THE COMPUTER CONNECTION
SAUK COMPUTER USER GROUP

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Club Information

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MARCH 9, 2019 MINUTES: SCUG CLUB MEETING

The March 9, 2019 meeting began with President Bendick welcoming members to the meeting. The question and answer time was held, and some interesting items were discussed. The board meeting was next, the secretary's report was accept as printed in the newsletter. The treasurers report was given and approved.

No Old Business.

New business: Terry gave a short report on the Computer Lab, Meeting adjourned. Next month's program will be by Neal Shipley on Microsoft Word Tips.

The program was next with "40 Tech Tips in 45 minutes". Very interesting and it was done in the 45 minutes. Thanks, John Miller The drawing was held next.

Respectfully submitted by
Joe Fornero , for secretary

HELPING OTHERS INTERGRATE TECHNOLOGY IN THEIR DAILY LIVES

BOARD MEETING MINUTES FOR MARCH 13, 2019

The March SCUG board meeting was held at Wendy's, Sterling IL. at 6:00 PM. Attending were President Art Bendick, Vice President Neal Shipley, Treasurer Joe Fornero, Members Glenda MacLennan, Terry MacLennan, Joe Schmitt and Cheryl Johnson.

No old business discussed.

New business confirmed:

Neal Shipley presenting the April's SCUG meeting program on Word tips.

Joe Fornero will present in May on Quicken.

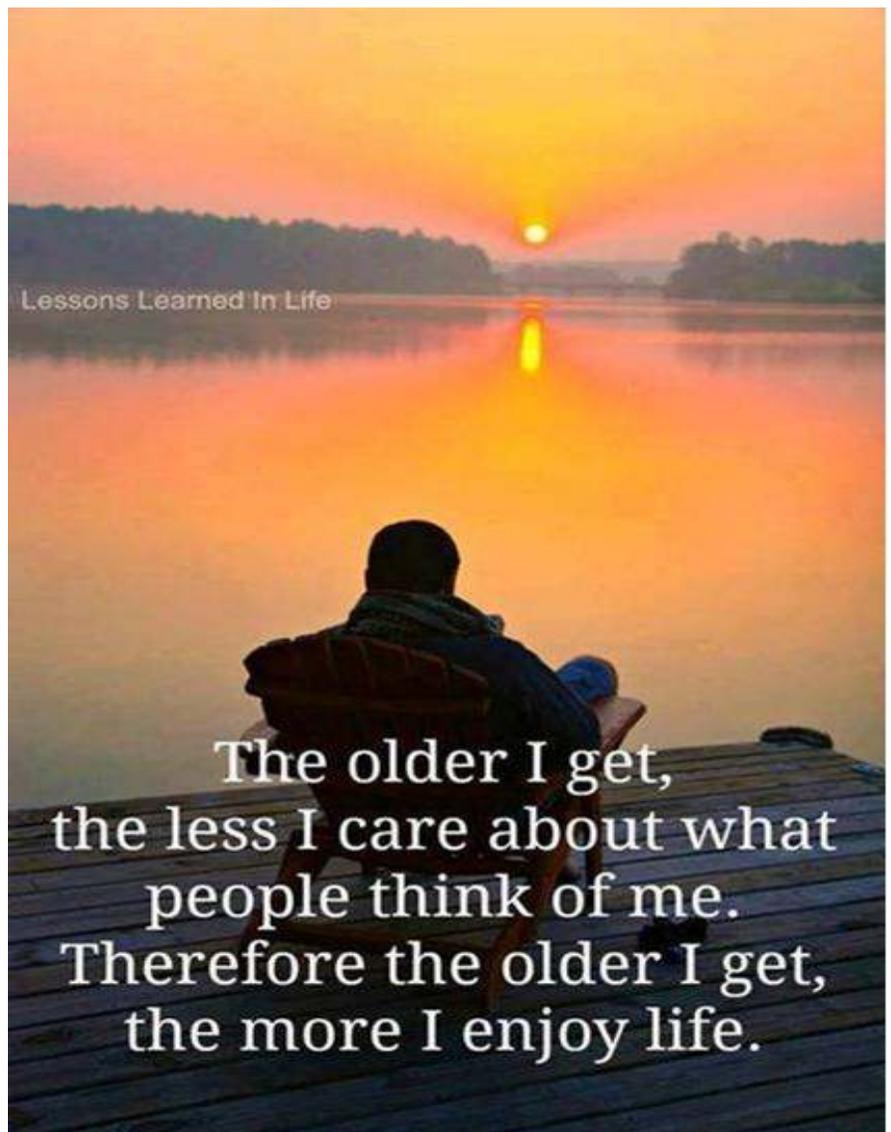While there is not yet a presenter for June.

July will be the Picnic.

The meeting went into closed session to discuss WCSC network upgrades.

Meeting adjourned 6:55 pm. Motion by Joe Schmitt and seconded by Neal Shipley.

Submitted by Cheryl Johnson with her resignation from the board.

Drawing for April

For April there will be an Amazon Fire and a $50 gift certificate from Galena Steak House as large prizes. You can only win a large prize once per year. Smaller prizes will include a $25 gift card from Walmart and Menards, along with a 256 Gb 3.0 flash drive and other misc. items and you can win them as often as your ticket is drawn, but only one per month.

Lessons Learned In Life

The older I get, the less I care about what people think of me. Therefore the older I get, the more I enjoy life.

The Winter 2019 Windows 10 Update
By Rosita Herrick

By now, some of you have already updated to the current version of Windows 10 and, if not, you should soon receive the update on your computer. Once your PC is updated, the Windows version will show as Version 1809 (OS Build 17763.134)

Listed below are five additions that come with this update and that I found useful for the average user

A new Snip and Sketch app (that will eventually replace the Snipping Tool) was added that supports the use of a stylus and the option to start it with the shortcut Win key + Shift + S.


Change System font size
Using a new slider, it is easy to adjust the font size for the Start menu, titles, message boxes, and tool tips for all apps. Select Settings and enter make text bigger in the search box. To increase the size of text on your screen, adjust the slider under Make text bigger. To make everything larger, including images and apps, choose an option from the dropdown menu under Make everything bigger.

Cortana
The display that pops up when the user clicks on the Cortana search box has changed. As you can see below, you can click on any of the blue boxes to limit where Cortana looks for the search argument. Also, below the boxes the links displayed are the items the user had worked on previously. As you can see, the first item is the title of the Word document that I am preparing for the Monitor, so I can pick it up later if I have to stop at any time.

HELPING OTHERS INTERGRATE TECHNOLOGY IN THEIR DAILY LIVES

There is now a new keyboard short cut to start a second screen of an active app. The shortcut is Ctrl + N. For example, in the picture below I have an open File Explorer screen . Pressing the shortcut Ctrl + N gave me a second screen. This is very handy when you want to copy or move either a file or folder from one place to the other. The pages can be separated by clicking on the blue bar of the active screen and dragging the page.
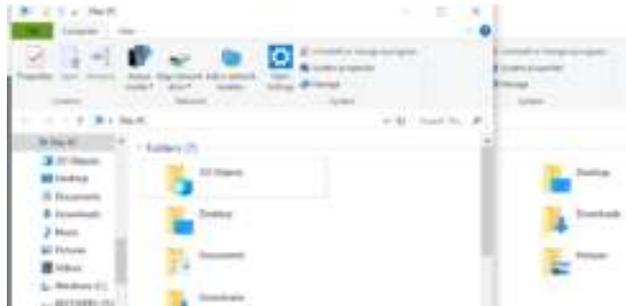
The new Cloud-powered clipboard introduces a new interface (which you can invoke using the **Windows key + V** shortcut) to view your history, paste previous content, and pin items that you may need to paste in the daily basis.

Search experience

Searching for an app or document, the right pane will now show common actions, including options to run an app as an administrator, file information, such as path and the last time the document was modified, and more

By Rosita Herrick, Forum Moderator, Sarasota Technology Users Group, FL
January 2019 issue, The STUG Monitor
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Tips for Getting New Apps
By Jim Cerney

Are you still playing around with your new iPhone or iPad, and thinking you would like to explore and download some new apps to enjoy? Well, don't be shy about doing it, it is easy and fun. Don't forget to DELETE any app you do not like or use. That's easy too. So here are my tips for helping you decide what apps to download and try:

Touch the "App Store" app on your device (it looks like a big uppercase "A" made out of white popsicle sticks). It will open and you will see on your screen some apps and news that Apple has decided you need to see. But look at the bottom of your screen and you will see "Today," "Games," "Apps," "Updates," and "Search." I like to begin by touching "Search" and entering some words to search for an app I may think I would want. I can put in any search words I want, such as "golf game," "solitaire," "spreadsheets," "blackjack," or anything else. And presto, you will see many apps (scroll down) that are available for you to download. Of course you can look through the other options such as "Games" or "Apps," but I really find the "Search" to be the most helpful.

So now what? How do you decide what app to download? Well, first scroll down (or swipe right) to look at the sample screen shots to see what the app will look like on your device. Sometimes the first screen shot is a video. At the top of each app article, to the right of the title, will be an oval box that will say: "GET" (touch this to download the app), "OPEN" (which means you already have this app on your device and you can open it here if you want), a "cloud" symbol (which means you have already downloaded this app but it is NOT on the device you are using), or a price, such as "$4.95" (which indicates the price of the app that will be billed to your Apple account if you download it). Some apps have a "free" or "lite" version for you to download to try their product and then you can buy the full app (hopefully with no advertising) for a price later.

After looking at the screen shots, look at the "Ratings & Reviews" to see how many people rated the app and their average rating. You will see a bar graph displaying the numbers for each star category. Beware of an app rated very high but only has a small number of people rating it! You need a few hundred people to get a good impression. Finally, read the comments submitted by some people who rated the app. You will get a good idea if their rating or comment would be important to you. For example, some people may say the app "locked up" their iPhone but you would only be using the app on your iPad – so that issue may not be a problem for you. This information will help you decide if you want to give the app a try – and if it is free, why not?

Once you have downloaded an app, it is yours forever. If you delete it from your device it will still be yours in the

Tips for Getting New Apps
(cont.)

cloud waiting for you should you ever want it again. And all your apps will have to be updated eventually to fix bugs (or add new ads). I believe you can get a refund from Apple for an app (or music or movie) you have purchased that you don't like – you can find out how to do this on the internet and it does not look like it is too difficult. But when most apps are under five dollars, I bet most people don't bother.

There are very few apps I have purchased, almost all of them are free. Of course, I get ads but I guess I expect that now. It is also time to carefully review your apps (and your contact list while you are at it) to delete and clean out all those not needed anymore. Hey, it's easier than cleaning out your garage! I recommend it.

By Jim Cerny, Forum Leader, Sarasota Technology Users Group, FL
December 2018 issue, The STUG Monitor
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Taming E-mail
Dick Maybach

Like many others, I rely on e-mail as my primary means of communication, and almost every day I deal with messages that are important to me. The problem of course is to sort them out from the deluge of those that are not. My e-mail vendor does a good job of removing most spam, but still much of what I do see is unimportant. Today I'll be discussing strategies to make the important messages more accessible than those that are less so. The implementation details will depend on how you access your mail, in particular whether through a Website of with a client program on your PC.

Back in the communications-by-paper era, common advice to improve your efficiency was to touch documents on your desk only once. That is, deal with them the first time you see them. Today the equivalent advice is to move messages from your e-mail inbox the first time you read them. For most messages this is read-and-delete, but you will probably want to file a few, such as those with purchase receipts. Touch-once is a goal, but for me at least, an unattainable one. However, by working toward it you will be improving your efficiency.

I use the Thunderbird e-mail client program, which has a message filter feature. This scans fields in each incoming message, looking at the sender, subject, body, age, size, etc., and acts according to their contents. Each can be deleted, put in a folder, marked as read, etc. Most e-mail clients and Webmail sites have similar tools.

If you correspond with only a few, you might classify as spam all messages except those on an OK list, such as your address book. You will probably have to check the spam folder fairly regularly to be sure you don't miss something important. This strategy wouldn't work for me is as I run an organization's Website and sometimes get questions from its members. I do want to see these, even though I may

never have communicated with the senders. Instead, I accept all messages except those that meet specific criteria.

I have found that most forwarded messages are unimportant, and many are frivolous. As a result, all messages with subjects beginning "Fwd:" are immediately sent to the FWD folder. I do look here every day or so, because these are often from friends, although almost never do they require a response, and I don't want pictures of cute animals cluttering my inbox.

There is also an Ads folder, and incoming mail from many merchants immediately goes there. This isn't spam, as I do deal with the senders and will again, but some send me several messages a week, and I have no need to deal with them immediately. Of course, it takes a while to develop a set of filters. When I get a new ad, I have to decide if this is likely to be frequent enough to make it worthwhile to define a
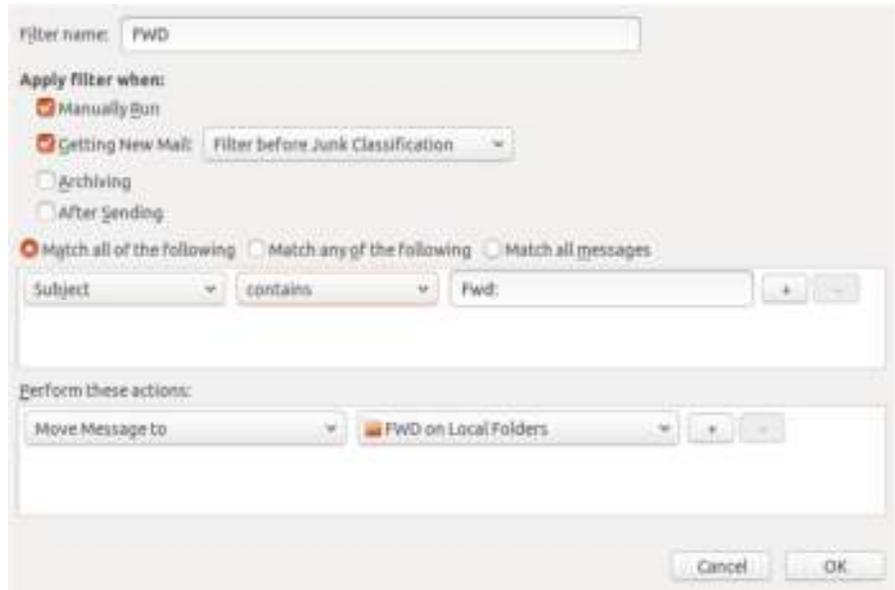
filter. Every day or two, I do scan through the Ads folder in case there is something interesting (there seldom is) and delete everything else.

My ISP does a good job of filtering spam before I see it. Sometimes too good, I occasionally find valuable messages in the Website spam folder.

Most e-mail programs have a feature similar to what Thunderbird calls the message filter. For example, Figure 1 shows the filter to file forwarded messages.

Figure 1. FWD Message Filter.

As you can see, any message whose subject contains "Fwd:" is sent to the local folder FWD. Note that some fields are drop-down lists. For example, Figure 2 shows the alternate choices to these. As a result you have considerable flexibility in setting up your filters.

By Dick Maybach, Member,
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There will be a half hour Question & Answer session starting at 1 PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:
Art Bendick & Neal Shipley

The next meeting of the Sauk Computer User Group will be

April 13, 2019

Question & Answer : 1 PM

Business Meeting : 1:30 PM

Presentation: 2 PM

Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

APRIL PRESENTATION WILL BE A PRESENTATION BY NEAL SHIPLEY: MICROSOFT WORD TIPS