

We had 11 members at the meeting on 14th October, with 4 apologies.

Agony Corner:

After a review of the last meeting's notes we moved onto today's new items.

1) 'There's a rumour that Microsoft will soon be stopping support for Windows 7 & 8.....?'

- Windows 7 will have Mainstream support until January 9, 2018, and extended support (essentially Security Updates) until January 10, 2023
- Windows 8.1 falls under the same lifecycle policy as Windows 8, and will reach the end of mainstream Support on January 9, 2018, and end extended support on January 10, 2023. If you're on Windows 8, you have until January 12, 2016, to move to Windows 8.1 in order to remain supported.

2) 'How long do have to get the free upgrade from Windows 7/8 to Windows 10?...

- Until the end of July, 2016

3) 'My email account has been hacked (I use bt.com). What should I do?'

- Notify all of your contacts that they may receive spam messages that appear to come from your account. Tell your contacts they shouldn't open messages or click on any links from your account and warn them about the potential for malware.
- If you believe your computer is infected, be sure your security software is up to date and scan your system for malware. You can also use other scanners and removal tools.

Change passwords to all accounts that have been compromised and other key accounts ASAP.

- Remember, passwords should be long and strong and use a mix of upper and lowercase letters, and numbers and symbols. You should have a unique password for each account.

If you cannot access your account because a password has been changed, contact the web service immediately and follow any steps they have for recovering an account (and see 6) below).

4) 'I use AVG and their help desk have been very good in assisting me with problems on my PC'.

- Whilst we often look for and recommend 'free software' sometimes it can be worth while purchasing the paid version which provides all kind of services not available to free users.

5) 'My scanner stopped communicating with my PC but worked satisfactorily independently from the computer. HP support checked things out and said all was OK. After a reboot and final installation up MS updates, all is OK'.

- Strange things can happen especially during updates. It often is the case that restarting the PC can 'miraculously' solve a problem.

6) 'I've recently started using 'Dashlane' a password manager. So far it seems very good and easy to use.

- We've looked at password managers before, notably LastPass and Keepass. Dashlane is a more recent addition and receives *very favourable* reviews.
- For one machine it's totally free. If you want to sync across all your devices it costs \$39.99 pa.

- Have a look at <https://www.dashlane.com/> and search 'Dashlane' on You Tube for some good explanatory videos.

7) 'I'm thinking about installing my old XP HDD in my new Win 8.1 machine. Is this feasible?'

- If you just want access to the files, this is perfectly possible as the old HDD will just show up as a new drive number, but for files alone it's not necessary as they can be save/moved on a usb Flash drive.
- If you need to use the XP system to run programmes that won't run on 8.1 then that's a different problem. The advised method for creating a dual boot system is to install first the old OS then the new one which is quite inappropriate for you.
- There are perhaps, other possibilities, including 'Virtual Box' and switching (between drives) options. This can be discussed at the next meeting.

8) 'I have a laptop and desk top PC both on Vista. I would like to upgrade to Windows 7 and have the option of free upgrade to Win 10'.

- Genuine (but perhaps refurbished) Windows 7 software is available on EBay and Amazon for as little as £29.00
- Install this first then decide whether you want to move to Win 10 at a later date.
- One member who has upgraded Win 7 to Win 10 is quite happy with the similarities.

9) 'If I wished, could I roll back from Windows 10 to Windows 7.

- Yes, but only within one month of doing the upgrade. Windows 10 appears to automatically remove the old Windows installation files after a month to free up space.
- Open the Start menu and select Settings. Click the "Update & security" icon and select "Recovery."
- You should see a "Go back to Windows 7" or "Go back to Windows 8.1" option.
- Click the Get started button to get rid of your Windows 10 install and restore your previous Windows install. (Microsoft will ask you why you want to go back).

Topics for the Day:

'Microsoft Word and others' – Do I really need the MS Office programme? There are now many compatible alternatives to Word and we compared and contrasted the functions of some free installed and 'cloud' word processors.

Starting with **Word 2010**, we looked at some basic functions (Word 2010 is similar in use to Word 2007 and Word 2013 with the 'Ribbon' tool bar, whereas Word 2003 uses the traditional 'File' etc., headings). We explored...

- Opening a blank document, setting the margins and how to make these visible for easy formatting
- For a standard letter, an easy way to set your own address and addressees details by inserting a two column table, adjusting its dimensions and hiding its borders.
- For the body, we used the 'lurem ipsum' sample text (<http://www.lipsum.com/>) and with this.....
 - Set the body format, - align left, right, centre and justify
 - Paragraph indents and spacing. Revealed the 'non printed characters' using the pilcrow (¶) symbol. "Nonprinting characters" is Word's term for anything that takes up space or has a formatting function but does not appear on the printed page: spaces, tabs, paragraph breaks, and the like. Even if you prefer to work most of the time without seeing them, you should know how to display them and what they mean.

- Changed font and font size and used various methods to fit the text into the page including altering margins as well as font and font size.
- Inserted a picture, either by the 'Insert' tool or copy/paste. Whilst still selected, resized in the document then in 'page layout' – 'Wrap Text'. Must select 'square' or 'tight' to allow text to wrap around picture.
- There was a query that in the free 'Android' version of Word it seemed none of these commands were available. They are, in fact, there but appear under different tabs – e.g. the 'Wrap Text' menu is under 'Picture' not 'Layout' and has a slightly different icon (inverted half circle) to the dog in Word 2010.
- Inserted a ruler, top and side.

We then looked at just some of the free alternatives to the MS Office programmes..

- One of the most well known is Libre Office. We used a portable apps version stored on a USB flash drive and saw the similarities between this and the Word 2003 layout and proved that 'doc' and 'docx' files could be easily opened in Libre Office Writer and similarly saved.
- Versions of all Microsoft Office programmes are available free online via OneDrive at <https://onedrive.live.com/>. Again we looked at Word and saw that, whilst somewhat simplified compared to the full version, there was sufficient content for the needs of most users. Files can be open from or saved to your own PC or the Cloud.
- Whilst there was not time to explore it, Google Docs has a similar function, <https://www.google.com/docs/about/>
- Similarly, and as mentioned above, all the MS Office programmes are available for free to download onto your Android tablet. Just go to the Google Apps store and search for 'Word', 'Excel', 'PowerPoint' etc..

Next Meeting:

Date: **Wednesday 11th November – 1.30 pm at Bacton Village Hall**

With apologies - due to other unavoidable commitments, I won't be able to lead this meeting. I'm grateful, however, to **Dave Potter** who has agreed to stand in for me. After Agony Corner he will lead the...

Topic for the Day: 'Portable Apps'..... these are programmes that can be run entirely from a USB stick flash drive (as per Libre Office above) so can be used on any PC without installation.

Please be sure to bring along your own USB stick so that the session can be truly interactive.

Advance notice for December: As already announced, due to the Stowmarket U3A Christmas lunch being brought forward to 9th December (2nd Wed) we will move our meeting to **16th December** (3rd Wed).

In the spirit of the season we will make it a *fun party session* and take look at what we all enjoy doing on our computers, it being online games, favourite web sites, You Tube videos or what ever takes your fancy. Members are invited to bring along a plate of any kind of festive fare so we have a nice variety to share around.