



PLATEAU PC USERS GROUP, INC GAZETTE



August 2020

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 26, Issue 8

This Month's General Meeting Tuesday, August 11, 2020 Suspended

PPUCG Presidents Letter

Things are not, as one would say, looking up so far as the virus situation. We remain one of the areas of the country that, as of this writing, is not doing so well.

I understand the church is now allowing outside groups to use the meeting rooms. That overcomes one obstacle we have faced in planning meetings. We have not scheduled a meeting for August but September might be a possibility. As things are in our world right now, a week is like a year. We should know by later in the month and will put the word out accordingly.

As was suggested last month, if you are on Facebook you should consider "liking" the APCUG page as they are posting computer hints and videos like crazy. You could also check into their YouTube page.

Here's hoping we get together soon.

Steve Rosenstein
President



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

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

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".

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539 West Ave. Suite 101 Crossville TN 38557



The next General Meeting of the
PLATEAU PC USERS GROUP
Tuesday, September 8, 2020
Note: Summer Hours 6:00 P.M.

Cool Tips & Sites

How to Find Your Windows 10 PC's Serial Number the Easy Way

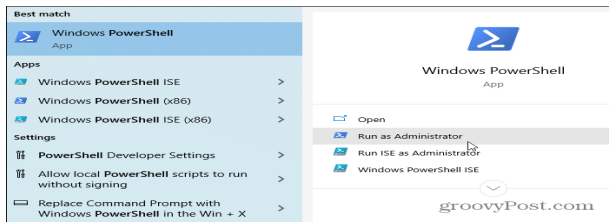
By Brian Burgess

There are times when you would need to get a PC's serial number. You might need it when contacting the manufacturer's support helpdesk or when doing an inventory of the devices connected to your network, for example. Depending on the location of the computer, it might be hard to find the sticker. Or, perhaps the warranty information card isn't readily available. Or, perhaps you don't want to access the machine's BIOS to get the number.

Whatever the case, whether it's for helpdesk support or equipment inventory, here's how to find the serial number the easy way.

Find PC's Serial Number via Command Line Prompt or PowerShell

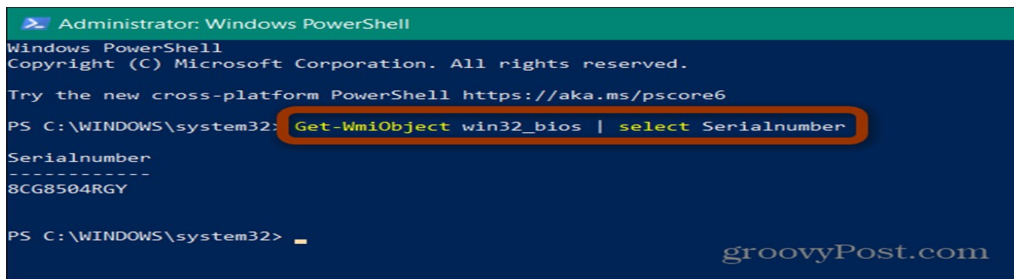
To find the serial number via PowerShell, hit the Windows key and **type: powershell** and run it as administrator from the search results.



Next, enter the following into the PowerShell and hit Enter:

Get-WmiObject win32_bios | select Serialnumber

That will bring up your PC's serial number and you can write it down. Or, you can copy it into a document if you're doing inventory by highlighting it and hitting **Ctrl + C**. Once it's copied to the clipboard hit **Ctrl + V** to paste it into your document.



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

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

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

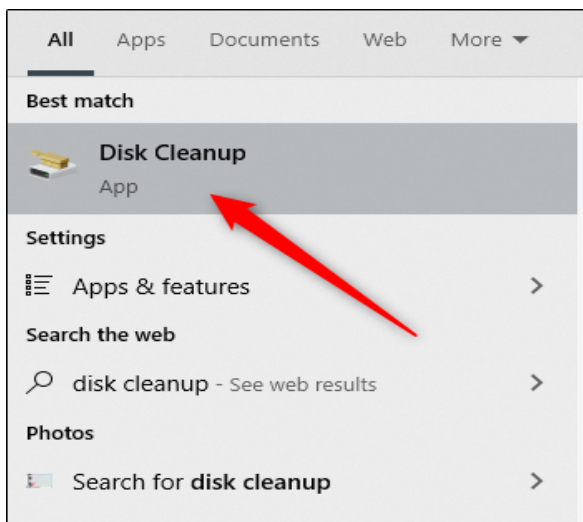


Clear the Temporary Files Cache with Disk Cleanup

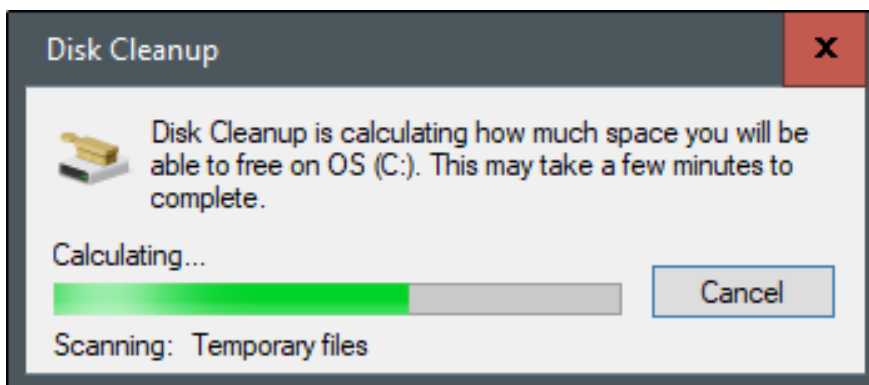
To clear the temporary files cache, enter “Disk Cleanup” in the Windows search bar found in the bottom-left corner of the desktop.



Select the “Disk Cleanup” app, which will appear in the Windows search results.



Once selected, Disk Cleanup will start calculating how much space you can free up on the operating system drive (C:).

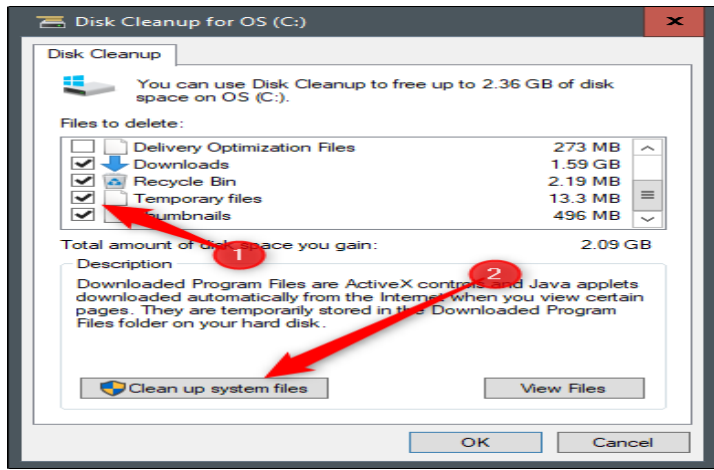


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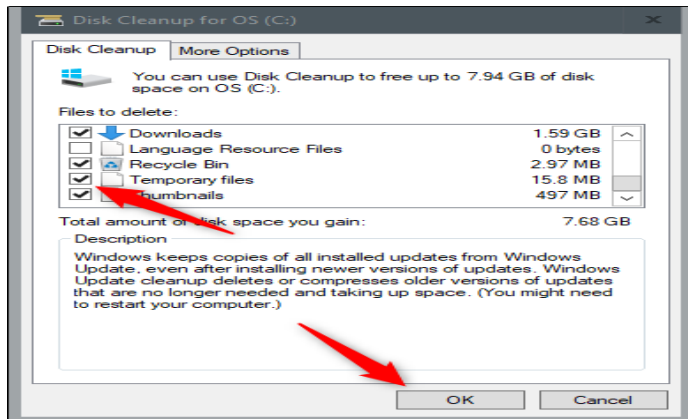
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The Disk Cleanup for OS (C:) will now appear. Scroll down and check the box next to “Temporary Files.” You can also choose to delete files from other locations, such as “Recycle Bin” or “Downloads.”

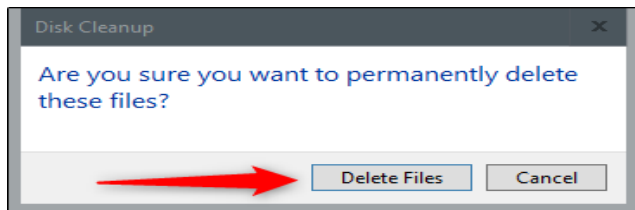
Once you’ve selected what you’d like to clear, click “Clean Up System Files.”



Once Windows calculates the amount of storage space that will be freed up, you’ll be brought to the same page again. This time, select the files and locations a second time that you’d like to delete and then click “OK.”



A warning will appear, prompting you to confirm you are sure you want to permanently delete the files. Select “Delete Files.”



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Disk Cleanup will now clean up unnecessary files on your machine. This process could take several minutes.

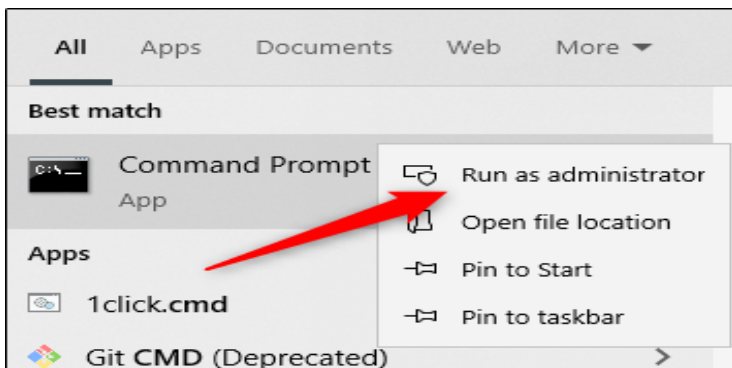
Clear DNS Cache

If you want to clear your Windows 10 PC's DNS cache, open Command Prompt as an admin. To do this, type "Command Prompt" in the Windows search bar found in the bottom-left corner of the desktop.

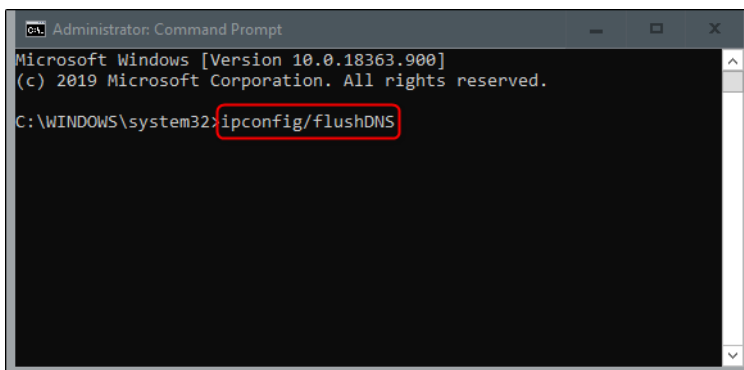
RELATED: *10 Ways to Open the Command Prompt in Windows 10*



The "Command Prompt" app will appear in the search results. Right-click it and select "Run As Administrator" from the menu.



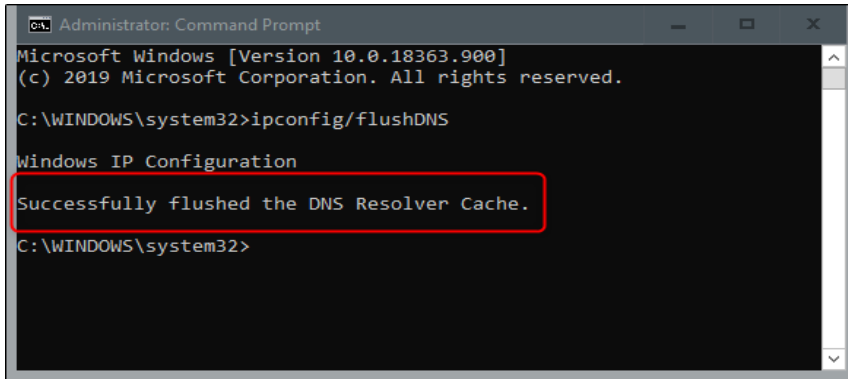
Next, run the following command: `ipconfig/flushDNS`



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You'll receive a message letting you know you've successfully flushed the DNS Resolver Cache.



```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.18363.900]
(c) 2019 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>ipconfig/flushDNS

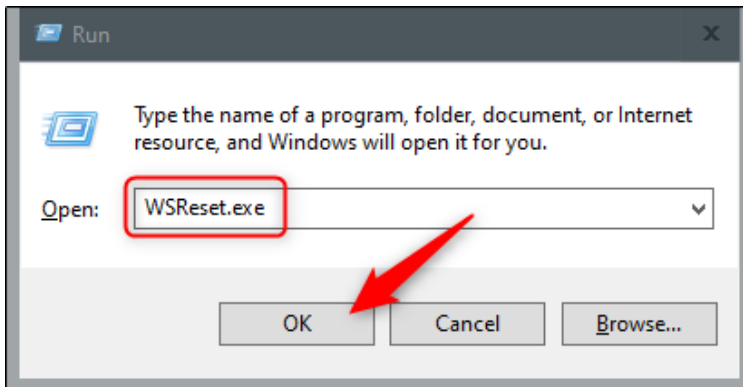
Windows IP Configuration

Successfully flushed the DNS Resolver Cache.

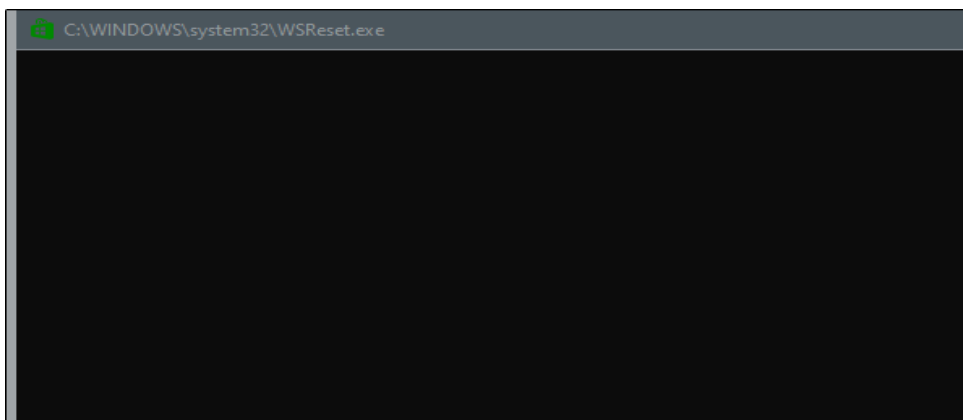
C:\WINDOWS\system32>
```

Clear Windows Store Cache

To clear the Windows Store cache, open “Run” by pressing Windows+R on your keyboard. The “Run” window will appear. In the text box next to “Open,” type WSReset.exe and then click “OK.”



Once selected, a black window will appear. There's nothing you can do here, so just wait a few moments while it clears the cache.



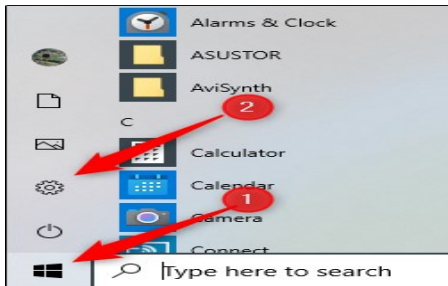
Once the window closes, the cache is cleared, and Windows Store will launch. You can close the Windows Store app if you like.

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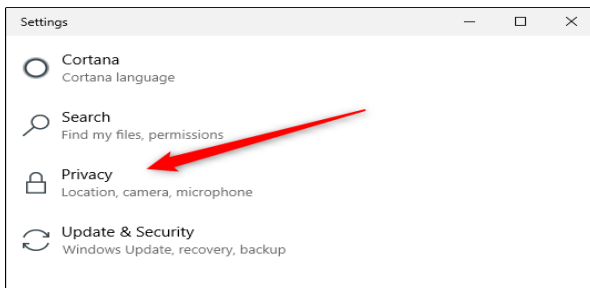
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Clear Location Cache

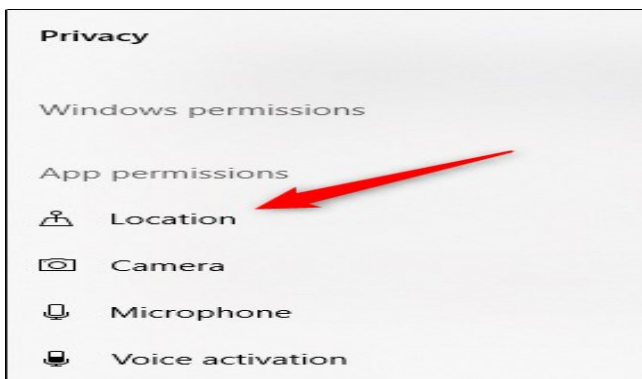
To clear the location cache, click the “Windows” icon in the bottom-left corner of your desktop to open the start menu. From there, select the “Gear” icon to open Windows settings.



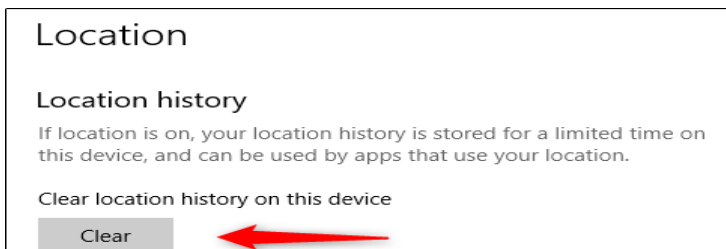
The “Settings” window will appear. Scroll down and select the “Privacy” option.



You’ll now be in the “Privacy” group of the settings. In the left-hand pane, select “Location,” found in the “App Permissions” section.



In the next window, scroll down until you find the “Location History” group. Here, select “Clear” under the “Clear Location History On This Device” heading.



Save a Webpage as a PDF from Microsoft Edge

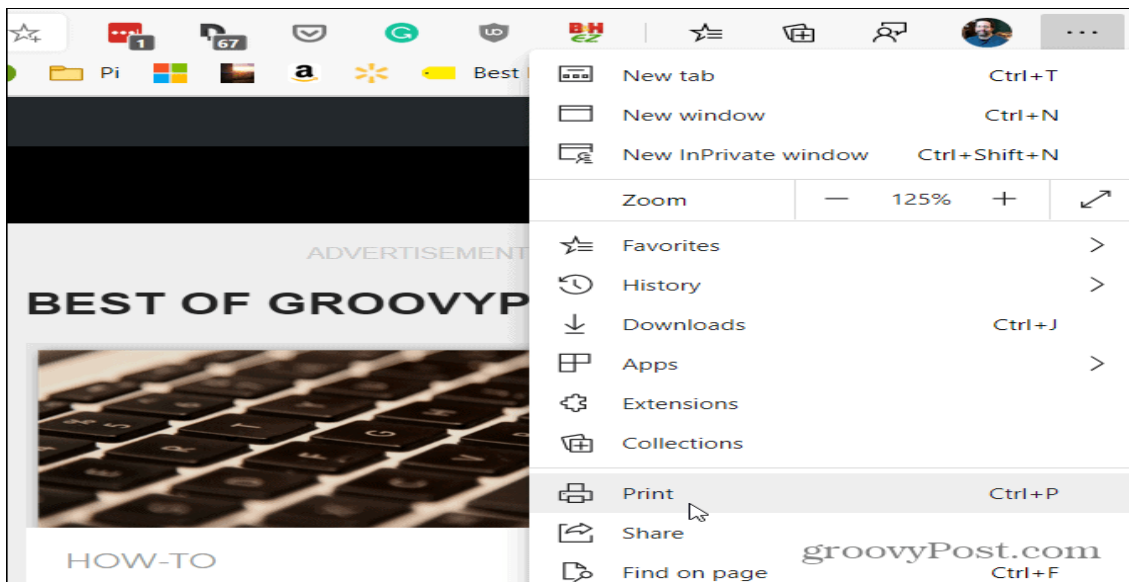
By Brian Burgess



Sometimes you might want to save a web page as a PDF document. This allows you to access and share a page of the web whenever you need it. This can be helpful in a situation where you have to make a remote presentation over your computer. Or, perhaps you need to share a specific page with specific information with several people. Whatever the reason you need to save a webpage as a PDF, here's how to do it from Microsoft Edge.

How to Save a Webpage as a PDF from Microsoft Edge

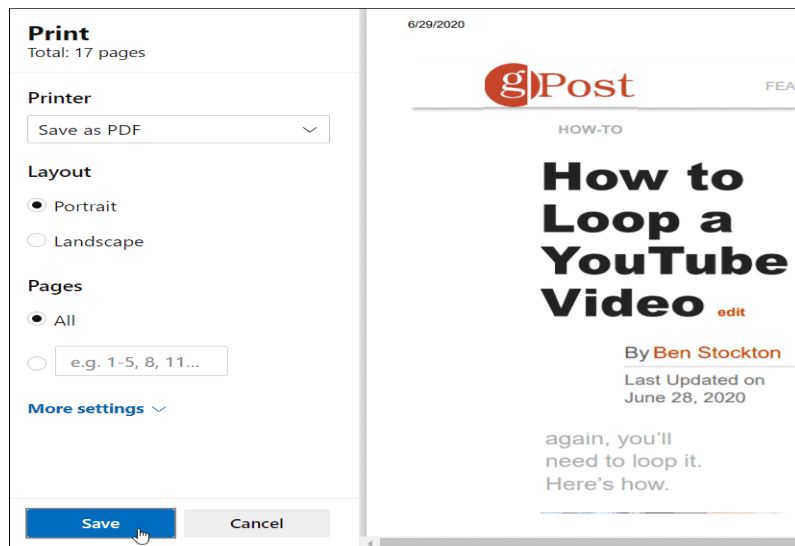
To get started, launch Microsoft Edge and browse to the page you want to save as a PDF. Then click the **Options** (three dots) button in the upper-right corner of the screen. From the dropdown menu select the **Print** option.



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(Continued from page 9)

Next, a Print window will open up that displays a preview of how the page will look. Under the “Printer” header in the left column click the menu and choose “Save as PDF” from the dropdown.



Note that here you can also choose to change the orientation of the PDF from Portrait to Landscape mode. Also, if you would rather not print the entire page – type in a range of pages that you want to save. This can come in handy if you just want to save a specific portion of a Wikipedia entry, for example. Or, on sites that utilize the infinite scroll feature. In those cases, you’ll want to limit what you save.

Once you have everything set up how you like it click the **Save** button. After that, a “Save As” dialog will pop up on your screen. Head to the location where you want to save the document, give it a name, and click the **Save** button.

That’s all there is to it. Now the webpage you choose will be saved as a PDF document in the location you choose. To double-check that the PDF looks how you want it to, open it up. If something isn’t looking like it should go back through the steps and change the Print settings



ICYDK: Quickly Organize Your Desktop with the Windows Key

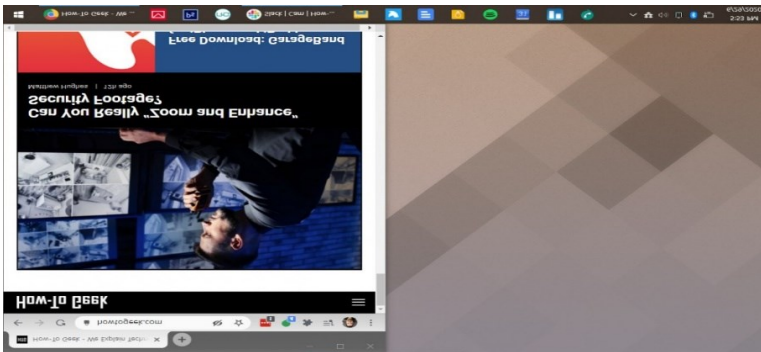


MICHAEL CRIDER @michaelcrider



Multitasking is one of the wonderful things about modern operating systems. And, they're built to take advantage of it. Take Windows 10, for example. If you're reading this on a Windows 10 machine, try this: hold the Windows key (the one between Ctrl and Alt) and press left arrow. BAM! The browser window takes up exactly the left half of your screen.

Welcome to ICYDK (In Case You Didn't Know), a series where we offer tips and tricks that aren't necessarily new but may have gone under the radar or otherwise not be well known.



Win+right arrow or left arrow will instantly make your current program take up half the screen.

Hold **Win+right arrow**, and you'll go back to the original size of the window, or if it was maximized, move it to the right side. You can do this with Win+left arrow or Win+right arrow across multiple monitors.

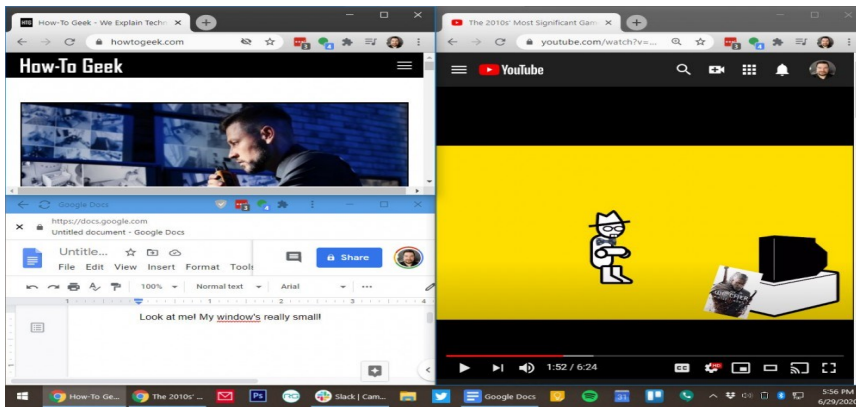
What about the up and down buttons? Try them, too. **Win+up arrow** will maximize a window to the whole screen, **Win+down** will shrink it back down. Press Win+down again, and it'll be minimized to the taskbar.

There are some combinations you can pull here. If you put a window to half-screen size with the left or right arrow, you can then half it again with Win+up arrow or down arrow. This puts the window at one quarter the size of the screen.

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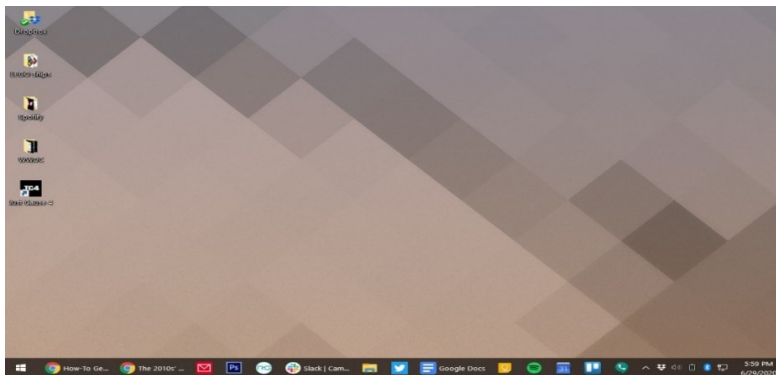
(Continued from page 11)

Combine these commands, and you can get a bunch of windows in very precise positions in just a second or two, especially if you use Alt+Tab to quickly find the programs you want.



Quickly using the Windows button and arrow keys can let you organize multiple programs.

You can replicate some of these actions with your mouse: click and drag the program's window to the side of the screen to half it, or into a corner to put it at quarter size. You can drag it up to the top of the screen to maximize the window. These aren't as fast as using the Windows button, but that's not an option if you're in tablet mode.



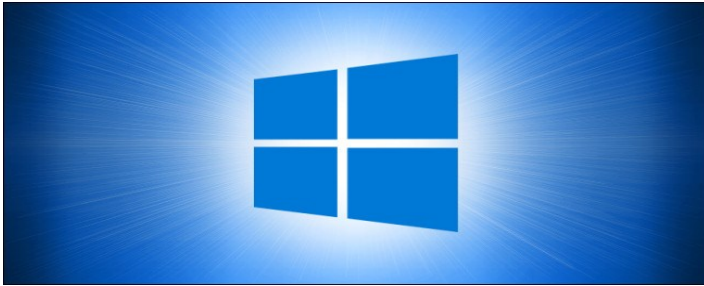
Win+D minimizes everything and takes you back to the desktop instantly.

One last quick shortcut: if you want to see the desktop right away without any windows in the way, press **Win+D**. It'll minimize all of your currently open windows on all monitors. Alternately, **Win+,** (comma) can peek at the desktop, and send you back to the previous view without minimizing anything.

How to Scan a File or Folder for Malware with Microsoft Defender on Windows 10



BENJ EDWARDS @BENJEDWARDS



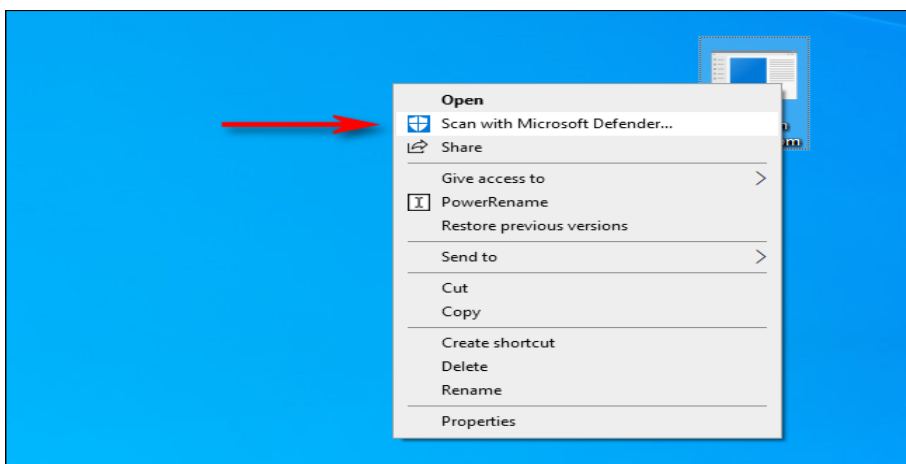
On Windows 10, Microsoft Defender (formerly called “Windows Defender”) always scans files before you open them unless you’ve installed a third-party antivirus. You can also perform a quick scan of any file or folder, too. Here’s how.

First, find the file or folder you’d like scan. It can be located within File Explorer or on your Desktop. Using your mouse cursor, right-click on the item.



In the menu that pops up, select “Scan With Microsoft Defender.”

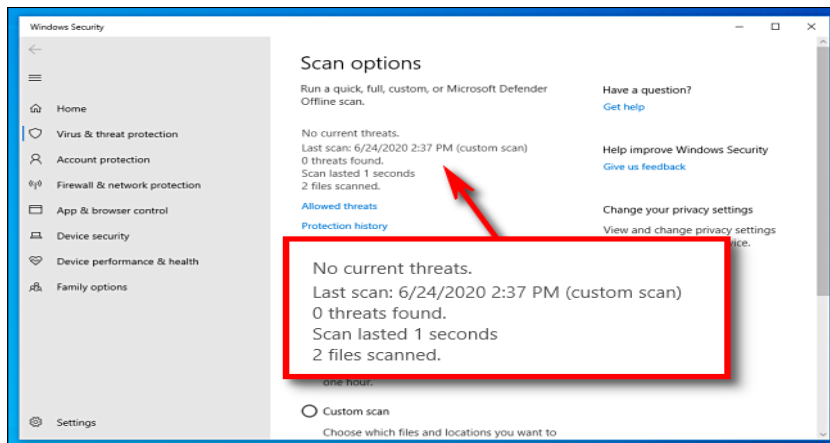
(On versions of Windows 10 prior to the May 2020 Update, this option will say “Scan With Windows Defender.”)



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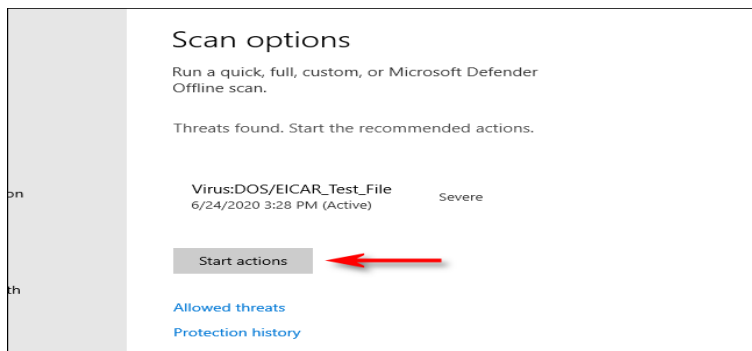
(Continued from page 13)

A Windows Security window will pop up, and the results of the scan will be shown near the top—just below the “Scan Options” heading. If everything is OK, you will see “No Current Threats.”



On the other hand, if malware is detected, Microsoft Defender will alert you with a message that says “Threats Found,” and it will list the file or files that are infected.

To remove the threats, click the “Start Actions” button.



After clicking “Start Actions,” Microsoft Defender will remove the threats automatically, and everything should be back to normal. If you’d like more details on what threats were neutralized, click “Protection History” just below the scan results.

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 ____

I have used PCs since (year): _____

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

January 2020



September 2020



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