

Heritage Computer Club 10-30-2015

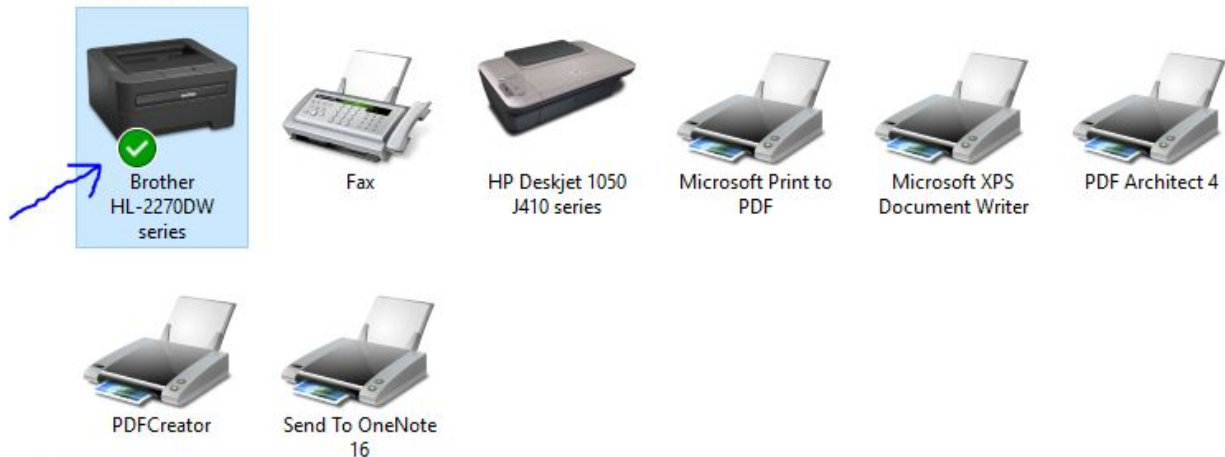
Most of the time was spent answering specific questions and teaching around giving the answers. The first question was about printers that seem to be on the computer that we don't have. We took them to the Control Panel (Win + X) and opened the Devices and Printers section.

Adjust your computer's settings

View by: Small icons ▾

- Administrative Tools
- Color Management
- Default Programs
- Display
- File History
- HomeGroup
- Internet Options
- Language
- Network and Sharing Center
- Power Options
- Region
- SmartAudio
- Storage Spaces
- Taskbar and Navigation
- Windows Defender
- Work Folders
- AutoPlay
- Credential Manager
- Device Manager
- Ease of Access Center
- Flash Player (32-bit)
- Indexing Options
- Java
- Mail
- Personalization
- Programs and Features
- RemoteApp and Desktop Connections
- Sound
- Sync Center
- Troubleshooting
- Windows Firewall
- Backup and Restore (Windows 7)
- Date and Time
- Devices and Printers**
- File Explorer Options
- Fonts
- Intel® HD Graphics
- Keyboard
- Mouse
- Phone and Modem
- Recovery
- Security and Maintenance
- Speech Recognition
- System
- User Accounts
- Windows Mobility Center

Printers (8)

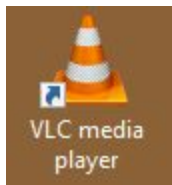


That opens a window showing all the printers that are setup in your PC. Yours will look different than mine. Notice the one with the Green Arrow? That is the one set as DEFAULT. When you click print, that is the printer that will be selected by default. If your printer is not the default, right-click on the image of the correct printer and select "Set as default printer". When you do that the Green Arrow will appear on that printer.

I have 2 printers, the Brother and the HP. The other "printers" are software printers. That is, they are not actual hardware. The one with PDF in the name will create PDF files instead of hard copy paper. The fax will be used to send a fax (this option came with my PC and might not be on yours). The XPS printer creates a Microsoft formatted XPS file which is like a PDF but only Microsoft programs can open them.



To have a start menu looking like Windows 7 on your Windows 8, 8.1, or 10 PC you want to go to the site ClassicShell.net and download and install their add-on software. When you do the clicking on Start will bring up a familiar menu instead of the new one with the tiles. To get back to the new look simply hold the shift key down when clicking start or shift + Win on the keyboard.



I mentioned that Windows 8-10 do not come with a program to play DVD movies. You can purchase the program from Microsoft or you can download a free one called VLC and you can download it at <http://www.videolan.org/vlc/download-windows.html>

We talked about using dropbox to share large files. A free version can be found at <http://tinyurl.com/b87mha8>. Also mentioned Mozy as a way to backup files automatically to the cloud. Use this link <http://www.mozy.com/free> and this code GFBU22 to install and you will get 2.3gb of free space.

Cloud drives for you:

Microsoft Live 15gb

Google 15gb and unlimited free photos

Amazon 5gb and unlimited free photos for Prime users

There are many others out there offering free space. These are the big ones.

Dropbox and Mozy give you 2gb and you can purchase more with a monthly fee.

You should backup your file in your documents, pictures, and video folders by simply dragging them to a sufficiently large flash drive. This will save your data but not your programs. And you should have a back of your data. Mozy is a good way to keep your data backed up.

For the entire hard drive I suggest using a program call Macrium Reflect. Here are the download sites:

32 bit version <http://filehorse.com/download-macrium-reflect-32/>

64 bit version <http://www.filehorse.com/download-macrium-reflect-64/>

To access the notes from the computer class I teach at on Thursday afternoons, see <http://dickevanstraining.blogspot.com/>. On its link bar you can locate a number of useful programs by taking that link.

We talked a little about browsers and using the favorites or bookmark features. Click the star and you get to save the address of the page you are looking at to your favorites for easy reference later. You can create folders within your favorites to organize them for easy locating later. IE calls them favorites and Firefox and Chrome call them bookmarks.

By the way, you should have more than one browser installed. I suggest adding both Google Chrome and Firefox, My favorite is Chrome.

Windows 8-10 come with a folder called OneDrive. It is located on your hard disk drive on your PC. However, it is also on your cloud drive with Microsoft. So when you save a file in a OneDrive folder you are also making a copy in the cloud. You can then access the file on another computer by simply opening your Windows Live account and viewing your files in a browser. Part of Windows Live is access to online versions of Word, PowerPoint, and Excel at no charge.

We talked about getting pictures off your camera or cell phone by taking the SD card out and plugging it into your computer. It mounts like a USB flash drive and you will find your photos in the DCIM folder. You can copy them to your hard drive and even delete them from your camera card. Instead of taking the card out, you can plug your device into a USB port and, turning the device on, access the files as well.

Looked at using Microsoft Picture Manager which comes with Microsoft Office to edit pictures and also using the free Microsoft program Picture Gallery 2012. It has more features than the Picture Manager. Then we looked at Microsoft's PhotoStory 3 and saw how easy it is to create a movie with sound from a series of still images.

Links here:

Picture Gallery 2012 <http://windows.microsoft.com/en-us/windows/photo-gallery>

PhotoStory 3 <https://www.microsoft.com/en-us/download/details.aspx?id=11132>

That is all I can remember. I know we touched on other subjects. Check out my website at www.rwevans.com and you might find other things of use there. Hope to see you all next month, probably first Friday in December because of the Thanksgiving holiday.

Blessings,

DICK