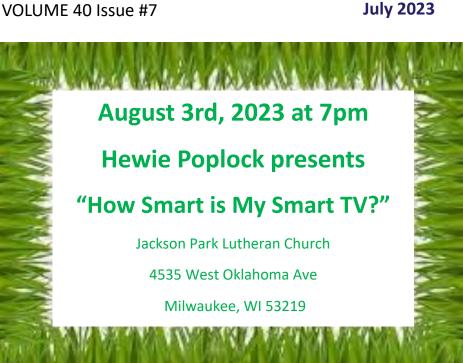
# WAUCTALK

https://wauc.apcug.org

Main@WAUC.Groups.io





August 10th	Tutorial SIG
August 17th	Q & A SIG
August 22nd	WAUC Luncheon *
August 23th	Investment SIG **
August 24th	Tablet/ Smartphone SIG

\*Meyer's Restaurant \* 4260 South 76th Street Greenfield WI

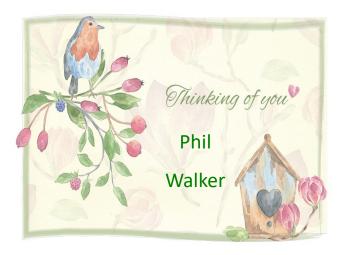
\*\*Wauwatosa Public Library 7635 West North Avenue Wauwatosa, WI

### UPCOMING PRESENTIONS

September—Bob Banerian "3-D Printing" October—Bill James "How to Update to Windows 11" November—Hewie Poplock "The Browser—Your Most Important App" December—WAUC Annual Christmas Party I'm taking care of my procrastination issues; you just wait and see. Submitted by Louise Dahms

## JUNE WAUC LUNCH







#### JUNE 2023 TUTORIAL SIG

Those attending were Jim Hempel, Don Skarda, JJ Johnson, John Schwarzmeier, Terry Harvey, Julia Rice, Betty Robinson, Louise Dahms, Kathy Mueller, Jan Mlagan, Romaine Artus, Bill James, and Brian Behling.

The battery on Jim's Samsung Galaxy S9 is starting to peter out. This is his spare phone, which he uses for demonstrating things at SIGs. He just ordered a Moto G Power 5G to replace his aging S9. Although Richard Durand was unable to



join us, he too has ordered a new phone, the Moto G Ace 5G. It will be fun to hear how they like their new phones.

Julia has a Samsung J2 through TracFone. She thinks

it's getting close to her 1 year expiration before her service expires. The best TracFone deal we were aware of



is on QVC.com and is for a Samsung Galaxy A03 smartphone with 1500 minutes of talk, 1500 texts,



1.5GB of data, the phone, a car charger, a desk stand, a micro-USB cable, a phone case, and one year of service, all for \$49.99. The link to this deal is: <u>https://www.qvc.com/Tracfone-</u> <u>65%22-Samsung-Galaxy-A03-Smartphone-with-</u> 1500-TalkTextData.product.E309497.html?

#### sc=SRCH

Length has long been considered a crucial factor for password security. It is now recommended that usercreated passwords be at least 14 characters long with capital letters, lowercase letters, numbers, and characters. It's also recommended your password doesn't include any real words, but what they mean is don't use just one dictionary word or common or simple passwords. Jim likes to use spaces. They never used to be allowed, but they are now. I like to use combinations of partial words and memorable numbers. Another tip is to choose a dictionary page and



use the first and last words on the page combined with memorable dates and a character. To see how secure *your* password is check it out here: https://www.security.org/how

-secure-is-my-password/.

Romaine asked if anyone reuses passwords. Um, yeah, we sometimes do it with sites that don't have much information, such as a woodworking site. Don't reuse a password on any site with your medical history, financial information, etc.

The newest version of Google Photos for Android is 6.39. It has a shortened list of options with corresponding sub-menus. With just six options in the main Settings page that can be tapped to open more related options. It's supposed to be easier for users to use and customize their app settings. When you delete a photo, it tells you how much space you will gain by deleting that photo. To see which version you have, tap your initials in the upper right corner, Help & Feedback, tap the three vertical dots in the upper right corner, and tap Version,

Brian and JJ use the BitWarden password manager. I liked LastPass, but we disagree as to what my password is. No one else expressed any interest in learning about password managers.

We watched a Geeks on Tour video, "How to Make YouTube Thumbnails With Canva." First, what is a YouTube thumbnail? Video thumbnails let your audience view a quick snapshot of your video. We watched the video tutorial, but none of us could think of how we would use it.

Romaine asked if ChatGPT would make a poster. A few weeks ago at a SIG we tried to make



some sort of a poster but weren't very successful. Chat-Bot Poster Design or Starryai would probably be better AI generated poster makers.

Head on over to: <u>https://myaccount.google.com/</u> to view and manage your activity, such as searches you've done, websites you've visited, and videos you've watched.. On the page that comes up are choices to delete all history, videos, etc. This page helps you make Google services more useful for you. If you are concerned with your privacy, turn all settings to OFF.

Jim had an article he saved for us to peruse. It

was from RicksDailyTips.com, and the topic was password managers. The article informed us of the many breaches, vulnerabilities, and security flaws of password managers. His opinion is to choose a different password that's secure, yet easy to remember for every one of your accounts.

Reading Mode app helps improve your screen reading



experience with a focus on customizable layout, contrast, color, and font size without changing your content. It also has a read aloud feature to have the content

read out for you. You can use Reading Mode on websites or apps with long articles. Reading Mode currently doesn't support PDF files, emails, chat messages, or social media feeds. It's in the Google Play Store.

Terry L Harvey

#### JUNE 2023 TUTORIAL SIG

Those attending were Jim Hempel, Rita Bruce, Louise Bozek, Terry Harvey, JJ Johnson, Julia Rice, Kathy Mueller, Jan Mlagan, John Schwarzmeier, Don Skarda, Tom McAndrew, Marcia Zientek, Louise Dahms, and Don Skarda.

There was a discussion on smartphone "dead zones." A number of members with different mobile carriers have experienced dead zones. A dead zone is an ar-

ea where something is standing between the nearest cell tower and your mobile device. In these spots, devices cannot access a strong enough signal to function properly on a cellular network. Dead zones can be due to the distance from cell towers, terrain such as mountains, hills



and bluffs, or a dense forest can come between your phone and the cell tower. Metal and glass in your vehicle may even cause a dead zone in your car. Building construction materials like brick, concrete and steel and be an issue if you are in an already weak signal area. Bad storms and thick fog can also disrupt your cell service.



Rita is having a problem with her laptop. Every time she turns her laptop on she is getting a strange message about Everything. Everything is an app used to easily locate files and folders by name or date. She wasn't even aware she had the app on her computer. Since she wasn't using it and it was causing trouble, just uninstall it. Had she been using it and wanted it she would then just reinstall.

The Temu app and website are not to be used. Kim Komando, a popular radio show host is a com-

puter expert many of our members respect. The late Bruce Kosbab was a particular fan of hers and actually had a picture of himself



with her after attending her radio show in person. Komando wrote an article this spring warning users not to order products from Temu and if users had the Temu app on their phone to remove it. In April, 2023 she wrote an article: "Get Temu, the popular shopping app, off your phone now." She also warned to remove TikTok as these both have ties to Communist China.

Temu is owned by Pinduoduo (PPD), a Chinese billionaire and former Google employee. Its parent company is located in Cayman Islands with subsidiaries primarily registered in China. Its Better Business Bureau rating earns a 2.1 out of 5 stars. Buyers complain of poor quality, long shipping times, misleading product ads, as well as a myriad of other complaints. PPD holdings was included in the U.S. Trade Representative's 2021 list of "Notorious Markets for Counterfeiting and Piracy."

Members should be aware, Temu collects large amounts of your data. It monitors your time on pages, public records, credit bureaus, data from your sessions, your search history, and monitors your activity. Temu gains access to everything on



your phone. It collects data from social media and information in your social media profile. It has been identified as containing malware which gave information

from other apps without the user's consent.

The New York Times recommends if you downloaded Pinduduo you need to do a full factory reset on your phone, TikTok is another app that members should not have on their devices. This app is owned by the Communist Chinese company ByteDance. While TikTok videos are great fun (and very addicting), this app has

been banned in some states as it is a national security issue. You may think you don't have anything to hide but you do! TikTok is collecting your IP address, facial identifying mark-



ers, your voice print, what you shop for and what you purchase, your photos, your search history, every website you visit, your exact location, and every text message you send and receive. This is very serious. Every morsel of your information is reported to the Chinese government and kept. If you enjoy TikTok, please remove it from your devices and instead watch Facebook Reels which have the same format but are not communist owned.

Marcia recommends a smartphone tripod that comes



with a remote. It's a Sensyne and she paid about \$30 for it. She belongs to a number of different groups and is WAUC's official photographer. With her new tripod she can get everyone in position, get her camera adjusted, then join the group and press the remote. It folds up

and is very lightweight.

If you don't have a tripod most smartphone manufacturers have voice activated controls that will snap a picture in response to,



Cheese! Open your camera app, tap on SETTINGS, SHOOTING METHODS, and turn all the settings to ON.

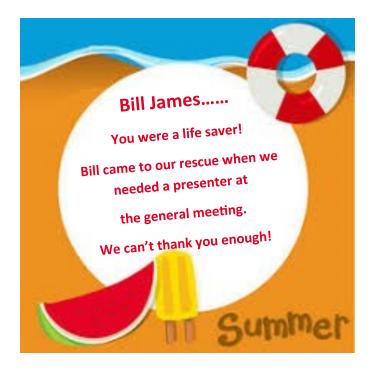


Also, if you have Google Assistant installed and it has access to the phone's microphone it will react to "take a photo" or

"take a video".

Many Samsung users are bugged by Bixby. Bixby is Samsung's virtual assistant like Google's Assistant and iPhone's Siri. Most people are more comfortable using Google or Siri and annoyed by Bixby opening up at inconvenient times. Sadly it cannot be uninstalled but it can be disabled.

Terry L Harvey



#### JUNE 2023 SMARTPHONE/TABLET SIG

The meeting started with a question from Romaine. She wanted to know how to create a .PDF document without using MS Word.

If you don't have MS Office, there are several alternative methods you can use to create a .PDF document. Here are two options: Google Docs is a free web-based application that allows you to create and edit documents. LibreOffice is a free and open-source office suite that includes a word processor called Writer. It provides similar functionality to MS Office. You can create your document in LibreOffice Writer and then export it as a .PDF

Richard wanted to know if he had a document saved in .PDF format, could he make changes to it.



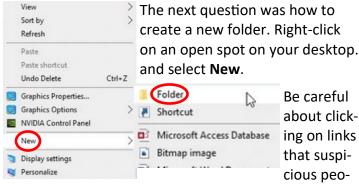
There are several websites that allow you to edit .PDF documents without the need for software installation, such as SmallPDF, PDFescape, and Sejda. Upload your .PDF to one of these services, make

the necessary changes, and then download the modified .PDF. Note that editing a .PDF document may not always produce perfect results, especially if the document contains complex layouts or

#### graphics.

Louise wanted to know why you would want to use a .PDF. Say you create a newsletter in Microsoft Word and you share it as a .docx file, which is the default file format for Word documents. Unless everyone has Microsoft Word installed on their computers, there's no guarantee that they would be able to open and view the newsletter.

By contrast, .PDF files are primarily meant for viewing, not editing. One reason they're so popular is that .PDFs can preserve document formatting, which makes them more shareable and helps them to look the same on any device.



ple send through private messages.

Many scammers use Facebook Messenger to send malicious links, hoping unsuspecting users will click on them and unwittingly provide their personal infor-



mation. When you receive a link from a friend or acquaintance, ensure you verify its legitimacy. Louise did exactly as she should have. Avoid clicking Facebook Messenger links,

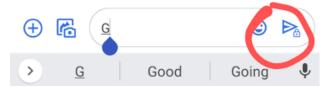
even if the message comes from someone you know. You can respond and ask for more clarification about the link they've sent.

Rita has a key fob case that stops anyone from intercepting the signal. However, it works so well she can't open her doors with the fob in the protective case.

Jan got a message from Google Storage Cloud. It stated that it is going to delete some old files. To prevent this, she should log into her Google account every two years.



Jan gets little lock appearing under her Sent texts. This is something new and she wonders why they are there. Google Enables End-To-End Encryption, message highlighting to RCS texting within the messages App. Keep an eye out for a lock icon when you message someone. The Messages app will pop up a lock icon to the send button when the message is encrypted



She also sees a small blue circle with a check mark inside it. The blue circle with the check next to your message means that your message was sent. A filled-in blue circle next to your message means that your message was delivered. And, when a

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friend has read your message, a small version of your friend's photo will appear next to your message.

There was a final question about pinning a Word document.

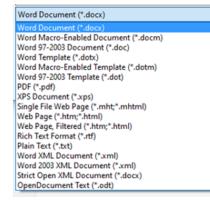
You can pin a document to the top of a folder by doing this. Right-click the file, folder, or link that you want to highlight, and then select Pin to top.

Items you've pinned to the list of Recent documents will appear at the top of the list while documents you open and close that are not pinned will appear



just below the last pinned document. Pinned documents are listed alphabetically while the unpinned documents appear in the chronological order you opened them in.

Julia had a question about MS Word and wants to know what kind of formats it can handle. Here is a list:



Terry asked about Word documents which often open in a Protected View. Microsoft Word, by default, opens the documents downloaded from the internet in Read-Only mode for added security reasons. Other times, it can be due to the document owner adding edit restrictions to the document to be used in read-only mode to prevent modifications.

Protected View is part of Microsoft's Trust Center, where you can manage the security and privacy settings for the Microsoft Office programs. When enabled, Protected View opens documents Protected View in read-only mode and disables most editing functions.

In any case, you can change the edit restrictions in Microsoft Word to stop the documents from opening in read-only mode.

To disable Protected View in MS Word:

- 1. Open the MS Word program.
- 2. Click on File and then select Options.

3. It will open the Word Options window. In the left pane, open the Trust Center tab.

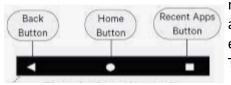
4. Next, click on Trust Center Settings under the Microsoft Word Trust Center section.

5. In the left pane, click on the Protected View tab.

Next, click on Trust Center Settings under the Microsoft Word Trust Center section.

In the left pane, click on the Protected View tab. These steps may vary in older versions of Word. Rita just got a new Samsung phone and wanted to purchase a power bank and couldn't find one that states it can be used on the S23+. This is probably because the phone is so new that the power bank descriptions haven't caught up. She has an older one she can use which will work just fine.

Rita had a second question about that phone which doesn't appear to have a back button. ( < ) This is usually on the very bottom of the phone's screen. I don't understand why this was left off, but fortu-



nately we were able to help her easily restore it. There is a lot of

information on the internet about this including this short video on the subject. https:// www.youtube.com/watch?v=RGcq02WEA-8 Louise received a message from a person that she

knows in the Facebook Messenger app. It was a hyperlink. When you see a hyperlink, think DANGER, don't click it! She contacted the person and asked if that

look what i found ... 8 https:// photo.8hh.sbs/ oktk2aysp

person really sent it and got a negative reply.

The best approach to security is to minimize the risk of an attack. You shouldn't click links from a source you usually don't get links from. Exercise caution when on social media. Be careful about clicking on links that suspicious people send through private messages.

Many scammers use Facebook Messenger to send malicious links, hoping unsuspecting users will click on them and unwittingly provide their personal information. When you receive a link from a

Look who died, in an accident I think you know sure you verify him so sorry... 😭 http://photo.gzr2.com/ G9KLGTd

friend or acquaintance, enits legitimacy. Louise did exactly as she should have. Avoid click-

ing Facebook Messenger links, even if the message comes from someone you know. Best to contact the sender outside of Messenger and ask for more clarification about the link they've sent.

The SIG was recorded and you can access this recording if you want to review somethings or if you missed it. Look for it under DOCUMENTS > ZOOM > and then you will see the FOLDER by DATE for the recording. See the clip below:

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Þ		2023-06-24 18.52.56 Don Skarda's Personal Meeting Room	6/24/2023 6:52 PM		

#### Jim Hempel



#### **JULY 2023 GENERAL MEETING**

Meeting was called to order by President Don Skarda at 7:05 pm. We had two new members at the meeting. Discussion was started by asking why they decided to join the meeting. Both were wanting to develop their skill levels.

It was mentioned that it was beneficial to use our club's resources to repair your computer. Don volun-



Waukesha County Fair and their computers are old and very slow. Brian went over them and their response time went from a 20 minute start up to an instant response. He does a great job and is

teers for the

very reasonably priced.

Another member discussed remotely using the Amazon delivery app to open the Amazon cubicle locker that was placed in the lobby of the apartment building.

Romaine Artus discussed the upcoming WAUC luncheon, and Christmas party. She reminded everyone about the hard work that the wait staff did at Meyer's Restaurant and that a proper gratuity would be appropriate. A reminder notice will be sent out for the luncheon and Christmas party.

Richard Durand mentioned that there were items available at the free table.



The Investment SIG would no longer be held via Zoom. This meeting will be an in-person format only.

Don was having some audio and video technical problems which delayed the start of the meeting. Another problem was our presenter, Rob Truman, wasn't online.

Thankfully master presenter Bill James was online and Bill gives many APCUG presentations. He graciously agreed to give us a presentation on "Favorite Apps". Bill mentioned that the different platforms and their app stores. Most are free and some are subscription. The user would have to have an account with the platform to get started. For example, Microsoft account for Windows, an Apple account for



iOS, and a Google account for the Play Store.

Bill discussed various ways a smartphone can improve your productivity, keep track of your location, daily events, handle your finances, monitor your health, contact your friends, translate, teach a foreign language, monitor your automation devices at home and provide entertainment via apps such as "YouTube TV", "Spotify", etc.

Bill took questions from club members and the meeting adjourned at approximately 8:55 pm.

Tom Martini

#### **REVIEWING THE FUNDAMENTALS**

Oftentimes, when reading or receiving instructions, the fundamentals of computing may be included and when they are, I find it useful to pay attention to them and study them. By fundamentals, I mean basic computer concepts, such as using the functions of File Explorer, searching and renaming, etc., or the functions of the Settings, shown by clicking the little gear that one sees when one clicks on the Start button.

I like to think that I learned most of the computer fundamentals long ago, but reviewing them reminds me of their presence. Sometimes, there are so many to remember, that I find that I have com-



pletely forgotten about them. That's what happens when one sets it and forgets it. And in some cases, doing this review informs me that in this case, something which I thought was a fundamental computer action, is NOT in effect. This doesn't happen too often, but in this case, I really need to know this.

I try not to spend too much time making such a review of computer fundamentals, because I want to get on with whatever task I have set for myself as soon as possible. And I really don't want to spend any money on information that I already know. Still, reviewing computer fundamentals, helps at least a little bit in getting things done and in general computer knowledge.

**Richard Durand** 

#### THREE SIMPLE STEPS TO SMARTER GOOGLE SECURITY



First, for context, a friendly reminder:

Google keeps a list of every device you sign into with your Google account — and it keeps any such devices associated with your account until you manually go into a semi-obscure settings page to remove 'em.

That means even after you reset an old phone or tablet and sell it or pass it off to someone else, that device is still technically connected to your Google account on some level. And it's up to you to sever that connection.

Old devices you've used stay connected to your Play Store setup by default, too. And apps and services you've allowed to access your account also often remain able to see your info long after you've uninstalled 'em.

Luckily, all this stuff is super-simple to address — once you know where to look and then actually remember to keep checking up on it every so often.

Here's your three-part, three-times-a-year security tidy-up checklist:

1. Disconnect your old devices

Open up this official Google account page link. It'll show you every single device where you've been signed in with your Google account in the last month, including Android phones and tablets, ChromeOS computers, and even iOS knickknacks and other (allegedly) smart gizmos.

When you see any device you're no longer actively using, click or tap it and then look for the Sign Out button to disconnect it completely from your account.

2. Prune your Play Store device list

<u>Pull up this out-of-the-way Play Store settings</u> <u>page</u> to see a list of active devices with Android app access.

Uncheck the box next to any devices you aren't actively using. That'll take 'em out of the list of options that pops up every time you install something new from the Play Store.

3. Clean up your account-associated apps and services

<u>Pull up this separate Google account settings</u> <u>area</u> to find a list of every app or service that's been granted access to your Google account at some point along the way.

If you see anything that you aren't using anymore or that just doesn't seem like it needs ongoing access to your info, click or tap it and then hit the blue Remove Access button to remove it.

Save this info somewhere where you'll see it again in four months — like your favorite note app or even your email. Wherever you put it, be sure to set a reminder or snooze date of some sort so it'll all pop back up and get your attention anew at the right time. And then keep resetting that reminder on an every-fourmonths cycle.

This tip came from <u>https://www.androidintel.net/</u> From TechforSeniors Newsletter **WAUC:** Wisconsin All-computer Users Club, WAUC was established to provide an educational forum for people interested in learning about computers and related devices. WAUC provides educational programs and publications for its members, as well as providing social and charitable opportunities for the membership. While WAUC is a private club and doesn't share any member information outside the club, we encourage members to interact with other members and to facilitate this we publish a membership directory, an email, and promote via a public Facebook group where we often add pictures of group events and our public website.

**WAUCtalk** is a publication of the Wisconsin All-computer Users Club. WAUC is a computer club dedicated to promoting and instructing the use of computers by WAUC members. WAUCtalk is emailed to all WAUC membership. Free advertising is available to all WAUC members. We are not responsible for omissions or errors.

WAUC Application for Membership / Renewal

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email		
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What do you want to do with your computer?\_

To join WAUC, please send a completed form along with a check for \$30 to cover dues from January 1st through December 31st 2023

#### WAUC

% Bob Banerian

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