

## Notes on meeting, Friday 21<sup>st</sup> Sept 2018

We had a good meeting today with 12 in attendance and receiving 4 apologies. There were seven new members showing an interest in the group at the AGM/Showcase event and I'm including them in this email circulation (welcome!). Thanks to those of you who were on hand to help and to John H in particular for providing a mobile MiFi connection.

I distributed copies of the notes from the last meeting together with an update sheet covering forum Q&As and other queries I'd received directly. We did note that comparatively little use was being made of the forum page and whilst I have no problem at all with direct queries by email, if questions are posted on the web then everyone can share the experience and may have pertinent answers.

To save a lot of repetition, I've attached a PDF of this document

<https://u3astowmarket.files.wordpress.com/2018/10/update-notes-21-09-2018.pdf>.

Please note all the web addresses listed are live so you can go directly there just by clicking the link.

### Agony Corner.

Matters arising from the notes attached and on.....

**Q.** Concerning Gmail and attachments etc.....

**A.** *For you, in Gmail, just hover over the picture of the file and click on the 'Download' arrow. This will bring it down and copy into your 'Downloads' folder on your machine, you can then move it to wherever you want.*

**Q.** 'Yes, but who decides that this is where the down loads go – I didn't?'

**A.** This is the default set by the browser. If the majority of your attachments are doc files, it is possible to change from the default 'Downloads' to 'Documents' if that's where you want them, but the method depend on which browser you are using. This was demonstrated on screen in Chrome (and it's very similar in MS Edge).

In Chrome, 3 dots top RH corner of page > Settings > Advance > Downloads. Here you can change where the default download folder is – Click Change and then browse to the folder you want (in your case Documents) then OK. Or you can get Chrome to ask each time where you want it to save a download > click the slider after 'Ask where to save each file before downloading'.

**Q.** 'I'm still confused about attachments – if I download an attachment to my PC it's still there when I look at the email on my phone?'

**A.** This is one of the virtues of a cloud based email account like Gmail. Whilst you've downloaded a *copy* of the attachment to one device, it remains on the Gmail servers until you delete the email itself. Until then you can download it as many times as you like to as many different devices as you like.

**Q.** Whilst looking at the Chrome advanced settings above, a query was raised about 'Reset and Clean up' options'. 'What are these and what do they do?'

**A.** After you've cleared malware from your machine (PUPs and the like) using tools like Malware Bytes and ADW Cleaner, it's still possible that some debris has been left in Chrome to do more damage. It's always wise then to go to '*Restore settings to their original defaults*' which will get rid of the nasties and you'll have a clean install.

'*Clean up computer*' is now built into chrome and can be considered as another layer of security check when you are looking for malware. Never click on pop ups that offer to do this for you.

**Q.** 'Can I control the pictures that are on my Windows 10 screen when first booted up and waiting for the password? They change frequently and I don't always like them'.

**A.** This is know as the Windows lock screen (as opposed to the desktop picture that you can easily change). My immediate answer to this was no, you can't change these pictures, they are randomly selected by Windows. I've since done some research and find that this *answer is incorrect*. Apologies!

These pictures are indeed chosen by Windows but by using a built in feature called 'Spotlight', but this can be changed to a fixed picture quite easily. Go to Setting > Personalisation > Lock Screen. On the right below the current picture is a drop down box saying, if you're using it, 'Windows spotlight'. If you choose 'Picture' then you can select one of those shown or 'Browse' and select one of your own pictures in the way you can for the desk top.

**Q.** 'I have a contact who never receives my emails no matter which of my various accounts I send it from – sometimes I receive an error message but mostly there is no response at all. She can receive from anyone else but not me?'

**A.** This is a fairly common problem and if it applies to all of your accounts it may be that there is some hidden error in the email address you are using (like an unnecessary space, say). Suggest you get her to send you an email then use 'Reply' to send on back, then at least you will know you've got the correct address.

**Q.** (Related to the topic below) 'Can you read a Word document or other MS Office file that had been created on a Mac on a PC, and vice versa?'

**A.** In short, yes. Documents created in Microsoft Office for Mac are generally compatible with Microsoft Office for PC. Both Office for Mac and Office for PC are Microsoft products and, in most cases, you simply double-click on the Mac Office document to open the document in Office on the PC. However, in some cases, the document created on the Mac may not open on the PC if created in the native 'Pages'. If you do not have the Mac version of your Windows program you may still be able to save the file to a standard format that can be read on both platforms. For example, if you are using a word processing application on your Mac, it will allow you to save your document using Rich Text Format (RTF), which can be opened by many Windows word processing programs such as Microsoft Word.

### **Topic for the Day: Free alternatives to Microsoft Office**

**Microsoft Office** programmes predominately including Word, Excel, PowerPoint, Publisher, Outlook and Access are the first choice for large businesses. They used also be common for the private individual as well but in recent years many consumers have moved away from Microsoft onto other always free alternatives.

If you currently use Microsoft Office, it's worthwhile remembering a few points:-

- As a domestic user of these products it's likely that you will use only a fraction of the programme's functionality.
- Whilst you are still able to run them (see next though), Office 2007 and earlier are no longer supported by Microsoft. For 2010 and later mainstream and extended support varies from 2020 to 2023 (it's complicated and you need to view MS support pages for the full story).
- According to the Windows Compatibility Centre, Office 2013, Office 2010, and Office 2007 are compatible with Windows 10. Older versions of Office are not compatible but might work if you use the compatibility mode.
- Microsoft are trying to 'force' users onto the perpetual rental system, Office 365 Home costs £7.99/month for up to six users or with Office 365 Personal at £5.99/month for one user. These are cloud based applications but if you want the downloadable, non updateable version Office Home & Student it will cost you £119.99 for just Word, Excel and PowerPoint!
- There are some free versions of Office available for personal use on small mobile devices but they seem to be severely limited in functionality.
- OneDrive is built into Windows 10. This used to have free Office like applications on line (similar to Google Docs, below) but it seems now that unless you have a working copy of Office on your PC you have to purchase an Office 365 subscription to get it. Please correct me I'm wrong!

Around the table, our members are variously using, Office 2010, 2007, 2003, Libre Office, Open Office and Google Docs. We looked at some of the current options.

- **Libre Office and Open Office:** Both derive from the original open source Open Office but Libre Office now seems to be the programme of choice these days. Both are completely free for all time. If you are interested you can find many comparisons between MS Office/Libre Office/ Open Office on line.
- Both are fully compatible with MS Office programmes being able to read and write all the common MS formats like docx and xlsx.
- We looked at a convenient way to download either of these using our old favourite <https://ninite.com>
  - To pick the app(s) you want tick the boxes
  - Download the installer/updater – ‘Get your Ninite’
  - In your downloads folder, double clicking this downloads and installs the programme or programmes you selected.
  - Incidental to the main topic, we looked at how you can instantly install or update several programmes at a time, all without fear of any malware.
- **Google Docs:** This has a set of Office compatible tools with most of the commonly used Office functions – and completely free. If you have a Gmail account you will already be able to sign into Google Drive, otherwise you will need to set up a Google account. Using Google Docs.....
  - Go into Google Drive a) from Gmail – 9 black dot icon top RHS, or b) from a new tab in Chrome, black dot icon RHS or 9 coloured dot icon at top LHS
  - This opens your main ‘Drive’ page with all documents you’ve either uploaded or worked on, (*see Drive(1).jpg attached to original email*). Just double click on a previous document to open it or if you want to start a new one, click the New icon , top left.
  - This drop down gives you several options, (*Drive(2).jpg, original email*) including the range of Docs (like Word), Sheets (Excel) and Slides (Power Point).
  - We had a look at a test doc page I’d previously prepared – generally various text I’d picked up and the results of a general failed attempt at voice typing then clicking File to bring down all the available options –( *see Google Docs example(1).jpg, attached to original*)
  - We then had another attempt at voice typing – >Tools>Voice typing. This brings a large monochrome microphone icon, click this and it turns red and is ready to record, – (*see Google Docs example(2).jpg, original email*)
  - My technique showed I need a lot more practice and we had some fun with this, but Dave P assured us that he makes regular use of this function.
- **Soft Maker FreeOffice:** This is one we’ve not looked at before but it seems to tick all the right boxes – it’s free, it’s lightweight (easy on your machine’s resources) and it has all the basic functions of MS Office which, as a domestic user, you would need
  - The suite includes TextMaker (v Word), Plan Maker (Excel), and Presentations (PowerPoint). All will read and write to all the Microsoft file types.
  - You can read all about it at <https://www.freeoffice.com/en/freeoffice>
  - When you opt to download you will be asked to register – they will then send a product key via which you use to open the programme.

**Next Meeting:** We decided that our next meeting will be our (now traditional) pre-Christmas ‘Bring a Plate’ party meeting. This will be a fun session when, as well as having a catch up on problems, round the table we can talk about and hopefully demonstrate some of the interesting things we’ve found on the web.

Accordingly, I’ve booked the Scout Centre meeting room for **2.00 pm, Friday 14th December**