

# ESSENCE

## SENIORNET NORTH SHORE NEWSLETTER

DECEMBER 2020

No. 290

### SENIORNET NS CHRISTMAS LUNCH

#### VALENTINES 2<sup>nd</sup> DECEMBER



We are all going to enjoy our annual Christmas lunch at Valentines in Wairau Road. Each year we have great food, wonderful conversation, a lot of laughs and a time to reflect upon an interesting year. Everyone has a chance to win one of our exciting free raffle prizes!

### TOWARD THE FUTURE

#### PLANNING OUR FUTURE



Seniornet North Shore has been running for more than 27 years. In that time the technology landscape has changed significantly. Those joining the club back then would have had little, if any, practical experience with computers and technology and the Club would have provided the ideal environment for them to learn the basics and apply their new-born knowledge with the help of other members. Read more on page 9

### NEW NEWS

#### OUR NEWSLETTER GETS A MAKEOVER

Welcome to our new Newsletter design – a fresh look for our club – the first significant change in 25 years!

The front page will show highlights of what can be read inside, page 2 will be our Club Directory.

We will welcome your feedback, suggestions and ideas for the Newsletter – please email [seniornet.newsletter@gmail.com](mailto:seniornet.newsletter@gmail.com) with your thoughts.

### NEXT SUNDAY SPEAKER

#### THE LAUGHING POLICEMAN



Our speaker is John Hartley, The Laughing Policeman. He served 41 years in the Police Force as a Response Driver attending emergency incidents, serving in the UK and Pukekohe. Read more on page 11

### NEW MEMBERS

#### WELCOME TO OUR FRIENDLY CLUB

Lorraine Harvey  
Robyn Harrison  
Bronwyn Schofield  
Nadene Elrick  
Rena Owen  
Graham Doherty



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### CLUB DIRECTORY

WEBSITE	www.seniornetns.com
EMAIL	snetns@xtra.co.nz
TELEPHONE	486 2163
CLASSES	Learning Centre, Suite 3, St John Ambulance Building, 2 Shea Terrace, Takapuna
MEETINGS	2nd Sunday of each month, 10 am in the Hall, St John, 2 Shea Terrace, Takapuna
CONTACT	The Secretary, SeniorNet NS Inc., PO Box 65 357, Mairangi Bay, Auckland 0754



### COMMITTEE & SUPPORT TEAMS

2020 - 2021

CHAIRPERSON	Lois Kay	lois.kay@xtra.co.nz	478 3587
SECRETARY	T.B.A.		
TREASURER	Norma Olliver	norma.olliver@outlook.com	443 6233
MINUTE SECRETARY	Patricia Lough	loughie@outlook.co.nz	021 268 8677
MEMBERSHIP	Patricia Lough	loughie@outlook.co.nz	413 6322
WEBMASTER	Ian Handricks	ianhandricks@gmail.com	029 477 4491
TECHNICAL	Allan White	moele@xtra.co.nz	441 9344
SPECIAL PROJECTS	Campbell Stanford	camstan69@gmail.com	021 717 008
SUPERVISOR	Shirley Hansen	ray.shirley@xtra.co.nz	444 6946
COMMITTEE	Jane Kemp	jane.kemp16@gmail.com	449 1804
AUDITOR	Bernard Layburn		
PROOF READER	Martin Watson		
NEWSLETTER	Ian Handricks	seniornet.newsletter@gmail.com	029 477 4491
CONSTITUTION	Peter Patten		
REFRESHMENTS	Shirley Hansen and volunteers		
FUTURE GROUP	Lois, Ian, Patricia, Norma, Cherry, Campbell, Jurgen		





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### CHAIR REPORT DECEMBER 2020

December is the beginning of our new Newsletter layout – please give me or the Committee your thoughts about this change. Comments welcome.

If you have not already booked to attend our Christmas lunch at Valentines on 2 December we could accept 2 or 3 late entries – contact Patricia on 413 6322 or [loughie@outlook.co.nz](mailto:loughie@outlook.co.nz). We are working on carpooling to ease the issue of parking at Valentines so will be in touch in advance with a plan.

Regretfully, two of our committee members have had to resign for personal reasons and we wish them well and thank them for the contribution they did make. Many of you will know Jane Kemp and we are very pleased to advise that Jane has agreed to come onto the committee.

Our Proof Reader, Martin Watson who has quietly been checking our publication prior to distribution advises he is prepared to continue in that role, however, we do need a backup so if you have some expertise in this area please let me know. Martin has been proof reading for us for many years and we are very grateful to him.

We have set up a sub-committee and like all such groups we have given it a name – “Toward the Future”! We do need to plan a path for our club to flourish and survive so you can help us by communicating any ideas.



We are forming a new Hobby Group and while this is a hands on we will also make use of computer/internet input. Handout cards to promote this new venture will be distributed - with contact details for you to register interest. Cherry Parker will be leading the group and has loads of great ideas for us. Look out for this new session in January 2021.



The response to our additional monthly schedule has been promising – we will continue the old format within the newsletter as it holds more information but will email out a printable version that looks like a “normal” calendar.

Keep the ideas coming please – we have a huge amount of experience amongst our Members and we value your suggestions.

*Lois Kay*





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### CALENDAR

#### DECEMBER 2020

Select a class, discussion group or tutorial that appeals from the tutor notes on pages 6 to 8.

This calendar details date, time and venue for activities, including type, cost and whether it is necessary to book (if booking is required please contact the tutor). Pay at door. All welcome.

Monthly meetings are held in the hall 10am – 12:00 noon on the 2nd Sunday of each month. Come along and listen to some interesting speakers. Gold coin donation appreciated. Everyone welcome.

Please wear your name tag to all sessions to put a face with a name. Free refreshments are provided at all Discussion Groups, Tutorials, and Monthly Sunday Meetings





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T = TUTORIALS

D = DISCUSSION GROUPS

TIMES AM = 10.00 to 12.00

PM = 1.00 to 3.00

Schedule - December 2020								
Day	Date	Time	Session	Tutor	Phone	Email	D/T	Cost
Tue	1	am	Advanced Windows	Bill Howell	478-5530	howell.trust@xtra.co.nz	D	\$3
Tue	1	pm						
Wed	2	am						
Wed	2	pm	<b>Christmas Lunch</b>	<b>Valentines 12pm</b>				
Thu	3	am						
Thu	3	pm						
Fri	4	am	First Friday Genealogy	Barbara Anderson	479-6242	b.c.anderson@xtra.co.nz	D	\$3
Fri	4	pm						
Mon	7	am						
Mon	7	pm						
Tue	8	am	Photography	Rex Oddy	479-3105	rex.oddy@xtra.co.nz	D	\$3
Tue	8	pm	<b>Committee Meeting</b>					
Wed	9	am						
Wed	9	pm						
Thu	10	am						
Thu	10	pm	<b>Ask a Tutor (Must Book)</b>	<b>Barbara Anderson</b>	479-6242	b.c.anderson@xtra.co.nz	<b>T</b>	<b>\$5</b>
Fri	11	am						
Fri	11	pm	Card Playing Group	Campbell Stanford	021 717 008	camstan69@gmail.com	D	\$3
Sat	12	am						
Sat	12	pm						
Sun	13	am	<b>Monthly Meeting</b>	<b>10am in hall</b>		<b>All Members Welcome</b>		
Sun	13	pm						
Mon	14	am	Photo books	Bernice Hyde	483-5825	bernice52@xtra.co.nz	D	\$3
Mon	14	pm						
Tue	15	am	Advanced Windows	Bill Howell	478-5530	howell.trust@xtra.co.nz	D	\$3
Tue	15	pm						
Wed	16	am						
Wed	16	pm	<b>Ask a Tutor (Must Book)</b>	<b>Glen Plaistowe</b>	027 541 2241	glenp19925@gmail.com	<b>T</b>	<b>\$5</b>
Thu	17	am						
Thu	17	pm						
Fri	18	am	Genealogy Workshop	Lois Kay	478-3587	lois.kay@xtra.co.nz	D	\$3
Fri	18	pm						
Sat	19	am	Tips n Tricks AND iPhone & iPad	Ian Handricks	029 477 4491	ianhandricks@gmail.com	D	\$3
Sat	19	pm						
Sun	20	am						
Sun	20	pm						
Thu	24	am	<b>Christmas Eve</b>					
Thu	24	pm						
Fri	25	am	<b>Christmas Day</b>					
Fri	25	pm						
Mon	28	am						
Mon	28	pm						
Tue	29	am						
Tue	29	pm						
Wed	30	am						
Wed	30	pm						
Thu	31	am						



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### TUTOR NOTES 1

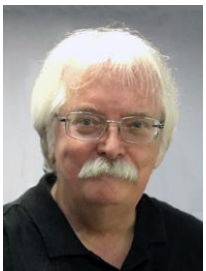
DECEMBER 2020



#### GENEALOGY WORKSHOP

Tutor: Lois Kay

The best laid plans – what we investigate seems to be a constantly moving target but for December we will have three stories resulting from research our members have uncovered. Carol Wainhouse during investigation for a friend, has uncovered some interesting facts about John Lennon – yes, **the** John Lennon, also Ian Fraser has a story to tell as has Beryl Parker. Send me any topics that have arisen for you or research you want assistance with. Being December we will also have a few fun items.



#### iPHONE & iPAD

Tutor: Ian Handricks

This forum is for anyone using Apple's iPad and/or iPhone. Ian will cover everything from first time iPad and iPhone users' problems, issues and knowledge right through to experienced users. He will talk about exciting developments, new apps, tips and tricks. You will learn how to manage and run your iPad/iPhone and at each session Ian will introduce new information on how the devices can be used effectively. For December 2020 we are combining the Tips'n'Tricks session with this session.



#### PHOTOGRAPHY

Tutor: Rex Oddy

Photography tutorials will include practical instruction on aspects of photography and the discussion of members' photographic work. Each month members are invited to bring along digital images or videos for review, that are either based on a set subject or are general interest images or both. For the technical part of the December session we will continue on with our November challenges: Use of the flash equipment fitted to our camera or mobile phone and taking panorama images of various widths using a mobile phone or camera. The image display theme for December will be photographs taken using flash, fill in or otherwise and panoramas. As always, the set topic isn't compulsory you may bring along any photos that you would like to display. Images limited to ten per person.



#### 1<sup>ST</sup> FRIDAY GENEALOGY

Tutor: Barbara Anderson

This month we will have Jan Gow speaking to us on Keeping on Track. She will cover filling in forms and making your own forms and keeping up to date with your genealogy. After the session those who wish can go to Kings Plant Barn in Forrest Hill for lunch and a time to chat with Jan. We are lucky to have Jan come each December Meeting, she has been doing this ever since Joy Frazer's genealogy classes. There will be no First Friday in January 2021 as it falls on New Year's Day. So, we will meet in the New Year in February.





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### TUTOR NOTES 2

#### DECEMBER 2020



#### ADVANCED WINDOWS

Tutor: Bill Howell

This covers WinXP onwards to Win10 on the 1st and 3rd Tuesday morning each month and features a lively discussion group. You ask the questions and we all participate in trying to solve the problems. If all else fails "AG"! The answer will be revealed to those who attend the sessions



#### CARD PLAYING GROUP

Tutor: Campbell Stanford

Increased to twice monthly by popular demand! What a fun time cards can be! For raw beginners and card-sharps alike. Currently we play 500 and Euchre. Great camaraderie. Come and try it. Beats Solitaire any day!

Booking preferable: Email or ring Campbell



#### ASK A TUTOR

Tutors: Glen Plaistowe & Barbara Anderson

Book with our tutors to help you solve problems. One hour is sufficient for concentrated work. Bring your device, power leads and mouse (remember to charge it beforehand) and a list of the problems you are having also the user name and passwords you need. You must book in with the Tutor in the week prior to the class as only 3 or 4 Tutors are available to help and they need time to prepare for your session.



#### PHOTO BOOKS

Tutor: Bernice Hyde

The main website we use is Kroma to create a photobook and now we can access with an iPad, and they have new seamless book options. So come along and join our group for some tips and tricks.



"To show you how well I understand fractions,  
I only did half of my homework."

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## SENIORNET NORTH SHORE NEWSLETTER

### TUTOR NOTES 3

#### DECEMBER 2020



#### TIPS'N'TRICKS

Tutor: Ian Handricks

A tutorial and discussion forum where you can ask questions and get answers and also learn tips and tricks for a wide range of computer/ipad/iphone/laptop situations. Ian will endeavour to provide solutions for your questions and will introduce you to a bevy of useful tips, shortcuts, hidden features, useful tools, actions and ways to achieve results on your computer and technology devices. Each session, Ian will provide you with a hot list of new ideas, tips and tricks to explore and use.



#### TRAVEL MEMORIES

Tutor: Glen Plaistowe

With Covid clipping our wings, we are exploring the amazing scenery and activities available in our own country. We also have time for nostalgia viewing the photos of our previous overseas travel.

NEW AND INTERESTING TUTOR SESSIONS			Desember 2020	
Session	Description	Tutor	Date	Time
Card Playing Group	Increased to twice monthly by popular demand! What a fun time cards can be! For raw beginners and card-sharps alike. Currently we play 500 and Euchre. Great camaraderie. Come and try it. Beats Solitaire any day!	Campbell Stanford	Friday, 11th December	1:00pm
Photography	Use of the flash equipment and taking panorama images of various widths using a mobile phone or camera. The image display theme for December will be photographs taken using flash, fill in or otherwise and panoramas. As always the set topic isn't compulsory you may bring along any photos that you would like to display. Images limited to ten per person.	Rex Oddy	Tuesday, 8th December	10:00am
1st Friday Genealogy	This month we will have Jan Gow speaking to us on Keeping on Track. She will cover Filling in forms and making your own forms and keeping up to date with your genealogy. After the session those who wish can go to Kings Plant Barn in Forrest Hill for lunch and a time to chat with Jan.	Barbara Anderson	Friday 4th December	10:00am
Tips'n'Tricks and iPad/iPhone Combined (Christmas Special)	This forum is for anyone using Apple's iPad and/or iPhone. Ian will cover everything from first time iPad and iPhone users' problems, issues and knowledge right through to experienced users. Also a forum where you can ask questions and get answers and also learn tips and tricks for a wide range of computer/ipad/iphone/laptop situations.	Ian Handricks	Saturday 19th December	10:00am
Photo Books	The main website we use is Kroma to create a photobook and now we can access with an iPad, and they have new seamless book options. So come along and join our group for some tips and tricks.	Bernice Hyde	Monday 14th December	10:00am





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### NEWS & EVENTS

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#### ROGER RESIGNS

Our long term newsletter editor, Roger Willoughby, has resigned. Roger's resignation is acknowledged with regret and with grateful thanks for all the work he did for SeniorNet North Shore over a lot of years, including time as Chairperson and of course recognising the effort and thought he put into our Newsletters since 2012 and into procuring such good speakers for our Sunday Meetings.

Roger will be missed in our Club for his humour and his musical items but perhaps it will give Roger more time to pursue his other interests.



#### TOWARD THE FUTURE

SeniorNet North Shore has been running for more than 27 years. In that time the technology landscape has changed significantly. Those joining the club back then would have had little, if any, practical experience with computers and technology and the Club would have provided the ideal environment for them to learn the basics and apply their new-born knowledge with the help of other members.

People joining today would have been 35 years old or so back then and joining today many have had computer experience with their jobs and/or assistance to learn from children and grandchildren. The impetus to join SeniorNet in the 2020's is changing and we need to consider how we help the club grow with these changes in mind.

The club has decided to form a response group that can look at the challenges that face our members, plan and develop strategy, and investigate ideas to support our future.





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### SUNDAY MEETING

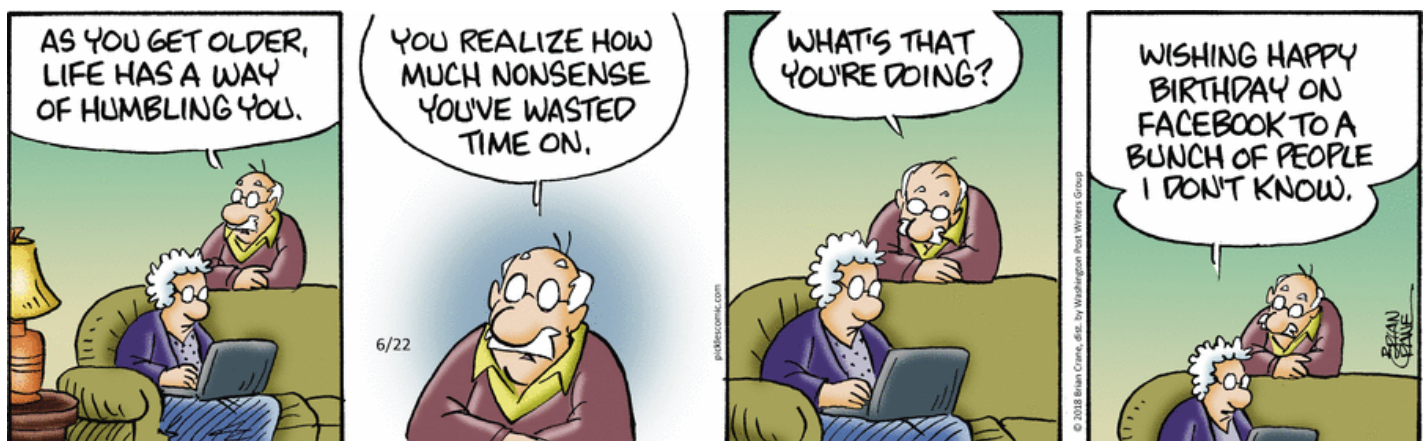
#### REPORT OF MEETING - NOVEMBER 2020

#### WHEN I AM 64 – A RAPIDLY AGEING NEW ZEALAND

Professor Paul Spoonley was the first speaker at our November Sunday Meeting. Paul was Vice-Chancellor at Massey University and stood down to return to frontline social research and writing. He completed a fellowship at the Max Planck Institute in Germany and was a Fulbright senior scholar at the University of California. Paul illustrated the changing demographics through to 2038 estimating by 2030 there could be six million of us with one and a half million living overseas. The main cluster will be in Auckland. Paul emphasised we have not as a country planned for this despite knowing that a very large number of baby boomers (born 1945 through into the 50's) will be in the 80 plus age bracket.

There will be more people aged over 65 than the 0 – 15 age group and many smaller regions and towns will experience population stagnation – or even decline – as their population ages. An ageing population (people living longer a contributing factor) and lesser numbers in the work force will create issues that have not been addressed. It is estimated that people will live 25 – 35 years beyond retirement and the need for long-term care facilities will significantly increase.

Currently there are 4 workers for each retired person – this ratio will soon reduce to 2 workers and eventually become 1 – 1 and we need to plan for this right now – there is no current plan. As an amusing aside, Paul mentioned the Queen and her acknowledgement of attaining the age of 100 – apparently she now has a team of 20 to deal with the requests for Centurion Birthday celebrations. Paul also spoke of a subject which is increasingly significant - that of being Digitally Connected not just for connecting with family but for running our day-to-day lives. His research also reinforces the need for Social Connectedness which in turn is strongly related to health and the quality of life. There are many challenges ahead for the “Silver Consumers” and his gravest concern is that the challenges are not being accepted and acted upon.





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### WHEN I AM 64 – A RAPIDLY AGEING NEW ZEALAND



After morning tea Glen Plaistowe took us on a journey through the 1950s and reminded us what wonderful years they were. Even though we might have been struggling with “growing up” they were for the main part good times to be a teenager. We experienced industrial unrest, Korean war, Yvette Williams winning our first female NZ Olympic gold medal, Ed Hillary and Everest, polio outbreak, Operation Deep Freeze in Antarctic, Opo the crazy dolphin, the Black Budget, introduction of PAYE, Brian Barrett-Boyes first NZ open heart surgery, Ardmore and the first Formula One race in NZ with our own Bruce McLaren 3rd behind Stirling Moss and Jack Brabham, Auckland Harbour bridge opened – countless memorable happenings but overriding all that the wonderful Rock n Roll era, never since have we had music that has made us dance like that – no need for fitness classes back then. Thanks Glen for the great memories.



### SUNDAY MEETINGS

NEXT MEETING - DECEMBER 13 2020

### JOHN HARTLEY AKA THE LAUGHING POLICEMAN

Our speaker is John Hartley, The Laughing Policeman. He served 41 years in the Police Force as a Response Driver attending emergency incidents, serving in the UK and Pukekohe.

He will be telling funny anecdotes of his life and talk about the life of a taxi driver ... be there for the best medicine – Laughter.



## ADVANCED COMPUTERS

### 8 TIPS TO SECURE MICROSOFT WINDOWS 10



"How do I secure my Windows 10 PC?" has become critical when our life heavily spends online, particular during pandemic period. According to a bunch of security experts to share their top tips for securing Windows 10, in all flavors from Windows 10 Home through to Pro and beyond, here's the sum of that hard-earned knowledge distilled down to eight easy steps to secure Windows 10; some are aimed more at business users, others at consumers but most apply to everyone.

Here is Windows 10 security tips pick and mix to be shared this month from Advanced Computers.

#### Step 1. Enable BitLocker

all versions of Windows include some version of disk encryption. Enabling full disk encryption minimizes the chance that data on your computer will ever be misused. Once you have enabled BitLocker, or whatever full disk encryption solution you choose, remember to keep the recovery key securely locked away on both USB storage and paper.

#### Step 2. Use a "local" login account

Use a local login account, not your Windows account, to log onto your machine. Although Windows 10 Home will default to your Windows account, as this makes it easier to log in across all devices with one account, the problem is that if your Hotmail credentials were compromised, then your machine would also be compromised.





### Step 3. Enable Controlled Folder Access

Consider enabling Controlled Folder Access to limit the damage caused by ransomware. This is available in all editions of Windows 10.

### Step 4. Turn on Windows Hello

One of the simplest ways for small businesses to secure Windows 10 is by turning on the Windows Hello feature, which enables users to unlock devices with facial recognition and fingerprint readers, bypassing passwords which are more likely to be hacked or stolen. Windows Hello provides a method of logging in that is not only faster but more secure.

### Step 5. Enable Windows Defender

Enable Windows Defender is as good as any paid-for antivirus on the market and is maintained by the people who should know Windows 10 better than anyone else. It's good to enable the built-in firewall as well, to block any unwanted intrusions. Block, block, block and unblock piece by piece later if you encounter any problems due to firewall rules. Enable the Windows Defender real-time protection and set up virus and threat protection scanning. If you have inadvertently downloaded a malicious file, having the proper protection in place can help remove these before your system is compromised and a hacker takes control.



### Step 6. Don't use the admin account

Set up separate user accounts and don't use ones with Administrator privileges for your day-to-day needs. The ideal is to have one admin account that you only use for installing new software or updates while keeping an unprivileged user account for everything else. Obviously, ensure unique and secure passwords are used for both accounts. If admin privileges are required when installing software, you won't have to swap accounts as Windows 10 will pop up a box asking for the admin password if you want to proceed. Simple and secure, which is easy for everyone to follow.

### Step 7. Keep Windows 10 updated automatically

Keep Windows 10 updated automatically. Windows 10 is delivered 'as-a-service' so it updates continually. This may be a controversial suggestion to some, given the warnings that have flowed regarding the Windows Update Assistant and Windows updates borking things including Windows Defender on occasion. Your computer is far more secure with Windows updates applied than without them. Businesses should deploy upgrades in test environments initially to ensure safety, because it allows security teams to check and verify that patches are safe to roll out to the entire business. For everyone else, though, instant access to security fixes is the trump card of automatic updating.



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### Step 8. Backup

Backing up your data should be part of every security strategy for if things do go wrong. Use a trusted cloud backup service to continuously backup your data and keep an offline copy of your critical files locally, ideally in a fire safe. You should also ensure that System Restore is enabled, and that restore points are being successfully created. This is advice that people typically ignore until it happens to them. It's equally applicable to home and office users. Having a "cold" (offline) backup "ensures that you're triple-protected against a ransomware attack, a hardware failure, or the theft of your device."

By end of Dec, instant \$20 discount will be available when you mention you are from Seniornet for your Windows 10 service at Advanced Computers.

Please feel free to contact Advanced Computers team at 094448823 for more details. We open 6 days a week (Mon-Fri 9:30am – 6pm, Sat 10am – 4pm). Looking forward to seeing you at our North Shore branch office, located at 7C Triton Drive, Rosedale. Ample parking is available.



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## Windows 10 Service

# \$20

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and referrals till end of this month.

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CENTRAL - 67 STATION RD, PENROSE P 525 0240

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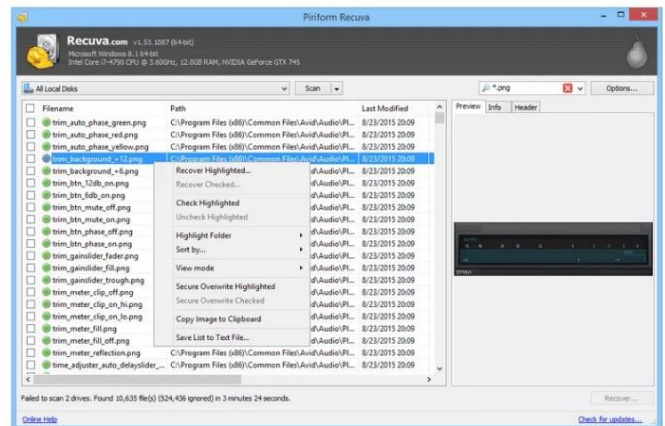
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### TEKZONE TIPS

#### HOW TO RECOVER DELETED FILES

At some point, you might have deleted something you shouldn't have deleted. Usually, the solution is to restore the file from the Recycle Bin, but what if you've already emptied the Recycle Bin? In that case, a file recovery program like Recuva can help. Recuva is one of the best free file recovery software tools available. It's easy to use and is as effective as any other freeware or premium file recovery program on the market. It can recover files from HDD, USB drives, digital camera memory card! You can go to <https://www.ccleaner.com/recuva/download> to download and install Recuva.

When the program starts, you're presented with a wizard where you choose the kind of file you're looking for, such as mail or music, and where it was last located, such as in a specific folder, drive, disc, or another device, if you have the information. You don't need to know its previous location, but it can help in the search for deleted files if you do. You can choose All Files from the wizard to have Recuva search for all file types so that it doesn't limit the results to just specific ones like pictures, videos, emails or one of the other categories. You can see which file types are included in each category from their website. If you use the Deep Scan mode, only certain file types are found. After a quick scan, you're presented with a list of recoverable files. Recovering one of the deleted files is as easy as selecting it and clicking Recover.



At any time, you can switch to Advanced Mode, which reveals options and additional sorting abilities, such as to preview a file or read its header information. If you need help searching Recuva for a specific file, using the wizard, or anything else, you can check out the official help docs. If a file has gone missing from your mistake, a virus infection or a system crash, there is a good chance that this tool can find it. There's no guarantee that it can successfully recovery any deleted file, but it's your best bet. PS. You will have bigger chance of recovery if you run Recuva as soon as possible after you empty/delete the file. For more info of Recuva please visit <https://support.piriform.com/hc/en-us/articles/204044064-Using-the-Recuva-Wizard>

## Need help with computers?

### Tekzone can offer you:

- \* Genuine advice on what hardware and software is best for you
- \* Top quality components from reputable companies
- \* Pick up & set up anywhere in the Auckland metropolitan area
- \* Transfer of files to your new computer
- \* Personal help at your office or home, any time you need it
- \* Broadband, Network & Wireless Setup
- \* Free advice on all related matters
- \* And, we charge only what we quote (no hidden extras)



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### KNOWLEDGE

#### GOOGLE DOCS

For anyone who relies on Google's suite of web-based office apps for editing Microsoft Office files, there's good news this week: they will now open in editing mode by default.

It's right to expect any file you open in Google's apps to be instantly editable, but that has not been the case until now for Office files. Attempting to open a Word document, Excel spreadsheet, or Power Point presentation resulted in a preview version being loaded. Previews can't be edited, so an extra step was required to either switch to Office editing mode, or opt to download the file.

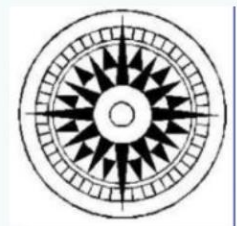
Now Office editing mode will be the default for all compatible Office file types (.docx, .doc, .ppt, .pptx, .xls, .xlsx, .xslm). The one exception is documents that are password protected, which will continue to open in Preview mode. The switch to editing mode by default is happening automatically, so it should just start working. Google will roll out the feature in a gradual release but it may take until December 15 for everyone to experience the switch.

As Chrome Unboxed points out, the biggest impact this change will have is on Chromebook users. It will allow them to treat Office files just like any other using Google's tools. The removal of a conversion stage gets rid of the frustration, and I'm sure Google will be pushing this as a selling point going forward, especially for business users.



### Tech Home Help

- Independent pre-purchase technical advice
- Installing and configuring your new PC, printer or device
- Transferring data over to your new PC & clearing out your old one
- Help getting photos/scans off your camera, scanner or phone
- Email, email accounts and setting email up on your mobile device
- PC 'housekeeping' to reduce program-clog and unwanted pop-up messages
- Checking your security against Viruses Spyware is current & working correctly
- Sorting files and photos, and organising an appropriate backup procedure to protect your data files



I am a former PC Direct & Gateway service technician and trainer, covering the greater Auckland area, **and supporting SeniorNet North Shore members since 2000.**

**Standard rates \$65/hr Discounted rate \$60/hr to current SeniorNet North Shore members**  
**Rowan Cammell, Personal Computer Service, Ph 027 266 8941 [rapid.start@xtra.co.nz](mailto:rapid.start@xtra.co.nz)**

