



PLATEAU PC USERS GROUP, INC GAZETTE



July 2021

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 www.PPCUGinc.com July 2021
"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 27, Issue 7

This Month's General Meeting

Tuesday, July 13, 2021

will start at 3:00 P.M. @

FFG Christ Lutheran Church

Note: Mask wearing & social distancing is mandatory during the meeting.

July 13th. Presentation @ 3:00 P.M.

Windows 10 Tips and Tricks.

The July presentation will be on Windows 10 Tips and Tricks.

How to personalize your system by setting colors, night light effects, background picture, and other customizations will be discussed.

Additional topics are setting up accounts for yourself and family, privacy settings including camera, microphone, speech, and voice activation, updating, security, recovery, trouble shooting, backup, and more.

Other tips and tricks to be presented, as time allows, will include virtual desktops, snip and sketch, multitasking, and emoji's.



Independence Day—Sunday, July 4, 2021

Inside This Issue

Club information and Phone numbers	Page 2
Cool Tips & Sites: Windows Blue Screen of Death	Page 3
How to Export Contacts from Excel Worksheet to Outlook	Page 4
Alerts, Notifications, and Alarms—Oh, My!	Page 7
How to Enable & Configure Windows 10 Storage Sense	Page 9
Windows Defender and Firewall	Page 12
React 7-In-1 Vehicle Emergency Multi-Tool	Page 14
PPCUG Revised Application for Membership	Page 15
August 2021 Calendar	Page 16

Please Note: Starting with the June meeting, we will stop having summer/winter hours. Meetings will then be on the second Tuesday of each month at **3:00 P.M.**

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade TN

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group. Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st. of each year. Annual dues are \$24 per single person / \$30 per family. Persons/families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$24	\$18	\$12	\$6
Family	\$30	\$22	\$15	\$7

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

DISCLAIMER: No warranty, express or implied, is made by the PPCUG, the Gazette editorial staff or its contributing editors. This extends to all losses incidental or consequential from the use or non-use of any information in any issue of the Gazette.

All images used in the newsletter, website, blogs, class materials or handouts ("media") are obtained from a "free use" source, preferably images that have been released as "CCO Public Domain".

2021-2022 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/	Charlie Merrick	(931) 210-8013
Treasurer	John Krueger	(931) 707-3677
Acting Secretary	Richard Del Frate	(931) 456-2251
Past President	Carl Nordeen	(931) 456-5597
Membership	John Krueger	(931) 707-3677
Publicity	Mary Anne Nordeen	(931) 456-5597
Gazette Editor	Gordon Botting	(931) 456-2184
APCUG Rep	Steve Rosenstein	(931) 742-0151
Equipment Custodian	Bob Willis	(931) 456-6511
Webmaster	Alan Baker	(931) 239-0877

Directors at Large

Gordon Botting	Jim Buxton	Richard Del Frate
Barbara Duncan	Bob Willis	



Printed by, Business Equipment Clinic
539 West Ave. Suite 101 Crossville TN 38557

Cool Tips & Sites

Windows Blue Screen of Death

By Dan Douglas, President, Space Coast PC Users Group
The Space Coast PC Journal
www.scpcug.com
datadan (at) msn.com.

At a recent learning center meeting, we reviewed what that dreaded Windows blue screen of death (BSOD) meant when it stated it was performing a system dump. Let me explain that in detail here:

When the operating system, which is Windows for most of us, encounters an abnormal or crash situation where it doesn't have a pre-determined way to recover, the BSOD will usually occur. In order to provide details about what programs were loaded at the time of the crash and what actions or clicks may have been processing, a system dump file is created. A system dump file is used by Microsoft to fix potential situations that caused the BSOD, from happening in future releases of Windows.

This is why Windows gets regular updates automatically from Microsoft. Each of those updates is designed to improve or correct the operation of different components of Windows or its applications. In those cases where the situation is so bad Windows can't even present the BSOD, the whole PC will just restart.

By default, Windows is set to create a dump file when a crash situation is encountered. If you do not want to create a dump file you can adjust that setting. Depending upon the version of Windows 10 that you're on, the manner to get to the advanced system settings tab can differ. This set of instructions will work on any:

- 1) Click on the control panel - if you can't find the icon, use the Windows 10 search bar at the lower left of your screen to locate it
- 2) Click on the System app
- 3) Click on Advanced System Settings or Advanced item
- 4) Click on Startup and Recovery - Settings
- 5) Under System Failure – check Write an event to the system log and Check Automatically restart
- 6) Where the Write debugging information is, click on the drop-down arrow and choose (none)

With these settings, your computer will not create a system dump file but will record an error in your system log file which is much quicker. I'm sure Microsoft will get lots of system dumps with similar situations as yours, without you having to clog up your hard drive with dump files to be uploaded to Microsoft.

**** Visit the PPCUG Website ****
At: www.PPCUGinc.com.

Read all about our club activities and scheduled monthly meetings, also current and past issues of the Gazette Newsletter. Links also to the Meeting Handouts on past presentations.

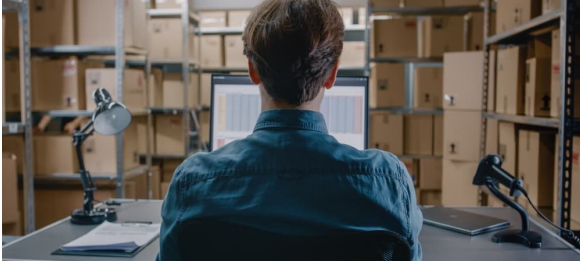
Send your comments and suggestions to the PPCUG Webmaster, Alan Baker
jackal33980@gmail.com (931) 239-0877



How to Export Contacts from an Excel Worksheet to Outlook



By Michael Bryant



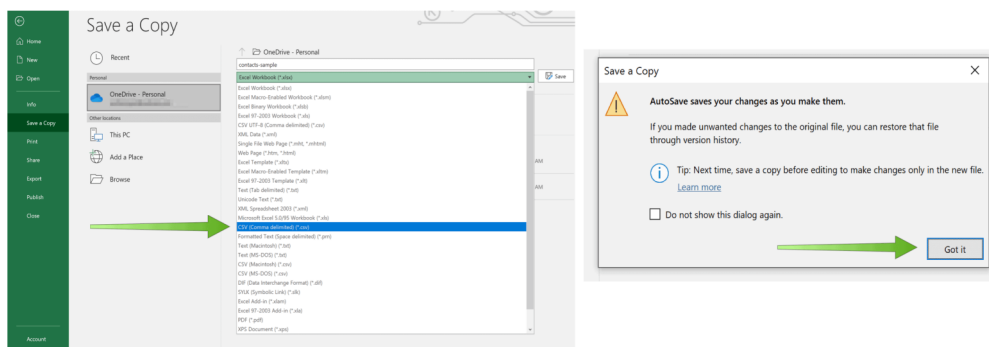
Microsoft Excel offers a great way to store and maintain contact information for business or personal use. However, the time may come when you want to use that information in Microsoft Outlook. Here are the steps to export contacts from one app to another using Outlook 2013, Outlook 2016, Outlook 2019, or Outlook for **Microsoft 365 for Windows**.

Prep to Export Contacts

Moving contact information from Excel to Outlook requires saving your spreadsheet as a .csv file. Be sure to click the worksheet within a multiple-sheet spreadsheet before getting started.

1. Click **File > Save As** in Microsoft Excel. On some versions, it's **File > Save a Copy**.
2. Choose the **location** to save your file.
3. Select **CSV (Comma delimited) (*.csv)** in the Save as type box.
4. Click **Save**.
5. Choose **Got It** in the box, if applicable.

You now have a copy of your spreadsheet in .cvs format; the original file has not been affected and is closed.



You should now close the .cvs file.

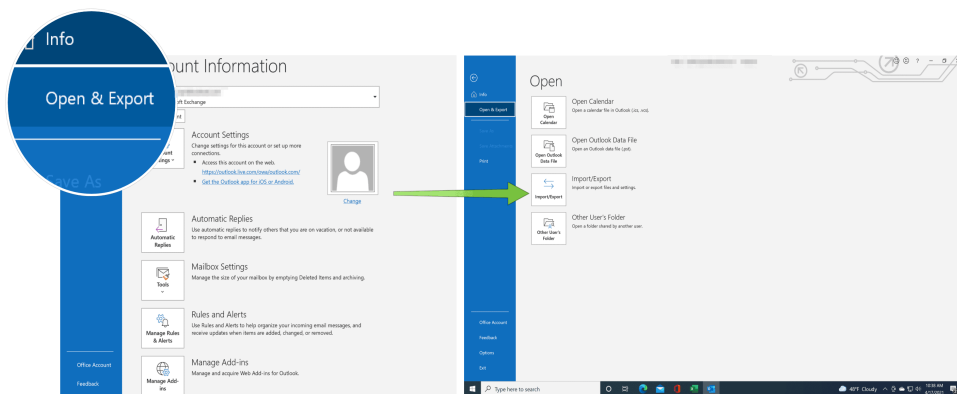
(Continued on page 5)

(Continued from page 4)

Importing into Outlook

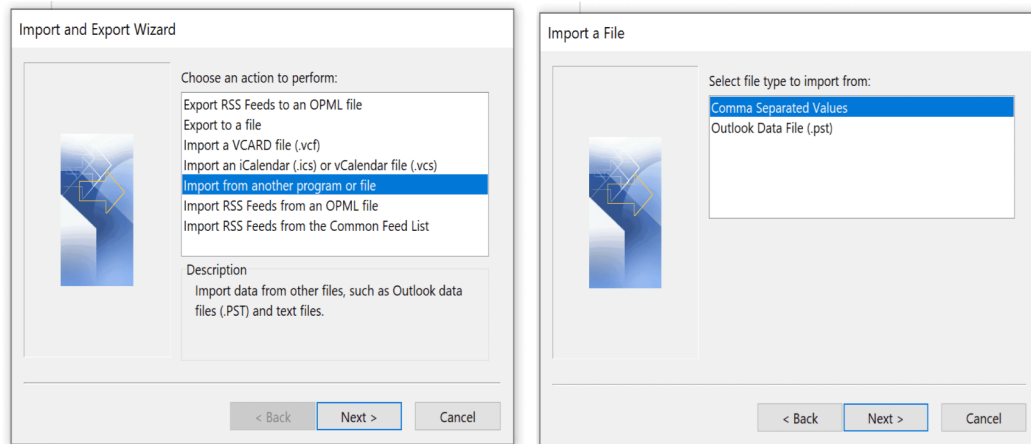
Follow these directions to bring the contents of the recently created .csvs file to Outlook.

1. Choose **File** in Outlook.
2. Select **Open & Export**.
3. Click **Import/Export**.



Next:

1. Choose **Import from another program or file**.
2. Click **Next**.
3. Select **Comma Separated Values**.
4. Click **Next**.



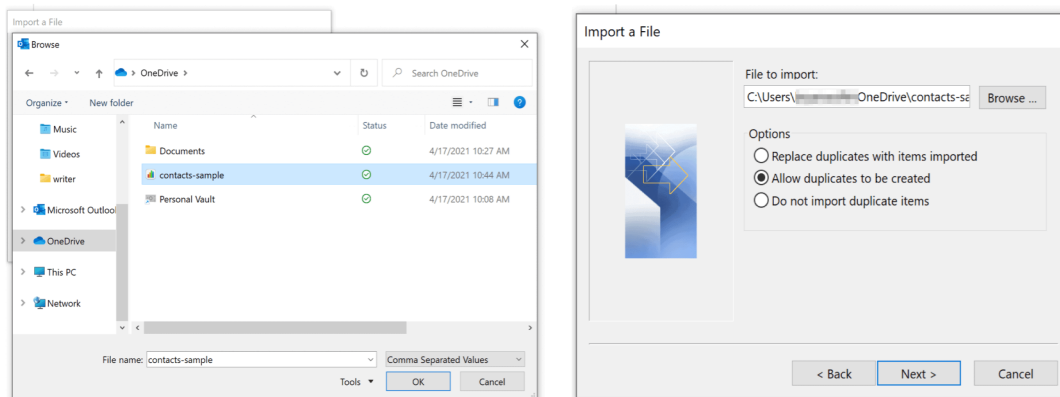
Next:

1. Choose the **Browse** button, and select your recently created .csvs file.
2. Click **OK**.

(Continued on page 6)

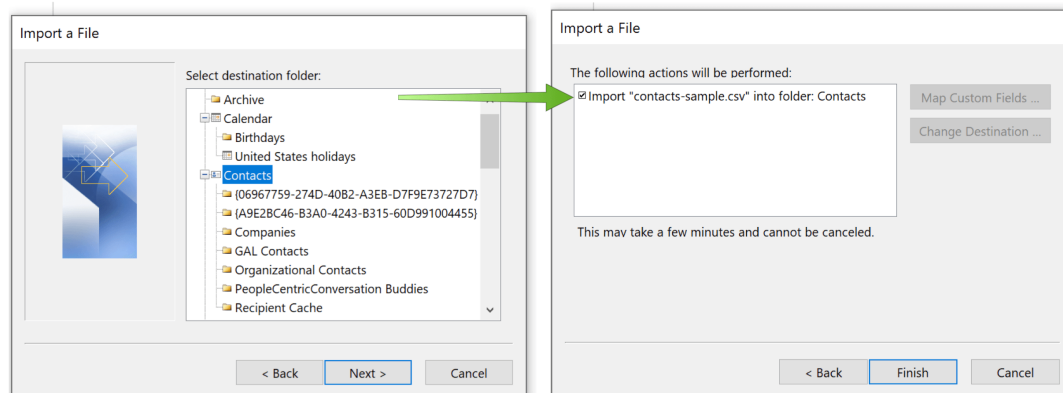
(Continued from page 5)

3. Under **Options**, choose whether to replace duplicates (existing contacts), create duplicate contacts, or not import duplicates.
4. Select **Next**.



Next:

1. Choose the destination folder for your contacts. **Contacts** should be selected by default. If it's not, scroll up or down to find it. You can also use another folder or create a new one.
2. Click **Next**.
3. Be sure the check box next to **Import "[File name].csv"** is selected.



Mapping Fields

The final step is to “map” the fields in your .csv file to the contact fields in Outlook. Don’t hit to Finish button until after setting this up (see below).

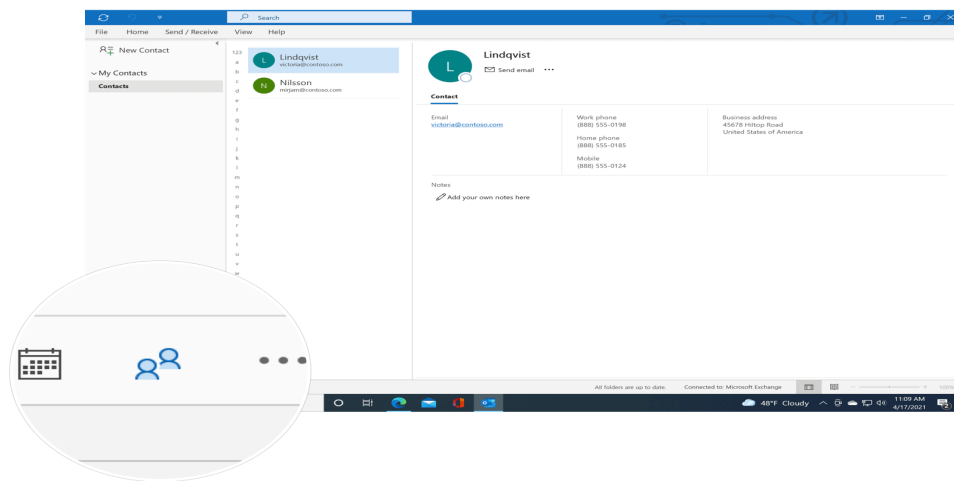
1. Click the **Map Custom Fields** button.
2. Map the fields on the left side (the .csv file) to the right side (the fields in Outlook) by dragging each field. For example, match “Work Phone” to “Business Phone.”
3. Repeat for each field.

(Continued on page 7)

(Continued from page 6)

4. Choose **OK** when finished.
5. Select the **Finish** button.

You have now imported contacts from a Microsoft Excel spreadsheet to Microsoft Outlook. Click the People icon at the bottom left to see the contacts you imported.



Alerts, Notifications, and Alarms - Oh, My!

By Dorothy Fitch, Editor, GVR Computer Club, AZ
January 2021 issue, Green Bytes
<https://www.ccgvas.org/>
dmfitch (at) cox.net

I have started using alerts, notifications, and alarms to get my attention. Some of these come to my phone and some by email. Most of the time, I can choose what works best for me for each purpose. Of course, there are notifications that you get even if you didn't specifically ask for them, such as doctor appointment reminders, books that are ready to pick up at the library, and many others.

Here are some of my finds and handy tools.

Alerts:

My bank's website allows me to set up alerts for activity related to the bank and credit card accounts. For example, whenever my credit card is charged, either in a store or online, I immediately get an email. If that card is ever stolen or hacked, I will know right away. I can also set up alerts for payments due, deposits, balances, etc.

We have a smart indoor thermometer that alerts us to temperature changes outside a specific range that we set up. That way we can tell from wherever we are reading email if the house gets too hot or cold.

Notifications:

You can sign up at the AZDOT website to be notified of construction activity, accidents, or delays on I-19. After you submit your email address, you can choose which areas of the state, including I-19, you wish to include. These notifications were particularly handy when the Irvington construction area was still active.

(Continued on page 8)

They also have a phone app that can notify you of highway events.

The US Postal Service offers a free Informed Delivery service to let you know what mail is coming to your mailbox. As mail is scanned in the postal processing center, an image is sent to your email address. (Lately, my email keeps showing me a picture of a postcard from the USPS that says that mail may be delayed. Ironically, that postcard still has not yet arrived!)

UPS's My Choice system tracks your packages and notifies you of their delivery. It's fun to check the map that shows the exact location of the delivery truck when it is in your neighborhood! FedEx has a similar Delivery Manager system and offers to deliver the package to a secure location where you can pick it up if you don't want it left outside your door.

On Election Day, I learned of the phone app from The Guardian that sends alerts to the "lock screen" of my phone when breaking news occurs. The Guardian is a British newspaper with a great reputation and world-wide coverage. So during the evening on 11/3, as election results started coming in, I would hear the distinctive tone I set up for my phone. That sound would prompt me to go look at the television to see the latest results. It was very handy. I am still enjoying the breaking news. I'm using the free version of the app, though a premium version is also available.

I have also subscribed to the free New York Times Morning Briefing and "breaking news" emails. (I usually get the Guardian notifications about 5 minutes before the NYT ones!) Their Morning Briefing has a summary of news headlines and a mini crossword puzzle. To read the entire article or enjoy the full crossword puzzles, you need to pay for a subscription. Lately, the headlines have been enough for me!

The weather station on our roof sends us an email every day with the day's high and low temperatures, wind speeds, and other data (the rain measure has never worked well, so its rainfall reports are rather suspect). It even has its own website, which I can access from my phone. If we ever get to travel again, we'll be able to see what the weather is like at home!

Alarms:

Alarms aren't just for waking you up. They can be great reminders to take your medicine, walk the dog, or whatever suits you. I use the Alarm feature of the Clock app on my Android phone and expect that an iPhone offers the same functionality.

Another phone alarm goes off at 6:59 pm Mon–Fri. We're usually preparing dinner at that time, and we like to listen to "Exploring Music" with Bill McLaughlin on the radio (KUAT, 90.5 FM). This reminds me to set the tuner to the radio so we can listen.

Once a month, my husband needs to submit data for his Rainlog project, where citizen scientists report the amount of rain received in their rain gauge. So, that alarm goes off on the first day of each month at noon as a reminder for him to do that. We have it on our shared Google calendar as a recurring task, but do we ever look there anymore? That calendar is rather empty these days.

It's nice that you can set up and customize multiple alarms to recur on specific days and times.

There are so many possibilities out there that you can subscribe to or set up. Give it a try!

How to Enable and Configure Windows 10 Storage Sense



By Steve Krause

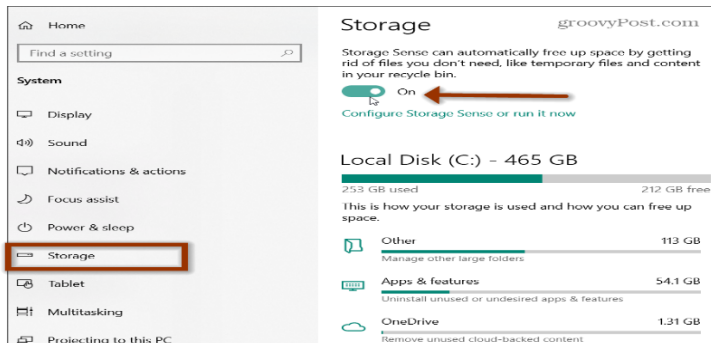


Automatically delete temporary system and application files using Windows 10 Storage Sense.

Windows 10 has a bad habit of keeping old temporary files lying around which don't do anything other than take up hard drive space. A new feature in Windows 10 called **Storage Sense** helps solve this issue by automatically deleting temporary files and content from your recycle bin. It may not be enabled so let's jump in and review how to enable and configure it to keep your hard drive nice and clean.

How to Configure Storage Sense on Windows 10

Start off by going to **Settings > System > Storage**, or use **Windows keyboard shortcut Windows key+Q** and **type: storage**. The Storage Sense option is hard to miss, just flip the toggle switch to enable it.



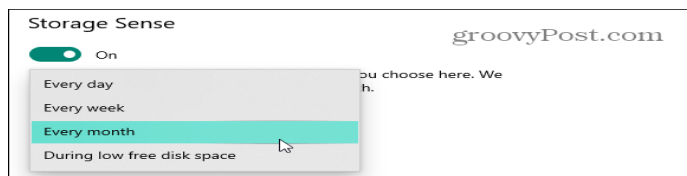
To customize Storage Sense, just click the “**Configure Storage Sense or run it now**” link.



(Continued on page 10)

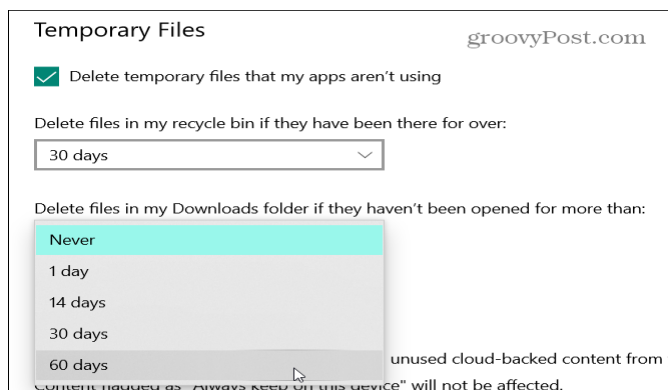
(Continued from page 9)

Now you have several settings to choose from. First, and foremost, is to choose how often it runs. The default is every month which should be fine for most users. But you can change it to run every day, week, month, or when your system is low on disk space.

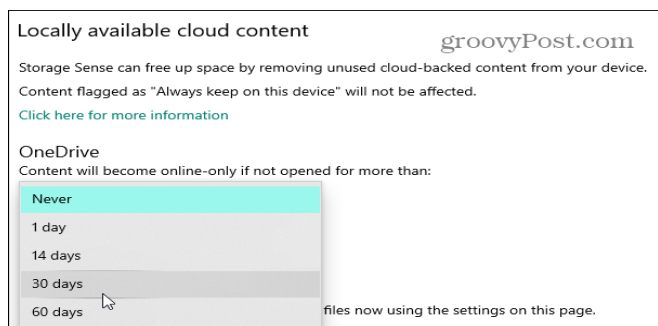


In most cases, the default settings are perfect. The Temporary Files option is automatically checked to delete temp files apps aren't using. You can change it to delete files in your Recycle Bin every day, two weeks, month, 60 days, or set it to Never.

If you have a bad habit of never deleting files in your **Downloads Folder**, you might want to select to have Windows automatically delete those files if they haven't been changed for 30 or 60 days (or less). For most of us, downloads are kept for a reason (or on a separate drive). So it's no wonder this is set to **Never** by default.



Storage Sense can also free up space by removing unused cloud-backed content from OneDrive. You can set the amount of time that passes before OneDrive content becomes online-only.

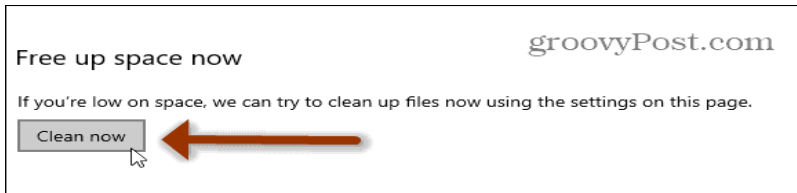


(Continued on page 11)

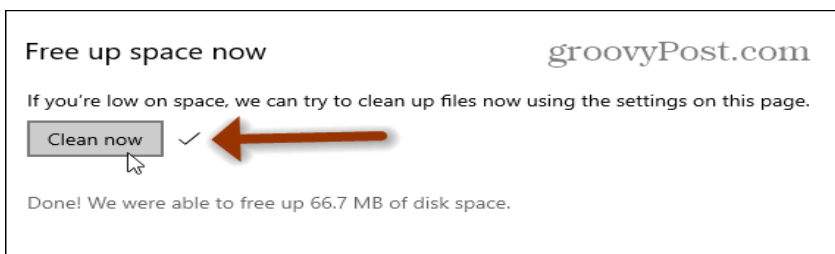
(Continued from page 10)

Manually Run Storage Sense

If you prefer not to wait for the allotted times you set, you can manually run Storage Sense. Just click the **Clean Now** button at the bottom of the list under the “Free up space now” section.



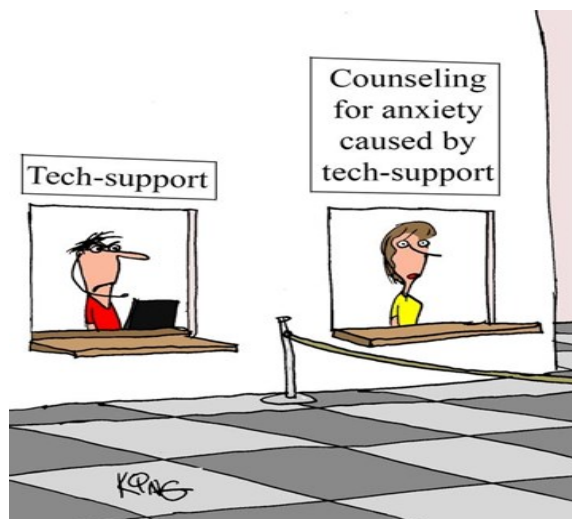
Storage Sense will run and clean up files you no longer need. Wait while it runs and when it's done you will see how much disk space was freed up.



The Windows 10 OS continues to get stronger and stronger with each Windows Update.

The Windows 10 **Storage Sense** feature is a good example of this. Previously, **disk cleanup was fairly manual**, however, for me, it's hard to beat automatic — just set it and forget it.

If you've cleaned up your drive and still need more room, **consider clearing your browser cache** or using another tool **like CCleaner** to free up temporary files from other applications installed on your system



Windows Defender and Firewall

Knowledge is Your Best Defense

By David Kretchmar, Computer Technician
Sun City Summerlin Computer Club
<https://www.scscc.club>
dkretch (at) gmail.com

There is a lot of confusion regarding Windows computer security. Some reviews of anti-virus software will state that **Windows Defender** is very poor, while others will say that it is very good. I would personally call it entirely adequate while lacking some features.



Microsoft Windows Defender originally was considered pretty weak. However, over the past 5 years, beginning with Windows 8 and continued in Windows 10, Microsoft has upped its game. Windows Defender, through several upgrades to Windows 10 and weekly updates, has become a real challenge to malware developers.

Windows Defender was originally known as Microsoft Security Essentials back in the days of Windows 7, when it was offered as a separate download. Now it's built into Windows 10 and is enabled by default.

I've been using only Windows Defender and Windows Firewall from the day I moved to Windows 10 in 2015, and I have not found a virus infestation in any of my four computers.

Different protections

There are different types of malware protection available which many people wrongly think are the same and label it under antivirus. Within antivirus software there are multiple parts; the two major ones are "Scan time Detection" and "Run time Detection".



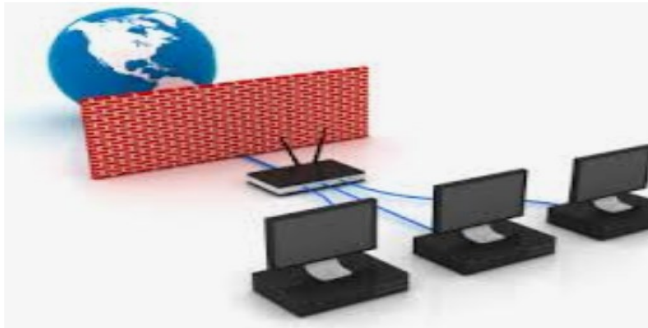
Scan time detection detects malware based on analyzing an application's software executable and is only as good as its latest virus definition updates. Scan time protection depends on recognizing known malware signatures and types and uses that information to determine an executable's validity (or bogusness).

(Continued on page 13)

Virus definitions need to be periodically updated so its definitions include the latest discovered malware.

Run time detection detects malware based on the way it runs, system functions it calls and system files it accesses. The run time A/V software then analyses this information to determine whether the application is malicious or has similarities to known malicious software. This is also known as heuristic analysis. Heuristic analysis is incorporated into more advanced security software to detect new threats before they cause harm, without the need for a specific signature. New viruses are called “zero-day”. The best protection against these is a real-time scanner, which analyzes how software behaves on your PC. Recently this is one area where Windows defender has excelled.

The firewall



These days the firewall is a major part of the security system, preventing unauthorized connections to your system by malicious software. The **Windows firewall** does the exact same job of blocking incoming connections as any third-party firewall. Third-party firewalls like the one included with Norton may generate pop-ups more often, informing you that they're working and maybe asking for your input. The Windows firewall just quietly does its thankless job in the background.

Windows firewall is enabled by default and should still be working unless you've disabled it manually or installed a third-party firewall. You can find its interface under Settings, Updates and Security, Firewall & network protection.

You are the best defense

Some experts feel that if you know how to use a personal computer, what to browse on the web, where to click, where not to click, which software to install and which link to click then you don't need an anti-virus software. But you need to always be aware. Think before you click on anything, and never download third party software onto your system unless you understand exactly what it will do (generally, you don't).

Free alternatives to Windows Defender

If you don't feel Windows Defender is adequate, and you don't want to pay for protection, I suggest you look at the Avast or AVG free antivirus editions. Both can do a good job of protecting your computer. These third-party products offer some features that Windows Defender lacks, such as on-line monitoring for potential exploits. They are available from:

Avast: <https://www.avast.com/en-us/index#pc>

AVG: <https://www.avg.com/en-us/free-antivirus-download>

I have used both and they are very good.

React 7-In-1 Vehicle Emergency Multi-Tool

by George Harding, Treasurer, Tucson Computer Society
Tucson Computer Society
www.aztcs.org
actuary110 (at) yahoo.com

Here's a handy gadget! It's multipurpose and has seven uses.



1. It can be used in your car to charge any USB chargeable device. You plug it into your car's power outlet. The enclosed battery will charge if needed and any of our additional devices that you connect to it will charge as well. There is a battery charge indicator to tell you how much charge is available.
2. It can be used away from your car as a charger for any USB chargeable device
3. It is a flashlight. A button on the side of the React turns on the light. Further presses cycle through low and high options. A long press turns it off.
4. Using the side button also gives you access to a red flashing light.
5. A button on the other side of the React turns on the S.O.S alarm.
6. React includes a seat belt cutter, available for emergency use. The blade is protected so it won't slice your fingers, but it is strong enough to slice a seat belt.
7. React can also be used to break window glass in an emergency. It should not be used to break laminated, windshield, or pane glass.

The manufacturer recommends that the tool be replaced after using either the glass breaker or the seat belt cutter.

The tool comes with a cable that can be used for charging the internal battery. The unit also comes with a User Manual.

The unit has a one-year limited warranty.

This is a very handy tool to keep in your car for use when needed.

React by LimitlessInnovations
Price \$40

<https://limitlessinnovations.com/collections/usb-chargers/products/react-7-in-1-vehicle-emergency-multi-tool-powered-by-chargehub>



Plateau PC Users Group, Inc.

Revised Application for Membership for 2021

----- New Member

----- Renewing Member

Return this application with check for annual dues payable to "PLATEAU PC USERS GROUP" Return to the club Treasurer during our meeting or mail to "PPCUG Treasurer. P.O. Box 3787, Crossville TN 38557"

Our annual dues are now payable July 1st. of each fiscal year.

Persons// families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$24	\$18	\$12	\$6
Family	\$30	\$22	\$15	\$7

Date: _____ Amount Paid: \$ _____ by Cash _____, or Check (# _____)

Last Name

First Name

Family Member (if family membership)

Address:

City

State

Zip Code

(_____) _____
Phone Number

E-Mail address: _____

Please Print

I have belonged to a Computer Club before: Yes _____ No _____

I have used PC's since (year): _____

I have knowledge in the following areas that I would be willing to share with club members:

Note: Dues are now back to pre COVID-19 time, and due by July 1st

July 2021



August 2021



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
1	2	3	4 2:00 P.M. PPCUG Board Mtg.	5	6	7
8	9	10 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				