PORT MACQUARIE SENIORS GROUP INC. JANUARY NEWSLETTER.

Contacts.
Port Macquarie Seniors Computer Group Inc.
P.O. Box 2135 Port Macquarie, NSW 2444.
Email portseniors.pc@gmail.com
Web Address: www.portseniorspc.org.au

Committee.

Peggy McC.
President & Web
Administrator

Barry D.
Secretary.

Graham C.
Treasurer.

Lorraine F.
Membership
Officer.

Anne C.
Committee
Member.

Sel C.
Newsletter
Editor.

President Peggy's Comments.

WELCOME AND A HAPPY NEW YEAR.

Firstly let me say a BIG thank you for the
Gift Certificate which Anne gave me quietly at the
Get Together.

Our next Monthly Meeting will be on Monday 4th
Feb. 2019, due to a Public Holiday on our usual date.
Please book with me if you wish to attend.

At this time of the year we are looking for Committee Members for the
coming year. As always, ALL positions will be vacant at the AGM—4th
March.   Nomination Forms will be available at the Feb. Monthly Meeting.

February/March classes will be all about Windows 10. We have much
more than a system to run our computers, we also have several programs.
It is worth taking the time to learn these programs, become familiar with
them, and use them.
Bookings will be necessary.

Gimp—Those who are interested in Gimp, will be aware from last year we
have a new version. I am not sure whether it will be installed on the
Library computers. As of writing this Newsletter, there was still no
definite answer from the Tech. Officer.
We can of course always bring along our own laptops.

There have been quite a few updates for Windows 10 since our last
lesson. I know it is a busy time of the year, however, try to find time to
switch on the machine and get the updates done. We should all be using
version 1809, plus several updates which have arrived recently.

Some members are still not sure, how to get rid of the old Security Suites
such as Trend Micro, McAfee and so on then change over to Windows 10
Security. I will go thru the deleting at the Monthly Meeting.   We will have
a lesson on using Windows Security on Thursday 7th March.   The program
is on all Microsoft Windows 10 machines. However we do have to delete
any other Security programs properly in order to get Windows Security to
work correctly.

Regards Peggy

If your computer is connected to the Internet

It is well to remember that it is being constantly targeted by viruses and malware.
Your personal information and identity is being targeted too.
The Internet can be a hostile environment available to criminals and persons of malicious intent.
Here's a brief description of the problems you and your computer will face ...

Virus.
Is a computer program that can copy itself and infect a computer. These can damage, delete or reformat the hard drive and take up memory used for legitimate programs and cause system crashes, etc.

Trojan.
Is a program that installs malicious software under the guise of doing something else and allows unauthorised remote access, i.e. hackers to control your computer.

Worm.
Is a self-replicating program that uses the network to send copies of itself to other computer without user knowledge or consent.

Spyware.
Is computer software that is installed surreptitiously on a PC to intercept or take partial control over the user's interaction with the computer, without the user's informed consent. It is tracking software which monitors your internet surfing or records your keystrokes.

Adware.
Is a form of Spyware and is any software package which automatically plays, displays, or down-loads advertising material to a computer after the software is installed - or while the application is being used. Typically, Pop Ups, or advertising bars.

Phishing.
Is a technique where 'bad guys' try to get you to divulge important private information such as credit card numbers, internet banking passwords, on-line scams like the 'Nigerian Prince'. Delete immediately, do not open.

Peg's Corner

There have been a couple of requests on how to save or print a copy of Contacts in Windows 10 Mail.
At first it does appear there is no way. But, alas of course there is…
Go online to your main outlook mail page. https://outlook.live.com
There will be a sign-in box. This requires your Microsoft ID.
The next box requires the PIN or password you use with that ID.
Once into the site—scroll down on the left hand side of the screen, click the people App ➝
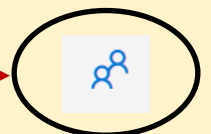
On the top bar, go to Manage. Click on—Export Contacts
A ribbon will appear at the bottom of the screen.   Click Save.
Go to the Downloads folder.
There will be a Excel Spreadsheet—contacts.csv
The list will open in Excel. It may need some columns deleted which are not being used.
From here we can print or save.   NOTE: This is for Microsoft accounts only.
Hope this is helpful.   Regards Peggy.

10 Tips for New Users.

Being a new computer user can be nerve racking, as there are many things to learn and know about computers and how to use them.

Backup important data.

A computer or its hard drive can fail at any time and without warning.

When it does all your personal documents, letters, pictures, music, and videos, is lost and in many situations, cannot be recovered or costs lots of money to be recovered. Make sure you have backups of all your important data.

Protect the computer.

Make sure to protect your computer from electrical surges, brownouts, and blackouts.

At the very least, every computer user should have a decent surge protector on their computer and phone line if they use a modem.

Surge protectors can help protect your computer during an electrical storm and could save you hundreds of dollars in repair costs if it were to get damaged.

Keep the computer and its programs updated.

There is no such thing as a perfect software program or hardware drivers.

After the developer has released their program they may discover errors and release updates to fix these problems.

In the case of major software programs and operating systems, there can be several hundred updates and service packs released during its lifetime.

Making sure your computer and its programs are up-to-date can help prevent problems.

Keep the computer safe from viruses, spyware, phishing, and spam.

Every computer connected to the Internet or other networks need to be protected.

You need a good anti-virus program installed. It is also a good idea to have a malware detection program running on the computer to pick up any spyware or malware that an antivirus may not have detected.

Finally, every computer user should also be fully aware of other security risks such as chain mails, phishing, and spam while on the Internet.

Read, understand, and watch for tricks.

One of the most common mistakes a new computer user makes is agreeing to dialog text boxes, agreements, or other prompts without reading the dialog text box or understanding it.

Before clicking any OK or Install button, make sure you understand what you are doing.

If you do not understand the prompt, click the Cancel button or close the box.

Also, while installing any program watch for any check boxes. Often free programs, plugins, and updates have check boxes that ask if it is OK to install additional programs onto the computer, these boxes are often checked by default.

Keep the computer clean.

Keeping the computer physically clean can help keep the computer running smoothly, help prevent issues such as overheating, and help protect you from getting sick.

While cleaning the computer, it is also a good idea to clean the data on the computer.

Microsoft Windows users can run ScanDisk to check the hard drive for errors.

It is also a good idea to go through the installed programs and uninstall anything you no longer use.

Be familiar with free alternatives.

Be familiar with and know about free alternatives to popular commercial programs. This can save you money.

Take full advantage of all the mouse buttons and wheels.

Many new computer users only use the left mouse button.

Use the mouse to its full potential by also using the right mouse button to access the context menu.

If you highlight text and then right-click on that text, it brings up a menu that allows you to copy, cut, and perform other functions on that text. Similar functions are available when right-clicking on files and Folders.

Although most users already use the mouse wheel to scroll up and down on a web page, this wheel can also often be used as a third-button by pressing down on the wheel. Some computer mice also allow the wheel to be pushed right-and-left to perform additional features, such as moving forward and back on a web page.

Finally, many computer mice also have side buttons, sometimes called thumb buttons, that can be programmed to do any number of features, including going back on a web page or opening a magnifier.

Use included help files and the Internet.

Every program has online help that is usually accessed by pressing the F1 function key while in the program or through the file help menu. If the included help does not answer your questions, searching the Internet or using online help services such as Computer Hope can answer those questions.

Become familiar with and use shortcut keys.

Every computer user should become familiar with and use keyboard shortcuts. Knowing these shortcuts can drastically increase your productivity on the computer and make your overall computer experience much more enjoyable.

Meeting Agenda.
9.30am - Registration & Class Bookings.
10.00am - Meeting Starts & Club Business.
11.00am - Morning Tea & Class Bookings.
Presentation by
12.00pm - Meeting Ends.

Entry Fees.
Members: $2.00. - Visitors: $5.00.
Tea/Coffee & Biscuit provided free.
Seats **MUST** be booked to attend.

Next Monthly Meeting at _Port Macquarie Library Meeting Room_ on 4th March. 2019.

February. 2019 Computer Classes.

7/2	Thur. 9.30am-12.00pm	Win10 Operating System	Peggy
14/2	Thur. 9.30am-12.00pm	Emailing with Win10 Mail	Peggy
21/2	Thur. 9.30am-12.00pm	Using the Internet	Peggy
28/2	Thur. 9.30am-12.00pm	Managing Folders and Files	Peggy

March.2019 Computer Classes.

7/3	Thur. 9.30am-12.00pm	Win10 Security System	Peggy
14/3	Thur. 9.30am-12.00pm	Computer Maintenance	Peggy
21/3	Thur. 9.30am-12.00pm	Computer Basics - Lesson 1	Peggy
28/3	Thur. 9.30am-12.00pm	M/S Photos Program - Lesson 1	Peggy

Give It A Minute!

Here's one of the most valuable pieces of advice I've ever gotten when dealing with technology:
"You've got to give it a minute!"
Our first reaction when we don't see an immediate response to our click with a mouse or our touch on a touch screen is to keep clicking or tapping until we get some indication that something is happening.
The problem with that is that each click or tap tells the program to perform the action again.
So,... instead of telling your browser to open once, you've told it to open ten times, giving it ten commands to process instead of one.
If the program was running a little slow in the first place, giving it ten extra actions to perform is only going to make it go a lot slower.
As a very wise expert in non-linear editing told me back in the late 1990s, "Your computer is fast, but not as fast as your brain."
People tend to keep clicking (tapping was still off in the future then) because the screen isn't reacting as fast as their mind is going.
Truth is if clicking on it once doesn't make it happen — clicking ten times isn't going to make it happen either.
So, if something seems to be slow and you're tempted to click or tap in rapid succession, instead just remove your hands from the mouse or screen for at least two minutes.
And I mean two actual minutes.
Count them, time them…... Give it the full 120 seconds.
That doesn't always help.
But you will be surprised at how many times it does!

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Class Venue.
Classes will be held at:
Port Macquarie Library Tech Room.

Class Information.
Visit our website at:
www.portseniorspc.org.au
Click on "Classes" select a class of interest, then click on "Contact Us" if you wish to enroll.

Class Fees.
Individual Classes: $5.00.
Payable in Advance!

Refreshments.
Tea/Coffee & Biscuit included in Class Fees.

Remember!
Wear your current Name Tag to all Classes & Monthly Meetings.

If using a Library Computer or a Group Laptop bring a USB Flash Drive to Class.