

Computer Owners' Group

Newsletter

May 2015

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See the SeniorNet Web Site here:

<http://www.seniornetwgtm.blogspot.co.nz/>

Next meeting Wednesday 10 June 2015

Review

A member had a **problem with MYOB** (an accounting programme). It is an older version which does not work properly in Windows 8.1. Available updates are available to fix this problem but they have to be paid for. It was suggested that he should try the Program Compatibility Troubleshooter available in Windows 7 and 8. Put "compatibility" in the search field to get it. It was suggested that he might find another program and Google has a large number of accounting templates.

What can you do if you **lose your password for Windows**? If you can get into the computer, e.g. in Safe Mode, a programme such as SIW, (System Information for Windows) www.gtopala.com should find it. There are a number of websites offering information and solutions including this Microsoft site <http://tinyurl.com/knpzcko>. You may need to use another computer.

There was some discussion on **cloud storage**. Microsoft, Apple, Google, Dropbox are a few of those offering various amounts of free and paid for storage. Mega.co.nz is a new one offering 50GB of storage free. Apparently Dot-com's wife is involved with it.

There was also some discussion on **Office Suites** and what could be used as a substitute for the Microsoft version. The two most popular are Open Office and Libra Office, both of which are free. Libra Office is considered slightly better. To see just how many suites there are go to http://en.wikipedia.org/wiki/List_of_office_suites.

Compatibility – How can you send a document and ensure that all recipients can read it? Because documents can be written in many different formats, word processors may not be able to open some. For example, the Microsoft format .doc is very common but the .docx format cannot be opened by older word processors. There are several ways to get over this.

- a) Use the Rich Text format (RTF) ; this is nearly universal and documents can be manipulated by the recipients.
- b) Use Portable Document Format (PDF); this is universal but conversion to a form that can be manipulated needs a special programme. For occasional use a website such as <https://www.pdfword.com/> can be used to convert the document to Word.
- c) For more frequent use download a suitable format converter.

PDF. The industry standard is Adobe Acrobat which can create, read and edit PDF files. However it is expensive. The Adobe Reader is free and is packaged with most new computers. There are a number of other readers available and a member strongly recommended Sumatra <http://www.sumatrapdfreader.org/free-pdf-reader.html>.

Startup can be accessed by typing "msconfig" in the run box then clicking on the startup tab in the resulting dialogue screen. You may have to go to the Task Manager but the result is the same. The startup screen shows the programmes that can be loaded on start up. There is also provision there to disable or enable programmes from the Start menu.

One person discovered that his **bank password had been saved by Google Chrome**. This is not a good idea as Google is not particularly safe. To ensure that this does not happen go to Chrome, Settings, Advanced, Passwords and Forms and uncheck "Offer to save your Passwords". It is safer to use a password manager such as LastPass <https://lastpass.com/> which does keep passwords safely. At the end of this review I have added an article on this subject from MakeUseOf which is very much to the point.

Mention was made of **Techsoup** which is a not-for-profit organisation that works to help New Zealand charitable organisations to understand technology. We have benefited from this organisation in the past. For more see www.techsoup.net.nz.

How do you **delete messages in Gmail?**

- a) If you just want to clear your inbox archive the old ones. They are then available for subsequent search, particularly if they have labels attached. Note clicking on **Archive** (the box with the down arrow) puts the selected items in the **All Mail** folder.
- b) To delete a page of entries, select all and press delete.
- c) To delete entries before a specified date put "before:YYY/MM/DD" in the inbox search box, then Select All and Delete.

A new **browser called Vivaldi** is on the horizon. You can read about it and download a beta version at <https://vivaldi.com/>.

Have you tried the Wellington Library My Gateway yet <http://www.wcl.govt.nz/mygateway/> ? It contains many items of interest including the daily newspapers and magazines from New Zealand and all round the world. What's more they are up to date!

Next meeting is on Wednesday 10 June at 10.00 am

PASSWORDS AND PASSWORD MANAGERS

from MakeUseOf

Internet Explorer, Firefox, Chrome, and most other browsers have a password saving feature - and many of you use it. So many of you ignore our advice about password managers because you think you don't need it. But you do need a password manager - in fact you need a password [manager?] more than someone who writes passwords down on a pad of paper stored by the computer.

We're going to tell you why.

All browsers store passwords; some browsers like Firefox and Chrome store them in plain text. Chrome's newer versions almost throw the offer to create and save passwords in your face, every time you create a new log in. The password looks strong but it's only as strong and safe as the way it is stored.

Chrome has a password manager built in that automatically generates complex, strong passwords. Great idea? Not so fast!

Why? Because anyone with access to your browser has access to the Web sites you log in to. And worse, in Chrome anyone can click Settings/Passwords and see an unencrypted list of your passwords and the Web sites they belong to; so that anyone who can open Chrome can get a password for any site you have stored in Chrome passwords. At least you can only get the passwords one by one in Chrome; Firefox makes it a lot easier, you can print a list of all passwords or export a list of all passwords with just one click. In the world of passwords, but hardly anywhere else, Internet Explorer leads the pack. It stores browser-saved passwords encrypted in the registry so no one can actually look at your passwords or print a list of them. But then anyone with access with Internet

Explorer who opened, for example, your online-banking site, would be able to log in because IE would offer to fill in the username and password.

All the password managers we're familiar with can import the passwords saved by any browser, including Internet Explorer. Not so good. If a password manager like LastPass, RoboForm, Password Box, Dashlane, etc. can import passwords from your browsers, then so can malware easily extract passwords from your browsers.

We know many of you are using your browser to store your passwords, but it's not a good idea. You could end up being sorry instead of safe. There are many great password managers, and some of them are free. One of the best ones, LastPass is free (see www.lastpass.com). LastPass will import your passwords from your browsers and then delete them from your browser's built-in password feature. LastPass encrypts your passwords and no one can see what they are without your master password.

We are big fans of Google Chrome, but we're not a fan of their latest Password Generator/Password Manger feature. It's too cool, too easy, and too tempting to use, but those who do use it may be sorry. Wouldn't you rather be safe than sorry?

Download and install a good password manager like LastPass and use it to import all the passwords from your browser(s) then delete them.

After you've imported your passwords you can also manually delete your browser-saved passwords if you wish. In Chrome, Firefox, and IE, with your browser of choice open, press Shift+Ctrl+Del. This opens the dialog that enables you to delete your browsing history and other components. For now we're going to use it to delete browser-stored passwords. Firefox and Chrome both ask what the time period of history you want to clear. In Firefox, choose "Everything"; in Chrome, choose "from the beginning of time." Internet Explorer does not ask you to choose a time period.

Now let's turn off the built-in password manager in your browser of choice.

If you're using Chrome, open Settings, click the link for advanced settings (at the very bottom), and remove the checkmark next to "Offer to save passwords...". In Firefox, click the Security tab (it's in the Options dialog) and uncheck the box labelled "Remember passwords for sites." For Internet Explorer, click Tools, Internet Options, then click the Content tab. Next click the Settings button in the AutoComplete dialog. Uncheck the "User names and passwords..." box to turn off password saving in IE.