Member of APCUG — An International Association of Technology & Computer User Groups

This Month's General Meeting
Tuesday, November 12th
will Start at 3:00 P.M.

FFG Christ Lutheran Church

This Month's November Meeting

Taking Control of your Passwords

This month's program will use a "apcug" video format which will cover "Taking Control of your Passwords" presented by Joe Kissel the author and publisher of many "Take Control Books".

Managing passwords is mandatory to keep information as secure as possible. This video will cover the need for strong passwords, creating strong passwords and the value of password management software.

Also the use of a password manager is very convenient and easy to use, and generating strong passwords is a necessity for security.

Full information will be shown in this video.

The program will be moderated by
Carl Nordeen.

Note: We do not publish an issue in December, so this will be the last Gazette for 2019

We wish you all A Happy Holiday Season and a successful New Year

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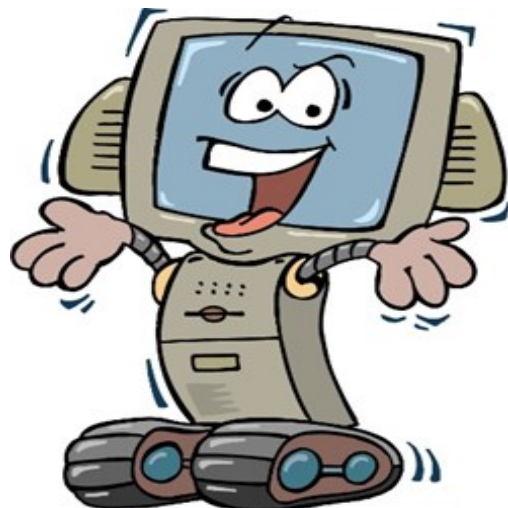
Up Coming Meeting for January 2020
Note: Winter Hours 3:00 P.M.

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Tuesday, January 14, 2020. at 3:00 P.M**

Cool Tips & Sites

Windows 10 "Apply color filters"

Make photos, text, and colors easier to see by applying a color filter to your screen. Color filters change the color palette on the screen and can help you distinguish between things that differ only by color.

·   To apply color filters, select the **Start** button, then select **Settings** > **Ease of Access** > **Color filters** , and choose the options that work best for you.
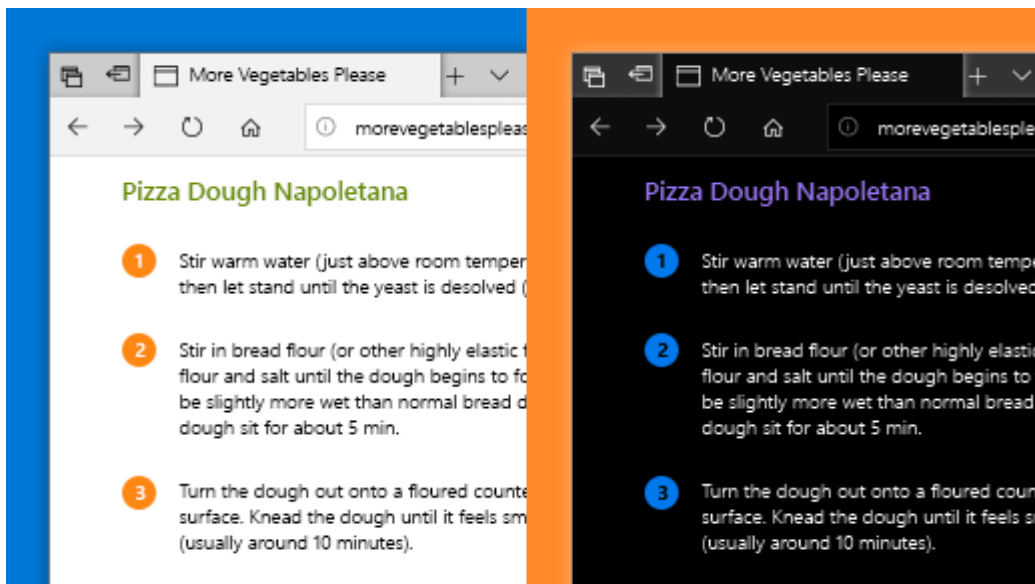
·   To turn on and turn off your color filters quickly, select the **Start** button, then select **Settings** > **Ease of Access** > **Color filters** , and select **Allow the shortcut key to toggle filter on or off**. Then press the **Windows logo key** + **Ctrl** + **C**.

**** 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
ambaker@citlink.net (931) 239-0877

Settings – What happened to Control Panel?

Author: Phil Sorrentino, Contributing Writer, The Computer Club, Florida
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Way back in the days of Windows 7, the Control Panel was the way we adjusted the operation of certain parts of the Operating System. Control Panel was easily found because it was in a short list of options when you clicked the Start button. When you clicked "Control Panel," you were presented with a set of Apps (originally called Applets), that would allow you to change the way certain features operated. (To get this list you had to choose "View by Icons" rather than "View by Categories.") The list of Apps included, Display, Keyboard, Mouse, System, Default Programs, Power Options, Programs and features, Folder Options, Network and Sharing, Device manager, just about all the features that you can adjust. Maybe the statement at the top of the set of Apps was prophetic in its language. The Apps were introduced by a text line that said, "Adjust your computer's settings." And maybe the thought of Settings was carried over from the Smartphone world, (i.e. Apple's iOS and Google's Android) just about when Windows 10 was being developed. No matter how it evolved, Settings seems to be the preferred term for the place to go to change the way the device operates.

"Settings" has become a common feature on many computing devices. It even shows up on other things like electric ovens, exercise machines, thermostats, and kitchen appliances. So now Settings is the place to set many of the features of Windows 10. Yes, Control Panel still exists, but it is not as apparent, or easy to find. It seems like it has been moved to different places in different Windows 10 editions. But, fortunately, you can always find it just by clicking the "Type here to Search" circle next to the Start button, and then typing "Control" into the Search bar.

You may not even have to go to Control Panel for most of the things you may want to change, because clicking Settings will more than likely get you there. And, Settings is very easy to find; just click the Start button and the Settings icon, which looks like a gear, appears right above the Power icon. Click the icon and you will be shown all the Settings categories. Just to add a little confusion, these new categories are not the same categories that are used in Control Panel, although some of the titles will be familiar. The Settings screen on one of my machines is as shown here:

Windows Settings

Find a setting

System — Display, sound, notifications, power

Devices — Bluetooth, printers, mouse

Phone — Link your Android, iPhone

Network & Internet — Wi-Fi, airplane mode, VPN

Personalization — Background, lock screen, colors

Apps — Uninstall, defaults, optional features

Accounts — Your accounts, email, sync, work, family

Time & Language — Speech, region, date

Gaming — Game bar, captures, broadcasting, Game Mode

Ease of Access — Narrator, magnifier, high contrast

Cortana — Cortana language, permissions, notifications

Privacy — Location, camera

Update & Security — Windows Update, recovery, backup

Notice that they are not is alphabetical order. Note too, that System is the first category, so Microsoft must consider these to be important settings. Here are the items in the System category:

Display. Here you will find Display-related information and settings. The first setting is "Night light," which allows you to set a schedule for the Night Light and set the "Color temperature at night." The introduction explains that "Screens emit blue light, which can keep you up at night." So, by using warmer colors, there may be less interference with your sleep. (I'm only the messenger.) Here is where you can "Change the size of text, apps, and other items," if so desired. The Resolution of the display is another setting that can be changed. (Keep in mind that if you choose a higher resolution, the text and pictures on the screen will be smaller, so if you want larger items on the screen, you will have to lower the Resolution. I know that sounds counter-intuitive.)

Sound is where you choose your output or input devices, volume, manage your sound devices and troubleshoot those devices.

Notifications & actions is where you set up the Quick Actions, the icons you see when you click the Action Center icon at the right-hand end of the taskbar. (Clicking the Action Center icon also shows you any notifications that are available.) This is also where you get to determine the notifications you can receive, and who can send you notifications.

Focus Assist is where you can choose which notification you'd like to see and hear so you can stay focused. The rest will go straight to the action center where you can see them any time.

Power & sleep. You can customize how long the screen will stay on after the last keystroke, and when the computer will go into the sleep mode. If you have a laptop, these settings are made for both "On battery power" and "When plugged in."

Battery. Here you will see a battery charged percentage indication and if you click "Battery usage by app," you will see how the battery is being used by various Apps. Battery saving options are also shown here.

Storage is where you can see the size of each local storage device (drive) and how much is being used. There are also a few storage related items here such as "Change how we free up space," and "Manage Storage Spaces." You will probably want to customize these options. You will also find "Change where new content is stored," which determines where various file types, like documents, music, and pictures will be stored.

Tablet mode optimizes your device for a touch screen so you don't have to use a keyboard and mouse.

Multitasking gives you control of the "Snap" feature, that is the ability to snap windows into half the overall screen. This can be useful if you want to Copy & Paste between two documents.

Projecting to this PC gives you the ability to wirelessly project some Windows and Android devices to your device. If you give presentations, turn on "This PC can be discovered for projection only when it's plugged in."

Shared experiences lets Apps on other devices open and message apps on your device, and vice versa. This feature improves the ability to share documents and apps among all of your devices and may or may not be useful to you.

Clipboard. You can save multiple items to the clipboard to use later as well as sync them across devices, pin frequently used items, and clear the clipboard data.

Remote Desktop lets you connect and control your PC from a remote device by using a remote desktop client. **Note:** You never want to enable this unless you completely trust the person who wants to take over control of your PC. You might do this if someone you know and trust is trying to help you with something and they are at a remote location.

About contains a lot of device specification information. This is where you will find hardware information such as Device name (with the ability to change the name), Processor type, Amount of memory, and the system type, 64bit or 32 bit. Here you will also find Software information such as the Windows 10 edition, like Windows Home or Pro, and the version number.

"Settings" is a very important and comprehensive part of Windows 10. In this article, we have only reviewed the first category, System; there are 12 more categories full of various types of settings. Stay tuned.

Playlists – Use them to enjoy your music

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August 2019 issue, The Journal
The Computer Club, FL
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A Playlist is a list of files that can be played back on a media player. If the files are pictures and the media player is a picture viewer, you have a slideshow. If the files are audio files and the media player is a music player, you get music played for as long as the list continues. If the files are video files and the media viewer is a video viewer, you may get an afternoon at the movies. Typically, with a play list, the files can be played back sequentially for an orderly experience, or in a shuffled order for a little more excitement.

Audio playlists are a great way of enjoying your digital music. Each tune to be enjoyed must be in one of the music file formats that are popular, .mp3, .wma, .wav, etc. .mp3 is probably the most popular. .mp3 is a lossy compressed format where the resultant files are about 1 tenth the size of the original file. But in the process of compressing the file some of the quality is lost. The quality that is lost is in the higher frequencies, where the human ear begins to attenuate as we age, so many of us older humans may not really be missing that much. (.wav files are lossless, uncompressed files, so if you want all of the quality, you should probably save your music in this file format when you get them; after all, nowadays storage is cheap.) By the way, Windows comes with a great application that you can use to get all of your music from your CDs - it's called Windows Media Player (WMP) and allows you to "rip" your music files from your CDs (which is absolutely legal). It defaults to creating .wma files, so make sure you change this (in the Options) to .mp3 if you want .mp3 files. There is also an adjustment for the audio quality; the higher the number the better the quality, but the larger the file. So, once you have all of your music stored in a music database, you can start to create the playlists that will use the music files. WMP can also help you in this task. I've used WMP to create many playlists, some of which are called Love Songs, Assorted Favorites, Fun Songs, Songs from an Earlier Period, Folk Songs, Country Songs, etc.

So technically, a playlist is a file with a playlist file type. Many playlist file types have been defined such as .zpl used by the Zune Media Player (probably not many of those around), .wpl defined by Microsoft and used in WMP, .m3u originally created by WinAmp and used in the very popular free WinAmp music player, .vlc, a format used by the VLC Media Player which has the same format as .m3u except for the .vlc designation, .pls a format similar to the Windows .ini file type, and others. Currently, .m3u seems to be the most widely used file type. In my opinion, to keep your playlists most versatile, I would use the .m3u file type; but if you were going to only use WMP then .wpl would be a good choice. (WMP is setup by default to create the .wpl file type. If you want WMP to create a .m3u file type, you can change this after you have put together a list of tunes for a playlist. Right after you click "save list" you will have an opportunity to change the file type to .m3u.) In addition to being versatile, .m3u files can be easily modified, should you want to take on this tedious job. They are just text files with a simple format and can be opened with the "Notepad" word processor.

To do this, just go into Windows Explorer and right click the playlist and then choose "Open with…" and choose Notepad. Each line in the file defines the location of a tune to be played, and comments can be added to the file because text lines that start with "#" are ignored. Any helpful information can be put in the comment line. Keep in mind, the tune file name used in the playlist must be exactly the same (character for character) as the tune file name in the tune database.

Here are a few lines from a .m3u playlist:
John Denver
\MP3Music\PopMusic\John Denver - Annie's Song.mp3
Alabama in Country Folder
\MP3Music\Country\Alabama – Give Me One More Shot.mp3

The first line starts with "#", so this is just a comment line and essentially nothing will be done. The second line defines the location of a tune. In this example, the tune is Annie's Song and it is by John Denver. (When you "rip" a song from a CD you have choices as to how the tune file will be named. I have chosen to title all of the tunes in my Music database as "Artist" – "Tune Title". This allows me to see all of the tunes from a particular artist in alphabetical order when I look at the Music folders using Windows Explorer.) When the music player gets to this line it will retrieve the file "John Denver – Annie's Song.mp3" from the folder "PopMusic" and start to play (process) it. Note that the "PopMusic" folder is in the MP3Music folder, which is the name of the folder that holds all of my tunes. "MP3Music" also holds folders for many other music genres, such as "Country", "R&R", "PreR&R", "BigBands", "Holiday", "Jazz", "Classical"; you get the idea. So this line is like a road map to where the tune can be found. The third line starts with "#" so, again, it's a comment and nothing will happen. But the fourth line is another tune to be selected. This tune is in the "Country" folder which is also in the MP3Music folder. So when these four lines in a playlist are encountered, first "Annie's Song" will be played and after that is finished, "Give Me One More Shot" will be played. Fortunately, all the hard work of creating a playlist is done for you by the App that you are using to create and play your playlists.

WMP is especially easy to use because gathering your tunes for a playlist can be done graphically by just dragging and dropping your selections from the tune (music) database into a playlist area, and finally clicking "save list", and then you are done. Now, all you have to do is start the play list and sit back and enjoy the music.

File Explorer – Files, Folders and Beyond!

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July 2019
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File Explorer is an integral part of Windows 10. You might have even heard that it is the "Keys to the Kingdom." File Explorer, as you probably know, provides the ability to work with, and manipulate, the Files and Folders on your computer Files are the basic elements that we collect and use Folders are the infrastructure that we create to allow us to manage the store house of knowledge that is in the collection of files So with File Explorer you can create new folders to organize your data. You can Move or Copy files and/or folders to new locations. You can even examine the properties of a file or folder And File Explorer is the component of the Operating System that provides a Graphical Interface so we don't have to remember any arcane commands for a command line interface These basic features have been available as long as File Explorer has been part of the Windows Operating System (circa the hazy past when Windows 95 was new).

A File Explorer window provides a lot of information about your computer There are three main areas of interest in the window, the (context sensitive) Ribbon, the Navigation pane, and the Contents pane (Yes, I know you can add a third pane to the right of the Contents pane which then provides further information about the item selected in the Contents pane, but that's just icing on the cake.) The Ribbon provides the set of tools that can be used, based on the selection in the Navigation pane and the Tab (above the ribbon) selected The Navigation and Contents panes are below the ribbon, Navigation on the left, and Contents on the right These two panes allow you to review and modify the collection of files and folders on your computer When you highlight an item in the navigation pane, the contents thereof are shown in the contents pane This allow you to easily move or copy items using "Drag and Drop", always moving items from the right (Contents pane) to the left (Navigation pane) Of course you can also use the keyboard commands for Cut (Ctrl-X), Copy (Ctrl-C), and Paste (Ctrl-V) to accomplish the same move or copy.

When you first open a File Explorer window, it will be focused on the Quick Access area by default (unless you have attended the File Explorer class and have made the suggested change to focus on "This PC." This can be done by selecting the View Tab and then clicking on the "Options" button, choosing "change folder and search options, and finally selecting "This PC" in the popup window). Focusing on Quick Access doesn't provide many new features, but if you change the focus to "This PC," either manually by clicking on "This PC,' or making the change described above, you will have the ability to get to some useful areas.

Here are the controls you will have available when you focus on "This PC" It is probably obvious that "This PC" is your computer, whereas, Quick Access is quite different. Quick Access is an automatically populated list of recently accessed files and frequently accessed folders, which will probably change automatically, over time. (This may lead to confusion if you get used to using Quick Access because of the fact that its contents may change without your provocation or knowledge.)
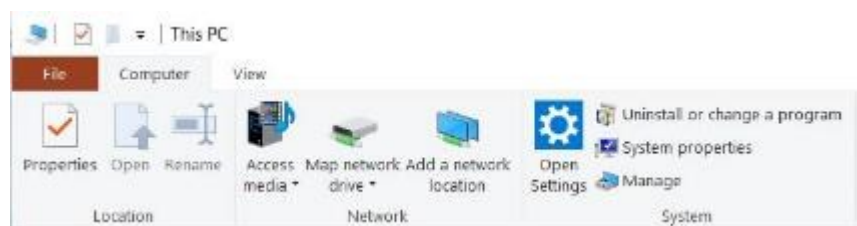
The first item that is available on the ribbon is "Properties." Click it and you will see information about your computer's Hardware and Software. Yes, this is the Control Panel's System page, but now it is easily available whenever you have a File Explorer window open. Next on the Ribbon are Network features. If you have a home network of computers this can be helpful, if you don't have a network move on to the System group. Here you can immediately get into Settings by clicking on "Open Settings" (this is probably not terribly valuable because Settings can easily be accessed via the Start button which is always available on the Taskbar). The next item in the System group may be more useful; it is "Uninstall or change a program." This is a quick way to get to the App option in Settings. Here you will see a list of all of the Programs (Applications) installed on your computer. This is where you can Uninstall a program or possibly modify its operation. The next item, "System Properties" is another choice from Settings; the "System-About" screen This screen shows the Hardware (Device Specifications), gives you the ability to "Rename this PC," and provides a summary of the Security features being employed by Windows, such as "Virus & Threat Protection" and "Firewall & Network Protection." Clicking "See details in Windows Security" immediately gets you to the Windows Security page in Settings.

The last item in the system group is Manage. This provides entry to "System tools," "Storage," and "Services and Applications." I know you can get there via the Control Panel by selecting "Administrative Tools," and finally selecting "Computer Management," but this is a much easier way to get to these areas. System Tools includes a few useful tools like a Task Scheduler and Performance monitoring tools. Storage provides "Disk Management" which allows you to look deeply into your hard drive partitions. This is a place you may only want to view, and not try to change anything unless you have very good directions and the phone number of someone who can get you out of any trouble, should you get into trouble. The last area is "Services and Applications" which provides a view into the "Services" that are part of Windows 10. Services are software programs that are part of your system. The Services view shows you all the many Services and whether they are running or not. This view allows you to change how some of the services are started and how they run. This area should mostly be considered Off Limits, again unless you have very good directions for a particular change. (And you may someday find yourself in this area if you're trying to troubleshoot a strange problem, but most of this should be left to someone with a lot of "under the hood" experience.)

All of the tools mentioned so far are available because "This PC" has been selected in the Navigation pane, and the "Computer" Tab was selected. (Remember that the ribbon is context sensitive; meaning that, based on the selection in the Navigation pane and the Tab selected, certain tools will be available on the ribbon). So, there are other tools that are specifically for use with your disk drive that become available on the ribbon when you select your hard drive, typically the C: drive in the Navigation pane and then choose the "Drive tools" tab. Here you will find tools for Optimizing, Cleaning Up, and Formatting disk drives. You may not use these tools very often, but when you need them they will be easily found File Explorer's ability to organize and access our data with all of these tools and features, guarantees it will continue to be the "Keys to the Kingdom."
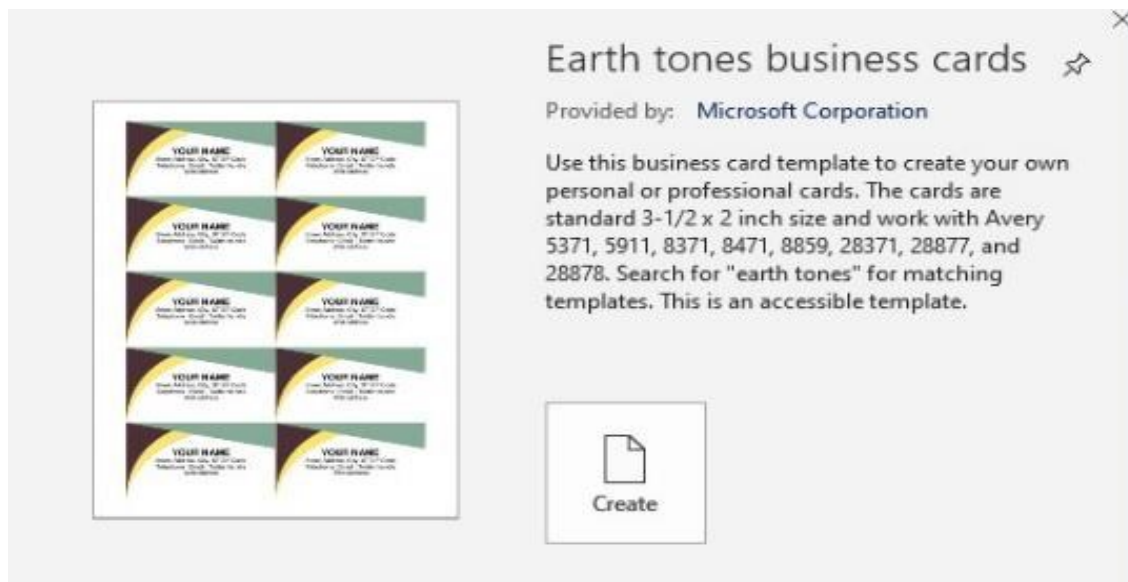
Make Life Easier with Office Templates

Author: Nancy DeMarte, 2nd Vice President, Sarasota Technology Users Group, FL
August 2019 issue, STUG Monitor
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It never hurts to make life easier, especially when we have necessary tasks to do. Recently, I revisited an old, but underused feature of Office: Templates. I was surprised to find many new templates and easy ways to search for, create and personalize them.

What is a template? It is a predesigned document that you can customize. You provide content like text or pictures within a professionally designed structure. Most templates include guided instructions within the template. Office templates cover a range of different purposes: business or personal cards, brochures, flyers, calendars, and more. Templates are available in Word, PowerPoint, Excel, and Publisher in both the Windows and Mac Office suites.

I was looking recently for a new design for my personal cards. When I opened the Word application, I saw several templates next to and below Blank document, with many more available free online.

I typed 'Personal Cards' into the **Search box** and pressed Enter to reveal a collection of card templates. I chose one called "Earth tones business cards" and clicked it. Then I took a few minutes to read the descriptive details and wrote down the card size and product numbers for card paper compatible with my cards. Finally, I clicked Create to open the template.

Earth tones business cards

Provided by: Microsoft Corporation

Use this business card template to create your own personal or professional cards. The cards are standard 3-1/2 x 2 inch size and work with Avery 5371, 5911, 8371, 8471, 8859, 28371, 28877, and 28878. Search for "earth tones" for matching templates. This is an accessible template.

Create

Customizing this template was easy. I clicked inside the top left card, selected YOUR NAME and typed my own name in its place. When I pressed Enter, all the other cards on the template displayed my name, too. The same was true for the other data. The whole process took no more than ten minutes. Now I had a sheet of professional-looking cards ready to be printed as soon as I purchased one of the compatible card packages at an office store.

Templates in Excel: Next, I opened Excel to see what templates were available. I wanted to find a cal-
endar with a page for each month to personalize for my extended family. In Excel, I found a calendar I liked
called Seasonal Photo Calendar.

I read the details carefully before clicking Create. Once I downloaded the calendar, I began by clicking
January at the bottom of the screen. Then I checked the Calendar settings for Year (2019), and Week Start
(Sunday) to make sure all dates in 2019 would appear on the correct days of the week. Of course, this can be
modified for the next year.
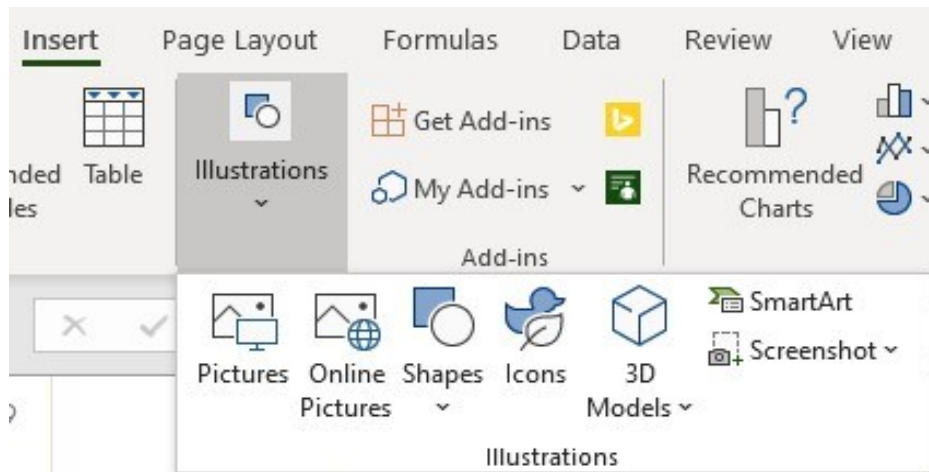
Then I began to add text and/or pictures to the important dates for each month. I clicked a date on the calen-
dar, then clicked Insert tab > Illustrations > Pictures (or other graphics). To add text, I double-clicked in a
date square and typed. I made pictures smaller by dragging from a corner toward the center.
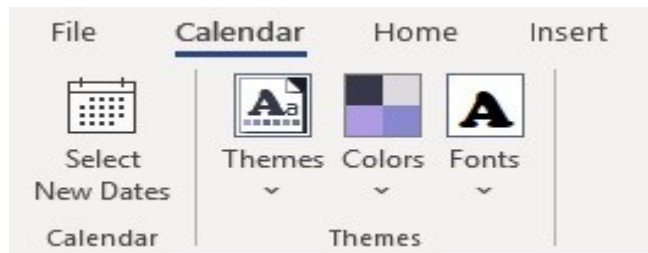
Many calendar templates allow you to change colors, fonts, and themes. Some only let you change the text. If you are working with a calendar template, select what you want changed and look for the Calendar tab on the ribbon, as shown. If you find you have the wrong dates for the days of the week, click Select New Dates.

Templates in PowerPoint are called themes. These include the background design, font, and color scheme. There are also templates for entire PowerPoint presentations. All you need to do is change the text and replace the pictures with your own. This can be a lifesaver if you need a presentation quickly.

Publisher Templates offer a wide variety of templates. When I searched for Cards, I got greeting cards, invitations, plus business and personal cards. These are worth exploring.

Tips: You might ask how an Office template differs from an Office file (document, spreadsheet, or presentation)? Templates keep their original structure, no matter how much they are customized.

To distinguish them from normal files, they have a unique file extension. In Word, for example, a document extension is .docx, while a Word template extension is .dotx (or dotm, if macro-enabled). Your search will show you templates, but when you click Create, the template becomes a document, leaving the template intact.

You can create templates as well as use them. If you have personalized a Word document, for instance, and saved it with a .dotx extension, it is now a template. When you use it, though, be sure to save it as a Word document (.docx extension), or your original template will be lost.

Next time you need for a professional-looking document or other project, try using a template. You may find it easier than you thought.

<div align="center">

<u>Making Your Tech "Fit"</u>
<u>Tech and Your Eyes</u>

</div>

Author: Debra Carlson, Technical Advisor, CVC Computer Club, CO
Q1 issue 2019, Tech-Notes
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Words like "ergometrics" and "accessibility" fly around when talking about tech devices but what does that mean practically – to the user?

First, a definition:
Ergometrics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely
— called also biotechnology, human engineering, human factors
merriam-webster.com/dictionary/ergonomics

This quarter we'll talk about how tech interacts with EYES.

COMFORT can be an important guide for dealing with eyes and tech.

1. Ambient lighting should complement light from the screen.
Lamps pointed directly at the screen cause reflection making it harder to see what is printed. If you are typing from notes, however, it is important to have that document well-lit to prevent eye fatigue. Avoid setting a monitor where it will get direct sunlight for the same reason.

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2. Most monitors (*hardware*) and operating systems (*software that controls how interactions occur within various computing components like hardware or programs used to browse the internet or create documents*) have light level controls in addition to color and size settings. Tempering the background color and complexity of any graphic that "shows through" your viewing windows will lessen the need for more lumens (*the amount of light*). Sometimes changing to dark background and yellow or white print is less taxing to the eyes … making it easier to see.

3. The position and angle of the monitor are important! You might be surprised how much raising the monitor, or tipping it slightly, will improve screen visibility.

4. Some find "computer glasses" help arbitrate the distance to a monitor if using a desktop or laptop regularly … and some find glare is cut (*particularly with cataracts*) by using "yellow lens" sunglasses (*slipovers or clip-ons*).

Safety is assisted by comfort, but it is a **DISCIPLINE**. Eyes, balance, circulation, joint health, and physical health in general benefit from:

1. Adjusting the monitor so you can see it easily. Perhaps getting a riser for it (*if you are taller)* so you will sit straight in the chair.
2. Look away from the screen often. When you look away from the screen, shake out your hands.

3. Plan to stand and walk regularly – some suggest every 10 minutes … most at least every half hour.

Don't be afraid to experiment with screen resolution or font size. Just remember the following:

1. Before a change, take note of what it is you are having trouble seeing. Every solution makes "changes." But making the ***most efficient change*** for your problem will be the most helpful. It also makes it easier to "undo" if your needs evolve.

2. Make one change at a time and see if (or how well) it works for you. This may seem pedantic, but it will assist you in knowing what part of the system, changed, helps you most.

3. Don't forget – color change can be as or more effective than size change in some circumstances.

4. Many programs have "options" or "preferences" that can be set to make viewing easier. Where these do not exist, third-party "extensions" can provide additional modifications not included by the developer.

Don't forget about using ZOOM to make individual pages larger or smaller when needed, rather than changing the entire machine unnecessarily.

Hopefully, you got an idea or two in this. In coming issues, we will talk about:
- Does size matter?
- Things in your hands
- Cords, Voice, Sound, and other hazards

Fake anti-virus

The security experts at Trend Micro have discovered an incredibly sneaky form of ransomware that uses a new twist to deliver its dangerous payload. This malware disguises itself as antivirus software.

Here is how the crooks do it. They send an email with a phony alert that says there is a problem with your PC and that you need to click on a download link for a special antivirus. It even gives you a password to enter.
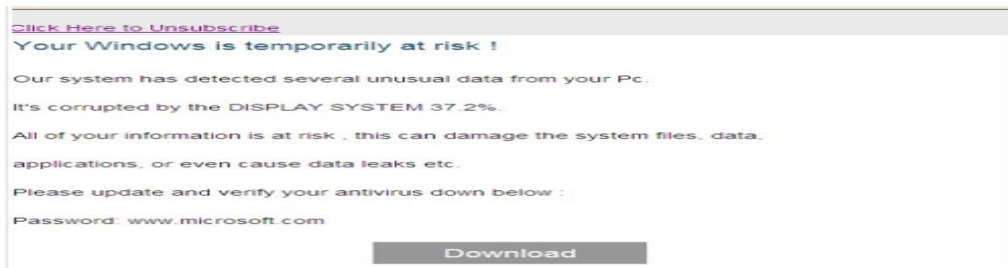
What you will actually download is a real anti-virus tool bundled with a piece of ransomware. The actual AV tool will start an installation wizard, which keeps you occupied while the ransomware is busy encrypting your files.
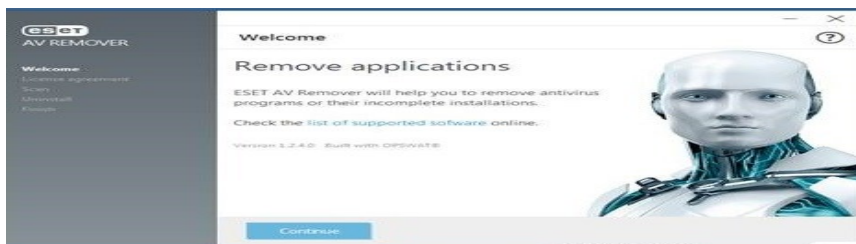
Whether or not you actually finish installing the AV Remover tool once you have downloaded the malicious payload has no effect on the ransomware installing. It is a tool to keep you distracted.
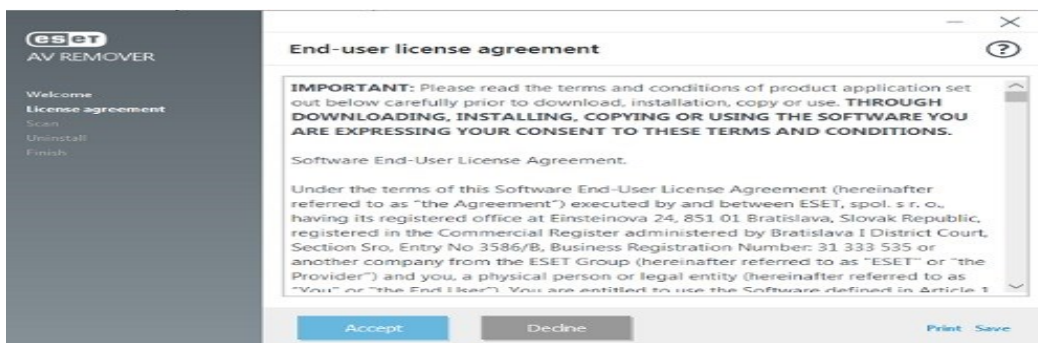
How do you protect yourself? Educate yourself and anyone you work with in a business or organization about the dangers of phishing scams. You will never get a notice from a legitimate security company via email telling you to immediately download a program. You should never click on links in emails unless you are certain they are legitimate.

Always keep a good backup of all your important files. So even if you get hit, you can reset your computer and recover your data.

Every single day home users and business users fall for these scams. Do not be one of 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 2019

January 2020

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

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