Heritage Class Notes 3-4-2016

Java and Adobe Reader OK to update. When you get the popup in the lower right corner about updates available for these two programs it is ok to do the installs. Just read the screens so you don't allow additional software to be installed at the same time.

Do not install driver update program. This is a popup that may come when you are in a browser telling you you have outdated drivers on your PC. Do not believe it. This program will install drivers and it also has been known to install malware at the same time.

To close a window that will not close, try Alt+F4 and if that does not work right-click on the taskbar and choose Task Manager. Then click on the name of the program that will not close and click End task.

In Windows 10 Cortana will let you ask questions verbally. It will answer you verbally or take you to a search results page with possible source for your answer.

If you are getting emails from a place you have done business with and no longer want to see their mailings, open one of them and scroll down to the bottom of the page. They will have an unsubscribe link to remove you from their list. DO NOT send them to spam. It is like a magazine you subscribed to and no longer want to receive. it is not junk mail. You contact them and unsubscribe.

If you are getting legitimate spam--not a company you subscribed to, then DO NOT scroll down and click unsubscribe. Do that to spam will only validate your email address and they will use it to send more spam to you. Flag it as spam and delete it from your mail.

When sending emails to multiple people it is better to use BCC so the recipient only see their email address and not all who you sent it to. If you are constantly sending emails to large groups of people I sugget using an email service such as mailchimp.com to handle it for you. It is a free service unless you are a business.

When printing from an email, select the portions you want to print and then right-click > print. The next window that appears should have an option to print selection. If you do want to copy what is in the email to use it in something else, select what you want to use and right-click > copy. The selection goes to the clipboard. Open the application you want to use it in and paste it into that application.

To zoom in on a web page, use Ctrl + . To zoom out is Ctrl - . And to restore the size to normal, Ctrl+0.

Sometimes you want to send someone to a web page you found. You go to the address bar and copy the address. (Ctrl + L will take you to the address bar and select the entry). Then you open the email and paste the address. This works but sometimes the address is two or three lines. To shortened it we use [tinyurl.com](). You open tinyurl and paste the long address. It creates a short address (URL) for you to use instead. Email them the short address instead.

If your laptop is running hot it may be a fan inside no longer working, Or there is a dust build up inside. I suggest propping up the back of the laptop to allow air to circulate. They do make external fans you can set the laptop on to keep them cool.

If you do not take the plunge to WIndows 10 by July 29th you will have to pay $129 per computer to upgrade later.

Regarding anti-virus programs. Defender is what I use and it comes free with Windows 10. You also may have free Norton or McAfee antivirus programs from your service provider--comcast or centurylink. I do not suggest you take the addons suggested by Staples or Bestbuy. You already have a free antivirus installed and you have year or more warranty on the computer.

Computer running slow? I suggest you run the maintenance programs we talked about before: [Ccleaner](), [Malware Bytes](), [Glary Utilities](), and [Superantispyware](). Run them once a week to keep your system clean and quick. Older computers may slow down with any of the antivirus suites running--McAfee, Norton, AVG, etc. Also Google Chrome may cause older computers to run slower although I have not experienced that.

To take a picture that you find on the web, perhaps in Facebook or Pinterest and send it to someone or post it on Facebook, right-click the picture and choose save image as. Give it a name and a folder to put it in. Then goto the place you want to use it and upload it. In some cases you might be able to Copy/Paste the image.

[Netflix]() is a great way to watch movies and TV series without commercials. A typical one hour TV show plays in about 42 minutes. To get Netflix you will need to use your computer, a smart TV, a DVD player that includes it, or an external box like [Roku]() or an [Amazon fire stick](). And a Netflix account can be shared with members of your family.

I used [CDburnerXP]() to copy a DVD. CD burning software does not come with all systems. This is a great free add on. Another necessary add on is [VLC]() to allow you to play DVD movies on your Windows 8 or 10 PC.

Here is a [white paper]() I wrote on maintenance.