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Buderim Meeting Friday 29.8.2025 Time - 12 pm to 3 pm

100 Buderim Pines Drive, Goodlife Centre Buderim

Admission - \$4

Nevil Eyre Android Phones & Tablets & Home automation

Tutorial Room Bill Maxwell

1. Q&A
2. Windows 10 End of Support
3. Review of new items on my Web Page.

Discussion on iPad and iPhone functions.

Limited help with basic Apple Mac computers.

Caloundra Meeting - Sat. 30.8.2025

8.30 to 11.30 am

70 Springs Dr, Meridan Plains QLD 4551

[here](#)

Hands on Help - Windows, Linux and Chromebooks

Please wear your Name Tag.

Make Chrome a Little Quieter by Managing Notifications

If notifications from certain websites are becoming a nuisance, it's time to hop into Chrome's settings and tweak a few things.

You can turn off all notifications or manage them for individual sites.

To do that, click the three-dot icon in the top-right corner and go to Settings > Privacy and Security > Site Settings and click "Notifications" in the Permissions section.

If you don't want websites to send you notifications, select "Don't Allow Sites to Send Notifications" in the Default Behavior section.

To silence individual websites, head to the Customized Behaviors section to audit the websites that can send you notifications.

Go to the Allowed to Send Notifications list, click the three-dot icon next to the website, and select "Block" in the menu.

This will add it to the Not Allowed to Send Notifications list.

When I open a new tab in Google Chrome, I'm greeted by some distracting shortcuts (e.g., Facebook and YouTube).

It's easy to shrug off the harm of opening one of them for a few minutes, only to realize that you have been doomscrolling for hours.

There are many things you can do to prepare the start page for productivity. You can start by removing all those distracting shortcuts.

Click the three-dot icon in the top-right corner of the shortcut and select "Remove" in the menu.

You can also set the startup page to open your favorite productivity sites. To do that, go to Settings > On Startup.

Select the "Open a Specific Page or Set of Pages" radio button and click the "Add a New Page" link. Enter the URL of the website

and click the "Add" button. You can add more websites if you like.

Focus on the Content with Reading Mode

Whether you're reading for fun or doing some research, elements like ads, sidebars, and pop-ups on a web page can be distracting.

By enabling reading mode, you can get a clean, focused environment that helps you concentrate solely on the content.

To enable reading mode, click the three-dot icon in the top-right corner and select More Tools > Reading Mode.

In the reading mode panel, you can use the controls in the top menu to customize your experience.

For instance, you can change the font and adjust the text size, line height, and letter spacing for a more comfortable viewing experience.

You can also choose a larger font or a darker theme to reduce eye strain.

The Chromebook Tote is a feature that provides quick and easy access to recently downloaded files and screenshots.

It also allows you to pin frequently used files inside it so that you don't have to go looking for them. The Tote is a persistent icon on your Shelf,

located to the left of the date and time. It looks like two slightly overlapping squares with a downward-pointing arrow in the middle of the top one.

Whether it's a PDF, a document, or an image saved from the web, they can all be found in the Tote after they're downloaded.

The Tote will show an icon denoting what kind of file the download is, along with the first part of the name of the file.

When you download a file from a website or an app, a small icon will appear in the Tote in the Shelf. If you click on the preview and select the name of the file, it will open the downloaded file in the appropriate app. For example, a PDF will open in the PDF Viewer or an image will open in the Gallery app.

This feature saves the steps of opening the Files app, going to the Downloads folder, and finding the newly downloaded file every time you download something. Instead, simply look at the Tote to find the file more quickly and easily.

Taking screenshots on a Chromebook is a great way to share content from your device or get some help with an issue you're having.

The Tote gives you an easy way to find your screenshots.

Whenever you take a screenshot, a small thumbnail preview will appear in the Tote. Clicking on this thumbnail and selecting the screenshot will open the screenshot in the Gallery app, allowing you to edit or share it immediately. This replaces the need to go into the Files app and find the screenshot. The image thumbnail will remain in the Tote until you interact with it, or it's replaced with another screenshot or download.

How to Pin Files in the Tote

The Tote isn't just for recent items, it also lets you pin your most commonly used files for quick and easy access.

This is perfect for documents you're actively working on, spreadsheets that you often update, or files that you need to reference often. To pin a file, simply follow these steps:

Open the Files app on your Chromebook.

Find the file you'd like to pin to the Tote.

Right-click on the file (by tapping on your trackpad with two fingers).

Select "Pin to shelf" in the right-click menu.

You'll now see a small icon next to the file name in the Files app, denoting that it is pinned in the Tote. A shortcut for the file will now be visible in the Tote as well. To unpin a file:

Open the Tote.

Hover over the pinned file in the Tote that you want to unpin and tap the pin icon. You can also right-click on an item in the Tote or Files app and select "Unpin from shelf".

The Tote and the Files app work in tandem to help you access your files. Think of the Files app as a repository for all of your files, while the Tote is a way to quickly access recent and oft-used apps.

- **Pinning:** When an app is pinned in the Tote, it is still accessible in the Files app.
- You can either use the Tote or the Files app to access a pinned file, whichever is more convenient.
- **Recent Files:** The "Recent" section in the Files app shows you your most recently accessed files.
- The Tote doesn't show the most recently accessed files, but rather the most recent files added to your device whether they're downloaded or taken.
- For a full history of all files, including recent ones, you need to use the Files app.
- **Actions:** Any action you take on a document in one place will affect the item in the other place. For instance, if you rename a file in the Files app,
- it will show the new name in the Tote as well. If you delete a file in the Tote, then it will be deleted from the Files app as well.

By understanding the connection between these two features, you can better use them to make your life easier.

The Chromebook Tote is a powerful tool that can be used to make accessing your files easier.

Whether you want to access commonly used files or recently taken screenshots, the Tote can do it.

AI image generation can also be used to create more realistic fake images for romance scams, celebrity impersonation scams (which often target the elderly), or even to impersonate your friends.

Never trust something that was sent to you randomly; always contact the person through a known method to verify.

Thanks to AI, it's also easier for scammers to proofread their emails, fixing the common hallmarks of poor English that mark scam emails.

You can no longer trust an email simply because it contains no spelling mistakes.

AI can also find a lot of information about people in record time. If you have even a moderate online presence,

AI can summarize that info for a scammer, which gives them more ideas on how to fool you. They can pretend to have met you at an event you attended, give you specific details about your past work that they're a "fan" of, or similar.

Or they could find out where you work and craft a phishing email claiming to be a job satisfaction survey from HR, for example.

Many of the top scam threats in 2025 rely on AI. Knowing how to spot AI video and other AI-generated content is becoming more important all the time.

Even as they evolve, the majority of scam emails still rely on the same principles.

They're overly generic to target as many people as possible, and they use emotional triggers to make you act quickly without thinking.

When something seems off, always take a moment to calm yourself and think logically.

Scam emails might be getting smart, but you can still outsmart them, please be vigilant.

Regularly Back Up Data for Peace of Mind

Aussies are being warned about a [new email scam](#) doing the rounds, which claims to be sent by an online security software company.

If you feel you have fallen for a scam, contact IDCARE, a free government-funded service which will work with you to develop a

specific response plan to your situation, and support you through the process.

<https://www.idcare.org/>

1. Phishing Emails: In a phishing scam, the attacker will send their target a message claiming to be an official, trusted party.

This kind of urgent communication works well in pressuring the recipient to comply with the senders request.

2. Remote Desktop Protocol. Simple: **Don't allow Remote Connections.**

3. Flash Drives. **Don't allow strange Flash Drives to be used on your PC..**

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