



# SCA Computer Club notes

## Classes for the Month of May



**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.**

**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. 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.

**Buying a Computer:** In order to make an informed decision when buying a computer, there are a things to consider. Learn the basic terms in this class so you can make an informed decision on what to purchase.

**Apple Watch Apps:** Investigation of Apple Watch built-in apps, apps installed from iPhone apps, and the Apple Watch App Store.

**Apple Watch—Introduction:** An introduction to the basic capabilities of the Apple Watch including; pairing with your iPhone, basic setup, and use.

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.

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?

**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 will try to answer them.

**Photoshop Elements Advanced Topics** discusses monthly topics based upon skills learned in the Photoshop Elements class including color and light adjustments, removing objects, combining photos, adjustment layers, etc. Topics are repeated periodically, depending upon interest. **Prerequisites:** *basic Photoshop Elements class or some experience using Photoshop Elements or Photoshop.*

Join us for our **General Meeting** on **Thursday, May 12, 2022 at 1:00 pm** in the Delaware Room, Anthem Center. Our guest speaker, Michelle Corona, will give a presentation on the Cloud. Don't know what the cloud is? Come listen and learn and of course you'll always have a chance of winning a gift card during our drawing. Any SCA resident in good standing is welcome to attend.

The next **Board meeting** is scheduled for **Thursday, May 26 at 1:30 pm in the classroom**. Members are welcomed to attend and listen while the Officers and Directors discuss club operations. Have questions about why we do things the way we do? Want to recommend new practices? 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 thinking about running for a club position in the future. It also gives members the opportunity to provide the Board with input regarding our Club.

### **Do you use your iPhone camera?**

Have you ever set up your iPhone's camera settings with the exposure, aspect ratio and zoom level for that perfect shot? Then you get a notification and you check it only to return to your camera app again and all of the settings that you set for that perfect shot are now gone? Now you have to set it all up again. Did you know that you could actually *save* those settings? Here's how:

- Open your **Settings app** and scroll down to **Camera**
- Tap on **Preserve Settings**
- Look at your options and **use the toggles to select** the ones you want. Note: specific settings will depend upon the iPhone you have. By activating the settings, you will now be able to return to them even after exiting the app, so you won't have to reset them again, unless of course you want to change something.
- Some of the settings (depending upon which iPhone you have) include: camera mode (e.g. video, portrait, slo-motion), creative controls (e.g. aspect ratio, filters), exposure (e.g. how bright or dim), portrait zoom, live photo, etc.

Give it a try and let us know if it works for you. Submit your comments via our website at: <https://computer.scaclub.org> then select Contact Us. Click on Newsletter, then Next and follow the prompts.

### **Want to change your default browser from Edge to something else?**

If you've tried to switch from your default Edge browser and went to Settings (in your browser) you'll notice you can't do so. But if you if you click on the Gear icon (Settings, available from the Start button) and select Apps> Default apps, you'll see "Web Browser". Click on it and it will display other options which you can then select to make your default browser. Some possible choices include Firefox, Chrome, etc. or look for an app browser in the Microsoft

## Tips and tricks you might want to try

Do you have a **printer**? Many of us do. And do you find that you are refilling its ink more often than you want to? According to *Tonerconnect.net* different fonts use differing amounts of ink. Who would have thought?

Which common font uses a lot of ink? Apparently, Arial uses up over 20% more ink than other fonts. Arial is a popular font that looks good, but there are other fonts that are just as pleasing to the eye (and which use less ink, while printing). Here are four other fonts to try:

- Times New Roman (we know, an old professional font, but it is still a good choice).
- Ever try Garamond? Back in 2014 (in Pennsylvania) a high schooler discovered that by using this font, his high school could actually save approximately \$21,000 each year if they were to use Garamond on all of their printed handouts. Who knew?
- Calibri is another favorite font, but not really considered a professional font. It does look good, but if you are in business, you might want to consider something else.
- Lastly, try Century Gothic, which may use 30% less ink than Arial. Century Gothic is a larger font, so even though you save ink, you might spend more on paper. But hey, paper is cheaper than ink, right?

Want to **stop missing those important emails or texts**? Been in a meeting and turned down the volume of your phone, because you are expecting an important call from your doctor's office or a relative? Did you know that you can assign a specific ringtone to a specific contact in your contact list? Here's how:

- Select "Contacts", then a specific contact on your list
- Select the three dots in the upper right hand corner to display edit options
- Select "set ringtone" and choose a specific ringtone you want, then click "OK" and that's all there is to it. **NOTE:** depending on what version you have on your Android phone, the steps may be a little different, or you might have a "More option" setting where you can select the Vibration pattern, but you get the idea.

If you have an iPhone, you might be able to set your phone to vibrate instead for emails or texts from a specific contact.

- Select "Contacts", then a specific contact on you list
- In the top right hand corner, select "Edit"
- If you want your phone to vibrate, select "Ringtone" or "Text Tone"
- Tap on "Vibration" and select one from the list
- Tap "Ringtone" (if you are setting the vibration for a ringtone) OR "Text Tone" (is you are setting it for a text)
- Tap "Done", twice.

**Parking tip:** Has this ever happened you? Be honest, you parked your car and went into the store but when you exited the store, you forgot where you parked your car? Uh-huh. Thought so. On your iPhone or Android phone, you can mark your spot so you know exactly where it is.

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

Parking lot tip continued:

- Before you get out of your car, Open Google Maps
- Tap on the blue dot that shows your location and then tap set as parking location

Your parking location will be saved in Google Maps until you remove it.

- When you come out from the store, Open Google Maps and you should see a pin called "You parked here". Tap on that pin, then select "Directions" and follow then back to your car.

On your iPhone, you will need to:

- Turn on "Significant Locations". Go to Settings> Privacy> Location Services and System Services> Significant Locations
- Go back to "Settings, then open "Maps". Turn on the switch for "Show Parked Location"
- To find your car upon exiting the store, open Maps and tap the search field, then type in "Parked Car". Follow the directions to your vehicle.

Scan your document with your phone. Need a copy of your vaccination card, your driver's license or something else? Scan it, using your phone.

With an Android phone, open your camera app, and depending upon what Android version you have, it may be different.

- On older versions, open your camera app and select the "nine squares pattern icon" to display the various photos modes.

Select "Text Scanner" and center you document within the borders, then click on the icon to take the picture. Now you can save it as a .pdf or a text file (if you want to edit it).

If you use Google Drive, Open the Google Drive app. Tap the **plus button** in the bottom right corner.

- Tap "Scan" and allow access to your camera if you have not already
- Take a photo of the document you'd like to scan and hit the "**X**" to try again or the "checkmark" to confirm
- Now you can crop, rotate or convert to black and white. Hit "Save" and add a file name and choose a folder to save it in. Select "Save" again.

On an iPhone, use the pre-installed Notes app. Open Notes and click on the icon that looks like a square and a pen (in the bottom right corner of your screen).

- Tap on the camera icon and select "Scan" documents. Hold your phone over the document and tap the photo button (or if you have it on Auto, it will take it automatically)
- Crop it , then hit "Save" and it will save as a .pdf

Let us know if you find any of these tips or tricks helpful. Contact us through the website via [Contacts Us](#)> Newsletter.

A blue cloud-shaped graphic with the text "Windows 11 Tips" and a white Windows logo icon below it.

## Windows 11 Tips

So you went ahead and updated to Windows 11 or perhaps recently got a new computer with Windows 11 already loaded. How do you like it? You do not need to update to Windows 11 as long as you are keeping your Windows 10 updated. You can do that automatically and Windows 10 will be supported until October 2025. So if you are happy with it and not experiencing any issues, why update? And if you decided to update to Windows 11, update only from Microsoft and NOT a third-party application (as there have been numerous reports of third-party Windows 11 OS introducing malware or hiding ransomware code that will deliver to one's computer). Get your Windows 11 update ONLY from Microsoft. And for those of you who have already updated, there is already a new update in the works that Microsoft indicates may be coming soon. Features to be included are improved searches in **File Explorer** allowing searches for folders, documents or specific files, along with contextual suggestions that allow recommended relevant content. Additionally, it is anticipated that tabs will be available in File Explorer so one can simultaneously search for multiple things.

Other anticipated improvements include a background noise suppression feature to minimize or eliminate unwanted background sounds. This should be helpful if you use Microsoft Teams for meetings. Look for **Voice Focus** and **Voice Clarity** to improve your meeting experiences.

What about visual blur? The **Background blur function** will auto focus the camera on one's face. So if you are in a meeting, others won't be distracted by what's in your bookcase (or liquor cabinet) directly behind you. It's just another way to afford you some privacy while you are on the call.

**Automatic Framing** is being added as an option to Windows 11. The intent is to keep one in focus while on a call, especially if one is moving around.

While on a call one doesn't normally look directly at the person they are speaking to. Instead, one might look directly into the camera, then down or to the side of one's monitor screen. Sometimes it is awkward going back and forth, as well as a distraction. So Microsoft will resolve this through the use of Artificial Intelligence for its **eye contact feature**. Basically, the AI will adjust where one looks to make it appear as if one is looking directly at the camera.

If you are using Windows 11, you may have noticed that the Start icon is now in the Center of your taskbar and not on the left side (if that is where you are used to seeing it. If you want to have it on the left alignment, it is easy to do.

## Windows Tips *(continued)*

Here's how:

- Press the **Windows key + I** to open the **Settings** app
- Choose **Personalization** and **Taskbar**
- Select the **Taskbar behaviors** and then click on **Left** under **Taskbar alignment**



Let us know how you like it. Many folks with older systems are just as content staying with Windows 10 as their OS. Remember, Microsoft states that it will still support Windows 10 until Oct 2025, so continuing to use Windows 10 is a viable option.

Where are the screenshots saved in Windows 11? It depends on how you captured them. If you use the Print Screen key, the file is not saved to a file by default, but instead Windows “copies” the shot onto your clipboard. To save it, you must “paste” it into an image editor, like Paint, then save it to a file. This is also the same if you use the Alt + Print key combination or the (Windows key + Shift + S) combination. The screenshot will go to your clipboard, not a file, which is fine if you just want to copy and paste.

If you use the Windows key + Print Screen, the image will save as a .png file in your Pictures> Screenshots folder normally as “Screenshot (#)”.png. The number at the end of the file names counts up over time, based on how many screenshots you have taken. You can edit the name to identify it easier. Normally it will go to something like: C:\ [User name]\Pictures\Screenshots  
NOTE: [User name] would be the Windows account you were using when you took the screenshot. Most likely it is your named account. IF you have ever moved your Screenshots folder to another location, windows will save the screenshots there instead.

If you use the Snipping Tool (or Snip & Sketch) it will be saved as a file. If you forgot where you saved them, take another screenshot, save it and see where it wants to save it. You might find your screenshots there, or you can check either your Documents or Picture folders under “this PC” in File Explorer to locate them.

If you still can't locate them, try this. Take another screenshot, then do a search via File Explore for “recently modified files”. Press the Windows key + E to open an Explorer window, then enter “datemodified:today” in the search bar. (NOTE: you can narrow your search by browsing to a certain drive or a certain folder where you think it might be.) Recently created files should appear in the search list when completed. When you see the screenshot file you just captured, right-click on it and select “Open File Location” in the pop-up menu. File Explorer should now open to where you saved that screenshot and if you are lucky, your screenshots might be there as well (smile). (Note: these tips might also work if you are using Windows 10). Give it a try and let us know if it does.

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

*Q. I sometimes misplace my phone and have to go from room to room to find it. Is there an easier way?*

A. Yes, you can “ping” your phone. You didn’t mention the type of cell phone you have. If you have an Android device, you can tap “Play Sound” to ping the phone (or tablet if you misplaced that). If your phone is switched off, go to [android.com/find](http://android.com/find) or open the “Find My Device” app on another Android device. When prompted, sign in to your Google account. You should then see a full list of your devices that are linked to your Google account. Click on the missing device to see its location. The “Find My Device” feature can play a sound on your phone, or secure your device with your PIN, or erase all of your device data remotely (an option you might want if you cannot locate it). Another way to locate your missing phone is by going to [google.com](http://google.com) and then search for “find my phone”. Click on “Get Started” to see a list of your devices and select your missing one. A list should be displayed giving you options to find your device and secure its information.

If your phone is an iPhone, open the Settings app and tap your name, then “Find My”. (If you want your friends and family to know where you are, turn on “Share My Location”.) Tap “Find My” [device], then turn on Find My [device]. To see your device even when it’s offline, turn on “Find My network”. To have the location of your device sent to Apple when the battery is low, turn on “Send Last Location”. And if you want to find your lost device on a map, be sure to have “Location Services” turned on. To do this go to Settings> Privacy> Location Services and turn on Location Services. Of course all of these settings would have to be on BEFORE you lost your phone, so if you are prone to misplacing it, set it up ahead of time.

*Q. Is there a way or a setting I can change so that when I open my browser, it’ll open to my favorite tab(s) or where I left off before I logged off?*

A. Yes, depending upon which browser you use. Since you didn’t mention it, here are some suggestions using the various browsers.

**Chrome:** to open to a new tab, open Chrome and click on the *three vertical dots*, then *Settings*. Click *On startup*, then select *Open the New Tab page*. If you want to continue where you left off, open Chrome and click the *three vertical dots*, then *Settings*. Click *On startup* and this time select *Continue where you left off*.

**Safari:** you have a few more choices. These include launching a new window, a private window, all the windows from your last session or all the non-private windows from your last session.

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

To open a new window, go to *Safari> Preferences> General*. Next to *Safari opens with*, select *A new window* or *A new private window* from the drop-down menu. If you want to continue where you previously left off, go to *Safari> Preferences> General*. Next to *Safari opens with*, select *All Windows from the last session* or *All non-private windows from last session* from the drop-down menu.

**Firefox:** one window opens by default when Firefox starts, showing your specified home page (which you can set by clicking the menu **hamburger** button and then going to *Settings> Home*. The default is **Firefox Home**. To restore your previous session on Firefox startup, open Firefox and click on the menu **hamburger** button and select *Settings*, then the *General* panel. Below *Startup*, check the box next to *Open previous windows and tabs*.

**Edge:** you can either open a new tab or pick up where you left off. To start fresh, launch Edge and click on the **three dots** icon and select *Settings*. Click *On Startup* (from the left pane). The default is *Open a new tab*. Select it if that is what you want. To open with the same tabs from the last time, launch *Edge>* click on the *three dots icon> Settings*. Click *On Startup* and select the option for *Continue where you left off*.

*Q. I have a Mac computer. The browser that comes with it by default is Safari, but recently I've been using my wife's computer and her browser on her PC is Tor. Can I change the my browser on my Mac?*

**A.** Yes, you can. Safari has been the default browser for Mac computers for many years. It blocks malicious website and protects from malware and phishing scams and blocks pop-ups. But you can change it by clicking on the **Apple** menu, then **System Preferences> General**. Choose a web browser from the Default web browser menu. (If you don't see the browser you want, you can go to its website and download it. You can install multiple browsers on your Mac and change the default one anytime you want). To get **Firefox**, go to the **download page** and click the **Download Now** button. If you want to get **Brave**, go to the **download page** and click the **macOS Intel** or **macOS ARM64** button, depending on your Mac's configuration. To get **Tor**, go to the **download page** and click the **Download for macOS** button. If you want **Edge**, go to the **download page**, click **Download for macOS**, then click the **Mac with Intel chip** or **Mac with Apple chip** button (depending on your Mac's configuration).

To change your Mac's default search engine (Safari uses Google as is default search engine), open *Safari> Preferences> Search*. Click on the *Search Engine* menu and make your choice. You'll see DuckDuckGo as one of your choices and that browser was built with privacy at its forefront and doesn't use targeted ads, in case you are interested.