

# SCA Computer Club notes

## Classes for the Month of Apr



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.**

**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.**

**Apple Mobile Safari Browser:** Using the Safari browser iPad, iPhone, and iPod Touch including using multiple tabs, creating, organizing and using bookmarks, downloading, and setting preferences. **Prerequisites:** *Introduction to iPad or familiarity with IOS operating system.*

**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 IOS operating system.*

**Apple Mobile Mail App:** How to use the Mail app to send and receive mail from multiple email accounts on iPhones, iPads and iPod touch. 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.*

**Apple Mobile Calendar App:** Account configuration, making and using multiple calendars, creating events including repeating events and the use of alerts. Sharing Calendars and subscribing to public calendars will be covered. **Prerequisites:** *Introduction to iPad or familiarity IOS 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

## Classes for Apr (continued)

different tools, projects, and techniques are discussed.

**Introduction to iPhone/iPad:** If you are new to the iPhone/iPad or planning on getting one, this class will show you how to setup your device including the critical iCloud settings. You will learn how to set preferences and navigate the system. Arranging and grouping your apps will be covered and how to find and install apps from the Apple App Store.

**Premiere Elements Parts 1, 2, 3:** In **Part 1**, we will introduce Adobe Premiere Elements (a video editing program) by doing several projects involving animated slideshows, making use of the slideshow templates in Photoshop Elements. The remaining slideshows will be done using Premiere Elements and some of its features. **Prerequisites:** Must be comfortable using either Windows or Mac OS and have a basic understanding of Photoshop Elements.

**Part 2** will give a good hands-on introduction to Premiere Elements. The interface and a number of the program's features will be investigated in detail. We will also create and edit a couple videos.

**Prerequisites:** Enrollees should have taken Premiere Elements Part 1. Some experience with photo editing and with shooting videos is also helpful.

**Part 3** gives further hands-on instruction in using Premiere Elements to further enhance your skills in creating digital videos. The topics covered build upon the skills learned in the basic Premiere Elements Part 1 and Premiere Elements Part 2 classes. The topics vary but may include further video making/editing, creating titles and credits, using themes, and working in conjunction with Photoshop Elements.

**Prerequisites:** Enrollees should have taken both the **Premier Elements Part 1** and **Premiere Elements Part 2** classes. Some experience with photo editing and with shooting videos is also helpful.

## Special Interest and User Groups

Special Interest and User Groups 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 **Photography User Group** will meet on **Monday, Apr 8 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.

If you are an Apple user, join our **Apple User Group**. 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, Apr 13 from 10 AM- noon** in the Computer Classroom and see if this is the group you have been looking to join.

The **Photoshop Elements SIG** will meet on **Fri, Apr 26 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.

**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.

# Who Ya Gonna Call??

By Brian Corr

Well in this case it is not the Ghost Busters but a Sun City Anthem Computer Club House Call Technician. One of the most valuable services provided by the Computer club is the ability to contact a House Call Technician to come to the member's house or to meet them in the computer club to solve hardware or software issues or to provide tutoring on the use of the computer equipment or peripherals or application software installed on the computer or portable device. All of our techs are unpaid volunteers who donate their time to benefit their computer club brethren. They all have other commitments in their lives and so may not be available to "come over right now" but generally will have time within a week to help you with your problem. They all have areas of expertise that they feel qualified to work in. These areas of expertise are listed next to each techs name on our web site in the House Call section along with some basic information about the program.

So how do you start the process? The first thing to do is identify the device you need help with. If it is a computer made by a company other than Apple, it is most likely a "Windows" computer and this applies to both portable and desktop computers. If it is a mobile device that is made by Apple then it is considered an "IOS" device otherwise it is most likely an "Android" device. The

- Computer Setup
- Excel
- Hardware
- Internet
- iPad/iPhone/iPod Touch
- Laptop Computer
- PowerPoint
- Quicken
- Software loading
- Thunderbird (E-mail)
- Viruses/Spyware
- Windows 10
- Wired/Wireless Network Setup
- Other problems? Call to discuss

next step is to identify what type of problem you are having. Do you need someone to install a piece of software or hardware, like a printer or scanner, or is it a problem with a particular software application like "Word" or "Pages"? Are you having a problem with your internet connection or maybe think you might have a virus? Once you've completed this step of identifying the problem it is time to look at the list of

- Computer Setup
- Hardware
- Internet
- Laptop Computer
- Macintosh basics
- Macintosh Memory Upgrade
- Macintosh Software Install
- Software loading
- Viruses/Spyware
- Windows 10
- Wired/Wireless Network Setup
- Other problems? Call to discuss

- iPad/iPhone/iPod Touch
- Keynote
- Macintosh - Advanced
- Macintosh basics
- Macintosh Memory Upgrade
- Macintosh Network Setup
- Macintosh Software Install
- Numbers
- Pages
- Photo for Mac
- Quicken for Mac
- Wired/Wireless Network Setup
- Other problems? Call to discuss

make contact with one who right expertise (refer to the samples here from our web

available techs and appears to have the site).

If your problem prevents you from going to our web site you will have to call (702) 263-5724 and have the monitor on duty (during club hours) help you contact a tech. The first step is to go to our web site [myscacc.com](http://myscacc.com) and click on the House Call menu item. The names of the available House Call Technicians with their phone number and, more importantly, their areas of expertise will be displayed. If you are signed into our site you can click on their name to contact them by email. If you do this please include the best description of your needs so the tech will know if it is within his expertise or if he should refer you to another tech. If you call the phone number listed you will frequently have to leave a message so be sure to include the type of computer or device and a general statement of the problem.

For your \$20 donation to the club you are entitled to 2 hours of the technicians time after which they will give you an estimate for additional work. We accept either cash or check but please don't fill the Payee line, we have stamps to put in the required "Sun City Anthem Community Association Inc." If you are not yet a member of the club we can perform that task as part of the house call for an additional \$10 yearly dues. By the way, if you think you might be interested in joining the House Call program, even if only for limited simple tasks please send me (Brian Corr) an email ([brianvegas@mac.com](mailto:brianvegas@mac.com)) and I'll give you more information about the program.

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

Can you believe it? Windows 10 will be four (4) years old in Jul of this year. Windows 10 version 1903, codenamed 19H1, will now be the first update since Microsoft changed its support lifecycle late last year. The version 1903 update (aka the April 2019 Update) will have an 18-month support cycle for all editions, whereas the version 1909 release, due in October, will get a longer, 30-month support cycle for Enterprise and Education editions. So what is new in 1903?



Well, here's what we think will be coming. There is quite a bit to list but let us look at some of the ones that you might like to see. Do you like everything that Windows 10 as a service offers? So you really enjoy (and use) all of the built-in apps like Groove Music, 3D viewer, etc. Some folks think the built-in apps are just bloatware but one could not "uninstall" them. But now, as of version 1903, one can (by right-clicking on them in the All Apps list). If one does not want (or use) the following apps, one can uninstall them. These are: 3D Viewer (formerly called Mixed Reality Viewer), Calculator, Calendar, Groove Music, Mail, Movies & TV, Paint 3D, Snip & Sketch, Sticky Notes and Voice Recorder. Keep what you like, uninstall what you do not like nor use.

Do you know what a sandbox is? No not the one your grandkids play in at the park. It is a virtual space in which new or untested software can be run securely. Well in version 1903, there will be a built-in virtualization platform (Windows sandbox) that will allow on to create a virtual machine where one can test a program or even a suspicious website (risk-free because it is isolate from your main PC). Once one closes the sandbox, everything will vanish instantly and not be retained on your computer.

Find Cortana annoying? Many do. Well, now search and Cortana are no longer joined at the hip. Each can be accessed separately and if you prefer not to use Cortana, you can remove the button from the taskbar.

How do you sign-in? Do you use a password, a PIN or perhaps Windows Hello? Well, they have tried to make it easier for whichever way you choose. Each option is now grouped in an easier-to-read format and easier to change settings. There is also a new option to set up a personal security (FIDO) key. What's that you ask? FIDO is an authentication standards that enables one to login in across apps and websites without passwords because it uses standard public key cryptography techniques that provides much stronger authentication.

Remember when Windows 10 introduced the dark theme? Well now there will be a light theme that changes the black taskbar to a lighter shade and also lightens background colors. This could be helpful for those with visual impairments. Are you one that likes to use different fonts? Well, this new version will make it easier by dragging and dropping fonts from an updated list. To see it go to Settings> Personalization> Fonts page. And if you like various fonts, you might also like to use emojis. That too has been expanded. Simply select the Windows key and the period key to find the added tabs.

Ever use task manager to see your computer's performance or check which processes are running or to see what apps are enabled in your Startup? If you do, you know that you have to click on the various tabs to get where you want to go, right? Well now you can set a default tab, you know the one that you go to most often and want to see first when you evoke Task Manager. Oh, and synching your computer's clock just got easier and is now found in the date & time page in Settings.

## Windows 10 - 10 and listening in... (continued)



The Windows Defender Security Center is being renamed to simply Security Center. Besides the new name, there will be a Tamper Protection setting that will alert one if another person or program tries to change one's security settings. There will also be a Protection History page that show suspicious events, e.g. Controlled Folder access attempts, malware detected, etc.) in a single views.

There are a few other features that the April 2019 Update is expected to provide such as a cleaner Start menu and improvements in the Search interface and the Printing dialog box, and possibly "friendly" dates in File Explorer details view. So when will you get it? It will begin rolling out soon and you might not see it for a month or two. Although you can manually update your PC, why don't you just sit back and wait for your PC to update when it is ready. Remember that the past updates have not been as smooth as expected, so you might want to just wait until all of the hiccups are worked out. Already have the new update? Let us know what you think of it.

Have you ever checked out our Club website? You probably have to look for classes, enroll in them, etc. but did you know there is much more to it than that? Under the Navigation box (in the upper left-hand corner) is **Club Information**. Click on it and you can see who your Directors are, find opportunities to contribute to your Club, see other resources and much more. Want to learn how to preserve your memory and lower your risk for brain disease? Explore the **Brain Health** link. You can even get a free brain check-up through the Cleveland Clinic. Or if you just want to play games, we have links to do that also. Our website is more than just a class calendar. Take the time to check it out and tell us what you think. And if you want more information on Brain Health, check out the kiosk between our Club and the Sewing Room for free brochures.

Your Computer Club's Board will meet on Thursday, Apr 25 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. Each Board meeting will discuss our Club's operations, policies and general business. Learn how your Club functions. A member comment period will be allowed at the end of each meeting members to offer feedback, recommendations and/or comments. New members are encouraged to attend.

The Photography Users Group (PUG) will meet on Monday, April 8th from 1-3 pm in the Computer Club Classroom. This month will focus on a brand new Photoshop capability that makes masking a breeze. What is masking? Basically a technique one can use when editing a photo. For example, one can add a **mask** to a layer and use the **mask** to hide portions of the layer and reveal the layers below. **Masking** layers is a valuable compositing technique for combining multiple photos into a single image or for removing a person or object from a photo. Do you have an interest in photography? Do you like taking pictures, or do you just want to learn how to take pictures? If so, this Photography Users Group may be the one you've been missing. All Computer Club members are welcome to attend and/or join this User Group. Please sign up on the website Calendar and plan to attend.

## Why I Count on My External Hard Drive

By Linda Norton

An external hard drive is a small storage device that you can connect to your computer using a USB Connector. You may already be familiar with “Flash drives” (sometimes called “Thumb drives”), useful small devices for transporting files with you when you’re on the road, or even transferring files from one computer to another.



Flash Drive (a.k.a. “Thumb Drive”) with its Built-In USB Connector

You can also purchase a significantly larger version of the external hard drive; one that typically can provide more than enough space to hold all of your electronic files... your Word documents, Excel spreadsheets, Quicken financial records, Outlook emails, client data, family photos, and so forth.



External Hard Drive connected to a Laptop via a USB Cable Connector

An external drive typically costs between \$60 and \$300. The larger the drive, the more data it can hold. You can also choose an “encrypted” version that allows you to “encrypt” (basically, password-protect) your files for security reasons.

You can purchase an external hard drive at any high- tech store, including Best Buy, Staples, Office Max, Office Depot, Fry’s Electronics, and of course Amazon.

[On April 24, 1981 Apple Computer introduces its Apple IIc, a portable machine designed to have the same operating capacity as the standard IIe model. The machine came with 128 kilobytes of RAM and a 5 1/4-inch floppy disk drive.](#)

## Why I Count on My External Hard Drive (continued)

By Linda Norton

I rely exclusively on a high quality external hard drive to hold all of my files... my personal files, business files, customer files, family photos, etc. The reason is simple; when I'm on the road I can leave my big bulky computer back at home, sitting on the desk, but still have all of my files with me just by unplugging the external hard drive and taking it with me. Whether I am using a computer at the Computer Club, a hotel computer, an internet café computer, or whatever computer... my files are still accessible to me courtesy of a device only about as large as a wallet.

However convenient this may sound, there is another very compelling reason to rely on an external hard drive; it's about the safety of your data.

Over the course of approximately 40 years as a computer programmer, I have had 5 different computers belly up and die. Out of the blue, you walk into the office one morning and press the button to fire up the computer, and nothing happens... all you hear is a faint clicking sound that tells you the internal hard drive has died.

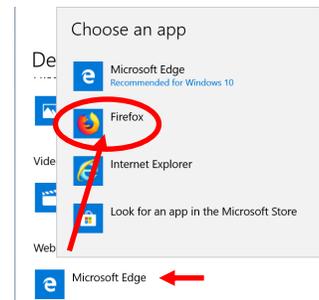
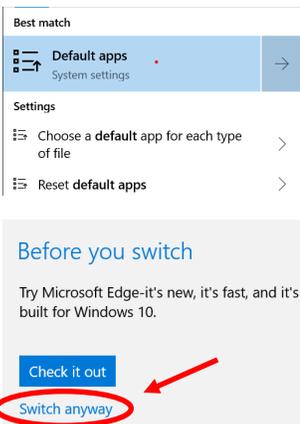
By virtue of keeping all my data on an external hard drive, and by making a complete backup of that external hard drive at least once a month (twice a month is better), my data is fully accessible, fully transportable, and most importantly completely safe from damage and destruction.

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

**Q. I like and use Windows 10, but, I prefer to use the Firefox browser instead of Microsoft Edge. Is there a way that I can make Firefox my default browser?**

A. Yes. First you must already have installed the Firefox browser (or any other browser you might want to use as your default browser) on your computer. Select the Start button and type in **Default apps** in the

adjacent search box. Select "**Default apps System settings**" from the results. Click on the Web browser, Microsoft Edge, and a window should pop up with additional browsers from which to choose, e.g. Firefox, Google Chrome, etc. (NOTE: the pop-up will only list those additional browsers that you have already installed on your computer). Select Firefox to make it your default browser. (NOTE: when selecting a browser other than Edge, you may see a pop-up notice asking you to try Edge. Simply select "**Switch anyway**").



Microsoft encourages its users to use the built-in browser Edge, however some folks prefer Firefox, Google Chrome, Opera, etc. because of the many add-ons extensions offered by other browsers. Microsoft also offers extensions and they can be found in their Microsoft Store. Here is a link: <https://www.microsoft.com/en-us/store/collections/edgeextensions/pc> Many folks find that Microsoft's offerings are far fewer than what Firefox and Google offer. Microsoft doesn't consider its legacy *Internet Explorer browser* a **browser** anymore, but instead a compatibility solution and recommends against using it as they are not supporting new web standards for it. Microsoft is currently looking at a Chromium based browser that *may* replace Edge in the future, but for now, encourages use of its Edge browser, a part of its Windows 10 service.

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

**Q. I attended Computer Talk and learned about Snip & Sketch. I really liked the Snipping Tool and have used it for years. Is it being discontinued with the April 2019 Update?**

A. As far as we know, the Snipping Tool is still available but it is possible that Snip & Sketch will replace it in future Windows versions. Snip & Sketch is quite handy, especially if you are copying something on your screen and sending/sharing it with others via email, messenger, or posting on your Facebook account. An easy way to make Snip & Sketch available is to go to **Settings > Ease of Access > Keyboard** and toggle on the **"Print Screen shortcut"**. Now all you need to do to evoke Snip & Sketch the next time you use it is to simply press your **PrtScr** key on your Windows keyboard. Hope this helps.

**Q. I have an older MAC and I heard that it may no longer support some of my applications because they are 32-bit and not 64-bit. If this is true, does that mean my applications will not longer work?**

A. Apple has confirmed that macOS 10.14 Mojave, set for public release in the Fall, will be the last version of macOS to allow 32-bit apps to run. Apple will include warnings about their use before they are phased out entirely. You can quickly find out which apps installed on your Mac are 64-bit and which are not. If you frequently use one of the 32-bit apps, you might try contacting the developer to find out if a 64-bit version is in the works. If one isn't planned, then you might want to try and find an alternative app with similar functionality before the time comes when it refuses to launch.

Here's how to find out whether your apps are 32-bit or 64-bit.

1. Click the Apple symbol () in the menu bar on your Mac's desktop.
2. Click **About This Mac**.
3. In the macOS Overview pane that appears, click the **System Report...** button.

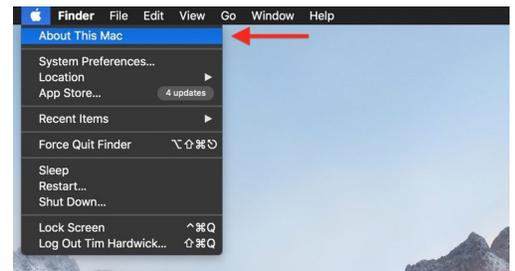


apps.

Anything in the list that has a "Yes" under the 64-Bit column is good to go, but there are several in the example listed as "No" meaning they're 32-Bit and will stop working in a future version of macOS.

Some apps in the above list may have 64-bit versions available in good time. However, some items (e.g. old Brother printer drivers and utilities) may not be upgraded in the future, or it could be a while

before developers issue 64-bit versions of said software (assuming it's even still actively supported) so be sure to plan ahead. Microsoft released Windows 3.1 to replace the DOS command line interface with its Windows system. Windows 3.1 provided scalable fonts and the "three finger salute" (Ctrl-Alt-Del). It also allowed users to "cut & paste" between applications.



4. In the information window that appears, scroll down the left column and click **Applications** under the Software list, then wait a moment while your Mac generates a list of installed apps.

5. When the list of apps appears, click the **64-Bit (Intel)** label to bring any 32-bit apps to the top of the column.

6. Drag down the divider using the center dot to expand the viewable list of

