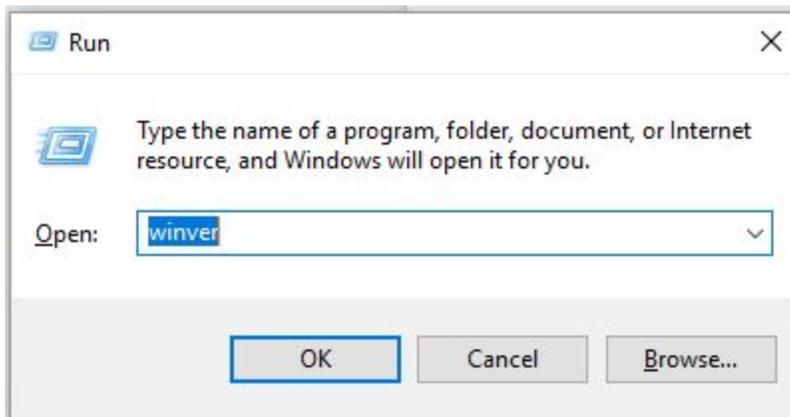


Heritage Oak Park Notes 12-8-2017

After a long time off, we are back once a month at the clubhouse at Heritage Oak Park on the first Saturday day of the month from 10-noon. The questions had us bouncing around a bit, but the two hours went by quickly.

I also do classes weekly at the Charlotte County Computer Group (AKA the Computer Club) on Thursday afternoons from 2-4. Also teaching Word and Excel at the Port Charlotte Library on two Wednesdays a month from 2-3:30. See the schedule for classes at the club at cccgc.info and at the library at <http://tinyurl.com/y8o8asst>.

Facebook on the PC is one application accessed in a browser at www.facebook.com. As part of it you can send private messages called PMs. On your cell phone there are two apps--one for Facebook and another for Messenger. Messenger is part of Facebook.



To find out what version of Windows you have, on the keyboard hold down the Windows key and tap R. A window will pop up. In the box type winver. This is short for windows version. Press the Enter key and a window will display telling you the version of window you are running. The current version of Windows 10 is 1709.

If you get a popup or an email telling you to download a driver update, say "NO". This is a good way to receive malware on your PC.

Windows 10 comes with a decent anti-virus called Defender. Use it, you do not need to pay for the one that came with your new PC.

In addition to the free antivirus program, I suggest using some free maintenance programs and running them at least once a week to keep your machine free from issues that could slow you down or worse. They are:

- CCleaner
- Malware Bytes

- Superantispyware
- Glary Utilities

In need of a quick internet connection when you are away from your house and the WiFi you have there? If you have a cell phone you can turn it into a hotspot by going to settings and finding where it allows you to set up a hotspot or tethering. The hotspot sets up a WiFi access point that you can sign into with other. It uses your data so don't use it for streaming movies or updating programs on your PC unless you have an unlimited data plan on your phone.

You should have a copy of your important files on your PC saved somewhere else. There are free and pay for cloud repositories you can use but they are only saving your data. If your hard drive should crash or you laptop be misplaced everything is gone. .

Use Google Drive to store files externally and Google Photos to upload all your pictures at no cost to you at all--no limit on how many. If you have an Amazon Prime account you also have 1tb of free cloud storage. With Windows 10 you have 4gb of free OneDrive space. Whatever you move to your OneDrive folder on your PC is saved both on your PC and in your cloud folder

Using an external hard drive you can create a backup of everything. It is like taking a snapshot of your entire drive and is referred to as an image backup. With that image and a new hard drive you can reconstruct everything on that hard drive and not lose a thing--data and programs.

I recommend two free programs for doing image backups: EaseUS and Macrium Reflect. They are not complicated to use. You will need to purchase an external drive but they are inexpensive. You should be able to find one locally for about \$60 for a 1tb drive.

In summary, to keep your PC working at full capacity and speed run the maintenance programs suggested above at least once a week. To insure you have a second copy (backup) of all that is on your PC, run an image backup once a month or more often. Use a free cloud drive to store important files and all your pictures.