Notes on August 19ᵗʰ 2022 meeting:

Back to our Jit.si virtual meeting. There were 9 present (2 apologies received) and it was good to see Philip at his first meeting on line. Also, it was nice to see Bryan Hilton who was able to join us for a short while.

1) Notes from the June meeting (HERE), reviewed - matters arising

- **Our WhatsApp** group currently has 10 members. It's disappointing that whilst the invite was offered to all members in the July Newsletter nobody has taken it up. For those who still need it, here is the invitation to join again.
- **Item 3. Scanning**, saving and sending scanned document/pictures by as email attachments remains an issue. I've slightly modified the explanatory chart (sent with the last email) - attached - and also added another showing a quick way to send a picture/document using the 'Right Click' method. (This led onto a different topic re downloads, see below)
- **Item 4.** A reminder link to Leo's 'You Are Not Too Old For Technology'. We watched a short excerpt at the end of the meeting.
- **There were no further matters arising.**

2) Tracking Downloads.

- One or two group members have difficulty identifying where downloaded files/pictures etc. (i.e. from the web/cloud) are located on their computer.
- The most common (and default) for Chrome and other browsers is your 'Downloads' folder, easily found under 'This PC', shown in the Navigation Pane (LHS of File Explorer) with a down pointing arrow.
- When the download finishes, you'll see it at the bottom of your Chrome window. If you are not sure where it is, click the down arrow > 'Show in folder'.
- Some web sites (usually for programmes) select their own download location but usually give you options.
- If you prefer another default download folder, this can be changed in Chrome. There is a useful Google Chrome Help page covering this and many other aspects of downloading. There's also a useful page in GCF Learn Free
- See also question 10, below

3) Mobile phone issues. Pam supplied a list of questions, concise edit below. Dave and Ann gave comprehensive answers (much more detail than can be covered here)

- Once a contract with a provider has expired, what exactly is your position? Does it mean you have paid for the phone and can switch provider? *Yes*
- Why would you want to switch provider? *Unhappy with present one, better signal coverage elsewhere, cheaper deal.*
- Is it sensible to renew or acquire another contract*? If you are out of contract and you are happy with your phone and supplier, switch to a 'pay as you go plan'. Get competitive quote before approaching your provider – they want to keep your business!*
Alternately go for a SIM only deal (provided your phone is unlocked), Giff Gaff *for example. Mobile data allows you to access the internet when away from a Wi Fi source. If your data needs are modest you can get unlimited calls and texts plus 1 GB data for £6.00/month or £8.00 per month gets you 3GB data.*
- What does a sim card actually do? *SIM stands for Subscriber Identity Module. And as its name suggests, carriers use SIM cards to identify you and your activity on their network and allows you to make calls, and send texts.*

- Apart from roaming abroad, where should you avoid using phone? *Rules have changed recently and some providers allow roaming abroad. Check before you leave. Avoid 'free' Wi Fi in public places, others can listen in.*

4) Kindle. Philip would like to have a printed list of his Kindle books, Title, Author and Date received. Plus a space for 'Read'. We spent some time on this, here is a summary….

- Until last year in Amazon, 'Manage Your Content and Devices', Kindle books were listed in a single line and no cover picture and could be copied/pasted into Excel or Word. Now, they are displayed in 6 lines with a picture and so this is no longer sensibly possible.
- You can get a listed copy of all the books by connecting the Kindle directly to the PC by USB. Using this list it is possible to copy a directory listing into Excel or Word as shown in this [Windows forum](#) page (but it loses the date purchased)
- There are numerous other ways we discussed but after extensive testing it seems that, whilst possible, it cannot be worth the time and effort required to provide a hard copy of what is readily available any time on the current Amazon 'Manage Your Content and Devices'
- A couple of the suggestions I tried are in [this Video](#) and this [Windows Club](#) page, which, I believe reinforce the conclusion reached.

5) The Internet Archive… is a fascinating collection of site archives, snapshots, and other data recording the internet's growth and history.

- This [Ask Leo](#) page tells you all about it.
- We looked at [Microsoft's Home](#) page in 1996 and the first identification of our [own web site, 24/09/2009](#).
- Whilst not everyone agreed, I think it is well worth a look.

6) Calendar in MS Publisher… Pam wanted to know why she could no longer create a calendar in Publisher. Was it because she was now using Microsoft 365? (I use Publisher a lot but have never needed to create a calendar there). In spite of lots of searching, we couldn't come up with an answer that satisfied Pam's needs

- I've now researched further and find that the calendar option is still there………….
  - Open a blank Publisher document
  - On the **File** menu click **New**
  - Click **BUILT-IN** and then click **Calendars**
  - Select the one you want
- All this applies to Publisher for Microsoft 365, Publisher 2021, Publisher 2019, and Publisher 2016. The option has always been there but the route may have been different in earlier versions.
- Here are all the details on a [Microsoft support page](#)

7) iPhones and other Apple products.

- 17th August. Apple users have been advised to immediately update their iPhones, iPads and Macs to protect against a pair of security vulnerabilities that can allow attackers to take complete control of their devices.
- Details can be found in many news reports, e.g. [here in the Guardian](#).
- A warning earlier in the month was shown to be a scam.

8) System report. An 'Ask Leo' article explains how ……

- Not something we need do as a routine but such a report could be useful to send to a technician who is trying to help you with a problem, see it [HERE](#)
- I was able to demonstrate this on screen share. Very comprehensive.
- A less complicated version can be found in Windows Settings
  - Click on the Windows **Start** button, then click on **Settings** (the gear icon).
  - In the **Settings** menu, click on **System**. Scroll down and click on **About.**
  - On this screen, you should see specs for your processor, Memory (RAM), and other system info, including Windows version.

- In the past we have discussed another way to get a comprehensive system report using [Belarc Advisor](#) which gives as much, if not more, information as MSINFO32 above.

9) Computer Active. It was mentioned at the last meeting that it might be worthwhile looking at the Digital version as an alternative to the printed one.

- Many of our group have had, for many years, a subscription copy delivered to their door every fortnight at a substantial discount to the shop price. John Haseltine has now made the switch to digital.
- He has it installed on his tablet and after a little difficulty, now on his PC. He is pleased as, for him, it is far easier to read than the printed version.
- Coincidentally to this announcement, I had also switched and expected my first issue in September. Before ordering, I enquired specifically whether the digital version would have clickable links (as in this email and our Newsletter) and was told yes <u>that is correct</u>. I now have <u>the benefit of seeing for myself and can report that <u>there are no clickable links</u> nor is it possible to copy and paste them from the page! I complained and was told, sorry, you were misinformed! I'm very disappointed as this was very important to me.
- There are a couple of good things, however. Back issues to November 2018, and in answer to Dave's question, yes you can easily search through all available copies. I did a simple search for 'free software' and got 2,560 hits!
- John and I have had extensive email correspondence about this and we can report further at the next meeting.
- Suggest that for those who don't have a subscription, buy a copy from the Newsagent and see if you like it, and there are attractive offers for new subscribers. Or have a look [HERE](#).

10) Downloading attachments (pictures) from Gmail (a perennial problem). Jean has an issue with both finding the best way to do it plus how to locate the files when downloaded from Gmail.

- Whilst on-line together we did several trials to demonstrate how easy it is/should be to do this.
- In the event, we discovered that across 3 different Gmail accounts, the screens looked different and offered (or seemed to offer) different ways to do the task. All very confusing.
- The correct way (according to Google)
    - On your computer, go to Gmail.
    - Open the email message.
    - Hover your cursor over the thumbnail, then click Download ⬇
- Some of the view differences may be down to the [new integrated Gmail layout](#) which can be switched on or as required.
- Ann kindly offered to visit Jean and work through these issues with her on her own PC. They will hopefully report back at the next meeting.

To get the best out of this report, please ensure to check out the numerous links provided.

Next Meeting: We agreed provisionally, **Friday 14th October 3.00 pm**. I will send out a reminder a few days before.