

A quarterly newsletter for the members of the Laguna Woods Village Computer Club



**Winter/Spring  
2017**



## President's Letter

**ARE YOU PREPARED?!**



Hello 2017! I've noted that as I age (yes, I of course had another Birthday late last year!) the following are increasingly important to me: predictability, routines, dependability (of things and people), staying well and maintaining a good rhythm. Many people have shared similar or same thoughts. So, what does this have to do with the PC Club's Newsletter?? Admittedly, it's not real obvious at first, but please think about these 5 items in the context of your computing devices (PCs, tablets and Smart Phones) that you use during your life these days. For example, your routine – to name one - will be severely disrupted by a breakdown or worse, the complete loss of your device, if you haven't prepared for the worst!

That means simply adhering to a few straightforward and generally well known steps as "insurance" against disaster. **First**, back up; it's not that difficult and the options are many and affordable. (use Bing, Google or Yahoo search to check these out) **Second**, ensure that your OS and all your most important apps are updated regularly. That of course includes what should be your #1 – right up there with the OS – *security, internet safety and protection* – *you must have the maximum* against the myriad bad things that can disrupt and disable your device. To cover your bases for this item, insert calendar reminders - both electronic and the old-fashioned way, to do so at least monthly, and as far out as you wish! *It will be very helpful to have the discipline to "stop the music" when the reminders occur and take care of business – make it a priority!* **Third**, (or at least right up there in the top 5) would be to take advantage of some of the numerous great utilities and additional apps that can be obtained and used (often free of charge) on your devices, system monitors, disk checkers, password managers, pdf readers and file manager apps immediately come to mind.

(Con't. on pg. 3)

**WE NEED YOU!**

**VOLUNTEER**



Join our many wonderful PC Club Volunteers and share your talents and desire to help with us. Volunteering is rewarding and helps the PC Club provide the services we have all expected and enjoyed over the years.

**Contact the President or any Board member.**

## **BOARD OF DIRECTORS**

**Bob Sellards, President**

[president@thepcclub.org](mailto:president@thepcclub.org)

**John Huber, Vice Pres.**

[vicepresident@thepcclub.org](mailto:vicepresident@thepcclub.org)

**Barbara Harris, Treasurer**

[treasurer@thepcclub.org](mailto:treasurer@thepcclub.org)

**Lynn Brown, Secretary**

[secretary@thepcclub.org](mailto:secretary@thepcclub.org)

### **MEMBERSHIP**

★ **VACANT**

**HISTORIAN, APCUG Rep**

★ **VACANT**

### **PUBLICITY**

★ **VACANT**

**Janet Bailey, Education**

[educationchair@thepcclub.org](mailto:educationchair@thepcclub.org)

**Kathryn & Shelton Green,**

**Co-Web Masters**

[webmaster@thepcclub.org](mailto:webmaster@thepcclub.org)

**Marci Neuroh, Greeter Chair**

[greeterchair@thepcclub.org](mailto:greeterchair@thepcclub.org)

**Shirley Muse, Newsletter Editor**

[newsletter@thepcclub.org](mailto:newsletter@thepcclub.org)

**Charles Easlon**

**Systems Administration – LC**

[systemanalyst@thepcclub.org](mailto:systemanalyst@thepcclub.org)

Again, use Bing, Google or Yahoo search to ferret out those you feel are suitable for your computing needs. **Fourth**, pledge to know and understand more about Windows 10. It's as simple as going to YouTube and typing Windows 10 tutorials in the Search Box, or you could choose a specific topic or issue and use that as your search. (you won't be disappointed!) You could also go all out and use the award-winning Professor Teaches Windows 10:

<http://www.individualsoftware.com/>. This is a robust self-paced tutorial program; also, currently available on Amazon for \$14.99 a savings of \$5.00 BTW this is available for your use on many of our OS 10 PCs in the Workshop. Another BTW- did you install a major OS 10 update, the "Anniversary Edition" when it was released last year? Another – the "Creators Update" - is on the horizon; Microsoft has said the release date is April. New and improved features – and benefits – come with these as they fine tune the original Windows 10 OS; don't miss out due to indifference or by making this a low priority item. **Lastly**, (if you truly want to increase your assurance that you won't be distracted by difficulties with your PC hardware and software) would be to set up a regular maintenance routine. We've had the chance to do things like Disk Cleanup since Windows 95. It's still available – just type that in your search box on the Taskbar, or ask Cortana to open it. While you're at it, type scan disk; your 1<sup>st</sup> choice presented in the results should be "Defrag and Optimize Drives." Open this to reveal the app responsible for this activity. Finally, you'll want to open Control Panel and select two items: 1) Security and Maintenance - utilize the numerous options found by clicking the two dropdown arrows; 2) Administrative Tools. This final step presents you with well over a dozen tools and options to manage – and maximize your Windows 10 OS. *You'll want to proceed carefully here until you understand the purpose and function of each item.*

I'm hopeful that this article gives you useful guidelines for trouble-free productivity and enjoyment of your computing devices. I feel certain that following these recommendations will help ensure that the items mentioned above – helpful routines, predictability, dependability (of things and people), staying well and maintaining a good rhythm can remain your top priorities, rather than struggling with your technology.

Got questions? Suggestions? Comments? Contact us through our website: click on any Board Member's E-mail address after clicking on **Board** in the left-hand column Menu <http://www.thepcclub.org/> See you in our next issue.

## Some Tips, Tricks and Hidden Features of Windows 10



- Turn on audible Notifications in your Outlook Mail app. (remember that you can have other, and multiple accounts included in Outlook, i.e.- Gmail, Yahoo, Hotmail, or other)
- Add your frequently used, or most necessary Folders to the Start Menu
- Use the Search Box – or a verbal request if you have it set up in Cortana – for a quick route to any apps on your PC. You can also click the Start button, then any of the capital letters and finally the first letter in the name of your app.
- You can use the Search box (and Cortana) as a Calculator, Currency Converter, etc.
- If the entire, standard Search box is present and taking up too much space on your Taskbar, you can *change it to an icon* to preserve space. (right click, click Cortana, select "show Cortana icon.")
- When using the address bar as a Search box in Edge (yes, you can) the default setting will use Bing as the search engine. If *you'd prefer* Google, Yahoo, or "X", it's easy to switch to that – and you can switch back, or to another at any time. Open Edge – right click the ellipse (3 dots) in the upper right-hand corner – click Settings – scroll down to select Advanced Settings – scroll down to "Search in the Address Bar with" – click the box that says "Change Search Engine"; change to: Google, Yahoo, other – or add by typing it in if no options are shown.
- Aero Shake feature allows you to minimize all but one open window with one step. Grab the title bar of the window you wish to keep open – shake it and the rest will drop to your Taskbar.
- Use the Quick Launch feature for Apps that are pinned to your Taskbar – hold Windows key and press the corresponding # key. (the first 3: Start button, Cortana and Task View aren't counted)

## What We Love About Windows 10

- OMG - is that the *complete* **Start** Menu, ala Windows 7?? (yes – just right click the Start button)
- You'll love it (Win. 10) if you also have a Windows 10 tablet, phone, or device such as Xbox. There is little difference across each platform: one size fits all.
- Apps are intended to work the same on all devices; to date you'll find that holds true for the MS Office apps and a few more (developers are working on it.)
- Cortana is available to be your new "Best Friend."
- The Action Center makes your computing life easier.
- The structure (software) exists: we will eventually log-in via facial recognition and/or finger print credentials. Stay tuned as MS continues to update Win. 10
- Windows Snap now allows users to view up to 4 windows at the same time on the desktop.
- A new browser exists for Windows 10: **Edge**. It has many 21<sup>st</sup> century features that set it above and apart from any others.

### SCAM ALERT!!

Lately it seems almost impossible to keep up with scams and ways some people try to dupe us.

Check out the website to see some of the latest and BE AWARE!

[thepcclub.org](http://thepcclub.org)

© Randy Glasbergen  
glasbergen.com



“Please continue to hold. This call may be monitored for quality purposes. Of course, if we really cared about quality, we’d hire more people to answer the phones.”

## April's General Meeting

Tuesday, April 11, 7p.m. Clubhouse 7

### *Geeks on Tour + Google Photos*

Renew your membership-

Be eligible to win One of Many Raffle Prizes



## May's General Meeting

Tuesday, May 8, 7p.m. Clubhouse 7

### *PROGRAM To Be Announced*

Renew your membership- Be eligible to win One of Many Raffle Prizes Prizes



**ALL RESIDENTS  
ARE WELCOME!!**

Invite a friend or  
neighbor.

**Night Bus Service is  
Available**

**Call 949-597-4659**

[Health](#)

[Nation & World](#)

# Mayo Clinic: Computer use helps keep aging brains sharp!



Originally published April 8, 2015 at 4:08 pm

**New research also suggests that socializing, crafting and engagement in the arts also may help aging people to hold cognitive impairment at bay.**

By

[Melissa Healy](#)

*Los Angeles Times (TNS)*

If you're older than 85 and you're reading this online, you're probably one smart cookie — and you're more likely to stay that way for at least the next few years, according to a new study.

The study has found a few other fun and easy ways to stay sharp well into your 80s. Whether it's a habit started in midlife or taken up well into retirement years, you could get crafty, spend some high-quality time with other people and engage in the arts.

Much has been made in recent years about the powers of intellectual engagement as we age. And if books, newspapers and challenging brain teasers are your thing, by all means, keep doing them: There's lots of evidence that a habit of strenuous mental exercise helps keep the neurons humming into old age.

But if you're above all a people person, or a person who can't resist a good crafts project, new research suggests that socializing, crafting and engagement in the arts also may help to hold cognitive impairment at bay.

A Mayo Clinic Study of Aging found that among cognitively healthy people 85 to 89 who were followed for four years, engaging in significant social activity in mid- and late life drove down the risk of developing mild cognitive impairment by 55 percent. Engaging in craft projects in mid- to late life drove risk of such intellectual decline down 45 percent.

And compared with those who did not use a computer in late life, those who did were 53 percent less likely to develop mild cognitive impairment in their late 80s or early 90s.

The study, published Wednesday in the journal *Neurology*, makes clear that not all the factors that contribute to the risk of cognitive impairment in old age are matters of choice: Among the 256 men and women who agreed to be assessed for up to six years after enrolling in the study, those who were found to be carriers of a genetic variation associated with Alzheimer's disease — the APOE-4 allele — were at greater risk of significant cognitive decline.

In all, 121 of the 256 — slightly more than 47 percent — of the subjects enrolled in the study developed clinically significant memory and executive-function problems in the two- to six-year study period.

Also at greater risk were those with vascular diseases, chronic conditions current symptoms of depression — including sadness, guilt, low energy, concentration problems and sleep troubles — and those who developed hypertension during midlife.

The authors of the study acknowledge that they can't be sure whether socializing, crafting and computer use help keep memory and intellectual function sharper or whether the cognitively healthy are just more likely to engage in those activities. But they say these “nonpharmacological preventive strategies may reduce ... risk in the oldest old.”

***Melissa Healy***



# Miscellaneous Announcements

## Solid Waste Handling Services



Residential, commercial, and construction and demolition waste collection services are provided by Waste Management Collection and Recycling, Inc. ("Waste Management"), under a franchise agreement with the City. For more information, please call Waste Management at (949) 642-1191.

### Residential Bulky Item Collection

Both monthly and in-home bulky item collection services are offered free of charge to residents.

Bulky items include appliances, clothing, electronic waste, furniture, and certain types of residential waste, but do not include construction and demolition waste, hazardous waste, car bodies, or items that cannot reasonably and safely be loaded and unloaded into a vehicle by two people. For more information on acceptable bulky items, please [click here](#) or call Waste Management at (949) 642-1191.

Free bulky item collection occurs on the third Saturday of each month. Simply place your bulky items near your trash enclosure or in the same location that you place your trash carts. Bulky items may be set out the night prior and no later than 7 a.m. on the day of collection.

Free in-home bulky item collection is available on an on-call basis. Residents may schedule up to two (2) in-home bulky item collections per calendar year, with a maximum of five (5) bulky items per collection. To schedule an in-home bulky item collection, simply call Waste Management at (949) 642-1191.

## **THANK YOU!!**

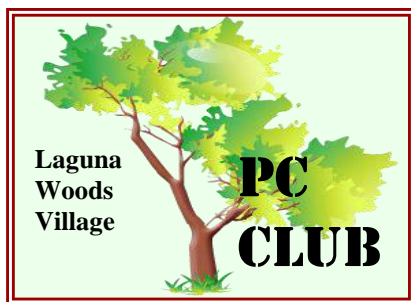
Thank you to all members who answered the Newsletter Questionnaire, sent out the end of February. We were surprised that so many of you read the newsletter online. The majority of you thought that three newsletters a year is adequate and you want the combination of technical articles as well as updates on what is going on in the club. We certainly appreciate one more way you participate in the PC Club!

## **DID YOU KNOW?**

### **Notary Services**

Notary and foreign pension acknowledgement services are provided by appointment at City Hall. Residents are able to schedule appointments – free of charge – on Mondays, Wednesdays, and Fridays from 9 to 11:30 a.m. and 1 to 3:30 p.m., subject to availability. Appointments may be scheduled up to two notary days in advance (e.g., on a Monday, appointments may be scheduled for the same day or the following Wednesday or Friday; on a Tuesday, appointments may be scheduled for the following Wednesday or Friday). Please schedule appointments as early as possible, as notary services are extremely popular!

For more information, or to schedule an appointment, please call City Hall at (949) 639-0500.



## ***BENEFITS OF BEING A CLUB MEMBER***

- ♥♥♥ The BEST \$10 you will spend for any Village Club Membership. . PERIOD ♥♥♥
- ♥ Up to **40% DISCOUNT** off all classes
- ♥ **Substantial DISCOUNT** on USB flash drives, CDs & Photo paper {sold in Workshop}
- ♥ **FREE** Affiliation with, and benefits of, the national Seniors Computer User Group Association: <http://apcug2.org>
- ♥ **FREE** annual Fall picnic and entertainment
- ♥ **FREE** informative monthly meetings & eligibility for generous door prizes
- ♥ Invitation to special, **MEMBERS ONLY** classes, e.g. Travel Apps, Genealogy Research
- ♥ **FREE** lending library of PC reference books, magazines and CDs
- ♥ **FIRST** recipient of ALL event & class announcements/information
- ♥ **FIRST** recipient of other Village Technology Clubs' (Camera, Video & Macintosh) announcements/information
- ♥ **FIRST** recipient of Club's **FREE** informative Newsletter tailored for Senior PC users
- ♥ Access to **ALL** up-to-date equipment, software & supplies {cost defrayed by dues}

Contact: [membershipchair@thepcclub.org](mailto:membershipchair@thepcclub.org)

Website: [www.thepcclub.org](http://www.thepcclub.org)

Rev. Sept. 2016