

# SCA Computer Club notes

## Classes for the Month of Jan



Wishing all a safe  
and prosperous  
HAPPY  
*New Year*  
Sign up to  
teach a class  
or be a  
Monitor!

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.

**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. **Part 2** is a presentation on the editing capabilities built into Photos. We will cover correcting the lighting by changing the exposure, shadow brightness and highlight brightness. We will also cover color correction and show how to correct flaws in pictures including restoring old photos scanned into Photos.

It is a new year so try something new in 2022. "Contact Us" through our website and let us know what you want to see in your monthly Newsletter. Also tell us what types of classes you would like to see offered. Our membership changes each year 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. Don't hesitate letting us know if we can assist with your learning.

## 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, Jan 8 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? 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, Chromebook, 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.

The *Photography Group* will meet on **Monday, Jan 10 from 1 -3 PM** in the classroom. 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*". Start the new year learning something new. All experience levels, from beginners to experts, are welcome.

As we start a new year, please welcome your **2022 Computer Club Board**.

**President:** Warren Begas

**Vice-President:** Woody Parks

**Secretary:** Robert Leclerc

**Treasurer:** Rich Blotner

**Assistant Treasurer:** Tom Strange

**Directors At Large:** Terri Begas, Brian Corr, Patrick Glazier, Nancy Hepburn, Linda Norton, Jerry Peterson, Tony Ptak, Bernie Thompson and Nancy Ward

Board meetings are normally held the last Thursday of each month (except Dec) at 1:30 pm in the classroom. Members are welcome to attend and listen as the Board discusses club operations, improvements, new events, etc. Members are only allowed to speak during the "Member Comment period" and can address topics discussed during the meeting or any other topic they wish to bring to the Board's attention. This is a good time to learn more about your club, how it operates and how what is being done to keep the club open for all to enjoy.

January's Board meeting is scheduled for Thursday, Jan 27th at 1:30 pm. Always check the club calendar to confirm dates.

## Tips and tricks you might want to try

### Searching using Google

Many of us use Google to search for topics of interest, recipes, weather, sports news, etc. Do you ever find yourself wishing there was an easier way to get the results you are seeking, instead of dozens of results that come up first that have nothing to do with the topic you are actually searching for? Sometimes it helps to search more efficiently using some of the tips below:

1. For example, if you are only looking for something a few years back and not something that occurred two centuries ago, try to **filter your search results by date**. This should limit the results of your search to within a specified time period. Here's how:

Type in your search phrase and hit Enter. Now tap on **Tools> Anytime>** and **select Custom range**. A pop-up box will appear that has a calendar and you can put in a start and end date. Then hit **Go**.

2. Do you tend to use long search phrases like "ice cream shops in my area that serve Jamoca Almond Fudge?" Try **excluding unnecessary words** you don't need. **Hint:** you can just leave it out or if you copied a phrase from something else, just put a **minus (-) sign** in front of the word you don't want or put a **plus (+) sign** in front of any word you want to emphasize as important. Here's an example: *ice cream -shops in my area that have +jamoca almond fudge or ice cream +jamoca +almond +fudge*

3. Have you ever used your laptop or tablet in the kitchen when following a recipe? After adding all the ingredients and putting your cookies in the oven, set a timer. Just Google "**timer**" and it will display a countdown clock of five (5) minutes that you can change to whatever time you need. **Click or tap on the upper tab** and now you have a **stopwatch**.

4. Sometimes, I like to check the weather before going across town to Summerlin. I simply type in "Summerlin weather" and now I have a detailed forecast.

5. What if you are searching for one of your files on your computer and can't remember what folder you put it in? Try searching for it by the **type of file** it is. For example, if you know that it is a pdf, type **filetype:pdf (and a keyword)**. I couldn't find my favorite cookie recipe that I know I have so I simply typed in **filetype:pdf cookie** and quickly found it.

6. Have you ever tried using an **Advanced Search**? Use it to find websites with specific words, certain phrases, languages, etc. To do so, go to Google and instead of just typing in your search term, look for "Settings" sometimes in the bottom right-hand corner of your screen and select it. A pop-up will display with multiple search fields that you can fill in to filter your search various ways. Try it!

7. Ever get an email from your German cousin that included a familiar German phrase? Problem is, you don't read or write German, but you are curious as to what is said. No problem. Go to the **Google Translate** app (hint: in the upper right-hand corner of the Google page there are a **series of dots** (that **icon** is for **Google apps**). Click on it then click on **Translate**. Copy the phrase in your email and paste it in the "English-Detected" box, then in the adjacent box, select German. You can select a number of different languages (click on the down arrowhead to see them all).

## Tips and tricks you might want to try (continued)

### Mouse Hints

So, are you up for learning something new in 2022? Many of us use a mouse with our desktop or laptop computers. Yes, we know that if we are right-handed, and we click on the right side key with our middle finger, it brings up a context menu. And if we use our index finger and click on the left side key, we can select things. Pretty basic, right? But what else can it do? The following pertains to those who are right-handed.

You can use your mouse to **highlight a word**. How? Simply place the cursor on the word you want highlighted and double-click on the left button (use your index finger). If you want to highlight the entire paragraph, simply triple-click.

If you are working with columns of text, like in a spreadsheet, you can hold down the Alt Key + click on the left mouse button and the **whole column of text is highlighted**. Why didn't I know that?

What if you want to **highlight a specific amount of text**, not the entire paragraph. Well, you can do that as well. Place your cursor where you want the selection to begin and click on the left mouse button. Now move your cursor to where you want to end your selection. Hold down the Shift key on your keyboard and click the left mouse button. Voila! The section of text is highlighted.

Did you know that the scroll wheel is not just a wheel that scrolls but it is also a button? When pressing down on the mouse wheel (also known as "**middle-click**") it does different things in different programs. Want to try?

Let's say you did a search via Google and you are looking at your results. If you normally click on one of the results (e.g. using your index finger to select it) you will be taken to that particular site. However, if you use the wheel and click on the results, it will automatically open the link in a new page (instead of leaving the page (Google search) that you were on). This way you can open several results, each in their own tab.

Want to enlarge something quickly, like the fine print that says you will be billed automatically after your 30-day FREE trial unless you notify them before your FREE trial ends? Simply hold down the **Ctrl key while scrolling up** with your mouse wheel to enlarge everything. To reduce it, hold down the Ctrl key and scroll down. This works on the web, as well as in the Microsoft apps (Word, Excel and PowerPoint).

Sometimes, late at night, and I'm tired, I can't see the "X" to close the numerous tabs I have open. But I learned that by simply middle-clicking (the mouse wheel) with the cursor in the **center** of the tab, it will close it. Who knew?

Did you learn anything new? I certainly did. Share these tips with others if you find them helpful.

## Tips and tricks you might want to try (continued)

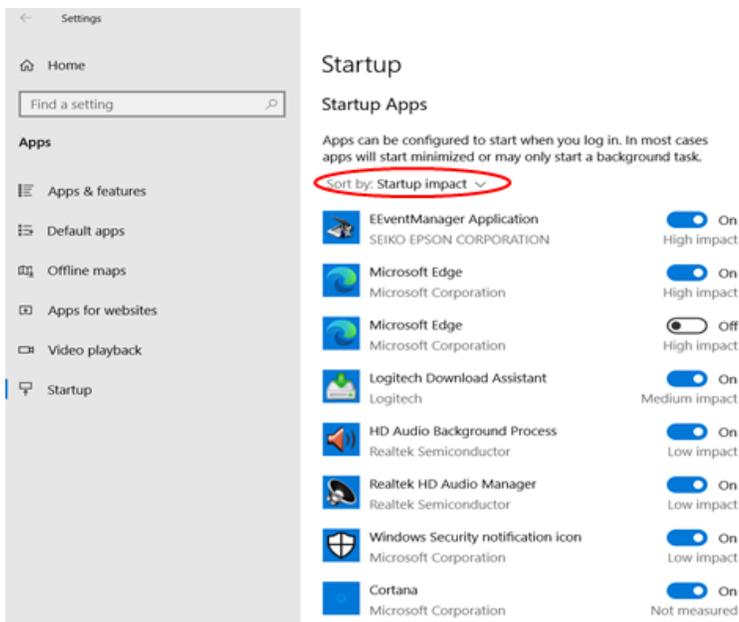
Is your computer slow to start up when you turn it on? Does your laptop's battery seem to run down quickly? Here are a few things to try to improve your device's performance.

### Disable Startup Apps

Some apps installed on your computer launch automatically during startup and continue to run in the background. If you find your computer is slow when it first starts up, you can try to disable those that you don't use on a daily basis. Here are two (2) ways you can try that might help your computer start up more quickly in Windows 10.

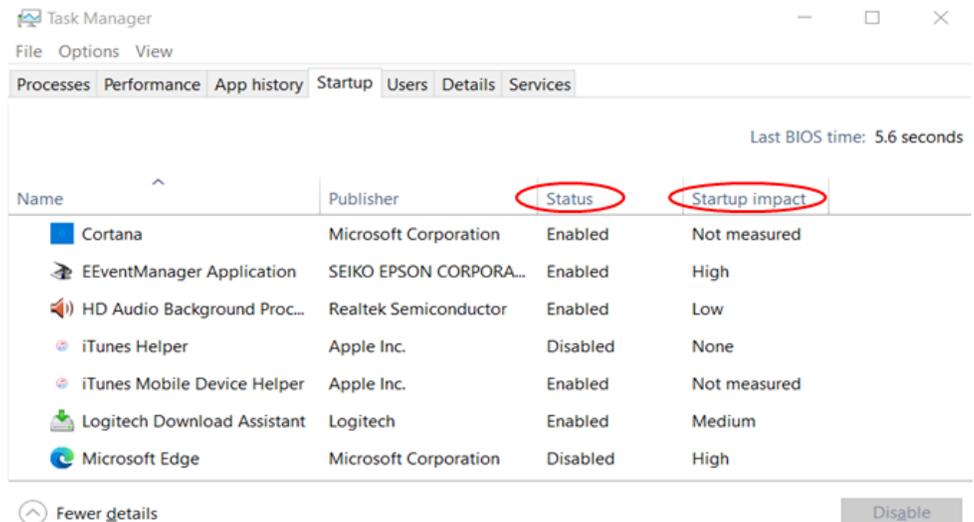
1. Go to **Settings > Apps > Startup**. Next select **Sort by**, click the down-arrowhead and select **Startup Impact**. Toggle off any application that is not a high priority for you, especially if it is marked as High Impact. **Restart** your computer and see if this makes a difference.

2. Another way to check your Startup apps is via **Task Manager**. To get to it quickly, hold down the **Ctrl+Shift+Esc** keys simultaneously, or **right-click** on your menu bar at the bottom of your screen, then select Task Manager from the options. Task Manager will display; now choose the Startup tab. (See figure below. Note: if you don't see the Startup tab, click the down arrowhead adjacent to "More details").



Here you will see all of the apps that are launching or running when your computer starts up. Under the Status column you will see whether or not that particular app is enabled or disabled. To turn off a program, simply right-click and select disable. Close the tab when done and the next time you start Windows, the app will not run.

Here you will see all of the apps that are launching or running when your computer starts up. Under the Status column you will see whether or not that particular app is enabled or disabled. To turn off a program, simply right-click and select disable. Close the tab when done and the next time you start Windows, the app will not run.

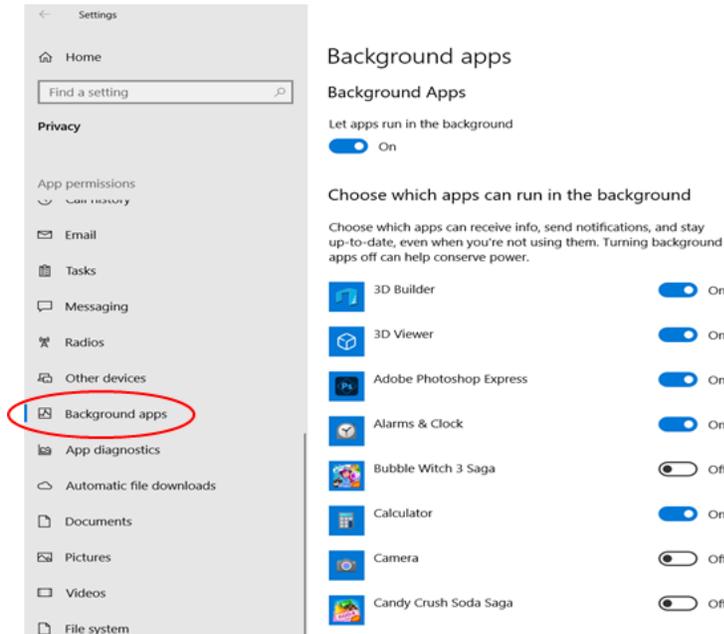


Note: if you are not sure what the app is, e.g., Eevent Manager application, or HD Audio Background Process, leave it enabled until you Google it and see its purpose. Then you can make an informed decision regarding disabling it or not.

## Tips and tricks you might want to try *(continued)*

### **Turn off Background Apps**

Another thing that may impact the speed of your computer (aside from how old it may be) could be that you have apps running in the background, using up resources. In Windows 10, built-in apps and apps downloaded from the Microsoft Store run in the background by default, allowing you to stay current and get notifications (like the Mail app) and also lets apps update in the background.



If you use a laptop, disabling any non-essential apps from running could help your battery from running down so quickly. And if you are out and about and using a cellular connection, you should consider this as it also affects your data plan. Here's how to turn off an app:

Go to **Start > Settings > Privacy** and scroll down the left-hand column and click on Background apps. Toggle off any app that you want to stop running in the background.

Using this in conjunction with disabling startup apps in Windows 10 could improve your computer's performance, especially with older devices. Try it and let us know if it helps. Send in your comments via our website. [Home | Sun City Anthem Computer Club \(scaclub.org\)](http://Home | Sun City Anthem Computer Club (scaclub.org) .) . Go to Contact Us > Newsletter and give us your thoughts.

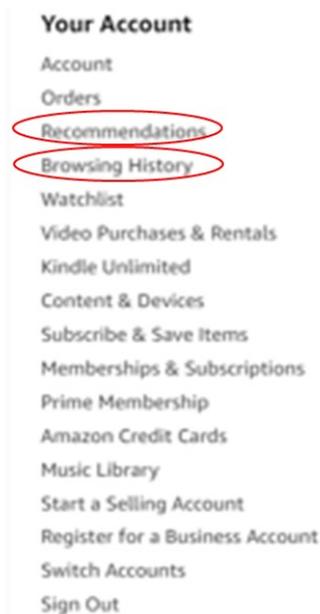
## General Windows Tips

So you got a new computer for Christmas, or Hannukah, or the New Year or just because you wanted one. You probably already know these things but it is a good time to review them as you set up your new (ahem) toy. Note the below options refer to Windows 10 but Windows 11 **may** have them in a different location than what is referenced below.

1. You probably have some apps already installed on your new device, but you can customize the way they appear. Remember how? Go to **Start> Settings> Personalization> Colors**. It is here that you can choose your favorite color, choose **Light or Dark mode** and even show **accent colors** on your Title bars and Windows border.
2. Need to make your pointer easier to see? Want to change its size and/or color? Go to **Settings> Ease of Access> Mouse Pointer**. Play around with it until you have something you suits you.
3. Now that your pointer is big enough to see, how about enlarging the text so you can read it more easily? Remember how? Go to **Start> Settings> Ease of Access> Display**. Use the **slide to increase the size of the text**. If you want to **make everything bigger**, click on the **down arrow head** (under "Make everything bigger") choose a size that works for you.
4. Want to use OneDrive to back up your files? You can do so. If you don't already have it enabled, type in OneDrive in your search box. Select the OneDrive app. Enter your email address and create account. If you already have it enabled, simply go to **OneDrive> More> Settings**. Check out the **AutoSave tab**, next **Update folders** and choose the folders you want to automatically sync from there.
5. It is always a good idea to have your Windows Update automatically so you don't have to worry about it. But there might be times when you don't want to be interrupted because you are working on something important, e.g. your club newsletter, your club minutes or your daughter (or son) is visiting from the East coast and has to get their Request for Proposal (RFP) submitted by 5 pm (EST) and she/he is just starting and it is 1 pm (PST). The last thing needed is for the computer to slow down (or interrupt) because of updates. Or, you might want to pause updates IF you know that a current update is causing issues such as the blue screen of death (BSOD) or there are other known issues that have been identified and you would rather just wait and see if they are fixed before trying to update on your device. Did you know that you can pause updates for a certain period of time? Go to **Settings> Windows Update> Advanced options> Pause updates and select date**. You can also pause updates for a period of seven (7) days but that's a lot of time. But, if you choose to do so, in **Update & Security> Windows Update> Pause updates for 7 days**. If you want to reset it before the seven (7) days are up, simply click on "Resume Updates". Although it is normally best to let updates automatically do so on their own, sometimes you might decide to pause them.
6. Lastly, are you trying to stay "hip" with you grandchildren? Do they text you or email you and use emojis instead of words? Yes, you know what I am talking about. Or, you don't know what an emoji is? Well, it's that icon/symbol that represents thoughts, words, emotions, etc. as a picture instead of a word. For example, if you sent your grandchild a gift they liked they may respond with "Thank you, Grandma" followed by a smiling face. Did you know that you can quickly access emojis in Windows by selecting the Windows key + the period at the same time? Try it and have some fun.

## Useful things you may want to know, or Frequently Asked Questions (FAQs) that we made up ourselves

*Q. Due to the pandemic, I've become a regular Amazon shopper. I like that it is easy to use and I don't have to go out, but I don't necessarily want to see all my history (it reminds me that I shop too much) and it annoys me by recommending things I am not interested in. How do I fix that?*



A. Well, you could try customizing your Amazon Browsing History. To do so, login to your Amazon account. In the upper right-hand corner, hover your mouse pointer over your “**name and Accounts & Lists**”. Select “**Browsing History**”. You can now remove any item you want from your view by selecting **Remove from view**.

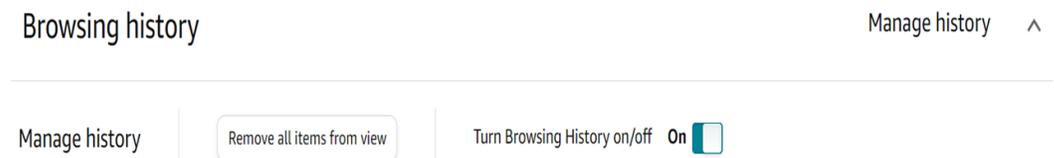
By clicking on the drop-down arrowhead next to “**Manage History**” you can choose to “**Remove all Items from view**” to clear your browsing history; be sure you want to do that as this cannot be undone. Or you can “**Turn Browsing History on/off**”. Turning off will keep your browsing history hidden and Amazon will not show items you click on or searches you make from your device.

Just remember that this will apply ONLY to the device you are

using. If you use multiple devices, you will need to do the same thing on each device. Lastly,

if you shop on your smartphone using the Amazon app and want to clear the browsing history, the steps are similar. Open the Amazon shopping app then tap on the “**My Profile icon**” (second button at the bottom right of the home button). This page will show all of your profile info as well as your orders, including your browsing history. Scroll down where it shows “**keep shopping for**” and select “**View your browsing history**”. Now you can remove individual items or select to remove all.

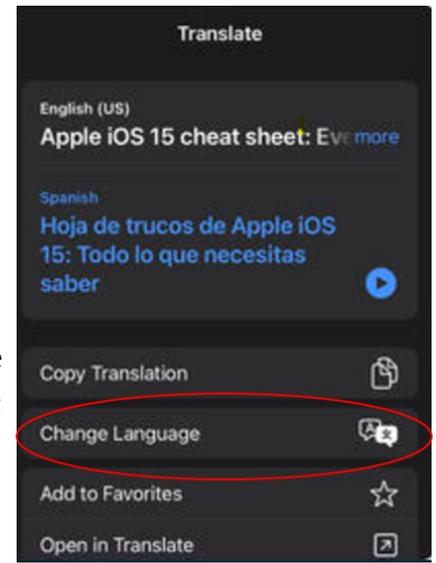
To remove items from your Recommendations List, go to “**Accounts & Lists**” and click on “**Recommendations**”. Now you will see a lot (I mean a whole lot if you do a lot of shopping) of Amazon recommendations based upon your previous purchases or viewing habits. You can **only** clear items **one at a time**. Select an item, then select “**Remove this recommendation**”.



**Useful things you may want to know, or Frequently Asked Questions (FAQs)**  
that we made up ourselves (continued)

*Q. I use an iPad. Is it possible to translate text without going to Google and using their translate program? I use the Safari browser instead of Google.*

A. What a great question! Glad you asked. In iOS 14, Apple made it easier and more efficient using the Apple Translate app by adding the ability to translate any text simply by selecting the text. It can also be used in iPadOS, so all you have to do tap and drag across the text to select it, then tap the text. A translate window appears; select the **Translate** button. When it displays, if it is not the language you want, you can select a different language.



*Q. I sometimes receive an audio message via iMessage from my grandchildren, but if I don't open it right away, it vanishes. What can I do?*

A. Audio messages sent through iMessage go away after 2 minutes so we see this can be a problem if you don't get to it right away. To prevent your phone from automatically deleting them, Go to Settings, then Messages. Scroll down and under "Audio Messages", tap Expire. Now tap Never. Hope this helps.

*Q. I know this might sound petty, but I am so proud of myself for losing the extra 20 pounds I gained during the pandemic this year. Everyone says I look like a new person, so I want to change my old profile picture that I have, because well...I want to show off. Can I do that?*

A. Congratulations, and yes you can change your profile picture so when your friends add your info to their contacts, a "new" you will appear. Simply open your Messages app and tap on the three (3) dots button on the right side of your screen. Select Edit Name and Photo. Next Tap on the profile icon to change your image. You can snap a photo using your Camera or upload a photo from your Photo Library. Woo-hoo! Show off the new you!

*Q. I am so tired of the robocalls I receive on my phone. Is there a way to just keep them from ringing?*

A. The easy way to do this if you have an iPhone is to open the Settings app and select Tap Phone. Just toggle Silence to Unknown Callers and you shouldn't be bothered anymore.