THE GIGABYTE GAZETTE

The Monthly Newsletter
of the

SUN CITY SUMMERLIN COMPUTER CLUB

https://www.scscc.club

May, 2022

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Issue Contributors

Tom Burt	*Peggy Cushman*
Kathy Kirby	*David Kretchmar*
Jeff Wilkinson	*Dorothy Fitch*

President's Message

Club Update

by Jeff Wilkinson

As summer approaches and we prepare to visit friends and relatives our May monthly meeting may provide some useful information. Beginning genealogy and the handouts here download offer a vast amount of information and resources. Maybe now is the time to begin documenting your family tree!

The May monthly meeting is the last meeting until our September meeting which will be held live at Desert Vista. Our seminars, SIGs and classes will continue throughout the summer and the lab will be open each Saturday from 9 to Noon.

The September meeting will offer a chance to meet in person at our Monthly meeting. Room 5 at Desert Vista should have a new screen and projector then and the presentation should be more visible. We are planning refreshments and a chance to meet old and new computer club members.

After two years or restricted movement let's make the best of this summer and enjoy it!

Commented [WJ1]:

Jeff Wilkinson, President
(702) 527-4056 pres.scscc@gmail.com

General Membership Meeting

Our next General Meeting will be held at 2 PM on Thursday, May 5th. The meeting will be held in the classroom live and via Zoom. The meeting's Zoom link can be found on the Computer Club home page at https://www.scscc.club. This month's Computer Club meeting will feature "Beginning Genealogy" by Sue Mueller, Genealogy SIG organizer, Computer Users of Erie, PA.

She will provide information that can assist you in getting started learning about your family history.

This presentation will take place on Thursday, May 5, 2022 at 2 PM on both Zoom, and on the projected screen in the computer club classroom.

Two handouts are available for download **to assist in following along.**

For Club information: go to **www.scscc.club***, contact Jeff Wilkinson, President at*
(702) 527-4056 or email him at **pres.scscc@gmail.com***.*

SCSCC Board of Directors Actions

The Computer Club Board of Directors took the
following actions on April 13, 2022

Tom Burt made a motion that the **minutes of the March 9, 2022 Board Meeting be approved as submitted.** The motion was seconded by Neal Gronich and unanimously approved by the Board.

George Lobue made a **motion** that the **meeting adjourn**. Jeff Wilkinson **seconded** the motion, and it was unanimously **approved** by the Board. The meeting was adjourned at 10:03 AM.

May 2022 Printable Calendars

To view this month's classroom and lab calendars, click the following hyperlink:

https://www.scscc.club/Calendars/scscc_calendar_2022-05May.pdf

Submissions Welcome

We are always looking for new information to share with our club members. If you have computer or technical information you would like to share with members of the club, send your articles to editor **Tom Burt** at tomburt89134@cox.net. Thank you to everyone for your contributions.

Welcome New Members

The following new 2022 members have joined the Computer Club from February 28th to March 29th.

Sunita Bouri   **Richard Seda**
Douglas Morse

As of March 29th, the club has 420 paid memberships for 2022.

As of December 31, 2021, the club had 618 paid memberships for 2021. Of those, 17 were new memberships for 2022.

Special Interest Groups and Kaffee Klatches

Special Interest Groups (SIGs) provide a forum for general discussion on a specific computer related subject. Admission to all SIGs is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. <W>, <L>, <M> or <H> indicate whether a SIG would be of interest to a Windows, Linux, MacOS or Hand-held Device user.

Apple SIG<M/H> *Live in the Classroom and via Zoom*

Gail Weiss (702-355-6220)
Third Monday, 10 a.m. monthly
Next meeting: Monday, May 16th

Gail will presenting her regular SIG, featuring a theme topic, followed by group Q&A. The SIG covers Apple iPhones, iPads, Macs and popular iOS or MacOS apps.

Repair SIG <W/L/M> *Live in the Classroom*

Chuck Wolff (702-233-6634) and Chuck Hagen (702-418-2614)
Every Tuesday, 12:30 p.m. to 3:30 p.m.

The Repair Lab provides **CLUB MEMBERS ONLY** with no-cost assistance for those having upgrades and / or hardware and software problems with their computers. Bring in only your PC tower, your Mac or your laptop and your problems. Our TECH team will give you our best effort. *Be sure to mark your cables so you can re-connect when you get home*.

Internet Investing <W/M/H> *via Zoom*

Tom Burt (702-341-7095)
3rd Thursday, 9:00 a.m. monthly
Next meeting: Thursday, May 19th

The Internet Investing SIG provides a forum for members interested in using Internet resources for researching and managing investments to meet, discuss, and learn more about the topic. The SIG's target audience is members with intermediate computer skills and investment experience, but all members are welcome.

Kaffee Klatch <W/M/H> *via Zoom*

Jeff Wilkinson (702-527-4056)
Every Tuesday, 8:30 a.m.

This Kaffee Klatch is an open, free-form discussion group for all users, from beginning to advanced. KK discussions are not restricted to any one subject, computer platform or computer-knowledge level but should be computer or technology related. We will try to answer your questions, help you keep your systems updated and provide some useful "tips and tricks."

Windows 10 SIG *Live in the Classroom*

Bill Wilkinson (702-233-4977)
First and Third Saturdays at 9:30 a.m.

If you are a novice or near-beginner computer user, or if you just want some refresher information together with a refreshing cup of coffee, then jump-start or recharge your computing knowledge by attending these Win 10 SIG / Q&A sessions. At each session, attendees will explore several topics of interest to beginners and near-beginners. The topics are always announced a couple of days in advance via e-mail to SCSCC members who have subscribed to the club's SCSCCNews mailing list. Each topic is presented in a step-by-step manner and is supported by "how to" notes that can be easily and conveniently downloaded from the SCSCCBKK.org web page. Following each "up front" presentation of one or more topics (approximately 60 minutes in duration), an informal open-ended Question and Answer period takes place for those who wish to participate, listen, reflect, or inquire.

Seminar and Q&A Offerings

The club's Seminars, SIGs, Q&As and Kaffee Klatches are being conducted either as Zoom webcasts, live in-person or a hybrid of the two. Check the weekly calendar on the website to see which mode the session is using. Unless explicitly stated, advance registration is not required for Seminar sessions.

Apple iPhone / iPad Hands-on Lab

Wednesday, May 11th 1 PM Live
Moderator: Zane Clark
Location: Classroom *Live*

We are back! We are going to have an iPhone/iPad lab on Wednesday April 13th from 1-3pm.It will be the usual format, one-on-one help with your questions. Come anytime, leave anytime.

It will be great to see old friends again!

Tom Burt - TBA

Thursday, May 26th 10:00 AM – 11:30 AM *via Zoom*
Presenter: Tom Burt
Location: Zoom Webcast

MediaMonkey is an excellent free Media Player and Organizer. I've been using it for some time in place of iTunes and have been very happy with its performance managing and playing my collection of over 5000 audio tracks.

In this session, we'll take a tour of MediaMonkey's many features, including ripping audio CDs, tagging sets of files, creating playlists and, of course, playing music, podcasts and Internet radio stations. MediaMonkey's look and feel is very customizable. I have it set up to closely resemble my iTunes setup.

Look for the presentation notes about April 20th at https://www.scscc.club.

This session will be recorded and posted to the club's website.

Tom's Tech-Notes

Using Windows Disk Cleanup

When your Windows PC is getting sluggish, one of the tools you should consider using is **Disk Cleanup**. Disk Cleanup is quite smart about finding unneeded files in various "temp" spaces, getting rid of "uninstall" files left after installing service packs and Windows Update patches, removing leftover crash dump files and emptying the IE or Edge Temporary Internet Files cache.
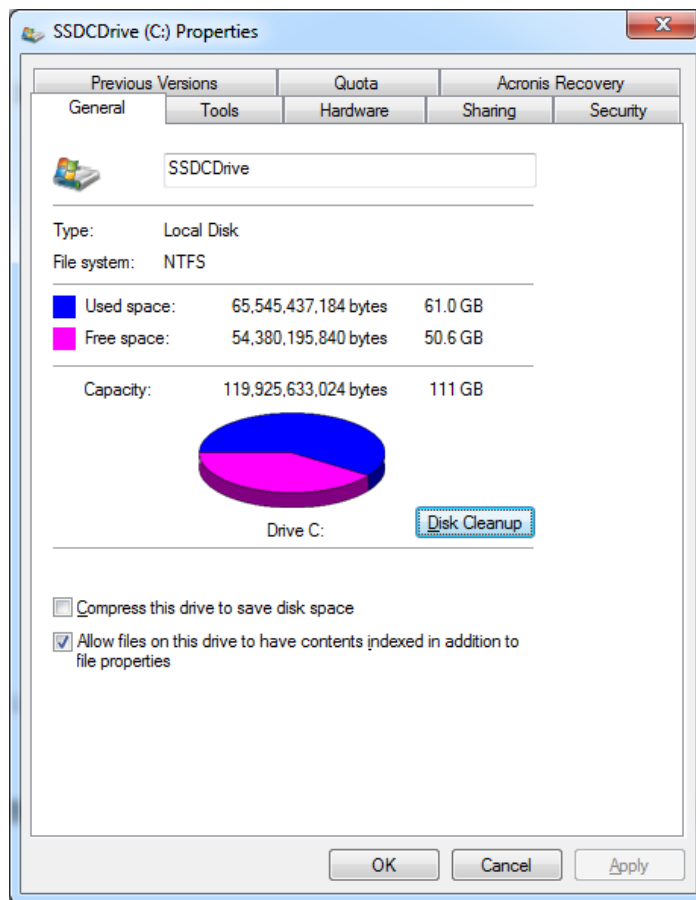
Best of all, the Disk Cleanup tool is built into all versions of Windows. You don't need to install or pay for anything.
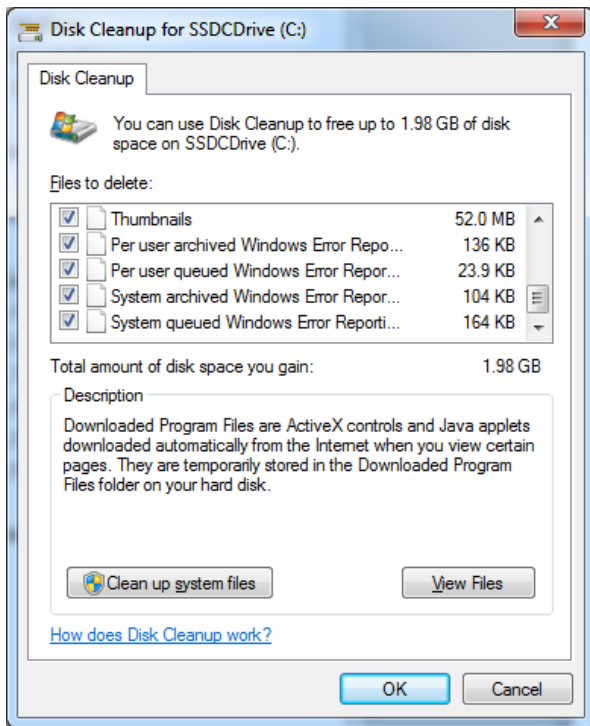
To access the Disk Cleanup tool, open "My Computer" or "Computer". Right click on the drive you wish to clean up. Generally, this will be your C: drive. A tabbed dialog will appear.

Note the amount of used and free space and consider whether a cleanup is worth the space you will reclaim.

However, even if there's quite a bit of free space, you may want to run a Disk Cleanup because every additional file on your hard drive adds to the running time of virus scans and backups.

To start the cleanup process, click the Disk Cleanup button

This will pop up a second dialog window in which you check off which types of unneeded files you want to get rid of. Generally it's good to check all of the types. Note the scroll bar; there are a surprising number of file types that sit on your hard drive doing nothing useful.

As you can see, on my system, the cleanup will free up almost 2 GB of space. On a relatively small solid-state drive like mine (111GB), that is significant.

Click the Cleanup system files button to clean out just the system files. Click the OK button to run the full Cleanup.

On my solid-state drive, the entire disk cleanup was done in 4 seconds. On a regular hard drive, it won't be quite that fast.

Disk Cleanup is a good activity to perform once a month or maybe once a quarter.

Tom Burt

Kretchmar's Korner

Windows 11 OneDrive and a Microsoft Account An Offer You Can't Refuse?

David Kretchmar, Hardware Technician

OneDrive is cloud storage that is built into the Windows 11 operating system. Microsoft

has integrated OneDrive more closely into Windows 11 than with Windows 10, presumably to get more users onboard with what OneDrive has to offer. In this article I'm not going to get into the "nuts and bolts" of the operation of OneDrive in Windows 11 but discuss some advantages of using OneDrive, and hopefully convince users who have not taken advantage of this feature to consider it.

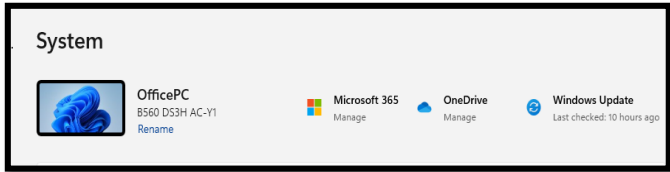**What is OneDrive and why do I need it?**

OneDrive is the Microsoft cloud service that allows you to access your files from any device connected to the internet. OneDrive enables you to store and protect your files, share them with others, and get to them from anywhere on any device. OneDrive can be used on many operating systems, including iOS or Android.

What's in It for Microsoft?

OneDrive and Microsoft Office 365 can provide Microsoft with "recurring" or "subscription" revenue, which is much more valuable compared to a one-time purchase of an operating system or a version of Microsoft Office. This explains why Microsoft appears so eager to get users to have a Microsoft account, as a first step toward using Microsoft subscription offerings.

OneDrive Promoted to the System Folder

OneDrive now has a prominent place in the **System folder** in Windows 11:

Click on the OneDrive icon shown at the top of the system folder, and you see the folders on your system being backed up (synced) on OneDrive:

Microsoft Account

OneDrive requires a Microsoft Account. You already have a Microsoft account if you use other Microsoft features such as Skype or the Microsoft Store. Microsoft strongly encourages Windows users to create a Microsoft account, if they don't already have one, starting when a Windows 11 system is first configured. If a user does not have a Microsoft account one can be created anytime at the Microsoft website.

Levels of OneDrive storage

There are different levels of storage and other features available for a Microsoft account. The basic free program provides a minimum of 5GB OneDrive storage.

Individuals qualify for additional free storage based on the length of time they have had a Microsoft account or on the length of time they have used a Microsoft email address (Outlook, Hotmail or Live.com). I have had a Hotmail account for many years and get 15 GB of free OneDrive storage as the result of "loyalty bonuses".

For $1.99 per month, you can get 100GB of storage. Microsoft 365 Personal subscriptions ($6.99/month, $69.99 a year) provide a massive1TB (1024 GB) of OneDrive online storage. Microsoft 365 Family subscriptions are $99.99/year and cost $9.99 per month. They provide 1TB of OneDrive space for up to six users.

Do I really need a Microsoft account?

A Microsoft account is required to install and activate Office versions 2013 or later, and Microsoft 365 for home use. You might already have a Microsoft account if you use a service like Outlook.com, OneDrive, Xbox Live, or Skype; or if you purchased Office from the online Microsoft Store. If you have no interest in OneDrive, Skype, Microsoft mail, or any of the many applications available from the Microsoft Store, you don't *need* a Microsoft account.

Conclusions and Recommendations

Microsoft has evolved OneDrive into a reliable and useful service that gives you a minimum of 5GB of cloud storage for free. Over time free OneDrive cloud will grow to15GB. Users should strongly consider using at least the free storage furnished by Microsoft to back up vital documents and pictures, or any files they might need to access from any device on any internet connection in the world.

APCUG Guest Article

Right-Click Your Mouse, Best Shortcut Ever!
By Jim Cerny, Forums Coordinator, and Class Instructor

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If you are not familiar with the power of RIGHT-clicking your mouse, you are in for a great Windows tip to help you in almost every place on your computer. First, of course, everyone should be familiar with LEFT-clicking the mouse to select things and options. Computer instructions say "click on" this or that, and it is understood that they mean LEFT click. But the RIGHT mouse button is a big help also, and instructions should always specify "RIGHT-click" when you are to use that button.

So, what does "right-clicking" your mouse do on Windows? Well -- and this is the core of this article -- **right-clicking your mouse on anything makes a menu of options appear for that item.** This works for almost anything you can see on your Windows monitor. So, let's look at a few examples for you to try to show you what a helpful shortcut this can be for you.

Place your mouse arrow (cursor) anywhere on your desktop screen (on an empty area, not an icon). Now right-click your mouse, and you will see a menu appear of choices or commands for what you can do with your desktop. For example, you will see choices such as "View," which allows you to change how you view your desktop. Or "Sort by," which gives you options for sorting what is on your desktop. If you don't know what a command or option does, ask Google.

For another example, place your mouse arrow on a BLANK area on your Taskbar at the bottom of your Windows desktop screen. Now right-click, and you will see options of what you can do with your Taskbar – such as locking or unlocking the Taskbar, arranging open windows on your screen, and more. You can even LEFT click on "Taskbar settings" to go directly to the Taskbar settings options. So have fun and TRY something! (Remember always to use a LEFT mouse click to select a menu option).

For a third example, let's say you are editing text in a document. First, drag your mouse over some text to highlight it (this is "selecting" the text you want to work with). Now right-click on the highlighted text, and viola, you see options of what you can do with that text. You can select "cut," "copy," or "paste," for example, or change the font or make it a new paragraph.

If you have not realized the power of right-clicking your mouse, then you should be saying a big "WOW, this is so cool!" Now you can have some fun trying right-clicks anywhere and everywhere. Try right-clicking on an icon, a cell in a spreadsheet, a file or folder name in File Explorer, or a photo on the internet. You do not have to select an option on the menu that appears; left click somewhere else, and the menu will disappear, and nothing will happen. So, you won't change a thing when you look and explore. Right-clicking is a great shortcut that will save you time searching for many options or choices. Most apps (applications, programs, etc.) will also provide right-click menus. So why not give it a try? You have nothing to lose but a click!

<u>Lab Monitor Schedule</u>

The Open Lab session is held once per week: 9 am to noon on Saturdays.

May	Monitor Schedule
Jeff Southwell Jim Mahoney	Saturday 5/7/22
Fred Cohen Ann Warhaftig	Saturday 5/14/22
John Zuzich Raymond Pun	Saturday 5/21/2022
Marilyn Gramms Linda Meunch	Saturday 5/28/22