

*"No problem, K. A. Hakkarainen  
will know what to do."*

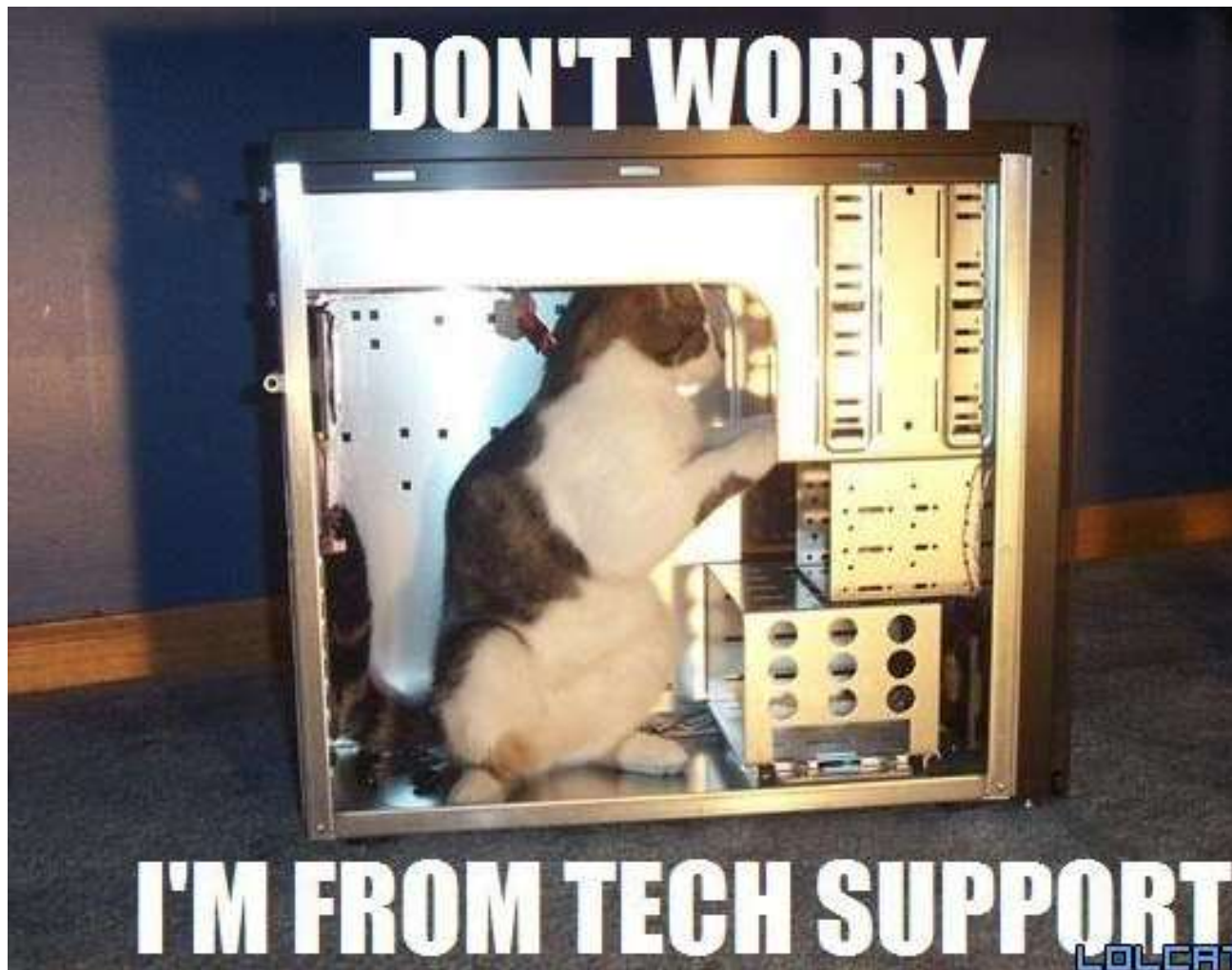
# Know your laptop

Trouble-shooting and final thoughts



# Class schedule

Class	Date	Topics
1	3/21	Introduction and course overview Internet basics Jargon
2	4/4	Email Managing files, photos Internet browsing
3	4/11	Conclude email and managing files Music
4	4/18	Word processing Passwords and Internet security Web browsing
5	4/25	<b>Backups and System maintenance tips</b> <b>Printers and scanners</b> <b>Wrap-up</b>



# System maintenance



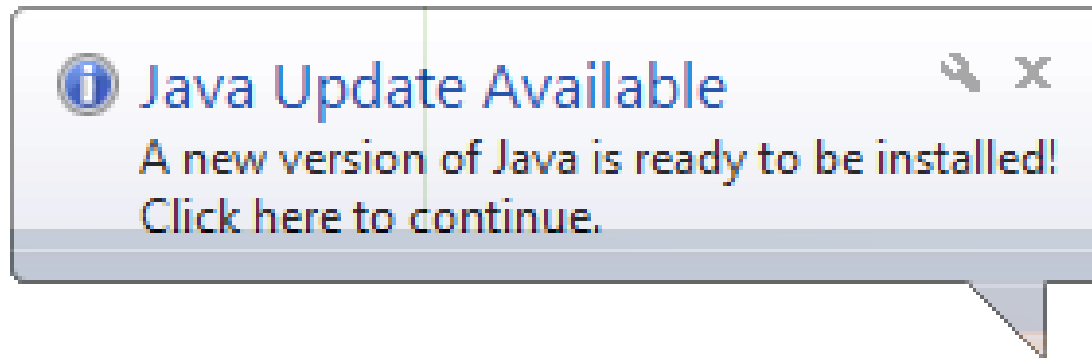
## Windows installed new updates



Your computer was restarted to finish installing updates.  
Click to see which updates were installed.

Have you seen this recently?





# Should you click here?

Yes, but pay attention



# Installing or updating Java

Clear the checkbox on this screen



## FOR MY LOST LAPTOP

I am a Rutgers Chemistry 5<sup>th</sup> year PhD student. On April 19<sup>th</sup> afternoon, my LENOVO THINKPAD T420S laptop was stolen from room 203 of Wright-Rieman building. If you stole my laptop and now you are reading this letter, I would like to say that you can keep the computer and I would like to pay you money for my data under D drive. The data is my FIVE-YEAR work. I really need the data under the D drive, there is a folder named RESEARCH, under RESEARCH folder, there is a THESIS folder. I only need that folder for my thesis defense, which is coming very soon. I would like to pay you \$1000 and use whatever way you offer to send you the money. The price is negotiable. My laptop password is 850713zd, my email address is [battlecrooper@gmail.com](mailto:battlecrooper@gmail.com) and phone number is 732-208-6755. PLEASE contact me and I would appreciate it so so much!!!

# Backups



# The backup rule of three

- 3 copies of anything you care about
- 2 different formats
  - Dropbox + DVDs
  - Hard Drive + Memory Stick
  - CD + Crash Plan
- 1 off-site backup

Scott Hanselman

[The Computer Backup Rule of Three](#)





# Backup services

Service	Free storage	Paid storage
<b>Backup</b>		
Carbonite	n/a	\$59 per year for unlimited storage for 1 PC
Crash Plan	n/a	\$60 per year for unlimited storage for 1 PC

## Synchronization across multiple systems

Dropbox	2GB	100GB \$99/year
SkyDrive	7GB	100GB \$4.17/mo.
Google Drive		100 GB \$4.99
iCloud	5GB	100GB \$8.33/mo.

## For more information:

Ars Technica: [Detailed price comparisons](#)

Consumer Reports: [Which cloud-storage service is right for you?](#)



# You Just Spilled Water Or Coffee On Your Laptop





## NEWEST VIRUS

Steals your passwords, and your lunch

ICANHASCHEEZBURGER.COM



# Virus and malware protection



# Antivirus tips

- Windows
  - You need one (and only one).
  - Let the updates and scans run as scheduled
  - If it's a paid product, continue to pay for the subscription
  - If you're looking for a good, free product, use [Microsoft Security Essentials](#) (already installed on Windows 8).
- Mac, iPhone, Android, or Windows phone,
  - You'll need one eventually.



# System maintenance tips

- [How to Speed Up, Clean Up, and Revive Your Windows PC](#)
- [How to Speed Up, Clean Up, and Revive Your Mac](#)





2013.1 The Worcester Institute for Senior Education



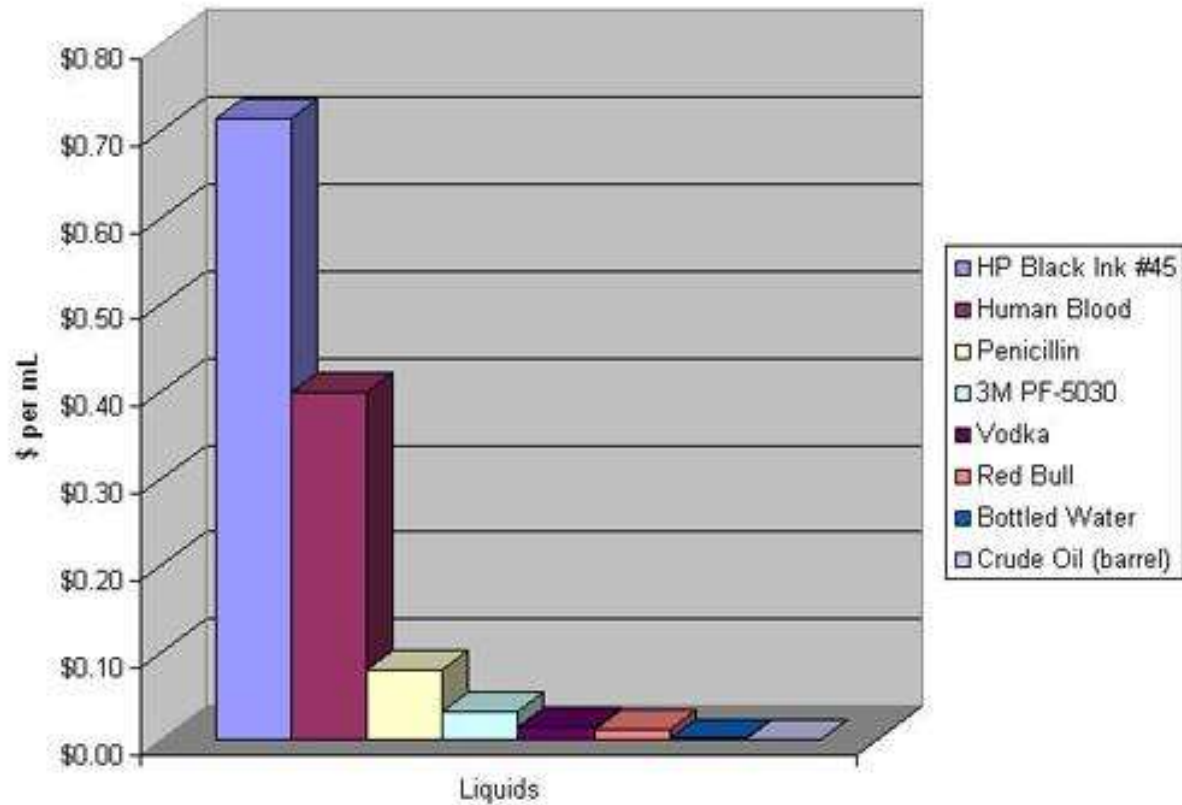
www.catshand.com



# On printers and scanners



## Relative prices of different liquids.



The printer is just the down payment

[printer ink is almost twice as valuable as human blood./](#)



# What I own

- Epson Workforce 4540
  - ~\$270
  - Color inkjet print, scan, copy, fax with duplex
  - Multiple paper sources for regular, photo, and legal
- HP 6500 (no longer in production)
  - 8600 Pro – a good, small business alternative \$150
  - Color inkjet print, scan, copy, fax with duplex
- Brother HL-2270DW
  - \$99
  - Black-and-white laser printer





# Your learning goals

- ▶ File management
  - Photos
  - General files and folders
  - **Cleaning out unwanted stuff**
- ▶ Email
  - Web mail
  - **Moving contact lists between services, computers**
- ▶ Tablets and Phones
  - General usage
  - **Favorite apps**



# More goals

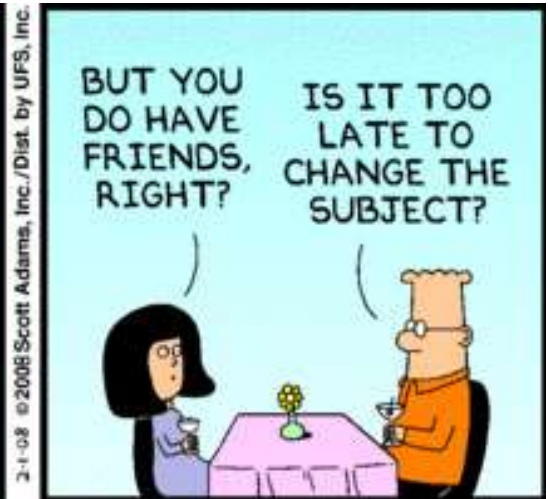
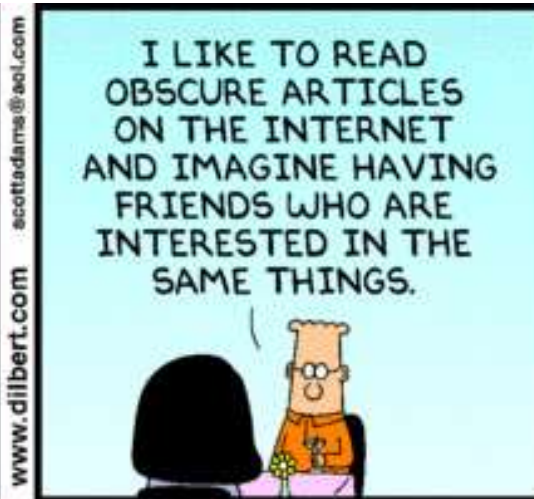
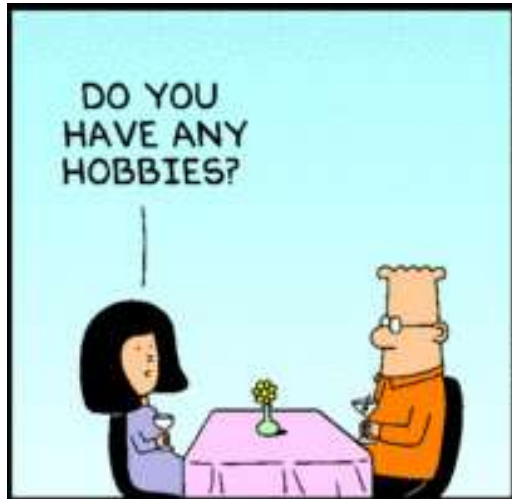
- ▶ Keeping multiple devices in sync
  - Multiple computers
  - Computers and phones, tablets, cameras
- ▶ Internet
  - What browser
  - What are cookies?
  - Online shopping and banking



# Still more goals

- ▶ Music, videos, and podcasts
  - iTunes
  - Moving music other devices, CDROM
  - Podcasts and audiobooks
- ▶ Websites and services
  - Facebook, Twitter, and Pinterest
  - Skype
  - Dropbox, Evernote, and Pocket
- ▶ General knowledge
  - Terminology and Icons
- ▶ Backup
  - Online backup services
  - CD/DVD, USB and external drives





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Let's see what's online





# MA School's Out

