SCA Computer Club notes

Classes for the Month of Mar

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", <u>click</u> 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 <u>click</u> 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 <u>Monitor desk</u> **AND AGAIN** in the <u>front of the Classroom</u> 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.

Computer Talk is designed as a "question and answer" session. 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.

Mac for Beginners: If you are new to the Mac or planning on getting a Mac, this class will show you how to connect your printer, scanner, camera, additional monitor and any other USB devices you plan to use and get the whole show working. You will learn how to set preferences and navigate the file system. Setting up and using the Launcher and Dock will also be covered.

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: In order to make an informed decision when you are buying a computer, there are a few terms that you need

to be aware of so that the sales folks don't try to "snow' you. Are you unaware of the meaning of the basic terms now circulating around the world? Do terms like gigabytes, hard disks, volatile memory, main board, Ethernet card, cable modem, etc. make you wonder which country you are in? Then, join us in helping you become aware of meaning of these terms and many others that you hear. Learn the basic terms in this class.

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?

Interested in photography? The **Photography Group** discusses various topics related to taking and editing photos, lighting, composition and more. Beginner or expert; all are welcomed to attend.

Macintosh Mail: Learn how to use the Mail app to send and receive mail from multiple email accounts.

Classes for the Month of Mar (continued)

Monitor Refresher Training: Refresher course for current Monitors. Monitors are required to attend this course once every twelve (12) months to stay qualified, as well as perform a minimum of ten (10) shifts per year.

Introduction to iPhone/iPad: Basic iOS settings and features to set up iPhone and iPad, including iCloud linking all devices.

TurboTax: Using TurboTax to file your income taxes.

We are still asking our club members for input regarding the types of classes they are interested in attending. Please provide us with your input via our website at: Home | Sun City Anthem Computer Club (scaclub.org) Is there a specific application that you are interested in learning more about, or is there an application you use that you need a refresher, or would you like to learn about various email applications, etc.? Let us know.

We are also still looking for club members who might be interested in becoming an Instructor. Do you frequently use an application and feel comfortable enough to explain it to others? Please contact our Programs Director, Tony Ptak, via the website and let us know if you are interested. We can provide you more information and train you on how to use our club equipment to set up and instruct your fellow members in our classroom. From the website, select "Contact Us" and choose "Education", then follow the prompts. Share your passion with other club members!

In case you haven't heard, the Sun City Anthem Community Association no longer requires masks to enter the building and use its facilities. However, if you prefer wearing a mask, then by all means, please continue to do what makes you most comfortable. (smile)
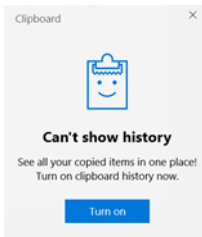
Mark you calendar for our **electronic equipment recycling event** on **April 16, 2022 from 8 am—noon at the Anthem Center east parking lot**. Signs will be posted to direct traffic to the recycling truck. **DO NOT** drop off any equipment at the Computer Club prior to the event. If for some reason you cannot make this April 16th date, contact **Sustain Vegas** at **702-248-7302** to arrange dropping off your equipment at their location (4660 W. Dewey Dr, Unit 145) or request they pick it up at your home. Thank you in advance for your cooperation.

The next Board meeting is scheduled for Thursday, March 31 at 1:30pm. Members are welcomed to attend and listen while the Officers and Directors discuss club operations. A member's comment period near the end of the meeting allows members in attendance to provide input, comments or ask questions of the Board. This is a good opportunity for members to observe the Board's discussions, recommendations, decisions, etc. especially if one is considering getting more involved with club operations and running for a position in the future.

Clipboard History

Clipboard history, e.g. copy/cut and paste, was introduced in Oct 2018 in Windows 10. It allows one to easily **"copy"** something in one place (e.g. an article, picture, etc.) and **"paste"** it in another place (e.g. a document, email, etc.). The most recent 25 "clips" are stored within Clipboard history (unless an item is pinned to the Clipboard) and the history list is erased every time you restart your device.
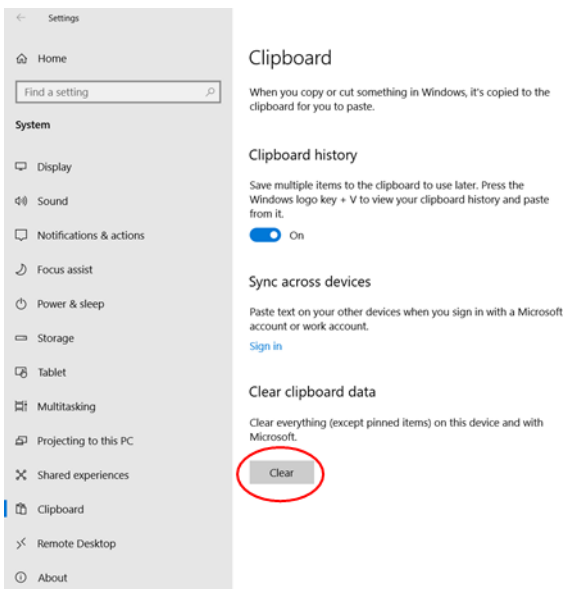
Clipboard history only works if it has been enabled from *Settings> System> Clipboard*. Today many users simply use **"Snip & Sketch"** to obtain similar results. But if you happen to still use Clipboard history (or if you want to try to use it) here are some tips.

When you have it enabled, simply press the **Windows key + V** and a small window lists the most recent items you have copied to the Clipboard. If you don't have it enabled (and you press the Windows key + V) a message will be displayed. You can then turn it on. Of course you could also just go to *Settings> System> Clipboard* and turn it on by sliding the toggle switch. You will also have some other options, such as syncing it and clearing everything that is not pinned.

To remove items individually from your Clipboard history list, select the Windows key + V and click on the three (3) dots next to the item you want to delete and you will be prompted to remove it. If you wish to clear everything from the Clipboard, do the same thing, but select "Clear all". If any items still appear on your Clipboard history list (after deleting them) then you have pinned them (not just copied and pasted them). In this case, after selecting the three dots, simply select "Unpin" and then either delete the item or delete all.

NOTE: If you are running Windows 10 (from a build prior to 1909) instead of getting the three dots when you press the Windows key + V, you will see the pop-up window that displays your list of recent items. To remove the item, click the "X" in the upper right corner of the item or select "Clear all" in the upper-right corner of the Clipboard history window. If the item still remains, chances are you "pinned" it, so click on the pin icon, then click "Clear all" again.

If you want to clear all items a simpler way, go to *Settings> System> Clipboard, select Clear.*

That's all there is to it. If you prefer not to use this built-in Windows 10 feature, disable it by sliding the toggle to Off. You can also simply use Snip & Sketch instead.

If you do try it (or if you do use it) let us know what you think. Go to our website Home | Sun City Anthem Computer Club (scaclub.org) , select **"Contact Us> Newsletter"** provide your comments.

Tips and tricks you might want to try

Inserting a picture into a Word document

 Have you ever tried to insert a picture into a document only to have it appear anywhere but where you want it to go? Of course you have. Word will insert a picture into a Word document at its "insertion" point, but you can control that. To get the picture to go where you want it to, you must first understand what the available options are. So let's review them:

In Line with Text: this is the default option Word applies and the picture is inserted (as if it were text) kind of like text with a much larger font. You can then drag the picture to the beginning or end of the paragraph.

Square: this option wraps the text around the picture in a square pattern and the text moves to accommodate the picture on both sides.

Tight: this options wraps the text consistently between the edges of the pictures.

Through: similar to Tight, but this option allows one to alter the edit points. The edit point is a small, black square that one can drag to change the shape of the picture.

Top and Bottom: this does not allow text wrapping around the picture, but keeps text to the top and bottom of the picture.

Behind Text: this runs text right through the picture; an effect that can be different.

In Front of Text: this will bring the text in front of the text, but it will obscure any text behind it and one cannot read the text then.

By choosing **More Layout Options** one can find additional tricks regarding "wrapping text" around an inserted picture, including positioning to the left or right sides and setting distances from the text. Play with it and let us know what you think.

Using FaceTime while multi-tasking

 Ever get a FaceTime call from a family member or friend while you are in the middle of writing your club's minutes or trying to copy that recipe that sounded so good? You know what we're talking about. And you don't want to miss that FT call, especially if it is your son or daughter calling and you know there's a chance to see your favorite grandchild, right? Well rather than miss the call, you answer it but you also want to finish what you're doing and not appear to be distracted. In iOS 13, "Eye Contact" was introduced and it makes it appear as if you're keeping eye contact with the person on the other end (even if you are looking at another part of your screen, (e.g. finishing those club minutes or recipe). Simply open Settings> FaceTime and slide the toggle next to "Eye Contact" to the right to enable it. Voila! It's that simple.

Don't miss a notification

 Do you use an iPhone? When you are in a Computer Club class and you are asked to silence or turn off your phone (so as to not disturb the class) are you one that just can't savor the thought of missing a notification? Do you experience FOMO (fear of missing out)? Well, instead of setting your phone to vibrations, you can set your iPhone to LED flash so that it blinks when your phone is locked and silent. How? Go to **Settings> Accessibility> Audio/Visual.** Toggle on **LED Flash for Alerts**. Now you can enable **Flash on Silent** if you want the LED to only flash when your iPhone is silenced.

Windows 11 Tips

Still don't have Windows 11 yet? Not to worry. To check to see IF your computer is compatible, simply go to ***Settings> Update & Security> Windows Update***. If your system is not compatible it will let you know. One thing you don't want to do is to go to a third party site and download Windows 11. ONLY get it from Microsoft as there have been scams that impersonate Microsoft and actually download malware on one's computer when one thinks one is getting Windows 11. The malware downloaded is then enabled and has the potential of stealing one's credentials subjecting the victim to financial disaster by stealing passwords, etc. Be aware, don't be fooled. Remember, you don't need to run Windows 11; you can continue to use Windows 10 without issues until Oct 2025. But as always, keep whatever system you use current with its periodic updates. For more information regarding fake Windows 11 installers, click here: Fake Windows 11 upgrade installers infect you with RedLine malware (bleepingcomputer.com) Thank you, Linda Norton (SCACC Board Director) for sharing this information.

   If you have a newer system and it already runs Windows 11, it is possible to run Android apps on it. In the latest Windows 11 update, some of the recent improvements include showing the clock on the taskbar (across multiple monitors) and the weather widget has been brought back to the taskbar. If one uses Microsoft Teams, a mute feature is also included in the taskbar now. Microsoft has also redesigned two of its applications: Notepad and Media Player.   Notepad now includes a dark mode, colored emojis and a better undo feature. The Media Player app will replace "Groove Music" but if you use Grove Music, don't worry as all of your playlists and your library will automatically migrate to the new Media Player app. You will just need to update your Notepad and Media Player apps through the Microsoft store first. Lastly, Microsoft intends to release its Windows 11 updates faster.

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Five browsers to use with your Android phone (that are not named Chrome)

Not everyone uses Google (or Google Chrome). Yes, it comes pre0instaled on Android phones, but are you looking for an alternative? Try one of these:

DuckDuckGo claims to promote privacy; no tracking, no bots and secure encryption to keep one safe and even better...no personalized ads.

Firefox, yes is does work on Android devices. It has been improved and allows one to see open tabs, searches and favorites all together. You can also opt for a more privacy-based surfing experience.

Brave Private Web Browser is an incognito browser that won't save your browsing history. It says it browses faster as well as saves battery life, so give it a try.

Opera browser has a built-in ad-blocker and gives one a personalized news feed that updates every time one uses it. It has a private browser mode as well.

Vivaldi has both ad and pop-up blockers, the ability to save one's favorites and customization as well. It also has a built-in translation tool and works on Windows as well as Android devices.

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

Q. What is "SmartScreen"?

A. Excellent question. Microsoft Defender SmartScreen, built into the Edge browser, helps to identify reported malware and phishing websites. Edge can help keep one safer online with its built-in features designed to protect the user's privacy. To see if SmartScreen is enabled, select "Settings and more" (the three dots in the upper right-hand corner, while in the Edge browser), scroll down and select the gear icon (Settings) and in the Search settings windows in the upper right corner, type Microsoft Defender SmartScreen. Ensure that the toggle switch is ON. SmartScreen also checks files one downloads from the web against malicious programs and sites known to be unsafe and can warn one by blocking the download if it identifies the file to be unsafe. If one is warned, one has the option to report the site as "safe" if it is known to be so. If one thinks a site is unsafe (and Microsoft did not identify it as such) one can report the site to Microsoft for further evaluation. SmartScreen differs from a Pop-Up Blocker, which normally just blocks advertisements.

Q. I use Windows 10, version 2004 but my son told me that it is now obsolete. What should I do?
A. Your son is correct. Windows 10, version 2004 reached end of servicing on December 14, 2021. To continue receiving security and quality updates, Microsoft recommends that you update to the latest version of Windows 10. Click on the ***Windows icon*** (bottom left-hand corner of your screen) then click on ***Settings*** (the gear icon). Next select ***"Update and Security"***. You can now check for updates and if one appears, select it to download and install. Windows will normally keep you informed of any new updates unless you intentionally "paused them".

Q. I just started using Windows 11 on my new computer. I do not like the Transparency setting but I do not know how to change it. Can you help?
A. Here is something you can try. Press the ***"Windows key + the letter i"*** on your keyboard to open Settings. Select ***"Accessibility"*** from the side menu and then click on ***"Visual Effects"*** on the right-hand side of the screen. Be sure to toggle ***"Off" "Transparency effects"***. You do not have to save anything, it does so automatically. Now all of your transparent windows should appear as opaque. Let us know if this helped or not. Provide your comments by logging in to our website and selecting **"Contact Us"** from the main menu bar. Then select **"Newsletter"** and give us your thoughts.

Q. I have a MacBook Pro and my daughter said the battery might be unsafe and I should get it replaced. I haven't heard about bad batteries for MacBooks. I think she just wants me to buy a new laptop. What do you think?
A. According to Apple, "a very small number" of their MacBook Pro models have had issues with their batteries. You would first have to check which model you have. To do so, click on the Apple logo (upper left corner of the macOS menu bar) and select "About this Mac". Look for your

MacBook Pro. If it is one of those listed, then yes, you may be eligible for a free battery replacement. The models are 2016 and 2017 models:

- MacBook Pro (13--inch, 2016, Two Thunderbolt 3 Ports)
- MacBook Pro (13--inch, 2017, Two Thunderbolt 3 Ports)
- MacBook Pro (13--inch, 2016, Four Thunderbolt 3 Ports)
- MacBook Pro (13--inch, 2017, Four Thunderbolt 3 Ports)
- MacBook Pro (15--inch, 2016)
- MacBook Pro (15--inch, 2017)

You might also want to check your battery by going to *System Preferences> Battery> Battery* (in the sidebar) and then clicking on *Battery Health*. If "Service Recommended" appears in the Battery Health menu you should probably have it checked to see if you are eligible for a free battery replacement.

Q. Is SMS texting safer to use than email?
A. Good question! When you say safer, do you mean more secure? It has been said that the standard SMS (Simple Message Service) is neither private nor secure. Many folks use "texting" nowadays in lieu of email because of its convenience. Just type in what you want (e.g. a question, a quick answer, etc.) and send it on its way. No addressing, no subject, just type and send. The issue is, however, that messages you send ARE NOT end-to-end encrypted therefore your cellular provide can "see" the contents of messages that you send or receive. And those providers CAN store the contents of those messages for various lengths of time. Although these are normally only stored for a number of days, the metadata (e.g. which number sent the message and at what time, and which number received the number and at what time) can be stored even longer and these records are subject to being subpoenaed as evidence in legal proceedings. Some carriers (e.g. AT&T, Sprint and T-Mobile) were also found to be selling customer location data to aggregators in 2019, but they promised to stop doing so after it was revealed. So who knows which is more secure; SMS texting or emails? Most email providers offer the option to encrypt one's email. If one uses Apple's iMessage app, that IS encrypted end-to-end and if one uses the RCS standard for Android (e.g. Goggle Messages) that too is encrypted provided the sender and the receiver both have the app on their Android devices. There are apps such as Signal, WhatsApp, Wire and Wickr that are data-based and work across platforms and they ARE all end-to-end encrypted meaning that the sent messages are scrambled on one end of the conversation and then unscrambled at the other end on the recipient's device, making it nearly impossible for anyone to see what is being sent. Good question; thanks for inquiring.

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

Q. I've always used Microsoft Office and although I like it, I don't think I can continue paying the monthly fee to use it. Prices are going up on everything these days. I know about their free online version and Google Workspace, but are there other compatible applications that I can look into? They could be free or have a subscription (maybe less than what Microsoft charges)?
A. Actually, yes. There are several such applications out there, but here's a few you might want to consider:

    * **WordPerfect Office 2021**: features a word processor, spreadsheet and slideshow programs and also offers photo editing. One can save files in multiple formats, including DOCX, HTML and PDF AND one can edit the PDF files too. It isn't free though, but unlike Microsoft Office, there is no subscription fee. It's a one-time purchase.

    * **LibreOffice**: favored by many due to it being and open source software, it has a word processor, spreadsheet, presentation and more. Since its been around a while, it handles older file types; it works on Mac, Windows and Linux operating systems and it is FREE.

    * **Softmaker Office**: there is a FREE version of this, called Free Office. It advertises to be the most like Microsoft suite and although not publicized a lot, has quite a large number of users in Europe.

    * **WPS Office**: this has a word processor, spreadsheet, presentation and PDF converter also. It works with Mac, Windows, Android and iOS AND offers free online storage via its maker, Kingsoft. The paid version offers more device connections, more storage and access to the PDF converter.

    * **Apple iWork**: if you have a Mac, then you probably already have this. It includes a word processor, spreadsheet and presentation apps and one can use Apple's iCloud for storage and collaborative editing. This is ONLY available for Mac and iOS.

There are others, so all you have to do is do a search in Google for "office applications" or "Free office applications" or "Free online office applications", etc. Let us know what you decide. Provide your comments through our **Website> Contact Us> Newsletter**.