



Computer Manual 2021

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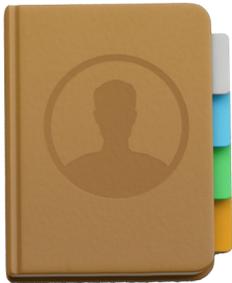
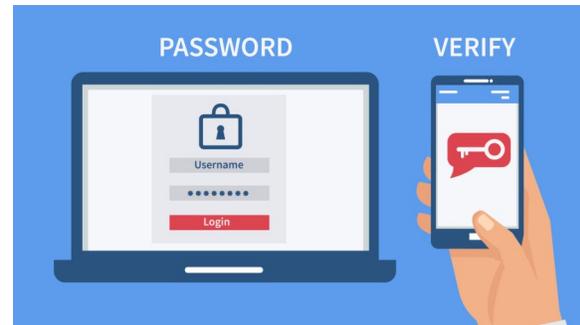
Update your software!!

Security



2-factor authentication

- Pops up after password
- Just like ATM
- Extremely secure



- Password:** Longer & more complex
- Passcode:** Usually just numbers. May not need to remember
- PIN:** Usually just numbers. Do need to remember



Become able to spot:

- Phishing emails
- Scareware
- Scam phone calls

This requires **training and vigilance** on your part

There is no software to stop phishing or scams

Browsers

<https://www.website.com>



Firefox



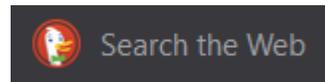
Chrome



Edge

1) Know the **address bar**: <https://www.website.com>

- Not the same as the search bar
- Be able to assess search results



2) **Bookmarks**

- Know how to add and access bookmarks
- Sadly, different for each browser 🙄



3) **Browser hijacks**

- Know when your browser has been compromised
- (On a PC) Clean with Ccleaner and AdwCleaner



Email



1) Webmail vs. using an email 'client'

- Webmail: Using a browser for email
- Email client: Using a program like Outlook for email

2) Spam vs. junk email

- Spam is unsolicited, oddball, and casts a wide net
- Junk email is something you signed up for. Useless newsletters, ads, and promotions that come with signing up on any Website

3) Phishing emails

- Usually very obvious if you know the signs
- Can usually be deleted and then forgotten about
- Watch for the words "kindly" and "regards" along with other grammar oddities



Printing



Laser:

- Built to last
- More \$\$\$ up front
- Better ROI within 2 years
- Fewer problems such as paper jams



Ink-jet:

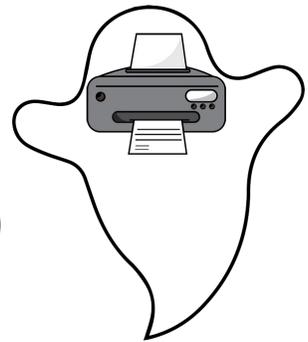
- Built to last 2.5 - 4 years
- May wear out faster the less you use it
- 15% failure rate out of the box

1) Deleting and then re-adding a printer

- Solves many printing problems
- Not as scary as it sounds

2) Default printer and 'phantom' printers

- Set (and know) your default printer
- Get rid of 'phantom' printers (Print to PDF, Fax) along with printers you don't have anymore

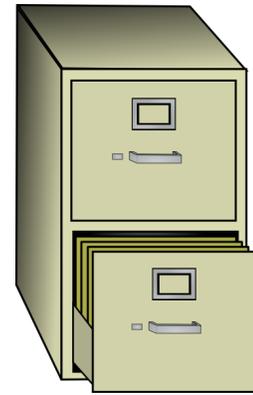
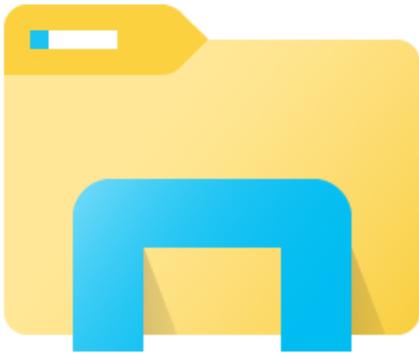


3) USB vs. wireless printing

- USB = More stable
- Wireless = More convenient & allows printer sharing
- If wireless printing isn't working, plug into printer with USB

4) Printing from a browser can be challenging

- If you have trouble printing from a browser, try printing from another app. If successful from another app, futzing with the browser may be required to print from it



Managing your digital files

1) Things to know about your files:

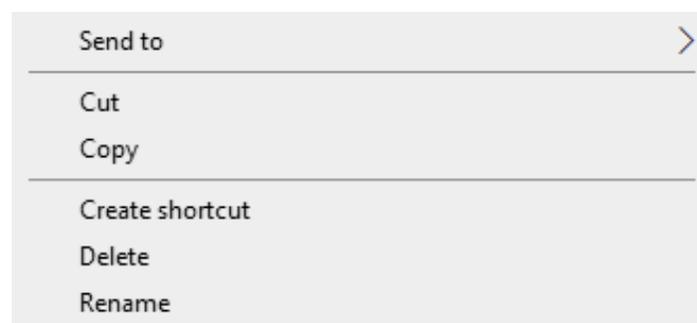
- Location (where did you save it?)
- Type (which program opens it?)
- Size (how much does it 'weigh'?)
- Importance

2) File Explorer

- Where all your files, folders, and drives are
- Searching for a file
- View settings (thumbnail, list, details)



3) Copy, cut, paste, and delete



Things to know

Desktop:

What you see on the screen when you start your computer (after it was off) and log in

Right-clicking



Minimizing



Taskbar



Shortcut

