



# THE COMPUTER CONNECTION

## SAUK COMPUTER USER GROUP

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**Open Meeting:** Neal

**Question and answers:**

1) Edge, Chrome- hit ctrl/shift/del keys to clean cache with browser open; 2) Assure you are accessing a secure sight when entering personal information; 3) Need question (any topic) for ChatGPT and picture for Dall-E2 for November meeting presentation by Bob G.

**Treasurer's report:**

presented by Joe 1, approval proposed by Joe 2 and 2<sup>nd</sup> by Francis.

**Old business:** None

**New business:** 1) WCSC public PC's replaced with more modern hardware (scanning, printing); 2) Desk top PC's available in lab; 3) Cleaned up at WCSC recycle event; 4) Video presented on Operation Christmas Child, boxes to be packed prior to October

meeting; 5) Board meeting at Angelo's - Dixon on Wed, 09/13 at 5:30.

**Adjournment:** Meeting adjourned.

**Program:** Google Maps top 20 Map Tips: Zoom using one finger, have maps remember location, see where you have been using location history, time of travel on street view, interact using your voice, change vehicle icon, add title to location, download off line maps, measure distances and areas, share real-time location, configure various routes, navigate public transportation, view traffic throughout day, evaluate flight prices. Google Calendar Tips: Keyboard shortcut keys (press ? key to get cheat sheet), reschedule meetings with mouse, set up new events, create an event

from email/Gmail, turn on additional time zones, receive notification for an event, create a new event, add calendar to windows taskbar, add calendar of interest to your calendar, receive daily agenda email, bring calendar to MS Outlook, share someone else's calendar, create other new calendars, publish calendar to website, change event owner. (Follow Kevin Stratvert on YouTube for additional tips)

**Next month's program:**

October- How to download a video?  
November- Bob G. on AI, need questions to ask bot and also pictures;  
December- Santa Joe for games, prizes, and I

**Adjournment:**

*Submitted by:*  
*Secretary Tom Rick*



SEPTEMBER BOARD MEETING  
MINUTES DATE 9/13/2023

Meeting was called to order by: Neal

Attending the meeting were: Cheryl, Neal, Guest Jody, Joe 1, Joe 2, Glenda, Lorraine, Tom, and Nancy.

Treasurer's report was presented by: Joe 1 and approved by members.

Discussion Highlights: 1) No trip next year, 2) Operation Christmas Child boxes in October, start at noon (this is the last year), 3) Computer giveaway-couple of desktops

left, Neal has a couple towers, 4) Emily has resumed as Director of WCSC after maternity leave.

**Future Programs:**  
October- TBD, downloading videos?;  
November-Bob G. on AI; December- Santa Joe, members bring a dish to pass, food from Red Apple, reservations needed for count, pies from Amish.

**Adjournment:** Moved by Nancy, 2<sup>nd</sup> by Cheryl.

*Submitted by:*  
*Secretary Nancy Rick*

**Update**

**The Windows 11 2023 Update will OFFICIALLY ship on September 26**

- has announced during its special Surface and AI event that it will ship the Windows 11 2023 Update next week on September 26, 2023.
- The update will "mark the start of an AI future" for the operating system. The new version of Windows 11 will ship with a modernized File Explorer, general quality of life improvements, and more.

This is not Windows 11 23H2 as most thought it was going to be.

For a while now, we've known that Microsoft is getting ready to ship the next major feature update for Windows 11 2023 Update (Windows 11, version 23H2). Microsoft is likely to ship the 23H2 update anytime between September and October.

## **“Save” or “Save As”**

**By Jim Cerny**

Suppose you are editing a document in Word, and now you need to save your changes – should you use the "File" menu choice of "Save" or "Save As"? And what's the difference anyway?

My strong suggestion is to ALWAYS use "Save As."

Microsoft Word, other Microsoft apps, and many other apps may give you two ways to save your work – a quick one-click "Save" option and another called "Save As."

If you have opened an existing file (I will use a "document" file as an example) and have made some changes and then choose the "Save" option to save your changes, the changes will be saved, but your old previous version of your document will be deleted. This is because you save the document as the same file with the same name. If you realize this is what you want to do, that's fine. But using "Save As" is always better.

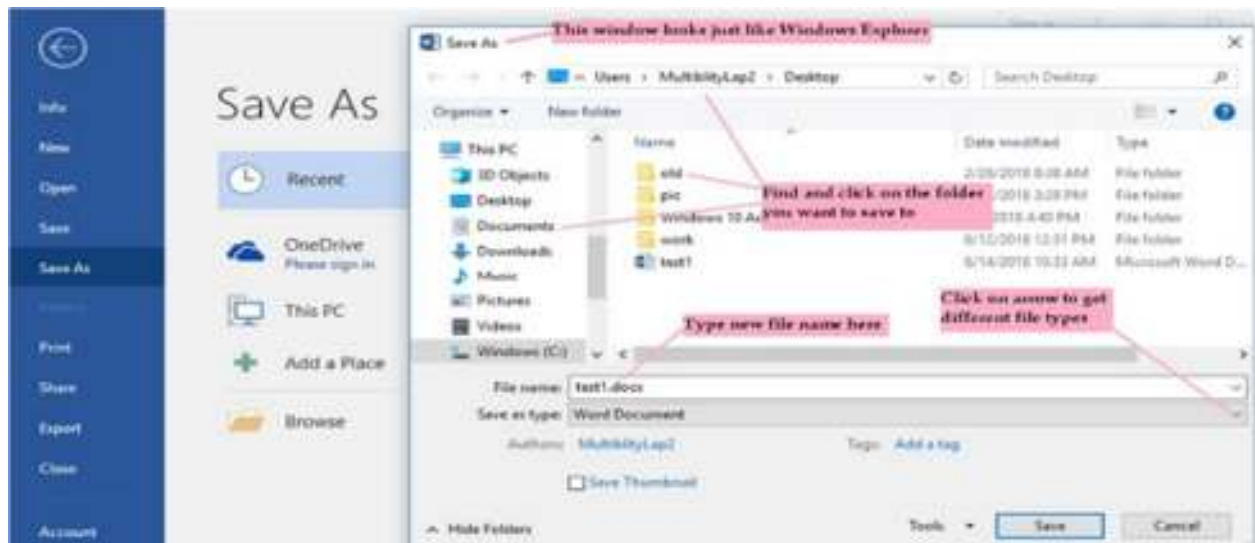
Here's why –When you click "Save As" you will get many options for how you want to save your file. If you save your changed file to a different folder, you may click on that folder if you see it in that window or click on "Browse." Either way, you will open a window like Windows File Explorer. It will say "Save As" in the window's title bar at the top. The first advantage to using "Save As" is that you do not have to change anything if you don't want to – and if you choose not to change anything, "Save As" will save your changed file just like you clicked on "Save." But with "Save As," you can visually check and make sure all your save options are what you want – and if not, you can change them.

You can save your changed file to a different folder. After clicking "Save As," you are given a window with some folders (you can click on "Browse" to find any folder). The next window you see will look just like Windows File Explorer. In this window, you can find the folder where you want to save the changed file; click on it, click "Save," – and it will save it there with the same file name. The original file, without your changes, will still be in the original folder.

You can change the NAME of your file just by typing the new name in the File Name box toward the bottom of the window – check to see that the FOLDER is where you want the file to be saved – you can change it if you wish or keep the same folder. Your old unchanged file is still there, but your new changed file (document) is also there with the new name.

You can change the FILE TYPE of your file. At the bottom of the window, you will see the "Save as file type:" box. Hit the little arrowhead at the far right of that box to see a list of the different file types. Click on the one you want, then click "Save." You have now saved your file as that file type. Note that you do NOT have to change the text name of the file. You will have created a new file with a different name because the file type is an extension and part of the actual file name. For example, if I have a Word document file named "Letter to Sam," the file extension is ".docx." So if I open that document, make changes to it (or change nothing), and click on "Save As" at the bottom of the window, I can click on the arrowhead in the "Save as file type:" box at the right and select another file type, such as ".pdf." It will save that file in the same folder with the same file name EXCEPT it will be a ".pdf" file, not a ".docx" file type. So it will be "Letter to Sam.pdf" instead of "Letter to Sam.docx." Of course, my original file (document) is still there and unchanged.

There are more "Save As" options, and they can be different with different apps. But my advice is always to use "Save As," which allows you to check and see that everything is what you want. After all, you want to "save your as"!



*Jim Cerny, 1st VP, Education Chair, and Forums Coordinator  
Sarasota Technology Users Group  
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## **Hackers, Thieves, and Creeps**

### **The Bad Guys Are Working Hard to Get Your Money**

**By Kurt Jefferson**

If Cher ever decides to rework her major 1971 hit single, Gypsys, Tramps, and Thieves, she may want to rename it, Hackers, Thieves, and Creeps to reflect today's ongoing Internet security battles. Hackers are infiltrating email accounts and tricking folks into paying their hard-earned money for all kinds of bogus ventures.

A few examples of recent emails and Internet threats:

You owe \$280 now to update that anti-virus software package (that you never even purchased.) We've taken control of your Windows 10 PC. (You'll get it back only after you pay our ransom demands.) Hey, click on this email link, and it will take you to a bogus website that looks real, seems real, and (is bogus as a Kentucky snowfall in August.)

You're using Safari on a Mac, and a box pops up that reads, "Alert! Suspicious Activity Might Have Been Detected. Major Security Issue. To fix it, please call Support for Apple +1 888-476-\*\*\*\*(Toll-Free) immediately!" (Pop-ups such as this one are not legitimate. Apple doesn't notify anyone of a "major security issue" in this manner. Bogus to the max.)

When it comes to security breaches, "Unfortunately, most people do not understand the gravity of the problem until it personally affects them through identity theft or other malicious activity. Unsurprisingly, however, the rate of identity-related crime is exploding, and a recent study claims that there is a new victim of identity theft every 2 seconds in the United States alone," writes the security website, selfkey.org.

The Internet Theft Resource Center keeps track of the attempts to dig deep into your wallet. Unfortunately, things are not looking up. Reported data breaches grew by 17% from the start of 2021 to September of this year over the number of breaches reported in all of 2020. Yikes. Security breaches (the ones we hear about) are now so pervasive that we can all view giant lists on the Web detailing the gory details. For example, Upguard lists The 59 Biggest Data Breaches. The fact that dozens of well-known companies appear on this list (Yahoo!, Facebook, T-Mobile, Uber, Home Depot, Zoom) tells us that we're no longer in Kansas (so to speak.)

If you want to see even more names, take a deep breath and check out the selfkey.org list, which claims to show All Data Breaches in 2019-2021, An Alarming Timeline (These are breaches that have been made public.) There's even a black-market invitation-only online shop where the bad guys go to buy login credentials, fingerprints to open phones and iPads, and stolen cookies.

In 2017, CBS News reported that "imposters, from fake IRS agents to faux tech support employees, have officially overtaken identity thieves to top the list of consumer fraud complaints..."

Okay. What about solutions? The Federal Trade Commission offers several tips: Secure Your Internet Devices at Home. This includes your Wi-Fi router, PCs, Macs, Linux machines, iPads, smartphones, smartwatches, smart speakers (Hello, Alexa), home cameras, smart doorbells, and every other device connected to the Internet.

Learn When Your Voice Assistant Is Listening. Alexa, Google Assistant, Siri, Cortana might be listening when you're unaware. The FTC urges you to lock down your login, check your settings, and be aware of what's connected to your voice assistant.

Secure Your Router. As we mentioned earlier in this newsletter, you need to update your router's settings periodically. As the FTC writes, "Think of your router as home base for all your devices. The more secure your router, the more secure your connected devices will be."

Use a VPN. We've talked about this before at a CKCS Tech Night. Find a good, reliable, trustworthy virtual private network and use it on all your Internet-connected devices. A VPN is an app that you install. It sends your Internet signal into a tunnel so others cannot access your data. IPVanish writes, "A VPN Helps You Take Back Your Privacy and Protect You From Hackers."

Avoid free VPNs. In this life, you get what you pay for. So, make online security a priority.

Finally, check out: *The Ultimate Internet Security Guide For Seniors (2021)*. Even if you've used the Internet since the '90s, I promise you there is at least one tip on this website to benefit you.

Stay safe, Stay secure, Stay informed.

Attend your computer club to learn all you can about Internet security.

*By Kurt Jefferson, Editor, Central Kentucky Computer Society*

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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>

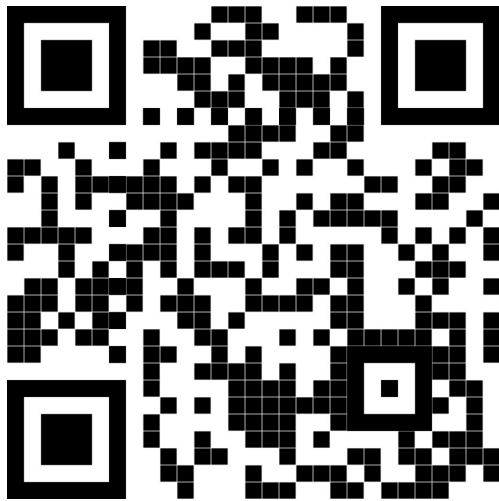
Meeting ID: 397 589 8877 Passcode: 4ukxAh

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.

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**

The next meeting of the Sauk Computer User Group will be

October 14, 2023

Question & Answer : 1 PM

Presentation: 2 PM

Business Meeting : 3 PM

Place: **Whiteside Senior Center**

**1207 West 9th Street**

**Sterling, Illinois 61081**

**NEAL WILL BE DOING A VIDEO PRESENTATION  
ON DOWNLOADING AND SAVING YOUTUBE  
VIDEOS.**