



PLATEAU PC USERS GROUP, INC GAZETTE



April 2021

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"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB" Volume 27, Issue 4

This Month's General Meeting

Tuesday, April 13, 2021

will start at 6:00 P.M. @

FFG Christ Lutheran Church

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

April 13th Presentation @ 6:00 P.M.

Purchase considerations for a printer in 2021

This month's meeting, will have a video presentation by Ron Brown of the Slivercom CTC Group in Mesa, Arizona.

Purchase considerations for a printer in 2021 is a presentation he gave for APCUG at their Virtual Technology Conference on Feb 13 2021.

Choosing a printer depends on how much you print but more important the frequency. What is the most economical printer for my use? There are many other printing options for color pictures or documents. What are ecotank printers and what is HP's new Neverstop laser printer that you fill-up the laser cartridges yourself?

Printing options for 2021 discussed.



Inside This Issue

Club information and Phone numbers	Page 2
Upcoming Events:	Page 3
Cool Tips & Sites: Quick 4-min. fix for Neck Hump	Page 3
Remove the Background From a Picture in Excel	Page 4
Check System for Corrupted Files	Page 5
How to Relieve Eye Strain In 20 Seconds	Page 7
How to Use the Measurement Converter in Word, PowerPoint and Outlook	Page 8
The Difference Between Incognito Mode & a VPN?	Page 11
Staying Safe on the inter-net	Page 13
PPCUG Revised Application for Membership	Page 14
May 2021 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

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

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

BOARD OF DIRECTORS DISCLAIMER

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

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

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Charlie Merrick	Bob Willis	



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539 West Ave. Suite 101 Crossville TN 38557



**The next General Meeting of the
PLATEAU PC USERS GROUP
Tuesday, May 11, 2021
Note: Summer Hours 6:00 P.M.**

Cool Tips & Sites

Quick 4-minute fix for Neck Hump

If you spend a lot of time bent over a computer or device or are just worried about your posture, you're going to love this easy video. It offers 4 minutes of simple exercises designed to combat a forward posture slump and prevent that little hump on your back that's also known as a dowager's hump or buffalo hump.



In this video, I was introduced to the YWTL exercise. This simple flow of arm positions is named after the shapes your arms make while doing the easy movements. I could immediately feel the difference in my back and neck when I ran through the sequence.

<https://youtu.be/T43753AfaKY>

Note: On opening, skip Add to view video

**** 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.

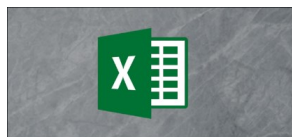
Send your comments and suggestions to the PPCUG Webmaster, Alan Baker
jackal33980@gmail.com (931) 239-0877



How to Remove the Background From a Picture in Excel

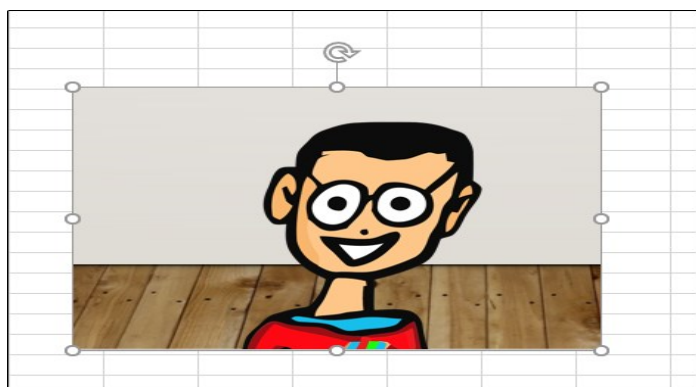


MARSHALL GUNNELL @MARSHALL_G08

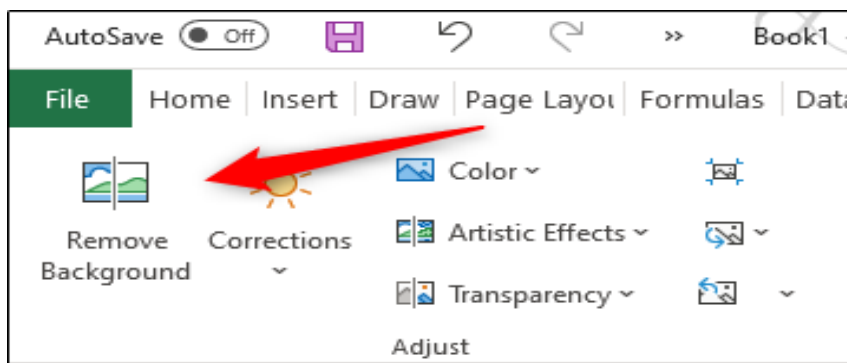


Removing a distracting background from an image allows your audience to focus on the subject matter. Though it is not known for its image-editing suite, you can do this using Microsoft Excel. Here is how it is done.

First, open the Excel application and insert an image (Insert > Picture) that contains the background that you want to remove.



Once it has been inserted, you will automatically be in the “Picture Format” tab. Here, click “Remove Background,” which is found in the “Adjust” group.



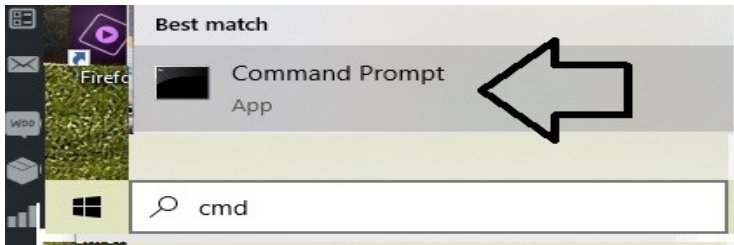
Once it has been selected, the background of the image will appear magenta while the foreground remains untouched. The portion of the image that is highlighted in magenta is the area to be removed.

Note: This can also be used the same way in Word.

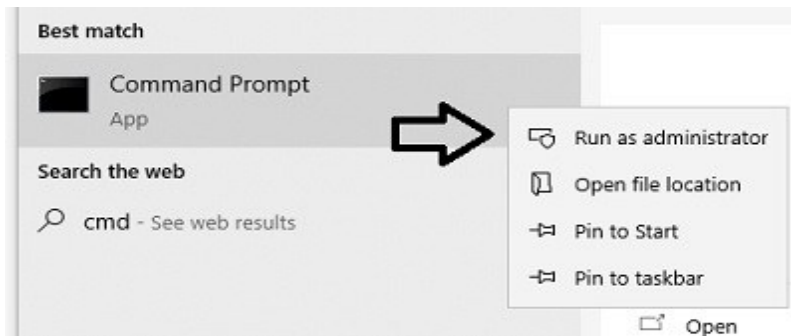
Check System For Corrupted Files

Here's a quick tip on how to check your system for corrupted files and other problems.

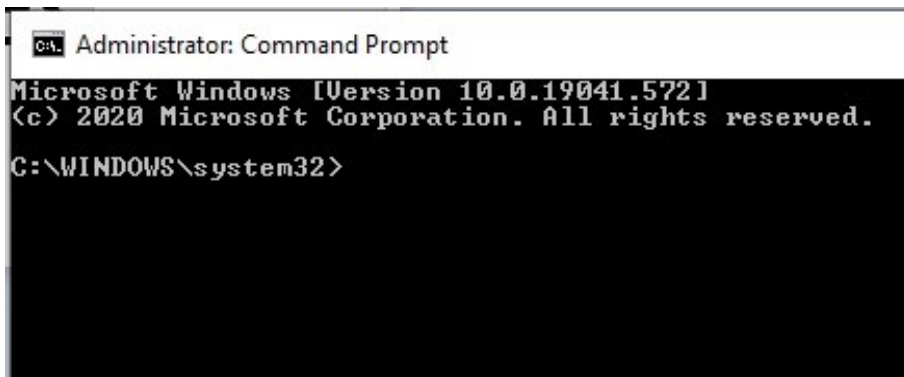
Start by typing CMD in your search box.



Right-click on the result and choose **run as Administrator**.



The Command Prompt will open.



You have two choices here.

If you want to **verify** and **repair** the OS type **sfc /scannow** (note the space between sfc and "/>)

(Continued on page 6)

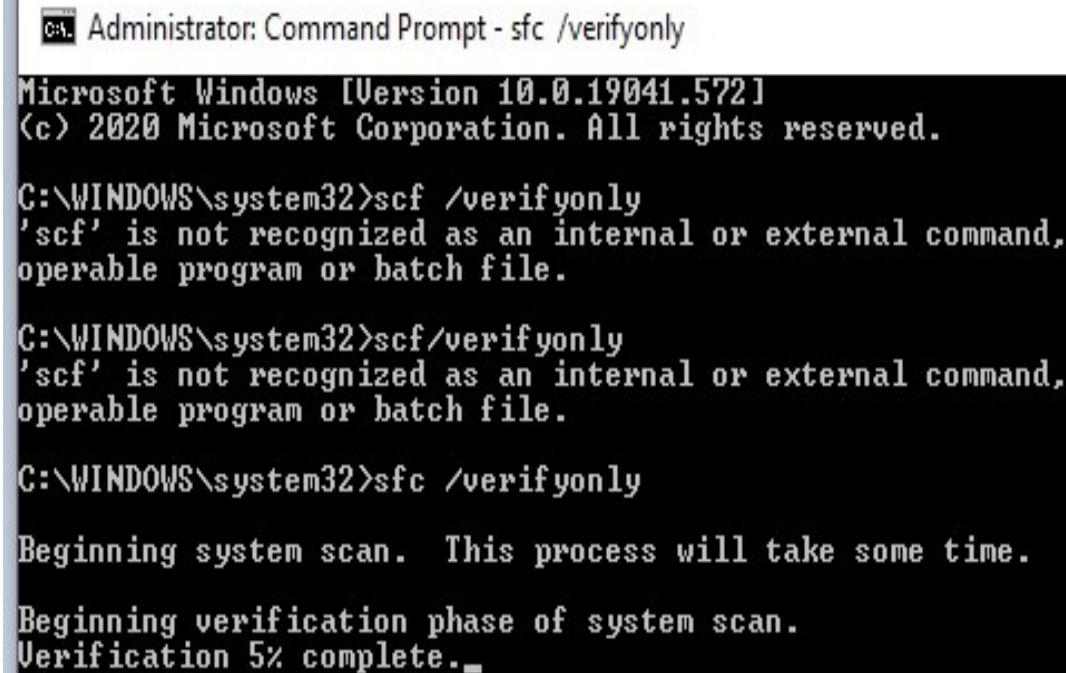
(Continued from page 5)

If you just want to check (verify only) the OS type **sfc /verifyonly** (no changes will be made using verify only)

Make sure to type it in exactly as shown.

```
operable program or batch file.  
C:\WINDOWS\system32>sfc /verifyonly
```

The system scan will start.



The screenshot shows a Windows Command Prompt window titled "Administrator: Command Prompt - sfc /verifyonly". The text in the window is as follows:

```
Microsoft Windows [Version 10.0.19041.572]  
(c) 2020 Microsoft Corporation. All rights reserved.  
  
C:\WINDOWS\system32>scf /verifyonly  
'scf' is not recognized as an internal or external command,  
operable program or batch file.  
  
C:\WINDOWS\system32>scf/verifyonly  
'scf' is not recognized as an internal or external command,  
operable program or batch file.  
  
C:\WINDOWS\system32>sfc /verifyonly  
  
Beginning system scan. This process will take some time.  
  
Beginning verification phase of system scan.  
Verification 5% complete._
```

There are three possible results:

- Windows did not find any integrity violations (a good thing)
- Windows Resource Protection found corrupt files and repaired them (a good thing)
- Windows Resource Protection found corrupt files but was unable to fix some of the errors. That's not a good thing.

You may need to run the repair two or three times to take care of all the errors.

How to Relieve Eye Strain In 20 Seconds

Do your eyes get tired after spending a lot of time looking at a computer or phone screen?

The Centers For Disease Control says it could be because you're so involved with your Words With Friends Game, that you are forgetting to blink.

The agency tasked with looking after the nation's health says forgetting to blink causes fatigue. So, don't forget to blink!



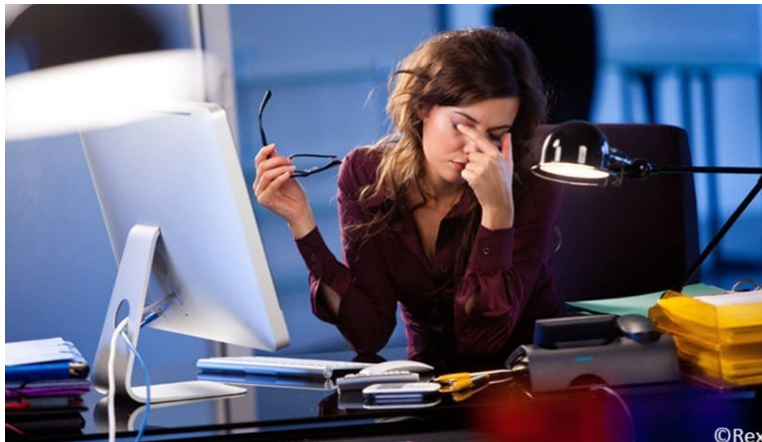
The CDC also suggests you follow what they call the 20-20-20 rule.

About every 20 minutes, look away at something about 20 feet in front of you. Keep your eyes on that object for 20 seconds.

My eyes were actually getting a little tired while I wrote this, so I gave it a try.

Looking away at something for 20 seconds, really did make them feel better.

So, If your eyes are feeling strained, give it a try!



How to Use the Measurement Converter in Word, PowerPoint, and Outlook



SANDY WRITTENHOUSE @SANDYSTACHOWIAK



Microsoft Word, PowerPoint, and Outlook offer a hidden measurement converter to save you from looking up conversions manually. If you're working with a document, presentation, or email that contains measurements, you'll like this time-saving feature.

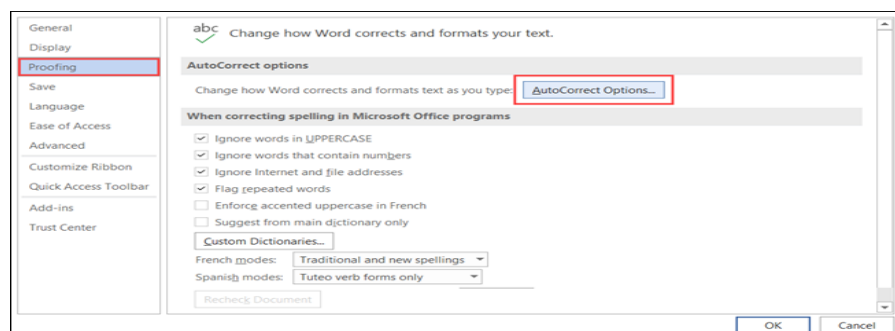
Enable the Measurement Converter

The steps to enable the Measurement Converter are the same for Microsoft Word and PowerPoint, with a slight difference for Outlook. So follow these steps for one or all.

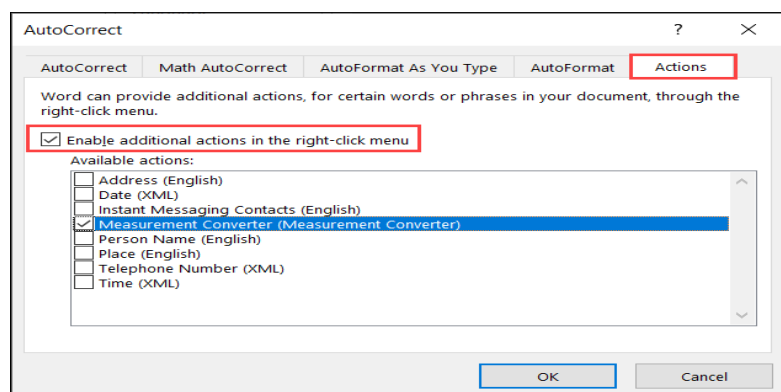
Enable Measurement Converter in Word and PowerPoint

Open a document in Microsoft Word or a presentation in PowerPoint and click File > Options from the menu.

Select "Proofing" on the left and click "AutoCorrect Options" on the right.



Choose the "Actions" tab. Check the boxes for "Enable Additional Actions in the Right-Click Menu," then "Measurement Converter" in the list. You'll notice other actions you can enable, so mark any additional ones you'd like to use.



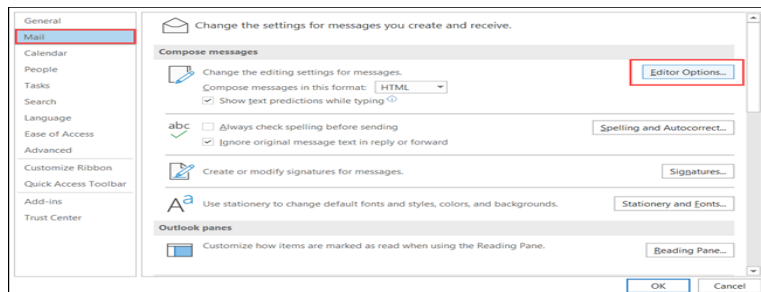
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(Continued from page 8)

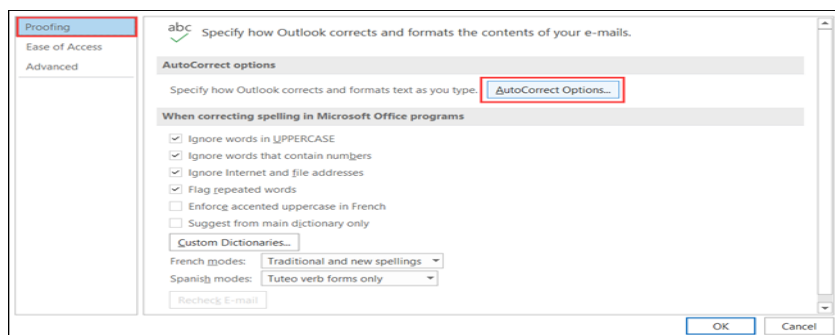
Click “OK,” then “OK” once more to save and exit the options menu.

Enable Measurement Converter in Outlook

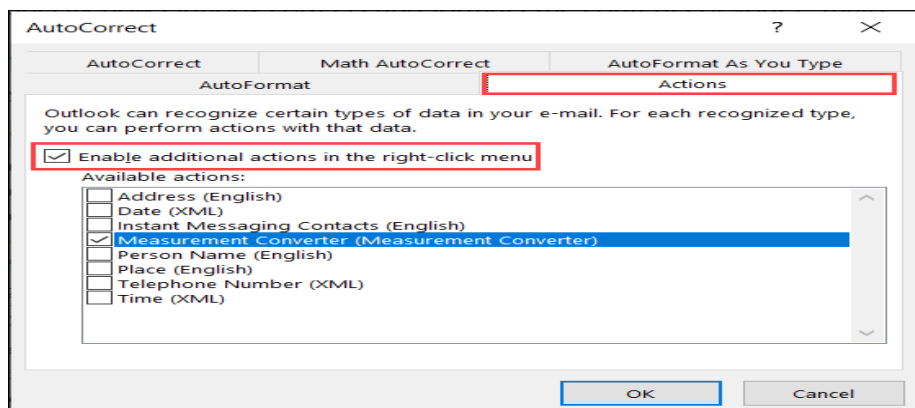
Open Microsoft Outlook and click File > Options from your inbox or an email window. Select “Mail” on the left and click “Editor Options” on the right.



On the next screen, choose “Proofing” on the left and “AutoCorrect Options” on the right.



Select the “Actions” tab. From here, check the boxes for “Enable Additional Actions in the Right-Click Menu,” then “Measurement Converter” in the list. Like with Word and PowerPoint, you can mark the boxes for any other actions you’d like to use.



(Continued on page 10)

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Click “OK” on this screen and the subsequent screens to save and exit.
Now that you’ve enabled the Measurement Converter, it’s time to put it to work.

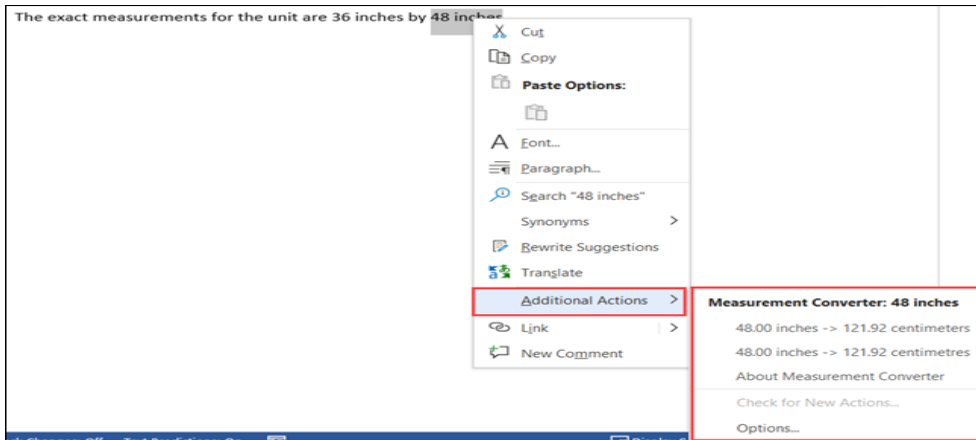
Use the Measurement Converter in Microsoft Office

When you receive a document that includes measurements that you’re unfamiliar with, such as those from a foreign country, this tool takes the work out of manual conversions. And if you’re creating the document yourself, you can convert the measurement for your recipient or audience.

Select the text containing the measurement. You can do this easily by dragging your cursor through it.

The exact measurements for the unit are 36 inches by 48 inches.

Right-click and move your cursor down to “Additional Actions” in the menu. You’ll see the Measurement Converter in the pop-out box.



This lets you view the conversion. So if you receive an email with a measurement in meters, for example, you can quickly see how much it equals in feet.

Additionally, you can click to select a conversion from the list and it will replace the measurement in your document, presentation, or email. This is convenient when you are preparing an item for someone expecting a different unit of measurement.



What's the Difference Between Incognito Mode and a VPN?



FERGUS O'SULLIVAN @FERGUSOSULLIVAN



VPNs and Incognito Mode are two of the most popular tools for online privacy. A VPN makes you harder to track while browsing, while Incognito Mode gives you a fresh browser that doesn't remember your history—and won't give you away to websites while browsing on the VPN.

What Is Incognito Mode?

Private browsing has a lot of names, including InPrivate in Microsoft Edge and Incognito Mode in Google Chrome. Its purpose is to give your browser temporary amnesia. Whenever you're in incognito mode, the browser will not store the data of the sites you visited: no addresses, no cookies, none of the data you entered, nothing.

Incognito Mode also gives you a fresh browser state without any cookies. So, if you're logged in to Facebook in your normal browser window, you can open an Incognito Mode window and Facebook won't see you as logged in while you browse with that window.

When you browse in Incognito Mode, nothing you do in your browser will be remembered by your browser itself. Web pages you visit won't appear in your history or pop up in the "recently visited" tab. If you log in to a website, all you have to do is close the window and your browser will forget you ever signed in.

However, this is all that private browsing can do, and your browser will usually tell you as much when you go into private mode.

While none of your browsing data is stored on your computer, this doesn't mean that it's erased on the other end. Websites you visit can still see your IP address, your internet service provider can still see your activity, and system administrators at your workplace will still know what you were up to when you were supposed to be working. Incognito and other private-browsing modes won't make you anonymous online.



(Continued on page 12)

RELATED: *Does Private or Incognito Mode Make Web Browsing Anonymous?*

What Is a VPN?

This is where VPNs come in. When you connect to a VPN, it will connect to the internet using a private server, making it appear as though that server is accessing a website rather than you. In other words, websites you access won't see your real IP address. They'll see the VPN's IP address.

This improves your overall privacy while browsing, with the added bonus that you can spoof your location to anywhere in the world where your VPN has servers. Websites will see you as browsing from the VPN server's region rather than your own physical location. This allows you to circumvent region restrictions on, for example, Netflix, or use online banking while on holiday. It's also a great way to bypass online censorship and tracking in repressive countries.

All that makes VPNs popular among a wide range of users, including regular people who like their privacy, human rights activists who live under repressive regimes, and people who use BitTorrent to download the latest movies.

RELATED: *What Is a VPN, and Why Would I Need One?*

The Gaps in VPN Security

A VPN works by routing you through an encrypted connection called a secure tunnel. Your ISP or a network administrator can see that you're connecting to an outside server—the VPN's—but not what websites you're connected to beyond that. This part of the process works like a charm, as tunnels generally use end-to-end encryption.

However, using a VPN does not guarantee complete anonymity. While your connection is cloaked, if you remain signed in to your social media or Google accounts, they can still track you. In other words: If you sign in to Google, connect to a VPN, and then keep using your normal browser where you're signed in to Google—of course, Google still knows who you are. Browser cookies saved in your browser may also be used to track you. (Incognito Mode gives you a clean browser state, avoiding these problems.)

Here's the elephant in the room: The VPN service you're using can see every single thing you're doing while it's active.

In a way, you're trading tracking by your ISP or your boss for tracking by your VPN. However, as part of their package, most VPNs promise to regularly delete their logs—the history of the connections any user has made. This is generally advertised as a “no-logs” policy, and on paper, it means that the VPN has no record of you or your doings. This means that it can't share that information with your ISP, advertisers, law enforcement, or anybody else who might want to know what you've been up to.

(Continued on page 13)

(Continued from page 12)

In practice, though, not all VPNs are created equal in this regard. For example, in 2017, PureVPN was able to help the FBI catch a cyberstalker because, while it didn't log user activity, it did log users' IP addresses (It has since changed this policy.). VPNs are a bit of a black box, as are the companies behind them, which can make it hard to figure out which VPN to choose. Generally, we advise that people read through the privacy policy and check up on the service a bit before signing on.

You're placing a lot of trust in whatever VPN you choose, so do your research first.

How to Use a VPN and Private Browsing Together

While VPNs and Incognito Mode may not share any functionality, they do work extremely well together. Many of the gaps in VPN security can be filled using Incognito Mode, while Incognito's shortcomings are covered by VPNs. Using them in tandem means that you're making it harder for third parties to track you while also protecting your privacy from anybody you share your computer with.

For example, in a private-browsing window, you won't be signed in to your Google or Facebook accounts, and any cookies you've gathered while browsing are also deleted.

At the same time, the websites you connect to can't see your real IP address, and your internet service provider can't see which websites you're connecting to.

This allows you to browse in relative anonymity—although you're still trusting the VPN provider.

While neither VPNs nor Incognito Mode can guarantee complete privacy, using them together brings you a lot closer to it than just using one.

Staying Safe on the inter-net

Phishing is the fraudulent practice of sending emails that appear to be from a reputable company with the goal of getting you to share sensitive information. Often, the targeted information includes login credentials, credit card information, bank account details, or other personal information.

You may be less familiar with **spear-phishing**, which is a highly targeted form of phishing. Unlike a general phishing attack, that casts a very wide net (sending generic, mass emails); a spear-phishing attack is personalized with specific details about the message's recipient.

Spear-phishing attackers may gather personal information from your social media accounts or the dark web to create messages that appear to come from trusted sources—like companies or even individuals that you know. They use these personal details to trick you into taking an action that could cause you to share even more personal information. Most frequently, the attacker suggests clicking a link or downloading software that contains malware or spyware, which could compromise your personal and account information, potentially including financial and banking accounts.

(Continued on page 14)

Ways to stay safe

- Do not click on links or attachments in emails or text messages from senders that you do not recognize. If you hover over a link in an email, you will be able to see the location where the link will take you. Often, a link is suspect if it is long, confusing, contains typos, or mentions domains you do not recognize.
- Be especially wary of attachments like .zip or .pdf and particularly of executable file types (like those that end in .EXE). If you do not know the sender personally, you should never download or click these attachments.
- Do not provide sensitive personal information (like usernames and passwords) over email.
- Do not fall for messages that claim to be "urgent" or "time-sensitive". Often, scammers will try to scare you into sharing your personal information. Always take time to verify the identity of the requester and remember that Quicken and other reputable businesses will not ask you to provide sensitive information over email or over the phone.
- Pay attention to even seemingly harmless requests. A common ploy scammer's use is emailing you a link to do something like change your account password. The link, in reality, will download malware or spyware.
- Do not open any document that you are not expecting to receive.
- If you can't tell if an email or text is legitimate, err on the side of caution and delete it. You can always call the business directly with any questions or concerns.



"At least when I delete my junk mail all I have to do is hit the delete button from the comfort of my chair."



Plateau PC Users Group, Inc.

Revised Application for Membership

----- New Member

----- Renewing Member

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

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

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Single	\$15	\$15	\$12	\$6
Family	\$20	\$20	\$15	\$7

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

Last Name

First Name

Family Member (if family membership)

Address:

City

State

Zip Code

(_____) _____
Phone Number

E-Mail address: _____

Please Print

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

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

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

September 2020



May 2021



<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 2:00 P.M. PPCUG Board Mtg.	6	7	8
9 <i>Happy Mother's Day!</i> 	10	11 6:00 P.M. General Mtg. Presentation. Followed by Q&A Session	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day 					