

SCA Computer Club notes

Classes for the Month of Apr



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.

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

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

How to Stream to your TV: This class will help you select a streaming device like a smart TV or an external streaming device like a Roku or Firestick. It will show you step-by-step how to setup and use one of these devices. Lastly will be a description of available streaming services and how to make your selection.

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.

The SCA Computer Club's quarterly General Meeting will be held on **Monday, April 29th** in the Delaware Room at Anthem Center at 1:00 pm. Come and learn about "**Drones in Real Life...applications of drones in today's society**". Richard Shipin, Drone Pilot Advisor at the Delta Academy will provide a most interesting presentation. We hope to see you there.

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, Apr 13** from 10 am-noon and **Tuesday, Apr 16** 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, Apr 26** from 9:30-11:30 am.

Microsoft Copilot for Android and iOS

Microsoft Copilot is an Artificial Intelligence (AI) assistant that can help with many simple tasks, such as giving summaries, writing emails, creating images, etc. One can download the app from the Google Play Store (for Android) and from the Apple App Store (for iOS-iPhone and iPad).

Once installed, open it and select **Continue** to accept the terms and conditions.

- You will be asked to give location permission; choose the option you prefer.
- Toggle on **GPT-4** on the main screen.
- Now tap the **microphone icon** (at the bottom for voice input). When asked to give permission to record audio, tap **While using the app**.
- If you want to type your inquiries instead of using the microphone, tap the keyboard icon in the bottom-right corner.
- To begin a new conversation, tap the **New Topic** icon in the bottom-left corner.

If you try it, let us know what you think and how useful it is. We would like to hear from you through the Computer Club website. Just send us a note via **Contact Us> Newsletter**.

Artificial Intelligence (AI) writing tools

The market has been flooded with various AI writing tools. These tools allow users to input prompts for assistance on a variety of tasks. These chatbots are conversational tools or basically computer programs that simulate and processes human conversation (written or spoken). Folks can interact with these digital programs just like if they were talking to a real person.

So we tried using ChatGPT to help us write some questions and answers for this month's newsletter. Today's technology has advanced so far that it offers seniors (and others) a great deal of opportunities to enhance productivity and stay in touch with loved ones, thus leading fulfilling lives (as they get more mature). Here are some examples of questions we asked ChatGPT and ChatGPT's responses:

Question 1: What should I do if I get locked out of my smartphone?

Answer: If you get locked out of your smartphone due to forgotten passcode or pattern, you can usually unlock it by entering your backup PIN or by using the "Forgot pattern" or "Forgot password" option. Alternatively, you may need to reset your device, which will erase all data. Contacting your phone's manufacturer's support may also provide assistance.

Question 2: How do I connect to Wi-Fi on my smartphone?

Answer: To connect to Wi-Fi, open the **Settings** app on your smartphone, select "**Wi-Fi**," and toggle the switch to turn it on. Then, select your Wi-Fi network from the list of available networks, enter the password if prompted, and tap "**Connect**."

Question 3: How do I troubleshoot internet connection issues with my router?

Answer: If you're experiencing internet connection issues with your router, try restarting it by unplugging the power cable, waiting for a few seconds, and then plugging it back in. You can also check the Wi-Fi settings on your smartphone to ensure it's connected to the correct network and try moving closer to the router to improve signal strength.

Question 4. What is Bluetooth, and how do I use it on my smartphone?

Answer: Bluetooth is a wireless technology that allows you to connect your smartphone to other devices, such as headphones, speakers, or car stereos, without the need for cables. To use Bluetooth on your smartphone, open the **Settings app**, select "**Bluetooth**," and toggle the switch to turn it on. Then, pair your smartphone with the desired device by following the on-screen instructions.

Question 5: What should I do if my smartphone freezes or becomes unresponsive?

Answer: If your smartphone freezes or becomes unresponsive, try restarting it by pressing and holding the power button until the device powers off and then turning it back on. If that doesn't work, you can perform a forced restart by pressing and holding the power button and the volume down button simultaneously for about 10 seconds.

AI writing tools (continued)

Are you a member of the Sun City Anthem's Computer Club looking to enhance your article writing process? Look no further! ChatGPT, an AI-powered language model, can be an invaluable tool to assist you in generating ideas, improving readability, and enhancing the overall quality of your articles. Here's a step-by-step guide on how to use ChatGPT effectively:

****Step 1: Accessing ChatGPT****

- Visit the ChatGPT website or platform where it's accessible.
- If you're using a web-based platform, simply navigate to the ChatGPT interface.

****Step 2: Getting Started****

- Once you're in the ChatGPT interface, you'll see a chatbox where you can type your queries or prompts.
- Start by introducing yourself and mentioning that you're a member of the Sun City Anthem's Computer Club looking for assistance with article writing.

****Step 3: Generating Ideas****

- If you're struggling to come up with topics for your articles, ask ChatGPT for suggestions. For example, you could say, "Can you suggest some article topics related to technology for seniors?"
- ChatGPT will generate a list of potential topics based on your input, which you can then explore and expand upon.

****Step 4: Refining Your Content****

- Once you have a topic in mind, you can use ChatGPT to help flesh out your ideas and refine your content.
- Provide ChatGPT with a brief overview of your article or specific points you'd like to cover, and ask for suggestions on how to expand upon them.
- ChatGPT can also help you structure your article by providing outlines or organizing your ideas into coherent sections.

****Step 5: Improving Readability****

- As you draft your article, consider asking ChatGPT for tips on improving readability and clarity.
- You can ask for suggestions on simplifying complex sentences, clarifying technical terms, or adding transitions between paragraphs to enhance flow.



****Step 6: Editing and Polishing****

- Once you've completed a draft of your article, use ChatGPT as a virtual editor to review and polish your writing.
- Ask ChatGPT to identify any grammatical errors, punctuation issues, or areas where the language could be tightened up for clarity and conciseness.

AI writing tools (continued)

****Step 7: Finalizing Your Article****

- After incorporating ChatGPT's suggestions and revisions, review your article one last time to ensure it meets your standards.
- If you're satisfied with the final draft, you're ready to submit it for publication on the Sun City Anthem's Computer Club website or newsletter.

****Step 8: Further Assistance****

- If you encounter any difficulties or have specific questions while using ChatGPT, you can reach out to the ChatGPT support team for technical assistance or additional guidance.

By following this guide and leveraging the power of ChatGPT, you can streamline your article writing process, generate high-quality content, and contribute valuable insights to the Sun City Anthem's Computer Club community. Happy writing!

(NOTE: Full disclosure: while your Newsletter editors know a little about technology and do research to bring you interesting topics each month, we did get help with this particular article using ChatGPT from our tech-savvy daughter, Heather. Thanks to her assistance we were able to use the example questions and answers in a simple, explainable way.) If you found this article helpful, try using ChatGPT or any one of the many other alternatives (Claude AI, Google Gemini, Microsoft Copilot (formerly Bing AI chat), Perplexity AI, Poe by Quora, YouChat, etc.)

In case you are wondering, Apple is testing a ChatGPT-style AI tool with its AppleCare employees. It is called “Ask” and it is designed to answer technical questions to speed up support replies. It is in beta right now. But for now, ChatGPT is available as an app on iOS.

How to turn on Dark Mode on Chromebook from Quick Settings

Do you use a Chromebook? Folks are opting to do so as an alternative to a more expensive Windows PC or Mac, especially if they only need something to search the Internet with or use email. It is a logical, cost-effective and useful laptop alternative.

What is Dark mode and why would one want to use it anyway? ChromeOS Dark Mode will turn the white backgrounds on most windows to black. Doing so has been useful in low-lighting situations or if one is trying to reduce eyestrain. One can turn it on through the Quick Settings panel.

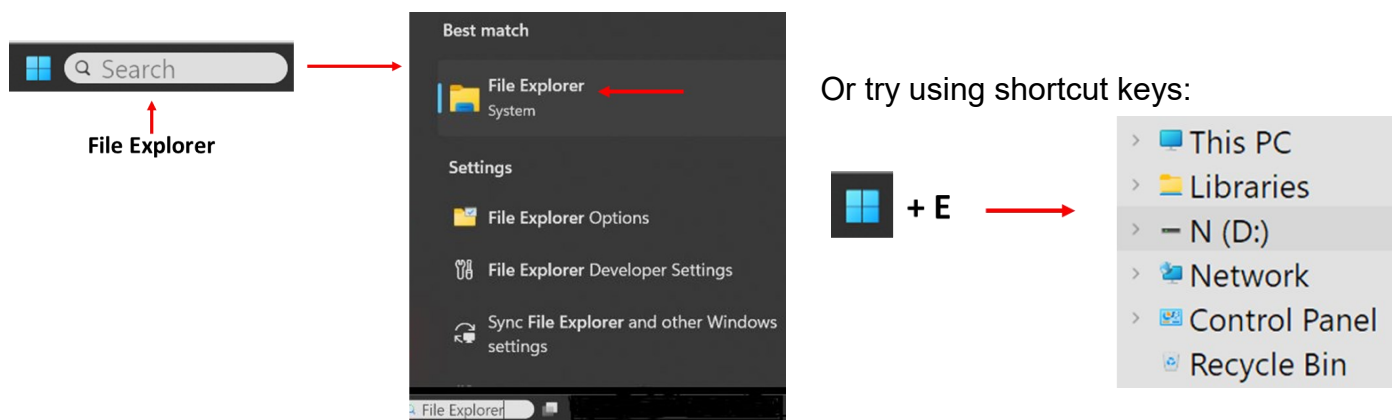
1. To open the **Quick settings panel**, click or tap on the time at the bottom-right of the home screen.
2. Click on the **Show display settings arrow (>)** at the bottom of the panel (just to the right of the Night Light icon).
3. This will open the Display Settings in the **Quick Settings panel**. Now one can click on the **Dark theme** icon to turn on Dark mode.
4. If you want to turn off Dark mode and resort back to the white background, simply click on the Dark theme icon again.

File Explorer

Did you know that the best way to navigate your hard drive and find your files while using the Windows OS is to use File Explorer? What is it anyway? You might remember Windows Explorer as your file manager application, introduced with Windows 95. When Windows 8 came along, its name was changed to File Explorer. It is Microsoft's default file management application and is very useful to help one view, manage and access folders and files that are stored on one's computer. Many find it handy to copy, move or delete files.

As with other Microsoft applications, there are several ways to open File Explorer on one's PC. Choose the one that is easiest for you.

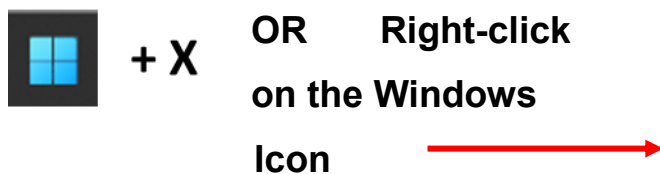
- **Use the Start Menu Search Bar:** click on the **Start Menu Search bar window** and type in **File Explorer**.
- Click the best match or use the arrow keys, then press **Enter** to select what you want.



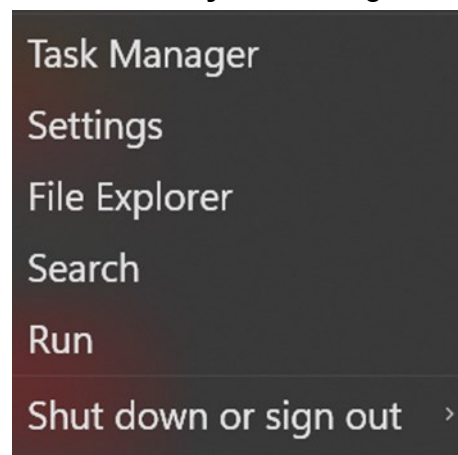
- **Use a Keyboard Shortcut:** another way to access apps is through keyboard shortcuts. Keyboard shortcuts help to quickly launch programs, find system settings, Task Manager, etc.

To quickly access File Explorer, use the keyboard shortcut by pressing the **Windows key + E** simultaneously. This will take one to one's computer directory. You can navigate from there.

- **Use the Quick Access Menu:** the Quick Access menu helps to access several tools on one's computer or laptop. To use it, press the **Windows key + X** OR right-click on the Windows icon on the task bar.



Then click on File Explorer to navigate directories, folders and files.



through your

NOTE: If you are using a **Mac computer**, the

equivalent file management system is called Finder. One can use Finder to organize and locate one's files on a Mac.

Things to try on an Android phone

While there are a lot of iPhone users, there are also a lot of Android phone users. If you use an Android phone, here are some things you may not be aware of that you might like to try. The Google Assistant, is a hands-free helper. It is a virtual assistant software application available on Android and can search, schedule appointments, find stores, play music, send messages, make phone calls, etc. through your voice commands.

Here are some things you might like to try while using Google Assistant on your Android phone.

- Want to have an article read to you? Start by saying, “*Hey Google*” and then say, “*Read this page or read aloud or simply read this*”. The Assistant will start reading the article on the screen out loud to you, kind of like Storytime for adults!
- Did you forget to charge your phone and want to know how much battery power is left? Just ask the Assistant, “*What’s my battery level?*” It will respond right away telling you how much battery level you have left.
- Are in you a meeting at the Anthem ballroom? Did you remember to turn off or silence your phone so as to not disturb others during the presentation? Don’t want to fumble with going through your phone’s settings to find “Do not disturb”. You can simply say, “*Hey Google, silence my phone*” and your device’s volume will be turned down automatically. After the meeting is over, simply say, “*Hey Google, turn off do not disturb*” and you will now receive your notifications as usual. Easy peasy, right?
- Ever been in a crowded parking lot at the grocery store and when you checked out and headed to you car, forgot where you parked? Of course you have. Think about this. When you park, as the Assistant to “*Remember where I parked*” and it will remember your location. That way when you are done with your shopping and want to find your car, simply ask, “*Hey Google, where did I park?*” It will even display a map for you in case you need a little help finding your car.
- Here’s something that comes in handy. You want to take a screenshot of something on your phone, but you don’t want to fumble through the settings to find where or how to do so. Simply say, “*Hey Google, take a screenshot*”. The image will save whatever is on your screen at the moment. No tapping, button-pressing required. How easy was that? You can then find you screen shot wherever they are saved, normally in Google Photos.
- So do you save your meetings, Doctor appointments, dinner dates, etc. on your Google Calendar? If so, it is easy to add new entries or preview your schedule for the day. Simply say, “*Hey Google, show me the Google calendar widget*” and your calendar appears. Tap it to open it up to see more than just that day.
- Need to take a picture to capture that awesome sunset? Or how about that grandchild riding the tricycle for the first time. Don’t fumble for settings, just say, “*Hey Google, take a picture*”. Want a selfie to show off your new hairdo? “*Hey Google, take a selfie*”. The pictures will be taken and saved to your photos.
- If you ever miss something the Assistant says, e.g. like directions you asked for, just say “*Hey Google, can you repeat that?*” or “*Can you repeat that more loudly?*” or just tell it, “*I didn’t hear you*” and it will repeat itself.

With so many features, you might want to try them or buy an Android phone the next time you need a new phone. It can help make things so much easier to do. Let us know if any of these things were new to you!

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

Q. I have an older Mac computer and now it is slower than usual when I start it up in the morning. I do have a lot of apps on it too, so that could be why. Is there a way to make it run faster?

A. Well, when your Mac boots up, are there programs that you don't want to open or don't use regularly? Startup apps are convenient (if you are using the programs regularly). Unfortunately, developers often are desperate for one to use their programs so have them automatically startup when your Mac is turned on. Apps can eat up precious memory and slow down your computer. You can temporarily disable startup apps by entering your login information as you normally would, but hold down the Shift key on the keyboard before submitting your credentials. Continue to hold down the Shift key until the Dock appears and the startup apps won't load this time. **OR** if you want to disable an app(s) from loading on startup, hold down the control key and click on the app after it appears on the Dock. Now hover over "**Options**" in the menu. Note that apps that are set to automatically open at Login will have a checkmark next to them. Click that option to uncheck it and it will disable it from opening when you start up your computer the next time.

Q. I use an iPad daily to send emails to my friends and family. My son set it up for me and told me that I won't have to worry about spelling anymore since the iPad will correct any mistakes I make. Well, at first that sounded good, but now it is just annoying. I don't make a lot of spelling errors, but my iPad corrects words it thinks it should, often changing the word completely. How do I get it to stop?

A. Some folks find auto-correction beneficial, while others find it annoying so we understand how frustrating that can be. The good news is that you can turn off auto-correction easily. Here's how to do so. First, go to **Settings> General> Keyboard** on you iPad. Simply toggle the switch next to Auto-Correction to disable it. You can re-enable it again if you find you want to do so at a later time. Also note that there are other things you can turn on/off as you desire such as enabling Caps Lock, Smart Punctuation, dictation, etc. Anything that is showing green is enabled by default, so you can toggle the setting off if you don't want it on. Oh, and if you have an iPhone, you can do the same thing on it also.

Q. My iPhone's battery seems to drain rather quickly. Unfortunately, I missed out on Apple's battery replacement program and now it costs around \$70 to replace my battery, which I don't want to pay. Are there any settings I can tweak to perhaps make the battery last longer?

A. We don't know of any settings to prolong one's battery, but there are a few things you can try to improve its performance. Try activating the low power mode by going to **Settings> Battery** and toggle on the switch next to "**Low Power mode**". You might also try to adjust your screen

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

brightness by going to **Settings> Display & Text Size** and under “**Brightness**”, use the slider to adjust how bright the display is. Also, consider setting a time on “**Auto-Lock**” which will turn off your display automatically when you put the phone down and forget to lock it. Lastly, try turning off “**Location Services**” as it constantly pings GPS and can wear down one’s battery. You can turn it on or off as needed, but when not needed, try turning it off by going to **Settings> Privacy & Security> Location Services** and sliding the toggle off. We hope this helps. Let us know if it does.

Q. I use Google Pay all the time, but my neighbor told me it will stop working in June of this year? I was not aware of that. What replaces it?

A. Yes, that is correct. In the U.S., Google Pay (or GPay) will stop working on 4 June 2024, but the good news is that **Google Wallet** will replace it entirely. Google Wallet was first launched in 2022 and is a digital wallet. You can make the same tap-to-pay payments and earn rewards just like in Google Pay. Payments that you make online or tap to pay in stores will be processed using the Google Pay services. One difference though is that while you can load up all of your credit or debit cards to Google Wallet (just like you do now in Google Pay), you will no longer be able to do peer-to-peer payments (P2P) payments, as that is going away entirely.

Q. Just a quick question. I hear a lot about these Artificial Intelligence (AI) assistants that one can use to interact with voice commands and actually perform tasks like searching, adding calendar events, etc. Are these only available on one’s computer? I would like to try one on my Android phone if possible, but not sure how to go about getting there. Any suggestions?

A. Sure. If you used to use Bing Chat, Microsoft rebranded it to Copilot and as a dedicated web interface, you can interact on your desktop using Windows 10 or Windows 11. But also Copilot is available as a stand alone app on Android through the Google Play store. It is very similar to OpenAI’s ChatGPT so you can ask questions, create images and request content directly to your phone. As a reminder, only download apps from a legitimate app site, like the Google Play store because your Android device has a security setting (Google Play Protect) that checks for potentially harmful apps. It will warn you or remove apps if necessary and other sites may not do that for you. Always be careful when downloading new apps to any of your devices.

Don’t forget the electronics recycling event on Saturday, April 13th from 8 am-noon in the Anthem Center parking lot. See our website for details at: <https://computer.scaclub.org>