



PLATEAU PC USERS GROUP, INC GAZETTE



April 2020

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

Volume 26, Issue 4

This Month’s General Meeting Suspended

Tuesday, April 14, 2020

Plateau PC Users Group will be suspending on a temporary basis the General Meeting for April 2020.



SUSPENDED

Further monthly meeting will also be suspended on a temporary basis, until it becomes safe to restore our Tuesday meetings.

Stay well and safe.



Inside This Issue

Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tips & Sites: Quickly Access Emoji Keyboard	Page 3
Cleanup for the NEW YEAR 2020	Page 4
February 1 is National Change Your Password Day	Page 5
Windows 10 Run Commands you should Know	Page 6
How to Block Crapware with Microsoft Edge	Page 12
What’s New in Windows 10’s 20H1 Update, Arriving Spring 2020	Page 14
PPCUG Application for Membership	Page 15
May 2020 Calendar	Page 16

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

Our annual dues are now payable July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting July 1, 2014, with partial years dues as follows:

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

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

BOARD OF DIRECTORS DISCLAIMER

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

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

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

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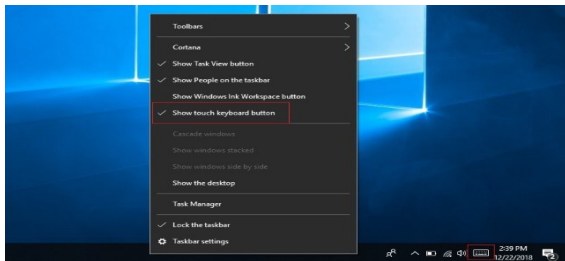
Up Coming Meeting for May 2020 Suspended **Note: Summer Hours 6:00 P.M.**

**The next General Meeting of the
PLATEAU PC USERS GROUP
Temporary Suspended**

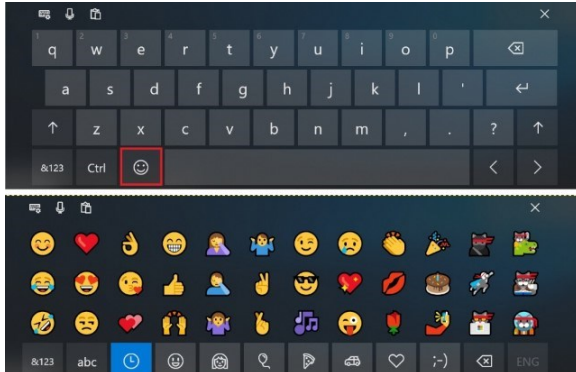
Cool Tips & Sites

Quickly Access Emoji Keyboard

Emojis have become more popular than anyone could have ever imagined and while it's easier to access them on a mobile device, there is no apparent way to quickly access emojis on your Windows machine. Not many people know about this feature, but Windows 10 actually allows you to quickly access an emoji keyboard with just a few clicks. All you need to do is enable this feature first. **To access emoji keyboard first enable the virtual keyboard button by right-clicking on the Taskbar and clicking on the "Show touch keyboard button".**



Now, whenever you want to access emoji keyboard, first click on the touch keyboard button in the bottom right and then click on the emoji symbol. Here, you can select and use all the emojis that you want to.



**** 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



Cleanup for the NEW YEAR 2020

Author: Jim Cerny, Forum Coordinator
January 2020 issue, The STUG Monitor
ww.thestug.org
jimcerny123 (at) gmail.com

It's time to give your Windows computer a good look and clean out all the junk! I bet most people clean out their garage more often than their computer. Sure, you can run apps that delete stuff and you should do that regularly. But to start the New Year I am talking about going over ALL your files on your C-drive and your emails as well. Deleting the files you no longer want or need will not just free up some space (does anyone really care about space anymore?) but will make your backups run much more quickly and you will be able to find things so much more easily. Trust me on this – make it your new year's resolution! So here are my tips on what to look at to delete those unwanted files.

1. BEFORE YOU START deleting files, why not back them up first? Use a small portable drive (a “thumb” drive that plugs into your USB port) and copy everything you want to it. You should do this monthly anyway.
2. USE WINDOWS EXPLORER and go through ALL your folders and look at all your files. You need only look into the folders you save files in – such as Documents, Downloads, Music, Pictures, and Videos. You can SORT the list of files in a folder by DATE, so you can look for those old files easily and delete them. You can delete multiple files at one time by left-clicking the first file you want to delete, then holding down the “Ctrl” (control) key while you click on other files. When you let up on the Ctrl key, you will have selected multiple files. Or you can hold down the “Shift” key when left-clicking on the second file and all files in-between will be highlighted.
3. DO NOT DELETE A FOLDER without looking inside it and seeing everything in it. Deleting a folder will delete all files and other folders in it. Look before you delete.
4. DELETING FILES AND FOLDERS FROM YOUR C-DRIVE will put them in your Recycle Bin, so you need to delete them from there too. If you delete files from an auxiliary drive (such as a USB “thumb” drive) they will NOT go to your Recycle Bin.
5. PHOTOS – Go through all your photo files, every photo, and delete the ones you do not want. Each photo is a file. Get a small portable drive, put all your photos on it, and then delete them from your C-drive. Copy them to another device for backup. Or, use “Google Photos” and put them all there – it's free and really nice.
6. BANKING – Review ALL your charge or debit cards and cancel those you no longer need or want. Review ALL AUTO-payments. Are you still auto-paying for a service you do not use? Lots of people do not stop their auto-payments when they need to.
7. CONTACT LIST – Review ALL contacts on your contact list. Do you have more than one contact list? Delete all those old contacts you no longer need. Cut the cord.
8. APPS and programs – delete those apps you no longer use.

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9. OLD CDs? -- Do you still have any old CDs? Copy them to a portable drive and throw them away. Yes, you can copy music and other files too.

10. REORGANIZE – Now that you have deleted a lot of files, review the folders you have remaining and reorganize what you are keeping. Delete old folders you no longer want and create new and more meaningful folder names and move the files into them. You can change file and folder names using Windows Explorer.

11. BOOKMARKS – Review your bookmarks (web page shortcuts) and “tabs” on your web browsers and delete the ones you no longer use.

12. EMAIL – Review all your saved email folders and delete the ones you no longer need. How many emails are in your Inbox? More than 50? You can set your email option to automatically delete old emails for you.

Maybe this is a bit much to do in one session, so just pick one at a time. And give yourself a nice reward for doing it! Your computer will thank you and you will be thankful yourself the next time you think “Where did I put that file?!”

February 1 is National Change Your Password Day

Author: Dorothy Fitch, Editor, GVR Computer Club, AZ
February 2020 issue Green Bytes
www.ccgvaaz.org
dmfitch (at) cox.net

You know that you should pay attention to your passwords. You shouldn't reuse the same one on multiple sites, you should change them now and then, and you should use strong passwords.

But did you know that there is a special day that should inspire you to change your passwords? I just discovered that February 1 is National Change Your Password Day. (There is also a World Password Day on the first Thursday of May.)

According to an inc.com article, the top 10 passwords in use are:

1. 123456
2. password
3. 123456789
4. 12345678
5. 12345
6. 111111
7. 1234567
8. sunshine
9. qwerty
10. iloveyou

A different article cites ji32k7au4a83 as being a remarkably common password? Why? Because it translates

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to "mypassword" in English when typed on a bilingual keyboard in Mandarin Chinese. Click to read this interesting article.

So, as you head to your computer today to change your passwords in honor of this special day, keep in mind these password "best practices" from the inc.com article:

1. Don't use personal information in your password.
2. Make it memorable, but not simple.
3. Use longer passwords mixed with letters, numbers, and symbols.
4. Don't re-use your passwords.
5. Use Two-Factor Authentication (when you are sent a code to your email address or phone to authenticate your identity)
6. Stategize Your Password Manager (Read PC Magazine's article on Best Password Managers for 2020.)

Automated hacking systems use a "brute-force" method of simply trying random passwords to break into an account. This analysis of how quickly (approximately) a password could be "guessed" using this method proves the importance of creating strong passwords. Here are some examples:

- 5 characters (3 lowercase letters, 2 numbers): .03 seconds
- 7 characters (1 capital letter, 6 lowercase letters): 9 minutes
- 8 characters (4 lowercase letters, 2 special characters, 2 numbers): 2.6 days
- 9 characters (2 capital letters, 3 lowercase letters, 2 numbers, 2 special characters): 9.1 years

Read the article to find out a password type that would take approximately 7.5 million years to hack!

How strong is a password you have chosen? Check it here.

So, go change your passwords. Now! (Even if is no longer Feb. 1.)

Windows 10 Run Commands you should Know

March 13, 2020 by Pranav Bhardwaj



There are times when you like to done things quickly on your Windows 10 system. At those times, you might feel that using the trackpad or mouse is slowing down your work.

In dealing with such situations, Windows 10 run commands can be the mighty tool. Windows run commands allow you to access the features and applications to customize them quickly. With simple key-strokes, you can reach deep down to your operating system files.

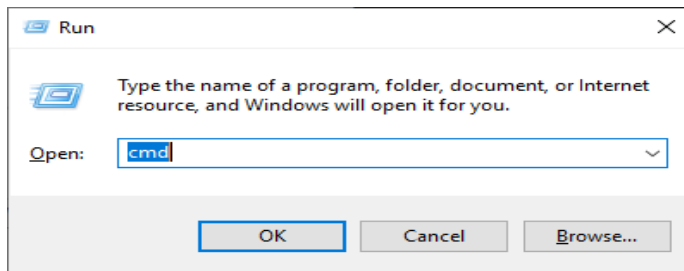
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If learned and applied correctly, these commands can significantly improve your work efficiency. Let us list out ten frequently used commands.

Open Run Command Dialog Box

Before moving any further, the first thing you should know is how to call the Run Command Dialog box.



We can do this in three ways.

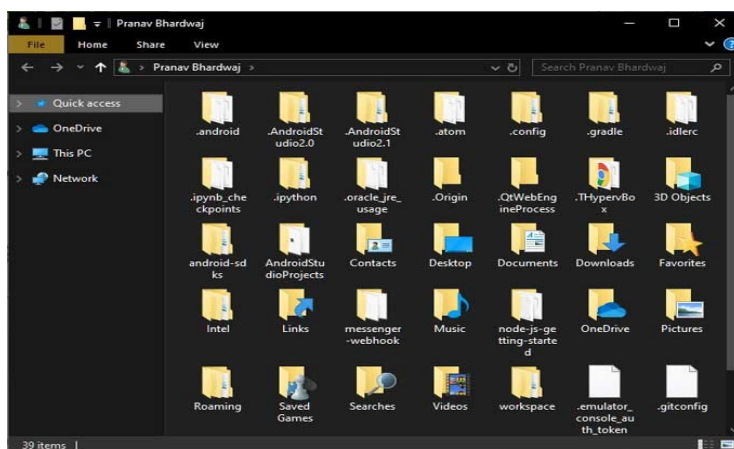
First is just press **Windows + R** buttons of your keyboards together. The second way is type **Run** in the search bar and then click on the Run application. The third method to open Run Dialog Box is by right-clicking on the Windows start icon, and you will get the Run option there.

So, since we have our Run Dialog Box ready, we can now start shooting the commands on it.

Note: The quotation marks(“ ”) should not be included in the commands

1. Opening the Home folder of the current user (“.”)

This command is quite handy in better controlling the File Explorer. Just type a single period (.) , and you will land on to your home folder.

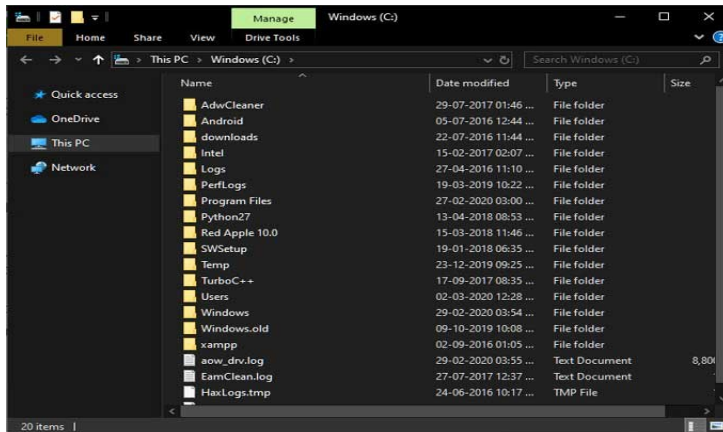


(2) Opening the Windows 10 drive (“\\”)

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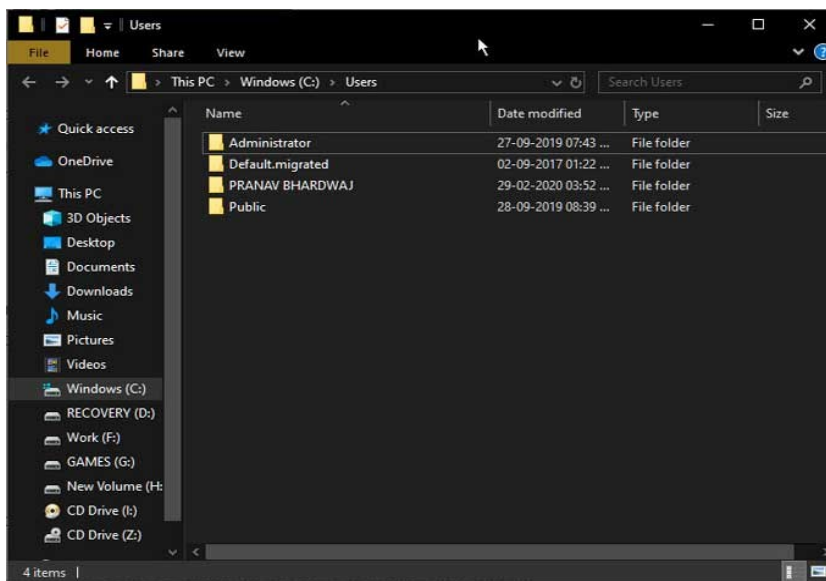
Sometimes you want to explore your root Windows 10 drive (in most cases, it is “C” drive). So instead of navigating using your mouse, use backslash (\) to jump to the root Windows 10 drive directly.



This (\) command can also be used to navigate towards a specific folder of the drive, by appending that folder name; for example, (\Program Files) will take you to the folder named Program Files in your Windows 10 drive.

(3) Opening the Users folder (“..”)

If you want to reach to the all users folder, type (..) on the Run Dialog and hit OK. This command is quite beneficial while performing the system administrative tasks.

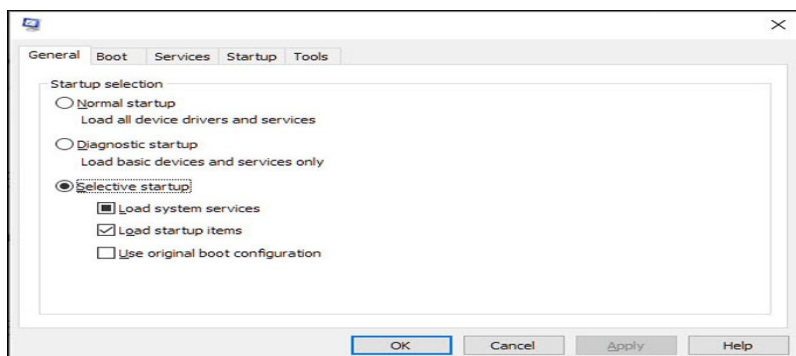


(4) Opening the System Configuration (“msconfig”)

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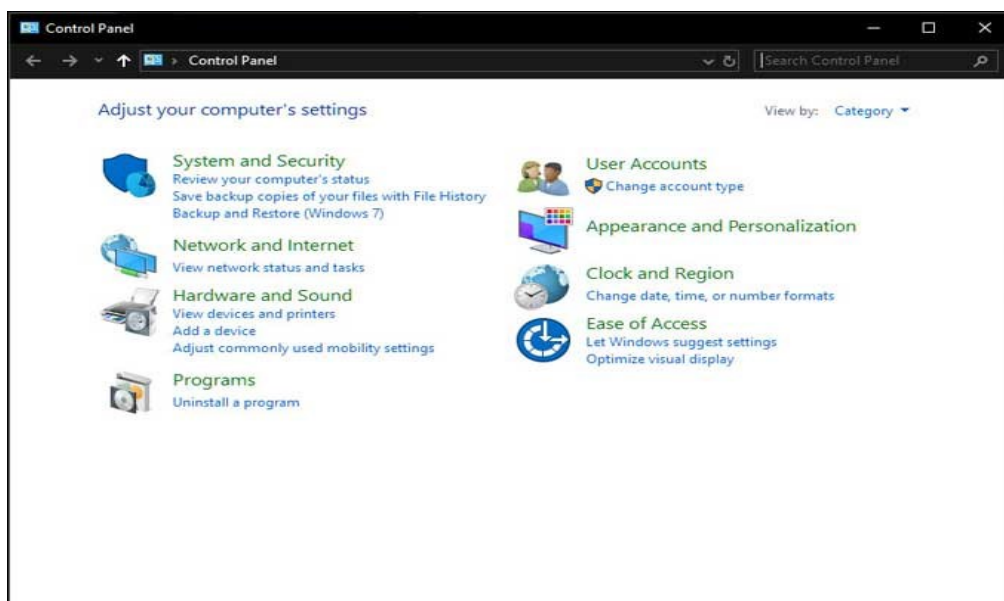
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The Microsoft Configuration application is handy for setting the Startup method and grants you permission to block or stop certain services to load during the boot sequence. To get access to this application, type (msconfig), and that's it.



(5) Opening Control Panel (“control”)

This command can be the most useful for you. You might need the Control Panel most of the time for various purposes like Uninstalling/Repairing an application, Security Settings, Hardware & Sound settings, and much more. For quickly accessing the Control Panel type (Control) on the Run Window and hit OK.



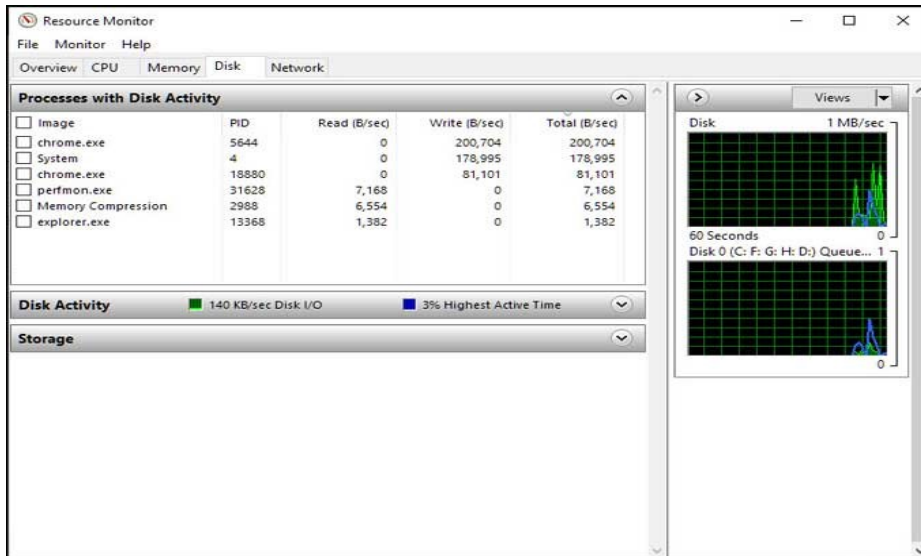
(6) Opening Resource Monitor (“resmon”)

Resource Monitor is one of the most important features of Windows 10. Most users simply ignore it or don't know about it. It helps users to know which running process is using their resources like CPU or RAM usage. This feature can be handy when your system gets hanged, and you want to catch the application, which is causing it.

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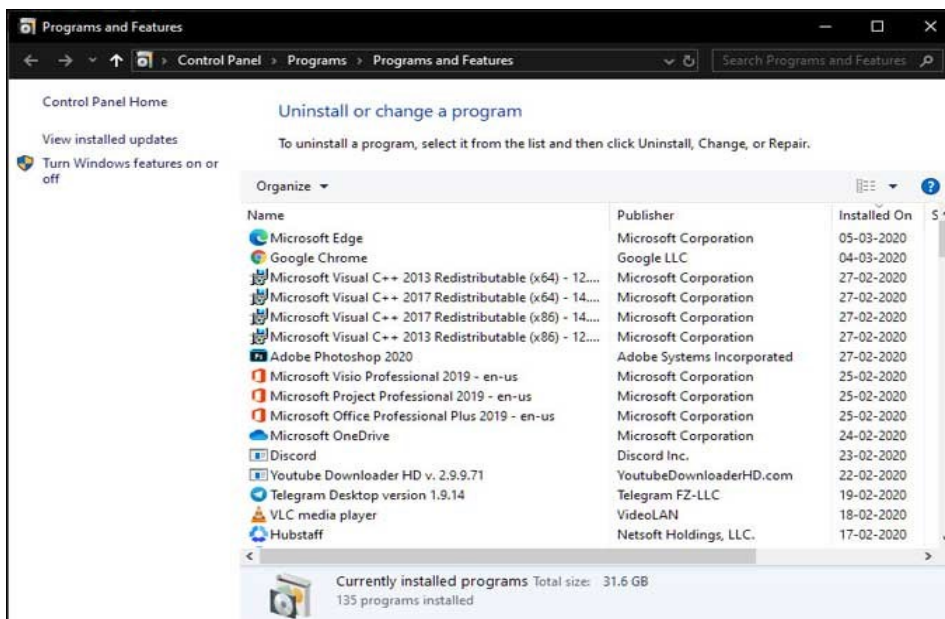
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Getting to this feature is easy by run commands. Type (resmon) on Run Dialog Window and click OK to launch it.



(7) Opening Programs and Features (“appwiz.cpl”)

There comes a time when you get fed up with an application and wants to uninstall it. For that, what you normally do is go to Control Panel and then look for **Programs and Features** option. Instead of that, you can type the (appwiz.cpl) command on the Run Dialog Box, and you will directly land to Programs and Features Window.

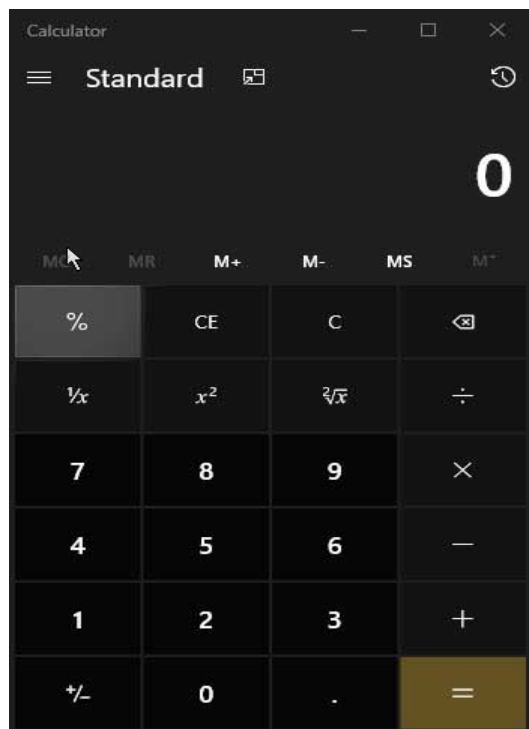


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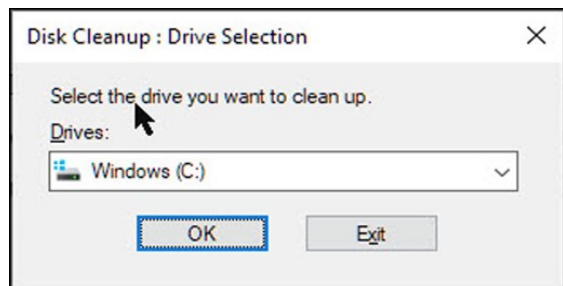
(8) Opening common Microsoft apps (“**calc**”, “**notepad**”, “**mspaint**”, etc.)

The Run Commands can launch some basic Microsoft apps whose shortcuts are generally not present on your desktop. Like Calculator, Notepad, or MSPaint. Open the Run Dialog Box and use the commands to launch the apps.



(9) Opening Disk Cleanup Utility (“**cleanmgr**”)

Windows 10 is much advanced in Disk Cleanup than its previous versions. Most of the cleaning process is done automatically in the background. However, there may be some stances when you want to perform disk cleanup manually. For that use `cleanmgr` run command instead of searching for Cleanup Utility.

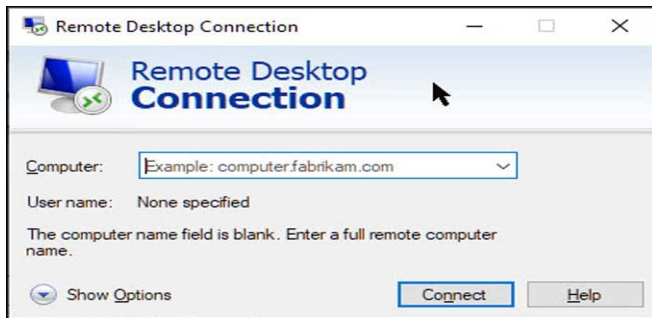


(10) Open Remote Desktop (“**mstsc**”)

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Remote Desktop is another lesser-known application of Windows 10. It is used when you remotely want to access any other system from your Windows 10 device. This app can be launched directly from Run Command Dialog Box. Type (mstsc) and click OK.



Conclusion

This guide listed out the most common and most useful ten Windows 10 run commands. As already said, they can be super beneficial for enhancing your work speed on your system. However, the key is to learn and remember to use them whenever required

How to Block Crapware with Microsoft Edge

By Brian Burgess

Last Updated on March 3, 2020



The new Microsoft Edge based on Chromium is known for its privacy and security features. One of those features is the ability to make it block crapware apps. The feature isn't enabled by default, however, but we'll show you how to turn it on.

What Does Edge Block?

When we talk about crapware, we're referring to potentially unwanted programs or PUPs. These include the junk that some apps try to install in the browser like annoying toolbars, crypto-miners, adware, and other unwanted apps.

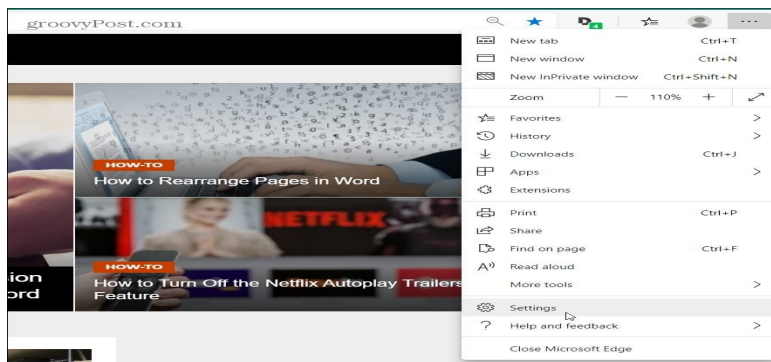
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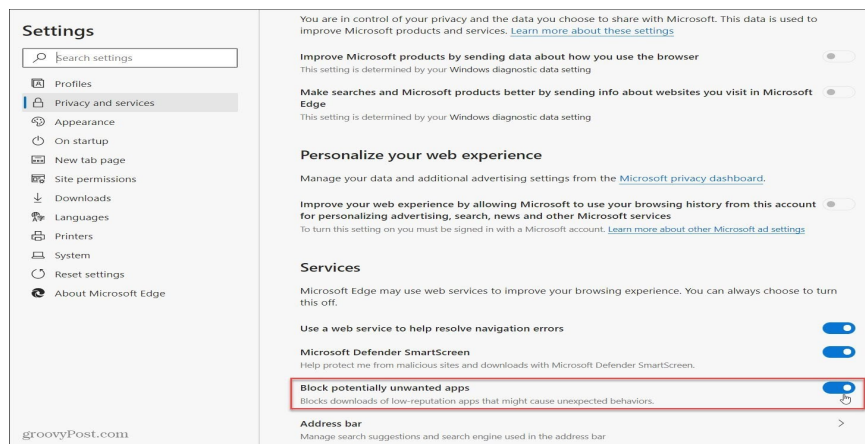
Note: To enable the crapware blocker you need to be running Edge version 80 or higher. To make sure you have the latest version you can **manually check for updates**. Just head to **Options > Help and feedback > About Microsoft Edge**.

Turn on Microsoft Edge Crapware Blocking

To enable the blocker, launch the new Edge and click the Options menu (three dots) in the upper-right corner. Then click on **Settings**.



Now on the Settings page click on **Privacy and services** in the left panel. Then scroll down to the Services section in the right panel and turn on the **Block potentially unwanted apps** switch.



That's all there is to it. You can go ahead and close the Settings page and now have peace of mind knowing that Edge will start blocking crapware from being installed.

Remember that the new Microsoft Edge browser is truly cross-platform and available for Windows 7, 8, 10, macOS, Android, and iOS. And since it's built on Chromium you can **install Google Chrome extensions** to the new Edge from the Chrome Webstore

What's New in Windows 10's 20H1 Update, Arriving Spring 2020



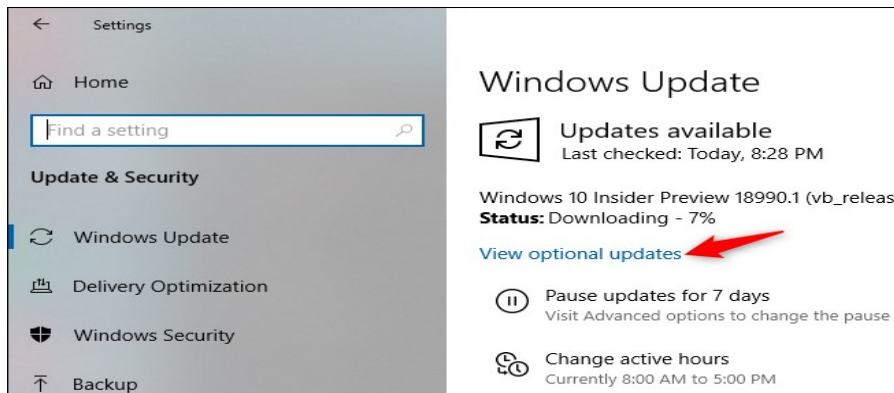
CHRIS HOFFMAN @CHRISBHOFFMAN



Microsoft is already working on Windows 10's 20H1 update. Expected sometime around May 2020, this is Windows 10 version 2004. It's much bigger than Windows 10's November 2019 update but still feels like a collection of useful improvements.

This post is up-to-date with features included in Windows Insider builds up to build 19041.84, released on Feb. 11, 2020. We originally published it on Aug. 28, 2019, and have been updating it throughout Microsoft's development process. Volume 0%

More Control Over Optional Updates



Windows Update automatically installs many updates, but some updates are optional. Now, there's a new screen that shows all these updates in one place.

Hardware driver updates, big feature updates like 20H1 itself, and monthly non-security quality updates like the C and D updates will appear here.

To find this screen after updating to 20H1, head to Settings > Update & Security > Windows Update > View optional updates. You can then choose which updates you might want to install.

Windows Update will still automatically install many hardware driver updates, but sometimes there are additional updates that may not automatically be installed. In the past, you had to dig through the Device Manager and select a specific device to update. Now, all optional hardware driver updates will appear on this screen. Microsoft says, "if you're having a problem, one of those optional drivers might help."

PLATEAU PC USERS GROUP, Inc.

APPLICATION FOR MEMBERSHIP



____ **New Member**

____ **Renewing Member**

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

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

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

Last Name First Name Family Members (if family membership)

Address:

City State Zip Code (_____)
Phone Number

E-Mail address: _____

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

I have used PCs since (year): _____

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

January 2020



May 2020



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
					1	2
3	4	5	6 <u>2:00 P.M.</u> PPCUG Board Mtg. 	7	8	9
10 	11	12 <u>6:00 P.M.</u> General Mtg. Presentation. Eo" 	13	14	15	16 
17	18	19	20	21	22	23
24	25 	26	27	28	29	30
31						