

SCA Computer Club notes

Classes for the Month of Feb

Happy Valentine's Day



Don't forget this day this month...Tuesday, Feb 14.

To enroll, log into the website at <https://computer.scaclub.org/>. Go to Calendars and select Classes/Events. Click on the class you want to take and under "Action", click on "**Enroll**". (Be sure to check the date as there may be multiple offerings of the class). If you need to cancel your enrollment, please log back in, select the class again and click on "**Drop**". All classes are FREE to Computer Club members in good standing and are geared for *beginners* unless otherwise indicated. A member can take any class as many times as desired. **IMPORTANT: You must have your SCA Resident ID with you to check-in at the Monitor desk AND AGAIN in the front of the Classroom to ensure you are enrolled on the day of the class. Check-in will begin 20 minutes before the scheduled class time. If you are late, you may be bumped from the class by someone on the waiting list.**

If you've recently joined our Club we highly encourage you to attend the **New Member Orientation** class to familiarize yourself with our Club's activities. Learn how to sign up for classes, schedule a house call, volunteer to be a monitor and more.

Buying a Computer: Are you considering buying a new computer for yourself or as a gift? Should you buy a desktop, a laptop or a tablet? What are the differences between them? Should you buy a Mac, PC or even a Chromebook? Will it be used for email, to watch movies, organize your photos, write a book, etc.? Have your questions answered before you shop and buy.

Apple Watch - Introduction: An introduction to the basic capabilities of the Apple Watch including; pairing with your iPhone, basic setup, and use.

Apple Watch Apps: Investigation of Apple Watch built-in apps, apps installed from iPhone apps, and the Apple Watch App Store.

Photoshop Elements: Do you take pictures with either a digital camera or a smart phone? Learn how to organize and edit your pictures.

This hands-on class for both Mac and Windows users gives a basic introduction to Adobe Photoshop Elements.

After taking this introductory class to this powerful photo-editing program, we recommend continuing with the **Photoshop Elements Special Topics**, where different tools, projects, and techniques are highlighted each month.

Mac for Beginners: Making the Connections. If you are new to the Mac or planning on getting a Mac, this class will show you how to connect your printer, scanner, camera, additional monitor and any other USB devices you plan to use and get the whole show working. You will learn how to set preferences and navigate the file system. Setting up and using the Launcher and Dock will also be covered.

Apple Mobile Mail App: How to use the Mail app to send and receive mail from multiple email accounts on iPhones, iPads and iPod touch. Topics will include basic account setup, creating and using mailboxes, attachments, and signatures. We will also cover sending attachments including pictures by email. Avoiding Spam and phishing schemes will be explained.

Prerequisites: Introduction to iPad or familiarity with IOS operating system.

Classes continued for Feb

Macintosh Contacts App: Macintosh Contacts App Account configuration, using groups to organize contacts, integration with the Mail app, and import and export options will be covered. Moving contacts between servers

will be covered. printing including labels will also be covered. **Prerequisites:** Mac for Beginners or familiarity with Mac operating system.

Special Interest Groups

Special Interest groups meet on a weekly or monthly basis. We invite ANY Computer Club member who is interested in learning more about a specific product/application or a specific topic to join in the discussions. All groups meet in the computer classroom. Participants ask questions and discuss various topics at each session.

If you are an Apple user, attend **Apple Talk** that meets **monthly** to investigate Apple products. Did you recently buy a Mac, an iPad or MacBook Air? Do you have questions regarding specific Apple products or applications? Sit in on this month's meeting on **Saturday, Feb 11 from 10 AM - noon** and see if this is the group you have been looking to join.

Computer Talk meets **weekly from 9 –10 AM** every **Thursday** and is designed as a “question and answer” session. Can't figure out how to do something? Do you have a question regarding a specific product or application? This group is for computer related discussions and not limited to any specific product. Bring your Android, Apple, Chromebook, Windows, etc. questions and we'll try to answer them. Please don't ask how replace your garbage disposal or fix your washing machine. New members are always welcome.

February's Board Meeting will be held on Tuesday, Feb 14th from 1:30 - 3:00 PM in the Computer Club classroom. All members in good standing are welcomed to attend. A Member's Comment period near the end of the meeting allows members to comment or address topics discussed in the meeting or to address the Board members or ask questions.

Member Announcement:

Do you have questions on what benefits you have with your Computer Club membership? Are you interested in seeing certain classes taught? Do you have recommendations for topics to be discussed at our General Meetings? Are you interested in becoming an Instructor or perhaps even a Monitor? If so, don't hesitate to contact us. Log into your club website at: <https://computer.scaclub.org> Along the menu bar, select “Contact Us” and provide us your feedback, ask your questions or give us recommendations. We would love hearing from you.

Remember: Our club only exists because of members like you who will volunteer their time to man shifts in order to keep our club open. Several of our members pull multiple shifts each month and could use a break. Can you help out by becoming a monitor yourself? We will train you and any member can do it.

Without monitors to do so, we will be *closed*. Before coming up to the Computer Club, quickly check our website to see if a Monitor is “on duty”. Occasionally, a monitor scheduled for a shift may have a last minute emergency and cannot be there. Although we try to fill the shift with another, it doesn't always happen and inevitably the club must then remain closed. So take a minute to check the website before departing home just to ensure the club will be open when you arrive. And think about becoming a monitor too! We would love having you.

Spotlight

Do you use a Mac computer? Do you want to search for a file or find and launch an app on your Mac? Are you new to using your Mac, perhaps recently switching from Windows? One tool you should become familiar with is Spotlight.

What is it? Spotlight is the tool that lets you search for all of your files, photos, emails as well as documents, calendars and the web. The icon for searchlight is a magnifying glass in the menu bar, or you can use the keyboard combination keys of Cmd + Space on your keyboard. (Note: some keyboards, like Apple's Magic Keyboards, have a dedicated key just for Spotlight).

A quick way to launch an application using Spotlight is to just open Spotlight (Cmd + Space) then enter the app you are looking for and hit Enter. If you are looking for a file on your Mac, or say a specific type of file, e.g. pdf you can do that also. Just add "kind:" followed by the file extension. For example, to find PDF files type with "iOS", enter "iOS kind:pdf" and only PDF files will be returned.

Did you find a recipe that you wanted to try only the measurements were in metrics instead of imperial measurements? Don't know what 84 grams of flour is? Well just, spotlight does and will tell you it is 1/4 cup. Spotlight also converts currencies (in case you are about to embark on a trip overseas) and does basic math calculations. And it can also act as a dictionary for you. Want to know the definition of a word? Just enter "define" followed by the word and Spotlight will display its definitions. These are just a few of the examples using Spotlight.

If you don't want to see all of Spotlight's search results you can disable them some by customizing your results. Go to System **Settings**> **Siri & Spotlight**. Scroll down to the Spotlight section and check (or uncheck) what you want to see in search results. Don't want any of you documents in your search results? Simply uncheck the Documents option.

Furthermore, you might want to exclude only certain folders. You can do that also. Just go to **Settings**> **Siri & Spotlight** and then scroll down to the bottom and click on **Spotlight Privacy**. Click on the **Plus (+) icon** and go to the folder you want to exclude, then **select Choose**. Hit done. Now the contents of that specific folder will not appear in your search results.

Spotlight can be useful in searching without having to open multiple apps or documents to do so. Give it a try and let us know what you think.

Windows 7

It's really over. Microsoft has ended support for Windows 7 (launched by in 2009). Support normally lasts five (5) years, but in Jan 2015 support was extended via an Extended Security Updates (ESU) program in order to allow its hundreds of thousands of users to continue to use their old PCs to run MS legacy products. And that was supposed to in Jan 2020, but once again, Microsoft extended that until Jan 2023, even though Windows 8 and 8.1 had been released. The popularity of Windows 7 made it difficult to embrace Window 8 and 8.1. But folks, say goodbye. it's really over now for Windows 7.

In fact, Microsoft has also ended its support for Windows 8 and 8.1 (although it's possible Windows 8 users may still be able to access some of the software updates through the ESU program. If you are one of the few Windows 7 users, your will be forced to update directly to Windows 10 (or 11 if your system allows). Windows 10 is expected to reach its end of life support on Oct 14, 2025.

AirDrop

Heard of AirDrop but not really sure what it is? Well, AirDrop is an Apple product used in iOS and macOS operating systems that allow one to wirelessly share and receive photos and files with others using the same devices. In other words, one person can drop or send files over the air from one device to another.

For example, say you and your friend both use iPhones and are at a reception somewhere. Both of you took photos (but maybe not the same ones) and want to share them with each other. Using AirDrop, you can send the photos you took to your friend and vice versa. Sure you could also just email them, but AirDrop would be quicker.

Found a new website on your iPad that gives advice on saving for retirement that you want to share with your son and daughter-in-law? You can do that too! The only requirements are that both devices are from Apple and the devices are in close proximity to one another. You can AirDrop that website from your iPad to your son's iPhone and he can bookmark it and read it later.

So how exactly does AirDrop work? Well, it uses Bluetooth to create a wireless connection between both devices. Both of you will need to have Bluetooth and Wi-Fi turned on. You don't need to be connected to your router, or either the Internet. Both of you need to have your devices in close proximity (less than 30 feet apart) in order to work.

Do we both have to have iPhones or do we both have to have iPads in order for AirDrop to work? Actually, no. One can share files or links between one's Mac and *other Apple devices* AND AirDrop should be automatically enabled on all Apple devices by default so you shouldn't need to do anything in order to "set it up".

But, if for some reason, you turned it off previously you can turn it on by going to your *Control Center* on the menu bar and clicking on *AirDrop*. Open *Finder* (on your Mac) and click *Go*. Now click *AirDrop*. You can choose who can discover your Mac. For example, "Contact Only" will limit it to only those on your Contacts, but "Everyone" will allow anyone with a similar device to do so. If you want to disable it altogether, just click on *No One*.

Important points to remember:

- * to use AirDrop, one needs to have an **Apple device**, e.g. Mac, iPhone or iPad. (Note: if your Mac is using an older version of macOS other than Yosemite, it won't work, so you will have to update your operating system or buy a newer Mac).

- * AirDrop must be enabled on **both** the sending device and the receiving device.

- * In order to accept or send files, one must be in your Contacts list. If they are not, you need to add them to your Contact first before trying to AirDrop.

- * Bluetooth must be on.

- * When someone sends you an AirDrop file or photo, you will see an alert which you must Accept or Decline. This prevents nearby users from sending files directly to your device without your permission.

- * Once accepted, an AirDrop link will automatically open in Safari on the Mac. Photos and other files will go into the Downloads folder, so you will have to go there to see them. Of course, you can save them to a more relevant folder after opening them.

- * Both devices, e.g. sender and receiver, must be in close proximity of each other (<30 ft. apart).

Monitor Notes

Please remember to have *everyone* scan their SCA resident ID card upon entering our Computer Club. It is the only way we ensure only members in good standing use our facility and equipment. But what if the person is my neighbor and I know he/she is a computer club member? Can't I just let them in and remind them to bring their card with them the next time? What if the person is a Board member, who I see frequently? Obviously a Board member is a legitimate member of our club in good standing, right?

Our Club has policies in place for a reason and consistently is key to enforcing those policies in order for it to be fair for everyone. An exception for one single person means that it is now an exception to all (or it wouldn't be fair now, would it?) So, even if you neighbor, your spouse, another Monitor, a Board member, an Instructor, etc. shows up forgetting their valid SCA resident ID card, simply remind them that they need to have it in order to scan it and enter the club. No one in our community lives more than a few minutes away and if they have to return home (or to their vehicle) to get their card, so be it. An exception to one means an exception to all.

So what if the person puts up a good argument or decides to come in anyways after reminding them they need to scan their card? Simply state our policy. Don't argue or try to justify it. Report it in a Monitor's note and if we can determine who the person is and if it is a legitimate member, we (someone on the Board, e.g. the President) will address the situation with said member. If the person is not a computer club member and we are able to identify the person, we will address that also. Don't ever feel bad for enforcing our club policies. It is only if we are *consistent* that we are fair to all of our members. And *thank you* for taking the time to be a Monitor.

Windows 11 Settings app and Quick Settings menu

Are you now using Windows 11? Have you discovered the Quick Settings menu (hidden in the taskbar)? To access it, click on the area (just to the left of the time/date at the bottom right of your screen) that has the Wi-Fi, Speaker or Battery icons.

Once open, you can use it to quickly enable (or disable) features such as Bluetooth, Wi-Fi, airplane Mode and more. It is an easy way to access these settings. Also, there is volume slider.

Have you noticed any differences in the new Settings app? In Windows 11, it includes options that were previously found in Control Panel. You can still quickly open the Settings app in Windows 11 by simultaneously pressing the Windows key + the letter i. You can also find it in the Start menu or by using the Search feature. Once you find it, it might be a good idea to pin it to your taskbar. To do so, simply right click on the icon and select ***Pin to Taskbar***. Check out the new streamlined design and get easy access to your display, sound, notifications, power & battery settings and more.

Windows 11 22H2: you should be able to get it now

The first major update to Windows 11, Windows 11 22H2, released in Sep 2022 started rolling out. It was previously only available to Windows users running 21H2 (as a manual update). But now, Microsoft thinks it is free of any major bugs and has started an automatic update for those Windows 11 users.

Statcounter (a real-time web analytics services that tracks and analyzes computer web usage) estimates that of the Windows PC users worldwide, roughly 18% use Windows11, 67% use Windows 10 and yes, almost 10 % still use Windows 7 (but that change as Microsoft ceases to support Windows 7 as of Jan 2023).

This newest Windows 11 update includes a more modernized Task Manager as well as improvement to the Start menu and drag and drop support on the taskbar. Also look for tabs in File Explorer, better use of windows snapping and more. Let us know if you are a Windows 11 user and if you you've fully embraced it, or if you prefer to stay on Windows 10 (as it is still supported until Oct 2025).

Dridex malware

This is a malware that has been around for about ten (10) years, designed to steal private information from people's bank accounts. It is classified as a Trojan that disguises itself within seemingly harmless data and it is normally spread via spam email (that poses as official-looking email) with an attachment for a Word (or Excel) file. The infected file, once opened, will download this Trojan to begin stealing banking credentials by injecting a keylogger that monitors and records one's keystrokes. If you are an Apple user reading this article, you might think "OK, it another PC problem". But keep reading.

An updated version is now targeting Mac users. How? Dridex contains a malicious document that will automatically run as soon as a user opens it and once it does, it overrides Microsoft Word files contained within the infected macOS computer resulting in contacting a remote server to download more files. One of those files is a Windows executable that runs on Dridex.

Many folks share Word documents (not just Windows users, but Mac users too) so you won't know immediately that your files are corrupted. Mac users are being targeted and when they unknowingly share this corrupted file with others, it creates a domino effect spreading the malware with others. This is a case where Dridex cannot actually infect the targeted Mac user because it is contained within the executable Windows file. BUT once downloaded, it CAN cause the files on a Mac to be overwritten with malicious ones.

A reminder, no one type of computer, no one type of operating system (OS) is immune from malware. Even if you **only** download software from a Microsoft, Apple or Google stores, you can still be vulnerable. In this case, Dridex is spread via opening infected email attachments. So once again,

- * be careful when opening email attachments from unknow senders
- * if you don't know the sender or the email address looks suspicious, don't open it. Just delete it. (We know, sometimes we just get curious, but please just delete it and move on).
- * Download files from trusted sources, but remembers even the store mentioned above can (and do) get infected files. Read about the software you want to download. Read their purpose, read their reviews and then decide if it is something you really want on your system.
- * As we have mentioned before, keep your applications, your browsers and your operating system up to date.
- * And be sure you are using some type of malware detection software on your system, whether it is a free one, one that comes with your computer, or a paid product you installed.

Lastly, share information like this with your family and friends, so they too are aware and don't inadvertently send you an infected file to open since they didn't know better. We all use computers so we are all vulnerable, but we can also be diligent in using our computers. Have a great day!

Passwords or Passkeys?

We talk a lot about passwords and how they should be strong. And strong implies that they have a combination of upper and lowercase letters, numbers and a symbol. Back in the day we heard passwords should be a certain number of characters; six (6), then eight (8), then ten (10) or more, and today it is suggested that the longer the password, the better. In fact now the suggestion is a passphrase or some long, random combination of letters, numbers and symbols. Who can remember them all? So many folks just create a "good" one and memorize it, but use it with all of their accounts or websites, which is not good either. So what is the next step?

Well, 2 factor authentication (2FA) has come along and that is a specific type of multi-factor authentication (MFA) that strengthens access security because it not only requires a password to verify one's identification, but requires two methods. Sure, it is an extra step for users to login in to their account or application but it is deemed to be more secure than just a password because usually the second factor is one's fingerprint, facial identity or a code sent to one's phone or another device that requires the user to input to complete the login process.

We are now in 2023 and the newest standard is moving toward a passwordless login. What, no password required is more secure? Actually, a passkey uses a public key and a private key. Confused yet? This "new" standard uses cryptography to authenticate one's access to websites and applications and the user enables the "authenticator" to generate a passkey. With a passkey, the system stores the public key on its remote web server (and it is registered with the app or site one is logging into). The private key is saved securely on one's device. You then won't need to type anything to sign in to your account.

With iOS devices, passkeys work through the iCloud keychain (so one needs to have that enabled on one's iPhone (for syncing passwords and other data between devices). And you need to using 2FA. But I thought you just said passkeys forego needing passwords? Yes, but you need to do the previous two things on your iPhone first to use passkeys. Once you do, sites that use passkeys will ask you to sign into them or create a new account. Just a few apps actually use passkeys right now, but they are expanding and those that do will offer one the passkey option. If the site does, a pop-up will simply ask if you want to save a passkey. Select "Continue" so do so. Initially you may be asked to provide Face ID or Touch ID to confirm its you or enter an email address or username. Do that to complete the authentication process and the passkey is created and the next time you sign into that site, simply use your face or fingerprint again.

On Android devices, it works similarly. Both the Android and Chrome browsers support passkeys. It is set up the same way except when you confirm, you'll most likely use your fingerprint (the same way you do to unlock your device).

So which websites are currently using passkeys? It will take time for this new technology to be widely adopted, but there are a few sites using it now, such as: Best Buy, Dashlane, eBay, Safari, GoDaddy, Google, Kayak, Nvidia, PayPal, WordPress and a few others. Google Password Manager is adding passkey support as well, so your encrypted logins will be synced everywhere that your Google account is used. You might have experienced this already when logging into a Google site or your Google mail, and they send you a code on your phone asking if you are trying to login. Simply hit Yes and it continues to the site. Soon, if not already, passkeys will be the industry standard and work across different platforms and browsers including Microsoft, Apple's macOS and iOS and ChromeOS.

Useful things you may want to know, or Frequently Asked Questions (FAQs) that we made up ourselves

Q. I like using my phone to take photos. In fact, I take several photos of the same subject hoping that one of them turns out really good. But now I am realizing I am using up a lot of storage by doing so and have to go through them to delete many I don't really need. Is there a quick way to do this? I'd hate to think I have to look at them one by one and try to decide which one is best to keep.

A. I don't think you are any different than a lot of us. Many of us take "more than one shot" just to be safe. And don't realize how much storage the photos take up until we see that "storage full" message. Here is something to try. If you use an iPhone, iOS 16 has a new tool called "duplicate photos" folder that allows you to merge anything duplicated. To use it:

- * Open the **Photos app** and select **Albums**
- * Now scroll down and select **Duplicates** (under **Utilities**).
- * You can select which photos you want to merge OR select all by using **Select> Select all>**

Merge and then hitting **Merge**.

If you use an Android phone:

- * simply open the **Files by Google app** and select **Clean**. (Note: if you don't have that app on your phone you can obtain it from the Google Play store and download it for free).
- * After selecting Clean, Select **Confirm and free up> See junk files** and then select anything you want to clear or you might see a card that says **"Duplicate files"> Select files**. (Note: It might be different depending on the type of Android phone you have).
- * Lastly, select either **Clear> Clear** or **Delete> Delete** whichever one you see. This should remove screenshots, memes, duplicates and other junk files that might be hiding among your important files. Let us know if this helps you.

Q. You have written articles about computer malware, but I use a Mac computer. Why should I be worried about malware?

A. Contrary to what many believe, Mac computers **ARE NOT** immune to malware, ransomware or viruses. **No computers are**. Malware is often spread through apps that folks download from various places, e.g. Internet, Apple, Google and Android apps stores, attachments on documents and emails, etc. And while PCs are far more targeted with successful malware attacks (e.g. 54% find their way onto Windows devices) Macs are still vulnerable (e.g. *Elastic Security Labs* has shown that 6.2% of malware has been found on Apple macOS devices). So, you should be concerned regarding malware. One app, **MacKeeper**, ironically is designed to keep Macs safe by offering cleaning and privacy and performance tools. Unfortunately, *Elastic Security Labs* has reported that 48% of Macs end up being infected with malware from MacKeeper.

How can that be? Well, the app has a lot of permissions and can access multiple processes and files, so it might be good to delete this app if you have it. There are several steps to do it, but take your time because it is worth doing so.

To delete the MacKeeper app, go to your **Finder app** and select **Applications**. Search for **MacKeeper** (be sure **This Mac** is selected, and **click the plus sign**). Select **Name** to open the dropdown display and select **Other**. Scroll down to **System Files** and click the **checkbox**. Click **Name** again and select **System Files** and change "aren't included" to **"are included"**. Delete all the files the folder by right-clicking and selecting **Move to Trash**. Now **Empty your trash** by right-clicking the Trash icon on the bottom, right-hand corner of your screen and selecting Empty Trash.

Useful things you may want to know, or Frequently Asked Questions (FAQs) that we made up ourselves (continued)

Q. Sometimes I see something, like a recipe I like, while on my phone. Is there a way to take a screenshot on my phone? I do not have an iPhone.

Thanks for asking. Yes, you can take screenshots on your Android phone (which we are assuming you have). Initially, when Android first came it, it wasn't possible (without rooting it) but now that's changed and all Android devices have the ability to do so. But there are so many different companies that manufacture Android phones, so the "how-to" could vary depending upon what type of phone you have. Basically, the way to do so is to press the volume-down button and the sleep/wake button together at the same time. One should see the screen flash (like a camera flash) as it captures the picture. (Note: some Android phones, e.g. Samsung, will bring up a power menu. Once the screen shot is taken on your device, you should see a thumbnail preview in the bottom left-hand corner of your screen. And there should be options to edit, share or delete it. Where does it save it? It depends, but if you have the Google Photos app on your phone, it will save the screenshot to your photos and videos. Open the Photos app and select "Library" at the bottom of the page. Then look for the "Screenshots" album and open it. Hope this helps.

Q. It seems like everyday we here about data breaches. The most recent one I read about is Norton LifeLock. If an anti-virus gets hacked, is anyone safe nowadays?

A. While it is true that Norton was recently affected, we have said that no one company is immune. Companies go to extreme measures to constantly prevent such attacks, but it happens. We remind folks about password compromises and even password manager software has come in the news lately because they too have been breached. According to Microsoft's Digital Defense Report 2022, cyber crooks make just over 900 attacks to hack account passwords every second. That is an estimated 74% increase in just one year. Hence the recommendations for multi-factor authentication (aka 2FA) e.g. along with a password AND a code sent to one's email (or a question to be answered or a fingerprint scan) is required to log into websites and online accounts. Even password managers are not immune from breaches. LastPass, a notable password manager app, has been hacked several times in 2021 and 2022, compromising its users personal information and privacy credentials. So what do we do? Don't give up and go back to the typewriter. Be aware, be informed and continue to use our club to stay up to date. If you are an Apple User, attend Apple Talk, a monthly discussion group that meets monthly. Check our website calendar for the dates and times, sign up, then show up. Computer Talk, a weekly group that meets every Thursday morning and all things computer (or computer related) are discussed. It could be Apple, Windows, Android products and/or software, or IoT devices, etc. All members in good standing are invited to any and all of these sessions. Hope to see you there.

Q. I have some old computer equipment I want to dispose of, so old that simply donating it doesn't seem to be the answer as probably no one can use it. But I am currently trying to downsize so what are my options? Do I just bring it to the Computer Club?

A. The answer is **NO**. Our club is **NOT** an old equipment depository. While we have hosted recycling events at SCA the past, unfortunately most recycling companies we've used have told us that it is no longer feasibly acceptable for them to do so anymore. But, there are ways to dispose/recycle your old computer equipment and devices and we hope to have some specific information in regards to that in next month's newsletter. But for now, if you were planning our annual recycling event, at this time we do not anticipate one. We cannot stress this enough...our Club is **NOT** a depository, so please don't drop it off there. We appreciate your cooperation in this matter.