Volume 23
Issue 3

The Apple Core
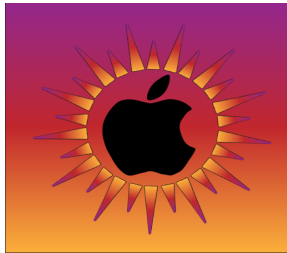
*NEXT MEETING
DATE
Sundial West Hall*
**10:00a.m. Saturday
March 12, 2022**

Come early, have some coffee and cookies, and visit with other members. Wear your name tag. This is also an excellent time to pay your 2022 dues.
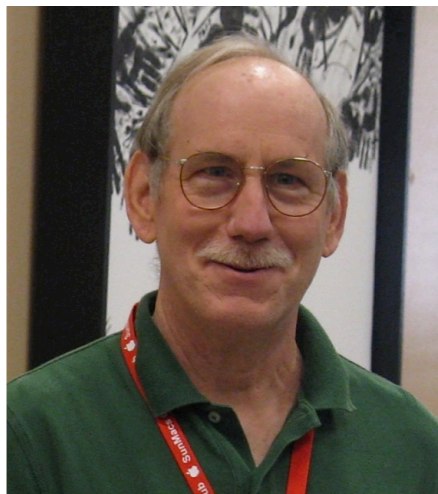
The Presidents Letter

Presidents Apple Core Letter

I would like to address my absence from club activities. My scheduled surgery was postponed from Feb 8th to Feb 28th due to covid exposure. I was required by my doctors to isolate until the 25th. By the time this letter is posted I hope that I'm past my surgery and on my way to a full recovery. If all goes well you should start seeing me in the clubroom by the end of March. My thanks to Agnes Holub for taking over my duties for the past 2 months. Despite the continuation of the Covid-19 pandemic and the widespread of the current Omicron variant, our club continues to gain members. The club's February General Meeting was held on Saturday Feb 12th. 57 members attended the meeting, an improvement on January numbers but still below pre-pandemic numbers. Our overall club membership stands at 137, an increase of 32 members from January general meeting.

The web site at www.sunmacsclub.com is the primary source for club news and information. I recommend checking the site often for current club information.

Our club membership new check-in computer is now up and running. The club's new updated membership list will

integrate with our new website to allow more efficient communication with our membership via e-mail. My thanks to Rich Cornwell and Leslie Hockenbery who has spent many hours debugging this upgrade.

The new changes will help reduce the paper work and manpower needed to operate the club. However, the club needs volunteers to Teach & Monitor Classes as well as backup/replace our Committee and Club Officers. Please Volunteer!!

Isaac Bonifas
president@sunmacsclub.com

Become a Monitor

It is not a difficult job
- We are an all volunteer club
- Easy way to give back to your club
- Only takes two hours of your time once a month
- Wonderful way to meet other members of the club
- Opportunity to sit in on a class you might not ordinarily attend
- Don't need to be a computer expert
-

There will be a Monitor Training session on **Wednesday, March 16, 2022. The session will begin at 1:30 PM.** If you have never served as a monitor, or it has been a while, this is an excellent opportunity for you.

This monitor training session is part of the New Member Orientation class starting at 1:00 PM.

Barbara Craft
Monitor@sunmacsclub.com

INVITATION
All new members of SunMacs Computer Club are invited to attend our **New Member Orientation** scheduled for **Wednesday, March 16, 2022. The session will begin at 1:00 PM**. Come and get acquainted with your new club. You will learn more about the classes, schedules, website, general meetings, etc.

Tech Talk
By Isaac

Security, Keeping Personal Information safe.

What is the most used "hack" to steal information? The most common way that I have seen our club's member's information stolen has nothing to do with a hacker breaking into their computer. This type of "Hack" uses e-mail, text and Phone calls. (Called Phishing). Phishing scams accounted for $43 billion in losses last year from e-mail and Robo Calls. (Fraud Study by Javelin Strategy & Research)

In the most common Phishing attack the criminal tries to convince the person receiving the e-mail and text to give up their personal and financial information. The e-mails and texts are written to evoke a response. A popular e-mail is one that informs you that your bank account has been hacked or suspended and to click a link to reset/activate your account or a phone number to call. Do NOT call the listed number or click the link. Delete the e-mail or text. You can check by going to your Bank's App or website that you use normally. If you are not accessing your bank account on line then go to the local branch, or call the phone number on the bank's statements. Some other versions of Phishing are the receipt from a "company" for shipping something you never ordered. An e-mail from Amazon telling me my 75in 4K TV is on the way and my account will be billed $7,000.00 provides a link to cancel. If you do click the link, it will bring you to a fake "Amazon" site where any info you type will to available to be stolen. Delete the e-mail. To check, you can go to your Amazon App or website.

Remember you will never get an e-mail from the IRS asking for money. (They use the US mail).

The same technology is used to make millions of phone calls (Robo Calls). Do NOT answer any calls from numbers you do not recognize. With the ability of spoof numbers shown on your phone's caller ID, its best to let all calls go to voice mail then call back. The people making the call are very good at convincing you to give up your personal/Bank information. The hostage call has been successful with our members (you grandchild is in jail and needs money). If you are asked to send gift cards IT IS A SCAM and hang up. Another is the call from Microsoft or Apple telling you that your computer has a virus. I don't have a PC so for me the call from Microsoft would be a scam. The only time you may get a call from Apple would be if you called them and opened trouble call, the return

call would reference the trouble call number assigned. Treat all e-mail, text, and phone calls with suspicion. Keeping your personal information safe on Apple devices requires using strong passcodes and passwords. Passwords are the main tool to secure your electronic devices from unauthorized people. There are two main types passcodes and passwords. Passcodes are used when logging on to the device. Passwords are used to log into your on-line accounts such as your Bank, Shopping sites, and others. Use a unique password for each site. Longer passwords and passcodes are better than short ones. Passwords should consist of a combination of upper- and lower-case letters and numbers as well as symbols. Passwords should be at least 10 digits or longer (longer passwords are more secure). Keeping track of

all the passwords can be a big problem. Many of our members tend to use the same password for their online accounts. This is not a good idea, if a password is hacked from a shopping account and it is used to log into your Bank account, you may find your money gone. To keep track of your passwords I recommend keeping a notebook of accounts and Passwords, along with the date it was created. There are password manager programs that will assign and track your passwords for you. (1Password, NordPass, and others) You will be required to memorize a master password to access the password manager account. There are two very important passwords that should be memorized, your Apple ID password and your device Passcode. They will be used almost daily.
 This Article started with the two most important

steps to keep your personal information safe. Next month I will cover other methods to keep your information safe.

Tips and Tricks
By Rich

 Sometimes Safari has a problem accessing a site. This could be due to an issue with the site, your internet access, or it could be due to Safari itself. You should install an additional browser on your devices to allow you to see if you can access the site from another browser. Two additional browsers you could install would be Chrome by Google or Firefox by Mozilla. When you find you cannot access a site on one browser, you can try accessing it on a different one, and you may find it works there.

Office Software Discussion and Alternatives
By Rich

At the February Membership Meeting, I presented some options for purchasing Microsoft Office. So why use Office when Apple provides an Office Suite of applications with our devices? In this article I'll explain why and describe some other options you may want to check out.

When we talk about an Office Suite, we are generally referring to 3 main programs:
1.   A word processor for creating letters, articles, taking notes, etc.
2.   A spreadsheet program used for managing data and doing numerical calculations.
3.   A presentation program that allows the user to generate slides of information to present to the audience.

Originally these three types of programs were packaged separately from different software publishers. The big 3 used to be WordStar then WordPerfect for word processing, VisiCalc then Lotus 123 for spreadsheets, and Harvard Graphics for presentations. These were PC programs, and they didn't play well together meaning you couldn't just copy and paste from one program to another. Then Microsoft brought out Windows to replace DOS and it introduced their own versions of these programs – Word, Excel, and PowerPoint. Eventually, they packaged these programs together to create Microsoft Office. Apple also began to supply their version of these programs free with their computer and eventually their iPads and iPhones. Apples programs are called Pages, Numbers, and Keynote.

So, if Apple gives you a set of programs free with your device, why would you want to pay for another piece of software? Well, it will depend upon your needs. Microsoft Office is the de facto standard that most companies use. The packages that I will address later can read and write files that are compatible with MS-Office. Note that compatibility does not necessarily mean that they are 100% interchangeable. There may be instances where you may lose formatting, fonts, images, etc. Essentially, the simpler the document is, the more likely it will be interchangeable.

Let's compare MS-Office to the Apple counterparts.

Word vs Pages: I think these are relatively equivalent. Pages is a better option for graphic-based documents such as a newsletter while Word is better for business documents such as letters and memos.
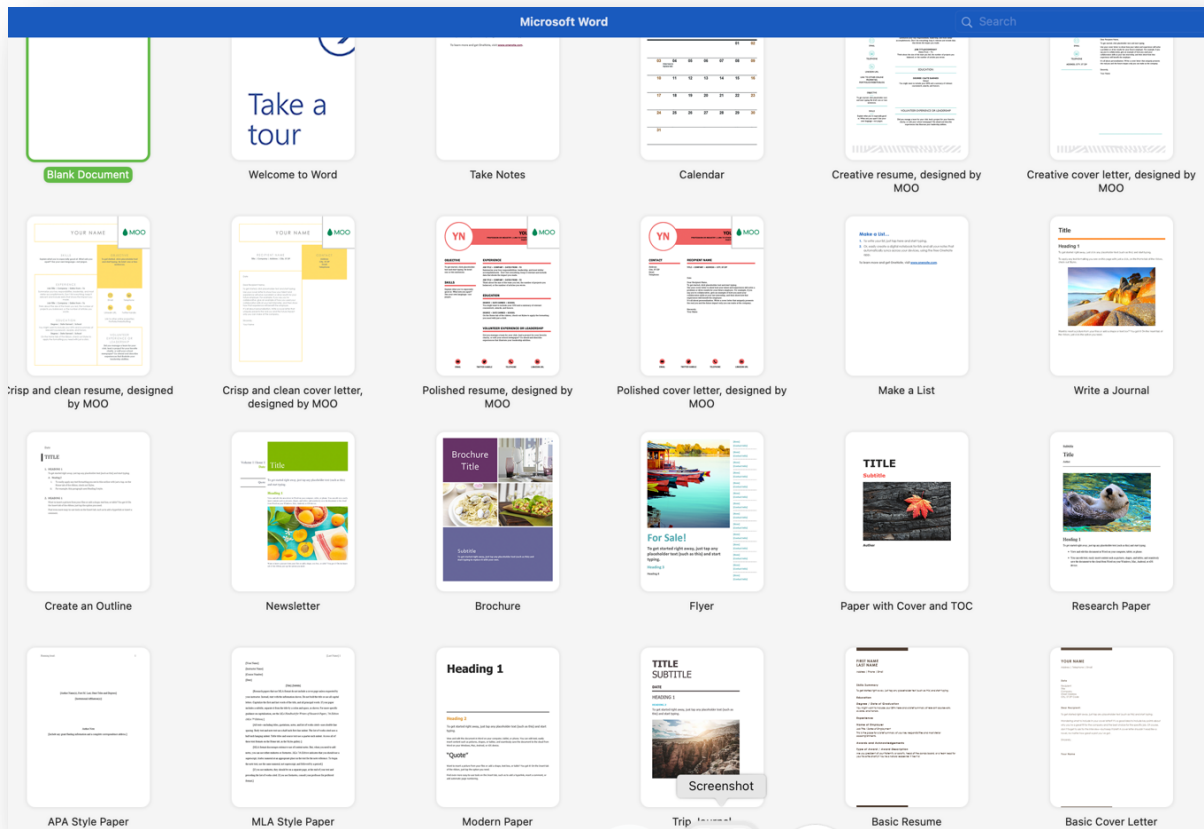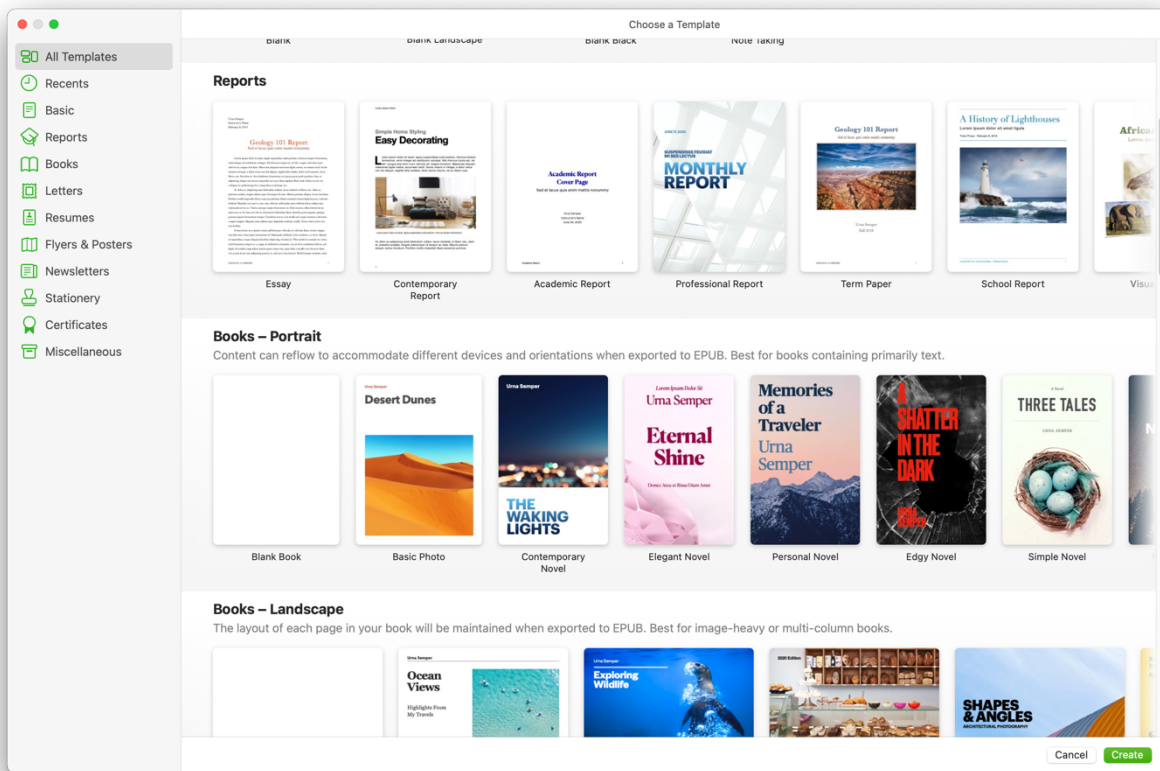
PowerPoint vs Keynote: Between these two, I prefer Keynote. It has many more templates available, and they look more refined to me than the templates available in PowerPoint.

Excel vs Numbers: Here, there is no comparison; Excel is the clear winner. If you want to do something more than just a simple table of data, Excel can handle it much easier. Excel is easier to edit formulas and create what-if analysis.

So, what other options are there and where are they available?

Let's start with the products from Apple. When you purchase a computer, iPad, or iPhone, these are already installed and are updated for free from Apple as new versions are released.
Microsoft Office is available in many formats which is

confusing but can be broken down into 3 methods:

1.   You can purchase a license (called "Home and Office") that allows you to install office on 1 computer for about $130. You can get updates to the version you purchased but when a new version comes out you would have to purchase the new version if you would want it. Note: Microsoft no longer offers tech support with this option.

2.   With Office365. you can subscribe to a license that you pay for monthly or yearly that allows you to always have the latest version of the software. Depending upon which subscription you sign up for, it will cost between $70 and $100/ year for up to 5 licenses.

3.   Microsoft offers Office on the web for free. Simply go to www.office.com and sign up. These packages don't have all the bells

and whistles the licensed versions have, but they may meet your needs and again, they are free.

Google has a suite of products called Google Workspace that operate like the Office on the web. You need a Google account to use it, and, though it used to be free, Google is now charging $10/month for it and is growing in popularity. Many college campuses have embraced the Google Workspace platform so new graduates are entering the workforce well versed in its capabilities. Don't be surprised if your grandkids use it.

Libre is a light duty open-source package. It is written and managed by all volunteers and though you can download it for free, they do ask for a $39 donation to help cover their expenses.

Lastly, there is FreeOffice which is a free package that also includes database program as well. This software developer also has a free PDF editor package available.

As you can see, you're not stuck with Office, or those programs included with your device. Check out the sites for these packages below and you may find one that better suits your needs.

LINKS:

Apple: www.icloud.com
Microsoft (free): www.office.com
Microsoft 365: www.microsoft.com/microsoft-365
Google: www.workspace.google.com/individual/
Libre: www.libreoffice.org
FreeOffice: www.freeoffice.com/en/

ORDER TO BE PLACED MARCH 10

Macally
Aluminum Solar Powered
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Mfr P/N: BTSOLARKEYA
OWC SKU: MACBTSOLARKEYA

Featuring an attractive, slim aluminum design, built-in solar charging, strong Bluetooth connection and pairs with up to 3 devices.

Macally 1 Year Limited Warranty

Ships: Same Day

★★★★★ Reviews (4)

only
$49.99

Please Send Email to
Web1@sunmacsclub.com
by March 8th if you would like
to order one

MARCH – 2022

Apple Macintosh Computer Club   Sundial Recreation Center

Monday	Tuesday	Wednesday	Thursday	Friday
	1	**2**	**3**	**4**
	9:00 Genealogy SIG/RT G. Marshall 1:00 Walk In Help L. Hockenbery	9:00 **NO CLASS** 1:00 Organizing iPad/iPhone apps A. Holub	**9:00 NO CLASS** **1:00 Board Meeting Mac Staff**	**CLOSED** <u>**Laptop Basics**</u> **requires preregistration.. Sign-up sheet is in the classroom**
7	**8**	**9**	**10**	**11**
9:00 iPhone RT C. Clopton 1:00 iPad RT C. Clopton	9:00 *Walk In Help R. Cornwell* 1:00 Laptop Basics-1 P. Always	9:00 Understand & Use iPhone camera R. Masters 1:00 Laptop Basics-2 P. Always	9:00 **NO CLASS** 1:00 Laptop Basics-3 P. Always	*Evening Class* 6:30-8:30 Alexa & Automation R. Cornwell REFRESHMENTS
14	**15**	**16**	**17**	**18**
9:00 Maximize YouTube R. Masters 1:00 Laptop Basics-4 P. Always	9:00 Using Wallet R. Cornwell 1:00 Organizing iPad/iPhone apps A. Holub	9:00 Genealogy Step 4 G. Marshall 1:00 Monitor/**New Member Orientation** B. Craft	9:00 **NO CLASS** *Evening Class* 6:30 Organizing iPad/iPhone apps A. Holub	**CLOSED** *Class Descriptions are on the back!*
21	**22**	**23**	**24**	**25**
9:00 Understand & Use iPhone camera R. Masters 1:00 **NO CLASS**	9:00 **NO CLASS** 1:00 **NO CLASS**	9:00 **NO CLASS** 1:00 **NO CLASS**	9:00 iPhone Help L. Hockenbery 1:00 iPad Help L. Hockenbery	*Evening Class* 6:30-7:30 Creating & Using charts in Excel R. Cornwell
28	**29**	**30**	**31**	
9:00 iPhone apps organizing C. Clopton 1:00 iPad apps organizing C. Clopton	9:00 Walk In Help R. Cornwell 1:00 **NO CLASS**	9:00 Maximize YouTube R. Masters 1:00 **NO CLASS**	9:00 iPad/iPhone Help L. Hockenbery 1:00 iPad Help L. Hockenbery	**Yearly Dues: $20 single, $30 - 2 at same address**

General Membership Meeting – Saturday, 9 a.m. March 12, 2022

March 2022 Class Descriptions. (**RT = Round Table**)

Alexa & Automation: How to use Alexa & options for automation.

Board Meeting: The Board Members meet at this time.

Creating & Using Charts in Excel: How to visualize your data using charts in Excel.

Genealogy SIG/RT: To develop a plan for future RTs, decide meeting dates and times, solve problems and share

Genealogy 101 Step 4: a follow up to begin to explore Genealogy, esp. when hitting a wall.

iPad/iPhone RT: come with your device &/or your questions and desires to learn.

iPhone (iPad) apps organizing: bringing logical combinations of apps on either the iPad or the iPhone.

 Laptop Basics: This 4 session class purpose: (1) To learn the basic functions of the Macintosh computer using OSX; (2) To provide hands on experiences to practice these functions; and (3) To promote a desire to learn more about the many features of the Mac computer. Also, to help those who are transitioning from a PC to a Mac.

New Member Orientation & Monitor Training: All new members are encouraged to attend this orientation session. Learn about your new club and the classes and activities available.
Monitor Training discussion will also be included. It is important for all members to give back to their club. Serving as a monitor is one way to do that.

Organizing iPhone/iPad apps: self explanatory for iPad and iPhone.

Understanding & Using iPhone camera: Exploring the workings of the camera on the iPhone.

Using Wallet: What is Apple Wallet & how to use it.

Walk-In Help: A club member will be available to help with problems