Nov. Meeting Minutes 11/11/2023

Open Meeting: Neal

Question and answers:
1) Snipping text from an image (Windows 11)- open image, copy all text, open notebook, paste;
2) PDF- portable document format- can be read by any program;
3) Converting pdf with Word- file, export, create pdf, published or file, save as, where saved , save; pdf to Word- open file, open to convert to Word;   4) Type winver in search box, to determine computer's Windows version.

Treasurer's report: presented by Joe1 and approved (Joe2, Nancy seconded).

Old business: 1) Memorial for Jan Maves at Serenity Hospice in Oregon; 2) Daughter trying to get Ken Hughes to Idaho with her (he's still at Dixon Rehab); 3) Art Bendick's brother (Gordon) passed away; 4) All veterans thanked for their service; 5} Xmas meeting party starts at noon, chicken strips, onion rings, pies provided, bring salad if you want, Santa Joe1 at 1:00.

New business: 1) Board meeting at Angelo's- Sterling at 5:30 Wednesday, 11/15/23; 2) WCSC have someone helping arranged meals; 3) Neal still at lab Mon-Thurs.

Adjournment: motion made by Nancy, seconded.

Program: Bob G., AI- A Closer Look. ChatGPT and Dall-E2 used across many industries (health, finance, retail, manufacturing, transportation, cybersecurity, behavior analysis, malware detection, user authentication, threat response, audio, video, machine learning) all use AI tools; chatGPT pros- fast and accurate, versatile, natural language processing, scalable, customizable, cost effective, accessible, continuously improving, multilingual, fun and engaging; chatGPT cons- limited contextual understanding, bias and lack of diversity, dependence on training data, limited creativity, limited emotional intelligence, potential of misuse, need for human moderation, limited personalization, vulnerability to a universal input, need for continuous improvement. Use AI as an aid creation, do not let if be the final presentation. It has advanced to a level that it is now at a pivotal point, chatGPT has been added to Chrome.

Next month's program: January- Joe1 on How To Edit a saved video. By Clipping What You Want; February- Bob from PCTech2U ?

Submitted by:

Secretary Tom Rich

NOVEMBER BOARD MEETING MINUTES DATE 11/15/2023

Meeting was called to order by: Neal

Attending the meeting were: Joe1, Neal, George, Gloria, Cheryl, Tom, and Nancy.

The treasurer's report was presented by: Joe1.

Discussion Highlights: 1) Discussion of past AI presentation; 2) Xmas party at December meeting- starts at 12:00; 3) January meeting- NCH Video Editing, 4) Club dues do at January meeting- $20 singles, $26 family; 5} February meeting- Bob from PCTech2U; 6) Need ideas for future meeting presentations; 7) Election of club officers at February meeting.

Future Programs: December– Christmas party; January- Joe1, Video Editing; February- Bob, PCTech2U.

Adjournment: Motion by Nancy, 2nd by Gloria.

Submitted by:

Secretary Nancy Rich

Jokes

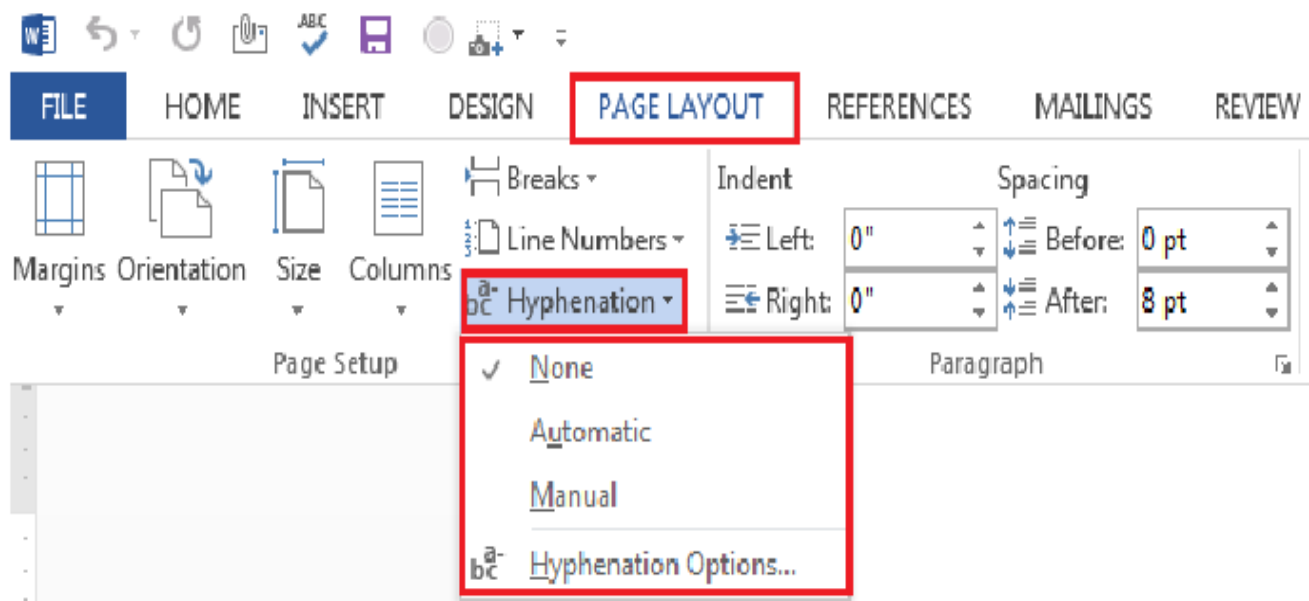Here are some warm up corny jokes to prepare you for our game on Saturday. Answers throughout newsletter.

1.Why shouldn't you trust snowmen?

2. Which of Santa's reindeer has the best moves?

3.Where does Santa stay on vacation?

4.Why don't Christmas trees knit?

5.Why shouldn't you lend money to elves?

6.What kind of music do elves listen to?

MS Word Tips and Tricks

Control Word Break with Hyphenation

Have you noticed the words breaking into separate lines like; Therefore looks something like; There-fore or like-wise or en-try? I am sure you must have at some point, well this happens due to hyphenation. When a word does not entirely fit into a single line hyphenation automatically breaks or splits the word in smaller segments.

To enable or disable hyphenation you need to first;

Step 1: Click on the Page Layout Tab

Step 2: Select Hyphenation under the Page setup Ribbon group.

You will find **three options** under Hyphenation –

1) *None* (select this if you want to disable the hyphenation option)

2) *Automatic* (under this selection, you can view the hyphenation created in your current document)

3) *Manual.* (On selecting this option a Manual Hyphenation dialogue box will appear allowing you to manu-ally adjust or change the suggested hyphenation for certain words.

1. They're always up to snow good.

Asking Google is so easy and convenient

By Jim Cerny

Everyone enjoys learning IF it is a fun and helpful experience. For example, if you get a new car with all those electronic options, it can be fun learning those which will keep you safer and offer a more pleasant driving experience. Everyone enjoys learning in different ways. Some enjoy a classroom experience with others. Some feel that the best way is with a personal tutor to help them precisely with what they need or want to learn. But first, why not just Ask Google and see what happens? Then, let's explore some learning "tricks" to help you learn more easily and have fun while learning right on your computer.

1. Make a list of what you THINK you would like to learn. This list will always be modified and edited, so write this in pencil.
2. Pick one thing on your list that you think should be a short learning curve. This will help you get started.
3. Set a time limit of just 10 or 15 minutes with a "reward" at

the end waiting for you. (I like chocolate!)
4. Ok, now start by "Asking Google." Ask as you would a private tutor – "How do I create a new folder in Windows?", "How do I copy my photos to Google Photos?", "How do I make sure my virus protection is working?" etc. Try to be specific with such phrases as "using Windows" or "using my iPhone" in your question.
5. You will get a long list of options AND a list of questions similar to yours that you can click on to get results and answers. You will also see (if you are lucky) a quick checklist of steps to do what you asked. This is great as a short reminder of something you have done before but forgot.
6. Scroll down the list and look for a short video to watch to answer your question. Pick one and click on it. If you find it is not what you wanted, just X out of it and try another one.
7. Write down the answer you think is best.
8. Now, right away, minimize that browser window and actually DO IT. You can always go back to that window to see the next steps if you need to. Do not be afraid of making a mistake; you will not hurt your computer.

2. Dancer

Asking Google is so easy and convenient (cont.)

9. If you were successful, check your written answer and see if anything needs to be changed. For example,
was it hard to find that box to click on? Did you have to scroll down to get to the option you wanted? Note the helpful information you needed to know for your use, which may not have been that clear in the instructions you saw.
10. Keep your note! This is the one thing you learned today. If you DO IT three times, you will be much more likely to remember it (and where to find it in your notes in the future).
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11. Yes, you can easily keep notes on a computer file too, but it is yet another window to keep open as you go from window to window. So some people like to keep their notes in a paper notebook. But do what you want.
12. You should sort the things you learn by category – such as computer security, using

your browser, working with files, photo storage, iPhone settings, etc.
Hey, if you learned one new thing a day, in a month, you will be amazed at yourself and will deserve an
extra reward! Classes and tutors are great too, but   using your computer to learn is so convenient and free.
So, take the next step to learn something fun and see what happens.

By Jim Cerny, Forums Coordinator and Class Instructor
https://thestug.org/ jimcerny123 (at)gmail.com

3. At a ho-ho-ho-tel

And the Scam Keep Coming
By David Kretchmar

If you're on the phone with some nice, polite person who asks you to download some software onto your computer that will allow them to remotely fix something that has been a problem, please think twice about it. Then do not do it. The chances are high that you are dealing with a scammer trying to get financial and personal data about you.

It is probably generally a very bad idea to give a stranger access to your computer. Yes, there are   exceptions; I have allowed a Microsoft Tech to access my computer remotely to fix an Operating System installation problem. But anything short of that, such as reactivating a permanent version of Microsoft Office after a hard drive failure, did not require me to relinquish control of my computer to a stranger. Therefore, it is extremely unlikely that any issue you might be having would require you to give a stranger remote access to your computer.

My Experience

I was having problems installing AOL Gold on a client's new computer. A Google search led me to what appeared to be a legitimate AOL site, or at least it fooled me. I called the number and spoke to a nice, polite young lady, who might have been on the other side of the world. She explained that to fix the problem preventing AOL Gold from loading, I would have to give her access to my computer. She asked me to download and install a program that would allow her to access my computer, which I foolishly did. She then sent me a code by text or email, which I had to enter to activate a remote session. Then for the first time, I wondered, why does she need to do that? I told her I was a computer tech who could probably follow her instructions, and she gave me an unsatisfactory answer. So, I terminated the call and uninstalled the remote access software.

Remote access programs such as TeamViewer, AnyDesk, LogMein, and dozens of others are legitimate programs, but they can be used for nefarious purposes. Scammers expertly reproduce the logos of legitimate software providers, such as AOL and McAfee. They can even spoof their email address, so an email appears to be coming from a legitimate company.

4. They keeping dropping their needles

As we approach the holidays, computer scammers and hackers seem to step up their attacks on computer systems. Users are especially vulnerable to messages from vendors such as Amazon stating there is a problem with their order since many of us do order gifts from online vendors this time of the year.

Fake antivirus email scam

Scammers might come at you via your email. For example, one message I have seen purports to be from McAfee or Norton, stating that your credit card will be charged for another year's subscription unless you contact them via a phone number or hotlink in the email. This message sounds authentic to many users, who might have had McAfee or Norton in the past, or who got a free trial that comes with many new computers. When contacted, the scammer will state that for you to avoid additional charges, the scammer must remotely access your system. They will try to get you to download remote access software to give the scammer access to your computer. Just say no. There is no legitimate reason someone needs to access your computer to remove a program.

So don't let your guard down!

David Kretchmar, Computer Technician

Sun City Summerlin Computer Club

5. They're always short.

Zoom Sessions

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

https://us02web.zoom.us/j/3975898877?pwd=RjF5ZTM3R25qNXhHRjdWRVAzQ1M2Zz09

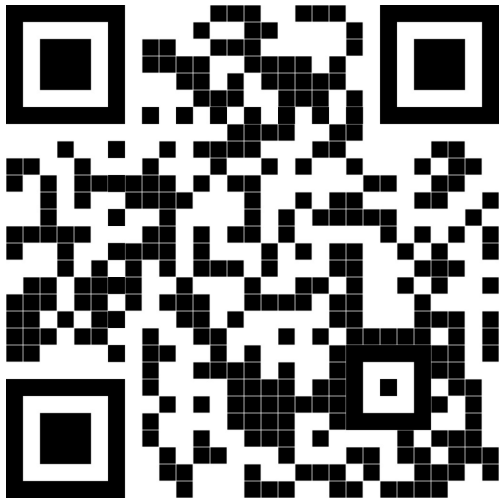Meeting ID: 397 589 8877   Passcode: 4ukxAh

Phone users:

Dial by your location   +1 312 626 6799 US (Chicago)
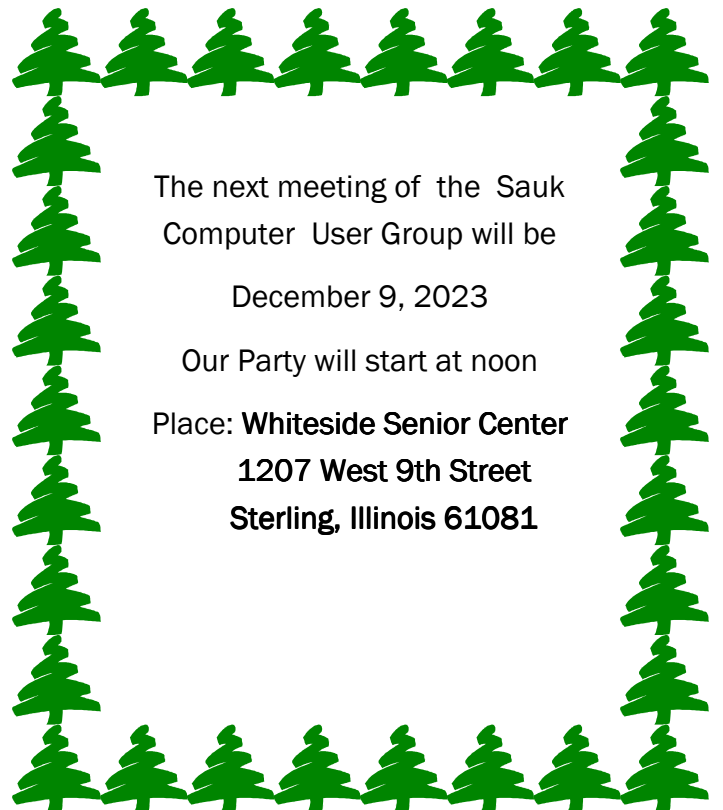
Meeting ID: 397 589 8877   Passcode: 936460

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

6. Wrap music

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

There will be no Question & Answer time in December

The next meeting of the Sauk Computer User Group will be

December 9, 2023

Our Party will start at noon

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

CHRISTMAS PARTY
WITH SANTA JOE STARTING AT NOON