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Subject: Little Rock DLC April Newsletter - 2018
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To: chfrith39@gmail.com

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Little Rock Digital Learning Center April 2018 Newsletter

Little Rock Digital Learning Center Mission Statement

The Little Rock Digital Learning Center is a non-profit organization providing computer technology skills to adult students. We are located in the Reynolds Institute on Aging at the University of Arkansas Medical Sciences campus in Little Rock, Arkansas. Our volunteers have many years' of experience in teaching adults the ability to understand digital technology and to enable them to share their newly found knowledge and wisdom with others. Through our volunteer instructors and coaches we support their development and expand their computer literacy skills through classes and workshops on the latest technology environment offered.

Little Rock DLC

The Phone number is: (501) 603-1262

The email address for LRDLC is: info@littlerockdlc.org

The website address for LRDLC is: littlerockdlc.org

The schedules for classes and workshops will continue to be sent to students via emails, newsletters and postcards.

Little Rock DLC Board Members





Sitting - Left to right: Judy McDowell, Laurie Short, Evelyn Soo, Joan McKinstry, Doris Davis, and Diane Hughes.
 Standing - Left to Right: Charlie Frith, Mary Gibson, Beth Foti, Karen Maddox, Bill Owens, Pat Kissire, Bill Singley and Marti Hunt.

Class Schedules



2018 Computer Classes

The Little Rock Digital Learning Center will offer the following classes in **March 2018**.

March, 2018	Mon - Fri	Call for Appointment	One-On-One Computer Support (45 Minutes)	DLC Staff
March 16	Friday	1:00 – 3:00	Free Workshop - See Below	DLC Staff
3/5/18 – 3/21/18	Mon - Wed	10:00 – 12:00	Computer Basics	Bill Singley
3/12/18 or 3/14/18	Mon or Wed	1:00 – 3:00	Computer Maintenance Workshop	Bill Owens
3/26/18 & 3/28/18	Mon & Wed	1:00 – 3:00	Online Shopping & Banking Workshop	Bill Owens
3/1/18	Thurs	1:00 – 3:00	Texting & Typing on Your iPhone Workshop	Charlie Frit
3/6 & 3/8/18	Tues & Thurs	1:30 – 3:00	File Management Workshop	Charlie Frit
3/20 & 3/22/18	Tues & Thurs	1:30 – 3:00	Google Photos Workshop	Charlie Frit

Classes will be held at the Donald W. Reynolds Center UAMS Institute on Aging in Room 2156. If you are interested in enrolling in a class or obtaining more information about any the classes, please call the Digital Learning Center at (501) 603-1262 or send an email to our registrar at info@littlerockdlc.org **Check our website: littlerockdlc.org**

Bill Singley, Chairman

Little Rock Digital Learning Center



2018 Computer Classes

The Little Rock Digital Learning Center will offer the following classes in **April 2018**.

March, 2018	Mon - Fri	Call for Appointment	One-On-One Computer Support (45 Minutes)	DLC Staff
4/3/18 – 4/19/18	Tues & Thurs	10:00 – 12:00	Computer Basics	Pat Kissire
4/3/18 – 4/19/18	Tues & Thurs	1:00 – 3:00	Intermediate Computers	Charlie Frit
4/24 & 4/26/18	Tues & Thurs	1:00 – 3:00	Mail Merge	Evelyn Soc

Classes will be held at the Donald W. Reynolds Center UAMS Institute on Aging in Room 2156. If you are interested in enrolling in a class or obtaining more information about any the classes, please call the Digital Learning Center at (501) 603-1262 or send an email to our registrar at info@littlerockdlc.org **Check our website: littlerockdlc.org**

Bill Singley, Chairman

Little Rock Digital Learning Center

If you want to see more information about specific workshops, please visit our website

littlerockdlc.org and click on
New and Events.

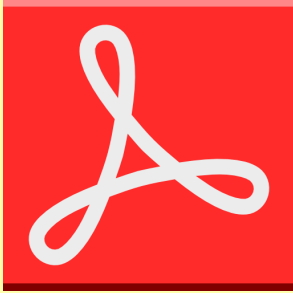
[Click Here to Register](#)

Complete the form and mail it to:

Little Rock Digital Learning Center, P.O. Box 25612, Little Rock, AR, 72221

Call our voice mail number if you have questions: 501-603-1262

Here's Why You Don't Need Adobe Reader to read PDF files*



Portable Document Format (PDF) is a file format used to present **documents** in a manner independent of application software, hardware, and operating systems. Many organizations send out newsletters and other information in order to make it easy for recipients of the files to open them.

Adobe Reader is a program we have all use for opening up PDF files. It often came preinstalled on many computers. And if it did not, it could be easily downloaded from the Internet. But do you really need Adobe Reader to open up your files?

It's not really necessary today because there are many other programs already on your computer that will open PDF files. Not only is it cumbersome and slow, but it has some significant security issues.

So, what can you do? Do you need it or not? The answer would be that you probably don't need Adobe Reader at all. With all the new updates of browsers and Operating Systems, you basically should have a built-in PDF reader.

Google Chrome is the most popular browser nowadays. So, there is a good chance that you already have it on your PC. Google Chrome has many features including serving as a PDF reader.

Just like Google Chrome. Firefox also has an integrated PDF

viewer. In fact, Mozilla added this feature way back in Firefox version 19.

There is a modern App called Reader that is available with Windows 10 that can serve as an alternative PDF reader. The browser, Microsoft Edge, which came with Windows 10 can also open PDF files.

And finally, if you have Microsoft Word 2016 installed on your computer, it can also open PDF files.

So, with all of these alternative methods to open PDF files, you probably don't need Adobe Reader anymore.

*<https://www.windowshimp.com/dont-need-adobe-reader/>

Checklist for Buying a Computer*



When you're purchasing a new computer, consider what type computer model would work best for you and take into account the features that you find most important. Choose from these styles:

- **Tower:** A form of computer that has been around for quite while is a tower. A tower is one style of desktop computer that, because of its size, people keep on or near a table or desk.
- **Compact desktop:** Compact desktops, which are the size of a shoebox and can sit on your desktop. Check into a compact desktop if you like your computer small but non-portable.
- **All-in-one:** Another form of desktop computer is called an all-in-one. With this type of computer, all the brains of the computer are stored in a casing within the monitor, so the entire computer sits on your desk or table.
- **Laptop:** A laptop is portable, weighing anywhere from 2 to 8 pounds. The monitor, keyboard, and mouse (in the form of a flat touchpad) are built into the laptop.
- In addition to your computer's model, take into account which of these features is most important to you:
- **Memory:** Your computer should have at least 2 gigabyte (GB) of RAM.
- **Processor:** Most processors today are multiple-core processors, such as the i3, i5, and i7 processor lines from Intel. Those with two processors are called *dual-core*; those with four processors are called *quad-core*; and processors with six cores are referred to as *hexa-core*. The bottom line with cores is that the more you have, the faster your computer can process instructions because all the cores can work at once with many applications.
- **Battery life:** If you choose a laptop and will be using your laptop in settings without a power source, such as on a plane or in the doctor's waiting room, look for a model with

plane or in the doctor's waiting room, look for a model with longer battery life (some offer 10 hours or more).

- **Keyboard:** Make sure the keyboard feels comfortable to you.
- **Screen:** Computers come with screens that range from 9 inches on smaller laptops to 28-inch desktop models. A 17-inch monitor is comfortable for most people, but if you do work with higher-end images or watch videos, consider a larger screen as larger screens may be easier on your eyes. Consider getting a touchscreen to take advantage of all of Windows 10 touchscreen features.
- **CD/DVD drive:** Computers might come with a CD or DVD drive or not. If a computer is right for you in other ways but doesn't have a CD/DVD drive, consider opting for an external drive.
- **Type of hard drive:** Computers have traditionally used hard drives to store programs and data. In many computers a solid state drive is used in place of a hard drive. The access speed (how fast your computer retrieves data) of solid state drives is much higher than the access speed of hard drives. If you need a computer which processes information very quickly look for one with a solid state drive.
- **Wireless capability:** To connect to some wireless devices and networks, you need wireless capability.
- **Included software:** Some computers come with utility programs such as antivirus software or productivity software such as Microsoft Office. Be aware that some software offers only a short-term trial version and you have to pay to buy the full version upgrade.
- **A webcam:** If you will be calling your friends or grandchildren over a service such as Skype, it's useful to have a built-in webcam to transmit video images while talking. Most computers today include a webcam located just above the computer screen.
- **Graphics and sound cards:** If you want to use multimedia

or game software, ask for more sophisticated sound and video features such as a discrete graphics card or discrete sound card.

- **Manufacturer support:** Check the warranty and technical support available. Also check for helpful documentation on the manufacturer's website.

Computer Care and Maintenance Tips



You need to perform some basic maintenance on your computer to keep it running in top shape. Here's some advice to keep your computer secure and performing optimally:

- **Windows Firewall:** Turn on the Windows Firewall feature to stop people and programs from downloading malicious code and viruses to your computer from the Internet.
- **Antivirus software:** You can use antivirus software such as Windows Defender, which comes with all Windows 10 computers, or a third-party antivirus program such as MacAfee, to scan your computer and remove viruses.
- **Use System Restore:** You can create a System Restore Point to save current settings and revert to those settings your computer begins having problems. This can happen after installing a new program or driver for hardware.

- **Optimize your hard drive:** Optimizing your hard drive cleans out any damaged or obsolete files to improve your computer's performance.
- **Battery life:** If you have a laptop or tablet, you should be aware that all batteries wear out and your computer's is no different. If your battery doesn't hold a charge as long as used to, consider buying a replacement battery from the manufacturer.
- **Perform a Disk Cleanup:** Use the Disk Cleanup feature to free up some disk space on your hard drive. This helps your computer perform better.
- **Set up a password:** By assigning a password to your Windows user account, you may prevent people from accessing your files and personal data.
- **Protect your laptop from damage:** If you have a laptop, invest in a good case for your laptop to protect it from damage when travelling. Also, get a screen protector, which is a thin sheet of plastic that you place across your screen to prevent scratches.
- **Consider using a picture password:** If your computer or laptop is in a spot where other people surround you, consider using a picture password, which is almost impossible for people to get past. Also, be aware that using a pin rather than a password is probably the least secure way to go because it's so short and made up entirely of numbers.

Get Rid of These 5 Unwanted Windows Files to Free Up Space





Windows is the most popular operating system around the world. Even if you use it or not, it comes with all of its perks. Also though Windows has a lot of features, still you'll find some problems down the road.

One of those problems is the overloading files and folders. While most of them are essential but some files are entirely unnecessary. They only clog up space and reduce the overall experience.

Some are old files that you probably don't even know exist. These files can be hidden caches or temp files that would take up a lot of space after some time. As a result, your PC would slow down.

So, it's better to get rid of these files and folders and have a fast working PC. But before I move into the main part, there are a few things you should remember before doing anything.

First of all, you need to close all the programs, browsers or folders on your PC. If you keep them open, some files will cause trouble while deleting. And you should, of course, repeat these steps monthly.

Click on the link below to see how to delete these files.

<https://www.windowshimp.com/unwanted-files-cleanup/>

How to Recover an Unsaved Word Document



Many of us have experienced a situation where we have created a Word document and then accidentally closed it out without saving it. Is it lost forever? Do I have to recreate the entire document over? Those are just a few of the questions that will be flying around in your head. Take a deep breath, and follow the steps below to recover your document. Click on the link below to see how to recover these files.

<http://www.knowledgewave.com/blog/how-to-recover-an-unsaved-word-document>

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