



PLATEAU PC USERS GROUP, INC GAZETTE



September 2022

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“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB” Volume 28 Issue 9

This Month’s General Meeting
Tuesday, September 13, 2022
will start at 3:00 P.M. @
FFG Christ Lutheran Church
Social Distancing is recommended.
Face Mask coverings are optional

September 13th Presentation
@ 3:00 P.M.

Local Online Resource

Updates

Margo Brown of the Art Circle Public Library will tell us about the Tennessee (R.E.A.D.S.) (Regional eBook and Audiobook Download System). Both digital audio books and e-books can be downloaded to a variety of computer devices and enjoyed at your home, your work or when you travel.

And Joyce Rorabaugh, Archivist at Cumberland County TN Archives will present resources available both online and locally for historical and genealogical research.



Sunday, September 11, 2022

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Please Note: Meetings will now be on the second Tuesday of each month. Starting at 3:00 P.M.

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. 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	\$24	\$18	\$12	\$6
Family	\$30	\$22	\$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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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".

2022-2023 PPCUG, Inc. Board Members



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Secretary	Richard Del Frate	(931) 456-2251
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Webmaster	Alan Baker	(931) 239-0877

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Alan Baker	Gordon Botting	Jim Buxton
Barbara Duncan	Richard Del Frate	Randy Knowles
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539 West Ave. Suite 101 Crossville TN 38557

Cool Tips & Sites

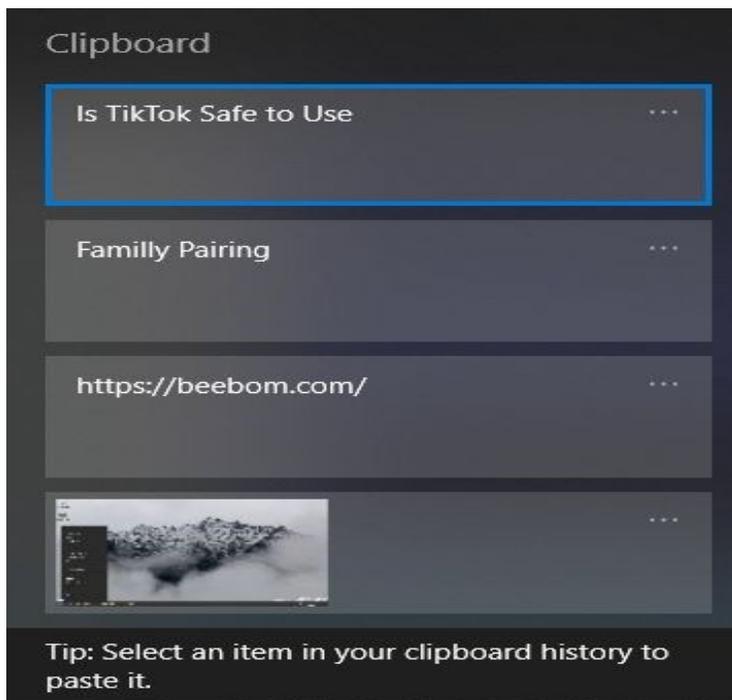
Open Windows Clipboard

As a beginner, you should know that Windows 10 has got a new Clipboard History feature. It allows you to see all your copied items in one place.

You can further paste multiple items from your clipboard history wherever you want. This will be immensely helpful for users who use copy-paste functionality regularly.

Just **press Windows key + V together** and you will instantly get the Clipboard History window.

From there, you can navigate through all the copied items and hit enter to paste a text or an image.



**** 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 Password Protect a Word Document



MAHESH MAKVANA

@maheshhari
How-To Geek



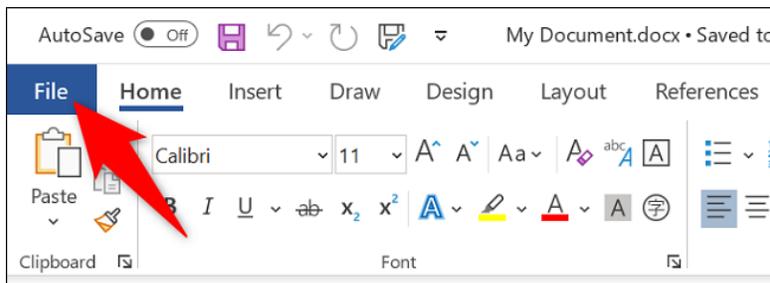
To protect the contents of your Microsoft Word documents, add password protection to them. Doing so prompts the user to enter the password each time the document is opened. We'll show you how to do that using a built-in Word feature.

Later, you can unprotect your document by removing password protection, if you want.

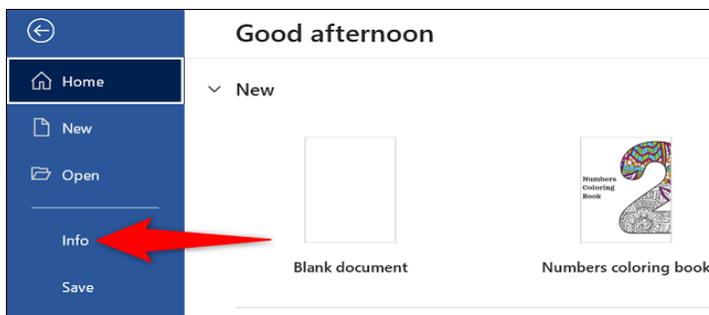
Encrypt a Word Document With a Password

To begin securing your document with a password, open your document with Microsoft Word on your computer.

When your document opens, in Word's top-left corner, click "File."



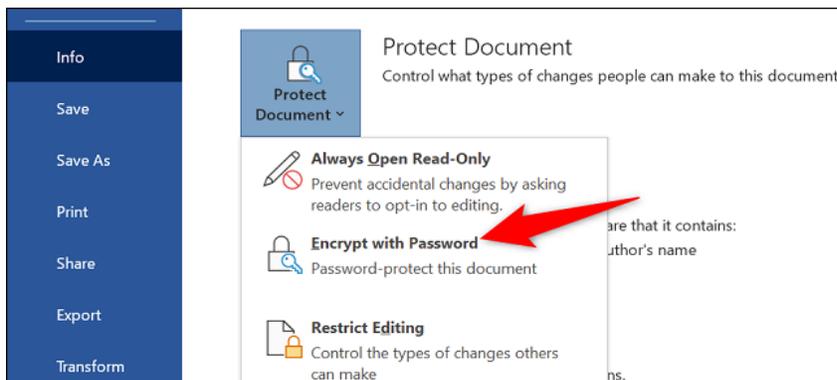
From the left sidebar, select "Info."



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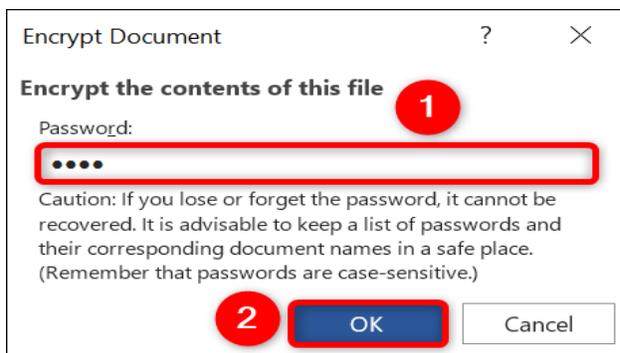
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On the right pane, click Protect Document > Encrypt with Password.



An “Encrypt Document” box will open. Here, click the “Password” field and type the password you want to use to protect your document. Then, click “OK.”

Note: Save your password somewhere safe, like in a password manager, as you won’t be able to open your document without it.



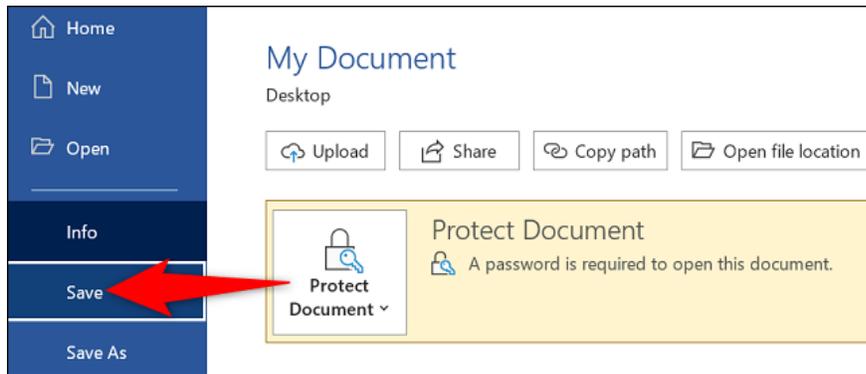
In the “Confirm Password” box, click the “Reenter Password” field and type the same password. Then, choose “OK.”



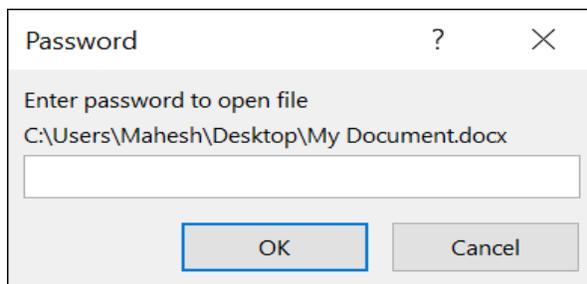
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Save your changes by clicking “Save” in Word’s left sidebar.



And that’s it. Your Word document is now protected, and you’ll be asked to enter your password each time you try to open the document.



In the future, if you’d like to remove the password, you can do so easily. Simply open your document with Microsoft Word, choose File > Info > Protect Document > Encrypt with Password. Clear the “Password” field’s content and click “OK.” Then, choose “Save” from the left sidebar.

And that’s how you ensure your confidential Word documents are only accessible to you and the authorized users.

Create desktop shortcuts for folders, files, programs and more

Rather than keeping your files on your desktop, it's best to keep them organized in folders - for example, documents in the Documents folder, photos in the Pictures folder and so on.

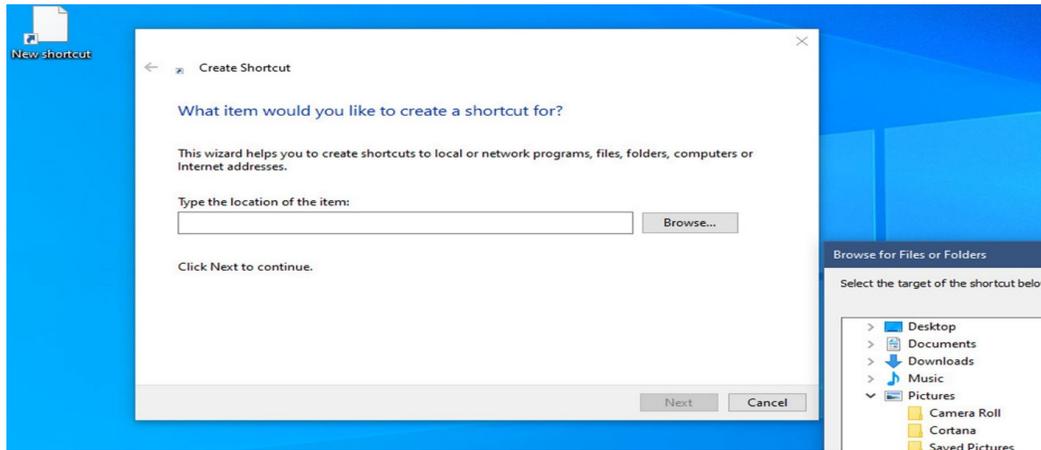
Right-click a blank area of your desktop and select **New > Shortcut**. In the **Create Shortcut** window that opens, click the **Browse** button and navigate to the file you want. **Click the file**, then click **OK > Next**. Type a name for your shortcut if you like (the file name will be used by default), then click **Finish**.

You can create shortcuts for entire folders this way - just select the folder you want when you click the **Browse button** instead of a specific file.

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You can even create desktop shortcuts to websites you frequently visit. In the **Create Shortcut** window, enter the URL for the website - eg which.co.uk - where it says **Type the location of the item**, then click **Next > Finish**.



Use keyboard shortcuts to carry out tasks quickly

The shortcuts we've covered so far will all save you time. But some people might feel that even reaching for the mouse, dragging the cursor across the screen and clicking on something is a bit of a pain.

Happily, Windows and most applications support another type of shortcut - the kind where pressing a combination of keys on your keyboard allows you to carry out common tasks such as copying, pasting, saving and printing quickly, without having to hunt around in menus and toolbars for the right command. We've picked out a handful of essential, everyday ones below that will quickly become second nature once you've used them a few times.

- **Windows Key + D** - Show the desktop
- **Windows Key + E** - Open a File Explorer window
- **Windows Key + I** - Open the Settings app
- **Windows Key + S** - Search your computer
- **Ctrl + Shift + Esc** - Open the Task Manager
- **Alt + Tab** - Switch between open program windows
- **F2** - Rename the selected item
- **F5** - Refresh your current webpage/program window
- **F11** - Toggle full-screen mode in current program
- **Ctrl + A** - Select all
- **Ctrl + C** - Copy the selection item(s)
- **Ctrl + V** - Paste the selected item(s)
- **Ctrl + X** - Cut the selected items
- **Ctrl + Z** - Undo the last action
- **Ctrl + Y** - Redo the last action
- **Ctrl + V** - Paste the current document or picture
- **Ctrl + S** - Save the file you're working on
- **Ctrl + W** - Close the current program

Solid State Drives – What's New



Tom Burt, Vice-President
Sun City Summerlin Computer Club
<https://www.scscc.club>
tomburt89134 (at) cox.net

Solid State Drives (SSDs) have been around for quite a while. However, prices have come down while capacities and performance have gone up. As a result, adding an SSD to an existing system has gone from being a luxury to a practical way to increase the performance of a desktop or laptop significantly.

SSD capacities have grown from 32 GB to 64GB ten years ago to 256 GB, 512 GB, and 1 TB today. So if you're flush with cash, you can get a 2 TB SSD.



A majority of SSDs are sold as 2.5-inch drives with a SATA controller and power supply. These drives look to PC hardware and software just like a regular hard disk drive. Most SATA SSDs are rated as SATA III, which can deliver data between the drive and the motherboard at 6 billion bits per second.

Sequential read/write speeds are now up in the range of 500 Megabytes per second for top-line SATA III drives. In addition, for random I/O, high-end drives are rated at up to 100,000 input/output operations per second. This makes SATA SSDs about three times faster than hard disk drives.



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Two new SSD PCIE card form factors have begun to supplant the SATA format in the past five years. One is a small card that combines flash memory chips and a SATA controller. It plugs into a special M.2 socket on the motherboard. To the PC's CPU, it appears as a secondary SATA controller. These cards are recognizable because they have two notches (B+M) in the connector end. Performance is comparable to a 2.5 inch SSD, but the card takes up much less space and uses less power. As a result, these are now popular in laptop PCs.



The second new form factor is called NVME (Non-volatile Memory Express). An NVME SSD does not include a SATA controller; it is directly connected to the PCIe data bus of the motherboard via a simple memory controller interface. The NVME SSD card also plugs into an M.2 socket on the motherboard. The NVME SSD card only has a single notch (M only) in the connector end.

For more details on the M.2 slot, see the following: <https://www.howtogeek.com/320421/what-is-the-m.2-expansion-slot/>

Topline NVME SSDs like the Samsung 980 Pro above can read data at up to 7000 megabytes (56 gigabits) per second if installed on a motherboard supporting PCIe 4.0. This is about 12 times faster than a SATA hard drive. The 1TB 980 Pro unit retails for about \$200. A mid-range unit like the 1TB Samsung 970EVO retails for about \$140 and can read at up to 3500 megabytes (28 gigabits) per second.

The significant performance difference in SSDs is that they can instantly access a block of data anywhere in the drive's memory. By contrast, a hard disk drive must position the read/write heads to the correct track and then wait for the desired block to rotate under the heads. This access time can take up to 10 milliseconds or more – easily 5,000 times longer than the SSD. In addition, the newer NVME SSD cards can transfer data 6 to 12 times faster than a SATA drive can.

Upgrading a PC to use an SSD can take either of two routes: adding the SSD to an existing desktop PC while keeping the PC's original hard drive installed; the second is to replace the PC's hard drive with an SSD. The second approach is the only practical one; there isn't room in the laptop for two drives. However, the first approach may be more satisfactory for desktops since it combines high performance while not forsaking high storage capacity. For example, you can use the SSD to store the operating system, applications, and very frequently accessed data files and then use the much larger hard disk drive to store all your other documents, photos, music, videos, and such.



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Most new motherboards come with at least one M.2 connector, so adding an NVME or SATA M.2 SSD is possible if you're building a PC desktop tower. In the image at the left, there are screw holes for three different lengths of M.2 card. 80 millimeters (the one with the screw) is the commonest. For commercially-made brand-name desktops, you may have to go with a 2.5 inch SATA III drive connecting via a SATA cable to one of the SATA ports on the PC's motherboard. In a laptop, that will also likely be the case; you will replace the laptop's hard drive with a 2.5 inch SATA SSD. However, for a desktop without an M.2 connector, you can also buy a PCIe to M.2 adapter card that has an M.2 connector on the card and plugs into a PCIe slot on the motherboard. These adapters cost \$10 to \$15.

For a tutorial on installing an M.2 SSD, see the following: <https://www.techradar.com/how-to/how-to-install-an-m2-nvmesata-ssd-on-your-pc>.

In upgrading to an SSD, you will need to consider whether to reinstall your operating system (Windows, Mac OS, possibly Linux) and applications from scratch or attempt to copy (clone) your existing system to the SSD. If you wish to copy your current hard drive's system, you will need an imaging or cloning tool such as Acronis True Image, Casper, or Macrium Reflect. The challenge is to get the size of your operating system's hard disk partition to be no larger than the size of your new SSD. There are many complications related to this, and details are beyond the scope of this article. However, you might want to stop by our Tuesday Hardware / Software Repair SIG and get some advice before diving into an SSD upgrade.

If you're now convinced, an SSD is the way to go, what's the best size and make to buy? Lower-end SATA drives are often on sale for about 12 cents per gigabyte. These drives are OK but may not be as fast as the top-end drives. Higher-end drives are selling for about 20 cents per gigabyte. The Samsung EVO series drives get very high ratings and have some of the best performance specs at very good prices.

Other brands are good also but read the recent reviews carefully. A few years ago, some vendors got good initial reviews on their solid-state drives and then switched to cheaper, slower memory chips. Check the usual online stores (Amazon.com, NewEgg.com, TigerDirect.com) and watch for sales. A 500 GB drive is very attractive at current prices, and you will most likely not run into capacity issues.



"You can't get everything online. You'll have to actually go out and get a haircut."

Amazon Smart Devices Share Your Internet Connection with Your Neighbors

By Kurt Jefferson, Editor, Central Kentucky Computer Society
<https://www.ckcs.org>
lxtown2 (at) gmail.com

I know several people who refuse to buy a smart speaker because they fear it will “listen in” on their supper-table discussions, their side of phone conversations, and even their interactions with their family pets.

The New York Time’s website that has garnered praise for its accurate testing on everything from ponchos to microwave ovens, addresses the issue with the headline, Amazon Sidewalk Will Share Your Internet With Strangers. It’s Not As Scary As It Sounds. The Wirecutter says you need to know four points:

- You can turn off Sidewalk at any time.

Now, news reports may seal the deal and reinforce their objections so they will never invite a smart speaker into their homes.

These reports have to do with Amazon smart devices. In June, the company launched a program called Amazon Sidewalk.

It requires owners of many Amazon Echo smart speakers and Ring security cameras to automatically share a portion of their wireless Internet connection with their neighbors.

How do you stop this? The only way is for you to turn off Sidewalk.

You have to opt-out of the program. Amazon defends Sidewalk by saying it makes sure that its devices that are out of reach of a Wi-Fi connection keep operating.

The concept behind Sidewalk is to turn home Wi-Fi connections into a “mesh network” that can extend Internet coverage to areas that residential Wi-Fi can’t reach. Amazon’s Echo and Ring devices work in unison to create this network by taking a small portion of bandwidth from home Internet connections.

But news reports indicate some security experts are frowning. They say the technology is so new that potential risks to one’s security and privacy are unclear.

Connecticut’s attorney general even warned consumers that Amazon’s approach is “unchartered territory” and urged people to opt-out of Sidewalk unless they are absolutely sure their privacy and security will be protected.

Others praise the technology.

A computer science professor in France tells The Washington Post that Amazon’s network would make it easier and less expensive to use Internet-connected devices as long as the system is open and accessible.

- Compatible devices automatically will have Sidewalk enabled.

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- Your involvement is totally optional.
- Your Internet Service Provider does not like Sidewalk and could flag you for using it.

The Wirecutter points out, “Crucially, you will never know who is sharing your signal (or when), and vice versa— your devices will never be able to tell which Sidewalk device you’re connected to when you leave home.”

The Wirecutter describes how a Tile tracker on a child’s backpack or dog collar may allow you to follow their path as they connect or disconnect from all of the Amazon Sidewalk–connected devices in your neighborhood.

Amazon says it alerted customers in emails last November and in May that Sidewalk was on its way.

If you’d like to disable or enable Sidewalk, Amazon provides instructions here. It says you can use the Alexa app to change the settings. (You cannot use your desktop Mac or PC to make the changes.)

I suspect Sidewalk will push folks who don’t trust smart speakers even further into the category of those who will never buy one of these gizmos. This is because they don’t trust them. They don’t favor them. They don’t want them in their homes. Period.

Read more about Sidewalk at Tom’s Guide, PCMag, TechHive, WIRED, and C|net.

Let me add: We’re going to hear plenty more about Amazon Sidewalk. The discussion about the pros and cons of this technology has only just begun. Stay tuned.

Expanded “Bookmarking”

Submitted by: Alan Baker, PPCUG member

Not long ago, I upgraded from an old 4x3 ratio to a 16x9 ratio monitor. I had been using the older format for about 35 years and didn’t really see the advantage of the wider screen. But...I found what I think is a good use of those extra inches on the side.

I call it “Expanded Bookmarking”. In my Chrome browser, there is limited room for my favorite links to appear, and I also have some favorite folders and files. My regular browser bookmarks were hard to manage and access, especially with my long, long list of them built over many years.

My solution: Add a folder to my desktop and put my favorite links (websites, folders or files) in that new folder. Then, open, move and resize that folder to the right side of the monitor. And there you have it, just

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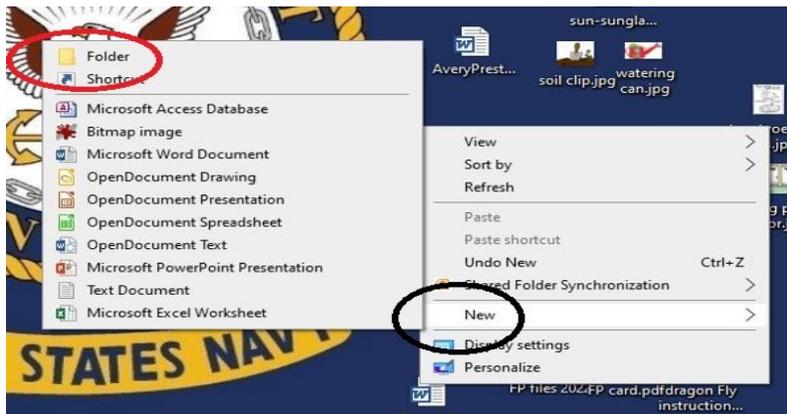
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like the image below (not smart comments on my messy desktop, please!):

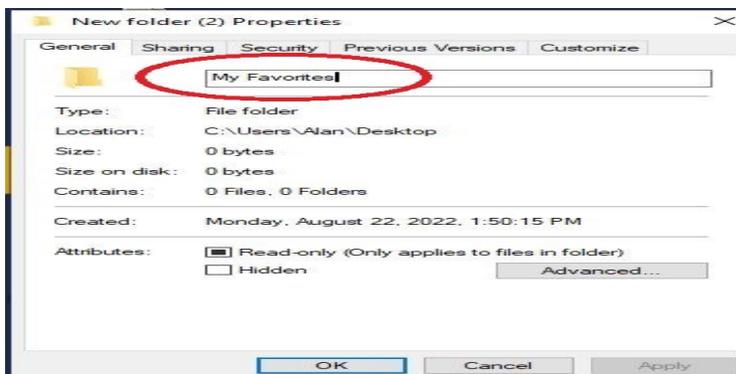


When I open my applications, I resized them so that the new favorites folder displays to the right. So...how did I do this??

- On the desktop, right click and select NEW



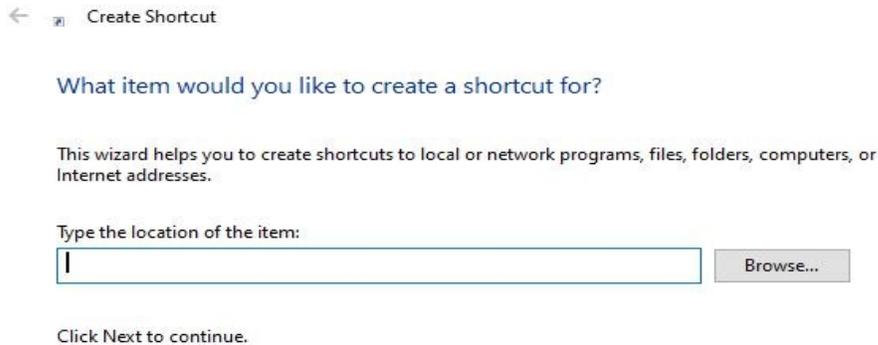
- Then go to the desktop and find the “new” folder icon and right click to open the following dialog. When there, type in the name you want for the folder (My Favorites in this example) and then click [OK]



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- To add shortcut links to this folder, copy the URL or file location from your browser or File Explorer then open the folder and right click in the file listing section and select [Open] then [Shortcut] to get this dialog:



- Paste the URL / file location in to the text box and then click [Next] to continue to the next dialog which will ask you to give that link a name. When you have entered the desired name for that link, then click [Finish] and you have added that link to your new folder.
- Follow the same procedure with your new desktop folder for each link that you want to add. Once the folder is established, it is easy to add links when you are at that URL for some other reason. Copy the link, right click in your new folder, select [New], [Shortcut], paste the link, click [Next], type the name for the link and click [Finish].
- Once you have this set up, you can sort links by name or drag and drop links to display the way that you want them.
- If you don't want to keep this new folder in view all the time, you can add it to your Start menu or as a Quick Access folder in your File Explorer. I move the desktop icon to the lower right to make it easier to find on the desktop.



"The tests are conclusive. Your husband is allergic to learning about new technology."



Plateau PC Users Group, Inc.

Application for Membership for 2022 / 23

----- New Member

----- Renewing Member

Return this application with a 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 July 1st. of each fiscal year.

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	\$24	\$18	\$12	\$6
Family	\$30	\$22	\$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:



October 2022



<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 10:00 A.M. PPCUG Board Mtg	6	7	8
9	10 	11 3:00 P.M. General Mtg. Presen- tation. Fol- lowed by Q&A Ses-	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 					