



THE SEED

A Newsletter From Your...

DENVER APPLE PI
Macintosh User Group

May 2024

www.denverapplepi.com

Volume 45, No. 5

Denver Apple Pi Meetings (DAPI) with Individual Help Available are held at Applewood Community Church, 12930 W. 32nd Avenue, Golden CO 80401

On occasion, Applewood Community Church may have shelter/meal obligations. You will be notified by email if DAPi meetings are to be canceled.

Denver Apple Pi	2024 Meeting Schedule	
May 21		
June 18		
July 21	Sunday picnic	
August 20		
September 17		
October 15		
November 19		
December 17	Holiday Party!	

The monthly DAPi Board of Directors meets the first Monday of every month at 7 PM. All members are welcome to attend. If you are interested email President Larry Fagan at larrynotcurlyormho@centurylink.com to be sent a Zoom call invitaiton.

The Denver Apple Pi will hold Annual Elections at the May 21st meeting. Interested in guiding our beloved Apple Club into the Future? The offices of President, Vice President Treasurer and Membership Coordinator are accepting nominations. Contact Larry

Fagan before the May 21st meeting to get on the ballot! Ms Shelby Shrigley will continue serving as Club Secretary to complete her first full year on the Board.

The Meeting Program of the Denver Apple Pi will entail a discussion of the differences between Old and New Pages.

SAVE THE DATE!

The Denver Apple Pi Annual Picnic is scheduled for Sunday, July 21, 2024 beginning at noon at the Allen House Pavilion at 64th and Quail in Arvada, CO. Details will be in the June Newsletter.

Elissa's Celebration of Life Postponed

Our beloved former DAPI Secretary Elissa was a member of Denver Apple Pi since 1987 and faithfully served as a Board member for most of her membership, becoming a friend of all in the club. She is profoundly missed.

Elissa's Celebration of Life, originally planned for May, was unexpectedly postponed until further notice. The date and other details are not yet available from her Estate but will be reported in a special email to the club membership as soon as the information reaches the Denver Apple Pi Board.

This Issue:

Every Spring many of us are inspired to clear the clutter and spruce up our surroundings. This can include our *Cyber World*, in which we spend increasingly more time each year. Partly to answer some of my long-time questions, this May issue of the Newsletter is devoted to computer chores sometimes long ignored and long annoying. Use these tips to overcome the tendency toward inertia, and enhance your computer security as a valuable bonus!

Too Many Passwords? Here's how iCloud Keychain Can Help

CultofMac.com, Ed Hardy, 5/2/34

With all the websites the average person visits on the internet, it's common to over-use favorite passwords rather than create a unique, high security password every time a new password is implemented. For the Apple user, iCloud Keychain is convenient to store and use passwords. Using it, passwords are effortlessly remembered and automatically inserted into websites and apps by your chosen Apple device. Use Face ID or Touch ID to verify your identity and feel you're using topnotch methods to ensure maximum security from cyber-criminals. It becomes easy for you to use strong passwords and change them periodically, because you never need to remember them. Your computer remembers for you.

But if you don't ever change passwords, you're opening yourself up to a criminal using your password to, say, make purchases in your name or access your financial accounts.

7 minute synopsis of some dangerous Cyber-threats to your accounts

How Hackers Can Bypass Multi-Factor Authentication by Anna Szentgyorgyi-Siklosi, Updated 4/14/24

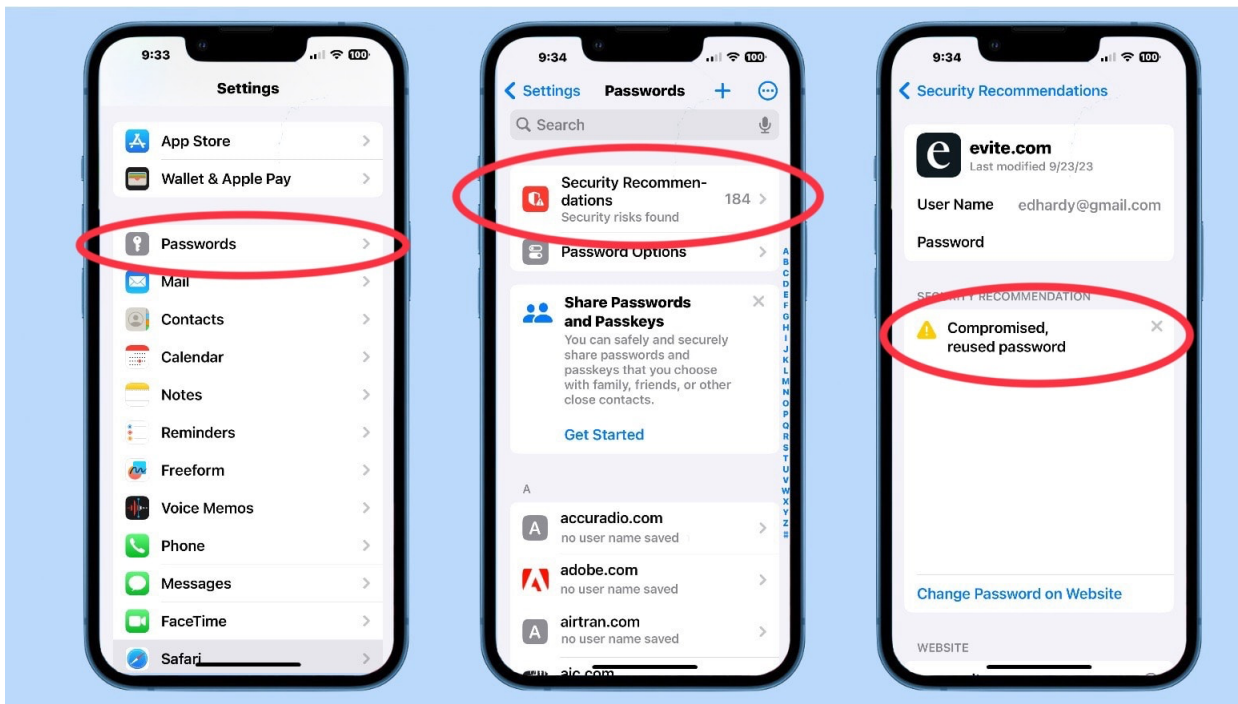
Since it's inception, it's becoming increasingly likely that two step verification methods will be under attack by criminals. ***So first, let me refer you to the article listed by the article title above for a concise description of these methods.***

Highlights include:

1. One of the most common ways criminals bypass two-factor authentication is by simply utilizing the password reset function of websites and applications.
2. Another method is by Social Engineering- tricking a person into giving away private information, disguised as an email or text from a trusted entity, such as Google or Apple with a seemingly plausible justification. (Avoid being a victim of a hack by always make sure to verify a sender's identity, in addition to the content of the message.)
3. A phishing website is one of the most popular tools to conduct MiTM attacks. By posing as a trusted entity, the criminal prompts the victim to authenticate themselves via an attached link. Due to the fact the website the user is redirected to often seems legitimate, many people unsuspectingly enter their credentials to the proxy login page.
4. Finally, preemptively, you can switch to Passkeys- which is an alternate authentication method that entirely relies on a private-public key exchange between a device and the service to verify a user's identity. The private key is securely stored on the device and requires the user to provide a second factor, such as biometrics, to unlock the key. Although both two-factor authentication and passkeys undoubtedly surpass traditional password-based logins in terms of security, the latter method is less susceptible to phishing and cyber-attacks due to their complete waiver of passwords.

I hope the information above provides you with sufficient interest in protecting your personal devices by the use of best security practice to ***Take Action Now!***
Let's start with changing compromised passwords.

A key feature, available on iPhone, iPad and Mac, is that your device will warn you if passwords in your iCloud Keychain have been compromised by a data leak and help you find which ones need to be updated. Apple urges you to turn on iCloud Keychain, whenever you set up a new device.



Go to the Passwords section of Settings, see the Security Recommendations, then tap Change Password on Website. Graphic: Ed Hardy/Cult of Mac

Go to Settings > Passwords. You'll need to go through Face ID or Touch ID to open this section. Then look for the Security Recommendations section. Next to this is likely a number. This is how many security problems Keychain has found in your password list. Tap on Security Recommendations to open a list of websites and applications for which your passwords have problems. You are told why for each one, with "this password has appeared in a data leak" being the most common reason.

You have the option to tap on each website for a more detailed description of the security problems. This might include information on the dangers of reusing passwords. For each password, you are given the option to Change Password on Website.

While looking at the list of Security Recommendations:

1. Select Change Password on Website, opening the site's sign-on screen. Obviously, you have to sign in to an account before you can change the password, and iCloud Keychain has the user name and current password stored.
2. Go through two-factor authentication so it texts you a code. Type in the code and the screen to enter a new password opens. The Safari browser is smart enough to create a new password and automatically suggest a strong one.
3. Keychain then asks if it should store the new password. Tell it to do so. DONE. Alternately, just take the iCloud Keychain as a warning and switch over to a web browser, go to the website, and update the password there.

Use this easy way to change passwords. You won't regret the small inconvenience.

It avoids waking up one day to discover a hacker used your leaked password to empty your bank account or find you “authorized” and financed a spending spree at your favorite store website. You can save yourself a world of hurt by simply changing your passwords timely.

Use these tips to clean up Google storage (without spending to purchase more)

The Verge.com, By JR Raphael and Barbara Krasnoff, Updated 5/1/24.

Google Drive Full? Here's How to Save Money on Digital Storage, Zachary McAuliffe, 5/11/24

Google Drive, Google's cloud storage service, provides 15 GB of free storage, then relentlessly offers users the privilege of purchasing a Google One Plan at a monthly fee. If you would rather not incur this expense, try these tips first to “clear the clutter” within your Google storage:

Note: It is recommended to implement these tips on your desktop rather than a mobile device. It's easier to sort through and managing files on the larger screen.

There is a way to perform these functions on your iPhone-but for the sake of brevity I refer you to the articles listed above for specifics on using iPhone for this purpose.

1. **Delete large files first.** - Deleting one or two videos that take up multiple megabytes of space is easier than sorting through hundreds of old documents of similar file size to decide which can be deleted.

Here's how to delete files by size on your desktop.

1. Log in to your Google Drive account.
2. Click Storage in the menu on the left side of the screen.
3. The Storage page should list your files from largest to smallest, but if not, click Storage used on the right side of the screen. The files should now be ordered from largest to smallest.
4. Click on the large files you want to delete to select them. You can select multiple files by holding the Shift key on your keyboard.
5. After selecting the files for deletion, click either the trash bin that appears near the top of the screen or click and drag the large files to Trash on the left side of the screen.
6. From there, click Trash on the left side of the screen to go to the Trash menu. Click Empty Trash on the right side of the screen, and then click Empty forever.

Google will automatically delete forever items in your Trash after 30 days. To speed things up and empty your trash now, do the following:

1. Tap the hamburger icon (three stacked lines) in the top-left corner of the screen next to Search in Drive.
2. Tap Trash.

3. Tap the three dots (...) in the top-right corner of the screen.
4. Tap Empty trash.

2. Empty your Gmail spam folder

To empty your Spam folder on your desktop:

1. Log in to your Gmail account.
2. Once you're logged in, click Spam on the left side of the screen. If you don't see Spam, click More and Spam should be in the expanded menu.
3. In your Spam folder, click Delete all spam messages now.
4. Click OK in the pop-up.

3. Clean up your Google Photos

Google also includes Google Photos in the 15GB of free storage it gives its users. Photos and videos can take up more space than text-based files. It's wise to go through and delete old photos and videos to make room.

There's no option to arrange your photos and videos from largest to smallest like in Google Drive and Gmail, so you'll have to go through and delete items manually. You can check how much space a file is taking up by selecting it and clicking the "i" for **information** from the top menu.

To delete photos and videos from Google Photos on your desktop:

1. Open and log in to Google Photos.
2. Scroll your mouse over photos and videos you want to delete and click the gray checkmark icon in the top-left corner of the photo or video. Do this to as many photos and videos as you want.
3. Click the trash icon in the top-right corner of the screen.
4. Click Move to trash.
5. Click Trash on the left side of the screen.
6. Click Empty trash near the top-right corner of your screen.
7. Click Empty trash again, and you're set.

4. When all else fails, download your files to your desktop

If your storage is still almost full and you can't decide to delete more files from your Google Drive, Gmail or Google Photos, you can download your items and store them directly on your computer.

To download all your Google files for storage on another hard drive:

1. Open and log in to your Google Drive or Google Photos account on your desktop.
2. Select the files or photos you want to download.
3. Click the three stacked dots in the upper-right corner of your screen.
4. Click Download. Note that Gmail will download messages as a .eml file.
5. Once the items are downloaded and moved onto your hard drive, feel free to delete them from your account and empty your trash bins.

You can download emails from Gmail in much the same way, but you have to download your emails one at a time.

Here's how to download your emails from Gmail:

1. Open and log in to your Gmail account on your desktop.
2. Click into the email you want to download.
3. Click the three stacked dots in the upper-right corner of your screen.
4. Click Download. Your emails will download as a .eml file.
5. Once your emails are downloaded and moved onto your hard drive, feel free to delete them from your account and empty your trash bins.

Complete that “Spring Cleaning” Purge of Gmail

10 Gmail Tips and Tools I Use Daily, Cnet.com, by Shelby Brown, 5/5/23, Take the complication out of your inbox with these Gmail tips and tools.

Clean up your inbox

Perhaps you are already well versed in using the “select-all-plus-delete” combination in an attempt to keep your inbox at a reasonable level. In addition, if you reach the conclusion that you don't need any emails before a certain date, you can type in "before:<DD/MM/YYYY>" into the search field and enter the date of your choice. This will filter your inbox so you can more efficiently use the select-all button to delete old emails.

Access multiple accounts

If you have more than one active Gmail account, you can switch between them easily. Simply click your profile icon in the top right (mobile or desktop) and choose Add. Then sign in, and, in future, you'll be able to access all active accounts when you click your profile icon. Remember you will be signed out of any accounts you don't check frequently enough.

Email filters

Filters are very useful to organize emails and prioritize emails from certain people. To set up a filter, open Gmail, click the settings gear and choose See All Settings. From there, click Filters and Blocked Addresses > Create a New Filter. Organize emails by sender, recipient, subject, keywords and other factors. When complete, click Create Filter.

Set up a signature

Setting up a signature in Gmail can save you a step when composing a message and make your emails look more professional. To set up a signature for all outgoing messages, open Gmail > Settings gear > See All Settings. From there, scroll down until you see Signature and click Create New. Any signatures you've created will be visible in Settings, where you can edit or delete them at any time.

Undo a sent message

Gmail has a wonderful feature called *Undo Send*. Right after you hit Send, a message at the bottom of the screen will pop up saying the message was sent, but there's also the option to Undo or View Message. If you click Undo, Gmail will stop sending the message. You can also edit how long you have to cancel a message. To get Undo Send set up, go to Settings > See All Settings and scroll down to Undo Send. From there you can set a send cancellation window of 5, 10, 20 or 30 seconds.

Schedule your emails

Scheduling a message is used for email recipients in different time zones than yours who you don't want to bother with an email notification at odd hours. To schedule a message, upon completion of the email, instead of clicking Send, click the little down arrow and select Schedule send. Gmail will suggest some possible times, but you can also manually input a specific send time.

Get help with Smart Compose

Gmail's Smart Compose works like predictive text and is meant to streamline your writing process. For example, while you're typing "I'll call you," Google Smart Compose will suggest "tomorrow." Just hit Tab to accept the suggestion; otherwise, keep typing. If you're not a fan of Smart Compose, you can toggle it off in Settings.

Spell check

Gmail's spell-checking tool can take some of the stress out of sending important emails. The spell checker can help with words you're actually unsure of as well as simple hiccups from typing too fast. And Gmail will keep the word underlined if it changes it so you can choose to undo the change if you don't like it. On top of that, Gmail has grammar and autocorrect features. Everything can be turned on or off in Settings > Spell Check.

Mute conversations

For that occasional email group that keeps going on and on, click the three-dot settings icon just above the email subject line and select Mute in the drop-down menu. When appropriate, go back and click Unmute to rejoin the conversation.

Label your messages

Labels can help you manage your inbox by acting like filters (and you can set up a filter to send an email to certain labels). Labels are located in the sidebar with Inbox, Sent, Junk and other folders. Scroll down and click Create New Label. Then name your label as well as create group labels. For example, if you're getting organized for a project, the main label could be *Board Meeting* and group labeled as specific *agenda items*.

REMINDER

Help SIG: Need some assistance with solving a problem with your Apple Device?
Denver Apple Pi to the rescue!!

Call Herman to get your name/problem on the list prior to our meeting so our DAPi Help people will be prepared. **You will need to bring your computer, your own power cord, mouse and keyboard.** Herman will keep a sign-up list for those asking for help at the monthly meeting so members can be helped in a prioritized way. Drop-ins are welcome. Contact Herman at 720-897-9766 or hermanalb@mac.com

Need help with iPad, iPhone? If you would like assistance with navigating and synchronizing your iPad and iPhone, bring them to the monthly meeting. Notify Herman what help you need, and we will try to get the problems resolved.

Denver Apple Pi Membership Information

Denver Apple Pi (DAPi) is an Apple Computer Users Group, not affiliated with Apple Inc. The Seed is an independent publication not affiliated or otherwise associated with or sponsored or sanctioned by Apple Inc. The opinions, statements, positions and views stated herein are those of the author(s) or publisher and are not intended to be the opinions, statements, positions or views of Apple Inc. Articles, stories, and other items in The Seed may be copied or used by other clubs or groups as long as credit is given to Denver Apple Pi and the author of the article. On reprints, please also include the date or volume number from The Seed.

Fill in the form below or ask for an application to complete and send to the Club mailing address: DENVER APPLE Pi, 6441 Eaton St, Arvada, CO 80003. For information, call Herman Pflueger at 720-897-9766 or email hermanalb@mac.com.

Our web site is: www.denverapplepi.com

Mac and Troubleshooter Group Help SIG meets the THIRD Tuesday of the month, subject to your appointment time.

**Seed articles should be sent to: lindasienkiewicz@gmail.com,
Subject: Seed article**

Denver Apple Pi Officers

President	Larry Fagan
Vice President (Mac)/(Help)	Tammy Hanson
Acting Secretary	Shelby Shrigley
Treasurer/Membership Chair	Herman Pflueger
Appointees: Web Master	Tammy Hanson



Membership Form

New members please complete the following and email to:

hermanalb@mac.com

Or mail to: Denver Apple Pi
6441 Eaton St., Arvada, CO 80003

Or you may turn in your dues and this application to any Officer at any regular meeting.

Date _____

Renewal _____ New _____ Change _____

Name _____ Nickname _____

Address _____

City/State/Zip _____

Cell _____ Home _____ Email _____

Apple Computer devices/models owned: _____

Applications (Apps) most used _____

Program ideas for upcoming meetings: _____

Questions? Call Herman at 720-897-9766

