









IT for CDoS PCDoctor Support Clients – June 2026 Newsletter

Scanning & Digital Confidence Edition

Inside Our June issue –

-  Scan old photos with your phone or Apple iPad Tablet
 -  Why its OK to pay Apple that 99p per month to get the data space upgrade.
 -  Avoid printer & scanning scams
 -  Scan documents without a scanner
 -  Best easy-to-use printers (2026 picks)
 -  Turn scans into editable text
 -  Edit PDF's the safe way and avoid the PDF editor scams
 -  Avoid ink subscription traps
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1. The Easiest Ways to Scan Old Photos Using Your Phone

- iPhone: **Notes** → **Camera** → **Scan Documents**
- Android: **Google Drive** → **New** → **Scan**
- Use **Google PhotoScan** to remove glare
- Place photos on a dark background
- Hold phone steady and let it auto-crop
- Save as JPEG (photos) or PDF (documents)
- Back up to OneDrive, Google Photos, or USB
- Create digital albums for family
- Running out of space to backup your iPhone or Android. You only know you need when you've lost your phone or data. The solution is 99p per month away and it's a simple and cost-effective way to recover back the data and recent backups on your phone in case of catastrophic loss, theft or system failure -



whatever the reason. Being able to get back treasured holiday photo's is critical to a happy life. Many of us go on expensive holidays using our phones and tablets and never think of what would happen if the worst were to happen. Cloud backup via Apple Microsoft Amazon or Samsung is the answer and it is designed to be secure but CHEAP!

! 2. Avoiding Scanning Scams

- Fake pop-ups claim your printer is "blocked"
- They include **fake phone numbers** — never call
- Real companies never lock your printer
- Close pop-ups via **Ctrl + Alt + Delete** → **Task Manager Here's how to stop them coming back.**
- Update drivers only from official websites
- Never allow remote access to strangers
- Report losses to **Action Fraud**
- Ask us if unsure or a trusted family friend
- Virus ridden so call utility software like PDF's editors
- Look for Wave Browser in your programs and features list and remove it. Its recommends dodgy sites

3. How to Scan Letters & Documents Without a Scanner

- Use your phone camera
- iPhone: **Notes** → **Camera** → **Scan Documents**
- Android: **Google Drive** → **New** → **Scan**
- Windows: use the **Camera app**
- Use good lighting and a dark background
- Hold phone directly above the page
- Save as PDF for emailing
- Rename clearly: "Gas Bill – June 2026"
- Back up important scans



4. Best Budget All-in-One Printers for Seniors (2026 UK Picks)

- Choose printers with **simple screens**
- Subscription ink can be very cost effective. But check with us for guidance on which one.
- Front-loading trays are easier for arthritic hands
- Look for QR-code setup or simple apps
- Double-sided printing saves paper
- Inkjet = photos; Laser = text
- Check ink prices before buying.
- Avoid ultra-cheap models £50 to £70 should be fine.
- Buy from retailers with easy returns (amazon is great for this!)



5. Turning Scanned Documents Into Editable Text (OCR)

- OCR = **Optical Character Recognition**
- Converts images into editable text
- OneDrive automatically OCRs many scans
- Word can open scanned PDFs and convert them – you DON'T need dodgy PDF editors call 01213084394 or email support@cdospcdoctor.co.uk for FREE advice.
- Avoid uploading sensitive scans to free websites
- Keep the original scan
- Works best with typed documents
- Proof-read the result



6. Protecting Yourself and your hard earned money..

Subscription ink can be expensive for light users (The HP Instant ink Option 1 is all you need for light users)

- Most printers stop working if subscription ends and you continue to use the mailed cartridges – call us to be best advised
 - Read small print before starting a “free trial”
 - Standard cartridges often still work
 - Track your monthly printing
 - Cancel trials early
 - Keep a spare cartridge at home
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7. How to Scan & Email Safely

- Scammers send fake “invoice” emails
 - Don't open attachments from unknown senders
 - Check for spelling mistakes or odd email addresses
 - Use **Bcc** when emailing multiple people
 - Printer's scan-to-email is secure
 - Avoid emailing passports or bank statements
 - Use OneDrive links for large files
 - Delete suspicious emails
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8. Decluttering Your Digital Life

- Create folders: **Personal, Bills, Medical**
 - Add year folders inside each
 - Rename clearly: “NHS Letter – April 2026”
 - Delete duplicates and blurry scans
 - Move old scans to a USB stick
 - Use OneDrive for backup
 - Do a yearly “digital spring clean”
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9. Fixing Common Scanning Problems

Scanner not found

- Restart printer & PC
- Check Wi-Fi
- Reinstall printer

Scan-to-email not working

- Update email password
- Check Wi-Fi
- Attach manually

Scans too dark

- Improve lighting
- Clean scanner glass
- Increase brightness

10. Scanning & Storing Medical Documents

- Scan prescriptions, hospital letters, appointment notes
- Store in a **Medical** folder with year subfolders
- Name clearly: "Prescription – May 2026"
- Back up to OneDrive, iCloud or USB
- Share essential documents with a trusted family member – let someone know your printer access code. (your wife or Husband will thank you one day)
- Keep a printed emergency folder at home – I also created a folder called "What to do if I die" invaluable at several business clients.



Hello,

Some of the articles below are courtesy of ZDNet and credit must go to them. It is little USA centric but useful for the global feel to what's happening. Other articles have been illustrated through my own research.

With more teams competing than ever, the [2026 FIFA World Cup](#) is shaping up to be one of the biggest sporting events of all time. But is it? – seems the Americans haven't woken up to people swerving the USA for many reasons. However, its football (our Game!) and its in Mexico and Canada so not all bad! The Action kicks off June 11 and runs through July 19 across the US, Canada, and Mexico, and there's no shortage of ways to watch, since all the games will be broadcast live. But what are your options if you don't have an expensive cable package?

If you are having difficulty in accessing your favoured Match you may win a seat at the stadium so to speak. By Dusting off that thing called a VPN and making out you are in Canada or Mexico 😊 Anyone who want it can have it bolted onto their support contract for just a one off payment of £10

This article is a bit US centric but you could also be in luck. There are several options to watch the World Cup for free or low cost (or at least much cheaper than regular cable). From absolutely free to free trials to affordable subscriptions, here's a look at your best options to watch or stream the World Cup action without blowing your budget. Also...

- Wi-Fi dead zones and disconnection issues disrupt your day.
- Help is at hand, and most steps don't require a big investment.
- Focus on areas like router location and your home wiring.

If you're still battling buffering and dropped connections, it's time to look deeper at your home's layout. Here is how to eliminate signal attenuation and ensure a rock-solid connection in every room. CDoS says we haven't all got massive homes but if the odd extension has been



put in over the years you can inadvertently have a faradays cage (at least in part) Also, if Wi-Fi has always been a problem or simply the reception of mobile phone it can sometimes be down to the "leaded lights" the double glazing people were so popular with back in the 80's 90's and 2000's These are guaranteed to reduce inbound mobile phone connections. So, try doing something as simple as opening a window – it does believe it or not work.... The next option is a simple Wi-Fi extension system via you home electrical cabling. Totally safe and can help eliminate those dead spot. Give us a call and book in a free home survey. As a support agreement owner, you only pay our visit fee of £18 and its well worth us investigating those dead spot annoyances.

For years, my home network was plagued by dead zones and lag, and I had to make some serious fixes to improve it. When adding a router to create a [mesh network](#) wasn't enough, I adjusted router placement, expanded the network, and even switched brands to improve performance. Here's a breakdown of what I did and what you can do to eliminate Wi-Fi dead zones for good.

1. Check your router placement



The most common issue with Wi-Fi dead zones is most closely related to your router's placement. Nothing can fix your network issues when the problem is that the router is in a bad spot. In the middle and up high....is good.

Optimal router placement is in a central location in your home. However, just because a router is centrally located doesn't mean it's the best placement. A centrally located router won't work well if it's in the basement, for example.

Also: [Adjusting my router's antenna fixed my Wi-Fi problems](#) This is a good analysis from ZDNET (a bit USA centric but the principles are the same).

The router should be in the open, not inside furniture or enclosed by obstacles. Some people go so far as to put their router in the attic, at the centre of the house. Its all dependent on your home layout.

2. Watch what is around the router



Maria Diaz/ZDNET

Different items around your home can interact with your router in different ways, creating dead zones. Always avoid placing your router near thick brick or concrete walls, appliances, mirrors, and metal objects.

It may not sound like a big deal, but something as innocuous as a mirror can block network signals, creating a dead zone directly behind it, even if it's in another room.

You can elevate your router to avoid nearby obstacles that can affect your network, such as placing it on a tall shelf.

3. Consider a powerline adapter

A powerline adapter extends your internet connection via your existing electrical wiring. It differs from an extender, which operates wirelessly, and from MoCA, which works with your home's coaxial cable.

Powerline adapters can be plugged into an outlet. You can then use the adapter as an Ethernet port.

If you decide to add powerline adapters to your home, you'll need to start with at least two: one to plug your router into and another for a separate outlet. Once you have a pair of powerline adapters set up, you'll have a wired Ethernet connection for connecting computers, smart TVs, or a gaming console.



4. Wi-Fi extenders can help, too



Wi-Fi extenders are a decent, inexpensive way to boost your network's signal. They can be placed almost anywhere you'd like and moved to adjust your coverage as needed. Extenders aren't a full fix, though; they're meant to extend the signal to a specific dead zone, not your whole house. Here's a [review](#) of the best available in the UK according to PC Mag. I have my doubts about some of them - but the review explains the Pro's and Con's for each one.

You can place an extender in a bedroom, sunroom, or office, preferably about halfway between your router and the dead zone. Extenders should not be placed in the dead zone, as they won't have a network to work with.

There are downsides to both extenders and powerline adapters. Wi-Fi extenders often degrade performance and don't replace a router, so they can't be placed in a dead zone. Powerline adapters, on the other hand, are susceptible to electrical noise. It's bad in the states because of their substandard electrical system. Due to proper earthing in the UK and our 3 wire ring mains these work so much better.

5. For a permanent fix: Get a mesh network



One of the best ways to permanently fix a spotty Wi-Fi network is to upgrade to a mesh network. A mesh network is the best solution if your network problem is consistent throughout most of your home, not just a single room.

A mesh network is the best option for a medium- to large-sized home with many devices, which is often the case for smart home users. Mesh networks use multiple nodes that act together to create a seamless, often self-healing network rather than each node sending separate signals.

Also: This [Wi-Fi 7](#) router can solve and load balance - and it's accessibly priced if you have the home to justify it.

Widespread use of Wi-Fi 7 is coming in 2027 but many smart homes have over 50 devices, which bog down the network, and one can experience frequent buffering, slowdowns, and spotty connections, even with 1Gbps service. Switching from a two-router setup to a mesh network with three nodes can stabilise connections throughout the entire home.

I've upgraded several users to a mesh network (a bit like mobile cellular). It certainly eliminates connectivity issues. Here's a [link](#) that goes a long way to explain how the technology works. However, after a through survey we can guide you on what's right for you and your home/budget. What we are trying to do here is avoid the sledgehammer approach.

6. Making the most of what you have: MoCA

For maximum stability, you can use your home's existing coaxial wiring to create a wired network. [Multimedia over Coax Alliance \(MoCA\)](#) delivers near-Ethernet speeds over cables



already in most US homes. Coaxial cables carry cable TV signals in your home, so you likely already have them, even if you don't have cable.

And there's more... Yes, you can get Microsoft 365 free – here's how

The former Microsoft Office suite (including Word, Excel, and PowerPoint) now requires a subscription – but there are easy ways to get it free.

Credits Written by [Alison DeNisco Rayome, Managing Editor](#) May 10, 2026 at 1:00 a.m. PT



ZDNET's key takeaways

- Microsoft 365 requires a subscription to unlock full features.
- You can still access apps like Word and Excel for free.
- Free options include using the web version or the mobile app.

No matter what phase of your education or professional life you may find yourself in, from time to time, you'll likely still need to access [Microsoft 365](#) (formerly known as Microsoft Office) software like Word, Excel, PowerPoint, or Outlook. But if you aren't using it regularly, you probably don't want to [pay the £80+ a year](#) for a subscription.

Luckily, there are a few ways to access Microsoft 365 apps totally free. Yes, there are caveats -- but for most people, they won't matter.



Here's a way to use Microsoft 365 for free.

1. Go to Office.com (and stay connected to the internet)



Alison DeNisco Rayome/ZDNET

Microsoft allows free access to Word, Excel, and PowerPoint in your internet browser, so long as you sign up for a free Microsoft account. Here's how you do it:

1. Go to [Office.com](https://office.com).
2. Click Sign In. If you don't have an account, click Create One.
3. Enter your email address, and go through the verification process.
4. Enter your country, birth date, and name.

That's it! You can now sign in and open Word, Excel, PowerPoint, Outlook, OneDrive, Teams, or OneNote from the side panel. You just need to be working while connected to the internet.

If you want to use more advanced features, including Copilot Chat, you'll need to pay for the subscription. But if you're just looking to work in a Word doc, this should be all you need. You can still create, save, and download files as needed.

The free version comes with 5GB of OneDrive storage, but that should be plenty if you aren't using it often, or can download and then delete files as you go.

2. Download the mobile Microsoft 365 Copilot app



Screenshot by Alison DeNisco Rayome/ZDNET

If you like to work from your phone during your commute or sometimes need to quickly access a document while on the go, you can use Microsoft 365 via its mobile apps for free. (It used to be called the Office app, and it's now the Microsoft 365 Copilot app.)

1. On your phone, open the App Store (on iOS) or the Google Play Store (on Android).
2. Search for Microsoft 365 Copilot. It looks like this.
3. Hit download.
4. Sign in (you'll need a free Microsoft account, which you can create there by pushing Create).
5. The first time you sign in, you'll be prompted to upgrade to a paid account, but you can keep pushing "Try later."
6. You'll find your existing documents under "Search." You can open and view them in this app, but if you want to continue editing, you'll need to download the individual apps for Word, Excel, etc., which are also free.



How we at CDoS PCDoctor Can Help (At Home or in your business)

- PC safety and security checks, virus cleaning, and safer online banking setup (often best on iPhone/iPad). Avoid accepting cookies on risky sites.
- Landline-to-fibre upgrades, reconnecting devices, and fixing Wi-Fi dead spots (home, garden, or workplace).
- Scam protection and recovery support. If you've been conned, tell us—we'll help secure things, reduce the risk of repeat scams, and work with your bank. Fixed-fee help; no judgement.
- NHS App and phone help and training.
- CCTV Doorbell installations
- Friendly one-to-one home training visits
- We examine your current pay TV offer to see if we can suggest alternatives or a price cut – serious savings can be made just by looking objectively at what you are spending.
- Load Balancing - Home or business networking solutions and usage balancing so one user doesn't hog the internet leaving you waiting.

To Book a Home Visit

Landline: 0121 3084394 (9am–1pm, Mon–Fri—Nick is usually out on calls)

Mobile: 07838 199007 (emergencies and out-of-hours support)

Website: www.cdospcdoctor.co.uk

Nick Bache - CDoS PCDoctor Support Centre for CDoS PCD Support Clients.

Local, reliable IT help for homes and small businesses for 35 years