



PLATEAU PC USERS GROUP, INC GAZETTE



January 2019

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

Volume 25, Issue 1

This Month’s January Meetings

General Meeting
Tuesday, January 8th at 3:00 P.M.
At Christ Lutheran Church FFG

Plateau Photography Club Workshop
Thursday January 17th at 1:00 P.M.
At FFG Library Bldg.
See more information on page #3 regarding
merger of both Workshops.

The January 8th Program at 3:00 P.M.
FFG Christ Lutheran Church



WELCOME TO 2019

The January presentation is on the current version of Google Earth, an amazing map program using satellite imaging to show all parts of the world right down to the backyard of your house.

Because Google has been increasingly integrating features from Google Earth into Google Maps, the presentation will include an overview of Google Maps, which has become advanced to the point where some European versions take street view right inside some of the nearby buildings.

Presenter will be PPCUG President Steve Rosenstein who makes much use of Google Maps in his travels.



Inside This Issue

Inside This Issue	
Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tips & Site— Cure desktop clutter	Page 3
Use Your Computer to Write a Memoir	Page 4
Have you taken control of your password yet?	Page 5
Blah Friday	Page 8
Learn these Shortcuts in MS Outlook	Page 9
MS Outlook to Enable Bcc recipients	Page 10
Help, I’m Stuck! What do I do Now?	Page 10
Cortana Voice Assistant	Page 12
How do I add additional Time Zones in Windows ?	Page 13
PPCUG Application for Membership	Page 15
February 2019 Calendar	Page 16

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:

Due Date	Jan-Mar 2019	Apr—Jun 2019	Jul—Sep 2019 Annual Dues	Oct—Dec 2019
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

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 Leader

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

Note: Change to Winter Hours

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on **Tuesday**, February 12th 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.
(jackal33980@gmail.com)

Cool Tips & Sites

Cure desktop clutter

By Joe Isaac, Tech Talk, Central Kentucky
Computer Society
September 2018 issue, CKCS Newsletter
www.ckcs.org joeisaac1234 (at) gmail.com

If you have more than four rows of icons on your desktop, you probably have too many for efficient use. Desktop icons should only be something used often. The icon idea is to put a program or project up front, so you don't have to spend a lot of time looking for it. Quick access is the key! If you have several dozen icons there, the ability to find something quickly is much less likely. We usually start with just a few, but they tend to grow in number as we install a new program. Every program writer thinks his/her program is the absolute most important one, so they hang another icon on your desktop.

So here is what I recommend you do. Look over the icons on your desktop and identify the ones you haven't clicked on in weeks or maybe months. Right click somewhere on your Desktop. Select NEW, then click on FOLDER, name the new folder Misc. or Stuff. Then hit Enter.

Now, left click and drag your least used icons into this one folder. Leave only the frequently used icons in view. Those rarely used icons are still available to you should you need one of them.

Get to work! You will be glad you did!

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.

***** 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

Use Your Computer to Write a Memoir

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

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

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

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

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

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

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

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

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

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

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

Have you taken control of your passwords yet?

By John Fair, Smartphone & Tablet leader, Computer Users of Erie, PA
December 2018 issue, CUE Newsletter
www.cuerie.com
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CUE's April and May 2018 General Meeting Programs addressed passwords, two factor authentication and password managers. More than half of CUE's members missed one or both of these meetings and some who attended may not yet have taken seriously the suggestions made in these presentations. I am so passionate about this subject I wrote this article to give you a second chance.

No one can guarantee you will never be hacked, however there are published guidelines that I'll summarize that can minimize the risk. Only you can decide what to do with these recommendations. First, create strong passwords. This is not easy. We have repeatedly been told to create unique passwords combining numbers, special characters, upper- and lower-case letters. Complexity or randomness is good but you can add strength by making your passwords longer - as long as the site allows. Consider pass phrases or a collection of random words but remember that hackers have access to databases of song and book titles, lyrics, poems, etc. so randomize what you use.

Second, treat your email password with special care. Make it as strong as you can and never use that password or a variation of it for anything else. If hackers gain access to your email they can use it as a key to resetting passwords of your other accounts thus locking you out.

Stop thinking of hackers only as the lonely figure in a hoodie crouched over a laptop in a dimly lit room. Hacking is also done by businesses employing many folks using lots of computing power and large databases to try to separate you from your personal information and hard earned cash. They buy and sell information from data breaches and scour social media and public databases to use in their pursuits. This realization might spur you to take more seriously protecting yourself online.

Never reuse a password! If you do, your security is only as good as the weakest site on which that password is used. It's easy for a hacking program to test one stolen password on all of your sites. And slight variations of that password (add a number) or simple substitutions (\$ for s) still make it easy to guess. Don't use as passwords what has become public information because of social media (pet names, birthdays, family names, addresses, phone numbers, etc.) or what can be found in public databases. They are easy guesses for hackers. And, of course, passwords that are user names, simple dictionary words, adjacent keyboard combinations, etc. make it too easy for hacking schemes. Perhaps it should go without saying, don't keep a file containing your passwords on your computer. That list of passwords you keep in writing is a bit safer if inconvenient to update.

Why do we violate good password guidelines? The National Institute for Standards and Technology (NIST) had issued password guidelines we have all been following for the last 15 years. Use at least 8 alphanumeric characters sprinkled with capitals and special characters and change passwords every three months. The unintended result of this complexity was that most people gravitated toward common patterns and hackers exploited these predictable patterns. One author of the original guidelines described the results of imposing these arbitrary rules: "It drives people bananas and they don't pick good passwords no matter what you do."

NIST's newly released password guidelines are more user friendly, requiring only what significantly improves security, putting more burden on the verifier and using 2 factor authentication where possible. Longer passwords are better. Further, they recommend you change passwords only in the event of a data breach. Arbitrary complexity that drives poor practices shouldn't be required. The verifier should screen for and not allow

(Continued on page 6)

(Continued from page 5)

commonly used passwords, eliminate the need for hints and security questions and limit the number of incorrect guesses allowed. You might find that verifiers are a bit slow to adopt their end of these guidelines because of the cost involved.

Because of the number of passwords people (should) use and the complexity of each one, security experts now suggest considering the use of a password manager.

Password managers store your passwords and other information in an encrypted vault, either on your computer or in the cloud, that is accessed by a single VERY STRONG master password that is encrypted and never stored in plain text.

They can generate complex, random passwords of any length for you to use on any site. They work in conjunction with your browser and can autofill username and password for sites you have chosen.

Most have a subscription fee of from \$12 to \$40 a year, but a few have a limited function version for free. While Wikipedia lists over 30 password managers on the market, most experts suggest staying with one of the top four: LastPass, Dashlane, 1Password or KeePass.

I purchased 1Password before they moved to a subscription-based service and am grandfathered in using it. I found it relatively easy to use, love the excellent security ratings and have it on my Mac, iPad and iPhone. However, if you choose to follow security experts recommendations and give a password manager a try, you might want to avoid paying even a nominal subscription fee in the beginning until you understand what additional features you might need that you must pay for. I suggested giving LastPass a try since the free version does what most folks want from a password manager and, since it is cloud based, can synchronize across computer, smartphone and tablet. It is also very highly rated for security.

If you think LastPass might be of interest, first review their website for information and user forums. That will help you to understand how LastPass might be of value to you. If you want to try out LastPass, STOP!! Don't take any action until you have devised a very strong master password. The LastPass website will offer guidance in how to do that but note that you can use a very long master password and you could take advantage of the security that will offer. One way to generate a long but memorable master password is to use four or more random, unrelated words separated by spaces. To understand the logic behind this just Google "correct horse battery staple."

Really. You want a master password that is easy to remember so that you can access your password manager vault without consulting a written password.

Think this through before you download and try any password manager. You want a master password you will never forget since the password manager company does not store an unencrypted version of your password and thus will not be able to help you recover your vault contents if you should forget your master password.

If you are at all nervous about using a password manager, do not put your banking information or email password in it. I have not. You will see a real benefit from using it for all the rest of your passwords. I have also used 2 factor authentication in LastPass. That gives me the additional convenience of using my fingerprint on my iPhone and iPad to open LastPass since they are identified as trusted devices (the second factor).

Currently there are three authentication factors used to prove your identity in the digital world. One factor is username, password, PIN - something you know.

(Continued on page 7)

(Continued from page 6)

The second factor is something you have - ID badge, smart card, device (phone, tablet, computer). And the third factor is something you are - biometric factor such as fingerprint, facial recognition, iris scan.

Using at least two of these factors provides more proof of your identity and is one of the new NIST recommendations for digital security.

Using a password manager requires some setup time. When you log in to a new site LastPass will ask if you want to save the login information (username and password) and that is very convenient. What is not convenient is changing the passwords you currently have to much more secure ones. You will have to go to each site or app and change its password.

LastPass will suggest complex, random passwords you would never remember, but the password manager will. Think about all the passwords you have and the time it will take to log in to each site or app and go through the process to change the password. This effort is what limits most people in the use of a password manager. But if all you do is institutionalize your poor password practices by saving your existing poor or repeated passwords, the password manager will do you no good. You need to make all those passwords stronger - that is the point of having that password manager: to allow you to use individual passwords that are so complex you could never remember them. You don't have to change all your passwords at one time, just start with the most important ones and work on them gradually.

Password managers can also encrypt and store other information that is convenient to have such as passport, drivers license and credit cards. I have entered all this information including the phone numbers of the credit card companies if my cards are lost or stolen. This has replaced the (insecure) scanned paper copies that I used to carry with me when I traveled.

I can't end this article without mentioning that Apple has made using password managers easier on smartphones and tablets using iOS 12. That mobile device operating system now supports autofill in Safari and third-party apps if you are using LastPass, Dashlane or 1Password. And it makes using password managers very convenient when you are out and about.

No more list of passwords tucked into my iPad case. How insecure was that! Android Oreo and Pie operating systems support autofill with LastPass but older versions do not. Adoption of new Android operating systems is far slower than new versions of Apple iOS so Android users will be limited in their convenient use of autofill. Browser extensions of LastPass on your computer provide autofill as well as the option to fill in forms online including your credit card number. I like and trust password managers but not enough to automatically fill in my credit card number on a form whose origin may not be as trustworthy. 1Password at least requires you to acknowledge you want to fill in a credit card number, an extra step to verify that you are comfortable doing so.

I cannot guarantee your online safety nor can I guarantee your password manager can never be hacked. I don't think you would use "Password123" as your master password but in the event, you do, all bets are off. You can, however, reduce the risk of bad things happening by carefully using a password manager with a strong master password.



Blah Friday

By Greg Skalka, President, Under the Computer Hood UG, CA
December 2018 issue, Drive Light
www.uchug.org
president (at) uchug.org

The holiday shopping season is upon us once again. It has been creeping upon us, bit by bit, over the last month or so. The first wave of stuff started appearing in stores before Halloween. Christmas decorations could be found just a few aisles over from the Halloween costumes at Costco. Whole sections of Home Depot and Lowes are now turned over to poinsettias. The world of commerce is telling us it is time to set pumpkin spice everything aside and start concentrating on holiday shopping and decorating.

Black Friday has traditionally been the start of this commercial frenzy. Having it start the day after Thanksgiving was supposed to allow us poor consumers a peaceful Thanksgiving with family and friends, before the weight of December holiday expectations drops on us like an anvil. For a long time this was respected by the retailers, though stores started opening earlier and earlier on Black Friday. Then some brave stores opened the holiday shopping late on Thanksgiving evening, and then started opening Thanksgiving morning.

Some chains pushed back on this creeping commerce, touting their concern for their employees and customers in remaining closed on Thanksgiving Day and even the Friday after. Most stores, however, realizing that they have to at least try to compete with that always-open storefront that is the internet, keep holding Thanksgiving and Black Friday sales, while also playing up their online merchandising. Yet from what I have seen, the real Black Friday frenzy is no longer present. The long lines of customers waiting for stores to open are gone, the campers waiting in line for days to get the doorbuster deals have come to their senses and traffic jams around the malls have ceased. No longer do you hear of Black Friday shoppers being crushed or getting into fights over merchandise at a Walmart. Maybe customers have wised up, maybe the deals are not as good, or maybe internet shopping has almost completely won out over brick and mortar.

Or, maybe some of us have most of the things we really need, and don't need much more, regardless of the discount. To some of us, maybe this year Black Friday has become Blah Friday.

I realize every shopper has different interests (and that is a good thing, as if everyone wanted exactly the same thing, there would likely never be enough to go around). When the store advertisements come, I ignore the ones with clothes, shoes, sporting goods and housewares. I might look at tools, but I'm primarily interested in technology. And at least for me, there does not seem to be much new tech out there that I can get really excited about, or that I really need.

I have been thinking about getting new computers, as three of ours that run Windows 7 will need to be replaced in January 2020, when Microsoft ends Win7 security updates. Yet I'm currently pretty happy with those computers, and if I wait until Black Friday 2019 to replace them, I'll likely get better deals and/or better computers. I'm also pretty happy with my Chromebook, which I bought in a Black Friday sale a few years ago. Though it can't do everything I need, it is certainly my favorite computing device right now. I have spare PCs I could use in one of ours failed, but I would be quite sad if something happened to my Chromebook. It would be good (and not that costly) to have a spare.

My Chromebook was a very low cost (\$99) device, but now there are some relatively expensive Chromebooks in the marketplace, with much higher performance, larger displays and other fancy features. I prefer my 11.6" display for its greater portability, but a little faster processor and a little more internal storage

(Continued on page 9)

(Continued from page 8)

would be nice. Each time Google updates the Chrome OS, I question whether I detect a little slowdown in my poor Chromebook's operation. Google can't be improving the OS while at the same time making it smaller. I'd also like to have a USB3 interface, instead of just USB2.

I decided that if there was to be a time to buy an upgrade/spare Chromebook, it would be Black Friday. Best Buy had a doorbuster Samsung Chromebook for \$129, with Celeron processor, USB3, 4 GB memory and 32 GB eMMC (twice what my Acer Chromebook has). The problem was that the store was to open at 5 PM on Thanksgiving. By the time we returned from my family's Thanksgiving celebration at my sister's in Orange County, all the doorbuster Chromebooks would likely be gone. It was after 8 PM when I finally got to my local Best Buy store, and I was surprised to find they still had that Chromebook, and the checkout line was very short. Now I have my spare!

I still had prizes to buy for the group's holiday meeting, so I planned to go to Fry's Electronics when they opened at 6 AM on Black Friday. I usually buy a bunch of things for the group, as well as a bunch of things for me. This time, however, there were only a few items of interest to me, all memory. Flash drives had now reached the 256 GB mark, and solid-state drives (SSDs) were now finally more reasonably priced for useful (hard drive replacing) sizes.

My son went with me to Fry's, as he was interested in two specific items. He was looking for a television to hang on the wall of his garage, and a printer. I don't know why millennials think they don't need a printer and can get by with printing at their parent's house for many years. I guess he finally figured out it was better to get a printer, and not have to print at work or bother me. He was able to get both items at Fry's with good pricing. I just picked up a few items, in addition to the user group prizes.

Last Christmas was the season of the voice operated assistant. There were lots of deals on the Amazon Echo devices, and Google introduced their low-cost Home Mini. This year, both companies are introducing new and more expensive devices, and Apple is getting into field as well. Still, I bought all I needed last year, so I had little interest in them this year.

This year I didn't buy much new stuff on Black (or Blah) Friday. Hopefully that will allow me to find some time over the Christmas break to work on some of the tech items I already owned but have not set up.

Learn these Shortcuts for MS Outlook

If there's a sign language for speed, then it'd be hand positions for various keyboard shortcuts.

Here's a list of helpful keyboard shortcuts for Outlook.

- **Ctrl+1/2/3/4:** Switch between Mail, Calendar, People, and To-Do views.
- **Ctrl+E:** Activate search.
- **Ctrl+Shift+E:** Create a new folder.
- **Ctrl+Shift+C:** Create a new contact.
- **Ctrl+Shift+M:** Create new message.
- **Ctrl+F:** forward.

(Continued on page 10)

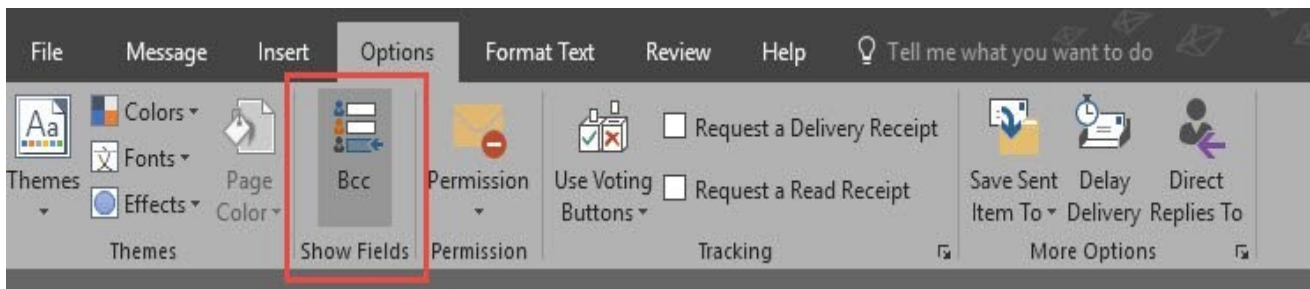
(Continued from page 9)

- **Ctrl+R:** Reply.
- **Alt+S** (while composing mail): Send.
- **F4:** Find and replace
- **Ctrl+M:** Check for new messages.
- **Ctrl+S:** Save.
- **Alt+S:** Save and close.

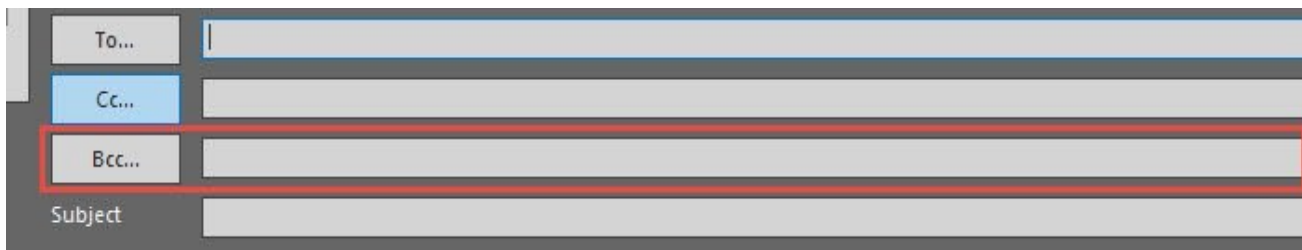
MS Outlook to Enable Bcc recipients.

Bcc (blind carbon copy) allows you to send the same email to multiple recipients without revealing the address of all recipients. This function isn't enabled by default, but all you have to do is hit a button to make it show.

1. Start a new mail.
2. In the composing window, go to the "Options" tab, and click on Bcc.



3. The full list of address inserted into the Bcc box will not appear for all recipients.



Help, I'm Stuck! What do I do Now?

By Dorothy Fitch, Editor, GVR Computer Club, AZ
October 2018 issue, Green Bytes
www.ccgvas.org
newsletter (at) ccgvaz.org

Have you ever forgotten how to do something you have done before in a software program or operating system? Or perhaps you know you should be able to do something you need to accomplish,

(Continued on page 11)

(Continued from page 10)

but don't have a clue how to do it? Wandering through menus and settings can be laborious and often, not very productive. So, how can you get "unstuck" in your task?

There are lots of resources you can try. If you aren't in a hurry, you can check out your local library.

If you need immediate help, your first instinct might be to use the program's Help system. However, I sometimes think that people who write Help information aren't really using the program in a "real-world" setting and don't cover everything you might encounter. They tell you what they expect you want to know, not what you really do need to know.

The best way I have found to get "unstuck" is to search the Internet instead. In your favorite search engine, type name of the program and exactly what you are trying to do. I am relearning InDesign, an Adobe product for graphic design, and it is very complex. The version I have is older and pressing F1 for Help doesn't work, as the product is no longer supported. All I wanted to do was to put a box around some text, and so I googled this: indesign put box around text.

I immediately got lots of answers, some with video tutorials (which you aren't going to find in the application's Help system). Not only did I find many ways to put a box around text, but I also learned how to remove a box, which might come in handy someday. And how was I to know to look for the Glyphs menu to insert a special character? The Web to the rescue yet again.

Sometimes, a Help system doesn't mention what you are looking for because the product can't do it. I had to search the Web to learn that Paint.net, my favorite (free) graphics editing software, supports RGB color format, but not CMYK, which was what I needed. Their Help information didn't even mention CMYK.

And what do you do if you get an error message you don't understand? Just google the text of the message! I encountered this cryptic error message in InDesign when creating a PDF and couldn't figure out how to resolve it.

"The document's transparency blend space doesn't match the destination color space specified in the Export Adobe PDF settings. To avoid color appearance changes in the PDF, click cancel and change either the document's transparency blend space, or the destination color space."

When I searched for indesign the document's transparency blend space doesn't match, I got several suggestions of what to do, and eventually figured out how to fix the problem.

The bottom line is that people who answer questions in a User Forum or blog, those who take the time to create tutorials and videos, and authors of Tips and Tricks columns are more likely to get you "unstuck" than any product's Help system. All you have to do is ask the Web for help.



Cortana Voice Assistant

Microsoft's long-awaited voice assistant—Cortana—has finally debuted *officially* with Windows 10, but there is a bit of setup involved

Enable Cortana & Voice Search

Start by clicking the search box right next to the Start button in your taskbar, then click the Cortana icon in the bottom-left corner of the popup, which looks like a circle just above the Windows logo. Accept the agreement and Cortana will be ready to go, but you will still need to activate the Voice Search hotword.

To set up "Hey Cortana" hotword detection on your computer, click the Notebook icon in Cortana's sidebar menu (which looks like a book with a small circle on the cover), then head to Settings. Now scroll down to the Hey Cortana option, enable it, and click the "Learn my voice" button to begin set-up.

Save Locations for Cortana

Like other voice assistants, Cortana works best when she has some information about you. A good place to start would be to set up common locations so that you get better directions and traffic info.

To add addresses such as home, work, and your other favorite places, head to the Notebook menu and click "About Me" again. From here, select "Edit favorites," then click the + button near the bottom-right corner, add an address, label it, and repeat for additional locations.

Set Reminders with Cortana

Saying or typing "Remind me to (blank)" will prompt you to enter a time or location for your reminder, or you can skip the second part by saying it all at once—"Remind me to take my vitamins every morning at 8," or "Remind me to buy dish soap the next time I'm at Target," for instance.

Get Directions with Cortana

This is where having set locations will come into play. You can ask conversational questions like "Get me to the nearest coffee shop," or "How far is it to Chicago," so location-based searching is rather easy.

Get at-a-Glance Information with Cortana

Of course, you do not have to pro-actively search for information—Cortana aims to get you the info you want *before* you want it.

As soon as you click the Cortana search box—even before you actually perform a search—you'll see a series of cards that display relevant information, which are ordered by what Cortana thinks is most relevant to you at this exact moment.

Have Fun with Voice Commands

Being a *voice* assistant means, you can literally talk to Cortana, and ask her some funny and useful things. Have her set reminders, control music, open an app, or tell you a joke. We have a great list of commands to get you going

How do I add additional Time Zones in Windows?

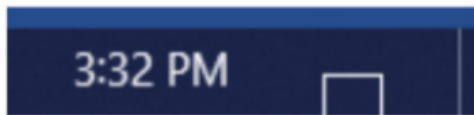
By Rosita Herrick, Forum Leader, Sarasota Technology UG, FL
August 2018 issue, STUGMonitor
www.thestug.org
hrosita (at) aol.com

Learn how to set up a second clock and customize sounds by application.

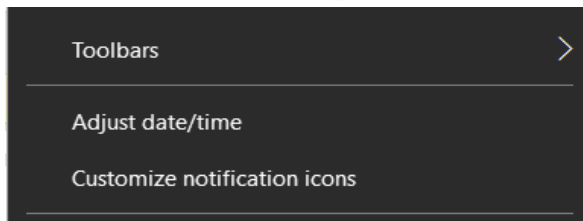
1. Set a second clock

Many of us have friends or relatives in other time zones and have trouble remembering the difference between our time and their time; for example, in Arizona. I chose Arizona because it does not have Daylight Savings Time.

Here are the steps:



Right click on the time displayed in the lower right corner of your screen.



Look for the phrase, Adjust Date/Time, and click on it.

Related settings

[Additional date, time, & regional settings](#)

[Add clocks for different time zones](#)

In the popup window, find the following item on the right side of the window:

Click on 'Add clocks for different time zones'. In the next popup window, click on the caret showing in the box and a list of different time zones will be displayed. Click on the time zone you want to see when you display the time on the status bar.

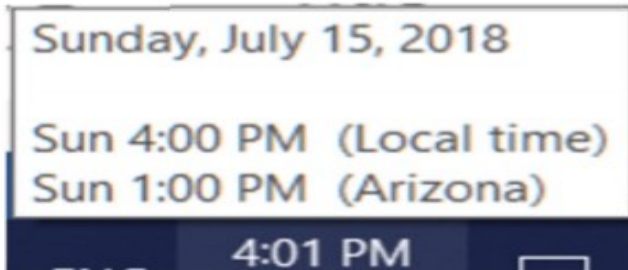
Select time zone:



(Continued on page 14)

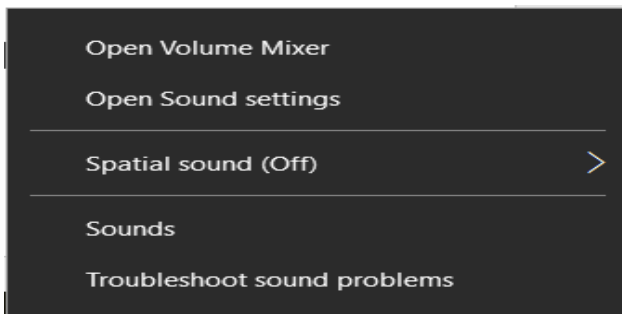
(Continued from page 13)

As you can see, I chose Arizona. I also changed the 'clock 2' name to Arizona. Now click the OK button, and the next time you hover the mouse over the time, you will see the following:
By the way, on the same page you can change date formats.

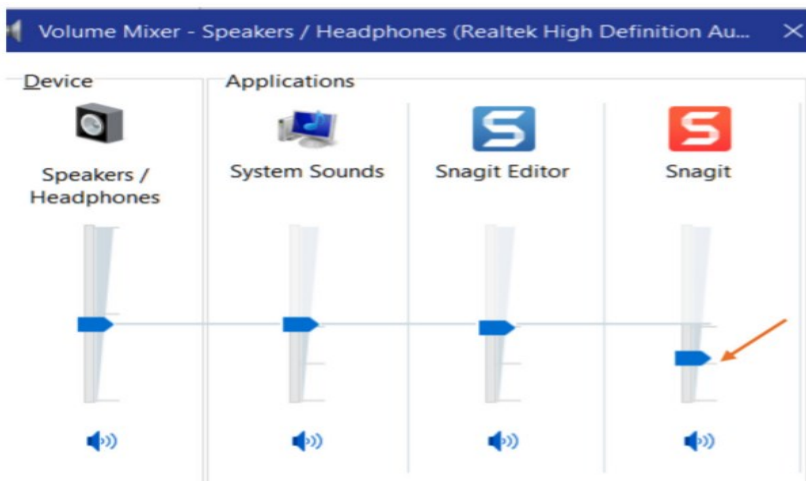


2. Adapting sound by application

Right click on the speaker icon and then on Open Volume Mixer.



Each application blue arrow can be moved up or down to increase or decrease the sound for that application.



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	Jan—Mar 2019	Apr—Jun 2019	Jul—Sept 2019 Annual Dues	Oct—Dec 2019
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

Date: _____ Amount Paid: \$ ____ :00, by Cash ___, or Check (# _____)

Last Name First Name Family Members (if family membership)

Address:

City State Zip Code Phone Number

E-Mail address: _____

I have belonged to a Computer Club before. Yes ___ No ___

I have used PCs since (year): _____

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

January 2019



February 2019



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

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