



# PLATEAU PC USERS GROUP, INC GAZETTE



## June 2019

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“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 25, Issue 6

### This Month’s June Meetings

General Meeting  
Tuesday, June 11th at 6:00 P.M.  
At Christ Lutheran Church FFG

Plateau Photography Club Workshop  
Thursday June 20th at 1:00 P.M.  
At FFG Library Bldg.

The June 11th Program at 6:00 P.M.  
FFG Christ Lutheran Church



### Microsoft Windows 10 version 1903

Carl Nordeen, past president of PPCUG, will give this month’s presentation.

Windows 10 version 1903 has just been released which was internally codenamed 19H1, and brings a compelling mix of new features and smaller refinements, including a completely new light theme.

This new visual style also includes redesigned icons for the taskbar, as well as new elements that provide the operating system with an overall more modern look and feel.

The presentation will be about these changes and whether or not they are beneficial to the users.



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Winter Hours start at **3:00 P.M.** (October through March)  
Summer Hours start at **6:00 P.M.** (April through September)

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 starting July 1, 2014, with partial years dues as follows:

Join In	Jul-Sep Annual Dues	Oct-Dec	Jan-Mar	Apr-Jun
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Student memberships (21 and under) are \$10 annually.

Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company.

Contact the PPCUG Treasurer (931) 707-3677

for pro-rated dues of these types of memberships.

### 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.

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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".

## 2018-2019 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/ Compliance	Jim Buxton	(931) 456-6009
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Acting Secretary	Linda Yates	(619) 807-1616
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APCUG Rep	Steve Rosenstein	(931) 742-0151
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Webmaster	Alan Baker	(931) 239-0877

### Directors at Large

Gordon Botting	Richard Del Frate	Barbara Duncan
Bob Willis	Charlie Merrick	Frank Wade

### SIG Leader

Plateau Photography Club Workshop	Jim Gries	FGphotography- club@gmail.com (331) 442-9763
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## Up Coming Meeting for July 9, 2019

### Note: Change to Summer Hours

The next General Meeting of the  
PLATEAU PC USERS GROUP  
Will be on **Tuesday, July 9th at 6:00 P.M.**  
at **Christ Lutheran Church**  
**481 Snead Drive FFG**  
**(corner of Snead & Lakeview Drive)**

### Cool Tips & Sites

#### Ten OneNote Keyboard Shortcuts

If you are already taking advantage of the power and flexibility of OneNote (see page #4), try these useful keyboard shortcuts:

- Check spelling: [F7]
- Add current date: [Alt] + [Shift] + D
- Add current time: [Alt] + [Shift] + T
- Add current date and time: [Alt] + [Shift] + F
- Insert a hyperlink: [Ctrl] + K
- Add a new page at the end of the current section: [Ctrl] + N
- Add a new page under current page at same level of indentation: [Ctrl] + [Alt] + N
- Add a new subpage under current page at same level of indentation: [Ctrl] + [Alt] + [Shift] + N
- Apply, mark, or clear To Do tag: [Ctrl] + 1
- Send selected pages to an email message: [Ctrl] + [Shift] + E



## News of the Special Interest Groups

### Plateau Photography Club

In June 2018, the Plateau Photography and the Photo Editing Workshop Groups merged their monthly meetings into one meeting to be held on the third Thursday of each month, except for the months of December and February downstairs at the Fairfield Glade Library building (formerly the Multi-Purpose building), Room C, at 455 Lakeview Drive next to the swimming pool area. Enter the lower level from outside below the deck in back.

Members of the PPCUG may attend at no charge; guests are asked to pay \$3 for these workshops (the \$3 fee is good for all meetings and workshops in the month paid).

As more people take digital pictures, photo editing has become a necessary and essential part of producing the final picture. Since over 95% percent of all pictures taken today are photo edited in some way, it was felt that the two topics should be combined in our meetings.

The meetings will have monthly assignments covering a various categories. Each member will be asked to bring the original picture taken and then explain the photo editing tools used to produce the final picture. There will be discussion covering the picture itself and the tools used and why they were used. Pictures with no photo editing are also welcomed.

Each meeting will try to include short presentations on photography practices and/or photo editing techniques.

The topics and assignments will be published in advanced to allow enough time for each member to plan and carry out their assignments. The SIG leader is Jim Gries. at FGPhotographyclub@gmail.com

### **\*\* New look for PPCUG Website \*\***

Visit our website at [www.PPCUGinc.com](http://www.PPCUGinc.com). The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker  
[Webmaster@ppcuginc.com](mailto:Webmaster@ppcuginc.com) (931) 239-0877



## Vote for PPCUG Officers Election in June 2019

(For the period July 2019 through June 2020)

### Suggested candidates slated for PPCUG

#### Board include:

President: Steve Rosenstein  
Vice President & Compliance: Jim Buxton  
Treasurer: John Krueger  
Secretary: Linda Yates  
Past President: Carl Nordeen

**Tuesday, June 11th Meeting**



#### Directors at Large:

Gordon Botting  
Barbara Duncan  
Richard Del Frate  
Bob Willis  
Charlie Merrick  
Frank Wade

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## OneNote: The “Secret” Microsoft Office Program

Much of the data you work with each day probably gets stored electronically in some way: you save appointments, meetings, and contacts in Outlook and you likely manage lists and other key data in an Excel worksheet or Word table. How do you handle the stacks of data that doesn't fit into the most popular Microsoft Office programs? What's the best way to handle notes from meetings, brainstorming sessions, classes, project planning, Post-It notes pasted to your monitor, important hand-written text, and “where do I store this?” nuggets. How can you search this collection of notes and content? Try OneNote.



OneNote is a place to create, gather, store, and search notes. A note can be almost anything you want it to be—a typed line of text, a sketch, an audio or video clip, a picture, a link to a web page or file—you get the idea. Even if you have never heard of One-

Note or used it before, it's likely hanging out on your computer just waiting for you to discover this “secret” Microsoft Office tool.

### Using Notebooks



In OneNote, you use different containers to define the organizational levels, with the top-level container being the notebook. The different types of OneNote “information containers” are:

(Continued on page 5)

- **Notebook:** The physical notebooks in your work area probably include color-coded tabs to divide the notebook into separate sections or topics, each with its own collection of pages. OneNote uses the same idea but with virtual folders called *notebooks* with a series of color-coded tabs or *sections*, each section made up of one or more *pages*. Pages are where you write, doodle, and paste in your notes. For further organization, you can even create *subpages* with additional information under the same title as its corresponding page.
- **Section:** This is a tabbed divider that enables you to group pages related to a particular topic or project phase. Each section provides separation in the notebook and serves as the main topical level in the notebook's hierarchy.
- **Section Group:** A group enables you to place associated sections together. This is particularly useful when a notebook contains many sections. Section groups are optional.
- **Page:** You place your notes and other items on the notebook pages. The Page Tabs pane lists pages in a selected section.
- **Subpage:** The subpage is the lowest level in the notebook's structure and helps break up information normally placed on a single page.

### Creating a New Notebook

OneNote includes sample notebooks to highlight OneNote features. Rather than trying to modify this existing notebook, you'll want to create your own. Although the interface varies with your version of Microsoft Office, in OneNote 2016, OneNote 2013, and OneNote 2010, you create a new notebook with **File > New**. Most of the options are fairly clear but make sure to watch closely when you choose how you want to use the notebook: on your computer, the Web, within your OneDrive account, in Sharepoint, or a network. A OneNote notebook might be just for your own use or shared by a group or team. You can even send out an e-mail to others with notebook-sharing information.

### Organizing Notebook Information with Sections

In keeping with the virtual idea of a functional notebook, it's important to impose some kind of order on all these pieces of information. Within each notebook, the second level of organization is the *section*, which is represented by a tab along the top of the notebook. You can use the sections to organize the notebook's topic or theme into smaller subjects. You can create as many sections as you need although it may be harder to read each tab name as the number of sections grows. To create a new section, click on the + tab or **Create a New Section** tab (varies by version), or right-click an existing section and choose **New Section**.

### Take OneNote for a Test Drive!

If you have access to OneNote, launch the program and take it for a tour. Dig into the sample notebook and create one of your own (you can always delete it later). Other features to explore in OneNote:

- Move sections from one part of a notebook to another or even to a different notebook.
- Apply color-coding to notebooks and sections.
- Experiment by adding links to websites and documents, creating free hand text, inserting images and pictures, and adding video and audio.
- **Tip:** One surprise in OneNote is that, unlike other Microsoft Office work, notebooks are automatically saved and are all loaded when you re-start the program.

See for yourself how OneNote can help you further organize your office, school, or home life.

## Goodbye to Microsoft Windows 7 & Office 2010

In 2018, Microsoft announced the End of Life for Microsoft Office 2010 and Microsoft Windows 7. The countdown clock has started on this popular desktop configuration as the deadlines for extended support on these two products are January 14, 2020 for Windows 7 and October 13, 2020 for Office 2010.

### What Does the End of Life for Office 2010 & Windows 7 Mean to You?

Although you may be perfectly happy with your Windows 7 computer running Office 2010, these are old programs—especially in the world of software. Although Windows 7, launched on July 22, 2009, is a decade old at this point, it's still incredibly popular. Recent reports from Netmarketshare suggest that Windows 7 is still being used on 39% of all PCs.

Even so, it's time to seriously look at upgrading because when these programs reach their end of support, Microsoft will no longer provide:

- Technical support
- Bug fixes for issues that are discovered
- Security fixes for vulnerabilities that are exposed



## 2018 – Edge browser

### **Microsoft is rebuilding its Edge browser on Chrome and bringing it to the Mac**

Microsoft announced some significant changes to its Edge browser. The software giant is beginning to rebuild Microsoft Edge to run on Chromium, the same open-source web rendering engine that powers Google's Chrome browser.

So why is Microsoft changing its rendering engine? Why now? Edge has fallen massively behind Chrome in terms of market share. Developers are optimizing for Chrome, and Google has also been creating Chrome-only web services because it's often the first to adopt emerging web technologies. Microsoft has struggled to keep its Edge rendering engine in stride with Chromium.

Microsoft Edge isn't going away, nor is the brand name. If you already use Edge on Windows, then that won't change. All you'll ultimately notice is that websites will render more consistently once Microsoft makes this under-the-hood change.

**Chris Welsh, The Verge - <http://bit.ly/2P0KKCa>**

## Microsoft Word Tricks: 3 Simple Ways to Keep Text Together

Most of the time, we want text in a Microsoft Word document to automatically wrap, that is, to move to the next line when it is too long to fit on one line. Word wrap is great except when it breaks up text we want to stay together such as dates, names, phone numbers, phrases, formulas, titles or other text that should remain together on the same line. Fortunately, Word has some easy ways to keep text together.

**Some examples of text you might want to keep together and not break up on separate lines:**

- September 2, 2018
- Christopher A. Jones, Ph.D.
- (555) 123-4567
- state-of-the-art

**Your options for keeping text together in Microsoft Word include:**

- Non-breaking spaces
- Non-breaking hyphens
- Non-breaking paragraphs & lines

### **Non-Breaking Spaces & Non-Breaking Hyphens**

The common solution: what most people do to keep text together is move to the beginning of the text and press **[Enter]** to start a new line. This is fine until any of the text changes and causes breaks in the wrong place. Now you're wasting time going back to remove these extra lines when you no longer need the forced break to the text. And, this manual approach doesn't work well if you have paragraph formatting or styles that add space between paragraphs.

The right solution: keep text together with special characters. Specifically, delete the spaces or hyphens and replace normal spaces and hyphens with non-breaking spaces or non-breaking hyphens:

- Non-breaking space: **[Ctrl] + [Shift] + [Spacebar]**
- Non-breaking hyphen: **[Ctrl] + [Shift] + [Hyphen]**

As the name implies, non-breaking characters connect the text together and the entire phrase or group of characters will all automatically move to the next line together but only as needed.

To view non-breaking space and hyphen characters in a document, click **Show/Hide** in the **Paragraph** group (Home tab). Word represents non-breaking space characters with a degree symbol (°) and non-breaking hyphen characters with a double-length hyphen (these are a bit harder to distinguish from regular text)

### **Non-Breaking Paragraphs and Lines**

Next, let's go one step further. When you don't want a paragraph or even several lines of text to break between two pages, don't press multiple **[Enter]** keys to move text to the next page. Instead, try the following Word techniques to keep text automatically together:

1. Select the paragraph or section of text you want to keep together.
2. On the Home tab in Word, click the **Paragraph** group's dialog launcher (the small arrow at the bottom-right of the group).
3. Pick the **Line and Page Breaks**
4. Check the **Keep lines together option**, and click OK.

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5. If you have multiple paragraphs selected, for instance, a title with following text, also click on **Keep with next** which will keep the paragraphs together on the same page.

### **Bonus Word Tricks**

To find non-breaking spaces and non-breaking hyphens in your text, use the **Find** feature as follows:

1. On the Home tab, click the **Find** icon in the **Editing** group on the right or press the keyboard shortcut **[Ctrl] + F**.
2. In the Navigation Pane to the left, enter one of the following: ^s to find non-breaking space; ^~ to find non-breaking hyphens.
3. Use the Navigation Pane to move through the results.

Make sure you have the **Show/Hide** non-printing characters features turned on so you can see the hidden characters for these non-breaking symbols.

## **Microsoft Outlook 2013: Top 10 New Features in Outlook 2013**

Are you ready to upgrade to the latest version of the most popular email program? Let's look at a sampling of the Microsoft Outlook 2013 new features and improvements.



### **1. A New Look for Outlook**

As with other Microsoft Office 2013 programs, the interface has been remodeled. The Ribbon and icons are flatter in appearance and the color scheme choices have shifted to white, light gray, or dark gray; not a visual improvement in my eyes. At least you can dress Outlook up with a choice of themed backgrounds (Calligraphy, Clouds, Circuit, Stars, etc.).

### **2. Attachment Reminder**

When you use words or phrases in a message related to an attachment such as “attached”, “attachment”, “attaching”, “enclosed”, “sending you”, Outlook detects if you mentioned an attachment and forgot to include it in the email. This is only triggered if the context of the message makes sense. With this small but handy new feature, there is no need to send a second email and say “Oops! Here is the attachment I forgot to send you.”

### **3. Message Preview**

Know at a glance, which messages to read and handle first with the **Message Preview** feature (accessible from the **View** tab) which displays one, two, or three lines of the message body right inside the Inbox. A great way to scan messages without having to open each message **individually**.

### **4. Quick Actions in Message List**

Flag, delete, or mark your messages read or unread with handy commands in the message list.

### **5. One-Click Unread Mail Filter**

Unless you diligently practice Zero Inbox, your Inbox is likely full of read and unread messages alike. In Outlook 2010, it took several steps to view only unread mail. Now in Outlook 2013, there's a big easy-to-spot **Unread** button right at the top of your Inbox. Click it and you will quickly only see messages marked as

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unread. Want to go back to the full Inbox view? Just click the **All** option right next to it. A great productivity improvement!



## 6. New Reading Pane Features

As with earlier versions of Outlook, an optional Reading Pane can be displayed at the right or bottom of your Inbox. Outlook 2013 introduces several nice improvements to this view.

### Inline Reply

When the Reading Pane is displayed in the Inbox, you can now reply to or forward an email with one click right in that pane without needing to open the message. This feature lets you directly start writing your reply in the Reading Pane (which means that it is not really just a Reading Pane anymore). And if you change your mind and want to view your response in a new window and use additional formatting options, just click on the Pop Out option.

### Zoom Slider

Depending on how an email is formatted or the size/resolution of your screen, the text might be too small to read comfortably or even too large for the confines of the Reading Pane. Outlook 2013 brings over a great feature from Word: the Zoom slider. Displayed in the lower-right corner of the Reading Pane, it lets you make quick and easy adjustments to the zoom level for the message you are viewing.

A handy feature but, unfortunately, the setting doesn't carry over to other messages in your Inbox, and if you click away from one zoomed email and click back to it, your zoom setting is lost.

## 7. Customize Your Folders

In earlier versions of Outlook, we had to use naming schemes, such as adding punctuation symbols at the beginning (@Important, \*Key Clients), to alphabetize folder names. In Outlook 2013, you can now drag folders into any order so your most important ones are visible near the top. Change your mind? You can change back to alphabetical order with just a few clicks. Of all of the Outlook 2013 new features, this is my favorite and most useful.

## 8. Sneak a Peek

Hover your mouse over Outlook's navigation buttons/options to grab a quick glance at your schedule, an appointment, or details about someone you're emailing while minimizing the need to switch tabs.

## 9. People Card

The new **People Card** automatically consolidates contact information from numerous sources and displays their latest social activity from Facebook and LinkedIn. You can quickly see contact information and reach out to contacts directly from the Inbox and anywhere in Outlook 2013. From the card, you can schedule a meeting, send an instant message, or give them a call, making it a one-stop shop for all communication.

## 10. Weather Bar

The **Weather Bar** addition to the Calendar view displays the current weather and forecast for a key location without leaving Outlook.

## Conclusion

With features that make your day-to-day work easier, there's a lot to like about the new Microsoft Outlook 2013. While it packs in quite a few updates, you should have no trouble getting accustomed to it because most of the menus, options, and tools behave like earlier versions of Outlook. You'll soon discover Outlook is more flexible than ever, allowing you to work more productively, and from just about anywhere.

## Microsoft Word: How to Add a Watermark to a Word Document



Many Microsoft Word documents are a work in progress requiring multiple reviewers and edits before they are final.

What if you want to more clearly indicate a file is a draft or confidential? Would it be a neat look to add your company logo as a background image to each page in a Word document? Whether you want to add text or an image, the solution is to insert a watermark in Word.

Adding background text or even an image is easy with the watermark feature in Microsoft Word. Word even includes a gallery of ready-made watermarks or you can create your own custom watermark. It's also simple to add a background color or picture to your document.

### Create a Watermark:

#### To insert a watermark in Word:

1. In Microsoft Word, select the **Design** tab.
2. Choose **Watermark** (in the **Page Background** group).
3. Select from a group of common options including CONFIDENTIAL, DRAFT, URGENT or pick **Custom Watermark** to add a graphic or your own customized text watermark. Word also includes the option to download additional watermarks from the Microsoft Office website.
4. Next pick a picture or text watermark and then build your custom watermark from the choices in the dialog box. Your options include formatting text, font, color, and even the direction of the text (diagonal or horizontal).
5. Experiment with the Washout (picture watermark) or Semitransparent (text watermark) options which lighten the watermark to make the text on top easier to read.
6. For text watermarks, a bold or thick sans-serif font (no flourishes or font "tails") such as Arial Bold, Calibri or Verdana is often more readable than a serif font like Times New Roman or Cambria.
7. Pick **Apply** to preview your watermark. Choose **OK** to add the watermark to your document.

### Remove a Watermark:

#### To remove a watermark in a document in Microsoft Word:

1. Select the **Design** tab.
2. Choose **Watermark** (in the **Page Background** group).
3. Select **Remove Watermark**.



## Remote PC Repair Scams

This scam originates out of India, as victims are contacted by a phone call from scam artists claiming to be a representative of a high-tech computer firm.

The call is a warning to the victim that their computer has been infected or could be under a threat of being infected by a vicious malware virus that will severely damage their internal operating system. The alleged "representative" encourages the victim to go online and allow them to troubleshoot the computer. This will help to fix all of the related issues immediately. The representative will use this time to infect the computer with a malware virus that will do severe damage to the internal operating system and force the owner to go to a third-party website to confirm the damage.

The goal of this scam is to force the computer owner to immediately pay for unnecessary repair work over the phone by using a credit card or by using Google Play Cards or Apple Gift Cards. First, never give anyone remote access to your computer, as you should hire a local repair service whenever possible. It is rare that a PC representative would call a computer user to alert them of a virus threat. Unfortunately, too many individuals have fallen for this scam and often report their personal identity has been stolen soon after the phone encounter.

No legitimate corporation will ever accept Google Play Cards or Apple Gift Cards as payment. Many of our residents have fallen victim to these types of scams.

Another Scam that has been targeting our residents is the Social Security Administration Scam.

There has been a significant uptick in fraudulent telephone calls from people claiming to represent the Social Security Administration (SSA). In them, unknown callers threaten victims that they face arrest or other legal action if they fail to call a provided phone number or press the number indicated in the message to address the issue.

Sometimes the scammers switch tactics and say that they want to help an individual activate a suspended Social Security number.

They may even "spoof" the actual Social Security hotline number to appear on the recipient's phone: 1-800-772-1213. If you receive one of these calls, **hang up.**

Know that Social Security rarely contacts persons by phone unless you have ongoing business with them and they never make threats about arrest or legal action.

Report suspicious calls to the SSA Office of the Inspector General by calling 1-800-269-0271.

Please be aware and do not trust anyone who contacts you by phone and threatens to take legal action if you do not comply.



## 10 Ways to Select Text in Microsoft Word



My Word mantra is “**Select Then Do**” because most formatting and editing actions in a document require that text is selected first before applying a change such as adding bold or copying a paragraph.

Knowing easy ways to select text in Microsoft Word is key to simplifying your work.

### Editing & Formatting Shortcuts

Try these shortcuts to quickly select text in Microsoft Word with your mouse and keyboard.

#### **Selecting Any Text:**

- Point to beginning, click-and-drag.
- Or, click at beginning of text, then press and hold down **[Shift]** and click at end of text.
- Or, move to the beginning of text, press and hold down **[Shift]** and press directional keys to move to the end of text.
- Or, click at the beginning of text, press **[F8]** (Extend Selection), move the mouse pointer to the end of the desired selection, and click the mouse.

**Word:** Double-click anywhere in the word.

**Sentence:** Hold down **[Ctrl]** + click anywhere in the sentence.

**Beginning of line:** From current position, hold down **[Shift]** and click at the beginning of the line or press **[Home]** to move to the beginning of the line.

**End of line:** From current position, hold down **[Shift]** and click at the end of the line.

**Non-contiguous blocks of text:** Hold down **[Ctrl]** and drag to select each section of text.

**Line:** Click once in selection bar.\*

**Multiple lines:** Click and drag in the selection bar to the left of the lines.\*

**Paragraph:** Double-click in selection bar \* or triple-click anywhere in the paragraph.

**Entire document:** Triple-click in the selection bar \* or press **[Ctrl]** and click in selection bar.\*

*\* The selection bar in the left margin is the area at the left edge of the screen where the pointer changes to an arrow pointing up and to the right.*

## **Use Your Computer to Write a Memoir**

By Keith Connes, Member, The Computer Club, FL  
September 2018 issue, The Journal of The Computer Club, Inc.  
[www.scccomputerclub.org/](http://www.scccomputerclub.org/)  
diane (at) scccomputerclub.org

Here's a way to use your computer to create a legacy: Write a memoir. It doesn't matter whether you are a beginning writer or a seasoned pro – or even if you don't consider yourself to be a writer at all. Write a memoir to present the gift of your inner self to your family, friends, and perhaps a wider audience. You might find that you've acquired a new hobby!

A memoir can give your loved ones a greater insight into who you are and how you got to become the person you are – your thoughts, your feelings, your adventures through life, and the things you learned along the way.

Let me be clear as to what I mean by “memoir.” Some people may think of that word “memoir” as meaning an autobiography. Well, yes, an autobiography is a very extensive memoir, taking in the entire life of the subject, but a memoir can also be just a small nugget of that person's existence – a series of reminiscences, or even a single recollection. So, it's not that daunting a task.

Even so, would your memoir really be that valuable to others? Well, think of somebody who is important to you, be it a spouse, relative, or friend – and even though you've known that person for years, you sense that there are aspects of her or his life that you don't know about and wish you did. Not necessarily skeletons in the closet, but – well, wouldn't it be fun to know that Mom always wanted to be a trapeze artist, but somehow never got around to it?

My best friend since high school was, for most of his adult life, a sales executive whose high-powered drive enabled him to start up and run several insurance companies. I thought I knew him pretty well, but I was astonished when he sent me a book of sensitive and lovely poetry that he had written! I saw an aspect of Frank I had never suspected, and my respect and admiration for him became even greater.

Well, you may not be a secret poet, or even a wannabe trapeze artist, but aren't there some unrevealed parts of you that you wouldn't mind sharing, but you haven't gotten around to it, or maybe you're just a little shy about it?

Write it down. Write your memoir. One of the easiest ways to get it done is to use speech recognition software (some of it is free) and possibly a compatible recorder. The software automatically converts your spoken words into a text file, such as Microsoft Word or Google Docs.

Here are a few basics about getting comfortable with the dictation process: Just start talking and don't worry about grammar or punctuation – you can fix it later. If it would help get the thoughts flowing, sit down with someone you feel relaxed with and record the conversation as you chat about a topic for your memoir.

Regardless of where your memoir begins, it can take on a life of its own – because it is, after all, the life of your own.

Write your memoir. Do it for the ones you love, for yourself, and maybe for some great-great-grandchildren you will never know. But through your memoir, they will get to know you.

## Store Your Recipes in Word

By Jerry Heaton, Editor, Central Kentucky Computer Society  
October 2018 issue, CKCS Newsletter  
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I had a dear sister-in-law named Margaret, now deceased, who never owned a computer, probably because I do not think she ever typed anything. Just the same, my older brother, more than once, suggested that she buy a computer to join the modern world. Finally, she asked, “What would I use one for?” Searching for a quick response, he said, “You could keep your recipes on it”. This brought a huge laugh from her and the rest of the family as well. Margaret seldom ever cooked, either.

This story came to mind when a classmate said she had found a recipe online for pumpkin nut bread. She wanted to save it. She did not know how to move it to her computer and wondered if there was a computer program for recipes. There may be one, but I told her how I organize my favorite recipes in my computer – I keep them all in a simple Word document titled “RECIPES”.

I offered her these step-by-step instructions.

1. If you have not already done so, create a document named RECIPES.
2. Go to the web site and find your recipe.
3. Using the mouse, click and drag to highlight only the recipe. Be sure you start at the top left edge of the recipe, and then drag until what you have is only the recipe. (A better way to highlight is to click at the start of the recipe, hold down the CONTROL + SHIFT keys and use the four arrow keys to highlight exactly what you want to save and nothing else).
4. Press Control + C and that copies the highlighted text to your clipboard.
5. Take what you have copied (it is on your clipboard) and paste it into your word document by pressing Control + V.
6. Edit your recipe text – maybe making the title bold and a bit larger than the rest of the text.
7. Save the word document. It is now among your favorite recipes. I put each recipe on a separate page by putting a “page break” at the bottom of the recipe (create a page break by holding down the control key and tapping the ENTER key once). This provides you a blank page on which to put your next recipe.

When I want to use a recipe, I just print that one page; thereby, I have a fresh copy to follow as I cook. If I spill something on the recipe, that is no problem because I generally discard those sheets and just reprint them the next time I am ready to use that recipe another again. Give this a try.

By the way, it is easy to improve a recipe on your master document for the next time.



# PLATEAU PC USERS GROUP, Inc.

## APPLICATION FOR MEMBERSHIP

\_\_\_\_ **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 on July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting 7/1/2014 with partial years' dues as follows:

Join In	July-Sept Annual Dues	Oct-Dec	Jan-Mar	Apr-June
Single:	<b>\$24</b>	<b>\$18</b>	<b>\$12</b>	<b>\$6</b>
Families:	<b>\$30</b>	<b>\$22</b>	<b>\$15</b>	<b>\$7</b>

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_ :00, by Cash \_\_\_\_, or Check ( # \_\_\_\_\_ )

\_\_\_\_\_  
Last Name First Name Family Members (if family membership)

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City State Zip Code ( \_\_\_\_\_ )  
Phone Number

E-Mail address: \_\_\_\_\_

I have belonged to a Computer Club before. Yes \_\_\_\_\_ No \_\_\_\_\_

I have used PCs since (year): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

January 2019



# July 2019



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

**Note:** Please see page #15 for the Plateau PC Users Group, Inc. [Application for Membership form.](#)