# JANUARY 2023
# TECH TALK MEETING

## Review, Recap, and
## Look Ahead to the Future

# Some Basics

We are used to written instructions, but that's not the way it is with computers. You learn by doing, so learn to play with your computer, laptop, phone, etc .

If you haven't found what it is you're looking for, it's because you haven't pushed enough buttons.

# Some Basic Info

# Gmail Basics

Let's review some of the Google apps:

- **Maps** – can give you directions as well as how an intersection where you need to turn looks like

- **Meet** – If you wish to have Zoom style meeting with family members, look into Skype which is no cost at present.

- **Translate** – one of my favorites as it's really helping me with my leccion de Español

- **Photos, Chat, Shopping, Finance, Travel**

# Formatting letters in a foreign language

Spanish letters for example:

- á: Alt+160 - Á: Alt+181
- é: Alt+130 - É: Alt+144
- í: Alt+161 - Í: Alt+214
- ó: Alt+162 - Ó: Alt+224
- ú: Alt+163 - Ú: Alt+233
- ü: Alt+129 - Ü: Alt+154
- ñ: Alt+164 - Ñ: Alt+165

- For other languages, simply search online for "language specific alt codes"

# Online Help

# Getting help online...

- Need tech support?

- Look the problem up on Google or a Search Engine first. Type in the problem, i.e., "how do I change ink cartridge in Canon Pixma printer."

- In some instances put in "solved" and Google will only show you the discussions where the question actually was answered, i.e., "Apple TV can't connect to iPad solved."

# More help online…

- If you are having trouble using a feature on your technology, try your query on YouTube.

- You get to watch a video of someone else using that feature and you will figure out what you need to do.

- In fact, if you have to fix anything, go to YouTube to see if there is a video to help you.

- I repaired my dryer once by watching a couple of videos on YouTube which saved me paying for a repairman.

# Other YouTube hints...

- If you want to find a YouTube video quickly, in the YouTube search box, type in "allintitle" and then what you are looking for.

- Once you have the video you want to see, press the space bar to stop or pause it. Really helpful if you are trying to fix something or put something together.

- YouTube will bring up a lot of videos it "thinks" might be helpful to you.

# Wordprocessing Basics

# Some wordprocessing hints...

- If you need to highlight a lot of text in a word document, email, or web page, use the "shift click" method.

- Double click on the first word or in front of it and then scroll down to the last word but don't click yet. Once you are in that area, press Shift, hold it, and then click. Everything in between is now highlighted so can easily use the copy/cut and paste feature. This is an easy way to copy recipes off of a website. Oftentimes, however, you can't do this trick on a phone or a tablet.

# Five basic keystrokes...

**The five most important basic keystokes worth memorizing :**

- **Ctrl+s – save** (do this frequently even if your system saves every few minutes)
- **Ctrl+f – find** (some words or numbers in the document)
- **Ctrl+z – undo** (we know this one; it's the universal oops key)
- **Ctrl+y – redo** (the change you just undid)

    [On a Mac, press the shamrock key in place of Ctrl.]

- Want to quote back or forward just an excerpt from a specific email but not the whole message?

- Drag through the text in question before you click Reply. Now when you click Reply, your email program "quotes back"only that portion of the original note.

# Verifying What's True and What Isn't

# Is the news you're reading online accurate?

Fact-checkers, journalists and digital media experts share simple ways you can inspect what you are reading for accuracy and validity:

- **The byline** - Do a web search for the writer's name with "journalist" or "writer," No author cited? That's an immediate red flag.

- **The headline** – 70% of people don't read beyond the headline on articles they share. Manipulators use that to their advantage by creating clickbait headlines that distort a story's truth. Read the whole story before liking, sharing, or believing it.

- **The sources** - research an article's sources. A quick search can reveal whether people, studies, surveys or reports that provide evidence for the news story have political or business affiliations. Having these affiliations can be fine, but you'll benefit from knowing who and what they are.

- **The call to action** – if there is language urging you to take some action – send money, join an organization, share the report or simply "click this link" – be highly cautious. Articles that sell or promote something often are not truly unbiased; a fervent push to have you click on a link could even signal fraud.

- **The pictures** – altered or completely fake photos and videos are common in the disinformation realm. Use "reverse-image searches" if you suspect a faked photo. Drag and drop a photo into Google Image search, for example, and it will spit out information for that image, such as its original source, when it first appeared and more.

- **The coverage** – legitimate news stories rarely show up on just one site. Use lateral reading and look at other news sources to see if they have similar stories or information.

- **The reporting** – is it really news you are reading or is it opinion or advocacy? Reporting covers the who, what, when, where and why. If a news story is missing any of these, be suspicious. Ask yourself: "Who wrote and shared this? What is its goal? When was it created? Where is it getting its information from? Why am I getting this now?"

- **The dates** – a while back, a poem went viral that was supposedly written in the late 1800s, but it had the perfect sentiment and messages for today. Turns out it was written in March 2020, as anyone who consulted Snopes.com or other fact-checking web services would have discovered.

# Good sources to find out if it's true or not...

- PolitiFact.com

- FactCheck.org

- Snopes.com

- LeadStories.com

- ScienceFeedback.co  (this is not a typo; it's not a .com site)

- CheckYourFact.com

# I can't repeat this often enough...

If a "news item" makes

you laugh,  sad,  angry 

or tugs at your heart strings, be suspicious. Make sure it really is news and not something to lead you astray.

# Cellphones

# Now for your cellphone…

- To put in a different punctuation mark: Leave your finger down on the "123" button and then drag to the punctuation mark you want. Your phone will put it in and flip back to the alphabet key.

- If you want to meet Jóse at a café for a piña colada, you can put in the accent marks by holding down the "o" letter in Jose, the "e" letter in cafe and the "n" letter in pina colada. By holding it down, various forms for that letter will appear and then slide your finger to the one you want. When you release, it will show up in your text message with the correct accent mark.

- Want to charge your phone faster? Put your phone into Airplane Mode. It will charge nearly twice as quickly since the phone won't be spending time and battery power looking for incoming signals, emails, etc. On iPhones, open the Control Center (swipe up) look for the plane icon. On Android, open Settings: then Wireless & Networks, tap More, turn on Airplane Mode or Tap on Network & Internet and then on Airplane mode.

- Make your battery last longer:

- The screen uses up a lot of power. Turn it down to turn your battery life up. On the iPhone, go to the Control Center and look for the top slider that controls the screen brightness. On an Android, open Setting. Tap Display, then Brightness level for slider to control the screen's brightness.

- In a place with no cell service, put your phone into Airplane Mode otherwise it just keeps searching and searching for a signal so can use up your battery for no purpose.

- Secret recall button. On the dialing pad, tap the "Call" button. The most recently dialed number will show up in the typing box. Now tap "Call" again to place the call.

- If your using your phone to find a website, type it in and when you get to the period key hold it down to add in the ending, i.e., .com or .edu, etc.

Miscellaneous

- Read Kindle books without a Kindle

- There's a free Kindle app for every kind of phone, tablet, and computer: iPhone, Android, Mac, Windows, and so on. You can read Kindle books on the Web wherever you happen to be. Just go to "read.amazon.com." This applies to Barnes & Noble's e-books as well so you don't have to buy a Nook e-book reader. You can read them on the Web, on your phone, or on your tablet.

- When online, you will be monitored and the various websites will do their best to pick out other things along the same line that will keep your interest and keep you online.

- One search engine that doesn't track you is DuckDuckGo and it can be used as a Google replacement. It doesn't track or target your IP address or your search history.

- Because algorithms determine what you see, you think you are getting all the information but you are actually being lured down the rabbit hole.

- "If you're not paying for something with your money, you're paying for it with your attention."

- Beware of scams online using links directing you to a website or providing you with a phone number to call.

- Don't respond to unsolicited emails, never click on links in these emails, and be cautious if you are asked to respond quickly.

- On emails that you think might be legit, double check by looking at the address line of the sender. Carefully read it as United Bank can become Untied Bank when used by a scammer.

- Your bank will have a 24/7 fraud unit. Call the bank number on the back of your card or from your statement if you are suspicious about anything involving your credit card, checking, or savings account.

- When shopping online, pay attention to the address line on the checkout page where you enter your credit card information. If the page does not have an "S" following "HTTP" in the address line, consider shopping somewhere else. Also look for the little lock.

# Something new to try...

- If you have a relatively new Smart TV, a laptop with a Windows Operating System, and an Internet connection, you may be able to get your laptop screen onto the TV screen.

- On your laptop, go to "Settings," "System," then "Display." Scroll down and look for "Multiple Displays" and then "Connect to a wireless display."

- You will need to select the wireless device from a list that shows up in a side window. Then enjoy to your heart's content watching YouTube, photos, etc. on your big TV screen.

- Sometimes it won't connect automatically the first time you try this. If that happens, look for a "Detect" button that will help your laptop and TV talk to each other.

# The Future

# Looking towards the future...

- Welcome to the Fourth Industrial Revolution, also known as Industry 4.0. This is a name for the sweeping technological changes happening in the world right now.

- If you attended the Tech Talk on robots, you would have seen Boston Dynamics robots dancing. Now they are becoming much more agile. The human body and its ability to move and keep its balance is very difficult to replicate, but those in the industry are getting better and better at it. Here's the latest from Boston Dynamics…

- To show how they work together: https://www.youtube.com/watch?v=7Wm6vy7yBNA

- And to show how agile they are becoming: https://www.youtube.com/watch?v=tF4DML7FIWk

- The first three industrial revolutions basically involved a single technological advance. First was the use of steam, then electricity, and then computing.

- But Klaus Schwab, a global economist, said "Given its speed, scope, and unprecedented impact, 4.0 is unlike anything humankind has experienced before." 4.0 has more than ten distinct elements, each one of which is expanding quicker and quicker all the time.

# The Fourth Industrial Revolution

- The Fourth Industrial Revolution is blurring boundaries between physical, digital, and biological worlds. To name six of the ten areas, there are advances in artificial intelligence (AI), robotics, the Internet of Things (IoT), 3D printing, genetic engineering, and quantum computing.

- Many products and services in these fields are becoming part of modern life. For example, GPS systems that suggest the fastest route to a destination, voice-activated virtual assistants such as Apple's Siri, personalized Netflix recommendations, and Facebook's ability to recognize your face and tag you in a friend's photo.

- As a result of this perfect storm of technologies, the Fourth Industrial Revolution is paving the way for transformative changes in the way we live and will radically disrupt almost every business sector. Most people don't realize how quickly the pace of technological progress is moving. Things we think of as just something in a sci-fi movie are currently being used in manufacturing, etc.

- Over the next few years, 4.0 will make inroads into our everyday lives. Before long instead of having Amazon deliver products to us, people with 3D printers will be able to order a product, hit "print" and have it built right in their homes. Or those without a 3D printer, can go to a local "store" that prints things out for you.

- Another example of growth is in Artifical Intelligence (AI).

- Right now there is a new chatbot called ChatbotGPT that was released to the public in late 2022. It has been "trained" on billions of examples of text pulled from all over the Internet and thus all over the world.

- Many educators say this chatbot's product is better than the large majority of writing seen by the average teacher or professor. There is discussion that this may end using writing as a benchmark for aptitude and intelligence. They say the question isn't "How to get around this," but rather "Is this still worth doing or keeping."

- These sorts of AI chatbots could become a big threat to Google and other search engines as well.

- In critiquing the ChatbotGPT, a reviewer found that putting in recent queries done on Google, this chatbot's answers were clearer and more comprehensive than Google's in 13 of the 18 tests. Instead of Google's list of links, ChatbotGPT offers a single, immediate response that required no further scanning of websites.

- But that was only for non-subjective subject matter. AI hasn't yet developed an ability to discern and take sides in a debatable matter. Maybe we should be thankful for that.

# New technology close to home...

- Cutting-edge technology is already being used in North Carolina to help with some ecological problems.

- Our State is using approximately 43 ocean and 25 river delta artificial reefs. State officials strategically placed these artificial reefs to help provide refuge for fish and increase fish populations to help keep healthy waters.

- Here's a picture of 3D printed marine cubes being used in North Carolina.

- The cubes are 3-by-3 feet and have two rectangular holes on five sides of the cube for fish to swim through. Each cube weighs about 1,800 pounds and is spaced out 10 feet apart underwater.
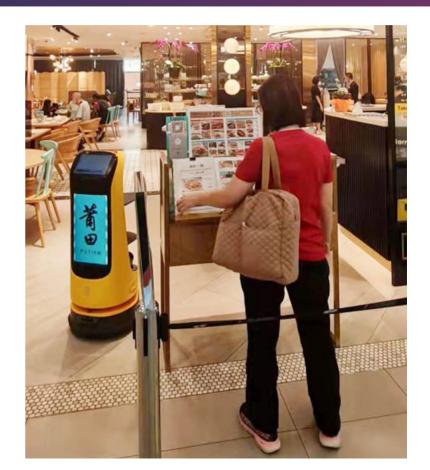
- Using 3D printing for artificial reefs offers unique advantages compared to using traditional materials. The biggest benefit is that it allows state officials to customize reef structure and size based on the specific needs of the environment.

- Until now, the North Carolina Division of Marine Fisheries (NCDMF) has used "materials of opportunity" for artificial reefs. These materials include vessels, train boxcars, precast concrete, or demolition concrete from destroyed bridges or roads.

- This new technology helps with ecological and engineering requirements since what's needed in the Neuse River is different than what's needed on the Outer Banks. Now by simply "pressing a button," the modules, the structure, the geometry, and the roughness to match the features that are needed for a specific habitat can be easily changed and modified.

- Another advantage of 3D printing artificial reefs is that it helps plan projects ahead of time and therefore reefs can be made as needed rather than waiting for used concrete or boxcars to become available.

- And new technology is coming our way quicker than we might think or realize...

- As I found out on my recent trip to Colorado.

- My new friend that I met in a Chinese restaurant while visiting my sister in Denver over the holidays…

# Next Meeting

- There won't be a February meeting, but we'll see you again on Thursday, March 16, 2023.

- We'll be covering how to use some of the "office" software that is installed on so many computers and will go over text documents, spreadsheets, and presentations.

- If you have specific questions on using your software, please send me an email through our website under "Contacts-Tech Talk."