



PLATEAU PC USERS GROUP, INC GAZETTE



May 2019

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

Volume 25, Issue 5

This Month’s May Meetings

General Meeting
Tuesday, May 14th at 6:00 P.M.
At Christ Lutheran Church FFG

Plateau Photography Club Workshop
Thursday May 16th at 1:00 P.M.
At FFG Library Bldg.

The May 14th Program at 6:00 P.M.
FFG Christ Lutheran Church

What is this Chromebook thing?

Jim Gries will be giving a presentation on Chromebooks.

He will go through the history of computers and how the Chromebook came about. The presentation will cover the differences between PCs or Mac and the Chromebook.

He will provide the advantages and disadvantages of a Chromebook and why it is becoming the go to computer for the non-techies among us.

Attend the presentation and see why you should seriously consider a Chromebox when you get your next computer.



Monday, May 27, 2019

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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

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:

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

Student memberships (21 and under) are \$10 annually. Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company. Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

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

2018-2019 PPCUG, Inc. Board Members



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Vice-President/ Compliance	Jim Buxton	(931) 456-6009
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Bob Willis	Charlie Merrick	

SIG Leader

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

Note: Change to Summer Hours

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on **Tuesday, June 11th at 6:00 P.M.**
at **Christ Lutheran Church**
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)

Cool Tips & Sites

How to take a screenshot in Windows 10

There are multiple ways to take a screenshot:

Keyboard: Press Windows + PrtScn on keyboard

The screenshot is saved in Pictures\Screenshots

Tablets: Press Windows + Volume down on the tablet

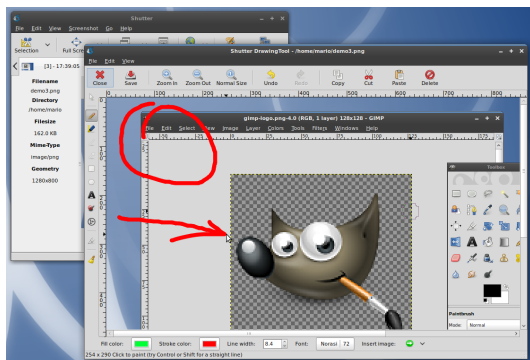
The screenshot is saved in Pictures\Screenshots

Snip Tool: Press the Start button, then type "snip"

Press New. Select the portion of the screen to save. Press the save button.

Keyboard, alternate: Press PrtScn on keyboard. The screen is copied to the clipboard. Paste the screenshot into a program (e.g. Word, Paint) using Ctrl + V.

Keyboard, alternate 2: Press Alt + PrtScn on keyboard. The open program is copied to the clipboard. Paste the screenshot into a program (e.g. Word, Paint) using Ctrl + V.



News of the Special Interest Groups

Plateau Photography Club

In June 2018, the Plateau Photography and the Photo Editing Workshop Groups merged their monthly meetings into one meeting to be held on the third Thursday of each month, except for the months of December and February downstairs at the Fairfield Glade Library building (formerly the Multi-Purpose building), Room C, at 455 Lakeview Drive next to the swimming pool area. Enter the lower level from outside below the deck in back.

Members of the PPCUG may attend at no charge; guests are asked to pay \$3 for these workshops (the \$3 fee is good for all meetings and workshops in the month paid).

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 covering a 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. Pictures with no photo editing are also welcomed.

Each meeting will try to 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. The SIG leader is Jim Gries. at FGPhotographyclub@gmail.com

**** New look for 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



Vote for PPCUG Officers Election in June 2019

(For the period July 2019 though June 2020)

Suggested candidates slated for PPCUG

Board include:

President:	Steve Rosenstein
Vice President & Compliance:	Jim Buxton
Treasurer:	John Krueger
Secretary:	Linda Yates
Past President:	Carl Nordeen

Directors at Large:

Gordon Botting
Barbara Duncan
Richard Del Frate
Bob Willis
Charlie Merrick

Tuesday, June 11th Meeting



sleepyti.me

This is a great little site that helps you understand the very best time to go to bed to get a good night's rest. Surprisingly, how much sleep you get, isn't the most important factor.

What you do is put in the time you have to be up and the app will calculate when you should go to bed to get the best amount of rest. It even tells you to account for the 15 minutes it takes on average for people to fall asleep.

The screenshot shows the sleepyti.me website interface on a dark blue background. At the top, the text "sleepyti.me" is displayed in a light blue font. Below it, there is a form with the text "I have to wake up at..." followed by three dropdown menus for "(hour)", "(minute)", and "AM". Below these is a "CALCULATE" button. Underneath the button is the word "or". Below that is another line of text: "Find out when to get up if you go to bed now", followed by a "ZZZ" button.

This doesn't just tell you something you could figure out easily like, go to bed by midnight if you want to get up at 8:15 a.m. It takes into account the body's sleep cycle and gives you multiple options for good times to set your alarm. A good night's rest consists of five or six sleep cycles. If you are awakened in the middle of a

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sleep cycle, you are likely to feel groggy. Whereas if you get less sleep, but wake up at the end of a sleep cycle, you will feel refreshed. For example, if you need to be up at 5 a.m., 8p, 9:30p, 11p, and 12:30 are the best times to hit the hay.



It also works in reverse; you can select to find out when to wake up if you should go to bed now. Just click the zzz's button to switch the calculator over.

What I really like is that this site is also very accessible for smart phones, tablets, and such. Just click the mobile link if you are on a device, and you will get the interface designed for it.

This has been so handy while traveling! I've actually played around with this a bit and put off going to bed for an hour or so, to hit the suggested wake-up time. And I think it works. You actually can feel more refreshed on five hours of sleep that you would with nine.

I hope you'll check it out today!

<http://www.sleepyti.me/>

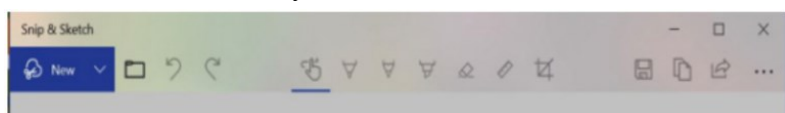
The Winter 2019 Windows 10 Update

By Rosita Herrick, Forum Moderator, Sarasota Technology Users Group, FL
January 2019 issue, The STUG Monitor
www.thestug.org
hrosita (at) aol.com

By now, some of you have already updated to the current version of Windows 10 and, if not, you should soon receive the update on your computer. Once your PC is updated, the Windows version will show as Version 1809 (OS Build 17763.134)

Listed below are five additions that come with this update and that I found useful for the average user

1. A new Snip and Sketch app (that will eventually replace the Snipping Tool) was added that supports the use of a stylus and the option to start it with the shortcut Win key + Shift + S.



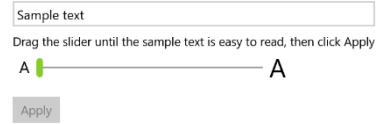
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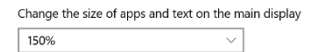
2. Change System font size

Using a new slider, it is easy to adjust the font size for the Start menu, titles, message boxes, and tool tips for all apps. Select Settings and enter Make text bigger in the search box. To increase the size of text on your screen, adjust the slider under Make text bigger. To make everything larger, including images and apps, choose an option from the dropdown menu under Make everything bigger.

Make text bigger

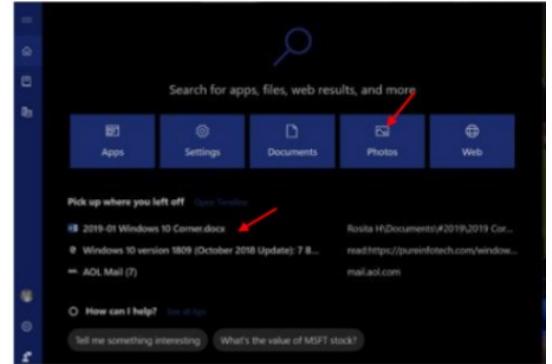


Make everything bigger

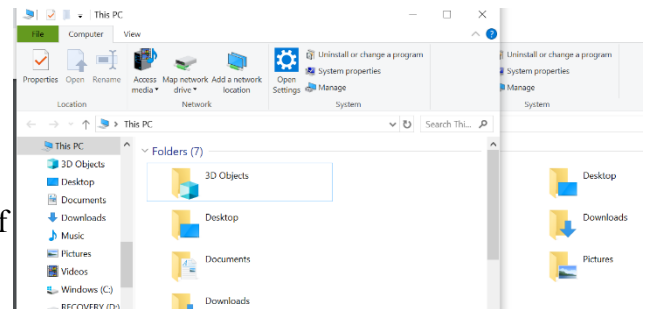


3. Cortana

The display that pops up when the user clicks on the Cortana search box has changed. As you can see below, you can click on any of the blue boxes to limit where Cortana looks for the search argument. Also, below the boxes the links displayed are the items the user had worked on previously. As you can see, the first item is the title of the Word document that I am preparing for the Monitor, so I can pick it up later if I have to stop at any time.



4. There is now a new keyboard short cut to start a second screen of an active app. The shortcut is Ctrl + N. For example, in the picture below I have an open File Explorer screen. Pressing the shortcut Ctrl + N gave me a second screen. This is very handy when you want to copy or move either a file or folder from one place to the other. The pages can be separated by clicking on the blue bar of the active screen and dragging the page.

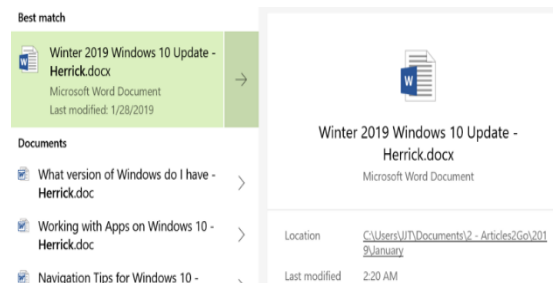


5. The new Cloud-powered clipboard introduces a new interface (which you can invoke using the **Windows key + V** shortcut) to view your history, paste previous content, and pin items that you may need to paste in the daily basis.



6. Search experience

Searching for an app or document, the right pane will now show common actions, including options to run an app as an administrator, file information, such as path and the last time the document was modified, and more.



Six Little Word Problems and their Solutions

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL
November 2018 issue, STUG Monitor
www.thestug.org / [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

1. You print a multi-page Word document and get an unexpected blank page at the end of the document. Because it has a footer, you won't be able to use that sheet for anything except scrap paper.

Solution: Before you click Print, press the Show/Hide key on the Home tab > Paragraph group and scroll or press the Ctrl+End keys to get to the end of the document. You will see one or more paragraph icons on the last blank page. Select them and press Delete. Then save the document to avoid the blank page in future printings.



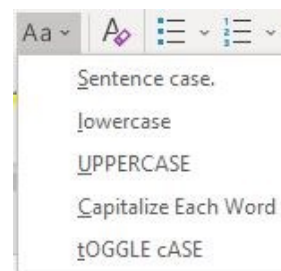
2. You open a document and find you have to squint to see the small type.

Solution: Go to the Zoom slider at the bottom right of the screen and click the + sign a few times until the document text is large enough to be comfortable for your eyes. This will not affect the text size when printed.



3. You are just about done typing a Word document and notice that all the text in the last couple of sentences is in upper case. You had pressed the Caps Lock key on the keyboard accidentally.

Solution: First select the text you want to reformat. Then click the Change Case tool (Aa) on the Home tab > Font group. Click the case pattern you want from the list, which in this situation is probably "Sentence case."



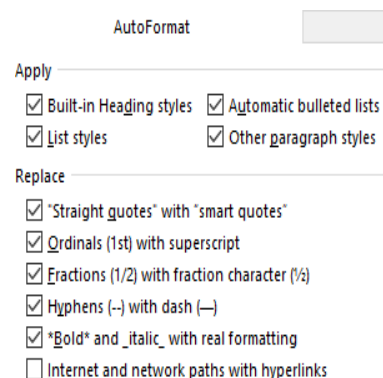
4. Sometimes you forget what version of Windows you have on your computer. "Version" includes the operating system (Windows 7, 8.1, or 10) and the Windows update version number, such as the recent update, 1803. But you're not sure how to find the answer.

Solution: To find the version of your Windows operating system, type in the Search box at the bottom left of the taskbar the word **winver**. Then click the winver run command to see your computer's details.

5. When you enter an email or web address in a document, by default Word automatically adds a hyperlink to the address. You can identify a hyperlink by its blue text and underline. Many times, you don't want the hyperlink included.

Solution: There is a way to change the setting to stop the automatic hyperlink from being added.

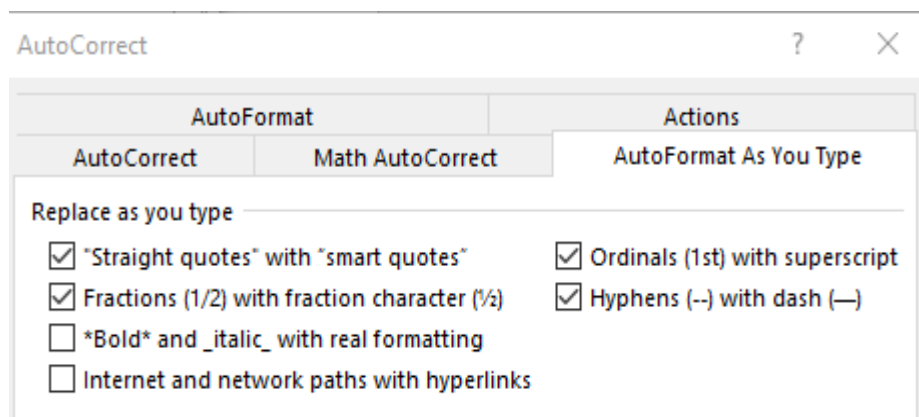
Click the File tab (top left of the ribbon), then click Options (last item on the menu). Click Proofing > AutoCorrect options > Autoformat and uncheck the last item on the Replace list, "Internet and network paths with hyperlinks," then click OK.



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Just to be safe, also click “Auto Format As You Type” and uncheck the same box there, followed by OK.



While you are in the Word AutoCorrect area, check to see if you are being bothered by any other automatic action. If so, uncheck it and click OK.

If you change your mind, return to this screen and re-check the boxes.

6. You have typed a long list of items, such as book titles, taking up several pages of a Word document. Each title is on a separate line. You would like to find out how many items there are in the list, but counting them would be tedious.

Solution: Select the entire list using Ctrl+A. Then on the Home tab - Paragraph group, click the numbering tool (top row, second from left) to place a number in front of each item. Then press Ctrl+End to jump to the end of the list, where you can view the last number. If you wish, then press Ctrl+Z or Undo to remove the numbering.

SD Card Readers

Review of presentation by Susan Malloy, Secretary,
Northern Neck Computer User Group, NY

Review by George Cadmus

December 2018 issue, The Computer Link

www.nncug.org

[geocadjr \(at\) verizon.net](mailto:geocadjr@verizon.net)

At a recent NNCUG meeting, Susan showed and explained an SD card reader that she uses. A memory card reader is a device that can read flash memory cards and transfer their contents to a computer. Flash memory cards come in various types and formats, providing removable storage for digital equipment like camcorders, cameras, MP3 players and cell phones. There are single and multiple card readers, and while the former can only read a single memory card type, the latter can read a variety of formats.

Without a memory card reader, a person has to directly connect the physical device that uses memory cards to the computer. This is usually done with a Universal Serial Bus (USB) or Firewire cable. The advantage of a

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reader is that memory cards can be read directly on the computer without attaching the device. This greatly simplifies using, storing and organizing the cards. It also saves batteries and wear and tear on the camcorder or other digital device.

It is common for people to own more than one device that uses flash memory cards, with each device using a different type of card. A multiple card reader will accept a variety of formats, making it useful for all of your memory card needs. These readers commonly feature two or more slots to accept different sized cards. Some memory card readers are extremely compact, barely larger than the cards they read. These plug directly into the USB port and are about the size of a memory stick. Others are designed to be internally installed into a free bay on desktop computers, with an array of choices between these two models. One advantage of the external model is that it is portable, able to be used with multiple computers and/or laptops in the household.

Many newer computers, including many laptops and notebooks, have a card reader built-in by default. Printers and even some monitors may have them as well, so that the information on the cards can easily be printed or displayed. Anyone who has been thinking about replacing an aging desktop, laptop, printer or monitor, might look into these options first.

When buying a reader, consumers should be sure it supports the type of card(s) required. This includes the card's capacity in addition to the format. Some models might not read flash memory cards larger than 1 GB, for example. Shoppers should also bear in mind too that a more flexible card reader that supports additional formats might make the device a little more future proof in the event that they acquire more digital devices later or replace the ones they already own.

Memory card readers are typically extremely affordable, and they can be found at many online retailers and local suppliers of computers and digital equipment.

To see a video on SD card readers, click on the link. <https://binged.it/2C6fUDg>

Taming E-mail

By Dick Maybach, Member, Brookdale Computer User Group, NJ
www.bcug.com
n2nd (at) att.net

Like many others, I rely on e-mail as my primary means of communication, and almost every day I deal with messages that are important to me. The problem of course is to sort them out from the deluge of those that are not. My e-mail vendor does a good job of removing most spam, but still much of what I do see is unimportant. Today I'll be discussing strategies to make the important messages more accessible than those that are less so. The implementation details will depend on how you access your mail, in particular whether through a Website or with a client program on your PC.

Back in the communications-by-paper era, common advice to improve your efficiency was to touch documents on your desk only once. That is, deal with them the first time you see them. Today the equivalent advice is to move messages from your e-mail inbox the first time you read them. For most messages this is read-and-delete, but you will probably want to file a few, such as those with purchase receipts.

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Touch-once is a goal, but for me at least, an unattainable one. However, by working toward it you will be improving your efficiency.

I use the Thunderbird e-mail client program, which has a message filter feature. This scans fields in each incoming message, looking at the sender, subject, body, age, size, etc., and acts according to their contents. Each can be deleted, put in a folder, marked as read, etc. Most e-mail clients and Webmail sites have similar tools.

If you correspond with only a few, you might classify as spam all messages except those on an OK list, such as your address book. You will probably have to check the spam folder fairly regularly to be sure you don't miss something important. This strategy wouldn't work for me as I run an organization's Website and sometimes get questions from its members. I do want to see these, even though I may never have communicated with the senders. Instead, I accept all messages except those that meet specific criteria.

I have found that most forwarded messages are unimportant, and many are frivolous. As a result, all messages with subjects beginning "Fwd:" are immediately sent to the FWD folder. I do look here every day or so, because these are often from friends, although almost never do they require a response, and I don't want pictures of cute animals cluttering my inbox.

There is also an Ads folder, and incoming mail from many merchants immediately goes there. This isn't spam, as I do deal with the senders and will again, but some send me several messages a week, and I have no need to deal with them immediately. Of course, it takes a while to develop a set of filters. When I get a new ad, I have to decide if this is likely to be frequent enough to make it worthwhile to define a filter. Every day or two, I do scan through the Ads folder in case there is something interesting (there seldom is) and delete everything else.

My ISP does a good job of filtering spam before I see it. Sometimes too good, I occasionally find valuable messages in the Website spam folder.

Most e-mail programs have a feature similar to what Thunderbird calls the message filter. For example, Figure 1 shows the filter to file forwarded messages.

Filter name: FWD

Apply filter when:

- ☒ Manually Run
- ☒ Getting New Mail: Filter before Junk Classification
- ☐ Archiving
- ☐ After Sending

☒ Match all of the following ☐ Match any of the following ☐ Match all messages

Subject contains Fwd:

Perform these actions:

Move Message to FWD on Local Folders

Cancel OK

Figure 1. FWD Message Filter.

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As you can see, any message whose subject contains “Fwd:” is sent to the local folder FWD. Note that some fields are drop-down lists. For example, Figure 2 shows the alternate choices to these. As a result you have considerable flexibility in setting up your filters.

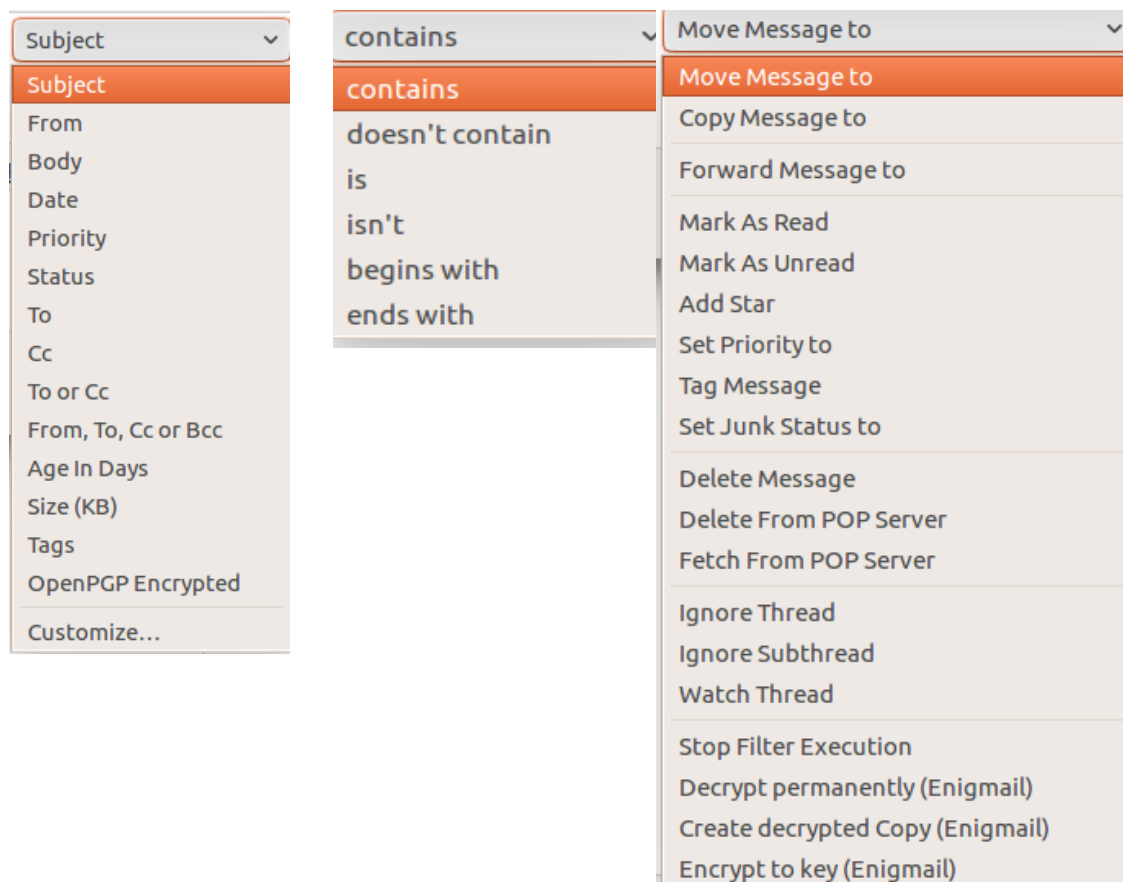


Figure 2. Alternate Choices for *Subject*, *contains*, and *Move Message to*.

Figure 3 shows the AT&T Webmail screen to define an E-mail message filter, which has features similar to Thunderbird's.

Add a new filter X

Filter Name

If an incoming message meets all of these conditions

From	<input type="text" value="contains"/>	<input type="text"/>	<input type="checkbox"/> Match case
To/CC	<input type="text" value="contains"/>	<input type="text"/>	<input type="checkbox"/> Match case
Subject	<input type="text" value="contains"/>	<input type="text"/>	<input type="checkbox"/> Match case
Body	<input type="text" value="contains"/>	<input type="text"/>	<input type="checkbox"/> Match case

Then move the message to this folder

Figure 3. AT&T E-mail Message Filter Definition.

So far, we've discussed diverting messages from the inbox, but you probably also want to organize the storage of mail you've read but need to retain. For this purpose I've created folders to collect those messages, such as BCUG, Finance, Medical, Orders, Personal, and Travel. This makes them easier to locate than if they were somewhere in my inbox.

Every so often, I delete most of the old messages, regardless of in which folder they reside. Once I've returned from a trip, I really don't need its boarding passes, and once an order is delivered, I don't need its tracking number.

Periodically, check the server, even if you download all your messages to client software on your PC. You may find a valuable message in its spam folder. It's also a good idea to clear out old messages, as occasionally there are reports of ISP break-ins. You may feel you have nothing to hide, but they probably contain details of your life you don't want in the wrong hands.

You most likely use e-mail differently than I do, and you probably use different tools to manage it, but you probably also get dozens of messages each day, making it worth taking a little time to develop an appropriate strategy to deal with them efficiently.

How to stay on course when scrolling up & down a web page

By John Krout, Member, Potomac Area Technology and Computer Society, VA
www.patacs.org
krout75 (at) yahoo.com

At a recent PATACS/OLLI meeting in Fairfax City, a question was raised about scrolling up and down a web page: why does the browser sometimes suddenly revert to the top of the page?

This experience, no doubt familiar to many of us, has to do with pointing device behavior. With a normal mouse or track ball, you click and hold the button down on the vertical scroll bar on the far right of the web page, and then drag the scroll bar up and down.

While doing that, often you are intently reading the visible portion of the web page, and not watching the mouse pointer. I run into this a lot when examining the CNN.com home page. It is easy to let the mouse pointer drift slightly right or left. When the pointer moves off the vertical scroll bar, the web page automatically reverts to the top of page.

This much I explained at the meeting.

Another member proposed a solution, one that I had not previously thought of, and I think it is a very useful solution: obtain a trackball or mouse with a vertical scroll wheel.

Instead of moving the pointer in the familiar way, simply rotate the scroll wheel. Up and down the page goes, very reliably, with no drift.

Now, if the problem described above is unfamiliar to you, then read no further. The rest of this article is a brief survey of products you may wish to know about if the problem is one you would like to solve.

After the meeting, I took a look on the Web at mouse and trackball products including such a wheel. They are not very expensive.

This is not a recommendation or a review. I just want to show you the bottom of the price range and some options.

From here on I focus on products available from Amazon because of the small commission paid to PATACS by Amazon when you use the link to Amazon appearing on the PATACS.org home page and you spend money on Amazon. The sum total of that income to PATACS from Amazon was a few hundred dollars in the last full fiscal year for the club. That is equivalent to 20+ additional dues-paying PATACS members, far more than I expected, and is why the club offers that opportunity.

I used this search on Amazon: *mouse with scroll wheel*. Then I sorted on low price to high price.

On Amazon, I found there are USB scroll wheel mice for less than \$10, and wireless and Bluetooth scroll wheel mice for less than \$20. All provide a wheel on the top of the mouse, equally accessible for right handed and left-handed use. You will see many such products, even in a choice of colors.

I happen to use a USB trackball for my desktop computer at home, partly because the open space on my desk is often not sufficient for moving a mouse around. So I also looked at trackballs equipped with a scroll wheel.

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(Continued from page 13)

I used this search on Amazon: *trackball with scroll wheel*. Then I sorted on low price to high price.

It happens that several such trackballs exist. USB trackballs with scroll wheel start at less than \$25.

Logitech tends to put the scroll wheel on top and the ball on the side, which means it is difficult for lefties. Maybe they make left handed versions; I did not nose around enough to find out.

I found a very interesting innovation from Kensington, the trackball brand that I have been using. Their trackball scroll wheel is in fact a ring around the centered trackball.

Incidentally, in that same set of Amazon search results, I also found keyboards with a trackball and scroll wheel built in. As you might guess, these are more expensive than standalone trackballs, but if your desktop real estate is extremely limited, the all in one keyboard may be of interest to you.

Kensington wired mouse



Logitech wireless trackball with scroll wheel



Kensington trackball mouse with scroll ring



PLATEAU PC USERS GROUP, Inc.

APPLICATION FOR MEMBERSHIP

____ **New Member**

____ **Renewing Member**

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer, P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable on July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting 7/1/2014 with partial years' dues as follows:

Join In	July-Sept Annual Dues	Oct-Dec	Jan-Mar	Apr-June
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

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

Last Name First Name Family Members (if family membership)

Address:

City State Zip Code (_____)
Phone Number

E-Mail address: _____

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

I have used PCs since (year): _____

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

January 2019



June 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 <u>2:00 P.M.</u> PPCUG Board Mtg.	6	7	8
9	10	11 <u>6:00 P.M.</u> General Mtg. Presentation. Followed By Q&A Session	12	13	14 	15
16 HAPPY FATHER'S DAY	17	18	19	20 <u>1:00 P.M.</u> Plateau Pho- tography Club Workshop Mtg.	21	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.](#)