

March 2016

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

Volume 22, Issue 3

This Month’s Meetings

Photo Editing Workshop

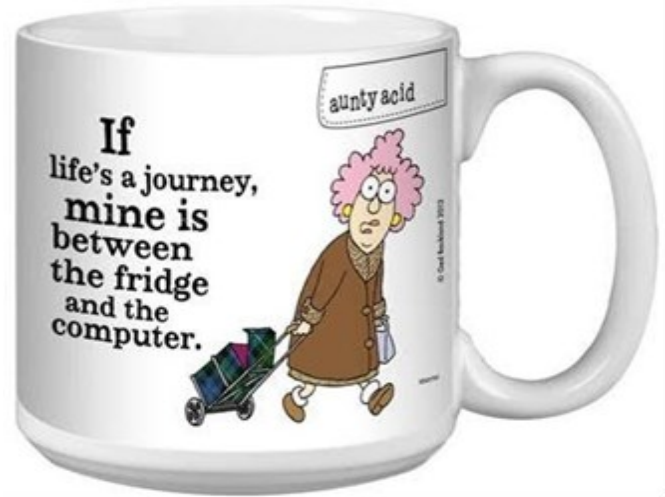
**Thursday, March 10 at 1:00 P.M.
At FFG Library Bldg.**

Plateau Photography Club

**Thursday March 17 at 1:00 P.M.
At FFG Library Bldg..**

General Meeting

**Monday, March 21 at 3:00 P.M.
At 127 S. Senior Center
Note Winter Hours**



March Program Topic

Windows 10 A Work in Progress

Carl Nordeen will review Windows 10 covering these topics

:

Pinning programs to the start menu,
Removing programs from the start menu,
Resizing tiles,
Grouping programs of the same type,
Microsoft Edge (replacement for Internet Explorer) and other interesting features.



Bring your questions and he will attempt to answer them!

Inside This Issue

Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tips & Sites—	Page 3
General Meeting Minutes February 15, 2016	Page 4
FreeCast and RabbitTV	Page 5
Enliven Documents with Themes	Page 6
How to Set Up and Customize Email Accounts in Windows 10	Page 9
PPCUG Application for Membership	Page 15
April 2016 Calendar	Page 16

Special Note:

Change in location and meeting times starting in April 2016

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

New location: Christ Evangelical Lutheran Church
481 Snead Drive FFG

“FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members. If you have something to give away, bring it in and put it on the FREE table. It’s first come, first served. If you see something you want, help yourself.

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group. Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting July 1, 2014, with partial years dues as follows:

Join Date	Jan. 1, 2016	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1, 2016
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

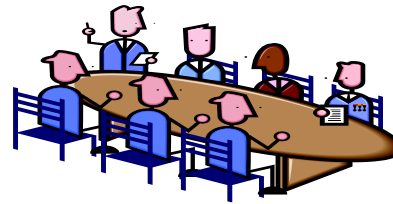
All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up 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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2015-



2016

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Photo Editing Workshop	Ed Thornblade	(931) 456-6020
Plateau Photography Club	Jim Mansfield	(931) 484-6920

Up Coming Meeting April 2016

Note: Summer Hours & New Location

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on April 18 at **6:00 P.M.**
at **Christ Evangelical Lutheran Church**
481 Snead Drive FFG
(corner of Snead & Lake View)

Classes

Please send ideas for new classes to Alan Baker
(ambaker@citlink.net)

Cool Tips & Sites

"hey Cortana!"

As you'll know by now, Cortana has arrived on the desktop. If you don't feel entirely comfortable shouting out "hey Cortana!" across a crowded room, then there are keyboard shortcuts that can help—

Windows Key+Q — open up Cortana ready for voice input.

Windows Key+S — open up Cortana ready for typed input.

Windows Key+I — open up the Windows 10 settings pane.

Windows Key+A — open up Windows 10 notifications (Action Center).

Windows Key+X — open the Start button context menu the one with easy access to a host of common computer management features

Once Cortana is active, you can choose voice or keyboard input.

PPCUG ISP

We wish to thank the following for providing ISP connections:

Frontier for DSL at the :
127 Senior Center, Crossville, TN

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

A photo editing workshop is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Ed Thornblade.

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

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. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

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

PPCUG General Meeting Minutes February 15, 2016

AARP 2015 Tax Preparation, by Bob Willis

A forecast of nasty weather apparently convinced most of our members that compounding discomfort with facing income filing information was too much to ask, so they stayed home. The small crowd did however come up with several questions during the Q and A portion of the meeting.

Carl began the Q&A with a question of his own, asking how many of those present were already using Windows 10. Several admitted they had taken the plunge. He just wanted to reiterate that Windows 10 is still a work in progress.

The subject of importing favorites in Windows10 came up. Answer is yes it can be done and help is available. Asking the question of "Cortana" or typing it in the search bar, (lower left task bar), will call up menu for several options depending on where you want to import from and where you want them to go to

One person asked about changing how CCleaner works. He was having a problem because it was deleting his history files in the Firefox browser. The answer is to open CCleaner then highlight to cleaner brush icon on left-hand menu column then put checks in the boxes of items to be "cleaned" or remove the checks from items you want left alone. Each browser has its' own section.

I had a question about an auto-shutdown of my computer after startup this morning caused by according to the warning on the screen, a cooling fan malfunction and overheat. My question was, how do I find out how hot it was? Carl's answer was to check the temperature shown in the "health" tab while running Defraggler. I also have Speccy from Piriform on my machine and that also will show internal temperatures. Happily in my case the problem was alleviated with a blast of compressed air in the vents to blow the dust out of the fan and cooling passages.

One individual was having a problem not being able to delete unwanted portions of email messages received from someone else before forwarding remainder to another party. It seemed that all the normal methods were not working for him such as highlighting the portion to be eliminated then either using the delete key or the backspace key to remove. A reminder was made to insure that it is critical to first make the email yours by keying the reply or forward before attempting to change the email. Until it is yours, you can't edit.

Someone wanted to be able to change the sizes of the partitions on his hardrive because he was getting messages saying he didn't have enough space for certain operations. Carl recommended a free (leave it to Carl to find these things and that saves enough in a year to pay for the cost of dues), program called EaseUS Partition Master. It will allow reallocating space as needed. An integral part of Windows 7, 8.1 and 10 also contains a tool that can be used to change partitions with some limitations. That tool is disk management. A search query will give directions on how to access disk management in Win10 through computer management.

After the break Jim Buxton, vice president of the club took a little poll of those present to see how many were from the "Glade"? The majority were. He then mentioned that the general meetings in April, May and June, will be held at the Christ Lutheran Church at Lakeview rd. and Snead in the Glade. This is being done as an experiment to see if moving our location to Fairfield will enhance our value to our members and encourage increased participation and membership. If this is successful obviously the Board will consider how best to proceed.

Bob Willis one of our long time members, is also very much involved in the AARP Tax preparation program not only on a local level but also state and national administration. Bob's presentation covered changes

(Continued on page 5)

(Continued from page 4)

affecting tax law for tax year 2015 filings as they apply to typical Cumberland County residents. Yes, these changes apply to all but the focus for the AARP program does not cover complex filings or business filings. For high income, complex or business filings it is recommended to hire a CPA or professional tax preparation service.

I will not attempt to cover the tax law changes discussed but I will mention that part of the presentation was Bob demonstrating use of online tax preparation programs such as are available through Walmart, Costco, Staples and others at reasonable cost for those who may want to do their own taxes.

Bob also stated that he has received emails forwarded to him by some members of lists of tax changes and additions attributed to the "Affordable Health Care Act" notoriously referred to as Obama care. Bob wanted to clarify that he did research these statements and at least in most cases they are not accurate. Some of the tax statements have some truth but predate the AHCA. Others are not accurate in other respects and almost all would not apply to the typical taxpayer but might apply to a high income taxpayer.

AARP Tax Preparation assistance is now being conducted nearly every day of the week one of these locations near you, such as Art Circle Public Library, Fairfield Glade Community Center, Community Center at Lake Tansi or the Community House at Pleasant Hill.

Submitted by:

Dick Del Frate
Secretary

FreeCast and RabbitTV

Review by George Harding, Treasurer, Tucson Computer Society, AZ

September 2015 issue, TCS eJournal

www.aztcs.org

[georgehardingsbd \(at\) earthlink.net](mailto:georgehardingsbd@earthlink.net)

I received a card at CES for free registration for FreeCast. I had some trouble figuring out what sort of service it is.

It appears to be a source for free TV, movies, radio, sports, games and more.

The TV shows available are not just network regulars, but also cable shows. You can pick a particular show and see episodes of it for free. There are interspersed ads, of course, but that's no different than real TV. You can search for your favorite show and watch episodes of it.

I watched parts of *U-571* and *Harry Brown* movies for free. Each came from Crackle through Rabbit TV, an associated company. There was, at the time I was browsing, a selection of many movies in several genres. The movies are uncut, but have interspersed commercials.

(Continued on page 6)

(Continued from page 5)

Some of the movies come from satellite services. To see these, you have to be a member of that service.

One of the big advantages of FreeCast is the ease of finding what you want to watch. Most of the time you want to watch immediately, but for some you can also download the offering.

This service used to require a USB unit which cost \$10, but apparently there is enough income available from ads and commercials to fill the gap.

This is an interesting service. While it doesn't take the place of your TV set, it is convenient and very low cost.

About: FreeCast and RabbitTV

Manufacturer: www.freecast.com and www.rtv2.rabbittvgo.com

Price: Mostly free



Enliven Documents with Themes

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL

October 2015 issue, Sarasota Technology Monitor

www.thestug.org

ndemarte (at) Verizon.net

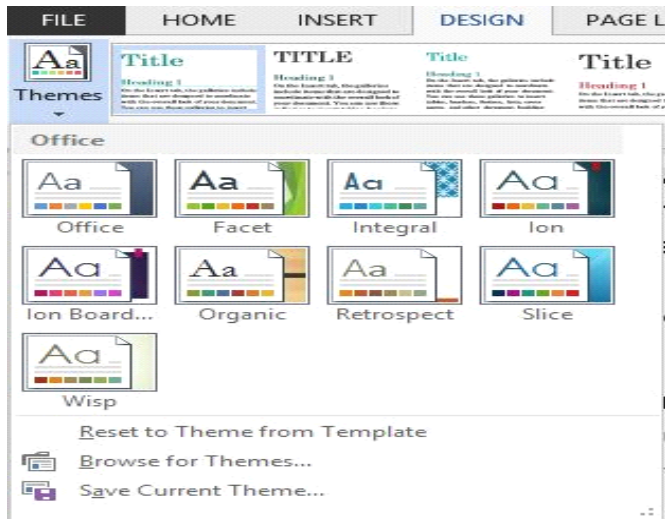
If you often find yourself creating documents in Word or spreadsheets in Excel, you probably use the same font and layouts most of the time.

You would be surprised how lively and stylish these files could be if you applied a theme to them. Themes in Word and Excel are Style sets that coordinate the color scheme, fonts, line and paragraph spacing, and effects.

The Themes gallery is located on the Design tab in Word and the Page Layout tab in Excel. I will use Word 2013 as an example of how you can apply and customize themes in your documents.

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Choose and Apply a Theme



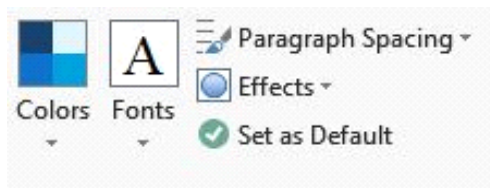
The default theme in Word and other Office programs is appropriately named “Office,” but you can apply a different theme to a document either during its creation or after. For example, I opened a blank document, clicked the Design tab, then Themes (left side of the ribbon), to open the Themes gallery. I chose the “Ion” theme, although I could have browsed for more online. A group of Styles that coordinate with this theme appeared in the ribbon. I chose a colorful one called “Lines (Simple)” and began to create my document.

First, I typed the title and highlighted it to display the Font toolbox just below it. I clicked Styles (bottom right) and selected the Title style, which changed my title to a maroon color and 40-point text. The title seemed too large, so I reduced the font size to 24 points. All these font changes can also be made on the Home tab – Font group.

Next, I typed an introduction and my first heading, highlighted it, chose Styles from the font toolbox again, and picked Heading 1. It also was a maroon color, 18 points, and included a line below it. I changed the size to 14 points to be consistent with the new title size.

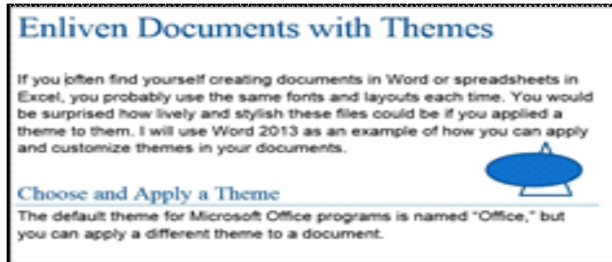
Then I typed the body of the document. After I had typed the first line of text, I clicked inside a word and learned that the theme’s body text was Century Gothic, 10.5 point, Normal style. Just for fun, I added a couple of shapes from the Shapes gallery (Insert tab – Shapes) Sure enough; they too were a maroon color, keeping with the theme.

Customize and Save a Theme



(Continued from page 7)

Next, it was time to experiment with changing a few of the elements of the theme. With my document open, I clicked the Design tab and then Colors, which revealed a menu of color schemes, each which included several coordinated colors. I clicked “Blue” and immediately found that all my maroon-colored features had turned a medium blue. Then I clicked Fonts and chose “Times New Roman – Arial.” The title and all the headings became the Times New Roman font, while the body text changed to Arial.



Article with My Ion Theme

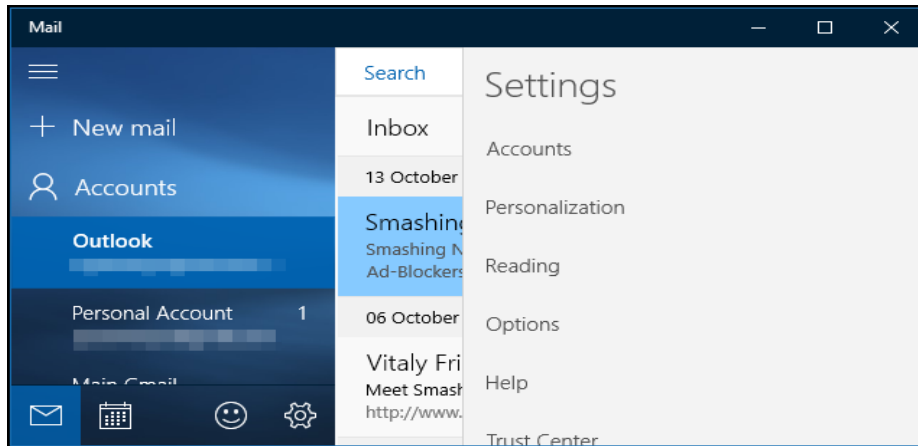
With my cursor still in the document, I clicked Paragraph Spacing, which displayed a list of preset distances between lines and paragraphs. Hovering my mouse over Default showed my theme’s spacing. I hovered my mouse over each of the choices to preview how it would affect my document. I decided on the Open spacing set, which added a little more space between lines and paragraphs. Because I had only a few objects or shapes in this document, I did not change the Effects, but clicking that icon showed me what changes were possible. Now it was time to save this custom theme. I clicked the Design tab, Themes button, and selected “Save Current Theme” at the bottom of the gallery. I typed a name, “My Ion,” in the dialog box and clicked Save. This put my modified theme into the Custom area above the Theme gallery. The theme was also stored as MyIon.thmx in a special Document Themes folder.

Two Important Cautions



1. Don’t confuse saving a theme with setting it as the default. If you save your custom themes, you have the choice of when to use them. If you set a custom theme as the default, it will affect all future documents and may give you some unexpected results.
2. The Office theme is different from the rest in the theme gallery in that it affects all of the Office applications. If you make a change to the Office theme, such as changing the background from white to gray, and set it as the default, it will affect all programs in your Microsoft account, including those on other computers. However, saving your own custom themes in Word or Excel can be a handy way to give your documents some style and avoid re-creating a favorite theme each time you need it.

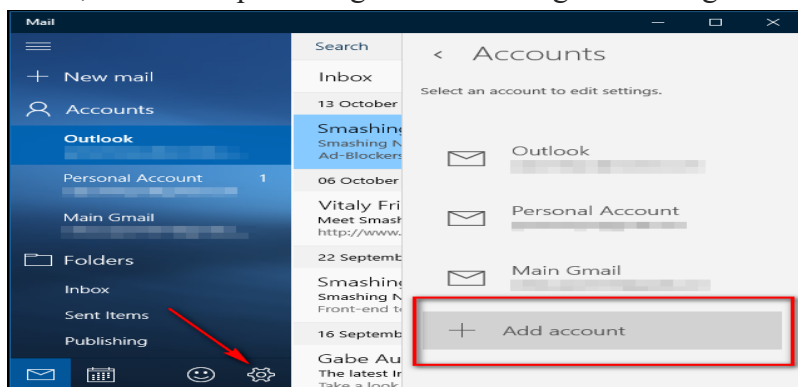
How to Set Up and Customize Email Accounts in Windows 10



Windows 10 comes with a built-in Mail app, from which you can access all your different email accounts (including Outlook.com, Gmail, Yahoo!, and others) in one single, centralized interface. With it, there's no need to go to different websites or apps for your email. Here's how to set it up.

Setting up Mail From Other Accounts

Mail supports all the most popular mail services, including Outlook, Exchange, Gmail, Yahoo! Mail, iCloud, and any account that supports POP or IMAP. Click the Mail tile to start the app, and press the “Get Started” button. If you're logged into your Microsoft account, the app should already have your outlook.com email address in the list. Click the “Settings” icon in the lower left-hand corner, or swipe in from the right edge of the screen, and then tap “Settings.” From the right sidebar go to Accounts > Add Account.

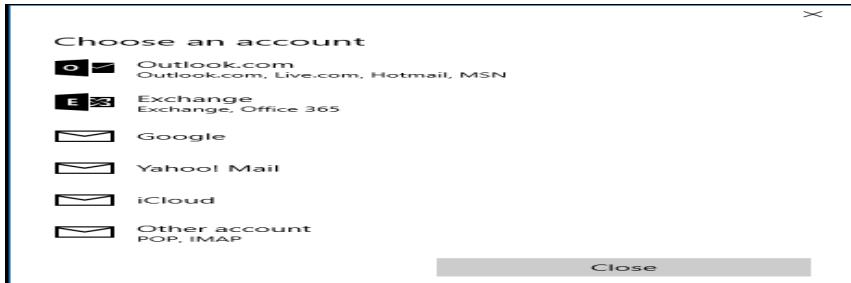


The “Choose an account” window will appear. Mail comes ready with all kinds of popular email services. Choose the type of account you want to add and follow the on-screen instructions. If your settings are correct, then you'll jump directly to that account's inbox, ready to start processing mail. If you've set up more than one

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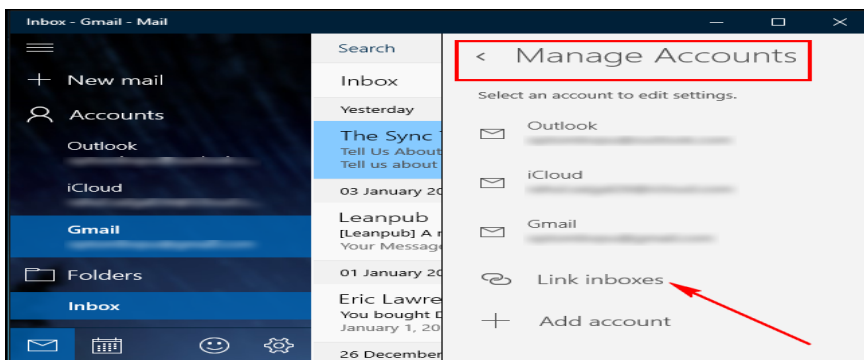
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account, you can switch among them by selecting “Accounts” in the top left corner.

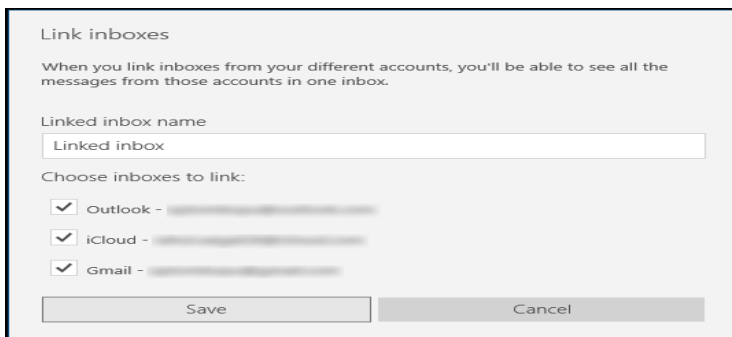


Link Multiple Inboxes Together

In Mail, you can link your inboxes together, so you can see all the messages from all your accounts in one unified inbox. Point your mouse to the lower-right of the screen and click “Settings.” From the right sidebar, click “Manage Accounts > Link inboxes.”



A pop-up box will open. Now, simply choose the accounts you want to link and give the new linked inbox a name.



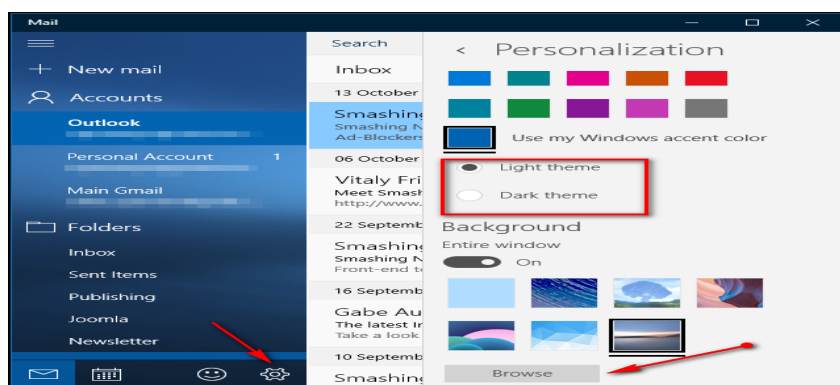
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Customize Your Mail Experience

Click the Settings button in the lower right-hand corner of the screen, or if you're on a touch device, swipe in from the right edge and then tap "Settings." There are two kinds of settings in Mail: those specific to an account, and those that apply to all accounts. Settings that apply to all accounts let you tweak the entire aspect of your Mail experience, including personalization and reading options.

Go to Settings > Personalization in the right sidebar. Here, you can pick from a collection of 10 different hues or use the Windows accent color for seamless integration. You can toggle between the light and dark theme and set the background to cover the entire window or just the right pane where you read new messages and compose new mails. To add your own background picture, click "Browse" and select any picture stored in your PC.



For more functional customization, click on Settings > Reading in the right sidebar to manage your day-to-day mail reading experience. For example, Caret Browsing in Mail lets you navigate the reading pane with your keyboard cursor. You can use the arrow keys, Page Up/Down to scroll, and press Home or End to jump to the beginning or the end of a message.

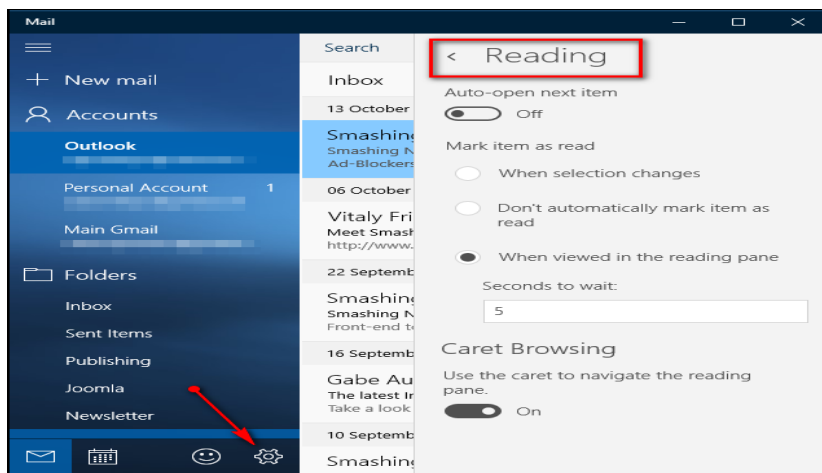
You can toggle "Auto-open next item" on or off to indicate what you want to do when you delete a message—move to the next message, or go back to your background picture. Mail also lets you decide when a message is marked as read:

- When selection changes (that is, when you choose another message)
- Don't automatically mark item as read (you have to mark it as read manually)

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- When viewed in the reading pane (it makes Mail flag a message as read only after you've had it open for a certain number of seconds)

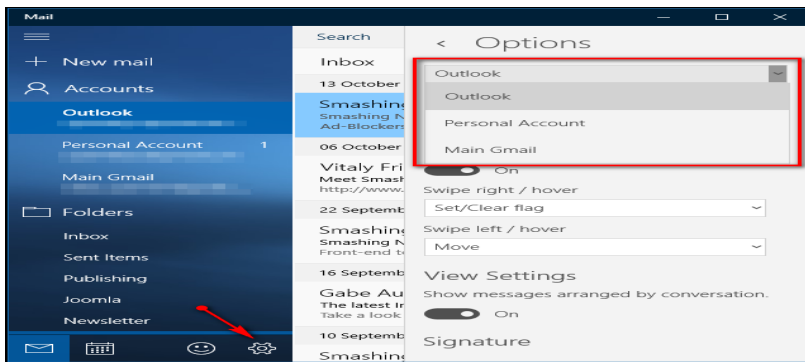


If you have more than one account in Mail, then you can tweak certain settings on a per-account basis. In the settings menu, these can be tweaked for each individual account:

- Quick Actions: Also known as Swipe Actions, this lets you operate on a message in the list by dragging your finger left or right across it. Swiping right marks the message as flagged and to the left archives it. However, you can customize what that right swipe and left swipe will do (or turn off swipe action feature entirely). You can set or clear a flag, mark a message as read or unread, archive, delete, or move.
- Signature: This lets you create and add an email signature to all the messages you send from a particular account.
- Conversation: Grouping messages by conversation is turned on by default, and groups all messages that have the same subject into one thread.
- Automatic Replies: Available on Outlook and Exchange accounts only, you can turn this on to send automatic replies to people when you know you're not going to see your emails for a while.
- Notifications: Windows will let you know when a new message arrives for a particular account. Turn on "Show in action center," and then specify how you want to be notified—with a sound or a banner. You can customize notifications for each email account separately as per your needs.
- Automatically download external images and style formats (available in the Reading section): Decide whether you want Mail to automatically download images. If you turn this off, you can choose to download external images in messages as you read them.

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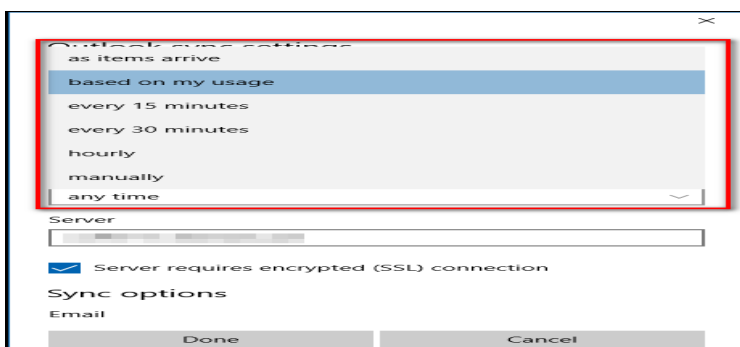


You can also pin one account's inbox or any other mail folder to your Start menu for instant access and efficiency. For example, if you have a folder called Important, you might want them pinned on your Start menu. Right-click the folder you to pin, and choose "Pin to Start." Click that pinned folder and you'll be taken straight to that folder.

Customize How Your Accounts Download Messages

Lastly, you can go into each account's individual settings to tweak how it downloads new messages. Go to Settings > Manage Accounts and click on an account to edit it. You can change its name or delete the account, but most important here is the "Change mailbox sync settings" section, which includes:

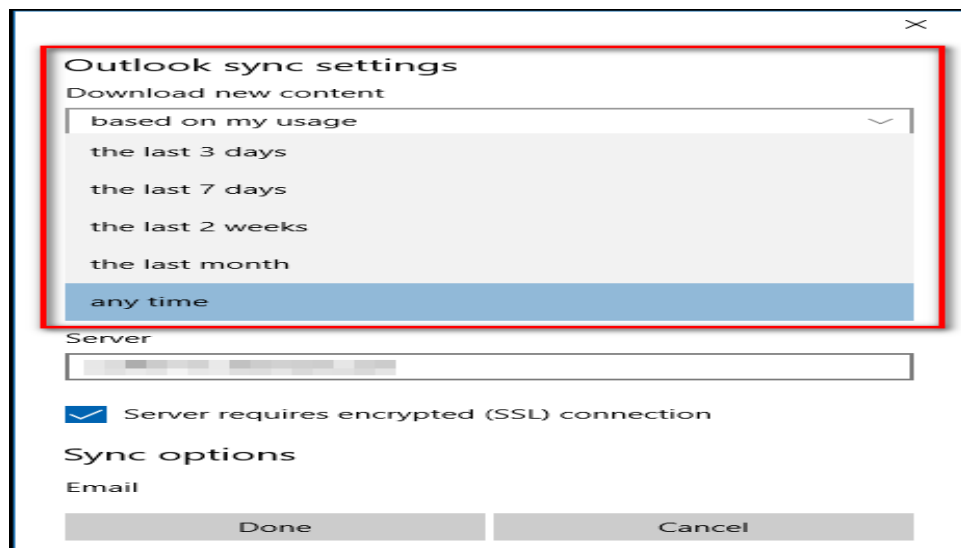
- Download new content: This menu lets you choose how frequently the Mail app will check for new messages. Usually "As items arrive" is what you want. Some account types offer only "Every 15 minutes," "Every 30 minutes," and so on, if you'd rather not be inundated with notifications. If you choose "Manual," then Mail never checks unless you hit the "Sync" button. Mail can even dynamically manage how often new mail is downloaded based on your usage.



(continued on page 14)

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- Always download full message and Internet images: Instead of fetching an entire message, clear the “Always download full message and Internet Images” checkbox. This will let you view small previews of your incoming messages, so that you can navigate your inbox more efficiently. If you have a slow internet connection or want to reduce your data usage, then this option might be useful to you.
- Download email from: How far back do you want your mail collection collected? If you have a phone or tablet, then you might want to limit the number of messages stored in the Mail app. “The last month” option is a good choice and enough for day-to-day usage.



- Sync Options: Here you'll see three items: Email, Calendar, and/or Contacts. Toggle the items you wish to sync with your account on or off. If you're facing any sync related issues, click on “Advanced mailbox settings” to configure the Incoming email server, Outgoing email server, Calendar server, and Contacts server.



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 no later than July 1 of each year. Annual dues are \$24.00 per single person / \$30.00 per family starting July 1, 2014. with partial dues as follows.

Join Date	Jan. 1, 2016	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1, 2016
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

Date

Last Name First Name Family Members (if family
Membership)

Address:

City State Zip Code Phone Number

E-Mail address

I have used PCs since (year): _____ I have belonged to a Computer Club before. Yes ___ No ___

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

I would like more information about the following areas:

11/10/15



April 2016



<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	8	9
10	11	12	13	14 1:00 P.M. Photo Editing Workshop Mtg.	15	16
17	18 6:00 P.M. Q & A Session Followed by General Mtg. <u>Note new Time & Location</u>	19	20	21 1:00 P.M. Plateau Photog- raphy Club Mtg.	22	23
24	25	26	27	28	29	30

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