

SENIORNET COG MEETING, 12 APRIL 2017

NOTES ON SOME TOPICS RAISED AT THIS MEETING

(Prepared by Ricky Berg)

WhatsApp: This has been suggested as an adjunct to Skype. This “app” can be used for telephone conversations, TXT messaging, instant messaging, and multiple persons/group conferencing including real-time sharing of documents, photos and even videos.

The app is available for both mobile phones and PCs ... take a look at –
<https://www.whatsapp.com/features/>

Function Keys: A function key (Fn), is a key on your computer’s keyboard that serves a specific function that would otherwise require you to either carry out several mouse clicks, or type out the command/s necessary. In other words, they are ‘shortcuts’, one of the most commonly used function key being F7, which invokes (in pretty much all computer programs) the grammar and spell check feature.

Sometimes, function keys are used in conjunction with the Shift or Control keys, and that is simply to give a larger range of pre-programed possibilities. On a full-size keyboard, the function keys are usually arranged individually along the top row, but laptops mostly use the combination of pressing two keys to get the same result on-screen. Laptops and tablets also tend to have little pictures printed on the keys to show you what that particular function key does, and it is very well worth finding out what the ones on your computer mean ... they are quite universal and largely self-explanatory these days, so take a look at –

<http://www.computerhope.com/issues/ch000306.htm>

See if you can find out what the function key pictures on your device/s mean.

Cookies: This is the term applied to a very small text file that resides on your computer, and usually comes from a web site that you regularly visit. The intention of the cookie is to speed up the display and presentation of the information (text or graphics, or both) from the web site which sent you the cookie in the first place. This is largely done automatically and ‘behind-the-scenes’ without any action by you, although some web sites will provide a pop-up message saying they use cookies, and you can say yes or no.

Essentially, cookies are completely harmless and cannot damage your device, nor 'steal' personal information etc.

Sometimes you may notice that a favourite web site 'sticks' or doesn't work as it did before, and often this is because of the changes that the web site owner has made, such as updating their layouts. In that instance the cookie you have on your computer is not working as it should, and therefore it doesn't hurt at all to delete all your cookies on a regular basis, and when you visit a web site again it will simply send you the newest or latest one again. Deleting cookies is very easy, best done using your web browser, and a quick search online will give you the instructions for your particular browser ... for example, using Edge it is simply a matter of opening it, clicking on the *More* icon (...), selecting *Settings*, then clicking on *Clear Browsing Data*. Tick only the option to *Clear cookies* and press *Clear*.

Excessive data usage when updating: When at home and connected to the internet using your usual ISP (Internet Service Provider), you really don't care how much data you use due to today's generous data allocations, and therefore regular software updates will happily download in a blink of the eye and hardly cause you any concern at all.

However, when travelling and using a 'paid-for' connection (can often be wifi or using a device with a SIM card), the automatic downloading of updates can suddenly chew up your data cap and subsequently incur very expensive additional data charges.

Fortunately, there are a couple ways to overcome this –

1: Pre-purchase additional data at a much cheaper rate than the 'casual usage' rates ... these are usually called Add-ons or Data Packs by your telephone company, can be purchased by sending a coded TXT, and apply for both calls and/or data. The web site of your provider will have all the details.

2: Turn off the up-dating process whilst travelling. This is an option for Windows devices more so than Android ones because Android updates are significantly smaller (less data), and less frequent.

Turning off the automated updating feature is not recommended because very important security patches for Operating Systems and applications are pretty vital. Upgrades may also be required to keep all your applications up to date by the manufacturer Remember, you paid good money for the device and its applications, so it pays to always have it in tip-top condition.

Whilst there are a few means to circumvent automatic updating, the best solution is to *turn off updates for just when you are connected to the internet*

using a paid-for connection, and this is easily done as follows (Windows 10 device) -

Click the *Network Connection* icon in the right-lower Task Bar

Click *Network Settings*

Click *Manage Known Networks*

Click the Connection in question, then *Properties*

Under *Metered Connection*, ensure slider is turned to *ON*.

Selecting and Manipulating Multiple Files: Many times one will want to select several folders/files/items in or from a list in order to either Move, Copy or Delete them. It's easy to do this for a single file, but what if you have a significant number to be manipulated?

Here are some tips to action several files all at the same time –

If you want to manipulate a continuous block of files, hold down the Shift key and click on the top item so that it becomes highlighted. Still holding down the Shift key, click on the bottom item, and you will now see that the entire list has become highlighted. You are now free to perform the action you desire.

If you want to manipulate several random files from a list, then hold down the Control key and mouse click each individual item as required. You will see that only those selected will be highlighted.

If you want to manipulate an entire list quickly, then either click at the beginning of the list, right-click the mouse and drag down to the end (all is then highlighted), or simply press Control A.

There are a number of other ways to manipulate files and the like using the mouse, keyboard shortcuts, or Menu selections, so why not see what others you can find on the 'net? [Hint: Google "how to *select files*"].

Windows Vista: It was noted that Microsoft has given notice that support for this version of their Operating Systems has now ceased. Further reading – <http://www.stuff.co.nz/technology/apps/91498355/microsoft-finally-kills-windows-vista>