

SCA Computer Club notes

Classes for the Month of Apr



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.

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.**

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.

Turbo Tax: Learn how to use Turbo Tax to file your income taxes.

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, PC or even a Chromebook? Will it be used for email, to watch movies, organize your photos, write a book, etc.? Have your questions answered before you buy.

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.*

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.

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

The *Photography User Group* will meet on **Monday, Apr 12 from 1-3 PM** via Zoom. Do you take pictures with your phone? Do you use a camera? If you have an interest in photography, join this group and learn more about techniques to enhance your picture taking, photo composition, photo equipment and more. All experience levels, from beginners to experts, are welcome.

Computer Talk meets **weekly from 9 –10 AM every Thursday** and is designed as a “question and answer” session. Can’t figure out how to do something? Do you have a question regarding a specific product or application? This group is computer related meaning discussions are not limited to any specific product. Bring your Android, Apple, Chromecast, Windows, etc. questions and we’ll try to answer them. New members are always welcome.

Please note that the occupancy rate for our Computer Club was recently changed, increasing from 17 to 21 persons. **Masks** covering **BOTH** the nose and mask are still required to be worn while inside of the rooms. Thank you in advance for your cooperation. If a monitor has to remind you to pull up your mask to cover your nose, please simply comply. We are adhering to the Associations rules and directives of Governor Sisolak. Failure to comply could results in our Centers being shutdown.

We are soliciting ideas for new classes. If you are looking for a class on something we currently do not offer, please let our Education Director, Anthony Ptak, know. Recommended classes or subjects will be taken into consideration. We are also seeking Instructors. If you would like to volunteer to teach a class, please let Anthony know that as well.

SCA Computer Club and SUSTAIN VEGAS Recycling Event

When: **Saturday, April 10th 8 am -noon**

Where: **Liberty Parking Lot**



It's time for Spring cleaning. Want to downsize your electronic or computer equipment? Here is your opportunity. The following items are acceptable:

- **IT & Office Equipment** (*Computers, Servers, Copiers, Printers, Scanners, etc.*)
- **Computers Components & Peripherals** (*Monitors, Keyboard, Mice, Hard Drives, RAM, Video Cards, Processors, Motherboards, etc.*)
- **Networking & Communication Equipment** (*Hubs, Switches, Routers, PBX, Telephones, etc.*)
- **Televisions & Stereo Equipment** (*Radios, DVD & Blue ray Players, etc.*)
- **Audio & Visual Equipment** (*Video Cameras, Tape Recorders, Record Players, etc.*)



*** Items that cannot be accepted:**

- CRT TV's and Monitors
- Thermostats or any device containing mercury
- Medical Devices
- Appliances
- Batteries
- Ballasts
- Lightbulbs
- Microwaves
- VHS/Cassette tapes



any item that contains a liquid (*Freon, Mercury etc.*) **AND**
Smoke Detectors

Open only to any **SCA resident** in good standing. If you have questions about what is acceptable, please call ahead of time 702-248-7302 to discuss. See you at **Liberty Center** on **Sat, April 10th** from **8 am – noon**.

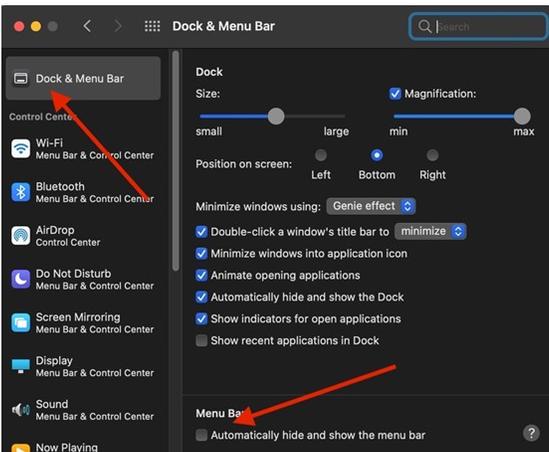
Big Sur Dock and Menu bar Preferences

By Brian Corr

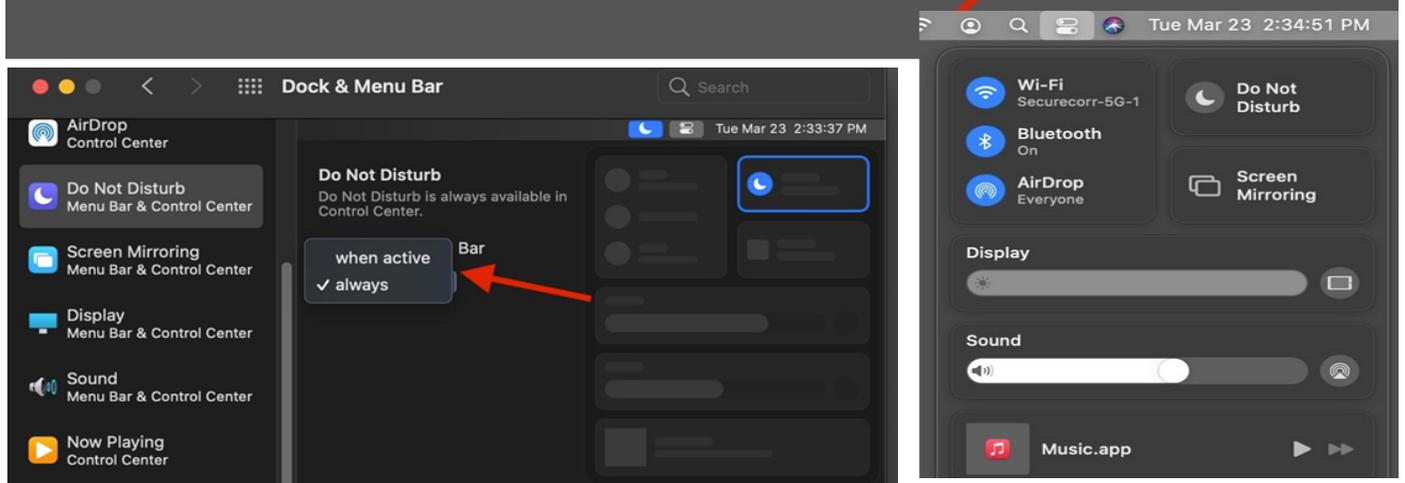
The right end of the MacOS menu bar has always been a convenient place to access many of the useful functions that we normally need daily, but it has not always been clear how or why some of those icons get there and if you can remove or move their positions. The new Big Sur operating system has given us a small modicum of control over that. In addition Big Sur has introduced the Control Center to the Mac continuing the trend of commonality with the IOS operating system on the Apple mobile devices. I'll show you how to customize the menu bar and control center and then explain some of the other modules that appear on the menu bar.

Getting Started

To get started you first need to open the System Preferences available in the pulldown menu under the Apple icon in the upper left corner of the screen. In the window that opens you will see a preference called "Dock & Menu Bar" where previously there had only been "Dock". This new preference allows a single place to customize the dock, the control center and the menu bar. The



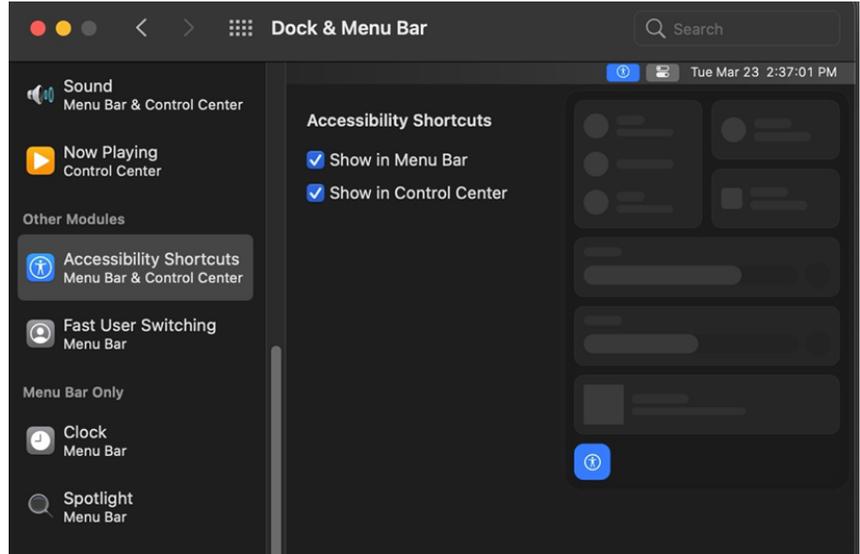
other indicated preferences still contain checkboxes to put their icons on the menu bar but these checkboxes are now redundant. When the new preference opens the Dock & Menu Bar item in the left column is selected and you will see in the right window the options previously available in the Dock preference. There is one additional checkbox at the bottom to automatically hide the menu bar to give more screen space. Most of the other options are pretty much self explanatory. The Control Center is, as it is in iOS on the iPhone and iPod, a window pulled down from the



menu bar for easy access to these frequently used capabilities. As you can see from the illustration the

Big Sur Dock and Menu bar Preferences (continued)

the next section is labeled Control Center and includes the standard set of Apple modules that appear in the control Center. As you select each of these modules in the preferences you can choose to also display these modules on the menu bar. Some of these modules also have a setting to only show when they are active so it serves as an indicator rather than providing control of that function. The section labeled “Other Modules” are modules that can be shown in the control center, on the menu bar or neither. The bottom section labeled “Menu Bar Only” includes 4 modules that can optionally be shown on the menu bar.



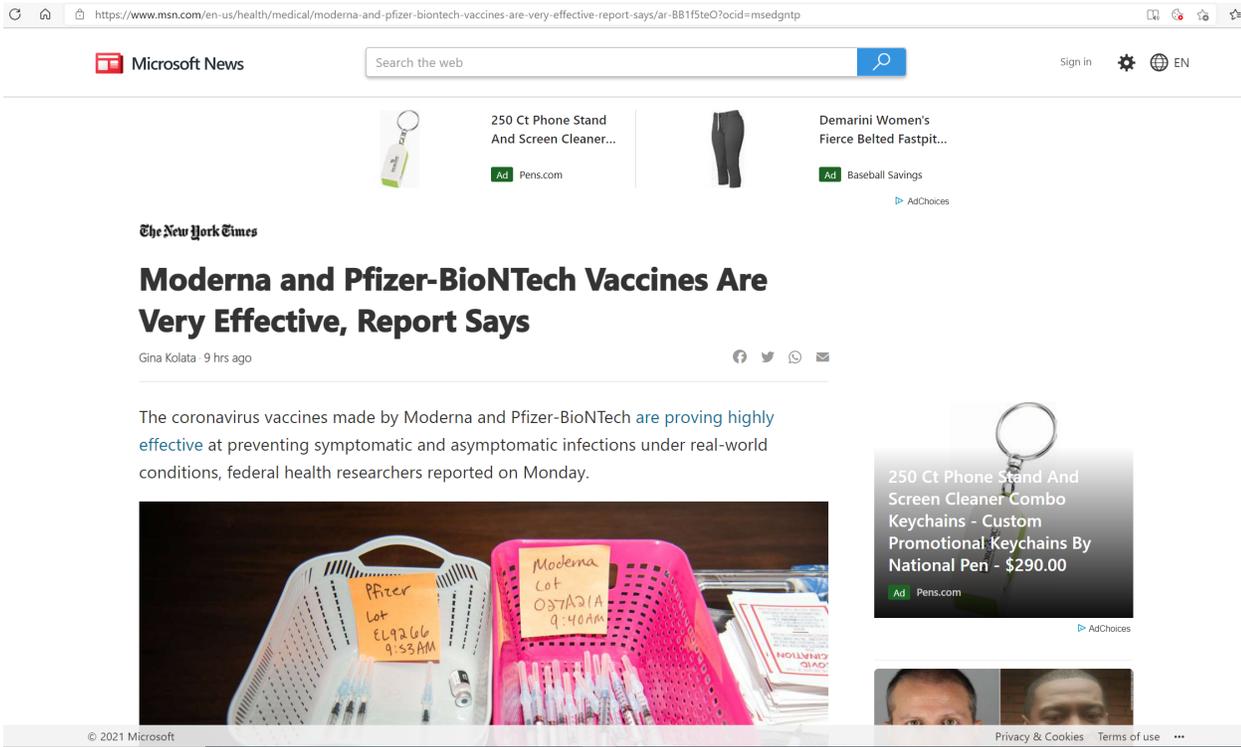
And One More Thing

No doubt you saw additional icons on the menu bar not addressed by the preference. Those modules are installed by non Apple software that runs in the background and wants to give you access to the app by simply clicking on an icon in the menu bar. As you can see in the illustration below I have several. From left to right they are Sophos (my antivirus app), Clean My Mac (utility app), LastPass (my password manager), Paste (multi clipboard app), Malwarebytes (malware removal app), and Carbon Copy Cloner (a copy app that I use for some backups). Whether they show in the menu bar is controlled in the preferences for the individual apps.

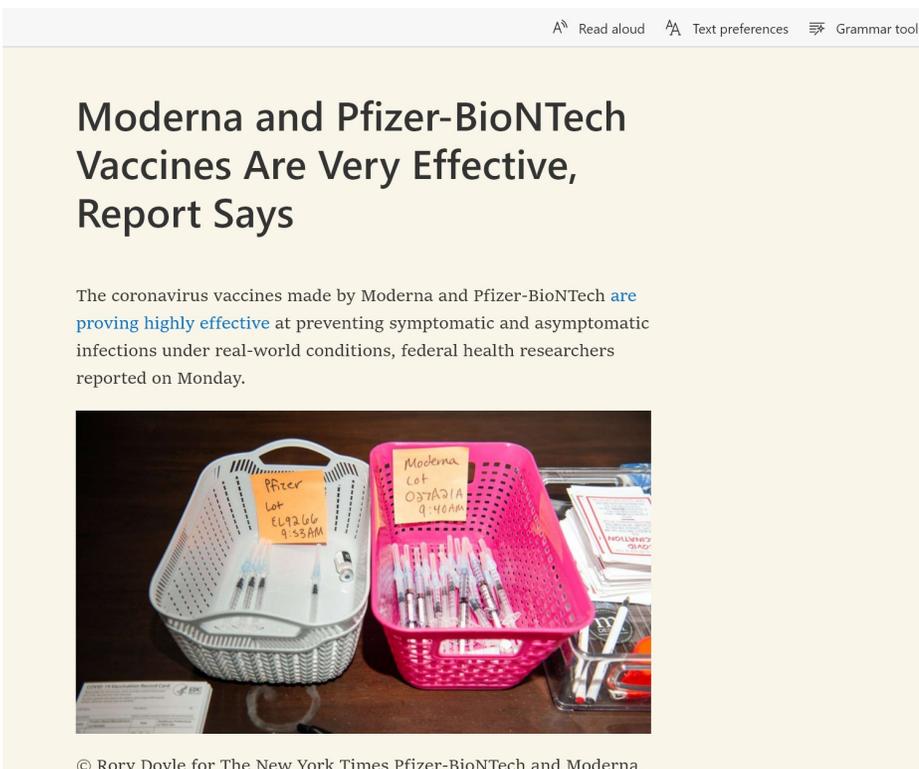


Tips and tricks you might want to try

Did you know that there is a “Read Aloud” feature in Microsoft Edge? You did know that there is a build-in “Reader mode” in Microsoft Edge, right? Oh, you didn’t? Well here is something you might like to try, especially if you read articles while drinking your morning coffee. Here’s an example of how the Reader Mode (aka Immersive Reader) works. It basically removes all of the advertisements that clutter the screen and distracts your reading so you can better concentrate on the article at hand. This is what the article looks like initially. Notice all of the advertisements on the page.



The screenshot shows a Microsoft News article page. At the top, there is a search bar and navigation icons. Below the search bar, there are two advertisements: one for a phone stand and screen cleaner, and another for women's fastpitch pants. The main article is titled "Moderna and Pfizer-BioNTech Vaccines Are Very Effective, Report Says" by Gina Kolata, published 9 hours ago. The article text states that the coronavirus vaccines made by Moderna and Pfizer-BioNTech are proving highly effective at preventing symptomatic and asymptomatic infections under real-world conditions. Below the text is a photograph of two baskets containing syringes, labeled "Pfizer Lot EL9266 9:53AM" and "Moderna Lot 057A21A 9:40AM". To the right of the article, there is another advertisement for a phone stand and screen cleaner. At the bottom of the page, there are links for "Privacy & Cookies" and "Terms of use".



The screenshot shows the same article in Reader Mode. The page is clean and free of advertisements. At the top, there are icons for "Read aloud", "Text preferences", and "Grammar tools". The article title "Moderna and Pfizer-BioNTech Vaccines Are Very Effective, Report Says" is prominently displayed. Below the title, the text states that the coronavirus vaccines made by Moderna and Pfizer-BioNTech are proving highly effective at preventing symptomatic and asymptomatic infections under real-world conditions. Below the text is the same photograph of two baskets containing syringes. At the bottom of the page, there is a copyright notice: "© Rory Doyle for The New York Times Pfizer-BioNTech and Moderna".

And this is what it looks like when using the Reader Mode. Notice the advertisements are now gone? The article is much easier to read.

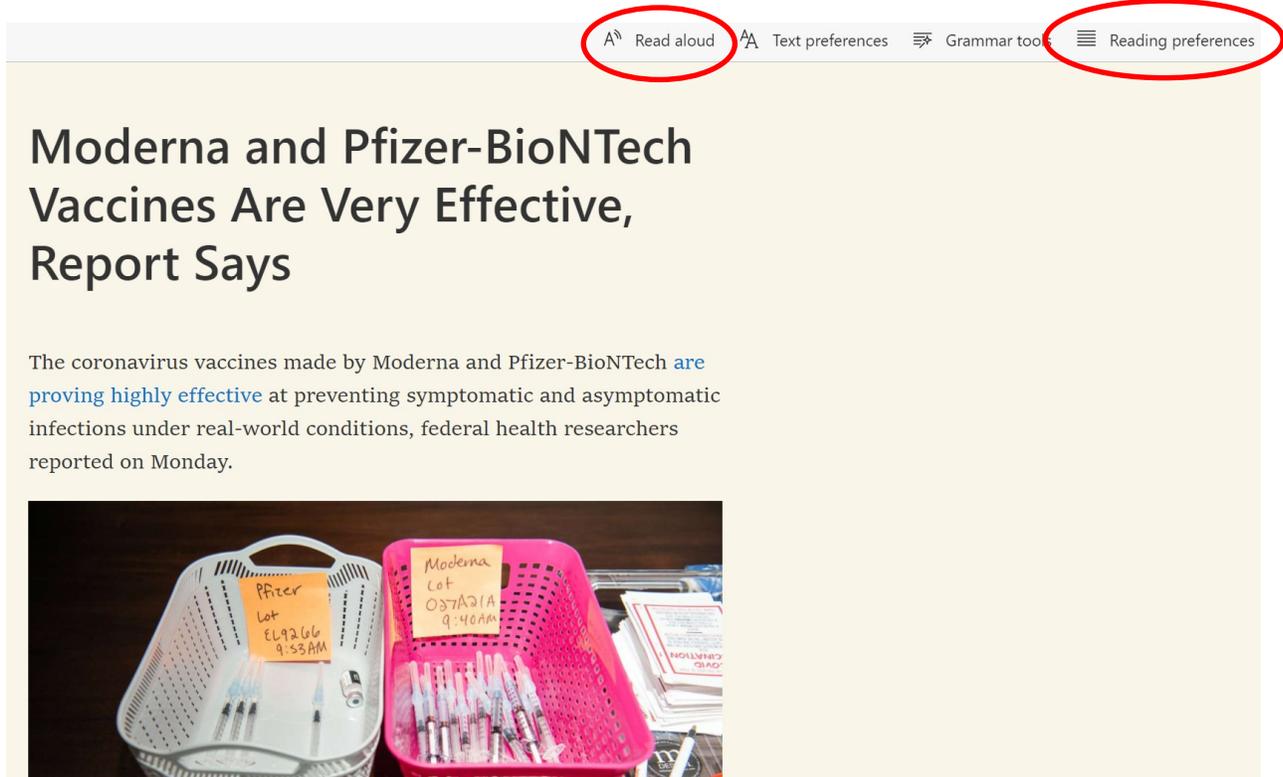
So how does one select the Reader mode in Microsoft Edge? Easy. After selecting your article to read, press the F9 key (normally on your keyboard above the number keys) OR you can select the icon that appears on the URL line that looks like an open book. It looks like this:



Simply click on it and you are in Reader Mode.

Tips and tricks you might want to try (continued)

Now if you get tired of reading (or you just want to have it read to you) you can do that too! To listen to the article being read aloud, select “Read Aloud” from the top margin. You first have to be in the “Reader Mode” in order to see the option. Once you select it, the article will be read.



It will now look like this on your display. The words will be highlighted as it reads to you. Be sure you have your speakers on. You can pause it if you need to and in the top right hand corner, there



are “Voice Options” allowing you to select various accents. If you prefer that the article is translated into another language, that is possible also. When you first enter the Reader Mode, look along the top margin for “Reading Preferences” and select it. (see first figure above)

Windows 10-10 and listening in

Are you ready for it? The next semi-annual update to Windows 10 (version 21H1) is around the corner, perhaps May if Microsoft follows its previous patterns for updates. According to Microsoft, version 21H1 consists of “a scoped set of features...delivered with servicing technology like that used for the monthly update process and how 20H2 was delivered.” What does that even mean?



If you are currently running version 2004 or 20H2, the newest version will be a small update called an “enablement package”. So small in fact that it should only take a few minutes to install. What version of Windows are you currently running? To find out, look at Windows Specifications. Go to Settings> System> About and you will see your system specifications there. One caveat; if you are running version 1909 or earlier, then you can expect the upcoming installation time to be longer, more like that of a full feature update.

The *scoped set of features* as Microsoft described probably won’t affect (or be used by) the typical Windows user. For example, do you have both an internal and external infrared camera used for Windows Hello biometric authentication AND need a way to tell the system which camera to use? Do you even use Windows Hello? Most of our users probably don’t but it could be used in large corporations. So although this is an updated feature in the upcoming release, it probably won’t affect your use of your computer.

Now if your Windows 10 version is nearing its end of life support date, the 21H1 feature update may be sent as a *mandatory update* to you. If you are running version 1909, your end of service date is May 11, 2021. If you are further behind, e.g. version 1809 or 1803 you have already reached end of service and have probably received notifications to update.

The best thing you can do to keep your system healthy is to keep your operating system (OS) up to date and ensure you have some type of antivirus protection. Windows 10 includes Windows Security, which provides the latest antivirus protection. Windows Security continually scans for malware (malicious software), viruses, and security threats. In addition to this real-time protection, updates are downloaded automatically to help keep your device safe and protect it from threats.

And of course, be careful on what you click on. Don’t open suspicious attachments or click unusual links in messages. They can appear in email, tweets, posts, online ads, messages, or attachments, and sometimes disguise themselves as known and trusted sources. Until next time, be safe!

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

that we made up ourselves

Q. I bought a Chromebook a few months ago. I really like it, but, I really miss using a mouse even though I am getting much better using the trackpad on my Chromebook. Is there any way to use a mouse with a Chromebook?

A. Great question and yes, one can do so, as long as your Chromebook has Bluetooth. You can connect a mouse (and even another keyboard). A mouse makes navigation a bit easier, especially if that is what you have been used to previously. To connect a Bluetooth mouse to your Chromebook, click on the Chromebook shelf (in the lower right corner) that has your clock, battery, network connection and notification icons. The Chromebook shelf is similar to the taskbar in Windows. This will open/display the Quick Settings panel. Click on the Settings icon (it looks similar to the Settings icon in Windows). Now you should be able to see “Bluetooth” and a toggle to turn it off or on. Have your Bluetooth mouse nearby and in the pairing mode. Toggle or slide to turn on Bluetooth on your Chromebook, if it is not on. It should scan for your mouse and the mouse should appear in the “Unpaired devices” section. Select it and a pop-up should appear momentarily as it connects and now you should be connected. The mouse should then display “Connected” (in green text). The mouse should automatically connect when you turn it on. Don’t forget to turn it off when you are not using it to save your battery.

Q. I was recently a victim of a scam. I should have known better and I am afraid to tell my children, but I don’t know what to do. Any advice?

A. If you’ve opened a suspicious email or answered a robocall cease all contact and write down any information you remember in the call. Block the email address (if it was an email) or block the phone number if it was a phone call. If you did not send any money, great, but if you did, do not send any more (even if you are threatened with jail time, lawsuits, etc.) as that is a common ploy. If you sent money through your bank or credit/debit card, call them immediately and tell them what happened to see if they will reverse the charges or return your money. Make sure you call your bank and tell them to flag your account. You can also ask the credit issuer for a credit freeze on your account. **FILE** a police report (banks may need a copy to issue you a refund). **CHANGE ALL** of your passwords. Report the scam to the Federal Trade Commission (FTC). If you provided your social security number, contact the Social Security Administration and report it. Lastly, keep an eye on your bank accounts and if anything looks suspicious (like withdrawals you didn’t make, be sure to let your bank know). Don’t beat yourself up. Make these contacts/reports as soon as you can. Many times scammers will try to come back again to the same victim. Don’t provide personal information to anyone over the phone you don’t know or you are unsure of. Don’t click on links in emails you are not sure of and don’t provide personal information (even if you think the email is from your bank). Go to the bank yourself to ensure they are the ones who are inquiring. Good luck.

Q. I keep getting robocalls, like five (5) or six (6) times a week. I try to block the number but that doesn’t stop them. You would think that in this day and age and with all the advertisements like the DO NOT CALL list, they would stop, but they keep happening. Is there a way to stop them that you can share with me?

A. Robocalls can be a real pain and an annoying nuisance. We don’t know if there is a fool-proof way to prevent them, but many of the phone companies have taken steps to try to reduce them. For example, **AT&T** subscribers can use a free iOS and Android app called AT&T Call Protect that has automatic fraud blocking and suspected spam warnings. **Verizon** says it has identified 300 million spam and scam phone

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

that we made up ourselves (continued)

numbers that it will begin to block and will implement its free service soon. **T-Mobile** provides its customers with a free service called Scam ID that identifies spam numbers automatically on its network. It also has Scam Block, which identifies spam numbers and gives one an option to block them. **Sprint** has a service for \$2.99/month called Premium Caller ID that provides a threat level indicator to let its customers know how suspicious a call is and lets one choose to answer the call, block the number or report it.

There are also third-party apps such as **Nomorobo**, that offers real-time protection that tries to identify the caller. If the number is on their list, the app automatically blocks the call for you. It is a paid service though and may not work with all cell phone carriers. **Truecaller** is a free app for iOS and Android that lets one know who is behind an “unknown” number. Their company based spam list claims over 250 million users and they can also block spam calls. **Hiya** is a caller ID & Block app that is free and allows one to block calls and texts. It is available on both Apple and Android devices. **Call Control** is another free app for Apple and Android that automatically blocks spam call and call from numbers you don’t want to hear from. One can also block entire zip codes and gives one the ability to create one’s own whitelist to ensure calls from those one knows get through. You can also join the Federal Trade Commission’s (FTC) National Do Not Call Registry that might reduce telemarketer calls. The best advice is to not answer your phone if you do not recognize the number (assuming you have caller ID). If it is someone you really know, chances are they will leave you a message and you can call them back. Contact your local carrier and inquire what other services they might offer.

Q. You used to have a recycling event to dispose of our old computers, radios, stereos, etc. Does the club still do that?

A. We do have an event coming up on Saturday, April 10th. It will be held in the parking lot of Liberty Center from 8 am until 12 noon. For information, see page 3 of this newsletter or visit the club website. If you have questions regarding whether or not an item is acceptable for recycling, call ahead of time to find out.

If any of our members are interested in becoming a Monitor or an Instructor, please let us know. Use the “Contact Us” link on the website, along the top margin, then select a contact and click next. Follow the



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

prompts. If you would like to provide feedback on our club website or our club Newsletter, you can do that also. Or if you would like to suggest a class, please contact “Education”. We would love to hear from you. This is your club. Thanks for making it one of the best that SCA has to offer!