PLATEAU PC USERS GROUP, INC GAZETTE

Member of APCUG
An International Association of Technology & Computer User Groups

July 2018

"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"   Volume 24, Issue 7

This Month's July Meetings
No General Meeting this month
Tuesday, July 10
(see below)

Plateau Photography Club Workshop
Thursday July 19 at 1:00 P.M.
At FFG Library Bldg.
See more information on page #3 regarding merger of both Workshops.

Plateau PC Users Group
Club Picnic

July Program Cancelled

Sorry to say the PPCUG Group Picnic has been CANCELLED due to very, very low group participation.

Also there will not be a General Meeting this month (July 2018)

4TH OF JULY

Winter Hours start at 3:00 P.M. (October though 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:

Due Date	Jul-Sep 2018 Annual Dues	Oct—Dec 2018	Jan-Mar 2019	Apr—Jun 2019
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.

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

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

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**Director Emeritus
Don Lewis**

SIG Leader

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

Up Coming Meeting for August 2018

Note: Summer Hours & Location & Date

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Tuesday, August 14 at 6:00 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

Set reminders via your voice

Most Windows 10 users will probably agree that Cortana - the operating system's much-vaunted personal assistant - is nowhere near as impressive as Microsoft would have us believe. That said, there are times when Cortana's skills can actually come in very handy - for instance, when you want a quick way to set reminders.

Let's say there's something important that you need to do at a certain time of day - take some medication, perhaps. Just click the microphone icon in the taskbar and say 'set a reminder'. Cortana will ask you what it is you need to remember and when you need the reminder to pop up.

You can even set up recurring reminders by saying 'every day at four o'clock,' for example. Double-check that all the details displayed in Cortana's panel are correct, adjust them if necessary, then say 'yes' or click Remind. Bear in mind, however, that this will only work if your device has a microphone.
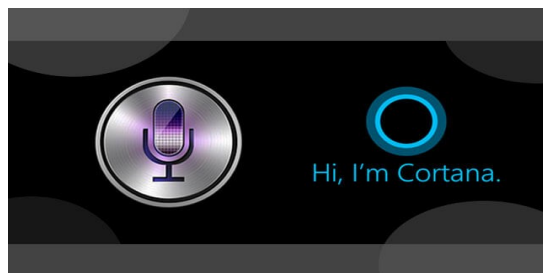
News of the Special Interest Groups

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 picture. There will be discussion covering the picture itself and the tools used and why they were used.

Each meeting will include short presentations on photography practices and/or photo editing techniques. The topics and assignments will be published in advanced to allow enough time for each member to plan and carry out their assignments. Winning pictures 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.

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**

# How to Insert Hyperlinks in Microsoft Word

by **Hayley Milliman** on June 7th, 2018

Adding hyperlinks to your Word document is an easy way to give your readers quick access to information on the web or in another part of a document without having to include that content right on the page. Let's look at how to insert hyperlinks in your Word documents.

Insert a Hyperlink to an External Web Page

You can link a word or phrase in your Word document to an external web page, and they work much like links you'd find on the web. First, load up the web page to which you want to link in your web browser. You'll want to copy the URL in just a bit.

In your Word document, highlight the text you would like to link. You can also use this same technique to add a link to an image.
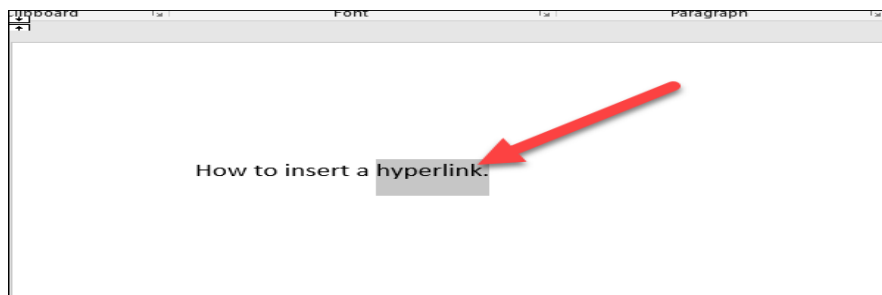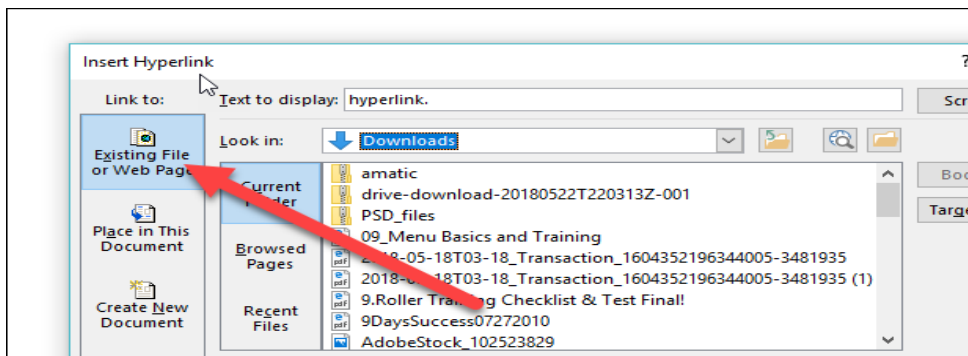
Right-click the selected text, point to the "Link" option, and then click the "Insert Link" command.
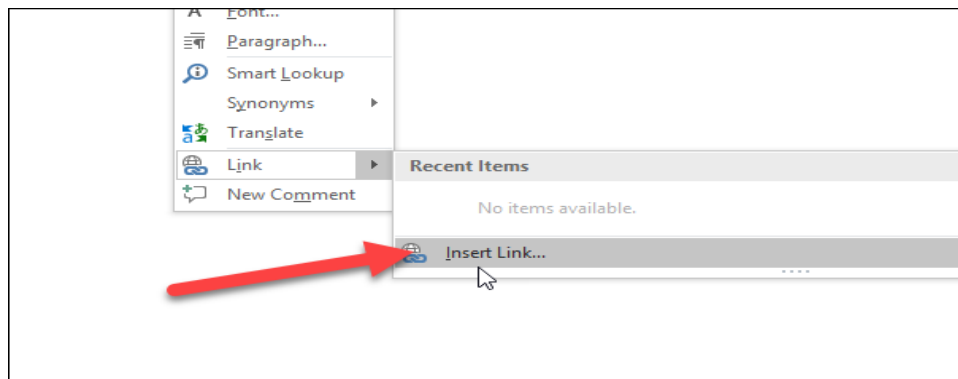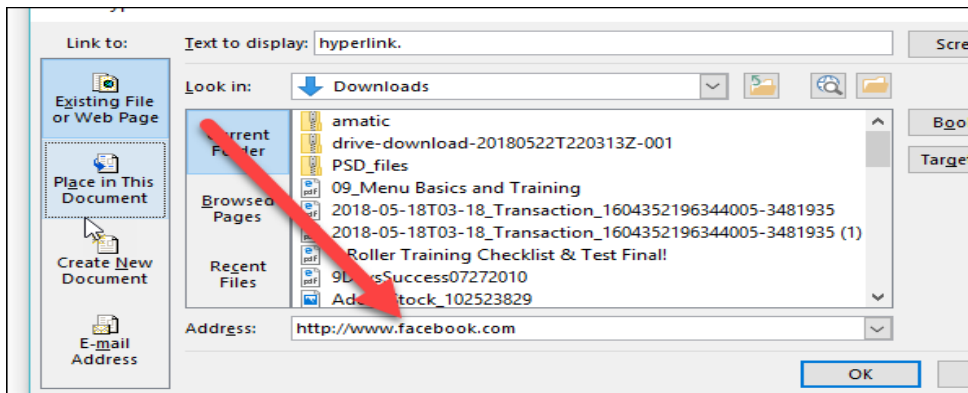
In the Insert Hyperlink window, select "Existing File or Web Page" on the left.

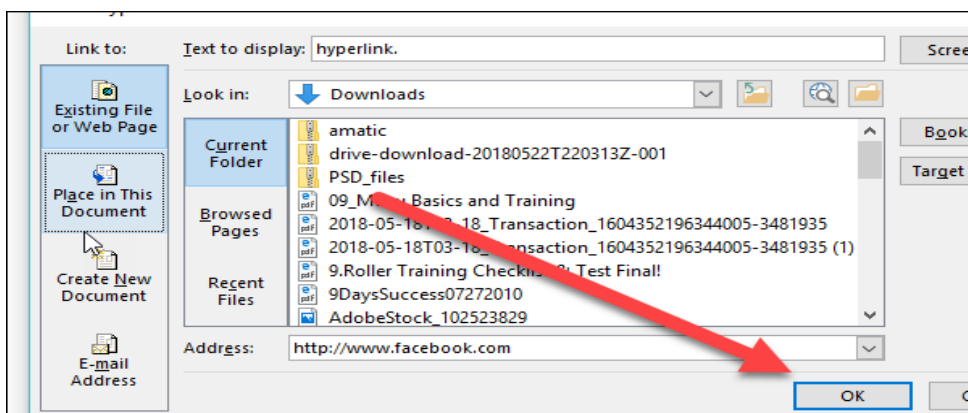Type (or copy and paste) the URL of the web page into the "Address" field.

And then click "Ok" to save your hyperlink.

And just like that, you've turned that text into a link.

Remote Access to all your Data – Use an App right under your nose

By Phil Sorrentino, Technical Thoughts, Sarasota Technology Users Group, Florida
March 2018 issue, STUGMonitor
www.thestug.org
philsorr (at) yahoo.com

By now, most of us know about the "Cloud Storage" services like Dropbox, Google Drive, OneDrive, SugarSync, Evernote, Box, etc. All these services will give you a limited amount of free cloud storage, so that you can have access to whatever you put into the cloud, once you are on the internet with any device. This is great for accessing large files and sharing many files (think pictures or videos) with others. But with all the services, the free storage is limited, so you could probably never put all your pictures, or all your videos, or all your music, in the cloud. (Right now, my picture collection is over 110GB, and my video collection takes up more space than that.) These cloud services provide anywhere from 1 or 2 GB, on up to 10 or 15 GB. Earlier, OneDrive was giving 15GB, but now OneDrive will give you only 5GB; however, Google will still give you 15GB (with no limitation on pictures and videos). I guess if you added all the limits from six or seven services, you might get up to 50GB or so, but you would probably go crazy trying to keep track of what files are in which service – it would be a real nightmare.

So, what if you could get remote access to all the data on your computer using only a free popular App; would you try it? I know there are some applications available that can provide this capability. GotoMyPC can do this, but it has a monthly cost. LogMeIn is another costly application. Remote Desktop Connection, which is part of the Windows OS, also provides this capability. With Remote Desktop, you can connect to a computer running Windows from another computer running Windows. Remote Desktop is only for Windows to Windows; it will not allow access by a Mac or other device. TeamViewer is free and will work with non-Windows computers, so this is good alternative; but I've written about TeamViewer in the past, just a few years ago in the January 2014 edition of the Journal. The app under consideration here is free, and works with non-Windows computers, and is none other than (Drum roll please) …OneDrive.

OneDrive gives you 5GB of space for your data, and access to that data can be accomplished by any device that can get onto the internet with a browser, such as Internet Explorer, Edge, Firefox, Chrome, Safari, etc. Additionally, OneDrive lets you designate any of the computers you use as "fetchable". In other words, all the data on a computer that has been designated as "fetchable" can be accessed by any of your other computers (Macs included). The computer that is to be "fectchable" must be running Windows 7, or 8, or 10. You cannot fetch data on a computer running Windows 8.1 or XP, or Vista. (Although a machine running one of these Operating Systems could access the data on a "fetchable" computer using a browser.)

The computer that you want to be Remotely Accessed (fetchable) needs to have the OneDrive App running on it. (For Windows 7 download the OneDrive App: https://onedrive.live.com/about/enus/download. The App is included in Windows 10.) Additionally, in the settings for the OneDrive App, you must check the box "Let me use OneDrive to fetch any of my files on this PC". (While you are checking that, it is good to also check "Start OneDrive automatically when I sign in to Windows". This will guarantee that the OneDrive App is always running.) You get to the OneDrive Settings by right clicking the OneDrive Icon in the Notification area (the right side of the Taskbar). On a Windows 10 machine you might have to look for the OneDrive icon by clicking on the Up Arrow to expose the additional notification icons. After you right click the OneDrive icon, select Settings (behind the three vertical dots), and then in the window presented, click the Settings tab on the top. These actions will give you the opportunity to check both boxes.

Once the OneDrive App is set up and running on the computer, the data on that computer will be fetchable from another computer. (Don't forget to leave the computer powered on if you leave your home, and you want to access the computer from another location.) To Remotely Access the data on the OneDrive, fetchable computer, just start a browser on another computer and log into your OneDrive Account. In addition to seeing all your Files (and Folders) on your OneDrive page, you will see the name of any computer that you have set up as fetchable. The names of these computers will be in a list on the left side of the OneDrive page under the heading PCs. Select the fetchable computer and you will see all the top-level folders on that PC. For Security reasons, when you select a fetchable computer, you will be asked to sign in with a security code. One drive will send a security code to your email address (a six-digit number). Use this code in the sign in process. If you will do this on this machine frequently, you can check a box that makes the sign in process automatic, and you will not have to go through the security code process every time. Selecting these folders will let you drill down to a desired file. All files and folders are represented as big squares, not nearly as neat as the graphics used in Windows File Explorer, but they get the job done. (Keep in mind that the access is via the internet and the internet speed at both locations comes into play, so if you have a slow connection at either end it might be a slow process.)

I have set this up on a few machines and it seems to work fairly well, although I have had some problems at various times. It seems like I had more consistent results with machines running Windows 10. Occasionally, I was not being able to get to a fetchable computer, although all the settings seemed to be correct. It is possible that I was not signed into my OneDrive account, when I thought I was. Restarting the fetchable computer usually corrected the situation. (Again, it may be obvious, but the fetchable computer has to be running before the fetching computer signs in to the OneDrive account.) Not only can you use this arrangement for Remote Access, but you can also use it in a location where you have multiple computers and you haven't set them up in a network. Further information from Microsoft can be found at: https://support.office.com/en-us/ article/ Fetch-files-on-your-PC-70761550-519c4d45-b780-5a613b2f8822.

Post Script - I eventually found a fix to the problem of not being able to see the fetchable PC. It involved making a small change to the Registry. On the computer that is supposed to be fetchable, exit the OneDrive App. Then use Regedit to remove the "Claims" folder in HKEY_ CUR-RENT_USER\SOFTWARE\Microsoft\OneDrive\. Next, start OneDrive on the fetchable computer, and then on the fetching computer, go to the OneDrive website and the fetchable computer should show up in the list of PCs and it should be fetchable. If you Google something like "Fetch files on OneDrive not available" it should lead you to the exact instructions. Remember, one should only venture into the Registry if one's system is backed up. Also, make sure to back up the Registry before you make any changes.

Post Script II - I recently tried to fetch one of my computers and for some reason was not able to do it. It makes me wonder if something in one of my computers has changed, the server software has changed, or this very neat feature is not quite ready for prime time.
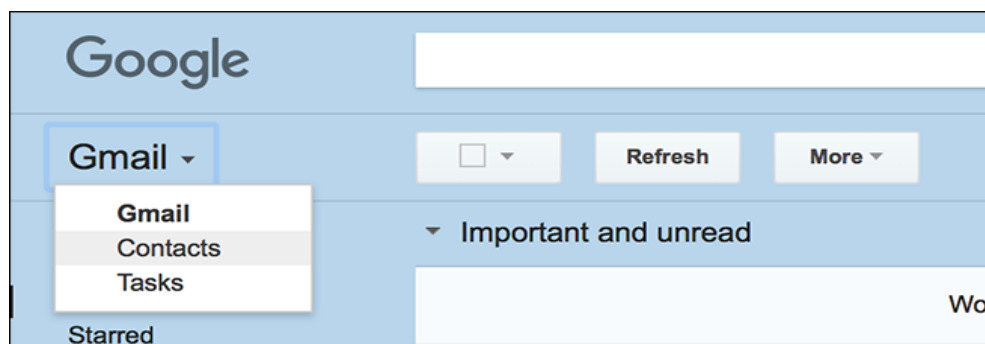
How to Find Contacts in the New Gmail

by **Justin Pot** on May 1st, 2018
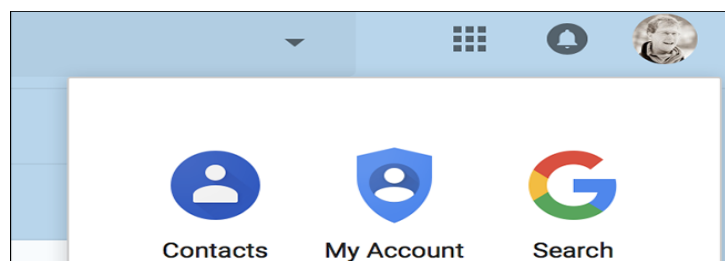
The new Gmail started rolling out last week, and it's awesome. But many people are asking the same question: where did Contacts go?

The previous version of Gmail, now called "Classic Gmail," had a drop-down at the top-left for quick access to Contacts and Tasks

Classic Gmail Made Finding Contacts Easy

The new design adds Tasks to the new right side panel, which makes sense. But where is Contacts?

The short answer is that there is no quick link anymore. You can add one yourself, though, by using the little-used app drawer at the top right. You know what I'm talking about…this thing:
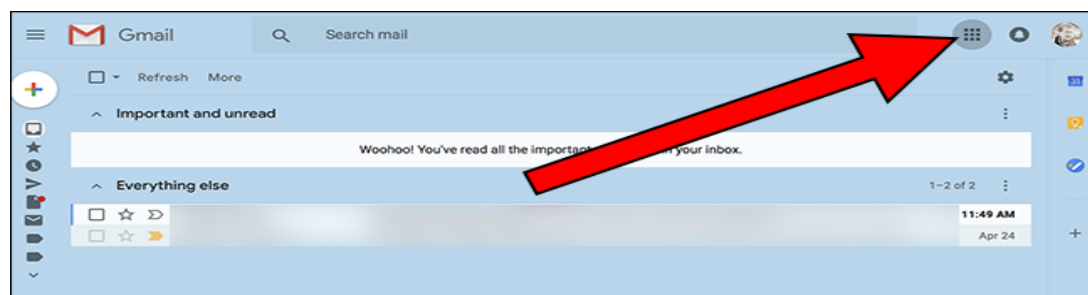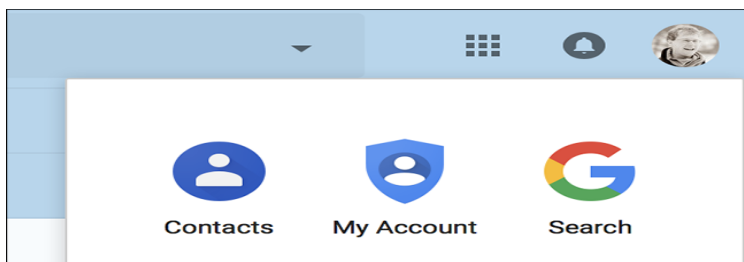
Click it and you'll see a bunch of icons for various Google applications. If contacts isn't there, click the "More" button at the bottom.
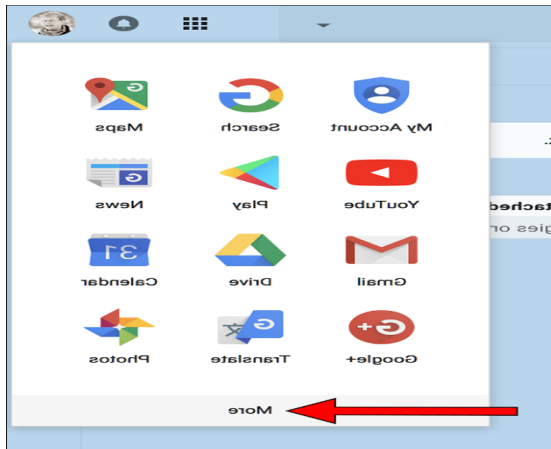
You should find Contacts down here for sure.
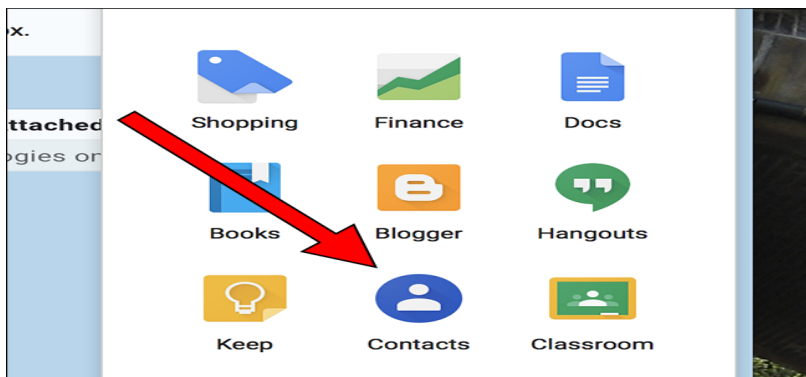
You can click and drag to re-arrange icons in the drawer, so drag the Contacts icon to wherever it makes sense for you.

Now, you can quickly access Contacts by opening the app drawer, and then clicking the "Contacts" button.

**Alternative: Just Use a Bookmark**

The method we just talked about (using the drawer) opens Contacts in a new tab, which some people aren't happy with. There's no way to fix this within Gmail itself, but if opening Contacts on the same screen is really important to you, you can just create a bookmark for Contacts in your browser.

Google Contacts lives at contacts.google.com, so simply open that page and add it to your bookmarks bar. You can now open your contacts whenever you want. Simple, right?

Spring Creators Update for Windows

By Rosita Herrick, Forum Leader
May 2018 issue, STUGMonitor
www.thestug.org
rherrick (at) aol.com

During my years of working with large mainframe computers, we used to have a saying: "Just as you get used to today, along comes tomorrow and everything changes". Well, a big change is coming again to Windows 10. As Microsoft promised, there will be no more new versions of Windows, just major updates every six months. The version that most Windows 10 users are running at present is defined as version 1709 and named Fall Creator. The distribution of this version started in October 2017. Well, six months have passed, and version 1803 is already being distributed to computer manufacturers. It is named Spring Creator Update. From what I have gathered from published articles,
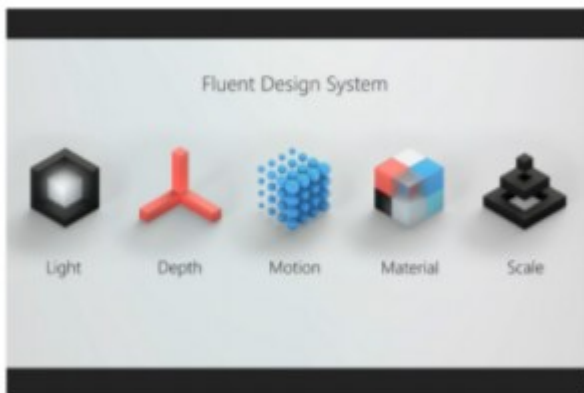
the focus will be on Fluent Design (a new design language) and cross device compatibility as enabled by Edge and Timeline. Timeline was added within Task View because few users are using Task View. Task

View hasn't gone away; if you open Timeline, you'll still see the gigantic icons representing the windows that you currently have open on your screen. But beneath these, you'll likely see a new subheading: Earlier Today, which marks the beginning of your Timeline. Timeline works by tracking most of the applications you use, and the documents opened and edited and collect those documents you used at a given time into what Microsoft calls Activities. The assumption is that an Activity represents all the documents you were working on at any one time: a budget spreadsheet, say, along with a few supplementary webpages and possibly a report written in Word. The Activities covered at present are mainly Microsoft Office apps (Word, PowerPoint, Excel, etc.). PDF's are also covered if they were opened with Edge. Timeline struggles when it can't open the document it records that apparently hadn't yet been backed up to OneDrive.

Theoretically, Timeline can go back weeks, months, or even years once the update is installed. It might be a useful tool for persons that multitask and work on different projects at one time. Microsoft sees Timeline as a fundamental way to boost productivity especially with enterprise personnel. Timeline can be enabled or disabled in the Settings > Privacy > Activity History. Fluent Design is a revamp of Microsoft Design Language 2 that includes guidelines for the designs and interactions used within software designed for all Windows 10 devices and platforms. The system is based on five key components: Light, Depth, Motion, Material, and Scale. For more information on these updates check out this URL: https://www.youtube.com/watch?v=LiBRkWn9zK4

There are also more detailed videos on YouTube describing the Spring Creator Update. Search for Windows 10 Creators Update Review Part 1, Part 2, Part 3 and Part 4.

Navigation Tips for Windows 10

By Rosita Herrick, Forum Leader, Sarasota Technology Users Group, Florida
April 20918 issue, STUGMonitor
www.thestug.org
rherrick (at) aol.com

Now that Windows 10 has been around for a while, I thought that several tips to navigate this new operating system and make its use friendlier, are in order.

1. Using the Quick Link menu Like most Windows options, there are two ways to get to this menu. One way is to right click the Windows icon in the lower left corner of the screen. The second way is to use the keyboard shortcut Windows Key + X. Each line in the displayed pop-up is a link to a system

function. The item I use most are the Shut down or Sign out (lower part) when I am done for the day. I also use the Task Manager link if the computer slows down, and lately, the Run link that lets me check what version of Windows I am running,
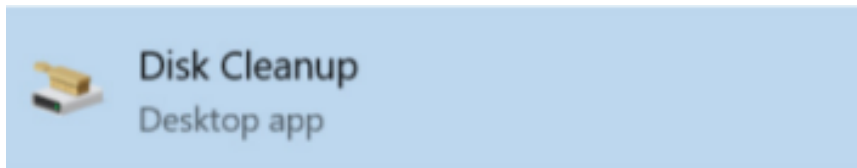
Here is the result when I click on the OK button:

2. Need to do some cleanup to remove old update files, system dumps from crashes and/or Windows log files?

    Here are the steps:

    Type Cleanmgr in the Cortana search box.

    Click on the Disk Cleanup link.

    Type OK in the displayed box and, in the next window, place checkmarks in the files you want deleted, and click OK.

3. Enter a PIN number at logon.

    Are you tired of entering a long, hard to type password when you logon or when the computer wakes up from sleep? Here is what you can do.

    To create a PIN for logon, go to Settings, and click on the Accounts icon.
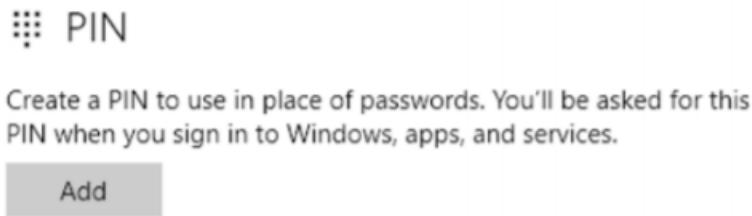

    You can also enter Accounts in the Cortana search box.

Click on the Sign-in options link.

This is where you can setup your PIN, change your password, etc.

⠿ PIN

Create a PIN to use in place of passwords. You'll be asked for this
PIN when you sign in to Windows, apps, and services.

Add

If you would rather not enter a PIN or password when the computer starts from Sleep,

Enter Never as an option in the "Require sign-in" box at the top of the accounts page.

Require sign-in

If you've been away, when should Windows require you to sign in again?

Never ⌄
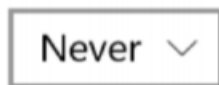
4. Want to look at two screen windows side by side? Many a time I want to drag and drop a file or folder from one location to another. Here is an easy way. With both windows open, click on one screen and press the Windows key and the left arrow. The screen will move to the left of the screen. Now click on the other screen and press the Windows key and the right arrow. Here is how the two screens will look side by side:

5.
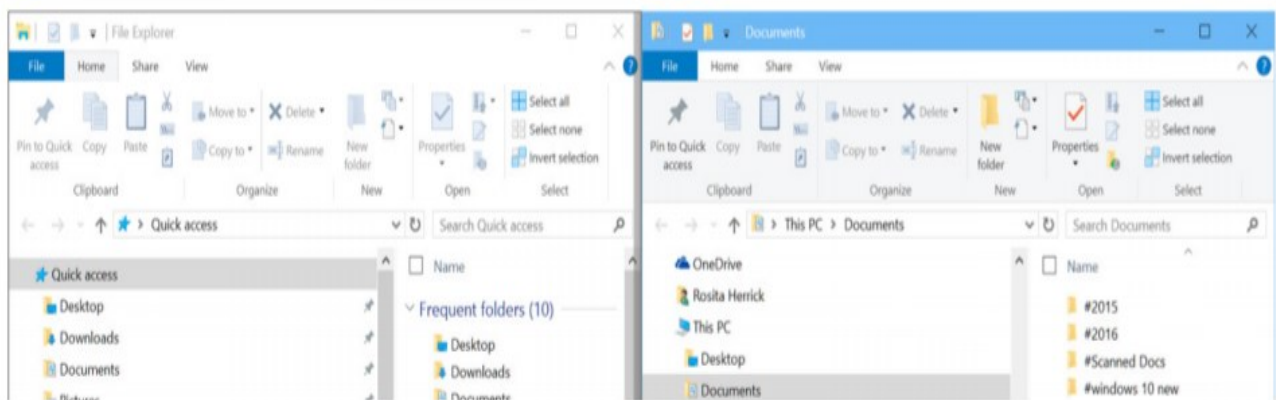
The left screen is the File explorer screen and the right screen is the Documents screen. I can now rearrange or move any file I want from one screen to another by dragging and dropping.

Interesting Internet Finds – March

Steve Costello, Boca Raton Computer Society
editor@brcs.org
http://ctublog.sefcug.com/

While going through the more than 300 RSS feeds, I often run across things I think might be of interest to other user group members.

The following are some items I found interesting during March 2018.

Microsoft Sway vs. PowerPoint: What's the Difference?
https://www.groovypost.com/howto/microsoft-sway-vs-powerpoint-whats-difference/

If you make presentations in MS Windows, this might be of interest to you.

10 Ways to Explore the Internet Archive for Free
https://blog.archive.org/2018/03/07/10-ways-to-explore-the-internet-archive-for-free/

I used the Internet Archive often. Sometimes to use the Wayback Machine to fix broken links on my blogs, sometimes to listen to music, watch old cartoons and movies, or just to browse for ideas. Check out this resource for yourself.

Is Wireless Charging Bad for Your Smartphone?
https://www.computerworld.com/article/3229750/mobile-wireless/is-wireless-charging-bad-for-yoursmartphone.html

iPhones are getting wireless charging now, so there are more people using it than ever. If you use, or are thinking of using, wireless charging for your smartphone from any manufacturer, you should read this article.

Microsoft Blocks All Windows 7 Security Updates Unless You Have Antivirus
https://www.howtogeek.com/345946/microsoft-blocks-all-windows-7-security-updates-unless-you-haveantivirus/

If you are still running Windows 7, this is an important post for you to read and understand.

How to Manage Your PC When You're on Vacation
https://lifehacker.com/how-to-manage-your-pc-when-youre-on-vacation-1823701063

I leave my PC on, with the monitor off, when I am on vacation. I use TeamViewer through a VPN to access every couple of days to check for updates. This post talks about other options you can take.

Top 5 Places to Download Thousands of Free Adult Coloring Sheets
https://mymodernmet.com/adult-coloring-sheets/

If you are into the adult coloring scene, check out this post and get some free coloring sheets.

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 2018 Annual Dues	Oct – Dec 2018	Jan -Mar 2019	Apr—Jun 2019
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:

_____

_____

_____

July 2018

August 2018

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

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