PLATEAU PC USERS GROUP, INC GAZETTE

October 2021

This Month's General Meeting
Tuesday, October 12, 2021
will start at 3:00 P.M. @
FFG Christ Lutheran Church
Social Distancing is recommended.
Face coverings are NOW REQUIRED

. **October 12th.Presentation**
@ 3:00 P.M.

Again, this month Randy Knowles, member and a computer consultant will give a detailed presentation on:

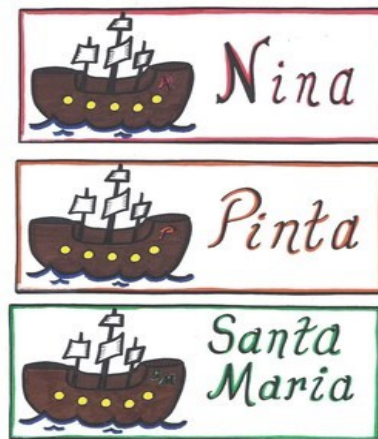"My Second 10 Steps for a Clean and Optimized PC" this will be Part #2 of last month's presentation.

Bring your own computer and follow along.

A discussion session will follow, to answer guest's questions.

I feel much better now

Monday, October 11, 2021

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Please Note: Starting with the June meeting, we will stop having summer/winter hours. Meetings will then 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:

Join In	July - Sept	Oct - Dec	Jan - Mar	Apr - June
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.

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.

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

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|		
Gordon Botting	Jim Buxton	Richard Del Frate
Barbara Duncan	Bob Willis	

Printed by, Business Equipment Clinic
539 West Ave. Suite 101 Crossville TN 38557

Reboot quickly to Safe mode

The good old Safe mode in Windows is a lifesaver. But the path to this option is convoluted through Settings. Luckily, there is a quick way to get around it, and that is by pressing **Win + R** and tying **msconfig** to open the System Configuration panel.

Switch to the **Boot** tab here, tick **Safe boot** and choose **Network** to retain your Internet access if you want. Click **OK** and reboot, and you will go straight into your choice of Safe mode. Once you are done with your tinkering, return to the System Configuration panel again and untick the Safe boot option.
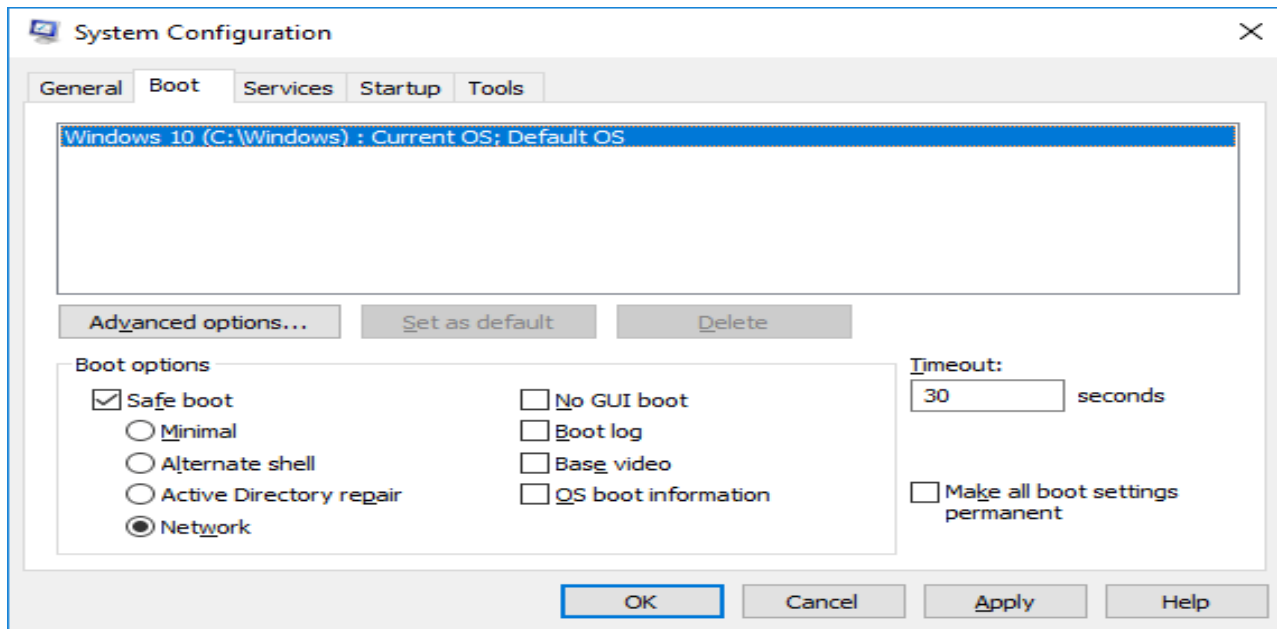
The above technique works best for the occasional forays into the Safe mode, but if you go there regularly, you can use the Winaero Tweaker to create Safe mode shortcuts and place them somewhere on your computer.

These will be ready for use whenever you want to restart in any of the various modes available on Windows. Just remember to create the Normal shortcut to return to Windows proper.

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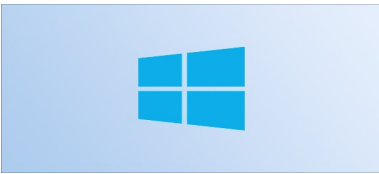
Send your comments and suggestions to the PPCUG Webmaster, Alan Baker
jackal33980@gmail.com (931) 239-0877

How to Delete Temporary Files on Windows 10

MARSHALL GUNNELL

Windows temp files, as the name implies, are temporary files created by certain programs when in use on your Windows 10 device. These files can quickly add up and consume valuable storage space, so you may want to delete them.

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Use Disk Cleanup
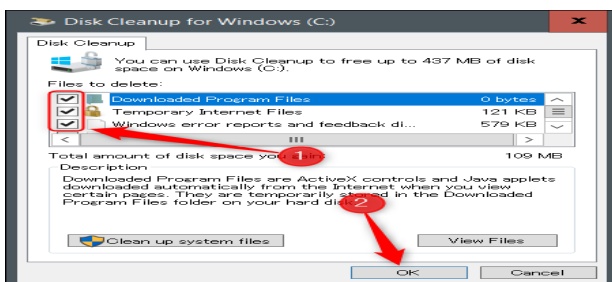**Delete Temp Files From the Settings App**
Manually Delete Temp Files

Use Disk Cleanup

Disk Cleanup is a program in Windows 10 that lets you quickly delete files that are no longer necessary, including temp files. To launch Disk Cleanup, type "Disk Cleanup" in the Windows Search bar and then click the "Disk Cleanup" app in the search results.
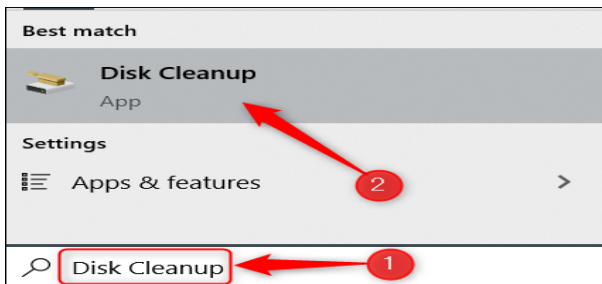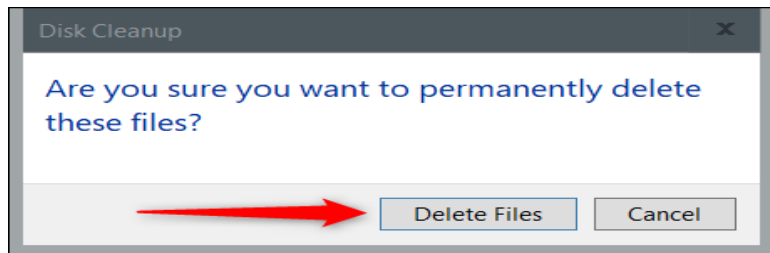

The Disk Cleanup for Windows (C:) window will open. Check the box next to each type of the temporary files you want to delete and then click "OK."

A pop-up message will appear asking you to confirm that you want to delete the selected files. Click "Delete Files."


The system will then begin deleting the selected temp files.

Delete Temp Files From the Settings App

You can also delete temp files from the Settings app. First, open Settings by clicking the Windows icon in the bottom-left corner of the desktop to open the Start menu, and then clicking the gear icon. Alternatively, press Windows+i.
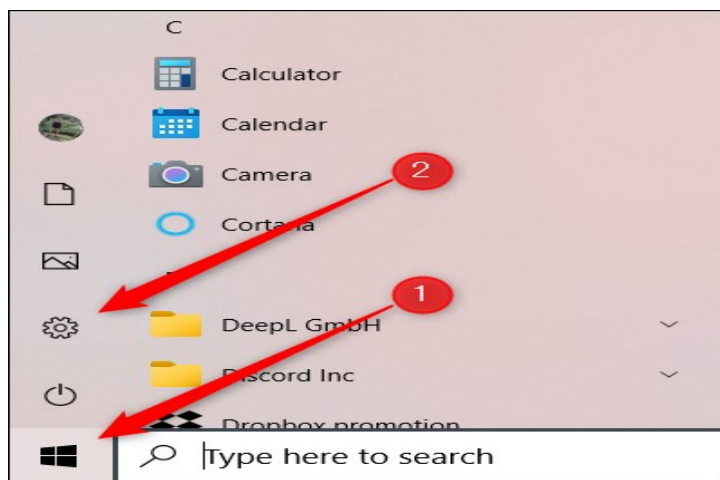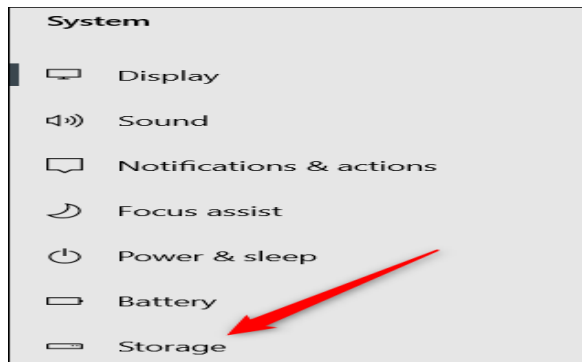

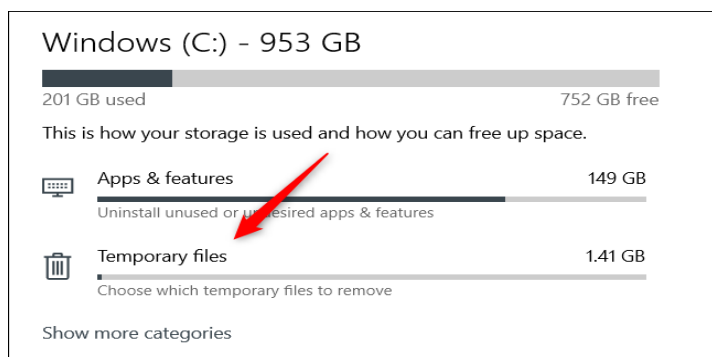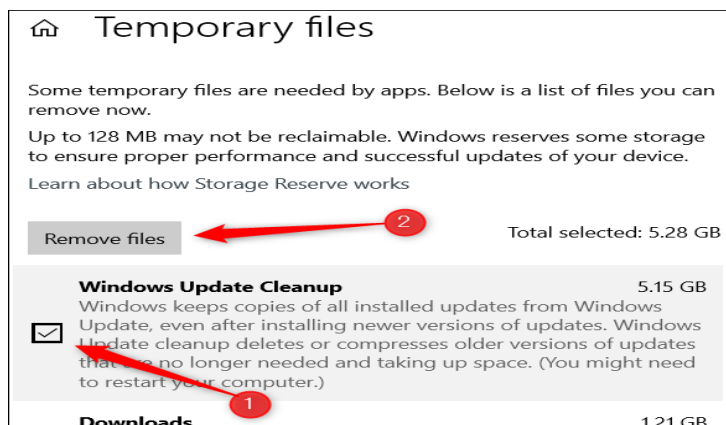The Settings window will open. Here, click the "System" option.
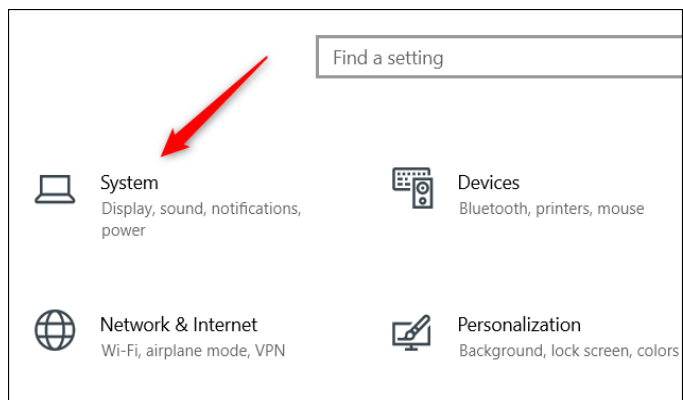
Next, click "Storage" in the left-hand pane.

On the next screen, click "Temporary Files" under the Windows (C:) group.

A list of what your system considers temporary files will appear. Check the box next to the files you want to delete and then click "Remove Files."


Windows 10 will now begin deleting the temp files.

Manually Delete Temp Files

If you like doing things the old-fashioned way, you can also delete the temp files yourself in File Explorer. But instead of digging around through multiple layers of folders trying to locate the Temp folder, you can use a shortcut. First, press Windows+R to open the Run app. Once open, type %temp% in the text box and then click "OK" or press Enter.
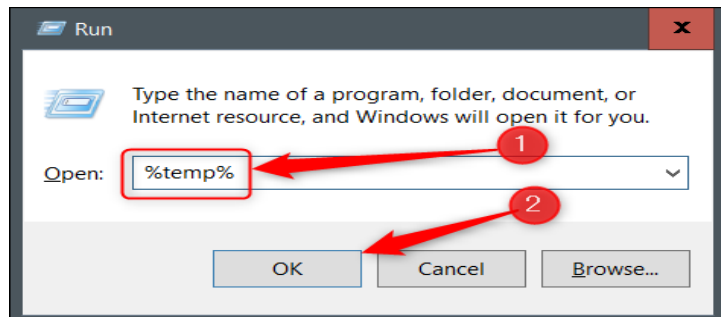
The Temp folder will open in File Explorer. Select the files that you want to delete. You can quickly select all of the files by pressing Ctrl+A. Selected files are highlighted in blue.
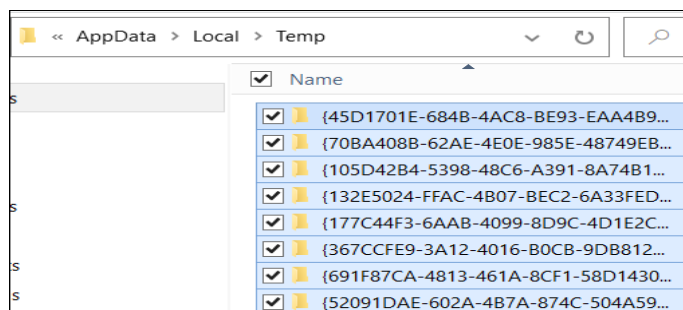
Next, right-click on any of the selected files. In the context menu that appears, click "Delete."
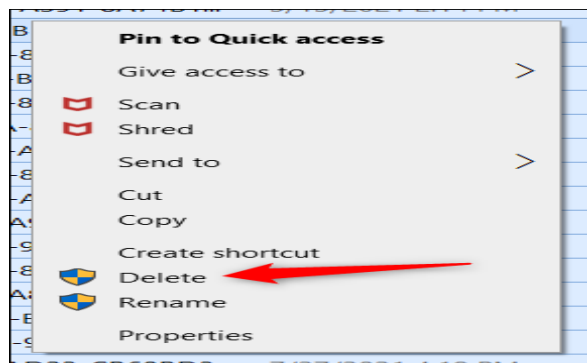
Windows will begin deleting the selected temp files.

As we mentioned, deleting temp files is a good way to regain storage space, but it's also possible that deleting temp files can help improve your PC if it's running a bit slow.

# How to Type With Your Voice in Windows 10

DAVID BUCK

If you're tired of typing with a keyboard, entering text can be as easy as using your voice in Windows 10. The OS includes built-in speech recognition and dictation features. Here's how to set them up.

How to Enable Dictation and Speech Recognition in Windows 10

Microsoft's dictation software is a useful way to write text quickly in Windows 10 using the Windows+h keyboard shortcut. But it may not already be enabled by default on your system, so you may have to make a quick trip to settings to enable it.

Begin by opening Windows Settings. To do so, open your Start menu and click the gear icon. You can also get there by pressing Windows+i on your keyboard.
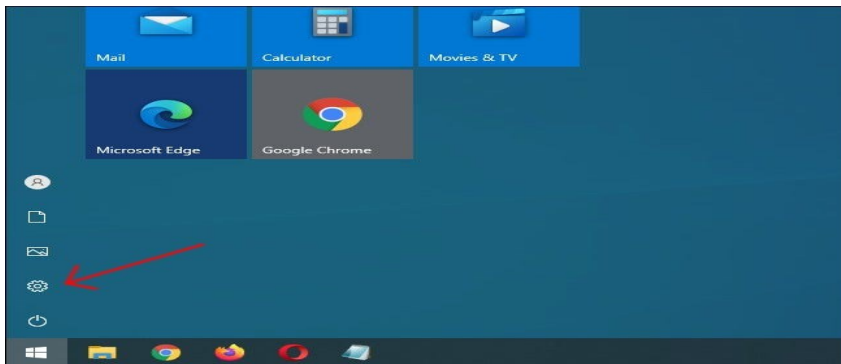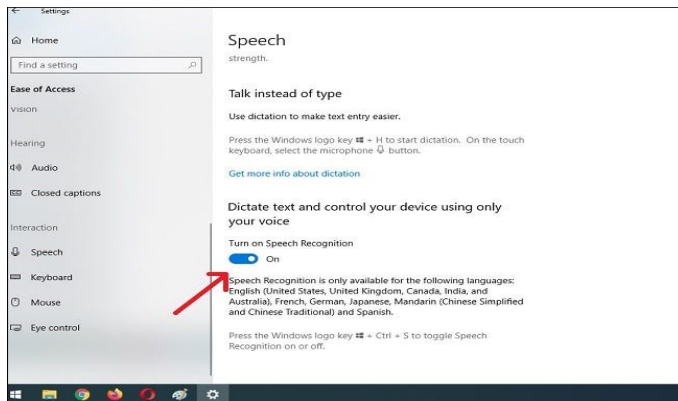

In Settings, click "Ease of Access."

On the left pane, scroll down and click "Speech" in the sidebar. Under Speech settings, click the switch located below "Turn on Speech Recognition." It should switch over to the "On" position.

Keep in mind speech recognition is only available in a few languages, including English, French, German, Spanish, Mandarin, and Japanese. To perform this action quickly, hit Windows+Ctrl+s to toggle speech recognition on or off instantly.

When you toggle speech recognition on for the first time, you will need to set it up to recognize your voice.

To perform the initial microphone setup, hook up either a headset microphone, desktop microphone, or other peripheral mics. Then follow the on-screen prompt to choose and calibrate your microphone.

We recommend using a headset mic for dictation software.

Once the headset is connected, say the on-screen phrase into your microphone, so the system will capture your voice and be able to recognize it while using the program.
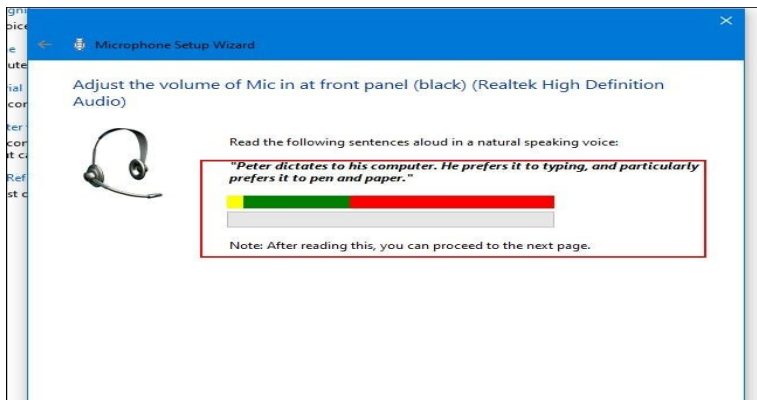
Finish up by selecting whether or not you want to allow the computer to review documents and email to help it improve speech recognition accuracy.
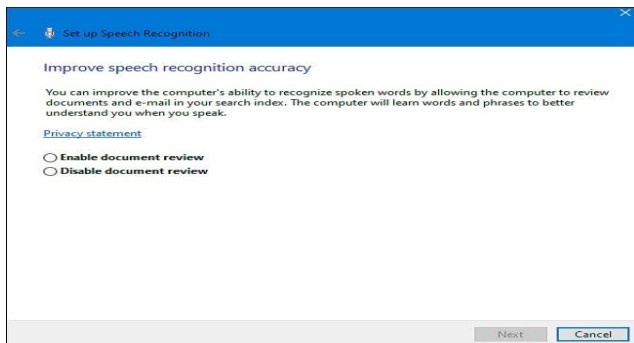
Once the setup is complete, you're ready to begin typing with your voice!

RELATED: *How to Set Up and Test Microphones in Windows 10*

Typing With Your Voice In Windows 10

After you've successfully set up your microphone, you can start typing with your voice. The wizard will ask you to toggle run Speech Recognition every time you start up the computer. Answer appropriately according to your preferences, and you're finally ready to start typing with your voice.

If you want to use dictation, select a text field and call up the dictation bar with Windows+h. We'll use a blank text document as an example. After hitting Windows+h, the dictation bar will pop up at the top of the screen:
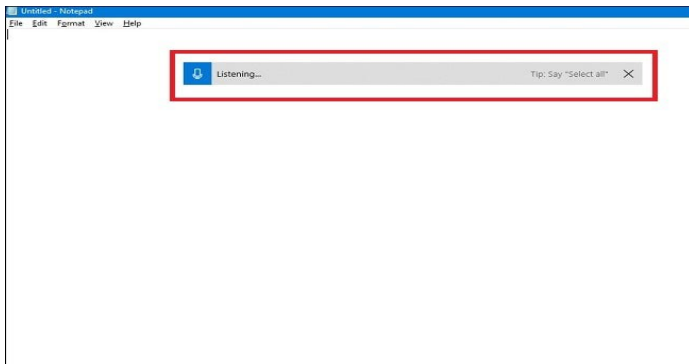
Dictation will automatically turn on and prompt you to speak once you call up the dictation bar. If it doesn't, simply click the microphone icon to enable it.

Begin speaking into your microphone. Speak in complete, deliberate sentences. You can say whatever you like, and you'll see it typed on the screen as you go along. Here are some tips while you dictate:

- **Punctuation:** To add punctuation, say the name of the punctuation mark you want to use as you work. For example, say "period" to place a period at the end of a sentence, or say "comma," "E-M dash," "semicolon," "exclamation point," or "question mark" to add those punctuation makes to your document.

- **Parentheses:** For parentheses, say "open parentheses" to start a parenthetical phrase and "close parenthesis" to end the phrase.

- **Numerical Values**: Say "numerical" followed by a number to type out the numerical values.

- **Navigating Paragraphs:** To move to the next paragraph, say "next line" or "next paragraph."

- **Deleting Text:** To delete words, say "delete," followed by the word you want to delete. You can also say "delete previous sentence" to get rid of an entire sentence you no longer wish to keep in the document.

- **Selecting:** To select a word, say "select," followed by the word you wish to highlight.

- **Move to Beginning or End of Sentence:** If you want to go to the beginning or end of a sentence, say "go to start of the sentence" or "go to the end of the sentence. This also works for navigating paragraphs and the start or end of a document.

Remember to speak clearly and avoid speaking too fast, as it can mess with your writing flow as the software tries to catch up your pace (When talking fast, we experienced some input lag until we slowed down a bit).

Stop dictating by say, "stop dictating." To turn it back on—or if it cuts out unexpectedly—click the microphone on the dictation bar to re-enable it:
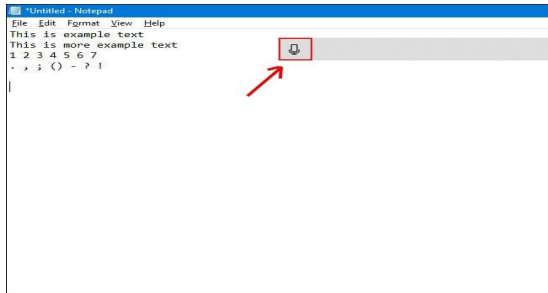

Dictation will allow you to use your voice to write things faster and easier than if you were typing them, and it's pretty fun too.

How to Disable Dictation and Speech Recognition in Windows 10

Dictation software is ideal for a number of uses, but there you may decide to disable it at some point. If you accidentally enable dictation or simply no longer wish to use it, disabling it is fairly straightforward. All you need to do is hit Windows+h again to toggle it off.

If you want to shut off speech recognition entirely, so you don't accidentally start dictation, disable it by using Windows+Ctrl+s. This will completely disable speech recognition.

Alternatively, head back to Windows Settings. Click "Ease of Access" again, find "Speech," and flip the switch beneath the words "Turn on Speech Recognition" to the "off" position.
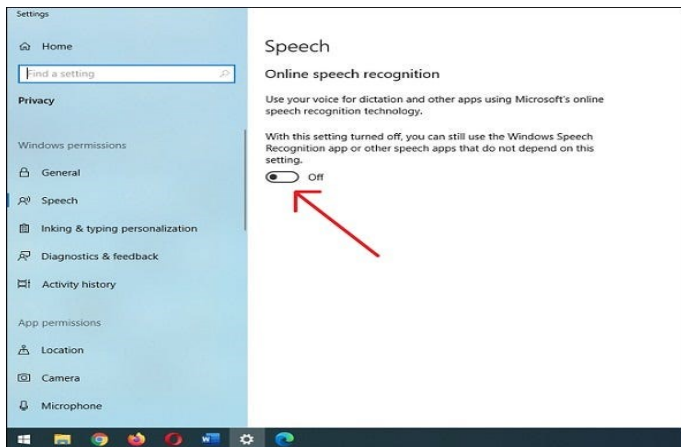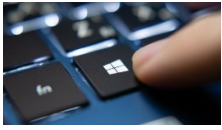

Remember, you can always turn speech recognition back on and use the dictation feature any time with Windows+H. Happy writing!

What Is "Antimalware Service Executable" and Why Is It Running on My PC?

CHRIS HOFFMAN

Windows 10 includes built-in Microsoft Defender Antivirus, formerly known as Windows Defender. The "Antimalware Service Executable" process is Microsoft Defender's background process. This program is also known as MsMpEng.exe, and is part of the Windows operating system.

Microsoft Defender, formerly known as Windows Defender, is part of Windows 10 and is the successor to the free Microsoft Security Essentials antivirus for Windows 7. This ensures that all Windows 10 users always have an antivirus program installed and running, even if they haven't chosen to install one. If you have an out-of-date antivirus application installed, Windows 10 will deactivate it and activate Microsoft Defender for you. Windows 11 includes the same Microsoft Defender antivirus software, too.

The Antimalware Service Executable process is Microsoft Defender's background service, and it always remains running in the background. It's responsible for checking files for malware when you access them, performing background system scans to check for dangerous software, installing antivirus definition updates, and anything else a security application like Defender needs to do.


While the process is named Antimalware Service Executable on the Processes tab in Task Manager, its file name is MsMpEng.exe, and you'll see this on the Details tab.

You can configure Microsoft Defender, perform scans, and check its scan history from the Windows Security application included with Windows 10 and Windows 11. This application was formerly named the "Windows Defender Security Center."

To launch it, use the "Windows Security" shortcut in the Start menu. You can also right-click the shield icon in the notification area on your taskbar and select "View Security Dashboard," or head to Settings > Update & Security > Windows Security > Open Windows Security.
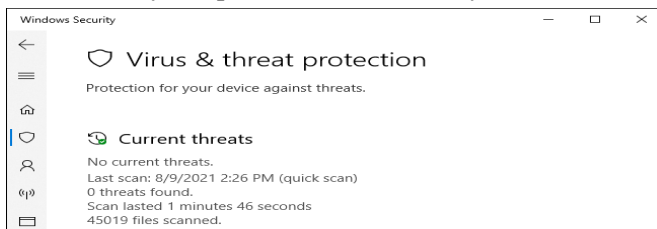
Why Is It Using So Much CPU?

If you see the Antimalware Service Executable process using a large amount of CPU or disk resources, it's likely scanning your computer for malware. Like other antivirus tools, Microsoft Defender performs regular background scans of the files on your computer.

It also scans files when you open them, and regularly installs updates with information about new malware. This CPU usage could also indicate that it's installing an update, or that you just opened a particularly large file Microsoft Defender needs some extra time to analyze.

Microsoft Defender generally performs background scans only when your computer is idle and isn't being used. However, it may still use CPU resources performing updates or scanning files as you open them, even while you use your computer. But the background scans shouldn't run while you're using your PC.

This is all normal with any antivirus program, all of which need to use some system resources to check your PC and keep you protected.

Can I Disable It?

We do not recommend disabling the Microsoft Defender antivirus tool if you don't have any other antivirus software installed. In fact, you can't disable it permanently. You can open the Windows Security application from your Start menu, select "Virus & Threat Protection," click "Manage Settings" under Virus & Threat protection settings, and disable "Real-Time Protection." However, this is just temporary, and Microsoft Defender will re-enable itself after a short period of time if it doesn't detect other antivirus apps installed.

Despite some misleading advice you'll see online, Defender performs its scans as a system maintenance task you can't disable. Disabling its tasks in the Task Scheduler won't help. It will only permanently stop if you install another antivirus program to take its place.

 If you do have another antivirus program installed (like Avira or BitDefender), Microsoft Defender will automatically disable itself and get out of your way. If you head to Windows Security > Virus & threat protection, you'll see a message saying "You're using other antivirus providers" if you have another antivirus program installed and activated. This means that Windows Defender is disabled. The process may run in the background, but it shouldn't use CPU or disk resources attempting to scan your system.

However, there is a way to use both your antivirus program of choice and Microsoft Defender. On this same screen, you can expand "Microsoft Defender Antivirus options" and enable "Periodic scanning." Defender will then perform regular background scans even while you're using another antivirus program, providing a second opinion and potentially catching things your main antivirus might miss.

If you see Microsoft Defender using CPU even while you have other antivirus tools installed and want to stop it, head here and ensure the Periodic scanning feature is set to "Off." If it doesn't bother you, feel free to enable Periodic scanning—it's another layer of protection and additional security. However, this feature is off by default.
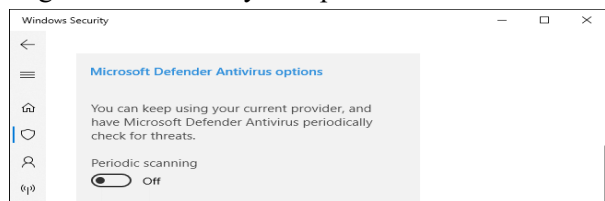
Is It a Virus?

We haven't seen any reports of viruses pretending to imitate the Antimalware Service Executable process. Microsoft Defender is itself an antivirus, so it should ideally stop any malware attempting to do this in its tracks. As long as you're using Windows and have Microsoft Defender enabled, it's normal for it to be running.

If you're really concerned, you can always run a scan with another antivirus application to confirm nothing malicious is running on your PC.

Plateau PC Users Group, Inc.

Revised Application for Membership for 2021

------- New Member   ------ Renewing Member

Return this application with check foe 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:

Join In	July - Sept	Oct - Dec	Jan - Mar	Apr - June
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:

_____

_____

_____

Note: Dues are now back to pre COVID-19 time, and due by July 1st

July 2021

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 2:00 P.M. PPCUG Board Mtg.	4	5	6
7	8	12 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	10	November 11 for Veteran's Day.	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Happy Thanksgiving	26	27
28	29	30				