



West Auckland

**SeniorNet**  
Learning technology together.

67 Henderson Valley Road  
Auckland City 0612  
Ph: 09 8377600  
Email: [snwestakl@gmail.com](mailto:snwestakl@gmail.com)  
[www.seniornet-west-auckland.org.nz](http://www.seniornet-west-auckland.org.nz)



## *Newsletter January/February 2018*

### *From the Chair*

Hi Everyone

We hope you all had a great holiday time and are ready to face the new year.

We have some classes starting next month so please put your names down by phoning Pam, our Course Co-ordinator on (09) 827 2156, leave a message if necessary and she will get back to you. If the day or time does not suit please let us know so that we can try and organise an alternative next time. Please be aware that you must have your subscription paid up before you can do any classes.

There are still plenty of scams doing the rounds and they are getting more and more sophisticated so do be very careful when opening emails if you are not sure. Also be aware of phone calls that ask for computer information. One currently doing the rounds is offering chocolate bars, which has been strongly denied by the company concerned.

Our next Kelston meeting will be on the 20<sup>th</sup> February 2018 at 10.00 am. We will have a short AGM followed by a guest speaker – as yet unknown – then morning tea.

We look forward to seeing you there.

Regards

June  
Chairperson

Never let what you can't do stop you from doing what you can.  
You are never too old to set another goal or to dream another dream. (Aristotle)



## Greetings from the Tartan Tattler



### *Another New Year*

How many of you remember the turn of the century? Do you remember the threat we were warned about, that computer programmes would not be able to cope with changing the date over from 1999 to 2000? And then we found it was basically a non-event. Nowadays we carry a wee tiny computer in our pockets or handbags, our smartphones and iPhones. And we can do anything on them that we could do on our cumbersome PCs way back in 1999 or in 2000. Well the mobile phone I had then was a Nokia which I had to carry in my briefcase because it was too big to fit in my handbag, let alone my pocket.

Have you been receiving lots of emails offering you bitcoins, among many other unsavoury-sounding offers? My junk mail has let me down this week as this is the second day I've been bombarded with unwanted emails. Either that or I've been hacked. I'm looking into it! I've had several from banks, all the NZ banks, not just the two I have accounts with.

If you have been receiving unwanted emails **delete** them. **Do not** click onto any links, whatever you do. Delete, delete, delete.

You can enter keywords into this site <https://www.snopes.com> to check the veracity of any offers or whatever.

#### *WHY SENIORS NEED NEWSPAPERS*

I was visiting my son last night when I asked if I could borrow a newspaper. . .  
"This is the 21st century, Ma," he said. "We don't waste money on newspapers. Here, use my iPad."

I can tell you this. That fly never knew what hit him.

Don't take life too seriously. No-one gets out alive.

If you have an apple and I have an apple and we exchange apples then you and I will still each have one apple. But if you have an idea and I have an idea and we exchange these ideas, then each of us will have two ideas.  
- George Bernard Shaw

## *Monthly Meeting*

**Remember** our monthly meetings at Kelston Community Centre are held on the **3<sup>rd</sup> Tuesday of every month at 10 a.m.** Circle the days on your calendar; put it in your 2018 diary now!

The next meeting will be on Tuesday, **20 February, 2018**



*A Warm Westie Welcome to all our members  
for 2018*

Here are some classes to get you started for 2018.

Windows 10 – starts Wednesday 14 Feb, **afternoons** for 3 weeks

Windows 10 - starts Thursday 15 Feb, **mornings** for 3 weeks

Apple Mac Introduction – starts Thursday 15 Feb, afternoons for 3 weeks

Talk to your Phone/Google Earth workshop, TBA

Pam, Course Co-ordinator, can be contacted on 827 2156

## *Streamline your work flow*

It's a new year and as soon as the flush of summer is past I am sure you will all be thinking of the many things you want to use your computer for. You probably don't even think about the many repetitive actions you use when you're typing. Here are some of the most useful shortcuts and some new ones you can only use on Windows 10.

### General Windows Keyboard Shortcuts

Keyboard shortcut	Function
Win	Display or Hide the Start screen

Ctrl + Shift + Esc	Open the Task Manager
Win + M	Minimize all windows
Win + Shift + M	Restore minimized windows on the desktop
Win + R	Open the Run dialogue box
Win + F1	Open Windows Help and Support
Win + Up arrow	Maximize the desktop window
Win + Down arrow	Minimize the desktop window
Win + plus (“+”) or minus (“-“)	Zoom in or out using Magnifier
Win + L	Lock your PC or switch accounts.
Alt + F4	Close the active item or exit the active app
Alt + Enter	Display properties for the selected item
Control + C	Copy the selected item
Control + X	Cut the selected item
Control + V	Paste the selected item
Control + Y	Redo an action
Control + Z	Undo an action
F1	Display Help
F2	Rename the selected item
F3	Search for a file or folder

F4	Display the address bar list in the File Explorer
F5	Refresh the active window
F10	Activate the menu bar in the active app

## New shortcuts for Windows 10

Here are exclusive keyboard shortcuts designed for Windows 10. These are great time-savers for power users and multi-taskers who use multiple virtual desktops.

Keyboard shortcut	Function
Win + Q	Open Cortana for voice input
Win + S	Open Cortana for text input
Win + I	Open Windows settings pane
Win + A	Open Windows 10 Action Center
Win + X	Open Start button context menu
Win + Left	Snap active window to left
Win + Right	Snap active window to right
Win + Up	Snap active window to top of screen
Win + Down	Snap active window to bottom of screen
Win + Ctrl + D	Create a new virtual desktop
Win + Ctrl + Left	Cycle through desktops to the left
Win + Ctrl + Right	Cycle through desktops to the right
Win + Ctrl + F4	Close current desktop

Win + TAB	Access all desktops and apps in Task View
Win + PrtSc	Take a screenshot and save it to Pictures folder
Win + G	Open the Game DVR recorder
Win + Alt + G	Start recording current activity on screen
Win + Alt + R	Stop recording

### *Chromebooks, anyone?*

I've been asked what I know about Chromebooks. Not much really, so I did some reading. They seem to be very popular with schools and I think I know why. There are fewer security woes. All third-party software goes through Google first so it is highly unlikely that you'll get a virus, not only because you're using Linux but because if it is not in the Chrome Web Store, then it is not getting installed. While Browser extensions do have privacy issues, overall Chromebooks are safer than Windows machines; instant always-on security and no viruses.

Chromebooks start up, and update, instantly, significantly faster than Windows. Chromebooks seamlessly update in the background in the background, apply the update to a second partition, then switch the two, then reboot. Even when the system applies an update you don't have to wait any longer for it to restart, about 15 – 20 seconds compared to Windows PC which seem to take forever to install updates.

Setting up a new machine seems to be seamless as all settings are synced across devices (think about 15 minutes or so), which includes installed apps, extensions, icons, even your wallpaper. And you can control what gets synced and what doesn't.

Every webpage runs in a virtual sandbox, which means it is kept away from the rest of the system.

Every Chromebook comes with what is called Verified Boot, which verifies the integrity of the operating system every time you boot up. If anything is detected as corrupt or otherwise awry, it will automatically repair the system.

While Chromebooks would not be suitable for, say graphic designers or editors, I can now understand why they would be useful for school students, older people or just general use in the home.

### *How are you charging your smartphone?*

Here are a few dos and don'ts about battery charging I've read about recently.

The newer phones have lithium-ion batteries. Unlike the older nickel batteries which you had to drain completely, you should not drain your lithium battery to zero as this will diminish its capacity.

Maintain your battery charge level between 40 percent and 80 percent to get the most out of its lifespan.

Unplug your phone once it is fully charged. Holding a battery at 100 percent charge all the time places more stress on the battery which may also impact its overall lifespan.

Do not charge your smartphone overnight because this will diminish the battery capacity as batteries gradually lose their capacity with each charging cycle. Over a year this could mean you're charging the battery for three to four months!

If you have to store your phone for an extended period of time, keep the battery charged at fifty percent before turning it off for storage.

So, to squeeze more life out of your smartphone battery, wait till a certain percentage before plugging it in, unplug when it is fully charged, resist charging it overnight and always store it at fifty percent.

### *West Auckland Committee Members 2018*

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Chairperson	June Lay	833 8186	<a href="mailto:junelay@outlook.co.nz">junelay@outlook.co.nz</a>
Secretary	Janet Bailey	836 1964	<a href="mailto:jaanzb@gmail.com">jaanzb@gmail.com</a>
Tutor Co-ordinator			
Course Co-ordinator	Pam Smith	827 2156	<a href="mailto:melajoy@xtra.co.nz">melajoy@xtra.co.nz</a>
Hospitality	Terry Massey	838 6206	<a href="mailto:t.massey@xtra.co.nz">t.massey@xtra.co.nz</a>
Membership Secretary	Michaela Baxter	416 4173	<a href="mailto:michaela.baxter@xtra.co.nz">michaela.baxter@xtra.co.nz</a>
Treasurer & Speakers	Carol Sinkinson	817 9647	<a href="mailto:sinkys@xtra.co.nz">sinkys@xtra.co.nz</a>
Newsletter	Cathie Macleod	813 1001	<a href="mailto:catmac15@xtra.co.nz">catmac15@xtra.co.nz</a>
Committee member	David Elwood	836 0445	<a href="mailto:dgelwood@xtra.co.nz">dgelwood@xtra.co.nz</a>

Committee member	Joan Stroud	836 8770	<a href="mailto:joanlemming@xtra.co.nz">joanlemming@xtra.co.nz</a>
Committee member			
Committee member	Ruth Eichler	827 5529	<a href="mailto:ruth.eichler@orcon.net.nz">ruth.eichler@orcon.net.nz</a>
Web Master	Peter Culpan	834 5124	<a href="mailto:culp@paradise.net.nz">culp@paradise.net.nz</a>
Office Administrator	Sarah Wayman	818 8472	

**Disclaimer:**

Some of our Club members who have specialised computer knowledge voluntarily give help to those with computer problems and may also give advice about purchasing computers etc.

It is essential that members of SeniorNet are aware that such help and advice imposes no responsibility or liability either on those members who provide such help and assistance or on SeniorNet West Auckland Inc.

**Acknowledgement:**

We acknowledge the support of the major sponsor of our Learning Centre: **The Trusts Community Foundation (TTCF)**. Our main benefactor, assisting their local community.



We provide personalised IT support at your place or ours. Computers repaired, maintained and upgraded. Virus removal. Internet and email set up. Remote access computer support. System Security advice.

Phone: 833 3426 or 0274 737 742

20% off labour to SeniorNet members

Chris Ormandy is SNWA's new sponsor and technical support.



**Look after your friends. Make sure they're okay. Sometimes they are going through things that are really heavy, but they might not say it.**