PLATEAU PC USERS GROUP, INC GAZETTE

February 2020

"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"   Volume 26, Issue 2

This Month's General Meeting

Tuesday, February 11, 2020
will Start at 3:00 P.M.

FFG Christ Lutheran Church

February Presentation @ 3:00 P.M.
Favorite Utilities

This month's Meeting will be by a video presentation on **"Favorite Utilities"** by Judy Talour, President of the SCV Computer Club.

She will explain some of the computer utilities she and others use to help there computers run nearly glitch free.

A brief rundown will include the following programs:

CCleaner
Revo Uninstaller
AdwCleaner
Belarc Advisor
Avast
Malwarebyte
IDrive Backup
TeamViewer
Nitro PDF Reader
Evernote

Judy will show demonstrations of the above utilities, with many technical details, which can be used on your own computers at home, most of which are FREE.

Inside This Issue

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

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".

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Up Coming Meeting for March 2020
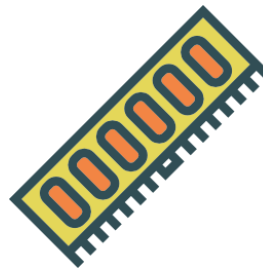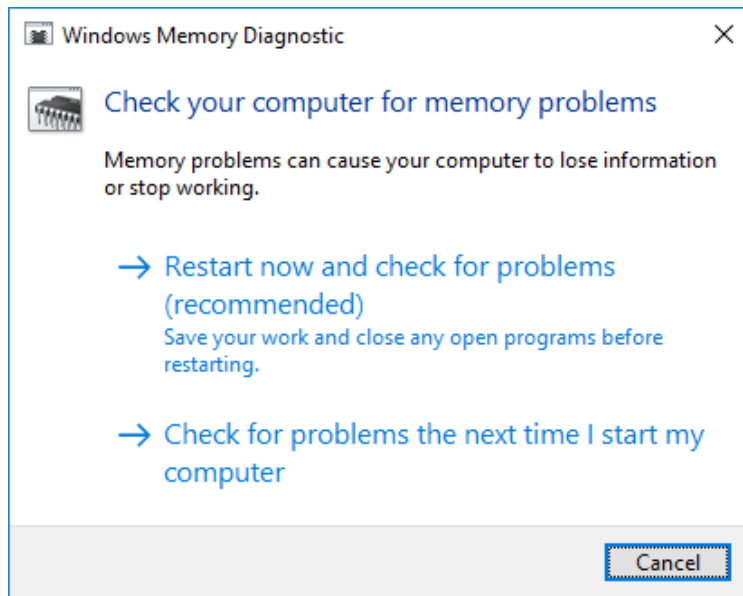## Note: Winter Hours 3:00 P.M.

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Tuesday, March 10, 2020. at 3:00 P.M**

Cool Tips & Sites

Memory Troubles

Faulty memory can cause all kinds of off computer behavior, and not only are memory problems behind odd issues, but they can also be difficult to detect, too. Luckily,

Windows has a RAM checker that can help identify issues. Go to Start, type **Memory**, and then click on the **Windows Memory Diagnostic** link.

Windows will reboot your computer, run a check of your memory, and let you know if it detected any problems.

** Visit the PPCUG Website **
At: 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
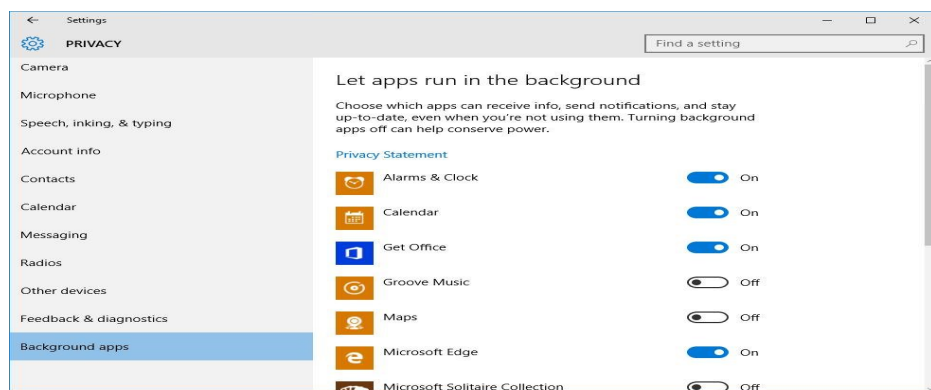**jackal33980@gmail.com** (931) 239-0877

PPCUG Members and Guests at our General Meeting about the Windows 7 Security Sunset presentation

<u>Disable Background Apps</u>

Some apps run in the background, and they take system resources and heat up the PC. So, it's better to disable them and start them when you need them. This will help you to speed up the system performance.

Follow these following steps to turn off background-running apps:

- Firstly, select the **Start** button and go to
- Click **Privacy**, go to the last option in the left panel called **Background apps**.
- Switch off the toggles to turn off background apps you don't need or use.
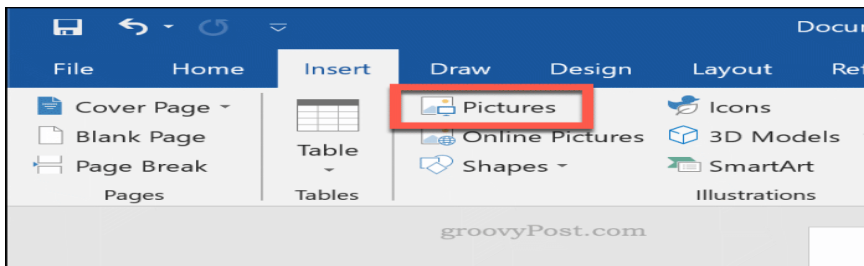
How to Edit Images in Microsoft Word

By Ben Stockton

You don't need expensive photo editing software like Photoshop to edit photos and other images for Microsoft Word documents. Although the **Microsoft Office Picture Manager** has been retired, there are still plenty of built-in tools to edit images in Word.
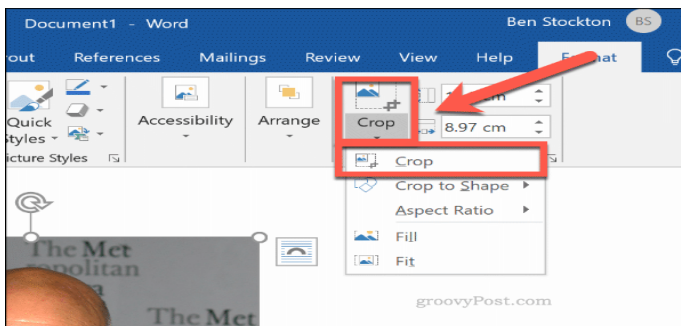
Microsoft Word allows you to format colors and brightness, add borders, crop image sizes, add special effects and more, so here's how to do it. While the instructions may vary, these instructions should work for Word 2016 and onward, including Office 365 and Online.

Cropping Images in Microsoft Word

There are a few ways to crop an image in Microsoft Word. Start by inserting the image into your Word document (**Insert > Pictures**) and selecting the image.
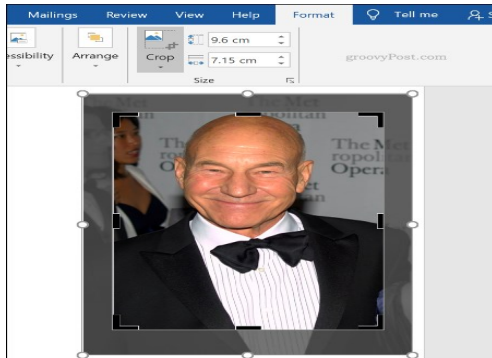

To begin formatting your selected image, click **Format > Crop** (or **Format > Crop > Crop**). You can also enter the image cropping mode by **right-clicking** the image and selecting **Crop**.

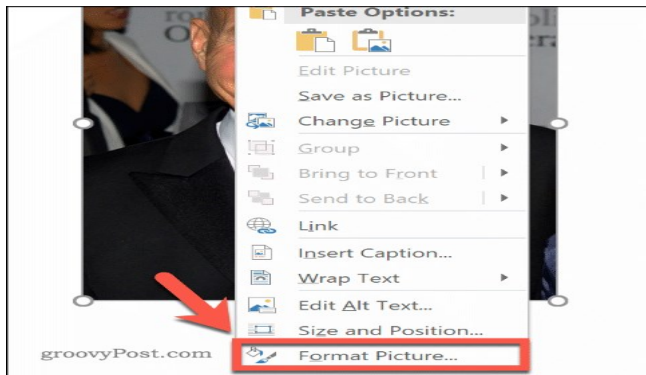This will change the outline around your image from resizing to cropping.

Move the crop outline tools around your image to reduce the image area to its final size. Greyed out areas will be removed from the final image once the crop edit has been confirmed.

Once you're happy, **click once** outside of the image, or press **Enter** on your keyboard.
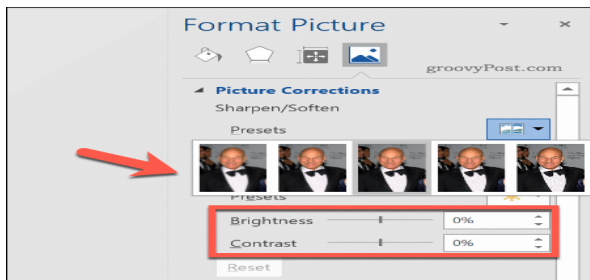

Formatting Image Colors

Word allows you to format the colors used in your image without needing to export it to a photo editor first. You can customize the image sharpness, brightness, saturation, tone, and contrast levels, either manually or using one of several preset filters.

To access the image formatting tools, **right-click** on your image and press **Format Picture** at the bottom.

This will bring up the Format Picture menu on the right-hand side. Click the **Picture** icon (furthest right) to access the image color editing tools.
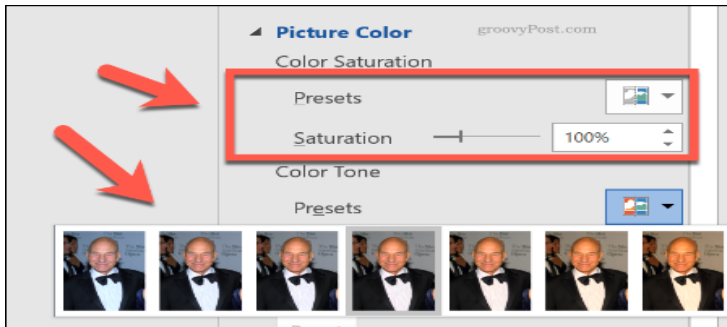
Under **Picture Corrections**, move the sliders for each category to sharpen or soften an image, or to increase or decrease the brightness and contrast levels. You can also click **Presets** for each category, select-ing one of the thumbnails to apply those changes to your image instead.

Under **Picture Color**, you can change the tone and saturation levels for your selected image. Move the sliders for each option left or right to increase or decrease each level.
Click **Presets** to set these levels using one of the provided preset options.

If you're unhappy with any of the color changes you've made, click the **Reset** button underneath each category to return your image to its original state.
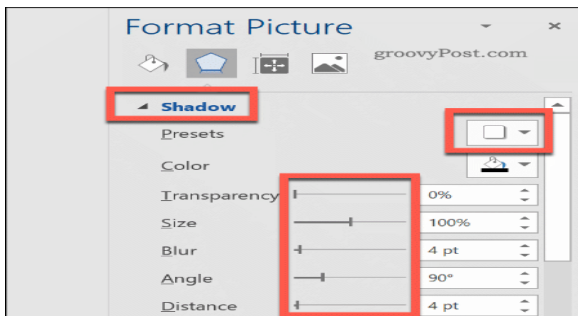
Adding Special Effects to Images
Microsoft Word also includes a number of special effects that can be easily applied to images. These include image shadow, glow, and reflection, soft edges, as well as a 3D bevel effect.
To add these special effects, enter the **Format Picture** menu (**right-click > Format Picture**) and click the **Effects** icon (second from the left). Click on each sub-category to access each setting.
To add a shadow to your image, click **Shadow** and move the sliders to set transparency, size, angle, color, etc.

You can also click **Preset** to preview and add a Word-defined drop shadow instead.

Click **Reflection** and follow the same instructions to add a custom or preset image reflection to your image. Do the same to **Glow** to add an image glow, and **Soft Edges** to soften the edges around your image.
To add a 3D bevel effect to your image, click **3-D Format**. Select the effect you want for both the top and bottom sections of your image by clicking **Top Bevel** and **Bottom Bevel**, selecting one of the pre-defined options.
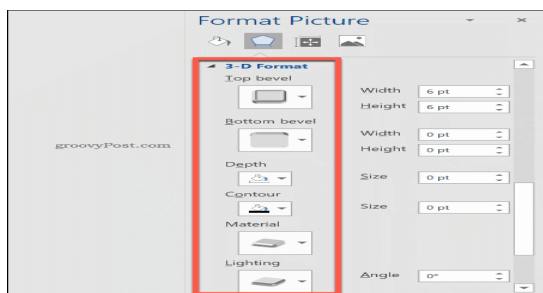You can also customize the depth, contour, material effect and lighting levels for your 3D bevel effect

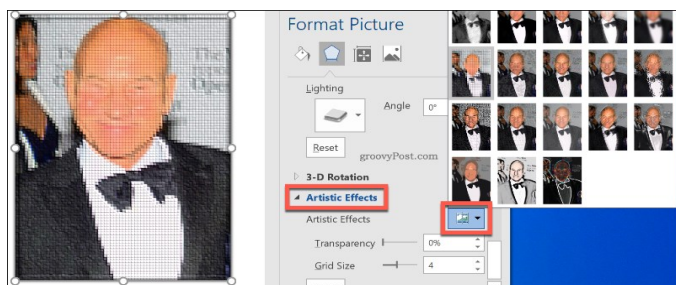using the drop-down menus and option boxes.

You can also add one of several preset artistic effects to your image. These combine several effects into one to change your image design.

To do this, click the **Artistic Effects** sub-category, then click the **Artistic Effects** icon. Select one of the preset options using your mouse to apply it to your image.
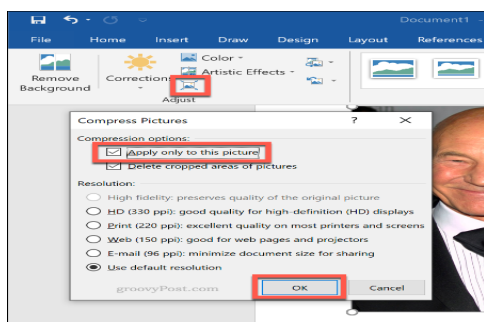

Compressing Images in Microsoft Word

Adding images to a Word document can vastly increase the size of it. By **compressing the images**, you can reduce the file size of your document as a whole.

To format a single picture, click **Format > Compress Images** and make sure that the **Apply only to this picture** checkbox is enabled. If you want to compress all of your attached images, click to uncheck this checkbox.

Compressing images will reduce the quality on a sliding scale from HD quality (**330 pixels per inch**) to basic email quality (**96 pixels per inch**)

.

The higher the quality, the bigger the Word file, so choose your preferred quality, then click **OK** to compress your images.

Basic Image Editing Made Easy
These editing tools make it easy to make basic changes to images in Microsoft Word. You can also **resize images in Windows 10** without needing an image editor, too.

If you do find yourself needing to make bigger changes to your images, you can try some of these **free Photoshop alternatives** instead.

How to Install the new Microsoft Edge Browser
By Brian Burgess
Last Updated on January 16, 2020

Microsoft this week is **officially launching** the final version of its new Edge browser. It's based on the Open Source Chromium code as Google Chrome and is available on Windows 7, 8, 10, and macOS. It's also available for Android and iOS with a version for Linux coming later this year.
The new Edge is going out to Windows 10 users automatically in a staggered rollout via Windows Update. But anyone can download and install it now.
Installing the browser is a straightforward process. However, there are a few advanced features you might want to note when installing it on your system.

Install the New Microsoft Edge Browser
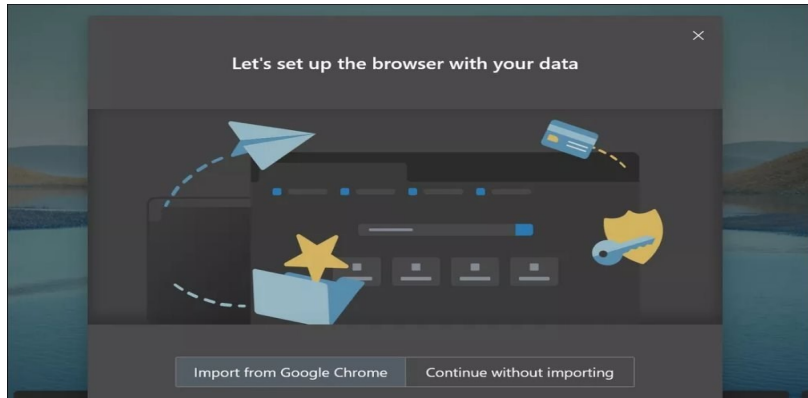To get started head to the **Microsoft Edge download page**.
Then click the **Download** button for Windows 10 or click the dropdown to choose the OS you want to install it on. Note that the links for the mobile versions will kick you over to the respective app store.
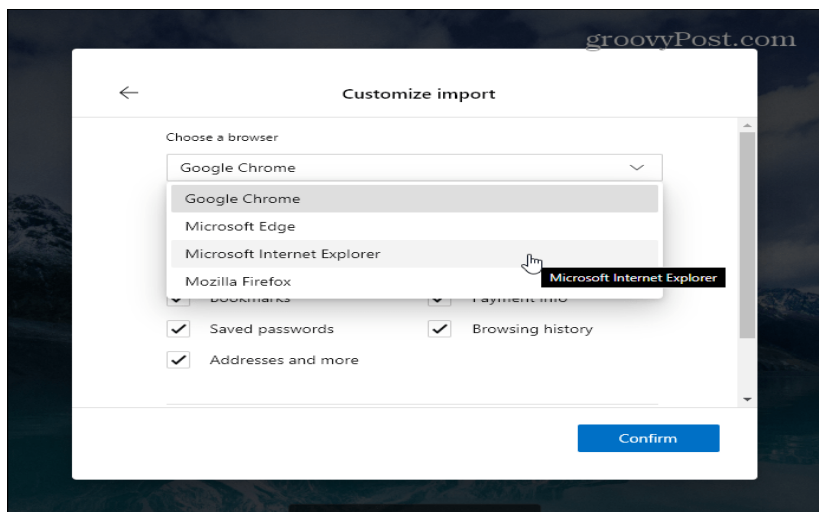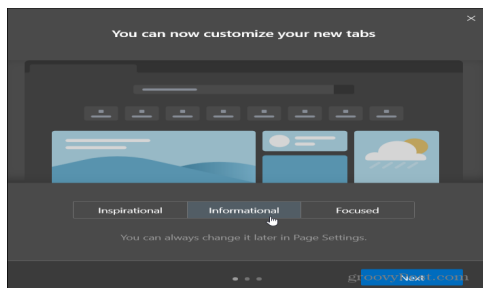
Once you run the installer you will be greeted with the welcome screen. Here you can choose to import data from Google Chrome. Or, if you want to start with a clean slate, click the **Continue without importing** button.

If you want additional options, click the **More import options** link. Then you can choose the browser and type of data you want to import into the new Edge.
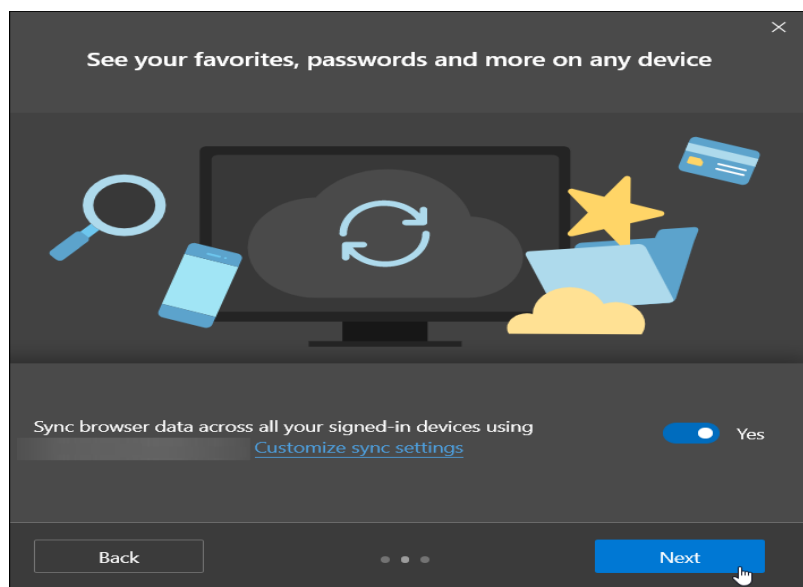

Next, configure your new tabs. There are three different layouts including Inspirational, Informational, and Focused. Note that you can change the layout later in settings.
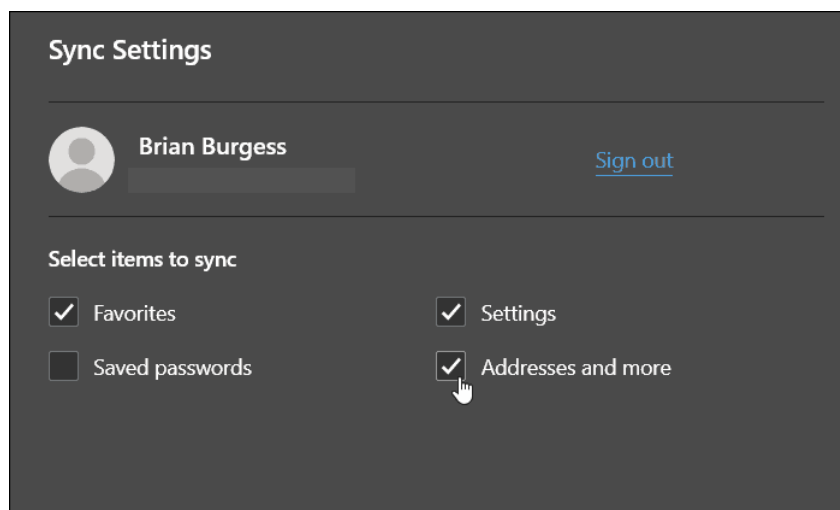
Then configure how you want your data to sync to other devices you're signed into with your Microsoft account. If you click **Next** here it will sync favorites, saved passwords, settings, addresses and more. If you don't want to sync browser data between just toggle the switch to **No**.

To choose which data to sync click the **Customize sync settings** link and choose which items you do or don't want. Here you can also sign out of your Microsoft account.

On the final screen, you can choose to keep or disable Microsoft's personalized ads, search, news, and other items. Microsoft boasts the privacy aspect of the new browser, but like Google, it makes money from advertising.

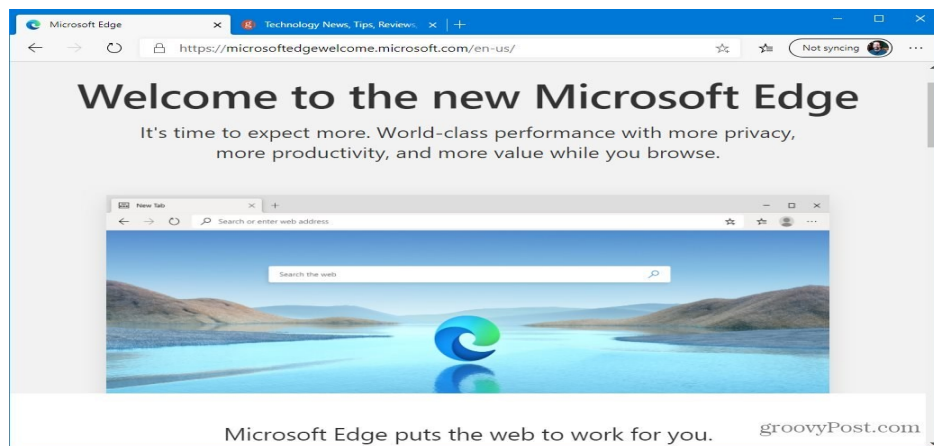But here it does give you the choice to opt-out. If you don't want to share your browsing and search history flip the switch to **No**. When you're finished click the **Confirm** button.

Start Using the New Edge
That's it. Now you can start browsing in the new Microsoft Edge browser. If you're already a Google Chrome user, you'll find that Edge is easy to dive into and start using.

The new version of the Edge browser supports 4K streaming, Dolby audio, and inking in PDF support. In addition, it includes an Internet Explorer mode which is aimed at business users.

New Microsoft Edge on Mobile
The new Microsoft Edge is also available for **iOS** and **Android**, too. After installing it, make sure to sign in with the same Microsoft account that you use on your computer to sync favorites, settings, passwords, and other data
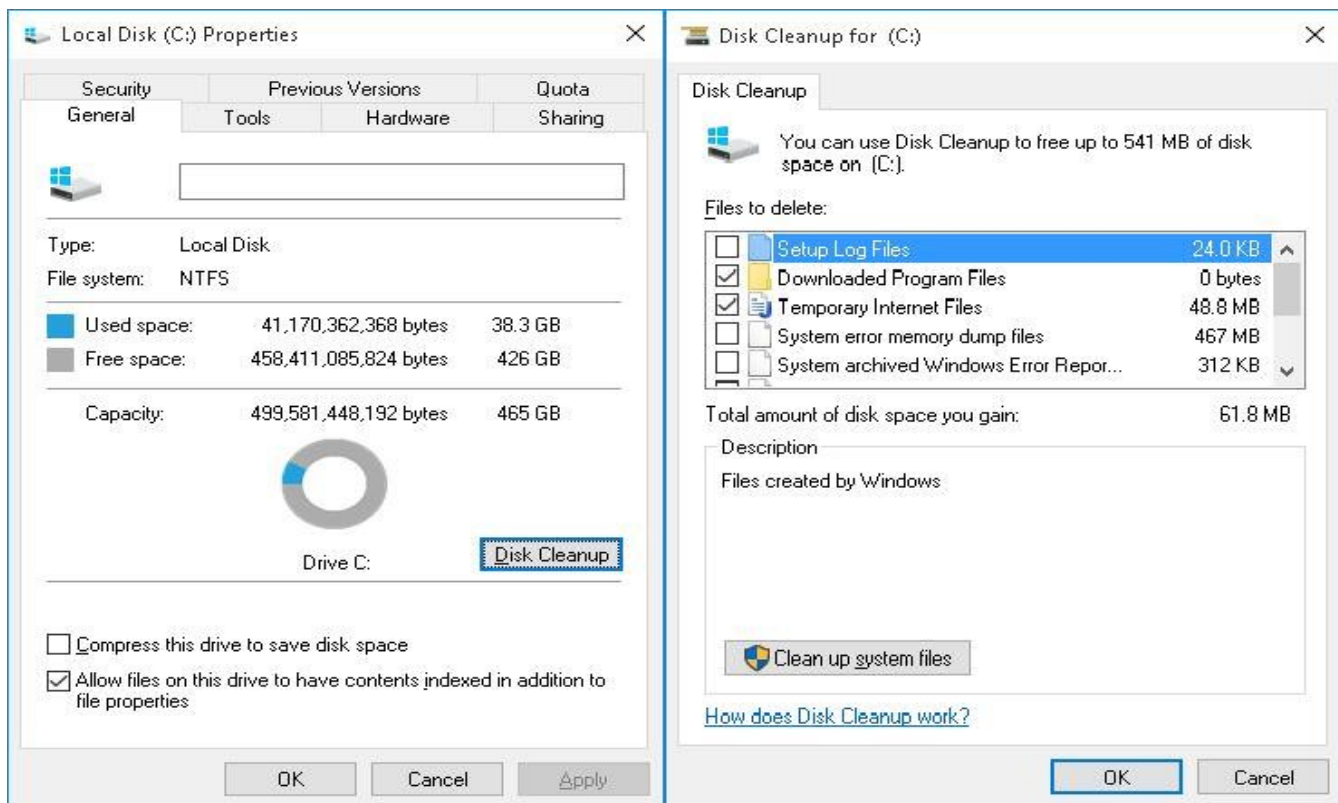
Best Uninstaller for Windows 10

Clean Up the Disk

After using your computer for some time, it gets filled with lots of useless data that lodges space. These can be a headache as they cause a huge amount of performance degradation of windows 10. That's why you need to get rid of them.

You have to run Disk Cleanup to free up space on your system, and for that, you need to perform these steps:

- Click **Start** and then go to **File Explorer**. After that click **This PC**.

- On the right side, under **Devices and Drives**, select the **Local Disk (C ⧠** and then click and choose the last option **Properties** from the context menu.

- Then, switch to the **General tab** and under **Capacity**, click on **Disk Cleanup**

- After the tool completes scanning your system for removable files, you can select the category of files you wish to delete and click **OK** to remove them.

Did Ring employees spy on you?

You've probably seen the headlines - *Ring doorbell employees fired for spying*

The way the news has headlined this you'd think groups of employees from Amazon's Ring Doorbell division were sitting around spying on your home all day. Don't panic just yet. Amazon did fire four separate employees over the past for years for violating the privacy of customers. That's certainly not good news but that doesn't mean dozens of employees are not watching the live feed from your doorbell cam.

Ring Doorbells have ballooned in popularity. These motion-activated doorbells let you see who's at your door and talk to them by checking an app on your phone. You can do this whether you're home or in Timbuktu. You'll also get a recording of what happens on the front porch that you can access later. All without having a wired security system. These recordings have been used to catch package thieves and other criminals. But, as with any video recording stored in the cloud, there's the chance someone might look at your stuff.

Everyone who works at Ring doesn't have access to your video feed. According to Amazon, employees are only allowed to access your stored videos if you give them permission and only for the purpose you've contacted them for. (Most likely some type of troubleshooting.) In the past four years, four employees who had been given permission by consumers to access their videos looked at more data than was necessary to the task at hand. All four employees were fired. Amazon says that it also monitors any authorized employee access to data and makes sure employees are looking at anything more than they need.

This admission from the company came in response to a letter from U.S. Senators looking for answers about privacy concerns. The letter was prompted by reports that Ring's development team in Ukraine had unrestricted access to the stored data of all users. Amazon denied that claim, saying that no one has unrestricted access to customer data and video and that employees only have access to public videos of people who have chosen to share the videos with them.

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 _____ _

l have used PCs since (year): _____

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

_____

_____

_____

January 2020

March 2020

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