

Enjoying the Internet Second Session-March 2023

Second Session-

1. **Pains & Gains. Intro new members to group**, Andi & Margaret, Apologies Len & Heather.
2. **Review of last session-**
 - a. **Screen shots** on Mac & Windows PC(Last session). Demo **For iPhone:** Press the side button and up volume together. **For iPad:** Press the start button and top button together. **The screen shot goes to photos.** Ask google for “how-to’s”.
 - b. **Passwords.** Password Managers, eg. keychain, but **strong passwords** are important, and **know how to retrieve password/s** —but in the end it must work for you. **Demo: Notes** show ... **sort A-Z, lock** etc available from the “... **more**” **button**-ellipses—**like on the webpages** You might like to **lock a word document** too. <https://support.microsoft.com/en-us/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826>
 - c. **Bluetooth** we ran out of time, any questions—bits on U3A webpage under Col-G-Enjoying internet-Demo: iPhone--settings/Bluetooth
 - d. **YouTube** settings, loop speed up, full screen etc.
 - e. **Windows File Explorer** if this disappears from taskbar, use Windows logo key +E, and it will open.(on a Mac this is the Finder App).
3. **Some examples of how we use and enjoy the internet: On the internet you can read the news, shop, pay bills, send emails, and watch television programmes and more. We’ll look at just a few today. Keep in mind the resources feely available on the net for example free music streaming available at [Radio Tunes](#), '[Classical Guitar](#)' (which also has links to radio from around the world).**
 - Property Sales. <https://www.realestate.com.au/buy/in-benalla,+vic+3672/list-1> try typing any address, into Google or search engine you use.
 - Prices
 - Virtual viewing inside etc—or just put “for sale” address into Google!!
 - GPS Google Maps (The Maps App on your phone is a very handy little GPS!!)
 - Directions <https://www.google.com/maps>
 - ETA time, travel options compared to Melways!!
 - Google or search engine of your choice
 - Weight, time, language conversions etc When it comes to love?? Here is some French—the next video may be the Italian one!! <https://www.youtube.com/watch?v=2QPFXUPyQak&t=15s>., convert degrees f to Celsius etc.
 - Medical, condition, treatment, medication etc
 - Ask a question on most subjects.
 - White pages-addresses etc- not as useful as past times!!
 - Hobbies – **some of these we would need to set up accounts and passwords.**
 - Reading

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- Herald Sun <https://www.heraldsun.com.au/>
 - Borrow Box you use your library card number for login and last four digits for password. <https://www.borrowbox.com/>
 - Audible <https://www.audible.com.au/>
 - Book Reviews
 - Family History
 - Research-newspapers, maps, etc
 - **Ancestry** <https://www.ancestry.com.au>, **My Heritage** <https://www.myheritage.com> often a free period to use program. Beware to cancel before you are charged for program.
 - Cooking-recipes. Often need to copy and paste into a document or email.(Select/copy/Paste on PC or Mac Ctrl+C is copy, & Ctrl+V is paste). On the tablets/iPads-hold finger and drag to select, choose Copy option/go to where you want to paste-tap & select paste option.
4. **U3A website:** <https://u3abenalla.weebly.com/> our sessions will be up for your review, under the Tab Col-G/Enjoying the Internet.
5. **Internet safety—watch video:**
[Internet Safety: Your Browser's Security Features - YouTube](#)
Do: We can quickly check if Chrome is up to date. Menu/settings/about Chrome. To do this on iPad-go to App Store/click on your “face”/then scroll down to see what needs to be updated.
Tip: you can check email addresses too-you will recognise the dodgy ones & block sender, delete etc
6. **Tip: Operating System—keep up to date.** [Computer Basics: Understanding Operating Systems - YouTube](#) watch video:
7. **Free software**

There are free programs available for almost any purpose you can imagine. If you're looking for free software for a specific task or want to find a free alternative to an expensive commercial program, it's probably somewhere on the Internet.

Usually, the best way to find free software for Windows is to do an **Internet search**. On Android and iOS devices, the best way to find free software is to search in the **Play Store** or **App Store** for apps that are listed as free. For Mac OS, both the App Store and Internet searches are effective methods for finding free software.

Safely searching for free software

These steps will help you find a program that is safe, reliable, and performs the functions you need.

- **Identify your needs** and the tasks you are trying to accomplish. Do you need a simple tool or something very powerful? Are you trying to perform a specialized task, or are you looking for something generally useful? Are you just looking to save money?

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- **Search for information** on a program before downloading it. Determine if the publisher is reliable and well-liked, and if the program is safe and stable and has the features you want.
- **Don't click misleading advertisements designed to look like download links or error messages. Carefully examine download links before clicking, or** install an adblocker.
- **Avoid malware** included in installers. If an installer has options for custom search bars or other programs that seem unrelated, tell it not to install these.
- **Download directly from the developer's website rather than from a third-party site.**
- Scan for viruses and malware **immediately after installing a new program. It's better to avoid installing malware, but scans will probably catch anything you missed.**

Examples of free software

Security and system optimization

- **CCleaner**: Optimization and storage management
- **Malwarebytes**: Anti-malware software

Productivity

- **LibreOffice**: A full-featured office suite. I think this is good, but **I use MS365-it is a subscription and costs \$100 per year!!**
- **Thunderbird**: Email management software
- **Keynote**: Note-taking and organizational software
- **Metapad**: An advanced text editor
- **Foxit Reader**: A PDF viewer
- **CutePDF**: A PDF writer that works like a virtual printer

Media

- **Paint.NET**: A simple image editor
- **GIMP**: A complex and powerful image editor
- **VLC media player**: A cross-platform multimedia player. I like 😊
- **K-Lite Codec Pack Standard**: A multimedia player package
- **Dropbox**: Cloud storage, file synchronization, and file hosting. I like 😊

Why is some software free?

Here are some of the common ways free software still makes money for a developer.

- **Donations**: The software is free, but users can donate money to support the developer.
- **Advertisements**: The developer is paid by other companies to place advertisements in the software or on its website.
- **Data mining**: The software collects information about users and sells this to advertisers or marketing researchers.

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- **Bundling other software:** Other software distributors pay the developer to bundle other programs with its software. This often includes malware.
- **Premium products or subscriptions:** The software itself is free, but the developer sells more advanced versions of the program or other programs.

8. What is a PDF file?

Adobe PDF files—short for **portable document format** files—one of the most used file types today. If you've ever downloaded a printable form or document from the Web, there's a good chance it was a PDF file. Whenever you see a file that ends with **.pdf**, that means it's a PDF file.

Why use PDF files? (*I send Pdf files to Heather for U3A newsletter & Bev for U3A webpage*)

Let's say you create a newsletter in Microsoft Word and share it as a **.docx file**, which is the default file format for Word documents. Unless everyone has Microsoft Word installed on their computers, there's no guarantee that they would be able to open and view the newsletter. And because Word documents are meant to be edited, there's a chance that some of the formatting and text in your document may be shifted around.

By contrast, PDF files are primarily meant for **viewing, not editing**. One reason they're so popular is that PDFs can **preserve document formatting**, which makes them more shareable and helps them to look the same on any device. Sharing the newsletter as a **PDF file** would help ensure everyone is able to view it as you intended.

Opening PDF files

Opening and viewing a PDF file is simple. Most modern web browsers will open PDF files **directly in your browser window** instead of downloading them to your computer. If your browser can't do this, it should prompt you to download the file instead.

If you need to view a PDF file just once, it's usually easiest to open it in your web browser. If you need to access the PDF later, you'll want to save a copy to your computer. This process will vary depending on your web browser.

Creating PDF files

There are several ways to create PDF files, but the method will largely depend on the device you're using. For example, if you're using Windows 10 you can go to the **Print dialog box**, then **select PDF from the list of printers** at the top. This allows you to create a PDF of anything you would normally be able to print, including documents, emails, and webpages.

If you're on a Mac, the Print dialog box has a PDF menu that allows you to save a file as a PDF.

On either Mac or PC, if you are using MS office you can select save as—and choose the pdf option this is my preference.

Another option is to use a **PDF converter** like Smallpdf, which is a free app that runs in your web browser.

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9. We looked at the Benalla Council Webpage and viewed a council meeting.

<https://www.benalla.vic.gov.au/Home>

scroll to the bottom of this page and click on live stream.

or just click on this link

<https://www.benalla.vic.gov.au/Your-Council/Councillor-Info-and-Council-Meetings/Council-Meeting-Information/Meeting-Schedule/Council-Meeting-Live-Stream>

Watch Council Meetings live or see previous Council Meetings [on our YouTube channel](#).

NB: During Covid, live streaming of funerals was popular. We also looked at some iView live streaming.

10. Next Session. Any suggestions? What I have planned-also see summary of sessions on U3A webpage-Enjoying the Internet.

We can look at some more favourite webpages.

TIP: Keep in mind what is available free of charge on the net, including links to international newspapers (<https://www.newspaperindex.com/>), I-view (<https://iview.abc.net.au/>), SBS on demand (<https://www.sbs.com.au/ondemand/>)