

## **Class Notes 2-6-2014**

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### **We talked about the difference between PCs, Tablets, and Smartphones.**

Tablets are compact, ultra-portable entertainment devices that let you read email, surf the internet, read eBooks, view photos, play games, listen to music and watch video files. They use the Google OS, Android. You purchase and download applications from a Play Store. They do not have a CD/DVD drive and will not run Microsoft Windows or its applications. Generally they serve as a secondary device for casual entertainment purposes, and are not meant to replace a computer. They are ideal for use around the home and on the go, needing a WiFi connection to access the Internet.

I demoed my Kindle Fire HD which uses a modified Android from Amazon for its OS and the Kindle App store for downloading additional applications. Most of what I do on my PC I can do on both by Kindle and my smartphone, which is also an Android device. Their keyboards are usually on screen and take a little getting used to. If the tablet includes a Bluetooth connection you can get a wireless keyboard to use. And there are apps to let you print to your home printer from either your tablet or your smartphone.

Microsoft Office will not work on a tablet, but you can use Google Docs or an app like Kingston Office to access your cloud stored documents and update them. You can browse the net, read books with the Kindle app, use Skype, get your email, update your Google calendar, go on Facebook, and much more. You can even connect your tablet to your TV using an HDMI port and view your tablet screen super sized. (Assumes your tablet has a micro HDMI port) Many Microsoft vendors are creating apps that work just like their PC products. Quicken has an Android app for your accounting.

We will be demonstrating at Google Chromebook next time thanks to one of our members.

Then in the open forum time we discussed the following:

### **Windows 8-8.1**

If you have recently moved over to 8, you need to install 8.1. It is a free download right from your App Store on the Start Screen. Warning--it will take 3-6 hours to complete so be sure to leave it plugged in and don't sit around waiting for it to finish.

While you are waiting to get used to the new Start Screen and the Apps, download Classic Shell to make your desktop view work like the older GUI's in 7, Vista, and XP. Brings back the start menu and more. When your computer starts it starts at the desktop. Get to the Start Screen by pressing Shift+Windows on the keyboard. Get back to the desktop by pressing Windows.

See <http://classicshell.net/>

## **Skype**

The app for Skype in Windows 8x is not the same as the desktop version. If you like the desktop version, download and install it from the desktop. Using the Start Screen version is different but easy to get used to.

## **Libreoffice**

A version of OpenOffice, this free office suite of programs will read and write Microsoft Office files. This means that all your office documents can be opened in Libreoffice by opening Libreoffice and then File > Open to locate the document to work on. When you create a new document, unless you change the file type in the save as window to a Microsoft file extension like DOC or DOCx or XLS, etc the file will save in the OpenOffice file type.

If you want to be able to double-click a file in a Microsoft office format, first right-click and choose Open With. Then change the program to open it to the appropriate one leaving the check mark on use this for all files of this type. You only have to do this once. Then every time you double click a file of that type it will open in the new program.

## **Accessing the Class Notes**

The class notes can be found at the Class Notes link at the top of the Blog page. Some additional notes may also be included in the blog summary.

Blog Page: <http://cccgctraining.blogspot.com/>

## **Validating emails**

When you get an email address from someone, use this site to make sure it is a good address before using it and wondering why they never responded to you.

<http://verify-email.org/>

## **Locknote for passwords**

There are many sophisticated ways to keep your passwords. And that is not sticky notes taped under your keyboard! Or a file in Word saved as My Passwords! I use a program called Locknote. It is a password protected notepad program. When you first open it it looks just like the notepad program. Type whatever you like. I type the website name followed by my username and password. I keep the entries in alphabetical order. The first time you save the file it asks you

for a password. Next time you try to open it you need that password. Do not forget it as there is no other way to access the file.

Download it at: <http://sourceforge.net/projects/locknote/>

### **Need for 2 or more browsers**

Windows comes with IE, Internet Explorer. But if something happens and that browser has a problem you will not be able to access the Internet to try and find out how to fix it. I suggest installing Google Chrome and FireFox as alternate browsers. I use Chrome for most of my Internet access.

You can download/update both of them at [Ninite.com](http://Ninite.com) This is great site for checking for updates and installing new programs on your computer.

**Accessing the Club site:** [cccgc.info](http://cccgc.info)

**Pixlr** is an online picture editing program: <http://pixlr.com/editor/>

### **Screen capture in Google Chrome**

This one is an addon for Chrome. There may be a similar addon for IE or FF, I have not looked for one. When you install it you have to be in Chrome. It puts a camera to the right of your address bar. Find the site you want to capture as a picture and click the camera.

See their site at:

[https://chrome.google.com/webstore/detail/webpage-screenshot/ckibcdccnfeookdmbahgiakhnjcddpki?hl=en-US&utm\\_source=chrome-ntp-launcher](https://chrome.google.com/webstore/detail/webpage-screenshot/ckibcdccnfeookdmbahgiakhnjcddpki?hl=en-US&utm_source=chrome-ntp-launcher)

**Prish Resizer** will let you resize one or a group of pictures located on your computer. It appears as an option when you right-click a picture or group of selected pictures. Works with XP - 8x. Download it at [http://download.cnet.com/Prish-Image-Resizer/3000-2192\\_4-75180364.html](http://download.cnet.com/Prish-Image-Resizer/3000-2192_4-75180364.html)

### **Portable Apps**

Create a flash drive with a number of portable apps so you can bring you computer with you. Or at least some of your documents and the apps to work with them. We discussed this at a prior class: <http://cccgctraining.blogspot.com/2014/01/class-summary-1-23-2014.html>