



PLATEAU PC USERS GROUP, INC GAZETTE



May 2021

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"

Volume 27, Issue 5

This Month's General Meeting

Tuesday, May 11, 2021

will start at 6:00 P.M. @

FFG Christ Lutheran Church

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

May 11th. Presentation @ 6:00 P.M.

Windows 10 "Power Toys"

This month's meeting will be a presentation by Carl Nordeen on great utilities for Windows 10 from Microsoft. Windows Power Toys is a set of utilities that enable you to batch rename files, an enhanced file explorer, an image resizer and more.

Sysinternals is a set of programs that allow you to trouble shoot the Windows system.

Other excellent utilities are available to read and write PDF files, duplicate photo finder, media and entertainment software, alternatives to Microsoft Office, social and communications apps, file recovery apps and others.



Memorial Day Monday, May 31, 2021

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

Winter Hours start at 3:00 P.M. (October through March)

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade TN

Join the Club!

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

Membership Dues

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

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

BOARD OF DIRECTORS DISCLAIMER

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

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

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

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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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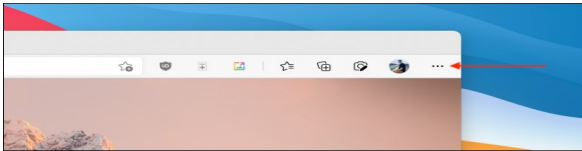


**The next General Meeting of the
PLATEAU PC USERS GROUP
Tuesday, June 8, 2021
Note: Summer Hours 6:00 P.M.**

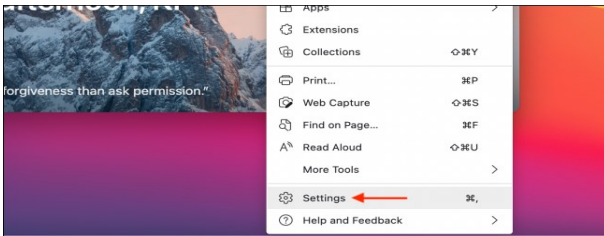
Cool Tips & Sites

Turn off Save Login Pop-ups in Microsoft Edge for Desktop

To get started on your Windows 10 PC or Mac, click the three-dot menu button from the right side of the toolbar in Microsoft Edge.



Choose the "Settings" option.



This page will show the Microsoft account that is used to sync all the personal details (along with passwords).

Here, click the "Passwords" button.



Toggle on the "Offer to Save Passwords" option.



Microsoft Edge will no longer show the annoying save login pop-ups

**** 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.

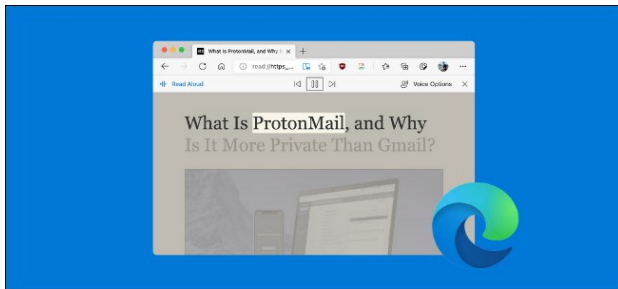
Send your comments and suggestions to the PPCUG Webmaster, Alan Baker
jackal33980@gmail.com (931) 239-0877



How to Have Microsoft Edge Read You Articles Aloud



KHAMOSH PATHAK @PIXELDETECTIVE



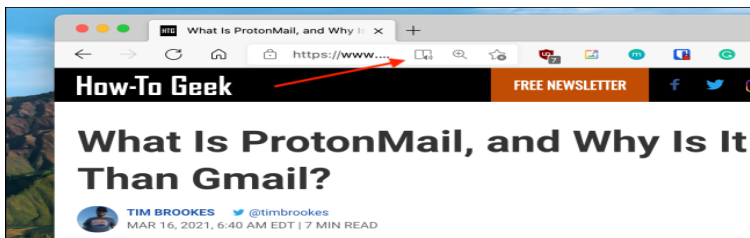
Sometimes, you just don't feel like reading. It can be an article, a Wikipedia entry, or a research paper for school. Instead of searching for a YouTube video, listen to articles using Microsoft Edge's Read Aloud feature.

Microsoft Edge has a pretty stellar built-in reader mode. It removes all the stuff from the web page (including ads and extra content) and presents it in a customizable text format.

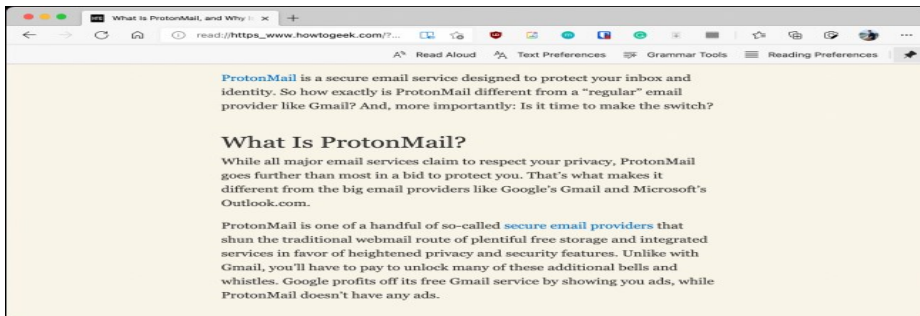
RELATED: How To Use Reading View In Microsoft Edge

The reader mode also has a Read Aloud feature (similar to Siri's feature on Mac). In the past few years, text-to-speech has come a long way. When you use Microsoft Edge's Read Aloud feature, you don't feel like a robot is talking to you. In fact, there are a couple of voices that almost sound human, with variable pitch, appropriate pauses, and stellar pronunciation for complex words.

To get there, first, open the article that you want Microsoft Edge to read out loud on your Windows 10 PC or Mac. Then, from the URL bar, click the Immersive Reader button (You can also press the F9 key.).



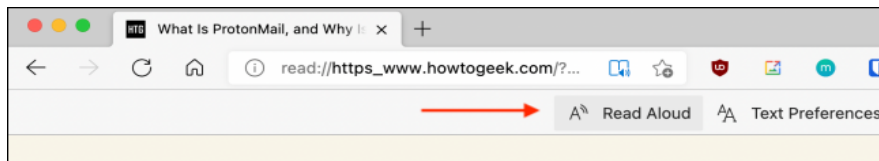
The page will now change into the reader mode format.



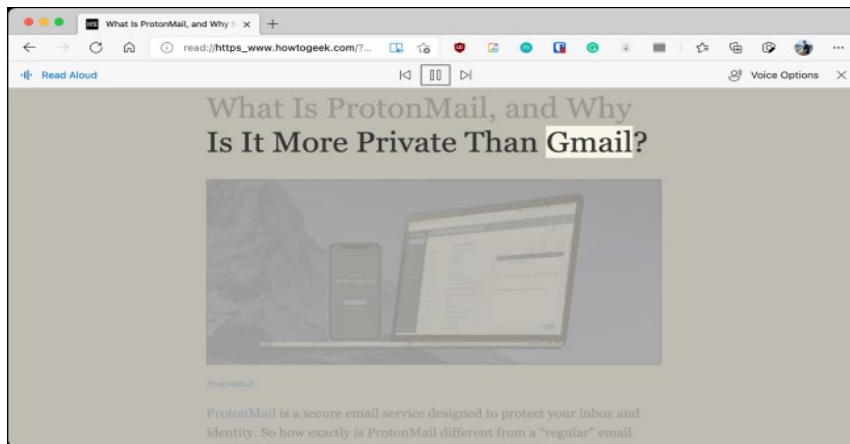
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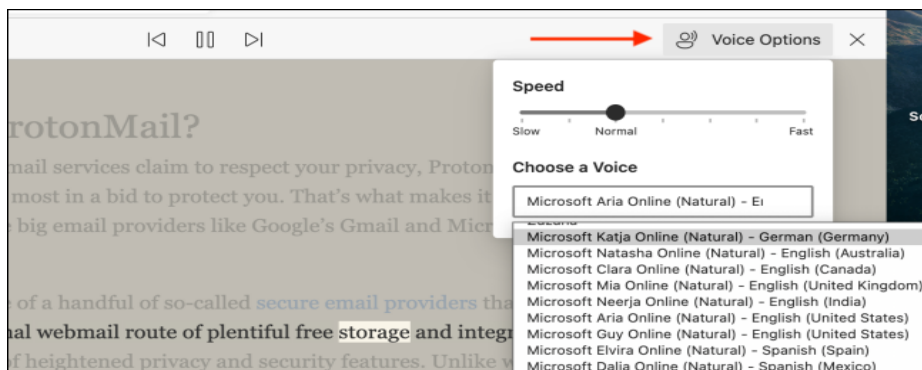
To listen to the article, click the “Read Aloud” button.



Microsoft Edge will now start speaking the article’s text from the top to the bottom. It will fade the entire article, only highlighting the word that’s being spoken.



You can change the playback speed and the voice itself from the “Voice Options” section. Edge has a versatile library of natural-sounding English voices for different accents (German, Japanese, Indian, and so on).



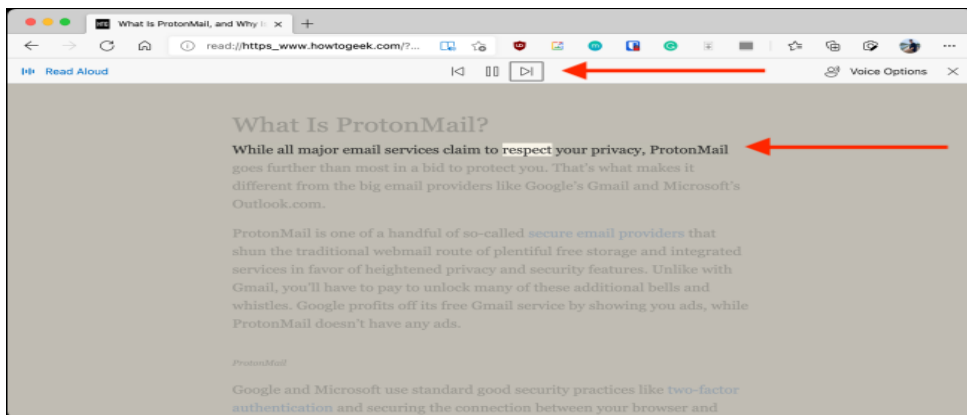
You can pause and navigate the speech feature in a couple of ways. First, you can click the Play/Pause button at the top. The Previous and Next buttons will help you skip to the previous or the next paragraph.

You can also use the Space bar to play or pause the audio (Your computer’s media keys will work as well.).

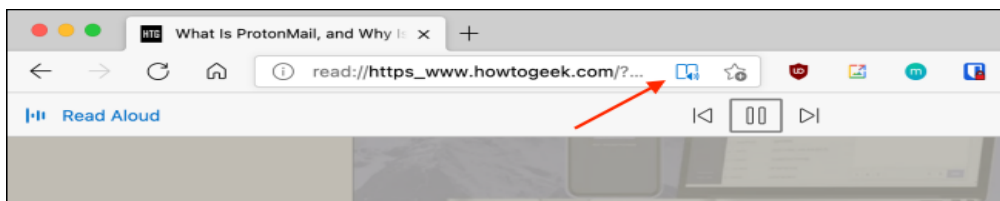
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The Read Aloud feature doesn't let you directly skip to a part of the article. It always starts speaking from the top of the screen. So if you want to skip ahead, scroll down, and line up the desired text to the top of the window. Then double-click anywhere in the window to skip to it.



Once you're done, you can use the ESC key to exit the Read Aloud feature, or you can click the Immersive Reader button to exit the reader mode altogether.



How to Automatically Clear Browsing Data When You Close Microsoft Edge



KHAMOSH PATHAK @PIXELDETECTIVE



It's good computer hygiene to clear your browsing data from time to time. But if you share a computer, it might be best to do this every time you close the browser. Thankfully, Microsoft Edge lets you automatically delete your browsing history.

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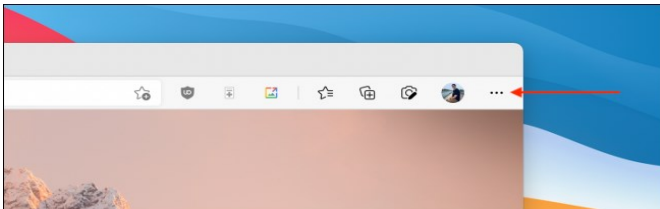
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The Microsoft Edge web browser on Windows 10 and Mac lets you clear your browsing and personal data each time you quit the browser. In fact, Edge lets you do this with a keyboard shortcut as well. You can clear the following sets of data:

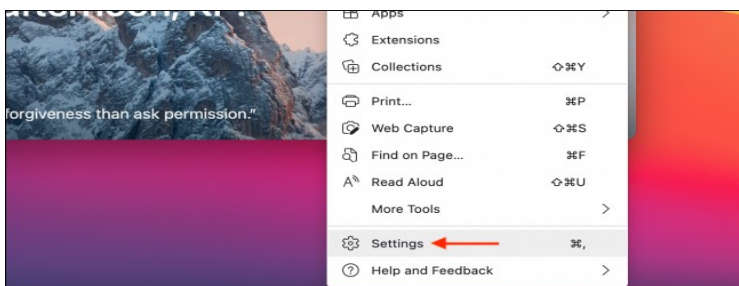
- browsing history
- download history
- cookies and other site data
- cached images and files
- passwords
- autofill form data
- site permissions

RELATED: [How to Clear Edge Browsing Data With a Keyboard Shortcut](#)

You can set up the automatic clearing process from the Settings menu. To get started, open the Microsoft Edge browser on your computer and click the three-dot menu button from the toolbar.



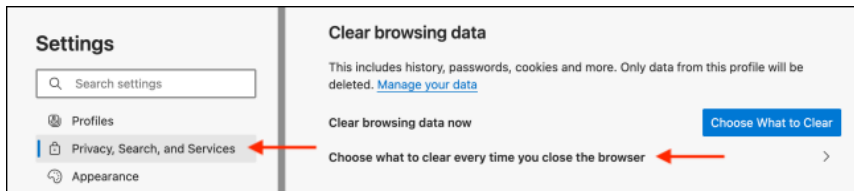
Then, choose the “Settings” button.



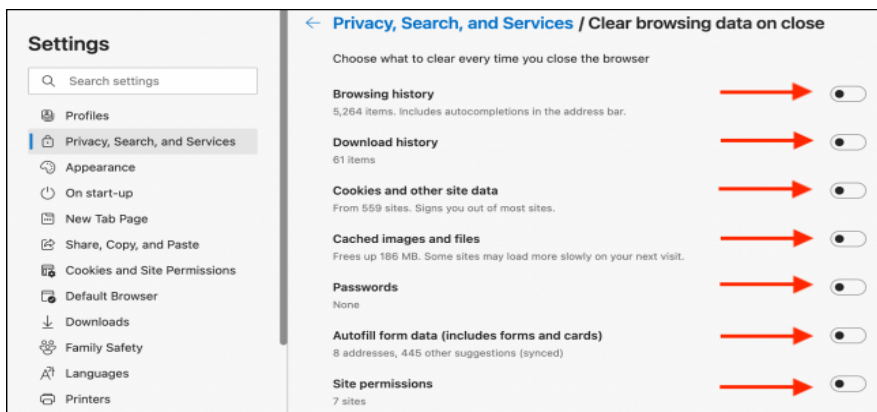
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Navigate to the “Privacy, Search, and Services” section from the sidebar, and from the “Clear Browsing Data” section, click the “Choose What To Clear Every Time You Close The Browser” option.



You will see a list of all the kinds of data that you can clear when closing the browser. Click the toggle next to the data type that you want to clear.



And that’s it. You have set up and started the automatic process. The next time you quit (close) the Microsoft Edge browser and start it up again, the designated data will be cleared from local memory

Use keyboard commands to create screenshots in Win10

By John Stampfel, President, Brookdale Computer Users Group
August 2020 issue, BUG Bytes
www.bcug.com
jstampfel+bcug (at) gmail.com

I learn something new every day. To someone's question "In Windows 7 (or 8 or 10), is there a simple way to press "print screen," and then press just one more key (on the keyboard) to have the image automatically stored in a .jpg, file with an auto-generated filename?"

I learned from the answer posted on Quora.com
by Pauli Vaara:

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"Windows 10 has it built-in. Hold down the Windows key while pressing PrintScreen, and the screenshot will be stored in your user account's Pictures > Screenshots folder in .png format, which keeps the original quality, unlike .jpg, which 'mushes' everything more or less."

The modifiers (holding down ALT, or Shift, or Control) while doing this don't seem to have the same effect as without the Windows key. They used to let you select a section of the screen or the active window. Holding down Windows-ALTPrtScrn will capture the active window only and save it in your user account's Video/Captures folder as a .png.

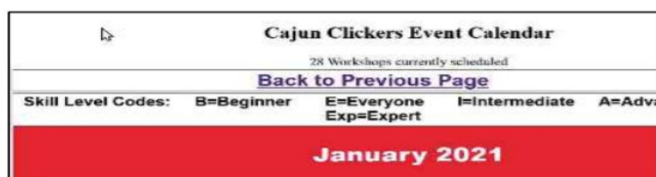
I used to use Windows-Shift-S to bring up the, also built-in, Windows 10 snipping tool. That allows selecting the area to be snipped. That saves the snip to the clipboard. With notifications turned on, it allows you to click and edit and share, but it brings up the Photos app. Maybe that is sometimes useful. One can annotate, modify, save, or "share" (send to email.) Sharing here in Photos also includes, in Windows 10, the ability to share directly to "nearby" computers which also have the feature "share with nearby computers" turned on. The other computer must accept the share (like AirDrop on iPhones.)

Need a screenshot of something while in Word, Excel, or PowerPoint on Windows 10? That is now built into those programs. Check the Insert menu. So, more than one way to skin a cat.

Changing the Mouse Pointer

By Cal Esneault, former President of CCCC and leader of many Open-Source Workshops & SIGs
Cajun Clickers Computer Club
February 2021 issue, CCCC Computer News
www.clickers.org
office (at) clickers.org

A key item in the Windows desktop graphical interface is the "pointer" (controlled by either a mouse or by a laptop touchpad). Since we use it often, finding it quickly makes our sessions more efficient. The default setting has a white pointer with a black outline. It can take time to locate when on a white background (see screenshot below)



Windows 10 (as with previous versions) gives us an easy way to customize this pointer. From the "Settings" menu, chose the "Ease of Access" item (see below)



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Pointer options are shown below.



You can change the color of the pointer to any other basic color that you desire. For example, below the cursor has been changed to a black fill (with white outline) over the same screen as seen earlier. This may allow for improved recognition. Other colors can be selected based on your preference (for example, green or yellow).



You can also choose the “inverted” option. This changes the color of the pointer depending upon the color of the background. Thus, better contrast is automatically selected, but you must reconcile your mind-muscle connection to accept the fact that the cursor will not always be the same color.

In the mouse pointer dialog, there is also a slider to change the size of the pointer. By default, it is set to “1”, but you can make it larger (for example, “2” or “3”) using the slider. This improves recognition, but it takes some getting used to having a large object constantly moving on your screen.

As with any personalization setting, results vary based on your perception of what is “better”. Give it a try to see if this helps. There are many other ways to customize the screen, text, taskbar, dark mode, etc. Search the internet to see if you can find some that improve your situation.

Crossword Puzzles on the Internet

Tom Burt, Vice-President
Sun City Summerlin Computer Club
<https://www.scscc.club>
tomburt89134 (at) cox.net

For the Sun City Summerlin Computer Club seniors, this has meant staying at home and doing much of our daily interactions with the outside world via the Internet. One of the ways I like to fill my time and keep

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mentally sharp is to work crossword puzzles. While I still do some puzzles on paper with pen or pencil, I've also found I enjoy working puzzles online.

To see what's available, do a search in your favorite web browser for **online crossword puzzles**. I got 67 million hits searching via Google. You can click to follow the links and try out a few of the puzzle sites. There are varying degrees of difficulty, and also variations in the visual presentation and the way the online puzzles handle navigation and data entry.

I prefer to work the puzzles on my desktop PC with a large screen, a mouse, and a full keyboard. It makes typing in the letters of the words much easier. Also, I don't need to erase when I make a mistake; I just type in the corrections. Plus, every letter entered is neat and easy to read.

The free puzzle websites have lots of ad content. That's OK, so do the newspapers and magazines.

Many online crossword sites offer you an option to receive running help, where the puzzle software will highlight incorrect letters in red. Alternatively, you can work the puzzle in "expert" mode, with no help offered.

While entering letters, the space bar switches from across mode to down mode and back. The tab key moves to the next word in the same orientation (across or down). The arrow keys move horizontally or vertically within the same word. Pressing an arrow key whose direction is opposite to that of the current word changes direction and moves up, down left, or right to the nearest word with that direction. You can also click on any cell to place the cursor.

Most puzzle sites allow you to customize the above interactions via a menu link or gear icon. A common choice is to enable moving to the next empty letter as you tab between words.

Let's look at three free crossword puzzle sites that I visit:

Boatload Puzzles: <https://www.boatloadpuzzles.com/playcrossword> **(Easy)**

AARP Games: <https://games.aarp.org/games/daily-crossword> **(Medium)**

Dictionary.com <https://www.dictionary.com/e/crossword/> **(Challenging)**

Boatload Puzzles

Boatload has 40,000 puzzles. The puzzle grid is 13x13. The puzzles are fairly easy for an experienced crossworder. Their color scheme can be a bit hard to see and the letters are not boldface. I worked on about half of the puzzle shown in about 4 minutes. If you're new to working crosswords, this is a nice site to develop your skills on.

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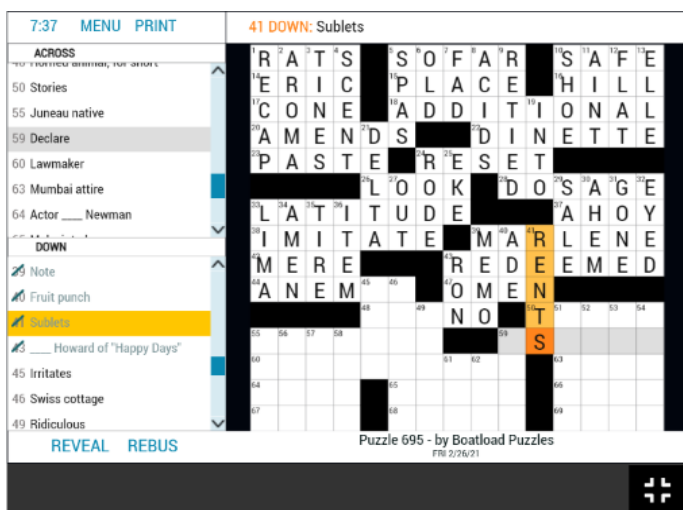


The screenshot shows the Boatload Puzzles website. At the top is a logo with a boat and the text "Boatload Puzzles". Below the logo are navigation links: "Play Online", "Apps", "Web Gadget", and "Support". The main heading is "Solve Boatload Puzzles' Free Online Crossword Puzzles". A sub-header states: "Boatload Puzzles is the home of the world's largest supply of crossword puzzles. Solve Boatload Puzzles' 40,000 free online crossword puzzles below. No registration is required." Below this is a form to select a puzzle number (1-40000) with "Next Puzzle", "Open", and "Tablet" buttons. The puzzle grid is displayed with some letters filled in. To the right of the grid are lists of clues for "Across" and "Down" categories. At the bottom of the grid are buttons: "Solve Letter", "Solve Word", "Solve Puzzle", "Show Errors", and "Show Keyboard". A footer note says: "You can put a [daily crossword puzzle](#) on your web site for free! A new Boatload Puzzles crossword puzzle will appear on your web site each day."

AARP Games

The AARP game site features various games besides crosswords. This is the site I go to daily. I can typically solve a puzzle in about 9 minutes. My best time is 6½ minutes. AARP tracks your time and also scores you. I haven't determined their scoring algorithm, but it's based on more than just time to solve.

The puzzles are moderately challenging. The letters are in bold and fairly large, so it's easy to read. The word and letter highlighting colors are easy to see. You can customize interactions from the menu. Interestingly, the source for AARP's puzzles is also Boatload puzzles. However, these puzzles are in a 16x16 grid and are more challenging.



The screenshot shows the AARP Games crossword puzzle interface. At the top left, it says "7:37 MENU PRINT". The puzzle grid is 16x16. To the left of the grid is a list of clues for "ACROSS" and "DOWN" categories. The "ACROSS" clues include: "50 Stories", "55 Juneau native", "59 Declare", "60 Lawmaker", "63 Mumbai attire", and "64 Actor ____ Newman". The "DOWN" clues include: "Note", "Fruit punch", "Sublets", "Howard of 'Happy Days'", "Irritates", "Swiss cottage", and "Ridiculous". The puzzle grid shows some letters filled in, including "RATS", "ERIC", "PLACE", "SAFE", "HILL", "CONE", "ADDITIONAL", "AMENDS", "DINETTE", "PASTE", "RESET", "LOOK", "DOSAGE", "LATITUDE", "AH OY", "IMITATE", "MARLENE", "MEREDITH", "REDEEMED", "ANEM", "WOMEN", "NOT", and "S". At the bottom of the grid, it says "Puzzle 695 - by Boatload Puzzles" and "FR 2/26/21".

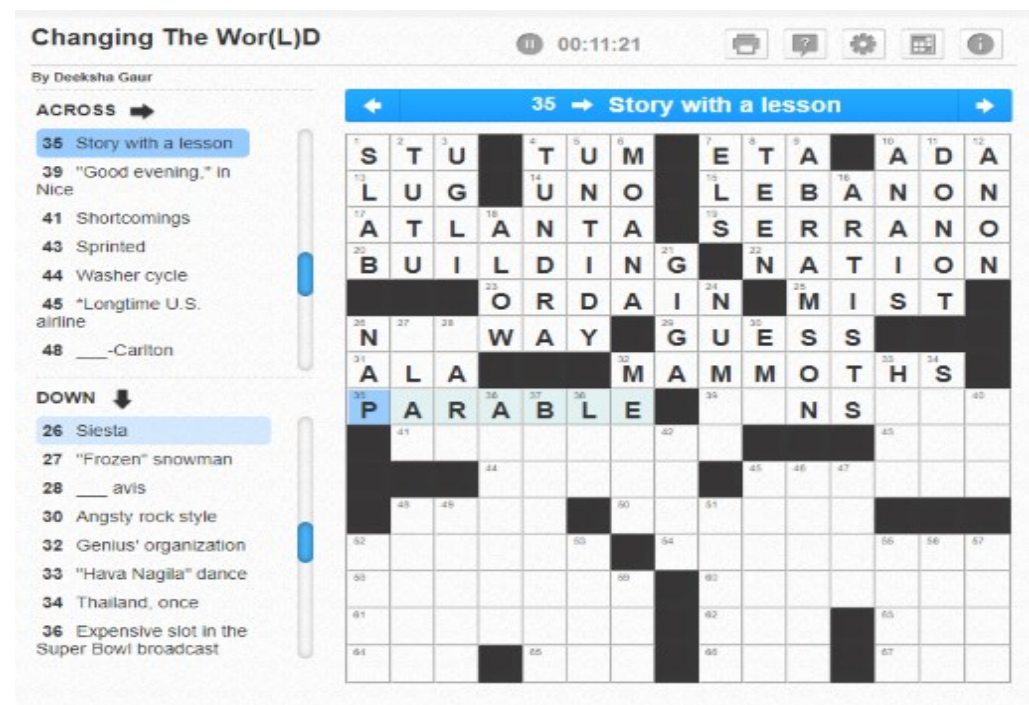
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As with many of the puzzle sites, you can also print the current puzzle, either blank, in its current state, or completely solved.

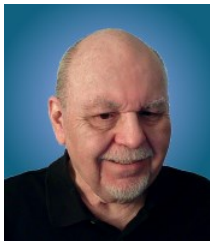
Dictionary.com

Dictionary.com's puzzles are moderately challenging in a 15x15 grid. Clues may feature "pop culture" references, have double or even triple meanings, or require knowledge of foreign languages. As shown, the letters are displayed large and bold. The highlighting of the current word is in a very pale blue, which can be hard to see. You can click the arrows in the puzzle's title bar to skip forward and back between puzzles. The clock starts when you first click on a square. You can pause the clock if you have to set the puzzle aside. The puzzles icon next to the gear displays a list of recent puzzles and their status. This lets you work on puzzles you missed or didn't finish. The gear icon lets you toggle various settings on or off. The most key is whether incorrect letters are flagged in red.



When working on challenging puzzles, I usually have another browser tab open on Google, so I can search for answers to obscure pop culture references like who played some part in an old TV series or the former name of the city of Tokyo. Dictionary.com has its own nice Crossword Solver help feature which offers a list of answers.

Many crossword puzzles are true works of verbal art! Hopefully, I've given my readers some insight into online crosswording and offered another way to stay occupied.





Vote for PPCUG Officers Election in June 2021

(For the period July 2021 through June 2022)

Suggested candidates slated for PPCUG Board include:

President:	Steve Rosenstein
Vice President:	Charlie Merrick
Treasurer:	John Krueger
Secretary:	Richard Del Frate
Past President:	Carl Nordeen

Tuesday, June 8th. Meeting

Directors at Large:

Gordon Botting
Jim Buxton
Barbara Duncan
Richard Del Frate
Bob Willis



Important Message

PPCUG Board Election 2021/2022

The above names are the current slated names for this upcoming election in June this year.

We are asking (or pleading) with the membership for more nominations to join as additional board members or even replace any of the above names.

This will be your chance to have your word heard at the General Meeting on Tuesday, May 11, 2021.

Please do your bit to help keep our computer club operating in the future.





Plateau PC Users Group, Inc.

Revised Application for Membership

----- New Member

----- Renewing Member

Return this application with check for annual dues payable to "PLATEAU PC USERS GROUP" Return to the club Treasurer during our meeting or mail to "PPCUG Treasurer. P.O. Box 3787, Crossville TN 38557"

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

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

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

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

Last Name

First Name

Family Member (if family membership)

Address:

City

State

Zip Code

(_____) _____
Phone Number

E-Mail address: _____

Please Print

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

I have used PC's since (year): _____

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

September 2020



June 2021



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