variety of Laptops and iPads.

Whilst putting my thoughts on paper, I checked out Harvey Norman computers!! Apple Mac is in front with price. If choosing a PC, one has to compare each on the same level.

I changed to Mac at the encouragement of my son who works at the Festival Theatre and was involved in a production company.

Going to many theatre shows over the years, I did notice that they all used Mac laptops, the reasoning, I was told, was that the programs for theatre are better.

Apple take care of security, so you do not need AVG or Norton.

Generally, I wait a couple of months before I upgrade to a new program (which is free) neither have I ever paid for an operating system.

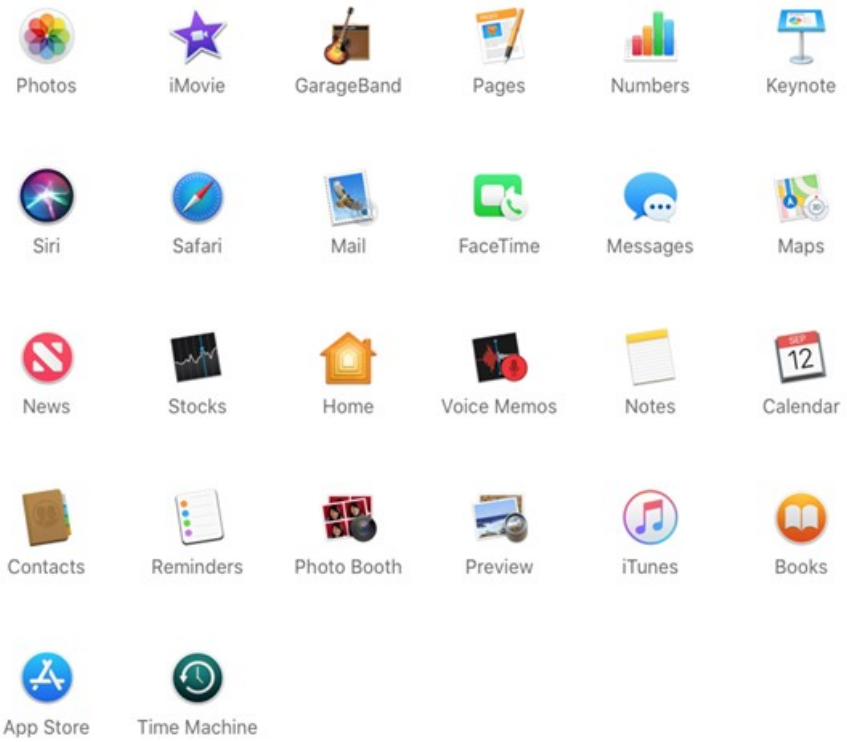
Some times when I forget how to do something, I call up Mr Google. I have found two guys who know a lot about Apple products and the operating system. One is named David A Cox from TechTalk America and the other is named Garry from MacMost.com.

Alternatively, if I create a problem, I just phone Apple and they help me resolve it.

Approximately 38 programs came with my Apple (see screen print, right).

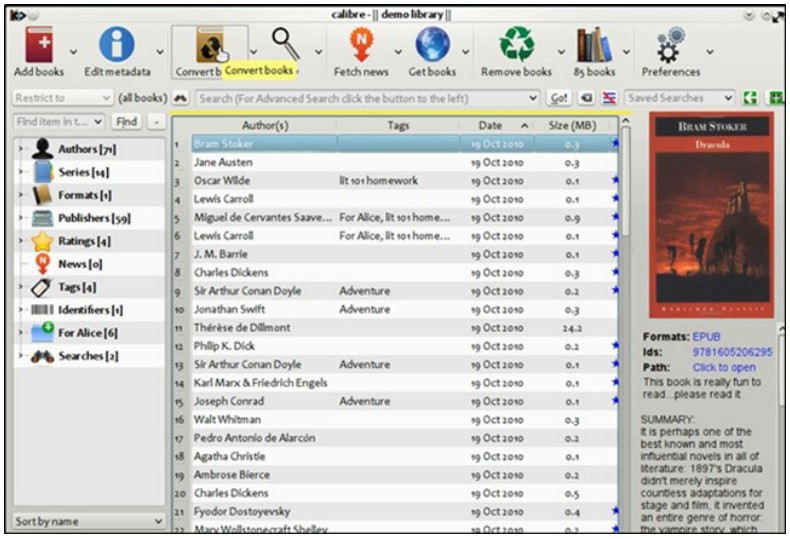
There are lots of videos out there, but mostly they are private home videos; somne even havea hand held cameras—a bit hard to follow. They cover iMac, iPhones and iPad

My whole family are Mac people. Strangely we do not use FaceTime like we should, but I think that is a problem with all phone users. There will probably be an outbreak in finger arthritis in the next generation!



Calibre eBook Management Program for Kindle, etc.

An E-Book manager adds real value to books in digital form, especially if you own a large catalogue. **Calibre e**Book management offers these advantages.



Calibre eBook Reader

Calibre is a free cross-platform eBook reader and management software that works well with Kindle helping with display, editing, creating and converting e-Books. It supports all the major eBook formats and eBook devices from the major manufacturers.

Calibre Features

The main interface looks clean and well sorted. For instance, you can find the following tabs with their functions under '*Actions*' toolbar.

Functions of different Calibre features

Calibre can manage your eBooks, Newspaper, Magazines and even comics. After installing Calibre the Welcome Wizard asks you the location for storing your digital files. You can then specify the eBook device you use. If your device is not listed under the '*Manufacturers*' list, choose a 'Generic' device.

- **Add Book**s — allows you to add books to your collection. There are seven variations accessible by a right-click.
- **Edit Metadata** – lets you edit a book's metadata (changing a book's Cover, Title, etc). You can also add or remove e-book formats from a book.
- **Convert Books** – with one be click you can convert books to your desired format like XML, CSV, BiBTeX, EPUB, and MOBI.
- **View** –instantly displays the book in an e-book viewer program. It supports three built-in library views. Using covers, titles, tags, authors, publishers, etc. You can also configure which formats should open with the internal viewer via "Preferences" > "Interface" > "Behaviour".
- Use **Fetch News** – to download news from websites and convert them into eBooks to read at your leisure.
- **Get Books** – makes it easy to purchase or download books just by mentioning the name or title of the book.

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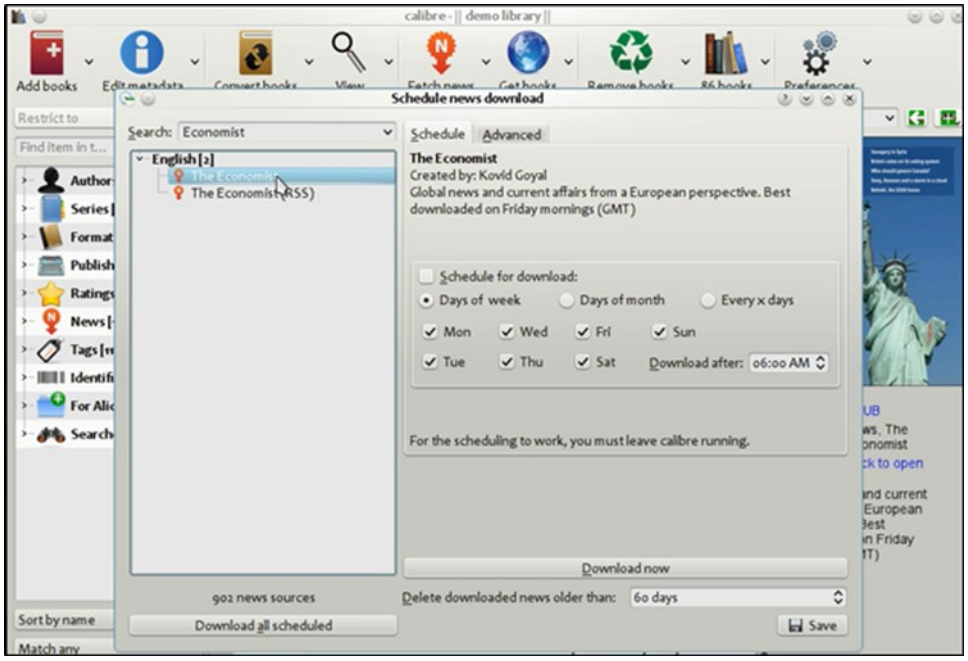
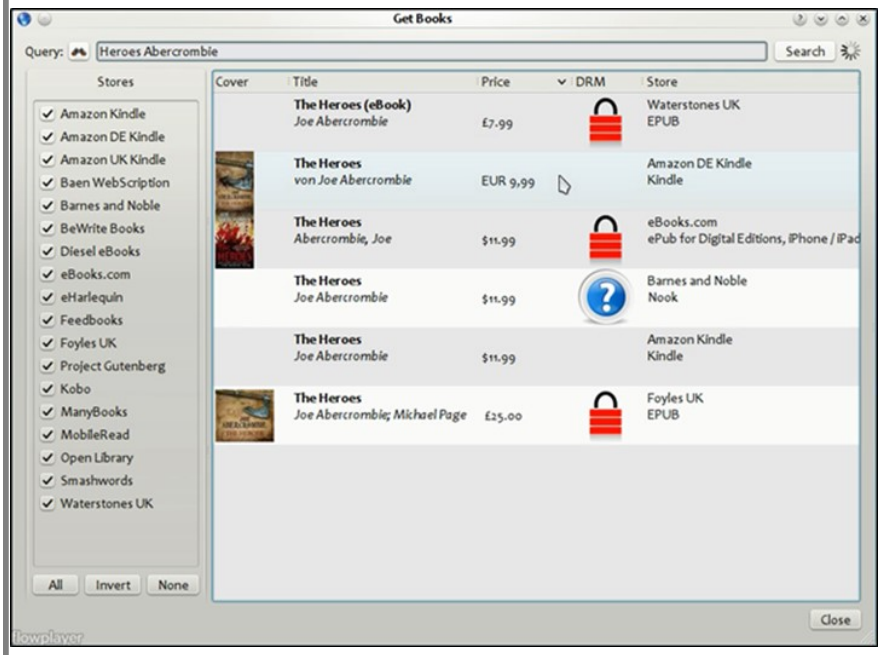


The main window buttons take care of most of your needs. Context menus make finding things quick and easy. *Get Books*' automatically displays eBook seller sites with lowest price editions.

Calibre supports almost every e-Reader and is compatible with additional devices with each update. You can easily transfer your e-books from one device to another in seconds, wirelessly or with a cable. No additional tools required. Also, Calibre will automatically send the best file format for your device, converting it if needed.



The software has many other useful features, but if you find something missing, there is a built-in plugin explorer to search the vast library of plugins available to enhance Calibre's utility further. Browse through them and install them with just one click.

Calibre was created for and book lovers. As an open-source project, hundreds of volunteers helped develop Calibre and continue by delivering regular updates. You can download Calibre from https://calibre-ebook.com/download_windows .

Why not register for
Be Connected
https://beconnected.esafety.gov.au/

Is it legal to use the cheap Windows 10 Keys available on the Internet? Do they work?

The cost of Windows 10 in the Microsoft Store is around **$199** for Windows 10 Pro and **$139** for Windows 10 Home. Some websites identify the countries where cheap Windows 10 keys are available and offer them at a low price like **$10** or **$20**!

Whilst these Windows 10 keys may look legal, they are not. Microsoft will file a lawsuit against such websites if it finds out they sell such keys and will bulk deactivate all such leaked keys leaving you without access to your copy of the operating system.

Cheap Windows 10 keys could be:

Keys bought from a country where prices are lower;

MAK or KMS keys;

OEM keys;

Used keys;

Keys for Student & other groups or

Pirated versions.

Most of these keys are usually MAK or KMS keys. Others are leaked OEM keys or 2nd-hand keys. Microsoft offers keys to students, teachers, and other groups free or at a discount. Such keys can also find their way into this grey market. Then there are cracks and patches available too, but they are also illegal.

These keys will work as long as they are not caught. Once Microsoft finds out that a key is not legal, they will show you a message that you may have purchased an illegal key. You can continue using it even after you get the message, but most elements of original software are blocked. Also, there will be a watermark everywhere saying", "This copy of Windows is not genuine." You may also receive a legal notice from Microsoft.

Amazon and eBay, too, sell low priced keys. These may or may not be illegal. Certainly, there may be people or entities selling legal original Windows 10 keys on such eCommerce sites. However, you have the responsibility to make sure you are not being tricked into purchasing an illegal Windows 10 key. If the price looks too low compared to the local key cost , it may be a seller trying to con you. If you are buying on these sites, make sure that you are buying from Microsoft or one of their official their partners and not from some shady character trying to make a quick 'buck'. "Caveat emptor"

On page 4 of this issue, I indicated that you should always use HTTPS rather than, perhaps the now not so normal, HTTP. Luckily, most, if not all, major search engines now use HTTPS as do a great many websites.

Accordingly, with any luck, it should only be the very occasional site address that you need to key in yourself that you need to remember to use the HTTPS.

If you are an avid E-Book reader, I have included a program called Calibre to help you manage and store your collection of E-Books

Just to balance things out, I have included an article by Committee member Dean Howard about his love of the Apple Mac system.

Have you tried out the

Finally, make sure that you don't get caught when purchasing your new Windows 10 or upgrading your system by purchasing a cheap activation key over the internet. Most likely it will not be legal and you coluld find yourself in deep water!

Jest a Minute

Grammar Lesson

Is it "Complete", "Finished" or "Completely Finished"?

No English dictionary has been able to adequately explain the difference between these two words — "Complete" and "Finished".

In a recent linguistic competition held in London and attended by, supposedly, the best in the world, Samdar Balgobin, a Guyanese man, was the clear winner with a standing ovation which lasted over five minutes. The final question was: "How do you explain the difference between COMPLETE and FINISHED in a way that is easy to understand? Some people say there is no difference between COMPLETE and FINISHED."

Here is his astute answer: "When you marry the right woman, you are COMPLETE. If you marry the wrong woman, you are FINISHED. If the right one catches you with the wrong one, you are COMPLETELY FINISHED!"

He won a trip around the world and a case of 25 year old Scotch.

~ Tonight's Topic ~

DAVID PORTEOUS

TIPS & TRICKS WITH WORD PART II

— 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