



PLATEAU PC USERS GROUP, INC GAZETTE



March 2020

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“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 26, Issue 3

This Month’s General Meeting

Tuesday, March 10, 2020
will Start at 3:00 P.M.

FFG Christ Lutheran Church

March 10th Presentation @ 3:00 P.M.

Acronis True Image 2020

This month’s presentation will be on Acronis True Image 2020, which will be a short video and further explanation by a PPCUG member, Frank Wade.

This software provides an excellent backup service (cloud, local or hybrid cloud), including full disk imaging and includes Artificial Intelligence-based anti-malware / ransomware / crypto-hijacking protection.

Frank will mention the cloning tool, which he has used multiple times for migrating one bootable drive to another.



Tuesday, March 17, 2020

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Winter Hours start at **3:00 P.M.** (October through March)

Summer Hours start at **6:00 P.M.** (April through September)

Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade 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 starting July 1, 2014, with partial years dues as follows:

Join In	Jul-Sep Annual Dues	Oct-Dec	Jan-Mar	Apr-Jun
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Student memberships (21 and under) are \$10 annually. Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company.
Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

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

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

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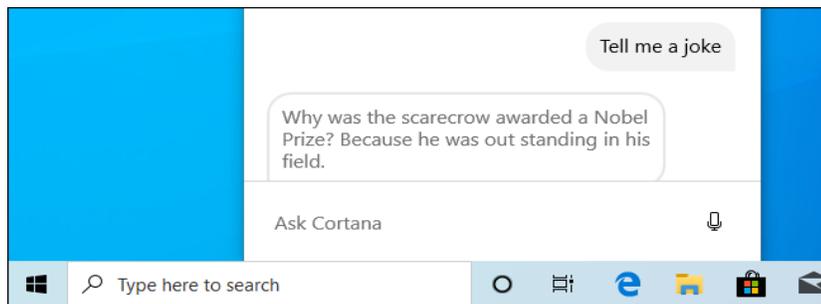
Up Coming Meeting for April 2020

Note: Summer Hours 6:00 P.M.

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on **Tuesday, April 14, 2020. at 6:00 P.M**

Cool Tips & Sites

A New Cortana Experience (With Typing)



Microsoft is advertising a “new Cortana experience” with a “brand-new chat-based UI.” You can now type queries to Cortana rather than say them out loud. The history of your conversation with Cortana will appear as if it was a chat window, so you can see the results of recent queries just by opening Cortana from the taskbar.

The Cortana panel is now a more normal window, too. You can resize it and move it around on your desktop by dragging the title bar, just like other windows. It supports both Windows 10’s light and dark themes, too.

Beyond the new design, Microsoft says it has “updated Cortana with new speech and language models” as well as “significantly improved performance” of the voice assistant. And, soon, Microsoft says you will be able to use Cortana in any of its supported languages, even if your Windows operating system is set to use a display language Cortana does not support.

Microsoft has temporarily removed Cortana features like jokes, timers, and Bing instant answers. It’s focusing on a productivity-based feature for now.

**** 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 Manage Tracking Prevention in Microsoft Edge

By Brian Burgess

Last Updated on January 24, 2020



One of the selling points of the new Microsoft Edge is its focus on privacy and tracking prevention. Here's a look at what tracking is and how to manage the tracking prevention settings in Edge.

What is Tracking?

Websites use tracking mechanisms to collect data about your browsing, likes, clicks, and shopping habits to serve up personalized ads. In fact, trackers can collect data about you across multiple sites. Even ones you haven't visited. That's why it seems like ads for a product or service are following you around online. And some trackers can be harmful. Ones that are detected as cryptomining or **fingerprinting** in the background. Not only do trackers have privacy implications, but they use up system resources.

Tracking Prevention in Microsoft Edge

The browser's tracking prevention feature is powered by **Disconnect's tracking protection lists**. Disconnect is the company that develops a **browser extension** to block known and harmful trackers. And the **Privacy Pro app** for iPhone that blocks hidden tracking from the apps (namely free apps) you install on your device.

Manage Tracking Prevention Settings in Edge

The new Microsoft Edge has built-in tracking prevention that will detect, and block known trackers.

To manage Microsoft's tracking prevention level settings, click the **Options** button (three dots) at the upper-right corner of the screen and choose **Settings > Privacy and services**.



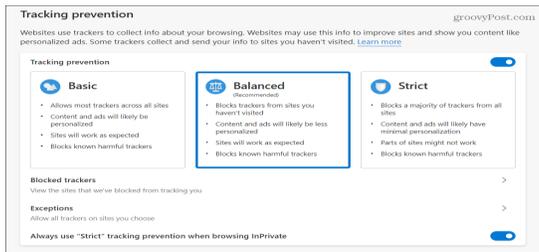
Alternately you can copy and paste the following into the address bar:

<edge://settings/privacy>

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There you will find the tracking prevention section. It has three levels you can choose: Basic, Balanced, or Strict. It is set to “Balanced” by default, but you can change it to a different level if you want.



Obviously, the “Basic” setting is going to allow most trackers from all websites, and you’ll have a personalized ad experience as you navigate the web. But it still blocks known harmful trackers of the malicious variety.

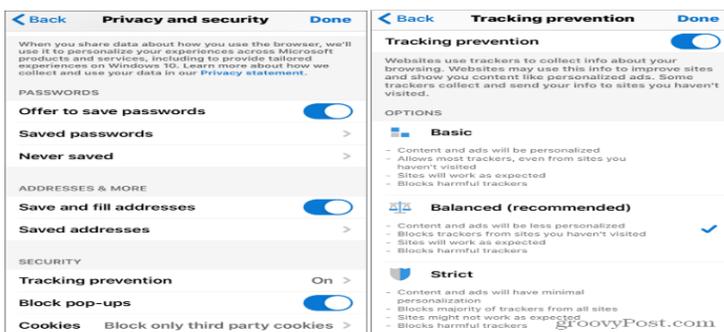
The “Strict” setting blocks trackers from all sites. But in addition to not seeing personalized ads, it may break some visual elements of a site.

The “Balanced” setting which is recommended and enabled by default will strike a balance between the two. It blocks trackers from sites you haven’t visited, sites will work, and you’ll have a less ad tracking.

It’s also worth noting that here you can click on “Blocked trackers” to view the number of blocked trackers. And you can also whitelist certain sites where the tracking prevention feature is turned off. And turn on the option to always use the “Strict” setting while using InPrivate mode.

Tracking Prevention Setting for Mobile

On the mobile version of Edge head to **Settings > Privacy and security > Tracking Prevention** and choose the level you want there. It’s set to Basic on mobile just as it is on the desktop version.



Data mining is a multi-billion dollars a year industry. And tracking are complex and constantly evolving. But the more you can do to help protect your privacy online the better. And the tracking prevention feature in the new Microsoft Edge is another protection mechanism.

How to Make Important Emails Stand Out in Outlook

By Ben Stockton

Almost every office employee has to deal with an unwieldy email inbox at one time or another. Thankfully, Microsoft Outlook users can take advantage of various features designed to make important emails stand out.

These include conditional formatting and color categories to add different fonts and colors to your emails. Here's how to use these features in Outlook.

Using Conditional Formatting in Outlook

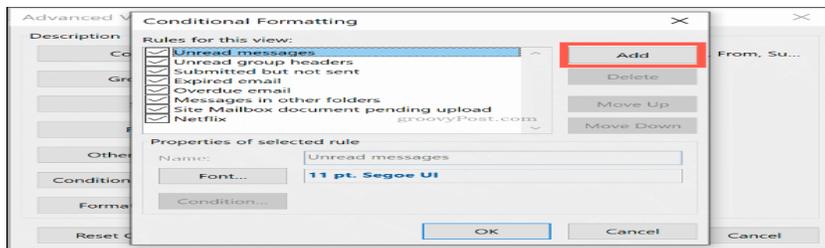
Conditional formatting allows you to set formatting rules for Outlook emails. You can set different colors, fonts, and styles to your email messages as they appear in your inbox. To get started, you'll need to create a new conditional formatting rule.

In Outlook, click **View > View Settings** in the **Current View** category. In the **Advanced View Settings** window, click **Conditional Formatting**.

Creating a New Conditional Formatting Rule

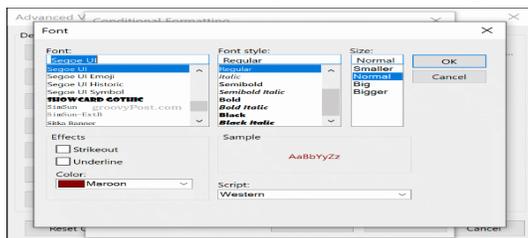
As you'll see from the **Conditional Formatting** settings window, Outlook already uses conditional formatting rules for certain scenarios. Unread emails, for instance, will appear with blue text using the Segoe UI font.

To add your own conditional formatting rule, click the **Add** button.



Give an appropriate name to your rule, then click **Font** to set your formatting options like font, color, and size.

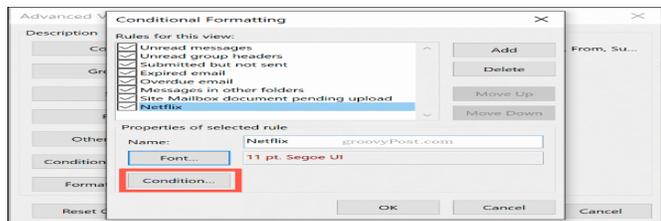
Click **OK** to confirm your font settings.



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Once the formatting style for your rule is set, click the **Condition** button.

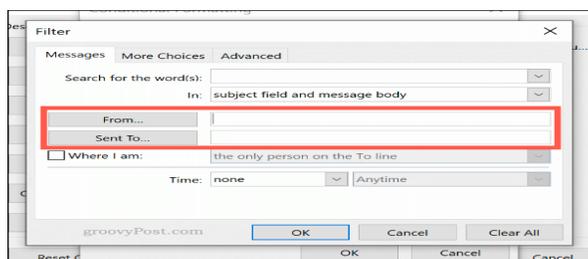


From here, you can set the rule to apply automatically to emails that contain certain keywords, or to emails sent to, or from, certain email addresses.

Formatting by Email Address

To add a rule that applies to emails from a specific sender, type the email address in the **From** box, separating multiple email addresses with a semi-colon. You can apply this to all emails sent from a single site by typing **@domain.com**, replacing domain.com with the correct domain name.

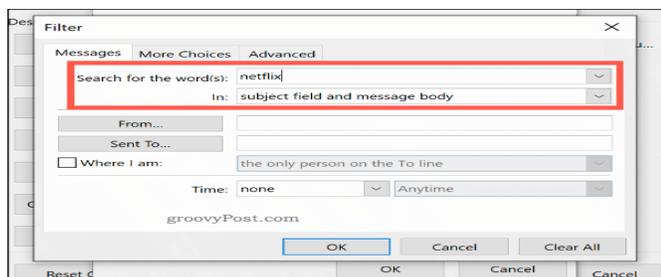
You can also do this for emails you send, rather than receive, by typing the email address in the **Send To** box instead.



Formatting by Keyword Search

To apply your conditional formatting rule to emails that contain words, type the keyword (or keywords) in the **Search for the words** box.

Select the **Subject field only** option in the drop-down menu below to only search the subject field for your chosen keywords, or the **Subject field and message body** option to search the entire email.



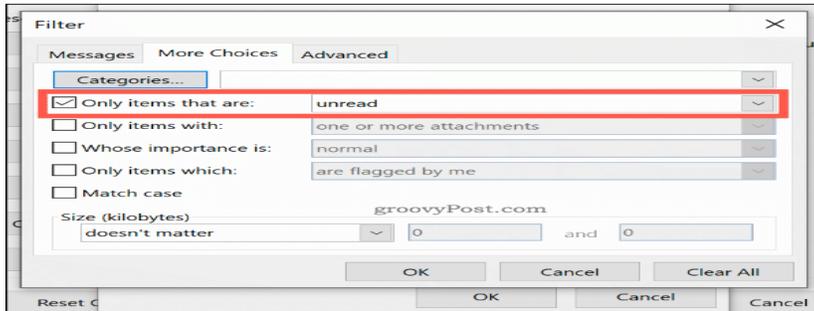
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Advanced Conditional Formatting Rules

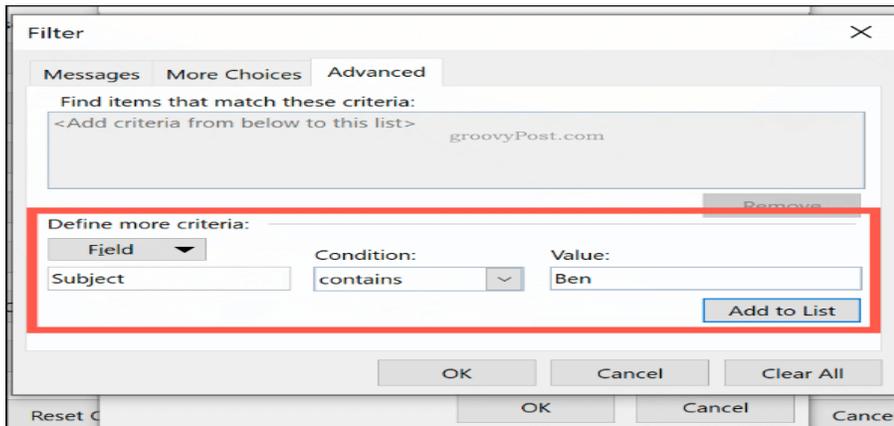
You can create further complex formatting rules in the **More Choices** and **Advanced** tabs. From here, you can apply your new rule to emails by their read status, importance, follow up flag, size and more.

For instance, to set your rule to apply only to unread emails, click the **Only items that are** checkbox in the **More Choices** tab, then select the **Unread** option from the drop-down menu.



In the **Advanced** tab, you can create specific searches for your rule using almost all available Outlook data. Clicking the **Fields** option gives you hundreds of options to choose from. The most common fields are listed under the **Frequently-used fields** category.

Click **Add to List** to add this advanced search criteria to your formatting rule. The example below shows an advanced search for all emails that contain "Ben" in the **Subject** field.



Once you're happy with your rule, click **OK** to confirm, then **OK** to close the **Conditional Formatting** settings window.

Using Email Categories

While it's possible to **categorize Outlook emails using search folders**, another way of emphasizing your important emails is to apply a category. Categories have a separate name and color tag, allowing you to view them separately.

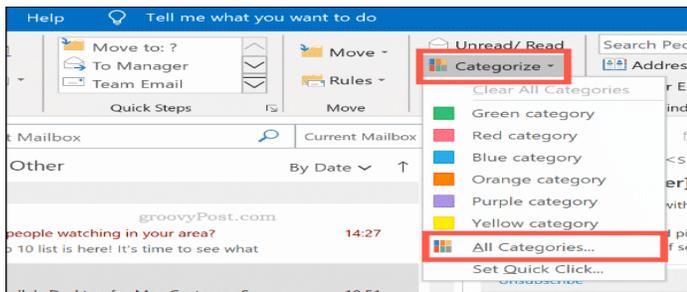
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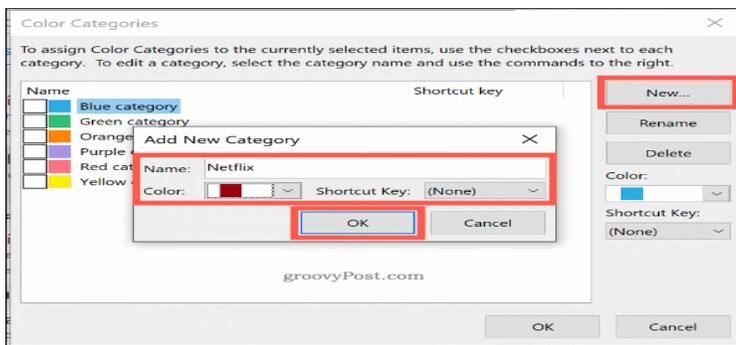
A green-yellow-red color system could help you prioritize the most important emails, for instance. By default, Outlook offers categories in blue, green, orange, purple, red, and yellow. You can edit these or create your own, using alternative colors and names.

Creating or Editing Categories

To create a new category, or to edit an existing one, click **Home > Categorize > All Categories**.



Click **New** to create a new category. Select your category color from the drop-down menu, giving it a name in the **Name** box above.



Click **OK** to save your category.

Manually Applying a Category to Outlook Emails

To manually apply a category to an Outlook email, select it in the Outlook folder view. Click **Home > Categorize**, then click on your category.

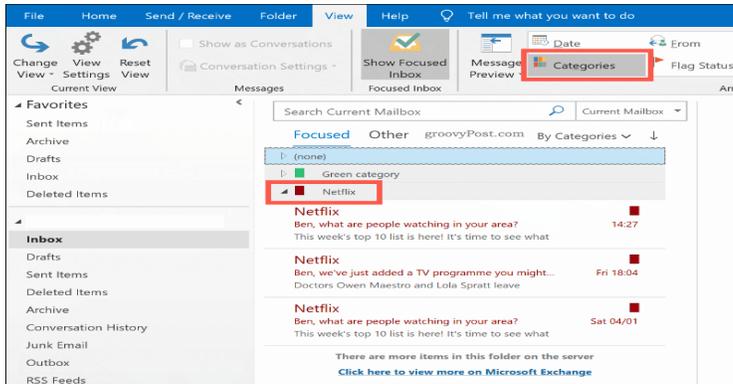


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Your category will appear as a colored square in the default Outlook folder view, above the receipt time and date. The name of your category will appear below the email subject in the email view.

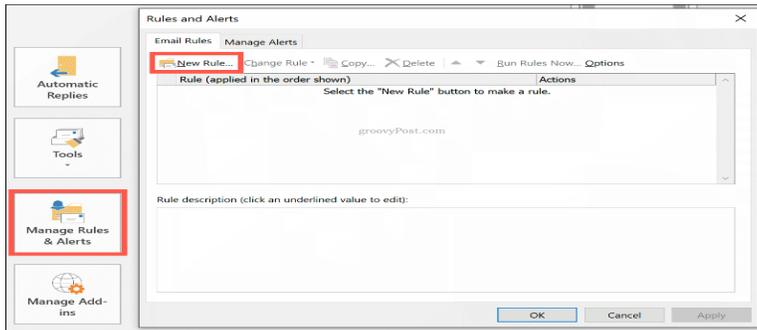
To view emails by category, click **View > Categories** and scroll to the appropriate section for your category.



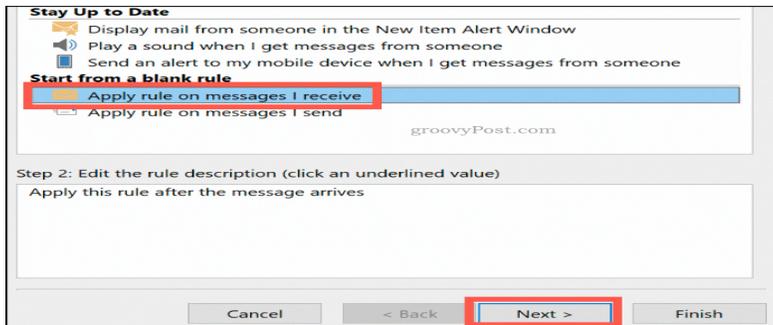
Automatically Applying Outlook Categories

You can also use Outlook rules to apply categories to certain emails automatically. To do that, click **File > Info > Manage Rules & Alerts**.

In the **Email Rules** tab of the **Rules and Alerts** menu, click the **New Rule** button.



Select **Apply rule on messages I receive** before clicking **Next**.



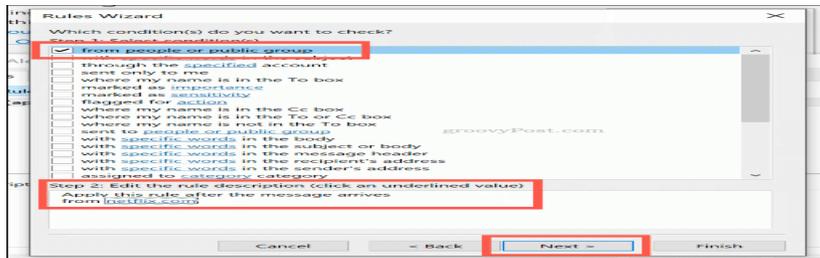
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Select the search criteria for your color category rule. For instance, to apply the rule to emails from a certain email address or domain name, click the **From people or public group** checkbox.

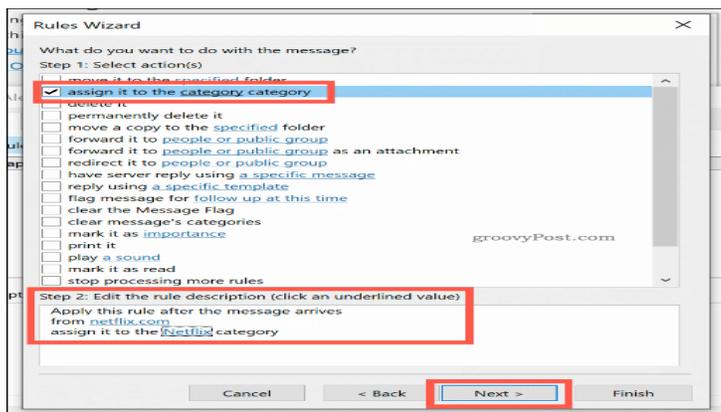
In the **Step 2** area below, click on the criteria again (underlined in blue). Next to the **From** option at the bottom, type your email address or domain name.

If Outlook can find the email address in your existing mailbox, select it from the list that appears, then click **OK**. If it can't, click **Cancel**. The rule will be created regardless. Click **Next** to continue.



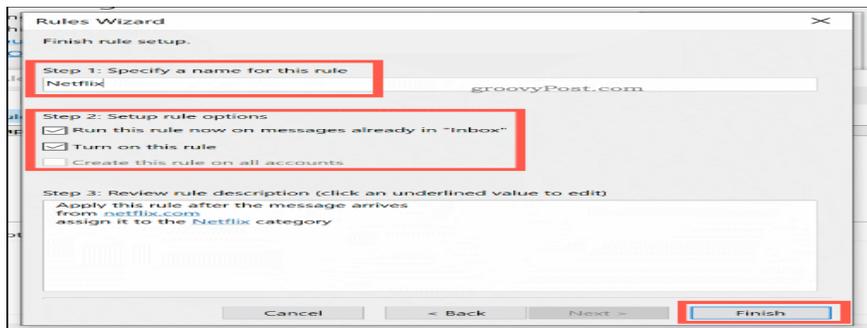
You can set the action for your rule at the next stage. Click to enable the “Assign to the category category” option in the **Step 1** section.

Select the category to assign to this rule by clicking a **category** in the **Step 2** section below, before clicking **OK**, then **Next**.



The next stage allows you to select any exceptions to this rule. Select these, as above, or click **Next** to continue.

At the final stage, give a name for your color category rule, then select the **Run this rule now on messages already in “Inbox”** checkbox to retrospectively apply it to all of your existing emails.



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Click **Finish** to create and run the rule. The color category will be applied to your emails, as per the criteria you selected.

Don't Miss Your Important Outlook Emails

Using color categories and conditional formatting rules is a great way to make the important emails you send and receive stand out in Outlook. Don't forget to **boost your Outlook productivity** even further by using additional Outlook rules and follow up flags to keep track of email chains and important tasks. You can also **use Quick Parts in Outlook** to quickly add common statements to your email replies

How to Create a Shutdown Icon in Windows 10



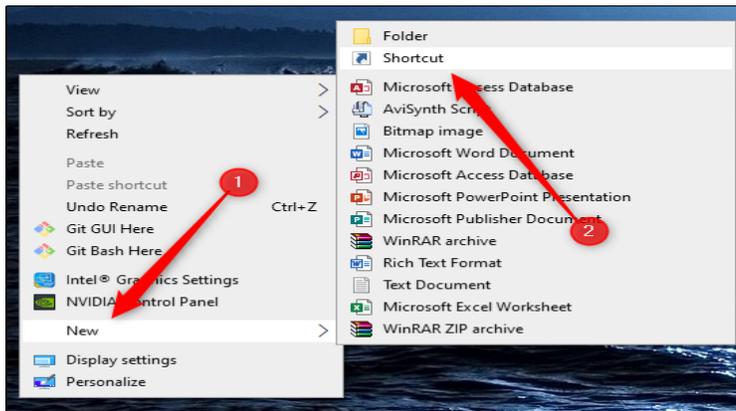
MARSHALL GUNNELL @MARSHALL_G08



It's true that shutting down your Windows 10 PC the old-fashioned way only takes three clicks. But why spend the extra energy when you can do it in two? All you have to do is create a shutdown icon, and you'll save yourself some time.

Create a Shutdown Icon

To create a shutdown icon, right-click your Desktop, hover over "New," and then select "Shortcut."



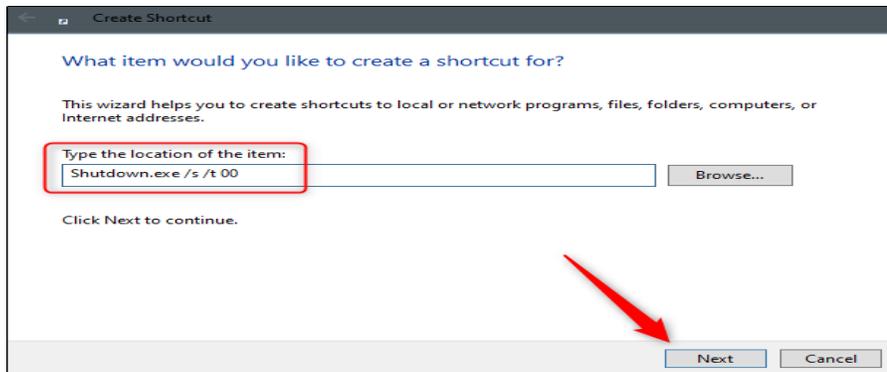
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RELATED: How to Shut Down Your Windows 10 PC Using Command Prompt

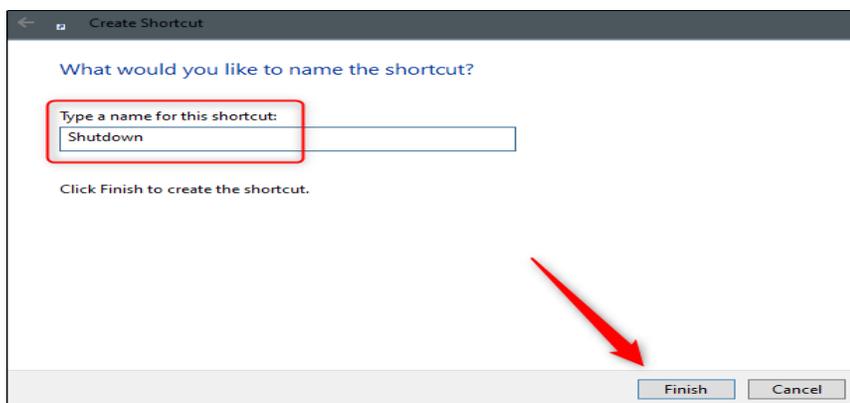
The “Create Shortcut” menu appears. In the text box under “Type the location of the item,” type the following command and then click “Next”:

Shutdown.exe /s /t 00



In the next window, type a name for your new shortcut if you want. “Shutdown” is the default, so we’ll leave it that for this example.

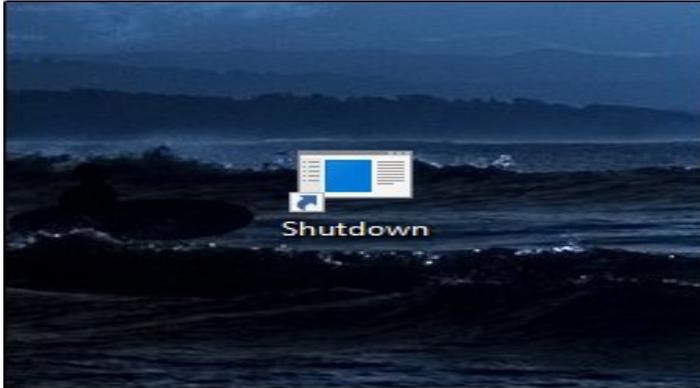
Click “Finish” to finish the setup process.



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Your new shutdown icon will appear on your Desktop.



Now, whenever you double-click the icon, your PC will shut down instantly.

Other Useful Shortcuts

As you might have guessed, in addition to Shutdown, there are several other shortcuts you can create. The good news is you don't have to sacrifice one shortcut to have another—you can create as many as you want.

RELATED: *How to Create Desktop Shortcuts on Windows 10 the Easy Way*

The steps are the same as those we covered above, except you type different commands for each shortcut. So, once again, just right-click your Desktop, hover over “New,” and then select “Shortcut.” Then, type any of the commands below to create the other shortcuts you want.

Command	Shortcut Icon Type
Shutdown.exe /r /t 00	Restart
rundll32.exe powrprof.dll,SetSuspendState 0,1,0	Sleep
rundll32.exe PowrProf.dll,SetSuspendState	Hibernate
Rundll32.exe User32.dll,LockWorkStation	Lock PC

PLATEAU PC USERS GROUP, Inc.



APPLICATION FOR MEMBERSHIP

___ **New Member** ___ **Renewing Member**

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable on July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting 7/1/2014 with partial years' dues as follows:

Join In	July-Sept Annual Dues	Oct-Dec	Jan-Mar	Apr-June
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Date: _____ Amount Paid: \$ ____ :.00, by Cash ____, or Check (# _____)

_____ Last Name _____ First Name _____ Family Members (if family membership)

_____ Address:

_____ City _____ State _____ Zip Code _____ (_____) _____ Phone Number

E-Mail address: _____

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

I have used PCs since (year): _____

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

January 2020



April 2020



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
			1 <u>2:00 P.M.</u> PPCUG Board Mtg.	2	3	4
5	6	7	8	9	10	11
12 	13	14 <u>6:00 P.M.</u> General Mtg. Presentation. Followed By Q&A Session	15 	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		