

Heritage Class Notes 4-1-2016

We had a lively class yesterday with lots of good questions. I hope the answers helped. I had no problem getting on the Internet today and my projector worked well. The picture was much larger and clearer. I will bring it along each week.

I started with a basic introduction to Windows 10. If you do not have 10 yet and do not want it at this time be sure to turn off automatic updates it will just be installed with the normal update process. In other words, Microsoft will give it to you whether you want it or not!

I have helped many install it on there computers and have heard very few complaints. Most of which are simply a re education process. It works a lot like 7 in that it opens to the desktop when you boot and you have a Start button in the lower left corner.

Windows 7 had a start menu that displayed the recently used programs and on top of that list was a number of programs you had pinned to the start menu, such as Internet Explorer. Those pinned items now appear to the right as tiles that can be realized. Right-clicking a tile allows you to resize it, remove it, and more.

Right-click and a menu will appear giving you options about the thing you were pointing to with the mouse pointer when you clicked. Right-click on the desktop and you can change the size of the icons, change the background, sort the icons, lock or allow moving them around, and more.

Right-click on the start menu (WIn_X works also) and you get a menu containing all the things that used to appear on the right side of the start menu in 7. There are many additional items on that menu that were not on 7 as well.

The icons on the taskbar, that horizontal section at the bottom of your desktop, are shortcuts to programs that have either been put there when 10 installed or that you have placed there by right-clicking on an icon and choosing pin to taskbar. One of those pre-loaded shortcuts is to Edge. This is their new browser to eventually replace Internet Explorer. They want you to use it and it is different from IE. IE is on your computer and you can easily search for it and then pin it to the taskbar to use.

Finding a program is as easy as clicking the Start button and selecting all. A list of folders and programs appears similar to clicking All Programs in 7. It is in alphabetical

order. To find IE, scroll down and click on Windows Accessories. IE is in the list. Right-click and pin it to the taskbar.

To remove an item in the taskbar, right-click it and choose unpin from taskbar.

Overall in 10 we have everything we had in 7 plus the tiles from 8 and a faster machine. It starts up faster and shuts down quicker as well. Give it a chance. You will get used to it quickly. If you really don't like it and want to return to 7, you have 30 days to make that decision. There is a button to click that will take you back.

If you really do not like the new look of the start menu, there is a third party fix. In your browser open classicshell.net. Click the download button and install it. When it installs you have the option of having the start menu look like XP, Vista, or 7. Then when you click on the start button a familiar menu appears. You can still access the right-click list from the 10 menu by clicking Win+X.

There are many tutorials available on YouTube for Windows 10. Open a browser and enter "[Youtube Windows 10 Tutorial](#)" (without the quotes). YouTube is a great place to find "How To" videos.

There are a number of programs I use to keep my computer cleaned. Malware and Adware continually finds their way onto our PC's. These are not viruses. Your antivirus program takes care of them. And I suggest using the built in Windows Defender program for your antivirus program. No need to pay for it. If you want a more extensive option AVG, Avast, and Avira are good one to use. Only one. NEVER have more than one antivirus program at any one time. See the article I wrote on maintenance programs for details on them. <http://www.rwevans.com/ComputerMaintenance.pdf>

Also important is making backups of your computer. Yes, you can plug in a USB flash drive and copy your important files to it. This protects your data. But if your hard disk drive fails or has so many problems that it will not run, you need an image backup of your computer to easily get back to a point where everything was working. For this process you need a portable hard drive. At this time a 1Tb drive cost about \$60 and will hold a number of backups.

I use Macrium Reflect. It is free and does a great job. See some white papers I have written on how to get it and how to run it at cccg.net. The links are on the top right. This is the website for the computer club in Port Charlotte.

We spent some time talking about email. Who you have your email address with is the email server. It is where your email is being stored. What program you use to access your email is called an email client. Windows 10 has a client that allows you to access your emails from one or more servers. To set it up you need to know your credentials--your username and password. Once setup you do not need to enter them again.

I do not use the built in client in Windows. My preference is to use the online version and not the built in mail client in Windows. I go right to the server and use their built in client over the web. If you use gmail, then gmail.com will get you there. If you have comcast, then comcast.com is the address. If centurylink, then centurylink.net is the address. They each have a mail client that you use online--nothing has to be loaded onto your PC to use it. Your server name is what is after the @ in your email address.

The built in client for XP was Outlook Express. AOL has their own which is online. The one for Windows Vista, 7, and 10 each are a little different in the look and feel. But they all have a selection list on the left with inbox, sent mail, etc. The right side shows the list of emails with newest on top.

I shut down my computers at night. Then when I boot them up in the morning they start with a fresh load of the OS. Many times when issues are occurring while using your PC or even your smartphone or tablet, turn them off and then back on again will solve the issue.