



THE COMPUTER CONNECTION

SAUK COMPUTER USER GROUP

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July Minutes 7/13/2024

Open Meeting:

Neal

Question and answers:

1) There was a lot of discussion on internet and streaming services.

2) Discussion about Windows 10 vs Window 11.

3) There is an upgrade of Snipping Tool in Windows 11.

4) How to change format in all the cells in

Excel.

Treasurer's report: by Joe1 and approved.

Old business: None.

New business:

1) Need \$2/ person for August club meeting at Pizza Ranch to cover tips, spouse or a guest are welcome. **If you have not made reservations still welcome, pay Joe when you come in.**

2) Board meeting

Wednesday at Angelo's-Sterling; 3) DC Computer will be doing September meeting.

Adjournment:

Program: Neal did an excellent presentation tips in Microsoft Word.

Next month's program: August- Pizza Ranch (11am to 1pm); September- DC Computer.

*Respectfully
submitted by Joe
Fornero for Tom
Rich*

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**BOARD MEETING
MINUTES FOR
JULY 2024**

Meeting was cancelled with people out of town and in rehab.

Jokes

I've created a new computer that is almost human."

"You mean that it can think, feel and reason just like a human would?"

"No, but when it makes a mistake it blames it on another computer."

The Computer Nerd and His Apprentice

So, I have a story about a wise old computing nerd and his new technological apprentice. He wanted to tell his young child some core life morals, as well as teach about old technology.

The wise man first showed the kid a polaroid camera. The kid quickly took it, and snapped a photo, but was very confused when the picture did not immediately show. The kid did everything to the picture to try and make it develop, but it didn't speed up, and when the photo did develop, the photo was fuzzy and unreadable. The wise old man put his hand on the shoulder, and told his apprentice that "memories take a long time to form, but are very fickle."

The wise old man then showed the kid a flip phone, and the kid immediately tried to send a text, but the cell phone didn't send messages very well. He was eventually unable to send messages due to reaching a bandwidth limit. The kid seemed confused, but once again, the wise old man put his hand on the kid's shoulder, and told them that "Sometimes, it is better to say a little than it is to say a lot."

Finally, the wise old man showed the kid a fax machine, which the kid almost immediately recognized. He tried to use the built-in scanner to copy a drawing he had made earlier, but yet the scanner

would not print the image. The kid began to cry. Seeing an opportunity for a very important lesson, the man told them to keep crying, if for a little bit, and try again. The kid, still distraught and confused, decided to oblige. The scanner did not print once again. The man then told the kid to stop crying, and try one more time. Of course, the scanner did not work. At this point, the kid decided to read the error in detail, and saw it was out of paper. Refilling the paper, the scan went flawlessly. The man put his hand on his shoulder of the kid, and told his apprentice that "Fax don't care about your feelings".

Where did the computer mouse go to get a drink?

The spacebar

And you know I've been to a couple spacebars before, they're all exactly the same. Great food, no atmosphere.

Clean Your Dirty Laptop

By David Kretchmar

After being used regularly for months or years, our laptops accumulate dust, grime, skin oils, sneezes, and who knows what else. Your laptop is most likely due for a cleaning, and I'm going to pass along some suggestions for how to do it effectively without harming this delicate piece of equipment.

You know your laptop is filthy. You can see the dirt and grime on your screen and keyboard. You might also be able to see grime accumulated on your trackpad. So, it's time for a cleaning.

A shining, newly cleaned laptop should be a joy to use; the keys are clean, and the screen is free of smudges and splatters. These cleaning suggestions might also be helpful if you buy a used laptop since the previous owner doesn't always leave it in pristine condition.

YOUR SUPPLIES

You don't need much to clean a computer: rubbing alcohol, a mild dish detergent, soft lint-free cloths (microfiber cloths are ideal), Q-tips, and canned air. Ninety percent or higher isopropyl alcohol is what you want since it won't damage the internal components. And if you have some particularly

embedded dirt, a Mr. Clean Magic Eraser (or other melamine sponge) can also work wonders. However, it should be an absolute last resort since it's abrasive and can leave permanent scratches.

Don't waste your money on specialty cleaners you see at Amazon or big box electronics stores like Best Buy. They work just fine but no better than what you already have at home.

START WITH THE INSIDE

Starting with that dirt on the keyboard and screen might be tempting, but you should start with the internals. Canned air will blow dust and dirt everywhere, so if you start cleaning the screen, you'll have to clean it again after you've used canned air. Start by blowing out the dust, then move on to the outside.

You shouldn't have to open your laptop to clean the inside. Turn off the laptop, unplug the power cable, and remove the battery if it pops out (removable batteries are becoming a thing of the past). Give it a quick burst

away from the laptop to eliminate condensation, and then start blowing air into any cracks and crevices: the keyboard, the vents, and even the USB and other ports. Blow in short bursts since longer sprays can cause moisture to accumulate inside your computer. You can also damage the fans by making them spin too fast.

You probably won't see a significant change after doing this. The goal is to prevent dust buildup over time, which can cause your laptop to overheat and possibly spontaneously shut down. If you can see dust bunnies in the vents, you've let it go too long without a cleaning. If you see dust stuck behind the vent that you can't dislodge by blasting it with compressed air, consult your user manual to open the case. Be sure you remember which screws went where for the reassembly. Snap a picture or two of your laptop for reference before opening the case, and be super-organized with the screws as you remove them.

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By David Kretchmar

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Smokers and pet owners should take special care to clean the inside often since you'll likely experience a much quicker buildup of dust, smoke, hair, and other dirt. Computers exposed to smokers can have their useful life cut by as much as half.

WIPE DOWN THE OUTSIDE

Remember, when cleaning a laptop (or desktop) computer, apply the cleaning product to the tool you're using to clean, NEVER directly onto the computer. So, grab your microfiber cloth, pour a little alcohol onto it, wring it out so it isn't dripping wet, and wipe down the surface. Cotton swabs and alcohol are helpful for the keyboard keys and the small spaces between them. (If there are marks that won't come off, you can try rubbing them with a Mr. Clean Magic Eraser or other cleaner very lightly, but again, they're mildly abrasive, which can alter the surface's finish.)

It may take a few passes to get all that grime off, but you should notice a dramatic difference once you do. If your laptop is particularly old, you may not be able to get rid of the shine on the keys; some of us may have worn down the top layer of plastic and

even the letters on the keys. There's not much you can do about that.

You should be able to wipe fingerprints off your screen with a dry microfiber or soft terry cloth. If you need more cleaning power, a slightly damp cloth that has been thoroughly wrung out first can help. Some manufacturers, including Dell and Lenovo, even say you can use a 50:50 mixture of isopropyl alcohol and water to remove tough dirt. Avoid household cleaners with harsher chemicals like ammonia or Windex on the screen.

GET RID OF BAD SMELLS

Let's say you have a particularly terrible case of a gross laptop, and even after the above steps, your laptop still carries the essence of whatever it has been exposed to. I've seen many laptops that smelled like smoke, and getting rid of that is challenging or impossible.

Cleaning the surface can help, but many of those smells may also be inside the computer. For that, you can turn to a natural deodorizer: charcoal. Don't go digging through your grill for briquettes! Cooking charcoal is different from activated charcoal.

Activated charcoal is made with much more (micro) surface area to be more absorbent.

Another common household item is kitty litter. It's a great odor eliminator because most kitty litter formulas have activated charcoal to neutralize litter box smells.

Seal the laptop in a bag or closable bin with a cup or so of the activated charcoal or litter and leave it for at least 24 to 48 hours. If you don't have a cat, people also had good luck with diaper pail deodorizers, which are neat little packets of charcoal you can throw away when you're done. The longer you leave the computer in the bin, the better.

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Do You Use Two-Factor Authentication?

By Phil Sorrentino

If not, you might want to consider it for specific accounts if it is offered. Two-factor authentication is a way of adding an additional level of privacy to a computer account. When you set up an account, typically on a computer server, you assign a "User Name," which is not private, and a Password, which you are advised to keep private. This provides a certain level of privacy because to access your account, you must provide the User Name, which is not private, and the password, which is, hopefully, known only to you. This is probably all you need to do for most of your accounts. However, adding another level of privacy would be prudent to guarantee that you can access the account only for specific accounts. These accounts would be those that you would be very unhappy if someone else, or some other computer, could access and download or manipulate its contents. An account that contains very personal information or an account at a financial institution might be just this type of account.



Client-Server Architecture

Keep in mind the internet employs a Client-Server Architecture. Using this architecture, your account is on a server computer, not your home computer, tablet, or phone. These (client) devices only provide the ability to connect to the server and manipulate the account contents. So if someone else knew your User Name, which is not protected, and knew or stole or guessed your Password, which is hopefully protected, they could access the account and manipulate the contents. If it's a financial account, they could probably manipulate its value. Unfortunately, no matter how diligent you are in protecting your password, sometimes passwords become known to the bad guys, such as "hackers." If hackers get into your financial account, they can possibly use it for fraudulent financial transfers or payments, or worse, a password alone may not be enough. Even many services that don't offer two-factor authentication have instituted various checks on the computer attempting to use a particular server account, like

sending an email to the email of record indicating a new computer is trying to access the account and asking, "Is this you?". If you are concerned about this, google "What happens if someone accesses my account" and see the possibilities. Nowadays, many services employ two-factor authentication to help guarantee that only the account owner can access a particular account.

Two-factor authentication is not a new concept. Banks have used a second form of identification for years, using ATMs to secure access to safe deposit boxes. When a bank customer visits a local automated teller machine (ATM), one authentication factor is the physical ATM card that the customer slides into the machine ("what you have"). A second factor is the PIN the customer enters through the keypad ("what you know"). When you want to get into your safe deposit box, you have to provide the account number ("what you know") and a key ("what you have") before they will let you into the box. Fortunately, many, if not all, financial institution servers provide the ability to use two-factor authentication. Two-factor authentication requires a second form of identification, which you typically have. Two-factor authentication increases the probability that the requester is who he says he is. The more factors used, the higher the likelihood that the requester is the account owner. Two-factor authentication is sometimes confused with "strong authentication," but these are different strategies. Soliciting multiple answers to challenge questions may be considered strong authentication. However, unless the process also requires "what the user has" or "what the user is," it would not be regarded as two-factor authentication.



What you know + What you have = Positive Authentication

In general, authentication can be done by "what you know," like a password or pin, or "what you have," like a badge or a smartphone, or "what you are," like a fingerprint or iris eye-print. (Some highly classified systems may require all three for authentication, which would involve possessing a password and a physical token used in conjunction with biometric data, such as a fingerprint, a voiceprint, or a retina scan.)

Do You Use Two-Factor Authentication? (cont.)

For most typical internet servers, the second form of identification is "what you have." The "what you have" can be a code sent to you by text, email, or phone; the account owner usually makes the choice. The code is typically a one-time-use series of six or so digits. Once the code is sent, you will have enough time to enter it into the screen that starts the authentication process. If email is selected, the server will send an email with the code to your email address of record on that server. Once you provide the correct code, you will be granted access to the account. If a voice phone call is selected, the call is made to the phone number on the record on that server. Once the phone call is answered, the digits are announced, and you can enter them on the screen that starts the process. If a text is selected, the text will be sent to the phone number of record on that server (ensure the phone number can receive texts). The code in the text can then be entered into the screen that starts the process.

Two-factor authentication adds an extra step to your login process, and depending on how the service has implemented it, it can be a minor inconvenience or a major annoyance. (And it also depends on your patience and willingness to spend the extra time to ensure higher security.) However, in the long run, using two-factor authentication improves the security of your private information, which is undoubtedly something we all want. So, take the time to set up two-factor authentication on at least all of your financial and very private accounts.

By Phil Sorrentino, Secretary & Newsletter Contributor

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>

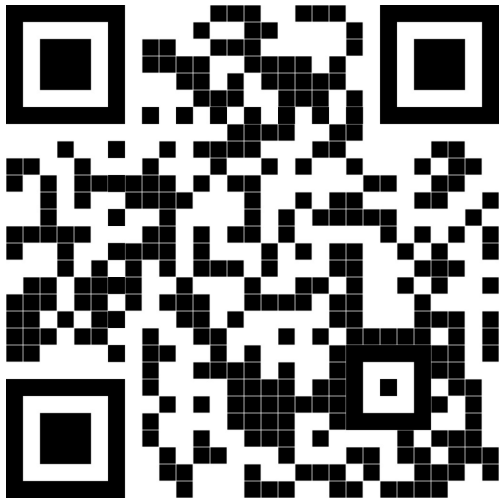
Meeting ID: 397 589 8877 Passcode: 4ukxAh

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.

There will be a No Question & Answer or Presentation.

The next meeting of the Sauk
Computer User Group will be
August 10, 2024

We will have the back private dining room
from 11AM–1PM.

If you did not make reservations, you and
spouse/friend are still invited. Need to pay
\$2/person for tip at door. Club will pay for
your meals.

ANNUAL PICNIC WILL BE HELD AT THE PIZZA RANCH IN STERLING FROM 11AM – 1 PM. THERE WILL NO ZOOM SESSION THAT DAY.