

## Notes on Meeting, 13/09/2019

This is to all the members of the group, now totalling 25, including the 3 new members who joined at the Groups Showcase event – welcome!

For our meeting on the 13th September, there were just 8 in attendance and 3 apologies.

**Reviewed** notes on last meeting (see email or <https://tinyurl.com/y6xudf32>) : No matters arising.

**Reviewed** forum questions since last meeting (see <https://u3astowmarket.files.wordpress.com/2019/12/forum-13092019-since-last-meeting-1.pdf>) : One matter arising....

- Colin's question and the subsequent answers about pictures in Word
  - Ann pointed out that an easy way to do this was to go 'Insert' > 'Text box' and drag your picture into this.
  - The picture will then be locked into the text box which can be moved around anywhere in the document without further formatting
  - Experiments indicate that it's best to size the text box before inserting the picture as this will adjust to the size of the box when inserted. Also
  - It seems best to have one box per picture rather than trying to put more than one in the same box.

### New Questions:

3 questions (not on the forum and a couple related) have been received prior to this meeting:

**1) 'How to access Android** tablet documents and photos easily and transfer from the system memory to the SD card? and

**2) 'How to access data on an Android** phone/tablet on a PC?'

- Both can both be achieved simply by connecting a USB charging cable from the phone/tablet to the PC. On connection Windows 10 will show you that the new device is attached and you can tell it to open the files folder. If you don't see this message, the phone/tablet may still be in charging mode. In this case, swipe down from the top of the screen and touch the message that says charging mode and you will get the option to change this to 'media' or something similar. More information on this '[What do these options mean..](https://u3astowmarket.files.wordpress.com/2019/12/what-do-these-options-mean-when-i-connect-my-phone-to-my-computer-1.pdf)' <https://u3astowmarket.files.wordpress.com/2019/12/what-do-these-options-mean-when-i-connect-my-phone-to-my-computer-1.pdf>.

We looked at a PDF I'd prepared from a series of screen shots to illustrate how to go from here (see <https://u3astowmarket.files.wordpress.com/2019/12/hudl-2-connected-to-pc-via-usb.pdf>). The shots show how you can select/move/copy/ data (pictures/documents/PDFs etc.) between the device, its installed SD card and the PC.

**3) 'How safe** is our data really?

- Safe data - just be careful and don't give your information away freely to the likes of Facebook, Google and Twitter. There's too much information on this topic to detail here but see a page from the recent U3A Matters mag and the relevant 'Ask Leo' articles attached for a lot more.....  
<https://u3astowmarket.files.wordpress.com/2019/12/askleo.com-should-i-use-facebook-to-log-in-to-other-sites-when-offered.pdf>  
<https://u3astowmarket.files.wordpress.com/2019/12/askleo.com-12-steps-to-keep-from-getting-your-account-hacked-1.pdf>  
<https://u3astowmarket.files.wordpress.com/2019/12/u3anews-focus-scams001-1.pdf>

#### 4) Arising from the above, 'exactly what is an SD card?'

- Secure Digital, officially abbreviated as SD, is a proprietary memory card format developed in 1999 by joint efforts between several different companies.
- SD cards are used in cameras, tablets, phones and sometimes in lap tops and PCs.
- These days SD cards come in three sizes, SD, Mini SD and Micro SD with varying capacities and speeds depending on the device.

See this article for a more detailed explanation.. <https://www.androidcentral.com/sd-card>

#### 5) 'How do I transfer all data (documents, photos etc.) from old Windows 7 machine to new Windows 10?'

- There are many ways to do this including Cloud transfer (One Drive, Google Drive, Drop Box), PC-PC bridge USB cable and several more. Do a Google search to find how to transfer not only docs and photos but programmes and settings with most you have to buy software or hardware).
- The easiest way for transferring your data files is to use a mobile USB HDD (Hard Disk Drive) or SSD (Solid State Drive) – you may already have one of these for your back-ups.
- Method: Win 7 docs/photos, copy> HDD or SSD USB, paste> Win 10 new under 'Documents', 'Photos' or where ever.

#### 6) Following this – 'How do I find the external drive plugged USB into my Windows 10 machine?'

- Open File Explorer (from the task bar, yellow box with blue bar or Windows key+e). In the pane on the left, click 'This PC' and the main pane will show all the drive in and attached to your machine. Click on the one you are looking for to access the files.

#### Other items covered:

- Whilst discussing the forum, I raised the question as to whether anyone was using the automatic notification system and it seemed that nobody at the meeting had done this.
- When making a new comment/asking a question or replying to a question, make sure to tick the boxes that come up, 'Notify me of new comments by email' and 'Notify me of new posts by email'
- Gill C kindly agreed to test this out (thank you) and it did work as described. See the forum page for the exchange <https://u3astowmarket.wordpress.com/groups/computing-technology-discussion-page/>

**Next Meeting:** We agreed the date – **Friday 13th December, 2.00 pm to 4.00 pm** approx at the Scout Centre, Stowmarket. I've booked accordingly.

This will be our (now) traditional **pre Christmas 'bring a plate' session**, so apart from our usual catch up Q&As, please give some thought on some fun things to do on our machines or from the internet to do on the day.

I'll send a reminder out closer to the time, and also by then you will hopefully be able to let me know whether you will be coming or not.