

SCA Computer Club notes

Classes for the Month of Jun

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 highly 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, 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 shop and buy.

Photos for Mac Parts 1 & 2: **Part 1** is an introduction to Photos including how to connect your camera or memory card and how to organize your photos. Create albums of selected photos and smart albums using different search criteria. Time permitting, location tagging and facial recognition will be included. **Part 2** is a presentation on the editing capabilities built into Photos.

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 to remain in**

We are seeking YOUR input on the types of classes you would like to see offered. Our membership changes so classes we offered in the past may be helpful to new members. Likewise, with the advances in new technology, perhaps members would like to learn the basics of alternative apps. Let us know if we can assist with your learning.

Special Interest 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, Jun 12 from 10 AM - noon** and see if this is the group you have been looking to join.

The *Photography Group* will meet on **Monday, Jun 14 from 1-3 PM via Zoom**. Go to the Calendar and enroll. You will then receive an email invite to join the Zoom meeting. This is a recent change as the group decided **not** to take a “summer break” as the meetings are so beneficial to all. Be sure to check out the Photography Group’s newsletters that provide both agendas and summaries of its meetings each month. They can be found on our website at: <https://computer.scaclub.org> On the menu tab, select *“Documents> Photography Group Newsletters”*. See what the group has been up to. 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.

Are you new to our Club? Don’t forget to attend the New Member Orientation so that you can learn about all the benefits afforded via your membership. Like what you ask? Well, in addition to use of the computers, printers, scanners in the lab and the classroom equipment, we have free classes available and a House Call Program, if one needs assistance with their equipment. Members can also become Monitors, who oversee the lab and classroom when our club is open. Membership is more than just using a computer. If you haven’t attended New Member Orientation since you first joined, you might want to take the class as a refresher to catch up on any changes that have occurred. Everyone is welcome.

Drive Formats from Mac to Windows and Back

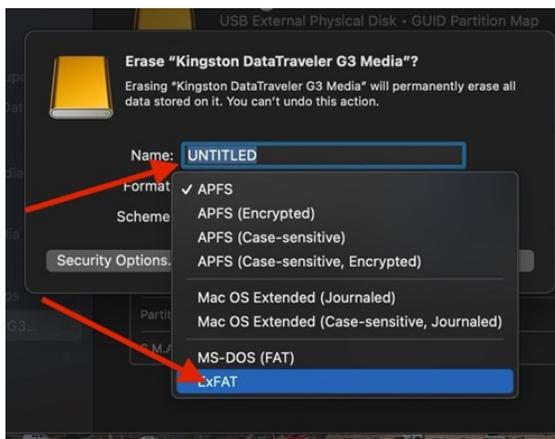
By Brian Corr

Have you ever loaded up a drive (hard drive, flash drive, solid state drive, etc.) with your most important files to bring to a friend or relative only to find they are from the other side of the computer world and have a Windows computer while you have a Mac and when you connect the drive you get the dreaded message that it is not recognized and offers to format or initialize the drive? Or maybe you load up a drive with documents from work to bring home and work on your home computer and everything seems to be fine but as you go to save after spending hours modifying a file you get a message that the drive is locked or you can't write to it. All of this is the result of something called drive formats. You may even have heard some of the acronyms like NTFS, APFS, HFS+ or exFAT and not had a clue about what they mean. Before you tune me out because you think this is going to be a bunch technical mumbo jumbo, please give me a chance to make some sense of it.

What Does it All Mean

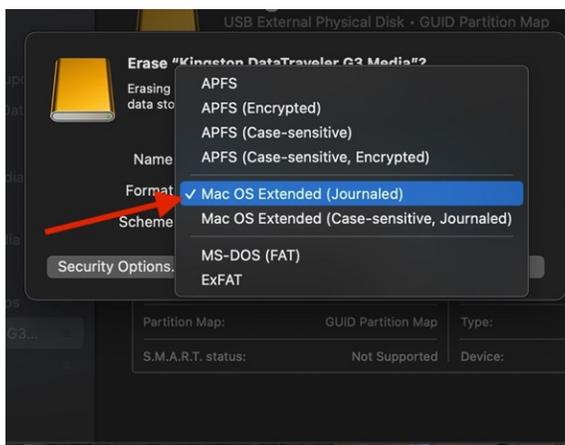
exFAT (extensible File Allocation Table) and NTFS (New Technology File System) are native to the Windows operating system and HFS+ (Hierarchical File System) and APFS (Apple File System) are native to the Mac operating system. In each case the newer versions were driven by larger faster drives and newer technology like Solid State Drives. There are many more technical details but none of them are necessary to the average user who just wants to know what they must do to effectively use drives to transport data. The implication of all the technical details is that these formats are not naturally compatible with both operating systems so anyone wanting to move files between Windows and MacOS need to know exactly what format suits their needs.

I Own a Mac, How Can I Transfer Files with a Windows User?



MacOS can read and write to drives formatted exFAT and can format drives in that format using the Disk Utility app found in the Utilities folder inside the Applications folder. Open the app, insert the drive into one of the USB connections on your Mac and click on the device when it shows up on the left device list and then click on erase in the top menu. In the window that opens select the name field and give your drive a name and then select the format exFAT. You can now read and write files to this drive from both Windows and Mac.

I Own a Mac, How Can I Transfer Files with a Mac User?



This sounds like a no-brainer, why do I even have to worry about this? When the Sierra OS came out on the Mac there was one important new drive format introduced called APFS which had performance and security improvements but as a result Macs using any operating system prior to Sierra can't read and write to drives formatted with APFS. Fortunately, the newer operating systems can still read and write to the old format now referred to as Mac OS Extended so if you are going to exchange files with an older Mac or even between two new Macs you can use that format and again it is simply a matter of using the Disk Utility app and erasing a drive and selecting "Mac OS Extended (Journaled)".

Drive Formats from Mac to Windows and Back (continued)

I Have Windows, How Can I Transfer Files with a Mac User?

While Macs are supposed to be able to read NTFS volumes, the standard for modern Windows computers this is not reliable. Frequently the dreaded “Unreadable” message will come up but even if it doesn’t the files can only be read or copied but the Mac user will be unable to write to that drive making it only useful as a one-way transfer. For reliable and writable transfer with a Mac user the drive should be formatted as exFat although the old FAT (32) will also work albeit with limitations on the size of files and the amount of the drive that will be accessible.

Is There Another Option?

There are apps that will allow Windows users to read and write APFS and Mac OS Extended drives and there are apps for the Mac that will allow you to read and write NTFS drives from Windows. If you are going to be transferring files between the two types of machines on a regular basis you might invest in the apps so you no longer need to even think about what format the drives are but remember the person you are transferring to or from may still be format limited on their end.

Are you interested in teaching a class this year? If so, let our Education/Programs Director, Tony Ptak know He can be reached via “Contact Us” on the website. Choose “Education” and send him a message indicating what you have in mind. He can answer your questions regarding Instructor training. We can always use new Instructors and subjects.

The Jun Board meeting is scheduled for Thursday, Jun 27 at 1:30 pm in the Classroom. Any member in good standing may attend to observe how your Club Officers and Directors conduct business. If a member would like to address the Board, there is a Member’s Comment Period near the end of the meeting for members to do so.

As of 1 Jun, 2021, our Computer Club (and all of our Sun City Anthem Centers) will be fully opened per the Clark County guidelines. What does this mean? Well, our Club will be at 100% capacity, with no masks or social distancing required, **IF** you have been fully vaccinated.

Masks should still be worn by those not fully vaccinated and may be worn by anyone choosing to do so (even if you are fully vaccinated).

We have already removed the tape off of the computers, so all of them are now accessible for our members’ use.

As we return to full opening, please remember to follow our policies of scanning your valid SCA resident card upon entering, printing **NO MORE** than 10 pages **per day** and refraining from using your cell phone inside of the lab or classroom. **IF** a printer jams, **PLEASE DO NOT** attempt to “fix” it, but instead let the Monitor on duty know so it can be called in and resolved.

Remember that our club Monitors are volunteer club members and appreciate your cooperation while using our club. If you are interested in becoming a Monitor, let us know and **THANK YOU** for supporting our Club.

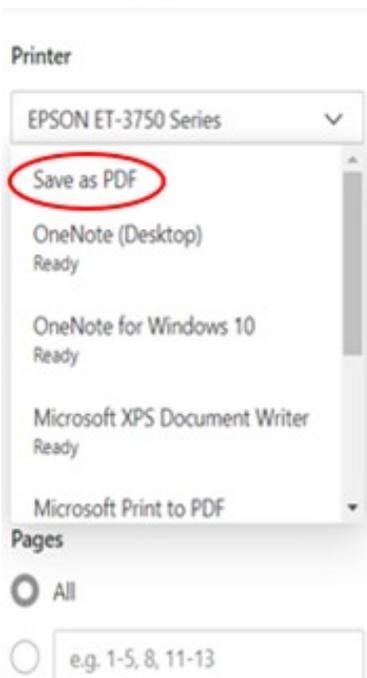
Tips and tricks you might want to try

Ever have the need to save an email as a pdf? Well, one can do so if one is using Gmail. Windows and Mac both include a built-in PDF printer. PDF is a standard, portable document format that works across all devices. It is useful to archive or share web pages or other documents. When using the built-in printer, any files you send for printing to this virtual printer are converted into a PDF format (that preserves document formatting). The files will not be printed on paper per se unless you choose to print the PDF file on a real printer later.

Most browsers allow one to print to a pdf file. One can use Chrome, Edge or Firefox (and mostly all web browsers) to print your email to a PDF. First open your favorite browser and then your Gmail account. Find the email you want to save as a PDF. In your email window, click the three (3) dots in the

Print

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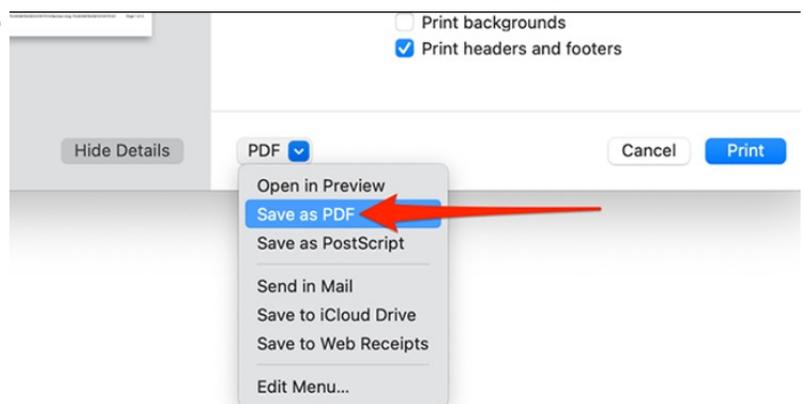
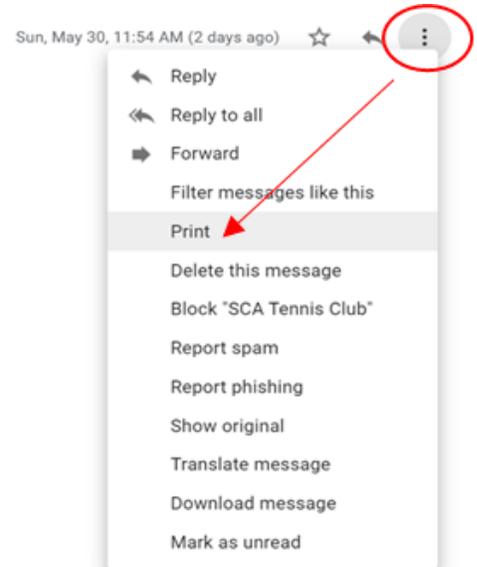
upper right-hand corner and select "Print".

You can actually print your email now, or if you want to save it as a PDF, select "Save as PDF" first. Hit "Save" to begin the process. When the dialog window appears, enter the PDF's name and choose the folder in which you want to save the file in, then hit "Save". Now your email will be saved as a PDF file in the folder in which you indicated. To print the file, simply choose it and select Print.

On a Mac computer, follow the same steps, e.g. open your browser, e.g. Safari, sign into your Gmail account and select the email. In the email window, select the three (3) dots, then "Print". If you see a pop-up blocker message in Firefox, click "Preferences" at the top of the Gmail window and select "Allow pop-ups for mail. Google.com". Then click "Print" again. Save as PDF, then print the file.

If you use Safari as your browser, click the drop-down menu and choose "Save as PDF". In the save window, name your file (in the box at the top), choose a folder to save it in and click "Save". Remember, you don't need to save an email to

a PDF file if you just want to print the email. But if you have a need to save the email to a file as a PDF for future reference, you can do so. You can also simply save your email in your Gmail account itself by moving it from your Inbox to a Save folder or a specified folder that you create.



Windows 10-10 and listening in

It's now official, Microsoft announced the end of life for Internet Explorer (IE) is June 15, 2022. Microsoft plans to transition everyone to its newer Chromium-based Edge browser that we have told you about earlier. -

Edge is supposed to be not only faster, but more secure. Additionally, it can operate in the "IE" mode so that if you still have favorite old websites that run on IE, you can do so. However, it might be better to completely transition to Edge now. Microsoft has indicated it will retire the backward compatibility feature at some point and provide user with at least a year's notice before doing so.

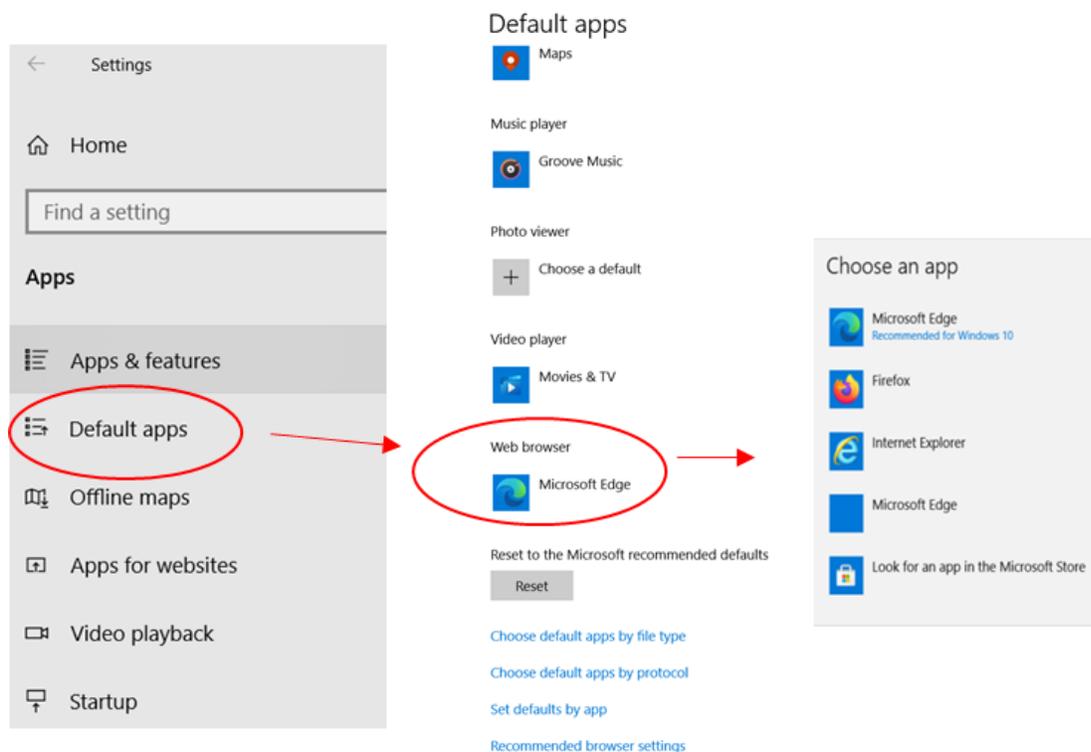


How to prepare for the end of IE

Those that use IE should transition to Edge before the Jun 15, 2022, end-of-life date. Many individuals already have Edge installed on their Windows 10 machines. One can easily migrate one's bookmarks, password and additional setting from IE to Edge.

To import favorites from IE (or Chrome or Firefox) to Microsoft Edge, open the Edge browser and select **Settings and more** (three horizontal dots in the upper right hand corner) > **Settings**> **Import browser data** and follow the prompts. Select which items to import (or unselect) and choose which browser to **Import** from (use the drop-down arrowhead to see options). When all of one's choices are selected, select Import. **NOTE:** only browser already installed on your computer will display as an option from which to import from.

To set check (and reset your default browser, if IE was your default), go to **Settings**> **Apps**> **Default apps**. Now select **Web browser** and click on it and it will display options. Choose the browser you want to set as your default by selecting it.



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

that we made up ourselves

Q. I recently moved to Sun City Anthem and joined the Computer Club. Can you tell me what the Photography Group is? I do not consider myself a “photographer” but I do like to take pictures and would be open to suggestions to improve my composition. Is this something I should be looking into?

A. Thank you for your question. The Photography Group consists of individuals who teach, share, learn, discuss and often travel to various venues to practice their skills and help each other learn more regarding photography, composition, photo editing, etc. There is a vast amount of experience within the group from beginners to experts all are welcome. The only requirement is that one must be a member of the Computer Club to join the Photography Group. Try it out and see if this is the group for you.

Q. I want to surprise my wife on our 50th Anniversary. I have tried each year to do so, but she always seems to know what I've gotten before she opens it. I shop online, but we have separate email accounts so she doesn't see my confirmation order email. But, she still knows so it is like she is a mind reader or something. What am I missing?

A. Just a guess, but do you delete your browser history from your browser after you shop? Perhaps she is looking at the history to see what you have been considering as a “surprise” present? A quick and easy way to clear your browsing data if you are using Edge, is to simultaneously hold down the **Ctrl+Shift+Delete** keys and it will then display a number of options, including clearing your browsing history, download history, cookies and other site data, cached images and files, passwords, autofill form data, site permissions, data from previous versions of Microsoft Edge, etc. and will allow you to set the time range (from the last hour to All time). Once you select your options, click on “**Clear now**”. You may want to simply delete your browser history for the time you were on the computer looking for that special gift and you have that option. If you are using a Mac computer, simply press the **Command+Shift+Del** keys and you can do the same thing. Hope this helps and Happy 50th Anniversary!

Q. My “new” neighbors are excited to be in Sun City Anthem and I have told them all about our Computer club and they can't wait to join. They closed on their house in May and got their SCA resident ID cards, but do not intend to move in until the end of summer (so as to avoid the heat). Can they join the club now or do they need to wait until they are moved in to join?

A. Great question! Any one with a valid SCA resident ID card may join the club. Several of our members leave the area during the summer months to avoid the heat and return again in the Fall. So to answer your question, as long as your new neighbors possess a valid SCA resident card, they may join the club. Membership dues continues to be \$10/person/year. There is no need to wait until they move in and they can be reading our Newsletter and familiarizing themselves with our website ahead of their actual move. All they need to do is stop by the Computer Club and tell the Monitor on duty that they would like to join the club. They will need to show their SCA resident ID card and payment is in cash (exact amount only) or by check made out to “Sun City Anthem Homeowners Association, Inc.” (and we do have a stamp so one does not need to write that out. Use of the stamp is easiest (as abbreviations e.g. SCA or Computer Club) on the check Payable to line are not accepted.