



SCA Computer Club notes

Classes for the Month of Mar

Leap Year



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.**

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 mem-*

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

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.

Photoshop Elements: 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.

Photoshop CC Classes 3 & 4: The objective of **Class 3** is layers and layer masking, object selections and select and mask to perform local photo adjustments. **Class 4** will focus on sharpening, focus stack, HDR stack, synthetic HDR, photo merge NIK Software, Luminosity Masking: TK Basic V6 panel & V7 panel. **Prerequisites:** *Class 1 & 2. Classes MUST be taken in succession.*

Plustek Slide Scanner: This is a demonstration class on using the Club's Plustek scanner with the VueScan software to make high quality scans of 35 mm slides and negatives. VueScan enables one to make a number of image enhancements during the actual scanning process. Techniques for successful scanning, editing and organization of image files will also be covered. **Prerequisites:** Some experience using a photo editing program such as *Photoshop Elements in succession*.

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 Avoiding Spam and phishing schemes will be explained. **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.*

Monitor Refresher Training: Refresher course for current Monitors. Keep abreast of changes and current club policies. What issues are other monitors having? Learn how to solve them. Learn who to contact when equipment fails. **All monitors are required to attend one monitor refresher session every twelve (12) months to stay abreast of policy, operational changes in our Club and remain in good standing.**

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.

The **Photography User Group** will meet on **Monday, Mar 9 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, the **Apple User Group** will 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 14 from 10 AM- noon** and see if this is the group you have been looking to join.

The **Photoshop Elements SIG** will meet on **Fri, Mar 27 from 9:30- 11:30 AM**. We cover topics that build upon skills learned in the basic Photoshop Elements class and participants can get help with Photoshop Elements related problems.

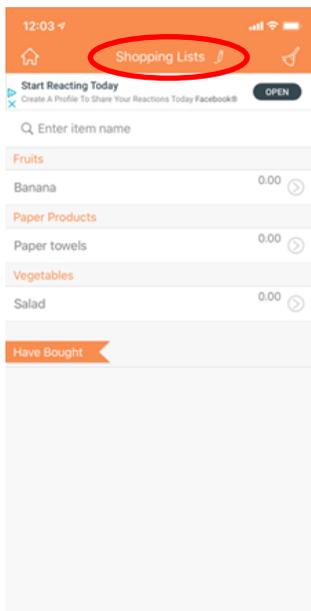
Computer Talk meets **weekly from 9 –10 AM every Thursday** and is designed as a “question and answer” session. Can't figure out how to do something? Anyone can ask anything computer related. Do you have a question regarding a specific product or application? Bring your questions and join the discussion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

Apple Watch – Interesting Apps I Use

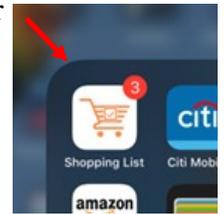
By Brian Corr

These are some apps I use that are very specific to me but should peak your interest in what your Apple Watch can do for you. I offer these only as examples and not as product endorsements. I've picked 4 apps on my Apple Watch that have proved extremely useful.

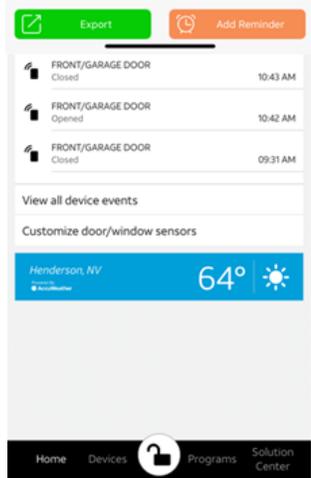
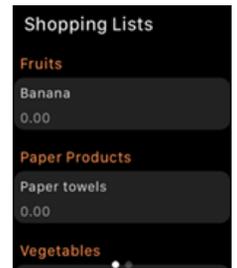
Each week I walk around the house making a shopping list of groceries and household items that I need to purchase on my Saturday shopping run. I use an app on my iPhone which has a corresponding app for my Apple Watch, it is called "**Best Shopping Lists: To-do List**" but, looking at the App Store, I find many



similar apps that have the annotation that they include an Apple Watch app. On my iPhone I touch the **Shopping List** app and open to a screen that allows me to make a new shopping list. You can actually create several lists for the different stores you may frequent but I have found it most useful to have only one list. You simply type in, or search for the items you need to include on the list. You enter new items by either searching and then accepting the item, or you can type it in if it is not already in the list of remembered items. You can also specify the department it is in to help you organize your shopping trip. Once you arrive at the store you simply press the crown on your Apple Watch and select the "**Best Shopping**" app and your list or lists appear on the face.

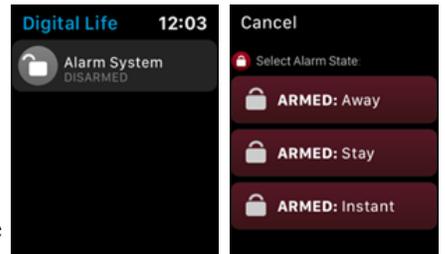


Simply touch each item as you put it in the cart and it clears the screen when you have completed your shopping trip. By the way, the app actually lets you enter prices which remain tied to the item when you create your list next week and cringe at the price increase as you do your shopping, sorry!



The next Apple Watch app that I find useful is my *Home Alarm* app. Again you have quite a selection based on the alarm you have in your home. In my case, I

have an AT&T alarm so my iPhone app is the **AT&T Digital Life** app and it has a corresponding Apple Watch app which is automatically loaded onto your Apple Watch if you have selected to automatically install apps. The app on my iPhone gives quite a bit of detail on the history of sensor and arming/

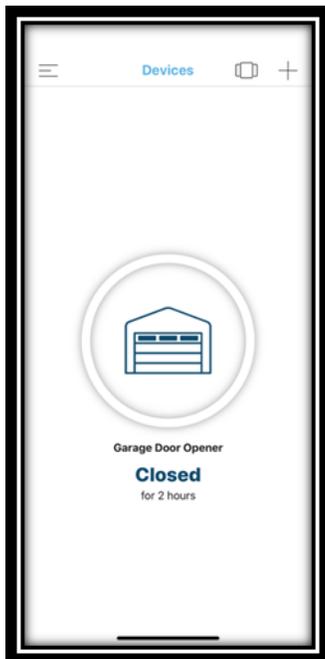


disarming events.

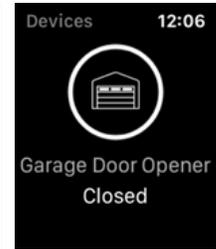
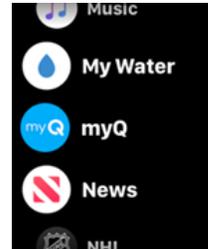
On my watch I simply press the crown and select the app on my watch and it opens to a page that shows the current status of my alarm. If I then touch the Alarm System line on the face of the watch it takes me to the options for arming my alarm. If the alarm is armed it will take you to a screen to allow you to disarm the system. How many times have you gone down the street and suddenly pause because you can't remember if you armed the house?

Apple Watch – Interesting Apps I Use

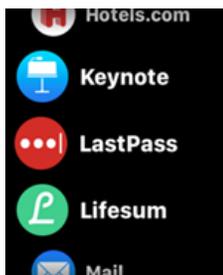
By Brian Corr (continued)



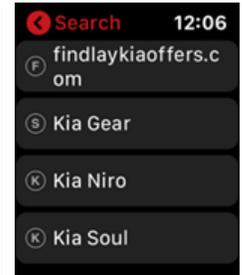
The next app is another one related to leaving and returning to your house, it is my *Garage Door app*. I have a Chamberlain opener which has built in internet access but you can also purchase a device to add on to your Chamberlain control unit in the garage to give you this capability. You then need to download the app for your iPhone and you will see a note that states there is a corresponding Apple Watch app. Again, this will be automatically installed on your watch. The iPhone app will give you information about the current status of your garage door and also allow you to open or close the door with the touch of a button on the display. The Apple Watch app is called *myQ* and you access it again by simply pressing the crown on the watch and touching the app. The watch app will show you the current status of the door and allow you to either open or close the garage door with a touch of the corresponding on screen button. If you are closing the door it will actually make a loud beeping sound for several seconds to warn anyone in the vicinity that the door is about to be closed so they don't get in the way.



The last convenient app I have on my iPhone and Apple Watch is *LastPass*, my password manager



program. It does require me to be logged into my LastPass account on my iPhone but then will provide me with my password for any account I've saved in my LastPass vault. I simply choose the app by clicking on the watch crown and then touching the app and I am brought to a screen that allows me to enter a new password item or search my current list and when I touch the site I want it shows me the login information.



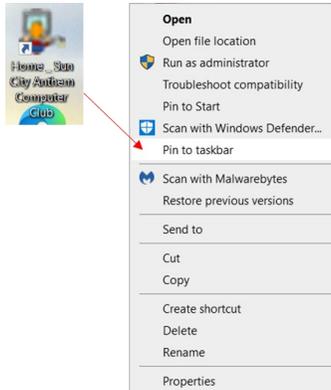
I hope you found some of the information in this article useful. As I discover more ways to use the Apple Watch to make my life easier I will pass them along here, in our monthly newsletter.

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- Did you know that on March 15, 1985, Symbolics.com was the first ever domain name to be registered? And there were only six (6) domains registered that year. The Internet has grown and today, there are over three hundred million registered Internet domains.
 - What was the Michelangelo virus? It was considered to be the first malware scare that introduced the public to viruses. On Mar 6, 1982 the virus, named because it was released on Michelangelo's birthday, was a boot sector virus that was capable of rewriting critical data on the boot disk. Projected it would affect millions of computers, only a few thousand were affected. Although the creator was never identified it raised awareness and the need for computer security.
 - The World Wide Web turns 31 this year, born March 12, 1989 when Time Berners-Lee made his first proposal for a data-sharing service. Making the first successful transfer between a HTTP client and a server eight months later, this innovation grew to allow global communication instantly as we know it today.

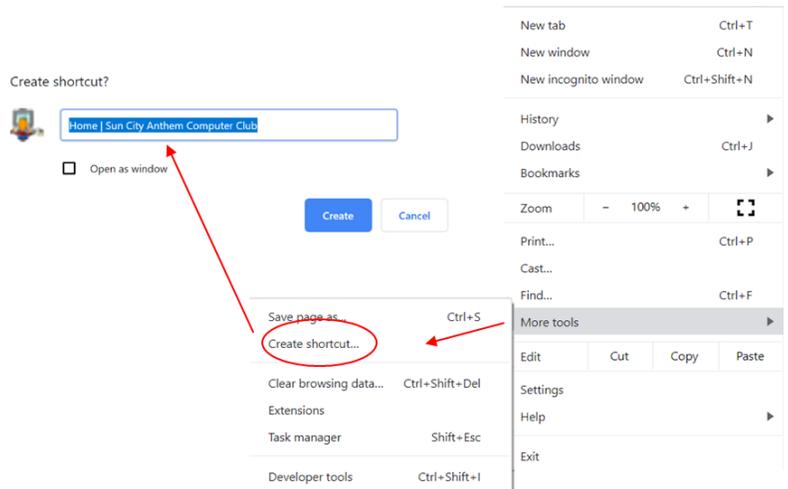
Pin your favorite browser to your Task Bar

Have you ever wanted to pin a website to your Taskbar (or Start Menu) to make it easier to find when you want it? If so, here are some tips on how to do so with the different browsers.

If you use **Chrome**, first go to the website you want to pin. In the upper right-hand corner, you will see three (3) vertical dots. Hover over "More Tools", then select "Create Shortcut". You can rename the shortcut (we are using our Club website in this example) then click

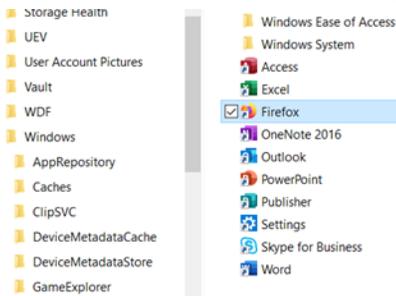


"Create". This places an icon on your Windows desktop. Now go to your desktop and now *right-click* on the icon and select either "Pin to Taskbar" or "Pin to Start". You can now delete the shortcut from your desktop.



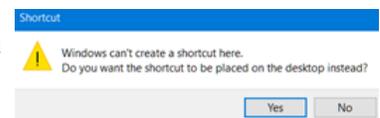
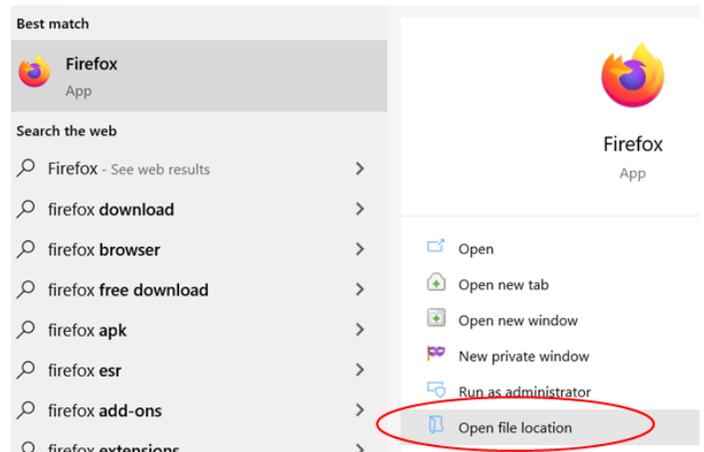
If you use **Firefox**,

Type "Firefox" into the search box next to your Start Menu icon. From the right side, select "Open File Location". (If you don't see it, click the down arrowhead to display more options).



When File Explorer displays, *right-click* on Firefox and select

"Create Shortcut". You should see a prompt that indicates "Windows can't create a shortcut here. Do you want the shortcut to be placed on the desktop instead?"



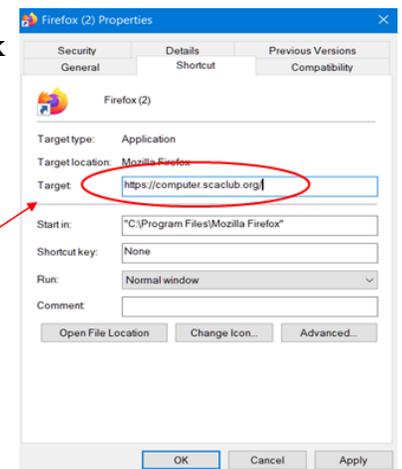
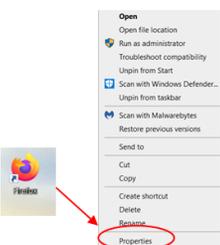
Click "yes".

Now, go to your desktop and *right-click* the new Firefox icon. Select "Properties". In the "Target" field, insert the full URL of the website you want to pin (after the quotation mark). In this example,

to pin our Club website, it would look like this:

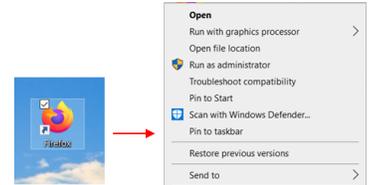
<https://computer.scaclub.org>

Then select "OK".

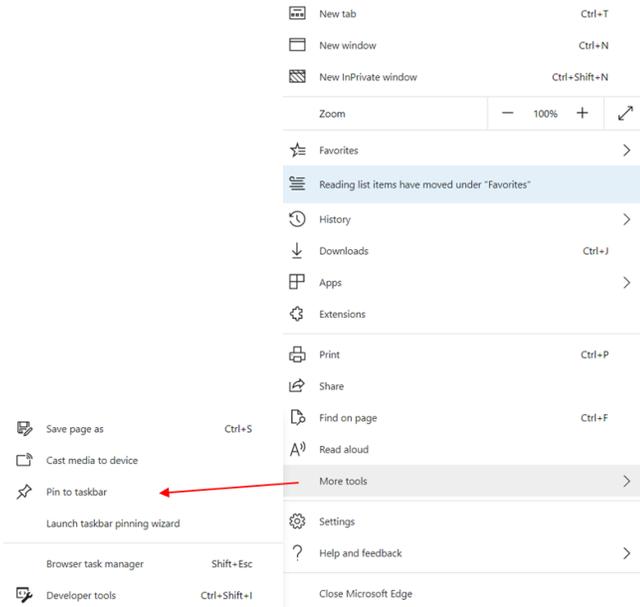


Pin you favorite browser to your Task Bar (continued)

Lastly, from your desktop, *right-click* on the shortcut you created and select either “Pin to Start” or “Pin to Taskbar”. You can then delete the shortcut on your desktop.



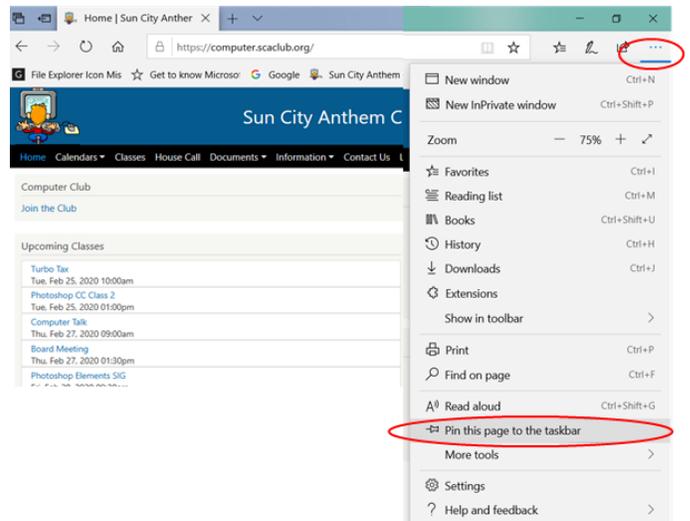
If you are using the **NEW Edge browser**,



it works like Chrome. Open the “Settings and More” (click on the three (3) dots in the top right-hand corner of the browser). Hover over “More tools” and then select “Pin to Taskbar”.

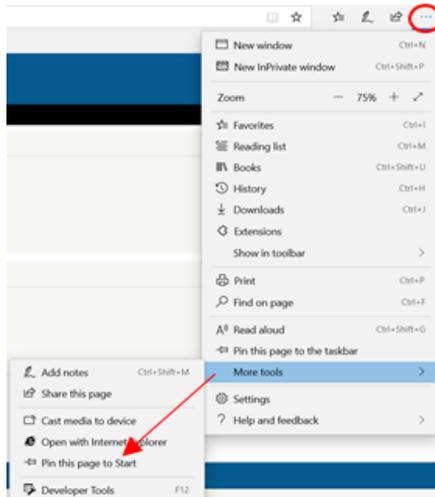
A new feature of the New Edge browser has a “Launch Taskbar Pinning Wizard” which guides you through a short menu to pin the most popular websites and Microsoft pages to your taskbar while using the NEW Edge browser.

If you are using the **Classic Edge browser**, (the original one that came with Windows 10), You pin pages to the Taskbar and Start menu the way you always have. Go to the website you want to pin and click the three (3) dots in the top *right-hand* corner of the browser. Click on “Pin this page to the taskbar”.



Or go to the website you want to pin to the Start Menu and click the three (3) dots in the top *right-hand* corner of the browser. Click on “More tools”, then click on “Pin This Page to Start”.

Whatever browser you use, if you pin it to your Taskbar (or Start Menu) you should be able to find it easily every time you want to use it.



Windows 10 - 10 and listening in...



What is a **PUP**? That is the term for a *potentially unwanted program*, such as adware, trackers, browser toolbars, etc. and other junk you don't want on your PC. In the **NEW Edge browser**, it is referred to as Crapware and the new browser gives one the ability to block crapware...**IF** one knows how to do so. You see, the crapware blocker IS NOT enabled by default in the new Edge browser. Even though Edge (and Chrome, Firefox and other browsers) already block potentially dangerous downloads, this new option in the new Edge browser goes further to block junk. Here is where one can change one's settings to enable it.

In the New Edge browser, click on the three dots in the top right-hand corner of the browser. Click on "**Settings**". Now click on "**Privacy and services**". Scroll down to the bottom of the list and under "**Services**" use the toggle to enable "**Block potentially unwanted apps**". If you don't see this, then you probably are not yet using the new Microsoft Edge 80. (To see what version of the new Microsoft Edge you have, click *the three dots (Settings & more or (Alt + F)) > Help & Feedback > About Microsoft Edge*). It will tell you if your version is up to date. The new version as of this writing is Version 80.0.361.02 (Official build) (64-bit).

The new Edge Browser is scheduled to be pushed automatically with the Windows 10 Spring Update (around Apr/May). The new browser is currently an optional update that one has to manually download if one wants to use it now.

DO NOT GET CAUGHT trying to update from an **email link**. Microsoft routinely releases patches and updates for Windows 10 and we remind you to keep your system updated. BUT Microsoft **DOES NOT** announce its updates via email. The latest SCAM involves a malicious email with the subject like "Install Latest Microsoft Update now!" Or "Critical Microsoft Windows Update!" If you get such an email, **delete it immediately**. Do not even open it. It is through such emails that one gets infected with ransomware, trackers, malware, etc. Be smart and don't fall for scams such as these.

Ever wonder if there are keyboard shortcuts using combination keys, e.g. the windows key + another letter key? Well of course there are. We have talked about some of them in previous newsletters, like the *Windows key* + the *letter I* which opens Settings. Want to know some more?

Windows + A opens the Action Center

Windows + E opens File Explorer

Windows + H opens the Dictation bar. You might have to go to Settings and turn on the online speech recognition to use it first.

Windows + M minimizes all of your windows that you have open.

Windows + U opens the Ease of Access Center where you can make your text bigger, make everything bigger, change the brightness of your display or use night light, change your cursor & pointer, turn your magnifier on and much more.

Windows + the + or - key will zoom using the magnifier.

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

that we made up ourselves

Q. I recently joined the Computer Club. I use both a Windows PC and an iPad, as well as an Android phone. I see on the calendar that classes are offered but sometimes I have a question or two on how to do something, or where to find a setting on one of my devices. Whom do you advise I contact when these things come up?

A. First, welcome to our Club. We have a lot of resources available, e.g. classes, a House Call Volunteer Programs, User Groups, etc. If you haven't already attended the New Member Orientation, it would be a good place to start. The orientation may answer a lot of your questions as well as inform you as to all of your benefits as a member. Additionally, we have *Computer Talk*, which meets every Thursday morning at 9 am in the Classroom. This is an open group with a question and answer format where anyone can ask a question about anything computer related and hopefully someone can provide an answer. There is also an *Apple User Group* that meets once a month. In Mar, it will meet on Saturday, Mar 14 from 10 am-noon. While there may be selected topics discussed, they also allow questions which may provide solutions for Apple products/issues. Lastly, try "googling" your issue, e.g. search Google. Many times you will find that others have the same issue and a solution may be available on line via a YouTube video or a written article.

Q. Will the Computer Club shut-down during the parking lot renovation?

A. As far as we know, the parking lot renovation will NOT require us to shut down. However, parking will only be available on the West side (once they begin renovation of the East side) so one will have a little longer walk from the parking lot to the Computer Club. If you are enrolled in a class, please give yourself extra time to park and get to the club before your scheduled class time. The projected timeframe for renovation of the East side is Mar 23– May 1st.

Q. I want to buy a new device, e.g. computer, iPad, laptop, etc. but I don't want to spend a lot of money because 1) I have a limited income and 2) I only plan to use it for emails, reading news and maybe shopping online. What is better, a Windows PC, an iPad or MacBook or ???

A. Good question! While we do not make specific recommendations, we can suggest you attend our *Buying a Computer* class, scheduled for Wednesday, Mar 12 at 1:00 pm in the Classroom. This class is geared to help you consider what might best fit your needs. From what you have already indicated, perhaps a Chromebook may work for you. At our last General Membership Meeting, our guest speaker touched on the use of Chromebooks in the education sector. It allows one to surf the web, e.g. connect and browse the Internet, send and receive emails, stream videos, work on documents online, etc. They come with the Google Chrome operating system (OS) installed and although they are more restrictive to the apps they can run, it may be more affordable option than other devices. Enrolling in the class may be the best option for you to learn about the pros and cons of the various devices and assist you in making your decision.