

SCA Computer Club notes

Classes for the Month of Dec



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.**

Buying a Computer: In order to make an informed decision when buying a computer, there are a few things to consider. Learn the basic terms in this class so you can make an informed decision on what to purchase.

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.

Introduction to iPhone/iPad: Basic iOS settings and features to set up iPhone and iPad, including iCloud linking all devices.

Apple Mobile Contacts App: Account configuration, using groups to organize contacts, integration with the Mail app, the phone, the Message app and Facetime.
Prerequisites: *Introduction to iPad or familiarity with the iOS operating system.*

Monitor Training-Refresher: Refresher course for **current** Monitors. Monitors are required to attend this course once every twelve (12) months to stay qualified, as well as perform a minimum of ten (10) shifts per year.

Apple Mobile Mail App: 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.*

Monitor Training: Interested in being a monitor? This class is for **new monitors** to familiarize them with our Club policies and expectations before signing up for a shift. No special requirements; just the willingness to volunteer to assist our Club members and to keep our Club open.

Your SCACC Board will meet on Thursday, Dec 15 at 1:30 pm in the classroom. Any member in good standing may attend to listen to the Board’s discussions regarding Club operations. A member’s comment period is allowed at the end of the meeting for members to address the Board or ask questions.

Classes continued:

If you are an Apple user, **Apple Talk** 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? Meets Saturday, Dec 10th at 10 AM in the classroom.

Computer Talk is designed as a "question and answer" session. This group is for computer related discussions and not limited to any specific product. Bring your Android, Apple, Chromebook, Windows, etc. questions and we

will try to answer them. Meets every Thursday at 9 AM in the classroom.

Photoshop Elements Advanced Topics:

discusses monthly topics based upon skills learned in the Photoshop Elements class including color and light adjustments, removing objects, combining photos, adjustment layers, etc. **Prerequisites:** *Basic Photoshop Elements class or some experience using Photoshop Elements or Photoshop.* Meets Friday, Dec 2 at 9:30 AM in the classroom.

Do you have the new Apple iPhone 14?

When Apple introduced the iPhone 14 and iPhone 14 Pro, it included a built-in satellite capability so one can make emergency calls or texts when Wi-Fi coverage or cellular coverage is unavailable. Apple just recently activated this new functionality. This satellite service for emergency calls will be *free* for two years after activation of one's iPhone 14. There may be delays in sending calls or texts via satellite, but be patient. To try to use this service,

- * open the **Settings** app
- * tap **Emergency SOS**
- * under Emergency SOS via satellite, tap on **Try Demo** and then follow the onscreen instruction.

This could be life-saving for medical emergencies.

Another tip: want to change your default browser on your iPhone? If you are running iOS 14 or greater, you can. Safari has always been the default browser, but now Apple allows one to change both one's browser and email. It's simple to do. Note: not all browsers or email services are currently available (but more are coming). If your mail or desired browser is available, change to it by:

- * Open the **Settings** app
- * **Scroll down** until you find your desired email app or browser, then **tap it**
- * **Tap Default Mail or Default Browser** and **select** the one you want by tapping on it. A blue checkmark will indicate your new default as selected

Use an Apple Device?

How many times have you forgotten your password and been locked out of your account? It happens. Sometimes we try too many times to get the right one and we are locked out, or maybe we fail the CAPTCHA test? Well, Apple lets one set trusted contacts to help regain access if this happens. Here is how it works.

Who are account recovery contacts? They are folks that one can designate to send an account recovery code (if ever needed, e.g. if one locks oneself out of one's account). This designated contact will **NOT** have access to one's account, but only receive a code in order to assist if one ever gets locked out.

To be an account recovery contact one must:

- * be over the age of 13 yrs.
- * needs an Apple device running iOS 15, iPadOS 15 or macOS 12 or newer
- * have two-factor authentication turned on for their Apple ID
- * must have a passcode set up on one's device

The steps to setting up an account recovery contact on an iPhone or an iPad differ slightly from setting up an account recovery contact on a Mac. After the initial step, all steps are the same.

To up an account recovery contact on an iPhone or an iPad start by going to:

Settings> [your name]> Password & Security

To set up an account recovery contact on a Mac start by going to:

Apple menu> System Settings> Apple ID and select **Password & Security** in the sidebar

The next steps are the same on all devices:

- * Authenticate with Face ID, Touch ID, a passcode or password
- * If you're in a Family Sharing group, the members of the group are recommended **OR** one can choose any of one's contacts
- * If one chooses a Family member, that member is added automatically. If one selects a contact, the contact must accept the request
- * After the contact accepts the request, you will get a message that they've been added as your account recovery contact

That's it. If you choose to remove the contact later you can do so. It is not permanent.

Year in Review

This year we will not publish a “**Year in Review**”. There have been so many tips in the past year’s newsletters and there is a variety of subject matter. We encourage all to go to our Club website at: <https://computer.scaclub.org> Then choose **Documents** from the menu bar and select **Newsletters**.

One can look at all of the past newsletters there. It is worthwhile to periodically go back and review them, especially if one missed a month, as there are several practical tips for Apple, Windows and Android users.

If you are interested in contributing to the Newsletter with an article, or have specific questions, contact us through the website. Choose “**Contact Us**” from the main menu bar, then select “Newsletter” and provide your remarks.

What is Cache and can I clear it from my Android phone?

Cache is temporary data files stored on one’s device (it can be a phone, computer, laptop, etc.) that allows the device to quickly recall information. Cache is normally associated with a specific app or a specific browser. For example, if one uses a music playlist, cached files allow one to pull up that playlist (instead of having to load all of the songs each time one goes to use the music app). Another example is that a browser might cache a large image from a website that one frequently visits. Each time one opens that specific website, there is less time to load because it doesn’t have to download the large image each and every time.

So cache is helpful in the sense that it makes loading of apps, websites, etc. more efficient when accessed. But sometimes, devices, such as phones, have limited storage and when it fills up, it can slow it down or prevent one from loading more apps because not enough space is available. So clearing the cache may help free up some storage space or make the device run more efficiently.

Cache will come back eventually, after you continue to the app or website again as it “re-stores” the temporary files, but clearing it doesn’t affect browser bookmarks or other files stored on your devices as new cache files are created all the time as you use apps. Clearing browser data is useful as it may contain sensitive information (e.g. if you save personal information on saved forms) and sometimes old cached file just become corrupt.

Newer versions of Android only allow one to delete cache files for each app individually, but older versions of Android allowed one to delete all cache across one’s device. Sometimes all that is needed is to clear cache from one or a couple of apps to resolve storage or performance issues. If you have an Android 12 device, here is how to do so:

- * Open **Settings** and select **Storage**
- * Tap on **Apps** (or **Other Apps** on Android 11 or earlier) to see all of the apps on your device
- * To see how much storage each app is using, tap the three-dot menu in the upper

What is Cache and can I clear it from my Android phone? (continued)

right-hand corner and choose **Sort by size**. Now select the app you want to clear the cache from.

- * Select **Clear Cache**.

Be sure **NOT** to select *Clear Storage* as this will remove all data from the app.

Amazon Drive users should be thinking about transferring their files and other important documents to an alternate service as Amazon will permanently stop supporting Amazon Drive on Dec 31, 2023. The reason given is so that they can “more fully focus” on **Amazon Photos**, a secure cloud storage app that is designed specifically for photos and videos. If one currently uses Amazon Drive for their photos and videos, they will be automatically transferred to Amazon Photos in the future, but stored files will not, so one needs to make other arrangements.

Alternatives include Google Drive, a secure storage option that provides 15 GBs of free storage space. One needs to have a Google account, but it is easy to transfer one’s files from Amazon Drive to Google Drive. Here’s how:

- * Sign in to your Google account
- * Go to **drive.google.com**
- * In the top left-hand corner, select **New**
- * Click on **File Upload** or **Folder Upload**

15 GBs of storage space is provided free, but IF one needs more, a higher tiered plan can be purchased. For \$1.99 monthly, one gets 100 GB of storage space or, for \$2.99 monthly, one gets 200 GBs of space. Still not enough? Then try \$9.99 monthly for a **whopping** 2 TBs of storage space.

If you have an iPhone, iPad or Mac, iCloud offers 5 GBs of free storage space. To transfer your files from Amazon Drive to iCloud:

- * Go to **iCloud.com** and sign-in with your **Apple ID**
- * Next, drag files and folders into iCloud. One can also click on the iCloud icon to select files and folders from one’s PC.

If you need more storage space, it is available for a monthly fee. For \$.99 a month, one gets 50 GBs of storage space. For \$2.99 monthly, one gets 200 GBs of space and for \$9.99 a month, one can get 2 TBs of storage space.

While Dec 31, 2023 seems a long ways away, start thinking about moving your files now. If you put it off and next year rolls around, you might forget or be rushed (and you will lose access to those files).

Windows 11 22H2 added new features to File Explorer. If you haven't yet received the 22H2 patch for Windows 11, you should receive it by the end of 2022.



The New File Explorer will look different. There is a new Home item listed in the left-hand navigation bar. Selecting Home will now display a special library so one can open their recently used files and applications. And it also shows items previously pinned to the older Quick Access feature.

To set up quick access to a file, application or folder, just drag an icon from the Recent section to the Favorites section. To remove an item from your Favorites, just right-click on it and select what you want to do.

A quicker access to Microsoft OneDrive (shown in the left-hand navigation bar) now shows one how much storage space is available and allows one to make changes to one's default OneDrive settings.

File Explorer now has the ability to open tabs to navigate to a new folder or drive. A "+" sign will appear (just like in a browser) to allow one to choose a new tab. Changes such as these have been long in coming and should make navigating easier and more efficient.

Just in...Microsoft has finally fixed an issue that many have been experiencing with their printers and Windows 11. Windows 11 affected some peripheral devices, but it has since been resolved in the Windows 11 22H2 update released package. If you have experienced printer issues since updating to Windows 11, be sure you have the new update, then try the printer again.

The issue had to do with some drivers that interfaced with computers running Windows 11, preventing some from updating their PC or issues with resolution, color preferences, etc. in addition to the printer issues.

To update to Windows 11, go to **Settings > Windows Update > Check for Updates**. If an update is available, select **Download and install now**. If an update is not yet ready for your PC, check back periodically. If your PC cannot update to Windows 11, don't worry. Windows 10 is totally supported until Oct 2025, so keep using it. If one buys a new PC, chances are it will be compatible with Windows 11 (and more often than not, pre-loaded with Windows 11).

Start menu shortcut: right-click (or press the "Windows key + X") to display a menu for accessing a number of Windows components, including links to Explorer, Settings and Control Panel. One can also pin one's favorite (or most used app) to the taskbar for easy access. To do so, locate the shortcut for your favorite app and **right-click** it. A menu will be displayed showing **Pin to Start** or **Pin to taskbar**. Select which one you would like to do.

Is your taskbar too cluttered? Don't need to see Widgets and Task View? Then hide them. To do so, **right-click** on an *empty* section of the taskbar. Now select **Taskbar settings**. Now you can *toggle* Task View and/or Widgets off. You can also do the same for the Search and Chat buttons if you prefer.

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

Q. How do I check how much remaining storage is on my Mac or PC?

A. To check how much disk space is on your **Windows** computer, open File Explorer by clicking on the icon (from the taskbar) or using the combination key shortcut by pressing the **Windows key + E**. Now click on "This PC" and under "Devices and drives" one should see one's PC that indicates how much accessible space there is. On a **Mac**, click on the **Apple icon**, then "**About This Mac**". Now choose the "**Storage**" tab which displays how much storage is available.

Q. Is it possible to change my default browser? I have an iPhone running iOS 14?

A. Yes. For many years, Apple devices only allowed its own selected default mail and default browser on its devices. But now Apple is being more flexible and one can change those default settings. Note: at this time not all of the email services or web browsers are available, but more will be in the near future. Gmail and Outlook are available as is Chrome, DuckDuckGo, Edge and Firefox. To change, open **Settings**> scroll down until you see the one you want (app or browser) and **tap on it**. Next select **Default (Mail or Browser)** and when you tap on it, a blue checkmark should display next to your new, selected default. If you don't see your desired browser or email client, keep checking back as the new apps are being updated.

Q. I forgot my Wi-Fi password on my new iPad. Is there a way I can find or recover it?

A. Excellent question. With the release of iOS 16 and iPadOS 16, Apple finally introduced the ability to see previously saved Wi-Fi passwords. To do so, open the **Settings app**, then select **Wi-Fi**. Next tap the name of your current Wi-Fi network in order to see its details. Tap on the **Password** section. To reveal the password, use your device's PIN, FaceID or TouchID. The copy prompt will display automatically. To see previous networks you connected to, tap the **Edit** button in the upper right-hand corner. This displays a complete list of Wi-Fi networks. You can also tap on them the same way to select it, then tap on the Password section to display the password. Let us know if this helps.

Q. Do you have any suggestions on Holiday technology entertainment?

A. Yes, we do. Perhaps we can suggest:

a Holiday hard drive, or a Merry monitor, or a Magical mouse, or a Seasonal screen, or Snowy software.

Mix any of these with Scotch or Eggnog and enjoy. Happy holidays from SCACC and the Newsletter Team. We wish you a prosperous and healthy new year and we'll meet again in 2023.