



## SCA Computer Club notes

### Classes for the Month of Mar

To enroll, sign into the website at [www.myscacc.com](http://www.myscacc.com). Go to the calendar and click on the class you want to take. Be sure to check the date as there may be multiple offerings of the class. Click on the **green "Enroll Me"** box for the class you want to enroll. If you need to cancel your enrollment, please log back in, select the class again and click on "**Drop Me**". This will make it available to others who may want to take the class and are on the waiting list. If you are on the waiting list, show up for the class to see if someone enrolled did not show up and you may be bumped into the class. All classes are geared for **beginners** unless otherwise indicated. **IMPORTANT: You must have your SCA Resident ID with you to check-in at the Monitor desk AND AGAIN in the front of the Classroom to ensure you are enrolled on the day of the class. Check-in will begin 20 minutes before the scheduled class time. If you are late, you may be bumped from the class by someone on the waiting list.**

If you've recently joined our Club we 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. **Current members who are not familiar with all of the benefits offered by our Computer Club are also encouraged to take this Orientation as a refresher.**

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

**Living with Windows 10:** How you used Windows XP, or Vista or Windows 7 continues to change in Windows 10 every 6 months. And the Tools are moving. Attend Living with Windows 10 to brush up on What, Where and How to Use Windows 10 to manage Webmail, save content, search for answers. Do not be shy, bring questions or solutions you have discovered.

**Monitor Refresher Training:** Refresher course for current Monitors. **All monitors are required to attend one monitor refresher session every twelve (12) months to stay abreast of policy and operational changes in our Club.**

**Mac for Beginners:** 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.

**Macintosh Mail App:** Topics will include basic account setup, creating and using mailboxes, mail filtering rules, attachments, signatures and stationary. We will also cover sending attachments including pictures by email. Avoiding Spam and phishing schemes will be explained. **Prerequisites:** *Mac for Beginners or familiarity with Mac operating system.*

**Macintosh Safari Browser:** Using the Safari browser including using multiple windows or tabs, creating, organizing and using bookmarks, downloading and using plug-ins and extensions, removing unwanted malware, and setting preferences.

**Prerequisites:** *Mac for Beginners or familiarity with Mac operating system.*

**Tune up and maintain your PC:** For users of the Windows Operating system it is essential to properly tune up and maintain your system. In this class we will provide you with a step-by-step procedures, that can improve the performance of your computer.

## Classes for Mar (continued)

**Macintosh Calendar App:** Account configuration, using groups to organize contacts, integration with the Mail app, and import and export options will be covered. Moving contacts between servers will be covered. Printing including labels will also be covered. **Prerequisites:** *Mac for Beginners or familiarity with Mac operating system.*

**Macintosh Contacts App:** We will cover account configuration, using groups to organize contacts, integration with the Mail app and import and export options. We will also cover moving contacts between servers and printing (including labels). **Prerequisites:** Mac for Beginners or familiarity with Mac operating system.

**Photoshop Elements:** Do you have a digital camera? 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 SIG**, where different tools, projects, and techniques are discussed.

**iTunes Introduction:** Introduction to iTunes for Mac and Windows, a way to manage your multi-media content and your Apple mobile devices. Learn to create playlists, burn audio CDs, put photos, movies and music on your Apple iPhone, iPad and iPod. We will also introduce access to the world of podcasts and iTunes University.

## Special Interest and User Groups

A SIG is a “**special interest group**” that meets on a weekly or monthly basis. “**User Groups**” also meet on a 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.

The **Photoshop Elements SIG** will meet on **Fri, Mar 1 from 9:30- 11:30 AM** and on **Fri, Mar 29 from 9:30- 11:30 AM**. Enhance your skills working with digital photos. Every month we cover topics that build upon skills learned in the basic Photoshop Elements class and participants can get help with Photoshop Elements related problems. **Prerequisites:** basic Photoshop Elements class or some experience using Photoshop Elements.

If you are an Apple user, join our **Apple USER SIG**. We meet monthly to investigate Apple products. Did you recently buy a Mac, an iPad or MacBook Air? Do you have questions regarding specific Apple products or applications? Sit in on this month’s meeting on **Saturday, Mar 9 from 10 AM- noon** in the Computer Classroom and see if this is the group you have been looking to join.

The **Photography User Group** will meet on **Monday, Mar 11 from 1-3 PM**. Do you take pictures with your phone? Do you use a camera? If you have an interest in photography, join this group and learn more about techniques to enhance your picture taking, photo composition, photo equipment and more. All experience levels from beginners to experts are welcome.

**Computer Talk** meets weekly from **9 –10 AM every Thursday** and is designed as a “question and answer” session. Can’t figure out how to do something? Anyone can ask anything computer related. Do you have a question regarding a specific product or application? Bring your questions and join the discussion each Thursday. New members are always welcome.

**When did Microsoft go public? HINT: It was eleven years after its founding. Find the answer within this newsletter.**

It's time to begin Spring cleaning. Don't need that monitor that has been sitting in your computer room, office or garage? Do you have old printers that you no longer use that are just taking up space on your desk or bookcase? Are you wanting to recycle your old computer or electronics equipment but didn't know where to do so? Well, here is your chance to free up some space in your home. Mark your calendar for **Sat, Mar 9th from 8am-noon**. Drop-off your equipment in the Anthem Parking Lot at the *Nevada Blind Center's truck*.



Looking to recycle your  
**Unwanted Computer and Electronics Equipment?**

The SCA Computer Club will be collecting unwanted computer and electronics items for the Blind Center of Nevada's recycling program.

**When: Saturday, Mar 9<sup>th</sup> from 8 am - noon**  
**Where: Parkinglot Anthem Center. Look for the truck.**

The Blind Center accepts electronic goods, such as computers, servers, printers, LCD monitors, copiers, cell phones, wire, surveillance equipment, receivers, microphones, office phones, medical equipment, scientific equipment, vintage electronics, VHS players, DVD players, and more. They also accept flat panel televisions and CRT monitors for a recycling fee of \$30 each. **They DO NOT accept tube style, CRT, or projection televisions due to certifications for responsible recycling the Blind Center holds.**

Questions? Contact Nancy Ward at: [sca.cc.pres@gmail.com](mailto:sca.cc.pres@gmail.com)

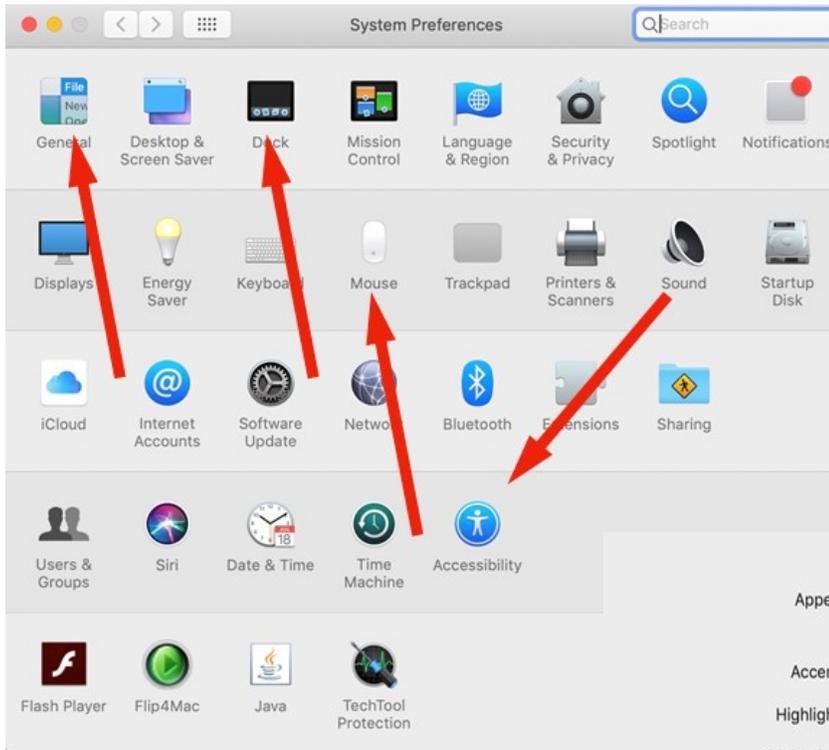
Your Computer Club's Board will meet on Thursday, Mar 28 in the Computer Classroom from 1:30-3:00 PM. The Board consists of your Club's Officers and Directors as voted on by you, the membership. At each Board meeting, we will discuss our Club's operations, policies and general business. New members are encouraged to attend to learn how your Club operates and how to best benefit from all that your Club has to offer. Members are welcome to attend and listen to the Board's discussions. A member comment period is held after all business is conducted and members may then speak or ask questions regarding the Club at that time. If you are thinking about becoming a Club Officer or Director in the future, attending Board meetings is a good place to start.

On Mar 6, 1992 as many as 5M computers were in danger of contracting the Michelangelo Virus, set to erase data on the Mar 6 anniversary of the artist's birth. In reality, it spread to only a few thousand machines.

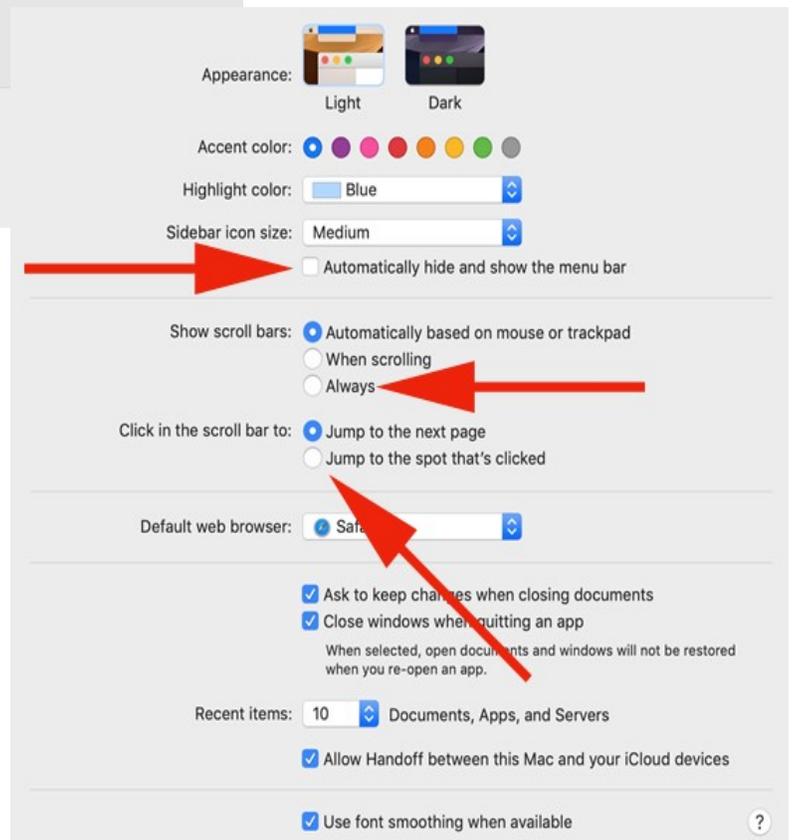
# Some Simple Preferences to Make Your Mac More Friendly

By Brian Corr

When you get your new Macintosh computer you are led through several preferences required to get you started but there is much more you can do to customize your computer to look and operate the way you want. Start by clicking on the apple icon in the upper left corner of the screen and selecting "System Preferences". In the window that opens we will be looking at the four (4) sections indicated by the arrows.



The first section, **General**, has several cosmetic settings in the top section and several settings in the bottom that are self-explanatory

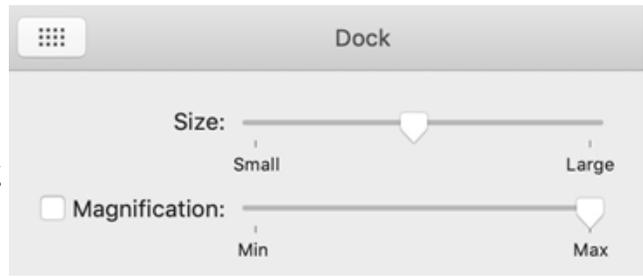


and there are three (3) particular settings in the middle section that I would like to point out. The first is the check box to "**Automatically hide and show the menu bar**". This can be especially helpful on a MacBook where you want to maximize your screen space within apps but please remember that you need to move your cursor to the top of the screen and wait for the menu to reappear.

The second item is "**Show scroll bars**" which save the tiniest of space at the cost of not being able to quickly see or scroll your way to a particular position in your window. My recommendation is to set that to "**Always**".

The last setting of interest in this preference is "**Click in the scroll bar to**" "**Jump to the next page**" or "**Jump to the spot that's clicked**" (in the document). I find this most useful letting me page up or down by a single page when clicking above or below the scroll bar.

There are only two (2) preferences in the **Dock** preferences that I consider significant, **Size** and **Magnification**. “**Size**” is a personal thing but the smaller you make the dock the more space you have available to your apps but accessing your dock when the icons are extremely small is difficult but if you turn “**Magnification**” on and set the slider to Max the icons will jump out at you as you put the cursor down in the dock so they become very accessible and easily readable.

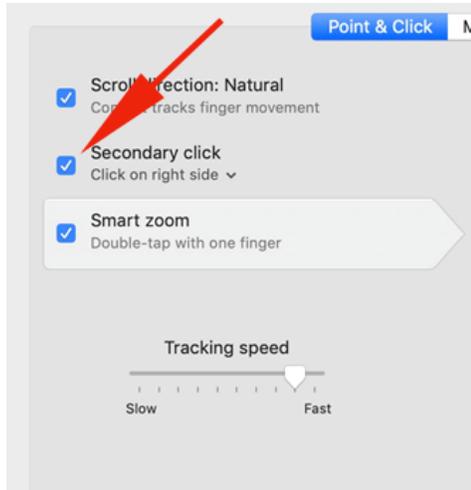


The next preference is the **Mouse** and the most obvious change to the mouse would be to make “**Secondary click**” or as most of us know it, **Right click** available. Since Steve Jobs famously said a long time ago “Nobody needs 2 buttons on their mouse”, Apple has continued to create mice with no obvious second mouse button but you could always simulate right click by holding down the control key while clicking on the mouse. For a long time even though there was no separate right mouse button the mice have been sensitive to clicking on the right side of the mouse but you had to turn on the ability for that to be converted to a functional right click and here is where you do it. There is also the

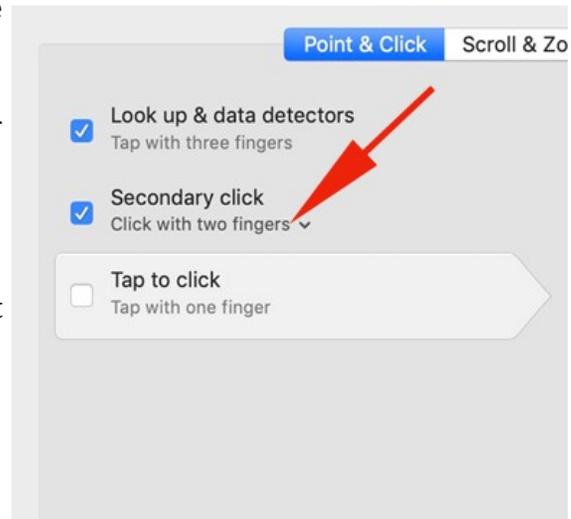
ability to reverse the scroll direction for those of you who find Apple’s scroll direction as “un-natural” even though it matches your iPhone and iPad. Your trackpad has a right click capability that by default is on and involves “**Click with two fingers**” but you can change that in the pull-down menu under the “**Secondary click**” selection box.

The last preference I would like to address is in the **Accessibility** section under the “**Display**” option and there are two (2) things you can do to make seeing and working with your cursor easier. You can easily **increase your cursor size** to make it easier to find and precisely move. There is also a convenient option to turn on “**Shake mouse pointer to locate**” which will help you find your cursor on a dark or “busy” screen background.

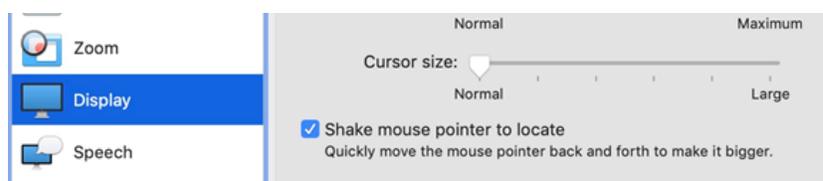
I hope these tune-ups to your system preferences are helpful to get you started using and loving your Mac.



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## Windows 10 - 10 and listening in...

What is new in the world of Windows 10? Have you heard about the new Office app that will replace the “My Office” app (that is currently in Windows 10)? What is it and what does it do? How many of you don’t want to spend the money to rent Office 365 as either a monthly or yearly subscription service or pay for a version of Office (Home & Student, Home & Business or Professional)? How many of you know that Microsoft offers FREE online versions of its office apps? If you read our Newsletter regularly then you may already know about the FREE online versions of office apps (Microsoft and others). Hint: look up the Oct 2017 newsletter.



The new Office app focuses on the free online version of Office that is available at office.com but one needs to have a Microsoft account to use it. Don’t have one? It is easy to create one. Go to office.com and select sign-in. It will prompt you to create an account if you don’t already have one. Just follow the prompts. Microsoft offers free online version of Word, Excel, PowerPoint and Outlook. The new Office app includes tutorials (and tips and tricks) for various MS apps. It will be pre-installed with Windows 10 and if you are an existing Windows 10 user, it will be available in the coming weeks. It will also be available for download in the Microsoft store.

You will be able to view, edit, and create Office files in your browser. Office Online puts an icon on the Microsoft Edge toolbar that gives you direct access to your Office files, whether they are stored online or on your computer. Office Online can open files stored in OneDrive and OneDrive for Business. You get the features of Word, Excel, PowerPoint, OneNote, and Sway right in your browser without needing Office installed.

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**2018 was a BIG year for scams**, in fact there were approximately 47,567 scams added to the *Better Business Bureau Scan Tracker*. Many scams are repeated because they are financially profitable by fraudsters. Identity thieves and scammers will often try new-twists on “old” scams that have proven to work in the past. There are numerous ways to separate you from your money. Don’t be a victim. Here are some tips to help you not fall prey to the bad guys:

- Be vigilant and assess all messages, email, mail, phone calls, etc. that you receive from people and businesses that you are not familiar with or you don’t know. If you are not sure of the sender, **be wary**. If you think it is someone you know, contact them and ask them if they sent it to you.
- Don’t be fooled into clicking on emails (or links within emails) especially if you are unsure of them. Hover your mouse over the link and look at the destination URL to see if it looks legitimate. For example, if the link looks like your banking institution and when you hover over it, it displays your bank name @ something that doesn’t look right (e.g. a person’s name or a country code or a series of letters and numbers that look like gibberish, etc.) **DON’T click** on it. *Delete the email*. Contact your banking institution instead.
- Scammers will also pose as imposters from organizations or businesses. They may call you and try to get you to send money or payments and if you refuse, they may even get verbally abusive or threaten you. If this happens, *hang up*. **Don’t be intimidated**. You can also *report it* to your local Better Business Bureau or our local police department.

They are as many scams as one can imagine such as car sales scams, Amazon fake order cancellation emails, Apple Care scams, gift card scams, grandparent scams, home improvement scams, jury duty scams, Netflix scams, porting a phone number scam, romance scams, tax arrest scams, you “won” the lottery scams, Veterans and other fake “charity” scams, tech support scams and the list goes on and on. If you would like to know more, just search the Internet and read about the various scams so you won’t be caught off-guard or taken advantage of.

Remember, **when in doubt, don’t...** don’t click, don’t send money, don’t give your personal information, account information, credit card numbers or passwords over the phone, online or in a reply if you are not sure of the person on the other end. It is much better to be safe, than sorry.

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

***Q. I do not consider myself technically savvy. But I have used computers most of my working life so I would like to think I understand a thing or two. Today I read so much about malware, botnets, etc. My question is how best to ensure my router is safe from these things?***

A. Excellent question! While we do not promote any specific brand or product, for those who would like to know the basics about wi-fi routers, this link should be helpful. <https://www.linksys.com/us/r/resource-center/wifi-router/> To address your question, there is no “foolproof” method or equipment to prevent one’s router from being hacked, however there are precautions one can take to make one’s router less vulnerable. Here are a few things to consider, some of which are more technical than others:

- ***Update your router’s firmware.*** On a regular basis, check to see if your router’s manufacturer has provided a firmware update. Remember that updates require a restart so be sure you are not using your connected devices when you apply the restart. Don’t know how to log into your router? Common IP addresses for popular routers are 192.168.1.1 for Linksys and D-Link, 192.168.0.1 for Netgear, or 192.168.2.1 for Belkin. If you installed the router yourself, the IP address may be in your documentation or even on a label on your router. If your Internet Service Provider (ISP) installed it, they will know what it is and how to log in. Once logged in, most routers have an “advanced” or “management” page or tab where you can check for firmware updates. For some newer routers, updates may be applied automatically.

- ***Secure your wireless network.*** Turn on encryption so that no one can log into your router without a password. Look under the “wireless” or “security” page or tab to enable it. There may be several options such as “WPA2-PSK AES and WPA-PSK TKIP”. WPA2-PSK AES is the newest and most secure. If you only have WEP or WPA, it might be time to buy a newer router.

- ***Be sure to change your password from the default password that came with your router.*** Many folks think that because they are the only ones in their home, it is not necessary to do so. Many routers simply have the username as Admin and the password is either blank or “password”. Anyone who can access and login to your router has the ability to make changes.

- ***Hide your network’s name.*** You can disable or turn off the broadcasting of your network and your guest network’s name (SSID) entirely. Look for “SSID broadcasting” (sometimes found under “Advanced settings”).

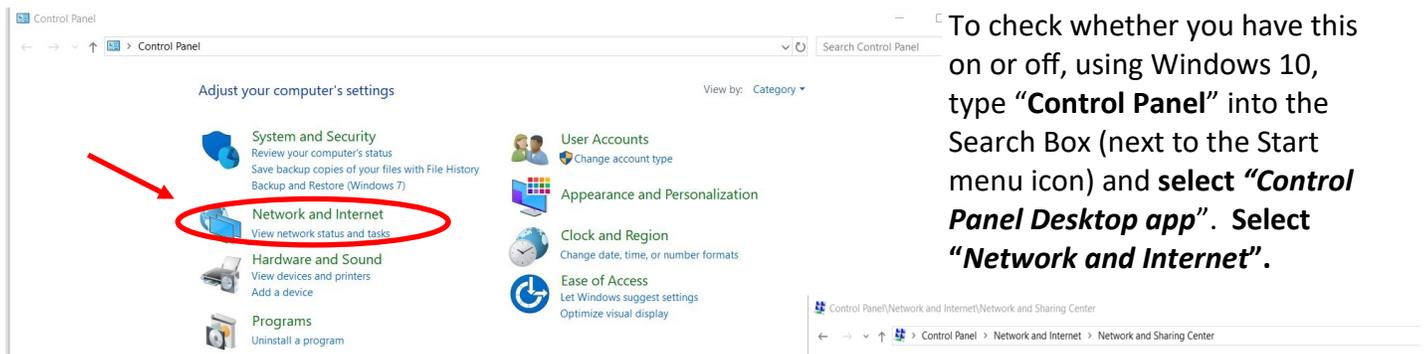
- ***Turn on MAC filtering and/or assign static IP addresses.*** First you have to disable the DHCP server of your router. DHCP assigns the IP addresses to your network’s devices automatically. By disabling this feature, you must then assign static IP addresses to your devices. Doing this allows you to see all of your connected devices and their corresponding IPs. If you turn on MAC filtering, you can then specify which MAC addresses will be allowed to connect to your network. The MAC address is a unique code identifier assigned to each device’s network interface and usually consist of a 16 digit alphanumeric set that looks something like this: 00:15:84:FF:FE:12:36:52. You will need all of the MAC addresses of all of your devices that will be connecting to your network.

You do not have to do all of these things, but at least changing your router’s password and updating your router’s firmware are good steps toward making your router a bit safer. We hope this helps you.

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

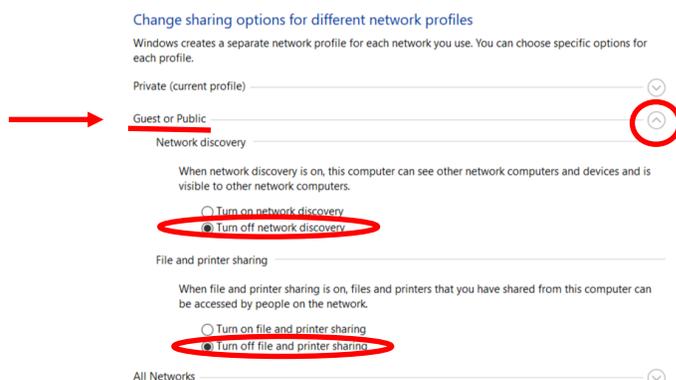
**Q. I only have a laptop so it travels with me wherever I go. I have photos and files on it and I am concerned about them being accessed when I am using a public Wi-Fi network at the hotel or coffee cafes I frequent. Is there a way, or something I can do, to protect my files and photos or should I just save them to an external device (e.g. thumb drive, flash drive, external drive, etc.) instead of leaving them on my laptop?**

A. Folder and file sharing can be convenient, even useful when you are on a secured network, like your home or an office network. Unfortunately, on a public Wi-Fi network, your files are susceptible to being a security risk as they may be accessible to anyone else that is on the same public Wi-Fi network. Worst yet, someone who has nefarious intentions could even set up a shared folder on the public network that has malicious files in it so when someone opens it, their computer gets infected. Actions you can take if you use a public Wi-Fi is to **turn off “Network Discovery and “File sharing”**.



Next select **“Change advanced sharing settings.”**

Click the down arrowhead to expand **“Guest or Public”** so that you can see **“Network Discovery”** and **“File and printer sharing”**.



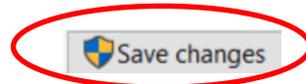
Check to make sure that you have checked **“Turn off network discovery”** and **“Turn off file and printer sharing”**.

A dot will fill the circle of your choice.

Be sure to **Save changes**.

Turning off network discovery will keep snoopers from seeing your computer.

Turning off file and printer sharing will keep others on the network from accessing your files and printing them.



Microsoft went public on Mar 13, 1986. Trading on the NASDAQ stock exchange, the initial share price was \$28 per share, raising approximately \$61M in a single day.

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

If you are using a MacBook, you would need to find your System Preferences (the gear icon on your dock), then select the “**Sharing**” icon.



On the sharing page, look to see if **File Sharing** is checked or unchecked. (While using a public Wi-Fi network, you might consider unchecking all of the other sharing services).



Be sure to **click on the lock** to prevent further changes after making your choices and then **close the window**.

Whichever laptop you have and whichever method you choose to use, be sure to remember to switch back on your file sharing choices once you get return home or return to your office because none of these services will work unless you *restore* your regular settings.

You might feel even more secure if you saved your files and photos on an external device. That way IF someone was to access your computer without your permission, there would not be any files or photos for them to see. Or worst case yet, if you lose your laptop, you will still have your photos and files.

**Q. I would like to learn to use a spreadsheet program so I can begin an inventory of my extensive DVD collection. I would list the titles, dates, main characters, etc. I don't really need any formulas so I do not want to purchase a program such as Excel. Are there any FREE programs out there?**

A.Yes, there are several programs that will give you capabilities similar to Microsoft Excel. Some are even compatible with Excel. Let's take a look.

- **Kingsoft Spreadsheets:**

Pros: Works with the same file types (e.g. .xls, .xlsx,.csv) as Excel. It also works on iOS and Android mobile devices and supports over 100 formulas.

Cons: Lacks advanced features you would find in Excel. It does not have an auto spellchecker and in order to use it, one must download the entire Kingsoft Office suite (e.g. word processor, presentation software and spreadsheet) even if you only wanted just the spreadsheet.

- **OpenOffice Calc:**

Pros: Supports common file formats just like Kingsoft Spreadsheets. It does have an automatic spellcheck and supports creating macros. It also has an Extension Manager that allows one to add features that aren't included in the default program (e.g. one can customize it). And it has free tutorials.

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

- **OpenOffice Calc:** (continued)

Cons: One must download the full Open Office suite in order to use the spreadsheet program and the “help” section is not very extensive.

- **Gnumeric:**

Pros: Free to download and use and the program has numerous tools that some of the other programs don't have. It autosaves its workbooks and supports MS Excel 2003 and 2007 formats. One can import data from a text file, then filtered in Gnumeric. Provides a detailed online manual that is useful for its tools and options.

Cons: Does not include all functions like in Excel and charts and graphs, although available, they are pretty basic.

- **Spread32:**

Pros: Free to download and very easy to use. It provides hundreds of available functions and can store quite a bit of data. One can save the data on one's computer in multiple formats (e.g. .xls, .xlt, .pvt, .csv and .bmp). It is portable (does not have to be installed to use and can run from a flash drive) and takes up the least amount of space than the other programs.

Cons: Spread32 is only available for Windows and it cannot open Excel file.

- **Accel Spreadsheet:**

Pros: Accel Spreadsheet can connect to external database file and supports opening files from Dropbox and other online storage services. There is also a portable version available.

Cons: The file formats are somewhat limited and its toolbars are not as clean as some of the other programs. Automatically installs extra utilities.

These are just a few of the FREE programs available for your use. Of course there are others, such as Google Sheets and even a scaled down version of MS Excel online. You might want to do a search of the programs to see which one might best fit your needs. Having the ability to organize, sort, categorize data as you indicated you are interested in, does not mean you have to buy spreadsheet program software. Good luck with your DVD collection. Also don't forget to search for tutorials; they are available and will help you get started regardless of which program you choose to use.

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Are you still using **Windows 7**? Couldn't be convinced to make the switch to Windows 10? Well you are not alone. It is estimated that there are still about 35% of Windows users still using Windows 7.

*So what's the big deal?* Microsoft will **stop** supporting Windows 7 with *security updates* on Jan 14, 2020. That's the **BIG deal!** Because that means your operating system (OS) will be increasingly vulnerable to attacks (e.g. hacking, malware, viruses, botnets, etc.). As it stands now, security flaws found (and fixed) in Windows 10, often affect Windows 7, so they too are fixed there. Once Microsoft stops supporting Windows 7, your computer using Windows 7 will become less secure.

Also Windows desktop applications (and third party software) will *eventually* stop supporting older versions of Windows. Of course your options are varied: continue with Windows 7 and accept the risk, move to Windows 10, change to Linux OS, or buy a new PC, a Chromebook or even switch to a Mac. Your choice.