



PLATEAU PC USERS GROUP, INC GAZETTE



September 2018

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 www.PPCUGinc.com

September 2018

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

Volume 24, Issue 9

This Month's August Meetings

General Meeting

Tuesday, September 11 at 6:00 P.M.

At Christ Lutheran Church FFG

Plateau Photography Club Workshop

Thursday September 20 at 1:00 P.M.

At FFG Library Bldg.

**See more information on page #3 regarding
merger of both Workshops.**

The Tuesday, September 11th Program at FFG Christ Lutheran Church

Dash Cams and GPS

Presented by PPCUG President Steve Rosenstein.

One of the hottest electronic items in stores today is the dashcam. This small device, which mounts on your windshield or dashboard, records events as you drive and even when your car is parked. In some countries, such as Russia where driving is an adventure and insurance scams are pervasive, up to 90 percent of all cars are said to be equipped with these devices. Sales figures show purchases of dashcams increasing by the hundreds of thousands a year in this country.

Steve will give an overview of the current dashcams available for purchase along with buying information to help you choose what features, and price range, is best for you. He will also touch on the current selections and features of the GPS and why you might consider still mounting one on your car even though it comes with one built in.



Monday, September 3, 2018

Inside This Issue

Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tips & Site — MS Word Easy Undo	Page 3
Are you afraid of "AI"?	Page 4
10 Essential Google Tips & Tricks (Part #1)	Page 5
Google Tips & Tricks (Part #2)	Page 7
Create a PDF from Anything Using Windows 10's Built-In PDF Printer	Page 9
How to Align a Table Horizontally in MS Word	Page 13
PPCUG Application for Membership	Page 15
October 2018 Calendar	Page 16

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

NOTE: Meeting Dates are now on 2nd Tuesday's of the month

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:

Due Date	Jul-Sep 2018 Annual Dues	Oct—Dec 2018	Jan-Mar 2019	Apr—Jun 2019
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.

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.

DISCLAIMER: No warranty, express or implied, is made by the PPCUG, the Gazette editorial staff or its contributing editors. This extends to all losses incidental or consequential from the use or non-use of any information in any issue of the Gazette.

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".

2018-2019 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/ Compliance	Jim Buxton	(931) 456-6009
Treasurer	John Krueger	(931) 707-3677
Secretary	Cindy West	(931) 484-7306
Past President	Carl Nordeen	(931) 456-5597
Programs	Open	
Membership	John Krueger	(931) 707-3677
Publicity	Mary Anne Nordeen	(931) 456-5597
Gazette Editor	Gordon Botting	(931) 456-2184
APCUG Rep	Steve Rosenstein	(931) 742-0151
Equipment Custodian	Bob Willis	(931) 456-6511
Webmaster	Alan Baker	(931) 788-2201

Directors at Large

Gordon Botting	Richard Del Frate	Barbara Duncan
Bob Willis		

Director Emeritus Don Lewis

SIG Leader

Plateau Photography Club Workshop	Jim Gries	FGPhotowork- shop@gmail.com (331) 442-9763
--------------------------------------	-----------	--

Up Coming Meeting for October 2018

Note: Change to Winter Hours

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on Tuesday, October 9 at 3:00 P.M.
at Christ Lutheran Church
481 Snead Drive FFG
(corner of Snead & Lakeview Drive)

Classes

Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

Cool Tips & Sites

Microsoft Word Easy Undo

Quickly undo mistakes in the majority of Windows programs by pressing the shortcut key Ctrl+Z.

For example, if you mistakenly cut or deleted text in Microsoft Word pressing the Ctrl key and the Z key at the same time would undo that change.

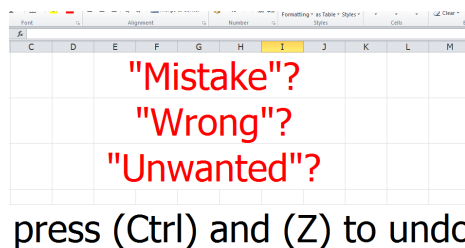
Tip: If you are using an Apple computer you would replace Ctrl with the Cmd key.

Multiple undo

Most Windows programs also support the ability to undo multiple changes. Continuing to press Ctrl+Z will undo one change at a time often back up to 12 or more changes.

Redo the undo

If you undo something you did not mean to undo pressing Ctrl+Y will redo the undo.



News of the Special Interest Groups

Plateau Photography Club

Beginning in June 2018, the Plateau Photography and Photo Editing Workshop Groups will merge their monthly meetings into one meeting to be held on the third Thursday of each month. As more people take digital pictures, photo editing has become a necessary and essential part of producing the final picture. Since over 95% percent of all pictures taken today are photo edited in some way, it was felt that the two topics should be combined in our meetings.

The meetings will have monthly assignments to take in various categories. Each member will be asked to bring the original picture taken and then explain the photo editing tools used to produce the final picture. There will be discussion covering the picture itself and the tools used and why they were used.

Each meeting will include short presentations on photography practices and/or photo editing techniques. The topics and assignments will be published in advanced to allow enough time for each member to plan and carry out their assignments. Winning pictures will be determined at the end of each meeting. The SIG leader is Jim Gries. at "FGPhotoworkshop@gmail.com"

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

Are you afraid of AI?

By Jim Cerny, Forum Leader, Sarasota Technology Users Group, FL
April 2018 issue, STUGMonitor
www.thestug.org
jimcerny (at) aol.com

The term “AI” is “Artificial Intelligence” and it means a computer (or machine) that can learn and to be creative in applying that knowledge. This article is not really a lesson to be taught but a caution about our near future.

Many computers already have AI and the huge growth of AI cannot be stopped. The question is, can it be controlled? A very simple example of AI is a chess playing app or program. It can “learn” what moves work, and which do not and will always remember. Over time, it learns how to win every game.

From my view, here are the things that concern me about the future of AI:

1. Unlimited and growing knowledge. Eventually everything ever learned, all knowledge, will be available to all computers instantly. Unlike humans, nothing will be forgotten. Not only knowledge, but also any “actions” learned will also never be forgotten.
2. Instant communication. Computers communicate instantly with any other computer.
3. Self-protection. Computers guard and backup themselves.
4. Quick decision making, good and bad, much more quickly than humans.

The above concepts are already in place for most computers to some degree. Is this tremendous AI growth factor and characteristics things to be feared? Many smart people are very concerned of what may happen in the future but here is my perspective.

“Hacking” into a computer network may be difficult but not impossible. Eventually someone or some people will use their computers to hack into others and be successful to a degree that they will “take over” other computers. Thus, a computer terrorist can do a lot more damage than even a nuclear explosion. They will control what they take over, not destroy it.

Robots or computer machines will find humans inferior. What will they do with us humans then? We cannot think or react as quickly as a computer. We would not have all their knowledge. Would we not be a threat to them if we tried to turn them off?

No compassion or emotions. Machines do not care.

No regulations or restrictions. Someone may create an “emotional” program that has compassion and “feelings” towards humans, but like any program it may be changed, corrupted, or hacked.

I have not even touched upon the relatively lesser human impacts such as most jobs being taken over by machines, computers repairing themselves and building more computers, the control of our environment, resources, health, and much more.

Regulation and careful controls will be needed to prevent computers from taking over our world. Do you remember the three “laws” of robotics written by Isaac Asimov written back in 1942?

Here they are:

(Continued on page 5)

(Continued from page 4)

1. A robot may not injure a human being or, through inaction, allow a human being to come to harm.
2. A robot must obey orders given it by human beings except where such orders would conflict with the First Law.
3. A robot must protect its own existence as long as such protection does not conflict with the First or Second Law.”

Can you think of possible problems even if these laws ARE obeyed by machines?

On the lighter side, I wonder what the computer in my refrigerator would want to communicate to my car? Or what my computerized toilet will be saying about me on Facebook? In a way, I am glad I am living now and will not have to see if this all comes true. Or — maybe it already has come true and we do not yet know it.

I have included a short list of good movies concerning this topic if you are interested:

Colossus: The Forbin Project -- A computer take-over movie made back in 1970.

Ex Machina (2014) – Eerie and scary, not for kids.

A.I. Artificial Intelligence (2001) – An artificial boy believes he is really a live boy. Sort of a warped “Pinocchio” story.

I, Robot (2004) – Can a robot learn to have real emotions and feelings?

2001 (1968) and the even better sequel, 2010 (1984) – Can we really trust a computer, especially one that has been fixed?

Robot and Frank (2012) – A helpful robot companion and human acceptance of it.

A great long list of AI movies can be found, of course, on Google.

10 Essential Google Tips and Tricks Part #1

By Dawn Bjork

Google continues to be the huge leader for web searches. Although you may use Google every day, you might be missing out on some of the tricks to strengthen your search muscles.

1. Install the Google Toolbar

Stop typing www.google.com or searching for the bookmark every time you want to start a Google search. Simply download the free Google toolbar at www.google.com/toolbar to install the toolbar into your browser window. The time-saving additions include a search box, a pop-up blocker (Internet Explorer only), and an AutoFill utility as well as other toolbar buttons you can add. Another favorite feature is the Google new tab page and most visited websites. With the Google toolbar installed, when you open a new browser tab, Google’s tab page displays links to up to nine websites you visit most, nine recent browser or Google bookmarks, and up to three recently closed (in the past five minutes) tabs. **Note:** the toolbar isn’t needed if you’re using the Chrome browser.

(Continued on page 6)

(Continued from page 5)

2. Quick Definitions

Not sure about the definition of a word? Get any word or phrase defined instantly. Just type your request into the Google search box (on the toolbar or website) using this format:

define:word or term such as **define:productivity** or **define productivity**

3. Track Down Content in a Website

Even if a site includes an internal search tool, you still might not find what you are looking for. Searching for a key contact in a company? Tracking down a resource such as a user manual or how-to guide? Try these Google tips to search for a specific term or phrase within a particular website:

site:website url “search term” such as **site:cobizmag.com “customer service”**

This Google search trick also works if you enter the search phrase first, for example, **“customer service” site:cobizmag.com**. I use this search technique frequently to register my business as a certified women’s business enterprise (WBE). Most large corporations maintain a supplier database of certified women-owned and minority-owned businesses but these web pages are sometimes tough to find from the home page of the corporate website. If a link is not easy to find in the site, I just run a Google search like **site:ibm.com “supplier diversity”**. (By the way, links for the supplier diversity program are actually very easy to find from the IBM website used in this example.)

4. Search Web Page Titles

Looking for web pages containing a very specific search term or phrase? Try this trick to search for a term in the web page title which typically contains top key words:

allintitle: “office jokes”

You can relax this search if the results are too narrow by removing the quotation marks around the phrase.

5. Search Web Addresses

For a variation of the trick above, search for a word or phrase in the URL of web pages (not just the home page). Just enter:

allinurl: “Colorado”

Once again, remove the quote marks to open up the search results.

6. A Wildcard Twist

Look for a wildcard search using this format:

chocolate * cake

Don’t be surprised, however, if you get millions or even billions of search results. You’ll likely need to narrow results by adding other search qualifiers, for instance, **chocolate * cake –zucchini** which removes zucchini from the search.

7. What Time is It?

Want to know the time anywhere in the world? Try entering a search for:

time:London or **time London**

You can, of course, type any other place name instead of London; your search is not case sensitive.

8. Quick Math

If your calculator isn’t handy, use Google’s built-in calculator function. Simply enter the calculation you’d like completed into the search box. For example, **12345*67.89**, which works with or without spaces around the mathematical operators. Much more complex calculations work too.

(Continued on page 7)

(Continued from page 6)

9. Trends for Public Data

To see trends for population and unemployment rates of U.S. states and counties, type “**population**” or “**unemployment rate**” followed by a state or county. You can then click through to a page that lets you compare different locations. For example:

population CO or unemployment rate Arizona

10. What’s the Weather Outside?

To see the weather for many U.S. and worldwide cities, type “**weather**” followed by the city and state, U.S. zip code, or city and country. Some examples (capitalization and punctuation not required):

weather:Maui Hawaii

weather Lahaina, HI

weather 96761

Now you’ve seen there’s a lot more you can do with Google to expand your knowledge.

Google Tips & Tricks Part 2

Tricks September 2, 2014Dawn Bjork

1. Unit Conversion

Confused by centimeters vs. inches? Not sure how many kilos are equal to a weight in pounds? You can use Google to convert between many different units of measurement of height, weight, and volume among many others. Just enter the conversion you want into the Google search box (did you download the Google toolbar?) and it will calculate the conversion for you. Some examples to try:

100 pounds in kilos (100 lbs. in kilos also works)

50 meters in feet

2. Currency Conversion

Determining currency value is also easy in Google with the built-in currency converter. Simply enter the conversion you want into the search box such as:

150 euros in us dollars

100 Canadian dollars in usd

3. Local Search

Are you visiting a new area or looking for a business nearby? To search for a restaurant, store, or other local business, you can search by the category of business and location and Google will return matching results along with a map, reviews, and contact information. Test searches like these:

mexican food 80202

office supplies Dallas TX

(Continued on page 8)

(Continued from page 7)

4. Easy Google Maps

Looking for a map? Sure, you could click to Google Maps but why not let Google bring the maps to you? Just type in the name or U.S. zip code of a location followed by the word “**map**” and Google will show you a map of the location. Clicking on the map will take you to a larger version on Google Maps. Try examples like these:

Portland map

30308 map

5. It's ShowTime!

To find reviews and show times for movies playing near you, type “**movies**” or the name of a current film into the Google search box plus the U.S. zip code or city you are searching for. Here are some variations of this tip:

movies 30308

movies star wars Atlanta ga

movies captain America 30308

6. Flight Status

Waiting for someone's flight to arrive? To see flight status for arriving and departing U.S. flights, enter the name of the airline and the flight number into the Google search box. You can also see delays at a specific airport by typing in the name of the city or three-letter airport code followed by the word “**airport**.” Some examples of these Google tricks are:

united airlines 556

Chicago airport

DIA airport

7. See What Google is Keeping Track Of

Are you responsible for managing your company website or marketing program? To see the cached (stored) page Google has stored of any web page, try this query:

cache:website url such as **cache:cobizmag.com**

(The results will be the same whether or not you use www. as part of the site address.) Notice the date at the top of the cached page. Popular sites such as cobizmag.com will be more frequently cached.

8. How Popular Are We?

Another Google trick helps you find out which sites are linking back to your website. As you probably know, outside links to your site increase your relevance and natural ranking within Google searches. Check out your popularity with:

link:cobizmag.com

Link relevance increases substantially with links from blog posts—even posts within the same site!

(Continued on page 9)

(Continued from page 8)

9. Easy Area Codes

Have you ever looked at a U.S. telephone number and wondered what area it is from? To see the geographical location for any U.S. area code, simply type the three-digit area code into the Google search box and launch the search.

10. Stock Quotes

To see current market data for a specific company or fund, type the ticker symbol into the search box. Once the results display, you can click the link to see more data from Google Finance. For example, enter **DIS** to see the current stock data for the Walt Disney Company.

But wait...there's more! I just can't stop at ten tips when there are even more quick and easy tricks for Google searches. Here are a few other ways to expand your search options in Google.

11. Related Search

Discover new resources by searching for web pages with similar content to a specific website. Just type "**related:**" followed by the website address into the Google search box. For example:

related:usatoday.com

12. Fill in the Blank

Sometimes the best way to ask a question is to get Google to "fill in the blank" by adding an asterisk (*) wildcard at the part of the sentence or question that you want completed into the Google search box such as:

Thomas Edison discovered *

In addition to providing quick access to billions of web pages, now you know more Google tricks to help you take advantage of other special features.

Create a PDF from Anything Using Windows 10's Built-In PDF Printer

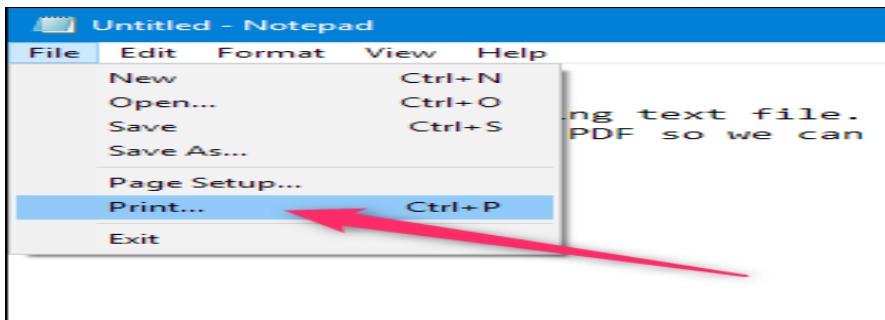
Windows 10 features a built-in print driver that converts documents to PDF. It's super easy to use, too. All you have to do is print the document the way you usually would, and then choose the PDF option as your printer. We say document, but really, you can convert anything you would usually print to a PDF—text files, images, web pages, Office documents, whatever.

For our example here, we're going to create a PDF from one a text file. That's not something you're likely to do, but it's a simple way to show the process using the default Windows Print window. It's going to look a bit different depending on the app from which you're printing, but the process is pretty much the same no matter what the source.

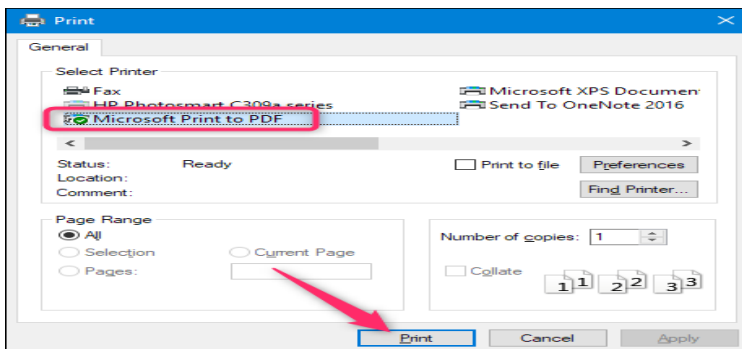
(Continued on page 10)

(Continued from page 9)

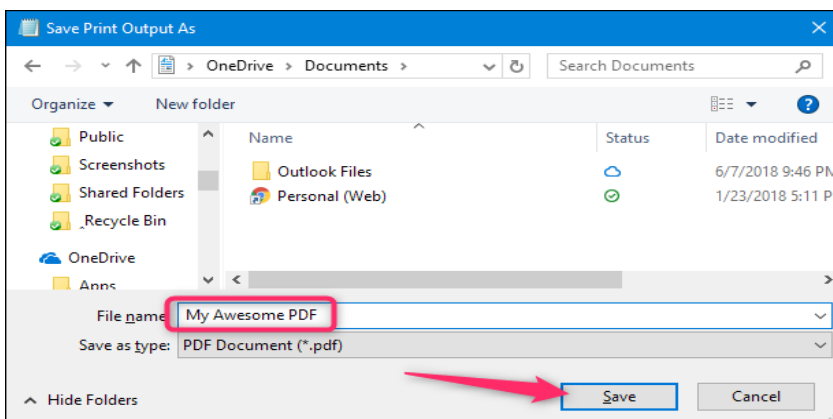
Start by selecting the “Print” command in whatever app you’re using.



Next, you’ll be changing the printer. Again, this is how it looks in the default Windows Print window. It will look different in different apps, but the option will still be there. When you’ve selected the PDF printer, go ahead and print the document.



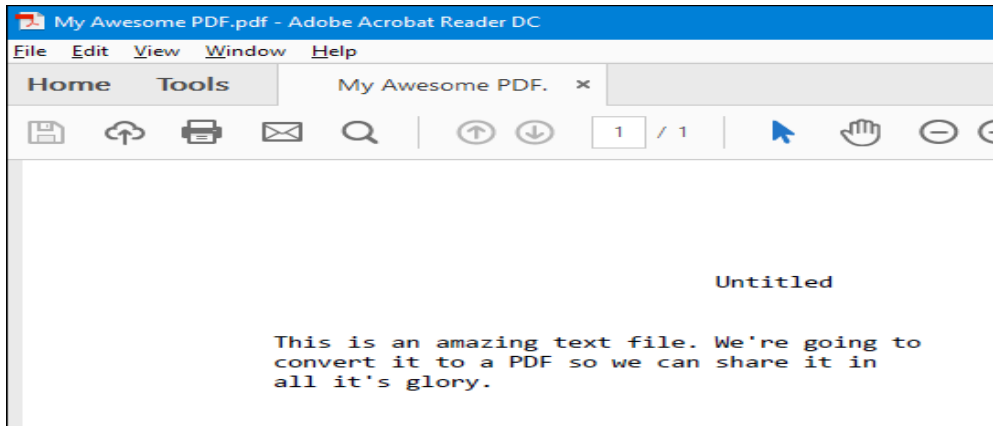
When you print, Windows will open up a standard Save As window for you to name and save your new PDF. So, go ahead and give it a great name, choose your save location, and then hit that “Save” button.



(Continued on page 11)

(Continued from page 10)

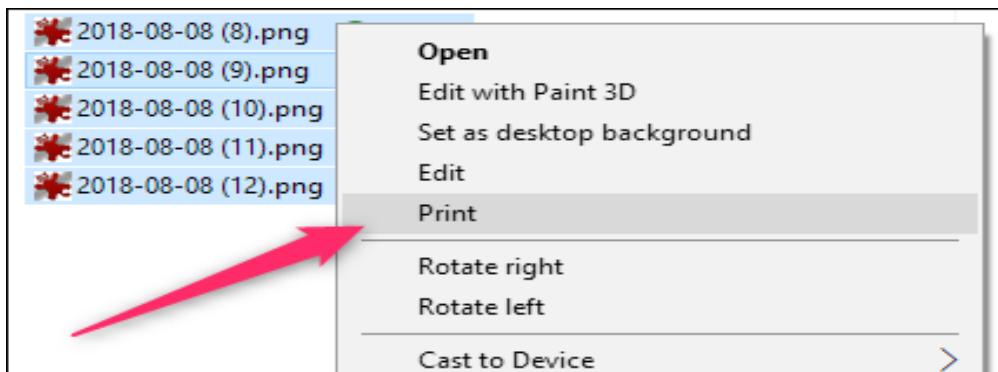
You now have an amazing PDF to share.



Combine Multiple Images into a Single PDF

Here's another quick tip for you. If you have a bunch of images (or other documents) that you'd like to combine into a single PDF document, you can do that right from File Explorer.

Select all the files you want to combine, right-click any of them, and then choose the “Print” command from the context menu.



Note: The order your images appear in File Explorer is the order they will show up in your PDF. If you want them in a different order, rename the images before combining them.

(Continued on page 12)

(Continued from page 11)

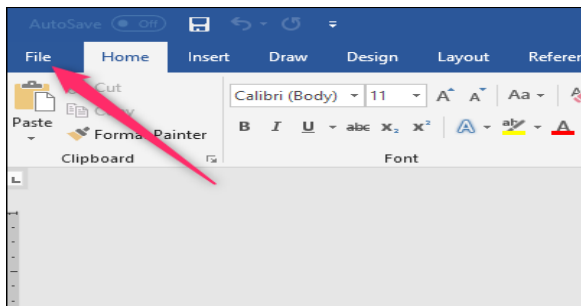
Next, make sure “Microsoft Print To PDF” is selected from the list of available printers, and then click “Print” to save the PDF to your hard drive.



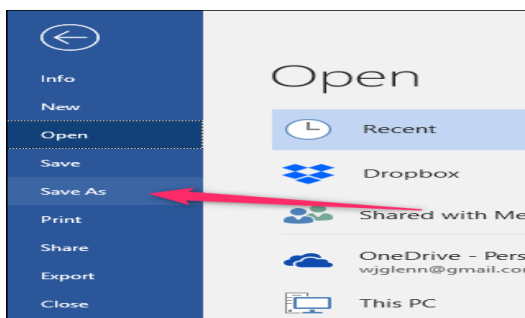
Create a PDF from an Existing Word Document

If you have Microsoft Word and you want to convert it to a PDF, you’re better off doing that from Word than using Windows’ built-in PDF printer because Word does a better job of retaining the layout and formatting of your document during conversion.

With your Word document open, click the “File” menu on the Ribbon.



On the sidebar that opens, click the “Save As” command.



Now, all you have to do is give your file a name, select “PDF” from the dropdown menu, and then click the “Save” button.

How to Align a Table Horizontally in Microsoft Word

by **Hayley Milliman** on August 12th, 2018

If you have a table that doesn't take up the full width of your Word document, you can change its horizontal alignment on the page and even fine-tune how far it's indented if you've got it aligned to the left of the page. Here's how that works.

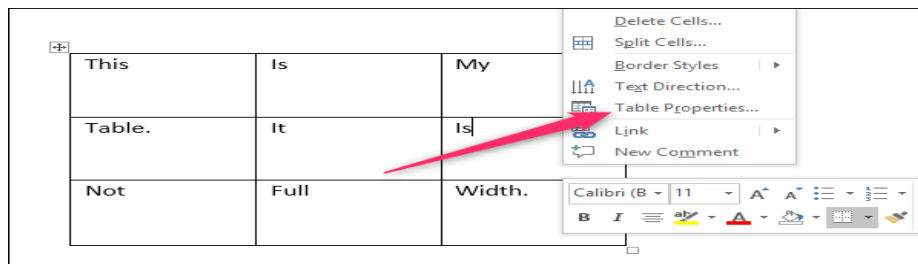
How to Change a Table's Horizontal Alignment

You can easily align your table to the left, center, or right of the page in your Word document.

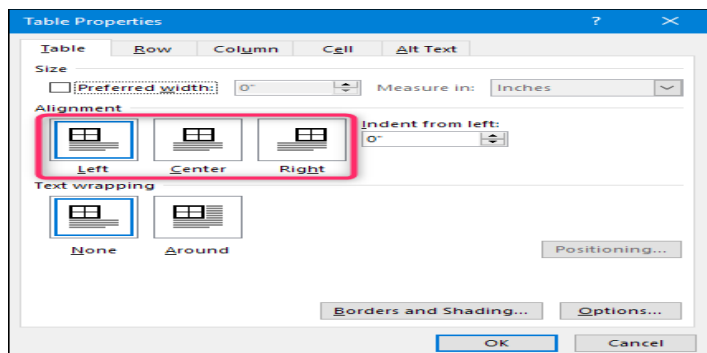
The only caveat here is that the table can't be set to take up the full width of the page if you want to use these alignment options. Full-width is the default state when you create a new table, so if you've got a table that doesn't need to be that big, you'll need to change that setting.

The easiest way to do that is to click anywhere in the table to put the focus on it, and then to grab the resizing handle at the bottom right of the table. When you rest your pointer over the handle, it changes into a double arrow. You can then click and drag that handle to make your table any size you want.

Now that your table is no longer full-width, you can adjust its alignment on the page. Right-click anywhere inside the table and then choose the "Table Properties" command from the context menu that appears.



In the Table Properties window that opens, you can choose left, center, or right alignment by clicking those options in the "Alignment" section. While you're here, note that you can also fine-tune the width of your table by selecting the "Preferred Width" option and then specifying exactly how wide it should be. It gives you a little more control than just dragging the handle the way we showed you before.



(Continued on page 14)

(Continued from page 13)

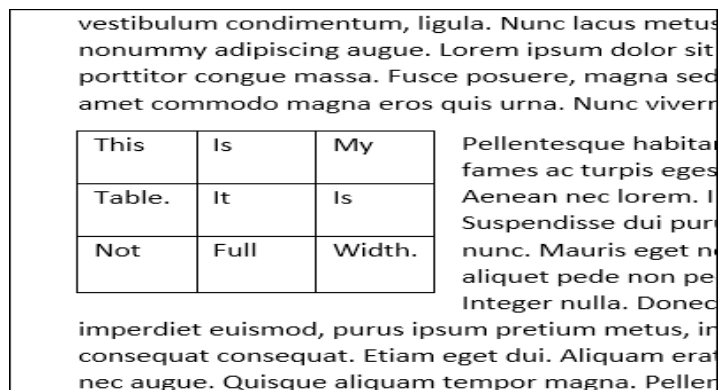
If you're aligning your table to the left side of the page, you can also adjust the space of the indent from the left margin using the "Indent From Left" box to the right. Here, we're indenting our table a full inch from the left margin.



There's also one more setting you should be aware of here: text wrapping. If you've got a small table, you can select the "Around" option to have your document's main body of text wrap around the table so that you're not left with a lot of white space on the page. Click that "Positioning" button over on the right, and you can make some additional adjustments, such as exactly how close you want the text to flow around the table.



And here's what our small, left-justified table looks like with text wrapping enabled.



It's not hard at all to change the horizontal alignment of a table in Word, but there are quite a few options you can tweak if you know where to look.

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:

Due Date	Jul—Sep 2018 Annual Dues	Oct – Dec 2018	Jan -Mar 2019	Apr—Jun 2019
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:

July 2018



October 2018



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
	1	2	3 <u>2:00 P.M.</u> PPCUG Board Mtg.	4	5	6
7	8 <small>On Columbus Day, sail straight for a great time!</small> 	9 <u>3:00 P.M.</u> General Mtg. Presentation. Followed By Q&A Session	10	11	12	13
14	15	16	17	18 <u>1:00 P.M.</u> Plateau Pho- tography Club Workshop Mtg.	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.](#)