



PLATEAU PC USERS GROUP, INC GAZETTE



June 2018

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June 2018

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

Volume 24, Issue 6

This Month's June Meetings

General Meeting

**Now Tuesday, June 12 at 6:00 P.M.
At Christ Lutheran Church FFG**

Plateau Photography Club Workshop

Thursday June 21 at 1:00 P.M.

At FFG Library Bldg.

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

The June Program at

FFG Christ Lutheran Church

Best websites for best movies, TV & books for summer season.

With summer upon us and people looking forward to the season of big movies, a new TV season and time to read a summer book, the Plateau PC Users Group will have a program on where to look for the real lowdown on what to see, tune in and read.

Presenter will be club president Steve Rosenstein who has a background in the entertainment industry. Steve was, for 14 years, a reporter, reviewer and columnist for a well-known entertainment industry publication and has, for more than a decade, been a reviewer for a chain of local newspapers. He also worked in the film and broadcast industry during his career.

Steve still has an interest in entertainment and follows many of the on-line web sites that report on and review media.



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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

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	Apr-Jun 2018	Jul-Sep 2018 Annual Dues	Oct-Dec 2018	Jan-Mar 2019
Single:	\$6	\$24	\$18	\$12
Families:	\$7	\$30	\$22	\$22

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".

2017-2018 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
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Secretary	Cindy West	(931) 484-7306
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Alan Baker	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
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Up Coming Meeting for Julye 2018

Note: Summer Hours & Location & Date

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on **Tuesday, July 10 at 6:00 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

Analyze your PC's storage

When it comes to managing the data stored on your PC's hard drive, Windows 7's tools are basic by modern standards. Right-click a drive, then click Properties and you'll see a pie chart showing how much free and used space it has - and that's it. Windows 8.1 offers a little more information, with the 'Disk space' section of the PC Settings app at least breaking down the used space by types of file.

But Windows 10 goes much further than this, visualizing exactly what is taking up all your precious hard-drive space, along with options for removing programs, deleting temporary files and more.

To check this out for yourself, click **Start, Settings, System, Storage**, then click the drive you want to analyze under Storage on the right. Click each category under the bar chart to see what you can remove.

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



Vote for PPCUG Officers Election in June 2018

(For the period July 2018 though June 2019)



Candidates slated for PPCUG Board include:

President: Steve Rosenstein
Vice President & Compliance: Jim Buxton
Treasurer: John Krueger
Secretary: Cindy West
Past President: Carl Nordeen

Tuesday, June 12th Meeting



Directors at Large:

Gordon Botting
Barbara Duncan
Richard Del Frate
Bob Willis

Should you leave your computer on 24 HOURS A DAY?

By Joe Isaac, Member, Central Kentucky Computer Society
March 2018 issue, CKCS newsletter
www.ckcs.org
newsletter (at) ckcs.org

NO! I shut my computer down every night. If I'm going to be gone several days I not only shut it down, I unplug the computer from the wall and unplug the phone line from the wall.

You are wearing your fan motor out and pulling dust thru your computer. Your hard drive may be running more. If you get a big surge of electricity that jumps your surge protector, it may save your computer by having it turned off.

Your surge protector is passive and works whether it is turned off or on. When it is off, the surge must jump the switch and the surge protector to get to your computer.

The only good thing about leaving your computer on is that you can get rid of the dust bunnies, the fan will pull them into your computer and your utility company will love you.

With the increased use of always on – DSL and Cable Internet and with the growing threat of hackers and worms, it makes even more sense to shut your computer down when not in use.

A computer not running and not connected cannot be hacked.

OTHER GREAT REASON TO CUT YOUR COMPUTER OFF AT NIGHT.

- It's not unusual to get low on system resources after you use Windows for a long stretch, especially if you open and close programs frequently. Adding a bunch of RAM doesn't help. System resources are stored in fixed memory blocks that reside in your System RAM.
- Programs store certain routines inside your system resources. Some programs don't reallocate or release the memory, so after a while your machine gets full. You must restart Windows to free up memory again.

That's why Windows feels more reliable if you start it up fresh every day

The Windows 10 Start Menu

By Lee Reynolds, The "Windows 10 Guru"
Contributing Editor, Boca Raton Computer Society
www.brcs.org
leetutor (at) att.net

Introduction

Do you talk to your computer? I don't mean swearing at it because it doesn't do the thing you want it to do. You should be able to have it find desired files on your computer, remind you to go to a doctor's appointment, play your favorite music, or even convert a certain number of kilograms to pounds.

How do you get your PC to do those things by voice commands alone?

You will need to configure Speech Recognition on Windows 10. You start this by getting into Control Panel (for example and typing the words Control Panel into the search box on the left side of the Task Bar.) You then are given several options to choose from, one of which will be "Ease of Access." Click on that and you are taken to a page, which offers the options "Ease of Access Center" and "Speech Recognition."

When you click on Speech Recognition, you are taken to a window where you will click on the option for "Start Speech Recognition." That takes you to a "Set up Speech Recognition" page where you again click on the tab at the bottom right for Next.

You are now taken to a page where you specify the type of microphone you will be using. When you click the Next button, read the information on the page and then continue.

After you perform the actions of setting up your microphone click Next again. You will be instructed to read the following text aloud, "Peter dictates to his computer. He prefers it to typing, and particularly prefers it to pen and paper." After reading that aloud, you can click on Next again, read the information on that page, and then again on the next page. You will be taken to a page where the title is Set up Speech Recognition, and you now choose one of the two options of Enable document review or Disable document review, which you choose between depending upon your concern for privacy.

After clicking Next again, you are taken to a page where you pick an activation mode: manual activation mode or voice activation mode. After that, you are taken to a page where you can view or print the voice commands you can use. Then you move on to a page where you can choose to Run Speech Recognition at startup. Finally, you are taken to a page where you can choose between Start tutorial and Skip tutorial, and the differences between the uses of each option is explained, and this ends the setup phase.

Now you can control the computer with your voice.



How I Became a Published Author

By Nancy DeMarte, 1st Vice President, Sarasota Technology Users Group, Florida
April 2018 issue, STUGMonitor
www.thestug.org
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An old adage says that we all have at least one book inside us. It might be our memoirs, a travelogue, a mystery novel, a biography, or one of dozens of genres.

I had a book just waiting to emerge for years until I couldn't stand it anymore. My grandmother, who died in 1971, had left me her diaries, which she had kept for almost 70 years. As I read through them, I realized how much my extended family would enjoy reading about her life. So, over a period of several years, I read and took notes from the diaries. Then I drafted a book in MS Word which enhanced some of her most memorable experiences. When I finished, I began to search for a place to get my little book published. That's when I ran into some unexpected results.

My search for local storefront publishers came up with few choices, so I tried the Internet. I first found several large companies who had slick websites and lots of promotions. When I contacted one of them, I got offers and promises, but not much information about how the process worked or how much it would cost. When I finally did get a cost estimate, I found it to be unreasonable. The company bombarded me with emails and phone calls until I had to demand that they stop harassing me. I was discouraged.

Then a friend told me about the self-publishing websites that have sprung up in the last decade. I searched "self-publishing" on the web and found several sites. These companies offer support and useful tools, but the author does most of the work. I explored three sites, looking for the one that had the most useful tools for me, like a template for laying out the book, cover designs, and good customer support.



Eventually, I was drawn to one company called CreateSpace that offered a logical set of steps in the publishing process, a library of reference articles about each stage of the process, and support through email and phone. This site would not only publish my book, but also help me set up a marketing plan to sell copies or buy copies myself, which is what I wanted to do. The whole process was divided into clearly-defined stages with steps that had to be completed before moving on to the next stage. The first step was saving my Word document as a .PDF file and uploading it to the website. The next stage was getting it into the required book format. I copied the entire book into a 6"x 9" book template provided by CreateSpace. During the process, I made a few content changes – adding or deleting a sentence, slipping in a new chapter



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heading, and so on. I also chose a cover design from their gallery, although I could have created my own, and added photos. The final stage involved careful reviewing and proofreading of the book. CreateSpace provided a Reviewer tool that let me see a virtual copy of my book online. I could turn pages and make corrections as I went through the book. This stage took the most time but helped ensure good results.

A few times during the process, I contacted the site via email with a question and got a phone call back the next day. As a first-time user, I appreciated the patience and knowledge of the phone supporters.

When I had completed all the steps, I received a proof copy of the actual book in the mail for me to approve before any further copies were printed. This helpful step let me see how my text and photos looked in a finished product. Even this final proof copy required me to read it through twice to check the placement of photos, page numbers, etc. I also had my husband, who had not read the book before, read it and give me his feedback.

Up to this point, the only cost I had incurred was about \$14.00 for shipping the proof copy. Once I gave the final approval and was ready to order more copies, the publisher quoted me a price. Since my book was a paperback with only 145 pages and in black and white, my cost per book was very low. I ordered 35 copies for \$116.00 and can order more or put them up for sale any time in the future. Besides books, CreateSpace also helps people market their original music or films.



For me, CreateSpace has been the perfect choice. But two other companies that I explored prior to CreateSpace also might be good options. A friend had an excellent experience with Blurb.com. He wanted a very large, hard cover book that was primarily colored photos. He said that Blurb offered many support options while letting him lay out the photos and format the pages. Another site called DiggyPOD.com is somewhat like CreateSpace in that it offers support to authors and tools to help at each stage. For example, they sent me a free copy of a paperback which not only contained Q&A's about their process, but also gave me a hands-on copy of their product. They will also provide upfront cost estimates.



I'm certain there are many other good self-publishing companies on the web besides those I found. Maybe it's time to let your inner book take shape.

If you are fairly skilled in Microsoft Word, you have a head start. Take a look at self-publishing.

You might become a published author

Quicken 2018 Review

By Henry Winokur

March 2018 issue, Potomac Area Technology and Computer Society (PATACS)

Posts

www.patacs.org

[pc.hlp \(at\) verizon.net](mailto:pc.hlp@verizon.net)

Having gone through a lot of issues with Quicken over the course of the last year, I thought I'd bring you my "report."

The first thing to know is that Quicken is no longer owned by Intuit. Intuit has other financial products but Quicken was sold to a group of investors. Those investors have, IMHO, made sizeable and mostly welcome changes to Quicken—some things Intuit should have done years ago, but didn't.

Quicken 2018, unlike previous versions is a "subscription" product (like Microsoft Office 365), and Quicken, the company, is trying to get everyone to move to it, which makes sense. If you're a Quicken 2015 user, it's time to update, as support ends on 4/30/18. Likewise, Quicken 2016 will go out of support on 4/30/2019 and Quicken 2017, will go out of support on 4/30/2020.

One of the new things is that there is now Mac version equivalents to the Windows versions, which can only be a good thing for Mac users.

There are 4 versions of the Windows product. I'm not going to rehash all their features here. You can read about them on Quicken's web page at www.quicken.com: The first is the Starter edition, which is the simplest and least expensive of the 4. But in my view, it doesn't do much, and barely scratches the surface of what Quicken is capable of. Each version after the Starter edition adds more features based on the "product ladder". Check out the web page for specific details to the different packages.

What I will clue you in on, is that if you want to pay your bills electronically, you can. Quicken will work with some banks nicely, but not all—don't ask me how I know. If your bank doesn't support direct bill payment (such as Capital One Bank), you can sign up with Quicken Bill Pay (QBP).

Even though the QBP web site (www.quickenbillpay.com) says it only takes a few days to get signed up, that isn't (based on personal experience and comments from the folks I'm in contact with at Quicken) correct. It can take 2 weeks or more, and you must stay on top of them. That is, if you haven't seen 2 small deposits in your bank account within 2 weeks you need to follow up with them. For some reason, when I attempted to do it, the emails they were sending me were getting lost in the Ether. It took the intervention of QBP Support to get things squared away.

While Deluxe is the most popular version, according to Quicken's web site, if you plan to use QBP, you should opt for either the Premier or Home & Business edition. Those 2 editions include Bill Payment for free, which is a very substantial savings over the course of a year.

Quicken does run sales of its products from time to time or you can often find it less expensively on line. My favorite shopping bot is www.google.com/shopping. Another good place to check for lower prices is eBay.

Following up with some additional info about Quicken Bill Pay: It turns out that once the first account has

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been registered with Quicken Bill Pay, subsequent accounts (even from different data sets) are approved immediately upon registration. The 2nd account I registered was at the same bank as the first one, and perhaps that's why it was instantaneously approved. I suspect that if one were to try and set up a 2nd account at a different bank, then it'll take at least 2 weeks for the required "monkey business" to be done.



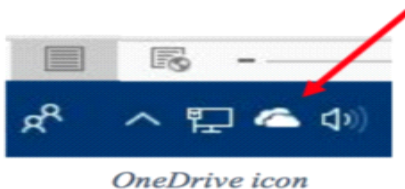
Henry Winokur operates PC.HLP Computer Consulting in the DC area, teaches computer classes in the Windows realm, and is an avid photographer.

OneDrive Files on Demand

By Nancy DeMarte, 2nd Vice President,
The Sarasota Technology Users Group, FL
March 2018 issue, Sarasota Monitor
www.thestug.org / [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

The 2017 Creators update (1709) to Windows 10 included several changes. One of my favorites is "Files on Demand," a new process to make files stored on OneDrive, the Microsoft cloud, available on your PC and other devices.

Anyone with a Windows 10 computer and a Microsoft account automatically has 5GB of free storage on OneDrive. If more space is needed, \$1.99 a month will provide 50GB of storage. Office 365 subscribers have 1TB (1000 GBs) of OneDrive storage. If you have files stored on OneDrive, you might want to consider Files-on-Demand to manage them.

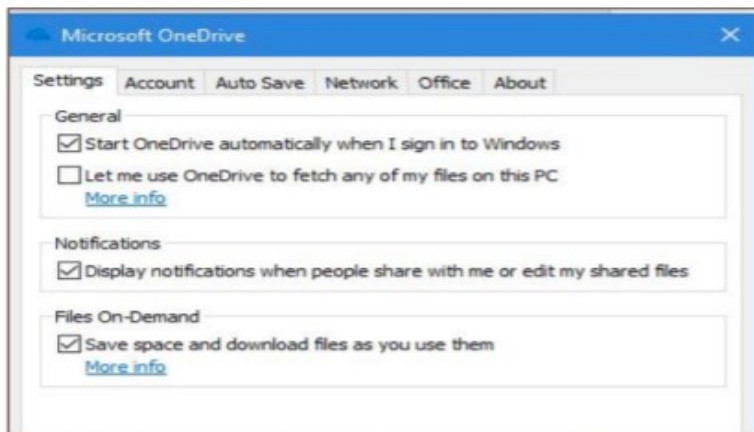


To set up Files-on-Demand, you must enable it in OneDrive. First, locate the OneDrive icon on your computer. It may be listed in the File Explorer left column, or it may be an icon in the notification area of the taskbar.

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If it isn't visible in that area, click the upside-down V and look for it in the group of hidden icons that opens. The OneDrive icon resembles two white or blue clouds overlapping. If you still can't find it, try using the Cortana search box or get it from the Microsoft store or Apple store.



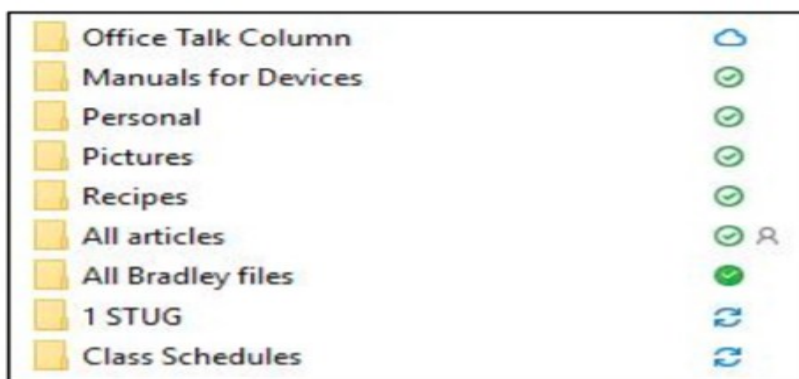
Files-on-Demand option on the settings tab in OneDrive

Right-click the OneDrive icon and click the Settings tab. Under Files-on-Demand, click next to "Save space and download files as you use them." and click OK. The feature is now enabled. If you want to use Files-on-Demand in OneDrive on other devices besides your computer, you need to enable it on each device.

The goal of Files-on-Demand is to save space on your computer or device by storing files on the Internet but making them easily available and up to date on your computer and other devices.

- If you double-click a file in OneDrive, it downloads to your computer or device while remaining stored on OneDrive.
- If you right-click one or more OneDrive files and select "Always keep on this device," files will be available on both your device and OneDrive but will use hard drive space.
- If you want to save space on your computer, right click a file or folder in OneDrive and click "Free up space." This makes new files created on other devices sync to your computer. If you do not click this command, these new files will appear as online-only.

To help you remember what the status is of files and folders saved in OneDrive, a new status column has been added that contains an icon next to each file. The screen shot below shows how they look and what the icons mean.



Folders stored in OneDrive with status icons

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The folder next to the white cloud with a blue outline is stored only on OneDrive. The folders with a checkmark in a white circle outlined in green will download to the computer when opened. The small people icon means that folder is shared.

The folder with the solid green circle and checkmark has been marked “Always keep on this device.” It will use hard drive space.

Although stored in OneDrive, the two folders with blue circular arrows are synced between OneDrive and one or more computers and devices.

Tips:

- If you delete a file from OneDrive using File Explorer, it will also be deleted from your device.
- If you want to disable Files-on-Demand, go to One Drive Settings tab and remove the checkmark next to “Save space and download files as you use them.” When the feature is turned off, all your files which are synced to OneDrive will download to your computer and will no longer sync.
- For more information about Files-on-Demand, here is a useful website. Copy and paste it into the address bar on your browser: <http://bit.ly/2p8KJAc>

It takes a little practice to get used to this new system, but its options make it an improvement over the old one.



Alexa... What can you do?

By Phil Sorrentino, Newsletter Contributor
December 2017 issue, Sarasota Monitor
www.thestug.org
philsorr (at) yahoo.com



Alexa is a Digital Assistant. If you have access to an Amazon Echo or Amazon Echo Dot, ask Alexa “What can you do?” Alexa will tell you “A lot. You can tell me to turn up the volume,

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play music, create a To Do list, or look up a topic on Wikipedia.” Finally, it will suggest, “To find out more, check out the Things to Try page in the Alexa App.” (If you don’t have a device, befriend someone who has one and give it a try.) When you go to the Amazon Echo App and choose Things to Try, you will see quite an impressive list headed by “What’s new?” (new things Alexa can do), and Echo Show (an ad for the new Echo Show device). And 28 more topics, alphabetically arranged, starting with “Ask questions,” “Calling and messaging,” and “Check your calendar.” These are many of the things that you can try after you get over asking: “Alexa, what is the temperature,” “Alexa what time is it,” and “Alexa, tell me a joke.”

A Digital Assistant is a complex piece of software that can perform many tasks or services for the user. A Digital Assistant typically includes access to large databases and includes Artificial Intelligence (AI) capabilities. The Digital Assistant software runs on a Server, aided by the App running in the local device (smartphone, computer or dedicated device like the Echo). Remember Client-Server Technology? Digital assistants typically are voice controlled and provide verbal and/ or action results (like answering a question or turning a light on or off). Amazon’s Alexa is just one of the digital Assistants that are finding their way into regular use. Others that you may be familiar with are Google’s “Ok, Google,” Apple’s “Siri,” Microsoft’s “Cortana,” and Samsung’s “Bixby.”



(Siri has been around the longest and appears to have the largest user base, followed by Google and Alexa.) All of these can provide answers to basic time and weather questions, and even basic information lookup questions. Alexa is unique in that it is accessed by use of the Amazon Echo, Echo Dot, or Echo Show devices, not by a computer or smartphone (though you need a smartphone to setup many of its capabilities). Google’s Assistant, which is like Alexa, can be accessed by a smartphone (or tablet), and the Google Home device. The Google Home device is like the Amazon Echo device.

Going back to Alexa’s list of “Things to Try,” there are many things that can be very useful in your daily routine, such as Control of smart home devices, Control music, check your calendar, setting alarms, timers and reminders, Creating ToDo and Shopping lists. Some of these things are inherent and are part of Alexa, and some of these require additional support in the form of “skills.” Skills are Amazon’s term for additional support from a source other than Alexa or the Alexa App. To see a comprehensive list of these skills, just Google “Amazon Skills,” and select “Amazon.com: Alexa Skills.”

- Setting a timer is built into Alexa. All you have to do is say “Alexa, set a “Name of timer” for “number of minutes,” for example: Alexa, set a “Cook the rice” timer for “15 minutes.” In 15 minutes, Alexa will announce “Cook the rice timer” is done.” Alexa will continue to announce it until you acknowledge it by saying “Alexa, Stop.” (I know battery operated kitchen timers are cheap and reliable, but you typically can’t set them by voice.)
- You can also set Alarms for specific times, like “Alexa, set an alarm for 7 in the morning.” The alarm, when it occurs, is a pleasant sequence of gentle tones. Again, to stop the alarm tones, just say “Alexa, Stop.”
- Another nice feature built into Alexa is the ability to create and maintain a ToDo list and a Shopping list. To add an item to the ToDo list just say, “Alexa Add “Item name” to the ToDo list, like “Alexa add Check the Oil” to the ToDo list. And similarly, to add something to the Shopping list, just say “Alexa, add “Food name” to the Shopping list, like “Alexa, add Butter to the Shopping list.” After you make

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either of these requests, Alexa will respond and indicate that the item has been added to the requested list. Creating a list is all well and good, but the nice benefit here is that when you look at the Alexa App on your smartphone, your Shopping and ToDo lists are there and immediately updated. So, now your shopping list is available the next time you are at the food store, and your ToDo list is available when you get to Home Depot parking lot and wonder why you drove there.

Another feature I found useful was the ability to check and maintain my calendar. Alexa can be set up to use many calendars, including the Google Calendar. Once the calendar is set up, you can inquire about the activities on your calendar just by saying “Alexa, what is on my calendar for today,” or “Alexa what is on my calendar for the next two days.” (Alexa can report the activities on your calendar for today, tomorrow, or even four days from now, but will not report activities that happened in the past.) You can even add items to your calendar just by saying “Alexa add “Appointment” to my calendar,” like “Alexa, Add “Dentist next Tuesday at 10 in the morning” to my calendar.” Alexa will respond that the appointment has been added for the desired date and time. And just as you would expect, when you look at your calendar, on your smartphone or computer, you will see the new appointment. And of course, you can delete items using Alexa. And, you still have complete control over the calendar with your computer or smartphone.

Home automation is another area where Alexa can be very useful. Home automation can take the form of controlling lights, locks, thermostats, and a security system. To accomplish these types of tasks, an appropriate Alexa compatible device and a “skill” for that device will have to be set up. But, once these things are in place, Alexa (as well as your smartphone) can control those devices. I set up a tp-link, Alexa compatible, LED light and obtained the tp-link skill, and once set up I was able to control the light just by saying “Alexa turn on (or off) the living room lamp”.

(Very cool, sure beats the old X-10 control system.) Maybe an Amazon Echo or a Google Home can help you with some of your daily activities.

Take a Tour of the Office Galleries

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, Florida
November 2017 issue, Sarasota Monitor
www.thestug.org
ndemarte (at) verizon.net

Did you know that Microsoft Office 2016 contains dozens of galleries? The “Big 3” Office applications - Word, Excel, or PowerPoint - have the most and are adding new ones all the time.

What is a gallery? In Office, it is a collection of formatting or content options you can use to enhance Office documents, spreadsheets or presentations. When you see a tiny downward-pointing arrow beneath an icon on the ribbon, you can guess that clicking it will reveal a gallery. Recently, I decided to revisit some of the new and old galleries. It was a treat.

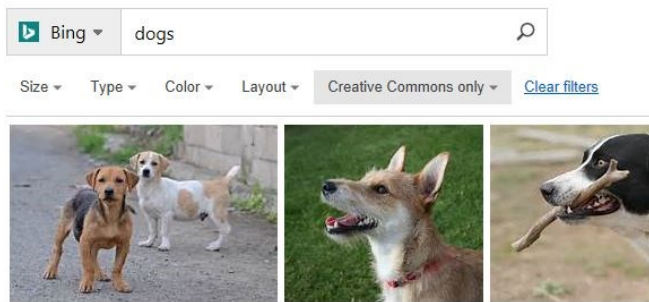
In Word, Excel, and PowerPoint, the Illustrations group on the Insert tab contains the most galleries. I chose a few from this group as examples of how comprehensive they can be. Here are a few galleries which appear in all the “Big 3” apps in Office 2016:

Online Pictures opens a searchable gallery of photos located on the Internet. I was impressed with the number, variety and quality of the photos. Other positive features were the filters that can be applied to get the exact picture you are looking for and the assistance available for keeping you within the copyright law. With the “Creative Commons only” selected, which it is by default, you are relatively safe to use the pictures for non-commercial purposes.

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An older gallery with new flexibility found on the Insert tab is **Shapes**. Any of these shapes can be inserted into an Office file and customized by adding color, size, effects, and more. For example, here is a basic shape and the same shape with a reflection effect and an online photo filling it. The customizing possibilities are not quite endless, but close to it.



The spreadsheet app Excel has a few newer galleries, too. The **Recommended Charts** gallery analyzes your data table and shows chart types that work best for displaying it. Notice the down arrows next to the chart types in the screen shot. They take you to mini-galleries of options for each type of chart.



PowerPoint, because it is used to create presentations and slide shows, depends on capturing the viewer's attention. It has some unique galleries. Take the **Transitions** gallery, a small part of which is shown on the left. This gallery is full of creative methods of moving from one slide to the next. Slides can arrive in ways like fading in, wiping in from one side, or peeling up from a corner. Another PowerPoint gallery much like Transitions is **Animations**, which allows text and objects to move around on a slide in a variety of ways.

If the targeted galleries don't appeal to you, then try out the largest galleries of them all – the **Templates**. When you open an Office application, these are the first thing that you see. In Word, most of us just click on "Blank document" and begin typing. But there are hundreds of pre-formatted types of documents waiting to be personalized by you. Begin by searching for the type of document you need: letter, resumé, calendar, etc. Pick a category from the "Suggested searches" at the top of the screen or type the exact type of document you want. Choose one and replace the text with your own. Templates are life-savers if you have a rush job.

If you were wondering why Microsoft Office is the most popular office suite, consider the variety of galleries which exist beneath the ribbon tools. Take a tour and find some new ideas.

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	Apr—Jun 2018	Jul — Sep 2018 Annual Dues	Oct—Dec 2018	Jan—Mar 2019
Single:	\$6	\$24	\$18	\$12
Families:	\$7	\$30	\$22	\$15

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:

Apr 2018



July 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	4  Happy 4th of July!	5	6	7
8	9	10 6:00 P.M. General Mtg. Presentation. Followed By Q&A Session	11	12	13	14
15	16	17	18 2:00 P.M. PPCUG Board Mtg.	19 1:00 P.M. Plateau Photog- raphy Club Workshop Mtg.	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.](#)