



# PLATEAU PC USERS GROUP, INC GAZETTE



## April 2026

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

April 2026 Volume 32 Issue 4

**This Month's General Meeting**  
**Tuesday, APRIL 14, 2026**  
**will start at 3:00 P.M. @**  
**FFG Christ Lutheran Church**

**April 14th Presentation**  
**@ 3:00 P.M.**

**Crossville's Art Circle Public**  
**Library**

**Discover Crossville's Art Circle  
Public Library.**

**Wayne Schobel, Administrative  
Assistant will present on all the  
features and services available,**

**Including the NEW  
BOOKMOBILE program!**



**Sunday, April 5, 2026**

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**Please Note: All 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 1<sup>st</sup>. 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	<b>\$24</b>	\$18	\$12	\$6
Family	<b>\$30</b>	\$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”.

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Alan Baker	Gordon Botting	Barbara Duncan
Richard Del Frate	Randy Knowles	Bob Willis





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539 West Ave. Suite 101 Crossville TN 38557

## MS Windows Shortcut favorites

### Check out some of our favorite Windows shortcuts.

- To open File Explorer, press the **Windows logo key**  + **E**.
- To open Settings, press the **Windows logo key**  + **I**.
- To open Clipboard history, press the **Windows logo key**  + **V**.
- To open the emoji panel, press the **Windows logo key**  + **period (.)**.
- To re-open a browser tab that you closed, press **Ctrl + Shift + T**.

### More helpful shortcuts

- Lock your computer: Want to easily lock your screen? There's a shortcut for that. Select the **Windows logo key**  + **A** black square with a cross. Locking your screen prevents people from accessing your device when you're away. Learn more about Windows security features like Windows Hello and Presence Sensing.
- Find text: If you're trying to find text in your browser or on your PC, use the keyboard shortcut: **Ctrl + F**.
- Minimize your windows: If you have files or browser windows open that you would like to minimize, use this minimize hotkey: **Windows logo key**  + **M**.
- Select all: To select all of the content on your screen, like text or images, use the keyboard command and press **Ctrl + A**.
- Make text bold: To bold selected text, use **Ctrl + B**.
- Copy selected text, images, or tables: To copy text, images, and/or tables that have been selected, use **Ctrl + C**.
- Move your cursor to the end of a document or page: Jump your cursor to the end of a document or page by selecting **Ctrl + End**.
- Make text italic: Italicize selected text with **Ctrl + I**.
- Paste as plain text: If you want to paste text without formatting, select **Ctrl + Shift + V** to paste as plain text.
- Underline text: Underline any selected text with a quick **Ctrl + U**.
- Paste the last clipboard item: When you're ready to paste the last thing you copied to your clipboard, select the keyboard shortcut **Ctrl + V**.
- Undo: To undo what's just been typed or altered, select **Ctrl + Z**.
- Cut: To cut selected text, images, and tables, use **Ctrl + X**.

**\*\* Visit the PPCUG Website \*\***

***At: [www.PPCUGinc.com](http://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](mailto:jackal33980@gmail.com) (931) 239-0877

## **"Could not create the work file" error in Office**

03/02/2026

George Sengstock, Plateau PC Users Group PPCUGinc.com

### **Symptoms**

When you try to preview or save a document, Word returns the following error message:  
Word could not create the work file. Check the temp environment variable.

### **Resolution**

#### **Scan for malware and disk errors**

1. Run an antivirus scan. If your antivirus program doesn't detect any malware, check for corrupted files or disk errors.
2. Open an elevated Command Prompt window. To do this, select **Start**, enter *cmd*, and then press Enter.
3. In the search results, right-click **Command Prompt**, and then select **Run as administrator**.
4. Enter *sfc.exe /scannow*, and press Enter.
5. After the check is done and any errors are repaired, enter *chkdsk /r /f*, and then press Enter.
6. Restart your device, and try the action in Word again. If the error still occurs, try the next method.

#### **Add an Environment Variable**

1. Select **Start > Settings > System > About**.
2. Scroll down to **Related settings**, and then select **Advanced system settings**.
3. Select **Environment Variables**.
4. Under **User variables for <username>** (where <username> is your user name), select the **New** button.
5. In the **Variable name** field, enter **%userprofile%**.
6. In the **Variable value** field, enter **C:\Users\<username>** (where <username> is the same value as <username> in step 4).
7. Select **OK**, and then select **OK** on any confirmation window that opens.
8. Restart your device, and try the action in Word again. If the error still occurs, try the next method.

#### **Create a Temporary Internet Files folder**

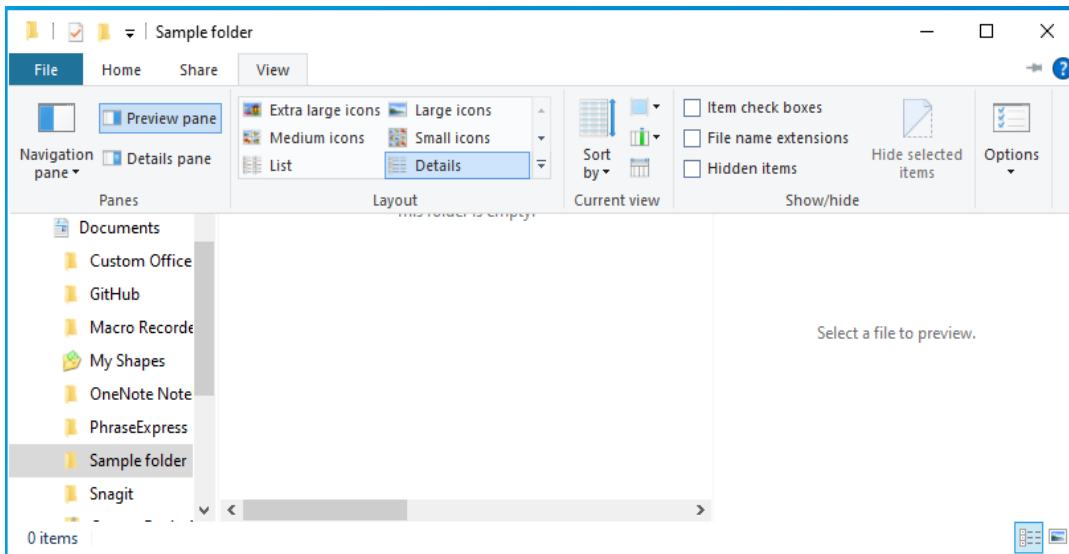
1. Start Windows Explorer.
2. Navigate to the following folder:  
C:\Users\<username>\AppData\Local\Microsoft\Windows\INetCache  
Note: In this path, <username> represents your user profile name.
3. Create a folder, and name it *Content.Word*.  
Note: It might be necessary to turn on **Hidden Items** on the View ribbon of Windows Explorer.
4. Restart your device, and try the action in Word again. If the error still occurs, try the next method.

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## Turn off Preview pane or edit registry

To work around the issue, turn off the Preview pane in File Explorer.



If you want to keep the Preview Pane active, edit the following registry subkeys to fix the error.

### Important

Follow the steps in this section carefully. Serious problems might occur if you modify the registry incorrectly. Before you modify it, back up the registry for restoration in case problems occur.

To work around this issue, delete the following registry keys:

1. Select **Start > Run**.
2. Enter *regedit* in the **Open:** box, and then select **OK**.
3. Search for and delete the following registry subkeys:
  - Word Preview: HKCR\CLSID\{84F66100-FF7C-4fb4-B0C0-02CD7FB668FE}
  - PowerPoint Preview: HKCR\CLSID\{65235197-874B-4A07-BDC5-E65EA825B718}
  - Excel Preview: HKCR\CLSID\{00020827-0000-0000-C000-000000000046}

Close Registry Editor, and restart Windows.

# How to Speed Up Windows 11 Without Third-Party Tools (Complete Expert Guide)

By Dellenny

- by John Edward



Windows 11 is designed to be fast, modern, and efficient. However, over time many users notice their system becoming slower apps take longer to open, startup times increase, and overall performance drops. The good news is that you **don't need third-party optimization tools** to fix this. Windows 11 already includes powerful built-in features that can dramatically improve performance if used correctly.

As someone who has worked with Windows systems for years, I can confidently say that most slow Windows 11 PCs can be fixed using **native system settings, built-in maintenance tools, and a few technical tweaks**.

In this guide, I'll walk you through **practical, safe, and effective methods to speed up Windows 11 without installing any additional software**.

## **Why Windows 11 Becomes Slow Over Time**

Before optimizing your system, it helps to understand why performance declines.

Common causes include:

- Too many **startup applications**
- Background apps consuming memory
- Visual effects using GPU/CPU resources
- Temporary and junk system files
- Outdated drivers or Windows updates
- Fragmented or cluttered storage
- Insufficient virtual memory configuration

Fortunately, Windows 11 provides built-in tools to address all of these issues

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## **1. Disable Unnecessary Startup Programs**

One of the biggest causes of slow Windows startup is too many applications launching automatically.

### **How to disable startup apps**

1. Press **Ctrl + Shift + Esc** to open **Task Manager**
2. Click the **Startup Apps** tab
3. Look for apps with **High Startup Impact**
4. Right-click the app
5. Select **Disable**

### **Recommended apps to disable (if unnecessary)**

- Chat apps
- Game launchers
- Cloud tools you don't actively use
- Auto-update utilities

Avoid disabling security software or essential system tools.

Reducing startup apps can cut **boot time by 30–60%** on many systems.

## **2. Turn Off Unnecessary Visual Effects**

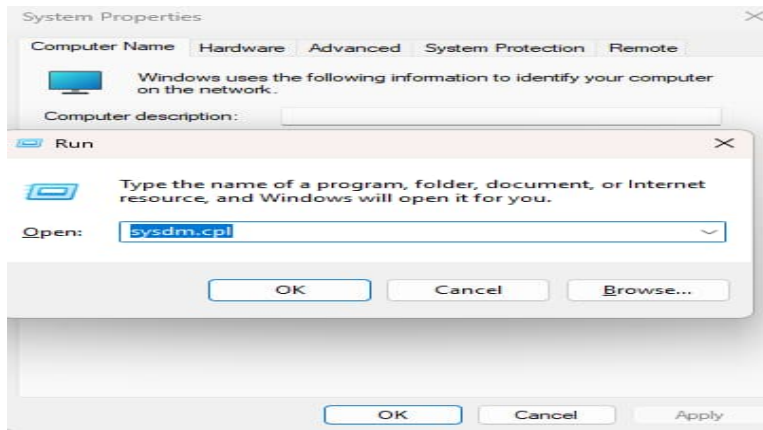
Windows 11 includes animations, shadows, and transparency effects that look great but consume system resources.

### **Steps to disable visual effects**

1. Press **Windows + R**
2. Type:  
  
**sysdm.cpl**
3. Open the **Advanced** tab
4. Under **Performance**, click **Settings**
5. Select **Adjust for best performance**

This disables most animations.

*(Continued on page 8)*



### **Optional: Keep useful visuals**

You can re-enable:

- Smooth edges of screen fonts
- Show thumbnails instead of icons

This balances performance with usability.

### **3. Clean Temporary and Junk Files**

Temporary files accumulate quickly and waste storage space.

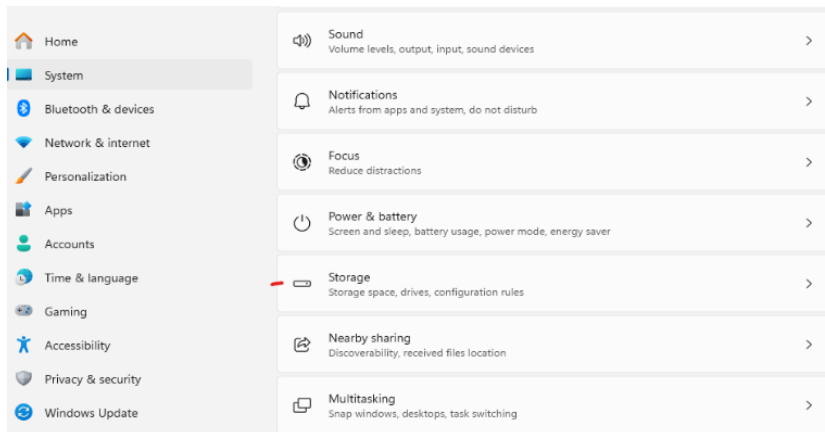
#### **Method 1: Use Storage Sense**

1. Open **Settings**

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2. Go to **System** → **Storage**
3. Click **Temporary Files**
4. Select files to remove
5. Click **Remove Files**



## Method 2: Run Disk Cleanup

1. Press **Windows + S**
2. Search for **Disk Cleanup**
3. Select your system drive (C:)
4. Check items like:

- Temporary files
- Thumbnails
- Recycle Bin
- Windows Update Cleanup

5. Click **OK**

Cleaning junk files can free **several gigabytes of space** and improve system responsiveness.

## 4. Stop Background Apps

Many apps continue running in the background even when you're not using them.

### How to disable background apps

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1. Open **Settings**
2. Go to **Apps** → **Installed Apps**
3. Click the **three dots** next to an app
4. Select **Advanced Options**
5. Under **Background App Permissions**, choose:

Never

This prevents unnecessary CPU and RAM usage.

## **5. Optimize Your Drives**

If you're using an HDD (hard drive), fragmentation can slow down file access.

### **Run drive optimization**

1. Press **Windows + S**
2. Search for:

Defragment and Optimize Drives

3. Select your drive
4. Click **Optimize**

Important:

- HDD → Defragmentation helps
- SSD → Windows performs **TRIM optimization automatically**

## **6. Update Windows and Drivers**

Outdated system components can cause slowdowns and compatibility issues.

### **Update Windows**

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1. Open **Settings**
2. Go to **Windows Update**
3. Click **Check for Updates**

#### **Update drivers**

1. Right-click **Start**
2. Open **Device Manager**
3. Expand device categories
4. Right-click device
5. Select **Update Driver**

Keeping drivers updated ensures **better hardware performance and stability**.

#### **7. Disable Transparency Effects**

Transparency effects use GPU resources unnecessarily.

##### **Turn them off**

1. Open **Settings**
2. Go to **Personalization** → **Colors**
3. Turn **Transparency Effects** → **Off**

This small change can help improve performance on lower-end PCs.

#### **8. Adjust Power Settings for Maximum Performance**

Windows may use balanced or power-saving modes that limit performance.

##### **Enable High Performance Mode**

1. Press **Windows + R**
2. Type:

powercfg.cpl

3. Select **High Performance**

If unavailable:

1. Click **Create a Power Plan**
2. Choose **High Performance**

This allows the CPU to run at higher performance levels.

#### **9. Disable Unused Windows Features**

Some Windows features run background services you may never use.

##### **Turn off unused features**

1. Press **Windows + R**
2. Type:

*(Continued on page 12)*

(Continued from page 11)

optional features

3. Disable features like:

- Internet Explorer Mode (if unused)
- Windows Fax and Scan
- Legacy Components

Be cautious and disable only features you recognize.

## **10. Restart Your PC Regularly**

Many users rely on sleep or hibernate modes for weeks.

Restarting:

- Clears memory leaks
- Stops stuck processes
- Resets system services

### **Recommended**

Restart your PC **at least once every few days.**

#### **Bonus: Check for Malware Using Windows Security**

Malware can significantly slow down Windows.

#### **Run a full system scan**

1. Open **Windows Security**
2. Go to **Virus & Threat Protection**
3. Click **Scan Options**
4. Select **Full Scan**

This ensures malicious programs are not consuming system resources.

Windows 11 performance issues are often caused by **system clutter, background processes, and unnecessary startup programs** rather than hardware limitations.

By using the **built-in Windows tools and settings outlined above**, you can:

- Reduce startup time
- Improve responsiveness
- Free up system resources
- Extend the life of your PC

Best of all, these optimizations are **completely free and safe**, requiring no third-party utilities.

If you make these adjustments regularly, your Windows 11 system will stay **fast, stable, and efficient for years to come**

## Voice Typing in Windows 11 Dictate Like a Pro

Dellenny

- by John Edward

Typing on a keyboard is second nature for many of us, but sometimes you just want to say your thoughts out loud and let your computer do the heavy lifting. That's where **Voice Typing in Windows 11** comes in. It's a built-in tool that allows you to dictate text into almost any app—Word, Notepad, email, or even a web browser. With smart features like auto-punctuation and multi-language support, you can work faster, hands-free, and more efficiently.

Let's explore how to use voice typing in Windows 11 and some tips to make the most of it.

### **What Is Voice Typing in Windows 11?**

Voice Typing is Microsoft's enhanced speech-to-text tool integrated directly into Windows 11. Unlike older versions of dictation, it offers:

- **Quick access with a shortcut**
- **Automatic punctuation** (periods, commas, question marks, etc.)
- **Support for multiple languages**
- **Cloud-powered speech recognition** for more accurate results

Whether you're drafting an email, writing an article, or taking notes, you can simply talk, and Windows will type for you.

### **How to Launch Voice Typing**

Getting started is easy:

1. **Open any text field** (e.g., Word, Notepad, or even the search bar).
2. **Press Windows + H** on your keyboard.
3. The **Voice Typing toolbar** will appear at the top of your screen.
4. Click the microphone icon—or just start speaking.

When you're done, press Windows + H again or hit **Esc** to close the tool.

### **Using Voice Typing Like a Pro**

#### **1. Enable Auto-Punctuation**

Instead of saying "comma" or "period" out loud, let Windows handle it.

- Open the **Voice Typing toolbar**.
- Click the **settings (gear) icon**.
- Toggle "**Auto punctuation**" on.

This makes your dictation more natural and less robotic.

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## **2. Speak Clearly and Naturally**

You don't need to over-enunciate or talk slowly. Windows 11 recognizes conversational speech. Just speak naturally, and the AI will handle the rest.

## **3. Use Voice Commands**

While dictating, you can say commands like:

- **“Delete that”** – removes the last dictated phrase.
- **“Select [word/phrase]”** – highlights a word or phrase.
- **“Go to end of sentence”** – moves the cursor accordingly.

These shortcuts help you edit without switching back to your keyboard.

## **4. Switch Between Languages**

If you're multilingual, you can change the dictation language in Windows settings. Just make sure you've installed the desired language pack.

## **5. Combine Voice and Keyboard for Speed**

Voice typing isn't always perfect. For maximum productivity, dictate the bulk of your text, then polish it with your keyboard.

### **When to Use Voice Typing**

Voice Typing shines in many situations:

- **Brainstorming ideas quickly**
- **Writing long documents without hand fatigue**
- **Dictating emails on the go**
- **Taking notes during meetings**

It's especially useful if you want a hands-free workflow or need an accessibility-friendly way to write. Voice Typing in Windows 11 isn't just a convenience—it's a productivity booster. With features like auto-punctuation, natural language recognition, and easy keyboard integration, you can dictate like a pro in no time.

So next time you're staring at a blank page, press Windows + H, start speaking, and let Windows 11 do the typing for you.



**Plateau PC Users Group, Inc.**

**Application for Membership for 2026-2027**

----- 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. 221 Tomlon Road, Crossville TN 38555"

**Our annual dues are now payable July 1<sup>st</sup>. 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	<b>\$24</b>	\$18	\$12	\$6
Family	<b>\$30</b>	\$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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# May 2026



Sun

Mon

Tue

Wed

Thu

Fri

Sat

					1	2
3	4	5	6 10:00 A.M. PPCUG Board Mtg.	7	8	9
10 	11	12 3:00 P.M. General Mtg. Presentation. Followed by Q&A Session	13	14	15	16 
17	18	19	20	21	22	23
24	25 	26	27	28	29	30
31						