



# SCA Computer Club notes

## Classes for the Month of Jan



To enroll, log into the website at <https://computer.scaclub.org>. Go to **Calendars> 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.

**Buying a Computer:** In order to make an informed decision when you are buying a computer, there are a few terms that you need to be aware of so that the sales folks don't try to "snow" you. Are you unaware of the meaning of the basic terms now circulating around the world? Do terms like gigabytes, hard disks, volatile memory, main board, Ethernet card, cable modem, etc. make you wonder which country you are in? Then, join us in helping you become aware of meaning of these terms and many others that you hear. Learn the basic terms in this class.

**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.

**Mac Photos- Part 1:** An introduction to Photos including how to connect you camera or

memory card and how to organize your photos. How to create albums of selected photos and smart albums using several different search criteria. If time permits an introduction to location tagging and facial recognition will be included.

**Mac Photos - Part 2:** This second part of the Photos class is a presentation on the editing capabilities built into Photos. We will cover correcting the lighting by changing the exposure, shadow brightness and highlight brightness. We will also cover color correction and show how to correct flaws in pictures, including restoring old photos scanned into Photos.

**New Member Orientation:** This class is an overview of the club facility, equipment and policies. It also covers the operation of the club's website. Some members are under the impression that they can simply walk in the day of the class without enrolling in the class and this creates a problem when the class size is limited. The class is well worth your time.

**MARK YOUR CALENDARS:** Recycle your old equipment. The Blind Center of Nevada will be here on April 13, 2024 from 8 am—noon in the Anthem Center parking lot to accept electronic equipment: computers, scanners, printers, etc.

## Special Topics

Special Topics classes 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. Apple Talk is an ongoing investigation of all products Apple. It will include presentations, discussions and demonstrations of iPads, iPods, iPhones, Apple TVs and of course Macintosh computers and related peripherals. As new Apple products are introduced they will be included. Topics for discussion:

- your Apple device
- your experiences
- your problems
- your accomplishments

Others will add their bit, and you will all come away with something more than when you entered the room. The next meeting is on Saturday, Jan 13, from 10 am-noon.

**Computer Talk** meets weekly from 9-10 AM every Thursday and is an open discussion on any computer topic.

### **Are you interested in becoming a Monitor this year? Of course you are!**

Monitors volunteer a minimum of twelve (12) shifts per year **AND** attend at least one Monitor **refresher** session every twelve (12) months in order to maintain eligibility for the annual Appreciation Luncheon. This coming year, there will be four (4) Monitor **refresher** sessions offered for current monitors:

Thursday Mar 28 at 1:30 pm

Tuesday Sep 17 at 9:30 am

Tuesday Jun 25 at 9:30 am

Thursday Dec 19 at 1:30 pm

Anyone interested in becoming a new Monitor should contact Jerry Peterson @ tqmguru@hotmail.com. Monitor Training for **new** monitors will be offered twice in 2024.

Tuesday Mar 26 at 9:30 am

Tuesday Jun 25 at 1:30 pm

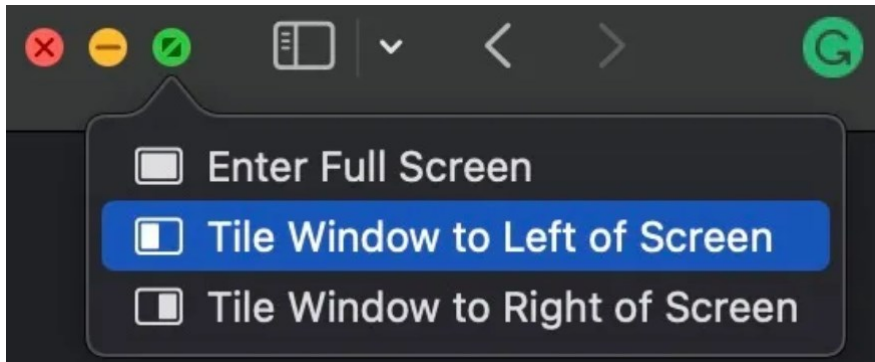
Monitor duties and responsibilities are detailed in the Monitor Training Guide, which can be found on the Club web site under Documents. A prospective Monitor must attend a training class and shadow an experienced Monitor for at least one shift prior to being designated a Monitor. The Monitor will primarily sit at the monitor's desk in the lab when acting as the monitor on duty. Monitors will periodically observe members in the lab and classroom for compliance with SCA and Computer Club policies. Without a monitor on duty, our club will not be open. Please consider volunteering this year. You will be trained and no prior experience is required. Many of our monitors find this to be a rewarding and satisfying way to contribute to our Club.

The next **Club Board meeting** is scheduled for **Tuesday, Jan 9 at 2:00 pm**. Come meet your new 2024 Officers and Leadership Team and listen to how your Club operations work. A member comment period at the end of the meeting will allow members to ask questions or seek additional information from the Board.

## Using Split View with a Mac

What is split view? Split view is a way to use apps side by side on one's screen. Many find it helpful when multitasking because one can view two separate windows at the same time. It especially helps if you are not using a second monitor. The downside is that one cannot use more than two apps in Split View at once, unlike in Windows.

Most apps windows on macOS have an Enter Full Screen button (that allows one to view in full-screen or tile). To use Split View, open two apps that you want to use side by side. Hover the cursor over the **green button** on the top-left corner of either app's window. Now click the second (or third option) from the context menu to snap to the Left or Right. Once the app is tiled, click the second app window (appears on the other half screen) to tile it.



An alternative way to use Split View on a Mac is via Mission Control, a feature that shows one all open apps and spaces on one's desktop. First open the two apps you want to use in Split View. Bring up Mission Control (F3) or swipe with three (3) fingers on your trackpad or double-tap the

Magic Mouse with two (2) fingers. Click on an app window and hover it over the left or right of the active space at the top of the screen. When you see a window with a "+" button, drop the app window on top of it. Now click and drag the second app window over the new space and drop it there to put it next to the first app in Split View.

Now you have two apps sharing your screen. If you want one of them to be larger than the other, click and drag the vertical separator between the two windows (either right or left). If you want to switch positions of the apps (e.g. change the one on the right side to the left side or the one of the left side to the right side), move the cursor to the top of the screen to expose the window's title bar. Now click the title bar of the one you want to move and drag it to the other side.

To exit Split View, try pressing the esc key in the app you are using. You can also exit Split View using the **green button**. (Move your cursor to the top edge of the screen if you don't see the green button). Using this method allows one to choose what happens to the app windows upon exit. One can either Move Window to Desktop or Make Window Full Screen.

A third way to exit is to simply "X" out of the app (in the top left corner of its window). The remaining app will then be in full-screen mode.

Lastly, one can exit Split View using Mission Control. Press F3 (or swipe up with three (3) fingers on the trackpad). Hover the cursor over the desktop space showing the windows in Split View and click the inwards-facing arrows to separate them. Try it and let us know what you think.

## Windows

Windows 11 was released on Oct 5, 2021, so it has been just over two years that it has been in use. Windows 10 continues to be supported until Oct 2025 and there are still approximately 1 Billion devices still using it. But now Microsoft has announced extended support will be available past that date for Windows 10...for a price. How much exactly? That remains to be seen. To be supported past the Oct 2025 official end-of-support date, one will have the option to pay for an annual Extended Support Update (ESU) subscription that will provide monthly security updates for Windows 10. The ESU is projected to only be available for an additional three (3) years past the Oct 2025 end-of-support deadline. The reason many users have opted to stay with Windows 10 (instead of upgrading to Windows 11) has to do with their computer's hardware is not compatible with the Windows 11 stringent minimum requirements. So what options are available to those still running Windows 10, come Oct 2025?

- Ignore the end-of-support deadline. Yes, one can do that, but it is not advised as one could be exposed to security exploits.
- Buy a new PC. New PCs arriving in mid-2024 are expected to have Windows 12 on them if all goes well. They will however definitively be compatible with Windows 11 (whose end-of-life support should be in 2026, based on the normal five (5) year cycle).
- Another option is to keep your old hardware, but switch to another operating system (OS) such as Linux, but for most users, this is not a viable option.
- Pay Microsoft for the additional security updates via their ESU subscription. That will have to be renewed annually and right now is slated to last only three (3) additional years, e.g. until 2028, at which time Windows 12 will have been out for four (4) years already.
- The last option is to upgrade your old hardware to support Windows 11, but IF you are considering updating your old system to Windows 11 (and its hardware is currently not compatible) you are taking your chances of having your system malfunction. Not only will your device no longer be able to receive updates, damages to your PC due to lack of compatibility most likely are not covered under any manufacturer's warranty you might have on your device.

So, if you are happy using Windows 10 now and your system is not experiencing any issues, why not just continue using it until the end-of-life support in Oct 2025. You still have a year and a half to decide what to do and perhaps investing in a new computer at that time may be feasible. Or you can also consider going to another OS, e.g. iOS, Android, Chromium, Linux, etc.

## Windows 11 Artificial Intelligence (AI) features that you can try and use today

Computers with neural processing units (NPUs) are showing up in the market today and soon widespread NPUs will make it possible to run AI models directly on consumer hardware. So let's take a look at some of the features already available in Windows 11.

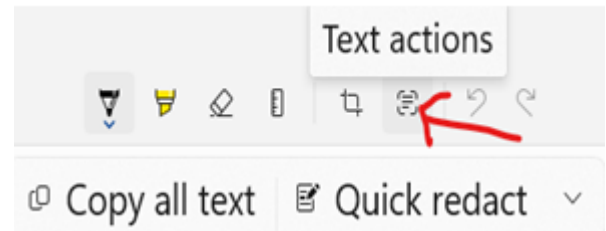
- Copilot, the AI Assistant: It offers access to GPT-4 on one's desktop, including built-in Bing search. Click on the Copilot icon on the taskbar or use the combination keys of the "Windows key + C" to open it. Although limited at this time, it is anticipated to deeply integrate with Windows in the future as it is refined and it will be also be available in Windows 10 soon.
- Paint Cocreator, for generating AI art: Paint is a program that now generates AI art and if you

## Windows 11 Artificial Intelligence (AI) features that you can try and use today

(continued)

launch Paint, you will see a “Cocreator” button on the toolbar. It uses OpenAI’s DALL-E 3 model to generate images. It works similar to using Bing Image Creator and one can ask Copilot to generate images. It offers style choices like Photorealistic or Pixel Art.

- Optical Character Recognition (OCR) in the Snipping Tool app: Use it to copy text from images or any application on your screen, then paste it elsewhere. Use the combination keys of “Windows + Shift + S” (to open the Snipping tool interface). Try opening the snipping tool and draw a rectangle around anything you want to copy text from. Once notified that a screenshot was



captured, open the Snipping Tool and click on “Text Actions” (icon looks like this) 

to copy or edit text. One can even redact details e.g. email addresses, phone numbers, etc. if that is in what was copied.

- Remove a background in Paint: Open an image in Paint and click on the “Remove Background” button. Paint will use AI to detect the background and foreground of the image and remove the background for you. You can then paste the foreground image elements into another image. Paint also now has layers.
- Background blur in Photos: The Photo app can blur backgrounds. When in the Photos app, click on the “Edit image” button or press Ctrl + E. Click on the “Background Blur” button on the toolbar. Photos will use AI to detect the background and you can then use options to customize your background blur.
- Video Auto Compose in Clipchamp: Microsoft’s Clipchamp video editor now has AI editing features. AI will find highlights from your videos and use its smart AI model to professionally design videos automatically.
- Copilot in Edge: This works a little differently from Copilot in Windows, but you will find it in the Edge browser. One can use Edge to quickly compose paragraphs, emails, list of ideas or posts and then copy and paste to whatever application one prefers.
- Smart App Control: a new feature that uses AI to predict which apps are safe to download and run on Windows 11 (only available on new Windows 11 installations). This could be a game changer in helping users ensure only trustworthy apps run on one’s system.
- Copilot for Microsoft 365 (business only, right now): this integrates Copilot technology with Microsoft Office applications, but individual Microsoft 365 users do not yet have access to it, only enterprises that subscribe to it. But look for it in 2024 as well as the next generation of Windows where AI becomes more integrated into its products.

Are you on board with this next generation of artificial intelligence embedding itself in just about everything you do with your computer systems? Microsoft has partnered with OpenAI so you might expect to see more integration with AI and Microsoft products and services in the future. 2024 is going to be an exciting year. Let us know your thoughts. Contact us via the website at: <https://computer.scaclub.org> and select “Contact Us” from the horizontal menu tab. Select “Newsletter” and provide your input.

## Google Assistant for Android

What is Google Assistant? It is a virtual assistant software app by Google that is primarily available on mobile devices (e.g. Android phones, tablets, Chromebooks and TVs). It can be used for a number of things, like booking appointment, finding stores, buying products and more. It enables voice-forward control of Android apps to perform tasks, access content, launch apps, etc. Here are some examples:

- Read: if you are viewing an article in Chrome or the Google app you can ask the Assistant to read it to you. Say “Hey Google” then “read this page”, or “read this”, or “read it” or “read aloud”. Many use it to listen to articles while driving. To use this, one must be running Android 5.0 or higher and that your Assistant’s language is set to English.
- Check your phone’s battery level: ask your Assistant, “What’s my battery level?” and it will tell you. If your phone is not with you, but perhaps you left it in the other room, just ask “What’s my phone’s battery level?”
- Now that you know your battery level, how about finding your phone? Just ask “Where is my phone?” You’ll be shown the phone’s last location and it will ring it for you also.
- In a meeting and forgot to set your phone to Do Not Disturb? Then, your phone rings and everyone’s eyes are looking at you. Simply say, “Silence my phone” and your Assistant will turn your device’s volume all the way down to avoid any interruptions.
- Ask the Assistant to “Remember where I parked”. The Assistant will remember your current location and then store it for retrieval later. Suppose you were in the casino for hours and forgot where you parked or maybe started in one and walked to another, then had lunch and now want to return to the parking garage, but can’t remember where you parked. Simply ask “Where did I park” and you’ll be told (and the map Assistant can also pull up a map to help you find your way back).
- Are you forgetful? Joined a new club, met a few folks, but can’t remember their names? The Android Assistant can remember more than just locations. You can ask the Assistant to “remember the lady in blue is named Sally” then later ask “what’s the lady in blue named?”
- Need a screenshot but don’t have your hands free? Tell the Assistant to “Take screenshot”. No button-pressing required, no tapping on anything,
- Have widgets on your phone? Use the Assistant to open them. Simply say, “Hey Google, show me the calendar widget” or “Hey Google, show me the Clock widget” or “Hey Google, show me the Google News widget”. Easy peasy.
- Did your Assistant provide you an answer to something, but you didn’t quite hear it, or perhaps you got distracted and missed the last step of something? Well, use one of these commands. “Can you repeat that more slowly?” or “Can you repeat that more loudly” or simply say “I didn’t hear you”.
- How about listening to something soothing? Try “Play relaxing sounds” or “Play nature sounds” or “Play babbling brook sounds”. The list is almost endless. Try it and let you know what you think.



## Did You Know?

The top three (3) smishing scams are phony bank fraud warnings, bogus free gifts and prizes and fake package delivery issues. What is a smishing scam? Similar to phishing scams, smishing scams are those text messages one receives trying to exploit an individual in order to gain personal information, passwords, credit cards, banking credentials, etc. Smishing is a combination term derived from “SMS” and “phishing”. Phishing scams normally target individuals through websites and emails. Some examples of these **smishing** scams are:

What to do if you receive bank fraud warnings? Verify your account info through your bank and don't click on any embedded link. Some examples may look like these:

Citibank: A purchase of \$386.15 is on hold. Please reply YES if you made this purchase. If not, click the link and reply STOP opt out.  
<http://Citibank.com/fill.pjo?opt5>

WellsFargo: We detected unusual activity on your account. Please follow the link to verify your account immediately:  
<https://wf.com/actinf>

(JP Morgan Chase): Your debit card has been blocked. Please verify your details immediately at:  
<http://jpchase123.com/activate-fillfrom/hr332> to unlock your card.

Examples of fake package deliveries may look like these:

USPS Alert: Due to a processing error, we cannot make your delivery as schedule. Go to <http://usppost.com/fill-form/34st> to verify your information.

Your Amazon account has been blocked as we detected suspicious activity. Recover your account immediately using this link:  
<http://k.amazon.com/fill-php/234>.  
Please act immediately before we permanently suspend your account.  
Best regards,  
Amazon, Inc.

Hello, your FEDEX package with tracking code TR-772-TR765 is waiting for your delivery instructions. Contact us at:  
[deliver2me.com/fill-form/info](http://deliver2me.com/fill-form/info)

Examples of bogus free prizes or gifts may look like these:

Congradulations! You've won a \$1,000 Amazon gift care. Go to <http://win.amazon/872> now to claim your prize.

Verizon Free Mag: Your December bill is paid. Thank you, here is a gift for you: <http://gift@vz.com/9y2> Happy New Year!

You are our lucky winner! Click here to claim to your prize:  
<http://1won/273me>

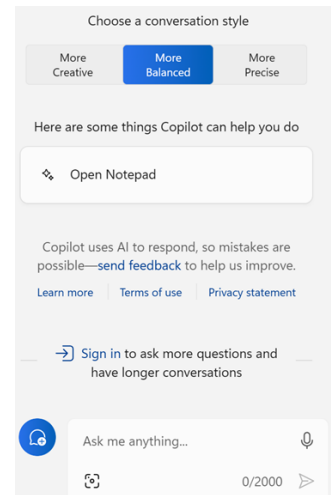
If you are not expecting a package or if you did not enter any contest, **delete** the text immediately. DO NOT click on any link to see what the prize or package is. If you are expecting a package, contact the carrier through their official website and not via the embedded link.

Apple has halted U.S. sales of the Apple Watch 9 and Apple Watch Ultra 2 last month and they are no longer available from Apple.com. Why? It is due to a patent dispute having to do with the blood oxygen sensor technology. Until resolved try the Apple Watch SE, which doesn't have the oxygen sensor at the center of the patent infringement dispute. If you already have one of these watches, you are not affected and the watch will still operate normally. The ban ONLY affects the import for sale of the Apple Watch Series 9 and Ultra 2.

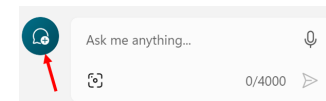
Do you get bombarded with notifications while using Windows 11? Did you know you can customize what you receive? How? “Open Settings> System> Notifications”. Here you can turn on or off Notifications or you can select which apps you want to receive notifications from individually. You can also choose to use “Focus”, which is a new feature in Windows 11 that minimizes distractions. Focus will allow you to set a timer so you are not disturbed by notifications. There are Additional Settings that you can also turn on or off, such as showing the Windows welcome experience after updates that show you what's new and/or suggested to get the most out of Windows or getting tips and suggestions when using Windows. Just scroll down once in “Settings> System> Notifications> Notifications from apps” and select “Additional settings”.

## Did You Know? (continued)

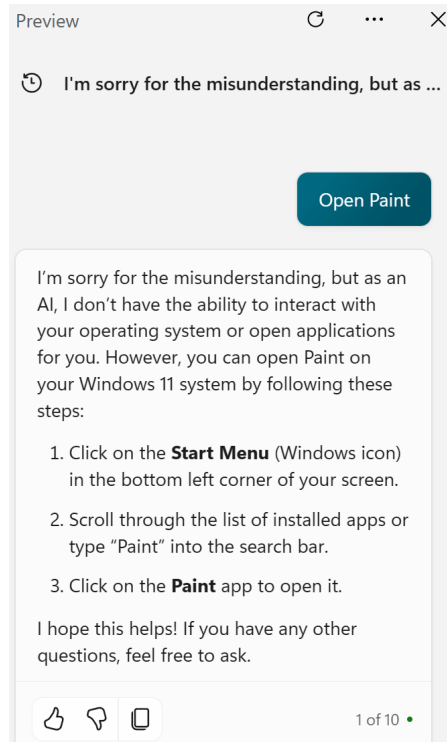
Have you heard a lot about Windows CoPilot lately? It is Microsoft's AI-powered assistant integrated into Windows 11 (and also available in Windows 10. If you don't have it yet in Windows 10, you will as it rolls out). Want to try it? You can launch it in Windows 11 either clicking on the Copilot icon on your taskbar (located to the right of your search window) or by using the combination keys of "Windows + C". It will then appear on the right-margin of your screen. In the "Ask me anything" window, simply describe what you want and hit "Enter". There are three style options one can toggle between: More Creative, More Balanced and More Precise. Using More Creative will evoke more descriptive language and lengthier responses.



You can use CoPilot to quickly get answers from the Web. In its response, if you click on the underlined sentences in the text that is generated, it links you to the web resource(s) from which it is pulling its information. To change topics, simply click on the "New topic" icon to the left of the Ask me anything windows. (Note: if it is greyed out, click on the Refresh button at the top of the screen and it will start again and allow you to ask more questions.) You can also customize a summary either by specifying the number of sentences in the response or by asking for specific formats, like a bulleted list.



Try turning a response into a visual image. Copilot uses OpenAI's DALLE-3 to do so. But to do so, one must be signed into their Personal MS Account or use Image Creator to join and create images. Not only will Copilot create images, it can describe the contents of an image as well.



Lastly, one feature of Windows Copilot is to open Windows programs and apps using just a text or voice prompt. Just say, "Open (name the app)". If it doesn't open the app, it will at least provide you with instructions on how to open it yourself. Here's an example of the response when I tried to use it to open the Paint app.

Notice I am in the Preview mode, so perhaps if I was signed into my Microsoft account, it may have simply opened the app for me.

Try using it and let us know how it works for you. If you are currently using Copilot, please share your knowledge with us. Maybe there are things that you find useful that we can pass along to others in the Club? Contact Us via the website.

Did you notice that in a recent Windows update, one was prompted to explain why one wanted to quit using OneDrive? OneDrive comes pre-loaded on Windows 10 and 11, whether you use it or not. It offers several choices to explain your decision such as: I do not want OneDrive running all the time, I do not use OneDrive, I don't know

what OneDrive is, I am trying to speed up my computer, etc. The "Quit OneDrive" button remains greyed out until an option is picked. Microsoft claimed that the user feedback helps inform their ongoing efforts to enhance the quality of their products. Your thoughts?



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

*Q. I have an iPhone and it seems as if the battery drains faster than when I had a Samsung phone. Any suggestions on how to make the battery last longer between charges?*

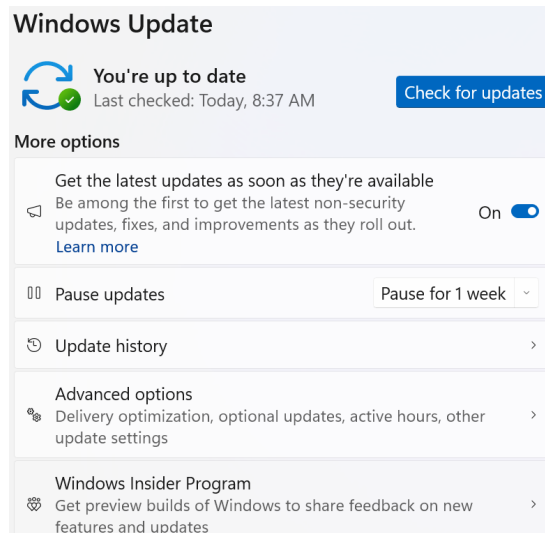
**A.** You can see the iPhone battery icon in the top-right corner of your screen which will give you an indication of how much battery is left (if you have it turned on). To do so go to “Settings> Battery and select enable Battery Percentage”. Here are a few tips to perhaps make your battery last longer between charges and reduce battery drain.

- Activate Low Power Mode. In Settings, select Battery and turn on Low Power Mode. This will help by only performing the most essential tasks, so background activities such as downloads and mail fetching are disabled. Note: Normally, the low power mode will automatically come on if your battery falls below 20%.
- Adjust your screen brightness. You can do this in “Settings> Display & Brightness” and using the slider bar. To ensure your changes remain, turn off auto-brightness. Go to “Settings> Accessibility> Display & Text Size and disable Auto-Brightness”.
- Having the screen on all the time will use your battery, so think about limiting the amount of time the screen lock is on before locking. You can check yours by going to “Display & Brightness> Auto Lock”.
- Turn off Location Services, found under Privacy. Not only will it extend your battery life, it is a good idea to only use it if you need it when using an app (e.g. Google Maps) to ping your location. Apps such as Maps, Weather, etc. may need locations services on but you can also customize the apps to only use location services while using the app.
- Turn off Background App Refresh because if you have it ON, and close an app, it will keep running for a bit until it enters a suspended state and those apps can still check for updates and new content from time to time, thereby contributing to your battery usage. You can also selectively turn off Background App Refresh for certain apps, leaving it on for others, or turn it off completely for all apps.
- You can also customize which apps send you notifications. Go to “Settings> Notifications and choose which one to allow sending notifications to your phone. It consumes power with each notification it sends.
- Lastly, you can monitor the health of your iPhone’s battery. Go to “Settings> Battery> Battery Health & Charging and select options by toggling on or off”. You can also look at Maximum Capacity to see how much your battery has degraded since first use. Enabling “Optimized Battery Charging” will charge your battery to 80%, then trickle charge to prevent overworking the battery. We hope some of these tips help. Let us know.

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

### *Q. What is the difference between a Windows quality update and a Windows Feature update?*

A. Good question! A quality update is an incremental monthly update to Windows products that usually involves bug fixes, feature improvements and security issue resolutions. A feature update is an annual update that provide new features and it also includes all previous quality updates, as applicable. It is advisable to keep one's system up to date and one can do so manually, or one can set their device to automatically update whenever they become available. To check for updates in Windows 11, go to "Settings> Windows Update". Here one can check for updates, choose to get updates automatically as soon as they are released, and even pause updates, if desired.



### *Q. I recently took out-of-town visitors to the Strip for some entertainment and dinner. We all had a good time, but when we returned to my car, I found a parking ticket on the windshield. I paid to park in the garage, so I didn't understand why I had a ticket on my windshield. Our visitors said it was a "scam" and not to pay it. Is this something new?*

A. The parking ticket scam has recently surfaced in many cities, including Las Vegas. Scammers use high-tech, hand-held printers to make a fake ticket and leave it on the car's windshield. The phony citation requests payment online or by PayPal and not only will you be out the money you pay, your personal information may be compromised as well. Scammers can imitate logos and city office names so one should search for the city's official parking ticket website and compare it to the ticket on the windshield. Most government sites should end in .gov, not .com, .ca or .de. An official site should also have a secure connection. If payment is requested by check, who is listed as the payee? It should not be an individual. Also, fake parking tickets may be mailed or emailed to individuals, so be aware. If one does receive a scam ticket, report it to the Better Business Bureau at <https://www.bbb.org> as they maintain a Scam Tracker tool where others can report and lookup scams.

### *Q. I have an Android phone and I noticed I have very little storage space left. My neighbor told me to just uninstall the apps I don't use, but I didn't want to admit that I didn't know how. Can you help me?*

A. Sure, we can certainly try. Just remember that not all Android phones are the same, depending on the manufacturer. Here are a couple of things to try. One way is to go into the Google Play

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

Store and select the “hamburger” menu icon in the top-left corner. (Note: on some Android phones, you may need to tap on your account icon in the upper-right corner). Now select “Manage Apps & Devices” from the menu. You should see a section that shows how much storage you are using, so tap on that. (If you don’t see that, there should be a tab labeled “Manage”. Tap that and now you should see all the apps on your device from the Play Store). All you have to do is check the boxes for whatever apps you want to uninstall, then select the trash can icon in the top-right corner of the screen. Confirm that you want to remove the apps you selected by selecting “Uninstall”. If you want to try another way, simply tap and hold an app icon on your home screen to bring up a contextual menu. You should see “Uninstall”, tap that and confirm by selecting “Ok”. (Note, some phones may have you drag the app icon to the “Uninstall” button instead). Remember that keeping unused apps on your phone can impact performance as well as take up storage space, so you can periodically review your apps to see which ones you don’t use anymore and uninstall them. Hope this helps.

*Q. I think I read in a past edition of the newsletter how to clear web browser history. It involved going through the settings menu or something. Is there an easier way?*

A. Easier? Well, that depends. Going through the Settings menu is pretty easy, but using shortcuts work just as well and hopefully this will work for you. If you use a Windows PC, try pressing the combination keys of “Ctrl + Shift + Delete” while in your browser. If you use a Mac, press the “Command + Shift + Delete” keys simultaneously. Your browser’s “Clear Browsing Data” or “Clear History” should appear and now you can select from the options what you want to clear. You can also select a time range. Just check the boxes and then select “Clear data”. Can’t get much easier than that, right?

*Q. How do I know whether or not a website is a phishing website or a fake website?*

A. Check the URL. Hackers spoof websites so that they look very legitimate, but if you know the website you want to go to ends in .com and the one you are looking at ends in .org or .de or something else, that probably is not the legitimate one you are looking for. You might also look to see if there is a “Contact Us” link on the website. Many phishing websites will NOT have one. Did you automatically get a “pop-up” urging you to click on something or provide information? If so, it is probably a phishing website. Lastly, you might want to search for reviews of a suspected website, but keep in mind that hackers also write fake reviews to boost their legitimacy. Remember, if ever in doubt, just don’t click on that link.