

Email Report, Meeting 2021-02-19

Sorry for the delay in this email, I've been rather occupied in preparing the Newsletter (which I hope you've received and read now) and the mechanics of scheduling a YouTube video to go live on a particular day and time (2.00pm 17/03). If you haven't seen it yet, it's well worth a look,

<https://www.youtube.com/watch?v=d672fbpNv8Y>

There were 7 at our meeting - unfortunately others weren't able to join us due to prior commitments.

Once again we had a very enjoyable, entertaining and hopefully informative meeting.

Last meeting: As usual we went quickly through the notes of the previous meeting.

Nothing that needed following up, but again I took the opportunity to push the benefits of PDF24 which can be down loaded as an exe file to be used off line, <https://en.pdf24.org/>

Edit PDF - For a common task, you may be sent a PDF document that needs completing with your details and signed. Edit PDF will provide you with one where you can complete fields and add a photo signature. To add text, click the TT icon which gives you a text box. Adjust font and size required then move the box to the required position. Repeat for all fields required. To add photo signature just click the 'add image' icon and navigate to where your picture is stored. This can then be moved to the required position and resized if necessary (when resizing a picture in any programme, always hold down 'Shift' and move the picture from one corner - this will maintain the aspect ratio). Then just save the file again which can be sent by email.

'Convert PDF to', Word say. This can be used to edit the whole of a pdf. Convert to 'Word', make the edits and resave as a new pdf.

I've also used the **Compress PDF** function (scanned PDF documents can be quite large) and **'Extract Pictures'** from **PDF** – which works like a dream.

New topics: resulting from questions before and during the meeting.

1. **Retaining web links** for easy access.....

- a. Click on the padlock at the left of the URL (web address) and drag on to the desktop. To access again, just double click.
- b. Similarly, drag address to the bar immediately below. This is your 'Favourites' bar. If it runs out of space in the visible area, it will be added to the list >>. Only one click from here needed to access.
- c. If you click the star at the right end of the address bar, this will automatically be added to your favourites.

2. **Address bar v search box**

- a. The Address bar is at the top can be used both for direct insertion of the URL (web address) or for searching.
- b. The Search box in the middle of the screen must only be used for searches, NOT for direct access to a web site – you will get many erroneous results.
- c. These days it's not necessary to use the full address as the browser fills in the details, e.g. the full address for The Times is <https://www.thetimes.co.uk/>, but www.thetimes.co.uk/ and even thetimes.co.uk/ will work. In other words, anything after the www will get you there.

3. **How do I create folders** and store documents/ photos /videos where I can find them again?
 - a. We discussed the Documents/Folders/structure
 - b. For the basics, have a look at GFCLearn free, page.....
<https://edu.gcfglobal.org/en/windowsbasics/>
4. **Save emails as PDF** documents.
 - a. Email > Print > Printer options select > Print to Microsoft PDF > Save in desired folder. (I've discovered that this effectively gives a picture with no active URL links)
5. **What is a 'default' App?**
 - a. A default app is an application that is already installed on Windows 10 and is set as the primary app you use when performing a specific task. For example, Microsoft Edge in Windows 10 is the default application for browsing the web. The photos app is another application that comes preinstalled on Windows 10 and is set as the default to view photos stored on your device.
 - b. You can change your default applications anytime you want. Here's an explanation in detail
<https://community.windows.com/en-us/stories/setting-default-apps>
 - c. If you want to open a file in other than the default, right click and select 'Open with' and select from any of the programmes identified on your computer.
 - d. Our discussion revolved around picture (jpg) files. For two very good picture programmes to have as your default viewer, you can choose between **Irfan View**,
<https://www.irfanview.net/> and **Faststone Image viewer**, <https://www.faststone.org/>

Both are excellent programmes that take little of your computer's resources and offer much more than just viewing. Whichever you choose, make sure to select 'make this my default viewer' for all image files during installation.
6. **Hi8 Videos**

Dave P is in the process of converting Hi tapes to mp4 but is finding difficulty in finding the camera to PD connections. If anyone has advice, please call Dave on 07916 271 699.

We didn't set a date for the next meeting, but I would suggest **Friday 16th April at 3.00 pm**
<https://meet.jit.si/stowmarketu3a/CandT>

I'll send a reminder a few days before