



Computer Friendly

Computer training
using informal and friendly courses

Newsletter January 2019



www.cfsta.org
email: courses@cfsta.org

Baby it's cold outside

Stay warm with our latest newsletter!

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Computer Friendly – February/March 2019 Timetable



Ref	Course	Fees	Day	No. of sessions	Start	Times
St Albans						
<u>Fleetville Community Centre</u>						
	<u>Drops-Ins</u>	Free	Mon	Weekly	Ongoing	10:00 - 13:00
1055	<u>One-to-One Help Sessions</u>	Free	Mon	By Appt.	Ongoing	11:30 - 12:30
1044	<u>Finding Files & Photos</u>	£32	Thurs	4	21 Feb	10:00 - 12:00
1045	<u>Starting off with Android Tablets</u>	£20	Tues	4	12 Mar	10:00 - 12:00
1048	<u>Advanced Windows Workshop</u>	£10	Mon	1	04 Feb	14:00 - 16:00
<u>The Marlborough Science Academy</u>						
1049	<u>Word</u>	£48	Wed	6	13 Mar	19:00 – 21:00
<u>Marshalswick Baptist Church</u>						
	<u>Drops-Ins</u>	Free	Thurs	Weekly	Ongoing	13:30 - 16:30
1032	<u>One-to-One Help Sessions</u>	Free	Thurs	By Appt.	Ongoing	13:30 - 16:30
Flamstead						
<u>The Spotted Dog</u>						
	<u>Drops-Ins</u>	Free	1 st Wed	Monthly	Ongoing	10:00 - 13:00
Harpenden						
<u>The Skew Bridge</u>						
	<u>Drops-Ins</u>	Free	Tues	Weekly	Ongoing	10:00 - 13:00
1033	<u>One-to-One Help Sessions</u>	Free	Tues	By Appt.	Ongoing	11:30 - 12:30
1050	<u>Getting more from Android Tablets</u>	£30	Mon	5	11 Mar	14:00 - 16:00
1051	<u>Searching the Internet Workshop</u>	£10	Thurs	1	14 Mar	14:00 - 16:00
<u>Harpenden Library</u>						
1052	<u>Starting off with Apple iPads</u>	£20	Fri	4	22 Feb	13:00 - 15:00
<u>Harpenden Indoor Bowling Club</u>						
1053	<u>Excel</u>	£48	Tues	6	12 Mar	10:45 - 12:45
1054	<u>Publisher</u>	£32	Wed	3	06 Mar	10:45 - 12:45
'Click' on Course name or venue to see further details						
Please book early, as courses are very popular. Phone 020 3239 1559 - local rate.						
Mondays, Wednesdays and Fridays from 10:00am to 1:00pm only.						
You can leave an answerphone message at other times and one of the team will get back to you.						
Timetables are subject to change						

Computer Friendly – April/May 2019 Timetable



Ref	Course	Fees	Day	No. of sessions	Start	Times
St Albans						
<u>Fleetville Community Centre</u>						
	<u>Drops-Ins</u>	Free	Mon	Weekly	Ongoing	10:00 - 13:00
1056	<u>One-to-One Help Sessions</u>	Free	Mon	By Appt.	Ongoing	11:30 - 12:30
1057	<u>Starting off with Windows</u>	£20	Thurs	5	02 May	10:00 - 12:00
1059	<u>Social Media</u>	£40	To be confirmed			
1060	<u>Getting more from Android Tablets</u>	£30	Tues	5	23 Apr	10:00 - 12:00
1061	<u>Starting off with Apple iPads</u>	£20	To be confirmed			
<u>The Marlborough Science Academy</u>						
1062	<u>Further Word</u>	£40	Wed	5	24 Apr	19:00 – 21:00
<u>Marshalswick Baptist Church</u>						
	<u>Drops-Ins</u>	Free	Thurs	Weekly	Ongoing	13:30 - 16:30
1063	<u>One-to-One Help Sessions</u>	Free	Thurs	By Appt.	Ongoing	13:30 - 16:30
Flamstead						
<u>The Spotted Dog</u>						
	<u>Drops-Ins</u>	Free	1 st Wed	Monthly	Ongoing	10:00 - 13:00
Harpenden						
<u>The Skew Bridge</u>						
	<u>Drops-Ins</u>	Free	Tues	Weekly	Ongoing	10:00 - 13:00
1064	<u>One-to-One Help Sessions</u>	Free	Tues	By Appt.	Ongoing	11:30 - 12:30
1065	<u>Starting off with Android Tablets</u>	£20	Tues	4	23 Apr	14:00 - 16:00
1066	<u>Advanced Windows Workshop</u>	£10	Mon	1	13 May	14:00 - 16:00
<u>Bennet's Club*</u>						
1067	<u>Getting more from Apple iPads</u>	£30	Fri	5	03 May	14:00 - 16:00
<u>Harpenden Indoor Bowling Club</u>						
1068	<u>Further Excel</u>	£40	Tues	5	23 Apr	10:45 - 12:45
1069	<u>Digital Photography</u>	£40	To be confirmed			

*Bennet's Club is a new course venue situated at 21 Leyton Road, Harpenden AL5 2HU

'Click' on Course name or venue to see further details

Please book early, as courses are very popular. Phone 020 3239 1559 - local rate.

Mondays, Wednesdays and Fridays from 10:00am to 1:00pm only.

You can leave an answerphone message at other times and one of the team will get back to you.

Timetables are subject to change



A former Computer Friendly Chairman received an MBE at Buckingham Palace for his work helping the community.



Melvyn Teare, 68, who now lives in Yorkshire, lived in St Albans for 40 years and worked as a district councillor alongside running a charity and taking on a large number of community roles. He visited Buckingham Palace on Thursday, November 29 with his wife Heather and daughters Emma Skipp and Catherine Wright to receive his award from Prince William, Duke of Cambridge.

Melvyn said: "It was very much a surprise when it was announced back in June. Going up to Buckingham Palace was really the highlight of my life.

"We were informed as to how to bow and then we discovered that it was going to be Prince William. You never know which of the royals it's going to be that day. I was pleasantly surprised.

"He asked about Computer Friendly, the charity I ran for about 12 years, and we talked about various things as he shook my hand."

Computer Friendly offers IT training in both St Albans and Harpenden, helping around 1,000 people each year. As well as running the charity, during his time in St Albans Melvyn helped organise events for Scouts, was president of the Chamber of Commerce, and worked as city centre manager for four years, helping to set up the Sunday farmers' market which is still running to this day.

As district councillor, Melvyn was in charge of heritage and tourism, and was made an honorary alderman for his services to the council.

Melvyn was born in Yorkshire, and decided to move back up there four years ago after having throat cancer. He said: "We came up for a holiday and decided as a family to move back."

Belated congratulations to Melvyn; the booking team look forward to receiving a call from members of the Royal family!

David Forbes



Choosing an iPad



Nick Rich has been delivering iPad courses for Computer Friendly since they were invented! Here he focuses on:

Are you considering buying an iPad but not sure which one to choose?



First, let's get the terminology straight! An iPad is Apple's tablet computer. There is a wide choice of tablets, but only the iPad is made by Apple. Others are made by a variety of manufactures, e.g. Samsung, and typically use the Android system.

So, having decided it's an iPad for you, what are your choices? The first consideration is size. The iPad Mini has a 7.9 inch screen (measured diagonally) and costs £399; the iPad has a 9.7 inch screen and starts at £319; the iPad Pro comes in a 10.5 inch version starting at £619, an 11 inch version (£769) and a 12.9 inch model (£969) — but prices may have changed by the time you read this. You will have spotted that the 9.7" model is cheaper than the 7.9" one and this leads us to the next consideration:

Storage capacity

This is the space you have to store photos, video, apps, music etc. and is measured in gigabytes (GB). It's fixed (you can't add more later) so it's worth making sure you get it right. The iPad Mini 4 has a standard 128GB, whereas the iPad 9.7" starts at 32GB, hence the price discrepancy. So how much space do you need? Well.... it depends on what you want to store on the iPad. Large numbers of photos will use it up and video will use *lots* of it. Apps, documents, books, emails etc. use relatively little. Much of what you consume on the iPad will be via the internet (watching video, listening to music) so is "streamed" and *not* stored on the iPad. It's difficult to be definite about this, but unless you want to store lots of photos / video, 32GB is probably fine.

Try out the different sizes if you can (John Lewis is good) and think about what would suit you best. The Mini is great for portability, but you may find the screen a bit small for ease of use.

Your only other main decision is what colour to choose! For the full picture, go to the Apple web site here:

apple.com/uk/ipad

and remember, you may be able to beat Apple's price by shopping around, for instance at the time of writing, Amazon are selling the 9.7" 32GB model for £275.

If all this has left you confused, why not come along to one of our free drop-in centres (see web site) for a chat and demo - we have an iPad you can try out at Fleetville in St Albans and the Skew Bridge in Harpenden.

Finally, if you would like to get the most out of your iPad, we run two courses which may help:

Starting off with Apple iPad - for those new to the internet & email as well as the iPad.

Getting more from Apple iPad - for the fuller picture on what your iPad can do. It is assumed you have some experience with the internet and email, though you may be new to the iPad.

Please see our website or newsletter for details of dates and venues.

Nick Rich

In Next month's newsletter, Nick will answer the question:

Are you wondering whether you should update your iPad software and if so how?



Pop-up windows – what are they all about then?



So you are doing whatever you are doing, using your new-found Computer Friendly skills when suddenly, something appears on your screen. Chris Blandford looks at Pop-Ups.

Pop-up windows – what are they all about then?

Do you get confused about what to do when things pop-up unexpectedly onto your screen, affecting your concentration and interrupting your work? Perhaps they use jargon which you don't understand yet (come onto a course or go to a Drop-in for jargon explanations)



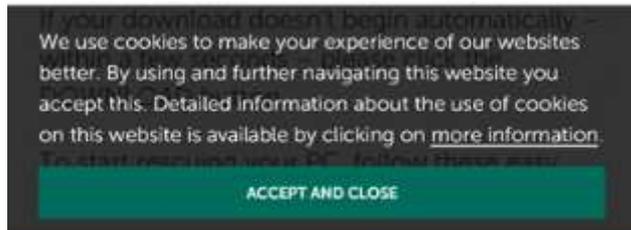
Well, there are so many pop-ups possible – this article cannot do them all justice. But let's examine a few common ones. Here we show some from Windows 10 and its Edge web browser.

Internet web browsing – cookies – good or bad?

Cookies are small pieces of data stored on your computer, that help web sites to track your interests, where you go on a website and how you like to do things on that website, so good — right? Well some people don't like the idea and do their best to remove cookies and / or avoid them.



When you first visit a web site you see something like this sometimes at the



top, bottom or slapped right in the middle of the web page:

You actually have little choice here but to accept this pop-up message, it's the only way to close it! Some web sites give you more details about why

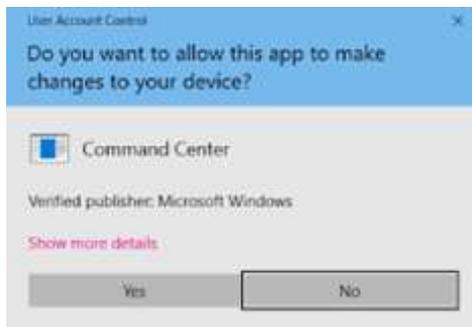
they like you to accept their cookies (the one above gives you a 'more information' link to click). I have met one or two where you can Decline cookies but continue to use the website, but many don't let you do anything unless you accept – you have little choice but to Accept if you actually want to visit that site! If you don't want to, just click the X top right in your web browser tab to quit.

Internet browsing and see Run – Save – Cancel?



Somehow you've had an internet download start to happen. If you didn't start this yourself it could be very dangerous, so Cancel it if you can. If you clicked Run, that may be bad news but there is time to recover the situation if you are speedy - just click the X top right in your web browser tab to quit.





If you were not speedy enough and it did actually start to run, you might see this from the Windows security system:

To stop any danger always click No. That way you can consider what may have happened. Unfortunately, if the download was a malicious one and you didn't manage to stop it running, something bad might have happened.

Hopefully your anti-virus or anti-malware protection will help you by stopping anything awful happening. Otherwise perhaps you might want to consult with us at a Drop-In but remember to give us as many facts as possible! Dates, times, web sites, messages and what you were trying to do all help!

Internet browsing — download coming!

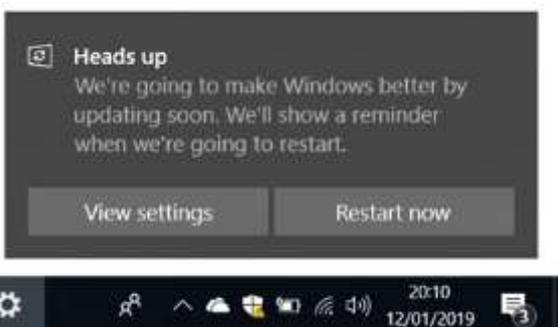


So you might have visited a web site and clicked on a link. Perhaps an online bank statement or a utility bill? Well, it takes time to get it from your bank or utility company web site to your PC — not usually as long as the postal service! But the speed depends on many factors, so you may see something like the above in your web browser. If you did not ask for anything to be downloaded, you might consider to Cancel it. But if you did want to see that statement or bill, you simply need to wait for this to complete – helpfully it shows you a percentage indication of progress and an estimate of how much longer you might need to drink your tea before seeing it!

Usually with a bank statement or bill it will then open up on the screen in its full glory; if it does not then you have some hunting to do... we can show you how at a Drop-In or come to the 'Getting More from' courses and learn this and a lot more!

Windows Updates are lovely aren't they?

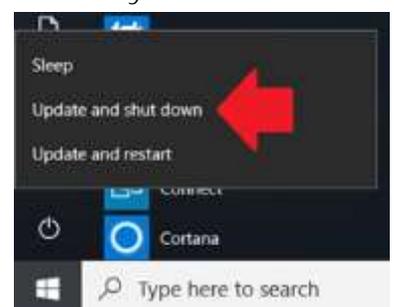
So you are toiling away at your PC – it's been going awfully slowly – and suddenly this shows itself in the bottom right corner, near the date and time. Well you were not expecting it were you? Windows wants to know when you would be so kind as to let it update your PC. There are lots of setting you can use to control this: Settings – Update & Security – Windows Update – ask at a Drop-In if you are unsure!



When you shut down, you did notice this didn't you?

Yes, it says Update and shut down so now you must wait

and not turn off your PC otherwise bad things could happen to it! So please wait until it really has shut down and the power light is finally off!



Restarted and you see this – **what does ‘configuring’ mean? Help!**



So you allowed Windows to update or it decided you were never going to let it and it overrode your wishes (naughty Windows... go and sit on that step!) and now you must wait a little longer for it to complete the updating operation. Some things it can update while shutting down, but others such as changing the ‘configuration’ can only happen when the PC has not been in use, which means only at start up. Hopefully this won’t take long but

please do as instructed and **don’t interrupt it by turning off the power** as more bad things can be the end result.

We hope that this article has illustrated some of the pop-up messages which you have seen. If you haven’t seen these, let us know what is bothering you. Send us an email or simply Drop-in!

Chris Blandford



Screen Time



At the recent Coffee Morning something interesting came up. We are hearing a lot about the effects of excessive screen time on children. Various studies have looked into how long children spend on phones, tablets and PCs.

According to Common Sense Media, teens spend an average of nine hours a day online compared to about six hours for those aged eight to 12 and 50 minutes for kids between 0 and eight.

That seems a lot. But a study from Oxford University suggests that the amount of time children spend on devices has little effect on how long they sleep,

It runs counter to previous research that suggested excessive screen time was linked to children failing to get sufficient rest.

The survey concluded that the relationship between sleep and screen use in children was "extremely modest".

On holiday, many of us will have observed children walking past magnificent Cathedrals with their heads down; missing amazing views in the mountains while they Face-Timed; walking in silence down the street with friends, texting other, so-called, friends.

In restaurants, a whole table engrossed on their devices whilst the meal is prepared – sometimes even while it is eaten.

What can the more mature phone, tablet or laptop user do about this? We decided the best thing was to set a good example. Show that we understand how amazing the Internet can be, showing us stuff we only dreamt of a few years ago. Demonstrate we know how to use email, Skype etc. Then put the machines away and Talk. Look. Smell. Feel. Listen. Engage....

What do you think? Email me at david.forbes@computerfriendly.org.uk if you have experiences, good and bad, of the use of devices.



David Forbes