

CoCoA

Computer Club for Older Adults

Secure, Preserve & Share Your Files and Photos





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What is Security?
What do I need to protect?

Security is protection

You need to protect your vital data

***vital data is very personal, to some it is business accounts
but to many it is precious memories;
family photographs, family trees,
Christmas card lists, address books etc.***

How do I prepare?

The most important thing you can do to protect your vital data from **ANY** attacks is to **ALWAYS** have a **BACK-UP** copy

Simple Rule

If you don't have a copy of your data then you are prepared to lose it!

Don't cry over lost family photo's.

A copy of your data is not safe if it is the same place as your computer..

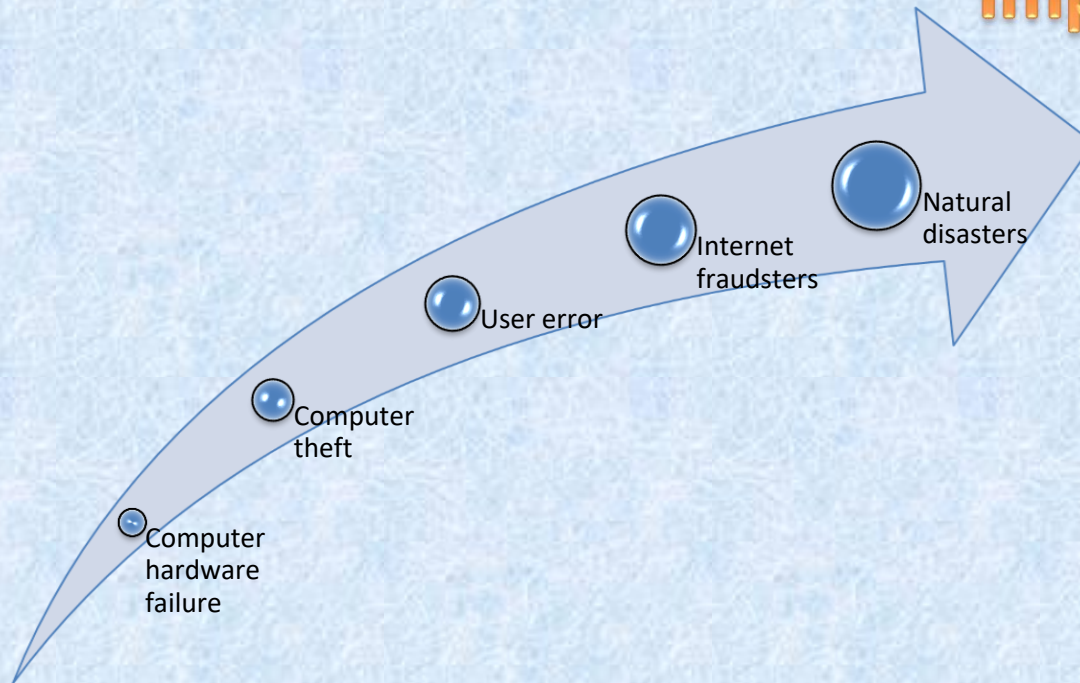
Think about it

Flood, Fire, Theft

keep a copy with a family member or friend

Be prepared against;

Important data loss



Documents
Photographs
E-Mails
Reports
Databases
Family Tree
Christmas card list

Simple Rule

If you don't have a copy of your data then you are prepared to lose it!

Can't say this too often!!

Internet Attack

*This is now the most common cause of data loss,
either directly or indirectly*

Internet Security

Common Threats

Computer Viruses

Adware

Spyware

Key-loggers

Trojans

Phishing

Tracking Cookies

Spoof Telephone calls

Brief description

Overview

Freeware, shareware, cookies, media players, interactive content, and file sharing applications may contain code and components to actually collect and disseminate information about internet users.

They track your surfing habits, abuse your internet connection by sending this data to a third party, profile your shopping preferences, hijack your browser start page or pages, alter important system files, and can do this without your knowledge or permission.

Beware of “spoof” telephone calls alleging to be from Microsoft or your Bank never divulge your account details or your password who ever they claim to be.



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***I want to copy my data
Where is it?***

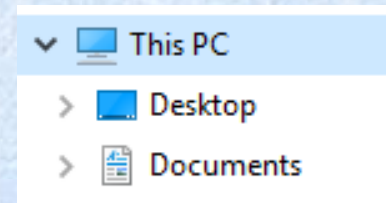
How do I find what to copy?

Most users find that they only save files in their “Documents” folder created when the computer was first installed. This is, in general, all you need to copy and create a back-up.

How do I find where it is?

The easiest way to find it is using the file explorer icon  on the task bar.

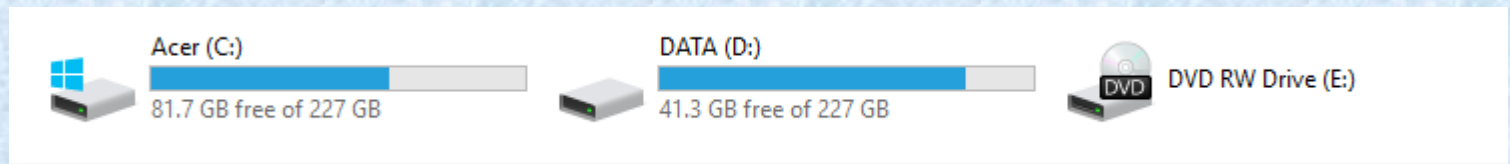
Click into “This PC”
and then into Documents.



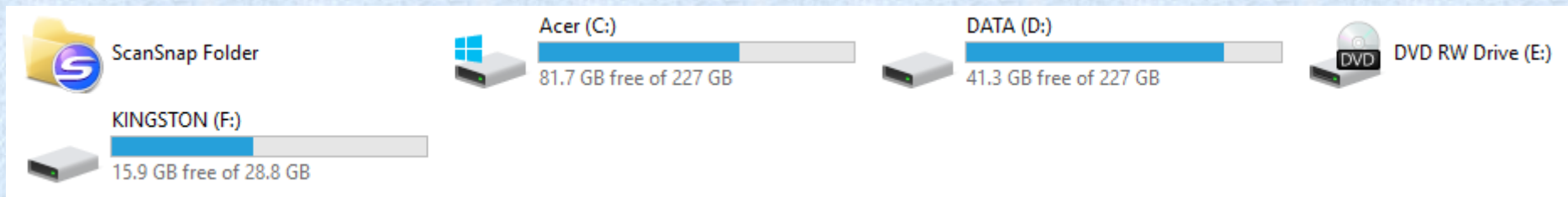
Choose your back-up device

If you wish to back-up all of your documents onto a USB Hard Drive (recommended option) or onto USB memory stick you will need to know how to find it as the destination for your files.

Without the external drive plugged in your file explorer will look something like this:



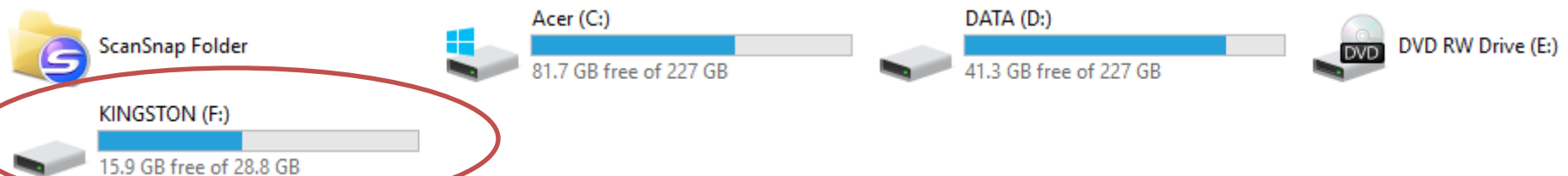
Then plugging in a Kingston USB Memory stick shows up as:



What next?

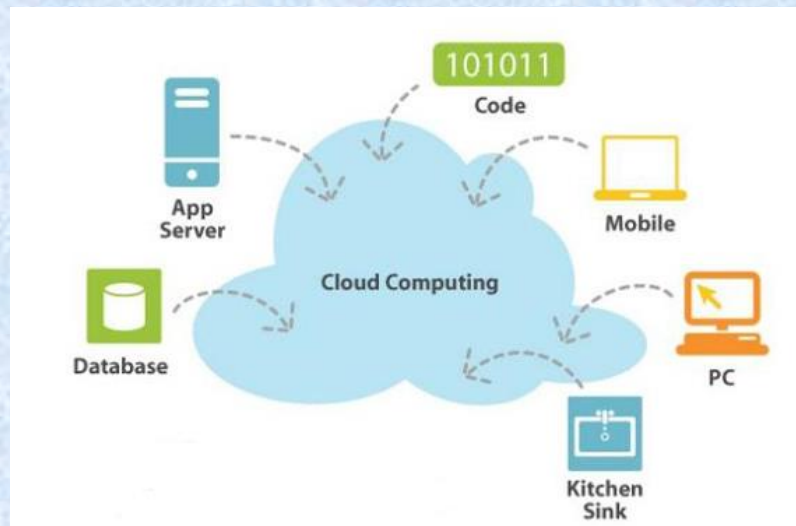
In the “Documents” icon press the right mouse button, or go to the command bar and select “copy”, this will copy all of the files into the computers memory.

Select your back-up device and right click again, this time select “paste”, this will copy all of the documents from the computers memory onto the USB memory stick or Hard Disk Drive. In this instance the USB has been given the drive letter (F:)



How do I use the “Cloud”

The simple answer is; you probably already are



Internet Shopping
Internet Banking
Web-Mail
Smart TV apps
Kindle
Microsoft Office 365
One Drive
Dropbox
Facebook



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OneDrive

- *Folders*
- *Synchronisation*

OneDrive - Logiplex Solutions Limited

- ✓ ART
- ✓ Attachments
- ✓ CCleaner Reg File Backups
- > ✓ Clients
- > ✓ Email attachments from Flow
- > ✓ GDPR & CE Assessment
- ✓ HBCF
- ✓ Logiplex Solutions
- > ✓ Logiplex Website
- > ✓ Marketing
- > ✓ MDCTC
- ✓ Notebooks
- ✓ Presentations
- ✓ Quotation Templates
- > ✓ Rethink Printing
- ✓ Risk, GDPR & Cyber Essentials
- > ✓ Shared with Everyone
- > ✓ Strategy & Management

This PC

- > 3D Objects
- > Desktop
- > Documents
- > Downloads
- > Music
- > Pictures
- > Videos
- > Windows (C:)

Other services

Dropbox

Google Drive

Google Photos – unlimited space

iCloud – multiple people can contribute

Flickr – great for photos

Facebook – shrinks images

A good photo-hosting service should offer six things:

Space: It should have enough storage to keep all of your photos in one place over the years at a low cost.

Quality: Your photos should be preserved in all their original high-res glory, not compressed beyond recognition.

Ease of use: You need to be able to upload photos easily and edit them.

Ease of access: Finding photos by date, tags or other means should be achieved without hassle.

Shareability: A good photo site makes sharing photos as easy as taking them, allowing you to post pictures to sites like Facebook, Twitter and others.

Printability: You or someone else who likes your photo should be able to buy a print or put together a photo book easily.

Flickr



Flickr offers a massive amount of storage

A simple, clean interface that makes it a joy to use

Flickr also offers a great selection of tools, extensive tagging features and support for both viewing and downloading photos at a variety of resolutions (including, unusually, the option to offer the original size).

A stats engine lets you track who is looking at your photos.

A very easy drag-and-drop system allows you to organize albums of your photos and collections of photos from you and other photographers.



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Questions