

PLATEAU PC USERS GROUP, INC GAZETTE



February 2021

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This Month's General Meeting



Tuesday, February 9th. PPPCUG MEETING CANCELED

Due to the new limits on public gatherings issued by Governor Lee, the February 9th. meeting has been canceled. The status of the March meeting will be determined on a day by day basis. Check the newspapers or the club web site,

www.PPCUGinc.com for current information.



Take care and stay safe, wear a mask wash your hands and social distance so we can beat this virus.



Monday, February 15, 2021

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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 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:

Join In	<u>July -</u> <u>Sept</u>	Oct - Dec	<u>Jan -</u> <u>Mar</u>	<u>Apr -</u> <u>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.

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The next General Meeting of the PLATEAU PC USERS GROUP

Tuesday, March 9, 2021 Note: Winter Hours 3:00 P.M.

Cool Tips & Sites

Is your E-mail address spamming people.

See if there is a spam operation using your E-mail address, there's a good chance there is.

You need to make sure your system is protected and locked down.

Luckily, there is an easy way to check whether your E-mail address or domain has been used behind your back.

Visit this excellent free tool that tells you whether your data has been exposed in a data breach or sold on the Dark Web.

Open this link https://www.haveibeenemotet.com

Check if your email address or domain is involved in the Emotet malspam (name@domain.ext or domain.ext).

Your address can be marked as a SENDER (FAKE or REAL), as a RECIPIENT or any combination of the three.

** 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 Use Microsoft's Edge's Built-In Task Manager

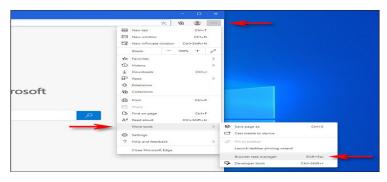


BENJ EDWARDS @BENJEDWARDS



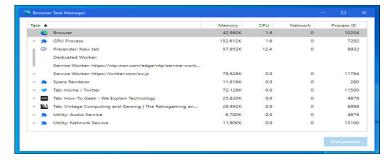
If you're experiencing slow performance while browsing the web with Microsoft Edge, you can use Edge's built-in Browser Task Manager to identify which sites or extensions might be bogging down your system with heavy resource usage. Here's how to use it.

First, open "Microsoft Edge." Click the ellipses button (three dots) in the upper-right corner of any Edge browser window. In the menu that pops up, select "More tools," then "Browser task manager."



When the Browser Task Manager window opens, you'll see a list of all tabs, processes, and extensions running in the browser. Data for each one is divided into four columns. Here's what each column means:

- Memory: This shows how much system memory a tab or process is using in kilobytes.
- **CPU:** This shows what percentage of your total CPU capacity (processing power) a tab or process is using.
- **Network:** This shows the amount of network bandwidth in use by the tab or process in bytes or kilobytes per second. Tabs with open sites that stream media like video or music will use more.
- **Process ID:** This shows the process ID of the tab or process, which is mostly useful for in-depth developer troubleshooting.

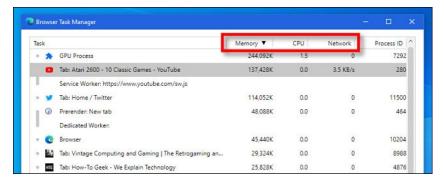


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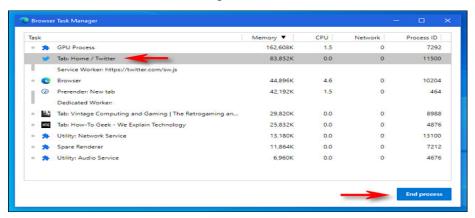
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At any time, you can click the "Memory," "CPU," or "Network" column header, Task Manager will sort the tabs and processes by resource usage.

For example, if you'd like to figure out which tab is using the most memory, click the "Memory" column header, and the most memory-intensive tabs will move to the top of the list. Likewise, if you want to see which tabs are using the most CPU power, click the "CPU" column header.



If a tab or process is taking up too much CPU, memory, or network bandwidth and becomes unresponsive, you can force it to close using Edge's Browser Task Manager. To do so, select the tab or process from the list, then click the "End process button."



You can also use Browser Task Manager to manage large numbers of tabs at once. For example, if you have 100 tabs open and would like to close many of them at once, select them in a group within Task Manager and click "End process." Just make sure you have any work in those tabs saved before you close them suddenly. Happy browsing!

Thank Ben Franklin – For the Library, that is

By Phil Sorrentino, Contributing Writer, Sun City Summerlin Computer Club www.scccomputerclub.org

philsorr (at) yahoo.com

Ben Franklin is remembered for many things political and technical. I'll leave the politics to the history buffs, but on the technical side, he invented the Lightening rod, bifocal glasses, the Franklin Stove for home heating, and the odometer. And most important to us lately, he laid the groundwork for the public library system.

Libraries have changed a lot since Franklin's time, but the idea of a source of information or entertainment to be loaned out for free, to members, has endured for almost 300 years. Initially, books were probably the only things being loaned out, but nowadays the library loans out eBooks and audible books, as well as movie DVDs, music CDs, and TV shows, and the always popular classically bound books, many of which are mercifully in Large Print. Although initially and up to just a few years ago, a person had to visit the library to borrow an item, today we have computers, tablets, and phones that allow us to borrow an item without ever having to show up at the library. (However, you probably have to go once just to join the library and get a library card, though that, recently, may have even migrated to online activity.)





OverDrive Icon

Libby Icon

Today, most public libraries subscribe to a service called OverDrive to catalog and manage their electronic offerings. When you borrow an electronic item, you download a license file to your computer. The license file is an .acsm file type, for those of you interested in the details. So, borrowing an electronic item entails downloading the item's license file to your device and then using the appropriate reader/viewer/player to read/view or play the electronic item. And don't worry about returning the item because after the borrowing period ends, the item will automatically be returned to the library (No Late Fees, pretty neat, don't you think).

You can even return the item early if you finish it before the borrowing period ends; just look for a button to "Return" the book. Fortunately, all of the steps required to borrow and return an item are done for you by an app that you initially download to your device. Once it is downloaded, you then use it to borrow the electronic items. When you first use the app to connect you to your local Library system, you will establish an account with an account name (usually your library card number) and a password or PIN. This is now the account you will use to borrow electronic items. Two of these apps are Overdrive and Libby, both of which are used to borrow eBooks and audible books. Overdrive has been around for a while and allows you to borrow eBooks and audible books so you can then read them with a reader like the Kindle reader. Libby is newer. Not surprisingly, Libby is made by the same company that makes OverDrive - the OverDrive Company. Libby not only helps you borrow the item,

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but it provides a reading environment, so you can borrow and read eBooks or listen to audible books, all within Libby. (So, you don't need the Kindle reader if you use Libby.)

eBooks and Audible books are typically shown in a library-like view, and you will have an opportunity to borrow any available item, i.e. the book's license has not checked out. If you find a book that you are interested in, typically you can borrow the book just by clicking on "borrow." The book (license file) will be downloaded to your device and you will be able to read or play it with an appropriate reader or player, for the amount of time specified by your library. Just like physical books, these electronic books can only be borrowed by one person at a time. If an item is checked out by someone else, the item will show up as not available and you will see an option to place a hold on the item. Once you place a hold on an item, it will be added to the "hold" section of your account. When it becomes available, you will typically get a "book available" notification email. Just as an example, an eBook borrowed from the Hillsborough County library, using Overdrive can be kept for 14 days.

Many of us may remember Hoopla, Fran & Ollie, or was that Kookla, Fran & Ollie. (Well, that probably gives away the fact that I grew up in the 1950s near New York City.) But the important point here is that Hoopla is a new free Streaming service being offered by many library systems, in particular the Hillsborough County Public Library Cooperative. (HCPLC). Many of us are probably familiar with borrowing eBooks and audible books from the library using Overdrive or Libby on our mobile devices (phones and tablets), but Hoopla goes a step beyond and provides free streaming of much of the library's video inventory. Hoopla is a cloud-based digital media platform that enables users to instantly borrow entertainment and educational material using the Hoopla app on a tablet or smartphone. Think of Hoopla as pay-per-view or video streaming, where your public library is picking up the cost.

Hoopla is a website (Server) and app (Client for mobile devices) that allows you to borrow movies, TV (shows & episodes), and Music selections. The website is hoopladigital.com and the App looks like this:



All streaming services are vying for your time and most are also after your money, but Hoopla is free. Hoopla is more like a library than a "blockbuster" store (for those of you who can remember that far back). All you need is a library card and you can get an account. Once you have an account, you can borrow movies, TV shows, music CDs, eBooks, audible books, and comics (cartoons). When you borrow these items, like borrowing items from any library there are some restrictions. Libraries have different limits, so check with your particular library system. Libraries may limit the number of items borrowed per month, or the amount of time you may have access to the item. HCPLC allows you to borrow 20 movies per month. When you borrow a movie, you can have it for up to 3 days. CDs borrowed via Hoopla are good for 7 days and audiobooks are good for 21 days. A quick look at HCPLC revealed over 12 thousand movie titles, over 2 thousand TV show episodes, over 45 thousand CD titles, over 180 thousand eBooks, over 51 thousand audible book titles, and over 10 thousand comics (cartoons) listed. With that much free streaming from the library, you may not need all those costly streaming subscriptions, though I doubt if Hoopla will replace any of the popular streaming sites like Netflix or Amazon. It is probably just a free adjunct, but if funds are tight it may just be a good free alternative.

Helpful Memory Bytes

By Jim Cerny, Help Desk Host, The Saratoga Users Group July 2020 STUG Monitor www.thestug.org jimcerny123 (at) gmail.com

Let's review and explore what we really need to know about basic computer storage (bits and bytes) and how it helps us get an idea of the data space needed to save and backup our stuff.

Suppose you landed on a planet and the aliens there only had one hand and only one finger on it (not ten fingers like we do). All they could do is flash a single digit or none at all (hence, a zero or one). How high could they count? Could they do basic math?

All computers use the binary system (a single digit of 1 or 0) – that is, they store and work with data saved in memory as zeros and ones. But there is NO LIMIT to how high you can count – you just keep adding on more zeros and ones. For example, the digits we know in our numbering system such as 1, 2, 3, 4, 5, 6, 7, 8, 15, 16, 31, 32, 33, etc. would be the following in binary = 1, 10, 11, 100, 101, 110, 111, 1000, 1111, 10000, 11111, 100000, 100001, etc. So, adding a new digit to the left doubles the size of the memory (or number). Believe it or not, math gets a lot simpler with only two digits.

A single binary digit is called a BIT. Eight bits together form a BYTE of data. Eight bits allow for 256 different combinations, enough to cover not only our 26-character alphabet but special characters and more. Every keystroke on your keyboard enters one byte into memory!

I love the old science fiction movies – where the spacecraft command center was filled with gauges and dials! To read a value on a dial you had to look closely and see where the arrow was. It showed measurement on a scale of lines and it was up to you and your eyesight to see the amount or "reading." But with binary digits, you don't care about "how much" you only need to know if it is there or not there -- a one or a zero. To get more accuracy, you just add more binary digits. So, you will need a lot of them, but they are cheap and much easier for use in electronics.

One KILO-byte of memory is 1024 bytes, but when we start dealing with really large amounts of computer storage, we round it off and call it a thousand.

One MEGA-byte of data is one million bytes or one-thousand kilobytes. Those old 3.5-inch computer disks (remember them?) held about one and a half megabytes or about 220 pages of text. A CD-ROM (computer disk) could hold about 700 megabytes, that's over 400 of those old floppy disks and about 90,000 pages of text. It is good to remember that photos, depending upon the number of pixels in them, can be from 10 or 20 kilobytes up to 2, 12, 24, or more megabytes each! So, is a picture worth a thousand words? You bet, and more!

One GIGA-byte is one trillion bytes or one-thousand megabytes. Now we are talking serious (and very inexpensive) memory! You can buy a small portable USB drive (called a "thumb" drive or "flash" drive) in various gigabyte sizes – I tend to like the 32 or 64-gigabyte size because it can easily hold all my photos and documents as my backup. Just one gigabyte can hold almost 700,000 pages of text. That's a den full of books. One HD (high definition) movie can take 2 to 5 gigabytes of memory. Movies and videos are moving pictures, of course, several pictures (or "frames") per second. Fortunately, the data used to store photos and movies are "compressed" or coded to take up much less space than you would expect.

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One TERA-byte is one thousand gigabytes. For us normal people, this is a HUGE amount of memory! You can get a one-terabyte drive for about \$50. It can hold 300,000 photos or about 500 hours of movies. And, unlike my memory, it will never forget anything.

The next memory size up is the PETA-byte -- yup, one-thousand terabytes! And, no, they are not going to run out of prefixes. All just to store ones and zeros.

I use a nice little thumb drive I use to back up my memory, but I seem to forget where I put it!



Windows Clipboard Secrets Revealed

By Bob Woods, Webmaster, Under the Computer Hood User Group September 2020 issue, Drive Light www.uchug.org Webmasters (at) uchug.org

I am sure you have noted that while Microsoft eventually gets around to including free functionality accessories, the freebies often leave a bit to be desired. A shining example is the built-in clipboard. It's there to use, but until recently only gave you one shot and doesn't save anything between reboots. When having to do multiple copy/paste routines, many of us have turned to freeware or shareware to overcome the built-in clipboard limitations.

Several years ago, I purchased a license for the excellent clipboard extender Clipmate by Thornsoft (http://thornsoft.com/). Clipmate has many features including saved clipboard contents, editing of the clipboard contents, and the ability to create folders for different clipboard content. But it isn't free, costing \$35.00. However, there are times where I just need to do a few quick copy/paste inserts. On those occasions I will not launch Clipmate, just use the Windows clipboard.

Somewhere along the line, Microsoft has given the built-in clipboard a history lesson. The clipboard can now hold 25 items. That includes text, images, and content from browser pages. But the history functionality is not turned on by default. You must opt to add this feature. To do that hold the Windows key and tap your v key (a Windows hotkey combination). A onetime pop up will open asking permission to turn on the clipboard history. From then on when you do a Windows key + v key a clipboard pop-up window will

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open allowing you to select from contents in the clipboard. Each saved item will be in its own small window within the clipboard window. At the right of each window, the ellipsis (three dots) will allow you to delete a saved item, pin it which saves it even if you clear the clipboard or restart, and to clear all.

An article at https://techplugged.com/how-to-clear-clipboard-on-windows-10/ describes multiple ways of clearing the Windows clipboard.

I have found that just opening the clipboard pop up with Windows key + v key and selecting to clear all to be the easiest for me. However, if you only occasionally use the clipboard, you might forget the hotkey shortcut. Setting up one of the methods from the Tech Plugged article might work better for you.

A further update to clipboard functionality is in testing to be released in a future Windows update as discussed in an Infopackets article at http://www.infopackets.com/news/10797/windows-10-cut-and-pasteget-overhaul.

Those Nasty Pop-Up Ads

By Jim Cerny, Help Desk Host, The Saratoga Users Group August 2020 STUG Monitor www.thestug.org jimcerny123 (at) gmail.com

You're going along just fine, enjoying a fun game on your device, you don't know how it happened or maybe you touched the screen just a teeny bit out of place, and BAM, there is a pop-up add or window! It overlays part of your screen and now you are playing a new game you didn't download called "try to get rid of this ad!"

I guess it is pretty standard now that all "free" games on your device come with ads, so here are some tips on how to get rid of them and get back to your game or app.

Naturally, no one way will always work, they are always trying to fool you!

<u>Simple notice box</u> – a short message in a small box that, thankfully, has a small "X" you can touch to get rid of it. It may be an important notice, however, so read it in case you have a problem. Usually, these notices appear in the middle of your screen or the lower right corner "notification area" on your Windows computer.

<u>Larger ad</u> – behold a company catalog page offering clothes or shoes or whatever. Look carefully – where is that "X"? Is it missing? Well, it could be hidden out of sight. Try touching the upper right corner (and if that doesn't work, try EVERY corner) to see if an "X" appears. If so, you "win", now you can touch the "X" and get rid of the ad.

<u>Touch screen ads to swipe away</u> – Ok, some ads do NOT have an "X", these people are getting more clever every year! Try putting your finger on the ad and "swiping" the ad (up, down, left, or right) to get it

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off your screen. I had a nasty one the other day which appeared on the far left on my iPad and the only way I could get rid of it was to swipe it all the way to the RIGHT to get it off.

An unwelcome web page – Somehow you must have touched on something to open up (or "go to") a web page. Yes, they can do this to you without you opening up your web browser. Good luck finding an "X" on this one. On a touch screen, try swiping up and hope the window goes up and off your screen. Otherwise, hit your "home" button twice (on your device) or swipe HALFway up on your iPhone from the bottom to get all your open apps. Find the one you want to delete and swipe it up to get rid of it. It is a very good idea to do this often on your device to delete all your apps that are remaining open and perhaps slowing up your response on your device.

<u>Timed ads</u> – These, at least, are almost expected. An ad appears (if they are nice they will warn you first) and these ads are "timed" to run for several seconds or a minute. Look for a moving blue bar at the bottom of the ad to see it countdown the clock. Sometimes no bar or timer appears. Sometimes it is hidden in the corner and when you touch on it only then will it show you the time remaining. As far as I know, there is nothing you can do with a timed ad other than wait until the time runs out – even then you will still have to look for an "X" or something to touch to get rid of it.

<u>Your anti-virus software</u> app on your Windows computer may already have an ad blocker as part of it, so look and see what options are already available for you. Apple products do not have anti-virus apps as they are already part of the iOS (operating system).

Ad blockers. Now having said all that, there are many ad "blockers" and "removers" that are available on the internet. Some are "free" (with pop-up ads of their own!). I would be a little careful here – it would be best to ask someone who is already using the blocker tool before you download it and start using it. Will it work on your device? Will it work on multiple devices? Will it block all ads? Will it work only with your browser (i.e. Chrome, Microsoft Edge, Safari, Firefox, etc.)? Nothing is perfect and those company marketing people are working hard to get you to see their ads. Always look up any ad blocker, or any app for that matter, on Google and read what others have experienced. Pretty soon ads will be popping up on our car screens. Imagine driving along and having an auto insurance ad popping up over your speedometer! Well, I suppose that is a bit better than driving through a billboard!



How to Customize and Use the Status Bar in Microsoft Office Applications

By Sandy Writtenhouse



Take advantage of the Microsoft Office Status Bar in applications like Word, Excel, and

How many times do you check the word count in Word, wonder if **Caps Lock is on** when using Excel, or need to **add notes to a slide in PowerPoint**? You might not realize it, but you have a super-easy way to see and do things in these Microsoft applications with the Status Bar.

The Status Bar is the handiest of tools that displays information, provides quick access to actions, and is fully customizable. If this nifty part of Office is new to you, we're here to help! Here's how to use the Status Bar in your Microsoft Office applications.

Where You Can Find the Status Bar

The Status Bar is located at the bottom of each **Office application**. And it's not just for Word, Excel, and PowerPoint. You'll also use it in applications like Outlook and Access, and on both Windows and Mac. At this time, the exception is if you are using the **new Outlook for Mac** released in the fall of 2020.

No matter what theme or background you use for your application, the Status Bar appears as a solid bar across the bottom of the application window. The only times you won't see the Status Bar is if you use Focus mode or automatically hide the ribbon.



What You Can Do With the Status Bar

As mentioned, you can display information and take action with the Status Bar. So depending on how you customize it, you can accomplish tasks very quickly that would otherwise require a trip to the ribbon or menu.

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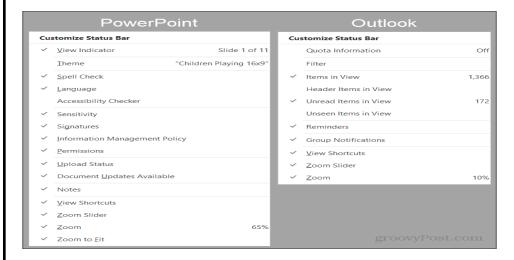
Each application offers its own set of options for the Status Bar. Some of them are the same, such as the Zoom and Zoom Slider. While others are based on the application's purpose. For example, you can view page numbers in Word, a sum of cells in Excel, and the number of unread emails in Outlook.

How to Customize the Status Bar

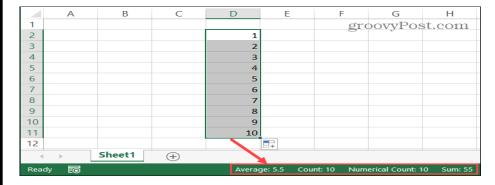
When you look at the bottom of your application window at the Status Bar, you'll likely see some items displayed already. A good example is the Zoom Slider on the right slide which lets you zoom in and out of the application view.

To see all options for that application's Status Bar, simply **right-click on the bar** and a list will display.

Anything you see in the list with a checkmark is enabled for that Status Bar. Click to check options in the list and add them to the Status Bar and uncheck those you don't want to remove. The Status Bar updates immediately.



Some items you add from the list may not appear until you need them, however. For example, you might add Average and Sum to the Excel Status Bar, but you don't see them in the bar. This can be because you don't have the data selected in your spreadsheet. As soon as Excel recognizes applicable data, like when you select the cells, you'll see those options display in the Status Bar.



Many of the items you can add to the Status Bar turn into actionable buttons. A good example is using the Status Bar in Word. If you enable things like **spell check**, **track changes**, and **Focus view**, you can use

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those tools by clicking the corresponding button in the Status Bar. You can tell if a button has been pressed because it will darken.



Also note, if you resize your Office application window, the Status Bar may not be wide enough to display all of the options you want. So if you prefer to use a very small window, you might want to customize the Status Bar to use the options you really need.

Make the Microsoft Office Status Bar Yours

Customizations are wonderful for applications like those included in **Microsoft Office**. By making slight adjustments, you can create a more efficient experience for work, school, or personal use. So be sure to spend a few minutes customizing the Status Bar in your Office applications!

Cold Winter Morning

Wife texts husband on a cold winter morning:
"Windows frozen, won't open."
Husband texts back: "Gently pour some lukewarm water over it and then gently tap edges with hammer."
Wife texts back 10 minutes later: "Computer really messed up now."



----- New Member



Plateau PC Users Group, Inc.

Revised Application for Membership

urn this application with check for appual dues payable to "PI	ATEAH DO HISEDS CROHD" Deturn to

----- Renewing Member

Return this application with check foe 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"

<u>Note:</u> Due to the limitations of COVID-19, our annual dues have been reduced effective 8/12/2020. Our annual dues are now payable July 1^{st} . 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:

Join In	July - Sept	Oct - Dec	<u>Jan - Mar</u>	Apr - June
Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7
Date:	Amoi	ınt Paid: \$	by Ca	ash, or Check (#)
Last Name		 First Name		nily Member (if family membership)
Address:				
City		State	Zip (() Code Phone Number
E-Mail addre	ess:	Please Print		
I have belong	ged to a Comput	er Club before	e: Yes	No
I have used P	C's since (year)):		
I have knowl	edge in the follo	owing areas th	at I would be v	willing to share with club members:
September 20	020			



March 2021



Sun	Mon	<u>Tue</u>	Wed	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
	1	2	3 2:00 P.M. PPCUG Board Mtg.	4	5	6
7	8	9 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	10	11	12	13
14 Sking Form	15	16	fappy ST. Patrick's a day	18	19	20
21	22	23	24	25	26	27
28	29	30	31			