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## Newsletter March, 2018

### From the Chair

Hi Everyone

Apologies for not getting this out to you sooner but I have been in sunny Hawke's Bay taking a break from the hot and sticky weather of Auckland. It really is a delightful spot to visit and the wines are not bad either. The newsletter is put together by Cathie and a great job she does too, always finding interesting articles, facts and figures, (*Aw, shucks! Ed.*), just awaiting a front page from me.

At the Kelston meeting on 20th March our guest speaker was from Ryman Health Care telling us about the new complex in Lynfield. Some of you would have entered a draw to win a huge hamper valued at \$200. So I am pleased to tell you that one of our members, Mr Joe Pope, was the winner. Congratulations, Joe. We are sure you will enjoy it.

Daylight savings finishes soon, although we have had a long hot summer this year. So now might be a good idea to think of something new to do on your computer or other device. We had a good response to our help day so we will be organising another one shortly.

Please keep a look out for our class emails. We will have more classes soon.

Kind regards

*June Lay*

Chairperson





## Greetings from the Tartan Tatler



*Here we go again!*

How does that song go again . . . something about I'm stuck in the middle with you. And each year I keep hoping that a younger, newer member will be keen, keen, keen, to take over as newsletter editor.

Many of the 'oldies' will remember Lydia Nabney with fondness. She worked very hard for SeniorNet West Auckland, was on the Committee for a number of years and was a very able and patient tutor of computer skills back in the days of XP and early Windows. She was a very private person and just got on with whatever job she volunteered for, without any fuss. She was very dependable and we are sorry to hear about her death. We did miss her when she left West Auckland to be closer to family in the Napier area. *Vale, Lydia.*



We are missing a few committee members, all of whom have given many hours over the years to keeping the Learning Centre vibrant and active. Here's hoping there are a few more members out there who will be willing to give of their time to help us over this year.

Your committee has been thinking and doing and planning, and hope to bring you some interesting, exciting news in the coming month or two. Watch this space.

Meantime we offer courses that you want to do. However you must let Pam know (Ph: 8272156) what you want to do so that she can organise the tutors and get the course up and running. I hope many of you took advantage of the Help session held recently. Please let us know if you think they're a good idea, as we will hold them if there is a need.

How did you all get on filling in your Census forms? It was really a piece of cake, wasn't it? The Learning Centre was open on the Friday before Census night for anyone who required a bit of support to come in and get a helping hand. And it was free!

## *Monthly Meeting*

**Remember** our monthly meetings at Kelston Community Centre are held on the **3<sup>rd</sup> Tuesday of every month at 10 a.m.** Circle the days on your calendar; put it in your 2018 diary now!

The next meeting will be on Tuesday, **17 April, 2018.**



*A Warm Westie Welcome to our new members  
as at March, 2018:*

Paddy Burgoyne	John Gleeson
Jocelyne Hansen	Dawn McGlone
Wayne Morris	Dorothy Price
Cilla Senk	Sylvia Smith
Filipe Sio	Mary Lawrence

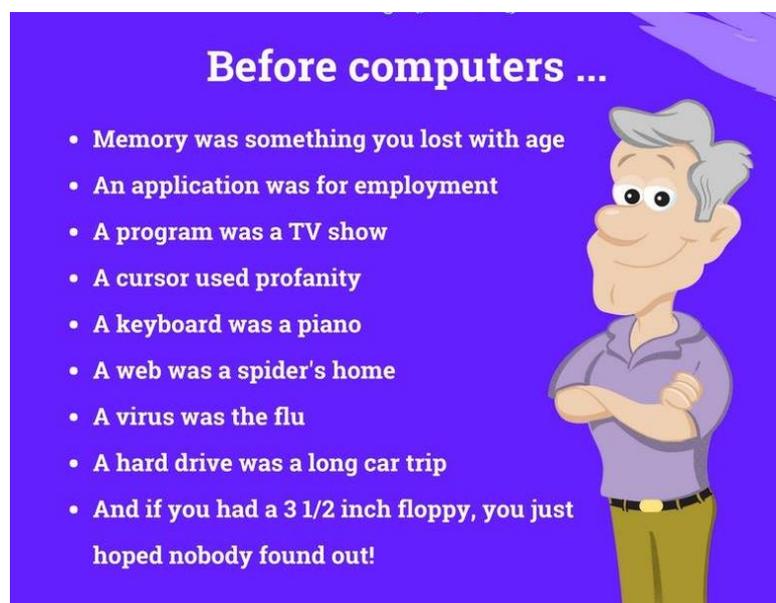
## *Stay Safe*

I know I keep telling you this – stay safe online. After an old friend of mine was scammed two weeks ago, I've decided it bears repeating. She answered her phone to a person saying he was from Spark and telling her he would fix her internet problems. She believed him and gave him her personal details she should never have given anyone, let alone a cold caller. Thousands of dollars later . . .

It is estimated that 85% of us use the internet, for entertainment, education, social networking, online shopping. It's part of our lives now, whether we like it or not. It's easy, convenient, a novelty, but there are risks associated with how we share personal information. However with a few common-sense precautions and simple some tools, you can protect yourself online.

- Set strong passwords. The longer and more complex your password the harder it is for someone to decode it and access your details. A good password will have more than 8 characters; be made up of a variety of letters, numbers and symbols; changed regularly and not the same across all our online accounts.

- Be aware of fake emails. Take care if you respond to an email asking for personal details; wanting credit card details; offering something for free; having a misspelt or unusual email address for the sender.
- Never click on links or open attachments from emails if you're not absolutely sure of who sent it – this is one of the most common ways to catch a virus or enter a scam.
- Secure your mobile or tablet, e.g lock it/them with a password, PIN (Personal Identification Number), passcode, fingerprint, that must be entered to unlock the device. Install reputable software that includes antivirus and antitheft/loss protection. Check with your device's retailer or service provider for recommendations. Set the device to require a password before applications (apps) are installed. Ensure your device does not automatically connect to new networks without your confirmation.
- Be patient before paying. Do your research about the business(es) and products. Use only secure payment services such as credit card or PayPal. Look for the small padlock symbol in the address bar, or a web address with https:// (the s stands for secure). Do not wire or transfer money, or use any other unusual payment method. Check whether there might be extra charges such as currency exchange, postage, or any other charges.
- Be aware of phishing. Phishing scams can be hard to spot because they pretend to be from a legitimate business or utility provider, and often look and sound just like the company. In NZ your bank will never ask you for personal information via email. I'm sure you've all have had emails telling you that your bank account has been blocked until you click on the link in the email and give your personal details. DO NOT click on any such link, ever!



## *Stay safe on Social Media*

Social media tools like Facebook, Instagram or Twitter are fantastic resources to keep us in touch with family and friends, read the latest news or connect us with others who share similar interests. We 'oldies' are one of the fastest growing social media audiences. Our grandchildren are digital natives because they have been raised around these digital technologies which are second-nature to them, indeed are an integral part of their lives.

- Think carefully about what information you put online. Be careful about what information you put online about yourself and others, such as dates of birth, addresses, your daily routines.
- Use privacy settings to control who can see your posts. Sites like Facebook do have privacy options. Use them. You choose who can see and engage with your content. Remember that even if you have privacy controls on your own account, if you add a comment or photo on someone else's post, then it may be open for all people to see.
- Do not accept friend requests or invitations from people you don't know. If you don't recognise the name or photo, it may be a fake account, set up to mine personal information from you AND your friends.

Further reading from: Data Safety Toolkit – [www.privacy.org.nz](http://www.privacy.org.nz) and [www.privacy.org.nz/e-learning](http://www.privacy.org.nz/e-learning) for free privacy education

## *Facebook workshops*

Your Learning Centre at SeniorNet West Auckland regularly runs Facebook workshops. If you missed out on the one offered on 15 March, just phone Pam (8272156) and she'll take your name for the next one.

## *Cambridge Analytica*

The story of how Cambridge Analytica has been very much in the news recently. In a nutshell, it has been collecting data which has allowed app creators, through a third party app called *thisisyourdigitallife* to collect data from Facebook. Because of Facebook's sharing policy at the time data was collected without knowledge or consent.

This wasn't a "hack" or even a data breach. The private information of over 50 million people was collected in accordance with the rules that Facebook had laid down. Thankfully Facebook changed this and shut

down the Friends data on its API (Application Program Interface) in 2014. However users could still be allowing third party apps to access your data without even realising it. You can opt out of the Facebook Platform API sharing, if you're concerned or want to.

On your Facebook page, go to Settings and click on Apps.

Select **Edit** under Apps, Websites and Plugins.

Before you click **Disable Platform**, read through the information presented there so you understand what you are getting into.

If you choose to **turn Platform off**, you will no longer be able to use Facebook for social login (that's when you can use your Facebook or Google password to log in to other sites without having to create new logins for every site you visit) or to play games. Also some data may still be stored or used by previously installed apps, and Facebook has no control over this.

### *A few Windows 10 tricks*

Disk Cleanup – it's still around even though our PCs and laptops have become more sophisticated. Disk Cleanup is a simple way to delete files and to ensure your Recycle Bin is cleared out. Type disk cleanup into your taskbar where it says "Type here to search" >> Click on Disk Cleanup app >>. Check (tick) next to each folder you want to be deleted, such as temporary files.

Malware removal – Windows Defender is a security tool that can be set up to block malware attacks in real time or you can perform a scan when you need it. To make sure it's on, type *Windows Defender* into your taskbar >> select Windows Defender app >> Make sure Real-time protection is on.

Open taskbar quickly – Windows 10 has some new and convenient keyboard shortcuts. Look at the taskbar at the bottom of your screen where the program icons are lined up, probably including your web browser, Windows File Explorer. You can open these by hitting the Windows key and the number that corresponds to the location of the icon on the bar.

Say, from left to right, you have File Explorer folder icon, the multi-coloured Chrome browser icon, the blue "e" for Microsoft's Edge browser. Hold down the Windows key and press "2" and the Chrome will open up. It's a quick way to access your most popular apps without reaching for your mouse.

Shake your Windows – just a fun one! If you have stacks and stacks of windows open, and you want to declutter down to just one, do this. Click on the top bar of your desired window, hold it down, and shake the mouse to instantly minimize all the other open windows. Do it again to restore those windows.

Print PDF – if you print documents, you'll be familiar with the phrase "send it to me as a PDF". PDF is a file format that is compatible across multiple operating systems and software programs. Windows 10 can easily convert a Word document into a PDF. To do this, go through the steps to print as you normally would. When you see the option to choose a specific printer, select the one that says "Microsoft Print to PDF"

Speed up your startup – when your computer gets slow, access Task Manager and trim down the number of programs that load on startup. Click on the "Startup" tab and you will see a list of all your programs, whether they're enabled, and what sort of impact each one has on your startup time.

Select a program, hit the "Disable" button to remove it from your startup process. Check carefully and focus on those programs you don't use often. If you think an app is using up more than its fair share you can shut it down by selecting it and clicking "End Task". Be careful to save anything you've been working on though. You don't want to lose any of your work!



**Life begins at 50, but so do  
fallen arches, rheumatism,  
faulty eyesight, and the  
tendency to tell a story to  
the same person three or  
four times!**

## *West Auckland Committee Members 2018*

Position	Name	Phone	Email
Chairperson	June Lay	833 8186	<a href="mailto:junelay@outlook.co.nz">junelay@outlook.co.nz</a>
Secretary	Janet Bailey	836 1964	<a href="mailto:jaanzb@gmail.com">jaanzb@gmail.com</a>
Course Co-ordinator	Pam Smith	827 2156	<a href="mailto:melajoy@xtra.co.nz">melajoy@xtra.co.nz</a>
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Web Master	Peter Culp	834 5124	<a href="mailto:culp@paradise.net.nz">culp@paradise.net.nz</a>
Office Administrator	Sarah Wayman	818 8472	

### **Disclaimer:**

Some of our Club members who have specialised computer knowledge voluntarily give help to those with computer problems and may also give advice about purchasing computers etc.

It is essential that members of SeniorNet are aware that such help and advice imposes no responsibility or liability either on those members who provide such help and assistance or on SeniorNet West Auckland Inc.

### **Acknowledgement:**

We acknowledge the support of the major sponsor of our Learning Centre: **The Trusts Community Foundation (TTCF)**. Our main benefactor, assisting their local community.

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**20% off labour to SeniorNet members**

Chris Ormandy is SNWA's new sponsor and technical support.