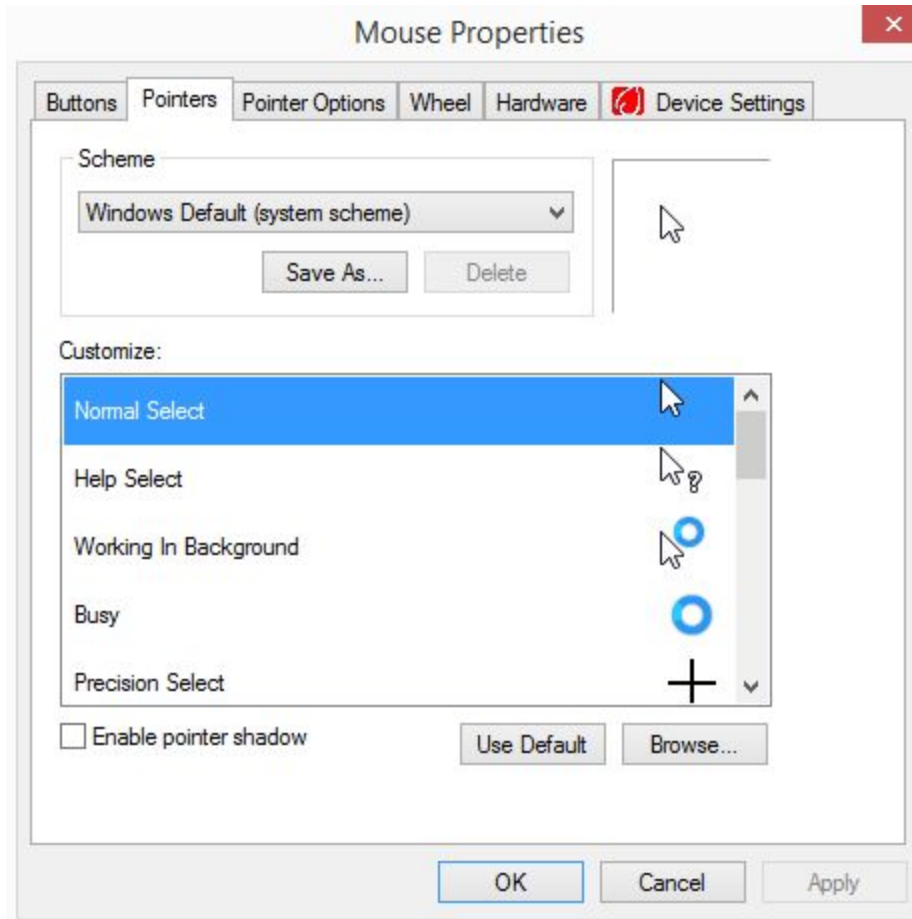
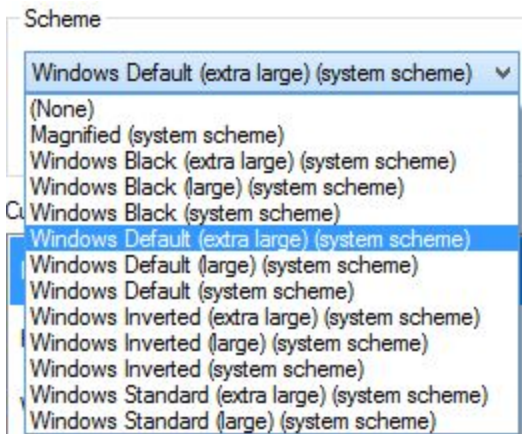


Heritage Oak Park Computer Class 5-6-2016

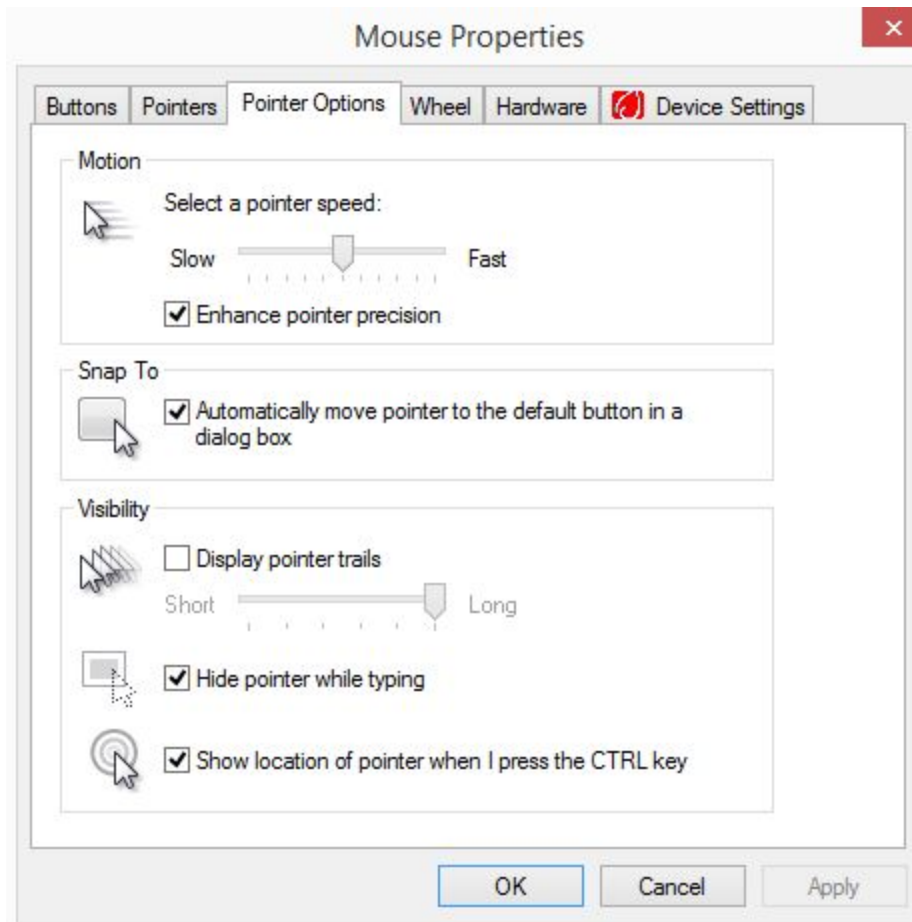
The **mouse pointer** sometimes referred to as the cursor is white and very small by default. By opening the Control Panel and Mouse, you can change the size, color and other attributes.



On the Pointers tab, pull down the Scheme list



Choose the desired size and color, then click Apply.



Under the Pointer Options tab, you can change other options. I check the bottom one so that when I have “lost” the pointer I can press CTRL and and easily find it.

Right-click on the desktop and choose Personalize to change the **screen background** color or picture on the desktop. It is possible to have the pictures change in a slideshow at intervals you choose.

Backing Up

There are three types of items on your computer's hard drive. The first is the Windows operating system. Next are all the programs you've installed that did not come with Windows. These are things like Microsoft Office, Adobe PDF reader, your printer drivers, and any other programs you installed after purchasing the computer. And lastly all of your documents and images stored on the hard drive.

If your computer hard drive were to be seriously infected with a virus or it just crashed, you would have to reinstall Microsoft Windows. This would bring your computer back to the point in time that you purchased it. None of your added programs or data would be there.

You would have to locate the installation CDs for any other programs and reinstall the programs. You would also have to have the software key codes for each program. Unless you backed up your data to an external source such as a USB flash drive there would be no way to retrieve it either..

I strongly suggest you purchase a portable hard drive with at least one terabyte (1tb) of space. This drive plugs into a USB port and gives you additional storage. A company called Macrium makes a free image backup program called Reflect which is what I use to make a complete image all of my hard drives. Instructions for obtaining the software, installing it, and running it can be found on the Charlotte County Computer Club site at CCCGC.Net.

An image backup contains everything on your hard drive including the Windows operating system, all the programs you have installed, and all of your data. Should your computer hard drive fail after being infected with a serious virus such as ransomware, it is a simple task to restore your computer back to the image that you created. This usually takes roughly one half hour for the average user.

Having made the image on the portable drive, which can contain images from other computers as well, I suggest putting the portable drive in a safe location. Do not keep it plugged into your computer for a virus could corrupt both your hard drive and the portable making it impossible to recover from the image.

Any files changed since the day the image was made will not have been backed up. I suggest using the OneDrive folder on your hard drive to save all of your files, but not your photos. Whatever you save in a folder in OneDrive automatically synchronizes to your Microsoft OneDrive account in the cloud. So you have a backup of all of your data taking place daily. When you have restored from the image and then get back on the internet, all your files in OneDrive will sync back to your computer.

To see your files in the cloud, go to onedrive.live.com. It may ask you for your Microsoft credentials before showing you the contents of your OneDrive. You may also use the free online versions of Microsoft Office programs such as Word and Excel. Your free account gives you access to 5gb of free cloud storage. For \$2/month you can up that to 55gb. I do not suggest keeping your images in your OneDrive folders as they may take up a lot of space and force you into paying for the additional space.

Instead use photos.google.com for all your image backup. **Google Photos** lets us upload an unlimited number of picture to the Google cloud at no cost to us. You must have a Google account, which is also free. This gives you 15gb of space on the Google cloud. But the pictures you upload to Photos do not count against your 15gb of space.

Sign in with your Google credentials and upload all your photos. If you download the Windows app it will automatically upload them for you. And any additional ones you put on your computer in the future from your camera's SD card or you get in emails. If you have a smartphone, you can install the google photos app. Then when you take a picture on your phone it will automatically upload to your Photos cloud storage. I suggest setting the app to only upload when using WiFi to save data usage unless you have unlimited data in your plan.

LastPass is a program that runs in the cloud and safely stores your usernames and passwords for you. All you need to know is one password to access your "vault". When you attempt to open a site needing a password Lastpass finds it for you and logs you in.

Video conferencing is popular today. It gives us a simple method to stay in touch with our family and see them even though they are miles away. Skype has been a popular way to do this for years and still does a good job today. I like to use Google Hangouts and find it works better for me when the internet connection is not good. We also looked at how you can use Facebook Messenger to have a video chat with another Facebook member.

Tagging pictures in Facebook is done so others can know who the pictures are in the image and to cause that image to be displayed on the tagged persons page.