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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 20 No 6

Caddo-Bossier Windows User Group Newsletter

June 2018

We Are Making Changes!

The Caddo-Bossier Windows User Group was established on February 13, 1997. We have enjoyed 21 successful years of sharing information and tips to help us keep up with our ever changing computer systems. We will continue to do that but have decided to make some changes. A lot of our faithful members are having difficulty driving at night and we have an option to remedy that problem.

We are now going to meet on the third Thursday of the month from 2 to 4 PM at Christ Lutheran Church where we have been having free computer classes for several years, and some of you have attended those classes. Bernie Conradi will continue to present the program as he has been doing all along for Caddo-Bossier.

As many of you know J C Barnett, our treasurer, is dealing with some health issues and is no longer able to continue in the position of treasurer, and our Vice President Fred Kocher is also dealing with health issues that have been keeping him from attending meetings.

We have decided to make it easier on everyone and dissolve the Caddo-Bossier Windows User Group. What this means is that we will no longer pay dues, we will no longer have to report to the Internal Revenue every year, we will not have memberships, or have to make deposits in the bank, and we have also decided to discontinue having door prizes. We are no longer going to have a newsletter, which will make it much easier on me. Bernie may, or may not, bring tip sheets. It is getting a little more difficult to find new information to put on them without repeating.

We will continue learning about and keeping up with our computers and getting together to enjoy each others company as we have for all these years, and hopefully this will be more convenient for everyone.

We appreciate Christ Lutheran Church for allowing us to use their facilities for our computer meetings. And there is plenty of parking! A big thank you to Podnuh's Bar-B-Q for providing us a meeting place over the years.

May Door Prize Winners



Darryl Strange won a Wireless Mouse & Carole White won a can of Compressed Air.

MEETINGS

Thursday June 13 Meeting

Will be at 7:00 PM

At Podnuh's Bar-B-Q

Beginning July 19

**Our Computer Meetings Will Be Held
 From 2PM to 4PM**

**On the Third Thursday of the Month
 At Christ Lutheran Church
 290 Idema Street—Shreveport, LA**

This will be our last newsletter but you will be able to continue to read past issues on the cbwug.com Web page.



Bernie Conradi

Thank you to Bernie Conradi for conducting the meetings, presenting a program and answering questions.

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THE WINDOW

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The Caddo-Bossier Windows User Group club was established February 13, 1997.

The Caddo-Bossier Windows User Group club is being dissolved in June of 2018

Membership Dues.
There will be no more dues.

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www.cbwug.com

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~Thank You~

We want to express our gratitude to:

Podnuh's Bar-B-Q 1146 Shreveport-Barksdale Hwy for letting our group hold our monthly meetings in a private dining room in their restaurant.

BancorpSouth for providing us with a checking account at no charge.

President's Page**Caddo-Bossier Windows Users Group May Meeting**

Glenda started the meeting with the Treasures report and then informed the Group of the decision by the Board to discontinue the CBWUG after the June 2018 meeting. The Board has decided that this is the right time as our membership is declining and we are losing some of our long-time members. In place of our monthly meeting at Podnuh's on the second Thursday of the month, I am going to continue to conduct the meeting at Christ Lutheran Church on Idema Street, on the third Thursday of each month from 2 to 4 PM. This will be our new meeting place and I encourage all to attend when they can. Having the meeting in the afternoon will make the meeting available to all who have trouble driving at night. I would like to thank all who have been on this journey with us for the last 21 years that CBWUG has existed. The Board will meet at the meeting in June to formalize the shut down of Caddo-Bossier Windows Users Group.

The meeting proceeded with a long discussion about the shut down of CBWUG and then a lengthy discussion of the recent release of the Spring 2018 Windows Update, Version 1803. Not many of our members have received this update yet but were informed as to what to expect and how to get it if they wanted now. I then showed an article on how to identify some recent tricky Internet scams, and then I demonstrated how to use the desktop magnifier and how to zoom in to enlarge something on your desktop or in a document.

The door prize winners for this month were Darryl Strange selecting a wireless mouse and Carole White selecting the canned air. Congratulations to our winners this month.

The next and final meeting of the Caddo Bossier Windows Users Group will be June 14, 2018 at Podnuh's Bar-B-Q. Look forward to seeing you there.

I would like to ask you if anyone has something you would like to hear about just send me an email and I will try to research the item, so I can present it at a later meeting. I am open to suggestions about what to present at future meetings.

Bernie Conradi, President Caddo-Bossier Windows Users Group

To Update Your Apps

By Jim Cerny, Instructor, Sarasota Technology Users Group, Florida March 2018 issue, STUGMonitor
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Our computers, smart phones and tablets all run software called “apps” – or “applications”. Well, that’s the current “hip” name for them anyway; they are just programs. Every computer comes with some apps. You do not need to install them; they are already on your device and ready to go. In addition, you can (and should) install more apps – applications of games, news, weather, word processing, email, and whatever else you are interested in. Every app, sooner or later, will need to be updated. These updates are provided free to you from the company or group that created the app in the first place. And yes, you should always update your apps. The updates contain “bug fixes”, corrections, and perhaps some additional services. Updates may also change the appearance of your app, both in the “logo” that appears on your start/home screen and the screens you see using the app. One more thing, your device also runs the “boss program”, usually called the operating system. This “boss” app is running as soon as your turn on your device and all other apps are running with its permission and oversight. This app, called “iOS” on the iPhone or iPad, and Windows on a Windows computer, also needs to be updated. On my iPhone now, I am running iOS 11.2.5 – the numbers indicate the release or version number. Every time you update the iOS, these numbers will change upwards. When updating the iOS, you cannot use your device at all until the update is complete. When updating other apps, however, only those apps in process of being updated will not be available until the update is complete.

Is there a downside to updating apps? Yes, I think so. An updated app may include more or different “pop-up” advertising, or gather more information from you and your device, or may change the way the screen works. But the alter-

native of not doing the updates is not worth it.

To update your apps on your iPhone or iPad, look at the “App store” icon – it should have a small red circle with a number in it if updates are pending. Touch on the App store icon and, at the bottom of the screen, touch “Updates”. You will see at the top of the next screen the apps that need updating – you may touch individual apps or “update all” and the updates will take place. You may also turn on “automatic updates”. This option is found by touching “Settings”, then your name with “Apple ID”, then “iTunes and App Store”, then “Updates” (which is under the “Automatic Downloads” heading). If “Updates” is green, it is “on”, if no green, it is “off”. Touch to turn it on or off. If “on” it will automatically apply all updates when they are available. I prefer to keep it “off” so that I can see the updates being made and choose when to update them. Whatever you like is ok. After an app has been updated, the app icon will have a small blue dot under it – this indicates the app has been updated but not yet used since the update. The blue dot should disappear after you open and use the app.

On my Windows computer, I like using “Glary Utilities” (which is free). One of the helpful options of Glary Utilities is to scan my computer and find all the applications that need updating. Then, through Glary, I can download the updates (one at a time) and run them. A typical update requires that the app company first determines your current version of their app and if you need to update it. Then you “download” the update to your Windows computer, then “run” the update. Glary makes this easy to do – you do not have to search the internet for each app update. Glary can also scan my computer, look for problems, and fix them – all in just a minute or two.

So, don’t be afraid to update your apps; it is the way to go to keep you and your device current.

Basic iPad Skills

By Jim Cerny, Instructor, Sarasota Technology User Group, Florida
November 2017 issue, Sarasota Monitor
www.thestug.org jimcerny123 (at) aol.com

The iPad by Apple is becoming more and more popular. It is really a full computer that is easily portable and so helpful for many every-day tasks, communication, entertainment, etc. Having taught many iPad classes, here is a list of the BASIC skills every iPad user should know. If you would like more information on any of these, please ask Google! By the way, these tips are helpful for the iPhone as well:

1. You should know and have written down your Apple ID Account and password (so you can purchase and download apps, even free ones). Also, if you use a "passcode" to access your device, write that down too!
2. Verify that your iPad is on Wi-Fi or not. Touch Settings and see that Wi-Fi should display the network name or ID if you are connected or "not connected" if you are not.
3. Check for any software (apps) updates. See if there are any numbers on your "App Store" icon. If so, touch icon and download the updates.
4. Organize your apps icons on your screens. Touch and HOLD on any icon until they all vibrate. Now you can DRAG any icon to any place on any screen. Drag icon to left or right edge of screen to place on another screen. (Note the small white and gray dots toward the bottom of your screen shows the number of screens you have.) Let up finger to place icon. Hit HOME button to exit the "vibrating" mode and get back to normal.
5. Getting a new app: Open the "App Store" icon and enter a search word or two in the "Search" bar at the top of the screen. Try it! (golf game, maps, movies, puzzles, news, etc. are all samples of search words, try your words).
6. Before downloading or trying a new app: In the App Store, touch any app to learn more about it.
7. To DELETE an app you no longer

want, touch and HOLD the app icon until it vibrates. Touch the small "X" that appears in the upper left of the icon and your app will be deleted from your device. If there is no "X" you cannot delete the app. Sorry, you do not get your money back if you purchased the app.

8. Close previously used apps from memory. Double-click the home button and your previously opened app pages will appear on the left side. Drag UP each app to remove it from memory.

9. Turn your iPad completely off periodically by HOLDING down the off/on button until "Slide to power off" appears. Then do it. HOLD the off/on button down until a white apple appears to turn on your iPad after a power-down.

10. Know some basic symbols such as for Wi-Fi, Bluetooth, battery, airplane mode, and the "busy" rotating symbols.

11. Backup your important apps on iCloud. In Settings, touch your name/account, then touch "iCloud" (it has your account name under it), in the list that appears, turn "ON" the iCloud for each app, such as Contacts, Calendars, Notes, etc. These will be backed up for you on iCloud.

12. Adjust brightness. In Settings, touch "Display and Brightness". I like using "AutoBrightness" so I have that turned on.

Learn something NEW about your iPad often. Talk to friends, take a class, and, most important, use the Safari app that comes with your iPad or ASK GOOGLE (you can download the Google app for free).

Here are some sample questions to ask: How do I stop my iPad screen from rotating? How do I change the text size on my iPad? What is Bluetooth on my iPad? How do I use Google Earth on my iPad? I hope this will help you enjoy your iPad even more! Good luck!

~Web Sites~

Note: Caddo-Bossier Windows User Group does not indorse any Web sites listed in this column, or elsewhere in this newsletter.

Windows 10: Tricks, Tips, and Tweaks

<https://www.pcworld.com/article/2875600/windows/windows-10-the-best-tips-tricks-and-tweaks.html>

(Windows 10 is chock-full of handy, hidden new features worth exploring. Check out the best tips and tricks here. Windows 10's constantly evolving nature means fresh features arrive twice per year, and with all the new goodies come a legion of new tweaks and tricks-some of which unlock powerful functionality hidden to everyday users. Others simply let you mold the Windows 10 experience into the shape you see fit. Here are some of the most useful tweaks, tricks, and tips we've found, starting with some of the highlights from the Windows 10 April Update (which includes more nifty hidden features than we can include here).)

Design Dream Home In 3-D

<https://www.homestyler.com/>

(100% Free. No Installation is required. All you need is a modern browser to start your home decoration journey. Visualize in 3D, Live. Walk through and experience the space you design in real time. Get Inspiration. Decorate your space with thousands of real furniture products. Walk through your design and get a real sense of the space.)

Spoofig

<http://www.thewindowsclub.com/email-spoofing>

(This post explains how an email can look like it comes from a trusted place, but is actually from somewhere quite different.)

Currency Converter

<https://www.makeuseof.com/tag/currency-converter-windows-10/>

(If you need a currency converter you have many options to choose from. Google Search, for example, can easily return currency conversions. Dedicated currency converter apps and websites are plentiful as well. But if you want to stay away from the web and mobile devices, here's some good news: the Windows 10 Calculator has a "hidden" currency converter feature. The classic Windows Calculator contains many overlooked features. We bring them to light and show you how you can use this app to do math faster, process unusual calculations, and save money.)