LACS Basics & Beyond SIG
Internet – email – Basics

- **Meeting Topics**
  - **To Pin or not to Pin? And Creating Shortcuts**
  - **Google Maps / GPS on Smartphones /**
  - **WAZE on Smartphones**
  - **Online Scams and the FTC**

- **Break, then 2nd Hour**
  - Beginner / Novice Q & A, Tips
  - Meeting End Topics

cams

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1

Basics - Power

- Electrical equipment is delicate and needs to be handled with care.

- More is going on than is immediately apparent. Dozens of background programs may be running. Changing the power status can damage hardware and software. If a program is saving something to a hard drive and the power goes off, that data is lost.

Basics – Power - 2

- The entire file or backup may be seriously damaged.
- Be careful, and do not "help" until you learn to handle computers correctly.
- Always close Windows first and let it finish whatever it wants to do – including installing updates – before you turn off power.

To Pin or not to Pin?

- **Pinned Items and shortcuts allow you to:**
  - *Keep often used documents, programs, website links, folders, etc. in an easy to remember and accessible location*
    - *Items can be pinned to:*
      - *Start Menu*
      - *Task Bar (shown below)*

Pinning to the Task Bar
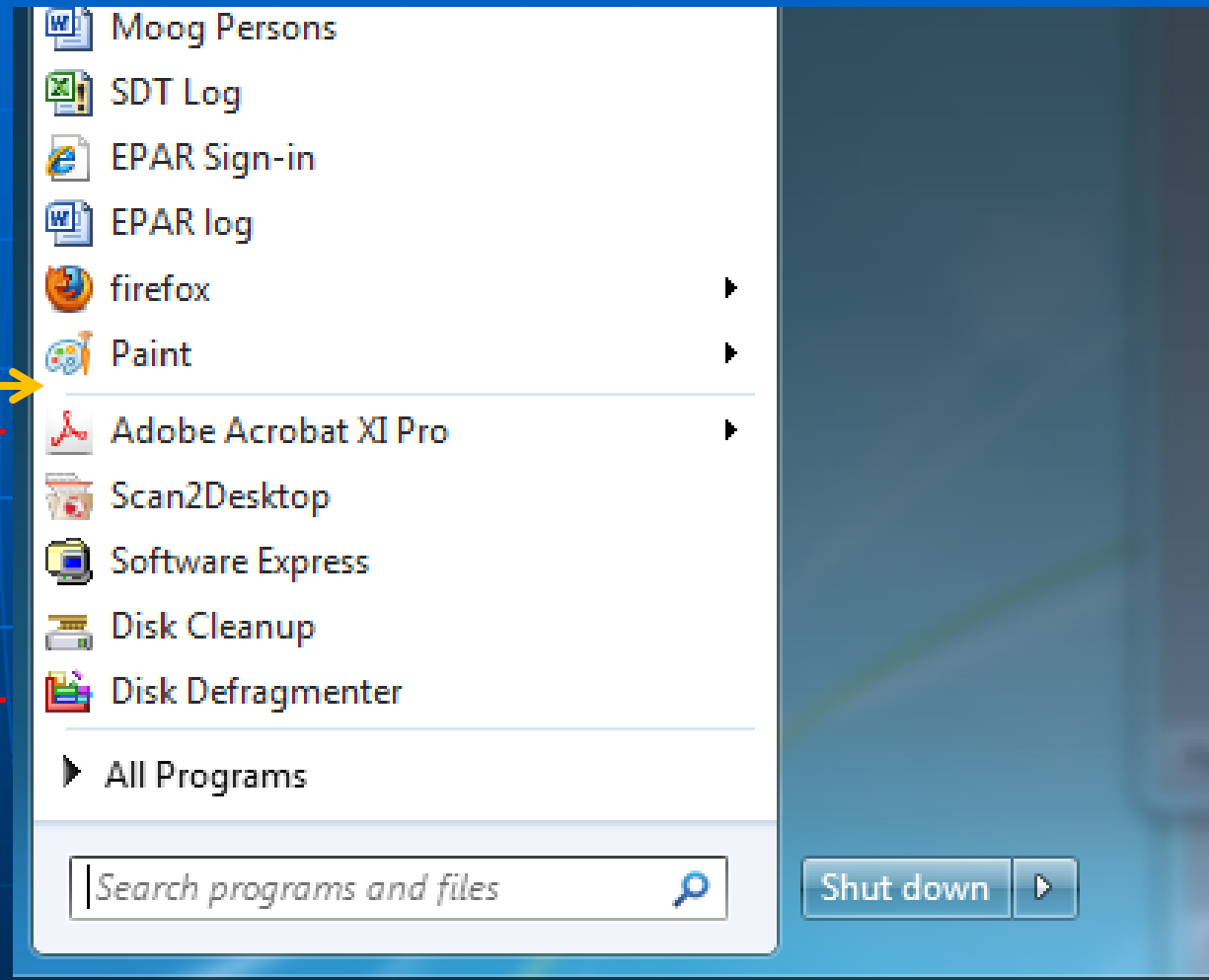

3 Programs and a Folder Pinned to Taskbar (Windows 7)

Are these 3 Programs Pinned or Not Pinned?

Pinning Documents, Programs, Folders to Start Menu

4 Documents + 2 Programs Pinned to Start Menu

Dividing Line
(Barely Visible)

Frequently used Programs
(these are chosen by Windows 7)
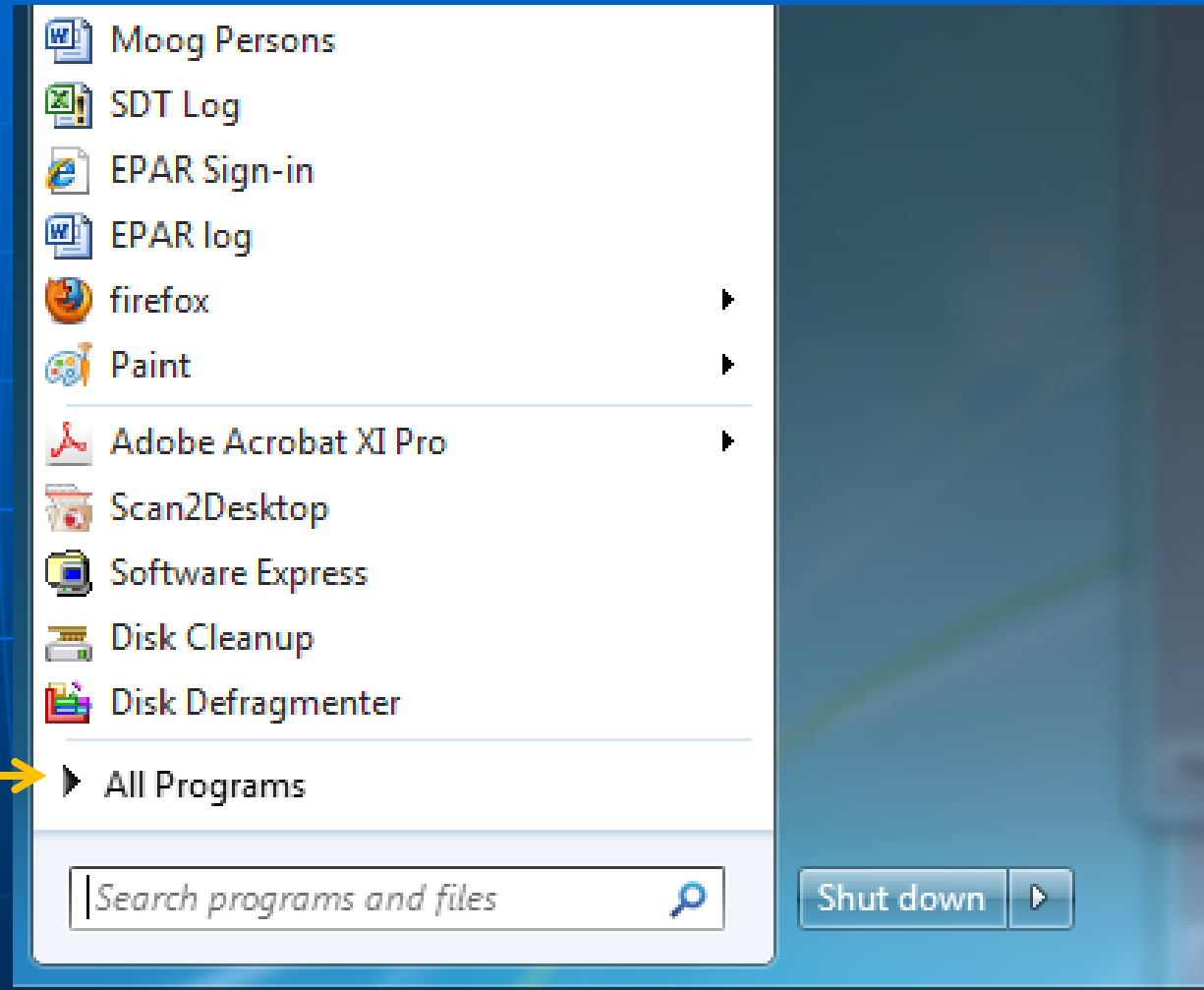

Moog Persons
SDT Log
EPAR Sign-in
EPAR log
firefox ▶
Paint ▶
Adobe Acrobat XI Pro ▶
Scan2Desktop
Software Express
Disk Cleanup
Disk Defragmenter

▶ All Programs

Search programs and files 🔍

Shut down ▶

Start Menu (Windows 7)

Pinning Programs to Start Menu

How were these 2 programs pinned to Start Menu?

Answer:
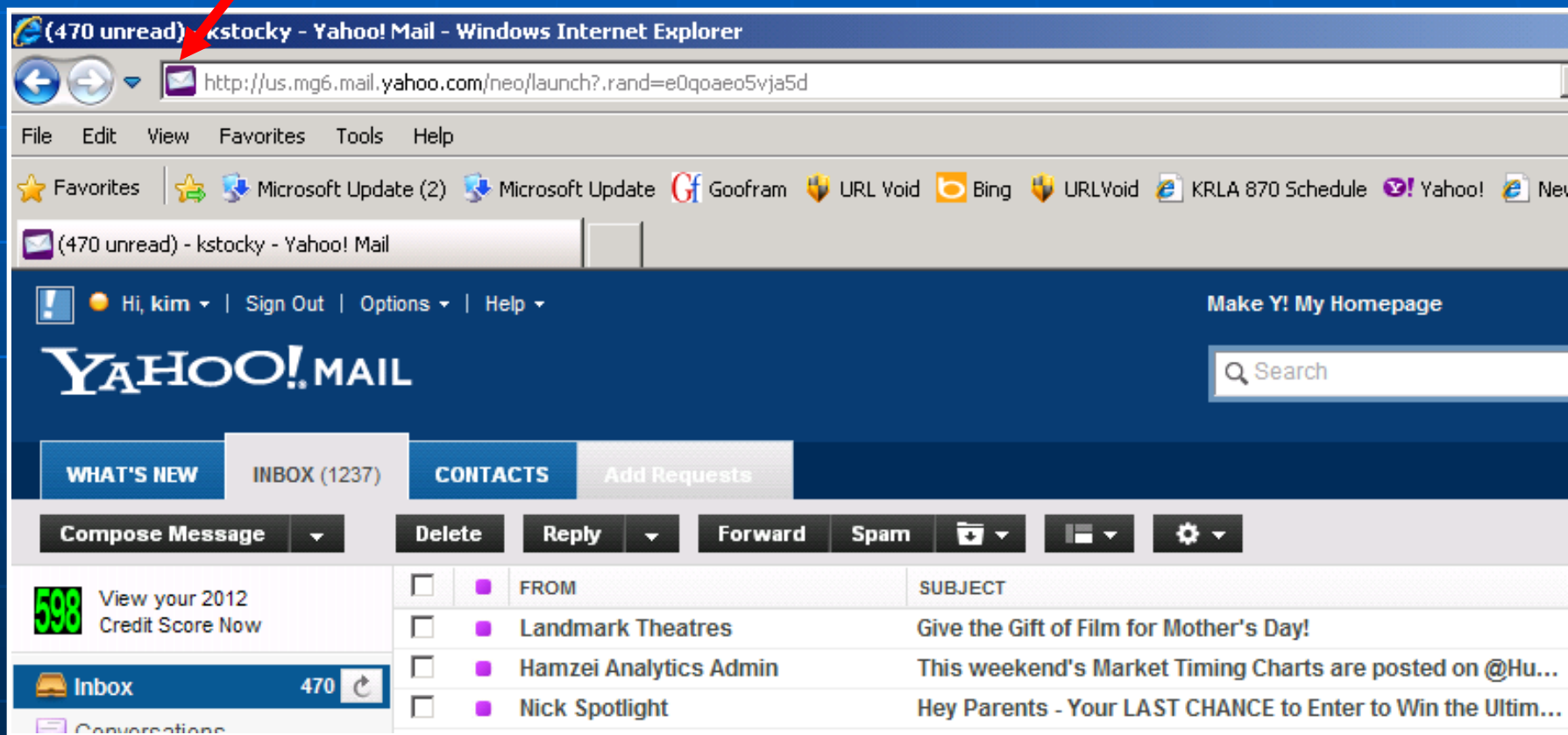
Start Menu> All Programs> R Click on Program> Choose "Pin to Start Menu"

📄	Moog Persons
📊	SDT Log
🌐	EPAR Sign-in
📄	EPAR log
🦊	firefox ▸
🎨	Paint ▸
📕	Adobe Acrobat XI Pro ▸
🗂️	Scan2Desktop
💻	Software Express
💾	Disk Cleanup
📊	Disk Defragmenter
▸	All Programs

Search programs and files 🔍

Shut down ▸

Start Menu (Windows 7)

Create a Desktop Icon to Double Click that takes you to a Website

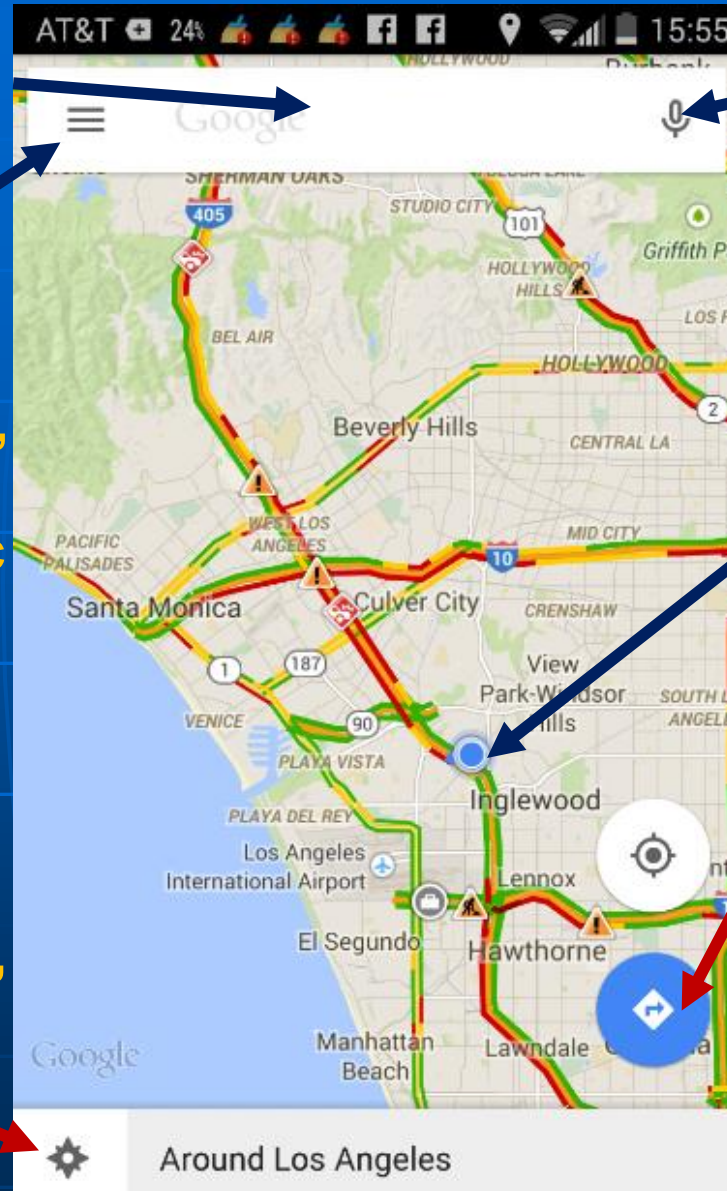**Icon at Left of Address. Left Click and drag icon to Desktop**

And this also works with....

Create a Desktop Icon to Double Click that takes you to a Folder in Your Computer

Icon at Left of Folder Address.
Left Click and drag icon to Desktop
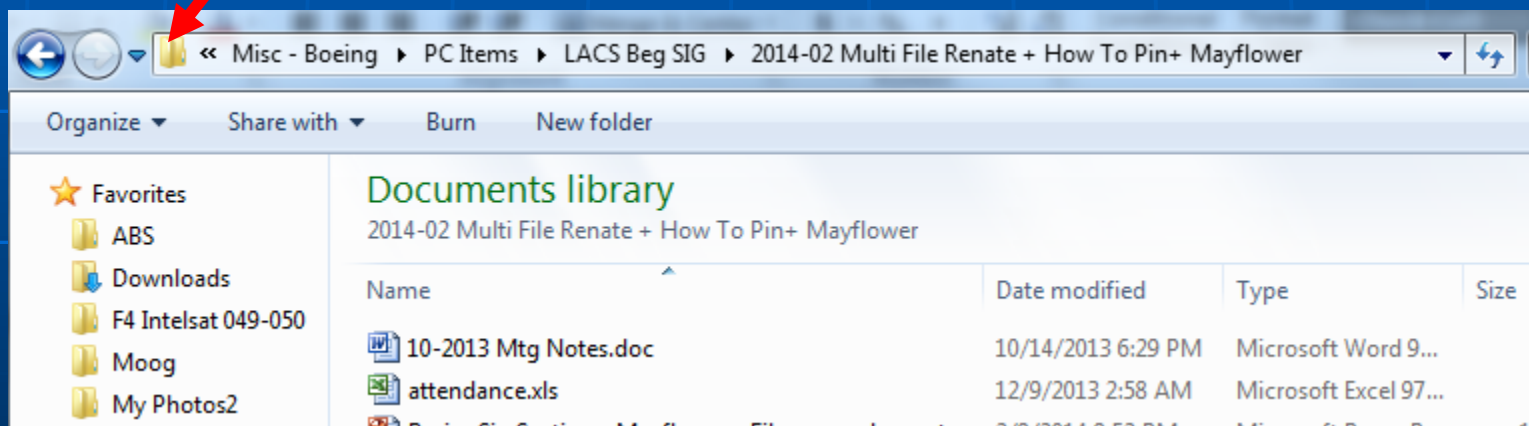
Smartphone Google Maps and GPS

Enter an address to navigate to

Click to enter main menu to access Settings, Help, Tips, Entering Home and Work Locations, etc

Click to "Explore Around You" and Google will suggest nearby restaurants, parks, museums

Click microphone to Enter Voice Commands, such as "Navigate to Home."
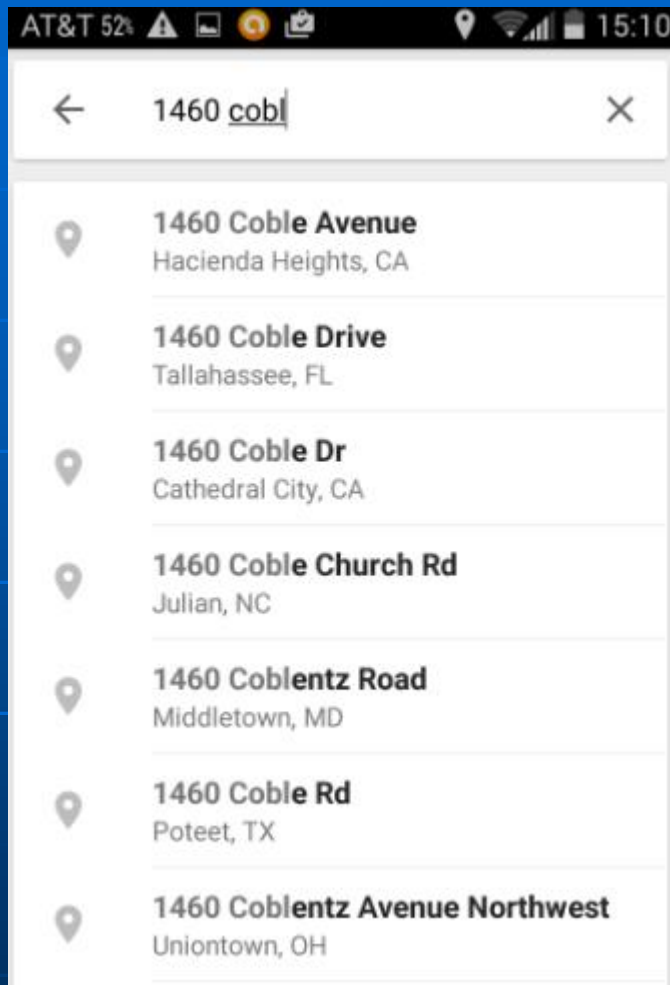
Blue dot shows your present location

Click to view recent destinations navigated to.
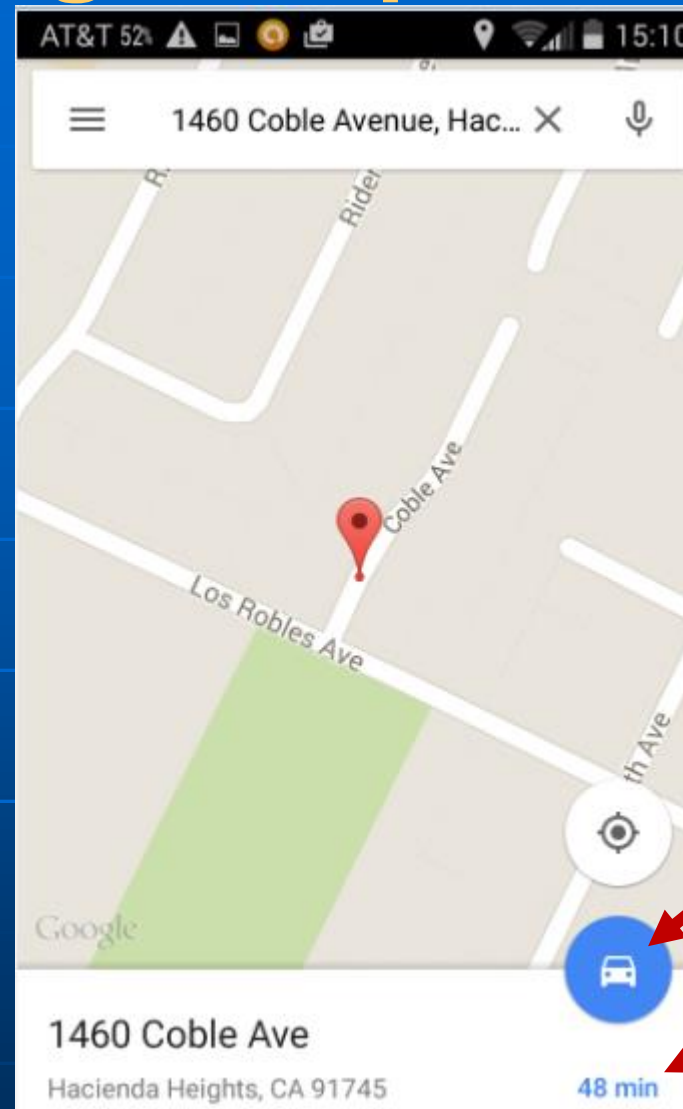
Traffic Colors:

— **Fast**

— **Medium**

— **Slow**

Google Maps Logon Screen

Smartphone Google Maps and GPS

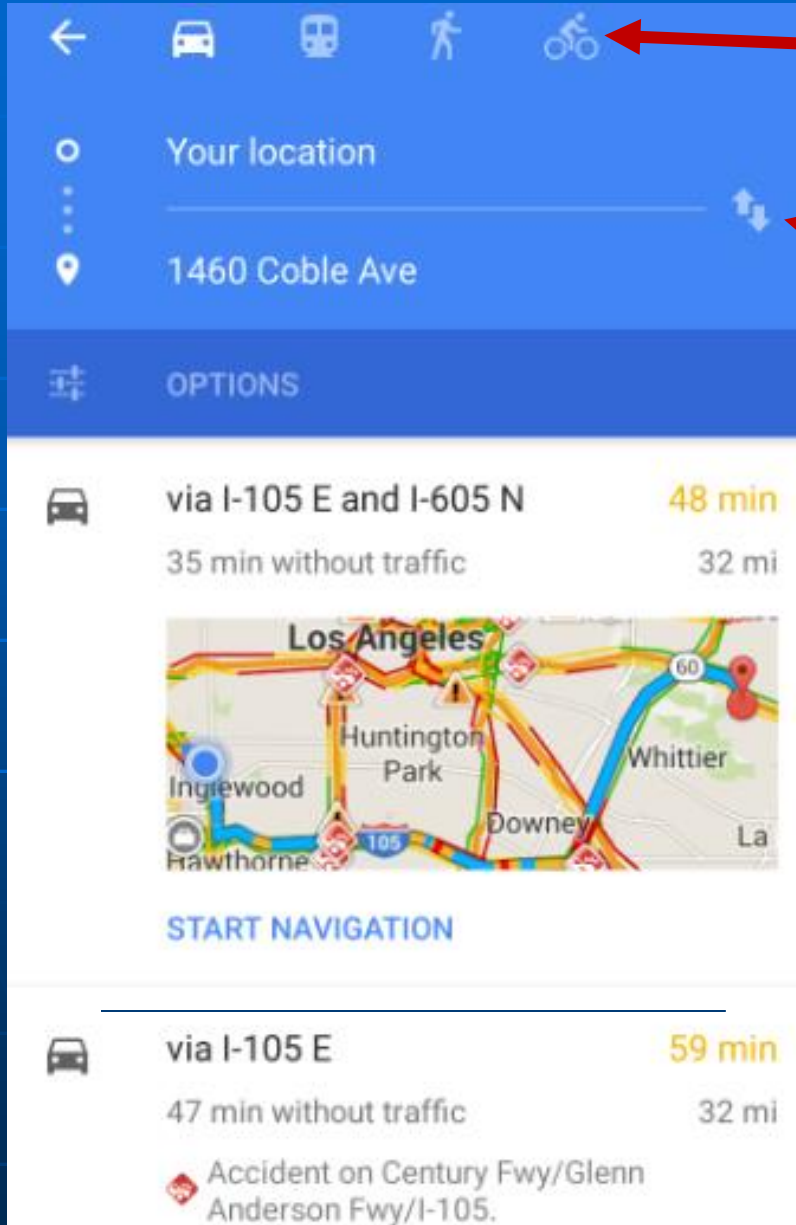**As you type an address, Google will guess the full address**

Click Blue button to start navigation

ETA

Choose the address you want, and Google shows map location and estimated time arrival (ETA).
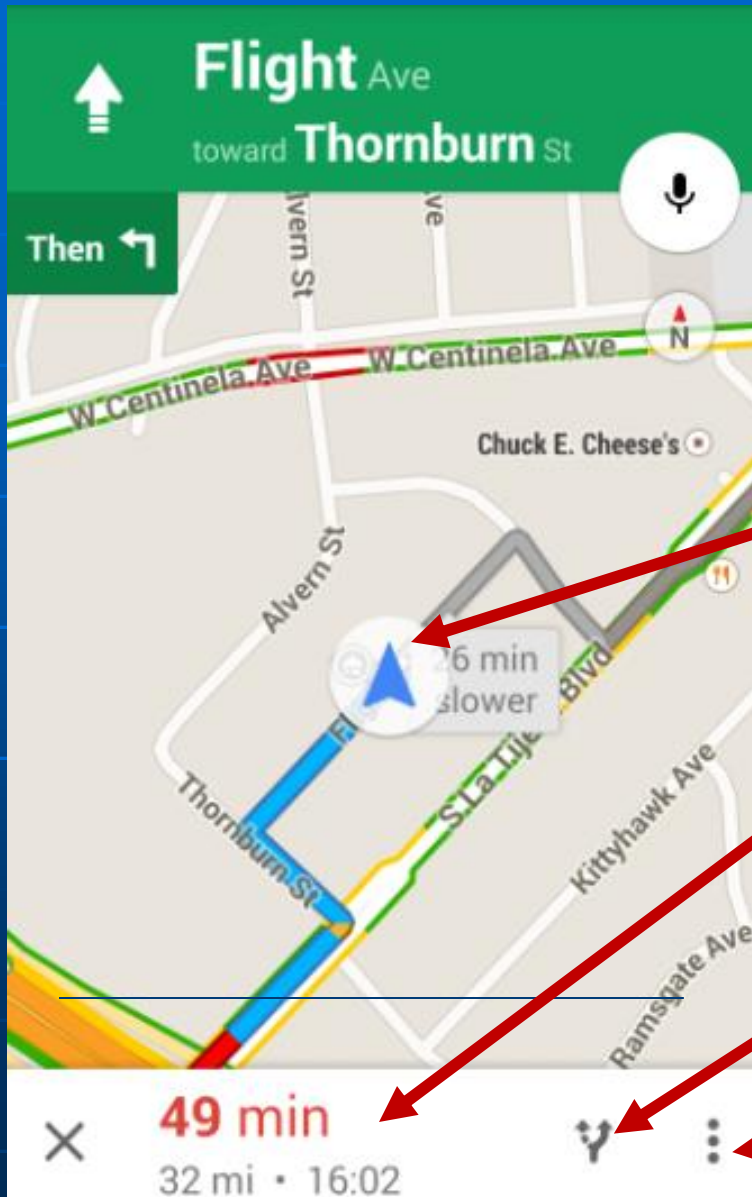
11

Smartphone Google Maps and GPS

Click icons to navigate by car (default), public transportation, walking, or bicycle

Click arrows to navigate in reverse direction

Two routing options shown, one is 48 minutes under present traffic conditions, the other 59 minutes. Choose the 48 minute option….

Smartphone Google Maps and GPS

After selecting your route option, the blue lines will show your route direction from present location. Verbal directions also begin.
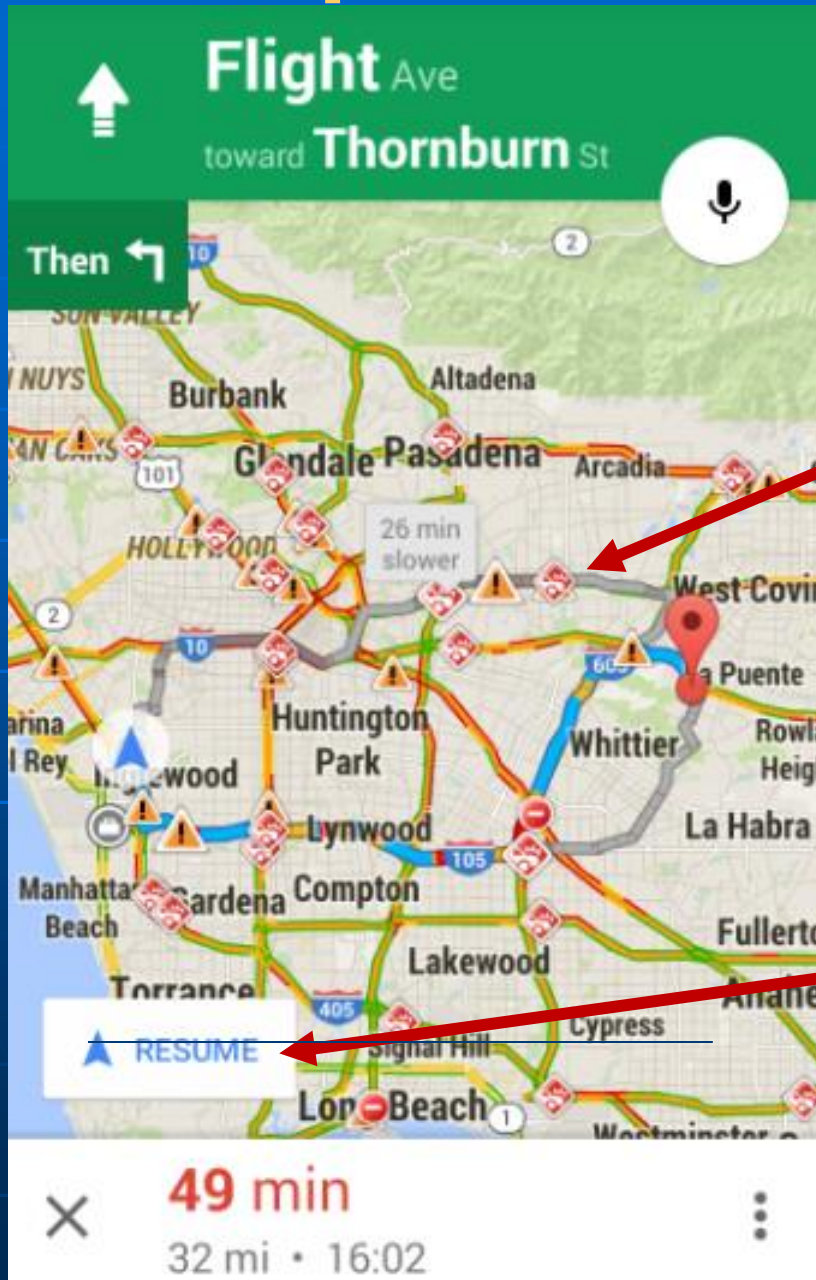
Present Location

49 minute trip duration based on present traffic, ETA 16:02 p.m.

Click to choose a different routing option…

Click for menu to silence voice directions or get to Settings

13

Smartphone Google Maps and GPS

Showing different routing options

The route shown by the gray line is shorter; however based on present traffic conditions, is 26 minutes slower.

If you press the gray line, Google will re-route you on that route.

Click "Resume" to return to your original route

Smartphone Google Maps and GPS

- Support:
  - Google Maps overview online:
    - https://support.google.com/gmm/answer/3131595?hl=en
  - YouTube Introduction video by Google
    - https://www.youtube.com/watch?v=mUR08cdIhTQ
  - In Google Search enter "using google maps on android"

WAZE

- Purpose – Traffic Navigation & Tips
- Price – Free at App Store Including Windows for their cell phones.
- Website: www.waze.com
- Your smartphone needs to be GPS locatable (a setting) and you turn it on and input your destination. Then it runs while you drive.

Online Government Scams

U.S. Federal Trade Comission (FTC) Website (www.consumer.ftc.gov)

Click "Scam Alerts"

FTC Scam Alerts

⚠ SCAM ALERTS

what to know and do about scams in the news

Crooks use clever schemes to defraud millions of people every year. They often combine sophisticated technology with age-old tricks to get people to send money or give out personal information. They add new twists to old schemes and pressure people to make important decisions on the spot. One thing that never changes: they follow the headlines — and the money.

Stay a step ahead with the latest info and practical tips from the nation's consumer protection agency. Browse FTC scam alerts by topic or by most recent.

Most Recent Scam Alerts

Stand up to fake debt collectors
April 10, 2015

Unlocking the code
April 3, 2015

The FTC didn't send that sweepstakes letter
April 2, 2015

Scammers play name game and get caught
March 27, 2015

An invoice today gets the doctor to pay

✉ Get Scam Alerts by Email

Browse Scams by Topic

Cars

Charity

Credit & Loan Offers

Debt Relief

Recent Scam Alerts

Browse Scams by Topic