



THE WYSIWYG



May 2021

Volume 33 Issue 5

STERLING HEIGHTS COMPUTER CLUB

PO Box 385

Sterling Heights, Michigan 48311-0385

MAIN MEETING: TUESDAY MAY 4 7:00 PM

**Same day/time as usual
Location: Your house,
Video conference**

(Please use your real name when you log in, just as we all do when we attend our in-person meetings. The ZOOM event host may restrict admittance to confirmed club members only.)

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This Month's Main Meeting Topic:

“Free Programs To Use With Windows 10”

**will be presented online by
APCUG Speakers Bureau member**

Jere Minich

Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding whether or not to become a member. July and August do not count since there is no main meeting in those months. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of the city of Sterling Heights.

DUES: \$30/YEAR

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Associate Editor	Rick Schummer
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Greeter for visitors	Jim Waldrop
Newsletter Publisher/Editor	Paul Baecker
Program Coordinator	Mike Bader
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Club Dues Amounts

The club dues were increased to \$30 per year at the November 2018 meeting.

This includes a digital version of the newsletter sent monthly, except for July and August, when the club does not meet.

A paper version of the newsletter is available in place of the digital newsletter, for an additional \$31 per year (increased at March 2019 meeting).

Associate memberships, for a second member of a household, remain at an additional \$15 per year.

Two-Month Meeting Schedule

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to : newsletter@SterlingHeightsComputerClub.org

JUNE 2021
1 - SHCC Main Meeting
 13 - SEMCO meeting

SEPTEMBER 2021
7 - SHCC Main Meeting
 12 - SEMCO meeting

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The President's Pen

by Don VanSyckel



You might remember we went through quite a process to locate a new meeting place when Baker College first told us that they planned to sell the campus SHCC was meeting at. Then there was a respite because their plans were derailed for the site they planned to move to, so we stayed at Baker a little longer through June of last year. We had investigated various possible meeting locations and settled on St. Thomas Lutheran Church in Sterling Heights on the north side of 15 Mile Road just east of VanDyke Avenue to begin in September of last year. Then the virus canceled live meetings and we did not even finish out through June at Baker. During this time Baker College did sell the campus to another organization. Looking forward to the day when we can once again have live meetings, I've been in touch with St. Thomas and was surprised to be informed that the church property has been sold to St. Matthew Syrian Orthodox Church. It's my understanding that currently the property is being remodeled and it was hinted that we might be able to use the facility "when the dust settles". We'll just have to wait to see if the facility is available and at what cost. We have virtual meetings scheduled thorough June and thought we might be able to go live in September. So now we have two balls in the air; 1) virtual / live-type meetings and 2) if live, where. Things are never simple.

Back 20+ years ago, in the 1990's SHCC and several other computer clubs agreed to reciprocate in club meetings and events. What this meant was SHCC members could attend the other clubs' meetings and members of the other clubs could attend SHCC meetings and events. At that time other clubs were listed on page two of the WYSIWYG newsletter and the reciprocation agreement was noted there for those it applied to. Over time many clubs stopped operations and the list of other clubs was removed from page two. Recently we verified with SEMCO, the only club left from long ago that we had a reciprocation agreement with, that they are still willing to participate in the reciprocation agreement. So that agreement is still in place. This means that if you are a SHCC member in good standing you can attend SEMCO meetings and sign in as a SHCC member. I've documented the reciprocation agreement on the web site on the "Other Computer Clubs" page. In the index on the left side click on "Other Computer Clubs" and you'll see under SEMCO that "Reciprocation Agreement" is listed and the agreement is explained in the footnote.

OK, I have to ask, last month I discussed the importance of saving your various passwords in a secure location and that you shouldn't use the same user name and password at multiple places. How many people ignored my warning? If you are still not doing good practices with you user names and passwords, go back and read the President's Pen last month. Do some research on DuckDuckGo *{the search engine that doesn't track you!}*, but start changing to better practices.

The other thing I mentioned last month but didn't go into is backups; or as I prefer to say "Backups, Backups, Backups". You can't have too many backups. The cost of external USB disk drives is very reasonable at this point. If you encrypt your backup you can store your backup drive at someone

else's house or some other location other than your house. If the encryption takes a program to decrypt it, make sure to put the program on a USB thumb drive to accompany the encrypted USB disk drive.

This month we are pleased to welcome back Jere Minich from Association of Personal Computer User Groups to present "Free Programs to Use with Windows 10". We will continue to have virtual meetings at least through June. Watch your email inbox for the meeting link.

Last Month:

Last month we had a great remote presentation "Using A Webcam to Spy on Something " by Francis Chao from Association of Personal Computer User Groups. At first you might think, I don't want to spy on anyone. Turn "spy" into "watch" and you might think of several things you'd like to watch or check on when not at home. Francis showed us a variety of hardware and methods used to view and record remote web cams.

* * * * *

{Ed. note: The WYSIWYG can act as a forum for discussion among the members, so I am going to voice a bit of my thinking about password management, and if you have an opinion to share with the club, it can be printed in the newsletter as well. I do not use a password manager. Even though they supply a potentially useful purpose, they are also subject to hacking, just as everything else on our computers is. All of my passwords start with the same (6+) characters (a mish-mash of numbers, letters and special characters), and each password has an additional few easily-rememberable characters (I can't give away ALL my secrets) to identify the password for its particular purpose (such as a bank acct., an email acct., a retail shopping web site, etc.) and to differentiate each password from the others. Free password manager programs are particularly subject to hacking, in part due to the nature of them being offered for free and easily available to cheap thieves to study. IF my password manager program were to get compromised, then I suspect that ALL of my passwords would be made available to an entity that I would prefer not having access to any of them. I would suggest that if you want to use one, BUY one and don't use a free one.

Notice what LastPass has done recently with respect to their users' trust — their app has been found to be tracking their users. Also, in 2019, a vulnerability made it possible to gain hashed user's master passwords, email addresses, and password reminder questions via the exploit. It meant that a hacker could take over someone's LastPass account by abusing the recovery options. LastPass was also breached in 2011 and 2015. I would rather lose just one password to a hacker than my whole collection.

Do we know whether other similar password management tools have also been breached? Only by researching them carefully on the web. Product reviews of software usually won't discuss security issues such as breaches, so do your homework completely before entrusting your personal identity (which passwords are) to this (or any) software product or web service.

Apps and Applications - Mobile and Desktop

By Phil Sorrentino, Newsletter Contributor,
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When we talk about computer software nowadays, we typically use the term Apps, referring to any software that is running on a computer, smartphone, or tablet. The term Applications was originally used for software other than the Operating System, but that seems to have changed over the last few years with the advent of Mobile devices - Smartphones and tablets. Also driving the change has been the migration towards the "Client - Server" architecture, where smaller Apps running in a client device (smartphone or tablet) can control a much more elaborate collection of Applications software running in a much larger server (in the cloud). Computing has been moving in this direction ever since the internet and the World Wide Web have become available to us. The term "App" has become very popular. In 2009, technology columnist David Pogue even proposed that the new mobile smartphones be nicknamed "App Phones".

And in 2010 App was listed as the "Word of the Year" by the American Dialect Society.

So, here are some definitions, at least for this discussion.

- A **computer program** is a generally structured collection of instruction sequences that perform a specific task when executed by a computer. (How's that for a "Nerdy" definition?)
- **Software** is a general term and will refer to all types of computer programs for all types of computers.
- An **Operating System** is a collection of computer programs that manage computer hardware and software resources and provides common services for Application programs.
- An **Application** program is a computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user, for example, a Word Processor, a Spreadsheet, an Accounting program, a Web Browser, or even a computer game. These applications are designed to run on the computer hardware with the assistance of the Operating System (like Windows10, macOS, or Android), which is mainly involved with managing the computer hardware.

Before the Smartphone, circa 2007, we only had Desktop Applications, because we only had Desktop computers. Yes, I know laptops were available and they could be easily moved around, but basically, they were just portable desktop computers. So, Desktop Applications are software programs intended to be run on a desktop (or laptop) computer. Then came the Smartphone (and

shortly later, circa 2010, the tablet), and these devices were very much different in that their screens were noticeably smaller and there was no mouse for selection/navigation, only a touch-sensitive screen. So, applications that could be used in this new smaller environment had to be created specifically to run on a small screen using your finger as a pointer/navigation device. These applications are software programs intended to be run on a mobile computer, a smartphone, or tablet, with limited input and output capabilities. So, a mobile app is a computer program designed to run on a mobile device, like a smartphone or tablet, with the assistance of the Mobile Operating System (like Android or iOS, or even Windows 10 for tablets).

Desktop applications are usually "fuller featured", whereas the Mobile app equivalent is usually smaller, "lesser featured", simpler, and may or may not be easier to use. This should not be unexpected when you consider that most desktop Apps are built to be used with the more capable input and output devices, (a mouse, a keyboard, and a much larger display), whereas mobile Apps are intended to be used with only a finger and a much smaller screen.

With the arrival of mobile devices, many popular Desktop Applications were the basis for new mobile Apps for the new mobile devices. Many Google desktop applications have been recreated for mobile devices. Your Google email can be accessed from the desktop application or the mobile App. Both devices will provide the same information from the Google email server. But, as we have noted, Mobile Apps are different from Desktop Applications in that they have to run on a much smaller device with limited input and output capabilities. And not only is there a display size and input/output capability difference, but the mobile devices are different way down at the hardware level, the central processing units, most of which are slower than their desktop counterparts. So, many applications exist as both desktop and mobile versions. Microsoft Word is available in a desktop version, the one that most of us learned word processing on, and Microsoft has released a mobile version that is available for both Android and iOS devices. This also holds for Excel and PowerPoint. Adobe Photoshop image editor is a desktop application and Adobe Photoshop Sketch is a mobile app that lets you draw and paint on a mobile device but is a condensed version of Photoshop.

Besides the Apps that have migrated from the Desktop world, there are hundreds of thousands of Apps that have been developed for mobile devices that take advantage of the fact that these devices are mobile. These Apps use the power of the server to provide capabilities to the user that could never have been accomplished with only the processing power of the device itself. Maps and navigation immediately come to mind. The memory

(Continued on page 11.....Apps)

Blocking Unwanted Email

By David Kretchmar, Computer Technician
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Sooner or later this happens to all of us. You continuously receive unwanted emails, (spam) from an individual or organization. Legitimate organizations usually have an Unsubscribe button within their message, which enables you to be dropped from their email list. If you attempt to unsubscribe from a less-than-legitimate mailer you are just confirming that your email address is good and even more spam will come your way.



Some individuals will not respect your request to stop sending (usually forwarding) you useless or offensive messages; more charitably they might lack the knowledge to be able to remove you from their mail distribution list.

Unwanted emails can be more than just bothersome or offensive. Some contain viruses that can render your system useless and destroy your data. Some people have had to abandon email addresses when they received many dozens of unwanted emails every day.

Fortunately, all email programs have a feature that will allow you to block all emails from specific email addresses.

I'm going to describe the email blocking procedures for three popular web-based email programs: Yahoo Mail, Outlook, and Gmail. If you are using another email provider, the described procedures can be used to at least point you in the right direction.

Each of these programs allows you to use a list of blocked senders for individual senders whose messages you don't want to receive but can't easily stop.

Yahoo Mail



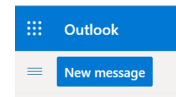
Yahoo Mail can block all mail from up to 500 email addresses. All mail from these senders will be automatically deleted before you see it. To have Yahoo! Mail automatically delete all mail from a particular address:

- Left mouse click (hereafter I'll just say click if it's left) or just put your cursor on the settings gear in the upper right corner of the Yahoo Mail page.
- Click on "Mail Options" from the pull-down menu that has appeared.
- Click "Blocked Addresses" category under Advanced Options.
- Enter the unwanted email address under "Add an

address:".

- Click on "+".

Your updated list of blocked senders will be saved automatically.



Outlook

- Click on the gear that appears in the upper right corner of the Outlook mail window.
- Click on "More mail setting".
- Click on "Safe and blocked Senders".
- Click on "Blocked senders".
- Enter the unwanted email address in the "Blocked email address or domain" rectangle.
- Click on "Add to list>>"

Your updated list of blocked senders will be saved automatically.

Gmail



- Click on the Settings gear that appears on the upper right corner of the Gmail window.
- Click on "Filters" near the top middle of the page.
- Click on "Create a new filter" at the bottom of the page.
- Enter the unwanted email address in the "From" rectangle.
- Click on "Create filter with this search>>"
- Click on "Delete it".
- Click on "Create Filter".

Conclusions and Recommendations

Never reply to or unsubscribe from spam; it just alerts the sender that it has a good email address. When you get a spam message, click on your program's "Spam" or "Send to Spam" or "Report as spam" to get rid of it and help your email provider learn to block messages from that server.

Even though email providers have active programs to help stop spam, it still comes. What winds up in your inbox is just a small fraction of the trash that is sent your way. Spammers are constantly changing techniques to defeat any filters.

You can work around the problem by creating and maintaining a "junk" or "throw down" email address that you know will be mostly spam. When I have to give out an email address to a website that I feel might be questionable, I provide the junk address and avoid possible spam in my "good" inboxes.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.



Some Useful Windows 10 Features

By David Kretchmar, Computer Technician
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While many users consider Windows 10 the most complicated operating system Microsoft has come up with yet, it does contain a lot of handy new features. Some of these have been present in some form since the beginnings of Windows, and others have been introduced by Microsoft's newer versions of Windows 10. I personally think Windows 10 is by



far the best version of Windows ever, for the built-in security if nothing else. I have never had to remove a virus from an operating system running Windows 10 with Windows Security activated and current, which are the defaults.

far the best version of Windows ever, for the built-in security if nothing else. I have never had to remove a virus from an operating system running Windows 10 with Windows Security activated and current, which are the defaults.

Notifications

Windows provides users with popups notifying users of a system event or news event. These and pretty much all

popups provide a minimum of useful information and are more annoying and distracting than anything else.

Many Sites visited while surfing the Internet will display a popup offering to send you notifications of certain events. I recommend you "Just say no" to this offer, unless the notifications are for something you deem important. Notifications can also come from your system, i.e. you might get a notification that Windows security has completed a scan finding nothing.

Most users would be best served by turning off notifications completely, and the newer versions of Windows 10 make this easier than ever. Click (clicks are always left-clicks unless otherwise indicated) on the Notifications icon at the far right of your Taskbar, then click on Manage notifications at the top right side of the window that appears. You are in the Notifications and actions section of Settings. The top slider switch provides an opportunity to turn off all notifications. Or if you like you can leave notifications on and in the area below the on/off slider, elect to receive or not receive notification from specific sources.

Dictation

If you haven't used voice-to-text software in recent years, you will be amazed at how far this technology has come. Windows 10 has been no slouch in applying arti-

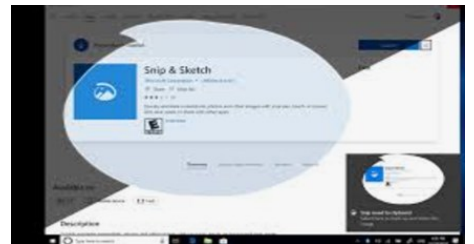
cial Intelligence (AI) to this task. You can now dictate into any application. To turn on dictation in Windows 10, hold down the Windows logo key near the lower left-hand corner of your keyboard and press the letter H on your keyboard. A microphone indicator rectangle will appear at the top-center of your screen.



Just place your cursor in any field ready to receive text (like a Word document you are creating) and start talking. Now with a little practice you don't have to deal with keyboarding; you can dictate your content, just like I did for this sentence. Period.

Snip & Sketch Tool

The snipping tool has been in Windows 10 for a number of years, but until recently it couldn't compete with third party screen capture software.



Snip & Sketch is Windows' newest, best approach yet to capturing all or part of an image on your screen. Start by holding down the Windows logo key on your keyboard and pressing Shift and the letter S. This creates a small dialogue bar at the top of your screen where you can choose from rectangular, free form, square, or full screen capture. Choose the shape of you clip, hold down the left mouse button and drag it over the area you want to capture. Let go of the mouse button and the clip will be saved to your clipboard. If you go directly to your destination, right-click and select paste.

Clipboard

That Snipping Tool example is the perfect segue into another valuable feature of Windows 10, the clipboard. Many of us might have forgotten that all items copied into the clipboard stay there until we reboot our system. Hold down the Windows logo key and the letter V to see a listing of all items, text and graphics, that has been copied into the clipboard. Just click on any item listed (even if you copied 10 subsequent items, and that becomes the current item to be pasted.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.



The Day The Music App Died

(Google's "Play Music" app is gone on some Android devices, and soon will be completely gone.)

By John Krout, Writer/Presenter

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I am a music collector. I have a large collection of audio CDs; roughly 1,600 songs are on the micro-SD card in my Samsung Galaxy S10 phone. I bought that phone in late 2019, and my carrier recently upgraded the phone's Android OS to version 11.

I started my Android experience on a Galaxy S5 phone, which I still own. That phone runs Android 6. I also own two Galaxy tablets, a recently purchased S5e running Android 10, and a much older A model running Android 8.1.0.

On February 1, 2021, I started the Play Music app on my Galaxy Tab S5e. The app displayed a screen stating that Play Music is "no longer available". The same announcement recommended installing the YouTube Music app.

WHY I WON'T USE THE YOUTUBE MUSIC APP

YouTube is owned by Google. The intent of the YouTube music app is to play music stored "in the cloud".

There are three reasons why that cloud storage approach is not ideal for me.

First, that network-intensive method is a classic way for a dedicated fan of music to run into the ceiling on cell network data usage very quickly each month, with financial penalties for exceeding the ceiling, if your carrier contract has such a limit.

Second, despite claims that music stored in the cloud is available wherever you go, there are vast stretches of the US where data service is minimal or is completely absent. Drive through any mountainous area and that becomes obvious very quickly. With 5G, which has a much shorter range than 4G, that problem will be even more acute. The mountains will be the last place carriers build the extra towers necessary to make 5G work on every mile of interstates. Don't count on that to happen on other mountain highways in the next ten years.



**Google Play
Music is no
longer available**

You can still transfer your library,
including playlists and uploads, for a
limited time

TRANSFER TO YOUTUBE MUSIC

MANAGE YOUR DATA

Third, there is a privacy issue. Music stored and accessed in the cloud is an invitation for the cloud storage provider to learn about one's music preferences and monetize that knowledge, such as through endless ads.

WHAT GOOGLE DECIDED TO DO

I went to my desktop computer and googled the status of the Play Music app. I learned that, in 2020, Google announced that the company would no longer support the app as of December 3, 2020.

That end of support, by itself, does not cause the app to stop working. I use the Play Music app daily on my S10 phone. So far, the app still works just fine.

The fact that Google disabled the Play Music app on my Tab S5e tablet was quite an unhappy surprise. Even with the music indexing quirks in Play Music, which I wrote about a couple of years back, the Play Music app was reliable and reasonably easy to use.

I surveyed the fate of the Play Music app on my other Android devices. On the S10 phone, running Android 11, the app can still play my music collection stored on the phone. On the S5 phone, running Android 6, the app can still play my music collection stored on the phone. On my Galaxy Tab A, the app acted like the app on the Tab S5e, displaying the no longer available screen.

I expect that the end is near for the Play Music app on my current S10 phone and my old S5 phone.

THERE ARE MANY OTHER MUSIC PLAYER APPS

Of course, I went to the Google Play Store and looked for music player apps. That category is a huge, bewildering forest. The Play Store app recommended some alternative searches, including "music player no ads", so I tried that. Ads are another unwelcome use of cellular network data.

For each app, I looked at the review rating average, the number of reviews, and the total number of downloads. I also made sure that each was capable of playing music stored on the phone, not in the cloud.

[Musicolet](#) has been downloaded 5 million times and has a 4.7 rating average in almost 120,000 reviews. That is a very strong rating average. So I downloaded that app on my Tab 5e.

When I started the Musicolet app and worked through its setup steps, I learned that it has one feature I liked immediately. The app provides the option to specify one or more particular folders on the phone or tablet in which to find sound files. I chose the folder on my micro-SD card where I parked my 1,600+ songs (1,637, according to

(Continued on page 11.....*Music Died*)

Thoughts From A Clicker

By Tiny Ruisch, Vice President
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Last week at one of my Zoom meetings, someone asked me if I had ever used IrfanView, an image viewer, and editor. I replied that it was one of my go-to programs about ten years ago. This chance remark gets me thinking about some of my computing experiences over the years.

Technology has sure changed a lot. One of my first computer memories was when I was still in high school and UNIVAC was in the news. No one had any idea what the thing was good for. The census used one to somehow make counting the population easier. It was a different world back then and nobody much cared about a machine that was bigger than the family car and needed a special air-conditioned room.

One thing that interested me was the Texas Instruments pocket calculator. My daddy was a feed salesman and the company that he worked for provided him with one of these expensive machines. I remember him getting it out to show us how he could add 2 and 2 without making a mistake.

When I joined the Navy, I had my first experience with using a computer. I got to run the keypunch machine. If I made a mistake, a ship could easily get 10,000 pounds of butter instead of 1,000. Back then, the Navy paid us in cash. In later years, our paychecks were an IBM computer punch card. Now, most employers don't even issue checks. It's all done electronically.

In the late 1970s, computers started to catch on. IBM was the company that created the home market. Their 8086/8088 weighed about 30 pounds and had a whole megabyte of random-access memory. It blazed along at a speedy 4.77 MHz. Other companies that built computers soon started advertising themselves as IBM compatible. If you worked for IBM, you were required to wear a tie.

This is also the era when many of us hobbyists started building our first computers. Zenith Heath Kits were all the rage. They didn't work any better, but we were smarter because we built our own.

The operating system of choice in those days was PC-DOS. There were many other ones, but the home market was mainly CP/M or one of the DOS systems from Apple, Atari, or Commodore. In the early 1980s, a fellow you may have heard of buying an operating system called 86-DOS which was also known as Q-DOS (for Quick and Dirty DOS). Bill Gates later renamed it to MS-DOS for the company that he founded.

I'm pretty sure that Microsoft is still in business today. Home computing started to take off in the '80s when Radio Shack introduced the Trash 80 (oops. I meant TRS 80). Apple's home computer was the Lisa and Texas Instruments had something called the TI-99.

I remember the first computer I bought. It was a Commodore VIC20. I loved that computer with its 5 KB of RAM and the data cassette storage, even though it often took 3-4 minutes to load a program. Incidentally, the VIC20 was the first home computer that sold a million units. In later years the Commodore 64 was even better.

The first innovative computer program to be sold was the spreadsheet VisiCalc. Like so many other successful things, clones like Lotus 1-2-3, SuperCalc, and Microsoft Excel were soon on the market. Did you know that Microsoft's Excel was first introduced for the Apple Macintosh? It was only later that it was ported to Windows. WordStar was the first commercially profitable word processor.

The real software revolution was the games. I don't think you could walk 50 feet without seeing somebody playing Space Invaders, PAC Man, or one of the many variations of Pong. I'll confess that my favorite games were made by Infocom. They specialized in "interactive fiction" games. I still remember their advertising slogan, "We put our graphics where the sun don't shine." Graphics adapters later put this type of adventure game out of business. Their first game was Zork which debuted in 1980.

In the old days, the only decision to be made when you bought a monitor was whether to have green or amber output. The only sound you could hear was the tinny beep for the operating speaker. The only mouse in the computer room lived in the wall. Printers were all dot matrix and printed about 30 characters a minute.

Of course, one of the biggest changes in computing has been the internet and the use of e-mail. I've heard that e-mail was invented by a Nigerian that had a lot of extra money to spend. The browser choices were Mosaic or Netscape. We've come a long way from logging in to the Bulletin Board.

I'm going to shut up for this month. Please remember that I've just written about some of my computing memories, so the facts may not be 100 percent correct. I'm just amazed at how far technology has advanced.

Thanks for reading.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.



ZOOM Etiquette — Tips for Having Better Meetings

By Tom Burt, Vice-President
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This month's article will explore Zoom etiquette, which has a big impact on how successful Zoom web conferences are. There are many types of Zoom sessions from informal small discussions to more formal business or committee meetings to educational seminars. Zoom is also used extensively for "remote learning" in K-12 and higher education. Etiquette rules will vary somewhat for each scenario.

Part of the appeal of Zoom is that you can attend a meeting without commuting – just fire up your webcam, speakers, and microphone, click the hyperlink to join the meeting, and shazam, you're there. Actually, your electronic effigy is there ... and all the other attendees are [virtually] in your home, looking through your camera at you and whatever else is in your house.

A Google search for Zoom etiquette yielded 23 million hits – an indicator of how prevalent Zoom has become as an alternative to "in-person" meetings. Here are two links to representative articles if you want to dig in a bit more:

<https://www.andrewmacarthy.com/andrew-macarthy-social-media/zoom-etiquette-tips-great-video-calls-meetings>

<https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/>

Here are some things you can do to be more friendly to other Zoom meeting attendees.

Invest in Good Gear

When participating in a meeting, your co-attendees will appreciate being able to see and hear you clearly. For a desktop, a quality USB 2 web camera/microphone combo can be had on Amazon.com for under \$40. The best is to get one with 1080P (HD) resolution. The webcam/microphone mounts on top of your desktop monitor. Most modern laptops have a webcam and microphone built-in, though often not capable of 1080P resolution.

Test and Configure Your Gear

It's no fun for meeting attendees to wait around while newbies try to learn how to do basic things in Zoom (like changing view, turning the mic and camera off and on, posting a chat, setting a background). In your web browser, go to <https://zoom.us/test> and join the test meeting. This will let you download the Zoom client software, check out your camera and microphone settings, configure your background and confirm how you will look and sound to others during a Zoom session.

I See (and Hear) You / You See (and Hear) Me

Be mindful that, when your webcam and microphone are enabled, the other meeting attendees can see and hear

you. This might seem obvious, but it's easy to forget that you're on camera. Also, the Zoom app has two display modes: Gallery (which shows a thumbnail image of each attendee in a grid on the screen) and Speaker, which shows a full-screen view of whoever is currently speaking. Each Zoom session attendee can choose which view they want to see.

If you sneeze, burp, cough or make other vulgar noises, or if your phone rings, Zoom may suddenly display your face on the speaker view of someone else's display. Even in Gallery view, Zoom displays a yellow box around the current speaker's thumbnail image.

It's wise to keep your microphone muted except when you explicitly want to speak. Then press and hold the Spacebar to unmute your microphone only while you're speaking. When finished, release the Spacebar again to return to mute mode. You can also toggle between muted and unmuted by pressing the Alt+A keys. Or you can click the microphone icon at the lower left of the Zoom window to toggle between muted and unmuted.

You can also toggle the video off and on by clicking the camera icon at the lower left of the Zoom window. *It's a good idea to do this if you're leaving the room temporarily or even if you just need to blow your nose* or perhaps if someone comes into the room and needs some momentary attention.

If possible, Use a Virtual Background

Zoom's client software is quite clever at distinguishing your head and torso in the overall video image the web camera is seeing. How well it does this depends on the processing power of your computer's video chip along with the Zoom software. This allows you to have zoom superimpose your head and torso onto a background image or looping short video clip that you can select. The background replaces whatever is actually behind you.

The idea is that you don't want to share your messy computer room with the rest of the attendees. The virtual background hides that; it will even ignore another person in the room if they're a few feet away. This allows my wife to work at her computer without being on camera while I'm in a Zoom meeting.

Zoom has a small set of default backgrounds and you can add images of your own to the set. To enable and choose a virtual background, click the ^ chevron on the camera icon to open a popup menu. Then click either "Choose Virtual Background" (for a still image) or "Choose Video Filter" (for a looping video clip). You can add new background images by clicking the + icon and then selecting one or more image files stored on your computer's hard drive.

Identify Yourself

Remember to click the 3 dots at the upper right of your on-screen thumbnail and rename your session so it displays your name instead of your email address. Zoom should remember this setting for future sessions.

Dress for Success

Especially for formal / business meetings, put on business casual attire. This is especially true if you're working from home.

Avoid Eating on Camera

Drinking beverages is acceptable but avoid noisy slurping unless your mic is muted. As noted above, if you make noises, you may suddenly be displayed full screen to the other attendees. If you want to chow down during the meeting, unless it's scheduled "virtual lunch or dinner", *turn your webcam off while eating.*

In Larger Meetings, Raise Your Hand or Use Chat

As the number of attendees grows, it gets harder to manage who has the virtual floor. In larger meetings, it's polite to raise your hand and be recognized before speaking out. The chat icon is in the bottom center of the Zoom window. Click it to open a small chat window where you can type a question or comment to the entire group or specific attendees. This is especially effective for large meetings, where the thumbnails of attendees can't all fit on the screen at one time.

For Business Meetings, Please Exclude Fido, Fluffy, and the (Grand)Kids

Pets and grandkids can be disruptive and distracting to you and to others attending a Zoom session, particularly one whose focus is business issues. If you can, close the door to the room where you are connecting to Zoom. If that's not possible, be ready to turn off the camera and mute the microphone.

Keep it PG-Rated – Recording Alerts

Zoom meetings are often being recorded. Speak and act accordingly. Particularly at business meetings or formal social meetings, civility and decorum are the order of the day. Also, meeting hosts, if recording, should let their attendees know the meeting is being recorded.

Meeting Hosts / Presenters – Managing Your Attendees

If you are hosting a Zoom meeting (i.e. you logged into your Zoom account, set up, and started a meeting), you have some additional things you can do to manage your attendees. Take some time beforehand to get used to these extra features you can use to control things like muting other attendees' microphones, screen sharing, whether there's a waiting room for your meeting, the initial state of attendees' microphones (e.g. muted) and possibly blocking access after the meeting has begun.

I hope this helps you have better Zoom experiences in the future.

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**Megapixels Explained**

by Cyn Mackley

<https://cynmackley.com>

The new Galaxy S20 smart-phone offers a 64-megapixel camera, the iPhone 12 a 12-megapixel camera, the Sony Cybershot digital camera has 20 megapixels.



So, how many Mega-pixels (MPs) do you need? Do more pixels mean better photos?

Well, here's the scoop!

First, how they are determined –

Well, the term "megapixel" simply means 1 million pixels. So, that means a 20 MP camera can capture 20 million pixels at its highest quality setting. *The more of these pixels you capture, the larger you can print your image.* Stop and re-read that last sentence! It's the main reason for wanting more megapixels.

Alright then, how many MP are you going to need to print the size photos you want to print? Well, it depends on how large you want to print and at what resolution. Now, stick with me here...



Between 300 and 600 DPI is usually considered "photo quality".

In order to print a 4x6 at 300 DPI, you need to take the length and multiply it by the resolution, then do the same with the width. Next, multiply those results. Don't worry, this is much easier than it sounds:

$$4 \text{ (width)} \times 300 \text{ (resolution)} = 1200$$

$$6 \text{ (length)} \times 300 \text{ (resolution)} = 1800$$

Those are your minimum width and length pixel counts. To print a 300 DPI photo-quality 4x6, you would need an image that was 1200 x 1800 pixels. Now, to determine how many MP this is:

$$1200 \times 1800 = 2,160,000$$

Not too bad. Now we know a 3 MP camera can make a **good 4x6 print at 300 DPI**. Now, if you want a 600 DPI print, you'll find after re-running the numbers you'll need

a 5 MP camera to do the same job! Goes up fast, doesn't it?

Here's an example to illustrate this. Let's say you take the same photo with both a 12 MP camera and a 20MP camera. Now, you go home and make a 4x6 from each camera. Guess what? **You won't be able to tell the difference.** And any differences you could detect are probably due to sensor and lens differences. Heck, it's possible the 12 MP camera would give you better results if it had a better image sensor and lens than the 20MP camera!



You see, megapixels alone don't determine quality and sharpness. They're simply a measure of resolution—

how many dots make up your image. **Picture quality and sharpness are determined by the quality of your sensor and lens.**

For instance, you can go out and buy that new 20MP camera. Sure, it's going to capture high resolution images, but if the lens is of poor quality, all you'll end up with is high resolution images that are not overly sharp and have no fine detail. If the lens isn't capturing fine detail, you can bet your sensor won't either.

Your best bet is to stick with name brands and read the reviews.

This article is republished, with permission, from the Cyn Mackley's Tech Tips web site.



"It took so long to figure out how to set up the computer, it's already outdated."

(Music Died.....Continued from page 7)

Musicolet). The advantage is that, unlike Play Music, the app will ignore my voice memos that are stored in a different folder. Play Music app automatically threw in all my voice memos, which are far less entertaining than my music.

Musicolet also offers a feature to play songs in random order, sometimes called Shuffle Play, just like the Play Music app. I use that constantly so that my music sounds like an FM progressive music station in the 1970s. I have other music on my phone as well, from the 1950s through the 2000s.

Another ad-free music player app with just about the same attractive stats is [Pulsar Music Player](#). This one claims to support use on car sound systems via Android Auto. Most sound systems in recent cars already provide Bluetooth capability. If you only want to access phone or tablet music, and you do not have the Android Auto feature in your car, you can play music from your phone on the car stereo via Bluetooth. Android Auto offers other advantages.

THE BOTTOM LINE

I hope other app publishers do not follow this disappointing Google precedent. When support is ceased, let the user base continue to enjoy the capabilities of the app, at least until an Android OS update breaks the app.

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(Apps.....Continued from page 4)

and the processing power required for these capabilities, at least with the current technology, would never fit into a device the size of a smartphone. And some Apps take advantage of the fact that they know your location; remember smartphones have GPS and other techniques for location determination. For example, [Glympse](#) lets you send your current location to another device, so the user of that device will know where you are (for as long as you choose to give him that information). There are even some Apps that use your location to notify you if one of your friends (or contacts) is nearby. The capabilities that can be developed for the mobile devices have only scratched the surface. It almost looks like the software applications development emphasis has moved from desktop Applications to mobile Apps.

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Searching For Solutions To Computer Problems

By Tom Burt, Vice-President
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While back, I was diligently working on the weekly meal plan and shopping list for our happy household. I do this by copying the previous week's plan and editing it while reviewing the online versions of the local supermarket weekly ads. My meal plan Word document has two columns: one for the menus and one for the shopping list. Here's a screenshot ...

MENUS:		GROCERY SHOPPING LIST:			
Friday 01/22/21	PGA Chicken breasts tikka-masala w/onion, coconut milk, cooked lentils, spices on rice, salad	Meat: NY Steak 6.15 5 lb. Fri Bacon 24oz 5 Fri Beef roasts 3.47 lb Beef chuck 2.99 lb Ham steak 2.99 lb	Dairy / Deli: Milk? Eggs AA Lg. 18 Yoghurt - Yoplait .49 ea	St	AI
Saturday 01/23/21	PGA Split pea soup w ham, carrots, onion, celery, parsley, fruit				
Sunday 01/24/21	NFL, PGA, David Beef stew, onions, celery, carrots, mushrooms, lima beans, flour, wine on mashed potatoes, chips & guac, ice cream	Produce: Bananas Grapes Large Avocados Mushrooms Salad mix? Onions? Tomatoes? Lemon(s) Strawberries 1.67 lb	Canned / Bottled: Sodas? Veggies & fruit Sauerkraut Red cabbage?	St	St
Monday 01/25/21	Grilled tuna & cheese melts, veggio munchies	Dry / Frozen / Misc.: Split peas?	Costco: Gas Bread Nuts Bagels	St	St
Tuesday 01/26/21	KK 8:30 AM Leftover pea soup, fruit				
Wednesday 01/27/21	Carry-in (EOT) Fish & chips?				
Thursday 01/28/21	Grilled steak, tater tots, cole slaw, fruit, sauteed mushrooms				
Beef: steak (3), hamburger (9), meatballs (1), chuck (2) Chicken: breasts (5), thighs (2), legs (1), whole (0), Turkey (1) Pork: chops (3), Filets (3), ribs (0), roast (0), Lamb: ground (0) Other: sausage (2), shrimp (2), pepperoni (2), ham steak (1) Canned: salmon (6), tuna (6), spam (6)					

The exact details don't matter. I use Word tables for the two columns. This document has worked fine for several years.

I was working on it last week and, suddenly, when I tried to place the Word cursor at a location within the table so that I could type in some changes, the cursor simply could not be placed anywhere inside either table. All the tools in the ribbon were clickable. I saved and closed the document and Word. When I reopened the document, the cursor worked properly for a bit until I clicked something outside the table; then once again I couldn't place it anywhere inside the table. By repeatedly closing the document and reopening it, I was able to finish the meal plan, print it, and hand it off to Mrs. Burt, so she could plan out her weekly shopping expedition. However, this was not going to be viable long term.

Later that day, I decided to search the web to see if others had experienced this problem. I used Google and entered word 365 won't accept cursor in table as my search word set. The search produced 600,000 hits! I browsed through the first page of search results and the 5th item down from the top was the following:

www.datanumen.com > blogs > 6-ways-resolve-issue-u... ▾

6 Ways to Resolve the Issue when Unable to Input Anything ...

Apr 24, 2020 — There are situations when we receive a Word document from others, but only to find that we are unable to enter either text or data into Word tables. ... Meanwhile, when you put cursor in a cell, it display abnormally, such as ...

You've visited this page 2 times. Last visit: 1/25/21

People also search for

can't type in table in word	can't select text in word table
why can't i type in column in word	how do i enable typing in excel?
can't type in excel 2007	word cannot select text in table

This article included a suggestion that if I had set explicit row heights in the table (I had), that I remove those row height settings. I tried that and "voila!", the problem with placing the cursor went away. I then reset the row heights in the tables to their former values and saved the document. After this, I had no trouble placing the cursor anywhere on either table.

So, it appears that my Meal Plan spreadsheet in some subtle way had become corrupt or triggered some latent bug in MS Word. The "fix" (really a hack) worked, so I'm happy. However, I would never have thought to try that fix because that document had worked fine for years.

The moral of this story is that, when you encounter bizarre behavior in Windows, Office, or other applications, don't beat yourself up. Once you've tried the simple, obvious things without success, it's time to fire up your favorite search engine (Google, Bing, DuckDuckGo, ...) and see what suggestions others might have to offer.

The key to success is in the phrasing of your search terms. If an error message is popping up, use that error code as one of your search terms. Be as specific as you can to narrow your search results to ones likely to be related to your problem. Include the name and possibly the version of the program as a search term. If you don't get an answer with one set of search terms, try varying the terms with synonyms. Try being a bit more (or less) specific. And don't give up after reviewing the first page of results; sometimes the real gems are further down in the result list.

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{Ed. note: Of course, this especially applies to such things as Windows system error messages that might display on your PC. Use the exact verbiage in the error message for the search criteria that you enter into the search box of your favorite search engine. This will allow you to find the most appropriate assistance with the problem at hand. Also, if a comment shows up in the black notification window (on the far right of the Windows 10 screen), use some of its exact verbiage if you need assistance in understanding its message.}



How to See Thumbnails of All Your Open Windows on Windows 10

By Benj Edwards

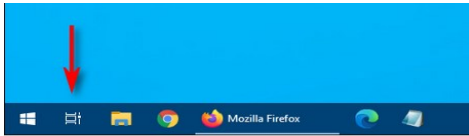
<https://www.howtogeek.com>

Windows 10 includes a number of handy ways to manage application windows. One of them is Task View, a built-in feature that shows thumbnails of all your open windows in one place. Here's how to use it.



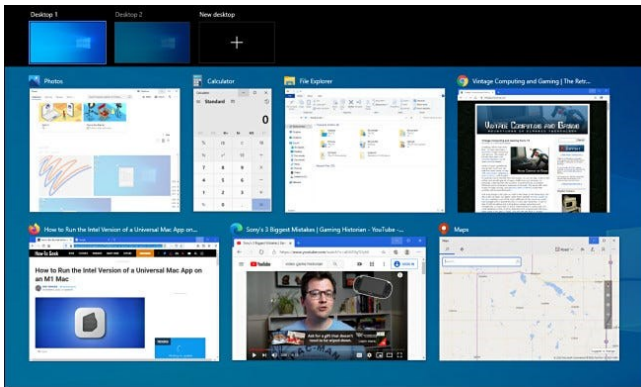
While using Windows, it's easy to quickly see thumbnails of all your open windows. To do so, click the "Task View" button on your taskbar, which is located just to the right of the Start button. Or you can press Windows+Tab on your keyboard.

Tip: If you can't find the "Task View" button on your taskbar, right-click the taskbar and enable "Show Task View Button" in the context menu.



In Windows 10, click the "Task View" button on the taskbar.

Once Task View opens, you'll see thumbnails of every window you have open, and they will be arranged in neat rows.

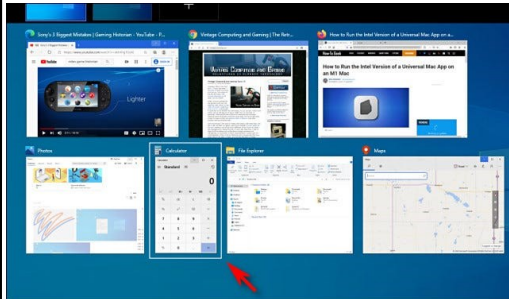


The cool thing is that Task View is a live view of all your windows, so as the applications update themselves—say, if there's a YouTube video playing or a game in progress—you'll continue to see its thumbnail change over time.

To close Task View and return to the desktop, just click any blank area of the Task View screen or press the "Escape" key.

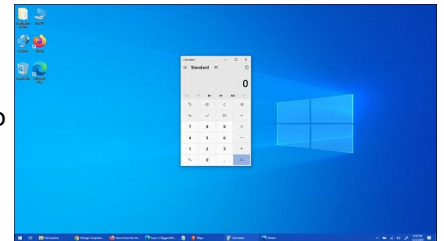
Managing Windows with Task View

You can use Task View to manage windows with your mouse or keyboard. With "Task View" open, use your keyboard's arrow keys to select the window you want to view, then press "Enter." Or you can just click the thumbnail with your mouse.

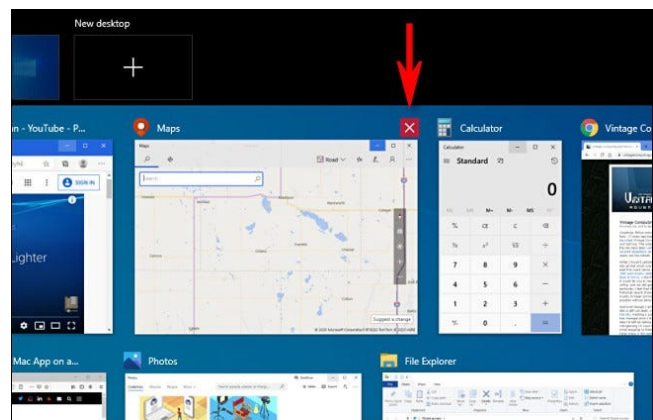


If the window you selected was already open, Windows will open it in front of all other open windows.

If it was minimized (as seen in this example), it will be restored and brought to the foreground.



If you want to close a window using Task View, hover over its thumbnail with your mouse cursor until the "X" button appears, then click it. Alternately, you can select the window using your cursor keys and press the "Delete" key to close it.



You can also use Task View to manage Virtual Desktops by clicking the virtual desktop thumbnails at the top of the Task View screen. Once you have created multiple virtual desktops, you can even drag application windows between them. Have fun!

This article is republished, with permission, from the How-To Geek web site.



Web Page Reviews

by Paul Baecker — webwatch@sterlingheightscomputerclub.org



This column attempts to locate sites containing valuable, amusing, and free content, with no overbearing pressure to purchase anything.

Our club members only are encouraged to submit favorite sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue. Also check the SHCC web site (“Web Page Reviews”) for previous gems.

Download free detailed user manuals for each of the programs in the free LibreOffice suite.

<https://documentation.libreoffice.org/en/english-documentation/>

It's not easy to be anonymous on the Internet. Here's how you can stay hidden even on email, with an anonymous email account.

<https://www.pcmag.com/news/how-to-create-an-anonymous-email-account>

The many faces of malware: A tour of real-world samples. Watch the short 3-min. video. (Note: LastPass has been breached at least 3 times in 10 years, and should be avoided.)

<https://www.pcmag.com/news/the-many-faces-of-malware-a-tour-of-real-world-samples>

Cookies can be a good thing at times, but they can also track you. Take control of a tiny bit of your online privacy by blocking and deleting most of them, and allowing only cookies that you choose to keep.

<https://www.pcmag.com/how-to/how-to-control-and-delete-cookies-on-your-browser>

Ways to free up storage space in your Gmail account.

<https://www.makeuseof.com/free-up-storage-space-gmail/>

7 ways to kill unresponsive programs in Linux.

<https://www.makeuseof.com/tag/6-different-ways-to-end-unresponsive-programs-in-linux/>

Many web surfers are irritated by the need for two-factor authentication login codes, but they are the necessary future of online security. Don't let scammers get their hands on your sensitive information. Here's how to secure your online accounts with 2FA.

<https://www.pcmag.com/how-to/two-factor-authentication-who-has-it-and-how-to-set-it-up>

A bootable antivirus can help you out when traditional antivirus software isn't an option. Find out about the best free bootable antivirus tools currently available.

<https://www.comparitech.com/antivirus/free-bootable-antivirus-tools/>

How strong is your password? Enter it here and find out.

<https://www.comparitech.com/privacy-security-tools/password-strength-test/>

How to change the tracking speed for a trackpad or mouse on a Mac computer.

<https://www.howtogeek.com/720182/how-to-change-the-tracking-speed-for-a-trackpad-or-mouse-on-mac/>

How to fix screen flickering in Windows 10.

<https://www.howtogeek.com/721510/how-to-fix-screen-flickering-in-windows-10/>

If you're having issues with your Wi-Fi connection, the strength of your Wi-Fi signal may be poor. Here are simple ways to check it.

<https://www.howtogeek.com/719669/how-to-check-your-wi-fi-signal-strength-on-windows-10/>

Wi-Fi devices are set to become object sensors by 2024 under the planned 802.11bf standard — and a malicious eavesdropper could easily track a user's activity without authorization. Serious security must get built into this standard!

https://www.theregister.com/2021/03/31/wifi_devices_monitoring/

New advanced Android malware posing as “System Update” steals various types of personal info from the phone.

<https://blog.zimperium.com/new-advanced-android-malware-posing-as-system-update/>

NOTE: Many of the links in the digital newsletter connect to the Internet if clicked. For those that do not, copy and paste the link into your Internet browser.

Web Watch Column on the Club Web Site

Check out the **WebPageReviews** section on the club's web site. There you can see past web sites reviewed in this column. They are arranged into various *keyword* categories to help locate a specific topic or site.