



PLATEAU PC USERS GROUP, INC GAZETTE



September 2017

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September 2017

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

Volume 23, Issue 9

This Month’s Meetings

Photo Editing Workshop

Thursday, September 14 at 1:00 P.M.
At FFG Library Bldg.

General Meeting

Monday, September 18 at **6:00 P.M.**
At Christ Lutheran Church FFG

Plateau Photography Club

Thursday September 21 at 1:00 P.M.
At FFG Library Bldg.,

The September Program at FFG Christ Lutheran Church

Favorite Utilities

This month’s Meeting will be by a video presentation on “**Favorite Utilities**” by Judy Taylour, President of the SCV Computer Club. She will explain some of the computer utilities she and others use to help there computers run nearly glitch free.

A brief rundown will include some of the following:

CCleaner
Revo Uninstaller
AdwCleaner
Belarc Advisor
Avast
Malwarebytes
IDrive Backup
TeamViewer
Nitro PDF Reader
Evernote

Judy will show demonstrations of the above utilities, with many technical details, which can be used on your own computers at home, most of which are FREE.



Monday, September 4, 2017

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

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

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:

Due Date	Jul-Sep 2017 <i>Annual Dues</i>	Oct-Dec 2017	Jan-Mar 2018	Apr-Jun 2018
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".

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SIG Leaders

Plateau Photography Club	Jim Mansfield	(931) 484-6920
Photo Editing Workshop Club	Jim Gries	FGPhotoworkshop@gmail.com

Up Coming Meeting for October 2017

Note: Winter Hours & Location

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Monday, October 16 at **3:00 P.M.**
at **Christ Lutheran Church**
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)

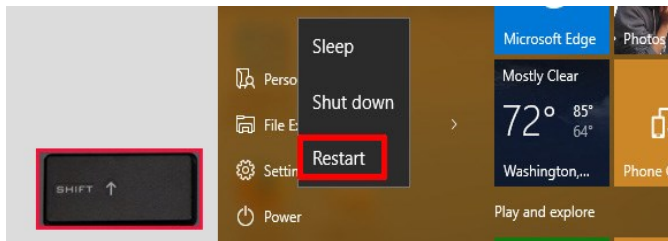
Classes

Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

Cool Tips & Sites

How to boot into Windows 10's Safe Mode

Click or tap the *Start* button, and then the *Power* button. Hold down the **Shift** key when you select *Restart*



In the resulting, full-screen menu, select *Troubleshoot>Advanced options>Startup Settings*



5. In the Startup Settings screen, tap the *Restart* button. The PC will reboot, and bring you to a Startup Settings screen.
6. Use the arrow keys on your keyboard to select *Enable Safe Mode* or *Enable Safe Mode with Networking*.

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

The Photo Editing Workshop Club is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Jim Gries. @ FGPhotoworkshop@gmail.com

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at 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 (931) 788-2201

PPCUP General Meeting Minutes August 21, 2017

Steve Rosenstein opened with a short business meeting; one of the things we need to talk about are ideas for presentations. Does anyone have something you would want to learn or you think would be of interest?

Because no one had any Gordon said he found a video on APCUG site presentation by Judy Taylour called "Favorite Utilities" which is about 36 minutes long made in late 2016. It was decided that will be Septembers program.

PPCUG is dedicated to helping its members and the community better enjoy the use of personal computers. Steve mentioned our annual dues are payable July 1st of each year. 35 members have paid as of tonight. We will be reaching out to past members to make them aware. Visitors are always welcome at meetings, which are held on the third Monday of the month. A \$3 guest free will is collected from all non-PPCUG members which is good for one month at any or all of the associated group meetings.

During the Question & Answers portion of the meeting, one person said he had a problem with Frontier Secure, with his computer doing weird things while using his printer/scanner. The printer worked but cannot scan. The suggestion was to uninstall the program to see if the scanner worked or call Frontier technical support for help.

Another question was about Excel when using a spreadsheet his screen went dark and a plus sign came on and would not go away unless the computer was turned off. No one at the meeting had has this happen and did not seem to have an answer.

Carl Nordeen discussed MS Windows 10: right click menus and shortcuts.

This version has built-in right click menus and short-cut keys which can give you a multitude of options.

In some cases, you can run a program as an administrator or you can trouble shoot compatibility. Other options include open file location, pin to the start menu and rename, as well as many other options.

Using right click menus or shortcut keys gives you more control as opposed to searching the settings menu for options.

Carl demonstrated many key- board right click menus as well as shortcuts many of which he will make available in the Gazette.

Submitted by:

Cindy West

Secretary



The Perils of Printing

By Greg Skalka, President, Under the Hood Computer User Group, CA
March 2017 issue, Drive Light
www.uchug.org
president (at) uchug.org

Does anyone really need a printer anymore? When was the last time you printed something from the device you are reading this on?

If you are reading this on a desktop PC, odds are good you have printed something recently. If reading this on a laptop, you have maybe a 50/50 chance of ever having printed from this device. If you are reading this from your Chromebook or tablet, it is highly unlikely you have ever printed. And if you are viewing this on your smart phone, you not only have good eyesight, but you have no use for printing (and no practical way to do it).

Printers were once an essential part of a computer system. The first computers needed a printer to provide any kind of an output, since at that point email and the Internet did not exist. Letters and other written communications had to be printed. Before computers, the only way to make multiple copies of your correspondence was to use carbon paper between paper sheets in your typewriter. With a computer and printer, the same document could be printed as many times as desired. Need to make a change to your document? Instead of using liquid paper or correction tape for minor changes, or completely retyping for major ones, the computer user could easily make changes to their saved document and reprint.

Early printers copied their typewriter predecessors in technique. I once owned a daisy wheel printer, which used the same impact method as a typewriter, but held the printing type on a flat wheel resembling a daisy flower. To print graphics, I also had to have a dot-matrix printer, which, though faster, produced output of poorer quality. Both were black only; it was rare to have a color dot-matrix printer, as it required a special (and expensive) ribbon with bands of different ink colors.

Being impact printers, both kinds made a lot of noise and shook the table they sat on. The daisy wheel printer used standard sheet paper, while the dot-matrix printer required special paper with holes on the edges to allow the paper to feed. This paper usually had the feed holes on side strips that were perforated for removal, and was sold in boxes of z-folded sheets separated by perforations (one continuous strip of sheets per box). That kind of paper made great printer banners. Dot-matrix impact printers dominated the printing world through the 1980's but were displaced by laser and ink-jet printers, due to their lower cost, higher quality and faster output.

I would have thought that dot-matrix printers had gone the way of the Dodo bird, but to my surprise, Office Depot shows 58 dot-matrix impact printers currently available on their web site. They also have the continuous feed paper needed to make those banners. Fry's Electronics at this point only carries ink jet and laser printers.

Laser printers had the highest quality output but were expensive (both in initial cost and in supplies). Ink jet printers were and still are the most popular printer, with good quality and lower cost. They were even more economical if you refilled your own ink cartridges, as the printer makers used the "sell the printer cheap and make it back on the ink" sales model. I once bought ink refill kits and refilled ink cartridges myself, which can be messy, but now I don't print so much and am lazy. At this point, I don't bother trying to save the few dollars a year refilling would give me.

Initial ink jet and laser printers were mostly black-only, with color being very expensive. Now all ink jet printers and almost half the laser models available are color. I still have a "photo-quality" ink jet printer that I once

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used to print photos; it now gathers dust. Today the print quality of even average ink jet printers is good enough for photos, and I print so few now that I usually just get them printed at the Costco photo center.

Hewlett Packard has most of the printer market today, with Canon in second place. Though Apple still makes Macs, they no longer make printers. I guess the majority of their products today can't print, anyway.

Though I still have a few separate printers, like a lot of people, I now use an all-in-one printer, copier and scanner (it also can fax, but who does that anymore?). When my kids were in school and had computers of their own, every computer in the house had its own dedicated printer. These originally connected to the computers via parallel port, and then later through USB. Now my one HP network all-in-one printer does 99% of the household printing for all computers, and I plug one of my USB printers into a computer only occasionally.

My two children used printers (that I provided) when they lived with me. Now that they are both grown and live on their own, neither one owns a printer. They are the typically millennials; having cut the cord; they don't have cable or satellite TV, but instead watch over-the-air broadcasts or from the Internet. With only mobile computing devices, they have cut the printer cord as well. My son prints the few personal things he needs at work, while my daughter finds no need for printing. Since tickets and coupons can now be presented on a smart phone screen for redemption, they have little need for actual paper items.

I'm still hanging on to a number of printers, though I have two I've not used in years and should get rid of at this point. I do continue to print quite a bit, probably several pages a week at least. Since I don't have my own smart phone, I must still print out coupons, Groupons and tickets on paper, at least for when my wife is not with me. I have automobile service manuals in PDF form, and rather than view them in the garage with greasy hands on my tablet or Chromebook, I'd prefer to print the pages I need to reference for service work I do. I update and monitor my personal Outlook calendar on my PDA, but prefer to always have monthly paper copies to refer to.

Windows was made for printing, but other operating systems seem to have left off that feature. Android, iOS, Linux and Chrome OS don't really support printing, and most printers don't have drivers to support them. I have a lot of devices that can view or access the Internet, but only my Windows machines can print the Internet. I like my Chromebook and use it daily, but I can't print from it, and so must carry items over on a Flash drive to my laptop for printing. I use my Android tablet and iPad Mini less often; they can't print either, so are not quite as useful to me as they could be. My Amazon Dot can answer my questions, control my lights and play music for me, but can't provide a physical output (unless you count orders shipped from Amazon).

It seems the older you are, the more likely you are to want your own printer. While my children don't own printers, and my wife and I have used the same network printer for about five years, my parents have each bought new printers for themselves in the last year. I did buy myself a new printer recently, but have yet to set it up. I bought the HP OfficeJet Pro 7740 mainly for its ability to scan both sides of a page through its feeder. I am trying to eliminate paper in my life as much as possible, and so get all my bills and financial statements as PDFs. I still have a few file cabinets of older records and so have been scanning them and then shredding my older paper financial documents; the improved scanning capability of the 7740 would speed up that process. It also can print on 11" x 17" paper, something I can do at work and have wanted at home for some time.

While printing is still useful to me, I do see the amount I print diminishing. As with my stock of blank CDs and DVDs, the stockpile of special printer papers and greeting card stock I've purchased over the years is likely now a lifetime supply. Emails and e-greeting cards have almost eliminated printed correspondence (sorry about that, U.S. Postal Service). When I first bought my all-in-one printer, I printed much more than I scanned. Now it is the other way around.

Scams, Frauds, and Identity Theft

QCS Meeting Review

Presented by Cpl. Hank Jacobsen, Davenport Police Department

Review by Joe Durham, Co-Editor, QBits, Quad-Cities Computer Society, IA
joseph85_us (at) yahoo.com



Cpl. Hank Jacobsen visited our club to share insight and advise from a policeman's perspective on the evolving scourge of the 21st Century: scams, fraud, and identity theft.

First, he described how these technological threats affect everyone when not prevented. Most victims realize something is not right and fall for the theft anyway. Young people don't realize that the theft of their Social Security Number will affect them in manifold ways in the future: car loans, credit applications, employment complications. Older citizens can lose money that they cannot afford to miss. He said that once your money has been lost it is very difficult to recover; it is usually lost for good. So, it is incumbent upon everyone to learn about these current financial and personal threats.

What is the scope of the criminal's approach to technological crime? Hank observed that criminals do this work, because it is easy for them. They are fishing for that one victim out of thousands that will succumb to their wiles. They target places and people that have a great deal of money: individual, companies and banks. So, by following his simple, commonsense solutions you can protect yourself from this mayhem.

He stated that we often say to ourselves and others:

"Everything has been fine thus far, nothing has happened to me."

It only takes that one time and you will be sorry for it right then.

The thief is always seeking that one piece of information that they need to complete their work. Our names, addresses and phone numbers are usually public. These pieces are not what they need to advance their crime. They need your social security number to give that automatic access to your account, create new accounts and transfer funds to them.

Social Security Number

Hank stated that we should keep our Social Security Number private and protected. This means that we do not carry our Social Security card with us in our wallet or purse. Some members of the audience mentioned that their Medicare card has the SSN# on it. He said that, by next year, Medicare cards will not have that full information on it. In the interim, he suggested you make a photocopy of your Medicare card and use a permanent marker to black out all but the last four digits of your number.

To follow this trend of protecting your identity, he said you should remove or shred documents that have any personal information on it. Thieves will go through dumpsters looking for information like this. Shredding this information is best. It is always a good idea to keep a separate inventory of your wallet and your purse so you can figure out what may have been pilfered by a thief.

Personal Checks

Another financial vulnerability is checks. Whenever possible, don't use checks for payment when you are out and about. Checks provide thieves with just the information they need. And, if you do use a check, just take one with you not the whole checkbook and make a notation of its use when you get home.

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If possible, mail your checks by taking them to the Post Office or a USPS mailbox yourself. There is a chance a thief will look in your personal mailbox and help themselves while it is sitting there waiting to be picked up by the letter carrier.

Hank noted that banks and financial institutions mail out statements with your information on it. His hope is that, in the future, they correct this oversight. For the near term, make a note of when your statements arrive in the mail each month, and notify the bank if they do not arrive on the usual date.

Credit Cards

Whenever possible, use credit cards for your daily transactions. And travel with no more than two credit cards in case your wallet or purse are pilfered or stolen. It is easy for you to then contact your provider and notify them it was stolen and you can obtain a new card.

Hank does not like Debit cards. These cards have access directly to your money. If these are compromised or stolen, you will immediately surrender your funds. With credit cards, you have the opportunity to notify the credit card company and your liability is limited to \$50.

Credit card skimmers are the latest financial threat to our money. Thieves will surreptitiously install a card-reading device on an ATM machine or a gas pump. They will also install a small pinhole camera that is very hard to see with them; so that the skimmer will read your credit card strip information while the camera records the password you enter on the numeric keypad. Once that information is matched, the thief can do anything with it.

To protect yourself against this fraud, Hank suggested that you examine the credit card slot closely to see if it is physically secure. Often times you can physically pull out these skimmer devices. On gas pumps, some thieves have placed these skimmers inside the machine to avoid detection. He suggested that you examine the state seals on the pump to make sure that they are not broken or tampered with. If they are compromised, notify the authorities immediately and do not use that pump.

Unfortunately, there are hand-held skimmers that are on the market. These devices will allow someone to get close to you and in a wireless fashion obtain the strip information from your card. You protect yourself from this approach by placing your cards in a metal case or placing them inside aluminum foil.

Hank said that there are occasions when large companies have had the security of their credit card databases broken. In this event you, request a new card immediately, and closely monitor your credit card statement for any irregularities and report them.

Phishing

This is an email with content that looks like an official company website that also, conveniently asks for your site password or personal information. He said never to do anything with these emails, put them in your spam folder or trash folder.

Emails

Hank described how we should handle emails in general. Do not open link attachments in your email even if they are from a known contact. When you open up these attachments, you have given permission for their malicious code to enter your computer. Make sure to contact your sender directly to confirm that they have just sent you this particular email and attachment before opening up an attachment from a friend.

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Passwords

He noted that it is difficult to keep multiple passwords and remember them. This is always a continuing challenge for the average user. Create a couple of good long passwords, write them down, keep them in a safe place, and use those.

Hank closed with 4 simple rules:

- 1) Do not answer the phone to anyone who is calling on behalf of institution that you use. They will never start a request over the phone.
- 2) Don't answer the phone. Let people leave a message. If they really want to get in contact with you, they will leave a message.
- 3) Do not make any hasty decisions or permit anyone to intimidate you into doing so. Take your time and check all areas of the request if it needs to be made.
- 4) You have the right to obtain a copy of your credit report once a year from the three top credit rating agencies and he recommended that you do so. One of the unfortunate drawbacks is that you have submit your SSN# to identify yourself when making the request.

Wayne's Computer Class Tips

By Wayne Johnson, Instructor, Golden Gate Computer Society, CA
February 2017 issue, GGCS Newsletter
www.ggcs.org
editor (at) ggcs.org

Wayne's computer class is held the second Monday of every month at 7 p.m. Three standout topics at a recent class included:

Test your internet speed

DSL is slower than cable but not as slow as satellite, but do you know if you are getting the speeds your internet service provider promised? Simply do an internet ("Google") search for "internet speed test." Immediately a handful of sources become available for the test. Try two or three. Each will upload and download to and from your computer. For example, my Comcast cable came in with a 69.4Mbps download and 7.04 upload.

If your speeds don't meet your promised speeds, now you have numbers to give them to effect a repair.

Can you answer this question?

"What is your OS (operating system)?" You don't have to be a mechanic to drive a car, but you need to know the year, make, and model—right? So, in just a few clicks, you will know the "year, make, and model" of your computer.

This info is important for any troubleshooting, but it also key for purchasing programs or apps and peripherals such as external drives.

For a Windows 7 PC, right-click on Computer under File Explorer and choose Properties. If you're running Windows 8.1, type "PC Settings" on your Start Screen or into your search box. Click the results.

For Windows 10, type "About Your PC" into your Start menu and click the result. You'll be looking the edition (e.g. Windows 10 Pro), version (e.g. 1511), OS Build (e.g. 10586.63), Product ID, Processor (e.g. Intel i5 CPU @ 1.70GHz), Installed RAM (e.g. 4.00GB), System type (e.g. 64-bit).

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Why metadata matters

What the heck is metadata? Remember the old library card system? The card told a lot about a book: title, year, author, subject, where to find it.

Similarly, every file you have can tell more than you think because of metadata.

To find out, go to File Explorer, right-click a document, and select Properties. You can see the size of the file, what program was used to create it, when it was created, when it was last modified, and when it was last accessed.

But wait—there's more! Details can provide how many times it's been revised, when it was printed, how much time has been spent editing it, and even more.

Now imagine you were an editor who billed by the hour, maybe you wouldn't want your client to know how many hours you spent (or didn't). With so much metadata attached to each file, individuals and companies need to be careful when sharing images and documents.

Windows 10 Tip: Stay organized with Task View & Snap

By Elana Pidgeon

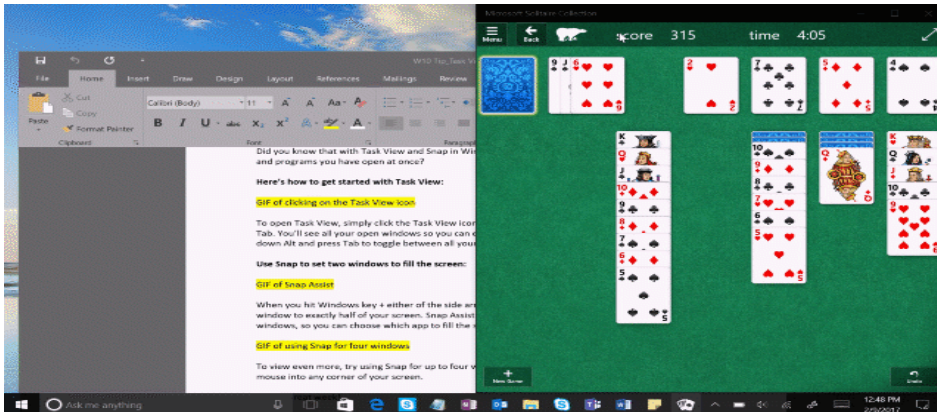
Did you know that with Task View and Snap in Windows 10, you can easily view and manage all the apps and programs you have open at once?

Here's how to get started with Task View:



To open Task View, simply click the Task View icon next to the Cortana Search Box, or hit Windows key + Tab. You'll see all your open windows so you can easily switch to a different one; or, at any time hold down Alt and press Tab to toggle between all your opened apps.

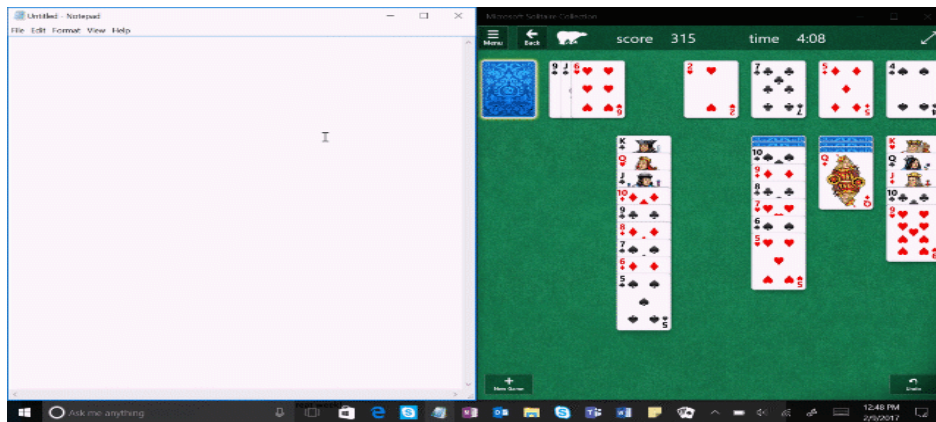
Use Snap to set two windows to fill the screen:



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When you hit Windows key + either of the side arrow keys, you'll enable Snap – a feature that snaps one window to exactly half of your screen. Snap Assist will automatically show you your remaining opened windows, so you can choose which app to fill the second half of the screen.



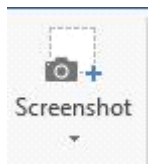
To view even more, try using Snap for up to four windows at a time. Just drag a window with your mouse into any corner of your screen.

New Tools in Microsoft Office

Nancy DeMarte, 2nd Vice President, Sarasota Technology User's Group, FL
March 2017 issue, Sarasota Monitor
www.thestug.org
ndemarte (at) Verizon.net

One of Microsoft's strengths is the constant adding and refining of its Office tools. Recently, a few new tools have caught my attention. Here are short descriptions of three of them.

SCREENSHOT



This tool can capture (take a picture of) any Window or a portion of it and immediately display it in a Word document, Excel worksheet, PowerPoint slide, or Outlook email. It is located on the Insert tab in the Illustrations group in Word, Excel, and Outlook, and in the Images group in PowerPoint.

To use it in Word, first open the Windows you want to take screenshots from. Although you can only take one screenshot at a time, you can have several Windows open, minimized, and waiting for their turn to be captured and placed into a destination document. These can be other Word documents, web pages, or any other Windows. Then open a destination document, existing or blank, click anywhere in it, and then click the Screenshot icon. The Available Windows gallery appears, showing a thumbnail of each open Window. Click the Window you want to capture and the entire Window will immediately appear in your document.

To capture just a portion of a Window, like an image or group of text, click Screen Clipping at the bottom of the gallery, which opens the first Window in the gallery. Wait until the screen turns translucent, and then drag your

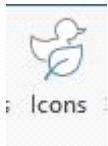
(Continued on page 12)

mouse to select the clip you want and watch it appear immediately in your document. You can resize or move a screenshot as you would any object.

Taking screenshot clips of parts of Windows with Screenshot is a bit unwieldy in that you have to be sure the Window from which you are taking a clip is the first one in the gallery. You do this by opening and minimizing the Window you want just before you make the clip, which will move it to the first position. But Screenshot also has its appeal. It is handy because it is located inside your application and quick in that it eliminates the Save, Copy and Paste steps.

Screenshot does have one limitation that the old standby, Snipping Tool, handles skillfully – the ability to capture images from hidden menus. If you click a dropdown menu from the ribbon and then click Screenshot - Screen Clipping, the menu disappears. Snipping Tool, an Office app which is included in recent Office versions or can be downloaded from the Office store, handles this task cleverly with its Delay feature, which lets you add a few seconds to re-open sub-menus and dialogue boxes before capturing the image.

ICONS



This gallery appeared recently on the Insert tab - Illustrations group in Word, Excel, and PowerPoint 365. It includes hundreds of small, black and white icons of everyday items in 26 categories. These can be inserted into documents, worksheets, and slides.

Here are some examples from the Arts category:



Here are three from Technology and Electronics.



Other interesting categories include Sports, Faces, People, Vehicles, Medical, and Home. I can see multiple uses for these in all sorts of documents, worksheets, and slide shows. The images can be moved and resized just like any graphic image. If you want to use them along with text, be sure to click the Layout button near the inserted icon and choose the Tight or Square option so the text will wrap around the icon.

ONLINE VIDEO



Online Pictures has been on the Insert tab – Illustration group on the Word ribbon since 2007. Fairly new to the Insert tab, in its own group called Media, is Online Video. Open it to get a choice of Bing Video Search box, YouTube search, or a place to access videos by code. PowerPoint has had online video for

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several versions. You'll find it on the Insert tab – Media group. Here you have a choice of Online video or Video from your PC.

NOTE: You may not find these tools yet in your Office applications. Microsoft has two main purchase options for home users of Office: the boxed/download version called Office 2016 Home & Student and the subscription version called Office 365 Home or Personal. What you may not know is that while both versions of Office receive automatic security and performance updates periodically, only Office 365 gets new program features and tools as soon as they become available. The boxed version owner will get the new features when they purchase the next version of Office, which is released every three or four years.

In future articles, expect more summaries of new features in the Office suite. Meanwhile, if you have Office 365, check the ribbon every now and then. You may see a few new tools.

Windows Corner – File Extensions

By Rosita Herrick, Windows 10 Forum Host and Windows 10 Apps Teacher,
The Sarasota Technology Users Group, FL
May 2017 issue, STUG Monitor
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Each file created on a computer gets a file type definition or extension expressed by the characters after the period.

Here are some examples:

- Wordpad creates .rtf files
- Microsoft Office Word 2007 and newer creates .docx files
- Pictures come with different extensions depending on the device that created them. Some of them are .png, .jpg, .raw .tiff, and others.

When a user opens a file, normally there is a default program assigned to the extension that will open the file. In Windows 10 it is the Photos app. However, sometime I want to open a file with another program that I know can open it. In this case I would rather open a .jpg picture with one of my favorite free picture browser programs called Irfanview. It is a small, fast program that lets me browse pictures fast and even lets me do some quick manipulation.

I know that I can right click on the file and in the popup select “Open with” and will get a number of options.

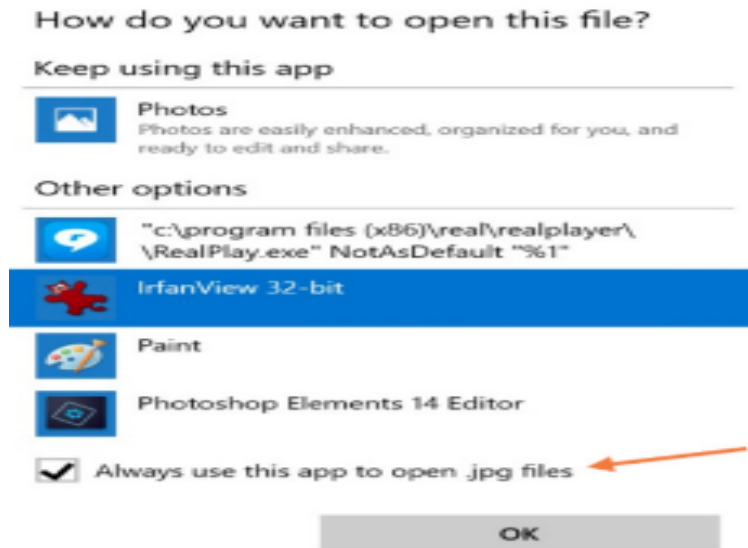


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But if I want to open .jpg pictures with Irfanview by default and skip a few clicks, I need to click on the “Choose another app” link.

As you can see in the picture above, the popup is a little different. I highlighted the program name, and placed a check in the box to always use this app to open .jpg files. By clicking OK I now have changed the default program that opens the .jpg file extension.



Just some gentle reminders

Note: next month, October, the club General Meeting time switches from 3:00 P.M. to the **Winter starting time which is 6:00 P.M.** at our regular location at Christ Lutheran Church at 481 Snead Drive in Fairfield Glade TN

Our computer club cannot exist without you as a member. Please remember to be current on your annual dues, which are only a modest \$24.00 for the whole year.



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:

Due Date	Jul-Sep 2017 Annual Dues	Oct-Dec 2017	Jan-Mar 2018	Apr-Jun 2018
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

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:

June 2017



October 2017



<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	5	6	7
8	9 <small>On Columbus Day, head straight for a great time!</small> 	10	11 2:00 P.M. PPCUG Board Mtg.	12 1:00 P.M. Photo Editing Workshop Club Mtg.	13	14
15	16 3:00 P.M. General Mtg. Presentation. Followed By Q&A Session	17	18	19 1:00 P.M. Plateau Photog- raphy Club Mtg.	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.](#)