

SCA Computer Club notes

Classes for the Month of Feb

Where's my shadow?



Groundhog Day



PRESIDENTS DAY



To enroll, log into the website at <https://computer.scaclub.org>. Go to **Calendars> Classes/Events**. Click on the class you want to take and under "Action", click on "**Enroll**". (Be sure to check the date as there may be multiple offerings of the class). If you need to cancel your enrollment, please log back in, select the class again and click on "**Drop**". All classes are **FREE** to Computer Club members in good standing and are geared for *beginners* unless otherwise indicated. A member can take any class as many times as desired.

IMPORTANT: You must have your **SCA Resident ID** with you to check-in at the **Monitor desk** **AND AGAIN** in the **front of the Classroom** to ensure you are enrolled on the day of the class. Check-in will begin 20 minutes before the scheduled class time. If you are late, you may be bumped from the class by someone on the waiting list.

Buying a Computer: In order to make an informed decision when you are buying a computer, there are a few terms that you need to be aware of so that the sales folks don't try to "snow" you. Are you aware of the meaning of the basic terms now circulating around the world? Do terms like gigabytes, hard disks, volatile memory, main board, Ethernet card, cable modem, etc. make you wonder which country you are in? Then, join us in helping you become aware of the meaning of these terms and many others that you hear. Learn the basic terms in this class.

New Member Orientation: This class is an overview of the club facility, equipment and policies. It also covers the operation of the club's website. Some members are under the impression that they can simply walk in the day of the class without enrolling in the class and this creates a problem when the class size is limited. The class is well worth your time.

iPad/iPhone Introduction: Basic iOS settings and features to set up iPhone and iPad, including iCloud linking all devices.

Photoshop Elements: Do you take pictures with either a digital camera or a smart phone? Learn how to organize and edit your pictures. This hands-on class (for both Mac and Windows users) give a basic introduction to Adobe Photoshop Elements.

Plustek Slide Scanner: Do you have 35mm slides that you would like to digitize and store on your computer? Do you know that the Computer Club has a fabulous scanner to scan and convert slides and film? This class will discuss how to use the Plustek scanner and Vuescan software to not only scan, but also enhance the digitized image before saving. Bring a slide or two to get hands-on experience. **Prerequisite:** Some experience using a photo editing program such as Photoshop Elements.

PowerPoint Basics: PowerPoint is a slide presentation program, useful for making presentations at meetings and for creating slide presentations to share with friends. This introductory class will familiarize the student with the basics of Power Point. Learn to create and design slides using the menu commands and how to set up and run the slide show. The class has hands-on interaction to practice various skills.

How to Stream to Your TV: This class will help you select a streaming device like a smart tv or an external streaming device like a Roku or Firestick. It will show you step by step how to setup and use one of these devices. Lastly it will be a description of available streaming services and how to make your selection.

Special Topics

Special Topics classes meet on a weekly or monthly basis. We invite ANY Computer Club member who is interested in learning more about a specific product/application or a specific topic to join in the discussions. All groups meet in the computer classroom. Participants ask questions and discuss various topics at each session.

If you are an Apple user, attend **Apple Talk** that meets twice monthly to investigate Apple products. Apple Talk is an ongoing investigation of all products Apple. It will include presentations, discussions and demonstrations of iPads, iPods, iPhones, Apple TVs and of course Macintosh computers and related peripherals. As new Apple products are introduced they will be included. Topics for discussion include: your Apple device, your experiences, your problems, your accomplishments, etc. Others will add their bit, and you will all come away with something more than when you entered the room. The next meetings are on Saturday, Feb 10 from 10 am-noon and Tuesday, Feb 27 from 10 am-noon.

Computer Talk is an open discussion on any computer topic. It meets weekly from 9 - 10 AM every Thursday.

Photo Shop Elements Advanced Topics will meet on Friday, February 23 from 9:30 - 11:30 AM. Enhance your ability to work with digital photos. Monthly topics build upon skills learned in the **Photoshop Elements** class. These have included enhancing photos by adjusting coloring and lighting, removing imperfections and unwanted objects, clearing haze, and combining photos. Some are simple fixes and others make use of the power of adjustment layers. Topics are repeated periodically, depending upon interest. **Prerequisites:** The basic **Photoshop Elements** class or some experience using either **Photoshop Elements** or **Photoshop**.

Microsoft OneDrive...not just for Windows

Where do you save your documents? Apple users may choose Apple's iCloud, Windows users may choose Microsoft OneDrive. Google Drive is another alternative for users of any device and then of course, there are those (including myself) that choose not to use a cloud storage at all, but instead store files locally on my device and on external devices, but that's another story for another day.

Did you know that just because you use an Apple device, it doesn't mean you cannot use Microsoft's OneDrive to store your documents? But why would one? Many organizations use OneDrive because it works well with Office 365 and Windows and for business users, OneDrive comes built into Windows 11 by default. To use OneDrive, one must have a Microsoft account. So to use it on a Mac, create an account. Download the software, then open the installer from the Downloads folder.



It should display as "**OneDrive.pkg**". Double-click on it to open and you will be guided through how to install it. Once installed, one should see the OneDrive icon in the Applications folder on one's Mac. Double-click to open the app and the first screen will be "Set

Up OneDrive" and will ask for one's account email address. Follow the setup assistant and answer the questions. Then, your OneDrive folder will display the location it will store your synched files and folders. You can opt to change its location if you want. Continue to follow the instructions by clicking Next at the bottom right corner of each screen until you are finished.

Microsoft OneDrive...not just for Windows (continued)

When finished, one should see OneDrive displayed in Finder. Click on it to open. NOTE: if one already uses OneDrive on a Windows computer, one's synced files and folders should start appearing in the OneDrive folder on one's Mac.

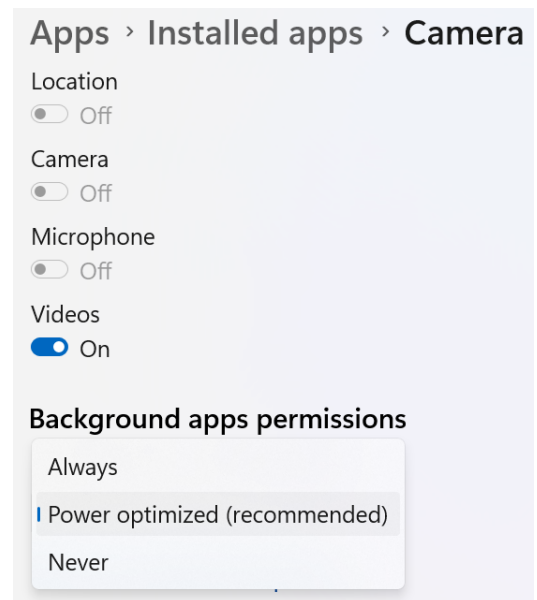
One might want to set some preferences also that include: opening at Login whenever one signs into one's Mac, or perhaps one wants to hide the Dock icon. As a precaution, one can also set a preference to warn one before any files one deletes are removed from the cloud. If one chooses to use Files On-Demand, then all folders and files synced through OneDrive are stored online only (and not on one's Mac). But when one wants to use the file, it is downloaded to one's device. This is meant to save space on one's device, but remember, using it this way will require one to be online to use any file, so you might consider not enabling the Files On-Demand option. Choose carefully.

Under the Account section for Preferences, one will see one's OneDrive account and how much space one's OneDrive's files are using in the cloud. OneDrive offers 5GB of free storage. If one personally subscribes to Microsoft 365 however, one gets 1 TB of free cloud storage that can be used for email attachments, files and photos. And there are paid options for those who require more storage. Lastly, Microsoft also rolled out a standalone Copilot app for Android as well.

Background Apps

Simply put, background apps are those applications on your device that run in the background whether or not they are being actively used. Apps running in the background consume systems resources, memory and CPU power. But at the same time, having some apps run in the background provide important functions like updates, notifications, sync information, etc. Sometimes apps running in the background impact performance or are distracting (like a notification popping up when one is reading an article online), etc. But one can disable background apps easily if desired. Here's how to do so in Windows 11.

- Open **Settings** (the gear icon) from your Start menu or simply use the combination keys of the **Windows key + the letter i**. On the left-side menu, select **Apps**.
- Select **"Installed apps"** and then choose which app you want to disable (or check to see IF it is running in the background).
- Select the **three dots** on the right hand side of the app, then select **"Advanced options"**. Various options will be displayed e.g. Always, Power Optimized (recommended) and Never.
- Select **"Never"** and the app will now stop running in the background.
- **NOTE:** Apps are set to **"Power optimized (recommended)"** by default which means that Windows will automatically decide when to run the app in the background and when to disable it. Choosing **"Always"** will allow the app to run continuously in the background but remember, that means it is always consuming resources and potentially affecting performance. The example is for the Camera app.



Don't forget the recycling date: April 13th from 8am - noon in the Anthem Center parking lot.

Use Caution when clicking on Embedded Links

Downloading from unknown locations, e.g. advertisements that appear on the Internet can expose one to junkware, malware, other phishing sites, etc. That is why it is recommended that one download apps from the stores relative to one's system. For example, Apple users can use the Apple Store, Microsoft users have the Microsoft Store, Android users have the Google Play Store (originally called the Android Market), etc. While not 100% guaranteed that the apps from these locations are 100% safe, these stores work hard to try to keep them so. So what if you find an advertisement for an app you are interested in on a website? Is it safe download the app from there? It depends. Sometimes fake buttons are created to entice folks to download something so that instead of the expected app, one gets infected.

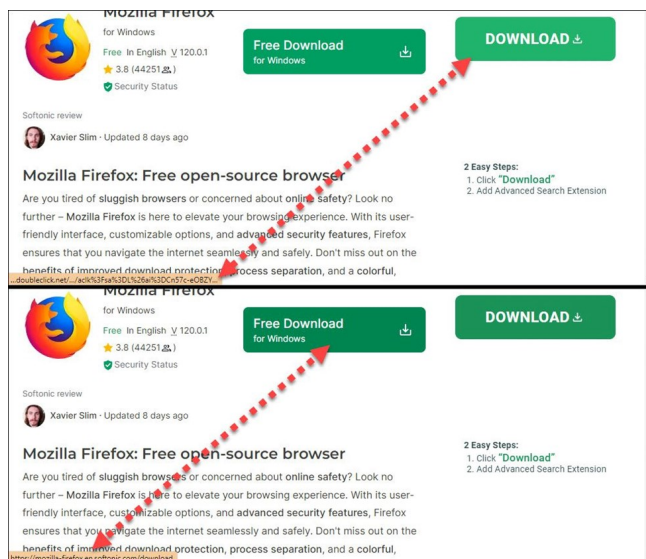
Malware can steal personal information or hijack one's browser or even damage one's files. Junkware can install unwanted programs or extensions which affect one's system by displaying ads, changing settings or impacting performance, e.g. slowing everything down. And phishing can redirect users to other sites designed to obtain one's login credentials, credit card details, banking info, etc. So one has to be careful when downloading additional apps to one's system.



What to look for? Well, if one is not using their respective system's app store, but instead getting a download elsewhere, be sure it is not a

phony advertisement. Here are a couple of examples.

The ad above looks legitimate but one thing that might indicate it is fake is its appearance. The “**Start**” button is huge in proportion to the rest of the ad, enticing one to click on it. It certainly gets one's attention. Real download buttons normally match the site's design or the button is an in-line link or small. In the ad on the upper right side, notice the small “**X**” in the bottom corner and the label at the top, “**Advertisement**”. Real download buttons would not normally be labeled as advertisements.



Think before you just click. How about checking the URL first? The following two ads look identical on the surface but if one checks the URL, one will see a difference. The top URL reads: ...doubleclick.net/./aclk%Fsa%3DL%26ai...a bunch of gobbledy-gook. The bottom ad's URL looks like: <https://mozilla-firefox.en.softonic.com/download>. So which one do you think is the legitimate one?

Every major browser displays a preview of the URL when one hovers over it. **NOTE:** hover does **NOT** mean click on it, it simply means to place the mouse pointer over the link. Be wary if the link displays things like “goodleheads, doubleclick or a bunch of gobbledy-gook as in the first add. If one is looking to download a different browser, go to the source to download it. And use the app stores whenever possible. Stay safe online.

Anonymity: is it possible online?

Want to stay anonymous while using your computer, laptop, tablet, etc. and online? Well, then the best way is to stay **offline** because it is just about impossible to stay anonymous online regardless how careful one is. There are however some things that can assist one with being less exposed. Why? Many websites use tracking cookies or ask for one's email address. And browsers, search engines, apps, etc. can log each search one makes so as to predict one's interests and then present advertisements which they think one might be interested in (based upon one's search). Also, one's phone, SIM cards, Wi-Fi networks, etc. may use identifiers that link to one's activity.

Some websites like Meta (the company that owns Facebook, Instagram, Threads, WhatsApp, etc.) and browsers like Google and Chrome, have invisible trackers and cookies associated or embedded in them to "follow" one's searches, while others like Firefox and Brave are more privacy-focused. Tor is probably the best browser for privacy as it masks IP addresses and browsing history and works on secure, encrypted networks. But even TOR is not 100% anonymous.

Some browsers offer browser extensions that help block trackers and in other browsers, one can simply turn off or delete the "advertising ID" option. What about VPNs (virtual private networks)? Don't they encrypt personal data or mask one's IP address? While they can do so, a VPN cannot make one 100% anonymous because one's ISP (Internet Service Provider) still knows when one is using the Internet. They may not be able to see where one is going or what one is doing, but they know when one is on the Internet. So basically every service or website is probably collecting some data about one, whenever one goes online.

Here are a few companies that are considered more safe to use when privacy is an issue:

For messaging: Signal, because they use end-to-end encryption and are never supposed to collect or store sensitive information.

For searching: DuckDuckGo, Brave Search, Kagi, Startpage and Mojeek.

For email: Proton and Tuta both provide end-to-end free encryption options.

OnionShare uses the Tor network to let one anonymously share files, ProtonDrive offers encrypted file storage online and Apple's advanced data protection settings allow iCloud storage to be end-to-end encrypted, once it is enabled.

So as you can see, there are measures one can take to limit their online exposure but nothing short of staying OFFLINE is fool-proof and that is just something that most of us are unwilling to do. Be safe, think about what sites you visit, don't click on links that look suspicious or that are embedded in emails from those you don't know, etc. Use some type of antivirus software on your devices and remember the old adage, WHEN in DOUBT, DON'T.

If you like reading our newsletter, let us know. Contact US via the website and provide input. We would love to know your thoughts and what you are interested in.

Did You Know?

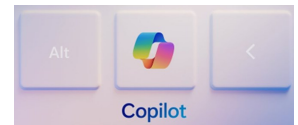
Ever wonder what the **Blue** dot next to your app means (if using iOS, iPadOS, macOS) apps? Apple uses coloured dots on some of their app icons for different reasons.

- A **Blue** dot indicates your device's automatic updates feature may be running.
- An **Orange** dot appears next to apps installed through Testflight, a beta testing platform for developers.
- A **Red** dot indicates the app is in the alpha testing phase and one can only download them through Testflight (or an alternate third-party source).

Most of us will only see a Blue dot, but don't worry if you do. You cannot customize or disable any of the dots, even if you update your iPhone. The Blue dot will go away when a newly updated app is launched for the first time (but it comes back in future updates). An Orange dot will disappear once that beta app becomes available in the Apple Store and only developers control the Red Dot. These dots are some of the various symbols and icons Apple uses with alert notifications, so don't be alarmed.



A Copilot key? By now a lot of folks have heard about Microsoft Copilot, a relatively new Artificial Intelligence (IA) capability, basically a chatbot, based on a large language model (LLM). Copilot replaced Microsoft's Cortana and is available for use with Windows, Apple and Android devices. But what exactly is the Copilot key? Well, first of all, it is the first significant change to the Windows PC keyboard in nearly 30 years. It will become part of the new PC keyboards and will allow one to invoke Copilot automatically and will replace the standard Windows key (the Windows icon that normally sits to the left of the Alt key on Windows keyboards). In the future, you might start seeing the Copilot key replacing the Windows key on PC keyboards and it may reside between the Alt key and the < key as in the illustration above. If Copilot for Windows is not available, or if Copilot is not enabled on one's device, pressing the Copilot key will launch Windows Search instead.



In the past newsletters, we mentioned why it is a good idea to periodically "clear the cache" on one's browsers. If you use **Windows**, with your browser open, use the combination keys **of Ctrl + Shift + R** or hold down the Shift key and click on your browser's Refresh button (next to the Home button on the address bar). And while we are on quick keyboard tips, try these: **F2** lets one rename a selected file or folder, **F3** allows one to search within an open or active app, **Alt + F4** will close an active window and **F5** lets one refresh or reload a page or document window. Or how about using **double-tap** or **triple-tap** when on one's computer? What does that do? **Double-tap** will highlight a word and **triple-tap** will highlight an entire paragraph. Comes in handy if you are trying to delete a word or move a paragraph around to another location in your document.

Are you tired of your home screen's background or wallpaper? Want to try something new? Changing the wallpaper is different on every operating system, but here is something you might want to try.

Windows 11: open **Settings > Personalization > Background** and set the **"Personalize your background"** option to **"Windows Spotlight"**. Now you will get a new desktop background every day.

Windows 10: Download the Microsoft free Bing Wallpaper app (from the Microsoft App store). The installer may offer to set Bing as your default search engine and home page (so decline the offer if you are not interested in that). After installation, you get a fresh desktop wallpaper every day. OR you can use the

Did You Know? *(continued)*

Bing icon (in the system tray) to see where the image was taken and switch to a new image too.

Chrome browser: On the new Tab Page, click the pencil icon (bottom-right corner). Click on the **“Change Theme”** button (in the sidebar that appears) and select the type of themes you want. You will get a fresh new tab page and browser theme to match every day.

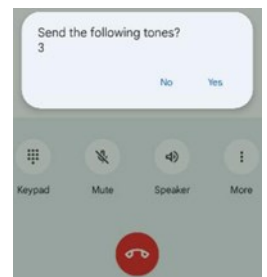
ChromeOS: On a Chromebook, right-click the desktop and select **“Set wallpaper & style”**. Next click the right-facing arrow next to the word **“Wallpaper”**. Choose the category you desire and click on **“Change Daily”** and that’s it.

Unfortunately, there is no similar feature on Apple’s iOS or iPadOS and third-party apps aren’t allowed, but you *can* use a third-party app (e.g. Microsoft’s Bing Wallpaper for Mac app) on a Mac computer. There are also other wallpaper options for Mac in the Mac App store.

Ever hear of AudioPen? It is a transcription tool, an AI product, that takes one’s speech and converts it into text. Are you the type of person that answers questions in direct, succinct, language? Or do you like to be verbose and fully explain, maybe even give examples, when answering a question? AudioPen can synthesize and identify the most important points one is trying to make and do so rather quickly. It provides clear, concise text ready to share or edit further. It is free to use, with limitations, such as one can record up to three (3) minutes of voice notes at once. There is also a premium plan costing \$60/yr or \$120 for a lifetime and folks can record up to 15 minutes of notes and store an unlimited number of notes in the cloud. There are other benefits with the paid subscription as well. Check it out. One can install AudioPen (audiopen.ai) directly for use on the following browsers: Chrome (for Android), Safari (for iOS), Chrome or Edge (for Windows) and Chrome (for macOS).

Do you have an Android phone? Ever need to call a doctor’s office, government agency or any place that has an extension number for the office you are trying to reach? You know, for example, the number may be 123-1234, extension 3 (or option 3), but you can’t dial that can you? Yes, you, can on an Android phone by using a comma (,) after the main number. It would look like this: 123-1234,3. Your phone

would then dial the main number, then wait, and then actually dial the “3” for you. Amazing. The comma actually inserts a two (2) second - pause and you could actually insert more commas for a longer pause. Wait, you can also combine a semicolon (;) to any number, which will provide wait pause, then display whatever digit that follows the semicolon. It would look like this: 123-1234,;3 and your phone would dial the number 123-1234, then wait for a couple of seconds and then display something like the illustration on the right.



Do you use a calendar app to keep track of appointments, meetings, classes, birthdays, etc.? Did you know that you could add an emoji (a pictogram or image expressing emotions or meanings) in your calendar app for creating events? Perhaps you have a dentist appt. You could use an image of a tooth, or a toothbrush or even a drill (that might be bad) followed by “Dentist appt”. Or maybe you have a grandchild’s Birthday on your calendar. Use a balloon, or a present or a cake emoji or even a number (indicating which age) before entering “Johnny’s birthday”. Or maybe you are going to the Pet Club meeting? Use a dog (or cat) emoji before typing “Pet Club meeting”. Why would you do these? It makes one’s calendar more creative and you might have an easier time knowing what type of event you are scheduled for in the coming week or month. Try it and let us know how you like it. 😊

Useful things you may want to know, or Frequently Asked Questions (FAQs) that we made up ourselves

Q. I have an iPhone and my son got me an Echo Dot for Hannukah. I started using it and I like it. My son told me that I could connect them so that I can hear better when we talk on the phone or when I stream music from Apple Music. He is visiting me in March to connect them, but I wanted to surprise him (and show him that I'm not helpless) by doing it ahead of time. I just don't know how? Can you help me?

A. Sure. Glad you are enjoying your new Echo Dot. To connect them together is the same process as if you were pairing any device to your iPhone via Bluetooth. Here's how:

- Open "**Settings**" on your iPhone.
- Tap "**Bluetooth**".
- Tap the Bluetooth slider to turn it on IF it isn't on already.
- Now, wait for the Echo Dot to show up in "**My Devices**" or "**Other Devices**". For some Echo devices you might need to say "**Alexa, pair**" for it to show up.
- Tap the **Echo Dot**.
- Your iPhone will connect to your Echo Dot via Bluetooth. Now when he calls you on your iPhone, the audio will come over the Echo Dot instead of your iPhone.

Did you know that you can also call him by telling your Echo Dot, "Alexa, call (his name)". As long as he is in your Contacts, it will call him (or anyone else you want to call as long as they are in your Contact list).

Q. I heard about the new Copilot app and think it would be fun to try it out. But I don't have a Windows computer or Android device. Instead, I use an Apple iPad. Any suggestions?

A. Lucky you! You can still try it out on your iPad because Microsoft has allowed that. Just go to the Apple App Store and download it. The Microsoft Copilot (formerly Bing Chat) works similarly to OpenAI's ChatGPT mobile app and lets one draft emails, ask questions and summarize text. One can also create images with the text-to-image generation DALL-E. Try it out and let us know what you think.

Q. Can I get malware on my phone? What are some of the things I should be looking for or aware of, if I suspect I might be infected?

A. Excellent questions! First, yes, cell phones, like computers, are susceptible to malware, which bad actors use to gain access and perform unauthorized activities such as intercepting messages or turning on the phone's microphone or camera, etc. There are some things you might see if you actually are infected. Here are a few:

Pop-ups: These can be ads in a specific app or just annoying pop-ups trying to get you to click on

Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves (continued)

something in order to infect you. Don't take the bait.

- ***Unexplained fees*** on your phone bill or credit card statements. "Cramming" is a technique in which unwanted services are added to your phone and charged to your phone bill.
- ***Battery drains*** faster than expected. Malware can hijack your phone's components and perform background tasks which may results in your battery needing a recharge faster that expected.
- Is your phone getting ***hot or overheating***? Certain malware can overwork the internal CPU or charging mechanism resulting in a hot phone causing a fire or even causing the phone to explode.
- Is your phone ***slower*** than usual? If malware is embedded, it may be overworking components within your phone resulting in simple tasks taking longer than they normally would OR even crashing.
- An ***unexpected app*** appears on your phone. Sometimes if you download an app, it can be loaded with malware that installs additional programs. It is good to periodically check your app list to make sure you recognize each one and if you find something you don't recognize, don't open it. Just uninstall it.

Q. I just received an Amazon Echo. I know a little about it and have installed it already. Seems to work fine, but I heard that it retains everything I ask it. Is there a way to stop that?

A. Actually, no, but there is a way to delete your recordings. Privacy is a concern when using smart devices and while Amazon is working on designing its products without grabbing unacceptable levels of personal data. You can delete your entire voice recordings history and should probably do so periodically. Here's how:

- Open your Alexa app and go to "***Settings> Alexa Privacy> Review Voice History***"
- Tap on the downward facing arrow next to "***Displaying***" and then the arrow next to "***Filter by Date***".
- Now tap "***All History> Delete All My Recordings***".

Some other settings you might want to try include keeping Amazon employees from listening to your voice recordings. Here's you do: Go to "***Settings> Alexa Privacy> Manage your Alexa Data***". Next select "***Choose How Long to Save Recordings> Don't Save Recordings> Confirm***". And lastly, scroll down to "***Help Improve Alexa***" and switch off the "***Use of Voice Recordings***". Have fun with your new toy.

Q. Is a Chromebook the same thing as a laptop? I want to update my old laptop, but I found that Chromebooks are less expensive. The problem is I don't know if a Chromebook will meet my needs. Suggestions?

Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves (continued)

A. Well, one suggestion might be, sign up for the class “Buying a Computer” via our website. It’ll be hard to answer you without knowing just what your “needs” are. Generally speaking though, Chromebooks are more cost effective (sometimes priced 50% cheaper than what you could buy a Windows laptop for) because of their operating system (OS) and on cloud storage reliance. And many actually offer two devices in one, e.g. they function as both a laptop and a tablet.

Chromebooks can install Android apps from the Google Play Store and ChromeOS is a secure OS that enables encrypted local storage also, since just a little software is installed locally. Basically, the ChromeOS is a read-only OS which adds to its security. If you want something to read emails on and surf the Internet, a Chromebook is an option. And even if you need functionality, e.g. using word processing, creating presentations, accessing spreadsheets, etc. the Google Workspace apps (part of one’s Google account) will be available. Google Docs, Google Sheets, Google Slides, Gmail, Google Calendar and Google Drive are all accessible when using a Chromebook and can even be used offline if one didn’t have an Internet connection available. And one can install and run Windows apps and games on a Chromebook. Now it may not be available to run every software or game, but depending upon your needs, it might suffice. Hopefully this provides you more information before choosing between a Chromebook and a laptop. Let us know if it does and remember you can ask more questions if you attend the “Buying a Computer” class.

Q. Sometimes I get emails from advertisers for which I am not interested, so I delete them. But they come back the next day. Should I be clicking on “unsubscribe” instead of just deleting them?

A. Great question! It depends. If the email is from a legitimate vendor that you know, clicking on unsubscribe should be OK. However, many spammers have no idea whether or not your email address is valid and by clicking on unsubscribe, you have just confirmed your email is active. Even with legitimate sites, it may take 24 - 48 hours before they update their systems so that you still receive emails from them a few days after “unsubscribing”. If just deleting the email doesn’t work, then you might want to first mark the email as “junk” or “spam” before deleting it, or even “block” it. As a last resort, you could change your email address. Let us know if any of these suggestions work for you.

Q. Can you explain a little bit about “AI” that we keep hearing about? What is it, what is it used for? Is it something I need to learn how to use?

Useful things you may want to know, or Frequently Asked Questions (FAQs)

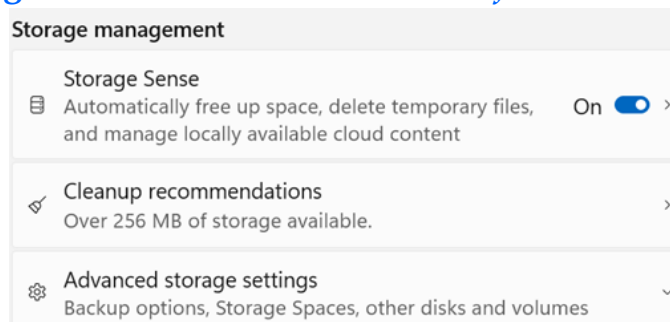
that we made up ourselves (continued)

A. “AI” is the acronym for Artificial Intelligence, an evolving science in which machines are used to “think” like humans. Unlike humans, machines can process extremely large volumes of data. AI can do things like recognize patterns, make decisions, answer questions, write paragraphs etc. when given prompts. There are many tools available today that use AI, e.g. ChatGPT, Google Bard, Microsoft Copilot, Perplexity, etc. Though similar, some do more than others, some are more accurate than others. Examples of their uses include: creating content such as writing a blog or website, a resume, a dating profile, etc. Some create images, some allow one to upload images and then it will “analyze” the image, or even engage one in a conversation. Some are free to use, while others require a paid subscription. There are hundreds of companies all trying to enter the AI market, creating variations to analyze data, optimize marketing, make customer experiences more enjoyable and/or relevant, identify trends and patterns, etc. You will be seeing a lot more about AI in the future, especially in manufacturing, transportation, finance, healthcare, etc. You can learn more about it simply by searching “AI uses”, “AI basics”, “AI” in general. Hope this answers your question.

Q. I am a Windows user. What is “Storage Sense” and what is it used for?

A. Storage sense is a Windows feature that has been around a long time and it is used to automatically delete temporary system and app files, junk files already in the Recycle Bin and files one may have in one’s Downloads folder that are no longer needed. Deletion of these types of files frees up more space on one’s

system (if needed). In Windows 11, one can find it under the *Settings option> System> Storage> Storage Management*. To use it slide the toggle switch to “On” next to “Storage sense”. By



System > Storage > Storage Sense

Automatic User content cleanup

☒ On

Storage Sense runs when disk space is low. We clean up enough space to help your system run its best. We cleaned up 0 bytes of space in the past month.

Configure cleanup schedules

Run Storage Sense

During low free disk space (default) ▾

Delete files in my recycle bin if they have been there for over:

30 days (default) ▾

Delete files in my Downloads folder if they haven't been opened for more than:

Never (default) ▾

Run Storage Sense now

clicking on the right-side arrow, one opens up additional options to free up space automatically. One can also configure cleanup schedules such as day, month, week, or during low free disk space (which is the default). One can choose how often to delete the files in the recycle bin from 1 day, 14 days, 30 days (which is the default) to 60 days, to Never. Choosing Never will allow you to manually delete the files from the Recycle Bin whenever you decide it is time to do so. There are options as to when to delete files in one’s Download folder, but **be careful** as you may have important files you previously downloaded from the Internet. If you want to keep them, you might want to copy them first and move them to another folder before using the delete option. Storage Sense is a handy feature if one is limited on storage space and needs additional space quickly.