



# PLATEAU PC USERS GROUP, INC GAZETTE



**March 2021**

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 27, Issue 3

## **This Month's General Meeting**

**Tuesday, March 9, 2021**

**will start at 3:00 P.M. @**

**FFG Christ Lutheran Church**

**Note: Mask wearing & social distancing is mandatory during the meeting.**

**Tuesday, March 9th.**  
**PPCUG MEETING**



**St. Patrick's Day**

## **Let's Go Shopping on the internet**

The presentation will be in the format of a video by Ron Brown of the APCUG group.

The general topic that will be discussed is knowledgeable buying of items on line or in store.

Specific subjects are purchasing goods from Best Buy, Wal-Mart, Costco, Sam's Club and some others.

Also covered will be how to find in-store bargains and the best way to pay for them.

Phone apps for each of the stores will be dis-



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**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 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**

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup> of each fiscal year. Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 per family. Persons/families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7

### **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".

## 2020-2021 PPCUG, Inc. Board Members



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Vice-President/ Compliance	Jim Buxton	(931) 456-6009
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Acting Secretary	Richard Del Frate	(931) 456-2251
Past President	Carl Nordeen	(931) 456-5597
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Webmaster	Alan Baker	(931) 239-0877
Directors at Large		
Gordon Botting	Richard Del Frate	Barbara Duncan
Charlie Merrick	Bob Willis	



Printed by, Business Equipment Clinic  
539 West Ave. Suite 101 Crossville TN 38557



The next General Meeting of the  
**PLATEAU PC USERS GROUP**  
**Tuesday, April 9, 2021**  
**Note: Summer Hours 6:00 P.M.**

### **Cool Tips & Sites**

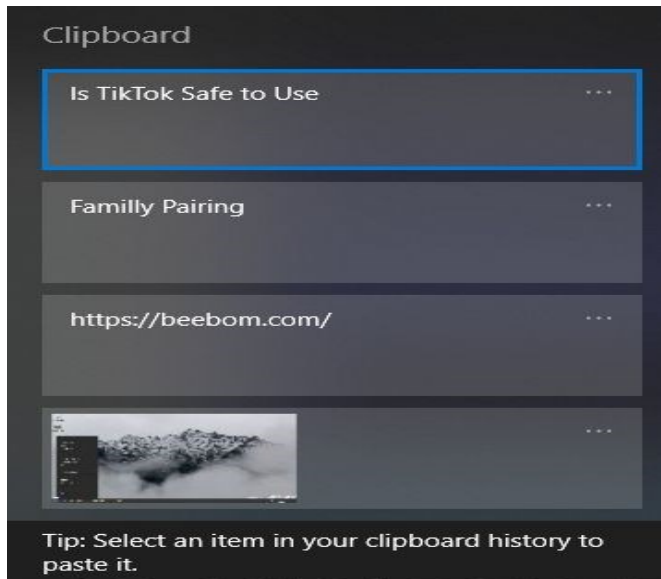
#### **Open Windows 10 Clipboard**

As a beginner, you should know that Windows 10 has got a new Clipboard History feature.

It allows you to see all your copied items in one place. You can further paste multiple items from your clipboard history wherever you want. This will be immensely helpful for users who use copy-paste functionality regularly.

Just **press Windows key + V together** and you will instantly get the Clipboard History window.

From there, you can navigate through all the copied items and hit enter to paste a text or an image.



**\*\* Visit the PPCUG Website \*\***  
**At: [www.PPCUGinc.com](http://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](mailto:jackal33980@gmail.com)** (931) 239-0877



## Virtual Classes – are Real

By Phil Sorrentino, Contributing Writer, Sun City Center Computer Club  
www.seccomputerclub.org  
philsorr (at) yahoo.com

That almost sounds like an oxymoron like “Jumbo Shrimp” or “deafening silence.” Well, the corona-virus has elevated teleconferencing to a level never seen before or maybe even ever expected. Almost everyone, by now, knows of Zoom and other computer Apps like GoToMeeting for teleconferencing. Zoom appears to have a lion’s share of the business. If you’re not quite sure what Zoom is, here is what Wikipedia says. “Zoom Video Communications, Inc is an American communications technology company. It provides video telephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, distance education, and social relations”. For many of us, we can think of it just as an “easier to use” Skype. Two years ago, I did a presentation to a User Group on the west coast using Zoom (surprisingly not Skype). It was the first time I had heard of or used Zoom. Now Zoom has over 40% of the teleconferencing market. (Boy did I miss an investment opportunity. Zoom went public in March 2019 at \$36 and is now around \$250.)

Before the virus, teleconferencing was used mostly in the corporate world. But now everyone is familiar with it, from the seniors who are self-quarantining to avoid crowds, to elementary school students and teachers staying at home to avoid classrooms and crowded schools, to employees who are working from home to avoid the workplace gathering places like the coffee pot, the copier, and the water cooler.

Almost all of us are trying to avoid groups of people where the virus might easily be transferred. I recently needed to go to a shopping mall, and I was amazed to see how empty it was. We are staying away from gathering places. (Although the beaches do still seem to be pretty crowded.) So, now that we are not going out and gathering as much, we are staying home a lot more, which gives us a lot more time to learn new things. How many of us have taken up a new instrument or are learning a new language? Now’s the time to learn how to play that guitar or keyboard you bought a few years ago. Well, language and instruments may be too much to expect but we probably can more easily learn about things we are involved in or are using daily, like our computer and our phone. And that is where virtual classes can be of some help.

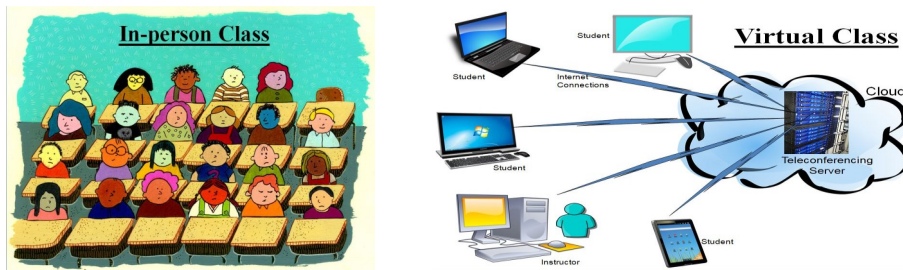
Virtual classes are educational classes held remotely using teleconferencing software like Zoom or GoToMeeting, or others. With an in-person class, students and teachers gather in a classroom and interact there. With a Virtual class, we interact through our computer Clients (apps) which are then gathered together in a Server. (Remember Client-Server Technology?) Each of our computers is connected to the server via the internet, and it is the Server software that provides the magic that lets us all share the Video and Audio from our client computer’s cameras and microphones. The popular servers support many different clients. You can attend a virtual class using almost any device such as a Windows computer, an Apple computer or an iPhone or iPod, an Android phone or tablet, a Chromebook, or even a Linux computer. A reliable, fast internet connection will greatly improve the experience.

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A wired connection to your router may be desirable, but not very common. Fortunately, modern wi-fi is typically more than adequate. (But unfortunately, not everyone has the latest wi-fi, especially if it is being supplied by

the Internet Service Provider.)



The internet connections to the server in the cloud allow us to interact “virtually” and avoid gathering together. The server “connects” each of us to each other. And the server presents a classroom presentation to each of us (the Users) so we can see who is participating in the virtual class. (There are controls on the Users screen that allow the Video and Audio, separately, to be turned on or off. The audio control is the “mute” control, mute turns the audio off, and un-mute turns the audio on. The video control is typically just Video on or off, though initially, it might show up as “join with Video”).

The classroom presentation also has some different ways of showing the group of participants. Gallery view, as it is sometimes called, shows each of the participants (if their video is on) in a box on the screen. (If a Participant’s video is off, the box will just have the User Determined name.) The screen is divided among the number of participants, so as the number of participants gets larger it might be harder to determine who is in attendance, though each participant box does show the name. Another classroom presentation shows predominantly the person who is speaking with others shown in small boxes to the side or bottom, sometimes called “speaker view”. If there are a lot of speakers this might be helpful, though if someone has a slow internet connection, it might end up less helpful, due to the delay.

For any Virtual class, a very comprehensive PowerPoint presentation would be recommended, in general, to guide the class through the subject matter. Some classes readily lend themselves to the Virtual format. These are the “lecture” type of classes where there are no “hands-on exercises” to be undertaken. Demonstrations of hardware or software can mostly be accomplished using a “Share screen” feature that lets the instructor share the contents of his computer screen with all the participants. (Software on a particular device can be easily demonstrated by having that device as another class participant and allowing it to share its screen.) When the instructor does this, the instructor’s screen shows up on every participant's screen.

So, it’s just like watching the big screen TV in front of the classroom, only everyone sees the teacher’s screen on their computer screen, at their location. A class like “Cut the Cord” works well as a virtual class because it is mostly lecture. Other classes, that are more interactive, may not lend themselves as easily. A class that requires a lot of interaction may be difficult as a virtual class. This type of class

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may be more like a discussion group and maybe more dependent on having a definite agenda and a very strong moderator/instructor. Smaller class sizes may help this type of class be successful. The Special Interest Group on smartphones is an example of this type of class. All the participants of this class are encouraged to bring questions and ideas to the class for discussion, and it is anticipated that everyone will have an opportunity to speak. Questions from the class participants in any class are handled with either a “Chat” feature where the question can go to all participants or a specific participant or a “Raise Hand” feature that shows up on the screens to get the participant’s attention.

Hopefully, this brief description (and time spent watching YouTube videos on the subject) will give you the courage to participate in a virtual class the next time an interesting one is offered.

## **Hyperlinks Are Cool**

By Jim Cerny, Help Desk Host, The Saratoga Users Group  
September 2020 STUG Monitor  
www.thestug.org  
jimcerny123 (at) gmail.com

One of the really fun and easy things technology has brought us is hyperlinks. You probably use them all the time and don’t even realize how cool they really are. Click on a hyperlink and PRESTO you are instantly somewhere else – tele-transported like Star Trek to another planet.

You may know hyperlinks by other names such as “hotlinks”, “hypertext”, or simply as a “link”. Most often a hyperlink text is in [blue](#) and underlined, but not always. Let’s see how they work when we are using our web browser (Firefox, Microsoft Edge, Safari, or whatever internet browser you use) to explore the internet. On almost every web page you will see some words underlined and in blue – if you click on them with your mouse (or touch them on a touchscreen) you will go to another web page. (The web page address will change in the address bar at the top of your web browser window). This is real magic. The people who have created that first web page put in a hyperlink that will take you someplace else. On your web browser, if you click on the backward arrow at the top you will return to the previous web page where you started. As you explore the web you are creating a “chain” of web pages you have viewed in this session one web-page link after another. You can go backward or forwards along this chain by clicking the left or right arrows at the top.

Here are some helpful things about hyperlinks:

A hyperlink can be text, an icon, or a photo. It can be indicated as a link by a different color (such as blue), underline, highlight, or by nothing at all. If you “hover” your mouse over a hyperlink without clicking on it, it may change color or be highlighted, and your mouse pointer may change to a hand.

Hyperlinks are used to instantly take you to another web page but they also have many other uses. They can, for example, take you to a different place on the same web page, document, or spreadsheet. Or they may just open a small box or window on your screen, such as when using menus. It is up to the person who created the web page to put in any hyperlinks and to determine what happens when you click on them. Almost anything is possible.

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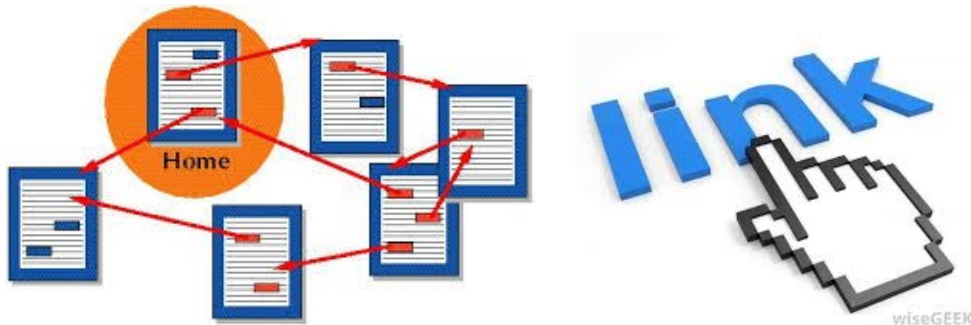
Sometimes clicking on a hyperlink will create a new “tab” on your web browser and keep your previous web page on a previous “tab.” Each “tab” may have its own chain of web pages you have visited.

Yes, you can create your own “hyperlinks” in your documents or spreadsheets. Ask Google how to do this and watch some good videos on how to do it. It is not difficult. It is, basically, assigning a web page address to a word or photo in your document.

If a web page (or any file such as a document or spreadsheet) contains hyperlinks and you COPY it, the hyperlinks will go with it. Sometimes you may get a text box asking if you want the active hyperlinks to be there or to copy “just the text” without any links associated with them.

But most of the time we don’t care how hyperlinks work or who put them in there – we just explore all we want by just clicking on whatever strikes our fancy. Think of a hyperlink as a free ticket to someplace else!

Enjoy your surfin’ safari, dude!

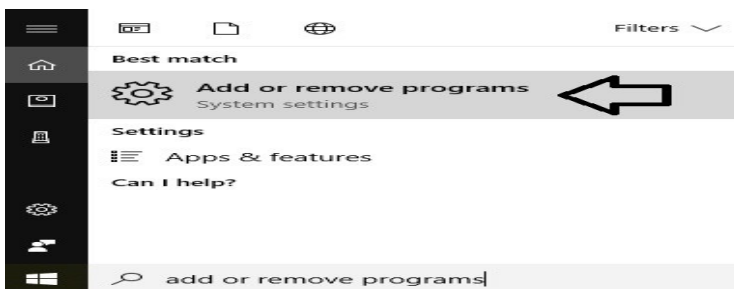


### **Uninstall Adobe Flash Player From Your PC**

Support for Adobe Flash Player is over, so it is a good time to uninstall it from your PC.

Flash Player has always been vulnerable to malware that is why Adobe decided to pull the plug. But just because support is over does not mean Flash Player suddenly stops working or removes itself from your computer. You will need to uninstall it.

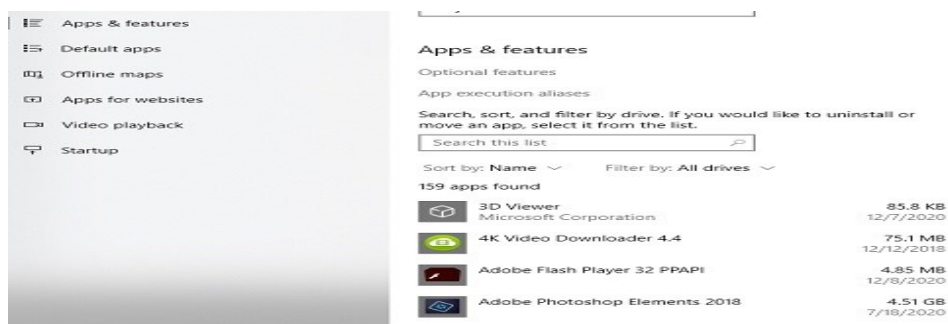
Start by typing Add or remove programs in your Windows Search Box. Click on the result.



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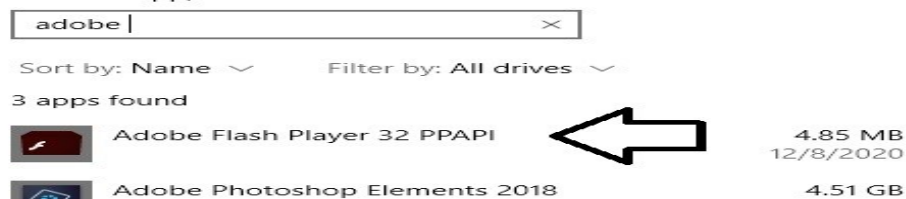
Under Apps & features, you should see Adobe Flash Player near the top of your app list.



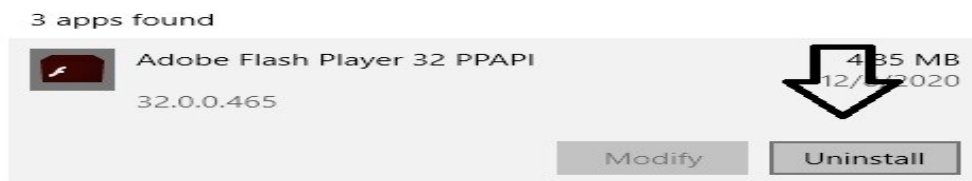
If not, just type it in the search box at the top of the list.

#### App execution aliases

Search, sort, and filter by drive. If you would like to uninstall or move an app, select it from the list.



Click on Adobe Flash Player. Then choose **Uninstall**.



## How to See the Most Recent Updates Windows 10 Installed



**BENJ EDWARDS** @BENJEDWARDS



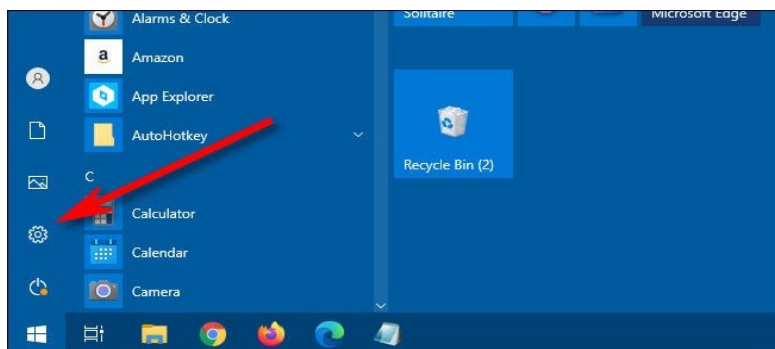
Microsoft frequently updates Windows 10, but it's not always clear when each update was installed. Luckily, there are two easy ways to see a list of the most recently installed updates. Here's how to check.

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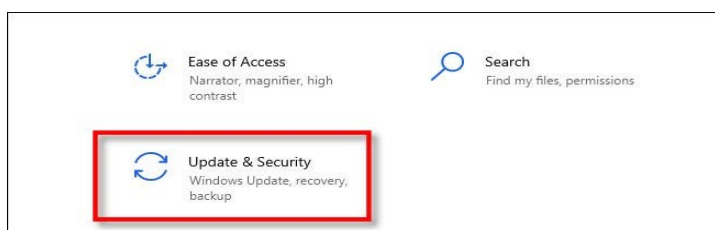


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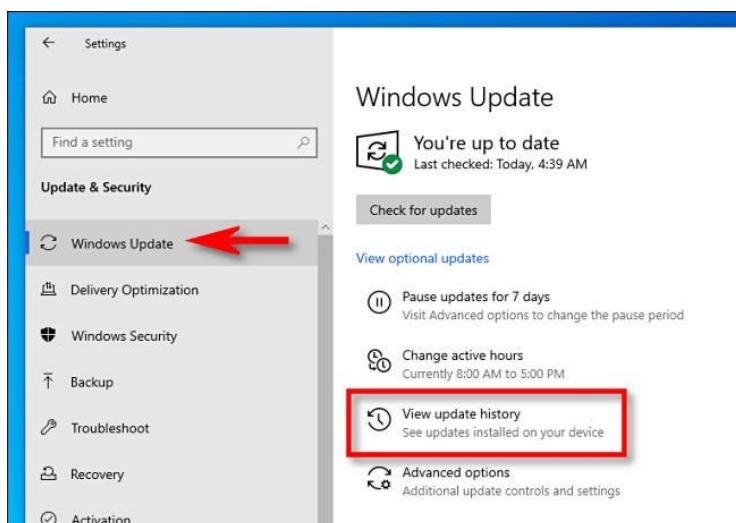
First, open “Windows Settings.” The quickest way to do this is by clicking the small gear icon in the “Start” menu or by pressing Windows+i on your keyboard.



In “Settings,” click “Update & Security.”



Select “Windows Update” from the sidebar, then click “View update history.”



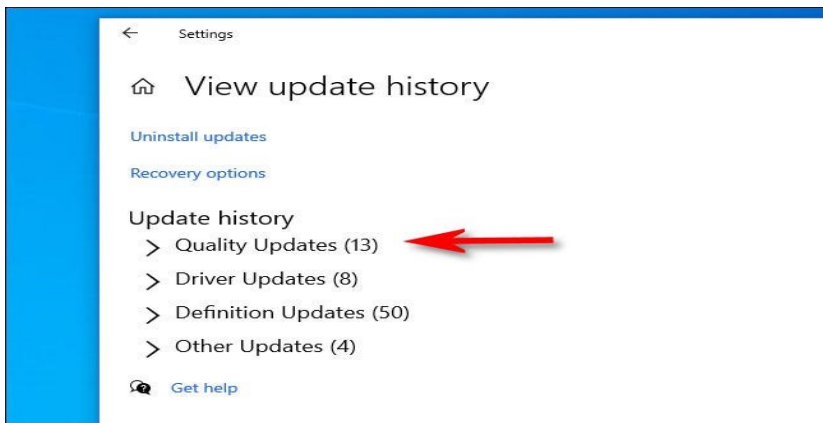
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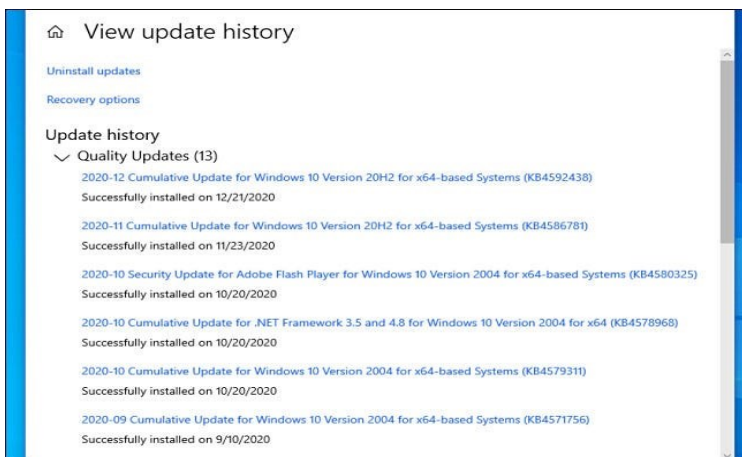
On the “View update history” page, you’ll be able to see several lists of installed Windows 10 updates sorted by category. Here’s what each category means.

- **Quality Updates:** These are regular major updates to the Windows 10 operating system itself.
- **Driver Updates:** These are updates to drivers that let you use devices with your system.
- **Definition Updates:** These are updates to Microsoft Defender anti-malware that add new information about emerging threats so they can be detected by Windows.
- **Other Updates:** These are miscellaneous updates that don’t fit in the other three categories.

By default, some of the categories may be collapsed. To view them, click the category header.



Once you have expanded each section, you’ll see the updates listed in reverse chronological order (with the most recent updates listed toward the top). For each entry, you’ll see the name of the update on one line, then the date it was installed listed below it.



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In several of the categories, the name of each update is also a web link. If you'd like more information about a particular update, click its link and a browser will open. In the browser, you'll see the page for that update on Microsoft's support website.

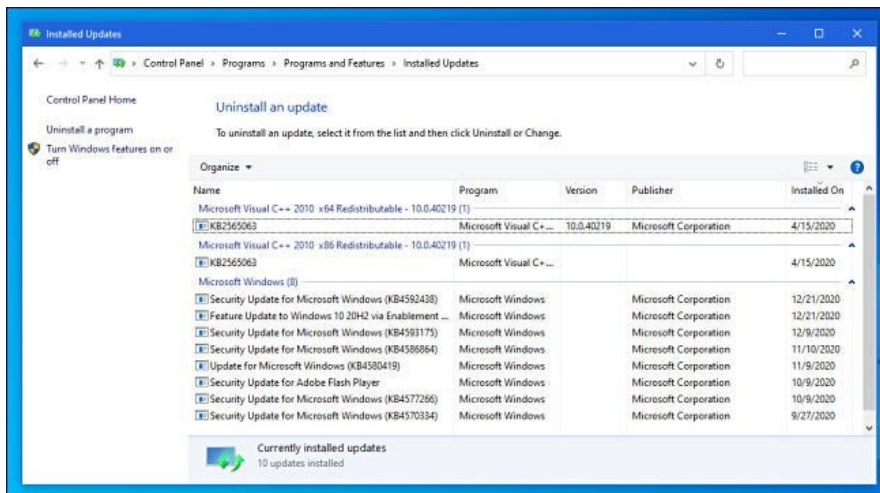
When you're done checking out the list, you can close the "Settings" window.

### **How to See a List of Installed Updates in Control Panel**

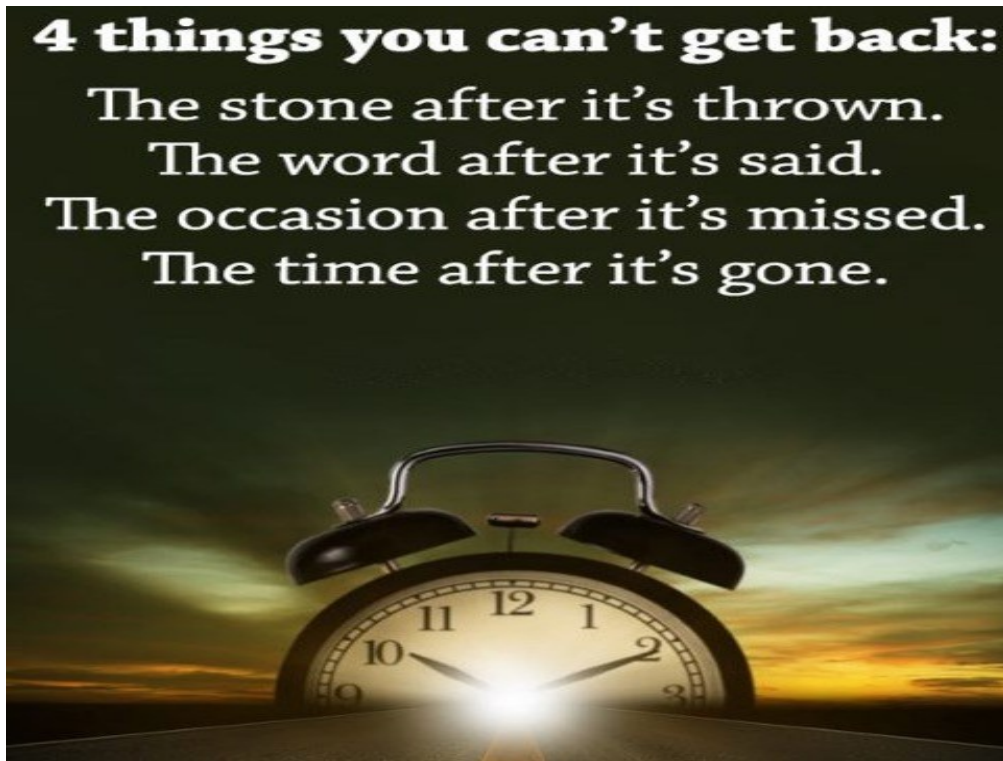
You can also see a list of installed updates using the Windows Control Panel. To do so, open Control Panel and navigate to Programs > Programs and Features, then click "View installed updates."



You'll see a list of every update Windows has installed. The list can be sorted by clicking the header row of each column.



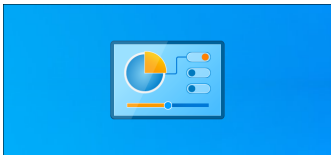
After you're done, close "Control Panel." Any time you need to check the list again, just reopen Control Panel or use the Settings method listed above.



### How to Open the Control Panel on Windows 10



CHRIS HOFFMAN @CHRISBHOFFMAN



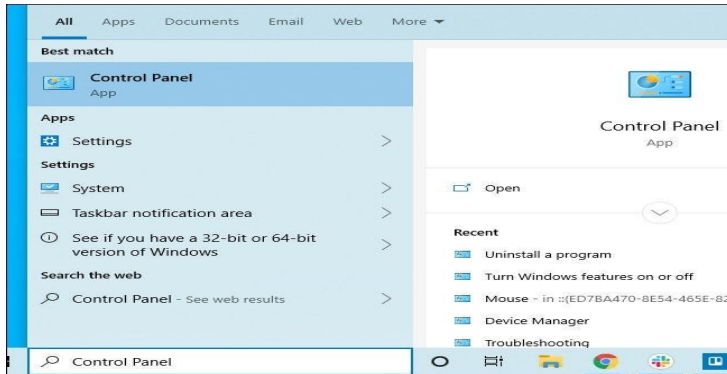
Windows 10 still contains the Control Panel. Some settings appear only in the Control Panel, some in the Settings app, and some in both. Here's how to find the Control Panel, which is a little more hidden than it was on Windows 7.

On Windows 7, you could click the Start button and click "Control Panel." On Windows 8 and 8.1, you could right-click the Start button or press Windows+X and click "Control Panel." Neither of those methods works on the latest version of Windows.

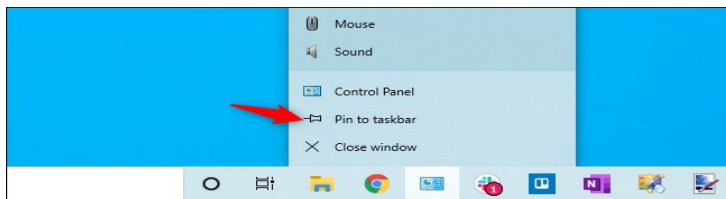
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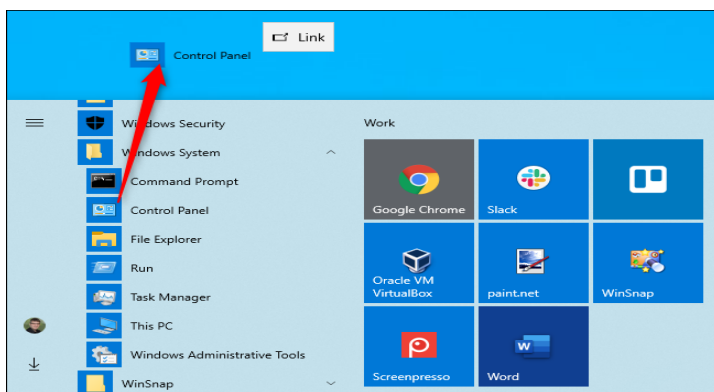
Still, launching the Control Panel on Windows 10 is very easy: click the Start button or press the Windows key, type “Control Panel” into the search box in the Start menu, and press Enter. Windows will search for and open the Control Panel application.



If you use the Control Panel frequently, right-click the Control Panel’s taskbar icon after launching it and select “Pin to Taskbar.” You can then easily launch it from your taskbar.



You can create a desktop shortcut to the Control Panel, too. Open the Start menu, scroll down to the bottom of the Apps list in the left pane, and click the “Windows System” folder. Drag and drop the “Control Panel” shortcut to your desktop.



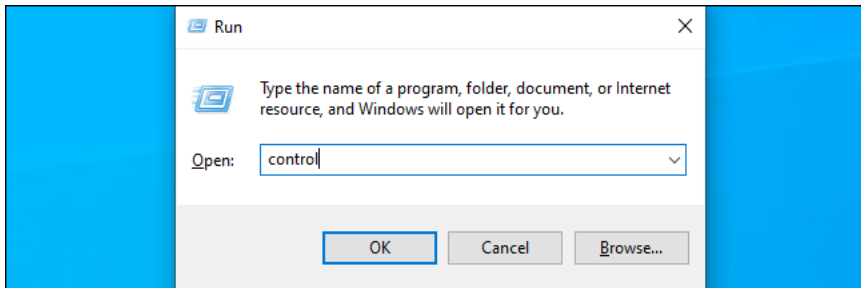
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You also have other ways to run the Control Panel. For example, you can press Windows+R to open a Run dialog and then type either “control” or “control panel” and press Enter.

This command can be run from a Command Prompt or PowerShell window, too.



You often won't need to access the Control Panel directly—that's what Microsoft is counting on. Even while you're using the Settings application, many settings pages link to individual Control Panel applets that offer additional settings.

Even the new Add or Remove Programs pane in Settings links to the classic Programs and Features tool, also known as the “Uninstall or change a program” pane.



*“Those windows are in good shape, dad.  
I was speaking about updating your other  
Windows.”*



## Plateau PC Users Group, Inc.

### Revised 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"

**Note:** Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1<sup>st</sup>. of each fiscal year.

Reduced annual 2020 - 2021 dues are \$15 per single person / \$20 per family. Persons/families joining during the fiscal year have dues payable as follows:

<u>Join In</u>	<u>July - Sept</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - June</u>
Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ by Cash \_\_\_\_\_, or Check (# \_\_\_\_\_)

-----  
*Last Name*

-----  
*First Name*

-----  
*Family Member (if family membership)*

-----  
*Address:*

-----  
*City*

-----  
*State*

-----  
*Zip Code*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone Number*

E-Mail address: -----

Please Print

I have belonged to a Computer Club before: Yes \_\_\_\_\_ No \_\_\_\_\_

I have used PC's since (year): \_\_\_\_\_

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

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September 2020



# April 2021



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