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# The Memory Map

Canton Alliance Massillon Computer Users Group



Volume 38, Issue 6

June 2018

## Navigation Tips for Windows 10

By Rosita Herrick, Forum Leader, Sarasota Technology Users Group,  
Florida

April 2018 issue, STUGMonitor

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Now that Windows 10 has been around for a while, I thought that several tips to navigate this new operating system and make its use friendlier, are in order.

1. Using the Quick Link menu: Like most Windows options, there are two ways to get to this menu. One way is to right click the Windows icon in the lower left corner of the screen. The second way is to use the keyboard shortcut Windows Key + X. Each line in the displayed pop-up is a link to a system function. The items I use most are the Shut down or Sign out (lower part) when I am done for the day. I also use the Task Manager link if the computer slows down, and lately, the Run link that lets me check what version of Windows I am running.

Here is the result when I click on the OK button:



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2. Need to do some cleanup to remove old update files, system dumps from crashes and/or Windows log files?

Here are the steps:



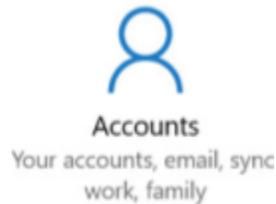
Type Cleanmgr in the Cortana search box.

Click on the Disk Cleanup link.

Type OK in the displayed box and, in the next window, place checkmarks in the files you want deleted, and click OK.

3. Enter a PIN number at logon.

Are you tired of entering a long, hard to type password when you logon or when the computer wakes up from sleep? Here is what you can do.



To create a PIN for logon, go to Settings, and click on the Accounts icon.

You can also enter Accounts in the Cortana search box.

Click on the Sign-in options link.

(Continued on next page)

## **Next CAMUG Meeting, June 18**

**6 PM Computer 101 “Hoopla and Libby” – borrowing eBooks, audiobooks, and videos from the library by Carol Joliat.**

**7 PM –APCUG Video: “How to Navigate Social Media” by Abby Stokes who is the author of the book “Is This Thing On?” Topics will include Facebook, Twitter, LinkedIn, and Instagram.**

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This is where you can setup your PIN, change your password, etc.

## ⋮ PIN

Create a PIN to use in place of passwords. You'll be asked for this PIN when you sign in to Windows, apps, and services.

Add

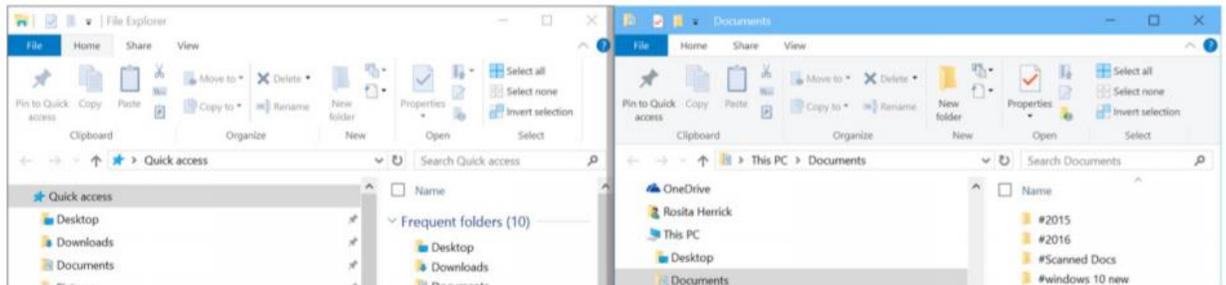
If you would rather not enter a PIN or password when the computer starts from Sleep, Enter Never as an option in the "Require sign-in" box at the top of the accounts page.

## Require sign-in

If you've been away, when should Windows require you to sign in again?

Never ▾

4. Want to look at two screen windows side by side? Many a time I want to drag and drop a file or folder from one location to another. Here is an easy way. With both windows open, click on one screen and press the Windows key and the left arrow. The screen will move to the left of the screen. Now click on the other screen and press the Windows key and the right arrow. Here is how the two screens will look side by side:



The left screen is the File explorer screen and the right screen is the Documents screen. I can now rearrange or move any file I want from one screen to another by dragging and dropping

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## CAMUG May 2018 Meeting Minutes

Around 6:15 PM Dennis Smith presented “How to be safe on public Wi-Fi.”  
*You are not safe! But here’s what you can do to make it better.*

### *Be prepared*

- *Have your firewall activated and antivirus, antimalware, Windows, everything up-to-date.*
- *Turn off file sharing (and AirDrop if you’re using Apple)*
- *Install privacy protecting browser extensions.*
- *Bring your own mobile hotspot or tether to your smartphone. This uses your data allotment, though.*
- *If you must do something using a password, use two-factor authentication*

### *Be careful*

- *Be sure you are using legitimate Wi-Fi. There are many fakes.*
- *Use a more localized Wi-Fi if available. (Wendy’s vs airport Wi-Fi)*
- *Do only browsing. Don’t enter any personal data.*
- *Turn off Wi-Fi when not in use*
- *Use https anywhere that you can*
- *Use a VPN (Virtual Private Network)*
- *Mark the public network as “public” so your system protects you more.*

### *Cleanup*

- *Tell your system to forget the Wi-Fi network so it won’t connect automatically the next time*

*Mike Charney added the following tips for your own router on your own private Wi-Fi*

- *Change the default password and the user ID if possible.*
- *Turn on the firewall*
- *Do your configuration without an internet connection while connected with a cable from your pc to the router.*

## REGULAR MEETING ...



President Dennis Smith called the 417<sup>th</sup> meeting of CAMUG to order at 7:15 PM on Monday May 21, 2018, at Holy Cross Lutheran Church. There were 13 member families present. Since that is more than 15% of the membership, the meeting was declared valid.

**The On-Time Drawing:** The total number of family members is 30 and members are assigned numbers sequentially from 0 to 30

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alphabetically. On the first draw, #11, Morris Dingman was selected. Morris was present, was wearing his badge, and was awarded the prize.

Gary Hahn was visiting. He was invited by Gerald Schaffer. Dennis reminded members they get a \$5 credit toward their next dues for each new member they bring into the club. He also asked members to give suggestions for future meeting topics to any board member.

**Program:** Mike Charney spoke about “How to Detect and Remove Bad Stuff” or “Virus and Malware Removal.” Malware is code or software that is specifically designed to damage, disrupt, steal, or in general inflict some other “bad” or undesirable action on data, systems, or networks.

There are several types of malware. They can cause action from minor irritation to stealing confidential information to destroying systems.

- A **virus** is malware that propagates itself from one computer to the next and is usually attached to an executable file.
- **Worms** are similar to viruses in that they replicate themselves but they are standalone software and use social engineering to trick users.
- **Trojans**, named after the Greek wooden horse, look legitimate and thus trick users into loading and executing it. There are many kinds of trojan attacks.
- **BOTs**, derived from robot, is an automated process that interacts with other network servers for the purpose of gathering information. They can be good (BelArc) or bad (designed to infect the host and connect back to the central server.)

Here’s how to remove malware:

- Enter Safe Mode. This is no longer as easy as it used to be.
- Delete temporary files. Run Disk Cleanup in Windows 10 which can take a long time. If you need more space, also delete temporary system files.
- Download and run malware scanners. Use an off-line version. Use a different virus/malware scanner than the one already on your system. For instance, if you use AVG, download and run Avast. Most off-line scanners are good enough to remove most standard infections. Run the scanner off-line, then reboot and scan the system again.
- Run a malware scan using Malwarebytes. Download Malwarebytes on a different machine, copy to a flash drive, and use on the infected system while **not** connected to the Internet. Wait until it’s done and do not do a custom scan.
- If all else fails, wipe the hard drive, then reload, and pray. You may have to find someone else to do this for you. When Mike does this, it takes him two days to format the system, reload and update Windows and the other software. If you do it yourself, be sure to do a full format, not a quick format.
- Bootable Antivirus Programs: [Avast](#) Rescue Disk (Must have Avast Antivirus Free or Paid Installed), [AVG](#) Rescue CD, [Norton](#) Bootable Recovery Tool,

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[Bitdefender](#) Rescue CD, [Trend Micro](#) Rescue Disk, [Avira](#) Rescue System, [HitmanPro](#).kickstart.

- Mike emailed a copy of his PowerPoint to members after the meeting, so the full presentation is there.

**Raffle Drawing:** Jan Bredon won the first prize and chose the money. Mary Ann Kravos won the second prize and chose a universal vent clip.

**Q&A:** Bruce Brugger asked whether USB drives are vulnerable to malware; the answer is yes if attached to a machine.

Mary Ann Kravos has a phone with a camera that freezes. Nothing seems to unfreeze the camera. Suggestions included rebooting the phone, which she had done already, and moving photos to a hard drive via USB.

Jim Albright downloaded Malwarebytes and tried the 14-day trial of the paid version. He continues to get nagware about upgrading after the trial has finished and after he had declined the offer. One person had rejected the trial offer at the time of download and didn't have the nagware.

Bruce Brugger asked whether RFID protection is needed for the new credit card chips. The answer is that it's not needed for the chip but is needed for the magnetic strip on the back of the card.

At 8:52 PM Bruce Brugger moved to adjourn the meeting, Jim Albright seconded the motion, and the meeting was adjourned.

Respectfully submitted,  
Liz Milford, Secretary





## **CAMUG Board Meeting Minutes 6/4/2018**

### **CAMUG Board Meeting Minutes...**

President Dennis Smith called the June 4, 2018, Board meeting of CAMUG to order at 7:00 PM at Panera Bread on “The Strip” in North Canton. (The meeting was a week later than usual because of the Memorial Day holiday.) There were 6 of the 7 Board members present; therefore, the meeting was declared valid.

President	Present	Dennis Smith	<a href="mailto:president@camug.com">president@camug.com</a>
Secretary	Present	Liz Milford	<a href="mailto:secretary@camug.com">secretary@camug.com</a>
Treasurer	Present	Tim Elder	<a href="mailto:treasurer@camug.com">treasurer@camug.com</a>
Senior Director	Present	Carol Joliat	<a href="mailto:directors@camug.com">directors@camug.com</a>
Director		Jan Bredon	
Director	Present	Bernie Newsome	
Director at Large	Present	Morris Dingman	
Web Page		Michael Charney	<a href="mailto:webmaster@camug.com">webmaster@camug.com</a>
Software and Book Review		Jan Bredon	
Membership	Present	Carol Joliat	<a href="mailto:membership@camug.com">membership@camug.com</a>
Newsletter	Present	Liz Milford	<a href="mailto:newsletter@camug.com">newsletter@camug.com</a>
Computer 101	Present	Carol Joliat	
Ways and Means		Jan Bredon and Madeline Burkes	
Attending Club Members			

### **Review May Club Meeting Minutes:**

Tim Elder moved to accept the May Meeting Minutes as printed. Morris Dingman seconded the motion. The Club Meeting Minutes were approved unanimously.

### **Review the April Board Meeting Minutes:**

Tim Elder moved to accept the Board Meeting Minutes as published in the Newsletter. Morris Dingman seconded the motion. The Board Meeting Minutes were approved unanimously.

### **Review May Club Treasurer’s Report:**

Liz Milford moved to accept the Treasurer’s Report. Morris Dingman seconded the motion. The Treasurer’s Report was approved.

### **Membership Report: None**

### **Discussion June 18th 6 PM 101 Meeting Topic:**

Carol Joliat will present “Hoopla and Libby” – borrowing eBooks, audiobooks, and videos from the library.

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**Discussion June 18<sup>th</sup> 7 PM Regular Meeting Topic(s):**

We will show an APCUG video called "How to Navigate Social Media" by Abby Stokes. This will include Facebook, Twitter, LinkedIn, and Instagram. Abby Stokes is the author of "Is This Thing On?"

**Old Business:** None

**New Business:** None

**Motion to Adjourn:**

At 7:58 PM Liz Milford moved to adjourn, Carol Joliat seconded the motion, and the meeting was adjourned.

Submitted pending board approval,  
Liz Milford, Secretary

## About CAMUG

Our club is open to anyone with an interest in computers and technology. A household membership is only \$20 per year, and a visitor can attend two meetings free without any obligation.

Monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave. N in North Canton, Ohio. Computer 101 begins at 6:00 PM and the regular meeting begins at 7:00 PM. At every meeting, we cover topics ranging from cell phones to computers and from software to the internet and networking. Board meetings are held the fourth Monday of the month at 7:00 PM at Panera Bread on The Strip. Members are encouraged to attend the board meeting although only board members can vote.

The club mailing address is CAMUG, PO BOX 80192, Canton, OH 44708, and the website is <http://www.camug.com>.

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CAMUG is a member of the Association of Personal Computer User Groups (APCUG) which is a worldwide organization that helps groups devoted to the world of technology by facilitating communications between member groups and industry.

## Membership Report

May 2018

by Carol Joliat



Total Family Memberships – 30  
Renewals: James Crawford and Tim Elder



### CAMUG Monthly Summary

Tim W. Elder, Treasurer 5/21/18

	Cash	Checking	Total
<b>Start Balances</b>	\$60.00	\$1,814.70	\$1,874.70
Total Income	\$61.50	\$60.00	\$121.50
Total Expenses	\$5.00	\$33.00	\$38.00
Transfer	<u>-\$56.50</u>	<u>56.50</u>	<u>\$0.00</u>
<b>End Balances</b>	\$60.00	\$1,898.20	\$1,958.20

### CAMUG Officers

President: Dennis Smith 330-477-5893  
Secretary: Liz Milford 330-896-4284  
Treasurer: Tim Elder 330-875-2323  
Senior Director: Carol Joliat  
Director: Jan Bredon 234-564-0045  
Director: Bernie Newsome 330-232-5083  
Director at Large: Morris Dingman  
330-877-1479

Membership: Carol Joliat  
Asst. Membership: Alice Lungociu  
Web Page: Mike Charney 330-833-0329  
Newsletter: Liz Milford 330-896-4284  
Tim Elder 330-875-2323  
Computer 101: Carol Joliat  
Ways and Means: Jan Bredon  
Madeline Burkes

## List of Members

Name	E-Mail
Albright, Jim	jima
Bredon, Jan	janb
Brugger, Bruce	bruceb
Burkes, Madeline	madelineb
Casey, Kathleen	kathleenc
Chapman, Lila	lilac
Charney, Michael	michaelc
Conley, Rose	rosec
Crawford, James W.	jimc
Dingman, Morris	morrisd
Elder, Tim	time
Hirst, Gina	ginah
Hirst, Robert	roberth
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Kramer, Pat	patk
Krantz, David	davidk
Kravos, Mary Ann	maryannk
Lungociu, Alice	alicel
McCoy, Myra	myram
Meiser, Ann	annm
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Noyd, Hal	haln
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	Geralds
Sell, Tom	toms
Smith, Dennis	denniss
Trompower, Gary	garyt

To email members, use the email  
name above followed by  
@camug.com

Visit our Home Page

<http://www.camug.com>

**Need help  
with your electronic gadgets?**



Canton Alliance Massillon Users Group  
Computer Users Group

## **Assistance for users of all ages and skill levels**

When: 3<sup>rd</sup> Monday each month

Where: Holy Cross Lutheran Church  
7707 Market Ave. N  
North Canton OH

Time: 6pm Computer 101 (Less Advanced)  
7pm Main Meeting

Ongoing topics include:

Computers

Tablets

Digital photography

Smart phones

eBooks

Toys & Gadgets

[www.camug.com](http://www.camug.com)