

# Interface

Lorain County Computer Users Group  
[www.LCCUG.com](http://www.LCCUG.com)  
Volume 32 Number 4 April 2021



2021

## Inside This Issue

President's Letter	Pg.2
LCCUG Officers	Pg.2
Program	Pg.3
LCC-OGS	Pg.3
Minutes	Pg.4
Classes & Workshop	Pg.5
Calendar of Events	Pg.6
Genealogy Tip of the Day	Pg.6
Your Choice When Password Manager Starts Charging	Pg.7
Facebook Privacy	Pg.8
Interesting Internet Finds	Pg.12-16
Searching For Computer Problems	Pg.13
Next Virtual Meeting	Pg.13
Windows 10 Tips & Tricks	Pg. 14



**Tuesday  
April 13, 2021**



*Presented by*

**John Kennedy**

**APCUG**

**Remote Tech Support from the comfort of  
your home by using Teamviewer or AnyDesk.**



**UNTIL FURTHER NOTICE MEETINGS ARE HELD  
ON ZOOM DUE TO COVID19**

**Meeting opens at 6:00 PM, program starts at 6:30 PM**

**GENERAL MEMBERSHIP MEETINGS CONDUCTED VIA THE  
ZOOM APP**

# A Word From Our President



Everyone should have heard about our adjusted membership dues that will now run the (almost) calendar year. If you haven't received notice about your adjusted dues for this year, let me know and I'll get you that information.

I also want to continue to coax each of you to try ZOOM if you haven't already. I suspect that ZOOM will continue to be an option for meetings, classes, and trainings for sometime in the future. Even when in-person events occur again, most groups intend to keep a ZOOM option. It will continue to be so nice to be able to be involved in everything.

I've been doing ZOOM classes in genealogy, Guardian Ad Litem training, the Association of PC Users Group (APCUG) computer classes and meetings and Daughters of the Revolution meetings and trainings. I'm learning tips and tricks to make the sessions better. All of this keeps me busy without leaving the house! I have attended court hearings, doctor visits and family get-togethers using this technology.

I want to encourage others to take advantage of this technology and explore the many opportunities available out there. For any members who need help using ZOOM, please contact me or one of the officers and we'll be glad to help!!! ([president@lccug.com](mailto:president@lccug.com), [info@lccug.com](mailto:info@lccug.com), [treasurer@lccug.com](mailto:treasurer@lccug.com) or [education@lccug.com](mailto:education@lccug.com))



Other items that have been of interest to me lately include the Locast service that just became available in our area. It is an antenna replacement that can help you "Cut the Cord". If anyone has questions or would like to learn more about it, please let me know. I have been using it and it's a nice option.

Members should know that I am a longtime advocate of using public library resources. I could talk about these options for a long time!! One new option I will mention is that Amherst Public Library is now circulating Amazon Kindle ebook readers. They are already loaded with ebooks and ready to go. This is ideal if you've been wanting to try an ebook reader. The one I checked out (for 3 weeks) to see how it was set up, has 27 books pre-loaded. A nice variety and with some really good choices. There are 8 different Kindle Collections available.

## LCCUG Officers For 2021

<b>President</b>	Sandee Ruth <a href="mailto:president@lccug.com">president@lccug.com</a>
<b>Vice President</b>	<b>Vacant</b> <a href="mailto:vp-programs@lccug.com">vp-programs@lccug.com</a>
<b>Secretary</b>	Don Hall <a href="mailto:secretary@lccug.com">secretary@lccug.com</a>
<b>Treasurer</b>	Micky Knickman <a href="mailto:treasurer@lccug.com">treasurer@lccug.com</a>
<b>Newsletter Editor</b>	Pam Rihel <a href="mailto:newsletter@lccug.com">newsletter@lccug.com</a>
<b>Web Page Editor</b>	Richard Barnett <a href="mailto:webpage@lccug.com">webpage@lccug.com</a>
<b>Statutory Agent</b>	Sandra Ruth <a href="mailto:statutory_agent@lccug.com">statutory_agent@lccug.com</a>
<b>Director of Membership</b>	Dennis Smith <a href="mailto:membership@lccug.com">membership@lccug.com</a>
<b>Director of Advertising</b>	Richard Barnett <a href="mailto:advertising@lccug.com">advertising@lccug.com</a>
<b>Director of Education</b>	Neil Higgins <a href="mailto:education@lccug.com">education@lccug.com</a>

If you don't have an Amherst library card, you can sign up when get to the library by showing an ID. (Reminder-they also circulate wireless hot spots.)

Join us for our April 13th meeting on remote desktop support. Learn how to work with another person by giving that person access to your computer remotely. A great way to watch someone use your computer so you can learn a new skill or have them troubleshoot a problem you are having. You can also do it in reverse and be the one to manage another's computer. John Kennedy, from APCUG, will return to make this presentation to us.



**Sandra Ruth**  
**LCCUG President**

**Tuesday  
April 13, 2021**



**TeamViewer**



*Presented by*

**John Kennedy**  
APCUG

Remote Tech Support from the comfort of your home by using Teamviewer or AnyDesk.

Many of us get called on by our family and friends for computer help. And it could be at all times of the day and in all kinds of weather. When there's bad weather or not the time to make a "house call" (especially during the Pandemic), trying to solve problems over the phone can get really frustrating. Sometimes the questions you ask don't match the answers you're getting. Sometimes only seeing will do (remember, a picture is worth a thousand words). Being able to "see" the problem can result in solving it quicker. Let John show you how easy it is to stay safe at home using either Teamviewer or AnyDesk to remotely access someone's computer to troubleshoot and help them out.



**THIS WILL BE A ZOOM MEETING**

Please join us via ZOOM. A link to the ZOOM meeting will be provided in a reminder email to be sent a few days before the meeting.



**The Lorain County Chapter of OGS**

is having its next meeting online:

Check our webpage for the next program.  
<http://loraincoogs.org/events.html>



**We are having our meetings virtually using bluejeans.com.**

To join the meeting on a computer or mobile phone:

<https://bluejeans.com/5006724159?src=calendarLink>

Also a link will be sent to you before the meeting.

North Ridgeville Library, 35700 Bainbridge Rd. North Ridgeville, Ohio. Meetings are free and open to the public. Social time is at 6:30 PM and the program begins at 7:00 PM. **Cancelled Until further notice due to Covid-19**

Jean Copeland: [jecopeland1975@gmail.com](mailto:jecopeland1975@gmail.com).



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## Executive Board Meeting Minutes

**MARCH 2, 2021**

The board Zoom video meeting for February was attended by Sandee Ruth, Don Hall, Micky Knickman, Richard Barnett, Dennis Smith and Neil Higgins.

Sandee reminded us the March 9 program will be Judy Taylour of APCUG on Zoom presenting "Cloud Computing" while the April 13 program will be John Kennedy's presentation of "Remote Support".

Sandee also requested board members watch the APCUG's technology sessions for possible future programs.

The board discussed the change in dues and how to notify members. Sandee and Micky will send out E-mails to each individual member.

Due to a request from The Lorain County Community Action Agency Dennis Smith has volunteered to help tutor an adult in computer skills.

Neil moved, Richard seconded the meeting be adjourned.



## General Meeting Minutes

**MARCH 9, 2021**

President Sandee Ruth called the Zoom video meeting to order. A motion to accept the minutes as shown in the March issue of the *INTERFACE* was made by Richard Barnett; seconded by Nancy Smith. Motion passed by voice vote.

Sandee mentioned that next month's program will be on Remote Assistance by John Kennedy of APCUG.

Judy Taylour of APCUG presented an informative program explaining Cloud Computing and how we got there. Attendees had many questions which she answered.



**Member of Association of Personal Computer Users Groups**

### Computer Club News

**Don't Forget to Bring  
in Your Used Ink Cartridges  
LCCUG is collecting empty ink  
Cartridges**



***For every cartridge you will receive a  
ticket for our special drawing.***

***Recycle & Help Our Club Too!***

**amazon**smile  
You shop. Amazon gives.

Thinking of shopping with Amazon? Well you can now go to our [lccug.com](http://lccug.com) website and just click on the amazonsmile link and start shopping.

Our club gets rewarded for any items purchased from our website. So the more you buy the better it is for our club. SO START SHOPPING.



# NEED HELP?



## Here's Who to Contact:

### Neil Higgins

440-985-8507 - [higgins.neil@gmail.com](mailto:higgins.neil@gmail.com)  
Evenings 6 p.m. -10 p.m. + Weekends  
Hardware, Linux & Windows Operating Systems,  
Chromebooks, Tweaking your system

### Micky Knickman

440-967-3118 - [micky@knickman.com](mailto:micky@knickman.com)  
Daily 6:00 am to 4:00 pm. Leave message if no answer.  
General Software Configuration, Hardware Installation,  
Basic to Advanced Windows

### Richard Barnett

440-365-9442 - [Richard216@aol.com](mailto:Richard216@aol.com)  
Evenings & Weekends  
General Software Configuration, Hardware Installation,  
Basic to Advanced Windows & Web Page Design

### Sandee Ruth

440-984-2692 - [sandee29@gmail.com](mailto:sandee29@gmail.com)  
Basic Word Processing, Windows, & Web Design  
Advanced Internet

### Pam Casper Rihel

440-277-6076  
6:00 p.m. to 9:00 pm Monday thru Thursday  
Genealogy help  
[prihel1947@gmail.com](mailto:prihel1947@gmail.com)

### Denny Smith

440-355-6218 - [dennis.smith@windstream.net](mailto:dennis.smith@windstream.net)  
Microsoft EXCEL  
Leave message on machine if no answer

If any of our members are interested in helping other users with what programs you are adept at, please contact any of our officers with you name, what program or programs you would be willing to give help with, you email address and or phone number and when you would like to have them call

**Newsletter Editor:** Pam Rihel using Microsoft Publisher, 2016

**This Month's contributors:** Micky Knickman, Sandra Ruth, Pam Rihel, Don Hall, Dennis Smith, Neil Higgins, Michael John Neill, Scambusters, APCUG, Leo Notenboom, Steve Costello, Tom Burt, Dorothy Fitch, Microsoft Office art online,

Newsletter is now  
Online at:

[lccug.com/newsletters](http://lccug.com/newsletters) or [lccug.com](http://lccug.com)

## Woohoo!

**Your renewal dues have been reduced from \$25.00 to \$15.00. When everything else is raising their prices our Computer Club is lowering their dues.**

## LCCUG ONGOING WORKSHOP

ALL ARE FREE AND OPEN TO THE PUBLIC

### Problem Solving Workshop

**Date: Tuesday - April 20, 2021**

**Time: 5:30 - 8 pm Instructor: Micky Knickman, Neil Higgins, Richard Barnett**

**Place: Lorain County Community College  
@ 2600 Ashland Avenue, Lorain**

**Learn how to repair or update your computer by changing hard drives, memory, CD ROMs, etc.**

Members are encouraged to bring their computers anytime before 7:30 pm for assistance from Micky, Neil & others.

### Learning About Electronics

**Date: Tuesday - April 20, 2021**

**Time: 5:30 - 8 pm Instructor: Sandee Ruth**

**Place: LCCC @ 2600 Ashland Avenue, Lorain**

**Learn how use you electronic devices.**

Members are encouraged to bring their tablets, iPod, kindles, etc. at 5:30 pm for assistance from Sandee and any other knowledgeable members. The public is welcome to sit in on these classes.

### Learn About- Hands on Demonstration

**Date: Tuesday- April 20, 2021**

**Time: 5:30- 8 pm Instructor: Neil Higgins**

**Place: LCCC @ 2600 Ashland Avenue, Lorain**

Do you know the specifications of your computer? What is really inside? We'll demonstrate three portable Windows programs (run from a USB Stick) that will tell a computer's storage, CPU, video, and other useful information (including your Operating System Product Key) . This will help determine if your computer will run certain programs, and will help find out what memory or video card upgrade you need.

Please bring a flash drive to obtain software and handouts. If you would like to participate and get copies of the material for this presentation, please let Neil know by sending an email to [Education@lccug.com](mailto:Education@lccug.com).

# Lorain County Computer Users Group

## 2020 Calendar of Events

<http://lccug.com>  
email: [info@lccug.com](mailto:info@lccug.com)



### Using Zoom

Meeting opens at 6pm – program starts at 6:30

*2<sup>nd</sup> Tuesday of each month. Changes are announced on the webpage and the newsletter.  
All meetings are open to the public*

**January 12, 2021, Avast & PC Security**

**February 9, 2021 Password Managers by John Kennedy from APCUG**

**March 13, 2021 The Cloud is Here - Don't Get Left Behind - by Judy Taylour from APCUG**

**April 13, 2021 TeamViewer and AnyDesk - by John Kennedy from APCUG**

**May 11, 2021 TBA**

**June 15, 2021 TBA**

**All other months to be announced.**

### Genealogy Tip of the Day

Michael John Neill Genealogy Tip of the Day  
[Rootdig.com](http://Rootdig.com) [mjnrootdig@gmail.com](mailto:mjnrootdig@gmail.com)

### Did They Just Pop In?

A female relative seems to just appear in an Indiana county in the early 1830s in time to marry her husband. There are apparently no records in the county of any of her other family members. There are many possibilities, but some of the more plausible ones are:

- Her family only lived in the area for a short time—just long enough for her to meet her husband and marry. She stayed while the rest of them moved on and she was the only one to marry while the family lived in the area.
- She had no other full siblings, her father had died young, and her mother is “hiding” under her second husband’s name which is where all the relative’s half-siblings are showing up as well.
- Her family was not well-off enough to leave many records—especially in the time period in question when there are fewer records in general.
- Her family actually lived in a nearby county which has not been researched.  
She was married before and the last name on her marriage record is not her maiden name at all.

### Our links can be found at:

[LCCUG.com/links](http://LCCUG.com/links), There you will find many interesting places to visit. Check them out and see what you can find interesting

### MEMBERSHIP WITH LCCUG:

Yearly dues are now \$15.00. For more information contact:

Dennis Smith  
Director of Membership,  
[membership@lccug.com](mailto:membership@lccug.com).

#### Meeting Location:

LCCC Community Center at the College  
2600 Ashland Ave., Lima, OH 44803  
9:00 AM - 12:00 PM  
This is on the second floor.  
Elevator access is available for those in need.

**No Meetings at the College**

### LCCUG WORKSHOP Class Ideas?

Neil needs your input into what classes you would like him to present to our members.

Please tell Neil or the other officers what you would like to see and we will be happy to have classes on your subject./subjects.

Neil Higgins [Education@lccug.com](mailto:Education@lccug.com).

**No Meetings at the College**

## **YOUR CHOICES WHEN A FREE PASSWORD MANAGER STARTS CHARGING**

### **SHOULD YOU PAY FOR YOUR PASSWORD MANAGER? INTERNET SCAMBUSTERS #953**

LastPass, one of the leading free password managers, has started charging for some of its basic services.

If you're already a user, we'll explain your choices and, if you want, how to find an alternative freebie.

We'll also tell you why you need a password manager and how to ensure you get the right one. Let's get started...

### **YOUR CHOICES WHEN A FREE PASSWORD MANAGER STARTS CHARGING**

A big shakeup in the world of password managers is about to take place. One of the most popular of them all, which used to be free, has started charging users. And, like most security software these days, it's a recurring charge, which potentially means you'll be paying for the rest of your computing life.

We're talking about LastPass. To stay free from this month, users must decide whether they prefer it to work on their computers or mobile devices. It won't work on both unless you're prepared to upgrade to LastPass Premium, which costs \$2.25 a month. And that's an introductory offer for the first year. After that it's \$3.

Millions use password managers. Their basic job is to remember the different jumbles of letters, numbers, and symbols we're supposed to use on every secure site we visit.

Only a memory freak would be able to recall them all (unless they use some sort of logical structure).

Lots of people still don't use a password manager though.

More than half of all computer and mobile users who have already been scammed in phishing attacks admit they still haven't changed their passwords. And, at the latest count, 23 million account holders were still using the simple and easily guessable '123456' on multiple accounts.

That's unbelievably crazy, especially when password managers are so easy to use and, in most cases, will actually generate codes for you and then insert them when you visit websites.

But should you pay for your protection?

The argument that you should is that software develop-

ment is an ongoing process that costs money, which has to come from subscribers. And most of us are well used to paying for other security programs like anti-virus.

Furthermore, many of the big names in password management already charge, sometimes quite a bit more than LastPass now costs.

Even so, there are still plenty of free password managers around. And, while \$3 a month doesn't sound much, it could add up to hundreds of dollars over the years.

So, here are some tips to help you make your decision:

- First and foremost, if you're a regular online user and don't already use a password manager, it's time to start! An estimated 53% of users still rely on their memory. That's 53% too many. Too risky.
- If you're a LastPass user and work exclusively on one platform (computer or mobile) then you can stick with the free service. However, there won't be many people in this category.
- If you're a LastPass user and work heavily on both platforms, you have to weigh up whether you're prepared to go through the hassle of switching to another program, versus paying to continue using one of the best password managers around.

That's probably what the program makers are banking on (figuratively and literally!).

- If you don't want to pay and decide to switch, here are the key considerations in selecting your alternative (assuming you opt to go free):

1. Does the program work across all platforms -- that is, mobile and computer?
2. Is your browser's own password manager, or one offered by your Internet security software, sufficient for your needs? Not all of them meet some of the requirements listed below.
3. Can you easily import your LastPass codes? Password managers that do import from LastPass tend to use different ways of doing this -- some simple and others quite complicated. Most involve converting your passwords into what is known as a CSV (comma separated value) file. Some won't import at all.
4. Does it automatically synchronize between each device?
5. Will it generate passwords, spot duplicates, and automatically update passwords to a schedule?
6. Is it safe? Hard to believe but some free password

*(Continued on page 8)*

managers have been found to use spyware.

7. Is it well reviewed? Do multiple searches for "best free password manager." Note that some "best of..." sites charge developers to get high rankings. Stick with respected computing sites, like those of tech magazines.

8. What is the developer's security record? Has it previously been hacked? Interestingly, LastPass has been the target of attacks and has had to patch vulnerabilities in its software code in the past.

9. Does it work seamlessly with your Internet browser?

10. Can you back up or export your passwords into a secure file or for printing?

As you can see, there are a lot of issues to be considered. So, you could find yourself asking whether it's worth the time and the hassle to research and make this switch.

You might find this investigation from *CyberNews* helpful in your deliberations: [Are Password Managers Safe to Use in 2021?](#) This will also help if you're a first-timer.

The point is that although we keep hearing that passwords are old-hat and will be replaced by new technologies in the future, we're still mostly waiting. In the meanwhile, password managers are a must -- whether you pay or not.

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**NEOTD**  
**TECH CONFERENCE**  
A 2-Day Virtual Event  
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**PRE-REGISTER HERE**

### NEOTD Tech Conference - 2 Day Virtual Event on April 29th & 30th, 2021 (Free)

[NEOTD.com](http://NEOTD.com)'s annual event lets businesses, schools & government agencies interact with tech companies showcasing products & solutions!

Register for this year's event at:  
[www.NEOTD.com/register](http://www.NEOTD.com/register)

## Facebook Privacy Settings 2021

What they mean, and what you need to change.

by [Leo A. Notenboom](#)

You can and should be aware of and control your Facebook privacy settings.

Often, [your own actions](#) impact your privacy the most. Oversharing on social media is perhaps the best example.

Nowhere is it more common than on Facebook, where privacy settings are so complex that it's difficult to know exactly who can see what, when, and where.

Let's review Facebook's privacy settings, and perhaps most importantly, what they imply.

Visit the Privacy Settings and Tools page in your Facebook Settings. Carefully review each of the available settings to ensure they're set to the privacy level you both want and expect. Remember, though, that anyone who has access to what you share — even if limited to a trusted list of friends — can still turn around and share that information further than you might expect.

### But first, a caveat

One of the issues we face with technology is change. Just about the time we have something figured out, it changes for one reason or another.

Experience shows this is *particularly* true for Facebook. Presumably, to make things clearer and more secure, Facebook occasionally changes the options and settings they provide, as well as how and where they're configured.

It's quite possible that what I show you today may change by the time you read this.

I'll avoid much detailed "click here, then here" type of instruction, since it is most likely to be invalidated by future changes. Instead, I'll focus more on walking through and discussing each of the current settings.

### App versus website

I recommend you make changes to your Facebook account's privacy settings by visiting [facebook.com](http://facebook.com) in a web browser on a desktop or laptop PC. I believe that the privacy settings are clearer, easier to find, and more completely defined there than in the app.

I'm sure that most can also be adjusted by using an app on a mobile device, but this is important enough that the additional clarity and ease of access is important.

*(Continued on page 9)*



(Continued from page 8) Facebook Privacy Settings 2021

I'll use facebook.com for the screenshots accompanying this article.

### How do you use Facebook?

Before altering your privacy settings, it's important to ask yourself, "How do I want to use Facebook?"

Do you want to be easy or difficult to find?

Do you want to share everything with the world, or just a few select friends?

How do you define "friend"? Close friends in real life? People you've met? People you've never met but correspond with? People you recognize? Anyone with a pulse?

The answers to each of these questions impact the settings you choose. If you choose the private/close friends route, you might elect to make it difficult to be found and restrict who sees whatever you share. On the other hand, if you're someone using Facebook as part of a public persona, you might choose more public settings.

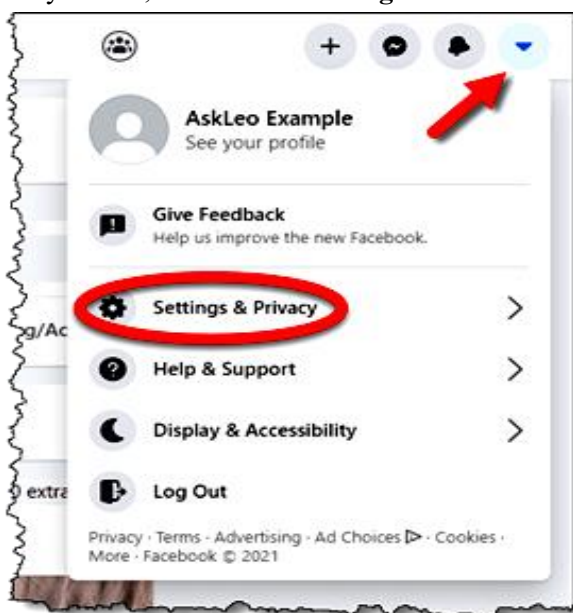
The choice is up to you. But do make it a *choice* rather than an accident, particularly since Facebook's defaults tend towards more public access.

### Facebook Settings

Click the downward-pointing triangle in the upper-right of the Facebook page to expose a drop-down menu of options. On that menu, click **Settings & Privacy**.

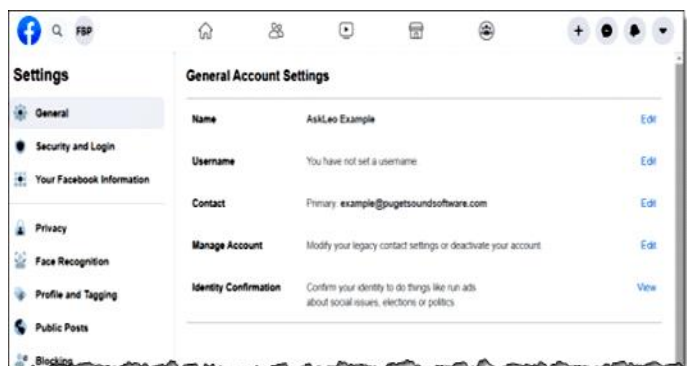
Facebook Settings & Privacy link. (Screenshot: [askleo.com](https://askleo.com))

A different drop-down menu will appear. Ignore the "Privacy" items, but click on **Settings**.



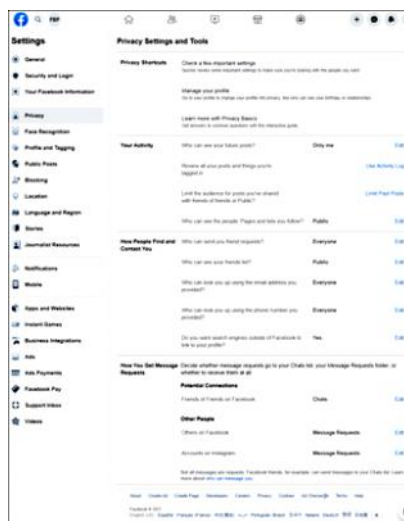
Screenshot: Link to Facebook Settings.

This will bring you to the full Facebook settings collection.



Screenshot: Facebook Settings Page. Click for larger image.

Click on **Privacy** in the left-hand pane.



(Continued on page 10)

Facebook privacy checkup. . (Screenshot: [askleo.com](https://askleo.com))

I'll cover individual settings below, but if that seems too overwhelming, at least do this part. You can also return here at any time to review the settings and explanations.

Facebook Privacy check-up



I'll cover individual settings below, but if that seems too overwhelming, at least do this part. You can also return here at any time to review the settings and explanations.

**Manage your profile:** make changes about what information is displayed in your profile.

**Learn more with Privacy Basics:** more in-depth information about how to manage your privacy on Facebook.

The rest of the privacy settings are divided into three major areas: Your activity; How people find and contact you; and How you get message requests.

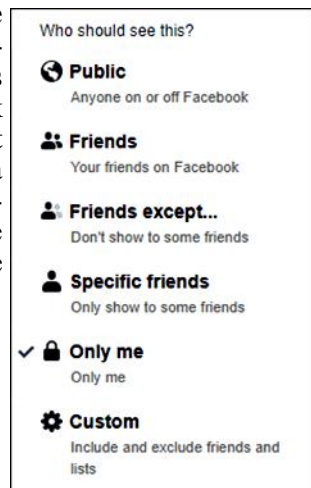
## Privacy Settings

### Your activity

This section is about what happens to the things you put on Facebook, including your posts, comments, tags, and more.

**Who can see your future posts?** These settings control the visibility of posts you make on Facebook from here on out. Click edit and you'll have access to a drop-down list of the possible options by clicking the downward-pointing triangle next to the current setting.

Who should see this?  
(Screenshot: [askleo.com](https://askleo.com))  
The settings include:



- **Public:** anyone, anywhere — even people without Facebook accounts.
- **Friends:** only your Facebook friends.
- **Friends except:** allows you to specify individual people on your Friends list that *will not* see posts.
- **Specific friends:** allows you to select individual people on your Friends list that *will* see posts.
- **Only me:** allows you to post something to Facebook for your own use only.
- **Custom:** you can specify specific people, groups, various lists, and more.

### Two important things to realize about this setting

First, you can change it for each individual post you make, but *it stays at what you last set it to*. So, for example, if you set it to “Friends” here on the settings page, and then set it to “Public” for a specific post you make, *the setting remains “Public” until you change it back*.

Second, restricting access to something less than public, while certainly a reasonable choice, does *not* prevent those you share it with from further sharing your post in other ways. Nothing prevents them from taking a screenshot of your post and sharing that publicly. You’ve probably seen screenshots of embarrassing public posts long after the original post has been taken down.

My approach is to leave this setting “Public” at all times and to *remember it’s set this way*. This serves as a reminder to me to only post things I’m comfortable with truly being public.

**Review all your posts and things you’re tagged in** is just a shortcut to your Activity Log and Timeline review. This allows you to go back and view (or change) the visibility of your past actions.

**Limit the audience for posts you’ve shared with friends of friends or public?** This tool allows you to make wholesale changes to everything you’ve shared in the past. With it, you can, for example, change all your previously public posts to be restricted to a smaller audience. I’ve never used this tool, nor would I recommend relying on it. There’s just no true way to truly “undo” something done publicly. Your post could have been copied, screen captured, or any number of other things taking it out of your control.

### How People Find and Contact You

**Who can send you friend requests?** This has two settings: “Everyone” or “Friends of friends”. I have this set to “Friends of friends”. What you want will depend on how you use Facebook. Fortunately, unwanted friend

(Continued on page 11)

(Continued from page 10) Facebook Privacy

requests are easy to ignore.

**Who can see your friends list?** This allows you to assign the same level of privacy as you would a post: Public, Friends, Friends except, and so on. Once again, I have mine set to Public as a reminder that any of my friends who can see the list could copy and share it publicly.

**Who can look you up using the email address you provided?** Possible settings are “Everyone”, “Friends of friends”, or just “Friends”. I figure if someone knows my personal email address, I don’t have a problem with them finding me on Facebook. Again, the setting you choose depends on how you use Facebook.

**Who can look you up using the phone number you provided?** Possible settings again are “Everyone”, “Friends of friends”, or just “Friends”. My thoughts are similar: if you know my number, it’s ok with me that you can find me on Facebook.

**Do you want search engines outside of Facebook to link to your profile?** Do you want people to be able to find your Facebook profile on Google or Bing or other search engines?



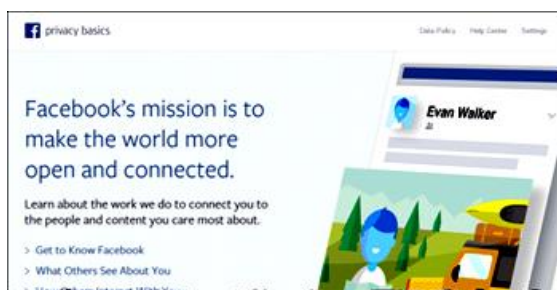
Example of a Facebook profile in search results.  
(Screenshot: [askleo.com](https://askleo.com))

**Potential Connections:** You can opt to allow friends-of-friends to contact you directly in chat, or in the separate “Message Requests” area without notification, or you can specify that they be discarded.

**Other People:** You can indicate that Facebook and Instagram messages be sent to the “Message Requests” area or discarded.

## Facebook Privacy Basics

Finally, as you may have noticed in the menu we started with, there’s currently an item called **Privacy Basics** at the bottom.



Privacy Basics in Facebook. (Screenshot: [askleo.com](https://askleo.com))

I recommend you take some time to review the information presented there.

If nothing else, the very wording of the Facebook mission is worth noting: “... make the world more open and connected.” To me, this indicates their rationale behind making your default settings as open, public, and permissive as they are.

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## Interesting Internet Finds -

February 2021

By Steve Costello  
[scostello @safcug.com](mailto:scostello@safcug.com)

In the course of going through the more than 300 RSS feeds, I often run across things that I think might be of interest to other user group members. The following are some items I found interesting during January 2021.

The Two Types Of Cloud Data Threats And How You Protect Yourself

<https://askleo.com/two-cloud-data-threats/>

Leo Notenboom explains the two types of threats for having your data in the cloud and suggestions for protecting yourself from them. (Note: I have been using the cloud for years without any problems, but I only keep data that is recent and encrypted.)

How To Use Linux Live CD To Back Up Data From Windows PC

<https://www.maketecheasier.com/rescue-your-pc-with-linux-live-cd/>

If you use a Windows PC it is a matter of when not if you will have a problem being unable to access the PC. This article explains how to use a Linux Live CD to perform a rescue of your data.

Change Your Secret Router Password

<https://cynmackley.com/2021/01/19/change-your-secret-router-password/>

(Continued on page 12)





# Searching for Solutions to Computer Problems

Tom Burt, Vice-President  
Sun City Summerlin Computer Club  
<https://scscc.club>    [tomburt89134@cox.net](mailto:tomburt89134@cox.net)

A 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:		
<b>Friday</b> 01/22/21	<b>PGA</b> Chicken breasts laksa masala w onion, coconut milk, cooked lentils, spices on rice, salad	<b>Meat:</b> NY Steak <b>only</b> 5 lb, Fri Bacon 24oz 5 Fri Beef round <b>only</b> 3.47 lb Beef chuck <b>only</b> 2.99 lb Ham steak 2.99 lb	<b>Dairy / Delic:</b> Milk Eggs AA <b>only</b> 18 Yoghurt - Yoghurt <b>only</b> 48	St St St St St
<b>Saturday</b> 01/23/21	<b>PGA</b> Split pea soup w ham, carrots, onion, celery, parsley, fruit			
<b>Sunday</b> 01/24/21	<b>NFL, PGA, David</b> Beef stew, onions, celery, carrots, mushrooms, lima beans, flour, wine on mashed potatoes, chips & guac, ice cream			
<b>Monday</b> 01/25/21	Grilled tuna & cheese melts, veggie munchies			
<b>Tuesday</b> 01/26/21	<b>KK 8:30 AM</b> Leftover pea soup, fruit	<b>Produce:</b> Bananas Grapes Large Avocados Mushrooms Salad mix? Onions? Tomatoes? Lemon(s) Strawberries 1.67 lb	<b>Canned / Bottled:</b> Soda? Veggies & fruit Sourkraut Red cabbage?	St St St St St St St St
<b>Wednesday</b> 01/27/21	Carry-in (EOT) Fish & chips?	<b>Dry / Frozen / Misc.:</b> Split peas?	<b>Cooking:</b> Gas Bread Nuts Bagels	St St
<b>Thursday</b> 01/28/21	Grilled steak, later tots, cole slaw, fruit, sauteed mushrooms			
<b>Beef:</b> steak (3), hamburger (6), meatballs (1), chuck (2) <b>Chicken:</b> breasts (5), thighs (2), legs (1), whole (0), Turkey (1) <b>Pork:</b> chops (3), Filets (3), ribs (0), roast (5), Lamb: ground (3) <b>Other:</b> sausage (2), shrimp (2), pepperoni (2), ham steak (1) <b>Canned:</b> 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

*(Continued on page 13)*

This article is from the free edition of the AskWoody newsletter. The article provides information about what Linux is and why it is still around and used. (Note: I subscribe to the paid edition, which contains mostly Windows-related articles.)

<https://www.howtogeek.com/709693/why-you-should-delete-emails-instead-of-archiving-them/>

This is something I have not thought about until reading this. I have been using Gmail since 2005, so have many emails that are no longer necessary to have, and am working to clean them out to increase my storage capacity. I was surprised to have so much unnecessary stuff saved. This work by Steve Costello is licensed under a Creative Commons Attribution 4.0 International License.

As long as you attribute this article, you can use it in part, or whole, for your newsletter, website, or blog.



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 5<sup>th</sup> item down from the top was the following:



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.

## LCCUG'S NEXT VIRTUAL GENERAL MEETING WILL BE HELD April 13, 2021

This is our next virtual meeting. We are hoping for more members to join in on these programs.

These meeting are fun and interesting and you also get to visit with other members that you have not seen in months, due to the Coronavirus - Covid 19 Pandemic.

It is not hard to join in on these meetings, as Sandee sends out the web address and all you have to do is click on it and when it opens up, find the icon that says JOIN, its as easy as that. Then Sandee will sign you in;

So please join in the fun on  
**Tuesday April 13, 2021 at 6:30.**  
**Program is Teamviewer and Any Desk**  
**By John Kennedy-APCUG**

If you are in need of some help, well just call one of the board members and you will be helped.

If there is a program you would like to learn about, just let the officers know and we can fix you right up.

Hope to see new faces at our next meeting. You know we miss you all. Be there or be square...

# Windows 10 Tips and Tricks

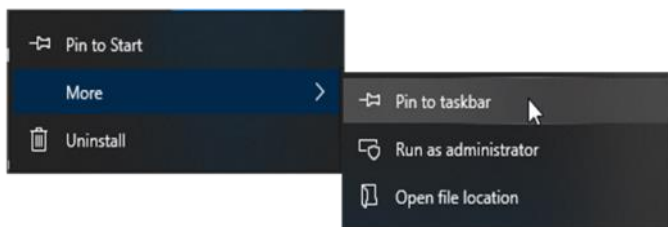
By Dorothy Fitch, Editor, GVR Computer Club  
October 2020 issue, Green Bytes  
<https://www.ccgva.org/> [dmfitch@cox.net](mailto:dmfitch@cox.net)

Here are some tips and tricks for using Windows 10. Try them out!

## 1. How to pin items to the Taskbar or Start menu

It can be handy to have your most frequently used apps just a mouse-click away. You can place buttons to open or switch to them on the Taskbar that runs along the bottom of your screen, or in the Start menu, which is what you see when you click the Windows button at the left edge of the Taskbar.

To put a program in one of these places, click the Start button. Scroll down to find the program you want to add in the list. Right-click the name of the program and you will see these choices:



You can click Pin to Start on the left side to add it to the Start menu. Or you can click Pin to taskbar to place it at the bottom of your screen. Either way, you'll have an easy way to get to your programs.

There are probably already shortcut icons on your Desktop to start up your programs, but I find the Desktop gets too cluttered and I have hidden all the Desktop items. To do this, right-click anywhere on the Desktop. Choose View, at the top, and then uncheck Show desktop items.

## 2. How to add Search and Task View to the Taskbar

Here are a couple of handy tools you can add to your Taskbar.

A. You can add a Search button or even a Search box. Right-click the Taskbar and look for Search, near the top. Your choices are to hide Search, show the icon, or show the text box.

If you choose the icon, you can click it to get a search



box. You can filter the search to include All, Apps, Documents, Web, Folders, and more. Select what you want to search by clicking on the desired area.

B. You might also want to add the Task View button. To do this, right-click the Taskbar and select the Show Task View button. When you click the Task View button, all of your open files and folders appear on your screen and you can click to switch to any of them.

The left side of your Taskbar might now look like this, with the Start button first, then the Search button, then the Task View button. With these options available, it's easier to get around Windows 10.



## 3. Windows 10 Major Update and what I had to correct

Your Windows 10 computer may have just been updated a new version. In mid-September, my new version was installed: v. 2004. That sounds like it's about seven years old, but Microsoft names major updates after a year and a month, so it is only about five months old (2004 means April 2020). [To find your version number for Windows 10, go to Settings>System>About.]

I haven't read anything about this update, but I noticed a couple of differences right away. One was that every time a search for something in File Explorer came up empty, my entire screen flashed black, inverting most of the colors. It was very momentary, but rather disturbing. I finally figured out where to change that setting.

It's under Audio, of all things. I had thought that perhaps I was seeing this screen flash because most of the time I have my sound turned off. But even after unmuting my sound, it persisted. I was finally able to turn it off by going here: Settings>Ease of Access> Audio. (To get to Settings, click the Windows button, then the gear.)

Below is what part of that setting looks like (click to enlarge it). Note the choices at the bottom for Show audio alerts visually. I found mine set to Flash the entire screen! I know I never chose that setting and can only imagine that Microsoft changed it during the update process. Now, it's back to something better. Whew!

*(Continued on page 15)*

## Audio

Make your device easier to hear or use without sound.

Change device volume

🔊 53 %

### Show audio alerts visually

Select how visual alerts for notifications are displayed

- No visual alert
- Flash the title bar of the active window
- Flash the active window
- Flash the entire screen

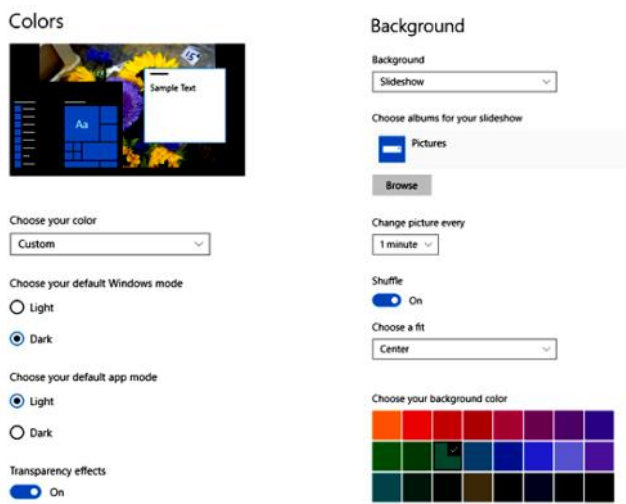
## 4. How to customize colors and backgrounds

Here is another issue that occurred after that major Windows 10 update. My Taskbar was very light-colored and all the tabs in my browser were black! That was definitely not what I had before, and I didn't like it. I poked around and found the settings needed to put them back to what I wanted.

I found them in Settings>Personalization>Colors. I chose Dark for default Windows mode and Light for default app mode. I'm not sure about the terminology being used, but it didn't matter. I was able to click the radio buttons and see the colors change immediately, so I knew when I had made the right choices.

You can also choose to have a slideshow of images on your desktop. Go to Settings>Personalization>Background to choose a folder to select the images from, set the timing, and explore other options.

Click on these images to enlarge them.



It's fun to change your colors and backgrounds once in a while to give your computer a fresh look.

Note: In Windows 10, you can select just a single folder for background photos. Choosing that folder doesn't automatically include images in its subfolders. To enjoy a wider selection of photos, I created a new folder and copied a few thousand images into it to be chosen at random for background images.

## 5. How to restore those fun Windows 7 games

Remember those fun games that came with Windows 7—Mahjong Titans, FreeCell, Minesweeper, Hearts, Solitaire, to name a few? You can install these games on Windows 10 and they work just fine. However, Microsoft tends to delete them when it does a major update (it just did it with my 2004 update in September). Advice: keep the download file (or this email) so you can always get them back. You can choose which games you want to install.

To get the games, [click here to go to the website](#), then click the link shown below. (Note that there are several other Download buttons on this page, but they are ads, so stay away from them.)

Then look for and click this link:

Download 'Windows 7 games for Windows 10'

To get all **games from Windows 7 working in Windows 10**, you need to do the following:

1. Get the ZIP archive with Games from the following link: [Download Windows 7 Games for Windows 10, Windows 8 and Windows 8.1](#).
2. Unpack and execute the Win7GamesForWin10-Setup.exe file.

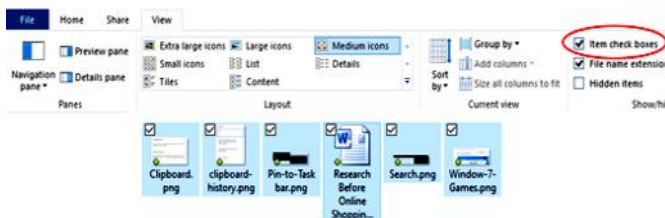


Size: 146.66 Mb

Download link: [Click here to download the file](#)

## 6. How to manage multiple documents with checkboxes

You can add checkboxes to items in folders in Windows 10. Click the View tab in any folder and look for the Item check boxes option in the Show/hide area (shown circled in red in the image below). Checking this option puts a check box next to each item in the folder. This may make it easier than using the mouse to select several items at once. Then you can copy, delete, or open them in one easy action.



(Continued on page 16)

(Continued from page 15) 10 Windows Tips & Tricks

## 7. How to use multiple clipboards

Did you know that Windows 10 supports multiple clipboards? After copying text or images, you can choose which one you want to paste from a list of recently copied items. First you have to turn on the feature. Go to Settings>System>Clipboard. Turn on the button for Clipboard history.

### Clipboard

When you copy or cut something in Windows, it's copied to the clipboard for you to paste.

#### Clipboard history

Save multiple items to the clipboard to use later. Press the Windows logo key + V to view your clipboard history and paste from it.



Now, when you want to paste an item from your Clipboard history, hold down the Windows key on your keyboard (it's between Ctrl and Alt) and press the V key. You will see a list of the things you can paste and click on the one you want.

Enjoy exploring some of these Windows 10 features!

## Interesting Internet Finds March 2021

Steve Costello

[scostello@sefcug.com](mailto:scostello@sefcug.com)

In the course of going through the more than 300 RSS feeds, I often run across things that I think might be of interest to other user group members. The following are some items I found interesting during the month of February 2021.

*PSA: Gmail Has Your Old Chat Logs From Google Talk (And Hangouts)*

<https://www.howtogeek.com/711404/psa-gmail-has-your-old-chat-logs-from-google-talk-and-hangouts/>

Did you use Google Talk and or Hangouts? If so, your logs are still stored in your Google account and taking up space. Check out this post to learn how to access and delete them.

*Megapixels Explained – Cyn Mackley*

<https://cynmackley.com/2021/02/01/megapixels-explained/>

Do you wonder what megapixels are? Cyn Mackley provides an informative explanation of megapixels that is not too technical.

*How To Set Up Voicemail On Google Voice*

<https://www.online-tech-tips.com/google-softwaretips/how-to-set-up-voicemail-on-google-voice/>

This post explains how to set up voicemail on Google Voice. If you don't have Google Voice yet, it also explains how to get started with Google Voice. (I have been using Google Voice for years.)

*Google Meet Adds Green Room To Test Video And Audio Quality*

<https://www.makeuseof.com/google-meet-video-audio-quality-test/>

I belong to a group that has started using Google Meet instead of Zoom for online meetings. When we first started there was a lot of time spent making sure our audio and video were working correctly. Recently, on the day of the February 2021 meeting, I saw this post. Using the information in this post, I checked out my audio and video, making sure everything was working correctly before the meeting.

*How Often Should I Reboot My Computer?*

<https://askleo.com/how-often-should-i-reboot-my-computer/>

Leo Notenboom answers this recurring question. As with most of his answers, there are pros and cons discussed. (Note: I leave my desktop on 24/7 unless there is a problem or software update. I turn off and unplug my laptops when they are not in use.)

*Google Storage Changes Coming In June*

<https://davescomputertips.com/google-storage-changes-coming-in-june/>

Do you use Google's free storage? If you use Gmail, I am sure you do, whether you know it or not. This post has the information you need to be aware of about changes coming after June 1, 2021. I suggest you read this post and make your decision(s) before then.

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