PLATEAU PC USERS GROUP, INC GAZETTE

February 2019

"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 25, Issue 2

This Month's February Meetings

General Meeting
Tuesday, February 12th at 3:00 P.M.
At Christ Lutheran Church FFG

Plateau Photography Club Workshop
Thursday February 21st at 1:00 P.M.
At FFG Library Bldg.
See more information on page #3 regarding merger of both Workshops.

The February 12th Program at 3:00 P.M.
FFG Christ Lutheran Church

Tennessee and Federal Income Tax.

Bob Willis, our local tax expert, will present an overview of the changes for this year's Tennessee and Federal Income Tax. "The Tax Cut and Jobs Act," passed in December of 2017 made major revisions to the Federal tax code. Most become effective for 2018 tax returns. The most significant change was the permanent reduction of Corporate Tax rates, but there were also major changes for individual tax returns too. These changes include raising the standard deduction, eliminating some and capping other itemized deductions, and more significantly, the tax rates in most tax brackets were reduced.

The Individual income tax rules are only changed for 8 years, unless later extended by our Congress. The health insurance requirement and reporting is still required for 2018 tax returns, but ends for next year's tax returns.

Come learn about the new tax laws and if you will actually save as much as is being claimed by our politicians in the news.

President's Day Monday, February 18, 2019

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

NOTE: Meeting Dates are now on 2nd Tuesday's of the month

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.

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.

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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 Leader

Plateau Photography Club Workshop	Jim Gries	FGphotography-club@gmail.com (331) 442-9763

Up Coming Meeting for March 2019

Note: Change to Winter Hours

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Tuesday, March 12th at 3:00 P.M.
at Christ Lutheran Church
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)**

Cool Tips & Sites

Keyboard Shortcuts
The function keys F1-F9 are also shortcuts

The function (F) keys on the top of your keyboard
are also shortcuts that mostly re-enter previous
commands without retyping them.

- F1: Tapping or holding this key will retype
  the command that you just entered letter by
  letter.
- F2: Copies the current command up to a
  specified character.
- F3: Completely retypes the previous line
  that you entered.
- F4: The reverse of F2 -- auto-deletes up to a
  specified character (your cursor must be in
  front of the text).
- F5: Retypes the previous command like F3
  but lets you cycle back through many lines
  in your command history.
- F6: Inserts Ctrl+Z *(^Z)* in the Command
  Prompt, which is an end-of-file indication
  (text after this is ignored)
- F7: Opens a list of previously entered com-
  mands that you can select from.
- F8: Works like F5 but doesn't stop at the
  end of your command history, cycles back
  to the start.
- F9: Lets you retype a previous command by
  entering a number associated with the line.

News of the Special Interest Groups

Plateau Photography Club

**Beginning in June 2018, the Plateau Photography and
Photo Editing Workshop Groups will merge their
monthly meetings into one meeting to be held on the
third Thursday of each month. 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 to take in
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 pic-
ture. There will be discussion covering the picture it-
self and the tools used and why they were used.**

**Each meeting will include short presentations on pho-
tography practices and/or photo editing tech-
niques. The topics and assignments will be published
in advanced to allow enough time for each member to
plan and carry out their assignments.   Winning pic-
tures will be determined at the end of each meeting.
The SIG leader is Jim Gries. at
"FGPhotoworkshop@gmail.com"**

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.**

*** New 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) 239-0877**

Meet the New Gmail

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL
October 2018 issue, STUG Monitor
www.thestug.org / ndemarte (at) verizon.net

Gmail is a popular email service for good reason. Located in the cloud, it can be accessed from any computer, smartphone, or tablet. Once you get familiar with the interface, it is simple to use. A few months ago, I began to notice little changes to my Gmail screen. Some things were moved; others were new. After a brief search, I found that Gmail is involved in a big makeover which began in the spring of 2018. Gmail users are getting features as they become available, although everyone is not getting them at the same time. Here are a few of the changes that are included:
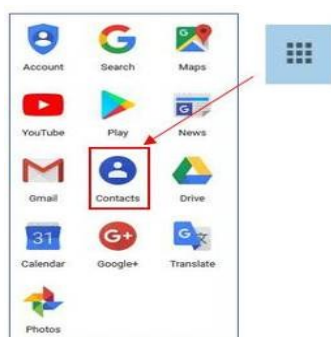
Moves and Changes

1. The Contacts list has been moved from Gmail to the center of the Google app grid. Click the grid (top right of Gmail screen) to open it. This change has frustrated users looking to add or edit a contact. When composing an email, though, Gmail still lists relevant Contacts when you begin to add a name.

2. The Google calendar icon has been added to the right side of the Gmail screen. Now you can add events or reminders to it without leaving Gmail.

3. When composing a message, you will now find four options for text size: Small, Normal, Large, and Huge. To set your personal font, size, and text color, go to Settings (Gear icon > Settings) and find the "Default Text Style" heading. Click the "Remove Formatting" icon (right end of toolbar), then set your preferences using the down arrows. To save changes in Settings, scroll to the bottom of the page and click "Save Changes.
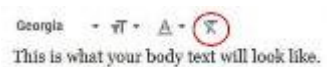
4. If you want to forward or reply to all recipients in the new Gmail, skip the reverse arrow in the top right corner of the message. That sets up a Reply only to the sender. Instead, click the three vertical dots icon next to the arrow and make your choice.

New Gmail Main Menu (left side of screen)

Most of these commands are familiar to anyone who has used Gmail. To save space, however, only the icons are visible until you move your mouse over them. Then the list opens to include the icon names. You can make it stay open by clicking the 3-lined icon in the top left corner of the screen, as shown.

New Gmail Icons & Features (right side of screen)

Google uses a lot of icons. The tiniest of them can have the biggest functions. To see what an icon means, hover your mouse pointer over it without clicking, and its name will appear, sometimes with more information. To use one of the features below, click it, and it opens as a right sidebar.
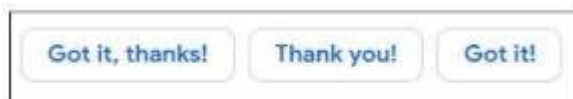
Google Calendar lets you view or edit your calendar without leaving Gmail.

Keep lets you make notes and share them with others.

Use **Tasks** to create a To Do list and check off items as they get done.

Get Add-ons takes you to the G Suite Marketplace which has add-on features and apps you might like.

Ten New or Updated Gmail Features – Available Now or Coming Soon

1. Smart Replies: These are canned, informal replies which appear at the bottom of some emails. When in a hurry, click one and send it as your reply.
2. Snooze: Snooze lets you remove an email from the Inbox and return it after a time you set, such as 'tomorrow'. It is useful for emails that you want to answer at a later time.
3. Nudge: When enabled, this function will suggest emails that you should reply to or sent mails to follow up on. Go to Settings to enable or disable it.
4. Confidential Mode: These functions are designed to increase security. You can set a message to self-destruct at a specific time, or you can send an email that requires the recipient to enter a code before opening it.
5. Importance Markers: Google determines which messages are "important" by putting a gold arrow next to them. In this sample from my Inbox, I clicked the star to show that I also considered it important.
6. Smart Compose: This feature is similar to the tablet or smartphone "auto-complete" function. As you type a message, and a few grayed out words complete the thought. If you like these words, just keep typing over them. If not, type something else. You must enable this feature in Settings.
7. Labels: Labels (much like folders) are found in classic Gmail but now have new icons. You can create labels (travel, personal, etc.) and put emails into them. Just open an email to reveal the icon group shown. Click the 'Label' icon to view the labels list or create a new label. To move an email into a label, click the Label icon, check the box next to a label, and click Apply. Click the 'Move To' icon to get extra labels, like Spam or Trash.

Label Icons outlined in red: 1.Move to 2. Label

8. Offline Support: We know we can't send or receive email without the internet. But Gmail computer users can now compose, open or read Gmail when not on the internet. The Mobile Gmail version already has this capability.

9. <u>Assisted Unsubscribe:</u> This feature targets people who have online subscriptions to newsletters and other regular columns which come via email. If you don't open one of your newsletters often, Gmail will bring up a notice that lets you unsubscribe.

10. <u>Improved Spam Warnings:</u> Gmail has always popped up a notice when you try to open an email known to be unsafe. The new Gmail has larger warnings with colors based on the level of danger. Gray means Suspicious; Red indicates Dangerous.

Many of the new features can help you keep your mail organized or save time, but I found a few of them annoying. For example, I'm not sure I want to be "nudged" every time I wait too long to open an email. Fortunately, most features can be enabled, disabled or hidden in Settings. A tip: Don't ignore the little icons which can be crucial to make Gmail function the way you want it to.

To find out if you already have the new Gmail, open Gmail and click the Settings icon. If the top line says, "Go back to classic Gmail," you have the new version. You can click that line and return to the old Gmail. Since you can do this at any time, consider trying out the new version for a while before you decide whether to keep it.

Network Attached Storage – It's like a Personal Cloud

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida
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It seems like everybody is into, or onto, the cloud these days. Most of the time, for the average user, it means taking advantage of one of the Cloud Storage services like OneDrive, Dropbox, Google Drive, or Box. Many users even backup their data to one of these cloud services. Cloud services provide a great way to store a fairly large amount of data, like all your pictures, music, and videos. OneDrive will give you 5GB for your own use, and Google will give you 15GB, and allow you to store an unlimited number of pictures and videos, if they are within a limited size and resolution. With these services, your pictures and videos are stored in some mass storage location somewhere on the internet. You must have a connection to the internet to access any of the data stored in the cloud, but a connection to the internet is almost a given for most of us nowadays. But there is another alternative, a personal cloud that you setup in your home. This cloud takes the form of a Network Attached Storage (NAS) device connected to your router. The data on the NAS device is shared by all the devices (wired and Wi-Fi) on your local area network (those indicated under "Network" in File Explorer). And the NAS device drive acts as a cloud by allowing you to access it from any remote location over the internet, even if your home computers are turned off. The NAS device installation is quite easy all it basically requires is an Ethernet cable connection to the router, and the router password.

NAS devices are available from many of the same storage companies that make the hard drives we have in our laptops and desktops, like Western Digital and Seagate. Western Digital has a line of "My Cloud" NAS devices and Seagate calls their line the "Personal Cloud". Qnap, Synology, and Buffalo also have NAS

product lines. The product literature boasts that "Today's NAS devices allow you to extend that file-sharing access to people outside the local area network, which essentially gives you the personal cloud storage." If you have only one or two computers and you don't need a central storage facility, you probably don't need an NAS device. Most people probably don't have thousands of photos and gigabytes of digital music and large video collections, but some people do; so, if you are one of these people, you just might think of adding a NAS device to your network.

Aside from data streaming, it seems to me that the NAS device can be used in two different ways. (Data streaming on a network might be a future article.) First, the files stored on the NAS device could be

copies of files from each of the computers on the network, or second, the files on the NAS device could be a database to be used by all the computers on the network. If the files on the NAS device are copies, then the NAS device is providing a backup capability. If the files on the NAS device are the primary storage files for all the network computers, then the NAS device is providing a database capability. (By the way, a much cheaper alternative to installing a NAS device is to set up file sharing on one of the networked computers and configure it to allow other computers to use its files and folders. Though this is a reasonable way to share files, the shared computer must always be powered on or the other computers will not have access to the shared files, so for some it may not be a good choice.)

Currently, reasonably priced NAS devices for home use are in the 2 to 8 TB range, and they are built with 1 or 2 bays (a bay holds 1 hard drive). A two-bay device can then be setup in a couple of different arrangements depending on how much storage is needed and how dependable the access to the data needs to be. For example, a two-bay device with two 4 TB hard drives could be arranged as one large 8 TB of storage, or a mirrored 4TB of storage. If arranged in a mirrored 4TB arrangement, the hard drives would be configured in a RAID configuration where the data is stored (mirrored) on both drives so that if one drive fails the other drive will still have the latest data. RAID is the term used to describe the coordinated use of multiple hard drives. It stands for Redundant Array of Independent (or Inexpensive) Disks and is a data storage technology that combines multiple hard drives into a single logical unit for the purposes of data redundancy, performance improvement, or both. The data is distributed across the hard drives in one of several ways, referred to as RAID levels. Each level defines a different desired level of redundancy and performance. The arrangement that gives 8TB of storage from the two 4GB hard drives is an example of RAID 0. The mirrored 4TB arrangement of two 4TB hard drives is an example of RAID 1. RAID 0 and RAID 1 are the simplest, but there are at least 5 RAID levels defined that provide a different balance among the goals of reliability and performance. RAID arrangements beyond 0 and 1 are probably overkill for a typical home use.

So, when it comes to cloud data storage there are at least two choices; cloud storage services or an NAS device right on your own local area network. With the expense of a NAS device and the extra hardware to maintain, I wonder if it is practical for most home networks. Especially since the Cloud Storage companies are giving a reasonable amount of memory for free, and additional memory at a reasonable price. But, then for those who have large amounts of data, or may be a little on the paranoid side, or for someone who just doesn't trust their data to the cloud storage providers, this may be a better choice. With a NAS device, your data is always secure and physically within your reach, and not housed in some far away data center, where it may be the object of some far away hackers. It's your choice.

The Amazing Clock on Your Phone

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Just like everyone says, the iPhone does a lot more than you think. With all the apps to choose from and the apps already on your iPhone, such as the "CLOCK" app, so much is available to you. Are you shy? Do you think finding out more will be painful? Maybe it can actually be fun! Like having a tool kit with hundreds of tools, having an iPhone provides so much – so why keep using only the screwdriver? Let's explore the "Clock" app that comes with your iPhone and iPad. The app icon, it just so happens, actually looks like a clock, and if you look closely, it is always showing you the correct time, even to a moving red second hand. Touch the clock icon to open up the clock options.

At the bottom of the screen that appears, you will see "World Clock", "Alarm", "Bedtime", "Stopwatch", and "Timer". Let's look at each of these.

WORLD CLOCK – will show you the time anyplace in the world. If nothing appears here, you need to create your list of places. Just touch the plus sign at the upper right to find a city or place and touch on the one you want. If you cannot find a city near the exact place, just select one close to it and it will be added to your list. Each place on your list will display the current time, the day that location is ("today", "yesterday", or "tomorrow"), how many hours difference (plus or minus) from your current time, and whether it is "a.m." or "p.m.". Touch "edit" to remove a place from your list. Remember those old movies or TV news programs that would have a wall of clocks with the names of cities under them? Well, now it's all on your iPhone.

ALARM – Well this should be easy to understand if you are awake. But don't answer yet, there's more. Here you set your alarm to wake you up tomorrow morning, but you can set as many alarms as you want. If you create a list of five or six alarm "times" you can turn each one on or off as you need them. Changing an alarm time or deleting an alarm is easy (touch "Edit" or "+"). But how is this for a wow factor – you can choose the sound tone you want each alarm to use – or you can even select a song from your iPhone music! It's like using a radio alarm clock tuned to your favorite station and always playing your favorite song when you wake up!

BEDTIME (New in iOS 10) – I go to bed when I am tired, but some research reports that you get healthier and better sleep if you go to bed the same time each night. Maybe you will enjoy this option, so to find out touch "get started" on the screen that appears. After setting your initial bed time and wake up time, you are good to sleep. You can change your times by dragging them on the "sleep arc" or "circle" that appears. One advantage with Bedtime is that you can select from more pleasant sounds to wake you up in the morning. I wish they had a screaming train wreck sound option.

STOPWATCH – Anytime you want to time anything this is the option to use. If you just happen to be driving a fast sports car around a track, you can hit the "Lap" button to get the time for each lap while the time continues. You will see each "lap" time appear in a list below the clock. And you can switch from a "digital" clock to a nice old-fashioned analog stopwatch face by just swiping left or right on the clock. Sometimes the old-fashioned look is just so much more visually comfortable, like reading a good book.

TIMER – This is like the stopwatch but only in reverse. Here to set the timer and it counts down to the end and sounds a tone. You select the number of hours, minutes, and seconds and touch "Start" and down you go. You can also select the tone you want to hear at the end.
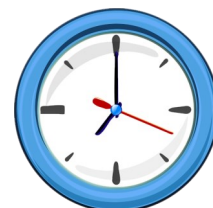
Set Up a Format for Dates in Excel

By Nancy DeMarte, 2nd Vice President,
Sarasota Technology Users Group, FL
August 2018 issue, STUG Monitor
www.thestug.org / ndemarte (at) verizon.net

Excel is a great application to use for creating chronological lists, like a history of when you made major household purchases, or a record of when you visited various cities or countries. By inserting a column of dates, you will be able to sort and re-sort your list by date any time. Inserting dates with a consistent format can seem difficult. Here are some tips to make your dates look the way you want them.

1. Pre-format your cells Open a blank Excel worksheet and enter some headings, including Date, in the row below the column header (C in the illustration). You can select the column that will contain dates by clicking the header to select the whole column, but more likely you will want to select a fewer number of cells. Do this by clicking the green square in the bottom right of the top blank cell (as shown) and drag down the column to select as many cells as you need. You can always pre-format more cells later, if necessary.


Next, with the cells selected, press Ctrl+1 on your keyboard (Control+1 or Command + 1 for a Mac) to open the Format cells dialog box. Click the Number tab at the top, then click Date under Category to show a list of the 15 – 20 date formats Excel includes. Click the format you want, followed by OK. Now when you type a date using any format into one of the pre-formatted cells, it will appear in the format you have chosen.
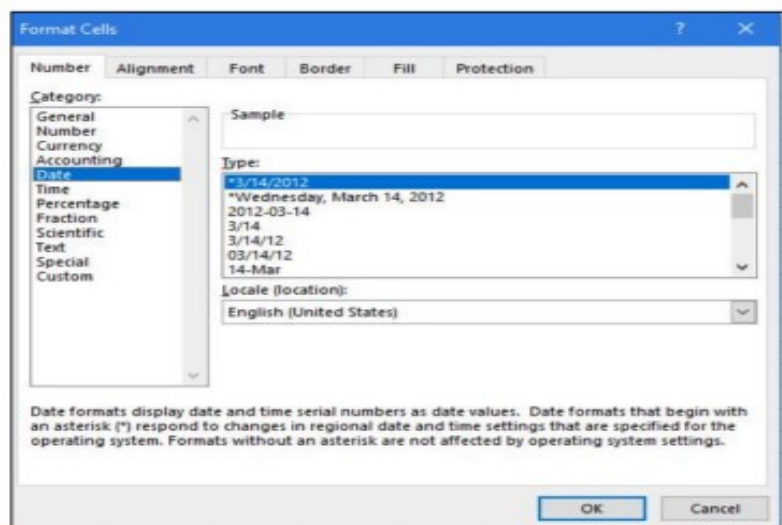
2. Create a custom date format If you don't find the exact format you want for dates, you can create a new format. Open the Format Cells box as described above. Click the Number tab, then click Custom in the Category list. This reveals a new list of formats. Scroll down until you find the date codes: y = year, m = month, and d = day. Click a Date format that is somewhat close to the one you want to create. Now you can edit it in the box below Type by changing the code letters to fit the format you want. For example, if you want to display dates as year/month/day, you might type yyyy-mm-dd, which will appear as 2018/08/22. You can include times, too, by using the hours:minutes:seconds AM/PM codes.
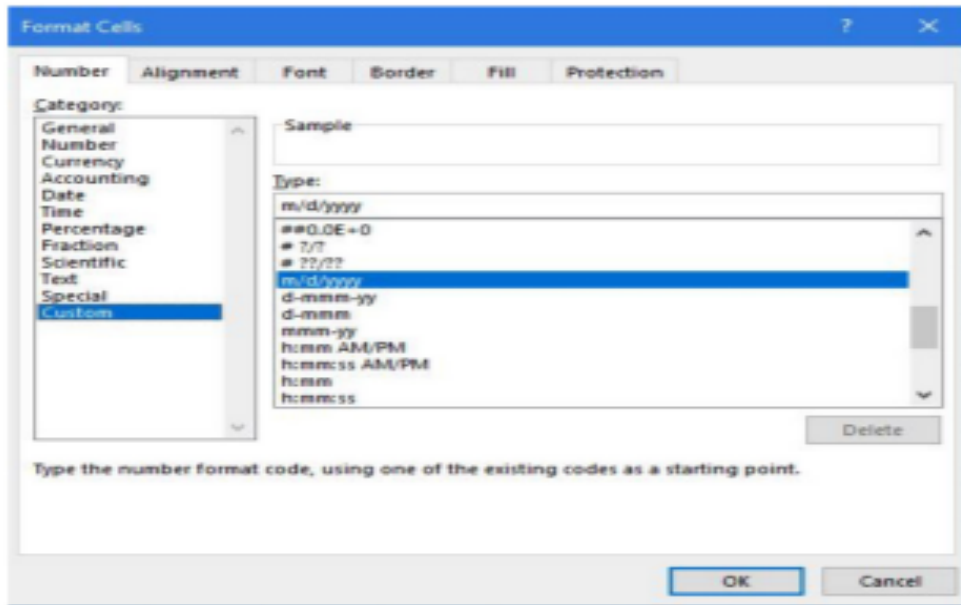
Tips
:
1. To remove a date format, select one or more preformatted cells, press Ctrl+1, and select Text in the Category list. The cells will revert to unformatted numbers instead of the date format.

2. To remove all formatting from any Excel cells, on the Home tab> Editing group, click Clear. (It resembles an eraser.). This removes the formatting, but not the content.

3. If you choose a date format that is wider than its column, you might see ##### in the cell. Widen the column by dragging the right column border in the column header to the right until the whole date appears.

4. To enter the current date in an Excel worksheet, select any cell and press Ctrl + semi-colon on the keyboard. It is wise to include the date you created the worksheet to distinguish it from later versions of the sheet.
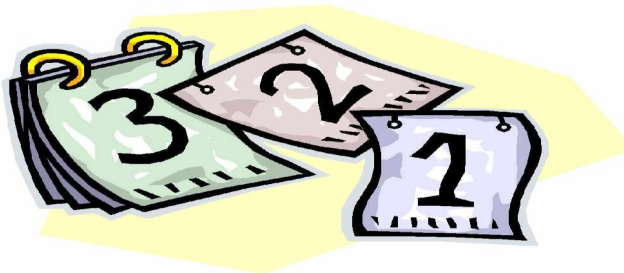
Night Light: A Little-Used Feature of Windows 10

By Martin Arbagi, Editor, The DataBus, Dayton Microcomputer Association, OH
www.dma1.org
Martin.Arbagi (at) Gmail.com

An increasing amount of scientific evidence now indicates that bluish-white light—the kind that typically occurs at noon of a clear day—tends to stimulate the brain centers that keep us awake. On the other hand, light from the red-orange bands of the spectrum—the type that usually occurs at dawn or evening—either makes us sleepy or at least does not actively excite the "waking centers" of our brains.

Unfortunately, bluish-white light is precisely what the screens of most computer monitors and other digital devices usually emit. Thus, for example, reading yourself to sleep with an e-book can actually keep you awake, as can taking that spread sheet home from the office so you can work on it after dinner.

Microsoft's latest operating system, Windows 10, has a feature that can mitigate this problem. It's called "Night Light," and is frequently ignored when setting up or customizing a PC. I myself initially thought it was designed to have monitors glow softly at night, thereby making the computer easier to find in a darkened room. I finally blundered into the correct use of Night Light almost by accident. Night Light is easily set up. Merely go to your Desktop and right-click your mouse. (Left-click if you use a left-handed mouse, as I do.) The familiar screen shown in Figure 1 shows up. Now click on "Display Settings." The screen shown in Figure 2 now appears. Finally, move the slide switch labeled "Night Light" (circled in red) to the ON position.

Two comments before finishing:

(1) *Night Light knows when to turn on.* If you look closely at Figure 2, you'll see that the day I wrote this article, my PC switched to Night Light at sunset: 8:58 P.M. Obviously, I was writing during the summer! Windows 10 knows your approximate location by, among other things, your IP address, and will adjust for time zone, latitude, longitude, and Daylight Savings Time.

(2) *Turn Night Light OFF if you are working on something that requires true color rendition.* For example, if that project you brought home from the office is not a spread sheet, but rather an advertising campaign with lots of graphics, you don't want the color distortion that Night Light will inevitably generate.
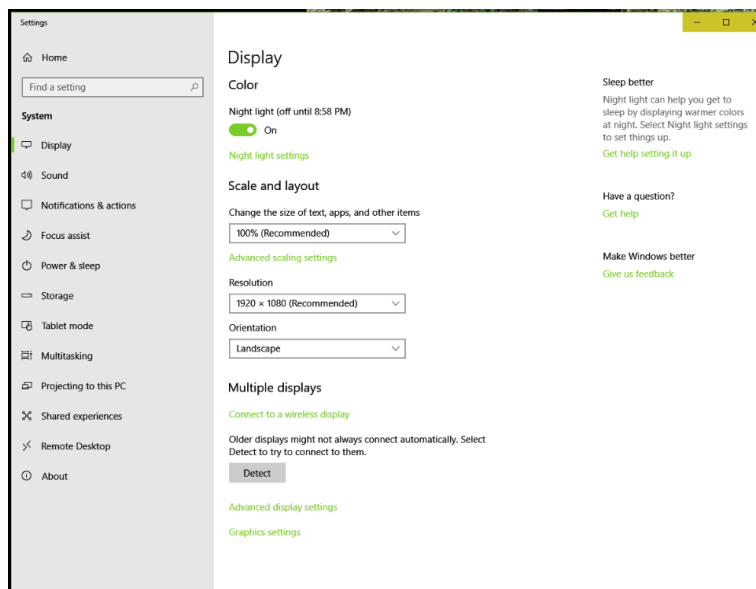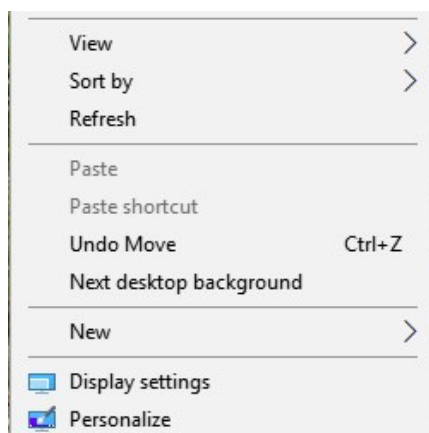
Magic Sketchpad

Cyn's Tech Tips

I really like seeing all the different ways that Artificial Intelligence (AI) is developing. It's fun to read scripts that they create from ingesting commercials or art that their neural network creates based on the art we've created over the centuries, but what if you could experience an AI learning as you draw?

That's what the magic sketchpad provides! You can doodle and the machine-learning algorithm will try to finish your drawing based on the category you've selected.

When you get to the site, you can read the brief introductory text and then click the Let's Go button to get to the sketchpad.

The sketchpad is blank space where you can doodle. You'll find the toolbar and color palette in the top right corner of the page. In the drop-down menu, you can select what the AI is going to try and draw based on your drawing. Your options range from animals like bears and cats to objects like alarm clocks and windmills to buildings and art!

You can save your drawing with the floppy disc button, and you can clear the sketch pad with the trashcan button. If you need help, feel free to click the question mark button.

Are you ready to draw and see what the AI comes up with? Go check it out for yourself today!

https://magic-sketchpag.glitch.me/

How to Enable Enhanced Search Mode on Windows 10

Windows 10 does a good job of allowing you to find what you need on your local PC. It's easier than ever to find apps, settings, and even items on the web from the Search box. But when it comes to finding specific documents and other files, the search feature has been limited to looking in your local Documents, Pictures, Videos, and Desktop folders by default. Additionally, the search process is often slow, and you don't always get the results you're looking for.

While you can manually **tweak search indexing options** and **search file content** — starting with Windows 10 1903, Microsoft is making things easier by including a new "Enhanced mode" for search indexer. **Once enabled, Windows will search across all folders and connected drives**. Here's a look at how to enable enhanced search feature. And we'll also take a look at how you can exclude specific locations from the search process.

Enhanced Search Mode Windows 101. To get started, head to **Settings > Search** and choose the Searching Windows tab on the right. Under the Find My Files section select the **Enhanced** option.
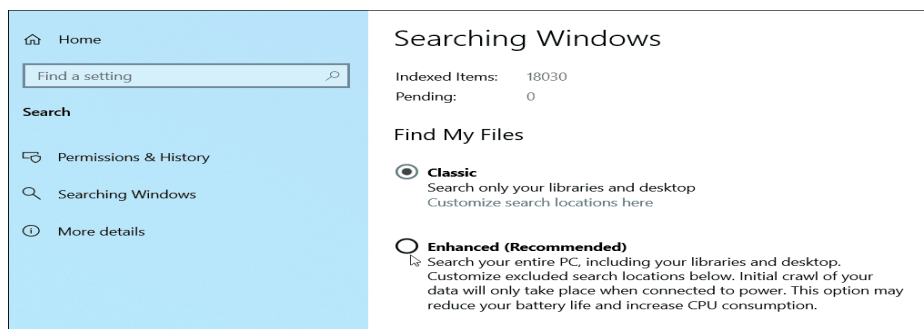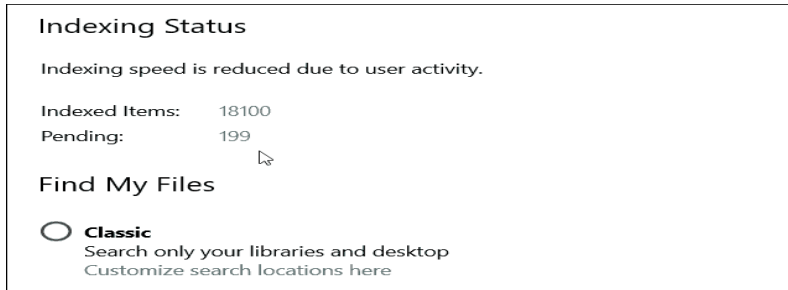

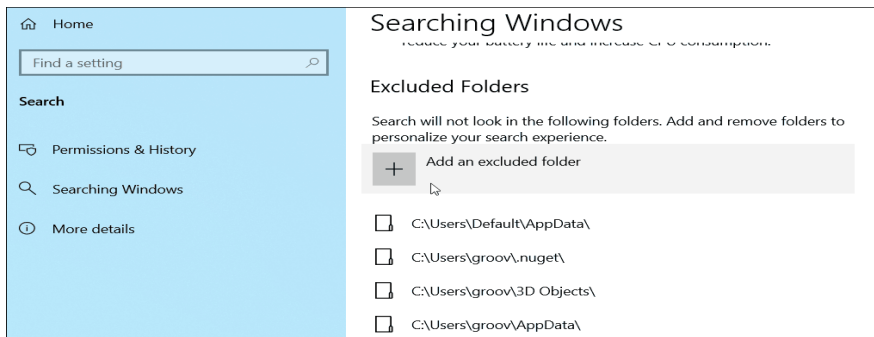2. Your system will start an indexing process that typically takes 15-20 minutes, but your mileage may vary depending on your system and the amount of data you have. Keep in mind that the indexing takes a lot of system resources so while things are getting indexed, your system performance may be degraded unless of course, you have a fancy **NVMe SSD drive** with tons of disk IO.

You will be able to monitor the items remaining to be indexed while the process is running.

Indexing Status

Indexing speed is reduced due to user activity.

Indexed Items: 18100
Pending: 199

Find My Files

◯ **Classic**
   Search only your libraries and desktop
   Customize search locations here

It's also worth noting that here you can also exclude specific folders from search. This is another way to help make search faster as Windows isn't combing through a folder you know your files don't reside. For example, maybe you have a large digital media folder that you don't need Windows searching through. It's also a good tip to exclude temporary folders and operating system files as it can slow down system performance. Simply click on **Add an excluded folder** and browse to the location you want to add.

⌂ Home

Find a setting

Search

🗔 Permissions & History

🔍 Searching Windows

ⓘ More details

Searching Windows

reduce your battery life and increase CPU consumption.

Excluded Folders

Search will not look in the following folders. Add and remove folders to personalize your search experience.

➕ Add an excluded folder

☐ C:\Users\Default\AppData\
☐ C:\Users\groov\.nuget\
☐ C:\Users\groov\3D Objects\
☐ C:\Users\groov\AppData\

That's all there is to it. After the indexing is complete, you should be able to find all of your documents and other files faster.

Keep in mind that to use enhanced search mode you need to be running **Windows 10 1903 or above.**

Excel Worksheet Tips

One of the most frequent Excel questions. "Is there a way to add the same header and footer (or page layout) to more than one worksheet at the same time?" The answer is easy but the steps are not intuitive and not even covered in most Excel books or websites. The solution is to group worksheets by selecting multiple sheets in a workbook. When you group worksheets you can:

- Print a selection of sheets at the same time.

- Enter or edit data on several worksheets at once.

- Apply formatting, such as Page Setup options, to a selection of worksheets all at the same time. When you group worksheets, there is no need to repeat the same steps over and over again.

- Move, copy, or delete a group of worksheets.

How to Group Worksheets

To select two or more adjacent sheets: Click the tab for the first sheet in the group. Then hold down **[Shift]** while you click the tab for the last sheet you want to select.

To select two or more non-adjacent sheets: Click the tab for the first sheet in the group. Then hold down **[Ctrl]** while you click the tabs of the other sheets you want to select. Tabs for selected worksheets will display as active or white.

To select all of the worksheets in a workbook: Right-click on any sheet tab and then left-click on **Select All Sheets** from the shortcut menu.

When more than one worksheet is selected, you should see [Group] in the title bar of your Excel workbook.

Once you group worksheets, any action or command you do in one of the worksheets will also apply to all of the other worksheets in the group. This is the trick to duplicate the same header, footer, or page layout to a group of worksheets. Once the sheets are selected pick **Insert > Header & Footer**. Also, any text or formatting you add, such as a change to a column heading will be the same in each selected worksheet. When grouping, if you type data into cell B5, for example, every selected worksheet will now have the new data in cell B5.

Careful! Once you are finished with the formatting and data changes you want to add to the selected worksheets, be sure to un-group worksheets so you don't accidentally change a group of worksheets with an edit intended only for one worksheet.

To un-group/un-select a group of worksheets:

- Left-click on any sheet tab
  -OR-

- Right-click on any sheet tab and then left-click on **Ungroup Sheets** from the shortcut menu

Important: Check the workbook title bar to verify your worksheets are no longer grouped and continue working with each worksheet individually.
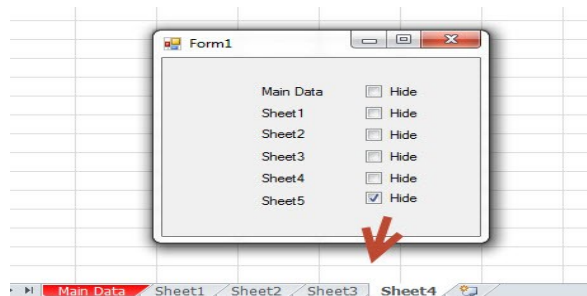
PLATEAU PC USERS GROUP, Inc.

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:	**$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 _____ _

l have used PCs since (year): _____

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

_____

_____

_____

January 2019

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	**2**
3	**4**	**5**	**6** _2:00 P.M._ PPCUG Board Mtg.	**7**	**8**	**9**
10	**11**	**12** _3:00 P.M._ **General Mtg.** Presentation. Followed By Q&A Session	**13**	**14**	**15**	**16**
17	**18**	**19**	**20**	**21** _1:00 P.M._ Plateau Photography Club Workshop Mtg.	**22**	**23**
24	**25**	**26**	**27**	**28**	**29** GOOD FRIDAY	**30**
31						

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