East SIG Report – June 2016

The June meeting commenced with **Paul Woolard** welcomed everyone, followed by Q&A this month with **Dave Botherway**.

Q: Using Outlook in Office365 I have a lot of trouble using Search. A bigger problem is that when an email address is changed and I update that address, when I click on that person's name the old email address appears. Even when I completely delete an entry for that person and re-enter it, the old email address appears. Can you explain why this is happening?

A: [Dave] I don't use Outlook email so I can't help you.
[John Swales] If you save your addresses as a csv (comma separated value) file, check the entries and then reload addresses from the csv file you may find that will correct the problem.

Q: If I don't convert to Windows 10 before the deadline what will happen?

A: If you don't upgrade before the 29th July you will no longer be eligible for the free upgrade. Update files already downloaded and awaiting installation will be automatically deleted. I will answer this more fully in the next presentation.

Q: My wife has purchased a new laptop with 16GB of RAM to edit 4K videos using Adobe Premier while travelling. Are there any benefits upgrading to 32 or 64GB RAM for rendering?

A: [John Hall] I use Adobe Premier with 32 GB RAM and I find it very rarely uses more than 16GB of RAM. You will find that DDR4 laptop RAM will be very expensive and I don't think it would be worth it. When setting up Adobe Premier make sure the Mercury engine uses the graphics card.
[Dave] I caution anyone taking an expensive laptop away due to the risk it being lost, stolen or broken. Screens are particularly vulnerable. I have always travelled with an inexpensive laptop for those reasons.
[Audience member] I place foam between the keyboard and screen similar to the packaging when it was new to protect the screen.

Q: When my website was transferred from WestNet to iinet I find there are certain image files that now won't upload. Would the fact that files are now being sent using a laptop rather than a PC be a likely reason?

A: It is more likely that the image size is too large. Even though the images would previously upload when using WestNet, iinet may have different criteria. I wouldn't think where the files are being sent from would be the cause. I'd suggest talking to the iinet helpdesk.

Q: I want to upgrade from Word 2007 to the Office365 version of Word. Can you confirm that once I download Office from the cloud that I don't need any further access to the cloud after that, as I plan to use it while travelling? For example, Adobe Elements and Premier Elements require that I log onto the internet every 3 months to continue using those products. [The member later noted that he was paying a monthly renewal fee to Adobe]

A: Once downloaded to your PC, Office should run until the annual renewal expires. The whole idea of downloading Office to your PC is so that you can work offline.

Q: I use OneDrive with Office 365 and I received a message from MicroSoft that they are reviewing the amount of storage space available.

A: The limit for OneDrive was previously raised to 15GB and has now been changed to 5GB. What the criteria is for those over the 5 GB limit and whether they will chop off the oldest

files is unknown at this time. The message was most likely a warning to get your storage back under 5GB.

[John Hall] I have recently renewed my Telstra plan and they have given me 200GB on OneDrive. I was over the limit by 2GB and wondered what MicroSoft would delete, but for now my problem has gone away. If you have a MelbPC address I understand the limit is still 15GB, so move your data over to your MelbPC account.

Q: I can no longer get SBS on demand on my laptop. Has anyone else had that problem?
A: I have noticed SBS on demand missing from my TV but haven't followed it up further. [No one else in the audience has noticed that problem.]

Q: Some days when it's raining I find ABC on my TV is not working, while SBS and other channels are. Does anyone else have that problem?
A: [Trevor Hudson] You have water problems on one of the connections of your TV aerial. If you have that problem on Channel 10 for instance, you will have the same problem on all related Channel 10 channels, as they use the same frequency.

Our first presentation was a short video by **Trevor Hudson** on "How to create a Recovery Drive for Windows 8". Rather than provide the Windows Installation disk on a DVD, many laptop manufacturers provide the installation files on a hidden Recovery partition on the hard drive. This is a real problem if the hard disk fails and you need to reinstall the OS to a new hard drive. Trevor's video shows how to extract the installation files from the recovery partition to a bootable USB drive. The video is available on YouTube by searching the above title and is also relevant to other versions of Windows.

Our next presentation was by **Dave Botherway**. At the commencement of this session Dave conducted a short questionnaire that combined with the results from the same questionnaire of BEAST SIG members will form a future presentation. Dave then started his presentation titled "Windows 10 Status". Points covered where:

- Windows 10 with the 1511 Update (equivalent to SP1) is more resilient and stable.
- The "anniversary update" to Win10, version 1607 was sent to MS Insider Program members yesterday (8 June 2016). Dave thinks this will be a major improvement and may do away with the need to use Classic Shell. It should be available before the free upgrade period ends.
- Classic shell is still the best bridge from Windows 7 and especially Win 8/8.1.
- Privacy aspects of Win10 need customisation. Dave recommends software from O&O called "Shut Up Win10" as a user friendly solution to fix your privacy settings in Win10.
- Now (9th June) only 51 days are left for the free upgrade.
- For many users it is still true – If it ain't broke, don't fix it!

After the break the final presentation was by **Neil Muller** titled "Working with PDF files". This was not a presentation on how to create pdf files (Neil assumed most members would know how to do this) but how Neil uses pdf files for personal use and as secretary of a voluntary organisation with 170 members. As secretary Neil needs to contact members every few weeks and this was done by email and when attachments are necessary, always using pdf files. Neil has an aversion to multiple attachments in emails so uses a freeware program called "PDF Split and Merge" (aka PDFsam) from www.pdfsam.org to manipulate pdf files. He has been using PDFsam since version 1 from 2007 on, when the only options were a simple split or merge of pdf files. The current freeware version is called "**PDFsam Basic**" and is version 3, with a

professional paid version available called "PDFsam Enhanced". PDFsam Basic will split, merge or rotate any non-password protected pdf file. Options available are:

- Split – Splitting pdf files into single pages, every nth page, at given page number, by bookmarks or by file size.
- Merge - combine multiple pdf files into a single pdf file in any order desired. Neil uses the Merge option extensively when combining multiple attachments to his committee Agendas and Minutes. These attachments can be pdf files derived from Word, Excel or Image files, all converted to pdf and then combined into a single pdf file for emailing.
- Rotate - Rotate single or multiple pdf files 90 or 180 degrees clockwise or 90 degrees anticlockwise.

Neil still plans to use version 2 of PDFsam when needed, as it contain 2 additional options, "Visual Document Composer" and "Visual Reorder" which are now only available in the "PDFsam Enhance" paid version.

For personnel use PDFsam has been invaluable for extracting pages from large pdf documents for saving or emailing to others and deleting "rubbish" from long webpages saved as pdf files. There are other programs that will do the same as PDFsam but Neil finds PDFsam convenient and easy to use.

Neil Muller