

Helpful information for everyone

XP support has ended - what should you do?

1. Replace Microsoft Security Essentials with Avast, AVG, ...
2. Replace Internet Explorer with Firefox, Chrome, ... (IE 8 is no longer supported)
3. Be sure you've got the latest Windows updates

If you buy a new Windows laptop, desktop, or tablet, you can move your Windows XP stuff to the new device with Laplink, a free data migration program that will walk you through all the steps to getting your files, settings, and user profiles transferred.

<http://www.microsoft.com/windows/en-us/xp/transfer-your-data.aspx>

Updates What are they? - They are corrections or additions to your current program to make it work properly, make it more secure, add functionality.

Which ones should I allow? -

- Your anti-virus program and operating system should automatically update, but may ask for approval.
- Other programs that you use may automatically update or ask permission.
- Don't allow any for programs you don't recognize.
- When asked to allow, they should show the company name, and their security certificate should be approved by the certifying authority.

Why do they sometimes ask to restart the computer? - That means they have to do some internal bookkeeping in the computer to get the changes to work.

In the Update Window, found through the Control Panel, you can click on View update history to verify that the updates were installed.

Pin to the task bar When running a program in Windows 7 or 8, it will have a button on the Task Bar. Right click on it and click on Pin to the Task Bar in the menu that comes up.

Connecting to the PON Erickson gave you an envelope for the DAS/PON with your WiFi ID and password. Keep it where you will easily find it when needed.

The Erickson help desk phone number is 1-800-677-0211 for free help with telephone and WiFi problems. You will be charged if they have to come to your unit and it is not their equipment causing the problem.

A common problem If you hold your finger down on the left mouse button unintentionally while looking in the file directories, the result may be a missing file when you later look for it. You dragged and dropped the file into another folder. So, look in nearby folders in the directory that contained the missing file, and you may find it.

Organizing your Files The file system set up in all versions of Windows looks the same. It's analogous to a file cabinet with several drawers that you put folders in that contain folders and sheets of paper.

- The "cabinet" is called a hard drive named drive C:.
- Three drawers in this "cabinet" come with the operating system. They are named: Documents, Music, Pictures.
- The folders are created by you to keep things together that have a common connection (tax information would be placed in a folder named Taxes).
- The sheets of paper are called files and contain your information, whether it be tax data, songs, photos, etc.
- Further, other folders can be placed in the folders such as a separate folder for each tax year can be placed in your Taxes folder.

This orderly file system makes it easy to find things.

The Presentation

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http://www.microsoft.com/windows/en-us/xp/pcs-and-offers.aspx?ocid=XPEOS_O_WOL_NULL_NULL
[Windows PCs & offers - Microsoft Windows](#)



Windows PCs & offers - Microsoft Windows

Today's PCs cost a third less than what Windows XP computers cost in 2002. Check out the new Windows PCs available - thinner, lighter, & faster ...

View on www.microsoft.com

Preview by Yahoo

[Windows PCs & offers - Microsoft Windows](#)

New Windows PCs are thinner, lighter, faster, more powerful, and have longer battery life than Windows XP computers. And many of them also have touchscreens. Here's a glimpse at the types of PCs available.



• **A tablet and a laptop in one**
2 in 1s starting at \$279

With a keyboard that can detach you have the mobility of a tablet and productivity of a laptop.



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As powerful as a desktop

Laptops starting at \$249

Thinner and lighter, today's laptops offer great battery life and speed.

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A desktop without the tower

All-in-ones starting at \$500

Enjoy a large, touchscreen display, speed, and storage with a PC and monitor in one.

How do I move all my Windows XP stuff to a new PC?

You can move your Windows XP stuff with Laplink, a free data migration solution that will walk you through all the steps to getting your files, settings, and user profiles from your Windows XP PC to your new Windows laptop, desktop, or tablet. (Note that you will need your Windows XP PC to migrate your data, and you can only migrate to a PC running Windows 7, Windows 8, or Windows 8.1.)

MS Easy Transfer is another free migration program from Mocosoft.

Updates What are they? - They are corrections or additions to your current program to make it work properly, make it more secure, add functionality.

Which ones should I allow? -

- Your anti-virus program should automatically update, usually daily, in order to handle new viruses. You may be asked to approve a new version or agreement.
- Your operating system should automatically update, but may ask for approval.
- Other programs that you use, such as browsers (Chrome, Firefox), Adobe, Open Office, etc. may automatically update or ask permission.
- Don't allow any for programs you don't recognize.
- When asked to allow, they should show the company name and their security certificate should be approved by the certifying authority.

Why do they sometimes ask to restart the computer? - That means they have to do some internal bookkeeping in the computer to get the changes to work.

How do you update your operating system? - In Windows 8, use the search charm (the magnifying glass), in older systems click on Start and then on Control panel. Click on Windows Update (or other Update designation), or get to update under words like System or Status. Once you get to the Update Window, you should set it to automatically update, if not already set that way. To check for Updates, click on Update or Check for Updates or ... When presented with a choice of Important or Optional updates, install the important ones. If you see optional ones that apply to programs you use, select and install them too.

How do you know the updates have been installed? - You should get a message saying they were successfully installed. You can click on View update history to verify that the updates were installed. You will also see all the automatically installed and failed updates. Advanced users can attempt to install failed updates.

How do you check for updates for other programs? - Start with the Help for that program.

Windows 8 How do you place program short cuts on the Task Bar? When running the program it will have a button on the Task Bar. Right click on it and click on Pin to the Task Bar in the menu that comes up.

In Windows 7 you would click on the start button and find the program name in the menu that appears. You would then right click on the program name, and click on Pin to Taskbar.

On XP you could right click on the program name and click on Send to Desktop. That would create an icon on the Desktop. You could then drag that to the Quick launch part of the Task Bar at its left hand side. If Quick launch isn't showing, right click on the Task Bar and click on Quick launch.

Connecting to the PON

Keep the envelope that Erickson gave you for the DAS/PON. It had the booklets in it for the telephone and WiFi, the help desk phone number, and your WiFi ID and password. You may have to refer to it from time to time, so keep it where you will easily find it when needed.

Bill Raymond has been holding classes to help residents to better understand the new WiFi system, so they can help themselves and neighbors when problems arise. The Erickson help desk phone number is 1-800-677-0211 for free help with telephone and WiFi problems. You will be charged if they have to come to your unit and it is not their equipment causing the problem.

Copy and Paste – We repeat this a lot because it is so useful and people keep asking for it. The easiest way is to:

- 1) Select what you want to copy by placing the cursor at the start of the selection, then holding the left mouse button down while moving the cursor to the end of the selection, and releasing the mouse button.
- 2) Place the cursor on the selection and click the right mouse button. Left click on the word copy in the menu that appears.
- 3) Place the cursor where you want to paste the selection and click the right mouse button. Left click on the word paste in the menu that appears.

A common problem

Many people have done this (including me); held their finger down on the left mouse button unintentionally while looking in the file directories. The result is a missing file when you later look for it. What happened: You pressed the left mouse button down when the cursor was on the file, the file then got dragged as the cursor moved, you released the button when the cursor was above a folder, and the file got moved into that folder. A nice Windows feature, if that is what you wanted to do, but frustration when your file goes missing. So, look in nearby folders in the directory that contained the missing file, and you may find it. Otherwise look in the Recycle Bin, in case it was accidentally deleted.

Likewise, people (including me) have tried to move a file to a folder, and accidentally dropped it in the wrong folder. Usually it's one of the adjacent folders, so look there first. Other times it's a folder with a similar name or meaning, so try there next.

Organizing your Files

The file system set up in all versions of Windows is very similar. It's analogous to a file cabinet with several drawers that you put folders in that contain folders and sheets of paper.

- The “cabinet” is called a hard drive named drive C:.
- The drawers in this “cabinet” come with the original operating system (XP, Windows 7 ...) named Documents, Music, Pictures.
- The folders are created by you to keep things together that have a common connection (tax information would be placed in a folder named Taxes).
- The sheets of paper are called files and contain your information, whether it be tax data, songs, photos, etc.
- Further, other folders can be placed in the folders such as a separate folder for each tax year can be placed in your Taxes folder.

This orderly file system makes it easy to find things.

The hard drive stores your data even after power is removed. If you don't store (save) your data on the hard drive and power fails, or you turn off your computer without saving your data, the data is lost (Some programs, like Microsoft Word, will automatically save a recovery copy every few minutes to avoid losing new data due a power loss. It notifies you the next time you start up the program.).

Saving a file over-writes the old file, so be careful, you lose what you had before. If you've changed a lot, maybe you should save your latest work using “save as” to create a different version (just add a 2 to the file name to create a second version).

You can move folders and files in and out of folders via cut and paste or by drag and drop. Deleting files places them into the recycle bin. You can recover folders and files from the recycle bin (restore), or remove them from the file system (delete). Be sure you know where the file/folder will go when you restore, or you will have to search for it.