SUPERCOM COMPUTER CLUB TECH TIMES
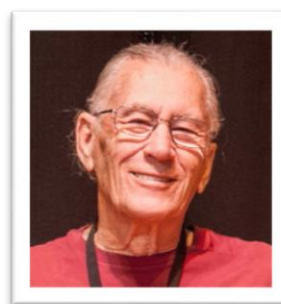
Volume 04   January 2, 2017

Objective:

To bring the latest technology news to you, our members. Tips and suggestions will help you to keep your device(s) running smoothly and help you be aware of threats. Technical tips will be coming to you through our Technical Committee.

Committee Members: (Pictured Below)

Ben Tarbell, Mike Gerkin, Jim Oliver, Peggy Bullock, Jim Mills, Rick Heesen, Lowell Lee and Steve Andreasen   (Apple/Mac).
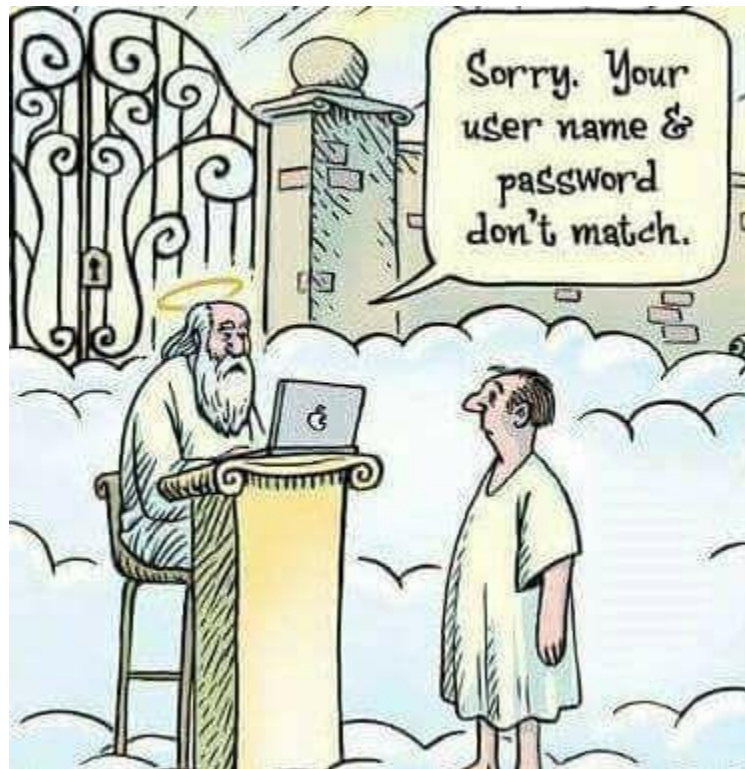
Dick Strong is on "time off" for season 2016-2017.

Greetings

HAPPY NEW YEAR!! ☺🎈🎊🎇🎇.   I hope everyone has partied to their hearts content and ready for a brand new year of learning and experimenting. May all your wishes and dreams come true and you throw all your resolutions to the wind! ☺ Speaking of NEW – be sure to frequently check out www.supercomcomputerclub.weebly.com. We recently added a "TECH TIMES and Tips page. All of the previous newsletters back to November 4, 2016 are on there. So, if you deleted your email with

great tech information in it, you can go back and retrieve it from the website. There are also tech tips from the committee members where you can click a link that will take you to instructions or a website. <u>All of these links are safe to click on</u>.

Keep watching as there may be more surprises in the future!!

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From Ben Tarbell:

Welcome to the 2017 Year for SuperCom Computer Club

The month of January kicks off with four Friday meetings, each with a presentation, a chance to sign up for classes or learn about the SIGs that are going to be running. One of these January meetings will recognize a Computer Club member as an **Above and Beyond Award Winner** for their volunteer efforts to the Club.

FRIDAY MEETINGS – January 2017

January 6   Classes explanation and SIG meetings

                       Photo contest information – Carol Heesen

January 13   Bytes N Bits Computers – T J Watson

Need your computer worked on? New Computer - Virus removal - Questions

January 20   Mesa Library – Learn about all the things the library can do for you

Photo Contest rules and submissions – Carol Heesen

January 27   Google Photos – Ron Brown

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CLASSES

Friday morning meetings (9:00 AM in Ballroom) are an opportunity to find out about the classes being offered and sign up for them.

You can visit the Club's website at supercomcomputerclub.weebly.com for more details on the classes currently running: **Shutterfly, Quicken, File Management, and Excel.**

Keep your eyes and ears open because more classes will be added soon.

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SIGs (Special Interest Groups)

These meetings are facilitated by a club member. It is an opportunity for like-minded club members to gather and ask questions to learn more about the particular area of interest.

Current SIGs running in January are – iPad, Windows 10, Android Phones, iPhones and Facebook. **See the website and/or bulletin board for additional information on when and where they meet.**

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OPEN LABS

In January, there will be **Open Labs** on Jan. 6, 20 and 27. These are opportunities for the club members to bring their computer to the Lab to have a member of the Tech Squad help them with something that does not work correctly or some change they need made.

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Members, Volunteers, Monitors

We are a very active club with over 460 members (last year). You can volunteer to help in many areas. We are always looking for members who wish to share/volunteer their time to instruct/monitor/lead/serve on a committee or even offer to give a Friday program on a particular topic. Just speak to any of the officers or the greeters as you enter the Friday meeting.

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Membership - for the season of Nov. 1 - Oct. 31, is $10.00 per person or $15.00 for two living in the same residence.

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Come and have a great time learning more about your computer and other technology.

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From Mike Gerkin:

END OF YEAR – BEGINNING OF A NEW YEAR - ANNUAL CLEANUP

As we reach the end of the year, it is a good time for me to again remind you that it is important to get your house in order. I think of this when I take down the Christmas tree and have to clean up the mess I make. I also use this time to toss out those things I haven't used in years.

It's also a good time to clean up your computer. There are a lot of things you can do to clean up your system. Some are simple, some may be a bit more complicated, but they are all something that should be done periodically, so while we're cleaning up other areas in our lives, why not our technical life as well? A little time spent will benefit you.

The very first thing you can do is take a soft and damp cloth and clean all that dust and those fingerprints off the monitor screen. I need to do this regularly to my eye glasses but usually ignore the monitor until I realize just how dirty it has become. Clean it!

If you have a desktop computer it probably has collected some dust, or even worse if it is sitting on the floor. The fan sucks all those dust bunnies right into the chassis. A computer needs constant air flow or it could over heat and cause poor performance or even failure. Dust and dirt build up can reduce the ability of the computer to cool itself.

So the final physical housekeeping recommendation is to clean out those vents. Get yourself a canister of compressed air and gently spray out the vents, ports, fans, and any other areas where dust could build up. If you are computer savvy and comfortable, you can even open up your desktop computer case and spray out the inside, being careful not to touch any of the components. However, this is ONLY recommended if you know what you are doing, as opening up a computer could cause damage to any of the internal components of the computer if handled improperly. Don't use a big air compressor to break things apart!

If you have been regularly using maintenance tools such as Disk Cleanup and CCleaner, you have reduced a lot of excess and unnecessary data accumulation. If you have not been as faithful as you should, let's look at just one area and see if an accumulation has occurred. Let's look at this by emptying the **Recycle Bin**. Don't even look at what is in it. If you haven't missed it by now, it's not something you're going to need. To do this, simply right click on the **Recycle Bin** icon on your desktop, then click on **Empty Recycle Bin**, then confirm when the dialog box pops up.

Many people have many Email messages, both in the **Inbox** and the **Sent** folder, that are no longer needed. Hey, you have already read it or sent it, so why are they still hanging around from 3 years ago. I once saw over 1,000 messages in the Deleted Email folder. If you threw it away – empty the file – usually a right click on the folder will give the option.

Another thing you can do is clean out your old documents. Just like we need to shred our old bills and papers, it's not a bad idea to clean out documents that you no longer need. If you, like me, have a 4 year old to-do list in your documents, it's probably OK to delete that one. I'm sure there are many more that could be safe to delete. Or if you don't feel you can delete them, maybe move them to an external drive or a flash drive, or open up a cloud storage account, with Dropbox or One Drive or the many other options out there. All those files are doing is taking up space on your computer. To delete the file, simply right click, and on the menu that pops up, click **delete**. You can do the same for pictures by moving them to an alternative storage space if they are really worth saving. SuperCom Club has some very nice flash drives at a very good price.

In a similar fashion, go through your Program list. See if there are old programs that you never use. Maybe you installed a game long ago that you no longer play. Maybe you downloaded some trial software that has expired. Take a look at this list, but be careful not to go too "delete crazy" as there may be some files in there you need that you may not recognize the name of. Do your research before you delete.

To see all your programs, go to the **Control Panel**, then click **Programs and Features**. They are sorted by name by default, but I find it easiest to sort by **Date Installed** to see how old the program is. To do this, simply click on the words **Installed On** at the top. This will sort the programs from newest to oldest installations. If you see a program you want to uninstall, simply double click it or click on **Change/Uninstall** at the top. A dialog box will pop up to ask if you are sure, and if you click yes, it will begin the uninstall process.

Next, you may want to clean up your **Desktop**. Do you have tons of little icons all over the screen? Some people aren't bothered by this, some people can't stand it. Regardless, you can get a cleaner look by removing the desktop icons you do not use regularly. Keep in mind, the icons are just shortcuts (if they have an arrow on the icon) to a program. If you remove the icon, you are not removing the program itself. If you remove the shortcut, you can always find the program by searching your **Start** menu or by using the Search option. To delete an icon, just right click and hit **delete**. (By the way, this does send it to the Recycle bin, so go ahead and empty that again when you are done cleaning that up.)

Similarly, you can clean up your **Start Menu** and/or your **Apps** screen. If you no longer use the programs pinned to your **Start Menu** very often, or you have **Apps** on your screen you don't want, you can right click to unpin them from that menu. Be alert, because you can uninstall some programs from the **Start Menu**. Even resizing them will give you a cleaner look.

 Another thing to do this time of year is to make sure your programs are up to date. This includes not only Windows Updates, but also the browsers and add-on programs that should be updated. It is important to keep these updated because they are often exploited by hackers and malicious software. If your Windows updates aren't set to automatic, (which we recommend!), you should certainly check to see if those are available by searching for Update in the **Start** menu or Search option, then clicking on **Windows Update**. In the window that pops up, click **Check for Updates**.

Another thing to be certain is up to date and has been run is your antivirus program and your various anti-malware software. Make sure you've updated them to the most recent version, and then run a scan. Keep in mind an antivirus scanner will find different things than anti-malware scans, so you should have both installed. See a Tech Committee member if you need guidance in this area.

Now, some final housekeeping suggestions.

Another important housekeeping step I'd recommend is to back up your computer. We have previously discussed the difference between duplicating your important files and doing a full image backup. These two different types of backup are usually done to an external hard drive or a flash drive if it is large enough to store your backup or duplicate files.

When you perform a duplicate file backup, you really are backing up anything that was "user created." That means all the documents, pictures, music, and other files created or edited by you or anyone using your computer. You can simply copy files to your external device, but Windows also has built in backup file software. However, you must have an external drive to set these backups up, either a flash drive or external hard drive or network drive.

An image backup is much different. This creates an exact image of your computer in case of a need for a complete reinstall. It will restore your computer, programs and all, back to a specific moment in time. See a Tech Committee Geek if you need assistance to perform these important safety actions.

Now, really, don't you feel better with your housekeeping done and you're now ready for a fresh new year?

Another from Ben Tarbell:

Putting an end to annoying Windows Defender messages

Win10's Windows Defender is known to be chatty.

A Windows Defender notification that wasn't just annoying, it was outright incorrect!

The notification says "Windows Defender needs to scan your computer" (see Figure 1).

ACTION CENTER

⊞ Security and Maintenance

⚠ Windows Defender needs to scan your computer
6:52a

Figure 1. Defender's annoying and inaccurate warning.

It wasn't a Windows Defender problem at all!

Piriform's CCleaner app ([site]) is a utility I use pretty much every day. But in one of the past few updates to the tool, it acquired a new *Windows Defender* cleanup option.

It's listed in the Cleaner section, under the Applications tab. If enabled (checked), this option deletes Defender's history and logs.

Windows Defender uses these local records to determine when it last scanned your PC and when it should scan again. If the records are gone, Windows Defender assumes it has never run and issues the frequent "need to scan" notifications. Fortunately, the fix is simple. Once I unchecked this option see Figure 2) and CCleaner left the Windows Defender log files untouched, the bogus notifications stopped.
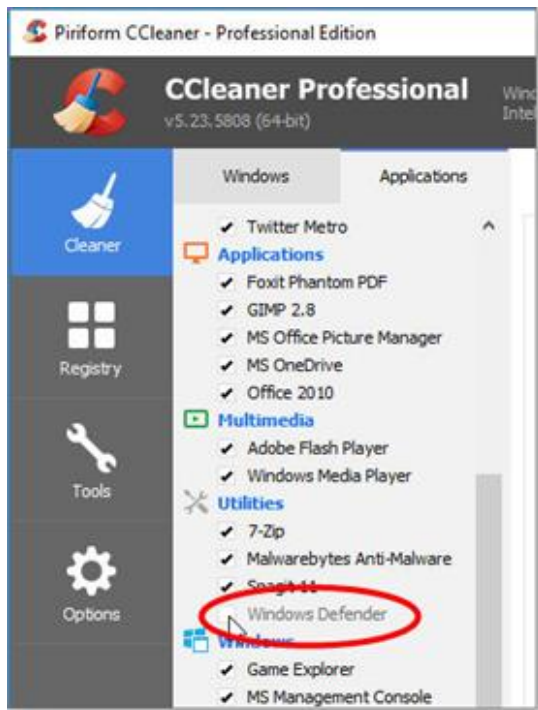

Figure 2. Ensure that CCleaner's *Windows Defender* cleanup option is disabled (unchecked).

After many years of use, this is the first time I've found a too-aggressive default setting in CCleaner.

For now, if you're suffering from constant "need to scan" Defender notifications and you're using CCleaner, you know the simple solution.

Credit to: http://enewspro.penton.com/preview/inet/WIN-01/20161206_WIN-01_808/display?utm_rid=CPNET000002031327&utm_campaign=3466&utm_medium=email&elq2=c408f894 53ae43eb9738bff583121631

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Another tip from Mike Gerkin: (this was sent to the Tech Committee, but I thought it was worth sharing with everyone). Mike wants us to be prepared –
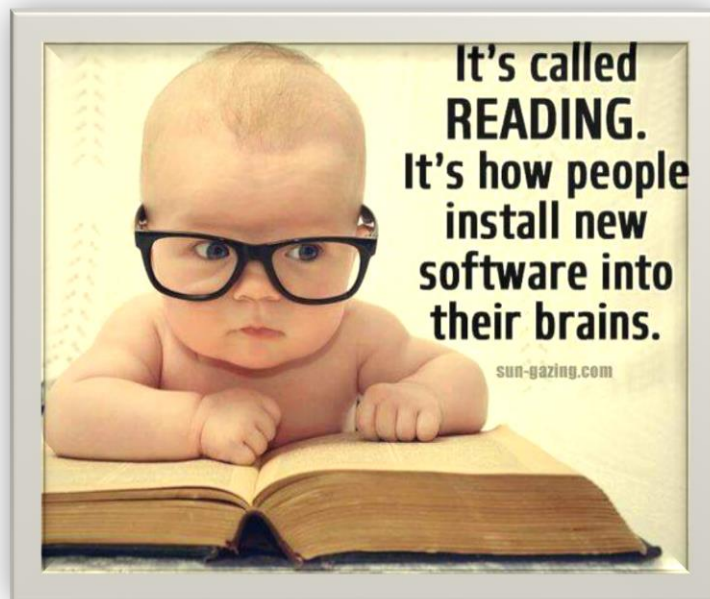
Here's is a note about Windows 10 and recovery you might be interested in <u>BEFORE</u> anything happens. If you have questions about any of these, ask one of the Geeks.

This Microsoft site does a good job of explaining how you might want to obtain Win10 if you already have a valid installation and want to re-install it for whatever reason. The prime information is about creating a Media Creation Tool on disk or USB drive for Win 10.

https://www.microsoft.com/en-us/software-download/windows10/?d2784474-fdb0-4e9d-9e47-5e88c0e053ec=True

Additionally, the article should trigger some thoughts about knowing your various product keys necessary for recovery or re-installation. I would suggest that without delay you install Belarc Advisor on your computers and easily learn about the details of your computer you should know about. Save that page for later reference. Better safe and prepared than wishing you had been.

http://www.belarc.com/free_download.html

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This is recent action from your Technical Committee – We don't always "just work on computers and phones". We often try to keep a step ahead of you to make the learning environment more adaptable to everyone's needs.

See what you think of our latest, greatest purchase for SIG's meeting in the Hopi Room:

Sorry the last picture is a little fuzzy. But with full screen you will be able to see anywhere in the room. Those of us who teach our SIG group in the Hopi Room are excited to try out the big screen! Everyone worked well together and had a great time on Friday morning getting this up and ready! Thank you guys for a great job!!!

The Photo Contest is coming up too. Here are the Entry Guidelines, Contest Categories and Important Dates:

<p style="text-align:center; color:#29ABE2;">3rd Annual SuperCom Photography Contest</p>

Entry Guidelines

- Photographer must be a current member of the SuperCom Computer Club (bring your membership card when you bring your entry).
- One entry per category in up to two different categories. No more than two entries per photographer**.**
- Entry must be an 8" x 10" unframed, unmated print.
- Place each 8 x 10 unframed entry in a separate envelope labeled with your name, space #, phone number, the title of your image and the category you are entering. Do not put any identifying marks on the image itself.

Contest Categories

- Landscapes
- Manmade structures
- Living things (i.e. People, Animals, Bugs, Fungi, etc.)
- Amazing Arizona

Important Dates

- January 6th, 20th   Call for Entries
- February 3rd & 10th   Contest entries accepted in Lab 1 immediately after the SuperCom meeting
- February 13th   Voting pen to all park residents
- February 27th   Voting closed
- March 3rd   Winning entries announced. Please plan to attend this meeting if you submit an entry.
- March 10th   Non-winning entries can be picked up after computer club meeting.

Winning entries will be framed and remain on display until the completion of next year's contest.

Important Note: PLEASE do NOT share with others which photographs are yours. Let your image win or lose on its own merit!

Remember, this newsletter is just one of our ways of keeping in communication with our members. Check the Bulletin Board in the Hallway by the restrooms, check the Website (www.supercomcomputerclub.weebly.com) and attend meetings to hear some great programs.

From Ben, Mike, Peggy