Notes on Meeting 15/03/2019

We had a good turn-out for our March quarterly meeting, 17 in attendance with 3 apologies. We also welcomed 2 new members to the group.

As planned, this was a general Q&A / workshop meeting without a specific topic and as a result there was plenty of one to one help.

I'll list *just a few* of the questions raised and subjects discussed without going into a great deal of elaboration (as has been my wont!). I trust that everyone made appropriate notes at the time.

1. It was noted that the **forum page** on our web site had not been used since June 2018. To make it easier, I've now removed the need to enter a password, so just follow the appropriate link on the web page. (2 days after this meeting, a question was posted and a comprehensive set of potential solutions supplied, https://tinyurl.com/ycm3py4s).
   Please note, when replying to a question you should click the *'Reply'* below the question, *not* post it as a new 'Comment ..*add your own'*. This keeps everything in a chronological order.

2. **Windows 10, version 1809**. Launched (initially with a lot of problems) last October, it still has not reached all machines. Around the table, two or three reported that it had auto installed without any severe problems and one had manually installed it. For the rest, they were still on 1803 or did not know what version they were on. I demonstrated how to find this information (and beware the next, 1903 is due late May! Search on line for up-to-date information).
   This led on to a recommendation to try 'Belarc Advisor', a system management tool which gives this information plus much more on the state and content of your machine as well as serial numbers/ activation codes for most of your software, https://www.belarc.com/en/products_belarc_advisor

3. Organisation of **folders,** naming/copying/pasting/drag and drop. In Windows 10, these can all be set up in the 'Documents' library where the system can find then. When dragging dropping it's helpful to have two Explorer windows open, source and destination – first find the source the use the Windows key + E to open a new one to transfer to.

4. **Back-up drives**. As the cost is now coming down, it's best to go for an SSD (solid state) drive rather than a HDD. To keep data secure, only have it attached when actually backing up. The consensus was that local back up is preferable to cloud storage unless you need to access data from different devices (see Google Drive). We looked at how to find out the size and space left on drives on your PC.

5. We talked about the **ease with which it is now possible to find information** about anything, as opposed to the laborious methods of the past. Just post your question into Google and off you go! And... don't forget my favourite, GCF Learn Free https://edu.gcfglobal.org/en/subjects/tech/

6. Tip (i) ..... a quick way to **open a web link** in a new tab, just click on the link by pressing down on the scroll wheel.

7. Tip (ii).....to **view two web pages** at the same time in Chrome, left click on the second tabs and move away to separate from the first.
8. How to read **old 'Publisher' files** without MS Office. Use Open Office or Libre Office (install from Ninite, https://ninite.com/)
9. **Have I been Pwnd?** Go to the web site to find all about it and why you should use it (be sure to read the About/Q&As) https://haveibeenpwned.com/
10. Once again, thanks to John H for providing us with another internet connection with his MiFi device.

Still need answers? – post a question on the forum page......

Next meeting (in similar format) ---------------------- **Friday 14th June**, 2.00 pm – 4.00 pm.