

SCA Computer Club notes

Classes for the Month of Sep

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.

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 good standing. Don't wait until the end of the year IF you need this refresher course this year. Sign up now and get it out of the way in order to stay current.***

REMINDER: It has come to our attention that some of our members are **NOT** following the Nevada state (and SCA HOA) directives regarding the wearing of masks. All persons using our Club **MUST** wear a mask **covering BOTH the nose and the mouth**. Those few individuals (who have a verified medical condition preventing the wearing of a mask) **MUST** wear a face shield. **Members who are unable to follow these current rules will be asked to leave the Computer Club and may be reported to the SCA HOA for failure to comply.** If you are unable to wear a mask properly, please just stay home until such time as the pandemic directives are lifted. **Thank you for your cooperation in this matter. It is for the benefit of all our members, in order to remain open.**

Special Interest Groups

Special Interest groups meet on a weekly or 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, Sep 11 from 10 AM - noon** and see if this is the group you have been looking to join.

The *Photography Group* will meet on **Monday, Sep 13 from 1-3 PM**. We are back in the classroom so be sure to go to the Calendar and enroll. 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 doing. 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 for **computer related** discussions and not limited to any specific product. Bring your Android, Apple, Chromecast, Windows, etc. questions and we'll try to answer them. Please don't ask how to replace your garbage disposal or fix your washing machine. New members are always welcome.

Want to get more involved in your Club? Of course you do! How about tossing your name into the ring for an Officer or Director position in 2022? **Now is the time** to do so. Our annual vote for Officers and Directors will again be done online. A list of candidates and the ballot will be available to all current members via our website prior to the Vote and an announcement will be made at our **November General Meeting**. Mark your calendar now for **Thursday, Nov 4 at 1:00 pm in the Delaware Room, Anthem Center**.

What does such a position entail? Attending monthly meetings to discuss club operations such as how to improve club offerings, review club policies to ensure they are appropriate, etc. What experience is needed? Only a current membership and a willingness to help your club succeed. Many of our current Board members have served selflessly for a number of years and **we need** others to step up and give it a go. Make a commitment now to serve on your Computer Club's Board in 2022. **All Officer positions are open as well as Director positions**. Contact President Nancy Ward to submit your name to run as an Officer or as a Director, or for more information. Nancy can be emailed at: sca.cc.pres@gmail.com

How to Share my Mac Data with my Partner

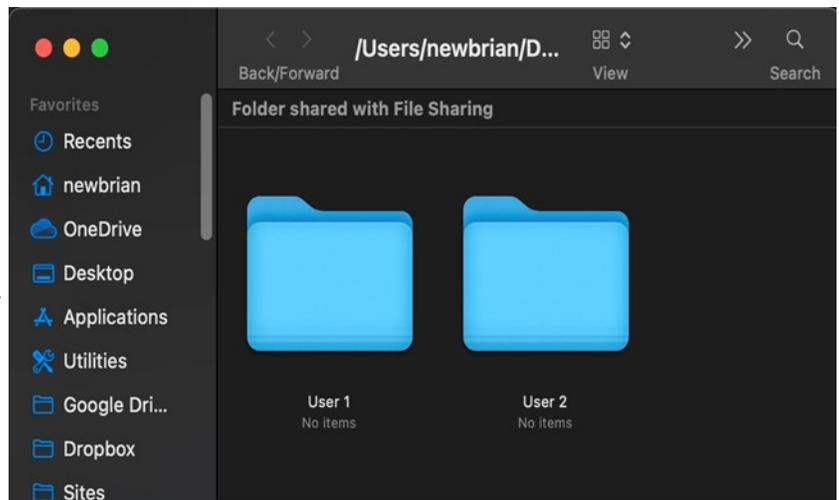
By Brian Corr

Sharing involves two or more people being able to see, copy and sometimes modify data that exists in a location accessible to all. This seems like a simple concept but accomplishing this feat is a little more complicated.

Let's first discuss the category of data we want to share or not share. Documents are the simplest type of data that we might share, and sharing is accomplished by storing the documents in a location accessible or not accessible to other users. Photos are another category of data that is stored in the photos library on a Mac. There are several ways to store parts or all of the photos library. Another category of data are Calendars, Contacts and Mail which are typically stored on mail servers like iCloud, AOL, Gmail, etc. Now that we've put bounds on the data we will be discussing let's talk about the various scenarios for sharing with someone else.

The first and simplest scenario is one I will call "Single User". In this one you share a single computer, with a single user account and a single email address. Sharing is accomplished by setting up procedures defining who can add, modify, or most importantly delete data including mail, contacts, documents, and photos. This scenario is simple to setup but most likely to create conflict.

The next scenario still uses a single computer and single computer user account but adds some organization of data to allow some sharing but with separation when desired. Documents are typically stored in the Documents folder with sub folders to organize the documents. If there are going to be two or more users of this account then creating folders called "User 1", "User 2" would allow separation while not actually restricting access to either folder by either user.



The same concept could be used for the photos by creating separate photos libraries in the respective

Documents

sub folders.

By holding

the option

key down

when you

start the

Photos app

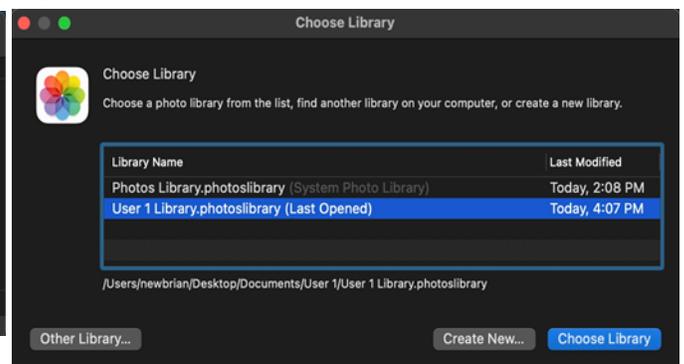
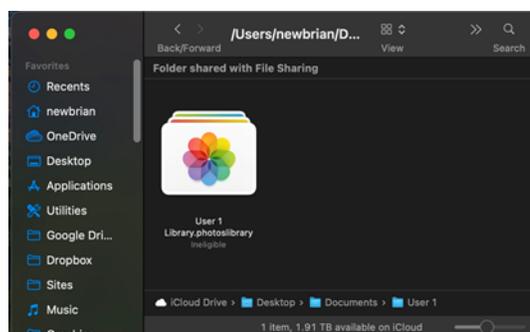
you get to

choose between

photos libraries

and create new

libraries.



libraries. As you can see, I've created a new photos library called User 1 Library and stored it in the User 1

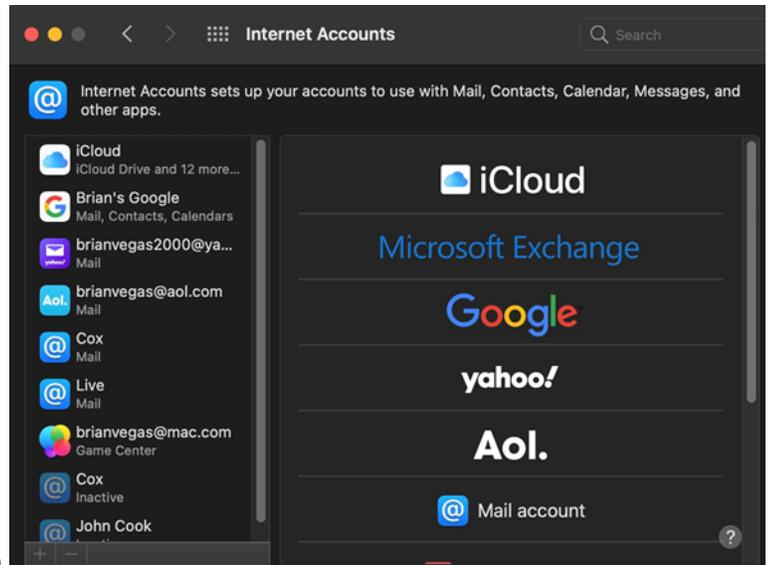
folder in the Documents folder. Once created the photos app can be opened with the respective library

by simply double clicking on the desired photos library file or by starting Photos with the Option key held

down and selecting the desired library.

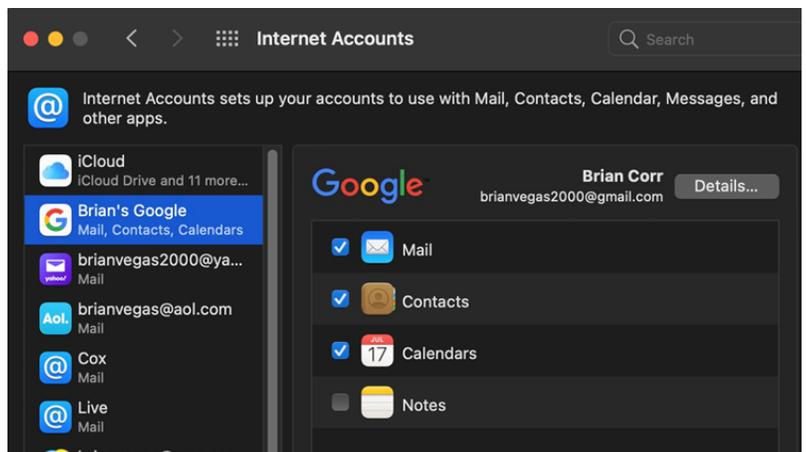
How to Share my Mac Data with my Partner (continued)

Email, calendars, and contacts are provided by email servers like Yahoo, Google, AOL etc. If each partner has an email address it can be used as the source for their data. Start by opening the System Preferences and then select “Internet Accounts”. In the window that opens, if you don’t see the list of mail servers, click on the small plus sign in the lower left corner and the list of servers will appear. If your desired server is not listed simply click on “Other” and then “Mail account”. Regardless of what you choose, you simply need to enter your email address and password. If you need to create an account that option is available for the Google, Yahoo, and AOL servers but for any other you will need to go

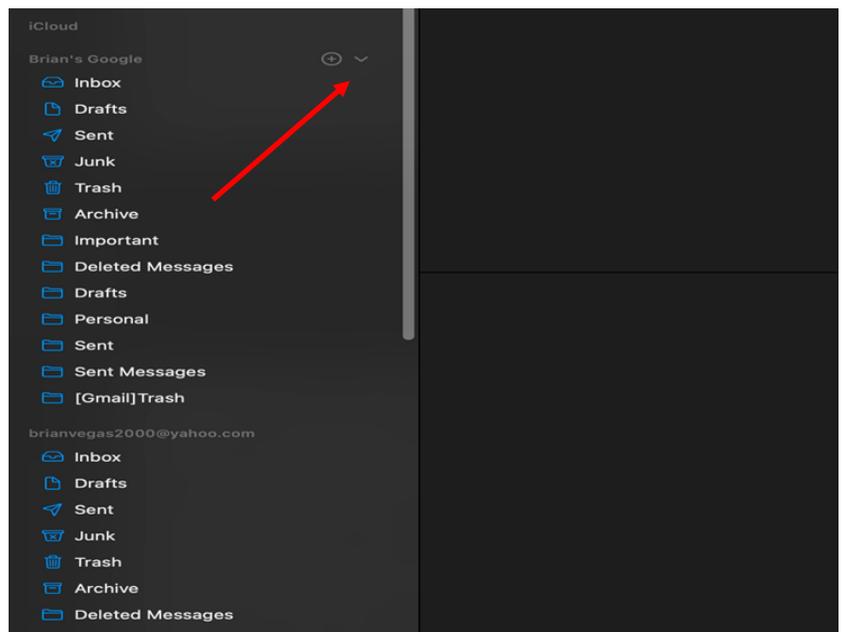


to the respective web sites to create an account and then return to this window to enter the address and password. Once the account is entered and saved you will need to click on it in the left column and select the services you want to use from this server.

In the window, on the right side, you will see a list of the services provided by this server. In this example it is my Google account and I have checked mail, contacts, and calendars so I can store this information on the Google mail server. Once this is setup for the partners, we will go look at the mail, contacts, and calendars apps to see how each partner can view their own information and their partner’s.



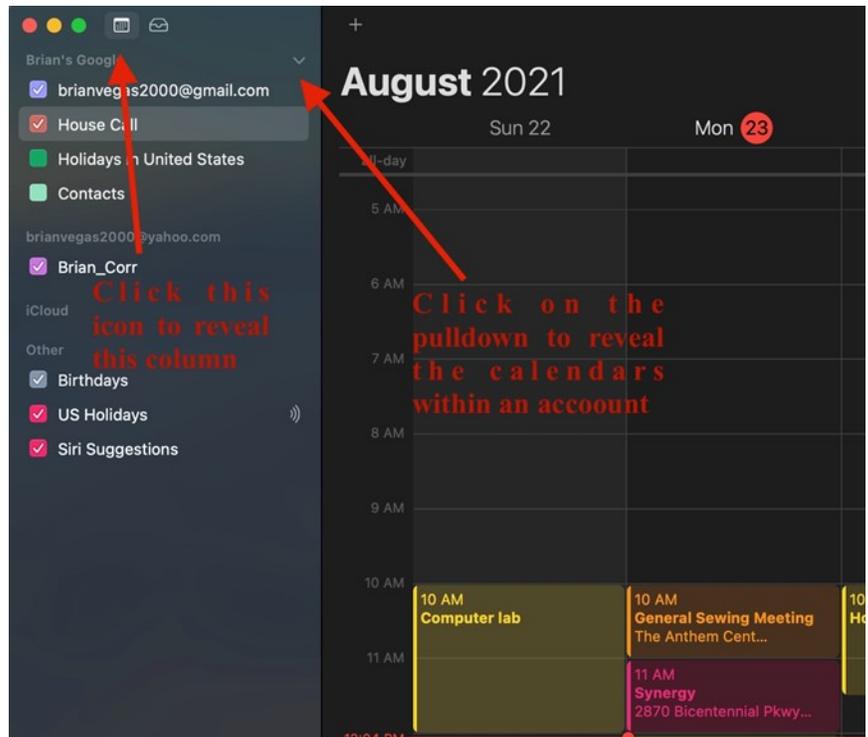
In the mail app, each account will have its own mailboxes, and the ability to create personal mailboxes in that account for keeping important emails organized. In this example you see my Google and Yahoo account mailboxes in separate lists with the name on the account at the top of the list. The little down arrow pointer is the way to reveal or hide the mailboxes in each account. The result is that even though you and your partner are using the same app, your email remains segregated and organized.



The same technique can be used in the calendar app, but the difference is that both partners calendar events will show on the calendar, but they will be in different

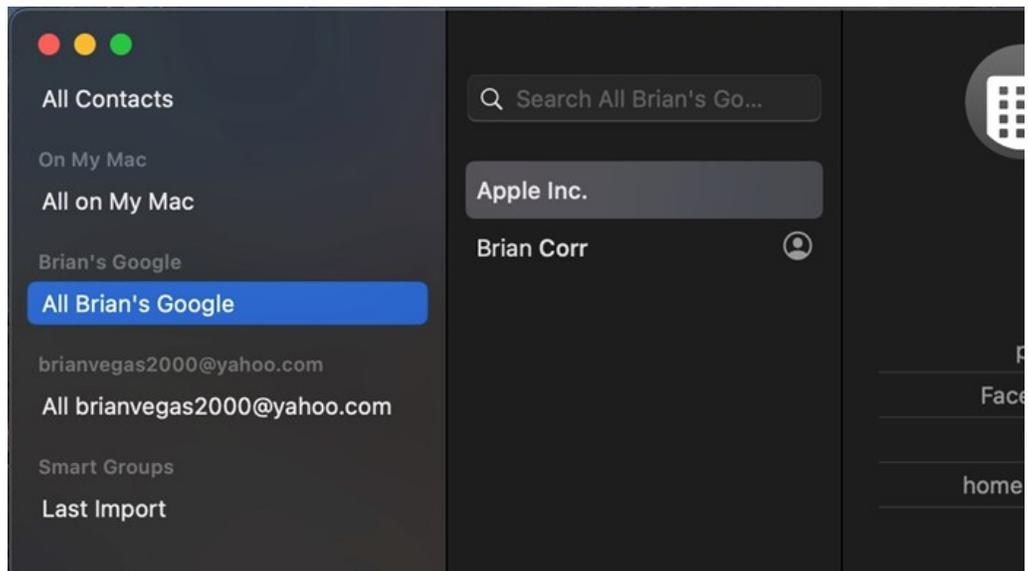
How to Share my Mac Data with my Partner (continued)

colors. When the app starts you need to click on the icon at the top to show the column that contains the accounts you have selected to be shown in the calendar app. You will also need to click on the pulldown if the calendars don't show under the account name. To create personal calendars within an account, click on the "file" menu item at the top and select "New Calendar". You can then name it, put it under the correct account, and select a display color to distinguish it on the display. One note that will help clear up some clutter. Each server may try to display its own holiday calendar, so to eliminate duplicate holidays from displaying simply uncheck the holidays calendar on all but one of the servers.



Contacts works quite like Calendars but contacts are stored in server groups. The first thing you need to do is to click on the view

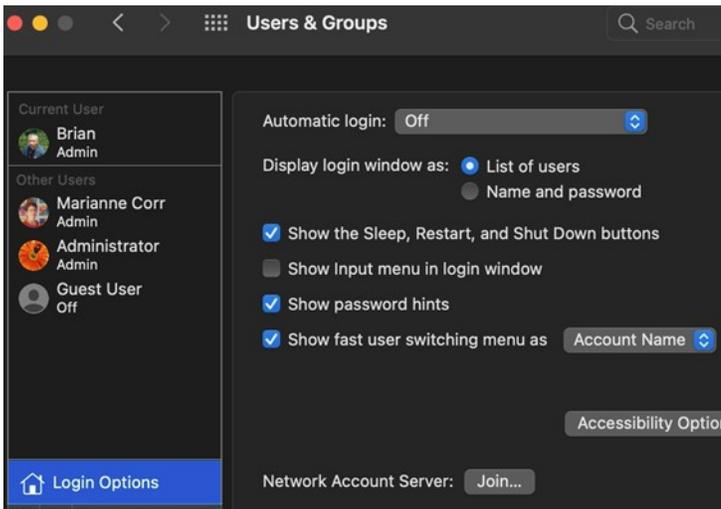
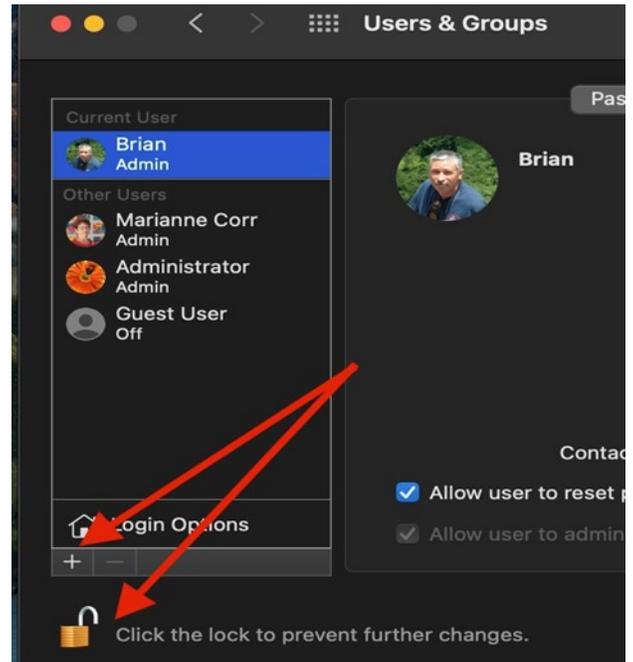
menu at the top of the screen and select "Show Groups". This will give you a display that will show the servers supporting contacts in the left side column. Clicking on the server's name in the left column reveals the contacts that are stored on that server in the middle column with the contact information in the right column for the selected contact. In fact you want



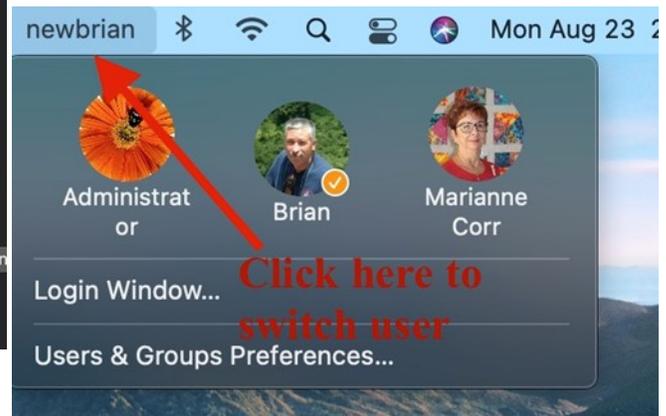
to see a complete list of the contacts on all servers, you simply click on "All Contacts" at the top of the left column. There is a trap that you set for yourself if you are looking at all the contacts. You may have created a contact in your server and your partner may have the same contact on their server. If you look at all the contacts you will see two and may be tempted to delete the duplicate, but that violates the implied agreement you have with your partner protecting their data.

How to Share my Mac Data with my Partner (continued)

And then there is the “No Sharing” scenario which lets you turn one computer into two. The first account that is setup on a new Mac is an admin account which allows the person who created it to create additional accounts on the computer. To create a second account on the computer, open System Preferences and click on “Users & Groups”. Click on the picture of a padlock in the lower left corner of the screen and enter your computer password, this is to prevent anyone other than the logged in admin person from creating new users. Once unlocked the plus sign below the left column will appear. Clicking on the plus will prompt you for the identification information for the additional account. At the top of the window is a pull down allowing you to select Standard, Administrator, Sharing or Group. If the second user will be allowed to modify system wide preferences, then this should be Administrator, if not then Standard will allow full use of the computer without being able to make system wide setting changes. Before leaving the Users & Groups, click on Login Options near the bottom. Check the box “Show fast user



switching menu as” and in the dropdown select Account Name. This will allow you to quickly switch between the multiple accounts without having to shut down or log off.



To switch users, click on the account name in the right end of the menu bar and select the account you want to log in to and log in as normal. You will now have both accounts active on the computer and can switch back and forth using this same procedure. One additional step is required to shut down the computer. You must log out of one account and then log back into the other account and shutdown normally. In this scenario each user has the equivalent of their own computer and all preferences and data are totally their own and not shared with anyone.

Then there is the ultimate scenario. Go buy another computer!

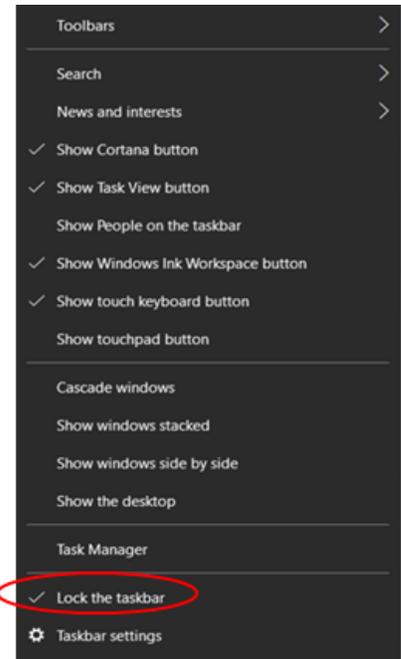
Tips and tricks you might want to try

Resizing your taskbar: Sometimes when one has multiple windows open at the same time, it is hard to easily see the various icons. Has this ever happened to you? Or perhaps you would just like to see the icons on your taskbar better. If so, there is an easy way to do so. To change the size of one's taskbar, simply right-click on any empty space along the taskbar. When the menu is displayed, be sure that "Lock the taskbar" does NOT have a check mark next to it. If it does, simply click on the taskbar and then right-click again and you will see the check mark is gone. Next, using your mouse, move the pointer to the top edge of the taskbar until a double-sided arrow appears. Click and drag the mouse up to expand the taskbar. When you have it at the desired height, release the mouse. To keep it resized, once again, right

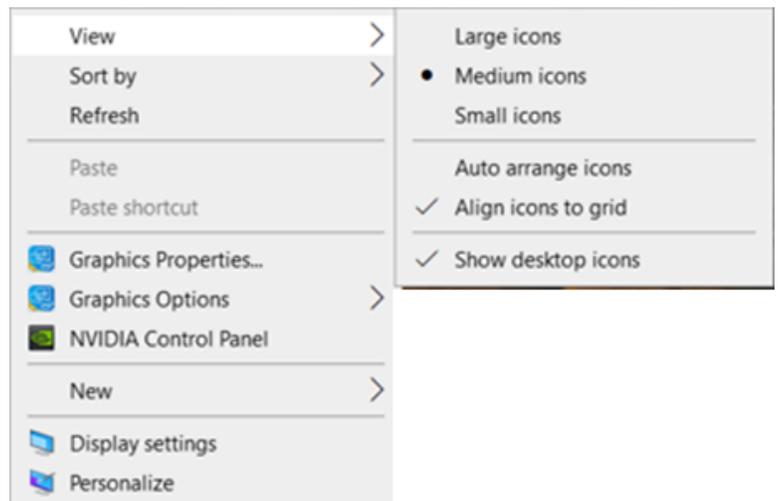
-click on an empty space of the taskbar and click "Lock the Taskbar". A check mark will now appear and the taskbar will now stay resized. **Did you know that you**

could also place the taskbar on the right margin, left margin or even top of your screen? Most of us have it at the bottom of

our screens, but it is movable. To place it elsewhere, click on any empty space along the taskbar, then drag your mouse to its desired location: right, left or top and then release it. Remember, if you want it to stay there, be sure you have "Lock the Taskbar" checked.



Resizing icons on the desktop: Did you know that icons on your desktop can appear in three different sizes: small, medium and large? As we mature, sometimes size does matter. First of all, it is not recommended to place a large number of icons on your desktop in the first place. Some of us tend to save individual files to the desktop rather than in an organized folder and soon it is so cluttered, it is hard to find anything again. But getting back to resizing icons on the desktop, it is easy to do. Simply right-click in any empty space on your desktop. From the menu that is displayed, hover your mouse pointer next to "View" and another menu will display showing the three sizes available. Choose the one you desire.



Windows 10-10 and listening in

A lot has come out regarding the upcoming Windows 11. Due out sometime this Fall, it is currently available for testing via the Windows Insider program. When it was initially announced, there were some specific requirements identified that would be required for a PC to use Windows 11. Microsoft also had a PC Health Check app available to see if one's computer would be compatible with Windows 11, but that was pulled rather quickly because the update checker tool only indicated if a computer was not compatible, with no further explanations.



Now Microsoft is releasing an updated PC Health Check tool to see if one's computer meets the requirements to run Windows 11 and if it does not, it identifies why. It is supposed to be COMING SOON.

When available, the tool can be downloaded from Microsoft.com At "Introducing Windows 11", select "Learn More". Scroll down to "Frequently asked questions about Windows 11" and select "How do I know if my current Windows 10 PC meets the hardware requirements for Windows 11?" and click on it. Then you can select "download and run the PC Health Check app".

Also, now Microsoft has announced that any PC can install the Windows 11 ISO. What?? The information appears to conflict with its strict requirements it previously announced. To clarify, Microsoft has identified a few more processors to the list of supported models. Supposedly, Microsoft will allow Windows 11 to run on older PCs **IF** a fresh installation with a Windows 11 ISO is used. This is intended for businesses that want to evaluate Windows 11, not so much for regular users. Regular users who want to upgrade from Windows 10 to Windows 11 and do so once available, must meet the hardware requirements. Remember, it is not necessary to update to Windows 11 as Windows 10 will continue to be supported until Oct 14, 2025.

Once again, although we do not recommend specific products, it is advisable to be patient and wait until Windows 11 is released. As with prior Microsoft upgrades and updates in the past years, there have been issues that caused multiple problems for those who "just had to jump at the latest" upgrade/update once it became available. While beta testing is done prior to the releases, sometimes products are rushed into production and errors are missed or overlooked. If your system is working now and you are able to use the Internet, email, shop, write documents, edit photos or whatever you use your PC for, then don't do anything to change things at the moment. Keep your system up to date with automatic updates.

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

that we made up ourselves

Q. I have a Chromebook and use Microsoft Word. I heard that Microsoft is no longer supporting it. Is that true?

A. Microsoft recently stated that “in an effort to provide the most optimized experience for Chrome OS/Chromebook customers, Microsoft apps (Office and Outlook) will be transitioned to web experiences (Office.com and Outlook.com) on September 18, 2021. This transition brings Chrome OS/Chromebook customers access to additional and premium features. Customers will need to sign in with their personal Microsoft account or account associated with their Microsoft 365 subscription”. BTW, Office on Android is not going away for smartphones and tablets. Since Chromebooks have larger screens, the apps are not optimized for them, so it makes sense for Microsoft to make this move.

Q. Can you tell me about the recent UPS scam/phishing email that is going around? I use UPS a lot but now I am a bit leery when I get an email from them. How do I know if it is OK to open or if I am being scammed?

A. Excellent question! We’ve told folks about checking the URL of the sender (by hovering over it) to see if it is really from the company and to always avoid clicking on links that are embedded in an email if one is not sure it is legitimate. Phishing emails are getting more sophisticated and a recent one from UPS is an example. It involves malicious links embedded in what looks like a legitimate email. The email informs the receiver that there is a problem with their UPS package and they are given the option to download and print the invoice to pick up the package at the UPS store or to click the link to a tracking number. Hovering over the link reveals it leads to a real UPS.com page and users who click that link are taken to a UPS page with a message stating “Your download will start shortly”. Then they get a Word doc that can’t be read and Microsoft Word will ask them to enable macros to read it. Once they do that, malicious files are downloaded. So the scammer was able to put malicious code into an official website. Some antivirus programs can pick up on this and keep you from doing further damage. Remember, it is best to NOT click on links found in unsolicited emails. If you are not sure, contact the company directly (and not through the email). Don’t ever enable macros for an unfamiliar document. Enabling macros on a Word doc such as the one in the email allows it to install malware on one’s device. And always keep your antivirus software up to date.

Q. I bought a Chromebook about a year ago to take with me when traveling. I have connected to a number of Wi-Fi networks (in those locations) that I doubt I will use again. How do I get rid of them?

A. As you probably figured out, when you connect to a Wi-Fi network, it is saved on your Chromebook. That’s probably a lot of Starbucks, right? To get rid of the ones you don’t want or no longer need, in the lower right-hand corner of your screen, click on the clock on the Shelf to bring up the Quick Settings panel (or click on the Wi-Fi icon on the Shelf). Select the gear icon (along the top menu bar) to get to Settings. On the left side, select the “Network” section and select “Wi-Fi”. You should now see a list of all the networks of which you have connected. Click the arrowhead on the right side of the network you want to get rid of, then select “Forget”. You will have to do that to each one, so it might take some time, but now you know and the next time you go out of town and connect to a network, if you no longer need it, you can forget it once you are done or once you get back home. Hope this helps!