

# Windsor Senior Computer Users' Group

## Free Software

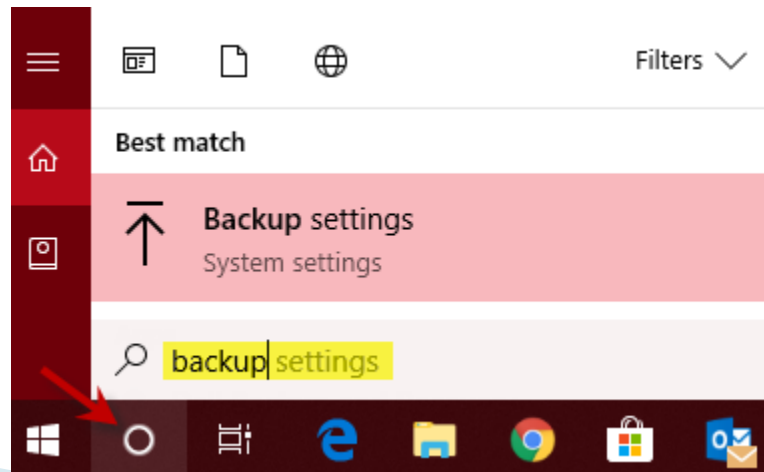
*Ross Guistino*

*June 8th, 2020*

# 1. Backup

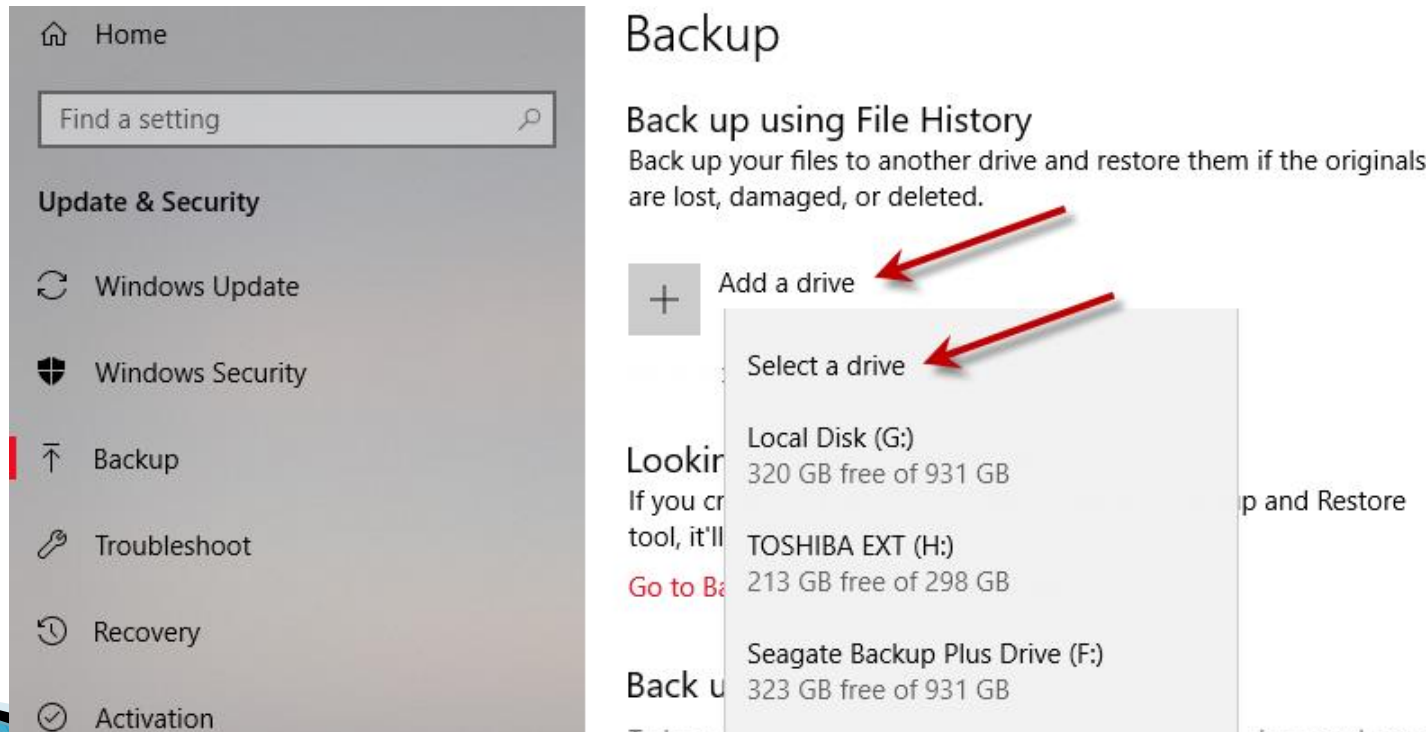
The first thing on anyone's free software list should be a way to backup our documents. This free tool is built into Windows 10. You set it up once, then let Windows do its job of backing up your data to an external drive.

- ▶ To begin, from the search tool on the task bar, type backup settings



# Backup

- ▶ This command will bring up the File History window, attach your external drive then click Add a drive and select it



# Backup

- ▶ Choosing an external drive is a one-time process. Click “More options”

## Backup

### Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

Automatically back up my files

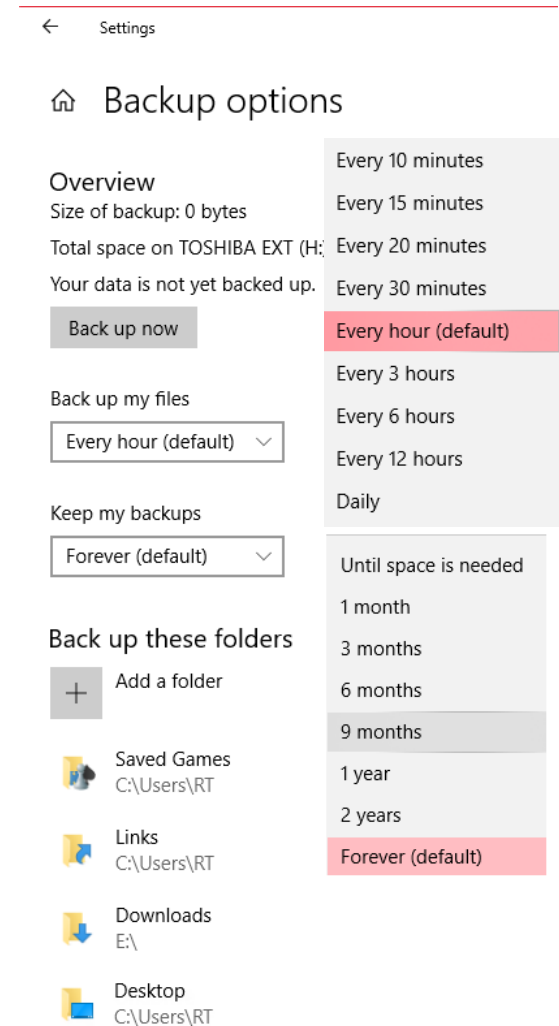


On

[More options](#)

# Backup

- ▶ More options gives you a chance to pick how frequently you wish to backup, and how long to keep each individual backup.
- ▶ This window will also show you what folders are being backed up. By default, all of your Libraries (Documents, Pictures, Videos, etc) are backed up.
- ▶ If you haven't kept documents in Libraries, then you will have to manually add them to the list. It's important to properly keep your files organized.



# Backup

- ▶ After you've chosen how often to backup and how long to keep the backups, you simply click the Back up now button and Windows 10 will do the rest.

← Settings

🏠 Backup options

Overview

Size of backup: 0 bytes

Total space on TOSHIBA EXT (H:) (H:): 298 GB

Your data is not yet backed up.

Back up now

# 1 a. Restoring Files from Backup

- ▶ Now that we've used the free backup tool in Windows 10, what happens if you accidentally delete a file and want to get it back?
- ▶ In the search tool, type Restore files, select Restore your files with File History, browse for the file you wish to restore, click Restore

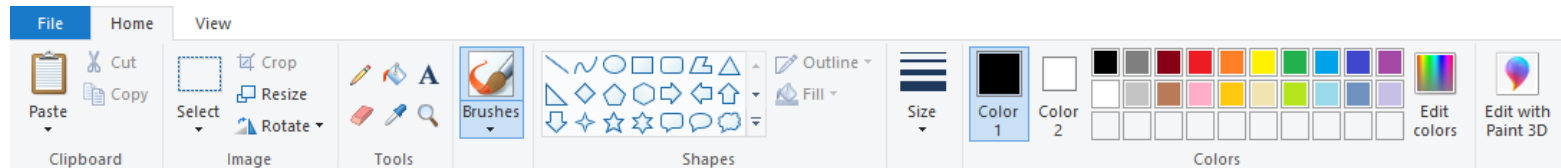
## 2. Basic Photo Editing with Paint

- ▶ I often get questions about how to edit a picture. Use the program built into Windows 10 called Paint. This is a very basic editing program that allows you to crop a photo, add designs to it like arrows or stars, rotate, flip images, and erase parts of a picture.
- ▶ To begin, right click on a picture that you'd like to edit, choose Open With Paint, or type the word Paint in the search window and open the picture from within Paint



# Basic Photo Editing with Paint

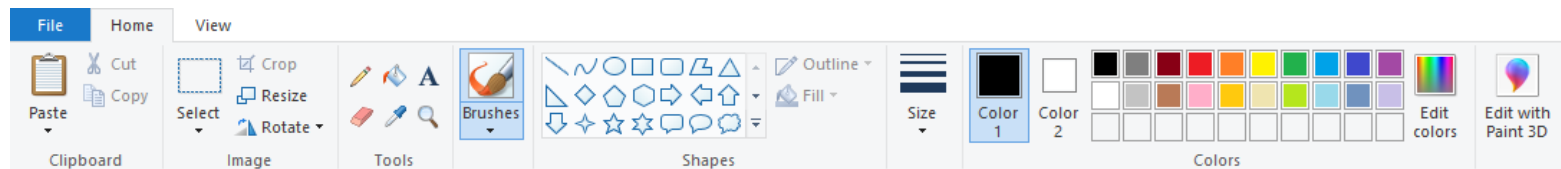
- ▶ Once you open a picture, you will see a basic editing toolbar



- ▶ To crop, click the Select tool, drag it around a part of the picture you would like to keep, then click Crop from the toolbar
- ▶ To delete something from the picture, again use the Select tool and draw a box around the object you'd like to delete.

# Basic Photo Editing with Paint

- ▶ After you delete a part of the picture, it will leave a white box. You can use the eye dropper to fill in the box with any color in the palette or you can pick a color from within the picture itself.
  - Cut
  - Click eye dropper
  - Click a color
  - Click inside the white box to change to that color



# 3. Ninite.com

- ▶ Ninite.com is a website that gives you an easy way to download free software. The items found in this PowerPoint presentation can be found and downloaded from Ninite.com
- ▶ Go to ninite.com, click the items you wish to download, then click the “Get Your Ninite” button at the bottom of the page

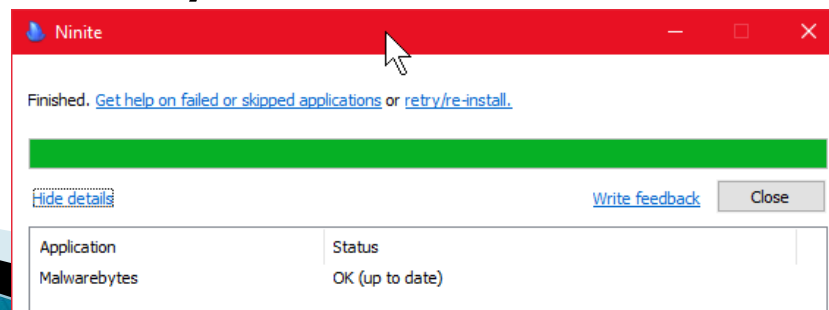
2. Download and run your custom installer/updater

Please check off the apps you want above.

Get Your Ninite

# Ninite.com

- ▶ Depending on which browser you use, your download will either appear at the bottom left of the browser window, or in your Downloads folder. Double click the downloaded file and in most cases, accept all defaults that appear.
- ▶ Once Ninite downloads and installs your applications, you'll see a confirmation of the name(s) of the applications that were installed and the status of the application. Click close when you're ready to continue.



# 4. LastPass Password Manager

- ▶ Keep your passwords in one secure place by using a password manager. My favorite is called LastPass. Download LastPass from [www.lastpass.com](http://www.lastpass.com). Click on 
- ▶ Once it is downloaded and installed, you'll need to:
  - Create an account
  - Create a Master Password – **DON'T EVER FORGET THIS ONE! IF YOU FORGET IT, YOU'LL LOSE EVERYTHING IN YOUR PASSWORD VAULT**

# LastPass Password Manager

- ▶ If you use Chrome, LastPass will add an extension which will help you recover passwords when you need them. If you use Edge, you will have to go to the Microsoft Store and install an extension for Edge. Ditto for other browsers.
- ▶ Once you download LastPass, you can start manually adding passwords for each of the websites you visit. Or simply log into LastPass, then visit your favorite websites. LastPass will automatically pop up asking if you want to save your passwords.

# LastPass Password Manager

- ▶ The nice thing about LastPass is no matter what device you use (a tablet, smart phone, laptop or desktop computer), you can always go to [lastpass.com](https://lastpass.com) and log into your account. All of your passwords will be in your vault. You don't have to carry around your notebook filled with passwords, or look for that scrap of paper that you scribbled a password on, or tape a piece of paper to the wall where everyone can see your passwords.

# 5. Word/Excel alternative: LibreOffice

- ▶ Microsoft charges a subscription fee for the use of Word, Excel, etc. A very good free alternative is LibreOffice. Go to [ninite.com](http://ninite.com) and download LibreOffice
- ▶ Once the file is downloaded, double click it to begin installing LibreOffice, click through whatever windows pop-up.
- ▶ Once the installation finishes, start LibreOffice from the Start button:

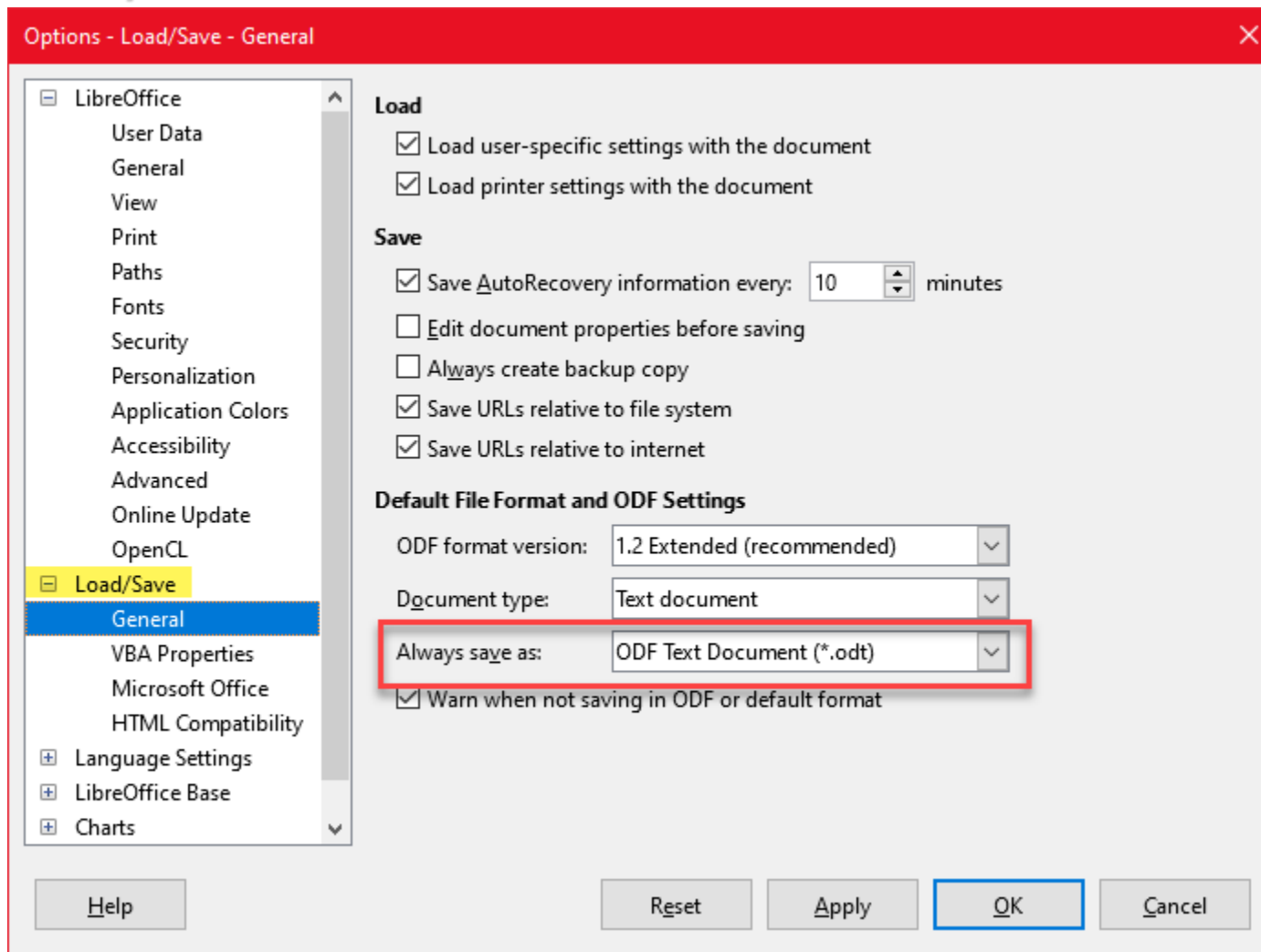




# Word/Excel alternative: LibreOffice

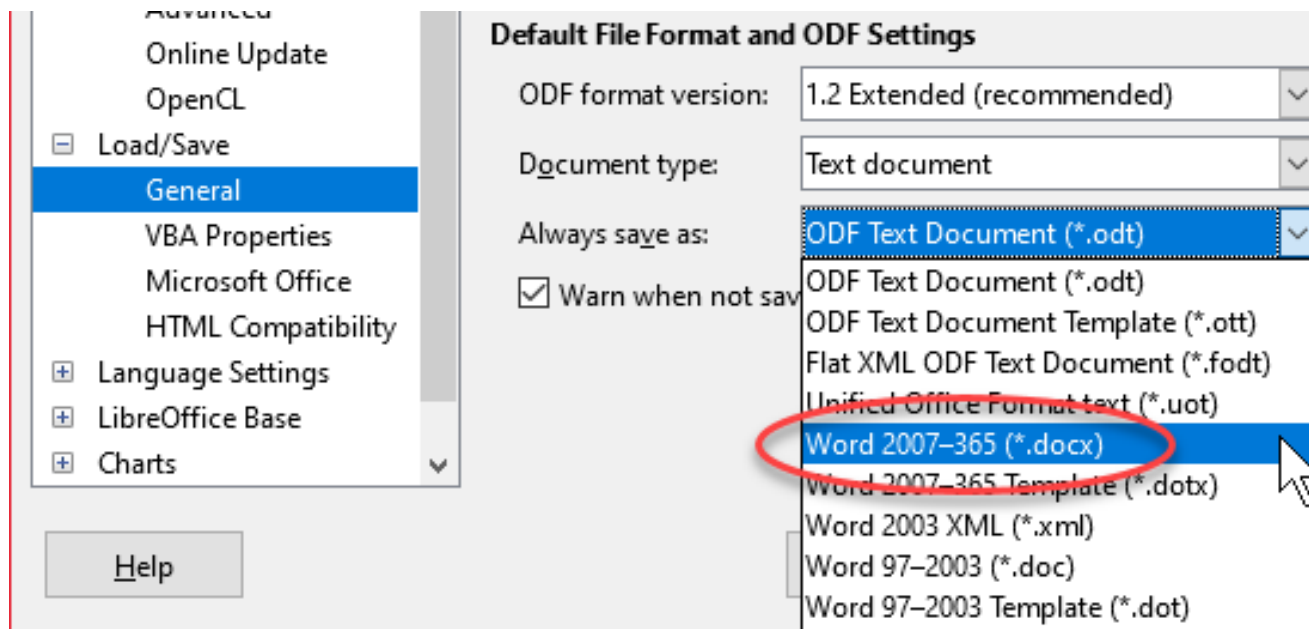
- ▶ Before using LibreOffice, you'll want to make some changes to its settings. This is a one-time change to make LibreOffice work better with Word and Excel documents.
- ▶ To make the one-time change:
  - Start LibreOffice
  - Click Tools > Options
  - In the left-hand column click the plus sign next to Load/Save
  - Click General. We're going to change the "Always save as" default selections

# Word/Excel alternative: LibreOffice



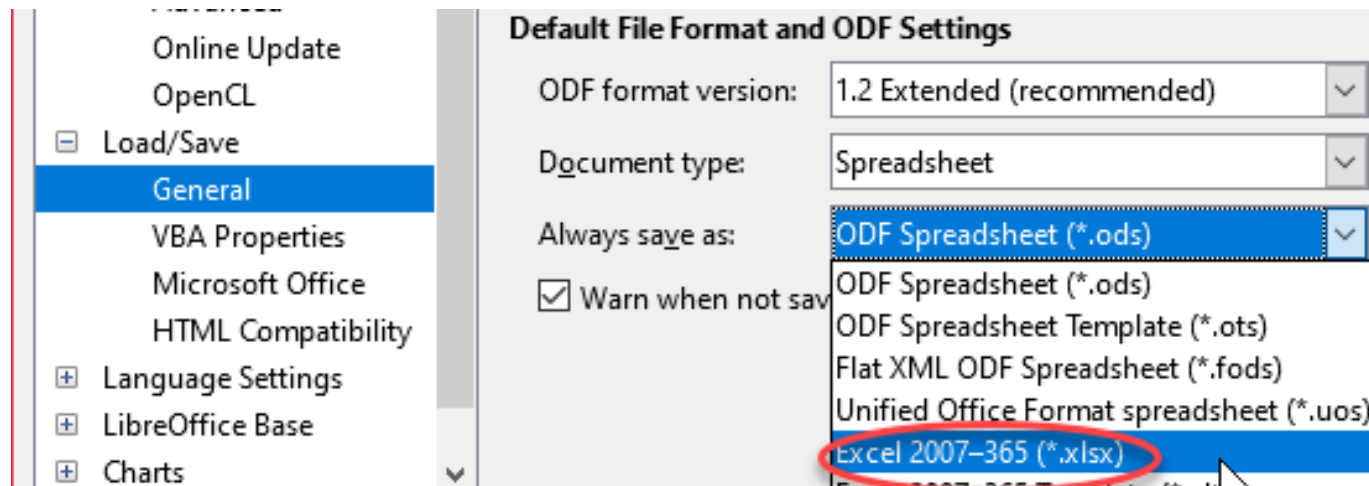
# Word/Excel alternative: LibreOffice

- ▶ Click the downward arrow next to ODF Text Document and click on Word 2007–365(\*.docx), click Apply button



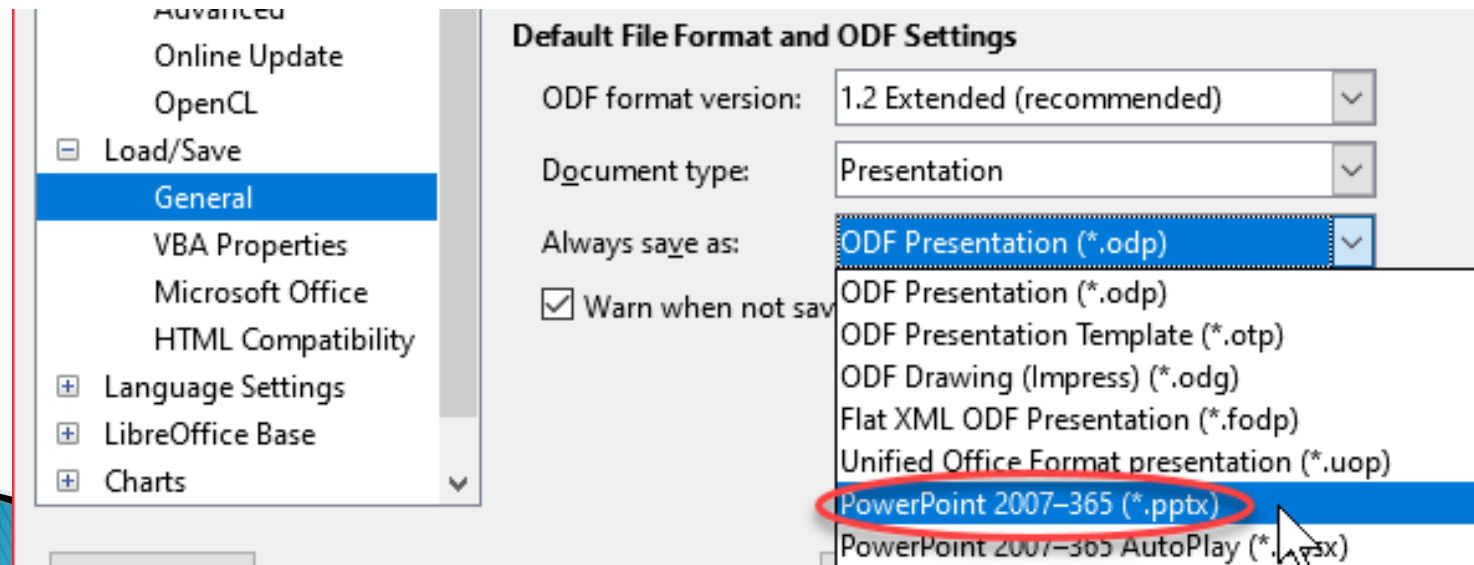
# Word/Excel alternative: LibreOffice

- ▶ Next, click the downward arrow next to Document Type and click Spreadsheet. Then click on the down arrow in the Always save as field and choose Excel 2007–365 (\*.xlsx), click Apply button



# Word/Excel alternative: LibreOffice

- ▶ And lastly, click the downward arrow next to Document Type and click Presentation. Then click on the down arrow in the Always save as field and choose PowerPoint 2007–365 (\*.pptx), click Apply button, then OK.

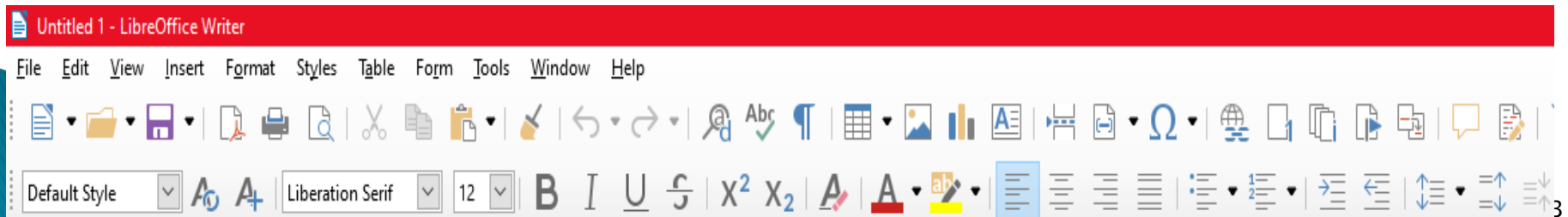


# Word/Excel alternative: LibreOffice

- ▶ Here are the LibreOffice equivalent meanings of Microsoft Office products:
  - Writer Document = Word
  - Calc Spreadsheet = Excel
  - Impress Presentation = PowerPoint
  - The other options are rarely used by most people but they are:
    - Draw Drawing = Visio for creating flowcharts, etc
    - Math Formula = Create or edit formulas
    - Base Database = Access database creator

# Word/Excel alternative: LibreOffice

- ▶ Let's create a simple word processing document. Click Writer Document and you'll be presented with a blank sheet of paper. Across the top you'll find all of the tools you'll need to change font, font color, underlining, bold, copy/paste, text alignment, etc. These tools are identical to Microsoft Word.
- ▶ When you're done with your document, click the save button or click File > Save

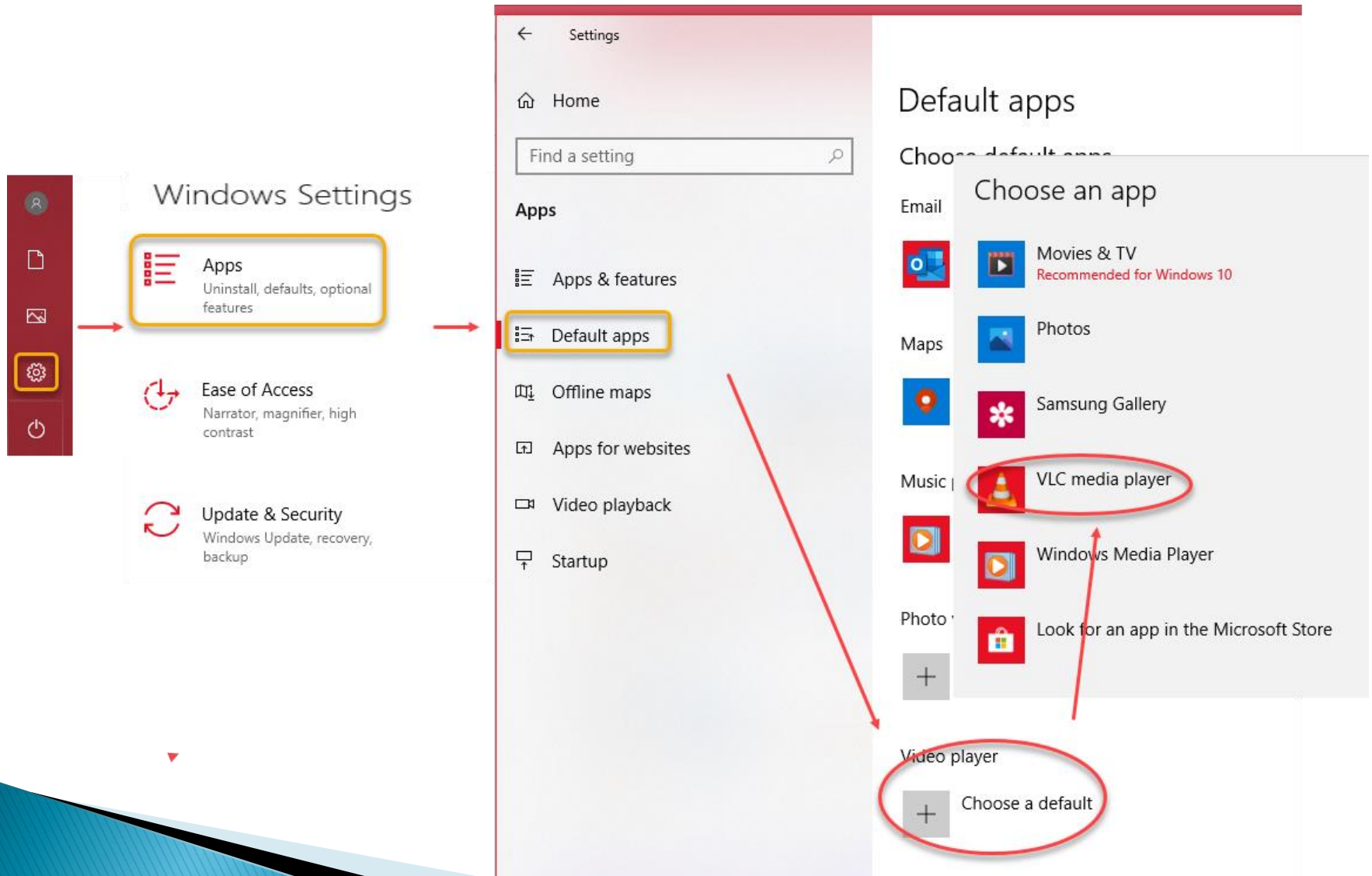


# 6. VLC video player

- ▶ Although Windows 10 has a built-in player for videos, CDs, webcams, and streaming , VLC offers a much better utility. Go to [ninite.com](http://ninite.com) and download VLC, found under the Media section.
- ▶ Before using it, you should make VLC your default player by:
  - Click on Start > Settings > Apps > Default apps
  - Then scroll down to Video player and click “Choose a default”
  - Click VLC media player



# VLC video player

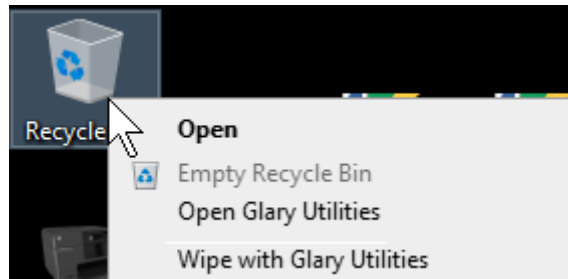


# 7. Glary Utilities

- ▶ Glary Utilities is an alternative to CCleaner. I once praised CCleaner for its straightforward and excellent PC cleaning tools, but unfortunately it was bought out by Avast and is no longer a friendly useful tool in my opinion.
- ▶ Glary Utilities does much of the same thing as CCleaner.
- ▶ Go to [ninite.com](http://ninite.com) to download Glary from the Utilities section

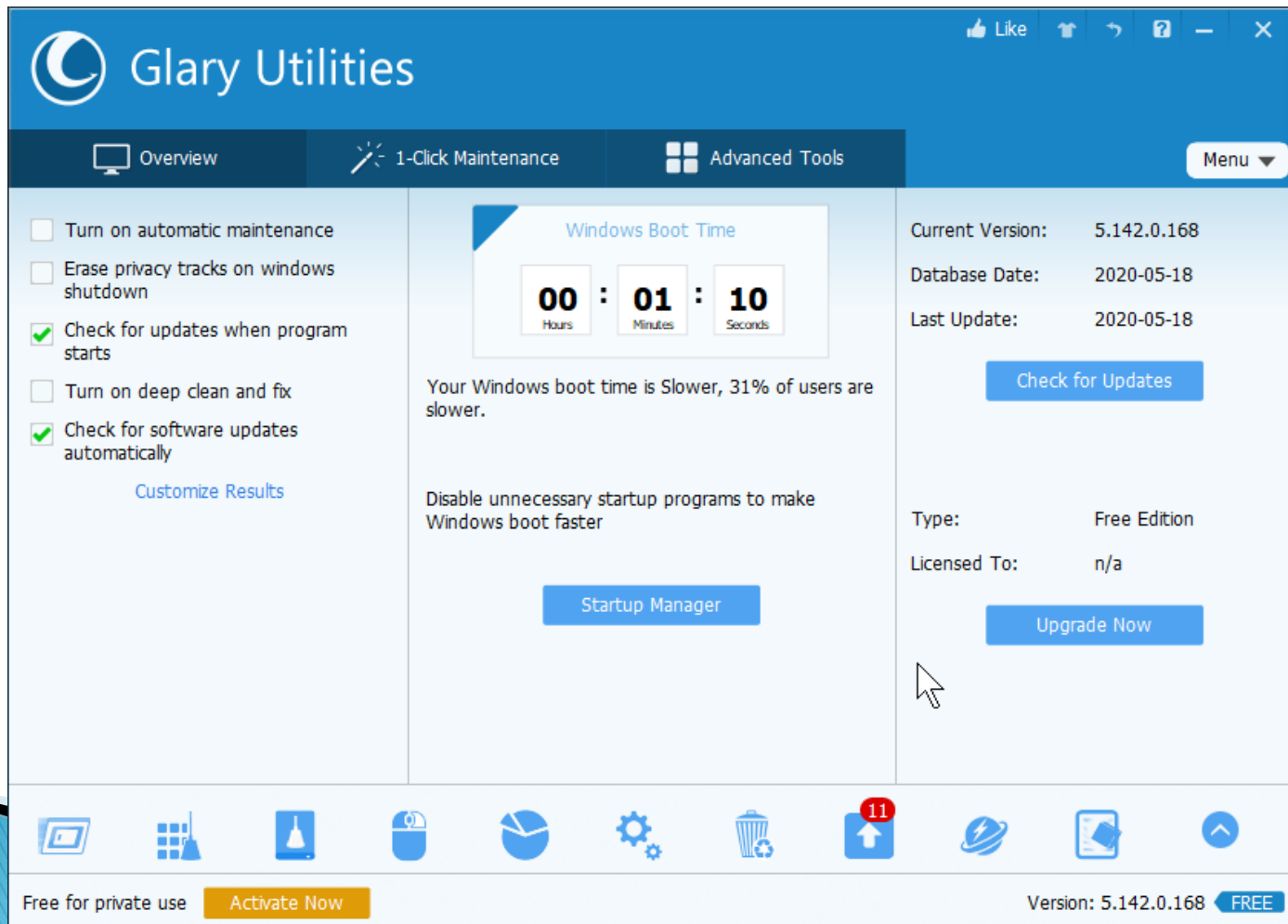
# Glary Utilities

- ▶ Once downloaded from ninite.com and installed, you can run Glary from either the start menu or by right clicking on the trash can on your desktop



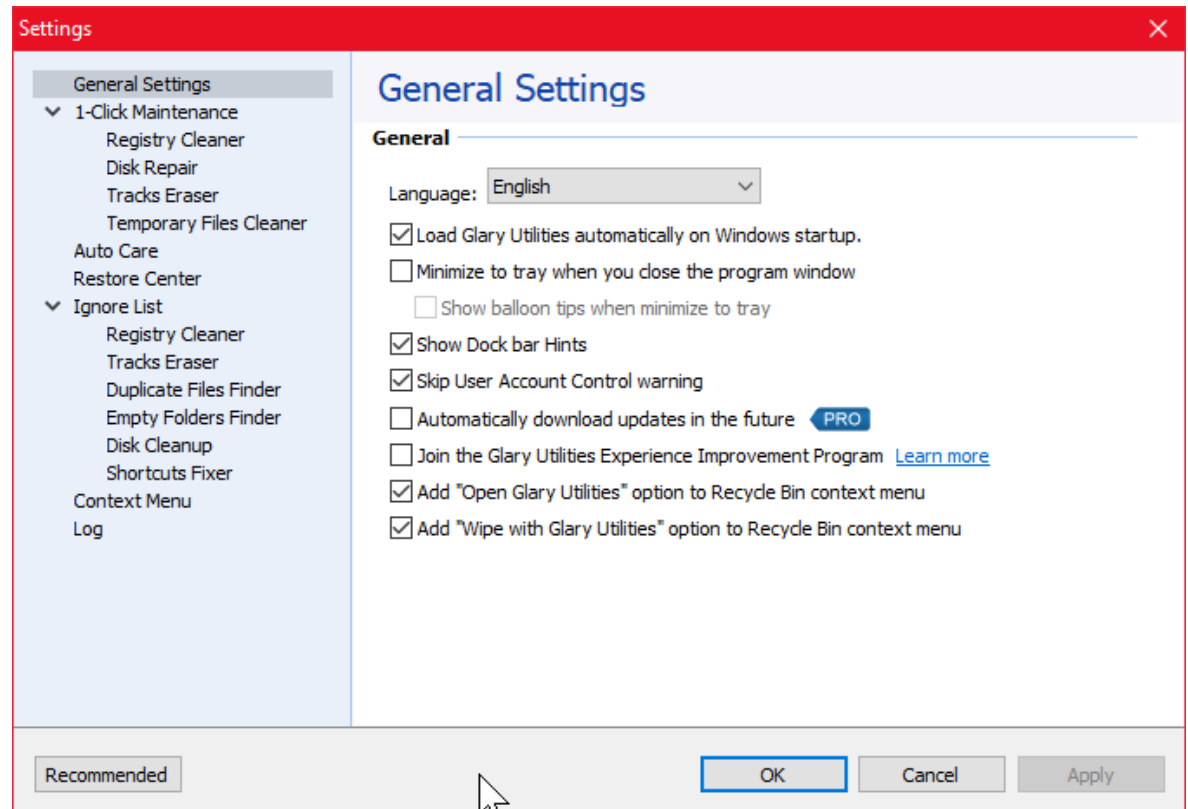
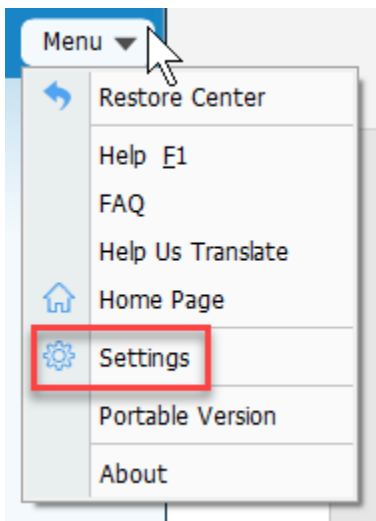
# Glary Utilities

- ▶ The opening screen looks like this:



# Glary Utilities

- ▶ When installing Glary, keep all defaults with the exception of those shown below:
  - Click Menu on the opening screen > Settings > General

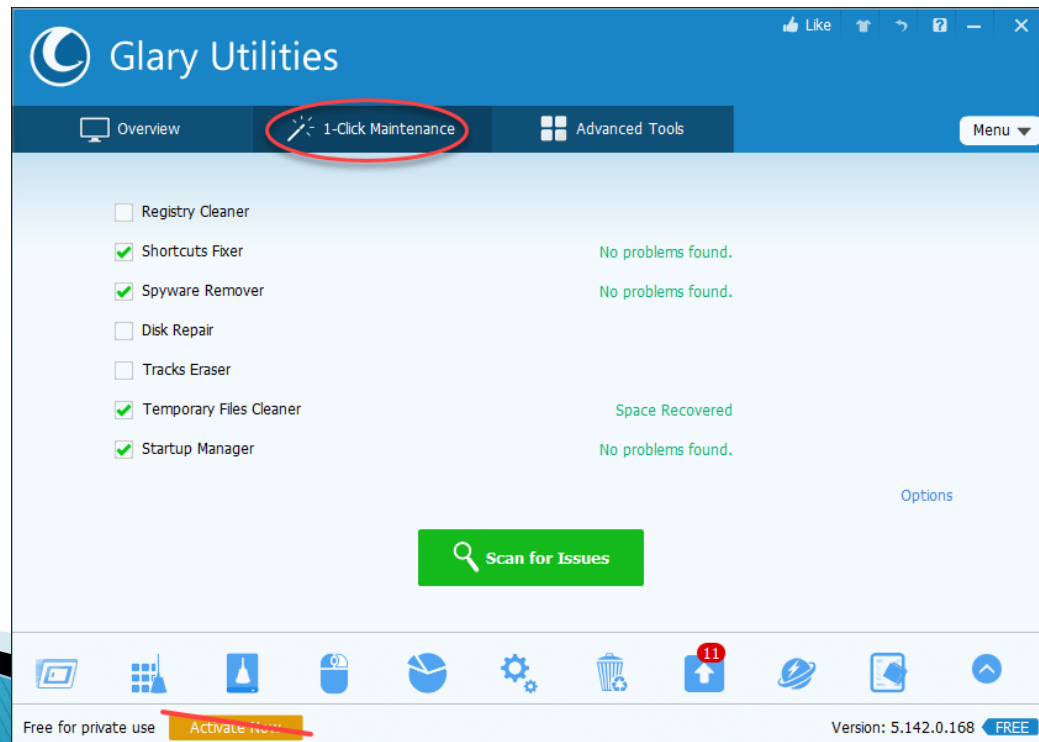


# Glary Utilities

- ▶ Glary can do many things besides clean temporary files and cookies. It can be used to:
  - Uninstall programs
  - Recommend updates on the applications you have installed
  - Help Windows start up faster
  - Clean your registry
  - And much more
- ▶ For this presentation, I'm only going to focus on cleanup, uninstalling and updating applications.
- ▶ I recommend that you do NOT run the Registry Cleaner nor change the way Windows starts up. As with all tools, if you don't know how to use them, they can be harmful.

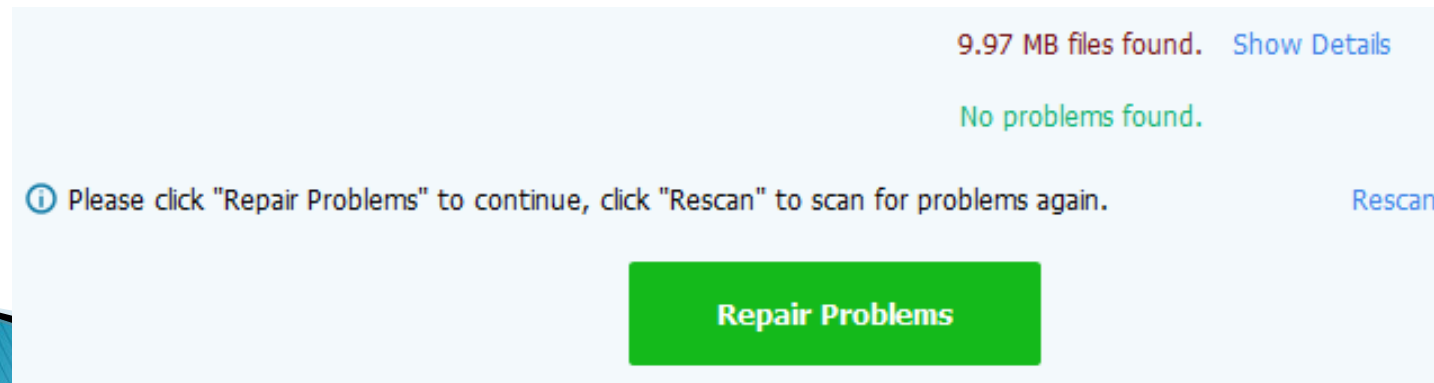
# Glary Utilities

- ▶ For cleaning temp files and cookies, click the 1-Click Maintenance tab
- ▶ Be sure to uncheck the Registry Cleaner box and check boxes as shown. Ignore the “Activate Now” button at the bottom of the screen




# Glary Utilities

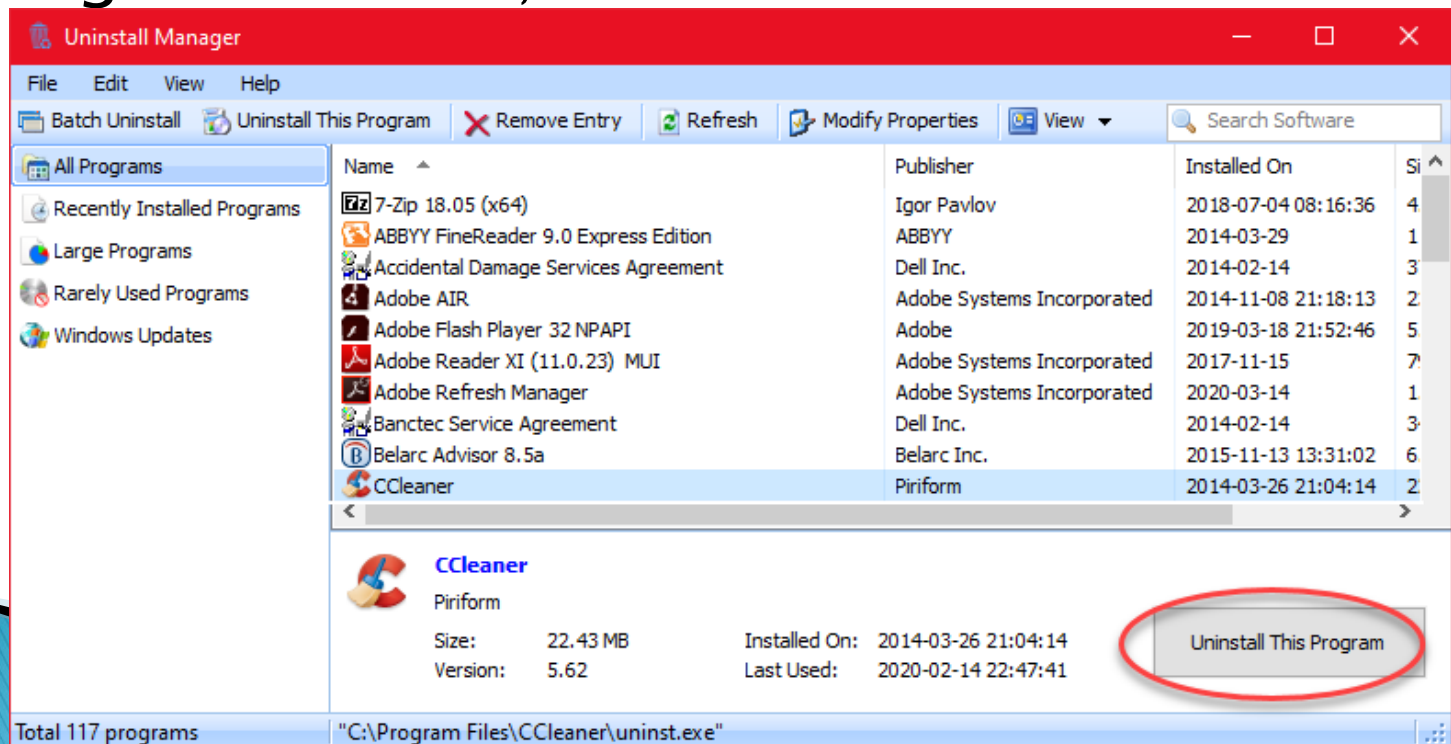
- ▶ The Activate Now button is only if you want to upgrade to the paid version for added features.
- ▶ Click the green Scan for Issues button to begin analyzing your computer
- ▶ When the scan is done, Glary will present a summary, click the green Repair Problems button to clear temp files and other issues





# Glary Utilities

- ▶ To uninstall programs that you don't need, click the Trash can along the bottom. 
- ▶ To uninstall CCleaner, for example, click on it from the list then click Uninstall This Program button; click the X when done



The screenshot shows the Uninstall Manager application window. The title bar is red and contains the text "Uninstall Manager" and standard window controls. The menu bar includes "File", "Edit", "View", and "Help". The toolbar contains buttons for "Batch Uninstall", "Uninstall This Program", "Remove Entry", "Refresh", "Modify Properties", and "View". A search bar is located on the right side of the toolbar.

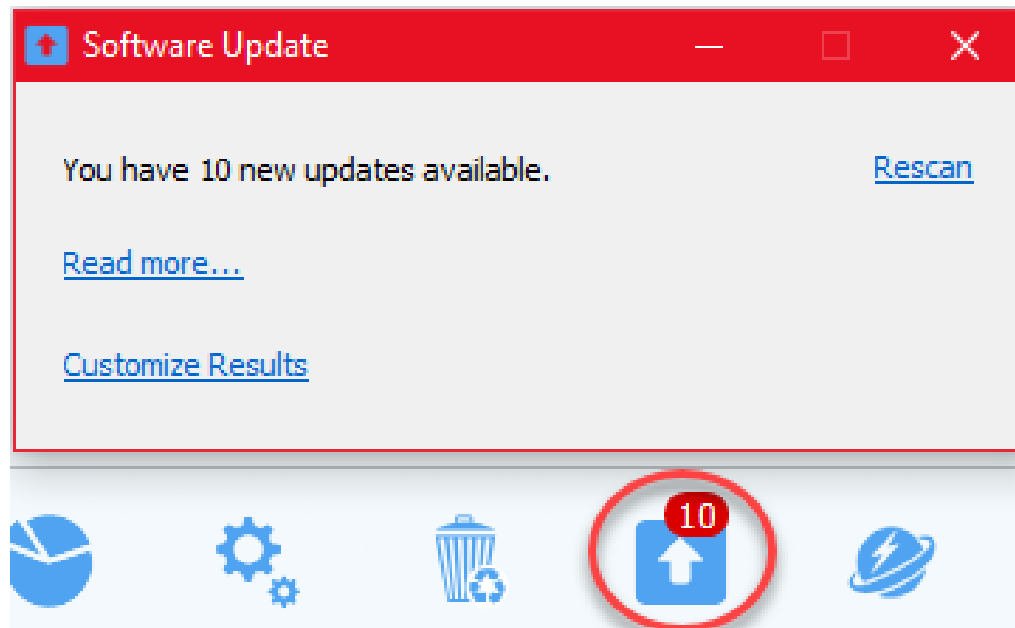
The main area displays a list of installed programs with columns for Name, Publisher, Installed On, and Size. The "CCleaner" entry is selected and highlighted in blue. Below the list, the details for CCleaner are shown, including its icon, name, publisher (Piriform), size (22.43 MB), version (5.62), installed on date (2014-03-26 21:04:14), and last used date (2020-02-14 22:47:41). The "Uninstall This Program" button is circled in red. A red arrow points to the close button (X) in the window's title bar.

Name	Publisher	Installed On	Size
7-Zip 18.05 (x64)	Igor Pavlov	2018-07-04 08:16:36	4
ABBYY FineReader 9.0 Express Edition	ABBYY	2014-03-29	1
Accidental Damage Services Agreement	Dell Inc.	2014-02-14	3
Adobe AIR	Adobe Systems Incorporated	2014-11-08 21:18:13	2
Adobe Flash Player 32 NPAPI	Adobe	2019-03-18 21:52:46	5
Adobe Reader XI (11.0.23) MUI	Adobe Systems Incorporated	2017-11-15	7
Adobe Refresh Manager	Adobe Systems Incorporated	2020-03-14	1
Bancotec Service Agreement	Dell Inc.	2014-02-14	3
Belarc Advisor 8.5a	Belarc Inc.	2015-11-13 13:31:02	6
CCleaner	Piriform	2014-03-26 21:04:14	2

Total 117 programs      "C:\Program Files\CCleaner\uninst.exe"

# Glary Utilities

- ▶ Updating programs. If you click on the blue square with a white arrow, Glary will scan your computer and suggest updates for your programs



# Glary Utilities

- ▶ Once the scan is complete, a webpage will open listing all of the updates needed. You can choose to run the updates by pressing the Green arrow next to any or all of the updates you wish to install. For often-used programs, it may be a good idea to update the program to the newest version.



## TeamViewer

Publisher: TeamViewer  
License: Freeware  
Installed Version: 15.5.3.0

15.5.6



# >> *The End* <<

*To create this presentation, I used:*

