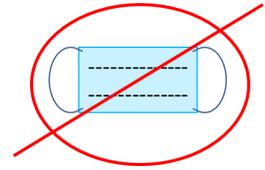


# SCA Computer Club notes

## Classes for the Month of Nov



Still... No mask..  
no entry. Thanks  
for cooperating!

**NOTE: Class size will be limited to fourteen (14) members while maintaining social distancing.** 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. A MASK covering BOTH the nose and mouth (or a face shield) is required inside of the club at all times.**

### Classes for Nov

**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 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.*

**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.

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 not familiar with all of the benefits offered by our Computer Club are also encouraged to take this Orientation as a refresher.**

**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.*

**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.*

## Classes for Nov (continued)

**Photos for Mac Parts 1 and 2:** **Part 1** is an introduction to Photos including how to connect your camera or memory card and how to organize your photos. How to create albums of selected photos and smart albums using several different search criteria. If time permits an introduction to location tagging and facial recognition will be included. **Part 2** includes a presentation on the editing capabilities built into Photos. We will cover correcting the lighting by changing the exposure, shadow brightness and highlight brightness. We will also cover color correction and show how to correct flaws in pictures including restoring old photos scanned into Photos .

### 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. **Please remember there will be limited seating in the classroom so please “ENROLL” if you plan to attend.**

**Computer Talk** meets **weekly** from **9 –10 AM every Thursday** and is designed as a “question and answer” session. Any member in good standing is welcomed to attend. It doesn’t matter if you use a Windows based personal computer (PC) or an Apple product (e.g. iPad, Mac, iPhone) or an Android tablet or phone, etc. Can’t figure out how to do something? Do you have a question regarding a specific product or application? Anyone can ask anything **computer related**. Don’t ask us how to fix your ice maker. Bring your questions and join the discussion each Thursday. New members are always welcome.

The **Photography User Group (PUG)** will meet virtually via Zoom on **Monday, Nov 9 from 1-3 pm**. This is for any computer club member is interested in photography. If you are a beginner with a camera phone or a point and shoot camera or an expert and professional with high-range DSLRs we welcome you. We schedule talks and presentations interesting to everyone. If you would like to learn about photography, photo editing, how to take your camera off the auto mode, or learn how to get the best photos with your phone camera, the PUG is the place to come! If you already are a “seasoned” photographer, whether amateur or professional, we invite you to join our meetings and share your photography knowledge and skills with us! To receive a link to the Zoom meeting, be sure to **enroll** in the next meeting session on the Computer Club calendar. For more information on how to use Zoom to join the meeting, please contact Pat @ [scaphotogroup@gmail.com](mailto:scaphotogroup@gmail.com)

**Apple Talk** will meet on **Saturday, Nov 14 from 10am - noon**. 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, etc. Others will add their bit, and you will all come away with something more than when you entered the room.

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The Nov **Board meeting** will be on Thursday, Nov 19th from 1:30-3:00 pm in the Computer classroom. Any member in good standing is welcome to attend. Space is limited to 14 attendees, including Board members, due to social distancing requirements. Masks are required for attendance. Board Directors have preferential seating.

## Upcoming Annual vote Directors and 2021 budget approval from November 2-5

This year, there will be no General Meeting due to the Covid-19 pandemic and voting for the **2021 Board of Directors** and approval of the **2021 budget** will be conducted online. This means you will be **required to log in** to the website and click on [Club Election 2021](#) in the **Voting Available** box on the left side of the website front page **between 9 am on Nov 2nd through 3:30 pm on Nov 5th in order to cast your vote.**

Before the voting becomes available, you may view the [2021 Candidate Summaries](#) and [2021 Proposed Budget](#) (by clicking on these hyperlinks) or by going to our website and viewing them in the Documents section of the website. Any computer club member in good standing may vote. Here is a *sample* ballot.

### Ballot for Club Election 2021

<p>President (Vote for 1)</p> <p><input type="checkbox"/> Nancy Ward</p> <p><input type="checkbox"/> Write In</p>	<p>Vice President (Vote for 1)</p> <p><input type="checkbox"/> Woody Parks</p> <p><input type="checkbox"/> Write In</p>
<p>Secretary (Vote for 1)</p> <p><input type="checkbox"/> Linda Norton</p> <p><input type="checkbox"/> Write In</p>	<p>Treasurer (Vote for 1)</p> <p><input type="checkbox"/> Rich Blotner</p> <p><input type="checkbox"/> Write In</p>
<p>Assistant Treasurer (Vote for 1)</p> <p><input type="checkbox"/> Tom Strange</p> <p><input type="checkbox"/> Write In</p>	<p>Board Member (Vote for 6)</p> <p><input type="checkbox"/> Warren Begas</p> <p><input type="checkbox"/> Brian Corr</p> <p><input type="checkbox"/> Jerry Peterson</p> <p><input type="checkbox"/> Tony Ptak</p> <p><input type="checkbox"/> Bernie Thompson</p> <p><input type="checkbox"/> Write In</p>
<p>Approve Budget (Vote for 1)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

**Mark your calendars NOW** and save the date of **Tuesday, Dec 8th.** Why? This year's **computer auction** will be held in the Grand Ballroom to ensure adequate social distancing. We will have a total of six (6) iMac computers available to bid on. The auction will be held at 4:30 pm. IF you are interested, you will need to ENROLL via the Calendar, once it becomes available. Watch for more information on our website as the date approaches. Please do not ENROLL unless you are certain to show up. (If you do enroll and then find that you cannot attend, be courteous to your fellow members and go back and dis-enroll, allowing someone else to attend.) As with all of our auctions, one **MUST** be a **computer club member in good standing** and have their **current SCA Resident ID card** to enter the auction. Accepted payment will **ONLY** be by cash or check (payable to *Sun City Anthem Community Association, Inc.*). We will have a stamp available so you do not have to write that all out. Masks are required to participate, so do not forget to bring one with you and wear it appropriately (covering both your nose and your mouth).



### ***A gentle reminder***

We are still operating under unique conditions due to the Covid-19 pandemic including the wearing of masks while in our club and maintaining social distancing as recommended by Gov Sisolak. Our computers are spaced to meet the requirements for social distancing and hand sanitizers and wipes are available.

We **thank each one of you** who have been adhering to these changes and ask every member's cooperation *in order to remain open*. The SCA HOA has additionally asked us to remind you that there is only one (1) entrance to Anthem Center, the doors nearest the Fitness Center. Although there are doors just outside of our Computer Club, these doors are **ONLY** for **EXITing** the building. Some of our members have taken it upon themselves to enter Anthem Center through these doors, just as others are exiting. Please **DO NOT** do so. *Enter only by the Fitness Center entrance*. SCA ID cards are required for entry and currently no guests are allowed into the Center at this time. We want to remain open and provide our Computer Club services to our members, but we can be shut down at anytime **IF** the Association determines we are not conforming to its requirements during this pandemic. ***So please help us remain open by abiding by the rules. Thank you for your cooperation.***

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**The Photography User Group (PUG)** met virtually via **Zoom** on October 12, 2020. Here is a summary for those who missed it.

Susan led the **Photo Share** segment on the monthly topic which was, "*Day/Night*". It was interesting to see the different interpretations members had of *Day/Night* in their photos! A big **Thank You** to Linda, Mort, and Susan for sharing their photos! **November's Photo Share theme is "Water."** Send your photos to Susan at [susanbarcomb91@gmail.com](mailto:susanbarcomb91@gmail.com) **NLT Nov 4th** for inclusion in the Nov meeting.

In his usual excellent manner, Mort hosted the **Photo Talk** segment. The photos discussed had been submitted in September, by Robert and Pat, requesting suggestions for editing them. Several edited versions by members were shared with the group, allowing for very interesting interpretations and group discussion. **Thank you**, Robert, for allowing us to play with edits of your beautiful bird photo! Thank you to everyone who contributed edited versions of both photos and to the group for all your comments and suggestions! ***We will need two or three new photos for November*** for us to practice our individual editing skills. **Send your photos to Mort at [mjsconst35@gmail.com](mailto:mjsconst35@gmail.com) NLT Nov 4th** for inclusion in the Nov meeting. And lastly, Pat gave instruction for using the free, but powerful, **Snapseed** editing app for smart phones and tablets.

On October 14, the PUG had a follow-on discussion meeting (also on Zoom) that included:

- \* Gene's photo of a sequence of nighttime moonrise exposures over Black Mountain with the mountain-side lights showing Nevada with a red heart in it
- \* 8-bit vs 16-bit color and possible color banding
- \* Photoshop Elements vs. Photoshop
- \* editing with Snapseed
- \* architectural photography
- \* sharing photos with Zoom and another photo trip to the Clark County Heritage Museum.

Don't miss our *November's meeting on Monday, Nov 9 from 1:30-3:00 pm via Zoom*. Enroll for the session via the Computer Club website calendar and you will then receive an invite from the Instructor to join the Zoom session. Please contact Pat at [scaphotogroup@gmail.com](mailto:scaphotogroup@gmail.com) if you have questions using the Zoom app.

# File Chaos

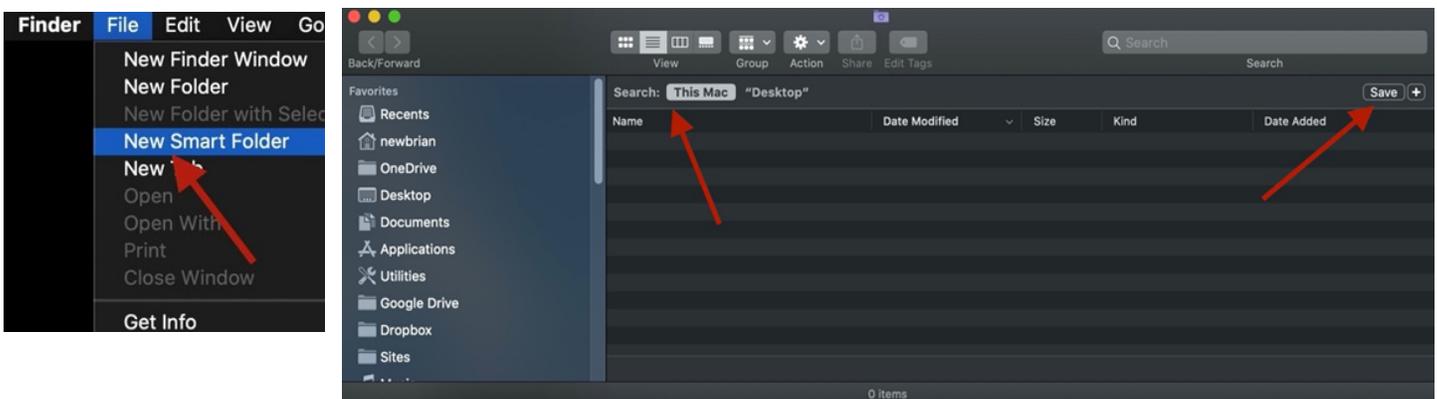
By Brian Corr

Chaos is defined as “complete disorder and confusion” and is contrary to what we have always been told about organizing the data files on your computer. In fact, Apple tries to help you along by creating a home directory for each user on the computer and within those folders are folders for “Documents”, “Pictures”, “Music”, “Movies”, “Downloads”, “Sites” and “Public” which is a place to keep files and folders that you give permission for anybody on the computer to access. A lot of people get in the habit of storing their documents on the desktop which, by the way, is also a folder within your home folder. It doesn’t take long before you have 50 or 100 or 200 files sitting on your desktop in no particular order unless you have chosen to specify a sort order. You have now entered the realm of **CHAOS!** What I’m going to show you is a unique way to create order out of the chaos.

## The “Smart” Solution

While I think everything I do is smart, that is not the reason why I have called this the smart solution. I am going to use something called **Smart folders** to organize my files. A smart folder is actually what I like to call a “live” search. Let me first explain what a smart folder is before we start to investigate how to use them to create order. The first thing you should know about a smart folder is that it is “virtual reality” in that the files and folders you see in a smart folder really aren’t there, they are somewhere on your computer and you don’t care where that is. If you double click on a file in a smart folder it opens the file from its original location and if you save it after making changes it saves it back to its original location. If you do a “Save as” or “Duplicate” it creates the new file in the same location as the original. One last warning, if you click on a file in a smart folder and move it to the trash you are *actually moving the original to the trash* and even stranger it will flicker and then reappear in the smart folder even though it is actually in the trash because it still meets the criteria for showing in that smart folder. I think any confusion will be cleared up as we learn to create and modify smart folders.

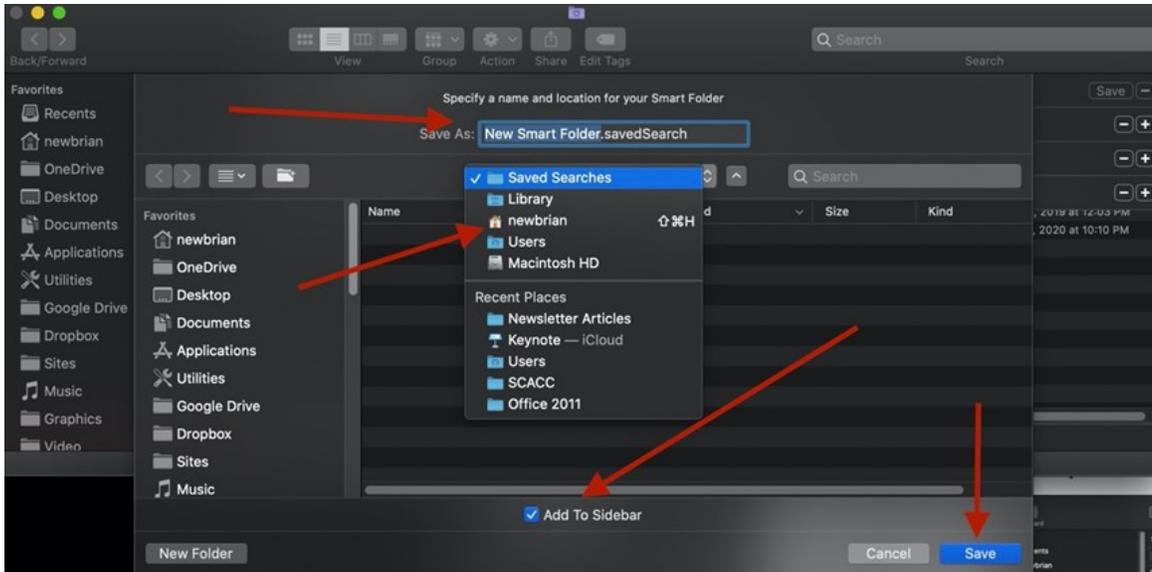
## How to Create a Smart Folder



The first step is to decide what it is you want to find with your new smart folder. Sorry folks, but this step is vital and extremely logical. Let me give you the example we will work with here so you understand what I mean. I use TurboTax to do mine and my son in law’s tax returns each year and I know that they are saved somewhere, but I don’t know or even care to know where that is, but I’m looking for each tax year’s returns. The second step is to ensure you are in the **Finder** which you can do by looking in the top left corner next to the Apple symbol and if it doesn’t already say “Finder” click on the desktop so that it changes to finder. Now you are going to click on the word “File” and select “New Smart Folder”. A finder window will open from which we are going to create our smart folder.



## File Chaos (continued)



Now it is time to save it so this folder is easily available. When you click the **Save** button you will notice several options that require some thought. First the name is highlighted so you simply need to type the

name you want to assign to this folder, in my case I will use 2019 Tax Documents. I am also going to change its location to *my home folder* instead of the difficult to access saved searches in the library. The last thing I will do before saving is to ensure that the **“Add to Sidebar”** box is **checked** so that it will show in the sidebar of any finder window I open.

You can later remove it from the sidebar simply by dragging it off which does not delete the folder but only removes it from the sidebar. After creating these smart folders for each of the last 7 years I could create one last smart folder named “All Tax Documents” with 2 name contains entries, “tax documents” and “saved searches” and I would have smart folders within a smart folder and I didn’t have to go searching for the documents, create folders and drag them to the new folders. One other point I haven’t touched on is that in fact these really are live searches so as you create new documents that fit the criteria, regardless of where they actually reside on your computer, they will show up in these smart folders so as you can see from chaos comes organization.

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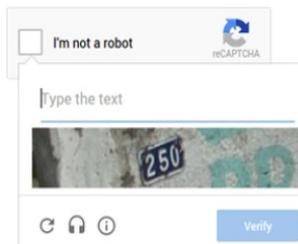
**PLEASED BE ADVISED:** We are aware of the issues the fax machine has been having since re-opening our club in Jul. Several members have complained to our monitors about the machine not working, but when one does so, one is only telling the monitors something they already know. *We cannot fix it; only the SCA HOA can do so*, as the issue is not with the machine itself, but instead with the line (or connection between our fax machine and the telephone line itself).

If you have issues with the fax machine, please fill out a **BLUE card** with as much information as you can. Blue cards can be obtained from the Fitness Desk monitors (but we will try to have some on hand in the computer club as a courtesy. If we are out, please get one from the Fitness Desk). Fill out the blue card as completely as you can e.g. date, time, number you are trying to fax to and the specific issue. For example: dials the number but does not go through, does not dial the number, dials an incorrect number, or anything else that occurs. Then **submit your blue card to the Fitness Desk monitor or drop it in the box near the check-in desk**. *Do not give it to our computer club monitors.*

We have made the HOA aware of the issue, but hearing from individual residents who depend on using the fax machine may better demonstrate the need to resolve it soonest. Thank you for your cooperation.

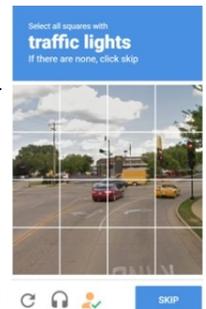
## Windows 10 - 10 and listening in...

We speak frequently about phishing scams aimed to deceive the user in order to steal one's identity or personal credentials. They can appear in unsolicited emails, texts, links that are embedded within emails, etc. And the most obvious ones are those that tend to have poor grammar and/or incorrect spelling. Then there are those that try to look like familiar websites, landing pages, etc. Be cautious and do not click on unfamiliar links (or even links from companies one is familiar with) if you suspect it may be a scam. Look at the URL address if you get an email purporting to be from a known site such as Amazon.com or one's banking institution. If there is any doubt, contact the company or financial institution directly and inquire if they sent an email to you. AND don't try to look up a company's support phone number online as that too may be a scam number.



As scammers get more inventive, we really need to be careful because they too are getting better. Lately, a scam has surfaced targeting Microsoft Office users. And to make things look more legitimate, the scammers are using "CAPTCHAS". You may be familiar with these as they are frequently used by real login pages all over the web and now scammers are hoping you will fall for them with

this latest Microsoft Office 365 scam. CAPTCHAs are those boxes that websites may use and one has to check things or input text /numbers to prove one is not a robot. It can include clicking on a picture that has signal lights, taxi cabs, busses, etc. in the overall picture presented. CAPTCHAs are designed to stop hackers and bots from using a website, so that is why hackers using them now is so ironic. Scammers are not trying to protect the page but instead make the user (victim) feel safe using something familiar to them. Again, taking advantage of those of us who are not that tech savvy. So beware!



Malicious Office documents are commonly used by hackers to steal passwords and to infect computers and are also used to hijack accounts in order to spread more malware. Menlo Security recently discovered a new trend using CAPTCHAs to make the phony logins look more realistic. They found it starts with a fake email asking the user (victim) to reset their Microsoft Office password. After clicking the link, the victim then must pass three separate CAPTCHAs before being asked to enter their Microsoft Office account information. Once the victim does this, the data is stolen. The use of CAPTCHAs may make automated security software checks harder to detect and that may be why hackers are starting to use them.

So what can you do? If you receive an email with a password reset link and you didn't request it yourself, be very careful. Hover over the link (without clicking on it) and check to see that it goes to an official website. If it goes anywhere else, ignore the message and delete it.

If you have a Microsoft Office account, you should only login through Microsoft.com, Office.com or the application itself. And this practice should also be applied to any of your social media sites and your other sensitive applications. Go directly to the site to log in rather than linking to it from somewhere else, especially if that somewhere else is an unsolicited email.

Lastly, to protect your login, one thing you can do is set up two-factor authentication. Even if a phishing scam somehow steals your password, they would need physical access to your smartphone to actually log in. And you'll most likely get an alert when someone tries to log into your account. If that happens, it is best to change your password immediately. A good rule to follow when you are unsure if an email link is legitimate or not is: when in doubt, don't. If you are unsure, just don't click on the link. Stay safe online.

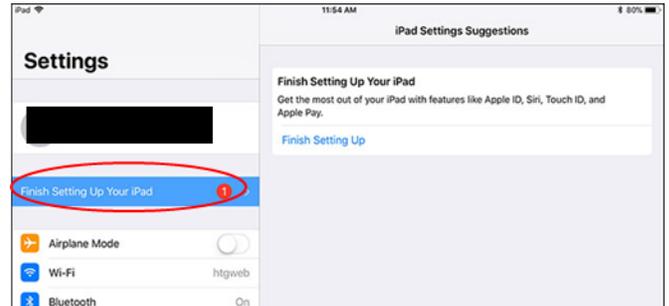
## Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves

**Q. I recently updated my iPad, which I frequently use. But I get this nagging notification to “set up my Apple Pay”. I don’t even use Apple Pay but the notification will not go away. What do I do?**

**A.** While many folks do use Apple Pay, we understand if you do not. You can disable the notification without disabling Apple Pay (in case you change your mind and want to use it later on). Here’s what you need to do:

1. You need to tap on “Set Up Apple Pay” or “Finish Setting Up”. You will then be presented with another screen.



Add cards to Apple Pay to send money to friends and make secure purchases in stores, in apps, and on the web.



2. Now then tap “Cancel” at the top OR “Set Up Later in Wallet” at the bottom. This will stop the notification without enabling Apple Pay. We hope this helps.

**Q. I read that “smart” TVs can actually spy on people. Is this actually true or am I being foolish to think this can happen?**

**A.** Unfortunately, smart TVs *can collect data about what one watches with a technology called automatic content recognition (ACR)*. Although one cannot stop all data collection without disconnecting the TV from the Internet, one can turn off ACR. The problem is each smart TV company uses a different name for ACR, so the controls are hard to find.

Hopefully the following may help, depending upon what TV you have:

**Vizio:** on older Vizio TVs that use Vizio Internet Apps (VIA) go to the TV’s **System > Reset & Admin > Smart Interactivity > Off**. On Vizio smart TVs that use SmartCast, go to **System > Reset & Admin > Viewing Data >** then toggle it to **Off**.

**Samsung:** on newer Samsung TVs go to the TV’s **Settings > Support >** scroll down to **Terms & Policies**. Here you can turn off **Viewing Information Services** (Samsung’s ACR technology), **Internet-based Advertising** (for personalized ad tracking) and **Voice Recognition Services**. On the older Samsung smart TVs, **Smart Hub** menu **> Settings > Support >** look for **Terms & Policy >** then disable **SyncPlus and Marketing**. You can disable **Voice Recognition Services** in this section, too. **\*\*Keep in mind that turning off your Samsung TV’s Voice Recognition Services will disable its voice commands.**

**LG’s TV** AR technology is part of its newer WebOS-powered smart TVs and is called **LivePlus**. To turn this off, go to **Settings > All Settings >** scroll down to **General >** scroll down to a setting called **LivePlus >** toggle it to **Off**. To limit other forms of data collection on your LG smart TV, go back to **Settings > All Settings >** scroll down to **General > About This TV > User Agreements >** toggle **Personalized Advertising** to **Off**.

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

that we made up ourselves (continued)

**Amazon Fire TV:** Amazon said that it does not use ACR to identify content on Fire TV Edition TVs, it can still collect data about the over-the-air channels that you watch and streaming apps that you use. To turn this off, go to your TV's **Settings > Applications >** then turn off "**Collect App and Over-the-Air Usage Data.**" You can also opt out of personalized ads by going to **Settings > Preferences >** scroll down to **Advertising ID** then turn **Internet-based Ads** off.

**Roku TV:** On Roku-powered smart TVs, you can turn off ACR by going to **Settings >** scroll down then select **Privacy > Smart TV Experience.** Next, uncheck "**Use Information for TV Inputs**" to disable ACR. Although this will stop your Roku TV from identifying your content on the pixel level, Roku can still collect data about the Roku TV streaming channels you've installed and use. To prevent personalized ads on your Roku profile, go to **Settings > Privacy > Advertising** then check "**Limit ad tracking.**" \*\*This setting is also available on Roku streaming gadgets.

If you use an iPhone, iPad or iPod Touch you can also limit tracking. Go to **Settings > Privacy > Advertising >** Toggle "**Limit Ad Tracking**" to **On.** You can also reset your **Advertising Identifier** in this section to unlink any previous data associated with your ID.

If you have an Android phone, you can go to **Settings > Google > Ads >** toggle "**Opt out of Ads Personalization**" to **On.** Similar to iOS gadgets you can also reset your gadget's **advertising ID** in this page.

**Q. *My neighbor told me that she received a call from the government to improve her Medicare Plan and asked if I did also. Does the government really call us to improve our plans so we can save money?***

**A. Absolutely NOT!** Please do not be fooled. Now is the season one can change their Medicare coverage and/or plans. Scammers will call or leave a message claiming to be from the government, promising to enroll you in a better plan. They ask for your Medicare ID or social security number and if you provide it, you are at a major risk for identity theft. They may scare you by telling you your information has to be updated or your coverage will end. Do not fall for that. Watch out for these RED flags:

- **Watch out for calls out of the blue.** People representing Medicare or ACA plans don't contact you by phone unless you're already enrolled. And even then, they will never demand payment over the phone or threaten you.
- **Refuse any gifts in exchange for personal information.** Medicare or ACA callers will never offer you incentives to share personal data.
- **Beware of dishonest brokers who offer "free health screenings."** Real ACA or Medicare representatives will not offer this.

**Never share your government-issued numbers.** Only enroll or re-enroll in Medicare at [Medicare.gov](https://www.medicare.gov) or with an ACA plan at [Healthcare.gov](https://www.healthcare.gov).

**If you fall for the scam:**

- \* Report the scam to the FTC by calling 844-330-2020 or on its website at [ftccomplaintassistant.gov](https://www.ftccomplaintassistant.gov).
- \* Submit a complaint to the FBI's fraud tip line at [justice.gov/criminal-fraud](https://www.justice.gov/criminal-fraud).
- \* If you or another victim you know is a senior, report the crime to National Elder Fraud Hotline at <https://stopelderfraud.ovc.ojp.gov/>.