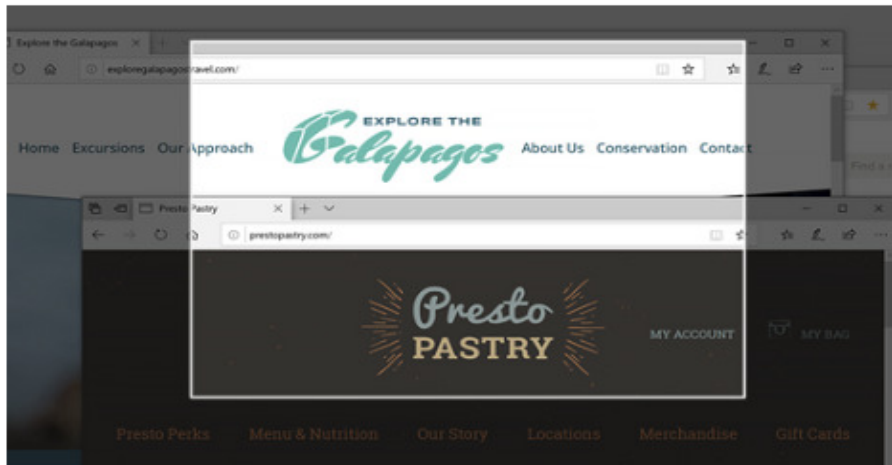




## “Snip & Sketch” - a Simple Replacement for the Snipping Tool?



Download “Snip & Sketch” for free from the Microsoft Store for Windows 10.



Go to:  
<https://www.microsoft.com/en-nz/p/snip-sketch/9mz95kl8mr0l>

[Thank you to Ian Grant for this item]

Screen sketch is now called Snip & Sketch. Open Snip & Sketch to take a snip of what's on your screen or to mark up and share a previous image.

To quickly take a snip, press the **Windows logo key + Shift + S**. You'll see your screen darken and your cursor displayed as a cross. Choose a point at the edge of the area you want to copy and left-click the cursor. Move your cursor to highlight the area you want to capture. The area you capture will appear on your screen.

The image you snipped is saved to your clipboard, ready for pasting into an email or document. If you want to edit the image, select the notification that appears after you've made your snip. Snip & Sketch offers options to save, copy or share and includes a pen, highlighter, and an eraser, all with variable line widths.

## President's Post, *Clive Dyson*

As I write this post I am in Christchurch. Polly and I are house/dog sitting for our friends who have gone on holiday to the UK for a month. We made this offer two years ago and they have just taken us up on it. In Palmerston North our SeniorNet Federation AGM and Symposium is taking place. This will be the last one for Grant Sidaway and Jude Mitchener and we will have 3 new committee members as Ray MacDonald (Chairman), Duncan Fuller and Dorothy Davies will not be standing again. So interesting times ahead for this year.

Occasionally I get people coming to me with computer problems as I expect many members do. They have tried to work them out but can't manage to find the answer. Very often it is something that they have just overlooked. For example if you enter your password and you know it is correct but it still doesn't work, check your Caps Lock, it may be on when it should be off.

Another example is trying to force quit a laptop or PC and it just won't turn off. Press the on/off button and **HOLD FOR 6 SECONDS** and the laptop or PC will automatically turn off. **DOING THIS MUST BE A LAST RESORT** though. These are simple really but they just get overlooked or forgotten.

As you look through this term's calendar you may find that a class you would like is available. If there is a device or App that you would like a class or workshop on please contact Sandra and let her know. She will have a go at organising a class for you. Also if you have skills you'd like to share, let her know about that too.

Well, until I can return back to paradise in Motueka, Take care. *Clive*

**“SeniorNet is a community training network that supports & motivates people aged 50+ to enjoy & use technology in their everyday lives.”**

## Convert your special VHS Tapes to Digital files



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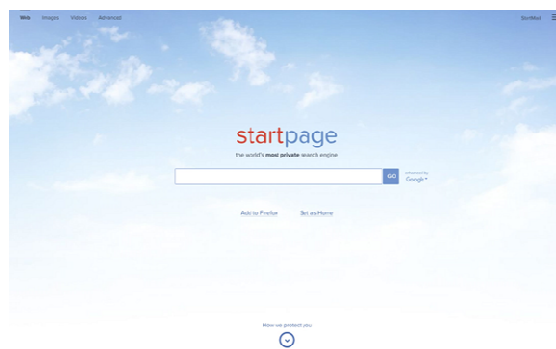
**Gene Clark  
Manager**

## Check out this search engine as an alternative to Google **STARTPAGE**

A search engine that puts privacy at the forefront, StartPage (originally Ixquick) was the first search engine to allow its users to search privately.

With StartPage, none of your details are stored (including your IP address) and no cookies are used, save for a single, anonymous cookie that's used to remember your preferences.

Uniquely, StartPage also offers a proxy for those who want to not just search, but browse, the web in full privacy.



## Dates for your Diary

### MEMBERS' MEETING:

Mon 3rd June 10am (Queen's Birthday weekend) : *Quiz*

### HELP & SUPPORT SESSIONS:

Mon 10th June 10-11.30am

Sat 22nd June 2-3.30pm

### INTEREST GROUPS:

Fri 7th June 9.30am: *DNA*

Fri 7th June 2.30pm: *Digital Photography*

Fri 14th June 2.30pm: *Genealogy*

Fri 21st June 2.30pm: *iPad & iPhone*

Mon 24th June 9.30am: *Android Tablet*

Tues 25th June 7.30pm: *Genealogy*

Fri 28th June 2.30pm: *Mac*

## REMINDER—COURSES STARTING IN JUNE

3 June 10-12 : IPAD/IPHONE, USING THE CAMERA. Tutor Peter Beaumont 021 298 3387  
 4 June 2.30-4.30 : PHOTO EDITING WITH FREE GIMP SOFTWARE. Tutor Peter Hallett 03 528 5144  
 6 June 2.30-4.30 : MAC BASICS. Tutor Clive Dyson 03 929 8002  
 10 June 2.30-4.30 : IPAD 2. Tutor Peter Beaumont 021 298 3387  
 12 June 2.30-4.30 : PHOTOS, SAVING & ORGANISING. Tutor Maureen Hutton 03 528 0630

**FIND MORE DETAILS ON OUR WEBSITE. CONTACT THE TUTOR DIRECT TO ENROL**



### MIG report, by Clive Dyson

Here is the report of April Mac Interest Group meeting. I took the group as Anton was unfortunately out of action with family health issues.

There were about 10 of us at the meeting and it was great, with plenty of exchange of ideas and discussion. A humorous video from YouTube "15 funniest Apple ads" was shown and this provided some laughs. We then had a look at the desktop and its layout + the Apple menu, looking in-depth at the various parts of "About this Mac" A Macmost video which was released on Friday "5 Mistakes made by Apple users" was then shown. This provided a lot of discussion and some new insights. After a cuppa Roger Pittman talked about iTunes. He also demonstrated Doug Adams' scripts of shortcuts for altering labels etc in iTunes playlists. We actually ran overtime as people were still in deep discussion!

*Clive*

### iPPIG meeting, Colin Hooker

As usual we started the meeting with a couple of videos, the first being 10 useful tips for the iPad and the second a humorous way to deal with email spam. Colin mentioned that there was a recent update of the operating system to iOS 12.3, one of the new features being the Apple TV app which is a very large library from which one can rent or buy videos. Following on from that, John told us about a recent update to WhatsApp - this eliminated a bug which enabled a third party to spy on the user. The update prevents malware being installed.



Peter spoke about an article on phishing that was published in the British newspaper The Guardian. Someone had received an email that claimed they had a video of them watching porn movies and said it would be sent to everyone on their Contacts list unless a sum of money was paid. Of course it was a false claim and could be ignored. Peter added that often the blackmailer will claim they have access to your computer; this can be checked by going to the website "haveibeenpwned".

Colin then mentioned some of the ways that spam or phishing emails can be recognised. The main ones are by checking the email address of the sender - a message appearing to come from your bank won't be sent by [joe-bloggs@gmail.com](mailto:joe-bloggs@gmail.com), for example. Another way is from the grammatical or spelling errors in the email; a recent email Colin received about security measures being taken by the email provider said "Sorry for any inconvenience caused by our security measurements." Colin said that the volume of spam received in one's inbox can be reduced by marking these emails as spam in one's account in webmail, ie on the email provider's website.

Sandra spoke about an interesting app, BBC Civilisations, which enabled museum exhibits from around the world to be looked at from different angles as if one was walking around the exhibit in the museum. Jim shared with us a nostalgic memory of his early life in an English village using Google Earth. Helen showed us a little gadget that she had bought recently - a ring that was stuck onto the back of her phone that she could put her finger through so that she kept a firm grip on the phone. And finally Trish mentioned a tiny electronic tile, monitored by an iPhone, that could be fixed to articles to prevent them getting mislaid.

# Outlook vs Gmail: What is the best email service for you?

By Hannah Williams & Christina Mercer [adapted from Computerworld TopNews 8 Feb 2019]

Microsoft Outlook and Google's Gmail are two of the most popular free email services on the market today, and likely to be the most used for business and personal use. They both offer similar functionalities. This article examines some of the important deciding factors between Outlook and Gmail to help you choose if you are opting for the subscription option for business use.

It should be noted that this article looks at Outlook as part of Microsoft's cloud Office 365 suite rather than as a stand-alone Exchange product, and looking at Gmail as part of the broader G Suite set of business software.

## User experience

Outlook and Gmail both provide a simple user interface, with unique designs which make the two email services easy to navigate.

In 2018, Microsoft launched a new Simplified Ribbon feature which is designed to better align with other Office software and to reduce clutter at the top of your inbox for greater simplicity. Users are able to personalise or remove commands to suit their individual work styles and requirements.

It also features some updates to the inbox message list, so users can identify important messages. This includes bolded and flagged messages for clear visual markers.

Traditionally, Outlook's reading pane is switched off by default but users can switch it on as they wish. The folder pane is also updated to feature favourites, personal folders and group icons.

Overall, the Outlook for Windows user experience is now simpler to navigate and customise to individual needs.

Gmail has always prided itself on providing a clean, simple inbox view and has long offered customisable features. The main feature which tends to grab users' interest is the conversation view of emails, which appears to make sending messages faster and easier.

Gmail also includes filters and labels for email management, with the ability to filter messages in groups of 'from,' 'to' and whether messages are with or without attachments.

Its latest update in 2018 delivered a brand new user interface with calendar and tasks embedded within the inbox and new features to snooze an email, push reminders, use automatic responses and better offline functionality. Gmail also increasingly looks to leverage the machine learning expertise at Google to make email 'smarter', with the option of ordering emails by importance, for example.

## Storage

Microsoft and Google both offer 15GB of free storage for their email services. However, Gmail's storage offering is spread across Google Drive and Google Photos also, meaning it will be stretched a little thinner. It's unlikely that any business user would opt for the free service however.

Google offers unlimited cloud storage on both its business and enterprise plans, or up to 1TB for businesses with fewer than five users.

Microsoft was traditionally unclear about the storage space it provides users with, however, over the years it has since confirmed that it gives 15GB of email storage per Outlook account, which can be increased using the paid service.

Microsoft Office 365 business subscribers are provided with 50-100GB of mailbox space, depending on which plan they are on, and 1TB of total storage as standard.

[Cont'd on page 8...]



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## MAIN POINTS FROM THE MAY COMMITTEE MEETING

- Financial report—treasurer Allan presented the current statement of receipts and payments.
- Remote training—president Clive reported (in his absence) that there have been encouraging results experimenting with providing training using the free Interactive software called Zoom.
- Tree management around the building—Mary reported that the deciduous tree on the nor-east corner is not categorised as protected, so it can be dealt to. Gutters will also be cleared of leaves when all leaves have dropped.
- Courses—Sandra presented a monthly education report. The committee agreed to a proposal that a “Meet the Tutors” session similar to Nelson’s would be held in conjunction with our December monthly meeting. All members will be invited to come along (a) to hear about what courses tutors can offer, also (b) to give feedback on what additional courses would be of interest to them.
- Technical support—Dave reported that all the Windows machines and laptops have received their updates. Replacing the old Windows 7 computer in the office was discussed. Maureen and Sandra have been tasked with clearing out unwanted files and checking which programmes will need to be transferred.
- Maintenance—leaking tap, water running in a toilet, a sticking internal door, have all been attended to.
- Website—Bernhard confirmed that meeting dates have been updated, reports of interest groups and the latest newsletter uploaded.
- Members meetings
  - it was decided that the June 3 meeting (Queens Birthday holiday) would take the form of a “pub” quiz.
  - Grant Sidaway will address the September 2 meeting. The committee discussed buying him a book about the local area on his retirement as a thank you gift.
- Holidays—dates when committee members will be overseas were noted. Mary will be dealing with membership matters while Maureen is away (her phone will have a redirect message). Sandra will stand in for Bernhard re additional website tasks.

## DIG REPORT FOR THE MAY MEETING, *Maureen Hutton*

Just a small few turned up to show their photos from last months outing to Upper Moutere. We had lunch first then went to The Old Plough Inn in Neudorf Rd and then to the old settlers cottage. We took lots of photos and had a most enjoyable afternoon. I also showed how to use your photos by doing your own calendar.



←  
Inside settlers  
cottage

→  
Members taking  
their photos (The  
Old Plough Inn)

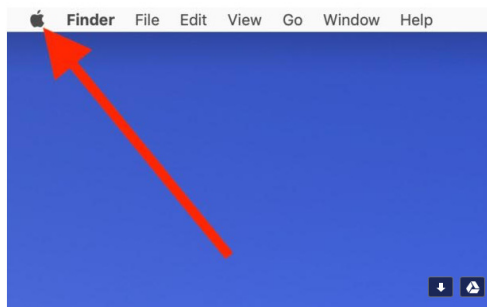




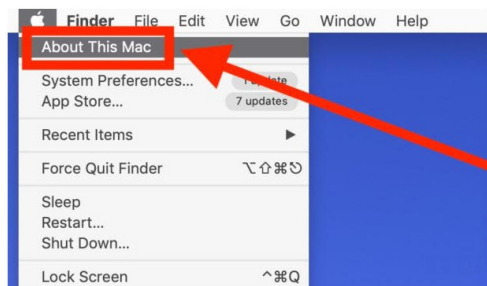
## MacHint: finding your operating system version, Anton Petre

Have you ever needed to know which version of Mac OS was on a computer? For some users the answer may be never, but others may need to know exactly what version of Mac OS system software is running on a particular Mac.

Typically the need to know which MacOS version is on a Mac is necessary for learning about compatibility with software or a specific feature, but it can also be helpful to know what version of Mac OS is installed for troubleshooting.



1. From anywhere on the Mac, look in the upper left corner for the Apple menu and click that.



2. From the Apple menu choose “About This Mac”.



3. The Mac system overview panel will appear on screen, showing what Mac OS release and version is installed on the computer



4. In the screenshot to the left “About This Mac” shows the Mac running “OS X El Capitan” as the major release, and the specific system software version is 10 .11.6.

The About This Mac screen also easily allows you to [find when a Mac model was made and built](#). It also shows the Mac’s serial number.

***[... continued on P7]***



## ... MacHint: finding your operating system version, *[continued from P6]*

### Why does the version of MacOS software matter?

Some users may be wondering why the MacOS software version even matters, and why would they care to know it in the first place? But knowing the system software version can be helpful for many reasons, including for:

- \* Feature existence or compatibility
- \* App compatibility
- \* Accessory support or compatibility
- \* Troubleshooting procedures
- \* Installing, reinstalling, and updating Mac OS
- \* If you're [using a Combo Update to update Mac OS system software](#)

Major new releases of Mac OS are available from the Mac App Store, whereas software updates to an existing release can be found from [the Software Update control panel](#), or the Updates tab of the Mac App Store.

Mac OS has been labelled with various naming conventions, with each major Mac OS release having a distinct name as well. For the initial nine releases, Mac OS versions were labelled after wild cats, while the releases after that are named after locations and places in the state of California.

The current and historical Mac OS names and versions are as follows:

- |                           |                           |                              |                         |
|---------------------------|---------------------------|------------------------------|-------------------------|
| □ Mac OS X 10.0 Cheetah   | □ Mac OS X 10.1 Puma      | □ Mac OS X 10.2 Jaguar       | □ Mac OS X 10.3 Panther |
| □ Mac OS X 10.4 Tiger     | □ Mac OS X 10.5 Leopard   | □ Mac OS X 10.6 Snow Leopard | □ OS X 10.7 Lion        |
| □ OS X 10.8 Mountain Lion | □ OS X 10.9 Mavericks     | □ OS X 10.10 Yosemite        | □ OS X 10.11 El Capitan |
| □ MacOS 10.12 Sierra      | □ MacOS 10.13 High Sierra | □ MacOS 10.14 Mojave         |                         |

### FUN TO PONDER .....

I WENT TO A BOOKSTORE AND ASKED THE SALESWOMAN, "WHERE'S THE SELF-HELP SECTION?". SHE SAID IF SHE TOLD ME, IT WOULD DEFEAT THE PURPOSE.

IS THERE ANOTHER WORD FOR SYNONYM?

WHERE DO FOREST RANGERS GO TO "GET AWAY FROM IT ALL?"

CAN VEGETARIANS EAT ANIMAL CRACKERS?

WHAT WAS THE BEST THING BEFORE SLICED BREAD?

ONE NICE THING ABOUT EGOTISTS: THEY DON'T TALK ABOUT OTHER PEOPLE.

IF YOU TRY TO FAIL, AND SUCCEED, WHICH HAVE YOU DONE?

CAN AN ATHEIST GET INSURANCE AGAINST ACTS OF GOD?

### Motueka SeniorNet

#### Committee 2018-2019

President, Publicity:	Clive Dyson
Vice President, Housekeeping, Members' meetings, Photocopier:	Mary Dowell
Secretary:	Gail Riddell
Treasurer:	Allan Culling
Membership, Updating Forms:	Maureen Hutton
Technical, Security, Maintenance:	Dave Samways
Course Convenor, Newsletter:	Sandra Price
Health & Safety:	John Croxford
Webmaster:	Bernhard Nobis

#### Non Committee Roles 2018-2019

Technical Support:	Colin Hope
Librarian:	Ann Bassford
Grants:	Allan Winslade
Manual Printing:	Doreen Inwood
Almoner:	Joan Damian

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**Email**

**motueka@nbs.co.nz**

## Outlook vs Gmail: [... Cont'd from page 4]

### Integrations and add-ons

Both Gmail and Outlook come as part of a broader office suite, housing file storage, word processor, spreadsheet and presentation tools.

Google Docs, Sheets and Slides users can invite others to edit documents and collaborate in real time, either suggesting edits, making tracked changes or review the document's full edit history.

Plus, with Gmail, you'll be able to open an email attachment and it will launch in the relevant integration, ready for you to review, edit and so on. Similarly, Outlook also offers easy access to Word, Excel, PowerPoint and OneNote from the email client.

Both come with seamlessly integrated calendars and contacts, as well as email scheduling, filters, flags and smart searches.

### Email sizes

The stated maximum file size limit for email attachments in Outlook is 20MB for business email.

Gmail offers a size limit of up to 25MB, and if attachments pass this limit then Gmail automatically adds a Google Drive link for the recipient to open.

### Security

There are few differences between Outlook and Gmail's security features. Both provide two-step authentication and AI-powered spam filters. You'll also notice that both offer a 'verified' sender option, to make sure only trusted addresses can contact you.

Interestingly, Google has been working with machine learning algorithms to reduce the amount of phishing attacks its users receive. It will now label an email with a colour coded warning system. If a message is deemed malicious it is marked red, while lesser risks are marked yellow.

Like with most security concerns the biggest threat to a business is the people, so common sense and good training practices should always be applied.

### Price

Currently, Gmail can be bought as part of G Suite for A\$5 per user/month for standard business users or \$34 per user/month for enterprise customers. Both come with unlimited cloud storage, business email, shared calendars, video conferencing and secure instant messaging, as well as access to Google's entire productivity suite. However, on 2 April 2019 G Suite Basic and Business Additions will increase in price, marking the first increase in price in 10 years. G Suite Business will increase by US\$2, with price increases for other regions like the UK to be adjusted accordingly to in April. Outlook, as part of Office 365, is available on two different business plans: Office 365 Business is A\$12 per user/month and Office 365 Business Premium is \$17.20. This includes access to Microsoft's entire online productivity suite, plus OneDrive, however, Microsoft Teams is only available on Business Premium.

### Conclusion

These two email services are so broadly similar that making a choice really does seem to come down to user experience, storage and features. There are also generous free plans with both providers, so you can try before you buy.

### Membership Memo from Maureen

We now have 240 members.

A warm welcome to these people who have recently joined:

Sue Clark      Chris Bracegirdle  
Jean Quigley      Don Quigley