Volume 23 Number 01 Jan 2023

SCA Computer Club notes

Classes for the Month of Jan

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.

Pages for Mac- Part 1: This class will provide the basics of using Pages to create documents and perform simple task like setting margins and idents, typing, dictating, cut, copy and paste functions, font selection, size and color. We will also cover creation of bulleted and numbered lists and paragraph formatting basics.

Pages for Mac- Part 2: This class will get into the insertion of text and graphic elements and the options for integration into the document flow. The concept of flowing text between distinct portions of the document will be presented in detail. ***A basic understanding of the operation of Pages is prerequisite for this class.***

Photos for Mac- Part 1: An introduction to Photos including how to connect your camera or memory card and how to organize your photos. How to create albums of selected photos and smart albums using several different search criteria. If time permits, an introduction to location tagging and facial recognition will be included.

Photos for Mac- Part 2: This second part of the Photos class 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.

Classes continued for Jan

Photoshop Elements: Do you take pictures with either a digital camera or a smart phone? Learn how to organize and edit your pictures. This hands-on class for both Mac and Windows users gives a basic introduction to Adobe Photoshop Elements.

After taking this introductory class to this powerful photo-editing program, we recommend continuing with the ***Photoshop Elements Special Topics***, where different tools, projects, and techniques are highlighted each month.

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, attend ***Apple Talk*** that 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 14 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 replace your garbage disposal or fix your washing machine. New members are always welcome.

Photoshop Elements Advanced Topics: Enhance your ability to work with digital photos. Monthly topics build upon skills learned in the Photoshop Elements class. These have included enhancing photos by adjusting coloring and lighting, removing imperfections and unwanted objects, clearing haze, and combining photos. Some are simple fixes and others make use of the power of adjustment layers. Topics are repeated periodically, depending upon interest. Meets on **Friday, Jan 27 from 9:30am -11:30am**.

Prerequisites: The basic *Photoshop Elements class* **or** some experience using either *Photoshop Elements or Photoshop.*

Please welcome your

2023 Computer Club Board

President: Terri Begas
Vice-President: Nancy Hepburn
Secretary: Robert Leclerc
Treasurer: Rich Blotner
Assistant Treasurer: Patrick Glazier
Directors At Large: Carol Campbell**,** Gary Haddan and Linda Norton

Board meetings are held monthly. Check the club calendar for the day, date and time. Members are welcome to attend and listen as the Board discusses club operations, improvements, new events, etc. Members are 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 what is being done to keep the club open for all to enjoy.

January's Board meeting is scheduled for **Tuesday, Jan 10th at 1:30pm** in the classroom. Always check the club calendar to confirm dates and times.

Home Internet Service from Cell Providers

By Rich Blotner

Are you tired of the high prices from our current internet providers in Sun City Anthem? You have probably seen the many ads for home internet service from AT&T, T-Mobile and Verizon and wondered whether this is a viable option for you. I recently made the switch and will share things to consider when evaluating this. *(Please note: the following items are my experience only and **not** an endorsement of any particular service). The Computer Club does **not** endorse individual vendors or products).*

Will the cost of the new service (internet, TV, phone) give you a significant reduction in cost?

Do you currently have a land line at your house (for personal use or alarm system)? If you do and want to keep it then you need to consider the cost of what your bill will be if you remove internet and/or TV from your current service.

If you cut the cord totally with your current service provider you will need to move to satellite or internet streaming TV. I use YouTubeTV as I have found it has the most stable signal, has lots of channels and is $65/month. You may also need a connection device like Firestick or Chromecast to get started which are fairly inexpensive.

Do you get a cell signal of at least 2 bars from your provider at home? Some parts of SCA don't get a great signal because of hills and valleys. Without a good signal you may not get acceptable speed.

After seeing so many ads for home internet service I called Verizon (my cell provider) to discuss the possibility. While I have a cell tower right across the street from me, the nearest 5G tower is a further away. I was concerned because my phone only showed a 4G/LTE signal rather than the 5G we see advertised. The representative I talked with believed the home internet would work for me from the 5G tower but assured me if I wasn't satisfied that I could return the equipment within 30 days at no charge. This is very important for you to discuss with your provider!!

The pricing varies by provider and there are some very good deals if you are a current subscriber with an unlimited plan. My cost ends up being about 1/3 of what I was paying Cox for internet. I must add that my speed has gone from 300mbps to about 75mbps. But does this really matter? Read on for my assessment.

I received the unit from Verizon which is a 6x6x6 inch cube. It was SO simple to set up – just plug it in by a window and wait a few minutes for it to establish a connection. All I had to do then was update the Wi-Fi on all my devices to connect to this box (phones, iPad, tv, cameras, Alexa). The home unit puts out a strong signal throughout my house and every device works great – including streaming TV.

Now, back to the issue of internet speed. I mentioned above that this dropped from 300mbps to about 75mbps and an initial burst speed of 150 (for the start of downloads) with the new unit. But I've noticed no difference using my devices so far. When I first got Cox service it was only 100mbps. Over time they increased their speed to 150 and them 300mbps. Nice, but did I really notice any difference in my daily use? NOPE!! So going back to 75 really has had no impact on me and won't for most people. I also believe my speed will be closer to the advertised "up to 300mbps" over time as the tower near my house should eventually be upgraded to 5G.

Home Internet Service from Cell Providers (continued)

So is this solution right for you? If you are looking for a lower cost, willing to accept change (like using streaming TV) and not afraid of using new technology yes! If you don't like change and struggle with technology this may not be good for you. If you would like to discuss further and assistance in exploring with your cell provider you can contact Rich Blotner, one of our House Call Technicians, at 248-561-6374.

Windows 11 Snipping Tool

Are you currently using the Windows 11 operating system (OS)? If so, do you also use the included app, Snipping Tool? Did you know that there is a new recording feature that will be rolling out to Windows 11 users? Its version number (when available) will be version 11.2211.35.0

If you are a Windows 10 user, you might know this app as "Snip & Sketch". At this time, Microsoft has not said if it will be available to Windows 10 users. The "tool" can be launched on both OS by using the combination keys of Win + Shift + S. It offers users a way to capture one's screen, e.g. take a screenshot. The tool is popular and comes shipped with the Microsoft OS.

So what is new? Well, in Windows 11, the new feature will allow one to not only capture one's screen, but to record screen sessions as well. It will have its own video camera icon that will be positioned next to the original Snip button. And when used, the recorded content can be previewed before saving or sharing. Currently it is available only to to some Windows Insiders in the Dev Channel. But don't worry. Hopefully, they will fix some found bugs, such as the slight delay between when one clicks "Start" and when the recording actually begins. As the bug are resolved, it should be rolling out to Windows 11 users in the near feature. Let us know if you have it, if you use it, and what you like or dislike about it. Via the website, "Contact Us", select "Newsletter" and send us your comments.

What is new in iOS version 16.2?

The latest iOS version 16.2 included a much needed security tool. What is it? Well, if you are used to backing up your data to iCloud, you should also know that those backups were not encrypted. Those who did know, most likely used iTunes to encrypt their backups locally. But with this new iOS version release, Apple has changed that with the addition of **Advanced Data Protection.** Now, any iCloud backup benefits from end-to-end encryption.

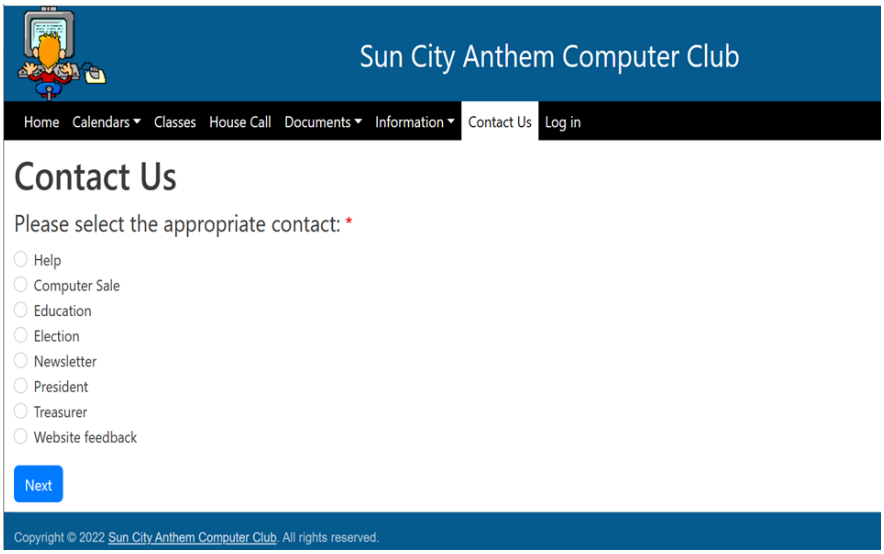
It is good to keep one's device updated with the newest version available. To update to iOS 16.2 (if you haven't already done so) go to: ***Settings> General> Software Update***. On your iPad, if you have Automatic Updates enabled, you should see that iPadOS 16.2 is already up to date. If not, then simply Download and Install. On one's iPhone, go to: ***Settings> General Software Update> Download and Install***.

After updating your iPhone, enable Advanced Data Protection to encrypt your iCloud backups. Go to:

- **Settings**, then *tap on your name*
- Look for the **iCloud option** and *tap it*
- Under **Device Backups** option, *tap on iCloud Backup* and make sure the **Back Up This iPhone is on**
- **Go back** to the *previous screen* and *scroll until* you see **Advanced Data Protection** and *select it*
- *Tap* **Turn On Advanced Data Protection**

Member Announcements:

Monitors are an integral part of our Computer Club. They are the ones that open and close our club, making it available for use by our members on a daily basis (except on Sundays). Monitors also refill paper trays, process new memberships and renewals and ensure our policies are being followed by our members who use the club.

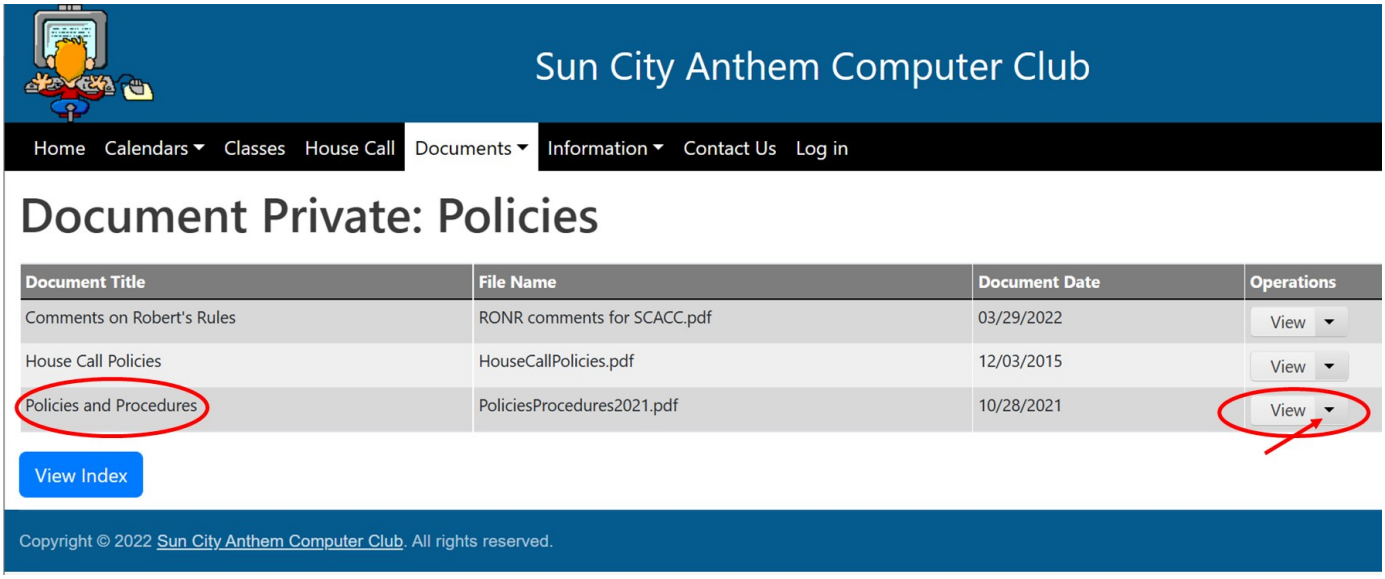


Please remember that they are ***not required*** to show members how to use the software, the equipment, format documents, create Excel worksheets, etc. (That is what classes are for) but if you ask, some monitors may be able to assist you.

All new monitors go through training so that they are familiar with our policies. All monitors are required attend a monitor refresher class at least once every twelve (12) months.

Members: please respect your monitors. They are all **volunteer** members of our Computer Club. If they remind you of the printing policy (10 pages per day) or not to try to fix a paper jam as that can cause damage to the printer or to scan your card upon entry or that the classroom will be used for a scheduled class or that eating in the club is not allowed, etc. remember that they are **only doing so** in accordance with our club policies, the training they received and/or our Board's guidance. They are in charge of the club when it is open. If you object to what a monitor is asking you, please use our website and **Contact Us**, rather than argue with the monitor. We will get back to you right away to clarify what our Computer club policies are (and/or correct/retrain the monitor, if necessary). Thank you for your understanding. If any member would like to become a monitor, please Contact Us. We are always looking for more help.

And final thoughts: members can always review our Club policies, found on the website. From the main menu bar, select ***Documents> Policies***. Then look ***for Policies and Procedures*** and **select** the down arrow next to "View".



Which is better? A firewall or antivirus software? Can I use both?

Often times we assume that all of our members are familiar with computer lingo and technology because they use our Computer Club. And sometimes members think they understand terminology because they have heard it used, but instead of asking for clarification, they make assumptions that turn out to be slightly incorrect. How many of you know what a firewall is? What about antivirus software? Ok, we all know those terms, but do we really understand the differences between the two? If not, then continue to read.

Back in the day (think medieval times), an armored guard or gatekeeper stood by a city's front gate to watch merchants as they entered to sell or trade their goods and services. Can you visualize that? Now let's fast forward to today and computers. Who/what stops unwanted programs or malware from entering one's computer system?

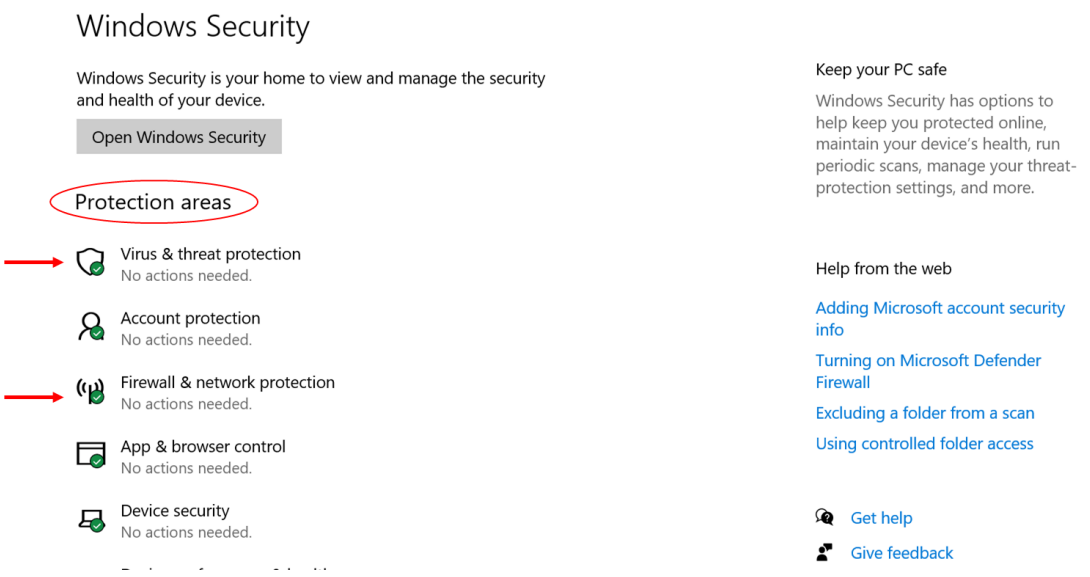
Well, a ***firewall*** can. A firewall acts as sort of a digital guardsman that keeps an eye on the data streaming in and out of your computer system. A firewall can block questionable data from accessing your system and it is a protective barrier that separates your system from the dangers that lurk on the Internet. But, a firewall is ***NOT*** the same as antivirus software. A firewall does ***NOT*** neutralize unwanted malware, **nor** does it scan files, but antivirus software can. Basically, a firewall just checks the network data traffic, making sure it is as safe as it can be before it flows into your device. Its purpose is to try to protect the operating system and user data on the computer from improper or unapproved access, use, and possible infection. Try as it might, it does not catch everything and that is why we need to have some type of antivirus software installed on our computers, as well. So, it's not choose one or the other, but to be safer, one should use both a firewall AND an antivirus software while surfing the Internet.

Antivirus software should be a basic part of one's security system, as a virus could infect one's device just after clicking on a bad link or downloading infected software. Computer viruses are more and more prevalent these days. Criminals are setting up copycat websites that look very much like the real ones, but instead contain viruses or malware that infect one's system. And because of this, it is best to try to protect one's system by using some type of antivirus software and a firewall as a security precaution.

Antivirus software will run in the background to protect one's device while a firewall works to keep dangerous data from coming through one's network. So yes, both work in concert with each other, but no, they are not the same thing.

Fortunately, the Windows operating systems, Windows 10 and Windows 11, both have Virus & Threat Protection, as well as a Firewall & Network protection built in. Better yet, Microsoft Defender Antivirus automatically works to download the most recent intelligence to protect one's device against the newest threats. One can also manually check for updates, if so desired.

The Windows Defender Firewall works to protect the operating system and user data on the computer from improper or unapproved access, use, and possible infection. If you use Windows 10 or Windows 11, be sure to have these settings turned on.



One can check by going to ***Settings> Update & Security> Windows Security*** and see if there is a check mark inside of the green circle (next to the Protection areas). If so, one is good to go. (This is an illustration from Windows 10. Windows 11 may display similarly.)

Monitor Notes

Monitors who have the opening shifts should arrive 10-15 minutes earlier than the official shift begins. On Thursdays (or any day that has a 9 am class scheduled) monitors need to arrive 30 minutes prior to the shift beginning. The classroom should be checked to ensure all computers are on. Students normally arrive at least 10 minutes before their scheduled class time in order to check in and get credited for the class.

Those monitors opening the club at the beginning shift are reminded to "unlock" the front door, turn on all of the lights in the lab and the classroom and to check all printers to ensure they have paper in their trays.

Monitors who have the afternoon shifts should check the printers to ensure they have paper in their trays. Before closing the club at the end of the day, the monitor should announce to any and all members who are present, that the club will be closing. This is normally done 10 minutes prior to the end of the afternoon shift.

All computers (in the lab and the classroom) should be checked to ensure they are on prior to closing the club. The entrance door should be "locked" upon leaving and it is best to double-check to ensure both the lab and the classroom doors will not open simply by pulling on the door handle, once the monitor leaves.

Monitors are reminded that they must complete the Monitor Refresher Course at least once, every 12 months. The 2023 dates are already on the calendar and are scheduled for Mar 28 from 9:30-11:30 am, Sep 5 from 9:30-11:30 am and on Dec 5 from 9:30-11:30 am. Don't wait until the last minute to sign up. In addition, all monitors will be eligible for the annual volunteer luncheon IF they complete 12 shifts during the year (along with meeting the refresher requirement). Please sign up now for shifts throughout the year and don't put it off until the end of the year. If possible, spread out those shifts throughout the year.

This year's Volunteer Luncheon will be held on Feb 15, starting at 11:00 am at the Revere Golf Club. All eligible monitors have been notified and asked to RSVP. For questions, please contact Director Jerry Peterson at: tqmguru@hotmail.com

Remember, monitors always have a refence document available to them on our website at: https://computer.scaclub.org From the main menu (horizontal bar) go to **Documents> Monitor Refereces> Monitor Handbook**. Don't hesitate using it if you have questions during your shift (or forgot how to do something).

THANK YOU to all who have taken the time to volunteer to keep our club open for all of our members. Anyone who would like to volunteer to become a monitor, drop an email to Director Peterson or use the "Contact Us" on our website to get in touch. 2023 will be an exciting year for everyone!

Windows 11 Settings app and Quick Settings menu

Are you now using Windows 11? Have you discovered the Quick Settings menu (hidden in the taskbar)? To access it, click on the area (just to the left of the time/date at the bottom right of your screen) that has the Wi-Fi, Speaker or Battery icons.

Once open, you can use it to quickly enable (or disable) features such as Bluetooth, Wi-Fi, airplane Mode and more. It is an easy way to access these settings. Also, there is volume slider.

Have you noticed any differences in the new Settings app? In Windows 11, it includes options that were previously found in Control Panel. You can still quickly open the Settings app in Windows 11 by simultaneously pressing the Windows key + the letter i. You can also find it in the Start menu or by using the Search feature. Once you find it, it might be a good idea to pin it to your taskbar. To do so, simply right click on the icon and select ***Pin to Taskbar***. Check out the new streamlined design and get easy access to your display, sound, notifications, power & battery settings and more.

Chromebooks

Chromebooks have become popular due to their ease of use and affordability. After all, Chromebooks can browse the Internet, write emails, stream movies and music and more. They are basically a laptop that runs Google's Chrome OS (operating system). If your laptop is getting old and you are considering replacing it, a Chromebook may fit your needs.

If you are not familiar with them, here are a few things that they can do, similar to what a Windows laptop or Mac notebook can do:

* Overview: similar to Task View (Windows), one can see all of one's open windows at once.

* Restrict others from using your Chromebook. By turning off "enable guest browsing" and creating a list of those you want to be able to use your Chromebook, you have restricted access from those who try to use it without your permission.

* If you enjoyed using snap windows in either Windows or Mac, then you'll have no problem using them on a Chromebook. Simply drag one window to the left or right side or your screen and drag another window to the opposite side. Now both are side by side.

* And yes, Chromebooks also have a "Night Light" setting. Think Dark Mode on other devices.

* Want to hide certain files (or folders) so that others can't see them? Do you share a device with your significant other? Have you created a list of gifts for their upcoming birthday and don't want them to see it? Well, you can hide your file (or folder) by simply renaming it and adding a period to the beginning of the name.

* You may have heard of "AirDrop", a file share between Apple devices. Well, Google has "Nearby Share" which works between Chromebooks and Android devices. Once set up, one can transfer files from one's Android phone to one's Chromebook wirelessly.

* Like to use your photos as your screen saver? Chromebooks can use your Google Photos to display your personal photos.

These are just a few of the things that a Chromebook can do, similar to other laptops. There are several brands now on the market at very affordable prices, so you might consider picking one up.

AirPods

Did you get a set of AirPods for Christmas or Hannukah? They are new and small and easy to misplace if you don't put them into their case when you are not using them. If you happen to drop one on the couch or misplace it, use the Find My app on your iPhone, iPad or Mac to see its last know location. Open the app, tap on **Devices** (or if on a Mac, look on the sidebar) then choose your **AirPods**.

Even if the earbud is out of its case but within range of another device, you can **Play Sound** which will sound an alert and hopefully lead you to it. ***BE SURE NOT*** to do this if you have the AirPod in your ear as it is very loud.

If you are sure that you have lost them, you can mark them as lost by using the **Lost Mode**. This will lock your device similar to how it does with a lost iPhone, iPad, Mac or Apple Watch. This way other iPhone users will see a message if they try to pair your AirPods and hopefully return them to you.

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

that we made up ourselves

Q. I use an iPhone and have recently learned how to reduce the number of scam emails I seem to constantly receive. Although I have not been able to eliminate all of them, I still feel relieved as I get more and more familiar with my iPhone. Is there any way to reduce/ eliminate scam text messages? They usually appear without any displayed numbers associated with them. It seems as if these types of messages are getting more prolific. Any suggestions?

A. Well, most of the time we receive messages from those we know (and we can recognize the name or number). But nowadays, receiving messages from unknown numbers, usually are junk messages sent out in large batches to multiple numbers. You can try "hiding" them from your main Messages list by doing the following:

* **Go to Settings> Messages**
* **Turn on Filter Unknown Senders**

It might be helpful to check every now and then to see if you missed an actual message you may have wanted, but accidentally missed. Also, if you do in fact get a message from an unknown number identified as spam or junk, try reporting it to Apple support. In the message, tap ***"Report Junk"*** and then ***"Delete and Report Junk".***

Q. I have an Android phone. I use it primarily for emails and messages. I try to stay organized by creating folders for emails I want to save, to make them easier to find later. Is there an easy way to "search" messages? I haven't found a way to do it.

A. Actually, yes, there is. The default app for Android phones is Google's Messages app. To search one's messages,

* Open the Messages app
* At the top of the screen, type your search word (or term) in the ***Search images & videos*** field
* Hit **Enter** to start your search
* Tap on a conversation to go to that particular message

Note: if you click the search button, you see your last contacts and can choose from the categories such as **Starred, Images, Videos, Places** and **Links.**

Q. I recently started using Google Docs. I have been using Word as part of Microsoft 365 but don't want to pay for it anymore each year as I only use Word and occasionally One Drive. I heard that Google Docs and Google drive are free, so I am switching. Does Google Docs allow voice dictation?

A.Excellent question! And yes, Google Docs allows for voice dictation. You will need a Chrome browser and a microphone to type with your voice in Google Docs. Here's how:

* open a document in Google Docs with a Chrome Browser
* Click **Tools** and then select **Voice Typing**. The microphone box should appear.
* Click on the **microphone** and start speaking. As with all dictation apps, speak clearly at your normal volume and pace. When you are done, simply click on the **microphone** again.

Good luck and let us know how this works out for you. "Contact Us" via the club website and give us your thoughts about how you like it.