THE COMPUTER CONNECTION
SAUK COMPUTER USER GROUP

Club Information

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March Meeting Minutes 3/11/2023

Open Meeting: by Neal

Question and answers: 1) Should be ok to install Windows 11 now, works fine; 2) DOT dashboard-central info sight for all major airlines; 3) Sorting Edge bookmarks-click on favorites with right mouse button, click open favorites page, click 3 dots/sort; Firefox- click on bookmarks at top, merge bookmarks, right click on other bookmarks, click on sort or Ctrl+Shift+O; can also remove duplicates, can move favorites to different folder, can add folders; 4) Whiteside Co. recycling location, , enter and trailer container is on left, check Whiteside Co. Hwy Dept. Facebook page; 5) Lost ability to autofill- click on 3 dots to open sorting, click on autofill, click toggle switches or privacy and security; 6) Chromebook-will search for Wi-Fi location, has expiration date (6.5 years).

Treasurer's report: presented by Joe1 and approved.

Old business: None

New business: 1) Melissa Gallardo has offered to help with Windows 10/11 refresher training at WCSC; 2) Received thank you note back from St Mary's for memorial donation; 3) WCSC has updated the security cameras at Center; 4) A 60" flat screen being mounted in cafeteria; 5) Board meeting Wed, 03/15, at Angelo's in Dixon; **Other Business:** 1) Butcher Shop relocating to old Sears store; 2) Netflix is eliminating multiple subscriptions; 3) Free Peacock being cut from Comcast; 4) Check State Treasurer's unclaimed funds list.

Adjournment: Business meeting adjourned.

Program: Senior and Cybers cam presentation by Judy Taylour - Cyber criminals are after us. Social media had the greatest losses. Imposters are top fraudulent five. Younger people have more fraud, but people 70+ had much higher monetary losses. Total number of frauds down slightly in 2022 from 2021. Never give out any info, make sure all computer/software are up to date, disconnect from internet and shut down if you see popup message or locked screen (don't click on X). Be careful what you download, protect your identity, immediately contact your financial institution if hacked to watch accounts and put on hold if necessary. Check charitynavigator.org or give.org for legitimate charities. Use norobocall to prevent robocalls (free).

Next month's program: Robert from PCTech2U presents about what they offer and answer questions.

In 2 months- All About Cloud Computing by Judy Taylour.

Respectfully submitted by Secretary Tom Rich

MARCH BOARD MEETING MINUTES

DATE 3/15/2023

Meeting was called to order by: Neal

Attending the meeting were: Neal, Joe F, Gloria, George, Lorraine, Cheryl, Nancy & Tom.

Treasurer's report was presented by: Joe F.

Discussion Highlights: 1) New business cards made for SCUG; 2) Neal will send out PDF on security presentation; 3) Summer picnic will be August 12th at Pizza Ranch; 4) Neal has 3 all-in-one computers he is working on, purpose to be determined; 5) WACC students at WCSC on Friday mornings and early afternoons.

Future Programs: April will be Robert Lockwood from PCTECH2U, Rock Falls on computer related items and his business. May is Judy Taylour on cloud storage.

Adjournment: Cheryl, Gloria seconded.

Respectfully submitted by

Secretary Tom Rich

Jokes

Having trouble getting into my computer...
Enter Password: "FootLoose"
...
Wrong, Try again: "DangerZone"
...
Wrong, you are locked out! You are only allowed 2 incorrect Loggins

How does a computer get drunk?

It takes screenshots

Abraham asked Isaac to upgrade his home computer
Isaac reviewed the system and stated "Forgive me, Father but the system just doesn't seem to have enough memory."

and Abraham said "My son, God will provide the RAM."

HELPING OTHERS INTERGRATE TECHNOLOGY IN THEIR DAILY LIVES

Handling Long Lines in Address Labels
By Allen Wyatt

Word allows you to easily create address labels from data stored in an external source, such as an Access database or an Excel workbook. Word essentially takes the information from those sources and "pours" it into the format you designate within Word. As the information is placed into the Word format, it is possible for one or more lines to be too long to fit within the allotted space in the label.

When an address line wraps to more than a single printed line, Word treats it like any other paragraph and left-aligns each line within the paragraph. What if you want the wrapped lines to not be left-aligned, but to have some other alignment? This is not as easy to do in Word but can be handled in a number of different ways.

The first way you can handle the wrapped lines is manually. Obviously, if you create a new document when you merge your labels, you can look through the addresses, find those lines that are too long, press **Enter** where you want the line to break, and adjust the alignment on the second (run-over) address line. This, of course, is rather tedious. This approach does have its advantages, however. The primary advantage is that the run-over address lines can be formatted in any manner desired, i.e., indented, centered, flush right, etc.

If you are looking for a more automatic approach, the only thing you can do is to adjust the formatting of the paragraphs used for the lines in a label. If you anticipate quite a few long address lines, this is definitely the way to go. The normal approach is to create your mail-merge document (for labels, of course), and then to adjust all the paragraphs in the labels so they use hanging indents. (This means that the first line will be left-justified, and additional lines will be indented to whatever degree you desire.) This approach doesn't give the benefit of being able to right-justify or center run-over lines, but the trade-off is that you don't need to manually adjust any lines. Follow these steps:

1. Display the Mailings tab of the ribbon.
2. Click the Start Mail Merge tool and then choose Step by Step Mail Merge Wizard. Word displays the Mail Merge task pane at the right of the program window.
3. Using the steps in the task pane, indicate that you want to create labels and you want them in a new document.
4. When prompted, specify a data source for your merge.
5. Using the fields available to you, design how you want your mailing labels to look.
6. Close the Mail Merge task pane.

At this point you have a sheet of labels on your screen and you are ready to format them to handle long lines properly. Follow these steps:

1. Select the entire document by pressing **Ctrl+A**.
2. Hold down the **Shift** key as you press the **Left Arrow**. This "unselects" the final paragraph marker in the document. (You should have everything in the document selected except the final paragraph marker.)
3. Display the Home tab of the ribbon.
4. Click the small icon at the bottom-right of the Paragraph group. Word displays the Paragraph dialog box. (See Figure 1.)

1   **Figure 1.** The Paragraph dialog box.

1. Using the Special drop-down list, choose Hanging.
2. Using the By field, specify how far you want the run-over lines indented. (The default is one-half inch.)
3. Click on OK.

Your labels are now set, and you can do your mail merge as you normally would. The result is run-over lines that are indented from the left margin, which makes them stand out a bit.

Word Tips
Written by Allen Wyatt (last updated July 30, 2022)
This tip applies to *Word 2007, 2010, 2013, 2016, 2019, Word in Microsoft 365, and 2021*

QR Code Scams – Be careful where you point that smartphone
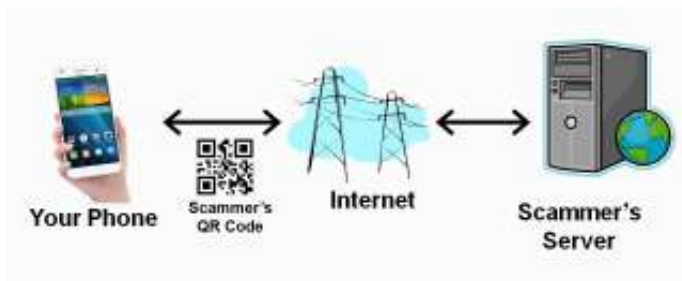## By Phil Sorrentino

QR Codes seem to be everywhere today. You'll find them anywhere someone wants to give you more information than is possible by other means, like a sheet of paper or a machine-readable standard bar code. Initially, QR codes were created to track manufacturing processes where barcodes couldn't store enough information. However, a bar code has one dimension. A QR code is 2-dimensional and can store significantly more data than a bar code.   Roughly speaking, a QR code may contain as many as 7,000 characters as opposed to a bar code that may contain up to around 40 characters. That's over 170 times the amount of data. This increased amount of information makes the QR code so worthwhile.

QR codes were invented in Japan in the 1990s. They were first used by the automotive industry to manage production but have spread everywhere. There are even websites and apps that let you make your own. A QR code is a machine-readable, 2 dimension matrix of black and white squares. A QR code may represent many different data types, such as text, a hyperlink to a website, a telephone number, an email address, or a text or email message. QR codes, like billboards, clothing labels, walls, TVs, and even tattoos, can be placed on almost anything. QR stands for Quick Response. Quick Response comes from the manufacturing industry and deals with how fast a product can be replaced on the seller's shelves. Quick Response is *"the rapid replenishment of a customer's stock by a supplier with direct access to data from the customer's point of sale." A QR code is merely a data storage representation of some information using the binary code. (For example, the letter A is represented by "01000001") The little squares and patterns of the QR code represent the binary information. The actual QR code is read-only, so it cannot record or steal any personal information on its own. Nowadays, the smartphone's camera app can scan the QR code when the camera is directed at it. (Most smartphones no longer have to download a separate app from the App store for reading QR codes.)*

A QR code with an embedded hyperlink to a website can connect you to a specific website quickly and easily using your smartphone. There is very little one needs to know to take advantage of a QR code. But a lot of the latest technology is being used to accomplish the task. The three major technology components are your smartphone, the internet, and a server (on the internet, or "in the cloud"). This collection of technologies goes by the name "Client-Server Technology," and all three components have been developed to work together. For example, your smartphone has a camera App that connects the smartphone, as the client, to

QR Code Scams – Be careful where you point that smartphone (cont.)

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the server website whose URL was embedded in the QR code. (URL is the Universal Resource Locator, the term for a web address on the internet.) This allows the provider of the QR code the ability to connect your phone with the QR code provider's server when you scan the QR code. Once connected to the server, the smartphone can access all the information that the server can provide.

QR codes take people from the physical world to the online (cyber) world. They let smartphones connect to an enormous world of information quickly and easily, but unfortunately, they also allow smartphones to connect quickly and easily to a scammer's website. This is why scammers have started using QR codes in attempting to get in touch with potential victims. It gets people online with the scammer's server. It is similar to "phishing" emails and telephone calls. QR codes are another way for scammers to get in touch with potential victims.

Your Phone   Scammer's   Internet   Scammer's
              QR Code   Server

Many scammers (aka cybercriminals) have started to exploit the technology's convenience. Scammers create malicious QR codes to connect unwitting consumers to the scammer's server and dupe them into divulging their personal information. Anytime new technology comes out, cybercriminals attempt to find a way to exploit it. This is especially true with technology like QR codes. It seems like most people can figure out how to use them, but they probably don't really know how they work, and it's always easier to manipulate people when they don't understand their technology. Scanning the scammer's QR codes won't do anything malicious to your smartphone, such as installing malware. Still, it probably will take you to a website designed to try to get personal or financial information from you.

Like any other phishing scheme, it's impossible to know precisely how often QR codes are used for malicious purposes. Experts say they still represent a small percentage of overall phishing, but numerous QR code scams have been reported

QR Code Scams – Be careful where you point that smartphone (cont.)

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to the Better Business Bureau. As a result, many people know they need to be on the lookout for phishing links and questionable attachments in emails that purport to be from your bank. But thinking twice about scanning a QR code with your smartphone camera isn't second nature for most people yet.

Recently a QR code scam was uncovered in a Texas city. Drivers were led to a scammer's website after scanning a QR code sticker on a parking meter. Eventually, around 30 such stickers were found.   The QR code was supposed to help the motorist pay for online parking. However, instead of being taken to the city's authorized website, the motorist who scanned the fake stickers was led to a fake website that collected their credit card information. With a warning of the parking meter scam, officials in another city issued a warning to motorists after spotting similar stickers on parking meters.

Fake QR codes have even shown up in emails. Scammers may like using QR codes in phishing emails because they often aren't picked up by security software, giving them a better chance than attachments or bad links to reach their intended targets. It boils down to QR codes being just one more way for cybercriminals to get what they want and yet another threat for people to be on the lookout for.

So be careful when scanning QR codes. Here are some tips from security experts. Think before you scan. Be especially wary of codes posted in public places. Take a good look and determine if the sticker is part of the sign or display. If the code doesn't look like it fits in with the background, it may have been put there by a scammer. Be suspicious of any QR code that comes in an email. If you scan a QR code, look at the website it led you to and determine if it looks like what you expected. If it doesn't look appropriate, then leave the website. If it asks for personal information you don't think is appropriate, don't provide it. And, in the words of one of the Computer Club's past presidents, Matt Batt, "Be careful out there!"

By Phil Sorrentino, Secretary and APCUG Rep, Sun City Center Computer Club
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Zoom Sessions

Neal is hosting a weekly evening Zoom; (Each Friday) @ 7:30 PM Central Time

https://us02web.zoom.us/j/3975898877?pwd=RjF5ZTM3R25qNXhHRjdWRVAzQ1M2Zz09
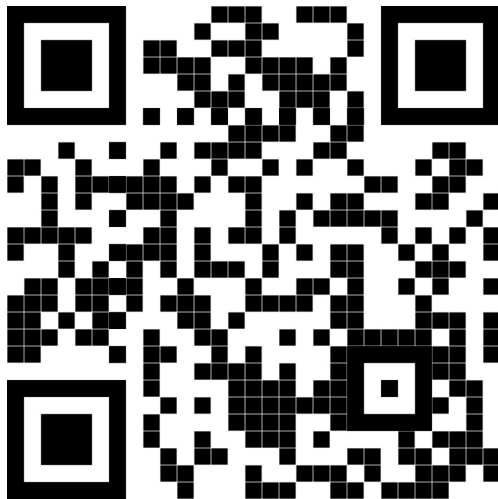
Meeting ID: 397 589 8877   Passcode: 4ukxAh

Phone users:

Dial by your location   +1 312 626 6799 US (Chicago)

Meeting ID: 397 589 8877   Passcode: 936460

You're welcome to check in and visit, or ask a question, maybe even get an answer.

Scanning this QR code should take you to our web page.

The next meeting of the Sauk Computer User Group will be

April 8, 2023

Question & Answer : 1 PM

Presentation: 2 PM

Business Meeting : 3 PM

Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

There will be a Question & Answer. Bring any questions you have about your computer or problems you may be having.
It will be conducted by:
Neal Shipley

ROBERT LOCKWOOD FROM PCTECH2U WILL DO A PRESENTATION ON COMPUTER RELATED ITEMS AND HIS BUSINESS