

# SCA Computer Club notes

## Classes for the Month of Mar



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 aware 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 the meaning of these terms and many others that you hear. Learn the basic terms in this class.

**Mac Photos – Part 1:** An introduction to Photos including how to connect your 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.

**Monitor Training-New Monitors:** Training for new Monitors.

**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.

**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.

**Monitor Training-Refresher:** Refresher course for current Monitors.

**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. Prerequisites: Must be comfortable using either the Windows or Mac operating system.

**New Member Orientation:** This orientation session was designed to familiarize new Computer Club members with the Club's activities.

## 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.

**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 meetings are on Saturday, Mar 9 from 10 am-noon and Tuesday, Mar 19 from 10 am-noon.

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

**Photoshop Elements Advanced Topics:** Enhance your ability to work with digital photos. Monthly topics build upon skills learned in the **Photoshop Elements** class. These have included enhancing photos by adjusting coloring and lighting, removing imperfections and unwanted objects, clearing haze, and combining photos. Some are simple fixes and others make use of the power of adjustment layers. Topics are repeated periodically, depending upon interest. Prerequisites: The basic **Photoshop Elements** class or some experience using either **Photoshop Elements** or **Photoshop**. The next meeting is on Friday, Mar 29 from 9:30-11:30 am.

### Tax season is here...and so are the fraudsters

If you get an email or text purportedly from the IRS, **delete** it. Fraudsters, claiming to be from the Internal Revenue Service (IRS), are making their rounds with the goal of stealing your identity and the emails and text messages can look very real and convincing. Be very careful during this tax season.

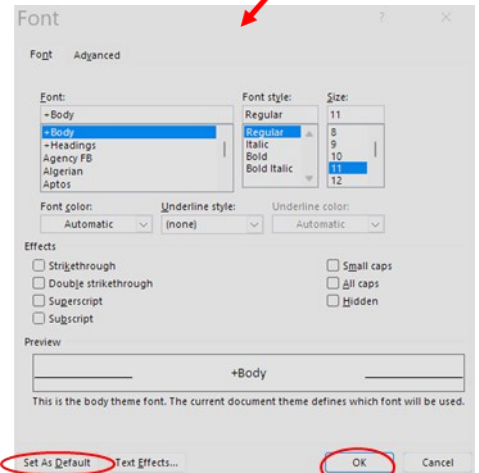
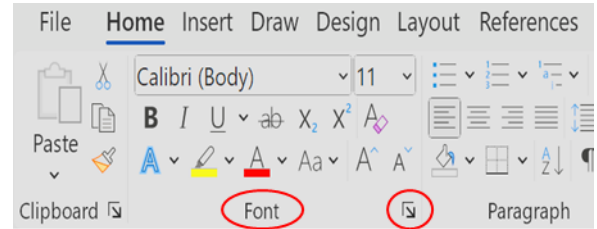
The Federal Trade Commission (FTC) recently put out a consumer alert stating that the **IRS doesn't send tax refunds by email or text, so don't be fooled**. If you get an email or text that displays "Check your refund", **DO NOT CLICK** on it. Delete the email or text. If you are wanting to check your refund, go to the official IRS webpage at: <https://www.irs.gov/wheres-my-refund>

If you did click on a link from an email or text that you thought was really from the IRS, or if you sent personal or financial information, **immediately** report it at: <https://www.identitytheft.gov>

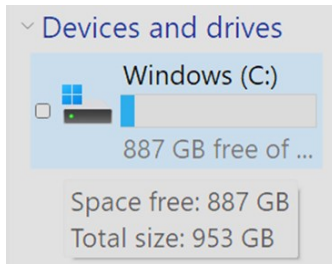
IdentityTheft.gov can assist you in helping to recover from identity theft, as well as providing a step by step recovery plan. Don't be fooled (but if you were), don't be too embarrassed to seek help. Report it to IdentifyTheft.gov

## How do I ???

**Change the default font in Word:** Some folks prefer a certain font type when composing a document. To change, or set a font in Word, click on **Home** (along the top menu bar). In the **Font** dialog box, *click* on the **down arrow** in the bottom right-hand corner of the box. A display will open and now you can select the Font, Font Size, Font colour, etc. You can set your selections as a default by clicking on **Set As Default**, then click on **OK**.



**See how much free disk space you have on your computer:** If you are trying to determine how much free disk space you have on your computer, click on **File Explorer** (yellow folder icon on the taskbar) or use the combination keys of **Windows + E**.



You can also find File Explorer in your Start Menu. In the left hand column, select **"This PC"** and under **"Devices and Drives"** you will see how much free space is left on the drive. If you hover your mouse over the box it will display the total size of your drive and how much free space is left. If you have a flash drive or external drive plugged in, it will also show you those amounts too. An alternate way to see how much space you have (as well as how much your apps are using, is to open **"Settings > System > Storage"**. Here you will see your drive; how much is free space, how much is used and additionally, the amounts for installed apps, temporary files and by selecting "other", it will display more detailed information e.g. documents, temporary files, mail, etc. This is helpful information IF you are running out of free space on your drive and want to free up some space by uninstalling certain items.

**Update apps on an Android phone:** The Google Play Store allows one to install new apps, as well as update them. To update apps on your Android phone, open the Google Play Store app and **click on your profile picture** (in the upper right corner). From the displayed menu, select **"Manage apps & devices"** or **"My apps & games"** (or something similar. Not all Android phones have the same names listed or use the same terminology). The next screen (Overview) should display **"Updates available"** and you can **"Update all"** or **"See details"** which will identify which apps currently have updates available. You can Select **"Update"** for individual apps or **"Update all"**. To see all of your installed apps on your phone use the **"Manage"** tab which will give you more information on each app as well as the option to select and delete the app should you desire to do so.

**Force Quit an application on a Mac** (and stop that spinning pinwheel): There are actually three different ways you can to force quit an app. First try to close the app from the Dock by doing a **Control-click** e.g. holding down the Control button on the keyboard and using the trackpad (or mouse) to click on the icon. This should open the icon's menu and you can select **"Quit"**. Another way to force quit an app is to use the Mac keyboard shortcut e.g. combination keys of **"Option + Command + Esc"** to open the Force Quit window. Select the app that you are having issues with and choose **"Force Quit"** to shut it down. The third way you can try is to open Mac's

## How do I ??? (continued)

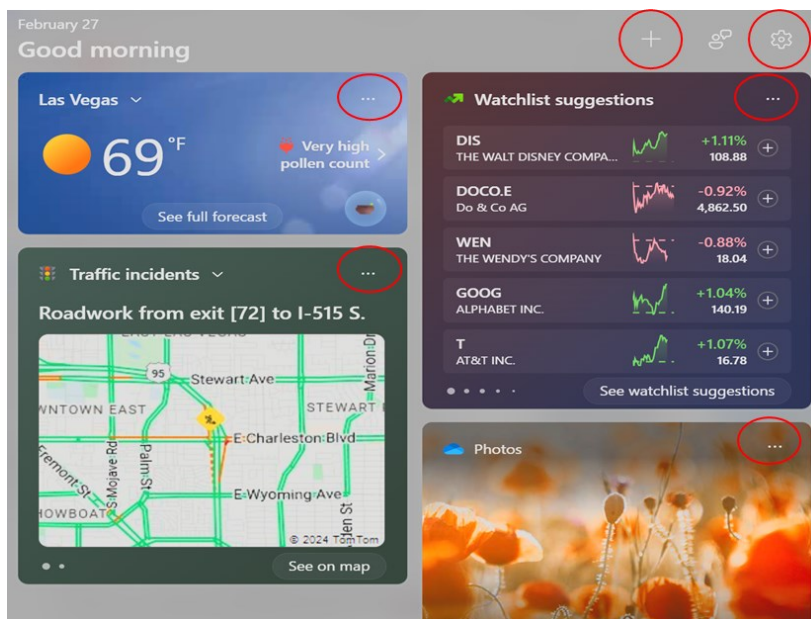
Task Manager. Open “**Launchpad> Other folder> Activity Monitor**”. Or you can try a shortcut by using the combination keys of “**Command + Shift + U**” to open the utility folder, then select the **Activity Monitor**. Find the program you are having the issue with and click the “**Stop**” button at the top of the window that looks like a stop sign. You can then choose to either Quit or Force Quit the application.

**Send pics via Messages in iOS 17:** Want a quick way to share photos with others using Messages? In iOS 17, you can do so by opening **Messages** and selecting the person you want to send the photo(s) to. Now tap the + (plus sign, located to the left of the iMessage field) until you see your photo gallery. Tap the Photos and select the photo (or video) you want and send. It will appear in your message. Simply click on the up arrow to send. How easy was that? Works on iPads as well. Give it a try.

## Widgets in Windows 11



A widget is a graphical user interface displaying information. It can show you news, sports, weather, etc. and they are customizable in Windows 11. To access widgets, simply click on the weather notification icon on the left side of the taskbar, or use the combination keys of **Windows + W** and a page will be displayed showing you your widgets. You can also simply hover your mouse over the weather icon and widgets will appear. (This can also be turned off in Settings).



At the top right-hand corner of the widgets page, the “gear” icon takes you to **Settings** where one can show or hide widgets, show or hide feeds, learn more about widgets, etc.

Clicking on the three (3) dots in the top right corner of *each* widget provides *various* options, e.g. hiding the widget or pinning the widget, customizing, managing interests, resizing, etc. Not all widgets offer the same options. And some individual widgets will have an “X” next to the three (3) dots which allow one to hide that particular story.

If you want to add additional widgets to your screen, click on the + (plus sign) at the top right-hand corner of the widgets panel. Here you will see a selection of categories to choose from. Select it and “Pin” it. You can also re-arrange your widgets by clicking on the widget and dragging it to another location. Lastly, if you don’t want to be bothered with widgets at all, you can turn them off through your system settings. Open **Settings (Windows + I)> Personalization> Taskbar. Toggle off the Widgets button.**

Do you use Widgets? Let us know. Contact Us via the website and share your thoughts.

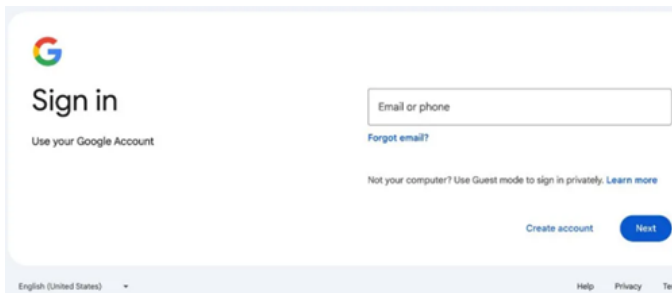


## Did you know?

Dropbox's AI MAY share your files with OpenAI and other third parties. To turn it off, log in to Dropbox and select your Account icon. Go to **Settings** and find the **Third-Party AI tab** and toggle it **OFF**.

“**Quishing**” is another cybersecurity threat. This time attackers use QR codes to redirect victims to malicious websites. If you are scanning QR codes be careful and if a QR code leads to a page asking you to log in, it's likely a scam designed to steal sensitive data, e.g. login credentials, credit card information, etc. QR codes may take you to a website, so be sure to look at the URL to see if it is the one you expected and if it has a **HTTPS** certificate.

You can rename several files at once. To do so, select the group of files you want to rename. Then press **F2**, or **right-click a file** and select “**Rename**”. Enter a name and press Enter. Now all of the files will be renamed with whatever name you created and a number. For example, if you had five (5) files that were screenshots from a presentation at a Club event and you wanted to rename all five (5) files “Presentation screenshots”, simply select all five (5) files and press F2. Name the files “Presentation screenshots” and hit enter. Now they will appear as Presentation screenshots (1), Presentation screenshots (2), Presentation screenshots (3), Presentation screenshots (4), Presentation screenshots (5). All of the renamed files are in sequential numerical order. If you change your mind, press Ctrl + Z to undo.



The Google sign-in page is getting a new redesign, e.g. rounded edges, lighter colours and a square layout. The login will use a horizontal (instead of vertical) layout, making the page look less cluttered. The rollout will be gradual and started last month (February) and is scheduled for completion the beginning of March 2024. If you are

using an old browser, you may still see the old sign-in, so be sure to update your browser.

It is just a wild RUMOR. Gmail is **NOT** shutting down. In February, a very official looking email was spreading around the web claiming that Gmail would no longer be accessible after August 1, 2024 due to it being sunsetted. Additionally, the email explained the reason for this is that Google would be focusing on new technologies and platforms. That email is **NOT** true. There are over 1.5 billion users of Gmail and no one is losing their access, so you do not have to download all of your Google emails (in case you were thinking of doing so). Believe it or not, but not everything you read on the Internet is true. 🤔

File Explorer, the built-in file manager for Windows, allows one to navigate through directories and files within the operating system (OS). It starts up when one's computer boots up. To open File Explorer, click on the icon on the taskbar that looks like a yellow folder. One can restart File Explorer without shutting down or restarting one's computer. Why restart? If it stops working or if it crashes, it could be due to an outdated, missing or file. Or, if there appears to be a lag when selecting files, etc., restarting is an easy fix and doesn't require restarting one's computer (but one can that also).

To restart File Explorer without rebooting one's computer, go to **Task Manager**. **Right-click** on

## Did you know? (continued)

any **empty space on the taskbar**> select **Taskbar Manager** or use the combination keys of **Ctrl + Shift + Esc**. (Note: if one is on Windows 10, one might have to select **More details** to open the viewing panel). Find “**Windows Explorer**” under **Processes tab** and right-click on it to get the context menu. Now select “**Restart task**” (or just “Restart” on Windows 10). The desktop will go black, the taskbar will disappear for a split second (this confirms the Windows Explorer process has rebooted on your computer).

Processes

Run new task

Restart task

Desktop Window Manager

1.2%

76.8 MB

0 MB/s

0 Mbps

Windows Explorer

0.5%

68.8 MB

0 MB/s

0 Mbps

Task Manager

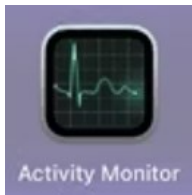
0%

60.8 MB

0 MB/s

0 Mbps

An alternate way to restart Windows Explorer in Windows 11 is to simply select it from the list and then click on “Restart Task” from the top menu.



Have you recently switch from using a Windows PC to using a Mac computer? Did you know that a Mac computer doesn’t have Task Manager, something that you might have used on your PC? Don’t worry, because the Mac equivalent to Task Manager is “**Activity Monitor**”. The easiest way to open Activity Monitor on a Mac is to use the combination keys of **Command + Space**, then start typing Activity Monitor and press Return. An alternate way is to search for the Activity Monitor via the **Spotlight search** on your Mac. Spotlight search lets one search their system for files, photos, emails, the Internet, etc. similar to how Task Manager works in Windows. Look for the Search icon (magnifying glass) in the menu bar. Once you open the Activity Monitor app, it will appear in the Dock in the bottom of your screen, but remember it will disappear once you quit the app. If you want to pin it to your task bar, while you have it open, **Control-click** the Activity Monitor icon on the Dock and select **Options> Keep in Dock**. Now you will be able to access it right from your desktop from now on.

This month (March 2024), Apple is adding post-quantum cryptography (PQC) to its iMessage app in iOS 17.4. While iMessage is already one of the best encrypted messaging apps due to its end-to-end encryption, PQC has new public key algorithms designed to provide quantum-secure protocols, which are the next generation of the public-key cryptographic systems and are deemed to be more secure against hackers trying to steal one’s privacy information.

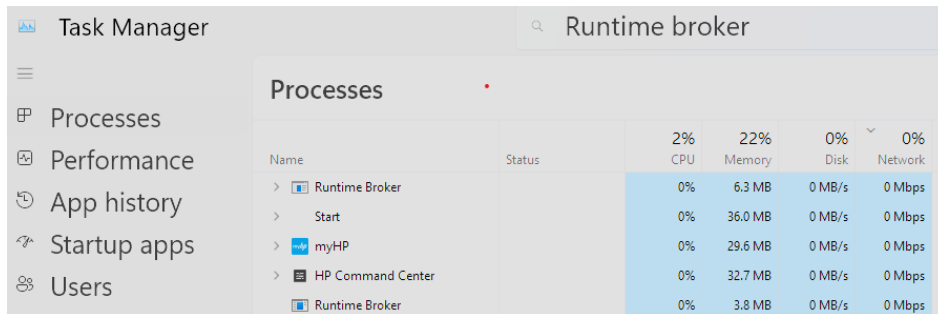
Apple’s PQ3 protocol is expected to roll out with the release of iOS 17.4, iPadOS 17.4, macOS 14.4 and watchOS 10.4 later this year. Apple is being very proactive since it is believed that quantum computers of the future will be 100 million times faster than a regular security chip and could create unintended consequences, posing security concerns. Fortunately, quantum computers are not anticipated to be fully functional for years to come, but by Apple taking a proactive approach and developing better cryptography, it ensures privacy and confidentiality to keep users safe from cybercriminals trying to exploit their information.

It’s coming next month, so mark your calendars now. What is it you ask? It’s our **Recycling event**, scheduled for Saturday, April 13th from 8 am - noon in the Anthem Center parking lot. Accepted electronics include computers, laptops, printers, tablets, scanners, AV equipment, cell phones, flat screen computer monitors, etc. There is a \$30 fee to recycle flat-screen TVs and they **don’t accept** CRT, tube or rear projections TVs or copiers.

## Runtime Broker

Have you ever reviewed processes on your PC via Task Manager and saw “Runtime Broker” taking up a lot of your resources? Ever wonder what it is and if you really need it? If so, continue reading,

A Windows system process managing permissions for universal apps one installs from the Microsoft Store is called Runtime Broker (or Time Broker). It runs in the background ensuring that apps have the required permissions so that they function properly.



The screenshot shows the Windows Task Manager window with the 'Processes' tab selected. A search bar at the top contains 'Runtime broker'. The 'Processes' list on the left includes 'Runtime Broker', 'Start', 'myHP', 'HP Command Center', and 'Runtime Broker' again. The main table displays the following data:

Name	Status	2% CPU	22% Memory	0% Disk	0% Network
> Runtime Broker		0%	6.3 MB	0 MB/s	0 Mbps
> Start		0%	36.0 MB	0 MB/s	0 Mbps
> myHP		0%	29.6 MB	0 MB/s	0 Mbps
> HP Command Center		0%	32.7 MB	0 MB/s	0 Mbps
> Runtime Broker		0%	3.8 MB	0 MB/s	0 Mbps

Think of it as a sort of gatekeeper; one that intervenes between universal apps and your system resources like the network, camera, location, etc. When one launches an app from the Microsoft Store, Runtime

Broker checks the app to see if it has the necessary permissions to use your system resources.

Let's say you want to use a photo editing app that requires access to your photos on your computer. Runtime Broker will request permission to access those when the photo editing app is launched and ensure the app only accesses photo (and not other sensitive information). This helps protect Windows against any unauthorized access and/or security threats.

Even though the Runtime Broker process only runs when a universal app requires access to your system's resources, it requires just a few megabytes of memory. But it can also use a lot of CPU power if an app has permission issues or requests permissions frequently.

So if you are having issues with an app you are trying to use, you can check your open apps usage. Go to **Settings> Apps> Installed apps**, then choose an app and click on the three-dots and select **Advanced options** to check its App permissions. Normally there are three (3) options available:

- **Always:** means the app is allowed to run in the background even when one is not using it and therefore could use more power as a result.
- **Power optimized:** normally what you will see because this option is recommended. This lets Windows decide what is best to save the most power when the app is used.
- **Never:** when the app is not actively being used, it won't run in the background. You won't receive notifications or updates for the app, but it saves the most power.

If you are having issues with an app and it looks as if it is consuming quite a bit of CPU resources, it might be helpful to restart your computer (or update the app). If that doesn't resolve it, you may need to uninstall the app (as it may be damaged), but you can then reinstall it and see if it resolves the issue.

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

*Q. My iPhone battery seems to need charging frequently. I am trying to determine if some of my apps are draining my battery and if so, which one. Is there a way to see how much battery power an app is using?*

A. Actually, there is. Go to “**Settings**” and scroll down and find “**Battery**”. Select it and scroll down and find “**Battery Usage by App**”. It will display your most frequently used apps and the amount of battery power each takes from your phone. You should keep your apps updated regularly to ensure less battery drain. You might also want to try setting your iPhone to Low Power Mode. To do this, go to “**Settings> Battery> Low Power Mode**”. Let us know if this helps.

*Q. Is it possible to resize my computer's desktop icons? I use a Windows PC, running Windows 10.*

A. Since you are using Windows 10, yes, you can resize your icons on your desktop and taskbar. Unfortunately, Windows 11 users no longer have this option. To resize your desktop icons, simply right-click anywhere on your desktop and in the context menu that appears, hover your mouse over “**View**”. A sub-menu should appear displaying three sizes to choose from (large, medium and small). You will see a dot next to the one that is your current size. Click on the size you want. To resize your taskbar icons, your options are normal and small. Right-click on an empty space on your taskbar and select “**Taskbar Settings**” (at the bottom of the context menu displayed). The Taskbar settings window should appear and you should see your options. The default setting for the taskbar icons is normal. To change it to small, toggle the slider to the “On” position for “Use small taskbar buttons”.

*Q. What is stolen device protection for iPhone? How do I enable it?*

A. Excellent questions! An important security feature available in iOS 17.3 and later that protects one's data, payment information and saved passwords is called Stolen Device Protection. When enabled on one's phone, certain actions require one of the two key extra security measures, which are biometric authentication and security delay. **Biometric checks** include: accessing synced iCloud Keychain password (and passkeys), auto filling credit and debit cards, viewing one's Apple Card number or applying for an Apple card, erasing all content and settings, transferring Apple Cash balances and Turning off Lost Mode on the iPhone. The **Security Delay** imposes a one-hour delay for changing your Apple ID password or signing out, changing your iPhone passcode, turning Face/Touch ID on or off, turning off Find My or Stolen Device Protection, changing the recovery key for your Apple ID, etc. But **Stolen Device Protection** MUST BE turned ON to access saved passwords on iCloud Keychain and view stored credit cards that require either Face ID or Touch ID identification. Having it on prevents a thief from using one's iPhone. To enable it, you have to be running iOS 17.3 or later. After updating, a prompt will ask if you'd like to turn it on. If you don't see the prompt, you can turn on Stolen Device Protection manually. Here's how:



## Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves (continued)

1. Go to **Settings> Face ID & Passcode** (or **Touch ID & Passcode**). You then enter your passcode to access the menu.
2. Scroll down until you see **Stolen Device Protection** and tap to **Turn On Protection**.
3. Authenticate using Face or Touch ID.

NOTE: you can disable the feature whenever you want to by repeating the above steps, but if you are not at a familiar location, you will be prompted to start a one (1) hour security delay and wait for it to finish before you can change the setting for Stolen Device Protection.

If you have an iPhone, this is quite a significant feature that you can use to protect your most important data e.g. financial data, security settings, etc. if your phone is ever stolen. Without it, a thief (if they know your passcode by “shoulder surfing” you) could lock you out of your Apple ID and iCloud, cut off your access to email accounts, steal passwords, use your credit card information, etc. So if you have an iPhone running iOS 17.3 or later, it is highly recommended that you enable Stolen Device Protection now (if you don’t already have it enabled).

***Q. I recently bought a new Chromebook as a cheaper alternative to a brand new laptop. Can you tell me how I can determine what type of disk drive I have, hard disk drive (HDD) or solid state drive (SSD)?***

**A.** Chromebooks have SSDs for limited local file storage. Want to know how much you have? Select the **App Launcher> My Files> More** (three (3) dot icon) and then find the amount of available space. It is listed at the bottom of the drop-down menu. If you want to familiarize yourself with all of your Chromebook specifications, open the Chrome browser and type in: **“Chrome://system”** without the quotation marks. Let us know how you like your new Chromebook once you get a chance to familiarize yourself with it. We think you will like it.

***Have a question? We might be able to answer it. Use the website at:***

<https://computer.scaclub.org> and “Contact Us”. Select “Newsletter” and send us a message. We will do our best to answer.

Have a great March, whether you celebrate Dr. Seuss’s Birthday (Mar 2), National Dentist Day (Mar 6), K9 Veterans Day (Mar 13), National Puppy Day (Mar 23), National Black Forest Cake Day (Mar 28), or the religious holidays (Palm Sunday (Mar 24), Easter (Mar 31)).