

SCA Computer Club notes

Classes for the Month of Jan



Happy New 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.**

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.

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.

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.**

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.



Contact Us

Please select the appropriate contact: *

- Help
- Auction
- Education
- Election
- Newsletter
- President
- Treasurer
- Monitor: Incident
- Monitor: Notes
- Monitor: Printer Supplies and Issues
- Website feedback

Next

We are still looking for Instructors for 2021. If you are willing to teach a class, please contact us through the website. Click on the “Contact Us” tab from the main menu, then select “Education” and hit “Next” to send us an email.

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 *Photography User Group* will meet on **Monday, Jan 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.

If you are an Apple user, the *Apple Talk* 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, Jan 9 from 10 AM - noon** and see if this is the group you have been looking to join.

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.

Congratulations to our Club’s newly elected Officers and Directors for 2021

President: Nancy Ward

Vice President: Woody Parks

Secretary: Linda Norton

Treasurer: Rich Blotner

Assistant Treasurer: Tom Strange

Directors: Warren Begas, Brian Corr, Jerry Peterson, Tony Ptak and Bernie Thompson

Feel free to contact any of the above listed Board members regarding our computer club operations. The Board meets on the last Thursday of each month at 1:30 pm in the Computer Classroom. The meetings are open to any member in good standing to listen to the Board members as they conduct club business. A member comment period is available at the end of each meeting for members to address the Board with comments, concerns, recommendations, etc.

The Board thanks all of our Club volunteers for your continued support. Without all of you, our Club would not exist. We are the largest club in SCA and offer a variety of services for our members. We will continue that effort in 2021. Make a new year’s resolution to get more involved in your club. Become a monitor or an instructor or submit an article for the monthly newsletters. Sign up for a class or a user group meeting. Renew your membership or just come in to use the computers. **And don’t forget to wear a mask!**

2020... A Year in Review

2020 was a most unique year for us here in Sun City Anthem. As a result of the Covid-19 virus, we had to shut down from Mar through the beginning of Jul and when we re-opened, we did so in concert with the restrictions imposed upon us by our Governor. These included the wearing of masks and observing social distancing. Your Board took steps to ensure limiting the number of available computers for use so as to maintain adequate distancing between members. The HOA provided us with sanitizing wipes to use on the mice and keyboards, sanitizing gel for our hands (located just outside of our entrance) and a plexi-glass shield for our monitor's desk. We had to reduce our hours of operation, but our volunteer monitors remained dedicated so that we could continue providing services to our membership.

As we enter 2021, we will continue to observe the directives regarding safe practices until such time as our Governor directs otherwise. Please continue to stay home if you are not feeling well and be sure to wear a mask (covering both your nose and mouth) at all times inside of our Computer lab and classroom. In case you missed one of our monthly newsletters this past year, here are the general articles and topics. One can find the archived newsletters on our website at: <https://computer.scaclub.org> Click on the *Home tab*> *Documents*> *Newsletters*. Select "View" for the month you want to read.

To see precious years, click on *Previous*, then select the "View" for the month you want to read. Our archive goes back until Sep 2014. Articles in our newsletters are written by our newsletter editors, Preston and Nancy Ward, unless otherwise attributed to contributing authors. Brian Corr regularly contributes by authoring the Apple articles. We have also had articles submitted from other club members. If you would like to submit an article for the Newsletter, let us know. Select "Contact Us" from the website's main heading tabs, then select "Newsletter". You can also send in your questions for the FAQs there. These were the main topics covered in 2020.

Jan: Recycling electronics and computers, Windows 7 End of Support

Feb: Apple Watch, Schlayer Trojan

Mar: Apple Watch-Interesting Apps, Pinning browsers to your Task Bar, Keyboard shortcuts

Apr: Changing the Mac Home Page, Henderson Library services, Services online for reading books, watching movies, etc., Internet slang, Netflix Party

May: Audiobook, TV and movie sources, Macintosh Finder Basics, Forwarding email from one account to another, Microsoft OneDrive

Jun: Be Safe Online, Quick Fixes for Common Problems, Clipboard in Windows 10, Unsend email in Gmail, Windows Defender Antivirus, Fleeceware, Browsers

Jul: Apple's Big News, Facebook bulk-delete tool, Featured Snippet boxes

Aug: Digital Tracking, Protecting your Android Phone, Adding a Second Monitor

Sep: What is a Personal Mailbox?, Covid Trace App, Phishing emails from Netfilx, Microsoft 365 Family, Specific Windows settings

Oct: Flash is Dead!, Video Conferencing, New Microsoft Edge browser, Automatically delete unwanted emails in Gmail

Nov: File Chaos, turn off ACR, Medicare phishing scams

Dec: Scams affecting Seniors, delete Google search history

Zooming into 2021

By Brian Corr

As the Computer Club moves more and more to online courses our scheduling, signup and class conduct procedures need to be updated to match. Going forward there will be three (3) ways to conduct courses and the method used in each case will be dependent on the specific requirements of the course.

1. Courses that require interactive instruction in a uniform environment will require the use of the classroom computers and will be conducted only in the classroom.

2. Those classes that are lecture or demonstration driven without the requirement for hands-on computer use may be conducted strictly as remote classes and instructors may use the teacher's computer in the classroom or their home computer to conduct the class.

3. The third type of class and the one that expands significantly our potential audience is the combined remote and in-person attendance class. This class offers members who may have difficulty getting to the classroom with the at-home option to attend these classroom classes.

Scheduling Procedures

The first step in scheduling a class is for the instructor to determine which of the three (3) models the class fits based on the criteria above and restrictions like we have now on number of people allowed in the facility and the requirement for social distancing. The instructor will specify the number of in-person "Students", the number of from home "Students (Zoom)", and the choice of which will be considered primary which indicates the default for members who enroll in the class.

Student Sign-up Procedures

When a student clicks on the class in the class schedule they will see the Enroll button as always but when they select "Enroll" it will give the option of enrolling as "Student" or "Student (Zoom)" or it will give both options indicating that it is a combined class. *This selection is important* and the student *must attend* in the method selected as the limit on the number of each type of student was intentionally set by the instructor for a valid reason. If a student signs up for one type of attendance and wishes to change that selection they must "Drop" the class and then "Enroll" in the class in the desired method. It is still very important that students enroll online and drop the class if they determine that they can't take the class so we don't lock out other members who may wish to take the class.

Class Sign-in Procedures

The procedures for students attending classes in person remains the same; you must show up at least ten (10) minutes prior to the class and scan in with your Anthem ID card at the front of the classroom. The system does not allow scanning in before 20 minutes prior to the class. **For students attending via Zoom**, you will be sent an email with the link to click on to enter the Zoom session. Because instructors will be manually marking students present who are attending via Zoom, *students must click on the link prior to ten (10) minutes before class or they may not be allowed to attend.* Students have the option of using the Zoom app on their computer or device or attending using their browser. *There are some limits on which browsers are supported by Zoom so you may be required to install an alternative browser to the one you usually use.* The experience using the Zoom app is a little easier as it takes into account the security requirements on your computer for use of the camera and microphone. Students will be placed in a waiting room while the instructor marks them present and then admits them into the main room for the class.

Zooming into 2021 (continued)

Class Conduct

Once everyone who is attending is marked present, the Instructor will give instructions on how the class will be conducted including, unmuting the microphone to be heard and hand raising using either the built-in option to display an icon when a student wishes to be heard or physically raising their hand so the instructor sees it in their video. The Instructor will also describe how to share your screen (if that will be an option in the class). While this all seems a little complicated, with practice it will become second nature. So that members can become familiar with Zoom and its capabilities I have included a link to the Zoom training videos. You can actually attend training sessions using Zoom at their site. Better to learn prior to class but it is simple enough that training may not be necessary.

Come Zoom with us!

<https://support.zoom.us/hc/en-us/articles/206175806>

The **Photography User Group** meets on the 2nd Monday of each month from 1-3 pm. They have been meeting via Zoom. If you would like to join them, sign-up via the class schedule and you will be emailed a link for the meeting. At December's meeting, Rick led a new segment, "Time to Shine" that highlighted beautiful photographs. Members submitted the photos and then briefly spoke about where, when and why they were taken. Submit your photo for Jan's meeting to Rbold1@aol.com

Susan led Photo Share and the monthly topic was "Architecture". Members submitted several great interpretations of architecture, including a bird's version of its home! January's Photo Share theme is "Rocks". We are looking for photos taken between our December 2020 and January 2021 meetings. Send your photos to Susan at susanbarcomb91@gmail.com

Mort led the Photo Talk segment. Photo enhancing was discussed for several photos, and helpful recommendations and suggestions were shared. The purpose of this segment is not only for specific beginning to intermediate photographers to learn photo enhancing skills, but for all of us to learn to think "outside the box" when using our total photography experience, whether using a smart phone, point and shoot, or a DSLR camera. Send your photos to Mort at mjsconst35@gmail.com

Mitch talked with us about the photos we shared, asking each of us to explain why we photographed our subject, and what story we wanted to tell with the photo. By discussing these questions, we were reminded of things we should take into consideration when choosing a subject to photograph.

January's meeting will be on Monday, Jan 11 from 1-3 pm via Zoom. Ary Mirochnik will present how to video activities with a smart phone. If you would like to attend, please enroll via the website calendar at: <https://computer.scaclub.org>

A one-hour follow-up discussion Zoom meeting will be held on Wednesday, Jan 13th from 1-2 pm. This meeting does NOT require Computer Club registration. To participate in the follow-up discussion, contact Pat via email at: scaphotogroup@gmail.com and let her know you want to participate. ***As always, everyone who is a member in good standing with the SCA Computer Club is welcome to attend our Zoom meetings.***

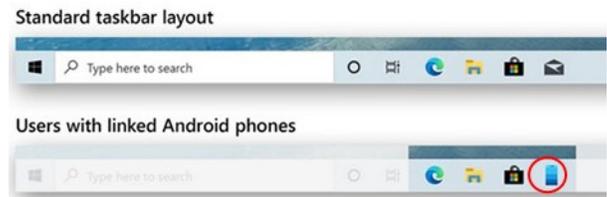
Windows 10 - 10 and listening in...



For Windows users, by now you most likely have the Windows 10 20H2, Oct 2020 update or have seen the notification on your device indicating that the “Feature update to Windows 10, version 20H2” is available for manual download. It started rolling out on Oct 20th and was the 10th update since the original release and the 2nd semi-annual update for 2020. To refresh one’s memory, Microsoft started using a “major” and “minor” schedule, meaning that in 2020, the Windows 10 2004 was the “major” update and the Windows 10 20H2 is the “minor” update. Windows 10 20H2 is a cumulative update with fixes, improvements and a small set of features. It is also an optional update, meaning that it isn’t required to be installed and is only available for devices running Windows 10 1903 or higher.

So what’s new in this minor update? Well, not a whole lot. The Start menu design was updated so that the tiles match the menu color scheme, making it easier for some to scan and find an app more quickly. In addition to just the light and dark modes (introduced earlier) one has the option of customizing colors (but to do so, one must first enable the dark mode and then select the desired color).

If you are an Android phone user and you link your phone to your computer, you’ll be able to see the “Your Phone” app pinned in the task bar. But this is ONLY available for new account creations or first logon scenarios. If you have an existing account you won’t be able to see this.



For those who are concerned with their refresh rate on their display, one can now make changes. The refresh rates that appear depend on your display and what it supports. Select laptops and external displays will support higher refresh rates, which will also use more power (but may offer smoother motion).

The About settings page now allows you to copy your device information. Although not available previously, one could simply take a screen shot or “snip it” to get that information. Not sure who this actually helps? And the Windows Security status is no longer there either. But there is a link to it; just click on **“See details in Windows Security”** and it will take you there.

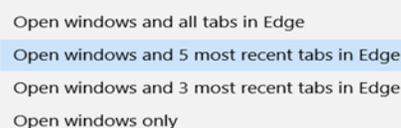
Open tabs in Microsoft Edge will now appear in the App Switcher (Alt + Tab) shortcut and you can adjust the number of tabs to show all, the last three (or five) tabs or even disable this feature altogether. Go to Settings> System> Multitasking then find Alt + Tab and use the drop-down arrow to see the available options.

Alt + Tab

Pressing Alt + Tab shows



Alt + Tab



Again, nothing significant. If you already have Windows 10 2004 installed, then the 20H2 update will be relatively quick, as both versions share a common core file and the features and improvements may already be deployed (sitting in an inactive update on your device) until you decide to update.

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

If you currently have an older version (e.g. 1909) then full reinstallation is required to version 2004 before 20H2 can be applied. Devices nearing end of service will upgrade automatically and it is always a good idea to keep your system up to date although some users choose to pause their updates for up to 35 days.

Lastly, you might wonder why Microsoft chose to name this latest update 20H2. It is changing the versioning scheme from year and month, to year and half one or two, of the year scheme. So the Oct 2020 Update is version 20H2 because it is being released in the second half of 2020. Using this new versioning scheme, the next version is expected to be 21H1 (since the release is expected to be during the first half of 2021). And now you know.

Did you get an Amazon Echo for Christmas? This handy device instantly provides music, information, makes phone calls, etc. Want to know today's weather forecast or what time it is or what time a store opens or how to make an afternoon cocktail? Just ask. But be careful because Amazon stores an audio recording of every voice command you issue (and not just in the device, but on Amazon's servers).

So why do you think Alexa does this? Well, it wants to learn how to communicate with you and learn your style of speaking in order to better understand you. It is a machine and learns your speech patterns, vocabulary, personal preferences, etc. Alexa is activated whenever it hears one of its wake words, e.g. Alexa, Amazon, Computer or Echo. When you assign one of those words to your device and say it, the outer ring at the top will glow blue, letting you know it is ready for a command. But according to Amazon, a fraction of a second of audio before the wake word is stored along with each recording. For example, if you are conversing with someone and say "Oh, have you heard the version of Jingle Bells played by the Chipmunks? Alexa, play Jingle Bells by the Chipmunks." Alexa may keep the words "by the Chipmunks".

Did you know that you can access all of your recordings and listen to each command you've ever given since setting up your device? Via the Alexa app, one can review the voice log and you might be surprised at how much has been recorded. To review an old recording, go to the Alexa app and visit the History section of the Settings menu tap on an entry you want to review then tap the Play icon to listen to it.

You can also delete the recordings by opening the Alexa app and going to Settings. Select Alexa Privacy and then Review Voice History. Here you can delete recordings. You can filter them by date and/or by device (if you have more than one device).

You can also select Manage Your Alexa Data and go through the options there which allow you to choose how long to save recordings or don't save any at all. Another more time consuming way to control what Alexa hears and records is to simply turn off its microphone. The microphone always stays on so it can respond when you need it, but you can turn it off by holding down the microphone button at the top of the speaker until it turns red. When you want to use it again, simply press the same button until it turns blue and you can now talk to it again.

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

that we made up ourselves

Q. *I got a new Chromebook and my son asked me how much RAM it had. He said that Chromebooks don't need as much RAM as other computers running Windows 10 or macOS. What is RAM and how to I find out how much I have?*

A. First, RAM stands for random access memory and it is where computers store its short term memory. For example, when you do something on your device like open a document, it requires access to the data contained in that file. If you click save, the latest copy of that file is saved to the hard drive in long-term storage. But while you are working in that file, the most recent data is stored in RAM for quicker access. This applies to spreadsheets, web pages, etc. as well. RAM also stores program and operating system (OS) files to keep things running quickly and smoothly, especially when you have multiple tabs open. Once you are done with the files or you shut down your device, the information in RAM is gone. To find out how much RAM you have on your Chromebook, check you manual for specifications. Or on your Chromebook, go to your Chrome web browser and type "chrome://system" in the address bar (without the quotation marks). This should take you to the built-in Chrome OS "About System" page. Look for "meminfo" and then click on Expand. Here you will see the Memory Total (MemTotal) and the Memory Available (MemAvailable) in kilobytes (KB). If you put a decimal point after the first number, it roughly translates to gigabytes (GB). For example, if your MemTotal show 3936826 KB, then is about 3.9 GB RAM. There are apps that can also tell you how much RAM your Chromebook has and one such app is found in the Chrome Web Store. Check out "Cog -System Info Viewer", which is easy to understand. Many Chromebooks are used for web browsing, email, social networking, etc. and tasks that don't require a lot of RAM. When they first came out, 4 GB of RAM was pretty standard, but newer Chromebooks may now have 8 GB or even 16 GB of RAM, but the higher the RAM, the pricier the Chromebook.

Q. *I find as I get more mature, my eyes are not quite like they used to be. Sometimes I find myself squinting to read an email or an article, especially if I have been on the computer for hours. Is there an easy way to enlarge the print of what I am reading. BTW, I am using PC running Windows 10.*

A. Great question! Many folks are experiencing the same issues as they mature and enlarging the print is easy to do in Windows 10. Go to Start> Settings> Ease of Access and Display. Here you can make the text larger by dragging the slider to the right until you have the size you want. Then be sure to click the Apply button to save it. You can also make EVERYTHING bigger. Use the drop down arrow under "Change the size of apps and text on the main display" and choose from 100% up to 225%.

Q. *How do I know when the Computer Club is open or not? I came up to use it and it was closed.* **A.**

The Computer Club is **scheduled** to be open six (6) days a week and the days/times are posted on our website. However, to be open, a monitor must be on duty. All monitors are *computer club members* who *volunteer* their time to staff a shift. Shifts are from 9am - 12:15pm and 12:15 pm - 3:30 pm. If no one volunteers for a particular shift on any given day, the club remains closed. Any member can check the website at: <https://computer.scaclub.org> to see if a monitor is scheduled (or on duty). Sometimes, a monitor is scheduled, but fails to show up. It can be due to illness, forgetfulness, last minute Dr appointments, car won't start, etc. Remember, we are all **volunteers**. If you are a member who wants to become a monitor and help us keep our club open regularly, please contact Jerry Peterson at: tqmguru@hotmail.com We can always use more monitors to help us keep the club operating.