**Heritage Class Notes 2-5-2016**

What to do with those calls to fix your computer? Simple, tell them you do not have a PC. If that uncomfortable, then tell them you are not interested. They are trying to get you to let them into your PC. Do not let them in.

What to do with junk mail -- do not unsubscribe. Unsolicited emails and getting off a list are different. If you have signed up for emails from a company, say Kohls, do not flag them as spam. Thier emails may not be wanted by you anymore so simply go to the bottom of their email page and click the unsubscribe link. They will take you off. If you are getting mail from someone you do not know, that is probably spam. Flag it as such, but do NOT unsucribe as this will tell them your email is valid and you will probable get a lot more. By the way, people you do not know get your email address from those who harvest emails off the internet.

Favorites are also called bookmarks. It depends on the browser you are using.  Four popular browsers: Chrome, Firefox, IE and Edge. They are simply shortcuts to where you went and may want to return to. They are kept in a folder called favorites (IE) or shortcuts (Chrome, Firefox).

How to move the taskbar when it is no longer on the bottom of the screen. Right-click in a blank area of the taskbar and uncheck Lock Taskbar. Then mouse to a blank area in the taskbar and left drag the taskbar to an alternate location. Then go back and Lock the taskbar so you cannot move it again by mistake.

On startup

  ○ Open the New Tab page

  ○ Continue where you left off

  ● Open a specific page or set of pages. Set pages

We looked at how to set browser to open the same page every time it starts. Tools > Settings > On startup and click the third radio button. Then click Set pages.
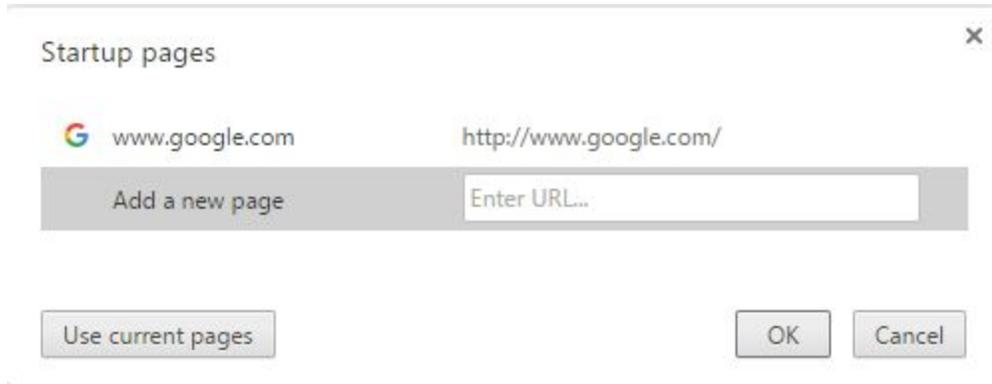
Enter the URL's of the page or pages you want to open when the browser starts. Then click OK. The next to the  browser starts, it will open to those pages. (the example was Chrome, but it work in a similar fashion in IE and Firefox)

What is a PDF? It is a portable document file. Microsoft has not supplied a way to read these files until Windows 10. The new browser, Edge will open them. In the past we needed to download a reader and the most popular is Adobe Acrobat. It is free.

Backups and Mozy. The backup program in Windows is good.However, I use one called Reflect. Here are some white papers on using it.
Backing up with Macrium Reflect
Creating a Macrium Reflect Boot Disk
Macrium Reflect Restore

It makes an image of the entire hard drive so you can restore it later. Mozy is an online backup that synchronizes files (not the entire drive) to the Mozy cloud daily. So the Reflect backup images your entire disk drive and Mozy backs up those files that have changed. Between the two you can get back to the current day if you have to restore.

Malware is  term for malicious software and is caused by downloads you do or even websites you visit. You may not even know you have gone somewhere that sends them to your computer. An antivirus program does not clean out malware. It may catch some to them, but a number of other programs can be a big help in keeping them off your PC.

Here is a paper on the maintenance programs I use to keep PC running well:
http://tinyurl.com/ju5kf5n

Ccleaner good to run once a week to clean out temporary files, cache, and registry issues.

Glary utilities I suggest running once a day. Checks for registry issues, malware, shortcuts that no longer work, and more. Has a great defragger.

iPad less likely to get viruses than a Windows PC. Same smartphones. Windows 8, 8.1, and 10 all come with Windows Defender. It is a great antivirus so you do not need to pay for one.

How to create folders in email and move emails to them. They all work in a similar fashion. Let's look at Yahoo:



Mouse over the line that says Folders and the two icon appear. Click the + to add a new folder.
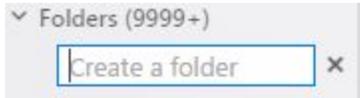


You get to create a name for the folder. Press enter to actually create it. The x allow you to skip the creation. Simply drag emails into the folder to move them out of Inbox to that new folder. It is also possible to filter emails automatically so emails from a certain person go right to a folder for them.

Running out of room on your phone? If an Android, get a bigger SD card to add more memory If an iPhone (or iPad) you do not have the option of using an SD card. Must remove what is taking up memory.

Google photos is a good cloud storage for photos and video. Unlimited and free. Google photos is free with a Google account and you do not need to have a gmail account to have a Google account. The account is free and they give you unlimited cloud storage for your photos. Check it out. Google photos is available as an app for your smartphone so as you take pictures they can be immediately automatically synced to your cloud account.

Good article on using Google Photos: free unlimited photo storage and more google photos

I like to use PhotoStory 3 to create a movie out of a bunch of still pictures. It is a free download from Microsoft that works on all versions of Windows from XP to 10. You import the pictures you want to use and then it builds an animated slide show for you. You can add music, narration, titles, and more. Easy to use, it creates a movie file you can send to someone else or even post it on your Facebook page or YouTube.